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Part I
Reconciling Accounts in Reconciliation Compliance

Related Topics:
• Learning About Reconciliation Compliance
• Learning About Reconciling Accounts in Reconciliation Compliance
• Preparing Reconciliations
• Reviewing Reconciliations
Learning About Reconciliation Compliance

Reconciliations ensure that a company's financial accounts are validated to check that the balance in the account is correct. Because account balances are valid at a point in time, and business conditions change, it is critical that reconciliations occur. In addition, companies face stiff penalties for failing to reconcile. The types of validations that are often done include:

- **Cash**: Compare General Ledger (GL)/Bank balance
- **AP**: Compare GL to Subledger
- **AR**: Compare GL to Subledger and analyze aging of receivables
- **Fixed Assets**: Compare GL to Subledger and perform a rollforward
- **Prepaids / Accruals / Provisions / Reserves**: Document net composition and justify quality

Oracle Account Reconciliation Cloud helps 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

Reconciliations can be performed at whatever level makes sense for the business. For example, you could perform some reconciliation by business unit or company code, while performing other reconciliations at the Department level. An administrator can use mapping rules to assign the account balances to the reconciliations, and when balances are imported, ensure they appear in the correct reconciliation based on these rules.

The administrator sets up the reconciliation lists that contain the balances to be reconciled, as well as account descriptions, instructions, due dates, and completed dates. Email notifications are sent reminding other users that due dates are approaching, or that reconciliations can be acted upon.

**Sample Application Available**

To help a Service Administrator learn more about Oracle Account Reconciliation Cloud, you can create a sample application when you first start your service. See Creating an Application.

**Tour of Reconciliation Compliance Video**

Click this link to watch a video:
Learning About The Reconciliation Process

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

The key tasks for each period are:

Set Up Profiles for the Period
For each period, you need to set up profiles for new account combinations and manage preparer and reviewer assignments for the profiles.

Create Reconciliations
The Create Reconciliations action causes reconciliations to be created for the selected period for all active profiles that have a frequency that matches the period.

If you create profiles in advance (for code combinations that are not yet active and not yet receiving balances), it's best to deactivate these profiles on the Profile dialog box to prevent a reconciliation from being created from the profile. If at a later time a balance is imported for the profile, it will be set to Active status automatically and subsequently be included in future "Create Reconciliation" processes. You can perform this action multiple times in the same period because it won't overwrite reconciliations for which work has begun. It simply updates any pending reconciliations or adds new reconciliations.

Check for Missing Reconciliations
The “Check for Missing Reconciliations” action double checks to ensure that reconciliations exist for all profiles that should have them.

For example, if you reconcile Equity on a quarterly basis, this account will not show up as a missing reconciliation during the January and February periods, but it will show up for the March period (assuming March is your quarter end).

Missing reconciliations can occur if you forget to create reconciliations for profiles. This can happen if you add profiles later in the period after reconciliations have been created, or if reconciliations were created and subsequently deleted. It is important that you check for missing reconciliations to ensure completeness.

Managing user assignments on profiles, or adding new profiles, is a setup function that is performed on the Tools page. Click the Profiles link to access this feature.

Prepare Account Reconciliations
Prepare account reconciliations by entering balances, transactions, and currency rates, and ensuring no unmapped balances exist.

Balances, transactions, and currency rates may be imported at any time, as long as the period is not locked. You can even import the data before you have created reconciliations.
If you import data after work has begun, remember that there may be an impact to the reconciliation status.

If the reconciliation status is "Open with a reviewer" or "Closed", it will revert to "Open with the Preparer" if you run an import of pre-mapped transactions, or if you import balances (either unmapped or pre-mapped) that differ from balances currently existing on the reconciliation.

**Open the Period**

You should open a period when you are ready for preparers to start working on it. By setting the period status to open, any reconciliation that has reached its start date will move from pending to open with the Preparer.

**Monitor the status of reconciliations**

Monitor the status of reconciliations and ensure change requests are processed:

- Use the **Overview** dashboard to track the current status of reconciliations. Change your View By selections to view stats by different metrics.
- Use the **Compliance Dashboard** to monitor performance metrics, such as identifying which users or teams are at risk of missing their deadlines, or which reconciliations have warning indicators.
  
  If you configured your dashboard “Traffic Light” indicators, you'll be able to see traffic light metrics.

**Close and Lock the Period**

Closing a period prevents new reconciliations from being added to the period, but work can continue on existing reconciliations (including loading balances and transactions). Locking a period prevents any changes to reconciliations.

You can find many of these actions on the Console. Click the **Actions** button associated with the period for which the action should be performed.

---

**Performing Variance Analysis**

Reconciliation Compliance supports the variance analysis process which is a key control in the overall account monitoring process to ensure balance fluctuations are monitored and explained if certain thresholds are exceeded. Variance Analysis automates the process by automatically comparing balances across periods, for example, period over period, period over quarter, etc. The same powerful rules engine utilized by Reconciliation Compliance allows you to streamline the reconciliation process can be used for the Variance Analysis process to either automatically process accounts that do not require any user explanation or require the variance to be explained.

The suggested best practice from best in class performing customers is to complete the Variance Analysis across all desired accounts prior to period-end close and certainly prior to reconciliation sign-off, so that the accounts can be as accurate as possible when the ledger closes for that period.

Variance analysis uses the same Profile/Format concept as an Account Analysis or Balance Comparison reconciliation methods to create variance analysis records to accomplish the period-to-period comparison. This means that companies who perform both reconciliations and variance analysis may need two sets of profiles (one for
reconciliations and one for variance analysis). This enables users to perform the variance analysis at a different level of detail than the reconciliation (more summarized or more detailed) if required.

**Setting Up a Variance Analysis**

In order to set up variance analysis, you set up and configure Reconciliation Compliance in the same way as for Account Balance or Balance Comparison reconciliation methods including using the Format and Profile concepts. However, a best practice is to create a separate set of profiles for Variance Analysis.

See the following topics:

- Learning About Setup and Configuration in Reconciliation Compliance
- Learning About Formats
- Defining Profiles for Variance Analysis

**Process Overview for Reconciliation Compliance**

Reconciliation Compliance uses a six step process that starts with loading data.

- **Load data**—Loading data from a premapped file is the first step in the process.
- **Auto reconciliation**—Once balances have been loaded, auto reconciliation occurs, whereby Oracle Account Reconciliation Cloud automatically completes
reconciliations for certain types of accounts such as those with a zero balance, or those where the source and subsystem balances match.

- **Notify**—After you've auto reconciled everything you can, then manual reconciliation begins, which starts with sending email reminders to those who need to perform the work.

- **Prepare**—This is the additional reconciliation work required by Preparers to complete the reconciliation and get it ready for review.

- **Review**—Workflow notifications are sent to users to perform their necessary review or commentator work and also notifies users when work is not on time.

- **Monitor**—Dashboards allow you to see how work is proceeding.

### Sample Task Flows

**Scenario 1—Service Administrator**

A Service Administrator configures profiles during implementation and uses the profile import feature to load profiles.

1. From the Profile List View, the Service Administrator exports profiles, selecting the unformatted data for future import option to create a CSV file template to gather profile data.

2. The Service Administrator copies and pastes information, including account segments, name, description, and other profile properties, into the profile import file. Because the Service Administrator doesn't have all of the information yet, some columns are unpopulated. The Service Administrator eventually updates these attributes.

3. From the Profile List View, the Service Administrator imports the profiles, choosing the Replace option.

4. The Service Administrator updates the profiles, combining manual edits and mass updates of profile data using the Actions panel.

5. As the Service Administrator nears the end of the profile configuration, a policy change is implemented requiring reassignment of the risk rating values. The Service Administrator decides the easiest way to accomplish the reassignment is to configure the new values in a spreadsheet and import them. The Service Administrator exports the list of profiles from the Profile List View using the unformatted data for future import option. Then, the Service Administrator deletes the columns other than the account segment and risk rating columns.

