ACCOUNT RECONCILIATION PROCESS – STEPS:

1. Receive email notifying previous month now closed, ok to begin Reconciliation process.
2. Run Account Reconciliation Reports for Prior & Current Month
3. Compare Salary Balances on Summary Reports (A1000, A2000, A2100)
   - If “No” significant salary differences, include a copy of the “Summary” reports for current and prior months.
   - If “Yes” significant salary differences, run Account Recon “Detail” reports for current and prior months. Reconcile by names / amounts and identify variances.
   - Attach supporting documentation for Salary discrepancies.
4. Review/Reconcile Wages (A1200):
   - Attach copy of Hourly Time Sheet. Signatures/dates required for employee, supervisor and budget authority.
   - Validate Peoplesoft Timesheets. Verify hours match Hourly Time Sheet.
   - Calculate pay (Hours x Rate)
   - Validate wages for each employee on Reconciliation Reports (Wages)
5. Review Payroll Related Costs (A3000)- Expense column only. Review for significant fluctuations between months.
6. Review/Reconcile Operating Expenses (A4000) - Expenses ONLY.
   6.1 AP Voucher Support
   6.2 AP Voucher MinerMall PO MinerMall Support
   6.3 Pro Card Support
   6.4 Expense Report Support
   6.5 HPY Communication Device Support (CDA)
   6.6 SC028HR CBC Support (Criminal Background Check)
   6.7 SC028IT Long Distance Support
   6.8 SC028TRAVL Travel Support
ACCOUNT RECONCILIATION PROCESS: #1 - Email

Account Reconciliations for March Can Begin

This message was sent with High importance.

Account Reconciliations for March Can Begin

Financial activity for March has been posted in PeopleSoft. Cost center and project reconciliations can begin.

The PeopleSoft Team

PeopleSoft Tip: Do you need a refresher on how to reconcile cost centers or projects? Review our Account Reconciliation training material, or visit the PeopleSoft Training Calendar to register for a training session. You can also register for an Account Reconciliation Workshop and work on reconciling your cost centers or projects with support personnel present.
ACCOUNT RECONCILIATION PROCESS: #2 – Run Acct Recon Reports for Prior & Current Month
ACCOUNT RECONCILIATION PROCESS: #3 – Compare Salary Balances on Summary Report from Prior Month to Current Month (A1000, A2000, A2100)

If “No” significant differences, include a copy of the “Summary” reports for prior and current months.

If “Yes” significant differences, run “Detail” report for prior and current months. Reconcile by names/amounts and identify variances.

Attach supporting documentation for any Salary discrepancies. Example:

- Separation / Retirement; Appointment Action Request; Additional Pay; HRAC, SAR...
ACCOUNT RECONCILIATION PROCESS: #4 – A1200 Wages – Attach copy of Hourly Time Sheet (Signatures, Dates required for employee, supervisor, budget authority). Validate Peoplesoft Timesheets (Verify/calculate hours x rate). Validate wages amount on Reconciliation report.
ACCOUNT RECONCILIATION PROCESS: #5 – Payroll Related Costs. Review for significant fluctuations between months.

Business Unit: UTEP1
Cost Center: 77777777 - UTEP
For the period (From) MAR 2018 – (To) MAR 2018

Account: A3000 Payroll Related Costs
Approved Budget: $0.00
Available Budget/Recognized Revenue: -$60,644.65
Pre-Encumbrance Total: $0.00
Encumbrance Total: -$326.13
Expense/Revenue Total: $1,648.42

<table>
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<th>Activity ($)</th>
<th>Cost Center</th>
<th>Acout Date</th>
<th>Doc Type</th>
<th>Doc ID</th>
<th>Vendor/Employee Name</th>
<th>Decstat</th>
<th>Nbrate Nbr</th>
<th>Line Roll</th>
<th>Line Decor</th>
<th>Fund</th>
<th>Function</th>
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</table>
ACCOUNT RECONCILIATION PROCESS: #6 – Operating Expenses

Detail Financial Report

Business Unit: UTEP1
Cost Center: 77777777 - UTEP
For the period (From) MAR 2018 - (To) MAR 2018

