Oracle® Fusion Cloud EPM

Administering Account Reconciliation

ORACLE®

Oracle Fusion Cloud EPM Administering Account Reconciliation,

E94355-67

Contents

Part I   Administering Reconciliation Compliance

4   Learning About the Reconciliation Process

5   Managing the Reconciliation Process

6 Using EPM Enterprise Journals With Account Reconciliation to Post Journal Entries

7   Ongoing Administrative Tasks

Part II   Administering Transaction Matching

8   Learning About Transaction Matching

9 Understanding the Integration Between Transaction Matching and Reconciliation Compliance

10 Running Auto Match

11 Searching Transactions, Filtering, and Saving List Views

ORACLE®

18 Creating a Sample Application

19 Creating a New Application

20 Removing an Application

Part V   Performing Common Actions in Account Reconciliation Cloud

21 Working with Views and Filters

ORACLE

22   Managing Custom Dashboards

23   Using Reports

24 Understanding Security in Account Reconciliation

25   Using Alerts to Resolve Roadblocks

26   Migrating to the Same or a Different Environment

27   Migrating from On-Premises Financial Close Management to Account Reconciliation Cloud

28   Using Archive, Restore and Purge

29   Using EPM Automate for Administrative Tasks

30   About Connecting EPM Cloud Environments

A   Appendix: Account Reconciliation Best Practices

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Documentation Feedback

To provide feedback on this documentation, click the feedback button at the bottom of the page in any Oracle Help Center topic. You can also send email to epmdoc_ww@oracle.com.

1
Creating and Running an EPM Center of Excellence

A best practice for EPM is to create a CoE (Center of Excellence).

An **EPM CoE** is a unified effort to ensure adoption and best practices. It drives transformation in business processes related to performance management and the use of technology-enabled solutions.

Cloud adoption can empower your organization to improve business agility and promote innovative solutions. An EPM CoE oversees your cloud initiative, and it can help protect and maintain your investment and promote effective use.

The EPM CoE team:

*   Ensures cloud adoption, helping your organization get the most out of your Cloud EPM investment
*   Serves as a steering committee for best practices
*   Leads EPM-related change management initiatives and drives transformation

All customers can benefit from an EPM CoE, including customers who have already implemented EPM.

How Do I Get Started?

Click to get best practices, guidance, and strategies for your own EPM CoE: Introduction to EPM Center of Excellence.

Learn More

*   Watch the Cloud Customer Connect webinar: Creating and Running a Center of Excellence (CoE) for Cloud EPM
*   Watch the videos: Overview: EPM Center of Excellence and Creating a Center of Excellence.
*   See the business benefits and value proposition of an EPM CoE in *Creating and Running an EPM Center of Excellence*.

2
Learning About Account Reconciliation

Account Reconciliation provides robust functionality to help manage account reconciliation period end processes as well as large scale transaction matching capabilities.

The following topics provide an overview:

- About Reconciliation Compliance
- Which Tasks Do I Do First in Reconciliation Compliance?
- About Transaction Matching
- Which Tasks Do I Do First in Transaction Matching?

Sample Application Available

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

Tour of Account Reconciliation Video

Click this link to watch a video:

Overview of Reconciliation Compliance

Reconciliation Compliance enables you to manage all your period-end reconciliations.

Related Topics

- About Reconciliation Compliance
- Reconciliation Compliance Terminology
- Which Tasks Do I Do First in Reconciliation Compliance?

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

Reconciliation Compliance 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.

Reconciliation Compliance Terminology

The following table describes the key concepts in Reconciliation Compliance.

Concept	Description
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.

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 Account Reconciliation by watching videos:

    – Overview: Tour of EPM Cloud Account Reconciliation

    – Learn About Working with Reconciliations

Administrators:

Get familiar with these additional features by watching these videos or reading these topics:

- Learn About Setup and Configuration

- Learn About Setup Best Practices

- Learn About Security

- Learn About Managing Reconciliations

- Set the daily maintenance time in Tools or change the service start time. See "Setting Service Maintenance Time" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

- Configure Sender Policy Framework (SPF) record for Oracle Cloud Emails. See "Configuring SPF Record for Oracle Cloud Email Verification" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

- Create users and assign roles. See "Managing Users and Roles" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

- Learn about how to create a sample or new application. See Creating an Application

- Review Readiness Information: follow this link to the Oracle Cloud Readiness site for Account Reconciliation, where you can review information about what's new in each release.

> **Note:**
>
> Use the Readiness App to see new features from October, 2021 and onwards. Use the EPM Cloud Feature tool to see features released from March, 2018 through June, 2023 only; it will not be updated after June, 2023.

- Join Customer Connect: follow this link to the Oracle Applications Customer Connect site, where you can join discussions, ask questions, and share information.

Overview of Transaction Matching

Transaction Matching enables you to automate the preparation of high-volume and complex reconciliations.

Related Topics

- About Transaction Matching
- Transaction Matching Terminology
- Which Tasks Do I Do First in Transaction Matching?

About Transaction Matching

Transaction Matching is a perfect complement to the 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, an optional licensed feature for Account Reconciliation Cloud.

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

- Create match types
- Define data sources
- Define the matching rules
- Create formats
- Create profiles

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

For each account to be reconciled....

Load Data → Run Auto Match → Confirm Suggested Matches → Create Manual Matches

This process repeats each time new data becomes available and ends when all possible matches have been created. Periodically (and dependent on business needs), the account is "balanced" through generation of a reconciliation balancing report. This report provides operational controls and satisfies compliance requirements.

Transaction Matching Terminology

The following table describes key concepts related to Transaction Matching.

Concept	Description
Match Type (created by Administrators)	Match 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.
Data Sources	Depending on your company's needs, you may want to define one or more data sources. For example you might want to: • Compare transactions between two data sources to see which transactions are outstanding • Netting transactions within a single data source to determine the "net balance" of the account 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.
Timing and Frequency	Transaction Matching supports a variety of workflow needs: –Matching and balancing daily –Matching daily and balancing monthly –Matching and balancing monthly

Concept	Description
Matching Rules	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. The common matching rule types are supported: • one to one • one to many • many to one • many to many

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 Account Reconciliation by watching videos:

  – Overview: Tour of Transaction Matching

  – Learn About Working with Reconciliations in Transaction Matching

Administrators:

Get familiar with these additional features by watching these videos or reading these topics:

- Set Up Transaction Matching

- Learn About Security

- Set the daily maintenance time in Tools or change the service start time. See "Setting Service Maintenance Time" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

- Configure Sender Policy Framework (SPF) record for Oracle Cloud Emails. See "Configuring SPF Record for Oracle Cloud Email Verification" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

- Create users and assign roles. See "Managing Users and Roles" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

- Create a sample or new application. See Creating an Application

- Review Readiness Information: follow this link to the Oracle Cloud Readiness site for Account Reconciliation, where you can review information about what's new in each release.

> **Note:**
>
> Use the Readiness App to see new features from October, 2021 and onwards.
> Use the EPM Cloud Feature tool to see features released from March, 2018
> through June, 2023 only; it will not be updated after June, 2023.

- Join Customer Connect: follow this link to the Oracle Applications Customer Connect site, where you can join discussions, ask questions, and share information.

3

Account Reconciliation Home

After you create the business process, the Home page is the launch point for accessing your business process tasks.

Overview Videos

- Watch this overview video to learn about the Oracle Enterprise Performance Management Cloud look and feel.

    ▶ Overview: Announcing EPM Cloud's new Redwood Theme

- For other videos about how to use **Account Reconciliation**, see Account Reconciliation Videos.

Overview of Account Reconciliation Home

When you first access Account Reconciliation, **Home** provides easy access to features. The interface provides an intuitive user experience and an overview for quick access to commonly used functions.

This is an example of the **Redwood** theme. Depending on your role, you may see all or only some of these icons.
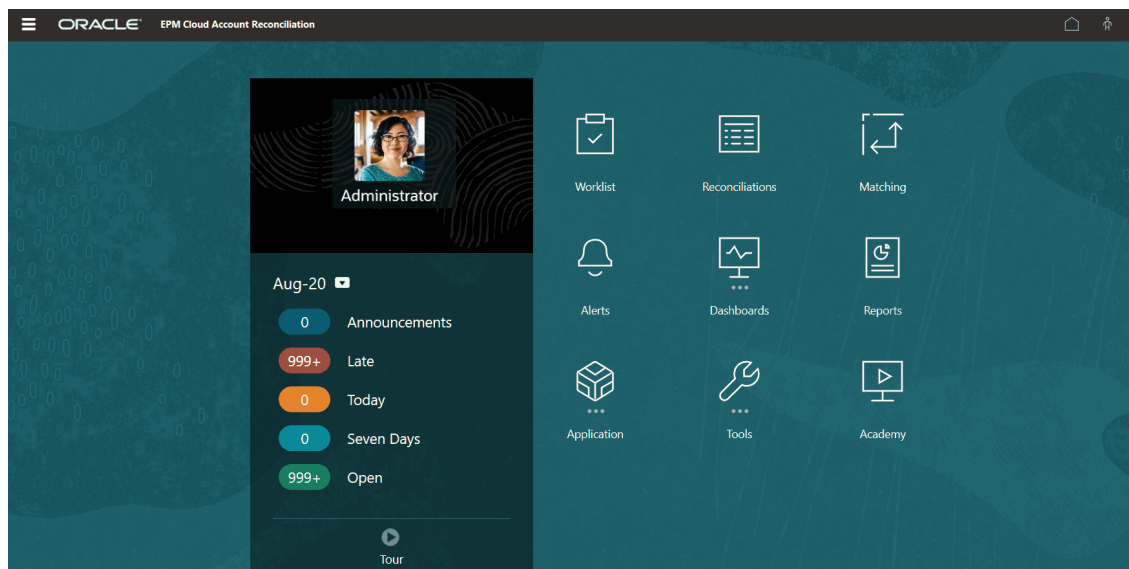
On the Appearance page, you can add a branding logo and background images to the Home page. To change the general look and feel of your environment, see Customizing Your Display.

The Home page contains the following:

- Home Cards in the Work Area

- Global Header

- Links from the Home Page

Home Cards in the Work Area

The cards in the work area provide access to functionality that is required to perform your reconciliation tasks.

This table describes the card (icons) on the **Home** page and the user roles that can access that card.

Card Name	Description
Worklist	Displays a list of the period-end reconciliations and status. Available to all user roles (Administrator, Power User, User, Viewer). See Worklist
Reconciliations	Gives you easy access to the Reconciliation actions dialog and Transactions dialog to perform the period-end reconciliation work assigned to you. Available to all user roles (Administrator, Power User, User, Viewer). See Reconciliations
Matching	Displays a list of reconciliations in Transaction Matching on the first tab and the ability to search transactions on the second tab. Available to all user roles (Administrator, Power User, User, Viewer). See Matching.
Alerts	Allows administrators and users to view and work with alerts to help users resolve roadblocks during their work on reconciliations. See Alerts
Dashboards	Links to Dashboards page that shows the progress and status of reconciliations through two Reconciliation Compliance dashboards: **Overview**, and **Compliance**, and a Transaction Matching dashboard called **Match Metrics**. Available to all user roles (Administrator, Power User, User, Viewer).
Reports	Links to Reports page that contains predefined reports that you can generate. Available to all user roles (Administrator, Power User, User, Viewer). See Using Reports

Card Name	Description
Application	Links to: • **Overview** that shows you reconciliation activity. (Available to all user roles: Administrator, Power User, User, Viewer) • **Profiles** allows you to define profiles which are a building block for creating reconciliations in **Account Reconciliation.**(Available to all user roles: Administrator, Power User, User, Viewer) • **Periods** Allows an Administrator to work with periods to open, close, or lock. (Available to Administrator only) • **Configuration**(Attributes, System Attributes, Currencies, Format, Organization and System Settings are only available to Administrators. Data Load and Periods are available to Administrators and Power Users. Filters and Lists are available to all users.) • **Match Types** allows you to create match types for **Transaction Matching**. (Available to Administrator only) • **Jobs** shows the history of jobs run in Reconciliation Compliance. **Jobs History** tab shows jobs in Transaction Matching and allows you to import transactions, balances, and run Auto Match. (Both Jobs and Jobs History available to Administrator and Power Users) • **Services** allows an Administrator to see the status of certain service related tasks such as: email notifications, open reconciliations, or system maintenance. (Available to Administrator only). • **Archives** allows a Service Administrator to keep the size of the database in check and help performance by using archive, restore, and purge functionality. (Available to Administrator only). • **Report Configuration** allows you to create custom reports, create report queries, and group reports. (Available to Administrator only). For more details, see Application.

Card Name	Description
Tools	Links to: • **Appearance** allows an Administrator to rebrand or customize your logo, background image, and theme in the user interface. (Available to Administrator only) • **Announcements** allow an Administrator to create announcements to other users. (Available to Administrator only) • **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. (Available to Administrator only) • **Service Activity** allows a Service Administrator to view or download system or user login activity reports. (Available to Administrator and Power Users) • **Access Control** allows a Service Administrator the ability to manage groups, provision roles, view or download provisioning or user login reports, as well as manage teams and users. (Manage Groups, Manage Application Roles, and Power User Security is Administrator only. Role Assignment Report, User Login Report, Manage Teams, and Manage Users is available to Administrators and Power Users) • **Audit** allows an Administrator to view the history of all Reconciliation Compliance objects in one place, as well as filter the history by any of the attributes. The Audit Report also displays the Old and New Values for the object.(Available to Administrator only). • **Migration** allows you to backup and restore content and also contains the **Remove application** tab that allows you to delete the Reconciliation Compliance and Transaction Matching artifacts and data. (Available to Administrator only) • **Clone Snapshot** allows a Service Administrator to clone a snapshot of their environment. For details, see Cloning EPM Cloud Environments in the *Administering Migration for Oracle Enterprise Performance Management Cloud* guide.

Global Header

The global header is the area that stretches across the top of the user interface. It contains navigation icons as well as access to accessibility settings and the **Settings and Actions** menu.

Parts of the global header from left to right:

Global Header Part	Description
Navigator	The Navigator icon opens the **Navigator** menu, which serves as a sitemap of the business process and displays links to all of the business process pages to which you have access. ✎ **Note:** Some of the links in the **Navigator** menu are available only if you're accessing the business process from the desktop.
Logo	Click the Oracle logo to return to the Home page while working elsewhere in the business process. You can display a custom logo instead of the Oracle logo by selecting a **Logo Image** on the **Appearance** page.
Business Process Name	The name of the current business process. You can hide the business process name by selecting **No** for the **Display Business Process Name** option on the **Appearance** page.

Links from the Home Page

The Home page contains links to other information such as Announcements, Academy, and User Assistance.
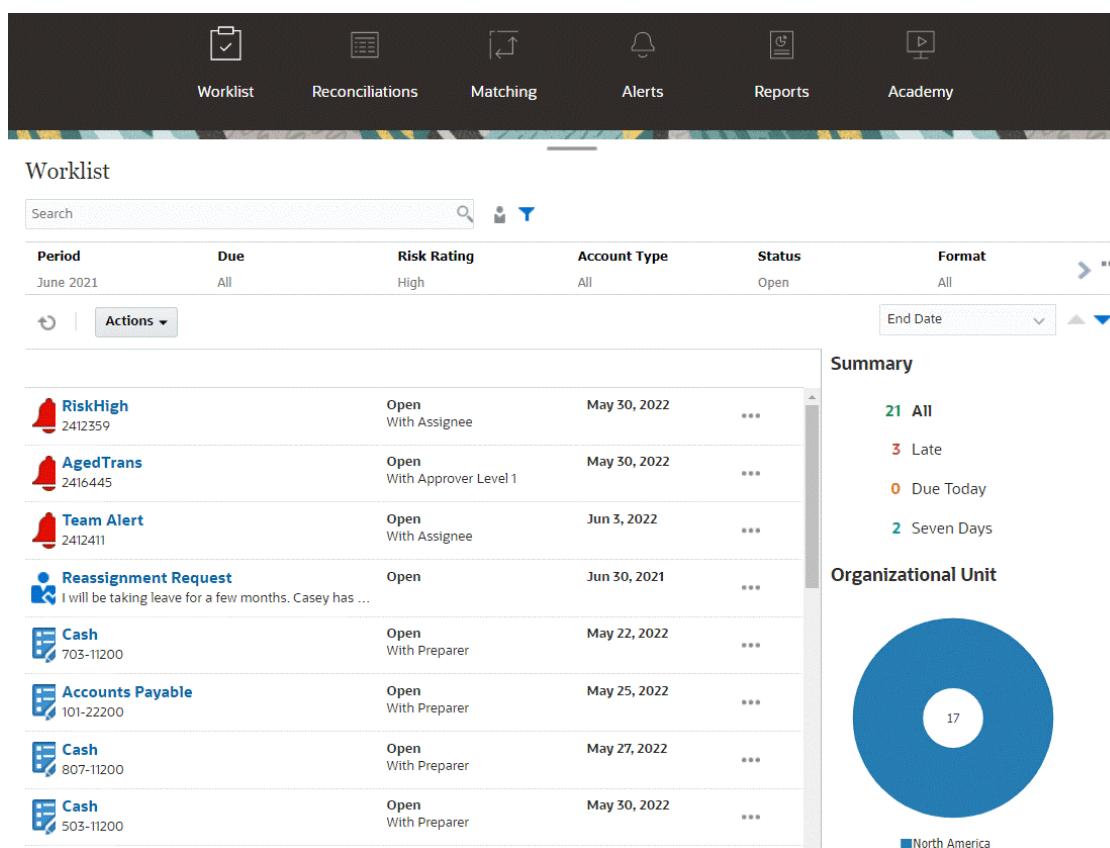
This table describes the links available from other areas of **Home**.

Name	Description
Announcements	The left side of **Home** displays an announcement area that displays any system announcements entered by the administrator and helps you track your activity. • **Activity**—Summarizes system announcements (the most recent announcement, sorted by effective date, appears at the top) and lists your open tasks • **Recent**—Displays a list of links to recently visited forms and dashboards (up to 15 items). Clicking a link will launch the item in a secondary window. Clicking the star next to a link will tag it as a favorite. • **Favorites**—Displays a list of links to forms or dashboards that were tagged as favorites, and prevents them from being overwritten. Click a link in **Favorites** to launch the item in a secondary window. To add items to **Favorites**, click **Recent** to view your recent user activity, and then click the star to the right of the item.
Integration	Available in **Navigator**, and accesses **Data Management**. (Available to Administrators only.
Academy	Link to videos and documentation. Available to all user roles.

Name	Description
Home	Returns to the Home page
User Assistance	Upper right of **Home** links to: • **Help** links to Oracle Help center for full documentation • **Help on This Topic** links to context sensitive help on many topics • **Cloud Customer Connect** links to an Oracle customer information and discussion site • **Provide Feedback** to send an issue with logs to Oracle • **Oracle Support** to go to My Oracle Support site.
Tour	Links to a product overview video.

Worklist

The **Worklist** shows you the list and status of reconciliations that are being worked on.

This example shows an Administrator's view of the worklist.

> **Note:**
>
> An empty list is displayed for Power Users who have no security scope defined and no reconciliations assigned.

Here's some ways you can easily get information about reconciliation work that is ongoing:

- You can see a summary of the status by **All**, **Late**, **Due Today**, or **Due in 7 days**.

- Preparers and Reviewers can use a toggle to move between All Reconciliations and Reconciliations that are active with your role now and that need your attention.

- You can toggle the view to look at the reconciliations for yourself or another user.

- You can use the **Filter bar** to filter by attributes such as name or account type.

The Worklist shows only your open tasks that require action even if you are a member of a preparer or reviewer team that still has other action to take.

You can open reconciliations on the list by clicking the reconciliation name or by clicking the **Actions** icon next to the reconciliation and then selecting **Open Reconciliation**.

Actions Performed from the Worklist

Depending on your role, you can use the **Actions** menu to perform the following actions.

- Export the reconciliation list to Excel

- Generate a report binder for the reconciliation list
  This action enables you to create versions of reconciliations that may be printed or used for offline viewing. See Using Report Binders

- Import pre-mapped data (pre-mapped balances and pre-mapped transactions)
  See Importing Pre-mapped Balances or Transactions.

Reassignment Requests

An Administrator can turn on a feature allowing a user to directly perform and approve reassignment of reconciliations. This option enables users assigned to a primary workflow role to request reassignments for that same role. For instructions on how an administrator can allow users to directly perform reassignment requests, see Allow Workflow Users to Perform and Approve Reassignment Requests.

For information on how users perform reassignment requests, see Requesting Reassignments

Search and Filter Capability

An easy way to access the reconciliation you want is to use the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns. For example, you could search on the word "Accounts" to see all records that have Accounts in the name such as Accounts Payable or Accounts Receivable.

You can also use the specific filtering capability to access particular lists of reconciliations by clicking the **Filter** icon next to the Search field and then setting the filters you want.

Reconciliations

The **Reconciliations** card on the **Home** page gives you easy access to your period end reconciliations and transactions for those reconciliations.

> **Note:**
>
> An empty list is displayed in the Reconciliations tab and Transactions tab for Power Users who have no security scope defined and no reconciliations assigned.

Service Administrators can review work or check on progress. Users can work on the reconciliations assigned to them. You can open, edit, or delete a reconciliation and take actions on reconciliations and transactions.

> **Note:**
>
> You can also access reconciliations from **Worklist** or **Dashboards** on the **Home** page too.

Taking Actions on Reconciliations

To perform reconciliation work:

1. From **Home**, click **Reconciliations**.

   A list of reconciliations displays.

2. Select a reconciliation from the reconciliation list.

3. From **Actions**, select one of the following options to perform the required action: **Open**, **Edit**, or **Delete**.

   When you open a reconciliation, the Reconciliation Summary dialog displays. When you edit a reconciliation, the Edit Reconciliation dialog displays.

Reconciliation Summary Dialog

This is an example of the **Reconciliation** summary dialog where you can perform all of your work. This example is for a balance comparison method reconciliation.

Here's some features of this dialog:

- On the upper right, the unexplained difference is always showing so that you can focus on getting that difference down to zero. Here's an example of an unexplained difference of $100,000.

- The Balance Summary Numbers panel shows two columns for General Ledger Balance and Accounts Payable Subledger Balance. Click on the adjustments number or the tab, you can see a detailed list of the transactions.

- The Prior Ending Balances graph panel displays the trend over time of the previous reconciliations. New reconcilers can see if they are in the range that was previously achieved. Existing users can see trends and figure out if there are new issues to address based on those trends.

- The right hand side contains key metrics for the reconciliation: who owns it, when it's due, and any violations. You can also see the most recent attachments and comments.

- Other functionality, such as properties, instructions, alerts, workflow, warnings, attributes, questions, attachments, comments, prior reconciliations, and history are in the right hand side drawers that slide out making it easy to access.

Watch a Preparing Reconciliations Video

Click this link to watch the video:

Matching

The **Matching** card on the **Home** page lists reconciliations created in Transaction Matching and shows a description, the name of the preparer, and whether there are unmatched items.

> **Note:**
>
> An empty list is displayed for Power Users who have no security scope defined and no transactions assigned.

This example shows the **Matching** card. By default, the Matching tab is displayed. For information about the **Transactions** tab, see Searching Transactions in Transaction Matching.

You can perform the following actions on the listed reconciliations:

- **Open**
- **Edit**
- **Delete**
- **Run AutoMatch**

To learn more about Transaction Matching, see Learning About Transaction Matching.

Steps in the Matching Process

The process for performing matching involves the following:

1. Importing data. See Importing Data.
2. Running Auto Match. See Running Auto Match.
3. Confirming suggested matches. See Suggested Matches.
4. Creating manual matches. See Creating Manual Matches.
5. Creating the Reconciliation Balancing Report. See Creating the Balancing Report.

Alerts

The **Alerts** list available through the **Home** page allows administrators and users to view and work with alerts.

To access the **Alerts** list:

1. On the **Home** page, click **Alerts**.
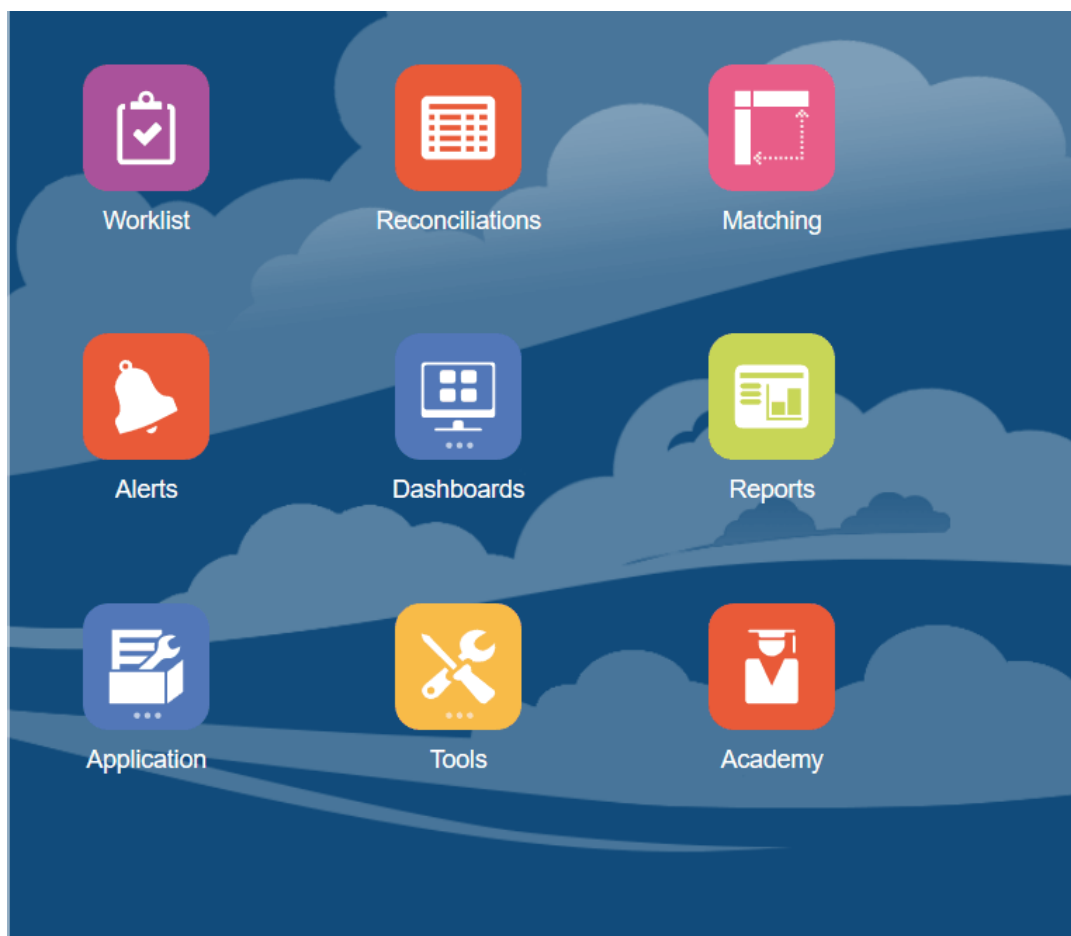
2. The Alerts page displays any existing alerts. You can open and work with the alert.
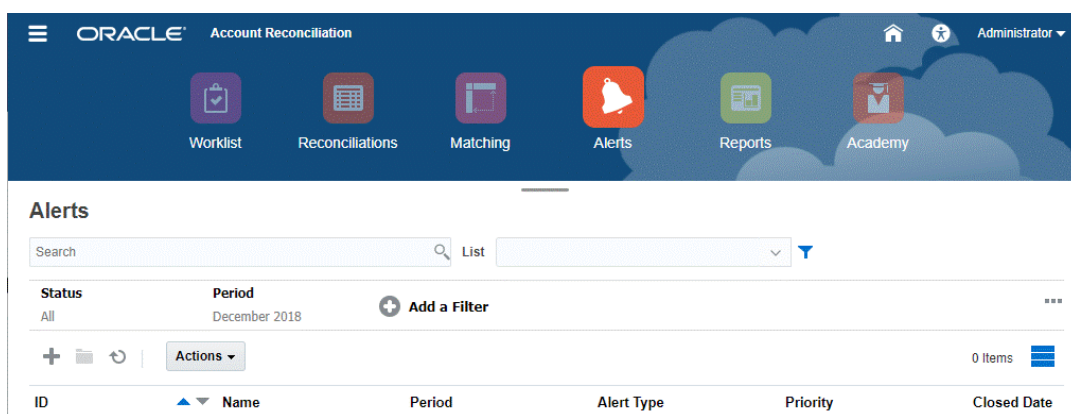
The list displays the following: Alert ID, Alert Name, Status, Priority, End Date, and Alter Type.

• You can filter the list and select the columns that you want to display.

> **Note:**
>
> Alerts and their status are also displayed at the top of the list on the Worklist tab.

- You can easily access the alter you want by using the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns.

  You can also use the specific filtering capability to access particular lists of reconciliations by clicking the **Filter** icon next to the Search field and then set the filters you want.

Alert Details

When you open an alert, the system displays the alert information and a work area.

The top bar displays the Alert ID and Alert Name. The Actions drop down list contains available action options depending on your role and the workflow for the alert.

If one of these actions is available, it is displayed as a separate button in the top bar:

- **Submit**
- **Approve**
- **Reject**
- **Claim**
- **Release**
- **Request Information**
- **Reopen**

The Summary board displays a graphic summary of the alert status. The items displayed depend on the workflow.

- **Days Left** - Indicates the days left before the alert is due to be resolved. If the alert is being worked on by a user, it will show the days remaining for their part of the workflow. Otherwise, it will show the overall days remaining.

Dashboards

If there are only hours left, this is displayed as **Hours Left** or **Minutes Left**. If it is beyond the End Date value, then it displays **Days Past Due**.

- **Priority** - Displays the current priority of the alerts.

- **New Comments** - Displays the number of comments that you have not yet viewed

- **Questions** - Displays the number of questions that you are required to answer before being able to submit or approve the alert.

- **Attributes** - Displays the number of attributes you are required to set before being able to submit or approve the alert.

- **Alerts** - Displays the number of open alerts associated with this alert.

Viewing Alert Details and Updating an Alert

When you open an alert from the Alerts list, you can view the instructions, answer any required questions, and add comments or viewers.

If needed, you can create alerts on alerts. For example, this would allow you to create sub-alerts for a "System Down" issue to work separately on network and power issues.

To update information in an alert, see Updating Alerts.

When you are done updating alert information, you can perform actions on the alert, depending on your role and the alert status. See Alerts

Dashboards

There are multiple dashboards that you can use in Account Reconciliation.

- **Overview** and **Compliance** dashboards provide information about period-end reconciliations.

- **Match Metrics** provides information about transactions on the Transaction Matching dashboard.

- **Custom** dashboards enable Service Administrators to design and create their own dashboards. See Managing Custom Dashboards.

Overview 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.

3-14
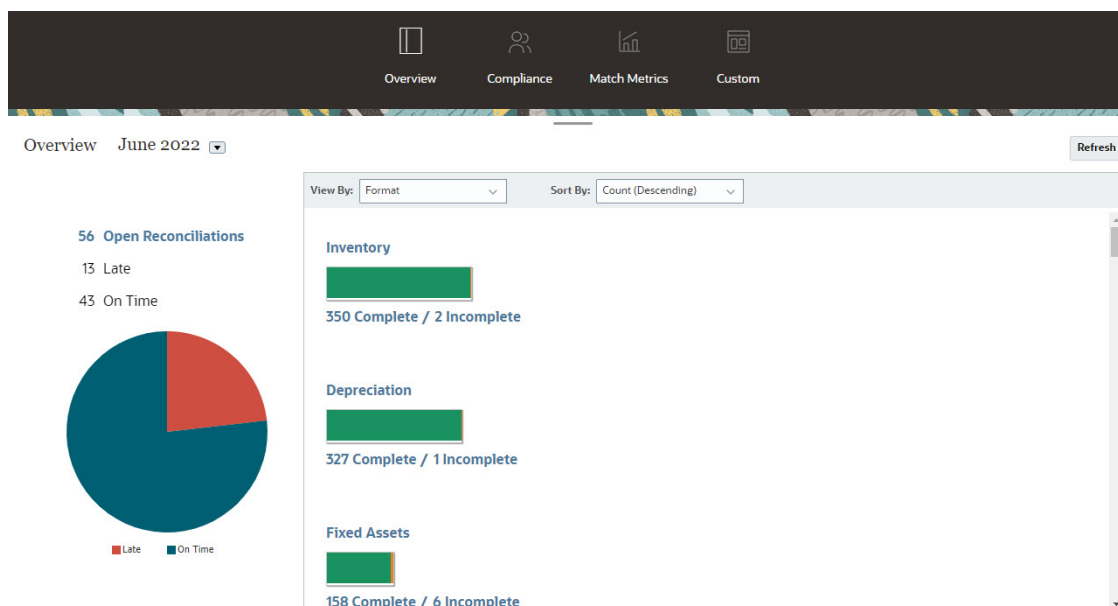
Compliance Dashboard

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. All users 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. Based on security restrictions, users only see the details for the reconciliations to which they are assigned. The statistics on the Compliance Dashboard display metrics for the currently assigned Preparer and Reviewer.
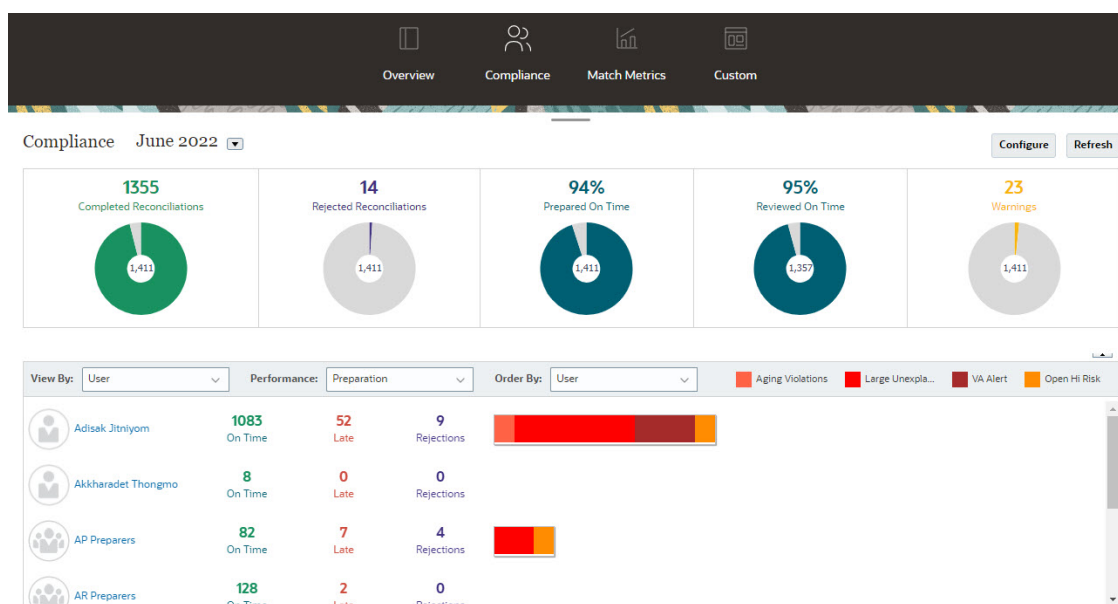
You can change your viewing options on the dashboard:

• Change the period by using the drop down list.

- Use the **View By**, **Performance**, and **Order By** drop downs to change what you are viewing

- You can also change the "traffic light indicators" by clicking **Configure** on the dashboard and select different colors or change names.

Match Metrics Dashboard

The **Match Metrics** dashboard allows you to choose the match type, the date the transactions were imported on, and sort by various statuses.
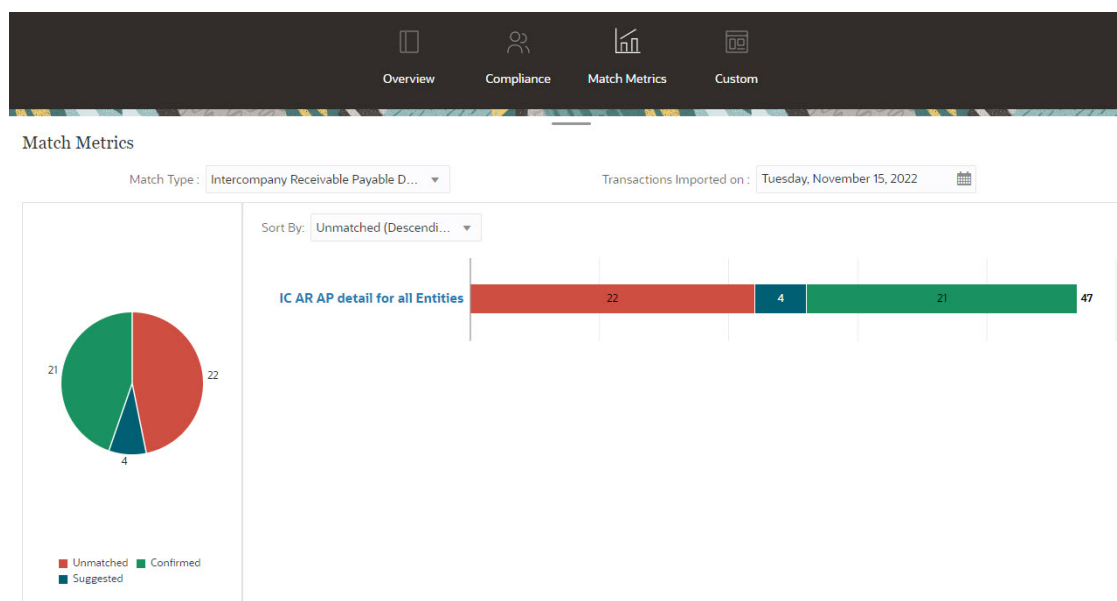
Reports

The **Reports** card links to a list of reports that you can generate. Account Reconciliation comes with predefined reports for **Reconciliation Compliance** and **Transaction Matching**. In addition an administrator can define and generate custom reports and these custom reports will also appear on the **Reports** list.

- **Reconciliation Compliance** predefined reports. See Generating Predefined Reports in Reconciliation Compliance

- **Transaction Matching** predefined reports. See Generating Predefined Reports in Transaction Matching

You can also define and generate custom reports under **Application**, **Reports Configuration.** See Generating Custom Reports

Application

The **Application** card on **Home** links to the following:
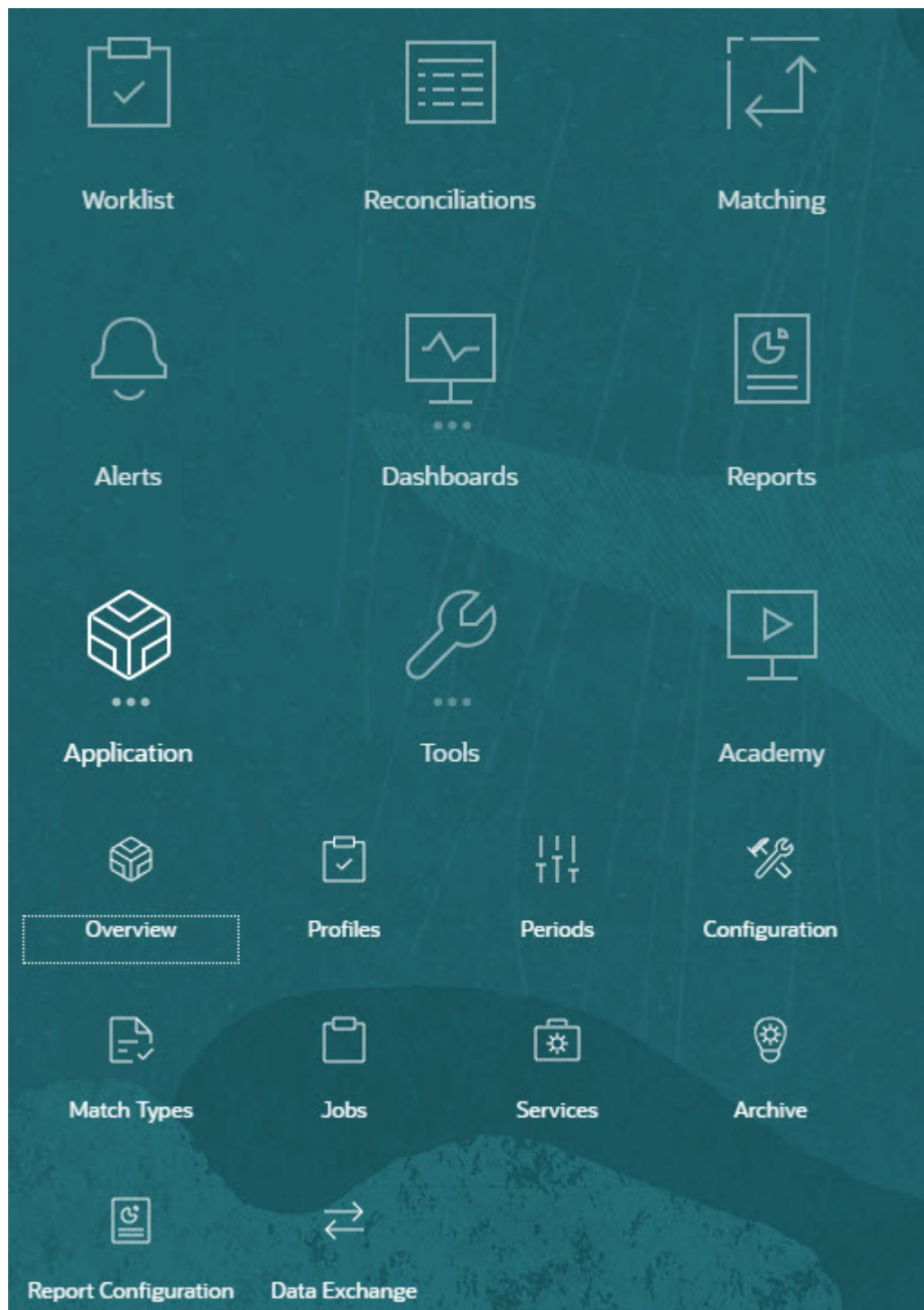
- **Overview** displays recent reconciliation activity by different users, data loads (including links to the Dataload Execution dialog), and the number of change requests for today, last seven days, and all. See Reconciliation Activity.

- **Profiles** allows you to define profiles which are a building block for creating reconciliations in **Account Reconciliation**.
  See Defining Profiles.

- **Periods** allows you to work with periods to open, close, or lock. A Service Administrator can also work with periods from **Application**, then **Configuration**, and then **Periods**.

See Creating Periods.

- **Configuration** allows a Service Administrator to perform a variety of tasks to set up, configure, and maintain **Account Reconciliation**:

  - Attributes

  - System Attributes

  - Currencies

  - Data Loads

  - Filters

  - Formats

  - Lists

  - Organizations

  - Periods

  - Settings

  See Overview of Reconciliation Compliance Configuration

- **Match Types** allows you to create match types for **Transaction Matching** . See Creating Match Types.

- **Jobs** displays the jobs performed in Reconciliation Compliance and Transaction Matching. The **Summary in Minutes** panel provides a summary of the user-created jobs that were run. See About Jobs in Account Reconciliation.

  The **Jobs** for Reconciliation Compliance contains a Point of View (POV) as well as a search making it easier to display the jobs you want to see. See Viewing Jobs.

  For Transaction Matching, **Jobs** displays the jobs performed in Transaction Matching, allows you to run various types of Transaction Matching jobs, and maintains a history of the jobs run. See Creating and Running Jobs

- **Services** allows a Service Administrator to restart or run the following: email notifications, open reconciliations or system maintenance tasks such as synchronizing users. See Services

- **Archive** allows a Service Administrator to keep the size of the database in check and help performance by using archive, restore, and purge functionality.
  See Archiving

- **Report Configuration** allows you to create custom reports, create report queries, and group reports.
  See Generating Custom Reports

- **Data Exchange** allows you to access the **EPM Integration Agent** functionality. Using the EPM Integration Agent, you can extract data from your on-premises data sources and then load the data directly to the Oracle Enterprise Performance Management Cloud.
  See EPM Integration Agent

Reconciliation Activity

The **Overview** tab under **Application** card keeps you apprised of the latest activity affecting account reconciliations, including submissions and approvals, as well as rejections in **Reconciliation Compliance**. Authorized users can also view the latest status of data loads and monitor the processing of user change requests.
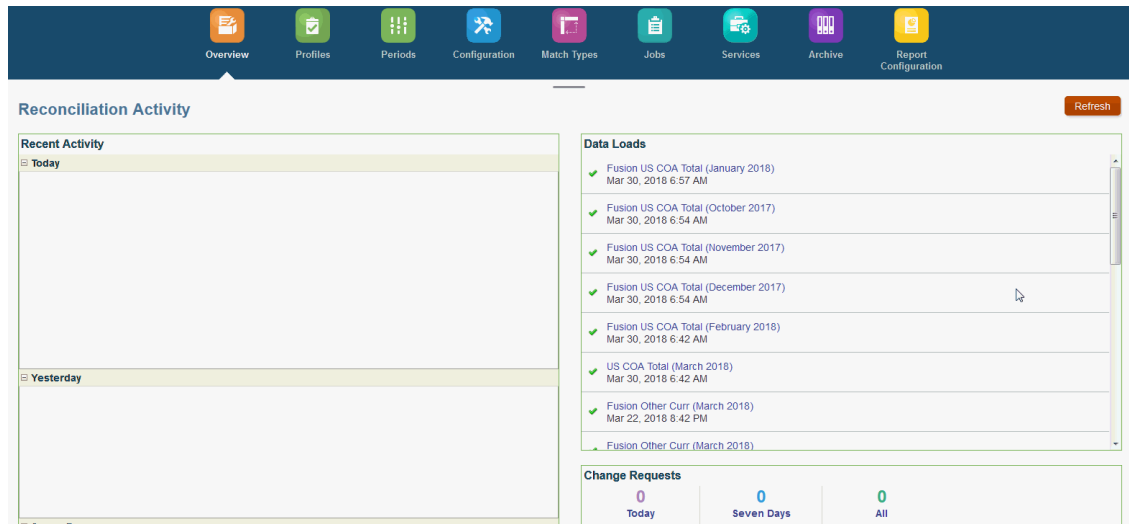
Overview of Reconciliation Compliance Configuration

The first task in setting up Reconciliation Compliance is to configure different settings available from **Home**, then **Application**, and then **Configuration**.

Configuration has the following easy access to various features and settings:

- • **Alert Types**
- • **Attributes**
- • **System Attributes**
- • **Currencies**
- • **Data Loads**

- **Filters**

- **Formats**

- **Lists**

- **Organizations**

- **Periods**

- **Settings** (System Settings)

Alert Types

Alerts allow communication between a user having an issue while working towards closing a reconciliation, and other users that may be able to help resolve the issue. Alert types are created by administrators to define a procedure to follow when certain issues arise. See Creating Alert Types

Attributes

Custom attributes are user-defined fields defined centrally by administrators and can be used in reconciliations, profiles and formats:

In Profiles: Administrators and power users can assign attributes to profiles to capture information that is not supported by the standard attributes. In Formats: Administrators can assign attributes to formats to appear on reconciliations in two places.

This tab appears first on the list since you will access this often while managing Account Reconciliation. See Creating Attributes for details on how to create them.

Defining System Attributes

Under System Attributes, you define these attributes of profiles and reconciliations:
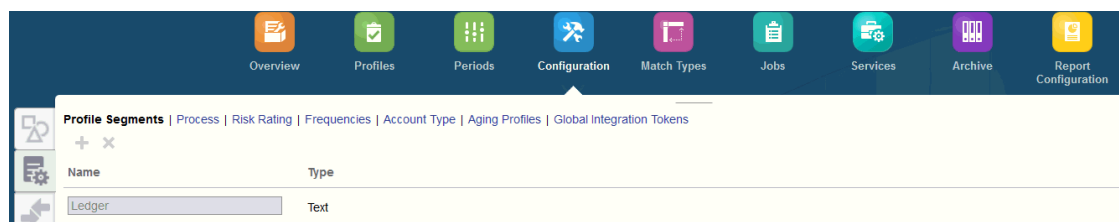
- **Profile Segments** are the components of the Account ID used to uniquely identify profiles and reconciliations. For example, if you typically reconcile accounts at the Company-Account level, then you should define two segments: one for Company, and one for Account. Profile Segment values are labels. They don't control the mapping of balances to reconciliations which occur through mapping rules added in the data load definitions or by pre-mapping balances before import.

- **Process** distinguishes between reconciliations for different purposes, such as a pre-defined *Balance Sheet* process. You can remove this option if you prefer other terminology.

- **Risk Ratings**are tags assigned to reconciliations to help with reporting and analysis such as High, Medium, or Low..

- **Frequencies** determine how often reconciliations are prepared. "Monthly" and "Quarterly" are typical frequencies. In System Settings, you define the frequencies. You also need to assign frequencies to profiles and periods. Reconciliations are only created when the frequency assigned to the profile matches the frequency assigned to the period.

- **Account Type** are tags assigned to reconciliations to help with reporting and analysis such as Assets, Liabilities, or Equity.

- **Aging Profiles** Aging Profiles are used in reports to classify transactions into *aging buckets*that you define. For example, you might define an Aging Profile consisting of the following buckets: 0-15 days, 16-30, 30-60, 61-90, and greater than 90 days. You can review reports that display the count or value of transactions within each aging bucket.

- **Global Integration Tokens** are used when parameterized reports should be accessible from the Reconciliation. For example, if you are using BI Publisher to generate Fixed Asset Rollforward schedules, then you can use Global Integration Tokens to pass parameters such as Account ID or Period into the report so it displays the correct data.

Defining Currencies

The Currency section enables configuration of Currency Buckets, Rate Types, and Currencies.
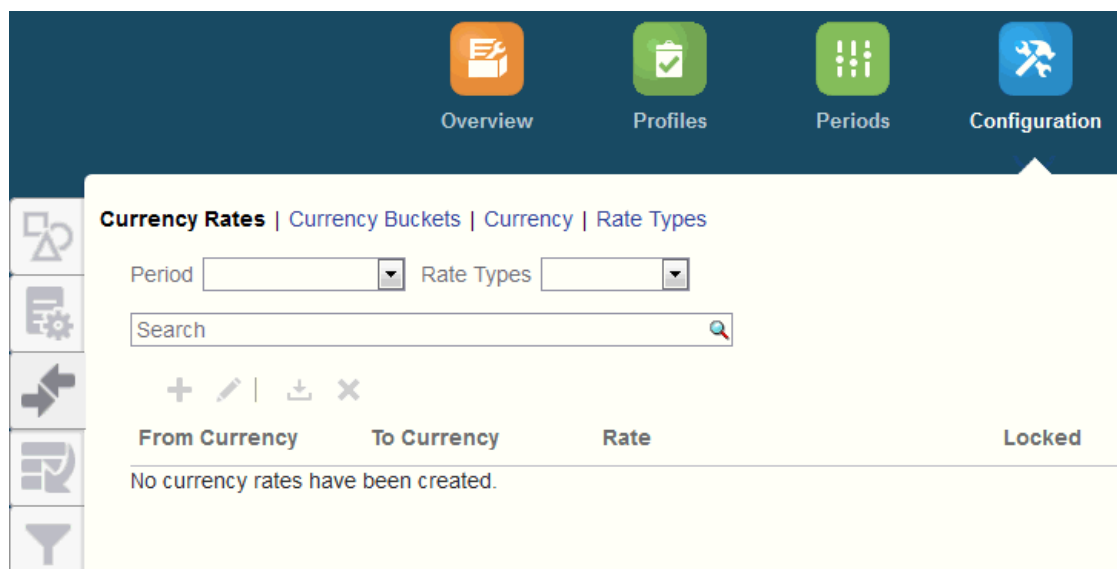
Currency Rates See Defining Currency Rates

Currency Buckets should be defined for each bucket that must be certified in reconciliations, and for any additional buckets that make it easy to prepare the reconciliations. For example, it's very common to require reconciliation at the Functional currency bucket. If this is the case for your company, then the Functional currency bucket should be enabled. If it helps preparers perform the reconciliation by entering values in the Entered, or Posted currency value, then this bucket should be enabled as well. The Reporting currency bucket is typically enabled only when a certification requirement exists for this bucket. Note that all the bucket labels are configurable, to enable renaming to match your company convention. However, you should only use uppercase if you rename a currency bucket label.

Currency enables you to control which currency codes are active in the system.

Define **Rate Types** when you require translation of transactions entered into the reconciliation. For example, if preparers are adding transactions in the Entered currency bucket, then the system can translate these values to the Functional currency bucket using imported Rates

Data Loads

You can use the **Data Loads** dialog to define data load definitions in order to load data using **Data Management** and save those same data load parameters. See Define a Data Load Definition.

Filters

See Creating Filtered Views

Formats

See Learning About Formats

Lists

See Working with Views
See Appendix A: Reconciliation List Select Column Definitions to view the list column definitions for the following dataset types that are referenced across the lists in the application: Profile, Reconciliation, Balance, Transaction.

Organizations

Calendars are used to set the dates and frequencies for each period. Each calendar allows different organizations to work off of different dates and frequencies for the same period.

Holiday Rules are only defined if the reconciliation schedules are affected by company or statutory holidays.

Organizational Units provide a mechanism to assign a hierarchical organizational unit structure to profiles and reconciliations. They provide value in filtering, reporting, and are the means by which holiday rules are applied to profiles.

Periods

Next you configure the number of periods associated with the reconciliations. Periods determine the as-of date of the reconciliation and every period has a start date, end date, and close date. Periods also have associated frequencies. When profiles are added to periods, only those with a frequency matching a frequency associated with the period are added to the period as a reconciliation.

If circumstances require changes to reconciliations, or if administrators must import updated balances, administrators can reopen periods.

You can start with just one or two periods, and then add periods as needed. For each period, you'll define start and end dates, as well as the dates that books are closed for each period and the frequencies associated with each period.

See Configuring Periods

Settings (System Settings)

The **Settings (System Settings)** tab contains other configuration settings that an Administrator may need to use during set up of Reconciliation Compliance. For example, allowing users to delete comments, setting the maximum number of rows in a list, allowing bulk updates, and setting data load timeout.

See Defining System Settings

Watch Overview: Get Started Configuring the System in Reconciliation Compliance Video

Click this link to watch a video:

Periods

There are two cards for **Periods** in the user interface under **Applications**:

- **Application > Periods** - used to create, edit and delete periods as well as kick off Auto Reconcile and Generate Report Binder.

- **Application > Configuration > Periods** - used for administrative tasks related to periods such as set status

Example 1: Creating, Editing and Deleting Periods

- From **Home**, then **Applications**, you can access **Periods** and create, edit, or delete periods as well as kick off Auto Reconcile or Generate a Report Binder.
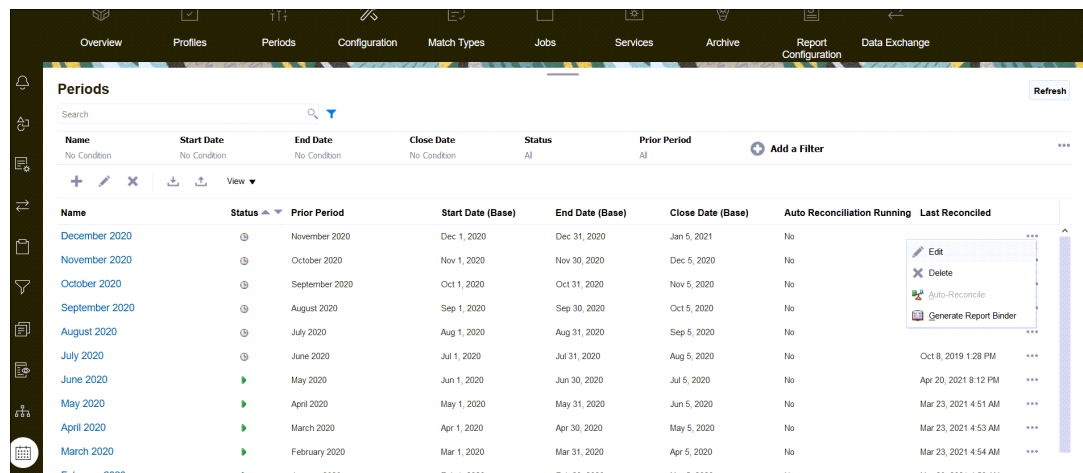
- The period related tasks by an administrator under **Application**, then **Periods** are:

  – **Edit** - used to edit a period.

  – **Delete** - used to delete a period.

  – **Auto-Reconcile** - used to kick off auto reconcile for a period.

  – **Generate Report Binder**

Example 2: Most Commonly Used Period Related Tasks Such as Set Status

- From **Home**, then **Applications**, then **Configuration**, then **Periods**, you can perform common administrative tasks for periods.

-
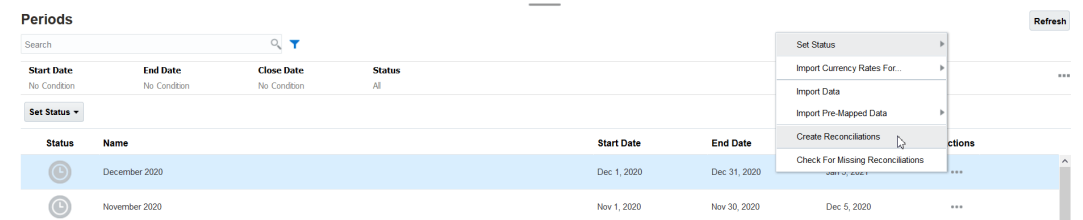
- You can access the following tasks from **Application** , then **Configuration**, then **Periods**:

  – **Set Status** to open, close, or lock a period for a reconciliation.

  – **Import Currency Rates For**

  – **Import Data**

  – **Import Pre-Mapped Data**

  – **Create Reconciliations**

  – **Check for Missing Reconciliations**

Services

Services allows you to view the status of certain service related tasks: email notifications, open reconciliations, or system maintenance. Green indicates that it's running. Actions to take from **Services** are **Run Now** or **Restart**.

> **Note:**
>
> You can use **Run Now** to take an immediate action such as run open reconciliations. You should only use **Restart** if there was a service shutdown and this option is not green. Restart resets the service without running the service itself.

- **Email Notifications** are used to notify users that work has been assigned to them. A Service Administrator can use the option on **Services** to **Restart** or **Run Now**.

> **Note:**
>
> There is a separate option that a Service Administrator can use to turn off email notifications under **Application** , then **Configuration**, and then **Settings**, and then **System Maintenance Process**.

> **Note:**
>
> Email notifications contain service and tenant information in the footer to help identify where an email is coming from.

- **Open Reconciliations** option means that the service task to open reconciliations on a daily basis is running. Use **Run Now** to run reconciliations in pending status, in an open period, with a start date that has been reached without waiting for the daily time to happen.

- **System Maintenance** refers to actions that Account Reconciliation performs routinely within Account Reconciliation such as the user synch process and cleanup of the database and is not the same as actions taken at the Cloud level called **Daily Maintenance**. **Daily Maintenance** accessed by clicking **Tools**, then **Daily Maintenance**, includes actions such as operational maintenance and backup snapshots performed in the Cloud on test or production environments.

	Status	Name		Last Ran	Next Run	Actions
		Services				
	🟢	Email Notifications		Feb 16, 2017 3:30 PM	Feb 16, 2017 4:00 PM	▼
	🟢	Open Reconciliations		Feb 15, 2017 11:30 PM	Feb 16, 2017 11:30 PM	▼
	🟢	System Maintenance		Feb 15, 2017 11:30 PM	Feb 16, 2017 11:30 PM	▼

Tools

The **Tools** card links to the following tasks in Account Reconciliation:
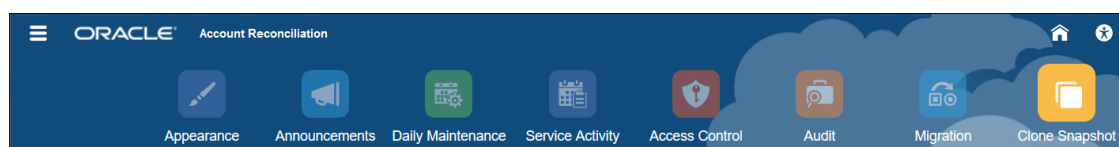
- **Appearance** allows you to customize certain items in the user interface. See Rebranding EPM Cloud Environments

- **Announcements** allows an administrator to send out announcements to other users. See Announcements

- **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. See Setting Maintenance Time for an Environment in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators.*

- **Service Activity** allows a Service Administrator to view or download system or user login activity reports. See Generating and Viewing a Service Activity Report

- **Access Control** allows a Service Administrator the ability to manage groups, assign application roles to users, view or download role assignment or user login reports, as well as manage teams and users. See Access Control

- **Audit** Allows an Administrator to view the history of all Reconciliation Compliance objects in one place, as well as filter the history by any of the attributes. The Audit Report also displays the Old and New Values for the object.(Available to Administrator only). See Audit Report.

- **Migration** allows a Service Administrator to access and manage lifecycle management-related activities such as exporting and importing artifacts and data, working with snapshots, and viewing migration reports.
  . See Migrating to the Same or a Different Environment

  > **Note:**
  >
  > From **Migration**, you can also delete a sample or test application that consists of artifacts and data.

- **Clone Snapshot** allows a Service Administrator to clone a snapshot of their environment. For details, see Cloning EPM Cloud Snapshots in the *Administering Migration for Oracle Enterprise Performance Management Cloud* guide.

Appearance

Change the theme of your display or add your company logo or a background image to the Home page.

On the **Appearance** page, you can add a branding logo and background images to the Home page and hide the business process name.

> **Note:**
>
> You can set your profile picture to display at the top of the Announcements panel of the Home page in **User Preferences**. Click **Tools**, and then **User Preferences**.

For information about customizing your display, see Configuring EPM Cloud Appearance in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* .

Announcements

A Service Administrator can create announcements to alert users to upcoming events, such as system maintenance or the running of jobs. Announcements display on the **Welcome panel** of **Home**.

To create an announcement:

1. From **Home**, click **Tools**, then **Announcements**.

2. Select **New** (**+**).

3. Enter a **Subject** that summarizes the purpose of the announcement.

4. Enter a Start Date and optionally an End Date.

5. Enter a message in **Content**, and then click **OK**.

Service Activity Report

A Service Administrator can view and download a service activity report through **Tools**. The reports cover service and user activity in both Reconciliation Compliance and Transaction Matching modules. Activity reports are generated each day during the system maintenance time and help a Service Administrator determine how the service is being accessed and used.

The Service Activity Report provides detailed information on the number of users accessing the service by date, the resources that users accessed, duration of user activity, and the action that users performed in the service. This report is automatically generated each day during the system maintenance window and enables Service Administrators to understand Account Reconciliation usage. Information contained in this report includes:

• Top seven requests and their duration

• Top 30 worst performing actions and their duration

• The browsers and their versions being used

To view or download the Service Activity report:

1. From **Tools**, click **Service Activity** .

2. You can view or download the report.

See Account Reconciliation Metrics in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* for more information about service activity reports.

Activity Report Retention Policy

Oracle retains Service Activity Reports for the last 60 days only. You can either download the reports from the user interface or set up an EPM Automate automated downloads.

Automating Activity Report Download Using the EPM Automate Utility

You can also automate the downloading of the activity report on a preset schedule using the EPM Automate utility. See Automate Activity Report Downloads to a Local Computer in *Working with EPM Automate for Oracle Enterprise Performance Management Cloud*.

Audit Report

The Audit Report dashboard enables you to see changes made to specific objects.

The Audit card under Tools is only visible to IDs with the administrator role. Only IDs with an Administrator role can view the history of all objects in one place, as well as filter the history by any of the attributes. The Audit history is kept as long as the object still exists.

The changes listed in the Audit Report are as follows:

*   Attribute - Create, Delete, Changed
*   Filters - Publish, Delete
*   Format - Create, Delete, Changed
*   List - Publish, Delete, and Changes to filter or columns associated with a Saved List
*   Organizational Unit - Create, Delete, Changed
*   Period and the execution of Data Loads
*   Profile - Create, Delete, Changed
*   Reconciliation - All options, including History for individually deleted reconciliations.
*   Setting - Changes to the System Settings
*   Team - Create, Delete, Changed

> **Note:**
>
> Only changes to the attribute name are recorded.

The Audit Report displays the Old and New Values for the object. A second audit record that contains the old value and new value is created for the following:

- Reconciliations whose status changes to Submitted, Approved, Rejected, Reopened, and Deleted
- Reconciliations whose status is set to "Reassignment Approved"

When a reconciliation is deleted, all history for this reconciliation is removed, except for a single record indicating that the Reconciliation ID was deleted.

Viewing the Audit Report

1. From the Home page, click **Tools**, and then **Audit** to display the Audit Report.

2. Set the filters for the Audit Report:
    - **Object** - Click Object to expand the dialog box. You need to choose the operator, such as Equals, and then click the Search items to move them to the left column under the operator. You can select multiple items.
    - **Name** - Click Name to search on strings in the Name column
    - **Modified On** - Modified On uses date and time values.

- **Modified By** - Click Modified By to select the ID of the person who made the modification.
- **Modification** - Click Modification to expand the dialog box. Select an operator, and then select the operations that you want to review.

Note that **Name** displays the value SYSTEM when the change is made by a system process.

3. **Optional:** Under **View**, you can select the columns you want to view, or reorder the columns, as required.

4. **Optional:** Under **Name**, double-click on a value in that column to open the Details popup.

5. **Optional:** Click the Export icon to export a generated .csv file of all visible rows to an Excel spreadsheet. A History.xls file is created by default.

Access Control

Access Control contains security related tasks to perform the following

- **Manage Groups**
- **Assign Roles**
- **Manage Users**
- **Manage Teams**
- **Power User Security**
- **Role Assignment Report**
- **User Login Report**

> **Note:**
>
> The visible options on **Access Control** depend on your role.

For more information on these options, see Understanding Security in Account Reconciliation.

The Academy

The Academy links to training overview videos and tutorials.
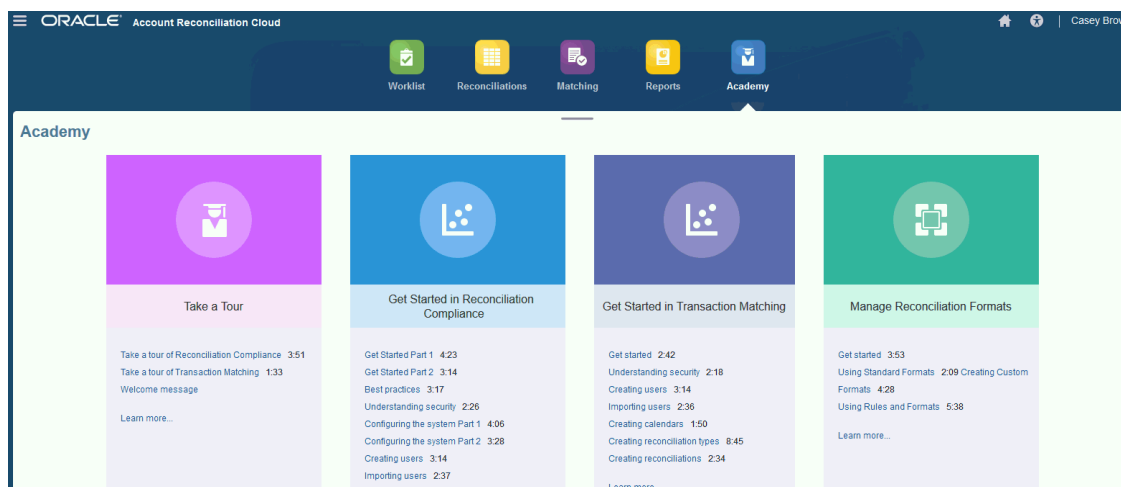
> **Note:**
>
> While you may view any video in the Academy, the features you can access depends on your role.

Settings and Actions Menu

Depending on your role, you can take actions from the **Settings and Actions** menu accessible under your ID in the upper right. The menu contains options such as Set Preferences, which enables the user to set Timezones and other user specific settings.
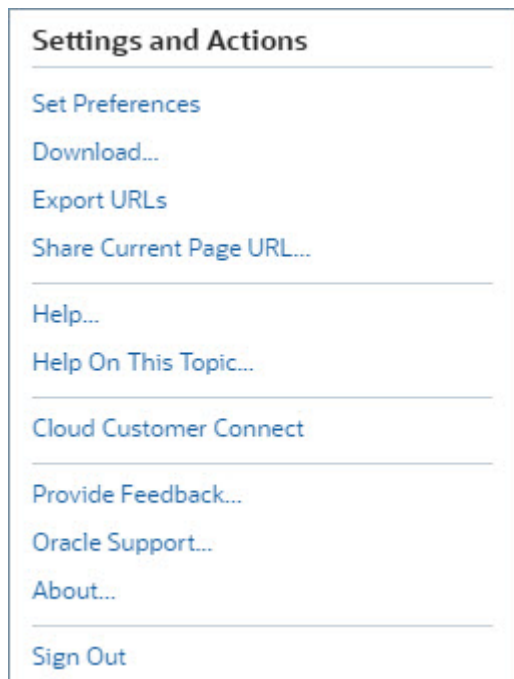
Set Preferences
Upload a badge photo, change your status, timezone, or set notification preferences. See "Managing Preferences" in the *Administering Oracle Account Reconciliation Cloud* guide.

Download
Download EPM Automate utility or Smart View. The EPM Automate Utility 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. Smart View integration with Account Reconciliation allows you to load transactions into Reconciliation Compliance from Excel via Smart View.

Export URLs
Exports the URLs of all the pages and tabs in Account Reconciliation to a `.csv` file. You can use these URLs to directly access a particular User Interface page or tab.

Share Current Page URL
Displays a dialog containing the URL of the current page. You can copy this URL and then share it with other users so that they can easily access this particular page.
Note that users need to have the permissions required to access the page whose URL is shared.

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

Help on this Topic
If available, accesses context sensitive help on the dialog.

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*

Oracle Support
My Oracle Support site.

About
Contains Account Reconciliation notices and version information.

Sign Out
Exits Account Reconciliation.

Welcome Panel

On **Home**, there is a welcome panel that gives you quick access to reconciliations that are varying statuses: Open, Late, Due Today, Due in 7 days, as well as announcements from your administrator.
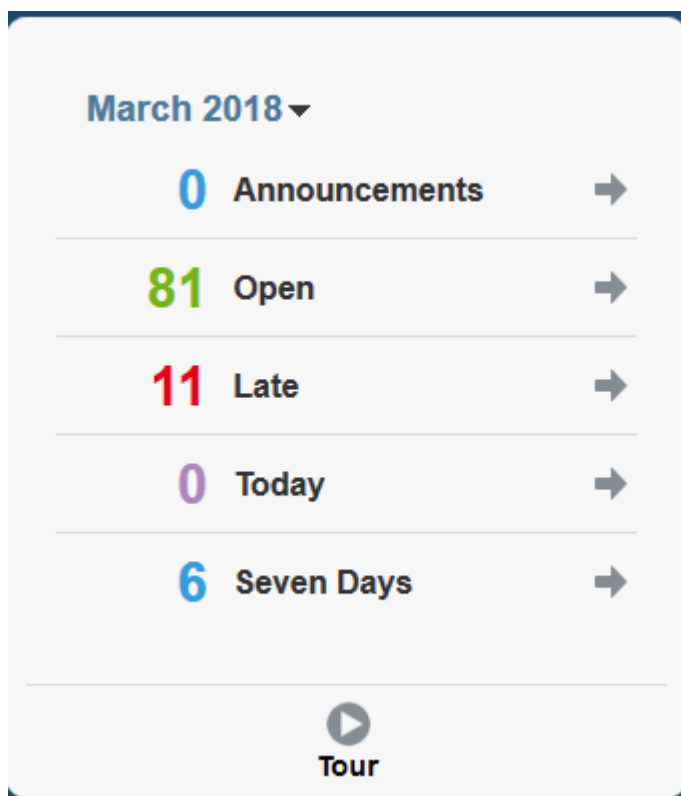
Navigator

The Navigator provides links to useful features within Account Reconciliation.

