



## How to use the PCard Reporting menu option in MOPS

### PCARD Reporting

Select the criteria below to define your transaction search, then click **Submit**.

Cardholder	All
Transaction type	All
Transaction start date	4 - DEC - 2015
Transaction end date	4 - DEC - 2015
Merchant name	
Report Title	
Order By	Process Date

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 Reporting** menu option
5. Select/enter the criteria to define your search. Merchant name and Report title are optional fields.

	<b>TIP – Cardholder field:</b> Leave as “All” to view transactions for all PCards you have access to, otherwise, select a Cardholder name from the drop down list.
	<b>TIP – Transaction type field:</b> <u>Reconciled</u> <ul style="list-style-type: none"><li>• Select this option to view transactions which were reconciled by a Cardholder or PCard Administrator AND to view transactions which were auto-reconciled.</li><li>• Transactions with a detail status of auto-reconciled were <u>not</u> reconciled on time – they were assigned the default FOAPAL and sent for approval.</li></ul> <u>Approved</u> <ul style="list-style-type: none"><li>• Select this option to view transactions which were approved by a Fund Financial Manager/Principal Investigator or their Delegate AND to view transactions which were auto-approved.</li><li>• Transactions with a detail status of auto-approved were <u>not</u> approved on time – they were posted to the default FOAPAL.</li></ul>

6. Optional – Select the columns to display and in what order for Transactions, FOAPALs, and Line Items.
7. Click on **Submit**  
OR  
Click on **Reset** to reset the search criteria and field selections.

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8. Transactions and fields that match the entered search criteria will be displayed.

Transaction Detail										Charge Details					
Merchant Name	Process Date	Audit #	Trans AMT	Charged	Charged GST	Charged QST Assess	Receipt	Trans Status	Reconciler	Fund	Acct	Amount	GST Amt	QST Amt	Detail Status
The Computer Media Gro		<a href="#">201703220000079</a>	906.14	788.12	39.41	78.61		Approved			700001	788.12	39.41	78.61	Approved
Amazon Web Services		<a href="#">201704040000096</a>	.88	.77	.04	.08		Approved			700269	.77	.04	.08	Approved
Amazon Web Services		<a href="#">201704040000097</a>	8.37	7.28	.36	.73		Approved			700269	7.28	.36	.73	Approved
Engineering Undergradu		<a href="#">201704110000053</a>	5.90	5.13	.26	.51		Approved			700010	5.13	.26	.51	Approved
Amazon Web Services		<a href="#">201705030000249</a>	4.34	3.77	.19	.38		Approved			700269	3.77	.19	.38	Approved
Amazon Web Services		<a href="#">201705090000386</a>	.24	.21	.01	.02		Approved			700269	.21	.01	.02	Approved
Infomine		<a href="#">201705140000128</a>	840.00	800.00	40.00	79.80		Approved			700042	800.00	40.00	79.80	Approved

9. To view additional details, click on the hyperlinked Audit #.

### PCARD Reporting

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**PCARD Transaction Detail**

*Transaction Details (by REPORT NUMBER)*

<b>Card:</b>	
<b>Transaction Date:</b>	
<b>Process Date:</b>	
<b>Posting Date:</b>	
<b>Loaded Date:</b>	
<b>Fed to Finance:</b>	
<b>Transaction Amount:</b>	5.9
<b>Original Currency Amount:</b>	5.9
<b>Merchant:</b>	
<b>Merchant Province:</b>	QC
<b>Merchant Country:</b>	CAN
<b>Status:</b>	Approved
<b>Purchase Description:</b>	
<b>FADM Comment:</b>	

**Funded by**

Chart	Fund	Orgn	Acct	Prog	Actv	Locn	Base Amt	GST	QST	Detail	Status
1			700010	2000	000000	000000	5.13	.26	.51	Approved	