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 Expense Report Support
   6.4 HPY Communication Device Support
   6.5 SC028HR CBC Support
   6.6 SC028IT Long Distance Support
   6.7 SC028TRAVL Travel Support
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.

**Detail Financial Report**

**Business Unit:** UTEP1  
**Cost Center:** 7777777 - 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:** $1,643.42

<table>
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<th>Activity ID</th>
<th>Cost Center</th>
<th>Acct Date</th>
<th>Doc Type</th>
<th>Doc ID</th>
<th>Vendor Description</th>
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Note: The table above details the financial transactions related to payroll expenses for the specified period, including vendor descriptions, document statuses, and related documentation references.
ACCOUNT RECONCILIATION PROCESS: #6 – Operating Expenses

Detail Financial Report

Business Unit: UTEP1
Cost Center: 7777777 - 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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Legend: | A1000 | A1200 | A3000 | A4000 |
ACCOUNT RECONCILIATION PROCESS: #6-1 – AP Voucher Support

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<td>ShortName:</td>
<td>SPECTRUM</td>
<td>*Pay Terms:</td>
<td>NET00</td>
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<td>Location:</td>
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**Invoice Lines**

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**Distribution Lines**

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Session Defaults
Attachments (0)
Comments (1)
Approval History

Print Invoice

Service Start Date: 03/02/2018
Service End Date: 03/02/2018
ACCOUNT RECONCILIATION PROCESS: #6-2 – AP Voucher PO MinerMall Support

### General Information

- **PO/Reference No.:** 2018118376
- **Revision No.:** 0
- **Priority:** Normal
- **Supplier Name:** SPECTRUM TECHNOLOGIES INC
- **Address:** 5900 GATEWAY EAST, EL PASO, TX 79905 US
- **Phone:** +1 915-781-2000
- **Supplier Fax No.:** +1 915-781-2100
- **Purchase Order Date:** 9/20/2017
- **Total:** 1,440.00
- **Requisition Number:** 92751396

### Invoicing Summary

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<tbody>
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<td>Invoice</td>
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**Total:** 1,660.00 USD
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<td>Copier Removal: 2nd 12 months of a 36 month lease for a Canon ImageRunner Advance 2530F for Fiscal year 2017-2018. Item: September 1, 2017 through August 31, 2018. Previous PO 2017020801. Color print charges were considered for the monthly price.</td>
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<table>
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<tr>
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<th>Ext. Price</th>
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Additional details:
- **PO Number**: 2018118376
- **PO Department**: REPELS (REPELS)
- **Invoice Owner**: Doan Espinosa
- **Line Item Status**: MHR1PD
- **Matched Line**: 8

**Line Item Details**

**Invoice Number**: 20180M18244G
**Supplier Account No.**: Available
**Supplier Name**: SPECTRUM TECHNOLOGIES INC

**Buyer Invoice**: Approvals
**Matching**: Comments (1)
**Supplier Messages**: Attachments (3)
**History**

**Select invoice image**

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<tr>
<th>Attachment</th>
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**Contract Invoice**

Invoice Number: 926103  
Invoice Date: 03/01/2018

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

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

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**Contract Remarks**

Summary:  
Contract base rate charge for the 03/01/2018 to 03/31/2018 billing period  
$120.00

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**Detail:**  
Equipment included under this contract

**Canon/IR Advance C250f**

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<th>Serial Number</th>
<th>Base Adj.</th>
<th>Location</th>
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| 22376  | QN011574      | $0.00     | Implementation Services-Utep | 500 W. University Ave  
El Paso, TX 79968 |
**ACCOUNT RECONCILIATION PROCESS: #6-3 – Expense Report Support**

### View Expense Report

#### Expense Report Detail

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<td>TRV-System TRVL</td>
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<td>Status</td>
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<td>Default Location</td>
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<td>Post Status</td>
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<td>Comment</td>
<td>Travel to Dallas, TX for a</td>
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<td></td>
<td>Executive Committee Meeting</td>
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<td>Reference</td>
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### Totals

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<td>Employee Credits:</td>
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<tr>
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<td>Cash Advances Applied:</td>
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</tr>
</tbody>
</table>
**AVIS**

**RENTAL AGREEMENT NUMBER:**

**RECEIPT**

### Your Information
- **Customer Name:** [Redacted]
- **Vendor:** AVIS
- **Address:** 7200 Cedar Springs Road, Love Field Airport, Dallas, TX 75236 US