6. The Service Administrator imports the changes using the import Profiles feature on the Profile List View. This time, the Service Administrator selects the Update option, ensuring that only the risk rating attribute is updated.

**Scenario 2—Service Administrator**

A Service Administrator receives notice that an employee functioning as a preparer has changed departments and no longer performs reconciliations. The profiles and reconciliations assigned to this user must be reassigned.

1. The Service Administrator must reassign profiles so that future reconciliations are properly assigned. From the Profile List View, the Service Administrator identifies profiles assigned to the user by applying a filter on the Preparer Name. Then, using the Actions panel on the Profile List View, the Service Administrator changes the preparer assignment by selecting the Preparer option in the Add User section.
and providing the new user name in the Value field. After clicking the Add button, the Service Administrator updates all records and receives confirmation that the update is successful.

2. The Service Administrator checks on the user’s reconciliations. From the Reconciliation List View, the Service Administrator again filters by Preparer Name and finds two Open and three Pending reconciliations.

3. The Service Administrator reassigns the Pending and Open reconciliations using the Actions panel.

**Scenario 3—Power User**

A Power User performs maintenance on profiles in his security profile, which includes all profiles with Company Codes ranging from 50-55.

1. The Power User receives an email notification that reviewer assignments must change for a series of profiles. These profiles are in the security profile of the Power User.

2. From the Profile List View, the Power User creates a filter to retrieve the affected accounts and uses the Actions panel to apply changes to reviewer assignments.

3. Later that day, the Power User receives an email from the Service Administrator informing him that new profiles must be created for general ledger account 1729 (a new account), for all company codes in the security profile of the Power User. The Power User decides the easiest way to create these profiles is to import them from a CSV file. From the Profile List View, he exports a sample profile using the Export profiles – unformatted data for future import option to create a template file. Then, he creates seven profiles in this import file, one each for company codes 50-56.

4. The Power User imports the profiles. During import, notifies him that profile 56-1729 is outside his security profile and cannot be created. The Power User realizes he made a mistake, because his profile includes Company Codes 50-55. He confirms that these six profiles are added successfully.

**User Tasks in Reconciliation Compliance**

There are different users that are part of the reconciliation process: Service Administrator, Power User, User (includes workflow users of Preparer, Reviewer, and Commentator) and Viewer.

**Service Administrators** control what is allowed within a reconciliation through the use of rules that can be configured to prevent transactions from being saved or reconciliations from being submitted if they are not compliant with policies. This ensures that preparers are doing their jobs correctly before the reconciliation is even presented for approval.

**Preparers** provide the proper justification for the balance. Justifications may take the form of a balance-to-balance comparison, or an account analysis, where the preparer provides a justification for the items comprising the balance. The style of reconciliation is based on the format assigned by the administrator, who can choose from the library of standard formats, or build customized formats completely from scratch. As preparers work on reconciliations, they enter reconciling items, balance explanations, attachments, and comments as needed to support the justification of the balance.

**Reviewers** are responsible for the approval process. Reconciliations can have any number of assigned reviewers, performing the approvals monthly, quarterly, or even dynamically when risk conditions have been detected within the account. Risk
conditions can be defined based on reconciliation balances or content (in the current period or any prior period), or even based on statistical trends across a range of prior periods.

**Commentators** are users that can provide additional comments on reconciliations. **Viewers** have view access only to reconciliations.

### Which Tasks Do I Do First in Reconciliation Compliance?

When starting to use Reconciliation Compliance, perform these tasks after reading this topic.

**All Users:**
- Familiarize yourself with the contents of either the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* or the *Getting Started with Oracle Enterprise Performance Management Cloud for Users*.
- Meet the browser and other requirements in "Prerequisites" in the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* or *Getting Started with Oracle Enterprise Performance Management Cloud for Users*.
- Upload your photo, check the language and time zone, and set any other preferences listed in "Manage User Preferences" in this guide.
- Get familiar with Oracle Account Reconciliation Cloud by watching videos:
  - Learn About Account Reconciliation Cloud
  - Learn About Working with Reconciliations

### Reconciliation Compliance Home

When you first access Oracle Account Reconciliation Cloud, Home provides easy access to features. Depending on your role, you may see all or only some of these icons.
Settings and Actions Menu

Depending on your role, you can take actions from the Settings and Actions Menu.

Set Preferences
Upload a badge photo, change your status, timezone, or set notification preferences. See "Managing Preferences" in the *Administering Oracle Account Reconciliation Cloud* guide.

Downloads
Download EPM Automate utility that allows a Service Administrator to access service instances over a command window to automate business activities such as exporting application and downloading the exported application to desktop.

Help
Access videos and other task-related topics in the Oracle Cloud Help Center.

Help on this Topic
Access videos and other task-related topics in the Oracle Cloud Help Center.

Cloud Customer Connect
Access Customer Connect which is a community gathering place for members to interact and collaborate on common goals and objectives. This is where you will find the latest release information, upcoming events, or answers to use-case questions.

Provide Feedback
See "Providing Feedback to Oracle" in the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*
Dashboards

There are three dashboards that you can use in Reconciliation Compliance:

- Overview Dashboard
- Compliance Dashboard
- Activity Dashboard

The **Overview** dashboard allows you to check the status of account reconciliations, where the count of open reconciliations, including those that are late, are tracked. You can also see completion metrics by Risk Rating, Account Type, Organizational Unit, Format, or Reconciliation Process.

The **Compliance Dashboard** provides metrics on how well the company achieved their compliance objectives, distinguishing those reconciliations that were completed on time, from those that were late, and counting those that had been rejected or contain risk conditions such as debit/credit violations or aging violations. You can view user performance metrics for both the preparation and review functions, and you can create your own “traffic light indicators” to calculate the number of reconciliations that fall within your company’s quality ranking policies. The statistics on the Compliance Dashboard display metrics for the currently assigned Preparer and Reviewer.
The **Activity Dashboard** keeps you apprised of the latest activity affecting account reconciliations, including submissions and approvals, as well as rejections. Authorized users can also view the latest status of data loads and monitor the processing of user change requests.

Reports

The **Reports** tab links to two lists of standard reports that you can generate: **Compliance Reporting** and **Reconciliation Manager** reports.
You can also define and generate custom reports under **Tools, Manage Reports.**

**Console**

The Console tab provides access to a Service Administrator to Services, Jobs, Profiles, Migration, Activity Reports, and Remove Application.

- The **Services** tab allows a Service Administrator to restart or run the following: email notifications, open reconciliations or system maintenance tasks such as synchronizing users)
The Jobs tab displays the job history of actions in the service.

The Migration tab allows export artifacts from Reconciliation Compliance.

The Activity Reports allows a Service Administrator to view or download system or user login activity reports.

The Remove Application tab allows a Service Administrator to delete all artifacts and data for both Reconciliation Compliance and Transaction Matching modules of Account Reconciliation Cloud.

Tools

The Tools tab links to the following tasks:

- **Configuration** tasks that a Service Administrator performs in Reconciliation Compliance.
- **Manage Reports** allows you to create custom reports, create report queries, and group reports.
- **Profiles** allows you to create, edit, or delete profiles.
- **Announcements** to allow an administrator to send out announcements to other users.
- **Daily Maintenance** allows you to set the start time for the one hour daily maintenance window during which Oracle performs routine operational maintenance including applying patches and replacing the prior backup snapshot with a new backup snapshot.

Reconciliations

Reconciliations on Home links to three ways to view details and take actions on reconciliations:
• Worklist
• Reconciliations
• Transactions

From Reconciliations or Transactions, you can use the View Selector on the right hand side to see List View or Group View. In addition, you can view in Compact display which shows you additional rows of information.

