

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

EventsReports

Search filters

Event type

Select one

Application

Select one

From

mm/dd/yyyy

To

mm/dd/yyyy

Reset filters

Apply

Audit reports

Search

X

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 *
Generic Action - Sang2484 ⓘ

Description
Enter report 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 *
Generic action ▾

Application
Select one ▾

User
sang2484

From *
08/17/2025 📅

To
08/17/2025 📅

More options ▾

Reset filters

Available fields in GenericAction report

< Back

Generate report

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

Report name *
Generic Action - Sang2484 ⓘ

Description
Enter report 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 *
Generic action ▾

Application
Select one ▾

User
sang2484

From *
08/17/2025 📅

To
08/17/2025 📅

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 *
Generic Action - Sang2484 ⓘ

Description
Enter report 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 *
Generic action ▾

Application
Select one ▾

User
sang2484

From *
08/17/2025 📅

To
08/17/2025 📅

More options ▾

Reset filters

Available fields in GenericAction report

< Back

Generate report

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

Report name *
Generic Action - Sang2484

Description
Enter report description

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

Search filters

Event type *
Generic action

Application
Select one

User
sang2484

From *
08/17/2025

To
08/17/2025

More options v

Reset filters

Available fields in GenericAction report

Back

Generate report

- Run & Export (CSV/Excel).

1 Audit data file

Audit data files are available up to 60 days for download.

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.

Close

Reset filters

Apply

Download

Create report

Autosave

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

This can be formatted by text to columns

Attributes	A	B	C	D	E	F
["key":"Status"]	oldVal:""	newVal:"In(key":"App oldVal:""	newVal:""			
["key":"Status"]	oldVal:""	newVal:"Ac(key":"Ven oldVal:""	newVal:""			
["key":"SearchEmailAddress"]	oldVal:""	newVal:"(key":"Moc oldVal:""	newVal:""			
["key":"SearchEmailAddress"]	oldVal:""	newVal:"(key":"Moc oldVal:""	newVal:""			
["key":"SearchEmailAddress"]	oldVal:""	newVal:"(key":"Moc oldVal:""	newVal:""			
["key":"SearchEmailAddress"]	oldVal:""	newVal:"(key":"Moc oldVal:""	newVal:""			
["key":"SubContent"]	oldVal:"\$[E1]"					
["key":"SearchEmailAddress"]	oldVal:""	newVal:"(key":"Moc oldVal:""	newVal:""			
["key":"Status"]	oldVal:""	newVal:"Dr(key":"IsDr oldVal:""	newVal:""			
["key":"SearchEmailAddress"]	oldVal:""	newVal:"(key":"Moc oldVal:""	newVal:""			
["key":"Status"]	oldVal:""	newVal:"In(key":"App oldVal:""	newVal:""			
["key":"TimingRule.RFXInputTimingRule.PlannedBeginDate"]	oldVal:""	newVal:"Sun Aug 17 09:30:00 PDT 2025"]				
["key":"TimingRule.RFXInputTimingRule.PlannedEndDate"]	oldVal:"Sun newVal:""]					
["key":"ApprovalRuleFlowType"]	oldVal:"0"	newVal:"2"(key":"App oldVal:"\$[E1]"	newVal:""			
["key":"ApprovalRuleFlowType"]	oldVal:"0"	newVal:"2"]				
["key":"Fax"]	oldVal:""	newVal:"67(key":"Pho oldVal:""	newVal:""			

And manual formatting

A	B	C	D	E	F	G
Attribute	Old Value	New Value	Notes			
Status		InActive	Record was marked inactive			
ApprovalRuleFlowType		0	Approval flow rule created			
InternalId		TSK2693520118	System-assigned task ID			
ReviewerCt	false	true	Reviewer permissions changed			
DocumentId	1	1	Document finalized			
Owner.UniqueName		PG2693520107	Ownership assigned			
Currency.UniqueName		EUR	Contract currency set			
BaselineSpend.ApproxAmount		1000	Spend baseline captured			
LastModifiedBy.UniqueName		sang2484	User who made the change			
Name.PrimaryName	Shruthi Kumaravel	Shruthi Kumaravel11	User name corrected			
TimeZoneId	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.