Transaction Auditing Administrator and User Guide

Document containing setup and reporting instructions related to Transaction Auditing

2018

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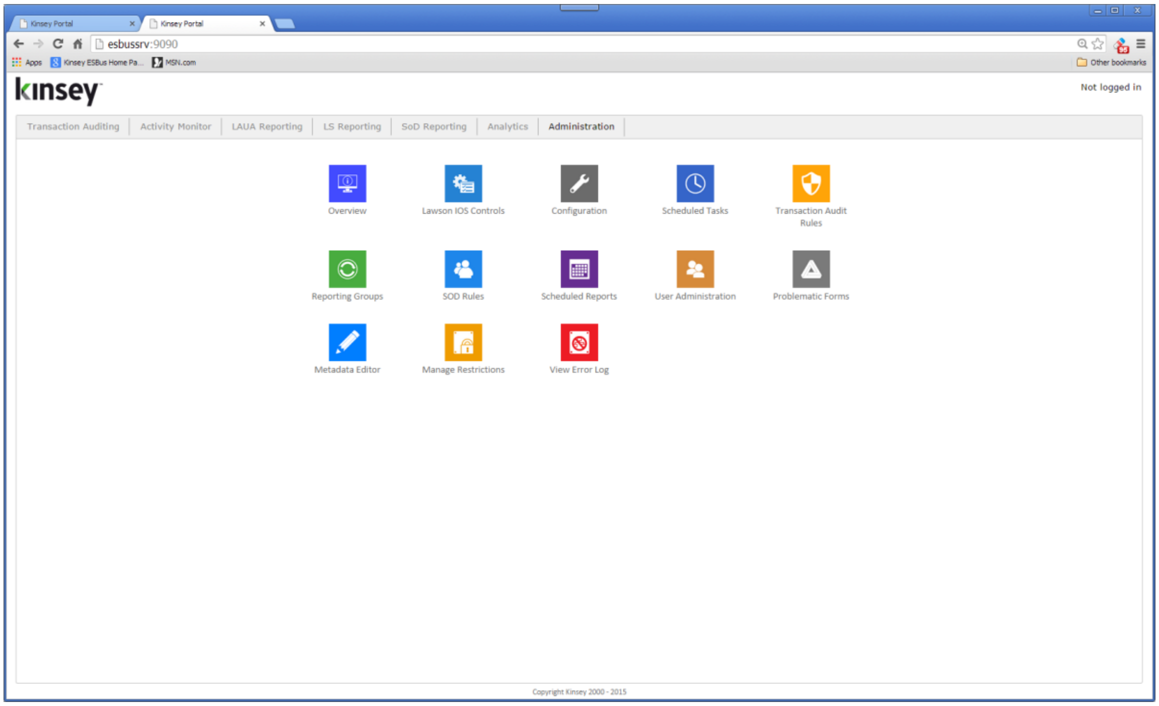
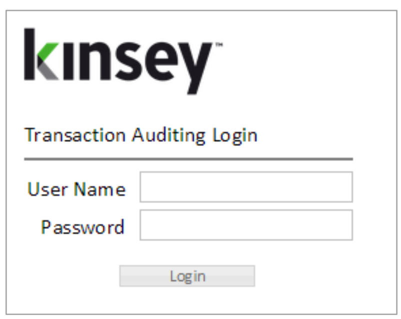
Defining an Audit Rule

You'll have your own custom URL for accessing the Kinsey Server's main menu.

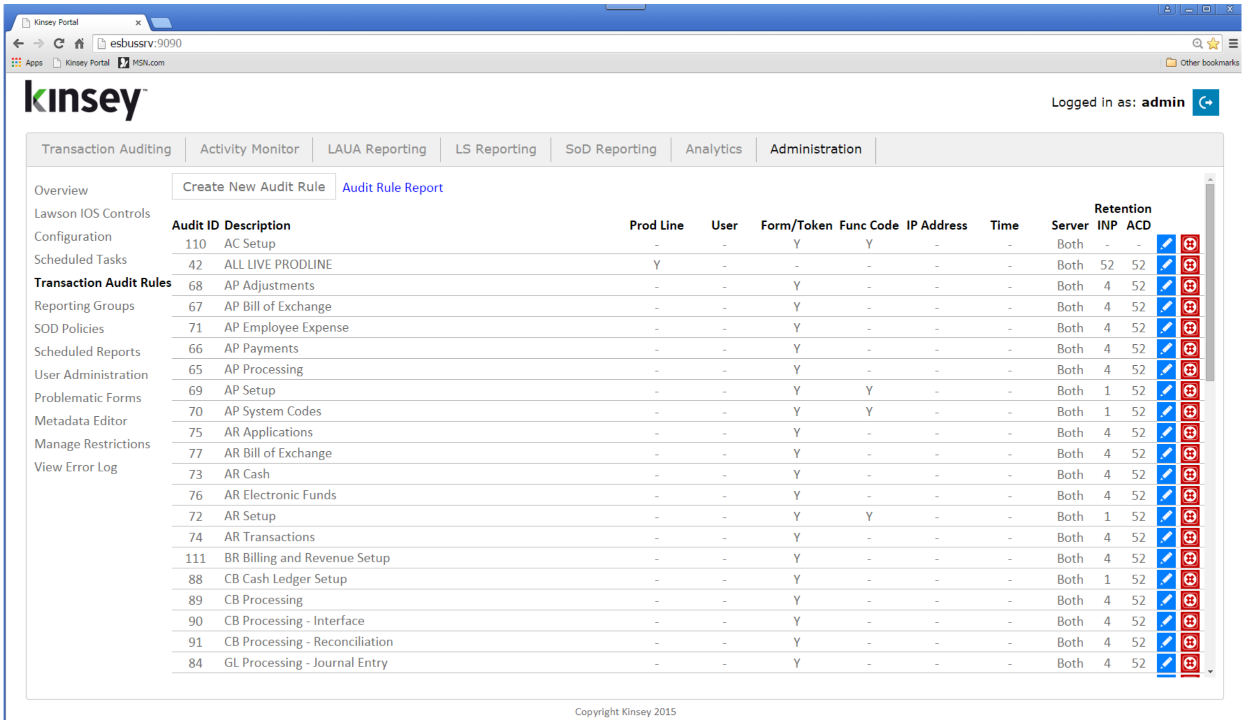


Select the Administration tab to log into the Admin page



Enter your administrative User name and Password

From the Adminstrative page select ”Transaction Audit Rules”. The existing rules will be displayed. To add a new rule select the ”Create New Audit Rule” button or to edit or delete and existing rule click on the appropriate icon next to the audit descrption.