Account: A4000 Operating Expenses
 Approved Budget: $12,000.00
Available Budget/Recognized Revenue: $1,841.47
Pre-Encumbrance Total: $0.00
Encumbrance Total: $68.98
Expense/Revenue Total: $714.01

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<th>Due Type</th>
<th>Due ID</th>
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<th>Due Status</th>
<th>Line Ref</th>
<th>Line Decr</th>
<th>Fund</th>
<th>Account</th>
<th>Cost Decr</th>
<th>Pre-Enc</th>
<th>Enc</th>
<th>Exp/Pay</th>
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Legend: A1000, A1200, A3000, A4000
**ACCOUNT RECONCILIATION PROCESS: #6-1 – AP Voucher Support**

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<th>Regular Voucher</th>
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<td>Vendor ID:</td>
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<td>ShortName:</td>
<td>SPECTRUM i-001</td>
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<td>UTEP</td>
<td>*Address:</td>
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<td>*Address:</td>
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<td>Inv Data</td>
<td>Pay Schedule:</td>
<td>Manual</td>
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<td>*Pay Terms:</td>
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<td>Pay Schedule:</td>
<td>Manual</td>
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<td>Miscellaneous:</td>
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<td>Total:</td>
<td>12.32</td>
<td>Non Merchandise Summary</td>
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**Copy From Source Document**

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**Distribution Lines**

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<th>Assets</th>
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<th>Program</th>
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ACCOUNT RECONCILIATION PROCESS: #6-2 – AP Voucher PO MinerMall Support

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<th>Vendor Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Set Price</th>
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<tbody>
<tr>
<td>Copier Rental: 2nd 12 months of a Canon Image Runner Advance 2550f for Fiscal year 2017-2018. Terms: September 1, 2017 through August 31, 2018. Previous PO 2017102601. Color print charges were considered for the monthly price.</td>
<td>N/A</td>
<td>MON</td>
<td>$32.00</td>
<td>12 MON</td>
<td>$384.00</td>
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**PO/Reference No.**: 2018118376

**Supplier**: SPECTRUM TECHNOLOGIES INC

**Address**: 5900 GATEWAY EAST
EL PASO, TX 79905 US

**Phone**: +1 915-781-2000
+1 915-781-2100

**Purchase Order Date**: 9/20/2017

**Total**: 1,440.00

**Requisition Number**: 92751396

**Invoicing Summary**:

<table>
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<th>Invoice Date</th>
<th>Due Date</th>
<th>Invoice Type</th>
<th>Payment Status</th>
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<th>Invoiced By</th>
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<tbody>
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<td>2018WHT5896</td>
<td>026522</td>
<td>5/1/2016</td>
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<td>Invoice</td>
<td>In Process</td>
<td>120.00 USD</td>
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<td>1/1/2016</td>
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<td>105.00 USD</td>
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<td>Invoice</td>
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**Total**: 1,940.00 USD
## Line Item Details

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<td>1 Copier Rental: 2nd 12 months of a 36 month lease for a Canon ImageRunner Advance 2550F for Fiscal year 2017-2018 from September 1, 2017 through August 31, 2018. Previous PO 2017070207. Color print charges were considered for the monthly price.</td>
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<table>
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<tr>
<th>PO Number</th>
<th>2018116376</th>
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<td>PO Dept.</td>
<td>PeopleSoft</td>
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<td>Invoice No.</td>
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<td>Price Unit</td>
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| Invoice Number | 2018MM182445 |
| Supplier Invoice No. | 026103 |
| Supplier Name | SPECTRUM TECHNOLOGIES INC |

<table>
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<th>Item</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
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<tr>
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<td>120.00 USD</td>
<td>1 MON</td>
<td>120.00 USD</td>
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</table>

