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/.

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)

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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.

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.