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Sage 100 Tip:

System Audit Reports in Sage 100 (MAS 90/200)

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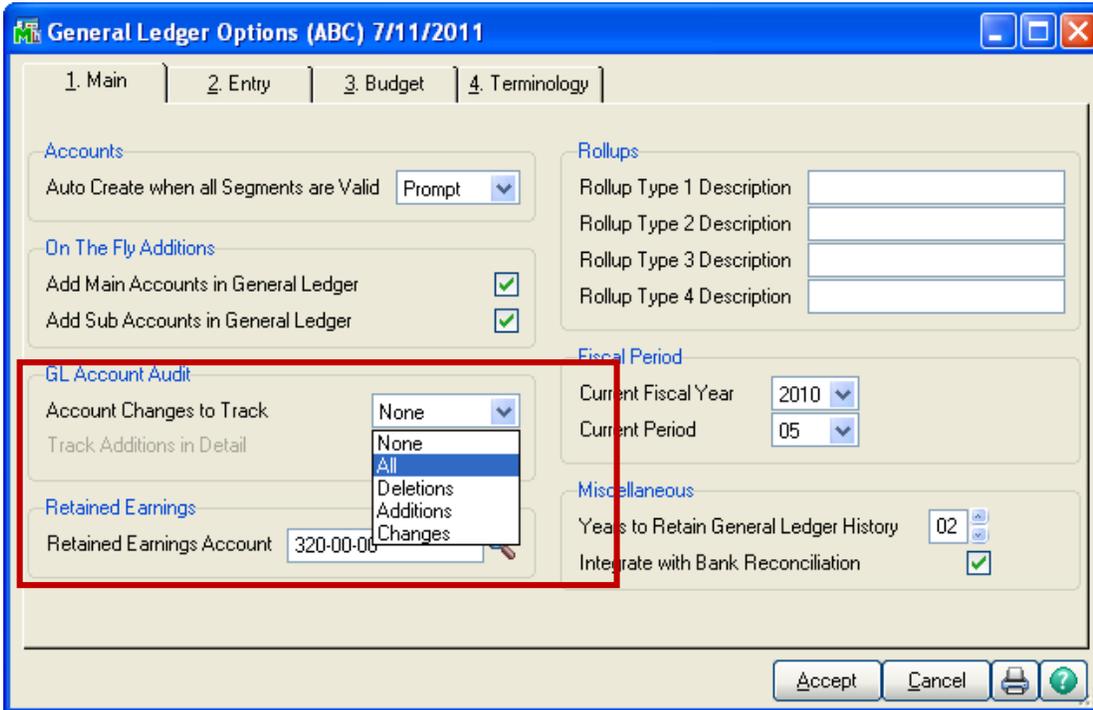
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Have you ever noticed a change to a customer or vendor record and wondered who made the change and when it was made? Have you often thought it would be nice to have a report of various things happening in Sage 100 (MAS 90/200)? This month's tip shows you how to get that information.

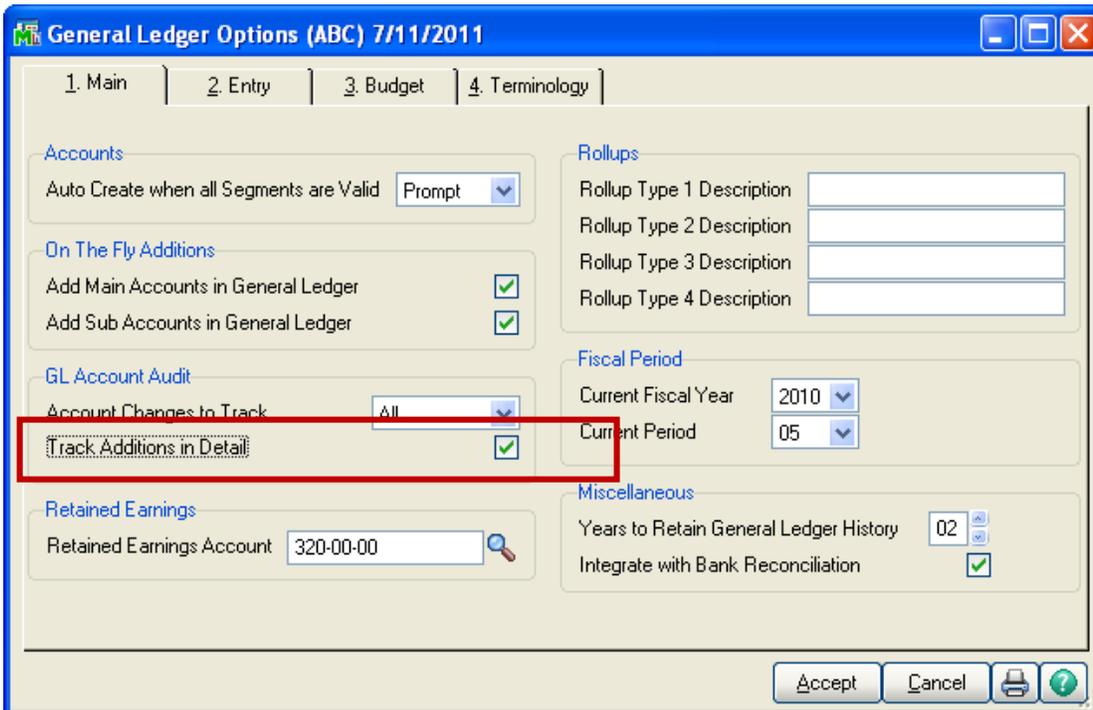
The first report we'll look at is the Activity Log. This report can be found by going to Library Master > Reports > Activity Log. Unlike the other modules we'll review there is no setup option to turn this report on. It automatically is activated when you install Sage 100. While it doesn't record every single activity in Sage 100 (MAS 90/200) it can be a great reference to find out when modules were activated, data converted, period end processing performed, and system errors encountered.

