Oracle® Cloud
Reconciling Accounts with Oracle Account Reconciliation Cloud
## Contents

### Documentation Accessibility

### Documentation Feedback

## 1 Learning About Account Reconciliation Cloud

<table>
<thead>
<tr>
<th>Which Tasks Do I Do First in Reconciliation Compliance?</th>
<th>1-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which Tasks Do I Do First in Transaction Matching?</td>
<td>1-5</td>
</tr>
</tbody>
</table>

## 2 Account Reconciliation Cloud Home

<table>
<thead>
<tr>
<th>Worklist</th>
<th>2-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliations</td>
<td>2-4</td>
</tr>
<tr>
<td>Matching</td>
<td>2-7</td>
</tr>
<tr>
<td>Dashboards</td>
<td>2-7</td>
</tr>
<tr>
<td>Reports</td>
<td>2-9</td>
</tr>
<tr>
<td>Application</td>
<td>2-9</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Reconciliation Activity</td>
<td>2-11</td>
</tr>
<tr>
<td>Overview of Reconciliation Compliance Configuration</td>
<td>2-12</td>
</tr>
<tr>
<td>Periods</td>
<td>2-17</td>
</tr>
<tr>
<td>Services</td>
<td>2-19</td>
</tr>
<tr>
<td>Tools</td>
<td>2-19</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Appearance</td>
<td>2-20</td>
</tr>
<tr>
<td>Announcements</td>
<td>2-20</td>
</tr>
<tr>
<td>Service Activity Report</td>
<td>2-21</td>
</tr>
<tr>
<td>Access Control</td>
<td>2-22</td>
</tr>
<tr>
<td>The Academy</td>
<td>2-23</td>
</tr>
<tr>
<td>Settings and Actions Menu</td>
<td>2-23</td>
</tr>
<tr>
<td>Welcome Panel</td>
<td>2-25</td>
</tr>
<tr>
<td>Navigator</td>
<td>2-25</td>
</tr>
<tr>
<td>Managing Preferences</td>
<td>2-26</td>
</tr>
</tbody>
</table>
## Part I  Reconciling Accounts in Reconciliation Compliance

### 3 Learning About the Reconciliation Process

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Task Flow Scenarios for Administrators and Power Users</td>
<td>3-2</td>
</tr>
<tr>
<td>Performing Variance Analysis</td>
<td>3-4</td>
</tr>
<tr>
<td>Process Overview for Reconciliation Compliance</td>
<td>3-5</td>
</tr>
<tr>
<td>User Tasks in Reconciliation Compliance</td>
<td>3-6</td>
</tr>
</tbody>
</table>

### 4 Accessing Reconciliations

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing Reconciliations from Dashboards Card</td>
<td>4-1</td>
</tr>
<tr>
<td>Accessing from Reconciliations Card</td>
<td>4-3</td>
</tr>
<tr>
<td>Working With Views</td>
<td>4-4</td>
</tr>
<tr>
<td>Creating Filters and Saving Lists</td>
<td>4-7</td>
</tr>
</tbody>
</table>

### 5 Preparing Reconciliations

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with Transactions</td>
<td>5-11</td>
</tr>
<tr>
<td>Adding Transactions</td>
<td>5-13</td>
</tr>
<tr>
<td>Copying Transactions from Prior Reconciliation</td>
<td>5-14</td>
</tr>
<tr>
<td>Adding Transactions Manually</td>
<td>5-14</td>
</tr>
<tr>
<td>Understanding Data Loads in Account Reconciliation Cloud</td>
<td>5-17</td>
</tr>
<tr>
<td>Importing Pre-mapped Data</td>
<td>5-19</td>
</tr>
<tr>
<td>Amortizing or Accreting Transactions</td>
<td>5-24</td>
</tr>
<tr>
<td>Creating Amortizing or Accreting Transactions Manually</td>
<td>5-24</td>
</tr>
<tr>
<td>Copying Amortized or Accreting Transactions from Prior Reconciliations</td>
<td>5-25</td>
</tr>
<tr>
<td>Importing Amortizing or Accreting Transactions</td>
<td>5-25</td>
</tr>
<tr>
<td>Editing, Copying, and Deleting Transactions</td>
<td>5-26</td>
</tr>
<tr>
<td>Requesting Reassignments</td>
<td>5-26</td>
</tr>
<tr>
<td>Claiming and Releasing Team Reconciliations</td>
<td>5-27</td>
</tr>
<tr>
<td>Performing Summary Reconciliations</td>
<td>5-28</td>
</tr>
</tbody>
</table>

### 6 Reviewing Reconciliations

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting, Approving, and Rejecting Reconciliations</td>
<td>6-2</td>
</tr>
</tbody>
</table>

## Part II  Reconciling Accounts in Transaction Matching
7 Learning About Transaction Matching

8 Learn About Reconciling Accounts Using Transaction Matching

9 Confirming Suggested Matches

10 Creating Manual Matches
   - Selecting All Transactions 10-5
   - Exporting Transactions to .CSV Format 10-6
   - Deleting Transactions 10-8
   - Creating Filters and Saving Lists 10-9

11 Creating the Reconciliation Balancing Report

12 Creating and Running Jobs
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Learning About Account Reconciliation Cloud

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

Learning About Reconciliation Compliance

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

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

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.
Key Concepts in Reconciliation Compliance

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

Learning 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 calendars
- Create reconciliation types
- Define data sources
- Define the matching rules
- Create reconciliations
Key Concepts in Transaction Matching

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

**User Workflow Process Using Transaction Matching**

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

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

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

Tour of Reconciliation Compliance Video

Click this link to watch a video:

Tour of Transaction Matching Video

Click this link to watch a video:

Which Tasks Do I Do First in Reconciliation Compliance?

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

All Users:

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

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

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

• Get familiar with Oracle Account Reconciliation Cloud by watching videos:
  – Learn About Account Reconciliation Cloud
  – Learn About Working with Reconciliations
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 Oracle Account Reconciliation Cloud, where you can review information about what's new in each release.
- Join Customer Connect: follow this link to the Oracle Applications Customer Connect site, where you can join discussions, ask questions, and share information.

Which Tasks Do I Do First in Transaction Matching?