**Discount** 0.00
**Tax** 0.00
**Shipping** 0.00
**Handling** 0.00

**Subtotal** 120.00 USD
**Total** 120.00 USD

### Attachments

- [Supplier Invoice Image](attachment:SupplierInvoiceImage.pdf)
- [Visual Compliance - RPS Listing SPECTRUM TECHNOLOGIES INC.pdf](attachment:VisualCompliance-RPSListingSPECTRUMTECHNOLOGIESINC.pdf)
- [Quote for Dan Clouse, Office to the Vice-President for Business Affairs_C350T-003_0.pdf](attachment:QuoteforDanClouseOfficetotheVicePresidentforBusinessAffairsC350T-0030.pdf)
## Contract Invoice

**Bill To:** UTEP  
Accounts Payable  
University Towers Ste 100  
El Paso, TX 79962

**Customer:** UTEP  
University Towers Ste 100  
El Paso, TX 79962

<table>
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<td>Net 30 Days 0%</td>
<td>03/31/2018</td>
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### Invoice Remarks

#### Contract Number
- **Contract Number:** 926103  
- **Contract Amount:** $120.00  
- **P.O. Number:** 201812376  
- **Start Date:** 05/01/2018  
- **Exp. Date:** 06/30/2018

#### Contract Remarks

- **Summary:** Contract base rate charge for the 03/01/2018 to 03/31/2018 billing period

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### Detail

**Equipment included under this contract**

- **Canon/IR Advance C250if**

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<th>Number</th>
<th>Serial Number</th>
<th>Base Adj.</th>
<th>Location</th>
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| 21376  | QM811524      | $0.00     | Implementation Services-UTEP  
500 W. University Ave  
El Paso, TX 79968 |
ACCOUNT RECONCILIATION PROCESS: #6-3 – Pro Card Support

**CITIBANK CORPORATE CARD**

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<th>Payments and Credits</th>
<th>New Charges</th>
<th>New Balance</th>
<th>Credit Line</th>
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For customer service call or write 1-800-248-4553 Citibank P.O. Box 6125 Sioux Falls, SD 57117
Send payments to: Citibank P.O. Box 78025 Phoenix, AZ 85062-8025

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**ACCOUNT SUMMARY**

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<th>Previous Balance</th>
<th>Payments</th>
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<th>Purchases and Advances</th>
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<th>New Balance</th>
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<tr>
<td>Advances</td>
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<td>TOTALS</td>
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**DAYS IN BILLING PERIOD: 031**

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<th>Cash Advances</th>
<th>Payment Due:</th>
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<th>Amount Past Due:</th>
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<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

* Cash Advance Limit is a portion of your Total Credit Line
** Available Cash Line is a portion of your Available Credit Line
ACCOUNT RECONCILIATION PROCESS: #6-4 – Expense Report Support

<table>
<thead>
<tr>
<th>Description</th>
<th>Comment</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTShare EC Meeting - Feb 2018</td>
<td>Travel to Dallas, TX for a 1-day Executive Committee Meeting which took place on 02/21/2018.</td>
<td>Attachment (1)</td>
</tr>
<tr>
<td>Business Purpose: TRV-System TRVL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status: Paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Location: TX DALLAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post State: Posted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expense Report Detail**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Expense Date</th>
<th>Amount Spent</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR-In State-Mileage</td>
<td>02/15/2018</td>
<td>10.00 USD</td>
<td>USD</td>
<td>Paid By Employee</td>
<td>Expense</td>
</tr>
<tr>
<td>TR-In State-Rental Car</td>
<td>02/15/2018</td>
<td>40.00 USD</td>
<td>USD</td>
<td>Paid By Employee</td>
<td>Expense</td>
</tr>
<tr>
<td>TR-In State-Parking</td>
<td>02/15/2018</td>
<td>15.00 USD</td>
<td>USD</td>
<td>Paid By Employee</td>
<td>Expense</td>
</tr>
</tbody>
</table>

**Totals**

- Employee Expenses: 65.98 USD
- Non-Reimbursable Expenses: 0.00 USD
- Prepaid Expenses: 0.00 USD
- Employee Credits: 0.00 USD
- Vendor Credits: 0.00 USD
- Cash Advances Applied: 0.00 USD

