

Audit Module UX User Guide

infor Pathway

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12	Change Log	Error! Bookmark not defined.

1. Glossary of Terms

Term	Explanation
ION	An Interoperability and business process management platform designed to integrate applications, people, processes and data to run a business.
Preconfigured Pathway	The default Pathway setup provided to new customers.

2. Overview

The Auditing system provides the facility for recording changes made to the database. Auditing can be performed on most of the database entities and on selected models (modules) looking for specific change types e.g. new records, rather than changes.

Auditing can be set up in Audit Model Maintenance before turning it on under System Administration Menu Option, then selecting System Parameters, Application Code Maintenance and making Auditing active.

RECOMMENDATION: Auditing adds data to the database and can impact Pathway performance.

Ensure auditing is targeted to:

- record information that is required to solve issues when they arise, or
- to understand when a record was updated, updated from what to what and by whom.

NOTE: Once an Entity is selected, the entire Entity is audited.

The audit function consists of three separate functions:

- **Audit log**
A record is created in the audit log every time a change is written to the database i.e. when a record is created, updated or deleted. Audit log records are only created where the models, entities and fields are marked for auditing. For each change, the audit log will record who made the change, the date and time of the change, what change was made and which form was used to make the change.
- **Reporting**
There are two types of reporting:
 - an Audit Report (extract) for all/create/update/delete actions or all/selected entities within a given date range.
 - ability to display audit information (using pull-down menus) on any form for the current entity.
- **Cleanup**
The audit cleanup removes all/selected entity audit records before a certain date. The creation and last update records can be excluded from deletion. A report can be produced for all records that have been deleted.

For further assistance setting up Auditing please contact your Account Manager.

3. What Should be Audited?

The purpose of the Audit System is to record every single database update performed to every single database table providing disk space is not a problem.

It is usual practice for the Name and Address Register module and Property Administration module to have auditing turned on for many entities and fields. This is because Names, Addresses and Properties are base records that many other Pathway entities link to.

Modifications on static entities i.e. entities that are not modified during normal daily operations can be audited as well as modifications to entities that are considered critical.

- Parameters are entities that are modified outside normal daily operations.
- Master files such as Names, Addresses, Properties, Titles, Parcels, Assessments, Infringements and Animals may be modified during normal daily operations.
- Audit collection for transaction Entities is not recommended due the large volume of changes. Where an Entity must be audited and there are transaction fields within that Entity, keep a close eye on the amount of audit data being created and your database size.
- Volatile entities that contain no meaningful data should not be audited e.g. next number and look ups.

RECOMMENDATION:

1. Do not audit Name and Address Parameters as a parameter change is likely to report on many names.
2. Do not audit Property Parameters as a parameter change is likely to report on many properties, titles and parcels.

Auditing examples:

1. If a parameter is only changed once a year, should it be audited?
You may decide:

- a. Not to audit it because the record is double checked when the change is made e.g. Rates Accounting >> Parameters >> Rating Period Maintenance.
 - b. To audit because the change isn't always made at the same time of year and you want to record changes inside Pathway.
2. A mistake is constantly being made when staff lodge planning applications. Auditing is turned on under Auditing >> Audit Model Maintenance for the Module LAP Applications, Entity LAPAPPL Application, Image 1.

Image 1

3. Someone is creating Animal records without entering the Animal Name and Date of Birth. Turn auditing on for Module LAN Animal Control and Entity LANANML Animal.

Image 2 shows the Animal Reference 5078, so it is easy to find that Animal record in Pathway. The audit shows that nothing has been entered into the Animal Name and that RASHY was the User Account that created the Animal but missed the Animal Name.

Image 2

4. Finding the Pathway Entity and Fields

Field Properties are available on most data entry fields in Pathway under the options menu.

Example: Finding the entity and fields for the Animal Name and Date of Birth:

- 1. Go to Animal Registration >> Animal Maintenance.
- 2. Open an Animal record and go to Animal Maintenance.
- 3. Click into the Name field and then options – Field Properties, Image 3.
- 4. Repeat for Date of Birth, just to make sure it is in the same Entity.

← Animal Maintenance

SaveUndoDelete

Animal Summary / Animal Maintenance

Animal Type and Owner Details

Type

CAT - Cats (Discounts and Penalties)

Property Location

8 Exmouth Road, Glanville SA 5015

Owners

Ben Hugh Ho

Animal Details

Reference

4256

Registration Class *

REG% - Regular Penalty 10% June 2025

Name

Remy

Breed *

PERSN - Persian

Secondary Breed

Colour

BKGD - BLACK & GOLD

Date Created

10/06/2025

Source

Pathway

Gender *

Desexed Male

External Reference

Notes

Our cat is lost

Physical Id

963214578932

Date of Birth

5/02/2024

Document Management

Publish to EDMS/Data Publisher

Audit

Field Properties

Image 3

- 5. The Field Properties show the Entity is lananml, Images 4 and 5.

Field Properties

Entity Name

lananml

Field

anmlname

Field Value

Remy

Primary Key

40911 (tpklananml)

Form Name

LANG1000

Image 4

Field Properties

Entity Name

lananml

Field

birthdate

Field Value

5/02/2024 12:00:00 AM

Primary Key

40911 (tpklananml)

Form Name

LANG1000

Image 5

5. Turning Auditing on and off

The Auditing module can be turned off under System Administration >> System Parameters >> Application Code Maintenance, Image 6.

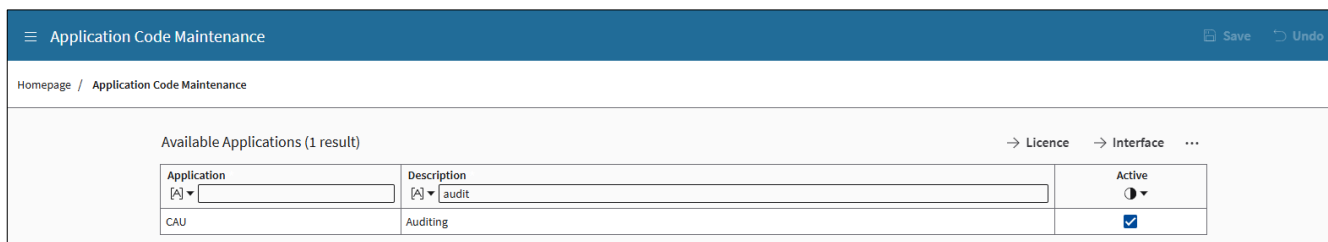


Image 6

The module, entity and field auditing options can be set while the Auditing module is inactive under System Administration >> System Parameters >> Application Code Maintenance.

When auditing is activated on a model, then all entities and fields within the model are automatically activated.

To set up Auditing:

1. Determine the models (modules) that need to be audited.
2. Determine the entities that do not need to be audited within each model.
3. Activate Auditing under System Administration >> System Parameters >> Application Code Maintenance.

NOTE: Models and entities can go live one at a time.

Over time, review the Audit reports to determine if models and entities can be omitted as they are no longer required or to reduce the data being recorded or the physical size of the audit report.

When a Pathway test environment is refreshed with data from the Pathway production environment, it is usual for Auditing to be turned off in the Pathway test environment in Application Code Maintenance.

When the Rates Generation is run in Update mode, Auditing is usually turned off under Application Code Maintenance while the process is running. The Rates Generation runs much faster when it doesn't have to record the audit information for every rate transaction generated on every rate assessment.

Turning Auditing off in Application Code Maintenance means the models and entities under Auditing >> Audit Model Maintenance are not altered and it's easy to turn Auditing on again when the generation is completed.

6. Audit Model Parameter Maintenance

The parameters which control the Auditing establish which models and entities are to be included or excluded from the auditing process. The establishment of these parameters is required prior to running any audit reports.

Image 7 shows the modules that have been assigned to be audited.

Audit Model Parameter Maintenance
Save Undo

Homepage / Audit Model Parameter Maintenance

Do Not Audit
Entities

Model	Description
ACV	Administration Conversion
ARP	Administration Report
CAU	Auditing
CBT	Batch Processing
CCL	Calendar
CEM	E-mailing
CEO	Enterprise One Interfacing
CLK	Link
CMD	Memo
CRP	Core Report
CTX	Tax
CWS	WorkSmart
EAN	ePathway Animal Registration
EAP	ePathway Applications
EBK	ePathway Bookings Management
ECR	ePathway Customer Service
ECV	ePathway Conversion
EDC	ePathway Document Control
EET	ePathway External Transactions
ELC	ePathway Licensing
ENA	ePathway Name and Address

Model	Description
ABK	Bookings Management
ACR	Customer Service
CAR	Accounts Receivable Interface
CCP	Customer Profile
CCV	Core Conversion
CDC	Document Control
CFI	Financial Interface
CIF	Interface
CIM	Infomart
CMN	Menu
CNA	Name and Address
COR	Responsibility
CQY	Query
CRC	Receipting
CRF	Reference
CRG	Registers
CSY	System
CWF	Workflow
CWP	Word Processing
EGE	ePathway General Enquiry
ESY	ePathway System

Image 7

Click on the module being setup and the Entities button. Image 8 shows ACR Customer Service is the model selected.

