P-CARD REALLOCATION PROCESS
UPDATED 09/21/21

On Monday of each week, the P-Card charges will be imported into MIP from US Bank and re-allocators will have until 5pm Wednesday of the same week to make the necessary changes. Any charges not reallocated by the Wednesday deadline will require a journal voucher in order to move the charges.

P-Card Reallocation in MIP

- Log into MIP
- Domain/user name = ahec\last name first initial
- Password = your current system password
- Click on 'Sign in."

- Select MIP Fund Accounting
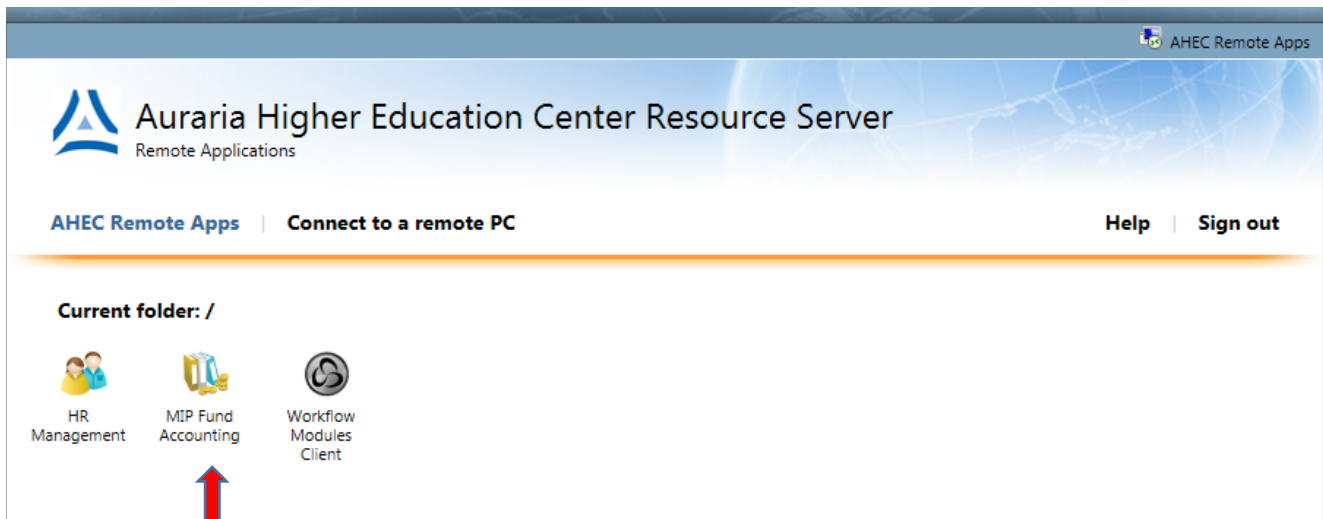
- Click on "Connect"
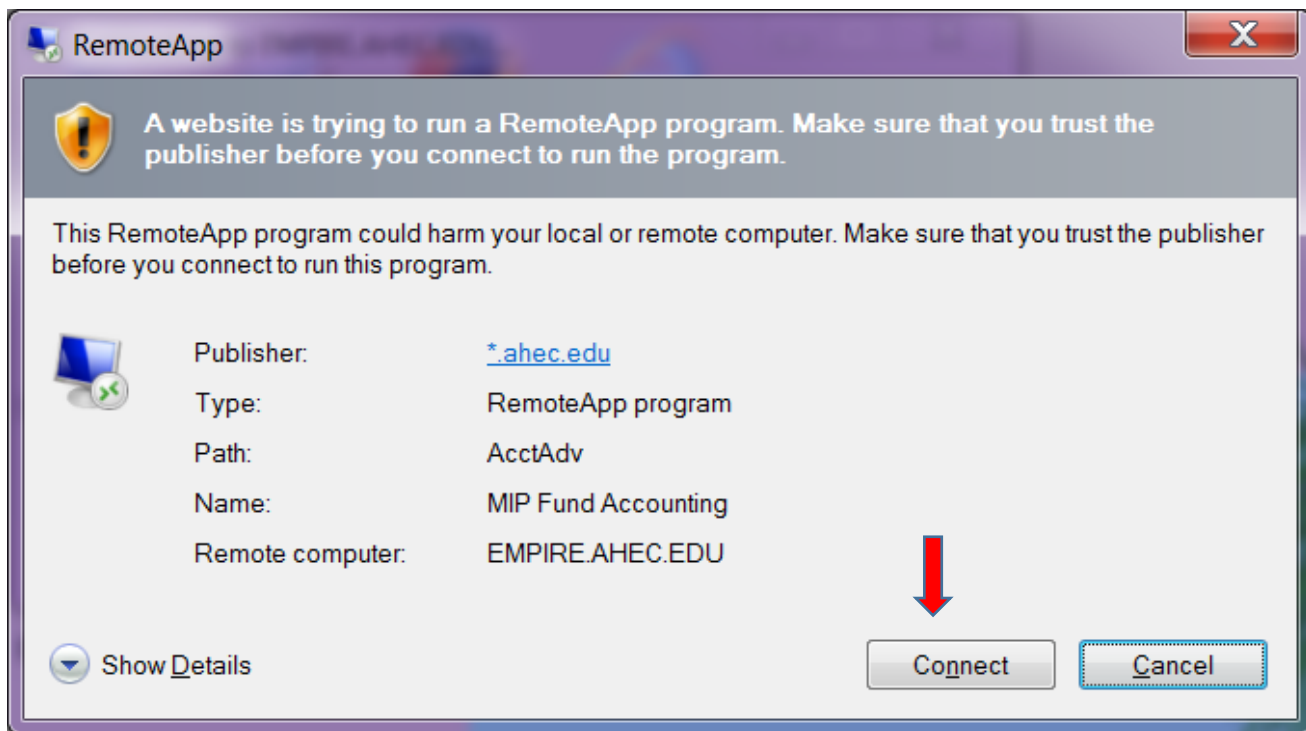
- On the toolbar, click on *Transactions*; then select *Enter Cash Disbursements* from the drop down menu.

