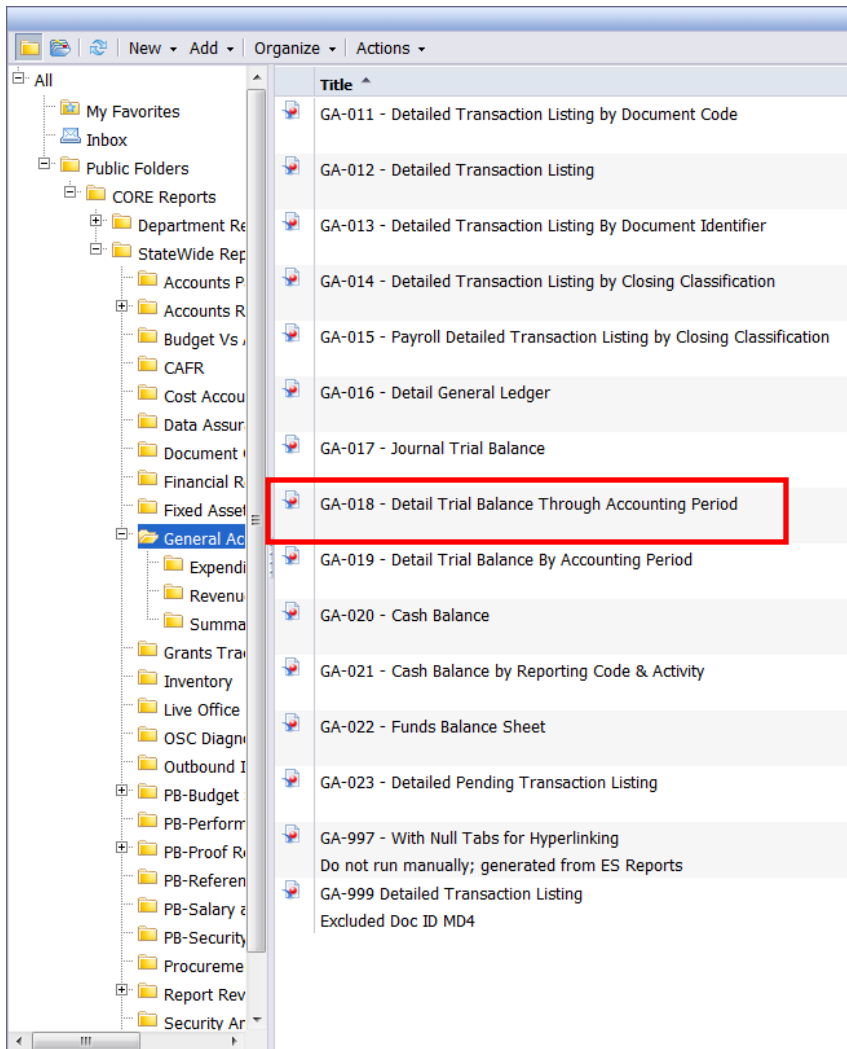


How to Review Your OIT Telecommunication Charges in CORE

There are several reports that can be run to review your telecommunication charges in CORE. The report we recommend using is the GA-018 Detail Trial Balance Through Accounting Period. This report is located in Info Advantage under Public Folders>CORE Reports>StateWide Reports>General Accounting>GA-018 – Detail Trial Balance Through Accounting Period:



Filter on:

- Fiscal Year
- Accounting Period
- Fund
- Department
- Object Code (2630)
- Closing Classification (10 and 11)

Leaving all other fields open will allow the agency to see all telecommunications charges by OIT regardless of appropriation, unit, program, activity (etc.).

OIT Telecommunication Charges will typically start with IET1,EGBA... Below is a clip of the Detail Ledger Raw Data tab.

	A	B
1	Document ID	Accounting Line Description
101	IET1,EGBA,AC17000162,1	EGBA-AC-3607 CenturyLink Audio Conferencing 07/28/2016 - 08/27/2016
102	IET1,EGBA,AC17000229,1	EGBA-AC-3607 CenturyLink Audio Conferencing 08/28/2016 - 09/27/2016
103	IET1,EGBA,AC17000230,1	EGBA-AC-3607 CenturyLink Audio Conferencing 08/28/2016 - 09/27/2016
104	IET1,EGBA,AC17000231,1	EGBA-AC-3607 CenturyLink Audio Conferencing 08/28/2016 - 09/27/2016
105	IET1,EGBA,AC17000232,1	EGBA-AC-3607 CenturyLink Audio Conferencing 08/28/2016 - 09/27/2016

You will notice that the accounting description is very limited in what the charges are for. To review your data further log in to TEMS and run the "State of Colorado CORE Report." To find out more about this report, click see our [Custom Report Guide](#) on our website.

1597 Account

There are times when the 1597 clearing account is utilized by OIT. It is important that each agency review their 1597 monthly to ensure that charges are not going to this balance sheet account. If charges are hitting this account, a journal entry will need to be created to clear the account. Subsequently, the agency will need to work with our Telecom team to correct the coding and/or the accounting templates. To learn more about how OIT uses the 1597 account and how to begin reconciling this account visit the [FAQs](#) page on our website.