Audit Model Parameter Maintenance
Save Undo

Homepage / Audit Model Parameter Maintenance

Do Not Audit
Entities

Model	Description
ACV	Administration Conversion
ARP	Administration Report

Model	Description
ABK	Bookings Management
ACR	Customer Service

Image 8

Image 9 shows the Entities assigned to be audited for ACR Customer Service. Click on Fields to view the fields being audited, Image 10.

Audit Entity Parameter Maintenance
Save Undo

Homepage / Audit Model Parameter Maintenance / Audit Entity Parameter Maintenance

Model: ACR
Description: Customer Service

Do Not Audit
Fields

Entity	Description
ACRANSW	Answers
ACRASSET	Assets
ACRASO	Associated Requests
ACRBFUC	Bulk Process Functions
ACRCONT	Contact Type
ACREMAIL	E-mail Parameters
ACRESDN	Estimated Duration Parameters

Entity	Description
ACRNFP	Notification Filter Parameters
ACRNFRS	Notification Filter Request Status
ACRNFR	Notification Filter Request Type
ACRNREQ	Next Request Number
ACRREQ	Request Type
ACRREQU	Request
ACRROLE	Customer Service Role

Image 9

≡ Audit Field Parameter Maintenance
Save Undo

[Homepage](#) /
 [Audit Model Parameter Maintenance](#) /
 [Audit Entity Parameter Maintenance](#) /
 [Audit Field Parameter Maintenance](#)

Entity	Description
ACRREQU	Request

Do Not Audit	Audit																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Field</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td>[A] ▼</td> <td>[A] ▼</td> </tr> </tbody> </table>	Field	Description	[A] ▼	[A] ▼	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Field</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td>[A] ▼</td> <td>[A] ▼</td> </tr> <tr><td>TPKACRREQU</td><td>Request</td></tr> <tr><td>U_VERSION</td><td>U_VERSION</td></tr> <tr><td>TFKACRREQT</td><td>Request Type</td></tr> <tr><td>TFKCSYUSER</td><td>Actioning Officer</td></tr> <tr><td>TFKUSER_1</td><td>Receiving Officer</td></tr> <tr><td>TFKACRRTOR</td><td>Requestor Type</td></tr> <tr><td>TFKACRCONT</td><td>Contact Type</td></tr> <tr><td>TFKACRREQU</td><td>Parent Associate Request(s)</td></tr> <tr><td>REQUNUM</td><td>Request Number</td></tr> <tr><td>DATERECV</td><td>Date Received</td></tr> <tr><td>DATERESP</td><td>Date Responded</td></tr> <tr><td>DATERESPB</td><td>Respond by Date</td></tr> <tr><td>PRIORITY</td><td>Priority</td></tr> <tr><td>TIMETAKENN</td><td>Time Taken</td></tr> <tr><td>TIMETAKENU</td><td>Time Unit</td></tr> <tr><td>DATMODPRTY</td><td>Date Priority Last Modified</td></tr> </tbody> </table>	Field	Description	[A] ▼	[A] ▼	TPKACRREQU	Request	U_VERSION	U_VERSION	TFKACRREQT	Request Type	TFKCSYUSER	Actioning Officer	TFKUSER_1	Receiving Officer	TFKACRRTOR	Requestor Type	TFKACRCONT	Contact Type	TFKACRREQU	Parent Associate Request(s)	REQUNUM	Request Number	DATERECV	Date Received	DATERESP	Date Responded	DATERESPB	Respond by Date	PRIORITY	Priority	TIMETAKENN	Time Taken	TIMETAKENU	Time Unit	DATMODPRTY	Date Priority Last Modified
Field	Description																																								
[A] ▼	[A] ▼																																								
Field	Description																																								
[A] ▼	[A] ▼																																								
TPKACRREQU	Request																																								
U_VERSION	U_VERSION																																								
TFKACRREQT	Request Type																																								
TFKCSYUSER	Actioning Officer																																								
TFKUSER_1	Receiving Officer																																								
TFKACRRTOR	Requestor Type																																								
TFKACRCONT	Contact Type																																								
TFKACRREQU	Parent Associate Request(s)																																								
REQUNUM	Request Number																																								
DATERECV	Date Received																																								
DATERESP	Date Responded																																								
DATERESPB	Respond by Date																																								
PRIORITY	Priority																																								
TIMETAKENN	Time Taken																																								
TIMETAKENU	Time Unit																																								
DATMODPRTY	Date Priority Last Modified																																								

Image 10

Image 10 shows that all fields are assigned for auditing.

WARNING: De-assigning a field does not stop the field from being audited.

6.1 Fields

Entity

The code of the database table.

Description

The description of the database table.

Do Not Audit

Contains the model names and descriptions which are not included in the auditing process.

Audit

Contains the module code and description, entity code and description or field code and description which are to be included in the auditing process.

Assign and Deassign

These buttons assign or de-assign individual module or entity or all models or entities for auditing.

Select Button

This button allows the selection of individual entities for auditing.

Remove Button

This button allows the selection of individual entities for removal from the auditing process.

Remove All Button

This button allows the selection of all entities for removal from the auditing process.

7. Audit Set Maintenance

The Audit Set Maintenance menu is used to define what database modifications to Name and Address or Bookings tables are to be reported.

To define an Audit Set for Name and Address, the all the Name and Address Entities need to be audited.

To ensure this Entity is being audited:

1. Go to menu Auditing >> Audit Model Maintenance.
2. Ensure that the CNA Name and Address Model has been selected, then click on Entities, Image 11.

Do Not Audit		Audit	
Model	Description	Model	Description
ACV	Administration Conversion	ABK	Bookings Management
ARP	Administration Report	ACR	Customer Service
CAU	Auditing	CAR	Accounts Receivable Interface
CBT	Batch Processing	CCP	Customer Profile
CCL	Calendar	CCV	Core Conversion
CEM	E-mailing	CDC	Document Control
CEO	Enterprise One Interfacing	CFI	Financial Interface
CLK	Link	CIF	Interface
CMO	Memo	CIM	Infomart
CRP	Core Report	CMN	Menu
CTX	Tax	CNA	Name and Address

Image 11

3. All Entities must be assigned under Audit, Image 12.

Do Not Audit		Audit	
Entity	Description	Entity	Description
CNABNPM	Beneficiary Parameters	CNACATG	Name Category
CNACOR	Company Role Comm Seq	CNACINR	Company Role Info Seq
CNACMPT	Address Component Type	CNACNAB	Company Name Abbreviation
CNACNTC	Contact Type	CNACOMP	Address Component
CNACOMV	Communication Type Usage Override	CNACOMX	Communication Type Usage
CNADAPP	Digital Delivery Application	CNADAPP	Digital Delivery Application
CNADBOX	Digital Delivery Mailbox	CNADDOC	Digital Delivery Document
CNADEV	Digital Delivery Event	CNADEV	Digital Delivery Event
CNADMSG	Digital Delivery Message	CNADSUB	Digital Delivery Subscription
CNADSYS	Digital Delivery System	CNAECOM	External Name Communication
CNAEINF	External Name Information		

Image 12

NOTE: Refer to full details for setup outlined under Audit Set Report (21)

7.1 Audit Set Maintenance

Audit Set Maintenance enables the setup of new Audit Sets, Image 13.

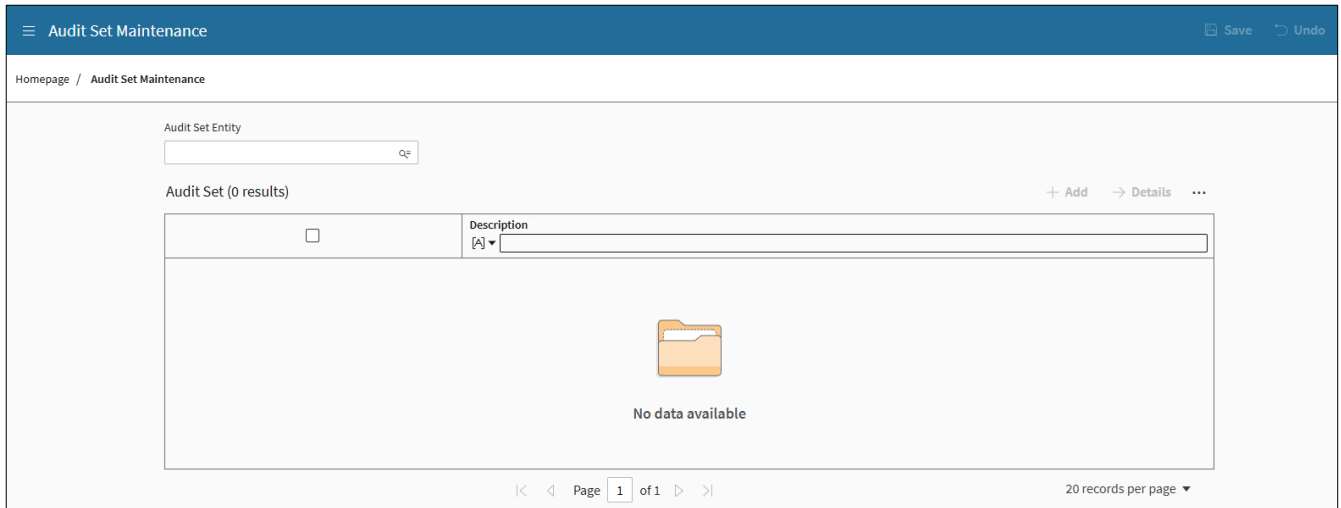


Image 13

Entity

The CNAIDTY and ABKRQHD entities will display in the Audit Set Entity field. Select CNAIDTY and the Audit Sets are created, Image 14.

