

# Oracle® Fusion Cloud EPM

## Reconciling Accounts with Account Reconciliation



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Oracle Fusion Cloud EPM Reconciling Accounts with Account Reconciliation,

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# 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
- **Prepays / 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
<b>Account Reconciliation</b>	The process of analyzing account balances and providing a justification for the balances. Identify differences and make corrections.
<b>Aging Buckets</b>	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.
<b>Aging Profile</b>	A collection of aging buckets.
<b>Attributes</b>	A parameter, or option, that controls how the function activity operates or defines characteristics of the function activity.
<b>Frequency</b>	Determines how often reconciliations are prepared and renewed. You define frequencies in system settings and associate them with profiles and periods.
<b>Periods</b>	Unit of time for which an Account Reconciliation is completed, for example, January 2016, February 2016.
<b>Profiles</b>	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.
<b>Reconciliations</b>	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).
<b>Source System</b>	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.

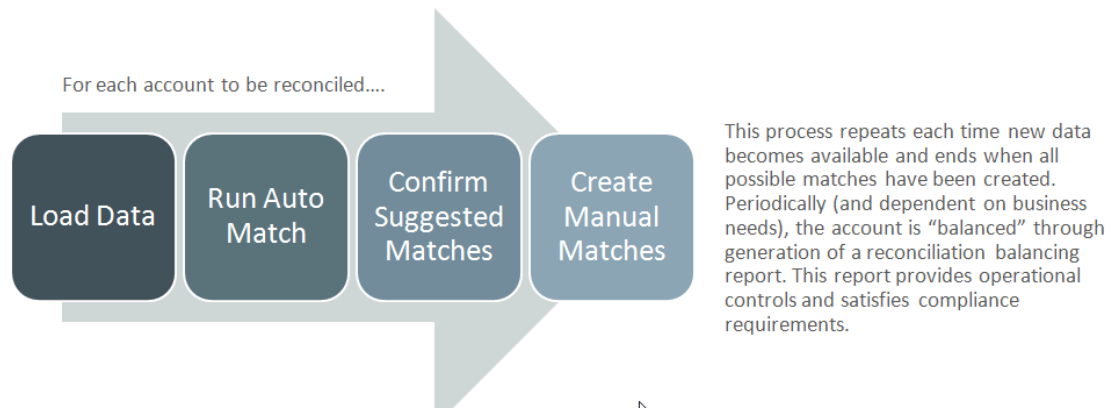
At a high level, an Administrator performs these set up tasks:

- 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



## Transaction Matching Terminology

The following table describes key concepts related to Transaction Matching.

Concept	Description
<b>Match Type</b> (created by Administrators)	<p>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.</p> <p>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.</p>
<b>Data Sources</b>	<p>Depending on your company's needs, you may want to define one or more data sources. For example you might want to:</p> <ul style="list-style-type: none"> <li>• Compare transactions between two data sources to see which transactions are outstanding</li> <li>• Netting transactions within a single data source to determine the "net balance" of the account</li> </ul> <p>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.</p>
<b>Timing and Frequency</b>	<p>Transaction Matching supports a variety of workflow needs:</p> <ul style="list-style-type: none"> <li>–Matching and balancing daily</li> <li>–Matching daily and balancing monthly</li> <li>–Matching and balancing monthly</li> </ul>

Concept	Description
<b>Matching Rules</b>	<p>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.</p> <p>The common matching rule types are supported:</p> <ul style="list-style-type: none"> <li>• one to one</li> <li>• one to many</li> <li>• many to one</li> <li>• many to many</li> </ul>

## 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*.
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- 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.



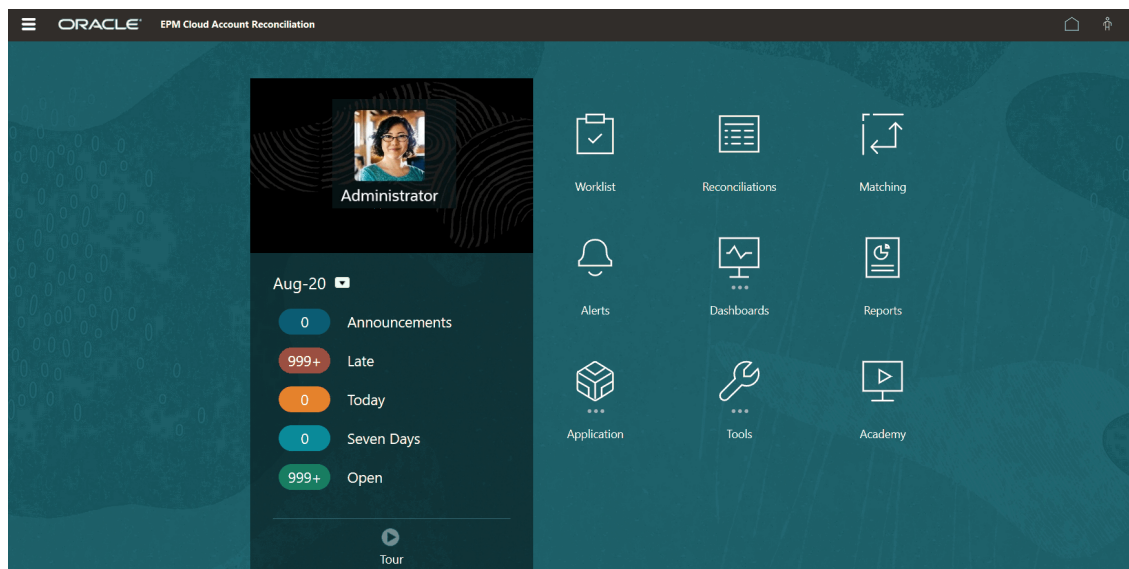
[Overview: Announcing EPM Cloud's new Redwood Theme](#)

- 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.



You can change the general look and feel of your Oracle Enterprise Performance Management Cloud environment on the **Appearance** under **Tools**. On the Appearance page, you can choose the Redwood Experience or a classic theme. Each theme provides different background colors, icon styles, and so on. You can also 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
<b>Worklist</b>	Displays a list of the period-end reconciliations and status. Available to all user roles (Administrator, Power User, User, Viewer). See <a href="#">Worklist</a>
<b>Reconciliations</b>	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 <a href="#">Reconciliations</a>
<b>Matching</b>	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 <a href="#">Matching</a> .
<b>Alerts</b>	Allows administrators and users to view and work with alerts to help users resolve roadblocks during their work on reconciliations. See <a href="#">Alerts</a>
<b>Dashboards</b>	Links to Dashboards page that shows the progress and status of reconciliations through two Reconciliation Compliance dashboards: <b>Overview</b> , and <b>Compliance</b> , and a Transaction Matching dashboard called <b>Match Metrics</b> . Available to all user roles (Administrator, Power User, User, Viewer).
<b>Reports</b>	Links to Reports page that contains predefined reports that you can generate. Available to all user roles (Administrator, Power User, User, Viewer). See <a href="#">Using Reports</a>

Card Name	Description
<b>Application</b>	<p>Links to:</p> <ul style="list-style-type: none"> <li>• <b>Overview</b> that shows you reconciliation activity. (Available to all user roles: Administrator, Power User, User, Viewer)</li> <li>• <b>Profiles</b> allows you to define profiles which are a building block for creating reconciliations in <b>Account Reconciliation</b>. (Available to all user roles: Administrator, Power User, User, Viewer)</li> <li>• <b>Periods</b> Allows an Administrator to work with periods to open, close, or lock. (Available to Administrator only)</li> <li>• <b>Configuration</b>(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.)</li> <li>• <b>Match Types</b> allows you to create match types for <b>Transaction Matching</b>. (Available to Administrator only)</li> <li>• <b>Jobs</b> shows the history of jobs run in Reconciliation Compliance. <b>Jobs History</b> 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)</li> <li>• <b>Services</b> 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).</li> <li>• <b>Archives</b> 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).</li> <li>• <b>Report Configuration</b> allows you to create custom reports, create report queries, and group reports. (Available to Administrator only).</li> </ul> <p>For more details, see <a href="#">Application</a>.</p>

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Card Name	Description
Tools	<p>Links to:</p> <ul style="list-style-type: none"><li>• <b>Appearance</b> allows an Administrator to rebrand or customize your logo, background image, and theme in the user interface. (Available to Administrator only)</li><li>• <b>Announcements</b> allow an Administrator to create announcements to other users. (Available to Administrator only)</li><li>• <b>Daily Maintenance</b> 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)</li><li>• <b>Service Activity</b> allows a Service Administrator to view or download system or user login activity reports. (Available to Administrator and Power Users)</li><li>• <b>Access Control</b> 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)</li><li>• <b>Audit</b> 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).</li><li>• <b>Migration</b> allows you to backup and restore content and also contains the <b>Remove application</b> tab that allows you to delete the Reconciliation Compliance and Transaction Matching artifacts and data. (Available to Administrator only)</li><li>• <b>Clone Snapshot</b> allows a Service Administrator to clone a snapshot of their environment. For details, see <a href="#">Cloning EPM Cloud Environments</a> in the <i>Administering Migration for Oracle Enterprise Performance Management Cloud</i> guide.</li></ul>

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## 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
<b>Navigator</b> 	<p>The Navigator icon opens the <b>Navigator</b> 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.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Some of the links in the <b>Navigator</b> menu are available only if you're accessing the business process from the desktop.</p> </div>
<b>Logo</b> 	<p>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 <b>Logo Image</b> on the <b>Appearance</b> page.</p>
<b>Business Process Name</b>	<p>The name of the current business process. You can hide the business process name by selecting <b>No</b> for the <b>Display Business Process Name</b> option on the <b>Appearance</b> page.</p>

## Links from the Home Page

The Home page contains links to other information such as Announcements, Academy, and User Assistance.

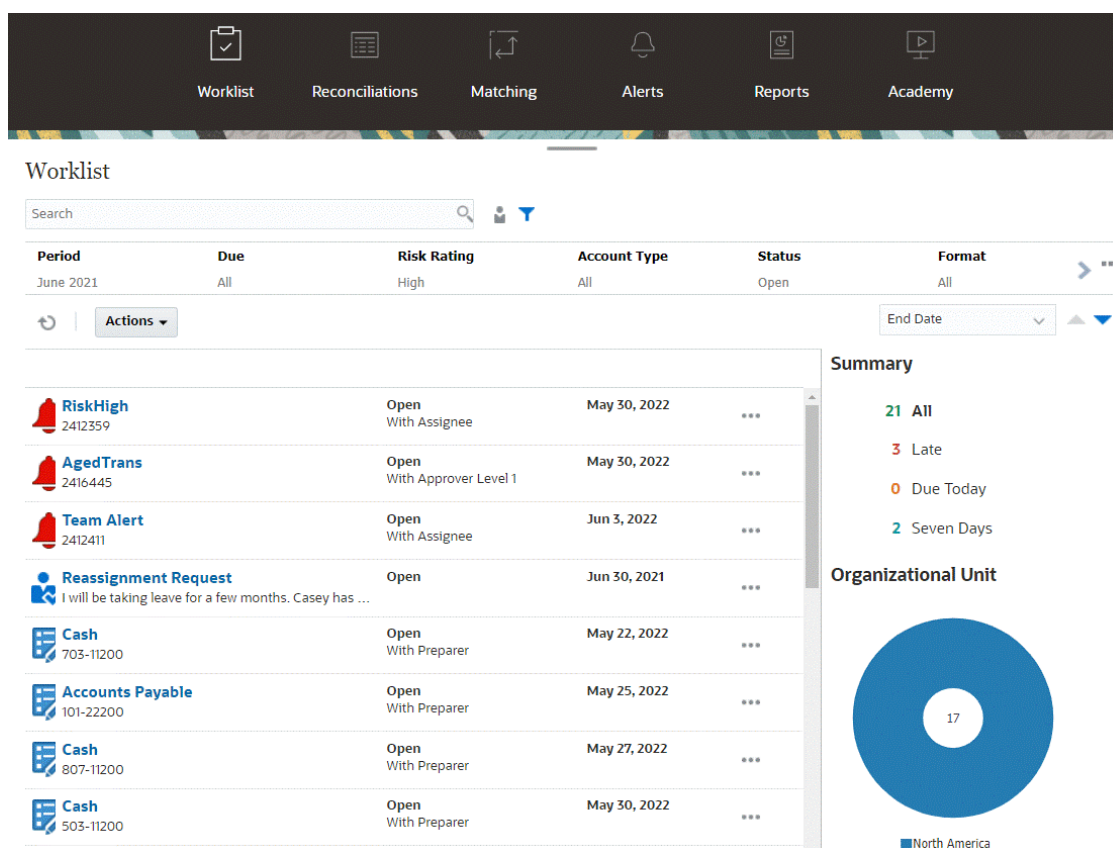
This table describes the links available from other areas of **Home**.

Name	Description
<b>Announcements</b>	<p>The left side of <b>Home</b> displays an announcement area that displays any system announcements entered by the administrator and helps you track your activity.</p> <ul style="list-style-type: none"> <li>• <b>Activity</b>—Summarizes system announcements (the most recent announcement, sorted by effective date, appears at the top) and lists your open tasks</li> <li>• <b>Recent</b>—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.</li> <li>• <b>Favorites</b>—Displays a list of links to forms or dashboards that were tagged as favorites, and prevents them from being overwritten. Click a link in <b>Favorites</b> to launch the item in a secondary window. To add items to <b>Favorites</b>, click <b>Recent</b> to view your recent user activity, and then click the star to the right of the item.</li> </ul>
<b>Integration</b>	Available in <b>Navigator</b> , and accesses <b>Data Management</b> . (Available to Administrators only.)
<b>Academy</b>	Link to videos and documentation. Available to all user roles.

Name	Description
<b>Home</b> 	Returns to the Home page
<b>User Assistance</b> 	Upper right of <b>Home</b> links to: <ul style="list-style-type: none"> <li>• <b>Help</b> links to Oracle Help center for full documentation</li> <li>• <b>Help on This Topic</b> links to context sensitive help on many topics</li> <li>• <b>Cloud Customer Connect</b> links to an Oracle customer information and discussion site</li> <li>• <b>Provide Feedback</b> to send an issue with logs to Oracle</li> <li>• <b>Oracle Support</b> to go to My Oracle Support site.</li> </ul>
<b>Tour</b> 	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.



The screenshot displays the Oracle Worklist interface. At the top is a navigation bar with icons for Worklist, Reconciliations, Matching, Alerts, Reports, and Academy. Below this is a search bar and a table of reconciliation items. The table has columns for Period, Due, Risk Rating, Account Type, Status, and Format. The items listed include RiskHigh, AgedTrans, Team Alert, Reassignment Request, and several Cash entries. To the right of the table is a Summary sidebar showing counts for All (21), Late (3), Due Today (0), and Seven Days (2). Below the summary is an Organizational Unit section with a donut chart showing 17 items for North America.

Period	Due	Risk Rating	Account Type	Status	Format
June 2021	All	High	All	Open	All

Item	Due	Status
<b>RiskHigh</b> 2412359	May 30, 2022	Open With Assignee
<b>AgedTrans</b> 2416445	May 30, 2022	Open With Approver Level 1
<b>Team Alert</b> 2412411	Jun 3, 2022	Open With Assignee
<b>Reassignment Request</b>	Jun 30, 2021	Open
<b>Cash</b> 703-11200	May 22, 2022	Open With Preparer
<b>Accounts Payable</b> 101-22200	May 25, 2022	Open With Preparer
<b>Cash</b> 807-11200	May 27, 2022	Open With Preparer
<b>Cash</b> 503-11200	May 30, 2022	Open With Preparer

**Summary**

- 21 All
- 3 Late
- 0 Due Today
- 2 Seven Days

**Organizational Unit**

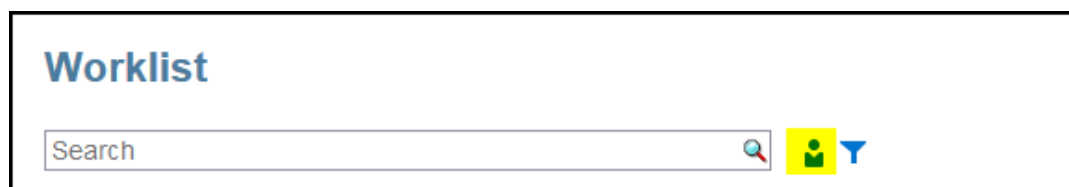
17  
North America

 **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**.

11102-USBNK Treasury Account  
101-11102

Open  
With Preparer

Apr 15, 2018



### 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.



101-22200: Accounts Payable  
June 2021

Unexplained differences: 1 FUNCTIONAL -30K USD

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

	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

**Prior Ending Balances**

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: 1 day, 12 hours  
Aging Violations: 0  
Attachments: No attachments are created.  
Comments: I was able to identify part of the discrepancy, but could not find the remaining \$30K. Can someone else on the team investigate the remaining difference? I believe it is likely a missing reversal.

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:



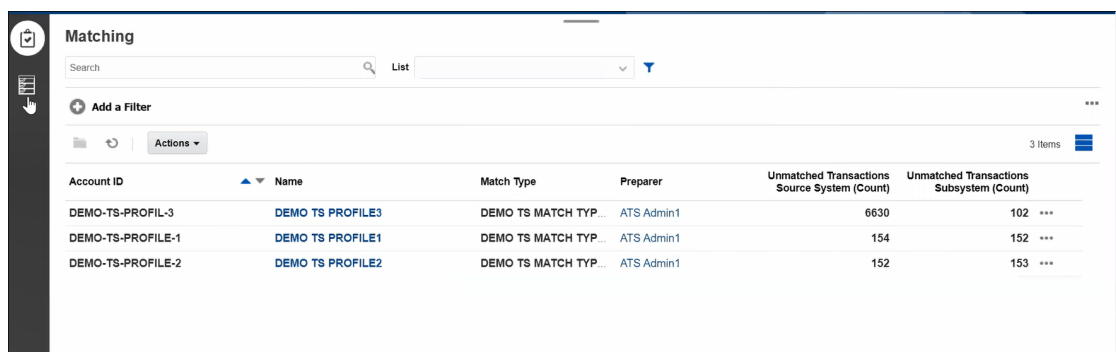
## Matching

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.



The screenshot shows the 'Matching' card interface. It includes a search bar, a 'List' dropdown, and an 'Add a Filter' button. Below the search bar is an 'Actions' dropdown menu. The main content is a table with 3 items, showing reconciliation details.

Account ID	Name	Match Type	Preparer	Unmatched Transactions Source System (Count)	Unmatched Transactions Subsystem (Count)
DEMO-TS-PROFIL-3	DEMO TS PROFILE3	DEMO TS MATCH TYP...	ATS Admin1	6630	102 ***
DEMO-TS-PROFILE-1	DEMO TS PROFILE1	DEMO TS MATCH TYP...	ATS Admin1	154	152 ***
DEMO-TS-PROFILE-2	DEMO TS PROFILE2	DEMO TS MATCH TYP...	ATS Admin1	152	153 ***

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:

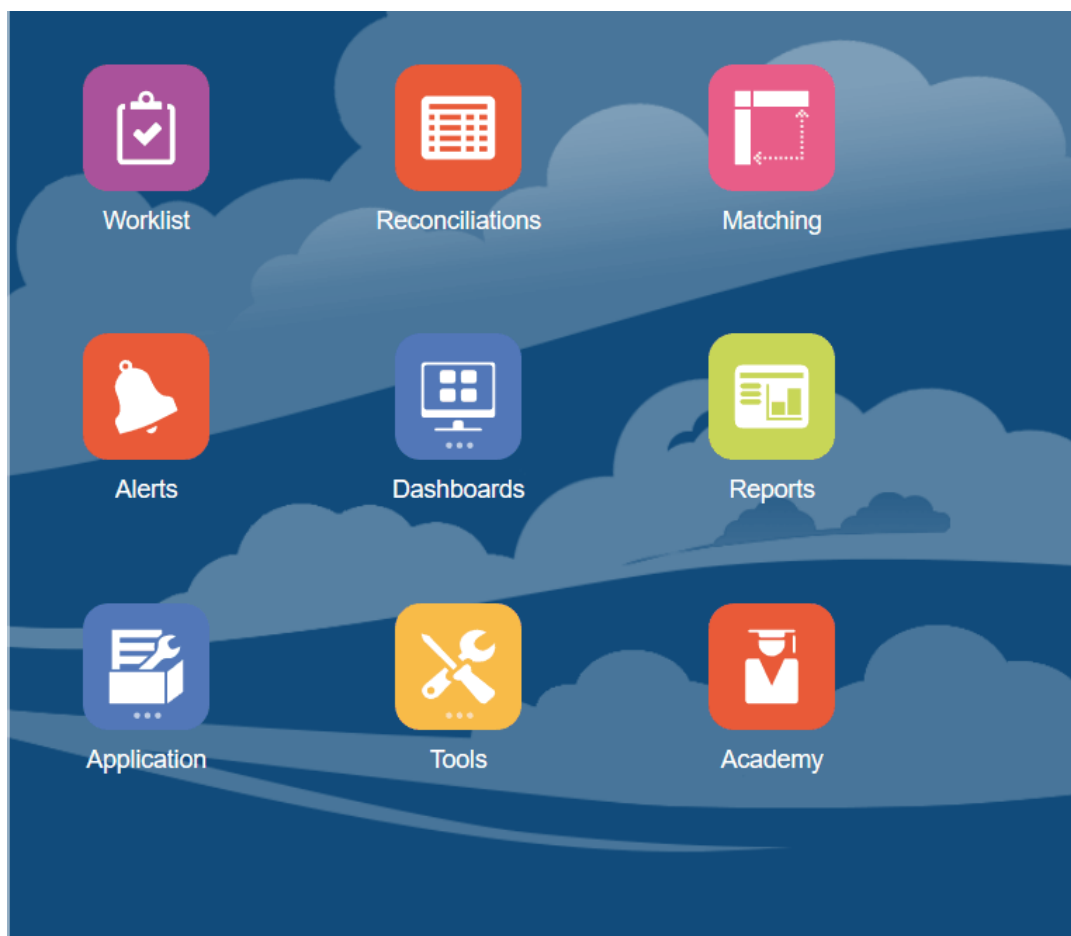
1. Importing data. See Importing Data.
2. Running Auto Match. See [Running Auto Match](#).
3. Confirming suggested matches. See Suggested Matches.
4. Creating manual matches. See Creating Manual Matches.
5. Creating the Reconciliation Balancing Report. See Creating the Balancing Report.

## Alerts

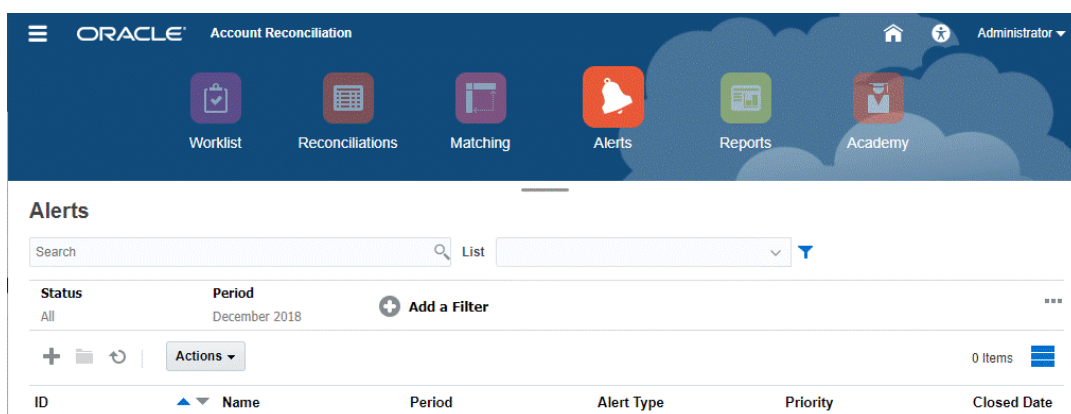
The **Alerts** list available through the **Home** page allows administrators and users to view and work with alerts.

To access the **Alerts** list:

1. On the **Home** page, click **Alerts**.



- 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 alert 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.

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

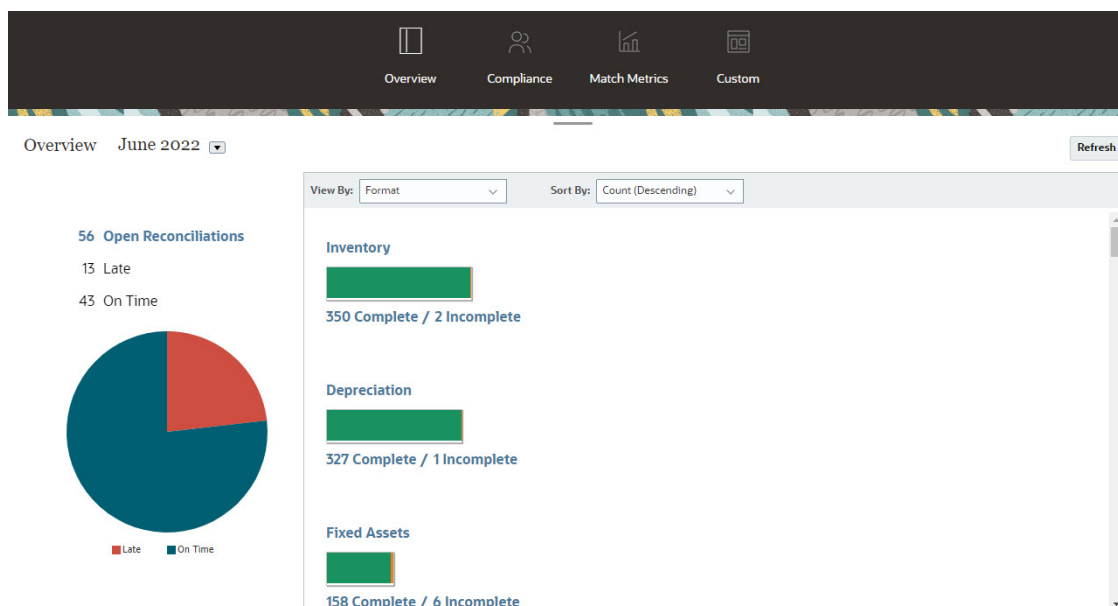
## Dashboards

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.

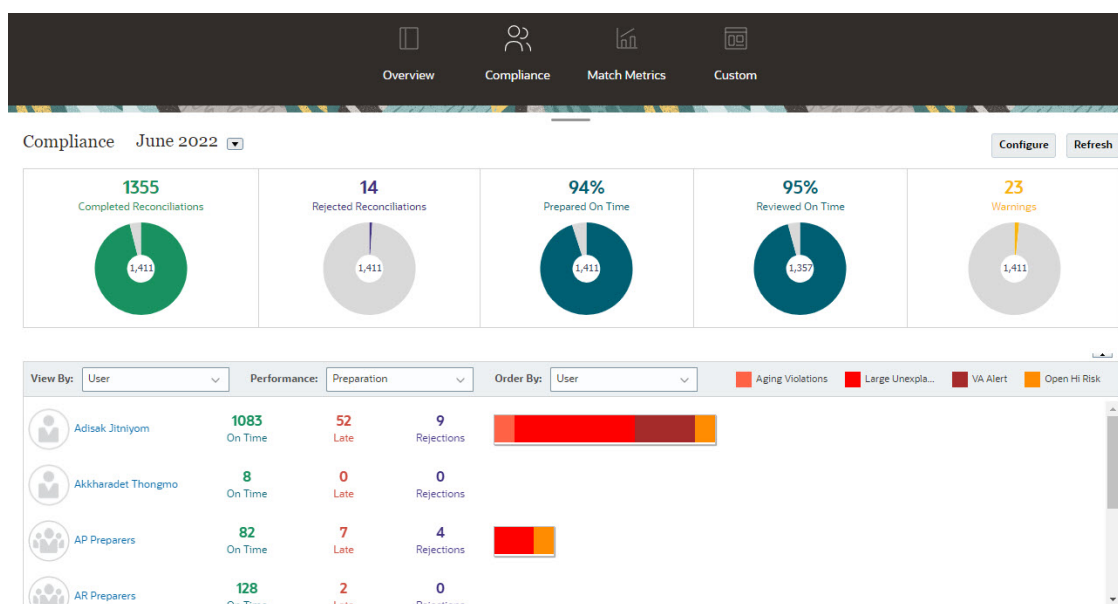
### Overview Dashboard

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.



### 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.



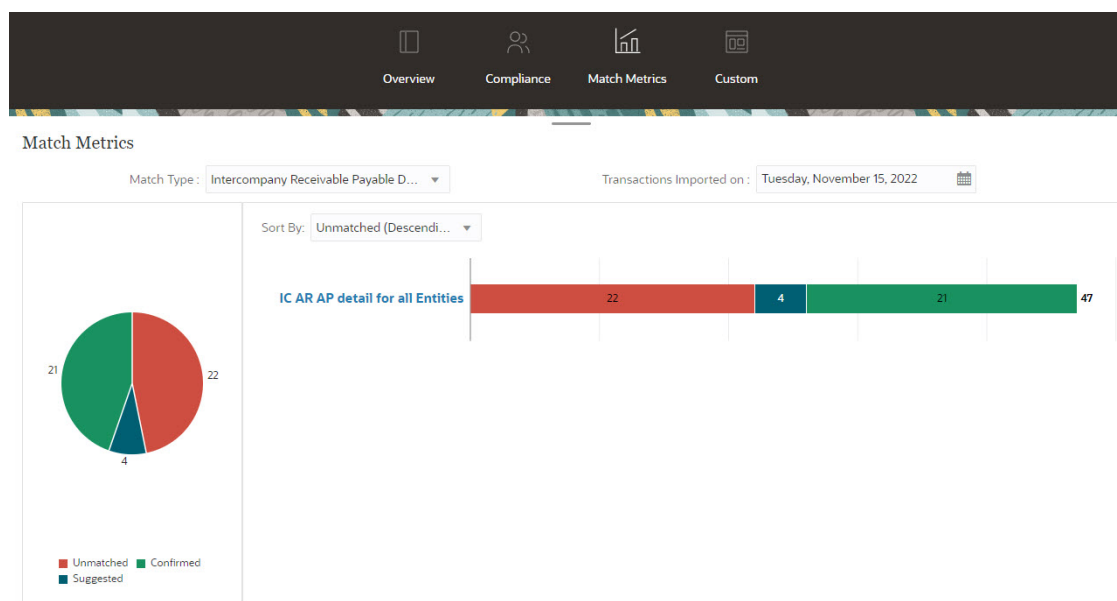
You can change your viewing options on the dashboard:

- 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.

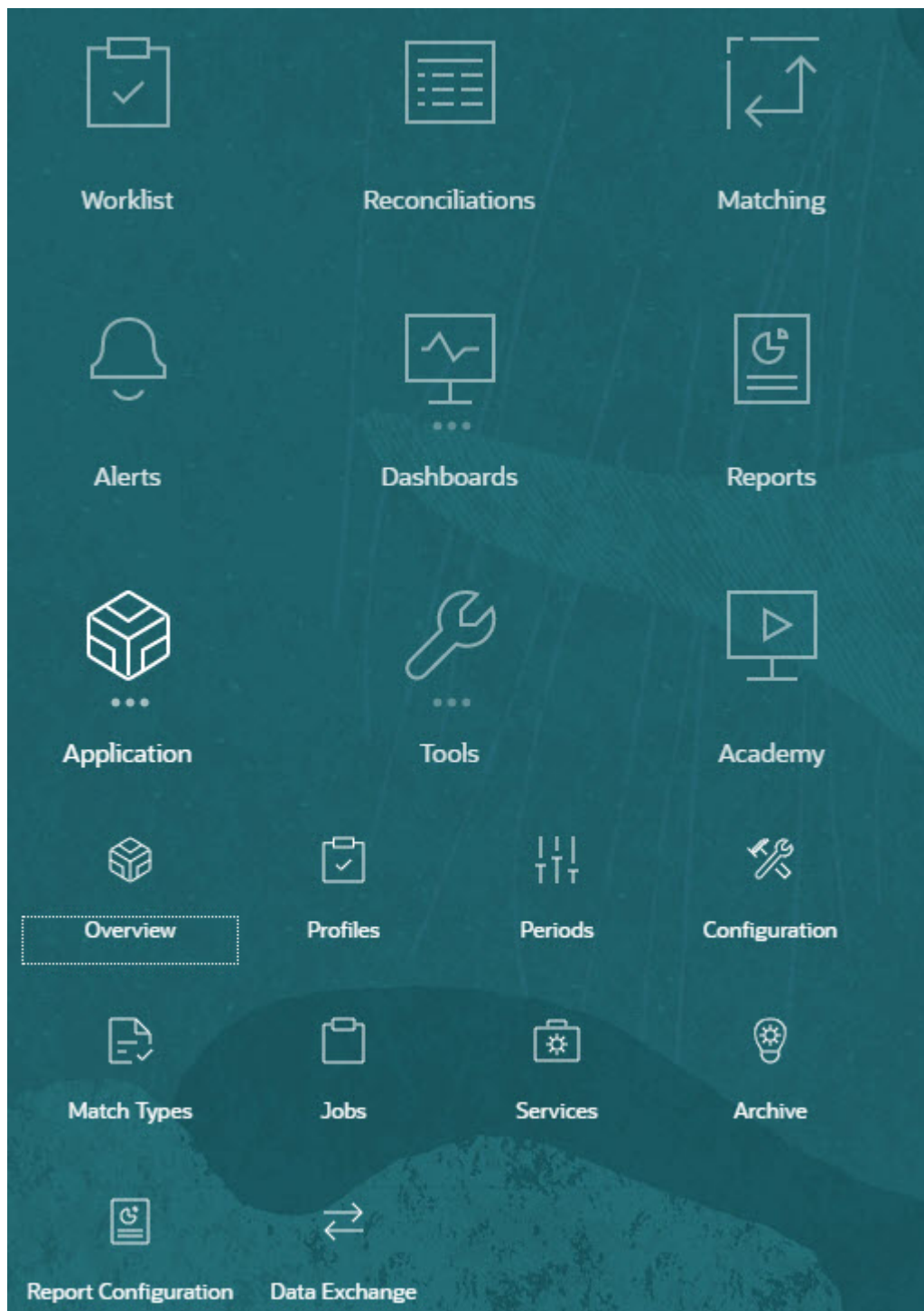
- **Reconciliation Compliance** predefined reports. See Generating Predefined Reports in Reconciliation Compliance
- **Transaction Matching** predefined reports. See Generating Predefined Reports in Transaction Matching

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](#).