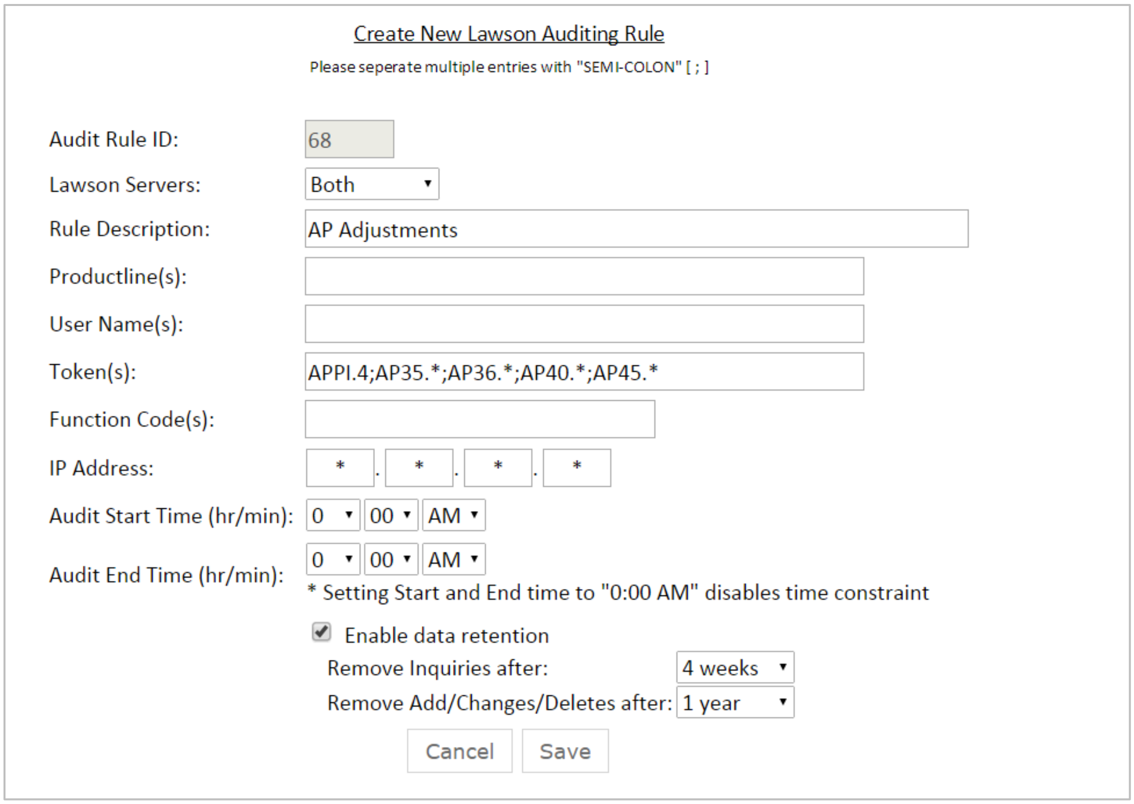


Audit ID	Description	Prod Line	User	Form/Token	Func Code	IP Address	Time	Server	Retention INP	Retention ACD
110	AC Setup	-	-	Y	Y	-	-	Both	-	-
42	ALL LIVE PRODLINE	Y	-	-	-	-	-	Both	52	52
68	AP Adjustments	-	-	Y	-	-	-	Both	4	52
67	AP Bill of Exchange	-	-	Y	-	-	-	Both	4	52
71	AP Employee Expense	-	-	Y	-	-	-	Both	4	52
66	AP Payments	-	-	Y	-	-	-	Both	4	52
65	AP Processing	-	-	Y	-	-	-	Both	4	52
69	AP Setup	-	-	Y	Y	-	-	Both	1	52
70	AP System Codes	-	-	Y	Y	-	-	Both	1	52
75	AR Applications	-	-	Y	-	-	-	Both	4	52
77	AR Bill of Exchange	-	-	Y	-	-	-	Both	4	52
73	AR Cash	-	-	Y	-	-	-	Both	4	52
76	AR Electronic Funds	-	-	Y	-	-	-	Both	4	52
72	AR Setup	-	-	Y	Y	-	-	Both	1	52
74	AR Transactions	-	-	Y	-	-	-	Both	4	52
111	BR Billing and Revenue Setup	-	-	Y	-	-	-	Both	4	52
88	CB Cash Ledger Setup	-	-	Y	-	-	-	Both	1	52
89	CB Processing	-	-	Y	-	-	-	Both	4	52
90	CB Processing - Interface	-	-	Y	-	-	-	Both	4	52
91	CB Processing - Reconciliation	-	-	Y	-	-	-	Both	4	52
84	GL Processing - Journal Entry	-	-	Y	-	-	-	Both	4	52

For all new rules the system will automatically assign an Audit Rule ID. This ID can be used in the selection criteria when setting up reports. This is helpful if you are setting up a group of tokens (forms) or a group of users that you want to audit. When you create a report you can simply request a query of all records matching the Audit Trail ID instead of creating criteria to match user names or token ID’s.

The Audit rule fields are used for filtering purposes when capturing data. The application uses OR logic when multiple values appear in one field and AND logic when combining these fields. For example, if you enter doug_smith and paul_jones in the User Name field and AP10.1 and AR10.1 in the token field the application would capture transactions entered for (Smith OR Jones) AND (AR10.1 or AR10.1)

Note that you can run a quick listing of the contents of all audit rules by clicking on the Audit Rule Report link at the top.



Audit Rule ID:	Ths field is automatically assigned
Lawson Servers:	Select the server you would like to audit
Rule Description:	Enter a description describing the intent of the audit
Product Lines:	Enter the Product Line(s) you would like to audit
User Names:	Enter a list of users you would like to audit using the users Lawson login ID. To specify multiple users put a semicolon between each name. Leaving the field blank will automatically audit all Lawson Users.
Tokens:	Enter a list of token or form names you would like to audit. To specify multiple forms place a semicolon between each form name. For example HR11.*;AP10.*;GL20.* . Leaving the field blank will automatically audit all Lawson tokens. *Hint: The application will match token names based on the number of characters entered. For example if you enter "AP1" the system will audit all tokens beginning with AP1 (AP10.1, AP10.2, AP11.1, AP160, etc.)*

Function Codes: Enter the Function Code you would like to audit. Leaving the field blank will automatically audit all Lawson Function Codes.

IP Address: Enter the IP address that you want to audit. The application will match the originating IP address with the address entered from left to right. For example if you enter 192.168 and leave the 3rd and 4th segment blank the system will pick up all transaction from IP addresses matching the first 6 digits.

Audit Start Time: Enter the starting time for the audit to start capturing activity.

Audit End Time: Enter the ending time for the audit to stop capturing activity.

Enable Data Retention:

Selecting this option will allow you to set data retention policies for the data captured in this audit. If you do not set data retention policies all data will be kept indefinetely.

Remove Inquiries After:

Select the time period that you want to keep all data inquiry records. This will include function codes '(I)nquiry, (N)ext, (P)revious,(+) Page down (-) Page up. Valid options are Never, 1, 2,4, 13, 26 & 52 weeks.

Remove Add/Change/Deletes after:

Enter the time period that you want to keep all non-inquire records. Valid options are Never, 1, 2,4, 13, 26 & 52 weeks.

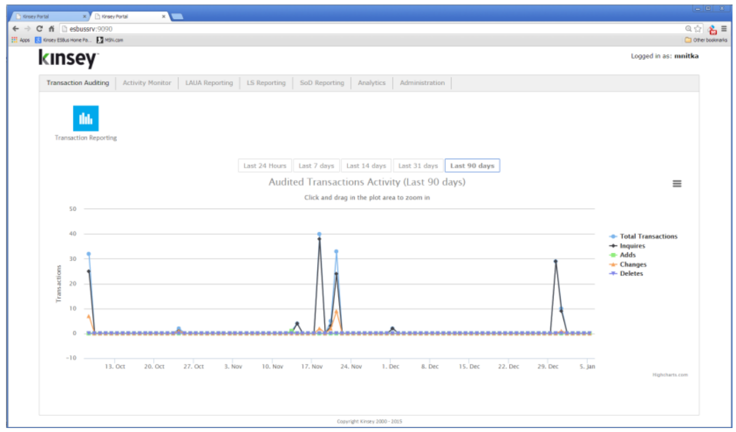
Select **SAVE** to save your entry.

Creating Reports

The reporting tool is a good starting point to show you intuitive reports displaying data in surprising ways. Essentially, your "unstructured" queries will return structured results!

And with the added ability to export your results to Microsoft Excel or access our tables directly using JDBC compliant reporting products, your report options are virtually unlimited.

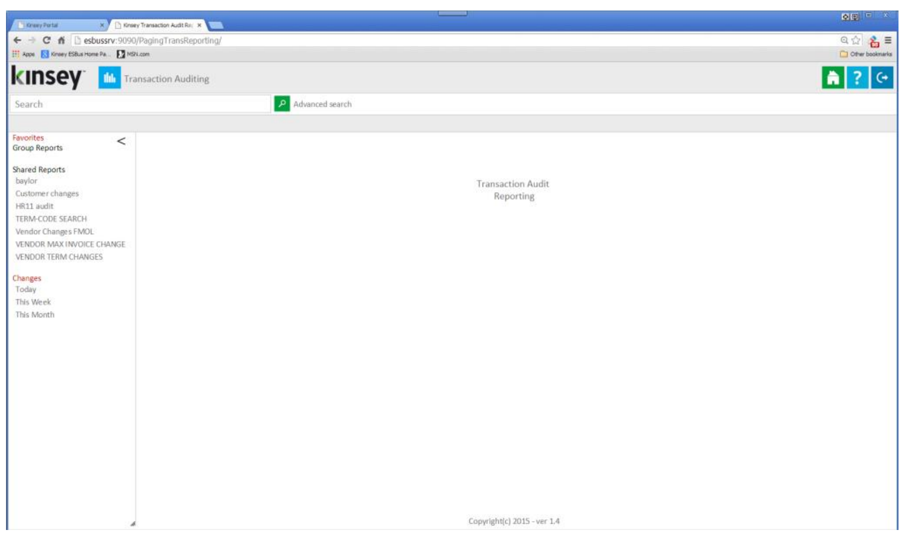
You'll have your own custom URL for accessing the Kinsey Server's main menu, which will be similar to this ➔

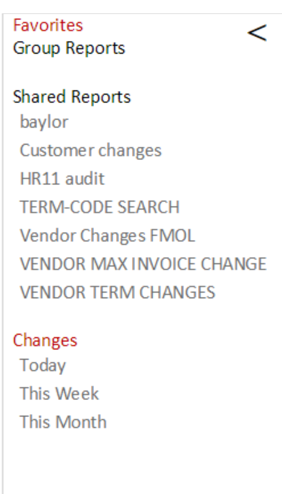


Hovering over the graph shows the volume of transactions that have been captured in the selected time period.

Click the Transaction Reporting icon to continue.

This is your starting screen ➔



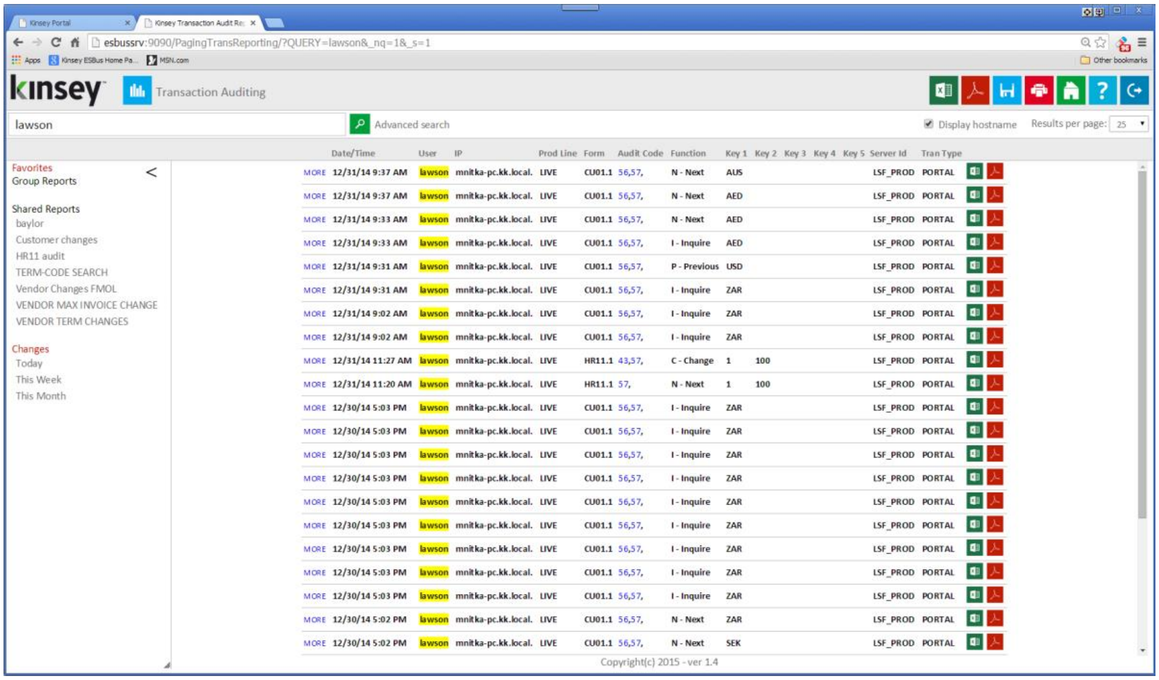


🡐 After you define and save your favorite reports, they appear in the left section for immediate access.

