

Oracle® Hyperion Financial Close Management

User's Guide

Release 11.1.2.2

Financial Close Management User'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](#)
- [Updating Tasks](#)
- [Monitoring the Dashboard](#)



About Close Manager

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Starting Financial Close Management

To access Financial Close Management, you log on to EPM Workspace and then launch Financial Close Management.

► To start Financial Close Management:

1 From a Web browser, enter the URL for the EPM Workspace 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/`.

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

2 In the EPM Workspace logon dialog, enter your 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 Oracle Hyperion Shared Services to provision the user.
- The user's token or session is not timed out. If it has timed out, log off, 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, Applications, Financial Close.**

Viewing Tasks

When you start Financial Close Management, the Dashboard opens with the My Worklist view displayed by default. You can also open other Dashboard controls called portlets such as Schedule Tasks, Status Charts, or Status Overviews.

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

For more information on My Worklist, see [“My Worklist” on page 35](#).

You can also view and update tasks from the Task Actions page, which you can launch from a link in your Financial Close Management email notification, or launch from a Dashboard portlet. For more information, see [“Accessing Task Actions” on page 19](#).

Sample Task Flows

Subtopics

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

During the close process, you may receive email notifications of assigned tasks, and you can click email links for direct access to assigned tasks. Alternatively, you 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 you complete tasks, the tasks are sent to approvers.

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

Scenario 1 - User

In this scenario, a user responds to an email notification of a task to load data, links to 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 Financial Data 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 in the Task Actions page to launch Financial Data Management.
- The user extracts data through Financial Data Management and loads it to Financial Management.

- When the task is completed, the user returns to the Task Actions page in Financial Close Management.
- The user enters a comment about the task, answers any required questions before submitting and submits it for approval.

Scenario 2 - User

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

- The user logs on to Financial Close Management 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, reviews answers to questions, and approves the submission.
- If there is another level of approval required, the task is forwarded to the next approver. If this 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 Financial Close Management 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 Financial Close Management and opens the Manage Templates page.
- The Corporate Quarterly Close template contains many of the tasks required for the corporation's 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.

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Updating Tasks

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You can view tasks and perform actions on a task depending on its status and your user security rights. You can access tasks directly from an email link, from the Dashboard, or through Oracle Hyperion Smart View for Office.

Accessing Task Actions

On the Task Actions page, the Properties tab displays the key task information (description, start and end dates, status, responsibility, and priority). If the task contains an external product link, the **Go to Task** button opens external products required for the task. The Instructions section can include text, document attachments, Web links, or links to documents stored in Oracle Content Management. The Attributes section displays any custom attributes associated with the task. The Questions section contains questions for you to answer about the close process. The Comments section enables you to enter comments and provide additional information about tasks. The Workflow section shows task status and responsibility.

For System-Automated tasks, the Task Actions Properties page includes a Results section that includes this information:

- Message - Shows errors that occurred during the Web service startup or process. If no errors occurred, this section is not displayed.

- Log File Location: - Log file location for the process on the server
- Reports - Includes links that you can click to navigate to the specified report URL

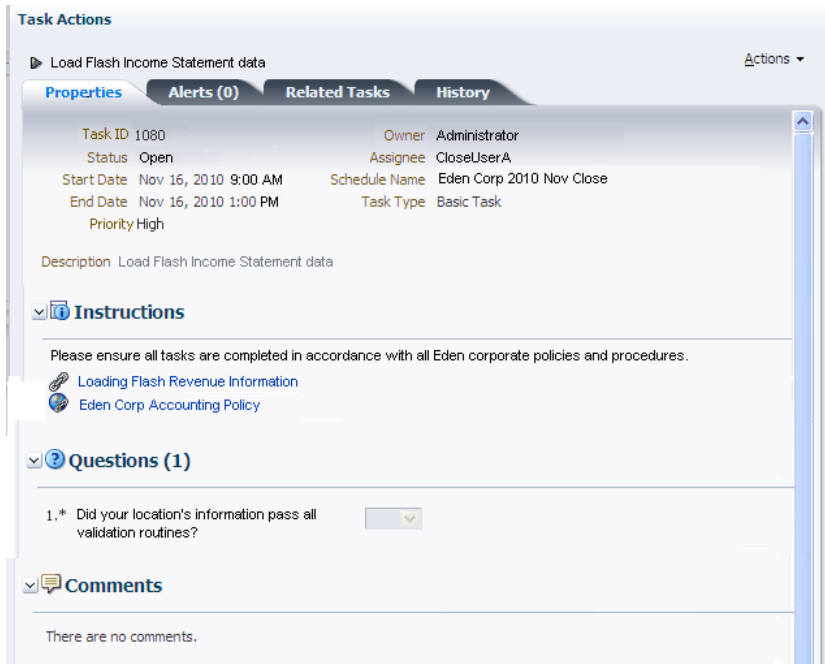
For Event Monitoring tasks, the Task Actions Properties page includes a Results section that displays the event details; for example Event Received. For example:

