

LEARNI

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



9921 Dupont Circle Drive West, Suite 300 Fort Wayne, IN 46825 260-423-2414 Phone 260-423-2419 Fax www.DWDTechGroup.com 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.

/pe	Date/Time	Description	Company	User	Error	Program	<u>^</u>
tem Activity	07/11/2011 11:04:22.03	User Successfully Authenticated (from W		DWD		-	—
tem Activity	07/11/2011 11:04:11.59	Attempt to Login With Invalid Password (
tem Activity	07/08/2011 16:07:54.37	CM - Customized Task: C:\Program Files\	ABC	DWD			
tem Activity	07/08/2011 15:58:22.39	User Successfully Authenticated (from W		DWD			0
tem Activity	07/07/2011 16:22:40.78	OPENED FILE C:\Program Files\Sage S	ABC	DWD			
tem Activity	07/07/2011 16:15:05.14	OPENED FILE C:\Program Files\Sage S	ABC	DWD			
tem Activity	07/07/2011 16:04:52.84	User Successfully Authenticated (from W		DWD			
tem Activitu	07/06/2011 17:10:13.83	J/C SYSTEM PABAMETERS CHANGED	FEC	DWD			
tem Activity	07/06/2011 16:14:03 42	User Successfully Authenticated (from W		DWD			
tem Activity	06/30/2011 09:05:31.43	User Successfully Authenticated (from W		DWD			
tem Activitu	06/29/2011 15:34:15.41	User Successfully Authenticated (from W		DWD			
tem Activity	06/27/2011 17:18:40.47	Conversion Completed Successfully	ABC	DWD			
tem Activitu	06/27/2011 17:18:40.36	4 40 Level Conversion Completed	ABC	DWD			
tem Activitu	06/27/2011 17:18:40.28	Starting Conversion from 4 30 to 4 40	ARC	DWD			
tem Activity	06/27/2011 16:59:06 80	Credit card conversion completed	XYZ	DWD			
tem Activitu	06/27/2011 16:59:06 78	Credit card conversion started	XYZ	DWD			
tem Activitu	06/27/2011 16:59:06 53	Data conversion completed for module P	XYZ	DWD			
tem Activitu	06/27/2011 16:59:06:33	Data files created for module P/0 in XYZ	XXZ	DWD			
tem Activity	06/27/2011 16:53:08:31	Data conversion started for the P/O mod	WZ	DWD			
tem Activitu	06/27/2011 16:59:03:03	Data conversion completed for module S	WZ .	nwn			
tem Activitu	06/27/2011 16:59:02 75	Data files created for module S/O in XYZ	XVZ	DWD			
tem Activity	06/27/2011 16:53:62:13	Data conversion started for the S/O mod	WZ	DWD			
tem Activity	06/27/2011 16:58:58 70	Data conversion completed for module A	<u>w</u> z	DWD			
tem Activity	06/27/2011 16:50:50.70	Data files created for module A/R in WZ	<u>w</u> 2	DWD			
tem Activity	06/27/2011 16:59:55.09	Data nies created for housie A/H InA12.	<u>w</u> z	DWD			
tem Activity	00/27/2011 10:00:03:03	Data conversion completed for module A	W2 -	DWD			
tem Activity	06/27/2011 16:50:53:05	Data conversion completed for module A/R in X/Z	<u></u>	DWD			
tem Activity	06/27/2011 10:30:34:07	Data nies created for module A/P in A12.	<u></u>	DWD			
tem Activity	00/27/2011 10:00:01.20	Data conversion statted for medula U	32	DWD			
tem Activity	06/27/2011 16:50:51:20	Data Conversion Completed for module 17	<u>3</u> 2	DWD			
tem Activity	06/27/2011 16:56:30.37	Data mes createu for module I/M In ATZ.	<u>2</u>	DWD			
tem Activity	06/27/2011 16:36:46:37	Data conversion started for the I/M Modu	<u>3</u>	DWD			
tem Activity	06/27/2011 16:58:46:51	Data conversion completed for module G	<u> 12</u>	DWD			
tem Activity	00/27/2011 10:00:46.67	Data mes created for module G/L in XYZ.	3,4	DWD			
tem Activity	06/27/2011 16:58:44.20	Data conversion started for the G/L mod	ATZ .	DWD			
tem Activity	06/27/2011 16:58:44.14	Data conversion completed for module U	314	DWD			
tem Activity	06/27/2011 16:58:43.87	Data riles created for Module L/I in XYZ.		DWD			
tem Activity	06/27/2011 16:58:43.33	Data conversion started for the L/I modul		DWD			
tem Activity	06/27/2011 16:58:41.01	Data conversion completed for module A	LWW	DWD			*
tem Achultu	0672772011_1656920136	Lists tiles created for module A/P in LWW	ruuu	num			

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.