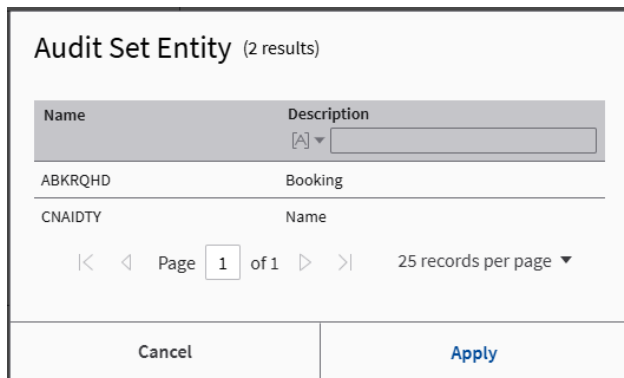


Image 14

NOTE: you will need to select CNAIDTY each time you open Audit Set Maintenance.

This field displays the name of any Audit Sets that have been created, Image 15.

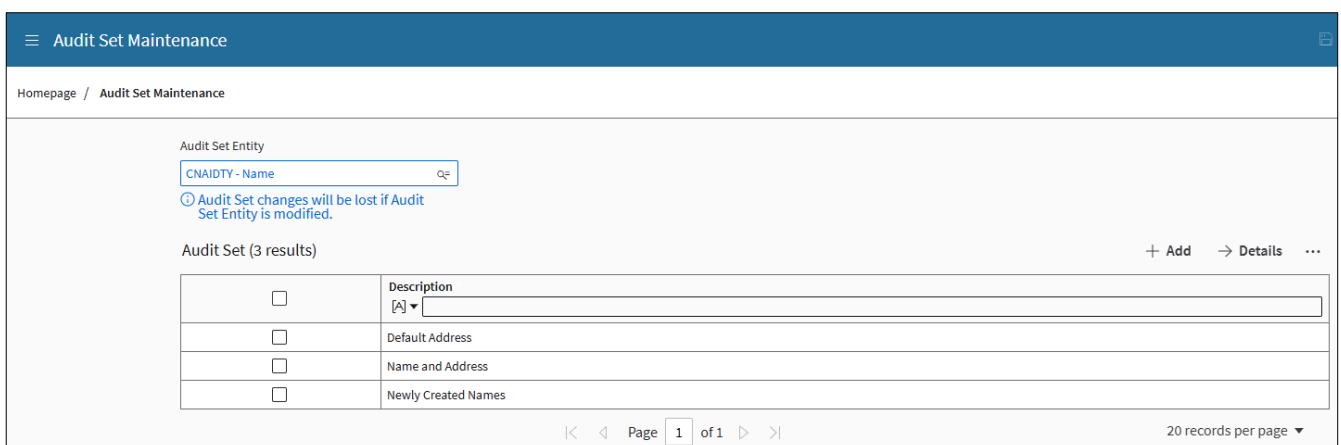


Image 15

Click on the Audit Set you want to set up the parameters for, then the Details button. You will now be setting up parameters for the Audit Set i.e. to define what modifications are to be included in the Audit Set Report, Image 16.

7.2 Default Address

The left side displays a contracted tree structure, Image 16.

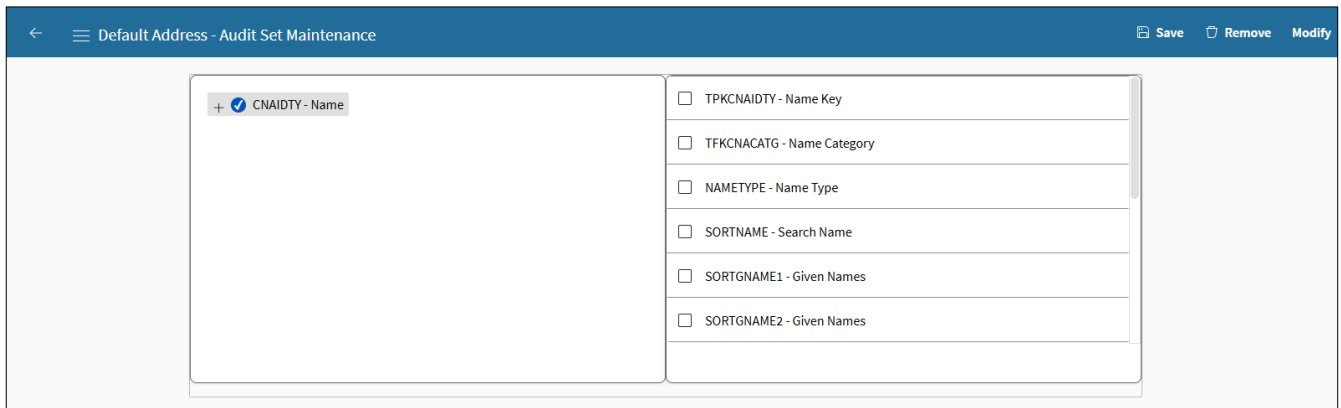


Image 16

When expanded it displays the relationships between the Name and Address entities, Image 17.

NOTE: It is not necessary to expand the tree to complete the Audit Set.

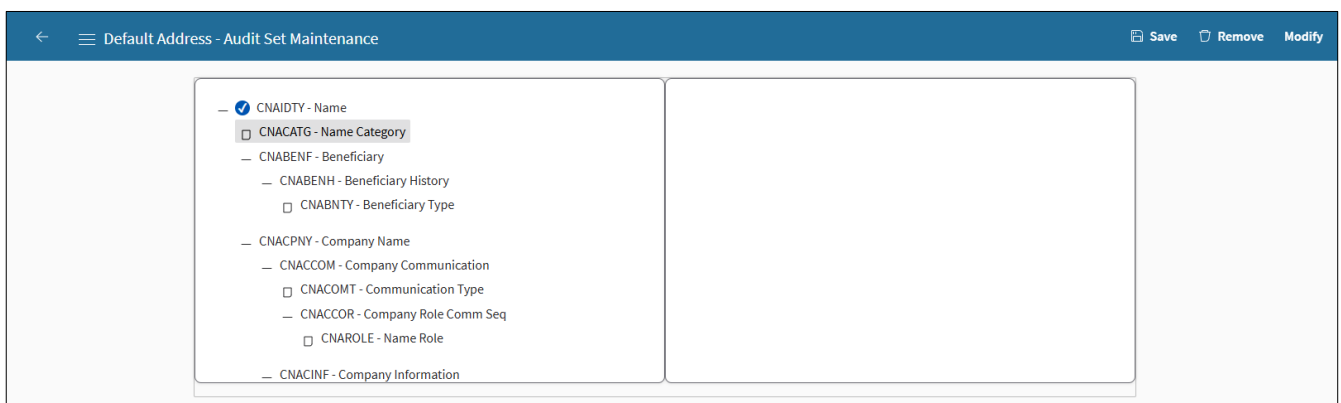


Image 17

The tick adjacent to the CNAIDTY entity indicates that fields have been selected for this entity and will be reported, Image 10.

The list on the right side displays the fields that have been selected for the highlighted entity.

NOTE: Initially, no fields will be selected so all the entity boxes will not be ticked.

Highlight the CNAIDTY entity and select Modify to select fields for the entity, Image 10.

7.3 Audit Set Field Maintenance

Audit Set Field Maintenance enables the fields to be selected that will be included in the audit report for the entity that appears at the top of the screen, Image 18.

Image 18

7.4 Fields

Entity

Displays the Entity details which are non-maintainable.

Fields not to Report

Contains the fields in the entity that will not be reported when a record is created, deleted or updated. Use the assign, deassign arrows to assign and deassign.

NOTE: All fields will be audited whether assigned or not.

Fields to Report

Fields to Report contains the fields in the entity that will be reported when a record is created, deleted or updated. Use the assign, deassign arrows to assign and deassign.

Use the up and down arrows to reorder the fields.

Click on the detail button alongside each field to define the reporting attributes, Image 19.

Image 19

Report Field Details

Contains the reporting attributes for the field selected in the Fields to Report and avoids the need to use the Detail Button to view the attributes selected for the field.