Worklist

Reconciliations

Transactions
Working With Views

Oracle Enterprise Performance Management Cloud products provide you with great flexibility in the ways in which you can view information in columns and rows. The views in Oracle Account Reconciliation Cloud are:

- **List View** - provides a default display of information in columns and rows for objects such as Reconciliations, Transactions, or Profiles.
- **Group View** - allows you to create summaries of numeric attribute data by attribute value.
- **Compact** - is a toggle that can be turned on or off and displays more rows of information when you are in List or Group View.

Use the View selector to move between views.

Here's an example of the view selector when you are in Group View.

The List and Group Views provide default columns and rows of information displayed. However, you can easily customize your display to your needs by selecting the columns to display.
To Customize the List View

The List View displays with default columns selected but you can easily change the default columns.

1. In the Actions drop-down, select **Select Columns**. The Attribute Selection dialog allows you to add various columns with information about (attributes of) your reconciliations.
2. Scroll down the list and select **Preparer** and **Late (Preparer)** and use the arrow keys to move to the right hand side, then click **OK**.

For example, if you wanted to see more information such as who the preparers are for reconciliations as well as the ones that are late with a preparer, or if you wanted to see the Source System reporting balances, do the following:
3. Now select the **Balances** tab and select the field called **Source System Balance (Reporting)**.

To Customize the Group View

The Group View allows you to create summaries of numeric attribute data by attribute value.

To customize this group view, for example, to look for patterns in high rejection counts by Format and/or Preparer, do the following:

1. Select **Format** in the Group1 drop down list and then select **Preparer** in the drop down list for Group2.

2. In the **Actions** drop-down, select **Select Columns**. The Attribute Selection dialog allows you to add various columns.

3. Select **Rejection Count** and use the arrow keys to move to the right hand side, then click **OK**
This is an example of the Group View results:

To Choose Compact Display of Rows

Compact works as a toggle switch and displays more rows of information. Compact is available from the following:

- Reconciliations List
- Transactions List
- Profiles List
- Group View

If you save a list, your choice of Compact will also be saved.

Welcome Panel

On Home, there is a welcome panel that gives you quick access to the status of reconciliations.
Navigator

The Navigator provides links to useful features within Oracle Account Reconciliation Cloud.

For Reconciliation Compliance, the Navigator provides links to access Reconciliation Compliance features as well as a link to the Transaction Matching module.

Note:
Under View, do not access the Profile List, Reconciliation List or Transaction List in the navigator. Instead access these lists through Reconciliations on Home. In early 2018, this obsolete items will be removed from the Navigator to avoid confusion.
For Transaction Matching, the Navigator provides links to access Transaction Matching features as well as a link to the Reconciliation Compliance module.

### Terms

Here are some common terms used in Oracle Account Reconciliation Cloud and their meanings.

**Account Reconciliation**
The process of analyzing account balances and providing a justification for the balances. Identify differences and make corrections.

**Aging Buckets**
Time periods that you define to age your reconciliation transactions in the Aging Analysis Dashboard. For example, you can define an aging bucket that includes reconciliation transactions from 1 to 30 days old. Aging buckets are defined in 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. You define frequencies in system settings and associate them with profiles and periods.

**Periods**
Unit of time for which an Account Reconciliation is completed, for example, January 2016, February 2016.

**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.
Learning About Reconciling Accounts in Reconciliation Compliance

You can access and work with reconciliations within Reconciliation Compliance in Oracle Account Reconciliation Cloud Service from either dashboards or from one of two Reconciliation Lists.

Watch Learn About Reconciling Account Video

Click this link to watch the video:

Accessing Reconciliations from Dashboards

To access reconciliations from dashboards:

1. From the Home Page, click Dashboards.

2. Select whether you want to view Open Reconciliations, Late, or On Time reconciliations.

3. From the list that displays, click to open the reconciliation you want to work on. For example, click on Fixed Assets to work on that reconciliation.
Once you open a reconciliation, you see several tabs.

The summary tab presents information such as the status of the reconciliation, balances, and workflow assignments. The workflow table shows who is working on the reconciliation, the due date and completion date. Up to two transactions tabs may be displayed on the reconciliation, depending on how the Format was configured. Use these transaction tabs to view transactions and associated attachments and comments. The history tab tracks changes to the reconciliation status, as well as to questions and other important attributes.

Accessing from Reconciliations List View

To access reconciliations from Reconciliations List View:

1. From the Home Page, click Reconciliations.
If you are a workflow user, you have two different views available at the top right of the screen: **All Reconciliations** or **My Reconciliations** (the reconciliations you have access to as preparer or reviewer).

2. Choose either **(All Reconciliations)**, or **(My Reconciliations)**.

3. To refine the list, select one of the filters. For example, you can view those reconciliations due today by clicking Today.
Note:

Users logged in as the Service Administrator or Power User do not have the option to select the My view, since reconciliations can never be “Open” with an Administrator or Power User.
Preparing Reconciliations

You complete reconciliations by entering transactions to explain differences between source system and subsystem balances, or to provide explanations for an account balance.

There are three ways to add transactions to your reconciliations. You can manually enter them, import them from a file, or copy transactions from a prior reconciliation.

You can identify the accounts for reconciliation in the Overview dashboard. You can see visual indicators for the reconciliation status for the period. There are also options where you can select how to view or sort the reconciliations. You can select components on the dashboard to present the underlying data. When you click on a pie chart, the underlying data is presented.

Click the Reconciliations icon to see a list view. You can select Show All to see reconciliations for which you have access, or you can click My Reconciliations to see only your currently open reconciliations.

To further filter your reconciliation list, you can click on Navigator and select Reconciliation List. Here you can use the Filter pane on the right to filter the list by attributes such as Name, Account Type, Format, and so on.

Watch a Preparing Reconciliations Video

Click this link to watch the video:

Managing Reassignment Requests

Service Administrators and Power Users can manage reassignment requests submitted by preparers and reviewers.

To view and approve or reject reassignment requests:

1. Select BI Dashboard.
   
   My Worklist is displayed with the reassignment requests in the Admin or Power User’s security profile.

2. Select a reassignment record.

3. In Reassignment Requests, perform an action:
   
   • To approve all of the reassignment requests:
     
     a. If the requestor did not specify a name to whom responsibility should be transferred, in New User, enter a name. To apply this name to all requests, click Apply to All.
     
     b. Click Approve All.
• To reject all listed reassignment requests, select **Reject All**.
• To approve or reject individual reassignment requests, for each request, in **Status** make a selection.

4. After you click **OK**, an email notification of the action is sent to the preparer or reviewer who made the request.

### Requesting Reassignments

Only users assigned to the primary workflow role can request reassignments.

Preparers and reviewers can dispute a preparer or reviewer assignment on reconciliations by submitting a request to Service Administrators and Power Users to reassign the reconciliations.

### Requesting a Reassignment for One Reconciliation

Reassignment requests can be submitted only for pending or open reconciliations. For example, a reconciliation is Open with Preparer, which means Reviewer 1 should be able to initiate a request. Reviewer 2 can initiate if it is open with Reviewer 1.

To request a reassignment for one reconciliation:

1. Select **Reconciliations**.
2. Click an account to open the **Reconciliation**.
3. Click the **Actions** menu, and then select **Request Reassignment**.
4. Enter a name or click Search to find the reassignment.

### Requesting a Reassignment for Multiple Reconciliations

To request a Reassignment for multiple reconciliations:

1. Select **Reconciliations**.
2. Select the reconciliations for reassignment.
3. In **Actions**:
   a. In **Reassign**, select **Selected reconciliations** or **Selected and future reconciliations**.
   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**.
Preparing Account Reconciliations

To start the process of preparing account reconciliations:

1. From the Home Page, select **Reconciliations**.
2. Select the period from the drop-down.
3. Select the reconciliation you want to work on.

