How to use the PCard Approval History menu option in MOPS

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 Approval History menu option.
5. By default, all transactions “Waiting for Approval” will be displayed.
6. Click on the “+” sign in front of a transaction to view approval details/status, such as FOAPAL(s) charged and the associated Approver(s):

   ![PCard Approval History menu](image)

   Note:
   Level 10 Approver = Approval Delegate
   Level 20 Approver = Fund Financial Manager/Principal Investigator
   Level 50 Approver = Central Fund Administrator (if applicable)

7. Optional: Click on the View hyperlink in the Receipt field to view the uploaded supporting documents for the transaction.
   NOTE: If there are no transactions awaiting approval, the following message will be displayed - *No transactions found for the specified search criteria*

To view the approval history of transactions:

1. Enter at least one criterion to define the search:
   - **Audit #**: A system generated number. This number will appear on financial statements as the Vendor Invoice number.
   - **Banner Doc #**: Invoice number, starting with IC, assigned once a transaction has been posted to the Ledger.
   - **Cardholder ID**: The McGill ID of the cardholder
   - **Start Date, End Date**: Must be entered in the format DD‐MON‐YYYY. Recommended to use when searching by Cardholder ID or Audit #
   - **Appl Ref#:** Unique identification number assigned to each issued credit card.
2. Click List.
3. Click on the “+” sign in front of a transaction to view approval details/status, such as FOAPAL(s) charged and the associated Approver