How to reconcile PCard transactions 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 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.

7. For one or more transactions, choose an Action from the drop down list. By default, all Actions are set to None.
   - If the majority of transactions should have the same Action applied, for example - Charge FOAPAL, you have the option to only select an Action for the transactions which should be Split FOAPAL, Dispute or Exclude and to then use Method 2 in the next step to apply the Action – Charge FOAPAL to the remaining transactions in the list (those set to None).

<table>
<thead>
<tr>
<th>Action</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>If using Method 1 in the next step: Transaction set to “None” will not be reconciled at this sitting. If not reconciled at a future date (on time), the transactions will be assigned the default FOAPAL and sent for approval. If using Method 2 in the next step: The selected Action will be applied these transactions.</td>
</tr>
<tr>
<td>Alias Name</td>
<td>If you have created an Alias, a pre-defined FOAPAL to charge using the Maintain FOAPAL aliases menu, the Alias Name will be listed in the Action drop down list. Select this Action to save the step of having to enter in a FOAPAL to charge in the next step.</td>
</tr>
<tr>
<td>- Charge FOAPAL</td>
<td>Assign a single FOAPAL to the transaction in the next step</td>
</tr>
<tr>
<td>= Split FOAPAL</td>
<td>Assign multiple FOAPALs to the transaction in the next screen Note: By default the number of splits required per transaction is listed as 5. You can override and change the number of splits from the drop down list</td>
</tr>
</tbody>
</table>
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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispute</td>
<td>Select if transaction is a fraudulent, merchandise has not been received, duplicate charge etc.</td>
</tr>
<tr>
<td>*Exclude</td>
<td>Select if transaction should be excluded from being charged to the same FOAPAL as the other transactions. Primarily used with Method 2: Apply to all Transactions</td>
</tr>
</tbody>
</table>

8. Decide if using Method 1 or Method 2:

**Method 1** will allow you to reconcile all transactions which do not have an Action of “None” selected. If only Aliases were chosen in Step 7, skip to “c” below, otherwise:

a) Enter the Fund to charge for the transactions in the Fund field for Method 1.

b) Select an Account code from the Common Accts drop down list OR type in the Account code in the Manual Acct field

*Note:* You may choose to leave the Fund and Account code fields blank. This will prompt you to enter them on the next screen, after you

c) Click the Continue for Method 1 button

**Method 2** will allow you to reconcile all transactions on the page, even those with an Action set to “None”, and will respect any of the other Actions selected. If you plan to select an Alias to be applied to all transactions set to “None”, skip to “c” below, otherwise:

a) Enter the Fund to charge for the transactions in the Fund field for Method 2.

b) Select an Account code from the Common Accts drop down list OR type in the Account code in the Manual Acct field.

c) Select an Action from the drop down list to be applied to all transactions with an Action set to “None”

d) Click the Continue for Method 2 button

9. **Charge FOAPAL Section**

**Option 1:**

- If you have left the Fund and Account code fields blank:
  - Enter the Fund to charge for the transaction in the Fund field.
  - Select an Account code from the Common Accts drop down list OR type in the Account code in the Manual Acct field.
  - Click on Continue. On the next screen, you will be able to add an Activity or Location code (if applicable).

PCARD Transaction Reconciliation

![PCARD Transaction Reconciliation](image)

Need HELP? Contact the Central PCard Administration Team: pcardadministration@mcgill.ca | 514-398-1518

Prepared by Finance Infrastructure and Transaction Services, Financial Services

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Option 2:

- If you have entered the Fund and the Account code on the previous screen:
  - Confirm that the FOAPAL information is correct. You may change the Activity and Location codes (if applicable).

**PCARD Transaction Reconciliation**

- Click on the button **Enter Purchase Description** for the transaction.
- A pop-up window will appear with the following instructions:

  Enter the description of the purchase. In addition, for the expense types listed below charged to Research Grants and Contracts (2F and 2M), adequate justification establishing the direct link to the funded research is required to support the transaction.

  - Computers and computer hardware
  - Specialized software
  - Cell phones and electronic communication devices
  - Specialized courses
  - Books
  - Office and Stationary Supplies
  - Compliance Fees
  - Hospitality and Networking Costs (catering, food for workshop)
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- Enter a description and justification (if needed).
  
  Example
  
  **Description:** Dell Computer
  
  **Justification:** The research involves the study of eye movements and visual perception by measuring large scale neurophysiology data. Pre-processing and analysis of the data collected requires computers with high processing capacity; the Dell T5810 computer is essential to the research and satisfies this requirement.

  **FYI:** Adequate justification demonstrates that the purchase:
  
  - Is directly related to and necessary for the advancement of the funded research;
  - Is for an item not normally provided by the institution;
  - Represents an economical use of research funds; and
  - Relates to a need that is not met by equipment currently available or in the grant holder’s possession.

- Click on Ok.
- Repeat the same steps to enter a purchase description for all listed transactions in this section.
- Click on the Add button to upload the respective supporting documents (if applicable). The uploaded documents must be in PDF format.
  
  **Note:** Reconcilers should upload the respective Supporting Documents at the time of reconciliation. The electronic version of the supporting documents will be retained in MOPS indefinitely and it will facilitate the approval process by the PI/Delegate and the Central Fund Administrator (if any).

  **Having trouble uploading a receipt?** – You may need to open the document, print it as pdf and save it on your computer.

- Repeat the same steps to upload the supporting documents for all listed transactions in this section.
  
  **Optional:**
  
  - Click on the View button to view the uploaded documents.
  - Click on the Remove button to delete the uploaded documents.
10. **Disputes**
   - If you have selected *Dispute* in the *Select Action* field in the first screen, enter a reason for the dispute.

11. Note: This is the Final Reconciliation. You cannot unreconcile a transaction after you choose *Complete*. These transactions will automatically be posted to Banner once approved by the FFM or delegate.
    
    Click on *Complete*. If transactions were disputed, you will need to click on *Continue* and then *Complete*.

12. 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.*

    **PCARD Transaction Reconciliation**

    **Processed transactions for cardholder**

    **Confirmation**

    Print this page, attach your original receipts and file in compliance with McGill University’s Records Retention Schedule.

    **Charge FOAPAL**

    | Audit #  | Merchant | Ref #  | Trans Date | Trans | Amt Base | Amt GST | Amt QST | Amt Ledger | Amt C | P | A | L | View Purchase Description | View Receipt |
    |----------|----------|--------|------------|-------|----------|---------|---------|------------|-------|---|---|---|--------------------------------|------------|
    | 581782300003218 | 460880718 | | 24-09 | | | | | | | | | | | |

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

    - Click on the *View Receipt* button to view the uploaded supporting documents for the transaction.
    - Click on the *View Purchase Description* button to view the entered description for the transaction.