- From the *Session ID* dropdown, select the PCARD IMPORT batch for that week
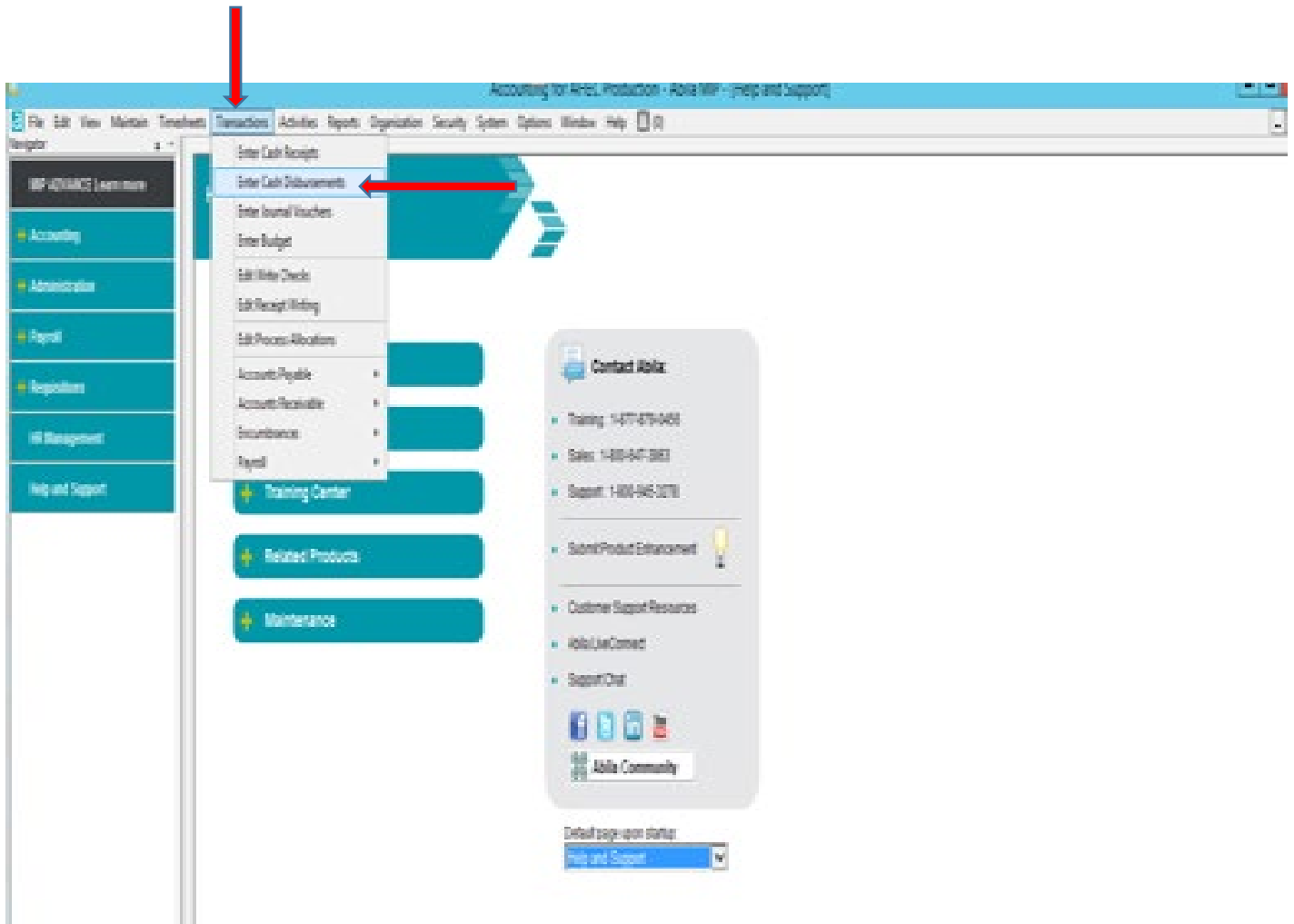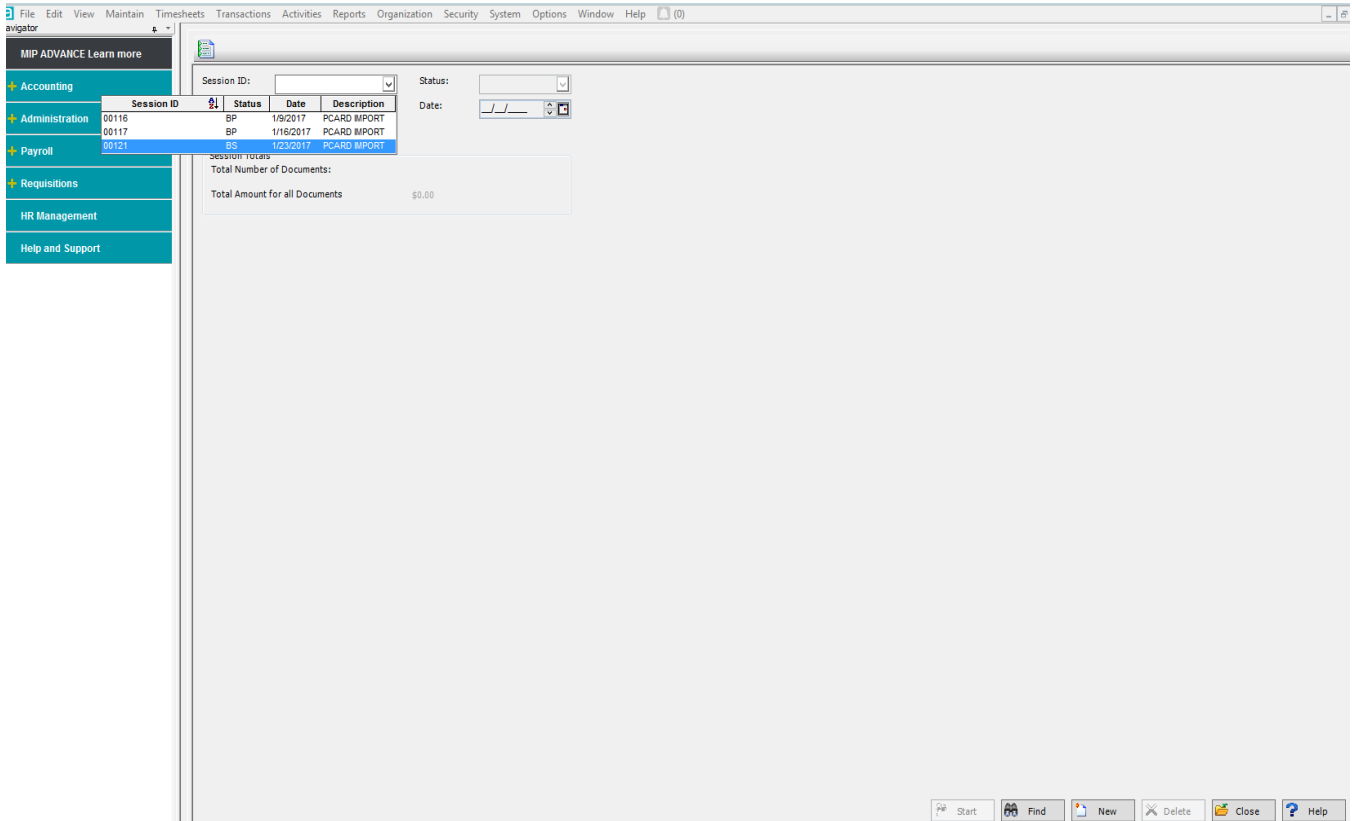

