

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):

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** criteria to define the search:
Audit