

Oracle® Hyperion Financial Close Management

User's Guide

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About Financial Close Management

In This Chapter

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Oracle Hyperion Financial Close Management provides a flexible integration framework that enables you to leverage services from external applications. The integration framework, built around industry standards, supports web-based interactive tasks and Web Services based automated tasks.

Financial Close Management has three modules: Close Manager, Supplemental Data Manager, and Account Reconciliation Manager.

Uses

Subtopics

- [Using Close Manager](#)
- [Using Supplemental Data Manager](#)
- [Using Account Reconciliation Manager](#)

Using Close Manager

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

You can:

- Define the close tasks and schedule to ensure the most efficient task flow
- Automate close management, track status, and provide notifications and alerts
- Integrate with product tasks
- Notify users by email for delinquencies, due dates, status changes
- Monitor close status from a dashboard

- Act quickly to fix errors and delays
- Analyze the effectiveness of the close

Using Supplemental Data Manager

Supplemental Data Manager helps you organize, update, edit, and manage supplemental data, typically transactions, for financial analytical applications such as consolidation.

You can:

- Manage metadata by creating or importing it from EPM products such as Oracle Hyperion Financial Management
- Define the data definition and associated data forms for data collection
- Support the ability to create calculation formula and validation criteria
- Notify users to work on their assigned forms
- Control and monitor the data collection workflow

Using Account Reconciliation Manager

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

You can:

- Manage preparation and review responsibility assignments
- Configure reconciliation formats tailored to each account type
- Notify users of due dates for their assigned reconciliations
- Control preparation and review workflow
- Provide visibility into the reconciliation status and possible risk conditions

Prerequisites

Use Oracle's EPM System Installer to install, register, and configure Financial Close Management.

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

Before you can use this product, you must complete these prerequisites:

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

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

This program 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 to install Event Monitoring, see the *Oracle Hyperion Financial Close Management Event Monitoring Configuration Addendum* on the Oracle Technology Network (OTN) website.

Setting User Preferences for the Time Zone

You can specify a user preference for the time zone to use for an application.

► To set the time zone:

- 1 In your application, select **Manage**, and then **User Profile**.
- 2 In **Timezone**, select a time zone, and then click **OK**.

Managing Reports

Subtopics

- [Generating Predefined Reports](#)
- [Managing Queries](#)
- [Creating Report Templates](#)
- [Managing Report Groups](#)
- [Managing Report Definitions](#)
- [Generating Reports](#)

The Query Report Template, Report Group Assignment , and Report Definition functionality generates predefined or helps you build custom reports:

1. In Financial Close Management, a user with a Report Designer role creates a query whose definition can be then exported as an XML file.
2. Use Oracle Business Intelligence Publisher within Word (BI Publisher must be installed) to import the XML file created above and use it to create a template document, which should be in RTF format.
3. Back in Financial Close Management create a report, which uses both the query and the template created above. That report can be set with a default output of PDF, HTML, or XLS (Excel).

Generating Predefined Reports

For Close Manager and Account Reconciliation Manager, you can start with predefined reports and change them for your reporting needs.

- To import predefined reports:
 - 1 From EPM Workspace, select **Navigate**, then **Administer**, and then **Shared Services Console** to access **Shared Services**.
 - 2 Navigate to **File System**, and then your application reports.
 - 3 By default, all reports are selected. To select a partial list, click **Clear Selections** to clear all the reports, and then select the reports that you want to import.
 - 4 Click **Import**, and then click **OK**.
 - 5 To generate the reports:
 - a. In your application, select **Tools**, and then **Generate Reports**.
 - b. In Report Group, select the report group name. See [“Creating Report Groups” on page 24](#).
 - c. Select the reports in the Report Group, and then click **Generate**.
 - d. For each parameter, select the value.
 - e. In **Generate Report**, enter a report name.
 - f. Click **Generate**.
 - g. Click **Open** or **Save File** to save the ZIP file.

Close Manager Predefined Reports

Note: To avoid report errors, you must enter the required parameters.

Report Name	Description	Required Parameters
At Risk Tasks	Displays the tasks that are “at risk” (where remaining time available to complete the task is less than the minimum task duration).	<ul style="list-style-type: none"> ● Schedule--Select the schedules and period for the report. ● Optional: Period--Filter by period and schedule.
Compliance Analysis	Displays key compliance metrics by user.	<ul style="list-style-type: none"> ● Schedule--Filter by schedule. ● Optional: Period--Filter by period. ● Optional: Minimum % Late--Users can provide a threshold that filters the records to be displayed. For example, if you enter 10, users with 10% or more of their tasks completed late are displayed.
Early Tasks	Displays the tasks that were completed before the due date, creating an opportunity to shorten close cycles.	<ul style="list-style-type: none"> ● Schedule--Select the schedules that filter the records to be displayed. ● Optional: Period--Filter by period.

Report Name	Description	Required Parameters
Late Tasks	Displays the tasks that are late for either the Assignee role or for any Approver level role.	<ul style="list-style-type: none"> ● Schedule--Select the schedules to be included in the report. ● Optional: Period--Filter by period.
Performance Analysis by Organizational Unit	Displays key performance metrics by Organizational Unit.	<ul style="list-style-type: none"> ● Schedule--Filter by schedule. ● Optional: Period--Filter by period.
Rejected Tasks	Displays statuses rejected by any approver.	<ul style="list-style-type: none"> ● Schedule--Select the schedules to be included in the report. ● Optional: Period--Filter by period.
Task Audit Trail	Displays the changes made to tasks during a user-selected date range.	<ul style="list-style-type: none"> ● From Date--Select the starting date. ● To Date--Select the ending date. ● Optional: Changed By--Select records changed by the selected user. ● Optional: Field Changed--Select changes made to a field. ● Optional: Task ID--Select changes made to a task.
Users with Late Tasks	Displays the count of tasks that are late for either the assignee role or for any reviewer level role, grouped by user name.	<ul style="list-style-type: none"> ● Schedule--Select the schedule(s) to be included in the report. ● Optional: Period--Filter by period.

Account Reconciliation Manager Predefined Reports

Note: To avoid report errors, you must enter the required parameters.

Report	Description	Required Parameters
Balance by Account Type	Displays key reconciliation metrics grouped by account type.	<ul style="list-style-type: none"> ● Period--Determines which period's data is used. ● Currency bucket--Determines which currency bucket data should be selected from for each of the currency amounts. ● Rate Type--Determines which rate type to use in the currency translation calculation. ● Currency--Determines which currency values should be translated to. ● Optional: Risk Rating--Allows users to filter by risk rating.
Balance by Organizational Unit	Displays key reconciliation metrics grouped by organizational unit.	<ul style="list-style-type: none"> ● Period--Determines which period's data is used. ● Currency bucket--Determines which currency bucket data should be selected from for each currency amount. ● Rate Type--Determines which rate type to use in the currency translation calculation. ● Currency--Determines which currency values should be translated to. ● Optional: Risk Rating--Filter by risk rating.

Report	Description	Required Parameters
Compliance Analysis	Displays key compliance metrics by user.	<ul style="list-style-type: none"> ● Period--Data is displayed only for the selected period. ● Optional: Minimum % Late--Enable the users to provide a threshold that filters the records to be displayed. For example, if the user enters 10, only users with 10% or more of their reconciliations completed late are displayed in the report.
Invalid Profiles	Displays invalid profiles and the reasons the profile is invalid. Because a profile may be invalid for multiple reasons, the same profile may be listed more than one time in the report.	N/A
Late Reconciliations	Displays reconciliations that are currently late for either the preparer role or for any reviewer level role.	Period --Data is displayed only for the selected period.
Missing Profiles	Displays profiles that should exist in the period but do not exist (either because they were not copied to the period, or because they were copied and deleted). "Should Exist" is determined based on the frequency of the profile matching the frequency of the period.	Period --Data is displayed only for the selected period.
Open Reconciliations Aging Analysis	<p>Analyzes the lateness of reconciliations that are still open (status not equal to closed). Only reconciliations that are not closed are included in the report, and lateness is analyzed using the reconciliation End Date (the due date associated with the last workflow role). Any reconciliation that is open, and the End Date is before the report run date, is included.</p> <p>The report is comprised of the following sections:</p> <ul style="list-style-type: none"> ● All Periods: Displays the metrics associated with all periods that have qualifying reconciliations. ● By Period: For each period with qualifying reconciliations, displays a separate section displaying the metrics for that period. 	<ul style="list-style-type: none"> ● Currency bucket--Determines which currency bucket data should be selected from. ● Rate Type--Determines which rate type to use in the currency translation calculation. ● Currency--Determines which currency code the values should be translated to. ● Optional: Account Type--Select which Account Types to display.
Performance Analysis by Organizational Unit	Displays key compliance metrics by Organizational unit. A reconciliation is counted once for each workflow role assigned to the reconciliation, and the most recent workflow action "wins". For example, if a reconciliation is prepared twice (because it was rejected after the first certification), then the second certification is included in the metrics.	Period --Data is displayed only for the selected period.

Report	Description	Required Parameters
Profile Audit Trail	Displays the changes made to profiles during a user selected date range.	<ul style="list-style-type: none"> ● From Date--Present a calendar picker that enables the user to select the starting date. ● To Date--Present a calendar picker that enables the user to select the ending date. ● Optional: Changed By--Enables the user to select records changed by the selected user. ● Optional: Field Changed--Enables the user to select changes made to a field. ● Optional: Account ID--Enables the user to select changes made to an account.
Reconciliation Audit Trail	Displays the changes made to reconciliations during a user selected date range.	<ul style="list-style-type: none"> ● From Date--Presents a calendar picker that enables the user to select the starting date. ● To Date--Presents a calendar picker that enables the user to select the ending date. ● Optional: Changed By--Enables the user to select records changed by the selected user. ● Optional: Field Changed--Enables the user to select changes made to a specific field. ● Optional: Account ID--Enables the user to select changes made to a specific account.
Reconciliation Result	<p>Presents an analysis of the magnitude of the Source System Balance in three categories:</p> <ul style="list-style-type: none"> ● Fully Reconciled--Reconciliation status is Closed, and there are no Adjustments to Source System ● Reconciled with Open Items--Reconciliation status is Closed, but Adjustments to Source System is not zero ● Unreconciled--Reconciliation status is not equal to Closed 	<ul style="list-style-type: none"> ● Period--Determines which period's data is used. ● Currency bucket--Determines which currency bucket data should be selected from for each of the currency amounts. ● Rate Type--Determines which rate type to use in the currency translation calculation. ● Currency--Determines which currency values should be translated to. ● Optional: Account Segment 1 & Account Segment 2--Filter by Account Segment 1 or Account Segment 2. If you need additional segments for filtering, modify the report. ● Optional: Risk Rating--Filter by Risk Rating.
Reconciliation Trend Analysis	Displays a line chart reflecting the value of a selected reconciliation balance attribute over a range of twelve periods.	<ul style="list-style-type: none"> ● Period--Determines which period's data is used. ● Account ID ● Attribute--Select one attribute: Source System Balance, Subsystem Balance, Adjustments to Source System, Adjustments to Subsystem, Unexplained Difference, Late Reconciliations, Late Preparations Late Reviews. ● Currency Bucket--Determines which currency bucket data should be selected from. ● Rate Type--Determines which rate type to use in the currency translation calculation. ● Currency--Determines which currency code the values should be translated to.

Report	Description	Required Parameters
Rejected Reconciliation	Displays the list of reconciliations that were rejected by any reviewer level role.	Period --Determines which period's data is used.
Transaction Aging Analysis	Displays a pie chart reflecting the count and value of selected reconciliation transactions, grouped by aging bucket.	<ul style="list-style-type: none"> ● Period--Determines which period's data is used. ● Transaction Type--Select which transaction type to report (Adjustments to Source System, Adjustments to Subsystem, or Balance Explanations). ● Aging Profile--Enables you to determine which aging profile to use when plotting the transactions in the chart. ● Currency bucket--Determines which currency bucket data should be selected from. ● Rate Type--Determines which rate type to use in the currency translation calculation. ● Currency--Determines which currency code the values should be translated to.
Users with Late Reconciliations	Displays the count of reconciliations that are late for either the preparer role or for any reviewer level role, grouped by user name.	Period --Determines which period's data is used.

Managing Queries

Subtopics

- [Creating Queries](#)
- [Editing Queries](#)
- [Duplicating Queries](#)
- [Deleting Queries](#)

Designers can add, edit, and remove Queries. Queries must exist before reports can be defined.

All topics on generating reports:

- [“Generating Predefined Reports” on page 16](#)
- [“Creating Report Templates” on page 23](#)
- [“Managing Report Groups” on page 24](#)
- [“Creating Report Definitions” on page 26](#)
- [“Generating Reports” on page 27](#)

Creating Queries

Creating queries is the first step in generating reports:

1. Create a query. See below.
2. Create a template. See [“Creating Report Templates” on page 23](#).

3. Set up a report group. See “[Managing Report Groups](#)” on page 24.
4. Set up the report definition. See “[Creating Report Definitions](#)” on page 26.
5. Generate the report. See “[Generating Reports](#)” on page 27.