“Event received for parameter EVENT_DATA value is 4782741.” *EVENT_DATA* is the parameter and 4782741 is the parameter value.

The History tab shows the actions performed on the task and details of changes made to it. The Related Tasks tab displays information on predecessors, successors, and prior task runs.

► To access the Task Actions dialog box, perform an action:

- From a notification email, click the **Task Actions** link.
- From a portlet in the Dashboard, click a task.
- From the Task List view, click a running task.



Accessing Tasks in Smart View

You can access Financial Close Management tasks as Microsoft Outlook tasks in your Microsoft Outlook Calendar using Oracle Hyperion Smart View for Office. Using Outlook tasks, you can review instructions, answer questions, add comments and attachments, create and review alerts, and submit, approve, and reject tasks. See the *Oracle Hyperion Smart View for Office User's Guide*.

Opening Pending Tasks Early

When administrators create tasks or Task Types, they can allow the assignee to open a task prior to its scheduled start time. The task must have the Pending status and all of its Finish-to-Start predecessor conditions must have been met before you can open it. If an administrator has set this option, **Open Task** displays under the Actions menu.

Note: If any of the Finish-to-Start predecessor conditions have not finished successfully for the Pending task, this option is not displayed.

➤ To open a task early:

- 1 From the Task Actions page, select a Pending task, and select **Actions**, then **Open Task**.
- 2 Update the task as required.

Updating Task Information

Subtopics

- [Reviewing Instructions](#)
- [Answering Questions](#)
- [Adding Comments](#)
- [Viewing Workflow](#)

You can update information for tasks with the Open status. You can answer questions, add comments, and attach references. You can also view status, priority, owner, assignee, schedule, start and end date, instructions, supporting documents or Web links, and workflow. The workflow shows the approval chain of the task and displays the user name, access role (assignee or approver), status, and dates on which users performed their actions. If an administrator has included instructions with references for which there are links, you can link directly to the task.

Reviewing Instructions

When administrators set up tasks, they can include instructions for completing the task. You can read the instructions from the Instructions section, and review any additional supporting documents linked to the task.

➤ To review task instructions:

- 1 Select a task, and select **Actions**, then **Open**.
- 2 From the Task Actions page, select the **Properties** tab and review any instructions and supporting documents, if provided.
- 3 Click **Close**.

Answering Questions

Administrators may provide questions about a task for you to answer to indicate that a task is complete. For example, they may ask if a certain procedure was followed when completing the task. Questions may be in the form of a date, list, number, text, true/false, or yes/no format. Questions that require an answer are indicated by an asterisk (*). If a question is required, you cannot submit the task for approval until you respond to the question.


► To answer questions:

- 1 Select a task, and select **Actions**, then **Open**.
- 2 From the Task Actions page, select the **Properties** tab and answer any required questions, using the format specified by the administrator.
- 3 Click **Close**.

Adding Comments

From the Task Actions page, you can add comments about any task and also attach references.

► To add comments:

- 1 Select a task, and select **Actions**, then **Open**.
- 2 From the Task Actions page, select the **Properties** tab and click **Create Comment** , or select **Actions**, then **Create Comment**.
- 3 In the text box, enter a comment.

Tip: To delete a comment, select it and click **Delete**.

► To add a reference:

- 1 In the **References** section, select **Actions**, then **Add**, or click the **Add** button.
- 2 From the **Type** list, select a type:
 - **Repository File**
From the document repository file list, select the file, and click **OK**.
 - **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**.
- 3 Click **Close**.

Viewing Workflow

Each task goes through a life cycle. Life cycle statuses are Pending, Open, Closed, or Error (automated tasks only). You define a workflow for a task to move the task through its lifecycle. Owners manage the task workflow. Assignees are the users who are responsible for working on a task. Approvers must sign off before the task can be closed. You can have multiple levels of approval.