### Your Vehicle Information
- **Vehicle Number:** 03104583
- **Vehicle Group Rented:** Compact
- **Vehicle Description:** GRY KIA SOUL
- **License Plate Number:** TX9Q5669
- **Odometer Out:** 405
- **Total Driven:** 45
- **Fuel Gauge Reading:** Full

### Your Rental
- **Pickup Date/Time:** February 15, 2018 8:55 AM
- **Pickup Location:** 7200 Cedar Springs Road, Love Field Airport, Dallas, TX 75236 US

### Return Date/Time
- **Return Location:** 7200 Cedar Springs Road, Love Field Airport, Dallas, TX 75236 US

### Your Vehicle Charges (MIN 1 DAY)

<table>
<thead>
<tr>
<th>Rate Chart</th>
<th>Free Miles</th>
<th>Time and Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles:</td>
<td>UNLIMITED</td>
<td></td>
</tr>
<tr>
<td>Hourly:</td>
<td>15.51</td>
<td></td>
</tr>
<tr>
<td>Daily:</td>
<td>31.90</td>
<td>31.00</td>
</tr>
<tr>
<td>Weekly:</td>
<td>156.00</td>
<td>31.00</td>
</tr>
<tr>
<td>Monthly:</td>
<td>820.00</td>
<td></td>
</tr>
</tbody>
</table>

### Your Optional Products/Services
- **Optional Services Total:** 0.00

### Your Taxable Fees
- **11.14% Concession Recovery Fee:** 3.44
- **U.S. LICENSE REGISTRATION:** 2.00

### Sub-total Charges:
- **TAX 10.00%**

### Your Non-Taxable Products/Services

### Your Total Charges paid:
- **Total:** $40.08
- **Prepayment:** 0.00

### Net Charges:
- **USD 40.08**
ACCOUNT RECONCILIATION PROCESS: #6-4 – HPY Communication Device Support

Run Control ID: SENCUMB1

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Position</th>
<th>Position 1</th>
<th>Jobcode</th>
<th>Combo Code</th>
<th>Dept ID</th>
<th>Cost Center</th>
<th>Acct</th>
<th>Acct Descr</th>
<th>Total Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Stark</td>
<td>60099999991</td>
<td>10000000 Boss</td>
<td>99999</td>
<td>111111111</td>
<td>99999999</td>
<td>777777777</td>
<td>54407 Communication Device</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luke Skywalker</td>
<td>60099999992</td>
<td>20000000 Boss</td>
<td>99998</td>
<td>111111112</td>
<td>99999999</td>
<td>777777777</td>
<td>54407 Communication Device</td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACCOUNT RECONCILIATION PROCESS: #6-5 – SC028HR CBC Support

General Ledger Journal Line Drill Down

<table>
<thead>
<tr>
<th>Transaction Line Identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: UTEP</td>
</tr>
<tr>
<td>Line: 84</td>
</tr>
</tbody>
</table>

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>6766</td>
<td>2100</td>
<td>301500</td>
<td>14021600</td>
<td>700</td>
</tr>
</tbody>
</table>

Header

- Unit: UTEP1
- Journal ID: SC028HR001
- Date: 03/25/2018
- Long Description: Criminal Background Check
- Ledger Group: ACTUALS
- Fiscal Year: 2018
- Period: 7
- ADB Date: 03/25/2018
- Transaction Code: GENERAL
- Line Status: Valid
- Budget Date: 03/25/2018
- Line Amount: 8.00 USD

- Entered By: 6001012392 Rosina Rodriguez Cruz
- Entered On: 03/29/2018 3:26:00PM
- Last Updated On: 03/29/2018 4:16:13PM
ACCOUNT RECONCILIATION PROCESS: #6-6 – SC028IT Long Distance Support

General Ledger Journal Line Drill Down

<table>
<thead>
<tr>
<th>Transaction Line Identifiers</th>
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</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>UTEP1</td>
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<tr>
<td>Journal ID:</td>
<td>SC028IT11</td>
</tr>
<tr>
<td>Line:</td>
<td>175</td>
</tr>
<tr>
<td>Ledger:</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>Date:</td>
<td>03/31/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Source Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Line Description:</td>
<td>Mat. long distance</td>
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</table>

