Overview
The CSU AP Open Item Listing Report provides AP users with a report to review AP Open Item transactions. This includes both Open Item Accounts with zero balance and Open Item Keys and Open Item Accounts with balances for Open Item Keys.
Run the Open Item Listing Report

Navigate to Accounts Payable > Reports > Vouchers > CSU
Open Item Listing

1. Create a Run Control by clicking the **Add A New Value** tab

The CSU Open Item Listing page displays.

2. Give the Run Control a name (i.e. **OPEN_ITEM_LISTING**)

3. Use underscore to separate the words

4. Click the **Add** button

The CSU Open Item List page displays.

5. Enter
   - Business Unit: HW001
   - Travel Advance Account: 107001 *(For CSUEB this is 107001)*
   - To and From Dates

6. Leave Open Item Status Blank

7. Click the **Run** button
Administrative Applications Accounts Payable/Run the Open Item Listing Report

The Process Scheduler 
Request page displays.

8. Select

- Server Name: PSNT
- Type: Web
- Format: PDF

9. Check box for CSU Open Listing (CSUAP504)

10. Click OK

The CSU Open Item List 
page displays.

11. Click the Process Monitor 
Link to view the run status

The Process List page 
 displays.

12. Validate that the Run Status reads Success and Distribution Status reads Posted

13. Once this is done click Details to view the Crystal Report

Go back to CSU Open Item Listing
The Process Detail page displays.

14. Click View Log/Trace

The View Log/Trace page displays.

15. Click the report name
An example of the Open Item Listing Report CSUAP504 is shown.

16. Verify transactions for Open Item Keys net to zero and are closed

### Example of Open Item Listing Report

<table>
<thead>
<tr>
<th>Account</th>
<th>Open Item Key</th>
<th>Vendor Name</th>
<th>Voucher Description</th>
<th>Voucher ID</th>
<th>Acct Date</th>
<th>Jnl Date</th>
<th>Advance Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>107001</td>
<td>00000000001</td>
<td>0000000001-Scramble</td>
<td>EW TEST 1-25</td>
<td>00335976</td>
<td>10/1/2007</td>
<td>10/1/2007</td>
<td>800.00</td>
<td>C</td>
</tr>
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<td>00000000001</td>
<td>0000000001-Scramble</td>
<td>EW TEST 1-25A</td>
<td>00335977</td>
<td>10/1/2007</td>
<td>10/1/2007</td>
<td>-800.00</td>
<td>C</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td>10/9/2007</td>
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<td></td>
<td></td>
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<td>00335925</td>
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<td>10/11/2007</td>
<td>1,000.00</td>
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<td>Total Open Item:</td>
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<td></td>
<td></td>
<td>300.00</td>
<td></td>
</tr>
</tbody>
</table>

**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).