

**Procurement and Team Card Procedure
Using My Wallet**

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I. Objectives

By the end of this procedure, you should be able to:

- Update a my wallet transaction with a justification and description
- Add receipts to the transaction
- Apply use tax and select the correct office location

II. Tips and Tricks

- Unassigned transactions display automatically, change the transaction status to assigned to see transactions already assigned to a procurement card expense report.
- Click on any column to sort the my wallet transactions.
- While on the my wallet details page, remember you can scroll to the previous and next transaction

III. Navigation

Main Menu > Employee Self Service > Travel and Expenses > My Wallet

IV. My Wallet Overview

Procurement and Team Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily. Cardholders and Liaisons are responsible for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement. The following is required for each card transaction:

- a. Entering a justification and description for each transaction.
- b. Reviewing and updating the use tax applicability.
- c. Attaching the receipt to the transaction.

Some of these requirements may be completed on the expense report page; however, updating use tax applicability must be completed on the my wallet details page.

V. Procedure Step-by-Step Instructions

Step 1: Navigate to My Wallet

The screenshot shows the 'My Wallet' search interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', and 'My Wallet'. Below this is the University of South Carolina logo and a 'Sign out' link. The main heading is 'My Wallet', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' dropdown menu. The search criteria are set to 'Empl ID' and 'begins with' with an empty text box. There is a 'Search' button and a link to 'Advanced Search'.

Step 2: Select the CardHolder by searching by USCID, Name or Employee ID

The screenshot shows the 'My Wallet' search interface with search criteria filled in. The search criteria dropdown is expanded to show 'Search Criteria'. The search criteria are set to 'Name' and 'begins with' with the text 'Stiles' in the text box. There is a 'Case Sensitive' checkbox which is unchecked. There is a 'Search' button and a link to 'Advanced Search'. Red circles with numbers 1, 2, and 3 are overlaid on the 'Search Criteria' dropdown, the 'Case Sensitive' checkbox, and the 'Search' button respectively.

Step 3: Select the Account Number and click Search

The screenshot shows the 'My Wallet' interface for 'Cardholder 01 Pcard'. The 'Search Criteria' section includes a date range from 04/07/2017 to 04/07/2018, a search button (marked with a red '2'), and dropdown menus for 'Receipt Data Source' (All Data Sources), 'Transaction Status' (Unassigned), and 'Account Number'. A dropdown menu for 'Account Number' is open, showing a list of account numbers, with '*****3700' highlighted (marked with a red '1'). Below this is a table with columns: Mark for Delete, Account Number, Expense Type, Merchant, Additional Details, and At. The table contains one row with a checkbox, the account number '*****3700', and empty fields for the other columns. Below the table is an 'Add Expense' section with an 'Expense Type' dropdown, an 'Add' button, and a 'Save' button. At the bottom are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

Step 4: Review each My Wallet field

Note: simply click on any column to sort the list by that column.

The screenshot shows the 'My Wallet' interface for 'Review My Wallet Receipts' for Cardholder 01 Pcard. The search criteria are set to 'From Date' 04/07/2017 and 'Through' 04/07/2018. The 'Receipt Data Source' is 'All Data Sources' and 'Transaction Status' is 'Unassigned'. The account number is '*****3700'. Below the search criteria is a table of transactions with columns: Mark for Delete, Account Number, Date, Expense Type, Merchant, Additional Details, Attachments, Amount, and No. The table lists 15 transactions, including Hotel and Lodging at Holiday Inn Express Durh and Air Travel at American Air.

Mark for Delete	Account Number	Date	Expense Type	Merchant	Additional Details	Attachments	Amount	No
<input type="checkbox"/>	*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH		Enhanced Data	1,310.98 USD	
<input type="checkbox"/>	*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH		Enhanced Data	119.18 USD	
<input type="checkbox"/>	*****3700	03/23/2018	OTHER SUPPLIES	NEWK'S - FARRAGUT			169.71 USD	
<input type="checkbox"/>	*****3700	02/20/2018	OTHER SUPPLIES	CHIL'S UNCC			155.37 USD	
<input type="checkbox"/>	*****3700	02/20/2018	OTHER SUPPLIES	CHIL'S UNCC			148.32 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	
<input type="checkbox"/>	*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR		Enhanced Data	350.68 USD	

a. From and Through Date

When the page is initially displayed, the "From date" will default to today's date, one year ago, and the "Through date" will default to today's date. Changing this date will probably not be required for unassigned transactions; however, it may be necessary for My Wallet transactions already assigned to an expense report.

b. Receipt Data Source

The data source for all the Procurement Card Transactions from Bank of America is Visa. The data source for any My Wallet transaction entered manually is "User Input"

c. Transaction Status

Transactions that have not been applied (or assigned) to an expense report are “unassigned”. Those transactions applied to expense reports are “assigned”. When searching for “assigned” transactions, it may be necessary to limit the from and through dates when searching, as there may be many transactions returned.

