

# Oracle® Fusion Cloud EPM

## Account Reconciliation Quick Start Checklists



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Oracle Fusion Cloud EPM Account Reconciliation Quick Start Checklists,

F51975-06

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Primary Author: EPM Information Development Team

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# 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](mailto:epmdoc_ww@oracle.com).

# Part I

## Service Administrator

### **Related Topics**

- [Learn and Connect Checklist for Account Reconciliation Service Administrators](#)

### **Related Topics**

- [Implement Account Reconciliation Checklist for Service Administrators](#)

### **Related Topics**

- [Administering Account Reconciliation Checklist for Service Administrators](#)

# 1

## Learn and Connect Checklist for Account Reconciliation Service Administrators



Welcome, Account Reconciliation Service Administrators!



Here's a checklist to help you learn about Account Reconciliation with links to training, reference materials and community resources.

### Learn about Account Reconciliation



1. Orient yourself with Account Reconciliation by watching this video tour.  
Watch this: [Overview: Tour of EPM Cloud Account Reconciliation](#). (5 minutes)
2. Read this: [Account Reconciliation Overview](#). (5 minutes)
3. Visit the Account Reconciliation library on the Help Center, your one-stop shop for videos, tutorials, documentation and tools. [Account Reconciliation Help Center](#). (5 minutes)

### Start using Account Reconciliation





1. Review the basic Account Reconciliation steps that you'll perform. (90 minutes)
  - Read this: [Learn about the Reconciliation Process](#) (10 minutes)
  - Read this: [Sample Task Flow Scenarios for Administrators](#) (10 minutes)
  - Read this: [User Tasks in Reconciliation Compliance](#) (10 minutes)
  - Read this: [Process Overview for Reconciliation Compliance](#) (10 minutes)
  - Read this: [Understanding Security in Account Reconciliation](#) (10 minutes)
  - Watch this: [Learn about Working with Reconciliations](#) (5 minutes)
  - Read this: [Managing the Reconciliation Process](#) (15 minutes)
  - Watch this: [Learn about Managing Reconciliations](#) (5 minutes)
  - Read this: [Learn about Transaction Matching](#) (5 minutes)
  - Read this: [Understanding Data Integration](#) (5 minutes)
  - Read this: [Creating an Application](#) (5 minutes)
2. Get familiar with the application interface and how you'll start your Account Reconciliation activities. (25 minutes)

Read this: [Overview of the Home Page and Navigation](#). (5 minutes)

#### See new features in each monthly update



1. Once you're up and running, read about the new features in each monthly update. (5 minutes)

See [What's New features](#)
2. See all the [Account Reconciliation features](#) from previous monthly updates. (5 minutes)

See [Cloud Feature Tool](#)
3. Read about new and upcoming features. [Account Reconciliation Roadmap](#).

#### Connect with Account Reconciliation communities



Join [Customer Connect](#), an online community, to collaborate and learn with colleagues. Review each of these areas: (10 minutes)

- Use the [Account Reconciliation category](#) to ask questions, connect with experts, or share your thoughts on key topics.
- Use the [Idea Lab](#) to influence Oracle's product development, share, vote, and comment on your favorite ideas.
- Use the [EPM Platform Category](#) to pose questions, connect with experts, and share your thoughts and ideas.
- Attend [Enterprise Performance Management Events](#) to be among the first to know about new release functionality and industry best practices.

To ensure you are always in the know, confirm your [Customer Connect](#) notification preferences are set for [EPM Announcements](#) as well as each Category you're following.

1. To set notification preferences for EPM Announcements, go to **Categories**, then **Announcements**, and then **Enterprise Performance Management**. Next, select the **Notification preferences** drop down.
2. To set notification preferences for each Category, navigate to the Category page and select the **Notification preferences** drop down. You must go to each category page separately and select the **Notification preferences** drop down.

### Join a Account Reconciliation User Group to collaborate and learn more



Participating in user groups keeps you on the cutting edge of the EPM Cloud landscape. Join one of these user groups:

- Join [ODTUG](#) to stay on the cutting edge of the Oracle technology landscape.
- Join [OATUG](#) to learn about Oracle applications and technology.
- Join [UKOUG](#) to connect, learn, and collaborate with UK users and partners.
- Join a [local User Group](#) to connect with users in your area.
- Attend [Developer Events](#) to exchange ideas, network, and build communities.