Navigator: Default

☑ **Worklist**
⊞ **Reconciliations**
🗐 **Matching**
Dashboards
  ▯ Overview
  👥 Compliance
  📊 Match Metrics
📊 **Reports**
Application
  📥 Overview
  ☑ Profiles
  ┇┇┇ Periods
  ⚒ Configuration
  📋 Match Types
  📋 Jobs
  ⚙ Services
  📚 Archive
  📊 Report Configuration

Tools
  ✎ Appearance
  🗨 Announcements
  📅 Daily Maintenance
  📅 Service Activity
  🛡 Access Control
  🔄 Migration

🎓 **Academy**

Integration
  Data Management
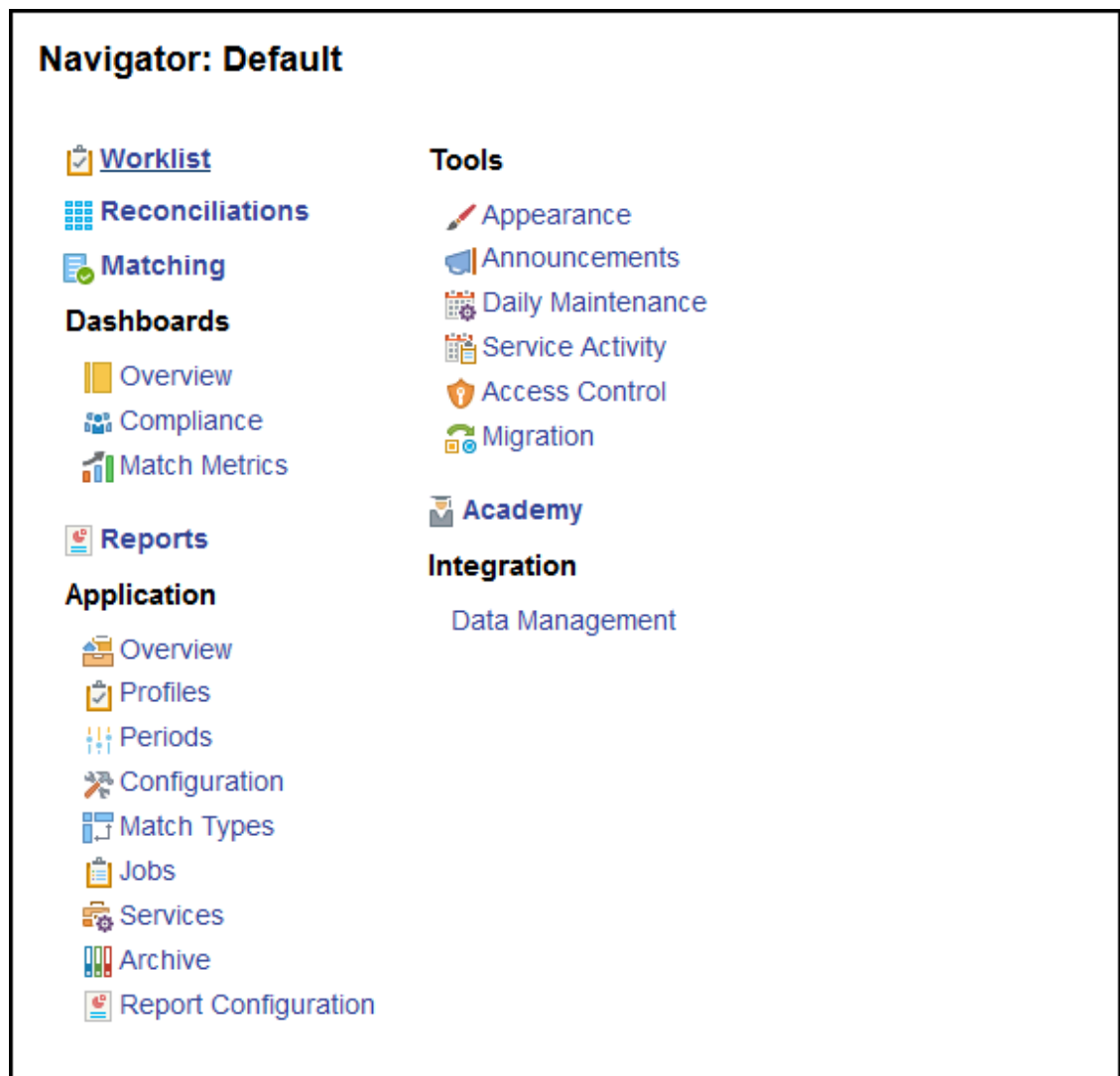
The first two items: **Worklist** and**Reconciliations** give you easy access to your reconciliations work in Reconciliation Compliance. **Matching** gives you easy access to your reconciliations work in Transaction Matching.

Managing Preferences

One of the first tasks when you access Account Reconciliation is to manage preferences. You can set up a badge photo, time zone, and other notification items by modifying your personal preferences.

To set up or change preferences, click **Set Preferences** on the Settings and Actions Menu on the top right.
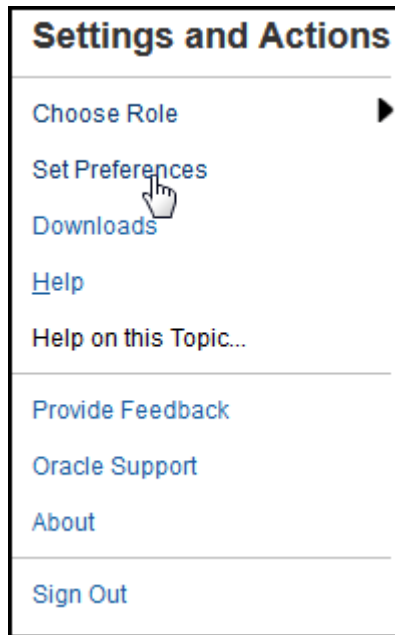
General Preferences

On the **General** tab of the **Preferences** dialog, you can upload a photo, change your status, change the time zone in which you will be working, or turn on or off system messages to the user. General preferences contains the following:

- **Upload Photo**—You can upload your photograph

- **Email** — Populated with your email

- **Description** — Roles assigned to this user

- **Roles**— Displays roles you can assign this user

- **Status** — Available or Unavailable. For example, if the primary user is unavailable, the task reverts to the backup user, if one is assigned and available

- **Time Zone** — An administrator can choose the time zone in which a user is working. For example, you can convert a task's scheduled Start and End Dates into the time zone of the user, thus producing the Start Date (Local) and End Date (Local).

- **Confirmation Messages** — turn on or off system messages to the user.

Reconciliation Compliance Teams Preferences

The **Teams** tab of the **Preferences** dialog displays the teams that have been set up by a Service Administrator for Reconciliation Compliance.

Reconciliation Compliance Notifications Preferences

If the Service Administrator has allowed users to customize their email notification settings, Reconciliation Compliance users can set their preferences by using the **Notifications** tab of the **Preferences** dialog. All settings in this tab are disabled if the Service Administrator has not allowed customization of user email notification preferences.

A new user inherits the default email notification settings defined by the Service Administrator. This includes settings for late notifications, status change notifications, and due date reminder notifications. If the Service Administrator has allowed users to customize their settings, they can do one of the following:

- Continue to use the default settings defined by the Service Administrator. Any updates that the Service Administrator subsequently makes to email notifications settings will be reflected in the user's settings.

- Customize one or more of their email notification settings. If no value is set for a particular preference, it will continue to use the default value set by the Service Administrator.

Notifications are sent in the following circumstances:

- **Late Notification—**A late notification, for Open and Closed Periods, is sent to preparers the day after the due date of the reconciliation and to reviewers the day after the due date of the review.

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

- **Status Change Notification—**A notification that the reconciliation is ready to be worked on is sent to the preparer when reconciliation status changes from Pending to Open with Preparer and to reviewers when the status changes to Open with Reviewer.

- **Due Date Reminder Notification—**A reminder is sent to preparers a specified number of days before the due date of the reconciliation and to reviewers a specified number of days before the due date of the review.

To set email notification preferences:

- To inherit the default email notification preferences set by the Service Administrator, select **Use Administrator's Settings**. When you select this option, all other notification settings in the dialog are disabled.

  This option is enabled only if the Service Administrator has allowed users to customize their email notification settings.

- To customize your email notification settings:

  - Enter the **Email Start Time** and **Email End Time** to specify the time period during the day during when scheduled emails will be sent. The times are based on the user's time zone.

  - For each type of notification, expand each notification preference and choose when to be notified by using **Notify Me**. See Email Notification Settings Reference in *Setting Up and Configuring Account Reconciliation*

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

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

> **Note:**
>
> For any email category, if you set **Notify Me** to **Immediately**, the email notifications are sent immediately even when it is outside of the user's email start/end time.

Part I

Administering Reconciliation Compliance

Related Topics

- Learning About the Reconciliation Process
  Oracle Account Reconciliation Cloud helps you manage account reconciliation processes, including balance sheet reconciliations, consolidation system reconciliations, and other reconciliation processes in effect.

- Managing the Reconciliation Process

- Using EPM Enterprise Journals With Account Reconciliation to Post Journal Entries

- Ongoing Administrative Tasks

4
Learning About the Reconciliation Process

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

Related Topics

- Reconciliation Compliance Workflow for Administrators
  Service Administrators perform some tasks during each period.

- Sample Task Flow Scenarios for Administrators and Power Users

- Performing Variance Analysis

- Process Overview for Reconciliation Compliance

- User Tasks in Reconciliation Compliance

Reconciliation Compliance Workflow for Administrators

Service Administrators perform some tasks during each period.

The key tasks for a Service Administrator 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.

Managing user assignments on profiles, or adding new profiles, is a setup function that is performed on the **Application**, then **Profiles** page.

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.

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.

- Use the **Application**, then **Overview** tab to see reconciliation activity.

Other Ongoing Administrative Tasks

There are other ongoing administrative tasks that may be needed:

- Submitting, approving and rejecting reconciliations

- Updating reconciliations or reconciliation attributes

- Add new profiles

- Reopen reconciliations

- Manage reassignment requests

- Manage teams

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 and also prevents Transaction Matching transactions from being loaded that have an Accounting Date that is less than or equal to the locked period's End Date..

You can find many of these actions on the **Application**, then **Periods**. Click the **Actions** button associated with the period for which the action should be performed. See Closing and Locking Periods

Sample Task Flow Scenarios for Administrators and Power Users

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.

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 then 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, you must 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.
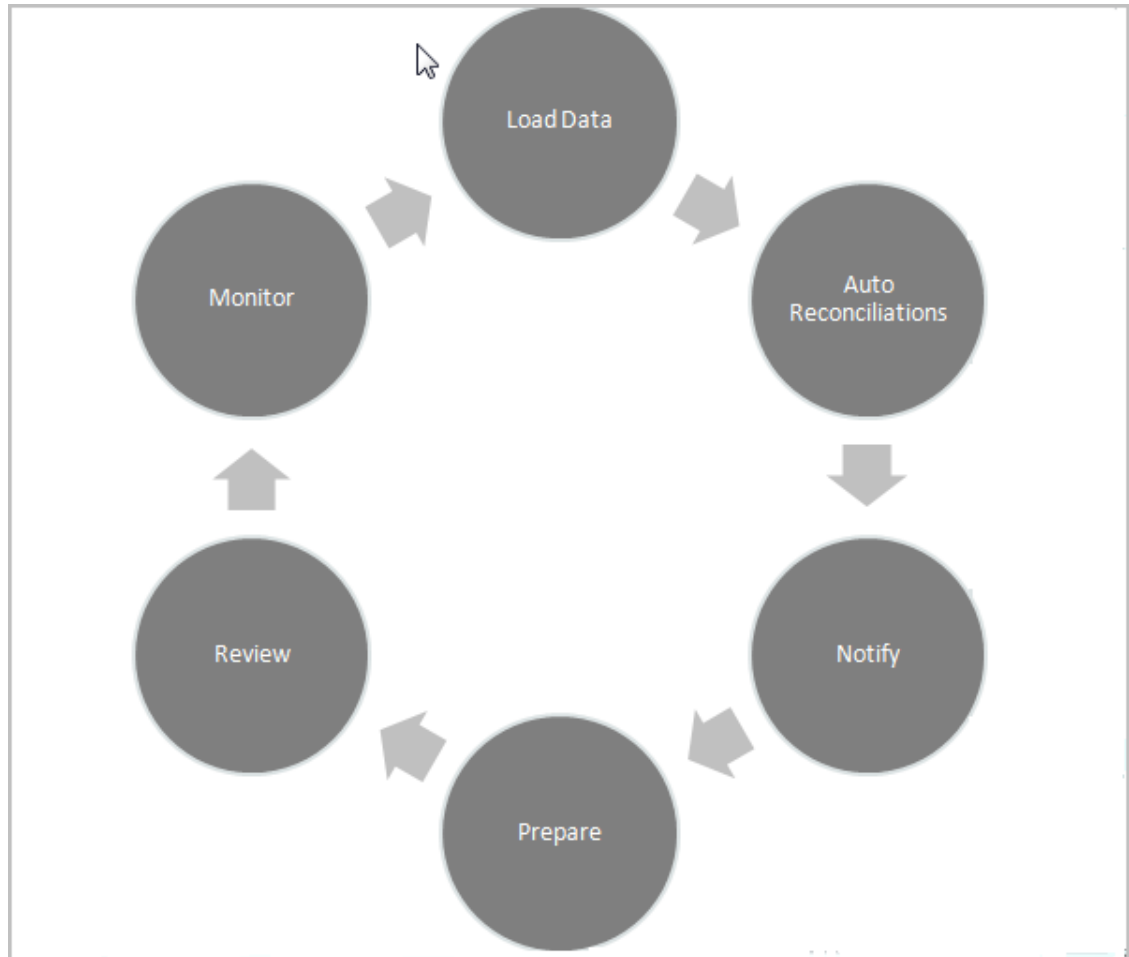
- **Load data--** Loading data is the first step in the process. Loading data can be from a premapped file or through Data Management.

- **Auto reconciliation--**Once balances have been loaded, auto reconciliation occurs, whereby Account Reconciliation automatically completes reconciliations for certain types of accounts such as those with a zero balance, or those where the source and subsystem balances match.

> **Note:**
>
> In order for auto reconciliation to work, data must exist at all enabled buckets of the reconciliation.

- **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.

> **Note:**
>
> The Service Administrator can assign a team that contains the same user in the Preparer team and Reviewer team. However, during the process of approving a reconciliation, that user can perform either the preparation or approval, not both.

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.

Users include the following workflow users:

Preparers provide the proper justification for the balance. Justifications may take the form of a balance-to-balance comparison, an account analysis, where the preparer provides a justification for the items comprising the balance or a variance analysis type. 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.

5
Managing the Reconciliation Process

The tasks involved in beginning the reconciliation process from an administrator's point of view are:

- Create Reconciliations. See Creating Reconciliations
- Checking for Missing Reconciliations. See Checking for Missing Reconciliations
- See Preparing Reconciliations
- Changing a Period's Status
- Locking Periods

Watch Manage the Reconciliation Process Video

Click this link to watch a video:

Accessing Reconciliations

There are multiple ways to access reconciliations within Reconciliation Compliance in Account Reconciliation.

You can access and work with reconciliations from the following cards on the **Home** page:

- **Worklist** - See Worklist
- **Dashboards** - See Accessing Reconciliations from Dashboards Card
- **Reconciliations** - See Accessing Reconciliations from the Reconciliations Card

Every reconciliation has a defined workflow that can include one or more levels of review. First, a preparer works on reconciliations by reconciling differences between source system and subsystem balances, by explaining account balances, and by monitoring period-to-period variances in account balances.

After preparation is complete, the reconciliation cycles through assigned levels of review until reviews are completed.

Watch Learn About Reconciling Account Video

Click this link to watch the video:

Accessing Reconciliations from Dashboards Card

The Overview Dashboard organizes reconciliations into various categories.

To access reconciliations from dashboards:

1. From the Home page, click **Dashboards**.

2. Select **Overview**.
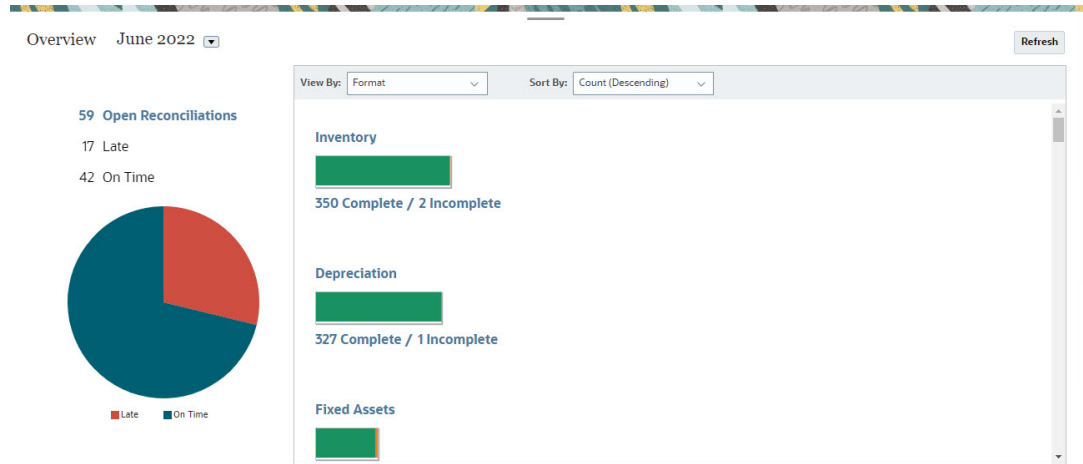
3. You can access different categories of reconciliations. For example, click on **Open**, **Late**, or **On Time** to see a list of reconciliations in that category, or filter by Format.

> **Note:**
>
> Reconciliations where any role has ever been late are displayed when you click **Late**. This behavior is similar to the Ever Been Late filter in the Reconciliations list.

4. From the list that displays, click to open the reconciliation you want to work on.

   Once you open a reconciliation, you see several tabs.
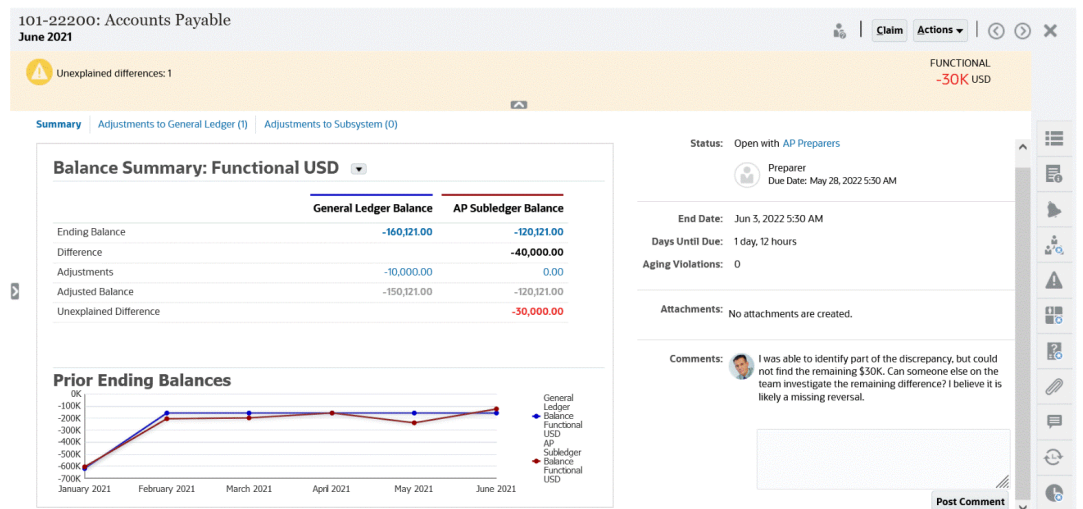
For details on preparing reconciliations, see Preparing Reconciliations

Accessing Reconciliations from the Reconciliations Card

Use the Reconciliations card to display the Reconciliation List.

To access reconciliations from the **Reconciliations** card:

1. From the **Home** Page, click **Reconciliations** to display the Reconciliation List.

2. You can view only the reconciliations that you need to access by using one of the following:

   • Use filters to control the reconciliations displayed in the Reconciliations list.

   > **Note:**
   >
   > If you apply a filter on the Late attribute, all reconciliations that are currently late are displayed. To display reconciliations where any role has ever been late, filter using the Ever Been Late attribute.

   • Use the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns. For example, you could search on the word "Accounts" to see all records that have Accounts in the name such as Accounts Payable or Accounts Receivable.

3. You can also access **Transactions** from the **Reconciliations** card.

> **Note:**
>
> An empty list is displayed for Power Users who have no security scope defined and no reconciliations assigned.

Worklist

The **Worklist** shows you the list and status of reconciliations that are being worked on.

This example shows an Administrator's view of the worklist.

> **Note:**
>
> An empty list is displayed for Power Users who have no security scope defined and no reconciliations assigned.

Here's some ways you can easily get information about reconciliation work that is ongoing:

- You can see a summary of the status by **All**, **Late**, **Due Today**, or **Due in 7 days**.

- Preparers and Reviewers can use a toggle to move between All Reconciliations and Reconciliations that are active with your role now and that need your attention.

- You can toggle the view to look at the reconciliations for yourself or another user.

- You can use the **Filter bar** to filter by attributes such as name or account type.

The Worklist shows only your open tasks that require action even if you are a member of a preparer or reviewer team that still has other action to take.

You can open reconciliations on the list by clicking the reconciliation name or by clicking the **Actions** icon next to the reconciliation and then selecting **Open Reconciliation**.

Actions Performed from the Worklist

Depending on your role, you can use the **Actions** menu to perform the following actions.

- Export the reconciliation list to Excel

- Generate a report binder for the reconciliation list
  This action enables you to create versions of reconciliations that may be printed or used for offline viewing. See Using Report Binders

- Import pre-mapped data (pre-mapped balances and pre-mapped transactions)
  See Importing Pre-mapped Balances or Transactions.

Reassignment Requests

An Administrator can turn on a feature allowing a user to directly perform and approve reassignment of reconciliations. This option enables users assigned to a primary workflow role to request reassignments for that same role. For instructions on how an administrator can allow users to directly perform reassignment requests, see Allow Workflow Users to Perform and Approve Reassignment Requests.

For information on how users perform reassignment requests, see Requesting Reassignments

Search and Filter Capability

An easy way to access the reconciliation you want is to use the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns. For example, you could search on the word "Accounts" to see all records that have Accounts in the name such as Accounts Payable or Accounts Receivable.

You can also use the specific filtering capability to access particular lists of reconciliations by clicking the **Filter** icon next to the Search field and then setting the filters you want.

Creating Reconciliations

You begin the reconciliation process for each period by creating reconciliations.

Related Topics

- About Creating Reconciliations
  You can create reconciliations for all account profiles, or for a filtered list of profiles.

- How Transaction Matching Differs from Reconciliation Compliance
  There are some differences between Reconciliation Compliance and Transaction Matching when creating reconciliations.

- Creating Reconciliations from Periods

- Creating Reconciliations from Profiles
  Reconciliations can be created for all profiles or a selected set of profiles.

- Creating Reconciliations Using EPM Automate Utility
  A Service Administrator or Power User can use the EPM Automate Utility to create reconciliations.

About Creating Reconciliations

You can create reconciliations for all account profiles, or for a filtered list of profiles.

The profile frequency, such as monthly or quarterly, must match the period frequency. When you create reconciliations, the status of all reconciliations is **Pending** until you change the Period status from Pending to **Open**.

You can create reconciliations from one of the following:

- Profiles, as described in Creating Reconciliations from Periods.

- Periods, as described in Creating Reconciliations from Profiles

- EPM Automate, as described in Creating Reconciliations Using EPM Automate Utility

> ✎ **Note:**
>
> Rules that reference periods in their filter conditions are not run when reconciliations are being created (from profiles or periods). You need to run such rules using the **Run Rules** option under **Actions** after the reconciliation is created.

Next Tasks

- Copy transactions from a prior reconciliation

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

- Add Attachments and Add Comments to reconciliations.

Watch Creating Reconciliations Video

Click this link to watch the video:

How Transaction Matching Differs from Reconciliation Compliance

There are some differences between Reconciliation Compliance and Transaction Matching when creating reconciliations.

Users of **Transaction Matching** can access the Matching part of **Transaction Matching** immediately upon linking the Profile to one of the three **Transaction Matching** Formats since it shows up under the Matching card.

If you are a **Transaction Matching** only environment, you can work on the Matching side from the matching card, with no RC integration.

If you are a **Transaction Matching** user that's linked to the **Transaction Matching** Account Analysis or Balance Comparison formats, then there is an integration to **Reconciliation Compliance** and you need to perform the step to Create Reconciliations as outlined in this topic.

Creating Reconciliations from Periods

If the period already contains reconciliations, the reconciliations with Pending status are overwritten with the information in the profile. Reconciliations with Open or Closed status are not updated.

To create reconciliations:

1. From **Application**, select **Periods**.

2. Select a period. From the Actions menu of this period, select **Create Reconciliations**.

After the creation process is complete, a results summary is displayed. The summary displays the number of reconciliations created, the number of profiles for which reconciliation creation failed, and the reason for the failure.

Creating Reconciliations from Profiles

Reconciliations can be created for all profiles or a selected set of profiles.

If information is missing from a profile - for example, a preparer is not specified – a reconciliation is not created.

To create reconciliations:

1. From **Application**, select **Profiles**.

2. From the Profiles list, filter the list to include only profiles for which you want to create reconciliations. You can choose **All Profiles** or **Filtered Profiles** and select a saved filter.

3. After filters are set, from **Actions** , select **Create Reconciliations**.

After the creation process is complete, a results summary is displayed. The summary displays the number of reconciliations created, the number of profiles for which reconciliation creation failed, and the reason for the failure.

Creating Reconciliations Using EPM Automate Utility

A Service Administrator or Power User can use the EPM Automate Utility to create reconciliations.

The `createreconciliations` command copies the profiles to a specified period.

Usage: `epmautomate createreconciliations` *PERIOD SAVED_FILTER*, where

- *PERIOD* is the name of a period
- *SAVED_FILTER* is the name of a saved public filter. If you do not specify a saved filter, the utility copies all applicable profiles

Examples:

```
epmautomate createreconciliations "January 2015"

epmautomate createreconciliations "January 2015" "Corporate Recs"
```

For more information, see *Working with EPM Automate for Oracle Enterprise Performance Management Cloud*
After the creation process is complete, a results summary is displayed. The summary displays the number of reconciliations created, the number of profiles for which reconciliation creation failed, and the reason for the failure.

Checking for Missing Reconciliations

It is important that you check for missing reconciliations to ensure completeness. This action double checks to ensure that reconciliations exist for all profiles that should have them in a given period.

There are various reasons you could have missing reconciliations:

- New profile - for example, a profile was created after the reconciliations were created for a given period
- Missing required information - for example, a profile is missing workflow or currency information
- Deleted - for example, the profile was deleted from the period
- Inactive - for example, the profile was flagged as inactive.

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).

> ✎ **Note:**
>
> Inactive profiles are not considered when you check for missing reconciliations.

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.

To check for missing reconciliations:

1. From **Home**, select **Application**, then **Periods**, and then select a period.

2. Under **Actions**, select **Check for Missing Reconciliations**.

3. To view the missing reconciliations in Excel, click the **Export to Excel** icon.

4. Select a directory for the Excel file, and then click **Save**, and then **Close**.

To watch a video on Checking for Missing Reconciliations, click this link:

Preparing Reconciliations

You prepare reconciliations by reconciling differences between source system and subsystem balances, by explaining account balances, and by monitoring period-to-period variances in account balances.

Related Topics

- About Reconciliation Methods
  The way you prepare reconciliations depends on the reconciliation method.

- Example: Working on Reconciliations Using the Worklist and Reconciliation Summary
  Let's walk through an example using the **Worklist** to identify the reconciliation to work on and how to use the **Reconciliation** summary dialog to work on reconciliations.

- Reconciliation Terminology

- Adding Attachments

- Adding and Deleting Comments
  Comments can be added to the overall reconciliation. You can also delete comments, if you have the appropriate role.

- Configuring Questions

- Working with Transactions

- Adding Transactions

- Exporting Transactions to Excel
  In Reconciliation Compliance, you can export transactions to an Excel file.

About Reconciliation Methods

The way you prepare reconciliations depends on the reconciliation method.

There are three methods supported and an administrator sets up the reconciliation using one of these methods:

- Balance Comparison

- Account Analysis

- Variance Analysis

For example, if the reconciliation has a Subledger balance to compare against a General Ledger balance, you can use a Balance Comparison method.

If there's no Subledger balance, then you can use an Account Analysis method which allows a preparer to explain the GL balance.

Another method is the Variance Analysis method which can be used to compare a current month end balance to a prior period end balance. For example, the previous month, quarter, or year end and the preparer explains the variances as required.

For any of the methods, an administrator can run scheduled auto reconciliation rules to automatically reconcile reconciliations that meet specified criteria such as zero balance accounts and accounts with no activity.

Adding Transactions

There are three ways to add transactions and adjustments to reconciliations. You can either:

• Copy transactions from a prior reconciliation. See Copying Transactions from Prior Reconciliation

• Manually enter transactions and adjustments. See Adding Transactions

• Import them from a file. See Importing Pre-mapped Transactions for Reconciliation Compliance

Accessing the Reconciliations

Users can log on to access assigned reconciliations from:

• **Worklist** card - allows you to view your open reconciliations. By default, the **Worklist** shows all open reconciliations for which you are a preparer or a reviewer, or for which a team that you belong to is a preparer or reviewer.

• **Dashboards** card (Overview or Compliance tabs) - 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.

• **Reconciliations** card

Watch a Preparing Reconciliations Video

Click this link to watch the video:

Example: Working on Reconciliations Using the Worklist and Reconciliation Summary

Let's walk through an example using the **Worklist** to identify the reconciliation to work on and how to use the **Reconciliation** summary dialog to work on reconciliations.

1. From **Home**, click **Worklist**.

Here's some ways you can easily get information about reconciliation work that is ongoing:

- You can see a summary of the status by **All**, **Late**, **Due Today**, or **Seven Days** .

- You can toggle the view to look at the reconciliations for yourself or another user.

- You can use the **Filter** bar to filter by attributes such as name or account type.

2. Open a reconciliation on the list by clicking the **Actions** icon next to the reconciliation and selecting **Open Reconciliation**. For example:

3. The Reconciliations Summary dialog displays. You can easily do all your work from this dialog. Let's take a short tour.

- There is a toggle on the upper left that allows you to access the list of reconciliations. There is also a caution that there are unexplained differences and how many.

- Note that on the upper right the **Unexplained Difference** shows up and also is automatically updated as you reconcile transactions.

- Balance Summary numbers panels showing columns for GL Balance and the AP Subledger Balance. If you click on the adjustments number or the tab, you can see a detailed list of transactions.

Balance Summary: Functional USD

	General Ledger Balance	AP Subledger Balance
Ending Balance	-160,121.00	-120,121.00
Difference		-40,000.00
Adjustments	-10,000.00	0.00
Adjusted Balance	-150,121.00	-120,121.00
Unexplained Difference		-30,000.00

- The graph panel displays the trend over time of the previous reconciliations. New reconcilers can see if they are in the range that was previously achieved. Existing users can see trends and figure out if there are new issues to address based on those trends.
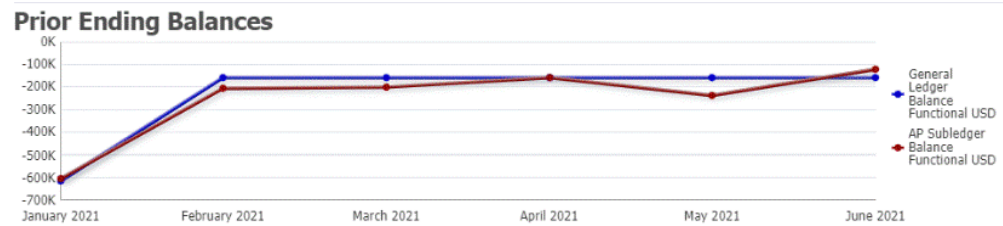
- The right hand side contains key metrics for the reconciliation: who owns it, when it's due, any violations, and the most recent comments and attachments. When the reconciliation is due in less than a day, the **Days Until Due** is displayed in terms of hours and minutes. For example: 10 hours, 45 minutes. When the reconciliation's due date is between one and two days, the **Days Until Due** is displayed in terms of days and hours. For example: 1 day, 17 hours.

> **Note:**
>
> You can upload a file as an attachment or comment only if the **Prevent File Upload** option is not selected in the format that is associated with the reconciliation. However, even if this option is selected in the format, you can attach a file as a link.

The following image shows the reconciliation's statistics when logged in as a preparer. The statistics are adjusted depending on your role. Notice that the **Days Until Due** is 1 day, 12 hours.

The following image shows the statistics for the same reconciliation, but when logged in as a Service Administrator. Notice that the **Days Until Due** is 7 days, which is the overall due date for the reconciliation.

Status: Open with AP Preparers

Preparer
Due Date: May 28, 2022 5:30 AM

End Date: Jun 3, 2022 5:30 AM

Days Until Due: 7

Aging Violations: 0

- There are drawers on the right hand side that allow you to view or enter additional information. When you click once on the icon, the drawer opens, and when you click again, it closes.

    – **Properties**

Properties

Name	Accounts Payable
Account ID	101-22200
Status	With Preparer
Period	June 2021
Description	This account is utilized for various accruals and for any invoices pending AP payment. It represents payables which are not classified elsewhere.
Start Date	May 16, 2022
End Date	Jun 3, 2022 5:30 AM
Actual End Date	
Organizational Unit	North America
Process	Balance Sheet
Account Type	Accounts Payable
Normal Balance	Credit
Risk Rating	High
Format	Accounts Payable
Method	Balance Comparison

– **Instructions**. These are instructions that provide help on reconciliation.

Instructions

If there is a discrepancy in the balance between the AP Sub-ledger and the GL balance you must perform an analysis to identify and enter any necessary reconciling items. You may use the balance drill back feature.

References

AP Overview Dashboard
AP Aging Report

– **Alerts**. Displays alerts and their status on reconciliations and transactions. For Transaction Matching alerts, the displayed alerts are grouped by source system and subsystem. See Creating Alerts

– **Workflow**. Displays the deadlines and workflow users and their status.
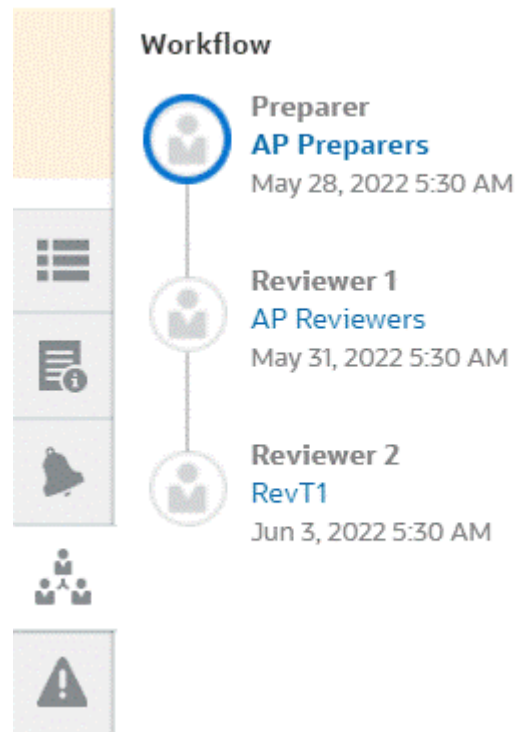
> **Note:**
>
> The system stores who did the initial work on the reconciliation as a preparer (Preparer Actual) or reviewer (Reviewer Actual). This is helpful in case the reconciliation is reassigned or a member is deleted from a team. See Submitting, Approving, and Rejecting Reconciliations

– **Warnings**

5-19

Warnings

No warnings to report.

– **Attributes**

Attributes

Team Alert

If the Service Administrator allows the editing of attributes, for group attributes, click the icon below the attribute to display the Select Value dialog. This dialog contains all the values of this group attribute and you can select the required group attribute. The values of members used in the reconciliation are updated based on your selection.

– **Questions**. These are questions that must be answered by preparers before submitting the reconciliation for review.

– **Attachments**

Attachments

No attachments are created.

Transaction Attachments

▶ **Adjustment to Source System (0)**

– **Comments**

– **Prior Reconciliations** shows status for prior periods.

    –   **History**
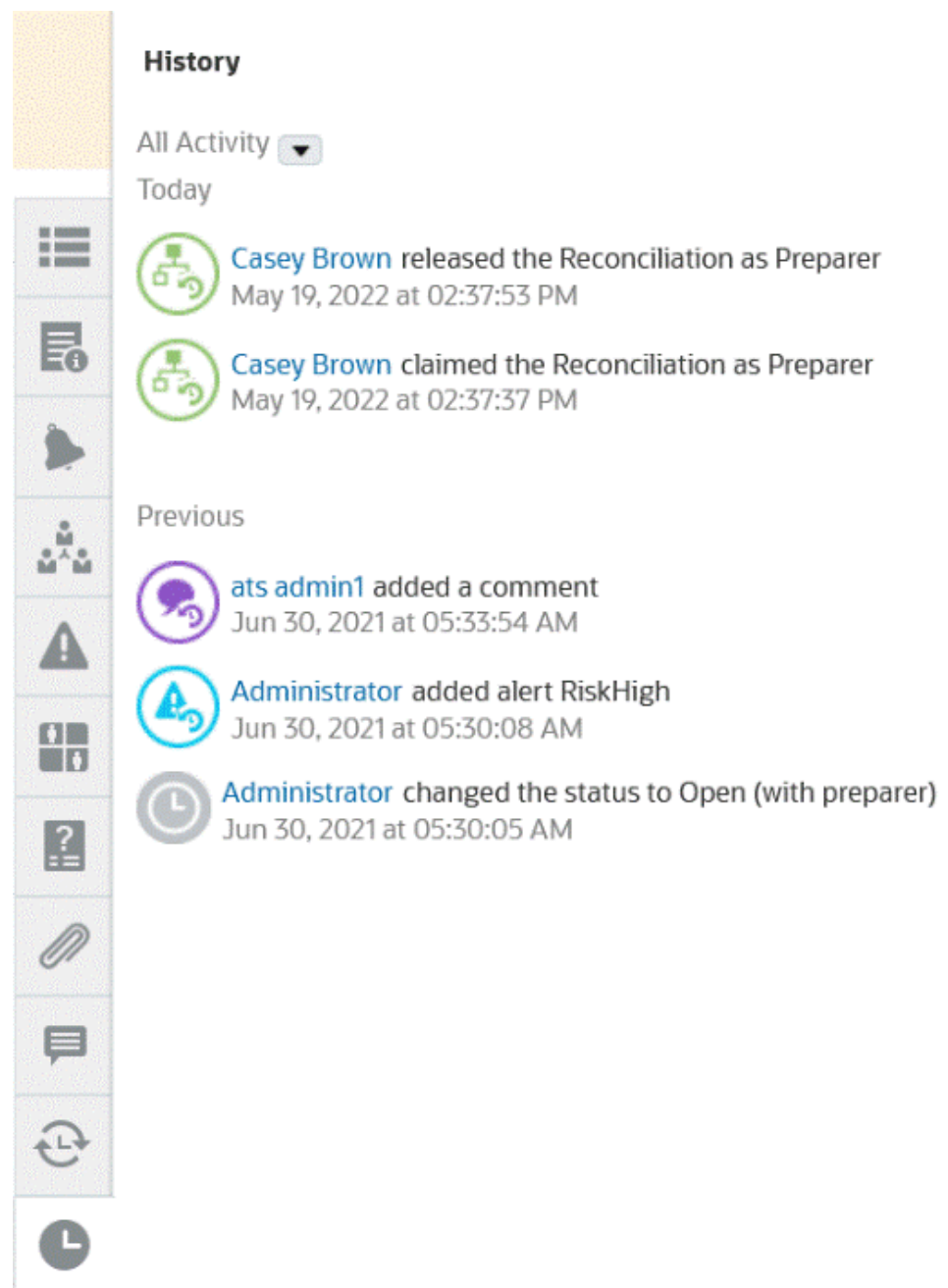
4. If you are part of a team that is assigned a reconciliation, you can click **Claim** to claim the reconciliation so that you can start working on it. If someone else on the team has already claimed the reconciliation, you will receive a warning message to confirm that you wish to take over the claim.

5. Now you work on reconciling the account by adding transactions to get the unexplained difference down to zero which is the goal of reconciling accounts. See the **Preparing Reconciliations** video to follow this example through to adding transactions as well as Adding Transactions

6. If needed, you can add comments and attachments to the individual transactions.

7. Answer any required questions on the reconciliation.

8. Click the **Summary** tab to view the updated totals. The unexplained difference is now zero, so you can click **Submit** to send the reconciliation for review.

Reconciliation Terminology

Terminology

There are three types of reconciliations:

- Individual reconciliations
- Summary or parent reconciliations
- Group reconciliations

Term	Definition
Reconciliation (Individual)	A reconciliation that is done at the same segment level as the balance that was loaded into **Data Management**. For example, if the balance is provided at the Company Code / Account level and a reconciliation profile is setup at the same segmentation, then it's an individual reconciliation. The individual reconciliations are simply called reconciliations, whereas the Group Reconciliation is always referred to as a group reconciliation.
Summary Reconciliation	A style of reconciliation that is unique to **Account Reconciliation** where we join multiple individual/group reconciliations into a single Summary reconciliation, which has its own view and workflow. The currently maximum number of individual/group reconciliations you can link into a Summary Reconciliation is 99.
Group Reconciliation	A reconciliation that is done at a "higher" segment level than the loaded Data Management balance. For example, if the balance is provided at the Company Code / Account / Cost Center level and a reconciliation profile is setup at the Company Code / Account segmentation level, then it should be a Group Reconciliation since there are potentially many balances that are rolled into the one profile in **Account Reconciliation**. There is no maximum number of balances that can be part of a Group Reconciliation. The balances that are rolled into the Group Reconciliation are sometimes called "child" balances by accountants since those child balances are joined into a single group reconciliation.
Sub-Segment (can also be called Child Segment)	Any segment at a deeper or more detailed level than the profile segment. This is set up by an Administrator.

Term	Definition
Detail Balance	Balances at the sub-segment level, in other words, at a lower level than the reconciliation. For example, Detail might be in **Data Management** at the Company Code / Account / Cost Center level while the reconciliation profile is set up at the Company Code / Account segmentation level.

> **Note:**
>
> Sometimes another Industry term for this is "roll up" of detail or child balances to the Group Reconciliation level (profile level).

Adding Attachments

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

The Attachments drawer is reserved for the Preparer role. Only the Preparer can use the Attachment drawer, and the current Preparer that is working on the reconciliation with the status of **Open with Preparer** has full access to add or delete any of the attachments in the Attachment drawer, whether they added them or not.

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

You can:

- View who added the attachments and the date and time it was added.
- Carry forward an attachment on a reconciliation to the next period the reconciliation is created.
- Edit the description of an attachment up until the workflow on the reconciliation has been completed.
- Expand the list of Transaction Attachments and set as default expanded view.
- Add one attachment to multiple reconciliations at one time.
- Add one or more attachments by using drag and drop from the **Add Attachments** dialog box. You can also drag and drop more than one attachment and then upload the multiple attachments at one time.

  However, you cannot upload files with the following file extensions: exe, com, cmd, bin, bat, msi, vbs, sh, class, jsp, js, ear, war, py, rpm, so, properties, and config. Account Reconciliation blocks a file containing zip slip from being uploaded.

Permissions Based on Role and Status

Here's a table that describes the tasks you can perform based on the status of the reconciliation and your role:

Table 5-1   Attachments

Role	Status: Open with Preparer	Status: Open with Reviewer	Status: Closed
Preparer	**Can add or delete attachments whether or not they added the attachment**	Can view attachments	Can view attachments
Reviewer	Can view attachments	Can view attachments	Can view attachments
Commentator	Can view attachments	Can view attachments	Can view attachments
Administrator	Can view attachments	Can view attachments	Can view attachments
Power User	Can view attachments	Can view attachments	Can view attachments

Adding an External Document or Web Page Link

To add an external document or web page link to the Attachment sections, perform these steps:

1. From **Home**, click **Reconciliations** and then select and open the reconciliation to work on.

2. On the **Reconciliation Summary** dialog box, click the **Attachments** tab (paper clip icon) on the right. The Attachments list displays.
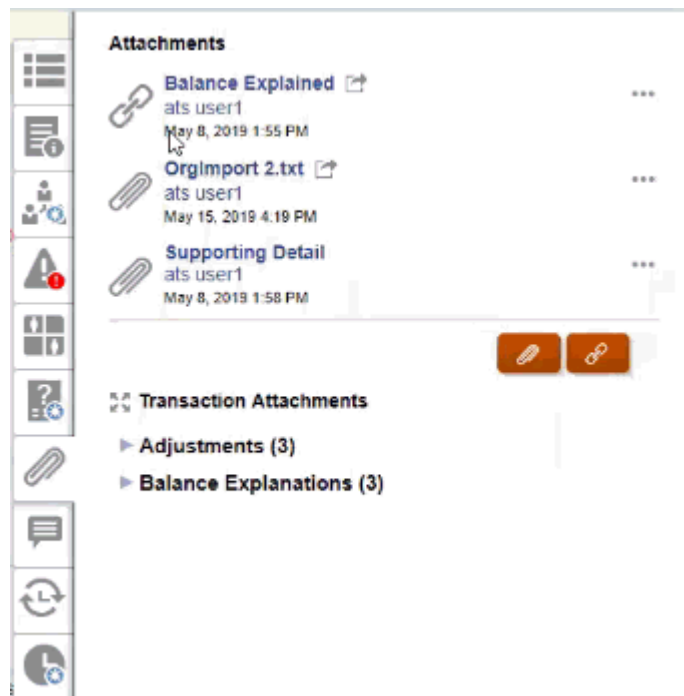
3. Click the **Attachment** or **File Link** icon.

- For attachments, select **Choose File** to select and attach the file and click **OK**.

  – Then enter a descriptive **Name**.

  – Select the **Carry Forward** checkbox if you want this attachment to be included on this reconciliation for the next period.

- For links, enter the URL(for example: Oracle, http://www.oracle.com), then enter the URL name and then click **OK**

  – Then enter a descriptive **Name**.

  – Select the **Carry Forward** checkbox if you want this attachment to be included on this reconciliation for the next period.

If you selected **Carry Forward**, you will see a Carry Forward icon next to the file attachment or web link.

> **Note:**
>
> The option to upload a file as an attachment is visible only if the **Prevent File Upload** option is not selected in the format that is associated with this reconciliation.

> **Note:**
>
> Once a preparer has added a link, a user who clicks on the link will open it based on the user's browser settings.

Editing or Deleting Attachments

You can Edit or Delete attachments by accessing the Edit or Delete action on the right.
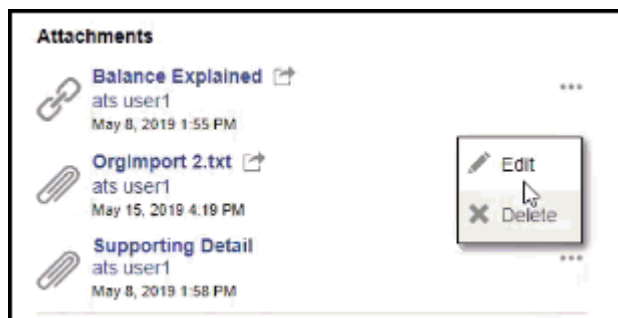
On the Edit Attachment dialog, you can edit the name and also change the Carry Forward checkbox.

> **Note:**
>
> You can edit the name description up until the time the workflow for the reconciliation has been completed.

Carry Forward Attachments

There may be times when you want an attachment to a reconciliation to be carried forward into a future period for that reconciliation. You can use the Carry Forward checkbox on the Add Attachments dialog or on the Edit Attachment dialog to indicate that this same attachment will be included with the reconciliation when it is created for the next period.

Expanding All Transaction Attachments

You can click the Expand All icon next to Transaction Attachments to see a full list of transaction attachments. The icon will either be Expand All or Collapse All. The setting defaults to the last setting used in a session.

This is an example of the expanded list.
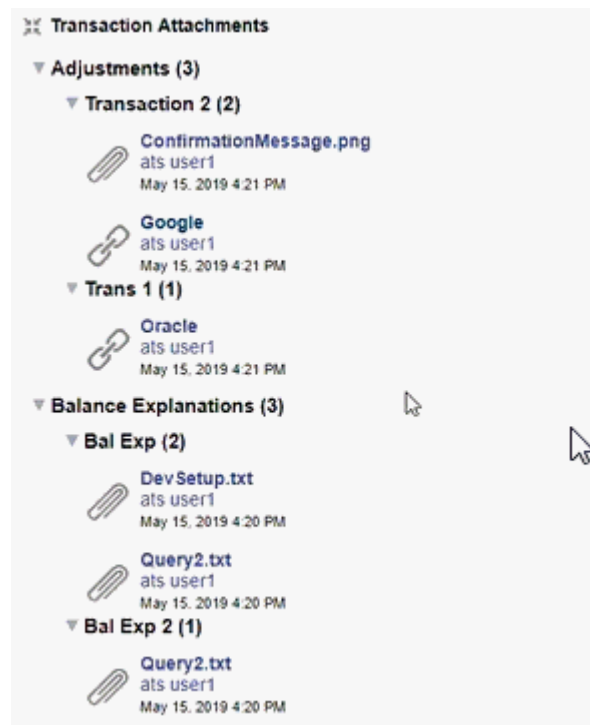
> **Note:**
>
> The maximum number of attachments displayed for each transaction type is 100.

Adding a File or URL to Multiple Reconciliations or Transactions at One Time

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

1. From Home, click **Reconciliations** or **Transactions**.

2. 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**.

Adding One or More Attachments Using Drag and Drop

You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.

> **Note:**
>
> You must access the **Add Attachments** dialog box to properly drag and drop attachments. If you try to drag and drop from the Summary, you may experience problems.

> **Note:**
>
> The option to upload a file as an attachment is visible only if the **Prevent File Upload** option is not selected in the format that is associated with this reconciliation.

Size Considerations for Reconciliation and Comment Attachments

Be aware that most client storage is taken up by reconciliation and comment attachments. Here are some helpful tips to help manage attachment size.

• Clients can subscribe to **Oracle Cloud Object Storage** and after creating a storage bucket, configure **Account Reconciliation** to store attachments in **Object Storage**. This substantially reduces the size of the **Account Reconciliation** database. See Using Oracle Cloud Object Storage to Hold Attachments in *Setting Up and Configuring Account Reconciliation*

• Clients can store their attachments in their own document repository and link to it from the reconciliation. Adding a link is easier than uploading a file attachment and drastically cuts down on storage space.

• Clients can also archive old periods by either offloading storage or bring up on an archive service.

• Client should examine the contents of their larger attachments to ensure that users are uploading the data in an efficient manner. For example, Word docs that contain high quality screenshots pasted are very storage intensive.

Adding and Deleting Comments

Comments can be added to the overall reconciliation. You can also delete comments, if you have the appropriate role.

Permissions Based on Role and Status

Here's a table that describes the tasks you can perform based on the status of the reconciliation and your role:

Table 5-2   Comments

Role	Status: Open with Preparer	Status: Open with Reviewer	Status: Closed
Preparer	Can add comments Can delete comments added by them or by other Preparers	Can add comments Can delete comments added by them	Can add comments
Reviewer	Can add comments Can delete comments added by them	Can add comments Can delete comments added by them or by other Reviewers	Can add comments
Commentator	Can add comments Can delete comments added by them	Can add comments Can delete comments added by them	Can add comments
Administrator	Can add comments Can delete any comment	Can add comments Can delete any comment	Can add comments
Power User	Can add comments Can delete any comment	Can add comments Can delete any comment	Can add comments
Viewer	Can view comments	Can view comments	Can view comments

> **Note:**
>
> For users to be able to delete their own comments, an Administrator must have allowed this in the **Allow Comment Delete** configuration setting under **Application > Configuration > System Settings**. Users can never delete another person's comments.

> **Note:**
>
> A user who is a Preparer or Reviewer can still delete their own comments as long as the reconciliation is open and they continue to have access to the reconciliation.

> **Note:**
>
> Comments made before Release 21.10 will still follow the old rules regarding Workflow access. Therefore, the user who made the comment will need to delete it, not the current holder of the role. Administrators can now delete any comment.

ORACLE

Carry Forward Comments

Comments created on a reconciliation can be carried forward to future periods. When you deploy this reconciliation into a new period, it inherits all comments that are marked to be carried forward. Attachments, if any, are also carried forward along with the comments. If a carried forward comment is no longer required in a particular period, a user with the required privileges can delete the comment or change its Carry Forward option from on to off (or vice versa).

Select the **Carry Forward** option when creating a comment to carry forward the comment to future periods. For comments that are set to be carried forward, the Carry Forward icon
(

) at the top of this comment is enabled. All comments in a reconciliation with Carry Forward enabled are copied to the next period.
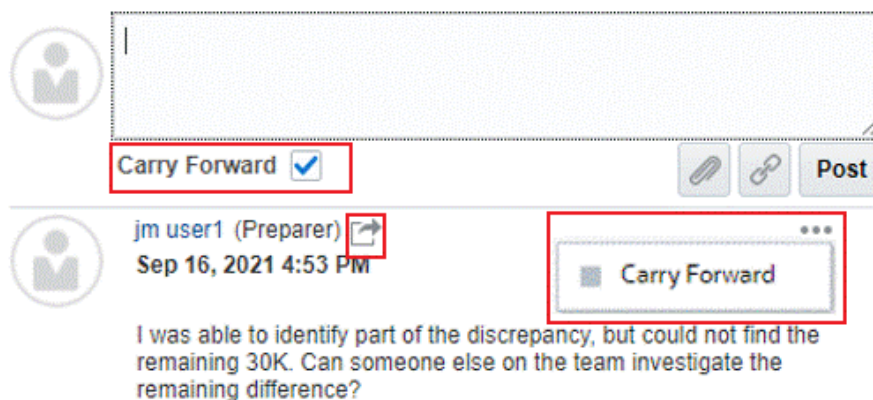
Users who have the privileges to delete comments can modify the Carry Forward status of a comment by selecting **Carry Forward** in the Actions menu. Administrators can modify the Carry Forward status of any comment. For example, if a Preparer creates a comment and marks it to be carried forward, the Carry Forward icon for this comment is enabled for this Preparer and for other users with the Preparer role. Based on the requirement, Preparers can then toggle the Carry Forward status for this comment.

When migrating reconciliations, the carry forward setting of comments is preserved. After an upgrade to Release 21.10, all comments are set to not carried forward. However, users with the required permissions can toggle this setting by clicking the Carry Forward icon adjacent to a comment.

To Add Comments

Here are the steps to add comments:

1. From **Home**, select **Reconciliations**, then open the reconciliation you want to comment on.

2. Click the **Comments** drawer.

3. In the text box, enter a comment.

4. **Optional:** To carry forward this comment to future periods, click **Carry Forward**.

5. **Optional:** To add an attachment to an external document or a web page to the comment, select one of the following options:

   • Click **Attach a File** (paperclip icon) to browse to select a file as the attachment.

   • Click **Attach a Link** (link icon) to add the URL and Name of the attachment.

   However, you cannot upload files with the following file extensions: exe, com, cmd, bin, bat, msi, vbs, sh, class, jsp, js, ear, war, py, rpm, so, properties, and config. Account Reconciliation blocks a file containing zip slip from being uploaded.

   > **Note:**
   >
   > The option to upload a file as a comment is visible only if the **Prevent File Upload** option is not selected in the format that is associated with this reconciliation.

   > **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**.

   > **Note:**
   >
   > You can also add one or more attachments by using drag and drop functionality available from the **Add Attachments** dialog box. You can rename the attachment in the **Name** field, if desired. If you drag and drop multiple attachments, you can upload them at one time.
   >
   > You must access the **Add Attachments** dialog box to properly drag and drop attachments. If you try to drag and drop from the Summary, you may experience problems.

6. Click **Post**.

To Delete Comments

Users can delete comments if an Administrator has allowed this in the **Allow Comment Delete** configuration setting under Application > Configuration > System Settings. Refer to the Comments table above for details about the permissions required to delete comments.

To delete a comment:

1. From **Home**, select **Reconciliations**, then open the reconciliation from which you want to delete a comment.

2. Click the **Comments** drawer.

3. Click the action to the right of the comment that you want to delete and then select **Delete**.

Note that the Delete option is disabled if you don't have the permissions required to delete the comment.

Configuring Questions

Questions includes the questions, with a tab for each role, such as Preparer, Reviewer 1, Reviewer 2..., Service Administrator, Power User, 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.

Working with Transactions

Transactions are line-items preparers add to reconciliations to reconcile differences between source system and subsystem balances.

To work with transactions:

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

2. From the **Reconciliations** list, click **Open** to start working on a reconciliation assigned to you.

3. See Preparing Reconciliations for an example of how to start preparing reconciliations.

4. To work with transactions and adjustments, in this example, click the **Adjustments to General Ledger** tab to open the transaction details.

You can take the following actions:

- Click **+ (New)** to manually enter a transaction. You can also edit, copy, or delete. If you select **Delete (X)**, the **Delete Transactions** dialog allows you to delete **All** transactions or just selected transactions.
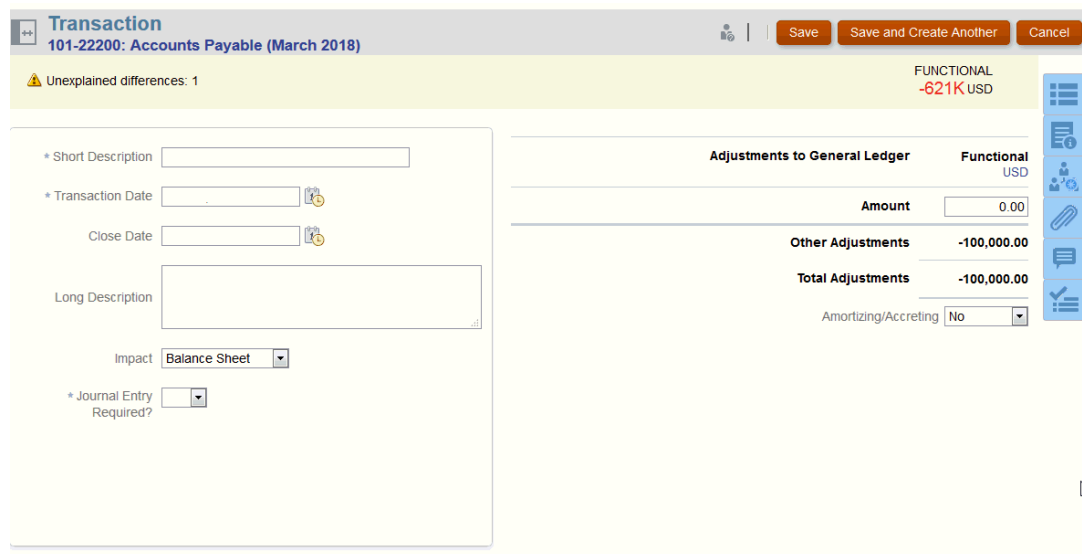
- Click **Copy from Prior Period** to add transactions

- Click **Import** to add transactions from a file.

> ✎ **Note:**
>
> When you import transactions from within a reconciliation, the import file does not need the **Reconciliation Account ID** column.

To import transactions in bulk across multiple reconciliations in one load, users can import pre-mapped transactions from the **Reconciliation List** under **Actions** > **Import Pre-Mapped Data** > **Import Transactions**. To use this option, ensure your role is set to **User** (under **Choose Role**).

- Click **Export** to export transactions. See Exporting Transactions.

- Click **Refresh** to refresh the page

5. To manually enter a new transaction, click **+ (New)** on the **Transaction** dialog and then enter the information for that transaction. You can **Save** or **Save and Create Another** transaction.

6. You can click on a transaction on the list and see the details for that transaction.

7. You can also click **Action Plan**

Exporting Transactions to CSV Format

If you need to review current transactions offline in more detail, you can export transactions to a comma separated value (.csv) format which can be opened in Excel.

To export current transactions to a .csv file:

1. From **Reconciliations**, select a reconciliation with the status **Open with Preparer** for which you are the preparer.

> **✎ Note:**
>
> You can select an individual, group, or summary reconciliation from the **List** drop-down.

2. Click the **Adjustments to General Ledger** tab to open the transaction details, then click **Export**.

101-22200: Accounts Payable
June 2019

⚠ Unexplained differences: 1

Summary | **Adjustments to General Ledger (1)** | Adjustments to Subsystem (0)

Search 🔍 ▼

➕ **Add a Filter**

📁 ⬆ ↺ | Select Columns

Short Description △▽ ⚑ **Transaction Date**

3. Select the desired format in **Export Transactions**.

   • The **Formatted data (visible columns only)** option exports transactions for the visible columns only to Excel.

   • The **Unformatted data for future import** option exports transactions in a .csv format so it can be re-imported into a reconciliation in the future. The export format file will differ depending on the type of reconciliation you select (individual, group, or summary reconciliation).

Export Transactions 👤 Export Close

Format ⦿ Formatted data (visible columns only)
        ◯ Unformatted data for future import

> **✎ Note:**
>
> An Administrator or Power User can also choose the **Unformatted data for future import** option to select attributes to export, make changes to the exported file and import the file to make the attribute updates.. See Updating Reconciliation Attributes

4. Click **Export**.

5. Click **Save File**, then **OK** to download the file locally.

Here is an example of a **Formatted data (visible columns only)** format in Excel.

Short Description	Flag	Transaction Date	Age	Aging Violation	Amount (Functional)
Reclassification		20-Jun-19	10	No	-10,563.85 USD

Here is an example of an **Unformatted data for future import** format .csv file..

Short Description	Long Description	Transaction Date	Close Date	Amount1	Amount Currency1	Attribute1	Attribute Value1	Attribute2	Attribute Value2	Action Plan	Action Plan Closed	Action Plan Close Date	Action Plan Attribute1	Action Plan Attribute Value1	Action Plan Attribute2	Action Plan Attribute Value2	Action Plan Attribute3	Action Plan Attribute Value3
Reclassification	Reclass from account 21100	20-Jun-19		-10,563.85	USD	Impact	Balance Sheet	Journal Entry Required?	Yes	Book a reclassification JE	No		Action Plan Category	Reclassifications	Journal Entry Number	JE000000951 51	Adj Debit Account	21100

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 Balances or Transactions

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. From the **Home** page, click **Reconciliations**.

2. Select **Reconciliations**, and then open a reconciliation with the status **Open with Preparer** for which you are the preparer.

3. Select the **Explained Balance** tab, and then click ▣ (**Copy Transactions from Prior Reconciliation**).

4. 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.

> **✎ Note:**
>
> You can upload a file as an attachment or comment only if the **Prevent File Upload** option is not selected in the format that is associated with the reconciliation. However, even if this option is selected in the format, you can attach a file as a link.

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 5-3   When Attachments are Editable

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

To add attachments to the transaction:

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 5-4   When attachments are editable

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

To add comments to the transaction:

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**.

Editing, Copying, and Deleting Transactions

A 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.

A preparer can delete All transactions or select the ones they want to delete. A **Delete Transactions** dialog gives you a choice.

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.

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.

An administrator can control whether users are able to enter amortizing or accreting transactions manually. This is controlled by an **Enable Amortization/Accretion** checkbox in **Formats**.

Creating Amortizing or Accreting Transactions Manually

To create amortizing or accreting transactions manually:

> **✎ Note:**
>
> An administrator can control whether users are able to enter amortizing or accreting transactions manually. This is controlled by an **Enable Amortization/Accretion** checkbox in **Formats**.

1. Follow the procedure Adding Transactions Manually.

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

   This option is only available if the format allows amortizing/accreting for the transaction type and if the frequency of the reconciliation allows it.

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. The Ending Amount for amortizing transactions must result in a 0.00 balance; otherwise, an error is displayed. You must manually correct the transaction to render a zero ending balance.

     – For accreting amounts, Ending Amount starts at 0.00 and increases each period by the Monthly Accretion amount to the full 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.

       How the value is calculated from one period to the next depends on the amortization method. The Ending Amount for amortizing transactions must result in a 0.00 balance; otherwise, an error is displayed. You must manually correct the transaction to render a zero ending balance.

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

- **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

Exporting Transactions to Excel

In Reconciliation Compliance, you can export transactions to an Excel file.

To export transactions:

1. From **Home**, click **Reconciliations** to display the Reconciliation List.

2. Select the **Transactions** tab.

3. (Optional) Use filters to narrow down the list and display only the transactions that you need.

   You can use the existing filters or create a new filter using **Add a Filter**.

4. (Optional) Select one or more transactions rows to be exported.

5. From **Actions**, select **Export to Excel**.

   The Export Transactions dialog displays.

6. Select the rows to export.

   • **All Transactions** - exports transactions for all rows displayed in the Transactions tab

   • **Selected Transactions** - exports transactions for the rows that were previously selected. This option is enabled only if you had selected one or more rows.

7. Click **Export**.

The transactions are exported to an Excel file. You can download and save this file.

Working with Group Reconciliations

Related Topics

• About Working with Group Reconciliations

• Administrator Set Up Tasks for Group Reconciliations
  There are several one time set up tasks that must be performed by an Administrator in order to work with Group Reconciliations.

• Preparer Tasks for Group Reconciliations
  Once an Administrator has set up and configured group reconciliations, preparers can work on performing reconciliations.

About Working with Group Reconciliations

Most companies find it useful to track general ledger and subledger balances at a lower level then the level at which the reconciliation is performed. Using sub-segments in group reconciliations in Reconciliation Compliance gives preparers an improved capacity to reconcile at one level but understand the detail at a lower level. This helps them analyze data more thoroughly and identify areas that need attention.

Examples include:

For Account Analysis, preparers can perform a single group reconciliation for many General Ledger (GL) balances but also access which Balance Explained transactions do not add up to which detail balances.

For Balance Comparison, preparers can perform a single group reconciliation for many General Ledger (GL) balances and Subledger balances, and easily see which detail balances do not match.

Balance Inquiry - Gives preparers, reviewers, or auditors of reconciliations a way to determine which group reconciliation a particular detail balance is a part of.

Balance Verification - Gives administrators the ability to check that all balances intended to be loaded have loaded and are valid in the system.

A common example of using sub-segments in group reconciliations might be a three segment configuration for Entity, Account, and Cost Center. You can create Group reconciliations across any combinations of those segments if you designate them as potential sub-segments. For example, Group Reconciliation #1 could be at the Entity - Account level, grouping across all Cost Centers which makes the Cost Center a sub-segment. You could also create Group Reconciliation #2 would be at the Account level, grouping across all entities and cost centers, which makes Entity & Cost Center sub-segments. Essentially, for any segment that you may group across, you would designate it as a sub-segment so when you're configuring the reconciliation you have the flexibility to group as needed.

Understanding Data Loading for Group Reconciliations

Data loading to the sub-segment level must be done within **Data Management**. You are not able to manually edit balances, nor load pre-mapped data to the sub-segment level using **Account Reconciliation**. Pre-mapped balances import will always be done at the profile segments level.

Administrator Set Up Tasks for Group Reconciliations

There are several one time set up tasks that must be performed by an Administrator in order to work with Group Reconciliations.

1. Defining Sub-Segments
2. Configure the Format for the new group reconciliation settings and then apply the format to the profiles that will be group reconciliations.
3. Apply the Group Reconciliation Format to Profiles
4. Map sub-segments to target dimensions in **Data Integration**. See Data Integration - Target Application Dimension Mapping.
5. Create an Integration in Data Integration
   - Map Dimensions in Data Integration
   - Map Members in Data Integration

After the setup, see Ongoing Task - Create and Run a Data Load in Account Reconciliation.

Differences for Preparers

Now that an Administrator has set up and configured the profile sub-segments in both **Account Reconciliation** and **Data Integration**, and created and applied a format for group reconciliations and then applied the format to profiles, let's look at how this appears to preparers. See Preparer Tasks for Group Reconciliations.

Defining Sub-Segments

When a profile segment is marked as a sub-segment in **Account Reconciliation**, it also has to get mapped to a target dimension in Data Integration.

Note that sub-segments are locked down once data is loaded to one or more periods after sub-segments are activated.

> **Note:**
>
> A sub-segment ID cannot contain a hyphen (-).

First, define sub-segments in **Account Reconciliation**:

1. From **Home**, select **Application**, then **Configuration**, and then **System Attributes**.

2. Under **Profile Segments**, you select the **Sub-Segment** checkbox, and then select a **Target Dimension** from the drop down list. These are dimensions defined in Data Integration.

> **✎ Note:**
>
> When mapping to a Reconciliation Account ID within Account Reconciliation, there are considerations for blank target segments. If there are blank segments in between two populated segments in the target reconciliation, Account Reconciliation treats each blank/null segment values in the middle of a Reconciliation Account ID as three blank spaces. Account Reconciliation also trims off the trailing NULL segments after the last populated segment.
>
> For example, a Group Reconciliation with the following Reconciliation ID: "001-null-null-1925 XXX" (the "null" in Account Reconciliation would be non-existent (void of characters) when viewing the Reconciliation/Profile.) The design of Account Reconciliation replaces the "null" at the database tier with three spaces for each blank/null segment in between the populated segments. The Target Mapped Profile in Data Integration needs the following: "ACCOUNT ID 001- - -1925 XXX" to align with Account Reconciliation.

Configure the Format

The next step is to set up a format for the group reconciliation. To create a format for a group reconciliation:

1. From **Home**, select **Application**, then **Configuration**, and then **Format**.

2. Create a new format for the group reconciliation by clicking the plus sign **(+).** and then filling out the required fields. Here is an example of a format created for a group reconciliation. Note the following:

   • Select the **Group Reconciliation** checkbox. Checking this will display the **Group Detail** link in the **Reconciliation Actions** dialog.

   • All other settings will behave the same as an individual reconciliation.

   • Group reconciliations do not apply to Transaction Matching or Variance Analysis methods.

Apply the Group Reconciliation Format to Profiles

Once you have configured the format for the new group reconciliation, you can apply this format to profiles that will be group reconciliations. This follows the usual process for applying a format to profiles. See Working with Profiles

Data Integration - Target Application Dimension Mapping

In Data Integration, you must add each sub-segment that you added in **Account Reconciliation** as a dimension in the **Target Application** in Data Integration using the exact same sub-segment name and the same dimension name.

The profile loads as one concatenated value that aligns with the profile as configured in **Account Reconciliation**. Each additional sub-segment is mapped to it's own "UD" field as **Lookup**. This ensures that the UD mapping aligns with the "UD" selection made on the Profile Segments screen in **Account Reconciliation**.

To add sub-segments as dimensions in Data Integration:

1. From **Home**, select **Application**, and then **Data Exchange**. The Data Integration page appears.

2. Click **Actions** and then select **Applications**. The Applications dialog appears.

3. Select **Reconciliation Compliance Balances**, and click the Actions (ellipsis), and then select **Application Details**.

4. On the Dimensions tab, click **Add** to add each sub-segment you added in **Account Reconciliation** to Data Integration so that it is mapped correctly. Add the following for each sub-segment:

   a. **Dimension Name** - must match the profile segment name in **Account Reconciliation** exactly.

   b. **Dimension Classification** - must be **LOOKUP**.

   c. **Data Table Column Name** - must match the Target Dimension Name specified in **Account Reconciliation**.

> **Note:**
>
> **Source Type** is a reserved dimension and its settings must not be modified.

Create an Integration in Data Integration

An integration specifies how data is extracted from the source system and loaded into the target system.

1. From the **Home** page, select **Application**, and then **Data Exchange**. On the Data Integration page, click the Add icon to create an integration.

   See Defining a Data Integration in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

2. Map sub-segments. See Map Dimensions in Data Integration.

3. Map data from the source to the target during data load. See Map Members in Data Integration.

Map Dimensions in Data Integration

Ensure that each sub-segment is mapped in the **Import Format** as part of the Map Dimensions step so that it's available to be loaded into **Account Reconciliation**.

For information on importing formats in **Data Integration**, see Creating the Dimension Maps in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

Map Members in Data Integration

To configure a data load mapping in Data Integration, you need to use the Map Members step when creating a data integration. See Mapping Members in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

The following image shows the Map Members configuration for a group reconciliation in Data Management. The target value 101-13XXX represents the target profile. The source value of 101-13??? indicates that source profiles from 101-13000 through 101-13999 are all mapped to the target profile 101-13XXX. See Using Special Characters in Multi-Dimensional Mapping in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

> **Note:**
>
> When specifying target values for the **Source Type** dimension, only the following values are valid: source system, subsystem, and sub-system.

Once you have configured the integration in **Data Integration**, the set up tasks for group reconciliations are complete. An ongoing task is creating and running a data load in **Account Reconciliation**.

Ongoing Task - Create and Run a Data Load in Account Reconciliation

To create a new data load:

1. From **Home**, select **Application**, then **Configuration**, and then **Data Loads**.

2. In the **Data Loads** page, click **Add** icon.

3. In the **New Data Load** dialog, select **Allow blank segment values**. This must be selected so that balances can be loaded that do not have sub-segment values.

4. In **Location**, expand the type of source from which you would like to Import Balances (for example, File), and select the appropriate Location or Locations.

To import balances in **Account Reconciliation**:

1. From **Home**, select **Application**, then **Periods**.

2. From the list, select the period for which you want to import data and from **Actions**, select **Import Data**.

Preparer Tasks for Group Reconciliations

Once an Administrator has set up and configured group reconciliations, preparers can work on performing reconciliations.

This flow is similar to individual reconciliations.

- Prepare group reconciliations. See Preparing Group Reconciliations - Key Differences.
- Create transactions for a group reconciliation. See Creating Transactions for a Group Reconciliation.
- Import transactions. See Import of Transactions for a Group Reconciliation.

Preparing Group Reconciliations - Key Differences

While preparing group reconciliations, there are some key differences between a individual reconciliation and a group reconciliation. Let's review these differences:

- Reconciliation Actions Differences
- Reconciliation List Filtering on Group Profile Attribute
- Viewing Reconciliation Balances and Detail Balances

Reconciliation Actions Differences

If you look at a group reconciliation, you will notice these differences between a group reconciliation and a reconciliation not configured with sub-segments.

The Balance Summary looks the same, but notice the **Group Detail** link. Once you click the link, you see the sub-segments balances.

Notice the following differences:

- The sub-segments (Company and Account) appear on the filter point of view as selectable.

- If you filter on just one sub-segment you can see the bucket (i.e. Functional) per currency and the Source System, Balance Explanations, Count, and the Differences.

> **Note:**
>
> There is a row for every bucket and currency.

- This example shows a Balance Summary reconciliation. You will see Subsystem Balances. On the Balance Explanation, you can drill through to the Balance Explanation tab with explanations filtered. For an Account Analysis reconciliation, if you click on the Source System amount, you get a drill-through to Data Integration.

Reconciliation List Filtering on Group Profile Attribute

A **Group Profile** attribute has been added so that you can filter the list of reconciliations for group reconciliations. Once an Administrator sets up the group reconciliation, that attribute is available for filtering.

Viewing Reconciliation Balances and Detail Balances

From the Reconciliations card, you can see where the data is at the higher level balance in a reconciliation. Also visible is detail level information and this helps you see where a data load went to and see which reconciliations or profile they are associated with.

There are two tabs for reconciliations:

*   Reconciliation Balances - displays balances at the reconciliation level for all reconciliations whether they are group or individual reconciliations.

*   Detail Balances - only displays after at least one profile sub-segment has been enabled and shows balances that are child balances within a group reconciliation.

An easy way to access the reconciliation you want is to use the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns. For example, you could search on the word "Accounts" to see all records that have Accounts in the name such as Accounts Payable or Accounts Receivable.

You can also use the specific filtering capability to access particular lists of reconciliations by clicking the **Filter** icon next to the Search field and then set the filters you want.

To access **Reconciliation Balances**:

1. From **Home**, click **Reconciliations**.

2. On the left side, access the Reconciliation Balances tab.

Users can now see the balances within all reconciliations and filter on the list. For group reconciliations, you can filter on the list, export to Excel, and prove the unexplained differences at the detail balance level.

To access the **Detail Balances** list, select Detail Balances in the Reconciliations card.

> **✎ Note:**
>
> This is not shown until at least one sub-segment profile segment has been enabled.

> **Note:**
>
> The maximum number of records that can be exported from **Detail Balances** is 500000.

