Oracle® Cloud

Setting Up and Configuring Account
Reconciliation
## Contents

Documentation Accessibility

Documentation Feedback

### Part I  Setting Up Reconciliation Compliance

#### 1  Learning About Setup and Configuration in Reconciliation Compliance

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Reconciliation Compliance Configuration</td>
<td>1-1</td>
</tr>
<tr>
<td>Configuring Periods</td>
<td>1-6</td>
</tr>
<tr>
<td>Setting Up Formats</td>
<td>1-7</td>
</tr>
<tr>
<td>Creating Profiles</td>
<td>1-7</td>
</tr>
<tr>
<td>Configuring Data Loads</td>
<td>1-7</td>
</tr>
<tr>
<td>Period-Specific Tasks</td>
<td>1-8</td>
</tr>
<tr>
<td>Training Users, Performing Acceptance Testing, and Migrating to Production</td>
<td>1-8</td>
</tr>
</tbody>
</table>

#### 2  Learning About Setup Best Practices

#### 3  Configuring Reconciliation Compliance

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defining System Attributes</td>
<td>3-1</td>
</tr>
<tr>
<td>Defining Profile Segments</td>
<td>3-2</td>
</tr>
<tr>
<td>Creating Profile Segments</td>
<td>3-3</td>
</tr>
<tr>
<td>Importing Profile Segments</td>
<td>3-3</td>
</tr>
<tr>
<td>Defining Process System Attribute</td>
<td>3-4</td>
</tr>
<tr>
<td>Defining Risk Ratings System Attribute</td>
<td>3-4</td>
</tr>
<tr>
<td>Defining Frequencies</td>
<td>3-4</td>
</tr>
<tr>
<td>Creating Frequencies</td>
<td>3-4</td>
</tr>
<tr>
<td>Deleting Frequencies</td>
<td>3-5</td>
</tr>
</tbody>
</table>
4 Configuring Periods

Configuring Periods 4-1
## Part II  Setting Up Transaction Matching

### 8  Learning About Transaction Matching

- Understanding the Transaction Matching Engine 8-3

### 9  Setting Up Transaction Matching Overview

- Creating Match Types 9-2
- Defining Data Sources 9-4
- Creating Filters 9-11
- Working with Transaction Types 9-12
- Defining the Match Process by Creating Rules 9-16
  - Using a Subset Rule During Creation of 1 to Many and Many to 1 Rules 9-22
  - Using Multiple Data Sources and Multiple Match Processes 9-23
  - Filtering and Grouping Transactions in AutoMatch Rules 9-25
  - Setting Up One Sided Adjustments to Run During Auto-Match 9-28
  - Setting Up Default Adjustment and Support Values 9-32
- Exporting and Importing of Match Types Across Environments 9-36
- Defining Formats and Profiles for Transaction Matching 9-37

### 10  Exporting Adjustments or Transactions as Journal Entries

- Creating Global Adjustment and Support Attributes 10-2
- Defining the Journal Columns 10-4
- Exporting to a Text File in Jobs History 10-5
- Map Attributes to Journal Attributes 10-9

### A  Appendix: Reconciliation List Select Column Definitions
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Part I

Setting Up Reconciliation Compliance

Related Topics

• Learning About Setup and Configuration in Reconciliation Compliance
• Learning About Setup Best Practices
• Configuring Reconciliation Compliance
• Configuring Periods
• Defining Formats
• Working with Profiles
• Working with Group Reconciliations
Related Topics

- Overview of Reconciliation Compliance Configuration
- Configuring Periods
- Setting Up Formats
- Creating Profiles
- Configuring Data Loads
- Period-Specific Tasks
- Training Users, Performing Acceptance Testing, and Migrating to Production

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 Account Reconciliation. See Creating Attributes for details on how to create them.

**Defining System Attributes**

Under System Attributes, you define these attributes of profiles and reconciliations:

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

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

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

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

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

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

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

**Defining Currencies**

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

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

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

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

Data Loads

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

Filters

See Creating Filtered Views

Formats

See Learning About Formats

Lists

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

**Organizations**

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

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

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

**Periods**

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

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

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

See Configuring Periods

**Settings (System Settings)**

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

Reconciliation formats determine what reconciliations will look like, and the type of information that preparers and reviewers can enter. Formats for reconciliations are selected or designed by the Service Administrator using the Manage Formats feature. A library of standard formats are available to use as a starting point but formats are completely customizable. Start with an initial set, and you can revise and adapt that set as needed. All formats are based on one of three methods: Balance Comparison, Account Analysis, or Variance Analysis.

Formats include the following information:

- Properties, such as the method
- Instructions, and any associated reference files
- History of changes to the format
- Attributes, such as Journal Number Entry, Supplier, Policy Number
- Questions to be answered by the selected user when working with a reconciliation
- Selected rules to apply to the reconciliation

Creating Profiles

Profiles are one of the most important objects within Account Reconciliation since profiles are the pre-cursors to reconciliations. Profiles is the term used for the collection or group of accounts that are reconciled. Each profile represents a distinct reconciliation and may contain many different low level accounts rolling into it.

Profiles can be created manually or imported from a spreadsheet. Profiles contain the preparer and reviewer assignments, account descriptions, instructions, format assignments, risk ratings. One profile will exist for each reconciliation performed. Each month, reconciliations are created from profiles by Administrators. The process of creating reconciliations from profiles causes a snapshot of the profiles to be taken and stored along with the reconciliations. Over time, profile configurations may change. However, the profile information stored with the reconciliations is never impacted by these changes.

As time goes on, profile configurations will change as the business changes. These changes have no impact on existing reconciliations, which must remain intact and representative of the configuration that existed on the date it was created.

Configuring Data Loads

Next, a data load configuration must be created. You can use a Pre-mapped Data Load (including both balances and transactions) or perform data loading setup in Data Management.

The pre-mapped import requires the file to conform to a specified structure, and each row must have an Account ID assigned to it, so that you know which reconciliation to assign the data to.
For information about pre-mapped data, see Importing Pre-Mapped Data

For information about using Data Management with Oracle Account Reconciliation Cloud, see Importing Data Using Data Management

**Period-Specific Tasks**

The remaining activities that need to be performed are period-specific:

- Importing currency rates, if they aren't being imported through the data load process
- Creating reconciliations for a period
- Opening the period
- Running data loads

**Training Users, Performing Acceptance Testing, and Migrating to Production**

Your users will need to be trained to manage the reconciliation process, and to work with reconciliations as preparers, reviewers and other roles that need to interact with reconciliations in order to perform their job functions. There are tutorials available to train your users.

After the users have been trained, acceptance testing must be done to validate that the configurations are correct.

Key items to validate include:

- Ensuring balance mappings and aggregations for each reconciliation contain the correct account balances
- Checking that all preparer and reviewer assignments are correct
- Ensuring each reconciliation contains the correct format
When testing is complete, migrate your configuration from your test environment to your production environment.
Implementing account reconciliation compliance solutions like Oracle Account Reconciliation Cloud Service is more art than science. There is no one right way to do it. This section contains best practice suggestions for two challenging implementation topics: implementation methodologies and format design.

Implementation Methodologies

Implementation methodologies are options for how you roll out Account Reconciliation across your organization. Oracle recommends managing your scope tightly to achieve measurable success as quickly as possible. For most companies, this means that every account that requires reconciliation is in fact reconciled. You can achieve this goal quickly, and with minimal disruption to your business, by using a “tracking only” implementation.

Tracking Only Implementation

With tracking only implementations, you don’t have to change how people do their reconciliations. You simply track that they are being performed. The key impact is on Format design. In these implementations, you’ll have only one or two formats for your initial rollout. These simple formats are meant for users to attach completed reconciliations, typically performed in Excel. Oracle provides a sample “Tracking” format with our standard formats. Implementing a tracking only approach gives you complete visibility into the status of the reconciliation process, and centralized access to the reconciliations themselves.

Format Design

After users are comfortable with this process, you can work towards secondary goals, such as ensuring that every reconciliation performed qualifies as a valid reconciliation. You achieve this through effective format design. Reconciliation formats are best designed at the Account Type level. Subledger-supported accounts like Accounts Payable, Accounts Receivable, and Fixed Assets are the easiest accounts to migrate from tracking-only formats to custom formats. It’s best to time the migration of these types of accounts to coincide with the automation of subledger balance loads. This way, users will immediately recognize the benefit of auto reconciliation when the source and subsystem balances match.

Accounts not supported by subledgers and that require reconciliation using an account analysis method, such as prepaids, accruals, provisions, and reserves, are more challenging. A best practice for these types of accounts is to design formats that ensure a high quality reconciliation by guiding the user through the analysis they need to perform. With Format design, you can customize exactly what information must be included when reconciling items or balance explanations are entered.

You can also add rules that validate data or require attachments. For example, for intangible assets, rather than asking for a general description of the items comprising the balance, you can ask questions to assess the quality of the items, to ensure that they belong in the account balance. By rolling out custom Formats at the Account
Type level, you can target highest risk accounts first, minimizing disruption where needs are not as great.

Watch Best Practices Video

Click this link to watch a video:
Configuring Reconciliation Compliance

Related Topics

- Defining System Attributes
- Defining Currency
- Defining Calendars
- Defining Holiday Rules
- Defining Organizational Units
- Defining System Settings
- Defining Attributes
- Creating Filtered Views

Defining System Attributes

Under System Attributes you define values for:

- **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. See Defining Profile Segments.

- **Process** distinguishes between reconciliations for different purposes. Common processes include the balance sheet reconciliation processes, the consolidation system reconciliation process, and the local GAAP reconciliation process. You can remove this option if you prefer other terminology.

- **Risk Rating** are associated with profiles and reconciliations and enable classification of profiles and reconciliations according to risk level. Risk ratings can be used to select accounts for reporting or to facilitate assignment of preparers, frequencies, or other attributes.

- **Frequencies** determine how often reconciliations are prepared. Monthly and Quarterly are typical frequencies. See Defining Frequencies.

- **Account Type** are associated with profiles and reconciliations, account types enable classification of profiles, reconciliations, and adjustments according to a hierarchical structure that defines:
  - The nature of the account (for example, asset, liability, or equity)
  - Subclassifications (for example, current assets and noncurrent assets)
  - Specific account types (for example, cash)

  To achieve the maximum benefit, configure account types to match the structure that is used for financial reporting.

- **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, 31-60, 61-90, and greater than 90 days. See Defining Aging Profiles.

- **Global Integration Tokens** are used when parameterized reports should be accessible from the reconciliation. For example, if you are using a program to generate Fixed Asset Roll Forward 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. See Defining Global Integration Tokens.

**Defining Profile Segments**

**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**.

> **Note:**
> Carefully design your profile segments since once you create them, they cannot be edited to change them.

Profile Segment values are labels. They don't control the mapping of balances to reconciliations that occur through mapping rules added in the data load definitions or by pre-mapping balances before import.

When defining profiles, the profile account ID is stored in segments to facilitate filtering and reporting on the values. The number of profile segments is configurable and unlimited. For example, the account ID 100–1200–ABC contains three profile segments.

> **Note:**
> Oracle recommends as a best practice to limit to 20 profile segments for reconciliations.

You can specify different profile segment types:

- **Integer**
  Values ranging from 0-9. Use number segments for segments that require only numeric values.

- **List**
  Values entered into the profile segment are predefined; restrict them to an authorized set of values.

- **Text**
  Numbers, letters, and most special characters. Use hyphens (-) to delimit profile segments so they cannot be used as a segment value. Use Text segments when segment values are not restricted to a defined list and may contain a wide range of values.
Defining Sub-Segments for Group Reconciliations

For information about setting up profile sub-segments for group reconciliations, see Administrator Set Up Tasks for Group Reconciliations.

Creating Profile Segments

To create profile segments:

1. From Home, select Application, and then Configuration.
2. Click System Attributes, and then click the Profile Segments tab.
3. Click New (+) to create a New Profile Segment.
4. Enter the Name for the new profile segment.
5. Select the Type for the new profile segment.
   For List, enter the list values. The master and detail sections are displayed. The Administrator adds values for the list segment.

Importing Profile Segments

Create an import file of type List in a TXT file format, with each value on a separate line.

To import profile segments of type List:

1. From Home, select Application, then Configuration, and then Profile Segments.
2. Click System Attributes, and then Profile Segments.
3. Select Profile Segments, and then select a profile segment of type List.
4. In the detail section, select Actions, and then Import.
5. Click Browse, navigate to the import file and then click Open.
   When the import is completed, the Import List Values displays the status, total List values, and List values Completed, Created, and Updated.
6. Click OK to accept the import, or Reset to reject the imports and go back to Import List Values.
Defining Process System Attribute

Process distinguishes between reconciliations for different purposes. Common processes include the balance sheet reconciliation processes, the consolidation system reconciliation process, and the local GAAP reconciliation process. You can remove this option if you prefer other terminology.

To edit the Process system attribute:

1. From Home, click Application, then click Configuration, and then select the System Attributes tab.
2. Select Process.
3. To add an attribute, click New (+), and enter a name (for example, Balance Sheet)
4. Click Save.

Defining Risk Ratings System Attribute

Risk Ratings are associated with profiles and reconciliations, and enable classification of profiles and reconciliations according to risk level. Risk ratings can be used to select accounts for reporting or to facilitate assignment of preparers, frequencies, or other attributes.

To edit the Process system attribute:

1. From Home, click Application, then click Configuration, and then select the System Attributes tab.
2. To add a rating, click New (+), and enter the name (for example, Medium)
3. To edit a rating, highlight the value and type a new name.
4. Click Save.

Defining Frequencies

Frequencies determine how often reconciliations are prepared. Monthly and Quarterly are typical frequencies.

The names of frequencies do not matter, can be changed anytime, and do not affect reconciliation processing.

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.

Creating Frequencies

To create Frequencies:

1. From Home, click Configuration, and then select the System Attributes tab.
2. Select Frequencies.
4. Enter the name of the frequency. For example: Monthly, Quarterly.

Deleting Frequencies

To delete Frequencies:
1. From Home, click Configuration, and then select the System Attributes tab.
2. Select Frequencies.
3. Select a frequency, Actions, and then Delete (X).
   If the frequency is in use by other items, a message is displayed: "One or more of the items selected for modification are in use by other items and cannot be modified at this time. Select an item to see the list of items which are using it."

Defining Account Type System Attribute

Account Types are associated with profiles and reconciliations. Account types enable classification of profiles, reconciliations, and adjustments according to a hierarchical structure that defines: – The nature of the account (for example, asset, liability, or equity) – Subclassifications (for example, current assets and noncurrent assets) – Specific account types (for example, cash) To achieve the maximum benefit, configure account types to match the structure that is used for financial reporting.

To edit the Process system attribute:
1. From Home, click Application, then click Configuration, and then select the System Attributes tab.
2. Select Account Type.
3. To add a new account type, click New (+), and enter the name (for example, Assets).
4. To edit an account type, highlight the account type, then type a new value in the field.
5. Click Save.

Defining 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, 31-60, 61-90, and greater than 90 days.

You can define additional aging profiles to support aging policies.

You can review reports that display the count or value of transactions within each aging bucket.

Creating Aging Profiles

To create Aging Profiles:
1. From Home, click Application, then click Configuration, and then select the System Attributes tab.
2. Select Aging Profiles.
3. Click New (+), and then New.
4. Enter an Aging Profile Name.
5. For each aging bucket in the aging profile:
   a. Click Add (+).
   b. Enter these fields:
      • Label: Enter a label for each range of days, for example, 0–30 days, 31–60 days, 61–90 days.
      • Start Day: Enter the first day of the range, for example, 0.
      • End Day: Enter the last day of the range, for example, 30.

Defining Global Integration Tokens

Global Integration Tokens are used when parameterized reports should be accessible from the Reconciliation.

For example, if you are using a program to generate Fixed Asset Roll Forward 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.

When creating the URL, the parameters are inserted into the URL. When the URL is clicked, the parameters are replaced with the values from another program.

