

# How To Maintain FOAPAL Aliases

## What is an Alias?

- An alias is a shortcut or “hotkey” to your FOAPALs.
- Allows you to create a list of FOAPAL favorites for you to use when reconciling PCard transactions.
- Aliases provide users with the quickest method to reconcile transactions.
- Aliases can be applied to one or more PCards at a time.

**Note:** Any alias that contains an invalid Organization or Program code will automatically be updated with the correct defaults when the alias is used. However, any alias that contains an invalid Fund, Activity or Location code will no longer be displayed in your personal list of aliases. A new alias will need to be created with valid FOAPAL elements.

## How to create a FOAPAL Alias:

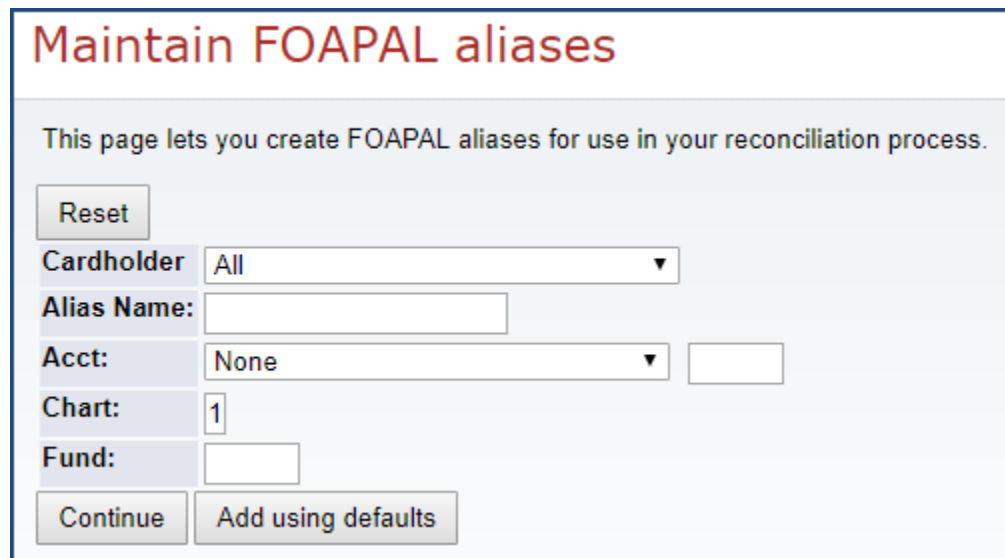
1. Log in to **Minerva** (<http://www.mcgill.ca/minerva>)
2. Go to the **Finance (Fund) Administration Menu**.
3. Select the **PCard – MOPS Menu**.
4. Choose **Maintain FOAPAL aliases**.

**Note:** There are 2 methods to create an alias:

**Split FOAPALs** cannot be used when using the Alias method.

**Method 1:** Create an alias for **one** card holder.

5. Select the **Cardholder** in the cardholder drop down list.



The screenshot shows a web form titled "Maintain FOAPAL aliases". Below the title is a light blue box with the text: "This page lets you create FOAPAL aliases for use in your reconciliation process." Below this box are several input fields and buttons. On the left is a "Reset" button. The "Cardholder" field is a dropdown menu with "All" selected. The "Alias Name:" field is a text input box. The "Acct:" field is a dropdown menu with "None" selected, followed by an empty text input box. The "Chart:" field is a text input box containing the number "1". The "Fund:" field is an empty text input box. At the bottom are two buttons: "Continue" and "Add using defaults".

6. Type the desired **Name** of the Alias (i.e. Repairs).
7. Type or choose the **Account code** from the drop down menu.
8. Enter the **Fund code**.

## How To Maintain FOAPAL Aliases

### Maintain FOAPAL aliases

This page lets you create FOAPAL aliases for use in your reconciliation process.

