



State of Alaska Department of Administration

PRCUU Reconciliation Status and PRCC document Special Instructions (SPIS) field

The following outlines the Pcard Reconciliation Statuses available on the PRCUU table for Department personnel and SSoA personnel to choose from.

Based on the new Reconciliation Statuses for SSoA, when a PRCC document is created the reconciliation status selected on the PRCUU table will result in the Special Instructions (SPIS) field within the accounting section of the PRCC document to default to a specific value. This is identified in the column named **SPIS default on PRCC** in the grids shown below. The value in the SPIS field is included in workflow conditions which drive workflow to either the department approval levels or to SSoA approval levels.

Additionally, each Reconciliation Status has a distinct ability, to allow or not allow a PRCC document to be created. This is identified in the column named **PRCC document created?** in the grids shown below.

Departmental Employees (non – SSoA)

Departmental staff will be able to see and select the following reconciliation statuses in order to update transactions on the PRCUU table.

Reconciliation Status	PRCC document created?	SPIS default on PRCC
Not Reconciled	No	N/A
Reconciled	Yes	DEPT
Reconciled/CR RQSTD	Yes	DEPT
SSOA Payables	No	N/A
SSOA Travel	No	N/A

Not Reconciled: indicates a transaction is not fully reconciled. Newly loaded charges to the PRCUU table will automatically default to this status. A PRCC document cannot be created with this reconciliation status. Department users must manually change the status to either Reconciled or Reconciled/CR RQSTD if they want a PRCC document to be created; or change the status to SSOA Payables or SSOA Travel if the charge should be cleared by SSoA staff.

Reconciled: indicates a transaction is fully reconciled. A PRCC document will be created when the Pay checkbox is checked. The special instructions (SPIS) field on all accounting lines of the PRCC document will automatically default to DEPT and is part of the department’s workflow conditions thereby ensuring proper workflow to department approvers.

Reconciled/CR RQSTD: indicates a transaction is fully reconciled. A PRCC document 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. The special instructions (SPIS) field on all accounting lines of the PRCC document will automatically default to DEPT and is part of the department’s workflow conditions thereby ensuring proper workflow to department approvers.

SSOA Payables: Department users will select this status to indicate a payable (i.e. non-travel related) charge that should be cleared by SSoA. A PRCC document cannot be created with this reconciliation status.

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SSOA Travel: Department users will select this status to indicate a travel related charge that should be cleared by SSoA. A PRCC document cannot be created with this reconciliation status.

SSoA Employees

SSoA staff will be able to see and select the following Reconciliation Statuses in order to update transactions on the PRCUU table.

Reconciliation Status	PRCC document created?	SPIS default on PRCC
Not Reconciled	No	N/A
SSOA Payables	No	N/A
SSOA Travel	No	N/A
Reconciled SSOA AP	Yes	SPAY
Reconciled SSOA TRVL	Yes	STRV

Not Reconciled: indicates transaction is not fully reconciled. Newly loaded charges to the PRCUU table will automatically default to this status. A PRCC document cannot be created with this reconciliation status. SSoA users must manually change the status to Reconciled SSOA AP or Reconciled SSOA TRVL if they want a PRCC document to be created.

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

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

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

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