From the Task Actions page, you can view the workflow for any task. The workflow shows the approval chain of the task, and displays the user name, access role (assignee or approver), status, and dates that users performed their actions.

When the task status changes from Pending to Open, current responsibility is assigned to the assignee. If there is no assignee, responsibility is assigned to the task owner.

When an assignee submits a task, responsibility passes to the approver. If there are no approvers for the task, the task status changes to Closed.

When an approver approves a task, responsibility passes to the approver at the next level. If there are no further levels, the task status changes to Closed.

If an approver rejects a task at any level of approval, responsibility passes to the assignee (or the owner if there is no assignee).

➤ To view the workflow:

- 1 Select a task, and select **Actions**, then **Open**.
- 2 From the Task Actions page, select the **Properties** tab and from the Workflow section, review the workflow.

Authorizing System-Automated Tasks

When administrators create System-Automated tasks, for security purposes, they specify a user account under which the task is run. To preserve security, they may require authorization to perform the task if there is a change to the specified user, or if the task parameters are modified by someone other than the assignee or task owner. For System-Automated tasks, if a user other than the specified Run As user or Owner modifies the parameters, the task must be authorized. Authorization ensures that the user performing the System-Automated task has security privileges for the application and data for which the task runs.

Administrators may send an email request to users to obtain authorization. You can access the Authorization dialog box from a link in the email or by logging on to the application.

In addition, 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 the task is assigned to you, it is displayed in My Worklist. Tasks that require authorization also are displayed in the Task List as Needing Attention.

➤ To authorize a task:

- 1 Perform an action:

- From an email notification, select **Authorize Tasks**.
- From My Worklist, select an **Authorization Required** task.
- From a Tasklist, select an **Authorization Required** task.

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

2 From the user selection list, select a user.

The system displays a list of unauthorized tasks for that user. If you are a user for whom unauthorized tasks exist, your user name displays first on the list in bold.

3 Select a task that needs authorization.

Tip: To select all tasks for authorization, select the **Select All** check box in the column header.

4 To view the task details, select a task name and review the task parameters.

Tip: To contact the task owner by email, select the Owner name beside the task and view the user details.

5 If you select a user other than yourself, the system prompts you for the user password. Perform one of these steps:

- 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.
- 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.

From the **Select Users** box, search for and select users, and click **OK**.

6 Click **OK**.

Working with Alerts

Subtopics

- [Creating Alerts](#)
- [Viewing Alert Status](#)
- [Editing Alerts](#)
- [Submitting Alerts](#)
- [Approving or Rejecting Alerts](#)
- [Deleting Alerts](#)

During the course of running a close process, you may encounter roadblocks that affect your progress. For example, you may encounter a hardware or system failure, or software or data issues. You can create an alert and attach it to a task. You can view and drill into alerts to display

the alert details, edit, and delete alerts. You can approve or reject alerts on which you are assigned as the approver.

Creating Alerts

You can create alerts for a task if you have access to it.

When you create an alert, its status is Open, and a notification is sent to the specified Assignee. After resolving the alert, the assignee can respond to the notification by marking the resolution complete, which sends notification to the Approver who can approve or reject it. If an Approver rejects it, the alert status returns to Open and the alert returns to the assignee.

For example, suppose you are running an AP Period Close Process and are unable to log in to the AP System. You can create an alert and send it to the System Administrator. The System Administrator resolves the login issue and reassigns it to you. You verify the solution and close the alert.

➤ To create an alert:

- 1 Select a task, and select **Actions**, then **Open**.
- 2 From the **Task Actions** page, select the **Alerts** tab.
- 3 Select **Actions**, then **New**, or click the **New** button.
- 4 In the **New Alert** dialog box, enter a name for the alert, for example, **Data Corrupted**.
- 5 From the **Type** list, select a type, for example, **Data Issue**.
- 6 From the **Priority** list, select a priority: **High**, **Medium**, or **Low**.
- 7 For **Description**, enter a description for the alert, for example “**Data has been corrupted**”.
- 8 **Optional:** Click **Create Comment** and enter a comment for the alert, then click **OK**.
- 9 Select an assignee for the task.
- 10 Click **OK**.

Viewing Alert Status

From My Worklist, you can view a list of alerts, and drill down for more detail. You can also view alerts from the Status Chart, and the Alerts tab. The list displays the alert name, type, assignee, date of last update, and status.

- To view alerts, from the Task Actions page, select the **Alerts** tab.
- To view additional detail about the alert, click an alert name.

