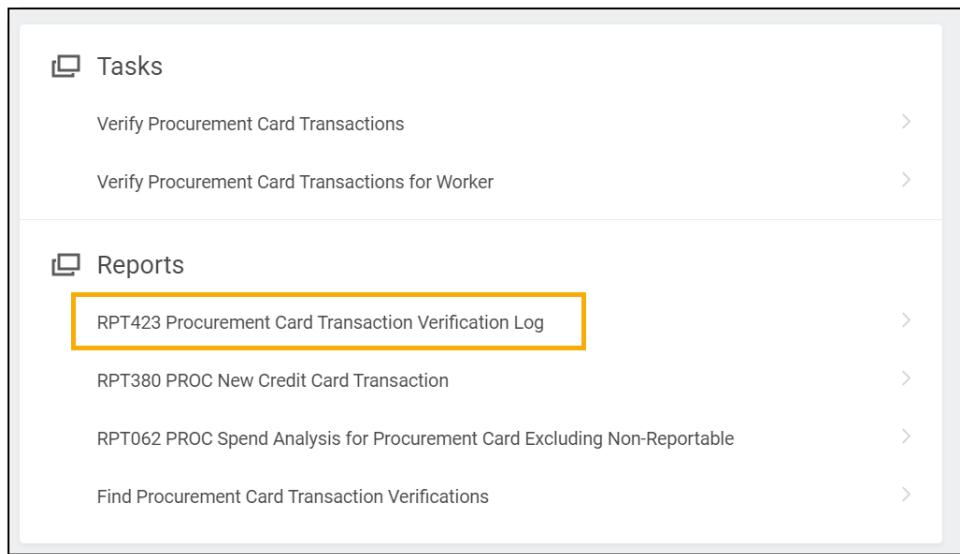


RPT423 P-Card Transaction Verification Log

Note: Use this report to send out for approvals and sign off.

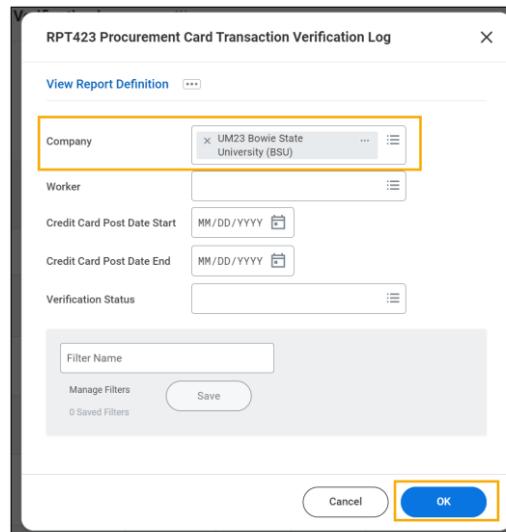
1. Enter **RPT423 P-Card Transaction Verification Log** into the search bar, and select the **Report**.
Note: Alternatively, you can also access the report from the P-Card Dashboard in the Reports section.



The screenshot shows the P-Card Dashboard with the 'Reports' section expanded. The 'RPT423 Procurement Card Transaction Verification Log' report is highlighted with a yellow box. Other reports listed include RPT380 PROC New Credit Card Transaction, RPT062 PROC Spend Analysis for Procurement Card Excluding Non-Reportable, and Find Procurement Card Transaction Verifications.

Report	Action
Verify Procurement Card Transactions	>
Verify Procurement Card Transactions for Worker	>
RPT423 Procurement Card Transaction Verification Log	(highlighted)
RPT380 PROC New Credit Card Transaction	>
RPT062 PROC Spend Analysis for Procurement Card Excluding Non-Reportable	>
Find Procurement Card Transaction Verifications	>

2. The RPT423 P-Card Transaction Verification Log pop-up displays.
3. Enter your institution in the **Company** field.
4. Enter the **Worker's name** into the Worker field.
5. Enter a **Credit Card Post Date Start** and **Credit Card Post Date End**.
6. Enter a **Verification Status**.
7. Select **OK** to run the report.



8. The RPT423 Procurement Card Transaction Verification Log displays with information based on what you entered in the previous pop-up.

299 items										
Company	Credit Card Holder	Procurement Card Transaction Verification	Procurement Card Transaction Verification Line Distributions			Procurement Card Transaction Verification Line	Procurement Card Transaction Verification Line Distributions	Verification Date	Status	
			Transaction Date	Post Date	Billing Date					
UM29 Salisbury University (SU)		PCV-1140	12/08/2023	12/11/2023	12/26/2023	NAPA STORE 8059468		06/25/2024	Drz	
UM29 Salisbury University (SU)		PCV-1141	12/12/2023	12/13/2023	12/26/2023	AMAZON.COM*KA91P6013	Office Supplies (SC0138) - 0902	06/25/2024	In i	