

Oracle® Hyperion Financial Close Management

Administrator's Guide

Release 11.1.2.2

Financial Close Management Administrator's Guide, 11.1.2.2

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About Financial Close Management

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Oracle Hyperion Financial Close Management provides a flexible integration framework that allows end users to leverage services from external applications as part of the close calendar. The integration framework is built around industry standards and supports web-based interactive tasks and Web Services based automated tasks.

Financial Close Management has two modules: Close Manager and Account Reconciliation Manager.

Close Manager Functionality

Close Manager helps companies define, execute, and report on the interdependent activities of a financial close period. It provides centralized monitoring of all close process tasks and provides a visible, automated, repeatable system of record for running close processes.

Functionality includes:

- Defining the close tasks and schedule to ensure the correct flow of tasks
- Automating the management of the close to track the status of close tasks and provide notifications and alerts
- Integration with product tasks
- End user notifications
- Monitoring the overall close status from a central dashboard
- Acting on errors or delays with close tasks
- Analyzing the effectiveness of the close

Account Reconciliation Manager Functionality

Account Reconciliation Manager helps companies manage account reconciliation processes, including balance sheet reconciliations, consolidation system reconciliations, and other reconciliation processes in effect.

Functionality includes:

- Managing assignment of preparation and review responsibility
- Configuring reconciliation formats tailored to each type of account
- End user notifications
- Controlling preparation and review workflow
- Providing visibility into the status of reconciliations and the existence of risk conditions

Financial Close Management Prerequisites

You install, register, and configure Financial Close Management through Oracle's EPM System Installer.

For required software components, see *Oracle Hyperion Enterprise Performance Management System Installation Start Here*.

Before you can use Financial Close Management, you must complete these prerequisites:

- Install and configure Oracle Hyperion Enterprise Performance Management Workspace.
- Install Oracle Hyperion Shared Services and register Financial Close Management with Shared Services.

For complete installation instructions, see the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

Financial Close Management is integrated in Oracle's Hyperion EPM System product suite and is displayed in the EPM Workspace.

For information on EPM Workspace tasks and menu options, see the *Oracle Hyperion Enterprise Performance Management Workspace User's Guide*, *Oracle Hyperion Enterprise Performance Management Workspace Administrator's Guide*, and web help.

For information on the manual steps needed to install Event Monitoring, see the *Oracle Hyperion Financial Close management Event Monitoring Configuration Addendum*.

Setting User Preferences for the Time Zone

You can specify a user preference for the time zone to use for a Financial Close Management application.

- To set the time zone:
 - 1 From the EPM Workspace or from Financial Close Management, select **File**, then **Preferences**.
 - 2 Click **Close Manager** or **Reconciliation Manager**.
 - 3 From the **Time zone** list, select a time zone, and then click **OK**.
 - 4 Log off, and then log on again for the change to take effect.

P a r t I

Close Manager

In Close Manager:

- [About Close Manager](#)
- [Setting Up Close Manager](#)
- [Navigating in Close Manager](#)
- [Managing Task Types](#)
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About Close Manager

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Financial Close Management Terms

Tasks

A task is a unit of action within Close Manager, for example, data entry or data consolidation. Power users define the tasks that comprise a close process. Users can read task instructions, answer questions, submit, reassign, approve, or reject tasks, and can access tasks from email notifications or by logging on to Financial Close Management.

Integration Types

An Integration Type is a definition of a service provided by an application. For example, the Consolidate Integration Type for Oracle Hyperion Financial Management contains parameters such as the Point of View dimensions to run the consolidation. A standard set of Integration Types that are integrated with other Oracle applications is included with the installation.

Task Types

Task Types identify and categorize tasks commonly performed during a close period, for example, Data Entry, or G/L Extract. The Task Type enables you to set default information, such as settings that need to be input by the user, and questions or instructions that are shared by all tasks of that type. Task Types are often based on Integration Types.

Templates

A template is a set of tasks that are repeatable over close periods. Administrators can create templates for different types of close periods, such as monthly or quarterly.

Schedules

A schedule defines the chronologically ordered set of tasks that must be executed for a specific close period, and is the alignment of a template's generic close days to calendar dates.

Dashboard

The Dashboard view presents a portal-style interface with views into schedules and task lists, and high-level summaries into which you can drill down for greater detail.

Alerts

Alerts are notifications from Close Manager users on issues that they encounter during the close process, such as hardware or software issues. Users create alerts identifying a problem, and assign them to be resolved.

Report Binders

Report Binders are summaries of close process activity. They contain a description of all task details that were executed as part of the close schedule. Report Binders enable administrators and others to review and adjust activities for future periods and are useful for audit purposes.

Process Overview

An administrator begins by reviewing the tasks required for a close process, and setting up Task Types to ensure consistency across tasks and to leverage predefined product integrations.

Because many tasks are repeatable over close periods, the administrator saves a set of tasks as a template to use for future periods. For example, administrators can set up a monthly or quarterly close once, then use it for all months or quarters. Tasks are defined with task predecessors, assignees, and approvers.

Next, the administrator populates the template with the close period tasks.

To initiate the close process for a period, administrators generate a schedule (a chronological set of tasks) by selecting a template and assigning calendar dates. The generic tasks in the template are applied to calendar dates. The system validates the dates on which tasks are to be run. To begin the close process, the administrator changes the schedule status from Pending to Open. They can also modify the schedule if needed and monitor it throughout the close cycle.

During the close process, users receive email notifications of assigned tasks, and can click links in the email for direct access to assigned tasks. Alternatively, users can log on to Financial Close Management to review and access assigned tasks in different types of views, for example, the Dashboard, a portal-style interface; or Calendar, Gantt, or Task List views. When users complete tasks, the tasks are sent to approvers and can be viewed by other users.

Users can raise alerts for issues that they encounter during the close process such as hardware or software issues. Alerts are forwarded to assignees and approvers for resolution.

Close Manager users can define and generate a Report Binder for a close cycle, which contains a description of the task details that were executed as part of the process. Report Binders enable administrators and others to review and adjust activities for future periods, and are also useful for audit purposes.

Sample Task Flows

Subtopics

- [Scenario 1 - User](#)
- [Scenario 2 - User](#)
- [Scenario 3 - Approver](#)
- [Scenario 4 - Power User](#)
- [Scenario 5 - Power User](#)

Scenario 1 - User

In this scenario, a user responds to an email notification of a task to load data, clicks on a link in the mail and accesses the product from which to load data, and completes the task.

- The user receives an email notification of an outstanding task - Load Salary Data through Oracle Hyperion Financial Data Quality Management.
- From the email, the user selects the link for the page where the required process is documented.
- The user reviews the instructions for the task and selects the Go to Task link to launch FDM.
- The user extracts data through Oracle Hyperion Financial Data Quality Management and loads it to Oracle Hyperion Financial Management.
- When the task is completed, the user returns to Close Manager.
- The user enters a comment about the task, and submits it for approval.

Scenario 2 - User

In this scenario, a user logs on to Close Manager and reviews and completes an assigned task.

- The user logs on to Close Manager and reviews the tasks displayed in the Dashboard in the My Worklist portlet.
- The user clicks the link for an assigned task - MD&A input.
- The task page is launched with instructions for the task, and a reference document.
- The user reviews the instructions and the reference document, processes the updates, enters a comment about the task, and submits it for approval.
- The system automatically updates the task status and sends a notification to the assigned approver.

Scenario 3 - Approver

In this scenario, a user who has been assigned as an Approver reviews a current task to determine if it can be approved.

- The assigned Approver receives an email notification of an outstanding task - Review MD&A Input for Services submission.
- From the email, the reviewer selects the link for Review MD&A Input for Services Submission.
- The Task Actions page is launched outlining the process.
- The reviewer reviews the document that the user submitted when completing the task to ensure completeness.
- The reviewer enters additional comments and approves the submission.
- If there is another level of approval required, the task is forwarded to the next approver. If the task was the last required approval, the task completes, and the system runs the next task if it is ready.
- The reviewer also has the option to reject a task instead of approving it, in which case the task is reassigned to the assignee.

Scenario 4 - Power User

In this scenario, the Power User monitors the status of close activities through the Dashboard.

- The Power User logs on to Close Manager and opens the Dashboard Status Overview view to check the status of activities through Day 3.
- From the Dashboard, the user drills down to see the details of the tasks that are not complete.
- The Power User reviews open tasks for comments or attachments provided by assigned users.

Scenario 5 - Power User

In this scenario, the Power User sets up a template and tasks for an upcoming close period.

- The Power User logs on to Close Manager and opens the Manage Templates page.
- The Corporate Quarterly Close template contains many of the tasks required for the corporation quarterly close cycle. From the list of templates, the Power User selects the Quarterly Close template and reviews it.
- The Power User selects the calendar dates on which to line up the template tasks, and creates a schedule from the quarterly template.
- The Power User then adds a task to the template specifically for Quarter 2.
- The Power User opens the schedule, which begins the close process.

3

Setting Up Close Manager

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Starting

Note: The Shared Services server, the EPM Workspace server, and the Financial Close Management server must all be running before you launch Financial Close Management. See the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

To access Close Manager, log on to EPM Workspace and launch Close Manager.

► To start Close Manager:

1 From a Web browser, enter the URL for the Financial Close Management Log On page.

The URL is the Web server host name, Web server port, and *workspace*.

By default, the Workspace URL is `http://Server name:19000/workspace/`.

2 In the EPM Workspace logon dialog box, enter the system user name and password and click Log On.

If an error message displays indicating that the system is unable to authenticate a user, verify these conditions:

- The user is provisioned for the application. If not, use Shared Services to provision the user.

- The user token or session is not timed out. If it has timed out, log off, then log on to start a session.
- The Web server is configured and running. If there is a problem with the Web server, contact the system administrator.

3 From EPM Workspace, select *Navigate, Applications, Financial Close*.

Setting Up the System

These are the steps required to set up Close Manager:

- Set up users and assign security roles. See [“Setting Up Users” on page 24](#).
- Define years for close process activities. See [“Defining Years” on page 27](#).
- Define periods for close process activities. See [“Defining Periods” on page 28](#).
- Create Integration Types. See [“Creating Integration Types” on page 37](#).
- Create Task Types. See [“Creating Task Types” on page 58](#).
- Create Alert Types. See [“Creating Alert Types” on page 33](#).
- Create custom attributes. See [“Creating Custom Attributes” on page 29](#).

Setting Up Users

Before working with Close Manager, you must set up users and assign security roles.

To set up users, follow this process:

- Use Shared Services to create, authenticate, and manage users, groups, and roles.
- Use Shared Services to provision users with the Close Manager security roles.
- Assign users access to required elements.

For information on using Shared Services, see the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*.

Assigning Security Roles

Access to Close Manager modules is dependent on user security roles and the privileges given to the role.

Security Role	Description
Close User	<ul style="list-style-type: none"> ● Schedule Viewer ● Task Owner ● Access to Dashboard, limited by access level ● Modify status, create and modify alerts, comments, and questions, limited by access level ● Create and manage filters
Close Power User	<ul style="list-style-type: none"> ● All Close User privileges ● Create and import tasks ● Create and manage templates and schedules ● Create task types and view tasks types created by others
Close Administrator	<ul style="list-style-type: none"> ● All Power User privileges ● Full access to all tasks, templates and schedules ● Define years and periods ● Create and manage Task Types, Integration Types, Custom Attributes, and Alert Types

You assign security roles in Oracle Hyperion Shared Services Console, which displays a list of users and groups from the external authentication provider. You can assign security roles to groups or individuals.

► To assign security roles:

- 1 From EPM Workspace, select **Navigate**, then **Administer**, and then **Shared Services Console** to access Shared Services.
- 2 Expand the **User Directories** folder, and then expand the directory where the users reside.
- 3 Perform one of these actions:
 - To assign security roles to a user, select **Users**.
 - To assign security roles to a group, select **Group**.
- 4 Search for and select a user or group.
- 5 Provision the user using one of these methods:
 - Right-click and select **Provision**.
 - Select **Administration**, then **Provision**.
 - Click **Provision**.
- 6 From Available Roles, expand **Financial Close Management**.
- 7 Select the Financial Close Management application.
- 8 Select a Financial Close Management role, click the arrow button to add the role to the user, and then click **Save**.
- 9 Review the summary report and click **OK**.

Assigning Access Rights

Administrators have unrestricted access to all features. Multiple administrators are allowed, and each has write access to all objects, including those created by other administrators.

Administrators set up user access to tasks by assigning users to tasks with task roles of Owner, Assignee, Approver, or Viewer.

Owners are assigned to every task and must be a Close User, Close Power User, or Close Administrator. The task owner automatically has WRITE access to the task when it is applied to a schedule. For pending tasks, the task owner can edit task properties; for example, add or remove instructions or questions, or add or remove approvers. They cannot modify properties for open tasks. The owner ensures that the task is completed, although they may not be performing actions on the task. Owners receive notifications when the task status changes, and can intervene in the task workflow at any time. They can reassign the assignee or approvers. They can also act as the assignee, approve the task for an approver, or force the task to close.

Assignees are users responsible for working on the task. They have READ access to all task information. They can add comments, answer questions, submit tasks for approval, create alerts, or reassign the task to other users. They also have READ access to some information about the predecessor tasks, for example, owners, assignees, status, name, and description. You can give assignee access only to individuals, not groups. There is only one assignee for each task. Assignees are optional. If no assignee is assigned, responsibility for the task is assigned to the task owner.

Approvers ensure that the task was done correctly by the assignee and sign off on it. Each task may be assigned up to 10 levels of approval. Approvers can only be assigned to individuals, not groups. Approvers have READ access to all task information. They can add comments, approve or reject tasks, create alerts, or reassign approval to other users. They also have READ access to some information about the predecessor tasks, for example, owners, assignees, status, name, and description.

Viewers may be Close Users, Close Power Users, or Close Administrators. Multiple users may be assigned to a task as viewers. Viewers receive READ access to all task information, and for parent tasks, to the task information for their children. You can assign the viewer role to groups. Viewers cannot perform task actions and are not part of the task workflow.

Task Assignees and Approvers act as viewers in Task Details. They can view their own tasks in an open schedule.

Access rights apply to Close Manager objects such as templates, schedules, tasks, and alerts, and are inherited from the parent object. For details on access rights, see the Managing Templates, Schedules, Tasks, and Alerts chapters.

Examples:

- If a user has WRITE access to a schedule, that user also has Modify access to every task in the schedule.
- If a user has READ access to a template, the user also has Read access to every task of that template.

The types of activity rights a user has for an object establish the access rights to that object.

- Viewer - has only READ access to the object.

- Assignee - has WRITE access to a subset of the object attributes and READ access to the rest.
- Approver - has WRITE access to the Status (Approve/Reject) attribute of the object (for example, an Alert), and READ access for the rest. For example, an approver can add comments and create alerts.
- Owner - has full WRITE access to the object.

Managing System Settings

Task Attachment Size determines the maximum file size that Close Manager users are allowed to upload task attachment file size. This setting provides administrators with flexibility in adapting Close Manager to work within limitations of the environment in which it is installed.

You can change the current maximum file size.

► To assign task attachment size:

- 1 Select **Manage**, then **System Settings**.
- 2 In **Select maximum file upload size**, select a value from 5 MB, with incremental values of 5 MB, up to 100 MB.
- 3 Click **Save and Close**.

Defining Years and Periods

Subtopics

- [Defining Years](#)
- [Defining Periods](#)

When you define the close process, you define years and periods for which to apply close activities. You then assign each schedule a year and period to define the close period for the schedule. You can have multiple schedules running in the same time period, for example, a Corporate schedule and a Regional schedule. Year and period dimensions enable you to group these activities.

Defining Years

Note: Defining Years feature is available only to administrators.

The Year dimension designates the year to which the close activities apply and is a flat list. You can define, rename, and delete years, and name years with numeric or nonnumeric characters. For example, you can define years such as 2009 and 2010, or FY09 or FY10.

► To define years:

- 1 Select **Manage**, then **Years**.
- 2 Add, rename, or delete years as needed:
 - To add a year, click **New** and enter a name.
 - To rename a year, double-click it, or select a year and click **Edit**, then rename it.
 - To delete a year, select it, and click **Delete**.

Note: You can multi-select years, and then click **Delete**.

- 3 Click **OK** to save changes.

Defining Periods

Note: The defining periods feature is available only to administrators.

The Period dimension is a hierarchical dimension that designates the time period to which the close activities apply, for example a month or quarter. You typically define a period with months rolling up to quarters within years. For example, you can define a quarterly period of Q1 with the child members of January, February, and March. You can also define custom period rollups, such as a 13-month reporting period.

You can add siblings and children to periods. A sibling is a member at the same level, such as January and February. A child is a member below a member in the period hierarchy; for example, January is a child member of Q1.

You assign calendar dates to periods when you create schedules.

You can add, edit, reorder, and delete periods.

► To define periods:

- 1 Select **Manage**, and then **Periods**.
- 2 Add or remove siblings or child members:
 - To add a sibling, click **Add Sibling**, name the member, and click **Submit**.
 - To add a child, click **Add Child**, name the member, and click **Submit**.
 - To edit a period, select it, click **Edit**, rename it and click **Submit**.
 - To reorder a period, select it and click **Move Up** or **Move Down**.
 - To delete a period, select it, then click **Delete**.
- 3 Click **OK**.

Managing Custom Attributes

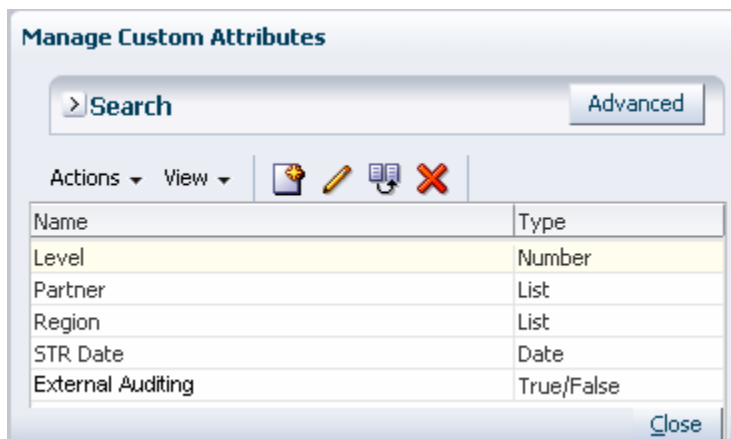
Note: The Managing Custom Attributes feature is only available to administrators.

To categorize information for easier filtering and searching, you can create and assign custom attributes to templates, schedules, task types, and tasks. For example, you can filter a task list to include only tasks with a specific custom attribute.

You can specify different value types for custom attributes: Date, Date and Time, List, Number, Text, and True/False. For example, you can define a custom attribute named External Auditing with a value type of True or False. When you assign the External Auditing attribute to an item, you can set it to True for tasks required by external auditors.

If you select the List type, you can define a pick list of values. For example, you can define a List attribute named Sales Region with North, South, East, and West as the value list.

You can create, edit, and delete custom attributes.



Creating Custom Attributes

Each attribute definition consists of a name and value type. If the value type is a List, you define a list of possible values that can be selected.

➤ To create an attribute:

- 1 Select **Manage**, then **Custom Attributes**.
- 2 Click **New**.
- 3 In **Name**, enter a name.
- 4 From **Type**, select an option:
 - **Date**
 - **Date and Time**
 - **List**

If you select List, click **Add** and enter values for the attribute.

- **Number**

If you select Number, select formatting options:

- For Decimal Places, enter a value for the number of decimal places to display. The default value is 2.
- Select Thousands Separator if you want numbers to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the end user locale.
- From Currency Symbol, select a currency symbol, for example, Dollars (\$), or use the default value of no currency symbol.
- From Negative Number, select how to display negative numbers, for example, (123).
- From Scale, select a scale value for numbers, for example, 1000.

- **Text** (255 characters maximum)

- **True/False**

5 Click **OK** to save the attribute.

Editing Attributes

You can edit the name of a custom attribute. If the attribute type is a List, you can also add, rename, or delete list values.

➤ To edit custom attributes:

- 1 Select **Manage**, then **Custom Attributes**.
- 2 Select an attribute.
- 3 Click **Edit**.
- 4 Edit the attribute name.

Note: If the attribute is a List type, you can add, rename, or delete list values. After a custom attribute has been saved, its type cannot be changed.

5 Click **OK**.

All related templates, schedules, task types, or tasks are updated.

Duplicating Attributes

You can duplicate custom attributes.

➤ To duplicate custom attributes:

- 1 Select **Manage**, then **Custom Attributes**.

- 2 Select an attribute(s).
- 3 Click **Duplicate**.
- 4 Click **Close**.



Deleting Attributes

You can delete attributes that you no longer need. When you delete an attribute, the system removes all references to the attribute.

- To delete custom attributes:
 - 1 Select **Manage**, then **Custom Attributes**.
 - 2 Select an attribute(s).
 - 3 Click **Delete**.
 - 4 At the delete confirmation prompt, click **Yes**.

Viewing Custom Attributes

In Manage Custom Attributes, you can specify which columns to display for the list of custom attributes, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.

- To display columns:
 - 1 Select **Manage**, then **Custom Attributes**.
 - 2 Select **View**, then **Columns**:
 - To display all columns, select **Show All**.
 - To display specific columns, select or deselect the column names.
- To reorder columns:
 - 1 Select **Manage**, then **Custom Attributes**.
 - 2 Select **View**, then **Reorder Columns**.
 - 3 Select one or more columns and use the Up and Down arrows, or drag and drop them, to change the order.
 - 4 Click **OK**.
- To sort columns:
 - 1 Select **Manage**, then **Custom Attributes**.
 - 2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

- To change column widths:
 - 1 Hover over the column header dividers until the arrows display.
 - 2 Drag the columns to the desired width.

Searching for Attributes

You can use the Manage Custom Attributes dialog box to find attributes. You can enter full or partial names on which to search.

- To search for attributes:
 - 1 Select **Manage**, then **Custom Attributes**.
 - 2 Click the > sign to expand the Search box.
 - 3 Enter full or partial search criteria for the attribute.
 - 4 **Optional:** For additional search operators (such as **Contains**, **Starts with**, **Ends with**), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

- 5 Click **Search**.

Tip: To reset the list to display all attributes, click **Reset**.

Managing Alert Types

Subtopics

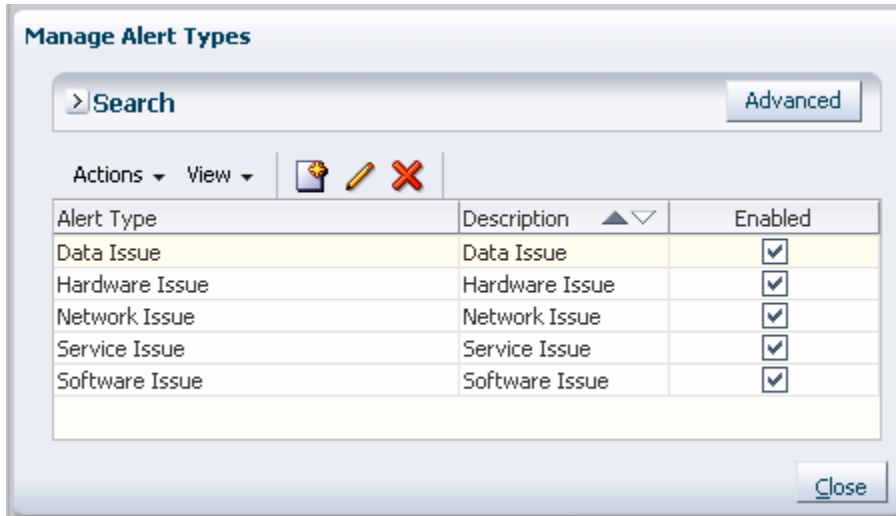
- [Creating Alert Types](#)
- [Editing Alert Types](#)
- [Viewing Alert Types](#)
- [Searching for Alert Types](#)
- [Deleting Alert Types](#)

Note: The Managing Alert Types feature is only available to administrators.

During the course of running a close process, users might encounter roadblocks such as a hardware failure, software issues, system failure, and so on. They can create an alert identifying the problem, and attach it to the task.

For example, a user is running an AP Period Close process and is unable to log on to the AP system. The user creates the alert indicating “Software Issue” as the type and assigns it to the System Administrator. The System Administrator resolves the login issue, then closes the alert or submits it for approval.

You can maintain a list of alert types to categorize alerts.



Creating Alert Types

You can create alert types to group alerts into categories, such as hardware failure, software issues, system failures, and so on.

You can use alert types to classify and filter alerts in the Report Binder. Using alert types, you can analyze the types of issues that users encounter during the close cycle and make changes to prevent them in future cycles.

- To create an alert type:
 - 1 Select **Manage**, then **Alert Types**.
 - 2 Click **New**.
 - 3 For **Name**, enter an alert type name.
 - 4 For **Description**, enter an alert type description.
 - 5 Click **Enabled** to enable the alert type.
 - 6 Click **OK** to save the alert type.

Editing Alert Types

You can edit the names and descriptions of alert types, and specify whether they are Enabled.

- To edit an alert type:
 - 1 Select **Manage**, then **Alert Types**.
 - 2 Select an alert type to edit.
 - 3 Click **Edit**.
 - 4 Edit the alert type.

- 5 Click **OK**.

Viewing Alert Types

In Manage Alert Types, you can specify which columns to display for the list of alert types, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.



► To display columns:

- 1 Select **Manage**, then **Alert Types**.
- 2 Select **View**, then **Columns**, and then select an option:
 - To display all columns, select **Show All**.
 - To display specific columns, select or deselect the column names.

► To reorder columns:

- 1 Select **Manage**, then **Alert Types**.
- 2 Select **View**, then **Reorder Columns**.
- 3 Select one or more columns and use the Up and Down arrows to change the order.
- 4 Click **OK**.

► To sort columns:

- 1 Select **Manage**, then **Alert Types**.
- 2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

► To change column widths:

- 1 Hover over the column header dividers until the arrows display.
- 2 Drag the columns to the desired width.

Searching for Alert Types

You can use the Manage Alert Types dialog box to find alert types. You can enter full or partial names on which to search.

► To search for alert types:

- 1 Select **Manage**, then **Alert Types**.
- 2 Click the > sign to expand the Search box.
- 3 Enter a partial or full name on which to search.

- 4 **Optional:** For additional search operators (such as **Contains**, **Starts with**, **Ends with**), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

- 5 Click **Search**.

Tip: To reset the list to display all alert types, click **Reset**.

Deleting Alert Types

You can delete alert types. When an alert type is deleted, the alert is not deleted, rather it loses its alert type assignment.

► To delete an alert type:

- 1 Select **Manage**, then **Alert Types**.
- 2 From **Manage Alerts**, select the alert type that you want to delete.
- 3 Click **Delete**.
- 4 At the confirmation prompt, click **Yes**.