Creating Transactions for a Group Reconciliation

When you create transactions for a group reconciliation, note that you can use the optional sub-segments field to associate the transactions with individual balances.

The following image shows a transaction added as an adjustment to the source system.

Import of Transactions for a Group Reconciliation

Note that when you are performing a bulk import of transactions to Reconciliation Compliance, you can add sub-segments to the header of the import file. An example is Short Description, Long Description, Transaction Date, Amount, Amount Currency1, Attribute1, Attribute Value1, **SubSegment1, SubSegment2**. This layout can be created using **Export**.

Changing a Period's Status

You can change the status of one or more periods at the same time.

A period's status changes throughout the reconciliation process:

- Periods are initially set with a status of Pending and prohibit work from proceeding on reconciliations.

- Administrators must change the status to *Open*, which allows work to begin on reconciliations after the reconciliation start date is reached.

- After the period is finished, administrators change the period to *Closed*, which prohibits new reconciliations from being added to the period. However, work can continue on reconciliations and users can import updated balances. The Closed' status simply helps users know which is the current period, however, it does not prevent them from taking actions.

- After work has concluded, periods may be *Locked*, which prohibits changes to the reconciliations. Users can't add reconciliations to the period, changes can't be made to reconciliations, and balances can't be imported.

To change the status of one or more periods:

1. From **Home**, select **Application**, then **Periods**.

2. Select one or more periods.

3. Use the **Set Status** drop down list, and then select **Open**, **Closed**, or **Locked**.

Watch Changing a Period's Status Video

Click this link to watch a video:

Closing Periods

Closing a period prevents new reconciliations from being started but allows reconciliations that are in progress to be completed and actions can be taken on the reconciliation including data load.

You can close one or more periods at the same time.

> **Note:**
>
> You can use the filter bar to narrow the list of periods if you are working with large lists of periods.

To close one or more periods:

1. From **Home**, select **Application**, then **Periods**.

2. Select one or more periods.

3. Use the **Set Status** drop down list, and then select **Closed**.

Locking Periods

Locking a period prevents changes to reconciliations for the period.

You can lock one or more periods at the same time. Locking a period does not cancel any actions that are currently running for the period. Notifications continue to run when a period is closed but not if it is locked and it also prevents Transaction Matching transactions from being loaded that have an Accounting Date that is less than or equal to the locked period's End Date.

> **Note:**
>
> You can use the filter bar to narrow the list of periods if you are working with large lists of periods.

To lock one or more periods:

1. From **Home**, select **Application**, and then **Periods**.

2. Select one or more periods.

3. Use the **Set Status** drop down list, and then select **Locked**.

For additional information, see What is Locked Through Date in Transaction Matching?, Additional Considerations When Using Locked Through Date, and Why does Transaction Matching Reopen Reconciliations?.

Viewing Reconciliation Compliance Jobs

You can view the details and status of Reconciliation Compliance jobs run either by the system or by users.

Related Topics

- About Jobs in Account Reconciliation
  Account Reconciliation manages the sequencing and running of Reconciliation
  Compliance and Transaction Matching jobs by using a job queue.

- Types of Reconciliation Compliance Jobs
  There are multiple types of Reconciliation Compliance jobs.

- Steps to View Reconciliation Compliance Jobs
  Users with the Jobs - View application role can see a list of jobs run by either the system or
  by users, including the job ID, type of job, file name, result, and information about the
  actions performed by the job.

About Jobs in Account Reconciliation

Account Reconciliation manages the sequencing and running of Reconciliation Compliance
and Transaction Matching jobs by using a job queue.

Running certain types of jobs simultaneously (such as Create Reconciliation and Import
Profiles) may result in conflicts because the same data is impacted by these jobs. The job
queue manages possible conflicts when running multiple jobs simultaneously. Users can create
any number of jobs at the same time. For example, a set of data load jobs, Import Profiles jobs,
and other jobs. These jobs get added to the job queue. Account Reconciliation analyses
possible conflicts between jobs. Jobs that don't conflict with ongoing jobs are run right away. If
a job conflicts with an ongoing job, this job is added to the job queue and its status is set to
Pending.

In Reconciliation Compliance, the job details dialogs provide additional information about user
jobs. The **Parameter** section displays details about a user-created job and the information
included depends on the type of job. **Status** shows the current status of the job. If a job is
pending because it is waiting for a possible conflicting job to complete, **Waiting On** shows the
name of the ongoing job.

If there is a system shutdown while a scheduled job is running, the job is resumed after the
system is up. Any user-created job that is interrupted by a system restart or an Automated
Maintenance Window (AMW) is automatically cancelled and its status is set to Cancelled.

An email notification is sent to the user who created a job, if the job results in an error or is
waiting for an ongoing conflicting job to complete.

Status of Account Reconciliation Jobs

The possible status for an Account Reconciliation job is one of the following:

- Running

- Complete

- Error

- Pending

- Cancelled

> **Note:**
>
> The Pending status is used instead of the Delayed status for Transaction Matching
> jobs that are waiting on the completion of another job.

Jobs Summary Panel

The **Summary in Minutes** panel is displayed on the right side of the Jobs page. This panel provides information about the jobs run, including system and user-created jobs. For each type of job, the details include the total time taken (minutes), average time taken (minutes), and the number of jobs run.

Use the drop-down list at the on the panel to select the time range of the displayed jobs. For example, Last 24 hours, Last 7 days, Last 30 days, or Last 60 days. Information about jobs older than 60 days is purged from the Job Summary panel.

The Job Summary panel for Reconciliation Compliance Jobs is:
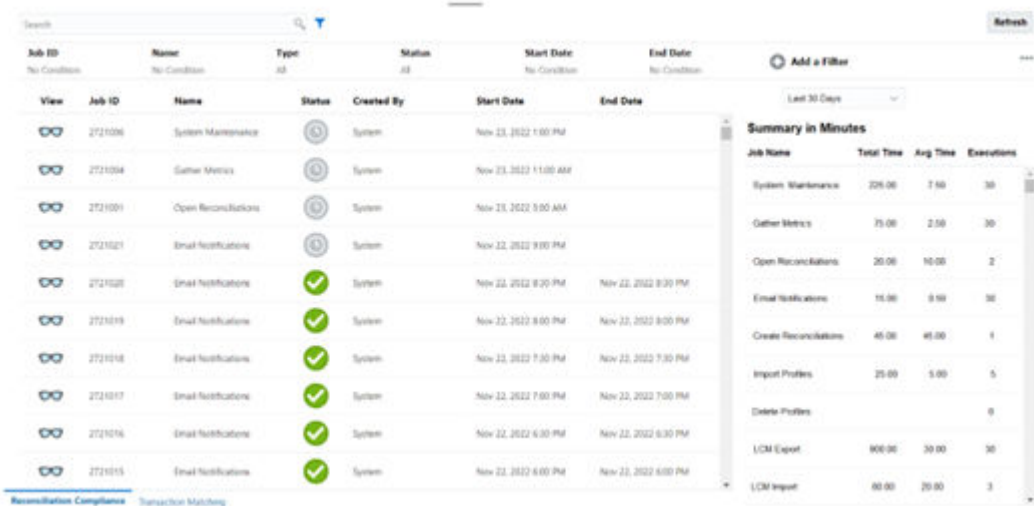
You can use the Type column to filter the jobs data displayed. By default, the Type filter excludes System Maintenance and Email Notifications jobs. You can select and include these types if required.

The Job Summary panel for Transaction Matching Jobs is:
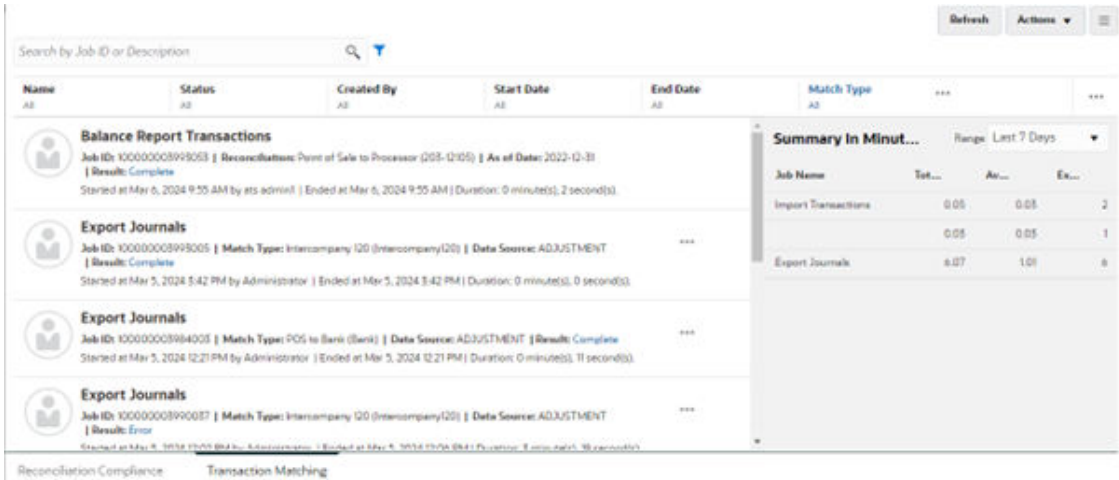
Types of Reconciliation Compliance Jobs

There are multiple types of Reconciliation Compliance jobs.

This table describes the jobs that can be run in Reconciliation Compliance and their frequency.

Job Name (in user interface)	Description	Frequency (for example, run daily, on demand, every data load)
Email Notifications	Sends email notifications	Every thirty minutes
Open Reconciliations	Opens the reconciliations	Run Daily or On Demand (on demand runs after Create Reconciliations)

> **Note:**
>
> Run Daily opens reconciliations in all periods. On Demand allows you to specify a specific period.

Create Reconciliations	Creates the reconciliations	On Demand - when user creates reconciliations from profiles
Import Reports	Updates the standard reports	Once after new release, if reports are updated
Import Formats	Imports the standard formats	Runs once for initial application creation

ORACLE®

Job Name (in user interface)	Description	Frequency (for example, run daily, on demand, every data load)
Rerun Auto Reconciliation	Reruns the Auto Reconciliation	On Demand
Execute Dataload	Runs a data load	On Demand
Execute Dataload Post-Processing	Runs post processing after a data load	On Demand - after data load
Import File [file]	Imports a file, such as profiles, balances, transactions	On Demand
Run Rules [rule type]	Runs rules	On Demand
System Maintenance	Runs various background updates for the system such as synchronizing the user cache. These are different from actions taken at the Cloud level called Daily Maintenance, such as backup snapshots.	Runs daily or On demand after enabled by an administrator

Steps to View Reconciliation Compliance Jobs

Users with the Jobs - View application role can see a list of jobs run by either the system or by users, including the job ID, type of job, file name, result, and information about the actions performed by the job.

Jobs created by the system include open reconciliations, email notifications, or system maintenance. User actions include, for example, open reconciliations for a given period or start period. However, users can only perform actions on jobs that were created by them. Users who have not been granted the Jobs - View role can only view details of jobs that they created.

To view Reconciliation Compliance jobs:

1. From the **Home** page, select **Applications**, and then **Jobs**.

2. Click the **Reconciliation Compliance** tab.
   You can search and filter on the list of displayed jobs.

The jobs history is kept for 30 days for system created jobs and 60 days for user created jobs.

6

Using EPM Enterprise Journals With Account Reconciliation to Post Journal Entries

Overview

EPM Enterprise Journals is used for the preparation and approval of manual journal entries for inclusion in the General Ledger (GL) posting and provides options for direct posting to any ERP. This functionality is available as part of **Financial Consolidation and Close** and must be enabled before using with **Account Reconciliation**. Account Reconciliation integrates with Enterprise Journals to improve the current manual process to book Account Reconciliation adjustments to the GL.

The ability to perform journal entries based on findings in the reconciliation process is the final step to correcting issues with a company's balance sheet account accuracy. Account Reconciliation automation and manual research from the users results in finding these discrepancies and they are captured in the Reconciliation Compliance process as Adjustments. With this integration with Enterprise Journals, there is an efficient and automated process for Account Reconciliation users to get adjustments posted to the GL.

Additionally, the Balance Explanation line items that need to be posted as journals can be handled using EPM Enterprise Journals. These are not discrepancies or "issues" like an adjustment, but instead these are made during the normal course of business where Balance Explanation transactions types need to be posted to align the GL with the life cycle of the transaction. The most common example are Amortization transactions since the Amortized amount for the current period needs to be booked as a journal entry.

This feature improves the overall financial close process by streamlining and tightly integrating the journal posting and account reconciliation processes.

> **Note:**
>
> The steps in this topic are application for Reconciliation Compliance only. For Transaction Matching, see Loading Exported Journal Entries in *Administering Data Integration for Oracle Enterprise Performance Management Cloud* .

Prerequisite Tasks in Enterprise Journals in Financial Consolidation and Close

Here are the prerequisite tasks you must perform in **Enterprise Journals** in **Financial Consolidation and Close** before being able to use with **Account Reconciliation**:

- Enable **Enterprise Journals**. See Enabling Enterprise Journals in *Administering Financial Consolidation and Close*.

- Configure Periods. See Configuring Periods for Enterprise Journals in *Administering Financial Consolidation and Close*.

- Set Targets. See Managing Enterprise Journal Targets in *Administering Financial Consolidation and Close*.

- Create Journal Templates. See Managing Enterprise Journal Templates in *Administering Financial Consolidation and Close*.

- Set up Attribute Mappings. See Enterprise Journal Template Sections: Mapping Tab in *Administering Financial Consolidation and Close*.

Prerequisite Settings

These are the prerequisite settings to make sure that **Account Reconciliation** integrates properly with **Financial Consolidation and Close** Enterprise Journals:

- Account Reconciliation must be on the same monthly update as **Financial Consolidation and Close**.

- Check after a monthly update that **Financial Consolidation and Close** settings allow the application to be used by All Users.
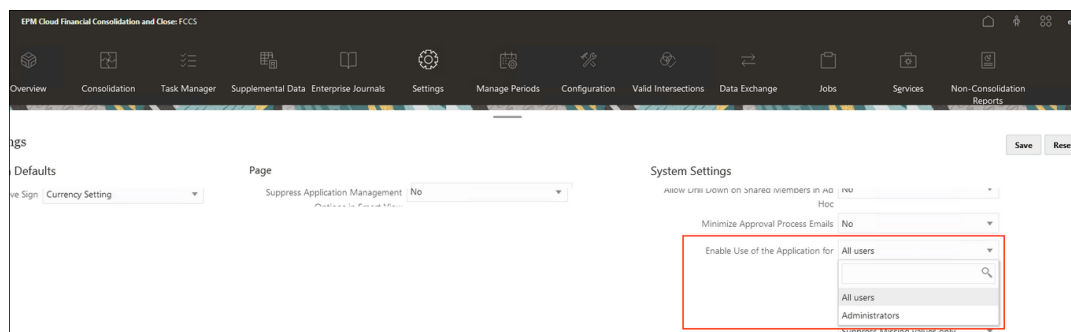
- Javascript and cookies should be enabled in your browser
- **Enable Pop-ups** setting in your browser should not be disabled

User Tasks in Account Reconciliation for Enterprise Journals

Here are some examples of how different users will interact with Enterprise Journals:

- Administrator - In Account Reconciliation, configures the system settings so that Account Reconciliation is connected to Enterprise Journals in Financial Consolidation and Close. Also, the Administrator needs to know how the system will behave when there are journals linked between Financial Consolidation and Close and Account Reconciliation and also be able to troubleshoot the connection if the connection is dropped, reestablished, or moved. See Configuring EPM Enterprise Journals in Account Reconciliation

- Administrator - Configures the mapping between the Reconciliation Compliance transaction system fields and attributes and Enterprise Journal attributes so that the Preparers do not have to manually enter the majority of the journal data.

> **Note:**
>
> It's understood that the Preparer might have to make some minor manual update to the journal once it's created from the reconciliation transaction, but it's preferred to have the mapping logic create as much of a "ready to post" journal as possible.

See Mapping Account Reconciliation to Enterprise Journals.

- Preparer of Reconciliation Adjustments - Creates an Enterprise Journal from an adjustment on a reconciliation where the amount used is the amount of my adjustment.

- Preparer of Reconciliation Amortizations - Creates an Enterprise Journal from the Amortizing balance explanation on my reconciliation where the amount used is the amortized amount for the current period.

> **Note:**
>
> The amortized amount for the period is the field called Amortized/Accreted Amount (Reporting) OR Amortized/Accreted Amount (Functional) OR Amortized/Accreted Amount (Entered)

For More Documentation on EPM Enterprise Journals

To view more documentation on EPM Enterprise Journals, see Managing Enterprise Journals in the Financial Consolidation and Close Administrator's Guide and Working with Enterprise Journals in the Financial Consolidation and Close User's Guide.

Configuring EPM Enterprise Journals in Account Reconciliation

Perform configuration steps required to use EPM Enterprise Journals in Account Reconciliation.

Prerequisites for Using Account Reconciliation with EPM Enterprise Journals

To use Account Reconciliation with EPM Enterprise Journals, you must have Financial Consolidation and Close in your environment and follow the prerequisite steps for enabling and setting up **Enterprise Journals**. See Prerequisite Tasks in Enterprise Journals in Financial Consolidation and Close.

Steps to Configure EPM Enterprise Journals in Account Reconciliation

- Go to **System Settings** in **Account Reconciliation** to link to your **Enterprise Journals** environment. See Configuring Enterprise Journals Connections.

- Complete the mapping of Attributes in Enterprise Journals with Reconciliation values. See Mapping Account Reconciliation to Enterprise Journals.

Configuring Enterprise Journals Connections

To link Account Reconciliation use with Enterprise Journals:

1. From **Home**, select **Application**, then **Configuration**, then **System Settings**, and then select **Enterprise Journals Connection**.

2. Enter the URL to Financial Consolidation and Close Enterprise Journals.

3. Enter the user name and password for Financial Consolidation and Close Enterprise Journals. Note that this user must have the privilege to design journals.

4. Click **Validate** and **Save**.

Click **Reset** to revert to the last saved connection information. If this is the first time you are entering connection details, and there is no saved connection information, **Reset** clears the entered details.

Mapping Account Reconciliation to Enterprise Journals

The next configuration step relates to mapping attributes and has two parts to complete:

- Amount & Currency Mapping

- Attribute Mapping

To access the Enterprise Journals Mapping in Account Reconciliation:

1. From **Home**, select **Application**, then **Configuration**, then select **Enterprise Journals Mapping**.

2. Make optional changes to the **Amount & Currency Mapping** section:

- In **Currency**, you can optionally select from a drop down of Enterprise Journals attributes (of type Dimension, List or Text) to change that currency attribute. Note that your selection for the **Currency** attribute cannot also be used in Attribute Mappings.

- Under **Reconciliation**, the **Lowest Enabled Bucket** is selected by default and conveys how the Journal Amount and Currency attributes are populated from the non-Amortizing Account Reconciliation transaction. Deselect the **Lowest Enabled Bucket** option to enter a different **Amount** and **Currency**.

> **Note:**
>
> Amortized entries are different than a normal transaction amount.

3. In **Attribute Mappings**, you map Enterprise Journal attributes to **Account Reconciliation**. The default attributes under the **Name** column come from the Enterprise Journal templates. You can then specify the following for each attribute:

- Reconciliation Set Value

- Reconciliation Value

- Offset Set Value

- Offset Value

The **Journal Name** has a default entry but you can change this.

> **Note:**
>
> Excluded from the list of Enterprise Journal attributes are: Credit, Debit, or Amount. Any attribute already mapped to the Currency, Calculated attributes, and Dimension Reference attributes (Non-Key).

There are different types of mapping:

- **Mapped**: Map to a Transaction or Reconciliation attribute. The most common Reconciliation attribute mapped will be one or more Profile Segments which can be names and will be a Data Type of Text (most commonly) or List (infrequently used). For example, in the Sample Application, the profile segments are "Company" and "Account" in segments one and two respectively.

- **Explicit**: Admin entered value into a text field.

- **Same**: Available only as an Offset option, and it is the default selection. If you change this, the **Offset Value** will be a read-only copy of the **Reconciliation Value**.

The following table describes each Account Reconciliation Data Type and which Enterprise Journals Data Type it can be mapped to.

Table 6-1   Data Types - Account Reconciliation and Enterprise Journals

Enterprise Journals Data Type	Allowed Account Reconciliation Data Type
Text	Date, Date/Time, Integer, List, Number, Text, User
Date, Date/Time	Date, Date/Time
Integer	Integer
List	List
Number	Number
True/False	True/False
Yes/No	Yes/No

Using the History Tab

You can also click the **History** tab at the bottom to see the list of changes made to the attribute mappings as well as who made those changes.

Working with Enterprise Journals in Account Reconciliation

Preparers can create, delete and view journals in Reconciliation Compliance.

Access one of the following to create, delete, or view journals:

- Reconciliation Actions

- Transaction Actions

- Transaction List - creating journals from the **Transaction List** allows you to create a journal for a maximum of 100 transactions. The **Transaction List** also allows you to see transactions across different reconciliations.

Related Topics

Creating Journals in Account Reconciliation

Creating Journals in Account Reconciliation

Preparers can create a journal directly on a transaction and other users may view the journal. You can create a journal for any transaction that does not already have a journal associated with it. Each transaction can have only one journal associated with it, however each journal can have many transactions.

> **Note:**
>
> The example in this topic shows how to create journals from **Reconciliation Actions**. However, the functionality is available from **Transaction Actions** and the **Transaction List** as well.

To create a journal:

1. In **Account Reconciliation**, from **Home**, select **Reconciliations**.

2. Click **Select Columns** and choose these columns for Enterprise Journals: Journal ID, Journal Name, Journal Workflow Status, Journal Posting Status, and Journal Posting Message

3. On the **Reconciliation Actions** dialog, select one or more transactions that you want to create a journal for, and click **Create Journal**.

4. The **Creating Enterprise Journals** dialog displays and is the same as in EPM Enterprise Journals. A dialog for creating an Ad-Hoc Journal in EPM Enterprise Journals is displayed. For details about Ad-Hoc journals, see *Creating Ad-Hoc Enterprise Journals* in *Working with Financial Consolidation and Close*.

a. Select a **Journal Period**.

b. Select a **Journal Template** from the list of available templates for that period.

c. If the selected template on EPM Enterprise Journals requires an approver, then select an **Approver** and click **OK**.
A journal will be created on EPM Enterprise Journals. Fields on the journal will be auto-populated based on the mappings setup by the administrator.

Here's an example of a journal. Line 1 corresponds to the **Reconciliation Account** while Line 2 corresponds to the **Offset Account**. The **Journal Actions** dialog allows you to perform many actions on this journal such as editing.

d. Once you have completed your work on this journal for this transaction, click **Submit**. You can now see the transaction in Account Reconciliation with the associated Journal ID and other journal attributes.

You can also see the journal in the **Journals** dialog in **EPM Enterprise Journals** within **Financial Consolidation and Close** and can search for that journal based on the **Journal ID**.

Deleting Journals in Account Reconciliation

You can delete one or more journals at a time from **Account Reconciliation** as well as from **Enterprise Journals** in **Financial Consolidation and Close**.

Ad-Hoc Journals can be deleted by Preparers as well as Service Administrators. However, Ad-Hoc journals will not be deleted:
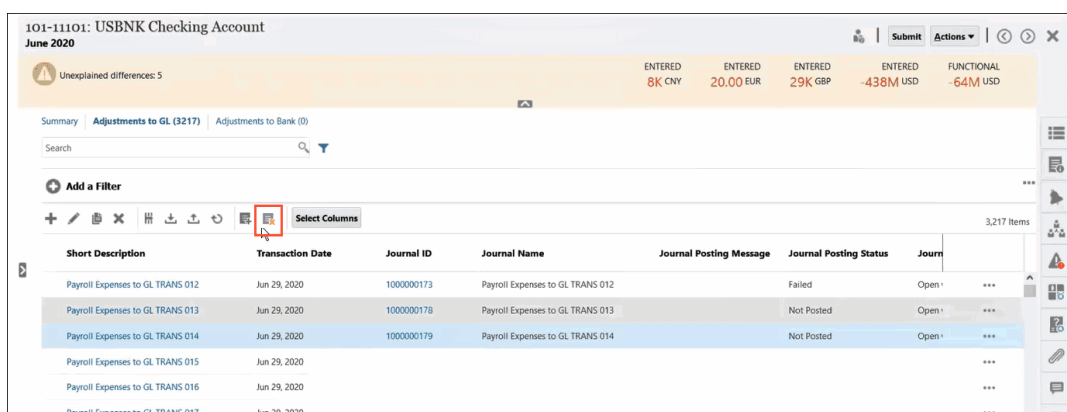
- if the **Journal Posting Status** is **Post in Progress** or **Posted**. Only ad-hoc journals with the **Journal Posting Status** as **Not Posted** can be deleted.

- when the period associated with the Ad-Hoc journal is locked

> **Note:**
>
> The example in this topic shows how to delete journals from **Reconciliation Actions**. However, the functionality is available from **Transaction Actions** and the **Transaction List** as well.
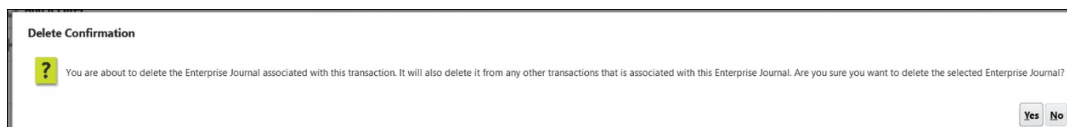
To delete one or more journals in **Account Reconciliation**:

1. From **Reconciliation Actions**, select a transaction that has a journal you want to delete and click **Delete Enterprise Journal**.

2. You are asked to confirm that you want to proceed with the deletion since deleting a journal may impact other transactions associated with that journal. Click **Yes** to confirm.

> **Note:**
>
> If you delete a transaction, the journal associated with that transaction is not deleted.

Troubleshooting Tips for Using Enterprise Journals in Account Reconciliation

Here are some useful troubleshooting tips if you encounter an issue while using **Enterprise Journals** in **Account Reconciliation**.

Clearing the Cache

Here are two tips relating for clearing the cache:

- For Google Chrome and Microsoft Edge, cache needs to be cleared every time you log in and reopen the browser. Never switch the user without logging out and reopening the browser.

- For Mozilla Firefox, the cache needs to be cleared and the browser reopened if there is an exception that can corrupt the session. Here's an example of an error message relating to this.
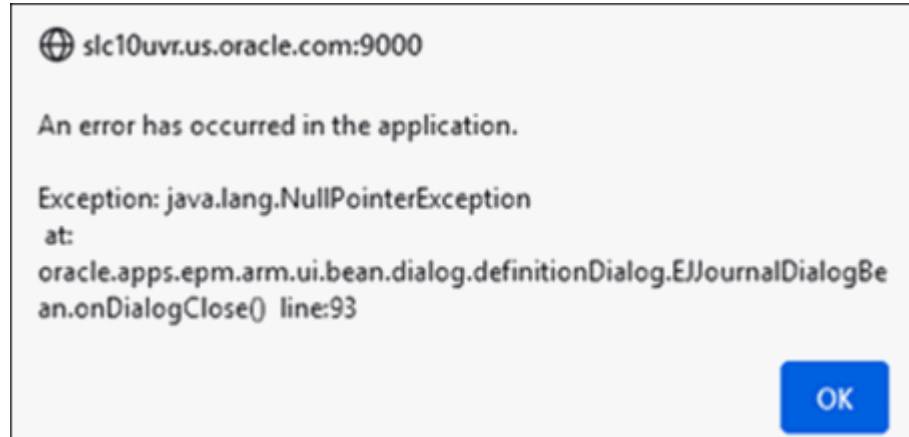
Logging in as Different Users in the Same Browser

Make sure you do not login as different Account Reconciliation and Enterprise Journals users in multiple tabs or instances of the same browser.

Problem Closing a Window When Using iOS Browser

If you close the browser window in iOS using the top left X icon, it doesn't really close the window (as indicated by a small dot below the icon in the launchpad). In order to properly close the browser window (after log out), right-click on the icon (in the bottom bar) and then click **Quit**.

Journal Name Required for Mapping

For successful journal creation in **Account Reconciliation**, you need to include the **Journal Name** since it is mandatory in **Enterprise Journals**. Journal Name should not be left blank.

Error When Creating a Journal

If the following error occurs when creating a journal in **Account Reconciliation**,
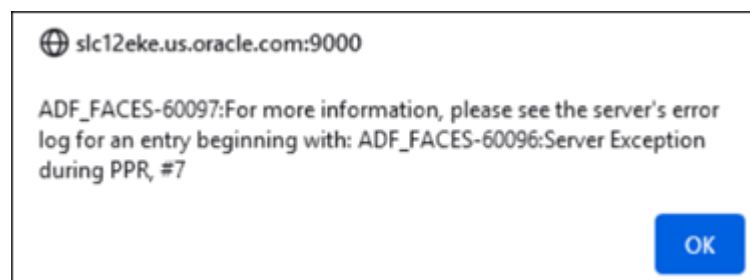
check that your Application Settings in **Financial Consolidation and Close** are set to use for All Users.
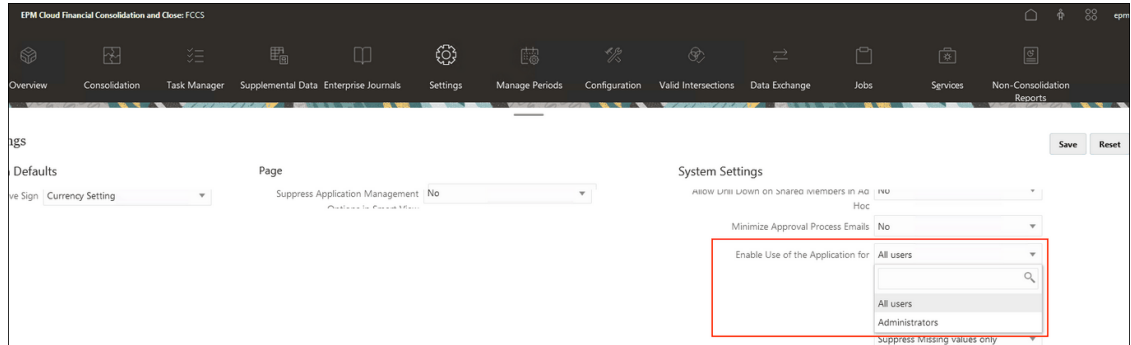
Enterprise Journal Connection for Oracle Public Cloud

In the Enterprise Journals Connection settings, enter the user name in the `<domain>.<user name>` format and then click **Validate and Save**.

7

Ongoing Administrative Tasks

Related Topics

- Submitting, Approving, and Rejecting Reconciliations
- Updating Reconciliations
- Updating Profile Attributes
  An Administrator or Power User can also update **Profile** attributes.
- Updating Reconciliation Attributes
  A Service Administrator or Power User can use one of the available methods to update reconciliation attributes.
- Adding Users to Reconciliations
  Users (preparers, reviewers, commentators, or viewers) can be added to one or more reconciliations.
- Removing Users from Reconciliations
  Users who have been added to a reconciliation can subsequently be removed.
- Running Rules for Reconciliations
- Deleting Profiles or Reconciliations
  You can delete one or more profiles or reconciliations in **Account Reconciliation**. For multiple deletes, a batch job runs in the background so that you can continue to perform tasks while the processing goes on. Once the job has run, you can use the **Jobs** card to see if there are any errors.
- Managing Reassignment Requests
  Service Administrators and Power Users can manage reassignment requests submitted by preparers and reviewers.
- Reopening Reconciliations
  Service Administrators and Power Users can reopen closed reconciliations.
- Exporting Reconciliation Balances to Excel
  In Reconciliation Compliance, you can export reconciliation balances to an Excel file.
- Performing Summary Reconciliations

Submitting, Approving, and 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.

> **Note:**
>
> If a preparer or reviewer has completed work on a reconciliation and then a different preparer or reviewer is assigned that reconciliation, the system displays the original preparer or reviewer as Preparer (Actual) or Reviewer (Actual) in addition to the current user assigned. This can also occur if a preparer or reviewer is no longer part of a team.

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

> **Note:**
>
> The Service Administrator must enable this feature. If enabled, users will be able to perform one or more of these actions: **Submit**, **Approve**, or **Reject**.

1. From **Reconciliations**, select one or more reconciliations that you want to submit, approve, or reject.

2. From **Actions**, select **Update**, then the action you want to perform on all the reconciliations (**Submit**, **Approve**, or **Reject**).

Updating Reconciliations

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

Table 7-1   Disabled Fields for each Reconciliation Status

Tabs	Pending Status - Disabled Fields	Open with Preparer Status - Disabled Fields	Closed Status - Disabled Fields
Properties	• Account ID • Active • Format • Normal Balance	• Account ID • Active • Format • Normal Balance • Auto-Reconciliation • Maximum Age Limits	• Account ID • Active • Format • Normal Balance • Auto-Reconciliation • Maximum Age Limits
Workflow	Preparer Frequency	• Preparer Frequency • Preparer Start Date	• Preparer Frequency • Preparer Start Date • Reviewer Levels
Currency		• Historical Rate • Rate Type • Currency Bucket Enabled check boxes	• Historical Rate • Rate Type • Currency Bucket Enabled check boxes

To update reconciliations:

1. From the **Home** page, click **Reconciliations**.

2. Click a reconciliation, and then click the **Edit** icon.

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

   - **Account ID**—The identifier for the profile is a required field. The combination of segment values must be unique across profiles. The number of segments available is defined in system settings.

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

     Click **Yes** to continue.

   - **Name**—The name provides a secondary mechanism to help identify the profile. Names are not required to be unique. As a best practice, Oracle suggests using the name associated with the natural account segment and some other descriptor that identifies ownership of or responsibility for the profile.

   - **Description**—Enter a description of the reconciliation, if required.

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

     Included Accounts—This section enables Service Administrators and Power Users to assign profiles to summary profiles. Both regular (non-summary) and summary profiles can be selected for addition to a summary profile.

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

- **Process**—Associates the profile with a specific reconciliation process, for example: the balance sheet reconciliation process or the local GAAP reconciliation process. Processes are defined in system settings.

- **Format**—Associates the profile with a format created by an Service Administrator, determining the method of reconciliation and the type of information required to be provided by the preparer.

- **Method**—Identifies the reconciliation method associated with the format assigned to the profile.

- **Risk Rating**—Associates the profile with a risk rating. Risk ratings are defined in system settings, for example, **High**, **Low**, or **Medium**.

- **Account Type**—Associates the profile with an account type. Risk Rating and Account Type are attributes that facilitate reporting – the values are defined by Service Administrators and can be used on dashboards and list views to filter reconciliations.

- **Normal Balance**—Identifies whether the profile is expected to contain a debit balance, a credit balance, or a debit or a credit balance. If the balance is different from the normal balance, then a warning is set on the reconciliation.

- In **Auto-Reconciliation Methods**, select a method that describes the conditions that must be true for reconciliations configured with the auto-reconciliation method to qualify for auto-reconciliation. If any conditions are false, then auto-reconciliation fails, and the reconciliation status is set to Open so that the Preparer can manually prepare the reconciliation:

  > **Note:**
  >
  > If the "Manually Enter Balances" check box for source system or subsystem balances has been checked, the reconciliation is not eligible for auto reconciliation.

  – For Account Analysis:
    * **Balance is zero** required conditions:
      * If an account analysis format is assigned to the profile, then the profile can be enabled for the "Account has a 0 Balance" auto-reconciliation method.
      * If the balance associated with the reconciliation for a given period is 0, then the reconciliation is prepared and reviewed automatically for that period.
      * If the balance is not 0, then the reconciliation must be manually prepared and reviewed.

      When Auto-Reconciliation succeeds, the reconciliation status is set to Closed.
    * **Balance is zero and no activity** required conditions:
      * The Source System Balance is zero.
      * Source System Balance is the same as the Prior Reconciliation Source System Balance.

> **✎ Note:**
>
> This last condition also means that a previous reconciliation source system balance must exist.

When Auto-Reconciliation succeeds, the reconciliation status is set to Closed.

* **No activity** required conditions:

    * If a previous reconciliation exists, the following conditions must be met:

        * The prior reconciliation status must be Complete.

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

        * The prior reconciliation format must be the same as the current reconciliation format

            Specifically:

            a. The Format ID used to create both the current and prior format instances must be the same.

            b. The current format instance must not contain mandatory attributes that do not exist in the prior format instance.

    * If a previous reconciliation does not exist, then the prior reconciliation Source System balance is presumed to be zero:

        * If the current period's Source System Balance is also zero, then the reconciliation will be auto-reconciled.

        * If the current period's Source System balance is not zero, then the reconciliation will not auto reconcile.

    When Auto-Reconciliation succeeds:

    * The reconciliation status is set to Closed.

    * Explained Balance and Source System Adjustment transactions are copied from the prior reconciliation to the current reconciliation:

        * File Attachments and Comments associated with the transaction are copied.

        * Age is recalculated by subtracting the Open Date from the new period end date (the period the transaction is being copied into)

        * The Aging Violation for that transaction is set if the age is greater than the Authorized age.

        * The Aging Violation flag for the Reconciliation is set if one or more transactions of each type have an aging violation.

    * Comments and Attachments that exist at the Reconciliation level are copied

* **Balance is within range** required conditions:

    * A prior reconciliation must exist and the status of this reconciliation must be Complete.

    * The prior reconciliation format must be the same as the current reconciliation format. Specifically, the format ID used to create both the

current and prior format instances must be the same, and the current format instance must not contain mandatory attributes that do not exist in the prior format instance.

*   The Source System Balance is more than or equal to the **Balance Range (Low).**

*   The Source System Balance is less than or equal to the **Balance Range (High).**

When Auto-Reconciliation succeeds:

*   The reconciliation status is set to Closed.

*   Explained Balance and Source System Adjustment transactions are copied from the prior reconciliation to the current reconciliation:

    *   File Attachments and Comments associated with the transaction are copied.

    *   Age is recalculated by subtracting the Open Date from the new period end date (the period the transaction is being copied into).

    *   The Aging Violation for that transaction is set if the age is greater than the Authorized age.

    *   The Aging Violation flag for the Reconciliation is set if one or more transactions of each type have an aging violation.

*   Comments and Attachments that exist at the Reconciliation level are copied.

*   **Balance is within range and no activity** required conditions:

    *   A prior reconciliation must exist and the status of this reconciliation must be Complete.

    *   The prior reconciliation format must be the same as the current reconciliation format. Specifically, the format ID used to create both the current and prior format instances must be the same, and the current format instance must not contain mandatory attributes that do not exist in the prior format instance.

    *   Source System Balance is greater than or equal to the **Balance Range (Low).**

    *   The Source System Balance is less than or equal to **Balance Range (High).**

    *   Source System Balance – Prior Reconciliation Source System Balance = 0; The range can be a negative number.

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

When Auto-Reconciliation succeeds:

*   The reconciliation status is set to Closed.

*   Explained Balance and Source System Adjustment transactions are copied from the prior reconciliation to the current reconciliation:

* File Attachments and Comments associated with the transaction are copied.

* Age is recalculated by subtracting the Open Date from the new period end date (the period the transaction is being copied into).

* The Aging Violation for that transaction is set if the age is greater than the Authorized age

* The Aging Violation flag for the Reconciliation is set if one or more transactions of each type have an aging violation.

* Comments and Attachments that exist at the Reconciliation level are copied.

– For Balance Comparison:

* **Balance is zero** required conditions:

* If a balance comparison format is assigned to the profile, then the profile can be enabled for the "Account has a 0 Balance" auto-reconciliation method.

* If the balance associated with the reconciliation for a given period is 0, then the reconciliation is prepared and reviewed automatically for that period.

* If the balance is not 0, then the reconciliation must be manually prepared and reviewed.

When Auto-Reconciliation succeeds, the reconciliation status is set to Closed.

* **Balance is zero and no activity** required conditions:

* The Source System Balance is zero.

* Source System Balance is the same as the Prior Reconciliation Source System Balance.

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

When Auto-Reconciliation succeeds, the reconciliation status is set to Closed.

* **No activity** required conditions:

* If a previous reconciliation exists, the following conditions must be met:

* The prior reconciliation status must be Complete.

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

* The prior reconciliation format must be the same as the current reconciliation format.

Specifically:

a. The Format ID used to create both the current and prior format instances must be the same.

b. The current format instance must not contain mandatory attributes that do not exist in the prior format instance.

* If a previous reconciliation does not exist, then the prior reconciliation Source System balance is presumed to be zero:

    * If the current period's Source System Balance is also zero, then the reconciliation will be auto-reconciled.

    * If the current period's Source System balance is not zero, then the reconciliation will not auto reconcile.

When Auto-Reconciliation succeeds:

* The reconciliation status is set to Closed.

* Explained Balance and Source System Adjustment transactions are copied from the prior reconciliation to the current reconciliation:

    * File Attachments and Comments associated with the transaction are copied.

    * Age is recalculated by subtracting the Open Date from the new period end date (the period the transaction is being copied into).

    * The Aging Violation for that transaction is set if the age is greater than the Authorized age.

    * The Aging Violation flag for the Reconciliation is set if one or more transactions of each type have an aging violation.

* Comments and Attachments that exist at the Reconciliation level are copied.

* **Balance match (% Tolerance)**: If a balance comparison format is assigned to the profile, then the profile can be enabled for the Balance Comparison where the Balances Match (% Tolerance) auto-reconciliation method.

    If this method is enabled, then a threshold value can be applied. The threshold percentage is multiplied against the source system balance to calculate a threshold value.

    * If the difference between the source system balance and the subsystem balance is less than the threshold value in a period, then the reconciliation is prepared and reviewed automatically for that period.

    * If the difference is greater than the threshold value, then the reconciliation must be manually prepared and reviewed.

    Enter the **Match Balance Threshold (Percent)** as a whole number between 1 and 100.

    When Auto-Reconciliation succeeds, the reconciliation status is set to Closed.

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

    When Auto-Reconciliation succeeds, the reconciliation status is set to Closed.

- **Maximum Age Limits**—Enter the number of Day(s) for the maximum age of reconciliation transactions:

    – Reconciliation Adjustments (applies to Account Analysis and Balance Comparison methods)

    – Balance Explanations (applies to Account Analysis method)

> **Note:**
>
> **Aging Violation:** If a value is provided and the reconciliation contains transactions where the age of the items (calculated as Period End Date minus Transaction Open Date) is greater than the value provided, then the transactions are flagged as aging violations and an aging violation warning is set on the reconciliation.

- **Manually Enter Balances**—Determine whether the source system or subsystem balances can be entered manually by the preparer on the reconciliation. These boxes are only checked if balances are not being imported for the profile. Select one or both:
  - Enter source system balances manually (applies to both reconciliation methods)
  - Enter subsystem balances manually (applies to Balance Comparison method)

> **Note:**
>
> If the "Manually Enter Balances" check box for source system or subsystem balances has been checked, the reconciliation is not eligible for auto reconciliation.

4. To monitor which roles have been automatically completed via Format or Profile Rules, perform the following steps:

   a. From the Reconciliations screen, click **Actions**, and then **Select Columns**.

   b. Select **Auto Submitted** to indicate that a Rule was automatically run, and the reconciliation was submitted.

   c. Select **Auto Approved (Level 1)** to indicate that a Rule was used to automatically complete that role.

   For example, if you have configured a Rule for the Reviewer 1 role to automatically approve when Unexplained Difference is 0.00, the column called **Auto Approved (Level 1)** will indicate that a Rule was used to automatically complete that role. On a related note, reconciliations that have been automatically reconciled using an Auto Reconciliation method will still remain as separate columns indicating if the reconciliation was Auto Reconciled and which Auto Reconciliation Method was used.

5. Select the **Instructions** tab.

   The Instruction tab inherits instructions configured on the format assigned to the profile, eliminating the need to provide specific instructions for each and every profile. Some profiles, however, do require extra instruction. Add the instructions as paragraphs of text, attached files, URLs, or links to files in document repositories.

6. Select the **Workflow** tab.

   The Workflow tab contains the preparer and reviewer assignments. Only users authorized for preparer and reviewer roles can be assigned these functions on a profile. The system prevents the same user from being assigned preparer and reviewer roles on the same profile, or the same user being assigned multiple reviewer roles.

   - Enter this information for the preparer:
     - **User Name**—The user names available for selection as preparer are only those users authorized with the preparer role. To select to assign a Preparer to a named user or team, click (**Select a Backup User**).

– **Backup User**—If you assigned a user for the primary preparer, you can assign a backup user authorized as a preparer:

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

    a. Click 🖻 (**Select a Backup User**).

    b. Enter the **First Name** and **Last Name** or click **Search** to select a backup user.

– **Frequency**—If a profile contains a frequency that matches one of the frequencies associated with a period, then the reconciliation is copied to the period when the Service Administrator uses the Copy to Period function. Frequency example: Annually, Quarterly, Quartery-US, Quarterly-Europe, or Monthly.

– **Start Day Offset**—Determines the start date of the reconciliation. It can be a negative or positive number and determines the number of days before (if configured as a negative number) or after (if configured as a positive number) the period close date the reconciliation is authorized to begin.

– **Schedule From**—Determines what day (for example, the close day or end day) the Start Day Offset relates to.

– **Duration**—Added to the start date to calculate the preparer due date.

• When assigning reviewers, start with the reviewer with the highest frequency. Enter the reviewers information:

– **Level**—Supports unlimited levels of review.

– **User Name**—The user names available for selection as reviewers are only those users authorized with the reviewer role.

    To assign a backup reviewer or team:

    a. Click 🖻 (**Select a Reviewer**).

    b. If you selected a user for the primary reviewer, you can select a backup reviewer: in the **Backup User** column, click 🖻 (**Select a Backup User**) and select a backup user.

– **Reviewer Frequency**—Determines how often the reconciliation is reviewed. It is possible for reconciliations to be prepared monthly and reviewed quarterly.

– **Reviewer Duration**—Determines the reviewer due date. The due date is calculated as preparer start date + preparer duration + reviewer duration. There is no start day offset for reviewers. This is because the reviewer start date is determined by when the preparer releases the reconciliation for review. As soon as this occurs, the reviewer may commence review.

7. Select the **Currency** tab.

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

Determines the number of currency buckets enabled for the reconciliation and the behavior of foreign exchange translation. Enter this information:

- **Historical Rate**—Select Historical Rate for profiles that contain accounts not subject to revaluation in the source system:

  - If **Historical Rate** is selected, the preparer must specify the value in all currency buckets enabled on the reconciliation when entering transactions into the reconciliation (for example, balance explanations or adjustments).

  - If **Historical Rate** is cleared, the preparer is required to enter a value into the lowest level currency bucket (for example, the entered currency bucket), and the systemcalculates the equivalent value in the other currency buckets using the maintained exchange rates.

- **Rate Type**

  The rate type selection applies only if the historical rate is cleared. When Foreign Currency Rates (FX rates) are loaded, they are associated with a rate type. The rate type setting on the profile determines which series of FX rates are used to perform currency conversion calculations for transactions of reconciliations pertaining to the profile.

- For each bucket label (for example, Entered, Functional, or Reporting), enable it and select the default currency.

- The currency bucket table determines which currency buckets are enabled for the profile. Currency buckets are configured in system settings, and only those buckets enabled at a system level can be enabled for individual profiles. If a currency bucket is enabled, then a default currency can be assigned to the profile, by accepting the system-level default for that bucket, or by assigning a profile-specific default value.

8. Select the **Access** tab.

   Determines which users are authorized as commentators or viewers of reconciliations related to the profile. Commentators are allowed to view the reconciliations and add comments to the reconciliation or to transactions of the reconciliation. Viewers have read-only access.

   To select a user or team as Commentators or Viewers:

   a. Click **Add**.

   b. On the **Select Viewers** or **Select Commentators** dialog boxes, click 🔍 (**Search Users**).

   c. Select **Users** or **Teams** and then enter the name or click **Search**.

   d. Under **Search Results**, select the Commentator or Viewer Users or Teams and add them to the **Available** column.

   e. Click **OK**.

9. Select the **Attributes** tab.

   Enables Service Administrators to assign attributes to profiles and provide values for the attributes. The attributes are presented in read-only format on the reconciliation in the Additional Properties section. Attributes must exist before they can be assigned to a profile.

10. Select the **Rules** tab.

    Enables you to monitor which roles have been automatically completed using Format or Profile Rules.

    The following Reconciliation Rules are available:

- **Auto Submit Reconciliation** indicates that reconciliations have been automatically reconciled using an Auto Reconciliation method. You can create a filter, or use a saved filter to set conditions.
  Reconciliations that use an Auto Reconciliation method are indicated under the column **Auto Submitted** on the Reconciliation List if the reconciliation was Auto Reconciled and which Auto Reconciliation Method was used.

- **Auto Approve Reconciliation** indicates that a Rule was used to automatically complete that role. You need to select a Reviewer Level. You can create a filter, or use a saved filter to set conditions.
  For example, if you configured a Rule for Reviewer 1 to automatically approve when an unexplained Difference is 0.00, the column **Auto Reviewed (Level x)** on the Reconciliation List will indicate that a Rule was used to automatically complete that role.

11. Review the **History** tab.

    Captures an audit trail of changes to the Profile, including changes in workflow assignments, changes in format configuration, risk rating, or profile attributes.

12. Click **Save and Close**.

    To watch a video about Editing Reconciliations, click this link:

Updating Profile Attributes

An Administrator or Power User can also update **Profile** attributes.

Follow these high level steps to update profile attributes:

1. Export the current attributes to a CSV file. See Exporting Profiles.

2. Make changes to the exported file.

3. Import the revised attribute file using **Import** and choose the option **Update**, rather than replace, in order to make the changes in the revised attribute file. See Importing Profiles.

Table 7-2   Profile Attributes and UI Export Options

Column (Attribute)	UI Export Option
Segment <n>	<Default>
Account Name	Name
Description	Description
Process	Process
Format	Format
Organizational Unit	Organizational Unit
Risk Rating	Risk Rating
Account Type	Account Type
Instructions	Instructions
Active	Active
Normal Balance	Normal Balance
Auto Recon Method	Auto Reconciliation Method
Auto Recon Bal Low	Auto Reconciliation Method
Auto Recon Bal High	Auto Reconciliation Method
Auto Recon Threshold Number	Auto Reconciliation Method

Table 7-2   (Cont.) Profile Attributes and UI Export Options

Column (Attribute)	UI Export Option
Auto Recon Threshold Percent	Auto Reconciliation Method
Max Age Adjustments	Maximum Age Adjustments
Max Age Explanations	Maximum Age Explanation
Manual Balance Source System	Enter Source System Balances
Manual Balance Subsystem	Enter Subsystem Balances
Preparer	Preparer
Preparer Backup	Preparer
Preparer Frequency	Preparer
Preparer Require Action By	Preparer
Start Offset	Preparer
Duration	Preparer
Reviewer <n>	Reviewer
Reviewer Backup <n>	Reviewer
Reviewer Frequency	Reviewer
Reviewer Duration <n>	Reviewer
Commentator	Commentator
Viewer	Viewer
Historical Rate	Historical Rate
Rate Type	Rate Type
Attribute 1	<Custom Attribute>
Attribute Value 1	<Custom Attribute>
Attribute Access 1	<Custom Attribute>
Attribute Attachment Access 1	<Custom Attribute>
Attribute Copy To Profile 1	<Custom Attribute>
Enable Currency Bucket 1	Currency Bucket Enabled (Entered)
Default Currency Bucket 1	Currency Bucket Default Currency (Entered)
Enable Currency Bucket 2	Currency Bucket Enabled (Functional)
Default Currency Bucket 2	Currency Bucket Default Currency (Functional)
Enable Currency Bucket 3	Currency Bucket Enabled (Reporting)
Default Currency Bucket 3	Currency Bucket Default Currency (Reporting)

Updating Reconciliation Attributes

A Service Administrator or Power User can use one of the available methods to update reconciliation attributes.

Use one of the following methods:

- Update reconciliation attributes manually on reconciliations on the Reconciliation List, either on the list or on the Set User pane in the Actions Panel. See Updating Reconciliation Attributes Manually.

- Update reconciliation attributes or workflow using a csv file. See Updating Reconciliation Attributes Using a CSV File.

See About Reconciliation Attribute File Format Rules.

About Reconciliation Attribute File Format Rules

The attribute input file is indexed by the segments with one row per reconciliation. The columns may vary depending on which attributes you want to update.

Column (Attribute)	UI Export Option	Pending Reconciliation Status	Open Reconciliation Status	Closed Reconciliation Status
Segment <n>	<Default>	No	No	No
Account Name	Name	Yes	Yes	Yes
Description	Description	Yes	Yes	Yes
Process	Process	Yes	Yes	Yes
Organizational Unit	Organizational Unit	Yes	Yes	Yes
Risk Rating	Risk Rating	Yes	Yes	Yes
Account Type	Account Type	Yes	Yes	Yes
Instructions	Instructions	Yes	Yes	Yes
Normal Balance	Normal Balance	Yes	No	No
Auto Recon Method	Auto Reconciliation Method	Yes	No	No
Auto Recon Bal Low	Auto Reconciliation Method	Yes	No	No
Auto Recon Bal High	Auto Reconciliation Method	Yes	No	No
Auto Recon Threshold Number	Auto Reconciliation Method	Yes	No	No
Auto Recon Threshold Percent	Auto Reconciliation Method	Yes	No	No
Max Age Adjustments	Maximum Age Adjustments	Yes	No	No
Max Age Explanations	Maximum Age Explanation	Yes	No	Yes
Manual Balance Source System	Enter Source System Balances	Yes	Yes	Yes
Manual Balance Subsystem	Enter Subsystem Balances	Yes	Yes	Yes
Preparer	Preparer	Yes	Yes	Yes
Preparer Backup	Preparer	Yes	Yes	Yes
Preparer Require Action By	Preparer	Yes	Yes	Yes
Start Date	Preparer	Yes	No	No
Duration	Preparer	Yes	Yes	Yes
Reviewer <n>	Reviewer	Yes	Yes	Yes
Reviewer Backup <n>	Reviewer	Yes	Yes	Yes
Reviewer Duration <n>	Reviewer	Yes	Yes	Yes

Column (Attribute)	UI Export Option	Pending Reconciliation Status	Open Reconciliation Status	Closed Reconciliation Status
Commentator	Commentator	Commentator	Commentator	Commentator
Viewer	Viewer	Viewer	Viewer	Viewer
Historical Rate	Historical Rate	Yes	No	No
Rate Type	Rate Type	Yes	No	No
Attribute 1	<Custom Attribute>	Yes	Yes	Yes
Attribute Value 1	<Custom Attribute>	Yes	Yes	Yes
Attribute Access 1	<Custom Attribute>	Yes	Yes	Yes
Attribute Attachment Access 1	<Custom Attribute>	Yes	Yes	Yes
Attribute Copy To Profile 1	<Custom Attribute>	Yes	Yes	Yes
Enable Currency Bucket 1	Currency Bucket Enabled (Entered)	Yes	No	No
Default Currency Bucket 1	Currency Bucket Default Currency (Entered)	Yes	Yes	Yes
Enable Currency Bucket 2	Currency Bucket Enabled (Functional)	Yes	No	No
Default Currency Bucket 2	Currency Bucket Default Currency (Functional)	Yes	Yes	Yes
Enable Currency Bucket 3	Currency Bucket Enabled (Reporting)	Yes	No	No
Default Currency Bucket 3	Currency Bucket Default Currency (Reporting)	Yes	Yes	Yes

Updating Reconciliation Attributes Manually

Use the Properties tab to manually update reconciliation attributes.

To make updates to reconciliation attributes manually:

1. From **Home**, click **Reconciliations**.

2. From the Reconciliation list, click a reconciliation, and then click **Edit**.

3. On the **Properties** tab, make attribute updates following the file format rules. See About Reconciliation Attribute File Format Rules.

Updating Reconciliation Attributes Using a CSV File

You can make reconciliation attribute updates through the use of an import CSV file.

Here are two examples of how using an import CSV file could be useful to your company:

- If you are working with data that comes in after a reconciliation has already been deployed but is important to your reconciling process such as percent sales. For example, if a company operates stores in many regions of the country and wants to reconcile at the store level and see percent sales data by store. The advantage of making an attribute update is that it helps make better reconciliation rules resulting in most reconciliations performed through auto submit and auto approve with less manual intervention. In some cases, the data for certain regions or stores is not ready and must be added after the reconciliation is deployed. This procedure gives you the ability to add the new attribute, in this case, percent sales, include the Reconciliation ID in the csv file and the new attribute and import into the system.

- Another common example is the situation where on a regular basis you need to make Org changes mid cycle for certain reconciliations. Since the reconciliations are already deployed, again you can use the attribute import by using a CSV file to load in the changed values.

The high level steps for updating reconciliation attributes through a CSV file are:

1. Export the current reconciliation attributes to a CSV file - this gives you a starting point.

2. Make changes to the file.

3. Import the revised reconciliation attribute file.

See About Reconciliation Attribute File Format Rules.

To update reconciliation attributes using a CSV file:

1. From **Home**, click **Reconciliations**.

2. Select the reconciliations you want to update and under **Actions**, click **Export**. The Export Reconciliations dialog displays.

   a. In **Format**, select **Unformatted data for future attribute import**.

   b. In **Attributes**, select the reconciliation attributes that need to be updated.
   Note that you can export workflow roles (such as Preparer, Reviewer, Commentator for example) and you will get all the information about those roles included in the export file.

   c. Click **Export** to start the export process.

3. Make the required changes to the csv file that you exported.

4. Now import the revised file. In the Reconciliation List, click **Actions**, then **Import**, and then **Import Attributes**.
   The Update Reconciliations dialog displays.

   a. In **File**, browse and select the revised csv file.

   b. In **Period**, select the period (defaults to the most recent you are viewing).

   c. In **Date Format**, either leave the default or select another format.

   d. Click **Import**. A background job begins processing.

   e. Once the import completes successfully, you can see the import changes by going into **Edit Reconciliations** dialog.

The optional selections that you can use in the Update Reconciliations dialog are:

- **Run Rules**- runs rules on reconciliations after you import the changes. The default is **None**.

- **Reopen on Change** - changes the status of reconciliations that have been revised to **Open**.

- **File Delimiter** - selects a different file delimiter (defaults to **comma**).

Adding Users to Reconciliations

Users (preparers, reviewers, commentators, or viewers) can be added to one or more reconciliations.

Service Administrators, Power Users, or any user with the Manage Profiles and Reconciliations privilege can add users to a reconciliation.

To add a user, group, or team to one or more reconciliations:

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

2. Select a reconciliation, then from **Actions**, select **Add/Set User**.

3. In the Add/Set User dialog, select one of the following:

   - In **Field**, select the type of user (Preparer, Reviewer, Commentator, or Viewer).

   - For Preparers and Reviewers only: In **Backup**, click the Search icon to search for and select a backup user.

   - For Preparers only: In **Start**, select the date.

   - For Reviewers only: In **Level**, select the reviewer level.

   - For Preparers and Reviewers only: In **Duration**, select the duration.

   - In **Value**, click the Search icon to search for and select a user, group, or team.

4. Click **Apply**.

Removing Users from Reconciliations

Users who have been added to a reconciliation can subsequently be removed.

Service Administrators, Power Users, or any user with the Manage Profiles and Reconciliations privilege can remove users who have been assigned to reconciliations. Users can be removed from selected reconciliations or from all reconciliations in the reconciliation list.

To remove a user, group, or team from reconciliations:

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

2. Select a reconciliation, then from **Actions**, select **Remove User**.

3. In the Remove User dialog:

   - In **Field**, select the type of user.

   - If **Field** is set to Reviewer or Reviewer (Backup), select the reviewer level in **Level**.

   - In **Value**, click Search to search for and select the user to be removed. For Commentators and Viewers, you can select a user, group, or team.

4. Click **Remove**.

Running Rules for Reconciliations

To run rules for a reconciliation:

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

2. Select a reconciliation, then from **Actions**, select **Run Rules**.

3. In the Run Rules dialog:

   • **All Rules** - Runs all rules set on this reconciliation.

   • Select a rule from the drop-down list.

4. Click **Run**. The Confirm Action dialog is displayed.

5. Select **All Reconciliations** to run rules for all reconciliations in the Reconciliation List or **Selected Reconciliations** to run rules for the selected reconciliation.

6. Click **Yes** to run rules.

Deleting Profiles or Reconciliations

You can delete one or more profiles or reconciliations in **Account Reconciliation**. For multiple deletes, a batch job runs in the background so that you can continue to perform tasks while the processing goes on. Once the job has run, you can use the **Jobs** card to see if there are any errors.

Related Topics

• Deleting Profiles
  Service Administrators can delete one or more profiles from the Reconciliation List.

• Deleting Reconciliations
  Service Administrators can delete one or more reconciliations from the Reconciliation List.

Deleting Profiles

Service Administrators can delete one or more profiles from the Reconciliation List.

> ✎ **Note:**
>
> When deleting profiles that are associated with a Transaction Matching Format, all matched and unmatched Transaction Matching transactions associated with the profiles will be deleted as well. It is strongly recommended you take an environment backup prior to deleting the profiles.

To delete profiles:

1. From **Applications**, select **Profiles** to see a list of profiles.

2. To easily access the reconciliation you want, use the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns. For example, you could search on the word "Accounts" to see all records that have Accounts in the name such as Accounts Payable or Accounts Receivable.

   You can also use the specific filtering capability to access particular lists of reconciliations by clicking the **Filter** icon next to the Search field and then set the filters you want.

3. Highlight the profiles you want to delete, and then from **Actions**, select **Delete**.

4. A warning message displays, and then click **OK** in response to the message *Are you sure you want to delete the selected objects?*

5. If you are deleting multiple profiles, a batch job will start to run and you can see the status of the processing that is running in the background.

Deleting Reconciliations

Service Administrators can delete one or more reconciliations from the Reconciliation List.

To delete reconciliations:

1. From **Home**, select **Reconciliations** to see the reconciliations list.

2. Highlight the reconciliations you want to delete, and then from **Actions**, select **Delete**.

3. A warning message displays, and then click **OK** in response to the message *Are you sure you want to delete the selected objects?*

4. If you are deleting multiple reconciliations, a batch job will start to run and you can see the status of the processing that is running in the background.

Managing Reassignment Requests

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

Related Topics

- Approving or Rejecting Reassignment Requests
  Whether you can approve or reject reassignment requests depends on the type of user.

- Reassigning Preparers and Reviewers
  Service Administrators or Power Users can reassign preparers and reviewers.

Approving or Rejecting Reassignment Requests

Whether you can approve or reject reassignment requests depends on the type of user.

Service Administrators can approve or reject all reassignment requests. Power Users can approve or reject reassignment requests that fall under their security filter. Workflow users can approve reassignment of reconciliations if the **Allow reassignment request approval by** setting is set to **Users**. See Allow Workflow Users to Perform and Approve Reassignment Requests in *Setting Up and Configuring Account Reconciliation*.

To view and approve or reject reassignment requests:

1. Select **Worklist**.

   For Administrators and Power Users, the **Worklist** displays reassignment requests. Note that for Power Users, only reassignment requests that are within their security scope are displayed.

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. Click **OK**.

Reassigning Preparers and Reviewers

Service Administrators or Power Users can reassign preparers and reviewers.

A Service Administrator or Power User can reassign:

• The current preparer for reconciliations with the status **Open with Preparer**.

• The current reviewer for reconciliations with the status **Open with Reviewer**.

> **Note:**
>
> A Service Administrator or Power User can also grant workflow users the ability to request and approve reassignments. See Allow Workflow Users to Perform and Approve Reassignment Requests.

When reconciliations are reassigned, an email notification is sent immediately to reassigned users.

To reassign preparers and reviewers:

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

2. Select a reconciliation with the status **Open with Preparer** or **Open with Reviewer**.

> ✎ **Note:**
>
> Service Administrators and Power Users can also reassign preparers and reviewers by using Add/Set User in the Actions panel of the Reconciliation.

3. Select **Actions**, and then **View**.

4. Select **Actions**, and then **Reassign User**.

5. Select a user.

6. Click **OK**, and then click **Close**.

Reopening Reconciliations

Service Administrators and Power Users can reopen closed reconciliations.

Reopening a reconciliation:

- Reverts the status to Open with Preparer or Open with Reviewer.

- Sends an email notification to the preparer the next morning.

To reopen reconciliations:

1. From the **Home** page, click **Reconciliations**.

2. On the Reconciliation list, double click a reconciliation with a **Closed** status.

3. On the **Summary** tab, select **Actions**, and then **Reopen Reconciliation**.

   A confirmation is displayed.

4. In the **Reopen To** dialog, select **Preparer** or **Reviewer** and click **OK**.

Exporting Reconciliation Balances to Excel

In Reconciliation Compliance, you can export reconciliation balances to an Excel file.

To export reconciliation balances:

1. From **Home**, click **Reconciliations** to display the Reconciliation List.

2. Select the **Reconciliation Balances** tab.

3. (Optional) Use filters to narrow down the list and display only the reconciliation balances that you need.

   You can use the existing filters or create a new filter using **Add a Filter**.

4. (Optional) Select one or more reconciliation balance rows to be exported.

5. From **Actions**, select **Export to Excel**.

   The Export Balance Data dialog displays.

6. Select the rows to export.

   - **All Balance Data** - exports balances for all rows displayed in the Reconciliation Balances tab

- **Selected Balance Data** - exports balances for the rows that were previously selected. This option is enabled only if you had selected one or more rows.

7. Click **Export**.

The reconciliation balances are exported to an Excel file. You can download and save this file.

Performing Summary Reconciliations

Understanding the Design of Summary and Child Reconciliations

Summary reconciliations are designed to be completed after all child reconciliations are completed, and all final child balances & transactions have been loaded for the Period. Therefore, summary reconciliations cannot be submitted by the Preparer until all child reconciliations are completed.

When you create a summary reconciliation, only the active child profiles within the summary profile are included in the summary reconciliation. If an inactive child profile become active at some point after the summary reconciliation is created, the Service Administrator needs to create the reconciliation for this child profile. To include the newly-active child profile in the summary reconciliation for this period, the Service Administrator must delete the summary reconciliation and recreate it.

Summary reconciliations have their own workflow and transactions can be added directly to the Summary reconciliations. Summary transactions originally sourced from their child reconciliations can be edited, deleted, and so on, so we highly recommend there are no changes to the child reconciliations after the Summary reconciliation is started and definitely not after it's completed.

Differences: Summary Reconciliations in Reconciliation Compliance and Transaction Matching

For Reconciliation Compliance, in the case of an accidental load of transactions to the child account after the Summary reconciliation was complete, you need to update the child reconciliations and re-complete them. If desired, you can request to reopen the Summary reconciliation, if you would like to re-complete it as well. Because the Summary reconciliation is it's own reconciliation, and the system cannot assume that the existing transactions must be replaced with the child reconciliation transactions, the data is not reopened and replaced automatically.

For Summary reconciliations that are based on Transaction Matching child reconciliations, the Less Unmatched, Less Unmatched Supported, and Less Matched in Transit are automatically updated when the corresponding values in one or more child reconciliations are changed. When you perform any action that reopens a child reconciliation, the Summary reconciliation containing this child reconciliation is also reopened.

Balances are treated differently since balances are not manually added by the user to the Child or Summary reconciliation. Therefore, we reopen the Summary reconciliation in that instance since we are not replacing user loaded items.

Key Differences Between a Summary and Individual Reconciliation

The process for preparing a summary reconciliation is similar to the process for preparing an individual reconciliation except for these key differences:

- Generate All and Generate Updated Option
- Balance Summary Configuration
- Updated Attribute on Transactions

- Summary Profile Attribute
- Copy of Transactions from Prior Month

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 child transaction details and balances to be imported into the summary reconciliation.

- **Generate Updated:** Imports only the child transaction details and balances from the child that were updated since the last time the summary reconciliation was updated.

> **Note:**
>
> No comments or attachments from the reconciliation are copied. Comments or attachments on the transactions are copied.
>
> Balances will also be imported automatically during the balance load, so typically the latest balances are already imported into the summary reconciliation, unless balances are allowed to be manually added/edited on the child reconciliations.

Balance Summary Configuration

In an individual 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.

Note that this is different from the **Modified** flag in the Summary tab that states that one or more transactions of the child have changed since the last time the summary reconciliation was generated.

Summary Profile Attribute

To distinguish summary profiles and reconciliations from individual 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.

Copy of Transactions from Prior Month

In a summary reconciliation, you cannot use a **Copy Transactions** format rule to copy transactions from a prior reconciliation into the current one.

Part II
Administering Transaction Matching

Related Topics

- Learning About Transaction Matching
  The Transaction Matching module enables companies to save additional time spent on performing complex reconciliations, while improving quality and reducing risk.

- Understanding the Integration Between Transaction Matching and Reconciliation Compliance
  Transaction Matching can be integrated with Reconciliation Compliance to improve the efficiency of the period-end reconciliation process.

- Running Auto Match
  You can run Auto Match at different points while using Transaction Matching.

- Searching Transactions, Filtering, and Saving List Views

- Enabling Split of Unmatched Transactions

ORACLE®

8
Learning About Transaction Matching

The Transaction Matching module enables companies to save additional time spent on performing complex reconciliations, while improving quality and reducing risk.

Related Topics

- Overview of Transaction Matching
  This topic provides a basic understanding of transaction matching, its benefits, and business cases.

- Transaction Matching Workflow

- Transaction Matching Terminology
  Before using Transaction Matching, understand the key concepts and terminology.

- Reconciliation Methods for Transaction Matching

- About Transaction Status

- Set Up Tasks for Transaction Matching

- Service Administrator Tasks for Transaction Matching

- User Tasks for Transaction Matching

- Understanding the Transaction Matching Engine
  This topic helps you understand how the Transaction Matching engine evaluates transactions.

Overview of Transaction Matching

This topic provides a basic understanding of transaction matching, its benefits, and business cases.

Related Topics

- About Transaction Matching

- Benefits of Transaction Matching

- How to Determine if Transaction Matching is Appropriate for your Scenario?

- Business Case for Transaction Matching

- About the Sample Application for Transaction Matching

About Transaction Matching

Transaction Matching enables organizations to automate the preparation of high volume, labor-intensive, and complex reconciliations. These reconciliations can then be seamlessly integrated with the tracking features within Reconciliation Compliance.

As part of the Reconciliation Compliance process, in addition to comparing balances, organizations would like to match the transactions that form the balance. Transaction Matching is a perfect complement to the Reconciliation Compliance feature set. It provides the

functionality required to simplify the preparation of complex reconciliations and then integrates the period-end results into the Reconciliation Compliance period-end process.

The goal of Transaction Matching is to load transactions from one or more data sources, match the transactions using predefined rules, identify exceptions, and explain the exceptions. Typically, the frequency of preparing reconciliations in Reconciliation Compliance is lesser than or equal to the frequency at which transactions are loaded. For example, if balances are compared and reconciliations prepared every month, then transactions can be loaded daily, weekly, or monthly.

You can also use Transaction Matching for non-balance sheet reconciliations across disparate sources, also referred to as operational reconciliations. Examples include system to system reconciliations, stock or share settlements, expense reimbursements, and so on.

> **✎ Note:**
>
> Transaction Matching functionality is provided with Oracle Enterprise Performance Management Enterprise Cloud Service (EPM Enterprise Cloud Service) only.

Tour of Account Reconciliation Video

Click this link to watch a video:

Benefits of Transaction Matching

The benefits of using Transaction Matching include the following:

- Saves the additional time and labor spent on manual preparation of complex reconciliations
- Reduces risks and improves the quality of the reconciliation process
- Removes inefficiencies in the process of preparing reconciliations
- Reduces human errors and speeds up the reconciliation process

How to Determine if Transaction Matching is Appropriate for your Scenario?

Answer the following questions to decide if Transaction Matching is appropriate for your reconciliation:

- How many FTEs (full-time equivalents) are spent on this reconciliation?
- How many transactions per month/day flow through this reconciliation?
- Is detail data available from both sources?

    Sometimes data from one source has details, whereas data from the other source is summarized. At other times, the data itself may not be completely reliable. For example, when you try to base matching logic on unreliable, manual, journal names or descriptions.

Business Case for Transaction Matching

When you consider your total number of reconciliations, you will notice that a small number of reconciliations cause the most work. This is reason Transaction Matching features are a perfect complement to Reconciliation Compliance. They provide the tools to make those complex reconciliations simpler and then integrate the period-end results into the Reconciliation Compliance period-end process.
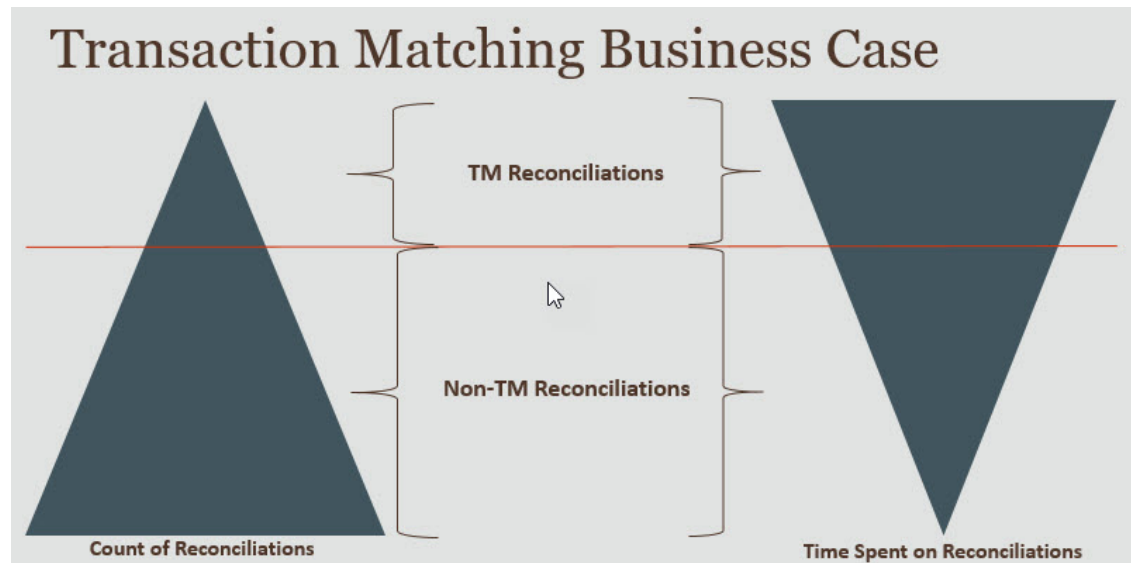
Scenarios for Which Transaction Matching is Beneficial

- Balance sheet-related reconciliations

    - Suspense and Clearing Accounts

    - Intercompany

    - Cash

    - Credit card receivables

    - Detailed Subledger reconciliation

- Operational, off-balance sheet, reconciliations

    - System to System reconciliations (which typically involve two third-parties whose accounts must be in sync with each other)

    - Stock or share settlements

    - Expense reimbursements

About the Sample Application for Transaction Matching

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

Transaction Matching Workflow

The workflow for using Transaction Matching includes multiple steps that must be performed for each account reconciled. The steps must be repeated each time new data becomes available.