In Account Reconciliation parameters are configured from:

• Static parameters
• Attributes of type Text and List assigned to Profiles or Reconciliations and Formats
• Native Profile or Reconciliation attributes of type Text and List assigned to Profiles or Reconciliations and Formats

Example 3-1  Example:

...saw.dll?Go&Path=%2fshared%2fCustom%20ARM%2fReconciliation%20Header%20Report&Options=rmf&Action=Navigate&P0=1&P1=eq&P2="ARM%20Header"."G%20Account"&p3=$ARM_AccountID$&p4="$ARM_Period_Name$"

where $ARM_AccountID$ = 100-1500, and $ARM_Period_Name$ = June 2012

Example 3-2  The URL becomes:

..?Go&Path=%2fshared%2fCustom%20ARM%2fReconciliation%20Header%20Report&Options=rmf&Action=Navigate&P0=1&P1=eq&P2="ARM%20Header"."G%20Account"&p3=100-1500&p4="June 2012"

You can access URLs from the following locations in the Instructions section:

• Profile dialog box, after an administrator adds a reference URL to a profile in the Instructions section.
• Format dialog box, after an administrator adds a reference URL to a format in the Instructions section.
Creating a Token

Tokens:

- Must be unique
- Cannot be modified
- Should not be deleted. When you try to delete, a warning message is displayed: "Deleting a Global Integration Token will invalidate the URLs that are referencing it. Are you sure you want to continue?"

To create a token:

1. From Home, click Configuration, and then select the System Attributes tab.
2. Click Global Integration Tokens.
3. Select Add (+).
4. To define the new integration token, enter:
   - Name: Enter a unique token name
   - Type: Reconciliation Attribute or Static Attribute
   - Value:
     - If Reconciliation Attribute is selected as the Type, select the Reconciliation and Balance Attributes.
     - If Static Attribute is selected as the Type, enter the value that is passed when the URL is rendered.

Defining Currency

In this section you configure:

- Defining Currency Rates
- Currency Buckets
- Currencies
- Rate Types

Defining Currency Rates

Currency rates may be set up initially by importing from an existing CSV file, or created manually.

Note:

You cannot delete a currency that is in use.
Importing Currency Rates

To import currency rates:

1. From Home, click Application, then Configuration.
2. Select Currencies tab, and then select Currency Rates.
3. Select a Period and Rates Types
4. Select New (+), and then Import icon.
   - Enter the file name, or click Browse to navigate to a currency rate folder.
   - For Import Type, click Replace or Replace All.
5. Select a file delimiter for the import file (Comma or Tab). Comma is selected by default.
6. Click Import.

Creating Currency Rates

To create currency rates:

1. From Home, click Application, then click Configuration, and then select the Currencies tab.
2. Click the Currency Rates tab.
3. Select the Period.
4. Select the Rate Types.
5. Click New (+).
6. On the New Currency Rate dialog box, enter the following Information:
   - Select the From Currency
   - Select the To Currency
   - Enter the new currency Rate

**Note:**

If you make a change to a rate after creating it, the system does not automatically recalculate currencies.

Defining Currency Buckets

The currency buckets setup options determine how many currency buckets are set up for your company. You can have up to three currency bucket, for example: Entered, Functional, and Reporting.
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.

---

**Note:**

If you need to disable a currency bucket, be sure that any Lists (including saved lists) referring to that bucket are updated to reference the enabled currency bucket(s) instead. This may involve removing and replacing the currency attribute to sync it to the newly enabled bucket.

---

**To define Currency Buckets:**

1. From Home, click **Application**, then click **Configuration**, and then select the **Currencies** tab.
2. Select **Currency Buckets**.
3. Select a label for the multiple currency bucket for Balances and Transactions data. For example:
   - **ENTERED**—Report balances and transactions in the currencies in which they occurred.
   - **FUNCTIONAL**—Report balances and transactions in the currency associated with the entity that owns the account.
   - **REPORTING**—Report balances and transactions in the currency used for system-wide reporting.
4. Select whether to **Enable** the currency bucket to display in the application.
5. Select a **Default Currency**, for example, US Dollar (USD).
6. Review **Decimal Places**

---

**Controlling Currencies**

The **Currencies** tab enables you to control which currency codes are active in the system. Standard currencies are installed with your product. To hide unused currencies on available currency lists, hide them in the Currency System Settings.

**To disable standard currencies:**

1. From Home, click **Application**, then click **Configuration**, and then select the **Currencies** tab.
2. Select the **Currency** tab.
3. Select a currency, and then clear the **Enabled** field. See **Creating Custom Currencies**.
Creating Custom Currencies

To create custom currencies:

1. From Home, click Application, then click Configuration.
2. Select the Currencies tab.
3. Select the Currency tab.
4. Select New (+).
5. Enter the following information:
   - Enter the Currency Code
   - Enter the Currency Symbol
   - Select the number of Decimal Places you want to display
   - Enter a Description for the selected currency
   - Enabled
     If the currency is enabled, then it is displayed in the currency list.

Defining Rate Types

Rate types are associated with foreign exchange rates for use with profiles or reconciliations. You need to define Rate Types when you require translation of transactions entered into the reconciliation. Configure only rate types used for period end balance translation in the source systems being reconciled.

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. Each Rate is associated with a Rate Type.

When foreign exchange rates are imported from source systems, they are associated with a rate type. Assign profiles and reconciliations that require foreign exchange translation a rate type that matches the rate type used for balance translation in the source system. When Account Reconciliation calculates foreign currency transaction values in a reconciliation, it uses the rates associated with the rate type assigned to the reconciliation.

Creating Rate Types

When foreign exchange rates are imported from source systems, they are associated with a rate type. Assign profiles and reconciliations that require foreign exchange translation a rate type that matches the rate type used for balance translation in the source system. When Account Reconciliation calculates foreign currency transaction values in a reconciliation, it uses the rates associated with the rate type assigned to the reconciliation.

To create Rate Types:

1. From Home, select Application, and then Configuration.
2. Select Currencies, and then Rate Types.
3. Select Add (+).
4. Enter the following information

- **Rate Type**—Enter a unique name for the Rate Type.
- **Source System**—Enter the name of the source system. For example, if importing currency rates from Oracle GL as the source system, enter Oracle GL.
- **Source System Rate Type**—Enter the source system rate type. For example, if importing currency rates from Data Management, select the rate type such as Oracle GL Corporate.
- **Data Management**—If the data is from Data Management, this column displays a check mark.

**Defining Calendars**

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

Administrators define Calendars, which are associated with Periods and Organizational Units. One Period may have many Calendars, to reflect different date configurations for the period. An Organizational Unit is assigned a single Calendar that determines the dates used for that Organizational Unit. Calendars must exist first; in System Settings, an Administrator assigns a calendar to a Period or to an Organizational Unit.

Both Calendars and Holiday Rules can be applied separately to Organizations. Ultimately, the Calendar and Holiday Rules associated with a Profile (via its Organizational Unit) interact with the Calendar associated with a Period to determine the users workflow start and end dates in the deployed Reconciliation. For example, a company may reconcile their North America and European operations with different financial dates. Let's look at this example to explain how calendars and periods interact and how holiday rules work with different organizations. :

- **Calendar and Periods:**
  - For the North America calendar, May has a start date of May 1, end date of May 31 and a close date of June 4 with a frequency of Monthly, Quarterly and Yearly
  - For the European calendar, May has a start date of May 1, end date of May 31 and a close date of June 10 with a frequency of Monthly
  - For the North America calendar, December has a start date of December 1, end date of December 31 and a close date of January 5 with a frequency of Monthly
  - For the European calendar, December has a start date of December 1, end date of December 31 and a close date of January 10 with a frequency of Monthly, Quarterly and Yearly

- **Holiday Rules:**
  - The US Holiday Rule has July 4th as a Holiday
  - The UK Holiday Rule has May 27th (Spring Bank) as a Holiday
  - The French Holiday Rule has May 1 (Labor Day) as a Holiday

- **Organizations:**
– An Organization in the US would use the North American Calendar and the US Holiday Rule
– An Organization in England would use the European Calendar and the UK Holiday Rule
– An Organization in France would use the European Calendar and the French Holiday Rule

Add Calendars
To add calendars:

1. From Home, click **Application**, then click **Configuration**, and then select the **Organizations** tab.
2. Click **Calendars**.
3. Click **New (+)**.
4. Populate these fields:
   - **Calendar ID**: Required as an identifier and must be unique.
   - **Name**: Required.

Deleting Calendars

**Note:**
The Base calendar cannot be deleted.

To delete calendars:

1. From Home, click **Application**, then click **Configuration**, and then select the **Organizations** tab.
2. Click **Calendars**.
3. Select a calendar, and then **Delete**.

Defining Holiday Rules

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

To create holiday rules:

1. From Home, click **Application**, then click **Configuration**, and then select the **Organizations** tab.
2. Select the **Holiday Rules** tab.
3. Click **New (+)**.
4. Enter:
• **Holiday Rule ID**
  Identifies the record, is mandatory, and must be unique.

• **Name**
  Mandatory, can be up to 50 characters, and need not be unique.

• **Year**
  The Year attribute behaves as a filter. Users need not select a value, but if they do, then the table should display the dates associated with the year.

### Importing Holiday Dates

You can import dates into an existing holiday rule.

To import holiday dates:

1. From Home, click **Application**, then click **Configuration**, and then select the **Organizations** tab.
2. Select the **Holiday Rules** tab.
3. Create or select a holiday rule.
4. On the bottom section of Holiday Rules, select **New (+)**, and then **Import**.
   - Enter the file name, or click **Browse** to navigate to the CSV import file.
     
     Example:
     
     "Date","Name"
     "Jan 1, 2014","New Years Day"
     "May 26, 2014","Memorial Day"
   
   • For **Import Type**, click one:
     
     – **Replace**—Replaces the holiday dates with the holiday dates in the file that you are importing. It does not affect other units that are not specified in the import file.
     
     – **Replace All**—Imports a new set of holiday dates that replaces the existing holiday dates. Use this option to replace a unit in one system with an updated definition from another system. Holiday dates that are not specified in the import file are deleted.

5. **Date Format**
   
   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. Click **Import**.
Defining Organizational Units

**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.

**Add an Organization**

To add an organization:

1. From Home, click **Application**, then click **Configuration**, and then select the **Organizations** tab.
2. Select the **Organizational Units** tab.
3. Expand the hierarchy to the location to which you want to add a child or sibling.
4. Click **Add Child** or **Add Sibling**, as required. The Properties tab is opened.
5. On the **Properties** tab, enter the following information:

   - **Name**
     Mandatory, cannot exceed 50 characters, and the name does not need to be unique. Administrators can change the name anytime.

   - **Organizational Unit ID**
     A unique ID used to identify the transaction for Migration purposes. Organizational Unit ID is mandatory and cannot be changed after an organizational unit is set.

   - **Calendar**
     Enables administrators to associate an organizational unit with a Period calendar. Selection of a Calendar is optional; if it is not selected, the organizational unit will use the Base calendar for each period.

     Administrators can change the calendar associated with an organizational unit. However, that change will be conditional. For example, if the calendar is changed such that the current period is no longer a monthly period, then existing monthly reconciliations will remain in the period, even though that frequency no longer matches the frequency of the calendar associated with the organizational unit. Reconciliations are unaffected by changes to the period start date, end date, and close date as a result of a change in the ARM calendar assigned to the organizational unit.

   - **Parent Organization**
     Enables Administrators to change the hierarchy.

   - **Description**
     Optional.

   - **Holiday Rule**
     Optional. Determines which list of holidays applies to the organizational unit.

   - **Work Days**
     Determines which days of the week are workdays.
6. The **Access** tab allows administrators to assign viewer and commentator access in a centralized location, rather than having to assign it to each task or reconciliation.

To select a user:

a. Select **Actions**, and then **Add (+)**.

b. In **Select Viewers**, enter the First Name and Last Name, or click **Search Users** icon, select either **Users** or **Teams** and then enter the name, or click **Search**.

c. In **Search Results**, select Users or Teams, and add them to the **Available** column.

d. Click **OK**.

Importing Organizational Units

To import organizational units:

1. From Home, click **Application**, then click **Configuration**, and then select the **Organizations** tab.

2. Select the **Organizational Units** tab.

3. Click **Import**.

   - Enter the file name, or click **Browse** to navigate to the CSV import file.

   Example:

   ```
   "OrganizationalUnitID","Name","ParentOrganization","Description","TimeZone","HolidayRule","Calendar","Workdays","Viewer1","Commentator1"
   "US3","US3","Americas","Import Organization US3 Account Reconciliation Manager Example","","US","US",1-2-3-4-5,"fm_user5","fm_user4"
   ``

   - For **Import Type**, click one:

     - **Replace**—Replaces the Organizational Unit detail with the Organizational Unit that is in the file that you are importing. It does not affect other units that are not specified in the import file.

     - **Replace All**—Imports a set of Organizational Units to replace the existing Units. Use this option to replace a unit in one system with an updated definition from another system. Organizational Units that are not specified in the import file are deleted.
Select the **File Delimiter**—Select **Comma** or **Tab** as the delimiter.

4. Click **Import**.

## Selecting an Organizational Unit

Administrators define Organizational units in system settings. The organizational list is displayed in functional dialogs.

To select an organization:

1. From Home, click **Application**, then click **Configuration**, and then select the **Organizations** tab.
2. Select the **Organizational Units** tab.
3. Select an organization. An arrow indicates a child organization exists. Expand the parent to select a child organization.
4. Click **OK**.

## Defining System Settings

System Settings contain additional technical settings that impact the system’s behavior, including setting the length of time allowed for data load timeouts, the timing of due date email reminders, whether email notifications are active, the maximum size for file attachments, the number of reviewer levels the system should allow, allowing comment deletion, allowing users to reassign reconciliations directly, whether user details are synchronized from another system, and the number of rows that should display in list views.
Allowing Comment Deletions

A Service Administrator can decide to allow deletions of comments in Reconciliation Compliance by using the **Allow Comment Deletion** configuration settings option. By default, this option is **OFF**.

To allow users to delete comments:

1. From Home, click **Application**, then click **Configuration**, and then select the **Settings** tab.
2. On **System Settings**, select **Allow Comment Deletion**,
3. Select **Turn On** to enable deletions, and then click **Save**.

Allowing Bulk Updates by Users

A Service Administrator can use a new Configuration Setting in Reconciliation Compliance to allow users to perform Submit, Approve, Reject, Claim or Release on multiple reconciliations or transactions at one time.

To allow bulk updates:

1. From Home, click **Application**, then click **Configuration**, and then select the **Settings** tab.
2. On **System Settings**, select **Bulk Updates**,
3. Decide whether you want to allow users to perform some or all of these actions on multiple reconciliations at one time:
   - Submit
   - Approve
   - Reject
   - Claim
   - Release

4. Click **Save**

### Setting Dashboard Maximum Rows

A Service Administrator can set the maximum number of rows to display in the Reconciliations, Transactions, Profiles, and Matching lists as well as on the Reconciliation Actions dialog by using the **Dashboard Maximum Rows** configuration settings option. By default, this option is set to 10,000.

To reset the number of maximum display rows:

1. From Home, click **Application**, then click **Configuration**, and then select the **Settings** tab.
2. On **System Settings**, select **Dashboard Maximum Rows**,
3. Enter the number of rows, and then click **Save**.

### Data Load Timeout

To enable data load timeout:

1. From Home, click **Application**, then click **Configuration**, and then select the **Settings** tab.
2. Select **Data Load**.
3. In **Number of hours to wait for Data Management data load rule to finish**, enter a selection.

### Setting up Due Date Reminder Notifications

Due Date Reminder Notifications are emailed to preparers and reviewers in these conditions:

1. Responsibility for reconciliations changes to the preparer or reviewer.
2. A due date is missed.
3. A due date is approaching for reconciliations. (You must configure the number of days in advance of the due date. See the next procedure.)

Notifications pertaining to the conditions 1 and 2 require no additional configuration and are sent based on information contained within the reconciliations.

To assign the number of days before a due date to send reminder notifications:

1. From Home, click **Application**, then **Configuration**.
2. On the **System Settings** tab, select **Due Date Reminder Notification**
3. On **System Settings**, select **Due Date Reminder Notification**.

4. In **Number of days before due date to send reminder**, make a selection.

### Enabling Email Notifications

Email Notifications acts as a master on/off switch for all notifications, for all users. When **Turn On** is selected, batch notifications are generated.

> **Note:**
> By default, **Turn Off** is selected.

To enable email notifications:
1. From Home, click **Application**, then **Configuration**.
2. On the **System Settings** tab, select **Email Notifications**.
3. For **Email Notifications**, select **Turn On**.
4. Enter a **From Address**.

### Setting the Maximum Attachment Size

Maximum Attachment Size determines the maximum file size that users are allowed to upload. Administrators can adapt to work within the installation environment's limitations.

To change the maximum attachment size:
1. From Home, click **Application**, then **Configuration**.
2. On the **System Settings** tab, select **Maximum Attachment Size**.
3. In **Select maximum file upload size**, select a value up to 20 MB. The default is 5MB.

### Allow Workflow Users to Perform and Approve Reassignment Requests

An Administrator can turn on a feature allowing workflow users to directly perform and approve reassignment of reconciliations rather than submitting requests to an Administrator or Power User for approval. The Administrator allows workflow users this ability through **Reassignment Requests** under **System Settings** under **Configuration**.

Once users can perform reassignments, workflow users will see a **Profiles** card under **Applications** where they can request Profiles to be assigned to them. Users can then approve reassignment requests from their Worklist.

To allow workflow users to perform reassignments:
1. From **Home**, click **Application**, then **Configuration**
2. On the **System Settings** tab, select **Reassignment Requests**.
3. Select **Turn On** in **Allow workflow users to reassign reconciliation profiles**.

   **Note:**
   
   The default setting is **Turn Off**.

4. Select the **Users** checkbox under **Allow reassignment request approval by**.

   **Note:**
   
   The default setting is allowing the reassignment to be done by the **Administrator** and **Power User**.

---

For information on how users perform reassignment requests, see Requesting Reassignments in *Reconciling Accounts With Oracle Account Reconciliation Cloud*.

**Reopening Reconciliations**

There may be times within your organization when users in the course of the business cycle need to reopen or decertify a reconciliation. An administrator can permit this by taking action in the **System Settings**.

To allow reopening of reconciliations:
1. From Home, click **Application**, then **Configuration**

2. On the **System Settings** tab, select **Reopen**

3. Set the conditions for allowing reopening of open reconciliations:
   - **Not Allowed** - this is the default option and Preparers and Reviewers cannot change the workflow of an open reconciliation once they have submitted or approved.
   - **Allowed for all reviewers** - allows Reviewers who have approved a reconciliation to return the workflow to themselves. Preparers cannot do this.
   - **Allowed for all preparers and reviewers** - allows a Preparer who has submitted a reconciliation or a Reviewers who has approved a reconciliation to return the workflow to themselves.

4. Set the conditions for allowing reopening of closed reconciliations:
   - **Not Allowed** - this is the default option and Preparers and Reviewers will not be able to reopen a closed reconciliation.
   - **Allowed for final reviewer** - allows only the final Reviewer to reopen and return the workflow to themselves. If there is only one Reviewer, that user is by default the final Reviewer.
   - **Allowed for all reviewers** - allows any Reviewer associated with the reconciliation to reopen and return the workflow to themselves
   - **Allowed for all preparers and reviewers** - allows either Preparers or Reviewers of the reconciliation to reopen and return the workflow to themselves.

5. Click **Save**.

### Setting Reviewer Levels

Reviewer Levels determines the number of levels that a reconciliation might be reviewed.

To change the reviewer level:

1. From Home, click **Application**, then **Configuration**.
2. On the **System Settings** tab, select **Reviewer Levels**.
3. In **Reviewer Levels**, select a value from 1 to 10.

### Changing Default Service Time

An Administrator can change the default time for the running of open reconciliations or for system maintenance such as user synch. By default these are set to run once a day on the Cloud server (usually middle of night). However, the timing may not work for some global users.

To change the services start time:

1. From Home, click **Application**, then **Configuration**.
2. On the **System Settings** tab, select **Service Start Times**.
3. Optionally, from **Open Reconciliations Service Start Time**, change the default service start time.
4. Optionally, from **System Maintenance Service Start Time**, change the default service start time for user synch process (system maintenance).

5. Click **Save** or **Save and Close**.

### Enabling System Maintenance

Account Reconciliation maintains a local copy of the user, and team details, for example: User ID, User Login, First Name, Last Name. The User Sync Process must be initialized manually and then runs daily.

**Note:**

**System Maintenance** refers to actions that Oracle Account Reconciliation Cloud performs routinely within Account Reconciliation Cloud such as the user synch process and is not the same as actions taken at the Cloud level called **Daily Maintenance**. You can access **Daily Maintenance** (available by clicking **Tools**, then **Daily Maintenance**) are actions such as operational maintenance and backup snapshots performed in the Cloud on test or production environments.

To enable system maintenance process:

1. Click **Application**, and then **Configuration**, then the **Settings** tab, and then **System Maintenance Process**.

2. Do one:

   - To initialize to run daily, for **System Maintenance Process**, select **Turn On**.
   - To manually initiate the system maintenance process for activities like user sync, select **Turn Off**, then click **Save**, then select **Turn On**, and then click **Save**.

### Defining Attributes

Attributes are user-defined fields. They are defined centrally by administrators and can be used in these places:

- 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.
  - In the reconciliation summary section, to capture reconciliation-level information from the preparer or reviewer (Format Attributes)
  - In transactions associated with the reconciliation, including adjustments and balance explanations; values for these attributes are provided by the preparer and are intended to ensure that the reconciliation contains sufficient information to justify the balance (Transaction Attributes).

### Creating Attributes

To create attributes:
1. From Home, click **Application**, and then **Configuration**, and then select the **Attributes** tab.

2. Click **New (+)**.

3. In **Name**, enter an attribute name.

4. In **Type**, select an option:
   - **Date**
   - **Date and Time**
   - **Integer**
   - **List**

   Enter a list of valid responses to the question. To import a list of attributes, see **Importing List Attributes**.

   - **Multi-Line Text**

   The maximum length should be less than 4,000 characters.

   Select **Multi-Line Text**, then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.

   For Multi-Line text type: Select **Include Attachments** if you want the custom attribute to include an attachments section on the Reconciliation Actions dialog box.

   - **Number**

   If you select Number, select number formatting options:
     - For **Decimal Places**, enter a value for the number of decimal places to display.
     - Select **Display as Percentage** to display a percent sign.
     - Select the **Thousands Separator** option if you want numbers to display a thousands separator (for example, 1,000.00)
     - From the **Currency Symbol** list, select a currency symbol, for example, Dollars ($).
     - From the **Negative Number** list, select how to display negative numbers, for example, (123).
     - From the **Scale** list, select a scale value for numbers, for example, 1000.

   For all numeric attributes, you can enter a value in the **Total** (Grouping Method) field. The group view displays on the Reconciliations List. The values for the grouping method can be:
     - None
     - Average
     - Count
     - Sum

   - **Text**

   - **True or False**

   - **User**
• Yes or No
• Select Calculation

Calculated attributes are read-only. Administrators can add attributes to the attributes sections in the Actions dialog boxes, and workflow users can view them in the actions dialog boxes and in transactions. Administrators can restrict access to certain roles by setting access to Do Not Display. For example, for calculated attribute XYZ, an administrator could add Viewer: Do Not Display access to it, so that XYZ would not be displayed to viewers.

Any user role can add calculated attributes as columns in views and lists. They can also be added as filterable attributes in the Filter Panel.

• When you select Calculation, a Calculation definition section is displayed:

  – Calculation Type: The list of values is determined by the attribute type:

    * Assign Value to List—Assign a value to a List type attribute
    * Assign List To Value—Assign a List Value to the value of a different attribute. Only available for attributes of type List
    * Conditional—A conditional calculation (If – Then – Else)
    * Scripted—A free-form scripted calculation. Scripted is available for attributes of type Date, Text, Number, or Integer

  The following table lists the calculation types that each attribute type can use when the Calculation option is chosen:

Table 3-1  Calculation Types that Each Attribute Type Can Use When the Calculation Option is Chosen

<table>
<thead>
<tr>
<th>Attribute Type</th>
<th>Assign Value to List</th>
<th>Conditional</th>
<th>Scripted</th>
<th>Assign List to Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date/Time</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>List</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Multi-Line Text</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>True/False</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

  – When you select Scripted Calculation type, to enter a free-form calculation equation, use the Add Attribute and Add Function:

    Add Attribute—Select an attribute and click Add to insert the attribute into the Calculation Definition box at the location of the cursor. If the cursor is in the middle of a word or attribute, the word/attribute will be replaced in the definition. Any attribute that is added will have brackets {} around the name, according to the scripting format.

    Add Function—Select a function and click Add to add the function to the Calculation Definition. The Function is added with placeholders for each parameter.

For example:
Insert the TRANSLATE function in the calculation definition:

\[
\text{TRANSLATE}(\text{<Value>}, \text{<To Currency>}) - \text{TRANSLATE}(\text{<Value>}, \text{<To Currency>})\text{<Rate Type>}
\]

Then replace the placeholders with attributes:

\[
\text{TRANSLATE}((\text{Source System Balance (Entered)}), \text{©USD©}) - \text{TRANSLATE}((\text{Subsystem Balance (Entered)}), \text{©USD©})
\]

Other scripted function examples:

* **Add Month**: Returns a date offset a specified number of months from the starting date. The date will always fall in the specified month offset. If the starting date has a day value beyond what is in the offset month, the last day of the offset month will be used. For example, \(\text{EDate (31-Jan-2017, 1)}\) returns \(\text{(28-Feb-2017)}\). For Months, enter the number of months before or after the start date. A positive value for months yields a future date. A negative value yields a past date.

\[
\text{EDate(\text{<Start Date>}, \text{<Months>}, \text{<Length>})}
\]

Example: \(\text{EDate(DATE(2017, 2, 15) 3)}\)

* **Average Prior Function**: Averages a numeric amount over the prior \(X\) periods.

\[
\text{AVERAGE_PRIOR(\text{<Value>}, \text{<Number of Periods>}, \text{<To Currency>}, \text{<Rate Type>}, \text{<Rate Period>})}
\]

Example: \(\text{AVERAGE_PRIOR( \{Source System Balance (Reporting)}\), '2', 'EUR', 'REC'}\)

**Note:**
Parameters with an asterisk, *, are required if the value is a balance-type attribute like Source System. If the value is a normal value (like a numeric attribute), then the * parameters should be omitted.

**Note:**
Rate Type must be a valid rate type on the system, or the value 'REC', which means use the rate type assigned to the reconciliation. The Rate Period parameter must be either 'CURRENT' or 'PRIOR', which means when converting the currency, use the current period or prior period rate types.

* **Date**: Returns a date value based on specified integer values for the year, month and day. For example, this function creates a value of type Date from the function, so \(\text{DATE(2018, 5, 31)}\) would convert to May 31st 2018. This can then be used in the Date Difference function, to pull the difference in days between a date, such as an end date, and this specific date.

\[
\text{DATE(\text{<Year>}, \text{<Month>}, \text{<Day>})}
\]
You can also use PERIOD START, PERIOD END, or PERIOD CLOSE dates when creating a calculated data attribute. For example, if you wanted to compare the Closed Date on an Adjustment transaction to the PERIOD END date.

**Date Difference:** Returns the difference in days, hours minutes, or seconds between two dates. For Date1 and Date 2, the values 'TODAY' and 'NOW' can be used, which denote the current date (with no time component) and date-time, respectively.

Valid types are DAYS, HOURS, MINUTES, SECONDS.

```
DATE_DIFF(<Date1>, <Date2>, <Type>)
```

Example: `DATE_DIFF('TODAY', {Preparer End Date}, 'DAYS')` or `DATE_DIFF({Preparer End Date}, 'NOW', 'HOURS')`

**Day:** Returns the day value of a date as an integer number

```
DAY(<DATE>)
```

**Extract Text:** Returns the substring within the value, from the positions specified. Extract Text/Text Location uses the value of 1 for the first character.

```
SUBSTRING(<Value>, <Location>, <Length>)
```

Example: `SUBSTRING({Name}, 5, 10)`

**If Then Else:** Allows the user to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can also be nested to support "ELSE IF" type calculations.

```
IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)
```

Example:

```
IF_THEN_ELSE( {Risk Rating} = 'Low', 'Good',
IF_THEN_ELSE( {Risk Rating} = 'Medium', 'Better',
IF_THEN_ELSE( {Risk Rating} = 'High', 'Best', 'Bad') ) )
```

**Instring:** Returns the index of the substring within the value.

```
INSTRING(<Value1>, <Value to Search>)
```

Example: `INSTRING({Name}, 'a')`

**Length:** Takes a text value as a parameter and returns an integer which is the number of characters in the text.

```
LENGTH(<Value>)
```

Example: `LENGTH({MyString}) - 4`

```
LENGTH('Value') returns 5, and LENGTH({Name}) would return the number of characters in the name of the object. If the value is empty/null, the calculation will return 0.
```

Use the calculation with SUBSTRING to extract the last 4 characters of a text value.

```
Example: SUBSTRING( {MyString}, LENGTH ({MyString}) - 4
```

**Lowercase:** Returns the value in lower case.

```
LOWERCASE(<Value>)
```

Example: `LOWERCASE({Description})`
* **Maximum:** Returns the maximum value from a list of attributes. There can be any number of parameters.

\[ \text{MAX}(<\text{Value1}>, <\text{Value2}>, <\text{ValueN}>) \]

Example: \( \text{MAX} \left( \text{TRANSLATE} \left( \{\text{Source System Balance (Entered)}\}, 'USD', 'Accounting' \right), \text{TRANSLATE} \left( \{\text{Source System Balance (Functional)}\}, 'USD', 'Accounting' \right), \text{TRANSLATE} \left( \{\text{Source System Balance (Reporting)}\}, 'USD', 'Accounting' \right) \) \)

* **Maximum Prior:** Returns the maximum value over the prior \( X \) periods.

\[ \text{MAXPRIOR} (<\text{Value}>, <\text{Number of Periods}>, <\text{To Currency}>, <\text{Rate Type}>, <\text{Rate Period}>) \]

Example: \( \text{MAXPRIOR} \left( \{\text{Source System Balance (Functional)}\}, '6', 'CAD', 'REC', 'CURRENT' \right) \)

**Note:**
Parameters with an asterisk, *, are required if the value is a balance-type attribute like Source System. If the value is a normal value (like a numeric attribute), then the * parameters should be omitted.

**Note:**
Rate Type must be a valid rate type on the system, or the value 'REC', which means use the rate type assigned to the reconciliation. The Rate Period parameter must be either 'CURRENT' or 'PRIOR', which means when converting the currency, use the current period or prior period rate types.

* **Minimum:** Returns the minimum value from a list of attributes. There can be any number of parameters.

\[ \text{MIN}(<\text{Value1}>, <\text{Value2}>, <\text{ValueN}>) \]

Example: \( \text{MIN} \left( \text{TRANSLATE} \left( \{\text{Source System Balance (Entered)}\}, 'CAD', 'REC' \right), \text{TRANSLATE} \left( \{\text{Source System Balance (Functional)}\}, 'CAD', 'REC' \right), \text{TRANSLATE} \left( \{\text{Source System Balance (Reporting)}\}, 'CAD', 'REC' \right) \) \)

* **Minimum Prior:** Returns the minimum value over the prior \( X \) periods.

\[ \text{MINPRIOR} (<\text{Value}>, <\text{Number of Periods}>, <\text{To Currency}>, <\text{Rate Type}>, <\text{Rate Period}>) \]

Example: \( \text{MINPRIOR} \left( \{\text{Source System Balance (Functional)}\}, '6', 'EUR', 'Simplified' \right) \)
**Note:**
Parameters with an asterisk, *, are required if the value is a balance-type attribute like Source System. If the value is a normal value (like a numeric attribute), then the * parameters should be omitted.

**Note:**
Rate Type must be a valid rate type on the system, or the value 'REC', which means use the rate type assigned to the reconciliation. The Rate Period parameter must be either 'CURRENT' or 'PRIOR', which means when converting the currency, use the current period or prior period rate types.

* **Month:** Returns the month value of a date as an integer number (1-12)

MONTH (<DATE>)

* **Power:** Raises one number to the exponential power of another.

POWER(x, y) where x=BASE NUMBER, and y=EXPONENT and x and y can be attributes or calculations, so long as they are numeric.

Example: POWER(3, 4)=81

**Note:**
Fractional values will reduce the number to its root. For example, POWER(27, 1/3) = 3 the cube root.

**Note:**
Negative values will perform an inverse of the exponential calculation. For example POWER(2, -2) = 1 / (2^-2) = 1 / 4 = .25.

* **Prior:** Returns the value of the specified prior period. If the Number of Periods Prior is omitted, it is assumed to be the value 1.

PRIOR(<Value>, <Number of Periods Prior*>, <To Currency*>, <Rate Type*>, <Rate Period*>)

Example: PRIOR( {Source System Balance (Entered)}, '1', 'EUR', 'rec', 'prior')
Parameters with an asterisk, *, are required if the value is a balance-type attribute like Source System. If the value is a normal value (like a numeric attribute), then the * parameters should be omitted.

Rate Type must be a valid rate type on the system, or the value 'REC', which means use the rate type assigned to the reconciliation. The Rate Period parameter must be either 'CURRENT' or 'PRIOR', which means when converting the currency, use the current period or prior period rate types.

* **Round**: Returns the value rounded to the decimal places specified.