Searching

Quick Start!

Assuming your TA has been running for a period of time, enter anything you'd like in the Search Bar at the top and click the green magnifying glass:

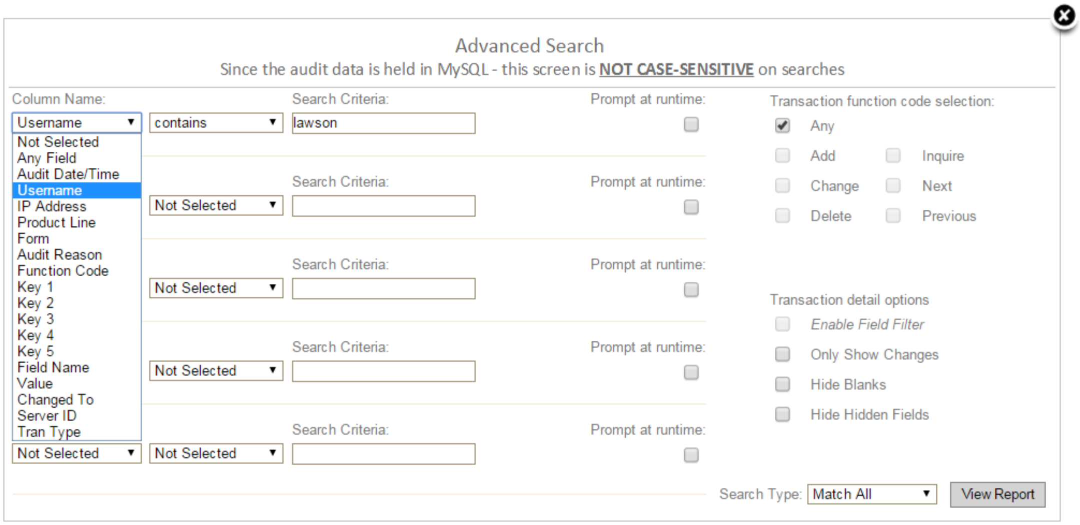


Results! That was easy!

Of course, as the transactions accumulate, you'll find that this is a fairly inefficient way to view them, and honing your query will show more targeted results.

Advanced Search

Click the *Advanced Search* link right of the magnifying glass. If you Quick Start search it already knows the query you just ran, but now you can refine it.



The advanced search window provides 5 filtering options when setting up a report. The filter options can vary depending on the column name selected. For example if you select "Audit Date" you will have an additional option to use the 'Between" filter.

Column Name: Select the field you would like to filter on. For example if you want all HR11.1 records select "Form".

HINT: The Any Field option will allow you to search any field in the audit database for a specific value. This could be a field name or a field value.

Filter: Select the filter you want to use from the drop down box. Options include "equals", "less than", "greater than", "starts with", "contains", "does not equal", and "between".

Search Criteria: Enter the data you are searching for. For example, in the case of a form enter AP10.1; for a user enter the User's ID, etc.

Prompt at Runtime: This option allows you to flag the criteria you will allow a user to change when a report is run from LBI or from the saved report navigation pane. For example you may set up a report to check for any HR11.1 changes within a specified date range. Each time the report is run you may not want the user to change the form name but you will allow them to change the date range. Checking the Prompt at runtime checkbox will allow them to change the date each time the report is run.

Transaction Function Code selection:

Choose the Function Code or Codes for the transactions you want to see.

HINT: Selecting function code 'C' will only return change records, however you will still see all of the fields related to the record even if they didn't change. See "Only Show Changes" for further restrictions"

Transaction Detail Options

Enable Field Filter: This checkbox in currently not in use.

Only Show Changes: This option restricts the results to just the <u>fields</u> that are changed on a "Change" record. For example when you change a customer's name in AR10.1 the entire record submitted to Lawson is considered a "Change" record; however the only data changed was the name. In order to just display the name field you need to select the 'Only Show Changes" field.

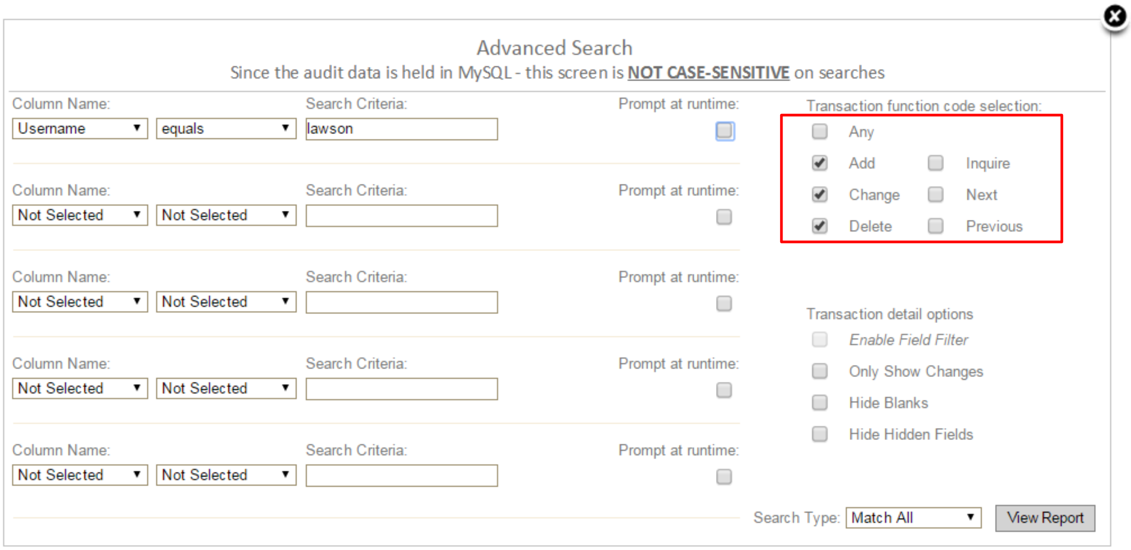
Hide Blanks: Select this option if you want to hide blank fields in the search results. An example of this might be Customer Address line 4.

Hide Hidden Fields: Lawson has many fields related to a form that do not show during normal use. Many of the fields are changed by Lawson behind the scenes. To prevent these form displaying simply check this option.

Search Type: This option controls how the 5 filters work together. When you select "Match All" the system requires all data records to satisfy each of the filters in order to display on the report. This is generally referred to as "AND" logic. If you select "Match 1 or More" the data records only need to satisfy one of the criteria. This is considered "OR" logic.

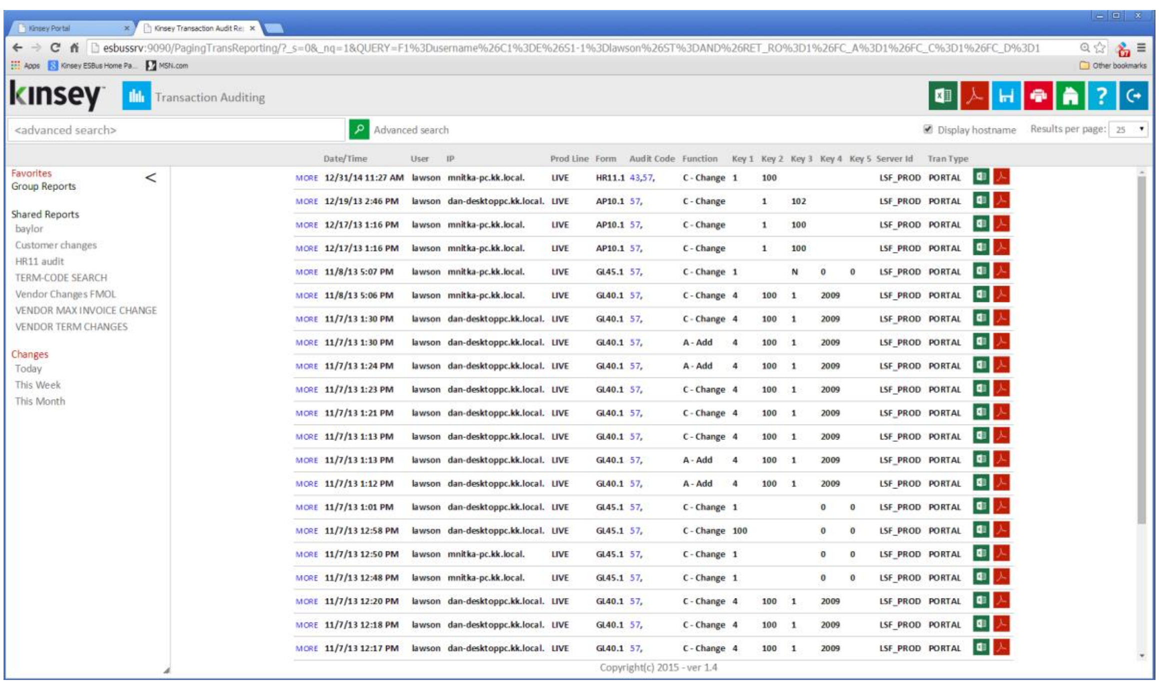
Searching Tips

Let's say we only want to view transactions that updated the system. On the right side you'll see that Any was checked. Uncheck that and click on the checkboxes for Add, Change and Delete:



Click View Report on the bottom right and watch it run much faster. Also, now we know we're only seeing update transactions – much more meaningful than digging through the inquiries.