Due Employee: 65.98 USD
Due Vendor: 0.00 USD
AVIS

RENTAL AGREEMENT NUMBER: [Redacted]

Your Information
Customer Name: [Redacted]
Avis Worldwide Discount: YES
Customer Number: [Redacted]
Method of Payment: DISCOVER 006669

U:\' EL PASO

Your Vehicle Information
Vehicle Number: 03104453
Vehicle Group Rental: Compact
Vehicle Group Chased: Compact
Vehicle Description: GRAY KA SOUL
License Plate Number: TXO06659
Odometer Out: 4097
Odometer In: 4600
Total Drive: 45
Fuel Gauge Reading: Full

Your Rental
Pickup Date/Time: FEB 15 2014 8:55AM
Pickup Location: 7200 CEDAR SPRINGS ROAD LOVE FIELD AIRPORT DALLAS, TX, 75238 US 214-357-1711

Return Date/Time: FEB 15 2014 8:27PM
Return Location: 7200 CEDAR SPRINGS ROAD LOVE FIELD AIRPORT DALLAS, TX, 75238 US 214-357-1711

Your Vehicle Charges (MIN 1 DAY)
Rate Chart: Free Miles: Time and Mileage:
Mile: UNLIMITED
Hourly: 15.51
Daily: 31.92
Weekly: 155.60
Monthly: 620.00
Your Discount: MN 1D/1R/8 43FM = 31.00
Time and Mileage: 31.00

Your Optional Products/Services
Optional Services Total: 0.00
*RATE INCLUDES L/DW

Your Taxable Fees
11.14% Concession Recovery Fee 3.44
VHR License Recoup 2.00

Sub-total Charges: 96.44
TAX 10.53% 3.54

Your Non-Taxable Products/Services

Your Total Charges paid: 46.08
Prepayment: 0.00

Net Charges: USD 46.08
Your Total Due: 46.08
ACCOUNT RECONCILIATION PROCESS: #6-5 – HPY Communication Device Support

Run Control ID: SENCUMB1

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Position</th>
<th>Position F</th>
<th>Jobcode</th>
<th>Combo Code</th>
<th>Dept ID</th>
<th>Cost Center</th>
<th>Acct</th>
<th>Acct Descr</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Stark</td>
<td>60099999991</td>
<td>10000000</td>
<td>Boss</td>
<td>9999</td>
<td>111111111</td>
<td>99999</td>
<td>777777777</td>
<td>54407</td>
<td>Communication Device</td>
<td>100</td>
</tr>
<tr>
<td>Luke Skywalker</td>
<td>60099999992</td>
<td>20000000</td>
<td>Boss</td>
<td>99998</td>
<td>1111111112</td>
<td>999999</td>
<td>777777777</td>
<td>54407</td>
<td>Communication Device</td>
<td>100</td>
</tr>
</tbody>
</table>
The University of Texas at El Paso  
Wireless Communication Device Allowance Request Form  
Use Tab Key to Navigate between fields

| Employee Name: |  
| Employee UT EID or SSN (last 4 digits only): |  
| Department: |  
| Department Contact: |  
| Funding Source (must be wage or all expense account): |  
| Job Title: |  
| Allowance Start Date: 9/1/2018 | Allowance End Date (Grant funded only):  
| Monthly Allowance Amount (before taxes): | $100 (increments of $25; maximum of $150) |  

The above employee meets the following documented official state business needs for a wireless communication plan allowance:

- [ ] Frequently engages in work-related travel
- [x] Frequently out of the office on UT El Paso business
- [ ] Member of key personnel needed in the event of an emergency
- [ ] Other (Describe) 

All allowances are considered salary supplements and will be reported as taxable compensation. Allowances do not qualify as compensation for TRS or ORP purposes.

By signing this document, the employee acknowledges they have been provided a copy of the wireless communication device policy, they understand the allowance is being provided because of an official state business need, and they agree to provide their department head the wireless phone number and to be accessible through this communication equipment. The employee further understands the necessity for an allowance will be evaluated periodically. Continuance or termination of an allowance is contingent upon continued business need.

