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.

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.
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Maintain FOAPAL aliases

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

Reset
Cardholder: [Redacted]
Alias Name: Repairs
Acct: Repairs and Maintenance (700002)
Chart: 1
Fund: [Redacted]

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.

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

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.
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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.

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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.

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Method 1: Apply to Selected Transactions
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7. For one or more transactions, from the Select Action drop down list, select the Alias name to charge.
8. 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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Common Accts</th>
<th>Manual Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

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

11. Confirm that all FOAPAL information is correct.
12. Click on Complete
   Or, Cancel if you do not want to reconcile the transactions.
13. 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.

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

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

8. Click on the **Continue for Method 2** button.

9. Click on the button **Enter Purchase Description** for each of the transactions.

10. Click on the **Add** button to upload the respective supporting documents (if applicable). The uploaded documents must be in PDF format.

11. **Confirm** that all FOAPAL information is correct.

12. Click on **Complete**

Or, **Cancel** if you do not want to reconcile the transactions.

13. 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.**

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