```
ROUND(<Value>, <Decimal Places>)
```

Example: `ROUND( {{Scripted Translate} /7}, 4)`

* **Sum Prior**: Returns the sum of a value over the prior X periods.

```
SUM_PRIOR(<Value>, <Number of Periods>, <To Currency*>, <Rate Type*>, <Rate Period*>)
```

Example: `SUM_PRIOR( {Source System Balance (Reporting)}, '3', 'EUR', 'REC')`

Parameters with an asterisk, *, are required if the value is a balance-type attribute like Source System. If the value is a normal value (like a numeric attribute), then the * parameters should be omitted.

Rate Type must be a valid rate type on the system, or the value 'REC', which means use the rate type assigned to the reconciliation. The Rate Period parameter must be either 'CURRENT' or 'PRIOR', which means when converting the currency, use the current period or prior period rate types.

* **Text Location**: Returns the index of the substring within the value, starting at 1 as the first position.

```
INSTRING(<Value>, <Value To Search>)
```

Example: `INSTRING( UPPERCASE( {Name} ), 'TAX')`

* **Translate**: Translates a currency attribute to a numeric attribute using a specified rate type.
TRANSLATE(<Value>, <To Currency>, <Rate Type>)

Example: TRANSLATE( {Source System Balance (Entered)}, 'EUR', 'Accounting')

**Note:**
Rate Type must be a valid rate type on the system, or the value 'REC', which means use the rate type assigned to the reconciliation.

* **Uppercase:** Returns the value in upper case.
  
  UPPERCASE(<Value>)
  
  Example: UPPERCASE( {Name} )

* **Year:** Returns the year value of a date as an integer number.
  
  YEAR (<DATE>)

### Importing List Attributes

To import attributes of type List:

1. Create an import file of type List in a TXT file format, with each value on a separate line.
   
   For example:
   
   Blue
   Yellow
   Red
   Green
   
   The import option is always "Replace All".

2. **Select Settings**, and then select **Attributes**.

3. Select an attribute of type List, and then click **Actions**, and then **Edit**.

4. Click **Import**.

5. Browse to a TXT import file.

6. Click **Import. Import List Values** displays the values: Total List Values, Completed, Errored, List Values Created, and List Values Updated.
   
   If **Completed Successfully**, click **OK**.
   
   If **Completed with Errors**, the errors are listed. To export the error list, click **Export to Excel**.

### Creating Filtered Views

Filters control the records that you see in list views, and reports. You can apply filters against profiles, reconciliations, or reconciliation transaction attributes, including system attributes. Everyone can save private filters for future use. Administrators and
power users can also publish filters so that they are accessible by other users. These are then marked Public.

You can provide values for the attributes that you want to filter on and the operand to use for filtering. Typical operands include the following: equal to, not equal to, starts with, ends with, contains, greater than, less than, and so on. The available operands depends on the attribute’s data type. For example, operands for filtering text values are different than the operands for filtering numeric values. Filters are combined together using and logic, which means only those records that meet all filter criteria are displayed.

You can also create more complex filters using and or logic and grouping logic to determine the order in which filters are applied.

To create filters:

1. From Home, click Application, then Configuration

   ![Note:]
   You can also add filters from the Reconciliations List, Transactions List, or Profiles List.

2. Click Filters.
3. Click New (+).
4. Enter the following:
   - Name
   - Description
   - Type—Select one type: Profile, Reconciliation, Transaction
   - Filter Definition
     A group of conditions that limit the list.
   - Condition—You can define the properties of a condition or group:
     - Conjunction—Select And or Or. These state how this condition or group relate to prior sibling conditions or groups. This field is enabled only if the selected node is not the first child of its parent node.
     - Attribute—An attribute is a field or value that a condition will be comparing to a value for inclusion in the result set of a filter. However, for the case of a filter, an attribute denotes more than the list of user-defined attributes.
     - Operand—States what kind of evaluation to perform against the attribute. For example, Equals, Between, Does not Equal, Greater than, Is blank, Is not blank, Less than, Not between.
     - Value—Specifies what values to compare the attribute against. The type of attribute determines what input field is available.

Other actions you can take on this dialog are Edit, Duplicate, Delete, or Publish (makes this filtered view accessible to other users).
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 on either Reconciliations, Profiles, or Transactions.

2. From Actions, click Save List.

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

To see all the saved lists, click List at the top of the dialog. 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.

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 view type, but it will also be selected by default when a user opens that view type.
Configuring Periods

Related Topics
- Configuring Periods
- Creating Periods
- Changing a Period's Status
- Viewing Period History
- Editing Periods
- Deleting Periods

Configuring Periods

Periods are associated with reconciliations and determine the as-of date of the reconciliation. 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.

Creating Periods

A calendar gets assigned to Periods and to Organizational Units. Each period has a base calendar by default; however, administrators can add calendars to support different start date, open date, close date, and frequency configurations.

To create a Period:

1. From Home, click Application, then Configuration, and then the Periods tab.
2. Click New (+) to open the New Period dialog box.
3. On the Properties tab, enter:
   - Period Name
   - Status
   - Prior Period
      Specify the period that should be used as the prior period.
Note:

After a period is opened, you can’t change the prior period.

You can’t save periods if the prior period contains a period referenced as a prior period for a different period. A period should exist only once as a prior period.

- **Calendars**
  A calendar includes start date, end date, close date, and frequencies. Calendars are assigned to Organizational Units in the Organizational Unit dialog box.

  Each period has a base calendar row added to the table by default, and this row has a locked icon appearing in the locked column.

  The locked icon indicates that the row cannot be deleted.

  The period can’t be saved unless the Administrator selects the Calendar start, end, and close dates. The Administrator must select at least one frequency.

---

**Changing a Period's Status**

A Period's status changes throughout the reconciliation process:

- Periods are initially set with a status of Pending and prohibit work from proceeding on reconciliations.
- Administrators must change the status to *Open*, which allows work to begin on reconciliations after the reconciliation start date is reached.
- After the period is finished, administrators change the period to *Closed*, which prohibits new reconciliations from being added to the period. However, work can continue on reconciliations and users can import updated balances. The Closed' status simply helps users know which is the current period, however, it does not prevent them from taking actions.
- After work has concluded, periods may be locked, which prohibits changes to the reconciliations. Users can’t add reconciliations to the period, changes can’t be made to reconciliations, and balances can’t be imported.

To change the status of a period to *Open*:

1. From **Home**, use one of the following navigation paths:
   - Select **Application**, and then **Periods**
   - Select **Application**, then **Configuration**, and then **Periods**
2. Select a period.
3. Under **Actions**, select **Set Status**, and then select **Open**.

**Watch Changing a Period's Status Video**

Click this link to watch a video:
Opening Periods

Reconciliations in a period are Pending until the period status becomes Open. When an administrator changes the status to Open, auto-reconciliations that have met their start date are run.

If balances are not loaded for a reconciliation, or if the reconciliation contains transactions, auto-reconciliation is skipped for that reconciliation, the reconciliation status changes to Open with Preparer, and a notification is sent to the preparer.

If auto-reconciliation fails for a reconciliation (for example, the account balance is not zero for an account authorized for zero balance auto-reconciliation), the reconciliation status changes to Open with Preparer, and a notification is sent to the preparer.

For manual reconciliations that have met the start date, status becomes Open with Preparers and notifications are sent to preparers.

To open periods:

1. From Home, use one of the following navigation paths:
   • Select Application, and then Periods
   • Select Application, then Configuration, and then Periods
2. Select a period.
3. Under Actions, select Set Status, and then select Open.

Closing and Locking Periods

Closing a period prevents new reconciliations from being started but allows reconciliations that are in progress to be completed and actions can be taken on the reconciliation including data load. Locking a period prevents changes to reconciliations for the period. Notifications continue to run when a period is closed but not if it is locked.

Closing Periods

To close periods:

1. From Home, use one of the following navigation paths:
   • Select Application, and then Periods
   • Select Application, then Configuration, and then Periods
2. Select a period.
3. Under Actions, select Set Status, and then select Closed.

Locking Periods

To lock periods:

1. From Home, use one of the following navigation paths:
   • Select Application, and then Periods
   • Select Application, then Configuration, and then Periods
2. Select a period.
3. From **Set Status**, select **Locked**.

**Lock Through Date in Transaction Matching**

If you are using either the Account Analysis with Transaction Matching or the Balance Comparison with Transaction Matching formats, the matching activities for the profiles will be restricted for locked periods and have a "Locked Through Date".

The period end date for the latest locked period is the "Locked Through Date". Periods can be locked or unlocked in any order and there can be unlocked periods between locked periods. Therefore, the locked through date will be based on the latest locked period.

---

**Note:**

Transaction Matching Only profiles will not have a locked through date.

Here's an example of a Locked Through Date of 31-Mar-2018:

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>Lock Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 18</td>
<td>01-Jan-2018</td>
<td>31-Jan-2018</td>
<td>Locked</td>
</tr>
<tr>
<td>Feb 18</td>
<td>01-Feb-2018</td>
<td>28-Feb-2018</td>
<td>Locked</td>
</tr>
<tr>
<td>Mar 18</td>
<td>01-Feb-2018</td>
<td>31-Mar-2018</td>
<td>Unlocked</td>
</tr>
</tbody>
</table>

In the above example, if the user locks the March period, the "Locked through date" will be 31-Mar-2018.

If the user unlocks February, the "Locked through date" will continue to be 31-Mar-2018.

**Restrictions for Transaction Matching Transactions**

If you try to perform any of the following actions and the Accounting Date for Transaction Matching transactions is before the "Locked Through Date", you will receive an error message that the Administrator needs to unlock the period(s):

- Import Transaction Matching transactions
- Delete Transaction Matching transactions
- Unmatch a matched set that has an adjustment

If you try to perform any of the following actions on a closed reconciliation, and the Accounting Date for Transaction Matching transactions is after the "Locked Through Date" you will receive a warning message prompting you to confirm if you want to reopen the reconciliation:

- Delete Transaction Matching transactions
- Unmatch a matched set that has an adjustment
Checking for Missing Reconciliations

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

There are various reasons you could have missing reconciliations:

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

Inactive profiles are not considered when you check for missing reconciliations. 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.

To check for missing reconciliations:

1. From the Home page, select **Application**, and then **Periods**, and then select a period.
2. Under **Actions**, select **Check for Missing Reconciliations**.
3. To view the missing reconciliations in Excel, click the **Export to Excel** icon.
4. Select a directory for the Excel file, and then click **Save**, and then **Close**.

To watch a video on Checking for Missing Reconciliations, click this link: [Viewing Period History]

Viewing Period History

To view period history:

1. From Home, select **Application**, then **Configuration**.
2. Select the **Periods** tab on the left.
3. Double-click a period to open the Edit Profile.
4. On the Edit Profile, select the **History** tab. The History tab displays all actions performed on the selected period, including the dates, and old and new values.
Editing Periods

You can edit a period if a calendar row is selected if the period is pending or open.

To edit a Period:

1. From Home, select **Application**, then **Configuration**, and then **Periods**.
2. Select a Period, and then click **Edit**.
   
   You can edit the Calendar, Start Date, Open Date, Close Date, and Frequency check boxes. However, you can't edit the Calendar value for the base calendar.
3. Make edits.

Deleting Periods

You can delete a period if a calendar row other than the Base calendar is selected if the period is pending or open.

A validation error message is displayed if you attempt to delete a calendar that is assigned to an organizational unit.

To delete a Period:

1. From Home, select **Application**, then **Configuration**, and then **Periods**.
2. Select a Period, and then click **Delete**.
Defining Formats

**Related Topics**
- Learning About Formats
- Using Standard Formats
- Creating Formats
- Deleting Formats
- Working With Format Rules
- Specifying Format Instructions
- Adding Format Attributes
- Specifying Format Questions

**Learning About Formats**

Formats for reconciliations are selected or designed by the Service Administrator. Reconciliation formats determine what reconciliations will look like, and the type of information that preparers and reviewers can enter.

Formats are completely customizable. A library of standard formats is available, or Service Administrators can build custom formats from scratch.

Format design impacts reconciliations by defining the following areas:
- The information presented in the Balance Summary section
- The types of transactions that exist within the reconciliation, as well as the attributes associated with these transactions and the rules governing who can edit the values of these attributes
- The business rules impacting the reconciliation, including auto reconciliation routines and certain preventive controls that are designed to ensure reconciliations are complete and conform with policies

Formats are designed to evolve. You can start with one set of formats, and then modify formats over time as your business changes, or as you become aware of new or different risks. Every month when you create your reconciliations from your account profiles, a snapshot of the existing formats is taken. The snapshot copies retain the historical format with the reconciliation. As you make changes to your Format designs, the historical reconciliations continue to appear just the same as they did on the date they were created.

**Restrictions on Changing or Deleting Formats**
- Formats cannot be changed on existing reconciliations. First, delete the reconciliation, then change the format on the profile, and then copy the changed profile into the period. The system calculates the Adjustments to Source System and Adjusted Source System Balance, and subtracts one from the other to calculate the Unexplained Difference. If there is an Unexplained Difference, the
The preparer uses the **Explained Balance** and **Adjustments** tabs to record any adjustments to get the unexplained difference down to zero.

- You cannot delete formats that are assigned to profiles. Remove the format from the profiles, and then delete it. You can delete formats that are assigned to reconciliations. Reconciliations point to a snapshot of the format; not to the format itself.

- You cannot delete the Short Description on the Format since it is a required field and there are navigation links in the reconciliation that are dependent on it. You can rename it if needed, but it cannot be deleted.

**Reconciliation Compliance Formats**

All Reconciliation Compliance formats are based on one of three methods: **Account Analysis**, **Balance Comparison**, or **Variance Analysis**.

- The **Account Analysis** method is used for accounts that have no comparative balance. From the **Source System Beginning Balance**, preparers justify the account balance by entering the list of items that should be comprising the ending balance, such as prepaids, accruals, reserves, and intangibles, into the reconciliation. This list of transactions is called the **Explained Balance**. If there is an **Unexplained Difference**, the preparer uses the **Explained Balance** and **Adjustments** tabs to record any adjustments to get the unexplained difference down to zero.

- The **Balance Comparison** method justifies the balance to be reconciled by comparing this balance to a balance from another source such as a subledger, a bank statement, a report, or any other external system. When a preparer reconciles an account using this format, the **Source System Balance**, the **Subsystem Balance** and the **Difference** between the two are displayed. If there is a difference, the preparer must record an adjustment on the **System Adjustments** or **Subsystem Adjustments** tabs. The system calculates the **Adjustments to Source System** and **Adjusted Source System Balance**, and subtracts one from the other to calculate the **Unexplained Difference**.

- The **Variance Analysis** method ensures balance fluctuations are monitored and explained if certain thresholds are exceeded. Variance Analysis compares balances across periods such as month over month or quarter over quarter. When a preparer reconciles an account using this format, they provide an explanation for the variance amount and send for review. At a higher level, a power user or administrator can look at summary reconciliations that roll up this information.

---

**Note:**

For variance analysis, the **Unexplained Difference** is calculated by taking the **Current Period Balance** and subtracting the **Variance Period Balance** and the **Variance Explanations**.
## Transaction Matching Formats

All Transaction Matching formats are based on one of three methods: **Account Analysis With Transaction Matching**, **Balance Comparison With Transaction Matching**, or **Transaction Matching Only**.

- **Account Analysis With Transaction Matching**: This method is used to match transactions within a single data source, for example, for debit and credit matching.

- **Balance Comparison With Transaction Matching**: This method is used to match transactions between source system and sub systems.

- **Transaction Matching Only**: This method is used when you are only using Transaction Matching and not using period end reconciliations.

See [Creating Formats](#) and [Using Standard Formats](#) for more information on formats.

### Formats for Group Reconciliations

For information about defining formats for group reconciliations, see [Administrator Set Up Tasks for Group Reconciliations](#).