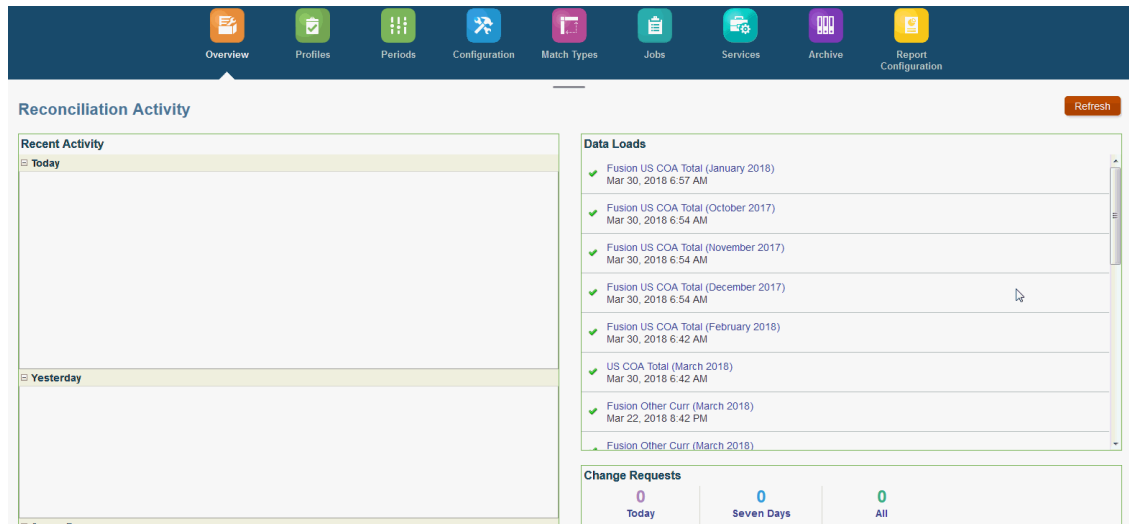
The **Jobs** for Reconciliation Compliance contains a Point of View (POV) as well as a search making it easier to display the jobs you want to see. See Viewing Jobs.

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

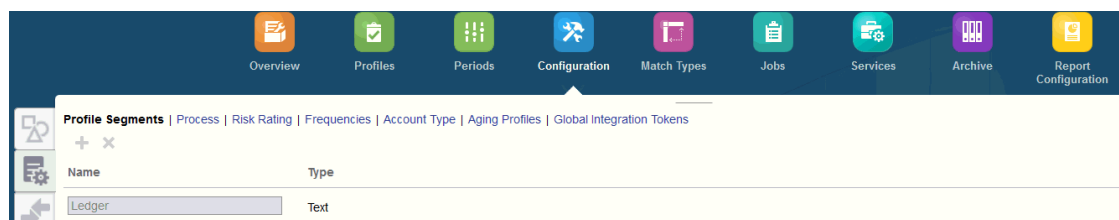
Custom attributes are user-defined fields defined centrally by administrators and can be used in reconciliations, profiles and formats:

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:

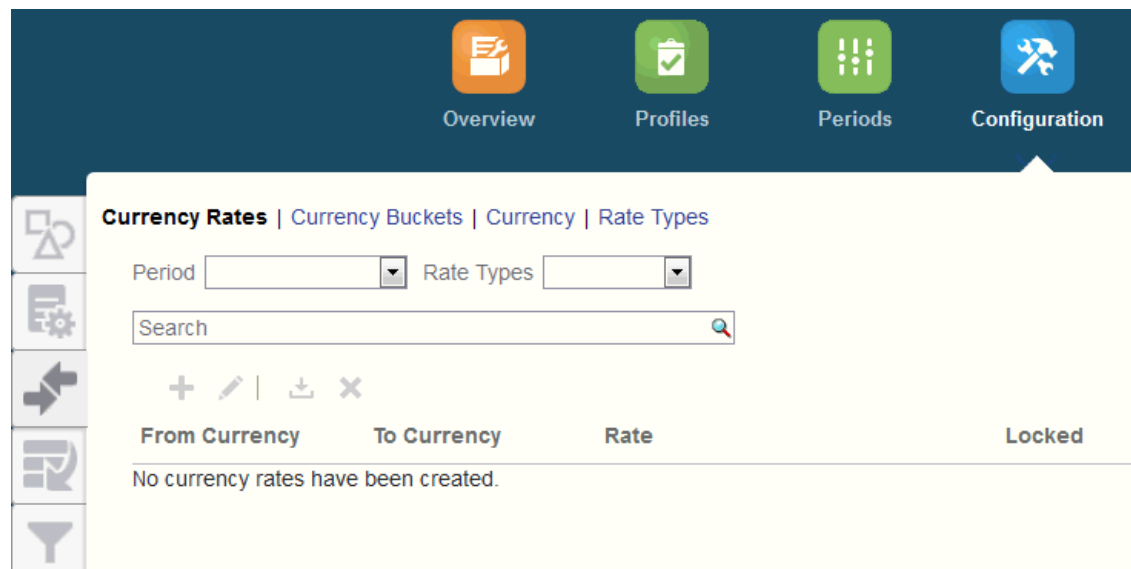


- **Profile Segments** are the components of the Account ID used to uniquely identify profiles and reconciliations. For example, if you typically reconcile accounts at the Company-Account level, then you should define two segments: one for Company, and one for Account. Profile Segment values are labels. 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.

## System Settings

- Allow Comment Deletion
- Bulk Updates
- Data Load
- Due Date Reminder Notification
- Email Notifications
- List Maximum Items
- Maximum Attachment Size
- Reassignment Requests
- Reopen
- Reviewer Levels
- Service Start Times
- System Maintenance Process
- Digital Assistant Settings

Allow Comment Deletion  Turn On  
 Turn Off

See Defining System Settings

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

Click this link to watch a video:



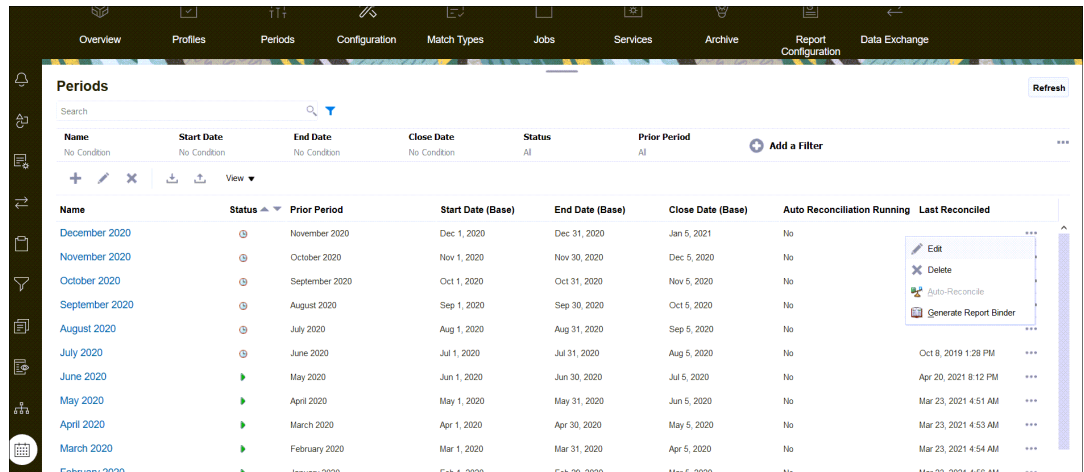
## Periods

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

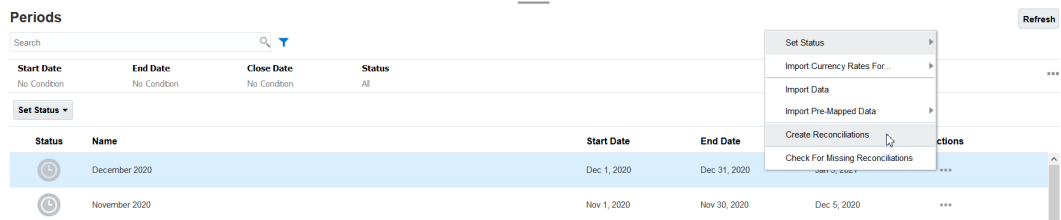
- From **Home**, then **Applications**, you can access **Periods** and create, edit, or delete periods as well as kick off Auto Reconcile or Generate a Report Binder.



- 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:**

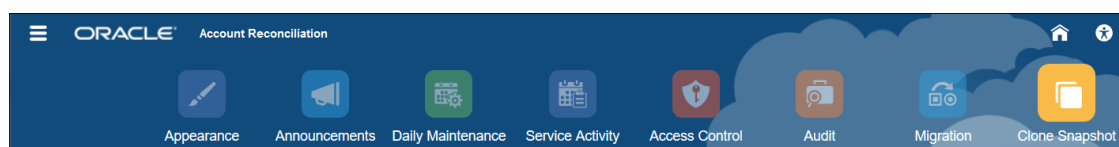
Email notifications contain service and tenant information in the footer to help identify where an email is coming from.

- **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.

Services				
Status	Name	Last Ran	Next Run	Actions
	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 change the general look and feel of your Oracle Enterprise Performance Management Cloud environment. Enabling the Redwood Experience not only provides a new application look and feel, but it also includes certain features that are not available in the other themes. If you opt not to use the Redwood Experience, you can choose instead from a list of predefined classic themes with different background colors, icon styles, and so on. You can also 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**.

**Create Announcement** OK Cancel

\* Subject

\* Start Date

End Date

Font  2

\* Content

## 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.

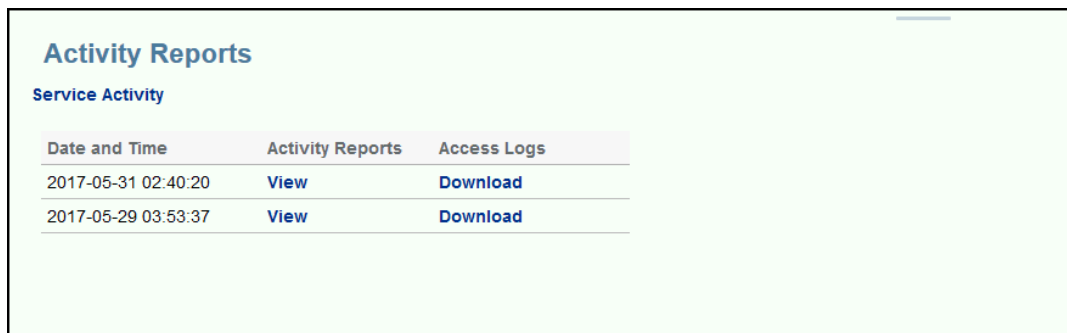
The Service Activity Report provides detailed information on the number of users accessing the service by date, the resources that users accessed, duration of user activity, and the action that users performed in the service. This report is automatically generated each day during the system maintenance 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** .



The screenshot shows a web interface titled "Activity Reports" with a sub-section "Service Activity". Below this is a table with three columns: "Date and Time", "Activity Reports", and "Access Logs". There are two rows of data, each with a "View" link in the "Activity Reports" column and a "Download" link in the "Access Logs" column.

Date and Time	Activity Reports	Access Logs
2017-05-31 02:40:20	<a href="#">View</a>	<a href="#">Download</a>
2017-05-29 03:53:37	<a href="#">View</a>	<a href="#">Download</a>

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*.

## 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**



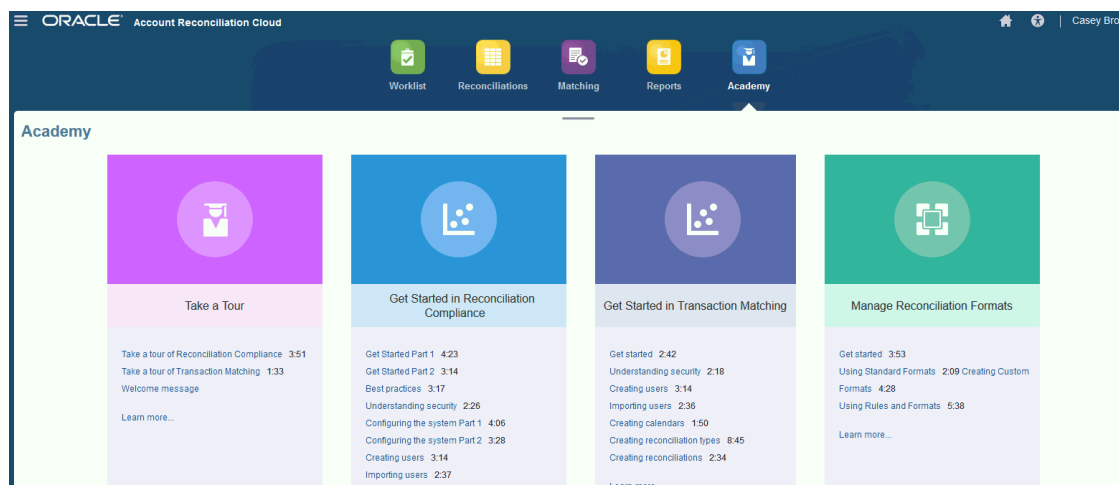
#### Note:

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.

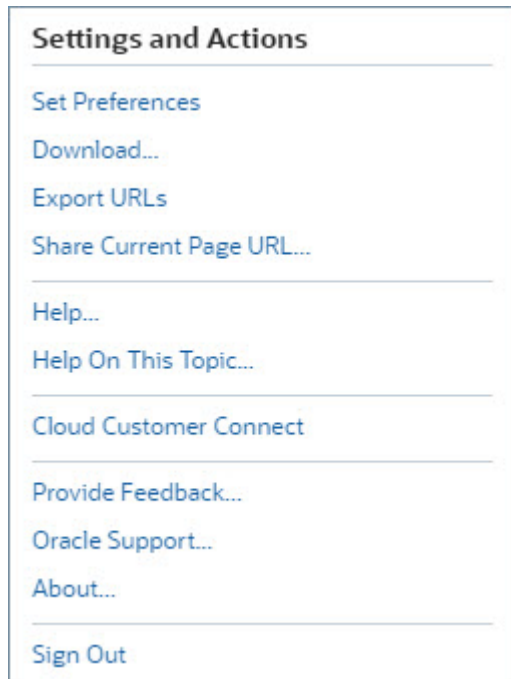


### Note:

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**

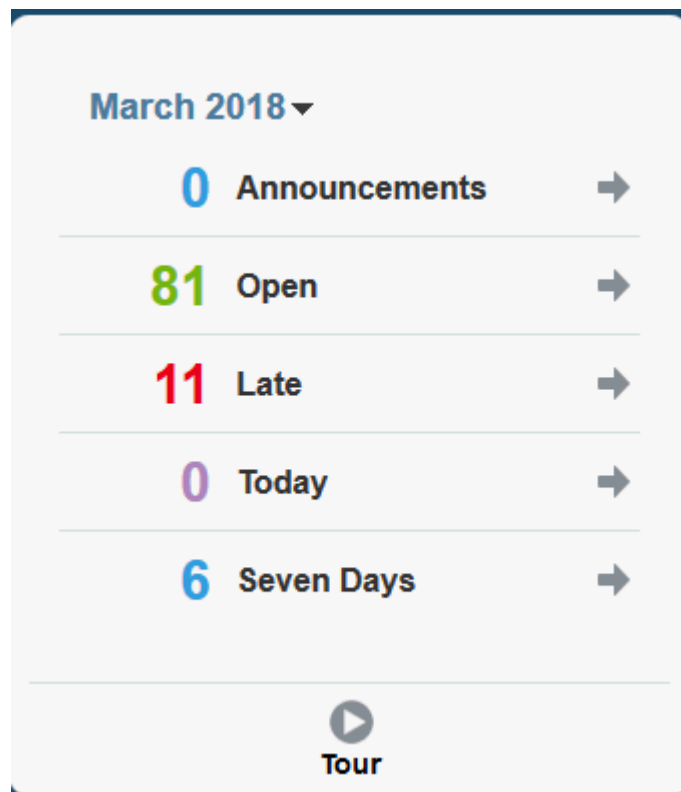
Contains Account Reconciliation notices and version information.

**Sign Out**

Exits Account Reconciliation.

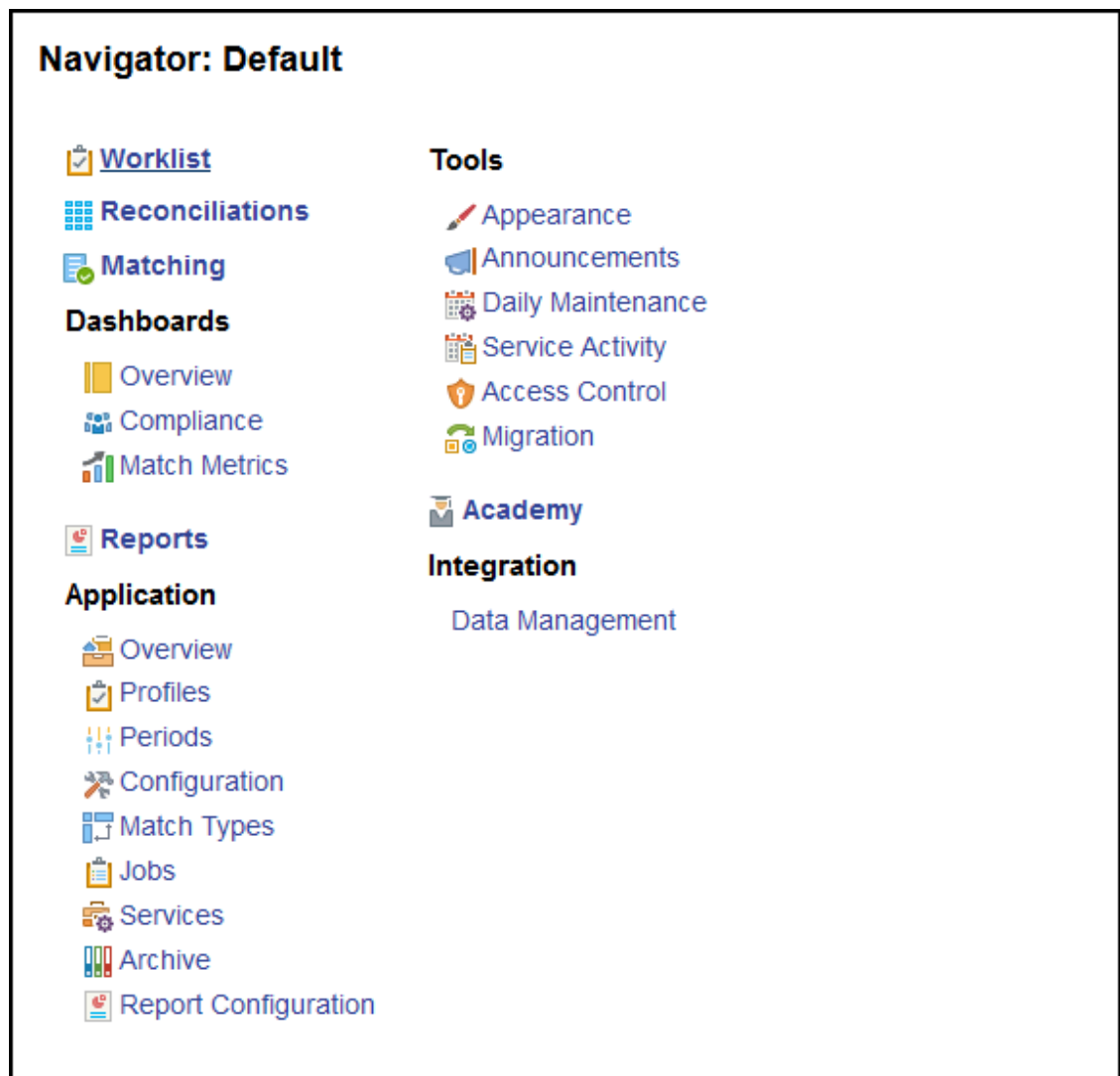
## Welcome Panel

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.



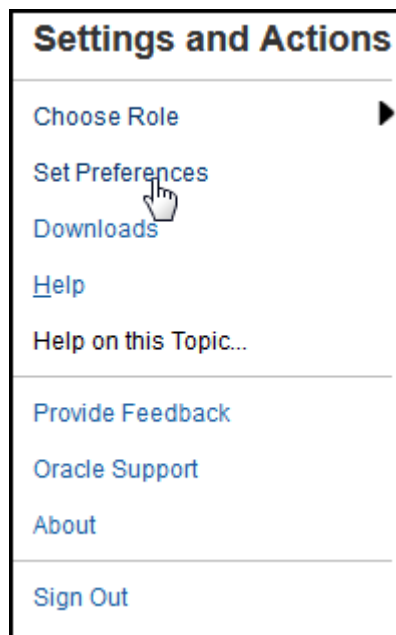
The first two items: **Worklist** and **Reconciliations** give you easy access to your reconciliations work in Reconciliation Compliance. **Matching** gives you easy access to your reconciliations work in Transaction Matching.

## 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

## Reconciling Accounts in 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.
- [Accessing Reconciliations](#)  
There are multiple ways to access reconciliations within Reconciliation Compliance in Account Reconciliation.
- [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.
- [Reviewing Reconciliations](#)

# 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 than the reconciliation (more summarized or more detailed) if required.

### Setting Up a Variance Analysis

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

See the following topics:

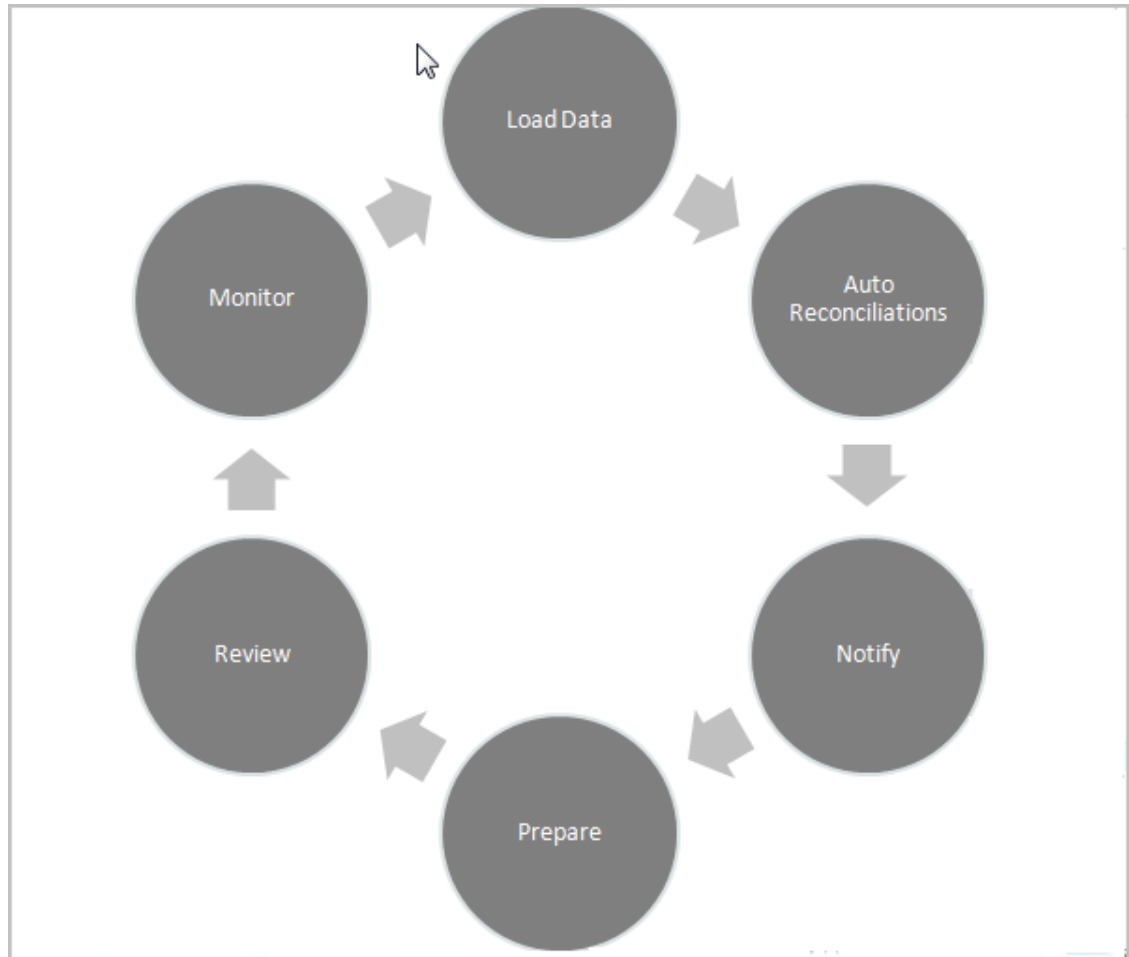
- Learning About Setup and Configuration in Reconciliation Compliance
- Learning About Formats



- 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

## 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:

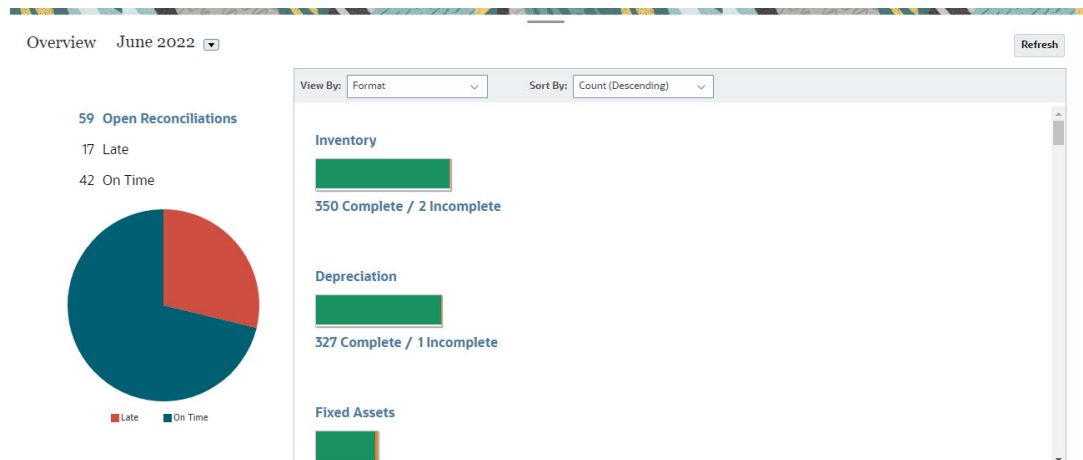


## Accessing Reconciliations from Dashboards Card

The Overview Dashboard organizes reconciliations into various categories.

To access reconciliations from dashboards:

1. From the Home page, click **Dashboards**.
2. Select **Overview**.

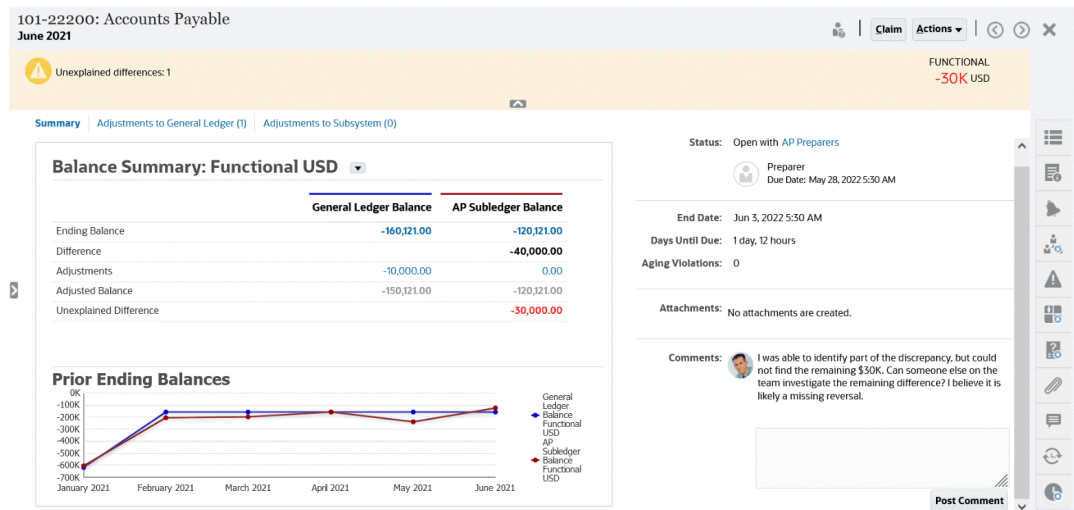


3. You can access different categories of reconciliations. For example, click on **Open**, **Late**, or **On Time** to see a list of reconciliations in that category, or filter by Format.

 **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.



101-22200: Accounts Payable  
 June 2021

Unexplained differences: 1

FUNCTIONAL -30K USD

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

**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

**Prior Ending Balances**

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: 1 day, 12 hours  
 Aging Violations: 0

Attachments: No attachments are created.

Comments: I was able to identify part of the discrepancy, but could not find the remaining \$30K. Can someone else on the team investigate the remaining difference? I believe it is likely a missing reversal.

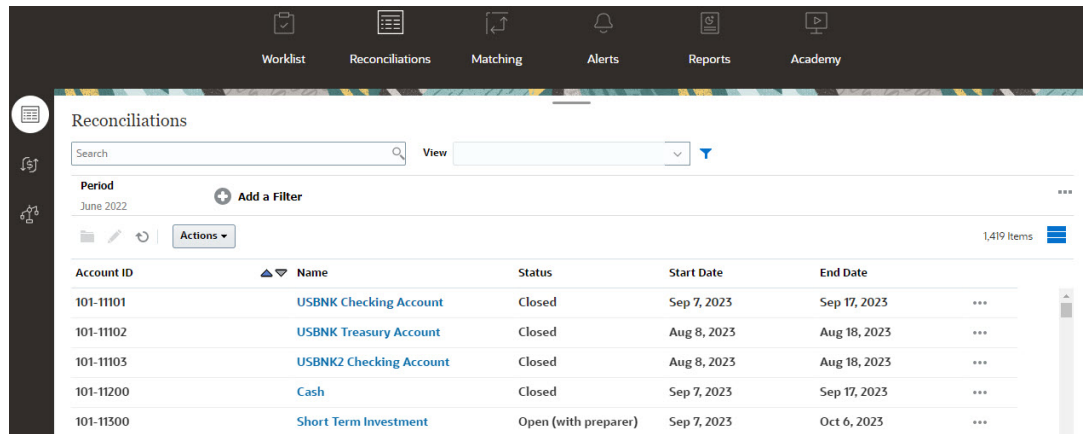
For details on preparing reconciliations, see [Preparing Reconciliations](#)

## Accessing Reconciliations from the Reconciliations Card

Use the Reconciliations card to display the Reconciliation List.

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

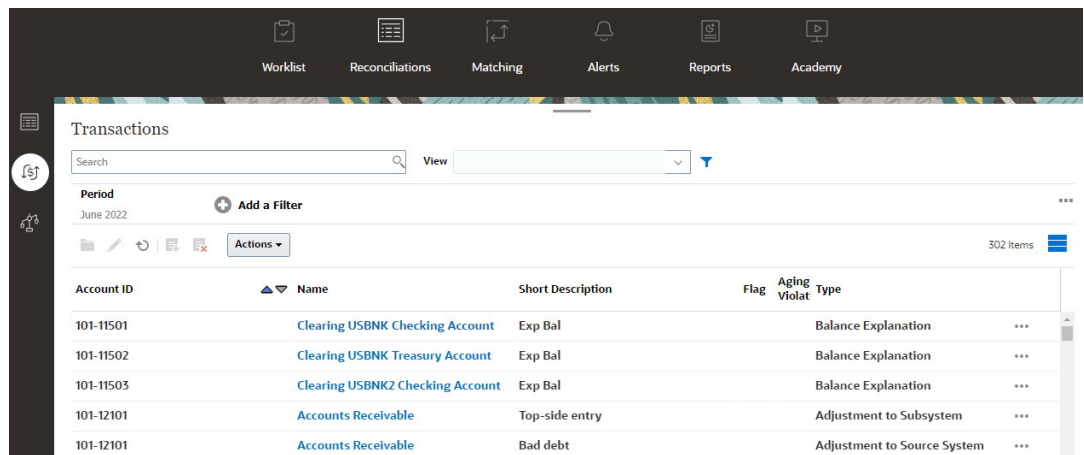
1. From the **Home** Page, click **Reconciliations** to display the Reconciliation List.



- 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.
- 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.

# 6

## 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](#)
- [Working with Transactions](#)
- [Requesting Reassignments](#)
- [Claiming and Releasing Team Reconciliations](#)
- [Performing Summary Reconciliations](#)
- [Working with Group Reconciliations](#)

## 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.

## Balance Comparison

**Balance Summary: Functional USD** ▼

	Balance per GL	Balance per Bank
Ending Balance	<b>85,026,923.65</b>	<b>85,024,623.65</b>
Difference		<b>2,300.00</b>
Adjustments	2,300.00	0.00
Adjusted Balance	<b>85,024,623.65</b>	<b>85,024,623.65</b>
Unexplained Difference		<b>0.00</b>

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

## Account Analysis

**Balance Summary: Entered USD** ▼

	Source System
Balance Per GL	<b>9,600.00</b>
Balance Explanations	9,600.00
Difference	<b>0.00</b>
Adjustments	0.00
Unexplained Difference	<b>0.00</b>

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.

# Variance Analysis

## Balance Summary: Functional USD ▾

	Source System
Current Period Balance (March 2018)	400,977,855.16
Variance Period Balance (February 2018)	380,885,051.10
Difference	20,092,804.06
Variance Explanations	20,092,804.06
Unexplained Difference	0.00

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**.

The screenshot shows the Oracle Worklist interface. At the top, there is a navigation bar with icons for Worklist, Reconciliations, Matching, Alerts, Reports, and Academy. Below this, the 'Worklist' section is displayed with a search bar and a filter icon. The main area contains a table of reconciliations with columns for Period, Due, Risk Rating, Account Type, Status, and Format. The table lists several items, including RiskHigh, AgedTrans, Team Alert, Reassignment Request, Cash, and Accounts Payable. To the right of the table is a 'Summary' panel showing counts for All (21), Late (3), Due Today (0), and Seven Days (2). Below the summary is an 'Organizational Unit' section with a donut chart showing 17 items for North America.

Period	Due	Risk Rating	Account Type	Status	Format
June 2021	All	High	All	Open	All

Item	Risk Rating	Status	Account Type	Due Date
RiskHigh 2412359	RiskHigh	Open With Assignee	Cash	May 30, 2022
AgedTrans 2416445	AgedTrans	Open With Approver Level 1	Cash	May 30, 2022
Team Alert 2412411	Team Alert	Open With Assignee	Cash	Jun 3, 2022
Reassignment Request	Reassignment Request	Open	Cash	Jun 30, 2021
Cash 703-11200	Cash	Open With Preparer	Cash	May 22, 2022
Accounts Payable 101-22200	Accounts Payable	Open With Preparer	Accounts Payable	May 25, 2022
Cash 807-11200	Cash	Open With Preparer	Cash	May 27, 2022
Cash 503-11200	Cash	Open With Preparer	Cash	May 30, 2022

**Summary**

- 21 All
- 3 Late
- 0 Due Today
- 2 Seven Days

**Organizational Unit**

17 (North America)

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:

101-22200      Accounts Payable      Open (with preparer)      May 16, 2022      Jun 3, 2022      ...