For each account to be reconciled....

Load Data → Run Auto Match → Confirm Suggested Matches → Create Manual Matches

This process repeats each time new data becomes available and ends when all possible matches have been created. Periodically (and dependent on business needs), the account is "balanced" through generation of a reconciliation balancing report. This report provides operational controls and satisfies compliance requirements.

Transactions can be imported from any source. The import process can be run on demand or scheduled to run automatically.

The Auto Match process matches transactions according to predefined rules and users need to focus only on the exceptions. Auto Match creates Confirmed Matches, where no further action is required, and Suggested Matches, where the user can either confirm or discard the match. Period-end reconciliation is performed at a frequency that depends on your business requirement.

Transaction Matching Terminology

Before using Transaction Matching, understand the key concepts and terminology.

Related Topics

- Match Types
- Transactions in Transaction Matching
- Data Sources
- Match Rules

Match Types

A match type determines how the Transaction Matching process will work for the accounts that use this match type. It also determines the structure of the data to be matched and the rules used for matching.

Match types are created by Service Administrators. For each match type, you define data sources and match processes. Within a match process, you specify the data sources that are included in the match process and one or more match rules that are used to match transactions. You can use the same match type for multiple reconciliations, as long as the reconciliations share the same data source and matching rule configuration.
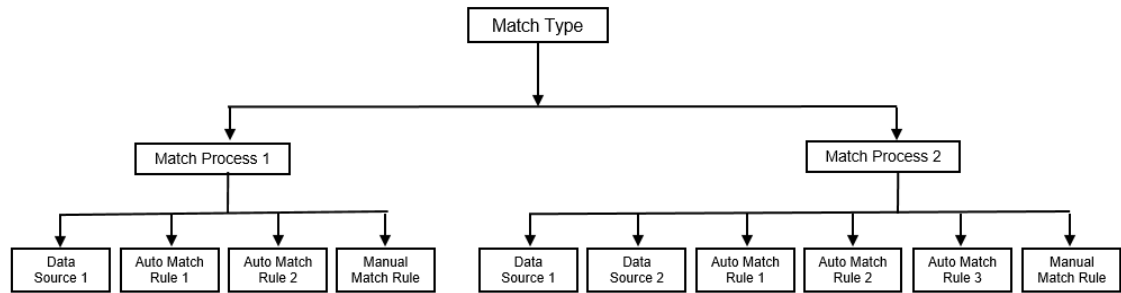
Companies can have many different match types. For example, Intercompany Accounts, Bank Accounts, Accounts Receivable, Accounts Payable, and various Clearing Accounts. Because the data structure and the matching rules for these different accounts are likely to be different, companies would typically create a match type for each account type. Additionally, you can use match types to export adjustments back to an Enterprise Resource Planning (ERP) system, as journal entries in a text file.

For example, you can create a match type for clearing accounts with a single data source, a match type for intercompany matching and reconciliation with two data sources, and a match type for Cash accounts with three data sources - GL, POS and Bank.

Transactions in Transaction Matching

Transactions are loaded from one or more source systems and then matched with those in the subsystem.

Timing and Frequency

Transaction Matching supports a variety of workflow needs.

You can:

- Match and balance daily
- Match daily and balance monthly
- Match and balance monthly

Data Sources

A data source is a system from which transactions are loaded into Transaction Matching. This can include Enterprise Resource Planning (ERP) systems, on-premise or Cloud databases, or files.

Depending on the scenario, you may want to define one or more data sources within your match type. For each data source, define the required attributes (columns) and any calculated attributes that are used for data enrichment. Examples of data sources include General Ledger, Subledger, Bank, and so on.

Match Rules

Match rules determine how matches are made.

Rules can be configured for tolerance ranges on dates and amounts, and adjustments can be made when variances exist.

Match Rule Types

The following matching rule types are supported:

- 1 to 1
- 1 to Many
- Many to 1
- Many to Many
- Adjustment

Match Status for Match Rules

Each match rule can have a match status. The possible match statuses for match rules, other than Adjustment, are as follows

- Suggested
- Confirmed
- Suggested (No Ambiguous)

    To add a rule with suggested matches that does not allow ambiguous results (multiple transactions that satisfy the rule conditions).

- Confirmed (No Ambiguous)

    To add a rule with confirmed matches that does not allow ambiguous results (multiple transactions that satisfy the rule conditions).

- Suggested Ambiguous*
- Confirmed Ambiguous*

For rules of type Adjustment, the only match status supported is Suggested or Confirmed.

*For 1 to 1 Auto match rules, the match status Suggested Ambiguous and Confirmed Ambiguous can be used when there are a large number of ambiguous matches. These options ensure that all potential matches are found when auto match is run. However, they may impact matching performance.

Match Rule Conditions

A match rule condition determines which attributes must be matched together, and whether they must match exactly, or a tolerance is allowed.

Match rule conditions make it easier to define matching rules in multiple source match processes by defining the default relationship between attributes in the source system and subsystem.

Tolerance Limits

A tolerance limit specifies the permitted difference when matching two values in Transaction Matching. It can be expressed as a numerical value or a percentage.

For example, you specify a tolerance limit of -10 to +10 for Amount in the match rule. Then, the Amounts from the source system and subsystem are considered an exact match if their difference is equal to or less than 10. Consider a source system amount of 26000 and subsystem amount of 25990. These values are considered an exact match because the difference between them is 10, which is less than the specified tolerance of 10.

For more information, see "Evaluating Tolerances" in Understanding the Transaction Matching Engine.

Reconciliation Methods for Transaction Matching

Transaction Matching formats are based on one of the following reconciliation methods:

- Balance comparison with transaction matching

  This method is used to compare balances and match transactions between two distinct sources, such as source systems and subsystems. For example, you can have a point of sale system and a merchant transaction system, or you match the transactions between accounts payable and journal entries within the general ledger.

- Account analysis with transaction matching

  This method is used to match transactions within a single data source. For example, debit and credit matching. The most common use case is if you are netting off transactions within a single data source to determine the net balance for an account, such as a clearing account.

- Transaction matching only

  This method is used primarily to match transactions between two systems, without a period-end reconciliation.

About Transaction Status

All transactions are unmatched when they are loaded into Transaction Matching. Subsequently, after matching is performed, the transactions are assigned a status.

The status of a transaction can be one of the following:

- Unmatched

  An unmatched transaction is one that does not yet have a match.

- Supported

  A supported transaction is an unmatched transaction that has a legitimate reason for having no match.

  The Preparer provides a justification, through support details, mentioning the valid reason for the transaction having no match. Support details are retained in Account Reconciliation even after the transaction is matched.

  Once a supported transaction is matched, its status changes to Confirmed Match.

  See Handling Supported Transactions.

- Confirmed Match

  The status of a transaction is set to Confirmed Match when Auto Match determines that it either has an exact match or a match within the specified tolerance limit.

  With manual matching:

  – When a suggested match is confirmed, the status of the transactions within the suggested match are changed to Confirmed Match.

  – When unmatched transactions are matched, the status of these transactions change to Confirmed Match.

- Suggested Match

A suggested match is one that Auto Match identifies as a possible match. Only the Auto Match process can set this status.

If the Preparer confirms a suggested match, the transaction's status changes to Confirmed Match. If the Preparer discards the suggested match, that transaction's status becomes Unmatched.

See Confirming Suggested Matches.

- Confirmed Adjust

  The status of a transaction is set to Confirmed Adjust when Auto Match rules clear off transactions as single sided adjustments.

  With manual matching:

  – When a transaction with status Suggested Adjust is confirmed, its status is changed to Confirmed Adjust.

  – When transactions from only one side are chosen and adjusted, the status of these transactions is changed to Confirmed Adjust.

  See Setting Up One Sided Adjustments to Run During Auto-Match.

- Suggested Adjust

  When Auto Match rules identify possible transactions to be cleared off as single sided adjustments, a status of Suggested Adjust is assigned to those transactions. Only the Auto Match process can set this status.

  The Preparer can either confirm or discard a suggested adjust. If the suggestion is confirmed, the transaction's status changes to Confirmed Adjust. If the suggestion is discarded, the transaction's status changes to Unmatched.

  See Setting Up One Sided Adjustments to Run During Auto-Match.

Set Up Tasks for Transaction Matching

A Service Administrator must perform certain tasks to set up Transaction Matching:

1. Create match types. See Creating Match Types.

   a. Define data sources. See Defining Data Sources.

   b. Define the matching process. See Defining the Matching Process.

2. Create formats.

   See Creating Formats.

3. Define profiles.

   See Creating Profiles.

Service Administrator Tasks for Transaction Matching

After the Transaction Matching set up tasks are complete, a Service Administrator can perform the following tasks:

1. Import transactions from one or more data sources.

   See Import pre-mapped transactions for Transaction Matching.

2. Run Auto Match to match transactions based on predefined rules.

   See Running Auto Match.

After the administrative tasks are complete, users can perform matching.

User Tasks for Transaction Matching

After the Service Administrator creates the reconciliations, loads data, and runs Auto Match, the user must perform the following tasks:

1. Confirm suggested matches.

   See Confirming Suggested Matches.

2. Create manual matches.

   See Creating Manual Matches.

3. Run balancing reports.

   See Using the Reconciliation Balancing Report.

Understanding the Transaction Matching Engine

This topic helps you understand how the Transaction Matching engine evaluates transactions.

The examples in this topic assume the following transactions in Source System data source and Sub System data source.

Source System

Invoice	Date	Amount
1	September 15, 2016	$100
1	September 16, 2016	$200
1	September 17, 2016	$200

Sub System

Invoice	Date	Amount
1	September 18, 2016	$100
1	September 14, 2016	$200
1	September 17, 2016	$200

Match Rules

1. Source System "Invoice" exactly matches Sub System invoice

2. Source System matches within a -1 to +3 tolerance of Sub System Date

3. Source System "Amount" exactly matches Sub System amount

The Source System and Sub System "Amount" attribute is the Balancing Attribute.

Order of Evaluation / First One Matching Wins

Transactions are evaluated for matching in the order in which the transactions exist in the database, and the first transaction evaluated for the match that satisfies the conditions will be selected for the match.

Order of Evaluation / Lowest Transaction ID Matches First

When transactions are loaded, they are assigned a Transaction ID sequentially. Therefore, the matching transaction with the lowest Transaction ID means it was loaded first and will be first to match.

In a 1 to 1 match, if two transactions exist that qualify as a match with a third transaction, but only one can be matched, the transaction with the lowest Transaction ID will be the one selected as the match.

For subset rules, matching will sort the transactions based on both amount and transaction ID during match creation. If two transactions have the same amount, the one with the lowest transaction ID will be used in the match.

Note that if you ran the same rule with No Ambiguous selected, all transactions will remain unmatched (as expected).

Evaluating Tolerances

There are three ways to set tolerance levels to allow matching of transactions that have variances. You can set:

- a tolerance variance value that is applied to the transactions. For example, auto match with up to a variance of -1 and +3.

- a tolerance threshold level expressed as a percentage. For example, auto match with up to 0.5% of the value of the amount.

- a tolerance threshold level expressed as a percentage along with a variance amount. For example, auto match with up to 1.0% of the value of the amount up to a maximum amount of 100.00.

> **Note:**
>
> The percentage value can not be more than 100 for both high and low tolerance and can be used for **Number** or **Integer** data source attributes.

Evaluating Tolerances Set as Values

When evaluating tolerances that are a set tolerance value, the calculation is impacted by how the high/low tolerance values are applied to transactions. For example, in the sample transactions where we apply a tolerance to the Date values, we have an authorized tolerance of -1 and +3. If you apply these values to the first record in the Source System table, then the first record in the Sub System table satisfies the match rule because September 18 is less than or equal to +3 days from September 15. However, if we apply the tolerances to the Sub System transaction (rather than the Source System), the match fails since September 15 is not less than or equal to -1 days from September 18.

> **Note:**
>
> While the above example uses Date tolerances, the same logic applies to tolerances on Date, Time and Integer data types.

To ensure consistent results, we opted to use the following approach when evaluating tolerances:

Evaluating 1 to 1 Rules Types

With 1 to 1 rule types, we treat the Source transactions as the "base or anchoring transactions". This example shows the way in which the evaluation takes place. In this example, we are assuming a Date tolerance **Start** set to zero (0) and **End** was set at +3.

1. Starting with the first Source transaction, the tolerance limits are added to the transaction's Date value to derive the acceptable range of Date values from Sub System.

2. Then, the first transaction from Sub System is selected that satisfies the match. In our example, the Source date value for the first transaction is September 15.

3. Adding the 0 to +3 tolerance to the Sub System transaction, the first transaction from Source System with a Date value greater than or equal to September 15 and less than or equal to September 18 is selected as a match. This match is identified in green below:

Source System

Invoice	Date	Amount
1	September 15, 2020	$100
1	September 16, 2020	$200
1	September 17, 2020	$200

Sub System

Invoice	Date	Amount
1	September 18, 2020	$100
1	September 14, 2020	$200
1	September 17, 2020	$200

4. Continuing to the second Source transaction (with a Date value of September 16), the first transaction from Sub System with a Date greater than or equal to September 16 and less than or equal to September 19 is found. This match of September 17 is within the range and identified in red below:

Source System

Invoice	Date	Amount
1	September 15, 2020	$100
1	September 16, 2020	$200
1	September 17, 2020	$200

Sub System

Invoice	Date	Amount
1	September 18, 2020	$100
1	September 14, 2020	$200
1	September 17, 2020	$200

5. Continuing with the third Source System transaction (with a Date value of September 17), assume we need to find the first transaction from Source System with a Date greater than or equal to September 16 and less than or equal to September 20. Since no transaction from Source System satisfies this condition, no match is created.

> **Note:**
>
> In the case of single source match processes, Positive transactions match to Negative transactions.

Evaluating 1 to Many Rule Types

With 1 to Many rule types, Source System transactions are the base transactions.

> **Note:**
>
> For 1 to Many rule types, you must define one rule condition which can be Match Exactly or with tolerance in addition to the Balancing Attribute.

Evaluating Many to 1 Rule Types

With Many to 1 rule types, Sub System transactions are the base transactions.

> **Note:**
>
> For Many to 1 rule types, you must define one rule condition which can be Match Exactly or with tolerance in addition to the Balancing attribute condition.

Evaluating Many to Many Rule Types

With Many to Many rule types, there is no base transaction. Rather, the conditions are evaluated using a set of rules.

The following process is used to evaluate a match for Many to Many rule types with Date tolerance specified.

1. Find the minimum date value and maximum date value from the source system.

2. From the subsystem, use the following formula to compute the minimum date value and the maximum date value that can be allowed when determining a match:

   • Minimum subsystem date must be equal to or greater than maximum source system date + start value of the date tolerance range

   • Maximum subsystem date must be equal to or less than minimum source system date + end value of the date tolerance range

3. Consider all subsystem transactions that are within the computed minimum subsystem date and maximum subsystem date when determining a match

Note that the minimum subsystem date must be equal to or less than the maximum subsystem date.

Example: Many to Many Rule Type with Date Tolerance

In this example, the date tolerance allowed for a match is -2 to +3.

Consider the following source system transactions for store ID 3738.

Table 8-1   Source System Transactions

Store ID	Amount	Date
3738	$715	07-Feb-23
3738	$595	07-Feb-23
3738	$960	04-Feb-23
3738	-$138	04-Feb-23

In the source system transactions, the minimum date value is 04-Feb-23 and the maximum date value is 07-Feb-23.

Consider the following subsystem transactions for store ID 3738.

Table 8-2   Subsystem Transactions

Store ID	Amount	Date
3738	$387	05-Feb-23
3738	$211	05-Feb-23
3738	$378	07-Feb-23
3738	$342	05-Feb-23
3738	$714	06-Feb-23
3738	$100	07-Feb-23

Using the formula in Step 2, determine the date range for subsystem transactions that must be considered for matching.

- Minimum subsystem date must be equal to or greater than 05-Feb-23 (07-Feb-23 - 2 days)

- Maximum subsystem date must be equal to or less than 07-Feb-23 (04-Feb-23 + 3 days).

Therefore, all subsystem transactions that are between 05-Feb-23 and 07-Feb-23 are considered while creating a match. In this example, all subsystem transactions fall within this range.

The sum of the Amounts in the source system is 2132. In the subsystem, the sum of Amounts of the transactions that are within the computed date range is 2132. Therefore, the source system and subsystem transactions are considered a match.

To understand an example when a match is not created, consider the same source system transactions shown above. In the subsystem transactions, the only change is that the last transaction (with Amount = 100) is dated 08-Feb-23. The maximum subsystem date that can be considered when creating a match is 07-Feb-23, so the transaction dated 08-Feb-23 is not included. The sum of Amounts in the source system is 2132, but the sum of Amounts in the subsystem is 2032. Therefore, these sets of source and subsystem transactions are not a match.

> **Note:**
>
> For Many to Many rules, you must define at least one Match Exactly condition.

Evaluating Match Rule Conditions for a Balancing Attribute

The method for evaluating match rule conditions for a Balancing Attribute is slightly different than for other attributes. Consider a Many to Many rule type using the sample data. Here's how the system evaluates this:

1. The system will first select all transactions with matching Invoice numbers (rule #1).

2. The Date attributes will then be evaluated to see if they satisfy the rule condition (rule #2).

3. Lastly, it will evaluate whether the Source System Amount matches exactly to the Sub System Amount (rule #3).
   Since it's a Many to Many match with multiple transactions in Source System and Sub System, the Amount values must first be summed by Data Source, and then the sum totals compared.

   In our example, the sum of Source System Amount is $500 and the sum of Sub System Amount is also $500, so the match conditions are satisfied:

Source System

Invoice	Date	Amount
1	September 15, 2016	$100
1	September 16, 2016	$200
1	September 17, 2016	$200
	Total:	$500

Sub System

Invoice	Date	Amount
1	September 18, 2016	$100
1	September 14, 2016	$200
1	September 17, 2016	$200
	Total	$500

> **Note:**
>
> The same process applies to 1 to Many matches and Many to 1 matches. Any time multiple transactions of the same data source exist for a match, the values of Balancing Attributes must first be summed before the comparison occurs.

Evaluating Tolerances Set as a Percentage and Variance Limit

The percentage tolerance option is available for **Number** and **Integer** type data source attributes (including balancing attribute) and can be set for:

- Auto match rules
- Manual match rule
- Default attribute mapping

Let's look at how matching works with tolerance low/high values as a percentage. For example, let's assume:

- Matching rule has 1% low and 1% high tolerance
- The tolerance on Up To Amount is set as .5

Source System Amount	Sub System Amount	Calculated Tolerance	Variance (Source - Sub System Amt)	Match Calculation	Result
99.6	100	1% of 99.6 = .99	99.6 - 100 = .4	.4 < .99 and < .5	YES Match found

Source System Amount	Sub System Amount	Calculated Tolerance	Variance (Source - Sub System Amt)	Match Calculation	Result
99.1	100	1% of 99.1 = .99	99.1 - 100 = .9	.9 < .99 but > .5	NO Match found since tolerance variance Up To limit was exceeded
100	99.6	1% of 100 = 1	100 - 99.6 = .4	.4 < 1 and < .5	YES Match Found
100	99.1	1% of 100 = 1	100 - 99.1 = .9	.9 < 1 and > .5	NO Match found since tolerance variance Up To limit was exceeded
50, 49.6	50, 50	1% of 99.6 = .99	99.6 - 100 = .4	.4 < .99 and < .5	YES Match Found

Evaluating Date Tolerances for 1 to 1 and 1 to Many Rules

The date tolerance is the number of days to consider for matching of transactions between two data sources. **Transaction Matching** considers date tolerance in the most common way of matching transactions, treating the Source (in the GL for example), as available "before" the Bank deposits or Sub System transactions. The engine anchors on the Source and calculates the range of date values to consider for matching forward from there based on the tolerance values entered in the rule.

The Date tolerance option is available for **Date** type data source attributes and can be set for:

*   Auto match rules

*   Manual match rule

*   Default attribute mapping

Date tolerance is very flexible and you can use it to specify matching using a:
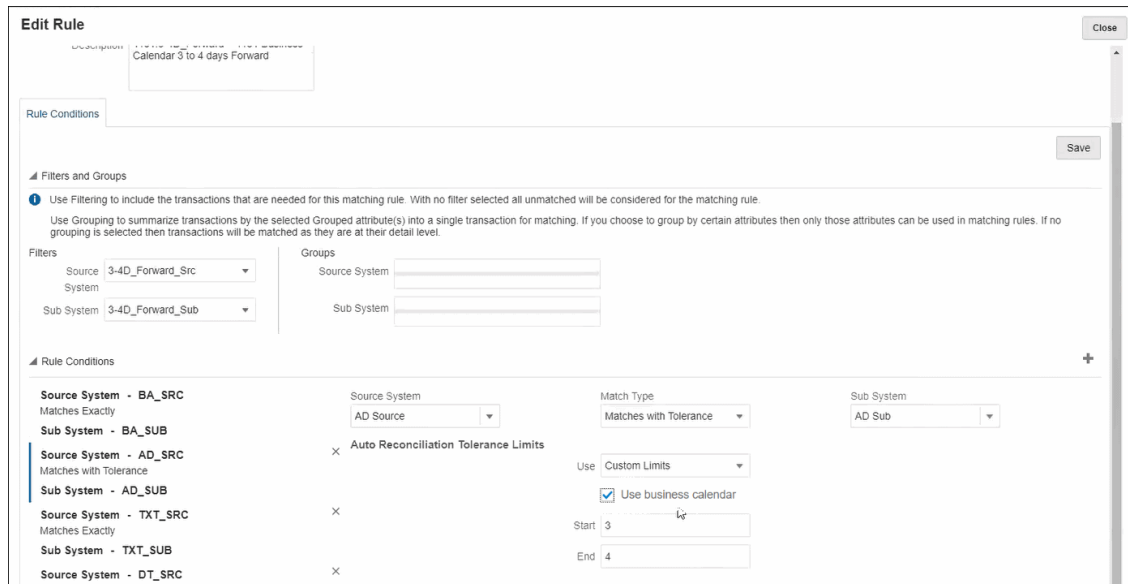
*   **Range** of days
    Use the date tolerance in rules to establish a range of days to consider for the matching. In rule creation, these fields are labelled **Start** and **End** to indicate the range. The engine provides a lot of flexibility for working with the date tolerance range. Let's say you want to consider transactions for matching between today and one day later. That would be Start and End date of 0 to 1. Another example is to start matching transactions two days from the Source transactions and ending 4 days out. You can also consider one day back (start as -1) to 1 day forward by entering a Start as -1 and End value of +1.

*   **Specific Date**
    Additional precision for the date tolerance is offered by being able to match transactions from one source to transactions in the Sub System on another specific day instead of a range of days. This is accomplished by using the date tolerance values in the Start and End fields as the same value. For example, let's say that you only want to match your Source transactions with the Bank transactions 2 days out. You can enter 2 in the Start field and 2 in the End field to only consider exactly that day for matching.

*   **Business Calendar** instead of a regular calendar in order to eliminate holidays and weekends for consideration in matching.

By default, **Account Reconciliation** uses a regular calendar to specify the dates in a date range. You also have the option of using a business calendar when calculating date range in order to easily eliminate counting days that are work holidays for a company or weekends in calculation of the range. The **Use Business Calendar** check box is available as an option when creating Date Type attribute rule conditions with tolerance and also for match process default attribute mapping. The business calendar option is not available for manual matching.

> **Note:**
>
> To use a business calendar, you must specify the work days for your organizational unit as well as a holiday rule containing the list of holidays. The organizational units are assigned to profiles and the associated business calendar is then used during creation of reconciliations. See Defining Organizational Units in the *Setting Up and Configuring Account Reconciliation* guide.

Here is an example of a rule that has date tolerance specified as well as showing the business calendar checkbox.

For more details on creating rules with date tolerance when defining a match process, see Defining the Match Process by Creating Rules

9
Understanding the Integration Between Transaction Matching and Reconciliation Compliance

Transaction Matching can be integrated with Reconciliation Compliance to improve the efficiency of the period-end reconciliation process.

Related Topics

- Overview of Transaction Matching and Reconciliation Compliance Integration
  Integrating Transaction Matching with Reconciliation Compliance enables you to streamline the period-end preparation of complex reconciliations.

- Key Concepts in Integrating Reconciliation Compliance with Transaction Matching
  This section describes the important concepts to understand before integrating Transaction Matching with Reconciliation Compliance.

- Workflow for Integrating Transaction Matching and Reconciliation Compliance
  The Preparer creates the period-end reconciliation.

Overview of Transaction Matching and Reconciliation Compliance Integration

Integrating Transaction Matching with Reconciliation Compliance enables you to streamline the period-end preparation of complex reconciliations.

Related Topics

- About Integrating Transaction Matching with Reconciliation Compliance
  To integrate Transaction Matching with Reconciliation Compliance, you first use Transaction Matching to load and match transactions. Then, at the end of the period, you use Reconciliation compliance to prepare and submit the reconciliation.

- Benefits of Integrating Transaction Matching with Reconciliation Compliance
  Integrating Transaction Matching with Reconciliation Compliance minimizes the time and effort required to prepare period-end reconciliations.

- High-level Steps to Configure Integration of Transaction Matching with Reconciliation Compliance
  Before you can integrate Transaction Matching with Reconciliation Compliance, certain setup tasks must be completed.

- About Creating Reconciliations in Transaction Matching

About Integrating Transaction Matching with Reconciliation Compliance

To integrate Transaction Matching with Reconciliation Compliance, you first use Transaction Matching to load and match transactions. Then, at the end of the period, you use Reconciliation compliance to prepare and submit the reconciliation.

Load transactions into Transaction Matching at a frequency that is appropriate for your business scenario. The frequency can be daily, weekly, or monthly. It is recommended that you perform auto matching each time transactions are loaded. Auto matching uses pre-defined matching rules to match transactions from the source system with those from the subsystem. Typically, a majority of the transactions are matched during auto matching and manual matching is required only for a small percentage of transactions. At the end of the period, period-end balances are loaded, the Preparer performs the reconciliation, and then submits it to the Reviewers.

You can view the balance summary at any point in time. The summary includes the totals and a breakup of the number of unmatched, supported, and in-transit transactions. It is accessible from Transaction Matching and Reconciliation Compliance.

In Reconciliation Compliance, from the **Reconciliations** card, click the name of the reconciliation that you want to open. The details dialog contains a Balance Summary panel, as shown below. Click any total (Less Unmatched, Less Unmatched Supported, or Less Matched In-Transit) to drill-down and view the details of the transactions that comprise that total.
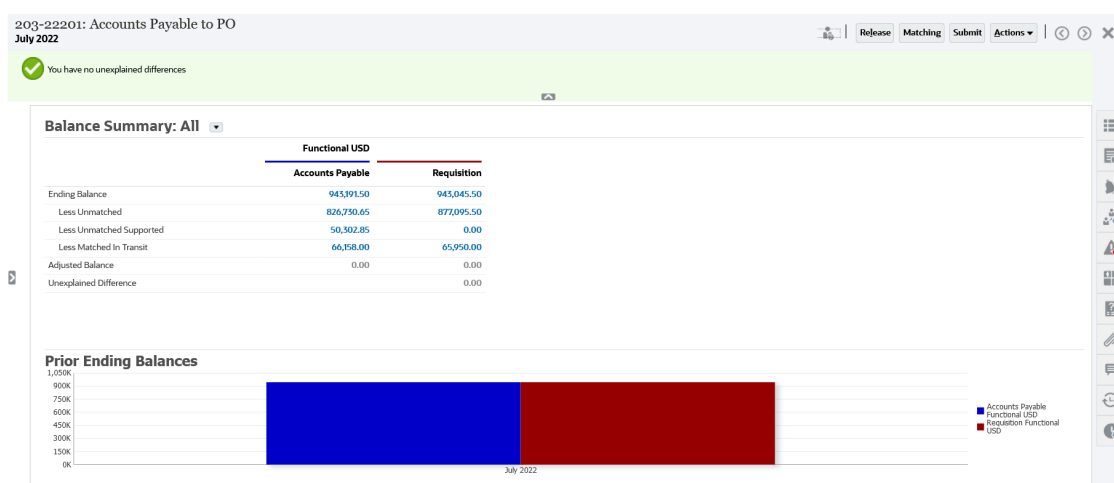
Click **Matching** at the top-right of the reconciliation details. The Overview tab of this reconciliation is opened in Transaction Matching, as shown below. Notice that the contents of the Balancing panel in Transaction Matching are the same as that of the Balance Summary panel in Reconciliation Compliance. Click any total (Less Unmatched, Less Unmatched Supported, or Less Matched In-Transit) to drill-down and view the transactions for that total.
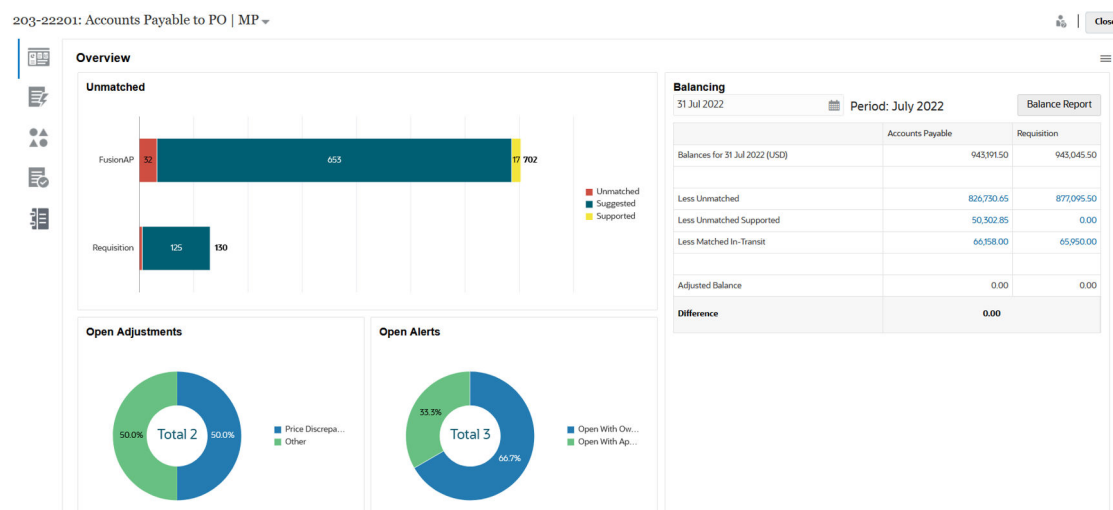
You can also open the reconciliation details shown above directly from Transaction Matching. From the **Matching** card, click the name of the reconciliation to open the Overview tab for the reconciliation.

Benefits of Integrating Transaction Matching with Reconciliation Compliance

Integrating Transaction Matching with Reconciliation Compliance minimizes the time and effort required to prepare period-end reconciliations.

Transactions are loaded into Transaction Matching at regular intervals and then matched. Typically, both the loading and matching of transactions is automated. Account Reconciliation calculates the transaction totals each time transactions are loaded. This enables you to resolve unmatched transactions as soon as they are loaded. At the end of the period, when balances are loaded, the reconciliation can be prepared with minimal effort because matching and verification has already been performed at regular intervals during the period.

Without Transaction Matching, you would typically load balances at the end of the period. Any differences would need to be reconciled or explained at this time. However, determining the source or cause of differences at this stage is time-consuming and complex.

For example, assume that at the end of a period, there is a difference of $10000. The Preparer needs to drill down and look through all the transactions to verify the cause of this difference. However, if Transaction Matching was used to load and match transactions at regular intervals, you would not see such a large difference at the end of the period because any unmatched transactions would have been marked as Supported or In-Transit as and when they were loaded.

High-level Steps to Configure Integration of Transaction Matching with Reconciliation Compliance

Before you can integrate Transaction Matching with Reconciliation Compliance, certain setup tasks must be completed.

To configure Transaction Matching to use the period-end workflow for a reconciliation:

1. Create a match type.

   The match type determines how the Transaction Matching process will work for accounts that use this match type. This includes configuring data sources and defining match processes.

   After configuring the match type, test it to verify that transactions are being loaded correctly and matching is performed as required.

   See Creating Match Types in *Setting Up and Configuring Account Reconciliation*.

2. Create a format and associate this format with the match type created in the previous step.

   The reconciliation methods supported when you integrate Transaction Matching with Reconciliation are Balance comparison with transaction matching and Account analysis with transaction matching.

   See Creating Formats in *Setting Up and Configuring Account Reconciliation*.

3. Create a profile and link it to the format created in the previous step.

   See Creating Profiles in *Setting Up and Configuring Account Reconciliation*.

4. Create the reconciliations.

   See Creating Reconciliations.

About Creating Reconciliations in Transaction Matching

Users of Transaction Matching can access the Matching functionality of Transaction Matching immediately upon linking the Profile to one of the three Transaction Matching Formats since it shows up under the Matching card at that point.

To create reconciliations, follow the steps in Creating Reconciliations.

Key Concepts in Integrating Reconciliation Compliance with Transaction Matching

This section describes the important concepts to understand before integrating Transaction Matching with Reconciliation Compliance.

Related Topics

- How are the Balances for Each Data Source Calculated?
- About Transactions Opening Reconciliations
  Multiple factors are involved in determining if transactions will open reconciliations.

How are the Balances for Each Data Source Calculated?

The Balancing panel in Transaction Matching, or the Balance Summary panel in Reconciliation Compliance, shows how the sources reconcile as of the period end date.
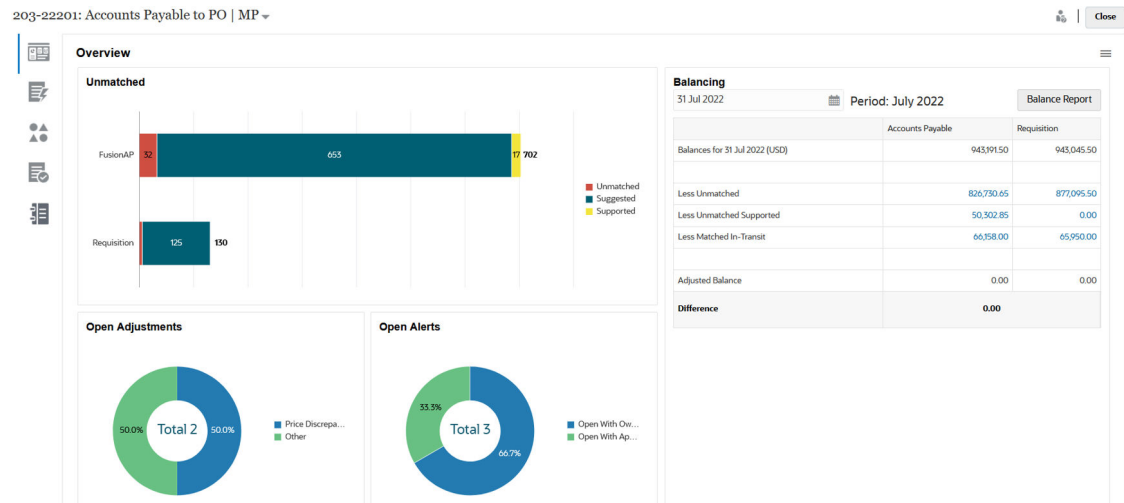
For each data source, the balance is shown followed by the Less Unmatched, Less Unmatched Supported, and Less Matched In-Transit. You can drill down within each of these categories on the Balancing panel to view details about the transactions that make up the category. Click the link to view detailed information on Unmatched Transactions, Unmatched Supported Transactions, or Matched In-Transit Transactions.

The As-Of calculations automatically subtract transactions in one of following categories, in order to arrive at an adjusted balance: Less Unmatched, Less Unmatched Supported, and Less Matched In-Transit. The adjusted balances should always be equal, assuming you have accounted for all transactional activity in the account and the loaded balances are accurate.

The goal is to always have an Unexplained Difference of zero. 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 match 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.

About Less Unmatched

About 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 9-1   Less Unmatched Category Example (assuming the Period End Date is Nov 30)

Source	Rec ID/ Account	Accounting Date	Amount	Include/ Exclude	Match Date
A	123456	30-Nov	1,000.00	Include	N/A
A	123456	1-Dec	800.00	Exclude	N/A

About Less Unmatched Supported

About 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 9-2   Less Unmatched Supported Category Example (assuming the Period End Date is Nov 30)

Source	Rec ID/ Account	Accounting Date	Amount	Include/ Exclude	Match Date
A	123456	30-Nov	1,000.00	Include	N/A
A	123456	1-Dec	750.00	Exclude	N/A

About Less Matched in Transit

About 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 9-3   Less Matched In-Transit Category Example 1

Source	Rec ID/ Account	Accounting Date	Amount	Include/ Exclude	Match Date
A	123456	30-Nov	900.00	Include	2-Dec

Table 9-3   (Cont.) Less Matched In-Transit Category Example 1

Source	Rec ID/ Account	Accounting Date	Amount	Include/ Exclude	Match Date
B	123456	1-Dec	900.00	Exclude	2-Dec

Table 9-4   Less Matched In-Transit Category Example 2

Source	Rec ID/ Account	Accounting Date	Amount	Include/ Exclude	Match Date
A	123456	30-Nov	900.00	Include	2-Dec
B	123456	1-Dec	890.00	Exclude	2-Dec
A (Adjustment)	123456	2-Dec	(10.00)	Exclude	2-Dec

Typically, these are transactions that hit one source during the current period, but hit the other source in a subsequent period.

About Transactions Opening Reconciliations

Multiple factors are involved in determining if transactions will open reconciliations.

Related Topics

*   How Are Periods Handled Differently in Transaction Matching and Reconciliation Compliance?
    One of the key differences between Reconciliation Compliance and Transaction Matching is in the handling of periods.

*   What is Locked Through Date in Transaction Matching?
    The Locked Through Date is the period end date for the latest locked period.

*   What is Closed Through Date in Transaction Matching?
    The Closed Through Date for a reconciliation is the end date of the most recent period in which this reconciliation is closed.

*   Why does Transaction Matching Reopen Reconciliations?

*   Additional Considerations When Using Locked Through Date

*   About Cosmetic and Non-Cosmetic Changes

How Are Periods Handled Differently in Transaction Matching and Reconciliation Compliance?

One of the key differences between Reconciliation Compliance and Transaction Matching is in the handling of periods.

Reconciliation Compliance uses periods as a basic building block for reconciliations and there's a process to open, close and lock periods. In Reconciliation Compliance, locking a period prevents changes to reconciliations for the period. Closing a period prevents new reconciliations from being created, but allows reconciliations that are in progress to be completed and actions can be taken on reconciliations including data load. Notifications continue to run when a period is closed, but not if it is locked.

In Transaction Matching, when a period is locked, unmatched transactions are still available for matching during subsequent periods. The reason is that often you may get matching transactions coming in the next month, for the other side of the match, from the prior month.

> **Note:**
>
> For more information on the impact of periods on Transaction Matching, see What is Locked Through Date in Transaction Matching?, What is Closed Through Date in Transaction Matching?, and About Cosmetic and Non-Cosmetic Changes.

What is Locked Through Date in Transaction Matching?

The Locked Through Date is the period end date for the latest locked period.

Periods can be locked or unlocked in any order and there can be unlocked periods between locked periods. Therefore, the locked through date will be based on the latest locked period.

If you are using either the Account Analysis with Transaction Matching or the Balance Comparison with Transaction Matching formats, the matching activities for the profiles will be restricted for locked periods and have a Locked Through Date.

> **Note:**
>
> Transaction Matching Only profiles will not have a Locked Through Date.

Here's an example of a Locked Through Date of 31-Mar-2022:

Table 9-5   Locked Through Date Example

Period	Start Date	End Date	Period Status
Jan 22	01-Jan 22	31-Jan-22	Locked
Feb 22	01-Feb-22	28-Feb-22	Locked
Mar 22	01-Mar-22	31-Mar-22	Closed
Apr 22	01-Apr-22	30-Apr-22	Open

In the above example, if the user locks the March period, the Locked Through Date will be 31-Mar-2022.

If the user unlocks February, the Locked Through Date will continue to be 31-Mar-2022.

What is Closed Through Date in Transaction Matching?

The Closed Through Date for a reconciliation is the end date of the most recent period in which this reconciliation is closed.

> **Note:**
>
> If you are using either the Account Analysis with Transaction Matching or the Balance Comparison with Transaction Matching formats, you may cause reconciliations to reopen if you import transactions with an accounting date that is less than the Closed Through Date.

Here is an example of a Closed Through Date:

Table 9-6   Closed Through Date Example

Period	Start Date	End Date	Period Status	Reconciliation Status
Feb 22	01-Feb-22	28-Feb-22	Locked	Closed
Mar 22	01-Mar-22	31-Mar-22	Closed	Closed
Apr 22	01-Apr-22	30-Apr-22	Open	Closed
May 22	01-May-22	31-May-22	Open	Open

Consider the Mar 22, Apr 22, and May 22 periods. The Closed Through Date of a reconciliation is 30-Apr-22. This is the end date of the Apr 22 period, which is the most recent period in which the reconciliation is closed.

The March 22 period is closed and the April 22 period is open. However, the status of the reconciliation is closed in both periods. Assume that you import transactions for a particular reconciliation, with an accounting date of 16-Mar-2022, both the March 22 and April 22 reconciliations would reopen.

Why does Transaction Matching Reopen Reconciliations?

Performing any of the following actions on closed reconciliations while the Accounting Date of Transaction Matching transactions is between the Locked Through Date and the Closed Through Date (accounting date of a transaction that falls within a period of a closed reconciliation) results in Account Reconciliation displaying a warning message and prompting you to confirm if you want to reopen the reconciliation:

*   Delete Transaction Matching transactions

*   Unmatch a matched set that has an adjustment

*   Delete support details from a transaction

*   Edit a transaction's Accounting Date or Balancing Amount

> **Note:**
>
> Import of Transaction Matching transactions automatically reopens the reconciliation with no warning confirmation message.

Additional Considerations When Using Locked Through Date

If you try to perform any of the following actions and the Accounting Date for Transaction Matching transactions is before the Locked Through Date, you will receive an error message that the Administrator needs to unlock the period(s):

- Import Transaction Matching transactions

- Delete Transaction Matching transactions

- Unmatch a matched set that has an adjustment

- Delete Support details from transactions

- Edit a transaction's Accounting Date or Balancing Amount

- Open a closed adjustment

About Cosmetic and Non-Cosmetic Changes

Loading transactions into Transaction Matching may cause period-end reconciliations to be reopened. This happens automatically, without a warning message, since the importing of transactions is, typically, a scheduled job performed after business hours.

The system handles transactions differently based on how they affect the period-end reconciliation. Changes to transactions can be classified into Non-cosmetic changes and Cosmetic changes.

Non-Cosmetic Cosmetic Changes to Transactions in Transaction Matching

Non-cosmetic changes automatically reopen period-end reconciliations. If the period is locked, non-cosmetic changes are not allowed.

Following is a list of non-cosmetic changes:

- Import one or more transactions whose Accounting Date is less than or equal to the Closed Through Date

- Delete one or more transactions whose Accounting Date is less than or equal to the Closed Through Date

  The deletion can be done from the Unmatched Transactions tab or by searching using the Job Id.

- Unmatch a match with an adjustment, if the Accounting Date of the adjustment is less than or equal to the Closed Through Date and the Extract Status of the adjustment is Open

- Match with Adjustment where Accounting Date of the adjustment is less than or equal to the Closed Through Date

- Delete Support from one or more transactions with Accounting Date is less than or equal to the Closed Through Date

> **✎ Note:**
>
> Adding Support is a cosmetic change.

- Edit transaction Accounting Date or Balancing Amount when Accounting Date is less than or equal to the Closed Through Date

The Closed Through Date is defined as the period-end date for the last Preparer completed reconciliation. For example if the Preparer is working on April 2022, and the most recent previous reconciliation completed is March 2022, then the Closed Through Date is 31-March-2022 (assuming that's the End Date of the March period).

Cosmetic Changes to Transactions in Transaction Matching

Cosmetic changes automatically update the subtotals on the period-end reconciliation. Because the reconciliation balancing (unexplained difference) is not affected, the reconciliation is not reopened.

Following is a list of cosmetic changes:

- Match Set created and all transactions have an Accounting Date that is less than or equal to the Closed Through Date

  The cosmetic effect is that the Total Unmatched and/or Unmatched Supported is reduced equally.

- Match Set is **Unmatched** and all transactions have an Accounting Date that is less than or equal to the Closed Through Date

  The cosmetic effect is that the Total Unmatched and/or Unmatched Supported is increased equally.

- Match Set created and some transactions have an Accounting Date that is less than or equal to the Closed Through Date, others have Accounting Date greater than the Closed Through Date

  The cosmetic effect is that, for the affected sources, the total Unmatched and/or Unmatched Supported is reduced, and Matched In-Transit is increased, equally.

- Adjustment Match Set is **Unmatched** and Accounting Date of Adjustment is greater than the Closed Through Date

  The cosmetic effect is that, for the affected sources, the total Matched In-Transit is reduced, and the Total Unmatched is increased equally.

- Unmatch a match with an adjustment, if the Accounting Date of the adjustment is less than or equal to the Closed Through Date and the Extract Status of the adjustment is Closed

- Support is added to Unmatched Transactions having an Accounting Date that is less than or equal to the Closed Through Date

  The cosmetic effect is that the Total Unmatched is reduced, and Total Unmatched Supported is increased equally.

Workflow for Integrating Transaction Matching and Reconciliation Compliance

The Preparer creates the period-end reconciliation.

Prerequisites

Perform the steps to configure integration of Transaction Matching with Reconciliation Compliance. See High-level Steps to Configure Integration of Transaction Matching with Reconciliation Compliance.

Steps to create a reconciliation when integrating Transaction Matching with Reconciliation Compliance

1. Load transactions into Transaction Matching.

Typically, this task is performed multiple times and at a frequency that is appropriate for your business scenario. See Importing Pre-mapped Transactions for Transaction Matching.

2. Perform Auto Match for the loaded transactions.

It is recommended that auto matching is performed each time transactions are loaded. Typically, Auto Match successfully creates matches for a majority of the loaded transactions.

See Running Auto Match.

3. Perform manual matching for transactions that were not matched by Auto Match. See Creating Manual Matches.

- If you know why a transaction is unmatched, and what the expense is, you can mark it as a Supported transaction.

- If the matching transaction for a particular transaction has a date that is from the next period, you can mark the transaction as an In-Transit transaction.

4. At the end of the period, perform the following tasks:

a. Load period-end balances.

See Importing Pre-mapped Balances for Reconciliation Compliance and Transaction Matching.

b. Prepare the reconciliation. See Creating Reconciliations.

10
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:

To run Auto Match, you must have access to one or more profiles that are based on Transaction Matching formats. For Power Users, assign access to the required profiles by using filters in the Power User Security tab. See Power User Security in Account Reconciliation. For users, assign access to the required profiles using the Workflow tab. See Assigning Profile Workflows.

> **Note:**
>
> While the Auto Match is running, the entire match type is locked. A message is displayed alerting users about this temporary lock.

To run auto match:

1. From **Home**, select **Application**, then **Jobs**.
   The Jobs list is displayed.

2. Select **Transaction Matching** to display the Transaction Matching jobs.

3. From the **Actions** drop-down, select **Run Auto Match.**.

> **Note:**
>
> For subset rules, while matching an unmatched transaction from one side of the match, Auto Match considers the first 750 unmatched transactions, ordered by amount and transaction ID, from the many side of the match. If there are more than 750 possible matches from the many side of the match, the remaining unmatched transactions may not be considered during the matching process. To improve the performance of Auto Match for subset rules, you can do the following:
>
> * Create one or more rules (except a subset rule) by using attributes that can uniquely identify a match and configure this rule to run before the subset rule
>
> * Include additional attributes in the rule condition of the subset rule to uniquely identify transactions that must be matched

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

11

Searching Transactions, Filtering, and Saving List Views

Related Topics

- Searching Transactions in Transaction Matching
- Creating Filters and Saving Views
- Filtering and Grouping Transactions in Auto Match Rules
- Filtering Unmatched Transactions by Bucketing
  In **Unmatched Transactions**, you can bucket unmatched transactions by preferred attributes using the bucketing bar. From the bucketing bar, you can filter preferred values and click through each bucket to simplify navigation of unmatched transactions.

Searching Transactions in Transaction Matching

When you load transactions across different profiles, transactions are either suggested matches, matched, or unmatched. With a large volume, it can be difficult to find a particular transaction in a given status. The **Transactions** tab under the **Matching** card has a centralized search of transactions and adjustments for a given match type across all statuses making finding what you are looking for much easier.

The Match Type selection drives the loading of the page and what you see. The first 5000 transactions for this match type, data source and Account ID are displayed.

The default columns the first time you use Transaction Matching are **Data Source**, **Transaction ID**, **Balancing Attribute (Amount)**, **Accounting Date**, **Match ID**, and **Status**. Then once you change the list view, it will default to last view used.

> **Note:**
>
> If a match rule was deleted, and there are existing matches based on the deleted match rule, the transaction search results do not show the rule information.

Features

Some useful features of transaction searching:

- You can select the columns from the **Actions** menu. See Selecting Columns While Searching Transactions in Transaction Matching.
- You can use filters from the Filter Bar to narrow your list. See Using Filters When Searching Transactions in Transaction Matching.
- The columns and filters you set are retained. Profile attributes can be used when selecting columns and creating filters.
- When searching for transactions, group attribute names are not displayed in **Search**. The individual member attributes are displayed and you can select one or more of these.

- You can sort the columns one at a time. If no sort order is specified, then the default sort order will be **Transaction ID** and **Account ID**.

- You can save your view to reuse it, and it appears in the Saved List drop down list next to the search field. The Saved list is by user and retains the:

  – Filter selected

  – Columns Selected

  – Sort Order

- You can view the current matches by clicking on **Match ID**.

- You can view the transaction history for audit trail purposes by clicking on **Transaction ID**.

- For adjustments, **Transaction ID** displays the Adjustment ID, **Accounting Date** displays the Accounting Date of the Adjustment, and **Amount** displays the variance or amount of the adjustment.

- You can perform an **Unmatch** of Confirmed or Suggested matches from **Transactions**.

- You can view supporting details by clicking on **Support ID** or **Support Type**.

- To view a list of transactions in csv or Excel format offline, use **Export** from the **Actions** menu.

- If your search times out, you can use **Cancel** and you will see an error message to review your filtering criteria.

- You can specify a search mode to use while searching for transactions. A Service Administrator can configure the search mode in the Transaction Matching configuration settings.

- You can create an alert for one or more transactions, add an existing alert to one or more transactions, or remove an alert's association with a transaction.

Restrictions

Here are some restrictions to note:

- For now, there is a single select for Account ID. This will change to allow multiple select in an upcoming release.

- You cannot search by date.

- If you use the **Matched By** column, you only see the user for manual matches since the system lists an automatic designation for Auto Matched transactions.

- When using **Actions > Export**, the maximum number of transactions that can be exported is 5,000,000 for `.csv` format and 1,048,576 for Microsoft Excel. This includes the header row.

Steps to Search Transactions in Transaction Matching

You can search for both transactions and adjustments. The adjustment details are displayed in the form of a transaction.

To search for transactions in Transaction Matching:

1. From **Home**, select **Matching** and then select **Transactions**.

The first time you access this, fields will be populated based on the first Match Type. The data source selected in **Data Source** is the first data source in the match type.

2. You can use the **Match Type** drop down list at the top of the page to select a match type. Note that you can see the count of items displayed for this Match Type, Data Source, Account ID, and other selected Filters on the right side.
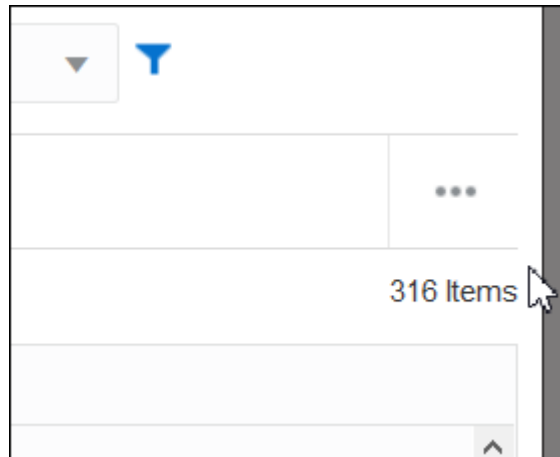
3. To easily filter for the records you want, use the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns. For example, you could search on the word "Adjustments" to see all records that have Adjustments in the name.

   You can also use the specific filtering capability to access particular lists of reconciliations by clicking the **Filter** icon next to the Search field and then set the filters you want.

4. Click **Data Source** to add data sources and/or Adjustments to the list.

   By default, the first data source in the match type is displayed. You can select one or more data sources. You can also select **Adjustments**, to display the adjustments details. You can select Adjustments and/or data sources.
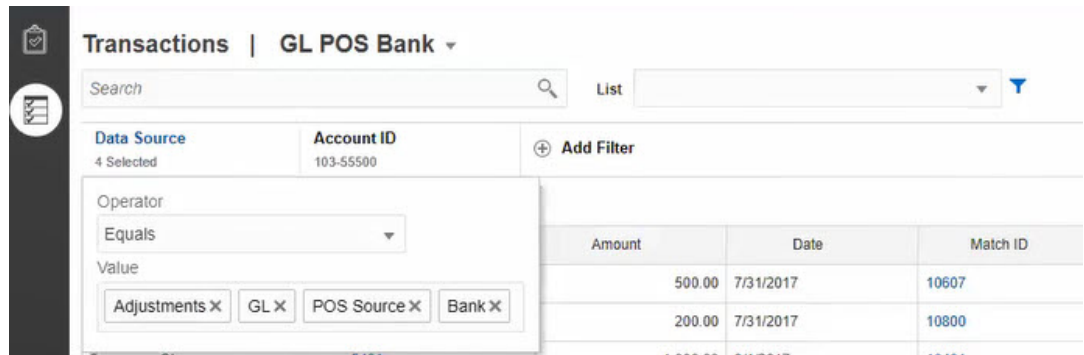
Transactions for the selected objects are displayed. Note the following points about the listed transactions:

- **Data Source** displays the name of the data source that corresponds to the transaction.

- If the transaction corresponds to an adjustment, the value "Adjustments" is displayed in **Data Source**. The **Amount** column displays the adjustment amount.

- To display the accounting date for adjustments, use **Select Columns** to include **Accounting Date**.

- The attributes displayed in the **Select Columns** list depends on the match type selected. The list displays all attributes from all data sources of the selected match type.

- If the name and data type of the balancing attribute is the same across all selected data sources, then only one column is displayed with the name of the balancing attribute. For example, if three data sources are selected in **Data Source**, and the name of the balancing attribute is Amount and the data type is Number in all three data sources, then only one column named **Amount** is displayed.

- If the name or data type of the balancing attribute is different across the selected data sources, then a separate column is displayed for the balancing attribute of each data source. Refer to the following image in which Adjustments and two data sources, AP and AR, are selected. The name of the balancing attribute is different across these objects. Therefore, the transactions list shows separate columns for AR Amount, AP Amount, and Amount.

Figure 11-1   Transactions List When Balancing Attribute Name is Different Across Data Sources
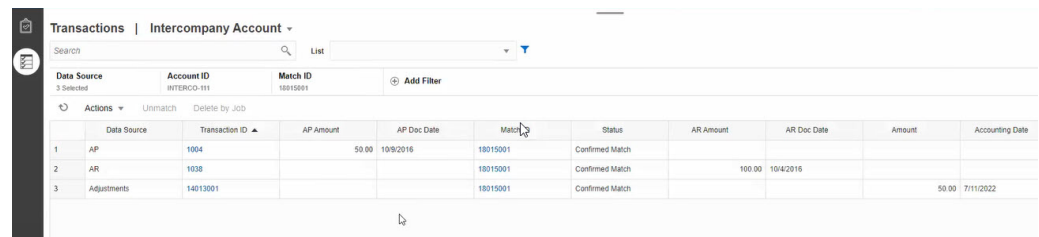
- When you include the Adjustment Type column, it displays a value for both transactions and adjustments that are part of the match.

Best Practices for Data Source Attribute Names

- The value in the Name column and its data type must be the same for all selected data source attributes, if you want them to be displayed under one column. If you use different

values, the transactions list will contain a separate column for the Name of the selected data sources.

Note that the value in the ID column of the data source attributes across the selected data sources can be different.

See About Data Source Attributes in *Setting Up and Configuring Account Reconciliation* for information about data source attributes.

- Use "Amount" as the name of the balancing attribute and "Accounting Date" as the name of the accounting date attribute in all the data sources. This way, the Transactions list will contain only one column named **Amount** and one named **Accounting Date**. The **Amount** column will display the adjustment amount for Adjustments and the transaction amount for data sources. The **Accounting Date** column will display the accounting date for Adjustments and the value of the accounting date attribute for the selected data sources.

  If the accounting date attributes in the selected data sources are not named "Accounting Date", then the transactions list will display a separate column for the accounting date attribute of each selected data source.

  If the accounting date attributes in the selected data sources are not named "Accounting Date", then the transactions list will display a separate column for the data source's accounting dates and the Adjustment accounting date, as show in Figure 1.

Selecting Columns While Searching Transactions in Transaction Matching

Account Reconciliation enables you to select the columns that are displayed in the Transactions tab.

To see all available columns, from **Actions**, choose **Select Columns** and you can select from any of the columns listed in the table below. In addition to these columns, the following are displayed:

- attributes from the selected match type
- all data source attributes from the selected match type
- all adjustment attributes
- group attributes associated with the data source or adjustment attributes

Table 11-1   Available Columns

Column Name	Filterable	Description	Source
Account ID	Yes	The unique account ID	System
Accounting Date	Yes	The accounting date of the adjustment	System
Adjusted	Yes	Yes = Confirmed and has adjustment or Confirmed Adjust	System
		No = if not Confirmed (meaning Suggested or not yet matched)	
Adjusted By	Yes	Name of the user who created the adjustment	System
Adjusted On	Yes	Date on which the adjustment was created	System
Adjustment To	Yes	The data source to which the adjustment was created	System
Adjustment Type	Yes	Adjustment type used for the match with adjustment. Blank for unmatched transactions and exact matches.	System

Table 11-1 (Cont.) Available Columns

Column Name	Filterable	Description	Source
Age	Yes	Number of days between today and Accounting Date. Age is calculated based on the Accounting Date.	System
Alert ID	Yes	ID of the alert that is associated with this transaction	System
Alert Name	Yes	Name of the alert that is associated with this transaction	System
Alert Status	Yes	Status of the alert that is associated with this transaction	System
Amount	Yes	The Adjustment amount	System
Archive Job ID	Yes	The ID of the archive transactions job	System
Created Date	Yes	Imported date	System
Data Source	Yes	The data sources available for the Match Type. One data source a time.	System
Description	Yes	The default Description adjustment attribute	Adjustment
Edited	Yes	Yes = Transaction was ever Edited or Split. Otherwise, No.	System
Extract Status	Yes	Open or Closed. Relates to status of the transaction/adjustment journal export process.	System
ID		The default ID adjustment attribute	Adjustment
Import Job ID	Yes	The ID of the import job	System
Journal Export Job ID	Yes		System
Match ID	Yes	Blank = Unmatched Transactions Link to view Match for both Data source and adjustments.	System
Match Process Name	Yes	Blank = Unmatched Transactions	System
Matched	Yes	Yes = Transaction status is Confirmed or Confirmed Adjust. Otherwise, No.	System
Matched By	Yes	You cannot search by user since the system lists an automatic designation for some unmatched transactions.	System
Matched On	Yes	Date match performed. You cannot search by date.	System
Name	Yes	The default Name adjustment attribute	Adjustment
Profile -	Yes	The segments of the profile	System
Profile - Account Type	Yes	The Account Type of the profile	System
Profile - Ledger	Yes	The Ledger profile attribute	System
Profile - Method	Yes	The Method of the profile	System
Profile - Name	Yes	The Name of the profile	System
Profile - Organizational Unit	Yes	The Organizational Unit of the profile	System
Profile - Preparer	Yes	The Preparer of the profile	System

Table 11-1   (Cont.) Available Columns

Column Name	Filterable	Description	Source
Profile - Process	Yes	The Process of the profile	System
Profile - Risk Rating	Yes	The Risk Rating of the profile	System
Rule Name	Yes	Manual Match Rule for Manual match and actual rule name for other rules	System
Rule Type	Yes	Blank for manual and rule type for other rules	System
Status	Yes	• Suggested Match • Confirmed Match • Suggested Adjust • Confirmed Adjust • Supported • Unmatched	System
Support ID	Yes	Available if the transaction has support irrespective of the current status of the transaction. Support details display when you click **Support ID**.	System
Support Type	Yes	Support type used while creating Support. Blank for a transaction that does not have a support.	System
Transaction ID	Yes	System assigned value when transaction is loaded. For Adjustments, this is the system assigned value when the adjustment is created. Value is unique per data source.	System
Reverse Status	Yes	Indicates if the adjustment is reversed. Options are: • Blank = Adjustment is never reversed • Original Adjustment = Original adjustment which was reversed • Reverse Adjustment = Reverse adjustment which is created as part of reversal	System

Using Filters When Searching Transactions in Transaction Matching

Filters restrict the transactions displayed in the Transactions tab in Transaction Matching. The filter conditions set are applicable to transactions from all the selected data sources and adjustments (if selected).

Use the filter bar on the Transaction tab to filter transactions. You cannot change the Account ID field. If you add or remove Adjustments, or one or more data sources, from **Data Source**, the filter conditions are not affected.

When filtering transactions, the group attribute name is not displayed. Individual member attributes are displayed and you can select one or more of these.

The filterable attributes are listed in the following table. In addition to these, the list contains the attributes from the selected match type in the **Transactions** tab.

Table 11-2   Filter Bar Attributes and Supported Operators

Attribute	Supported Operators for Filtering	Description
Match Type	Equals	Required. All the match types having a data source and at least one attached profile are available. Only one can be selected.
Data Source	Equals Does Not Equal	Required. Data source for the match type selected. One or more data sources can be selected. To display adjustments, select **Adjustments**.
Account ID	Equals Does Not Equal Contains Starts With Ends With Is Blank Is Not Blank	If you do not select an Account ID, all Account IDs are displayed.
All attributes in Available Columns		You can add any of the attributes listed here as filters. See Selecting Columns While Searching Transactions in Transaction Matching.

> **Note:**
>
> Selections available in filtering are not dependent on other filters that have already been selected. For example, if the filter is set to **Match Process** = **"GL to Bank"**, the Match Rule filter will show the selections across all the Match Processes for that Match Type, not just GL to Bank Match Processes.

Actions you can perform relating to filters are:

- Hide or unhide a filter
- Clear a filter or clear all filters
- Add a filter
- Remove a Filter

Other Actions When Searching Transactions in Transaction Matching

Actions such as unmatching transactions, viewing transaction history, and exporting transactions can be performed from the Transaction tab.

Performing Other Actions from Transactions

The actions that you can take directly on transactions from **Transactions** include the following:

- **Unmatch** transactions - to **Unmatch** transactions right from **Transactions**, you can select one or more transactions and click **Unmatch**. You can see that you can Unmatch either Confirmed or Suggested Matches.

  When transactions that meet certain criteria are unmatched, a reverse adjustment is created automatically. See About Reverse Adjustments for details about reverse adjustments.

  > **Note:**
  >
  > To Unmatch a transaction whose status is Confirm Adjust, the Lock Through Date of the match must be lesser then the Adjustment Accounting Date. See Understanding Reconciliation Compliance and Transaction Matching Key Differences in *Administering Oracle Account Reconciliation* for details about the Locked Through Date.

- **Viewing Supporting Details -** click the **Support ID** or **Support Type** column to open the Supporting details which is the same information you would see from the **Unmatched** dialog.

- **Viewing Current Matches** - click the **Match ID** column to display the current matches and this shows you the transactions and adjustments involved.

- **View Transaction History** - You can also see an audit trail or history of a transaction by clicking the **Transaction ID**.

History   Close

All Activity ▼

Loaded By:
Administrator
May 28, 2020 11:05:39 AM

Job ID:100000000035246
File Name:src1.csv

Field	Modification	Modified By	Modified On	Old Value	New Value	Source	Match ID
Status	Changed	Administrator	Jul 7, 2020 9:29:07 PM	Confirmed Match	Unmatched	Matches	
Status	Changed	Administrator	May 28, 2020 11:05:39 AM	Unmatched	Confirmed Match	Automatch	30054

- Export transactions to view offline

  You can use the **Export** from the **Actions** menu to view a list of transactions offline in either csv or Excel (xlsx) format. See Exporting Transactions to CSV or Excel Format.

  In the **Transactions** tab, date columns, such as Matched On and Supported On, are displayed using the user's time zone. However, when you export transactions, date columns in the export file are displayed in Coordinated Universal Time (UTC).

  > **Note:**
  >
  > An export will use your filtered list of transactions, not selected or highlighted transactions.

Creating Filters and Saving Views

Filters control the records that you see in a list. In Transaction Matching, let's take a look at using filters and lists on **Unmatched Transactions**.

Saved lists are specific to a data source within a match process within a match type. For example, you could create a saved list on the Bank data source within the POS_TO_BANK match process within the INTERCO_MMBT match type.

You can create many different filters to change how you view **Unmatched Transactions**.

For information about how to create a filter, see Creating a New Filter.

Managing Views

You can perform the following actions on views (list, pivot, and chart):

- Save a view, as described in Saving Views.

  To see all the saved lists for that Match Type, click **List** at the top of the dialog.

- Set a default view, as described in Setting a Default View.

- Service Administrators can publish a view.

Filtering and Grouping Transactions in Auto Match Rules

Auto Match rules in Transaction Matching support grouping and filtering the transactions in the rules, which will be used by the match engine to match transactions. A tab called **Filters and Groups** displays on the **Edit Rule** dialog for a single data source and for two data sources.

Filtering Transactions in Auto Match Rules

Auto Match will include only the transactions that is specified by the filter while executing the rule. Other transactions are excluded for the matching.

Note the following about filtering transactions:

- It is optional to define filtering for each rule.

- Filters are defined for each data source.

- Only one filter per data source can be selected for each rule.

All the different types of rules will allow filtering

Two Source Match Process - in a two source match process, one filter can be selected for source system and one for subsystem

Single Source Match Process - in a one source match process, the filter selected for subsystem can be the same as the one selected for source system.

Grouping Transactions for Auto Matching

- It is optional to define grouping for filtering for a rule.

- You can choose one ore more attributes for grouping.

- Grouping is allowed for "Many" types rules only and when subset is not used: One to Many, Many to One, or Many to Many.

One to Many

Grouping can be done only for Sub System data source:

- In a two source match process, only the Sub System data source and its attributes display.
- In a single source match process, only the data source and its attributes display.

Many to One

Grouping can be done only for Source System data source:

- In a two source match process, only the Source System data source and its attributes display.
- In a single source match process, only the data source and its attributes display.

Many to Many

Grouping can be done for both Source System and Sub System data source

- In a two source match process, both the Source System data source and its attributes and Sub System data source and its attributes display.
- In a single source match process, the data source and its attributes display.

Attributes

The following conditions apply to grouping attributes:

- You can choose one ore more attributes for grouping.
- Grouping attributes can be in any order.
- Grouping attributes can include calculated attributes.
- The balancing attribute is not allowed to be a grouping attribute.
- For Many to Many rules, all attributes defined in the rule conditions must be part of the Group By query, except for the Balancing Attribute.

Rule Conditions

If grouping is enabled for a Many type rule, only the attributes chosen for grouping are considered during rule creation. The rule conditions filter the attributes and show only the attributes selected for grouping in the drop down. It is optional to create the rule conditions using these attributes.

> **Note:**
>
> When using subset rules, grouping transactions is not allowed for 1 to Many and Many to 1 rules.

How Auto Matching is Performed Using Groups

The grouped transactions behave as single transaction. Grouping can be applied only on the Many side. Once the grouping is applied on the Many side in a One to Many or Many to One rule, the rule behaves as if it is a One to One rule on the Many side as well, so that grouped transactions will be considered as single transaction.

In a Many to Many rule, grouping can be applied on both sides or only on one side. When grouping is applied on both sides, it behaves as if it is a One to One rule with grouped transactions behaving as a single transaction. However, when the grouping is applied only on one side, it behaves as if it is a One to Many or Many to One rule depending on the source the grouping is applied to.

Example

To help you understand how the matching is done, let's look at this example of Bank Transactions and GL Transactions:

In the below One to Many Rule example, GL Transactions are grouped by: Transaction (Tran) Date, Payment Type (PymtType), and Batch ID. The order of the attributes does not have any effect on matching.

Rule condition: **Amount** in GL *Matches Exactly***Amount** in Bank

Balancing attributes: **Amount** in BANK and **Amount** in GL

Table 11-3   Example of GL Transactions

Number	Tran Date	PymtType	Batch ID	Amount
1	18-Sep	Bank Draft	CS18091802	200
2	18-Sep	Bank Draft	CS18091802	200
3	18-Sep	Bank Draft	CS18091802	600
4	20-Sep	Bank Draft	CS18091802	200
5	20-Sep	Bank Draft	CS18091802	200

Table 11-4   Example of Bank Transactions

Number	As-Of Date	Bank ID	Acct No	Amount
1	19-Sep	121000248	4129965265	1000
2	22-Sep	121000248	4129965265	400

This rule will create two matches.

Table 11-5   Match 1 - Example of Matching Bank Transactions

Number	As-Of Date	Bank ID	Acct No	Amount	Match Set #
1	19-Sep	121000248	4129965265	1000	1

Table 11-6   Match 1 - Example of Matching GL Transactions

Number	Tran Date	PymtType	Batch ID	Amount	Match Set #
1	18-Sep	Bank Draft	CS18091802	200	1
2	18-Sep	Bank Draft	CS18091802	200	1
3	18-Sep	Bank Draft	CS18091802	600	1

Table 11-7   Match 2- Example of Matching Bank Transactions

Number	As-Of-Date	Bank ID	Acct No	Amount	Match Set #
1	22-Sep	121000248	4129965265	400	2

Table 11-8   Match 2- Example of Matching GL Transactions

Number	Tran Date	PymtType	Batch ID	Amount	Match Set #
4	20-Sep	Bank Draft	CS18091802	200	2
5	20-Sep	Bank Draft	CS18091802	200	2

In the above rule, if we added another rule condition **As-Of Date** *Matches Exactly* **Tran Date**, no matches would get created.

Filtering Unmatched Transactions by Bucketing

In **Unmatched Transactions**, you can bucket unmatched transactions by preferred attributes using the bucketing bar. From the bucketing bar, you can filter preferred values and click through each bucket to simplify navigation of unmatched transactions.

For example, you may want to bucket by location or invoice number, so unmatched transactions with the same value in both sources are shown together. To populate the bucketing bar in **Unmatched Transactions**, an administrator must configure the buckets in the **Match Process** tab.

To filter unmatched transactions by bucketing:

1. From **Home**, select **Application**, then **Match Types**.

2. Click the match type for which you want to filter unmatched transactions.

3. Configure a bucket, as described in Configuring Buckets.

4. Filter unmatched transactions by using the bucketing bar in the Unmatched Transactions tab.
   See Filtering Unmatched Transactions Using the Bucketing Bar in Unmatched Transactions.

Configuring Buckets

To configure buckets:

1. From **Applications**, click **Match Types**, and select the desired match type (for example, **GL_POS_Bank**).
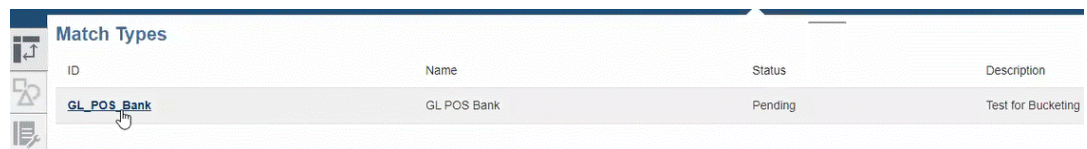
2. From **Edit Match Type**, select the **Match Process** tab.

3. In **Match Process**, click the required match process, then click the **+** (plus sign) next to the Bucket Attribute Mapping table.

4. In the **New Bucket** dialog, update the following:

   • Enter a **Bucket Name**.

   • Select an attribute from the **POS Source** drop-down.

   • Select an attribute from the **Bank** drop-down.

   • Click **Save**.

The bucketing attribute displays in the table.

> **Note:**
>
> • You can only select text, integer, and list attribute types from the **POS Source** and **Bank** drop-downs. This includes member attributes of a group attribute.
>
> • Attributes in the buckets should have the same types. For example, if you select an integer type in the **POS Source** drop-down, you can only select the integer type in the **Bank** drop-down.
>
> • You can create a maximum of three bucketing attributes for each match process.

5. In the Properties tab, select **Approved** in the **Status** drop-down, then click **Save**.

Filtering Unmatched Transactions Using the Bucketing Bar in Unmatched Transactions

To group unmatched transactions using the bucketing bar:

1. From **Matching**, select the match type for which you created the bucketing attributes.

2. Select the **Unmatched Transactions** tab.
   The bucketing bar displays in **Unmatched Transactions**.

3. Use the left and right arrows to see the unique values in the drop-down list, or use the drop-down arrow to see the entire drop-down list.
   If a group attribute was used when defining the bucket, then the drop-down list displays all the group attribute members.

   For example, in the **Pos to Bank – Location** bucket, select a unique value, **90002** from the drop-down.

   The location column displays records with the unique value, **90002** in both sources together.

