- 1. Login to Minerva (http://www.mcgill.ca/minerva)
- 2. Goto the Finance(Fund)Administration Menu
- 3. Selectthe PCard-MOPSMenu
- 4. Selectthe PCardReportingmenuoption
- 5. Select/enterthe criteria to define your search.Merchantname and Report title are optional fields.

TIP-Cardholderfield:

Leaveas "All" to view transactions for all PCards you have accesso, otherwise, selecta Cardholdername from the drop down list. d

How to use the PCardReportingmenu option in MOPS

8. Transaction and fields that match the entered search criteria will be displayed.

Charge Details	Transaction Detail
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9. To view additional details, clickon the hyperlinked Audit #.

PCARD Reporting				
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 $\label{eq:preparedy} Prepared by {\tt Finance} nfrastructure and {\tt Transaction} \\ {\tt Services} \\ {\tt Financia} \\ {\tt Services} \\ {\tt Services}$