### Watch Learn About Formats Video

Click this link to watch a video:
Using Standard Formats

Sample formats are provided to save time in configuring. You can edit or remove any of the standard formats.

Formats for Reconciliation Compliance

The standard formats have been created at the Account type level and include common accounts types, for example: Accounts Payables, Account Receivables, and Accruals.

In addition to the formats by Account type, there are also two tracking only format variations. These formats can be used for reconciliations where the work is still being performed in Microsoft Excel based reconciliations and the results are uploaded for tracking:

- The "Tracking Only" format allows only uploading the spreadsheet.
- The "Tracking with Reconciling Items" format supports uploading a spreadsheet and documenting any reconciling items. This approach can be useful if you want to report on the magnitude of reconciling items across all reconciliations.

The method column indicates whether the format uses a Balance Comparison, Account Analysis or a Variance Analysis method:

- The "Balance Comparison" method is appropriate for accounts where the balance is validated by comparing it to another balance.
- The "Account Analysis" method requires preparers to explain or justify the balance.
- The "Variance Analysis" method requires preparers to explain or justify the variance between balances across periods.

The "Prior Period Balance" and the "Net Activity" are not displayed across our Standard formats. If your policies or preferences require the display of this information, change this configuration by clearing the "Hide" checkbox.

The design for reconciliation transactions including Source System Adjustments, Subsystem Adjustments, and Explained Balance Transactions has been simplified. Review these configurations and change them as needed to match your policies and preferences.

Formats for Transaction Matching

Formats are associated with a Match Type in Transaction Matching and the Match Type has to have been created before you define formats and then profiles.

There are three format methods that you can use for Transaction Matching:

- The "Balance Comparison with Transaction Matching" method is appropriate for accounts where the balance is validated by comparing it to another balance.
- The "Account Analysis with Transaction Matching" method requires preparers to explain or justify the balance.
• The “Transaction Matching Only” method is used when you are not using period end reconciliations but need to match transactions.

Watch Using Standard Formats Video

Click this link to watch the video:

Creating Formats

Creating a New Format for Reconciliation Compliance

To create a new customized format:

1. From Home, click Application, then Configuration, and then Formats.
2. Click New (+).
3. In the Properties tab, enter:
   • Name
   • Description
   • Method

   – Account Analysis—Source System Beginning Balance and Net Activity enable you to measure the change in an account from the last reconciliation performed for the account.

   The balance in the general ledger is substantiated through a listing of transactions that should comprise the ending balance. This list of transactions is called the Explained Balance, and it is compared to the General Ledger Balance. If there is a Difference, the preparer uses the Explained Balance and Adjustments tabs to record adjustments to get the unexplained difference down to zero. Examples of accounts include prepaids, accruals, reserves, and intangibles. The key to a high-quality account analysis is to ensure that the list of explained balance transactions includes sufficient detail to justify all items.

   In the Label column, assign descriptive names. The label names are displayed in the Balance Summary section of reconciliations.

   – Balance Comparison—The balance in the general ledger can be substantiated by comparing it to a balance from another source. That source might be a subledger, a bank statement, a system report, or a spreadsheet containing a complex calculation.

   When a preparer reconciles an account using this format, the Source System Balance, the Subsystem Balance, and the Difference between the two are displayed. If there is a difference, the preparer must record an adjustment on the System Adjustments or Subsystem Adjustments tabs.

   The system then calculates Adjustments to Source System and Adjusted Source System Balance, and subtracts those two to calculate the Unexplained Difference.

   In the Label column, assign descriptive names.
Select **Hide** to exclude rows from the reconciliation. For example, if the Subsystem Balance can never be wrong, on the Properties tab, hide Adjustments to Subsystem and Adjusted Subsystem Balance to prevent users from adding these types of transactions.

- **Variance Analysis**—For a given period, the **Balance Summary** is compared to an earlier time period’s balance and the difference between the two requires an explanation. The **Unexplained Difference** is calculated

For variance analysis, unexplained difference = current period balance - variance period balance - variance explanations

When a preparer reconciles an account using this format, the **Current Period Balance**, the **Variance Period Balance**, and the **Difference** between the two are displayed. If there is a difference, the preparer must provide an explanation.

- Select the **Display Account ID As** option:
  - **Concatenated String**
  - **Individual Segments**
- **Require 0 unexplained difference**

Depending on the chosen method of reconciliation, the reconciliation calculates the **Unexplained Difference** as:

- **For Account Analysis Formats**: The Source System Balance, less the Explained Balance, and less the Adjustments.
- **For Balance Comparison Formats**: The Source System Balance, less the Subsystem Balance, less the Adjustments to Source system, and less the Adjustments to Subsystem.
- **For Variance Analysis Formats**: The Current Period Balance, less the Variance Period Balance and less the Adjustments.

Administrators can specify whether the format requires a 0 unexplained difference. If it does, the preparer can't submit the reconciliation for review until adjustments are created for the full difference between the source system balance and the explained/subsystem balance.

- An administrator can use the **Enable Amortization/Accretion** checkbox to control whether users are allowed to amortize adjustments in the Adjustments tab. This means that users will instead post to the GL correctly and amortize only on the Balance Explanations tab the following month. The checkbox is available for the Account Analysis method on the Balance Explanations and Adjustments tabs and is available for the Balance Comparison method on the System Adjustments and Subsystem Adjustments tabs.

**Creating a New Format for Transaction Matching**

To create a new customized format:

1. From Home, click **Application**, then **Configuration**, and then **Formats**.
2. Click **New (+)**.
3. In the Properties tab, enter:
   - **Name**
• Description

• Method
  – Account Analysis With Transaction Matching
  – Balance Comparison With Transaction Matching
  – Transaction Matching Only —Use this method if you are not using period end reconciliations.

• Select the Display Account ID As option:
  – Concatenated String
  – Individual Segments

• Select a Match Type from the drop down list. Formats must be linked to a match type. The drop down list contains match types based on the format method:
  – Account Analysis With Transaction Matching formats will list Match Types that have only Source System sources.
  – Balance Comparison With Transaction Matching formats will list Match Types that have both Source System and Sub System sources.
  – Transaction Matching Only formats will list Match Types.

• Require 0 unexplained difference
Depending on the chosen method of reconciliation, the reconciliation calculates the Unexplained Difference as:
  – For Account Analysis With Transaction Matching Formats: The Source System Balance, less the Explained Balance, and less the Adjustments.
  – For Balance Comparison With Transaction Matching Formats: The Source System Balance, less the Subsystem Balance, less the Adjustments to Source system, and less the Adjustments to Subsystem.

Administrators can specify whether the format requires a 0 unexplained difference. If it does, the preparer can't submit the reconciliation for review until adjustments are created for the full difference between the source system balance and the explained/subsystem balance.

Note:
The Require 0 unexplained difference is not available for Transaction Matching Only formats.

• Under Balance Summary, you can use the Label column to assign descriptive names. Select Hide to exclude rows from the reconciliation. For example, if the Subsystem Balance can never be wrong, on the Properties tab, hide Adjustments to Subsystem and Adjusted Subsystem Balance to prevent users from adding these types of transactions.
Deleting Formats

You cannot delete formats that are assigned to Profiles. Remove the format from the profiles, and then delete it. You can delete formats that are assigned to reconciliations. Reconciliations point to a snapshot of the format, not to the format itself.

To delete formats:

1. From Home, click Application, then Configuration, and then Formats.
2. Select a format, and then click Delete.
3. Click Yes to the question, "Are you sure you want to delete the format (NAME)."

Working With Format Rules

Format rules affect reconciliation workflow, the requirement for reconciliation attachments, or the value of profile/reconciliation attributes. The rules are displayed on the Profile Rules tab in read-only form.

Rules evaluate transaction conditions only if the accompanying reconciliations already exist.

Available rules:

See Order of Precedence for Auto Reconciliation and Rules.

- Auto Approve Reconciliation—Automatically completes specified approvals only if specified conditions have been met.

Examples of conditions that could apply to this rule:

- The balance is outside a specified range.
- The balance fluctuates more than a specified amount or percentage from some prior period.
- The prior reconciliation has transactions or other conditions meeting specified criteria.
- Attributes have specified values (including calculated attributes).

When conditions are satisfied, the specified reviewer levels are marked complete, and workflow progresses to the next level, or the workflow is closed if no additional review levels exist.

This rule can be rerun.

To monitor which roles have been automatically completed via Format or Profile Rules, perform the following steps:

1. From the Reconciliations screen, click Actions, and then Select Columns
2. Select Auto Submitted to indicate that a Rule was automatically run, and the reconciliation was submitted.
3. Select **Auto Approved (Level 1)** to indicate that a Rule was used to automatically complete that role.

For example, if you have configured a Rule for the Reviewer 1 role to automatically approve when Unexplained Difference is 0.00, the column called **Auto Approved (Level 1)** will indicate that a Rule was used to automatically complete that role. On a related note, reconciliations that have been automatically reconciled using an Auto Reconciliation method will still remain as separate columns indicating if the reconciliation was Auto Reconciled and which Auto Reconciliation Method was used.

- **Auto Submit Reconciliation**—Automatically submits a reconciliation if specified conditions are met. Runs when Reconciliation status changes to Open with Reviewer.

Examples of conditions that could apply to this rule:

- The balance is outside a specified range.
- The balance fluctuates more than a specified amount or percentage from some prior period.
- The prior reconciliation has transactions or other conditions meeting specified criteria.
- Attributes have specified values (including calculated attributes).

When conditions are satisfied, the specified reviewer levels are marked complete, and workflow progresses to the next review level, or the workflow is closed if no additional review levels exist.

This rule can be rerun.

- **Prevent Reconciliation Approval**—Prevents approval of a reconciliation based on attribute values, or other characteristics.

- **Prevent Reconciliation Submission**—Prevents submission of a reconciliation based on attribute values, or other characteristics.

- **Require Reconciliation Attachment**—Prevents submission of a reconciliation if an attachment has not been added to the main attachments section of the reconciliation; conditions may be established based on attribute values, or other characteristics that specify when the attachment is required.

Example: Set the Preparer Duration based on the period frequency. The rule configuration supports when to set the value: "Before profile is copied to the period".

- **Prevent Reconciliation Rejection**—This rule prevents rejection by a reviewer under certain conditions. This rules runs when a Reviewer click **Reject**.

- **Require Reconciliation Attachment**—Prevents submission of a reconciliation if an attachment has not been added to the main attachments section of the reconciliation; conditions may be established based on attribute values, or other characteristics that specify when the attachment is required.

Example: Set the Preparer Duration based on the period frequency. The rule configuration supports when to set the value: Before profile is copied to the period.

- **Send Email on Update**—This rule sends emails when a reconciliation is saved based on certain conditions being met. This rule runs when a preparer clicks **Save**.
To work with format rules:

1. From Home, click Application, then Configuration, and then Formats.
2. Double-click a format.
3. On Edit Format, select the Rules tab. You can view the following information:
   - **Order**—The order of precedence. See Order of Precedence for Auto Reconciliation and Rules
   - **Rule**—Name of the Rule.
   - **Conditions**—The choice of what conditions must exist before running the rule.
4. To create, edit, duplicate, delete, or reorder a rule, on the Rules tab, click the appropriate button and, if necessary, update the following:
   - **Rule**—Select a rule.
   - **Description**—Optional. Explain why you configured the rule and how the rule should be used.
   - **Message** (on some rules):
     - **Message to Preparer**—Define an optional message to the preparer on the prevent reconciliation submission rule and require reconciliation attachment rules.
     - **Message to Reviewer**—Define an optional message to the preparer on the prevent reconciliation approval rule.
   - **Reviewer Level**—Select All Levels to apply the rule to all reviewer levels or select specific reviewer levels individually. At least one reviewer level must be selected.
   - Select Create Filter and populate the conditions section or select Use Saved Filter, and then select a filter. The filter you select and configure for the rule determines the conditions that trigger the rule to apply.
   - **Condition**—
     - If you select Use Saved Filter, the Conditions section displays a read-only version of the conditions associated with the saved filter.
     - If you select Create Filter, the Condition section is enabled.
     Conjunction, Source, Attribute, Operand, and Value behave as they do for the existing advanced filter feature. When creating filters, you can use these attributes:
     * Any Reconciliation or Transaction attribute, including calculated attributes that are classified as Reconciliation and Transaction attributes
     * Period Frequency
Order of Precedence for Auto Reconciliation and Rules

This topic explains the order of precedence when auto reconciliation and rules are run. At a high level, here is the processing order:

1. Auto reconciliation method - See Auto Reconciliation Methods in Creating Profiles
2. Reconciliations closed by the three auto reconciliation methods (No activity, Balance within range, Balance within range and no activity), copy transactions/comments from prior reconciliation
3. Rule execution
   a. Copy transactions rules
   b. Set attribute rules, if applicable
   c. Auto submit/approve rules

Order of Precedence Rules

Successfully executing a rule in Oracle Account Reconciliation may prevent a later rule from being invoked. For example, if a customer assigns an auto-reconciliation rule to a reconciliation, and the auto-reconciliation succeeds, then any rule tied to the Submit function (such as require reconciliation attachment) would never be invoked.

Table 5-1  Order of Precedence Rules

<table>
<thead>
<tr>
<th>Rule</th>
<th>Rule Type</th>
<th>Runs When</th>
<th>Precedence Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Approve Reconciliation</td>
<td>Format/Profile Rule</td>
<td>Reconciliation status changes to Open with Reviewer.</td>
<td>If multiple Auto Approve rules are configured, then the success of any rule causes the reconciliation to be automatically approved.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>During post-processing of data loads, to handle cases where the rule is based on balance conditions that may be satisfied as a result of the data load process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This rule can be rerun.</td>
<td></td>
</tr>
<tr>
<td>Auto Submit Reconciliation</td>
<td>Format/Profile Rule</td>
<td>Reconciliation status changes from Pending to Open with Preparer.</td>
<td>The Copy Transactions Rule is processed before the Auto Submit Reconciliation Rule is evaluated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>During post-processing of data loads, to handle cases where the reconciliation is already open, but conditions are satisfied as a result of the data load process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This rule can be rerun.</td>
<td></td>
</tr>
</tbody>
</table>
### Table 5-1  (Cont.) Order of Precedence Rules

<table>
<thead>
<tr>
<th>Rule</th>
<th>Rule Type</th>
<th>Runs When</th>
<th>Precedence Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Transactions</td>
<td>Format Transaction Rule</td>
<td>Reconciliation status changes from Pending to Open with Preparer. This rule can be rerun.</td>
<td>The Copy Transactions Rule is processed before the Auto Submit Reconciliation Rule is evaluated.</td>
</tr>
<tr>
<td>Prevent Amount Edit</td>
<td>Format Transaction Rule</td>
<td>When Preparer accesses the Transaction Detail dialog box.</td>
<td>When the conditions associated with the rule are met, the Preparer cannot edit the transaction amount through the application (the amount attribute is disabled, and any override features for calculated amounts are also disabled). In addition, import validations prevent editing the Amount through import.</td>
</tr>
<tr>
<td>Prevent Reconciliation Approval</td>
<td>Format/Profile Rule</td>
<td>Approver clicks Approve</td>
<td>Rules triggered when the Approver clicks Approve. Can be evaluated in any order. If any rule succeeds, then the Approve function is prevented.</td>
</tr>
<tr>
<td>Prevent Reconciliation Submission</td>
<td>Format/Profile Rule</td>
<td>Preparer clicks Submit.</td>
<td>Rule triggered when the preparer clicks Submit. Can be evaluated in any order (the order is irrelevant). If any rule succeeds, then the Submit function is prevented.</td>
</tr>
<tr>
<td>Prevent Reconciliation Rejection</td>
<td>Format/Profile Rule</td>
<td>Reviewer clicks Reject.</td>
<td>Rule prevents rejections unless user fills in certain fields. This gives the preparer more information on how to correct.</td>
</tr>
</tbody>
</table>
## Specifying Format Instructions

Administrators provide instructions on how to use the format. These instructions can include text-based instructions, URLs, attached files, or links to files in document repositories. These instructions are merged with profile instructions and presented on the reconciliation.

To specify instructions:

1. From Home, click **Application**, then **Configuration**, and then **Formats**.

### Table 5-1  (Cont.) Order of Precedence Rules

<table>
<thead>
<tr>
<th>Rule</th>
<th>Rule Type</th>
<th>Runs When</th>
<th>Precedence Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevent Transaction Delete</td>
<td>Format Transaction Rule</td>
<td>Preparer clicks transaction Delete</td>
<td>Rule triggered when the preparer clicks <strong>Delete</strong>. Can be evaluated in any order. If any rule succeeds, then the Delete function is prevented.</td>
</tr>
<tr>
<td>Prevent Transaction Save</td>
<td>Format Transaction Rule</td>
<td>Preparer clicks transaction Save</td>
<td>Rules triggered when the preparer clicks the transaction <strong>Save</strong>. Can be evaluated in any order (the order is irrelevant). If any rule succeeds, then the Submit function is prevented.</td>
</tr>
<tr>
<td>Require Transaction Attachment</td>
<td>Format Transaction Rule</td>
<td>Preparer clicks transaction Save</td>
<td>Rules triggered when the preparer clicks the transaction <strong>Save</strong>. Can be evaluated in any order. If any rule succeeds, then the Submit function is prevented.</td>
</tr>
<tr>
<td>Require Reconciliation Attachment</td>
<td>Format/Profile Rule</td>
<td>Preparer clicks <strong>Submit</strong></td>
<td>Rule triggered when the preparer clicks <strong>Submit</strong>. Can be evaluated in any order. If any rule succeeds, then the Submit function is prevented.</td>
</tr>
<tr>
<td>Send Email On Update</td>
<td>Format/Profile Rule</td>
<td>Users updates attributes on a reconciliation and pre-existing conditions are met.</td>
<td>Rule triggered when the user updates attribute values in the Reconciliation dialog when certain conditions associated with this rule have been satisfied.</td>
</tr>
<tr>
<td>Set Attribute Value</td>
<td>Format/Profile Rules</td>
<td>According to <strong>Run When</strong> attribute configuration: Profile attribute: Before profile is copied to period. This rule can be rerun.</td>
<td></td>
</tr>
</tbody>
</table>
2. In New Format or Edit Format, select the Instructions tab.

3. In Instructions, enter instruction text.

To add a reference:

1. From Home, click Application, then Configuration, and then Formats.
2. Select a format, and select the Instructions tab
3. In the References section, click Add (+).
4. In Type list, select a type:
   - Local File
     Click Browse to select and attach the file, enter a Name, and then click OK.
     The file size is specified in System Attributes.
   - URL
     Name the URL, and then enter it, for example: Oracle, http://www.oracle.com, and then click OK.

Tip:
To delete a reference, select it, and then click Delete.

Adding Format Attributes

Format attributes affect the overall reconciliation and enable capture of additional information, such as Time to Prepare, or Time to Review. Format attributes appear in the Reconciliation dialog, on the Summary tab, under Additional Attributes.

To add an attribute assignment:

1. From Home, click Applications, then Configuration, and then Formats
2. In New Format or Edit Format, select the Attributes tab.
3. Select Add.
4. On the Add Attribute Assignment dialog box, enter:
   - Attribute:
     Select one: See Creating Attributes.
   - Type:
     This non-editable field is populated by the Attribute.
   - Value:
     Select a value associated with the type of attribute, for example: a numeric value for Formatted Number attribute, a List for List attribute, a name of a person for User attribute, or Yes or No for the Yes/No attribute.
   - Access
     All roles have view access unless otherwise specified in the table below.

To add an access, for each of the Text Box and Attachments tabs:
a. Click Add.

b. Select a role.

c. Select one of the Role access types:

   - **Text Box**:
     * **Do Not Display**—Does not see this attribute on the Reconciliation List or in any of the dashboards, list views, or reports.
     * **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
     * **Required**—Requires a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, Preparers are prevented from submitting, and Approvers are prevented from approving.

   - The **Multi-Line Text Box** has 2 access tabs:
     * **Text Box tab**:
       * **Do Not Display**—Does not see this attribute on the Reconciliation List or in any of the dashboards, list views, or reports.
       * **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
       * **Required**—Requires a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, Preparers are prevented from submitting, and Approvers are prevented from approving.
     * **Attachments tab**:
       * **Do Not Display**—Does not see this attribute on the Reconciliation or in any of the dashboards, list views, or reports.
       * **Add & Remove**—Has the ability to add files and remove files that they themselves added, but subject to the editability rules.
       * **Required**—Requires the Preparer or Reviewer to attach at least one file. The Required option is only available for Preparers and Reviewers. Until a file is attached, Preparers are prevented from submitting, and Approvers are prevented from approving.
       * **Add & Remove All**—Can add their own files, remove their own files, and also remove files added by other roles.

   d. Click OK.

5. The Rules tab defines rules for the attribute being assigned.

   The Format Attribute rule runs when the specified conditions are met:
### Table 5-2 Format Rules

<table>
<thead>
<tr>
<th>Rule</th>
<th>Runs When</th>
<th>Rule Type</th>
<th>Precedence Notes</th>
</tr>
</thead>
</table>
| Set Attribute Access | This rule gets evaluated (not run) whenever the attribute associated with the rule can be updated (through the user edits, or through import) | Format / Profile Attribute Rule | Rules that trigger different access levels can be configured. When this condition occurs, access is as follows:  
- Hide  
- Required  
- Edit  
- Read Only |

---

### Specifying Format Questions

Administrators can configure certification questions that the preparer must respond to before they can submit the reconciliation for review. For example, if your policy requires that the user clear adjustments within 60 days, consider adding a certification question that asks, "Have you cleared all adjustments older than 60 days? – Yes or No". Administrators can add unlimited certification questions as needed for each Format.

To specify questions:

1. From Home, click **Application**, then **Configuration**, and then **Formats**
2. In **New Format**, select the **Questions** tab.
3. Click **New**.
4. In **New Question**, in **Question**, enter your question text.
5. In **Type**, select a question type:
   - **Date**
   - **Date/Time**
   - **Integer**
   - **List**
     Enter a list of valid responses to the question.
   - **Multi-Line Text**
     The maximum length of a question should be less than 1,000 characters.
     Select **Multi-Line Text**, then enter the **Number of Lines**, from 3 to 50 lines. Multi-Line Text determines how many lines of text are visible, without scrolling, on the Actions dialog boxes.
     For Multi-Line text type: **Select Include Attachments** if you want the custom attribute to include an attachments section on the Reconciliation Actions dialog box.
   - **Number**
     If you select Number, select number formatting options:
     - For **Decimal Places**, enter a value for the number of decimal places to display.
– Select the Thousands Separator option if you want numbers to display a thousands separator (for example, 1,000.00)
– From the Currency Symbol list, select a currency symbol, for example, Dollars ($).
– From the Negative Number list, select how to display negative numbers, for example, (123).
– From the Scale list, select a scale value for numbers, for example, 1000.

• True/False
• Text
• User
• Yes/No

6. Assign a Role. The purpose of assigning a role is to determine which role can answer your question:
• Administrator
• Commentator
• Power User
• Preparer
• Reviewer (with separate roles for each Reviewer level currently in use in the application)
• Viewer

**Note:**

When re-ordering questions, you can only re-order within a role.

7. If the Required check box is selected for Preparers or Reviewers, users can close a reconciliation without answering their questions, but they cannot Submit or Approve.

**Note:**

The Required check box is enabled for Questions assigned to Preparer and Reviewer questions.

8. Click OK.

9. **Optional:** To change the order of questions, select a question, then select Actions, and then Move to Top, Move Up, Move Down, or Move to Bottom.

**Tip:**

To edit a question, select it, and then click Edit. To remove a question, select it, and then click Delete.
Working with Profiles

Related Topics

- Defining Profiles
- Creating Profiles
- Creating Profiles for Variance Analysis
- Creating Profile Instructions
- Assigning Profile Workflows
- Specifying Profile Currencies
- Specifying Profile Access
- Specifying Profile Attributes
- Working With Profile Rules
- Viewing Profile History
- Adding Accounts
- Using Excel CSV Files for Profiles
- Importing Profiles
- Exporting Profiles
- Using the Profile Actions Panel
- Copying Profiles to Period
- Duplicating Profiles

Defining Profiles

Profiles are one of the most important objects within Account Reconciliation and are created for both Reconciliation Compliance and Transaction Matching.

Profiles are the pre-cursors to reconciliations. They contain functions like the current preparer and reviewer assignments, account descriptions, instructions, format assignments, risk ratings. One profile will exist for each reconciliation performed. Each month, reconciliations are created from profiles by Administrators. The process of creating reconciliations from profiles causes a snapshot of the profiles to be taken and stored along with the reconciliations. Over time, profile configurations may change. However, the profile information stored with the reconciliations is never impacted by these changes.

For Reconciliation Compliance, one set of profiles may be created and used for both Account Analysis or Balance Comparison methods. To perform a Variance Analysis, you need to create a separate set of profiles however, Variance Analysis profiles can be used in the same periods as profiles using the other methods.
For Transaction Matching, one set of profiles may be created and used for both Account Analysis with Transaction Matching or Balance Comparison with Transaction Matching methods. To use the Transaction Matching Only method, you need to create a separate profile.

Administrators and authorized power users can update profiles and reconciliations to change user assignments and attributes used for reporting. Attributes that affect the type of reconciliation being performed (including formats and currency bucket configuration) cannot be changed on reconciliations. If changes must occur, the reconciliation must be deleted, and the changes must be applied to the profile directly. Then, the profile can be copied again to the period. A new reconciliation is created, which is a snapshot of the new profile configuration.

Profiles can be created manually or imported from a spreadsheet.

The copy-to-period function can occur in the Periods dialog box and in the Profile List View.

Watch Creating Profiles Video

Click this link to watch a video:

Creating Profiles

To create profiles for Account Analysis or Balance Comparison methods:

1. From Home, select Application, and then Profiles.
2. Click New (+) to create a New Profile.
3. On the Properties tab, enter:
   • Account ID—The combination of segment values must be unique across profiles. The number of segments available is defined in system settings.
   • Profile Name—A second way to identify the profile. Names do not need to be unique. As a best practice, Oracle suggests using the name associated with the natural account segment and some other descriptor that identifies ownership of or responsibility for the profile.
   • Description
   • Active—Selected by default for profiles manually entered or imported. Clear this check box if you do not want this profile copied to a period.
   • Summary Profile—if selected, then the Profile is a Summary Profile. The Auto-Reconciliation configuration section is removed, and you can't edit balances.
   • Included Accounts—This section enables administrators and power users to assign profiles to summary profiles. Non-summary profiles can be selected for addition to a summary profile.
   • Organizational Unit — Represents a hierarchical entity-type structure that you can use to model your organization. Define a separate organizational unit for each entity for which separate reporting is required, or for entities that require different configurations for any of the following: holidays, work days, or
viewer or commentator assignments. Organizational Units are defined in system settings.

- **Format**—Associates the profile with a format created by an administrator, determining the method of reconciliation and the information that the preparer must provide.

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

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

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

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

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

- In **Auto-Reconciliation Methods**, select a method that describes the conditions that must be true for reconciliations configured with the auto-reconciliation method to qualify for auto-reconciliation. If any conditions are false, then auto-reconciliation fails, and the reconciliation status is set to Open so that the Preparer can manually prepare the reconciliation (for more information about auto-reconciliation failures, see **Reason Codes for Auto-Reconciliation Failures**):
  - **For Account Analysis and Account Analysis with Transaction Matching**:
    - **Balance is zero** required conditions:
      - * If an account analysis format is assigned to the profile, then the profile can be enabled for the “Account has a 0 Balance” auto-reconciliation method.
      - * If the balance associated with the reconciliation for a given period is 0, then the reconciliation is prepared and reviewed automatically for that period.
      - * If the balance is not 0, then the reconciliation must be manually prepared and reviewed.
    - **Balance is zero and no activity** required conditions:
      - * The Source System Balance is zero.
      - * Source System Balance is the same as the Prior Reconciliation Source System Balance.

  **Note:**
  This last condition also means that a previous reconciliation source system balance must exist.
When Auto-Reconciliation succeeds, the reconciliation status is set to Closed.

* **No activity** required conditions:
  * If a previous reconciliation exists, the following conditions must be met:
    * The prior reconciliation status must be Complete.
    * The prior reconciliation Source System balance must be the same as the current reconciliation Source System balance.
    * The prior reconciliation format must be the same as the current reconciliation format
      Specifically:
      a. The Format ID used to create both the current and prior format instances must be the same.
      b. The current format instance must not contain mandatory attributes that do not exist in the prior format instance.
  * If a previous reconciliation does not exist, then the prior reconciliation Source System balance is presumed to be zero:
    * If the current period's Source System Balance is also zero, then the reconciliation will be auto-reconciled.
    * If the current period's Source System balance is not zero, then the reconciliation will not auto reconcile.

When Auto-Reconciliation succeeds:

* The reconciliation status is set to Closed
* Explained Balance and Source System Adjustment transactions are copied from the prior reconciliation to the current reconciliation:
  * File Attachments and Comments associated with the transaction are copied
  * Age is recalculated by subtracting the Open Date from the new period end date (the period the transaction is being copied into)
  * The Aging Violation for that transaction is set if the age is greater than the Authorized age
  * The Aging Violation flag for the Reconciliation is set if one or more transactions of each type have an aging violation
  * Comments and Attachments that exist at the Reconciliation level are copied

* **Balance is within range** required conditions:
  * A prior reconciliation must exist and the status of this reconciliation must be Complete.
  * The prior reconciliation format must be the same as the current reconciliation format. Specifically, the format ID used to create both the current and prior format instances must be the same, and
the current format instance must not contain mandatory attributes that do not exist in the prior format instance.

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

When Auto-Reconciliation succeeds:
* The reconciliation status is set to Closed
* Explained Balance and Source System Adjustment transactions are copied from the prior reconciliation to the current reconciliation:
  * File Attachments and Comments associated with the transaction are copied
  * Age is recalculated by subtracting the Open Date from the new period end date (the period the transaction is being copied into)
  * The Aging Violation for that transaction is set if the age is greater than the Authorized age
  * The Aging Violation flag for the Reconciliation is set if one or more transactions of each type have an aging violation
  * Comments and Attachments that exist at the Reconciliation level are copied

* **Balance is within range and no activity** required conditions:
  * A prior reconciliation must exist and the status of this reconciliation must be Complete.
  * The prior reconciliation format must be the same as the current reconciliation format. Specifically, the format ID used to create both the current and prior format instances must be the same, and the current format instance must not contain mandatory attributes that do not exist in the prior format instance.
  * Source System Balance is greater than or equal to the Balance Range (Low).
  * The Source System Balance is less than or equal to Balance Range (High).
  * Source System Balance – Prior Reconciliation Source System Balance = 0; The range can be a negative number.

---

**Note:**

This last condition also means that a prior reconciliation source system balance must exist.

---

When Auto-Reconciliation succeeds:
* The reconciliation status is set to Closed
* Explained Balance and Source System Adjustment transactions are copied from the prior reconciliation to the current reconciliation:
  * File Attachments and Comments associated with the transaction are copied
  * Age is recalculated by subtracting the Open Date from the new period end date (the period the transaction is being copied into)
  * The Aging Violation for that transaction is set if the age is greater than the Authorized age
  * The Aging Violation flag for the Reconciliation is set if one or more transactions of each type have an aging violation
  * Comments and Attachments that exist at the Reconciliation level are copied

  – For Balance Comparison or Balance Comparison with Transaction Matching:
    * **Balance is zero** required conditions:
      * If a balance comparison format is assigned to the profile, then the profile can be enabled for the “Account has a 0 Balance” auto-reconciliation method.
      * If the balance associated with the reconciliation for a given period is 0, then the reconciliation is prepared and reviewed automatically for that period.
      * If the balance is not 0, then the reconciliation must be manually prepared and reviewed.

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

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

    > **Note:**
    