Editing Alerts

From the list of alerts on the Alerts tab, you can edit an alert name, type, priority, and description. You can also add comments and reassign the alert.

- To edit an alert:
 - 1 Select a task, and select **Actions**, then **Open**.
 - 2 From the Task Actions page, select the **Alerts** tab.
 - 3 From the alert list, select an alert.
 - 4 Select **Actions**, then **Edit**, or click the **Edit** button.
 - 5 Edit the alert as required.
 - 6 Click **OK**.

Submitting Alerts

If you are the assignee for an alert, you can submit it for approval when you finish working on it. For example, if you have fixed the alert issue, you can submit it for approval. If there are no approvers, the alert is closed after you submit it.

- To submit an alert:
 - 1 Select a task, and select **Actions**, then **Open**.
 - 2 From the Task Actions page, select the **Alerts** tab.
 - 3 Select an alert.
 - 4 Select **Actions**, then **Submit**, or click the **Submit** button.

Approving or Rejecting Alerts

If you are an Approver for an alert, when you receive notification that an alert is marked complete, you can approve or reject it. When you approve an alert, its status changes to Closed. When you reject it, the alert status returns to Open and the alert returns to the assignee.

You can also route the alert to another approver to be approved.

- To approve or reject an alert:
 - 1 Select a task, and select **Actions**, then **Open**.
 - 2 From the Task Actions page, select the **Alerts** tab.

- 3 Select an alert and view the comments in the alert about the resolution.
- 4 Do one of the following actions:
 - To approve the alert, click **Approve**.
 - To reject the alert, click **Reject**.
 - To reassign the alert, click **Reassign**, and select the user to whom to send the alert.

Deleting Alerts

You can delete alerts that you no longer need if you have access to the task associated with the alert.

- To delete an alert:
- 1 Select a task, and select **Actions**, then **Open**.
 - 2 From the Task Actions page, select the **Alerts** tab.
 - 3 Select an alert.
 - 4 Select **Actions**, then **Delete**, or click the **Delete** button.
 - 5 From the confirmation prompt, click **Yes**.

Viewing Related Tasks

The Related Tasks tab of the Task Actions page enables you to view the predecessor and successors for a task. It also displays prior runs of the task in other schedules. This enables you to view comments or references from the prior task, which may help you complete the current task run. From the Prior Tasks list, you can click on a task name to launch the Task Actions dialog box for that task and you can reassign a task to another user.

- To view related tasks:
- 1 Select a task, and select **Actions**, then **Open**.
 - 2 Select the **Related Tasks** tab.

The predecessor and successor tasks are displayed. Double-click a predecessor or successor to view its details.

Note: The system displays a message if no predecessors or successors exist

- 3 **Optional:** To view information on a prior run of the task, click a task in the **Prior Task** list.
- 4 **Optional:** To reassign the task, click **Reassign** and select the user to whom to assign the task.
- 5 When finished, click **Close**.

Viewing Task History

The system maintains a history of task activities, which you can view from the History page of the Task Actions page. The History page displays the components that were updated, the modification type such as added, created, or changed, the old and new values, the user who made the change, and the change date. The information on this tab is read-only.

- To view task history:
 - 1 Select a task, and select **Actions**, then **Open**.
 - 2 From the Task Actions page, select the **History** tab.
 - 3 View task history.
 - 4 When you finish, click **Close**.

Reassigning Tasks

Task assignees and task owners can reassign tasks to other users. For example, if an assignee is going to be out of the office for vacation, the assignee can reassign tasks to another user.

- To reassign a task:
 - 1 Select a task, and select **Actions**, then **Open**. and select the **Properties** or **Related Tasks** tab.
 - 2 Select **Actions**, then **Reassign Assignee**.
 - 3 From the Select Assignee dialog box, enter the user name, or part of the name, then click **Search**.
 - 4 To identify a user, click **Advanced**, then enter a User ID, Email address, or Description.
 - 5 From the **Search Results** list, select a user.

Note: The assignee must be an individual user, not a group.

- 6 For additional details about the user, such as groups and roles, click **Details**.
- 7 Click **Add** to move the user to the Selected list.

To remove a user, select the user, then click **Remove**.

- 8 Click **OK**.

Submitting Tasks

You can submit a task for approval when work on it is complete. To submit a task, you must be the task assignee with current responsibility. When you submit a task, responsibility for the task passes to the first approver in the task workflow. If there are no approvers for the task, the task status changes to Closed.

