Project Audit Trail

Roles: All
Project Status: All

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the drop-down next to Go To… and select the <strong>Project Audit Trail</strong>.</td>
</tr>
</tbody>
</table>
| 2.   | The Audit Trail can be filtered by:  
|      | • Contract Number  
|      | • Retainer Contract Number  
|      | • Budget Code  
|      | • User ID  
|      | • Entity/Field |
| 3.   | Click the **Refresh** 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