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

**101-22200: Accounts Payable**  
June 2021

Unexplained differences: 1

FUNCTIONAL -30K USD

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

**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

**Prior Ending Balances**

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: 1 day, 12 hours  
Aging Violations: 0  
Attachments: No attachments are created.  
Comments: I was able to identify part of the discrepancy, but could not find the remaining \$30K. Can someone else on the team investigate the remaining difference? I believe it is likely a missing reversal.

- 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.

**101-22200: Accounts Payable**  
June 2021

Unexplained differences: 1

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

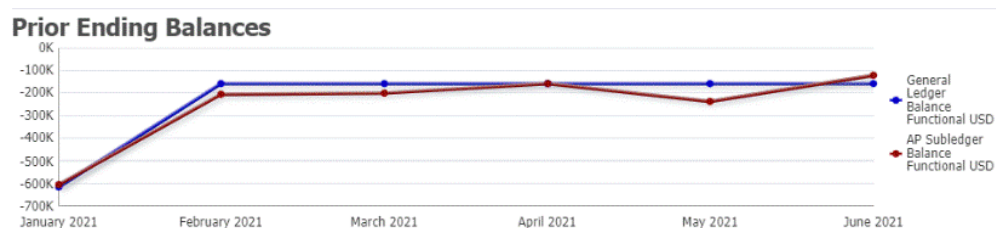
FUNCTIONAL  
-30K USD

- 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.

**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:** 1 day, 12 hours

**Aging Violations:** 0

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.



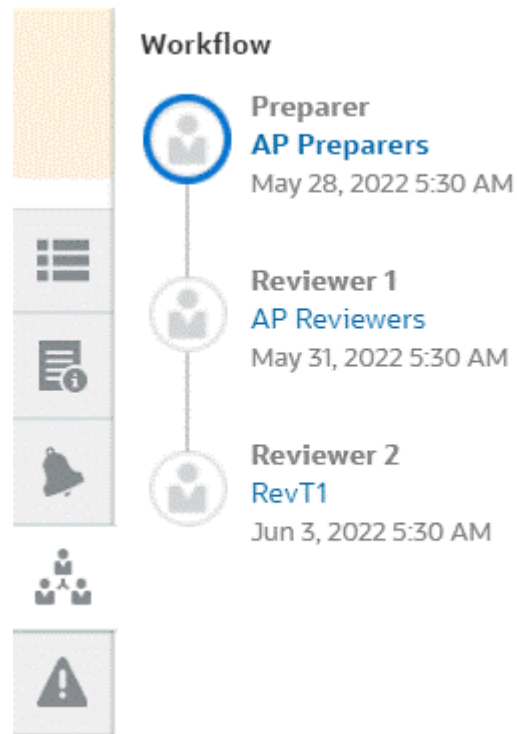
– Properties

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
	<a href="#">AP Overview Dashboard</a>
	<a href="#">AP Aging Report</a>

- **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**

**Warnings**

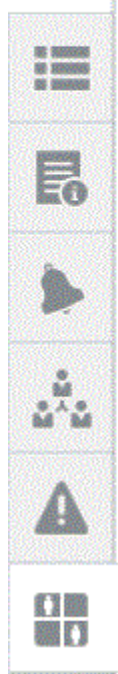
No warnings to report.



– **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.


**Questions**


All roles ▼


 **AP Preparers**  
Preparer


 Did you comply with all company policies?  
▼


 Is supporting documentation attached?  
▼

 Did you clear adjustments within 60 days?  
▼









- **Attachments**



### Attachments

No attachments are created.

### Transaction Attachments

▶ Adjustment to Source System (0)



– Comments

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

**Prior Reconciliations**

- February 2021  
Closed
- January 2021  
Closed
- March 2021  
Closed
- April 2021  
Closed
- May 2021  
Closed

– History

**History**

All Activity ▾

Today

- Casey Brown released the Reconciliation as Preparer  
May 19, 2022 at 02:37:53 PM
- Casey Brown claimed the Reconciliation as Preparer  
May 19, 2022 at 02:37:37 PM

Previous

- ats\_admin1 added a comment  
Jun 30, 2021 at 05:33:54 AM
- Administrator added alert RiskHigh  
Jun 30, 2021 at 05:30:08 AM
- Administrator changed the status to Open (with preparer)  
Jun 30, 2021 at 05:30:05 AM

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
<b>Reconciliation</b> (Individual)	A reconciliation that is done at the same segment level as the balance that was loaded into <b>Data Management</b> . 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.
<b>Summary Reconciliation</b>	A style of reconciliation that is unique to <b>Account Reconciliation</b> 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.
<b>Group Reconciliation</b>	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 <b>Account Reconciliation</b> . 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.
<b>Sub-Segment</b> (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
<b>Detail Balance</b>	Balances at the sub-segment level, in other words, at a lower level than the reconciliation. For example, Detail might be in <b>Data Management</b> at the Company Code / Account / Cost Center level while the reconciliation profile is set up at the Company Code / Account segmentation level.

 **Note:**

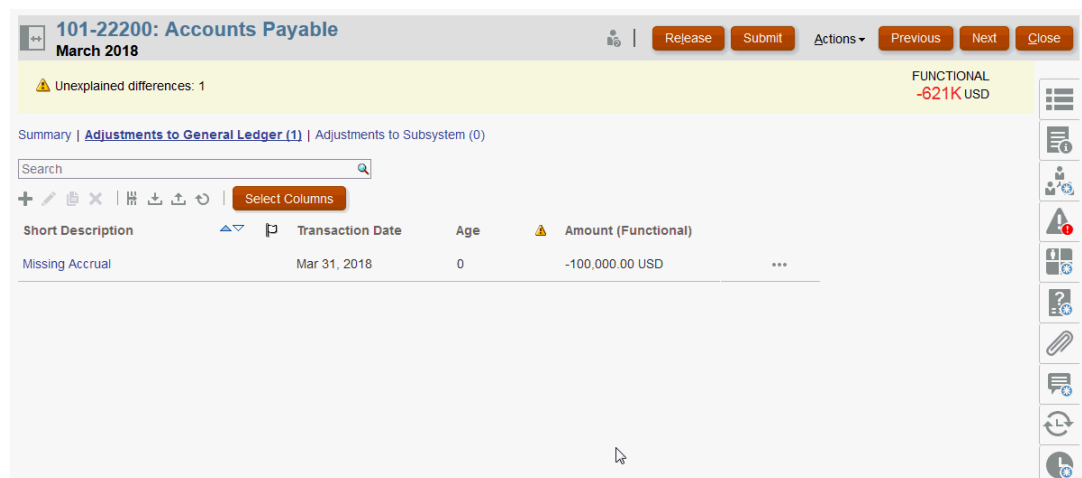
Sometimes another Industry term for this is "roll up" of detail or child balances to the Group Reconciliation level (profile level).

## 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.



**101-22200: Accounts Payable**  
March 2018

Unexplained differences: 1 FUNCTIONAL -621K USD

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

Search

Short Description    Transaction Date    Age    Amount (Functional)

Missing Accrual	Mar 31, 2018	0	-100,000.00 USD
-----------------	--------------	---	-----------------

You can take the following actions:

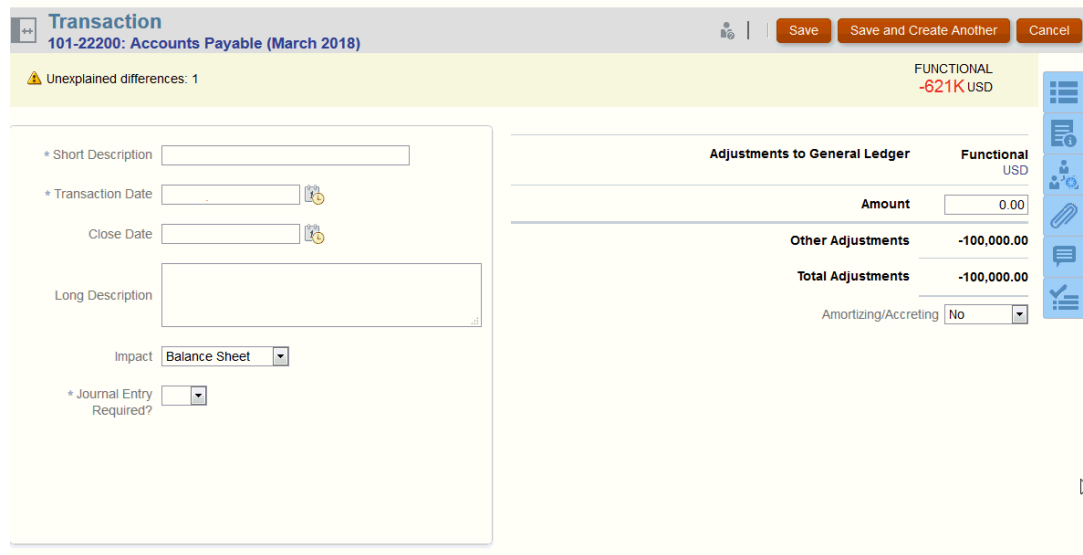
- Click **+ (New)** to manually enter a transaction. You can also edit, copy, or delete. If you select **Delete (X)**, the **Delete Transactions** dialog allows you to delete **All** transactions or just selected transactions.
- Click **Copy from Prior Period** to add transactions
- Click **Import**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



**Transaction**  
101-22200: Accounts Payable (March 2018)

Unexplained differences: 1

FUNCTIONAL  
-621K USD

Adjustments to General Ledger		Functional USD
Amount		0.00
Other Adjustments		-100,000.00
Total Adjustments		-100,000.00
Amortizing/Accreting	No	

Short Description:

Transaction Date:

Close Date:

Long Description:

Impact:

Journal Entry Required?:

Buttons: Save, Save and Create Another, Cancel

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



Adjustments to General Ledger	Functional USD
Amount	-100,000.00
Other Adjustments	0.00
<b>Total Adjustments</b>	<b>-100,000.00</b>
Amortizing/Accreting	No

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

## 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, administrators, 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 6-1 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 6-2 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.

**Table 6-2 (Cont.) When attachments are editable**

Role	When attachments are editable
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**.

## 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:

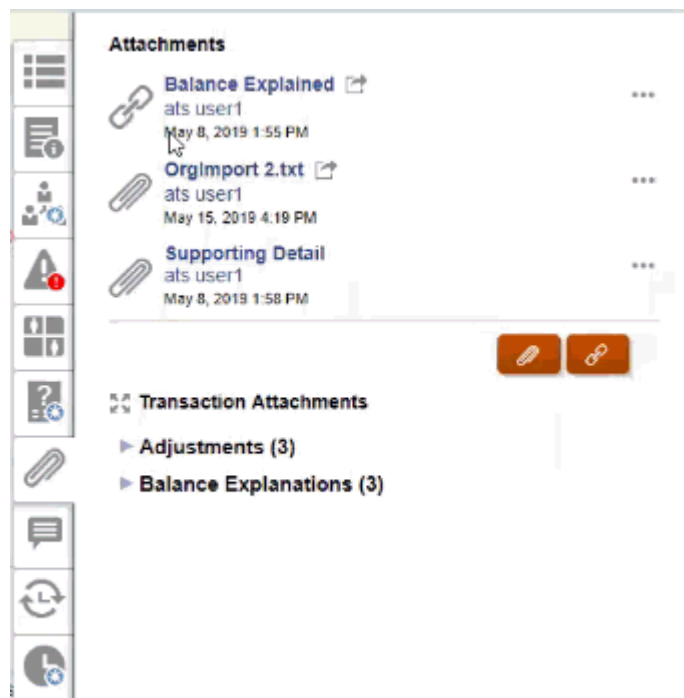
**Table 6-3 Attachments**

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

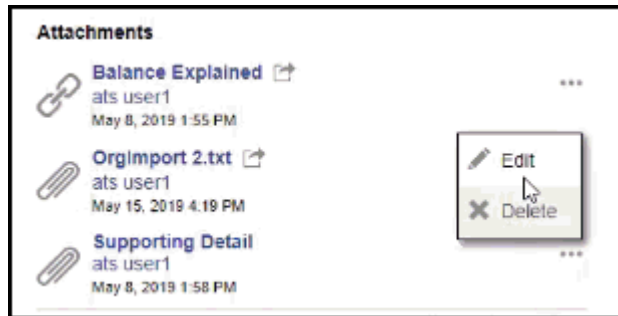
The option to upload a file as an attachment is visible only if the **Prevent File Upload** option is not selected in the format that is associated with this reconciliation.

 **Note:**

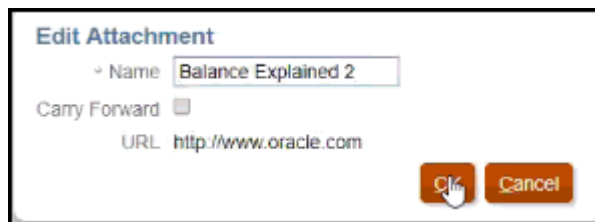
Once a preparer has added a link, a user who clicks on the link will open it based on the user's browser settings.

## 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.

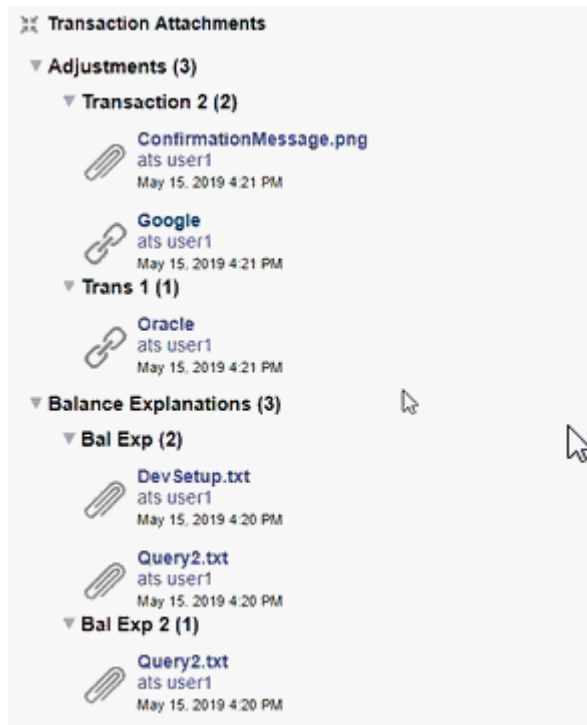
## Expanding All Transaction Attachments

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 6-4 Comments**

Role	Status: Open with Preparer	Status: Open with Reviewer	Status: Closed
<b>Preparer</b>	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
<b>Reviewer</b>	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
<b>Commentator</b>	Can add comments Can delete comments added by them	Can add comments Can delete comments added by them	Can add comments

Table 6-4 (Cont.) Comments

Role	Status: Open with Preparer	Status: Open with Reviewer	Status: Closed
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.

### Carry Forward Comments

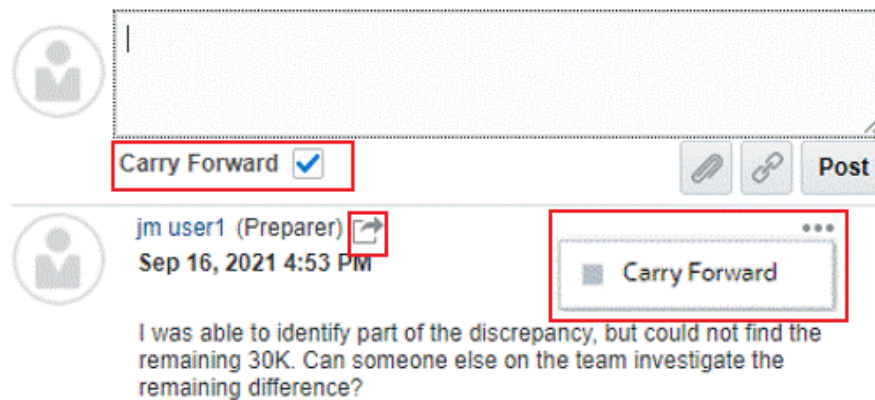
Comments created on a reconciliation can be carried forward to future periods. When you deploy this reconciliation into a new period, it inherits all comments that are marked to be carried forward. Attachments, if any, are also carried forward along with the comments. If a carried forward comment is 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.

## Comments



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.

## 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

## 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.

## 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**.



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 Unexplained differences: 1

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

Search  

 **Add a Filter**

   | **Select Columns**

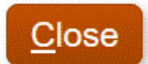


Short Description



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



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	JE00000095151	Adj Debit Account	21100

## Requesting Reassignments

Users assigned to a primary workflow role can request reassignments for that same role. For example, a preparer can request a reassignment for the preparer role, but not the reviewer role.

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



### Note:

Workflow users may also perform and approve reassignment requests directly if their Administrator has turned on this ability in **System Settings**. For information on how an administrator allows users to perform reassignments directly, see Allow Workflow Users to Perform and Approve Reassignment Requests

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

### Requesting Reassignment on One Reconciliation

1. Select **Reconciliations**.
2. From the list, click an account to **Open** the reconciliation.
3. Click the **Actions**, and then select **Request Reassignment**.

In the Create Reassignment Request dialog, the **To User** column is displayed only if the user making the reassignment request has the Manage Profile privilege or is a Power User.

4. Enter a name or click Search to find the reassignment.

### Requesting Reassignment for Multiple Reconciliations

To request a reassignment for multiple reconciliations:

1. Select **Reconciliations**.
2. From the list, select the reconciliations for reassignment and **Open** the reconciliation.

3. Click the **Actions**, and then select **Request Reassignment**
4. In **Reassign**, select **Selected reconciliations** or **Selected and future reconciliations**.
  - Select the **Role** and then if you know the new user, enable **To User**, and then enter or search for the name.
  - If you do not know the new user, then submit a request without specifying the name of the user.

### Requesting Reassignment of Reconciliation Profiles

If an Administrator has allowed workflow users the ability to request and approve reassignment requests of reconciliation profiles to themselves or another person, users will see a **Profiles** card under **Application** in the user interface.

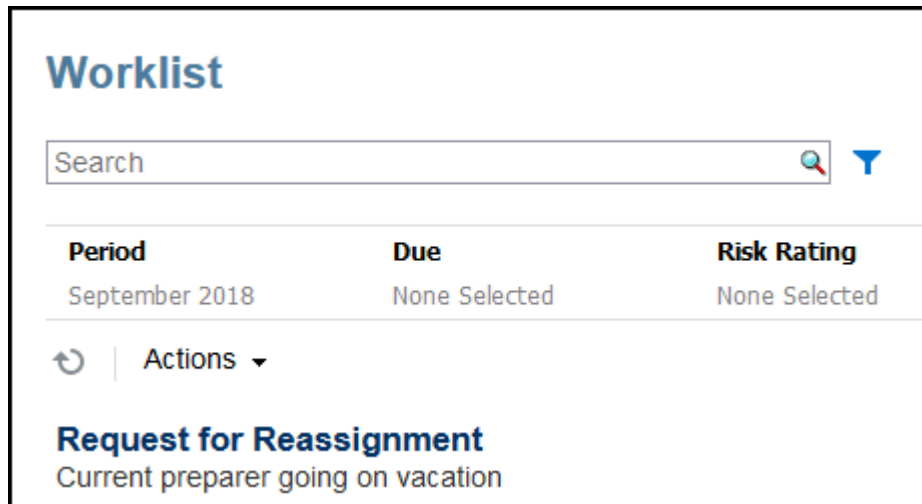
To perform and approve a reassignment:

1. From **Home**, select **Application**, then **Profiles**.
2. From the list, select the profile you want to reassign, and select **Request Reassignment**.

3. Choose either **Future Reconciliations** or **Active and Future Reconciliations** which means that reconciliations that use that profile will be included.
4. Select the **Role** and then enter the new user or search for the name. Often the person requesting the reassignment is reassigning to themselves.
5. Enter a justification and click **Submit**.
6. You will be prompted to confirm the reassignment. Click **Yes** to continue with the reassignment.

### Approving or Rejecting Reassignment Requests

Once the reassignment request is successful, the person who it was assigned to will see a Reassignment Request in their **Worklist**.



- To approve all of the reassignment requests, 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.

### Reassignment of Preparer or Reviewer After Submission or Review of a Reconciliation

If you reassign a reconciliation to a different preparer or reviewer once the reconciliation has been submitted or reviewed, the system stores the original preparer and reviewer and this is shown as Preparer (Actual) or Reviewer (Actual) on the list of reconciliations. In addition, the workflow displays both the original user and the current user.

## 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.

## 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.

## Working with Group Reconciliations

### Related Topics

- [About Working 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 than 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.

### Preparer Tasks for Group Reconciliations

For more information about Preparer tasks using group reconciliations, see [Preparer Tasks for Group Reconciliations](#)

### 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.

## 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.

101-13XXX: Other Receivables  
July 2023

Unexplained differences: 1 FUNCTIONAL 40.60 USD

Summary | Adjustments to Source System (1) | Adjustments to Subsystem (0) | **Group Detail**

#### Balance Summary: Functional USD

	Source System	3rd Party Subsystem
Ending Balance	6,840,867.51	6,839,026.91
Difference		1,840.60
Adjustments	1,800.00	0.00
Adjusted Balance	6,839,067.51	6,839,026.91
Unexplained Difference		40.60

**Prior Ending Balances**

8,000K  
7,000K  
6,000K  
5,000K  
4,000K  
3,000K  
2,000K  
1,000K  
0K

March 2023 June 2023 July 2023

Status: Open with PrepT1 - Casey Brown  
Preparer: Due Date: Aug 21, 2023 11:59 PM  
End Date: Aug 21, 2023 11:59 PM  
Days Overdue: 150  
Aging Violations: 0  
Attachments: No attachments are created.  
Comments: There are no comments.

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

101-13XXX: Other Receivables  
July 2023

Unexplained differences: 1 FUNCTIONAL 40.60 USD

Summary | Adjustments to Source System (1) | Adjustments to Subsystem (0) | **Group Detail**

Search

Company: 101 | Account: No Condition | Unexplained Differ...: No Condition |

Company	Account	Currency	Source System	Adjustments to Source System	Adjusted Balance Source System	3rd Party Subsystem	Adjustments to Subsystem	Adjusted Balance 3rd Party Subsystem	Unexplained Difference
101	13100	USD	144,306.85	1,800.00	142,506.85	142,466.25		142,466.25	40.60
101	13200	USD	20,160.00		20,160.00	20,160.00		20,160.00	0.00
101	13300	USD	932,079.46		932,079.46	932,079.46		932,079.46	0.00
101	13400	USD	1,209.60		1,209.60	1,209.60		1,209.60	0.00
101	13601	USD	5,279,494.10		5,279,494.10	5,279,494.10		5,279,494.10	0.00
101	13602	USD	91,107.49		91,107.49	91,107.49		91,107.49	0.00
101	13603	USD	372,510.01		372,510.01	372,510.01		372,510.01	0.00

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.

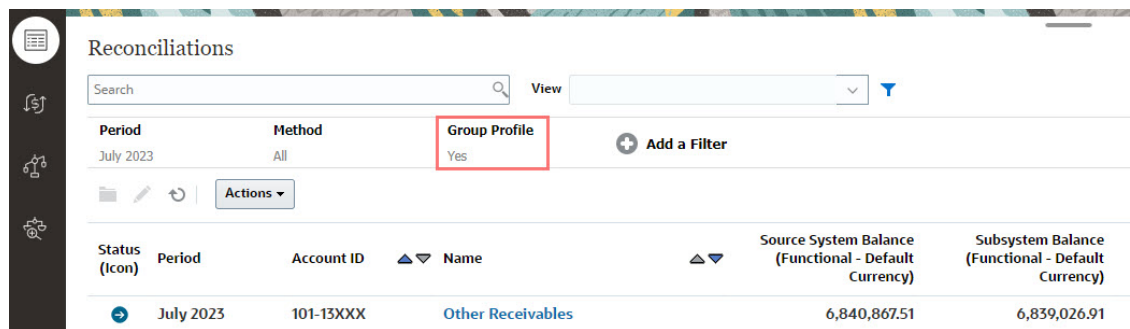
 **Note:**

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.



Period	Method	Group Profile	Actions	
July 2023	All	Yes		

Status (Icon)	Period	Account ID	Name	Source System Balance (Functional - Default Currency)	Subsystem Balance (Functional - Default Currency)
	July 2023	101-13XXX	Other Receivables	6,840,867.51	6,839,026.91

### 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.

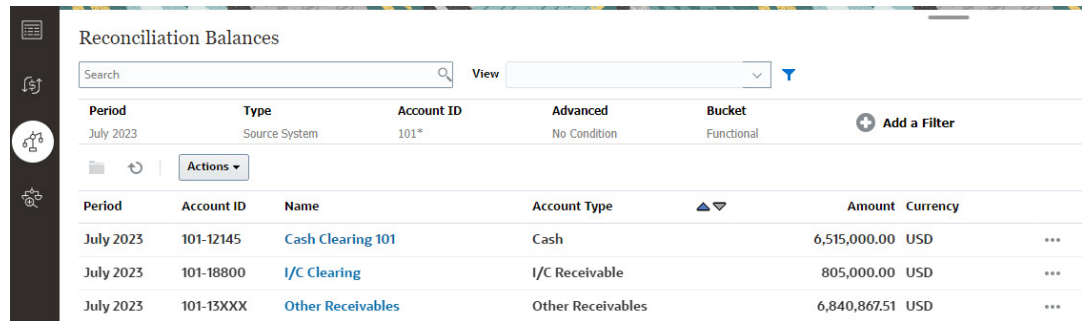


An easy way to access the reconciliation you want is to use the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns. For example, you could search on the word "Accounts" to see all records that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



Period	Type	Account ID	Advanced	Bucket	Add a Filter	
July 2023	Source System	101*	No Condition	Functional		

Period	Account ID	Name	Account Type	Amount	Currency	
July 2023	101-12145	Cash Clearing 101	Cash	6,515,000.00	USD	...
July 2023	101-18800	I/C Clearing	I/C Receivable	805,000.00	USD	...
July 2023	101-13XXX	Other Receivables	Other Receivables	6,840,867.51	USD	...

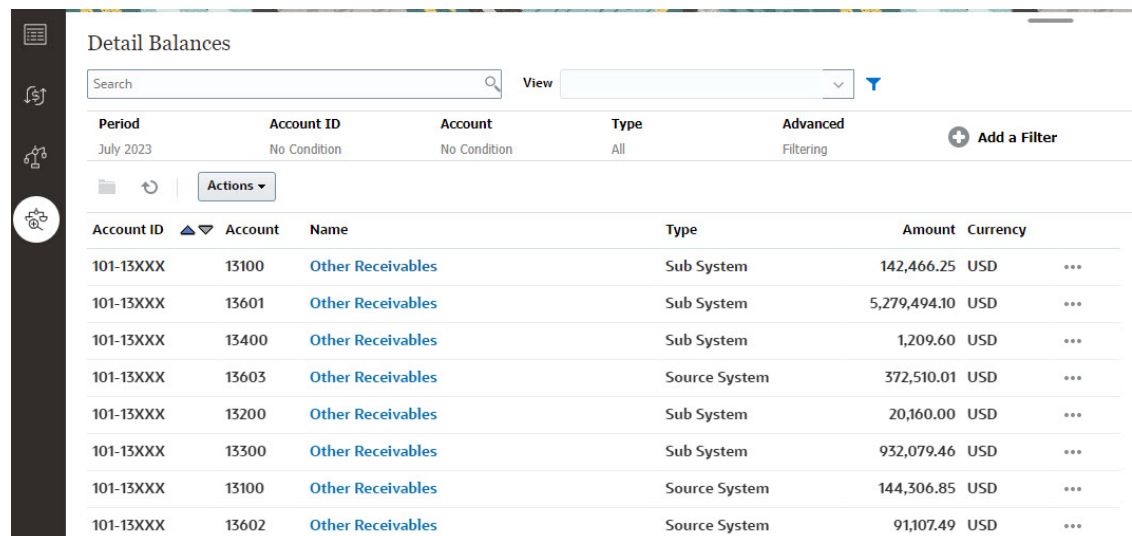
Users can now see the balances within all reconciliations and filter on the list. For group reconciliations, you can filter on the list, export to Excel, and prove the unexplained differences at the detail balance level.

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.



Period	Account ID	Account	Type	Advanced	Add a Filter	
July 2023	No Condition	No Condition	All	Filtering		

Account ID	Account	Name	Type	Amount	Currency	
101-13XXX	13100	Other Receivables	Sub System	142,466.25	USD	...
101-13XXX	13601	Other Receivables	Sub System	5,279,494.10	USD	...
101-13XXX	13400	Other Receivables	Sub System	1,209.60	USD	...
101-13XXX	13603	Other Receivables	Source System	372,510.01	USD	...
101-13XXX	13200	Other Receivables	Sub System	20,160.00	USD	...
101-13XXX	13300	Other Receivables	Sub System	932,079.46	USD	...
101-13XXX	13100	Other Receivables	Source System	144,306.85	USD	...
101-13XXX	13602	Other Receivables	Source System	91,107.49	USD	...



**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.

Interest Receivable  
101-13XXX: Other Receivables (July 2023)

Unexplained differences: 1 FUNCTIONAL 40.60 USD

Sub-Segment: 101 | 13100

\* Short Description: Interest Receivable

\* Transaction Date: 7/31/23

Close Date: m/d/yy

Long Description: [Empty]

Journal Entry Required?: Yes

Adjustments to Source System		Functional USD
Amount		1,800.00
Other Adjustments		0.00
Total Adjustments		1,800.00

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

101-13XXX: Other Receivables  
July 2023

Unexplained differences: 1 FUNCTIONAL 40.60 USD

Summary | Adjustments to Source System (1) | Adjustments to Subsystem (0) | Group Detail

Search: [Empty]

Company: No Condition | Account: No Condition | Add a Filter

Select Columns

Company	Transaction Date	Account	Action Plan Category (Action Plan)	Short Description	Amount (Functional)
101	Jul 31, 2023	13100		Interest Receivable	1,800.00

## 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**.

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## Reviewing Reconciliations

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

1. Preparers perform reconciliations, including validating the account balance and providing all required documentation. Preparers submit reconciliations when they are finished working on them. 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.
2. After preparation is complete, the reconciliation cycles through assigned levels of review until all reviews are completed. When a Preparer submits a reconciliation, responsibility passes to the first Reviewer in the workflow, and the status changes to Open with Reviewer. An email notification is sent to the reviewer. If the reconciliation has no reviewers, the status changes to Closed.
3. In order to approve reconciliations, Reviewers must answer required questions and provide values for required custom attributes. Reviewers can add comments and attach documents during the review process, but once the reconciliation is approved and closed, comments cannot be deleted. Note that a reviewer cannot approve the reconciliation if they also prepared it.
4. When a Reviewer rejects a reconciliation, responsibility passes back to the Preparer and the status reverts to Open with Preparer. Reviewers should add a comment to a rejected reconciliation.

Reviewers can *flag* transactions that need attention. Flagged transactions display a flag icon to enable preparers to find them easily. Reviewers can delete their own comments and comments added by other reviewers. After the reconciliation status changes to Closed; however, comments cannot be deleted.

 **Note:**

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

To approve or reject reconciliations:

1. Select a reconciliation.
2. Select **Actions**, and then **Open**.
3. **Approve** or **Reject** the reconciliation. If you reject the reconciliation, you should add a comment explaining the rejection.

### Watch a Reviewing Reconciliations Video

Click this link to watch the video:



## 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**).



# Part II

## Reconciling Accounts in 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.
- [Searching Transactions, Filtering, and Saving List Views](#)
- [Confirming Suggested Matches](#)
- [Creating Manual Matches](#)  
After working through all the Suggested matches, start reviewing the outstanding transactions in an attempt to create manual matches.
- [Understanding Reverse Adjustments](#)  
Reverse adjustments provide an automated way to offset adjustments that are deleted by an unmatched operation after they have been posted to the General Ledger.
- [Using the Balance Reports](#)  
Use one or more of the balance reports to view summary or detailed data about your Transaction Matching reconciliations.
- [Creating and Running Jobs](#)  
Users can create jobs to perform various actions such as importing transactions or running the auto match process independent of an import.

# 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](#)
- [User Tasks for Transaction Matching](#)

## 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?

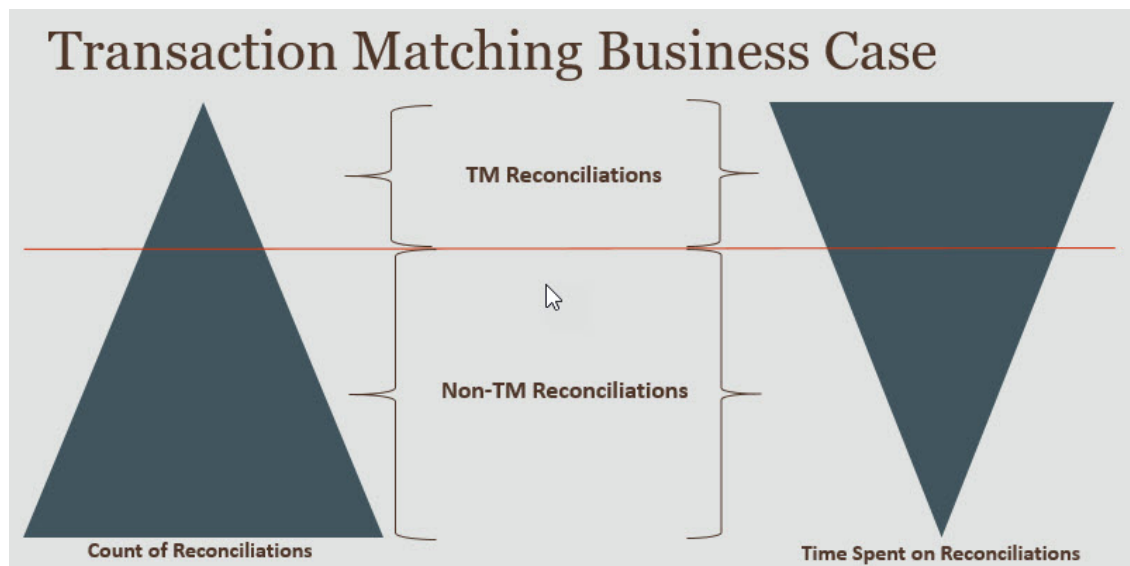
Answer the following questions to decide if Transaction Matching is appropriate for your reconciliation:

- 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

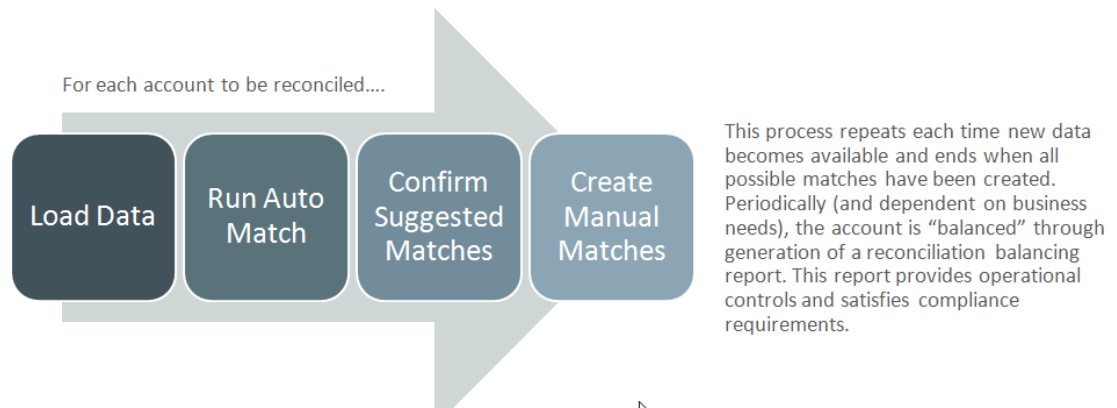
- Balance sheet-related reconciliations
  - Suspense and Clearing Accounts
  - Intercompany
  - Cash
  - Credit card receivables
  - Detailed Subledger reconciliation
- Operational, off-balance sheet, reconciliations
  - System to System reconciliations (which typically involve two third-parties whose 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.