    For Balance Comparison format with No Activity, you can use a custom rule to obtain the correct results. For example, add a custom rule for Auto Submit Reconciliation with filter criteria: Difference (Reporting) equals 0 USD and Period Activity (Reporting) equals 0 USD.

    * **No activity** required conditions:

    > **Note:**
    
    For Balance Comparison format with No Activity, you can use a custom rule to obtain the correct results. For example, add a custom rule for Auto Submit Reconciliation with filter criteria.
* **Balance match (% Tolerance):** If a balance comparison format is assigned to the profile, then the profile can be enabled for the Balance Comparison where the Balances Match (% Tolerance) auto-reconciliation method.

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

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

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

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

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

* **Balances match (# tolerance):** The difference between the Source System Balance and the Subsystem Balance is less than or equal to a tolerance value; the tolerance value is specified on the profile. Enter the **Match Balance Threshold (Number)** tolerance amount.

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

- **Maximum Age Limits**—Enter the number of Day(s) for the maximum age of reconciliation transactions:
  - Reconciliation Adjustments (applies to Account Analysis and Balance Comparison methods)
  - Balance Explanations (applies to Account Analysis method)

  **Note:**

  **Aging Violation:** If a value is provided and the reconciliation contains transactions where the age of the items (calculated as Period End Date minus Transaction Open Date) is greater than the value provided, then the transactions are flagged as aging violations, and an aging violation warning is set on the reconciliation.

- **Manually Enter Balances**—Determine whether the source system or subsystem balances can be entered manually by the preparer on the reconciliation. Check these boxes only if balances are not being imported for the profile. Select one or both:
  - **Enter Source System Balances Manually** (applies to Account Analysis and Balance Comparison methods)
  - **Enter Subsystem Balances Manually** (applies to Balance Comparison method)
Reason Codes for Auto-Reconciliation Failures

The following table lists the reasons why certain accounts did not auto-reconcile:

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
<th>Applies to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity not zero</td>
<td>The activity of the reconciliation is not zero for the enabled currency buckets</td>
<td>Applies to reconciliations configured with the following auto reconciliation methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance is zero and no activity</td>
</tr>
<tr>
<td>Balance not zero</td>
<td>The balance of the reconciliation is not zero for the enabled currency buckets</td>
<td>Applies to reconciliations configured with the following auto reconciliation methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance is zero</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance is zero and no activity</td>
</tr>
<tr>
<td>Balance not within range</td>
<td>The balance of the account is not within the authorized range for the enabled currency buckets</td>
<td>Applies to reconciliations configured with the following auto reconciliation methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance is within range</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance is within range and no activity</td>
</tr>
<tr>
<td>Match tolerance exceeded</td>
<td>The difference between the source and subsystem balances exceeds the tolerance level authorized for the enabled currency buckets</td>
<td>Applies to reconciliations configured with the following auto reconciliation methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance match (% tolerance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance match (# tolerance)</td>
</tr>
<tr>
<td>No prior reconciliation</td>
<td>There is no prior reconciliation in existence</td>
<td>Applies to reconciliations configured with the following auto reconciliation methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance is zero and no activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance is within range and no activity</td>
</tr>
<tr>
<td>Prior reconciliation is not closed</td>
<td>A prior reconciliation exists for the account, but the status of the prior reconciliation is not closed</td>
<td>Applies to reconciliations configured with the following auto reconciliation methods:</td>
</tr>
<tr>
<td>Source system balance does not exist</td>
<td>No source system balances exist for the account/period</td>
<td>Applies to all auto reconciliation methods</td>
</tr>
<tr>
<td>Source system balance does not exist for all enabled currency buckets</td>
<td>Source system balances are missing for some of the reconciliation’s enabled currency buckets</td>
<td>Applies to all auto reconciliation methods</td>
</tr>
</tbody>
</table>
Table 6-1  (Cont.) Reasons Why Certain Accounts Did Not Auto-Reconcile

<table>
<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
<th>Applies to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsystem balance does not exist</td>
<td>No subsystem balances exist for the account/period</td>
<td>Applies to reconciliations configured with the following auto reconciliation methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance match (% tolerance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance match (# tolerance)</td>
</tr>
<tr>
<td>Subsystem balance does not exist for all enabled currency buckets</td>
<td>Subsystem balances are missing for some of the reconciliation's enabled currency buckets</td>
<td>Applies to reconciliations configured with the following auto reconciliation methods:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance match (% tolerance)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Balance match (# tolerance)</td>
</tr>
<tr>
<td>Transactions exist in the reconciliation</td>
<td>Transactions have been added to the reconciliation</td>
<td>Applies to all auto reconciliation methods</td>
</tr>
</tbody>
</table>

Creating Profiles for Variance Analysis

To create profiles for variance analysis:

1. From Home, select Application, and then Profiles.
2. Click New (+) to create a New Profile.
3. On the Properties tab, enter:

   • **Account ID**—The combination of segment values must be unique across profiles. The number of segments available is defined in system settings.

   • **Name**—A second way to identify the profile. Names do not need to be unique. As a best practice, Oracle suggests using the name associated with the natural account segment and some other descriptor that identifies ownership or responsibility for the profile.

   • **Description**

   • **Active**—Selected by default for profiles manually entered or imported. Clear this check box if you do not want this profile copied to a period.

   • **Summary Profile**—If selected, then the Profile is a Summary Profile.

   • **Organizational Unit** — Represents a hierarchical entity-type structure that you can use to model your organization. Define a separate organizational unit for each entity for which separate reporting is required, or for entities that require different configurations for any of the following: holidays, work days, or viewer or commentator assignments. Organizational Units are defined in system settings.

   • **Format**—Associates the profile with a format created by an administrator, determining the method of reconciliation and the information that the preparer must provide.

   • **Method**—The method associated with the format assigned to the profile.
• **Process**—Associates the profile with a specific reconciliation process, for example, the balance sheet reconciliation process or the local GAAP reconciliation process. Processes are defined in system settings.

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

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

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

• **Manually Enter Balances**—Determine whether the preparer enters the current period balances and/or the variance period balances. Check these boxes only if balances are not being imported for the profile. Select one or both:
  
  — **Enter current period balances**
  
  — **Enter variance period balances**

---

### Creating Profile Instructions

The **Instructions** tab inherits instructions configured on the format assigned to the profile, eliminating the need to provide instructions for each profile. Some profiles, however, do require extra instruction. Add the instructions as paragraphs of text, attached files, URLs, or links to files in document repositories.

To specify profile instructions:

1. From Home, click **Application**, and then **Profiles**.
2. In New Format or Edit Format, select the **Instructions** tab.
3. In **Instructions**, enter the instructions as paragraphs of text, attached files, URLs, or links to files in document repositories.
4. Optional: Under **References**, click **Add (+)**.
5. On the **Add Reference** dialog box, select the **Type** of reference:
   
   • **Local File**
     
     Click **Browse** to select and attach the file, enter a **Name**, and then click **OK**. The file size is specified in System Attributes.

   • **URL**
     
     Enter a Name for the URL, and then enter the URL, for example: Oracle, [http://www.oracle.com](http://www.oracle.com), and then click **OK**.

   **Tip:**

   To delete a reference, select it, and then click **Delete**.
Assigning Profile Workflows

The **Workflow** tab contains the preparer and reviewer assignments. Only users authorized for preparer and reviewer roles can be assigned these functions on a profile. The system prevents the same user from being assigned preparer and reviewer roles on the same profile, or the same user being assigned multiple reviewer roles.

Sometimes you may need to have levels of preparation or review for a reconciliation. An example is if members of an approval team might all need to approve a reconciliation but the order in which they approve does not matter. Now you can assign the profile workflow to all members of a team by using the **Require Action By** field **All Preparers** or **All Reviewers**.

Enter this information for the preparer:

- **User Name**—The user names available for selection as preparer are only those users authorized with the preparer role.
- **Backup User**—If you assigned a user for the primary preparer, you can assign a backup user authorized as a preparer:

  ![Note:]

  In Reconciliation Compliance, a backup preparer can prepare the reconciliation only when the primary's status is unavailable. In Transaction Matching, the backup preparer can act like the primary preparer and has access to the Transaction Matching tasks as if they are the primary preparer.

To assign a profile workflow:

1. From Home, select **Application**, and then **Profiles**.
2. Click **New (+)** to create a **New Profile**, and then click the **Workflow** tab.
3. Under **Preparer**, select the users who are to be assigned as the Preparer, and the Backup User.
   - a. Click **Search** to select the user for the role. The **First Name** and **Last Name** are populated.
   - b. Click **Details** to set the user's **Status** to Available, then click **Close**.
   - c. Optional: Click **Advanced** to enter a User ID, Email address or Description for the user.
   - d. Click **OK** to save the assigned Preparer or Backup User.
4. If you assigned a team as **Preparer**, you will see a **Require Action By** field and the default is **Any Preparer**. You can change that to **All Preparers** if you need all the members of a team to be involved in preparation.
5. Select a **Frequency**, if a profile contains a frequency that matches a frequency associated with a period, then the reconciliation is copied to the
period when the administrator uses the Copy to Period function. Frequency examples: Annually, Quarterly, Quarterly-US, Quarterly-Europe, and Monthly.

6. Select a **Start Day Offset** to determine the start date of the reconciliation. This negative or positive number determines the number of days before (if negative) or after (if positive) the period close date the reconciliation is authorized to begin.

7. Select **Schedule From** to determine what day the Start Day Offset relates to. (for example, the Close date or End Date)

8. Select the **Duration**. This is added to the start date to calculate the preparer due date.

9. Under **Reviewers**, click **New (+)** to assign reviewers. The **Level** is added when you create each Reviewer. Unlimited levels of review are supported.
   
   a. Under **User Name**, start with the reviewer with the highest frequency, and click the **Select a Reviewer** icon to assign the reviewer. The user names available for selection as reviewers are only those users authorized with the reviewer role.

   b. Under **Backup User**, to assign a backup reviewer, or team, click **Select a Reviewer**. If you selected a user for the primary reviewer, you can select a backup reviewer. In the **Backup User** column, click **Select a Backup User** and select a backup user.

10. If you assigned a team as **Reviewers**, you will see a **Require Action By** field and the default is **Any Reviewer**. You can change that to **All Reviewers** if you need all the members of a team to review and sign off.

11. Under **Frequency**, select the frequency of the reconciliation review. Reconciliations can be prepared monthly and reviewed quarterly.

12. Under **Duration**, set the reviewer due date. The due date is calculated as preparer start date, plus the preparer duration, plus the reviewer duration. There is no start day offset for reviewers, because the reviewer start date is determined by when the preparer releases the reconciliation for review. As soon as this occurs, the reviewer may begin review.

13. Click **Save**.

---

**Specifying Profile Currencies**

If your company uses one currency configuration, then the currency tab is hidden. Summary reconciliations are always prepared in a single currency. Changes are required to the Currency tab to enable configuration for a single currency bucket. For summary reconciliations, select the Rate Type, and then select the single currency bucket. The functional currency bucket is the default.

Determines the number of currency buckets enabled for the reconciliation and the behavior of foreign exchange translation. Enter this information:

To set up profile currency:

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

2. Click **New (+)** to create a **New Profile**.

3. Click the **Currency** tab.
4. Select **Historical Rate** for profiles that contain accounts not subject to revaluation in the source system:

   - If **Historical Rate** is selected, the preparer must specify the value in all currency buckets enabled on the reconciliation when entering transactions into the reconciliation (for example, balance explanations or adjustments).
   - If **Historical Rate** is cleared, the preparer must enter a value into the lowest-level currency bucket (for example, the entered currency bucket), and the system calculates the equivalent value in the other currency buckets using exchange rates maintained.

5. Select **Rate Type**. The rate type selection applies only if the historical rate is cleared. When Foreign Currency Rates (FX rates) are loaded, they are associated with a rate type. The rate type setting on the profile determines which series of FX rates are used to perform currency conversion calculations for transactions of reconciliations pertaining to the profile.

6. For each bucket **Label** (for example, Entered, Functional, or Reporting), enable it and select the default currency. The currency bucket table determines which currency buckets are enabled for the profile. Currency buckets are configured in system settings, and only those buckets enabled at a system level can be enabled for individual profiles. If a currency bucket is enabled, then you can assign a default currency to the profile, by accepting the system-level default for that bucket or by assigning a profile-specific default value.

### Specifying Profile Access

The **Access** tab determines which users are authorized as commentators or viewers of reconciliations related to the profile. Commentators can view the reconciliations and add comments to the reconciliation or to transactions of the reconciliation. Viewers have read-only access.

To select a user or team as Commentators or Viewers:

1. From Home, select **Application**, and then **Profiles**.
2. Click **New (+)** to create a **New Profile**.
3. Select the **Access** tab.
4. Click **Add (+)**.
5. In **Select Viewers** or **Select Commentators**, click **Search Users**.
6. Select **Users** or **Teams**, and then enter the name or click **Search**.
7. Under **Search Results**, select the Commentator or Viewer Users or Teams, and add them to the **Available** column.

### Specifying Profile Attributes

The **Attributes** tab enables administrators to assign attributes to profiles and provide values for the attributes. Attributes are displayed in **Reconciliation**, on the Summary tab, under Other Attributes.

The **Locked** column shows that the attribute is inherited from the Format.

For details on how to create attributes, see **Creating Attributes**
To add a profile attribute:

1. From Home, select **Application**, and then **Profiles**.
2. Click **New (+)** to create a **New Profile**.
3. Click the **Attributes** tab.
4. Click **Add (+)** to display the **Add Attribute Assignment**.
5. Under **Attribute**, select an attribute from the list of defined attributes. Depending on the attribute selection, the dialog box options are displayed.

### Note:

When adding attributes to a **Variance Analysis** profile, note the following on the **Set Attribute** dialog:

- **Enter Source System Balances** should be used to specify **Enter Current Period Balances**
- **Enter Subsystem Balances** should be used to specify **Enter Variable Period Balances**.

6. Under **Type**, this non-editable field is populated by the attribute depending on the attribute selection.

7. Under **Value**, select a value associated with the type of attribute, for example: a numeric value for Formatted Number attribute, a List for List attribute, multiple lines of displayed text without scrolling for Multi-Line Text, a name of a person for a User attribute, or Yes or No for the Yes/No attribute.

8. Under **Access**, select the Role and Access for the selected attribute. All roles have view access unless otherwise specified below. To add access for each of the Text Box and Attachments tabs:
   a. Click **Add**.
   b. Select a role.
   c. Select one of the Role access types:
      - **Text Box**:
        - **Do Not Display**—Does not see this attribute on the Reconciliation List or in any of the dashboards, list views, or reports.
        - **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.
        - **Required**—Requires a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, Preparers are prevented from submitting, and Approvers are prevented from approving.
      - The **Multi-Line Text Box** has two access tabs:
        - **Text Box tab**:
          * **Do Not Display**—Does not see this attribute on the Reconciliation List or in any of the dashboards, list views, or reports.
* **Allow Edits**—Has the ability to add, change, and remove values for the attribute, but subject to the editability rules.

* **Required**—Requires a value for the attribute. The Required option is available for Preparers and Reviewers. Until a value is provided, Preparers are prevented from submitting, and Approvers are prevented from approving.

  - Attachments tab:
    * **Do Not Display**—Does not see this attribute on the Reconciliation or in any of the dashboards, list views, or reports.
    * **Add & Remove**—Has the ability to add files and remove files that they themselves added, but subject to the editability rules.
