

# Quick Reference Guide - Extracting Change logs from SAP Ariba

- Step 1: One-off “change log” from a single document
- Step 2: Tenant-wide Audit Log (administrator view)
- Step 3: Bulk “change history” via Analytical/Advanced Reporting
- Step 4: Automated extraction (APIs)
- Considerations while exporting change logs

## Summary

This guide outlines methods for extracting change logs from SAP Ariba. Users with the appropriate roles can access and export audit logs at both document and tenant levels. For individual documents (such as purchase requisitions or invoices), open the document and use the History tab or the event audit log export function. Administrators can retrieve tenant-wide logs via the Core Administration or ICM Audit Reports tools, with options to filter and export data for comprehensive auditing and reporting.

## Pre-requisites (roles you'll need)

- Customer Administrator (to see tenant-level Audit Log / ICM Audit Reports).
- Access to Analytical/Advanced Reporting (to build/export change-history reports).
- Event Owner/Team for Guided Sourcing event audit logs.

## Step 1: One-off “change log” from a single document

- Buying & Invoicing (PR/PO/Receipt/Invoice): Open the document, go to History tab.
- Guided Sourcing events: Open event More actions (...) View audit logs Export to Excel.

## Step 2: Tenant-wide Audit Log (administrator view)

- Legacy: Core Administration Site Manager Audit Log Filter Export to Excel.
- New (ICM Audit Reports): Generate report in ICM Audit Log Download encrypted ZIP Decrypt locally.

Audit events and reports

Events Reports

Search filters

Event type: Select one Application: Select one From: mm/dd/yyyy To: mm/dd/yyyy



Reset filters Apply

Audit reports


Report name	Created by	Created date	Event type	Status	Action
Generic Action - Sang2484	Dele Sangolola	Aug 17 2025, 6:08:57 PM, GMT+01:00	GenericAction	COMPLETED	Download
DataModification_2025-08-17	Dele Sangolola	Aug 17 2025, 5:35:00 PM, GMT+01:00	DataModification	COMPLETED	Download

## Step 3: Bulk “change history” via Analytical/Advanced Reporting

- Create Analytical Report.


Report name \*   


Description

Public key    
 Paste your PEM-encoded public key here. It must begin with "-----BEGIN PUBLIC KEY-----" and end with "-----END PUBLIC KEY-----".


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**Search filters**


Event type \*  

Application  

User

From \*  

To  



[More options](#) 

[Reset filters](#)


Available fields in GenericAction report

[Back](#) [Generate report](#)

- Select Source Data (views that expose change/approval history).


Report name \*   


Description

Public key    
 Paste your PEM-encoded public key here. It must begin with "-----BEGIN PUBLIC KEY-----" and end with "-----END PUBLIC KEY-----".


---


**Search filters**


Event type \*  

Application  

User

From \*  

To  



[More options](#) 

[Reset filters](#)


Available fields in GenericAction report

[Back](#) [Generate report](#)

- Add fields: Document ID, Change Action, Old/New values, Changed by, Timestamp.


Report name \*   


Description

Public key    
 Paste your PEM-encoded public key here. It must begin with "-----BEGIN PUBLIC KEY-----" and end with "-----END PUBLIC KEY-----".


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**Search filters**


Event type \*  

Application  

User

From \*  

To  

[More options](#) 

[Reset filters](#)

Available fields in GenericAction report

[Back](#) [Generate report](#)

- Set Filters (date range, document type, user).

Report name \*

Description

Public key

**Search filters**

Event type \*

Application

User

From \*

To

[More options](#)

Available fields in GenericAction report

[Back](#)

- Run & Export (CSV/Excel).

1 Audit data file

[DataModification\\_2025-08-17\\_1.zip](#)

If you don't generate and provide a public key, SAP Ariba uses its own symmetric key to encrypt the audit data file while it is stored on the server. You do not need to decrypt the file after you download it.