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.

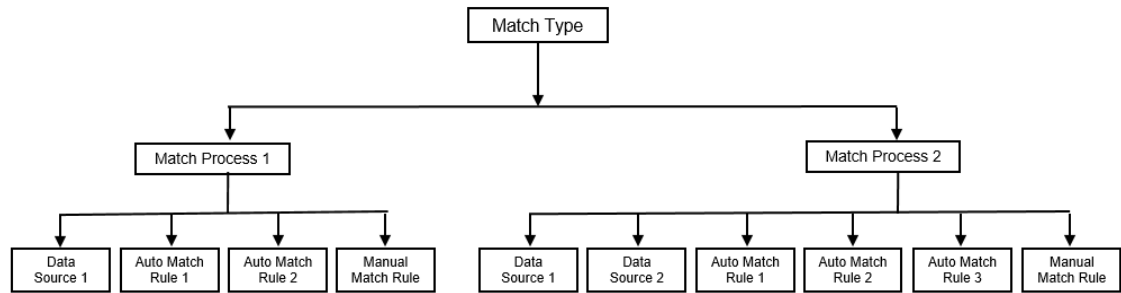
### Related Topics

- [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

### 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.

### 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.

### Match Status for Matching Rules

During the Auto Match process, each match rule can have a matching status.

The possible match statuses, for match rules other than the adjustment type, are as follows:

- Suggested
- Confirmed
- Suggested (No Ambiguous)
- Confirmed (No Ambiguous)

For Adjustment type, the only match status supported is Suggested or Confirmed.

## 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](#).

## 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](#).

# 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](#)

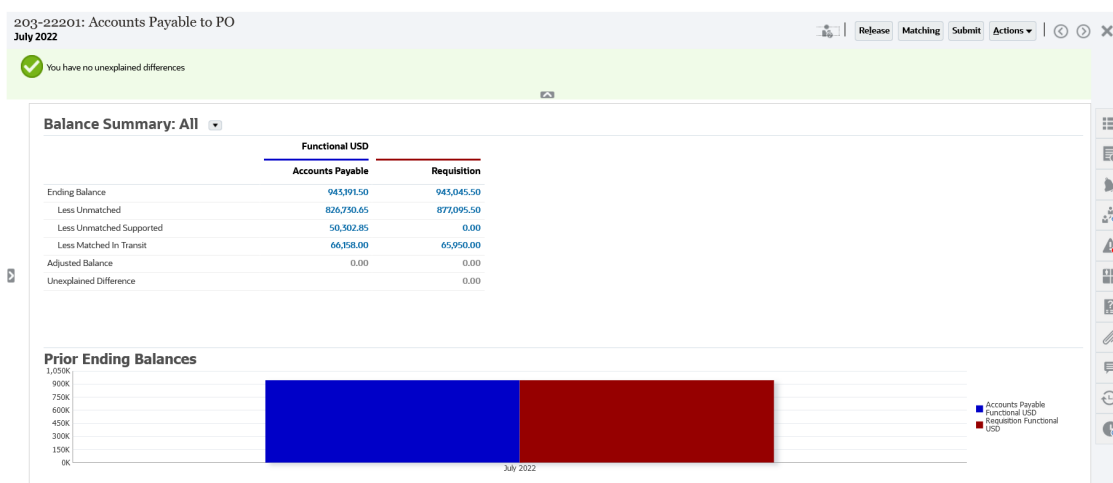
## About Integrating Transaction Matching with Reconciliation Compliance

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.

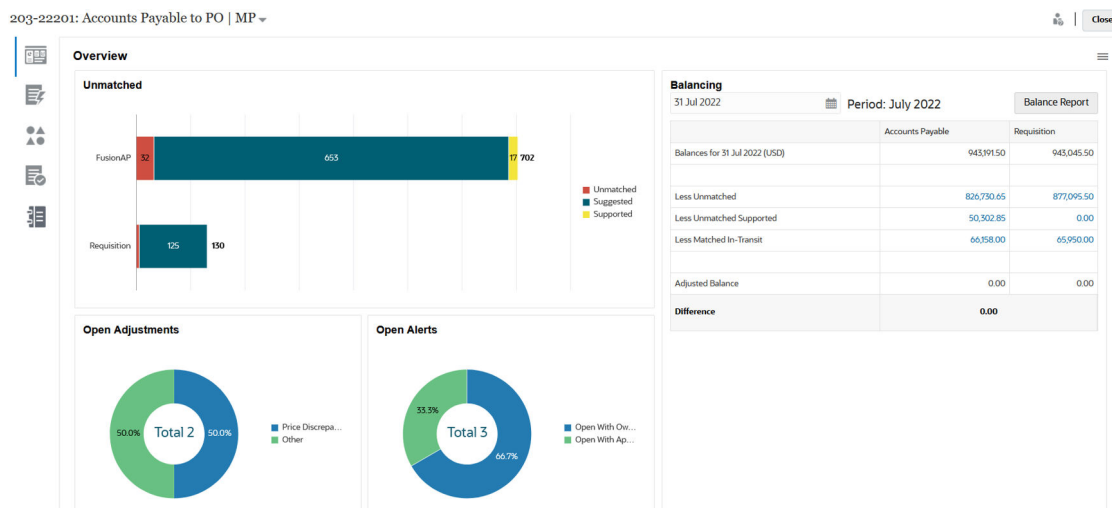
Load transactions into Transaction Matching at a frequency that is appropriate for your business scenario. The frequency can be daily, weekly, or monthly. It is recommended that you perform auto matching each time transactions are loaded. Auto matching uses pre-defined matching rules to match transactions 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

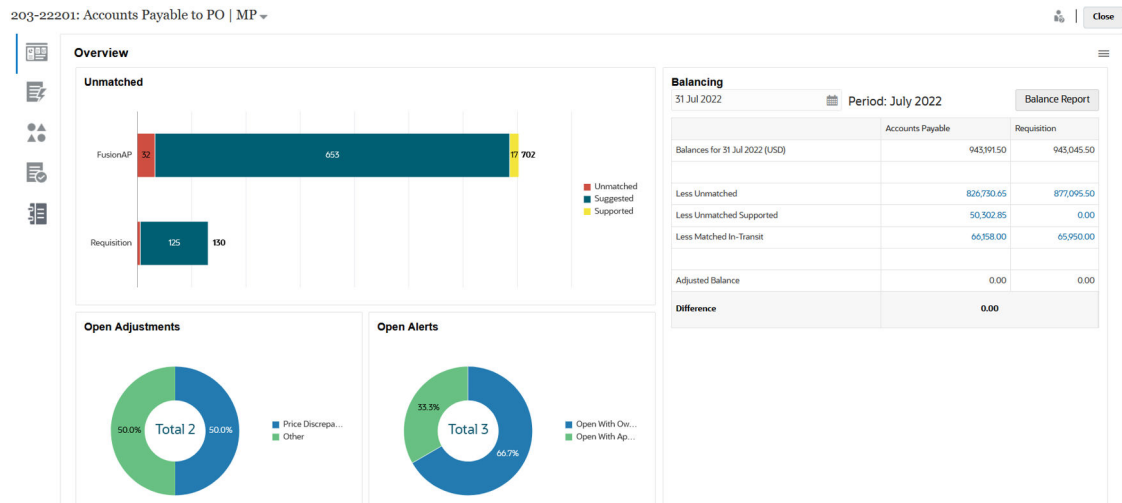
This section describes the important concepts to understand before integrating Transaction Matching with Reconciliation Compliance.

### 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

## Searching Transactions, Filtering, and Saving List Views

### Related Topics

- [Overview of Matching Dialog](#)  
The Matching dialog provides an overview of the overall matching status of a reconciliation. In addition to viewing details about the reconciliation, you can also perform matching actions such as creating or confirming matches and creating adjustments.
- [Searching Transactions in Transaction Matching](#)
- [Creating Filters and Saving Views](#)
- [Filtering and Grouping Transactions in AutoMatch 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.

## Overview of Matching Dialog

The Matching dialog provides an overview of the overall matching status of a reconciliation. In addition to viewing details about the reconciliation, you can also perform matching actions such as creating or confirming matches and creating adjustments.

The reconciliation name is displayed at the top-left. Adjacent to the name is a drop-down list that displays the match process that is currently selected. This list of match processes are derived from the match type that the reconciliation is associated with. Account Reconciliation remembers the last match process selection per user when the user leaves this page and subsequently returns.

The Matching dialog contains the following tabs:

- [Overview Tab](#)
- [Suggested Matches Tab](#)
- [Unmatched Transactions Tab](#)
- [Matches Tab](#)
- [Adjustments Tab](#)

## Overview Tab

The Overview tab of the Matching dialog provides a high-level overview of the reconciliation. This includes the Unmatched, Open Adjustments, Open Alerts, and Balancing panels.

The Unmatched transactions chart shows:

- Suggested matches were created by the auto match process since the match rule was configured to not automatically confirm the match. Therefore, user action is required.

- Unmatched transactions have not yet matched as part of any match group.
- Supported transactions are also still unmatched, however a user has flagged the transaction with an explanation for why they remain unmatched (for example, it could be a timing difference that is appropriate for now).

The Open Adjustments chart shows the number of adjustment transactions created through the auto match process or by a user during interactive matching, where the adjustment extract status is open. Adjustments are typically used when action must be taken to correct a difference in one of the sources. Once the open adjustment is extracted it is automatically marked as closed. If required, the adjustment status of open or closed can also be updated manually from the Adjustments tab described below. The pie chart distinguishes between the various adjustment types.

The Open Alerts chart shows the total number of alerts, with separate regions for each alert status used in the reconciliation.

The Balancing panel shows a balance summary for the reconciliation at that point in time, as of the date selected. As a best practice, the unexplained difference (or just difference if the match type is an Account Analysis) should be 0.00 once the period ends and related open adjustments have been posted as journals back to the source system. Click any total (Less Unmatched, Less Unmatched Supported, or Less Unmatched In-transit) to drill-down and view the transactions for that total.

**Note:**

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

### Reconciliation Properties

The Overview tab also displays the properties of the reconciliation. Click the Navigator icon on the top-right to view the properties of the selected profile. Properties include the format name, method, and match type associated with the profile. It also includes the Locked Through Date, Closed Through Date, and Purged Through Date for the reconciliation.

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.

## Suggested Matches Tab

The Suggested Matches tab displays the matches that are suggested by Auto Match. This includes matches with adjustments that are within the specified tolerance.

At the top of this tab, by default, **All** is selected and all the suggested matches are displayed. Click **No Adjustments** to display suggested matches without an Adjustment. Click **With Adjustment** to display suggested matches with an adjustment.

For a Number attribute, the value displayed is based on the precision set when defining the attribute. The balancing attribute uses a precision that is inherited from the currency code of the default currency in the lowest currency bucket that is enabled for the Profile.

Click a transaction ID to display the History dialog that contains an audit history of the changes made to this transaction. Use the **Previous** and **Next** links to scroll through the lists of suggested matches.

Actions that can be performed on this tab:

- Confirm a suggested match  
When you confirm a suggested match, the selected transactions are matched and moved to the Matches tab.  
See [Confirming Suggested Matches](#).
- Discard a suggested match  
When you discard a suggested match, the selected transactions are moved to the Unmatched Transactions tab. You will need to manually match these transactions.  
See [Creating Manual Matches](#).

## Unmatched Transactions Tab

The Unmatched Transactions tab displays the list of unmatched transactions in the source system and subsystem.

If any bucketing attributes were defined for the match type, these are displayed at the top of the tab and you can use these bucketing attributes to filter transactions. If a group attribute was included as a bucketing attribute, the list displays all the member attributes of the group attribute. In the above image, Invoice is a bucketing attribute.

For each data source, you can use saved lists to customize the transactions displayed. Use **+ Add a Filter** to add a filter on the source system transactions or subsystem transactions. See [Creating Filters and Saving Views](#).

### User Actions in the Unmatched Transactions Tab

You can perform the following actions from the Unmatched Transactions tab:

- Manually match transactions in the source system with ones in the subsystem  
See [Creating Manual Matches](#).
- Create adjustments  
See [Handling Adjustments](#).
- Create supported transactions and view the supporting details

- See [Handling Supported Transactions](#).
- Split transactions  
See [Splitting Unmatched Transactions](#).
- Export transactions  
See [Exporting Transactions to CSV or Excel Format](#).
- Delete one or more transactions in a data source  
See [Deleting Transactions in Transaction Matching](#).
- Editing one or more attributes in a transaction  
See [Editing Transactions](#).
- Create alerts on one or more unmatched transactions  
See [Creating Alerts on Transactions in Transaction Matching](#).
- View audit history for selected transactions in the source system or subsystem

#### Number of Transactions Selected in Unmatched Transactions Tab

Multiple transactions can be selected by using the mouse and/or key combinations and then selecting the required transactions. See [Selecting Transactions](#).

You can perform the following actions on multiple transactions: create exact match, create match with adjustment, adjust, support, delete, and edit. The maximum number of transactions that can be selected in this tab is 20000 for each source system and subsystem. However, to create supported transactions, the maximum number of transactions that can be selected is 5000.

When a large number of transactions are selected, the lower portion of the grid shows a "---" for the Total and Variance indicating that they are being computed. When creating adjustments and supported transactions, the confirmation dialog displays upto 1000 rows. However, all the selected rows are included when the Total and Variance are computed. The top-right of the dialog displays the number of transactions selected.

## Matches Tab

The Matches tab contains the transactions that were matched exactly, either through suggested matches or manual matching.

Use the filters at the top, for Duration and Match Type, to customize the display of matched transactions. The system remembers the selection made in these filters. If you close the reconciliation and then open a different reconciliation, the default selection for the filters will be the ones that were previously selected.

Perform the following actions on this tab:

- Unmatch matched transactions  
Select a transaction, click **Actions**, and then select **Unmatch**.
- View details of each match  
Click a match ID to view details of the source system transactions and the subsystem transactions that are part of this match.
- View the history of a particular transaction



## Adjustments Tab

The Adjustments tab contains transactions that were matched with an adjustment.

Use the filters at the top to customize the display of transactions. The system remembers the selections made in these filters. If you close the Matching dialog and then open a different account, the default selection for the filters will be the ones that were previously selected. Click a Transaction ID to display the details of source system and subsystem transactions that are part of this match. You can also change the Extract Status of selected transactions to Open or Closed.

You can specify which transactions are included when adjustments are exported as journal entries by selecting a transaction and then selecting **Mark as Open** or **Mark as Closed** from the Actions menu. See Exporting to a Text File in Jobs History in *Setting Up and Configuring Account Reconciliation*.

## 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**.

Transactions | GL POS Bank ▾

Search  List

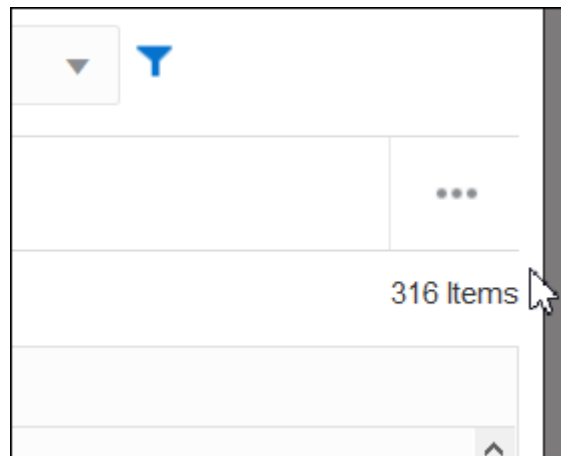
Data Source: 3 Selected Account ID: 103-55500 Add Filter

Actions ▾ Unmatch Delete by Job

	Data Source	Transaction ID ▲	Amount	Date	Match ID	Status	Accounting Date
984	POS Source	5983	960.00	8/24/2017	11001	Confirmed Match	
985	POS Source	5984	1,764.00	8/25/2017	11001	Confirmed Match	
986	POS Source	5985	262.50	8/28/2017	11001	Confirmed Match	
987	POS Source	5986	240.00	8/29/2017	11001	Confirmed Match	
988	POS Source	5987	285.00	8/29/2017	11002	Confirmed Match	
989	POS Source	5988	1,050.00	8/30/2017	11002	Confirmed Match	
990	POS Source	5989	354.00	8/31/2017	11002	Confirmed Match	
991	POS Source	5990	1,200.00	8/31/2017	11003	Confirmed Match	
992	POS Source	5991	2,100.00	8/1/2017	11003	Confirmed Match	
993	Adjustments	9006	(1.00)		10796	Suggested Match	8/7/2020
994	Adjustments	9007	(0.10)		10797	Suggested Match	8/7/2020
995	Adjustments	9008	10.00		10798	Suggested Match	8/7/2020
996	Adjustments	9009	(0.30)		10799	Suggested Match	8/7/2020

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.

- 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.

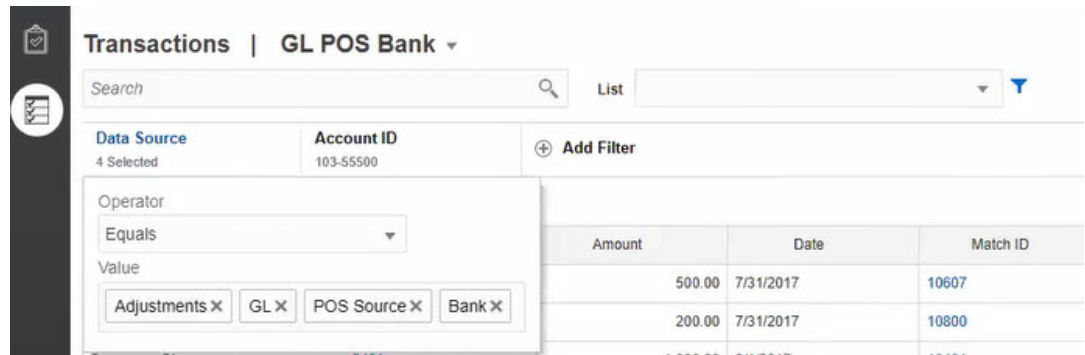


- To easily filter for the records you want, use the **Search** field. You can search across any of the attributes in the grid below, except for the Source and Subsystem balances, dates, and any icon-based columns. For example, you could search on the word "Adjustments" to see all records that have Adjustments 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.

- Click **Data Source** to add data sources and/or Adjustments to the list.

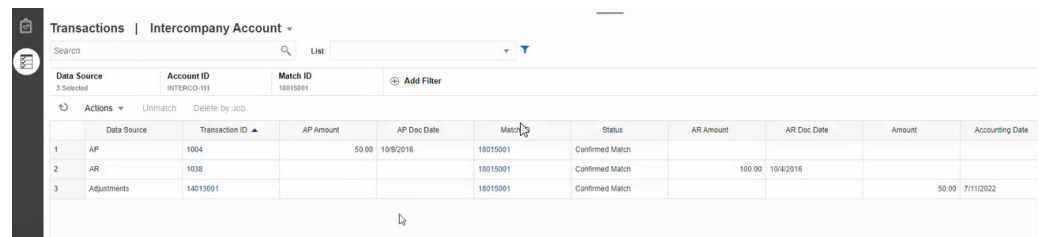
By default, the first data source in the match type is displayed. You can select one or more data sources. You can also select **Adjustments**, to display the adjustments details. You can select Adjustments and/or data sources.



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 10-1 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 10-1 Available Columns**

Column Name	Filterable	Description	Source
<b>Account ID</b>	Yes	The unique account ID	System
<b>Accounting Date</b>	Yes	The accounting date of the adjustment	System
<b>Adjusted</b>	Yes	Yes = Confirmed and has adjustment or Confirmed Adjust No = if not Confirmed (meaning Suggested or not yet matched)	System
<b>Adjusted By</b>	Yes	Name of the user who created the adjustment	System
<b>Adjusted On</b>	Yes	Date on which the adjustment was created	System
<b>Adjustment To</b>	Yes	The data source to which the adjustment was created	System
<b>Adjustment Type</b>	Yes	Adjustment type used for the match with adjustment. Blank for unmatched transactions and exact matches.	System

Table 10-1 (Cont.) Available Columns

Column Name	Filterable	Description	Source
<b>Age</b>	Yes	Number of days between today and Accounting Date. Age is calculated based on the Accounting Date.	System
<b>Alert ID</b>	Yes	ID of the alert that is associated with this transaction	System
<b>Alert Name</b>	Yes	Name of the alert that is associated with this transaction	System
<b>Alert Status</b>	Yes	Status of the alert that is associated with this transaction	System
<b>Amount</b>	Yes	The Adjustment amount	System
<b>Archive Job ID</b>	Yes	The ID of the archive transactions job	System
<b>Created Date</b>	Yes	Imported date	System
<b>Data Source</b>	Yes	The data sources available for the Match Type. One data source a time.	System
<b>Description</b>	Yes	The default Description adjustment attribute	Adjustment
<b>Edited</b>	Yes	Yes = Transaction was ever Edited or Split. Otherwise, No.	System
<b>Extract Status</b>	Yes	Open or Closed. Relates to status of the transaction/adjustment journal export process.	System
<b>ID</b>		The default ID adjustment attribute	Adjustment
<b>Import Job ID</b>	Yes	The ID of the import job	System
<b>Journal Export Job ID</b>	Yes		System
<b>Match ID</b>	Yes	Blank = Unmatched Transactions Link to view Match for both Data source and adjustments.	System
<b>Match Process Name</b>	Yes	Blank = Unmatched Transactions	System
<b>Matched</b>	Yes	Yes = Transaction status is Confirmed or Confirmed Adjust. Otherwise, No.	System
<b>Matched By</b>	Yes	You cannot search by user since the system lists an automatic designation for some unmatched transactions.	System
<b>Matched On</b>	Yes	Date match performed. You cannot search by date.	System
<b>Name</b>	Yes	The default Name adjustment attribute	Adjustment
<b>Profile - &lt;segment&gt;</b>	Yes	The segments of the profile	System
<b>Profile - Account Type</b>	Yes	The Account Type of the profile	System
<b>Profile - Ledger</b>	Yes	The Ledger profile attribute	System
<b>Profile - Method</b>	Yes	The Method of the profile	System
<b>Profile - Name</b>	Yes	The Name of the profile	System
<b>Profile - Organizational Unit</b>	Yes	The Organizational Unit of the profile	System
<b>Profile - Preparer</b>	Yes	The Preparer of the profile	System

**Table 10-1 (Cont.) Available Columns**

Column Name	Filterable	Description	Source
<b>Profile - Process</b>	Yes	The Process of the profile	System
<b>Profile - Risk Rating</b>	Yes	The Risk Rating of the profile	System
<b>Rule Name</b>	Yes	Manual Match Rule for Manual match and actual rule name for other rules	System
<b>Rule Type</b>	Yes	Blank for manual and rule type for other rules	System
<b>Status</b>	Yes	<ul style="list-style-type: none"> <li>• Suggested Match</li> <li>• Confirmed Match</li> <li>• Suggested Adjust</li> <li>• Confirmed Adjust</li> <li>• Supported</li> <li>• Unmatched</li> </ul>	System
<b>Support ID</b>	Yes	Available if the transaction has support irrespective of the current status of the transaction. Support details display when you click <b>Support ID</b> .	System
<b>Support Type</b>	Yes	Support type used while creating Support. Blank for a transaction that does not have a support.	System
<b>Transaction ID</b>	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
<b>Reverse Status</b>	Yes	Indicates if the adjustment is reversed. Options are: <ul style="list-style-type: none"> <li>• Blank = Adjustment is never reversed</li> <li>• Original Adjustment = Original adjustment which was reversed</li> <li>• Reverse Adjustment = Reverse adjustment which is created as part of reversal</li> </ul>	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 10-2 Filter Bar Attributes and Supported Operators**

Attribute	Supported Operators for Filtering	Description
<b>Match Type</b>	Equals	Required. All the match types having a data source and at least one attached profile are available. Only one can be selected.
<b>Data Source</b>	Equals Does Not Equal	Required. Data source for the match type selected. One or more data sources can be selected. To display adjustments, select <b>Adjustments</b> .
<b>Account ID</b>	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 <a href="#">Selecting Columns While Searching Transactions in Transaction Matching</a> .

 **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 Lock 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							
All Activity ▾							
Loaded By: Administrator May 28, 2020 11:05:39 AM							
Job ID: 100000000035246 File Name: srct.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.

 **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 AutoMatch Rules

AutoMatch 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 AutoMatch Rules

Automatch 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 or 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 10-3 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 10-4 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 10-5 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 10-6 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 10-7 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 10-8 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.

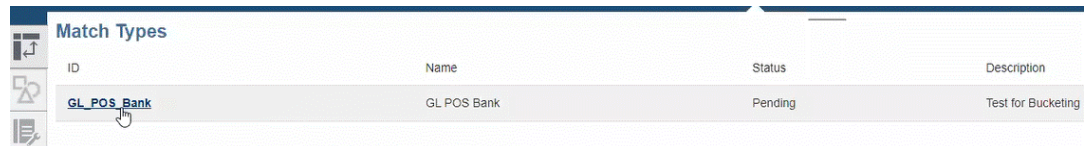
To filter unmatched transactions by bucketing:

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**).



ID	Name	Status	Description
GL_POS_Bank	GL POS Bank	Pending	Test for Bucketing

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.

**Match Process**

- GL to POS
- POS to Bank
- GL to Bank

**Properties**

ID: GL to POS  
Name: GL to POS

**Data Sources**

Number of Data Sources: 2  
Source System: GL  
Sub System: POS Sub

Set Adjustment Accounting Date:  Match Date  Latest Accounting Date in the Match Group

**Default Attribute Mapping**

GL	POS Sub	Used for Balancing	Default Tolerance Limit	Actions
Amount	Amount	Yes	From -10.0 To +10.0	...

**Bucket Attribute Mapping**

Bucket Name	GL	POS Sub	Actions
No data to display.			

- In the **New Bucket** dialog, update the following:
  - Enter a **Bucket Name**.
  - Select a **POS Source** from the drop-down.
  - Select a **Bank** from the drop-down.
  - Click **Save**.

**New Bucket**

\* Bucket Name: Pos to Bank - Location

\* POS Source: Location

\* Bank: Location

Save Cancel

The bucketing attribute displays in the table.

**Bucket Attribute Mapping**

Bucket Name	POS Source	Bank	Actions
Pos to Bank - Location	Location	CustLocID	...
Pos to Bank - Memo1	POS Memo	Memo1	...
Pos to Bank - Memo2	POS Memo2	Memo2	...

**Note:**

- You can only select text, integer, and list attribute types from the **POS Source** and **Bank** drop-downs.
- 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.

- 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.

Transaction ID	Status	Edited	Location	Date	Amount	Pickup	Reference
1			90002	8/15/2017	116.00	8/15/2017	310000 Pos
2			90002	8/22/2017	141.38	8/24/2017	310000 Pte
3			90002	8/22/2017	145.00	8/24/2017	310000 Pte
4			90002	8/14/2017	203.00	8/15/2017	310000 Pte
5			90002	8/7/2017	215.69	8/8/2017	310000 Pte
6			90002	8/1/2017	217.50	8/1/2017	310000 Pte
7			90002	7/31/2017	253.75	8/1/2017	310000 Pte
8			90002	8/21/2017	266.44	8/22/2017	310000 Pte
9			90002	8/15/2017	290.00	8/17/2017	310000 Pte
10			90002	8/29/2017	344.38	8/31/2017	310000 Pte
11			90002	8/22/2017	387.88	8/22/2017	310000 Pte
12			90002	8/31/2017	427.45	8/31/2017	310000 Pte
13			90002	8/10/2017	435.00	8/15/2017	310000 Pte
14			90002	8/17/2017	435.00	8/17/2017	310000 Pte
15			90002	8/24/2017	438.63	8/24/2017	310000 Pte
16			90002	8/17/2017	783.00	8/22/2017	310000 Pte
17			90002	8/16/2017	812.00	8/17/2017	310000 Pte
18			90002	8/3/2017	942.50	8/8/2017	310000 Pte

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.



# 11

## Confirming Suggested Matches

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

### Note:

Having a large number of potential ambiguous matches can significantly slow down the auto matching process. Consider using one of the following techniques to improve performance:

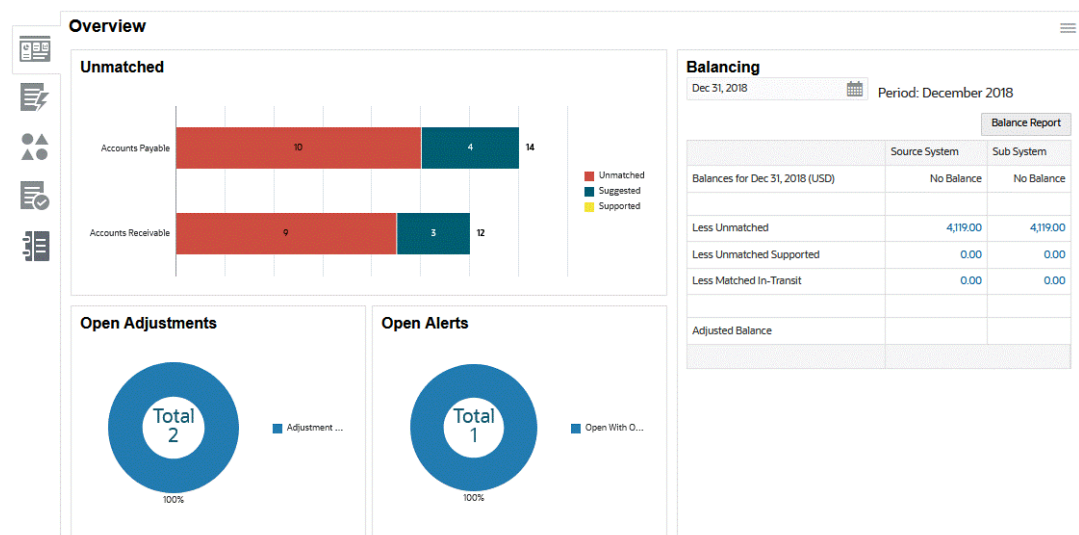
- Reduce ambiguity by adding new data source attributes in the rule condition that can uniquely identify each match.
- Add a 1 to 1 rule at the first position, before the Many to Many rule.

To start confirming suggested matches:

1. From **Home**, select **Matching**.
2. Select a reconciliation, then in **Actions**, select **Open**.

The reconciliation name is displayed at the top-left. Adjacent to the name is a drop-down list that displays the match process that is currently selected. This list contains the match processes available for the reconciliation. Account Reconciliation remembers the match process selection when you leave this page and subsequently return. This functionality is available in the Overview, Suggested Matches, Unmatched Transactions, Matches, and Adjustments tabs.

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



The **Unmatched** transactions chart shows:

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

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

### Note:

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

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

3. Click



( **Suggested Match** ) tab.

Suggested Matches

3  
All

1  
No Adjustments

2  
With Adjustments

Match ID: 15584 | Rule: 11\_2 - Exact Match on Invoice Variance on Amount

Accounts Payable

Transaction ID	Support ID	AP Invoice	AP Amount	AP Doc Date
1002		3001002	209.00	6/10/2022
<b>Total</b>			<b>209.00</b>	
<b>Variance</b>			<b>(9.00)</b>	

Accounts Receivable

Transaction ID	Support ID	AR Invoice	AR Amount	AR Doc Date
1003		3001002	200.00	6/10/2022
<b>Total</b>			<b>200.00</b>	
<b>Variance</b>			<b>9.00</b>	

Match 1 of 3

Confirm  
  Discard  
  Previous  
  Next

Adjustment

Adjustment to: Accounts Payable

Variance: (9.00)

AP Amount | AR Amount

Accounting Date: Jun 15, 2022

**Adjustment Type**

Type: Adjustment Type 2

ID: Payable Adjustment

Name: 3001002

For a Number attribute, the value displayed is based on the precision set when defining the attribute. The balancing attribute uses a precision that is inherited from the currency code of the default currency in the lowest currency bucket that is enabled for the Profile.

4. Review the suggested matches one at a time and do one of the following for each one:
  - Click the **Confirm** to confirm the match and remove it from the unmatched transaction queue.

Notice that the **Accounting Date** shows the current date. This date is set as the Adjustment Accounting Date for the adjustment. See *Setting Up Service Time Zone and Due Dates in Setting Up and Configuring Account Reconciliation* for additional information about how the **Transaction Matching Adjustment Cutoff Time** setting impacts the accounting date.
  - Click **Discard** to reject the match. It gets removed from the queue and the transaction will revert to a status of "unmatched" and will be available for manual matching
5. Optionally, you can add a comment.
6. Optionally, you can add a file attachment by browsing to the file and click **Open**.

 **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.

7. After you are done with all the suggested matches, you can move on to making manual matches.

 **Note:**

Reviewers and Viewers can also view the Suggested Matches tab in "read only" mode which is especially helpful to view the details of transactions that are marked as Supported and see the comments and attachments by the Preparer without making changes.

### Watch Confirming Suggested Matches Video

Click this link to watch the video:



# 12

## Creating Manual Matches

After working through all the Suggested matches, start reviewing the outstanding transactions in an attempt to create manual matches.