🔚 General Ledger Options (ABC) 7/11/2011	
<u>1</u> . Main <u>2</u> . Entry <u>3</u> . Budget <u>4</u> . Termino	ology
Accounts Auto Create when all Segments are Valid Prompt On The Fly Additions Add Main Accounts in General Ledger Add Sub Accounts in General Ledger	Rollups Rollup Type 1 Description Rollup Type 2 Description Rollup Type 3 Description Rollup Type 4 Description
GL Account Audit Account Changes to Track Track Additions in Detail Retained Earnings Retained Earnings Account 320-00-0	Current Fiscal Year 2010 V Current Period 05 V Miscellaneous Yea s to Retain General Ledger History 02 V

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

🚮 General Ledger Options (ABC) 7/11/2011	
<u>1</u> . Main <u>2</u> . Entry <u>3</u> . Budget <u>4</u> . Termin	iology
Accounts Auto Create when all Segments are Valid Prompt On The Fly Additions Add Main Accounts in General Ledger Add Sub Accounts in General Ledger GL Account Audit Account Changes to Track Track Additions in Detail	Rollups Rollup Type 1 Description Rollup Type 2 Description Rollup Type 3 Description Rollup Type 4 Description Fiscal Period Current Fiscal Year Q010 ♥ O5 ♥
Retained Earnings Retained Earnings Account 320-00-00	Miscellaneous Years to Retain General Ledger History 02 Integrate with Bank Reconciliation 🗸
	Accept Cancel 🖨 🕢

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.

Mi View Ac	ccount Audit Report			
p 🗇		/ 1 🌇 100% 🔽		Business Objects
Preview				
	Account Audit Report		ABC Distribution and Service Corp. (ABC)
	Tran <i>s</i> action Type Account N Field Name	umber/Description Original Field Value	New Field Value	
	User Logon: DWD Date: 7/11/2011			
	CHANGED 100-00-00 Account Description	Cash on hand - PNC Bank Cash on hand	Cash on hand - PNC Bank	
	CHANGED 102-00-00 Account Description	Cash in bank - Reg. checking		
	Fully Formatted Account Num	101-01-00	102-00-00	
	Main Account	101	102	
				.::

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."

Sage M	AS 90	×
2	Do you want to purge the Audit file?	
	Yes No	

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	
Accounts Receivable Options (ABC) 7/11/2011 1. Main 2. Additional 3. Credit 4. Entry Customer Audit Customer Audit All Image: Customer Audit Customer Changes to Track All Image: Customer Audit Customer Changes to Track All Image: Customer Audit Customer Changes to Track All Image: Customer Changes to Track Track Additions in Detail Image: Customer Changes to Track Image: Customer Changes to Track Cash Receipts History 99 Image: Customer Changes to Transaction History All Transactions Invoice History Image: Customer Changes to Transaction History All Transactions Image: Customer Changes to Transaction History	5. Printing 5. History Sales History 2 Years to Retain Customer History 2 Years to Retain Salesperson History 2 Include Sales Tax and Freight Include Sales Tax and Freight Credit Card History 999
Retain in Detail Yes V Retain Deleted Invoices V Retain Comment Lines V Search for Invoice by Lot/Serial Number In Invoice History V	Accept Cancel 🖨 📀

🔚 Accounts Payable Options (ABC) 7/11/20	011	
<u>1</u> . Main <u>2</u> . Additional <u>3</u> . Entry	<u>4</u> . Printing <u>5</u> . History <u>6</u> . ACH	
Vendor Audit Vendor Changes to Track All Track Additions in Detail	Furchases History Years to Retain Vendor History Include Sales Tax and Freight	2 ×
Invoice/Payment History Track Detailed Invoice/Payment History Retain Comment Lines for Invoices	✓ Years to Retain 1099 Payment History	2.
		ancel 🔒 🕜

👫 Payroll Options			
<u>1</u> . Main <u>2</u> . Additional	<u>3</u> . Integrate	4. Forms <u>5</u> . Direct D	eposit
Track Changes to Employee Pay Rate 1			
Track Changes Made to Employee File	All Changes 🔽		
Track Additions in Summary or Detail	Detail 🗸		
Job Cost Comment Format	Employee No. + Check No.		
Allow Entry of Duplicate Social Security No.	Yes 💌		
Default Answer to Auto Pay Employees			
Integrate Payroll with the following			
General Ledger Job Cost			
Bank Reconciliation			
		Accept Cancel	80
		DWD ABC 7	/11/2011

👫 Inventory Management Opt	ons (ABC) 7/11/2011	
<u>1</u> . Main <u>2</u> . Additional	<u>3</u> . Entry <u>4</u> . Printing	
Category 1 Description	COLOR	
Category 2 Description	SIZE	
Category 3 Description	STYLE	
Category 4 Description	CATALOGUE REF#	
⊂ltem Audit		
Item Changes to Track	All 💌	
Track Additions in Detail)		
<u></u>		
	Accept Cancel	

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

Copyright 2015 DWD Technology Group | All rights reserved. This article content may not be reproduced (in whole or in part), displayed, modified or distributed without express permission from the copyright holder.