### 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.

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

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

### **How Do I Get Started?**

Click to get best practices, guidance, and strategies for your own EPM CoE: [Creating and Running an 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

## Implement Account Reconciliation Checklist for Service Administrators



Welcome, Account Reconciliation Service Administrators!



Here's a checklist to help you step through your Account Reconciliation implementation, with links to documentation and other resources.

 **Note:**

This checklist is meant to be a general guideline for tasks to be performed for an Account Reconciliation implementation and the subsequent ongoing maintenance. It is assumed that the Identity Domain Administrator has created users and granted predefined roles. There may be more or fewer tasks required for this role on Day 1 and throughout your initial days using Account Reconciliation, depending on the involvement of implementation partners, your organization's requirements, and the application design.

### Review and bookmark the EPM Cloud Operations Guide



1. Open the [Oracle Enterprise Performance Management Cloud Operations Guide](#) and review and bookmark the [Troubleshooting chapter](#) for resolution information and the [Requests](#) chapter for optional updates.

2. Read this: [Enrolling in the Implementation Success Program](#) (20 minutes)

### Define settings and preferences



Configure settings such as alerts, attributes, currencies, data load definitions, and many aspects of the system, including system settings.

1. Read this: [Overview of Reconciliation Compliance Configuration](#) (15 minutes)
2. Watch this: [Get Started Configuring the System](#) (5 minutes)

### Learn about setup best practices



Understand best practice suggestions for implementation methodologies and format design.

1. Read this: [Learning About Setup Best Practices](#) (15 minutes)
2. Watch this: [Best Practices in Account Reconciliation](#) (3:15 minutes)

### Setup user access



Grant application-specific roles and assign access permissions to users, groups, and Account Reconciliation artifacts

1. Read this: [Understanding Security in Account Reconciliation](#) (20 minutes)
2. Watch this: [Security in Account Reconciliation](#) (2:36 minutes)

### Load data and configure



1. Learn about data integration for Account Reconciliation
  - Read this: [Understanding Data Integration for Account Reconciliation](#) (20 minutes)
  - Watch these:
    - [Loading Different Types of Data \(Part One\)](#) (5:08 minutes)
    - [Loading Different Types of Data \(Part Two\)](#) (3:07 minutes)
2. Configure Reconciliation Compliance
  - Read this: [Configuring Reconciliation Compliance](#) (30 minutes)
3. Configure Periods
  - Read this: [Configuring Periods](#) (10 minutes)
4. Define Formats
  - Read this: [Defining Formats](#) (10 minutes)
5. Set up Profiles
  - Read this: [Working with Profiles](#) (10 minutes)

### Perform tasks



The following tasks may be done in any order and are optional depending on your application requirements:

1. Set up Group Reconciliations
  - Read this: [Working with Group Reconciliations](#) (15 minutes)
2. Set up Transaction Matching
  - Read this: [Setting Up Transaction Matching](#) (15 minutes)
  - or
  - Watch this: [Configuring Transaction Matching](#) (2:43 minutes)
3. Browse the Table of Contents in the *Administering Account Reconciliation* guide to see if other tasks are required for your implementation.
  - Browse this: [Administering Account Reconciliation](#) (30 minutes)

### Communicate with your users



When the application is ready for use, broadcast the URL of the environment to users. Follow your company's process for communicating with users.

# 3

## Administering Account Reconciliation Checklist for Service Administrators



Welcome, Account Reconciliation Service Administrators!



Here's a checklist to help you get going with the Account Reconciliation business process on Day 1 of your experience, with links to documentation and other resources.

 **Note:**

This checklist is meant to be a general guideline for tasks to be performed on Day 1 after the Account Reconciliation implementation and the subsequent ongoing maintenance. It is assumed that the Identity Domain Administrator has created users and granted predefined roles, and the Account Reconciliation business process has already been set up. There may be more or fewer tasks required for this role on Day 1, depending on what was already done during implementation, your organization's requirements, and the application design.

### Review and bookmark the EPM Cloud Operations Guide



1. Open the [Oracle Enterprise Performance Management Cloud Operations Guide](#) and review and bookmark the [Troubleshooting chapter](#) for resolution information and the [Requests](#) chapter for optional updates.



