

## GL.080.004 - OPEN ITEM RECONCILIATION REQUEST

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



---

## **Procedure**

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

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.