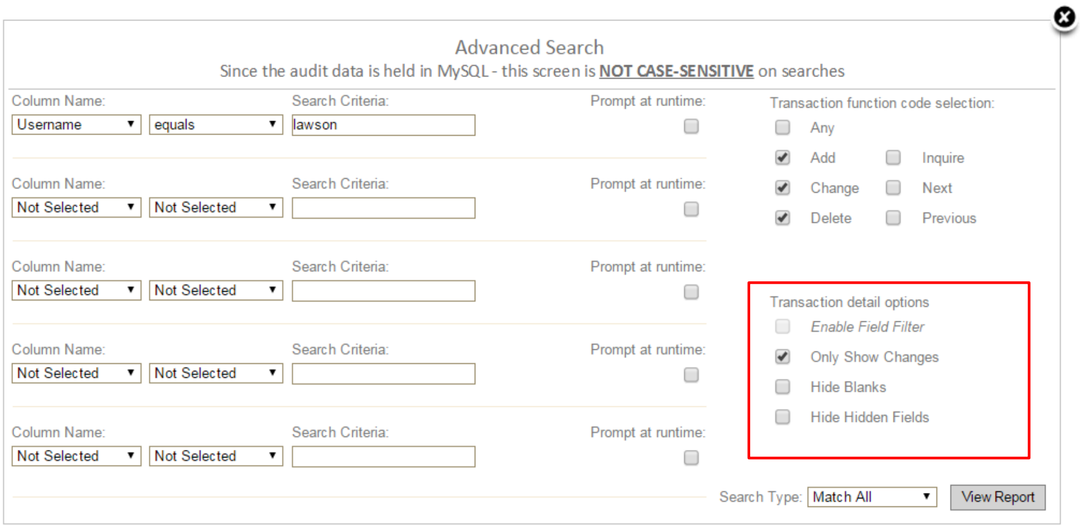
The results of the query will display summary results for the information requested including the user, date and key values. In order to see the detail behind the query select the MORE link on the left of the summary row.



But what if you only want to find the fields that have a "new" value?

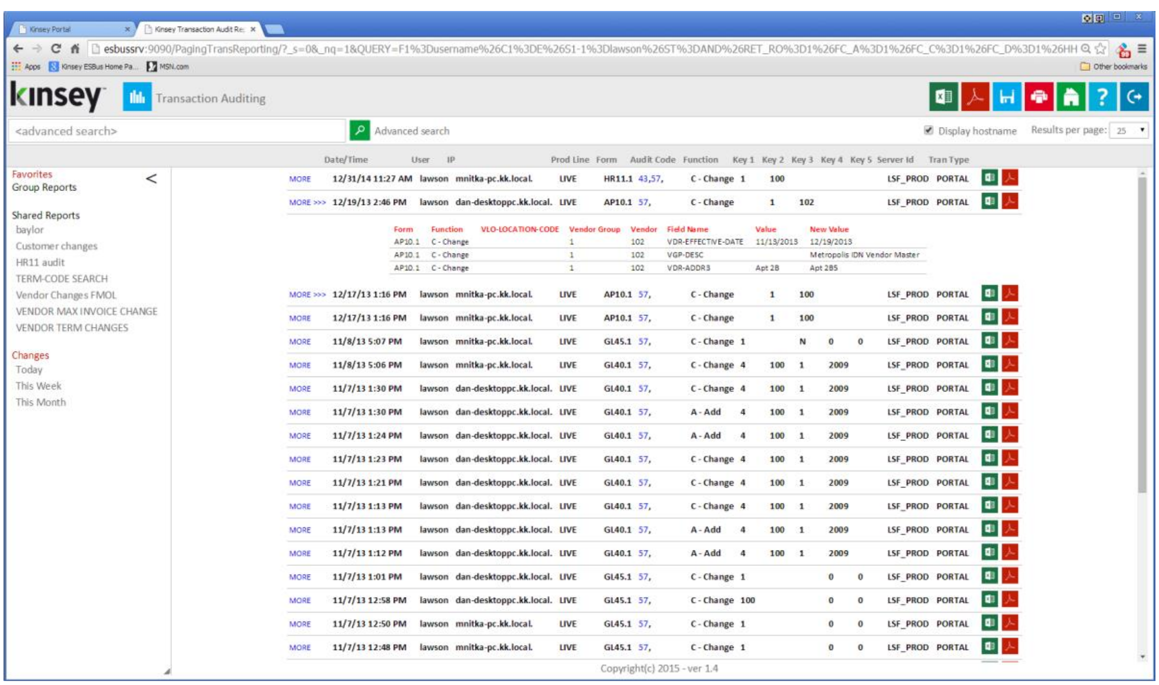
Fine Tuning Your Search

Let's go back to the *Advanced Search* link:



Notice the other checkboxes? Let's click the "Only Show Changes" and View the Report again.

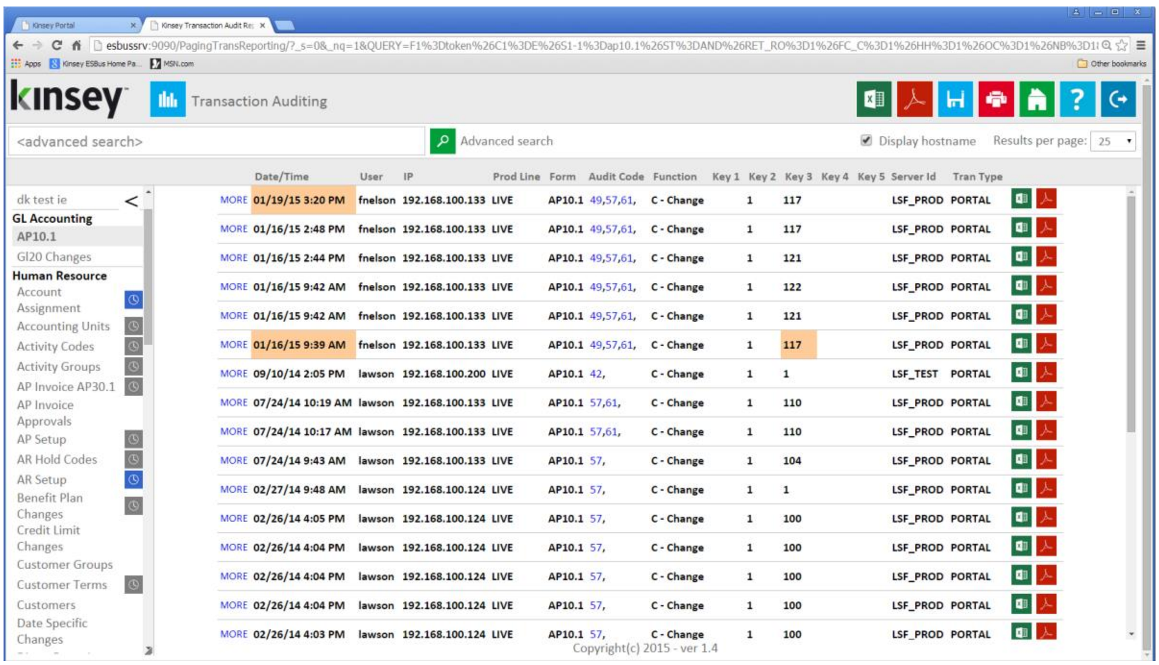
Now we can see exactly what fields the user changed, without having to search through all of the available fields.



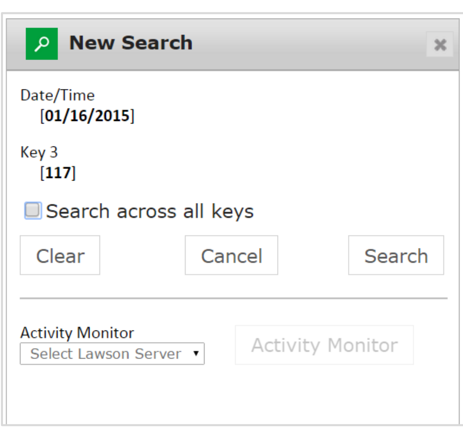
Drilling on Search Results

The additional filtering and drilling option provides a more rapid approach to finding the data your are seaking. This feature allows you to search your Activity Monitor database for related activity or seach through your audit database for related keys.

Below you will see that my initial the query requested all Changes to form AP10.1. I then requested to see all transactions on for 1/16/15 or 1/17/15 for Vendor 117 by holding down the CTRL key and clicking on the field values. You can select fields from multiple rows using this technique. The application will use a combination of AND/OR logic to find the related transactions.



When I right click on a highlighted field I am provided 3 options.

