What is an Alias?

- An alias is a shortcut or “hotkey” to your FOAPALs.
- Aliases provide users with the quickest method to approving transactions.
- Aliases can be applied to one or more PCard at a time.

How to Maintain FOAPAL Aliases

- Select Maintain FOAPAL aliases

Create a FOAPAL Alias

There are two methods to create an alias.

Method 1

Create an alias for one card holder

- Select the Cardholder in the cardholder drop down list
- Type the desired Name of the Alias (i.e: Printing charges)
- Choose the Account code from the drop down menu or type the Account code
- Type the Fund code
- Click Add using defaults to apply the FOAPAL defaults to the alias

OR

- Click on Continue to specify an Activity or Location to code.
  - a) Type the Activity or Location code
  - b) Click on Add to create the alias
HOW TO MAINTAIN FOAPAL ALIASES

**Method 1**
Create an alias for yourself as cardholder

- Select **Cardholder** drop down list
- Select **Name** of the Alias (i.e. Printing charges)
- Choose the **Account** code from the drop down menu or type the **Account** code
- Type the **Fund** code
- Click **Add using defaults** to apply the FOAPAL defaults to the alias
  
- **Continue** to specify an Activity or Location to code.
  
  a) Type the preferred **Activity** or **Location** code
  
  b) Click on **Add** to create the alias

**Method 2**
Create an alias for all card holders you administer

- Select **All** in the Cardholder drop down list
- Type the desired **name** of the Alias (i.e. Printing charges)
  
  a) Type the preferred **Activity** or **Location** code
  
  b) Click on **Add** to create the alias

- **Choose the Account** code from the drop down menu or type the **Account** code
- Type the **Fund** code
- Click **Add using defaults** to apply the FOAPAL defaults to the alias
  
- **Click on Menu** to return to the MOPS main menu

A message ‘**FOAPAL added**’ will appear

The new alias will be added to your personal list displayed by cardholder

Click on **Menu** to return to the MOPS main menu
HOW TO MAINTAIN FOAPAL ALIASES

- A message ‘FOAPAL added’ for each cardholder will appear.
- The new aliases will be added to your personal list displayed by cardholders that you manage.
- Click on Menu to return to the MOPS main menu.

**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.

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

**How to use a FOAPAL Alias**
There are two methods to use a FOAPAL alias.

**Method 1**
1. **Apply to Selected Transactions**
   - Select Action from the drop down menu related to the transaction
   - Choose the Alias name to charge the transaction
## HOW TO MAINTAIN FOAPAL ALIASES

### 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>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Click on Continue for Method 1**

### 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'.

<table>
<thead>
<tr>
<th>Action</th>
<th>Common Accts</th>
<th>Manual Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>None</td>
<td>Split FOAPAL</td>
</tr>
</tbody>
</table>

### Charge toAliases

<table>
<thead>
<tr>
<th>Audit #</th>
<th>Merchant</th>
<th>Ref #</th>
<th>Trans Date</th>
<th>Trans Base Amt</th>
<th>GST Amt</th>
<th>QST Amt</th>
<th>Ledger CF Amt</th>
<th>O</th>
<th>A</th>
<th>P</th>
<th>A</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>20041029000000425</td>
<td>The Post Graduate</td>
<td>6518583026-OCT-04</td>
<td>33.58</td>
<td>29.20</td>
<td>2.04</td>
<td>2.34</td>
<td>33.58</td>
<td>165391</td>
<td>00345</td>
<td>70010</td>
<td>4104</td>
<td>000000</td>
</tr>
</tbody>
</table>

- **Confirm** that all FOAPAL information is correct
- **Click on Approve**
- **OR**
- **Click on Cancel** to cancel the approval and return to the transaction list.

**Important:** The Approve button is the Final approval. You cannot unapprove a transaction after you choose Approve.

Finally, print this page, attach your original receipts and file in accordance with the University’s records retention schedule.

**Processed transaction for cardholder 123456789 Jane Smith - Confirmation**

**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**

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Common Accts</th>
<th>Manual Acct Or Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Printing</td>
</tr>
</tbody>
</table>

- Click on **Continue for Method 2**

**Charge to Aliases**

<table>
<thead>
<tr>
<th>Audit #</th>
<th>Merchant</th>
<th>Ref #</th>
<th>Trans Date</th>
<th>Amount</th>
<th>Alias</th>
</tr>
</thead>
<tbody>
<tr>
<td>200410230000345</td>
<td>The Post Graduate</td>
<td>66301198</td>
<td>28-OC-04</td>
<td>13.45</td>
<td></td>
</tr>
<tr>
<td>200410230000344</td>
<td>Future Shop/Internet</td>
<td>66301197</td>
<td>27-OC-04</td>
<td>92.01</td>
<td></td>
</tr>
</tbody>
</table>

Confirm that all FOAPAL information is correct

- Click on **Approve**
- Click on **Cancel** to cancel the approval and return to the transaction list.

**Important:** The Approve button is the Final approval. You cannot unapprove a transaction after you choose Approve. These approved transactions will automatically be posted to Banner.

Finally, print this page, attach your original receipts and file in accordance with the University’s records retention schedule.

**Processed transaction for cardholder 123456789 Jane Smith - Confirmation**

**Charge to Aliases**

<table>
<thead>
<tr>
<th>Audit #</th>
<th>Merchant</th>
<th>Ref #</th>
<th>Trans Date</th>
<th>Trans Base Amt</th>
<th>GST Amt</th>
<th>QST Ledger CF Amt</th>
<th>O Amt</th>
<th>A P A T A L Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>200410230000345</td>
<td>The Post Graduate</td>
<td>66301198</td>
<td>28-OC-04</td>
<td>13.45</td>
<td>11.69</td>
<td>82</td>
<td>94</td>
<td>160981 00346 700010 4104 000000 000000</td>
</tr>
<tr>
<td>200410230000344</td>
<td>Future Shop/Internet</td>
<td>66301197</td>
<td>27-OC-04</td>
<td>92.01</td>
<td>79.99</td>
<td>5.90 6.42</td>
<td>92.01</td>
<td>160981 00346 700010 4104 000000 000000</td>
</tr>
</tbody>
</table>

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