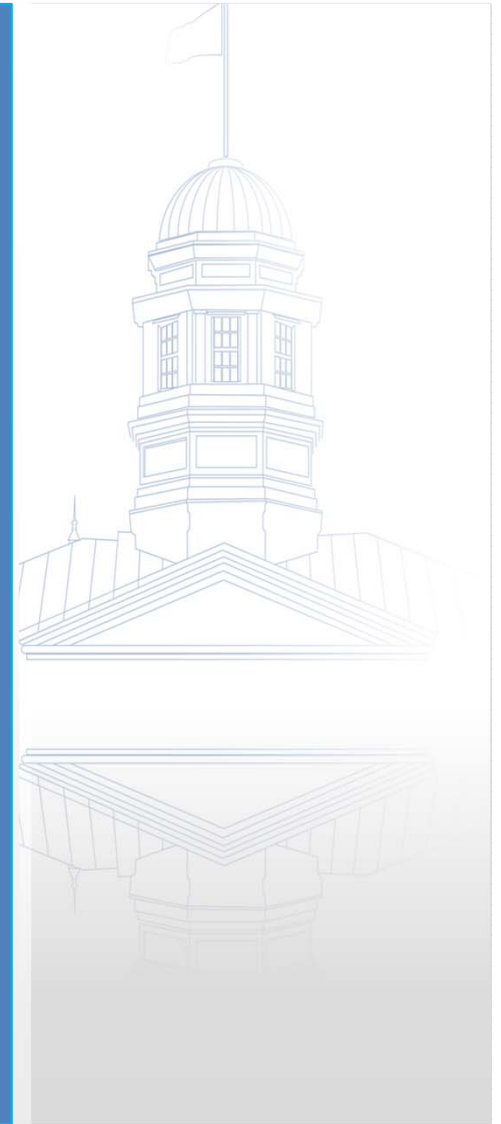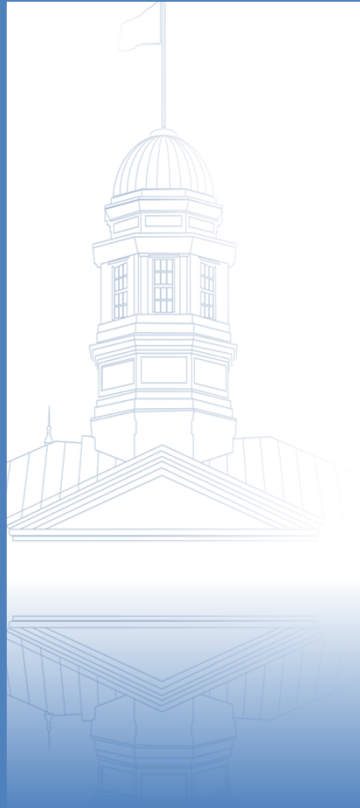# Reconciliation and Approval process for PCard transactions

(Presentation– December 2015)

# PCard Reconciliation and Approval Schedule
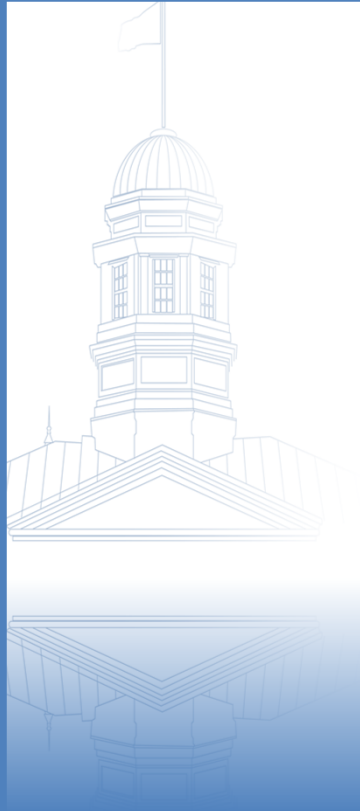
*Effective December 3rd at 9AM*

- **Reconciliation** of PCard transactions must be done in MOPS by the **20th day of the month for the prior month's transactions** unless otherwise noted in the PCard Schedule. If not reconciled on time, the transactions will be assigned the default FOAPAL and sent for approval.

*PCard Approval Schedule has been updated in the Financial Services Knowledge Base (#3865) and on the Financial Services website Month End Deadlines Events channel.*

# PCard Reconciliation and Approval Schedule

*Effective December 3rd at 9AM*

- If a Cardholder or PCard Administrator reconciles a transaction to a fund where they are the FFM/PI or Delegate, they are considered to be **both the Reconciler and the Approver**. In this case, upon reconciliation of a transaction, implicit approval is recorded, and the transaction is posted to the ledger. **They will see no change in process**.