2. Read this: [Resolving Form Functional and Performance Issues](#) (5 mins)

### Log in and setup



1. Make sure your browser meets the prerequisites  
Read this: [Supported Browsers](#) (10 minutes)
2. **Optional:** Enable localization of the user interface  
Read this: [Understanding EPM Cloud Localization](#) (10 minutes)
3. **Optional:** Learn about accessibility mode  
[Accessibility for Account Reconciliation](#) (10 minutes)
4. **Optional:** Set up network restricted access  
Read this: [Setting Up Restricted Network Access](#) (15 minutes)

### Install clients and configure



1. **Optional:** Install the EPM Automate utility to access environments over a command window to automate business activities.  
Read this: [Installing EPM Automate](#) (10 minutes)
2. Install available clients as needed, such as:
  - Smart View (may already be installed)
  - Product-specific extensionsRead this: [Downloading and Installing Clients](#) (15 minutes)
3. Get familiar with the daily maintenance snapshot and set the time that maintenance is performed.  
Read this: [Overview of the Maintenance Snapshot](#) (15 minutes)
4. Learn how to back up the maintenance snapshot each day.  
Read this: [Backing Up the Maintenance Snapshot](#) (15 minutes)

### Set preferences



Set default preferences for Account Reconciliation users and many aspects of the application and the system, and create announcements for users.

Read this: [Managing Preferences](#) (15 minutes)

# Part II

## Power User

### **Related Topics**

- [Learn and Connect Checklist for Account Reconciliation Power Users](#)

### **Related Topics**

- [Log In and Start Checklist for Account Reconciliation Power Users](#)

# 4

## Learn and Connect Checklist for Account Reconciliation Power Users



Welcome, Account Reconciliation Power Users!



Here's a checklist to help you learn about Account Reconciliation with links to training, reference materials and community resources.

### Learn about Account Reconciliation



1. Orient yourself with Account Reconciliation by watching this video tour.  
Watch this: [Overview: Tour of EPM Cloud Account Reconciliation](#). (5 minutes)
2. Read this:  
[Account Reconciliation Overview](#). (5 minutes)
3. Visit the Account Reconciliation library on the Help Center, your one-stop shop for videos, tutorials, documentation and tools. [Account Reconciliation Help Center](#). (5 minutes)

### Start using Account Reconciliation



1. Review the basic Account Reconciliation steps that you'll perform. (80 minutes)
  - Read this: [Sample Task Flow Scenarios for Power Users](#) (10 minutes)
  - Read this: [User Tasks in Reconciliation Compliance](#) (10 minutes)
  - Read this: [Process Overview for Reconciliation Compliance](#) (10 minutes)
  - Watch this: [Learn about Working with Reconciliations](#) (5 minutes)
  - Read this: [Managing the Reconciliation Process](#) (15 minutes)
  - Watch this: [Learn about Managing Reconciliations](#) (5 minutes)
  - Read this: [Learn about Transaction Matching](#) (5 minutes)
2. Get familiar with the application interface and how you'll start your Account Reconciliation activities. (25 minutes)
 

Read this: [Overview of the Home Page and Navigation](#). (5 minutes)

#### See new features in each monthly update



1. Once you're up and running, read about the new features in each monthly update. (5 minutes)
 

See [What's New features](#)
2. See all the [Account Reconciliation features](#) from previous monthly updates. (5 minutes)
 

See [Cloud Feature Tool](#)
3. Read about new and upcoming features. [Account Reconciliation Roadmap](#).

#### Connect with Account Reconciliation communities



Join [Customer Connect](#), an online community, to collaborate and learn with colleagues. Review each of these areas: (10 minutes)

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- Use the [Idea Lab](#) to influence Oracle's product development, share, vote, and comment on your favorite ideas.
- Use the [EPM Platform Category](#) to pose questions, connect with experts, and share your thoughts and ideas.
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### Creating and Running an EPM Center of Excellence



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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.

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

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

### **How Do I Get Started?**

Click to get best practices, guidance, and strategies for your own EPM CoE: [Creating and Running an 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*.

# 5

## Log In and Start Checklist for Account Reconciliation Power Users



Welcome, Account Reconciliation Power Users!



Here's a checklist to help you get going with Account Reconciliation on Day 1 of your experience, with links to documentation and other resources.

### Note:

This checklist is meant to be a general guideline for tasks to be performed on Day 1 after the Account Reconciliation application is ready to use. It is assumed that the Account Reconciliation business process has already been set up. There may be more or fewer tasks required for this role on Day 1, depending on your organization's requirements, the application design, and the application roles you have been assigned.

### Install clients and configure



1. Make sure your browser meets the prerequisites.  
Read this: [Setting Up Browsers for EPM Cloud](#) (10 minutes)



2. **Optional:** Install EPM Automate to remotely perform tasks within EPM Cloud environments.

Read this: [Downloading and Installing Clients](#) (10 minutes)

3. **Optional:** Install available clients as needed, such as:

- Smart View (may already be installed)
- Product-specific extensions
- EPM Automate

Read this: [Available Clients and Utilities](#) (10 minutes)

### Log in and setup



1. Log in to Account Reconciliation.  
Read this: [Access EPM Cloud](#) (10 minutes)
2. Navigate around the Home page.  
Read this: [Account Reconciliation Home Page](#) (5 minutes)
3. Get ready to work in Account Reconciliation, such as setting preferences.  
Read this: [Managing Preferences](#) (15 minutes)

### Start using Account Reconciliation



1. Understand the reconciliation process  
Read this: [Managing the Reconciliation Process](#) (5 minutes)  
Watch this: [Managing the Reconciliation Process](#) (5 minutes)
2. Access reconciliations  
Read this: [Accessing Reconciliations](#)(5 minutes)
3. Create reconciliations  
Read this: [Creating Reconciliations](#) (5 minutes)  
Watch this: [Creating Reconciliations](#) (5 minutes)
4. Check for missing reconciliations  
Read this: [Checking for Missing Reconciliations](#) (5 minutes)

Watch this: [Checking for Missing Reconciliations](#) (5 minutes)

5. Prepare account reconciliations

Read this: [Preparing Reconciliations](#) (5 minutes)

Watch this: [Preparing Reconciliations](#) (5 minutes)

6. Manage reassignment requests

Read this: [Managing Reassignment Requests](#) (5 minutes)

7. Reassign preparers and reviewers

Read this: [Reassigning Preparers and Reviewers](#) (5 minutes)

# Part III

## User

### **Related Topics**

- [Learn and Connect Checklist for Account Reconciliation Users](#)

### **Related Topics**

- [Log In and Start Checklist for Account Reconciliation Users](#)

# 6

## Learn and Connect Checklist for Account Reconciliation Users



Welcome to Account Reconciliation Users!



Here's a checklist to help you learn about Account Reconciliation with links to training, reference materials and community resources.

### Learn about Account Reconciliation



1. Orient yourself with Account Reconciliation by watching this video tour.  
Watch this video: [Overview: Tour of EPM Cloud Account Reconciliation](#). (5 minutes)
2. Read this: [Account Reconciliation Overview](#). (5 minutes)
3. Visit the Account Reconciliation library on the Help Center, your one-stop shop for videos, tutorials, documentation and tools. [Account Reconciliation Help Center](#). (5 minutes)

### Start using Account Reconciliation



1. Review the basic Account Reconciliation steps that you'll perform. (60 minutes)
  - Read this: [Preparing Reconciliations](#) (10 minutes)
  - Read this: [Transaction Matching](#) (10 minutes)
2. Get familiar with the application interface and how you'll start your Account Reconciliation activities. (25 minutes)  
Read this: [Overview of the Home Page and Navigation](#). (5 minutes)

### See new features in each monthly update



1. Once you're up and running, read about the new features in each monthly update. (5 minutes)  
See [What's New features](#)
2. See all the [Account Reconciliation features](#) from previous monthly updates. (5 minutes)  
See [Cloud Feature Tool](#)
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# 7

## Log In and Start Checklist for Account Reconciliation Users



Welcome to Account Reconciliation Users!



Here's a checklist to help you get going with Account Reconciliation on Day 1 of your experience, with links to documentation and other resources.

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### Install clients and configure



1. Make sure your browser meets the prerequisites.  
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  - Product-specific extensions
  - EPM Automate
- Read this: [Available Clients and Utilities](#) (10 minutes)

### Log in and setup



1. Log in to Account Reconciliation.  
Read this: [Access EPM Cloud](#) (10 minutes)
2. Navigate around the Home page.  
Read this: [Overview of the Home Page](#) (10 minutes)
3. Get ready to work in Account Reconciliation, such as setting preferences.  
Read this: [Managing Preferences](#) (10 minutes)