d. Account Number

Select the credit card account number for the cardholder. Some cardholders may have more than one procurement card or team card. For example a cardholder may have both an Athletics team card and a Purchasing procurement card.

e. Search

Click the search button to display the My Wallet transactions meeting the search criteria (From and Through Date, Data Source and Transaction Status).

f. Mark for Delete

Only Procurement Administrators are permitted to mark a procurement card transaction for deletion. This field is display only for Liaisons and Cardholders.

g. Date

This is the transaction date.

h. Expense Type

All MCC's (Merchant Category Codes) default to an Expense Type when the procurement card is interfaced from the bank into PeopleSoft.

i. Merchant

This is the merchant name on the Visa transaction which is interfaced into PeopleSoft.

j. Additional Details

This field should be used for justification or additional instruction necessary to describe the procurement card transaction. This description will interface into the expense report. A description for each procurement card transaction is required.

k. Attachments

These are attachments to the individual procurement card transaction. Receipts for each transaction is required; however, your department process may require all receipts to be scanned as one batch and attached to the expense report. If so, an individual receipt attached to the procurement card transaction is not required.

l. Enhanced Data

Click on the enhanced data to review additional details about the purchase such as line item detail including quantity and price.

m. Amount

The total amount of the procurement card transaction

n. Currency

Card transaction currency

o. Non-Reimbursable

This is not applicable to a procurement card transaction.

p. Days Overdue

If the transaction is older than 30 days, 32 days for example, the days overdue shall display 2

q. Doc Type

When a transaction is assigned to an expense report, this field shall display "Expense Report"

r. ID

When a transaction is assigned to an expense report, this field shall display the Expense Report ID.

Step 5: Update the My Wallet Details

Click on the Expense Type to open the My Wallet Details Page.

My Wallet
My Wallet Detail
LANA WIDENER

Details ? Find | View All First 55 of 75 Last

Expense Type: OFFICE SUPPLIES Mark for Delete
Transaction Date: 11/22/2017 Non-Reimbursable
Payment Type: Prepaid Payments Attachments
Cardmember Number: *****9353 Enhanced Data
Expense Location: STAPLES #941
Transaction Amount: 172.24
Currency: USD
Exchange Rate: 1.00000000 Default Rate
Base Currency Amount: 172.24 USD Update
Description: 254 characters remaining
City: 800-333-3330

Use Tax Applicability
 Apply Use Tax
Office Location:

Return to My Wallet

Add Expense ?
Expense Type: Add

Save

Return to Search Previous in List Next in List Notify Refresh

a. Details scroll



The specific procurement card transaction clicked from the my wallet page is displayed; however, each procurement card transaction can be displayed by scrolling to the next or previous transaction. This flexibility permits each transaction to be updated without returning to the my wallet page.

b. Expense Type

Each MCC (Merchant Category Code) defaults to an Expense type; however, this is a default only. The expense type can be changed if required. The expense type defaults the general ledger account on the expense report. Changing the expense type on the my wallet page may prevent the need to change the GL account on the expense report entry page.

c. Mark for Delete

Only Procurement Card Administrators shall be authorized to delete a procurement card transaction. This field shall be display only for all other users.

d. Transaction Date

The procurement card transaction date.

e. Non Reimbursable

Not applicable to procurement card transactions.

f. Payment Type

All procurement card transactions are "Pre-paid" and this field can't be changed by any user.

g. Attachments

See steps documented below.

h. Enhanced Data

See steps documented below.

i. Cardmember number

Displays the cardmember's last 4 digits of the card number. It can't be changed by any user.

j. Merchant

This is the merchant name on the Visa transaction which is interfaced into PeopleSoft. It can't be changed by any user.

k. Transaction Amount

The total amount of the procurement card transaction.

l. Currency, Exchange Rate, Default Rate and Base Currency Amount

These fields are not applicable to USC procurement card transactions.

m. Description (Additional Details on my wallet page)

This field should be used for justification or additional instruction necessary to describe the procurement card transaction. This description will interface into the expense report. A description for each procurement card transaction is required; however, it may be entered on the expense report later.

n. Apply Use Tax

If Use Tax is applicable, check this box. This field is display only after the use tax entry has been posted to the general ledger. For additional information, see the Use tax section in the Expense Report Posting and Journal Generation procedure.

o. Office Location

Select the office location used to calculate the use tax. This field is required when the use tax checkbox is checked.

p. Receipt Details/Summary/Breakdown

This is not applicable to procurement card transactions.

q. Return to My Wallet

Click this link to return to the my wallet page.

r. Add Expense/Expense Type

Only procurement administrators shall be permitted to add manually entered my wallet transactions.