8. Reporting

Via menu Auditing >> Audit Report.

There are two types of audit reporting:

- An audit report (extract) facility for all/create/update/delete actions or all/selected entities within a given date range.
- Audit information displayed on any form for the current entity.

The report will contain the following information for each record:

- Entity
- Action
- User
- Node (if applicable)
- Date
- Time
- Primary Key value
- Update Form
- Function Form (i.e. form requesting action)
- The fields and their values.

8.1 Audit Report Control

This section describes how to generate an audit report extract.

Search criteria is required to be entered into the Search Profile in order that an audit report can be generated, Image 11.

The screenshot displays the 'Audit Report Control' interface. At the top, there is a blue header bar with a hamburger menu icon, the text 'Audit Report Control', and 'Submit' and 'Clear' buttons. Below the header, a breadcrumb trail shows 'Homepage / Audit Report Control'. The main content area has two tabs: 'Search Profile' (active) and 'Query'. Under the 'Search Profile' tab, there are several input fields and dropdown menus: 'Entity' (text input), 'Action' (dropdown menu with '(All)' selected), 'Date Range' (two date pickers separated by a minus sign), 'User ID' (text input), 'Processing Options' section containing 'Detail for Foreign Keys' (dropdown menu with 'No Fields' selected), 'Submission' section containing 'Description *' (text input with a red border and a red asterisk), 'Run Type' (dropdown menu with 'Immediate' selected), and 'Print Options' section containing 'Printer' (dropdown menu with '(none)' selected) and three checkboxes: 'Print Header Page', 'Add to My Reports', and 'E-mail Report'.

Image 11

To use a query to generate the report click on the Query tab as shown in Image 11a.

Audit Report Control

Homepage / Audit Report Control

Search Profile

Query ⓘ

Dynamic Query

ⓘ Dynamic Query or Query Result required.

☐ Retain Query Result

Processing Options

Detail for Foreign Keys

No Fields ▼

Submission

Description *

ⓘ Required

Run Type

Immediate ▼

Print Options

Printer

(none) ▼

☐ Print Header Page

☒ Add to My Reports

☐ E-mail Report

Query Result

ⓘ Dynamic Query or Query Result required.

8.2 Fields

Enter an entity name on which to conduct the audit or select one from the Entity Pop-up list accessed by clicking the arrow button. The selected entity name and description will default into the Search Profile. If an Entity is specified, then the report will only be produced for that Entity. If left blank, the report will cover all Entities.

Select an action from the drop-down list. Only records that match the action will be included in the report. The actions can be Create, Update, Delete or All audit records. The default action is All.

Date Range

Using a double-click or F2 on the field will initiate the Date Pop-up form to assist in the selection of the required date for searching.

This field allows the user to select the amount of detail to be printed in the report. It allows the user to select how many fields from the Foreign Entity are displayed after a Foreign Key.

No Fields	No fields from the Foreign Entity will be included.
1 Fields	1 field from the Foreign Entity will be included.
2 Fields	2 field from the Foreign Entity will be included.
Through to	
9 Fields	9 field from the Foreign Entity will be included.
All Fields	All fields from the Foreign Entity will be included, including Foreign Keys.

Enter a query description or select one from the Query Result Pop-up form, accessed via the arrow button. If a query is specified, it must contain one or more entities in the result in order to be used in the reporting process. If Search Profile details as well as Query details are entered, the Query specifications will override the Search Profile.

8.3 Audit Set Report

Via menu Auditing >> Audit Set Report.

The Audit Set Report function has been provided to enable database modifications across a set of related tables to be reported as a single unit. The only Audit Set can be used to report database modifications that affect a single Name and/or multiple Names.

For Example:

- 1. A Phone Number modification affects a single Name. The Audit Set Report will detail the modification to the Phone Number and the Name that was affected.
- 2. A Surname modification affects a single Name and all the Role Linkages for the Name. The Audit Set Report will detail the modification to the Surname and all the Role Linkages that were affected.
- 3. An Address modification can affect many Names. The Audit Set Report will detail the modification to the Address and all the Names that use the Address as a Default Address and all the Names that have a Role Linkage that use the Address as an override.
- 4. A Personal Name Title modification can affect many Names. The Audit Set Report will detail the modification to the Personal Name Title and all the Names that use the Personal Name Title.

The Audit Set Report function does not capture any additional information into the Audit table, (CAUAUDT), but is reliant on all Name and Address Entities being audited. The Audit Set Report function consists of the Audit Set Maintenance and Audit Set Report menu options. The sections below describe how to establish a comprehensive Audit facility to track all modifications to the Name and Address system.

8.4 Establishing a Name and Address Audit Set

The Audit Set Maintenance menu is used to define what database modifications to Name and Address tables are to be reported. To define an Audit Set for the Name and Address Register all Name and Address Entities need to be audited.

Go to menu Auditing >> Audit Model Maintenance.
Select CNA Name and Address, Image 12.

2 Results

ABKRQHD
Booking

CNAIDTY
Name

← Audit Set Entity Selection

Audit Set Entity

Name

ABKRQHD

Description

Booking

Image 12

Select the Audit Set, Image 13.

Audit Set (3 results)

Description

[A] ▾

Default Address

Name and Address

Newly Created Names

< < Page 1 of 1 > >

25 records per page ▾

Cancel

Apply

Image 13

Name and Address Audit Control

Name and Address Audit Control

Submit

Clear

Search Profile

Audit Set *

Default Address

Previous Report

8/12/2025 03:04:38 PM

Name Key

☐ From Previous Report

Date Range

d/MM/yyyy - d/MM/yyyy

Action

(All)

Job Type

(All)

Processing Options

Report Type

☐ Detail
☐ Summary
☒ Summary and Detail

Submission

Description *

Required

Run Type

Immediate

Print Options

Printer

(none)

☐ Print Header Page

☒ Add to My Reports

Image 13a

8.5 Audit Set Maintenance

The establishment of an Audit Set can best be described by example. It is recommended that you adopt this example and perform any adjustments after viewing the reports it produces.

Select the Auditing >> Audit Set Maintenance menu option, Image 14.

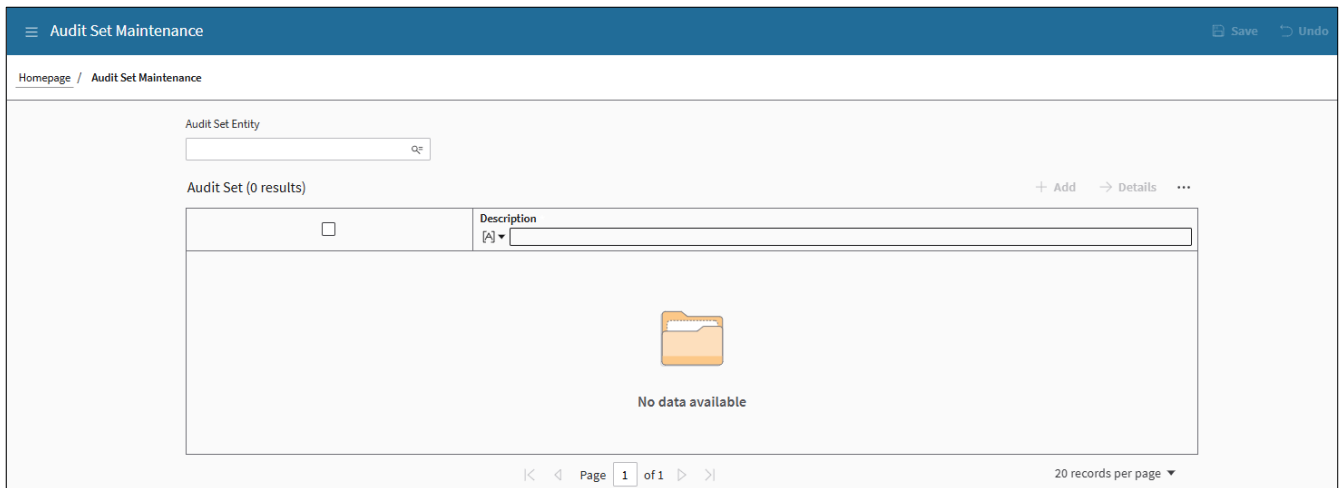


Image 14

Click in Audit Set Entity and select the Audit Set Entity of CNAIDTY Name, Image 15.

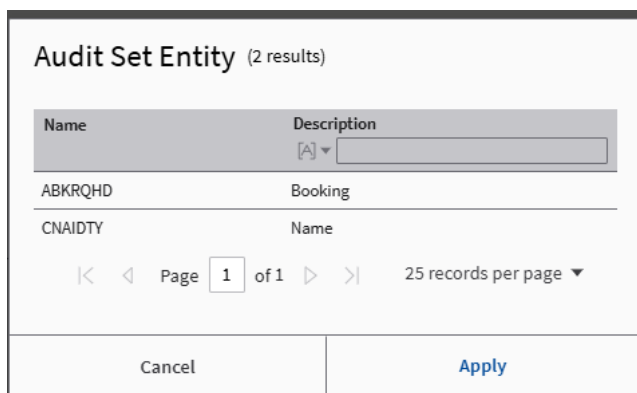


Image 15

Click on Default Address, then Details Image 16.

