

## Field Descriptions for PCard - MOPS menu options

Field Name	Description
<b>Acct</b>	Six digit account code
<b>Actv</b>	Six digit activity code
<b>Alias</b>	A shortcut or “hotkey” to a pre-defined FOAPAL created using the Maintain FOAPAL aliases menu.
<b>Alias Name</b>	Entered when creating an Alias – this name will appear in the pull down Action menu when reconciling transactions using the Pcard Transaction Reconciliation menu.
<b>Amount (CDN)</b>	The transaction amount in Canadian dollars including taxes.
<b>Amount (Other)</b>	The transaction amount in the original currency (if applicable).
<b>Appl Ref #</b>	Unique identification number assigned to each issued credit card.
<b>Approval Date</b>	The date when the transaction was approved by the Approval Delegate or the Fund Financial Manager/Principal Investigator.
<b>Approvers</b>	The person who approved the transaction: Level 10 Approver = Approval Delegate Level 20 Approver = Fund Financial Manager/Principal Investigator
<b>Audit #</b>	Unique identification number assigned to a transaction when uploaded into MOPS. This number will appear on financial statements as the Supplier Invoice number.
<b>Banner Doc #</b>	Invoice number, starting with IC or IB, assigned once approved transactions are fed into Banner.
<b>Base Amt</b>	The amount before taxes.
<b>Card OR Card Number</b>	Procurement Card number
<b>Cardholder</b>	Name of the individual in whose name the Procurement Card has been issued.
<b>Cardholder ID</b>	The McGill ID of the Cardholder.
<b>Chart</b>	Chart of Accounts code. Defaults as “1”. Do not change this code.
<b>Charged</b>	The amount charged to the FOAPAL before taxes for the transaction.
<b>Charged GST</b>	The GST amount charged to the FOAPAL for the transaction
<b>Charged QST Assess</b>	The QST amount charged to the FOAPAL for the transaction
<b>Common Accts</b>	A list of most commonly used account codes for reconciling PCard transactions
<b>Departmental PCard Reconciler</b>	The name of the person who reconciled the transaction.
<b>Detail Status</b>	Appears under the Charge Details of a transaction when querying transactions using the PCard Reporting menu. Provides status information for each detail line of a transaction (for FOAPAL splits) and qualifies the Trans Status. <i>See <a href="#">Status and Transaction Types explained (PDF file)</a>.</i>
<b>Dispute Date</b>	Appears when clicking on a hyperlinked Audit # when querying transactions using the PCard Reporting menu. Date the transaction was disputed in MOPS by the Departmental PCard Reconciler.
<b>Dispute Reason</b>	Appears when clicking on a hyperlinked Audit # when querying transactions using the PCard Reporting menu. Entered by the Departmental PCard Reconciler when disputing a charge using the Pcard Transaction Reconciliation menu.
<b>End Date</b>	Recommended to use when searching by Cardholder ID in the PCard Approval History menu and when searching for a particular transaction type in the PCard Reporting menu. PCard Approval History menu - must be entered in the format DD-MON-YYYY.
<b>Fed to Finance</b>	Appears when clicking on a hyperlinked Audit # when querying transactions using the PCard Reporting menu. The date the transaction was posted to the Finance Ledgers.
<b>FOAPAL</b>	Fund, Organization, Account, Program, Activity and Location that the transaction was charged to.
<b>FST Reconciled</b>	A Financial Services Team Manager (FSTM) reconciled the Pcard transaction to a Research Grant/Contract.
<b>Fund</b>	Six digit fund code
<b>GST Amt</b>	Good and Services Tax Amount
<b>Ledger Amt</b>	Amount that will appear in the Actuals on Financial Statements

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<b>Level</b>	Approval Level: Level 10 Approver = Approval Delegate Level 20 Approver = Fund Financial Manager/Principal Investigator
<b>Loaded Date</b>	Date the Central Pcard Administration Team loaded the transactions from the bank to MOPS.
<b>Locn</b>	Six digit location code
<b>Manual Acct</b>	Field to manual enter in the account code to charge when reconciling transactions in the PCard Transaction Reconciliation menu.
<b>Merchant Country</b>	The country of the Merchant/Supplier.
<b>Merchant OR Merchant Name / Item Name</b>	Name of the Supplier where the purchase was made
<b>Merchant Province</b>	The Province, the Merchant is located at.
<b>Orgn</b>	Five digit organization code. Do not change this code. The system will automatically correct Org codes that do not match the current Fund defaults.
<b>Orig AMT and Country</b>	The amount of the original transaction and the country.
<b>Posting Date</b>	Date the bank posted the transaction
<b>Process Date</b>	The date the transaction was processed by the bank.
<b>Prog</b>	Four digit program code. Do not change this code. The system will automatically correct Program codes that do not match the current Fund defaults.
<b>QST Amt</b>	Quebec Sales Tax Amount
<b>QST Assess</b>	Quebec Sales Tax Assessment amount
<b>Queue and Description</b>	The name of the approval queue at which the transaction is "Waiting for Approval".
<b>Receipt</b>	Uploaded supporting documents for a transaction.
<b>Ref #</b>	Reference number supplied by the bank or the Merchant. Clicking on a hyperlinked reference numbers will display details of items purchased, as provided by the Merchant to the bank.
<b>Report Title</b>	Name of a report which may be entered when using the PCard Reporting menu (optional).
<b>Split Amount</b>	The amount entered to charge a FOAPAL when using the "Split FOAPAL" option.
<b>Start Date</b>	Recommended to use when searching by Cardholder ID in the PCard Approval History menu and when searching for a particular transaction type in the PCard Reporting menu. PCard Approval History menu - must be entered in the format DD-MON-YYYY.
<b>Status</b>	<ul style="list-style-type: none"> <li>Search criteria in the PCard Approval History menu. Provides status information for each transaction at the header level.</li> <li>Appears when clicking on a hyperlinked Audit # when querying transactions using the PCard Reporting menu. In this case, Status refers to Trans Status.</li> </ul> <p>See <a href="#">Status and Transaction Types explained (PDF file)</a>.</p>
<b>Trans Amt</b>	The amount of the transaction.
<b>Trans date</b>	Date the purchase was made
<b>Trans Status</b>	Appears when querying transactions using the PCard Reporting menu. Provides status information for each transaction at the header level. See <a href="#">Status and Transaction Types explained (PDF file)</a> .
<b>Transaction Type</b>	Search criteria in the PCard Reporting menu. See <a href="#">Status and Transaction Types explained (PDF file)</a> .
<b>Transaction end date</b>	See <a href="#">End Date</a> .
<b>Transaction start date</b>	See <a href="#">Start Date</a> .