

**Project Audit Trail**

Roles: All  
 Project Status: All

<b>Step</b>	<b>Task</b>
1.	Click the drop-down next to <i>Go To...</i> and select the <b>Project Audit Trail</b> .
2.	The Audit Trail can be filtered by: <ul style="list-style-type: none"> <li>• Contract Number</li> <li>• Retainer Contract Number</li> <li>• Budget Code</li> <li>• User ID</li> <li>• Entity/Field</li> </ul>
3.	Click the <b>Refresh</b> command button.

The audit trail includes the following:

**Project**

- A project is deleted
- The project department is changed

**Budget**

- Budget Amount is changed
- Future Contract Amount is changed

**Funding**

- Funding Amount is changed

**Contracts**

- Contract No is changed
- Contract is deleted
- Contract Line Amount is changed

**Change Order**

- Pending Amount is changed
- Approved Amount is changed
- Justification Code is changed
- RFP/Change Order is deleted

**Invoices**

- Invoice/Payment is deleted
- Invoice Line Amt is changed

**Credit Memos**

- Credit Memo Line Amount is changed