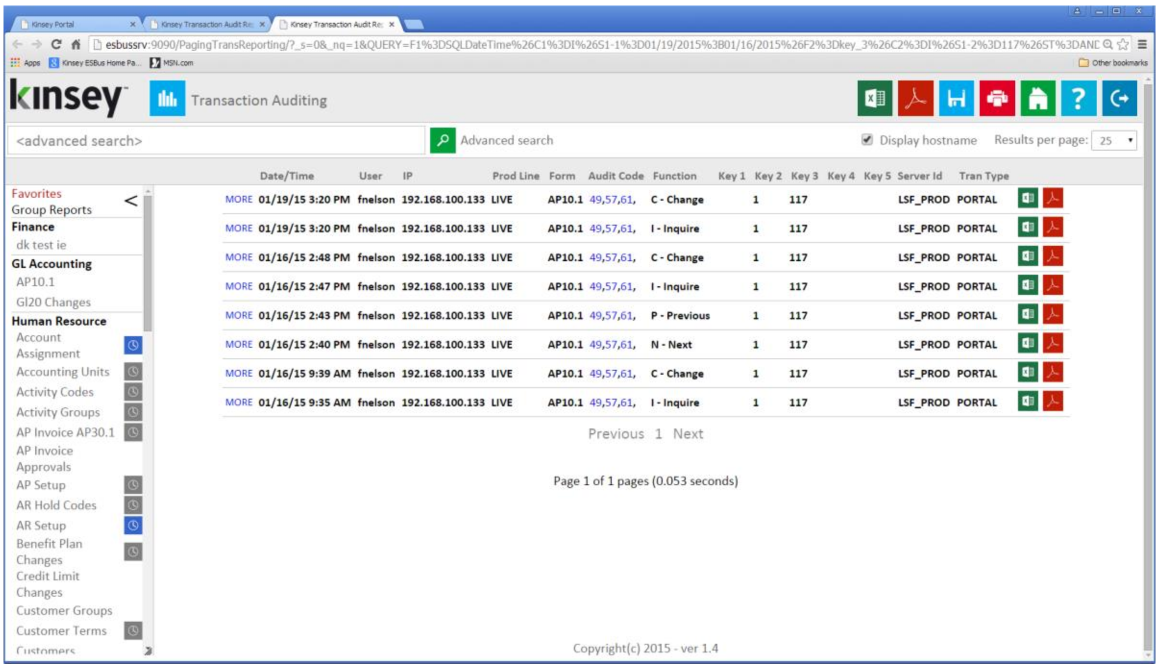


1. Select the Search button to find all activity using these search values.
2. Select to Search the Activity Monitor records for all activity using these search values.
3. Select 'Search across all keys' to find all activity related to the keys selected.

Option 1: Search on Selection

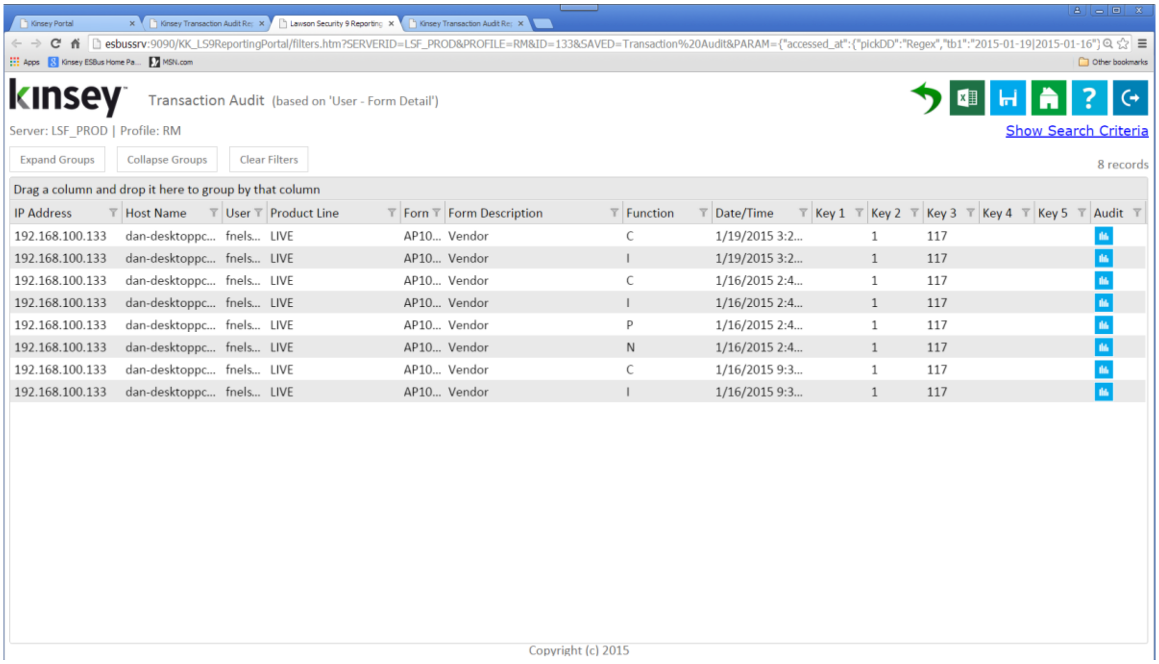
When the Search button is selected a new browser tab will open with the related results. The query will return all record types (i.e. A,C,D,I,N,P) based on the criteria. You can return to the initial search results by closing this tab or drill futher by making additional selections.

Note: The filter selections create a new query and do not cascade from the prior selections.



Option 2: Viewing all AM transactions

This feature provides a couple major advantages over the search option. Since Activity Monitor keeps all user activity regardless of the Audit Rules defined, you may see transactions related to selected values that are not displayed on transaction auditing reporting. For example, you may have a rule that audits AP10.1 but not AP20.1. Transaction Auditing would not return any related key records for AP20.1 because it was not defined in an Audit Rule, but Activity Monitor would have a record of the transaction. In addition, returning the results of the query in the Acitivity Monitor reporting allows you to filter, group and sort your data in various ways.

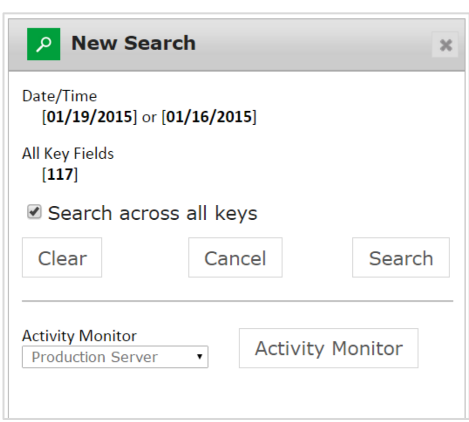


IP Address	Host Name	User	Product Line	Form	Form Description	Function	Date/Time	Key 1	Key 2	Key 3	Key 4	Key 5	Audit
192.168.100.133	dan-desktoppc...	fnels...	LIVE	AP10...	Vendor	C	1/19/2015 3:2...		1	117			
192.168.100.133	dan-desktoppc...	fnels...	LIVE	AP10...	Vendor	I	1/19/2015 3:2...		1	117			
192.168.100.133	dan-desktoppc...	fnels...	LIVE	AP10...	Vendor	C	1/16/2015 2:4...		1	117			
192.168.100.133	dan-desktoppc...	fnels...	LIVE	AP10...	Vendor	I	1/16/2015 2:4...		1	117			
192.168.100.133	dan-desktoppc...	fnels...	LIVE	AP10...	Vendor	P	1/16/2015 2:4...		1	117			
192.168.100.133	dan-desktoppc...	fnels...	LIVE	AP10...	Vendor	N	1/16/2015 2:4...		1	117			
192.168.100.133	dan-desktoppc...	fnels...	LIVE	AP10...	Vendor	C	1/16/2015 9:3...		1	117			
192.168.100.133	dan-desktoppc...	fnels...	LIVE	AP10...	Vendor	I	1/16/2015 9:3...		1	117			

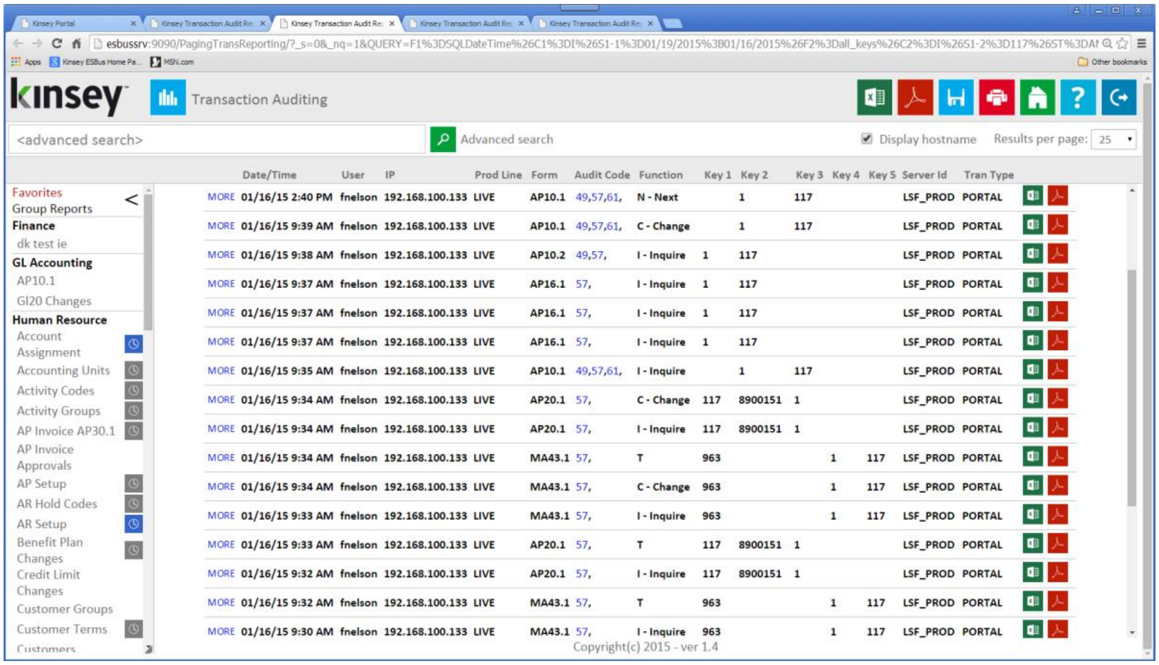
Note: For more information on how to use the LS Reporting to view Lawson activity refer to the LS Reporting Users guide.