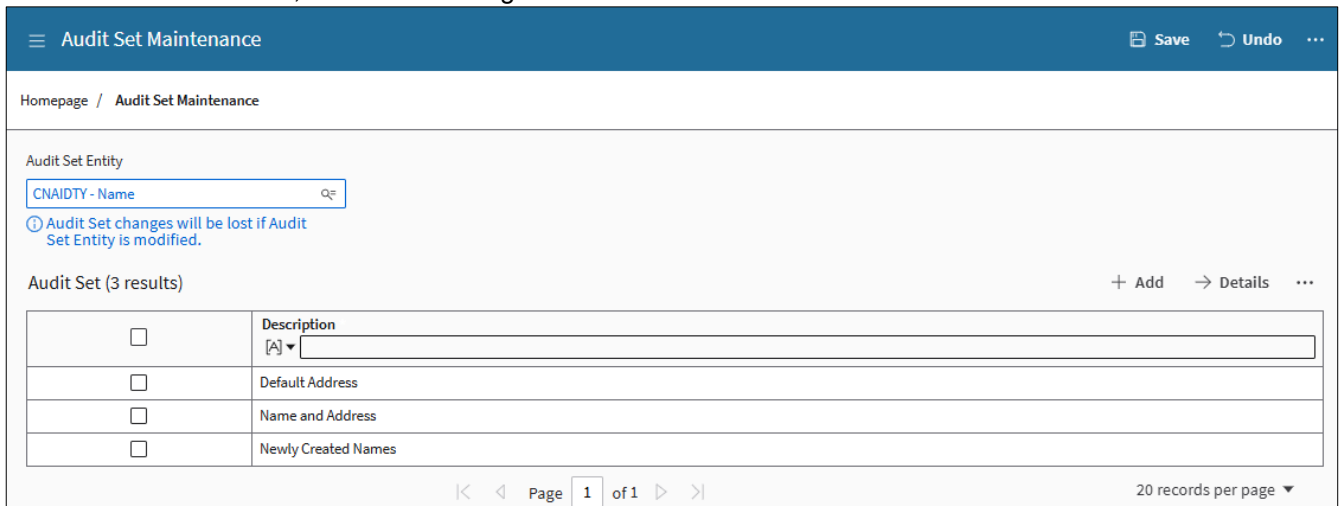


Image 16

Define what modifications are to be reported, Image 17.

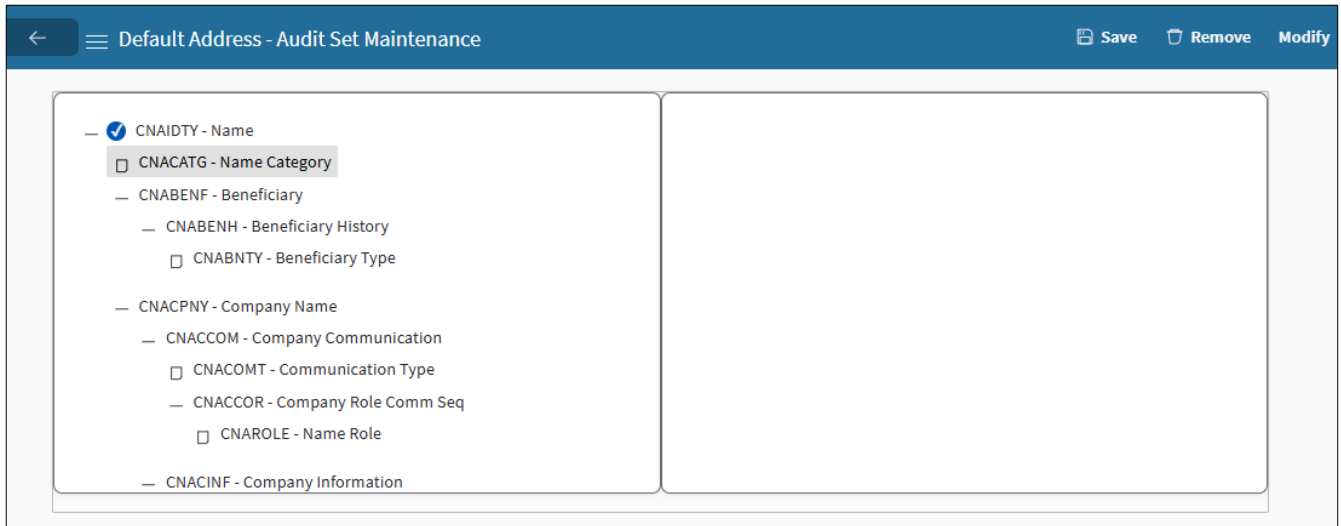


Image 17

Click the + adjacent to CNAIDTY – Name to display the entire Name and Address relationship structure, Image 18.

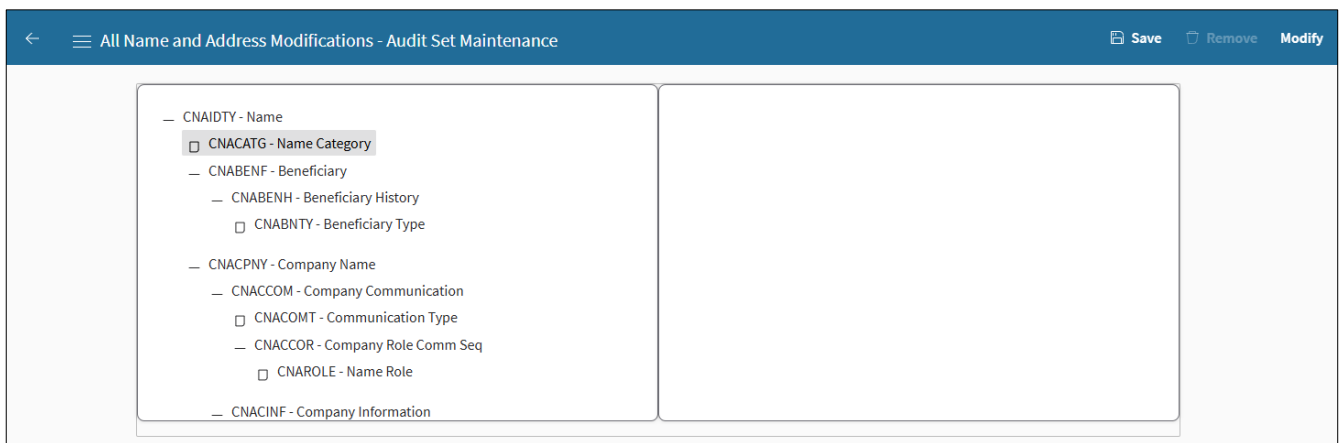


Image 18

The Tree on the left hand side displays the relationships between the Name and Address entities. Click on the Entity you want to include, then Modify, Image 19.

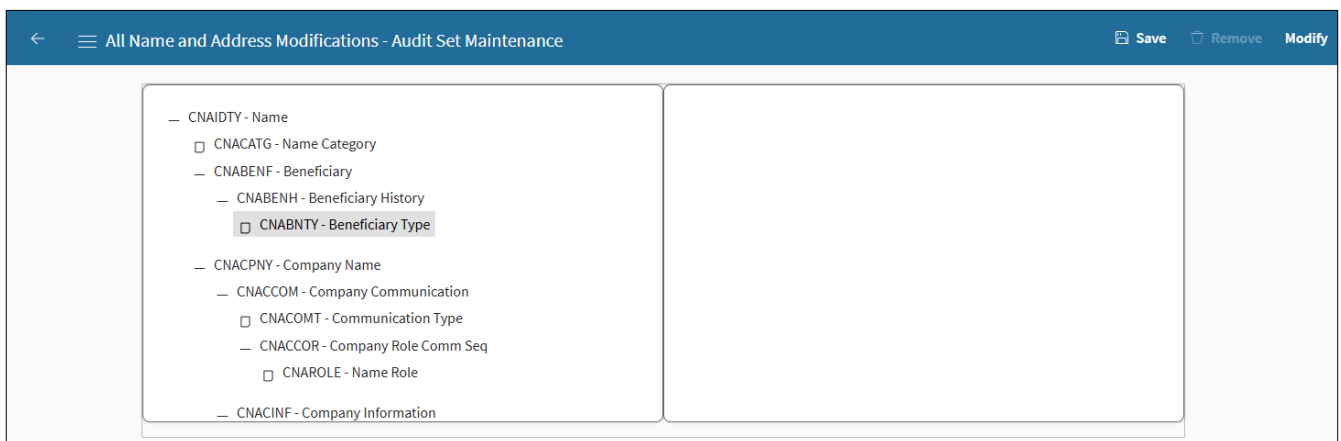


Image 19

Assign over the fields to be audited and Save, Image 20.