| Type | Date/Time | Description | Company | User | Error | Program |
|-----------------|------------------------|--|---------|------|-------|---------|
| System Activity | 07/11/2011 11:04:22.03 | User Successfully Authenticated (from W... | | DWD | | |
| System Activity | 07/11/2011 11:04:11.59 | Attempt to Login With Invalid Password (... | | | | |
| System Activity | 07/08/2011 16:07:54.37 | CM - Customized Task: C:\Program Files\... | ABC | DWD | | |
| System Activity | 07/08/2011 15:58:22.39 | User Successfully Authenticated (from W... | | DWD | | |
| System Activity | 07/07/2011 16:22:40.78 | OPENED FILE C:\Program Files\Sage S... | ABC | DWD | | |
| System Activity | 07/07/2011 16:15:05.14 | OPENED FILE C:\Program Files\Sage S... | ABC | DWD | | |
| System Activity | 07/07/2011 16:04:52.84 | User Successfully Authenticated (from W... | | DWD | | |
| System Activity | 07/06/2011 17:10:13.83 | J/C SYSTEM PARAMETERS CHANGED | EEC | DWD | | |
| System Activity | 07/06/2011 16:14:03.42 | User Successfully Authenticated (from W... | | DWD | | |
| System Activity | 06/30/2011 09:05:31.43 | User Successfully Authenticated (from W... | | DWD | | |
| System Activity | 06/29/2011 15:34:15.41 | User Successfully Authenticated (from W... | | DWD | | |
| System Activity | 06/27/2011 17:18:40.47 | Conversion Completed Successfully | ABC | DWD | | |
| System Activity | 06/27/2011 17:18:40.36 | 4.40 Level Conversion Completed | ABC | DWD | | |
| System Activity | 06/27/2011 17:18:40.28 | Starting Conversion from 4.30 to 4.40 | ABC | DWD | | |
| System Activity | 06/27/2011 16:59:06.80 | Credit card conversion completed | XYZ | DWD | | |
| System Activity | 06/27/2011 16:59:06.78 | Credit card conversion started | XYZ | DWD | | |
| System Activity | 06/27/2011 16:59:06.53 | Data conversion completed for module P... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:59:06.31 | Data files created for module P/D in XYZ. | XYZ | DWD | | |
| System Activity | 06/27/2011 16:59:03.08 | Data conversion started for the P/D mod... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:59:03.03 | Data conversion completed for module S... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:59:02.75 | Data files created for module S/D in XYZ. | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:58.78 | Data conversion started for the S/D mod... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:58.70 | Data conversion completed for module A... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:58.44 | Data files created for module A/R in XYZ. | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:55.09 | Data conversion started for the A/R mod... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:55.03 | Data conversion completed for module A... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:54.67 | Data files created for module A/P in XYZ. | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:51.26 | Data conversion started for the A/P mod... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:51.20 | Data conversion completed for module I/... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:50.97 | Data files created for module I/M in XYZ. | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:46.97 | Data conversion started for the I/M modu... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:46.91 | Data conversion completed for module G... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:46.67 | Data files created for module G/L in XYZ. | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:44.20 | Data conversion started for the G/L mod... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:44.14 | Data conversion completed for module C... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:43.87 | Data files created for module C/I in XYZ. | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:43.33 | Data conversion started for the C/I modul... | XYZ | DWD | | |
| System Activity | 06/27/2011 16:58:41.01 | Data conversion completed for module A... | LWW | DWD | | |
| System Activity | 06/27/2011 16:58:40.35 | Data files created for module A/P in LWW. | LWW | DWD | | |