- Change *Status* field to "BS" (if defaulted to "BP")
- <u>Do not change</u> *Description* which will populate as "PCARD IMPORT" or *Date* which auto populates
- Select *Cash Account* "11015 PCard Clearing" account from drop down
- Click on *Start* (lower right hand corner of screen)
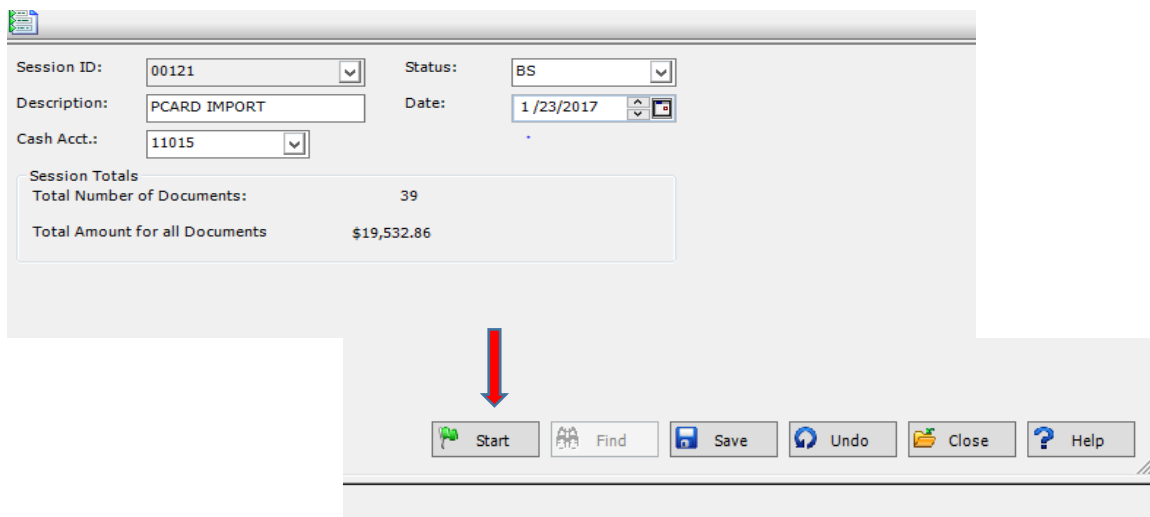
- Select your name from the *Check* drop down.
- Your default account string will be "Fund-Cost Center-59999".
- Reallocate as needed, adding *Activity, Location, Entity, Agency 8000,* or *Project* as appropriate.
- The default fund for 11015 is 1000. If something is reallocated to another fund, the fund on the corresponding 11015 line will also need to be changed to match.