Entity

CNABNTY - Beneficiary Type

Fields not to Report	Fields to Report	
No data available	TPKCNABNTY	Beneficiary Type
	ACTIVE	Active
	BNTYCODE	Beneficiary Type
	DESCR	Description
	AUTHORITY	Authority

Report Field Details

Report Field (TPKCNABNTY - Beneficiary Type)

If record Created
If record Deleted
If value Changed

Image 20

Click on the detail button next to each field to see what type of change will be recorded, Image 21. These are the default values selected.

Report Field

Entity

CNABNTY - Beneficiary Type

Field

TPKCNABNTY - Beneficiary Type

☒ If record Created ☒ If record Deleted ☐ If record Updated ☒ If value Changed

Entity Link

Image 21

When fields will be reported:

- If record Created - when a new record is added.
- If record Deleted - when a record is deleted.
- If record Updated - when a record is updated in the entity regardless of whether the value of the specific field is changed.
- If value Changed - when a record is updated in the entity and the value of this specific field is changed.

NOTE: If record Updated and If value Changed indicators are dependent on each other. Checking on the If record Updated indicator will automatically check off the If value Changed indicator. Checking off both the If record Updated and If value Changed indicators will mean the field is not reported when the record is updated.

← All Name and Address Modifications - Audit Set Field Attribute Maintenance Save

Report Field

Entity

CNABNTY - Beneficiary Type

Field

TPKCNABNTY - Beneficiary Type

☒ If record Created ☒ If record Deleted ☒ If record Updated ☐ If value Changed

Entity Link

Image 22

Close the entity you've assigned by using the plus, then you can see the next Entity so you can move down the list and assign the entities and fields required. Image shows Communication Type, so click on Modify to select the fields, Image 23.

← All Name and Address Modifications - Audit Set Maintenance Save Remove Modify

— CNAIDTY - Name

- CNACATG - Name Category
- + CNABENF - Beneficiary
- CNACPNY - Company Name
-
- CNACCOM - Company Communication
 - CNACOMT - Communication Type
- CNACCOR - Company Role Comm Seq
 - CNAROLE - Name Role

Image 23

Once an Entity has been assigned a tick will appear next to the Entity, Image 24.

← Default Address - Audit Set Maintenance Save Remove Modify

— CNAIDTY - Name

- CNACATG - Name Category
- + CNABENF - Beneficiary
 - CNABENH - Beneficiary History
 - CNABNTY - Beneficiary Type
- CNACPNY - Company Name
 - CNACCOM - Company Communication
 - CNACOMT - Communication Type
 - CNACCOR - Company Role Comm Seq
 - CNAROLE - Name Role
- CNACINF - Company Information

TPKCNACATG - Name Category

APPLIESTO - Applies To

CDECNACATG - Name Category

DESCR - Description

ACTIVE - Active

Image 24

8.6 Entity Link

The Entity Link is only relevant to Foreign Key fields, Image 26. A Foreign Key always begins with the code TFK (Table Foreign Key). This shows there is a unique link to another entity.

NOTE: Table is another word for Entity.

Default Address - Audit Set Field Attribute Maintenance

Report Field

Entity

CNAROLE - Name Role

Field

TFKCNACATG - Name Category

☒ If record Created

☒ If record Deleted

☐ If record Updated

☒ If value Changed

Entity Link

Entity

CNACATG - Name Category

>

<

...

↑

↓

Fields to Report	
TPKCNACATG	Name Category
APPLIESTO	Applies To
CDECNACATG	Name Category
DESCR	Description
ACTIVE	Active

8.7 Why a Foreign Key would be Assigned

The TFKCNACATG field is a foreign key to the Name Category entity CNACATG. The Entity Link allows for the optional selection of CNACATG fields to be reported in association with a TFKCNACATG value.

If the Name Category on a Company Name is changed from Propriety Limited to Publicly Listed, the Audit Set report will show a change in TFKCNACATG. The inclusion of the DESCR field from the CNACATG entity will report that the TFKCNACATG value has been changed from Propriety Limited to Publicly Listed in conjunction with the actual TFKCNACATG change.

There is no need to define reporting fields for parameter entities as the maintenance of these entities is limited to the application administrator and their content is modified very infrequently.

For Example: If the CNATITL – Personal Name Title is included in the Audit Set then a modification to a Personal Name Title from MR to Mr would result in every personal name that has a MR title being reported.

8.9 Audit Set Report

Name and Address Audit Control

Name and Address Audit Control
Submit
Clear

Search Profile

Audit Set *

Default Address
Q

Previous Report

8/12/2025 03:04:38 PM

Name Key

☐ From Previous Report

Date Range

d/MM/yyyy
-
d/MM/yyyy

Action

(All)

Job Type

(All)

Processing Options

Report Type

☐ Detail
☐ Summary
☒ Summary and Detail

Submission

Description *

ⓘ Required

Run Type

Immediate

Print Options

Printer

(none)

☐ Print Header Page
☒ Add to My Reports

Image 27

8.10 Fields

Audit Set

Select the Audit Set Pop Up Button to select a previously defined Audit Set.

Previous Report

The Previous Report field will automatically default to the current date without a time if no report has been previously produced. Otherwise, it will automatically default to the date and time at which the report was previously produced.

Name Key

The Name Key field allows the entry of a specific Name Key that is displayed on the Personal and Company Name Maintenance forms. The report produced will only contain database updates that affect this Name.

From Previous Report

Check the From Previous Report checkbox if a report is required for all database changes since the last report.

Date Range

The Date Range entry fields are enabled if the From Previous Report indicator is checked off. The report produced will only contain database updates that occurred between the two dates.

Action

The Action dropdown list box allows for the selection of what type of database modifications to report. This selection allows you to limit the report to only show records that were created, or records that were deleted, or records that were updated. The options available from the dropdown are: (All), Create, Update and Delete.

Job Type

The Job Type dropdown list box allows for the selection of what type of job performed the database modifications. This selection allows you to limit the report to only show database modifications that were performed by Immediate or Batch jobs. Selecting Immediate will eliminate the thousands of updates that would have been reported after a Name and/or Address Rebuild function is performed. The options available from the dropdown are: Immediate, Batch and (All).

Report Type

Summary report is a compressed list of the Names that have been modified or have had subordinate entities modified. For Example: If a new Role Linkage is added to a Name then the Name will be reported regardless of whether the name itself was modified.

Detail report is a comprehensive report of the Name and Address database updates and the names that were affected.

Summary and Detail report is a combination of the above report types.

Ad Hoc Reporting

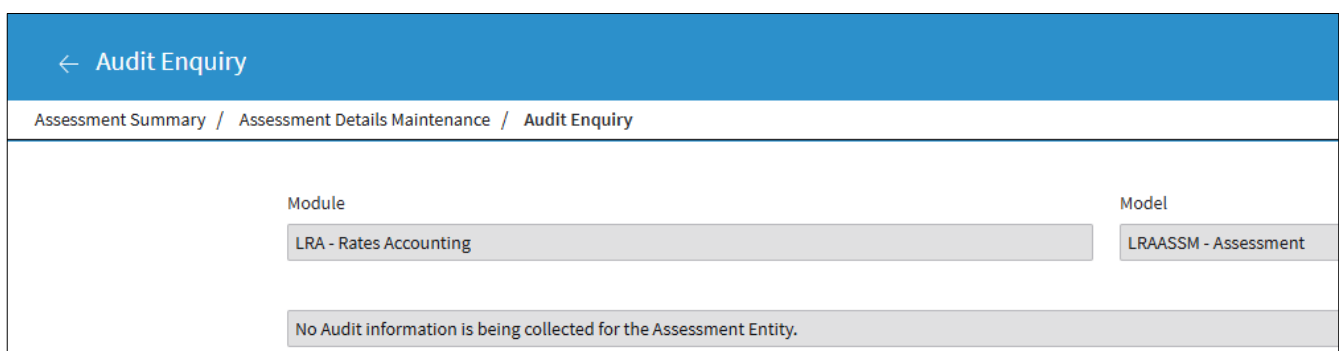
Use the other fields shown in Image 27 to create a specific report:

- Name Key field allows the entry of a specific Name Key, as displayed on a Personal or Company Name. The report produced will only contain database updates that affect this Name.
- Date Range fields are enabled if the From Previous Report indicator is checked off. The report produced will only contain database updates that occurred between the two dates.
- Action dropdown list box enables the selection of: (All), Create, Update or Delete. This selection allows you to limit the report to only show records that were created, or records that were deleted, or records that were updated.
- Job Type dropdown list box enables the selection of: (All), Immediate or Batch. What type of job performed the database modifications. This selection allows you to limit the report to only show database modifications that were performed by Immediate or Batch jobs. Selecting Immediate will eliminate the thousands of updates that would have been reported after a Name and/or Address Rebuild function is performed.

9. Audit Enquiry

Auditing Enquiry is also available within each application. If a particular entity in an application is specified as audit enabled within the auditing parameters, then an audit log is created for this entity including any fields within it which are specified in the parameters.

