

How to use the PCard Reporting menu option in MOPS

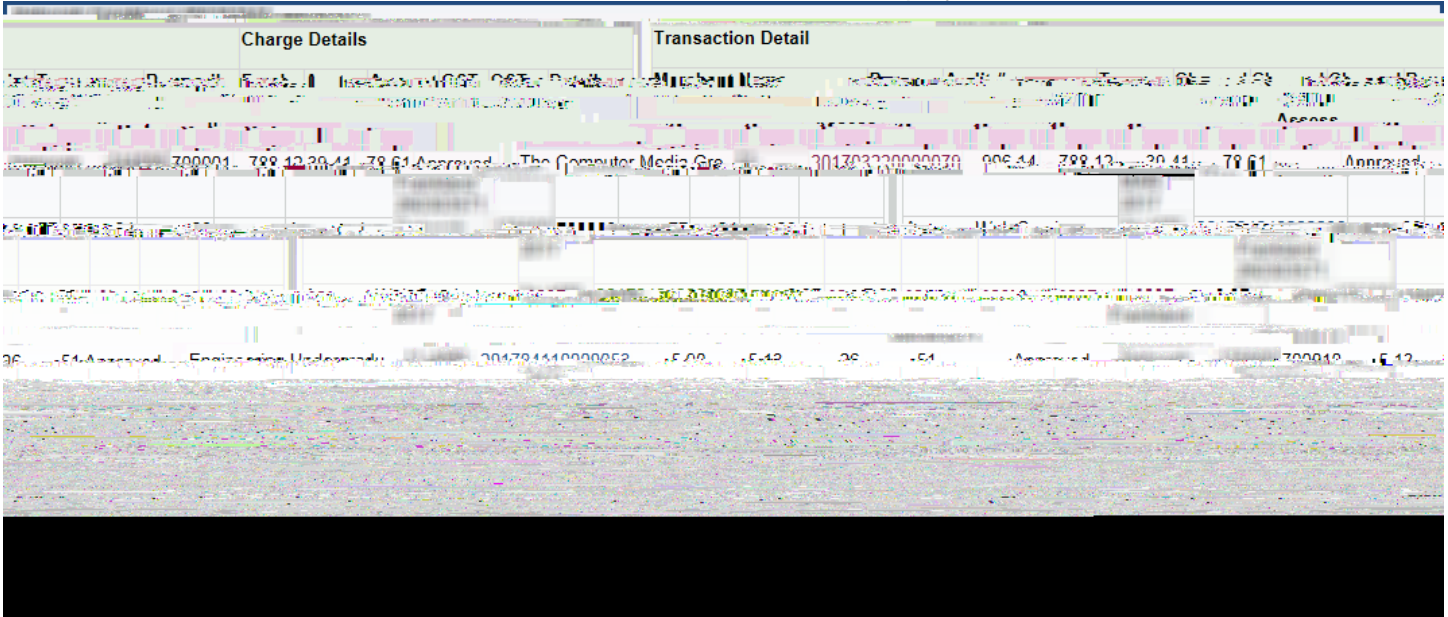
1. Login to Minerva (<http://www.mcgill.ca/minerva>)
2. Go to the Finance (Fund) Administration Menu
3. Select the PCard- MOPS Menu
4. Select the PCard Reporting menu option
5. Select/enter the criteria to define your search. Merchant name and Report title are optional fields.

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

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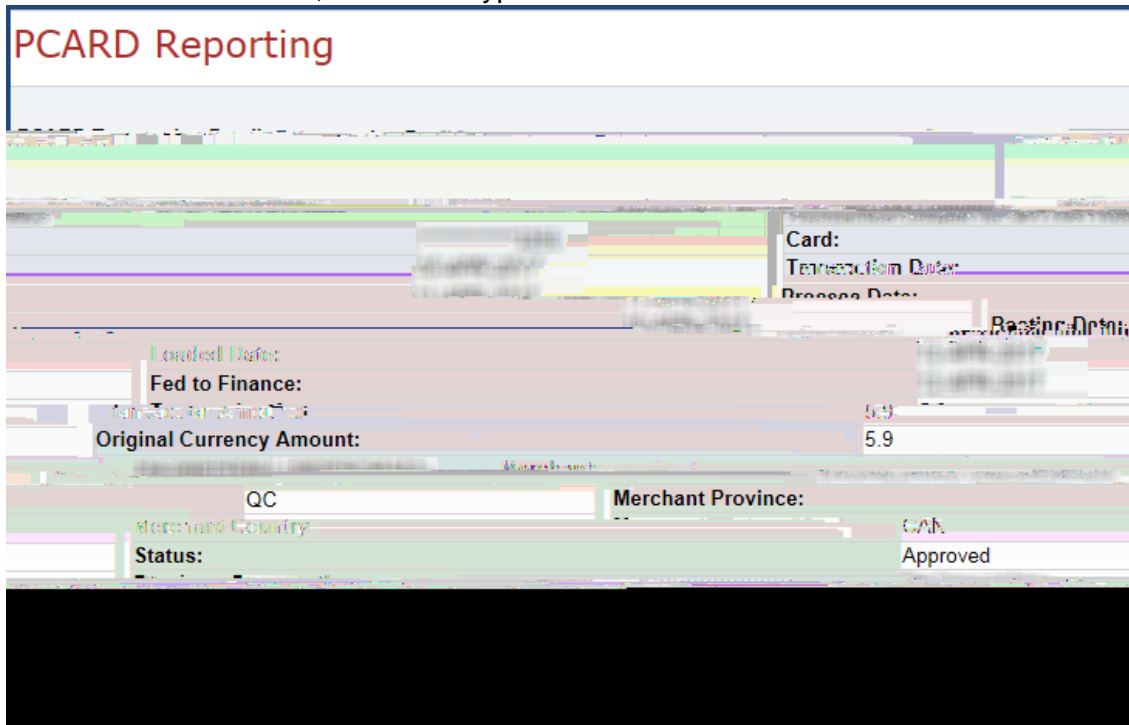
- Transaction and fields that match the entered search criteria will be displayed.



The screenshot shows a table with two main columns: "Charge Details" and "Transaction Detail". The table contains multiple rows of data, including transaction IDs, dates, and amounts. Some rows are highlighted in pink, indicating they match the search criteria.

Charge Details	Transaction Detail
700001 - 799 12 20 14 - 79 61 Approved - The Computer Media Gr...	3013033300000370 008.44 799 13 20 14 - 79 61 Approved
96 - 54 Approved - Engineering Upgrade	301791410000052 5.00 5.42 08 - 54 Approved 700010 5.12

- To view additional details, click on the hyperlinked Audit #.



The screenshot shows the "PCARD Reporting" form. The form displays various fields related to a transaction, including the card number, transaction date, process date, and merchant details. The "Original Currency Amount" is 5.9, and the "Merchant Province" is QC. The "Status" is "Approved".

PCARD Reporting

Card: [Redacted]
Transaction Date: [Redacted]
Process Date: [Redacted]

Original Currency Amount: 5.9

Merchant Province: QC

Status: Approved