The Summary displays and depending on the format configuration, may 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 a historical rate account, then the system 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.

There are three ways Preparers can add transactions:

- Copy transactions from prior reconciliations
- Add transactions manually
- Importing Pre-mapped Data

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 a prior month.

To copy transactions from a prior reconciliation:

1. 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**.

## Adding Transactions Manually

Reconciliations have tabs to allow Preparers to enter transactions.

For example, Preparers might enter adjustments to the source system to bring it into agreement with the subsystem.

All transactions have Transaction Code and Open Date as required fields. The Open Date field specifies the date the transaction was, or should have been, opened in the source system. Depending on the reconciliation format, other fields may be required also.

To add transactions manually:

1. 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)** and add the following:

   Attributes, such as, Transaction Code, Open Date, Close Date, are displayed based on how the format is configured. A mandatory attribute has 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**.

- **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.

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

   **Table 3-1  When Attachments are Editable**

<table>
<thead>
<tr>
<th>Role</th>
<th>When attachments are editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer</td>
<td>Can add and remove their attachments, when the reconciliation is Open or Closed and the period is not Locked.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Can add and remove their attachments, when the reconciliation is Open or Closed and the period is not Locked.</td>
</tr>
<tr>
<td>Service Administrator</td>
<td>Can't add or remove attachments.</td>
</tr>
<tr>
<td>Power User</td>
<td>Can't add or remove attachments.</td>
</tr>
<tr>
<td>Viewer</td>
<td>Can't add or remove attachments.</td>
</tr>
<tr>
<td>Commentator</td>
<td>Can't add or remove attachments.</td>
</tr>
</tbody>
</table>

To add attachments to the transaction:

1. In **Transaction Detail**, expand **Attachments**.
2. Select **Actions**, and then **New**.
3. In **Add Attachment**, in **Type**, select **Local File** to attach a file located on your computer or select **URL**.
4. In the **Name** field, enter a name to describe the attachment.
5. Enter a URL, or browse to select a file.
6. Click **OK**.

b. **Action Plan Comments**—Contains comments on the action plan. The comments section is editable according to the following:

   **Table 3-2  When Attachments are Editable**

<table>
<thead>
<tr>
<th>Role</th>
<th>When attachments are editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer</td>
<td>Can add and remove their comments, when the reconciliation is Open or Closed and period is not Locked.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Can add and remove their comments, when the reconciliation is Open or Closed and period is not Locked.</td>
</tr>
<tr>
<td>Service Administrator</td>
<td>Can add and remove any user's comments, when the reconciliation is Open or Closed and period is not Locked.</td>
</tr>
</tbody>
</table>
Table 3-2  (Cont.) When attachments are editable

<table>
<thead>
<tr>
<th>Role</th>
<th>When attachments are editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power User</td>
<td>Can add and remove any user’s comments, when the reconciliation is</td>
</tr>
<tr>
<td></td>
<td>Open or Closed and period is not Locked.</td>
</tr>
<tr>
<td>Viewer</td>
<td>Can’t add or remove comments</td>
</tr>
<tr>
<td>Commentator</td>
<td>Can add and remove their comments, when the reconciliation is</td>
</tr>
<tr>
<td></td>
<td>Open or Closed and period is not Locked.</td>
</tr>
</tbody>
</table>

To add comments to the transaction:

1. In **Transaction Detail**, expand **Comments**.
2. Select **Actions**, and then **New**.
3. In **New Comment**, enter a comment.
4. **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**.
5. 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 Pre-mapped Data

There are two types of data that you can import using flat files in Oracle Account Reconciliation Cloud:

- Import pre-mapped transactions
- Import pre-mapped balances

Watch an Importing Pre-mapped Data Video

Click this link to watch the video:

Importing Pre-mapped Transactions

You can import transactions into a reconciliation from a flat file. For example, you could export 10 invoices for Prepaid Expenses for July 2016 to a flat file from your source system. You import the transactions into the reconciliation for Prepaid expenses for July 2016 in Oracle Account Reconciliation Cloud.

File Format

- Transaction import files are comma-separated value (.csv) files.
Separate rows are used to define each transaction. The first row contains the column headings that identify the data in the columns, for example, Transaction code. 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.

**Note:**
You do not need to 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.

**Importing Transactions**
To import transactions from a file:

1. Select either:
   - From the **Home Page**, select **Reconciliations**, and then select a reconciliation with the status Open with Preparer for which you are the preparer. The Reconciliation List View actions menu, is available to Administrators, Power Users, and Users.
   - From the **Console**, select a reconciliation with the status Open with Preparer for which you are the preparer. Only Administrators and Power Users have access to the Console page.

2. Select **Actions**, and then **Import Pre-mapped Data**, and then **Import Pre-mapped Transactions**.
3. Browse to the flat file of transactions you want to add. This is an example of a transactions flat file.

<table>
<thead>
<tr>
<th>Reconciliation Account ID</th>
<th>Short Description</th>
<th>Long Description</th>
<th>Transaction Date</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-51001</td>
<td>TranSRC1</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51001</td>
<td>TranSRC2</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51002</td>
<td>TranSRC3</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51002</td>
<td>TranSRC4</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51002</td>
<td>TranSRC5</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51002</td>
<td>TranSRC6</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51003</td>
<td>TranSRC7</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51003</td>
<td>TranSRC8</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51003</td>
<td>TranSRC9</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51004</td>
<td>TranSRC10</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51004</td>
<td>TranSRC11</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
<tr>
<td>70-51004</td>
<td>TranSRC12</td>
<td></td>
<td>31-Jan-10</td>
<td></td>
</tr>
</tbody>
</table>
Note:

If you have a URL attachment, you must add the following columns to your flat file with # representing a number:

- Attachment Name#
- Attachment Type#
- Attachment URL#
- Attachment Doc ID#

4. Select the type of transaction: **Explained Balance**, **Adjustment to Source System**, or **Adjustment to Subsystem**.

5. 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

6. Select a file delimiter for the import file (**Comma** or **Tab**). Comma is selected by default.

7. Click **Import**.

Pre-mapped transaction imports are processed immediately, and the user is unable to leave the page until the import has completed. Results of the import are presented on the same page.

Importing Pre-mapped Balances

You can import balances into a reconciliation from a flat file where the balances have already been pre-assigned an Account ID. While Administrators can import balances for all reconciliations, Power Users can import for reconciliations included within their security profile. Users can import for reconciliations where the user is assigned the Preparer function.

File Format

- Balance import files are comma-separated value (.csv) files.
- Balance import files require columns for Reconciliation Account ID, Currency Code, and Amount. The Balance Type and Currency Bucket are specified on the import dialog.

Importing Balances

To import balances from a file:

1. Select either:
   - From the **Home Page**, select **Reconciliations**, and then select a reconciliation with the status Open with Preparer for which you are the
preparer. The Reconciliation List View actions menu, is available to Administrators, Power Users, and Users.

- From the **Console**, select a reconciliation with the status Open with Preparer for which you are the preparer. Only Administrators and Power Users have access to the Console page.