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

<table>
<thead>
<tr>
<th>Line Status Valid</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Budget Date</td>
<td>03/31/2018</td>
</tr>
<tr>
<td>Line Amount</td>
<td>52.80 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Header</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit:</td>
<td>UTEP1</td>
</tr>
<tr>
<td>Journal ID:</td>
<td>SC028IT11</td>
</tr>
<tr>
<td>Date:</td>
<td>03/31/2018</td>
</tr>
<tr>
<td>Long Description:</td>
<td>Search Long Distance</td>
</tr>
<tr>
<td>*Ledger Group:</td>
<td>ACTUALS</td>
</tr>
<tr>
<td>Ledger:</td>
<td></td>
</tr>
<tr>
<td>*Source:</td>
<td>IDT</td>
</tr>
<tr>
<td>Reference Number:</td>
<td></td>
</tr>
<tr>
<td>Journal Class:</td>
<td></td>
</tr>
<tr>
<td>Transaction Code:</td>
<td>GENERAL</td>
</tr>
<tr>
<td>SJE Type:</td>
<td></td>
</tr>
<tr>
<td>Currency Default: USD / CRNT / I</td>
<td></td>
</tr>
<tr>
<td>Commitment Control</td>
<td></td>
</tr>
<tr>
<td>Reversal: Do Not Generate Reversal</td>
<td></td>
</tr>
<tr>
<td>Entered By:</td>
<td>6001015431 Zulema Zuniga</td>
</tr>
<tr>
<td>Entered On:</td>
<td>04/05/2018 11:30:15AM</td>
</tr>
<tr>
<td>Last Updated On:</td>
<td>04/05/2018 12:18:43PM</td>
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</tbody>
</table>
General Ledger Journal Line Drill Down

Transaction Line Identifiers

- Business Unit: UTEP1
- Journal ID: SC028TRAVL
- Date: 03/26/2018
- Line: 5
- Ledger: ACTUALS

Additional Source Information

- Journal Line Description: [Blank]

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: 198.30 USD

Header

- 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: [Blank]
- Fiscal Year: 2018
- Period: 7

- Source: IDT
- Reference Number: [Blank]
- AOB Date: 03/26/2018

- Journal Class: [Blank]
- Transaction Code: GENERAL

- SJE Type: [Blank]
- Currency Defaults: USD / CRRNT / 1

- Attachments: 0
- Commitment Control: [Blank]

- Reversal: Do Not Generate Reversal

- Entered By: 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

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UTEP1</th>
<th>Journal ID</th>
<th>SC028TRAVL</th>
<th>Date: 03/26/2018</th>
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</thead>
<tbody>
<tr>
<td>Line</td>
<td>6</td>
<td>Ledger</td>
<td>ACTUALS</td>
<td></td>
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</tbody>
</table>

Additional Source Information

Journal Line Description:

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
Long Description: Airfare charges for billing period of 02/04/2018 to 03/03/2018 cost Centers March 2018 airfare Allocation
Ledger Group: ACTUALS
Fiscal Year: 2018
ADB Date: 03/29/2018

Entered By: 5001005795
Entered On: 04/06/2018 11:59:27AM
Last Updated On: 04/06/2018 12:18:02PM
# 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</th>
<th>Cost Center Descr</th>
<th>Account</th>
<th>Accr Descr</th>
<th>MAR 2018 · MAR 2018</th>
<th>ACCOUNTING PERIODS: SEP 2018 · MAR 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pre-Enc · Enc · Expense</td>
<td>Pre-Enc · Enc · Expense</td>
</tr>
<tr>
<td>7777777</td>
<td>UTEP</td>
<td>A1000</td>
<td>Staff Salaries</td>
<td>$0.00 · $108,274.71 · $4,000.00</td>
<td>$0.00 · $0.00 · $0.00</td>
</tr>
<tr>
<td>7777777</td>
<td>UTEP</td>
<td>A1100</td>
<td>Wages</td>
<td>$0.00 · $0.00 · $700.00</td>
<td>$7,242.00 · $0.00 · $0.00</td>
</tr>
<tr>
<td>7777777</td>
<td>UTEP</td>
<td>A3000</td>
<td>Payroll</td>
<td>$0.00 · (-$326.13) · $1,643.42</td>
<td>$50.00 · $0.00 · $1,609.65</td>
</tr>
<tr>
<td>7777777</td>
<td>UTEP</td>
<td>A4000</td>
<td>Operating Expenses</td>
<td>$0.00 · $68.88 · $714.01</td>
<td>$12,000.00 · $0.00 · $1,962.04</td>
</tr>
</tbody>
</table>

Reconciler: Signature/Date: ________________________________

By this submission, 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: ________________________________