### Related Topics

- [About Working with Manual Matches](#)
- [Walking through the Manual Matching Process Using a Sample Reconciliation](#)
- [Handling Adjustments](#)  
Adjustments allow you to match transactions that have a variance in amounts for a valid reason.
- [Handling Supported Transactions](#)
- [Splitting Unmatched Transactions](#)
- [Selecting Transactions](#)
- [Exporting Transactions to CSV or Excel Format](#)  
To review transactions offline in more detail, you can export transactions to a comma-separated value (.csv) format or Excel format (.xlsx) which can be opened in Microsoft Excel.
- [Deleting Transactions in Transaction Matching](#)  
Transactions can be deleted from the Matching dialog or the Jobs page.
- [Editing Transactions](#)
- [Viewing Audit History](#)

## About Working with Manual Matches

Here are some noteworthy features of working with Unmatched Transactions:

- **Exporting to .CSV format** - If you need to review transactions in more detail, you can export transactions to a .csv format to view in Excel. Also, a Service Administrator can allow other users to delete transactions that may be incorrect.
- **Selecting or Deselecting Transactions** - When working with unmatched transactions, you can Use **Select All** to match on more than 1000 transactions from the list of unmatched transactions or filter the list and then use **Select All** to match on large numbers of transactions. If you manually select transactions instead of using **Select All**, you can only select up to 1000 transactions.
- You can see a count of the total transactions on **Unmatched Transactions** but can only scroll to a maximum of 50,000 rows at a time.
- There is an **Age** column on **Unmatched Transactions** that displays the age of the transaction based on the difference between today's date minus the Accounting Date. This feature is useful if, for example, you wanted to sort unmatched transactions by Age so that a preparer could bring the oldest unmatched aged transactions to the top of the list to work on them. Or, conversely, if you wanted to ignore the Aged transactions.

- You can also create manual matches on both **Unmatched** and **Supported** transactions by using the Filter to access transactions in **All** status.

 **Note:**

You can also use the **Transactions** dialog available from the **Matching** card to see transactions loaded from profiles across different statuses. See [Searching Transactions in Transaction Matching](#)

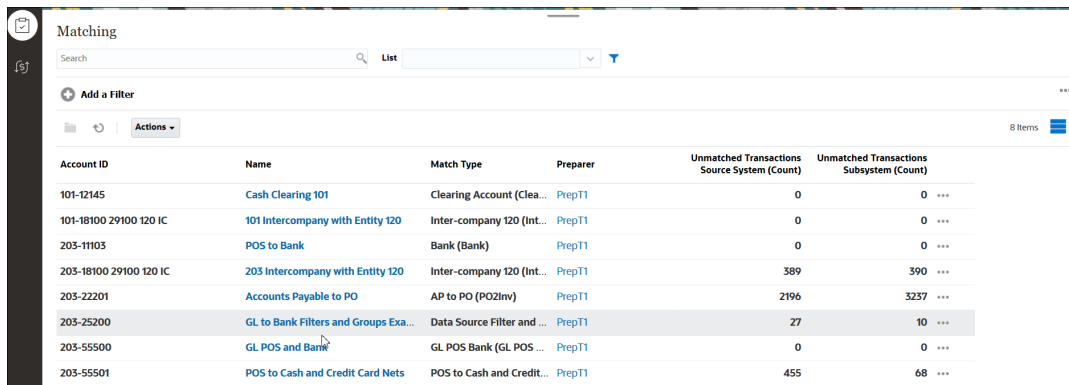
- When you open a reconciliation, the reconciliation name is displayed at the top-left of the page. Adjacent to the name is a drop-down list that displays the match process that is currently selected. This list contains the match processes available for the reconciliation. Account Reconciliation remembers the match process selection when you leave this page and subsequently return. This functionality is available in the Overview, Suggested Matches, Unmatched Transactions, Matches, and Adjustments tabs.
- The Matches tab contains the transactions that were matched exactly, either through suggested matches or manual matching. The Adjustments tab contains transactions that were matched with an adjustment. Both these tabs contains filters at the top for Duration and Match Status. The Adjustments tab also contains a filter for Extract Status. The system remembers the selection made in these filters. If you close the reconciliation and then open a different reconciliation, the default selection for the filters will be the ones that were previously selected
- For Transaction Matching profiles that are integrated with Reconciliation Compliance, the following actions cannot be performed when the accounting date of one or more transactions in the selected match group is lower than the Purge Through Date: unmatch a matched transaction, unmatch an adjustment, delete transaction, or delete supporting details.

## Walking through the Manual Matching Process Using a Sample Reconciliation

Let's follow an example through the manual matching process using a sample reconciliation.

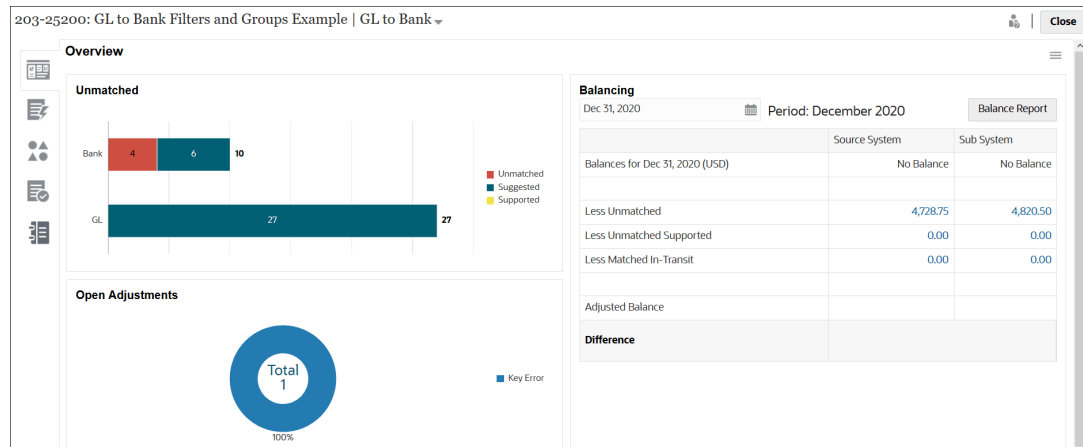
To start making manual matches:

- From **Home**, select **Matching**.



Account ID	Name	Match Type	Preparer	Unmatched Transactions Source System (Count)	Unmatched Transactions Subsystem (Count)
101-12145	Cash Clearing 101	Clearing Account (Clea...	PrepT1	0	0 ...
101-18100 29100 120 IC	101 Intercompany with Entity 120	Inter-company 120 (Int...	PrepT1	0	0 ...
203-11103	POS to Bank	Bank (Bank)	PrepT1	0	0 ...
203-18100 29100 120 IC	203 Intercompany with Entity 120	Inter-company 120 (Int...	PrepT1	389	390 ...
203-22201	Accounts Payable to PO	AP to PO (PO2Inv)	PrepT1	2196	3237 ...
203-25200	GL to Bank Filters and Groups Exa...	Data Source Filter and ...	PrepT1	27	10 ...
203-55500	GL POS and Bank	GL POS Bank (GL POS ...	PrepT1	0	0 ...
203-55501	POS to Cash and Credit Card Nets	POS to Cash and Credit...	PrepT1	455	68 ...

- Select a reconciliation, then In **Actions**, select **Open**.



There are five tabs available on the left: Overview, Suggested Matches, Unmatched Transactions, Matches, and Adjustments.



Let's look at the **Overview** tab in more detail. It contains a chart showing the current number of unmatched transactions across both data sources, an open adjustments pie chart, a balancing panel overview, and an open alerts pie chart. The following are the subsections on this tab:

- The **Unmatched** transactions chart shows:
  - Unmatched transactions means that they are not part of any match group.
  - Suggested matches means that they were matched by the auto match process since the match rule was configured to not automatically confirm the match. Therefore, user action is required.
  - Supported transactions means that a user had previously flagged the transaction as legitimately unmatched (for example, to account for timing differences that are appropriate at a specific point in time).
- The **Open Adjustments** chart shows the number of adjustment transactions created through the auto match process or by a user during interactive matching, where the adjustment remains Open. Adjustments are typically used when action must be taken

to correct a difference in one of the sources. The pie chart distinguishes between the various adjustment types.

- The **Balancing Panel** shows how the sources reconcile as of the selected date. Any difference in the data source balances will be accounted for as either Unmatched, Unmatched Supported, or Matched-in-Transit.

Click a balance in this panel to display the **Unmatched Transactions** dialog. Use the Data Source column to filter transactions by data source. Toggle the **Transactions with Open Alerts** switch to either display or hide transactions that have open alerts associated with them.

Transaction ID	Date	Amount	Invoice	Doc	Currency	Customer No Local System	Due Date	AR Unit Name	Alert ID	Alert Name	Alert Status
1	24778 05/06/2020	59.05	9000230000000		USD		15/06/2020		202375	CashAlert1	Open With Assignee
2	24780 05/06/2020	46.84	9000230000000		USD		15/06/2020		202375	CashAlert1	Open With Assignee
3	24783 05/06/2020	32.52	9000230000000		USD		15/06/2020		202375	CashAlert1	Open With Assignee
4	24779 05/06/2020	47.29	9000230000000		USD		15/06/2020		202394	CashAlert2	Open With Owner
5	24784 05/06/2020	84.14	9000230000000		USD		15/06/2020		202460	Cash1	Open With Owner
6	24785 05/06/2020	47.29	9000230000000		USD		15/06/2020		202460	Cash1	Open With Owner

**Note:**

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

- The **Open Alerts** chart shows the number of open alerts associated with the selected reconciliation. It also displays the percentage of alerts that are open with the owner and the assignee.



3. Click the **Unmatched Transactions** tab.

Accounts Payable					Accounts Receivable				
Transaction ID	Status	AP Invoice	AP Amount		Transaction ID	Status	AR Invoice	AR Amount	
1	1004	3001004	50		1	1000	3001000	95	
2	1005	3001004	50		2	1001	3001001	100	
3	1007	3001005	50		3	1006	3001004	100	
4	1006	3001005	60		4	1007	3001005	100	
5	1008	3001006	60		5	1008	3001006	120	
6	1009	3001006	60		6	1005	3001003	150	
7	1013	3001008	75		7	1003	3001002	200	
8	1000	3001000	95		8	1012	3001008	200	
9	1001	3001001	100		9	1015	3001009	200	
10	1014	3001008	178		10	1004	3001003	250	
11	1002	3001002	209		11	1002	3001002	450	
12	1016	3001009	209		12	1009	3001007	500	
13	1003	3001003	400		13	1010	3001007	500	
14	1010	3001007	450		14	1011	3001007	500	
15	1011	3001007	450		15	1013	3001008	650	
16	1012	3001007	1,039		16	1014	3001008	700	



For a Number attribute, the value displayed is based on the precision set when defining the attribute. The balancing attribute uses a precision that is inherited from the currency code of the default currency in the lowest currency bucket that is enabled for the Profile.

Under the **Status** column, icons display the status for each unmatched transaction:

- **Unmatched**  - for new unmatched transactions
- **Supported** 
- **All** - if you select All for the status, both the Unmatched and Supported icons display for that transaction. There is no separate All icon.

You can set the **Filter** value to display the transaction statuses you want to view.

To learn more about working with transactions on the **Unmatched Transactions** dialog, see:

- Selecting All Transactions - [Selecting Transactions](#)

 **Note:**

To Select All, you must use the **Select All** checkbox. However, you can also **Deselect** one or more selected transactions by using **CTRL + CLICK**.

- Exporting Transactions to a .CSV Format to View in Excel - [Exporting Transactions to CSV or Excel Format](#)
  - Deleting Transactions - [Deleting Transactions in Transaction Matching](#)
  - Searching Transactions, Filtering, and Saving List Views- [Searching Transactions, Filtering, and Saving List Views](#)
  - Filtering Unmatched Transactions by Grouping - Filtering Unmatched Transactions by Grouping
  - **Copying and Pasting Text from Unmatched Transactions** - You can highlight text of an attribute with your mouse, then copy that text on **Unmatched Transactions** and paste it wherever it's needed, for example, into filter criteria or in an email. Use the standard **Copy** and **Paste** shortcuts (**CTRL + C** and **CTRL + V**) while in your browser. Note that **Internet Explorer** is not supported for this copy and past functionality. Use **Chrome** or **Edge** instead.
4. At this point, you need to handle three types of transactions on the **Unmatched Transactions** tab:
- **Exact Matches-**  
For example, you can see that there's a transaction in Accounts Payable that matches the value of a transaction in Accounts Receivable (\$195.28). However, the invoice numbers differ due to the inclusion of an unexpected prefix of ORCL If you are confident that these transactions are the same, select them both, and click **Match** to match them together.
  - **Supported Transactions-** These transactions have a legitimate reason for having no match. You enter an explanation to justify them as correct and valid despite having no match. See [Handling Supported Transactions](#)
  - **Adjustments-** If the manual match rules have been configured to allow tolerance, you can also create a match with adjustment (as opposed to an exact match). Select transactions within acceptable tolerance, click **Match**, and the **Selected Transactions**



dialog shows the selected transactions and allows you to fill in adjustment details. Then click **Match with Adjustment** to create the match. See [Handling Adjustments](#)

 **Note:**

All Actions are displayed on the Unmatched Transactions tab. If you select an Action that is not available for the selected transaction, an appropriate error message is displayed.

 **Note:**

Reviewers and Viewers can also view the Unmatched Transactions tab in "read only" mode which is especially helpful to view the details of transactions that are marked as Supported and see the comments and attachments by the Preparer without making changes.

 **Note:**

Depending on the currency code, Account Reconciliation considers certain variances as an exact match.

- For a currency code with two decimal places, a variance of less than or equal to 0.005 is an exact match
- For a currency code with three decimal places, a variance of less than or equal to 0.0005 is an exact match
- For a currency code with four decimal places, a variance of less than or equal to 0.00005 is an exact match

For example, if a currency code uses three decimal places, then the values 256.1464 and 256.1468 are considered an exact match because the variance between these two values is 0.0004 which is less than 0.0005.

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

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

#### Watch Creating Manual Matches Video

Click this link to watch the video:



## Handling Adjustments

Adjustments allow you to match transactions that have a variance in amounts for a valid reason.

If the manual match rules have been configured to allow tolerance, you can create a match with adjustment (as opposed to an exact match). You can also adjust one or more transactions from the same source, which is known as a single sided adjustment.

You can select transactions that are within the acceptable tolerance, and then click **Match with Adjustment**. The **Selected Transactions** dialog shows the selected transactions and allows you to fill in adjustment details. Then click **Match with Adjustment** to create the match.

For a single sided adjustment, you can select transactions from one source and click **Adjust** to create the adjustment.

## Understanding Adjustment Processing Logic

- No adjustment can be created if the condition for Balancing attribute is set to Match Exactly.
- No adjustments are allowed if the match process limit set to -0/+0 for Balancing attribute.
- Adjustments are allowed if there is Matching with Tolerance Allowed and the matching falls within the tolerance specified including the actual limit amount. For example, if the match limits are set to -150 to +150, then amounts over 150 will fail as well as amounts under -150.
- Adjustments are allowed with no restrictions if the matched with adjustment From and To values are both blank. This allows for one sided adjustments to be processed.
- Adjustments are allowed if it falls within the From match limit and the To limit is blank. For example, if the From value is +150 and the To value is blank, you could create an adjustment whose value is \$-2000.00).
- Only the Balancing attribute condition is checked to determine if single sided adjustment can be created.
- For Transaction Matching profiles that are integrated with Reconciliation Compliance, adjustments cannot be deleted if the Accounting Date of one or more transactions in a match set is lower than the Purged Through Date.
- For Adjustment attributes mapped from Data Source attributes, the values for the Adjustment are copied over from the first Transaction selected while performing a Manual Match.
- The **Accounting Date** displays the current date. This date is set as the Adjustment Accounting Date for the adjustment. See Setting up Due Dates in *Setting Up and Configuring Account Reconciliation* for additional information about how the **Transaction Matching Adjustment Cutoff Time** setting impacts the accounting date.
- Users cannot open a closed adjustment whose Adjustment Accounting Date is earlier than the Locked Through Date. For Service Administrators, a prompt is displayed asking for confirmation to open the closed adjustment.

## Example: Creating Adjustments

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

To handle these:

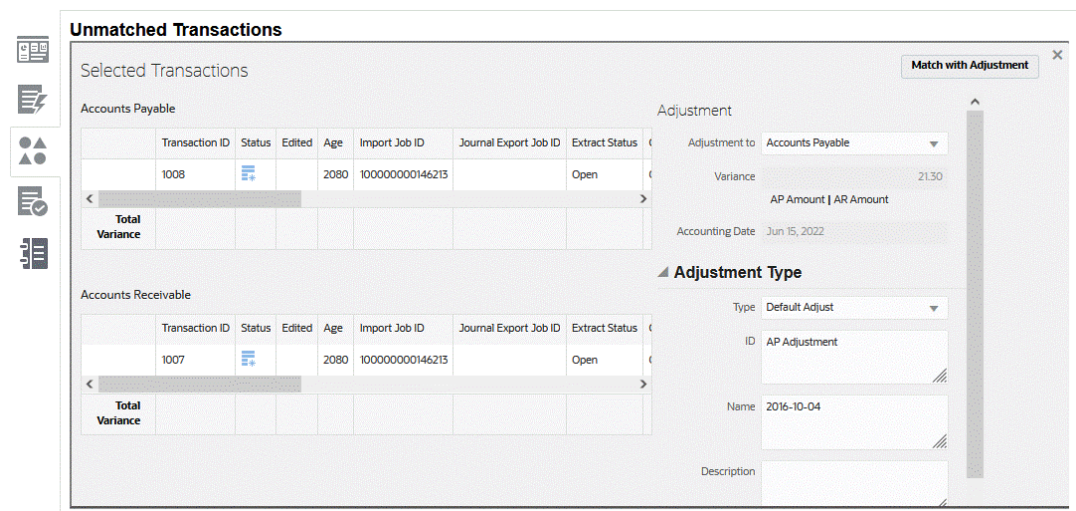
1. Select the transactions from both sources and click **Match with Adjustment**. Or, select the transactions from one source and click **Adjust**. The **Unmatched Transactions** dialog is displayed.

 **Note:**

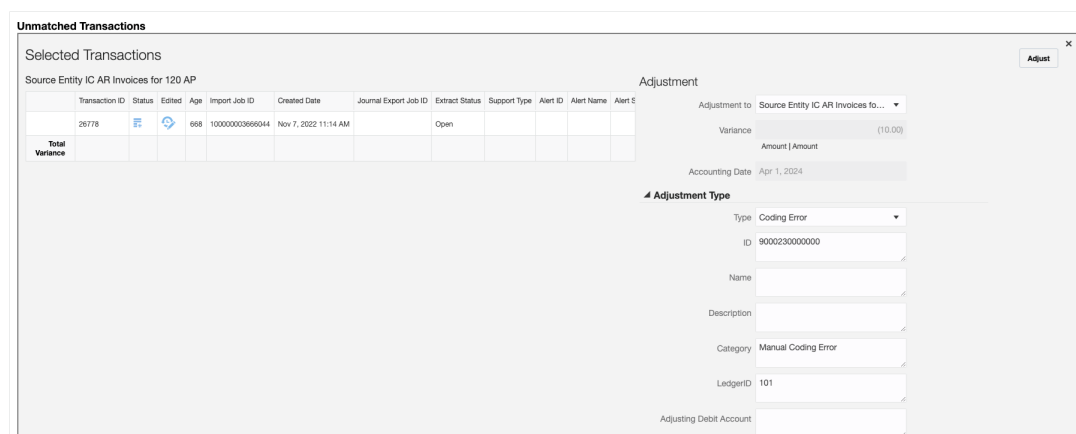
You can also use **Select All** check box to choose all transactions.

For a Number attribute, the value displayed is based on the precision set when defining the attribute. The precision of the Variance amount would be same as the balancing attribute, which is inherited from the currency code of the default currency in the lowest currency bucket that is enabled for the Profile.

If an adjustment attribute is a group attribute, its member attributes are displayed under a separate node in the Adjustment section.



The following image shows the Unmatched Transactions tab for single sided adjustments.



2. In **Adjustment To**, select whether you are making the adjustment to Accounts Receivable or Accounts Payable.
3. Select an **Adjustment Type**, then enter an **ID**, **Name** and optionally, a **Description**.
4. You can also enter a comment to explain the discrepancy between the Accounts Receivable amount and the Accounts Payable amount..

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

## Handling Supported Transactions

Supported transactions have a legitimate reason for having no match. You can enter an explanation to justify them as correct and valid despite having no match. For example, a user can flag a transaction as legitimately unmatched (for example, to account for timing differences that are appropriate at a specific point in time).

Supporting details, entered by the preparer explaining the valid reason for not matching during Auto Match, are retained in Account Reconciliation after the transaction is matched. Once a supported transaction is matched, the status changes to Confirmed Match but the support is retained.

Supporting details are tied to the workflow of the period end reconciliation. If a preparer deletes transaction matching supporting details that are associated with a period-end reconciliation, then that period-end reconciliation will be re-opened to the preparer. Preparers can still add comments or file attachments to existing supporting details, it is only the removal of details that would cause a reconciliation to re-open.

### Supported Transactions Example

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

To handle these:

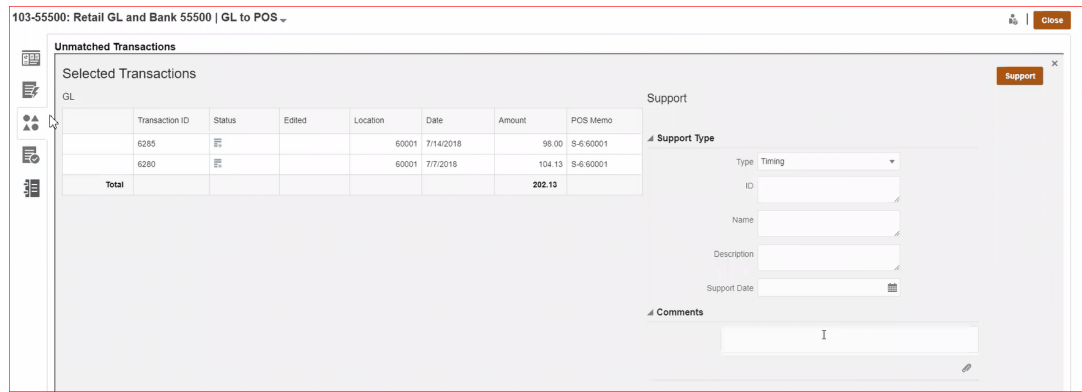
1. On the **Unmatched Transactions** dialog, select one or more transactions and click **Support**.

#### Note:

You can also use **Select All** checkbox to choose all transactions. However, the number of transactions that can be supported together within a support group is limited to 5000.

For a Number attribute, the value displayed is based on the precision set when defining the attribute. The balancing attribute uses a precision that is inherited from the currency code of the default currency in the lowest currency bucket that is enabled for the Profile.

If a support attribute is a group attribute, its member attributes are displayed under a separate node in the Support section.

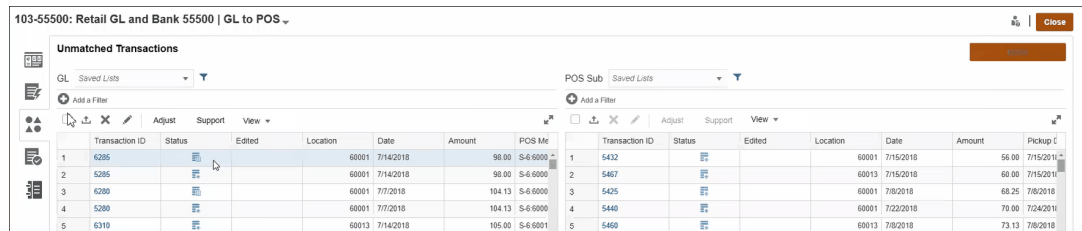


2. Select a **Support Type**, then enter an **ID**, **Name** and optionally, a **Description**.
3. You can also enter a comment to explain why this transaction has no match.
4. Optionally, you can add a file attachment by browsing to the file and click **Open** and then **Support**.

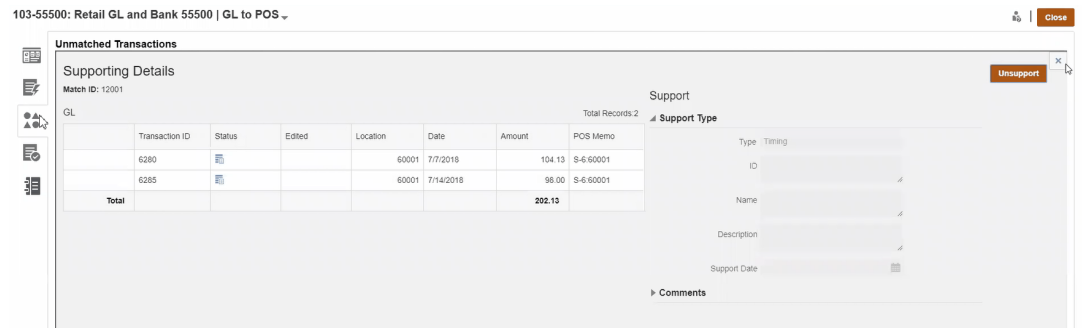
### Viewing Supporting Details

To view supporting details:

1. On **Unmatched Transactions**, in the **Status** column, you can see the transactions that are supported.



2. Click the **Supported** icon.



### Deleting Supporting Details

Here is an explanation about how Account Reconciliation handles deletion of supported transactions:

- Comments and attachments that are added to supporting details cannot be individually deleted.

- Overall Support can be deleted (which removes those supporting details from all associated transactions). If any of the related transactions have an Accounting Date that is less than or equal to submitted reconciliation(s), then the reconciliation(s) will be re-opened to the preparer if the period is not locked. If the period is locked, it must be unlocked before supporting details can be deleted.

 **Note:**

To understand the impact of deleting supporting details in locked or closed periods, see Closing and Locking Periods.

To delete supporting details, do one of the following:

- Use the **Unsupport** button in the **View Supporting Details** dialog
- Delete any transaction in the support group individually
- Delete transactions through a delete transactions job

Following are other notes about the handling of supported transactions:

- If any transaction in the support group has an Accounting Date before the Closed Through Date, they get a warning similar to the following: **WARNING: Performing this action requires one or more reconciliations to be re-opened with preparer because the accounting date of one or more transactions is on or before the closed through date. Do you want to continue YES or NO**
- If any transaction in the support group has an Accounting Date before the Locked Through Date, they get an error stating they need to unlock a period(s) in order to proceed: **ERROR: You cannot perform this action because the accounting date of one or more transactions selected or in the selected support group is on or before the locked through date. Please contact your administrator to unlock the necessary periods.**
- **Impact on Supported Transactions During Unmatching** - If a matched transaction, which is already supported, is then unmatched on the Match dialog, it goes back to Unmatched Supported status.
- For Transaction Matching profiles that are integrated with Reconciliation Compliance, supporting details cannot be deleted if the Accounting Date of one or more transactions in a match set is lower than the Purged Through Date.

 **Note:**

To understand the impact of loading transactions into locked or closed periods, see Closing and Locking Periods.

## Splitting 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**.

 **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.**

### Splitting Transactions

To split transactions:


1. From **Matching**, select the match type for which you created the split.
2. Select the **Unmatched transactions** tab.




The **Split Transaction** icon displays.

**Unmatched Transactions**

Accounts Receivable *Saved Lists* ▼

Status equals Supported

 Adjust Support View ▼

	Transaction ID	Status	Edited	Date	Invoice	Doc	Amount	Currency
1	23779			6/20/2019	9000225768272		0.96	USD
2	22864			6/20/2019	9000225768272		3.50	USD

 **Note:**

- Only one transaction can be split at a time.
- The transaction can be split only into two transactions at a time.
- Only the balancing amount can be split. If other attribute amounts exist, those will remain the same.


3. Select the transaction you want to split (for example, **Transaction ID, 22864**), then click **Split**.
4. In the **Split Amount** field, enter the split amount (for example, **\$2.50**).  
The **Remaining Amount** automatically populates on entering the split amount.



Split Transactions

Save Close

Amount 3.50  
Split Amount   
Remaining Amount 1.00

 **Note:**  
You can also enter a negative amount in the **Split Amount** field.

5. Click **Save**.  
A warning message displays, **Amount for this transaction will be split. This action cannot be undone. Do you want to continue?**. The details of the original amount, split amount, and remaining amount are also shown.
6. Click **Yes**.  
A confirmation message displays the transaction split is successful.
7. Click **Close**.  
The new split transaction (**Transaction ID, 23781**) displays along with the original transaction (**Transaction ID, 22864**). The split transaction copies all details from the original transaction except the balancing amount and the transaction ID.

Unmatched Transactions

Accounts Receivable Saved Lists

Status equals Supported

	Transaction ID	Status	Edited	Date	Invoice	Doc	Amount	Currency
1	23779			6/20/2019	9000225768272		0.96	USD
2	23781			6/20/2019	9000225768272		1.00	USD
3	22864			6/20/2019	9000225768272		2.50	USD

Audit Trail

Here is an audit trail example of a transaction (Transaction ID, 1047) with a balancing attribute amount \$98.00 split in to amounts \$68.00 and \$30.00. The **Transaction id** displays **Split** and the **New Value** displays the new Transaction ID, **4028**.

Field	Modification	Modified By	Modified On	Old Value	New Value	Source	Match ID
Bank Amount	Changed	Administrator	Apr 22, 2020 10:07:57 PM	98.00	68.00	Unmatched Transactions	
Transaction id	Split	Administrator	Apr 22, 2020 10:07:57 PM		4028	Unmatched Transactions	
Status	Changed	Administrator	Apr 22, 2020 10:04:25 PM	Unmatched	Supported	Unmatched Transactions	232

Here is the audit trail example of the newly created split transaction (Transaction ID, 4028). The **Transaction id** displays **Created** and the **Old Value** displays the parent ID, **1047**.

Field	Modification	Modified By	Modified On	Old Value	New Value	Source	Match ID
Bank Amount	Changed	Administrator	Apr 22, 2020 10:07:57 PM		30.00	Unmatched Transactions	
Status	Changed	Administrator	Apr 22, 2020 10:07:57 PM	Unmatched	Supported	Unmatched Transactions	232
Transaction id	Created	Administrator	Apr 22, 2020 10:07:57 PM	1047		Unmatched Transactions	

## Selecting Transactions

On the **Unmatched Transactions** dialog, you can select one or more transactions.

### Selecting All Transactions

Use the **Select All** checkbox in order to select all the transactions in that list.

**Select All** can be used to:

- Match transactions on the **Unmatched Transactions** dialog.
- Filter a list of transactions and then use **Select All**
- Perform an adjustment on a list transactions
- Add supported information to a list of transactions
- Delete transactions for a given source (if enabled by the Service Administrator). See [Deleting Transactions in Transaction Matching](#) for more details.



#### Note:

You can also **Deselect** one or more selected transactions by using **CTRL + CLICK** but to **Select All**, you must use the checkbox.

Here is an example of an **Unmatched Transactions** dialog highlighting the **Select All** checkbox to use.

Intercompany 96AP 56 AR : Intercompany Account ▾

**Unmatched Transactions**

Accounts Receivable

Status: New ▾

No condition

<input checked="" type="checkbox"/>	Transaction ID	Date	Invoice	Doc	Amount	Cu
1	3078	6/3/2016	9000226106582		30.00	US
2	2896	6/16/2016	ad8000228388		5,721.03	US

Total Records: 5 | Selected: 0

Accounts Payable

Status: New ▾

No condition

<input type="checkbox"/>	Transaction ID	Date	Invoice	AP Amount	AR Amount Inverse	Cu
1	3136	6/30/2016	ad8000228388b	(2,000.00)	2,000.00	US
2	2829	6/16/2016	ad8000228388	(3,721.03)	3,721.03	US

Total Records: 3 | Selected: 1

Total: 30.00 Variance: (30.00)

When you use **Select All**, note that the **Total records** in the list is shown along with the **Selected** number of records along with the variance.

Total Records:16   Selected:16	Total:2,316.00 Variance:(422.00)	Total Records:12   Selected:12	Total:1,894.00 Variance:422.00
--------------------------------	----------------------------------	--------------------------------	--------------------------------

 **Note:**

If you attempt to match two sources but exceed the tolerance limit set for variances on certain fields (for example, the amount or date), you will see an error message with an explanation of what is exceeding the tolerance.

### Selecting Transactions Displayed in Non-Contiguous Rows

You can select multiple, non-contiguous rows, on touch screen devices by long pressing on the grid and using the **Select Multiple Cells** context menu. Alternatively, use the keystroke **Shift + F8** or **Fn + Shift + F8** (on Mac) to enable this mode. In this mode, you can select one or more non-contiguous rows in the Unmatch transaction grid without pressing the **Ctrl** key. You can turn off this mode from the context menu, by pressing the **Esc** key, or by using the keystroke **Shift + F8** or **Fn + Shift + F8** (on Mac). Alternatively, once the action (such as Match or Unmatch) is performed, and the grid is refreshed, the mode is automatically turned off.

## Exporting Transactions to CSV or Excel Format

To review transactions offline in more detail, you can export transactions to a comma-separated value (.csv) format or Excel format (.xlsx) which can be opened in Microsoft Excel.

It is recommended that you use the comma-separated value (.csv) format when exporting a large number of rows.

Note the following about the exported transactions:

- Export of transactions uses your filtered list of transactions, not the selected or highlighted transactions.
- The data source attributes are used as column headers.
- Calculated attributes are exported but system attributes such as Reconciliation ID are not.
- The Transaction ID is included in the exported data.
- The Unmatched Date and Supported Date are displayed in the user's time zone. However, in the export file, these dates are in UTC (Universal Time Zone).

You can export from various locations:

- Unmatched transactions can be exported from the **Unmatched Transactions** dialog as shown in this example below.
- In the **Overview**, you can drill down and then export all transactions.
- You can also export transactions from the **Transactions** tab available from the **Matching** card. See [Searching Transactions in Transaction Matching](#)

 **Note:**

A maximum of one million rows is the limit in Excel.

Here's an example of exporting transactions to a .csv file using the **Unmatched Transactions** dialog as an example:

1. From the **Unmatched Transactions** dialog, make your selection of the transactions you want to review. You can select one or more transactions or filter the transactions.

Intercompany Clearing 0616 : Intercompany ▾

**Unmatched Transactions**

Accounts Receivable

Status: New ▾

No condition

Adjust  Support

	AP Invoice	AP Amount	AP Doc Date	Transaction ID
1	3001005	50.00	10/6/2016	1007
2	3001005	60.00	10/6/2016	1006
3	3001008	75.00	10/7/2016	1013
4	3001008	166.00	10/7/2016	1014
5	3001007	450.00	10/17/2016	1010
6	3001007	450.00	10/17/2016	1011
7	3001007	1,038.00	10/17/2016	1012


Accounts Payable

Status: New ▾

No condition

Adjust  Support

	AR Invoice	AR Amount	AR Doc Date	Transaction ID
1	3001005	100.00	10/4/2016	1007
2	3001008	200.00	10/11/2016	1012
3	3001002	450.00	10/2/2016	1002
4	3001007	500.00	10/7/2016	1009
5	3001007	500.00	10/7/2016	1010
6	3001007	500.00	10/7/2016	1011
7	3001008	650.00	10/11/2016	1013

2. Click **Export**. 
3. On the **Export** dialog, choose either **CSV** or **Excel** and then click **Export**.
4. A progress bar displays while the job is processing. You receive a message, such as "Export transactions for <DATA SOURCE NAME> is in progress."

 **Note:**

You can either wait while the export processes, or go ahead with other work and download the export file from the **Jobs** dialog.