2. Select **Actions**, and then **Import Pre-mapped Data**, and then **Import Pre-mapped Balances**.

3. Browse to the flat file of balances you want to add. This is an example of a balances flat file.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation Account ID</td>
<td>Currency Code</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>70-61003</td>
<td>USD</td>
<td>100,000.45</td>
<td></td>
</tr>
<tr>
<td>70-61005</td>
<td>USD</td>
<td>444,888.77</td>
<td></td>
</tr>
<tr>
<td>70-61007</td>
<td>USD</td>
<td>250,000.45</td>
<td></td>
</tr>
<tr>
<td>70-61009</td>
<td>USD</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>70-61011</td>
<td>GBP</td>
<td>100,000.45</td>
<td></td>
</tr>
</tbody>
</table>

4. Select the balance type: **Source System**, or **Subsystem**.

5. Select the Currency Type: **Entered**, **Functional**, or **Reporting**.

6. Select a file delimiter for the import file (**Comma** or **Tab**). Comma is selected by default.

7. Click **Import**.

Pre-mapped balance imports happen behind the scenes and users can leave the page and return to check the results later. To check the results, open the **Import Pre-**
Amortizing or Accreting Transactions

When you select the Amortizing or Accreting option, the behavior of the Transaction Detail panel changes.

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.

Amortizing 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.

2. Optional: To designate whether a transaction is amortizing or accreting, select Amortizing, Accreting.

3. 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 Period, such as, 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. 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 Reconciliation Summary Headers

Summary Tab

- **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.
- **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**

The attributes defined on the format and profile dialogs may be configured as optional or mandatory, and editable by the Preparer, the Reviewer, or the Preparer or Reviewer. For example, Service Administrators might require preparers to enter a value in the **Time to Prepare** custom attribute and reviewers in the **Time to Review** custom attribute.

**Viewing the Balance Summary**

A **Balance Summary** contains the balance justification. The format depends on the format assigned to 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 includes:
  - **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 Source System**.
  - **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.
Preparers can edit balances in the Summary Balances table for Reconciliations configured for manual entry of balances.

To edit balances:

1. 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.

Adding Attachments

Attachments contain files attached to the overall reconciliation, comments or transactions on the reconciliation.

Preparers can add attachments to the overall reconciliation in the Attachments section of the Summary tab, and to reconciliation comments or transactions. Reviewers and Commentators can only add attachments to their comments.

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.

To add a reference file or URL to multiple reconciliations or transactions at one time:

a. From Home, click Reconciliations or Transactions.

b. You can multi-select the reconciliations or transactions (either highlight more than one row or select more than one using the SHIFT key), and then click Actions, then Add Reference, then File or URL.

4. In Name, enter a descriptive name.
5. Enter a URL, or browse to select a document.
6. Click OK.

Adding Comments

Comments can be added to the overall reconciliation.

To add comments:

1. From Home, select Reconciliations, then open the reconciliation you want to comment on.
2. Expand Comments.
3. Select Actions, and then New.
4. In the text box, enter a comment.
5. Optional: To add an attachment to an external document or a web page to the comment, select Actions, and then Add Reference, then either File or URL.

Note:

If you want to add an attachment (file or URL) to multiple reconciliations or transactions at one time, you can perform this action from the Reconciliations or Transactions List view. Highlight multiple rows of reconciliations or transactions or use the Shift key to select the ones you want. Then click Actions, then Add Reference, and then choose either File or URL.

6. Enter a URL, or browse to select a file.
7. 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.

Configuring Questions

Questions includes the questions, with a tab for each role, such as Preparer, Reviewer 1, Reviewer 2..., Service 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 Service Administrators, Power User, User, or Viewer, cannot be configured as required.

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

Submitting, Approving or Rejecting Reconciliations

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 attributes configured as required. If the Unexplained Difference Must Be Zero option is enabled, the attributes Unexplained Difference row in the Balance Summary table must show all zeros before the preparer can submit the reconciliation.

• When a preparer submits a reconciliation, responsibility passes to the first reviewer in the workflow, and the status changes to Open with Reviewer. An email notification is sent to the reviewer. If the reconciliation has no reviewers, the status changes to Closed.

• When a reviewer approves a reconciliation, responsibility passes to the next reviewer in the workflow, if there is one, and status remains Open with Reviewer. An email notification is sent to the reviewer. If the reconciliation has no other reviewers, the status changes to Closed.

• When a reviewer rejects a reconciliation, responsibility returns to the preparer, and the status changes to Open with Preparer. Reviewers should add a comment to a rejected reconciliation.

Reviewers can flag transactions that need attention. Flagged transactions display a flag icon to enable preparers to find them easily. A 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.

To submit, approve, or reject multiple reconciliations at one time:
Performing Team Reconciliations

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

Claiming a Reconciliation

When a team is assigned Preparer or Reviewer roles, any member of the 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 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**. The release button appears.
2. Click **Release** to remove the claim made by that user.

To determine whether a reconciliation is claimed, verify 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 \( \text{Select Filterable Attributes} \).
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.

Generate All and Generate Updated Options

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 options 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. When you click 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 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.
Reviewing Reconciliations

Every reconciliation has a defined workflow that can include one or more levels of review:

1. Preparers perform reconciliations, including validating the account balance and providing all required documentation. Preparers submit reconciliations when they are finished working on them.

2. After preparation is complete, the reconciliation cycles through assigned levels of review until all reviews are completed. When a Preparer submits a reconciliation, responsibility passes to the first Reviewer in the workflow, and the status changes to Open with Reviewer.

3. In order to approve reconciliations, Reviewers must answer required questions and provide values for required custom attributes. Reviewers can add comments and attach documents during the review process, but once the reconciliation is approved and closed, comments cannot be deleted.

4. When a Reviewer rejects a reconciliation, responsibility passes back to the Preparer and the status reverts to Open with Preparer. Reviewers should add a comment to a rejected reconciliation.

Reviewers can flag transactions that need attention. Flagged transactions display a flag icon to enable Preparers to find them easily. A Reviewer can delete only their own comments. After the reconciliation status changes to Closed, however, comments cannot be deleted.

Note:

If an administrator has enabled this feature, preparers and reviewers are able to reopen a reconciliation to make a correction and return the workflow to themselves.

To submit, approve, or reject reconciliations:

1. Select a reconciliation.
2. Select Actions, and then Open.
3. Submit, Approve, or Reject the reconciliation.

Watch a Reviewing Reconciliations Video

Click this link to watch the video:
Part II

Reconciling Accounts in Transaction Matching

Related Topics:

• Learning About Transaction Matching
• Learn About Reconciling Accounts Using Transaction Matching
• Importing Data
• Running Auto Match
• Confirming Suggested Matches
• Creating Manual Matches
• Creating the Reconciliation Balancing Report
• Creating and Running Jobs
Learning About Transaction Matching

Transaction Matching is the latest addition to Oracle's comprehensive Account Reconciliation Cloud Service and a perfect complement to the existing Reconciliation Compliance feature set. With Transaction Matching, companies can automate preparation of high volume, labor intensive reconciliations and seamlessly integrate those results into the tracking features within Reconciliation Compliance.

This powerful new module will save companies additional time on performance of reconciliations, while improving quality and reducing risk.

Transaction Matching functionality is provided to licensed users of Transaction Matching for Account Reconciliation Cloud Service, an optional licensed feature for Account Reconciliation Cloud Service.

At a high level, an Administrator performs these set up tasks:

- Create calendars
- Create reconciliation types
- Define data sources
- Define the matching rules
- Create reconciliations

Key Concepts

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Reconciliation Type** (created by Administrators) | Reconciliation Types determine how the transaction matching process will work for the accounts using that Reconciliation Type. They determine the structure of the data to be matched, as well as the rules used for matching.