4. In the drop-down, select **<All>** to reset bucketing and display the entire list of records.

5. In the drop-down, select **<blank>** to list transactions that do not contain the bucketing attribute.

> ✎ **Note:**
>
> - The filtering in the buckets are independent of each other.
>
> - The last used selection is saved in the buckets. This means when you log out and back in again, it shows the same selection.
>
> - The bucketing search and matching are case-sensitive.
>
> - The filtering search is not case-sensitive.
>
> - The bucket list displays 10,000 unique values in ascending order. Use filter functionality in case the required values are not available in the first 10,000 unique values in the bucket.

12
Enabling Split of Unmatched Transactions

Splitting transactions allows you to manage timing differences for 1 to Many, Many to 1, or Many to Many matches by allowing you to match part of a transaction, leaving aside only the split remaining amount unmatched. This helps keep the number of unmatched transactions as low as possible at the end of each day and allows a reviewer to look at a reconciliation with fewer unmatched transactions. An administrator must enable this feature in order for users to split transactions.

When transactions match 1 to Many, Many to 1, or Many to Many, it makes the reconciliations difficult as more transactions are needed to make a match set balance. The timing differences with 1 to Many, Many to 1, or Many to Many matches are difficult to deal with as there are many transactions that remain unmatched waiting for the remaining transaction(s) to be loaded that can balance the match set.

Here is an example of a standard **Source (GL) to Sub (Bank), which is a 1 GL to 5 Bank (1 to Many) match**:

- **Day 1**: $10,000.00 GL
- **Day 2**: $2,000.00 Bank
- **Day 2**: $2,000.00 Bank
- **Day 2**: $2,000.00 Bank
- **Day 2**: $2,000.00 Bank
- **Day 2**: $1,990.00 Bank
- **Day 15**: $10.00 Bank

On Day 2, the user notices that the total bank amount is $9,990.00, but it should be $10,000.00, which means the bank made an error of $10.00. The bank will need at least two weeks to fix the $10.00 amount and therefore, the user will have to wait with six unmatched transactions until the fix. Since this is a long time to have an unmatched deposit of $10,000.00, the user can split the $10,000.00 GL into two transactions. After the split, the user can match $9,990.00 GL to $9,990.00 total bank and leave the $10.00 GL unmatched until Day 15 when the bank finally sends the $10.00 Bank. This split enables the user to keep the reconciliation clean, especially when there are high counts of such matches required.

The match would be:

- **Match 1 (probably on Day 3)**
  - **Day 1**: $9,990.00 GL (1 GL transaction is split into two transactions)
  - **Day 2**: $2,000.00 Bank
  - **Day 2**: $2,000.00 Bank
  - **Day 2**: $2,000.00 Bank
  - **Day 2**: $2,000.00 Bank
  - **Day 2**: $1,990.00 Bank
- **Match 2 (probably on Day 16)**
  - **Day 1**: $10.00 GL (1 GL transaction is split into two transactions)

    – **Day 15**: $10.00 Bank

After the $10.00 fix by the Bank, running an Auto Match or Manual Match will match the transaction.

Enabling Split Transactions

To enable the split in the **Unmatched Transactions** screen, the admin must enable **Allow Transactions to be split** in the Data Sources tab. To enable the Split option:

1. From **Applications**, click **Match Types** , and select the desired match type (for example, **Clearing**).
2. From **Edit Match Type**, select the **Data Sources** tab.
3. In the Data Sources screen, click the **Allow Transactions to be split** checkbox.
4. Click **Save**.

   The **Split Transaction** icon displays in the **Unmatched Transactions** screen.

> **Note:**
>
> • If a key attribute is already defined, you cannot enable the transaction split. The system displays this message on save, **The data source has one more key attributes defined. Transaction split is not allowed**.
>
> • After you enable the transaction split, you cannot add a key attribute. The system displays this message, **Key attribute cannot be added when transaction split is enabled**.

Part III

Understanding Data Integration for Oracle Account Reconciliation

Related Topics

- Understanding Data Integration Overview

- Using Data Integration Simplified User Interface
  Data Integration is a simplified user interface for Data Management tasks and additional functionality towards full legacy user interface functionality is being phased in over several releases.

- Importing Pre-mapped Balances or Transactions

- Importing Data Using Data Management or Data Integration
  Oracle Account Reconciliation provides the flexibility to import balances and transactions by using Data Management or Data Integration.

ORACLE®

13

Understanding Data Integration Overview

There are various ways to load data into Oracle Account Reconciliation. This chapter helps you understand the type of data you may need to load and guides you to the right topics explaining how to accomplish it.

Helpful Videos About Data Integration

Here is a list of available tutorial and overview videos that help you understand data integration topics:

Video Link
Loading Different Types of Data (Part One)
Loading Different Types of Data (Part Two)
Overview: Loading General Ledger and Subledger Balances from a File using Data Management in Account Reconciliation
Importing Transactions for Matching and Running Auto-Matching in Transaction Matching for Account Reconciliation
Importing Pre-Mapped Data in Reconciliation Compliance
Using EPM Automate to Perform Administrative Tasks in Reconciliation Compliance

Methods of Loading Data Into Account Reconciliation

There are various ways to load data:

- Use the Account Reconciliation user interface to load pre-mapped data. See Importing Pre-Mapped Balances or Transactions.

- You can load transactions from Excel into **Reconciliation Compliance** using the **Smart View** extension for **Reconciliation Compliance** . See Smart View and Account Reconciliation in *Working with Oracle Smart View for Office*.

- Use the EPM Automate Utility to load directly into Account Reconciliation. See Oracle Account Reconciliation Commands

- Use **Data Management** to load data. See Importing Data using Data Management in this guide (*Administering Oracle Account Reconciliation Cloud*) and Using Data Management in *Administering Data Management for Oracle Enterprise Performance Management Cloud*.

- Use **Data Integration** to access the simplified user interface to load data by accessing the **Data Exchange** card under **Applications**. **Data Integration** allows you to access the simplified user interface that allows you to accomplish the following tasks:

  – Set up a data integration that allows an incremental data load (not a full refresh of all data points) and replaces a portion of a previous data load by adding a **Merge ID** in **Map Dimensions**. See Adding an Account Reconciliation Merge Balance Dimension in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

– Use the **EPM Integration Agent** available under **Data Exchange** in order to extract data from your on-premises data sources and then load the data directly to the Oracle Enterprise Performance Management Cloud. See EPM Integration Agent

> **✎ Note:**
>
> When loading data, you need to ensure that the usage of segment and subsegment values is consistent. For example, in the subsegment Store, the value "Store_1215" is different from "Store_1215 " (note the extra space at the end of the second value). Unexpected results may occur if the same segment value is not used consistently for each load.

Reference: Information on Loading Data

This overview helps you find the right topic based on type of data to load.

Table 13-1   Data Loading in Account Reconciliation Cloud (ARCS)

Type of Data	Pre-Mapped Data Using Account Reconciliation Cloud User Interface	Pre-Mapped Data Directly to Account Reconciliation Using EPM Automate Utility	Use Data Management to Load Data	Notes
GL Balances (Text File Load)	Yes Importing Pre-Mapped Balances in Reconciliation Compliance and Transaction Matching	Yes EPM Automate Utility importpremappedbalances	Yes* Integrating Using a File in Data Management	*Balances are pulled from Data Management into Account Reconciliation (i.e. not a push from Data Management into Account Reconciliation)
Subledger Balances (Text File Load)	Yes Importing Pre-Mapped Balances in Reconciliation Compliance and Transaction Matching	Yes EPM Automate Utility importpremappedbalances	Yes* Integrating Using a File in Data Management	*Balances are pulled from Data Management into Account Reconciliation (i.e. not a push from Data Management into Account Reconciliation)

Table 13-1   (Cont.) Data Loading in Account Reconciliation Cloud (ARCS)

Type of Data	Pre-Mapped Data Using Account Reconciliation Cloud User Interface	Pre-Mapped Data Directly to Account Reconciliation Using EPM Automate Utility	Use Data Management to Load Data	Notes
Reconciliation Compliance Transactions	Yes Importing Pre-Mapped Transactions in Reconciliation Compliance	Yes EPM Automate Utility importpremappedtransactions command	Yes Loading Reconciliation Compliance Transactions	Transactions are pulled from a source system into Data Management. You execute a data load in Data Management to export the transactions into Account Reconciliation in a CSV file with the same format as an Account Reconciliation pre-mapped transactions import file.
Transaction Matching Transactions	Yes Importing Pre-Mapped Transactions for Transaction Matching	Yes EPM Automate Utility importtmpremappedtransactions command	Yes Adding a Transaction Matching Target Application	Transactions are pushed to Data Management. No need to execute a data load.
Transaction Matching BAI (Bank file) or SWIFT MT940 format bank file** (Text File Load)	No	No	Yes** See Integrating Bank BAI and SWIFT MT940 Files with Oracle Account Reconciliation	**Special processor in Data Management for BAI and SWIFT MT940 formatted files. The BAI and SWIFT MT940 files are processed entirely through Data Management

Table 13-1   (Cont.) Data Loading in Account Reconciliation Cloud (ARCS)

Type of Data	Pre-Mapped Data Using Account Reconciliation Cloud User Interface	Pre-Mapped Data Directly to Account Reconciliation Using EPM Automate Utility	Use Data Management to Load Data	Notes
Loading Exported Journal Entries Using Data Management	No	No	See Loading Exported Journal Entries	To learn how to export adjustments and transactions as journal entries in Account Reconciliation, (prerequisite to using Data Management) see Exporting Adjustments or Transactions as Journal Entries in the *Setting Up and Configuring Oracle Account Reconciliation Cloud* guide.
Exchange Rates (Text File Load)	Yes	Yes EPM Automate Utility importrates command	No	
Profiles (Text File Load)	Yes	Yes EPM Automate Utility importprofiles command	No	
ERP Data - GL Balances from Oracle Financials Cloud	No	No	Yes Integrate with Oracle General Ledger	
ERP Data - GL Balances from Oracle NetSuite	No	No	Yes Integrating Oracle NetSuite	

14

Using Data Integration Simplified User Interface

Data Integration is a simplified user interface for Data Management tasks and additional functionality towards full legacy user interface functionality is being phased in over several releases.

You can use Data Integration to perform some of the tasks you performed in **Data Management**. Access **Data Integration** by using the **Data Exchange** card under **Application**/

Some of the Account Reconciliation related tasks you can perform using **Data Integration** are:

- Administrators can execute data loads in Account Reconciliation using a **Merge** mode option when creating a data load definition that merges changed balances with existing data for the same location. This eliminates the need for an entire data file load when only a few balances have changed since the last time data was loaded into Account Reconciliation. The required set up is done in **Data Integration** under **Data Exchange** by creating a Merge ID in **Map Dimensions**.

- Account Reconciliation can use the Applications functionality of Data Integration (available from the Data Exchange card) that allows you to create applications. The Applications option in Data Integration shares the existing functionality of the Target Application option in Data Management and enhances your experience with a more modern look-and-feel and responsive design.

  For example, for Transaction Matching, you can choose the Category of Data Source, and choose Account Reconciliation Journal, Adjustments, or Bank File as the Type. You can also choose the Category of Data Export and choose Reconciliation Compliance Transactions or Transaction Matching Data Sources.

- You can access the **EPM Integration Agent** functionality under the **Data Exchange** card. Using the **EPM Integration Agent**, you can extract data from your on-premises data sources and then load the data directly to the Oracle Enterprise Performance Management Cloud.

  To access the **EPM Integration Agent** see EPM Integration Agent in the *Administering Data Integration for Oracle Enterprise Performance Management* guide.

15

Importing Pre-mapped Balances or Transactions

You can import transactions and balances using flat files in Oracle Account Reconciliation:

- Import pre-mapped balances for both Reconciliation Compliance and Transaction Matching
- Import pre-mapped transactions for Reconciliation Compliance
- Import pre-mapped transactions for Transaction Matching

Watch an Importing Pre-mapped Data Video

Click this link to watch the video:

Importing Pre-mapped Balances for Reconciliation Compliance and Transaction Matching

You can import balances into a reconciliation from a flat file where the balances have already been pre-assigned an Account ID. While Service Administrators can import balances for all reconciliations, Power Users can import for reconciliations included within their security profile. Users can import balances for reconciliations where the user is assigned the Preparer function and the reconciliation is set to allow manually inputted balances. Note the following about importing balances:

- Importing balances for Transaction Matching uses the same user interface as used for Reconciliation Compliance balance import.
- 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.

This topic covers importing pre-mapped balances for both Reconciliation Compliance and Transaction Matching.

> ✎ **Note:**
>
> If you are using a Transaction Matching Only profile, only a Service Administrator can load balances for this profile.

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

2. From the **Actions** menu, select **Import**, and then **Import Pre-mapped Balances**.

   The **Import Pre-mapped Balances** option is available to Service Administrators, Power Users, and Users.

   > **Note:**
   >
   > You may also access the option to **Import Pre-Mapped Data** from the **Worklist**.

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

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

A	B	C	D
Reconciliation Account ID	Currency Code	Amount	
70-61003	USD	100,000.45	
70-61005	USD	444,888.77	
70-61007	USD	250,000.45	
70-61009	USD	0	
70-61011	GBP	100,000.45	

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

6. In **Period**, select the period.

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

8. Select a file delimiter for the import file (for example, comma or tab). Or, choose **Other** to specify any single character as the delimiter.

9. The **Mode** field is display only as **Snapshot** and means that when loading pre-mapped balances, the previously loaded balances will be deleted and replaced with the balances you are loading now.

10. 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-Mapped Balances** page and click the **View Data Load Results** link on the left side of the page.

After balances are imported, post-processing actions are performed. See Executing a Data Load and Viewing Results for details about post-processing.

> **Note:**
>
> You will receive an error message if you try to perform a data load at the same time as another data load to the same period is processing. Data loads cannot be processed in parallel.

> **Note:**
>
> When using Data Management to load balances, you can test the integration in Data Exchange. However, once testing is complete, the balances can only be loaded through to Account Reconciliation by running the Account Reconciliation Data Load.

Importing Pre-mapped Transactions for Reconciliation Compliance

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 Reconciliation Compliance.

> **Note:**
>
> The import file can contain a maximum of 500000 rows.

File Format

- Transaction import files are comma-separated value (.csv) files.

- You may import up to one million transactions.

- 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 Date. Required columns are Short Description and, if loading transactions across multiple reconciliations, you must also have Reconciliation Account ID. It is highly recommended to have a Transaction Date so that Aging can be calculated.

- 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 there are additional buckets configured for this reconciliation, and you do not import values for the additional buckets, the amounts are calculated using the selected exchange rate to the default currency code selected on the profile.

- 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.

- The backslash "\" is a special character in file imports. The system reads the next character after a backslash "as is". In order for data containing a backslash to load properly from the .csv file, you must use a double backslash \\.

- Column headers are always specified in their original English names. Translated names and names changed by the Service Administrator will not be accepted.

  The best way to get the correct column names is to export a sample transaction and use the file to fill in the import transactions.

- Attribute names and other metadata appearing in the rows of the import file need to be translated into the locale of the user importing the file.

- When the Transaction Date is blank, the period's end date is set as the Transaction Date.

Importing Transactions
To import transactions from a file:

1. From **Home** , select **Reconciliations**, and then select a reconciliation with the status Open with Preparer for which you are the preparer. The Reconciliation actions dialog is available to Administrators, Power Users, and Users.

    > **Note:**
    >
    > You may also access the option to **Import Pre-Mapped Data** from the **Worklist** or the Actions menu in **Periods** (for Service Administrators and Power Users). You can access this option while working within a single reconciliation.

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

Note:

Administrators can import transactions for all reconciliations, Power Users can import for reconciliations included within their security profile and Users can import for reconciliations where the user is assigned the Preparer function. Note that if you import transactions that were previously imported, the transactions will be replaced by the new import but limited to the scope based on your user security profile.

To import transactions into multiple reconciliations at the same time, Power Users must have a security profile that encompasses all the reconciliations into which the transactions are being imported. This applies when importing transactions using Account Reconciliation and Smart View.

Note:

When using the **Replace All** option during an import of transactions, existing pre-mapped transactions are not deleted. A column indicates how the transaction was created.

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

Note:

If you import transactions to a single reconciliation, the **Reconciliation Account ID** field is not needed in the flat file.

	A	B	C	D	E	F	G	H	I	J	K	L
	Reconciliation Account ID	Short Description	Long Description	Transaction Date	Close Date	Amount1	Amount Curre	Amount2	Amount C	Amount3	Amount Currency3	
	70-51001	TranSRC1		31-Jan-10		75	USD		EUR		CAD	
	70-51001	TranSRC2		31-Jan-10		175	USD		EUR		CAD	
	70-51002	TranSRC3		31-Jan-10		50.59	USD		EUR		CAD	
	70-51002	TranSRC4		31-Jan-10		299.99	EUR		EUR		CAD	
	70-51002	TranSRC5		31-Jan-10		42,749.49	GBP		EUR		CAD	
	70-51002	TranSRC6		31-Jan-10		950,475.99	USD		EUR		CAD	
	70-51003	TranSRC7		31-Jan-10		200	USD		EUR		CAD	
	70-51003	TranSRC8		31-Jan-10		210	EUR		HKD		AUD	
	70-51003	TranSRC9		31-Jan-10		250.99	USD		EUR		CAD	
	70-51004	TranSRC10		31-Jan-10		199.99	EUR		EUR		CAD	
	70-51004	TranSRC11		31-Jan-10		31,599.49	BRL		EUR		CAD	
	70-51004	TranSRC12		31-Jan-10		865,495.29	USD		EUR		CAD	

> **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: **Balance Explanations**, **Adjustment to Source System**, **Adjustment to Subsystem**, or **Variance Explanations**.

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 (for example, comma or tab). Or, choose **Other** to specify any single character as the delimiter.

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.

> **Note:**
>
> No post-processing actions are performed after pre-mapped transactions are loaded for Reconciliation Compliance.

Importing Pre-mapped Transactions for Transaction Matching

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

Importing Transactions

Note the following about importing transactions:

- Transactions are always imported as new transactions because there is no method to update previously imported transactions.

- You can run only one import transactions job for a Match Type at a time. However, parallel imports can be run into different match types. This also applies to importing using EPM Automate.

- 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.

- 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 match type is locked and a message is displayed to the user alerting them to the temporary lock.

    Another data load on the same match type can still be processed

- Importing transactions is not allowed if the Accounting Date of one or more transactions in the match set is lower than the Purge Through Date. The import log contains an error message indicating that the import failed. This is applicable to Transaction Matching profiles that are integrated with Reconciliation Compliance.

- Import of Transaction Matching transactions automatically reopens the reconciliation with no warning confirmation message. See Closing and Locking Periods in *Setting Up and Configuring Account Reconciliation*.

- Parallel processing is not supported when loading files into a single match type. This is applicable when loading Transaction Matching transactions using Transaction Matching, Data Management, and EPM Automate.

- Number attributes for a data source used for amount fields can be up to 15 digits in total and up to 12 digits after precision. Numbers are rounded to 2 decimal places for variance calculations. Numbers with up to total 15 digits are supported without loss of precision. For example, all of these examples are valid:

    - `1234567890123.45`

    - `12345678901234.5`

    - `123456789012.345`

    - `1234.56789012345`

File Format

The import file should meet the following requirements:

- File must be in comma separated value (.csv) format.

- File should include a header row containing column headings that match the attribute ID in the data source definition.

- File should include an **Account ID** column to determine which reconciliation the transaction is assigned to.

- Transactions for more than one reconciliation may be imported within the same file, so long as they use the same Match Type.

- An example of a load file:
  ```
  Account ID,Acctg Date,Amount,Invoice Number
  ```
  ```
  100-1003,20-APR-2019,1100.00,145292
  ```
  ```
  100-1003,19-APR-2019,461.68,145293
  ```
  ```
  100-1003,20-APR-2019,1550.00,145294
  ```

- 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 is used to perform all period-end calculations.

- File should include the required **Amount** column that represents the transaction amount from the source or sub-system.This "**Balancing Amount**" assigned to each transaction is used to perform all period-end calculations.

- For more details on format for date attributes in a data source, see Define Data Sources

- The backslash "\" is a special character in file imports. The system reads the next character after a backslash "as is". In order for data containing a backslash to load properly from the .csv file, you must use a double backslash \\.

Importing Transactions

To import transactions:

1. From **Home**, click **Application**, then select **Jobs**.

2. Select **Transaction Matching**.

3. On **Jobs** , select **Actions**, then **Import Transactions**.

4. Select the **Match Type** for which transactions should be imported.

   The system uses the selected match type as the default selection for subsequent Import Transactions or Auto Match jobs for the duration of the current session. To run Auto Match for a different match type, change the **Match Type** selection in the Run Auto Match dialog.

5. 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 **Application**, then **Jobs** , then **Transaction Matching**, and select **Run Auto Match** from the **Actions** menu.

6. In **Date Format**, select the format of the date fields in the transactions import file. The default is `DD/MM/YYYY`. Other supported date formats are `MM/dd/yyyy`, `dd/MM/yyyy`, `MM-dd-yyyy`, `d-M-yyyy`, and `MMM d.yyyy`.

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

8. After the job is submitted, you can see the status on the **Job History** tab.

   Click **Refresh** to check that the job succeeded.

If an import job is in progress, any scheduled maintenance jobs will begin after the import job completes.

> **Note:**
>
> To understand the impact of loading transactions into locked or closed periods, see Closing and Locking Periods.

Watch Importing Data Video

Click this link to watch the video:

16
Importing Data Using Data Management or Data Integration

Oracle Account Reconciliation provides the flexibility to import balances and transactions by using Data Management or Data Integration.

Related Topics

- Overview of Data Integration and Data Management

- Defining and Saving a Data Load Definition
  You create a data load definition if you want to import balances by running a data load that is set up in **Data Management** or **Data Integration**.

- Executing a Data Load and Viewing Results
  Use the **Data Load Execution** dialog to import balances and view the data load results.

- Viewing Loaded Balances
  Use the **Reconciliation Balances** tab in the **Reconciliations** card to view the balances loaded using Data Management. This includes the translated balances.

Overview of Data Integration and Data Management

Related Topics

- About Using Data Integration and Data Management
  Data Integration can be used to perform all tasks that are performed using Data Management.

- Data Management High Level Summary

- Setup Tasks in Data Management

- Workflow Tasks in Data Management

About Using Data Integration and Data Management

Data Integration can be used to perform all tasks that are performed using Data Management.

Data Import Tasks Performed Using Data Integration or Data Management

Use Data Integration or Data Management to perform the following tasks:

- Load balances

  - Load balances from a fixed-width or delimited file.

    See Integrating Data Using a File in Data Management.

  - Load balances from BAI Format Bank Files

  - Load balances from SWIFT MT940 Format Bank Files

  - Load balances from camt.053 Format Bank Statements

See Integrating BAI and SWIFT MT940 Format Bank File Transactions and Balances in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

• Load Reconciliation Compliance transactions

  See Loading Reconciliation Compliance Transactions

• Load Transaction Matching transactions

  – Export transactions to a Transaction Matching Target Application

    See Adding a Transaction Matching Target Application

> **Note:**
>
> You can also aggregate transaction matching data. See Aggregating Transaction Matching Data

  – Load transactions from Bank (BAI) files to Transaction Matching

  – Load transactions from Bank SWIFT MT940 Bank Files to Transaction Matching

  – Load transactions from camt.053 Format Bank Statements

    See Integrating BAI and SWIFT MT940 Format Bank File Transactions and Balances in *Administering Data Management for Oracle Enterprise Performance Management Cloud*.

• Load Exported Journal Entries from Transaction Matching to ERP

  See Loading Exported Journal Entries

Data Import Tasks Performed Using Data Integration Only

Use Data Integration to perform the following Account Reconciliation related tasks:

• Set up a data integration that allows an incremental data load (not a full refresh of all data points) and replaces a portion of a previous data load by adding a **Merge ID** in **Map Dimensions**.

  See Adding an Account Reconciliation Merge Balance Dimension in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

> **Note:**
>
> You must add a new Merge ID for each new balance to load in **Data Integration**in order to ensure correct drill back results from **Account Reconciliation** to **Data Integration**.

• Use the **EPM Integration Agent** available under **Data Exchange** to extract data from your on-premises data sources and then load the data directly to the Oracle Enterprise Performance Management Cloud.

  See EPM Integration Agent.

Use **Data Integration** (simplified user interface) by accessing the **Data Exchange** card under **Applications**.

Watch Load Balances Using Data Integration Video

Click this link to watch a video:

Data Management High Level Summary

At a high level, here is a summary of the Data Management process:

- Setup tasks (in Data Management)
- Workflow tasks (in Data Management)
- Execute a data load and view results

> **Note:**
>
> When using Data Management, you do not need to execute the data load in Oracle Account Reconciliation. The data load is done in Data Management instead. However, when loading balances, the data load must be executed in Account Reconciliation.

> **Note:**
>
> For Transaction Matching, you need to recreate the application in Data Management when you take the following actions:
>
> - The Match Type ID changes
> - The data source ID changes
> - The data source attribute ID changes
> - A data source attribute is added or removed.

- Create a data load definition if you want to use it multiple times. This also gives you the option to select the type of data load you want to execute (Full Refresh, Snapshot, Merge).

  See Define data load definition (in Oracle Account Reconciliation).

For more information about Data Management steps and procedures, see Integrating Account Reconciliation Data in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

Import of Transaction Matching transactions automatically reopens the reconciliation, with no warning confirmation message. For more information about issues loading data using Data Management or about reopening of reconciliations, see Troubleshooting Account Reconciliation Issues in *Oracle Enterprise Performance Management Cloud Operations Guide*.

Setup Tasks in Data Management

These are the setup tasks:

1. Define the source system.

2. Specify your target application (for example, Account Reconciliation Manager)

3. Import format - maps source columns or fields to segments or attributes in Oracle Account Reconciliation.

4. Define location.

5. Define period mapping between Data Management and Oracle Account Reconciliation periods.

6. Define category mapping to map currency buckets

See the *Administering Data Management for Oracle Enterprise Performance Management Cloud* for details.

Watch Loading Data With Data Management Video

Click this link to watch the video:

Workflow Tasks in Data Management

These are the workflow tasks:

1. Define a data load rule for location you defined.

2. Define the data load mapping to map the dimension values from the source to target.

3. In Data Load Workbench, test and validate the data by executing the data load rule to ensure that the data load rule is running properly and your data looks correct. Data Management transforms the data and stages it for Account Reconciliation to use.

See *Administering Data Management for Oracle Enterprise Performance Management Cloud.* for details on using Data Management for these tasks.

Defining and Saving a Data Load Definition

You create a data load definition if you want to import balances by running a data load that is set up in **Data Management** or **Data Integration**.

Related Topics

- About Defining a Data Load to Import Balances into Account Reconciliation
  A data load definition enables you to import balances that you set up using **Data Management** or **Data Integration**.

- About Modes of Importing Data
  Depending on your requirement, you can use one of the following modes to load data: Full Refresh, Merge, Recalculate, or Snapshot.

- Steps to Create and Save a Data Load Definition
  Use the New Data Load dialog to create and save a data load definition.

About Defining a Data Load to Import Balances into Account Reconciliation

A data load definition enables you to import balances that you set up using **Data Management** or **Data Integration**.

Defining a data load is especially useful when you want to import balances multiple times, which is usually the case. Once a data load is defined, you can execute the data load to load balances, view the results, and correct any errors.

Loads for the same period must run sequentially for each location, they cannot be run in parallel. Data load definitions can be configured to run Location by Location as needed when load timing is similar across locations. For example, if Location A and B have balance files arriving at the same or similar times, they can be scheduled to run back to back (sequentially) by configuring them in the same data load definition.

By default, data load rules are run one at a time and the system waits for the data load rule job to complete before starting another. However, by using the **Execute data load rules in parallel** check box, you can run all data load rule jobs at once and the system waits for all data load rules to complete before setting staging to complete. This is useful to increase performance when processing large data sets.

Automatic Translation of Imported Balances into Higher Currency Buckets

When loading balances using Data Management, if the source system does not natively provide balances in all currency buckets, the load process translates the imported source system or subsystem balance and loads it into configured higher currency buckets. Currency translation is useful in scenarios where the source is a transactional system that typically stores only Entered balances.

The currency translation is performed using the configured currency rates. If currency rates are not available, the currency translation fails. To enable automatic translation of imported balances, you must select **Translate balances to higher currency buckets** while defining the data load. See Steps to Create and Save a Data Load Definition.

Depending on which currency buckets are configured, the translation options (in order of priority) are:

- Entered balance to Functional balance
- Entered balance to Functional and Reporting balance
- Functional balance to Reporting balance

About Modes of Importing Data

Depending on your requirement, you can use one of the following modes to load data: Full Refresh, Merge, Recalculate, or Snapshot.

Full Refresh Mode

A Full Refresh clears out all balances for the period and reloads the location. Use the Full Refresh option when data load definitions in Data Management have been changed (due to removing Data Load Rules or Locations, or changing Category Mappings) since these type of changes can break the connection between balances imported through Data Management and stored in Account Reconciliation, which can result in double counting of the balances.

The following are restrictions with using the Full Refresh mode:

- If any data load is in a pending or running status, do not use full refresh.
- If a full refresh data load has a pending or running status, then no data load can be run.

> ⚠ **Caution:**
>
> When using this mode, you must import balances from all locations containing balances. Failure to do so could result in reconciliations previously closed to reopen, because only a partial set of balances were imported, causing Account Reconciliation to calculate a change in the balance.

Merge Mode

Use the Merge mode to replace some of the existing balances at the same location but leave the other balances as is. This is very useful when you load large data files on an ongoing basis and only have a need to change (update) some of the balances at the same location. This not only saves you time, but is less error prone. Merge mode is applicable for file-based sources only.

In order to use Merge mode, you must set this up by creating a Merge ID (a unique identifier) using **Data Integration**. Access this by using the **Data Exchange** card under **Applications**. Then create a **Merge ID** in **Map Dimensions**. Note that the Merge ID must uniquely identify each row in the file.

See Adding an Account Reconciliation Merge Balance Dimension in *Administering Data Integration for Oracle Enterprise Performance Management Cloud*.

Best Practice for Using Merge Mode

When loading balances (except for the first data load), it is recommended that you first run the data load using Recalculate mode and then run the data load using Merge mode.

Typically, mapping definitions may be updated in the course of business operations. If the definition was updated between two data loads, some balances that were originally loaded into a particular profile may now need to be removed from this profile and loaded into a different profile. If you use the Merge mode to reload balances, you must ensure that balances that were erroneously loaded into a profile are wiped out from the profile before being loaded into the correct profile (as per the updated mapping definition). To achieve this, you first load balances using the Recalculate mode, to reapply the mappings, and then load the same balances using Merge mode.

Recalculate Mode

Use this mode to reapply mapping rules without having to reload balances into Data Management staging tables. Recalculate uses the balances that are already there, remaps them, and then reimports them into Account Reconciliation. An Administrator can use this option to fix a mapping error.

Snapshot Mode

Use the Snapshot mode to replace (or update) previously loaded balances at only the locations you specify. For example this mode is useful if you loaded balances one day and want to add more the next day.

Steps to Create and Save a Data Load Definition

Use the New Data Load dialog to create and save a data load definition.

To create a new data load definition:

1. From **Home** in **Account Reconciliation**, select **Application**, then **Configuration**, then **Data Loads**.

2. On **Manage Data Loads**, select **+ (New)**.

3. Optionally, you can use a saved data load.

4. For a new data load, enter a **Name** for the data load.

5. Optionally, enter a **Description**

6. Select the **Mode** used to import balances. See About Modes of Importing Data for a description of the import modes.

7. Decide whether to select the **Allow Blank Segment Values** check box.

> ✎ **Note:**
>
> When mapping to a Reconciliation Account ID within Account Reconciliation, there are considerations for blank target segments. If there are blank segments in between two populated segments in the target reconciliation, Account Reconciliation treats each blank/null segment values in the middle of a Reconciliation Account ID as three blank spaces. Account Reconciliation also trims off the trailing NULL segments after the last populated segment.
>
> For example, a Group Reconciliation with the following Reconciliation ID: "001-null-null-1925 XXX" (the "null" in Account Reconciliation would be non-existent (void of characters) when viewing the Reconciliation/Profile.) The design of Account Reconciliation replaces the "null" at the database tier with three spaces for each blank/null segment in between the populated segments. The Target Mapped Profile in Data Management needs the following: "ACCOUNT ID 001- - -1925 XXX" to align with Account Reconciliation.

8. Decide whether to select the **Execute data load rules in parallel** check box to run all data load rules in parallel instead of the default which is to run one at a time.

9. To translate source system balances to any configured higher currency buckets, select **Translate balances to higher currency buckets**. From the list adjacent to this option, select the Rate Type.

   This option is not displayed if there is only one currency bucket configured in System Settings.

10. Select the **Location** which is the **Data Management** or **Data Integration** location to import.

Executing a Data Load and Viewing Results

Use the **Data Load Execution** dialog to import balances and view the data load results.

1. From the Home page, select **Application**, then **Periods**.

2. Next to the period that you want to load data into, click **Actions** and select **Import Data** . The **Data Load Execution** dialog contains a history of data loads, reporting the start date, end date, the user who executed it, the status, the result and the mode selected in the Data Load Definition. The status report shows subprocesses and the status of each.

- **Staging**—The staging process extracts balances from the source system, assigns the profile ID and balance type, and stores the balances in a temporary staging table. In the staging table, there is a one-to-one relationship to balances in the source system (no summarization has occurred). The staging table is refreshed with every data load; balances of prior loads are not maintained.

- **Data Load**—The load process summarizes the balances by profile, balance type, currency bucket, and currency code and loads the balances into Account Reconciliation . These balances are permanently stored but are updated if changed balances are imported in the future.

- **Post-Processing**—Performs these actions:

  – Changes the status of reconciliations "Open with Reviewer" or "Closed" to "Open with Preparer" if balances changed

  – Runs the auto-reconciliation routines

  – Flags reconciliations containing normal balance violations (cases in which an expected debit balance is a credit balance, or when an expected credit balance is a debit balance.

  – Post-processing may run certain rules.

- **Mode** — Describes the type of data load.

  See About Modes of Importing Data for information about the import modes.

3. Select an existing data load to execute and click **Run**.
   When you select **Translate balances to higher currency buckets**, the currency translation fails if the required currency rates are not defined in the system. Click the **Missing Currency Rates** link in the Result column to view details about the missing rates. After you load or create the required currency rates, click **Resume** to complete the data load.

If a data load execution job is stuck because one or more data load processes are not running, you can manually set the status of this job to Error. Select the job and then select **Force Close** from the toolbar. During the staging phase of the data load execution, if any integrations are running within Data Integration, an error message is displayed asking you to reset the process within Data Integration. If the staging phase is complete, either the Data Load phase or post-processing phase, depending on which phase is running, is set to Error status.

Viewing Data Load Results

The results column of the Data Load Execution dialog is blank unless a system error occurs or a completeness error exists for the load. These are the potential errors:

- **Error—**If a systemic data load process failure occurs. Clicking the link opens a dialog box that displays the error message and links to a detailed error log.

  You will receive an error message if you try to perform a data load at the same time as another data load is processing to the same period. Data loads cannot be processed in parallel. This also applies to loading data from Importing Pre-mapped Balances or from EPM Automate.

- **Completeness Error—**Describes how to verify that you are reconciling 100% of your accounts. Completeness errors:

  – **Unmapped Accounts**—Balances exist in the source system, but Data Management does not map these balances to a profile in Account Reconciliation . These accounts are visible in the Data Load Workbench by viewing "Invalid" records.

These warnings in the Results column means balances in the source system did not make their way into a reconciliation in Account Reconciliation because a mapping rule is missing. Click the **Unmapped Accounts** link to see the list, or view it from the Data Management Data Load Workbench.

– **Invalid Mappings**—Balances exist in the source system, and a mapping rule exists in Data Management, but the mapping rule is mapping the balance to a profile that doesn't exist in Account Reconciliation . These accounts will not show up in the Data Management Data Load Workbench under the Invalid filter because, from Data Management perspective, these accounts are properly mapped. However, they are mapped to a profile in Account Reconciliation that once existed but no longer does. Therefore, search for these errors in Account Reconciliation .

Click the link to see the accounts affected by the error. To correct these errors, locate the mapping rule in Data Management and fix the rule to map the balances to a valid profile in Account Reconciliation .

– **Missing Currency Rates** — If the currency rates required for currency translation are not available, the translation fails and the Missing Currency Rates link is displayed. Click the Missing Currency Rates link to view details about the missing currency rates. After you define or import the required currency rates, you can resume the data load operation.

Viewing Loaded Balances

Use the **Reconciliation Balances** tab in the **Reconciliations** card to view the balances loaded using Data Management. This includes the translated balances.

From **Home**, click **Reconciliations**, and then select **Reconciliation Balances** (on the left). This tab displays the balances loaded for all reconciliations for a particular period. Click a reconciliation name to view the details for that reconciliation. The **Summary** tab for the reconciliation, as shown below, displays the source system and subsystem balances.

Depending on the configured buckets, the Balance Summary Numbers panel displays one or more of the following buckets: Entered, Functional, and Reporting (or whatever your preferred bucket labels are). The currency corresponding to each of these buckets is also displayed. The Entered details are the values loaded from the source system. Click the amount under Entered to drill down and view the source balance details in Data Management. The translated balances are displayed under Functional and Reporting. If you are using the Data Load to translate balances, the translated balances are displayed under Functional and Reporting. Click an amount under Functional or Reporting to display the Translated Balances Details dialog. The details include the source amount, the source currency, and the currency rate.

The translated balances are automatically rounded according to the precision of the currency code associated with it. For example, if the loaded balances are translated to the Reporting bucket which uses EUR, the translated balance is rounded to the precision configured for EUR.

When multiple currencies need to be translated into a single Functional or Reporting bucket, the translated balances are computed by first translating and rounding individual balances according to the precision of the associated currency code, then the balances are summed up to become the Functional or Reporting balance total.

> **Note:**
>
> In rare cases, there may be a minor difference between the balance totals of the various buckets. This difference is caused because the individual translated balances are first rounded and then added to compute the balance total. In such cases, consider setting **Auto Reconciliation Method** to **Balance is within range** instead of **Balance is zero** in your profile.

Part IV

Creating a Sample or New Application

Related Topics

- Creating an Application
- Creating a Sample Application
- Creating a New Application
- Removing an Application

17

Creating an Application

Account Reconciliation enables you to create a sample or new application. Only one application can exist in a single environment.

Before you begin:

- Consider the scope of your application; decide what data you should include and how it should be organized.
- Preconfigure your environment, as described in Pre-configuring Your Environment.

You can create your application using one of the following options:

- Create a **Sample** application

    The sample application provides pre-loaded sample data and related artifacts, enabling you to try different operations. Using this out-of-box environment, you can explore the capabilities and performance of Account Reconciliation to get familiar with the functionality enabling you to more easily work with Account Reconciliation once you are ready.

    See Creating a Sample Application.

- Create a **New** application

    A new application enables you to create the application and then load your own data, either manually or using a flat file. This can also be used with migration functionality to bring in a previously saved backup snapshot.

    See Creating a New Application.

- Migrate an existing application

    To import a business process from a snapshot that you previously uploaded to the environment. See Migrating to the Same or a Different Environment in *Administering Oracle Account Reconciliation*.

    See What Applications Can I Migrate to EPM Standard Cloud Service and EPM Enterprise Cloud Service? in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* for prerequisites and snapshot compatibility.

    See these topics in *Administering Migration for Oracle Enterprise Performance Management Cloud*:

    – Backing up Artifacts and Application
    – Uploading Archives to the Service
    – Importing Artifacts and Application from a Snapshot

Pre-configuring Your Environment

Based on your subscription, EPM Standard Cloud Service or the EPM Enterprise Cloud Service, the landing page presents the business processes that you can create.

To preconfigure your environment for Account Reconciliation:

1. From the landing page, click **SELECT** under Account Reconciliation.

Following is a screenshot of the landing page in EPM Enterprise Cloud Service.
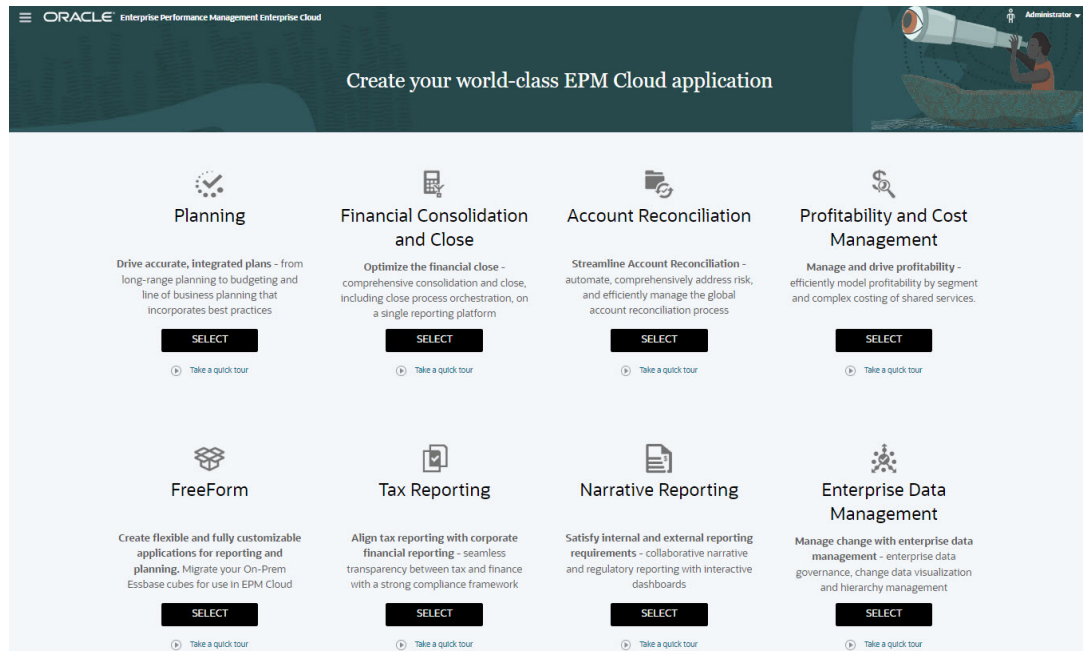
A message indicates that an initial preconfiguration of the environment will take approximately 20 minutes.

2. Click **OK** to initiate the pre-configuration process. Note that the environment is not available during the pre-configuration process.

18
Creating a Sample Application

Account Reconciliation offers you the option to create a sample application that provides pre-loaded data and artifacts. By trying and testing this out-of-the-box environment, you can explore the capabilities and performance of Account Reconciliation and then use the sample application as a template to more easily model your own application using your data.

To create a sample application:

1. Complete the pre-configuration steps, as described in Pre-configuring Your Environment.

2. Using the URL provided for the instance, log on to Account Reconciliation as a System Administrator.
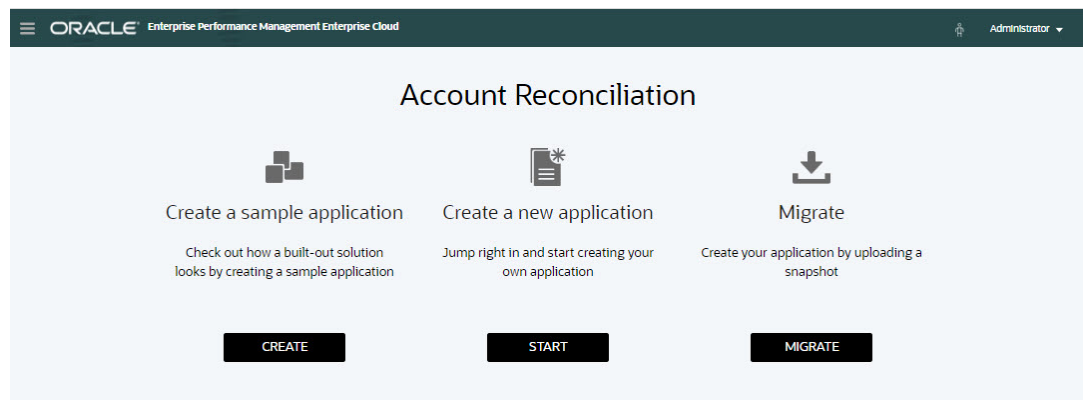
3. Under **Create a sample application**, click **CREATE**.

4. On the **Create Sample** screen, select the users for the following roles:

   - **Preparer**--Select the user to be assigned as the Preparer for the sample application. This role prepares the reconciliations for review.

   - **Reviewer**--Select the user to be assigned as the Reviewer for the sample application. This role can review and approve reconciliations.

   > **✎ Note:**
   >
   > The prerequisite for this step is that the Identity Domain Administrator has already created users and assigned roles.

5. Click **OK** to initiate the application creation process. This will take several minutes, so do not close the browser window until the completion message is displayed.

6. Click **OK** on the completion message.

> ✏️ **Note:**
>
> Transaction Matching is available with EPM Enterprise Cloud Service only.

7. Click **Start** next to the module you want to use first in Account Reconciliation.

> **✎ Note:**
>
> This only takes you to the initial module you select. You can always switch to the other module by using the **Navigator**.

From the **Home** page, you can begin exploring and working with the sample application to explore Account Reconciliation features and functionality.

19
Creating a New Application

You can create a new application for two purposes in Account Reconciliation:

- Set up a new test or production environment.
- Restore your application from a previously saved backup snapshot and then load your data.

To create a new application:

1. Complete the pre-configuration steps, as described in Pre-configuring Your Environment.
2. Using the URL provided for the instance, log on to Account Reconciliation as a Service Administrator.
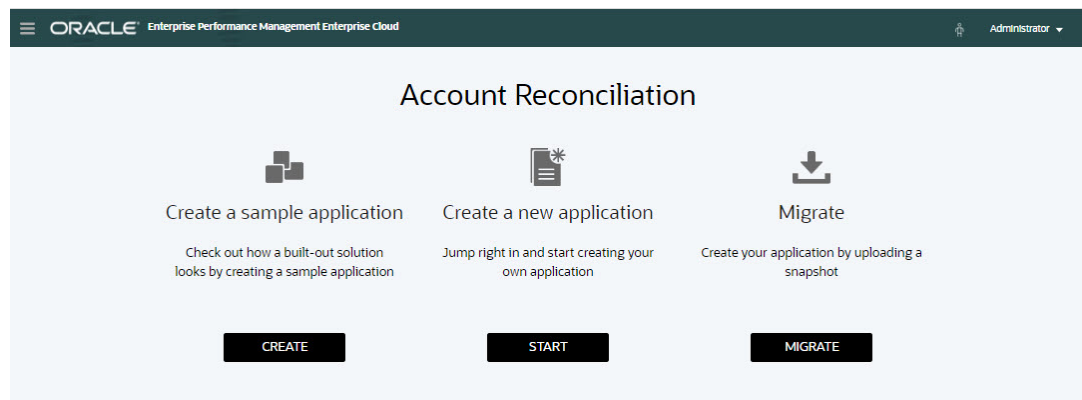
3. Under **Create a new application**, click **START** to create a blank new application.
4. Do one of the following to set up or restore artifacts and data:
   - To set up **Reconciliation Compliance**, see the Setting Up Reconciliation Compliance in *Setting Up and Configuring Account Reconciliation*.
   - To set up **Transaction Matching**, see Setting Up Transaction Matching in *Setting Up and Configuring Account Reconciliation*.
   - To restore from a previously saved backup snapshot, see Migrating to the Same or a Different Environment in *Administering Oracle Account Reconciliation*.

> ✎ **Note:**
>
> Transaction Matching is available with EPM Enterprise Cloud Service only.

20

Removing an Application

Removing an application deletes the application and all of its contents. Any scheduled jobs for the application will also be deleted. This action cannot be undone.

> ⚠ **Caution:**
>
> Oracle recommends that you create a backup snapshot before removing the application.

To remove an application:

1. From **Home**, click **Tools**, and then **Migration**, and then **Remove Application** tab.

2. Click **Yes** on the warning message to delete the application.

Part V

Performing Common Actions in Account Reconciliation Cloud

Related Topics

- Working with Views and Filters
  This chapter describes how to create, manage, and use views and filters.

- Managing Custom Dashboards

- Using Reports
  Account Reconciliation supports both predefined and custom reports.

- Understanding Security in Account Reconciliation
  Account Reconciliation implements several security layers to ensure security. At the highest level, Infrastructure security components, which are implemented and managed by Oracle, create a highly secure environment for **Account Reconciliation**. Security is ensured with password-protected single sign-on, and role-based access to data and artifacts.

- Using Alerts to Resolve Roadblocks
  Alerts and alert types provide a mechanism for managing issues that may occur during a business process.

- Migrating to the Same or a Different Environment
  Account Reconciliation provides multiple ways of migrating your data.

- Migrating from On-Premises Financial Close Management to Account Reconciliation Cloud

- Using Archive, Restore and Purge
  Administrators can help keep the size of the database in check and help performance by using archive, restore, and purge functionality. This allows you to archive data and access the archived content as needed.

- Using EPM Automate for Administrative Tasks

- About Connecting EPM Cloud Environments

21

Working with Views and Filters

This chapter describes how to create, manage, and use views and filters.

Related Topics

Working with Views

Views provide multiple ways to visualize and analyze your data.

Related Topics:

About Views

Oracle Enterprise Performance Management Cloud products provide you with great flexibility in the ways in which you can visually view your data.

Types of Views

- List view: Provides a table display of information in columns and rows for the objects which meet the filter conditions on the page.

- Pivot view: Allows you to create summaries of numeric attribute data by attribute value.

- Chart view: Displays data in the form of charts.

Use the View selector (   ) to move between views.

Choosing the Compact Display of Views

When you're viewing items in a List or Pivot view, you've the ability to view the data in a compact format. The **Compact** option works as a toggle switch and displays more rows of information. Click **Compact** from the **View Selector** to display the records in a compact format.

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

Objects for Which Views are Available

Views are available for the following objects in Account Reconciliation:

- Profiles: Contains the list of profiles and provides drill-down to the Profile dialog

- Reconciliations: Contains the list of reconciliations and provides drill-down to the Reconciliation dialog (including Reconciliation Balances)

- Transactions: Contains the list of transactions and provides drill-down to the Reconciliation dialog with the focus set on the Transaction Detail tab

- Alerts: Contains the list of alerts and provides drill-down to the Reconciliation dialog

Viewing Definitions for Reconciliation List Column Selections

See Appendix A: Reconciliation List Select Column Definitions to view the list column definitions for the following dataset types that are referenced across the lists in the application: Profile, Reconciliation, Balance, Transaction.

About Filtering Data in Views

You can use filters to restrict the data displayed in the views. Filters can be created at run time (after the data is displayed), or when designing the chart or pivot view.

You can filter data in the following ways:

- Filter bar in a view

  Using filters from the Filter bar enables users to dynamically decide the criteria that must be applied to the view data. The specified filter condition is applied at run time, after the view is generated and the display is updated to reflect the applied condition. See Using the Filter Bar to Adjust Your View.

  For example, assume that you add a filter for the Risk Rating attribute to the Filter bar. You can then select the required risk rating at run time to filter chart data dynamically.

- **Filter** in the **Layout** tab of the Edit Pivot or Edit Chart dialogs
  This filter is added by the view designer. The specified conditions are applied on the data before the data is included in the pivot view or chart view. You can create a filter for each data set listed in the **Legend (Series)** section. See Setting the Chart Layout.

  For example, if you create a filter condition for a data set with Status set to Open, only open reconciliations are included when charting that data set.

Working With List Views

Use list views to display records in a simple tabular form.

Related Topics

- About List Views

- Customizing the List View

- Example: Customizing the List View for Reconciliations

About List Views

List views present records for on screen viewing and provide drill-down capabilities to the record details. They display objects in a vertical list, in the form of rows and columns.

To see more rows displayed in the list view, use **Compact** from the **View Selector** at the right hand side.

List views provide the following reporting features:

- Columns can be added to or removed from the view and re-ordered.

- Filters can be applied to limit the records included in the list.

- List views can be printed or exported to Excel for ad-hoc reporting.

Customizing the List View

The list view displays with the default columns selected. You can easily change the default columns to customize your view.

To customize a list view:

1. Display the list view for the required object.

2. In the **Actions** drop-down, select **Select Columns**.

    The Select Columns dialog appears. The columns that are currently displayed are listed in the **Selected** section.

3. In the **Available** section, select the attributes that must be included in the list view and use the arrow keys to move them to the **Selected** section.

    When you use the Reconciliations card, Matching card, or Profiles, the **Available** section contains multiple tabs. Click the required tab and then select the attributes.

4. Click **OK**.

Example: Customizing the List View for Reconciliations

Assume that you want to see more information such as who the preparers are for reconciliations, reconciliations that are late with a preparer, and the source system reporting balances.

Use the following steps:

1. In the **Actions** drop-down, select **Select Columns**.

    The Select Columns dialog appears. Use this to add various columns with information about (attributes of) your reconciliations.

2. Scroll down the list and select **Late (Preparer)** and use the arrow keys to move it to the right hand side.

3. Now select the Balances tab and select the field called **Unexplained Difference (Functional)**.

4. Click **OK**.

    The Reconciliations list now shows the attributes that have been added.

Working with Pivot Views

Use pivot views to summarize your data.

Related Topics

- About Pivot Views

- Customizing a Pivot View

- Example: Summarizing Reconciliations By Preparer and Status

About Pivot Views

A pivot view enables you to create summaries of the attribute data.

There is a default layout for each object that supports pivot views. However, you can customize the pivot view based on your requirement.

The following image shows a pivot view for the Matching card. You can click each summary value displayed in the pivot view to drill down and view the records that comprise that total.

Customizing a Pivot View

You can customize a pivot view to summarize the data based on your business requirement. Data can be grouped by a maximum of two attributes.

To customize a pivot view:

1. Display the pivot view for the required object.

2. Click the **Edit** icon at the top-right.

   The Edit Pivot dialog appears. It contains three tabs: **Properties**, **Layout**, and **Columns**.

3. In the **Properties** tab, enter the basic view properties. See Setting Pivot View Properties.

4. In the **Layout** tab, specify the details of how data must be grouped. See Setting Pivot View Layout.

5. In the **Columns** tab, enter the data labels and the sorting order for the data. See Specifying Pivot View Columns.

6. Click **OK**.

> **Note:**
>
> If you drill down into a reconciliation, update one or more details, save it, and return to the pivot view, these changes are not visible. You must refresh the pivot view to see the latest updates.

Setting Pivot View Properties

Use the **Properties** tab of the Edit Pivot dialog to set the basic properties of a pivot view.

To set the pivot view properties:

1. In **Background**, select one of the following:

   - **No Fill**: No background color is used

   - **Solid**: Select the color to be used as the background color. You can optionally select a color in **Gradient**.

2. In **Header Color** and **Header Size**, select a color and font size for the pivot view header.

3. In **Data Color** and **Data Size**, select a color and font size for the data displayed in the pivot view.

4. Select **Missing Values as Zero** to display a zero when data values are missing.
   This includes missing data values and values that are missing because of an applied filter.

5. In **Period**, select one of the following:

   - **Selection**: Use the selection from the Period filter as-is.

   - **Latest in Selection**: Use the latest Period chronologically in the filter.

   - **Prior from Selection**: Create a new filter of the prior X periods based on the latest period in the filter.

> **✎ Note:**
>
> This option is not applicable to Matching List, Profiles List, and Alerts List.

The Period selection allows you to fine tune the list of Periods for the particular pivot view. This can be done so that pivot views sharing the same global period filter can display different amounts of data, or to make it easier to show a distribution of period data based on a single local period selection.

Setting Pivot View Layout

The **Layout** tab specifies how data in the pivot view must be summarized. Filters can also be applied on the data that is considered for summarizing.

Specify the following layout details:

1. In the **X Axis** section, specify details about the primary grouping to use in the view.

   - In **Type**, select one of the following: None, Attribute, Date, User, Yes/No, or True/False.

     If you set the **Type** to Attribute, in **Attribute 1**, select the attribute that must be used to group data. For example, Organizational Unit.

     Optionally, you can create another subgroup, within the **Attribute 1** group, by selecting another attribute in **Attribute 2**.

   - In **Sort**, select the attribute and the order on which data must be sorted.

     The attribute value "None" is not considered when sorting data.

   - Select **Swap Rows and Columns** to swap the display of rows and columns in the grid.

2. In the **Legend (Series)** section, click the **Add** icon to create one row for each attribute for which you want to summarize data. This summary is created within the specified **Type**. There must be at least one row in this section.

   For each row, specify the following details:

   - In **Value**, select the attribute whose data must be summarized. For example, Reconciliation or Alerts (Count).

   - In **Aggregation**, select the aggregation operation to be performed on the summarized data. It will default to the aggregation method specified on the attribute that you selected.

     For example, if you select Attribute 1 = Organizational Unit, Value = Reconciliation, and Aggregation = Count, then one row is displayed for each organizational unit and the total number of reconciliations within each organizational unit are displayed under Count, as shown below.

Organizational Unit	Count
None	3
EMEA	3
North America	9

> **Note:**
>
> If you select a non-numeric attribute in **Value**, the only **Aggregation** available is **Count**.

- In **Categories**, optionally select the attribute by which the data is summarized, within the **Value** group.

  For example, if you select Attribute 1= Organizational Unit, Value = Reconciliation, and Aggregation = Count, and Categories = Account Type, then one row is displayed for each organization unit. The total number of profiles is displayed grouped by Account Type, as shown.

Organizational Unit	I/C Receivable	Cash	Accounts Payable	None
None				3
EMEA	2	1		
North America	3	4	1	1

- In **Group By**, select an attribute from the list. This is applicable only when **Type** is set to a value other than Attribute.

- Click **Filter** to apply a filter on the data that is included in the pivot view. This filter is first applied on the data and then the data is summarized using the specified criteria.

  By default, the first clause in a filter condition is displayed as the label for this filter.

3. Click **OK**.

Considerations When Using Aggregation

The Count aggregation includes non-null values, including zero values, in the computation. The Sum and Average aggregations do not include non-null values in the computation. Therefore, keep the following points in mind when using Aggregation:

- For a particular attribute, there may be a difference in the balance values for Count, Sum, and Average. This includes the data displayed in the chart view as well as the chart details.

- To exclude zero values from a Count aggregation, create a filter that excludes zero values on that legend attribute.

- For the Count aggregation, the number of details displayed when you drill down into an aggregate value may be more than the aggregated value. This is caused because the aggregation includes zero values. Note that the following types of attributes are not considered as null during aggregation operations:

  – Count attributes, like Comments (Count)

  – Status attributes

  – Yes/No status-type attributes like Late, Ever Been Late, or Preparer (Claimed)

  – Required values like Name, Task Type

Specifying Pivot View Columns

Use the **Columns** tab to customize the labels and order of data displayed in the pivot view.

Each row in this tab will be displayed as a column in the pivot view. The number of rows is determined by what is specified in **X Axis** and **Categories** in the **Layout** tab.

To customize the display of the pivot view:

*   In **Label**, enter the label that must be displayed for this column.

*   Select **Sort** to sort the pivot data by this column. Click the icon next to this option to sort in ascending or descending order.

*   Use the arrows on the right to change the order in which the columns are displayed. This list of columns are displayed from left to right in the pivot view.

Example: Summarizing Reconciliations By Preparer and Status

This example describes how to create a pivot view that summarizes reconciliations by preparers. Within each preparer, the reconciliations are grouped by reconciliation status.

The following image displays the pivot view created in this example. Click any total to drill down and display the list of reconciliations that comprise that total.

Use the following steps to create the above pivot view:

1.   In the **Home** page, click **Reconciliations**.

2.   Click the ▬ and select **Pivot View**.

     If this is the first time you're accessing pivot views, the default pivot view layout is displayed.

3.   Click **Edit** to configure the pivot view as per your requirement.

4.   In the **Properties** tab, select **Missing Values as Zero**.

     Modify the required display properties. See Setting Pivot View Properties.

5. In the **Layout** tab:

- In **X-the Axis** section:

  – In **Type**, select **Attribute**.

  – In **Attribute 1**, select **Preparer**.

- In the **Legend (Series)** section:

  – In **Value**, select **Reconciliation.**

  – In **Categories**, select **Status**.

6. Click **OK** to save the pivot view settings.

Working with Chart Views

Chart views enable you to visualize your data.

Related Topics

- Overview of Chart Views

- Creating Chart Views

- Example: Creating a Chart to Display Open Reconciliations by Account Type and Risk Rating

- Example: Creating a Chart to Display Unmatched Transactions by Account Type

Overview of Chart Views

Related Topics

- About Chart Views

- About Chart View Properties

- Types of Chart Views

About Chart Views

A chart provides a visual representation of data.

Charts are generated dynamically based on your business process data. Click an area within a chart, for example, an area within a pie chart, to drill-down and view details about the information summarized by that area. The chart and pivot view layouts are linked, allowing you to quickly switch between the chart or pivot view.

When you configure settings for a chart view, the system remembers these settings. If you close the chart view, perform other actions in your business process, and then return to the chart view, the chart is displayed using the previous settings.

Multiple types of chart views are available to provide a graphical representation of your reconciliations.

About Chart View Properties

Chart properties include basic details such as the type of chart, chart orientation, and background. The properties that you can set for a chart depend on the type of chart.

Chart Property	Applicable Chart Types	Description
Type	All	Type of chart See Types of Chart Views.
Background	Area, Bar, Column, Combination, Doughnut, Line, Pie, Tile	Background color used in chart This color applies to the entire chart area, from border to border. You can choose not to use a background color, in which case a white background is used for the chart. If you specify a background color, an optional gradient also can be specified.
Label Position	Area, Bar, Column, Combination, Line	Location of the data labels in relation to the elements The options available depend on the type of chart. For example, bar charts have the following label options: No Label, Center, Inside Edge, or Outside Edge.
Bar Label Position	Combination	Location of the data labels in the bar chart
Grid Lines	Area, Bar, Column, Combination, Line	Grid lines used to divide the chart area
Orientation	Area, Bar, Column	Orientation of the chart - Vertical or Horizontal
Missing Values as Zero	Area, Combination, Line, Tile	Displays a zero (instead of a blank) when the data for a particular element is missing When you select this option, all missing values are displayed as zero. This includes missing data values and values that are missing because of an applied filter.

Chart Property	Applicable Chart Types	Description
Dual-Y Axis	Area, Bar, Column, Combination, Line	Appears on the opposite side of the chart from the primary Y-axis
		The scale of the secondary Y-axis reflects the values for the associated data series. While the secondary Y-axis can be used with any line and bar chart type, it is more commonly used with the combination chart type, which helps to distinguish the data series that are plotted on the secondary Y-axis. For example, select **Bar** for the primary Y-axis and **Line** for the secondary Y-axis.
		When the data values in a chart vary widely from data series to data series, or when you have mixed types of data (for example, currency and percentages), you can plot one or more data series on a secondary (vertical) Y axis.
		You can also plot the secondary Y-axis as a split dual chart, where the secondary Y-axis appears with its data series below the original chart. In this case you can use any bar or line chart type.
Line Weight	Combination, Line	Width of the line in the chart
		The default is 5 pixels.
Bar Label Position	Combination	Position of the label for the data set displayed as a bar chart
Display as Percentage	Doughnut, Pie	Values for each data set displayed in terms of percentages (instead of as a numerical value)
3D chart	Pie, Tile	3-dimensional chart format

Types of Chart Views

You can create the following types of chart views:

- Area

  Displays a shaded area to represent each data set

- Bar

  Displays a graphical summary of multiple data values for comparison purposes

  Bar charts can be plotted vertically or horizontally

- Column

Displays stacked bars that represent different data sets on top of each other

The height of the resulting bar shows the combined result of the data sets.

*   Combination

    Provides a visualization that lets you merge into one chart any combination of bar, line, and area charts.

    Use this type when you have two different sets of data that are plotted on the y-axis. You can add a secondary Y-axis on the opposite side from the primary Y-axis. Adding a secondary Y-axis lets you display the scale for one measure that doesn't scale appropriately with the other measures on the chart; for example, showing a percentage measure and a currency measure on the same chart.

*   Doughnut

    Displays a circular graph which is divided into segments to compare data sets to one another

    The blank center displays the sum of all data sets.

*   Line

    Enables users to visualize a trend in data over intervals of time

*   Pie

    Displays a circular graph which is divided into slices to compare data sets with one another

*   Tile

    Enables users to select specific values from a data set, to display in separate tiles

    It emphasis a small number of data points or an individual data point.

The default chart view is a Bar chart. You can customize your chart display and change the default chart view.

Creating Chart Views

Create charts to portray your application's data graphically.

To create a chart view:

1. Display the chart view for the required object.
2. From the **View Selector** at the top-right of the page, select **Chart View**.

    If this is the first time you're accessing the chart view, the default chart view layout is displayed.
3. Click **Edit** at the top-right to display the Edit Chart dialog. It contains three tabs: **Properties**, **Layout**, and **Legend**.
4. In the **Properties** tab, specify the required chart properties, as described in About Chart View Properties.
5. Enter the information required to create the chart, as described in the following topics:

    *   Setting the Chart Layout
    *   Setting the Chart Axis
    *   Setting the Chart Legend
6. Click **OK** to save the chart definition and then display the chart.

Click any area within the chart view to drill-down and display all the records that are aggregated by the selected area. The records are displayed in the Details dialog. You can click any link within this dialog to access the details of that individual record.

> **✐ Note:**
>
> If you drill down into an individual record, update one or more details, save it, and return to the chart view, these changes are not visible. You must refresh the chart view to see the latest updates.

Watch Using Chart View Video

Click this link to watch the video:

Setting the Chart Layout

Use the **Layout** tab to specify the data sets that must be plotted on the x-axis and y-axis of the chart.

To set the chart layout:

1. Open the **Layout** tab of the Edit Chart dialog.

2. In the **X Axis** section, specify the data that must be plotted on the x-axis of the chart.

   - In **Type**, select the type of data. Options include None, Attribute, Date, User, Yes/No, and True/False.

   - If you set the **Type** to **Attribute**, you must specify at least one attribute that is plotted on the x-axis. You can specify a maximum of two attributes.

     In **Attribute 1**, select the first attribute to plot on the x-axis. Optionally, in **Attribute 2**, select the second attribute to plotted on the X axis. The various combinations of Attribute 1 and Attribute 2 values are plotted.

     Member attributes of a group attribute can also be selected in Attribute 1 and Attribute 2.

     For example, assume that you create a Bar chart with Attribute 1 set to **Organizational Unit**. Then, the chart view contains one bar for the data of each organizational unit.

     Assume that you create a Bar chart with Attribute 1 set to **Organizational Unit** and Attribute 2 set to **Status**. Then there is one bar in the chart view for each combination of Attribute 1 and Attribute 2. If there are four organizational units and three Statuses, then the chart view contains 12 bars on the X axis.

   - In **Sort**, select **Ascending** or **Descending** to sort your X axis data.

     The attribute value "None" is not considered when sorting data.

3. In the **Legend (Series)** section, specify one or more data sets that must be plotted along the Y axis of the chart view.

   For example, if you define three data sets, then three values are plotted on the y-axis.

Within each data set, you can perform aggregation operations or group data. Optionally, you can apply a filter to restrict the data that is selected when computing the aggregation on the data set.

For each data set in this section, specify the following:

- In **Value**, select the value that must be plotted. For example, Amount or Status.

- In **Aggregation**, select the aggregation that must be performed on the selected value. See "Considerations When Using Aggregation" at the end of this topic.

- (Optional) In **Categories**, select the attribute that must be used to categorize data within the data set. Use Categories to break your graph into more smaller details. For example, assume that for a Bar chart you select the following in the X-axis section: Type = Attribute and Attribute 1 = Status. In the Legend (Series) section, you select Value = Reconciliation and Aggregation = Count, the chart displays one bar for each status on the x-axis and the number of reconciliations for each status on the y-axis. Additionally, if you set Categories = Preparer, then within each status on the x-axis, there is a separate bar for Preparer.

- (Optional) In **Group By**, select the attribute by which Date type data is grouped.

  If **Group By** is set to a date, a new column **Date Aggregation** is displayed.

- (Optional) In **Filter**, click the Filter icon to add a filter condition. This condition further refines the data shown for the data set within the chart view. It is applied before the data is included in the chart view. For example, if your **Value** is set to Reconciliations, you can create a filter to only plot reconciliations with a status of Open.

  By default, the first clause in a filter condition is displayed as the label for this filter.

4. Click **OK** to save the chart view settings.

Considerations When Using Aggregation

The Count aggregation includes non-null values, including zero values, in the computation. The Sum and Average aggregations do not include non-null values in the computation.

Therefore, you need to keep the following points in mind when using Aggregation:

- For a particular attribute, there may be a difference in the balance values for Count, Sum, and Average. This includes data displayed in the chart view as well as the chart details.

- To exclude zero values from a Count aggregation, create a filter that excludes zero values on that legend attribute.

- For the Count aggregation, the number of details displayed when you drill down into an aggregate value may be more than the aggregated value. This is caused because the aggregation includes zero values. Note that the following types of attributes are not considered as Null during aggregation operations:
  - Count attributes, like Comments (Count)
  - Status attributes
  - Yes/No status-type attributes like Late, Ever Been Late, or Preparer (Claimed)
  - Required values like Name, Task Type

Setting the Chart Axis

Chart Axis properties affect the visual display of the chart's axis labels. You can create a title and label for the X axis, and the primary and secondary Y axis of the chart. You can also edit the text and number format of the Y axis, and define a custom range for both Y axes.

> **✏ Note:**
>
> This tab doesn't display for chart views with **Type** set to Doughnut, Pie, or Tile.

To define the chart axis:

1. Open the **Axis** tab of the Edit Chart dialog.

2. Select **X Axis** and specify the following (only for chart views with **Type** set to Date in the **Layout** tab):

   - **Interval:** Select **Auto**, **Daily**, **Monthly**, or **Yearly**.

   - **Maximum:** Select **Auto** or **Fixed**. For **Fixed**, select a date.

   - **Minimum:** Select **Auto** or **Fixed**. For **Fixed**, select a date.

3. Click **Y Axis** and specify **Auto** or **Fixed** for the following: **Minimum**, **Maximum**, **Major Unit**, and **Minor Unit.**

4. If **Dual Y Axis** is selected for the chart in the **Properties** tab, click **Dual-Y Axis** and specify the **Minimum**, **Maximum**, **Major Unit**, and **Minor Unit**.

5. Click **OK** to save the chart view settings.

Setting the Chart Legend

Legend properties affect the visual display of the chart's legend.

You can change the position of the legend, as well as display a title for the legend, change the background and border colors, and edit the font and format of chart labels.

For a Combination chart, the **Legend** tab contains one new column named **Type**. You can select the type for each configured legend (series). For example, **Type** = **Bar** for one legend and **Type** = **Line** for the other.

To define the chart legend:

1. Open the **Legend** tab of the Edit Chart dialog.

2. In **Legend Position**, select the position of the data labels in relation to the elements in a chart.

   The available options are **No Legend**, **Left**, **Right**, **Top**, or **Bottom**.

3. In **Palette**, select the color palette used when displaying the chart view.

4. In the **Series** table, one row is displayed for each legend specified in the **Layout** tab.

   For each data set:

   - In the **Label**, enter the label that must be displayed for this data series in the chart.

   - Select **Dual-Y** for the data series that must be displayed on the secondary Y axis.

5. Click **OK** to save the chart view settings.

Example: Creating a Chart to Display Open Reconciliations by Account Type and Risk Rating

This example creates a chart that displays open reconciliations by Account Type, with each Account Type being further categorized based on the Risk Rating. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.
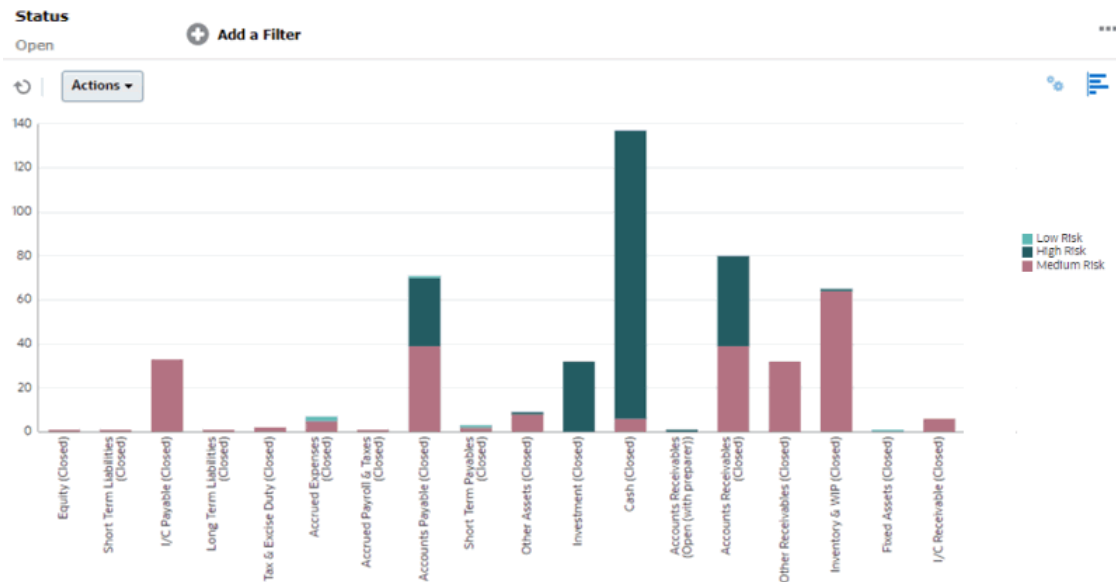
To create this chart:

1. From the Home page, click **Reconciliations**.

2. From the **View Selector** at the top-right of the page, select **Chart View**.

3. Click **Edit** at the top-right to display the Edit Chart dialog.

4. In the **Properties** tab, specify the following:

    - In **Type**, select **Column**.

    - Deselect **Grid Lines**.

    - In **Period**, select **Selection**.

5. In the **Layout** tab, specify the following:

    - In the **X Axis** section:

        – In **Type**, select **Attribute**.

        – In **Attribute 1**, select **Account Type**.

        – In **Sort**, select **Account Type**, and then **Ascending**.

    - In the **Legend (Series)** section, click Add to create a row with the following settings:

        – In **Value**, select **Reconciliation**.

        – In **Categories**, select **Risk Rating**.