Managing Integration Types

Subtopics

- [Defining Integration Types](#)
- [Creating Integration Types](#)
- [Editing Integration Types](#)
- [Validating Integration Types](#)
- [Importing Integration Types](#)
- [Exporting Integration Types](#)
- [Deleting Integration Types](#)
- [Managing Applications](#)
- [Viewing Integration Types](#)
- [Searching for Integration Types](#)

Close Manager enables tasks to include integrations with external applications. An Integration Type is a definition of an end point provided by an external application. Integration Types define end-use, system-automated tasks, or event monitoring integration.

From the Manage Integration Types dialog, you can view, create, edit, validate, delete, import, or export Integration Types. Additionally, you can maintain a list of applications associated with the Integration Type. Integration Types must be assigned an application.

An Integration Type requires an execution URL for end-user tasks or an execution Web Service for system-automated tasks, and an optional set of parameters. The execution URL launches the

external program, and the parameters pass information required for the task to the external program. For example, the Consolidate Integration Type for Close Manager contains parameters such as the Point of View dimension values to run the consolidation. Each Consolidate task in Close Manager is derived from this Consolidate Integration Type with the same set of parameters.

Integration Types are provided on the Oracle Support Web site for download and you can then import them into Close Manager. Experienced consultants can also create custom Integration Types for other Oracle and non-Oracle products through the user interface or with imported XML files. For information, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

To manage Integration Types, you must have the Close Administrator role.

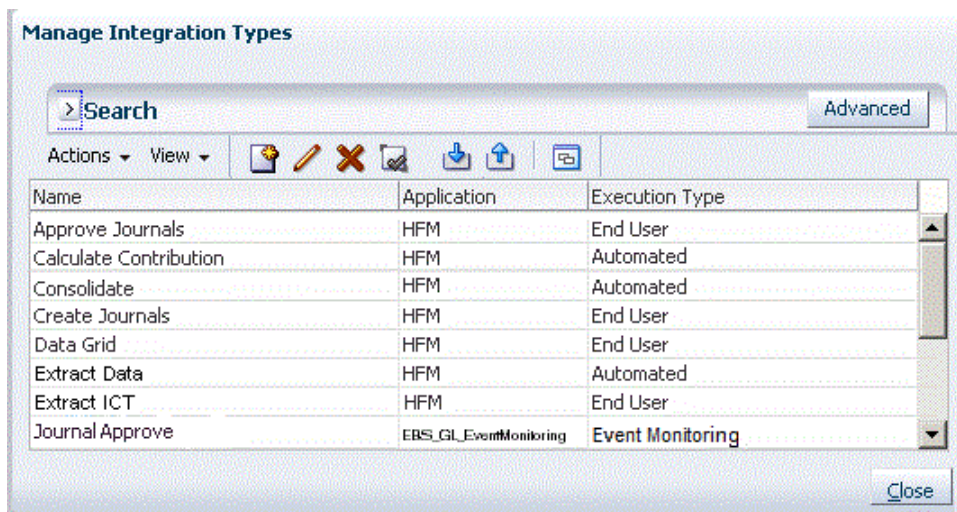
Defining Integration Types

When you create Integration Types, select one of the these task types:

- End-User task—Tasks that users must perform and validate. The task might be a generic task such as submitting data, or it might require product integration to facilitate or validate its completion.
- System-Automated task—Tasks automatically executed in external applications when their start date and time are reached, and their predecessor tasks are completed, for example, an overnight feed from a General Ledger. System-Automated tasks are often executed after working hours. They require limited user interaction, and do not have assignees.
- Event Monitoring Integration task—Tasks based on events that occur in external applications; for example, Journal Approve.

When you create a task, the type you choose affects the runtime behavior of the task:

- System-Automated, the task runs according to the task parameters that you define.
- End-User, when you click the Go to Task icon, the system uses the execution URL and parameters.
- Event Monitoring, the task waits for an event with a matching parameter value and then closes.



Creating Integration Types

► To create an Integration Type:

- 1 Select **Manage**, then **Integration Types**.
- 2 Click **New**.

Setting Integration Type Properties

You can set properties for the Integration Type such as the associated application, and End-User, System-Automated or Event Monitoring tasks.

For an End-User task, you can select the single sign-on (SSO) Parameter option to enable users to access an external Web application without being prompted for authentication. You can use a SSO parameter for an external application if that application is integrated with the Oracle EPM System SSO framework.

► To set Integration Type properties:

- 1 From the **Properties** tab, for **Name**, enter a name for the Integration Type.
- 2 Enter an **Integration Type Code**, for example, HFM_CONS for the Hyperion Financial Management Consolidate integration task.

The code is used to execute the Integration Type, and to map updates to an Integration Type from a file import.

- 3 **Optional:** For **Description**, enter a description for the integration task.
- 4 From the **Application** list, select an application to which the task belongs.

Note: The list of applications can be maintained from the Manage Applications icon in the Manage Integration Types dialog box. See [“Managing Applications” on page 42](#).

- 5 For **Execution Type**, select an option:

- **End User Task**

End User Endpoint: If you want to enter parameters for an End-User task, the End User Endpoint should contain those parameters in these formats:

`$<Parameter Type Code>$`, for example `$COLORS$`. The system replaces the parameter tokens in the End User Endpoint with the information you specified for the task parameters.

SSO Parameter (Optional): Specify the name of the SSO parameter for Financial Close Management to include when executing the End-User task URL to the external application. If you do not specify a SSO parameter, the system uses the End User URL.

- **System Automated Task**

Note: If you select System Automated Task, the lower part of the Properties tab displays connection information, most of which is required. For detailed information on setting these parameters, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

- **Event Monitoring Task**

Note: If you select Event Monitoring Task, the lower part of the Properties tab displays connection information, most of which is required. For detailed information on setting these parameters, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

6 Select the **Parameters** tab.

Setting Integration Type Parameters

Integration Type parameters enable Close Manager to pass information to the end point to dictate and control how the end point should perform its action. For example, when you run a Close Manager consolidation, Close Manager can pass which application to run the consolidation against, and the dimension selections for the consolidation. The parameter values defined in the Integration Type are set in the task or Task Type using the integration. Thus, the Close Manager Consolidation Integration Type can be used for many applications and dimension selections within Close Manager, depending on how you set the Consolidate task parameter values.

Each parameter definition requires a name, description, unique code, type, and whether a value is required. The parameter code is the token that Close Manager replaces in the execution URL for end-user tasks, or the parameter name that is passed to the execution Web Service for system-automated integration types. Required values must have a value for all tasks in a schedule before the schedule can be set to Open.

The parameter type controls the parameter value and how the user enters the value in the task field. The supported parameter types are:

For detailed information on setting parameters for Integration Types, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

► To set Integration Type parameters:

- 1 Select the **Parameters** tab.
- 2 Click **New**.
- 3 Enter a name for the parameter.
- 4 Enter a parameter code.
- 5 Enter a parameter description.
- 6 From the **Parameter Type** list, select one of these types and enter additional information needed for the parameter:
 - **Checkbox**—Boolean value
 - **Date**—Date value
 - **Document Navigator**—Hierarchical set of values, for example, folders and documents
 - **Dimension Selector**—Values for a set of dimensions
 - **Dynamic List**—Dynamic set of text values with values to be determined at runtime
 - **Integer**—Basic numeric value in whole numbers
 - **Number**—Basic numeric value in whole numbers or fractions
 - **Options Group**—Checkbox for a predefined set of values
 - **Static List**—A list of predefined set of text values
 - **Task Information**—Task information, for example, assignee, duration, start and end dates
 - **Text**—Free-form text value.
- 7 If the parameter requires a value, select **Required**
- 8 Click **OK** to save the parameter.
- 9 Click **Save and Close** to save the Integration Type.

Note: Event Monitoring Execution Type supports only Text parameter type.

Editing Integration Types

You can edit the properties and parameters of an Integration Type. For example, for an End-User type, you can edit the endpoint, change the point of view, or change the list of values.

Note: You cannot edit imported Integration Types; you can only view them.

- ▶ To edit an Integration Type:
 - 1 **Select Manage, then Integration Types.**
 - 2 **Select an Integration Type to edit.**
 - 3 **Click Edit.**
 - 4 **Edit the Integration Type.**
 - 5 **Click Save and Close.**

Validating Integration Types

You can test and validate User Defined, System Automated, or Event Monitoring Integration Type definitions from the Manage Integration Types module before you create and execute tasks. You can provide parameter values for the parameter definition, and then test those parameters.

- For End-User tasks, the system displays the end result URL Web page,
- For System-Automated tasks, the system executes the asynchronous Web Service and displays the results.
- For Event Monitoring tasks, the system waits for the event to receive. Event Monitoring validation does not take parameters.

The Validation results can contain any or all sections:

- **Security Settings**—Security settings for this Integration Type; includes the Request and Response Security Policy and Keystore Alias specified in the application, and the End-User URL and SSO Parameter of the Integration Type, if it is an End-User Integration Type. These settings are set in the application of the Integration Type.
- **Application Tokens**—Lists the application-level tokens that exist for the Integration Type. If there are no application-level tokens, this section is not displayed.
- **Registry Settings**—Displays the values from the installation registry, for example:
 - Web Application settings, displayed only if the WebApp setting is defined in the application
 - Web Service application settings, displayed only if the Web Service application setting is defined in the application
 - EPM Workspace settings, displayed only if the End-User URL contains token placeholders for EPM Workspace values
- **Parameters**—This section is identical to the Parameters tab for tasks and task details, and enables you to provide values for the Integration Type parameters. Task Information type parameters are also displayed and editable, and parameter errors are displayed. Event Monitoring does not take parameters.
- **Results:**
 - **End User-User tasks**—Displays the current End-User Endpoint URL with the tokens that you specified. Click **Refresh** to update the URL.

- **System-Automated tasks**—Displays the results of the validation test when it receives them from the asynchronous Web service. Click **Refresh** to update the page and view the results.
 - **Validation Status**—The status of the validation: Not Validated, Invoking, Waiting for Response, Success, Error, or Aborted
 - **Last Validated**—The last time you attempted to validate the Integration Type
 - **Message**—The message returned from the Web Service
 - **Log File Location**—The location of the log file, if specified
 - **Reports**—Report URLs
- **Event Monitoring tasks**—Displays the **Validation Status**, **Last Validated**, and **Message**.

➤ To validate an integration type:

1 Select **Manage**, then **Integration Types**.

2 Select an Integration Type.

3 Click **Validate** and choose an Integration Type:

- **End-User Integration Type**—The system displays the security settings, Application Tokens if applicable, parameters, and results. Click **Validate** to open the URL in a browser window, or open a tab in EPM Workspace, depending on the End-User URL.
- **System-Automated Integration Type** and **Event Monitoring**—The system starts the asynchronous Web Service defined in the Integration Type and returns you to the Integration Type window while the process runs. Click the **Refresh** icon to see the results of the validation.

Tip: When the validation is in the Invoking or Waiting for Response stage, you can click **Cancel Validation** if you need to cancel the process.

4 When you finish running validations, click **Close** to return to **Manage Integration Types**.

Importing Integration Types

The predefined Integration Types for Oracle products must be imported from XML files before you can access them. During the import process, you can automatically create Task Types for the Integration Types.

➤ To import an Integration Type:

1 Select **Manage**, then **Integration Types**.

2 Click **Import**.

3 Enter a file name, or click **Browse** to browse for the file to import, and click **Next**.

4 Select the Integration Types for which you want Task types to be automatically created, and click **Next**.

The Results screen displays the number of Integration Types imported.

- 5 Click **Close**.

Exporting Integration Types

You can export integration types to an XML file that you can modify and then reimport into Close Manager.

- To export an Integration Type:
 - 1 Select **Manage**, then **Integration Types**.
 - 2 Click **Export**.
 - 3 Click **Save File**, then click **OK**.
 - 4 Select a location in which to save the file, and click **Save**.

Deleting Integration Types

You can delete Integration Types that you no longer need. However, you cannot delete imported Integration Types, and you cannot delete an Integration Type while it is associated with a Task Type.

- To delete an Integration Type:
 - 1 Select **Manage**, then **Integration Types**.
 - 2 Select an Integration Type to delete.
 - 3 Click **Delete**.
 - 4 At the delete confirmation prompt, click **Yes**.

Managing Applications

Integration Types are assigned applications for the external products to which they link. From the Manage Integration Types module, you can maintain a list of applications associated with the Integration Type. You can search on and sort the list by application. In addition, you can select to view these additional columns for applications: Created By, Creation Date, Last Updated By, and Last Update Date.

Adding Applications

You can add applications to associate with an Integration Type. You can also specify the security policy to use for an Integration Type of that application. For information on security policies, see the *Oracle Hyperion Financial Close Management Integration Guide* on the Oracle Technology Network (OTN) Web site.

In addition, you can specify application-level tokens and values for all Integration Types in an application. When you specify an application-level token in an end-user URL or Web service

WSDL, the system replaces the token with the value defined for that token in the application. For example, you can specify tokens with values for server and port, and the system automatically applies those values to the Integration Types in the application.

➤ To add an application:

- 1 **Select *Manage*, then *Integration Types*.**
- 2 **Click *Manage Applications*.**
- 3 **Click *New*.**
- 4 **Enter an application name.**
- 5 **Optional:** Enter additional application properties.
- 6 **Optional:** To add an application-level token, in the Application Tokens table, click **New**. Enter a token name and optionally a token value, and then click **OK**.

Tip: To remove a token, Click **Delete**.

Editing Applications

You can edit the name of the application, the installation registry properties, the security information, and application-level tokens.

➤ To edit an application:

- 1 **Select *Manage*, then *Integration Types*.**
- 2 **Click *Manage Applications*.**
- 3 **Click *Edit*.**
- 4 **Edit the settings or tokens as needed, and click *OK*.**

Deleting Applications

You can delete applications that you no longer need from the list of available applications. You cannot delete an application while it is associated with an Integration Type. You must modify the properties for each Integration Type that references the application before you can delete the application.

➤ To delete an application:

- 1 **Select *Manage*, then *Integration Types*.**
- 2 **Click *Manage Applications*.**
- 3 **Click *Delete*.**

Viewing Integration Types

You can view the properties and parameters of imported Integration Types. You can specify which columns to display for the list of Integration Types, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.



► To display columns:

- 1 Select **Manage**, then **Integration Types**.
- 2 Select **View**, then **Columns**, and select an option:
 - To display all columns, select **Show All**.
 - To display specific columns, select or deselect the column names.

► To reorder columns:

- 1 Select **Manage**, then **Integration Types**.
- 2 Select **View**, then **Reorder Columns**.
- 3 Select one or more columns and use the Up and Down arrows to change the order.
- 4 Click **OK**.

► To sort columns:

- 1 Select **Manage**, then **Integration Types**.
- 2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

► To change column widths:

- 1 Hover over the column header dividers until the arrows display.
- 2 Drag the columns to the desired width.

Searching for Integration Types

You can use the Integration Types dialog box to find Integration Types. You can enter full or partial names on which to search.

► To search for Integration Types:

- 1 Select **Manage**, then **Integration Types**.
- 2 Click the > sign to expand the Search box.
- 3 Enter full or partial search criteria for the Integration Type.
- 4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

5 Click **Search**.

Tip: To reset the list to display all Integration Types, click **Reset**.

4

Navigating in Close Manager

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Close Manager Views

You can use the Dashboard, Calendar view, Task List, or Gantt view to track tasks in running schedules.

When you switch views, for example, from Calendar to Gantt, the system synchronizes the dates so that a new view displays the same date range as a previous view.

By default, the Dashboard is displayed. If you are an Administrator, you can begin system setup. See [“Setting Up the System” on page 24](#).

If you are a User, you can view the My Worklist portlet to view task assignments. See the *Oracle Hyperion Financial Close Management User's Guide*.

Dashboard View

The screenshot displays the Dashboard View of the Close Manager application, featuring four portlets:

- Schedule Tasks:** A table listing tasks with columns for Name, Status, Priority, Responsibility, Start Date, and End Date. Tasks include payroll loading, AP transfers, and AR transfers. Summary statistics show 56 Pending, 26 Open, 0 Closed, and 30 Needs Attention items.
- Status Chart:** A pie chart titled 'Task Status' showing the distribution of task statuses: 65.1% Pending, 30.2% Open, and 4.7% Error. It also includes an 'Open Alert Priorities' section with a note that 'Tasks have no open alert'.
- My Worklist:** A table showing tasks assigned to the user, including AP and AR transfers.
- Status Overview:** A bar chart showing daily workload and completion status for the month of December 2009. The legend indicates 56 Pending, 26 Open, 0 Closed, and 4 Error items.

The Dashboard view presents a portal-style interface into the Close Manager application, providing simple, efficient views into running (or Active) schedules and task lists, and high-level summary representations into which you can drill down for greater detail. It is used for real time management, not historical review or planning.

The Dashboard provides visibility to only the schedules and tasks that the user has access to view. Users can customize their Dashboard and maximize or minimize dashboard controls called portlets. For information, see the *Oracle Hyperion Financial Close Management User's Guide*.

My Worklist portlet displays tasks for which you are the assignee or approver and the current status is with you, and alerts for which you are the assignee or approver.

The Schedule Tasks portlet presents information about tasks and issues associated with schedules, enabling you to filter and sort the list into a form most convenient for roles and responsibilities. By default, the portlet displays tasks of all statuses for all assignees for a specified schedule.

The Status Chart portlet provides a graphical representation of the progress of a schedule in terms of task status and alert status, with filtering mechanisms for adjusting the scope of the task set represented by the chart. The portlet is also a launch point into a schedule, bringing up the dashboard in a filtered state, matching the portlet configuration.

The Status Overview portlet presents an overview of a schedule, displaying daily workload and completion status.

Task List View

Actions ▾ View ▾ Detach					
Name	Status	Owner	Start Date	End	
1st half Payroll loaded into GL		CloseUserA	Apr 7, 2009 12:00 AM	Apr	
Web Form Data Entry		admin	Apr 9, 2009 12:00 AM	Apr	
A/R allowance entry		CloseUserA	Apr 11, 2009 12:00 AM	Apr	
▶ AP transfers data to GL		CloseUserA	Apr 17, 2009 12:00 AM	Apr	
Manual US HFM load starts		CloseUserB	Apr 22, 2009 12:00 AM	Apr	
▶ Reg. Management Fee Reallocation due to Tax		Reg.CloseAdmin	Apr 25, 2009 12:00 AM	Apr	
AP transfers data to GL and runs Mass Additions		CloseUserA	Apr 28, 2009 12:00 AM	Apr	
Manual US HFM load starts		CloseUserB	Apr 28, 2009 12:00 AM	Apr	
Field accrual information to FP&A		CloseUserF	Apr 28, 2009 12:00 AM	Apr	
Field accrual requests to BU's		CloseUserF	Apr 28, 2009 12:00 AM	Apr	

The Task List view is one of the transactional views, and the Calendar and Gantt. It lists all tasks in a schedule or template. It provides a hierarchical (parent-child) view of tasks. You can filter the list of tasks to display only the ones in which you are interested.

For example, if you want to quickly and easily see a list of tasks in a hierarchical view and edit some information directly, you can use the Task List view.

By default, the list is sorted by the Starts column. You can click a column heading to sort by that column. Parent tasks are indicated by an arrow, which you can click to expand or collapse the display of their children.

Calendar View

◀ April 2009 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9 12:00 AM Web Form D.	10	11 A/R allowance entry
12	13 Data Entry	14	15	16	17	18
19	20	21	22 Manual US HFM load sta	23	24 1st half Payroll loaded in 2nd half Payroll loaded	25 Oracle/HFM/Planning up
26	27 AP transfers data to GL +3 more	28 FX rates published +2 more	29 Automated NA Oracle lo +3 more	30 Accounts Payable close +6 more	1	2 1st half Payroll journals +11 more

Calendar views display all schedule or template tasks in traditional calendar format by Month, Week, or Day.

The Month view displays the days in standard calendar format. Tasks occurring on a day are displayed as a colored bar in the day, and span the days of the task. If the task spans a week, a small arrow icon is displayed on the task bar to indicate that the task continues to the next week.

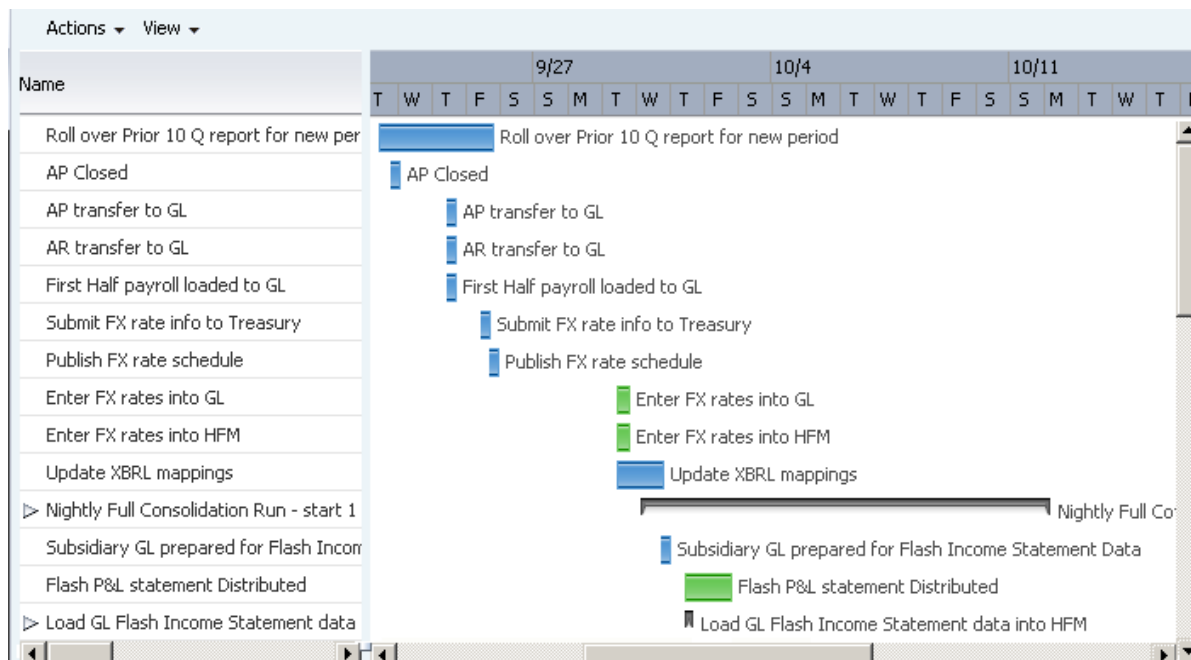
The Week view displays the tasks of the specified week. The top section displays tasks that span one or more days. The second section displays tasks that are contained within one day. The tasks are displayed vertically, spanning the hours of the day.

The Day view is focused on one 24-hour day.

Parent tasks are not displayed in Calendar views.

For Templates, each of the calendar views displays the dates of the month relative to the zero day that the template has set for the close process. For example, instead of displaying March 26 or 27, the calendar view displays -5 and -4, denoting 5 and 4 days until the zero day.

Gantt View



The Gantt view displays a timeline for a schedule or template that graphically represents the duration of tasks and the dependencies between them. Bars represent duration, and arrows represent dependencies. You can view the predecessor relationships between tasks, for example, Task A must complete before Task B, and view the status of predecessor tasks. You can also see the parent-child task relationships (aggregations), in the hierarchy, for example, Task A is comprised of two subtasks, Task B and Task C.

You might choose to use the Gantt view when you create a template to see the predecessor relationships between the tasks, or to verify the precedence order after adding tasks to a schedule. You can use the Gantt view to see the status of predecessor tasks to other tasks, and see the status of tasks that are predecessors to other group member tasks.







You can drag new tasks into the Gantt view and update a task using a double-click or menu option. You can drag a task to a new start date and stretch the task duration. You can filter to flatten the task hierarchy and sort by task status. Tasks that have child tasks are indicated by an arrow, which you can click to expand or collapse the task hierarchies.

Selecting Views

You can select to view tasks from the Dashboard, or one of the transactional views (Calendar, Gantt, or Task List).

If you have created a Close schedule, you can first open the schedule, then select a view.

➤ To select a view, perform an action:

- Select **View**, then select a view.
- From the toolbar, click a button for the view:
 - **Dashboard** 
 - **Calendar - Month** 
 - **Calendar - Week** 
 - **Calendar - Day** 
 - **Gantt** 
 - **Task List** 

Available View Actions

In the Calendar, Task List, and Gantt views, you can perform these actions:

- **Hover over a task**—Causes hover text to display, showing the task name. For the Gantt view, this is available when hovering over the chart task bar and includes the task name.
- **Left-click a task**—Causes the task to highlight. The Task Panel at the bottom of the screen then updates to display the task's information.
- **Double-left-click a task**—If the task is in a template or in an unopened schedule, the Task Details dialog box displays, where you can view and edit the task details. Otherwise, the Task Action dialog box displays.
- **Right-click a task**—Pops up a context-sensitive menu that enables you to perform certain actions. The menu contents vary depending on the task status and security role.
- **Change View**—You can click a button in the toolbar menu to change to one of the other view types.
- **Expand/Collapse**—Using the plus (+) or minus (-) options, you can expand and collapse the task hierarchies. (Only in Task List and Gantt views)
- **Drag/Drop a Task Type onto the view**—Drag a Task Type from the left side panel onto the view to create a new task of that type.
- **New Task**—Create a new task using the menu or toolbar.

You can perform these actions in the Gantt and Calendar views:

- **Move a Task**—You can click and drag a task to move it to a different day or hour.
- **Change Duration**—You can click and drag the right-side of a task to change its duration and end date.
- **Multiple Select**—On the Gantt view, you can multi-select tasks and perform actions; for example, delete.

In the Dashboard, for My Worklist, ScheduleTasks, and Status Chart, you can select one, all, or any number of schedules by multi-selecting.

Displaying Columns in Views

Subtopics

- [Selecting Columns](#)
- [Reordering Columns](#)
- [Sorting Columns](#)

From the Task List or Gantt views, you can specify which columns to display in the view. You can also reorder columns, or sort columns by ascending or descending order. From Task Lists, you can use menu options to collapse or expand the list of tasks, and detach the task list table.

Selecting Columns

You can specify which columns to display in the view. For example, in Task List views, you can display Status, Owner, Start Date, End Date, Duration, and Schedule Name. You can also click Show More to select custom attributes and other columns.

In addition, in Gantt views, you can display a Path column that indicates a task path to its parent.

You can adjust the width of a column by dragging it. You can also drag columns to change their position, for example, you can drag a column to the end so it becomes the last column.

► To select columns:

- 1 Click the **View** toolbar button.
- 2 From the Task List or Gantt menu bar, select **View**, then **Columns**, and select the columns to display.

