## **ADDY NOTE**



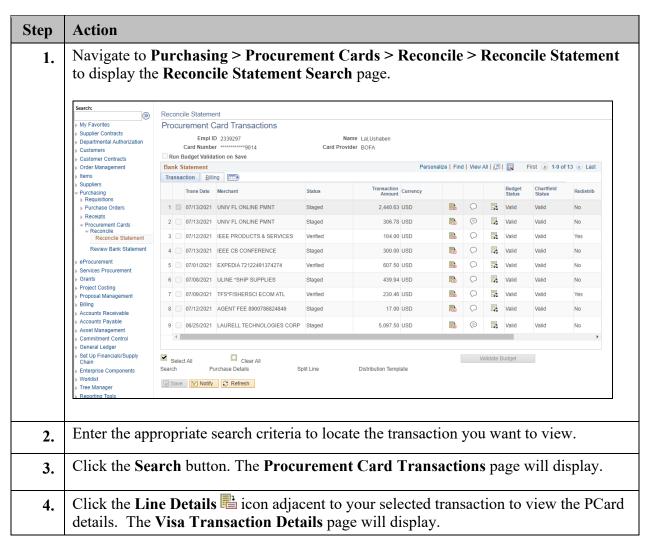
## **ATTENTION:**

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.

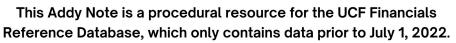


The **Visa Transaction Details** page displays details for the PCard charge, which may include the transaction date, total transaction amount, order date, vendor name and address, PO ID, Item ID/description, tracking numbers, lodging charges (valet, food, telephone, movies, mini bar), or rental car charges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





## **ATTENTION:**





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