Step 6: Attach Receipts to a My Wallet Transaction

Receipts for each transaction is required; however, your department process may require all receipts to be scanned as one batch and attached to the expense report. If so, an individual receipt attached to the procurement card transaction is not required.

a. To add a receipt, click the attachment link

The screenshot displays the 'My Wallet' interface for James Stiles. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > My Wallet. The page title is 'My Wallet Detail' for user JAMES STILES. The transaction details are as follows:

- Expense Type: AIR TRAVEL
- Transaction Date: 12/10/2017
- Payment Type: Prepaid Payments
- Cardmember Number: *****9354
- Card Number: DELTA AIR 0067551721278
- Expense Location: [Empty]
- Airfare Receipt Number: 0067551721278
- Transaction Amount: 1,826.54
- Currency: USD
- Exchange Rate: 1.00000000
- Base Currency Amount: 1,826.54 USD

On the right side, there are checkboxes for 'Mark for Delete' and 'Non-Reimbursable'. A 'Use Tax Applicability' section includes an 'Apply Use Tax' checkbox and an 'Office Location' field. A red box highlights the 'Attachments' link, which is located below the 'Payment Type' dropdown. Below the 'Attachments' link is a partially visible 'Enforced Data' link. At the bottom, there is an 'Update' button and a 'Description' field.

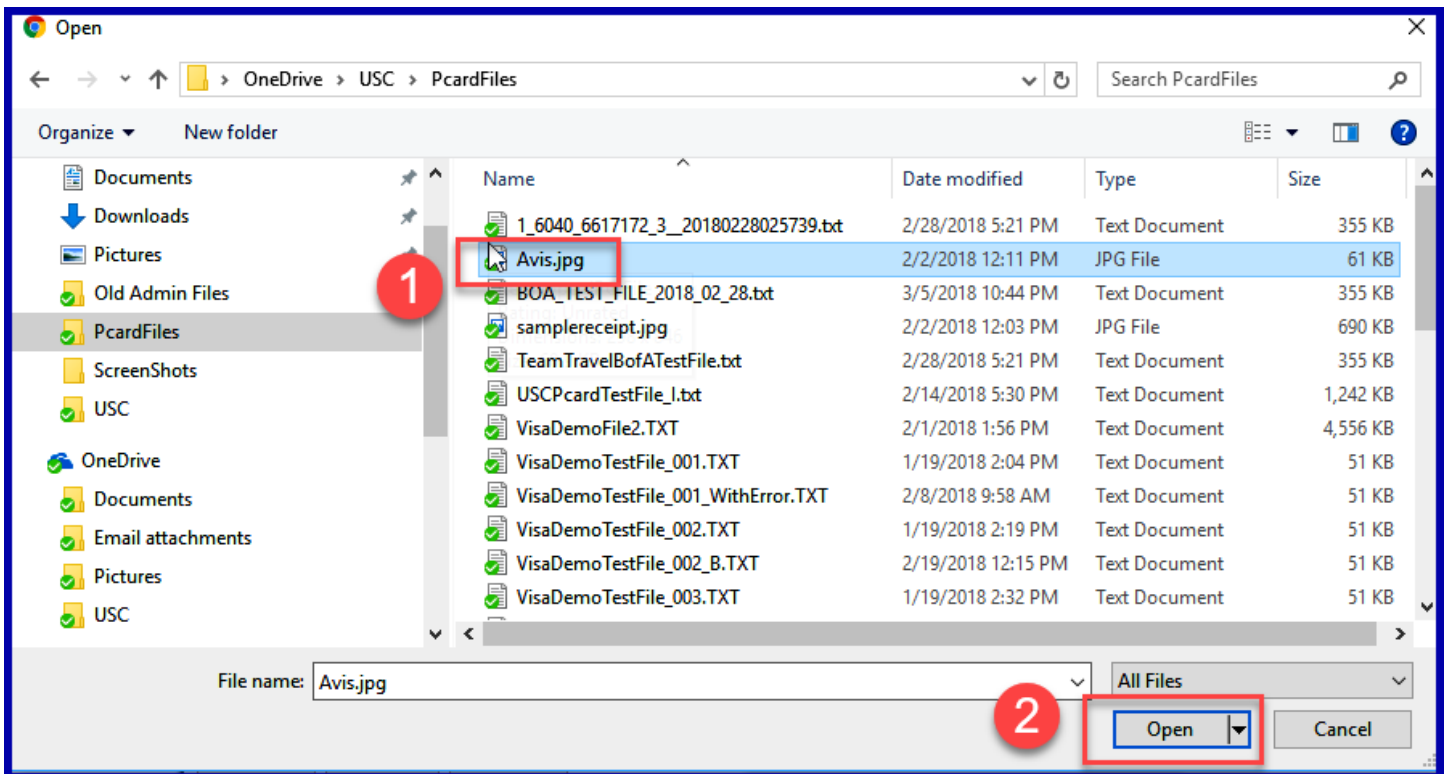
b. Click Add Attachment

The screenshot shows the 'My Wallet Attachments' window for a transaction dated 12/10/2017 with an expense type of AIR TRAVEL and an amount of 1826.54 USD. The window contains a table with columns for File Name, Description, User, Name, and Date/Time Stamp. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' A red box highlights the 'Add Attachment' button, and a blue callout bubble with the text 'Click Add attachment' points to it. Other buttons visible are 'OK', 'Cancel', and 'Refresh'.

