How to Check the Audit Trail

All "submitted" ERS Reports have an Audit Trail to track changes that happen to the report after they are submitted and who approves them.

To view the Audit Trail you must have the report opened on your screen. Across the top of the screen you will see various "tabs" – Expense List, Report Header, etc. and "Audit Trail".

- Click on Audit Trail and in the top section you can view information about the report starting with the most recent. Using the scroll bar on the right you can go back to the beginning and follow the report.
    - The Date/Time, who did the action; what was the action and brief description of what happened will be displayed.
    - The first will be the employee changing the report from Not Filed to Filed and then to Submitted & Pending Approval.
    - If the Updated by is System,Concur that is a system generated action – in most cases this indicates that email messages were sent to employee or approver(s).
    - The date that a report moved from one approver to the next is critical information found in the Audit Trail. DO NOT contact the Financial Office approvers if the report was received by us less than 7 days ago.
- The Audit Trail will provide information on specific data elements that might have been changed on the report. Including comments about why the report has been sent back.

If you have a question about the status of a report that is waiting in our queue for approval – we ask that you email us and include the name of the report. If we do not have the name to reference we cannot stop our approval work to track it down.

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