If, at any point during this contract, there is no longer a business need for an allowance, it is the responsibility of the department head to notify the Payroll Office.

Signature of Employee:  
Date: 9/12/18

Signature of Department Head / Principal Investigator:  
Date:

Signature of Vice President:  
Date:

For ORSP Office Use only:  

| ORSP Approval: | Entered | Date | Initials: | Entered: |
ACCOUNT RECONCILIATION PROCESS: #6-6 – SC028HR CBC Support

General Ledger Journal Line Drill Down

Transaction Line Identifiers
Business Unit: UTEP1  Journal ID: SC028HR001  Date: 03/25/2018
Line: 84  Ledger: ACTUALS

Additional Source Information
Journal Line Description: CBC

Transaction Line Details

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Cost Center</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>67606</td>
<td>2100</td>
<td>301500</td>
<td>14021600</td>
<td>700</td>
</tr>
</tbody>
</table>

Line Status: Valid  
Budget Date: 03/25/2018  
Line Amount: 8.00  
USD

Unit: UTEP1  Journal ID: SC028HR001  Date: 03/25/2018
Long Description: Criminal Background Check
Ledger Group: ACTUALS  Adjusting Entry: Non-Adjusting Entry
Ledger:  
Fiscal Year: 2018  
Period: 7  
ADB Date: 03/25/2018

Auto Generate Lines  
Save Journal Incomplete Status  
Autobalance on 0 Amount Line  
CTA

SJE Type:

Currency Details: USD / CRNT / T

Attachments: 0

Reversal: Do Not Generate Reversal

Entered By: 6001012362  Rosina Rodriguez Cruz
Entered On: 03/29/2018 3:26:00PM
Last Updated On: 03/29/2018 4:16:13PM
ACCOUNT RECONCILIATION PROCESS: #6-7 – SC028IT Long Distance Support

General Ledger Journal Line Drill Down

Transaction Line Identifiers
- Business Unit: UTEP1
- Journal ID: SC028IT1
- Line: 178
- Ledger: ACTUALS
- Date: 03/31/2018

Additional Source Information
- Journal Line Description: Mat. long distance

Transaction Line Details

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Cost Center</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>63632</td>
<td>2100</td>
<td>381500</td>
<td>14021500</td>
<td>700</td>
</tr>
</tbody>
</table>

Line Status: Valid
- Budget Date: 03/31/2018
- Line Amount: 52.80 USD

Header
- Unit: UTEP1
- Journal ID: SC028IT1
- Date: 03/31/2018

Long Description: Search Long Distance
- Ledger Group: ACTUALS
- Adjusting Entry: Non-Adjusting Entry
- Ledger: ACTUALS
- Fiscal Year: 2018
- *Source: IDT
- Period: 7
- Reference Number: 
- ADB Date: 03/31/2018
- Journal Class: 
- Transaction Code: GENERAL
- SJE Type: 
- Currency Default: USD / CRNTRT / 1

Approval
- Auto Generate Lines
- Save Journal Incomplete Status
- Autobalance on 0 Amount Line
- CTA

Reversal: Do Not Generate Reversal
- Entered By: 6001015431 Zulena Zuniga
- Entered On: 04/05/2018 11:30:15AM
- Last Updated On: 04/05/2018 12:18:43PM
### DEPARTMENTAL SUMMARY REPORT

<table>
<thead>
<tr>
<th>Extension Number</th>
<th>Employee Name</th>
<th>Number of Calls</th>
<th>Total Dur</th>
<th>AVG Dur</th>
<th>AVG Dist</th>
<th>Long Cost</th>
<th>Local Cost</th>
<th>Overhead Cost</th>
<th>Total Taxes</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
<td>5</td>
<td>20:55</td>
<td>4:06</td>
<td>16:14</td>
<td>0:00</td>
<td>0:00</td>
<td>31.68</td>
<td>0:00</td>
<td>1:00</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>2</td>
<td>21:16</td>
<td>4:06</td>
<td>12:02</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>3</td>
<td>0:06</td>
<td>0:06</td>
<td>11:22</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>1</td>
<td>0:04</td>
<td>0:04</td>
<td>10:14</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>47</strong></td>
<td><strong>12:55</strong></td>
<td><strong>16:29</strong></td>
<td><strong>31.68</strong></td>
<td><strong>0:00</strong></td>
<td><strong>0:00</strong></td>
<td><strong>1:00</strong></td>
<td><strong>0:00</strong></td>
<td><strong>0:00</strong></td>
</tr>
</tbody>
</table>