6. In the **Axis** tab, leave the default settings as is.

7. In the **Legend** tab, specify the following:

    - In **Palette**, select **Redwood**.

    - In the table, set the **Labels** for each series as follows:

        – Count: Risk Rating: High = High Risk

        – Count: Risk Rating: Medium = Medium Risk

        – Count: Risk Rating: Low = Low Risk

8. Click **OK**.

9. In the Filter bar, apply a filter with **Status** equals **Open**.

Example: Creating a Chart to Display Unmatched Transactions by Account Type

This example creates a chart that plots the total value of unmatched transactions for each account type. Click any area within the chart to drill down and view of the individual records that comprise that aggregated area.
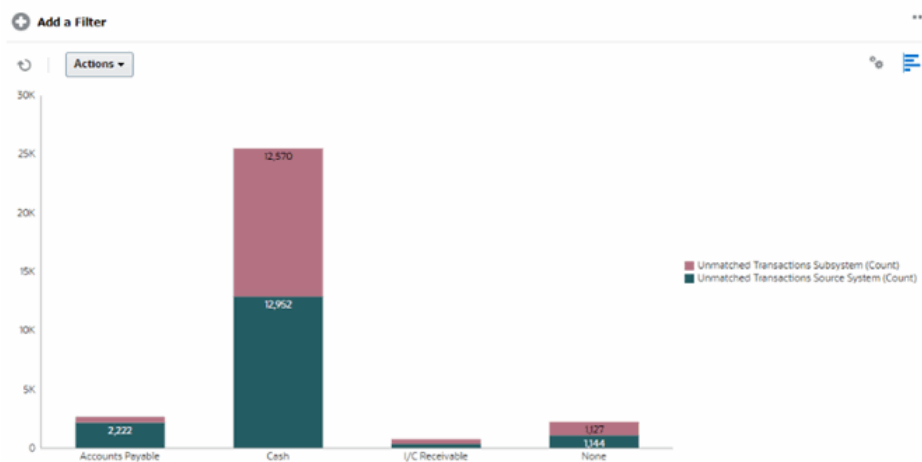
To create this chart:

1. From the Home page, click **Matching**.

2. From the **View Selector** at the top-right of the page, select **Chart View**.

3. Click **Edit** at the top-right to display the Edit Chart dialog.

4. In the **Properties** tab, specify the following:

    - In **Type**, select **Column**.

    - Unselect **Grid Lines**.

5. In the **Layout** tab:

    - In the **X Axis** section:

        – In **Type**, select **Attribute**.

        – In **Attribute 1**, select **Account Type**.

    - In the **Legend (Series)** section, click **Add** to create two rows with the following settings:

        – Row 1: In **Value**, select **Unmatched Transactions Source System (Count)**. In **Aggregation**, select **Sum**.

        – Row 2: In **Value**, select **Unmatched Transactions Subsystem (Count)**. In **Aggregation**, select **Sum**.

6. Click **OK** to save the chart settings.

Saving Views

Saving a view enables you to save your view definition and settings. When you need to display data in the format set by this view, you can use the saved view, instead of again setting the required view properties.

The scope of a saved view is limited to the object on which it is based. For example, if you create a saved view with profiles, you can't use it with reconciliations.

To save a view:

1. Adjust the view to see the data you would like by adjusting filters, columns or sorting on your list. See Using the Filter Bar to Adjust Your View.

2. From **Actions**, click **Save View**.

3. In the Save View dialog, enter a Name (can enter a maximum of 80 characters) and an optional description (can enter a maximum of 255 characters).

4. Click **OK**.

You can see all the saved lists by clicking the **View** drop-down selector.

Editing Saved Views

Edit a saved list view, pivot view, or chart view to modify its name and definition.

To edit a view:

1. From the Home page, click **Application** and then **Configuration**.

2. Click the **Views** tab.

3. Select the view to be edited and click the **Edit** icon.

   You can also select the view, and then click **Edit** from the **Actions** menu.

4. In the Edit View dialog, you can modify only the **Name** and **Description**. The other properties are non-editable.

5. Click **OK** to save the view definition.

Publishing Views

An Administrator or Power User can publish a view to make a private view available to other users. The saved view is duplicated and there is now a private and public version.

In the list of views displayed in the **Application > Configuration > Settings > Views** tab, the public version will show a check mark in the **Public** column.

To publish a view:

1. From the Home page, click **Application**, and then **Configuration**.

2. Click the **Views** tab to display the Views page.

   A list of available views is displayed.

3. Click **Reconciliation Compliance** or **Transaction Matching** (at the bottom of the page), depending on the module that contains the view that must be published.

4. Select the view by clicking in the row and then click the **Publish** icon.

Or, for the view that you want to publish, click the **Actions** menu and select **Publish**.

Setting a Default View

A Service Administrator or Power User can set a published, saved, view as the default view.

The first time a user opens a view, the default view is displayed. The system then remembers the view settings that were used. So, when you open a view subsequently, it is displayed with the settings that were used most recently.

To set a default view:

1. From the Home page, click **Application**, and then **Configurations**.
2. Click the **Views** tab to display the Views page.
3. Click the **Reconciliation Compliance** or **Transaction Matching** tab (at the bottom of the page), depending on the module that contains the required view.
4. Select the view by clicking its row and then click the **Set Default** icon.

   Or, for the view that you want to publish, click the **Actions** menu and select **Set Default**.

Exporting List Views and Pivot Views

You can export the records in list views or pivot views to Microsoft Excel.

To export a list view or pivot view:

1. Navigate to the list view or pivot view that must be exported.
   These views are available for reconciliations, transactions, detail balances, profiles, alerts, and match types.
2. Click **Actions**, and then **Export to Excel**.

In pivot views, you can click an aggregated total to display a dialog containing the individual records that comprise that total. Then click **Export** to export the records displayed in the dialog.

The exported data is stored in an Excel file and can be downloaded. The format of the Excel file is .xls or .xlsx, depending on the **Export to Excel** setting.

Working with Filters

Use filters to limit the records displayed in your views and reports.

Related Topics

- About Filters
- Viewing the Existing Saved Filters
- Creating a New Filter
- Using the Filter Bar to Adjust Your View
- Clearing Filter Conditions
- Removing a Filter
- Editing a Filter
- Duplicating a Filter

- [Saving a Filter](#)

- [Publishing a Filter](#)

- [Deleting a Filter](#)

- [Displaying Columns for Filters](#)

- [Reordering Columns for Filters](#)

About Filters

Filters control the records that you see in list views and reports.

You can provide values for the attributes that you want to filter on and the operator to use for filtering. Typical operators include the following: equal to, not equal to, starts with, ends with, contains, greater than, less than, and so on. The available operators depends on the attribute's data type. For example, operators for filtering text values are different than the operators for filtering numeric values. Filters are combined together using and logic, which means only those records that meet all filter criteria are displayed.

You can also create more complex filters using and as well as or logic and grouping logic to determine the order in which filters are applied.

You can apply filters against profiles, reconciliations, or reconciliation transaction attributes, including system attributes, balances, and balance details.

You can save a filter for future use. However, for setting up your views, saved lists can be used. See "*Working with List Views*".

Service Administrators and power users can publish filters so that they are accessible to other users and these are then marked as Public. Service Administrators and power users can use saved filters to test rules.

Where Are Filters Used in Reconciliation Compliance

There are many locations within Reconciliation Compliance where filters can be used.

The filters functionality remains consistent throughout these different areas:

- Reconciliations

- Transactions

- Profiles

- Periods

    You can use filters on the Periods dialog to help you narrow down your period list so that you can view only the periods you want to work with. This is especially useful when you are working with large numbers of periods over several years or are working with daily periods. See Filtering the Periods List.

- Manage Currency Rates

- Manage Data Load

- Manage Formats

- Jobs

- Archiving

- Manage Attributes

- Manage Filters

- Manage Lists

- Manage Currencies

- Manage Users

- Manage Teams

- Manage Alert Types and Alerts

- Managing Reports - Used in Manage Queries, Manage Report Groups, Manage Reports

Viewing the Existing Saved Filters

Filter definitions that were saved are available in the Filters tab of Configuration.

To view saved filters:
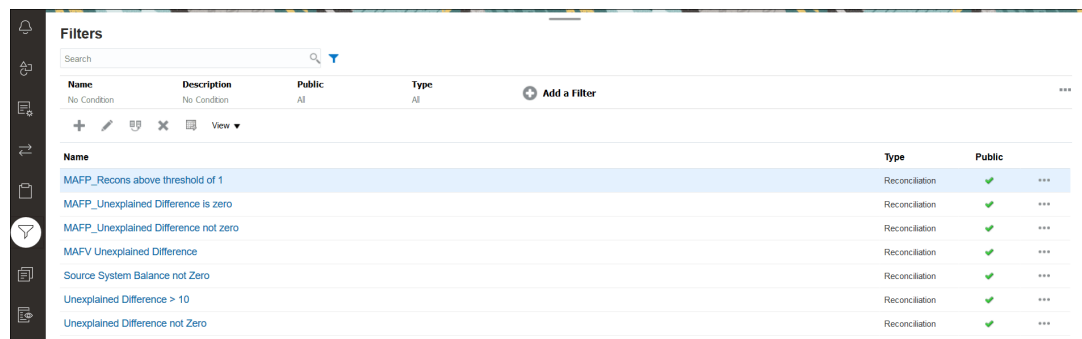
1. From **Home**, click **Application**, then **Configuration**.

2. Click **Filters** to see existing filters.
   Public filters are marked with a green check mark.

Creating a New Filter

You create a new filter to control the display of rows as per your requirement.

To create a new filter:

1. From **Home**, click **Application**, then **Configuration** and then **Filters**.

2. Click New (+) to add a new filter. The New Filter dialog appears.

> **Note:**
>
> You can also add filters from the Reconciliations List, Transactions List, or Profiles List.

3. In **Name**, enter a unique name for the filter.

4. In **Description**, enter a description (optional) for the filter.

5. In **Type**, select the type of filter being created.

6. In the Filter Definition section, click **Create Condition** to create a condition that will be used to filter data. You can specify multiple conditions and condition groups.
   For each condition, specify the following:

- (Condition Groups only) Conjunction: Select And or Or. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.

- Source: Select the object on which the condition must be applied

- Period: Select the period. This field is displayed when the Source is Reconciliation, Transaction, or Balance.

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

- Operator: States what kind of evaluation to perform against the attribute. For example, Equals, Between, Does not Equal, Greater than, Is blank, Is not blank, Less than, Not between.

- Value: Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

When a condition includes columns that are based on currencies, and you select **All**, then all the listed currencies are included in the condition. If you configure additional currencies at a later date, these new currencies are automatically added to the condition.

> **Note:**
>
> The last used filter will be persisted (saved) for each user by match type, match process and data source. This means that you can log out and back in again, and if you open another reconciliation of the same match type, it shows the same filter.

Using the Filter Bar to Adjust Your View

The filter bar works across many different areas to filter data displayed in a list. You can add multiple filters to a list.

Here's an example of the filter bar on the Filter configuration. Note that the default of All is used. This means that all objects are displayed unless you choose to make a selection of filter attributes.

Name	Description	Public	Type	
No Condition	No Condition	All	All	⊕ **Add a Filter**

To add a filter to your list:

1. Click **+ Add a Filter** to display a list of attributes that you can use to filter data.
   The list of attributes is different, depending on the list page on which you are adding the filter.

2. Select the filter attribute you'd like to add.
   The selected attribute appears on the filter bar.

Using a Date Range

Some filter attributes have a date range. For example, if you want to add another filter attribute to the filter bar, such as **Created On**, you can use the date range feature. Narrow your view by using a date value and then use the **Operator** field to set the conditions for dates values that meet this criteria.

Clearing Filter Conditions

When you clear a filter, the conditions applied by this filter on the displayed data are removed.

After adding the filter to the Filter bar, you can do one the following to clear the filter conditions:

- Hover on each filter, click the ⁛ icon, and click **Clear** to clear and reset the condition for the specific filter.

- Click the ⁛ icon on the right side of the Filter bar and select **Clear All Filters**. The conditions for all the filters in the Filter bar are cleared and reset.

Removing a Filter

You can remove a filter from the Filter bar.

Removing a filter also clears the conditions applied by the filter on the listed data.

To remove a filter from the filter bar:

1. Click the icon ⁛ adjacent to the filter.

2. Click **Remove** to remove the filter from the Filter bar.

On a few pages, you can't remove the default filters.

Editing a Filter

Edit a filter to modify its definition.

To edit a filter:

1. Open the Filters page.

   From the Home page, select **Application**, and **Configuration**. The select Filters.

2. Select the filter you want to edit and click the ✎ icon.
   The Edit Filter dialog is displayed.

3. Update the required information.

4. Click **OK**.
   The filter details are updated.

Duplicating a Filter

You duplicate a filter to create a copy of an existing filter.

To duplicate a filter:

1. On the Filters page, select the filter you want to duplicate and click the ⊟ icon.
   A copy of the filter is displayed on the page.

2. Click the copied filter.
   The Edit Filter window is displayed.

3. Update the required information.

4. Click **OK**.
   The filter details for the copied filter are updated.

Saving a Filter

Saving a filter definition enables you to easily reuse these filter settings when required (instead of manually setting up filters when required).

By default, filters are saved as private filters. To enable other users to use the same saved filters, you can publish the filters.

To save a filter:

1. Use the **Add a Filter** to create a filter for the required attributes.
   For example, to create a filter on the Reconciliations list that displays all pending reconciliations that are due today, add filters for the Status and Due attributes.

2. From the Actions menu, select **Save Filter**.
   The Save Filter dialog appears.

3. In **Name**, enter a unique name for the filter.

4. In **Description**, enter an optional description for the filter.
   Notice that the Filter Definition section displays the selected filter conditions.

5. Click **OK**.

Publishing a Filter

Service Administrators can publish a filter to make it available to other users. Publishing a filter marks it as **Public**.

To publish a filter:

1. On the Filters page, select the filter you want to publish, and click the ▦ icon.
   A message asking for confirmation is displayed.

2. Click **Yes**.

A copy of the filter is created and the **Public** column displays icon indicating the filter is published.

> **Note:**
>
> Only Power Users and Administrators can publish filters.

Deleting a Filter

Delete a filter to remove its definition from the system.

To delete a filter:

1. On the Filters page, select the filter you want to delete and click the ✖ icon. A message is displayed asking for confirmation.

2. Click **Yes**. The filter is deleted.

Displaying Columns for Filters

To display the columns for the filters:

1. On the Filters page, click **View** and then **Columns**.

2. Select the columns you want to display or click **Show All** to display all the columns.

You can click **Manage Columns** and hide or show the columns that are displayed in **View > Columns**.
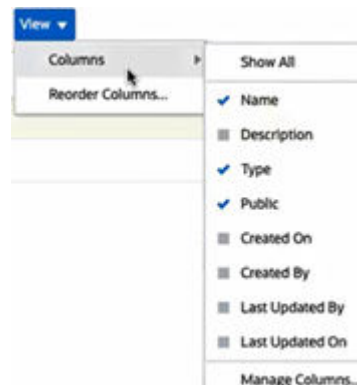
Reordering Columns for Filters

To reorder the columns:

1. On the Filters page, click **View** and then click **Reorder Columns**.

2. Select the column name that you want to reorder and use the following icons to move it to the required position:

   - ⌅ : Move selected items to top of the list

   - ⌄ : Move selected items up one in the list

- : Move selected items down one in the list

- : Move selected items to bottom of the list

3. Click **OK**.
   The columns are displayed based on the specified order.

22

Managing Custom Dashboards

Related Topics

Overview of Custom Dashboards

Dashboards provide enhanced reporting capabilities. They enable users to chart, evaluate, and (in some cases) even change key business data.

About Custom Dashboards

Custom dashboards provide greater visibility into your reconciliation process.

Each dashboard can have a maximum of four views. This includes list views, pivot views, or chart views. You can open a maximum of 10 dashboards at a time. Service Administrators, or any user who is granted the Operational Dashboards - Manage role, can create dashboards. The dashboard creator can also control access to the dashboard by granting permissions to one or more users, groups, or teams. Users who have been granted access to a dashboard can run the dashboard and view its data. The access only allows a user to view the dashboard. It doesn't extend their access to the underlying data. Therefore, a user can only view records based on their own access within the service.

Features of Custom Dashboards

Dashboards provide the following features:

- Visualize data interactively with a wide variety of chart types

- Obtain both high-level and detailed insights into the performance of your reconciliations

- Create filters at the dashboard level and at the individual view level
  Filters created at the dashboard level are applied to all the views within the dashboard. After this, filters defined at the view level (if any) are applied.

- Control access to viewing dashboards

Custom Dashboards: Design Mode

The design mode of a dashboard enables you to configure and manage your dashboard and its components (chart views, list views, and pivot views).

This image shows the design mode of a custom dashboard that contains two chart views.

Figure 22-1   Custom Dashboard: Design Mode
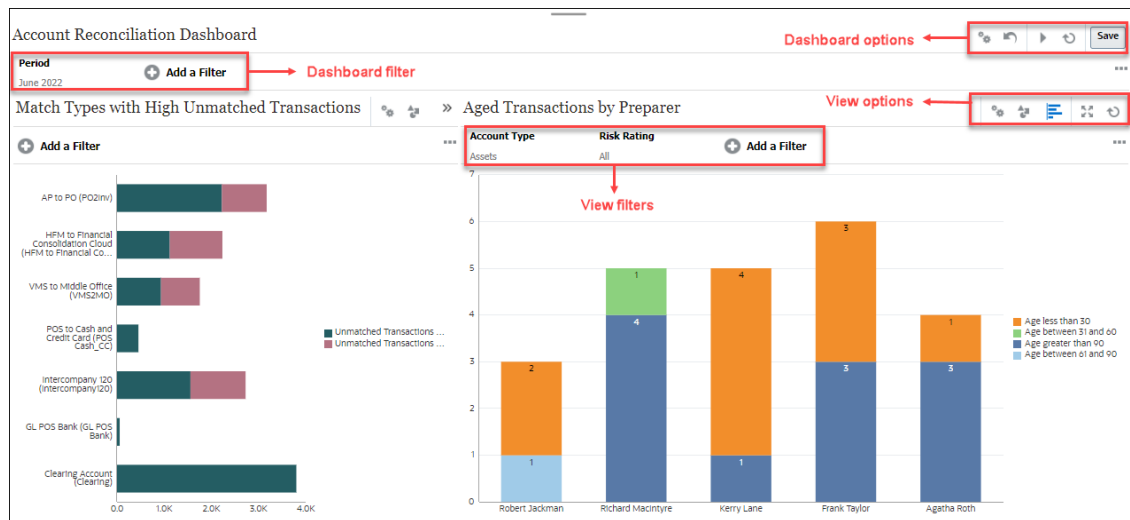
At the top-right are these options to manage the dashboard:

- **Settings**
  Edit the properties of the dashboard.

- **Revert**
  Revert changes made to the dashboard properties.

- **Run**
  Run the dashboard.

  Dynamically fetches and displays data in the dashboard. Only users who have been granted permissions can view the dashboard's data.

  In Run mode, users will see only the **Refresh** and **Expand** options.

- **Refresh**
  Refreshes the data displayed in the dashboard, including all the contained views.

- **Save**

  Saves the changes made to the dashboard properties.

Each view (list, chart, or pivot) within the dashboard contains these options:

- **Settings**

  Edit the properties of the chart, list, or pivot view.

- **Object Type**

  Options are: Reconciliation, Transactions, Alerts, Detail Balances, Profiles, and Matching.

- **View Selector**

  Options are: Chart View, List View, or Pivot View.

- **Expand**

  Displays the view in the entire dashboard area.

  This option is shown only when a dashboard contains more than one view.

- **Refresh**

  Refreshes the data displayed in the view.

Viewing and Opening Custom Dashboards

Viewing Existing Dashboards

From the Home page, click **Dashboards**, and then **Custom**.

The Dashboards page appears with the list of existing dashboards.

Opening a Dashboard

To open a dashboard:

1. Access the Dashboards page. This page displays the list of existing custom dashboards

2. (Optional) Use the **Search** box to search for a particular dashboard.

3. Click the name of the dashboard to open.

   The dashboard opens within a new dynamic tab next to the Reconciliation Dashboards tab.

You can perform the following actions on the dashboard:

- Click any area or total, in any view, to drill down into the individual records that comprise that area or total.

- Edit the dashboard settings using the icon.

- Refresh all the views in the dashboard using the icon (at the dashboard level).

- Use filters that were created at the dashboard level. See Applying Filters to Data Displayed Within Custom Dashboards.

On each view in the dashboard, you can:

- Refresh all the views in the dashboard using the ↻ icon (at the dashboard level).

- Expand or collapse views in dashboard views using the ⤢ icon.

- Use filters that were defined at the view level. See Applying Filters to Data Displayed Within Custom Dashboards.

Creating Custom Dashboards

Service Administrators and users who have been granted the Dashboards - Manage application role can create dashboards.

To create a dashboard:

1. From the Home page, click **Dashboards**, and then **Custom**.

    The Dashboards page appears, with the list of existing dashboards.

2. Click the **New** icon.

    The new dashboard is opened in a new tab. It contains the following:

    - A default name, in the format New Dashboard #.

    - One empty view (list view, pivot view, or chart view)

    - Two sets of icons (at the top-right) that correspond to the options for the dashboard and the view within the dashboard. See Custom Dashboards: Design Mode.

    - A filter for filtering data at the dashboard level. Click **Add a Filter** to add filters.

3. In the set of icons that correspond to the dashboard, click the **Settings** icon.

    The Edit Dashboard dialog appears.

4. In the **Properties** tab, specify the required dashboard properties.

    See Defining Custom Dashboard Properties.

5. Click the **Access** tab to give access to this dashboard for users, groups, or teams. Users who are granted access can run this dashboard and view its data.

    See Defining Access to Custom Dashboards.

6. Click **OK**.

    A separate area, with its corresponding icons, is shown for each area specified by the dashboard layout. For example, if you set **Layout** to **Grid**, the page shows four separate areas.

7. For each area within the dashboard, set the object type based on which you want to visualize the data. See Setting the Object Type Within Custom Dashboards.

8. For each area within the dashboard, click the select the **View Selector** icon and specify the type of view. See Specifying View Options for Custom Dashboards.

9. For each view, click **Settings** and specify the settings for that view.

    - See Creating Chart Views.

    - See Working With List Views.

    - See Working with Pivot Views.

> ✎ **Note:**
>
> Transactions are visible in a chart view only if you select **Match Type** under Object. See Setting the Object Type Within Custom Dashboards.

10. Click **Save** to save the dashboard settings.

Watch Custom Dashboards Video

Click this link to watch the video:

▶️

Defining Custom Dashboard Properties

Dashboard properties include name, description, borders, background, and layout.

To define a dashboard's properties:

1. Open the **Properties** tab of the Edit Dashboard dialog.

2. In **Name**, enter a unique name for the dashboard.

3. In **Description**, enter an optional description for the dashboard.

4. Select **Dashboard Card** to create an icon within the **DashboardsCustom** card for this custom dashboard.

5. Select **Borders** to display borders around each view in the dashboard.

6. Select **Global Filter Bar** to include a global filter bar in the dashboard. This filter bar is applicable to all the views within the dashboard.

7. Select **Show Filter Bars** to display the view-level filters when you run the dashboard.

8. In **Background**, select one of the following:

   • No Fill

   • Solid: Select the color that must be used as the background color. Optionally, select **Gradient**, and then select a color.

9. In **Layout**, specify the number of regions (one for each view) into which the dashboard is divided. The maximum number of regions is four.

   Select one of the following:

   • Single
     Displays a single view

   • Horizontal
     Displays two views, one below the other

     Use **Horizontal Split** to specify how the screen area is split between the two views.

   • Vertical
     Displays two views, one beside the other

     Use **Vertical Split** to specify how the screen area is split between the two views. For example, if you set **Vertical Split** to 30, the chart displayed at the top of the dashboard uses 30% of the dashboard space. The second chart uses the remaining 70% of the dashboard.

- Grid

    Displays four views in the dashboard

10. Click **OK** to save the dashboard settings.

Defining Access to Custom Dashboards

Service Administrators and users who have been granted the Manage Dashboards role can grant access to this dashboard for specific users, groups, or teams. Such users can run the dashboard and view its data.

To add access for running a dashboard:

1. Open the **Access** tab of the Edit Dashboard dialog.

    By default, there is one entry for the user who created the dashboard.

2. Click the **Add** icon.

    The **Select User** dialog is displayed.

3. Click the **Select User** icon, and select one of the following: **Users**, **Groups**, or **Teams**.

    The default selection is **Users**.

4. Enter the name or description and click **Search**.

    - You can click **Search** to display the entire list of available users, groups, or teams. For example, if you don't know the name of a group, select Group using the **Select User** icon and then click **Search**. The list of available groups is displayed.

    - When selecting users, click **Advanced** to display the **User ID** and **Email** fields. You can also use these attributes while searching for users.

5. Double-click the username, group name, or team name to provide access.

    The selected name appears on the **Access** tab. You can click this name to view the details.

6. Click **OK** to save the dashboard settings.

> **Note:**
>
> Service Administrators and users who have been granted the Manage Dashboards application role can view and edit all dashboards.

To remove access for running a dashboard:

1. Open the **Access** tab of the Edit Dashboard dialog for the dashboard whose access is being set.

    The users, groups, and teams who have been granted permissions to run the dashboard are listed under **Name**.

2. Click the name of the user, group, or team for whom permissions to run the dashboard must be revoked.

    To select multiple items, press and hold the **Ctrl** key and then select the required items.

3. Click **Delete** and then **OK**.

Setting the Object Type Within Custom Dashboards

After setting the properties and access for the dashboard, you can select the data type to report on or visualize for each view.

All the data, metadata, filters, and so on in the view will be based on this object type. Each view can have only one object type, but it may vary between views.

In Account Reconciliation, these object types are available:

- Reconciliations
- Transactions
- Alerts
- Detail Balances
- Profiles
- Match Types

To specify the object type:

1. Open an operational dashboard from the Operational Dashboard page.

2. Click the **Object** icon and select the required object.

3. Click **Save** to save the settings.

If you change the object type, all the settings in the region will be reset.

Specifying View Options for Custom Dashboards

Within a dashboard, after specifying the object type, you can select the view such as List View, Pivot View, or Chart View to display the data within the dashboard.

To specify the view option:

1. On the Dashboards page, open the dashboard for which you want to specify the view options.

2. Click the **View Selector** icon and choose any of the following:

    - List View
    - Pivot View
    - Chart View

3. Click the **Settings** icon corresponding to the **View Selector** icon and specify the view options.

    - For List Views, see Working With List Views .
    - For Pivot Views, see Working with Pivot Views.
    - For Chart Views, see Creating Chart Views.

    The data is displayed within the dashboard based on the specified view settings.

4. Click **Save**.

Editing Custom Dashboards

Service Administrators can edit a dashboard and modify its properties and access permissions.

To edit a dashboard:

1. From **Home**, click **Dashboards**, and then **Custom**.

2. Click the dashboard that you want to edit and then click the **Edit** icon or you can click the **Actions** icon and then click **Edit**.
   The Dashboard Designer appears.

   Additionally, if you're viewing the dashboard in run mode, you can click the **Edit** icon to switch to design mode.

3. Click **Settings** to display the Edit Dashboard dialog.

4. Modify the required properties using the **Properties** and **Access** tabs.
   See Defining Custom Dashboard Properties and Defining Access to Custom Dashboards.

5. Click **OK**.

Duplicating Custom Dashboards

To duplicate a dashboard:

1. From **Home**, click **Dashboards**, and then **Custom**.

2. Select the dashboard that you want to duplicate and then click the **Duplicate** icon. You can also click the **Actions** icon and then click **Duplicate**.
   The Copy of <Dashboard name> tab opens in the Dashboard Designer.

3. Specify the properties, access, and view options.

4. Click **Save** to save the dashboard.

Deleting Custom Dashboards

To delete a dashboard:

1. From **Home**, click **Dashboards**, and then **Custom**.

2. Click the dashboard that you want to delete and then click the **Delete** icon. You can also click the **Actions** icon and then click **Delete**.

   A message is displayed asking for confirmation.

3. Click **Yes**.

   The dashboard is deleted and no longer appears on the Dashboard page.

Exporting Custom Dashboards

You can export dashboard definitions to an XML file. Using the export functionality, you can copy a dashboard definition from one business process to another.

To export a dashboard:

1. From **Home**, click **Dashboards**, and then **Custom**.

   The Dashboards page is displayed.

2. Select one or more dashboards that you want to export and then click the **Export** icon. The Export Dashboards dialog is displayed.

3. Select one of the following:

    • **All Rows**: Export all existing operational dashboards

    • **Selected Rows**: Export the dashboards that you had selected in the previous step.

4. Click **Export**.

    The specified dashboards are exported as a JSON file, with the name *Dashboard.json*.

Importing Custom Dashboards

Service Administrators can import dashboards that were previously exported using the **Export** option

To import a dashboard:

1. From **Home**, click **Dashboards**, and then **Custom**.

    The Dashboards page is displayed.

2. Click **Import**.
    The Import Dashboards dialog is displayed.

3. In **File**, click **Browse** and specify the JSON file that contains the dashboard that you want to import..

4. Click **Import**.
    The **Status** field displays the status of the import.

5. If the import completed successfully, click **OK**.

The imported dashboard is displayed in the Dashboards page.

If the import file contains dashboards that have the same name as those in the Dashboards page, then these dashboards are updated.

Running Custom Dashboards

Users can run dashboards for which they have been granted access.

When a dashboard is run, the latest data is displayed in the various charts and pivot views in the dashboard.

To run a dashboard:

1. From **Home**, click **Dashboards**, then **Custom**.

    The Dashboards page is displayed.

2. Do one of the following:

    • Click the dashboard you want to run and then click the **Run** icon.

    • Click the **Actions** icon for the dashboard you want to run and select **Run**.

    • Open a dashboard and click the **Run** icon.

        The dashboard is displayed in runtime mode in a new tab with the latest data.

3. If required, filter the displayed data. See Applying Filters to Data Displayed Within Custom Dashboards.

Displaying Columns for Viewing Custom Dashboards

To display the columns to view the dashboards:

1. On the Dashboard page, click **View** and then **Columns**.

2. Click **Show All** to display all the columns or select specific columns.

To show or hide displayed columns:

1. Click **View** > **Columns** >**Manage Columns.**

2. Move the required columns between **Hidden Columns** and **Visible Columns** using the move icons to show or hide the displayed columns.

Reordering Columns for Viewing Custom Dashboards

You can reorder columns to display them in a different order.

To reorder columns:

1. On the Dashboard page, click **View** and then click **Reorder Columns**.

2. Select the column name that you want to reorder and use the following icons to move it to the required position:

   - ⊼ : Move selected items to top of the list

   - ⌄ : Move selected items up one in the list

   - ⌄ : Move selected items down one in the list

   - ⌄ : Move selected items to bottom of the list

3. Click **OK**.
   The columns are displayed based on the specified order.

Applying Filters to Data Displayed Within Custom Dashboards

You can use filters to restrict the data displayed in a dashboard and its views.

Use the **Show/Hide** toggle icon next to the **Search** box to display or hide the filter bar.

In the Filter bar, you can do the following to filter the displayed dashboards:

- Add additional filters

- Specify the condition for each filter

- Clear or Remove a filter

- Clear All Filters

To restrict data displayed in a dashboard:

1. Run the dashboard and display its data.

2. If a global filter was configured for this dashboard, use this to filter data displayed in all the views in the dashboard.

3. For any view, use the filter defined on a view to filter data displayed in that view.

The global filter is first applied to all the views in the dashboard. Then, for each view, the filter defined for that view is applied.

For more information about each of these features, see Working with Filters.

Example: Reconciliation Compliance Custom Dashboard

This example creates a Reconciliation Compliance dashboard that contains four views.

The views are as follows:

- Chart View: Open Reconciliations by Account Type with Balances
- Chart View: Burndown Chart to Analyze Reconciliation Performance
- List View: Open High-Risk Cash Reconciliations
- Pivot View: Detailed Reconciliation Status by Preparer

A screenshot of this dashboard is as shown.
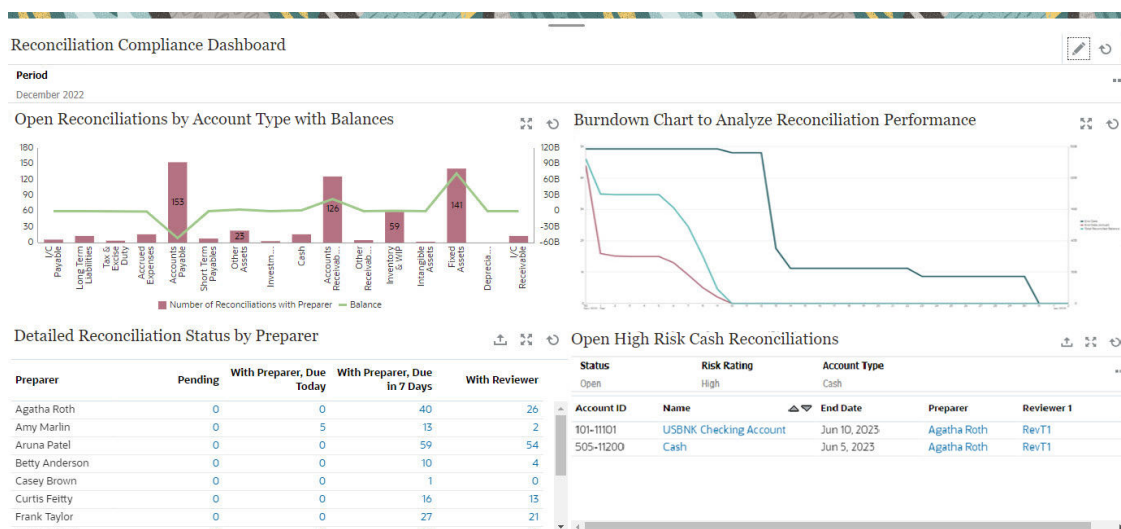
To create the Reconciliation Compliance dashboard:

1. From **Home**, select **Dashboards**, then **Custom**.

2. Click the **Add** icon to create a dashboard.

A new dashboard is created, with a default name, and is opened in a new tab.

3. Click **Settings** for the dashboard, to update the dashboard properties.

- Set the **Name** to Reconciliation Compliance Dashboard.
- Select **Global Filter Bar**.
- Select **Show Filter Bars**.
- Set the **Layout** to Grid.
  The dashboard area is divided into four equal quadrants, one for each view. A **Period** filter is added by default for each view. There are icons for **Settings**, **Object Type**, **View**, **Expand**, and **Refresh** for each view.

  The next step is to create the required views by editing their settings.

4. In the top-left quadrant, click **Settings** and create the first chart view. See Chart View: Open Reconciliations by Account Type with Balances.

5. In the top-right quadrant, click **Settings** and create second chart view. See Chart View: Burndown Chart to Analyze Reconciliation Performance.

6. In the bottom-right quadrant, click **Settings** and create the list view. See List View: Open High-Risk Cash Reconciliations.

7. In the bottom-left quadrant, click **Settings** and create the pivot view. See Pivot View: Detailed Reconciliation Status by Preparer.

8. Click **Save** to save the dashboard.

All fours views are displayed in the dashboard.

You can do the following:

• Click any area in a chart view, or any total in a list view or pivot view, to drill down and view the individual records that comprise the selected area or total.

• Apply the same condition to all views in the dashboards by using the Period global filter at the top-left of the dashboard.

• Click **Run** to view the dashboard and its data in Run mode.

• Click **Expand** for any view to display that view in the entire dashboard.

Chart View: Open Reconciliations by Account Type with Balances

This chart view uses a Dual-Y axis to plot both the number of open reconciliations and the total balance by account type. The number of reconciliation is plotted in the Y axis (on the left of the chart view) and the total balance is plotted in the secondary Y axis (on the right of the chart view). This chart only contains details of reconciliations that are currently assigned to a Preparer.
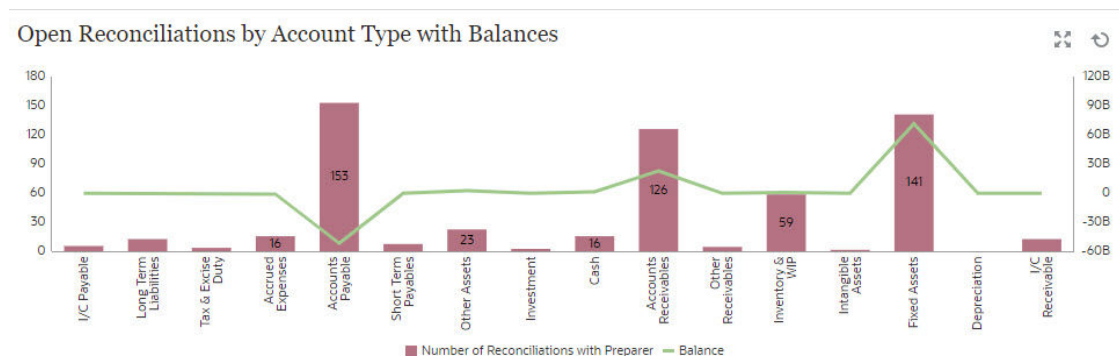
To create the chart view:

1. Within the dashboard, for the required view, click the **View Selector** and select **Chart View**.

2. Click **Settings**.

3. In the **Properties** tab:

   • Set the **Title** to Open Reconciliations by Account Type with Balances.

   • In **Type**, select **Combination**.

   • In **Bar Label Position**, select **Center**.

   • Select **Missing Values as Zero**.

- Select **Dual-Y Axis**.

4. In the **Layout** tab:

- In the **X Axis** section:

  In **Type**, select Attribute and in **Attribute 1**, select **Account Type**.

- In the **Legend (Series)** section, click the **Add** icon to create two rows with the following properties:

  – Row 1
    In **Value**, select Reconciliation. In **Aggregation**, select Count, In **Categories**, select Status. In **Filter**, click **Add** to create the following filter condition: Status (Detailed) = With Preparer.

  – Row 2
    In **Value**, select Source System Balance (Functional - Default Currency). In **Aggregation**, select Sum. In **Filter**, click Add to create the following condition: Status (Detailed) = With Preparer.

5. In the **Legend** tab:

- For the Source System Balance (Functional - Default Currency) Series, select **Dual-Y** and set **Type** to Line.

- For the remaining series, ensure that the **Type** is set to Bar.

- Customize the labels displayed in the chart:

  – For the Series Count: Status: Open (with Preparer), set the **Label** to Number of Reconciliations with Preparer.

  – For the Series Source System Balance (Functional - Default Currency), set the **Label** to Balance.

6. Click **OK** to save the chart settings.

Chart View: Burndown Chart to Analyze Reconciliation Performance

This example creates a burndown chart that analyzes reconciliation performance by tracking the end date, actual end date, and total reconciliation balances over time.

Burndown charts are a powerful tool in analyzing and then improving your reconciliation process. The chart shows if your reconciliations are being performed before schedule, on time, or late (after the scheduled date). You can analyze the performance of your reconciliations across multiple periods. Based on this analysis, you can make changes to your existing reconciliation process, if required. For example, if the chart indicates that your reconciliations are consistently being completed well before time, you can consider changing your reconciliation schedules to match the actual completion dates. You can do this by reducing the Duration set in your Profiles. However, if the chart indicates that are many late reconciliations, you can drill down into the late reconciliations and analyze the reasons they are late. You can leave the due dates as is, if you can make a process change to fix the problems causing late reconciliations. On the other hand, if there are legitimate reasons for not being able to complete the reconciliations before a certain date (for example, the Preparers cannot get all the required information on time), you can consider changing the due dates so that the reconciliations are not always late.

The chart created in this example is as follows:
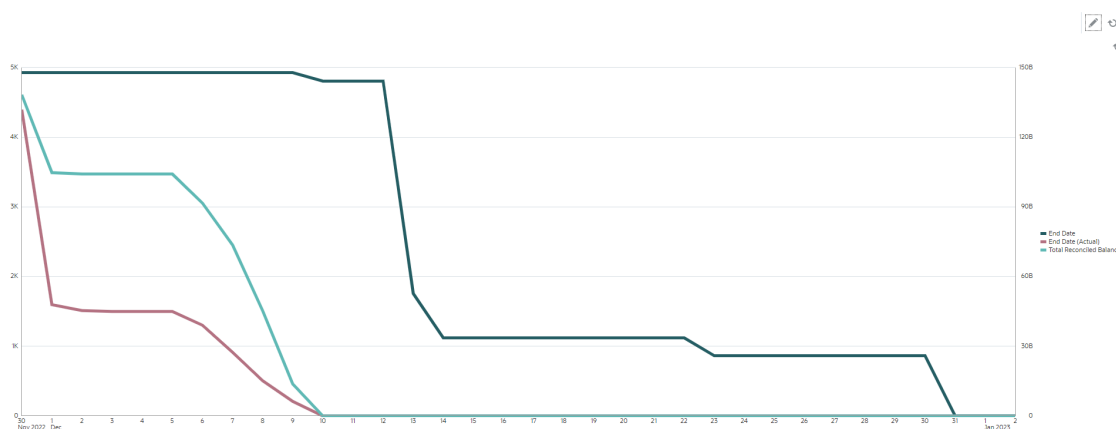
The Green line shows the count of reconciliations with respect to their due dates. The Red line shows the count of reconciliations with respect to their actual completion. The Cyan line shows the total balances to be reconciled with respect to their actual completion. Notice that as time progresses, and balances are reconciled, the Cyan line representing the total balances to be reconciled goes to zero. Similarly, the count of open reconciliations, represented by the Red line, also goes to zero. Notice the progress of the Red and Cyan lines to compare the count of reconciliations with the total balances to be reconciled. Similarly, tracking the Red and Green lines helps you compare the actual completion dates and the planned completion dates.

Some observations based on this chart:

- There is a considerable gap between the due date (represented by the Green line) and the actual end date (represented by the Red line). This indicates that the reconciliations are being worked on much earlier than the set due date. If this trend is observed consistently, across multiple periods, you can consider changing your process and bringing the end dates closer to the actual end dates.

- Although both the Cyan and Red lines track the progress of reconciliations, there is a considerable distance between these two lines until 5th Dec. This indicates that the lower value reconciliations were being completed during this time. After 5th Dec, the distance between these two lines keeps reducing, indicating that the higher value reconciliations are worked on during the period between 5th Dec and 10th Dec.

  The recommended best practice is to complete the high-value and high-risk reconciliations at the beginning of the reconciliation cycle.

Prerequisite: Creating an Attribute

If you don't already have an attribute that computes the absolute value of the Source System Balance (Functional), create an attribute named Source System Balance Functional Absolute. To create this attribute, from the **Home** page, click **Configuration**. In the Attributes tab, click **Add** to create an attribute. Specify the following for the new attribute:

- Properties tab: Enter Source System Balance Functional Absolute in **Name**, select Number in **Type**, select **Calculation**, and select Sum under **Total**.

- Format tab: Select 2 in **Decimal Places** and select **Thousands Separator**.

- Calculation tab: Select Scripted in **Calculation Type**, select **Display to User**, and enter ABS(TRANSLATE({Source System Balance (Functional)}, 'USD', 'REC')) in **Calculation Definition**.

To create the burndown chart:

1. In the required view within the dashboard, click the **View Selector** and select **Chart View**.

2. Click **Settings**.

3. In the **Properties** tab:

   • Set the **Title** to Burndown Chart to Analyze Reconciliation Performance.

   • In **Type**, select Line.

   • Select **Dual-Y Axis**.

4. In the **Layout** tab:

   • In **Type**, select Date.

   • In the **Legend (Series)**, add rows with the following properties:

     – Row 1
       In **Value**, select Reconciliation. In **Aggregation**, select Count. In **Group By**, select End Date. In **Date Aggregation**, select On or After.

     – Row 2
       In **Value**, select Reconciliation. In **Aggregation**, select Count. In **Group By**, select End Date (Actual). In **Date Aggregation**, select On or After.

     – Row 3
       In **Value**, select Source System Balance Functional Absolute. In **Aggregation**, select Sum. In **Group By**, select End Date (Actual). In **Date Aggregation**, select On or After.

5. (Optional) In the **Axis** tab:
   If you want to display data for a specific time period, click **X Axis**, and in **Minimum** and **Maximum**, select the required dates.

6. In the **Legend** tab:

   • For the Source System Balance Functional Absolute series, select **Dual-Y**.

   • Customize the labels displayed in the chart:

     – For the Series Count, set **Label** to End Date.

     – For the second Series Count, set **Label** to End Date (Actual).

     – For the Series Source System Balance Functional Absolute, set the **Label** to Total Reconciled Balance.

7. Click **OK** to save the chart settings.

List View: Open High-Risk Cash Reconciliations

This example creates a list view that tabulates the open, high-risk, cash transactions. You can create additional filters, if required. For example, you can add a filter for Component.

The list view is shown below:

To create the list view:

1. Within the dashboard, for the required view, click the **View Selector** and select **List View**.

2. Click **Settings**.

3. In the **Properties** tab:

   • Set **Title** to Open High Risk Cash Reconciliations

   • Select **Compact**.

4. In the **Columns** tab:

   • Click the **Edit** icon to select the columns that are displayed in the list view.

      Select **Account ID**, **Name**, **End Date**, **Preparer**, and **Reviewer1**.

   • Under **Sort**, select **End Date**. The default is ascending order.

5. Click **Add a Filter**, create a filter on the **Status** attribute, and set its value to **Open**.

6. Click **Add a Filter**, create a filter on the **Risk Rating** attribute, and set its value to **High**.

7. Click **Add a Filter**, create a filter on the **Account Type** attribute, and set its value to **Cash** (under Assets).

8. Delete the **Period** filter that is added by default by clicking the ellipses on the **Period** filter and selecting **Delete**.

9. Click **OK** to save the list view settings.

Pivot View: Detailed Reconciliation Status by Preparer

This example displays a pivot view that shows the detailed status of reconciliations by Preparer.

The pivot view is shown below.

Detailed Reconciliation Status by Preparer

Preparer	Pending	With Preparer, Due Today	With Preparer, Due in 7 Days	With Reviewer
Agatha Roth	0	0	40	26
Amy Marlin	0	5	13	2
Aruna Patel	0	0	59	54
Betty Anderson	0	0	10	4
Casey Brown	0	0	1	0
Curtis Feitty	0	0	16	13
Frank Taylor	0	0	27	21
Jason Chung	0	0	22	17
Kerry Lane	0	0	45	26
Maria Jones	0	0	2	2
Resse Diaz	0	0	5	9
Richard MacIntyre	0	0	17	9
Robert Jackman	0	0	17	10

To create this pivot view:

1. Within the dashboard, for the required view, click the View Selector and select **Pivot View**.

2. Click **Settings**.

3. In the **Properties** tab:

   • Set the **Title** to Detailed Reconciliation Status by Preparer.

   • In **Header Color**, select **Blue**.

   • Select **Compact**.

   • Select **Missing Values as Zero**.

4. In the **Layout** tab:

   • In the **X Axis** section:

     – In **Type**, select Attribute. In **Attribute 1**, select Preparer.

     – In **Sort**, select Ascending.

   • In the **Legend (Series)**, use the Add icon to create four rows with the following properties:

     – Row 1
       In **Value**, select Reconciliation. In **Aggregation**, select Count. In Filter, click **Add** and create the following filter condition: Status (Detailed) = Pending.

     – Row 2
       In **Value**, select Reconciliation. In **Aggregation**, select Count. In Filter, click **Add** and create the following filter condition: Status (Detailed) = With Preparer and Due = Today.

     – Row 3
       In **Value**, select Reconciliation. In **Aggregation**, select Count. In Filter, click **Add** and create the following filter condition: Status (Detailed) = With Preparer and Due = Seven Days.

     – Row 4
       In **Value**, select Reconciliation. In **Aggregation**, select Count. In Filter, click **Add** and create the following filter condition: Status (Detailed) = With Reviewer.

5. In the **Columns** tab, customize the labels displayed in the chart:

   • For the first Count, set **Label** to Pending.

   • For the second Count, set **Label** to With Preparer, Due Today.

   • For the third Count, set **Label** to With Preparer, Due in 7 Days.

   • For the fourth Count, set **Label** to With Reviewer.

6. Click **OK** to save the chart settings.

Example: Transaction Matching Dashboard

This example contains two Transaction Matching charts - a Column chart and a Pie chart.

• Chart View: Match Types With High Unmatched Transactions

• Chart View: Unmatched Transactions by Organizational Unit

The dashboard looks as shown below.
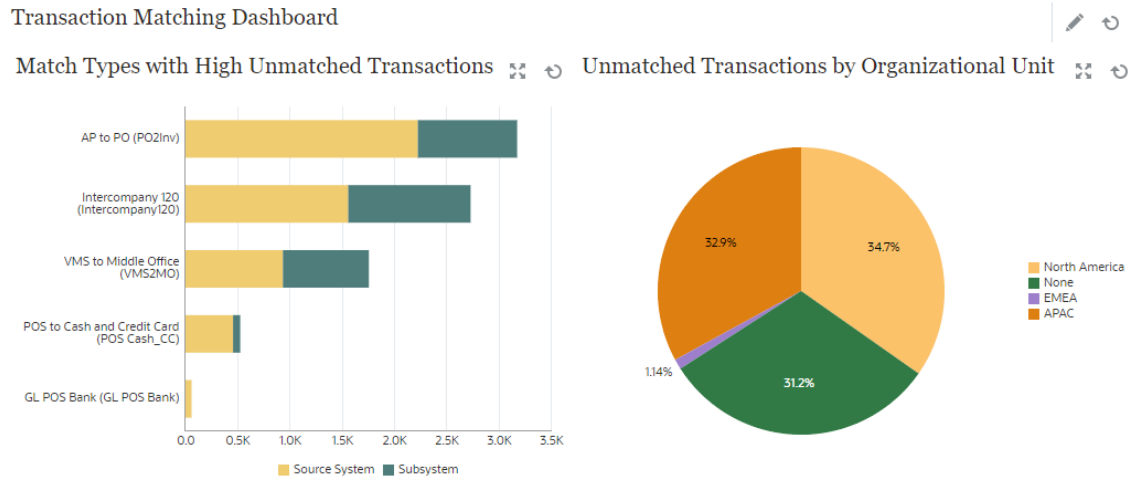
To create the dashboard in this example:

1. From **Home**, select **Dashboards**, then **Custom**.
   The existing custom dashboards are displayed.

2. Click the **Add** icon to create a new dashboard.
   A new dashboard is created with a default name and is opened in a new tab.

3. Click **Settings** for the dashboard, to update the dashboard properties.

   - Set the **Name** to Transaction Matching Dashboard

   - Set the **Layout** to Vertical.

   - Select **Vertical Split**.

4. Click **Settings** for the view on the left and create a chart view. See Chart View: Match Types With High Unmatched Transactions.

5. Click **Settings** for the view on the right and create a chart view. See Chart View: Unmatched Transactions by Organizational Unit.

6. Click **Save**.
   The created views are all displayed in the dashboard.

You can do the following:

- Click any area in a chart view, or any total in a list or pivot view, to drill down and view the individual records that comprise the selected area or total.

- Add a new filter to the view by using **Add a Filter** for that chart view.

- Click **Run** to view the dashboard and its data in Run mode.

- Click **Expand** for any view to display that view in the entire dashboard.

Chart View: Match Types With High Unmatched Transactions

This chart view displays match types with a high number of unmatched transactions. Match types with more than 1000 unmatched transactions are included in this chart view. You can customize the limit based on your scenario.

The generated chart appears as follows:
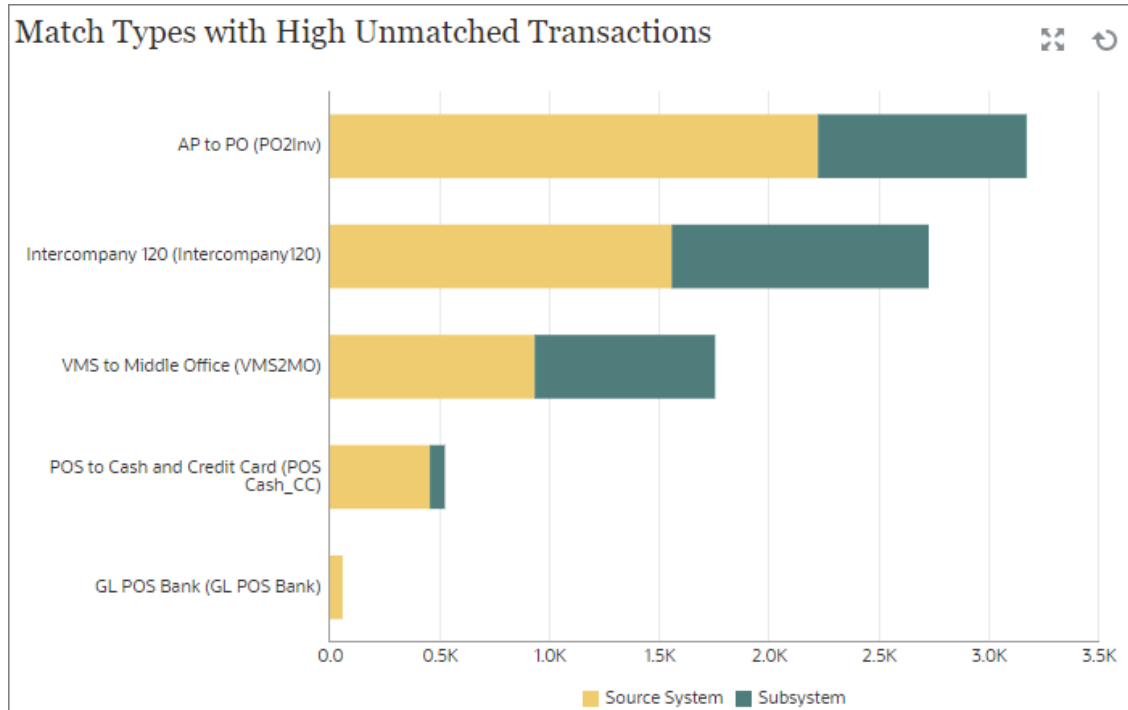
To create this chart view:

1. Within the dashboard, for the required view, click the **View Selector** and select **Chart View**.

2. Click **Object** and select Profiles.

3. Click **Settings**.

4. In the **Properties** tab:

    • Set the **Title** to Match Types with High Unmatched Transactions.

    • In **Type**, select Column.

    • In **Orientation**, select Horizontal.

5. In the Layout tab:

    • In the **X Axis** section:

        – In **Type**, select Attribute. In **Attribute 1**, select Match Type.

        – In **Sort**, select Source System and then Descending.

    • In the **Legend (Series)** section, add two rows with the following properties:

        – Row 1
          In **Value**, select Unmatched Transactions Source System (Count). In **Aggregation**, select Sum. In Filter, click **Add** and create the following filter condition: Unmatched Transactions Source System (Count) > 1000.

        – Row 2
          In **Value**, select Unmatched Transactions Subsystem (Count). In **Aggregation**, select Sum. In Filter, click **Add** and create the following filter condition: Unmatched Transactions Subsystem (Count) > 1000.

6. In the **Legend** tab, customize the labels displayed in the chart:

    • In **Palette**, select Custom.

- For the series Unmatched Transactions Source System (Count), set **Label** to Source System and select orange under **Color**.
- For the series Unmatched Transactions Subsystem (Count), set **Label** to Subsystem and select Green under **Color**.

7. Click **OK** to save the chart settings.

Chart View: Unmatched Transactions by Organizational Unit

This chart view displays a pie chart for the unmatched transactions for each organizational unit.

The generated chart appears as follows:
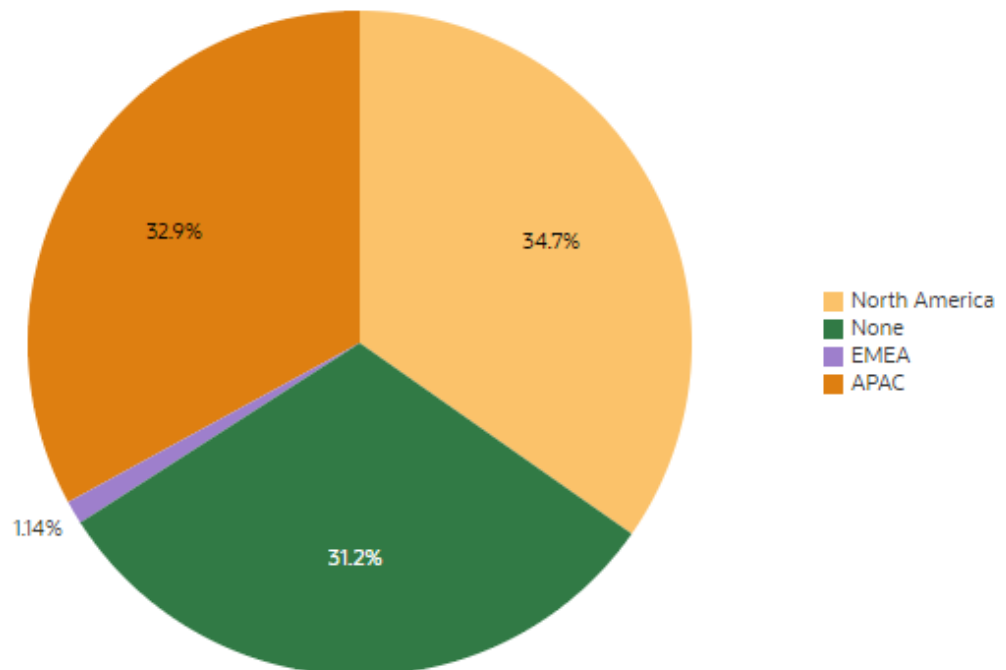
To create this chart view:

1. Within the dashboard, for the required view, click the View Selector and select **Chart View**.

2. Click **Object** and select Profiles.

3. Click **Settings**.

4. In the **Properties** tab:

   - Set the **Title** to Unmatched Transactions by Organizational Unit.

   - In **Type**, select Pie.

- Select **Display as a Percentage**.

5. In the **Layout** tab, in the **Legend (Series)** section, click Add to add two rows with the following properties:

   - In **Value**, select Unmatched Transactions Source System (Count). In **Aggregation**, select Sum. In **Categories**, select Organizational Unit.

   - In **Value**, select Unmatched Transactions Subsystem (Count). In **Aggregation**, select Sum. In **Categories**, select Organizational Unit.

6. In the **Legend** tab, in **Palette**, select Redwood.

7. Click **OK** to save the chart settings.

23

Using Reports

Account Reconciliation supports both predefined and custom reports.

Related Topics

- Working with Predefined Reports in Reconciliation Compliance

- Working with Predefined Reports in Transaction Matching

- Generating Custom Reports
  You can create custom reports in addition to using the predefined reports in Reconciliation Compliance or Transaction Matching.

- Using Report Binders in Reconciliation Compliance
  Report binders can fulfill audit requests. Binders can be created containing the subset of reconciliations being audited, without having to train auditors.

- Understanding Reports Security
  This chapter describes the security for standard reports and custom reports in Account Reconciliation.

Working with Predefined Reports in Reconciliation Compliance

Related Topics

- About Predefined Reports in Reconciliation Compliance
  Predefined reports are available to Service Administrators for most of your reporting needs and are a useful starting point for report creation.

- Reconciliation Compliance Report Output Descriptions

- Generating Predefined Reports in Reconciliation Compliance

About Predefined Reports in Reconciliation Compliance

Predefined reports are available to Service Administrators for most of your reporting needs and are a useful starting point for report creation.

Predefined reports are available whether you are using the sample application or create a new application. There are also a few additional reports provided within the sample application. You can review the query used to create the report and see the parameters.

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

Table 23-1   Reconciliation Manager - Report Required Parameters

Report	Description	Required Parameters
Balance by Account Type	Displays key reconciliation metrics grouped by account type.	• **Period**—Determines which period's data is used. • **Currency bucket**—Determines which currency bucket data should be selected from for each of the currency amounts. • **Rate Type**—Determines which rate type to use in the currency translation calculation. • **Currency**—Determines which currency values should be translated to. • **Optional: Risk Rating**—Allows users to filter by risk rating.
Balance by Organizational Unit	Displays key reconciliation metrics grouped by organizational unit.	• **Period**—Determines which period's data is used. • **Currency bucket**—Determines which currency bucket data should be selected from for each currency amount. • **Rate Type**—Determines which rate type to use in the currency translation calculation. • **Currency**—Determines which currency values should be translated to. • **Optional: Risk Rating**—Filter by risk rating.
Reconciliation Compliance Analysis	Displays key compliance metrics by user.	• **Period**—Data is displayed only for the selected period. • **Optional: Minimum % Late**—Enable the users to provide a threshold that filters the records to be displayed. For example, if the user enters 10, only users with 10% or more of their reconciliations completed late are displayed in the report.
Invalid Profiles	Displays invalid profiles and the reasons the profile is invalid.	N/A
Late Reconciliations	Displays reconciliations that are currently late for either the preparer role or for any reviewer level role.	**Period**—Data is displayed only for the selected period.
Missing Reconciliations	Displays profiles that should exist in the period but do not exist (either because they were not copied to the period, or because they were copied and deleted). "Should Exist" is determined based on the frequency of the profile matching the frequency of the period. Report excludes inactive profiles.	**Period**—Data is displayed only for the selected period.

Table 23-1   (Cont.) Reconciliation Manager - Report Required Parameters

Report	Description	Required Parameters
Open Reconciliations Aging Analysis	Analyzes the lateness of reconciliations that are still open (status not equal to closed). Only reconciliations that are not closed are included in the report, and lateness is analyzed using the reconciliation End Date (the due date associated with the last workflow role). Any reconciliation that is open, and the End Date is before the report run date, is included. The report is comprised of the following sections: • **All Periods**: Displays the metrics associated with all periods that have qualifying reconciliations. • **By Period**: For each period with qualifying reconciliations, displays a separate section displaying the metrics for that period.	• **Currency bucket**—Determines which currency bucket data should be selected from. • **Rate Type**—Determines which rate type to use in the currency translation calculation. • **Currency**—Determines which currency code the values should be translated to. • **Aging Profile**—Enables you to determine which aging profile to use when plotting the transactions in the chart. • **Optional: Account Type**—Select which Account Types to display.
Reconciliation Performance Analysis by Organizational Unit	Displays key compliance metrics by Organizational unit. A reconciliation is counted once for each workflow role assigned to the reconciliation, and the most recent workflow action "wins". For example, if a reconciliation is prepared twice (because it was rejected after the first certification), then the second certification is included in the metrics.	**Period**—Data is displayed only for the selected period.
Profile Audit Trial	Displays the changes made to profiles during a user selected date range.	• **From Date**—Present a calendar picker that enables the user to select the starting date. • **To Date**—Present a calendar picker that enables the user to select the ending date. • **Optional: Account ID**—Enables the user to select changes made to an account. • **Optional: Changed By**—Enables the user to select records changed by the selected user. • **Optional: Field Changed**—Enables the user to select changes made to a field.

Table 23-1   (Cont.) Reconciliation Manager - Report Required Parameters

Report	Description	Required Parameters
Reconciliation Audit Trail	Displays the changes made to reconciliations during a user selected date range.	• **From Date**—Presents a calendar picker that enables the user to select the starting date. • **To Date**—Presents a calendar picker that enables the user to select the ending date. • **Optional: Account ID**—Enables the user to select changes made to a specific account. • **Optional: Changed By**—Enables the user to select records changed by the selected user. • **Optional: Field Changed**—Enables the user to select changes made to a specific field.
Reconciliation Result	Presents an analysis of the magnitude of the Source System Balance in three categories: • Fully Reconciled—Reconciliation status is Closed, and there are no Adjustments to Source System • Reconciled with Open Items—Reconciliation status is Closed, but Adjustments to Source System is not zero • Unreconciled—Reconciliation status is not equal to Closed	• **Period**—Determines which period's data is used. • **Currency bucket**—Determines which currency bucket data should be selected from for each of the currency amounts. • **Rate Type**—Determines which rate type to use in the currency translation calculation. • **Currency**—Determines which currency values should be translated to. • **Optional: Segment 1 & Segment 2**—Filter by Account Segment 1 or Account Segment 2. If you need additional segments for filtering, create a custom report. • **Optional: Risk Rating**—Filter by Risk Rating.
Reconciliation Trend Analysis	Displays a line chart reflecting the value of a selected reconciliation balance attribute over a range of twelve periods.	• **Period**—Determines which period's data is used. • **Account ID** • **Attribute**—Select one attribute: Adjustments to Source System, Adjustments to Subsystem, Late Reconciliations, Late Preparations, Late Reviews, Source System Balance, Subsystem Balance, Unexplained Difference. • **Currency Bucket**—Determines which currency bucket data should be selected from. • **Rate Type**—Determines which rate type to use in the currency translation calculation. • **Currency**—Determines which currency code the values should be translated to.

Table 23-1   (Cont.) Reconciliation Manager - Report Required Parameters

Report	Description	Required Parameters
Rejected Reconciliation	Displays the list of reconciliations that were rejected by any reviewer level role.	**Period**—Determines which period's data is used.
Transaction Aging Analysis	Displays a pie chart reflecting the count and value of selected reconciliation transactions, grouped by aging bucket.	• **Period**—Determines which period's data is used. • **Aging Profile**—Enables you to determine which aging profile to use when plotting the transactions in the chart. • **Transaction Type**—Select which transaction type to report (Adjustments to Source System, Adjustments to Subsystem, Balance Explanations, or Variance Analysis). • **Currency bucket**—Determines which currency bucket data should be selected from. • **Rate Type**—Determines which rate type to use in the currency translation calculation. • **Currency**—Determines which currency code the values should be translated to.
Users with Late Reconciliations	Displays the count of reconciliations that are late for either the preparer role or for any reviewer level role, grouped by user name.	**Period**—Determines which period's data is used.
Currency Rates	Displays the currency rates defined in Account Reconciliation.	• **Period**— Determines the period for which currency rates are displayed. If no period is selected, the generated report will be empty. • **Optional: Rate Type**— Determines the rate type for which currency rates are displayed. If no rate type is selected, the report contains data for all rate types.
Reconciliation Comments	Displays all comments for reconciliations. There is one row for each comment in a reconciliation.	• **Period**— Determines the period for which reconciliation comments are displayed. • **Optional: Account ID**— Determines the account ID for which reconciliation comments are displayed. If no account ID is selected, the report contains data for all account IDs.

Additional Predefined Reports Provided in Sample Application

In the Sample Application, there are three categories (or report groups) containing predefined reports:

- Compliance Reporting

- Reconciliation Manager (these are the same predefined reports as outlined above)

- Variance Analysis

Table 23-2   Compliance Reporting Report Group - Required Parameters

Report	Required Parameters
Large Unexplained Difference	**Period**—Determines which period's data is used.
Aging Violations	**Period**—Determines which period's data is used.
IC Unbalanced	**Period**—Determines which period's data is used.
Warnings	**Period**—Determines which period's data is used.

Table 23-3   Variance Analysis Report Group - Required Parameters

Report	Required Parameters
Variance Analysis Detailed	**Period**—Determines which period's data is used.
Variance Analysis Summary	**Period**—Determines which period's data is used.

Reconciliation Compliance Report Output Descriptions

This section describes the output columns for Reconciliation Compliance reports.

Reconciliation Compliance Analysis Report

Period: January 2014

Name	Total Assigned	On Time	% On Time	Late	Preparation	Review	% Late	Reconciling Items	# Rejections
Sally Smith	100	75	75%	25	10	5	25%	3	2

Output Columns	Descriptions
Name	The name of the user
Total Assigned	The total number of reconciliations assigned to this user for action
On Time	The total count of reconciliations assigned to the user, where the user completed their assigned workflow certification on or before the due date, or where the certification is not yet complete and not past due.
% on Time	The percent completed on time calculated by dividing On Time by Total Assigned
Late	The total count of reconciliations assigned to the user, where the workflow role was completed after the due date, including reconciliations where the role is not yet complete and the due date has passed.

Output Columns	Descriptions
Preparation	The number of reconciliations assigned to user for workflow preparation role.
Review	The number of reconciliations assigned to user for workflow review role.
% Late	The percent of reconciliations where workflow role completed work Late.
Reconciling Items	The count of reconciliations that contain at least one Reconciling Item transaction where the user is assigned the preparer role that is yet to be completed, or where the user completed the preparer role and the role is not open for re-completion.
# Rejections	If the user was assigned a preparer role on a reconciliation, display the count of rejections attributable to the user. Note that a reconciliation may be counted more than one time. For example, if Sally's reconciliation 100-1500 was rejected twice and this is the only reconciliation she had rejected, then the # Rejections column should display 2.

Reconciliation Performance Analysis by Organizational Unit Report

Performance Analysis by Organizational Unit

Period: January 2014

Organizational Unit	Total Reconciliations	On Time	% On Time	Late	Preparation	Review	% Late	Reconciling Items	# Rejections
Europe	100	75	75%	25	10	5	25%	3	2

Output Columns	Descriptions
Organizational Unit	The name of the organizational unit
Total Reconciliations	The total number of reconciliations assigned to this organizational unit for action
On Time	The total count of reconciliations assigned to the organizational unit where the user completed their assigned workflow certification on or before the due date, or where the certification is not yet complete and not past due.
% on Time	The percent completed on time calculated by dividing On Time by Total Assigned
Late	The total count of reconciliations assigned to the user, where the workflow role was completed after the due date, including reconciliations where the role is not yet complete and the due date has passed.
Preparation	The number of reconciliations assigned to user for workflow preparation role.
Review	The number of reconciliations assigned to user for workflow review role.
% Late	The percent of reconciliations where workflow role completed work Late.

Output Columns	Descriptions
Reconciling Items	The count of reconciliations that contain at least one Reconciling Item transaction where the user is assigned the preparer role that is yet to be completed, or where the user completed the preparer role and the role is not open for re-completion.
# Rejections	If the user was assigned a preparer role on a reconciliation, display the count of rejections attributable to the user. Note that a reconciliation may be counted more than one time. For example, if Sally's reconciliation 100-1500 was rejected twice and this is the only reconciliation she had rejected, then the # Rejections column should display 2.

Balance by Account Type Report

Balance by Account Typ

June 2017 | USD

Account Type	Current Period Bal	Prior Period Bal	Change from Prior Period	% Change from Prior Period	Unreconciled Bal	Unexplained Bal	Reconciling Items
Accounts Payable	807,776.17	0.00	807,776.17	100.00%	807,776.17	807,776.17	0.00

Output Columns	Descriptions
Account Type	A system attribute that is defined in System Settings representing the type of account
Current Period Balance	The Source System balance in the current period from the currency bucket selected as the input parameter value. The balance is translated using the currency and the currency and rate type parameters provided by the user.
Prior Period Balance	The balance in the prior period from the currency bucket selected as input parameter value. The balance is translated using the currency and the currency and rate type parameters provided by the user.
Change from Prior Period	The period activity from the currency bucket selected as the input parameter value. The balance is translated using the currency and the currency and rate type parameters provided by the user.
% Change from Prior Period	Calculated as Period Activity divided by Prior Period Balance, formatted as a percentage.
Unreconciled Balance	The value of Current Period Balance, where the status of the reconciliation is not Closed. Note that this reflects the value of the Source System Balance where the reconciliation is not yet complete and thus isn't "reconciled".
Unexplained Balance	The Unexplained Difference from the currency bucket selected as the input parameter value. The Balance is translated using the currency and the currency and rate type parameters provided by the user.
Reconciling Items	The Adjustments to Source System from the currency bucket selected as the input parameter value. The balance is translated using the currency and the currency and rate type parameters provided by the user.

Balance by Organizational Unit Report

Balance by Organizational Unit

Period: January 2014
Reported In: USD

Organizational Unit	Current Period Balance	Prior Period Balance	Change from Prior Period	% Change from Prior Period	Unreconciled Balance	Unexplained Balance	Reconciling Items
Europe	150,000	100,000	50,000	33%	10,000	2,000	1,500

Output Columns	Descriptions
Organizational Unit	The organization unit values defined by the administrator during configuration.
Current Period Balance	The Source System balance in the current period from the currency bucket selected as the input parameter value. The balance is translated using the currency and the currency and rate type parameters provided by the user.
Prior Period Balance	The balance in the prior period from the currency bucket selected as input parameter value. The balance is translated using the currency and the currency and rate type parameters provided by the user.
Change from Prior Period	The period activity from the currency bucket selected as the input parameter value. The balance is translated using the currency and the currency and rate type parameters provided by the user.
% Change from Prior Period	Calculated as Period Activity divided by Prior Period Balance, formatted as a percentage.
Unreconciled Balance	The value of Current Period Balance, where the status of the reconciliation is not Closed. Note that this reflects the value of the Source System Balance where the reconciliation is not yet complete and thus isn't "reconciled".
Unexplained Balance	The Unexplained Difference from the currency bucket selected as the input parameter value. The Balance is translated using the currency and the currency and rate type parameters provided by the user.
Reconciling Items	The Adjustments to Source System from the currency bucket selected as the input parameter value. The balance is translated using the currency and the currency and rate type parameters provided by the user.

Invalid Profiles Report

Invalid Profiles

Account ID	Account Name	Reasons for Invalid Status
100-1500	Cash in Bank	Either Rate Type or Historical Rate must be specified.

Output Columns	Descriptions
Account ID	Unique identifier for account
Account Name	The reconciliation name
Reason for Invalid Status	Lists any reasons for the invalid status

Late Reconciliations Report

Late Reconciliations

Period: January 2014

Account ID	Account Name	Days Late (Preparation)	Preparer	Days Late (Review)	Late Reviewers
100-1500	Cash in Bank	10	Sally Smith	5	George Jones, Jack Kelley

Output Columns	Descriptions
Account ID	Unique identifier for account
Account Name	The reconciliation name
Days Late (Preparation)	If preparation is currently late, displays the number of days late in preparation. if not late, this is blank.
Preparer	Name of the active preparer for the reconciliation
Days Late (Review)	If review is currently late, displays the number of days late in review. if not late, this is blank.
Late Reviewers	Displays a comma separated list of each reviewer user name that is late. Displayed in order of reviewer level.