Option 3: Search across all keys

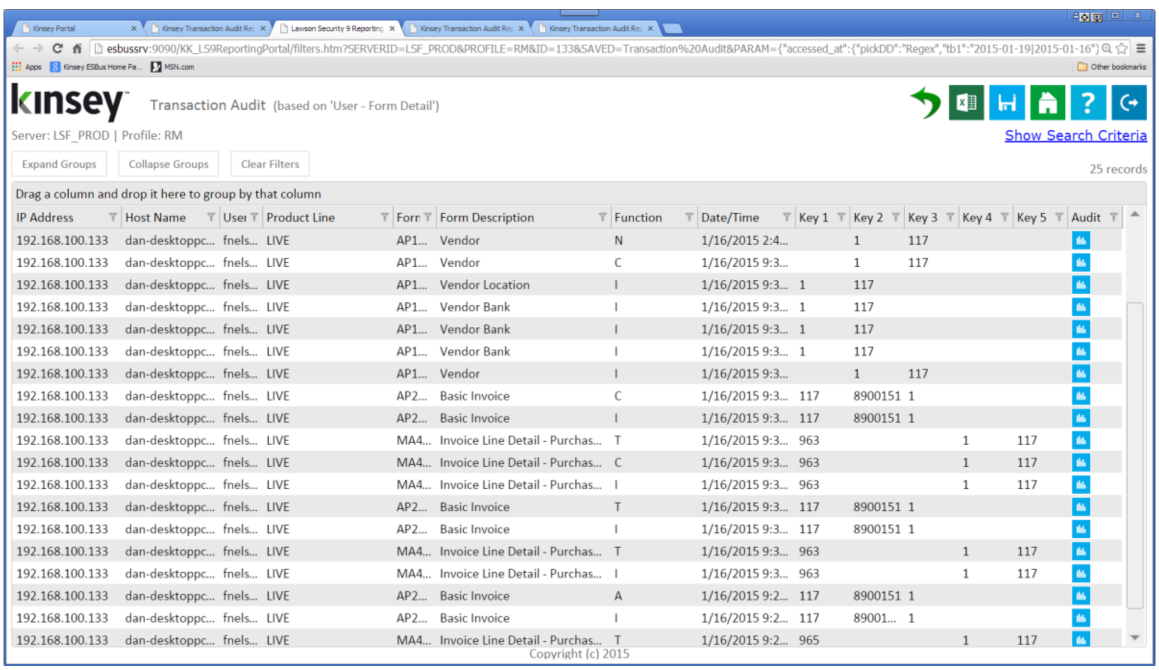
This option provides a method of searching for all transactions related to a particular key. In the example on page 13 vendor 117 was select as an additional filter. However, the query only returned records where Key 3 matched 117. There are potentially other forms with activity related to vendor 117 on the dates requested. To find this information I should use the "Search across all keys" option prior to selecting Search or Activity Monitor.



The application will return all records that contain a key that matches 117 for the selected dates. In the example below I can now review transactions for form AP10.2, AP20.1 MA43.1 that match the selection criteria.



Activity Monitor Reporting

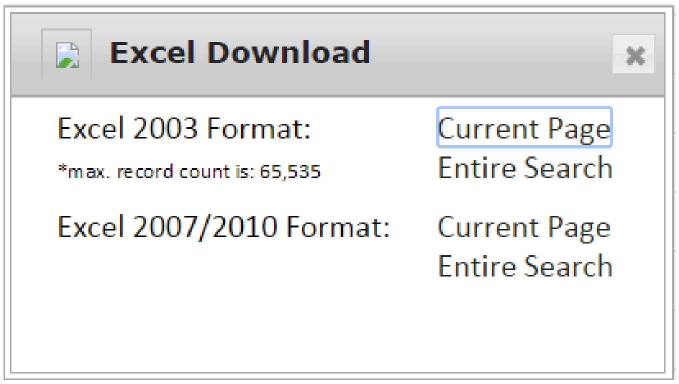


Note: Selecting a Key value without a form restriction could return results unrelated to the data you're searching. For example, simply searching for vendor key 117 could also return customer 117. Adding a form filter of 'begins with' may provided more desirable results.

Exporting

Creating an MS Excel Document

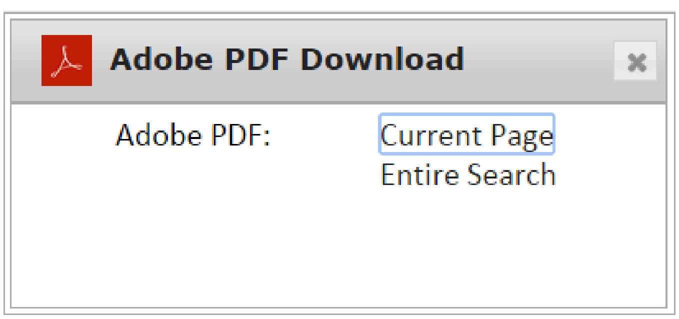
There are 2 ways to export your results to Microsoft Excel. The Excel icon on each line will export the detail data related to the individual record selected. The Excel icon in the upper right corner of the screen will give you the option of exporting the entire search or just the page currently being displayed.



Select the version of Excel supported by your computer.

Creating a PDF

There are 2 ways to export your results to a PDF file. The Adobe icon on each line will print the data related to the individual record selected. The Adobe icon in the upper right corner of the screen will give you the option of printing the entire search or just the page currently being displayed.



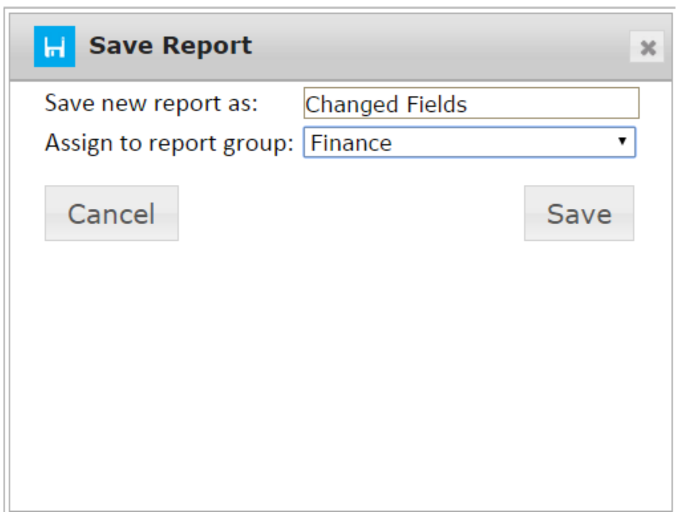
Printing

The printer icon will function like any other browser page you need to print. This will only print the data on the current screen.

Saving Queries

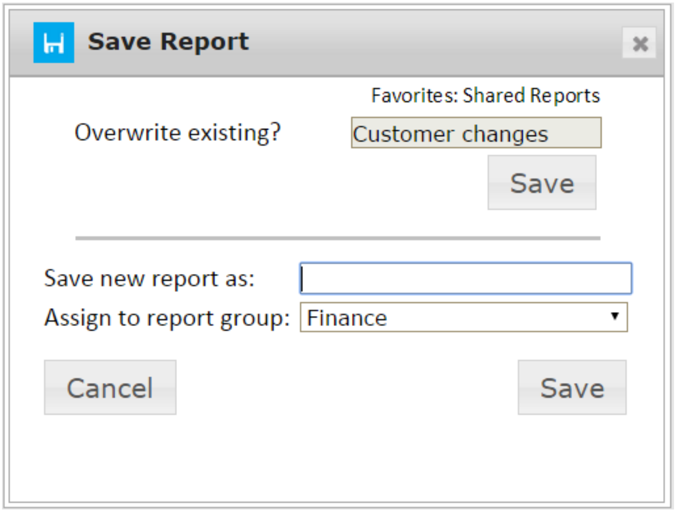
Saving a New Query

To save a report simply select the Save icon in the top right corner of the screen. Enter a report name and assign the report group for this report. The report group determines which users can view and run a save report. The report groups are assigned on the administration page under Reporting Groups.



Changing or Copying an Existing Query

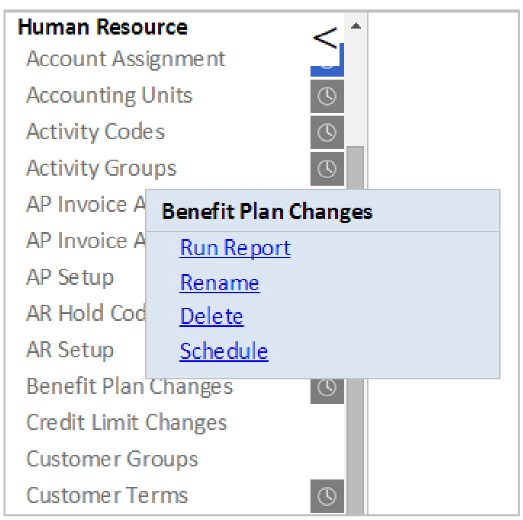
To save changes or create a copy of an existing query simply select the Save icon in the top right corner of the screen once you have run the query. You can save changes to an existing query by selecting SAVE in the Overwrite existing section. To copy an existing query enter a new query name and assign the report group in the new report section. The report group determines which users can view and run a save report. The report groups are assigned on the administration page under Reporting Groups.