Reset

Cardholder: [Dropdown]

Alias Name: Repairs

Acct: Repairs and Maintenance (700002) [Dropdown]

Chart: 1

Fund: [Dropdown]

Continue Add using defaults

9. Click on **Add using defaults** to apply the FOAPAL defaults to the alias.

OR,

10. Click on **Continue** to specify **Activity or Location Code**.

11. Type the **Activity or Location Code**.

12. Click on **Add** to create the alias.

### Maintain FOAPAL aliases

This page lets you create FOAPAL aliases for use in y

Reset

Cardholder: [Dropdown]

Alias Name: Repairs

Acct: Repairs and Maintenance (700002) [Dropdown]

Chart: 1

Fund: [Dropdown]

Orgn: [Dropdown]

Prog: 2000

Actv: 100102

Locn: 000000

Add

13. A message **FOAPAL added** will appear.

14. The new alias will be added to your personal list displayed under **Cards you manage**.

## How To Maintain FOAPAL Aliases

Cards you manage								
Cardholder	Alias	Chart	Fund	Orgn	Acct	Prog	Actv	Locn
Repairs	1	700002	2000	000016	000001			<a href="#">Delete</a>

15. To return to the main menu, click on the **Menu** link at the top right of the screen.

**Method 2:** Create an alias for all Cardholders you administer

5. Select **All** from the Cardholder drop down menu.
6. Type the desired **Name** of the Alias (i.e. Repairs).
7. Type or choose the **Account code** from the drop down menu.
8. Enter the **Fund code**.

### Maintain FOAPAL aliases

This page lets you create FOAPAL aliases for use in your reconciliation process.

Cardholder:

Alias Name:

Acct:

Chart:

Fund:

9. Click on **Add using defaults** to apply the FOAPAL defaults to the alias.

OR,

10. Click on **Continue** to specify **Activity or Location Code**.
11. Type the **Activity or Location Code**.
12. Click on **Add** to create the alias.
13. A message **FOAPAL added** for each cardholder will appear.

### Maintain FOAPAL aliases

FOAPAL alias added for

FOAPAL alias added for

FOAPAL alias added for

## How To Maintain FOAPAL Aliases

14. The new aliases will be added to your personal list displayed under **Cards you manage**.
15. To return to the main menu, click on the **Menu** link at the top right of the screen.

### How to delete a FOAPAL Alias

1. In your personal list of FOAPAL aliases, click on the Delete link to delete an alias.
2. The Alias will be immediately deleted from your personal list.

Cards you manage									
Cardholder	Alias	Chart	Fund	Orgn	Acct	Prog	Actv	Locn	
[REDACTED]	Printing	1	[REDACTED]	[REDACTED]	700010	2000	000000	000000	<a href="#">Delete</a>
[REDACTED]	Repairs	1	[REDACTED]	[REDACTED]	700002	2000	000016	000001	<a href="#">Delete</a>
[REDACTED]	Printing	1	[REDACTED]	[REDACTED]	700010	2000	000000	000000	<a href="#">Delete</a>
[REDACTED]	Repairs	1	[REDACTED]	[REDACTED]	700002	2000	000016	000001	<a href="#">Delete</a>

### How to use a FOAPAL Alias

**Note:** There are two methods to use a FOAPAL alias when reconciling PCard transactions in the PCard Transaction Reconciliation menu.

1. Log in to Minerva (<http://www.mcgill.ca/minerva>)
2. Go to the **Finance (Fund) Administration Menu**
3. Select the **PCard – MOPS Menu**
4. Select the **PCard Transaction Reconciliation** menu option.
5. You will be prompted with a disclaimer. Read the statement and acknowledge by clicking on “*I Understand and acknowledge the preceding statement*”
6. If you are the **Cardholder**: All unreconciled transactions will automatically be displayed on the screen.

If you are a **Departmental PCard Reconciler**: You will be presented with a list of Cardholder names for whom you may reconcile transactions. Click on the name of the Cardholder you wish to reconcile the transactions for. Unreconciled transactions associated to the selected Cardholder will then be displayed.

Merchant Name / Item Name	Ref #	Audit #	Trans date	Amount(CDN)	Amount(Other)	Select Action
[REDACTED]	277571256	[REDACTED]	06-MAR-2019	106.93		Printing ▼
[REDACTED]	277571269	[REDACTED]	06-MAR-2019	604.31		Repairs ▼

#### **Method 1: Apply to Selected Transactions**

## How To Maintain FOAPAL Aliases

- For one or more transactions, from the **Select Action** drop down list, select the **Alias** name to charge.
- Click On **Continue for Method 1**

### Method 1: Apply to Selected Transactions

Enter a Fund / Acct combination to apply to selected Charge FOAPAL or Split FOAPAL.