To view the audit log for a particular record, go to the Option menu, then Audit. If there isn't any audit information available a message will appear, Images 28 and 29.



The screenshot shows a web application interface for 'Audit Enquiry'. At the top is a blue header bar with a back arrow and the text 'Audit Enquiry'. Below this is a breadcrumb trail: 'Assessment Summary / Assessment Details Maintenance / Audit Enquiry'. The main content area has two dropdown menus: 'Module' with 'LRA - Rates Accounting' selected, and 'Model' with 'LRAASSM - Assessment' selected. Below these menus is a light gray box containing the message: 'No Audit information is being collected for the Assessment Entity.'

Image 28

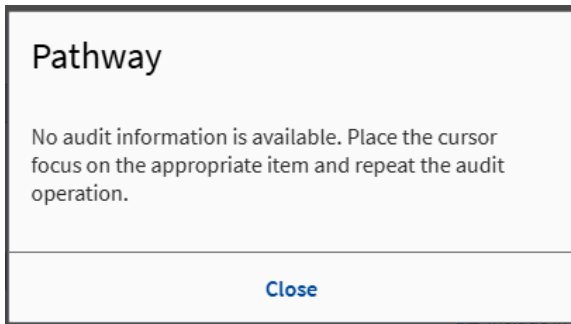


Image 29

Where audit information is available it appears as in Image 29.

Image 30 shows the data when the record was created, or the Before Image.

[←](#) Audit Enquiry

Victorian Building Summary / Application Data renamed Maintenance / Audit Enquiry

Module
 LAP - Applications

Model
 LAPAPPL - Application

Audit Log (2 results)

Audit Date	User Identifier	User Name	Node Identifier	Action	Update Form	Function Form
17/11/2025 9:27:20 AM	RASHY	Robyn Ashmore	AUHWNRASHMORE02	Update	LAPV1122 - Service (BL)	LAPG1120 - Decisions
17/11/2025 9:27:20 AM	BEFORE IMAGE		BEFORE IMAGE	Update	CAUH0100 - Write to Audit Log	CAUH0100 - Write to Audit Log

[◀](#)
[▶](#)
Page 1 of 1
 20 records per page

Field Values (58 results)
 [→ Related Data \(After Image\)](#)
[→ Related Data \(Before-Image\)](#)

Field Name	Description	Related Data	Field is Changed	After Image Field Values	Before Image Field Values
TPKLAPAPPL	Application Key	<input type="checkbox"/>	<input type="checkbox"/>	100252431	
TFKLAPGRP	Processing Group	<input type="checkbox"/>	<input type="checkbox"/>		
TFKLAPSTAT	Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	750	
LODGEDATE	Lodgement Date	<input type="checkbox"/>	<input type="checkbox"/>	03-Mar-2026	
APPLNDATE	Application Date	<input type="checkbox"/>	<input type="checkbox"/>	03-Mar-2026	
STARTDATE	Start Date	<input type="checkbox"/>	<input type="checkbox"/>	26-May-2025	
ENDORDATE	Endorsement Date	<input type="checkbox"/>	<input type="checkbox"/>		
COMMNDATE	Work Commenced Date	<input type="checkbox"/>	<input type="checkbox"/>	20-Mar-2025	
COMPLDATE	Work Completed Date	<input type="checkbox"/>	<input type="checkbox"/>		
FINISHDATE	File Finished	<input type="checkbox"/>	<input type="checkbox"/>		
ISSUEDATE	Issue Date	<input type="checkbox"/>	<input type="checkbox"/>	03-Mar-2025	
EXPIRDATE	Expiry Date	<input type="checkbox"/>	<input type="checkbox"/>		
LOCNTYPE	Location Type	<input type="checkbox"/>	<input type="checkbox"/>	Property	
FREEZECOND	Freeze Conditions	<input type="checkbox"/>	<input type="checkbox"/>	No	
ABSEXTDRT	ABS/BCC Extract Date	<input type="checkbox"/>	<input type="checkbox"/>		
SBFRONT	Setback Front	<input type="checkbox"/>	<input type="checkbox"/>		
SBREAR	Setback Rear	<input type="checkbox"/>	<input type="checkbox"/>		

Image 30

Image 31 shows the same record after it was updated.

← Audit Enquiry

Victorian Building Summary / Application Data renamed Maintenance / Audit Enquiry

Module

LAP - Applications

Model

LAPAPPL - Application

Audit Log (2 results)

...

Audit Date	User Identifier	User Name	Node Identifier	Action	Update Form	Function Form
<div>≡ d/MM/yyyy h:mm:ss</div>	[A] <div></div>	[A] <div></div>	[A] <div></div>	<div></div>	[A] <div></div>	[A] <div></div>
17/11/2025 9:27:20 AM	RASHY	Robyn Ashmore	AUHWNRASHMORE02	Update	LAPV1122 - Service (BL)	LAPG1120 - Decisions
17/11/2025 9:27:20 AM	BEFORE IMAGE		BEFORE IMAGE	Update	CAUH0100 - Write to Audit Log	CAUH0100 - Write to Audit Log

⏪

⏴

Page 1 of 1

⏵

⏩

20 records per page ▼

Field Values (58 results)

→ Related Data (After Image) → Related Data (Before-Image) ...

Field Name	Description	Related Data	Field is Changed	After Image Field Values	Before Image Field Values
[A] <div></div>	[A] <div></div>	<div></div>	<div></div>	[A] <div></div>	[A] <div></div>
TPKLAPAPPL	Application Key	<input type="checkbox"/>	<input type="checkbox"/>	100252431	100252431
TPKLAPPGRP	Processing Group	<input type="checkbox"/>	<input type="checkbox"/>		
TPKLAPSTAT	Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1258	750
LODGEDATE	Lodgement Date	<input type="checkbox"/>	<input type="checkbox"/>	03-Mar-2026	03-Mar-2026
APPLNDATE	Application Date	<input type="checkbox"/>	<input type="checkbox"/>	03-Mar-2026	03-Mar-2026
STARTDATE	Start Date	<input type="checkbox"/>	<input type="checkbox"/>	26-May-2025	26-May-2025
ENDORDATE	Endorsement Date	<input type="checkbox"/>	<input type="checkbox"/>		
COMMNDATE	Work Commenced Date	<input type="checkbox"/>	<input type="checkbox"/>	20-Mar-2025	20-Mar-2025
COMPLDATE	Work Completed Date	<input type="checkbox"/>	<input type="checkbox"/>		
FINISHDATE	File Finished	<input type="checkbox"/>	<input type="checkbox"/>		
ISSUEDATE	Issue Date	<input type="checkbox"/>	<input type="checkbox"/>	03-Mar-2025	03-Mar-2025
EXPIRDATE	Expiry Date	<input type="checkbox"/>	<input type="checkbox"/>		
LOCNTYPE	Location Type	<input type="checkbox"/>	<input type="checkbox"/>	Property	Property
FREEZECOND	Freeze Conditions	<input type="checkbox"/>	<input type="checkbox"/>	No	No
ABSEXTRDT	ABS/BCC Extract Date	<input type="checkbox"/>	<input type="checkbox"/>		

Image 31

Audit Enquiry displays the details of any create, update or delete actions which have taken place to the fields within this entity. Only those fields that have been audit-enabled via the parameters are listed.

The auditing system automatically captures a Before Image for table row updates when the previous Before Image does not match the initial database column values prior to the update being performed.

When a row of a table that is being audited is updated, a test is performed to determine whether the previous Before Image contained within the audit log is identical to the database column values prior to the modification. If a previous Before Image does not exist or there is any variation between the previous Before Image and the actual database table content then a new Before Image is automatically created.

An After Image is always created that contains the modified column values, right column shown in Image 31.

9.1 Fields

Audit Date

This field displays the date and time at which the last action was performed.

User Identifier

Displays the code of the User Account who performed the last action.

User Name

Displays the name of the User Account who performed the last action.

Node Identifier

Displays the machine identifier or node on which the last action was performed.

Action

Specifies the last action which will be either Create, Update or Delete.

Update Form

Specify the name and description of the form which performed the last action. At times this form may perform its action behind the scenes and may not be visible here.

Function Form

Specify the name and description of the form which contains the field on which the last action was performed.

Field Name

Displays the code of the field upon which the last action was performed.

Description

Displays the description of the field upon which the last action was performed.

Related Data

Flags the data that was changed is related to the update of the record.

Field is Changed

Flags the field that was changed.

After Image Field Values

Displays the data contained in the field after the last action was performed.

Before Image Field Values

Displays the data contained in the field before the last action was performed.

Related Data (After Image) Button

Enables further enquiry into the selected field concerning the After Image information.

Related Data (Before Image) Button

Enables further enquiry into the selected field concerning the Before Image information.

10. Housekeeping

The audit cleanup facility performs the function of removing all/selected entity audit records before a certain date. Options are also available for retaining First (e.g. Creation) records and Last Update records. It is recommended that a clean-up be conducted on a regular basis to avoid the audit log file becoming unmanageable and taking up too much disk space.

