

ACCRUAL REPORTING IN AP PRO

The accrual report combines fully coded, partly coded, and uncoded invoices within the results, enabling AP clerks to quickly retrieve the totals of open invoices that must be reported at month-end.

Note: The generated accrual reports can be downloaded up to one year after their creation date. After this, they are automatically deleted. Users must have the “View Invoices” user right to access accrual reports.

- Go to the **Accrual Reports** tab.



- Fill in the fields.

 A screenshot of the 'New' form for creating an accrual report. The form is titled '[Untitled] | New' and has 'Cancel' and 'Create' buttons in the top right corner. It contains several sections:

- Report name ***: A text input field.
- Expiration date**: A date and time field showing '2/22/2022 2:25 PM'.
- Report data**:
 - Organizations ***: A dropdown menu showing 'No organizations selected'.
 - Invoice**
- Reporting date**:
 - Today 2/22/2021** (Includes all open documents in process as of today)
 - Custom date**
- Email notification**:
 - The following recipients receive an email notification when the report is ready to download
 - Send email notification to**
 - A text input field for recipients.
- Language and region**:
 - Language determines the language for column headers and other text. Region determines date and number formats. Choose the options that the recipients prefer
 - Language**: en-US English (United States)
 - Region**: en-US English (United States)

- Report name:** Give a name for the report.
- Report data:** Select organizations from the drop-down menu.
- Reporting date:** Select date to be **Today** or create a **Custom date** (Voucher or Transfer) for reporting criteria.
- Select **Send email notification to** and add recipients to alert when the report is available.
- Select **Language** for column headers and text. In **Region**, select date and number formats.

- Click **Create** to generate report.
- A notification email will be sent to the recipients when the report is ready to be downloaded in Excel format. There is no row limitation in the accrual data export.