► To create queries:

1 In your application, select **Manage**, and then **Manage Reports**.

2 Select **Queries**, then **Actions**, and then **New**.

3 In **New Query**, enter:

- **Name**
- **Description**
- **Type**

The selection of the Type determines where the Query appears in the New and Edit Report dialog boxes:

○ **Parameter Query**

A query that is defined as type Parameter Query is used to present a list of options that you can specify for this parameter's value. Parameter Query allows you to present a list of options used when filling in a parameter's value for a Report Query, where the list of options is not a simple Attribute already defined, but is instead a complex query that you need to define.

○ **Report Query**

Select the records to be included in the report. You can apply a security filter, so users see only the data that they are authorized to see based on their roles and the reconciliations to which they are assigned. To apply a Security Filter to a report query, add the following syntax to the end of the query WHERE CLAUSE statement:

Close Manager Queries: \$CM_SECURITY_CLAUSE\$

A sample Close Manager query with the Security Filter applied: `SELECT Task_name FROM fcc_tasks WHERE schedule_id = ~Schedule~ AND $CM_SECURITY_CLAUSE$`

A sample Close Manager query with the Security Filter applied: `SELECT Task_name FROM fcc_tasks WHERE schedule_id = ~Schedule~ AND $CM_SECURITY_CLAUSE$`

Account Reconciliation Manager Queries: \$ARM_SECURITY_CLAUSE\$

Note: Because many predefined queries included with Financial Close Management have the Security Filter applied, you can use them as examples when building your own.

TIP:

If the report you are designing contains parameters, you can design the report to display no records or all records. Examples of each are provided below. These examples assume that you want to run a report that displays the list of periods that contain the “Monthly” frequency.

- ❑ **Parameter Query:** Select frequency_id, frequency_name from arm_frequencies
- ❑ **Report Query, Option 1:** (Return no periods if the user does not provide a frequency value):

```
Select p.period_name from arm_periods p,  
arm_period_frequencies pf where p.period_id = pf.period_id  
and pf.frequency_id = ~FREQUENCY~
```

- ❑ **Report Query Option 2:** (Return all periods if the user does not provide a frequency value):

```
Select p.period_name from arm_periods p,  
arm_period_frequencies pf where p.period_id = pf.period_id  
and pf.frequency_id = coalesce(~FREQUENCY~,pf.frequency_id)
```

In the second option, the `coalesce()` function returns the first non-null value in the list; therefore, if the `FREQUENCY` was null, it would return `pf.frequency_id` and in that case that condition would always be true (`pf.frequency_id = pf.frequency_id`), causing all records to be returned.

- **Generate Query**

Assists you in creating a query against the database by allowing you to select any existing attribute in the product to be queried and/or filtered against. The dialog then generates the SQL to match the attributes and filters specified, at which time you can modify and enhance it.

- **Query**

To generate a sample XML file from the Query, click **Generate Sample XML**.

- 4 To test the query for errors, click **Validate**.

Editing Queries

➤ To edit queries:

- 1 In your application, select **Manage**, and then **Manage Reports**.
- 2 Click **Queries**, then select a query, then click **Actions**, and then **Edit**.
- 3 **Change Name and Type**.
- 4 Click **OK**.

Duplicating Queries

- To duplicate queries:
 - 1 In your application, select **Manage**, and then **Manage Reports**.
 - 2 Click **Queries**, then select a query, then click **Actions**, and then **Duplicate**.
 - 3 Enter the necessary updates.
 - 4 Click **Close**.

Deleting Queries

- To delete queries:
 - 1 In your application, select **Manage**, and then **Manage Reports**.
 - 2 Click **Queries**, then click **Actions**, and then **Delete**.
 - 3 Click **Close**.

Creating Report Templates

Creating report templates is the second step in generating reports:

1. Create a query. See “[Creating Queries](#)” on page 20.
2. Create a template. This section lists the steps to create a report template. Report Templates are created in Microsoft Word and require the Sample XML created from the report query in the Creating Queries section.
3. Set up a report group. See “[Creating Report Groups](#)” on page 24.
4. Set up the report definition. See “[Creating Report Definitions](#)” on page 26.
5. Generate the report. See “[Generating Reports](#)” on page 27.

This section assumes a basic working knowledge of BI Publisher. Refer to the BI Publisher documentation packaged with the Template Builder for additional information.

- To create a report template:
 - 1 **Download and install the BI Publisher Enterprise Desktop Client:**
<http://www.oracle.com/technetwork/middleware/bi-publisher/downloads/index.html>

Note: Close all windows before you install.

- 2 **Open Microsoft Word with a new document.**
- 3 **Select the BI Publisher tab, then Load Data.**
- 4 **Locate `SampleQuery.xml` generated from the query and click Open.**

A message displays, “Data Loaded Successfully”. Click **OK**.

- 5 Select **Insert**, and then **Table Wizard**.
- 6 Select **Table** and click **Next**.
- 7 Select the default data set and click **Next**.
- 8 Select the desired fields to show in the report and click **Next**.
- 9 Select the **Group By**, then select the fields to group by, and then click **Next**.
- 10 Select the **Sort By**, then select the fields to sort by, and then click **Finish**.
- 11 Save the template as an *.rft file; for example: `SampleQuery.rft`.

Managing Report Groups

Subtopics

- [Creating Report Groups](#)
- [Modifying Report Groups](#)
- [Duplicating Report Groups](#)
- [Deleting Report Groups](#)

The Report Groups section enables report designers to group reports.

Caution! Do not edit standard Report Groups. Duplicate a standard Report Group and give it a unique name.

Creating Report Groups

Creating report groups is the third step in generating reports:

1. Create a query. See [“Managing Queries” on page 20](#).
2. Create a template. See [“Creating Report Templates” on page 23](#).
3. Set up a report group.
4. Set up the report definition. See [“Creating Report Definitions” on page 26](#).
5. Generate the report. See [“Generating Reports” on page 27](#).

► To create report groups:

- 1 In your application, select **Manage**, and then **Manage Reports**.
- 2 Select **Report Groups**, then **Actions**, and then **New**.
- 3 In **New Report Group**, enter:
 - **Name**
Enter a group name for the group of reports.
 - **Description**
 - **Display to User**

Select **Display to User** if you want this report group displayed to the user.

Display to User enables report writers to have a group of reports hidden while they are working on them.

- 4 On the **Reports** tab, if available, select the reports for the Report Group.
- 5 Click **OK**.

Modifying Report Groups

- To modify report groups:
 - 1 In your application, select **Manage**, and then **Manage Reports**.
 - 2 Select **Report Groups**, then **Actions**, and then **Modify**.
 - 3 Modify the report group, and then click **Close**.

Duplicating Report Groups

- To duplicate report groups:
 - 1 In your application, select **Manage**, and then **Manage Reports**.
 - 2 Select **Report Groups**, select a report group, then select **Actions**, and then **Duplicate**.

The name is copied and a 1 is added to the report group name.
 - 3 Click **Edit**, and then change the name and the order of the reports.

Deleting Report Groups

- To delete report groups:
 - 1 In your application, select **Manage**, and then **Manage Reports**.
 - 2 Select **Report Groups**, then select a report group, then select **Actions**, and then **Delete**.

Select **Yes** or **No** to answer the message, “Deleting the Report Group will delete all the Reports associated with the Report Group. are you sure you want to delete (the name of the Report Group).”
 - 3 Click **Close**.

Managing Report Definitions

Subtopics

- [Creating Report Definitions](#)
- [Editing Report Definitions](#)
- [Duplicating Report Definitions](#)
- [Deleting Report Definitions](#)

Creating Report Definitions

Creating report definitions is the fourth step in generating reports:

1. Create a query. See [“Managing Queries” on page 20](#).
2. Create a template. See [“Creating Report Templates” on page 23](#).
3. Set up a report group. See [“Managing Report Groups” on page 24](#).
4. Set up the report definition.
5. Generate the report. See [“Generating Reports” on page 27](#).

➤ To create report definitions:

1 In your application, select **Manage**, and then **Manage Reports**.

2 Select **Reports**, then **Actions**, and then **New**.

3 In **New Report**, enter:

- **Name**
- **Description**
- **Query**

Select a query. See [“Managing Queries” on page 20](#).

- **Template**

Click **Browse** and then **Browse** to a report template. You can upload any supported BI Publisher template format. See [“Creating Report Templates” on page 23](#).

- **Report Group**

Select the Group Name for the report. See [“Managing Report Groups” on page 24](#).

- **Display to User**

Select if you want the report displayed to a user. For example, if a report is in progress, the user would clear this option.

- **Output Format**

Select an report output format that Oracle Business Intelligence Publisher supports; for example: PDF, HTML, XLS.

4 To complete the report definition, you must set the access:

- a. Select the **Access** tab.
- b. Select **Actions**, and then **Add**.
- c. Select the **Application Module** and the **Role**.

Editing Report Definitions

- To edit report definitions:
- 1 In your application, select **Manage**, and then **Manage Reports**.
 - 2 Select **Reports**.
 - 3 Select a report, then **Actions**, and then **Edit**.
 - 4 Make parameter and access changes, and then click **OK**.

Duplicating Report Definitions

- To duplicate report definitions:
- 1 In your application, select **Manage**, and then **Manage Reports**.
 - 2 Select **Reports**.
 - 3 Select a report, then **Actions**, and then **Duplicate**.
 - 4 Select the duplicated report, named the same + 1. For example, Analysis +1.
 - 5 Click **Actions**, and then **Edit** and then make parameter and access changes.
 - 6 Click **OK**.

Deleting Report Definitions

- To delete report definitions:
- 1 In your application, select **Manage**, and then **Manage Reports**.
 - 2 Select **Reports**.
 - 3 Select a report, then **Actions**, and then **Delete**.
 - 4 Select **Yes** or **No**.

Generating Reports

Process for generating reports:

1. Create a query. See [“Managing Queries” on page 20](#).
2. Create a template. See [“Creating Report Templates” on page 23](#).
3. Set up a report group. See [“Managing Report Groups” on page 24](#).

4. Set up the report definition. See [“Creating Report Definitions” on page 26](#).
5. Generate the report.

➤ To generate reports:

- 1 In your application, select **Tools**, and then **Generate Reports**.
- 2 In Report Group, select the report group name. See [“Creating Report Groups” on page 24](#).
- 3 Select the reports in the Report Group, for **Format**, select **PDF**, **HTML**, or **XLS**.

Note: **HTML** and **XLS** are not supported for graphs and charts.

- 4 Click **Generate**.
- 5 For each parameter, select the value.
- 6 In **Generate Report**, enter a report name.
- 7 Click **Generate**.
- 8 Select **Open** or **Save File** to save the ZIP file.

P a r t I

Close Manager

In Close Manager:

- [About Close Manager](#)
- [Navigating in Close Manager](#)
- [Updating Tasks](#)
- [Viewing Schedules](#)
- [Monitoring the Dashboard](#)

2

About Close Manager

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See also:

- [Chapter 3, “Navigating in Close Manager”](#)
- [Chapter 4, “Updating Tasks”](#)
- [Chapter 6, “Monitoring the Dashboard”](#)

Close Manager Terms

- **Tasks**—A unit of action in the application, 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, and reject tasks, and can access tasks from email notifications or by logging on to the application.
- **Integration Types**—A definition of a service provided by an application. For example, the Consolidate Integration Type for 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**—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.
- **Execution Types**—End-users, System-Automated Task, Event Monitoring Task
- **Templates**—Tasks that are repeatable over close periods. Administrators can create templates for different types of close periods, such as monthly or quarterly.
- **Schedules**—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**—This 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**—Notifications from users on issues that they encounter during the process, such as hardware or software issues. Users create alerts identifying a problem and assign them to be resolved.
- **Report Binders**—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.

Starting the Application

Note: The Shared Services server, the EPM Workspace server, and the product server must all be running before you launch the application.

See the *Oracle Enterprise Performance Management System Installation and Configuration Guide*.

To access your product, first log on to EPM Workspace and launch your program.

► To start your program:

1 Enter the URL.

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

By default, the Workspace URL is `http://SERVER_NAME:PORT/workspace/`.

2 In the Oracle Hyperion Enterprise Performance Management Workspace logon dialog box, enter the system user name and password and click **Log On**.

If an error message indicates that the system can't 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 token or session is not timed out. If it has timed out, log off, and 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 Select **Navigate, Applications**, *YOUR APPLICATION*.

Using Close Manager With Smart View

When you use Financial Close Management with Oracle Smart View for Office, do not use the Microsoft Outlook Customize View functionality. Use the Customize fields dialog from the right click menu in the Smart View panel.

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 69](#).

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 45](#).

Changing a User's Preferences

You can change preferences as follows.

➤ To change preferences:

1 In your application, click **Manage**, and then **User Profile**.

2 On **User Details**:

- For **Status**, select **Available** or **Unavailable**.

If the user is the primary user and unavailable, the task reverts to the backup user, if one is assigned, and if that backup user has a status of Available.

- Select the **Timezone**.

