The following is the process to look-up Level 3 PCard data in FAST.

This is an additional optional tool reconcilers can use to verify that the item description on receipts matches the item descriptions received from the Merchant/Vendor through the transmitted Visa data file. Not all suppliers provide Level 3 data.

1. Once on the reconciliation statement page, while viewing the list of transactions, click the “Line Details” button for the individual transaction line.



1. That will display a floating window with the Level 3 (and Level 2) data that was supplied by the vendor’s point-of-sale system. The data is separated into different categories and not all categories may be visible (dependent on what the vendor’s system provides). The most useful information, if available, will be in the “Line Item Detail – Type 7” section. That houses information such as description, unit price, quantity, etc….



1. Depending on the number of items purchased, it may be necessary to click the “View All” button. The user can then go through the individual tabs of a section, or they can expand it to show all columns at once.



1. This is the final result.



**Be Wary of Inconsistent Data:**

The Level 3 data can be inconsistent. It is best to use it as supplementary information rather than the only source of information. Here are some examples of what is meant by “inconsistent”:

1. Not every supplier provides that type of Level 3 data. For example, Walmart.com does not provide any line-level information. Here is what the data from Walmart.com would look like. Notice that the “Type 7” section does not appear.



1. Sometimes the sum of all the individual line items does not equal the amount that was actually charged.
2. Sometimes the unit price multiplied by the quantity does not equal the individual item total.



1. If an order has two transactions associated with it (such as when two separate shipments for the same order occurred), the supplier may repeat the same line-level information on each of the transactions.