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

All Users:

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

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

- **Set Up Transaction Matching**
- **Learn About Security**
- Set the daily maintenance time in Tools or change the service start time. See "Setting Service Maintenance Time" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.
- Configure Sender Policy Framework (SPF) record for Oracle Cloud Emails. See "Configuring SPF Record for Oracle Cloud Email Verification" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.
- Create users and assign roles. See "Managing Users and Roles" in *Getting Started with Oracle Enterprise Performance Management Cloud for Administrators*.
- Create a sample or new application. See Creating an Application
- Review Readiness Information: follow this link to the Oracle Cloud Readiness site for Oracle Account Reconciliation Cloud, where you can review information about what's new in each release.
- Join Customer Connect: follow this link to the Oracle Applications Customer Connect site, where you can join discussions, ask questions, and share information.
Account Reconciliation Cloud Home

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

Home Cards

This table describes the card (icons) on the Home page.

<table>
<thead>
<tr>
<th>Card Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worklist</td>
<td>Displays a list of the period-end reconciliations and status. See Worklist</td>
</tr>
<tr>
<td>Reconciliations</td>
<td>Gives you easy access to the Reconciliation actions dialog to perform the period-end reconciliation work assigned to you. See Reconciliations</td>
</tr>
<tr>
<td>Matching</td>
<td>Displays a list of reconciliations in Transaction Matching. See Matching</td>
</tr>
<tr>
<td>Dashboards</td>
<td>Links to Dashboards page that shows the progress and status of reconciliations through two Reconciliation Compliance dashboards: Overview, and Compliance, and a Transaction Matching dashboard called Match Metrics.</td>
</tr>
<tr>
<td>Reports</td>
<td>Links to Reports page that contains predefined reports that you can generate. See Using Reports</td>
</tr>
<tr>
<td>Card Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Application</td>
<td>Links to:&lt;br&gt;  • Overview that shows you reconciliation activity.&lt;br&gt;  • Profiles&lt;br&gt;  • Periods&lt;br&gt;  • Configuration&lt;br&gt;  • Match Types&lt;br&gt;  • Jobs shows the history of jobs run in Reconciliation Compliance. Jobs History tab shows jobs in Transaction Matching and allows you to import transactions, balances, and run Auto Match.&lt;br&gt;  • Report Configuration allows you to create custom reports, create report queries, and group reports. For more details, see Application.</td>
</tr>
<tr>
<td>Tools</td>
<td>Links to:&lt;br&gt;  • Appearance allows an Administrator to rebrand or customize your logo and background theme in the user interface.&lt;br&gt;  • Announcements allow an Administrator to create announcements to other users.&lt;br&gt;  • 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.&lt;br&gt;  • Service Activity&lt;br&gt;  • Access Control&lt;br&gt;  • Migration allows you to backup and restore content and also contains the Remove application tab that allows you to delete the Reconciliation Compliance and Transaction Matching artifacts and data.</td>
</tr>
<tr>
<td>Academy</td>
<td>Link to videos and documentation.</td>
</tr>
<tr>
<td>Navigator</td>
<td>Links to all features and functionality within Account Reconciliation Cloud.</td>
</tr>
<tr>
<td>Home</td>
<td>Returns to the Home page</td>
</tr>
<tr>
<td>Tour</td>
<td>Links to a product overview video.</td>
</tr>
<tr>
<td>User Assistance</td>
<td>Links to:&lt;br&gt;  • Help links to Oracle Help center for full documentation&lt;br&gt;  • Help on This Topic links to context sensitive help on many topics&lt;br&gt;  • Cloud Customer Connect links to an Oracle customer information and discussion site&lt;br&gt;  • Provide Feedback to send an issue with logs to Oracle&lt;br&gt;  • Oracle Support to go to My Oracle Support site.</td>
</tr>
</tbody>
</table>

**Worklist**

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

You can then Open reconciliations on the list by clicking the Actions icon next to the reconciliation.

**11102-USBNK Treasury Account**

101-11102

You can also use the Generate Report Binder action which allows you to create versions of reconciliations that may be printed or used for offline viewing. See Using Report Binders.

Other actions you can take from Worklist are:
1. **Export to Excel**

2. **Generate Report Binder**

3. **Import Pre-Mapped Data** (pre-mapped balances or pre-mapped transactions).

**Search and Filter Capability**

An easy way to access the reconciliation you want is to use the **Search** field. You can search on any field (text or numeric) on the **Worklist**, except for Date. For example, you could search on the word “Accounts” to see all reconciliations that have Accounts in the name such as Accounts Payable or Accounts Receivable.

You can also use the 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.

**Reconciliations**

The **Reconciliations** card on the **Home** page gives you easy access to your period end reconciliations and transactions for those reconciliations. An administrator can review work or check on progress and users can work on the reconciliations assigned to them. You can open or edit 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, and from **Actions**, either **Open** or **Edit** the reconciliation.

This is an example of the **Reconciliation** summary dialog where you can perform all of your work. This example is for a balance comparison method reconciliation.
Here’s some features of this dialog:

- On the upper right, the unexplained difference is always showing so that you can focus on getting that difference down to zero.

  ![FUNCTIONAL -100K USD](image)

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

  ![Balance Summary: Functional USD](image)

- 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.

  ![Prior Ending Balances](image)

- 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, 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.

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

The process for performing matching involves the following:

1. Importing Data. See Importing Data
2. Confirming Suggested Matches. See Suggested Matches

From this dialog, you can perform the following actions on that reconciliation:

- Open
- Edit
- Delete
- Run AutoMatch

Dashboards

There are three dashboards that you can use in Oracle Account Reconciliation Cloud:

- Overview and Compliance dashboards provide information about period-end reconciliations in Reconciliation Compliance.
- Match Metrics provides information about reconciliations in Transaction Matching.

The Overview dashboard allow you to check the status of account reconciliations, where the count of open reconciliations, including those that are late are tracked. You can also see completion metrics by Risk Rating, Account Type, Organizational Unit, Format, or Reconciliation Process.
The **Compliance Dashboard** provides metrics on how well the company achieved their compliance objectives, distinguishing those reconciliations that were completed on time, from those that were late, and counting those that had been rejected or contain risk conditions such as debit/credit violations or aging violations. You can view user performance metrics for both the preparation and review functions, and you can create your own “traffic light indicators” to calculate the number of reconciliations that fall within your company’s quality ranking policies. The statistics on the Compliance Dashboard display metrics for the currently assigned Preparer and Reviewer.

