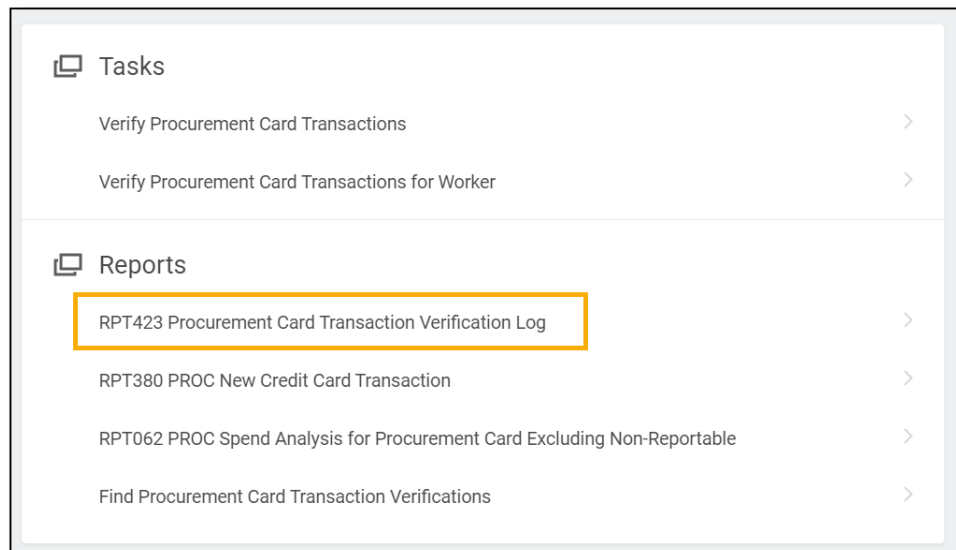


## RPT423 P-Card Transaction Verification Log

**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.



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.

### RPT423 Procurement Card Transaction Verification Log

[View Report Definition](#)

Company

x UM23 Bowie State University (BSU)

Worker

Credit Card Post Date Start

MM/DD/YYYY

Credit Card Post Date End

MM/DD/YYYY

Verification Status

Filter Name

Manage Filters

0 Saved Filters

Save

Cancel

OK

- 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	Charge Description 1 (Supplier)	Distribution Spend Category		
UM29 Salisbury University (SU)		PCV-1140	12/08/2023	12/11/2023	12/26/2023	NAPA STORE 8059468		06/25/2024	Dr
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