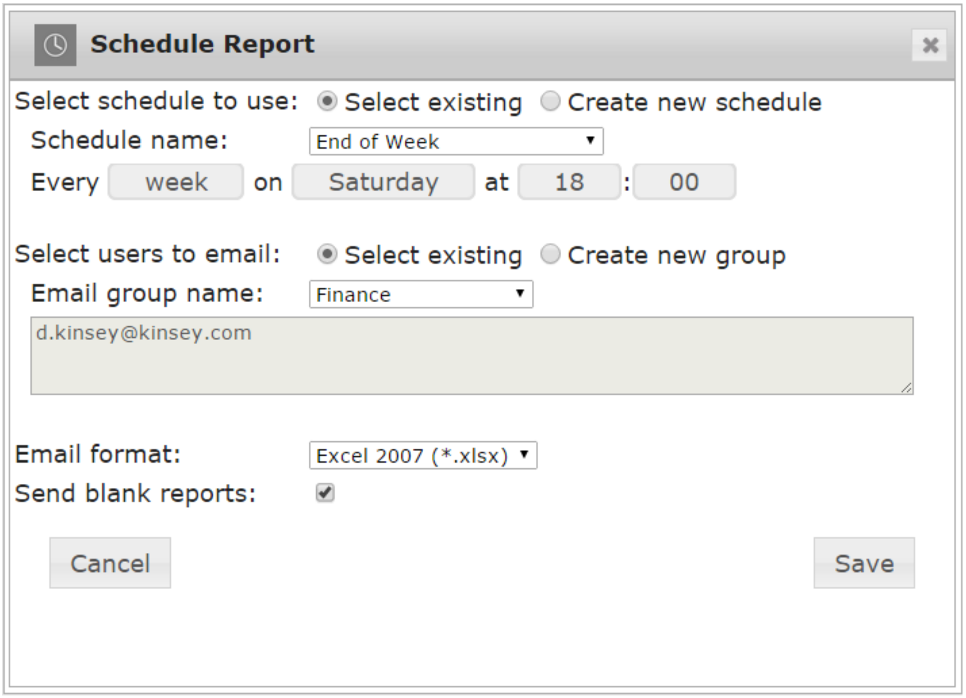
Scheduling Reports

Scheduling a report will allow you to receive and email of any report you would like to receive on a regular basis automatically.

To schedule a report you must first create and save your report. Once the report displays in the left navigation pane click on the report name and select Schedule.



A grey clock icon is displayed if a schedule exists for a report but it is not enabled. The blue clock icon indicates the the schedule is currently enabled.



The scheduling screen allows you to setup new schedules or use existing schedules. Schedules can be set to run each minute, hour, day, week, month or year.

You can also create or use existing report groups. A report group contains a list of users you want to receive the report.

Send report export to:

> The export options are Excel 2003, Excel 2007 or Adobe PDF

Send blank reports:

> If you want the system to generate a report even when no report data is generated select this option.

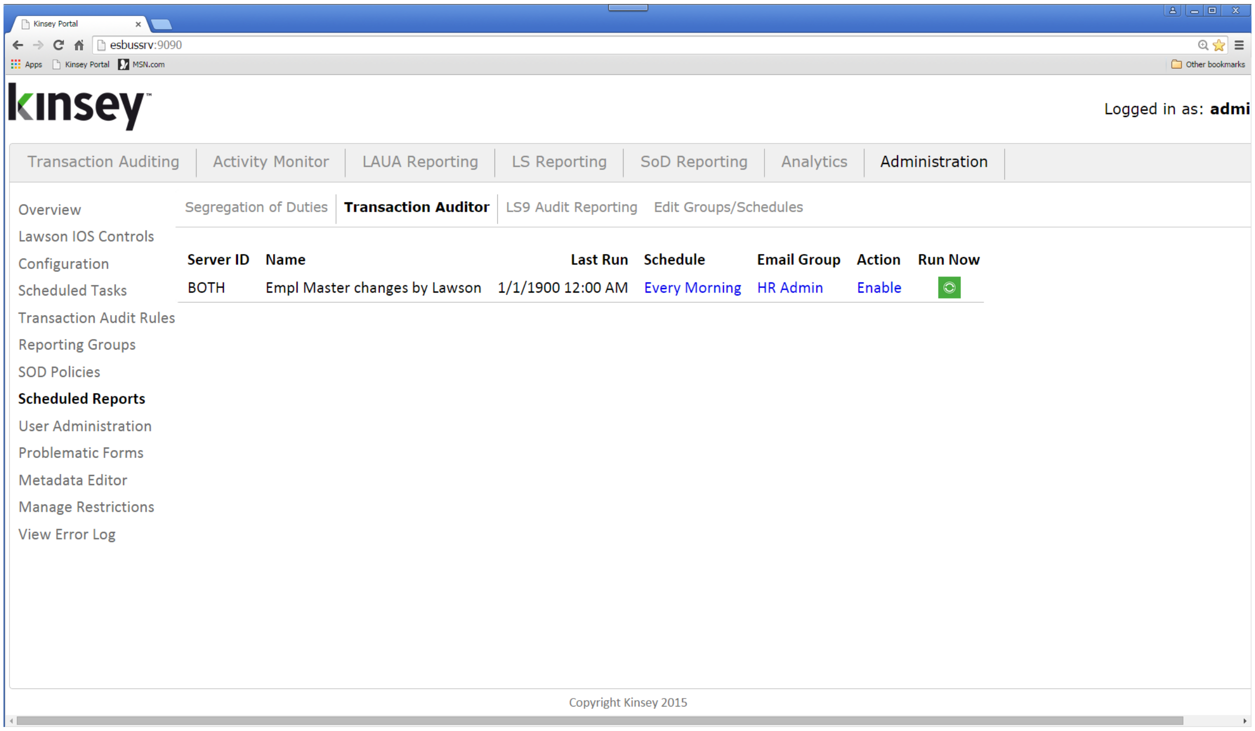
Deleting a Report

To delete a report click on the report name and select Delete.

Renaming a Report

To Rename a report click on the report name and select Rename.

Enabling and Disabling Scheduled Reports

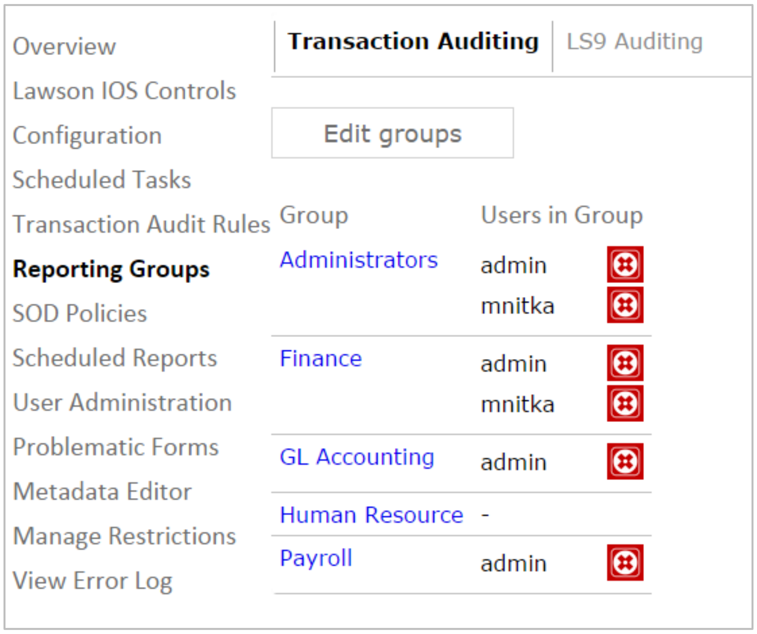


Using the Administrator tab on the home page select *Scheduled Reports* | *Transaction Auditor* tab. The Action column on the right provides the option you can set the schedule to. For example in order to enable a schedule you must select the ENABLE link. The link does NOT show the current status but rather indicates the action you want to take.

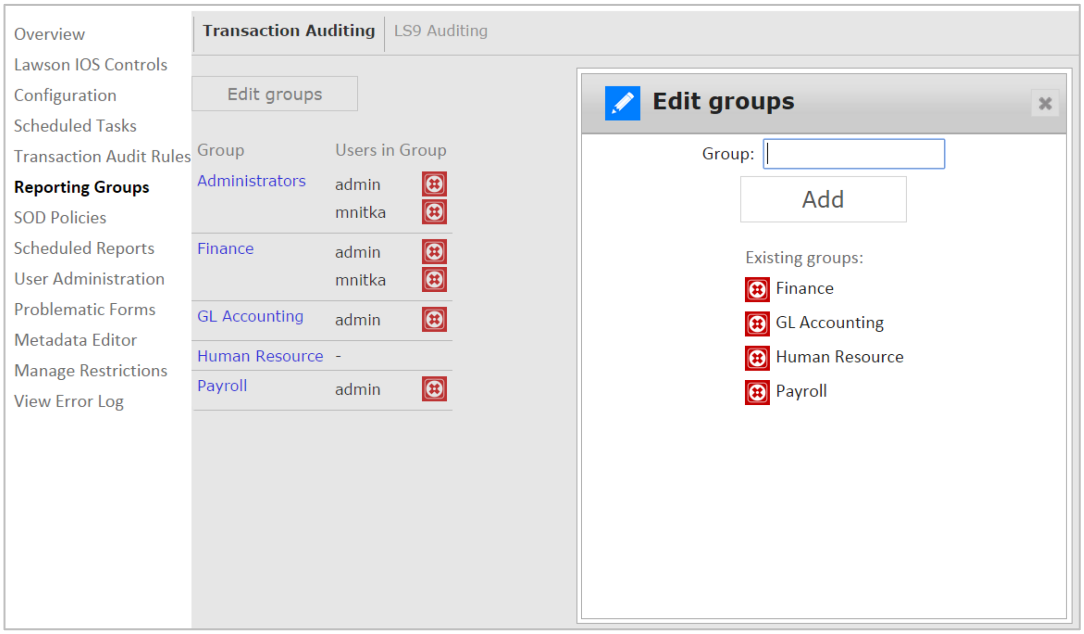
Reporting Groups

Reporting Groups are used when saving and/or displaying saved reports. A user will only be able to see reports saved to the groups they belong to or reports that are saved globally. *(see Save a New Report)*.