5. Once the export is complete, you see a message such as, "Export transaction(s) for <DATA SOURCE NAME> has been completed successfully."  
Click **Download** to save the file locally.

Here is an example of a .csv file.

UnmatchedTrans.csv [Read-Only]					
	A	B	C	D	E
1	Transaction Id	AP Invoice	AP Amount	AP Doc Date	
2	1007	3001005	50	6-Oct-16	
3	1006	3001005	60	6-Oct-16	
4	1013	3001008	75	7-Oct-16	
5	1014	3001008	166	7-Oct-16	
6	1010	3001007	450	17-Oct-16	
7	1011	3001007	450	17-Oct-16	
8	1012	3001007	1038	17-Oct-16	
9	1015	3001008	1300	7-Oct-16	
10					
11					

### Obtaining the Downloaded File from Jobs

You can also perform view job details and obtain the downloaded transactions file from the **Jobs for Transaction Matching**.

1. From **Home**, select **Application**, then **Jobs**, and then **Transaction Matching**.
2. From **Jobs**, locate the job you performed, and the name of the exported transactions .csv file is shown.



3. Click the file name link to save that file locally.

## Deleting Transactions in Transaction Matching

Transactions can be deleted from the Matching dialog or the Jobs page.

### Deleting Transactions Using the Unmatched Transactions Tab

If the Service Administrator has allowed deletion of transactions for a given data source, you are able to delete transactions on **Unmatched Transactions** in case you loaded incorrect or unwanted transactions as part of your data load. If this option is enabled, you will see a Delete icon (X). This means that you can select one or more transactions and delete them. You can also delete all transactions using **Select All**.

For Transaction Matching profiles that are integrated with Reconciliation Compliance, transactions cannot be deleted if the Accounting Date of one or more transactions in a match set is lower than the Purged Through Date.

#### Note:

Once you delete a transaction, it cannot be retrieved. The only option is to reload the transaction.

#### Note:

You cannot delete a supported transaction, a matched transaction, or a transaction that is part of a suggested match. If you need to delete a supported transaction, first un-support the transaction. Matched transactions can only be deleted when deleting transactions from the Jobs page. See [Deleting Transactions from an Import Job](#).

To delete one or more transactions:

1. From **Home**, select **Matching**. Then select the reconciliation you are working with.
2. Select the **Unmatched Transactions** tab.

Advertising cash reconciliation : GL\_AR

Unmatched Transactions

GL\_CashDep\_Source  Select All  Adjust  Support AR\_Payments\_Subsys  Select All  Adjust  Support

Status	Filter	Entity	Source	Journal_ID	Journal_Date	Account
New	No condition					
		1		SUN	158309	9/5/2017
		2	16000	SUN	158309	9/5/2017
		3		SUN	158309	9/5/2017
		4	16000	SUN	158309	9/5/2017
		5	16000	SUN	158309	9/5/2017
		6		SUN	158309	9/5/2017
		7	16000	SUN	158309	9/5/2017

Status	Filter	Trans_Date	Company_ID	Bill_To_Num	Bill_To_Name	Sold_To_Num
New	No condition					
		1		9/15/2017	DPR	CU00385243
		2		9/20/2017	DPR	CU00604586
		3		9/20/2017	DPR	CU00587566
		4		9/23/2017	DPR	CU00620607
		5		9/15/2017	DPR	CU00603218
		6		9/10/2017	DPR	CU00572254
		7		9/20/2017	DPR	CU00012474

3. Select one or more transactions that you need to delete and click the **Delete (X)**.

 **Note:**

You can also select all transactions by using the **Select All** check box and then click **Delete (X)**.

4. You receive a confirmation message to make sure you want to delete these transactions. Click **Yes** in response to the message. Note that the total number of records has been updated.

 **Note:**

To understand the impact of handling transactions in locked or closed periods, see [Closing and Locking Periods](#).

### Deleting Transactions from an Import Job

Users can delete all transactions that were imported as part of an Import Transactions job.

To delete transactions related to an Import Transactions job:

1. From **Home**, select **Application**, and then **Jobs**.
2. Click the **Transaction Matching** tab.
3. Select the Import Transactions job whose transactions must be deleted.
4. From the Actions menu, select **Delete Transactions**.
5. In the confirmation dialog, click **Yes** to confirm the deletion.

 **Note:**

If any of the transactions were matched with an adjustment, select **Create Reverse Adjustments** to create reverse adjustments. See [About Reverse Adjustments](#).

If you delete a transaction that has already been matched, the system puts the other transaction that is part of the match back into "unmatched" status.

**Note:**

To delete transactions that were part of an import job that is older than 60 days, see [Creating and Running Jobs](#).

## Editing Transactions

Users at times need to be able to edit one or more transactions in a single update. An administrator has to first allow preparers the ability to edit transactions in an **Unmatched** or **Supported** state on the **Unmatched Transactions** dialog by allowing it for individual data source attributes in a Match Type. The ability to edit is set to **No** as the default.

If editing is allowed, it displays with an **Edit** icon (pencil) on the **Unmatched Transactions** dialog. If a preparer performs an edit, a checkmark displays that it has been edited. In addition, there is also audit history available that shows the old and new values.

When you edit the value of a Number attribute, the value entered is rounded off based on the **Decimal Places** specified when defining the attribute. When you edit the balancing attribute, the value is rounded off to a precision that is inherited from the currency code of the default currency of the lowest currency bucket that is enabled for the Profile.

There are two parts to editing transactions:

- [Administrator action to allow edits](#)
- [Editing transactions as performed by a preparer](#)

### Administrator Action to Allow Edits to Transactions

To allow edits to transactions:

1. From **Home**, select **Applications**, and then **Match Type**.
2. Select the **Match Type** and then the **Edit Match Type** dialog displays. Make sure the **Match Type** is in **Pending** status so that you can make a change and click **Save**.
3. Select the **Data Sources** tab, and then select the Data Source you want.

The screenshot shows the 'Edit Match Type' dialog box with the 'Data Sources' tab selected. The 'AP' data source is chosen, and its attributes are listed in a table. The 'Allowed to Edit' column for 'AP\_INV' is checked, indicating that editing is allowed for this attribute.

ID	Name	Type	Key	Required	Calculation	Accounting Date	Balancing Attribute	Allowed to Edit	Actions
AP_INV	AP Invoice	Text	x	x	x	x	x	✓	...
AP_AMT	AP Amount	Number	x	✓	x	x	✓	✓	...
AP_ODATE	AP Doc Date	Date	x	✓	x	✓	x	✓	...

4. Select the **Data Source Attribute** you want to allow editing for by clicking **Actions** next to it, and then select **Edit** from the drop down. The **Attribute Details** dialog displays.

## Attribute Details

ID  
 Name  
 Type  
 Default Value

Allowed to Edit  
 Key  Required  
 Accounting Date  Balancing Attribute  
 Calculation

Save Cancel

5. Select the **Allowed to Edit** check box and click **Save**.  
You can allow editing to multiple attributes in a data source but it must be done one attribute at a time.
6. Change the status of the Match Type to **Approved**.

## Editing Transactions As Performed By Preparers

Once an administrator has allowed edits, preparers will see an **Edit** icon (Pencil) on the **Unmatched Transactions** dialog.

Unmatched Transactions												
Source System					Sub System							
List					List							
Add a Filter					Add a Filter							
Adjust Support View					Adjust Support View							
#	Transaction ID	Status	Edited	Source BA	Source AD	Source T	Transaction ID	Status	Edited	Sub BA	Sub AD	Sub TA
1	2056			5.00	9/6/2019	ManyToO	1	2001		5.00	9/2/2019	OneToMar
2	2060			5.00	9/6/2019	ManyToO	2	2002		5.00	9/2/2019	OneToMar
3	2038			10.00	9/2/2019	OneToMar	3	2007		5.00	9/5/2019	OneToMar

You can edit the values of attributes using the following methods:

- **Inline Edit**

Use inline editing to quickly edit one value or one transaction at a time.

By default the grid is in read only mode. To edit a value inline, a Service Administrator must have enabled inline editing by selecting **Enable Inline Edit** in the Transaction Matching configuration settings.

Double-click the cell of the editable attribute that must be updated and enter the new value. You can also select the cell and press F12 to make the cell editable. The change is saved when the focus moves out of the current cell. To cancel an edit, press the **Esc** key. If a tool tip is displayed during inline edit, you may need to press the **Esc** key twice to dismiss the tool tip and cancel the edit. If there are any validation errors caused by the edit, the value is not saved and error is reported.

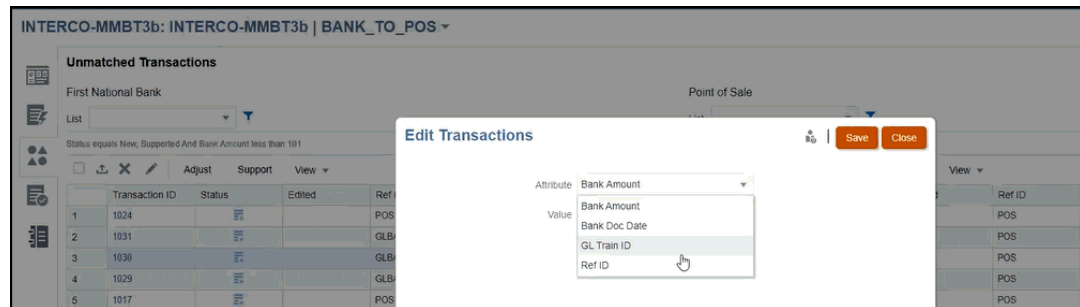
- **Bulk Edit**

Bulk edit is used to update one or more transactions at a time. To perform a bulk edit, use the **Edit** icon as described in the following procedure.

To edit transactions on **Unmatched Transactions**:

1. From **Home**, select **Matching**, and then select the reconciliation you want to work with.
2. On the **Unmatched Transactions**, select one or more transactions that you want to update and then click the **Edit** icon.
3. Once you select **Edit**, you see the **Edit Transactions** dialog with only the attributes that have been allowed by an administrator to be editable.





4. Select an attribute and you can make a change in the **Value** field. Then click **Save**. In the case of group attributes, you can update the key attribute only. The values of other member attributes are updated based on the key attribute selected. Select the required key and click the Edit icon to display the Edit Transactions dialog. Click the **Value** icon and select the required key attribute from the Select dialog.
5. Click **Yes** to continue and make that change. Then close that dialog and return to the **Unmatched Transaction** dialog. Notice that because you performed an edit, there is a checkmark in the **Edited** field for that transaction.



#### Note:

If you make a change to an Amount or Accounting Date, then the system updates the Balance Summary.

## Viewing Audit History

Transaction Matching provides an audit trail to track the status of transactions from the time a transaction is loaded into Transaction Matching until it is deleted. In addition, the audit history tracks the changes to Match Status.

Actions that are tracked include:

- Transaction edits
- Auto Match jobs
- Manual operations (match, unmatched, support, unsupported) - record is created for each transaction for match status change
- Transaction deletions


 **Note:**

You cannot view the audit history of transactions deleted. However, if a transaction is deleted as part of delete transaction job after a match was performed, an audit record will get created for the other side of the transactions (those that were matched with the deleted transactions).

There is no audit history tracked or created for calculated attributes modified by an edit transaction. Also transaction import history is visible on the Audit History dialog but no separate audit record is created.

### Viewing Transaction Import Information

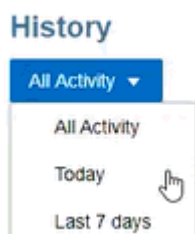
Audit history for a transaction import is visible on the audit history. The transaction import information includes:

**Loaded By:**  
 Administrator  
 Sep 6, 2019 5:17 PM  
 Job ID: 10000000010014  
 File Name: Audit\_Source\_System.csv

Audit History	Description
<b>Loaded By:</b> Administrator	User who loaded the transaction
Jan 19, 2019 at 10:00 AM	Date and time of load
Job ID : 1000034566	Number of Job ID executing the load
Filename: Data Management_1107.csv	File name of the import file

### Filtering Audit History

By using the **All Activity** drop-down, you can filter by **All Activity**, **Today**, or **Last 7 Days**.



### How to Access Audit History

You can view the audit history from the following windows:

- [Unmatched Transactions](#)
- [Matches](#)
- [Suggested Match](#)

- [Adjustments](#)
- [Transactions Tab](#)

### Viewing Audit History from Unmatched

From **Unmatched Transactions**, you can access audit history to see the changes to **Edited** transactions as well as status changes from **Unmatched** to a different status.

To view audit history from **Unmatched**:

1. Select any **Transaction ID** that has a link.

Transaction ID	Status	Edited	Source BA	Source AD	Source T	Transaction ID	Status	Edited	Sub BA	Sub AD	Sub TA
1 2056			5.00	9/6/2019	ManyToOr	1 2001			5.00	9/2/2019	OneToMar
2 2060			5.00	9/6/2019	ManyToOr	2 2002			5.00	9/2/2019	OneToMar
3 2038			10.00	9/2/2019	OneToMar	3 2007			5.00	9/5/2019	OneToMar

As you can see, the audit history shows you that the Match status change for a **Transaction ID** that changed as a result of an **Automatch**. The old value was **Unmatched** and the new value is **Suggested Match**.

Field	Modification	Modified By	Modified On	Old value	New Value	Source	Match ID
Status	Changed	Administrator	Sep 16, 2019 5:17 ...	Unmatched	Suggested Match	Automatch	1035

2. Here's an example of audit history that shows you edit changes for a given **Transaction ID**.

Field	Modification	Modified By	Modified On	Old value	New Value	Source	Match ID
Status	Changed	Administrator	Sep 16, 2019 5:18 ...	Unmatched	Supported	Unmatched Transa...	1046
SUB_TA	Changed	Administrator	Sep 16, 2019 5:17 ...	OneToMany_Subset_2S_1	OneToMany_Subset_2S	Unmatched Transa...	
SUB_TA	Changed	Administrator	Sep 11, 2019 5:16 ...	Test edit	OneToMany_Subset_2S_1	Unmatched Transa...	
SUB_TA	Changed	ats admin1	Sep 8, 2019 5:15 PM	OneToMany_Subset_2S	Test edit	Unmatched Transa...	

### Viewing Audit History from Matches

To view audit history from **Matches**:

1. From the **Matches** window, open any match by selecting a **Match ID**.

Matches									
Duration					Match Status				
Last 24 hours From: Sep 15, 2019 8:05 PM To: Sep 16, 2019 8:06 PM					All				
Page 1 of 1 (1 - 7) of 7 items									
Match ID	Match Status	Rule Type	Rule Name	Created By	Match Date	Updated By	Updated Date	Action	
1037	Suggested Adjust	Adjustment	Adjustment Single Source	Auto Match	Sep 16, 2019 5:17 PM			...	
1036	Suggested Match	Many to 1 with subset	Many To 1 Subset Single Source	Auto Match	Sep 16, 2019 5:17 PM			...	
1035	Suggested Match	1 to Many with subset	1 To Many Subset Single Source	Auto Match	Sep 16, 2019 5:17 PM			...	
1034	Suggested Match	Many to Many	Many To Many Single Source	Auto Match	Sep 16, 2019 5:17 PM			...	

- The Match detail window displays and you can click on a **Transaction ID** to see the audit history.

Match			
Match ID : 1035			
Source System			
Transaction ID	Source BA	Source AD	Source TA
<a href="#">2050</a>		10.00	9/5/2019
<b>Total</b>		<b>10.00</b>	
<b>Variance</b>		<b>0.00</b>	
Source System			
Transaction ID	Source BA	Source AD	Source TA
<a href="#">2051</a>		(5.00)	9/5/2019
<a href="#">2053</a>		(5.00)	9/5/2019
<b>Total</b>		<b>(10.00)</b>	
<b>Variance</b>		<b>0.00</b>	

- Click the link on the **Transaction ID**, and it takes you to the audit history.

History							
All Activity							
Loaded By: Administrator Sep 6, 2019 5:17 PM							
Job ID: 10000000010014 File Name: Audit_Source_System.csv							
Field	Modification	Modified By	Modified On	Old value	New Value	Source	Match ID
Status	Changed	Administrator	Sep 16, 2019 5:22 ...	Unmatched	Confirmed Adjust	Unmatched Transa...	1048
Status	Changed	Administrator	Sep 16, 2019 5:22 ...	Supported	Unmatched	Unmatched Transa...	
Status	Changed	Administrator	Sep 16, 2019 5:22 ...	Unmatched	Supported	Unmatched Transa...	1047

This shows you the changes to the match status, who performed the modification, the date and time, and the old and new value. It also shows the source of the change which means where the action was taken in Transaction Matching. In this example, the source of the change was from Unmatched Transactions.

### Viewing Audit History from Suggested Match

To view audit history from **Suggested Match**:

- From **Suggested Match**, you can click on the link for a **Transaction ID** to see audit history.

**Suggested Matches**

8 All | 6 No Adjustments | 2 With Adjustments

Match ID: 1038 | Rule : OneToOne2S - One To One 2 Source

Source System

Transaction ID	Source BA	Source AD	Source TA
2000		5.00 9/1/2019	OneToOne_2S
<b>Total</b>		<b>5.00</b>	
<b>Variance</b>		<b>0.00</b>	

Sub System

Transaction ID	Sub BA	Sub AD	Sub TA
2000		5.00 9/1/2019	OneToOne_2S
<b>Total</b>		<b>5.00</b>	
<b>Variance</b>		<b>0.00</b>	

- You can see the audit history indicating the change in status from **Unmatched** to **Suggested Match** and from **Suggested Match** to **Confirmed Match**.

**History**

All Activity

Loaded By: Administrator  
Sep 5, 2019 5:17 PM

Job ID: 10000000010014  
File Name: Audit\_Source\_System.csv

Field	Modification	Modified By	Modified On	Old value	New Value	Source	Match ID
Status	Changed	Administrator	Sep 16, 2019 8:14 ...	Suggested Match	Confirmed Match	Suggested Match	1038
Status	Changed	Administrator	Sep 16, 2019 5:17 ...	Unmatched	Suggested Match	Automatch	1038

### Viewing Audit History from Adjustments

To view audit history from **Adjustments**:

- Open any adjustment in **Adjustment Details**.
- Click the link for any **Transaction ID**.

**History**

All Activity

Loaded By: Administrator  
Sep 6, 2019 5:17 PM

Job ID: 10000000010014  
File Name: Audit\_Source\_System.csv

Field	Modification	Modified By	Modified On	Old value	New Value	Source	Match ID
Status	Changed	Administrator	Sep 16, 2019 8:15 ...	Confirmed Adjust	Unmatched	Matches	
Status	Changed	Administrator	Sep 16, 2019 5:22 ...	Unmatched	Confirmed Adjust	Unmatched Transa...	1046
Status	Changed	Administrator	Sep 16, 2019 5:22 ...	Supported	Unmatched	Unmatched Transa...	
Status	Changed	Administrator	Sep 16, 2019 5:22 ...	Unmatched	Supported	Unmatched Transa...	1047

When reverse adjustments are created, audit records are created for both the original adjustment and reverse adjustment.

### Viewing Audit History from Transactions Tab


To view audit history from the Transactions tab in Transaction Matching:

- From the Home page, click **Matching**.
- Select the **Transactions** tab.

3. Click the link for any Transaction ID.

History Close

All Activity ▾

Loaded By:  
 Administrator  
Feb 12, 2020 1:32:41 AM

Job ID:10000000870204  
File Name:Data\_Management\_596.csv

Field	Modification	Modified By	Modified On	Old Value	New Value	Source	ID
Status	Changed	Administrator	Feb 12, 2020 1:35:43 AM	Unmatched	Confirmed Match	Automatch	73093

# Understanding Reverse Adjustments

Reverse adjustments provide an automated way to offset adjustments that are deleted by an unmatched operation after they have been posted to the General Ledger.

## Related Topics

- [About Reverse Adjustments](#)  
Reverse adjustments provide an automated and efficient way of managing the unmatching of matches containing an adjustment and that are associated with a closed reconciliation.
- [Unmatching Transactions in Transaction Matching](#)  
Account Reconciliation provides multiple ways of unmatching transactions in Transaction Matching.

## About Reverse Adjustments

Reverse adjustments provide an automated and efficient way of managing the unmatching of matches containing an adjustment and that are associated with a closed reconciliation.

A reverse adjustment is created automatically when a transaction that satisfies the following conditions is unmatched in the source system:

- Match status is Confirmed Match or Confirmed Adjust
- Extract Status of the adjustment is Closed

When such a transaction is unmatched, a warning message is displayed indicating that this will result in a reverse adjustment being created. Click **Yes** to proceed with the creation of a reverse adjustment.

The match details, such as Match ID, adjustment amount, and other related information, are added to the audit history. The terms original match and original adjustment are associated with the unmatched adjustment. The **Reverse Status** column for the original adjustment is set to Reverse Adjustment, indicating that a reverse adjustment was created for this adjustment. The reverse adjustment has the same match ID as that of the original match but its Extract Status is Open. The adjustment amount is also the same as the original adjustment, but with the opposite sign. For example, if the original adjustment amount is 120.45, the reverse adjustment amount is -120.45.

Here's an example of a confirmed match, with Match ID 240008 and Transaction ID 200001, in the Transactions tab:

	Data Source	Transaction ID	Amount	Date	Match ID	Reverse Status	Status
1	Adjustments	200001	10.00		240008		Confirmed Match
2	Adjustments	181546	2.00		221329		Confirmed Match
3	Adjustments	181545	(9.00)		221327	Reverse Adjustment	Confirmed Adjust

The following image shows the Transactions tab after an unmatched operation created a reverse adjustment for Transaction ID 200001. The Transaction ID of the reverse adjustment is 200002, but its Match ID is the same as the original adjustment.

	Data Source	Transaction ID	Amount	Date	Match ID	Reverse Status	Status
1	Adjustments	200002	(10.00)		240008	Reverse Adjustment	Confirmed Adjust
2	Adjustments	200001	10.00		240008	Original Adjustment	Confirmed Adjust
3	Adjustments	181546	2.00		221329		Confirmed Match
4	Adjustments	181545	(9.00)		221327	Reverse Adjustment	Confirmed Adjust

The Accounting Date of the reverse adjustment is determined based on the match process configuration:

- If the reverse adjustment's Accounting Date = Match Date, then Accounting Date of adjustment is set to the current date
- If the reverse adjustment's Accounting Date = latest accounting date in match group, then Accounting Date of adjustment is set to the Accounting Date of the original adjustment.

After the unmatched operation, the unmatched transaction is added to **Less Unmatched** and the original adjustment is added to **Less Matched In-Transit**. Any comments and attachments in the original adjustment are also included in the reverse adjustment. Users can subsequently modify or delete these, if required.

 **Note:**

You cannot change the status of the original adjustment to open after a reverse adjustment has been created.

 **Note:**

Only Service Administrators can delete a reverse adjustment.

To view details about a reverse adjustment, open its match details from the **Matches** tab or the Transactions tab in the Matching card. The details displayed, for the original adjustment and reverse adjustment, are shown below.



## Unmatching Transactions in Transaction Matching

Account Reconciliation provides multiple ways of unmatching transactions in Transaction Matching.

Use one of the following methods to unmatch a matched transaction. The system executes the unmatch action synchronously and no job is created.

- Matching dialog  
In the Matches tab, select the transaction that you want to unmatch. From the Actions menu, select **Unmatch**.
- Matching card
  - In the Transactions tab, select a transaction and then click **Unmatch**.
  - In the Transactions tab, select a transaction and then click **Delete by Job**. This unmatches all transactions that were part of the selected job.
- Jobs card  
Click the Transaction Matching tab. Select the job, click **Actions**, and then **Delete Transactions**.

You can also use the REST API to unmatch matched transactions. In this case, the system creates a background job for unmatching the transactions and this job is displayed in the Jobs History page.

When you unmatch a transaction that satisfies the conditions for creating a reverse adjustment, a warning is displayed informing users that a reverse adjustment will be created. See [About Reverse Adjustments](#).



### Note:

Users cannot unmatch a transaction whose status is Confirmed Adjust or Confirmed Match and whose accounting date is lesser than the Locked Through Date.

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## Using the Balance Reports

Use one or more of the balance reports to view summary or detailed data about your Transaction Matching reconciliations.

### Related Topics

- [Using the Balance Report Summary](#)  
After you've completed the matching process for reconciliations, you are ready to create the balancing report which is a reconciliation snapshot.
- [Using the Balance Report Transactions](#)  
Use **Balance Report Transactions** to export details of transactions in the Balancing panel or Balance Summary into a single zip archive.
- [Using the Cosmetic Changes Report](#)  
Use the Cosmetic Changes Report to view all cosmetic changes made to a reconciliation during a specific period.

## Using the Balance Report Summary

After you've completed the matching process for reconciliations, you are ready to create the balancing report which is a reconciliation snapshot.

To create the balance report summary:

1. From **Home**, select **Matching**, and then select a reconciliation from the list.
2. From Actions, select **Open**.

The Overview tab of the reconciliation appears. This tab contains the following panels: Unmatched, Balancing, Open Adjustments, and Open Alerts. For information about these panels, see *How are the Balances for Each Data Source Calculated?* in *Administering Oracle Account Reconciliation*.

3. In the Balancing panel, select the date. The period corresponding to the selected date is displayed.
4. Click **Actions** and then **Balance Report Summary** to generate the report. This example shows a balance report with a Difference of zero, which is the goal.

## Balance Report Summary

Reconciliation: Retail GL and Bank Multi-Currency

Date: 01/18/2024 01:11 PM

Accounting Date: 12/31/2018

	Source System	Sub System
Balances for 12/31/2018 (BHD)	No Balance	No Balance
Less Unmatched	581,362.343	35,580.400
Less Unmatched Supported	3,000.000	0.000
Less Matched In Transit	10,496.220	10,313.420
Adjusted Balance		
Difference		

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

## Using the Balance Report Transactions

Use **Balance Report Transactions** to export details of transactions in the Balancing panel or Balance Summary into a single zip archive.

For each reconciliation, the exported zip archive includes all transactions from the following buckets in the Balancing panel or Balance Summary of the reconciliation:

- Less Unmatched
- Less Unmatched Supported
- Less Matched In-Transit

Use this report to get a snapshot of your reconciliation and all its transactions or balances at a given point in time. The recommended best practice is to generate this report before you submit a reconciliation and attach it to the reconciliation. At a later date, you can generate this report and compare it with the report that was generated when the reconciliation was submitted. Comparing these two versions of the report enables you to analyze changes that have occurred in the reconciliation after it was submitted.

To generate the balance report transactions:

- From **Home**, select **Matching**, and then select a reconciliation from the list.
- From Actions, select **Open**. The Overview tab of the reconciliation appears.
- In the Balancing panel, select a date. The period corresponding to the selected date is displayed in Period.
- Click **Actions** and then **Balance Report Transactions**. The Information dialog appears indicating that a Balance Report Transactions job was submitted. It also contains the job ID.
- Click the link in the Information dialog to download the generated report. The Job History page appears.
- Click the **Succeeded** link for your job ID to download the archive zip file.

The downloaded zip file contains the following:

- A `.csv` file for each data source. The file contains transactions from all three buckets in the Balancing panel or Balance Summary, for this data source.  
The file name begins with the name of the data source and the job ID.
- A `.csv` file for original adjustments in source system  
The file name begins with *Adjustments\_source\_system* and also contains the job ID.
- A `.csv` file for original adjustments in the subsystem  
The file name begin with *Adjustments\_subsystem* and also contains the job ID.

## Using the Cosmetic Changes Report

Use the Cosmetic Changes Report to view all cosmetic changes made to a reconciliation during a specific period.

Cosmetic changes are certain updates to transactions that occur after the reconciliation is submitted and closed. These changes do not require the reconciliation to be reopened. For more information about cosmetic changes, see [About Cosmetic and Non-Cosmetic Changes](#).

The Cosmetic Changes report is a single report that contains all cosmetic changes to the related transactions for the reconciliation. The details include Account ID, reconciliation status, match type, data source, match ID, match status, accounting date, and amount. This helps you to analyze cosmetic changes that have been made to the reconciliation after it is submitted.

The system includes validations to check if the reconciliation exists for the specified period and its status. If the reconciliation does not exist for a period, or its status is Open with Preparer, a message is displayed indicating that the report can't be generated.

To generate the cosmetic changes report:

1. From the Home page, click **Matching**, and then select the reconciliation for which you want to generate the cosmetic changes report.
2. In the **Balancing** panel of the Overview tab, select the period for which the report must be generated.
3. Click **Actions** and select **Cosmetic Changes Report**.  
The Information dialog is displayed containing the Job ID of this report generation job.
4. Click the link in the Information dialog to display the Jobs page.
5. For your Job ID, click the **Succeeded** link to view the generated report.

The file name of the generated report is in the format  
Cosmetic\_Changes\_Report\_ACCOUNT\_ID\_<JOBID>\_<YYYYMMDD\_HHMMSS>  
<SERVICETIMEZONE>.csv.

# Creating and Running Jobs

Users can create jobs to perform various actions such as importing transactions or running the auto match process independent of an import.

## 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.
- [About Managing Jobs in Transaction Matching](#)
- [Types of Transaction Matching Jobs](#)
- [Running Auto Match Independent of Import](#)
- [Searching Jobs in the Jobs List](#)
- [Filtering Jobs in the Jobs List](#)
- [Clearing Filters in the Jobs List](#)
- [Deleting Transactions in Import Jobs Not Listed in the Jobs Page](#)

## 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:

Job ID	Name	Status	Created By	Start Date	End Date
2721036	System Maintenance	System		Nov 23, 2022 1:00 PM	
2721034	Gather Metrics	System		Nov 23, 2022 11:00 AM	
2721001	Open Reconciliations	System		Nov 23, 2022 9:00 AM	
2721021	Email Notifications	System		Nov 22, 2022 9:00 PM	
2721020	Email Notifications	System		Nov 22, 2022 8:30 PM	Nov 22, 2022 8:30 PM
2721019	Email Notifications	System		Nov 22, 2022 8:00 PM	Nov 22, 2022 8:00 PM
2721018	Email Notifications	System		Nov 22, 2022 7:30 PM	Nov 22, 2022 7:30 PM
2721017	Email Notifications	System		Nov 22, 2022 7:00 PM	Nov 22, 2022 7:00 PM
2721016	Email Notifications	System		Nov 22, 2022 6:30 PM	Nov 22, 2022 6:30 PM
2721015	Email Notifications	System		Nov 22, 2022 6:00 PM	Nov 22, 2022 6:00 PM

Job Name	Total Time	Avg Time	Executions
System Maintenance	226:00	1:56	30
Gather Metrics	75:00	2:58	30
Open Reconciliations	20:00	10:00	2
Email Notifications	15:00	9:00	30
Create Reconciliations	45:00	45:00	1
Import Profiles	25:00	5:00	5
Delete Profiles			0
LCM Export	800:00	30:00	30
LCM Import	40:00	20:00	2

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:

Name	Status	Created By	Start Date	End Date	Match Type	...
<b>Balance Report Transactions</b> Job ID: 100000003993053   Reconciliation: Point of Sale to Processor (POS-12155)   As of Date: 2022-12-31   Result: Complete Started at Mar 5, 2024 9:55 AM by ats.admin1   Ended at Mar 5, 2024 9:55 AM   Duration: 0 minute(s), 2 second(s)						
<b>Export Journals</b> Job ID: 100000003993005   Match Type: Intercompany (20) (Intercompany(20))   Data Source: ADJUSTMENT   Result: Complete Started at Mar 5, 2024 3:42 PM by Administrator   Ended at Mar 5, 2024 3:42 PM   Duration: 0 minute(s), 0 second(s)						
<b>Export Journals</b> Job ID: 100000003994005   Match Type: POS to Bank (Bank)   Data Source: ADJUSTMENT   Result: Complete Started at Mar 5, 2024 12:27 PM by Administrator   Ended at Mar 5, 2024 12:27 PM   Duration: 0 minute(s), 11 second(s)						
<b>Export Journals</b> Job ID: 100000003990057   Match Type: Intercompany (20) (Intercompany(20))   Data Source: ADJUSTMENT   Result: Error Started at Mar 5, 2024 10:26 AM by Administrator   Ended at Mar 5, 2024 10:26 AM   Duration: 0 minute(s), 18 second(s)						

## About Managing Jobs in Transaction Matching

The Jobs List displays details of the jobs to which the user has access. Details include the type of job, file name, result, and information about the actions performed by the job.

Service Administrators can view details of all jobs run in the application and take necessary actions. Users who are granted the Jobs - View application role can view details of all jobs run in the application. However, these users can only take actions on jobs that they created. Users who are not granted the Jobs - View role can only view details of the jobs they created.

The following image shows the Transaction Matching jobs list for the `ts_admin` user, who is a Power User. Notice that the **Actions** option (ellipses) is available only for jobs that are run by this user, not for jobs that are run by the `admin1` user.

Name	Status	Created By	Start Date	End Date	Match Type	...
<b>Export Journals</b> Job ID: 100000003996002   Match Type: POS to Bank (Bank)   Data Source: ADJUSTMENT   Result: Complete Started at Apr 18, 2024 12:02 PM by ts.power   Ended at Apr 18, 2024 12:03 PM   Duration: 1 minute(s), 10 second(s)						...
<b>Export Journals</b> Job ID: 100000003981215   Match Type: POS to Bank (Bank)   Data Source: ADJUSTMENT   Result: Complete Started at Apr 18, 2024 12:00 PM by admin1   Ended at Apr 18, 2024 12:00 PM   Duration: 0 minute(s), 1 second(s)						
<b>Report Generation Test</b> Job ID: 100000003990011   Result: Complete Started at Apr 18, 2024 11:14 AM by admin1   Ended at Apr 18, 2024 11:14 AM   Duration: 0 minute(s), 0 second(s)						
<b>Report Generation Test</b> Job ID: 100000003990009   Result: Complete Started at Apr 18, 2024 10:20 AM by admin1   Ended at Apr 18, 2024 10:20 AM   Duration: 0 minute(s), 1 second(s)						
<b>Report Generation Test</b> Job ID: 100000003990008   Result: Complete Started at Apr 18, 2024 10:18 AM by admin1   Ended at Apr 18, 2024 10:18 AM   Duration: 0 minute(s), 1 second(s)						
<b>Export Journals</b> Job ID: 100000003987005   Match Type: POS to Bank (Bank)   Data Source: ADJUSTMENT   Result: Complete Started at Apr 17, 2024 4:07 PM by ts.power   Ended at Apr 17, 2024 4:07 PM   Duration: 0 minute(s), 0 second(s)						...

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

### Copying Text From Jobs List

You can highlight text of an attribute with your mouse on the Jobs list and then copy and paste it wherever it's needed, for example, into filter criteria or in an email. Use the standard Copy and Paste shortcuts (**CTRL + C** and **CTRL + V**) while in your browser.



**Note:**

For information about exporting journals, see Exporting Journal Entries to a Text File.

## Types of Transaction Matching Jobs

This table describes the jobs that can be run in Transaction Matching and provides the description and frequency.