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.

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 easily. Oracle Account Reconciliation Cloud 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 Reconciliation Compliance. 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 Reconciliation Compliance:
- Attributes
- System Attributes
- Currencies
- Data Loads
- Filters
• **Match Types** allows you to create match types for Transaction Matching and Calendars. See Creating Match Types and Creating Calendars.

• **Jobs** displays the jobs performed in Reconciliation Compliance. Job history is retained for 60 days for service and user initiated jobs. **Jobs History** maintains a history of the jobs run in Transaction Matching and allows you to perform these actions: import transactions, delete transactions you imported, import balances, and run Auto Match. 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

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:
Attributes
System Attributes
Currencies
Data Loads
Filters
Formats
Lists
Organizations
Periods
Settings (System Settings)

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 Oracle Account Reconciliation Cloud. 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.

**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

Organizations

Calendars are used for holiday scheduling and require configuration only if your reconciliation schedules take holiday dates into consideration. Each calendar is a collection of holidays, and calendars are assigned to organizational units, which are then assigned to Profiles.

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 dashboard maximum rows, allowing bulk updates, and setting data load timeout.
See Defining System Settings

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

Click this link to watch a video:

Periods

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

Example 1: Most Commonly Used Tasks Such as Set Status

- From Home, then Applications, you can access Periods and perform the most commonly accessed tasks such as Set Status to open, close or lock periods.
You can access the following tasks from this dialog including imports:

- Set Status to open, closed, or locked for a reconciliation.
- Import Currency Rates For
- Import Data
- Import Pre-Mapped Data
- Create Reconciliations
- Check for Missing Reconciliations

Example 2: Period Maintenance Tasks

From Home, then Applications, then Configuration, and then Periods, you can perform common administrative tasks for periods. These tasks are:

- The period maintenance tasks by an administrator are:
  - Check for Missing Reconciliations
  - Create Reconciliations
  - Auto-Reconcile
  - Generate Report Binder
  - Refresh
  - Set Status to open, closed, or locked for a reconciliation.
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. You can take action to **Restart** or **Run Now**.

- **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**.

- **Open Reconciliations** option means that the service task to open reconciliations on a daily basis is running. A restart of this option is only necessary if there was a service shutdown and this option is not green. If you do choose **Restart** or **Run Now**, it would impact only reconciliations in pending status, in an open period, with a start date that has been reached.

- **System Maintenance** refers to actions that Oracle Account Reconciliation Cloud performs routinely within Account Reconciliation Cloud 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.

Tools

The **Tools** card links to the following tasks in Oracle Account Reconciliation Cloud:

- **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 Service Maintenance Time

• **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, provision roles, view or download provisioning or user login reports, as well as manage teams and users. See Access Control

• **Migration** allows a Service Administrators 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

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**Note:**

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

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**Appearance**

To change the background theme of your display or add your company logo to the Home page, use **Appearance** to customize the appearance of the application display.

1. Click **Tools**, and then click **Appearance**.
2. Specify a logo or background image, select another theme, or choose a button shape.

   Note the following:
   - Both the logo and background image can be customized. Any logo image smaller than 125px wide and 25px high can fit without scaling. For large image logos, Oracle recommends you maintain a 5:1 ratio so the image is scaled without distortion.

   The default size for the background image is 1024x768. You can use a larger background image, however the image is scaled to fit the resolution setting of your display and the image is centered horizontally. If you want your background image to fit both a browser and a mobile device, Oracle recommends that you size the image so that it fits your biggest screen (or highest resolution device).

   - The logo and background image files must be accessible by URL. Importing image files is not supported.

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**Announcements**

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

To create an announcement:
1. From Home, click **Tools**, then **Announcements**.
2. Select **New (+)**.
3. Enter a **Subject** that summarizes the purpose of the announcement.
4. Enter a Start Date and optionally an End Date.
5. Enter a message in **Content**, and then click **OK**.

### Service Activity Report

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

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

- Top seven requests and their duration
- Top 30 worst performing actions and their duration
- The browsers and their versions being used

To view or download the Service Activity report:

1. From **Tools**, click **Service Activity**.
2. You can view or download the report.

**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 Automating Activity Report Download Using the EPM Automate Utility.

**Access Control**

**Access Control** contains tasks that a Service Administrator uses to perform the following:

- **Provisioning Report** See Generating a Provisioning Report for a User or Group.
- **User Login Report** See Generating User Login Report
- **Manage Teams** See Using Teams
- **Manage Users** See Using Teams
- **Power User Security** allows a Service Administrator to assign Power User Security to users who are explicitly assigned the Oracle Account Reconciliation Cloud Power User role. Since roles are hierarchical, both Service Administrators and Power Users are displayed in this list. Security Filters are built using profile segments. Power Users can only see reconciliations included in their security filter.
Chapter 2
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 name in the upper right.
Set Preferences
Upload a badge photo, change your status, timezone, or set notification preferences. See "Managing Preferences" in the Administering Oracle Account Reconciliation Cloud guide.

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

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

Help on this Topic
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 Oracle Account Reconciliation Cloud notices and version information.

Sign Out
Exits Oracle Account Reconciliation Cloud.
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 Oracle Account Reconciliation Cloud.
Managing Preferences

One of the first tasks when you first access Oracle Account Reconciliation Cloud 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.

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.
General Preferences

On the General tab 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.
Preferences

- **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 Preferences list displays the teams that have been set up by a Service Administrator for Reconciliation Compliance.
Reconciliation Compliance Notifications Preferences

On the Notifications tab, Reconciliation Compliance users can set a start and end time for email notifications. Also expand each notification type to choose how often you want to be notified.

All users can specify when to receive notifications:

1. For email notifications, enter the Email Start Time and Email End Time.
2. For each type of notification, expand each notification preferences and choose when to be notified:

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

   **Note:**

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

   If an Administrator disables the Email Notifications in Services, then notifications are suspended.

Notifications are sent in these 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.
For example, for Status Change Notification, expand Account Reconciliation Cloud and then expand again to choose “You are alert approver and alert status changes to open with approver”. Then select Immediately to be notified as soon as an approver takes action.
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**
• **Preparing Reconciliations**
• **Reviewing Reconciliations**
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.