Companies can have many different Reconciliation Types. For example, Intercompany Accounts, Bank Accounts, Accounts Receivable, Accounts Payable, and various Clearing Accounts can benefit from transaction matching. Since the data structure and matching rules are likely to be different for each of these types of accounts, companies would create a Reconciliation Type for each. |
<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Sources</td>
<td>Depending on your company’s needs, you may want to define one or more data sources. For example you might want to:</td>
</tr>
<tr>
<td></td>
<td>• Compare transactions between two data sources to see which transactions are outstanding</td>
</tr>
<tr>
<td></td>
<td>• Netting transactions within a single data source to determine the “net balance” of the account</td>
</tr>
<tr>
<td></td>
<td>For each data source, define the attributes (columns) existing in the data source, as well as any calculated attributes used for data enrichment or normalization purposes.</td>
</tr>
<tr>
<td>Timing and Frequency</td>
<td>Transaction Matching supports a variety of workflow needs:</td>
</tr>
<tr>
<td></td>
<td>– Matching and balancing daily</td>
</tr>
<tr>
<td></td>
<td>– Matching daily and balancing monthly</td>
</tr>
<tr>
<td></td>
<td>– Matching and balancing monthly</td>
</tr>
<tr>
<td>Matching Rules</td>
<td>Match rules determine how matches are made. Rules can be configured for tolerance ranges on dates and amounts, and adjustments can be automatic when variances exist.</td>
</tr>
<tr>
<td></td>
<td>The common matching rule types are supported:</td>
</tr>
<tr>
<td></td>
<td>• one to one</td>
</tr>
<tr>
<td></td>
<td>• one to many</td>
</tr>
<tr>
<td></td>
<td>• many to one</td>
</tr>
<tr>
<td></td>
<td>• many to many</td>
</tr>
</tbody>
</table>

### User Workflow Process Using Transaction Matching

Once the administrator creates the reconciliations, the user process involves these tasks:

- Load data
- Run the auto match process
- Confirm suggested matches
- Create manual matches
- Run balancing reports
Sample Application Available

To help a Service Administrator learn more about Oracle Account Reconciliation Cloud, you can create a sample application when you first start your service. See Creating an Application.

Tour of Transaction Matching Video

Click this link to watch a video:

Which Tasks Do I Do First in Transaction Matching?

When starting to use Transaction Matching, perform these tasks after reading this topic.

All Users:

- Familiarize yourself with the contents of either the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* or the *Getting Started with Oracle Enterprise Performance Management Cloud for Users*.

- Meet the browser and other requirements in "Prerequisites" in the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* or *Getting Started with Oracle Enterprise Performance Management Cloud for Users*.

- Upload your photo, check the language and time zone, and set any other preferences listed in "Manage User Preferences" in this guide.

- Get familiar with Oracle Account Reconciliation Cloud by watching videos:
  - Learn About Account Reconciliation Cloud
  - Learn About Working with Reconciliations

Transaction Matching Home

When you first access Oracle Account Reconciliation Cloud, Home provides easy access to features. Depending on your role, you may see all or only some of these icons.
Icon Descriptions

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliations</td>
<td>Links to Reconciliations page that shows details on all reconciliations.</td>
</tr>
<tr>
<td>Dashboards</td>
<td>Links to Dashboards page that shows the progress and status of reconciliations through a dashboard called <strong>Daily Statistics by Reconciliation Type</strong>.</td>
</tr>
<tr>
<td>Reports</td>
<td>Links to Reports page that contains predefined reports that you can generate. See Using Reports</td>
</tr>
<tr>
<td>Console</td>
<td>Links to Job History, Migration and Remove Application pages.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Job History</strong> allows you to import transactions, balances, and run Auto Match as well as maintain a history of the jobs run.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Migration</strong> page allows you to backup and restore content.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Remove application</strong> page allows you to delete the Reconciliation Compliance and Transaction Matching artifacts and data.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
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<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tools</td>
<td>Links to Reconciliation Types, Calendars, and Announcements pages.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Reconciliation Types</strong> allows you to create reconciliations types by specifying properties, data sources, and match processes.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Calendars</strong> allows you to create calendars that specify the balancing date. The calendar combines with the reconciliation type and is used for creation of the reconciliation.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Reports</strong> allows you to create custom reports, create report queries, and group reports.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Announcements</strong> allow an Administrator to create announcements to other users.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Daily Maintenance</strong> allows you to set the start time for the one hour daily maintenance window during which Oracle performs routine operational maintenance including applying patches and replacing the prior backup snapshot with a new backup snapshot.</td>
</tr>
<tr>
<td>Academy</td>
<td>Link to videos and documentation.</td>
</tr>
<tr>
<td>Navigator menu</td>
<td>Links to all features and functionality within Transaction Matching and allows you to switch to Reconciliation Compliance functionality.</td>
</tr>
<tr>
<td>Home icon</td>
<td>Returns to the Home page</td>
</tr>
<tr>
<td>Tour</td>
<td>Links to a product overview video.</td>
</tr>
</tbody>
</table>

**Dashboards**

In Transaction Matching, there is a **Daily Statistics by Reconciliation Type** dashboard. You can choose the reconciliation type, the date the transactions were
imported on, and sort by various statuses.

The **Tools** tab link to these features:

- **Reconciliation Types** allows you to create reconciliations types by specifying properties, data sources, and match processes.
- **Calendars** allows you to create calendars that specify the balancing date. The calendar combines with the reconciliation type and is used for creation of the reconciliation.
- **Reports** allows you to create custom reports, create report queries, and group reports.
• **Announcements** allow an Administrator to create announcements to other users.

• **Daily Maintenance** allows you to set the start time for the one hour daily maintenance window during which Oracle performs routine operational maintenance including applying patches and replacing the prior backup snapshot with a new backup snapshot.

**Console**

The Console tab provides access to a Service Administrator to Services, Jobs, Profiles, Migration, Activity Reports, and Remove Application.

• The **Services** tab allows a Service Administrator to restart or run the following: email notifications, open reconciliations or system maintenance tasks such as synchronizing users)

• The **Jobs** tab displays the job history of actions in the service.

• The **Migration** tab allows export artifacts from Reconciliation Compliance.

• The **Activity Reports** allows a Service Administrator to view or download system or user login activity reports.

• The **Remove Application** tab allows a Service Administrator to delete all artifacts and data for both Reconciliation Compliance and Transaction Matching modules of Account Reconciliation Cloud.
Learn About Reconciling Accounts Using Transaction Matching

Once an administrator creates reconciliation types (including creating transaction types) and assigns the reconciliation types to reconciliations, you are ready to begin performing reconciliations. The process involves these four key steps:

- Importing Data
- Confirming Suggested Matches
- Creating Manual Matches
- Creating the Reconciliation Balancing Report

After you import your transactions and run auto match, you are then ready to confirm suggested matches, and create manual matches for those transactions that need it.

Watch Learning About Reconciling Accounts Video

Click this link to watch the video:
Importing Data

The first step to reconcile accounts using Transaction Matching involves importing data. You can import two types of data: transactions and balances.

Note the following about importing transactions and balances:

- Transactions are always imported as new transactions because there is no method to update previously imported transactions. Balances can be imported and replace the previous balances.
- You can import transactions for only one Reconciliation Type at a time, since the file format would likely differ across Reconciliation Types.
- You can specify that auto match runs at the end of a transaction import. The auto match runs on the imported data based on the rules that have been set up by an administrator.
- Balances are imported using Replace mode, meaning if a balance is imported for the same reconciliation and for the same calendar date, then the new balance will overwrite the old balance.
- Balances are imported as source system and sub system data sources. When defining the import file for balances, you need to define the balancing attribute. The data source name will display in the Jobs dialog.
- To help preserve data integrity, any error during import will cause the entire import to be rolled back and the job status will be 'failed'. Instead, errors are logged so that users can fix the errors and resubmit.
- The import file is saved as a compressed zip file in the database and you can download from the Job History screen.
- A locking mechanism prevents further changes to transactions during a data load. During the data load, the entire reconciliation type is locked and a message is displayed to the user alerting them to the temporary lock.