Missing Reconciliations Report

Missing Reconciliations

Period :	December 2018

Account ID	Account Name
101-12102	Accounts Receivable (Low Risk)
101-12103	Accounts Receivable (High Risk)
101-12104	Revenue Clearing
101-12120	Unapplied Receipts
101-12360	Contract Asset
101-15110	Land
101-15220	Buildings - Right of Use
101-15230	Computer Hardware - Right of Use
101-15250	Vehicles - Right of Use
101-15270	Office Equipment - Right of Use
101-22110	Accounts Payables (Third Party Ctr Acct)
101-22180	Interest Payable
101-24510	Contract Liability for Performance Obligations
101-24520	Contract Discount
101-25600	Current Tax Payable - Regional
101-29900	Suspense BS
420-13500	Prepaids
420-22270	Prepaid Expenses
501-11101	USBNK Checking Account
501-12101	Accounts Receivable
502-11101	USBNK Checking Account
502-12101	Accounts Receivable
503-11101	USBNK Checking Account
503-12101	Accounts Receivable
504-11101	USBNK Checking Account
504-12101	Accounts Receivable
505-11101	USBNK Checking Account
505-12101	Accounts Receivable
507-11101	USBNK Checking Account
507-12101	Accounts Receivable
509-11101	USBNK Checking Account
509-12101	Accounts Receivable
601-11101	USBNK Checking Account
601-12101	Accounts Receivable
603-11101	USBNK Checking Account
603-12101	Accounts Receivable
605-11101	USBNK Checking Account
605-12101	Accounts Receivable
607-11101	USBNK Checking Account
607-12101	Accounts Receivable

Output Columns	Descriptions
Account ID	Unique identifier for account
Account Name	The reconciliation name

Open Reconciliations Aging Analysis Report

Open Reconciliation Aging Analysis

Reported In :	USD

All Periods

Aging Bucket	Count	Balance
0-30 days	92	1,234.56
31-60 days	2	100.00
over 180 days	561	8,742.10
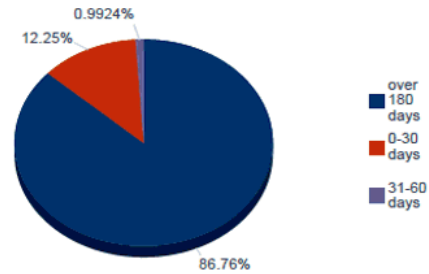
Output Columns	Descriptions
Aging Bucket (Days Late)	The buckets are defined for an Aging Profile, which is created by an administrator in the Configuration card.
Count	The number of reconciliation transactions in the aging bucket
Balance	Balance in the aging time period

Profile Audit Trail Report

Profile Audit Trail

| From Date: | Sep 2, 2018 12:00 AM |
| To Date: | Sep 18, 2019 12:00 AM |

Account ID	Account Name	Field Changed	Change Type	Old Value	New Value	Date & Time	By
420-22110	Payables	Maximum Age Adjustments	Set		60	Sep 18, 2019 8:58 AM	Casey Brown
420-22110	Payables	Currency Bucket: Reporting	Disabled			Sep 18, 2019 8:57 AM	Casey Brown
420-22110	Payables	Currency Bucket: Entered	Disabled			Sep 18, 2019 8:57 AM	Casey Brown
420-22110	Payables	Reviewer Duration	Changed	0	30	Sep 18, 2019 8:51 AM	Casey Brown
420-22110	Payables	Normal Balance	Changed	Debit	Credit	Sep 18, 2019 8:49 AM	Casey Brown
420-22110	Payables	Auto Reconciliation Method	Set		Balance is zero	Sep 18, 2019 8:49 AM	Casey Brown
420-22110	Payables	Format	Set		Accounts Payable	Sep 18, 2019 8:48 AM	Casey Brown
420-22110	Payables	Organizational Unit	Set		North America	Sep 18, 2019 8:48 AM	Casey Brown
420-22110	Payables	Account Type	Set		Accounts Payable	Sep 18, 2019 8:48 AM	Casey Brown
420-22110	Payables	Profile	Created			Sep 18, 2019 8:42 AM	Casey Brown
703-15170	Office Equipment	Reviewer 1	Changed	Anita Kennedy	Kerry Lane	Sep 17, 2019 7:47 PM	Denise Adams
703-14600	Intransit Inventory	Reviewer 1	Changed	Anita Kennedy	Kerry Lane	Sep 17, 2019 7:47 PM	Denise Adams
703-11200	Cash	Reviewer 1	Changed	Anita Kennedy	Kerry Lane	Sep 17, 2019 7:47 PM	Denise Adams
701-22200	Accounts Payable	Reviewer 1	Changed	Anita Kennedy	Kerry Lane	Sep 17, 2019 7:47 PM	Denise Adams
101-22200	Accounts Payable	Reviewer Frequency	Set		Monthly	Sep 16, 2019 2:54 PM	Denise Adams
101-22200	Accounts Payable	Reviewer 2	Set		RevT1	Sep 16, 2019 2:54 PM	Denise Adams
TM202-18800	Intercompany_内部取引照合	Description	Changed	Reconciliation of Entity 26 Payable to Entity 46 Receivables	買掛金（日清HD）と売掛金（味日本）を照合する	Mar 4, 2019 9:29 AM	Administrator
TM202-18800	Intercompany_内部取引照合	Name	Changed	Intercompany	Intercompany_内部取引照合	Mar 4, 2019 9:29 AM	Administrator
101-26100	Longer Term Debt	Attribute: Demo Code	Changed	setdemodates	setdemodatesnostatuschange	Feb 12, 2019 6:18 PM	Casey Brown
101-26100	Longer Term Debt	Preparer Frequency	Changed	Monthly	Quarterly	Feb 12, 2019 6:18 PM	Casey Brown
101-26100	Longer Term Debt	Preparer Frequency	Changed	Quarterly	Monthly	Feb 12, 2019 6:18 PM	Casey Brown
101-26100	Longer Term Debt	Description	Changed	Longer Term Debt	Longer Term Debt reconciliations with roll-forwards	Feb 12, 2019 6:18 PM	Casey Brown
101-26100	Longer Term Debt	Maximum Age Adjustments	Removed	30		Feb 12, 2019 6:17 PM	Casey Brown
101-26100	Longer Term Debt	Auto Reconciliation Method	Removed	Balance is zero and no activit		Feb 12, 2019 6:17 PM	Casey Brown
101-26100	Longer Term Debt	Format	Changed	Accounts Payable	LTD Rollforward	Feb 12, 2019 6:17 PM	Casey Brown

Output Columns	Descriptions
Account ID	Unique identifier for account
Account Name	The reconciliation name
Field Changed	The field that was changed (i.e. Preparer)
Changed Type	The type of change made (i.e. set, created, changed)
Old Value	The original value
New Value	The new value
Date & Time	Date and time of the change
By	Name of user who made the change

Reconciliation Audit Trail Report

Reconciliation Audit Trail

| From Date: | Nov 1, 2018 12:00 AM |
| To Date: | Sep 18, 2019 12:00 AM |

Account ID	Account Name	Period	Field Changed	Change Type	Old Value	New Value	Date & Time	By
909-13000	Other Receivables	January 2017	Reconciliation	Submitted			Sep 16, 2019 8:49 AM	ats user1
905-11101	USBNK Checking Account	January 2017	Reconciliation	Approved			Sep 16, 2019 8:38 AM	ats user10
704-13000	Other Receivables	January 2017	Reconciliation	Approved			Sep 16, 2019 8:23 AM	ats user10
605-11300	Short Term Investment	January 2017	Reconciliation	Submitted			Sep 16, 2019 8:23 AM	ats user1
609-11103	USBNK2 Checking Account	January 2017	Reconciliation	Approved			Sep 16, 2019 8:11 AM	ats user10
605-14600	Intransit Inventory	January 2017	Reconciliation	Approved			Sep 16, 2019 8:10 AM	ats user10
909-11200	Cash	January 2017	Reconciliation	Approved			Sep 16, 2019 8:02 AM	ats user10
801-11300	Short Term Investment	January 2017	Reconciliation	Approved			Sep 16, 2019 7:59 AM	ats user10
902-14600	Intransit Inventory	January 2017	Reconciliation	Submitted			Sep 16, 2019 7:46 AM	ats user1
303-2372	Intercompany Payables - Vision USA	January 2017	Reconciliation	Submitted			Sep 16, 2019 7:25 AM	ats user1
809-22100	Accounts Payable Trade	January 2017	Reconciliation	Approved			Sep 16, 2019 7:18 AM	ats user10
303-2440	Accrued Bonuses	January 2017	Reconciliation	Approved			Sep 16, 2019 7:07 AM	ats user10
607-11103	USBNK2 Checking Account	January 2017	Reconciliation	Approved			Sep 16, 2019 7:04 AM	ats user10
701-22100	Accounts Payable Trade	January 2017	Reconciliation	Approved			Sep 16, 2019 6:58 AM	ats user10
803-11300	Short Term Investment	January 2017	Reconciliation	Submitted			Sep 16, 2019 6:51 AM	ats user1
803-22200	Accounts Payable	January 2017	Reconciliation	Approved			Sep 16, 2019 6:36 AM	ats user10
707-11103	USBNK2 Checking Account	January 2017	Reconciliation	Approved			Sep 16, 2019 6:23 AM	ats user10
509-11102	USBNK Treasury Account	January 2017	Reconciliation	Submitted			Sep 16, 2019 5:48 AM	ats user1
905-11300	Short Term Investment	January 2017	Reconciliation	Submitted			Sep 16, 2019 5:34 AM	ats user1
501-14600	Intransit Inventory	January 2017	Reconciliation	Submitted			Sep 16, 2019 5:22 AM	ats user1
904-14100	Inventory Material Value	January 2017	Reconciliation	Submitted			Sep 16, 2019 5:18 AM	ats user1

ORACLE®

Output Columns	Descriptions
Account ID	Unique identifier for account
Account Name	The reconciliation name
Period	The period in which the change was made
Field Changed	The field that was changed (i.e. Reconciliation)
Changed Type	The type of change made (i.e. Submitted, Approved)
Old Value	The original value
New Value	The new value
Date & Time	Date and time of the change
By	Name of user who made the change

Reconciliation Result Report
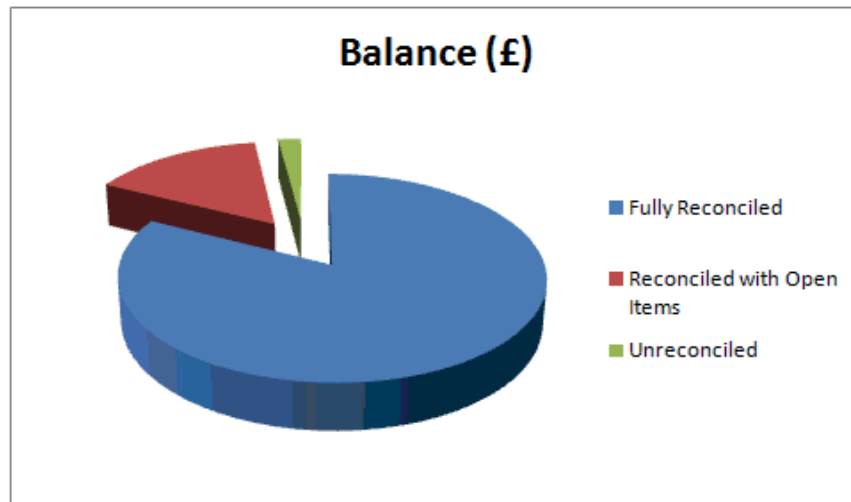
Reconciliation Result	Balance (£)	Balance %
Fully Reconciled	800,000	82.4742268
Reconciled with Open Items	150,000	15.46391753
Unreconciled	20,000	2.06185567

Output Columns	Descriptions
Reconciliation Result	Describes the status of the reconciliation: • Fully Reconciled = reconciliation status is closed without adjustments to source system • Reconciled with Open Items = reconciliation status is closed but had adjustments to source system • Unreconciled = still pending for action
Balance	The sum of the Source System Balance, translated into a currency selected by the user, using a rate type selected by the user.
Balance %	Calculated percentage of the total of the balance in each category.

Reconciliation Trend Analysis Report
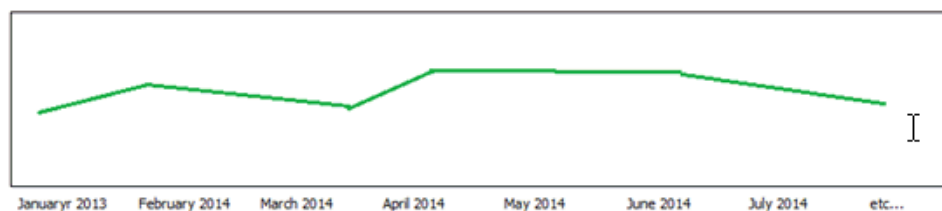
This report shows the trend over time for a given chosen attribute.

Output Columns	Descriptions
Account ID	Unique identifier for account
Account Name	The reconciliation name
Reported In	The reporting currency
Attribute	One of the following attributes: Source System Balance, Subsystem Balance, Adjustments to Source System, Adjustments to Subsystem, Unexplained Difference, Late Reconciliations, Late Preparations Late Reviews.

Rejected Reconciliation Report

Rejected Reconciliations

Period: **November 2018**

Account ID	Account Name	Preparer	Rejected By
502-22200	Accounts Payable	AP Preparers	
903-22200	Accounts Payable	AP Preparers	

Output Columns	Descriptions
Account ID	Unique identifier for account
Account Name	The reconciliation name
Preparer	The name of the active preparer
Rejected By	Display a comma separated list of User Names (First/Last Names) of each reviewer that rejected the reconciliation. The list is ordered by reviewer level.

Transaction Aging Analysis Report

Transaction Aging Analysis

Period :	September 2019
Reported In :	USD
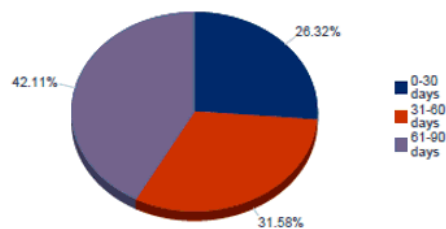
The output shows the percent of each bucket transaction amount subtotal compared to the total transaction amount.

Users with Late Reconciliations Report

Users with Late Reconciliations

Period: January 2014

Name	Preparation	Review	Total
Sally Smith	5	7	12

Output Columns	Descriptions
Name	Name of user with the workflow role that is late
Preparation	The count of reconciliations where the preparer certification is currently late
Review	The count of reconciliations where the reviewer certification is currently late
Total	The sum of preparer and reviewer certifications that are late

Currency Rates Report

Currency Rates

Period:	June 2022

From Currency	To Currency	Rate	Rate Type	Last Updated By	Last Updated Date
AUD	AUD	1	Accounting	Administrator	26-JUL-2022 05:45:55 UTC
AUD	BRL	28.14965568	Accounting	Administrator	26-JUL-2022 05:45:55 UTC
AUD	CAD	1.059237054	Accounting	Administrator	26-JUL-2022 05:45:55 UTC
AUD	CHF	1.396479099	Accounting	Administrator	26-JUL-2022 05:45:55 UTC
AUD	CNY	6.61363	Accounting	Administrator	26-JUL-2022 05:45:55 UTC
AUD	DKK	1.354327254	Accounting	Administrator	26-JUL-2022 05:45:55 UTC
AUD	EUR	0.285693136	Accounting	Administrator	26-JUL-2022 05:45:55 UTC

Output Columns	Descriptions
From Currency	The From currency for the currency rate
To Currency	The To currency for the currency rate
Rate	The currency rate value
Rate Type	The rate type for the currency rate
Last Updated By	The user who last updated the currency rate
Last Updated Date	The date on which the currency rate was last updated

Reconciliation Comments Report

Reconciliation Comments

Period:	June 2021

Account ID	Name	Risk Rating	Currency Bucket	Source System Balance	Currency	Comments	Commented By	Comment Creation Date	Status (Detailed)	End Date (Actual)
101-13500	Prepaid Expenses	High				I raised a team alert.	anil a kumar	01-Sep-2022 00:03:19 UTC	With Preparer	
101-13500	Prepaid Expenses	High				I believe Marketing has placed their annual PO for event supplies. I left a message with Larry, but I will be out of the office next week. Can someone of the team follow up? Thanks, Frank.	anil a kumar	01-Sep-2022 00:00:00 UTC	With Preparer	
101-22200	Accounts Payable	High				Please investigate the alert on the account. The Risk Rating has increased to High.	epm user	01-Sep-2022 00:00:00 UTC	With Preparer	

Output Columns	Descriptions
Account ID	The unique identifier for the account
Name	The reconciliation name
Risk Rating	The risk rating of the reconciliation
Currency Bucket	The currency bucket enabled for the reconciliation
Source System Balance	The source system balance for the reconciliation
Currency	The name of the currency used by the reconciliation
Comments	The reconciliation comment. If there are more than one comments for a reconciliation, the report contains one row for each comment in a reconciliation.
Commented By	The name of the use who added the comment
Comment Creation Date	The date and time when the comment was created
Status (Detailed)	The status of the reconciliation
End Date (Actual)	The date on which the reconciliation status changes to "Closed"

Generating Predefined Reports in Reconciliation Compliance

To generate reports:

1. From **Home**, select **Reports**.

2. Select the report you want to generate. You can use the quick **Search** option to find a report under a selected group.

3. For **Output Format**, select one of the following:

   - **XLSX** - not supported for graphs.

   - **HTML** - not supported for graphs and charts.

   - **PDF**

   - **CSV** - does not use template and is better at faster data retrieval.

> **Note:**
>
> For reports that contain more than 10,000 records, it is recommended to use the CSV format.

- **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

> **Note:**
>
> The **CSV (Formatted)** format takes additional time to generate the report to honor template formatting when compared to the **CSV** format. Therefore, you can select **CSV** to generate the data quickly or **CSV (Formatted)** to generate formatted template based data.

4. Click **Generate**.

5. For each parameter, select the value.

> **Note:**
>
> For more information on parameters, see Generate Report for Account Reconciliation in *REST API for Enterprise Performance Management Cloud*

6. Click **Generate**.

> **Note:**
>
> - You can use the **Back** button to preserve the parameter values that you have selected and regenerate the report.
> - You can use the **Reset** button to clear the parameter values that you have selected and regenerate the report.

7. Select **Open** or **Save File** to save the ZIP file.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to lesser records.

Working with Predefined Reports in Transaction Matching

Related Topics

- About Predefined Reports in Transaction Matching
  Predefined reports for Transaction Matching are available to Service Administrators for most of your reporting needs and are a useful starting point for report creation.

- Transaction Matching Report Output Descriptions

-

About Predefined Reports in Transaction Matching

Predefined reports for Transaction Matching are available to Service Administrators for most of your reporting needs and are a useful starting point for report creation.

These reports are available whether you are using the sample application or create a new application. You are able to review the query used to create the report and see the parameters. The advantage of using the reports using the sample application is that you can see how the report comes out with data in it and whether that report works for your needs.

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

Table 23-4   Report Descriptions and Required Parameters

Report	Description	Required Parameters
Reconciliation Configuration	Displays the list of reconciliations and the configuration assigned to each. Fields on this report include: reconciliation ID, name and match type name, preparer name, and description.	• **Name**—The name of the generated report zip file. • **Account ID-Optional:**the identifier associated with this reconciliation • **Match Type**—**Optional:**Choose a match type from the drop-down list of values. • **Optional: Preparer**—Optionally select a preparer.
Match Type Configuration	Displays the list of match types and the configuration assigned to each. Fields on this report include: match type ID, name, and description, calendar name, status, number of match processes, number of data sources, source systems and sub systems, format name, and count of rules. If multiple data sources are used as source systems and sub systems, all will be listed.	• **Name**—The name of the generated report zip file. • **Status**—Choose a status from the list of valid values (i.e. Approved or Pending).
Closed Adjustments	Displays the list of adjustments with a status of Closed. Fields displayed on report include transaction type, id and description, source, created date, accounting date, and amount.	• **Name**—The name of the generated report zip file. • **Account ID**—An identifier for a reconciliation. • **Match Type**—Choose a match type from the list of valid values.
Open Adjustments	Displays the list of adjustments with a status of Open. Fields displayed on report include transaction type, id, name, description, source, created date, accounting date, and amount.	• **Name**—The name of the generated report zip file. • **Account ID**—An identifier for a reconciliation. • **Match Type**—Choose a match type from the list of valid values.

Table 23-4   (Cont.) Report Descriptions and Required Parameters

Report	Description	Required Parameters
Reconciliation Status	Displays the status of reconciliations, in terms of count of unmatched transactions, count of supported transactions, and count of open adjustments. **Note:** The unmatched transactions, supported transactions, and open adjustments are from all sources irrespective of match process.	• **Name**—The name of the generated report zip file. • **Account ID**—An identifier for a reconciliation. • **Match Type**—Choose a match type from the list of valid values.
Supported Transactions	Displays the list of reconciliations that have supported transactions. Fields include: reconciliation ID, name, transaction type, transaction ID, name, and description, source, amount, and number of transactions.	• **Name**—The name of the generated report zip file. • **Account ID**—An identifier for a reconciliation. • **Match Type**—Choose a match type from the list of valid values.
Match Type Data Source Configuration	Displays the configuration settings for all data sources in a match type. Fields displayed on the report include match type name, match type status, data source ID, and details of the data source attributes.	• **Name**—The name of the generated report zip file. • **Match Type** - Choose a match type from the list of valid values.
Match Type Rule Configuration	Displays the configuration settings for all match rules in a match type. Fields displayed on the report include the name of the match type name, match type process, number of data sources, source system's data source, subsystem's data source, and details of the rules.	• **Name**—The name of the generated report zip file. • **Match Type** - Choose a match type from the list of valid values.

Transaction Matching Report Output Descriptions

This section describes the output columns for Transaction Matching reports.

Reconciliation Configuration Report

Reconciliation Configuration

Account ID	Name	Match Type ID	Match Type Name	Preparer	Description
203-11103	POS to Bank	Bank	Bank	PrepT1	A simple example of matching Point Of Sale transactions to Bank transactions (BAI).
101-12145	Cash Clearing 101	Clearing	Clearing Account	PrepT1	The Cash Clearing account is a reconciliation of bank payments and receipts to A/P and A/R sub-ledger transactions. This is a demo example of a Single Source Transaction Matching reconciliation.
203-25200	GL to Bank Filters and Groups Example	Data Source FLTR and GRP	Data Source Filter and Group Example	PrepT1	A simple GL to Bank example showing Data Source Filters and Groups in Match Process Rules
203-55500	GL POS and Bank	GL POS Bank	GL POS Bank	PrepT1	A demo example of a Multiple Match Processes showing cash flow transactions matching between the General Ledger, Point of Sales, and the Bank. Multiple Data Sources (4) and Multiple Match Processes (2).

Output Columns	Descriptions
Account ID	The identifier associated with the reconciliation.
Name	The name of the reconciliation.
Match Type ID	The identifier associated with the match type.
Match Type Name	The name of the match type.
Preparer	Name of the active preparer for the reconciliation.
Description	The reconciliation description.

Match Type Configuration Report

Match Type Configuration

Match Type ID	Bank		Status	Approved
Match Type Name	Bank			
# Data Sources	2			
Source Systems	Point of Sales			
Sub Systems	Bank File			
# Match Processes	1		# Rules	10
Description	POS matching to BAI Bank transactions			

Match Type ID	Clearing		Status	Approved
Match Type Name	Clearing Account			
# Data Sources	1			
Source Systems	Clear Account			
Sub Systems				
# Match Processes	1		# Rules	13
Description	Clearing Account			

Output Columns	Descriptions
Match Type ID	The identifier associated with the match type.
Match Type Name	The name of the match type.
# Data Sources	The count of data sources in the match type.
Status	The status of the match type.
Source Systems	The source system data sources.
Sub Systems	The subsystem data sources.
# Match Processes	The count of match processes in the match type.
# Rules	The count of rules created for the match type.
Description	The description of the match type.

Closed Adjustments Report

Closed Adjustments

Account ID	Name	Adjustment Type	Adjustment ID	Adjustment Name	Adjustment Description	Source	Last Update Date	Accounting Date	Amount	Reverse Status
103-55504	POS to Cash and Credit Card Nets	Key Error	8006		06/02/202082 KK	POS Source	2024-01-10T04:26:46	2017-01-06T00:00:00	9.00	Original Adjustment
103-55504	POS to Cash and Credit Card Nets.	Key Error	8016		06/03/202080 KK	POS Source	2024-01-10T09:28:43	2018-07-21T00:00:00	(11.00)	Original Adjustment
103-55504	POS to Cash and Credit Card Nets	Key Error	8254		06/03/202081 KK	POS Source	2024-01-25T10:54:16	2017-01-06T00:00:00	(10.00)	Reverse Adjustment

Output Columns	Descriptions
Account ID	The identifier associated with the reconciliation.
Name	The name of the reconciliation.

Output Columns	Descriptions
Adjustment Type	The adjustment type used when creating the adjustment.
Adjustment ID	The value used for ID attribute when creating the adjustment.
Adjustment Name	The value used for Name attribute when creating the adjustment.
Adjustment Description	The value used for Description attribute when creating the adjustment.
Source	The source to which the adjustment is posted.
Created Date	The date the adjustment was created.
Accounting Date	The accounting date of the adjustment.
Amount	The amount adjusted.
Reverse Status	Indicates whether this adjustment is a reverse adjustment.

Open Adjustments Report

Open Adjustments

Account ID	Name	Adjustment Type	Adjustment ID	Adjustment Name	Adjustment Description	Source	Last Update Date	Accounting Date	Amount	Reverse Status
103-55504	POS to Cash and Credit Card Nets	Key Error	8218		06/03/202080 KK	POS Source	2024-01-10T09:28:43	2018-07-21T00:00:00	11.00	Reverse Adjustment
103-55504	POS to Cash and Credit Card Nets	Key Error	8250		06/03/202041 KK	POS Source	2024-01-10T09:28:43	2018-07-01T00:00:00	(10.00)	Reverse Adjustment
103-55504	POS to Cash and Credit Card Nets	Key Error	8246		06/03/202069 KK	POS Source	2024-01-12T04:25:33	2017-01-06T00:00:00	(8.00)	Reverse Adjustment

Output Columns	Descriptions
Account ID	The identifier associated with the reconciliation.
Name	The name of the reconciliation.
Adjustment Type	The adjustment type used when creating the adjustment.
Adjustment ID	The value used for ID attribute when creating the adjustment.
Adjustment Name	The value used for Name attribute when creating the adjustment.
Adjustment Description	The value used for Description attribute when creating the adjustment.
Source	The source to which the adjustment is posted.
Created Date	The date the adjustment was created.
Accounting Date	The accounting date of the adjustment.
Amount	The amount adjusted.

Output Columns	Descriptions
Reverse Status	Indicates whether this adjustment is a reverse adjustment.

Reconciliation Status Report

Reconciliation Status

Account ID	Name	Match Type ID	Match Type Name	Unmatched Transactions	Supported Transactions	Open Adjustments
203-11103	POS to Bank	Bank	Bank			0
101-12145	Cash Clearing 101	Clearing	Clearing Account			0
203-25200	GL to Bank Filters and Groups Example	Data Source FLTR and GRP	Data Source Filter and Group Example	4	0	1
203-55500	GL POS and Bank	GL POS Bank	GL POS Bank			0
101-18800	Intercompany 101	Intercompany	Inter-company			0
203-18800	Intercompany 203	Intercompany	Inter-company	779	0	0
203-55501	POS to Cash and Credit Card Nets	POS Cash_CC	POS to Cash and Credit Card	1699	0	0

Output Columns	Descriptions
Account ID	The identifier associated with the reconciliation.
Name	The name of the reconciliation.
Match Type ID	The identifier associated with the match type.
Match Type Name	The name of the match type.
Unmatched Transactions	The count of unmatched transactions.
Supported Transactions	The count of supported transactions.
Open Adjustments	The count of open adjustments.

Supported Transactions Report

Supported Transactions

Account ID	Name	Transaction Type	Transaction ID	Transaction Name	Transaction Description	Source	Amount	# Transactions
5245-XXXX-1005492-XXXX	Cash-Citibank (China) - CNY - Current	Default Support			Test	Cash GL	(185,931.36)	1
5245-XXXX-1005492-XXXX	Cash-Citibank (China)- CNY-Current	Default Support			Test	Cash GL	(224,826.79)	4

Output Columns	Descriptions
Account ID	The identifier associated with the reconciliation.
Name	The name of the account.
Transaction Type	The support type used when supporting the transaction.
Transaction ID	The value used for the ID attribute when supporting the transaction.
Transaction Name	The value used for the Name attribute when supporting the transaction.

Output Columns	Descriptions
Transaction Description	The value used for the Description attribute when supporting the transaction.
Source	Data source of the transaction supported.
Amount	The net total of the amount in the support group.
# Transactions	The count of transactions in the support group.

Match Type Data Source Configuration Report

Match Type ID	Match Type Name	Match Type Description	Match Type Instructions	Match Type Status
Bank	POS to Bank	POS matching to BAI Bank transactions	Data Management is configured to	Approved
Bank	POS to Bank	POS matching to BAI Bank transactions	Data Management is configured to	Approved
Bank	POS to Bank	POS matching to BAI Bank transactions	Data Management is configured to	Approved
Bank	POS to Bank	POS matching to BAI Bank transactions	Data Management is configured to	Approved
Bank	POS to Bank	POS matching to BAI Bank transactions	Data Management is configured to	Approved
Bank	POS to Bank	POS matching to BAI Bank transactions	Data Management is configured to	Approved
Bank	POS to Bank	POS matching to BAI Bank transactions	Data Management is configured to	Approved

Because the report contains a large number of columns, the image above shows only some columns. It is recommended that you generate the report in Microsoft Excel format.

Output Columns	Descriptions
Match Type ID	The identifier associated with the match type.
Match Type Name	The name of the match type.
Match Type Description	The description of the match type.
Match Type Instructions	The instructions or explanation for users when using the match type.
Match Type Status	The status of the match type.
Data Source ID - Internal	The unique, system-generated, identifier of the data source.
Data Source ID	The identifier of the data source that is displayed in the Account Reconciliation User Interface.
Data Source Name	The name of the data source.
Use in Balance Report As	Valid values are Source System or Sub System.
Allow Transactions to be Deleted	Indicates if transactions can be deleted for this match type.
Allow Transactions To Be Split	Indicates if transactions can be split for this match type.
Data Source Attribute ID - Internal	The unique, system-generated, identifier of the data source attribute.
Data Source Attribute ID	The identifier of the data source attribute in the Account Reconciliation User Interface.
Data Source Attribute Name	The name of the data source attribute.
Data Source Attribute Type	The type of data source attribute.
Data Source Attribute Key	The key of the data source attribute.
Data Source Attribute Required	Indicates if the data source attribute is mandatory.
Data Source Attribute Calculation	Indicates if the data source attribute is a calculated attribute.
Data Source Attribute Accounting Date	Indicates if the attribute is the Accounting Date for the data source.

ORACLE

Output Columns	Descriptions
Data Source Attribute Balancing Attribute	Indicates if the attribute is the Balancing Attribute for the data source.
Data Source Attribute Allow Edit	Indicates if the data source attribute can be edited.
Data Source Attribute Default Value	The default value for the data source attribute.
Data Source Attribute List of Values	The list of values for an attribute of type List.

Match Type Rule Configuration Report

Match Type Name	Match Process ID	Match Process Name	Number Of Data Sources	Source System Data Source	Sub System Data Source	Set Adjustment Accounting Date	Rule Order Number	Rule ID
POS to Bank	1007	POS to Bank	2	Point of Sale	Bank	Match Date	0	1050
POS to Bank	1007	POS to Bank	2	Point of Sale	Bank	Match Date	1	1048
POS to Bank	1007	POS to Bank	2	Point of Sale	Bank	Match Date	1	1048
POS to Bank	1007	POS to Bank	2	Point of Sale	Bank	Match Date	1	1048
POS to Bank	1007	POS to Bank	2	Point of Sale	Bank	Match Date	2	1066
POS to Bank	1007	POS to Bank	2	Point of Sale	Bank	Match Date	2	1066

Because the report contains a large number of columns, the image above shows only some columns. It is recommended that you generate the report in Microsoft Excel format.

Output Columns	Descriptions
Match Type Name	The name of the match type.
Match Process ID - Internal	The unique, system-generated, identifier of the match process.
Match Process ID	The identifier of the match process.
Match Process Name	The name of the match process.
Number Of Data Sources	The count of data sources in the match type.
Source System Data Source	The data source that represents the source system.
Sub System Data Source	The data source that represents the subsystem.
Set Adjustment Accounting Date	The setting for Adjustment Accounting Date. Options are Match Type or Latest Accounting Date in the Match Group.
Rule Order Number	The number that represents the order in which the rule is run.
Rule ID - Internal	The unique, system-generated, identifier of the match rule.
Rule ID	The identifier of the match type rule.
Rule Name	The name of the match type rule.
Rule Description	The description of the match type rule.
Rule Type	The type of the match type rule.
Rule Match Status	The status of the match type rule. Options are Suggested or Confirmed.
Rule Active	Indicates if the match type rule is active or inactive.
Rule Filter Source	The name of the source system filter that is used to filter unmatched transactions required for the matching rule.
Rule Filter Sub	The name of the subsystem filter that is used to filter unmatched transactions required for the matching rule.

Output Columns	Descriptions
Rule Groups Source	The name of the source system group that is used to summarize transactions that will be used for the matching rule.
Rule Groups Sub	The name of the subsystem group that is used to summarize transactions that will be used for the matching rule.
Rule Condition Name	The name of the rule condition.

Generating Predefined Reports in Transaction Matching

To generate reports:

1. From **Home**, select **Reports**.

2. Select the report you want to generate. You can use the quick **Search** option to find a report under a selected group.

3. For **Output Format**, select one of the following:

   - **XLSX** - not supported for graphs.

   - **HTML** - not supported for graphs and charts.

   - **PDF**

   - **CSV** - does not use template and is better at faster data retrieval.

   > **Note:**
   >
   > For reports that contain more than 10,000 records, it is recommended to use the CSV format.

   - **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

   > **Note:**
   >
   > The **CSV (Formatted)** format takes additional time to generate the report to honor template formatting when compared to the **CSV** format. Therefore, you can select **CSV** to generate the data quickly or **CSV (Formatted)** to generate formatted template based data.

4. Click **Generate**.

5. For each parameter, select the value.

   > **Note:**
   >
   > For more information on parameters, see Generate Report for Account Reconciliation in *REST API for Enterprise Performance Management Cloud*

6. Click **Generate**.

> **Note:**
>
> - You can use the **Back** button to preserve the parameter values that you have selected and regenerate the report.
> - You can use the **Reset** button to clear the parameter values that you have selected and regenerate the report.

7. Select **Open** or **Save File** to save the ZIP file.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to lesser records.

Generating Custom Reports

You can create custom reports in addition to using the predefined reports in Reconciliation Compliance or Transaction Matching.

The Service Administrator can create custom reports by default. Other users who are assigned the Reconciliation Manage Reports role can also create custom reports. See Account Reconciliation Application Roles in *Administering Access Control for Oracle Enterprise Performance Management Cloud*.

Building custom reports in either Reconciliation Compliance or Transaction Matching involves the following steps:

- Create a query whose definition can then be exported as an XML file. For a Reconciliation Compliance or Transaction Matching query, see Creating a Query.

- Create a template (which must be in RTF format) by importing the XML file into Word. See Creating a Template

- Set up a report group to group individual reports. See Creating a Report Group

- Optionally, set up the report definition. See Creating a Report Definition

- Once a custom report has been built, the service administrator or other users given access can generate the report which uses both the query and the template you created. The report can be set with a default output of XLSX, HTML, PDF, CSV, or CSV (Formatted). See Generating the Report

> **Note:**
>
> PDF output will limit the number of columns it can display to the width of the paper size selected. If you have more columns that can fit on your selected paper size, we advise you to use another output format like html or xlsx.

Creating a Query

Creating a query is the first step in creating a custom report.

There are three ways to approach creating a query:

- Use a predefined report as a starting point and duplicate the query, give it a new name and use the SQL and modify it as needed

- Use **Generate Query** and select existing attributes to be queried and/or filtered against and using the information in the *Oracle Enterprise Performance Management Cloud Tables and Views for Account Reconciliation Guide*, select more columns to add and/or modify filter conditions. See Overview of Tables and Views

- Create the SQL query yourself, if you are already familiar with the table information. See Overview of Tables and Views

To create a query:

1. From **Home**, select **Application**, then **Report Configuration**.

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

3. In **New Query**, enter **Name** and **Description**.

4. In **Type**, select one of the following types:

    - **Parameter Query**

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

      See Adding a Parameter Query to Reports for an example on selecting a parameter query to a report.

    - **Report Query**

      Select the records to be included in the report. If the report you are designing will contain parameters, you can design the report to display no records or all records.

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

      Reconciliation Compliance: `$ARM_SECURITY_CLAUSE$`

      `WHERE $ARM_SECURITY_CLAUSE$ AND ReconciliationEO`

      When using `$ARM_SECURITY_CLAUSE$` in the query, the `ARM_RECONCILIATIONS` must be aliased to `ReconciliationEO`.

      > ✎ **Note:**
      >
      > Because many predefined queries included with Account Reconciliation have the Security Filter applied, you can use them as examples when building your own.
      >
      > See **Reconciliation Compliance Examples** below for query examples.

5. Click **Generate Query** to generate the report query. See Generating a Query for details.

    After you provide the required details and close the Generate Query dialog, the generated report query is displayed in **Query**.

> **Note:**
>
> If you need parameters in your report, add the parameters to the report query SQL. The parameter name can be any name, but it must be enclosed in tildes (~). See the examples in the sections below.

6. Perform one of the following actions:

- Click **Validate** to test the query for errors.

- Click **Validate and Explain Plan** to test the query for errors and generate the plan that will be used to run this query. The generated plan is stored in a `.txt` file that uses the same name as the query. You can view or download the generated plan.

  The generated plan contains the set of steps used to run the query. Use the plan to identify issues that may cause suboptimal query performance. Subsequently, you can tune the query to improve its performance.

> **Note:**
>
> By default, generation of execution plans is only available for OCI (Gen 2) environments. To enable it for Classic environments, contact Oracle using a service request.

7. You can either **Save** or **Save and Close** this query.

8. To generate a sample XML file from the Query to use as a template with BI Publisher, click **Generate Sample XML**.

> **Note:**
>
> You can easily delete a query, or duplicate a query using the Action menu.

Generating a Query

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

To generate the report query:

1. In Module, select **Reconciliation Manager** or **Transaction Matching**.

2. In Query, select the type of query.

    • If you selected **Reconciliation Manager** in Module, select one of the following options: **Reconciliations**, **Profiles**, **Transactions**, **Balance**, or **Detail Balances**.

    • If you selected **Transaction Matching** in Module, select a query from the ones listed in the drop-down list.

3. Select **Apply Security** to apply a security filter so that users see only the data that they are authorized to see based on their roles and the reconciliations to which they are assigned.

> **Note:**
>
> The **Apply Security** option is not displayed when you select Match Types under **Query**

4. Click **Next**.

5. Select the columns you want to include in your query and click **Next**.

> **Note:**
>
> Transaction Matching supports automatic generation of the query for transactions.

> **Note:**
>
> For Transaction Matching, the Account ID column is included in the generated query even if it is not selected from the list of Available columns. To exclude the Account ID column from the report, remove the Account ID column from the SELECT list of the generated query.

6. Select the filters you want and click **OK**.

Adding a Parameter Query to Reports

To add a parameter query to a report:

1. From **Home**, select **Application**, then **Report Configuration**.

2. Select **Queries**, then select a **Parameter Query Type**(for example, **CurrencyList**).

3. In the Edit Query dialog, review and/or edit the parameter query, then click **Save and Close**.

   You return to the Report Configuration screen.

4. Select **Reports**, then the desired report (for example, **Balance by Reconciliation**).

5. In the Edit Report dialog, select **Parameters**.

6. For the desired **Parameter Code**, select the **Parameter Type** as **Query** and **Attribute/Query** as **CurrencyList** from the drop-downs.

The **Parameter Value** drop-down presents the list of currencies.

✏️ **Note:**

The **Attribute/Query** drop down displays the list of parameter queries only if you select **Query** in the **Parameter Type** drop-down.

> **✎ Note:**
>
> The **Parameter Type** drop down allows you to pick a Module attribute (Reconciliation Manager or Transaction Matching) for each of those modules. If a module attribute is chosen for the Parameter Type, the Attribute/Query drop down will display a list of that module's attributes.

7. Click **Save and Close**.

Custom Query Examples

Reconciliation Compliance Examples

Example 1

These Reconciliation Compliance examples assume that you want to run a report that displays the list of periods that contain the "Monthly" frequency.

If the report you are designing will contain parameters, you can design the report to display no records or all records.

- **Parameter Query**: `select frequency_id, frequency_name from arm_frequencies`

- **Report Query, Option 1**: (Return no periods if the user does not provide a frequency value):

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

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

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

> **✎ Note:**
>
> The parameter name can be any name but must be enclosed in tildes (~).

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

Example 2

You can pass multiple values such as Login1, Login2, Login3 using a single TEXT parameter (`~INPUT_PARAMETER~`) to a report query that uses the Oracle Database `INSTR` function.

The following report query example returns rows from the `FCM_USERS` table after being passed a TEXT parameter of Login1,Login2,Login3.

```
SELECT first_name, last_name FROM fcm_users
      WHERE INSTR(','||'~INPUT_PARAMETER~'||',', ','||USER_LOGIN||',') > 0;
```

Transaction Matching Examples

These examples assume you want to see list of reconciliations for any given reconciliation type.

- **Parameter Query**

    ```
    SELECT TM_RECON_TYPE.TEXT_ID AS RECONCILIATION_TYPE_ID, (TM_RECON_TYPE.NAME ||
    ' (' || TM_RECON_TYPE.TEXT_ID || ')') AS RECONCILIATION_TYPE_NAME FROM
    TM_RECON_TYPE TM_RECON_TYPE
    ```

- **Report Query, Option 1**: Return no reconciliations if the user has not selected a reconciliation type.

    ```
    SELECT TM_RECON.TEXT_ID AS RECONCILIATION_ID,TM_RECON.NAME AS
    RECONCILIATION_NAME, TM_RECON_TYPE.TEXT_ID AS RECONCILIATION_TYPE_ID,
    TM_RECON_TYPE.NAME AS RECONCILIATION_TYPE_NAME, NVL ((SELECT
    P_FCM_USERS.USER_NAME FROM FCM_USERS_V P_FCM_USERS WHERE TM_RECON.PREPARER =
    P_FCM_USERS.USER_ID ), TM_RECON.PREPARER ) AS PREPARER, TM_RECON.DESCRIPTION
    DESCRIPTION FROM TM_RECON TM_RECON, TM_RECON_TYPE TM_RECON_TYPE WHERE
    TM_RECON.RECON_TYPE_ID = TM_RECON_TYPE.RECON_TYPE_ID AND
    (TM_RECON_TYPE.TEXT_ID = '~RECONCILIATION_TYPE_ID~')
    ```

- **Report Query, Option 2**: Return all reconciliations if the user has not selected any reconciliation type.

    ```
    SELECT TM_RECON.TEXT_ID AS RECONCILIATION_ID,TM_RECON.NAME AS
    RECONCILIATION_NAME, TM_RECON_TYPE.TEXT_ID AS RECONCILIATION_TYPE_ID,
    TM_RECON_TYPE.NAME AS RECONCILIATION_TYPE_NAME, NVL ((SELECT
    P_FCM_USERS.USER_NAME FROM FCM_USERS_V P_FCM_USERS WHERE TM_RECON.PREPARER =
    P_FCM_USERS.USER_ID ), TM_RECON.PREPARER ) AS PREPARER, TM_RECON.DESCRIPTION
    DESCRIPTION FROM TM_RECON TM_RECON, TM_RECON_TYPE TM_RECON_TYPE WHERE
    TM_RECON.RECON_TYPE_ID = TM_RECON_TYPE.RECON_TYPE_ID AND
    COALESCE('~RECONCILIATION_TYPE_ID~',TM_RECON_TYPE.TEXT_ID)
    ```

    > **Note:**
    >
    > The parameter name can be any name but must be enclosed in tildes (~).

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

- **Report Query, Option 3**: Return all reconciliations if the user has access).

    ```
    SELECT TM_RECON.TEXT_ID AS RECONCILIATION_ID, TM_RECON.NAME AS
    RECONCILIATION_NAME, TM_RECON_TYPE.TEXT_ID AS RECONCILIATION_TYPE_ID,
    TM_RECON_TYPE.NAME AS RECONCILIATION_TYPE_NAME, TM_RECON.DESCRIPTION
    DESCRIPTION FROM TM_RECON TM_RECON, TM_RECON_TYPE TM_RECON_TYPE,
    ARM_RECONCILIATIONS ProfileEO WHERE TM_RECON.RECON_TYPE_ID =
    TM_RECON_TYPE.RECON_TYPE_ID AND TM_RECON.TEXT_ID =
    ProfileEO.RECONCILIATION_ACCOUNT_ID AND $ARM_SECURITY_CLAUSE$ AND
    ProfileEO.PERIOD_ID = -2
    ```

Creating a Template

Creating report templates is the second step in generating custom reports. Report templates are created in Microsoft Word with Oracle BI Publisher Desktop for 32/64 bit Office on Windows installed. Template creation also requires that you already generated the Sample XML during query creation.

To create a report template:

1. Open Microsoft Word with a new document.

2. Select the **BI Publisher** tab, then the **Sample XML** folder above **Load Data**

3. Locate the `SampleQuery.xml` that was generated when you created the query and click **Open**.
   A message displays, "*Data Loaded Successfully*". Click **OK**.

4. Select **Insert**, and then **Table Wizard**.

5. Select **Table** and click **Next**.

6. Select the default data set and click **Next**.

7. Select the desired fields to show in the report and click **Next**.

8. Select the Group By, then select the fields to group by, and then click **Next**.

9. Select the Sort By, then select the fields to sort by, and then click **Finish**.

10. Save the template as an *.rft file; for example: `SampleQuery.rtf`.

For more information about creating RTF templates, see Creating RTF Templates.

Creating a Report Group

Creating report groups is the third step in generating custom reports. A report group allows you to group individual reports together.

Once a report group has been created, you can go back and modify it, if necessary. You can also delete a report group however, deleting the report group deletes all reports associated with that group. You can also duplicate a report group and it's name must be unique.

Note that even if a user has access to only one report group, it still shows on the Reports list.

To create report groups:

1. From **Home**, select **Application**, then **Report Configuration**.

2. Select **Report Groups**, then **Actions**, and then **New**.

3. Select **New Report Group**, then in **New Report Group**, enter:

   - **Name**

     Enter a group name for the group of reports.

   - **Description**

   - **Display to User**

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

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

4. On the **Reports** tab, reorder or edit reports that have been added to the report group.

5. Click **OK**.

Creating a Report Definition

Creating report definitions is an optional step when building custom reports. This allows other users to have access to the report.

To create report definitions:

1. From **Home**, select **Reports**.

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

3. In **New Report**, enter:

   • **Name**

   • **Description**

   • **Query**

   Select a query.

   • **Template**

   Click **Browse** and then **Browse** to a report template. You can upload any supported Oracle Business Intelligence Publisher template format. See Creating a Template

   • **Report Group**

   Select the Group Name for the report.

   • **Display to User**

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

   • Select an **Output Format** that BI Publisher supports from one of the following:

     – **XLSX** - not supported for graphs.

     – **HTML** - not supported for graphs and charts.

     – **PDF**

     – **CSV** - does not use template and is better at faster data retrieval.

     – **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

     > ✎ **Note:**
     >
     > * The **CSV (Formatted)** format takes additional time to generate the report to honor template formatting when compared to the **CSV** format. Therefore, you can select **CSV** to generate the data quickly or **CSV (Formatted)** to generate formatted template based data.
     >
     > * When there are a large number of records, the XLS, XLSX, HTML, PDF, and CSV(Formatted) will take longer than the CSV format.

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

   a. Select the **Access** tab.

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

   c.   .Select the **Application Module** and the **Role**.

Generating the Report

Generating reports is the final step in the process. Once a Service Administrator has built the custom report, any user granted access can generate the report.

A Service Administrator can also use REST API commands to generate a report. For detailed information, see Generate Report for Account Reconciliation in REST API for Oracle Enterprise Performance Management Cloud. For large reports, the `runAsync` parameter for report generation in REST API allows reports to run asynchronously (value of true).

> **Note:**
>
> See Settings for Reports in *Setting Up and Configuring Account Reconciliation*.

To generate reports:

1. From **Home**, select **Reports**.

2. Select the report group from the drop down. You can use the quick **Search** option to find a report under a selected group.

3. Select the reports you want to generate in the report group and then select the format:

   • **XLSX** - not supported for graphs.

   • **HTML** - not supported for graphs and charts.

   • **PDF**

   • **CSV** - does not use template and is better at faster data retrieval.

   > **Note:**
   >
   > For reports that contain more than 10,000 records, it is recommended to use the CSV format.

   • **CSV (Formatted)** - is best suited for a simple data table with formatted data and does not support images, graphics, or styling in the template.

   > **Note:**
   >
   > The **CSV (Formatted)** format takes additional time to generate the report to honor template formatting when compared to the **CSV** format. Therefore, you can select **CSV** to generate the data quickly or **CSV (Formatted)** to generate formatted template based data.

4. Click **Generate**.

5. Optional, if there are parameters to enter, select the value.

> **Note:**
>
> For more information on parameters, see Generate Report for Account Reconciliation in *REST API for Enterprise Performance Management Cloud*

6. Click **Generate**.
   You will see a completed successfully message.

> **Note:**
>
> - You can use the **Back** button to preserve the parameter values that you have selected and regenerate the report.
>
> - You can use the **Reset** button to clear the parameter values that you have selected and regenerate the report.

7. Select **Open** or **Save File** to save the ZIP file.

The report generation process uses a backend job framework that runs report jobs in the background. If the report has an error, for example, if the size is greater than the recommended size, you see a message stating the error in the Generate Report dialog before the report is generated. For reports with very large number of records, it is recommended to use filtering to break the report down to lesser records.

Best Practices for Testing Custom Reports

Follow best practices to efficiently design and test custom reports.

Custom Reports for Transactions in a Match Type

Assume that you want to create a custom report that lists the transactions for a specific match type. The quickest and error-free way to create a custom query for this report is to use the auto-generated query in the match type view of the required match type.

For example, you want to create a custom query that lists all the transactions in the POS to Bank match type. This match type contains two data sources. To create this custom query:

1. From the Home page, click **Application**, and then **Match Types**.

2. Click the ID of the POS to Bank match type.

3. In the Properties tab of the Edit Match Type dialog, click the **Match Type View for Data Sources** icon.

4. Copy the query displayed in the dialog and then click **Close**.

While creating a custom query, use the copied query in the **Query** field of the **New Query** dialog.

Testing Custom Reports Quickly

One of the important steps in creating and generating custom reports is to create a report template. However, creating a report template takes time and planning. To quickly test your custom report, without spending time on creating the required report template, you upload an empty .rtf file as the template for the report.

When creating a report definition, upload the empty .rtf file in the **Template** field of the **New Report** dialog. And, when generating this custom report, select **csv** as the **Output Format**.

Minimizing Navigation When Designing and Testing Custom Reports

When testing a custom report, you may need to frequently switch between **Report Configuration** and **Reports** in the Account Reconciliation application. When defining a custom report, you click **Report Configuration** from the Home page, and then use the **Edit Report** dialog to define the report properties. To test this custom report, you need to click **Reports** from the Home page, select your custom report and click **Generate**. After the report is run and you view the results, if there are generation errors that need to be corrected, or definitions that need to be updated, you must again navigate to **Report Configuration**.

To simultaneously develop and test custom reports, you can log in to Account Reconciliation and navigate to **Report Configuration** to develop the custom report. Then, create another new Account Reconciliation session, by using a different browser or a private window, and log in using your credentials. From the Home page in the new session, navigate to **Reports**. Now you can switch between these two sessions to simultaneously develop and test your custom reports.

Using Report Binders in Reconciliation Compliance

Report binders can fulfill audit requests. Binders can be created containing the subset of reconciliations being audited, without having to train auditors.

Related Topics

- About Report Binders in Reconciliation Compliance
  Report binders are used to create versions of reconciliations that may be printed or used for offline viewing.

- Generating Report Binders
  Report binders can be generated by Service Administrators or users.

- Viewing Report Binders
  Extract the contents of the downloaded ZIP file to view the report binder contents.

About Report Binders in Reconciliation Compliance

Report binders are used to create versions of reconciliations that may be printed or used for offline viewing.

When you generate a report binder, it is output in one zipped file. The ZIP file name is the name that you specified for the Report Binder. The report pages are merged into an HTML report, with page breaks for sections as required, so the report can be printed with a print command. If you choose to include transaction detail, then full transaction records are included following each reconciliation summary. If you choose to include attachments, a separate attachment appendix, containing links to attachments, is created, which you can print separately. Attachments are downloaded to separate folders.

Report binders are generated as ZIP files containing these formats:

- **Report Summary:** Contains a hyperlinked list of reconciliations included in the binder.

- **Reconciliation Transaction Details:** One file is created for each reconciliation. The structure is very similar to the structure of the Reconciliation Actions dialog box. At a minimum, the file includes lists of transactions of each type included in the reconciliation. If you choose to include transaction details, full record details are provided for each transaction.

- **Attachments:** One folder is included for each reconciliation containing attachments to the reconciliation, but only if the user chooses to include attachments when creating the binder.

If you saved the report binder as a ZIP file, you can extract everything from the ZIP, which creates a directory structure with the same name as the report binder. You can see the report binder by opening the HTML page in the directory.

The report page contains this information:

- Account Name
- Warnings
- Balance Summary
- Additional Properties
- Workflow
- History
- Questions
- Attachments
- Comments

> **Note:**
>
> If you had previously generated the balance reports (Balance Report Summary or Balance Report Transactions), and attached them to the reconciliation, these reports are included when you generate a report binder.

Generating Report Binders

Report binders can be generated by Service Administrators or users.

To generate report binders:

1. Select a path:

   - From the Home page, select **Application**, then **Configuration**, and then **Periods**. Select a period from the list and, from its Actions menu, select **Generate Report Binder**.
     The generated report binder contains all reconciliations for the selected period. Only Service Administrators can generate report binders using this option.

   - From the Home page, select **Reconciliations**. Select a reconciliation from the list and, from its Actions menu, select **Generate Report Binder**. If no reconciliation is selected, the binder will include all reconciliations in the reconciliation list.

   - From the Home page, select **Worklist**. Select a period from the list and, from its Actions menu, select **Generate Report Binder**.
     Users can choose to create the binder with all reconciliations visible in the list, or filter to use a selected set of records. The binder can include reconciliations from multiple periods.

2. Enter this information:

   - In **Report Binder Name**, enter a name.

   - In **Description**, enter a binder description.

- Optional: Select one or more of the following options: **Include Alerts**, **Include Attachments**, and **Include Transaction Detail**.

> **✎ Note:**
>
> Including attachments in the report greatly increases the size of the report and may affect performance.

- In **Include**, you can select some reconciliations or all of the reconciliations by selecting **Selected Reconciliations** or **All Reconciliations**.

3. Click **Generate**.

4. From File Download, select **Open** or **Save**.

   If you clicked **Save**, the **Save As** dialog box is displayed, and the ZIP file name is displayed in **File name** at the bottom. Select a directory for the ZIP file, click **Save**, and then **Close**.

Viewing Report Binders

Extract the contents of the downloaded ZIP file to view the report binder contents.

1. Navigate to the directory in which you downloaded the ZIP file and double-click the file.

2. Extract the ZIP files to the desired directory.

3. Navigate to that directory and locate the subdirectory that matches the ZIP file name.

4. From the subdirectory, double-click Index.html to view the report binder.

Understanding Reports Security

This chapter describes the security for standard reports and custom reports in Account Reconciliation.

Related Topics

- About Security in Account Reconciliation Reports
  Security clauses can be specified for predefined and custom reports.

- Assigning User Access to Standard Reports
  An Administrator can decide to give access to standard reports to various users. This is done by using the **Access** tab on the **Edit Report** dialog.

About Security in Account Reconciliation Reports

Security clauses can be specified for predefined and custom reports.

Standard (Predefined) Reports Security

A security clause is in all standard **Reconciliation Compliance** report queries. This means that the reports have a security filter enforced on these reports by default. For example, Power User security (established under **Access Control**), to allow access to certain profiles is enforced on reports. A Power User with access to only certain profiles can only see reports for those profiles/reconciliations.

Administrators can edit reports to give users access to that report using the **Access** tab in the **Edit Report** dialog. This ensures that if you allow users to see reports, they can only see data appropriate for them as determined by the Administrator.

The security clause is also part of the following **Transaction Matching** report queries:

- Supported Transactions Report
- Open Adjustments Report
- Closed Adjustments Report
- Reconciliation Status Report

Custom Reports Security

For custom reports, you can determine when you create your query whether you want to have a security clause inserted into the query and then assign access to the report to users. This means that the creator of the report determines who should be given access.

Assigning User Access to Standard Reports

An Administrator can decide to give access to standard reports to various users. This is done by using the **Access** tab on the **Edit Report** dialog.

To grant users access to a report:

1. From **Home**, select **Application**, then **Report Configuration**.
2. Select the **Reports** tab.
3. Select the report you want, and from **Actions**, select **Edit**.
4. On the **Edit Report** dialog, under **Access**, you can use the **Add (+)** or **Delete (X)** to change the list of users who can access that report.

5. Click **Save** or **Save and Close**.

24
Understanding Security in Account Reconciliation

Account Reconciliation implements several security layers to ensure security. At the highest level, Infrastructure security components, which are implemented and managed by Oracle, create a highly secure environment for **Account Reconciliation**. Security is ensured with password-protected single sign-on, and role-based access to data and artifacts.

Related Topics

- About Security in Account Reconciliation
  Account Reconciliation provides different levels of security.

- Creating and Managing Groups
  A group is a collection of users to which application roles can be assigned.

- Managing Application Roles
  The Service Administrator has the flexibility to grant additional privileges to different users or groups, in addition to their predefined roles by using Application Roles.

- Generating the Role Assignment Report
  Service Administrators use the Role Assignment Report to review the access, assigned through predefined roles and application-level roles, of all users. The report lists the predefined roles (for example, Power User).

- Generating the User Login Report
  The User Login Report contains information on the users who signed into the environment over the last 24 hours. It lists the IP address of the computer from which the user logged in and the date and time (UTC) at which the user accessed the environment.

- Using Teams
  Use teams to easily and efficiently assign roles to users.

- Managing Users
  Under **Access Control**, you can use **Manage Users** to access information about users on the system.

- Power User Security in Account Reconciliation
  Under **Access Control**, you can use **Power User Security** to see all the users who have Power User Security and also users assigned the **Manage Profiles and Reconciliations** application role. Security filters are built using profile segments.

- Viewing the User Group Report
  The User Group Report lists the direct or indirect membership of users assigned to groups in Access Control. Service Administrators or users with Access Control Manager role can generate this report.

About Security in Account Reconciliation

Account Reconciliation provides different levels of security.

Elements of Security in Account Reconciliation

The following table describes the different levels of security in Account Reconciliation.

Table 24-1   Elements of Security

Name	Who Performs and Description	Link
Create users and assign them access to Account Reconciliation	The Identity Domain Administrator creates the users and assigns them access to the application. **Note:** You cannot create a user with the same name as an existing group (including the default groups User, Viewer, Power User, and Service Administrator) or team.	See Creating Users in the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* guide.
Assign users predefined role access to the application.	The Identity Domain Administrator assigns users role access to the application: Service Administrators, Power Users, Users, Viewers.	See Understanding Predefined Roles and Account Reconciliation in the *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators* guide.
Grant additional privileges to users in addition to their predefined roles by using Application Roles.	The Service Administrator has the flexibility to grant additional privileges to different users or groups in addition to their predefined roles by using Application Roles. This can be done under **Access Control** using **Assign Roles**.	See Account Reconciliation Application Roles in *Administering Access Control for Oracle Enterprise Performance Management Cloud* and Predefined Role Mapping for Account Reconciliation in *Administering Access Control for Oracle Enterprise Performance Management Cloud*
Create and manage groups	Administrators can define groups and populate with users using **Manage Groups** under **Access Control**.	For creation and management of groups, see Managing Groups in *Administering Access Control for Oracle Enterprise Performance Management Cloud*
Create and manage teams	Administrators can define teams and populate with users with various roles. Users may have user or viewer roles. The user role includes Preparer, Reviewer, or Viewer roles. A team must be assigned that role to perform that role.	For creation and management of teams, see Using Teams in this chapter.
Power User Security	Administrators can use **Power User Security** under **Access Control** to view and change who has been assigned Power User security.	For **Power User Security**, see .
User Reporting Using **Manage Users** under **Access Control**	Administrators can use **Manage Users** under **Access Control** to see various information about users on the system.	For **Manage Users**, see Managing Users.

Table 24-1   (Cont.) Elements of Security

Name	Who Performs and Description	Link
Assign security on artifacts such as Profiles, Organizations, and Reports from within **Account Reconciliation**	• **Profiles** - Administrators can grant access to profiles during profile creation using an **Access** tab. • **Organizations** - Administrators can grant access to artifacts based on users or teams being in an organization. • **Reports** - Administrators can grant access to standard reports using an **Access** tab in the **Edit Reports** dialog. Custom report security is determined by the report author at the time the report is created.	For Profiles security, see Specifying Profile Access in the *Setting Up and Configuring Account Reconciliation* guide. For Organization security, see Defining Organizations in the *Setting Up and Configuring Account Reconciliation* guide. For Reports security, see Understanding Reports Security in *Administering Account Reconciliation*.

Access Control Options

In **Account Reconciliation**, you can use **Access Control** under **Tools** for the following security related options:

- Assign roles to users in addition to their predefined roles by using Manage Application Roles

- Create and manage groups of users

- Create and manage teams of users

- View and control who has Power User security

- Gather information on who is using Account Reconciliation (User Login report) and see what roles they have been assigned (Role Assignment report).

Creating and Managing Groups

A group is a collection of users to which application roles can be assigned.

Only Service Administrators can create and manage groups, thereby providing maximum security. Using groups is appropriate for centrally-managed organization where one or a few individuals are responsible for group memberships and application role assignments. For example, the Service Administrator creates a group named reports_manager and assigns the Reports – Manage application role to this group. Any user who is part of this group will be able to manage reports.

You can use groups to provide access permissions to your application artifacts such as profiles, alerts, organizational units, and dashboards. EPM Cloud recognizes three types of groups:

- PREDEFINED: These groups are automatically created for each predefined role. All users are assigned to a predefined group based on their predefined role (e.g., Power User).

- EPM: These are the groups that you create in Access Control in Tools.

- IDCS: These are the groups that you create in the Oracle Cloud Identity Console. You can view them in Access Control and assign them to application roles and EPM groups.

For more information, see Manage Groups in *Administering Access Control for Oracle Enterprise Performance Management Cloud* .

To manage groups:

1. In the Home page, select **Tools**, and then **Access Control**.

2. Select the **Manage Groups** tab. This tab enables you to create groups, view group details, and export group details.

   For detailed information on creating and managing groups, see Managing Groups in *Administering Access Control for Oracle Enterprise Performance Management Cloud*.

To export a group name and description, select the group and then click **Export to CSV**.

> **Note:**
>
> You cannot create a group with the same name as an existing user, group, or team.

Managing Application Roles

The Service Administrator has the flexibility to grant additional privileges to different users or groups, in addition to their predefined roles by using Application Roles.

To grant additional privileges to a user or group, select **Tools**, then **Access Control**, and then **Manage Application Roles**. For more information, see Account Reconciliation in *Administering Access Control for Oracle Enterprise Performance Management Cloud* .

You can generate the Role Assignment Report for a particular user by clicking the Actions menu for that user and then selecting **Role Assignment Report**.

Generating the Role Assignment Report

Service Administrators use the Role Assignment Report to review the access, assigned through predefined roles and application-level roles, of all users. The report lists the predefined roles (for example, Power User).

The Role Assignment Report also identifies the number of users who are authorized to access the environment based on their predefined roles. It does not list the application roles that are subsumed into predefined roles or the component roles of application roles assigned to the user. If you need a report showing such details, you may generate the classic version of the report using the provisionReport EPM Automate command.

You can export the Role Assignment Report as a CSV file, which can then be opened using a program such as Microsoft Excel or saved to your computer. The Role Assignment Report in CSV format uses one row for each role assignment.

To open the Role Assignment Report:

1. From **Tools**, click **Access Control**, then **Role Assignment Report**.

2. Optional: Filter the report to display the following:

   - Role assignments of a specific user. Select Users from the drop down list and then enter a partial search string.

- Users assigned to a specific role. Select Roles from the drop down list and then enter a partial role name.
  Note:

  Users may be assigned to many roles. In such cases, the report lists all the roles of the user even if you filter it for a specific role.

3. Optional: Click **Export to CSV** to export the report into a CSV file. Note that only the information from the currently displayed report is exported to CSV.
   An example of a Role Assignment report is shown:

Generating the User Login Report

The User Login Report contains information on the users who signed into the environment over the last 24 hours. It lists the IP address of the computer from which the user logged in and the date and time (UTC) at which the user accessed the environment.

Administrators can regenerate this report for a custom date range or for the last 30 days, last 90 days, and last 120 days. They can also filter the report to view only the information of specific users by using a partial string of the users' first name, last name or userid as the search string.
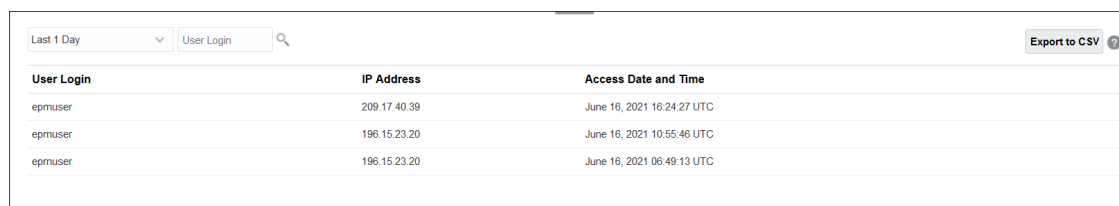
> **Note:**
>
> Oracle Enterprise Performance Management Cloud maintains user login audit history for the last 120 days only.

To regenerate the User Login Report:

1. From **Tools**, click **Access Control**, then **User Login Report**. A report that lists all users who signed into the environment over the last day is displayed.

2. Select a period for which you want to generate the report and click the Search icon. Following are the options available for period:

   - **Last 1 Day**

   - **Last 30 Days**

   - **Last 90 Days**

- **Last 120 Days**

- **Date Range** - Specify a custom date range by selecting a start date and end date for the date range.

3. Optional: Select the users to include in the report.

4. Optional: Click **Export to CSV** to export the displayed report as a CSV file.

5. Click **Cancel** to close the report.

An example of a User Login report is shown:

User Login	IP Address	Access Date and Time
epmuser	209.17.40.39	June 16, 2021 16:24:27 UTC
epmuser	196.15.23.20	June 16, 2021 10:55:46 UTC
epmuser	196.15.23.20	June 16, 2021 06:49:13 UTC

Using Teams

Use teams to easily and efficiently assign roles to users.

Related Topics

- About Teams and Reconciliations
  A team is provisioned with the User or Viewer role and can contain one or more users.

- Creating a Team and Adding Users

- Deleting Teams

- Adding Users to an Existing Team

- Removing Members from a Team

- Editing Team or Member Details

- Importing and Exporting Teams and Members

- Claiming and Releasing Team Reconciliations

About Teams and Reconciliations

A team is provisioned with the User or Viewer role and can contain one or more users.

Then, instead of assigning the User or Viewer role to named users, the role is assigned to the team and all members in the team are assigned the role. A team with the User role will allow that team to be assigned as a preparer, reviewer, commentator, or viewer.

Because teams do not grant access to application roles or privileges, any user with the Teams-Manage application role can create and manage teams. This allows for a more distributed management of teams. For example, one or more people in each local office of an organization can manage teams. Teams are more appropriate for larger organizations with a decentralized management and where there is no need to assign access to users. For example, a Power User in Japan can manage a team of Preparers based in that country without affecting Reconciliations in other parts of the world.

When a reconciliation is created, the team membership is saved with the reconciliation. This helps keep the history accurate and reflect who was working on the reconciliation. However, if

an administrator makes changes to the team membership and wants to see it applied to the existing reconciliation, you can use the **Refresh Teams** option from the **Actions** drop down on the reconciliation in order to update the membership list stored with the reconciliation.

If you delete a member from a team, and that member has already completed work on a reconciliation as a preparer or reviewer, the system still displays that user as Preparer (Actual) or Reviewer (Actual). This is in addition to the current Preparer or Reviewer.

Creating a Team and Adding Users

1. On the **Home** page, select **Tools** , then **Access Control**, and then select **Manage Teams**.

2. On **Manage Teams**, click **New**.

3. For each team, on **Define Team**, enter the following:

   - **Name**

     > **Note:**
     >
     > You cannot create a team using the same name as an existing user, group, or team.

     > **Note:**
     >
     > You can create a team using the same name that you used earlier and deleted. Any objects that were previously linked to the deleted object will be associated with the new object.

   - **Description**
   - **Roles**

     Select a module, and then select roles for the team: User or Viewer. The User role allows the team to be assigned as a Preparer, Reviewer, or Commentator"

   - **Members**

     > **Note:**
     >
     > Search results will not include other team IDs or group IDs. Teams do not grant roles to member IDs; member IDs must already be provisioned with the necessary roles.

     To add members:

     a. In **Members**, click **Add**.

        > **Note:**
        >
        > An individual user can be assigned to a maximum of 1,000 teams, either directly or indirectly.

   b. Enter the partial or full **First Name**, **Last Name**, or click **Search** to select names.

   c. In **Search Results**, click **Add**, or **Add All** to add the selections to the **Selected** list.

   d. Select **Primary User** to have the reconciliations default to a Claimed status with that user.

> **Note:**
>
> Other team members can then claim the reconciliations.

   e. Click **OK**.

Deleting Teams

To delete the entire team:

> **Note:**
>
> If a team has been assigned to profiles, then it cannot be deleted. To delete a team, remove it from all profiles to which it is assigned.

1. From **Manage Teams**, select the team to delete, then in **Actions**, select **Delete**.

2. At the warning, click **Yes** to confirm the deletion.

3. Click **OK** and in **Manage Teams**, click **Close**.

Adding Users to an Existing Team

To add users to teams:

1. From **Manage Teams**, select a team, then in **Members**, either click the plus sign **(+)** or in **Actions**, click **Add**

2. In **Select Users**, enter the partial or full **First Name**, **Last Name**, or click **Search** to select names.

3. Optionally, click **Details**, to see information about that user to confirm it's the right user.

4. Select the user and use the arrow keys to **Add** the user to the right hand column, then click **OK**.

5. On **Edit Team**, click **OK**, then in **Manage Teams**, click **Close**.

> **Note:**
>
> An individual user can be assigned to a maximum of 1,000 teams, either directly or indirectly.

Removing Members from a Team

To remove members from a team:

1. From **Manage Teams**, select a team, and then in **Actions**, click **Edit**

2. Under **Members**, select the user you want to remove and then either click the X icon, or under **Actions**, click **Remove**.

3. Click **OK**, then in **Manage Teams**, click **Close**

Editing Team or Member Details

To edit details about the entire team or edit member information:

1. From **Manage Teams**, select a team, then in **Actions**, select **Edit**.

2. Make changes to the name and description of the team, or the roles assigned. You can also change the list of members of that team or details for a particular team member.

3. Once you are finished making changes, click **OK**, then in **Manage Teams**, click **Close**.

Importing and Exporting Teams and Members

Administrators and Power Users can perform a bulk update of teams and members, rather than having to update teams and members individually. When the teams.csv file is exported, it provides a report of the teams and the members for each team.

You can also create new teams by editing the teams.csv file. When editing the teams.csv file, you must use the format as shown in "Required File Format".

You need to perform the following steps:

- Generate the export .csv file. See the format in "Required File Format" below.

- Import the information back to the application.

In Account Reconciliation, the following roles are selectable

- User

- Viewer

Exporting Teams and Members

To perform a bulk export of Teams and Members:

1. On the Home page, click **Tools**, and then click **Access Control**.

2. Click the **Manage Teams** tab.

3. Select a team.

4. Click the Export File icon ⬆. The teams listed on the Manage Teams page are exported to a teams.csv file, by default

5. Click **Save** to save the **teams.csv** file. The file provides a listing of all teams and the members for each team.

Required File Format

When you create a .csv file to import or export teams, it must use the following format:

CSV Element	Required	Description
#team	Yes	List of teams with team description and roles
#team_children	No	List of team members
Roles	No	If team has specific roles, allowed values are Yes and No. Default value is No. Allowed roles are Administrator, Power User, User and Viewer.
id	Yes	Uniquely identifies a team or team name
Primary_user	No	Allowed values are Yes and No. Default value is No if either the column or value is not specified.

A sample CSV file is shown below.

	A	B	C	D	E
1	#team				
2	id	description	user	viewer	
3	A Team		Yes	No	
4					
5	#team_children				
6	id	user_login	primary_user		
7	A Team	app1	No		
8	A Team	app2	Yes		
9	A Team	app3	No		

Importing Teams and Members

When you import teams, the system merges the Team list. For example, if the application has Team 1, Team 2, and Team 3 defined, and the CSV file has Team 2 and Team 4 defined, after the import process, Team 2 will be updated and Team 4 will be added.

Team membership will be replaced by the contents of the CSV file. For example, if the application has Team 1 with membership of UserA, UserB, and UserC, and the CSV file has a membership of UserB and UserD, after the import process, Team 1 membership will include UserB and UserD.

To perform a bulk import of Teams and Members:

1. On the Home page, click **Tools**, and then click **Access Control**.

2. Click the **Manage Teams** tab.

3. Select a Team.

4. Click the Import File icon [icon], and complete the following information:

   - Under **File**, browse to the exported .csv file.

   - Under **Import Type**, select one of the following options:

     – Click **Replace** to replace the rows that are in the teams.csv file. This is the default option.

     – Click **Replace All** to perform the import as follows:

       * If the team exists in both the UI and the .csv file, the import will overwrite to update the team in the UI.

