Overview
The OpenItem Update page will be used to track and reconcile Travel Advances. This page displays each OpenItem account that is linked to the Accounts Payable transaction. It displays a summary of the total amounts for this account and the number of lines for both Closed and Open OpenItem accounts.

Once a Travel Claim has been submitted to account for a Travel Advance, the two Open Items (the debit from the Travel Advance and the credit from the Travel Claim) should net to zero. Since the Travel Advance has been accounted for, both items should be closed as it is no longer necessary to track the Advance. When this is done properly, the total of all Travel Advance OpenItems (as shown on the Open Item Report) should equal to the General Ledger balance for Travel Advances. The total of the OpenItem Report and the General Ledger Balance of all Travel Advance Accounts should be compared monthly and any differences investigated.

Review the OpenItem Update page for reconciliation items.
Reconcile Travel Advance

Navigate to Accounts Payable > Vouchers > Add/Update > Update Open Item

1. Enter or validate the Business Unit: HW001

2. Enter Open Item Key (in this case the vendor number)

3. Enter Transaction Currency: USD

The Open Item Update page displays.

4. Click Search

The Open Item Update page displays.

5. Check Show Only Open Items

6. Identify Travel Advance being recovered (Trip Description is in the Description field)

7. Identify the Travel Expense that was related to this advance

8. Change the status from Open to Closed for both vouchers

9. Click Save
Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).