The key tasks for an 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 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.

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

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

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

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

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

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

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

Scenario 2—Service Administrator

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

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

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

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

Scenario 3—Power User

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

1. The Power User receives an email notification that reviewer assignments must change for a series of profiles. These profiles are in the security profile of the Power User.
2. From the Profile List View, the Power User creates a filter to retrieve the affected accounts and uses the Actions panel to apply changes to reviewer assignments.

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

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

Performing Variance Analysis

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

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

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

Setting Up a Variance Analysis

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

See the following topics:

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

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

- **Load data**—Loading data from a premapped file is the first step in the process.
- **Auto reconciliation**—Once balances have been loaded, auto reconciliation occurs, whereby Oracle Account Reconciliation Cloud automatically completes reconciliations for certain types of accounts such as those with a zero balance, or those where the source and subsystem balances match.
- **Notify**—After you’ve auto reconciled everything you can, then manual reconciliation begins, which starts with sending email reminders to those who need to perform the work.
- **Prepare**—This is the additional reconciliation work required by Preparers to complete the reconciliation and get it ready for review.
- **Review**—Workflow notifications are sent to users to perform their necessary review or commentator work and also notifies users when work is not on time.
- **Monitor**—Dashboards allow you to see how work is proceeding.
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.
Accessing Reconciliations

You can access and work with reconciliations within Reconciliation Compliance in Oracle Account Reconciliation Cloud from these cards on the Home page.

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

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 in this example to see Zero Balance Accounts reconciliations.

4. From the list that displays, click to open the reconciliation you want to work on. For example, click on Accounts Payable Clearing to work on that reconciliation.

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

Accessing from Reconciliations Card

To access reconciliations from the Reconciliations card:

1. From the Home Page, click Reconciliations.

2. You can also access Transactions from the Reconciliations card.
Working With Views

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

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

Use the View selector to move between views.

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

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

**To Customize the List View**

The List View displays with default columns selected but you can easily change the default columns.
For example, if you wanted to see more information such as who the preparers are for reconciliations as well as the ones that are late with a preparer, or if you wanted to see the Source System reporting balances, do the following:

1. In the Actions drop-down, select Select Columns. The Attribute Selection dialog allows you to add various columns with information about (attributes of) your reconciliations.

2. Scroll down the list and select Preparer and Late (Preparer) and use the arrow keys to move to the right hand side, then click OK.

3. Now select the Balances tab and select the field called Source System Balance (Reporting).
To Customize the Group View

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

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

1. Select **Format** in the Group1 drop down list and then select **Preparer** in the drop down list for Group2.
2. In the **Actions** drop-down, select **Select Columns**. The Attribute Selection dialog allows you to add various columns.
3. Select **Rejection Count** and use the arrow keys to move to the right hand side, then click **OK**.
This is an example of the Group View results:

To Choose Compact Display of Rows

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

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

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

Creating Filters and Saving Lists

List views exist for profiles, reconciliations, and transactions. The primary objective of list views is to present records for on screen viewing and to provide drill-down capabilities to record details. To see more rows displayed, use **Compact** from the **View Selector** at the right hand side.

- Profile List — For Administrators and Power Users. Contains the list of profiles and provides drill-down to the Profile dialog.
• Reconciliation List —Contains the list of reconciliations and provides drill-down to the Reconciliation dialog.

• Transaction List —Contains the list of transactions and provides drill-down to the Reconciliation dialog, with the focus set on the Transaction Detail tab.

Lists provide these reporting features:

• Columns can be added to or removed from the view and re-ordered.
• Filters can be applied to limit the records included in the list.
• List views can be printed or exported to Excel for ad-hoc reporting.

Saving Lists

To save a list:

1. Adjust the view to see the data you would like by adjusting filters, columns or sorting. You can also see more rows by selecting Compact from the View Selector on the right hand side.

2. Under Actions, select Save List.

3. In the Save List dialog, enter a Name and optionally a description and click OK.
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.

Reconciliation Methods

The way you prepare reconciliations depends on the reconciliation method. There are three methods supported and an administrator sets up the reconciliation using one of these methods:

• Balance Comparison
• Account Analysis
• Variance Analysis

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

If there's no Subledger balance, then you can use an Account Analysis method which allows a preparer to explain the GL balance.
Another method is the Variance Analysis method which can be used to compare a current month end balance to a prior period end balance. For example, the previous month, quarter, or year end and the preparer explains the variances as required.

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

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

- Manually enter transactions and adjustments. See Adding Transactions
- Import them from a file. See Understanding Data Loads in Account Reconciliation Cloud
- Copy transactions from a prior reconciliation. See Copying Transactions from Prior Reconciliation
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**

Example: Working on Reconciliations Using the Worklist and Reconciliation Summary

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

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

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

- You can see a summary of the status by **All**, **Late**, **Due Today**, or **Due in 7 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. For example,
3. The **Reconciliations** summary dialog displays. You can easily do all your work from this dialog. Let's take a short tour.

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

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

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

Prior Ending Balances

• 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.

Status: Open with AP Preparers - Casey Brown
Preparer
Due Date: Apr 29, 2018

End Date: May 4, 2018

Days overdue: 3
Aging 0
Violations:

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 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.
Instructions. These are instructions that give you help on reconciling.

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.

Workflow. Displays the deadlines and workflow users and their status.
– **Warnings**

**Warnings**

Days Overdue: 19

– **Attributes**

**Attributes**

Team Alert

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

PrepT2
Preparer

Did you comply with all company policies?

Is supporting documentation attached?

Did you clear adjustments within 60 days?

Attachments

No attachments are created.

Transaction Attachments

Adjustment to Source System (0)

Comments
Prior Reconciliations shows status for prior periods.

- **November 2017**: Open (with preparer)
- **December 2017**: Open (with preparer)
- **October 2017**: Open (with preparer)
- **January 2018**: Open (with preparer)
- **February 2018**: Open (with preparer)

History
4. If you are part of a team that is assigned a reconciliation, and no one else has claimed it, you can click Claim to claim the task so that we can start working on it.

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.

Note that when you refresh the list, the status changes to With Reviewer Level 1.

Watch a Preparing Reconciliations Video

Click this link to watch the video:

---

Working with Transactions

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

To work with transactions:
1. From the Home Page, select Reconciliations.