Select Transaction Reporting Groups from the Admin tab.

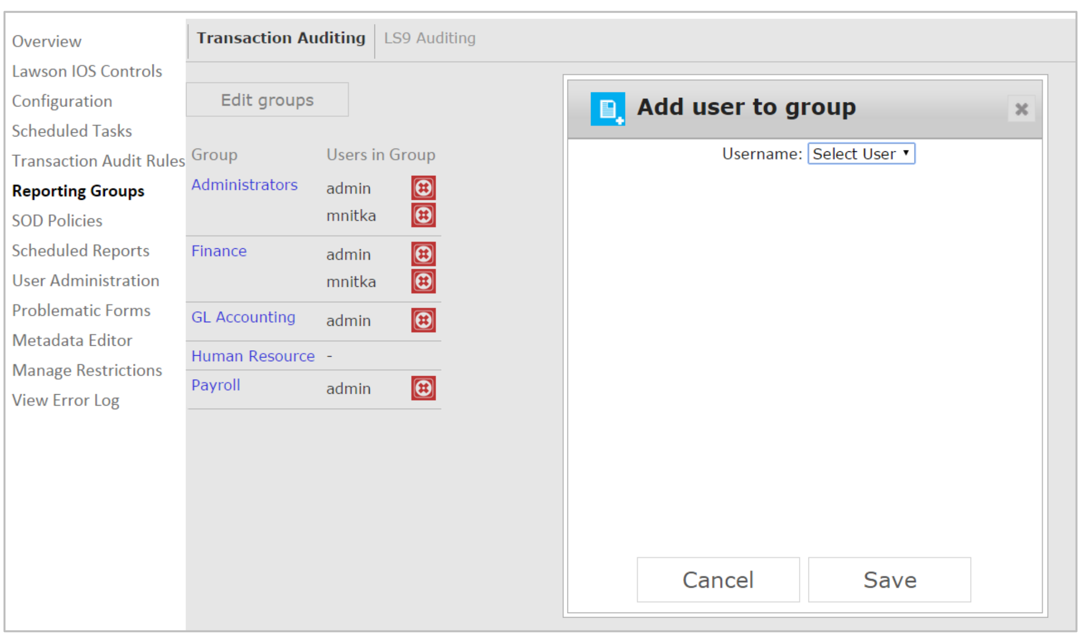


To add or delete a group select the "Edit groups" button



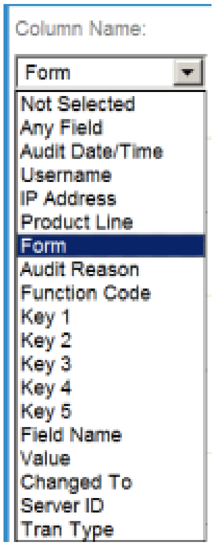
Enter a Name for the Group and select Add or click on the delete icon next to the group you want to delete.

To add a user to a group click on the group name and assign the appropriate user from the selection list.



Advanced Search Ideas

Please check the Column Name dropdown in the *Advanced Search to* see all of the



wonderful items you can target, realizing that you can also run wide-open searches for any value you can dream of, such as:

- Pay-rate (to see if and when any pay-rate was changed)
- Vendor (what vendors have users been viewing and adding?)
- IBM (that specific vendor!)
- 174534 (employee ID)
- Johanson (employee or user)
- 10/1/2012 (before, on or after)
- 1077 (company)

Using combinations of open and/or targeted searches in the Advanced Search screen, you can determine a set of criteria that you'd like to check on a weekly basis, save the search, and have that run automatically with the results e-mailed to you!

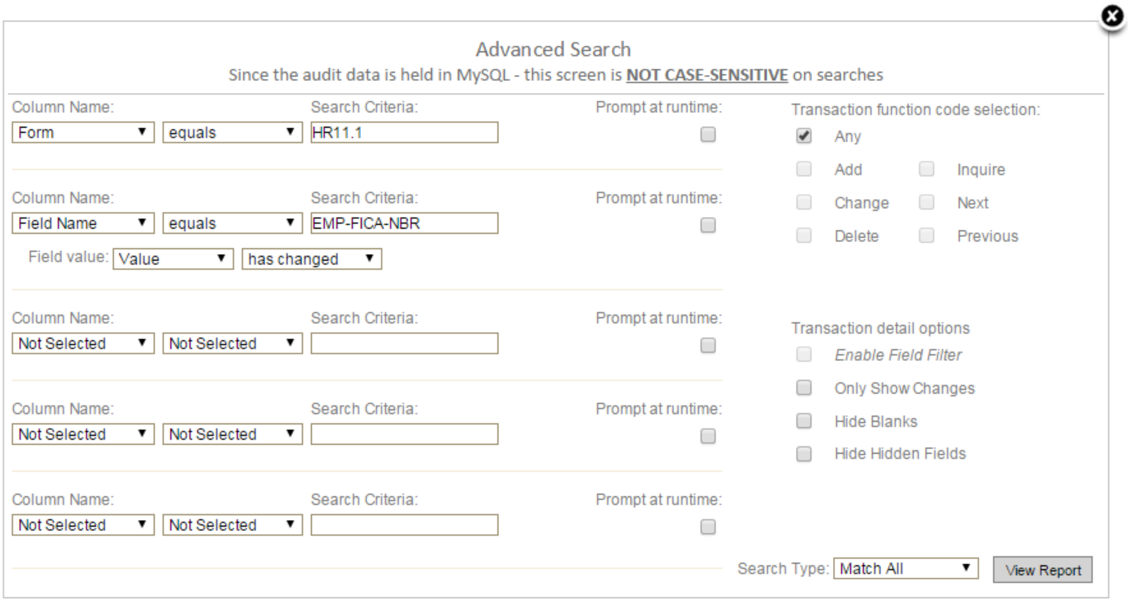
Special Queries

In some cases it you may just want to know when a field "has changed" or exceeded a specific value. You can use the Advanced Filtering to setup these types of queries.

Searching for when a field that 'Has Changed"

Select Advanced Search" from the reporting screen.

> *HINT: You will first need the Lawson technical name for the field you want to search. To find the name, define a simple query that includes the data you need to see. For instance to get the Lawson field name for an employee social security number (EMP-FICA-NBR) define a query using HR11.1. The technical name for the field will be displayed under the "Field Name" column by selecting* ***MORE*** *on the summary row.*

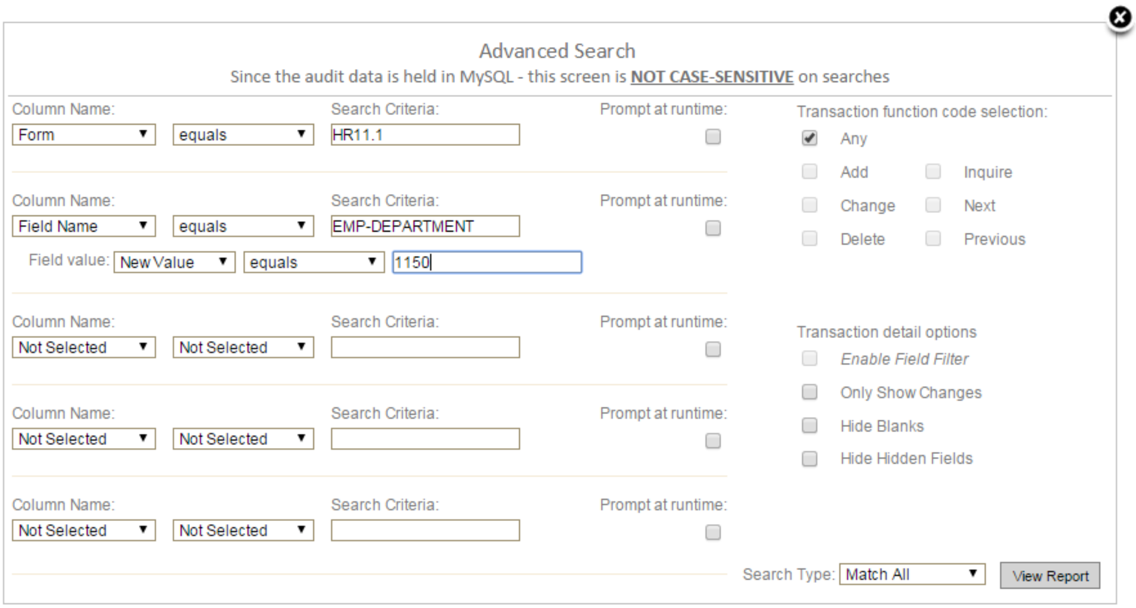


If needed, enter the selection criteria for the form name, date range, user ID, etc. Once you have that defined add another filter for "Field Name". Set the filter to "equals" and enter the name of the field you need to check.

You will notice that on this type of search you will be given the option to enter criteria for the Field. To return all records where a specific value has changed set the "Field Value" to "Value" and the filter to "has changed"

The query above will only return records where the "Social Security Number (EMP-FICA-NBR) has been changed on form HR11.1

As you can see, you can use this option to track actions on any specific field for either the old value or the new value. For example if I only wanted to see records where the Employee's Department was changed to '1150' I would build the query to say New Value, equals, 1150.



Notes: