

# Swept P-card Transaction Procedures

If a transaction is not allocated to a fund/org and account, it will post to the suspended transaction account (26617-Pcard Clearing) and the cardholder’s default fund/org. The cardholder is responsible for creating a Journal Voucher to transfer the amounts posted to the suspended account to the correct fund/org and account code. A cardholder whose transactions are not allocated and approved by the monthly deadline may have their P-Card suspended until approval is received.

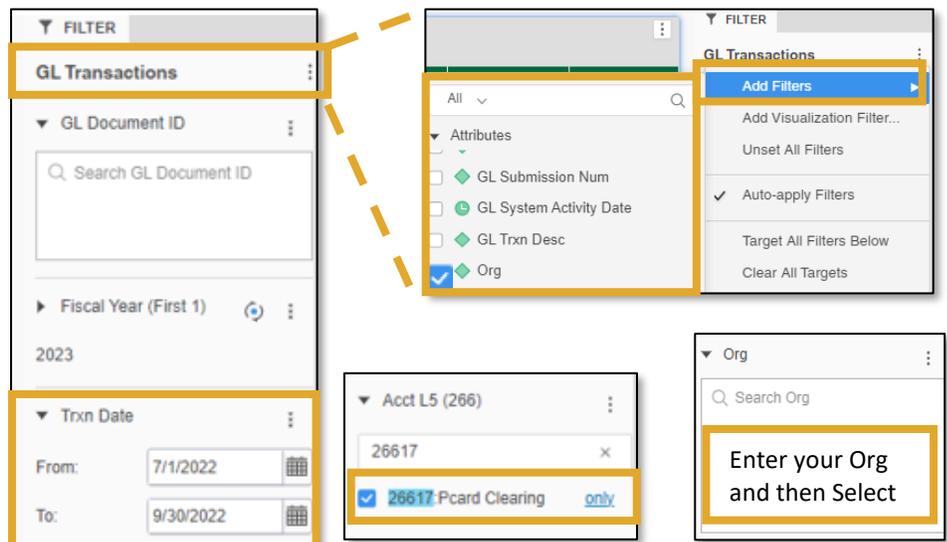
## Step by Step: MicroStrategy GL Transaction Details Dossier

If you have received the “Invalid BOA P-Card Transaction” notification email, use the following report to identify transactions that have been posted to your Org and the suspended P-Card Clearing account code (26617):

1. Login to MicroStrategy using your Net ID and Patriot password. Additional information, including the login link for MicroStrategy is available at <https://its.gmu.edu/service/microstrategy/>.
2. Select *Patriot Reporting > Shared Reports > Finance > Finance Transactions > GL Transactions > GL Transaction Details - Dossier*.



3. Click on the Extra (⋮) icon next to **GL Transactions**, then **ADD Filters**, scroll through *Attributes* and select **Org**.
4. The **Org** filter will be added to the end of the Filter panel.
5. Go to the new added filter and type in your org code
6. Enter the Start and End date of your search period.
7. You do not need to enter the Fund.
8. Under **Acct L5**, type 26617 in the search field and then click “only” next to the line.
9. The report will be updated based on the criteria entered.
10. Locate the transaction(s) associated with your Org and note the **GL Document ID** (Journal Voucher number)



GL Transaction Details by Fund, Org, and Acct													
Fund	Org	Acct	GL Document ID	GL Reference ID	GL Data Entry User ID	Rule	Trxn Date	GL Trxn Desc	GL System Activity Date	GL Debit	GL Credit	GL Net	
102251	M18700	Chemistry and Biochemistry Dept	26617	JP002123		FIMSUSR	XSR	9/16/2022	EFOY-R01-HOME SCIENCE TOOLS - Credi	9/16/2022 4:01:14 PM	0.00	54.37	(54.37)
102251	M18700	Chemistry and Biochemistry Dept	26617	JP002123		FIMSUSR	XSR	9/16/2022	EFOY-R01-HOME SCIENCE TOOLS - Purch	9/16/2022 4:01:14 PM	968.68	0.00	968.68

11. To export the document, click the Extra  icon on the top right of the report and select *Export > Excel*

### Preparing a Journal Voucher (JV) for Swept P-Card Transactions

1. When the swept P-Card amount appears on the **GL Debit** column, identified on the MicroStrategy report, your Journal Voucher will need to “CREDIT (C)” the 26617 Account code and “DEBIT (D)” the appropriate expenditure Account code. Refer to the [Expenditure Account Code Lookup](#) to select an expenditure Account code.

GL Transaction Details by Fund, Org, and Acct													
Fund	Org	Acct	GL Document ID	GL Reference ID	GL Data Entry User ID	Rule	Trxn Date	GL Trxn Desc	GL System Activity Date	GL Debit	GL Credit	GL Net	
102251	M18700	Chemistry and Biochemistry Dept	26617	JP002123		FIMSUSR	XSR	9/16/2022	EFOY-R01-HOME SCIENCE TOOLS - Credi	9/16/2022 4:01:14 PM	0.00	54.37	(54.37)
102251	M18700	Chemistry and Biochemistry Dept	26617	JP002123		FIMSUSR	XSR	9/16/2022	EFOY-R01-HOME SCIENCE TOOLS - Purch	9/16/2022 4:01:14 PM	968.68	0.00	968.68

2. Prepare an Electronic JV for transactions that are being transferred within your unit (and the submitter’s fund/org security access to) or a Paper (Excel) JV for all other transaction types. Additional guides and instructions are available on the [Journal Voucher](#) webpage.

### Reminders

- Do not rely on the “Invalid BOA P-Card Transaction” notification email. Please follow the steps above to review and verify that the transaction was actually posted to account 26617.
- Swept P-Card Transaction JVs must be processed within 2 months of the initial transaction date. After the 2-month mark, the General Accounting Office will initiate a transfer to move the amounts posted to the General Ledger account (26617- P-Card Clearing) to the Operating Ledger account (74093-Suspended PCard Transactions). Units will then be responsible to clear the transaction from 74093-Suspended PCard Transactions.
- Repeated failure to sign off, approve, reconcile and/or complete Swept P-Card Transaction JVs may result in P-Card suspension.