➤ To submit a task:

- 1 Select a task, and select **Actions**, then **Open**. and select the **Properties or Related Tasks** tab.
- 2 Select **Actions**, then **Submit**.

Approving or Rejecting Tasks

You can approve tasks if you have security rights for the task. When you approve a task, responsibility for the task passes to the next approver in the task workflow. If there are no further approvers, the task status changes to Closed.

When you reject a task, responsibility returns to the assignee.

➤ To approve a task:

- 1 Select a task, and select **Actions**, then **Open**. and select the **Properties or Related Tasks** tab.
- 2 Perform one of these actions:
 - To approve a task, select **Actions**, then **Approve**
 - To reject a task, select **Actions**, then **Reject**

Canceling Tasks

Task owners and the Close Administrator can stop a running task at any time. When you cancel a task, the task status changes to Closed. Pending tasks with the task as a predecessor cannot run. If you have a sequence of tasks and you want to cancel the entire sequence, you can cancel the first task in the sequence.

➤ To cancel a running task:

- 1 Select a task, and select **Actions**, then **Open**. and select the **Properties or Related Tasks** tab.
- 2 From the Task Actions page, select **Actions**, then **Abort**.

Setting Tasks to Force Close Status

To stop a task but allow subsequent tasks to run, if you are the task owner or Close Administrator, you can force a task with a status of Open or Error to have a status of Close. For example, if you have an automated task with an error, and you have reviewed the error for that task, but want subsequent tasks to run, you can force the Closed status.

Tip: If you do not want the subsequent tasks to start, remove the predecessor links before force closing the tasks.

► To set a task to Force Close status:

- 1 Select a task, and select **Actions**, then **Open**. and select the **Properties** or **Related Tasks** tab.
- 2 From the Task Actions page, select **Actions**, then **Force Close**.

The status of the task changes to Closed.

4

Monitoring the Dashboard


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The Dashboard is a portal-style interface into the Financial Close Management application, providing simple, efficient views into schedules and task lists, and high-level status overviews into which you can drill down for greater detail. The Dashboard is the default view for users with the Financial Close User security role, and provides visibility to the schedules and tasks to which you have access. You can filter the data displayed, customize the Dashboard layout, and maximize or minimize Dashboard controls called portlets.

Opening the Dashboard

► To open the Dashboard:

- 1 From the EPM Workspace, select **Navigate**, then **Applications**, then **Financial Close**.
- 2 From the menu bar, select **View**, then **Dashboard**, or click the **Dashboard** button, .

Adding Dashboard Portlets

By default, the Dashboard displays the My Worklist portlet. In addition, you can add these portlets:

- **Schedule Tasks**—Displays a list of tasks and details for one or more schedules.
- **Status Chart**—Presents tasks grouped by status in the form of a graph for quick access to tasks that require attention.
- **Status Overview**—Presents an overview of a schedule, displaying daily workload and completion status.

You can add more than one copy of a portlet. For example, the Dashboard could include two My Worklist portlets, each displaying a different schedule. When you add a copy of a portlet, it is named with a number. For example, if you add Schedule Task portlets, they are named Schedule Task (2), Schedule Task (3), and so on; however, you can rename them.

Note: The first four portlets are displayed on the main areas of the Dashboard. The Dashboard minimizes the portlet that has been idle the longest.

➤ To add a portlet:

- 1 **Select View, then Dashboard.**
- 2 **Select File, then New.**
- 3 **Select a portlet to add:**
 - **My Worklist**
 - **Schedule Tasks**
 - **Status Chart**
 - **Status Overview**

Tip: You can also add a portlet from the New menu option on the menu bar, or by right-clicking in the Dashboard and selecting a new portlet.

Customizing the Dashboard Layout

You can reorder Dashboard portlets by dragging them. You can maximize, minimize, or restore portlets. Minimized portlets are represented by icons in the icon region at the bottom of the Dashboard.

Note: By default, the Dashboard minimizes the control that has been idle the longest.

When you maximize a portlet, it expands to fill the portlet region and all other open portlets are reduced to icons. When you click the icon for another portlet, the maximized portlet is replaced with the selected portlet.

You can reorder Dashboard portlets by dragging them. The system retains the layout and ordering of the portlet region and the icon region between application sessions.

➤ To customize the layout:

- To minimize a portlet, click **Minimize**.
- To maximize a portlet, click **Maximize**.

All other portlets are then minimized on the bottom of the Dashboard.

