

Step-by-Step Guide

Reviewing Audit Trails within the Concur Travel & Expense System

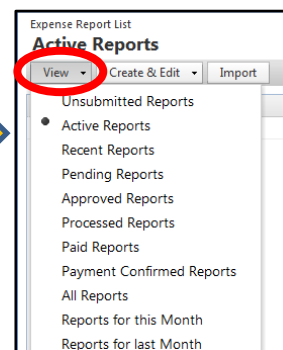
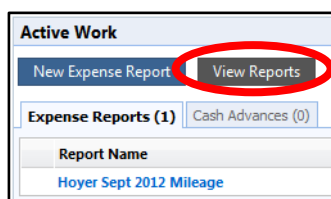
What is the Audit Trail?

Within the Concur Travel & Expense System, the Audit Trail is a record of all changes made to an expense report. There are two types of items that appear in the Audit Trail: actions at the report level, and actions at the entry level.

Reviewing Audit Trails

1. Begin by accessing Concur via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **Concur Travel & Expense System**.

2. Locate the expense report you would like to review. If the expense report is recent, it will appear within the Active Work section of your Concur home page. Otherwise, click the **View Reports** button and use the **View** dropdown to locate the expense report.



3. Once the expense report appears, use the **Details** dropdown (upper left corner of the expense report) to select **Audit Trail**.



4. The Audit Trail window will appear.

Which report level actions appear on the Audit Trail?

The following actions, which apply to the entire expense report, will generate an entry in the Audit Trail for an expense report:

Agreement Acceptance and Confirmation: Appear when an expense report is submitted.

Approval Change: Appears whenever approval of an expense report is changed; either by the system or by a user.

Comment Editing Change: Appears whenever a report level comment can no longer be edited.

Exception Generation: Appears whenever an expense report is submitted that contains

Report Level			
Date/Time	Updated By	Action	Description
09/13/2012 11:09 AM	Kirkman, Paula	Exceptions Cleared	All exceptions were cleared.
09/13/2012 10:16 AM	Hoyer, Heather	Confirmation Agreement Acceptance	Submission
09/12/2012 1:03 PM	Hoyer, Heather	Confirmation Agreement Acceptance	Submission

Entry Level			
Date/Time	Updated By	Action	Description
09/12/2012 1:03 PM	Hoyer, Heather	Exception	Reimbursement for expenses may be taxable. If, after reviewing these expenses, the PSC determines this to be the case, they will be included as part of your taxable income.

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exceptions at the report level. The Audit Trail will list the exception details.

Exceptions Cleared: Appears whenever all expense report exceptions have been corrected or addressed.

Payment Status Change: Appears whenever the payment status of an expense report is changed.

Receipts Received: Appears whenever receipts are marked as received.

Report Level Edits: Appears whenever an item on the Report Header has been changed after it has been submitted.

Resubmit Deletion: Appears whenever an expense entry is deleted while the report is in resubmit status.

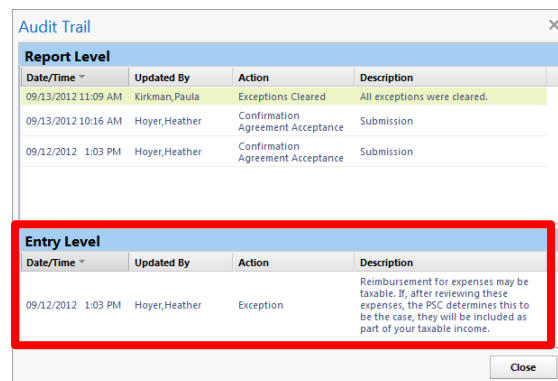
Which entry level actions appear on the Audit Trail?

The following actions, which apply to a specific expense entry on the expense report, will generate an entry in the Audit Trail for an expense report:

Comment Editing Change: Appears whenever an expense entry level comment can no longer be edited.

Entry Level Edits: Appears whenever an expense entry is changed after it has been submitted.

Exception: Appears whenever a report is submitted that contains exceptions at the expense entry level. The Audit Trail will list the exception details.



The screenshot shows the 'Audit Trail' window with two sections: 'Report Level' and 'Entry Level'. The 'Entry Level' section is highlighted with a red box. The 'Report Level' section contains three entries: 'Exceptions Cleared' (All exceptions were cleared), 'Confirmation Agreement Acceptance' (Submission), and 'Confirmation Agreement Acceptance' (Submission). The 'Entry Level' section contains one entry: 'Exception' (Reimbursement for expenses may be taxable. If, after reviewing these expenses, the PSC determines this to be the case, they will be included as part of your taxable income).

Report Level			
Date/Time	Updated By	Action	Description
09/13/2012 11:09 AM	Kirkman,Paula	Exceptions Cleared	All exceptions were cleared.
09/13/2012 10:16 AM	Hoyer,Heather	Confirmation Agreement Acceptance	Submission
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Entry Level			
Date/Time	Updated By	Action	Description
09/12/2012 1:03 PM	Hoyer,Heather	Exception	Reimbursement for expenses may be taxable. If, after reviewing these expenses, the PSC determines this to be the case, they will be included as part of your taxable income.