### STATION ACTIVITY REPORT

<table>
<thead>
<tr>
<th>Number Called</th>
<th>City</th>
<th>State</th>
<th>Date of Call</th>
<th>Time of Call</th>
<th>Type of Line Used</th>
<th>Line (AT&amp;T)</th>
<th>Duration</th>
<th>Cost of Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-760-641-4312</td>
<td>Palm Springs</td>
<td>CA</td>
<td>6/30</td>
<td>12:45 P.M.</td>
<td>TELX (000-1701)</td>
<td>(000-1701)</td>
<td>1:15</td>
<td>0.12</td>
</tr>
<tr>
<td>1-777-226-9798</td>
<td>Austin</td>
<td>TX</td>
<td>5/19</td>
<td>12:34 P.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>1:15</td>
<td>0.12</td>
</tr>
<tr>
<td>1-737-229-4958</td>
<td>Austin</td>
<td>TX</td>
<td>5/04</td>
<td>10:01 A.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>2:14</td>
<td>1.14</td>
</tr>
<tr>
<td>1-737-229-4958</td>
<td>Austin</td>
<td>TX</td>
<td>5/04</td>
<td>10:25 A.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>4:13</td>
<td>2.94</td>
</tr>
<tr>
<td>1-664-876-9292</td>
<td>New York</td>
<td>NY</td>
<td>5/09</td>
<td>12:10 P.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>1:01</td>
<td>3.72</td>
</tr>
<tr>
<td>1-605-475-9329</td>
<td>New York</td>
<td>NY</td>
<td>5/10</td>
<td>13:00 A.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>1:30</td>
<td>1.12</td>
</tr>
<tr>
<td>1-737-229-4958</td>
<td>Austin</td>
<td>TX</td>
<td>5/04</td>
<td>10:01 A.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>1:50</td>
<td>1.50</td>
</tr>
<tr>
<td>1-664-876-9292</td>
<td>New York</td>
<td>NY</td>
<td>5/09</td>
<td>12:10 P.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>1:01</td>
<td>3.72</td>
</tr>
<tr>
<td>1-664-876-9292</td>
<td>New York</td>
<td>NY</td>
<td>5/10</td>
<td>13:00 A.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>1:30</td>
<td>1.12</td>
</tr>
<tr>
<td>1-664-876-9292</td>
<td>New York</td>
<td>NY</td>
<td>5/10</td>
<td>13:00 A.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>1:30</td>
<td>1.12</td>
</tr>
<tr>
<td>1-707-559-2441</td>
<td>Wewoka</td>
<td>OK</td>
<td>5/31</td>
<td>9:23 A.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>46:39</td>
<td>0.00</td>
</tr>
<tr>
<td>1-707-559-2441</td>
<td>Wewoka</td>
<td>OK</td>
<td>5/31</td>
<td>11:30 P.M.</td>
<td>TELX (000-1501)</td>
<td>(000-1501)</td>
<td>46:39</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Summary of 0 Incoming Calls**

**Summary of 1 Local Calls**

**Total**

- Per Station Burden: $0.09
- Allocated Overhead: $0.09
- Allocated Fixed Cost: $0.09
- Tax: $0.00
- Total Cost: $0.09
ACCOUNT RECONCILIATION PROCESS: #6-8 – SC028TRAVL Travel Support

General Ledger Journal Line Drill Down

**Transaction Line Identifiers**
- Business Unit: UTEP1
- Journal: SC028TRAVL
- Date: 03/28/2018
- Line: 5
- Ledger: ACTUALS