- To restore a portlet, click the portlet icon at the bottom of the Dashboard, or right-click on the portlet name, and select **Restore**.
- To close a portlet, click **Close**.
- To reposition a portlet, select the title bar, and drag the portlet to another position on the Dashboard.
- To change the position of minimized portlets, drag the portlet icons to other positions on the Dashboard.

Renaming Portlets

You can add more than one Schedule Tasks, Status Chart, or Status Overview to the Dashboard. When you add another portlet, they are automatically named with numbers, for example, Status Chart(2), Status Chart(3), and so on. You can rename the portlets.

➤ To rename a portlet:

- 1 Select a portlet title bar.
- 2 Right-click and select **Rename**.
- 3 For **Name**, enter a new name.
- 4 Click **OK**.

Opening Schedules

From the Schedule menu, you can select the schedule for which tasks to display. You can also select All Schedules, in which case the system includes task data from any active schedule that meets the criteria of the other filters. Schedules are listed alphabetically. Pending and locked schedules are not included.

➤ To select and open a schedule:

- 1 Click on the schedule name or on the Down arrow beside the name.

2 Select a schedule to display, or select **All Schedules**.

If you have applied filters for Schedule Tasks or Status Charts, the schedule opens with the same filters applied.

Filtering Portlet Views

You can filter portlet views to reduce the list of displayed tasks. For example, you can display only those tasks with a status of “Needs Attention”. Tasks can have a Needs Attention status for these reasons:

- An open task for which the end date is past the current date
- An open task for which the start date and duration are past the current date
- An open task with open alerts
- A task with Error status for an automated task that failed

➤ To filter a portlet view:

- 1 From the portlet menu, select the criteria by which to filter.
- 2 Do one of the following steps:
 - Select values to display.
 - To display all tasks, select **Show All**.

Selecting and Sorting Portlet Columns

You can specify which columns to display in a Worklist or Schedule Tasks portlet. For example, you can display Status, Priority, Description, Task ID, Responsibility, and other task information. You can also sort columns by ascending or descending order.



You can adjust the width of a column by dragging it, and drag columns to reorder them.

➤ To select columns:

- 1 From the menu bar, select **View**.
- 2 Select attributes to add the column to the view.
- 3 Deselect attributes to remove the columns from the view.

➤ 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.

- To sort columns, hover over a column header until the Sort icons display, then click **Sort Ascending**  or **Sort Descending** .





Refreshing Views

You can refresh the My Worklist, Schedule Tasks, Status Chart, or Status Overview view.

- To refresh the view, select **Actions**, then **Refresh**.

Task Status

Each portlet in the Dashboard displays the status of tasks. The following table lists available statuses:

Status	Icon	Color	Description
Pending		Yellow	Task awaiting action; not in progress yet
Open		Green	Task is in progress, with Assignee or Approver
Closed		Blue	Task is complete, with Success, Warnings, or is overridden
Error		Red	Task is finished but with errors

My Worklist

Subtopics

- [Opening Tasks](#)
- [Viewing Task Alerts](#)
- [Viewing User Details](#)

When you start Financial Close Management, the Dashboard opens with the My Worklist portlet. My Worklist can display tasks for a specified schedule or for all schedules. You can add or remove columns to display. For example, you could add a column to display the task owner. By default, My Worklist displays:

- Tasks for which you are the assignee or approver, and the current responsibility is with you
- Alerts for which you are the assignee, and the status is “With assignee”
- Alerts for which you are the approver, and the status is “With approver”

You can use filters to customize the display. These filters are available:

- Item Type: Tasks or Alerts, or both

- Status: current status of the task or alert
- Priority
- Responsibility (your current, completed, or upcoming tasks)
- Tasks that need attention. Tasks are identified as needing attention if they are past their due date, have open alerts, have a status of Error, or require authorization.

Opening Tasks

You can open tasks from My Worklist in the Dashboard and display the Task Actions page for the task.

➤ To open a task:

- 1 From the Worklist list of tasks, click on a task name.
- 2 Review the Task Action page and update the task as required. See [Chapter 3, “Updating Tasks”](#).
- 3 Close the Task Action page.

Viewing Task Alerts

From My Worklist, you can view alerts associated with a task. The Task Alerts page displays the priority, alert type, assignee, and approver.

If you are assigned tasks that require authorization, an alert is added to your Worklist portlet that indicates that you have authorizations pending. You can click on the alert name or alert icon to open the Authorize Tasks dialog and perform the authorization.