       * If additional teams exist in the UI but not in the .csv file, those teams will be deleted.

       * If additional teams exist in the .csv file but not in the UI, those teams will be imported.

       > ⚠ **Caution:**
       >
       > Any entries that are not included in the import file will be deleted.

   - Under **File Delimiter**, select **Comma** or **Tab** or choose **Other** to specify any single character as the file delimiter.

5. Click **Import**.
   The import runs, providing statistics on the progress of the import.

6. When the import is complete, verify the results in the **Import Teams** message box and then click **OK**.

Claiming and Releasing Team Reconciliations

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

> 📝 **Note:**
>
> When a preparer team is assigned to a Transaction Matching related Profile, any member of the team will have full rights to matching for that Profile. There is no required claim/release process for Transaction Matching.

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).

> **Note:**
>
> Before any member of the team has claimed the reconciliation, email notifications go to the whole team. Once a team member has claimed the reconciliation, emails go to the active user instead of all team members.

To claim a reconciliation:

1. From the **Home** page, click **Reconciliations** and then select and open the reconciliation to work on.

2. Open the reconciliation and then click **Claim**. The release button is displayed.

3. 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, select **Add a Filter**.

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**.

Claiming Multiple Reconciliations at One Time

If the Service Administrator has enabled the bulk update feature, you can claim or release multiple reconciliations at one time.

> **Note:**
>
> To use this feature, your Role must be set to **User**.

To claim multiple reconciliations at one time:

1. From the **Home** page, click **Reconciliations**.

2. From **Reconciliations**, highlight the reconciliations you want to claim or release and then click **Actions**, then **Update**.

3. Select **Claim** or **Release**. The action will be taken on all the reconciliations you highlighted.

Managing Users

Under **Access Control**, you can use **Manage Users** to access information about users on the system.

User Reporting Using Manage Users Dialog

To see detailed information about a user, double-click the user name and the **User Details** dialog is displayed. You can determine which columns you want to display, as well as filter the list, and then export to csv or Excel format.

The following fields can be used as columns or filters on the Users List.

- **Name** - full name of the user. Column and filter selected by default.
- **User Login** - user id. Column and filter selected by default.
- **Status** - user status (Available or Unavailable). Column and filter selected by default.
- **Teams** - list of teams the user belongs to. Column selected by default.
- **Email** - email address for the user.
- **Role** - highest external role the user is assigned to.
- **Workflow Roles** - roles the user is assigned to in profiles (Preparer, Reviewer 2, Viewer, etc.).
- **Preparer** - (Yes/No) indicates whether the user is a Preparer in any Account Reconciliation Profile. This includes backup assignments and indirect assignments using Teams.
- **Reviewer** - (Yes/No) indicates whether the user is a Reviewer in any Account Reconciliation Profile. This includes backup assignments and indirect assignments using Teams.
- **Timezone** - Time zone of the user.
- **Organizations** - list of organizations that the user is assigned to.
- **Power User Filter** - list of users who have power user security filter applied.
- **Last Login** - date and time of last user login.

> **Note:**
>
> If the user has not set a preferred time zone, the display in the User Preferences dialog shows the system's timezone (UTC).

An example is shown:
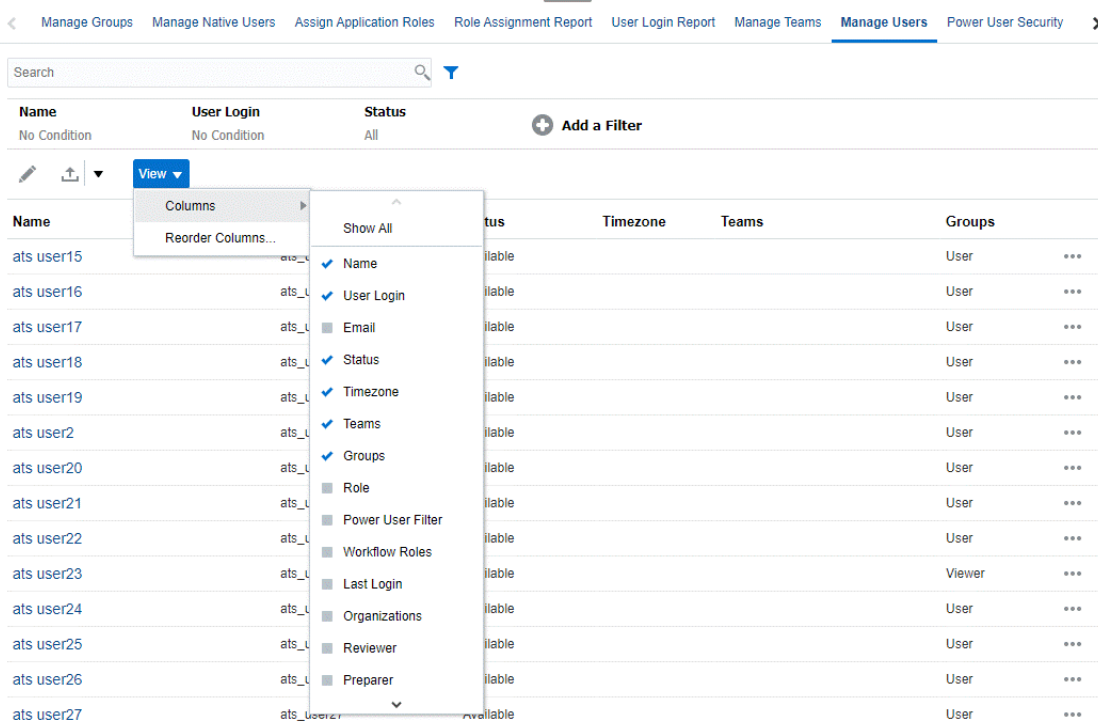
Clicking **Clear Settings** for a user reverts the following to the default values set for this user:

- Columns selected on dashboards and most of the Manage dialogs (for example, Manage Attributes dialog)

- Sorting in dashboards

- Applied filters in dashboards

- State of various switches and controls on the dashboards

- Initial view of balances in the Reconciliation Actions dialog

- Default date formatting for the import dialog

Power User Security in Account Reconciliation

Under **Access Control**, you can use **Power User Security** to see all the users who have Power User Security and also users assigned the **Manage Profiles and Reconciliations** application role. Security filters are built using profile segments.

Power Users and users who have been assigned the **Manage Profiles and Reconciliations** application role can only see reconciliations included in their security filter. These users can act on profiles/reconciliations within their security scope but if the user is also assigned as a Preparer or Reviewer, it can also act as a workflow user, but only for those reconciliations it is directly assigned to.

The panel on the left of the **Power User Security** tab displays the list of Power Users and users who are assigned the **Manage Profiles and Reconciliations** application role. The right side displays the filter definitions of the selected Power User. Click a user name to change the power user security for that particular user.

> **Note:**
>
> If a user has been granted the **Manage Profiles and Reconciliations** application role, then that user's ID will appear in the Power User Security list but they must be given a security filter in order to access the Profiles List or Reconciliations List so they only see the appropriate profiles and reconciliations.
>
> Oracle highly recommends that if you assign a user the **Manage Profiles and Reconciliations** privilege, you make sure that the security scope is set appropriately for that user.

Viewing the User Group Report

The User Group Report lists the direct or indirect membership of users assigned to groups in Access Control. Service Administrators or users with Access Control Manager role can generate this report.

Users are deemed to be direct members of a group if they are assigned to the group; they are considered indirect members if they are assigned to a group which is a child of another group. For each user assigned to a group, the report lists information such as the login ID, first and last name, email ID, and a list of comma separated groups to which the user is directly or indirectly assigned. The direct groups are displayed in bold font, while the indirect groups are in non-bold font. The CSV version of the report indicates whether the user is directly or indirectly assigned to a group by using `Yes` or `No`.

To regenerate the User Group report:

1. Open **Access Control**.
2. Click **User Group Report**.
3. Optional: Filter the report. From the drop down list select **Users** or **Groups**.

   The User Groups report is displayed. By default, the report is sorted by **User Login** values.
4. Click **Cancel** to close the report.

Exporting and Importing the User Group Report

Service Administrators can export the User Group report to a CSV file. Also, users and their group details stored in a CSV file can be imported.

Exporting the User Group Report

1. Access the User Group report. See Viewing the User Group Report.
2. Click **Export to CSV**.

The report is exported to a file with the default name `UserGroupReport.csv`.

Importing Details into the User Group Report

1. Access the User Group report. See Viewing the User Group Report.
2. Click **Import from CSV**. The Import User Group Assignment CSV dialog displays.
3. Select the CSV file that contains the user details to be exported and click **Import**.

25

Using Alerts to Resolve Roadblocks

Alerts and alert types provide a mechanism for managing issues that may occur during a business process.

Related Topics

- About Using Alert Types
  If you encounter issues while working towards closing a reconciliation, alerts enable you to handle communication between the user having an issue and others users that may be able to help resolve the issue.

- Managing Alert Types
  When performing a business process, users might encounter roadblocks such as a hardware failure, software issues, or missing information.

- Creating Alert Types
  Using Alert Types, you can analyze the types of issues that users encounter during the business cycle and make changes to prevent them in future cycles.

- Viewing Alert Types
  You can view the list of alert types in your system.

- Viewing Alert Type History
  The system maintains a history of alert type actions.

- Searching and Filtering Alert Types
  The Search field in the Alert Types list enables you to quickly find alert types using simple text searches. Use the filter bar to control the alert types that you see in the list.

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

- Deleting Alert Types
  When an alert type is deleted, the alert is not deleted; rather it loses its alert type assignment.

- Creating an Alert Rule
  You can create an alert rule which gets triggered at the time there is a status change for the reconciliation. You can also create an alert rule to add to a format, profile, or reconciliation.

About Using Alert Types

If you encounter issues while working towards closing a reconciliation, alerts enable you to handle communication between the user having an issue and others users that may be able to help resolve the issue.

Alerts also help administrators and managers analyze the types of issues that users encounter during the business cycle and make changes to prevent them in future cycles.

The alerts feature includes:

- Creation of alert types by administrators that can be associated with reconciliations and transactions and define a procedure that captures critical information and assigns key personnel for issue resolution.

  See Creating Alert Types

- Creation of actual alerts by users when they run up against an issue and they can provide detailed information about that issue. Alerts include instructions, questions, attributes, and workflow and have their own templates, dashboards and reports. See Creating Alerts

- Automatic creation of alerts through the use of rules that get triggered based on meeting certain conditions when there is a change of status. See Creating an Alert Rule

- Centralized management of alerts for administrators through a new Alerts List available through a new card on Account Reconciliation Home. See Alerts

Managing Alert Types

When performing a business process, users might encounter roadblocks such as a hardware failure, software issues, or missing information.

Here's the division of responsibilities for administrators and users:

- **Administrators** - create alert types that can be associated with reconciliations or transactions and define a repeatable procedure that captures critical information and assigns key personnel for issue resolution when that type of issue comes up for users.

- **Users** - create alerts when they hit an issue using the system that identifies the problem, and attach it to the reconciliation or transaction.

For example, a user is running a business process and can't log on to the system. The user selects an alert type, which directs the alert to the proper resources to resolve their issue.

Administrator Tasks for Alert Types

- Creating Alert Types
- Viewing Alert Types
- Viewing Alert Type History
- Searching and Filtering Alert Types
- Editing Alert Types
- Deleting Alert Types

For information on how users create the actual alerts, see Creating Alerts to Resolve Roadblocks in *Reconciling Accounts with Account Reconciliation*.

Creating Alert Types

Using Alert Types, you can analyze the types of issues that users encounter during the business cycle and make changes to prevent them in future cycles.

You can define Alert Types that contain procedures which capture critical information and assign key personnel for issue resolution.

To create an alert type:

1. On the Home page, click **Application**, then click **Configuration** and then click **Alert Types** tab on left.

2. Click **New (+)** and enter the necessary information.

- Setting Alert Type Properties
- Specifying Alert Type Instructions
- Selecting the Alert Type Workflow
- Assigning Alert Type Viewers
- Adding Questions for Alert Types
- Applying Alert Type Attributes
- Viewing Alert Types
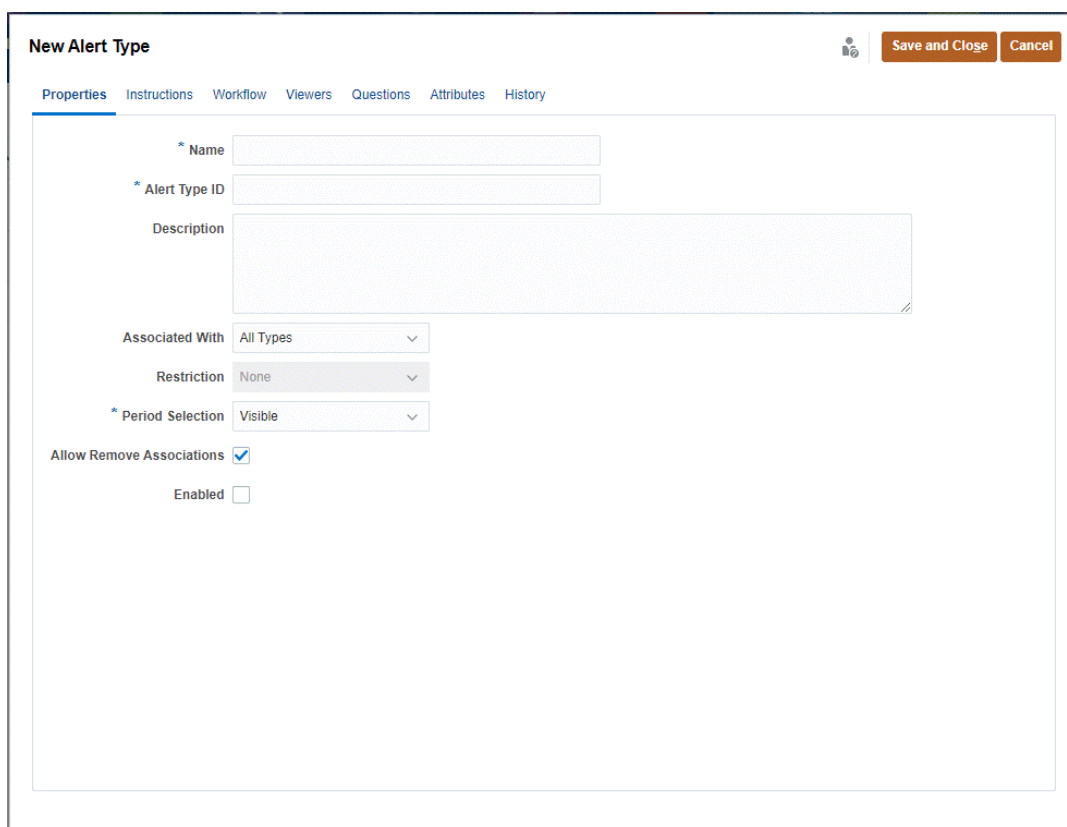
Setting Alert Type Properties

The Properties tab enables you to specify the alert type name and description, and associate it with an Account Reconciliation object, such as a reconciliation, transaction, or Match Type. An individual alert can be associated with multiple objects.

You can place restrictions on the relationship between the alert and its associated object. Not all restrictions can be applied to all objects.

To Set the Properties

To set the alert type properties:

1. On the Home page, click **Application**, then click **Configuration** . and then click the **Alert Types** tab on the left

2. Click **New (+)** to open a new Alert Type, which will default to the **Properties** tab.

3. For **Name**, enter an alert type name.

4. Enter an **Alert Type ID**. An Alert Type ID is required, and must be unique.

5. **Optional:** For **Description**, enter an alert type description.

6. **Optional:** From the **Associated With** drop-down list, select an object (All Types, Reconciliation, Compliance Transactions, Transaction Matching, or Alert), with which to associate the alert. The default is **All Types**.

   If **Transaction Matching** is selected, select the match type with which the alert type must be associated under **Match Types**.

7. **Optional:** For **Restrictions**, enter any restrictions for the alert. For example, if you select **Prevent Close** for an alert on a reconciliation, the user can't complete it until the alert is complete.

> ✎ **Note:**
>
> If you select **All Types** for **Associated With**, no restrictions are available. If you select **Transaction Matching** for **Associated With**, this field is disabled.

8. In **Period Selection**, select the period with which the alert type is associated (Visible, Required, or Hidden).

   Period selection is not applicable when you set **Associated With** to **Transaction Matching**.

9. **Optional**: Select **Allow Remove Restrictions** to specify that an existing association can be removed from an alert. If this option is unselected, once you associate an alert with an object, you will not be able to remove this association using the Associated Objects drawer in the Alerts details.

   This option is not applicable to Transaction Matching alerts.

10. Click **Enabled** to enable the alert type.
    Only alert types that are Enabled are displayed in the list of available Alert Types and available for selection when creating new alerts.

11. Click an Alert Type tab and continue entering information. When you are done entering the Alert Type information, click **Save and Close**.

- Specifying Alert Type Instructions
- Selecting the Alert Type Workflow
- Assigning Alert Type Viewers
- Adding Questions for Alert Types
- Applying Alert Type Attributes
- Viewing Alert Types

Table 25-1   Alert Restrictions

Restriction	Description	Example
None	No restrictions on the status of the object and the status of the alert	A user raises a 'slow performance' alert while working on a reconciliation. While this affects how long the task takes, it does not prevent the task from completing normally. Even if the task completes, the user still wants the alert open until the performance issue is resolved.

Table 25-1   (Cont.) Alert Restrictions

Restriction	Description	Example
Prevent Workflow	Workflow on the object cannot proceed forward (no submits, approvals, and so on) until the alert is closed. This does not prevent claims or rejections (workflow moving backward). It also does not prevent an Administrator or Owner from forcing the workflow forward.	A user raises an alert that the system is down. This will prevent any work on the reconciliation until the alert is resolved. Preventing workflow includes preventing status changes from Pending to Open and Open to Closed.
Prevent Close	The object cannot be moved into a closed state until the alert is closed. However, intermediate workflow may proceed. This does not prevent an Administrator or Owner from closing.	A user raises an alert that some comparison data is missing for a reconciliation. While this does not prevent the reconciliation from being created and going through initial approvals, the reconciliation should not be fully signed off until it can be compared to the missing data.

An object may have multiple alerts with different restrictions. If this is the case, the following rules will apply in order of precedent:

1. If any open alert associated with the object has a Prevent Workflow restriction, Prevent Workflow will stop the object's (for example, a reconciliation) workflow until the alert is closed.

2. If any open alert associated with the object has a Prevent Close restriction, then the object cannot be closed until the alert(s) is closed.

Specifying Alert Type Instructions

You can specify instructions in an alert type to help users understand what they need to do for the alert. You can add additional references from File and URL attachments.

To specify instructions for an alert type:

1. On the Home page, click **Application**, then click **Configuration** , and hen click **Alert Types** tab on the left.

2. From the **New** or **Edit** dialog, select the **Instructions** tab.

3. In **Instructions**, enter instruction text for the alert type.

To add a reference:

1. In the **References** section, click **Attach a File** or **Attach a Link**.

2. Do one of the following:

   - **Attach a File**

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

   - **Attach a Link**

ORACLE

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

3. Click an Alert Type tab and continue entering information.

When you are done entering the alert type information, click **Save and Close**.

- Selecting the Alert Type Workflow
- Assigning Alert Type Viewers
- Adding Questions for Alert Types
- Applying Alert Type Attributes
- Viewing Alert Types

Selecting the Alert Type Workflow

The Workflow section contains the Assignee (corresponds to Preparer) and Approver (corresponds to Reviewer) assignments for alerts created from the selected alert type.

You can also select Backup users. In order for the Backup to take over from the primary user, the primary user's status must be set to **Unavailable**. This section describes how an administrator sets the alert type workflow.

Selecting the Workflow

To select the Alert Type workflow:

1. On the Home page, click **Application**, then click **Configuration** , and then click the **Alert Types** tab on the left.

2. From the **New** or **Edit** alert types dialog, click the **Workflow** tab.

   a. For **Assignee**, click the Member Selector and select an assignee. The assignee is the individual or team assigned to work on the alert when one is created of this type. If you do not specify an assignee, the user who creates the alert will need to fill one in.

   b. **Optional: For Backup User**, select a backup user for the assignee.
   From the Alert Types **Workflow** tab, you can select a backup user.The Backup User is the backup individual assigned to work on the alert if the main assignee is out of office. You must have previously assigned an assignee and a backup assignee.

   If an assignee or approver is set to a team ID, then the Backup User field will be disabled.

   c. Click **Add (+)** to add an Approver, and enter this information for the Approver:

   - **Level**
   - **User Name**
   - **Backup User** - you can specify a default backup Approver user for the alert if the main Approver is out of the office. This is not required.

     You can add one or more levels of default Approver users or teams for the alert when one is created of this type. These are not required. If you do not specify Approvers, the user who creates the alert has the option to add them.

3. Click an **Alert Type** tab and continue entering information.

   - Specifying Alert Type Instructions
   - Assigning Alert Type Viewers
   - Adding Questions for Alert Types

- Applying Alert Type Attributes
- Viewing Alert Types

When you are done entering the Alert Type information, click **Save and Close**.

Assigning Alert Type Viewers

The Viewers tab enables you to assign Viewer rights for alert types. This means that these viewers will have rights when alerts are created with the specified alert type.

Alert viewers can add comments, and if attributes and questions have been added with Viewer access, then viewers can input values for those objects.

Assigning Viewer Rights

To assign Viewer rights:

1. On the Home page, click **Application**, and then click **Configuration**, and then click the **Alert Types** tab on the left.

2. Click **New** or **Edit** and click on the **Viewers** tab.

3. Click **Add** and select the name of the user or team that will have View access to the alert type.
   The system opens the User/Team member selector. It is editable for external Viewers.

4. **Optional:** Click **Add External User** to add a user outside the system who needs to be notified about the alert. The external user will not have any visibility to the alert, they will only receive notifications. No service access is granted.

5. Specify an **Email Address** for the viewer.
   The email address is editable for external Viewers. If there are duplicate email addresses in the list, you cannot save changes to the alert type.

6. Select a **Notification Priority** to indicate at what alert priority the users will be alerted via email.
   Notifications will be sent for the priority level or higher. So if set to **High**, notifications will be sent only when the alert is set to High. If set to **Low**, then they will be notified for all priority types (Low, Medium, High). The default **Notification Priority** is (**Never**).

7. Click an Alert Type tab and continue entering information.

   - Specifying Alert Type Instructions
   - Selecting the Alert Type Workflow
   - Adding Questions for Alert Types
   - Applying Alert Type Attributes
   - Viewing Alert Types

8. When you are done entering the Alert Type information, click **Save and Close**.

Adding Questions for Alert Types

When you create an Alert Type, you may want a user to answer questions about their actions before they indicate the Alert Type is complete. For example, you may ask if a certain process was followed when completing that reconciliation. Questions can be set to the Administrator, Assignee, Approver, Owner, or Viewer roles. This allows key details to be gathered from the user experiencing the issue.

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

Adding Questions

To add a question:

1. On the Home page, click **Application**, then click **Configuration** and then click the **Alert Types** tab on the left.

2. From the **New** or **Edit** dialog, select the **Questions** tab.

3. Click **Add**.

4. For **Question**, enter text for the question, with a maximum of 4000 characters.

5. From the **Type** list, select a question type:

   • **Date**

   • **Date and Time**

   • **Integer**

   • **List**

     Enter a list of valid responses to the question.

   • **Multi-Line Text**

     The maximum length should be less than 4,000 characters.

     Select Multi-Line Text, and then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible without scrolling, on the Actions dialog boxes.

   • **Number**

     If you select Number, select number formatting options:

     – For Decimal Places, enter a value for the number of decimal places to display.

     – Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)

     – From the Currency Symbol list, select a currency symbol, for example, Dollars ($).

     – From the Negative Number list, select how to display negative numbers, for example, (123).

     – From the Scale list, select a scale value for numbers, for example, 1000.

   • **Text**

   • **True** or **False**

   • **User**

   • **Yes** or **No**

6. Click an Alert Type tab and continue entering information.

   • Specifying Alert Type Instructions

   • Selecting the Alert Type Workflow

   • Adding Questions for Alert Types

   • Applying Alert Type Attributes

- Viewing Alert Types

Applying Alert Type Attributes

When you select an attribute, you can set a value for the attribute based on the attribute type. You can later filter by the attribute value.

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

Applying Attributes

To apply an attribute:

1. On the Home page, click **Application,**, then click **Configuration** and then click the **Alert Types** tab on the left..

2. Click **New** or **Edit** , and select the **Attributes** tab.

3. Click **Add**.

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

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

   c. **Optional:** To set access for the attribute, select a **Role** and **Access** You need to use **Add** in the Access table to set the role and access values.

   d. Click **Save and Close**.

4. Click an Alert Type tab and continue entering information.

   - Specifying Alert Type Instructions
   - Selecting the Alert Type Workflow
   - Adding Questions for Alert Types
   - Viewing Alert Types

Viewing Alert Types

You can view the list of alert types in your system.

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

To display columns:

On the Home page, click **Application**, then click **Configuration** , then click the **Alert Types** tab on the left.

Do one or more of the following tasks:

- To display all columns, select **View**, then **Columns**, and then select **Show All**.

- To display specific columns, select **View**, then Columns, and select or deselect the column names.

- To reorder columns, select **View**, and then **Reorder Columns**, select columns and use the Up or Down arrows or drag them to change the order.

- To sort columns, hover over a column header until the Sort icons are displayed, and then click **Sort Ascending** or **Sort Descending**.
- To change column widths, hover over the column header dividers until the arrows display, and drag the columns to the desired width.

Viewing Alert Type History

The system maintains a history of alert type actions.

The History tab displays the components that were created or updated, the modification type, the old and new values, the user who made the modification, and the change date. The information on the History tab is read-only.

To view alert type history:

1. On the Home page, click **Application**, then click **Configuration** and then click the **Alert Types** tab on the left.
2. Click **Edit**, then select an alert type and select the **History** tab..
3. After viewing history, click **Save and Close**.

Searching and Filtering Alert Types

The Search field in the Alert Types list enables you to quickly find alert types using simple text searches. Use the filter bar to control the alert types that you see in the list.

You can enter full or partial names on which to search. By default, all alert types are displayed.

To search for and filter alert types:

1. On the Home page, click **Application**, then click **Configuration** and then click the **Alert Types** tab on the left.
2. To search for an alert type, enter search criteria in the **Search** text box.
3. **Optional:** You can also use **Add a Filter** to narrow the list using a filterable attribute and use the available operators such as **Equals, Does Not Equal, Contains, Does Not Contain, Starts With**, and **Ends With**.

   You can filter alert types by: **Name**, **Alert Type ID**, **Enabled**, **Description**, **Created By**, **Created On**, **Last Updated By**, or **Last Updated On**, and **Associated With**.
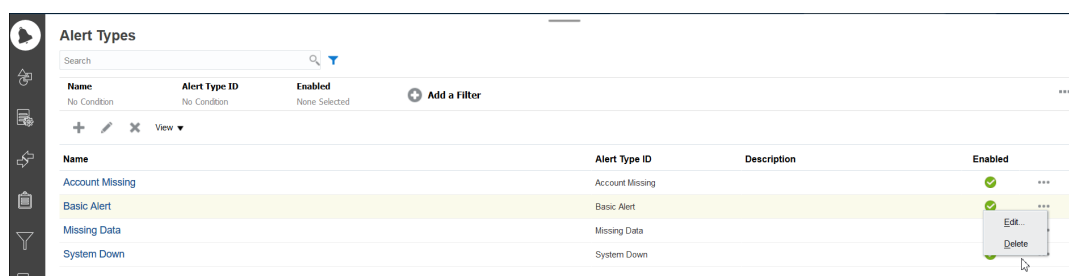
Editing Alert Types

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

When you enable an alert type, it is displayed in the list of available Alert Types.

Normally, items in a locked period cannot be edited or modified. However, alerts associated with a locked period can be updated, have their workflow progress and even be removed from the period or deleted.

To edit an alert type:

1. On the Home page, click **Application**, then click **Configuration** , and then click **Alert Types** tab on left.

2. Select the alert type you want to edit, and click **Edit**.

3. After editing the alert type, click **Save and Close**.

> **Note:**
>
> For alert types that are associated with Transaction Matching, you cannot modify the Match Type.

Deleting Alert Types

When an alert type is deleted, the alert is not deleted; rather it loses its alert type assignment.

To delete an alert type:

1. On the Home page, click **Application**, then click **Configuration** , and then click **Alert Types** tab on left.

2. Select the alert type you want to delete, then under **Actions**, click **Delete**, and then click **OK**

Creating an Alert Rule

You can create an alert rule which gets triggered at the time there is a status change for the reconciliation. You can also create an alert rule to add to a format, profile, or reconciliation.

To create an alert rule:

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

2. Select a reconciliation and click **Edit**.

3. Select the **Rules** tab and then click **+ (New)**.

4. On the **New Rule** dialog, select **Create Alert** from the **Rule** drop down.

5. Enter defining information for the **Create Alert** rule:

- • **Optional**: Enter a description of the rule.

- • Enter an **Alert Name** (such as Missing Data).

- • In **Type**, choose an alert type from the drop down list (such as Basic Alert).

- • In **Priority**, select a priority level (High, Med, or Low).

- • **Optional**: In **Restriction**, choose either **None** (default), **Prevent Close**, or **Prevent Workflow**. This option is not applicable for Transaction Matching alerts.

- • In **Owner**, select an owner from the drop down list.

- • In **Assignee**, select an Assignee from the drop down list.

- • **Optional**: Enter an **Approver**.

- • Enter a description of the alert.

- • You can also create a filter by entering criteria and using filter conditions.

- • Click **OK** once you have entered all required information.

New Rule   OK   Cancel

* Rule   Create Alert

Description

* Alert Name   Missing Data   * Owner   Current Workflow

* Type   Basic Alert   * Assignee   From Alert Type

* Priority   High   Approver   (None)

Restriction   (None)

Alert
Description

(●) Create Filter   ( ) Use Saved Filter

Filter Definition

Filter Criteria

Create Condition   **Create Condition Group**   Delete

26

Migrating to the Same or a Different Environment

Account Reconciliation provides multiple ways of migrating your data.

Related Topics

- About Migrating to the Same or a Different Environment
  You may need to migrate or clone from a test to a production instance or from a production instance of the service to another production instance.

- Migrating Using EPM Automate Utility
  You can also migrate to the same or a different environment using EPM Automate.

- Migrating Account Reconciliation Snapshots Using Navigator
  Use the Navigator in Account Reconciliation to migrate a snapshot of your environment.

- Migrating Individual Account Reconciliation Artifacts
  To migrate one or more artifacts across environments, you first export the required artifacts from the source environment and then import them into the target environment.

About Migrating to the Same or a Different Environment

You may need to migrate or clone from a test to a production instance or from a production instance of the service to another production instance.

There are two ways to migrate:

- From the Home page, select **Tools**, and then **Migration**.
- Use the **EPM Automate Utility**

When you start a migration, Account Reconciliation creates a snapshot export job. For detailed instructions on using Migration, see Using Migration in *Administering Migration for Oracle Enterprise Performance Management Cloud*.

Migrating Using EPM Automate Utility

You can also migrate to the same or a different environment using EPM Automate.

Use the **EPM Automate** utility to export a snapshot, download the file, upload the file to the new environment and import the snapshot to the new environment.

For details on using EPM Automate, see Working with EPM Automate for Oracle Enterprise Performance Management Cloud

Migrating Account Reconciliation Snapshots Using Navigator

Use the Navigator in Account Reconciliation to migrate a snapshot of your environment.

To migrate a snapshot of your environment:

1. Export a snapshot file to take a full picture of the instance. A snapshot is a database copy of all the data in the **Financial Close Management** category.
See Exporting a Snapshot from the Source Environment.

2. Download the snapshot file to a local network drive.
See Downloading the Snapshot File to a Local Drive.

3. Upload the snapshot file to the new environment.
See Uploading the Snapshot File to the New Environment.

4. Import the snapshot file to the new environment.
See Importing the Snapshot File to the New Environment.

> **Note:**
>
> Account Reconciliation does not support migration of a full snapshot from the latest service version to an earlier service version (for example, when moving snapshots between test and production pods during the window when test is upgraded before production). Migration between the same versions is supported. However, you can individually migrate one or more artifacts to an earlier service version.

> **Note:**
>
> You can also use the **Migration** option to migrate **Data Management** artifacts or **Groups and Members**. It is a best practice to select all three options.

Exporting a Snapshot from the Source Environment

1. From **Home**, click **Tools**, and then **Migration**.

2. In the **Categories** tab, select **Financial Close Management**.

3. Under **Artifact List**, select **Reconciliation Manager**.

4. Click **Export**.

5. Enter a name for the snapshot folder and click **OK**.
The Migration Status report displays a status of In progress initially for your snapshot.

6. Click **Refresh** and once you see a status of **Completed** , the snapshot file you created is available in the Artifact Snapshot list.

> **Note:**
>
> If you want to use this snapshot in a different environment, you should download it to your local network.

Downloading the Snapshot File to a Local Drive

If you migrating from one environment to another, download a snapshot file (.zip) to your local network drive.

> **Note:**
>
> You can skip the download if you are migrating to the same environment.

1. From **Home**, click **Tools** and then **Migration**.

2. Click the **Snapshots** tab.

3. For the snapshot you want to download, click **Actions (...)** and then select **Download**.

4. Click **OK** to save the file.

5. Select a file name and location or accept the default. Then, click **Save**.

Uploading the Snapshot File to the New Environment

If you are moving to a new environment, upload the snapshot file.

> **Note:**
>
> You can skip the upload if you are migrating within the same environment.

1. From **Home**, click **Tools**, then **Migration**.

2. In the **Snapshots** tab, click **Upload**.

3. Browse to the location of the snapshot .zip file, and click **Upload**.

4. Click **OK** once you see that the upload completed successfully.

You can see the uploaded snapshot file in the list of application snapshots.

Importing the Snapshot File to the New Environment

1. In the new environment, from **Home**, click **Tools** and then **Migration**.

2. In the **Snapshots** tab, expand **Artifact Snapshot**.

3. Select the snapshot you want to import.

4. Under **Artifact List**, click **Reconciliation Manager**.

5. Click **Import** and then **Yes** in response to the prompt to proceed.
   The Migration Status report displays a status of **In Progress** for your snapshot.

6. Click **Refresh** and once you see a status of **Completed**, the snapshot file has been imported and is available in the new environment.

Migrating Individual Account Reconciliation Artifacts

To migrate one or more artifacts across environments, you first export the required artifacts from the source environment and then import them into the target environment.

Related Topics

• [About Migrating Individual Account Reconciliation Artifacts](#)
  Service Administrators can migrate individual artifacts across environments by using the export and import functionality.

- Exporting Individual Account Reconciliation Artifacts
  Service Administrators can export artifacts to create a snapshot that can be used when migrating across environments.

- Importing Individual Account Reconciliation Artifacts
  Import one or more artifacts from a snapshot to restore these artifacts in your application.

About Migrating Individual Account Reconciliation Artifacts

Service Administrators can migrate individual artifacts across environments by using the export and import functionality.

In addition to migration, this functionality can also be used when user errors cause one or more artifacts to be corrupted. You can use import and update only the affected artifacts, without impacting the other artifacts in the application.

The exported individual artifacts can be imported into an environment on a previous release or a future release. This enables you to move artifacts from test to production, when the test environment has been upgraded before the production environment. Note that when you create a snapshot of one or more artifacts, you can import only these artifacts into a target environment.

In the **Categories** tab of the Migration card, using the **Backup** option creates a snapshot file containing all information for the three listed categories: **Data Management**, **Financial Close Management**, and **Groups and Membership**. When the **Financial Close Management** category is expanded fully, the Service Administrator can select individual Account Reconciliation artifacts and then use **Export** to create an export file containing only the selected artifacts. When using a backup or user-created export, you can:

- Perform a full import

- Import the selected individual artifacts

For information about migrating snapshots, see Migrating Account Reconciliation Snapshots Using Navigator.

Artifact Types that Can be Exported and Imported

The artifact types that can be exported and then imported are as follows:

- Account types

- Aging profiles

- Attributes

- Calendars

- Currencies

- Currency buckets

- Filters

- Formats

- Frequencies

- Global integration tokens

- Global settings

- Holiday rules

- Match types

- Organizational units

- Periods

- Power user security

- Processes

- Rate types

- Report groups

- Report queries

- Reports

- Risk ratings

- Saved views

- Teams

> **Note:**
>
> For the following artifact types, when you import a snapshot or backup, existing artifacts are overwritten by the ones in the imported snapshot or backup:
>
> - Account types
>
> - Aging profiles
>
> - Currency buckets
>
> - Frequencies
>
> - Global integration tokens
>
> - Global settings
>
> - Processes
>
> - Risk ratings

> **Note:**
>
> When you select **Global Settings**, only the following settings from **Application** -> **Configuration** -> **System Settings** are exported:
>
> - **Governors**: Select maximum upload file size (MB)
>
> - **Date and Time**: Reconciliation Due Reminder
>
> - **Data Load**: Number of hours to wait for Data Management data load rule to finish
>
> - **Reviewer Levels**: Reviewer Levels

Exporting Individual Account Reconciliation Artifacts

Service Administrators can export artifacts to create a snapshot that can be used when migrating across environments.

For the following artifact types, you can select and export individual artifacts: attributes, formats, holiday rules, match types, organizational units, periods, report groups, report queries, and reports. For the remaining artifact types, you must export all artifacts within the selected artifact type. For example, you need to export all currency buckets in the environment.

> **Note:**
>
> Individual Account Reconciliation artifacts are exported separately even as part of a daily backup operation.

To export one or more individual artifacts:

1. From the **Home** page, select **Tools**, and then **Migration**.

2. In the **Categories** tab, click **Financial Close Management**.

3. In the Artifact List, click **Reconciliation Manager** to display the list of artifacts that can be exported.

4. Select the artifacts to be exported.

    You can select one or more artifact types, one or more artifacts, or a combination of artifact types and artifacts. Selecting a artifact type will export all artifacts within that artifact type. For example, select **Periods** to export all periods in the application.

5. Click **Export**.

6. Enter a name for the export file folder and click **OK**.

    The Migration Status report displays a status of In progress initially.

7. Click **Refresh**.

    Once you see a status of Completed, the export file you created is available in the Artifact List.

8. Click **Close**.

Importing Individual Account Reconciliation Artifacts

Import one or more artifacts from a snapshot to restore these artifacts in your application.

Prerequisites

- Create the application into which the artifacts are being imported.

- Upload the snapshot file containing the exported artifacts to your environment.

> **Note:**
>
> When you import a backup or snapshot that was created using the 23.09 release, currency buckets that were created using the 23.08 release are not updated based on the contents of the import file. You must explicitly import the changes to currency buckets by using the Import option in **Configuration** -> **Currencies**.

Steps to Import Individual Artifacts

1. From **Home**, select **Tools**, and then **Migration**.

2. In the **Categories** tab, click **Financial Close Management**.

3. Expand **Reconciliation Manager** and then **Snapshots**.

   The list of snapshots is displayed.

4. Expand the snapshot from which the artifacts must be imported.

   For example, to import artifacts from a snapshot named `snapshot_attr_12Jul23`, expand the folder with this name and then click **FCM-Financial Close Management**. To import artifacts from a system-created snapshot, expand **Artifact Snapshot** and then click **FCM-Financial Close Management**.

5. In the Artifact List dialog, expand **Reconciliation Manager** and then select one or more artifacts and/or artifact types to be imported.

   To import all artifacts in a particular artifact type, select the artifact type. For example, to import all periods, select **Periods**. To import three periods, expand **Periods**, and then select the required periods. You can also select a combination of artifact types and artifacts.

6. Click **Import**.

   The selected artifacts are imported into the application.

27
Migrating from On-Premises Financial Close Management to Account Reconciliation Cloud

To migrate from an on-premises environment of Oracle Hyperion Financial Close Management, Account Reconciliation Manager module to an Account Reconciliation environment see Migrate Financial Close Management to Oracle Account Reconciliation Cloud

28

Using Archive, Restore and Purge

Administrators can help keep the size of the database in check and help performance by using archive, restore, and purge functionality. This allows you to archive data and access the archived content as needed.

Related Topics

- Using Archive, Restore and Purge in Reconciliation Compliance
- Using Archive and Purge in Transaction Matching

Using Archive, Restore and Purge in Reconciliation Compliance

Related Topics

- Archiving Data in Reconciliation Compliance
  Archiving allows you to save reconciliations, transactions and related data from selected periods in **Reconciliation Compliance** in an archive file that can be stored locally.

- Restoring Data in Reconciliation Compliance
  Restoring allows you to restore the saved **Reconciliation Compliance** archive file to a different machine or the same machine.

- Purging Data in Reconciliation Compliance
  A purge in Reconciliation Compliance deletes all reconciliations, transactions, and related data from selected periods. The periods stay in place but only the reconciliations are removed. You may only purge periods that have been archived.

Archiving Data in Reconciliation Compliance

Archiving allows you to save reconciliations, transactions and related data from selected periods in **Reconciliation Compliance** in an archive file that can be stored locally.

Archiving is an extension of the existing Lifecycle Management (LCM) export and import functionality and a new artifact of reconciliations has been created in LCM for Account Reconciliation. Archive files can be viewed, downloaded or uploaded. For details, see Migrating to the Same or a Different Environment.

Archive files, or any user created LCM export files, are deleted 60 days after they are created and are deleted without warning. This standard snapshot policy is outlined in the *Administering Migration for Oracle Enterprise Performance Management Cloud* guide.

To perform an archive in **Reconciliation Compliance**:

1. From **Home**, select **Application**, then **Archive**.

2. From the list of periods that can be archived , select the one you want to archive and then under **Actions**, select **Archive**. The default folder name for the archive is displayed and the format of the file name is the following: `Archive_ARCS_<period_name>_<time_stamp>` (for example,
`Archive_ARCS_Sep-17_2018_01_09 16-19-58`

3. Click **Archive** to start archiving.

4. The archive **Status** displays information about the background archiving job. If you want to continue working while the archiving job runs in the background, click **Close**. You can check the status on the **Jobs** dialog.

5. Once the job is complete, you will see the number of reconciliations that were archived as well as the location of the archive

6. To access an archive, go to **Tools**, then **Migration** and you can identify the archive by period name and timestamp.

Restoring Data in Reconciliation Compliance

Restoring allows you to restore the saved **Reconciliation Compliance** archive file to a different machine or the same machine.

Restoring deletes the existing data and restores from a selected archive.

> **Note:**
>
> You cannot restore an archive from the current release to an earlier production release of Account Reconciliation.

To perform a restore:

1. From **Home**, select **Application**, then **Archive**.

2. Select a period, and then under **Actions**, select **Restore** . The available archives that can be restored will be displayed. The format of the file name is the following:
   `Archive_ARCS_<period_name>_<time_stamp>`

3. Select the archive you want to restore.

4. Click **Restore** to perform the restore. This closes the available archives dialog and the restore status displays. If the restore operation is successful, you will see the Last Restored current time. Note that the **Restore** automatically purges the existing data that was archived and then restores.

Purging Data in Reconciliation Compliance

A purge in Reconciliation Compliance deletes all reconciliations, transactions, and related data from selected periods. The periods stay in place but only the reconciliations are removed. You may only purge periods that have been archived.

> **Note:**
>
> The periods stay in place but only the reconciliations are removed.

To perform a purge:

1. From **Home**, select **Application**, then **Archive**.

2. From the list of periods that have already been archived , select the one you want to purge.

3. Under **Actions**, select **Purge**. A purge confirmation dialog displays asking you to confirm that you want to purge all the data from that period.

4. Click **Yes** to confirm the purge and if you are sure you want to delete all data and related info. A purge status dialog displays. If the purge operation was successful, you will see the Purged column show the current time.

Using Archive and Purge in Transaction Matching

Related Topics

- Archiving Matched Transactions in Transaction Matching
  Archiving enables you to save a specified set of matched transactions, along with their support and adjustment details, in an archive file.

- Unmarking Archived Transactions in Transaction Matching
  Matched transactions that were previously archived can be unmarked and then included in subsequent archive jobs.

- Extracting Archived Transactions in Transaction Matching
  When the archive files for an Archive Transactions job are unavailable, you can extract the archive files and their contents.

- Purging Data in Transaction Matching
  Use purging to remove matched transactions that are no longer required in the production environment. You can directly purge a specific set of matched transactions or purge a set of matched transactions that were archived.

Archiving Matched Transactions in Transaction Matching

Archiving enables you to save a specified set of matched transactions, along with their support and adjustment details, in an archive file.

You can archive, and subsequently purge, matched transactions that are no longer required in the production system, but are required for reference and regulatory compliance.

> **Note:**
>
> Profiles that contain the following are not archived:
>
> - Unmatched transactions with Accounting Date that is earlier than the Archive Age - Calculated Date
>
> - Matched transactions with Accounting Date that is after the Locked Through Date of the profile
>
> The log file for the archive job contains the profiles that were not archived and the reasons for this exclusion.

To archive transactions, you must specify an Age and a Match Type. When you run an archive job in Transaction Matching, all matched transactions that are part of this job are marked using the job ID. These marked transactions are excluded from subsequent archive jobs.

A successful archive job generates a .zip file containing one or more .csv files and a log file. The number of transactions contained in each .csv file depends on the **Batch Size** specified in the **System Settings**. The name of the zip file is in the format `Archived_Transactions_match_type_name_job_ID`.zip. The .csv file names are in the format `Archived_Transactions_match_type_name_counter`.csv, where `counter` starts with 0 and increments up to the number of .csv files contained in the archive. The log file contains details

such as the Archive Transactions job ID, number of transactions archived for each data source, number of adjustments, and the total number of transactions in the archive.

If an AMW is triggered while an archive job is running, the AMW waits for archive job to complete.

It is recommended that you download and save a copy of archive files either locally, on a desktop or laptop, or in a central server on your corporate network.

> **✎ Note:**
>
> Archive .csv files, like all other files and Job statistics, are automatically deleted 60 days after they are created. This standard policy is outlined in the *Administering Migration for Oracle Enterprise Performance Management Cloud* guide. Also, archive .csv files cannot be used to restore matched transactions to the application, so it is highly recommended that the .csv files are downloaded to a permanent storage location as part of the archive and purge.

To archive matched transactions in Transaction Matching:

1. From **Home**, select **Applications**, and then **Jobs**.

2. Click **Transaction Matching** to access the transaction Matching jobs.

3. From the **Actions** menu, select **Archive Transactions**.

   The Archive Transactions dialog appears.

4. In **Age**, enter the number of days. The entered value is used to determine the matched transactions that are eligible for archiving.

   Consider the following example on archiving matched transactions:

   The Age specified is 120 days. The system computes the Archive Age - Calculated Date as 25-Jan-2024 and displays this value adjacent to Age. Assuming that monthly periods are used, this date falls within the January 2024 period and the end date for the period is 31-Jan-2024. Therefore, all matched transactions with a Matched On date prior to the Archive Age – Computed Date are archived.

   The time considered when computing the age is the Service Time Zone set for your application. If the Service Time Zone is not set, then UTC is used as the default time zone.

5. In **Match Type**, select the match type for which you want to archive matched transactions.

6. (Optional) In **Account ID**, select the account ID. If you do not specify an account ID, all accounts for the selected match type are included.

7. Click **Submit**.

   An archive job, with a unique job ID, is created and added to the list of jobs. The Result of this job shows as Pending.

8. Click **Refresh** after a few minutes to see the job status.

9. If the archive job completed without errors, the status shows as **Succeeded**.

10. Download and save the archive file and the log file.

    • Position your mouse over **Succeeded** to see two files: a zip file that contains the archived transactions and a log file for the archive job.

      If there are no transactions that match the criteria specified during archiving, then only the log file is generated.

    • Click a file name to download the file.

> **✎ Note:**
>
> If the name of an adjustment attribute is the same as that of a system attribute, then a number is appended to name of the adjustment attribute during an archive. For example, you create an adjustment attribute named `Adjustment Type`. Account Reconciliation contains a system attribute name `Adjustment Type`. Therefore, when creating an archive, the system attribute is named `Adjustment Type` and the adjustment attribute is named `Adjustment Type 1`.

Unmarking Archived Transactions in Transaction Matching

Matched transactions that were previously archived can be unmarked and then included in subsequent archive jobs.

When transactions are unmarked, the Archive Transactions job ID associated with them is removed. These transactions can be then included in future archive jobs, if they match the criteria specified for the archive job.

A typical scenario for unmarking transactions is if you need to make changes to the criteria used when archiving matched transactions. For example, you archive matched transactions that are older then nine months for the period April 2022. However, before purging the archived transactions, it is brought to your notice that the age of transactions needs to be one year instead of nine months. So, you first unmark the transactions that are part of the archive job, create a new job to archive matched transactions with the new criteria, and then purge the archived transactions. You can also unmark archived transactions if you accidentally archived the wrong set of transactions.

You cannot purge transactions that were part of an archive job, if you have unmarked them before you ran the purge.

To unmark matched transactions that were part of an archive job:

1. From **Home**, select **Applications**, and then **Jobs**.

2. Click **Transaction Matching** to view the Transaction Matching jobs.

3. Click the ellipsis to the right of the archive job whose transactions need to be unmarked and select **Unmark Archive Transactions**.

An Unmark Archive Transactions job is created with a unique job ID. The job status shows as Pending.

4. After a few minutes, click **Refresh** to get the latest job status.

   If the job completed without errors, the status shows as **Succeeded**.

5. Click **Succeeded** to view the log file for the job.

   The log file shows the number of matched transactions that were unmarked. It also contains the job ID of the Archive Transactions job whose transactions were unmarked.

Extracting Archived Transactions in Transaction Matching

When the archive files for an Archive Transactions job are unavailable, you can extract the archive files and their contents.

Assume that the archived files for an Archive Transactions job were deleted from the system based on the set retention policy. The Service Administrator can extract and retrieve the matched transactions from this job. and then create a new archive file containing these transactions.

To extract archived transactions, you create an Extract Transactions job. The matched transactions that were part of the Archive Transactions job are extracted, a new archive file containing these transactions is created, and the transactions are marked using the job ID of the extract transactions job.

You need to extract archived transactions only if the job that archived these transaction is not available on the Job History page. If you try to extract archived transactions for a job that is still listed in Job History (that is, not aged out after 60 days), a message is displayed asking you to download the archive file using the **Succeeded** link of the Archive Transactions job.

To extract archived transactions:

1. From **Home**, select **Applications**, and then **Jobs**.

2. Click **Transaction Matching** to access the Transaction Matching jobs.

3. Click the ellipsis to the right of the archive job whose transactions must be extracted and select **Re-Extract Archive**.

   A job with a unique job ID is added to the list of jobs. The initial status of the job is Pending.

4. Click **Refresh** after a few minutes to check the job status.

   If the job completed without errors, the status shows as **Succeeded**.

5. Click **Succeeded** to view and download the log file.

6. Download and save the archive file and the log file.

   • Position your mouse over **Succeeded**. Links to two files are shown: a zip file that contains the archived transactions and a log file for the re-extract job.

   • Click a file name to download the file.

Purging Data in Transaction Matching

Use purging to remove matched transactions that are no longer required in the production environment. You can directly purge a specific set of matched transactions or purge a set of matched transactions that were archived.

Related Topics

* About Purging Data in Transaction Matching
  There are multiple options for purging data in Transaction Matching.

* What is Purged Through Date?
  The Purged Through Date for a profile is recomputed each time matched transactions are purged for the profile.

* What Happens While Processing Simple Purge in Transaction Matching?
  Account Reconciliation performs a set of actions when processing a simple purge operation.

* What Happens When Processing an Archive and Purge in Transaction Matching?
  Account Reconciliation performs a set of actions when processing an archive and purge operation.

* Performing a Simple Purge in Transaction Matching
  A simple purge allows you to permanently remove matched transactions.

* Purging Archived Transactions in Transaction Matching
  Matched transactions that have been archived can be purged from the production system. Adjustments and supporting details of these transactions are also purged.

* Best Practices for Purging Transactions in Transaction Matching
  Follow recommended best practices to obtain optimal results from purging transactions.

About Purging Data in Transaction Matching

There are multiple options for purging data in Transaction Matching.

Simple Purge

Matched transactions, with a **Matched On** date that is lesser than a specified Purge Age - Calculated Date, can be purged from the application. The Purge Age - Calculated Date is computed based on the Purge Age specified by the user. The necessary validations are performed before the purge operation. The purged transactions are permanently deleted from the application. Purging matched transactions helps keep the application efficient.

See Performing a Simple Purge in Transaction Matching.

Archive and Purge

Archiving matched transactions enables you to save matched transactions that are no longer required in the production system before they are purged. You specify an age and matched transactions that are equal to or greater than the specified age are archived. Archiving marks matched transactions in the application. The necessary validations are performed before the matched transactions are archived. The purge operation then purges all the marked transactions. If you don't want one or more marked transactions to be purged, you can later unmark these transactions.

It is recommended that you archive matched transactions before purging them.

See Archiving Matched Transactions in Transaction Matching and Purging Archived Transactions in Transaction Matching.

What is Purged Through Date?

The Purged Through Date for a profile is recomputed each time matched transactions are purged for the profile.

The following example purges transactions for the match type Clearing Account (Clearing).

The purge age, that is specified using **Age**, is set to 60 days. The Purge Age - Calculated Date is computed and displayed adjacent to the purge age. In this example, the Purge Age - Calculated Date is 10-Sep-2023, Eastern Daylight Time, which is the Service Time Zone set for the application. This means that, for profiles that use the Clearing Account (Clearing) match type, all matched transactions with a matched the date that is less than or equal to Purge Age - Calculated Date (10-Sep-2023 Eastern Standard Time) are purged. Assuming that monthly periods are used, the Purge Age - Calculated Date falls in the September 2023 period and the end date for this period is 30-Sep-2023. Therefore, the Purged Through Date for these profiles is set to 30-Sep-2023. The Purged Through Date for a profile is the end date of the period in which the Purge Age - Calculated Date falls.

Both cosmetic and non-cosmetic changes are not allowed for transactions with an accounting date that is prior to or equal to the Purged Through Date. For information about cosmetic and non-cosmetic changes, see About Cosmetic and Non-Cosmetic Changes.

To reset the Purged Through Date to blank, first export a copy of the profile, then delete it, and lastly reimport it. When deleting a profile, all unmatched and matched transactions are also deleted.

Note that Purged Through Date is applicable only for reconciliations that use the Balance Comparison with Transaction Matching or Account Analysis with Transaction Matching methods. For profiles that use the Transaction Matching Only method, only Locked Through Date is applicable.

Purged Through Date and Purging Transactions

- For profiles that use the Account Analysis with Transaction Matching or Balance Comparison with Transaction Matching methods, a Purged Through Date is recorded when transactions are purged. This Purged Through Date is displayed as part of the profile's properties in the Matching dialog.

  The Purged Through Date is the latest period end date prior to which the transactions have been purged. For example, assume that a set of matched transactions are purged on 11-Dec-2022. This date belongs to the December 2022 period, whose end date is 31-Dec-2022 (assuming that monthly periods are used). So, the Purged Through Date for this set of transactions is set to 31-Dec-2022.

- For profiles that use the Transaction Matching Only method, the Purged Through Date is not recorded.

- You cannot unmatch or delete an in-transit match that can cause reconciliation balances to be recalculated for the period where previously matched transactions were purged. This is done by comparing the lowest Accounting Date of transactions involved in the match with the Purged Through Date.

What Happens While Processing Simple Purge in Transaction Matching?

Account Reconciliation performs a set of actions when processing a simple purge operation.

- The **Match Type** is locked, so other tasks such as importing transactions, auto match, and interactive matching cannot be performed during the delete process.

- A validation check is run to ensure that profiles linked to Balance Comparison with Transaction Matching or Account Analysis with Transaction Matching have no matched transactions with an Accounting Date greater than the Locked Through Date that are going to be purged. There will be a log file message if any of the transactions (or adjustments) to be purged have at least one transaction (or adjustment) with an Accounting Date that is greater than the Locked Through date, and the purge for that Profile will be ignored.

- For Transaction Matching profiles that are integrated with Reconciliation Compliance, if a profile contains one or more unmatched transactions whose age is greater than the number of days specified for purging, then no transactions will be purged from the profile.

  To determine the age of unmatched transactions, use the **Unmatched Transactions** tab or the Transactions tab in the **Matching** card and sort Age (in descending order) or Date (in ascending order). You can now see the unmatched transactions that are preventing the purge operation from completing.

- Balance summaries are not updated after a simple purge.

- For profiles that use the Account Analysis with Transaction Matching or Balance Comparison with Transaction Matching methods, if the Accounting Date of one or more transactions in the match set is lower than the Purged Through Date, no transactions are purged.

> **Note:**
>
> To perform operational matching, it is recommended that your profiles use the Transaction Matching Only method.

What Happens When Processing an Archive and Purge in Transaction Matching?

Account Reconciliation performs a set of actions when processing an archive and purge operation.

During the archive, the following actions are performed:

- A validation check is run to ensure the profiles linked to Balance Comparison with Transaction Matching or Account Analysis with Transaction Matching have no matched transactions with an Accounting Date greater than the Locked Through Date that are going to be purged. There will be a log file message if any of the transactions (or adjustments) to be purged have at least one transaction (or adjustment) with an Accounting Date that is greater than the Locked Through date, and the purge for that Profile will be ignored.

- For Transaction Matching profiles that are integrated with Reconciliation Compliance, if a profile contains one or more unmatched transactions whose age is greater than the number of days specified for purging, then no transactions will be purged from the profile.

  To determine the age of unmatched transactions, use the **Unmatched Transactions** tab or the Transactions tab in the **Matching** card and sort Age (in descending order) or Date (in ascending order). You can now see the unmatched transactions that are preventing the purge operation from completing.

- For profiles that use the Account Analysis with Transaction Matching or Balance Comparison with Transaction Matching methods, if the Accounting Date of one or more transactions in the match set is lower than the Purged Through Date, no transactions are purged.

During the purge:

- The **Match Type** is locked, so other tasks such as importing transactions, auto match, and interactive matching cannot be performed during the delete process.

- Balance summaries are not updated after an archive and purge.

> **Note:**
>
> To perform operational matching, it is recommended that your profiles use the Transaction Matching Only method.

Performing a Simple Purge in Transaction Matching

A simple purge allows you to permanently remove matched transactions.

> **Note:**
>
> We recommend as a best practice that you align your purge cycles between Transaction Matching and Reconciliation Compliance, but it is not required. Be aware that the drill-back from Reconciliation Compliance to Transaction Matching may not show some or all Transaction Matching transactions if you decide to purge Transaction Matching on a different schedule than Reconciliation Compliance.

You can perform a simple purge of matched transactions that are no longer needed in your environment. Matched transactions include confirmed matches and confirmed one sided adjustments. The deletion on the **Purge Transactions** dialog is based on specifying the Match date, and then selecting the Match Type and Account IDs to be purged. The purge of matched transactions also deletes all other associated objects such as adjustments, adjustment details, associated supporting details and audit history. Since this is powerful, we strongly recommend that you backup a snapshot of your application before performing the purge.

Service Administrators can specify the batch size used when purging transactions by setting the **Batch Size** option in the Transaction Matching configuration settings.

To perform a simple purge of matched transactions:

1. From the Home page, select **Application**, and then **Jobs**.
2. Select the **Transaction Matching** tab.
3. From **Actions** menu at the top-right, select **Purge Transactions**.
4. On the **Purge Transactions** dialog, you enter the following information in order to narrow down the matched transactions you want to delete:
   a. In **Age**, enter the number of days counting back from the current date to start deleting matched transactions.

   The default is 180 days. You can enter any number between 0 and 99999. The deletion will include the date you specify. The Service Time Zone set for the application

is used when determining which transactions must be purged. If the Service Time Zone is not set, UTC is used as the default.

For example, in the above screenshot, the current date is August 29, 2023. You set **Age** to 150. Notice that the date 150 days away from the specified date, April 1, 2023, is displayed in brackets.

- For Transaction Matching only profiles: 150 days away from the current date of August 29, 2023 is April 1, 2023. All matched transactions with a Match Date equal to or lower than midnight of April 1, 2023 are purged.

- For Transaction Matching profiles that are integrated with Reconciliation Compliance: 150 days away from the current date of August 29, 2023 is April 1, 2023. Assuming that each period is equal to one calendar month, the end date of the period in which April 1, 2023 falls is April 30, 2023. Therefore, matched transactions with a Match Date equal to or lower than April 30, 2023 are purged.

b.   In **Match Type**, select a match type from the drop down list. This is mandatory.

c.   (Optional) In **Account ID**, use the drop down list of operators (Equals, Does not Equal, Starts With, Ends With, Contains, Does not Contain) to help filter the list of matched transactions to delete.

d.   Click **Submit** and then click **Continue with Purge** to confirm the submission.

> **✏️ Note:**
>
> Before you continue, it is strongly recommended that the application is backed up as a snapshot, and matched transactions are archived, as described in Archiving Matched Transactions in Transaction Matching.

5.   You will see a Purge Transactions job on the Transaction Matching tab of the **Jobs** dialog.

Purging Archived Transactions in Transaction Matching

Matched transactions that have been archived can be purged from the production system. Adjustments and supporting details of these transactions are also purged.

> **Note:**
>
> Purged transactions cannot be rolled back.

Note that this topic is about purging *archived transactions*. To purge a set of matched transactions based on the age of the transactions, see Performing a Simple Purge in Transaction Matching.

Typically, the Service Administrator first archives and then purges matched transactions that are beyond the retention period set for your organization. Archiving ensures that the transactions being purged are available for auditing or regulatory compliance. See Archiving Matched Transactions in Transaction Matching.

Purging transactions is not allowed if the Accounting Date of one or more transactions in the match set is lower than the Purge Through Date. This is applicable to Transaction Matching profiles that are integrated with Reconciliation Compliance.

> **Note:**
>
> If you try to purge transactions from an Archive Transactions job whose transactions were subsequently unmarked, the Purge Transactions job is run but the log file shows that no transactions were purged.

To purge transactions that are part of an archive job:

1. From **Home**, select **Applications**, and then **Jobs**.
2. Click **Transaction Matching** to access the Transaction Matching jobs.
3. Click the ellipsis to the right of the archive job whose transactions must be purged and select **Purge Transactions**.

    The Confirm dialog appears. You are told to download the archive file before purging the matched transactions.
4. Click **Continue with Purge**.

    A Purge Transactions job, with a unique job ID, is added to the list of jobs. The initial status of the job is Pending.
5. Click **Refresh** after a few minutes to check the job status.

    If the job completed without errors, the status shows as **Succeeded**.
6. Click **Succeeded** to view and download the log file.

    The log file contains the Archive Transactions job ID, match type, number of transactions purged for each data source, total transactions purged, total matched purged, and time taken for the job.

Best Practices for Purging Transactions in Transaction Matching

Follow recommended best practices to obtain optimal results from purging transactions.

When transactions are being purged for a Match Type, the Match Type is locked and operations such as importing transactions, matching transactions manually, running Auto Match are not allowed. Therefore, it is recommended that you purge transactions outside of business hours.

It is recommended that you first archive unmatched transactions that are no longer required and then purge them.

Purging Transactions for the First Time

Oracle recommends that you clone your production environment to your test environment, and then purge transactions on your test environment first. The learnings from this exercise will help you purge transactions efficiently on your production environment.

If this is the first time you are purging transactions, and you have 500 million or more transactions already loaded and matched in the database, it is highly recommended that you open a Service Request with Oracle Support before running an archive and purge. Oracle Support will assess your application and outline the steps you need to take to optimize the purge performance.

Oracle Support will advise you on the right approach based on the following factors:

- Volume of transactions to be purged
- Shape of your data

Oracle recommends that you clone your production instance to your test instance, and then purge transactions on your test instance first. The learnings from this exercise will help you purge transactions on your production instance.

Prerequisites for Purging Transactions on the Test Instance

1. Raise a Service Request with Oracle Support.

2. Backup your test instance. See Create Backup of the Environment in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.

3. Clone your production instance into your test instance. See Cloning EPM Cloud Environments in *Administering Migration for Oracle Enterprise Performance Management Cloud*.

Steps to Purge Transactions on the Test Instance

1. Perform a backup of your application.

2. Oracle support will advise you on the following:

   - appropriate age of matched transactions to be selected for the archive or purge operation

     This is based on the volume of transactions that needs to be archived or purged.

   - batch size setting on configuration

     The default is 200,000. However, this may vary based on the shape of your data.

   - window to perform this process

     This should not overlap with the Daily Maintenance process (see Setting Daily Maintenance in *Getting Started with Oracle Enterprise Management System for Administrators*. You can choose to change this setting before purging transactions and then restore the setting after the transactions are purged.

3. Assess the count of matched transactions that you would purge. You can do this using the Transactions tab in Transactions Matching or through BI Publisher reports. This count can be verified after purging transactions. See Searching Transactions in Transaction Matching.

4. Purge the transactions.

5. Make note of the time taken for each step in the process.

Based on these learnings, purge transactions in your production instance.

Purging Transactions at Regular Intervals

After you purge transactions for the first time, Oracle recommends that you purge transactions at regular intervals. You can automate this process through EPM Automate. See purgeTmTransactions in *Working with EPM Automate for Oracle Enterprise Performance Management Cloud*.

Steps to Purge Transactions at Regular Intervals

1. Apply the learnings from the purge process performed on the production instance.

2. Test your automated purge schedule on your test instance with the recommended settings.

3. Deploy the automated purge schedule on your production instance.

29
Using EPM Automate for Administrative Tasks

The EPM Automate utility enables Service Administrators in Account Reconciliation to perform tasks within service instances. It enables automation of many repeatable tasks through use of commands including the following that are Account Reconciliation specific:

- Import currency rates (**importRates**)

- Import profiles (**importProfiles**)

- Import pre-mapped data including balances for **Reconciliation Compliance** and **Transaction Matching** (**importPreMappedBalances**) and transactions for **Reconciliation Compliance** (**importPreMappedTransactions**) and transactions for **Transaction Matching** (**importTmPremappedTransactions**)

- Import balances from a data load definition in Data Management (**importBalances**)

- Import Copy profiles to a period to initiate the reconciliation process (**createReconciliations**)

- Set period status (**setPeriodStatus**)

- Run the auto match process (**runAutomatch**) for Transaction Matching

- Upload files into service instances and download files to a local drive (**uploadFile**) and (**downloadFile**)

- Add and remove users and add and remove users to teams (**addUsers** and **addUsersToTeam** and **removeUsers** and **removeUsersFromTeam**)

There are also commands that you can use for Account Reconciliation that are used across other Enterprise Performance Management business processes including:

- Export, import and rename artifact snapshots (**exportSnapshot**) and (**importSnapshot** and **renameSnapshot** or **copySnapshotFromInstance**)

- Role related such as **assignRole**, **unassignRole**

- Import or export mapping (**importMapping** and **exportMapping**)

- File related commands such as **copyFileFromInstance** and**listFiles** and **deleteFile**.

- Daily maintenance related commands (**getDailyMaintenanceStartTime** and **runDailyMaintenance**)

- Run reports such as **provisionReport** and **userAuditReport** and **runDMReport**.

- Other useful command include **feedback**, **encrypt**, **help**, **login**, **logout**, **recreate**, **resetService**, **runBatch**, **runDataRule**, and **upgrade**.

You can create scripts that are capable of completing a wide array of tasks and automate their execution using a scheduler. For example, you can create a script to download the daily maintenance backup from service instances to create local backups of your artifacts and data.

For detailed information and the full list of EPM Automate Utility commands available for your use, see Commands at a Glance in the *Working with EPM Automate for Oracle Enterprise Performance Management* .

Watch a Using EPM Automate Video

Click this link to watch the video:

About Connecting EPM Cloud Environments

Overview

Service Administrators can connect multiple EPM Cloud environments of the following types:

- Planning
- Financial Consolidation and Close
- Tax Reporting
- Account Reconciliation
- Profitability and Cost Management
- Narrative Reporting
- Strategic Workforce Planning

Once Service Administrators set up the connections, users who have access across EPM Cloud environments can navigate across them from a single access point with one login. Also artifacts such as forms and dashboards, from across environments can be co-mingled within a cluster or within tabs on a card in navigation flows. Artifacts in the target environment are accessible based on the user's role.

> ✎ **Note:**
>
> You can also connect directly Oracle Analytics Cloud Enterprise Edition or Professional Edition 5.6 to EPM Cloud Platform, provided you have both services. When you've configured the connection, you can visualize data from EPM Cloud business processes in Oracle Analytics Cloud. You no longer have to model EPM data in a metadata repository (RPD) file to create visualizations and dashboards in Oracle Analytics Cloud.
>
> For more information, see the Oracle Analytics Cloud documentation.

Which EPM Cloud Environments can I Connect?

The source environment is the environment from which you're creating the connection. The target environment is the environment to which you're connecting from the source environment.

You can connect these source environments (these environments can also be target environments):

- Planning
- Financial Consolidation and Close
- Tax Reporting

Source environments can also connect to these target environments (these environments can't be source environments):

- Account Reconciliation

- Profitability and Cost Management

- Narrative Reporting

- Strategic Workforce Planning

What are the Ways I can Connect to Other EPM Cloud Environments?

- Toggle between the source environment and the target environment on the **Navigator** menu. See your source environment documentation for details.

- Customize navigation flows in the source environment to access clusters, cards, and artifacts in other target environments from the Home page. See your source environment documentation for more details.

- Use direct URLs to seamlessly integrate connected environments. See Using Direct URLs to Integrate Connected Environments.

Considerations

- Only Service Administrators create cross-environment connections.

  Users click a navigation link to open the linked environment. Access within the linked environment is determined by the predefined role and access permissions, if any, assigned to the user.

- For cross-environment navigation to be seamless, all environment instances to which cross-environment navigation flows are setup must belong to the same identity domain.

> ✏ **Note:**
>
> If the target and source environment instances are not on the same identity domain, then you'll not be able to establish a connection between them.

- Service administrators cannot configure cross-environment connections using corporate SSO (identity provider) credentials.

  If your environments are configured for SSO, ensure that identity domain credentials are maintained for the Service Administrators who configure cross-environment connections.

- Migrating cross-environment connections between test and production environments can cause issues in certain use case scenarios. For more information, see your source environment documentation.

- Vanity URLs are not supported in cross-environment connections.

Using Direct URLs to Integrate Connected Environments

About Direct URLs

Other source systems like Oracle ERP Cloud can embed URLs to directly link to artifacts contained in cards, tabs, and sub-tabs within connected EPM Cloud environments.

Other Cloud environments like Oracle ERP Cloud use direct URL links to open connected EPM Cloud content like forms, dashboards, and infolets. To make the integration between EPM Cloud and other systems seamless, you can use an export option, called **Export URLs**, to create a CSV file that provides the unique URLs for each card, tab, or sub-tab within a connected EPM Cloud business process. URLs are grouped by navigation flow and cluster, so

the URLs are easier to find within the CSV file. You can open the CSV file with a text editor or Microsoft Excel and embed the relevant URL within the source system pages to serve as a launch point into EPM Cloud.

Exporting URLs

To export EPM Cloud URLs to a CSV file:

1. Log into an EPM Cloud environment.

2. From the Home page, click the down arrow next to the user name (upper right corner of the screen).

3. On the **Settings and Actions** menu, click **Export URLs**, and then click **Save**.

The system saves a CSV file to the default download folder on your local machine, and the file name is automatically generated with the current date and time of the server; for example, `19_Feb_2021 13_15_38 Navigation Flow URLs.csv`. Find the file in your download folder, and open it with a text editor or with Microsoft Excel.

Viewing the Exported URLs File

The CSV file lists all of the URLs in the business process. Each card, tab (vertical tab), and sub-tab (horizontal tab) has a unique URL. When viewed in a text editor like Notepad or in Microsoft Excel, it identifies the URL for each card, tab, and sub-tab, so the URLs for each artifact can be more easily found. URLs are grouped by navigation flow and by cluster.

> **Note:**
>
> Only cards, tabs, and sub-tabs have URLs. Navigation flows and clusters don't have URLs.

See the following example direct URLs export file as viewed in Notepad:

The URLs export file provides the following information separated by a vertical bar or pipe (|) delimiter character:

- Navigation Flow Name

- Status

- Type

- Name of the cluster, card, tab, or sub-tab

- URL

- Visible

- Role/Group

- Description

To view the URLs export file in Microsoft Excel:

1. Open Excel, and then click the **Data** menu.

2. Click **New Query**, then **From File**, and then click **From CSV**.

3. Find and select the CSV file you exported, and then click **Import**. A new window displays the data in the CSV file.

4. To make the first row of the CSV file the header row, click **Edit**, click **Use First Row as Headers**, and then click **Close and Load**.

The resulting Excel file will look like the following example:

Find and copy the unique URL for the card, tab, or sub-tab that you wish to have integrated into the other connected environment. Only the URL target will open and users with access to the targeted artifact can perform the same actions as if they're working within the target business process.

A

Appendix: Account Reconciliation Best Practices

Best practices describe effective ways to use a feature.

Use these best practices for Account Reconciliation.

Table A-1   Account Reconciliation Best Practices

Category	Best Practice For	See This Section
Setup	Setting Up Account Reconciliation	Learning About Setup Best Practices
System attributes	Number of profile segments	Defining Profile Segments
Format rules	Configuring rules	Best Practices for Configuring Rules
Data Sources	Naming data source attributes	Steps to Search Transactions in Transaction Matching
Reconciliations	Variance analysis	Performing Variance Analysis
Importing Data	Using Merge mode	About Modes of Importing Data
Transaction Matching Transactions	Purging Transaction Matching transactions	Best Practices for Purging Transactions in Transaction Matching
Purge Cycles	Setting purge cycles in Transaction Matching and Reconciliation Compliance	Performing a Simple Purge in Transaction Matching
Reports	Designing and testing custom reports	Best Practices for Testing Custom Reports
Transaction Matching	Performance of subset rules	Running Auto Match

For more Account Reconciliation best practices, see Troubleshooting Account Reconciliation Issues in *Oracle® Fusion Cloud EPM Oracle Enterprise Performance Management Cloud Operations Guide*.

For information about EPM Cloud best practices that are applicable to Account Reconciliation, see Troubleshooting EPM Cloud Issues in *Oracle® Fusion Cloud EPM Oracle Enterprise Performance Management Cloud Operations Guide*.