



# First Horizon BusinessConnect<sup>SM</sup>

Audit Information





## AUDIT INFORMATION

The **Audit Information** widget supplies a variety of information for your company, allowing you to filter the information that appears, as well as export and print the information.

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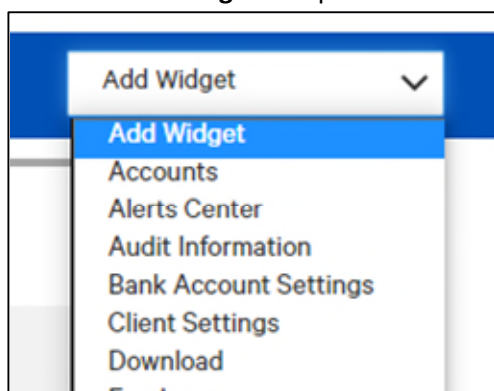
### NOTE

Only product, function, type, action modes, and entry methods with corresponding audit entries are available for selection.

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### Selecting and displaying audit information:

1. Click the **Add Widgets** drop down list to add the **Audit Information** widget to your Home page.



1. Go to the **Audit Information** widget on your Home page.
2. In the **Date/Time**, **Product Code**, **Function Code**, **Type Code**, **Action Mode**, **Entry Method** and **User** fields select the type of audit records you want to search for. You can select a single field or multiple fields. For example:
  - To return all the available audit records for **ACH**, select **ACH** from the **Product Code** list.
  - To return all audit records for April 4, 2019, for Jane Smith, select:
    - **04/04/2019** from the **Date/Time** field.
    - **Jane Smith** from the User list.
  - To return all audit records for approved loan payments created from a template, select all of the following:
    - **Loans - Payments** from the **Function Code** list.
    - **Approve** from the **Action Mode** list.
    - **Template** from the **Entry Method** list.
3. Click **Search**.

The relevant audit information appears at the bottom of the screen.



## Audit Information

### Audit Information

\* Data/Time

07/01/2021 - 07/29/2021



Product Code

Function Code

Type Code

Action Mode

Entry Method

Description

User

Affected User

Search

Search

07/29/2021 12:27 PM

Product Code	Function Code	Type Code	Action Mode	Entry Method	Date/Time	User
ACH	Payments	Cash Concentration/Disbursement	Modify	Import	07/29/2021 12:24:27	MHEN
ACH	Payments	Cash Concentration/Disbursement	Add	Import	07/29/2021 12:24:26	MHEN
ACH	Payments	Cash Concentration/Disbursement	Modify	Import	07/29/2021 12:23:58	MHEN
ACH	Payments	Cash Concentration/Disbursement	Add	Import	07/29/2021 12:23:55	MHEN
Administration	Setup	Audit Information	View	FreeForm	07/29/2021 12:22:59	CBANI
ACH	Payments	Cash Concentration/Disbursement	Modify	Import	07/29/2021 12:11:56	MHEN
ACH	Payments	Cash Concentration/Disbursement	Add	Import	07/29/2021 12:11:55	MHEN
Core Services	User Activity	User	Login	FreeForm	07/29/2021 11:58:08	CBANI
ACH	Payments	Payroll	Modify	Import	07/29/2021 11:54:42	MHEN