➤ To view alerts:

- 1 From the **Item Type** menu, select **Alerts**.
- 2 From the Task Alerts page, select an alert, or select **Show All**.
- 3 When you finish, click **OK** to close the Alerts page.

Viewing User Details

You can view user details for Financial Close Management users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

➤ To view user details:

- 1 From the Worklist, click a name.

Tip: To view user names, you must display the Assignee, Approver, or Owner column.

- Optional:** To email the user, click the **Email** link.

Working with Schedule Tasks

Subtopics

- [Opening Tasks](#)
- [Viewing Task Alerts](#)
- [Viewing User Details](#)

The Schedule Tasks portlet presents information about tasks and issues associated with a schedule, enabling you to filter and sort this list into a form most convenient for your role and responsibilities. By default, the portlet displays tasks of all statuses for all assignees for a selected schedule. You can drill through to task detail.

You can highlight a task and select to view details about the task or information about the assignee, or select to open the indicated schedule in the transactional dashboard view with the highlighted task as the focus. You can sort, resize, and reorder columns, and change how to view them. You can use filters to customize the tasks displayed.

You can display the details of a task or alert by clicking on the name of the item. You can launch the task action dialog box for a task item by double-clicking the task item name.

Opening Tasks

You can open tasks from a Schedule Tasks portlet in the Dashboard and display the Task Actions page for the task.

► To open a task:

- 1 From the **Schedule Tasks Name** column, click a task name.
- 2 Review the **Task Action** page and update the task as required. See [Chapter 3, “Updating Tasks”](#).
- 3 Close the **Task Action** page.

Viewing Task Alerts

From Schedule Tasks, you can view alerts associated with a task. The Task Alerts page displays the priority, alert type, assignee, and approver.

► To view alerts:

- 1 Click the **Alert** icon on a task.
- 2 From the **Task Alerts** page, select an alert to review.

- 3 When you finish, click **OK**.

Viewing User Details

You can view user details for Financial Close Management users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

► To view user details:

- 1 From **Schedule Tasks**, click a user name.

Tip: To view user names, you must display the Assignee, Approver, or Owner column.

The User Details information is displayed.

- 2 **Optional:** To email the user, click the **Email** link.

Working with Status Charts

Subtopics

- [Viewing Task Status](#)
- [Drilling to Detail](#)
- [Viewing Alert Status](#)

The Status Chart displays a visual summary of task status and alert status. You can drill down to a detailed view by focusing on particular hierarchies of tasks, or use filters to adjust the scope of tasks summarized by the chart. As the set of summarized tasks changes, the set of summarized issues is updated also. You can drill down from status charts into additional detail, and open a schedule in a filtered format matching the filters that you selected for the Status Chart.

Viewing Task Status

You can use the Task Status pie chart to quickly view summary information for tasks. It displays slices representing the number of tasks for each status (Pending, Open, Closed, Error). You can click a slice to open a schedule in a filtered format matching the current Status Chart filters.

The Needs Attention bar shows tasks that need attention, categorized by reasons (Error, Warning, Alert, Late). You can hover the mouse over a category to see the number of tasks in each category.

➤ To view task status:

- 1 In the Task Status pie chart, hover over any of the pie chart sections.
- 2 Review the summary information.
- 3 Double-click a pie chart section.

The Calendar-Month view is displayed, with the focus on the task that you selected.

- 4 Click the **Dashboard** view button or select **View**, then **Dashboard** to return to the Dashboard view.

Drilling to Detail

From status charts, you drill on pie slices or other controls in the chart to view additional detail on the slice or on the tasks in the slice. For example, if you double-click on the Pending section of the status chart, you can drill through to the dashboard to view only the tasks pending for that schedule.

➤ To drill to detail:

- 1 From a status chart, double-click a pie chart section and view additional detail.
- 2 Click the **Dashboard** view button or select **View**, then **Dashboard** to return to the Dashboard view.

Viewing Alert Status

The Open Alerts Priorities chart displays the number of open alerts, with slices representing the alert priorities. You can click a slice to open a dialog box listing the alerts. In the dialog box, you can double-click to open an alert. You can then drill down to the Alerts page to view the priority, alert type, assignee, and approver.

The Alerts chart displays alerts categorized by status (Open or Closed). You can hover the mouse over a status to see the number of tasks.

