

How to approve or disapprove reconciled PCard transactions in MOPS

Approve All						Submit						Reset											
Merchant Name / Item Namex				Audit #				Reconciler				Trans Date				Orig AMT and Country				Amount(CDN)			
																18.41 (CAN)				24.09			
FOAPAL				Ledger Amount				Action				Disapproval Reason / Comments											
-700002-1013-000000-000000				24.09				None				v											
Purchase Description																				View Receipt			
Amazon.Ca				201708200000420				150650036 - Antonietta Sciannablo				18-AUG-2017				30.12 (CAN)				30.12			
FOAPAL				Ledger Amount				Action				Disapproval Reason / Comments											
-700021-1000-000000-000000				30.12				None				v											
Purchase Description																				View Receipt			
Approve All						Submit						Reset											

1. If you have received an email notification, **click** on the link in the email (log in is required). It will bring you to the PCard Transaction Approval screen in Minerva.
OR
If you have not received an email:
 - o Log in to Minerva (<http://www.mcgill.ca/minerva>)
 - o Go to the **Finance (Fund) Administration Menu**
 - o Select the **PCard – MOPS Menu**
 - o Select the **PCard Transaction Approval** menu option.
2. Any transactions, pending your approval, will automatically be displayed on the screen.
3. *Optional:* Click on the **View Receipt** hyperlink to view the uploaded supporting documents for the transaction.
4. *Optional:* If you want to change the Account, Activity or Location code, click on the **FOAPAL link**. A new window with the most Common Account codes will open and you may enter new FOAPAL values in the Account, Activity or Location fields. Click **OK** to close.

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Enter new FOAPAL values

Common Accounts:



- 700001 - Materials and Supplies
- 700002 - Repairs and Maintenance
- 700003 - Scientific Equipment
- 700005 - Office Equipment
- 700006 - Computer Equipment
- 700010 - Printing
- 700012 - Miscellaneous
- 700017 - Books
- 700021 - Membership Dues
- 700029 - Computing Software
- 700042 - Advertising/Publicity
- 700251 - Pagers
- 700269 - High Speed Links
- 700408 - Manual & Subscriptions
- 700504 - Courier
- 700505 - Stationery
- 700563 - Cell Phones

Account Code

Activity Code

Location Code

5. For each listed FOAPAL and Ledger Amount combination (see yellow highlight above), select an **Action** from the drop down list:
- None: If left as is, no action will be taken when you click on Submit. The transaction remains with the status “waiting for approval”. If not approved on time, the transaction will be posted to the default FOAPAL, regardless of the FOAPAL entered at the time of reconciliation.
 - Approve: Once you click on Submit, the transaction will be sent for posting to the ledger.
 - Disapprove: If disapprove is selected, a reason and/or explanation for how the transaction should be reconciled (charge FOAPAL xxxxxx, change the amount of the split, etc.) must be entered. Disapproved transactions will need to be reconciled again. Once you click on Submit, the associated Reconciler and prior Approver(s) (in the case of a FOAPAL split) will receive an email notification with the entered disapproval reason/comments.

	<p>TIP – Approve All:</p> <p>To apply the Action “Approve” to all transactions listed on the page, click the Approval All button. If needed, you may still select a different Action for any of the FOAPAL and Ledger Amount combinations.</p>
	<p>TIP - Reset:</p> <p>To clear all selected Actions and Disapproval Reason/Comments, click the Reset button.</p>

6. Once done, click on **Submit**.
7. A pop-up window will be displayed confirming the action taken for the transaction(s) or prompting you with further action to take.