## GL.080.004 - OPEN ITEM RECONCILIATION REQUEST

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To run the Open Item Reconciliation Process.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>The Open Item Reconciliation Process posts journal entry lines charging open item accounts to the Open Item Subsidiary Ledger. The process can be run as part of the Journal Post Process or it can be run on its own. At a minimum, run the Open Item Reconciliation Process daily to insure accurate subsidiary ledger balances.</td>
</tr>
<tr>
<td><strong>Security Role</strong></td>
<td>BOR_GL_PROCESSING</td>
</tr>
<tr>
<td><strong>Dependencies/Constraints</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Additional Information</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
**Procedure**
Below are step by step instructions on how to run the Open Item Reconciliation Process.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>NavBar</strong> icon.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Navigator</strong> icon.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>General Ledger</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Open Items</strong> link.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Process Reconciliation</strong> link.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Add a New Value</strong> tab.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter a Run Control ID in the <strong>Run Control ID</strong> field.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Always</strong> option.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter a Description in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>11.</td>
<td>Change the “As Of” date to the current date each time the open item process is executed.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Choose a date</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Current Date</strong> link.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>15.</td>
<td>Click the <strong>Run</strong> button.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>17.</td>
<td>Click the <strong>Process Monitor</strong> link. The system navigates to the Process Monitor page and defaults to the Process List tab.</td>
</tr>
<tr>
<td>18.</td>
<td>Click the <strong>Refresh</strong> button until the <strong>Run Status</strong> runs to Success.</td>
</tr>
<tr>
<td>19.</td>
<td>Once the process is successful, review the message log to determine if the process logged any errors. Click the <strong>Details</strong> link in the Details column. The system generates the Process Detail popup window.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>Message Log</strong> link. Review the message log carefully and determine if the process ran to Success.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the <strong>Return</strong> button.</td>
</tr>
<tr>
<td>22.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>23.</td>
<td>Click the <strong>Go back to Process Reconciliation</strong> link.</td>
</tr>
<tr>
<td>24.</td>
<td>After the open item reconciliation completes, review open item balances using Open Item Inquiry or Open Item Maintenance dialogues.</td>
</tr>
</tbody>
</table>