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

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

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

You can take the following actions:

- Click + (New) to manually enter a transaction. You can also edit, copy, or delete.
- Click Copy from Prior Period to add transactions
- Click Import to add transactions from a file.
- Click Export to export transactions,
- Click Refresh to refresh the page

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

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 Data

Copying Transactions from Prior Reconciliation

A transaction is often valid for multiple periods. For example, you pay rent biannually on a building. The invoice for the rent expense paid in January can be carried over to subsequent months to explain the balance. You use the Copy Transactions function to copy transactions from a prior month.

To copy transactions from a prior reconciliation:

1. 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.

To add transactions manually:

1. Select a reconciliation with the status Open with Preparer for which you are the preparer.
2. Select Actions, and then Open.
3. Select a transaction tab.
4. Click ( + New) and add the following:
   Attributes, such as, Transaction Code, Open Date, Close Date, are displayed based on how the format is configured. A mandatory attribute has an asterisk next to it.

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

Access rights:

• Text Box:
  – Roles configured with the Do Not Display option do not see this attribute in Reconciliation or Task Actions, or in any dashboard, list view, or report.
  – Roles configured with Allow Edits can add, change, and remove values for the attribute, subject to the editability rules.
Roles configured with the Required option require a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, preparers can't submit, and approvers can't approve.

- Multi-Line Text Box tabs:
  - Text Box tab:
    * Roles configured with Do Not Display do not see this attribute in Reconciliation or Task Actions, or in any dashboard, list view, or report.
    * Roles configured with Allow Edits can add, change, and remove values for the attribute but are subject to editability rules.
    * Roles configured with Required require a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, preparers can't submit and approvers can't approve.

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

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

- Optional: To change the currency for the transaction, in the currency bucket enabled for data entry, select a currency from the currency list.
  Enter a value in the currency bucket enabled for data entry. If currency translation is enabled, the remaining currency buckets display translated values. If currency translation is not enabled, enter a value in all remaining enabled currency buckets.

- Optional: To designate if a transaction is amortizing or accreting, select Amortizing, Accreting.

- Optional: To change the currency for a translated currency bucket, select a currency from the currency list.

- Optional: To override a translated currency value, click Override for the currency bucket, and then enter the new value.

**Note:**
To remove the override, click Reset Value.
6. **Action Plan**—Captures information about transaction followup actions. The key distinction between regular transaction attributes and Action Plan attributes is in the rules that determine when the attribute may be edited:

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

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

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

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

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

To add attachments to the transaction:

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

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

<table>
<thead>
<tr>
<th>Role</th>
<th>When attachments are editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer</td>
<td>Can add and remove their comments, when the reconciliation is Open or Closed and period is not Locked.</td>
</tr>
</tbody>
</table>
Table 5-2  (Cont.) When attachments are editable

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

To add comments to the transaction:

1. In Transaction Detail, expand Comments.
2. Select Actions, and then New.
3. In New Comment, enter a comment.
4. Optional: To reference an external document, in the Reference section select Actions, and then Add. Select a document, or enter a URL, and then click OK.
5. To close the Create Comment dialog box, click OK.

7. Attachments—Contains the Transaction Detail attachments.
8. Comments—Contains the Transaction Detail comments.
9. Click Save to save the transaction, or click Save and Create Another to save the current transaction and create a new transaction.
10. Click Close.

Understanding Data Loads in Account Reconciliation Cloud

There are various ways to load data into Oracle Account Reconciliation Cloud. This topic helps you understand the type of data you may need to load and guides you to the right topics explaining how to accomplish it.

There are three ways to load data:

- Use the Account Reconciliation user interface to load pre-mapped data. See Importing Pre-mapped Data for Reconciliation Compliance or Importing Data for Transaction Matching.
- Use the EPM Automate Utility to load pre-mapped data directly into Account Reconciliation Cloud. See Oracle Account Reconciliation Cloud Commands.

This roadmap helps you find the right topic based on type of data to load.
### Table 5-3  Data Loading in Account Reconciliation Cloud (ARCS)

<table>
<thead>
<tr>
<th>Type of Data</th>
<th>Pre-Mapped Data Using Account Reconciliation Cloud User Interface</th>
<th>Pre-Mapped Data Directly to Account Reconciliation Using EPM Automate Utility</th>
<th>Use Data Management to Load Data</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Balances (Text File Load)</td>
<td>Yes Importing Pre-Mapped Balances in Reconciliation Compliance or Importing Pre-Mapped Balances in Transaction Matching</td>
<td>Yes EPM Automate Utility importtmpremappedbalances or EPM Automate Utility importtmpremappedbalances</td>
<td>Yes Integrating Using a File in Data Management</td>
<td>*Data is pulled from Data Management into Account Reconciliation (i.e. not a push from Data Management into Account Reconciliation)</td>
</tr>
<tr>
<td>Subledger Balances (Text File Load)</td>
<td>Yes Importing Pre-Mapped Balances in Reconciliation Compliance or Importing Pre-Mapped Balances in Transaction Matching</td>
<td>Yes EPM Automate Utility importtmpremappedbalances or EPM Automate Utility importtmpremappedbalances</td>
<td>Yes Integrating Using a File in Data Management</td>
<td>*Data is pulled from Data Management into Account Reconciliation (i.e. not a push from Data Management into Account Reconciliation)</td>
</tr>
<tr>
<td>Reconciliation Compliance Transactions (Text File Load)</td>
<td>Yes Importing Pre-Mapped Transactions</td>
<td>Yes EPM Automate Utility importtmpremappedtransactionscommand</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Transaction Matching Transactions</td>
<td>Yes Importing Data for Transaction Matching</td>
<td>Yes EPM Automate Utility importtmpremappedtransactionscommand</td>
<td>Yes Integrating Oracle Account Reconciliation Cloud Bank Files</td>
<td></td>
</tr>
<tr>
<td>Transaction Matching BAI (Bank file) Format** (Text File Load)</td>
<td>No</td>
<td>No</td>
<td>Yes** See Integrating Oracle Account Reconciliation Cloud Bank Files</td>
<td>**Special processor in Data Management for BAI formatted files. The BAI files are processed entirely through Data Management</td>
</tr>
</tbody>
</table>
Table 5-3  (Cont.) Data Loading in Account Reconciliation Cloud (ARCS)

