



ADDY NOTE



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ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

Viewing Level Three Transaction Details

The Visa file from Bank of America will load itemized data for the PCard card transactions associated with the card issuer. Level Three data is additional information related to a transaction such as car rental, lodging, and vendor/merchant information. If the merchant has made this information available, you can view it using the steps in this Addy Note.

Step	Action
1.	<p>Navigate to Purchasing > Procurement Cards > Reconcile > Reconcile Statement to display the Reconcile Statement Search page.</p>
2.	Enter the appropriate search criteria to locate the transaction you want to view.
3.	Click the Search button. The Procurement Card Transactions page will display.
4.	Click the Line Details icon adjacent to your selected transaction to view the PCard details. The Visa Transaction Details page will display.

The **Visa Transaction Details** page displays details for the PCard charge, which may include the transaction date, total transaction amount, order date, vendor name and address, PO ID, Item ID/description, tracking numbers, lodging charges (valet, food, telephone, movies, mini bar), or rental car charges (rate, insurance, gas).



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Step	Action
5.	Click the Show all Columns  icon to display all tabs.
6.	Click the Return button.