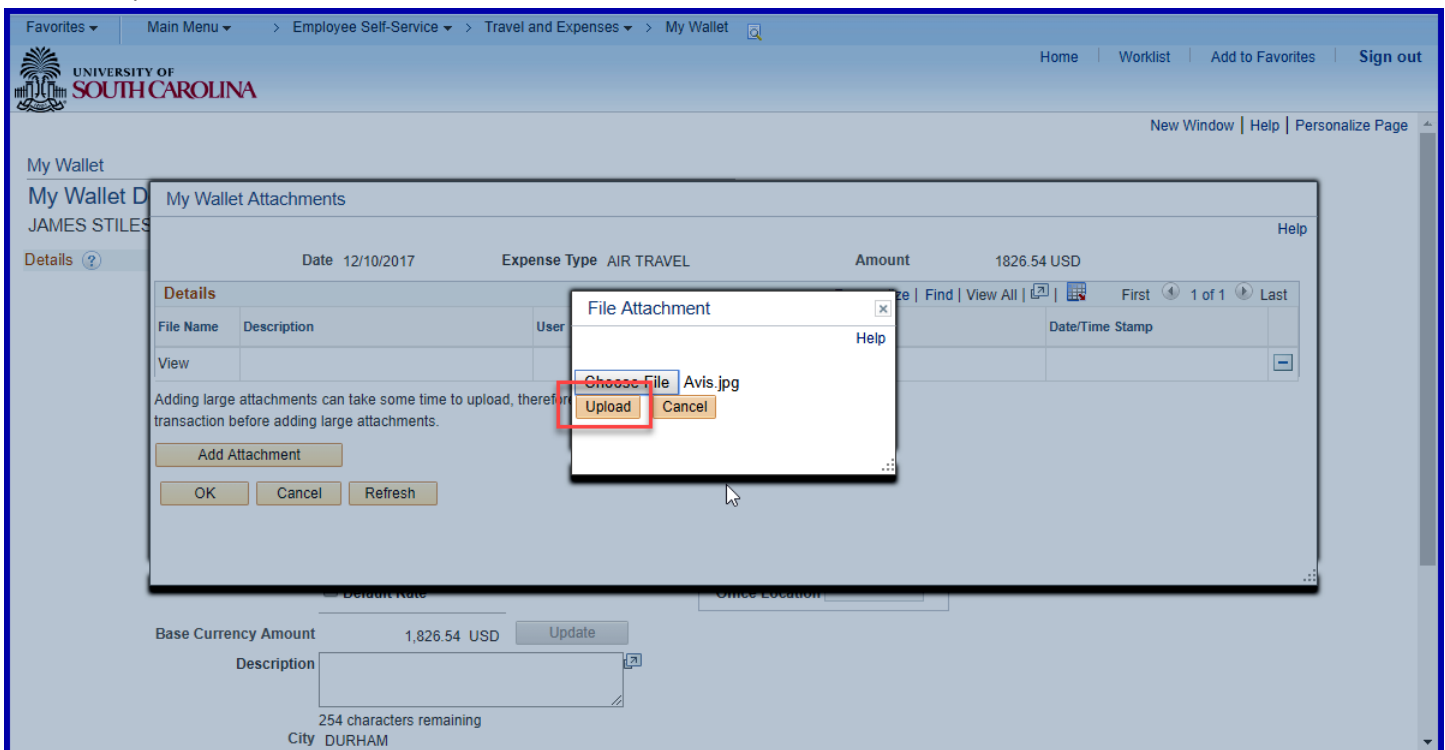
c. Click Choose File

This screenshot shows the same 'My Wallet Attachments' window as in the previous image, but with a 'File Attachment' dialog box open. The dialog box has a title bar 'File Attachment' and a 'Help' button. It displays the text 'Choose File' and 'No file chosen'. Below this text are two buttons: 'Upload' and 'Cancel'. A red box highlights the 'Choose File' button. The background window is dimmed, showing the same transaction details and the 'Add Attachment' button.