► To change column width:

- 1 Hover over the right side of the column until the icon changes to a double bar indicating that the column width can be adjusted.
- 2 Drag the right side of the column to resize it.



Reordering Columns

In the Task List and Gantt views, you can reorder columns.

- To reorder columns:
 - 1 Select **View**, then select a view, or click the **View** button on the toolbar.
 - 2 Select **View**, then **Reorder Columns**.
 - 3 Select one or more columns and use the Up and Down arrows to reorder.
 - 4 Click **OK**.


Sorting Columns

In the Task List and Gantt views, you can sort columns by ascending or descending order.

- To sort columns:
 - 1 Select **View**, then select a view, or click the **View** toolbar button.
 - 2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

Navigating in Task Lists

In the Task List view, you can use menu options to expand and collapse the full or partial list of tasks, or scroll to the first or last task in the list.

- To navigate the task list:
 - 1 Select **View**, then select **Task List**, or from the toolbar, click **Task List** .
 - 2 Select **View**, then select an option:
 - **Expand**
 - **Expand All Below**
 - **Collapse All Below**
 - **Expand All**
 - **Collapse All**
 - **Scroll to First**
 - **Scroll to Last**

Filtering Views

Subtopics

- [Saving Filtered Views](#)
- [Deleting Filtered Views](#)

You can use filters to define and view a subset of tasks to which you have security access. You can filter on various attributes such as Task Type, Active, Assignee, Priority, Owner, Approver, and Status.

A number next to each attribute indicates the number of tasks associated with that attribute. For example, if 10 tasks have a Completed status, the Completed attribute in the Status category shows (10). For attributes with a large number of values, the system displays the top ten items sorted in descending order, and displays a “+ more” link that you can click to view more items. Custom attributes that you created are also displayed and selectable.


When you select values of one attribute, the possible choices of other attributes may change depending on the data. For example, suppose you select Status and Owner attributes. If you filter the Status attribute to show only the Pending tasks, the Owner attribute displays only owners of Pending tasks.

Note: You can only filter on attributes that have the Display option enabled. You cannot filter on dynamic fields, for example, numbers.

➤ To filter tasks using one attribute:

- 1 **Click **Filter Tasks** to expand the list of tasks in the left panel.**
- 2 **From the Filter Tasks task list, click on an individual task or attribute from a task category.**
For example, under Status, you can click Pending.
- 3 **The view changes to display only filtered tasks.**

➤ To filter tasks using multiple attributes:

- 1 **From the task list on the left pane, choose a method:**
 - Click the category criteria by which to filter, for example, Task Type.
 - Click **Select Values**, , next to the category.
- 2 **From the **Select Filter Items** dialog, do one or more of these actions:**
 - Select **All** to filter by all items.
 - Select one or more items by which to filter.

Note: Some items might be unavailable based on other filter settings.

- 3 **Click **OK** to refresh the list with the filtered criteria.**

Tip: To remove filter criteria, click the Reset button for attributes to which you apply a filter.

To remove all filter criteria, click **Reset Filter**,  and all tasks are displayed.

Saving Filtered Views

After you define filter criteria, you can save a filter definition for later use, or to use with a different close cycle process. From the Filters panel, you can view the list of saved filtered views. The saved filtered views are visible only to the users who created them.

► To save the filtered view:

- 1 After you define filter criteria, click **Save Filter**.
- 2 Enter a name for the saved filter, and click **Save and Close**.

Tip: To view saved filters, select the drop-down list at the top of the Filters panel.

Deleting Filtered Views

You can delete filtered views that you no longer need.

► To delete a filtered view:

- 1 Select **Manage**, then **Filters**.
- 2 From the list of filtered views, select a filtered view to delete.
- 3 Click **Delete**.
- 4 At the delete confirmation prompt, click **Yes**.

Viewing Task Summary Information

When you select a task in the Calendar, Gantt, and Task List views, you can view summary information from the Task Panel at the bottom of the view pane. Properties, Instructions, and Predecessors are displayed for the selected task.

The Properties pane displays the task name, status, start and end dates, owner, and assignee.





The Instructions pane displays instructions that the administrator has defined for the task.

The Predecessors pane displays Parent Tasks and Child Tasks. The predecessors are displayed in a hierarchy. You can click on a predecessor task to update the panel with the predecessor task information.

Properties	Instructions	Predecessors
Name: 2nd half Payroll loaded into GL Status: In process with approver Start Date: 4/24/2009 End Date: 4/25/2009 Assignee: admin	There are no instructions for this task.	No data to display.

- ▶ To view summary information, from a Calendar, Gantt, or Task List view, select a task.
- To expand and collapse the panes, click on the black triangles on either side of the pane bars.
- To resize the panes, hover over the pane, click to grasp a side, and then drag it.

Task Status

Status	Icon	Description
Pending		Task awaiting action; not in progress yet
Open		Task is in progress with Assignee or Approver
Closed		Task is complete with Success or Warnings
Error		Task is complete but with errors

5

Managing Task Types

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Task Types

Task Types are saved definitions of commonly performed tasks. They identify and categorize tasks commonly performed during a close period, for example, Data Entry or General Ledger Extract. Task Types enable you to set default information, such as settings that must be input by the user, and questions or instructions that are shared by all tasks of that type. For example, if you have a set of required questions to be answered by users responsible for data loads, you can create a Data Load Task Type with the required questions. When you create data load tasks, you can select the Data Load Task Type and the questions are automatically included in the tasks.




Two predefined Task Types are installed by default:

- **Basic Task:** Basic Task Type that does not contain instructions, questions, or attributes.
- **Parent Task:** Enables you to create parent tasks to define task hierarchies.

To create and manage Task Types, you must be assigned the Close Administrator or Power User security role. Power Users can create their own Task Types, but can only view those of others.

Manage Task Types

Search Advanced

Actions View   

Task Type Name	Integration Type	Application	Execution Type
Aggregate Parent	HFM Load	HFM	End User
Business Rules	HFM Load	HFM	End User
CalContribTaskType1	CalContrib1	HFM	Automated
Consolidation	Consolidation	HFM	Automated
Data Load: Classic	HFM Load	HFM	Automated
Data Load: FDM	HFM Load	HFM	Automated
Data Load: HAL	HFM Load	HFM	Automated
Deployment to HFM	HFM Load	HFM	End User
Extract Data	Extract Data	HFM	End User
FDM Data to HFM	FDM Load	FDM	End User
FR Generate Report	FR Report	FR	End User

Close

Creating Task Types

Subtopics

- [Setting Task Type Properties](#)
- [Setting Task Type Parameters](#)
- [Specifying Task Type Instructions](#)
- [Applying Task Type Attributes](#)
- [Specifying Task Type Questions](#)

Task Types enable you to set default information for a task, such as settings that need to be input by the user, or questions or instructions that are shared by all tasks of that type.

► To create a Task Type:

1 From the menu, use one of these methods:

- Highlight a task, select **Tools**, then **Create Task Type** to create a Task Type based on that task.
- Select **Manage**, and then **Task Types**. Click **New**.

2 Select the **Properties** tab if it is not displayed.

Setting Task Type Properties

The Properties tab enables you to set the name, ID, and description, and associate an Integration Type. If you select a System-Automated Integration Type, you can specify a user known as the Run As ID under which tasks of this type are run, unless overridden.

For End User Types, you can allow an assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

► To set Task Type properties:

1 Create a new Task Type.

The **Properties** tab is displayed by default.

2 Enter a name for the Task Type.

3 Enter a Task Type ID that can be used to identify the Task Type.

4 Enter a Task Type description.

5 To specify an Integration Type, click **Browse to search for and select an Integration Type, then click **OK**. Selecting an Integration Type enables the Task Type to inherit the parameters from that Integration Type.**

6 If you selected a System-Automated Integration Type, the **Run As box displays. Click the **Select Run As Account** icon, search for and select a user under which tasks of this type are run, and click **OK**.**

7 Optional: For an End-User Type, select **Allow Early Start to allow the assignee to open the task before the scheduled start time.**

Setting Task Type Parameters

The Parameters tab enables you to set the parameters for the Task Type.

Note: The Parameters tab is available only if you have selected an Integration Type that has parameters that must be defined. Parameter values can be set at the Task Type level or at the task level.

Some tasks contain parameters that need to be changed each time that they are applied to a schedule. For example, date-driven parameters for Data Entry tasks may need to be set to the current month each time they are added to a schedule. When you set Task Type parameters, you can specify which parameters can be overridden during the scheduling process.

► To set Task Type parameters:

1 From the New Task Type dialog, select the **Parameters tab.**

2 Enter parameter values as required.

3 Optional: To enable the parameter to be overridden at scheduling time, select **Override at scheduling.**

Specifying Task Type Instructions

You can create a set of instructions for completing tasks. You can also add references to repository documents, files, or URLs to Web sites. For example, you can attach a policy document as a reference, or a link to a product instruction guide.

► To specify instructions:

1 Select the **Instructions tab.**

2 In **Instructions**, enter instruction text.

➤ To add a reference:

1 In the **References** section, click **Add**.

2 From the **Type** list, select one of these types:

- **Local File**

Enter a name, click **Browse** to select and attach the file, and click **OK**.

- **URL**

Enter a URL name, then enter the URL, for example: Oracle, <http://www.oracle.com>, and click **OK**.

- **Optional: Repository File**

From the file list, select the file, and click **OK**.

Note: The Repository File option is only displayed if Financial Close Management has been configured with Oracle Enterprise Content Management.

Tip: To delete a reference, select the reference, and click **Delete**.

Applying Task Type Attributes

To locate Task Types in the system, you can apply custom attributes to the Task Type. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current Task Type applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

➤ To apply an attribute:

1 From the **Attributes** tab, click **Add**.

2 From the **Attribute** list, select an attribute.

3 For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.

4 **Optional:** Select **Display To User** if you want the attribute to display on the Task Action and the Report Binder Task page.

5 **Optional:** From the **Updatable by** list, select an option that determines which user role can update the attribute value.

6 **Optional:** Select **Required** if the attribute value is required.

If the attribute is updatable and required:

- By the assignee, the assignee must enter a value prior to submitting the task to the approver
- By the approver, the attribute value must be set prior to the approver approving the task.
- By multiple approvers, the first approver must have the attribute value set. Subsequent approvers can update the attribute. The assignee can submit the task with the attribute value blank.

7 Click **OK**.

Specifying Task Type Questions

You can specify Task Type questions that apply to all tasks with that Task Type.

Note: The Questions tab is not available for a Task Type that uses an automated Integration Type.

➤ To specify questions:

1 Select the **Questions** tab.

2 Click **New**.

3 From the New Question dialog box, for **Question**, enter the text for the question.

4 From the **Type** list, select one of these question types:

- **Date and Time**

- **List**

If you select List, enter a list of valid responses to the question.

- **Number**

If you select Number, select number formatting options:

- For Decimal Places, enter a value for the number of decimal places to display.
- Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)
- From the Currency Symbol list, select a currency symbol, for example, Dollars (\$).
- From the Negative Number list, select how to display negative numbers, for example, (123).
- From the Scale list, select a scale value for numbers, for example, 1000.

- **Text**

- **True/False**

- **Yes/No**

5 If the question is required, select **Required**.

- 6 Click **OK** to save the question.
- 7 **Optional:** To change the order of questions, select a question, then click **Move to Top**, **Move Up**, **Move Down**, or **Move to Bottom**.

Tip: To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.

- 8 Click **Save and Close** to save the Task Type.

Viewing Task Type History

The system maintains a history of Task Type actions, which you can view from the Manage Task Types dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only and cannot be changed.

► To view Task Type history:

- 1 Select **Manage**, then **Task Types**.
- 2 Select a Task Type.
- 3 Click **Edit**.
- 4 Select the **History** tab.
- 5 When you finish, click **Save and Close** or **Cancel**.

Editing Task Types

From the Manage Task Types dialog box, you can edit Task Types. For example, you can add or delete attributes, edit parameters, add or delete questions, edit instructions, or change the order of questions.

Editing Task Types may have an effect on tasks that are created from the Task Type. For tasks in a template, the effect is immediate. Changes to the Task Type (instructions, questions, and so on), are automatically updated in tasks of that type. There is no effect if you edit a Task Type in a schedule.

► To edit a Task Type:

- 1 Select **Manage**, then **Task Types**.
- 2 Select the Task Type that you want to edit.
- 3 Use one of these methods:
 - Select **Actions**, and then **Edit**.
 - Click the **Edit** icon.
 - Right-click and select **Edit**.

- 4 Select the tab for the information you want to edit and edit the Task Type.
- 5 Click **Save and Close**.

Viewing Task Types

In Manage Task Types, you can specify columns to display for the list of Task Types, or show all. You can reorder columns, sort columns by ascending or descending order, or change the column widths.



► To display columns:

- 1 Select **Manage**, then **Task Types**.
- 2 Select **View**, then **Columns**, and select an option:
 - To display all columns, select **Show All**.
 - To display specific columns, select or deselect the column names.

► To reorder columns:

- 1 Select **Manage**, then **Task Types**.
- 2 Select **View**, then **Reorder Columns**.
- 3 Select one or more columns and use the Up and Down arrows to reorder.
- 4 Click **OK**.

► To sort columns:

- 1 Select **Manage**, then **Task Types**.
- 2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

► To change column widths:

- 1 Hover over the column header dividers until the double bars display.
- 2 Drag the columns to the desired width.

Searching for Task Types

You can use the Task Types dialog box to find Task Types. You can enter full or partial names on which to search.

► To search for Task Types:

- 1 Select **Manage**, then **Task Types**.
- 2 Click the > sign to expand the Search box.

- 3 Enter full or partial search criteria for the Task Type.
- 4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

- 5 Click **Search**.

Tip: To reset the list to display all Task Types, click **Reset**.

Importing Task Types

You can import Task Types or partial Task Type information from text files. The process is similar to importing tasks into a template.

You can select the Replace option to completely replace the definition of a Task Type with the definition in the import file. This option replaces all Task Type detail with the information that is in the file that you are importing. It does not affect Task Types that are not specified in the import file.

You can select the Update option to update partial information for Task Types. This option is not a full replacement of the Task Type details. Only details for the Task Type properties specified in the file are updated.

For details on the file format, see [“Task Import File Format” on page 74](#).

To import Task Types, you must have the Close Administrator or Close Power User security role.

► To import Task Types:

- 1 From **Manage Task Types**, click **Import**.
- 2 Enter the name of the file to import, or click **Browse** to find the file.
- 3 Select an import option:
 - **Replace**
 - **Update**

The system displays a warning that task types matching a task type ID in the import file will be modified. If you do not want to overwrite the task type, click **Cancel**.

- 4 Click **Import**.

Exporting Task Types

You can export Task Types to a comma-separated values (CSV) file, which can be read by Excel, then modify and reimport the file into Close Manager.

- To export Task Types:
 - 1 From **Manage Task Types**, select a Task Type, then click **Export**.
 - 2 Click **Save File**, and then **OK**.
 - 3 Select a location in which to save the file, and click **Save**.

Deleting Task Types

You can delete Task Types that you no longer need. To delete a Task Type, you must have Close Administrator or Power User security rights.

Note: You cannot delete a Task Type if tasks belong to it.

- To delete a Task Type:
 - 1 From **Manage Task Types**, select the Task Type that you want to delete.
 - 2 Use one of these methods:
 - Select **Actions**, and then **Delete**.
 - Click the **Delete** icon.
 - Right-click and select **Delete**.
 - 3 At the delete confirmation prompt, click **Yes**.

6

Managing Templates

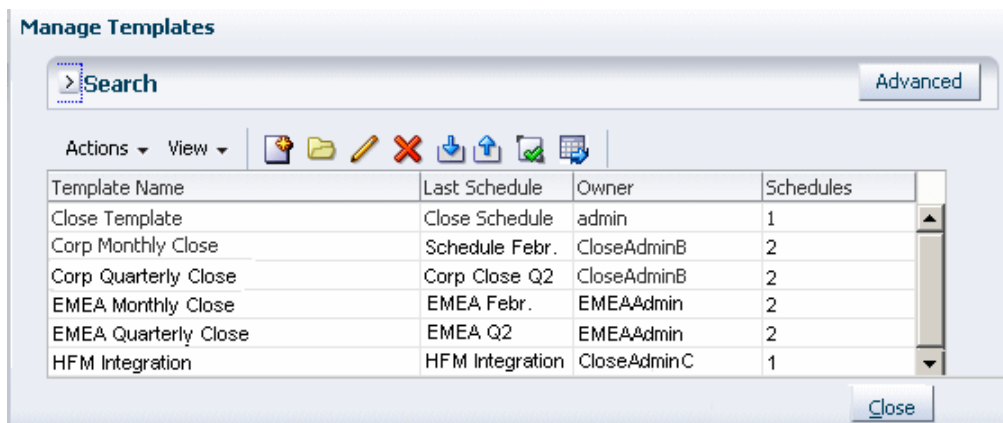
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A template defines a repeatable set of tasks required for a close period. It is used as a basis for creating schedules. You can create templates for different types of close periods, such as monthly or quarterly. You use templates to generate schedules for specific close periods.

Template tasks are not assigned to specific days on a calendar, but are defined using generic days, for example, day-3, day-2, day-1, day 0, based on close process activities. You apply the task flow defined in the template to calendar dates when you create schedules.

If you are a Close Administrator or Power User, you can create, edit, and delete templates.



Creating Templates

Subtopics

- [Setting Template Properties](#)
- [Specifying Template Instructions](#)
- [Assigning Viewers](#)
- [Applying Template Attributes](#)
- [Specifying Day Labels](#)
- [Embedding Templates](#)
- [Viewing Template History](#)

You can create templates for specific tasks, such as a Quarterly template to encompass all tasks involved in a quarterly close. You might further define separate templates for a Headquarters Quarterly Close and a Regional Quarterly Close.

When you create a template, you can assign users or groups as viewers. A Power User viewer can view the template details and template tasks as read-only. A Close User viewer has no template access, and only read-only access to schedules produced from the template.

► To create a template:

- 1 **Select *Manage*, then *Templates*.**
- 2 **Click *New*.**

Setting Template Properties

The Properties tab enables you to specify the template name, description, owner, and time span.

You must assign a template owner to every template, which must be a Close Administrator or Power User. The current ID is the default owner. The template owner is also the default owner of all tasks in the template unless overridden at the task level.

Tasks in a template are organized by numeric template days. Each template has a Day Zero, which is usually the day the company closes its books. You can specify the number of days a template tracks before and after the Zero day. Days before Day Zero are represented as Day-5, Day-4, and so on. Days after Day Zero are represented as Day 3, Day 4, and so on. A template has at least one day (Day Zero), even if you do not specify days before or after it.

► To set template properties:

- 1 **Create a template and select the *Properties* tab.**
- 2 **Enter a name for the template.**
- 3 **Enter a template description.**
- 4 **Enter the time span for the template.**
 - For **Number of Days Before Day 0**, select a number.
 - For **Number of Days After Day 0**, select a number.

- 5 For **Owner**, use the default owner or click **Select Owner** and select a user.

Specifying Template Instructions

You can specify instructions in the template for completing the close process. Users can view the instructions from tasks in the template. The instructions are also transferred to each schedule.

You may also want to supply additional detail to help users understand the purpose of the template and how to complete the tasks. You can attach additional references.

➤ To specify template instructions:

- 1 From the **New Template** dialog, select the **Instructions** tab.
- 2 In **Instructions**, enter instruction text for each task in the template to include.
- 3 Click **OK**.

➤ To add a reference:

- 1 In the **References** section, click **Add**.
- 2 From the **Type** list, select one of these types:

- **Local File**

Enter a name, click **Browse** to select and attach the file, and click **OK**.

- **URL**

Enter a URL name, then enter the URL, for example: Oracle, <http://www.oracle.com>. and click **OK**.

- **Optional: Repository File**

From the file list, select the file, and click **OK**.

Note: The Repository File option is only displayed if Financial Close Management has been configured with Oracle Enterprise Content Management.

Assigning Viewers

The Viewers tab enables you to assign viewer rights to users who may view tasks in the schedule and schedule tasks that are generated from the template. You can assign multiple users to a template as viewers. Viewers can be a group assignment. A Power User viewer can view the template details and template tasks as read-only. A Close User viewer has no template access, and only read-only access to schedules produced from the template.

➤ To assign viewer rights:

- 1 From the **New Template** dialog, select the **Viewers** tab.
- 2 Click **Add**.

- 3 To search by users or groups, click **Search Users**, then select **Users** or **Groups**.
- 4 Enter a full or partial user name, then click **Search**.
- 5 To specifically identify a user, click **Advanced**, then enter a User ID, Email address, or Description.
- 6 From the **Search Results** list, select one or more IDs, then move them to the **Selected** box.
- 7 For additional details about the user, such as groups and roles, click **Details**.
- 8 Click **Add** or **Add All** to move users to the **Selected** list.

Tip: To remove users, select them and click **Remove** or **Remove All**.

Applying Template Attributes

To locate templates in the system, you can apply custom attributes to the template. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current template applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

► To apply an attribute:

- 1 From the New Template dialog, select the **Attributes** tab.
- 2 Click **Add**.
- 3 From the **Attribute** list, select an attribute.
- 4 **Optional:** Select **Display To User** if you want the attribute to display on the Task Action and the Report Binder Task page.
- 5 For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
- 6 Click **OK**.

Specifying Day Labels

You can customize the names of days in the template. For example, you can rename Day 2 to Data Entry Day. Editing the name of the day does not change its sequential order.

► To specify day labels:

- 1 From the New Template dialog, select the **Day Labels** tab.
- 2 Select a day to rename.
- 3 Rename the day from its default value to a custom name.

Embedding Templates

You can reuse tasks from one template in another by embedding a template into another template. When you schedule tasks for a template, tasks for embedded templates are also scheduled.

For example, the Quarterly close process may be the same as the Monthly close process with some additional quarterly-only tasks. Instead of copying the Monthly template, you can specify that the Quarterly template embeds the Monthly template so if you change the Monthly template, you do not need to update the Quarterly. When you generate a schedule from the Quarterly template, the schedule includes the tasks from the Monthly template.

Note: Only one level of embedding is possible. For example, if Template A is embedded in Template B, then Template B cannot be embedded in another template.

➤ To embed templates:

- 1 From the **Create Template** dialog, select the **Embedded Templates** tab.
- 2 From the **Available Templates** list, select a template to embed.
- 3 Click **Move** to move the template to the **Embedded Templates** list.

Tip: To remove a template or templates, select the template from the Embedded Templates list and click **Remove** or **Remove All** to move it to the Available Templates list.

- 4 Click **OK** to save the template.

Viewing Template History

The system maintains a history of template actions, which you can view from the Template dialog box. The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

➤ To view template history:

- 1 Select **Manage**, then **Templates**.
- 2 Select a template for which to view history.
- 3 Click **Edit**.
- 4 Select the **History** tab.
- 5 When you finish, click **OK**.

Opening Templates

You can open templates from the Manage Templates dialog box.

- To open a template:
 - 1 From **Manage Templates**, select a template.
 - 2 Use one of these methods:
 - Select **Actions**, and then **Open**.
 - Click the **Open** icon.
 - Right-click and select **Open**.

Adding Tasks to Templates

You can add tasks to templates. Each task has a start date and time. End-User tasks also have an end date and time, and System-Automated tasks have a duration when added to a template. The start day in a template corresponds to template days, rather than to calendar days.

Note: For detailed information on creating tasks, see [“Creating Tasks” on page 84](#).

- To add a task to a template:
 - 1 Open an application and select **Manage**, then **Templates**.
 - 2 Select and open a template.
 - 3 Add tasks as required.

Editing Templates

You can edit templates to change the properties, such as the name of a template and the number of days before and after Day Zero. If you reduce the number of days before or after the Day Zero, tasks associated with those days are removed. Editing a template has no effect on schedules previously generated from that template.

You can edit, copy, and delete tasks in a template. See [“Editing Tasks” on page 91](#).

You must be working in the source template to edit tasks from embedded templates.

- To edit a template:
 - 1 Select **Manage**, then **Templates**.
 - 2 Select the template that you want to edit.
 - 3 Use one of these methods:
 - Select **Actions**, and then **Edit**.
 - Click the **Edit** icon.
 - Right-click and select **Edit**.
 - 4 Edit the template properties.

- 5 Click **OK**.

Importing Tasks into Templates

You can import tasks, or partial task data, from text files such as a Microsoft Excel spreadsheet, into a template. For example, you can enter task definitions as rows in Excel, save the file as a comma-separated values (CSV) file, and then import it into a Close Manager template. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a text file and importing it, rather than creating individual tasks.

Note: Before you import tasks into a template, you must specify task IDs that are unique in the template to ensure that no two tasks have the same ID.

For details on the file format, see [“Task Import File Format” on page 74](#).

To import tasks, you must have security rights to edit the template.

Three options are available for importing tasks into a template:

- **Replace**
- **Replace All**
- **Update**

Replace

Replaces the definition of a task with the definition in the import file. This option replaces the task detail with the detail that is in the file that you are importing. It does not affect other tasks in the template that are not specified in the import file.

Replace All

Imports a new set of tasks that replaces the tasks in a template. This option is useful when you want to replace a template in one system with an updated definition from another system. Tasks that are not specified in the import file are deleted from the template.

Update

Updates partial information for tasks. For example, in the import file, you might have made changes to task instructions, reassigned owners, assignees, and approvers, or removed some custom attributes and added new attributes. You might also have made the same change to a large number of tasks, for example, adding a new attribute to 100 of 400 tasks. The update option is not a full replacement of the task details. Only details for the task properties specified in the file are updated. For example, if the import file has only a column for a task instructions, the task name, assignee, custom attributes, and other properties are not affected.

➤ To import tasks into a template:

- 1 From **Manage Templates**, select a template into which to import tasks.
- 2 Click **Import Tasks**.

3 Enter the name of the file to import, or click **Browse** to find the file.

4 Select an import option:

- **Replace**
- **Replace All**
- **Update**

Note: The system displays a warning that tasks in the template that match a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel** to cancel the import process.

5 Click **Import**.

- If the import is successful, the “Import Success” dialog box is displayed, indicating that the template name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.
- If errors are found, the import process is not run, and the “Import Errors” dialog box displays errors. View the errors, then click **OK** to return to Manage Templates.

Task Import File Format

The task import file enables you to specify the task information that you want to import into a template. The first row contains only the column headings that identify the data in that column, for example, TaskName. Separate rows are used to define each task.

Each task in the file must be given a unique ID in the TaskID column. You use the numeric IDs to uniquely identify predecessors and parent tasks. For example, when you enter a parent task in the Parent column, you enter the numeric ID of the task rather than the task name.

When you use the Replace or Replace All options, you can add, remove, and shift the columns but you cannot remove required columns. When you use the Update option, there are no required columns except TaskID, or TaskTypeID when you are importing Task Types. The data in each column must match the column ID in the first row.

