Concur How-to: Reviewing Audit Trails within the Concur Travel & Expense System

What is the Audit Trail?

In 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.

Read the procedures

Reviewing Audit Trails

1. In Concur, locate the expense report you would like to review. If the expense report is recent, it will appear in the Open Reports section of your home page.

   Otherwise, click Expense on the top ribbon of the page. Then, on the Manage Reports tab, click the Report Library link. Use the View dropdown to locate the expense report.

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

3. 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 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.

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