<table>
<thead>
<tr>
<th>Type of Data</th>
<th>Pre-Mapped Data Using Account Reconciliation Cloud User Interface</th>
<th>Pre-Mapped Data Directly to Account Reconciliation Using EPM Automate Utility</th>
<th>Use Data Management to Load Data</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange Rates (Text File Load)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Importing Pre-Mapped Data</td>
<td></td>
<td>EPM Automate Utility importrates command</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profiles (Text File Load)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Importing Pre-Mapped Data</td>
<td></td>
<td>EPM Automate Utility importprofiles command</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ERP Data - GL Balances from Oracle Financials Cloud</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Integrate with Oracle General Ledger</td>
</tr>
<tr>
<td>ERP Data - GL Balances from Oracle NetSuite</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Integrate with Oracle NetSuite</td>
</tr>
</tbody>
</table>

Importing Pre-mapped Data

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

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

Watch an Importing Pre-mapped Data Video

Click this link to watch the video:

Importing Pre-mapped Transactions

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

File Format

- Transaction import files are comma-separated value (.csv) files.
- Separate rows are used to define each transaction. The first row contains the column headings that identify the data in the columns, for example, Transaction code. Required columns are Transaction Code and Open Date.
You must also specify the amount and currency for any enabled currency buckets that are not subject to currency translation. The fields must be labeled Amount and Amount Currency, with a number to indicate the currency bucket. For example, Amount1 and Amount Currency1 specify the amount and currency for the first currency bucket.

**Note:**
You do not need to include amount or currency for translated buckets.

- If you do not import these values, the amounts are calculated using the default currency codes.
- If you specify a currency but not an amount, the amount is calculated using the currency code provided.
- If you specify an amount and a currency code, the amount is compared to the calculated translated amount, and if it differs, the amount is marked as overridden.

### Importing Transactions

To import transactions from a file:

1. From the **Home** card, 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.

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

<table>
<thead>
<tr>
<th>Reconciliation Account ID</th>
<th>Short Description</th>
<th>Long Description</th>
<th>Transaction Date</th>
<th>Close Date</th>
<th>Amount1</th>
<th>Amount2</th>
<th>Amount3</th>
<th>Amount4</th>
<th>Amount5</th>
<th>Amount Currency1</th>
<th>Amount Currency2</th>
<th>Amount Currency3</th>
<th>Amount Currency4</th>
<th>Amount Currency5</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-51001</td>
<td>Trans1</td>
<td></td>
<td>21-Jan-2023</td>
<td></td>
<td>75.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51002</td>
<td>Trans2</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>175.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51003</td>
<td>Trans3</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>30.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51004</td>
<td>Trans4</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>200.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51005</td>
<td>Trans5</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>500.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51006</td>
<td>Trans6</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>200.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51007</td>
<td>Trans7</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>200.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51008</td>
<td>Trans8</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>200.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51009</td>
<td>Trans9</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>200.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-51010</td>
<td>Trans10</td>
<td></td>
<td>31-Jan-2023</td>
<td></td>
<td>200.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EUR</td>
<td>CAD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Select the type of transaction: **Explained Balance**, **Adjustment to Source System**, or **Adjustment to Subsystem**.

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

   For example:
   - MM/dd/yyyy
   - dd/MM/yyyy
   - dd-MMM-yy
   - MMM d, yyyy

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

7. Click **Import**.

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

**Importing Pre-mapped Balances**

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

**File Format**

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

**Importing Balances**

To import balances from a file:

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

You may also access the option to Import Pre-Mapped Data from the Worklist.

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

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

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

4. Select the balance type: Source System, or Subsystem.
5. Select the Currency Type: Entered, Functional, or Reporting.
6. Select a file delimiter for the import file (Comma or Tab). Comma is selected by default.
7. 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.
8. 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.

**Amortizing or Accreting Transactions**

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

Certain general ledger accounts contain transactions where the value of the transaction changes from one period to the next. The transaction value may decrease (amortizing transaction) or it may increase (accreting transaction).

You may need to add these transactions one time and then as the transactions are copied from the prior reconciliation into the current reconciliation, the transaction value changes according to the amortization schedule. This option facilitates reconciliation preparation because it helps automate the verification of entries originating in the general ledger.

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

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

**Creating Amortizing or Accreting Transactions Manually**

To create amortizing or accreting transactions manually:

1. Follow the procedure **Adding Transactions Manually**.
2. **Optional**: To designate whether a transaction is amortizing or accreting, select **Amortizing, Accreting**.
3. Enter the following fields in the Transaction Detail panel:
   
   - **Original Amount**: The amount used to calculate the amortization or accretion value.
   - **This Period**: Calculated by the system based on the Method selected by the user (see "Method" below). The value reflects the amount of amortization that applies to the period to which the reconciliation pertains.
   - **Ending Amount**:
     - For amortizing amounts, Ending Amount is calculated as the Original amount minus the Cumulative Amortization amounts for all periods up to and including the period to which the reconciliation pertains.
     - For accreting amounts, Ending Amount starts at 0.00 and increases each period by the Monthly Accretion amount.
   - **Method**:
     Select one:
- **Straight line**—Causes the transaction value to decrease by an equal amount each period.

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

- **Custom**—Causes the transaction value to decrease (for amortizing) or increase (for accreting) by an equal amount each period.

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

  * The Amortization column in the Amortization Schedule table is editable for the base currency bucket. You edit the monthly amortization amounts, or import the full Amortization schedule.

  * No half-month convention check box is displayed.

- **Half-month convention**: If selected, the first and last period reflect a half month of amortization. For example, if a full month of amortization is $100, then the first and last month reflects only $50 of amortization. All other months reflect the full $100 of amortization.

- **Start Period**: For Straight Line or Custom—Determines the first month that amortization occurs.

- **Number of Periods**: Determines the number of amortized periods.

- **Remaining Periods**: A value calculated by the system based on the period pertaining to the Reconciliation Period, such as, Start Period, and Number of Periods.

  **Start Date and End Date**: For Actual—Determines the amortization or accretion range.

4. For Straight Line or Custom: On the **Amortization Schedule** tab, select the Currency Bucket and then view the beginning, ending, and amortization amounts.