Many column IDs may have an indeterminate amount of values. For example, a task may have many viewers. You can add parameters by modifying the ending number, for example, Viewer4, Viewer5, and so on.

The numbers that you append to the column IDs for Approvers, Questions, or References only represent the relative order with the other approvers, questions, or references. When you update these, the system matches by the name of the approver, question, or reference without regard to the number in the file format column. To replace question text, approvers, or reference names, you must use Replace mode. When you select Update mode, the system only adds a new question, approver, or reference if the file names do not match.

All Text Lookup rows in the file must match values stored in Close Manager. For example, if you are importing Task Types, you must have specified values for them when you set up Close Manager. For groups of column headings, if you have a certain number of one of the group, you

must have the same number for other members. For example, if you have QText5, there must be a corresponding QType5.

Column ID	Description	Type
TaskID	ID of task. Maximum of 80 characters.	Text
TaskName	Name of task	Text
TaskType	Task Type	Text Lookup
Description	Full description of task. Maximum of 1000 characters.	Text
Priority	Task priority (High, Medium, Low)	Text Lookup
StartDate	Start date, in template days (for example, -5, 0, 1, 12) For schedules, the start date must be a calendar date in the locale format.	Integer
StartTime	Start time in HH:MM (24-hour), for example: 13:00	Integer
EndDate	User tasks only, in template days (for example, -5, 0, 1, 12) For schedules, the end date must be a calendar date in the locale format.	Integer
EndTime	User tasks only, in HH:MM (24-hour), for example, 13:00	Integer
Duration	Task duration in minutes (automated tasks only)	Number
Owner	Task owner	Text Lookup
Assignee	Task assignee (user tasks only)	Text Lookup
Active	Whether the task is active. Only applies to template import.	Boolean
StartEarly	Whether the assignee is allowed to open a pending task prior to the scheduled start time	Boolean
RunAs	RunAs user name. Only applicable for system-automated tasks.	Text Lookup
Instruction	Instruction text. Maximum of 2 GB.	Text
Reference#	Instruction reference (URL and Content Server references)	URL
RefText#	Reference name, for URL references	Text
RefType#	Reference type (URL, Document)	Text Lookup
RefURL#	Reference URL, for URL references	URL
RefDocId#	Reference document ID, for document references	Integer
Approver#	Approver Level	User Name
Viewer#	Task viewer	User Name
QText#	Required for question. Text of question. Maximum of 255 characters.	Text
QType#	Required for question. Data type of question (Text, Member, True/False, and so on)	Text Lookup

Column ID	Description	Type
QReq#	Required for question. Question required? (YES/NO)	Boolean
QList#	List of values for question, separated by symbol, for example, Red Green Blue Yellow.	Text Lookup
QCurrSymbol#	Currency format for question X	Text
QDecPlaces#	Number of significant digits after the decimal places for question X	Number
QNegNumFmt#	Negative number format for question X	Text: - or ()
QScale#	Scale format for question X	Number, in magnitude: 1000 and so on
QThouSep#	Thousand separator indicator for question X	Boolean
Attribute#	Attribute name, for example, Color	Text Lookup
AttrVal#	Attribute value, for example, Red. Maximum of 255 characters.	Text
AttrDisplay	Display to user (in task action dialog) for attribute	Boolean
Param#	Parameter name	Text Lookup
ParmVal#	Parameter value	Text
Parent	Task ID of the task parent	Task ID
Predecessor#	Predecessor task ID (from column A)	Task ID
PredType#	Required. Predecessor type (for example, Finish to Start).	Text Lookup
PredTemplate#	Name of the predecessor template or schedule, if the predecessor belongs to a different template or schedule	Text

When you import Task Types, these columns are used:

- TaskTypeID
- IntegrationType
- ParamOverride# - whether the parameter should be overridden

A sample task import file is provided. It contains these dynamic parameters, which you can modify:

- Two questions
- Two attributes
- Two instructional references
- Three predecessor tasks
- Three approver levels

Exporting Tasks to Microsoft Excel

You can export tasks from a template to a flat file in CSV format, then use Microsoft Excel to modify the file. For example, you can export the tasks from a template in a test installation and import them to a template in a production installation. When you export tasks from a template, they are saved to a CSV file.

► To export tasks:

- 1 From **Manage Templates**, select a template from which to export tasks.
- 2 Click **Export Tasks**.
- 3 Click **Save File**, then click **OK**.
- 4 Select a location in which to save the file, and click **Save**.

Reassigning Users

You may periodically need to reassign users to different tasks. For example, you may create a template and assign a user to certain tasks; however, later that employee leaves the company and another employee assumes those tasks. You can use the Reassign feature in the Manage Templates dialog box to automatically change assignments instead of manually searching for, opening, and editing individual tasks. The Reassign feature enables you to quickly find the tasks associated with one user and reassign them to another.

You can select the roles for which to reassign users. For example, if you select the Owner role, the system reassigns the user only in tasks in which the user was assigned as the owner.

► To reassign users:

- 1 Select **Manage**, then **Templates**.
- 2 Select the template in which you want to reassign users.
- 3 Select **Actions**, and then **Reassign User**.
- 4 For **Find User**, click **Find User** and enter search criteria for the user that you want to replace.
- 5 From the **Select User** dialog, enter the first or last name for the user, and click **Search**.
- 6 Select the user from the results, then click **OK**.
- 7 For **Replace with**, click **Find User** and enter search criteria for the user to whom you want to reassign tasks.
- 8 From the **Select User** dialog, enter the first or last name for the user, and click **Search**.
- 9 Select the user from the results, then click **OK**.
- 10 Select one or more roles for the user that needs to be reassigned:
 - **Owner**
 - **Assignee**
 - **Approver**

- **Viewer**

11 Click Reassign.

When the process ends, the system displays a “Reassign Users - Success” message that indicates that the user reassignment is complete, and displays the template name and total number of user reassignments made.

Creating Schedules from Templates

You can create schedules from templates. Creating a schedule from a template populates the schedule with the tasks in the template. If the source template has embedded templates, the tasks in the embedded templates are included. Template instructions, viewers, and attributes are also added to the schedule.

You create schedules from templates from the Manage Templates dialog box. The Last Schedule column shows the last schedule created from each template. The Schedules column shows the total number of schedules created from each template.

To create a schedule from a template, you must have the Close Administrator or Power User role.

The schedule starts in a Pending status, which gives you the opportunity to make final changes in the definition.

When template tasks are added from a template to a schedule, they are assigned calendar dates based on their relationship to the template Day Zero. The dates can also account for non-working days of the schedule if you specified them. For example, if Day 0 is a Friday, the tasks for Day 1 are placed on the following Monday if you selected to exclude weekend days. The Date Map displays the default calendar date assigned to each template day. You can use the Date Map feature to adjust the date assignments.

A task in one template can have predecessor tasks in other templates. When you create a schedule from a template, you can select predecessor tasks in schedules as predecessors for tasks with predecessors in other templates. You use the Predecessor Task Links tab to select predecessor tasks in schedules. The Predecessor Task Links tab lists all tasks with predecessors in other templates, and enables you to select a predecessor in a schedule for these tasks.

When you create a schedule from a template, you can globally update the task parameters for a Task Type if the parameters have the override option enabled.

For more information on schedules, see [Chapter 8, “Managing Schedules”](#).

► To create a schedule from a template:

- 1 **Select Manage, then Templates.**
- 2 **Select the template that you want to schedule.**
- 3 **If the template was successfully validated, create the schedule:**
 - a. Click **Create Schedule**.
 - b. In **Name**, enter a schedule name.

- c. From the **Year** list, select a schedule year.
- d. From the **Period** list, select a close period for the schedule.
- e. From the **Day Zero Date** list, select the calendar date to assign to the template Day Zero.
- f. Select whether to include or exclude weekend days.
- g. Click **Date Map** and for each template day whose date assignment you want to modify, in the Date column, enter the new date.
- h. **Optional:** Select the **Predecessor Task Links** tab, select the schedule that contains the predecessor task and in the Assigned Task list, select the predecessor task.
- i. **Optional:** Select the **Override Parameters** tab, review the parameters, and for each parameter that you want to modify, in the New Value column, enter a new value.

Note: This Override Parameters tab displays only tasks that use a Task Type in which at least one parameter has the Override option enabled. See [“Setting Task Type Parameters” on page 59](#).

- j. Click **Create Schedule**.

A schedule is created and populated with the tasks, instructions and viewers from the template. It has a status of Pending. By default the schedule is opened into a view when created.

- k. Review the schedule and make adjustments as needed.

Manually Validating Templates

When you generate a schedule from a template, the system automatically validates the template first to check for uniqueness violations, tasks that directly or indirectly depend on each other, or a date-precedence mismatch. For example, you cannot have circular predecessors.

You can manually validate a template. Validation is particularly useful to check for problems after you import tasks into a template from a file. If the template has an error, you can use the navigation links in the validation results to navigate to the source of the error.

➤ To manually validate a template:

- 1 From **Manage Templates**, select the template that you want to validate.
- 2 Click **Validate**.
 - If no errors exist, the system displays a “Template valid” message.
 - If an error is displayed, click the link to the error.

Viewing Templates

In the Manage Templates dialog, you can specify which columns to display for the list of templates, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.



► To display columns:

- 1 Select **Manage**, then **Templates**.
- 2 Select **View**, then **Columns**, and select an option:
 - To display all columns, select **Show All**.
 - To display specific columns, select or deselect the column names.

► To reorder columns:

- 1 Select **Manage**, then **Templates**.
- 2 Select **View**, then **Reorder Columns**.
- 3 Select one or more columns and use the Up and Down arrows to change the order.
- 4 Click **OK**.

► To sort columns:

- 1 Select **Manage**, then **Templates**.
- 2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

► To change column widths:

- 1 Hover over the column header dividers until the arrows display.
- 2 Drag the columns to the desired width.

Searching for Templates

You can use the Manage Templates dialog box to quickly find templates. You can enter full or partial names on which to search.

► To search for templates:

- 1 Select **Manage**, then **Templates**.
- 2 Click the > sign to expand the Search box.
- 3 Enter full or partial search criteria.
- 4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

5 Click **Search**.

Tip: To reset the list to display all templates, click **Reset**.

Deleting Templates

You can delete templates that you no longer need. To delete a template, you must have security rights to the template.

Deleting a template removes it from the list of available templates and removes tasks associated with it. It does not directly affect a running schedule, however some reporting and dashboard metrics may use the template to link various schedule runs together, which are not possible if the template is deleted.

► To delete a template:

- 1 From **Manage Templates**, select the template that you want to delete.
- 2 Click **Delete**.
- 3 At the confirmation prompt, click **Yes**.



Managing Tasks

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Tasks are the core units of action in a close process, such as data entry or data consolidation.

- End-user tasks require actions by Close Manager end users, such as answering questions or approving. They may contain product integrations, for example, a link to a data entry screen.
- System-automated tasks run without user intervention, such as an overnight feed from a general ledger. The success or failure of the task process is displayed in the task detail.
- Event monitoring tasks are tasks which allow Close Manager to monitor processes within external applications.

Each task has different parameters depending on the Task Type. If you have Close Administrator or Power User security rights, you can create, edit, or delete tasks.

Creating Tasks

Subtopics

- [Setting Task Properties](#)
- [Setting Task Parameters](#)
- [Specifying Children](#)
- [Specifying Task Instructions](#)
- [Adding Task Questions](#)
- [Setting Task Access](#)
- [Setting Task Predecessors](#)
- [Applying Task Attributes](#)
- [Viewing Task History](#)

You can add tasks to templates or schedules. If you create a task in a template, you assign the start and end date as days before or after Day Zero. If you create a task in a schedule, you select calendar dates for the start and end dates.

You can group tasks under parent tasks to provide a simpler view of the close process. After viewing upper-level parent tasks, you can then drill into the underlying tasks. Child tasks of parent tasks may have different owners than the parent task.

You can create a task using any of these methods:

- Click **New**, then **Task**.
- Drag and drop the Task Type onto a template or schedule in a view.
- Right-click on a task and select **New**.
- Right-click on a day/date and select **New**.

Setting Task Properties

The Properties tab enables you to set the task name, task ID, description, task type, priority, start and end date or duration.


You also use the Properties tab to specify task owners and assignees. During the close cycle, if an owner or assignee is not available to work on the task (due to sick time, vacation, has left the company, or is simply too busy), you can reassign users associated with a task, template, or schedule. Template, schedule, and task owners, assignees, and approvers may also reassign their tasks.

For end-user tasks, you can allow an assignee to open a pending task prior to the scheduled time, if all task predecessor conditions have been met.

Automated tasks have no assignees, however you can specify Run As IDs for users under which tasks of that type are run.


Event Monitoring tasks have no assignees and Run as IDs.

► To set task properties:

- 1 Create a task and select the **Properties** tab.
- 2 Enter a task name (required).
- 3 Enter a task ID that can be used to identify the task (required). Task IDs must be unique within the template or schedule.
- 4 Enter a task description.
- 5 For Event Monitoring tasks, enter the Source.
- 6 For **Task Type**, click Browse and select a Task Type (required).
- 7 From the **Priority** list, select a priority for the task:
 - **High**
 - **Medium**
 - **Low**
- 8 Select a Start date, then select the time of day for the task to start.
- 9 Perform one of these actions:
 - **End-User task:** Select an End date, then select the time of day for the task to end.
 - **System-Automated task:** Select the Duration (days, hours, minutes). Automated tasks have no End date.
 - **Event-Monitoring task:** Select an End date, then select the time of day for the task to end.
- 10 **Optional:** For **Minimum Duration**, enter the minimum duration of a task in the form of Days, Hours, and Minutes. An At Risk criteria is based on the condition if the Start date was missed AND (the End_date minus the Current_date is less than the minimum task duration OR the End_Date minus the Start_Date is less than the minimum duration). The At Risk tasks display in the Needs Attention Graph in the Status Chart of the Dashboard.
- 11 **Optional:** For an End-User task, select **Allow Early Start** to allow the assignee to open the task before the scheduled start time.
- 12 For **Owner**, click **Select Owner**  to find a user.

Note: The owner must be an individual user, not a group. If you do not select a user, the owner defaults to the current user.

13 Perform one of these actions:

- For an End-User task, for **Assignee**, click **Select Assignee**  to find a user.

Note: The assignee must be an individual user, not a group. If you do not select a user, the owner becomes the default assignee. Parent and automated tasks have no assignees.

- For a System-Automated task, for **Run As**, click **Select Run As Account**, search for and select a user under which tasks of this type are run, and click **OK**.

Note: If the selected Run As user is the user creating the task, authorization is not required.

14 Select **Active** to include this task in schedules generated from the template.

Note: This option is not available for tasks created in schedules.

Setting Task Parameters

The Parameters tab only contains data for tasks that are associated with an Integration Type and have parameters. Integration Types provide links to external applications. On the Parameters tab, you can set specific information about the task and how it is run. The parameters are passed to the external application. For example, if the task contains a link to a data grid, you might use the Parameters tab to select a point of view for the grid.

► To set task parameters:

- 1 From the **New Task** dialog, select the **Parameters** tab.
- 2 If the parameter values are not entered by the task type, enter the required parameter values.

Specifying Children

From the Task Type list, if you selected Parent as the Task Type, the Children tab replaces the Parameters tab.

Task hierarchies make templates and schedules easier to navigate by grouping related tasks. You define task hierarchies by creating parent tasks and adding other tasks to them as children. You can expand a parent task to display its children or collapse it to hide them. You can use the Children tab to specify tasks below a task in the hierarchy. The Existing Tasks list displays a list of available tasks that are not children of other tasks.

► To specify child tasks:

- 1 From the **New Task** dialog, select the **Children** tab.
- 2 From the **Existing Tasks** list, select one or more tasks.
- 3 Click **Move** or **Move All** to move the tasks to the **Selected Tasks** list.

Tip: To remove tasks, select them from the Selected Tasks list and click **Remove** or **Remove All** to return them to the Existing Tasks list.

Specifying Task Instructions

Task owners can create a set of instructions for completing the task. All other users who have access to the task are only able to read the instructions. If there are task instructions that are inherited from the Task Type, template, or schedule, that instruction text is displayed above the instruction text box and is read-only.

You can also create references to external documents. You can upload a document from your local computer, create a Web link, or create a link to a document in Oracle Content Management. References inherited from the Task Type or template are locked, however you can add references. For template tasks, the Template and Task Types instructions are viewable but not editable.

➤ To specify instructions:

- 1 From the New Task dialog, select the **Instructions** tab.
- 2 In **Instructions**, enter instruction text.

➤ To add a reference:

- 1 In the **References** section, Select **Actions**, and then **Add**, or select the **Add** icon.
- 2 From the **Type** list, select one of these types:

- **Local File**

Enter a name, click **Browse** to select and attach the file, and click **OK**.

- **URL**

Enter a URL name, then enter the URL, for example: Oracle, <http://www.oracle.com>.

- **Repository File** (Optional)

From the file list, select the file, and click **OK**.

Note: The Repository File option is only displayed if Financial Close Management has been configured with Oracle Enterprise Content Management.

Adding Task Questions

Note: The Questions tab is not displayed for automated tasks or parent tasks.

When you create a task, you may want the assignee to answer one or more questions about their actions before they indicate a task is complete. For example, you may ask if a certain process was followed when completing that task.

You can specify one or more questions on the task. You can specify various types of questions, such as Text, Number, or True/False, and indicate whether they are required. If a question is required, the user must respond or they cannot submit the task for approval. You can also order the questions by using the Move Up and Move Down buttons.

For schedule tasks, users can respond to the questions from the Task Actions page. If you are creating or updating a task in a template, an additional column displays, showing whether the row is locked or unlocked to indicate whether the user can remove or update the questions. Rows that are locked cannot be edited or deleted because they are inherited from the Task Type.

In templates, the Task Type questions are displayed, but are not editable.

► To add a question:

- 1 From the New Task dialog, select the **Questions** tab.
- 2 Click **Add**.
- 3 In the **Question** text box, enter the question text.
- 4 From the **Type** list, select a type:

- **Yes/No**
- **True/False**
- **Date**
- **List—Choice of values**

If you select List, enter a list of valid responses to the question.

- **Number**

If you select Number, select formatting options:

- For Decimal Places, enter a value for the number of decimal places to display.
- Select Thousands Separator if you want numbers to display a thousands separator (for example, 1,000.00)
- From the Currency Symbol list, select a currency symbol, for example, Dollars (\$).
- From the Negative Number list, select how to display negative numbers, for example, (123).
- From the Scale list, select a scale value for numbers, for example, 1000.

- **Text**

- 5 If the question is required, select the **Required** check box.
- 6 Click **OK**.
- 7 **Optional:** To change the order of questions, select a question, then click **Move to Top**, **Move Up**, **Move Down**, or **Move to Bottom**.

Tip: To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.

Setting Task Access

The Access tab enables you to add or remove Viewers and Approvers for the current task. It also enables you to specify the order of approvers. You can specify up to ten approvers and an unlimited number of viewers.

► To set task access:

- 1 From the New Task dialog, select the **Access** tab.
- 2 From the **Approvers** or **Viewers** section, click **Add**.

3 Enter the first or last name of the user, then click Search.

To specifically identify a user, click **Advance**, then enter a User ID, Email address, or Description.

Tip: For additional details about the user, such as groups and roles, click **Details**.

4 Optional: To change the order of approvers, select one or more users, then click Move to Top, Move Up, Move Down, or Move to Bottom.

Tip: To remove a user from the Approvers or Viewers list, select the user, then click **Remove**.

Setting Task Predecessors

The Predecessors tab enables you to set one or more predecessors for the current task. For template tasks, you can choose a predecessor from another template, and for schedule tasks, you can choose a predecessor from another schedule. You must assign a condition to the predecessor/successor relationship.

A task does not need predecessor tasks as long as a start date and time is specified. If both are specified, the task begins when the predecessor tasks are started or complete (for Finish-to-Start) and the start date and time is reached.

You can set these conditions under which the predecessor relationship is established:

Note: Event Monitoring tasks can not have predecessors; however they can be predecessors to other types of tasks.

Condition	Description
Finish to Start	Default. The task starts as soon as the predecessor task completes or finishes with warning.
Finish Error to Start	The task starts as soon as the predecessor task completes, even it is in error.
Finish Error to Finish	The task completes as soon as the predecessor task completes, even it is in error.
Finish to Finish	The task cannot be marked as Complete until the predecessor task has been marked as complete. This is primarily used for user tasks. For example, a user can start a document summary, but cannot mark it complete until the consolidated data is final.

➤ To set task predecessors:

- 1 From the New Task dialog, select the Predecessors tab.**
- 2 Click Add.**
- 3 Click Browse and select a predecessor task, then click OK.**

Tip: You can also select a different template or schedule from the dropdown list.

- 4 From the Condition list, select a condition:**

- **Finish to Start**
- **Finish to Finish**
- **Finish Error to Start**
- **Finish Error to Finish**

Applying Task Attributes

To locate tasks in the system, you can apply custom attributes to the task. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current task applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

► To apply task attributes:

- 1 From the New Task dialog, select the **Attributes** tab.
- 2 Click **Add**.
- 3 From the **Attribute** list, select an attribute.
- 4 For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
- 5 **Optional:** Select **Display To User** if you want the attribute to display on the Task Actions and the Report Binder Task page.
- 6 **Optional:** From the **Updatable by** list, select an option that determines which task roles can update the attribute value.
- 7 Select **Required** if the attribute value is required.
- 8 Click **OK**.
- 9 Click **Save and Close** to save the task.

Viewing Task History

For each task, the system retains a history of the changes made to it; for example, a shift in dates or change in ownership. Each change record includes the field, modification type such as added, created, or changed, the old and new values, the user who made the change, and the date on which the change was made. The information on this tab is read-only.

► To view task history:

- 1 From the Task dialog, select the **History** tab.
- 2 Select a task.
- 3 When you finish, click **Save and Close**.

Editing Tasks

You can edit tasks depending on their status and your security rights. For example, you can edit a task description, custom attributes, or end date.

For an Open task in a Task List, you cannot edit the start date, because the task has started. You can only change the duration or the end date. You also cannot edit instructions, questions, assignee, or approver, and you cannot add, delete, or edit predecessors. You can reassign the assignee or approver from the Task Actions workflow.




► To edit a task:

- 1 From the **Calendar**, **Gantt**, or **Task List** view, select the task that you want to edit.
- 2 Right-click on the task and select **Edit**, or from a Task List, you can also **Select Actions**, and then **Edit**.
- 3 Edit the task information.
- 4 Click **Save and Close**.

Sorting Tasks

From the Task List, you can sort tasks by ascending or descending order. You can sort by Schedule Name, Status, Owner, Start or End Date, or Duration.

► To sort tasks:

- 1 Select **View**, then **Task List**, or from the toolbar, click the **Task List**  button.
- 2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

Searching for Tasks

You can use the Task Find feature to find specific tasks. For example, you might enter “load” to find load tasks. You can search using full or partial words. You can scroll through the results using the Previous and Next buttons.

► To search for a task:

- 1 From the left pane, expand **Task Find**.
- 2 Enter a task name in the search field, and click **Find Task**.
- 3 Click **Previous** or **Next** to find the previous or next task that matches the search criteria.

Moving Tasks

You can use views to move tasks. For example, in the Calendar view, you can move tasks to a different day.

► To move a task:

- 1 From the Calendar, Gantt, or Task List view, select a task.
- 2 Right-click on the task and drag it to a new location, or cut, copy, and paste the task.
- 3 Navigate to the target destination for the task and click **OK**.

Cutting, Copying, and Pasting Tasks

You can use views to cut and copy tasks in templates and schedules. For example, in the Calendar view, you can copy a task from one day in the calendar and paste it to another. You can copy a task from one schedule or template and paste it into another.

When you paste a task, the Task Details dialog box opens and enables you to modify the task that you are pasting.

If you paste a task onto a parent task, the pasted task becomes a child of the parent task. If you paste a task onto a child task, the pasted task becomes a sibling of the child task.

Note: Cut, Copy, and Paste features are not available for parent tasks. The Cut function is not available for scheduled (open or closed) tasks.

► To cut, copy, or paste a task:

- 1 From the Calendar, Gantt, or Task List view, select a task.
- 2 Right-click on the task and select an action, or from the main toolbar, click a toolbar button:
 - Select **Cut** to cut the task and store it on the clipboard.
 - Select **Copy** to copy the task and store it on the clipboard.
- 3 Right-click on the task, then select **Paste**, or from the main menu toolbar, select **Paste**.

The Task Details dialog box opens and enables you to make changes to the task that you are pasting.

- 4 Click **OK** to complete the paste operation.

The task is inserted and the views and filter views are refreshed to display the pasted task.

Deleting Tasks

You can delete tasks that you no longer need. To delete a task, you must have Close Administrator or Close Power User security rights.

In schedules, you can delete only tasks that have a status of Pending. You cannot delete tasks that have a status of Open or Closed. If you delete a parent task, you can choose to delete just the parent, or the parent and its children.

➤ To delete a task:

- 1 From the Calendar, Gantt, or Task List view, select the task that you want to delete.
- 2 Right-click on the task and select **Delete**, or from the main toolbar, click the **Delete** button.
- 3 At the delete confirmation prompt, click **Yes**.



Managing Schedules

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A schedule defines a chronologically ordered set of tasks that must be executed for a specific reporting period, and is the application of a template into the calendar. For example, you can apply the Quarterly Close template to the Calendar as Q109 Close Schedule for the first Quarter, then apply the template again as Q209 Close for the second quarter.

Schedules have a status of Pending, Open, Closed, or Locked. You can change the status of a schedule from Pending to Open, or from Open to Closed or Locked.

Note: After a schedule is set to Open, it cannot be reset to Pending. When a schedule is set to Locked, its status cannot be changed.

Manage Schedules

Search Advanced

Actions View         Set Status Close

Schedule Name	Owner	Start Date	End Date	Status
Close Schedule	admin			Open
Close Schedule 3	admin			Open
Corp Q1-09 Close	CloseAdminC			Open
Corp Q2-09 Close	CloseAdminC			Open
Corp Q3-09 Close	CloseAdminC			Pending
EMEA Q1-09 Close	EMEAAdmin			Open
EMEA Q2-09 Close	EMEAAdmin			Open
EMEA Q3-09 Close	EMEAAdmin			Pending
HFM Integration Schedule	admin			Open

Creating Schedules

To create a schedule, you must be a Close Administrator or Power User. A Power User can run Create Schedule on a template or select New from Manage Schedules. You can manually define a schedule from the Manage Schedules page, or create a schedule from a template. When you create a schedule from a template, all values are inherited from the template definition.

