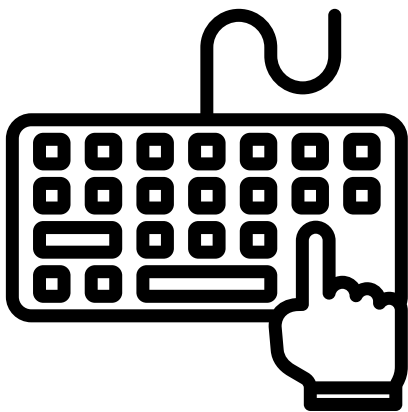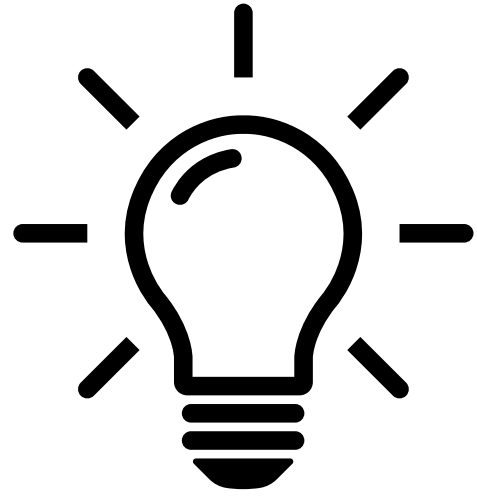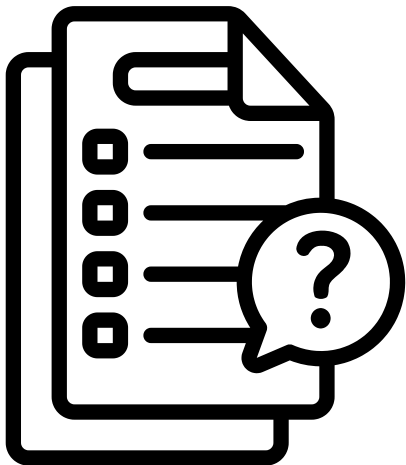# Expense Report Accrual Guide

THINGS TO THINK ABOUT

- Merchant **settlement times** vary; please plan accordingly when purchasing close to month-end.

- **Prompt reconciliation** of expenses; AP review times are dependent upon volume so always try to reconcile expenses as quickly as possible.

- **Communicate** when problems arise; this provides time to resolve issues - Payment Services is here to help!

- Accrual entries **reverse** the following period.

- **Balance discrepancies** in line items will occur if the actual transaction worktags vary from the accrual entry worktags.

TYPES OF EXPENSE REPORT ACCRUALS

- Unreconciled PCard transactions

- Draft PCard transactions

- In-Progress PCard transactions

- In-Progress Reimbursement transactions

Expense Report Accrual Guide

UNRECONCILED PCARD TRANSACTIONS

Definition: transactions that have not been added to an expense report and not placed in workflow.

Dates: transactions with a Visa transaction date through the last date of the accrual period are accrued.

Coding: since there are no known worktags on these transactions, they are coded to:
- the primary cost center of the Cardholder, and
- the Miscellaneous Expense spend category.

Reporting: transactions show in the '**Actuals**' column as an accrual entry.
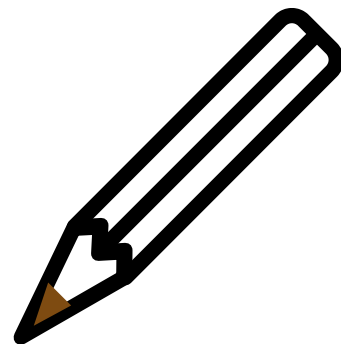
DRAFT PCARD TRANSACTIONS

Definition: transactions placed on an expense report, but not submitted into workflow.

Dates: transactions with an expense report date and/or expense line date through the last date of the accrual period are reviewed for potential accrual.

Coding: since worktags are either not complete and have not been reviewed for accuracy or no worktags have been placed on the transaction(s), they are coded to:
- the primary cost center of the Cardholder, and
- the Miscellaneous Expense spend category.

Reporting: transactions show in the 'Actuals' column as an accrual entry.

Expense Report Accrual Guide

IN-PROGRESS PCARD & REIMBURSEMENT TRANSACTIONS

Definition: transactions on an expense report that have been submitted into workflow.

Dates: transactions with an expense report date and/or expense line date through the last date of the accrual period are reviewed for potential accrual.

Coding: transactions are coded to the original worktags submitted on the transaction
- Worktag limitations - changes made by the CCM0 to worktags cannot be captured in Workday reports. Therefore, original worktags are used for accrual purposes.

Reporting: in periods when in-progress expense reports are accrued, transactions will show in both the 'Actuals' (accrual entry) and 'Reserved' (in-progress transaction) columns.

THINGS TO THINK ABOUT

- End-users may want to think about using the '**Current Available**' column for a better understanding of their financial position.

- The '**Reserved**' column includes 'In-Progress' expense reports.

- The '**Available Balance**' column has the 'In-Progress' expense reports **and** accruals, so the amounts are doubled.