5. Click **Save**.

### Copying Amortized or Accreting Transactions from Prior Reconciliations

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

### Importing Amortizing or Accreting Transactions

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

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

The **csv** import file format:

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

Example:

1,100.00
2,100.00
3,150.00
4,50.00

### Editing, Copying, and Deleting Transactions

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.

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.

### 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.

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**
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.

**Claiming and Releasing Team Reconciliations**

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

**Claiming a Reconciliation**

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

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

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

To claim a reconciliation:

1. 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.

**Note:**

If the Service Administrator has enabled this feature, you can claim or release 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.

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

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

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

1. At the top of the Filter panel, click \(\text{(Select Filterable Attributes)}\).
2. Select the desired attributes from the Available.
3. Click >> to move the attributes to Selected.
4. Click OK.

To add the Preparer (Claimed) and Reviewer # (Claimed) attributes as List View columns:

1. Click Columns at the top of the Reconciliation List View.
2. Select the desired attributes from Available.
3. Click >> to move the attributes to Selected.
4. Click OK.

Performing Summary Reconciliations

Except for key differences, the process for preparing a summary reconciliation is similar to the process for preparing a regular reconciliation.

Generate All and Generate Updated Options

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

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

Balance Summary Configuration

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

Summary reconciliations:
• Are always prepared in a single currency and a single currency bucket. Therefore, the columns are instead used to display the balances from each child reconciliation included in the summary reconciliation.

• A total column is provided, which sums the values from all child reconciliations.

• The Child Reconciliation Account ID is displayed as a hyperlink in the column heading. When you click this hyperlink, a dialog box containing the child reconciliation opens. Because the summary reconciliation is created from content originated in the child reconciliation, an implicit review role is granted to the summary reconciliation preparer, enabling that user to reject the child reconciliation (so it can be corrected), but only if the child reconciliation was closed.

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

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

**Note:**

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

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

• **Child Reconciliation Account ID:** The child reconciliation account ID is displayed as a hyperlink in the column heading.

• **Status:** Identifies the status of the child reconciliation (Pending, Open, Closed, or Missing).

**Note:**

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

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

**Updated Attribute on Transactions**

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

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

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

1. Preparers perform reconciliations, including validating the account balance and providing all required documentation. Preparers submit reconciliations when they are finished working on them. 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. A reviewer can delete only their own comments. After the reconciliation status changes to Closed; however, comments cannot be deleted.

**Note:**

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

To 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.
Submit 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.

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.

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

b. 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
- Learn About Reconciling Accounts Using Transaction Matching
- Confirming Suggested Matches
- Creating Manual Matches
- Creating the Reconciliation Balancing Report
- Creating and Running Jobs
Using **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, and is an optional licensed feature for Account Reconciliation Cloud.

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

- Create calendars
- Create match types
- Define data sources
- Define the matching rules
- Create reconciliations
- Load data
- Runs auto match

### Key Concepts

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Match Type</strong> (created by Administrators)</td>
<td>Match Types determine how the transaction matching process will work for the accounts using that match type. They determine the structure of the data to be matched, as well as the rules used for matching. Companies can have many different match 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 match type for each. Additionally, you can use match types to be able to export adjustments back to an ERP system as journal entries in a text file.</td>
</tr>
</tbody>
</table>
Concept | Description
---|---
**Data Sources** | Depending on your company’s needs, you may want to define one or more data sources. For example you might want to:
- Compare transactions between two data sources to see which transactions are outstanding
- Netting transactions within a single data source to determine the “net balance” of the account
For each data source, define the attributes (columns) existing in the data source, as well as any calculated attributes used for data enrichment or normalization purposes.

**Timing and Frequency** | Transaction Matching supports a variety of workflow needs:
- Matching and balancing daily
- Matching daily and balancing monthly
- Matching and balancing monthly

**Matching Rules** | Match rules determine how matches are made. Rules can be configured for tolerance ranges on dates and amounts, and adjustments can be automatic when variances exist.
The common matching rule types are supported:
- one to one
- one to many
- many to one
- many to many

**User Workflow Process Using Transaction Matching**

Once the administrator creates the reconciliations, loads data and runs the auto match process, the user performs these tasks:
- Confirm suggested matches
- Create manual matches
- Run balancing reports
Sample Application Available

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

Tour of Transaction Matching Video

Click this link to watch a video:
Learn About Reconciling Accounts Using Transaction Matching

Once an administrator creates match types (including creating transaction types) and assigns the match types to reconciliations, data can be imported. After the administrator imports transactions and runs auto match, you are then ready to confirm suggested matches, and create manual matches for those transactions that need it.

The matching process involves these key steps:

• Confirming Suggested Matches
• Creating Manual Matches
• Creating the Reconciliation Balancing Report

Watch Learning About Reconciling Accounts Video

Click this link to watch the video:
Confirming Suggested Matches

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

To start confirming suggested matches:

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

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

The **Unmatched** transactions chart shows:

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

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

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

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

3. Click (Suggested Match) tab.

4. Review the suggested matches one at a time and do one of the following for each one:
   - Click the green check mark to confirm the match and remove it from the unmatched transaction queue.
   - Click the red X to reject the match. It gets removed from the queue and the transaction will revert to a status of “unmatched” and will be available for manual matching.

5. Optionally, you can add a comment.

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

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

**Watch Confirming Suggested Matches Video**

Click this link to watch the video:
Creating Manual Matches

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

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.

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.

Note: If you manually select transactions instead of using Select All, you can only select up to 1000 transactions.

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

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

To start making manual matches:

1. From Home, select Matching.

2. Select a reconciliation, then In Actions, select Open.
There are five tabs available: Overview, Suggested Matches, Unmatched Transactions, Matches, and Adjustments.

Let's look at the Overview tab in more detail:

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

- The Unmatched transactions chart shows:
  - Suggested matches means that they were matched by the auto match process since the match rule was configured to not automatically confirm the match. Therefore, user action is required.
  - New transactions means that they are not part of any match group.
  - Supported transactions means that a user had previously flagged the transaction as legitimately 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.

**Note:**

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

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

![Unmatched Transactions Tab](image)

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

- Selecting All Transactions - [Selecting All Transactions](#)
- Exporting Transactions to a .CSV Format to View in Excel - [Exporting Transactions to .CSV Format](#)
- Deleting Transactions - [Deleting Transactions](#)
- Using Filters and Saved List Views - [Creating Filters and Saving Lists](#)

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**.

