

# Comprehensive Audit Trail Format

## ERP Transaction Monitoring

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Prepared By:

Audit Department

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1.0

Transaction Audit Trail Table

#	Transaction ID	Module	Transaction Type	Entity	Performed By (User ID)	User Role	Action	Old Value	New Value	Date & Time	Source (IP/Device)	Status	Remarks
1	TXN-3456	Finance	Invoice Update	Invoice #2187	USR1241	Accountant	Edit	Amount: 2500	Amount: 2750	2024-06-10 10:24 AM	192.168.1.8	Success	Correction of tax
2	TXN-3498	Inventory	Stock Transfer	Item #ST224	USR0993	Warehouse Mgr	Create	-	Qty: 100	2024-06-10 01:44 PM	172.19.2.5	Success	New transfer entry
3	TXN-3500	HR	Payroll Approval	Batch #Jun2024	USR0510	HR Manager	Approve	Status: Pending	Status: Approved	2024-06-11 09:15 AM	10.14.33.3	Success	-
4	TXN-3488	Procurement	PO Deletion	PO #4578	USR1322	Purchasing Agent	Delete	PO Created	PO Deleted	2024-06-09 04:58 PM	203.0.113.42	Success	Canceled by request

### Important Notes

- An audit trail must be protected from unauthorized access and modification.
- Regular review of audit logs enhances detection of fraudulent or unauthorized activities.
- The audit trail should remain retained as per applicable regulatory standards.
- Consistent documentation of all user actions ensures accountability and traceability.
- Ensure audit trails are integrated with alert systems for critical transactions.