# PCard Reconciliation and Approval Schedule

*Effective December 3rd at 9AM*

- Once reconciled, it is the responsibility of the Approver to **approve prior month's transactions in MOPS by the second to last working day of the current month** unless otherwise noted in the PCard Schedule. If not approved on time, transactions will automatically be posted to the default FOAPAL (using the predetermined account code 700490) regardless of the FOAPAL entered at the time of reconciliation.

*PCard Approval Schedule has been updated in the Financial Services Knowledge Base (#3865) and on the Financial Services website Month End Deadlines Events channel.*

# PCard Reconciliation and Approval Schedule

| Fiscal Period | Calendar Month | Transactions Processing Date | Deadline for Reconciling Transactions in MOPS | Deadline for Approving Reconciled Transactions in MOPS | Posted Month on Banner |
|---|---|---|---|---|---|
| 01 | May(05) | May 2015 | June 29, 2015 | n/a | June 2015 |
| 02 | June (06) | June 2015 | July 29, 2015 | n/a | July 2015 |
| 03 | July (07) | July 2015 | August 27, 2015 | n/a | August 2015 |
| 04 | August (08) | August 2015 | September 29, 2015 | n/a | September 2015 |
| 05 | September (09) | September 2015 | October 29, 2015 | n/a | October 2015 |
| 06 | October (10) | October 2015 | November 27, 2015 | n/a | November 2015 |
| 07 | November (11) | November 2015 | January 08, 2016 | January 20, 2016 | January 2016 |
| 08 | December (12) | December 2015 | January 20, 2016 | January 28, 2016 | January 2016 |
| 09 | January (01) | January 2016 | February 20, 2016 | February 26, 2016 | February 2016 |
| 10 | February (02) | February 2016 | March 20, 2016 | March 30, 2016 | March 2016 |
| 11 | March (03) | March 2016 | April 20, 2016 | April 28, 2016 | April 2016 |
| 12 | April (04) | April 2016 | April 20, 2016 | April 28, 2016 | April 2016 |

# PCard Reconciliation and Approval Schedule

*Effective December 3rd at 9AM*

- **Approvers** will receive email notifications twice daily at 10am and 2pm informing them that there are pending transactions awaiting approval. Email notifications are sent in the order of the approval queue - once the 1st approver approves the transaction, the "next" approver receives the notification email.

# PCard Reconciliation and Approval Schedule

-----Original Message-----
From: McGill-Pending PCard Approval Notification [mailto:do-not-reply.acct@mcgill.ca]
Sent: Monday, November 30, 2015 11:12 AM
To: APPROVER <firstname.lastname@mcgill.ca>
Subject: Finance-PCard Transaction(s) to Approve


Notification sent at: 30-Nov-2015 11:11

There are 5 documents awaiting your approval. Use this link -
https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin?ret_code=xxx - to access PCard Transaction Approval menu in
Minerva.

If you log in and there are no transactions for you to approve, no action is required. This happens when a transaction
has been approved by another delegate or disapproved by another approver/delegate.

Need Help?
Contact the PCard Administration Group at (514)398-1518 or email pcardadministration@mcgill.ca

PLEASE DO NOT REPLY TO THIS EMAIL.

# PCard Reconciliation and Approval Schedule

*Effective December 3rd at 9AM*

- **Disapproved transactions** will need to be reconciled again - upon disapproval, an email notification is sent to the Reconciler and all prior Approvers.

- If not reconciled* or approved on time** transactions will automatically be posted to the default FOAPAL (using the predetermined account code 700490).

*reconcile transactions in MOPS by the 20th day of the month for the prior month's transactions

**approve prior month's transactions in MOPS by the second to last working day of the current month

# PCard Reconciliation and Approval Schedule

-----Original Message-----
From: McGill-Disapproved PCard Transaction Automated Response [mailto:do-not-reply.acct@mcgill.ca]
Sent: Thursday, November 26, 2015 9:04 AM
To: RECONCILER <firstname.lastname@mcgill.ca>
Subject: Finance-PCard Transaction 201504160000094 disapproved

Notification sent at: 26-Nov-2015 09:03

APPROVER NAME (firstname.lastname@mcgill.ca) has disapproved PCard Transaction 201504160000094 with the following message:

Wrong fund was charged

This PCard Transaction must be reconciled again.

Need Help?
Contact the PCard Administration Group at (514)398-1518 or email pcardadministration@mcgill.ca

PLEASE DO NOT REPLY TO THIS EMAIL.

# Summary of changes to Minerva > Finance

## Procurement Administration Menu > Delegate Approvals of Purchase Requisitions and PCard Transactions

- Scope of the menu option has changed to encompass the delegation of approvals for both Purchase Requisitions and reconciled PCard transactions

- Renamed from **Delegate Purchase Requisition Approvals**

- NO changes in functionality

*Knowledge Base article (#3861) has been updated to reflect this change.*

# Procurement Administration Menu

## Delegate Approvals of Purchase Requisitions and PCard Transactions

A Fund Financial Manager (FFM) or Principal Investigator (PI) is responsible for all financial transactions on their fund(s), hence are automatically set up to approve all purchase requisitions charged to these fund(s). They may elect a temporary delegate for purchase requisition approvals up to $10,000 (the default limit)*. The delegate must be a faculty or staff member possessing the necessary skills and knowledge for the effective exercise of the authority.

