

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

---

1. Login 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.

TIP- Cardholder field:

Leave as "All" to view transactions for all PCards you have access to, otherwise, select a Cardholder name from the drop down list. d