### Start using Account Reconciliation



1. Access reconciliations  
Read this: [Accessing Reconciliations](#) (5 minutes)
2. Prepare account reconciliations  
Read this: [Preparing Reconciliations](#) (5 minutes)  
Watch this: [Preparing Reconciliations](#) (5 minutes)
3. Review reconciliations  
Read this: [Reviewing Reconciliations](#) (5 minutes)  
Watch this: [Reviewing Reconciliations](#) (5 minutes)
4. Add comments to reconciliations  
Read this: [Adding and Deleting Comments](#) (5 minutes)

# Part IV

## Viewer

### **Related Topics**

- [Learn and Connect Checklist for Account Reconciliation Viewers](#)

### **Related Topics**

- [Log In and Start Checklist for Account Reconciliation Viewers](#)

# 8

## Learn and Connect Checklist for Account Reconciliation Viewers



Welcome, Account Reconciliation Viewers!



Here's a checklist to help you learn about Account Reconciliation with links to training, reference materials and community resources.

### Learn about Account Reconciliation



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### Start using Account Reconciliation



1. Review the basic Account Reconciliation steps that you'll perform. (60 minutes)
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  - Read this: [Transaction Matching](#) (10 minutes)
2. Get familiar with the application interface and how you'll start your Account Reconciliation activities. (25 minutes)  
Read this: [Overview of the Home Page and Navigation](#). (5 minutes)

### See new features in each monthly update



1. Once you're up and running, read about the new features in each monthly update. (5 minutes)  
See [What's New features](#)
2. See all the [Account Reconciliation features](#) from previous monthly updates. (5 minutes)  
See [Cloud Feature Tool](#)
3. Read about new and upcoming features. [Account Reconciliation Roadmap](#).

### Connect with Account Reconciliation communities



Join [Customer Connect](#), an online community, to collaborate and learn with colleagues. Review each of these areas: (10 minutes)

- Use the [Account Reconciliation category](#) to ask questions, connect with experts, or share your thoughts on key topics.
- Use the [Idea Lab](#) to influence Oracle's product development, share, vote, and comment on your favorite ideas.
- Use the [EPM Platform Category](#) to pose questions, connect with experts, and share your thoughts and ideas.
- Attend [Enterprise Performance Management Events](#) to be among the first to know about new release functionality and industry best practices.

To ensure you are always in the know, confirm your [Customer Connect](#) notification preferences are set for [EPM Announcements](#) as well as each Category you're following.

1. To set notification preferences for EPM Announcements, go to **Categories**, then **Announcements**, and then **Enterprise Performance Management**. Next, select the **Notification preferences** drop down.
2. To set notification preferences for each Category, navigate to the Category page and select the **Notification preferences** drop down. You must go to each category page separately and select the **Notification preferences** drop down.

**Join a Account Reconciliation User Group to collaborate and learn more**



Participating in user groups keeps you on the cutting edge of the EPM Cloud landscape. Join one of these user groups:

- Join [ODTUG](#) to stay on the cutting edge of the Oracle technology landscape.
- Join [OATUG](#) to learn about Oracle applications and technology.
- Join [UKOUG](#) to connect, learn, and collaborate with UK users and partners.
- Join a [local User Group](#) to connect with users in your area.
- Attend [Developer Events](#) to exchange ideas, network, and build communities.

**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.

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

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

### **How Do I Get Started?**

Click to get best practices, guidance, and strategies for your own EPM CoE: [Creating and Running an 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*.

# 9

## Log In and Start Checklist for Account Reconciliation Viewers



Welcome, Account Reconciliation Viewers!



Here's a checklist to help you get going with Account Reconciliation on Day 1 of your experience, with links to documentation and other resources.

 **Note:**

This checklist is meant to be a general guideline for tasks to be performed on Day 1 after the Account Reconciliation application is ready to use. It is assumed that the Account Reconciliation business process has already been set up. There may be more or fewer tasks required for this role on Day 1, depending on your organization's requirements, the application design, and the application roles you have been assigned.

### Install clients and configure



Make sure your browser meets the prerequisites.

Read this: [Setting Up Browsers for EPM Cloud](#) (10 minutes)

## Log in and setup



1. Log in to Account Reconciliation.  
Read this: [Access EPM Cloud](#) (10 minutes)
2. Navigate around the Home page.  
Read this: [Overview of the Home Page](#) (10 minutes)
3. Get ready to work in Account Reconciliation, such as setting preferences.  
Read this: [Managing Preferences](#) (10 minutes)

## Start using Account Reconciliation



Access reconciliations

Read this: [Accessing Reconciliations](#) (5 minutes)