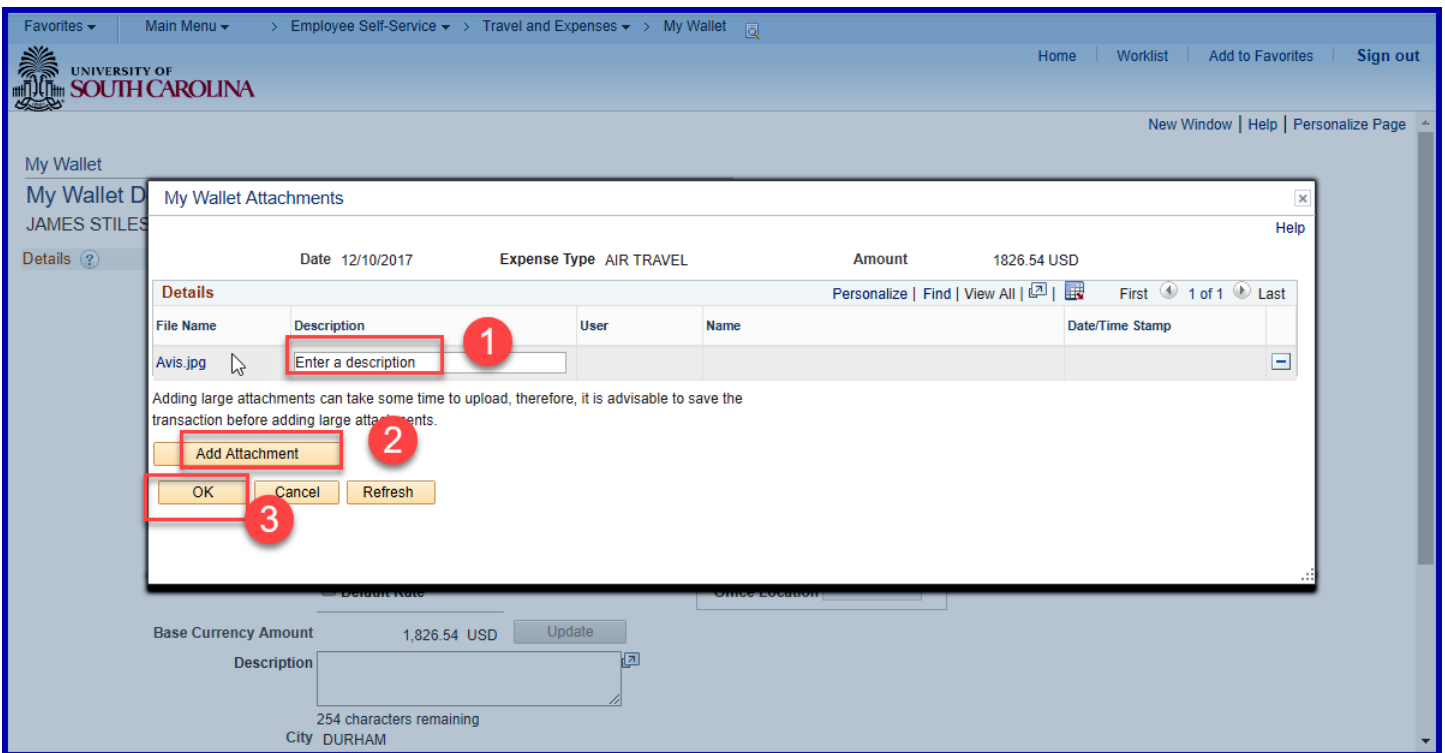
d. Select the file and click "Open"



