PRCUU – Reconciliation Status Selection

IRIS Advanced Reference

Introduction

To streamline identification of PCard charges that should be cleared by SSoA the following outlines the proper PRCUU Reconciliation Status selections that should take place by Departmental staff and SSoA staff.

The reconciliation status field will be populated on the ALDER Enterprise Report named *IRIS AP PCard Outstanding Charges* which can then be easily used/filtered for reporting purposes.

Departmental Employees (non – SSoA)

Departmental staff will only be able to select the following Reconciliation Statuses to update PRCUU charges.

Recon Code	Recon Status	PRCC Created?
1	Reconciled	Yes
3	Reconciled/CR RQSTD	Yes
5	Not Reconciled	No
7267	SSOA Payables	No
7268	SSOA Travel	No

1 – Reconciled: indicates a PCard charge is fully reconciled. A PRCC transaction will be created when the Pay checkbox is checked.

3 – Reconciled/CR RQSTD: indicates a charge is fully reconciled. A PRCC transaction will be created when the Pay checkbox is checked. **This status is NOT mandatory**. Agencies may determine if they want to use this status (instead of Reconciled) for disputed/duplicate charges where a credit is expected.

5 – Not Reconciled: indicates that the charge is not fully reconciled. Newly loaded charges will automatically default to this status. A PRCC will not be created even if the Pay checkbox is checked.

7267 – SSOA Payables: indicates a payable (i.e. non-travel related) charge that should be cleared by SSoA. A PRCC will not be created even if the Pay checkbox is checked. SSoA users will manually update charges with this status to Reconciled Status of **Reconciled – SSOA AP** when the charge has been fully reconciled by SSoA.

7268 – SSOA Travel: indicates a travel charge that should be cleared by SSOA. A PRCC <u>will not</u> be created even if the Pay checkbox is checked. <u>SSoA</u> users will manually update charges with this status to Reconciled Status of **Reconciled – SSOA TRVL** when the charge has been fully reconciled by SSoA.

SSoA Employees

SSoA staff will only be able to select the following Reconciliation Statuses to update PRCUU charges.

Recon Code	Recon Status	PRCC Created?
5	Not Reconciled	No
7267	SSOA Payables	No
7268	SSOA Travel	No
7269	Reconciled SSOA AP	Yes
7270	Reconciled SSOA TRVL	Yes

5 – Not Reconciled: newly loaded charges will automatically default to this status. Indicates charge is not fully reconciled. A PRCC <u>will not</u> be created even if the Pay checkbox is checked. SSoA user must manually change to Reconciled Status for the PRCC to be created.

7267 – SSOA Payables: indicates a payable (i.e. non-travel related) charge that should be cleared by SSoA. A PRCC transaction cannot be created with this reconciliation status. SSoA users will manually update charges that have the SSOA Payable to the status of **Reconciled SSOA AP** when the charge has been fully reconciled by SSoA.

7268 – SSOA Travel: indicates a travel-related charge that should be cleared by SSoA. A PRCC transaction cannot be created with this reconciliation status. SSoA users will manually update charges that have the SSOA Travel status to the status of **Reconciled SSOA TRVL** when the charge has been fully reconciled by SSoA.

7269 – Reconciled SSOA AP: indicates a payables (non-travel) related charge is fully reconciled. A PRCC transaction will be created when the Pay checkbox is checked. The special instructions field on all accounting lines of the PRCC transaction will automatically default to SPAY (SSoA Payables) and is part of the SSoA workflow condition ensuring the transaction is routed to the SSoA Payable Approver worklist.

7270 – Reconciled SSOA TRVL: indicates a travel-related charge is fully reconciled. A PRCC transaction will be created when the Pay checkbox is checked. The special instructions field on all accounting lines of the PRCC transaction will automatically default to STRV (SSoA Travel) and is part of the SSoA workflow condition ensuring the transaction is routed to the SSoA Travel Approver worklist.