Manually Creating Schedules

Subtopics

- [Setting Schedule Properties](#)
- [Assigning Schedule Viewers](#)
- [Applying Schedule Attributes](#)
- [Adding Instructions to Schedules](#)

► To manually create a schedule:

- 1 **Select **Manage**, then **Schedules**.**
- 2 **From the Manage Schedules page, click **New**.**

Setting Schedule Properties

The Properties tab enables you to set the name, description, start and end dates, and owners for schedules. The schedule owner must be a Close Administrator or Power User. The default owner is the current user. The start and end dates specify the initial date range for the schedule, however, after the schedule is created, you can add tasks with dates earlier or later and the properties are updated to reflect the earliest and latest dates.

► To set schedule properties:

- 1 Create a new schedule and select the **Properties** tab.
- 2 For **Name**, enter a schedule name.
- 3 For **Description**, enter a schedule description.
- 4 For **Start Date**, enter the starting date for the schedule.
- 5 For **End Date**, enter the end date for the schedule.
- 6 From the **Year** list, select a year.
- 7 From the **Period** list, select a period.
- 8 For the **Day Zero Date**, enter the date to assign as day zero.
- 9 For **Owner**, enter a schedule owner name, or click the **Select Owner** button to see a list of users with **Close Administrator** or **Power User** roles, select an owner, and click **OK**.

Note: You can select only one owner for a schedule. The owner must be an individual user, not a group. If you do not select a user, the owner defaults to the current user.

- 10 From the **Status** list, select a schedule status:

Note: The schedule status is initially set to Pending and is display only.

Assigning Schedule Viewers

The Viewers tab enables you to assign viewer rights for schedules. A schedule can have multiple viewers, however they must have Financial Close Management security roles. Viewers receive read-only access to all tasks in the schedule.

► To assign viewer rights:

- 1 Select the **Viewers** tab.
- 2 Click **Add**.
- 3 To search by users or groups, click the **Search Users** button, then select **Users** or **Groups**.
- 4 Enter a user name, or part of the name, then click **Search**.
- 5 To identify a user, click **Advanced**, then enter a User ID, Email address, or Description.
- 6 From the **Search Results** list, select users.
- 7 For additional details about the user, such as groups and roles, click **Details**.
- 8 Click **Add** or **Add All** to move users to the Selected list.

Tip: To remove users, select users, then click **Remove** or **Remove All**.

Applying Schedule Attributes

To locate schedules in the system, you can apply custom attributes to the schedule. When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

For example, you may have a List attribute named Sales Region with the values of North, South, East, and West. The current schedule applies only to the West Sales Region, so you can add the Sales Region attribute and set it to “West.”

► To apply an attribute:

- 1 Select the **Attributes** tab.
- 2 Click **Add**.
- 3 From the **Attribute** list, select an attribute.
- 4 For **Value**, depending on the attribute, select a value for the attribute from a drop-down list, or enter a value.
- 5 Click **OK**.

Adding Instructions to Schedules

You can specify instructions and supporting documents for a schedule, which are then inherited by all tasks in the schedule.

► To add instructions to a schedule:

- 1 Select **Manage**, then **Schedules**.
- 2 Select a schedule to which to add instructions.
- 3 Click **Edit**.
- 4 In **Instructions**, enter instructions for the schedule.
- 5 To add a reference:
 - a. In the **References** section, Click **Add**.
 - b. From the **Type** list, select one of these types:
 - **Local File**
Enter a name, click **Browse** to select and attach the file, and click **OK**.
 - **URL**
Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com, and click **OK**.
 - **Optional: Repository File**
From the file list, select the file, and click **OK**.

Note: The Repository File option is only displayed if Financial Close Management has been configured with Oracle Enterprise Content Management.

6 Click **OK** to save the schedule.

Opening Schedules

You open schedules to add, edit, or work on tasks. You open schedules from the Manage Schedules dialog box.

Note: To set a schedule to an Open status, see [“Setting Schedule Status” on page 104](#).

➤ To open a schedule:

- 1 From **Manage Schedules**, select a schedule.
- 2 Use one of these methods:
 - Select **Actions**, and then **Open**.
 - Click the **Open** icon.
 - Right-click and select **Open**.

Editing Schedules

You can edit schedules to change the properties, such as the name or the schedule or the start and end dates. You cannot change the start date to a date later than the first task in the schedule, or the end date to a date earlier than the last task in the schedule. You can make changes to an Open or Pending schedule to modify pending tasks. You cannot add, change, or delete tasks in a Closed or Locked schedule. To edit a schedule, you must be the schedule owner or a Close Administrator.

➤ To edit a schedule:

- 1 Select **Manage**, then **Schedules**.
- 2 Select a schedule to edit.
- 3 Select **Actions**, and then **Edit**, or select the **Edit** icon.
- 4 Edit the schedule.
- 5 Click **OK**.

Adding Tasks to Schedules

You can add tasks to a schedule if it is Pending or Open. You cannot add tasks to a Closed or Locked schedule.

For detailed instructions on adding tasks, see “Creating Tasks” on page 84.

- ▶ To add a task to a schedule:
 - 1 Select **Manage**, then **Schedules**.
 - 2 Open a schedule in a view, such as **Calendar-Month**.
 - 3 Add tasks.

Importing Tasks into Schedules

You can import tasks, or partial task data, from text files into a schedule with a status of Pending or Open. For example, if you have a Microsoft Excel spreadsheet with task definitions, you can save the file as a CSV file, then import it into a schedule. You can also use the Import feature to quickly add many repetitive tasks by editing the fields in a CSV file and importing it, rather than creating individual new tasks.

You cannot import tasks into schedules that have a Closed or Locked status.

If you import information on an End-User task that has started running, it is reset to Open with Assignee status, and the answers to questions are cleared.

- ▶ To import tasks into a schedule:
 - 1 Select **Manage**, then **Schedules**.
 - 2 Click **Import Tasks**.
 - 3 Enter the name of the file to import, or click **Browse** to find the file.
 - 4 Select an import option:
 - **Replace**
 - **Replace All**
 - **Update**

Note: The system displays a warning that tasks in the schedule that matches a task ID in the import file will be modified. If you do not want to overwrite the task, click **Cancel**.

- 5 Click **Import**.
 - If the import is successful, the “Import Success” dialog box is displayed, indicating the schedule name, the name of the file containing the tasks, and the total number of tasks imported. Click **OK**.
 - If errors are found, the import process is not run, and the “Import Errors” dialog box displays the errors. View the errors, then click **OK** to return to Manage Schedules.

Updating Tasks in Schedules

You may need to periodically manually update information on a task that is running, and in this case, you can reopen it. When you reopen a task, it is reset to Open with Assignee status, and you can edit the information. For example, you can change the instructions and references, attributes, and questions. If you make changes, previous answers to questions are cleared.

Reopening a series of tasks does not reestablish the predecessor relationships. All end-user tasks are reset to Open with Assignee. No tasks are reverted to Pending status.

You may also need to restart System-Automated tasks if they end in error. You can reopen the tasks to rerun the process.

You can reopen tasks under these conditions:

Table 1 Conditions for Reopening Tasks

Task Status	End-User	System-Automated
With Assignee/ Running	You can edit or import data into the Instruction, Attribute, or Question sections. When you save the task, it is reset to the assignee, and the answers to questions are cleared.	No updates are allowed to running system-automated tasks.
With Approver	You can edit or import data in to the Instruction, Attribute, or Question sections. When you save the task, it is reset to the assignee, and the answers to questions are cleared.	Approver must reject the task, which sets it to Error status. From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, the Web service runs again.
Closed/Error	From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, it is reset to the assignee.	From Task Details, the task owner can click Reopen to reopen the task and make changes. When you save the task, the Web service runs again.

➤ To update tasks in a schedule:

- 1 Select **Manage**, then **Schedules**.
- 2 Open a schedule.
- 3 Select a task with a **Closed** or **Error** status.
- 4 Click **Reopen**.
- 5 Edit the task.
- 6 If the system displays a warning that the assignee must complete the task again, or that the service will be executed again, click **Yes** to continue or **No** to cancel.
- 7 Perform an action:
 - For a **Closed** task, click **Close**.
 - For an **Error** task, click **Save and Close**.

Reassigning Users

You may periodically need to reassign users to different schedules. For example, you may create a schedule and assign a user to certain rights; however, later that employee leaves the company

and another employee assumes those schedules. You can use the Reassign feature in the Manage Schedules dialog box to automatically change assignments instead of manually searching for, opening, and editing individual schedules. The Reassign feature enables you to quickly find the schedules associated with one user and reassign them to another.

► To reassign users:

- 1 **Select Manage, then Schedules.**
- 2 **Select a schedules in which you want to reassign users.**
- 3 **Select Actions, and then Reassign User.**
- 4 **For Find User, click Find User and enter search criteria for the user that you want to replace:**
 - a. From the **Select User** dialog, enter the first or last name for the user, and click **Search**.
 - b. Select the user from the results, then click **OK**
- 5 **For Replace with, click Find User and enter search criteria for the user to whom you want to reassign tasks:**
 - a. From the **Select User** dialog, enter the first or last name for the user, and click **Search**.
 - b. Select the user from the results, then click **OK**.
- 6 **Select the Ending Between dates.**
- 7 **Select one or more roles for the user that needs to be reassigned:**
 - **Owner**
 - **Assignee**
 - **Approver**
 - **Viewer**
- 8 **Click Reassign.**

When the process ends, the system displays a “Reassign Users - Success” message that indicates that the user reassignment is complete, and displays the schedule name and total number of user reassignments made.

Authorizing System-Automated Tasks

When you create tasks or Task Types for System-Automated tasks, for security purposes, you specify a user account under which the task is run. To preserve security, you may require authorization to perform the task if any of these conditions occurs:

- If you add a System-Automated task with an alternate runtime user known as the RunAs ID to a schedule, from a template or by manually adding the task
- When you set a schedule to Open status, the system automatically issues a request for authorization if it has not been completed.
- If the parameters of a task are modified by a user other than the assignee (or task owner if the owner is also the assignee), the authorization is reset to unauthorized and must be

obtained by entering a password. For System-Automated tasks, if a user other than the specified or default Run As user modifies the parameters, the task is reset to unauthorized.

Authorization ensures that the user performing the System-Automated task has security privileges for the application and data for which the task runs. An administrator who knows the credentials of the runtime user can perform the authorization or issue a request to the user to obtain authorization.

When the System-Automated task is scheduled to run, if authorization is not provided, the task is not run, and its status changes to Needs Attention. If an owner or assignee edits the task, the task details indicate that authorization is required. In this case, only the RunAs ID can authorize the task.

A user who receives a request for authorization can access the Authorization dialog box from a link in the email or by logging on to the application. See the *Oracle Hyperion Financial Close Management User's Guide*.

► To authorize a task:

- 1 **Select Manage, then Schedules.**
- 2 **Select a schedule.**
- 3 **Select Actions, and then Authorize Tasks, or select the Authorize Tasks icon.**

The system displays a Users selection list and a table of unauthorized tasks for the selected schedule. The user selection list is populated with users that have pending System-Automated tasks assigned to them that require authorization.

- 4 **From the user selection list, select a user.**

The system displays a list of unauthorized tasks for that user. Your user name displays first on the list in bold by default. If you have no unauthorized tasks, the list is blank.

- 5 **Select a task that needs authorization.**
- 6 **To view task details, click a task name and review the task parameters.**

Tip: To contact the task owner by email, click the Owner name next to the task and view the user details.

- 7 **If you select a user other than yourself, the system prompts you for the user password.**
 - a. If you know the user password, enter it. The list of unauthorized tasks is displayed. Select tasks and click **Authorize** to authorize them, which removes them from the list.
 - b. If you do not know the user password and must request authorization from the user, click **Send Authorization Request**, which sends an email to that user.

Setting Schedule Status

You manage the schedule lifecycle by setting the schedule status. You can set the status of a schedule to Open, Closed, or Locked, depending on its current status. To set schedule status, you must be the schedule owner or a Close Administrator.

These are the available statuses:

- Pending - the schedule is not yet active. This is the default status of the schedule when it is created.
- Open - the schedule is open for work to be performed. Tasks in the schedule can be run.
- Closed - the schedule is no longer active but follow-up work may be required. Tasks in the schedule continue to proceed based on their definitions, but you cannot add tasks to the schedule. Schedule owners or administrators can reopen a Closed schedule, which changes its status to Open.
- Locked - the schedule is locked and cannot be modified. A locked schedule cannot be set back to Open status and cannot be edited. It can be viewed and deleted.

When you create a schedule, it has a status of Pending by default so that you can make final adjustments to it, and add, edit, or delete tasks.

To run a schedule, you change the status from Pending to Open. When the schedule is opened, tasks begin to execute according to their definition. Status for tasks that have met their starting condition are set to Open, and task notifications are sent to their assignees.

Note: If a schedule task start time is reached and authorization has not been provided for a system-automated task, the task remains in the Pending status and requires authorization. See [“Authorizing System-Automated Tasks” on page 102](#).

When work on the schedule has reached a stage when follow-up work is all that is required, you set the status to Closed. You cannot add new tasks to a Closed schedule, however users can continue to work on tasks that are not complete. You can reopen a closed schedule, which changes its status to Open.

When all close tasks are completed, you set the status to Locked. You cannot edit a Locked schedule, or set it back to Open.

► To set schedule status:

- 1 Select **Manage**, then **Schedules**.
- 2 Select a schedule for which to set status.
- 3 Select **Actions**, and then **Set Status**, or select the **Set Status** dropdown.
- 4 Click one of these status options, depending on the current status:
 - **Open**
 - **Closed**

- **Locked**

Viewing Schedule History

The system maintains a history of schedule actions, which you can view from the Manage Schedules dialog box. The History tab displays the components that were updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on this tab is read-only.

➤ To view a schedule history:

- 1 **Select **Manage**, then **Schedule**.**
- 2 **Select a schedule.**
- 3 **Perform one of these actions:**
 - If the schedule status is Pending or Open, select **Actions**, and then **Edit**.
 - If the schedule status is Closed or Locked, select **Actions**, and then **Properties**.
- 4 **Select the **History** tab and review the schedule history.**
- 5 **When you finish, click **OK**.**

Validating Schedules

You can validate schedules with a status of Pending or Open. Validating a schedule checks for problems with start and end dates, predecessor relationships, parent-child relationships, and missing task parameters for product integrations. You cannot change a schedule status from Pending to Open until all validation errors are resolved. To validate schedules, you must be the schedule owner or a Close Administrator.

➤ To validate a schedule:

- 1 **Select **Manage**, then **Schedules**.**
- 2 **Select a schedule to validate.**
- 3 **Select **Actions**, and then **Validate**, or select the **Validate** icon.**
 - If there are no errors, the system displays a Schedule Valid success message.
 - If errors exist, the system displays a list.

Locking Schedules

You can lock a schedule to prevent users from making further changes.

➤ To lock a schedule:

- 1 **Select **Manage**, then **Schedules**.**

- 2 From the list of schedules, select a schedule.
- 3 Select **Actions**, and then **Set Status**, or from the **Set Status** dropdown, select **Locked**.
- 4 Click **Close**.

Viewing Schedules

In Manage Schedules, you can specify which columns to display for the list of schedules, or show all. You can also reorder columns, sort columns by ascending or descending order, or change the column widths.



► To display columns:

- 1 Select **Manage**, then **Schedules**.
- 2 Select **View**, then **Columns**, and select an option:
 - To display all columns, select **Show All**.
 - To display specific columns, select or deselect the column names.

► To reorder columns:

- 1 Select **Manage**, then **Schedules**.
- 2 Select **View**, then **Reorder Columns**.
- 3 Select one or more columns and use the Up and Down arrows to reorder.
- 4 Click **OK**.

► To sort columns:

- 1 Select **Manage**, then **Schedules**.
- 2 Hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .

► To change column widths:

- 1 Hover over the column header dividers until the arrows display.
- 2 Drag the columns to the desired width.

Searching for Schedules

You can use the Manage Schedules dialog box to quickly find schedules. You can enter full or partial names on which to search. You can search on additional fields such as Start Date and Owner.

If you are an administrator, the Manage Schedules page displays a list of all schedules in the system. If you are a Power User or Close User, the system displays a list of schedules to which you have access.

► To search for a schedule:

- 1 Select **Manage**, then **Schedules**.
- 2 Click the ► sign to expand the Search box.
- 3 Enter full or partial search criteria for the schedule.
- 4 **Optional:** For additional search operators (such as Contains, Starts with, Ends with), click **Advanced**, and enter search criteria.

Tip: Click **Add Fields** to select additional fields for search criteria.

- 5 Click **Search**.

Tip: To reset the list to display all schedules, click **Reset**.

Deleting Schedules

You can delete a schedule that you no longer need. To delete a schedule, you must be the schedule owner or a Close Administrator. Deleting a schedule removes it and all references to it from the system.

► To delete a schedule:

- 1 Select **Manage**, then **Schedules**.
- 2 From **Manage Schedules**, select the schedule that you want to delete.
- 3 Click **Delete**.
- 4 At the confirmation prompt, click **Yes**.

9

Using Report Binders

In This Chapter

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Report binders enable you to create a history of all activities that occurred as part of a close schedule, for example, the Corporate Q1 Close. You use filters to specify the schedule, tasks to include, and which task information to include.

Information for all tasks that meet the binder filter criteria are output in HTML to a ZIP file. They contain HTML and other files. When you extract the ZIP file, a directory structure is formed, in which you can access the HTML file to view the report binder. Because the report is self-contained in one file, it can easily be copied, printed, or emailed for internal or external reviews.

Generating Report Binders

The Generate Report Binder dialog box enables you to specify the parameters needed to create a report. When you open a schedule in a view and run Generate Report Binder, the report binder is applied to the current view and incorporates only the tasks within the current filtered view.

The report binder is generated and returned through the browser as a document. When you run Generate Report Binder, you have the option to open it immediately or to save it to disk as a ZIP file.

► To generate a report binder:

- 1 Open a schedule in a Task List, Gantt, or Calendar view.
- 2 **Optional:** Apply filters to reduce the number of displayed tasks.
- 3 Perform an action:
 - From the main menu, select **Tools**, then **Generate Report Binder**.
 - From the main menu, click **Generate Report Binder**.
 - Select **Manage Schedules**, highlight the schedule, Select **Select Actions**, and then **Generate Report Binder**.
- 4 In **Report Binder Name**, enter a name.

5 In Description, enter a binder description.

For Schedule Name, the system automatically displays the name of the current schedule.

6 From Optional Components, select the task components that you want to display in the report:

- Alerts
- Comments
- Attachments

Note: Including attachments in the report greatly increases the size of the report and may impact the performance.

7 Click Generate.

8 From File Download, select Save.

The Save As dialog is displayed, and the ZIP file name is displayed at the bottom.

9 Select a directory for the ZIP file, click Save, then Close.

Viewing Report Binders

When you generate a report binder, it is output in one zipped file. The ZIP file name is the name that you specified for the Report Binder. The report pages are merged into an HTML report, with page breaks for sections as required, so that the report can be printed with a print command. If you choose to include attachments, a separate attachment appendix, containing links to attachments with corresponding tasks and alerts, is created, which you can print separately. All attachments are downloaded to separate folders.

If you saved the report binder as a ZIP file, you can extract everything from the ZIP, which creates a directory structure with the same name as the report binder. You can see the report binder by opening the HTML page in the directory. The first report page contains information on the report binder, the schedule, and displays a list of tasks and alerts available in the report binder. You can navigate to the Tasks section to see task details such as status, assignee, start and end dates, and duration. If a task has not started, the projected (scheduled) date is displayed. Each task is a link to a Task Detail page. By default, it includes sections for Attributes, Instructions, Questions, Workflow, Predecessors, and History. If you selected the options to include Alerts and Comments when you generated the report binder, those sections are also displayed.

The first page also contains a list of alerts into which you can drill further. From the Alert Detail page, you can navigate to the associated task.

► To view report binders:

- 1 Navigate to the directory in which you downloaded the ZIP file, and double-click the file.
- 2 Extract the ZIP files to the desired directory.
- 3 Navigate to that directory and locate the subdirectory that matches the ZIP file name.
- 4 From the subdirectory, double-click *report_binder_name.html* to view the report binder.

P a r t I I

Account Reconciliation Manager

In Account Reconciliation Manager:

- [About Account Reconciliation Manager](#)
- [Setting Up Account Reconciliation Manager](#)
- [Navigating in Account Reconciliation Manager](#)
- [Managing Profiles](#)
- [Managing Reconciliations](#)
- [Using Report Binders](#)

10

About Account Reconciliation Manager

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Account Reconciliation Manager Terms

Account Reconciliation

A process of analyzing account balances and providing a justification of the balances. Identify differences and make corrections.

Aging Buckets

Time periods you define to age your reconciliation transactions in the Aging Analysis Dashboard. For example, you can define an aging bucket that includes all reconciliation transactions that are 1 to 30 days old. One or more aging buckets are contained within an aging profile.

Aging Profile

A collection of aging buckets.

Attributes

A parameter, or option, that controls how the function activity operates, or defines characteristics of the function activity.

Frequency

Determines how often reconciliations are prepared and renewed. Frequencies are defined in system setup and are associated with profiles and periods.

Periods

Unit of time for which an Account Reconciliation is completed; for example, January 2011, February 2011.

Profiles

The precursor to reconciliations. Profiles contain the configuration settings that determine how and when reconciliations occur. Profiles are copied to the period, causing a reconciliation to be created that contains a snapshot of the profile at that time.

Reconciliations

An Account Reconciliation for a specific Period. Reconciliations consist of account balances (obtained from the Source System for the Period) and account properties (derived from the Account Profile and Format and subject to change independently of the profile).

Source System

One data repository within a system.

Process Overview

Administrators use Account Reconciliation Manager to manage account reconciliations according to policy. Reconciliations require these steps:

1. The administrator sets up users. See [“Setting Up Users” on page 120](#).
2. The administrator completes the required setup procedures:
 - Define profile segments. See [“Managing Profile Segments” on page 123](#).
 - Set up frequencies. See [“Managing Frequencies” on page 124](#).
 - For multiple currencies, the administrator defines currency. See [“Defining Currency” on page 125](#).
3. The administrator completes the optional setup procedures:
 - Set up system attributes. See [“Editing System Attributes” on page 127](#).
 - Set up Power User security. See [“Setting Power User Security” on page 128](#).
 - Set up aging profiles. See [“Managing Aging Profiles” on page 129](#).
4. The administrator determines how reconciliations are performed for each account type, creating formats that control the method of reconciliation and ensuring the capture of the information.
5. The administrator creates a profile for each account to be reconciled, assigning a format, currency settings, workflow, and other attributes.
6. Mapping rules are configured in Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications (ERPI) to ensure that source and subsystem account balances are properly reflected in reconciliations.
7. To initiate reconciliations for a period, the administrator copies the profiles into the period, which creates the reconciliations with the start dates and due dates.
8. The administrator imports balances and changes the period status from Pending to Open. At this time, reconciliations that meet the criteria for auto reconciliation are completed automatically.

During the reconciliation cycle, users receive email notifications of assigned reconciliations and delinquencies, and can click links in the email to open the Reconciliation List for access to the reconciliations.

Alternatively, users can log on to Account Reconciliation Manager to review and access assigned reconciliations in Dashboards and List Views.

Preparation of reconciliations follows a structured workflow:

1. The preparer performs the reconciliation, including validating the account balance and providing all required documentation.
2. After preparation is complete, the reconciliation cycles through assigned levels of review until all reviews are completed.
3. Reviewers are responsible for verifying the preparer's work. If the work is sufficient, the reconciliation is approved. If revision is required, the reconciliation is rejected, causing it to revert to the preparer. Users with viewer or commentator privileges can access the reconciliation throughout its lifecycle.
4. Account Reconciliation Manager users can define and generate a Report Binder for selected reconciliations across one or more periods. Report Binders enable administrators and others to view reconciliations offline and are also useful for audit purposes.

Sample Task Flows

Scenario 1 – Administrator

In this scenario, an administrator configures profiles during implementation of Account Reconciliation Manager and uses the profile import feature to load profiles into Account Reconciliation Manager.

1. From the Profile List View, the administrator exports profiles, selecting the unformatted data for future import option to create a CSV file template to gather profile data.
2. The administrator copies and pastes information into the profile import file, including account segments, name, description, and other profile properties. Because the administrator does not yet have all information for all profiles, some of the columns are blank. The administrator updates these attributes as the information becomes available.
3. From the Profile List View, the administrator imports the profiles, choosing the Replace option.
4. The administrator updates the profiles in Account Reconciliation Manager, using a combination of manual edits to profiles and mass updates of profile data using the Actions panel.
5. As the administrator nears the end of the profile configuration process, a policy change is implemented requiring re-assignment of the risk rating values. The administrator decides the easiest way to accomplish the re-assignment is to configure the new values in a spreadsheet and import them. The administrator starts by exporting the list of profiles from the Profile List View using the unformatted data for future import option. Then, the administrator deletes all columns except the account segment and risk rating columns.
6. The administrator imports the changes using the import Profiles feature on the Profile List View. This time, the administrator selects the Update option, ensuring only the risk rating attribute is updated.

Scenario 2 – Administrator

In this scenario, an administrator receives notice that an employee currently functioning as a preparer has taken a position with another department and no longer performs reconciliations. The profiles and reconciliations assigned to this user must be reassigned.

1. The administrator must reassign profiles so that future reconciliations are properly assigned. From the Profile List View, the administrator identifies all profiles assigned to the user by applying a filter on the Preparer Name. Then, using the Actions panel on the Profile List View, the administrator changes the preparer assignment by selecting the Preparer option in the Add User section and providing the new user name in the Value field. After pressing the Add button, the administrator selects to update all records and receives confirmation that the update is successful.
2. The administrator checks to see whether this user has pending or open reconciliations. From the Reconciliation List View, the administrator again filters by Preparer Name and finds two reconciliations Open with this preparer, and three reconciliations that are Pending.
3. The administrator reassigns both the Pending and Open reconciliations using the Actions panel.

Scenario 3 – Administrator

In this scenario, an administrator initiates reconciliations for a period by copying profiles to the period, running a data load, checking for unmapped accounts, and opening the period.

1. From the Manage Periods dialog box, the administrator selects the period for which reconciliations must be created and clicks **Copy Profiles**.
2. After confirming that all profiles copied successfully, the administrator initiates a data load by clicking the Data Load icon, and then clicking the New icon to initiate a new data load.
3. In the New Data Load dialog box, the administrator provides a name for the data load, selects the Locations for which data should be loaded, and clicks **OK** to initiate the data load and close the dialog box.
4. In the Data Load dialog box, the administrator monitors the data load, noting that a warning exists for unmapped accounts. Accounts exist in the source system that were not mapped to a profile in Account Reconciliation Manager. The administrator views the unmapped accounts, corrects the mapping in ERP Integrator, and returns to Account Reconciliation Manager to rerun the data import. The administrator confirms that the data load completed successfully and without warnings.
5. Now, the administrator is ready to open the Period. From the Manage Periods dialog box, the administrator selects the period to be opened, selects Set Status from the drop-down list, and then selects the Open option, causing the reconciliation status to change to Open for all reconciliations.
6. Preparers are ready to begin their work.