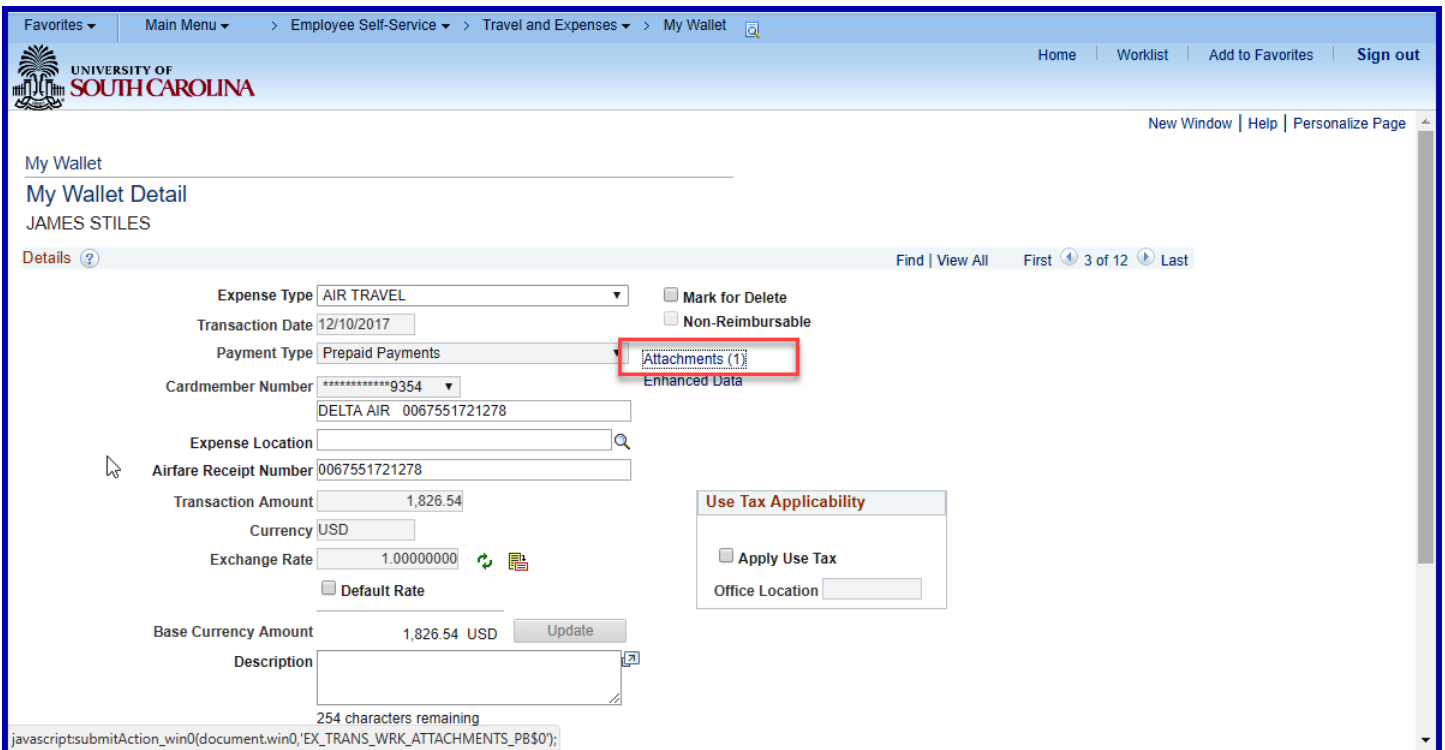
e. Click Upload



f. Enter a description (optional), add additional attachments (optional), then click OK



g. After adding the attachments, the link changes and displays the number of attachments



h. On the my wallet page, the attachment logo changes after attachments have been added.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Travel and Expenses](#) | [My Wallet](#)

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My Wallet

Review My Wallet Receipts

JAMES STILES

From Date: 03/14/2017 | Through: 03/14/2018 |

*Receipt Data Source: All Data Sources
 *Transaction Status: Unassigned

Mark for Delete	Date	Expense Type	Merchant	Additional Details	Attachments	
<input type="checkbox"/>	12/12/2017	AIR TRAVEL	AMERICAN AIR0017405426093			Enhanced Data
<input type="checkbox"/>	12/12/2017	AIR TRAVEL	AMERICAN AIR0017405426093	Airfare for conference		Enhanced Data
<input type="checkbox"/>	12/10/2017	AIR TRAVEL	DELTA AIR 0067551721278			Enhanced Data
<input type="checkbox"/>	12/05/2017	HOTEL AND LODGING	HOMEWOOD SUITES			Enhanced Data
<input type="checkbox"/>	12/05/2017	HOTEL AND LODGING	HOMEWOOD SUITES			Enhanced Data
<input type="checkbox"/>	11/22/2017	OFFICE SUPPLIES	STAPLES #941			Enhanced Data
<input type="checkbox"/>	11/18/2017	AUTO RENTAL	HERTZ RENT-A-CAR			Enhanced Data
<input type="checkbox"/>	11/17/2017	AUTO RENTAL	ENTERPRISE RENTACAR			Enhanced Data

Step 7: Viewing the Enhanced Data

a. Viewing Enhanced Data

Enhanced Data may be displayed for different Expense Types such as airfare (team card) or purchasing details. The information in the enhanced data is sent by the supplier to Visa when the purchase is made; some suppliers provide more information than others.

Click on the enhanced data link on either the “my wallet” page or the “my wallet” details

The screenshot shows the 'My Wallet' page for the University of South Carolina. It includes a search bar with filters for 'From Date' (03/14/2017), 'Through' (03/14/2018), '*Receipt Data Source' (All Data Sources), and '*Transaction Status' (Unassigned). Below the search criteria is a table of transactions with columns for 'Mark for Delete', 'Date', 'Expense Type', 'Merchant', 'Additional Details', and 'Attachments'. The 'Attachments' column contains links to 'Enhanced Data' for each transaction. A red box highlights these links for the first 11 transactions. The 11th transaction is highlighted in yellow.