Job Name (in user interface)	Description	Frequency	Roles
Automatch	Run Automatch on already imported transactions  To run AutoMatch, you must have access to one or more profiles that are based on Transaction Matching formats. See Running Auto Match in <i>Administering Oracle Account Reconciliation</i> .	On Demand	System Administrator, Power User, Preparer  See Power User Security in Account Reconciliation, Assigning Profile Workflows
Import Transactions	Import transactions into one or more data sources. EPM Automate supports one data source at a time.	On Demand	System Administrator, Power User, Preparer  See Power User Security in Account Reconciliation, Assigning Profile Workflows
Import Transactions and Automatch	Import transactions into one or more data sources and also runs auto match. Not supported from EPM Automate.	On Demand	System Administrator, Power User, Preparer  See Power User Security in Account Reconciliation, Assigning Profile Workflows
Export Journals	Export journals	On Demand	System Administrator, Power User, Preparer  See Power User Security in Account Reconciliation, Assigning Profile Workflows
Reopen Journals	Reopen closed journals	On Demand	System Administrator, Power User, Preparer  See Power User Security in Account Reconciliation, Assigning Profile Workflows
Export Transactions - Overview	Export transactions for different balance summary buckets.	On Demand	System Administrator, Power User, Preparer, Reviewer, Viewer  See Power User Security in Account Reconciliation, Assigning Profile Workflows, Specifying Profile Access



Job Name (in user interface)	Description	Frequency	Roles
Export Transactions - Unmatched	Export unmatched transactions	On Demand	System Administrator, Power User, Preparer, Reviewer, Viewer See Power User Security in Account Reconciliation, Assigning Profile Workflows, Specifying Profile Access
Cosmetic Changes Report	Generates the Cosmetic Changes report for Transaction Matching reconciliations that are integrated with Reconciliation Compliance.	On Demand	System Administrator, Power User, User, Preparer
Delete Transactions	Delete all transactions loaded for a selected import job. If transactions were already matched, they will be automatically unmatched.	On Demand	System Administrator, Power User, Preparer See Power User Security in Account Reconciliation, Assigning Profile Workflows
Delete Profile	Deletes the profile. This job is started by the system to delete the transactions and matches associated with the profile when profile are deleted from Profiles screen	On Demand	System Administrator, Users with the Profiles And Reconciliations – Manage Role
Delete Match Process	Deletes matches and adjustments associated with match process from all reconciliation when match process is deleted.	On Demand	System Administrator, Users with the Match Type – Manage Role
Archive Transactions	Archives the specified unmatched transactions along with their support and adjustment details.	On Demand	System Administrator
Unmark Archive Transactions	Unmarks unmatched transactions that were previously archived so that they can be included in subsequent archive jobs.	On Demand	System Administrator
Export - Transactions	Export transactions for a particular match type. Within the specified match type, you can apply additional filters for data sources and account types.	On Demand	System Administrator, Power User, Preparer, Reviewer, Viewer See Power User Security in Account Reconciliation, Assigning Profile Workflows, Specifying Profile Access
Unmatch Transactions	Unmatch transactions that were previously matched	On Demand	System Administrator, Power User, Preparer See Power User Security in Account Reconciliation, Assigning Profile Workflows
Purge Transactions	Purge matched transactions	On Demand	System Administrator

 **Note:**

When the service is restarted, the status of all user jobs that were running before the service restarted is set to Error. User jobs that were in the queue, but were not yet started at the time of service restart, are run. A service is restarted:

- during the scheduled Automatic Maintenance Window
- when the EPM Automate commands `resetService` or `runDailyMaintenance` are run

### Importing Transactions or Balances

For details on importing transactions or balances, see *Understanding Data Loads in Account Reconciliation Cloud*.

 **Note:**

To understand the impact of loading transactions into locked or closed periods, see *Closing and Locking Periods*.

## Running Auto Match Independent of Import

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

To run auto match:

1. From **Home**, select **Application**, and then **Jobs**.  
The Jobs list is displayed.
2. Click **Transaction Matching** to view details about the Transaction Matching jobs.
3. Select **Actions**, and then select **Run Auto Match**.  
The Run Auto Match dialog appears. The Match Type field displays approved match types that are associated with Transaction Matching reconciliations.
4. In **Match Type**, select the match type and then click **Submit**.  
The system uses the selected match type as the default selection for subsequent Auto Match or Import Transactions jobs for the duration of the current browser session.
5. Click **OK** in response to the Job Submitted dialog.  
The job runs in the background and you will see the status on **Jobs**. Click **Refresh** if you want to check that the job succeeded in Account Reconciliation.

## Searching Jobs in the Jobs List

Use the Search field to search for specific jobs. You can search by account ID, data source ID, and match type ID.

To search jobs:

1. From **Home**, select **Application**, and then **Jobs**.  
The Jobs list is displayed.
2. Click **Transaction Matching** to view details about the Transaction Matching jobs.
3. In the **Search by Job ID or Description** field, enter the job ID, description, account ID, data source ID, or match type ID. You can enter a complete or partial value.

Name	Status	Created By
All	Succeeded	All

4. Click **Search**. The job(s) for the selected entry are display.
5. To clear the list, delete the value in the **Search by Job ID** field, and then click **Search**.

## Filtering Jobs in the Jobs List

Use the filter options to control the records that you see in the list of jobs.

### About Filtering Attributes

The following table describes the filters that are available in the attributes.

**Table 15-1 Filtering Attributes**

Attribute	Filter Type	Operators	Values
Name	List	<ul style="list-style-type: none"> <li>• Equals</li> <li>• Does Not Equal</li> </ul>	<ul style="list-style-type: none"> <li>• Auto Match</li> <li>• Import Transactions</li> <li>• Import Transactions and Auto Match</li> <li>• Export Journals</li> <li>• Reopen Journals</li> <li>• Export Transactions as of Date</li> <li>• Balance Report Transactions</li> <li>• Export Transactions - Unmatched</li> <li>• Cosmetic Changes Report</li> <li>• Delete Transactions</li> <li>• Delete Match Process</li> <li>• Archive Transactions</li> <li>• Unmark Archive Transactions</li> <li>• Export - Transactions</li> <li>• Group Attribute Values</li> <li>• Unmatch Transactions</li> <li>• Generate Reports</li> <li>• Purge Transactions</li> </ul>
Status	List	<ul style="list-style-type: none"> <li>• Equals</li> <li>• Does Not Equal</li> </ul>	<ul style="list-style-type: none"> <li>• Pending</li> <li>• Running</li> <li>• Complete</li> <li>• Error</li> </ul>
Created By	List	<ul style="list-style-type: none"> <li>• Equals</li> <li>• Does Not Equal</li> </ul>	Displays all available users
Start Date	Date	<ul style="list-style-type: none"> <li>• Equals</li> <li>• Between</li> <li>• Before</li> <li>• After</li> </ul>	Start Date can be a single start date or a range. You can also select a time.
End Date	Date	<ul style="list-style-type: none"> <li>• Equals</li> <li>• Between</li> <li>• Before</li> <li>• After</li> </ul>	End Date can be a single end date or a range. You can also select a time.
Match Type	List	None	The list of Match Types defined in the system.

## Steps to Filter Jobs in the Jobs List

To filter jobs:

1. From **Home**, select **Application**, and then **Jobs**.  
The Jobs list is displayed.
2. Click **Transaction Matching** to display the Transaction Matching jobs.
3. Click on an attribute to display the filter options. You can filter jobs using these attributes:
  - **Name**
  - **Status**
  - **Created By**
  - **Start Date**
  - **End Date**
  - **Match Type**
4. Select an **Operator** (for example, **Equals**) and **Value** (for example, **Auto Match**) from the drop-down and press **Enter**.

You can create many different filters to change how you view the jobs. If there is no filter, it displays as **All**. In the following image, there are no filters on **Name**, **Created By**, **Start Date**, **End Date**, and **Match Type**. There is a filter on **Status** and it is set to Succeeded, which means that only jobs that completed successfully are displayed.

The screenshot shows a table with columns: Name, Status, Created By, Start Date, End Date, Match Type, and a menu icon. The 'Status' column is filtered to 'Succeeded'. A dropdown menu is open over the 'Status' column, showing the 'Operator' set to 'Equals' and the 'Value' set to 'Auto Match'. The table contains several rows of job data, including 'GL POS Bank (GL POS Bank)', 'POS to Bank (Bank)', and 'POS to Bank (Bank)'. Each row shows the job name, status, user, end time, and duration.

### Note:

The last used filter will be saved in the attributes. This means when you log out and back in again, it shows the same filter.

## Clearing Filters in the Jobs List

You can clear a filter for a single attribute or clear all filters in the Jobs list.

To clear filters:

1. From **Home**, select **Application**, and then **Jobs**.  
The Jobs list is displayed.
2. Click **Transaction Matching** to display the Transaction Matching jobs.
3. To clear the filter on a single attribute, click **Actions** next to that attribute (for example, **Status**), and then click **Clear**.
4. To clear all filters in the jobs list, click **Actions** in the attributes bar, and then click **Clear All Filters**.

## Deleting Transactions in Import Jobs Not Listed in the Jobs Page

Import jobs that are older than 60 days are not listed in the **Jobs** page. Therefore, transactions that were loaded as part of an import job that is older than 60 days cannot be deleted from the **Jobs** page. Instead, use the **Transactions** tab to delete such transactions.

To delete transactions in an import job that is older than 60 days:

1. From **Home**, select **Matching**, and then **Transactions**.
2. Select the required Match Type.
3. Add a filter for Import Job Id. Also add Import Job Id to the list of displayed columns.  
You can also add filters for data source and Account ID.
4. From the list of displayed transactions, select any row that corresponds to import job that you want to delete and click **Delete By Job**.
5. In the Confirm dialog, click **Yes** to confirm the deletion.

Note that the transactions in the selected import job are also deleted from all data sources, its matches, adjustments, and supporting details.

# Part III

## Understanding Data Integration for Oracle Account Reconciliation

### Related Topics

- [Importing Pre-mapped Balances or Transactions](#)

# 16

## 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**.

### Import Pre-Mapped Transactions Import Cancel

\* File

\* Transaction

\* Period

Import Type

\* Date Format

File Delimiter

**Warning:** Transactions imported to reconciliations where status is 'Open with Reviewer' or 'Closed' will cause the reconciliation statuses to revert to 'Open with Preparer'.

Also, Transactions previously imported using this option or Smart View will be replaced with the transactions included in the selected file. Transactions added through the Reconciliation dialog or Carried Forward from a previous period will not be affected.

 **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 USD			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**.

Name	Status	Created By	Start Date	End Date	...
None Selected	None Selected	None Selected	No Condition	No Condition	...
<b>Import Transactions and Auto Match</b>					...
Job ID: 10000000806093   <a href="#">Import Files</a>   Match Type: AP to PO (PO2Inv)   Result: Succeeded					...
Started at Dec 13, 2019 5:02 PM by Casey Brown   Ended at Dec 13, 2019 5:02 PM   Duration: 0 minute(s), 5 second(s).					
<b>Import Transactions</b>					...
Job ID: 10000000806092   <a href="#">Import Files</a>   Match Type: AP to PO (PO2Inv)   Result: Succeeded					...
Started at Dec 13, 2019 5:00 PM by Casey Brown   Ended at Dec 13, 2019 5:00 PM   Duration: 0 minute(s), 1 second(s).					
<b>Delete Transactions</b>					...
Job ID: 10000000806090   Match Type: AP to Req (PO2Inv)   Result: Succeeded					...
Started at Dec 13, 2019 4:54 PM by Casey Brown   Ended at Dec 13, 2019 4:54 PM   Duration: 0 minute(s), 1 second(s).					
<b>Delete Transactions</b>					...
Job ID: 10000000806089   Match Type: AP to Req (PO2Inv)   Result: Succeeded					...
Started at Dec 13, 2019 4:54 PM by Casey Brown   Ended at Dec 13, 2019 4:54 PM   Duration: 0 minute(s), 2 second(s).					

3. On **Jobs**, select **Actions**, then **Import Transactions**.

**Import Transactions** Submit Close

Match Type: Intercompany Account (INTERCO)   
 Only approved Match Types associated with Transaction Matching Reconciliations are listed

Run Auto Match: No

Date Format: dd-MMM-yy Hint: 26-Aug-67

Choose File(s)	File Selection	Action
	<Select a file>	X
	<Select a file>	X

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:





# Part IV

## Performing Common Actions in Account Reconciliation Cloud

### Related Topics

- [Creating Alerts To Resolve Roadblocks](#)
- [Working with Views and Filters](#)  
This chapter describes how to create, manage, and use views and filters.
- [Working with Custom Dashboards](#)

# Creating Alerts To Resolve Roadblocks

If you encounter issues while working towards closing a reconciliation or while matching transactions in Transaction Matching, Account Reconciliation has an alerts feature 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.

This 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 in Reconciliation Compliance](#) and [Creating Alerts on Transactions in Transaction Matching](#)

- 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](#)

## Working with Alerts

During the course of running a business process, you may encounter roadblocks that affect your progress. For example, you may encounter a hardware or system failure, or software or data issues. You can create an alert to indicate problems in the process, attach it to a reconciliation or transaction and assign a quick workflow to deal with it. You can approve or reject alerts on which you are assigned as the Approver.

You can view alerts from the Worklist, or from the Alerts List available from the Home page, and drill into alerts to display the alert details. To view Transaction Matching alerts in the Worklist, set the **Period Selection** filter to **None**. You can edit alerts that need to change and delete alerts that you no longer need.

Here are links to user tasks using Alerts:

- [Creating Alerts](#)
- [Available Actions On Alerts](#)
- [Viewing Alerts from the Alerts List](#)
- [Updating Alerts](#)
- [Deleting Alerts](#)

## Creating Alerts

You can create an alert from an object in Account Reconciliation, such as a reconciliation or transaction, if you have access to it, or you can create it from the Alerts List.

You specify an Alert Type and other information, and when you create the alert the Alert Actions opens. If needed, you can create alerts on alerts. For example, you can create sub-alerts for a "System Down" issue to work separately on network and power issues.

When you create an alert on an object, only Alert Types specific to that object, and generic Alert Types are available (for example, Basic Alert which is always available when creating an alert). When you create an alert directly from the Reconciliation, only generic Alert Types are available.

When you create an alert, it will initially be in Open with Owner status.



### Note:

Alerts can stay open even if they are associated with Locked objects.

The Alerts workflow is as follows:

**Table 17-1 Alerts Workflow**

Role	Actions
Owner (user who initiated the alert)	Submit Reopen (reverts alert back to Owner)
Assignee	Submit Request Information (sends alert back to Owner)
Approver1	Approve Reject (sends alert back to Assignee)
ApproverN	Approve Reject (sends alert back to Assignee)

If a team is assigned a role, then team members can Claim or Release an alert. If Approver 1 was set to a team ID, then a team member opening Alert Actions would have to press Claim, which would cause Approve, Reject, and Release to appear.

### See:

- [Creating Alerts in Reconciliation Compliance](#)
- [Creating Alerts on Transactions in Transaction Matching](#)

## Creating Alerts in Reconciliation Compliance

You can create an alert on a reconciliation or transaction in Reconciliation Compliance.

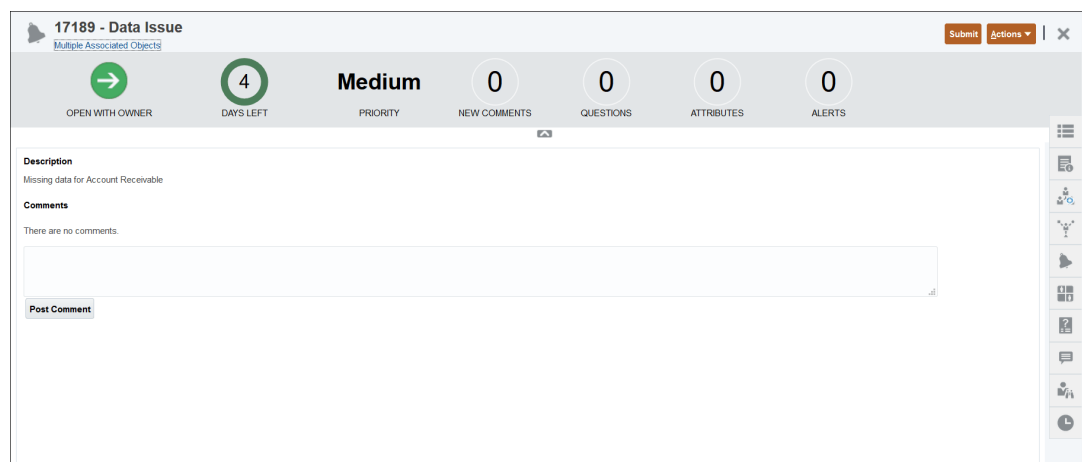
To create an alert:

1. Use one of the following methods:
  - Navigate to the artifact (reconciliation or alert), open and then click **Alerts**.
  - Raise a general alert from the Alerts List, which is only associated with a period.
2. Click **New (+)**.
3. Enter a unique **Name** for the alert, for example, Data Issue.
4. From **Type**, select an Alert Type from the list of administrator-defined Alert Types, for example, Basic Alert.

 **Note:**

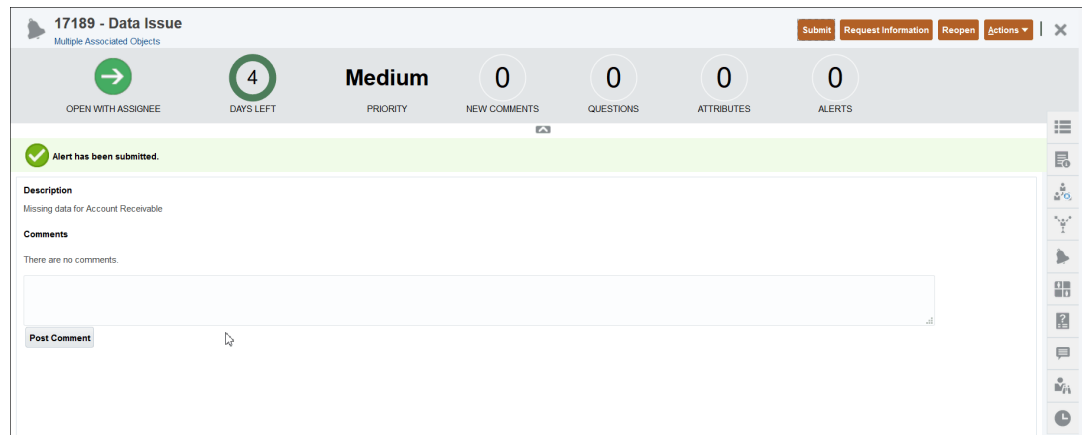
When you select an Alert Type, your alert will inherit any instructions, workflow users, attributes, questions, and viewers defined in that Alert Type.

5. **Optional:** From **Period**, select a period from the list of Period values. If the alert is created from an object that already has a Period associated with it, this value cannot be changed.
6. From the **Priority** list, select a priority for the alert: **High**, **Medium**, or **Low**.
7. **Optional:** In **Restriction**, leave the default (None) or choose from the drop down list.
8. The **Owner** is the name of the user creating the Alert.
9. The **Assignee** is the person responsible for resolving the alert. This may be a user or team. The default assignee is inherited from the Alert Type. You must specify an Assignee.
10. The **Approver** is inherited from the Alert Type.
11. For **End Date**, specify a Due Date for the alert. This is usually populated based on the object the alert was created on. You must set an End Date.
12. For **Description**, enter a description for the alert, for example "Data has been corrupted".
13. **Optional:** To add references to support the alert description:
  - a. Click **Attach a File**, select and attach a file, and click **OK**.
  - b. Click **Attach a Link**, enter a URL name, then enter the URL, for example: Oracle, <http://www.oracle.com> and click **OK**.
14. To create the alert, click **OK**.  
When you click **OK** in the Create Alert dialog, the Alert Actions dialog will open in "Open with Owner" status.



The screenshot shows the Oracle Alerts interface for a specific alert titled "17189 - Data Issue". The interface includes a header with the alert name and a "Submit" button. Below the header, there are several status indicators: "OPEN WITH OWNER" (indicated by a green arrow icon), "DAYS LEFT" (4), "PRIORITY" (Medium), "NEW COMMENTS" (0), "QUESTIONS" (0), "ATTRIBUTES" (0), and "ALERTS" (0). The main content area is divided into sections for "Description" (Missing data for Account Receivable), "Comments" (There are no comments), and a "Post Comment" input field. A vertical toolbar on the right side contains various icons for actions like edit, delete, and share.

The Owner can then run **Submit** to change it to "Open with Assignee" status, or **Close (X)** the dialog.



Notice that the Alert has an assigned ID next to the Alert Name. The time left or past due is displayed and Priority level that was assigned along with any further information about this alert.

For information about updating an alert, see [Updating Alerts](#)

## Creating Alerts on Transactions in Transaction Matching

You can create an alert for one or more Unmatched transactions in Transaction Matching.

Alerts can be added from the Unmatched Transactions dialog or the Transactions tab of the Matching card.

1. On the Home page, click **Matching**.
2. Use one of the following methods:
  - In the Matching page, click the name of the reconciliation, then select the **Unmatched Transactions** tab.
  - In the Matching page, click the Transactions tab.

3. Select one or more transactions.

On the Unmatched Transactions tab, you can select transactions from either one or both sources at the same time.

4. From Actions, select **Alerts**, and then **Create Alert**.

The Actions menu appears only if an alert type has been associated with the match type that you opened. Also, the Alert Type must be set to enabled, by selecting the **Enabled** option in the alert type definition.

5. Enter a unique Name for the alert.
6. From **Type**, select an Alert Type from the list of Administrator-defined Alert Types.

 **Note:**

- Only Alert Types that are created for this match type are listed.
- When you select an Alert Type, your alert will inherit any instructions, workflow, users, attributes, questions, and viewers defined in that Alert Type.

7. From the **Priority** list, select a priority for the alert: High, Medium, or Low.
8. The **Assignee** is the person responsible for resolving the alert. This may be a user or team. The default assignee is inherited from the Alert Type. You must specify an Assignee.
9. The **Approver** is inherited from the Alert Type.
10. For **End Date**, specify a Due Date for the alert. This is usually populated based on the object the alert was created on. You must set an End Date.
11. For **Description**, enter a description for the alert, for example "Data has been corrupted".
12. Click **Ok** to create the alert.

Note that the alert ID of the alert that you added is displayed in the Alert ID column.

## Adding An Existing Alert to a Transaction in Transaction Matching

You can add an existing alert to one or more unmatched transactions in Transaction Matching.

1. On the Home page, click **Matching**
2. Use one of the following methods:
  - In the Matching page, click the name of the match type and then select the **Unmatched Transactions** tab.
  - In the Matching page, click the **Transactions** tab.
3. Select the row corresponding to the transaction to which you want to add an existing alert.
4. From Actions, select Alerts, and then **Existing Alert**.
5. Select the alert that must be added and click **OK**.

 **Note:**

Only alerts that are created for the account that the selected transactions belong to are listed.

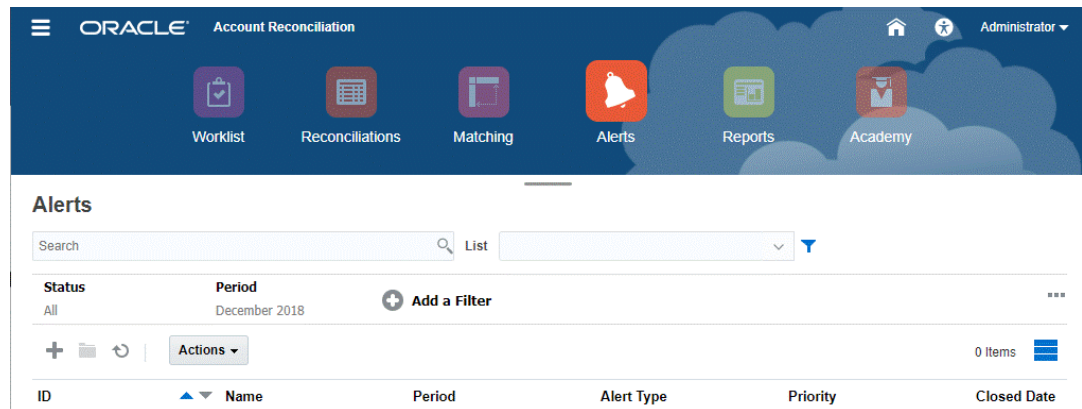
Notice that the following details about the alert are added to the transaction's row: alert ID, alert name, and alert status.

## Viewing Alerts from the Alerts List

The **Alerts** list available through the **Home** page allows administrators and users to view and work with alerts. This includes alerts for Reconciliation Compliance and Transaction Matching.

To access the **Alerts** list:

1. On the **Home** page, click **Alerts**.
2. The Alerts page displays Open alerts. Click the Name of alert to work on it.  
To view Transaction Matching alerts, remove the Period filter.



The list displays the following:

- Alert ID
- Alert Name
- Status
- Alert Type
- Priority
- Closed Date

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

If this is the first time you are accessing the Alerts list, the Status filter is displayed by default. This enables you to view all alerts that you need to work on, regardless of the period with which the alerts are associated. If you have previously accessed the Alerts List, the filters that you had previously selected, including the Period filter, are displayed.

 **Note:**

Alerts and their status are also displayed at the top of the list on the Worklist card.

When you open an alert, the system displays the alert information and a work area. The top bar displays the object name. The Alert ID and Alert Name is displayed. The Actions menu 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.

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.

### Working with Alerts from Reconciliations or Transactions

To work with alerts from **Reconciliations** or **Transactions**:

1. From **Reconciliations** or **Transactions**, click the **Alerts** tab on the right side.
2. From the **Alerts** drawer, click on an alert name to drill down and view additional detail about the alert, or select an alert and click **Open**.
3. Other actions you can take from the alert:
  - To create an alert, see [Creating Alerts](#).
  - To update information in an alert, see [Updating Alerts](#)
  - To perform an action on an alert, see [Available Actions On Alerts](#).
4. To refresh the alert list, click **Refresh**.

#### **Note:**

For Transaction Matching alerts, transactions in the Associated Objects card are grouped based on the data source. To view details about the transactions, click the data source name. This redirects you to the **Transactions Search** tab on the Matching card. It displays the transactions that are associated with this alert.

## Updating Alerts

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.




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

### Updating Alert Information

To update alert information:


1. On the Home page, click **Alerts** card to open the **Alerts** main page.
2. From the Alert list, select and open an alert.

3. **Optional:** To update the alert properties, select the **Properties** drawer  on the right, and edit the properties as needed.


#### **Note:**

If you are the assignee, you can edit the Name, Priority, Owner, End Date and Description.

If you are the Approver, you can edit the Name and Priority.

4. **Optional:** Select the **Instructions** drawer  on the right, and if any instructions are attached to the alert, perform the required instructions.

5. **Optional:** Click the **Workflow** drawer  on the right to view the current progress of the alert as it is worked on by the assigned users.


6. **Optional:** Select the **Associated Objects** drawer  on the right to view any objects that are associated with the alert, such as a reconciliation or transaction, or an associated alert.

For Transaction Matching alerts, the transactions associated with this alert are grouped by data source. A number displayed on the right of the data source name indicates the total transactions within this data source that are associated with this alert. Click the name of the data source to view all those transactions. This will open the Transactions tab of the Matching card.

7. **Optional:** Click the **Alerts** drawer  on the right to create or select an existing alert. To create a new alert for the alert, click **Create Alert** and enter the alert information.

To associate an existing alert with the object, click **Existing Alert** and select an alert from the Alert list.

By default, the alerts from the current period are displayed. You can change the filter to select alerts from any period.

8. **Optional:** Click the **Attributes** tab  on the right to input values for an attribute that is enabled for your role. For example, if you are the Assignee, you can input values for

attributes that were given read-write access for the Assignee role. **Optional:** Click the



**Questions** tab on the right to answer questions that are enabled for your role. For example, if you are the Assignee, you can answer questions that were given read-write access for the Assignee role. If you are the Owner (the user who created the alert), you can also be asked questions. This allows key details to be gathered from the user experiencing the issue.



- Optional:** Click the **Comments** drawer. on the right to enter a new comment, and then click **Post**.


If there are saved comments, they are displayed in chronological order below the entry area, with the latest comments first. If there are multiple comments, the system displays the number of additional comments.

Once you add a comment in the **Comments** drawer, you can attach a file or link to a URL as a reference:

- Click **File**, select and attach a file, and then click **OK**.
- Click **Link**, enter a URL, and click **OK**.



- Optional:** Click the **Viewers** tab on the right to add Viewers to the Alert.

To select Viewers from the Member Selector, click **Add** , enter or select the name of the user, group or team that will have View access to the alert, and then click **OK**.

To add a user outside the system who needs to be notified about the alert, click **Add**



**External User**. Enter a user Email Address, select a Notification Priority, and then click **OK**.

#### **Note:**

An external user will not have any visibility or access to the alert, they will only receive notifications about it.

Notifications will be sent for the priority level or Higher. For example, if set to High, the notification will only be sent when the alert is set to High. If set to Low, then they will be notified for all priority levels (Low, Medium, High).



- Optional:** Click the **History** tab to view all actions performed since the Alert was created. This is a read-only tab.

## Available Actions On Alerts

The actions available for an alert depend on its ownership, status and the access rights assigned to the user. For example, you can request information, submit, approve, claim, or reassign an alert, depending on your role and access.

The following table lists the actions available and the required roles.

**Table 17-2 Alert Actions and Available Roles**

Action	Description	Role
Request Information	Allows the Assignee to send the alert back to the Owner to request more information	Assignee
Submit Alert	Allows the Owner or Assignee to submit the alert	Owner, Assignee
Approve Alert	Allows the Approver to approve the alert	Approver
Reject Alert	Allows the Approver to reject the alert	Approver
Claim Alert	Allows a team member assigned to the alert to claim it. Only available when the alert Assignee or Approver is assigned to a team instead of an individual. Claiming may be done even if the alert is claimed by another team/group member.	Assignee team member
Release Alert	Allows a team member to release a currently claimed alert	Current claimed assignee team member
Reassign	Allows an Administrator to reassign the alert to another user	Administrator
Reject	Reject the alert	All
Reopen	Reopen the alert if you are the owner	Owner of alert
Refresh	Updates the alert with latest comments, status, and so on	All



**Note:**

An administrator is allowed to run **Submit** and **Approve** on any alert to set it to closed status.

To perform an action on an alert:

1. On the Home page, click **Alerts** to open the **Alerts** main page.
2. From the Alert list, select and open an alert and make sure the required information is completed.
3. From the **Actions** menu, select an available action.
  - **Request Information**
  - **Submit**
  - **Approve**
  - **Claim**

- **Release**
- **Reassign**
- **Reject**
- **Reopen**
- **Request Reassignment**
- **Refresh**

## Deleting Alerts

You can delete alerts that you no longer need if you are an Administrator or Alert Owner. You must also have access to the object associated with the alert.

You can delete multiple alerts at the same time.

1. On the Home page, click **Alerts**, to open the Alerts List.
2. From the Alerts list, select and open an alert.
3. Select **Actions**, and then click **Delete**, or select **Delete** from the row Actions menu.
4. From the confirmation prompt, click **Yes**.

## Removing an Alert for a Transaction in Transaction Matching

You can remove the association of an alert with a transaction in Transaction Matching.

1. On the Home page, click **Matching**
2. Use one of the following methods:
  - In the Matching page, click the name of the match type and then select the **Unmatched Transactions** tab.
  - In the Matching page, click the **Transactions** tab.
3. Select the row corresponding to the transaction for which you want to remove an existing alert.
4. From Actions, select **Alerts**, and then **Remove**.

A warning is displayed listing the alerts with which this transaction is associated.
5. Click **Yes** to remove the alert for the selected transaction.

# 18

## Working with Views and Filters

This chapter describes how to create, manage, and use views and filters.

### Related Topics

- [Working with Views](#)
- [Working with Filters](#)

## Working with Views

Views provide multiple ways to visualize and analyze your data.

### Related Topics:

- [About Views](#)
- [Working With List Views](#)
- [Working with Pivot Views](#)
- [Working with Chart Views](#)
- [Saving Views](#)
- [Editing Saved Views](#)
- [Setting a Default View](#)

## 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.

Account ID	Name	Status	Start Date	End Date	Late (Prep)	Unexplained Difference (Functional)
103-55520	Retail GL and Bank 55520	Open (with preparer)	Aug 5, 2018	Aug 15, 2018	⚠	-175.45 USD ...
103-55521	Retail GL and Bank 55521	Open (with preparer)	Aug 5, 2018	Aug 15, 2018	⚠	2,200.00 USD ...
103-55526	Retail GL and Bank Date ...	Open (with preparer)	Aug 6, 2018	Aug 20, 2018	⚠	0.00 USD ...
103-55527	Retail GL and Bank Date ...	Open (with preparer)	Aug 5, 2018	Aug 15, 2018	⚠	0.00 USD ...
103-55528	Retail GL and Bank Date ...	Open (with preparer)	Aug 6, 2018	Aug 20, 2018	⚠	0.00 USD ...
103-55529	Retail GL and Bank Date ...	Open (with preparer)	Aug 5, 2018	Aug 15, 2018	⚠	0.00 USD ...
70-1000	70-1000	Open (with preparer)	Aug 5, 2018	Aug 15, 2018	⚠	... ..
INTERCO-NEGAT...	INTERCO-NEGATIVE	Open (with preparer)	Aug 5, 2018	Aug 15, 2018	⚠	0.00 USD ...

## 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.

Organizational Unit	Number of Accounts
None	3
EMEA	3
North America	9



## 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:

- 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.
- 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.

Reconciliations

View

Period  
June 2022

Preparer	Closed	Open (with preparer)	Open (with reviewer)	Pending
Robert Jackman	196	0	0	0
Richard MacIntyre	162	2	1	0
Resse Diaz	166	1	0	0
Kerry Lane	153	20	3	0
Jason Chung	106	0	0	0
Frank Taylor	144	9	4	0
Curtis Feitty	198	0	0	0
Aruna Patel	72	24	9	0
Amy Marlin	19	9	0	0
Agatha Roth	145	39	4	0

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 <a href="#">Types of Chart Views</a> .
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	<p>Appears on the opposite side of the chart from the primary Y-axis</p> <p>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 <b>Bar</b> for the primary Y-axis and <b>Line</b> for the secondary Y-axis.</p> <p>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.</p> <p>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.</p>
Line Weight	Combination, Line	<p>Width of the line in the chart</p> <p>The default is 5 pixels.</p>
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 emphasizes 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**.