The Timezone setting is used to convert the task's scheduled Start and End Dates into the timezone of the user, thus producing the Start Date (Local) and End Date (Local) attributes.

- For email notifications, enter the **Email Start Time** and **Email End Time**.

- The **Teams** tab displays the user teams.

- On the **Notifications** tab, for each type of notification, expand each notification preferences and choose when to be notified:

For example: for **Status Change Notification**, expand to **Close Manager**, then expand and choose “You are alert approver and alert status changes to open with approver”. Select **Immediately** as a choice of notification.

Note: You can override a setting at a lower level (for example, configure Notification Type to **Every 2 hours**, and override one of the Conditions to **Immediately**). Then the parent setting(s) displays the word **Mixed**, to provide a visual indication that more than one preference setting has been assigned to child level settings. You can change the value from **Mixed** to a different preference setting; the child level settings are changed to the new setting.

If an Administrator disables the System Settings Configuration Settings for Email Notifications, then notifications are suspended. See the Administrator's Guide.

3 Click **OK**.

Sample Task Flows

Subtopics

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

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.

Scenario 2 - Power User

The Power User monitors the status of close activities through the Dashboard.

- The Power User logs on 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 3 - Approver

A user 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 can reject a task instead of approving it, in which case the task is reassigned to the assignee.

Scenario 4 - User

A user logs on to the and reviews and completes an assigned task.

- The user logs on to the application 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 5 - User

A user responds to an email notification of a task to load data, clicks a link in the email, accesses the product from which to load data, and then 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 in the Task Actions page to launch FDM.
- The user extracts data through Oracle Hyperion Financial Data Quality Management and loads it to Financial Management.
- When the task is completed, the user returns to the Task Actions page to the application.
- The user enters a comment about the task and submits it for approval.

3

Navigating in Close Manager

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Close Manager Views

Subtopics

- [Dashboard View](#)
- [Task List View](#)
- [Calendar View](#)
- [Gantt View](#)

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.

You can view the My Worklist portlet to view task assignments.

Dashboard View

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.

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

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

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 multiple 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.

Note: Within the Gantt Chart and Calendar views, viewing a schedule or template with a very large number of tasks may cause the view to cycle a very long time. It is recommended to filter the view down to a smaller number of tasks when reviewing the schedule or template in these views.

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.

Note: Within the Gantt Chart and Calendar views, viewing a schedule or template with a very large number of tasks may cause the view to cycle a very long time. It is recommended to filter the view down to a smaller number of tasks when reviewing the schedule or template in these views.







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 two Dashboards, 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:
 - From the **Quick Links** section, select a view.
 - 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, Gantt, and Task List 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, Schedule Tasks, and Status Chart, you can select one, all, or any number of schedules by multi-selecting.

Displaying Columns in Close Manager Views

From the Task List or Gantt views you can specify which columns to display in the view.

Selecting Columns

You can specify which columns to display in the view. 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.

➤ To select columns:

1 From **Quick Links**, select Gantt or Task List, then **Columns**.

The **Attribute Selection** box is displayed.

2 Select the columns and then click the arrows to bring them to the **Selected** box.

Reordering Columns

➤ To reorder columns in the Task List and Gantt views:

1 From **Quick Links**, select Gantt or Task List

2 Do one:

- Select a column and drag it to a new location
- Click **Columns** to open the **Attribute Selection** box. In the **Selected** section select a column attribute and click the Up and Down arrows to reorder.

3 Click **OK**.

Changing Column Widths

➤ 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.

Sorting Columns

➤ To sort columns in the Task List and Gantt views:

1 From **Quick Links**, select Gantt or Task List.

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 From **Quick Links**, select **Gantt** or **Task List**.
- 2 Select **View**, then select an option:
 - **Detach**
 - **Expand**
 - **Expand All Below**
 - **Collapse All Below**
 - **Expand All**
 - **Collapse All**
 - **Scroll to First**
 - **Scroll to Last**

Filtering Views in Close Manager

Subtopics

- [Creating Filters](#)
- [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.

Creating Filters

► To create filters:

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

2 Click **New**.

3 Enter:

- **Name**
- **Description**
- **Type**—Select one type: Schedule or Template
- **Public**

Select if anyone can view this filter.

- **Filter Definition**

A group of conditions that limit the list.

- **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**—An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.

- **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.

4 Click **Save Filter** .

5 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, Workflow, and Predecessors are displayed for the selected task.





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

The Workflow pane displays the Assignee and Approvers 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.

- ▶ 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

4

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 Smart View.

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 Close Manager tasks as Microsoft Outlook tasks in your Microsoft Outlook Calendar using Smart View. 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 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, then **Actions**, and then **Open**.**
- 2 **From the Task Actions page, select the **Properties** tab and review any instructions and supporting documents, if provided.**

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, then **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.**

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, then **Actions**, and 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

► To submit tasks:

1 In your application, select **View**, and then **Gantt** or **Task list**.

2 Select the tasks you need to submit.

To multiselect, press **Ctrl** for random selection or press **Shift** while you click the first and last row in a range.

3 Do one:

- Right-click and select **Submit**.
- Actions panel: From **Set Status**, select **Submit** from the Status list.
- Actions menu: Click **Submit**.

Click **Yes** in the confirmation dialog box.

4 Review any errors, and click **OK**.

Approving or Rejecting Tasks

► To approve or reject tasks:

1 In your application, select **View**, and then **Gantt** or **Task list**.

2 Select the tasks you need to submit. To multiselect, press **Ctrl** for random selection or press **Shift** while you click the first and last row in a range.

3 Do one:

- Right-click and select **Approve** or **Reject**.
- Actions panel: From **Set Status**, select **Approve** or **Reject**.
- Actions menu: Click **Approve** or **Reject**.

Click **Yes** in the confirmation dialog box.

4 Review any errors, and click **OK**.

Managing Task Reassignments

Subtopics

- [Requesting a Reassignment for One Task](#)
- [Requesting a Reassignment for Multiple Tasks](#)

You can use the Actions panel to work on multiple tasks simultaneously.

Requesting a Reassignment for One Task

From the Task Actions dialog box, workflow users (Assignees and Approvers) can request reassignment of their workflow role for a single task. These requests require approval. Administrators and schedule/template Owners can reassign the task using the Edit Task dialog box without requiring approval.

➤ To request a reassignment for one reconciliation:

- 1 In your application, from the Dashboard, or click **View**, and then **Task List**.
- 2 Click on a task to open the Task Actions dialog box.
- 3 Click the **Actions** menu and select **Request Reassignment**.
- 4 Enter or click **Search** to find the reassignment.
- 5 Select what tasks to reassign:
 - **Selected Tasks**
 - **Selected and Future Tasks**
- 6 Enter a **Justification** for the reassignment.
- 7 Click **OK** and then **Close** on Task Actions.

Requesting a Reassignment for Multiple Tasks

➤ To request a Reassignment for multiple tasks:

- 1 In your application, from the Dashboard, or click **View**, and then **Close Manager List View**.
- 2 Select the tasks for reassignment.
- 3 On the Actions panel:
 - a. Under Reassign, select **Selected tasks** or **Selected and future tasks**.
 - b. Select the **Role**.
 - c. If the you know the new user, enable **To User**, and then enter or search for the name.

Note: If you do not know the new user, then submit a request without specifying the name of the user.

4 Click **Submit**.

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.

Workflow for Groups and Teams

You can assign the Owner, Assignee, Approver, and Viewer roles for a task to Shared Services security groups and to teams. Teams are a list of members defined in Close Manager. When you assign a group or team to a task role, any user in the group or team can then perform the role for that task.

Claiming Tasks

When a team or group is assigned the **Assignee** role, any member of the group or team can work on and submit the task, but only after a member has claimed the task. Prior to the claim, a member will have implicit Viewer access.

When a group or team is assigned the **Approver** role, any member of the team can approve the task without first claiming it. However, any team member can claim the task, which prevents other team members from approving it until it is released.

Once a task has been claimed, other members of the team or group still have the ability to claim the task. Doing so will cause the initial user's claim to terminate, thus revoking that user's ability to perform the role functions and granting the ability to the member with the most recent claim. The ability to claim a task away from another team member or group member is required in order to accommodate cases where a claim has occurred; however, the user with the claim is unavailable to complete the role functions (for example, due to an unexpected absence).

Require Action By

When you assign the Assignee or Approver roles, you can use the Required Action By option to specify the sign-off requirement for the tasks. You can require that all team members sign off on the task before the task is submitted or approved, or you can allow any team member to submit or approve the task.

Primary Users (Teams Only)

You optionally can assign one team member as the primary user for the team. If you assign a primary user, that user is by default granted the claim to tasks to which the team is assigned as assignee or approver.

5

Viewing Schedules

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Properties

The Properties tab enables lists the name, description, start and end dates, and owners for schedules. 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 view schedule properties:

1 Properties tab:

- **Name**
- **Description**
- **Organizational Unit**
- **Start Date**—Starting date for the schedule
- **End Date**—Ending date for the schedule
- **Year**
- **Period**
- **Day Zero Date**—The date to assign as day zero
- For **Owner**, use the default owner or click **Select Owner** . Administrators, Power Users, or Teams/Groups configured with the Administrator or Power User roles are the only roles that will display when the user clicks **Search** to select a user to assign as an Owner. Any member of the Shared Services group can perform the role, but the same person cannot perform more than one role.

- **Status**

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

- **Template Name**

2 Click Close.

Instructions

► To view 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 the product is configured with Oracle Enterprise Content Management.

6 To save and close, click **OK** or click the **Viewers** tab; all entries are saved.

Viewers

► To see 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**, **Groups**, or **Teams**.
- 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**.

- 9 To save and close, click **OK** or click the **Attributes** tab; all entries are saved.

Attributes

► 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 To save and close, click **OK** or click the **Day Labels** tab; all entries are saved.

Day Labels

You use business day labels in the closing activity for a calendar day. Labels can mark a milestone day or specify the purpose of the day.

When you add Day Labels to a template, they are copied to schedules created from the template.

When schedules are opened, you see day labels in:

- Calendar views against the day they are marked
- Task List views and Gantt views in the start or end date of tasks
- BI dashboard, My Worklist, and schedule task, in start date and end date columns
- Status overview, when focused on date, its information is displayed along with day label.
- Report Binders

Working With Schedule Rules

Note: This feature is available only in Financial Close Management 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support <https://support.oracle.com/>.

Schedule Rules apply to all Tasks in the Schedule and thus serve as a mechanism to apply rules to groups of Tasks. Rules configured on the Schedule dialog will be copied to newly created schedule tasks.

Available schedule rules:

- **Auto Approve Task**—The objective of this rule is to require specified approver levels to be required only if specified conditions have been met.

Examples of conditions that could apply to this rule include:

- If questions answered by a previous workflow level are answered a certain way
- If attributes have specified values (including calculated attributes)
- If questions are answered a certain way on a predecessor task by any workflow level, or if the predecessor task contains an attribute with a specified value
- If questions are answered a certain way on any other task (even if this task isn't directly related to the task with the auto approve function), or if this other task has an attribute with a specified value

When conditions have been satisfied, the rule causes the specified approver levels to be marked as complete, thus progressing workflow to the next approval level, or to Closed if no additional approval levels exist.

- **Auto Submit Task**—Requires an assignee to submit a task only if specified conditions have been met.

Examples of conditions that could apply to this rule include:

- If questions are answered a certain way on a predecessor task by any workflow level, or if the predecessor task contains an attribute with a specified value
- If questions are answered a certain way on any other task (even if this task isn't directly related to the task with the auto submit function), or if this other task has an attribute with a specified value


When conditions have been satisfied, the Assignee role is marked as complete, thus progressing workflow to the first Approval level, or to Closed if no Approval levels exist.

- **Prevent Task Approval**—Prevents approval of a task based on question responses, attribute values, or other characteristics.
- **Prevent Task Submission**—Prevents submission of a task based on question responses, attribute values, or other characteristics.

➤ To view schedule rules:

- 1 **Select *Manage*, and then *Schedule*.**
- 2 **Double-click a schedule.**
- 3 **Select the *Rules* tab. You can view the following information:**
 - **Order**—The order of precedence.
 - **Rule**—Name of the Rule

- Conditions—The choice of what conditions must exist before running the rule

4 To edit a rule, on the Rules tab, click Edit  and update:

- **Rule**—Select a rule.
- **Description**—Optional. Explain why you configured the rule and how should be used.
- **Reviewer Level**—Select the rule for all levels or select the Reviewer levels
- Select **Create Filter** and populate the conditions section or select **Use Saved Filter**, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.
- Conditions—
 - If **Use Saved Filter** is selected, the Conditions section displays a read-only version of the conditions associated with the saved filter.
 - If **Create Filter** is selected, the Condition section is enabled.
Conjunction, Source, Attribute, Operand, and Value behave as they do for the existing advanced filter feature.

Viewing Schedule History

The History tab captures an audit trail of changes to schedules.