**Additional Source Information**
- Journal Line Description: [Redacted]

**Transaction Line Details**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Cost Center</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>62101</td>
<td>2100</td>
<td>301500</td>
<td>14021500</td>
<td>700</td>
</tr>
</tbody>
</table>

- Line Status: Valid
- Budget Date: 03/26/2018
- Line Amount: 199.30 USD

**Header**
- Unit: UTEP1
- Journal ID: SC028TRAVL
- Date: 03/28/2018
- Long Description: [Redacted]
- Ledger Group: ACTUALS
- Adjusting Entry: Non-Adjusting Entry
- Ledger: [Redacted]
- Fiscal Year: 2018
- Source: [Redacted]
- Period: 7
- Reference Number: [Redacted]
- AOB Date: 03/26/2018
- Journal Class: [Redacted]
- Transaction Code: [Redacted]
- SJE Type: [Redacted]
- Currency Defaults: USD / Currnt / 1
- Attachments: 0

**Commitment Control**

- Reversal: Do Not Generate Reversal
- Entered By: 9001005795
- Ana Gabriela Yanez
- Entered On: 04/06/2018 11:59:27AM
- Last Updated On: 04/06/2018 12:19:02PM
General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit: UTEP1  Journal ID: SC028TRAVL  Date: 03/26/2018
Line: 6  Ledger: ACTUALS

Additional Source Information

Journal Line Description: [Blue text]

Transaction Line Details

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Cost Center</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>62101</td>
<td>2100</td>
<td>301500</td>
<td>14021600</td>
<td>700</td>
</tr>
</tbody>
</table>

Line Status: Valid
Budget Date: 03/26/2018
Line Amount: 81.51 USD

Unit: UTEP1  Journal ID: SC028TRAVL  Date: 03/26/2018
Long Description: Airfare charges for billing period of 02/04/2018 to 03/03/2018 cost Centers March 2018 airfare Allocation

*Ledger Group: ACTUALS  Adjusting Entry: Non-Adjusting Entry
Ledger: 
Fiscal Year: 2018
Period: ?
ADB Date: 03/29/2018

Transaction Code: GENERAL

SJE Type: 
Currency Defaults: USD / CRRNT / 1
Attachments: (0)
Commitment Control
Reversal: Do Not Generate Reversal

Entered By: 5001005795  Ana Gabriela Vimeiz
Entered On: 04/06/2018 11:59:27AM
Last Updated On: 04/06/2018 12:16:02PM

Auto Generate Lines
Save Journal Incomplete Status
Autobalance on 0 Amount Line
CTA
**ACCOUNT RECONCILIATION PROCESS: #7 — Summary Financial Report**

**Summary Financial Report**

**Business Unit:** UTEP1  
**Cost Center:** 7777777 - UTEP  
For the period (From) MAR 2018 - (To) MAR 2018

<table>
<thead>
<tr>
<th>COST CENTER EXPENSES</th>
<th>MAR 2018 - MAR 2018</th>
<th>ACCOUNTING PERIODS: SEP 2018 - MAR 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost Center</td>
<td>Account</td>
</tr>
<tr>
<td>7777777</td>
<td>UTEP</td>
<td>A1000</td>
</tr>
<tr>
<td>7777777</td>
<td>UTEP</td>
<td>A1100</td>
</tr>
<tr>
<td>7777777</td>
<td>UTEP</td>
<td>A3000</td>
</tr>
<tr>
<td>7777777</td>
<td>UTEP</td>
<td>A4000</td>
</tr>
</tbody>
</table>

Reconciler: Signature/Date: ________________________________

By this submittal, to the best of my knowledge I am certifying the following:

- The salary, wages, expenditures and other transactions posted to funds as detailed in the Budget Page
- for the Cost Centers and/or Projects above are accurate, allowable and appropriate.
- All posted revenue has been reconciled to source documents and the amounts appear to be reasonable and properly recorded.
- For any errors that have been detected, corrections have been made and/or requested and are pending adjustments.
- I am aware of the requirement to report all suspected fraud to my supervisor, Audit, Campus Police or the institution Hotline to ensure it is appropriately addressed.

Certifier: Signature/Date: ________________________________