

US - Pcard accrual

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain:

Responsibility area:

Table of contents

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- Table of contents
 - 1. Objective and Scope
 - 1.1. Objective of this Operation
 - 2. Definitions
 - 3. Tasks description
 - 3.1. I do receive the report

Scope

 Unknown Attachment

ERP

 **PF1**

Frequency

 **Month**

References

FS10N

Forms

Attachments

[Pcard accrual Template](#)

<< US - Pcard accrual >>

1. Objective and Scope

1.1. Objective of this Operation

Threshold above 3K for companies 4045, 3384, 4290,4291 and 5782.

2. Definitions

See [Finance Glossary](#):

- [NAM](#)

3. Tasks description

The Concurr process is automatic but the charge needs to be finalized in Concur report, submitted, approved however not all users will do their reports by the end of the month makes the open balance on the waiting account.

The expenses were paid by the company but if the Concurr process is not finalized (submit and approval) it will not be recorded on expenses account for this reason, we perform the reversal entry (accrual).

3.1. I do receive the report

We will receive the "Not Extracted P-card transactions NAM" report from Procurement Team. The total in the report for each company code should be the same in the FS10N 2740000011. If it is not, contact the Procurement Team to understand why and have it documented.

3.1.1. I prepare the posting

The entry must be post using the correct G/L expenses. In the report you will find the column "Expense Type" or "Symbolic Account", the G/L corresponding to this code can be checked [HERE](#).

Also, you can find the properly cost center on column "Entry Cost Center Allocation" and the amount per line in the column "Expense Amount (reimbursement currency)".

The entry is a reversal entry, and must be reversed on the first day of the following month. The correct document type is **S8**.

3.1.2. I submit the entry in SAP and register in BMC Helix

In SAP, in the Journal Entries Cockpit (transaction ZZP_POSTING_FILE), look for the template called **PCARD** and proceed with the posting.

If you don't have a template in the Journal Entries Cockpit created for your company yet, you can use the attached [Template](#) and upload in the transaction ZZP_POSTING_FILE.

After posting the entries, open a case on [BMC Helix](#) and send an email informing the related people.

End of document.