► To view schedule history:

- 1 Select **Manage**, then **Schedule**.
- 2 Double-click a schedule.
- 3 Select the **History** tab. You can view these fields:
 - **Field**—Lists the field involved
 - **Modification Type**—Indicates the type of change: Created, Changed, Added, Removed
 - **Modified On**—Date of the modification
 - **Modified By**—User name who modified the field
 - **Old Value**
 - **New Value**
- 4 Click **OK**.

6

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**, and then **Close Manager**.
- 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

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

➤ 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**.

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:

- 1 Hover over a column header until the Sort icons display.

2 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 4, “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 Close Manager 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.

- 2 **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 4, “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 Close Manager 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**—When an Approver rejects a task.
- **Alert**—When roadblocks occur, (for example, hardware failures, software issues, system failure), an alert is created to identify the problem, and is attached to the task.
- **Late**—When the End_date is less than the Current_date.

- **Unauthorized**—When 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.
- **At Risk**—When 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.
- **Missing Parameters**—When tasks, pending to begin execution, are missing parameters. An email notification is sent with a missing task parameters message and a link to the Edit Task Details dialog where the user can fill in the parameters.

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 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 Close Manager 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

Supplemental Data Manager

In Supplemental Data Manager:

- [About Supplemental Data Manager](#)
- [Navigating in Supplemental Data Manager](#)
- [Working With Dimensions](#)
- [Working with Forms](#)
- [Managing Data Collection Workflow](#)

7

About Supplemental Data Manager

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Supplemental Data Manager is a system for management of supplemental data, typically transactional in nature.

Main Topics:

- [Chapter 8, “Navigating in Supplemental Data Manager”](#)
- [“BI Dashboard View” on page 83](#)
- [Chapter 9, “Working With Dimensions”](#)
- [Chapter 10, “Working with Forms”](#)
- [Chapter 11, “Managing Data Collection Workflow”](#)

Terms

- **Approver**—Users assigned to approve data on forms entered by Preparers. Multiple reviewers may be assigned to a form.
- **Attribute**—Describes the information being represented. The information can be of different data type.
- **Connection**—A connection to a specific Financial Management Cluster and Application.
- **Currencies**—Known currency codes.
- **Data Collection Period**—A Data Collection Period is made up of the combination of Year, Period, and Scenario. The status of the period defines the allowable actions for data collection:
 - **Open**—Data collection begins when the period is open.
 - **Closed**—No data entry is allowed, but in-progress data collection can continue.
 - **Locked**—No changes can be made to the data for the period.
- **Data Set**—A collection of data around a single topic. Data is manually entered.
- **Data Set Record**—A single row of a Data Set.

- **Dimension**—A collection of data around a single topic.
- **Dimension Tables**—Dimension tables are considered metadata within your application. They are user-defined tables and members for selection and validation within data entry. Each Dimension table consists of one or more attributes. Each attribute is defined a data type.
- **Form**—The main interface that allows a user to enter data. A form is created based on the attributes selected from a data set.
- **Form Template**—Data collection and integration definition for some, or all, of a Data Set.
- **Frequencies**—Determines how often data collections are done for a specific form. A frequency is defined in system settings and is associated with periods.
- **Integrator**—User assigned to post back data to Financial Management on forms.
- **Period**—A unit of time, not including Year (Jan, Feb, Q1, etc.).
- **Preparer**—A user assigned to enter data on forms. Only the user assigned as the preparer may enter data on forms (aside from comments).
- **Viewer**—A user assigned read-only access to data on forms.
- **Workflow**—An individual workflow process for a single Year/Period/Scenario/Data Set/Form/ Key(Entity). This is essentially the workflow component of a Form.
- **Year**—A numeric year unit of time.
- **Financial Management Integration**—Financial Management integration allows the system to import the dimension definition and members from an existing Financial Management application. For Financial Management customers who plan to post summarized data collected in their application to their Financial Management applications, they can setup the application connection information and import the dimension members to use in the application.
- **Smart View**—An Excel file can be opened in Smart View and stored in your application to be used for data entry.

Process Overview

Data management requires these steps:

1. The Administrator sets up system settings information: Connections, Currencies, Frequencies, Periods, Preferences.
2. The Administrator or Power User completes the required setup procedures:
 - Sets up users.
 - Sets up metadata information referenced in a data set; for example, dimension definition and members.

Note: For existing Financial Management applications, you can import the dimension definition and members with the Financial Management Integration process.
3. The Power User defines the data set:

- Creates data sets, attributes, and calculation and validation rules for the attributes.

Note: Users can input or calculate an attribute.

- Creates additional Data Form Templates with a summarized section, and defines the section to include group by, and adds mapping information to Financial Management.
 - Assigns workflow and access for each data form template.
 - Deploys the form template to a specific data collection period to be ready for the collection process.
 - If the period is not open, then the form instances are in pending status.
 - If the period is open, then the form instance is active and available for data entry.
 - Sends email alerts to assigned analysts for their related data forms.
4. The Preparer loads the data:
 - Loads data manually or uses a CSV file for each form data, web UI, or Smart View.
 - Performs validation and ensure correctness of data.
 - Submits data for approval.
 5. The Approver reviews and approves or rejects the data (may have multiple levels of approval).
 6. The Administrator opens the Period after dimensions, data sets, and forms are created in the system, and opens a Period to start the data collection process.
 7. The Administrator or Power User sends email alerts to assigned analysts for their related data forms.
 8. The Preparer or Approver groups and filters data to focus on certain data segments.
 9. The User who performs posting to Financial Management is the one assigned as Integrator for the form. This user must also have proper data access in Financial Management to post the data to Financial Management:
 - View summarized data after data is approved (depends on workflow option)
 - Post data to Financial Management
 10. The Administrator closes and locks the period for the data collection:
 - Closes Period for Data Collection (prevent additional form instances to start)
 - Locks Period for Data Collection (no more changes)



Navigating in Supplemental Data Manager

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Supplemental Data Manager Views

Subtopics

- [BI Dashboard View](#)
- [Available View Actions](#)
- [Displaying Column Attributes in Supplemental Data Manager Views](#)

Use dashboards and views to present records for onscreen viewing, to provide drill-down capabilities to record details, and to print or export to Excel for ad-hoc reporting.

BI Dashboard View

You can focus on key statistics and record sets by configuring dashboard portlets. You can see up to four portlets at once, or you can maximize one portlet for full-screen viewing.

Portlet types:

- **Data Set**
Contains the details of the selected data set, making it easy to view and filter the information of Data Set transactional dashboard.
- **My Worklist**
Contains the list of forms, depending on the user's access and status for each form, for the user for the selected period. Typical users can use My Worklist to see form instances that need attention.

The My Worklist summary list is displayed in the Supplemental Data Manager left panel. Click on a form to open it.
- **Status Chart**
Uses a pie chart to indicate the status of the forms, showing the percentage and the number of forms that are Pending, Open with Preparer, Open with Approver, Open with Integrator,

or Closed. The Administrator or Power User sees the summary status for all forms for all users in the system for the selected period. The Analyst sees only the relevant form information.





- **Workflow**

The Workflow portlet contains all the form instances that a user has access, the preparer and approver information, and the status of the form.

Working with the BI Dashboard Portlets

You can select to view one to four portlets: My Worklist, Status Chart, Data Set Portlet, Workflow Portlet.

► To select a BI Dashboard portlet:

- 1 Select **View**, and then select BI Dashboard .
- 2 On an empty space, right-click and select a portlet.
- 3 For My Worklist and Workflow, Status Chart, to view or hide column attributes, click **View** and select the attributes. To open the Attribute Selection dialog where you can select and move the attributes order, click **Show More...**
- 4 Change the portlet state:
 - Minimize, Maximize, Close    are on the upper right corner of each portlet.
 - Minimize—Click **Minimize**. Minimized portlets are represented by buttons in the minimized area.
 - Maximize—Click **Maximize**. Maximized portlets are expanded to fill the portlet region and all other portlets are minimized, represented by buttons in the minimized area.
 - Close—Click **Close**.
 - Restore—Right-click on the buttons in the minimized area, and then select **Restore** to resize to the portlet.
 - Move—Drag a portlet to another portlet area. The portlets are swapped.
 - Refresh—Right-click and select **Refresh** to update the portlet data.

Available View Actions

On the BI Dashboard, Data Set Dashboard, and Workflow Dashboard, you can perform these actions:

- Left-click: Highlights the record. The Information Panel at the bottom of the screen updates to display the record details.
- Right-click: Displays a context-sensitive menu that enables you to perform certain actions. Menu contents depend on the status and security role.

- **Change View:** Click a toolbar button to change the view type.
- **View:** Show, hide, and reorder parts of the view.
- **Columns:** Sort columns by ascending or descending order. Change widths by dragging.

On the Status Chart portlet, left-clicking a status graph slice launches the Workflow transactional dashboard with the user's filter in effect, displaying only items with the status of the slice.

Displaying Column Attributes in Supplemental Data Manager Views

Selecting Attributes

You can specify which attributes to display in a view.

- To select attributes for a view:
 - 1 In a **BI Dashboard**, **Data Set Dashboard**, or **Workflow**, click **Attributes**.
 - 2 In **Attributes Selection**, select the attributes to display.
 - 3 To reorder attributes, select an attribute in the Selected list box, and then click the arrows.
 - 4 Click **OK**.

Reordering Attributes

In list views you can reorder attributes.

- To reorder attributes:
 - 1 Select **View**, and then select a view.
 - 2 Select an attribute, and then drag it to a new location.
 - 3 Click **OK**.



Changing Attribute Widths

- To change attribute widths:
 - 1 Hover over the right side of the attribute until the icon changes to a double bar.
 - 2 Drag the right side of the attribute to resize it.

Sorting attributes

In the list views, you can sort attributes by ascending or descending order.

- To sort attributes:
 - 1 Select **View**, and then select a view.

- 2 Hover over a header until the Sort icons are displayed, and then click **Sort Ascending**  or **Sort Descending** .

Filtering Views in Supplemental Data Manager

Subtopics

- [Creating Filters](#)
- [Editing Filters](#)
- [Duplicating Filters](#)
- [Deleting Filters](#)


Filters allow users to control what records they see in list views and dashboards. You can apply filters against BI Dashboard, Data Set Dashboard, Workflow Dashboard, Dimensions, Data Sets, Integrations, including 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 On the Filter panel, click **Manage Filters** .
- 2 Click **New**.
- 3 Enter:
 - **Name**
 - **Description**
 - **Type**—Select one type
 - **Public**
Select if anyone can view this filter.

- **Filter Definition**

A group of conditions that limit the list.

- **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**—An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.

- **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.



Editing Filters

➤ To edit filters:

- 1 On the filter panel, click **Manage Filters** .
- 2 Select a filter.
- 3 Click **Edit**.
- 4 Edit the filter.
- 5 To reset a filter to the original definition, from the Filter panel, click **Reset** .
- 6 Make your changes and then click **OK**.


Duplicating Filters

➤ To duplicate filters:

- 1 On the filter panel, click **Manage 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 On the filter panel, click **Manage Filters** .
- 2 Select a filter.
- 3 Click **Delete** and then click **Yes** to the question, “Are you sure you want to delete (name of filter).”

9

Working With Dimensions

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Managing Dimensions

Subtopics

- [Adding Dimensions](#)
- [Editing Dimensions](#)
- [Deleting Dimensions](#)

A dimension has a name and associated attributes. A dimension table contains metadata information to use for lookup or reference purposes. Each dimension table has one or more attributes. A dimension table definition is created or imported from a Financial Management application. You can view and import the dimension metadata from external sources such as Financial Management.

System-generated dimensions:

- Scenario dimension—Contains Scenario and Scenario Description
- Entity dimension—Contains Entity and Entity Description

Note: You cannot remove or modify these dimension definitions and attributes.

To add attributes to these dimensions, edit the dimension. See [“Adding Dimension Attributes”](#) on page 90.

You can also add attributes as part of the product integration.

Adding Dimensions

➤ To add dimensions:

- 1 In your application, select **Manage**, and then **Dimensions**.

- 2 Click **Actions**, and then **Add**.
- 3 On the **Properties** tab, enter a name and description.
- 4 On the **Attributes** tab, add the dimension attributes. See [“Adding Dimension Attributes” on page 90](#).
- 5 The **History** tab logs changes to **Dimensions**, including changes in modification types, supporting objects, modified by, the old and new values.

Editing Dimensions

- To edit dimensions:
- 1 In your application, select **Manage**, and then **Dimensions**.
 - 2 Select a dimension, then click **Actions**, and then **Edit**.
 - 3 Enter updates.

Deleting Dimensions

- To delete dimensions:
- 1 In your application, select **Manage**, and then **Dimensions**.
 - 2 Select a dimension, then click **Actions**, and then **Delete**.
 - 3 Click **Yes** to answer the question, “Are you sure you want to delete the selected items?”

Note: The dimension must not be referenced in another dimension or in a data set. You cannot remove Scenario and Entity dimensions, because they are system-created dimensions.