Scenario 4 – Power User

In this scenario, a Power User performs maintenance on profiles within his security profile, which includes all profiles with Company Codes ranging from 50-55.

1. The power user receives an email notification that reviewer assignments must change for a series of profiles. These profiles are within the security profile of the power user.
2. From the Profile List View, the power user creates a filter to retrieve the affected accounts and uses the Actions panel to apply the necessary changes to reviewer assignments.
3. Later that day, the power user receives an email from the administrator informing him that new profiles must be created for general ledger account 1729 (a new account), for all company codes within the security profile of the power user. The power user decides the easiest way to create these profiles is to import them from a CSV file. From the Profile List View, he exports a sample profile using the Export profiles – unformatted data for future import option to create a template file. Then, he creates seven new profiles in this import file – one for company codes 50-56.
4. The power user imports the profiles. During import, Account Reconciliation Manager notifies him that profile 56-1729 is outside his security profile and cannot be created. The power user realizes he made a mistake, because his profile includes Company Codes 50-55. He confirms these six profiles are added successfully.

11

Setting Up Account Reconciliation Manager

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Starting

Note: The Shared Services server, the EPM Workspace server, and the Financial Close Management server must all be running before you launch Account Reconciliation Manager. See the *Oracle Hyperion Enterprise Performance Management System Installation and Configuration Guide*.

To access Account Reconciliation Manager, log on to EPM Workspace and launch Account Reconciliation Manager.

► To start Account Reconciliation Manager:

1 From a web browser, enter the URL for the Account Reconciliation Manager Log On page.

The URL is the web server host name, web server port, and *workspace*.

By default, the Workspace URL is `http://Server name:9000/workspace/`.

2 In the EPM Workspace logon dialog box, enter your system user name and password and click **Log On**.

If an error message indicates that the system cannot authenticate a user, verify these conditions:

- The user is provisioned for the application. If not, use Shared Services to provision the user.

- The user token or session is not timed out. If it has timed out, log off, and then log on to start a new session.
- The web server is configured and running. If there is a problem with the web server, contact the system administrator.

3 From Oracle Hyperion Enterprise Performance Management Workspace, select **Navigate**, then **Applications**, then **Financial Close**, and then **Reconciliation Manager**.

Setting Up Users

Before working with Account Reconciliation Manager, you must set up users and assign security roles.

To set up users, follow this process:

- Use Shared Services to create, authenticate, and manage users, groups, and roles.
- Use Shared Services to provision users with the Account Reconciliation Manager security roles.
- Assign users access to required elements.

For information on using Shared Services, see the *Oracle Hyperion Enterprise Performance Management System User and Role Security Guide*.

Assigning Security Roles

Access to Account Reconciliation Manager modules is dependent on user security roles and the privileges given to the role. These security roles are available for Account Reconciliation Manager:

Security Role	Description
Administrator	<ul style="list-style-type: none"> ● Full access to System Setup, Filters, Attributes, Periods, Reconciliation Profiles, Reconciliation Instances, rates, and Reporting. ● Cannot prepare or review account reconciliations. ● Add and remove their own comments. ● Remove comments from reconciliations to accommodate cases where commentary must be removed and the commentary was entered by a user who is no longer with the company. ● Create Report Binders
Power User	<ul style="list-style-type: none"> ● Full access to filters, Reconciliation Profiles, Reconciliation Instances, and Reporting. ● Add and remove their own comments. ● Remove commentary from reconciliations to accommodate cases where commentary must be removed and the commentary was entered by a user who is no longer with the company. ● Create Report Binders

Security Role	Description
Preparer	<ul style="list-style-type: none"> ● Perform all functions related to preparation, including adding, editing, and removing transactions; flagging transactions; adding comments; removing comments he previously added; adding attachments; removing attachments he previously added; answering Questions; and submitting reconciliations for review. ● Create Report Binders for their reconciliations ● Create private filters
Reviewer	<ul style="list-style-type: none"> ● Review, including flagging transactions; adding comments; removing comments he previously added; rejecting reconciliations; and approving reconciliations. ● Create Report Binders for their reconciliations ● Create private filters
Commentator	<ul style="list-style-type: none"> ● Add comments to reconciliations and the associated reconciliation transactions. This access is only to reconciliations assigned with commentator privileges ● Create Report Binders for their reconciliations ● Create private filters
Viewer	<ul style="list-style-type: none"> ● Read-only access to reconciliations to which he has been assigned Viewer privileges. ● Create Report Binders for their reconciliations ● Create private filters

You assign security roles in Oracle Hyperion Shared Services Console, which displays a list of users and groups from your external authentication provider. You can assign security roles to groups or individuals.

► To assign security roles:

- 1 From EPM Workspace, select **Navigate**, then **Administer**, and then **Shared Services Console** to access Oracle Hyperion Shared Services.
- 2 Expand the **User Directories** folder, and then expand the directory where the users reside.
- 3 Perform an action:
 - To assign security roles to a user, select **Users**.
 - To assign security roles to a group, select **Group**.
- 4 Search for and select a user or group.
- 5 Provision the user using one of these methods:
 - Right-click and select **Provision**.
 - Select **Administration** , and then **Provision**.
 - Click **Provision**.
- 6 From **Available Roles**, expand **Financial Close Management**.
- 7 Select **Account Reconciliation Manager**, and expand to an **Account Reconciliation Manager** role, click the arrow button to add the role to the user, and then click **Save**.
- 8 Review the summary report and click **OK**.

Assigning Access Rights

The functions a user is authorized to perform in Account Reconciliation Manager are determined by the roles authorized for the user. Certain roles limit the objects that the user can interact with; these object limitation security settings occur within Account Reconciliation Manager.

You can give access rights to users for modules and data. For example, you can allow only certain groups of users the ability to view, create, or change certain data or invoke certain methods. Or, you can prevent components from rendering based on the user role. After the user is authenticated, the application can determine whether or not to grant that user access to an object or module based his role.

The types of activity rights a user has for an object establish the access rights to that object.

- **Preparer**—Has write access to assigned reconciliations and can submit reconciliations for review.
- **Reviewer**—Has write access to the Status (Approve or Reject) of assigned reconciliations and can add comments. Has read access for the rest.
- **Commentator**—Has write access to add comments and read access for the rest.
- **Viewer**—Has read access to reconciliations.

Modules

Different functions are enabled based on the User role in Workspace.

Data

Two types of data objects have data security for Account Reconciliation Manager:

- Profiles
- Reconciliations

Three security settings exist:

- **VIEW**—Users can read and view data.
- **MODIFY**—Users can modify the data but cannot create or delete data.
- **CREATE**—Users can create and delete data.

The types of activity rights a user has for an object establish the access rights to that object.

- **Preparer**—Has write access to assigned reconciliations and can submit reconciliations for review.
- **Reviewer**—Has write access to the Status (Approve or Reject) of assigned reconciliations and can add comments. Has read access for the rest.
- **Commentator**—Has write access to add comments and read access for the rest.

- **Viewer**—Has read access to reconciliations.

Managing System Setup

Subtopics

- [Managing Profile Segments](#)
- [Managing Frequencies](#)
- [Defining Currency](#)
- [Editing System Attributes](#)
- [Setting Power User Security](#)
- [Managing Aging Profiles](#)

Managing Profile Segments

Subtopics

- [Creating Profile Segments](#)
- [Editing Profile Segments](#)
- [Deleting Profile Segments](#)

When defining profiles in Account Reconciliation Manager, the profile account ID is stored in segments to facilitate filtering and reporting on the values. The number of profile segments is configurable and unlimited. For example, the account ID 100-1200-ABC contains three profile segments.

You can specify different types for profile segments:

- **Numeric**—Values ranging from 0-9. Number segments should be used for segments that require only numeric values.
- **Text**—Numbers, letters, and most special characters. You use hyphens (-) to delimit profile segments and are therefore restricted from use as a segment value. Use Text segments when segment values are not restricted to a defined list and may contain a wide range of values.
- **List type**—Values entered into the profile segment are predefined and should be restricted to an authorized set of values.

Creating Profile Segments

Administrators can add, edit, or remove profile segments only when no profiles exist. Therefore, customers must define profile segments once, during implementation.

➤ To create profile segments:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Profile Segments**.
- 2 Select **Actions**, and then **New**.

- 3 Enter the **Name** and select the Profile Segment **Type**. For List Type, enter the list values.
- 4 Click **OK**.
- 5 Click **Save** or **Save and Close**.

Editing Profile Segments

- To edit profile segments:
- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Profile Segments**, and then select a profile segment.
 - 2 Select **Actions**, and then **Edit**.
 - 3 Change **Name** and **Type**.
 - 4 Click **OK**.

Deleting Profile Segments

- To delete profile segments:
- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Profile Segments**, and then select a profile segment.
 - 2 Select **Actions**, and then **Delete**.

Managing Frequencies

Subtopics

- [Creating Frequencies](#)
- [Deleting Frequencies](#)

Frequencies are associated with profiles and reconciliations and periods and determine how often reconciliations must be prepared and reviewed.

Common frequencies include Monthly, Quarterly, and Annually. The names of frequencies do not matter, can be changed at any time, and do not affect processing of reconciliations. However, frequencies are hierarchical, and the order in which they are listed in the frequencies table is important. They should be listed in order of most frequent to least frequent . When associating frequencies with periods, the list order is used to determine which frequencies should also be included in each period.

Creating Frequencies

► To create Frequencies:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Frequencies**.
- 2 Select **Actions**, and then **New**.
- 3 Enter the name of the frequency. For example: Monthly, Quarterly.
- 4 Click **Save** or **Save and Close**.

Deleting Frequencies

► To delete Frequencies:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Frequencies**.
- 2 Select a frequency and select **Actions**, and then **Delete**.

If the frequency is in use by other items, a message is displayed: “One or more of the items selected for modification are in use by other items and cannot be modified at this time. Select an item to see the list of items which are using it.” Click **Close**.

- 3 Click **Save** or **Save and Close**.

Defining Currency

Subtopics

- [Defining Currency Buckets](#)
- [Defining Rate Types](#)

Defining Currency Buckets

The currency buckets setup options determine whether Account Reconciliation Manager is configured for one currency environment (for companies that transact only in one currency) or a multiple currency environment (for companies that maintain account balances in multiple currencies). You can have up to three currency buckets; for example, Entered, Functional, and Reporting.

► To define Currency Buckets:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Currency**.
- 2 Select a currency bucket for **Balances and Transactions data**:
 - Single currency—Select the currency code to be assigned to all balances and transactions.

- Multiple currencies. Select the label for the currency bucket:
 - Entered—Report balances and transactions in the currencies in which they occurred.
 - Functional—Report balances and transactions in the currency associated with the entity that owns the account.
 - Reporting—Report balances and transactions in the currency used for system-wide reporting.
- 3 Select whether you want to enable the currency bucket.
 - 4 Select a default currency; for example, US Dollar (USD).
 - 5 Click **Save** or **Save and Close**.


Defining Rate Types

Rate types are associated with foreign exchange rates for use with profiles or reconciliations. In Account Reconciliation Manager, you should configure only those rate types used for period end balance translation in the source systems being reconciled.

When foreign exchange rates are imported from source systems, they are associated with a rate type. Profiles and reconciliations that require foreign exchange translation should be assigned a rate type that matches the rate type used for balance translation in the source system. When Account Reconciliation Manager calculates foreign currency transaction values in a reconciliation, it uses the rates associated with the rate type assigned to the reconciliation.

Creating Rate Types

► To create Rate Types:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Currency**, and then select the **Rate Types** tab.
- 2 Select **Actions**, and then **Add**.
- 3 Enter:
 - **Rate Type**—
Enter a unique name for the Rate Type.
 - **Source System**—
If importing currency rates from ERP Integrator, select the Source System; for example, Oracle GL.
 - **Source System Rate Type**—
If importing currency rates from ERP Integrator, select the rate type; for example, Oracle GL Corporate.
 - **From ERPI**—
If the data is from ERP Integrator, this column displays a check mark .

- 4 Click **Save** or **Save and Close**.

Deleting Rate Types

You can delete a rate type if it is not in use.

- To delete Rate Types:
 - 1 In **Account Reconciliation Manager**, select **Manage**, and then **System Setup**. In **System Setup**, select **Currency**, and then select the **Rate Types** tab.
 - 2 Select the rate type. Select **Actions**, and then **Delete**.
 - 3 Click **Save** or **Save and Close**.

Editing System Attributes

System Attributes are the standard set of attributes included with Account Reconciliation Manager:

- **Process**—Associated with profiles and reconciliations and enable classification of profiles and reconciliations according to the purpose for which reconciliations are performed. Common processes include the balance sheet reconciliation processes, the consolidation system reconciliation process, and the local GAAP reconciliation process.
- **Risk Rating**—Associated with profiles and reconciliations and enable classification of profiles and reconciliations according to risk level. Risk ratings can be used to select accounts for reporting, or to facilitate assignment of preparers, frequencies, or other attributes.
- **Account Types**—Associated with profiles and reconciliations, account types enable classification of profiles, reconciliations, and adjustments according to a hierarchical structure that defines:
 - The nature of the account (for example, asset, liability, or equity)
 - Subclassifications (for example, current assets and noncurrent assets)
 - Specific account types (for example, cash)

To achieve the maximum benefit, configure account types to match the structure that is used for financial reporting.

- **Maximum Attachment Size**—Determines the maximum file size that Account Reconciliation Manager users are allowed to upload in Account Reconciliation Manager. This setting provides Administrators with flexibility in adapting Account Reconciliation Manager to work within limitations of the environment in which it is installed.

You can change the current maximum files size. In the drop-down list, the values shown start at the default of 5 MB, with incremental values of 5 MB up to 100 MB.


- **Due Date Reminder Notification**—Account Reconciliation Manager sends email reminders to preparers and reviewers when:
 1. Responsibility for reconciliations changes to the preparer or reviewer

2. A due date is approaching for reconciliations. (You must configure the number of days in advance of the due date)
3. A due date has been missed

Notifications pertaining to 1 and 3 above require no additional configuration. Account Reconciliation Manager determines when to send notifications based on information contained within the reconciliations.

- **Data Load Context**—Specifies the logical context to use for Oracle Hyperion Data Integration Management (ODI). This logical context contains the database connections needed for importing balances and FX rates from source systems.

➤ To edit system attributes:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **System Attributes**.
- 2 Select an attribute, then click **Edit** .
- 3 To change the name of the attribute, select it and then edit the name.
- 4 To add a value, select **Actions**, and then select **Add**. Enter the value.
- 5 Click **OK**.
- 6 Click **Save** or **Save and Close**.

Setting Power User Security

Power Users have administrative capabilities within Account Reconciliation Manager limited to administering authorized sets of profiles and reconciliations. This feature is designed for companies with distributed reconciliation processes that require participation of employees familiar with local operations in the configuration of profiles and reconciliations.

The authorization occurs through the use of security filters on account segments. For example, Power User A might be granted authorization only to profiles or reconciliations where segment one = 100 and segment two starts with 12. Security filters are created and assigned to each Power User. See [“Filtering Views” on page 54](#).

Managing Aging Profiles

Subtopics

- [Creating Aging Profiles](#)
- [Deleting Aging Profiles](#)
- [Editing Aging Buckets](#)
- [Deleting Aging Buckets](#)


Aging profiles contain the definition of aging buckets that are used in Account Reconciliation Manager dashboards to report on the age of reconciliation transactions. Account Reconciliation Manager includes a predefined aging profile that contains these aging buckets:

- 0-30 days
- 31-60 days
- 61-90 days
- 91-180 days
- Over 180 days

Additional aging profiles can be defined to support aging policies.





Creating Aging Profiles

► To create Aging Profiles:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Aging Profiles**.
- 2 Select **Actions**, and then **New**.
- 3 Enter an **Aging Profile Name**.
- 4 For each aging bucket in the aging profile:
 - a. Click **Add** .
 - b. Enter these fields:
 - **Label:** Enter a label for each range of days; for example, 0-30 days, 31-60 days, 61-90 days.
 - **Start Day:** Enter the first day of the range; for example, 0.
 - **End Day:** Enter the last day of the range; for example, 30.

New Aging Profile [Standard Aging Profile]

* Aging Profile Name


Actions ▾ View ▾    

Label	Start Day	End Day
0-30 days	0	30
31-60 days	31	60
61-90 days	61	90
91-180 days	91	180
over 180 days	180	

5 Click **OK**.


Deleting Aging Profiles

► To delete Aging Profiles:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Aging Profiles**.
- 2 Select an aging profile.
- 3 Click **Delete** .


Editing Aging Buckets

► To edit Aging Buckets:

- 1 In Account Reconciliation Manager, select **Manage**, and then **System Setup**. In System Setup, select **Aging Profiles**.
- 2 Select an Aging Profile.
- 3 Click **Edit** .
- 4 Make the changes, and then click **OK**.

Deleting Aging Buckets

► To delete Aging Buckets:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then **System Setup**. In **System Setup**, select **Aging Profiles**.
- 2 Select an Aging Profile.
- 3 Click **Edit** .
- 4 Select an Aging Bucket.
- 5 Click **Delete**.
- 6 Click **OK**.

Managing Formats

Subtopics

- [Creating Formats](#)
- [Deleting Formats](#)

Reconciliation formats determine the method of reconciliation and the information that must be provided by the preparer before the reconciliation can be sent on for review. Formats are configured by administrators and assigned to profiles. Formats cannot be changed on existing reconciliations. First, delete the reconciliation, then change the format on the profile, and copy the changed profile into the period.

On each of the Format tabs, click **Save**, **Save and Close**, or **Cancel**.


Creating Formats

Subtopics

- [Setting Format Properties](#)
- [Specifying Format Instructions](#)
- [Adding Format Attributes](#)
- [Specifying Format Questions](#)
- [Viewing Format History](#)

Setting Format Properties

► To create formats:

- 1 In **Account Reconciliation Manager**, click **Manage**, and then **Formats**.
- 2 Click **New** .

3 In the Properties tab, enter:

- **Name**
- **Description**
- **Reconciliation Method**
 - **Account Analysis**—The balance in the general ledger is substantiated through a listing of transactions that should comprise the ending balance. This list of transactions is called the **Explained Balance**, and it is compared to the **General Ledger Balance**. If there is a **Difference**, the preparer uses the **Explained Balance** and **Adjustments** tabs to record adjustments to get the unexplained difference down to zero. Examples of accounts: prepaids, accruals, reserves, and intangibles. The key to a high-quality account analysis is to ensure that the list of explained balance transactions includes sufficient detail to justify all items.

In the **Label** column, assign names that are meaningful to the users. The label names appear in the Balance Summary section of reconciliations.

- **Balance Comparison**—The balance in the general ledger can be substantiated by comparing it to a balance from another source. That source might be a subledger, a bank statement, a system report, or a spreadsheet containing a complex calculation.

When a preparer reconciles an account using this format, he sees the **Source System Balance**, the **Subsystem Balance**, and the **Difference** between the two. If there is a difference, the preparer must record an adjustment on the **System Adjustments** or **Subsystem Adjustments** tabs.

Account Reconciliation Manager then calculates the **Adjustments to Source System** and **Adjusted Source System Balance**, and subtracts those two to calculate the **Unexplained Difference**.

In the **Label** column, assign names that are meaningful to the users.

Select **Hide** for rows that you wish to exclude from the reconciliation. For example, if the Subsystem Balance can never be wrong, on the Properties tab, hide Adjustments to Subsystem and Adjusted Subsystem Balance to prevent users from adding these types of transactions.

- **Require 0 unexplained difference:**

Depending on the chosen method of reconciliation, the reconciliation calculates the *unexplained difference* as:

- **For Account Analysis Formats:** The Source System Balance, less the Explained Balance, and less the Adjustments.
- **For Balance Comparison Formats:** The Source System Balance, less the Subsystem Balance, less the Adjustments to Source system, and less the Adjustments to Subsystem.

Administrators can specify whether the format requires a 0 unexplained difference. If it does, the preparer is prevented from submitting the reconciliation for review until

adjustments are created for the full difference between the source system balance and the explained/subsystem balance.

Adding Transaction Attributes

Transaction Attributes determine the information that the Preparer provides when transactions are entered into the reconciliation. Transaction Attributes appear in the Reconciliation dialog, in the Transaction Detail tab.

➤ To add transaction attributes:

1 In **New Format**, select an attributes tab; for example, **Explained Balance** or **Adjustments**.

2 Click **Add**.

3 Enter:

- **Attribute**

Select an attribute from the list of defined attributes; for example: Accrual Category or Action Plan.

- **Type**

This is a noneditable field and is populated by the attribute type.

- **Value**

Select a value associated with the type of attribute.

- If this format attribute is required, select **Required**.

4 Click **OK**.

Specifying Format Instructions

Administrators provide instructions on how to use the format. These instructions can include text-based instructions, URL links, attached files, or links to files in document repositories. These instructions are merged with profile instructions and presented on the reconciliation.

➤ To specify instructions:

1 In **New Format**, select the **Instructions** tab.

2 In **Instructions**, enter instruction text.

➤ To add a reference:

1 In the **References** section, click **Add** .

2 From the **Type** list, select one of these types:

- **Local File**

Click **Browse** to select and attach the file, enter a **Name**, and click **OK**. The file size is specified in System Settings. See [???](#).

- **URL**

Enter a URL name, then enter the URL, for example: Oracle, <http://www.oracle.com>, and click **OK**.

- **Optional: Repository File**

From the file list, select the file, and click **OK**.

Note: The Repository File option is only displayed if Financial Close Management has been configured with Oracle Enterprise Content Management.

Tip: To delete a reference, select the reference, and click **Delete**.

Adding Format Attributes

Format Attributes pertain to the overall reconciliation and enable capture of additional information, such as Time to Prepare, or Time to Review. Format Attributes appear in the Reconciliation dialog, underneath the Balance Summary table on the Summary tab.

► To add an attribute assignment:

1 In **New Format**, select the **Attributes** tab.

2 Select **Actions**, and then **Add**.

3 Enter:

- **Attribute:**

Select an attribute from the list of defined attributes; for example: Formatted Number, List, User, or Yes/No.

- **Type:**

This noneditable field is populated by the attribute type.

- **Value:**

Select a value associated with the type of attribute; for example: a numeric value for Formatted Number attribute, a List for List attribute, a name of a person, User, or Yes or No for the Yes/No attribute.

- **Updatable By:**

Select the roles that can update the attribute (Preparer, Reviewer, or Both).

- If this format attribute is required, select **Required**.

4 Click **OK**.

Specifying Format Questions

Administrators can also configure certification questions that the preparer must respond to before they are allowed to submit the reconciliation for review. For example, if your policy

requires that the user clear adjustments within 60 days, then you might consider adding a certification question that asks, “Have you cleared all adjustments older than 60 days? – Yes or No”. Administrators can add as many certification questions as needed, and can add questions for each Format.

► To specify questions:

- 1 In **New Format**, select the **Questions** tab.
- 2 Click **New**.
- 3 From the New Question dialog box, for **Question**, enter the text for the question.
- 4 From the **Type** list, select a question types:

- **Date**
- **Date and Time**
- **List:**

If you select List, enter a list of valid responses to the question.

- **Integer**
- **Number:**

If you select Number, select number formatting options

- For Decimal Places, enter a value for the number of decimal places to display.
- Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)
- From the Currency Symbol list, select a currency symbol, for example, Dollars (\$).
- From the Negative Number list, select how to display negative numbers, for example, (123).
- From the Scale list, select a scale value for numbers, for example, 1000.

- **Text**
- **True/False**
- **User**
- **Yes/No**

- 5 If the question is required, select **Required**.
- 6 Click **OK**.
- 7 **Optional:** To change the order of questions, select a question, then select **Actions**, and then **Move to Top**, **Move Up**, **Move Down**, or **Move to Bottom**.

Tip: To edit a question, select the question and click **Edit**. To remove a question, select the question and click **Delete**.

- 8 Click **Save and Close**.

Viewing Format History

The History tab captures an audit trail of changes to the format configuration.

➤ To view format history:

- 1 Select **Manage**, then **Formats**.
- 2 Double-click a format.
- 3 Select the **History** tab. You can view these fields:
 - **Field Name**—The name of the field that was changed.
 - **Modification Type**—The type of modification that occurred.
 - **Modified On**—The date the modification occurred.
 - **Modified By**—The person who did the modification.
 - **Old Value**—The original field value.
 - **New Value**—The value the field was changed to.
 - **Details**—Details about the history record.

Deleting Formats

You cannot delete formats that are currently assigned to Profiles. First, remove the format from the profiles, then delete it. You can delete formats that are assigned to reconciliations (Reconciliations point to a snapshot of the format, not to the format itself).

➤ To delete formats:

- 1 In **Account Reconciliation Manager**, click **Manage**, and then **Formats**.
- 2 Select a format and click **Delete**.
- 3 Click **Yes** or **No** to the question, “Are you sure you want to delete the format (NAME).”
- 4 Click **Close**.

Managing Periods

Subtopics

- [Creating Periods](#)
- [Running Auto-Reconciliations](#)
- [Viewing Period History](#)
- [Editing Periods](#)
- [Deleting Periods](#)

Periods are associated with reconciliations and determine the *as of* date of the reconciliation. Every period has a start date, end date, and close date. The close date is the date on which books

are closed for the period. Periods also have associated frequencies. When profiles are added to periods, only those profiles with a frequency matching a frequency associated with the period are added to the period as a reconciliation.

Periods are initially set with a status of *Pending* and prohibit work from proceeding on reconciliations. Administrators must change the status to *Open*, which allows work to begin on reconciliations after the reconciliation start date is reached. After the period is finished, administrators change the period to *Closed*, which prohibits new reconciliations from being added to the period. However, work can continue on reconciliations and users can import updated balances. After work has concluded, *periods* may be *locked*, which prohibits all changes to the reconciliations. Users cannot add reconciliations to the period, changes cannot be made to reconciliations, and balances cannot be imported.

If circumstances require changes to reconciliations, or administrators must import updated balances, administrators may re-open Periods.

Creating Periods

► To create a Period:

1 In **Account Reconciliation Manager**, click **Manage**, and then **Periods**.

2 Click **New**.

3 On the **Properties Tab**, enter:

- **Name**
- **Start Date**
- **End Date**
- **Close Date**
- **Frequency**

Select a frequency from the list of defined frequencies.

- **Includes:**

Lists what the frequency contains. For example, if you selected a frequency of **Annually**, then Includes lists **Quarterly** and **Monthly**.



4 Click **OK**.

Running Auto-Reconciliations

Running auto-reconciliation changes the status from Open with Preparer to Closed.

