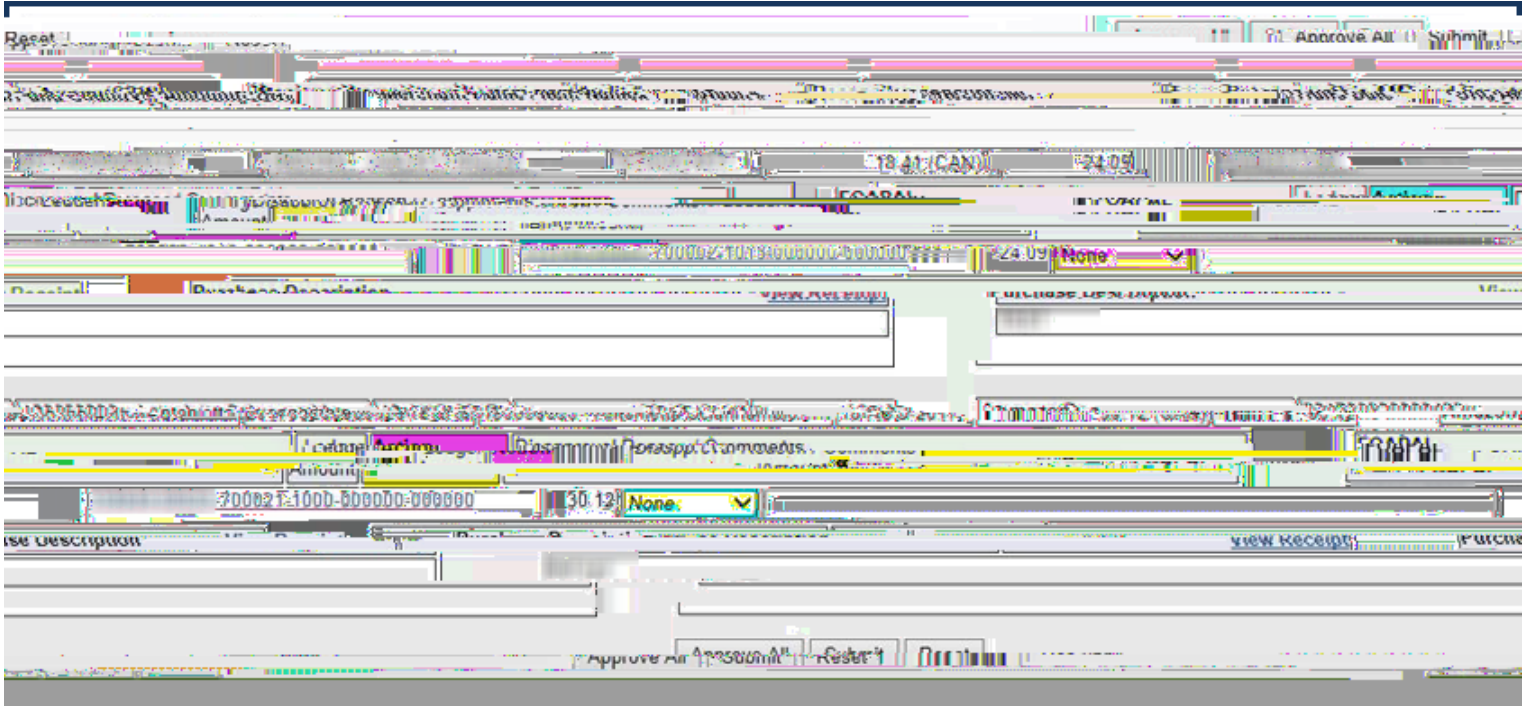
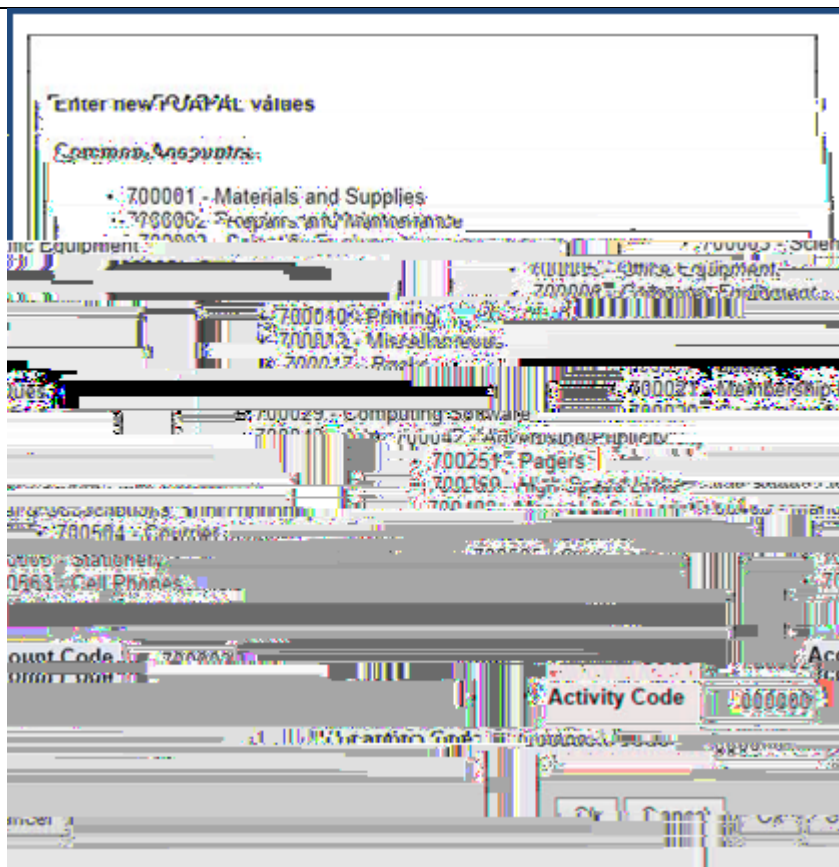