Managing Dimension Attributes

Subtopics

- [Adding Dimension Attributes](#)
- [Editing Dimension Attributes](#)
- [Deleting Dimension Attributes](#)

Adding Dimension Attributes

- To add dimension attributes:
- 1 In your application, select **Manage**, and then **Dimensions**.
 - 2 Select a dimension, then click **Actions**, and then **Edit**.

3 On the Attributes tab, click Actions, then New, and then Add Attribute.

Enter the following:

- **Name**
- **Description**
- **Key Attribute**

Select Key Attribute if this attribute is the key attribute.

- **Data Type**

Select one:

- **Date**
- **Date and Time**
- **Integer**
- **List**

Click **Add**, and then enter values for the attribute.

- **Number**

If you select Number, select formatting options (The defaults are set in the Preferences section of the System Settings.):

- For **Decimal Places**, enter a value for the number of decimal places to be displayed.
- Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
- In **Negative Number**, select how to display negative numbers; for example, (123).
- **Text** (255 characters maximum)
- **True or False**
- **Yes or No**

- **Use Value**

The attribute is populated with this value by default, which you can override.

4 Click OK.

5 In Update Dimension, to select the new attribute as a “Key Attribute” for the dimension, select Key Attribute.

Note: The system allows multiple attributes as key for a dimension.

Editing Dimension Attributes

► To edit dimension attributes:

- 1 In your application, select **Manage**, and then **Dimensions**.
- 2 Select a dimension, then click **Actions**, and then **Edit**.
- 3 On the **Attributes** tab, select an attribute, and then click **Edit**.

Edit the following:

- **Name**
- **Description**
- **Data Type**

Note: You can't change the data type if a member already exists for the dimension or if the attribute is referenced in a data set.

Select one:

- **Date**
- **DateTime**
- **List**

Click **Add** and enter values for the attribute.

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

If you select **Number**, select formatting options (Defaults are set in the Preferences section of the System Settings.):

- In **Decimal Places**, enter the number of decimal places to be displayed.
- Select **Thousands Separator** to display a thousands separator (for example, 1,000.00). The system displays the thousands separator symbol for the user locale.
- In **Negative Number**, select how to display negative numbers, for example, (123).
- **Text** (255 characters maximum)
- **True or False**
- **Yes or No**
- **Use Value**

The attribute is populated with this value by default, which you can override.

- 4 Click **OK**.
- 5 In **Update Dimension**, to select the new attribute as a "Key Attribute" for the dimension, select **Key Attribute**.

Note: The system allows multiple attributes as key for a dimension.

Deleting Dimension Attributes

► To delete dimension attributes:

- 1 In your application, select **Manage**, and then **Dimensions**.
- 2 Select a dimension, then click **Actions**, and then **Edit**.
- 3 On the **Attribute** tab, select an attribute, and then click **Delete**. Click **Yes** to answer the question, “Are you sure you want to delete the selected items?”

Note: You can't delete an attribute if it is referenced in a data set.

Managing Dimension Members

Subtopics

- [Adding Dimension Members](#)
- [Editing Dimension Members](#)
- [Removing Dimension Members](#)
- [Importing Dimension Members](#)
- [Exporting Dimension Members](#)

Adding Dimension Members

► To add dimension members:

- 1 In your application, select **Manage**, and then **Dimensions**.
- 2 Select a dimension.
- 3 In **Members and Attributes**, click **Add**.
- 4 Enter the attributes.

Editing Dimension Members

► To edit dimension members:

- 1 In your application, select **Manage**, and then **Dimensions**.
- 2 Select a dimension.
- 3 In **Members and Attributes**, click a member, and then edit the values of the dimension member.
- 4 Click **Actions**, and then **Save**.

Removing Dimension Members


► To remove dimension members:

- 1 In your application, select **Manage**, and then **Dimensions**.
- 2 Select a dimension.
- 3 In **Members and Attributes**, select a member.
- 4 Click **Delete**, and then click **Yes** to answer the question, “Are you sure you want to delete the selected items?”

Importing Dimension Members

Administrators and Power Users can import dimension members from standard flat comma-separated value (CSV) files.

► To import dimension members:


- 1 In your application, select **Manage**, and then **Dimensions**.
- 2 Select a dimension.
- 3 In **Members and Attributes**, click **Actions**, and then **Import** .
- 4 Click **Browse**, and then navigate to the file you want to import.
- 5 Select one of the following:
 - **Replace**—Replace dimension members with the definition in the import file. Replaces the member with the member in the file that you are importing. It does not affect other members that are not specified in the import file.
 - **Update**—Update some member attributes.
- 6 Click **Import**.
- 7 The Results screen displays the number of imported dimension members.
- 8 Click **OK** or **Reset**. The Reset button clears the dialog, and you can select another file to import. The imported members are saved with the import.

Exporting Dimension Members

Administrators and Power Users can export dimension members to standard flat comma-separated value (CSV) or XLS files.

► To export dimension members:

- 1 In your application, select **Manage**, and then **Dimensions**.
- 2 Select a dimension.
- 3 In **Members and Attributes**, select a member.

- 4 Click **Actions**, then **Export** , and then select the **CSV** or **XLS** file format.
- 5 Browse to where you want to save the file.
- 6 Click **OK**.

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For data entry, each section is displayed as a separate tab on the form.

Viewing the Form Summary Tab

The Summary Tab of the form contains the Name, Description, Data collection period, Status, Start Date, End Date, Instructions, Questions, Comments, and Workflow information.

➤ To view the form summary tab:

- 1 In your application, in the user's BI Dashboard, under My Worklist portlet, click a form. See [“BI Dashboard View” on page 83](#).
- 2 The POV (Year/Period/Scenario/Entity) and Data Collection Unit selection is displayed at the top of the window.
- 3 The summary information for the form:
 - **Name and Description**—From the Form Template
 - **Data Collection Period**—Period that this form has been deployed to
 - **Status**—Current detailed status
 - **Start Date**—Starting date for data collection
 - **End Date**—Final date for submission, approval, or posting (whichever is latest)
- 4 Enter the data directly or export the form to Oracle Smart View for Office for data entry.
- 5 The **Actions** list contains the actions available for each of the following users:
 - **Preparer:** Submit, Save, Reset

Note: The Preparer clicks **Reset** to discard what was entered and reset it to the last time that the data was saved.

- **Approver:** Approve, Reject, Save, Reset

The Save and Reset options apply to comments and answers.

- **Integrator:** Reject, Post, Save, Reset

The Save and Reset options apply to comments and answers.

After a form is posted, the integrator has only read access to the form data. The status of the form instance is “Closed”; only the Administrator can reopen the form instance for changes.

6 The Instructions, Questions, Comments, and Workflow sections are in the bottom section.

Entering Data into Forms

How to enter data:

- Input it manually
- Import it from a file
- Enter it using Excel

Data is stored in its base format with as much detail as was input. For example, if you enter \$123,456.789 in a currency field formatted with two decimal digits and no thousands separator, the number is stored as 123456.789 but redisplayed as \$123456.79.

The data entry tab displays the actual form columns and rows in data entry mode. You can select the entry in the point of view bar for data entry. If multiple data entry sections are defined on the form template, a corresponding data entry tab is displayed for each section.

Preparers enter data, and Approvers or Integrators review the data.

► To use the data entry tabs:

1 In your application, in the user's BI Dashboard, under the My Worklist portlet, click a form. See [“BI Dashboard View” on page 83](#).

2 **Actions** in the upper right contains the actions available for each of the following users:

- **Preparer:** Submit, Save, Reset

Note: The Preparer clicks **Reset** to discard what was entered and reset it to the last time that the data was saved.

- **Approver:** Approve, Reject, Save, Reset



The Save and Reset options apply to comments and answers.

- **Integrator:** Reject, Post, Save, Reset

The Save and Reset options apply to comments and answers.

After a form is posted, the integrator has only read access to the form data. The status of the form instance is “Closed”; only the Administrator can reopen the form instance for changes.









3 The Summary section **Actions** menus:



-  **Print**—Print the contents of the table. The table is displayed in an HTML window.
-  **Refresh**—Refresh the data.

Entering Data into Sections

➤ To enter data into Sections:

- 1 In your application, in the user’s BI Dashboard, under the My Worklist portlet, click on a form. See “[BI Dashboard View](#)” on page 83.
- 2 Click a section tab.
- 3 The data entry section contains:

Task	Button	Description
Increment list		Select a number to indicate the number of rows the “Add rows” menu adds at one time.
Sort Ascending or Descending		Select A-Z or Z-A sort.
Validate		Checks all populated rows for correct data. Errors are displayed in a dialog box, which lists the row, column, and reason for the validation failure.
Open Form in Smart View		Open form in Smart View.
Print		Print the contents of the table. The table is displayed in an HTML window.
Refresh		Refresh the data.
Add rows		Add a block of empty records to the table; the increment list displays the number of records in the block.
Delete rows		Delete the selected records. A message confirms the deletion.

Task	Button	Description
Import		<p>Imports contents from a CSV file.</p> <p>The Import dialog box is displayed and allows for three import styles:</p> <ul style="list-style-type: none"> ● Replace—Updates existing data records in the data set with the data records from the file for the DCU. Any new records in the file are added. Data records are not removed from the data set, even though they are not included in the file. <p>Note: Known as Merge mode in Financial Management.</p> ● Replace All—Replaces all existing data records in the data set for the DCU with data records from the file. Any existing data records for the DCU are deleted. <p>Note: Known as Replace mode in Financial Management.</p> ● Update—Allows you to update only specific columns of information included in the file. <p>For example:</p> <p>The form may contain four columns of loan detail information: Loan ID, Loan Amount, Interest Rate, and Due Date.</p> <p>If data records are entered in the database for DCU, but we want to update only the information regarding Due Date, we can include the Loan ID (key column) and the Due Date information, and the system updates each record in the file with only the new Due date information.</p> <p>If the file contains a new data loan record that was not in the database, the new record is added with only the Due Date information updated.</p> <p>This option is useful if you have data records and want to add columns of data without affecting the other columns.</p> <p>Note: This option is not available in Financial Management.</p> <p>Import status:</p> <ul style="list-style-type: none"> ● If the import is error-free, a Success dialog box is displayed, indicating the number of new members added and updated. ● If errors exist, the import fails. An import error dialog box displays the row and column of each error with its description.
Export		<p>Download the summary table to a CSV format or to Microsoft Excel</p> <p>Note: Each CSV file contains records for a single form/data entry Section; therefore, if 10 forms (or sections) are in the system, you must export separately for each one, and the system creates 10 CSV files.</p> <p>This is not the same behavior in Financial Management where Oracle Hyperion Financial Management can export all data records for multiple entities to one file.</p>

Viewing Form History

The system maintains a history of form actions, which you can view in the Form dialog box. The History tab displays the user, date, action required, and the difference of the changes to the form.

➤ To view the form history:

- 1 In your application, in the user's BI Dashboard, under the My Worklist portlet, click on a form. See [“BI Dashboard View” on page 83](#).
- 2 Click the **History** tab.
- 3 View the following fields:
 - **Field**
 - **Modification Type**
 - **Supporting Object**
 - **Modified By**
 - **Modified On**
 - **Old Value**
 - **New Value**
- 4 Click **OK**.

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Managing Data Collection Workflow

The data collection workflow follows this order:

1. Select a Data Collection period by Year, Period, Scenario.
2. Deploy the Form Template.
3. Open the period to start the data collection process.
4. The system activates Form Instances based on Start Day offset. Applicable Form instances are in Open status.
5. Email notifications are sent to preparers.
6. Start data entry.
7. The Prepare, Approve, and Post workflow process continues.
8. Close Period starts; no new form instances are generated. No new data entry is allowed.
9. Data collection that is in progress continues.
10. Lock Period starts; no changes can be made.
11. Data Collection is done for the period.

P a r t I I I

Account Reconciliation Manager

In Account Reconciliation Manager:

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

12

About Account Reconciliation Manager

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See also:

- Chapter 13, “Navigating in Account Reconciliation Manager”
- Chapter 14, “Managing Reconciliations”
- Chapter 16, “Using Report Binders”

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. 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. A frequencies is defined in system settings and is associated with profiles and periods.
- **Periods**—Unit of time for which an Account Reconciliation is completed; for example, January 2015, February 2015.
- **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.
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, Enterprise Edition (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.

Changing a User's Preferences

A user can change preferences as follows.

► To change a user's preferences:

1 In your application, click **Manage**, and then **User Profile**.

2 On **User Details**:

- For **Status**, select **Available** or **Unavailable**.
- Select the **Timezone**.

If the user is the primary user and unavailable, the reconciliation reverts to the backup user, if one is assigned, and if that backup user has a status of Available. To set a status to unavailable, see the Administrator's guide.

- For email notifications, enter the **Email Start Time** and **Email End Time**.
- The **Teams** tab displays the user teams.
- On the **Notifications** tab, for each type of notification, expand each notification preferences and choose when to be notified:

For example: for **Status Change Notification**, expand to **Account Reconciliation Manager**, then expand and choose "You are the backup preparer and the primary preparer is unavailable". Select "Every 2 hours" as a choice of notification.