Mark for Delete	Date	Expense Type	Merchant	Additional Details	Attachments
<input type="checkbox"/>	12/12/2017	AIR TRAVEL	AMERICAN AIR0017405426093		Enhanced Data
<input type="checkbox"/>	12/12/2017	AIR TRAVEL	AMERICAN AIR0017405426093	Airfare for conference	Enhanced Data
<input type="checkbox"/>	12/10/2017	AIR TRAVEL	DELTA AIR 0067551721278		Enhanced Data
<input type="checkbox"/>	12/05/2017	HOTEL AND LODGING	HOMEWOOD SUITES		Enhanced Data
<input type="checkbox"/>	12/05/2017	HOTEL AND LODGING	HOMEWOOD SUITES		Enhanced Data
<input type="checkbox"/>	11/22/2017	OFFICE SUPPLIES	STAPLES #941		Enhanced Data
<input type="checkbox"/>	11/18/2017	AUTO RENTAL	HERTZ RENT-A-CAR		Enhanced Data
<input type="checkbox"/>	11/17/2017	AUTO RENTAL	ENTERPRISE RENTACAR		Enhanced Data
<input type="checkbox"/>	11/17/2017	AUTO RENTAL	ENTERPRISE RENTACAR		Enhanced Data
<input type="checkbox"/>	09/28/2017	FREIGHT, EXPRESS AND DELIVERIES	UPS*00000015XA86367		Enhanced Data
<input type="checkbox"/>	09/28/2017	FREIGHT, EXPRESS AND DELIVERIES	UPS*1ZF66F011399460787		Enhanced Data

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > My Wallet
Home | Worklist | Add to Favorites | Sign out

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 New Window | Help | Personalize Page

My Wallet
 My Wallet Detail
 JAMES STILES

Details ? Find | View All | First 2 of 12 Last

Expense Type: AIR TRAVEL Mark for Delete
 Transaction Date: 12/12/2017 Non-Reimbursable
 Payment Type: Prepaid Payments Attachments (1)
 Cardmember Number: *****9354 Enhanced Data
 AMERICAN AIR0017405426093
 Expense Location:
 Airfare Receipt Number: 0017405426093
 Transaction Amount: 210.00
 Currency: USD
 Exchange Rate: 1.00000000 Default Rate
 Base Currency Amount: 210.00 USD
 Description: Airfare for conference
 232 characters remaining
 City: FORT MCCOY

Use Tax Applicability

Apply Use Tax

Office Location:

b. Airfare (for Team Card)

If submitted by the airline, the enhanced data for airfare displays summary information such as the passenger name and the itemized fare price. In addition, the destination and fare class is displayed in the detail section.

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > My Wallet
Sign out

UNIVERSITY OF SOUTH CAROLINA
 Page

My Wallet
 My Wallet Detail
 JAMES STILES

Details ?

Expense Type: AIR TRAVEL
 Transaction Date: 12/10/2017
 Payment Type: Prepaid Payments
 Cardmember Number: *****9354
 DELTA AIR 0067551721278
 Expense Location:
 Airfare Receipt Number: 0067551721278
 Transaction Amount: 1,826.54
 Currency: USD
 Exchange Rate: 1.00000000 Default Rate
 Base Currency Amount: 1,826.54
 Description:
 254 characters remaining
 City: DURHAM

Enhanced Data Help

Transaction Date: 12/10/2017
 Transaction Amount: 1826.54 USD
 Expense Type: AIR TRAVEL
 Merchant: DELTA AIR 0067551721278

Enhanced Data

Summary Air Travel Data

Departure Date: 12/19/2017
 Passenger Name: LES/SHAHANI
 Ticket Number: 0067551721278
 Exchange Ticket

Ticket Indicator

Restricted

Internet

Electronic

Total Fare: 1738.00
 Exchange Fare: 0.00
 Total Fee: 21.00
 Total Tax: 78.04

Detail Air Travel Data

Leg Number	Destination Code	Carrier Code	Service Class	Fare Basis	Stopover Code	Conjunction Ticket
1	ATL	DL	B	BKWPXE	1	
2	AMS	DL	B	BKWPXE	1	
3	VIE				1	

c. Hotel

If provided by the Hotel, the enhanced data displays an itemization of the each charge such as the room rate, number of nights and additional purchases such movie purchases.

The screenshot shows the University of South Carolina My Wallet interface. The main window displays transaction details for a hotel stay. The transaction date is 12/05/2017, the amount is 508.30 USD, and the merchant is HOMEWOOD SUITES. The enhanced data section provides a breakdown of the charges.

