

GL.080.004 - OPEN ITEM RECONCILIATION REQUEST

Purpose	To run the Open Item Reconciliation Process.
Description	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.
Security Role	BOR_GL_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the Open Item Reconciliation Process.

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