A FFM/PI is also automatically set up to approve all reconciled PCard transactions charged to their fund(s). Electing a temporary delegate using this menu also allows the delegate to approve reconciled PCard transactions.

**Manage Approval Delegates**

You may create approval delegation records on behalf of an FFM. Enter the McGill ID of the Fund Financial Manager for whom you are preparing delegation records. Enter the McGill ID of the new person to whom you wish to delegate approval responsibility, along with an expiration date if required. Existing delegates or those awaiting confirmation by the FFM will be shown below. Only entries confirmed by the FFM are active.

| | | |
|---|---|---|
| **FFM ID** | | Search |
| **ID of Approval Delegate** | | Search |
| **Expiry (DD-MON-YYYY)** | | |

[ Apply ] [ Revoke ] (for funds selected below)

* The University has set the default limit for delegate approvals to $10,000. However, the FFM/PI has the option to lower this amount. If a lower amount is displayed in the **Delegates may approve requisitions up to** field, then the FFM/PI must approve all requisitions and reconciled PCard transactions over that displayed amount.

# Summary of changes to Minerva > Finance

## MOPS (McGill Online PCard Service)

- Existing menu option PCard Transaction Approval will be renamed to **PCard Transaction Reconciliation**.

- **NEW** menu option: **PCard Transaction Approval**

- **NEW** menu option: **Pcard Approval History**

- Existing menu option **PCard Reporting** will be updated to include searching on all possible transaction types:
  - Unreconciled
  - Reconciled
  - Waiting for approval
  - Approved
  - Disapproved
  - Disputed

Reconciled = Reconciled by a Reconciler & Auto-Reconciled

Approved = Approved by an Approver & Auto-Approved

# MOPS – McGill Online PCard Service



## PCARD Administration

**PCARD Transaction Reconciliation**
Reconcile your transactions.

**PCARD Transaction Approval**
Approve reconciled transactions.

**PCARD Approval History**
Display approval history.

**PCARD Reporting**
Online PCARD transaction reporting

**Maintain FOAPAL aliases**
Create / delete FOAPAL aliases to be used for transaction approvals

**Administrative Functions**
For Financial Services use only

# MOPS – McGill Online PCard Service

## PCARD Transaction Approval

### Unaproved transactions

Approving a transaction means that it is legitimate, reasonable and an appropriate use of funds in support of the University's and fund's objectives.

For each FOAPAL and Ledger Amount combination, select an **Action** from the drop down list. To approve all transactions listed on the page, click **Approve All**. Once done, click on the **Submit** button.

If you select **Disapprove**, enter a reason and/or explanation for how the transaction should be reconciled (charge FOAPAL xxxxxx, change the amount of the split, etc.). Disapproved transactions will need to be reconciled again - the associated Reconciler and Approvers (in the case of a FOAPAL split) will receive an email notification with the entered disapproval reason/comments.

Click on the **HELP** link at the top right for more information.

[ Approve All ] [ Submit ] [ Reset ]

| Merchant Name / Item Name | Audit # | Reconciler | Trans Date | Orig AMT and Country | Amount(CDN) |
|---|---|---|---|---|---|
| | 201412090000113 | | 05-DEC-2014 | 248.63 (CAN) | 248.63 |

| FOAPAL | Ledger Amount | Action | Disapproval Reason / Comments |
|---|---|---|---|
| 2   -00173-700001-6704-000000-000000 | 48.63 | None | |
| 2   -00158-700005-2000-000000-000000 | 200.00 | None | |

| | 201412170000091 | | 12-DEC-2014 | 61.58 (CAN) | 61.58 |

| FOAPAL | Ledger Amount | Action | Disapproval Reason / Comments |
|---|---|---|---|
| 2   -00158-700001-2000-000000-000000 | 61.58 | None | |

# Next Steps

**MOPS menu will be down:**

From December 2nd 3PM until December 3rd 9AM

**At go-live:**

All unreconciled transactions will need to be reconciled <u>and</u> "approved" (reconciliation is no longer synonymous with approval)

**FFM/PI and/or their Approval Delegates who are not Reconcilers:**

Will start receiving email notifications to approve reconciled PCard transactions

# Your Resources

## Financial Services Knowledge Base

Browse > Purchases and Payments > **PCard folder**

http://kb.mcgill.ca/fskb

## The PCard Administration Group

514-398-1518

pcardadministration@mcgill.ca