File Format

The import file should meet the following requirements:

- File must be in .csv format
- File should include a header row containing column headings that match the attribute ID in the data source definition.
- File should include a Reconciliation ID column to determine which reconciliation the transaction is assigned to.
- File should include the required Date column that represents the Accounting Date that determines the accounting period that the transaction is reflected in. This date assigned to each transaction will be used to perform all period-end calculations.
- Transactions for more than one reconciliation may be imported within the same file, so long as they use the same Reconciliation Type.
Importing Transactions

To import transactions:

1. From Home, click Console.

![Console interface](image)

2. On Job History, select Actions, then Import Transactions.

![Import Transactions dialog](image)

3. Select the Reconciliation Type for which transactions should be imported.

4. Specify whether or not to run Auto Match after the import is completed. There is a locking mechanism on the reconciliation that prevents further changes during auto match. A message displays to the user about the temporary lock.

   Note:
   If you need to run Auto Match independent of the import, use Console, then Job History, and select Run Auto Match from the Actions menu.

5. For each data source, browse to the file containing the transactions to import and click Submit.

6. After the job is submitted, you can see the status on the Job History tab. Click Refresh to check that the job succeeded.
Importing Balances

To import balances:

1. From Home, click Console.
2. On Job History, select Actions, then Import Balances.

3. Select the Reconciliation Type for which balances should be imported.
4. For each data source, browse to the file containing the transactions to import and click Submit.
   Once the job is submitted, you can see the status on the Job History tab.
5. Click Refresh to check that the job succeeded.

Watch Importing Data Video

Click this link to watch the video:
Running Auto Match

You can run Auto Match at different points while using Transaction Matching:

- You can run auto match at the end of an import of transactions.
- You can run auto match at any other time through the user interface:
  - From Home, select Reconciliations, then select the Actions drop down next to the reconciliation you want to run, then select Run Auto Match.
  - From Home, select Console, then select the Jobs tab, and then select the Actions drop down and select Run Auto Match.

After running Auto Match, you can start confirming suggested matches and then work on the manual matches needed as well as adjustments.
Confirming Suggested Matches

After the auto match process has run, your next step would be to confirm suggested matches. Let's follow an example through the process using an Intercompany reconciliation.

To start confirming suggested matches:

1. From Home, select Reconciliations.

   ![](image)

2. Select a reconciliation, then in Actions, select Open.

   ![](image)

On the Overview tab, you can view a chart showing the current number of unmatched transactions across both data sources, an open adjustments pie chart, and a balancing panel overview.

The Unmatched transactions chart shows:

- Suggested matches means that they were matched by the auto match process since the match rule was configured to not automatically confirm the match. Therefore, user action is required.
- New transactions means that they are not part of any match group.
• Supported transactions means that a user had previously flagged the transaction as legitimately outstanding (for example, to account for timing differences that are appropriate at a specific point in time).

The **Open Adjustments** chart shows the number of adjustment transactions created through the auto match process or by a user during interactive matching, where the adjustment remains outstanding. Adjustments are typically used when action must be taken to correct a difference in one of the sources. While the adjustment remains open, it’s accounted for on the Balancing report and helps explain differences between the source balances. Once it has been marked as closed, it’s assumed to have been corrected in the source balance and is no longer reflected in balancing. The pie chart distinguishes between the various adjustment types.

**Note:**
To view longer transaction type names, hover over the transaction type name to see the full length displayed.

The **Balancing Panel** shows how the sources reconcile as of the selected date. Any difference in the data source balances should be accounted for as either an open Adjustment, or as a legitimate timing difference in the Supported section. The goal when balancing is to have an Unexplained Difference of zero.

3. Click **(Suggested Match)** tab.

4. Review the suggested matches one at a time and do one of the following for each one:
   • Click the green check mark to confirm the match and remove it from the unmatched transaction queue.
   • Click the red X to reject the match. It gets removed from the queue and the transaction will revert to a status of “unmatched” and will be available for manual matching.
5. Optionally, you can add a comment
6. Optionally, you can add a file attachment by browsing to the file and click Open.
7. After you are done with all the suggested matches, you can move on to making manual matches.

Watch Confirming Suggested Matches Video

Click this link to watch the video:
Creating Manual Matches

After working through all the Suggested matches, start reviewing the outstanding transactions in an attempt to create manual matches. Let’s follow an example through the process using an Intercompany reconciliation.

To start making manual matches:

1. From **Home**, select **Reconciliations**.

   ![Reconciliations](image)

   - **Cash Clearing 100-120**
     - Reconciliation of Bank Payments and Receipts to AP and AR
     - Alex Smith
     - Yes
   - **Cash Clearing 103-1209**
     - Reconciliation of Bank Payments and Receipts to AP and AR
     - Alex Smith
     - No
   - **Intercompany 103-2900**
     - Reconciliation of Entity BC Payables to Entity BC Receivables
     - Alex Smith
     - No
   - **Intercompany 100-2900**
     - Reconciliation of Entity BC Payable to Entity BC Receivables
     - Alex Smith
     - Yes

2. Select a reconciliation, then in **Actions**, select **Open**.

   ![Reconciliation: 100-2980 - Intercompany - Intercompany Account](image)

   On the **Overview** tab, you can view a chart showing the current number of unmatched transactions across both data sources, an open adjustments pie chart, and a balancing panel overview.

   The **Unmatched** transactions chart shows:
   - Suggested matches means that they were matched by the auto match process since the match rule was configured to not automatically confirm the match. Therefore, user action is required.
   - New transactions means that they are not part of any match group.
• Supported transactions means that a user had previously flagged the transaction as legitimately outstanding (for example, to account for timing differences that are appropriate at a specific point in time).

The **Open Adjustments** chart shows the number of adjustment transactions created through the auto match process or by a user during interactive matching, where the adjustment remains outstanding. Adjustments are typically used when action must be taken to correct a difference in one of the sources. While the adjustment remains open, it’s accounted for on the Balancing report and helps explain differences between the source balances. Once it has been marked as closed, it’s assumed to have been corrected in the source balance and is no longer reflected in balancing. The pie chart distinguishes between the various adjustment types.

The **Balancing Panel** shows how the sources reconcile as of the selected date. Any difference in the data source balances should be accounted for as either an open Adjustment, or as a legitimate timing difference in the Supported section. The goal when balancing is to have an Unexplained Difference of zero.

**Note:**

If the adjustment type name is long, you will see an ellipsis next to the name in the Open Adjustments chart. Hover over the name to see the full name displayed.

3. Click the **Manual Match** tab.

**Note:**

If you have more than 1000 unmatched transactions it is a best practice to use the filtering option to limit the count of transactions to less than 1000.

4. At this point, you need to handle three types of transactions:
   • **Exact Matches**
   • **Supported Transactions**
   • **Adjustments**

5. Repeat this process until you cannot make any more manual matches.
Handling Exact Matches

In this example, if you are confident that these transactions are the same, select them both, and click Match to match them together. You can see that there's a transaction in Accounts Payable that matches the value of a transaction in Accounts Receivable. However, the invoice numbers differ due to the inclusion of an unexpected prefix.

Handling Supported Transactions

Next take a look at a transaction that have a legitimate reason for having no match in Accounts Payable. These are called Supported transactions which means that there is no match but an explanation is being added to justify them as correct and valid.

To handle these:

1. Select the transaction and click Support.

2. Select a Support Type, then enter an ID, Name and optionally, a Description.

3. You can also enter a comment to explain why this transaction has no match.

4. Optionally, you can add a file attachment by browsing to the file and click Open and then Support.

Handling Adjustments

You may also have certain transactions that have a different amount in Accounts Receivable and Accounts Payable. To justify the variance between the two amounts, you can enter an adjustment.

To handle these:

1. Select the transaction and click Adjust.
2. In Adjustment To, select whether you are making the adjustment to Accounts Receivable or Accounts Payable.

3. Select an Adjustment Type, then enter an ID, Name and optionally, a Description.

4. You can also enter a comment to explain the discrepancy between the Accounts Receivable amount and the Accounts Payable amount.