► To run auto-reconciliations:

1 In **Account Reconciliation Manager**, click **Manage**, and then **Periods**.

- 2 Select a period, then click **Auto-Reconcile** . A message displays, “A request to auto-reconcile has been submitted successfully.”
- 3 To see the auto-reconciliation status, click **Refresh**  to update the status of the auto reconciliation for a particular period in the **Auto Reconciliation Running** column.

If the request fails, a message “Failed to start the auto-reconciliation. Please check the business events configuration on your system.” displays.

Viewing Period History

- To view period history:
 - 1 Select **Manage**, then **Periods**.
 - 2 Double-click a period.
 - 3 Select the **History** tab.
 - 4 When you finish, click **OK** or **Cancel**.

Editing Periods

- To edit a Period:
 - 1 In **Account Reconciliation Manager**, select **Manage**, and then **Periods**.
 - 2 Select a Period and click **Edit**.
 - 3 Edit the fields and then click **OK**.

Deleting Periods

- To delete a Period:
 - 1 In **Account Reconciliation Manager**, select **Manage**, and then **Periods**.
 - 2 Select a Period and click **Delete**.

Managing Currency Rates


Subtopics

- [Importing Currency Rates](#)
- [Creating Currency Rates](#)
- [Editing Currency Rates](#)
- [Deleting Currency Rates](#)

Currency Rates may be imported using ERP Integrator, imported from a CSV file, or created manually.

Importing Currency Rates

➤ To import currency rates:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then select **Currency Rates**.
- 2 Select **Actions**, and then **Import** .
 - Enter the file name or click **Browse** to navigate to a currency rate folder.
 - For **Import Type**, click **Replace** or **Replace All**.
- 3 Click **Import**.
- 4 Click **Close**.

Creating Currency Rates

➤ To create currency rates:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then select **Currency Rates**.
- 2 Click **New**.
- 3 Enter:
 - **Period**
 - **Rate Types**
 - **From Currency**
 - **To Currency**
 - **Rate**

Editing Currency Rates

► To edit currency rates:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then select **Currency Rates**.
- 2 Click **Edit**.
- 3 Edit the currency rate and then click **OK**.
- 4 Click **Close**.

Deleting Currency Rates

► To delete currency rates:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then select **Currency Rates**.
- 2 Select a currency and then click **Delete**.
- 3 Click **Close**.

Managing Custom Attributes

Subtopics

- [Creating Custom Attributes](#)
- [Duplicating Custom Attributes](#)
- [Editing Custom Attributes](#)
- [Deleting Custom Attributes](#)

Custom attributes are user-defined fields. They are defined centrally by administrators and can be used in many places, including:

- On Profiles: Administrators and power users can assign custom attributes to profiles to capture information that is not supported by the standard attributes.
- On Formats: Administrators can assign custom attributes to formats to appear on reconciliations in one of two places.
 - In the reconciliation summary section, to capture reconciliation-level information from the preparer or reviewer (Format Attributes)
 - On transactions associated with the reconciliation, including adjustments and balance explanations; values for these custom attributes are provided by the preparer and are intended to ensure that the reconciliation contains sufficient information to justify the balance (Transaction Attributes)


Creating Custom Attributes

► To create a custom attribute:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then **Custom Attributes**.
- 2 Click **New**.
- 3 Enter the name of the attribute and select the type.
- 4 Click **OK**.
- 5 Click **Close**.

Duplicating Custom Attributes

► To duplicate a custom attribute:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then **Custom Attributes**.
- 2 Click **Duplicate** .
- 3 Select the duplicate attribute and click **Edit**.
- 4 Edit **Name**. The **Type** is not editable.
- 5 Click **OK**.
- 6 Click **Close**.

Editing Custom Attributes

► To edit custom attributes:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then select **Custom Attributes**.
- 2 Select an attribute, then click **Edit**.
- 3 Click **OK**.
- 4 Click **Close**.

Deleting Custom Attributes

► To delete custom attributes:

- 1 In **Account Reconciliation Manager**, select **Manage**, and then select **Custom Attributes**.
- 2 Select an attribute and click **Delete**.
- 3 Click **Close**.

12

Navigating in Account Reconciliation Manager

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Account Reconciliation Manager Views

You can use List views or the Dashboard view to present records for on screen viewing and to provide drill-down capabilities to record details.

List Views

List views exist for profiles, reconciliations, and transactions. The primary objective of list views is to present records for on screen viewing and to provide drill-down capabilities to record details.

- Profile List View—For Administrators and Power Users. Contains the list of profiles and provides drill-down to the Profile dialog.
- Reconciliation List View—Contains the list of reconciliations and provides drill-down to the Reconciliation dialog
- Transaction List View—Contains the list of transactions and provides drill-down to the Reconciliation dialog, with the focus set on the Transaction Detail tab

List views provide these reporting features:

- Columns can be added to or removed from the view and re-ordered.
- Filters can be applied to limit the records included in the list.
- List views can be printed or exported to Excel for ad-hoc reporting.

Dashboard View

Dashboards enable users to focus attention on key statistics and record sets through configuration of dashboard “portlets”. Up to four portlets can be displayed at a time, or one portlet can be maximized for full-screen viewing. Five types of portlets are provided:

- **Status Chart**—

Provides a clear indication of the status of the reconciliation program, identifying number of reconciliations that are Pending, Open with Preparer or Reviewer, or Closed. It also identifies the number of reconciliations that are Late or that contain Warnings.

- **Aging Analysis**

Displays the number of transactions that fall into various aging buckets. This dashboard is typically used to report the aging of reconciliation adjustments to ensure adjustments are being cleared within a timely fashion. The dashboard may also be used to age the composition of certain account balances, an effective technique to ensure accounts like prepaids and accruals contain valid balances.

- **Reconciliation List**

Displays lists of reconciliations; the objective of this portlet is to allow users to apply filters to focus attention on subsets of reconciliations, such as high risk reconciliations, or reconciliations with warnings.

- **Transaction List**

Monitors transactions across reconciliations. Through the application of filters, the Transaction List can be used to monitor reconciliation adjustments and facilitate verification that correction entries were booked.





- **My Worklist**

Contains the list of reconciliations assigned to the user as preparer or reviewer; the objective of this portlet is to facilitate workflow by reminding the user of the work assigned.

Selecting Views

You can select to view the Dashboard, or one of the three List Views (Profiles, Reconciliations, or Transactions).

► To select a view, perform an action:

- Select **View**, and then select a view.
- From the toolbar, click a button for the view:
 - **Dashboard** 
 - **Profile List** 
 - **Reconciliation List** 
 - **Transaction List** 

Available View Actions

In the Dashboard, Profile List, Reconciliation List, and Transaction List, you can perform one or more of these actions:

- **Left-click:** Highlights the record. The Information Panel at the bottom of the screen then updates to display the profile, reconciliation, or transaction information.
- **Right-click:** Displays a context-sensitive menu that enables you to perform certain actions. Menu contents vary depending on the status and security role.
- **Change View:** Click a toolbar button to change view type.
- **Actions:** This drop down menu enables you to perform certain actions. The menu contents vary depending on the reconciliations and your security role:
 - **Status Chart:** Open Period, Refresh, Print, Export to a Graph, Late status, or Warnings, Apply Filter, Remove Save Filter
 - **Reconciliation List:** Open Period, Refresh, Print, Export to Microsoft Office Excel, Apply Filter, Remove Saved Filter
 - **Aging Analysis:** Open Period, Refresh, Print, Export to a PNG file, Apply Filter, Remove Saved Filter
 - **Transaction List:** Open Period, Refresh, Print, Export To Excel, Apply Filter, Remove Saved Filter
- **View:** This drop-down list box enables you to show and hide parts of the view.
- **Columns:** The column arrows enable you to sort columns by ascending or descending order. Change the column widths by dragging the right side of each column.
- **Period:** The Profile List, Reconciliation List, and Transaction List Views drop-down list box enables you to select the Open Period for the view you select. The Profile List view displays only if a Balance attribute is displayed.

Filtering Views

Subtopics

- [Creating Filters](#)
- [Editing Filters](#)
- [Duplicating Filters](#)
- [Deleting Filters](#)


Filters allow users to control what records they see in list views, dashboards, and report binders. You can apply filters against profiles, reconciliations, or reconciliation transaction attributes, including both system and custom attributes. All users can save private filters for future use by the user who created it. Administrators and power users can also save public filters accessible by all users.

The filter panel provides two modes for building filters:

- **Basic**—The basic filter mode exposes access to all filterable attributes and allows the user to provide values for the attributes they wish to filter on and the operand to use for filtering. Typical operands include: equal to, not equal to, starts with, ends with, contains, greater than, less than, etc. The list of operands available depends on the data type of the attribute. For example, operands for filtering text values are different than the operands for filtering numeric values. Filters configured in basic mode are combined together using “and” logic, which means only those records that meet all filter criteria are displayed.
- **Advanced**—The advanced filter mode enables configuration of more complex filters using “and” and “or” logic and grouping logic to determine the order in which filters are applied. Like the basic filter mode, the advanced filter exposes access to all filter attributes.

Creating Filters

► To create filters:

- 1 In **Account Reconciliation Manager**, navigate to one of these:
 - On the menu, select **Manage**, and then **Filters**.
 - On the **Profile List**, select **Reconciliation List** or **Transaction List** views.
- 2 On the Filter panel, click **Manage Filters** .
- 3 Click **New**.
- 4 Enter:
 - **Name**
 - **Description**
 - **Type**—Select one account type:
 - Profile
 - Reconciliation
 - Transaction
 - **Public**
Select if anyone can view this filter.
 - **Filter Definition**
A group of conditions that limit the list of account profiles or reconciliations
 - **Condition**
You can define the properties of a condition or group:
 - **Conjunction**
Select **And** or **Or**. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.
 - **Attribute Source**




Appears only for Filters of type Reconciliation. Select **Profile**, **Balance**, or **Transaction**. The selection of the Attribute Source affects the list of attributes presented in the Attribute drop-down list. By default, Profile is selected.

- **Attribute**—A list of all available attributes for the filter. By default, Name is the attribute selected.
- **Operand**—States what kind of evaluation to perform against the attribute.
- **Value**—Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

5 Click **OK**.


Editing Filters

► To edit filters:

- 1 In **Account Reconciliation Manager**, navigate to one of these:
 - On the menu, select **Manage**, and then **Filters**.
 - On the **Profile List**, **Reconciliation List**, or **Transaction List** views.
- 2 On the Filter panel, click **Manage Filters** .
- 3 Select a filter.
- 4 Click **Edit**.
- 5 Edit the filter.
- 6 To reset a filter to the original definition, from the Filter panel, click **Reset** .
- 7 To save:
 - From the Edit Filter dialog box, click **OK**.
 - From the Filter panel on a View list, click **Save** .


Duplicating Filters

► To duplicate filters:

- 1 In **Account Reconciliation Manager**, on the Filter panel, click **Manage Filters** , or on the menu, select **Manage**, and then **Filters**.
- 2 Select a filter, then click **Duplicate**.
- 3 Select the duplicated filter, then select **Actions**, and then **Edit**.
- 4 Make your changes and then click **OK**.

Deleting Filters

➤ To delete filters:






- 1 In **Account Reconciliation Manager**, on the Filter panel, click **Manage Filters** .
- 2 Select a filter.
- 3 Click **Delete** and then click **Close**.

Viewing Summary Information

When you select a view in the Profile, Reconciliation, and Transaction List views, you can view information from the panel at the bottom of the view pane:

- Profile List—Displays the properties, workflow, and instruction details
 - Reconciliation List—Displays properties, workflow, and transactions
 - Transaction List—Displays the properties, descriptions, and comments
- To view summary information, from a Profile, Reconciliation, or Transaction List view, select a line item.
- To expand and collapse the panes, click on the black triangles on either side of the pane bars.
 - To resize the panes, hover over the pane, click to grasp a side, and then drag it.

Reconciliation Status

Status	Icon	Description
Pending		Reconciliations are initially set with a status of “Pending” and prohibit work from proceeding on reconciliations. Once the period is opened and the reconciliation start date is reached, the reconciliation status changes to “Open”, which allows work to begin on reconciliations.
Open		Reconciliation is with a preparer or reviewer
Late		Reconciliation is late
Warnings		Reconciliation has warnings
Closed		Reconciliation is closed

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Profiles are the precursors to reconciliations. Profiles contain the configuration settings that determine how and when reconciliations occur. Profiles are copied to periods, causing the creation of reconciliations, which contain snapshots of the profiles at that point in time.

Administrators and authorized power users can update profiles and reconciliations as needed to change user assignments and attributes used for reporting. Attributes that affect the type of reconciliation being performed (including formats and currency bucket configuration) cannot be changed on reconciliations. If changes to these attributes must occur, the reconciliation must first be deleted, and the changes must be applied to the profile directly. Then, the profile can be copied again to the period. This causes the creation of a new reconciliation which is a snapshot of the new profile configuration.

Profiles are associated with source system and subsystem balances through mapping rules established in ERP Integrator.

The copy to period function can occur from two places:

- Manage Periods dialog box
- Profile List View

Creating Profiles

► To create profiles:

- 1 In **Account Reconciliation Manager**, select **View**, and then select **Profile List**.
- 2 Select **Actions**, then **New**.
- 3 On the **Properties** tab, enter:

- **Account ID**—The identifier for the profile is a required field. The combination of segment values must be unique across profiles. The number of segments available is defined in system setup.
- **Name**—The name provides a secondary mechanism to help identify the profile. Names are not required to be unique. As a best practice, Oracle suggests using the name associated with the natural account segment and some other descriptor that identifies ownership of or responsibility for the profile.
- **Description**
- **Process**—Associates the profile with a specific reconciliation process, for example: the balance sheet reconciliation process or the local GAAP reconciliation process. Processes are defined in system setup.
- **Format**—Associates the profile with a format created by an administrator, determining the method of reconciliation and the type of information required to be provided by the preparer.
- **Method**—Identifies the reconciliation method associated with the format assigned to the profile.
- **Risk Rating**—Associates the profile with a risk rating. Risk ratings are defined in system setup; for example, **High**, **Low**, or **Medium**.
- **Account Type**—Associates the profile with an account type. Risk Rating and Account Type are attributes that facilitate reporting – the values are defined by administrators and can be used on dashboards and list views to filter reconciliations.
- **Normal Balance**—Identifies whether the profile is expected to contain a debit balance, a credit balance, or a debit or a credit balance. If the balance is different from the normal balance, then a warning is set on the reconciliation.
- In the **Auto Reconciliation Methods** section, enable one or both:
 - **Account has a 0 Balance**: If an account analysis format is assigned to the profile, then the profile can be enabled for the “Account has a 0 Balance” auto reconciliation method. If the balance associated with the reconciliation for a given period is 0, then the reconciliation is prepared and reviewed automatically for that period. If the balance is not 0, then the reconciliation must be manually prepared and reviewed.
 - **Balance Comparison where the Balances Match**—If a balance comparison format is assigned to the profile, then the profile can be enabled for the “Balance Comparison where the Balances Match” auto reconciliation method. If this method is enabled, then a threshold percentage can be applied. The threshold percentage is multiplied against the source system balance to calculate a threshold value. If the difference between the source system balance and the subsystem balance is less than the threshold value in a given period, then the reconciliation is prepared and reviewed automatically for that period. If the difference is greater than the threshold value, then the reconciliation must be manually prepared and reviewed. Enter the **Threshold** as a whole number between 1 and 100.
- **Maximum Age Limits**—Enter the number of Day(s) for the maximum age of reconciliation transactions:

- Reconciliation Adjustments (applies to Account Analysis and Balance Comparison methods)
- Balance Explanations (applies to Account Analysis method)

If a value is provided and the reconciliation contains transactions where the age of the items (calculated as Period End Date minus Transaction Open Date) is greater than the value provided, then the transactions are flagged as aging violations and the reconciliation contains an aging violation warning.

- **Manually Enter Balances**—Determine whether the source system or subsystem balances can be entered manually by the preparer on the reconciliation. These boxes should only be checked if balances are not being imported for the profile. Select one or both:
 - Enter source system balances manually (applies to both reconciliation methods)
 - Enter subsystem balances manually (applies to Balance Comparison method)

4 Select the Instructions tab.

Inherits instructions configured on the format assigned to the profile, eliminating the need to provide specific instructions for each and every profile. Some profiles, however, do require extra instruction. Add the instructions as paragraphs of text, attached files, URLs, or links to files in document repositories.

5 Select the Workflow tab.

The Workflow tab contains the preparer and reviewer assignments. Only users authorized for preparer and reviewer roles can be assigned these functions on a profile. Account Reconciliation Manager prevents the same user from being assigned preparer and reviewer roles on the same profile, or the same user being assigned multiple reviewer roles.

- Enter this information for the preparer:
 - **User Name**—The user names available for selection as preparer are only those users authorized with the preparer role.
 - **Frequency**—If a profile contains a frequency that matches one of the frequencies associated with a period, then the reconciliation is copied to the period when the administrator uses the Copy to Period function. Frequency example: Annually, Quarterly, or Monthly
 - **Start Day Offset**—Determines the start date of the reconciliation. It can be a negative or positive number and determines the number of days before (if configured as a negative number) or after (if configured as a positive number) the period close date the reconciliation is authorized to begin.
 - **Schedule From**—Determines what day (for example, the close day or end day) the Start Day Offset relates to.
 - **Duration**—Added to the start date to calculate the preparer due date.
- When assigning reviewers, start with the reviewer with the highest frequency. Enter the reviewers information:
 - **Level**—Account Reconciliation Manager supports unlimited levels of review.

- **User Name**—The user names available for selection as reviewers are only those users authorized with the reviewer role.
- **Reviewer Frequency**—Reviewer Frequency determines how often the reconciliation is reviewed. It is possible for reconciliations to be prepared monthly and reviewed quarterly. The frequency of review cannot be more frequent than the frequency of preparation. Subsequent reviews cannot be more frequent than preceding reviews.
- **Reviewer Duration**—Reviewer duration determines the reviewer due date. The due date is calculated as preparer start date + preparer duration + reviewer duration. There is no start day offset for reviewers. This is because the reviewer start date is determined by when the preparer releases the reconciliation for review. As soon as this occurs, the reviewer may commence review.

6 Select the Currency tab.

Determines the number of currency buckets enabled for the reconciliation and the behavior of foreign exchange translation. Enter this information:

- **Historical Rate**—Select Historical Rate for profiles that contain accounts not subject to revaluation in the source system:
 - If **Historical Rate** is selected, the preparer must specify the value in all currency buckets enabled on the reconciliation when entering transactions into the reconciliation (for example, balance explanations or adjustments).
 - If **Historical Rate** is cleared, the preparer is required to enter a value into the lowest level currency bucket (for example, the entered currency bucket), and Account Reconciliation Manager calculates the equivalent value in the other currency buckets using exchange rates maintained in Account Reconciliation Manager.

- **Rate Type**

The rate type selection applies only if the historical rate is cleared. When Foreign Currency Rates (FX rates) are loaded into Account Reconciliation Manager, they are associated with a rate type. The rate type setting on the profile determines which series of FX rates are used to perform currency conversion calculations for transactions of reconciliations pertaining to the profile.

- For each bucket label (for example, Entered, Functional, or Reporting), enable it and select the default currency.
- The currency bucket table determines which currency buckets are enabled for the profile. Currency buckets are configured in system setup, and only those buckets enabled at a system level can be enabled for individual profiles. If a currency bucket is enabled, then a default currency can be assigned to the profile, by accepting the system-level default for that bucket, or by assigning a profile-specific default value.

7 Select the Access tab.

Determines which users are authorized as commentators or viewers of reconciliations related to the profile. Commentators are allowed to view the reconciliations and add comments to the reconciliation or to transactions of the reconciliation. Viewers have read-only access.

8 Select the **Attributes** tab.

Enables administrators to assign custom attributes to profiles and provide values for the attributes. The custom attributes are presented in read-only format on the reconciliation in the Additional Properties section. Attributes must exist before they can be assigned to a profile.

9 Review the **History** tab.

Captures an audit trail of changes to the Profile, including changes in workflow assignments, changes in format configuration, risk rating, or profile attributes.

10 Click **Save and Close**.

Editing Profiles

➤ To edit profiles:

- 1 In **Account Reconciliation Manager**, select **View**, and then **Profile List**.
- 2 Select a profile, then **Actions**, and then **Edit**.
- 3 When you finish your edits, click **Save and Close**.

Deleting Profiles

➤ To delete profiles:

- 1 In **Account Reconciliation Manager**, select **View**, and then **Profile List**.
- 2 Select a profile, then **Actions**, and then **Delete**.
- 3 Click **Save and Close**.

Using Excel CSV Files for Profiles

Administrators and Power Users can configure profiles in Excel and then import them into Account Reconciliation Manager. The process looks like this:

1. Export a profile list to create an import template that creates a spreadsheet with the column headings.
2. Copy and paste the profile information into it.
3. Import the file.

Exporting Profiles

► To export profiles:

1 In **Account Reconciliation Manager**, select **View**, and then select **Profile List**.

2 Select profiles, then select **Actions**, and then **Export**.

Optional: Filter the Profile List to include only the profiles that you want to export.

3 From **Export Profiles** select:

- **Rows**

Select one:

- **All profiles** to export all profiles that meet the current filter criteria
- **Selected profiles** to export the currently selected profiles

- **Format**

Select one:

- **Formatted data (visible columns only)** to export to an Excel compatible format
- **Unformatted data for future import** to export to CSV format for future import

4 Click **Export**.

5 Click **Open** or **Save** to save the file to your hard drive.

6 On **Export Profiles**, click **Close**.

Importing Profiles

► To import profiles:

1 In **Account Reconciliation Manager**, select **View**, and then select **Profile List**.

2 Select **Actions**, and then **Import**.

3 On the **Import Profiles** dialog box, enter:

a. **File**

Enter or click **Browse** to locate the import file.

b. **Import Type**

Select one:

- **Replace**—Select this option to replace the definition of a profile with the definition in the import file. This option replaces the profile detail with the detail that is in the file that you are importing. It does not affect other profiles that are not specified in the import file.
- **Update**—Select this option to update partial information for profiles. Account Segment values are required. For example, in the import file, you changed profile

instructions or reassigned reviewers. You also made the same change to a large number of profiles; for example, adding a new attribute to 100 of 400 profiles. This option is not a full replacement of the profile details. Only details for the attributes specified in the file are updated. For example, if the import file has only a column for a profiles instructions, the preparer, reviewers, and other attributes are not affected.

- c. Click **Import**. An import summary status is displayed:
 - If the import is successful, the Import Success dialog box displays the number of profiles imported.
 - If the import generates errors, the profiles with errors are not imported, and the Import Errors dialog box identifies each error.
- 4 Click **OK** to save the profiles that were imported successfully and discard those that contained errors.

Copying and Pasting Profiles

You can copy and paste to create duplicate profiles.

➤ To copy profiles:

- 1 In **Account Reconciliation Manager**, select **View**, and then **Profile List**.
- 2 Select a profile.
- 3 Select **Actions**, and then **Copy**.
- 4 The Copy Profile window is displayed.
- 5 Click **Save and Close** or **Cancel**.

➤ To paste profiles:

- 1 In **Account Reconciliation Manager**, select **View**, and then **Profile List**.
- 2 Select a profile, then select **Actions**, and then **Paste**.
- 3 See [“Creating Profiles” on page 149](#) to complete the fields of the updated profile.
- 4 Click **Save and Close** or **Cancel**.

Using the Profile Actions Panel

You can use the Actions panel to perform batch updates of profile attributes and workflow. You can update all profiles or a filtered subset of profiles.

For example, you have 500 profiles with John assigned as the preparer. Departmental responsibilities have changed, so you need to assign Mary as the preparer for those accounts. You filter the profile list to include only profiles for which John is the preparer, and then you use the Actions panel to set Mary as the Preparer.

Performing Batch Updates

► To perform batch updates:

- 1 In **Account Reconciliation Manager**, select **View**, and then **Profile List**.
- 2 Select a filter, or set filters to define the profiles to update.
- 3 Open the Actions panel.
- 4 **Optional:** To update a subset of the displayed profiles, select the profiles in the Profile list.
- 5 To update profile attributes:
 - a. In the Set Attribute section, select an attribute from the list provided.
 - b. In **Value**, enter the new value for the attribute, or, if a list is available, select the value from a list.
 - c. Click **Set**.
 - d. At the confirmation prompt, select whether to update all profiles that meet the current filter criteria or only the selected profiles, and then click **Yes**.
 - e. At the success message, click **OK**.
- 6 To add or update workflow information:
 - a. In **Add/Set User**, in **Field**, select the type of user to add or update; for example, Preparer, Viewer, Commentator, or Viewer.
 - b. Specify the information to add or update.
 - c. Click **Add**.
 - d. At the confirmation prompt, select whether to update all profiles that meet the current filter criteria or only the selected profiles, and then click **Yes**.
 - e. At the success prompt, click **OK**.
- 7 To remove users from the workflow:
 - a. In **Remove/Clear User**, in **Field**, select the type of user to remove; for example, Preparer, Viewer, Commentator, or Viewer.
 - b. In **Value**, select the user to remove.
 - c. Click **Remove**.
 - d. At the confirmation prompt, select whether to remove the user from all profiles that meet the current filter criteria or only the selected profiles, and then click **Yes**.
 - e. At the success prompt, click **OK**.
- 8 To copy profiles to a period:
 - a. In **Copy to Period**, select a period.
 - b. Click **Apply**.
 - c. Select the profiles to copy to the period:
 - **Selected Profiles (x)**, where x is the number of profiles selected


- **All Profiles (x)**, where *x* is the total number of profiles
- d. Click **Apply**.

This function is also accessible from Manage Periods.

Copying Profiles to Period

Note: You can also access **Copy to Period** in the Manage Periods dialog box. See [“Copying Profiles to Periods” on page 161](#).

► To copy profiles to periods:

- 1 In **Account Reconciliation Manager**, select **View**, and then **Profile List**.
- 2 Select a profile. On the Actions panel, click **Actions**  **Actions**, and then click **Copy to Period**.
- 3 Select a period.
- 4 Click **Apply**.

The Copy to Period dialog box opens.

- 5 Select the profiles to copy to the period:
 - **Selected Profiles (x)**, where *x* is the number of profiles selected
 - **All Profiles (x)**, where *x* is the total number of profiles
- 6 Click **Apply**.

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Loading Balances

ERP Integrator manages Account Reconciliation Manager data loads. ERP Integrator includes data adaptors to import balances and FX rates from certain general ledgers. These data adaptors provide direct connections into the general ledgers, avoiding the requirement to first export data into flat files.