How to approve or disapprove/reconciled PCard transactions in MOPS





1. If you have received an email notification, click on the link in the email (login is required). It will bring you to the PCard Transaction Approvals screen in Minerva.
OR
If you have not received an email:
 - o Login to Minerva (<http://www.mcgill.ca/minerva>)
 - o Go to the Finance (Fund) Administration Menu
 - o Select the PCard- MOPS Menu
 - o Select the PCard Transaction Approval menu option.
2. Any transactions pending your approval will automatically be displayed on the screen.
3. Optional Click on the **View Receipt** hyperlink to view the uploaded supporting document for the transaction.
4. Optional If you want to change the Account Activity or Location code, click on the **FOAPAL** link. A new window with the most common Account codes will open and you may enter new FOAPAL values in the Account Activity or Location fields. Click **OK** to close.

How to approve or disapprove or reconcile PC Card transactions in MOPS



5. For each listed FOAPAL and Ledger Amount combination (see yellow highlight above), select an **Action** from the drop down list:
 - o None If left as is, no action will be taken when you click on Submit. The transaction remains with the status "waiting for approval". If not approved on time, the transaction will be posted to the default FOAPAL, regardless of the FOAPAL entered at the time of reconciliation.
 - o Approve Once you click on Submit, the transaction will be sent for posting to the ledger.
 - o Disapprove If disapprove is selected, a reason and/or explanation for how the transaction should be reconciled (charge FOAPAL xxxxxx, change the amount of the split, etc.) must be entered. Disapproved transactions will need to be reconciled again. Once you click on Submit, the associated Reconcile and prior Approver(s) in the case of a FOAPAL split) will receive an email notification with the entered disapproval reason/comments.

| | |
|---|---|
|  | <p>TIP – Approve All: To apply the Action "Approve" to all transactions listed on the page, click the Approve All button. If needed, you may still select a different Action for any of the FOAPAL and Ledger Amount combinations.</p> |
|  | <p>TIP Reset: To clear all selected Actions and Disapproval Reason/Comments, click the Reset button.</p> |

6. Once done, click on **Submit**
7. A pop up window will be displayed confirming the action taken for the transaction(s) prompting you with further action to take.