



PeopleSoft 9.2



2. To Search Audit Logs via the Supplier Audit Log Report

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Suppliers link.
4.	Click the Supplier Information link.
5.	Click the General Reports link
6.	Click the Supplier Audit Log link.
7.	Select the Add a New Value tab to create a new Run Control ID
8.	Click Add . The system navigates to the Run Control page
9.	Enter SetID and any additional criteria as desired to narrow search results.
10.	Click the Save button.

Note: if users experience an issue when using a wild card (%), leave fields



Step	Action
14.	Navigate to the Report Manager to view the report pdf file. Example of a report pdf output below.

Report pdf File Example:

3. Create a Query on the Supplier Audit Log Table

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Reporting Tools link.
4.	Click the Query link.
5.	Click the Query Manager link.

