
Part 7 Abra System Reports

System Reports


Sage Abra HRMS provides an audit trail with which you can track the changes your data entry personnel make to the system databases. For each user who makes changes to Sage Abra HRMS data, the audit trail records an employee number, a date and time, the type of change and the new and old values of the affected data. If you are also using Abra Recruiting Solution, for each user who makes changes to data, the audit trail records an applicant number, date and time, type of change and the new and old values of the affected data.

There are three audit trail reports:

- [Audit Trail by Date](#)
- [Audit Trail by File/Field](#)
- [Audit Trail by User](#)

Audit Trail by Date

This report provides a list of audit trail records sorted by the date on which the changes were made.

		Z-Systems, Inc. AUDIT TRAIL BY DATE				
Date/Time	File Description	Field Description	Key	Previous Value	After Value	Difference
Date : 10/03/2007 User : MASTER						
10:04:48	Employee Emergency Contact	First Contact Home Phone	ZS1252	(408)379-8866	(408)252-8855	
10:04:48	Employee Emergency Contact	First Contact Address Line 2	ZS1121	Campbell, CA 95088	Campbell, CA 95008	
14:43:49	Employee Personal	Home Address Zip Code	ZS1119	95088	95008	
14:43:57	Employee Personal	Home Address Zip Code	ZS1121	95088	95008	
15:48:40	Employee Benefit	401(k) Employee Contribution Amount	ZS1120	200.00	225.00	25.00
15:48:40	Employee Benefit	401(k) Employer Match Amount	ZS1120	50.00	56.25	6.25
Total Changes For User : MASTER 6						
Total Changes For Date : 10/03/2007 6						

Audit Trail by File/Field

This report provides a list of audit trail records sorted by the files and fields in which the changes were made.

Z-Systems, Inc.		AUDIT TRAIL BY FILE/FIELD				
Field Description	Date/Time	User	Key	Previous Value	After Value	Difference
File Description: Employee Emergency Contact						
User : MASTER						
First Contact Home Phone	10/03/2007 / 10:04:48	MASTER	ZS1252	(408)379-8666	(408)252-6865	
First Contact Address Line 2	10/03/2007 / 10:04:48	MASTER	ZS1121	Campbell, CA 95088	Campbell, CA 95008	
Total Changes F or User : MASTER 2						
Total Changes F or Employee Emergency Contact : 10/03/2007 2						

Audit Trail by User

This report provides a list of audit trail records sorted by the users who implemented the changes.

Z-Systems, Inc.		AUDIT TRAIL BY USER				
Date/Time	File Description	Field Description	Key	Previous Value	After Value	Difference
User : MASTER						
10/03/2007 / 10:04:48	Employee Emergency Contact	First Contact Home Phone	ZS1252	(408)379-8666	(408)252-6865	
10/03/2007 / 10:04:48	Employee Emergency Contact	First Contact Address Line 2	ZS1121	Campbell, CA 95088	Campbell, CA 95008	
10/03/2007 / 14:43:49	Employee Personal	Home Address Zip Code	ZS1119	95088	95008	
10/03/2007 / 14:43:57	Employee Personal	Home Address Zip Code	ZS1121	95088	95008	
10/03/2007 / 15:48:40	Employee Benefit	401(k) Employee Contribution Amount	ZS1120	200.00	225.00	25.00
10/03/2007 / 15:48:40	Employee Benefit	401(k) Employer Match Amount	ZS1120	50.00	56.25	6.25
Total Changes For User : MASTER			6			