Note: You can override a setting at a lower level (for example, configure Notification Type to **Every 2 hours**, and override one of the Conditions to **Immediately**). Then the parent setting(s) displays the word **Mixed**, to provide a visual indication that more than one preference setting has been assigned to child level settings. You can change the value from **Mixed** to a different preference setting; the child level settings are changed to the new setting.

If an Administrator disables the System Settings Configuration Settings for Email Notifications, then notifications are suspended. See the Administrator's Guide.

3 Click **OK**.

13

Navigating in Account Reconciliation Manager

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Account Reconciliation Manager Views

Subtopics

- [List Views](#)
- [Dashboard View](#)
- [Selecting Views](#)
- [Available View Actions](#)
- [Displaying Columns in 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 two Dashboards, 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 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:
 - **Profile List:** New, Edit, Delete, Export, Import, Save as Default, Restore to Default, Copy, Paste
 - **Reconciliation List:** Open Period, Refresh, Print, Export to Microsoft Office Excel, Save as Default, Restore to Default, Apply Filter, Remove Saved Filter
 - **Transaction List:** Open Period, Refresh, Edit, View, Export, Save as Default, Restore to Default
 - **Status Chart:** Open Period, Refresh, Print, Export to a Graph, Late status, or Warnings, Save as Default, Restore to Default, Apply Filter, Remove Save Filter
 - **Aging Analysis:** Open Period, Refresh, Print, Export to a PNG file, Save as Default, Restore to Default, Apply Filter, Remove Saved Filter

Note: **Save as Default** is visible only to Administrators. Clicking this menu option causes run time filter selections and column settings (which columns are displayed and the order in which they are displayed) to be used as the default settings for new portlets of the same type that are created by any user in the future.

Restore to Default restores the view to the original settings.

- 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.

Displaying Columns in Account Reconciliation Manager Views

From the Profile and Reconciliation List views you can specify which columns to display in the view. You can also reorder columns, or sort columns by ascending or descending order.

Selecting Columns

You can specify which columns or attributes to display in a view.

- To select columns for a view:
 - 1 On a **Profile List**, **Reconciliation List** or **Transaction List**, click **Columns**.
 - 2 On the **Attribute Selection** dialog, select the columns to display.
 - 3 Click **Close**.

Reordering Columns

In List views you can reorder columns.



- To reorder columns:
 - 1 Select **View**, then select a view, or click the **View** button on the toolbar.
 - 2 Do one:
 - Select a column and drag it to a new location
 - Click **Columns** to open the **Attribute Selection** dialog box. In the **Selected** box select a column attribute and click the up and down arrows to move the columns.
 - 3 Click **OK**.

Changing Column Widths

- 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.

Sorting Columns

In the List 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** .

Filtering Views in Account Reconciliation Manager

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 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 the following:

- On the menu, select **Manage**, and then **Filters**.
- On the **Profile List**, **Reconciliation List** or **Transaction List** views, on the Filter panel, click **Manage Filters** .

2 Click **New**.

3 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.

4 Click **OK**.

Editing Filters


► To edit filters:

- 1 In **Account Reconciliation Manager**, navigate to one of the following:
 - On the menu, select **Manage**, and then **Filters**.
 - On the **Profile List**, **Reconciliation List** or **Transaction List** views, on the filter panel, click **Manage Filters** .
- 2 Select a filter.
- 3 Click **Edit**.
- 4 Edit the filter.
- 5 To reset a filter to the original definition, from the Filter panel, click **Reset** .
- 6 To save:
 - From the Edit Filter dialog box, click **OK**.

- From the Filter panel click **Save** .


Duplicating Filters

➤ To duplicate filters:

- 1 In **Account Reconciliation Manager**, navigate to one of the following:
 - On the menu, select **Manage**, and then **Filters**.
 - On the **Profile List**, **Reconciliation List** or **Transaction List** views, on the filter panel, click **Manage 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**, navigate to one of the following:
 - On the menu, select **Manage**, and then **Filters**.
 - On the **Profile List**, **Reconciliation List** or **Transaction List** views, on the filter panel, click **Manage Filters** .
- 2 Select a filter.
- 3 Click **Delete** and then click **Yes** to the question, “Are you sure you want to delete (name of filter).”
- 4 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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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:

- **Status Change Notifications**—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.
- **Due Date Reminders**—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 settings.
- **Delinquency Notifications**—A delinquency notification, for Open and Closed Periods, 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.

Note: A delinquency notification is not sent for Locked Periods.

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.**

Requesting Reassignments

Reassignment requests can only be initiated by users explicitly assigned the primary workflow role (as a named user). They cannot be submitted for backup roles, or by members of Teams/Groups assigned primary roles.

Preparers and reviewers can dispute a preparer/reviewer assignment on one or more reconciliations by submitting a request to administrators and power users to reassign the reconciliations.

You can request a reassignment for one or multiple reconciliations:

- [“Requesting a Reassignment for One Reconciliation” on page 120](#)
- [“Requesting a Reassignment for Multiple Reconciliations” on page 121](#)

Requesting a Reassignment for One Reconciliation

Reassignment requests are only allowed to be submitted for reconciliations that are Pending, or Open with that user (or a user earlier in the workflow cycle). For example, a reconciliation could be Open with Preparer, which means the Reviewer 1 should be able to initiate a request. Reviewer 2 can initiate if it is open with Reviewer 1. This is consistent with reassignments made by administrators or power users.

- To request a reassignment for one 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 dialog box.
 - 3 Click the **Actions** menu and select **Reassign User**.
 - 4 Enter or click Search to find the reassignment.
 - 5 Click **OK**.

Requesting a Reassignment for Multiple Reconciliations

- To request a Reassignment for multiple reconciliation:
 - 1 In **Account Reconciliation Manager**, from the Dashboard, or click **View**, and then **Reconciliation List View**.
 - 2 Select the reconciliations for reassignment.
 - 3 On the **Actions** panel:
 - a. Under Reassign, select **Selected reconciliations** or **Selected and future reconciliations**.
 - b. Select the **Role**.
 - c. If you know the new user, enable **To User**, and then enter or search for the name.

If you do not know the new user, then submit a request without specifying the name of the user.
 - 4 Click **Send Request**.

Performing Reconciliations

Subtopics

- [Reconciliation Summary](#)
- [Reconciliation Transactions](#)
- [Viewing Prior Reconciliations](#)
- [Viewing Reconciliation History](#)

Reconciliation Summary

Subtopics

- [Viewing Reconciliation Headers](#)
- [Balance Summary](#)
- [Attachments](#)
- [Comments](#)
- [Additional Properties](#)
- [Instructions](#)
- [Questions](#)
- [Workflow](#)

Viewing Reconciliation Headers

Subtopics

- [Warnings](#)
- [Attributes](#)

➤ To perform a reconciliation:

1 From **Quick Links**, select **Reconciliations**.

2 Click an account to open **Reconciliation Actions**.

3 The **Summary** tab is displayed by default.

- **Account ID**—The account ID per the profile definition.
- **Name**—The account name per the profile definition.
- **Description**—The account description from the profile definition.
- **Period Name**—The period to which the reconciliation pertains.
- **Status**—Identifies the status of the reconciliation. Values include: Pending, Open (with Preparer, Reviewer 1, Reviewer 2, ...), or Closed.
- **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).
- **Organizational Unit**—Represents a hierarchical entity-type structure that you can use to model your organization. Define a separate organizational unit for each entity for which separate reporting is required, or for entities that require different configurations for any of the following: holidays, work days, or viewer or commentator assignments. Organizational Units are defined in system settings.
- **Process**—The process 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.
- **Risk Rating**—The risk rating per the profile definition.
- **Format**—The format per the profile definition.
- **Method**—Account Analysis or Balance Comparison

Warnings

Identifies the number of warnings in the reconciliation. If no warnings exist, this section is not visible.

Types of warnings:

- **Balance Explanations**
Applies only to reconciliations assigned an account analysis format; identifies the number of balance explanation transactions in the reconciliation that contain aging violations
- **Adjustments to the Source System**
Applies to all reconciliations; identifies the number of adjustments to the source system transactions in the reconciliation that contain aging violations
- **Adjustments to the Subsystem**
Applies only to reconciliations assigned a balance comparison format; identifies the number of adjustments 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 the currencies is negative, or if the reconciliation is expected to have a credit balance, and the balance in the currencies is positive
- **Maximum Age Limits**
Occurs if there is a maximum age limit and the reconciliation contains transactions where the age of the items (calculated as Period End Date minus Transaction Open Date) is greater than the maximum age limit provided.

Attributes

Attributes

These attributes, are editable by the preparer, the reviewer, or the preparer or reviewer. 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.

Balance Summary

Balance Summary contains the balance justification; format depends on the format assigned the reconciliation.

- **Account Analysis Format**—The Balance Summary section for account analysis reconciliations include:
 - **Source System Beginning Balance**—The balance from the last reconciliation performed for the account.
 - **Net Activity**—The change in the account balance from the last reconciliation performed.
 - **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:

- **Source System Beginning Balance**—The beginning balance imported from the source system
- **Net Activity**—The change in the account from the last reconciliation performed
- **Source System Balance**—The balance imported from the source system or entered by the preparer
- **Subsystem Balance**—The balance imported from the subsystem or 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
- **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
- **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 previous definitions. Because some balance rows may be hidden for balance comparison reconciliations, 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.

Note: Preparers can edit balances in the Summary Balances table for Reconciliations configured for manual entry of balances.

➤ To edit balances:

- 1 From **Quick Links**, click **Reconciliations**, select a reconciliation with the status **Open with Preparer** for which you are the preparer.
- 2 Select **Actions**, and then **Open**.
- 3 In the **Balance Summary** table, click **Edit**.
- 4 Enter the balance information.
- 5 Click **OK**.

To edit attributes, in the area below the Balance Summary table, enter values for attributes.


Attachments

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 Commentators 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:

- 1 On the **Summary** tab, expand **Attachments**.

- 2 Click **New** .
 - 3 From the **Type** list, select one of these types:
 - **Local File**—Enter a name, select **Browse** to select and attach the file, and then click **OK**.
 - **URL**—Enter a URL name, then enter the URL (for example: Oracle, <http://www.oracle.com>), and then click **OK**.
 - **Optional: Repository File**—From the file list, select the file, and then click **OK**.
- Note:** The Repository File option is displayed only if Financial Close Management is configured with Oracle Enterprise Content Management.
- 4 In **Name**, enter a descriptive name.
 - 5 Enter a URL, or browse to select a document.
 - 6 Click **OK**.

Comments


Comments contains comments added to the overall reconciliation.

► To add comments:

- 1 Expand **Comments**.
- 2 Select **Actions**, and then **New**.
- 3 In the text box, enter a comment.
- 4 **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**.
- 5 Enter a URL, or browse to select a file.
- 6 Click **OK**.

Additional Properties

Additional Properties contains these attributes:

- **Method**—The reconciliation method associated with the format assignment.
- **Auto-Reconciliation Methods**—Identifies the auto-reconciliation methods enabled for the reconciliation.
- **Maximum Age Limits**—Identifies the maximum age expected for balance explanation or adjustment transactions; if the age of the 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 entered into the reconciliation.
- **Included Accounts**—Identifies the accounts included in a summary reconciliation. If you selected the **Summary Profile** check box, click **Edit** () and select one of the following:

- **Save as Filter**—Evaluates the filter at the time the summary profile is copied to the period and at that point that list of accounts becomes the snapshot and stored along with the summary reconciliation.
- **Save as List**—Select the accounts from the **Available Accounts** list, and add them to the **Selected Accounts** for the summary reconciliation.

Instructions

Instructions displays instructions per the profile definition.

Questions

Questions includes the questions, with a tab for each role (Preparer, Reviewer 1, Reviewer 2, and so on), Administrator, Power User, Commentator, Viewer).

Questions can be configured as optional or required. Questions for Preparers and Reviewers can be required and must be answered before the reconciliation can be submitted for review or approved. Questions assigned to Administrators, Power User, Owner, Viewer, or Commentator cannot be configured as required.

Note: If Questions were not configured for the format, then this section is not visible.

Workflow

Workflow identifies the users assigned each role on the reconciliation and the due dates for each role.

Reconciliation Transactions

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.

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.

Ways Preparers can add transactions:

- Manually enter transactions. See [“Adding Transactions Manually” on page 128](#).
- Import transactions from flat files. See [“Importing Transactions from Files” on page 131](#).
- Import pre-mapped transactions. See [“Importing Pre-Mapped Transactions” on page 133](#)
- Copy transactions from prior periods. See [“Copying Transactions from Prior Reconciliation” on page 135](#).


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. 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 From **Quick Links**, click **Reconciliations**, and select a reconciliation with the status **“Open with Preparer”** for which you are the preparer.
- 2 Select **Actions**, and then **Open**.
- 3 Select a transaction tab.
- 4 Click **New** .

Attributes, (for example: Transaction Code, Open Date, Close Date), are displayed based on how the format is configured. Any mandatory attributes have an asterisk next to it.

Transaction Detail and Action Plan sections have role and access rights. All roles have view access unless otherwise specified.