POSSIBLE DATA LOSS: Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

Event ID	Date	Event type	Application/Site name	User	Effective us	Node	IP address	Action	Client ID	Document Attributes	Document	Document	System req	Line	Trace ID	Description	Param1	Param2	Param3	Param4	Param5	Event catg	Operation	Sou	
[jt]vFR	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'InternalN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.DocumentTask' was created	BusinessC	Object	Created						
[jt]vS	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'InternalN[{}'key":'S[ta.ariba.sour.Active	FALSE					Object of type 'ariba.sourcing.rft.SourcingProject' was created	BusinessC	Object	Created						
[jt]vET	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'UniqueN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.ProjectGroup' was created	BusinessC	Object	Created						
[jt]vEU	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'UniqueN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.ProjectGroup' was created	BusinessC	Object	Created						
[jt]vEV	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'UniqueN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.ProjectGroup' was created	BusinessC	Object	Created						
[jt]vEW	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'UniqueN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.ProjectGroup' was created	BusinessC	Object	Created						
[jt]vEX	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'InternalN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.ProjectGroup' was created	BusinessC	Object	Created						
[jt]vEY	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	UPDATE	-	{'InternalN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.WFHolder' was updated	BusinessC	Object	Updated						
[jt]vEZ	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'InternalN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.ProjectGroup' was created	BusinessC	Object	Created						
[jt]vEa	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'InternalN[{}'key":'S[ta.ariba.sour.Active	FALSE					Object of type 'ariba.sourcing.rft.RFXDocument' was created	BusinessC	Object	Created						
[jt]vEb	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'UniqueN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.ProjectGroup' was created	BusinessC	Object	Created						
[jt]vEc	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	INSERT	-	{'InternalN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.DocumentTask' was created	BusinessC	Object	Created						
[jt]vEd	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	UPDATE	-	{'InternalN[{}'key":'T[im.ariba.sour.Active	FALSE					Object of type 'ariba.sourcing.rft.RFXDocument' was updated	BusinessC	Object	Updated						
[jt]vEf	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	UPDATE	-	{'InternalN[{}'key":'S[ta.ariba.sour.Active	FALSE					Object of type 'ariba.sourcing.rft.RFXDocument' was updated	BusinessC	Object	Updated						
[jt]vEg	2025-08-17	DataModif	ACM	745255310-sang2484	sang2484	**masked	**masked	UPDATE	-	{'InternalN[{}'key":'S[ta.ariba.collz.Active	FALSE					Object of type 'ariba.collaborate.cone.DocumentTask' was updated	BusinessC	Object	Updated						
[jt]vEk	2025-08-17	DataModif	Buyer	745255310-sang2484	sang2484	**masked	**masked	UPDATE	-	{'UniqueN[{}'key":'F[ar.ariba.user.Active	FALSE					User kums4910 was modified	BusinessC	User	Updated						

The Field Attributes contains the detail of the changes, however this is unformatted

This can be formatted by text to columns

Attribute	Old Value	New Value	Notes
Status	InActive		Record was marked inactive
ApprovalRuleFlowType	0		Approval flow rule created
InternalId	TSK2693520118		System-assigned task ID
ReviewerCn	false	true	Reviewer permissions changed
DocumentId	1		Document finalized
Owner.UniqueName	PG2693520107		Ownership assigned
Currency.UniqueName	EUR		Contract currency set
BaselineSpend.ApprovalAmount	1000		Spend baseline captured
LastModifiedBy.UniqueName	sang2484		User who made the change
Name.PrimaryName	Shruthi Kumaravel	Shruthi Kumaravel11	User name corrected
TimeZone	Asia/Calcutta	Europe/Paris	User timezone updated
Phone		123456	Contact info added
Approvers	SIZE:1	SIZE:0	Approvers removed
Roles	SIZE:0	SIZE:1	Role assigned
ActiveMembers	SIZE:0	SIZE:3	Members added

And manual formatting

Attribute	Old Value	New Value	Notes
Status	InActive		Record was marked inactive
ApprovalRuleFlowType	0		Approval flow rule created
InternalId	TSK2693520118		System-assigned task ID
ReviewerCn	false	true	Reviewer permissions changed
DocumentId	1		Document finalized
Owner.UniqueName	PG2693520107		Ownership assigned
Currency.UniqueName	EUR		Contract currency set
BaselineSpend.ApprovalAmount	1000		Spend baseline captured
LastModifiedBy.UniqueName	sang2484		User who made the change
Name.PrimaryName	Shruthi Kumaravel	Shruthi Kumaravel11	User name corrected
TimeZone	Asia/Calcutta	Europe/Paris	User timezone updated
Phone		123456	Contact info added
Approvers	SIZE:1	SIZE:0	Approvers removed
Roles	SIZE:0	SIZE:1	Role assigned
ActiveMembers	SIZE:0	SIZE:3	Members added

## Step 4: Automated extraction (APIs)

Audit Search API: Request API access, generate Client ID/Secret, run search jobs, download results.

- Analytical Reporting APIs: Define reporting view, submit job, retrieve results programmatically.
- Continuous ingestion: Audit Search API.

## Considerations while exporting change logs

- Time zones: Audit timestamps are server-side.
- Real vs Effective User: Check both.
- Filters first, export second to avoid large files.
- ICM encryption: Requires key upload and local decryption.