Enhanced Data

Transaction Date: 12/05/2017
 Transaction Amount: 508.30 USD
 Expense Type: HOTEL AND LODGING
 Merchant: HOMEWOOD SUITES

Enhanced Data

Summary Lodging Information

Hotel Folio: [blank]
 Room Rate: 115.00
 Check In Date: 12/01/2017
 Number of Nights: 4

Summary Lodging Totals

Mini Bar	0.00	Business Center	0.00
Telephone	22.50	Prepaid	0.00
Gift Shop	0.00	Room Tax	36.79
Laundry	0.00	Other Charges	325.00
Valet	0.00	USC Travel Advance	0.00
Movie	0.00		
Health Club	0.00		
Food & Bev	0.00		

Detail Lodging Totals

Detail Lodging

Lodging Detail 1 | Lodging Detail 2

Charge Date	Room Rate	Mini Bar	Telephone	Gift Shop	Laundry	Valet	Movie	Health Club	Food & Bev
12/01/2017	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00
12/04/2017	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00

d. Car Rental

Car Rental information may display the daily rate, renter name and additional totals such as insurance and fuel.

The screenshot shows the University of South Carolina My Wallet interface. The main window displays a list of transactions. A popup window titled "Enhanced Data" is open, showing details for a car rental transaction. The popup includes a "Return" button at the bottom left.

Transaction Details:

- Transaction Date: 11/18/2017
- Transaction Amount: 57.76 USD
- Expense Type: AUTO RENTAL

Rental Information:

- Checkout Date: 11/18/2017
- Days Rented: [blank]
- Daily Rate: 0.00
- Weekly Rate: 0.00
- Class Code: [blank]
- Rental Number: D734000
- Renter Name: VANCE/GRINSELL
- Return Location: [blank]

Rental Totals:

Insurance	0.00	One-Way Drop Off	0.00
Telephone	0.00	Regular Mileage	0.00
Late Return	0.00	Extra Mileage	0.00
Auto Towing	0.00	Fuel	0.00
		Tax	0.00

Main Window Table (Visible Rows):

Mark for Delete	Date	Description	Amount	Transaction ID	Enhanced Data
<input type="checkbox"/>	12/12/2017				Enhanced Data
<input type="checkbox"/>	12/12/2017				Enhanced Data
<input type="checkbox"/>	12/10/2017				Enhanced Data
<input type="checkbox"/>	12/05/2017				Enhanced Data
<input type="checkbox"/>	12/05/2017				Enhanced Data
<input type="checkbox"/>	11/22/2017				Enhanced Data
<input type="checkbox"/>	11/18/2017				Enhanced Data
<input type="checkbox"/>	11/17/2017				Enhanced Data
<input type="checkbox"/>	11/17/2017				Enhanced Data
<input type="checkbox"/>	09/28/2017	FREIGHT, EXPRESS AND DELIVERIES		UPS*00000015XA86367	Enhanced Data
<input type="checkbox"/>	09/28/2017	FREIGHT, EXPRESS AND DELIVERIES		UPS*1ZF66F011399460787	Enhanced Data

e. Purchasing Details

The purchasing details displays the supplier name and MCC. Additional details break down the purchase by displaying the item information, qty and price.

Enhanced Data

Transaction Date 11/22/2017 Expense Type Procurement Card
 Transaction Amount 172.24 USD Expense Description OFFICE SUPPLIES

Summary Purchasing Data

Supplier Name STAPLES #941 Total Tax Amount 0.00
 Supplier State Tax Rate 0.0000
 Supplier Postal Code 172010000 Purchase ID
 MCC 0511

Detail Purchasing Data

Line	Item Code	Item Description	Quantity	Price	UOM	Item Total	Product Code	Purchase ID	Tax Charged
1	000327421	BROTHER PC301 FAX CARTRIDGE	1.0000	22.9900		19.99	000327421		
2	000395509	FREE FLYER RECYCLE	1.0000	0.0000		0.00	000395509		
3	000395624	FREE FLYER SEPTEMBER	1.0000	0.0000		0.00	000395624		
4	000452559	STAPLES 25PK DISKS COLOR I	1.0000	19.9900		8.99	000452559		
5	000457447	BROTHER PPF775 PLAIN PAPER	1.0000	149.9900		99.99	000457447		
6	000139584	DENN HI-LITER FLUOR YEL DZ	1.0000	10.9200		5.69	000139584		

f. Shipping

Shipping information such as UPS and FedEx display the tracking number and description.

Enhanced Data

Transaction Date 09/28/2017 Expense Type Procurement Card
 Transaction Amount 18.16 USD Expense Description FREIGHT,EXPRESS AND DELIVERIES

Supplier Details

Line	Tracking Number	Net Amount	Description	Pickup Date	Customer Number	Tax Amount	Discount Amount	UOM
1 1	00000015XA86367	18.16	SHIPPING SERVICES	09/09/2017	00000015XA86367	0.00	0.00	