Access rights:

- Text Box:
 - Roles configured with the **Do Not Display** option do not see this attribute in **Reconciliation** or **Task Actions**, or in any dashboard, list view, or report.
 - Roles configured with **Allow Edits** can add, change, and remove values for the attribute, subject to the editability rules.
 - Roles configured with the **Required** option require a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, preparers can't submit, and approvers can't approve.
- Multi-Line Text Box tabs:
 - Text Box tab:
 - Roles configured with **Do Not Display** do not see this attribute in **Reconciliation** or **Task Actions**, or in any dashboard, list view, or report.
 - Roles configured with **Allow Edits** can add, change, and remove values for the attribute but are subject to editability rules.
 - Roles configured with **Required** require a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, preparers can't submit and approvers can't approve.
 - Attachments tab:
 - Roles configured with **Do Not Display** do not see this attribute in **Reconciliation** or **Task Actions**, or in any dashboard, list view, or report.
 - Roles configured with **Add & Remove** can add and remove files that they added, subject to the editability rules.
 - Roles configured with the **Required** require one file attachment. The Required option is available only for Preparers and Reviewers. Until a file is attached, preparers can't submit and approvers can't approve.
 - Roles configured with **Add & Remove All** can add and remove their files and can remove files added by others.

5 Transaction Detail—This section lists the attributes to the transaction.

- **Optional:** To change the currency for the transaction, in the currency bucket enabled for data entry, select a currency from the currency list.

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.

- **Optional:** To designate if a transaction is amortizing or accreting, select **Amortizing**, **Accreting**, or leave the default as **No**.
- **Optional:** To change the currency for a translated currency bucket, select a currency from the currency list.
- **Optional:** To override a translated currency value, click **Override** for the currency bucket, and then enter the new value.

Note: To remove the override, click **Reset Value**.

6 Action Plan—Captures information about transaction followup actions. The key distinction between regular transaction attributes and Action Plan attributes is in the rules that determine when the attribute may be edited:

- Transaction attributes may be edited by workflow users (preparers and reviewers) only when the reconciliation is open with that user.
- Action Plan attributes enable authorized users to edit the attribute at any point until the period is locked.

You can track the action plans related to reconciliation transactions. The attributes in this section have different editability behavior according to the access privileges.

Comment features, which enable preparers, reviewers, commentators, administrations, and authorized power users to add comments (which may also include attachments). Comments may be added whenever the period is not locked.

- Action Plan Attachments**—Contain files attached to the action plan on the reconciliation. The attachments section is editable according to the following:

Role	When attachments are editable
Preparer	Can add and remove their attachments, when the reconciliation is Open or Closed and the period is not Locked.
Reviewer	Can add and remove their attachments, when the reconciliation is Open or Closed and the period is not Locked.
Administrator	Can't add or remove attachments.
Power User	Can't add or remove attachments.
Viewer	Can't add or remove attachments.
Commentator	Can't add or remove attachments.

To add attachments to the transaction:

- In **Transaction Detail**, expand **Attachments**.
- Select **Actions**, and then **New**.
- In **Add Attachment**, in **Type**, select **Local File** to attach a file located on your computer or select **URL**.

- iv. In the **Name** field, enter a name to describe the attachment.
 - v. Enter a URL, or browse to select a file.
 - vi. Click **OK**.
- b. **Action Plan Comments**—Contains comments on the action plan. The comments section is editable according to the following:

Role	When attachments are editable
Preparer	Can add and remove their comments, when the reconciliation is Open or Closed and period is not Locked.
Reviewer	Can add and remove their comments, when the reconciliation is Open or Closed and period is not Locked.
Administrator	Can add and remove any user's comments, when the reconciliation is Open or Closed and period is not Locked.
Power User	Can add and remove any user's comments, when the reconciliation is Open or Closed and period is not Locked.
Viewer	Can't add or remove comments.
Commentator	Can add and remove their comments, when the reconciliation is Open or Closed and period is not Locked.

To add comments to the transaction:

- i. In **Transaction Detail**, expand **Comments**.
 - ii. Select **Actions**, and then **New**.
 - iii. In **New Comment**, enter a comment.
 - iv. **Optional:** To reference an external document, in the Reference section 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**.
- 7 Attachments**—Contains the Transaction Detail attachments.
- 8 Comments**—Contains the Transaction Detail comments.
- 9 Click Save** to save the transaction, or click **Save and Create Another** to save the current transaction and create a new transaction.
- 10 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 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 need not include amount or currency for translated buckets:

- If you do not import these values, the amounts are calculated using the default currency codes.
- If you specify a currency but not an amount, the amount is calculated using the currency code provided.
- If you specify an amount and a currency code, the amount is compared to the calculated translated amount, and if it differs, the amount is 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 From **Quick Links**, select **Reconciliations**, and then 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 **Date Format**

Note: This feature is available only in Financial Close Management 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support <https://support.oracle.com/>.

Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

For example:

- MM/dd/yyyy
- dd/MM/yyyy
- dd-MMM-yy
- MMM d, yyyy

7 Click **Import**.

Validation rules for attribute import:

- **Read Only** attributes are ignored. The import succeeds: if there is a value in the import file for an attribute that is read-only to the preparer, the preparer does not have the privileges to create a transaction with that attribute value; the resulting transaction shows blank for the read-only attribute even though its value was in the file and therefore the value gets ignored.
- **Do_Not_Display** attributes return an error with the message, “attribute not assigned in format.” The import fails if a value in the import file for an attribute is “Do_Not_Display” to the preparer, he does not have the privileges to create a transaction with that attribute at all, the import fails.
- **Required** attributes are not required on import. The import (considered a bulk action because many transactions may be imported) succeeds even though the required attributes are missing; however, if users attempt to update an individual transaction, they are prompted to add any required attribute before they can save.

Otherwise, users must enter any required attributes (that were not imported) before they can submit the reconciliation.

8 At the Results prompt, click **OK**.

Importing Pre-Mapped Transactions

Note: This feature is available only in Financial Close Management 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support <https://support.oracle.com/>.

When you import pre-mapped transactions, you enable authorized users to import BEX, SRC, or SUB transactions into reconciliations, where the transactions have already been pre-assigned an account ID. The imported transactions are inserted into the existing Account Reconciliation Manager transaction tables (including the summary amounts table), and assigned the appropriate account ID, period ID and transaction type.

These transactions are importable regardless of whether a reconciliation for the period exists (the data is keyed off of Account ID and Period ID, not Reconciliation ID).

The following users are authorized to use the import feature, subject to the security rights noted:

- **Administrator**—All reconciliations
- **Power User**—Reconciliations included within the Power User’s security filter
- **Preparer**—Reconciliations where the user is assigned the Primary Preparer role, or the Backup Preparer role, where the user is currently the Active preparer (because the primary is unavailable), or a member of a Team/Group assigned the Preparer role, regardless of the Claimed status.

Note: Preparers should be able to import transactions regardless of whether reconciliation exists or not. For role checking, use profile security.

➤ To import pre-mapped transactions:

1 Click **Tools**, and then **Import Transactions**.

2 Enter the following fields:

- **File**—Click **Browse**, navigate to the import file and then click **Open**.
- **Transaction**—Select a transaction type. Example: Explained Balance, Adjustment to Source System, Adjustment to Subsystem
- **Period**—Select a period for the transactions.
- **Import Type**
- **Date Format**

Note: This feature is available only in Oracle Hyperion Financial Close Management 11.1.2.4.100 (patch 20307212). For information about new features and updating to release 11.1.2.4.100, see My Oracle Support <https://support.oracle.com/>.

Select a **Date Format** from the drop down list of allowed date formats. Date formats are not translated. By default, the date format is set to the locale date format of the exported file location.

For example:

- MM/dd/yyyy
- dd/MM/yyyy
- dd-MMM-yy
- MMM d, yyyy

3 **Note:** The import file format is similar to that of the existing transaction import file (from the reconciliation action dialog box) but adds a Reconciliation Account ID column to identify reconciliations.

Amount1, **Amount2**, and **Amount3** are the amounts associated with the Transaction. If an amount is missing, then zero amount is imported. **Amount Currency1**, **Amount Currency2**, and **Amount Currency3** are the currency codes associated with each Amount.


Amount1 and **Amount Currency1** are always mapped to Entered, **Amount2** and **Amount Currency2** are always mapped to Functional, and **Amount3** and **Amount Currency3** are always mapped to Reporting.

Reconciliation Account ID	Short Description	Long Description	Transaction Date	Close Date	Amount1	Amount Currency1	Attribute 1	Attribute Value 1
110-01	Transaction 1		30-Jun-13	30-Jun-13	215,028.00	USD	Impact	Low
110-02	Transaction 1		30-Jun-13	30-Jun-13	410	USD		Low
110-02	Transaction 2		30-Jun-13	30-Jun-13	1,018.00	USD		Low

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 From **Quick Links**, select **Reconciliations**, and then 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**.

Amortizing or Accreting Transactions

Subtopics

- [Creating Amortizing or Accreting Transactions Manually](#)
- [Copying Amortized or Accreting Transactions from Prior Reconciliations](#)
- [Importing Amortizing or Accreting Transactions](#)

This section describes the behavior of the Transaction Detail panel when the Amortizing or Accreting option is selected.

Certain general ledger accounts contain transactions where the value of the transaction changes from one period to the next. The transaction value may decrease (amortizing transaction) or it may increase (accreting transaction). You may need to add these transactions one time and then as the transactions are copied from the prior reconciliation into the current reconciliation, the transaction value changes according to the amortization schedule. This option facilitates reconciliation preparation because it helps automate the verification of entries originating in the general ledger.

How the value is calculated from one period to the next depends on the amortization method.

Accreting transactions work similar to amortizing transactions. However, the Ending Amount for accreting transactions starts at 0.00 and increases each period by the Monthly Amortization amount.

Creating Amortizing or Accreting Transactions Manually

► To create amortizing or accreting transactions manually:

- 1 Follow the procedure [“Adding Transactions Manually” on page 128](#).
- 2 **Optional:** To designate whether a transaction is amortizing or accreting, select **Amortizing, Accreting**, or leave the default as **No**.
- 3 If you select **Amortizing or Accreting**, enter the following fields in the **Transaction Detail** panel:
 - **Original Amount:** The amount used to calculate the amortization or accretion value.
 - **This Period:** Calculated by the system based on the Method selected by the user (see “Method” below). The value reflects the amount of amortization that applies to the period to which the reconciliation pertains.
 - **Ending Amount:**
 - For amortizing amounts, Ending Amount is calculated as the Original amount minus the Cumulative Amortization amounts for all periods up to and including the period to which the reconciliation pertains.
 - For accreting amounts, Ending Amount starts at 0.00 and increases each period by the Monthly Accretion amount.
 - **Method:**

Select one:

 - **Straight line**—Causes the transaction value to decrease by an equal amount each period.
 - **Actual**—Causes the transaction value to decrease (for amortizing) or increase (for accreting) by an amount that reflects the actual number of days in each period.
 - **Custom**—Causes the transaction value to decrease (for amortizing) or increase (for accreting) by an equal amount each period.

Allows you to customize the monthly amortizing and accreting amounts. By default, the system starts with a straight-line amortization configuration. Therefore, when the custom method is chosen, the dialog appears exactly as it does for the straight line use case, with two exceptions:

 - The Amortization column in the Amortization Schedule table is editable for the base currency bucket. You edit the monthly amortization amounts, or import the full Amortization schedule.
 - No half-month convention check box is displayed.
 - **Half-month convention:** If selected, the first and last period reflect a half month of amortization. For example, if a full month of amortization is \$100, then the first and

last month reflects only \$50 of amortization. All other months reflect the full \$100 of amortization

- **Start Period:** For Straight Line or Custom—Determines the first month that amortization occurs.
 - **Number of Periods:** Determines the number of amortized periods.
 - **Remaining Periods:** A value calculated by the system based on the period pertaining to the reconciliation (“Reconciliation Period”), Start Period, and Number of Periods.
 - **Start Date and End Date:** For Actual—Determines the amortization or accretion range.
- 4 For Straight Line or Custom: On the **Amortization Schedule** tab, select the Currency Bucket and then view the beginning, ending, and amortization amounts.
 - 5 Click **Save**.

Copying Amortized or Accreting Transactions from Prior Reconciliations

When you copy transactions from a prior reconciliation and the transaction is an amortizing or accreting transaction, then the Ending Amount of the transaction for the current reconciliation is updated to match the Ending Amount corresponding to the Reconciliation period.

Importing Amortizing or Accreting Transactions

In addition to the regular attributes, you can import the following attribute transactions as appropriate based on the method (Straight line, Actual, or Custom):

- Amortizing Setting (Amortizing, Accreting, or None).
- Amortization Method
- Amortization Half-Month Convention
- Amortization Periods (Number of Periods)
- Amortization Start Period
- Amortization Start Date
- Amortization End Date
- Amortization Original Amount

The CSV import file format:

Period Number, Amount (one per line). The file does not require headers.

Example:

1,100.00

2,100.00

3,150.00

4,50.00

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 From **Quick Links**, select **Reconciliations**, and then 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.