ERP Integrator also includes a flat file adaptor for loading balances from flat files, ensuring that data can be imported from subledgers and general ledgers for which no prebuilt adaptor is available. When a flat file adaptor is used to load balances, FX rates must be imported from a flat file as well. In this case, importation of FX rates occurs within Account Reconciliation Manager, without using features of ERP Integrator.

► To load balance data:

- 1 Set up ERP Integrator for Account Reconciliation Manager data load. See the *Oracle® Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications* guide.
- 2 In **Account Reconciliation Manager**, select **Manage**, and then **Periods**.
- 3 Select a period, then select **Actions**, and then **Load Data**.

Data Load contains a history of data loads, reporting the start date, end date, the user who executed it, the status, and the result. The status report shows subprocesses and the status of each:

- **Staging**—The staging process extracts balances from the source system, assigns the profile ID and balance type, and stores the balances in a temporary *staging* table. Within

the staging table, there is a one-to-one relationship to balances in the source system (no summarization has occurred). The staging table is refreshed with every data load; balances of prior loads are not maintained.

- **Data Load**—The load process summarizes the balances by profile, balance type, currency bucket, and currency code and loads the balances into ARM. These balances are permanently stored in ARM but are subject to updating if changed balances are imported in the future.
- **Post-Processing**—Performs these actions:
 - Changes the status of reconciliations “Open with Reviewer” or “Closed” to “Open with Preparer” if balances changed
 - Runs the auto reconciliation routines
 - Flags reconciliations containing normal balance violations (cases where the balance is expected to be a debit and a credit balance exists, or vice versa)

Statuses of each of the three subprocesses are reported using icons. On **Data Load**, place your cursor over an icon in the Staging, Data Load, and Post Process columns to display information:

- Pending (🕒)
- Running (▶)
- Complete (✔)
- Error (✖)

4 Click **New** .

5 In **New Data Load**, enter:

- **Name**
- **Staging Only**

If you select staging only, the data load terminates after the first issue of balances not being mapped to any profile. Use Staging Only import to validate mapping rules to ensure all source balances are mapped to a profile.

- **Location**

The Oracle Hyperion Financial Data Quality Management ERP Integration Adapter for Oracle Applications location to import

6 Click **Close**.

Viewing Data Load Results

The results column of the **Data Load** dialog box is blank unless one of these issues exists for the load:


- **Unmapped accounts**—Occurs if new accounts were activated on the source system and the mapping rules do not accommodate them. Clicking the link opens **Unmapped Accounts**, which contains the list of unmapped source system accounts. To resolve the issue, mapping rules must be updated to accommodate the accounts.
- **Invalid mappings**—Occurs if a profile was deleted in ARM after a mapping rule was configured using the profile. Clicking the link opens a dialog box that identifies the balances mapped to the missing profiles. Correction of the error requires adjustment of the mapping rules to use a valid profile, or creation of the profiles referenced by the mapping rules.
- **Error**—Occurs if there is a systemic failure of the data load process. Clicking the link opens a dialog box that displays the error message and provides a link to open the detailed error log.

Copying Profiles to Periods

The **Copy to Period** function is limited to administrators.

Note: You can also access **Copy to Period** in the Profile list, in the Actions panel. See [“Copying Profiles to Period” on page 157](#).

➤ To copy profiles to periods:


- 1 In **Account Reconciliation Manager**, select **Manage** , and then **Periods**.
- 2 Select a period and then click **Copy to Period** .
- 3 The results page displays the number of profiles found:
 - Total number of applicable profiles
 - Successfully copied
 - Unsuccessfully Copied
 - Invalid Profiles
 - Already Running/Closed
 - In use by other processes
- 4 Click **Close**.

Identifying Missing Profiles

The **Identifying Missing Profiles** function enables administrators to ensure that reconciliations have been created for every profile with a frequency that matches a frequency included in the period.

➤ To identify missing profiles:

- 1 In **Account Reconciliation Manager**, select **View**, then **Profile List**.

- 2 Select a profile, then **Manage**, and then **Periods**.
- 3 Select a period, then click **Identify Missing Profiles** ()
- 4 To view the missing profiles in Excel, select **Actions**, and then **Export to Excel**.

The **File Download** dialog box opens. Open the file, or if you click **Save**, the **Save As** dialog box is displayed, and the XLS file name is displayed in **File name**. Select a directory for the XLS file, click **Save**, and then **Close**.

Opening Periods

All reconciliations in a period are Pending until the period status is changed to Open. When an administrator changes the status to Open, auto-reconciliations that have met their start date are run.

- If balances have not been loaded for a reconciliation, or the reconciliation contains transactions, auto-reconciliation is skipped for that reconciliation, the reconciliation status changes to Open with Preparer, and a notification is sent to the preparer.
- If auto-reconciliation fails for a reconciliation (for example, the account balance is not zero for an account authorized for zero balance auto reconciliation), the reconciliation status changes to Open with Preparer, and a notification is sent to the preparer.

For manual reconciliations that have met the start date, status becomes Open with Preparers and notifications are sent to preparers.

Sending Notifications

Notifications are sent to preparers and reviewers as a batch the day after the event that triggers the notification.

For example, on July 8, five reconciliation for which John is the preparer reach their start date, and their status changes to Open with Preparer. On July 9, John is sent a notification email that lists the five accounts.

Notifications are sent in these circumstances:

- A notification that the reconciliation is ready to be worked on is sent to the preparer when reconciliation status changes from Pending to Open with Preparer and to reviewers when the status changes to Open with Reviewer.
- A reminder notice is sent to preparers a specified number of days before the due date of the reconciliation, and to reviewers a specified number of days before the due date of the review. The number of days before the due date to send notifications is specified during system setup.
- A delinquency notification is sent to preparers the day after the due date of the reconciliation, and to reviewers the day after the due date of the review.

Viewing Reconciliations

You can open reconciliations from the Reconciliation List view or from the Dashboard. To perform actions on the reconciliations, the status of the reconciliation must be Open with Preparer or Open with Reviewer, and you must be the Preparer or Reviewer with current responsibility. Administrators can reassign the current Preparer or Reviewer, but they cannot perform other actions, such as adding transactions or approving reconciliations.

When a reconciliation is selected from the Reconciliation List for the Preparer or Reviewer with current responsibility, the Actions menu displays an Open option. For all other users, it displays a View option.

➤ To open reconciliations in the Reconciliation List:

- 1 Select **View**, and then **Reconciliation List**.
- 2 Select **Actions**, and then **Open** or **View**.

The following procedure is limited to Preparers. It is included in this guide for information purposes.

➤ To open reconciliations in the Dashboard:

- 1 Select **View**. and then **Dashboard**. Open the Reconciliation List portlet.
- 2 In a Reconciliation List portlet, click an account ID for a reconciliation.

Performing Reconciliations

➤ To perform a reconciliation:

- 1 In **Account Reconciliation Manager**, from the Dashboard, or click **View**, and then **Reconciliation List View**.
- 2 Click on an account to open the Reconciliation Actions dialog box.
- 3 The **Summary Tab** is displayed by default.
 - a. The account information:
 - **Account**—The account ID per the profile definition
 - **Name**
The account name per the profile definition
 - **Status**
Identifies the status of the reconciliation. Values include: Pending, Open (with Preparer, Reviewer 1, Reviewer 2, ...), or Closed
 - **Period**
The period to which the reconciliation pertains

- **Start Date**
The start date of the reconciliation (the first date the preparer can begin working on the reconciliation)
- **End Date**
The final end date of the reconciliation (the due date of the final role assigned to the reconciliation)
- **Description**
The account description from the profile definition

b. **Warnings**

Identifies the number of warnings contained within the reconciliation. If no warnings exist, this section is not visible.

Warnings fall into these classifications:

- **Aging Violation less the Balance Explanations**
Only applies to reconciliations assigned an account analysis format; identifies the number of balance explanation transactions in the reconciliation that contain aging violations
- **Aging Violation less the Adjustments to the Source System**
Applies to all reconciliations; identifies the number of adjustment to the source system transactions in the reconciliation that contain aging violations
- **Aging Violation less the Adjustments to the Subsystem**
Only applies to reconciliations assigned a balance comparison format; identifies the number of adjustment to the subsystem transactions in the reconciliation that contain aging violations
- **Normal Balance Violation**
Occurs if the reconciliation is expected to have a debit balance and the balance in one or more currencies is negative, or if the reconciliation is expected to have a credit balance and the balance in one or more currencies is positive

c. **Balance Summary** contains the balance justification, the format of which is dependent on the format assigned the reconciliation.

- **Account Analysis Format**
The Balance Summary section for account analysis reconciliations include:
 - **Source System Balance**
The balance imported from the source system or manually entered by the preparer
 - **Explained Balance**
The sum of balance explanation transactions entered into the reconciliation
 - **Difference**

- **Source System Balance**, less the **Explained Balance**
- **Adjustments**
The sum of adjustment to the source system transactions entered into the reconciliation
- **Unexplained Difference**
Source System Balance, less the **Explained Balance**, less **Adjustments**
- **Balance Comparison Format**
The Balance Summary for balance comparison reconciliations include:
 - **Source System Balance**
The balance imported from the source system or manually entered by the preparer
 - **Subsystem Balance**
The balance imported from the subsystem or manually entered by the preparer
 - **Difference**
Source System Balance less the **Subsystem Balance**
 - **Adjustments to the Source System**
The sum of adjustment to the source system transactions entered into the reconciliation
 - **Adjusted Source System Balance**
Source System Balance less the **Adjustments to the Source System**
 - **Adjustments to the Subsystem**
The sum of adjustment to the subsystem transactions entered into the reconciliation
 - **Adjusted Source System Balance**
Subsystem Balance less the **Adjustments to the Subsystem**
 - **Unexplained Difference**
Source System Balance less the **Subsystem Balance**, less the **Adjustments to the Source System**, less the **Adjustments to the Subsystem**

Balance Summary labels can be customized on the format definition, so the row labels may not match the definitions provided above. In addition, some of the balance rows may be hidden for balance comparison reconciliations, so some rows may be missing from the reconciliation.

Depending on the reconciliation configuration, balances may be displayed in up to three currency buckets: entered, functional, and reporting. Multiple currencies may exist within one bucket.

Balance Summary also contains custom attributes defined on the format and pertaining to the overall reconciliation. These attributes may be configured as optional or mandatory, and editable by the preparer, the reviewer, or the preparer or reviewer.

Note: Preparers can edit balances in the Summary Balances table for Reconciliations configured for manual entry of balances. Reconciliations can include custom attributes that require input by preparers or reviewers. Custom attributes display below the Balance Summary table on the Balance Summary section.

For example, administrators might require preparers to enter a value in the “Time to Prepare” custom attribute and reviewers in the “Time to Review” custom attribute.

To edit balances:


- i. In the reconciliation list, select a reconciliation with the status Open with Preparer for which you are the preparer.
- ii. Select **Actions**, and then **Open**.
- iii. In the **Balance Summary** table, click the **Edit** icon.
- iv. Enter the balance information.
- v. Click **OK**.

To edit custom attributes, in the area below the Balance Summary table, enter values for custom attributes.

- d. **Attachments** contain files attached to the overall reconciliation, but not to comments or transactions on the reconciliation.

Note: Preparers can add attachments to the Attachments section of the Summary tab, to reconciliation transactions, and to their comments. Reviewers and Commenters can add attachments to their comments, but not in the Attachments section of the Summary tab or to transactions.

Preparers only: To add an external document or web page link to the Attachment sections, perform these steps:

- i. On the **Summary** tab, expand **Attachments**.
- ii. Click **New** .
- iii. From the **Type** list, select one of these types:
 - **Local File**
Enter a name, click **Browse** to select and attach the file, and click **OK**.
 - **URL**

Enter a URL name, then enter the URL, for example: Oracle, http://www.oracle.com, and click **OK**.

- **Optional: Repository File**

From the file list, select the file, and click **OK**.

Note: The Repository File option is only displayed if Oracle Hyperion Financial Close Management has been configured with Oracle Enterprise Content Management.

- iv. In **Name**, enter a name to describe the attachment.
 - v. Enter a URL or browse to select a document.
 - vi. Click **OK**.
- e. **Comments**—Contains comments added to the overall reconciliation.
- i. Expand **Comments**.
 - ii. Select **Actions**, and then **New**.
 - iii. In the text box, enter a comment.
 - iv. **Optional:** To add an attachment to an external document or a web page to the comment, in **Reference**, select **Actions**, and then **Add**, select a document or enter a URL, and then click **OK**.
 - v. Enter a URL or browse to select a file.
 - vi. Click **OK**.
- f. **Additional Properties**—Contains these attributes:
- **Process**—The process per the profile definition.
 - **Format**—The format per the profile definition.
 - **Method**—The reconciliation method associated with the format assignment.
 - **Risk Rating**—The risk rating per the profile definition.
 - **Account Type**—The account type per the profile definition.
 - **Normal Balance**—The normal balance per the profile definition; identifies whether the reconciliation is expected to contain a debit balance, a credit balance, or a debit or a credit balance. If the balance violates the normal balance, then a warning is set on the reconciliation.
 - **Auto Reconciliation Methods**—Identifies which of the auto reconciliation methods are enabled for the reconciliation.
 - **Maximum Age Limits**—Identifies the maximum age expected for balance explanation or adjustment transactions; if the age of one or more transactions on the reconciliation exceed the expected age, then the reconciliation is flagged with the aging violation warning.
 - **Manually Enter Balances**—Identifies whether balances can be manually entered into the reconciliation.

- g. **Instructions**—Displays instructions per the profile definition.
 - h. **Workflow**—Identifies the users assigned each role on the reconciliation and the due dates associated with each role.
 - i. **Questions**—Includes the questions that must be answered by the preparer. Questions can be configured as optional or mandatory. Mandatory questions must be answered before the reconciliation can be submitted for review. If Questions were not configured for the format, then this section is not visible.
- 4 **The Transaction tabs, depending on the format configuration, contain up to two transaction tabs:**
- **Account analysis** formats have two tabs: one for balance explanation transactions, and one for adjustments to the source system.
 - **Balance comparison** formats can have up to two tabs: one for adjustments to the source system, and one for adjustments to the subsystem; either or both of these tabs may have been hidden on the format definition.

The text on the tabs is also based on format configuration. However, text matches the text displayed in the corresponding Balance Summary row.

Each Transaction tab contains a transaction list and a transaction detail section:

- **Transaction List**—Contains the list of transactions associated with the active transaction tab. From the list, preparers can add, edit, and remove transactions. They can also import transactions, and copy some or all transactions from a prior reconciliation. The transaction list also includes an export feature available to all users to support custom reporting and analysis.
 - **Transaction Detail**—The transaction detail section displays the details of the record selected in the transaction list. When entering new transactions, amounts are entered into the lowest enabled currency bucket (typically the entered currency bucket). If the account is not configured as an historical rate account, then Account Reconciliation Manager calculates the expected functional and reporting currency balances using exchange rates stored within the system.
- 5 **The Prior Reconciliations tab contains a list of prior period reconciliations for the same account. These reconciliations may be opened for viewing, but no changes can be made.**
- 6 **The History tab shows the history of key changes to the reconciliation, including a record of when it was submitted for review and whether it was approved or rejected.**

Adding Transactions

Transactions are line-items preparers add to reconciliations to reconcile differences between source system and subsystem balances, or to provide explanations for an account balance. Preparers can add transactions to reconciliations with the status Open with Preparer. Preparers cannot add transactions to reconciliations with the statuses Pending, Open with Reviewer, or Closed.

Preparers can manually enter transactions, import them from flat files, or copy them from prior periods.

Adding Transactions Manually

Reconciliations have tabs to allow Preparers to enter transactions.

For example, Preparers might enter adjustments to the source system to bring it into agreement with the subsystem.

All transactions have Transaction Code and Open Date as required fields. The Open Date field specifies the date the transaction was, or should have been, opened in the source system. Depending on the reconciliation format, other fields may be required also.

➤ To add transactions manually:

- 1 In the Reconciliation list, select a reconciliation with the status Open with Preparer for which you are the preparer.
- 2 Select **Actions**, and then **Open**.
- 3 Select a transactions tab.
- 4 Click **New**.
- 5 In **Transaction Code**, you must enter a code for the transaction.
- 6 In **Open Date**, you must select the open date for the transaction.
- 7 **Optional:** Enter a close date and description. This information is needed for custom attributes.
- 8 **Optional:** To change the currency for the transaction, in the currency bucket enabled for data entry, select a currency from the currency list.
- 9 Enter a value in the currency bucket enabled for data entry. If currency translation is enabled, the remaining currency buckets display translated values. If currency translation is not enabled, enter a value in all remaining enabled currency buckets.
- 10 **Optional:** To change the currency for a translated currency bucket, select a currency from the currency list.
- 11 **Optional:** To override a translated currency value, click **Override** for the currency bucket and enter the new value.

Note: To remove the override, click **Reset Value**.

- 12 To add a comment to the transaction:
 - a. In **Transaction Detail**, expand **Comments**.
 - b. Select **Actions**, and then **New**.
 - c. In the **New Comment**, enter a comment.
 - d. **Optional:** To add a reference to an external document, in the Reference section select **Actions**, and then **Add**. select a document or enter a URL, and then click **OK**.
 - e. To close the Create Comment dialog box, click **OK**.
- 13 To add a document attachments to the transaction:
 - a. In **Transaction Detail**, expand **Attachments**.

- b. Select **Actions**, and then **New**. The Add Attachment dialog box is displayed.
- c. In **Add Attachment**, in **Type**, select Local File to attach a file located on your computer or URL to link to a Web link.
- d. In the **Name** field, enter a name to describe the attachment.
- e. Enter a URL or browse to select a file.
- f. Click **OK**.

14 Perform an action:

- Click **Save** to save the transaction.
- **Save and Create Another** to save the transaction and create a new transaction.

15 Click Close.

Importing Transactions From Files

You can import transaction into a reconciliation from a file. For example, you exported 10 invoices for Prepaid Expenses for July 2012 to a flat file from your source system. You import the transactions into the reconciliation for Prepaid expenses for July 2012 in Account Reconciliation Manager.

Transaction import files are comma-separated text files. The first row contains only the column headings that identify the data in the columns; for example, Transaction code. Separate rows are used to define each transaction. Required columns are Transaction Code and Open Date.

You must also specify the amount and currency for any enabled currency buckets that are not subject to currency translation. The fields must be labeled Amount and Amount Currency, with a number to indicate the currency bucket; for example, Amount1 and Amount Currency1 specify the amount and currency for the first currency bucket.

You do not need to include amount or currency for translated buckets:

- If you do not import these values, the amounts will be calculated using the default currency codes.
- If you specify a currency but not an amount, the amount will be calculated using the currency code provided.
- If you specify both an amount and a currency code, the amount will be compared to the calculated translated amount, and if it differs, the amount will be marked as overridden.

When you import transactions, you can choose to add the transactions in the file to the transactions for the reconciliation, or to replace the reconciliations with the transactions in the file.

➤ To import transactions from a file:

- 1** In the Reconciliation list, select a reconciliation with the status Open with Preparer for which you are the preparer.
- 2** Select **Actions**, and then **Open**.

- 3 Select a transactions tab.
- 4 Select **Actions**, and then **Import**.
- 5 Select an import option:
 - Select **Add** to add the transactions in the file to the transactions.
 - Select **Add All** to replace the transactions with the transactions in the file,
- 6 Click **Import**.
- 7 At the Results prompt, click **OK**.

Editing, Copying, and Deleting Transactions

The preparer can copy, edit, or delete transactions for reconciliations with the status Open with Preparer. You cannot edit or delete transactions for reconciliations with the status Pending, Open with Reviewer, or Closed.


➤ To copy, edit, and delete transactions:

- 1 In the Reconciliation list, select a reconciliation with the status Open with Preparer for which you are the preparer.
- 2 Select **Actions**, and then **Open**.
- 3 Select a transactions tab.
- 4 Select a transaction.
- 5 In **Transaction Detail**, edit, copy, or delete the transaction.

Copying Transactions from Prior Reconciliation

A transaction is often valid for multiple periods. For example, you pay rent biannually on a building. The invoice for the rent expense paid in January can be carried over to subsequent months to explain the balance. You use the Copy Transactions function to copy transactions from prior month.

➤ To copy transactions from a prior reconciliation:

- 1 In the Reconciliation list, open a reconciliation with the status Open with Preparer for which you are the preparer.
- 2 Select the Explained Balance tab, and then click **Copy Transactions from Prior Reconciliation** 
- 3 Select the transactions and then click **Copy**.

Viewing Prior Reconciliations

Information contained in account reconciliations for prior months can be useful for preparing the current month reconciliation. For example, an invoice for rent expense in the Prepaid

Expense account reconciliation for January might help explain the balance in Prepaid Expense for the current month, February. The Prior Reconciliations tab displays a list of reconciliations from prior periods.

► To view prior reconciliations:

- 1 **Open a reconciliation.**
- 2 **Select the **Prior Reconciliations** tab.**
- 3 **Select a reconciliation.**
- 4 **Select **Actions**, and then **Open**.**

Managing Reconciliation Workflow

Preparers submit reconciliations for review when they are finished working on them. Only preparers can submit reconciliations for review. Before a preparer can submit a reconciliation, all required questions must be answered, and values must be supplied for all custom attribute configured as required. If the Unexplained Difference Must Be Zero option is enabled, the Unexplained Difference field on the Balance Summary tab must be zero before the preparer can submit the reconciliation.

- When a preparer submits a reconciliation, responsibility passes to the first reviewer in the workflow, and the status changes to Open with Reviewer. An email notification is sent to the reviewer. If the reconciliation has no reviewers, the status changes to Closed.
- When a reviewer approves a reconciliation, responsibility passes to the next reviewer in the workflow, if there is one, and status remains Open with Reviewer. An email notification is sent to the reviewer. If the reconciliation has no other reviewers, the status changes to Closed.
- When a reviewer rejects a reconciliation, responsibility returns to the preparer, and the status changes to Open with Preparer. Reviewers should add a comment to a rejected reconciliation.

Reviewers can “flag” transactions that need attention. Flagged transactions display a flag icon to enable preparers to find them easily. Reviewer can delete only their own comments. After the reconciliation status changes to Closed, however, comments cannot be deleted.

► To submit, approve, or reject reconciliations:

- 1 **Select a reconciliation.**
- 2 **Select **Actions**, and then **Open**.**
- 3 **Submit, Approve, or Reject the reconciliation.**

Reassigning Preparers and Reviewers

Administrator and power users can reassign the current preparer for reconciliations with the status Open with Preparer and the current reviewer for reconciliations with the status Open with Reviewer.

- To reassign preparers and reviewers:
 - 1 Select a reconciliation with the status **Open with Preparer** or **Open with Reviewer**.
 - 2 Select **Actions**, and then **View**.
 - 3 Select **Actions**, and then **Reassign User**.
 - 4 Select a user.
 - 5 Click **OK**, and then click **Close**.

Reopening Reconciliations

Administrators and power users can reopen closed reconciliations. Reopening a reconciliation:

- Reverts the status to Open with Preparer
- Sends an email notification to the preparer the next morning

- To reopen reconciliations:
 - 1 On the **Reconciliation** list, double click reconciliation with a **Closed** status.
 - 2 On the **Summary** tab, select **Actions**, and then **Reopen**. The new status changes to **Open with Preparer**.

Closing and Locking Periods

Closing a period prevents new reconciliations from being started but allows reconciliations that are in progress to be completed. Locking a period prevents changes to reconciliations for the period.

- To close periods:
 - 1 Select **Manage**, and then **Periods**.
 - 2 Select a period.
 - 3 Click **Actions**, then **Set Status**, and then **Close**.

- To lock periods:
 - 1 Select **Manage**, and then **Periods**.
 - 2 Select a period.
 - 3 Select **Actions**, then **Set Status**, and then **Lock**.

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Report binders are used to create versions of reconciliations that may be printed or used for offline viewing. Report binders can fulfill audit requests. Binders can be created containing the subset of reconciliations being audited, without having to train auditors on using the Account Reconciliation Manager system.

Report binders can be generated from:

- Manage Periods dialog box
- Reconciliation Lists View

In the first case, the binder contains all reconciliations for the selected period. In the second case, the user can choose to create the binder with all reconciliations visible in the Reconciliation List View, or just a selected set of records. When generated from the Reconciliation List View, the binder can include reconciliations from multiple periods.

Report binders are generated as ZIP files containing these formats:

- **Report Summary:** Contains a hyperlinked list of reconciliations included in the binder.
- **Reconciliation Details:** One file is created for each reconciliation. The structure is very similar to the structure of the Reconciliation Actions dialog box. At a minimum, the file includes lists of transactions of each type included in the reconciliation. If the user chooses to include transaction details, full record details are provided for each transaction.
- **Attachments:** One folder is included for each reconciliation containing attachments to the reconciliation, but only if the user chooses to include attachments when creating the binder.

Generating Report Binders

Generating Report Binders is enabled in the Reconciliation List View.

► To generate report binders:

- 1 In **Account Reconciliation Manager**, select a path:

- Select **Tools**, and then **Generate Report Binder**.
- Select **Manage**, and then **Periods**. Select **Actions**, and then **Generate Report Binder**.

2 Enter this information:

- In **Report Binder Name**, enter a name.
- In **Description**, enter a binder description.
- Optional: Select **Include Attachments**.

- **Attachments**

Note: Including attachments in the report greatly increases the size of the report and may affect performance.

- **Include Transaction Detail**

- Optional: Select **Include Transaction Detail**.

3 If the report binder is generated from the **Tools** menu, then select which reconciliations to export:

- Selected Reconciliations
- All Reconciliations

4 Click **Generate**.

5 From **File Download**, select **Open** or **Save**.

If you clicked **Save**, the **Save As** dialog box is displayed, and the ZIP file name is displayed in **File name** at the bottom. Select a directory for the ZIP file, click **Save**, and then **Close**.

6 Click **Close**.

Viewing Report Binders

When you generate a report binder, it is output in one zipped file. The ZIP file name is the name that you specified for the Report Binder. The report pages are merged into an HTML report, with page breaks for sections as required, so the report can be printed with a print command. If you choose to include transaction detail, then full transaction records are included following each reconciliation summary. If you choose to include attachments, a separate attachment appendix, containing links to attachments, is created, which you can print separately. Attachments are downloaded to separate folders.

If you saved the report binder as a ZIP file, you can extract everything from the ZIP, which creates a directory structure with the same name as the report binder. You can see the report binder by opening the HTML page in the directory.

The report page contains this information:

- Account Name
- Warnings
- Balance Summary
- Additional Properties

- Workflow
- History
- Questions
- Attachments
- Comments

➤ To view report binders:

- 1 Navigate to the directory in which you downloaded the ZIP file, and double-click the file.
- 2 Extract the ZIP files to the desired directory.
- 3 Navigate to that directory and locate the subdirectory that matches the ZIP file name.
- 4 From the subdirectory, double-click `Index.html` to view the report binder.

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