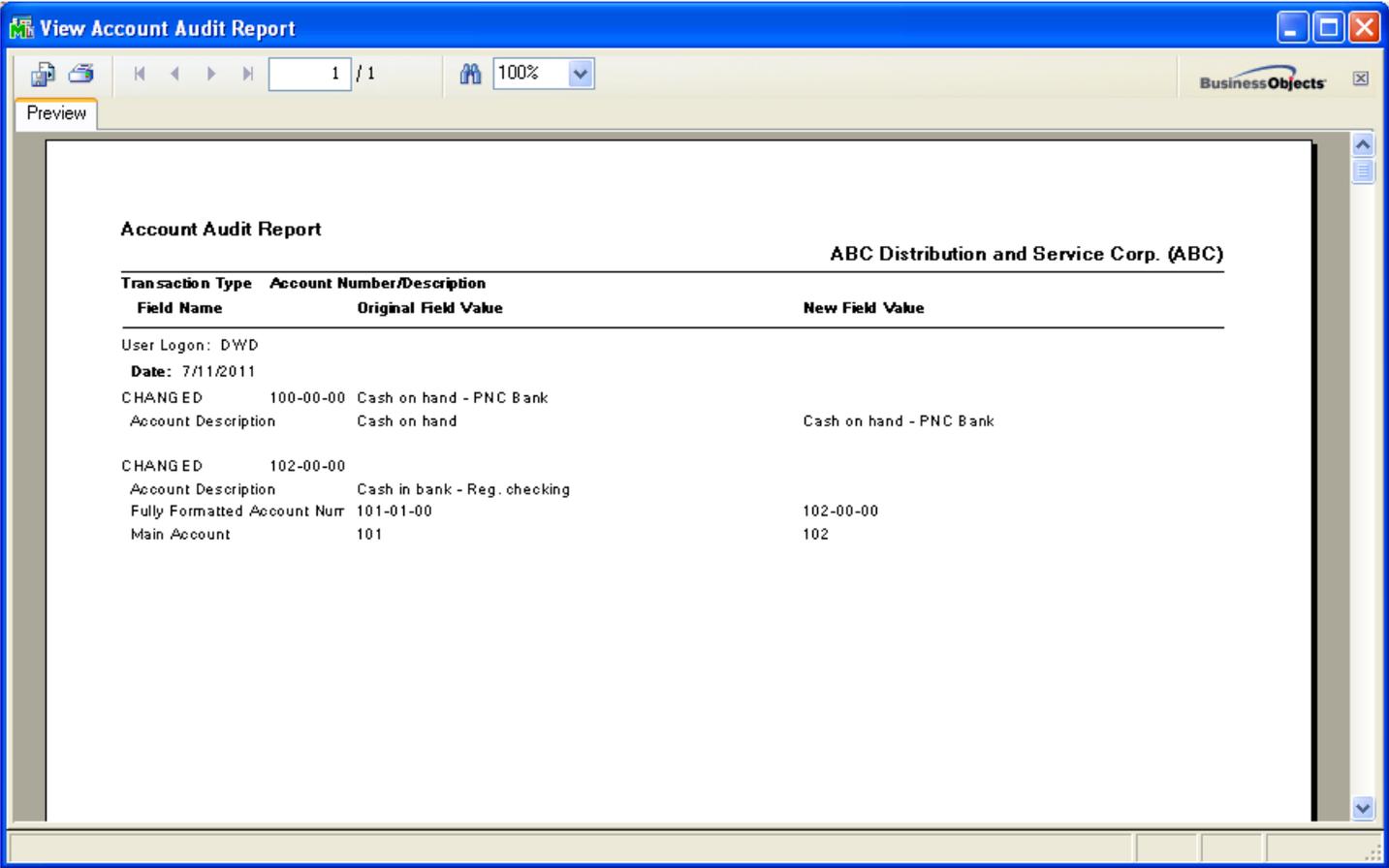
In a number of the individual modules you can find out what changes were made to the master file and who made them. First make sure the option to track the changes is selected. In the General Ledger module you need to go to Setup > General Ledger Options > Main. Find “Account Changes to Track” and select one of the options.