Transaction Entry	User Defined Fields

Check:	THOMPSON FRAN ∨		Date:	1 /13/2017 ▲▼ 🔲		Amount:		$717.62 ▣			
Description:	PCARD IMPORT										
Payee ID:	∨ 🔍										
Check Address:	∨										
1099 Type:	∨										

	Fund	CC	Obj	Activity	Loc	Entity	Agency 8000	Project	Debit	Credit	Effective Date	Description
▶	2000	2310	53733	FM-857845	1007	0 ∨	0	P1000738	290.40	0.00	1 /13/2017	JOHNSTONE SUPPLY OF DENVE
	1000	1360	53733	FM-857874	0	107	0	0	427.22	0.00	1 /13/2017	TRANE SUPPLY-111616
	2000		11015						0.00	290.40	1 /13/2017	JOHNSTONE SUPPLY OF DENVE
	1000		11015						0.00	427.22	1 /13/2017	TRANE SUPPLY-111616
✱												

- After reallocating is complete, look at the bottom of the screen to verify the Net amount = $0.00. If it does not = $0.00, then one of the above amounts needs to be corrected. Once amount is zero, click on the *Close* button at the bottom.

Totals: $717.62 DR $717.62 CR Net $0.00

🔍 Find	🗋 New	✖ Delete	📂 Close	❓ Help

- After the Wednesday reallocation deadline, Accounting will run a report to look for any unposted transactions that are coded to "59999" indicating charges have <u>not</u> been reallocated and will notify the reallocators one last time to reallocate the charges.
- If charges are not reallocated within the allowed time frame, Accounting will post the entry and then run a posted transaction report filtering object code 59999.
- Users will be notified that they need to submit a journal voucher to make the changes.