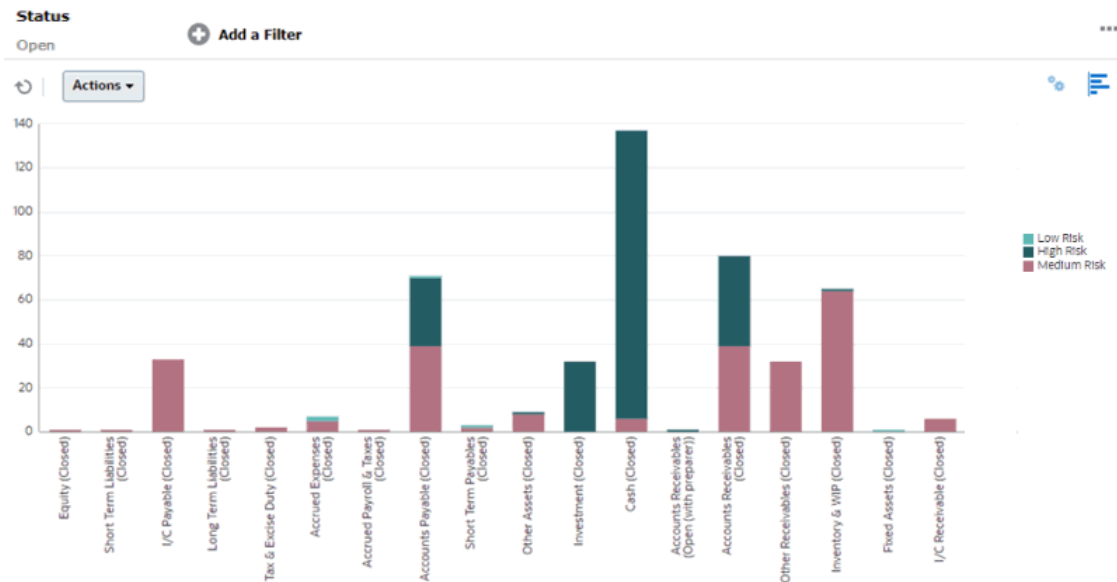
3. In **Palette**, select the color palette used when displaying the chart view.
4. In the **Series** table, one row is displayed for each legend specified in the **Layout** tab.

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.



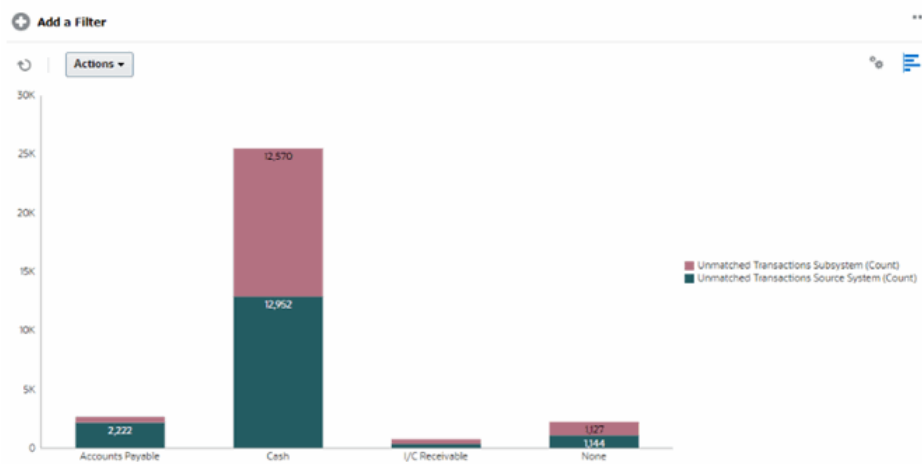
To create this chart:

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.

## Working With Gantt Chart Views

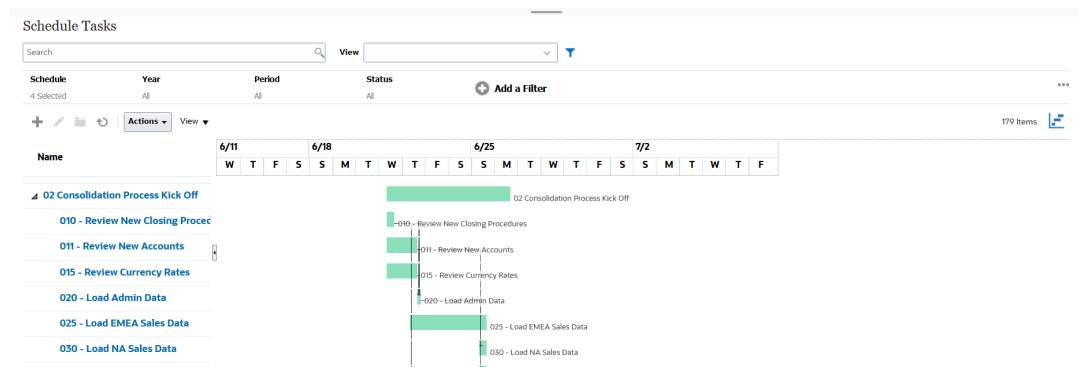
Gantt charts displays a timeline for a schedule that graphically represents the duration of tasks and the dependencies between them. You can view the predecessor relationships between tasks. Bars represent duration, and arrows represent dependencies. You can also see the parent-child task relationships in the hierarchy.

You might choose to use the Gantt Chart view when you create a template to see the predecessor relationships between the tasks, or to verify the precedence order after adding tasks to a schedule.

Gantt Chart view is available for **Scheduled Tasks**.

To view the data in a Gantt Chart:

1. On the Home page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the **View Selector** icon and choose **Gantt Chart**.  
The schedule tasks data is displayed in the Gantt Chart view as shown.



## Working With Calendar Views

Calendar views display all the scheduled tasks in a traditional calendar format based on month, week, or day.

The Month view displays the days in standard calendar format.

The Week view displays the tasks of the specified week. The top section displays tasks that span multiple days. The second section displays tasks that are contained within one day. The tasks are displayed vertically, spanning the hours of the day.

The Day view is focused on one 24-hour day.

To view the scheduled tasks in Calendar View:

1. On the **Home** page, click **Tasks**, and then click **Schedule Tasks**.
2. Click the **View Selector** icon and choose **Calendar View**.  
The schedule tasks data is displayed in the Calendar view. Use the calendar icons to select Month, Week, or Day. In the Calendar View, you can also see the Day Label in the Day header.

The following image shows the scheduled tasks in a Calendar View for a month.

Schedule Tasks

Search  View

Schedule Year Period Status **Add a Filter** \*\*\*

4 Selected All All All

**Actions** June 2023 155 Items

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 Day -5 Day -5 Day -5	2	3
4 Day -4 Day -4 Day -4	5 Day -3 Day -3 Day -3	6 Day -2 Day -2 Day -2	7 Day -1 Day -1 Day -1	8 Day 0 Day 0 Day 0	9	10
11 Day 1 Day 1 Day 1	12 Day 2 Day 2 Day 2	13 Day 3 Day 3 Day 3	14 Day 4 Day 4 Day 4	15 Day 5 Day 5 Day 5	16	17
18 Day 6 Day 6 Day 6	19 Day 7 Day 7 Day 7	20 Day 8 Day 8 Day 8	21 Day 9 Day 9 Day 9	22 Day 10 Day 10 Day 10	23	24
+16 more	+12 more	+18 more	+27 more	+12 more		+12 more
25	26	27	28	29	30	1
+20 more	+36 more	+38 more	+20 more	+12 more		

## 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.

## 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**.

## 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](#)
- [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**.

Name	Description	Public	Type	
No Condition	No Condition	All	All	...
MAFP_Recons above threshold of 1		✓	Reconciliation	...
MAFP_Unexplained Difference is zero		✓	Reconciliation	...
MAFP_Unexplained Difference not zero		✓	Reconciliation	...
MAFV Unexplained Difference		✓	Reconciliation	...
Source System Balance not Zero		✓	Reconciliation	...
Unexplained Difference > 10		✓	Reconciliation	...
Unexplained Difference not Zero		✓	Reconciliation	...

- 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.

- In **Name**, enter a unique name for the filter.
- In **Description**, enter a description (optional) for the filter.
- In **Type**, select the type of filter being created.
- 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.

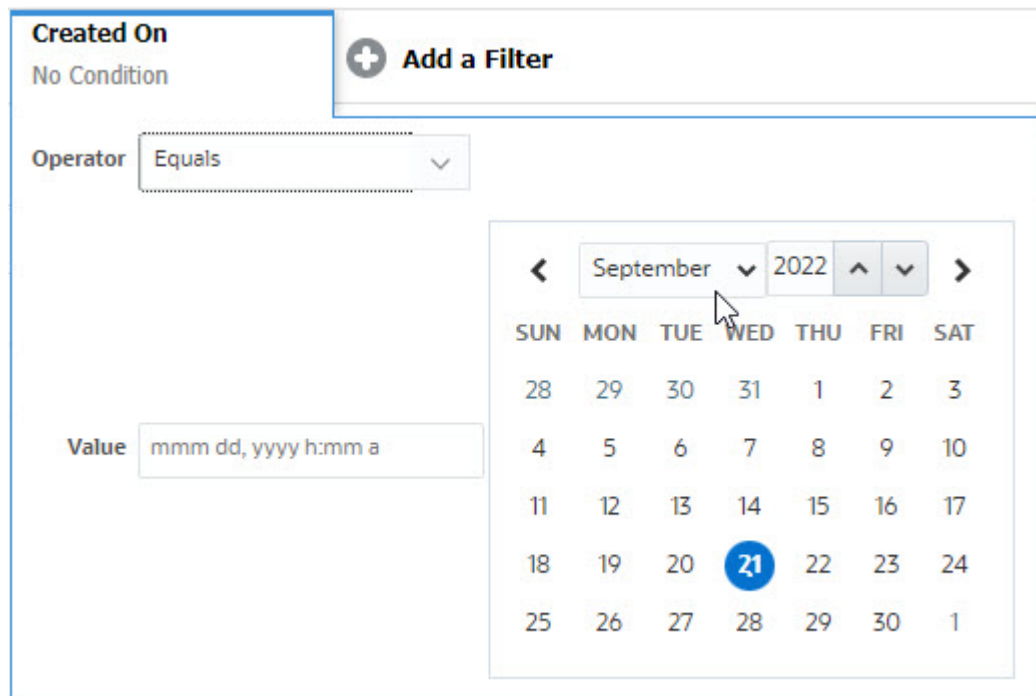
Name	Description	Public	Type	
No Condition	No Condition	All	All	 <b>Add a Filter</b>


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.



**Created On**  
No Condition  **Add a Filter**

Operator:



Value:

Calendar: September 2022 (Date 21 selected)

## 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**. Then 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**.

## Deleting a Filter

Delete a filter to remove its definition from the system.

To delete a filter:

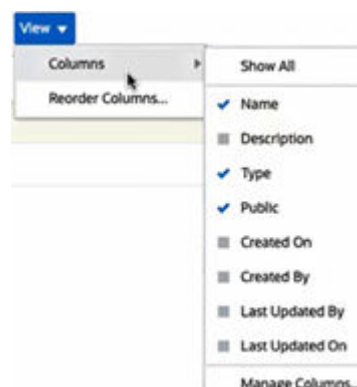
1. On the Filters page, select the filter you want to delete and click the  icon.  
A message is displayed asking for confirmation.
2. Click **Yes**.  
The filter is deleted.

## 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.

# Working with Custom Dashboards

## Related Topics

- [Overview of Custom Dashboards](#)
- [Viewing and Opening Custom Dashboards](#)
- [Running Custom Dashboards](#)
- [Applying Filters to Data Displayed Within Custom Dashboards](#)

## 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

## 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](#).

## 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](#).

## 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](#).

# A

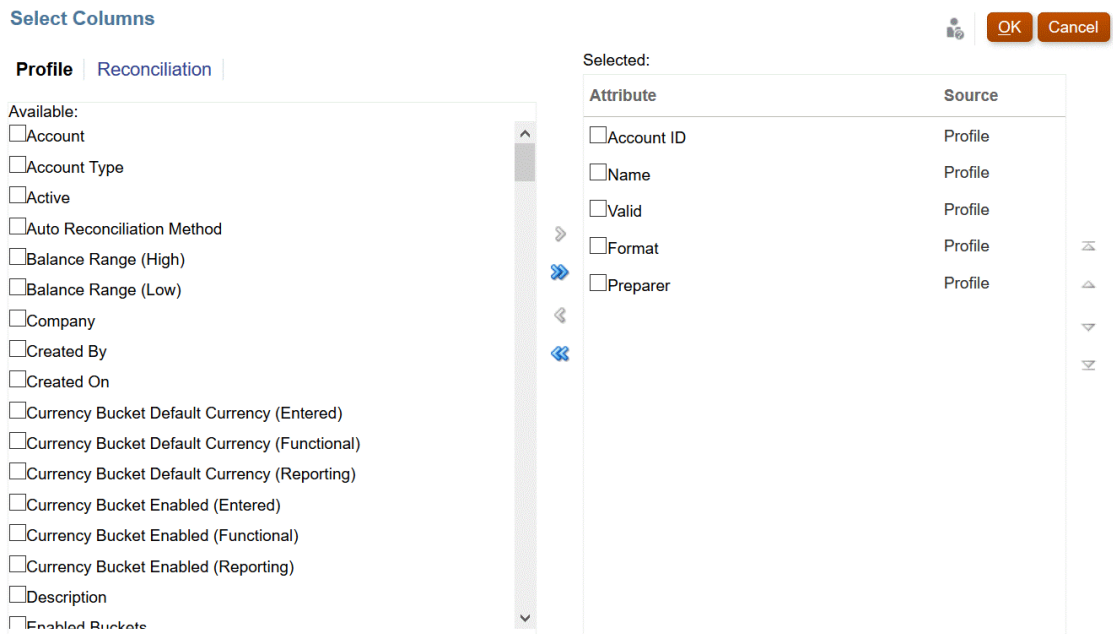
## Appendix: Reconciliation List Select Column Definitions

This section provides definitions of the Reconciliation List select columns for the following dataset types that are referenced across the lists in the application:

- [Profile](#)
- [Reconciliation](#)
- [Balance](#)
- [Transaction](#)

### Profile Dataset Types

This section describes definitions of the Profile dataset select columns.



The following table describes columns for Profile dataset types.

**Table A-1 Profile Dataset Select Columns**

Column Attributes	Definition
--Profile Segments Names 1-n	'X' number of segments can be utilized
--Custom Profile Attributes	'X' number of profile attributes can be added
Account ID	Combination of Profiles Segments that makes the profile unique

**Table A-1 (Cont.) Profile Dataset Select Columns**

<b>Column Attributes</b>	<b>Definition</b>
Account Type	Account type is a user-configured list of values
Active	Active / inactive setting
Auto Reconciliation Method	Auto Reconciliation Method set
Balance Range (High)	High balance value set
Balance Range (Low)	Low balance value set
Created By	Name of user who created the profile
Created On	Date-time of profile creation
Currency Bucket Default Currency (Entered, Functional, Reporting)	Default currency
Currency Bucket Enabled (Entered, Functional, Reporting)	Enabled Currency Bucket (Yes/No)
Days Until End Date	Count of days between current date and end date
Description	Description
Enabled Buckets	Count of enabled currency buckets
End Offset	Sum of start offset and durations across all roles
Enter Source System Balances	Manual Balance Entry allowed (Yes/No)
Enter Subsystem Balances	Manual Balance Entry allowed (Yes/No)
Group Profile	Group Profile Set (Yes/No)
Historical Rate	Historical Rate Set (Yes/No)
Last Updated By	Name of user the profile was last updated by
Last Updated On	Profile last updated by date-time
Match Balance Threshold (Number)	Balance Comparison Match Threshold (Number)
Match Balance Threshold (Percent)	Balance Comparison Match Threshold (%)
Match Type	Match type the format is linked to
Maximum Age Adjustments	Age violation setting - adjustment
Maximum Age Explanation	Age violation setting - explanation
Method	Method the format is linked to
Name	Name of the profile
Normal Balance	Normal balance credit/debit setting
Organizational Unit	Assigned organizational unit
Preparer	Preparer name assigned
Preparer (Actual)	Preparer name that submitted the recon
Preparer (Backup)	Preparer (backup) name
Preparer (Claimed)	Preparer who has claimed from the team

**Table A-1 (Cont.) Profile Dataset Select Columns**

Column Attributes	Definition
Preparer (Primary)	Primary preparer from team who is currently assigned as Preparer for the Reconciliation. This can be: <ul style="list-style-type: none"> <li>• The user assigned as the Preparer</li> <li>• The team assigned as the Preparer, if no one has claimed it</li> <li>• The user, on the team assigned as the Preparer, who has claimed the reconciliation</li> <li>• The backup Preparer if the main Preparer is out of office.</li> </ul>
Preparer Duration	Duration set
Preparer End Date	End date set
Preparer End Date (Actual)	End date when role was completed
Preparer Frequency	Frequency set
Process	Process value set
Rate Type	Foreign exchange rate type set
References (Count)	Count of attached reference files
Require Action By (Preparer)	Team set as Any vs All
Require Action By (Reviewer 1 - Reviewer 10)	Team set as Any vs All
Reviewer 1-10	Assigned reviewer
Reviewer 1-10 (Backup)	Assigned reviewer (backup)
Reviewer 1-10 (Primary)	Primary reviewer from team
Reviewer 1-10 Duration	Duration set for each role
Reviewer 1-10 End Date	End date set for each role
Reviewer 1-10 End Date (Actual)	End date when role was completed
Reviewer 1-10 Frequency	Frequency set
Reviewer 1-10 Missing	Assigned reviewing missing (Yes/No)
Reviewer 1-10 Start Date	Start date based on offset/durations set
Reviewers (Count)	Total count of assigned reviewers
Risk Rating	Assigned risk rating
Rules (Count)	Total count of rules directly on profile
Schedule From	Schedule from close or period end date
Start Offset	Start offset set
Suggested Match Transactions Source (Count)	Total count of source suggested matches
Suggested Match Transactions Subsystem (Count)	Total count of subsystem suggested matches
Summary Profile	Profile is a summary (Yes/No)
Total Duration	Count of days set to complete the recon
Unmatched New Transactions Source System (Count)	Total count of source new transactions

**Table A-1 (Cont.) Profile Dataset Select Columns**

Column Attributes	Definition
Unmatched New Transactions Subsystem (Count)	Total count of new subsystem transactions
Unmatched Supported Transactions Source System (Count)	Total count of unmatched supported source transactions
Unmatched Supported Transactions Sub (Count)	Total count of unmatched supported subsystem transactions
Unmatched Transactions Source System(Count)	Total count of unmatched source transactions
Unmatched Transactions Subsystem (Count)	Total count of unmatched subsystem transactions
Valid	Profile valid to create a reconciliation (Yes/No)
Valid (Detailed)	Profile detailed reason for Invalid

### Reconciliation Dataset Types

This section describes definitions of the Reconciliation dataset select columns.

**Select Columns**

Reconciliation | Balance

Available:

- Account
- Account Type
- Adjustments to Source System (Count)
- Adjustments to Subsystem (Count)
- Aging Violation
- Aging Violations (Count)
- Attachments Reconciliation (Count)
- Attachments Total (Count)
- Auto Approved (Level 1)
- Auto Approved (Level 10)
- Auto Approved (Level 2)
- Auto Approved (Level 3)
- Auto Approved (Level 4)
- Auto Approved (Level 5)
- Auto Approved (Level 6)
- Auto Approved (Level 7)

Selected:

Attribute	Source
<input type="checkbox"/> Account ID	Reconciliation
<input type="checkbox"/> Name	Reconciliation
<input type="checkbox"/> Status	Reconciliation
<input type="checkbox"/> Start Date	Reconciliation
<input type="checkbox"/> End Date	Reconciliation

OK Cancel

The following table describes columns for Reconciliation dataset types.

**Table A-2 Reconciliation Dataset Select Columns**

Column Attributes	Definition
Account	Name of the profile
Account ID	Combination of profiles segments that makes the profile unique
Account Type	Account type is a user-configured list of values

**Table A-2 (Cont.) Reconciliation Dataset Select Columns**

<b>Column Attributes</b>	<b>Definition</b>
Adjustments to Source System (Count)	Total count of source adjustments
Adjustments to Subsystem (Count)	Total count of subsystem adjustments
Aging Violation	Aging Violation met (Yes/No)
Aging Violation (Count)	Total count of transactions with age violation
Attachments Reconciliation (Count)	Total count of attachments to reconciliation
Attachments Total (Count)	Total count of attachments to reconciliation & transactions
Auto Approved (Level 1 - Level 10)	Reconciliation was Auto Approved by Rule (Yes/No)
Auto Reconciled	Reconciliation was Auto Reconciled by Auto Reconciliation (Yes/No)
Auto Reconciliation Method	Auto reconciliation method set
Auto Submitted	Reconciliation was Auto Prepared by Rule (Yes/No)
Balance Explanations (Count)	Total count of balance explained transactions
Balance Explanations Aging Violation	Aging Violation met for Balance Explained transactions (Yes/No)
Balance Explanations Aging Violation (Count)	Total count of balance explained transactions with age violation
Balance Range (High)	High balance value set
Balance Range (Low)	Low balance value set
Comments (Count)	Total count of comments
Created By	Name of user who created the profile
Created On	Date-time of profile creation
Currency Bucket Default Currency (Entered, Functional, Reporting)	Default currency
Currency Bucket Enabled (Entered, Functional, Reporting)	Enabled Currency Bucket (Yes/No)
Current Due Date	Due date of active role
Current Reviewer Level	Reviewer level of active role
Days Overdue	Current date less overall end date (blank if not overdue)
End Date	End date set for last role on reconciliation
End Date (Actual)	End date when last role completed reconciliation
Enter Source System Balances	Manual Balance Entry allowed (Yes/No)
Enter Subsystem Balances	Manual Balance Entry allowed (Yes/No)
Ever Been Late	Has any Role Ever Been Late (Yes/No) If the Preparer was late, or any Reviewer was late, then Ever Been Late is set to Yes.
Ever Been Late (Preparer)	Has Preparer Role Ever Been Late (Yes/No) For example, assume that the Preparer was on time with the original submission. However, a Reviewer rejected the reconciliation and it is now reassigned to the Preparer. If the Reviewer was late, then Ever Been Late (Preparer) is set to Yes.

**Table A-2 (Cont.) Reconciliation Dataset Select Columns**

Column Attributes	Definition
Ever Been Late (Reviewer 1-10)	Has each Reviewer Role Ever Been Late (Yes/No) For example, assume that Reviewer 1 was late. However, all other Reviewers completed on time and the reconciliation was approved within the end date. Ever Been Late (Reviewer 1) is set to Yes because Reviewer 1 was late. However, Late is set to No because all other Reviewers completed before the end date.
Format	Format name set
Group Profile	Group Profile Set (Yes/No)
Historical Rate	Historical Rate Set (Yes/No)
Last Updated By	Name of user the reconciliation was last updated by
Last Updated On	Reconciliation last updated by date-time
Late	Late when the current date is greater than the Due Date of the reconciliation
Late (Preparer)	Preparer is late when either of the following is true: <ul style="list-style-type: none"> <li>The current date is greater than the Preparer's Due Date</li> <li>The Reconciliation is re-opened to the Preparer after their Due Date</li> </ul> Once the Preparer submits the reconciliation, Late is set to No. If the Reconciliation is re-opened to the Preparer after their submission End Date, this attribute is set to Yes. Once the Preparer submits the reconciliation, Late is set to No.
Late (Reviewer 1-10)	Reviewer is late when the current date is greater than the Due Date for any Reviewer. If the Reconciliation is re-opened to the Reviewer after their End Date, this attribute is set to Yes. Once the Reviewer has approved, Late with Reviewer is set to No. Example: Assume that Reviewer 1 approves a reconciliation after the end date and the reconciliation is now assigned to Reviewer 2. While Reviewer 1 was late, both Late and Late with Reviewer 1 are set to Yes. After Reviewer 1 approves the reconciliation, the Late and Late with Reviewer 1 are set to No. However, the Ever Been Late and Ever Been Late with Reviewer 1 are set to Yes and continue to be set to Yes even after Reviewer 1 approves the reconciliation.
Match Balance Threshold (Number)	Balance Comparison Match Threshold (Number)
Match Balance Threshold (Percent)	Balance Comparison Match Threshold (%)
Maximum Age Adjustments	Age Violation setting - Adjustment
Maximum Age Explanation	Age Violation setting - Explanation
Method	Method the format is linked to
My End Date	End date for the role you have on the reconciliation
My Role	Role you have on the reconciliation
Name	Name of the profile
Normal Balance	Normal Balance Credit/Debit Setting

**Table A-2 (Cont.) Reconciliation Dataset Select Columns**

Column Attributes	Definition
Normal Balance Violation	Actual balance loaded conflicts with normal Balance Credit/Debit Setting (Yes/No)
On Time	Active role End Date (Actual) is less than or equal to End Date (Yes/No)
Organizational Unit	Assigned organizational unit
Period	Name of period associated with the object
Period Close Date	Close date of period selected
Period End Date	End date of period selected
Period Start Date	Start date of period selected
Preparer	Preparer name assigned
Preparer (Actual)	Preparer name that submitted the recon
Preparer (Backup)	Preparer (backup) name
Preparer (Claimed)	Preparer who has claimed from the team
Preparer (Primary)	Primary preparer from team who is currently assigned as Preparer for the Reconciliation. This can be: <ul style="list-style-type: none"> <li>• The user assigned as the Preparer</li> <li>• The team assigned as the Preparer, if no one has claimed it</li> <li>• The user, on the team assigned as the Preparer, who has claimed the reconciliation</li> <li>• The backup Preparer if the main Preparer is out of office.</li> </ul>
Preparer Duration	Duration set
Preparer End Date	End date set
Preparer End Date (Actual)	End date when role was completed
Preparer Frequency	Frequency set
Process	Process value set
Rate Type	Foreign exchange rate type set
Reassignment Requested	Reassignment Request Active (Yes/No)
Rejections (Count)	Total count of rejections across all reviewers
Require Action By (Preparer)	Team set as Any vs All
Require Action By (Reviewer 1-10)	Team set as Any vs All
Responsible	Name of active user for the reconciliation
Reviewer 1-10	Assigned reviewer
Reviewer 1-10 (Actual)	Reviewer who approved the recon
Reviewer 1-10 (Backup)	Assigned reviewer (backup)
Reviewer 1-10 (Primary)	Primary reviewer from team
Reviewer 1-10 Claimed	Reviewer who has claimed from the team
Reviewer 1-10 Duration	Duration set for each role
Reviewer 1-10 End Date	End date set for each role
Reviewer 1-10 End Date (Actual)	End date when role was completed



**Table A-2 (Cont.) Reconciliation Dataset Select Columns**

<b>Column Attributes</b>	<b>Definition</b>
Reviewer 1-10 Frequency	Frequency set
Reviewer 1-10 Missing	Assigned Reviewing Missing (Yes/No)
Reviewer 1-10 Rejections (Count)	Total count of rejections for by role
Reviewer 1-10 Start Date	Start date based on offset/durations set
Reviewers (Count)	Total count of assigned reviewers
Risk Rating	Assigned risk rating
Rules (Count)	Total count of rules directly on profile
Source System Aging Violation	Aging violation met for source (Yes/No)
Source System Aging Violation (Count)	Total count of transactions with age violation in source
Start Date	Start date
Status	Current status
Status (Detailed)	Detail current status
Status (Icon)	Icon representation of current status
Subsystem Aging Violation	Aging violation met for subsystem (Yes/No)
Subsystem Aging Violation (Count)	Total count of transactions with age violation in subsystem
Summary Profile	Profile is a summary (Yes/No)
Total Duration	Count of days set to complete the recon
Transactions (Count)	Total count of transactions
Variance Explanations (Count)	Total count of variance explanations
Variance Period	Prior period for which current period is compared to

**Balance Dataset Types**

This section describes definitions of the Balance dataset select columns.

**Select Columns** OK Cancel

Reconciliation | **Balance**

Available:

- Adjusted Source System (Entered)
- Adjusted Source System (Functional)
- Adjusted Source System (Reporting)
- Adjusted Subsystem (Entered)
- Adjusted Subsystem (Functional)
- Adjusted Subsystem (Reporting)
- Adjustments to Source System (Entered)
- Adjustments to Source System (Functional)
- Adjustments to Source System (Reporting)
- Adjustments to Subsystem (Entered)
- Adjustments to Subsystem (Functional)
- Adjustments to Subsystem (Reporting)
- Balance Exists
- Balance Exists (Source System)
- Balance Exists (Subsystem)
- Balance Explanations (Entered)

Selected:

Attribute	Source
<input type="checkbox"/> Account ID	Reconciliation
<input type="checkbox"/> Name	Reconciliation
<input type="checkbox"/> Status	Reconciliation
<input type="checkbox"/> Start Date	Reconciliation
<input type="checkbox"/> End Date	Reconciliation

The following table describes columns for Balance dataset types.

**Table A-3 Balance Dataset Select Columns**

Column Attributes	Definition
Adjusted Source System (Entered, Functional, Reporting)	End Balance less Adjustments = Adjusted Balance
Adjusted Subsystem (Entered, Functional, Reporting)	End Balance less Adjustments = Adjusted Balance
Adjustments to Source System (Entered, Functional, Reporting)	Amount total of adjustments to source
Adjustments to Subsystem (Entered, Functional, Reporting)	Amount total of adjustments to subsystem
Balance Exists	Source or subsystem balance has been loaded into any bucket
Balance Exists (Source System)	Source balance has been loaded into any bucket
Balance Exists (Subsystem)	Subsystem balance has been loaded into any bucket
Balance Explanations (Entered, Functional, Reporting)	Amount total of balance explanation transactions
Difference (Entered, Functional, Reporting)	Source and subsystem end balance difference
Last Balance Load	Date-time of last balance loaded
Last Balance Loaded By	Name of user who last loaded a balance
Period Activity (Entered, Functional, Reporting)	Previous period end balance less current period end balance
Prior Period Balance (Entered, Functional, Reporting)	End balance from prior period according to "Prior Period" setting on Period configuration
Source System Balance (Entered, Functional, Reporting)	Source balances loaded

**Table A-3 (Cont.) Balance Dataset Select Columns**

Column Attributes	Definition
Source System Balance (Default Currency) - Entered, Functional, and Reporting	Source system's single numeric balance for all currencies in a currency bucket.
Source System Count of Currencies (Entered, Functional, Reporting)	Count of unique currencies loaded into the source system
Source System Less Matched In Transit (Entered, Functional, Reporting)	Matched in transit total
Source System Less Unmatched (Entered, Functional, Reporting)	Less unmatched total
Source System Less Unmatched Supported (Entered, Functional, Reporting)	Less unmatched supported total
Subsystem Balance (Entered, Functional, Reporting)	Subsystem balances loaded
Subsystem Balance (Default Currency) - Entered, Functional, and Reporting	Subsystem's single numeric balance for all currencies in a currency bucket.
Subsystem Count of Currencies (Entered, Functional, Reporting)	Count of unique currencies loaded into the subsystem
Unexplained Difference (Entered, Functional, Reporting)	Amount of unexplained difference
Variance Explanations (Entered, Functional, Reporting)	Total amount of variance explanations
Variance Period Balance (Entered, Functional, Reporting)	Variance period balance loaded

**Transaction Dataset Types**

This section describes definitions of the Transaction dataset select columns.

**Select Columns** OK Cancel

Reconciliation | Balance | **Transaction**

Available:

- Action Plan
- Action Plan Attachments (Count)
- Action Plan Close Date
- Action Plan Closed
- Action Plan Comments (Count)
- Amortization End Date
- Amortization Method
- Amortization Start Date
- Amortization Start Period
- Amortized/Accreted Amount (Entered)
- Amortized/Accreted Amount (Functional)
- Amortized/Accreted Amount (Reporting)
- Amount Overridden (Functional)
- Amount Overridden (Reporting)
- Carried Forward
- Child Account

Selected:

Attribute	Source
<input type="checkbox"/> Account ID	Reconciliation
<input type="checkbox"/> Name	Reconciliation
<input type="checkbox"/> Short Description	Transaction
<input type="checkbox"/> Flag	Transaction
<input type="checkbox"/> Aging Violation	Transaction
<input type="checkbox"/> Type	Transaction
<input type="checkbox"/> Transaction Date	Transaction
<input type="checkbox"/> Amount (Entered)	Transaction
<input type="checkbox"/> Amount (Functional)	Transaction
<input type="checkbox"/> Amount (Reporting)	Transaction
<input type="checkbox"/> Age	Transaction
<input type="checkbox"/> Comments (Count)	Transaction
<input type="checkbox"/> Attachments (Count)	Transaction
<input type="checkbox"/> Amortization	Transaction

The following table describes columns for Transaction dataset types.

**Table A-4 Transaction Dataset Select Columns**

<b>Column Attributes</b>	<b>Definition</b>
Action Plan	Action plan value set
Action Plan Attachments (Count)	Total count action plan attachments
Action Plan Close Date	Action plan close date set
Action Plan Closed	Action plan closed (Yes/No)
Action Plan Comments (Count)	Total count action plan comments
Age	Days between transaction date and period-end date. If Action Plan is enabled, Age is days between Transaction Date and Action Plan Close Date.
Amortization	Transaction is amortizing (Yes/No)
Amortization End Date	End date of amortization schedule
Amortization Method	Amortizing method set
Amortization Start Date	Start date of amortization schedule
Amortization Start Period	Start period for amortization schedule
Amortized/ Accreted Amount (Entered, Functional, Reporting)	Amount amortized for selected period
Amount (Entered, Functional, Reporting)	Remaining amortized amount for selected period
Amount Overridden (Functional, Reporting)	Transaction foreign exchange calculation override (Yes/No)
Attachments (Count)	Total count of attachments for transaction
Carried Forward	Transaction was copied forward from previous reconciliation (Yes/No)
Child Account	Child account associated with transaction
Close Date	Close date for transaction
Comments (Count)	Total count of comments
Flag	Reviewer flag set (Needs Attention/OK)
Half-Month Convention	Amortizing half-month convention set
Journal ID	Unique ID of the enterprise journal
Journal Name	Name of the enterprise journal
Journal Workflow Status	Workflow status of the Journal in Enterprise Journals
Journal Posting Status	Posting status of the enterprise journal (Posted or Not Posted)
Journal Posting Message	Message returned from ERP after posting
Last Updated By	Name of user that last updated one or more of the transaction attributes Short Description, Long Description, Transaction Date, Close Date.
Last Updated On	Transaction last updated by date-time for one or more of the transaction attributes Short Description, Long Description, Transaction Date, Close Date.
Long Description	Value of long description

**Table A-4 (Cont.) Transaction Dataset Select Columns**

<b>Column Attributes</b>	<b>Definition</b>
Number of Periods	Count of periods in amortizing schedule
Original Amount (Entered, Functional, Reporting)	Amortizing transaction original amount
Rate Used	Exchange rate used for transaction translation
Remaining Periods	Amortizing transaction remaining periods on schedule
Short Description	Value of short description
Sub-Segment	Sub-Segment ID associated with the transaction
Transaction Date	Date of transaction
Type	Transaction type (Adjustment to Source/Sub, Balance Explanation, Variance)