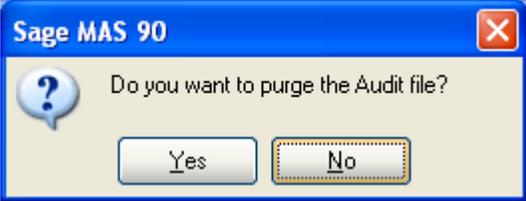
Next select whether you want to track the changes in detail or not.



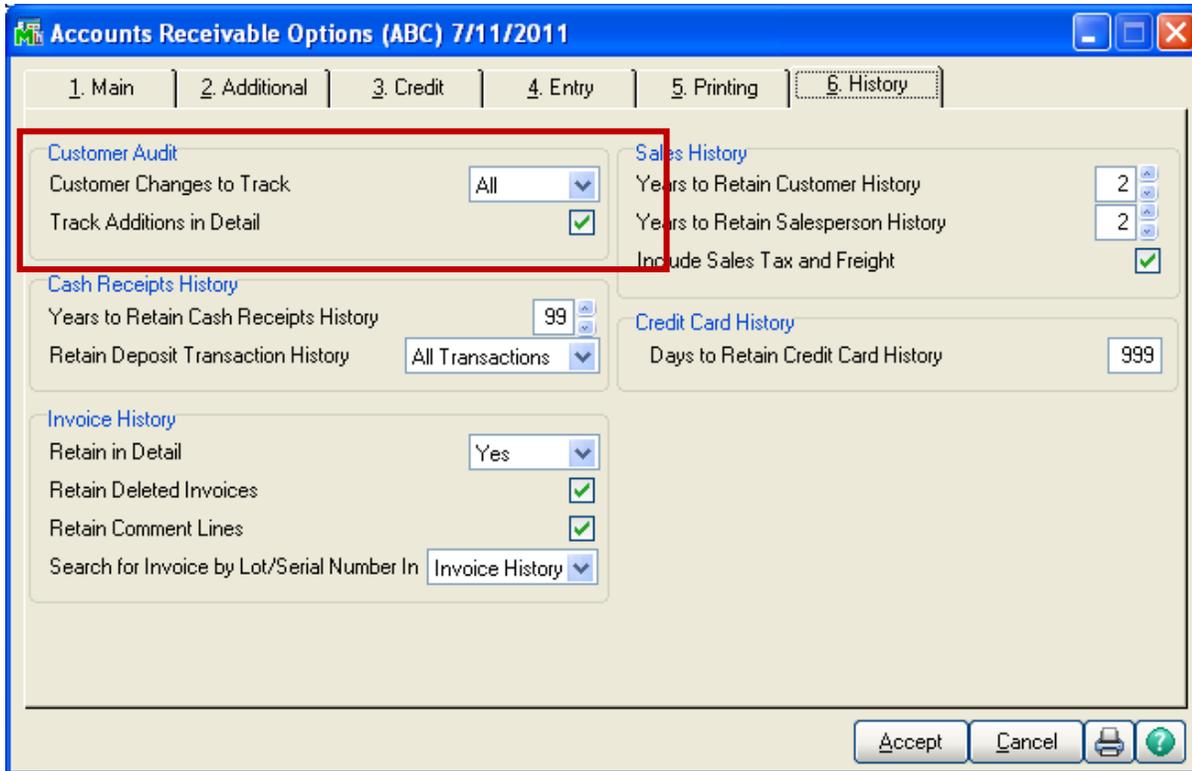
When you want to see what changes have been made to the General Ledger accounts, go to General Ledger > Reports > Account Audit Report. If you selected to track the changes in detail, you will see the user logon for the person who made the change as well as what changes were made and when.



Once you've printed or previewed the report, you will get the following prompt. There is no reason to purge the data until it is obsolete or the report gets too large. It's a good idea to make sure you have a printed or electronic copy of the report before answering "Yes."



The following screen shots show you the other modules you can setup to track changes. In each case, the audit report can be found in the appropriate module's reports folder.