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

**Handling Supported Transactions**

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

To handle these:

1. Select the transaction and click **Support**.

   **Note:**
   
   You can also use **Select All** checkbox to choose all transactions.

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

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

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

**Handling Adjustments**

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

To handle these:

1. Select the transaction and click **Adjust**.

   **Note:**
   
   You can also use **Select All** checkbox to choose all transactions.
2. In **Adjustment To**, select whether you are making the adjustment to Accounts Receivable or Accounts Payable.

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

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

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

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

**Watch Creating Manual Matches Video**

Click this link to watch the video:

![Watch Video](link_to_video)

## Selecting All Transactions

On the **Unmatched Transactions** dialog, you can 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** for more details.

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

**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.

**Exporting Transactions to .CSV Format**

If you need to review transactions offline in more detail, you can export transactions to a comma separated value (.csv) format which can be opened in Excel. Unmatched transactions can be exported from the Unmatched Transactions dialog as shown in this example or from the Overview and uses the data source attributes as column headers. Calculated attributes are exported but system attributes such as Reconciliation ID are not. The Transaction ID is included.

Here's an example of exporting transactions to a .csv file:

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.
2. Click Export and a job is submitted in the background.

3. You receive a message, "Export transactions for <DATA SOURCE NAME> is in progress." Once it's complete, you see a message, "Export transaction(s) for <DATA SOURCE NAME> has been completed successfully."

4. Click Download to save the file locally.

Here is an example of a .csv file.

Obtaining the Downloaded File from Jobs History

You can also perform an Export and view job details and obtain the downloaded transactions file from the Job History for Transaction matching.

1. From Home, select Application, then Jobs, and then Transaction Matching.

2. From Job History, click Click Succeeded and the name of the exported transactions .csv file is shown.

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

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.

**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 unsupport the transaction.

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.

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.
3. Select one or more transactions that you need to delete and click the 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.
Creating Filters and Saving Lists

Filters control the records that you see in a list of 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 datasource within the POS_TO_BANK match process within the INTERCO_MMBT match type.

Lists provide these 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 saved for future use by the user who created it or it can be made Public for other users if you are an Administrator or Power User. You can also set a Default View.

You can create many different filters to change how you view **Unmatched Transactions**.

To create a filter:

1. Click the filter icon to show the filter bar underneath it.

2. Click on + (plus sign) to Add a Filter and display the Filter definition dialog.
For example, let's create a filter condition to see New transactions. Note that by default, All transactions are displayed. Also, this is just one example of filtering on data source attributes.

3. Click **Create Condition**.
4. In **Attribute**, select **Status**.
5. In **Value**, select **New**.

**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.

### Saving List Views

To save a list view:

1. Adjust the view to see the data you would like by adjusting filters, columns or sorting.
2. From **View**, click **Save List**.
3. In the **Save List** dialog, enter a **Name** and optionally a description and click **OK**.
4. Optionally, adjust the filter criteria if needed.

To see all the saved lists for that Match Type, click **List** at the top of the dialog.

### Setting a Default List View

Another feature is **Set Default**. For a published saved view, an administrator or power user can set that view as the default so that saved list view will not only be available to all users of that Match type, but it will also be selected by default when a user opens that type.
To set a default list view:

1. From **Home**, select **Application**, then select **Configuration**, and then select **Lists** from the left panel. The **Lists** dialog displays.
2. Select **Transaction Matching**.
3. Select the List View that you want to make the default and click the Set Default icon.

### Publishing a List View

An administrator or power user can also select **Publish** at the top of the dialog to make that private version available to other users. The saved view is duplicated and there is now a private and public version. The public version will show a check mark in the **Public** column.

To make a list view public:

1. From **Home**, select **Application**, then select **Configuration**, and then select **Lists** from the left panel. The **Lists** dialog displays.
2. Select **Transaction Matching**.
3. Select the List View that you want to make visible to other users and click the **Publish** icon.
Reconciliation Compliance | Transaction Matching

Lists

Search

View

Name

No Lists exist
Creating the Reconciliation Balancing Report

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 balancing report:

1. In Transaction Matching, select Matching, and then select a reconciliation from the list.

   ![Matching Table]

2. From Actions, select Open.

   ![Balancing Panel]

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

If the adjusted balances are not equal and the difference is not zero, try these troubleshooting tips:
- Ensure all transactions for that account have been loaded into Transaction Matching for the period, and the Accounting Date accurately reflects the period the transactions occurred in.

- Ensure the period-end balances supplied are accurate.

- Ensure any adjustments created during the period have been posted to the source system.

**Note:**
You can now 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.

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

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

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

  **Table 11-1**  Less Unmatched Category Example (assuming the Period End Date is Nov 30)

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

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

  **Table 11-2**  Less Unmatched Supported Category Example (assuming the Period End Date is Nov 30)

<table>
<thead>
<tr>
<th>Source</th>
<th>Rec ID/Account</th>
<th>Accounting Date</th>
<th>Amount</th>
<th>Include/Exclude</th>
<th>Match Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>123456</td>
<td>30-Nov</td>
<td>1,000.00</td>
<td>Include</td>
<td>N/A</td>
</tr>
<tr>
<td>A</td>
<td>123456</td>
<td>1-Dec</td>
<td>750.00</td>
<td>Exclude</td>
<td>N/A</td>
</tr>
</tbody>
</table>
• **Less Matched In-Transit** is the net total of matched transactions that are deemed “unmatched” As-Of the period-end date. An example is shown to demonstrate how the transactions are evaluated by the system and put into this category:

**Table 11-3  Less Matched In-Transit Category Example 1**

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

**Table 11-4  Less Matched In-Transit Category Example 2**

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

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

![Balance Report](image)

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

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

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

Importing Transactions or Balances

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

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, then Jobs, and then Transaction Matching.

2. On the Jobs History tab, select Actions, and then select Run Auto Match.
3. On the Run Automatch tab, select the Match Type, and then click Submit.

4. Click OK in response to the Job Submitted dialog. The job runs in the background and you will see the status on Jobs History. Click Refresh if you want to check that the job succeeded in Oracle Account Reconciliation Cloud Service.