5. Optionally, you can add a file attachment by browsing to the file and click Open and then click Adjust.

After you are done with handling all the manual matches, you can move on to creating the reconciliation balancing report.

Watch Creating Manual Matches Video

Click this link to watch the video:

Searching Transactions

The Search transactions feature allows you to do the following:

- Search for matched transactions
- Remove matches from the list (which adds them to the list of unmatched transactions)
- Search for adjustments
- Close adjustments or reopen closed adjustments

Searching for Matched Transactions

To search for matched transactions:

1. From Reconciliations, click the first Search tab.
You can view the matched transactions, view detailed information about the match, change the Duration or Status filters, and also remove a match.

2. To view detailed information about a match, click the arrow next to the Match ID.

3. To change the Duration filter or Match Status filters, click the word Duration or Match Status and make a selection from the drop down list.
4. To remove a match, click Remove under Actions. If you remove the match, any associated adjustments also get removed and that transaction is added to the list of unmatched transactions.

Searching for Adjustments

To search for adjustments:

1. From Reconciliations, click the second Search tab. You can view the existing adjustments, change the filters for Duration, Match Status or Adjustment Status or take action to close or open adjustments.

2. To view detailed information about an adjustment, click the arrow next to Match ID to expand it.

3. To close an adjustment, under Actions., click Mark as Closed. You can also reopen a closed adjustment.

Watch Searching Transactions Video

Click this link to watch the video:
Creating the Reconciliation Balancing Report

After you’ve completed the matching process for reconciliations, you are ready to create the reconciliation snapshot.

To create the balancing report:

1. From Home, select Reconciliations.

<table>
<thead>
<tr>
<th>Reconciliations</th>
<th>Description</th>
<th>Preparer</th>
<th>Unmatched Items</th>
<th>actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Clearing</td>
<td>Reconciliation of Bank Payments and Receipts to AP and AR</td>
<td>Alex Smith</td>
<td>Yes</td>
<td>![Reconciliation Button]</td>
</tr>
<tr>
<td>Cash Clearing</td>
<td>Reconciliation of Bank Payments and Receipts to AP and AR</td>
<td>Alex Smith</td>
<td>No</td>
<td>![Reconciliation Button]</td>
</tr>
<tr>
<td>Intercompany</td>
<td>Reconciliation of Entity 65 Payables to Entity 66 Receivables</td>
<td>Alex Smith</td>
<td>No</td>
<td>![Reconciliation Button]</td>
</tr>
<tr>
<td>Intercompany</td>
<td>Reconciliation of Entity 65 Payables to Entity 66 Receivables</td>
<td>Alex Smith</td>
<td>Yes</td>
<td>![Reconciliation Button]</td>
</tr>
</tbody>
</table>

2. Select a reconciliation, then under Actions, select Open.

The Balancing panel shows how the sources reconcile as of the selected date. The As-Of calculations automatically subtract transactions in one of three following categories in order to come to an adjusted balance. The adjusted balances should always be equal assuming you have accounted for all transactional activity in the account and the loaded balances are accurate.

If the adjusted balances are not equal and the difference is not zero, try these troubleshooting tips:

- Ensure all transactions for that account have been loaded into Transaction Matching for the period, and the Accounting Date accurately reflects the period the transactions occurred in.
- Ensure the period-end balances supplied are accurate.
• Ensure any adjustments created during the period have been posted to the source system.

**Note:**

If you have a single source reconciliation type, it only shows a single column, and the difference calculation is not necessary since a single source should always have an adjusted balance of zero.

The balance for each data source is shown followed by the following information:

• **Less Unmatched** is the net total of unmatched transactions that are not supported along with any transactions that are in suggested match state. An example is shown to demonstrate how the transactions are evaluated by the system and put into this category:

<table>
<thead>
<tr>
<th>Source</th>
<th>Rec ID/Account</th>
<th>Accounting Date</th>
<th>Amount</th>
<th>Include/Exclude</th>
<th>Match Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>123456</td>
<td>30-Nov</td>
<td>1,000.00</td>
<td>Include</td>
<td>N/A</td>
</tr>
<tr>
<td>A</td>
<td>123456</td>
<td>1-Dec</td>
<td>800.00</td>
<td>Exclude</td>
<td>N/A</td>
</tr>
</tbody>
</table>

• **Less Unmatched Supported** is the net total of unmatched transactions that are supported. An example is shown to demonstrate how the transactions are evaluated by the system and put into this category:

<table>
<thead>
<tr>
<th>Source</th>
<th>Rec ID/Account</th>
<th>Accounting Date</th>
<th>Amount</th>
<th>Include/Exclude</th>
<th>Match Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>123456</td>
<td>30-Nov</td>
<td>1,000.00</td>
<td>Include</td>
<td>N/A</td>
</tr>
<tr>
<td>A</td>
<td>123456</td>
<td>1-Dec</td>
<td>750.00</td>
<td>Exclude</td>
<td>N/A</td>
</tr>
</tbody>
</table>

• **Less Matched In-Transit** is the net total of matched transactions that are deemed “unmatched” As-Of the period-end date. An example is shown to demonstrate how the transactions are evaluated by the system and put into this category:

<table>
<thead>
<tr>
<th>Source</th>
<th>Rec ID/Account</th>
<th>Accounting Date</th>
<th>Amount</th>
<th>Include/Exclude</th>
<th>Match Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>123456</td>
<td>30-Nov</td>
<td>900.00</td>
<td>Include</td>
<td>2-Dec</td>
</tr>
<tr>
<td>B</td>
<td>123456</td>
<td>1-Dec</td>
<td>900.00</td>
<td>Exclude</td>
<td>2-Dec</td>
</tr>
</tbody>
</table>
Table 11-4  Less Matched In-Transit Category Example 2

<table>
<thead>
<tr>
<th>Source</th>
<th>Rec ID/Account</th>
<th>Accounting Date</th>
<th>Amount</th>
<th>Include/Exclude</th>
<th>Match Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>123456</td>
<td>30-Nov</td>
<td>900.00</td>
<td>Include</td>
<td>2-Dec</td>
</tr>
<tr>
<td>B</td>
<td>123456</td>
<td>1-Dec</td>
<td>890.00</td>
<td>Exclude</td>
<td>2-Dec</td>
</tr>
<tr>
<td>A</td>
<td>123456</td>
<td>2-Dec</td>
<td>(10.00)</td>
<td>Exclude</td>
<td>2-Dec</td>
</tr>
</tbody>
</table>

3. Select the time period and click Balance Report to generate the report. This example shows a balance report with a Difference of zero which is the goal.

![Balance Report Image]

4. You can view the reconciliation now in Reconciliation Compliance. You can attach the balancing report from Transaction Matching and submit the reconciliation to the reviewer.
Creating and Running Jobs

Users can create jobs to import transactions, balances, or to run the auto match process independent of an import. You can see the list of jobs previously run, including the type of job, file name, result, and information about the actions performed by the job.

Importing Transactions or Balances
For details on importing transactions or balances, see Importing Data.

Running Auto Match Independent of Import
The Auto Match job provides an opportunity to run an auto match process independent of importing transactions. This is useful if you need to adjust auto match rules after transactions were imported. For example, if you imported transactions and ran the auto match process but were not happy with your match results. Adjust the match rules and then run the Auto Match process again without re-importing transactions.

To run auto match:
1. From Home, select Console.
2. On the Jobs History tab, select Actions, and then select Run Auto Match.
3. On the Run Automatch tab, select the Reconciliation Type, and then click Submit.
4. Click **OK** in response to the Job Submitted dialog. The job runs in the background and you will see the status on **Jobs History**. Click **Refresh** if you want to check that the job succeeded in Oracle Account Reconciliation Cloud Service.