GL.060.008 – REVIEWING OPEN ITEM

Purpose	• Define open item accounting. • Identify how open item transactions are tracked. • Identify where Open Item Balances and statuses can be viewed. • Review Open Item Balances.
Description	Open Item Accounts are accounts tracked with an additional descriptive field. The traditional use of open item accounts was for tracking flexible spending account (FSA) activity. However, the University System of Georgia also uses open item accounts to track expenditures reported as part of continuous audit. FSA accounts should balance to zero at the end of a calendar year. Continuous audit accounts never balance to zero. Users can view the transaction balance and status of open item accounts online. This process allows an online review of the open item transaction history for each employee
Security Role	BOR_GL_OPEN_ITEMS
Assumptions	• Latest Payroll to Financials interface posted. • Latest disbursements were journal generated
Dependencies/ Constraints	None
Additional Information	• Open Item Accounting enables users to define, control, and maintain sub-ledger detail typically for selected balance sheet accounts used in open item transactions. • Open Item transactions are tracked until they are resolved and the balance of the open item account is zero in most cases.

Procedure

Below are step by step instructions on how to review open items.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **General Ledger** link.
4.	Click the **Open Items** link.
5.	Click the **Review Status Online** link. The system navigates to the Review Open Item Status online page. The Review Open Item Status page enables users to review current balances and activity of an Open Item account. Users can also search by account, fund code, department ID, project ID, or currency. This helps narrow the list of open items retrieved.
6.	In the **Ledger** field, enter a specific ledger name to display a list of Open Item Balances.
7.	In the **Inquire** field, select Open, Closed, or Both option to display the status of Open Item Balances at the summary level.
8.	Enter an Account in the **Account** field.
9.	Enter an Open Item Key in the **Open Item Key** field.
10.	Click the **Search** button. The results displays in the **Open Item Balances** region.
11.	Click the **Open Item Key** link to view the details of this Open Item balance.
12.	The information in the **Open Item Transactions** region displays the Journal ID, Journal Date, and the transaction amounts of each open item transaction that the Open Item key has in the system.
13.	Click the **OK** button.