

Event Log Events

Event Category:

Event-Details of Event

Accounts:

Acct Activated- acct number, acct name

Acct Created-acct number, acct name

Acct Deleted- acct number, acct name

Acct Inactivated- acct number, acct name

Acct Name Updated- acct number, from [old name] to [new name]

Acct Scheduled to Activate- acct number, on [date]

Acct Scheduled to Inactivate- -acct number, on [date]

Account Components:

Branch Added- component number, name

Branch Deleted- component number, name

Branch Edited- component number, from [old name] to [new name]

Dept Added-component number, name

Dept Deleted- component number, name

Dept Edited- component number, from [old name] to [new name]

Fund Added-component number, name

Fund Deleted- component number, name

Fund Edited- component number, from [old name] to [new name]

Major Acct Added- component number, name

Major Acct Deleted- component number. name

Major Acct Name Edited- component number, from [old name] to [new name]

Major Acct Edited- from [direct] to [indirect] – and the opposite

Program Class Added- component number, name

Program Class Deleted-component number, name

Program Class Edited-component number, from [old name] to [new name]

Accounting Periods:

Period Closed-period name like Period 11

Period Opened-period name like Period 11

AP Setup:

Default AP Acct Added- AP Acct

Default AP Acct Removed from List-AP Acct

Bank Acct Added-Bank Acct Number

Bank Acct Cash Acct Changed- from (old cash acct number) to (new cash account number)

Bank Acct Check Range Changed-Bank Acct Number

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Bank Acct Deleted- Bank Acct Number, Bank Acct Name
Bank Acct Name Updated- from (old name) to (new name)
Bank Acct Number Updated- from (old number) to (new number)
Bank Acct Payment Method Added- new payment method (like checks)
Default Bank Acct Added- Bank Acct Number, Bank Acct Name
Default Bank Acct Removed- Bank Acct Number, Bank Acct Name
Default Bank Account Updated- from [old acct number] to [new acct number]
Default Due Date Selected- number of days
Default Payment Method Removed- payment method
Default Payment Method Added- payment method
Default Payment Term Selected- payment term like Net 15
Vendor Category Added- Category Name
Vendor Category Deleted- Category Name

Budget Entry

Acct Budget Status Changed- acct number, from [old status like Review] to [new status like In Progress]
Acct Budget Submitted for Review- acct number, acct name
Acct Budget Used Actuals- acct number, acct name
Acct Budget Used Updated Actuals- acct number, acct name
Acct Budget Updated-acct number, acct name

Budget Management

Budget Approved- name of budget
Budget Entry Limited to Income-name of budget
Budget Entry Limited to Expense-name of budget
Budget Closed- name of budget
Budget Opened-name of budget

Budget Setup:

Major Acct Budget Format Updated- from [old budget format like Membership] to [new budget format like Membership Join Fee]
Rev Based Expense Acct Updated- from [old expense acct number] to [new expense acct number]
Wage Rel Expense Acct Updated- from [old expense acct number] to [new expense acct number]

Credit Invoices:

Credit Invoice Account Allocation Added- invoice number
Credit Invoice Account Allocation Removed-invoice number
Credit Invoice Post Date Changed- from [old post date] to [new post date]
Credit Invoice Saved-invoice number
Credit Invoice Saved as Pending-invoice number
Credit Invoice Voided-invoice number

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Pending Credit Invoice Updated-invoice number
Pending Credit Invoice Deleted- invoice number

Fiscal Year:

Fiscal Year Closed- fiscal year
Fiscal Year Opened- fiscal year

Invoices:

Invoice Account Allocation Added- invoice number
Invoice Account Allocation Removed-invoice number
Invoice Bank Acct Changed – from [old bank acct number] to [new bank acct number]
Invoice Date Changed- invoice number, from [old date] to [new date]
Invoice Due Date Changed- invoice number, from [old date] to [new date]
Invoice Paid- invoice number, payment method, check #(s) or draft payment #(s)
Invoice Post Date Changed- from [old post date] to [new post date]
Invoice Saved-invoice number
Invoice Saved as Pending-invoice number
Invoice Voided-invoice number
Pending Invoice Deleted- invoice number
Pending Invoice Updated-invoice number

Manual Journal Entries:

Journal Entry Posted- je ref number, Post Date
Journal Entry Reversed- je ref number
Pending Journal Entry Deleted- je ref number
Pending Journal Entry Saved- je ref number
Pending Journal Entry Updated- je ref number

Payments:

Check Printed- check number, invoice #
Check Reprinted- check number, invoice #
Check Voided and Reprinted-check number, invoice #
Check Voided-check number, invoice #
Draft Pymt Recorded- draft payment number, invoice #
Draft Pymt Reversed- draft payment number, invoice #

Vendors:

Vendor Activated- vendor name
Vendor Address Updated-vendor name
Vendor Deleted- vendor name
Vendor Entered- vendor name

Event Log Events

Vendor Inactivated- vendor name

Vendor Name Updated- from (old name) to (new name)

Vendor Scheduled to Activate- vendor name, date to activate

Vendor Scheduled to Inactivate- vendor name, date to inactivate

Users/Permissions:

Role Added-role name

Role Deleted-role name

Role Task Permissions Added- role name

Role Task Permissions Removed- role name

User Added- user name, user ID

User Deleted- user name, user ID

User Name Updated- from [old name] to [new name]

User Password Changed- user name, user ID

User Status Changed – user name, from [status] to [status]

User Status Change Scheduled- user name, date of status change

User Acct Permissions Added- user name, user ID

User Acct Permissions Removed- user name, user ID

User Task Permissions Added- user name, user ID

User Task Permissions Removed- user name, user ID