Auditing Charges
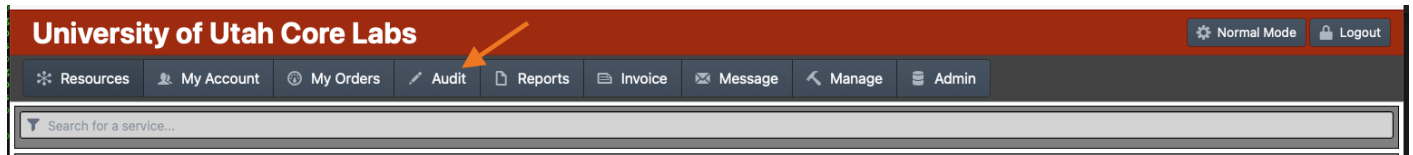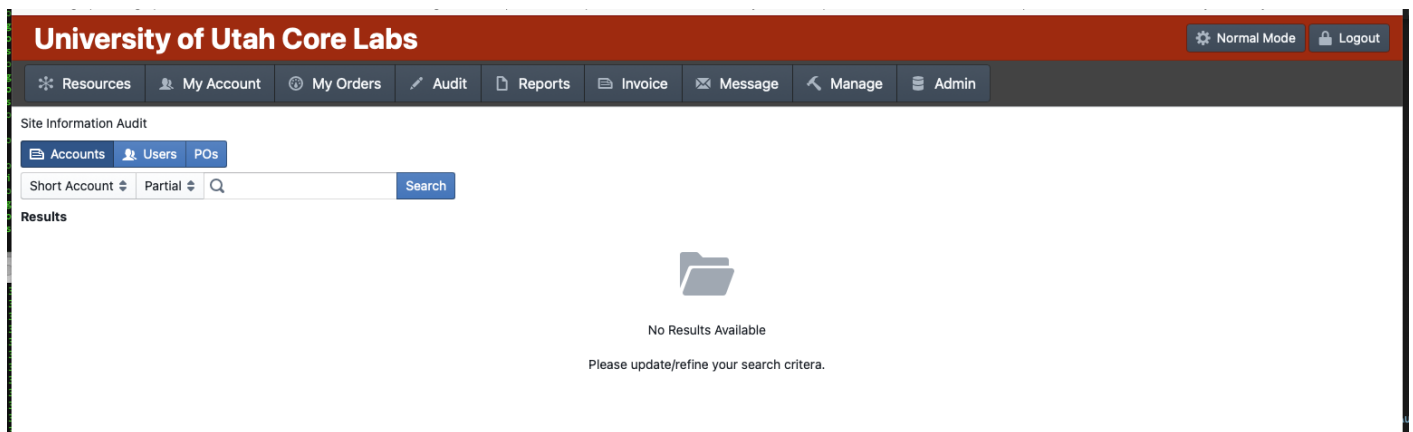
- Auditing Overview

Auditing Overview

Users added as auditors in the system can access the "Site Information Audit" interface to review account access and charges.

The site audit interface allows auditors to review accounts, users, and PO numbers by full and partial search

Accounts

Auditors can use the accounts search to review pending charges and users with permissions on the account through the accounts tab. Auditors can search by partial or exact criteria on a list of target values:

- System ID Number
- Title
- Short Account Number
- Activity Code
- Project Number
- Organization ID
- PI Full Name
- Total Amount billed to the account to date. This column also includes a link to the Account History report.

Site Information Audit

Accounts | Users | POs

Short Account ⇕ | Partial ⇕ | 🔍 345 | Search

Results

ID	Short Account	Title	PI	Expiration Date	User Count
3381	16345	Setup Needed	Unknown (Unknown)	2015-06-04	(0)
2371	15345	Signals Integrating Cellular Dynamics To Sculpt The Inner Ear (A1)	Gary C Schoenwolf (1545)	2016-03-30	(2)
1866	12345	Resident Research Account	Yong Wang (1809)	2013-06-29	(0)
1532	11345	Schiffman Development Account	Joshua Schiffman (1855)	2013-06-29	(1)
4385	17345	Georgetown University - Carolyn Ecelbarger - 17345	Carolyn Ecelbarger (4081)	2025-06-30	(2)
5415	18345	Cameron Metcalf Development Account - 28460	Cameron Metcalf (4116)	2025-06-30	(2)

Pending Charges

Pending charges on an account may be listed by clicking on the short account number button

Site Information Audit

Accounts | Users | POs

Short Account ⇕ | Partial ⇕ | 🔍 345 | Search

Results

ID	Short Account	Title	PI	Expiration Date	User Count
3381	16345	Setup Needed	Unknown (Unknown)	2015-06-04	(0)
2371	15345	Signals Integrating Cellular Dynamics To Sculpt The Inner Ear (A1)	Gary C Schoenwolf (1545)	2016-03-30	(2)
1866	12345	Resident Research Account	Yong Wang (1809)	2013-06-29	(0)
1532	11345	Schiffman Development Account	Joshua Schiffman (1855)	2013-06-29	(1)
4385	17345	Georgetown University - Carolyn Ecelbarger - 17345	Carolyn Ecelbarger (4081)	2025-06-30	(2)
5415	18345	Cameron Metcalf Development Account - 28460	Cameron Metcalf (4116)	2025-06-30	(2)

Account User List

Users with active permissions on the account will have their email address tag in green

Site Information Audit

| Accounts | Users | POs |

| Short Account ⇕ | Partial ⇕ | 🔍 345 | Search |

Results

ID	Short Account	Title	PI	Expiration Date	User Count
3381	16345	Setup Needed	Unknown (Unknown)	2015-06-04	(0)
2371	15345	Signals Integrating Cellular Dynamics To Sculpt The Inner Ear (A1)	Gary C Schoenwolf (1545)	2016-03-30	(2)
1866	12345	Resident Research Account	Yong Wang (1809)	2013-06-29	(0)
1532	11345	Schiffman Development Account			(1)
4385	17345	Georgetown University - Carolyn Ecelbarger - 17345			(2)
5415	18345	Cameron Metcalf Development Account - 28460			(2)

Account Users

Carolyn Ecelbarger
ecelbarc@gerogetown.edu

Maurice Fluitt mbf79@georgetown.edu

Users

(In progress)

PO Number

Auditors may also search for a summary total of charges to a given PO number IF the order in question has been properly tagged with the PO number by the submitting/ordering user

Site Information Audit

| Accounts | Users | POs |

| PO Number ⇕ | Partial ⇕ | 🔍 123 | Search |

Results

PO Number	Order ID	Order Date	Ordering User	Service	Total Charged	**All Charges:** $825.00
20-164-123470 CD34, 20-163-113423 CD34. 20-164-121340 CD34	278635	2021-04-07 12:24	Flow Cytometry ARUP	Staff Scheduler	$825.00	