

Standard Audit Trail Report Format for Financial Transactions

Report Metadata

Report Name:	Audit Trail Report - Financial Transactions	Report ID:	ATR-FT-2024-001
Prepared By:	John Doe	Prepared Date:	2024-06-15
Period Covered:	2024-06-01 to 2024-06-15	Department:	Finance
System Source:	Core Financial System	Reviewed By:	Jane Smith

Audit Trail Details

#	Transaction ID	Date/Time	User	Event Type	Action Taken	Previous Value	New Value	Remarks
1	TXN-100101	2024-06-10 09:23	asmith	Update	Amount Modified	1,000.00	1,200.00	Correction per invoice
2	TXN-100134	2024-06-11 14:40	mjones	Insert	New Transaction	-	500.00	Approved
3	TXN-100165	2024-06-12 16:55	asmith	Delete	Transaction Removed	750.00	-	Duplicate entry
4	TXN-100189	2024-06-13 10:08	kchan	Approve	Approval Granted	Pending	Approved	Manager sign-off

Summary

Total Transactions Reviewed:	54	Exceptions Found:	1
Date/Time of Report Generation:	2024-06-15 17:00	Report Status:	Final

Important Notes:

- This document tracks all changes, deletions, and insertions to financial transactions.
- Ensure all actions are properly authorized and documented in the system.
- Regular audits help prevent unauthorized access and errors.
- Store this report securely for regulatory and compliance purposes.
- Only authorized personnel should have access to audit trail data.