**Fund**  **Common Accts**  **Manual Acct**

- Click on the button **Enter Purchase Description** for the transaction.
- Click on the **Add** button to upload the respective supporting documents (if applicable). The uploaded documents must be in PDF format.

Charge to Aliases

Audit #	Merchant	Ref #	Trans Date	Amount(CDN)		
201903260000122	Citizen&Imm-Eapps Enrl	280786055	25-MAR-2019	230.00	<input type="button" value="Enter Purchase Description"/>	Receipt: <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Alias  
Repairs 1 100961 00157 700002 2000 000016 000001

This is the Final Reconciliation. You cannot unreconcile a transaction after you choose Complete. These transactions will automatically be posted to Banner once approved by the FFM or delegate.

- Confirm** that all FOAPAL information is correct.
- Click on **Complete**  
Or, **Cancel** if you do not want to reconcile the transactions.
- A **Confirmation** screen will be displayed with the message: *Print this page, attach your original receipts and file in compliance with McGill University's Records Retention Schedule.*  
**DO NOT** use the browser's back button as duplicate transactions may occur.

The following transaction(s) was (were) reconciled and have been submitted for approval. **Reminder: DO NOT use the browser's back button as duplicate transactions may occur.**

Print this page, attach your original receipts and file in compliance with McGill University's Records Retention Schedule.

Charge to Aliases

Audit #	Merchant	Ref #	Trans Date	Trans Amt	Base Amt	GST Amt	QST Amt	Ledger Amt	C.F.	O A P A L						
201903260000112	Citizen&Imm-Eapps Enrl	280786054	25-MAR-2019	230.00	200.04	18.00	19.95	230.00	1	100961	00157	700010	2000	000000	000000	<input type="button" value="View Purchase Description"/>

**NOTE:** If you forget to print this page, you can use the PCARD reporting function to generate a report.

# How To Maintain FOAPAL Aliases

## Method 2: Apply to All Transactions on this Page

Note: All transactions on this page that are set to “None” in the **Select Action** column will be approved.

- In the **Method 2** section, select the **Alias** name to charge for all transactions.

### Method 2: Apply to All Transactions on this Page

Enter a **Fund / Acct** combination or an **Action** to apply to all transactions set to **None**.

Fund	Common Accts	Manual Acct	Or Action	
<input type="text"/>	None ▼	<input type="text"/>	Repairs ▼	<input type="button" value="Continue for Method 2"/>

- Click on the **Continue for Method 2** button.
- Click on the button **Enter Purchase Description** for each of the transactions.
- Click on the **Add** button to upload the respective supporting documents (if applicable). The uploaded documents must be in PDF format.

Charge to Aliases

Audit #	Merchant	Ref #	Trans Date	Amount(CDN)			
201903260000122	Citizen&Imm-Eapps Enrl	280786055	25-MAR-2019	230.00	↓	<input type="button" value="Enter Purchase Description"/>	Receipt: <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Alias  
Repairs 1 100961 00157 700002 2000 000016 000001

This is the Final Reconciliation. You cannot unreconcile a transaction after you choose Complete. These transactions will automatically be posted to Banner once approved by the FFM or delegate.

- Confirm** that all FOAPAL information is correct.
  - Click on **Complete**
- Or, **Cancel** if you do not want to reconcile the transactions.
- A **Confirmation** screen will be displayed with the message: *Print this page, attach your original receipts and file in compliance with McGill University's Records Retention Schedule.* **DO NOT** use the browser's back button as duplicate transactions may occur.

The following transaction(s) was (were) reconciled and have been submitted for approval. **Reminder: DO NOT use the browser's back button as duplicate transactions may occur.**

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Charge to Aliases

Audit #	Merchant	Ref #	Trans Date	Trans Amt	Base Amt	GST Amt	GST Amt	Ledge Amt	CF Amt	O	A	P	A	L		
201903260000112	Citizen&Imm-Eapps Enrl	280786054	25-MAR-2019	230.00	200.04	10.00	19.95	230.00	1	100961	00157	700010	2000	000000	000000	<input type="button" value="View Purchase Description"/>

**NOTE:** If you forget to print this page, you can use the PCARD reporting function to generate a report.