10.1 Audit Log Cleanup Control

Use this function to remove selected records from the audit log.

NOTE: The current day's records cannot be deleted.

Enter details specifying which records are to be deleted from the audit log.

WARNING: Leaving Entity and Before Date details blank will result in ALL records being selected.

Audit Log Cleanup Control

Submit

Homepage / Audit Log Cleanup Control

Search Profile

Search Profile

Entity

Q

Processing Options

Job Type

☒ Report Only
 ☐ Update Only
 ☐ Update and Report

Purge Options

Retention Time

-

+

Retention Time Qualifier

Days

☒ Retain First Record
 ☒ Retain Last Record

Submission

Description *

Required

Run Type

Immediate

Print Options

Printer

(none)

☐ Print Header Page
 ☒ Add to My Reports
 ☐ E-mail Report

Image 32

Search Profile - Entity

An entity should be specified so the cleanup processes only that entity.

Processing Options - Job Type

The Report Only option simulates the cleanup and produces a report. This is the default. This process should always be run in Report Only mode first.

Once the results are evaluated and considered correct, run the process in Update Only or Update and Report mode to perform the removal of the audit records from Pathway.

Purge Options - Retention Time

This option allows the user to exempt from the purge those records which were created within a specified number of days, weeks or months.

Purge Options – Retention Time Qualifier

Select Days, Weeks or Months from the drop-list.

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Retain First Record

If the Retain First Record option is on, the first audit record for an entity is not removed.

Retain Last Record

If the Retain Last Record option is on, the last audit record for an entity is not removed.

NOTE: As a safeguard, these options are set to on by default.

11. Basic Auditing

Suggestions on where to start with auditing. Contact your Account Manager to arrange assistance if you don't feel confident to make these changes.

WARNING: Before making changes to Pathway Auditing, take note of the Pathway database size and any other database measurement that can help gauge what impact the auditing changes are having.

11.1 Name and Address Register

Go to Auditing >> Audit Model Maintenance.

Find and assign Entity – CNA Name and Address, if it isn't already assigned Image 1.

Model	Description
CNA	Name and Address

Image 1

Click on Entities and assign all Entities across, Image 2.

Entity	Description
CNAADDR	Address
CNAADRL	Address Line
CNABENF	Beneficiary
CNABENH	Beneficiary History
CNABNPM	Beneficiary Parameters
CNABNTY	Beneficiary Type
CNACASE	Case Conversion Exception
CNACATG	Name Category
CNACCOM	Company Communication
CNACCOR	Company Role Comm Seq
CNACINF	Company Information
CNACINR	Company Role Info Seq
CNACMPT	Address Component Type
CNACNAB	Company Name Abbreviation
CNACNTC	Contact Type
CNACOMP	Address Component
CNACOMT	Communication Type
CNACOMV	Communication Type Usage Override
CNACOMX	Communication Type Usage

Image 2

Filter on Description param and deassign the three Entities that appear, Images 3 and 4. Then Save.

Audit Entity Parameter Maintenance

Homepage / Audit Model Parameter Maintenance / Audit Entity Parameter Maintenance

Model: CNA Description: Name and Address

Do Not Audit		Audit	
Entity	Description	Entity	Description
[A] ▼	[A] ▼	[A] ▼	[A] ▼ param
CNABNPM	Beneficiary Parameters	CNABNPM	Beneficiary Parameters
CNANPRM	Contact Management Parameters	CNANPRM	Contact Management Parameters
CNAPARM	System Parameter	CNAPARM	System Parameter

Fields [A] [A] [A] [A]

Image 3

Audit Entity Parameter Maintenance

Homepage / Audit Model Parameter Maintenance / Audit Entity Parameter Maintenance

Model: CNA Description: Name and Address

Do Not Audit		Audit	
Entity	Description	Entity	Description
[A] ▼	[A] ▼	[A] ▼	[A] ▼ param
CNABNPM	Beneficiary Parameters	CNABNPM	Beneficiary Parameters
CNANPRM	Contact Management Parameters	CNANPRM	Contact Management Parameters
CNAPARM	System Parameter	CNAPARM	System Parameter

Fields [A] [A] [A] [A]

Image 4

On each Entity, click on Fields and assign all the Fields across, Image 5 and Save.

NOTE: Some fields aren't required, as they are only modified by the system, such as U_VERSION shown in Image 5. Leaving these fields assigned means there will be a little bit more data being recorded in the database. It is not a huge overhead on database storage, so you can leave all records assigned until you review the data being audited and decide what to keep assigned and what to de-assign.

Audit Field Parameter Maintenance

Homepage / Audit Model Parameter Maintenance / Audit Entity Parameter Maintenance / Audit Field Parameter Maintenance

Entity: CNAADDR Description: Address

Do Not Audit		Audit	
Field	Description	Field	Description
[A] ▼	[A] ▼	[A] ▼	[A] ▼
U_VERSION	U_VERSION	TPKCNAADDR	Address Key
		HOUSEID	Identifier
		FORMATADDR	Formatted Address
		TFKCNATEMP	Address Template
		COMPONENT1	Component
		COMPONENT2	Component
		COMPONENT3	Component
		COMPONENT4	Component
		COMPONENT5	Component
		COMPONENT6	Component
		PREFIX1ADR	Address Prefix
		PREFIX2ADR	Address Prefix
		PREFIX3ADR	Address Prefix
		DPID	Delivery Point Identifier
		HOUSEIDKEY	Identifier
		PREFIX3KEY	Address Prefix
		PREFIX4KEY	Address Prefix

Image 5

Click on each Entity, then Fields to assign over the Fields to be audited.

You may look at some Entities and decide they are not worth auditing.

For example:
CNAADRL – Address Line, Image 6. The Entity is made up of TFK type fields, which are generated by Pathway, so it looks like this Entity isn't worth auditing.

Audit Field Parameter Maintenance

Homepage / Audit Model Parameter Maintenance / Audit Entity Parameter Maintenance / Audit Field Parameter Maintenance

Entity

CNAADRL

Description

Address Line

Do Not Audit

Field

[A] ▼

Description

[A] ▼

Audit

Field

[A] ▼

Description

[A] ▼

TPKCNAADRL	Address Line
U_VERSION	U_VERSION
TFKCNAADDR	Address
ADDRLINE	Address Line
TFKCNACOMP	Address Component
TFKCNATMPL	Address Template Line

Image 6

NOTE: Review the Pathway database size daily if you have made changes to auditing and after any major process is run e.g. Address Rebuild. Once you're comfortable with the changes you can revert back to your usual database management.

NOTE: Contact your Account Manager to arrange assistance if you don't feel confident to make these changes.

11.2 Property Administration

Go to Auditing >> Audit Model Maintenance.
Find and assign Entity – LPA – Property Administration, if it isn't already assigned, Image 1.
Assign over all Entities and Save.

Open each Entity by clicking on Fields and assign the fields over, Images 5 and 6. Save as you go.

Audit Entity Parameter Maintenance

Homepage / Audit Model Parameter Maintenance / Audit Entity Parameter Maintenance

Model

LPA

Description

Property Administration

Do Not Audit

Entity

[A] ▼

Description

[A] ▼

Audit

Entity

[A] ▼

Description

[A] ▼

LPAADPR	Property Address Link
LPAADDR	Address

Image 5

Audit Field Parameter Maintenance

Homepage / Audit Model Parameter Maintenance / Audit Entity Parameter Maintenance / Audit Field Parameter Maintenance

Entity

LPAADDR

Description

Address

Do Not Audit

Field

[A] ▼

Description

[A] ▼

Audit

Field

[A] ▼

Description

[A] ▼

TPKLPADDR	Address
U_VERSION	U_VERSION
TFKLPASTRT	TFKLPASTRT
TFKLPASUBR	TFKLPASUBR
ISEVENNUM	Is even house number?
STRHOUSNUM	Start House Number
STRHOUSSEY	Start House Suffix

Image 6

Page 32 of 34

NOTE: Review the Pathway database size daily if you have made changes to auditing and after any major process is run e.g. Address Rebuild. Once you're comfortable with the changes you can revert back to your usual database management.

NOTE: Contact your Account Manager to arrange assistance if you don't feel confident to make these changes.

11.3 Rates Accounting

Go to Auditing >> Audit Model Maintenance.
Find and assign Entity – LRA – Rates Accounting, if it isn't already assigned, Image 1.

Audit Model Parameter Maintenance

Save

Homepage / Audit Model Parameter Maintenance

Do Not Audit		Audit	
Model	Description	Model	Description
[A] Ira		[A] Ira	
		LRA	Rates Accounting

Image 1

Open Entities, assign all over and Save.

Open each Entity by clicking on Fields and assign all the Fields over, saving as you go.

NOTE: Review the Pathway database size daily if you have made changes to auditing and after any major process is run e.g. Address Rebuild. Once you're comfortable with the changes you can revert back to your usual database management.

NOTE: Contact your Account Manager to arrange assistance if you don't feel confident to make these changes.