Accounts Receivable Options (ABC) 7/11/2011

1. Main | 2. Additional | 3. Credit | 4. Entry | 5. Printing | 6. History

Customer Audit

Customer Changes to Track: All

Track Additions in Detail:

Sales History

Years to Retain Customer History: 2

Years to Retain Salesperson History: 2

Include Sales Tax and Freight:

Cash Receipts History

Years to Retain Cash Receipts History: 99

Retain Deposit Transaction History: All Transactions

Credit Card History

Days to Retain Credit Card History: 999

Invoice History

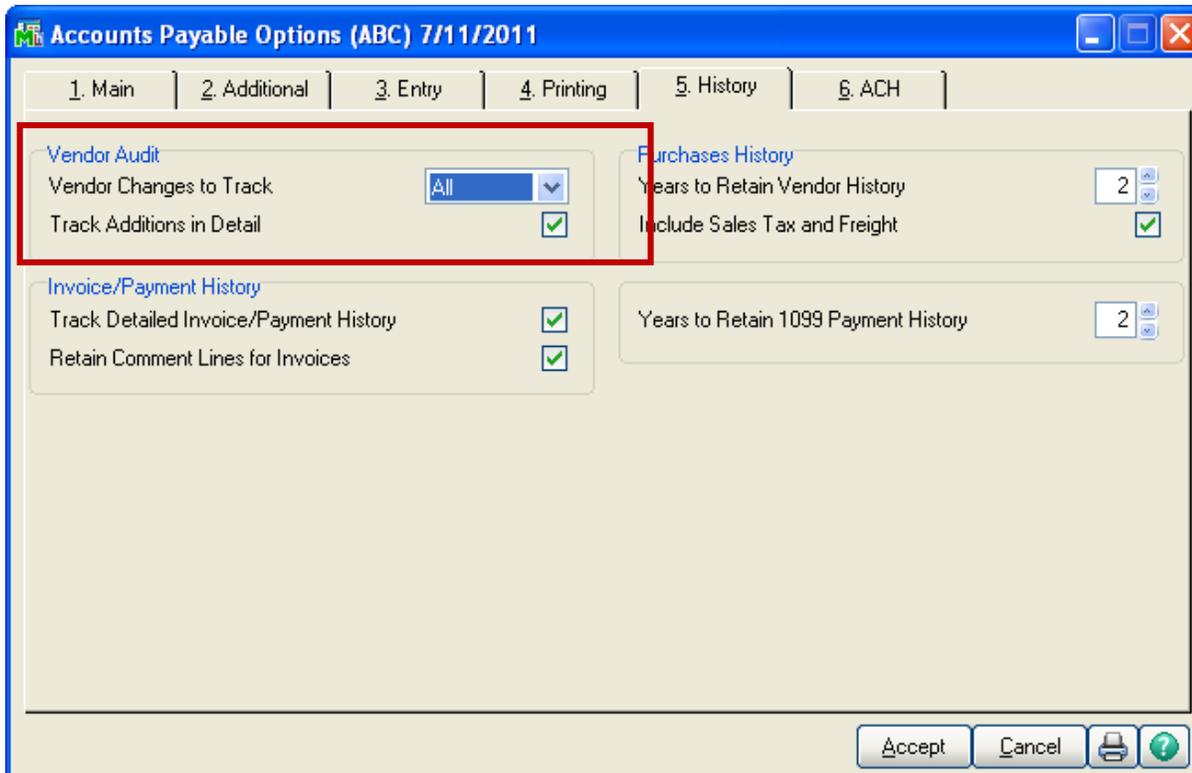
Retain in Detail: Yes

Retain Deleted Invoices:

Retain Comment Lines:

Search for Invoice by Lot/Serial Number In: Invoice History

Accept Cancel Print ?



Accounts Payable Options (ABC) 7/11/2011

1. Main | 2. Additional | 3. Entry | 4. Printing | 5. History | 6. ACH

Vendor Audit

Vendor Changes to Track: All

Track Additions in Detail:

Purchases History

Years to Retain Vendor History: 2

Include Sales Tax and Freight:

Invoice/Payment History

Track Detailed Invoice/Payment History:

Retain Comment Lines for Invoices:

Years to Retain 1099 Payment History: 2

Accept Cancel Print ?

Payroll Options

1. Main | 2. Additional | 3. Integrate | 4. Forms | 5. Direct Deposit

Track Changes to Employee Pay Rate 1

Track Changes Made to Employee File

Track Additions in Summary or Detail

Job Cost Comment Format

Allow Entry of Duplicate Social Security No.

Default Answer to Auto Pay Employees

Integrate Payroll with the following

General Ledger Job Cost

Bank Reconciliation

Accept Cancel

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Inventory Management Options (ABC) 7/11/2011

1. Main | 2. Additional | 3. Entry | 4. Printing

Category 1 Description

Category 2 Description

Category 3 Description

Category 4 Description

Item Audit

Item Changes to Track

Track Additions in Detail

Accept Cancel

For more information or assistance with Sage 100 system audit reports, contact Brad Prather, Systems Consultant at 800.232.8913 or bprather@dwdtechgroup.com.

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