Viewing Prior Reconciliations

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.

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**.

Viewing Reconciliation History

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.

Editing Reconciliations

The status of a reconciliation determines whether you can edit a field. The following table displays the disabled fields for each status:

Tabs	Pending Disabled Fields	Open with Preparer Disabled Fields	Closed Disabled Fields
Properties	<ul style="list-style-type: none"> ● Account ID ● Active ● Format ● Normal Balance 	<ul style="list-style-type: none"> ● Account ID ● Active ● Format ● Normal Balance ● Auto-Reconciliation ● Maximum Age Limits 	<ul style="list-style-type: none"> ● Account ID ● Active ● Format ● Normal Balance ● Auto-Reconciliation ● Maximum Age Limits
Workflow	Preparer Frequency	<ul style="list-style-type: none"> ● Preparer Frequency ● Preparer Start Date 	<ul style="list-style-type: none"> ● Preparer Frequency ● Preparer Start Date ● Reviewer Levels
Currency		<ul style="list-style-type: none"> ● Historical Rate ● Rate Type ● Currency Bucket Enabled check boxes 	<ul style="list-style-type: none"> ● Historical Rate ● Rate Type ● Currency Bucket Enabled check boxes


➤ To edit reconciliations:

1 In **Account Reconciliation Manager**, under **Quick Links**, select **Reconciliations**.

2 Select a reconciliation, then select **Actions**, and then **Edit**.

3 On the **Properties** tab, view or update where appropriate:

- **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 settings.

When you click  a message is displayed, “Changing the Account ID will break the relationship between balance mapping rules and prior reconciliations created for this profile. Are you sure you want to proceed?”

Click **Yes** to continue, No to cancel the edit.

- **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**
- **Summary Profile**—If this box is selected, then the Profile is a Summary Profile. The **Auto-Reconciliation** configuration section is removed and the balances are not editable.

Included Accounts—This section enables administrators and power users to assign profiles to summary profiles. Both regular (non-summary) and summary profiles can be selected for addition to a summary profile.

Note: Included Accounts only displays when you are editing a summary reconciliation.

- **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 settings.
- **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 settings; 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 **Auto-Reconciliation**, select one method that describes the conditions that must be true in order for reconciliations configured with the specified auto reconciliation method to qualify for auto reconciliation. If any conditions are false, then auto reconciliation fails, and the reconciliation status is set to Open so that the Preparer can manually prepare the reconciliation:
 - For **Account Analysis**:
 - **Balance is zero** required conditions:
 - 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 is zero and no activity** required conditions:
 - The Source System Balance is zero.
 - Source System Balance is the same as the Prior Reconciliation Source System Balance.

Note: This last condition also means that a prior reconciliation source system balance must exist.
 - **No activity** required conditions:
 - If a previous reconciliation exists, the following conditions must be met:
 - The prior reconciliation status must be Complete.

- The prior reconciliation Source System balance must be the same as the current reconciliation Source System balance.
- The prior reconciliation format must be the same as the current reconciliation format

Specifically:

- a. The Format ID used to create both the current and prior format instances must be the same.
 - b. The current format instance must not contain mandatory custom attributes that do not exist in the prior format instance.
- If a previous reconciliation does not exist, then the prior reconciliation Source System balance is presumed to be zero:
 - If the current period's Source System Balance is also zero, then the reconciliation will be auto-reconciled.
 - If the current period's Source System balance is not zero, then the reconciliation will not auto reconcile.
- **Balance is within range** required conditions:
 - A prior reconciliation must exist and the status of this reconciliation must be Complete.
 - The prior reconciliation format must be the same as the current reconciliation format. Specifically, the format ID used to create both the current and prior format instances must be the same, and the current format instance must not contain mandatory attributes that do not exist in the prior format instance.
 - Source System Balance \geq **Balance Range (Low)**.
 - Source System Balance \leq **Balance Range (High)**.
 - **Balance is within range and no activity** required conditions:
 - A prior reconciliation must exist and the status of this reconciliation must be Complete.
 - The prior reconciliation format must be the same as the current reconciliation format. Specifically, the format ID used to create both the current and prior format instances must be the same, and the current format instance must not contain mandatory attributes that do not exist in the prior format instance.
 - Source System Balance \geq **Balance Range (Low)**.
 - Source System Balance \leq **Balance Range (High)**.
 - Source System Balance – Prior Reconciliation Source System Balance = 0; The range can be a negative number.

Note: This last condition also means that a prior reconciliation source system balance must exist.

- For **Balance Comparison**:
 - **Balance is zero** required conditions:
 - If a balance comparison 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 is zero and no activity** required conditions:
 - The Source System Balance is zero.
 - Source System Balance is the same as the Prior Reconciliation Source System Balance.

Note: This last condition also means that a previous reconciliation source system balance must exist.
 - **No activity** required conditions:
 - If a previous reconciliation exists, the following conditions must be met:
 - The prior reconciliation status must be Complete.
 - The prior reconciliation Source System balance must be the same as the current reconciliation Source System balance.
 - The prior reconciliation format must be the same as the current reconciliation format

Specifically:

 - a. The Format ID used to create both the current and prior format instances must be the same.
 - b. The current format instance must not contain mandatory custom attributes that do not exist in the prior format instance.
 - If a previous reconciliation does not exist, then the prior reconciliation Source System balance is presumed to be zero:
 - If the current period’s Source System Balance is also zero, then the reconciliation will be auto-reconciled.
 - If the current period’s Source System balance is not zero, then the reconciliation will not auto reconcile.
 - **Balance match (% tolerance)**: If a balance comparison format is assigned to the profile, then the profile can be enabled for the “Balance Comparison where the Balances Match (% Tolerance ” auto-reconciliation method. If this method is enabled, then a threshold value 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 **Match Balance Threshold (Percent)** as a whole number between 1 and 100.

- **Balances match (# tolerance):** The difference between the Source System Balance and the Subsystem Balance is less than or equal to a tolerance value; the tolerance value is specified on the profile. Enter the **Match Balance Threshold (Number)** tolerance amount.
- **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)

Note: Aging Violation: 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 an aging violation warning is set on the reconciliation.


- **Manually Enter Balances**—Determine whether the source system or subsystem balances can be entered manually by the preparer on the reconciliation. These boxes are only 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. To select to assign a Preparer to a named user, team, or Shared Services Group click 
 - **Backup User**—If you assigned a user for the primary preparer, you can assign a backup user authorized as a preparer:

Note: A backup preparer can only prepare the reconciliation when the primary has setup his status as unavailable.

- a. Click **Select a Backup User** 
- b. Enter the **First Name** and **Last Name** or click **Search** to select a backup user.
- o **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, Quarterly-US, Quarterly-Europe, or Monthly.
- o **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.
- o **Schedule From**—Determines what day (for example, the close day or end day) the Start Day Offset relates to.
- o **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:
 - o **Level**—Account Reconciliation Manager supports unlimited levels of review.
 - o **User Name**—The user names available for selection as reviewers are only those users authorized with the reviewer role.

To assign a backup reviewer, team, or Shared Services Group:

- a. Click **Select a Reviewer** 
- b. If you selected a user for the primary reviewer, you can select a backup reviewer:

in the **Backup User** column, click **Select a Backup User**  and select a backup user.
- o **Reviewer Frequency**—Determines how often the reconciliation is reviewed. It is possible for reconciliations to be prepared monthly and reviewed quarterly.
- o **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.

If Account Reconciliation Manager is configured using one currency configuration, the currency tab is hidden. Summary reconciliations are always prepared in a single currency. Changes are required to the Currency tab to enable configuration for a single currency bucket. For summary reconciliations, select the Rate Type, and then select the single currency bucket. The functional currency bucket is the default.

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 settings, 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.

To select a user, group, or team as Commentators or Viewers:

- a. Click **Add**.
- b. On the **Select Viewers** or **Select Commentators** dialog boxes, click **Search Users**  .
- c. Select **Users**, **Groups**, or **Teams** and then enter the name or click **Search**.
- d. Under **Search Results**, select the Commentator or Viewer Users, Groups, or Teams and add them to the **Available** column.
- e. Click **OK**.

8 Select the Attributes tab.

Enables administrators to assign attributes to profiles and provide values for the attributes. The 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**.

Performing Group or Team Reconciliations

The process of performing group or team reconciliations is identical to the process for regular reconciliations, except for the claim function.

Claiming a Reconciliation

When a group or team is assigned Preparer or Reviewer roles, any member of the group or team can perform the functions associated with the role, but only after the user has claimed the reconciliation.

Before claiming the reconciliation, the user has implicit Viewer access. After a reconciliation is claimed, other members of the group or team still have the ability to claim the reconciliation, but doing so causes the initial user's claim to terminate, thus revoking that user's ability to perform the role functions and granting the ability to the user with the latest claim.

The ability to claim a reconciliation from another user is required to accommodate cases where a claim has occurred; however, the user with the claim cannot complete the role functions (for example, because of an absence).


► To claim a reconciliation:

- 1 Open the reconciliation, and then click **Claim**.
- 2 After a preparer or reviewer clicks the **Claim** button, then the **Release** button appears.
- 3 Click **Release** to remove the claim made by that user.

To determine whether a reconciliation is claimed, view the following view and column attributes:

- Preparer (Claimed)—If **Yes**, then the Preparer role has been claimed. If **No**, then it is unclaimed.
- Reviewer # (Claimed)—The # indicates the reviewer level. If **Yes**, then this Reviewer Level is claimed. If **No**, then it is unclaimed.

► To filter by the Preparer (Claimed) and Reviewer # (Claimed) attributes:

- 1 At the top of the Filter panel, click **Select Filterable Attributes** .
- 2 Select the desired attributes from the **Available**.
- 3 Click **>>** to move the attributes to **Selected**.
- 4 Click **OK**.

- To add the Preparer (Claimed) and Reviewer # (Claimed) attributes as List View columns:
 - 1 Click **Columns** at the top of the Reconciliation List view.
 - 2 Select the desired attributes from **Available**.
 - 3 Click **>>** to move the attributes to **Selected**.
 - 4 Click **OK**.

Performing Summary Reconciliations

Except for key differences, the process for preparing a summary reconciliation is similar to the process for preparing a regular reconciliation. The following sections describe these differences.

Generate All and Generate Updated Buttons

Summary reconciliations are intended to summarize the content of one or more child reconciliations. However, the summary reconciliation preparer must control when this update occurs to avoid cases where the content of the reconciliation changes unexpectedly; for example, after the reconciliation is reviewed or is submitted for review. To provide this update control to the summary reconciliation preparer, the following buttons are on the Balance Summary section of the reconciliation:

- **Generate All:** Causes the reconciliation details from all child reconciliations to be imported into the summary reconciliation.
- **Generate Updated:** Imports only the reconciliation details from child reconciliations that were updated since the last time the summary reconciliation was updated.

Balance Summary Configuration

In a regular reconciliation, the columns in the Balance Summary table are used to display the balances in various currencies and currency buckets.

Summary reconciliations:

- Are always prepared in a single currency and a single currency bucket. Therefore, the columns are instead used to display the balances from each child reconciliation included in the summary reconciliation.
- A total column is provided, which sums the values from all child reconciliations.
- The Child Reconciliation Account ID is displayed as a hyperlink in the column heading. Upon clicking this hyperlink, a dialog box containing the child reconciliation opens. Because the summary reconciliation is created from content originated in the child reconciliation, an implicit review role is granted to the summary reconciliation preparer, enabling that user to reject the child reconciliation (so it can be corrected), but only if the child reconciliation was closed.

In other words, the usual review process must be completed for the child reconciliation before a summary reconciliation preparer could initiate a rejection.

- If the child accounts in a summary reconciliation are modified, you must rerun the data load for the source system and subsystem balances to be updated correctly in the balance columns of the Account Reconciliation Manager views.

Note: The old source system and sub system balances appear in the balance columns in the views until the data load is run again.

The Balance Summary table includes the following additional rows for summary reconciliations:

- **Child Reconciliation Account ID:** The child reconciliation account ID is displayed as a hyperlink in the column heading.
- **Status:** Identifies the status of the child reconciliation (Pending, Open, Closed, or Missing).

Note: Summary reconciliation preparers cannot submit the reconciliation for review until all child reconciliations are closed. The Total column does not contain a status value.

- **Updated:** If the child reconciliation preparer made changes to the child reconciliation since the last time a preparer generated the summary reconciliation, then the word **Updated** appears. The Total column also includes the word **Updated** if one or more child reconciliations have been updated.

Updated Attribute on Transactions

Summary reconciliation preparers may edit transactions in the summary reconciliation that were sourced from child reconciliations. However, if an edit occurs, the transaction is marked as **Modified** in the summary reconciliation. The Modified flag is visible on the Transaction Detail panel as well as in a column on the Transaction List View.

Summary Profile Attribute

To distinguish summary profiles and reconciliations from regular profiles and reconciliations, there is a filter and column attribute titled **Summary Profile**. If the value is **Yes**, then the profile or reconciliation is a summary profile or reconciliation.

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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 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.**

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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.