➤ To view alerts:

- 1 From the Task Alerts page, select an alert, or **Show All**, to review.
- 2 When you finish, click **OK** to close the Alerts page.

➤ To view alert status:

- 1 In the Open Alert Priorities chart, hover over any of the pie chart sections.
- 2 Review the summary information on the popup dialog.
- 3 Left-click on a pie chart section.
- 4 From the Alerts page, review the alert summary information.
- 5 Click the alert name link to open the alert details.
- 6 Click the task name to review the task information for the alert.
- 7 Close the Alert page.

Working with Status Overviews

Subtopics

- [Viewing Schedule Days](#)
- [Viewing Task Information](#)
- [Viewing User Details](#)

The Status Overview chart presents an overview of a selected schedule, displaying daily workload and completion status. By default, it presents a timeline centered on Day Zero of the schedule. You can select the icon for a task to view a summary of the task information, and you can open the task.

Viewing Schedule Days

The Status Overview chart displays a timeline for the selected schedule, with tasks displayed on their corresponding days, grouped by status. The Status Summary represents the overall completion of the schedule tasks and displays the number of tasks by status such as Pending, With Assignee, and so on. You can scroll through the date range from the date indicator area. The current day in the schedule is indicated above the task stack of that day. You can drill into tasks to view task details, and hide dates on which no tasks are scheduled.

- To view schedule days, scroll in the schedule.
- To hide blank dates, select **Hide blank dates** at the bottom of the completion summary box.

Viewing Task Information

You can click on a task box above a date to view task details. You can also view the Task Actions page for the task.

- To view task information:
 - 1 **Double-click a task in the schedule.**
 - 2 **Review the summary information.**
 - 3 **To open the task in the Task Actions page, click **Open Task**.**
 - 4 **When you finish, click **Close** to close the Task Actions page.**

Viewing User Details

You can view user details for Financial Close Management users such as assignees, approvers, or owners. The User Details dialog box displays the user details that were specified during setup, such as groups and roles.

In addition, from the User Details dialog box, you can use the contact information to email the user.

➤ To view user details:

- 1 Double-click a task in the schedule.
- 2 From the summary information in the popup dialog, click the assignee name.
- 3 **Optional:** To email the user, click the **Email** link.

P a r t I I

Account Reconciliation Manager

In Account Reconciliation Manager:

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



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 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.
2. The administrator completes the required setup procedures:
 - Define profile segments
 - Set up frequencies
 - For multiple currencies, the administrator defines currency.
3. The administrator completes the optional setup procedures:
 - Set up system attributes
 - Set up Power User security
 - Set up aging profiles
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 for direct 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.

6

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 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.

- 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 list views (Reconciliation List, or Transaction List).

➤ To select a view, perform an action:

- Select **View**, and then select a view.
- From the toolbar, click a button for the view:
 - **Dashboard** 
 - **Reconciliation List** 
 - **Transaction List** 

Available View Actions

In the List views and Dashboard view 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 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 task status 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 menu 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 Reconciliation List, and Transaction List Views drop-down list box enables you to select the Open Period for the view you select.

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

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 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**, select **Manage**, and then **Filters**.

2 On the Filter panel, click **Manage Filters** .

3 Click **New**.

4 Enter:




- **Name**
- **Description**
- **Type**—Select one account type:
 - Reconciliation
 - Transaction
- **Public**
Select if anyone can view this filter.
- **Filter Definition**
A group of conditions that limit the list of account 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 **Balance**, or **Transaction**. The selection of the Attribute Source affects the list of attributes presented in the Attribute drop-down list.
 - **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**, select **Manage**, and then **Filters**.
- 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 Reconciliation, and Transaction List views, you can view summary information from the Summary Panel at the bottom of the view pane:

- Reconciliation List—Displays properties, workflow, and transactions.
 - Transaction List—Displays the properties, descriptions, and comments.
- To view summary information, from a 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, click the side arrow of the panes.

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

7

Managing Reconciliations

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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.

➤ 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 Formats**

The Balance Summary 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 Formats**

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 on the Summary Balances tab 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 tab.

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. On the **Balance Summary** tab, 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, but not to transactions on the 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. To close the Create Comment dialog box, click **OK**.
 - vi. Enter a URL or browse to select a file.
 - vii. 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 be 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 reconciliation 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**, enter a code for the transaction.
- 6 In **Open Date**, select the open date for the transaction.
- 7 Enter required data 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 document.
 - 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 Reconciliations

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 display 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 must 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.**



Using Report Binders

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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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