    * **Required**—Requires the Preparer or Reviewer to attach at least one file. The Required option is only available for Preparers and Reviewers. Until a file is attached, Preparers are prevented from submitting, and Approvers are prevented from approving.
    * **Add & Remove All**—Can add their own files, remove their own files, and also remove files added by other roles.

9. Click **OK**.

### Working With Profile Rules

Profile Rules affect the behavior of reconciliations. These rules enable users to assign rules directly to Profiles/Reconciliations. These rules apply to the reconciliations for which the rules were configured.

Rules only evaluate transaction conditions if the accompanying reconciliations already exist.

Rules assigned to the profile's format appears in read-only format.

- **Auto Approve Reconciliation**—Automatically completes specified approvals only if specified conditions have been met.
  Examples of conditions that could apply to this rule include:
  - If the balance is outside a specified range
  - If the balance fluctuates more than a specified amount or percentage from some prior period
  - If the prior reconciliation has transactions or other conditions meeting specified criteria
  - If attributes have specified values (including calculated attributes)

  When conditions have been satisfied, the rule causes the specified reviewer levels to be marked as complete, thus progressing workflow to the next review level, or to Closed if no additional review levels exist.

  This rule runs when the reconciliation status changes to Open with Reviewer.

  This rule can be rerun.

- **Auto Submit Reconciliation**—Automatically submits a reconciliation if specified conditions are met.

  Examples of conditions that could apply to this rule:
The balance is outside a specified range.

The balance fluctuates more than a specified amount or percentage from some prior period.

The prior reconciliation has transactions or other conditions meeting specified criteria.

Attributes have specified values (including calculated attributes)

When conditions are satisfied, the specified reviewer levels are marked complete, and workflow progresses to the next review level, or the workflow is closed if no additional review levels exist.

Note:
This rule is not the same as the existing auto-reconciliation functions, which always advance the workflow status to Closed. The Auto Submit rule is an optional way for users to automate preparation while still invoking a manual review.

This rule runs when the reconciliation status changes from Pending to Open with Preparer.

This rule can be rerun.

- **Prevent Reconciliation Approval**—This rule prevents approval of a reconciliation based on attribute values, or other characteristics. This rule runs when the Approver clicks Approve.

- **Prevent Reconciliation Submission**—This rule prevents submission of a reconciliation based on attribute values, or other characteristics. This rule runs when the Preparer clicks Submit.

- **Require Reconciliation Attachment**—This rule prevents submission of a reconciliation if an attachment was not added to the main attachments section of the reconciliation; conditions may be established based on attribute values, or other characteristics that specify when the attachment is required. This rule runs when the Preparer clicks Submit.

- **Prevent Reconciliation Rejection**—This rule prevents rejection by a reviewer under certain conditions. This rules runs when a Reviewer click Reject.

- **Send Email on Update**—This rule sends emails when a reconciliation is saved based on certain conditions being met.

Note:
This rule is designed to be run when a user takes an action on a reconciliation such as setting attributes, not for actions on the reconciliation that happen outside the Actions dialog such as resetting dates.

Columns:
Locked
Displays Locked if the Rule was inherited from the Format.

Order
The successful execution of a rule may prevent a later rule from being invoked. For example, if a customer assigns an auto reconciliation rule to a reconciliation, and the auto reconciliation succeeds, then a rule tied to the Submit function would never be invoked. See Order of Precedence for Auto Reconciliation and Rules.

Set Attribute Value
Sets an attribute value to a specified value, before a profile is copied to the period, established on the rule definition. This rule enables rules to be configured for standard attributes. This rule can be rerun.
Example: Set the Preparer Duration based on the period frequency. The rule configuration supports when to set the value: "Before profile is copied to the period".

To work with profile rules:
1. From Home, click Application, and then click Profiles.
2. On Profiles, double-click a profile.
3. Select the Rules tab. You can view the following information:
   - Order—The order of precedence. See Order of Precedence for Auto Reconciliation and Rules.
   - Rule—Name of Rule
   - Conditions—The choice of what conditions must exist before running the rule
4. To create, edit, duplicate, delete, or reorder a rule, on the Rules tab, click the appropriate button and, if necessary, update:
   - Rule—Select a rule.
   - Description—Optional. Explain why you configured the rule and how the rule should be used.
   - Message (on sum rules):
     - Message to Preparer—Define an optional message to preparer on the prevent reconciliation submission rule and require reconciliation attachment rules.
     - Message to Reviewer—Define an optional message to reviewer on the prevent reconciliation approval rule.
   - Reviewer Level—Select All Levels to apply the rule to all reviewer levels or select specific reviewer levels individually. You must select at least one reviewer level.
   - Select Create Filter and populate the conditions section or select Use Saved Filter, and then select a filter. The filter selected and configured for the rule determines the conditions that trigger the rule to apply.
   - Conditions—
     - If Use Saved Filter is selected, the Conditions section displays a read-only version of the conditions associated with the saved filter.
     - If Create Filter is selected, the Condition section is enabled.
Conjunction, Source, Attribute, Operand, and Value behave as they do for the existing advanced filter feature. When creating filters, you can use these attributes:

* Any Reconciliation or Transaction attribute, including calculated attributes that are classified as Reconciliation and Transaction attributes
* Period Frequency

Order of Precedence for Auto Reconciliation and Rules

This topic explains the order of precedence when auto reconciliation and rules are run. At a high level, here is the processing order:

1. Auto reconciliation method - See Auto Reconciliation Methods in Creating Profiles
2. Reconciliations closed by the three auto reconciliation methods (No activity, Balance within range, Balance within range and no activity), copy transactions/comments from prior reconciliation
3. Rule execution
   a. Copy transactions rules
   b. Set attribute rules, if applicable
   c. Auto submit/approve rules

Order of Precedence Rules

Successfully executing a rule in Oracle Account Reconciliation may prevent a later rule from being invoked. For example, if a customer assigns an auto-reconciliation rule to a reconciliation, and the auto-reconciliation succeeds, then any rule tied to the Submit function (such as require reconciliation attachment) would never be invoked.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Rule Type</th>
<th>Runs When</th>
<th>Precedence Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Approve Reconciliation</td>
<td>Format/Profile Rule</td>
<td>Reconciliation status changes to Open with Reviewer.</td>
<td>If multiple Auto Approve rules are configured, then the success of any rule causes the reconciliation to be automatically approved.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>During post-processing of data loads, to handle cases where the rule is based on balance conditions that may be satisfied as a result of the data load process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This rule can be rerun.</td>
<td></td>
</tr>
</tbody>
</table>

Table 6-2  Order of Precedence Rules
<table>
<thead>
<tr>
<th>Rule</th>
<th>Rule Type</th>
<th>Runs When</th>
<th>Precedence Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Submit Reconciliation</td>
<td>Format/Profile Rule</td>
<td>Reconciliation status changes from Pending to Open with Preparer.</td>
<td>The Copy Transactions Rule is processed before the Auto Submit Reconciliation Rule is evaluated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>During post-processing of data loads, to handle cases where the reconciliation is already open, but conditions are satisfied as a result of the data load process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This rule can be rerun.</td>
<td></td>
</tr>
<tr>
<td>Copy Transactions</td>
<td>Format Transaction Rule</td>
<td>Reconciliation status changes from Pending to Open with Preparer.</td>
<td>The Copy Transactions Rule is processed before the Auto Submit Reconciliation Rule is evaluated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This rule can be rerun.</td>
<td></td>
</tr>
<tr>
<td>Prevent Amount Edit</td>
<td>Format Transaction Rule</td>
<td>When Preparer accesses the Transaction Detail dialog box.</td>
<td>When the conditions associated with the rule are met, the Preparer cannot edit the transaction amount through the application (the amount attribute is disabled, and any override features for calculated amounts are also disabled). In addition, import validations prevent editing the Amount through import.</td>
</tr>
<tr>
<td>Prevent Reconciliation Approval</td>
<td>Format/Profile Rule</td>
<td>Approver clicks Approve</td>
<td>Rules triggered when the Approver clicks Approve. Can be evaluated in any order. If any rule succeeds, then the Approve function is prevented.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>Rule Type</td>
<td>Runs When</td>
<td>Precedence Notes</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------</td>
<td>----------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Prevent Reconciliation Submission</td>
<td>Format/Profile Rule</td>
<td>Preparer clicks <strong>Submit</strong>.</td>
<td>Rule triggered when the preparer clicks <strong>Submit</strong>. Can be evaluated in any order (the order is irrelevant). If any rule succeeds, then the Submit function is prevented.</td>
</tr>
<tr>
<td>Prevent Reconciliation Rejection</td>
<td>Format/Profile Rule</td>
<td>Reviewer clicks <strong>Reject</strong>.</td>
<td>Rule prevents rejections unless user fills in certain fields. This gives the preparer more information on how to correct.</td>
</tr>
<tr>
<td>Prevent Transaction Delete</td>
<td>Format Transaction Rule</td>
<td>Preparer clicks transaction <strong>Delete</strong>.</td>
<td>Rule triggered when the preparer clicks <strong>Delete</strong>. Can be evaluated in any order. If any rule succeeds, then the Delete function is prevented.</td>
</tr>
<tr>
<td>Prevent Transaction Save</td>
<td>Format Transaction Rule</td>
<td>Preparer clicks transaction <strong>Save</strong></td>
<td>Rules triggered when the preparer clicks the transaction <strong>Save</strong>. Can be evaluated in any order (the order is irrelevant). If any rule succeeds, then the Submit function is prevented.</td>
</tr>
<tr>
<td>Require Transaction Attachment</td>
<td>Format Transaction Rule</td>
<td>Preparer clicks transaction <strong>Save</strong></td>
<td>Rules triggered when the preparer clicks the transaction <strong>Save</strong>. Can be evaluated in any order. If any rule succeeds, then the Submit function is prevented.</td>
</tr>
<tr>
<td>Require Reconciliation Attachment</td>
<td>Format/Profile Rule</td>
<td>Preparer clicks <strong>Submit</strong></td>
<td>Rule triggered when the preparer clicks <strong>Submit</strong>. Can be evaluated in any order. If any rule succeeds, then the Submit function is prevented.</td>
</tr>
<tr>
<td>Send Email On Update</td>
<td>Format/Profile Rule</td>
<td>Users updates attributes on a reconciliation and pre-existing conditions are met.</td>
<td>Rule triggered when the user updates attribute values in the Reconciliation dialog when certain conditions associated with this rule have been satisfied.</td>
</tr>
<tr>
<td>Set Attribute Value</td>
<td>Format/Profile Rules</td>
<td>According to <strong>Run When</strong> attribute configuration: Profile attribute: Before profile is copied to period. This rule can be rerun.</td>
<td></td>
</tr>
</tbody>
</table>
Viewing Profile History

To view profile history:

1. From Home, select **Application**, and then **Profiles**.
2. Double-click the **Account ID** to open the Edit Profile, and then click the **History** tab.
3. Review the details on the **History** tab, which logs changes to the Profile, including changes in workflow assignments, changes in format configuration, risk rating, and profile attributes.

Adding Accounts

You can use the Add Accounts dialog to assign accounts to a summary profile.

To assign accounts to summary profiles:

1. From Home, click **Application**, and then click **Profiles**.
2. Either create a new profile and then select **Summary Profile**, or select a summary profile, and then **Edit**.
3. Select and add the accounts to **Selected Accounts**.
4. Save as one of the following:
   - **Save as Filter**—Evaluates the filter at the time the summary profile is copied to the period and at that point the list of accounts is saved and stored.
   - **Save as List**—You select accounts by going to **Available Accounts**, select the accounts for the summary profile, and then add them to under the **Selected Accounts**.
5. When finished, click **Save and Close**.

Using Excel CSV Files for Profiles

Administrators and Power Users can configure profiles in Excel and then import them.

To import a profile:

1. From Home, click **Application**, and then click **Profiles**.
2. Export a profile list to create an import template that creates a spreadsheet with the column headings.
3. Copy and paste the profile information into it.
4. Import the file. See **Importing Profiles**.

Importing Profiles

To import profiles:

1. From Home, click **Applications**, and then **Profiles**.
2. On **Profiles**, select **Actions**, and then **Import**.
3. On the **Import Profiles** dialog box, enter:
   
a. **File**
   Enter or click **Browse** to locate the import file.
   
b. In **File Type** select one:
   
   • **Profiles**
   • **Summary Reconciliation Children**

   **Note:**
   Use the **Export Profiles** option to first export Summary Reconciliation Children before using the import. See **Exporting Profiles**.

   c. Select one:
   
d. **Import Type**
   Select one:
   
   • **Replace**—Replaces the definition of a profile with the definition in the import file. This option replaces the profile detail with the detail that is in the file that you are importing.
   
   • **Update**—Updates partial information for profiles. Account Segment values are required. For example, in the import file, you changed profile instructions or reassigned reviewers. You also made the same change to a large number of profiles, for example, adding a new attribute to 100 of 400 profiles. This option is not a full replacement of the profile details; only details for the attributes specified in the file are updated. For example, if the import file has only a column for a profiles instructions, then the preparer, reviewers, and other attributes are not affected.
   
e. **Date Format**
   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
   
f. Select a file delimiter for the import file (**Comma** or **Tab**). Comma is selected by default.
   
g. Click **Import**. An import summary status is displayed:
   
   • If the import is successful, **Import Success** displays the number of profiles imported.
   
   • If the import generates errors, the profiles with errors are not imported, and **Import Errors** identifies errors.
4. Click OK to save the profiles that were imported successfully and discard those that contained errors.

**Exporting Profiles**

To export profiles:

1. From Home, click **Applications**, and then **Profiles**.
2. On **Profiles**, select **Actions**, and then **Export**.
   
   **Optional:** Filter the Profile List to include only the profiles that you want to export.
3. In **Export Profiles**, select:
   
   • **Rows**
     
     Select one:
     
     – **All profiles** to export all profiles that meet the current filter criteria
     – **Selected profiles** to export the selected profiles

   **Note:**

   You can adjust the maximum number of rows to display by using the Dashboard Maximum Number of Rows settings. See **Setting Dashboard Maximum Rows** for detailed instructions.

   • **Format**
     
     Select one:
     
     – **Formatted data (visible columns only)** to export to an Excel-compatible format
     – **Unformatted data for future import** to export to CSV format for future import
     – **Summary reconciliation children for future import** to export summary information for future import

4. Click **Export**.
5. Click **Open** or **Save** to save the file to your hard drive.
6. In **Export Profiles**, click **Close**.

**Using the Profile Actions Panel**

Use the Actions panel to perform batch updates of profile attributes and workflow. You can update all profiles or a filtered subset of profiles.

For example, 500 profiles have John assigned as the preparer. Departmental responsibilities have changed, so you need to assign Mary as the preparer for those accounts. Filter the profile list to include only profiles for which John is the preparer, and then use the Actions panel to set Mary as the Preparer.
Copying Profiles to Period

To copy profiles to periods:

1. From **Home**, select **Application**, then **Profiles**.
2. On the Actions panel, click **Create Reconciliations**.
3. Select the desired period, and then click **Apply**.
4. Select the desired profiles to copy to the period, and then click **Apply**.

Duplicating Profiles

You can duplicate profiles by copying and pasting them.

To copy profiles:

1. From Home, click **Applications**, and then click **Profiles**.
2. Select a profile.
3. Select **Actions**, and then **Copy**.
4. In **Copy Profile**, click **Save and Close** or **Cancel**.

To paste profiles:

1. From Home, click **Applications**, and then click **Profiles**.
2. Select a profile, then select **Actions**, and then **Paste**.
Working with Group Reconciliations

Overview

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

Examples include:

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

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

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

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

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

Administrator Flow for Setting Up Group Reconciliations

For more information about Administrator set up tasks, see Administrator Set Up Tasks for Group Reconciliations

Preparer Tasks for Group Reconciliations

For more information about Preparer tasks using group reconciliations, see Preparer Tasks for Group Reconciliations

Understanding Data Loading for Group Reconciliations

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

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

1. Define sub-segments in profile segments.
2. Configure the format for the new group reconciliation settings and then apply the format to the profiles that will be group reconciliations.
3. Apply the Group Reconciliation Format to Profiles
4. Map sub-segments to target dimensions in Data Management.
5. Ensure Import Format is Mapped in Data Management
6. Perform Data Load Mapping in Data Management

Defining Sub-Segments

When a profile segment is marked as a sub-segment in Account Reconciliation, it also has to get mapped to a target dimension in Data Management. Note that sub-segments are locked down once data is loaded to one or more periods after sub-segments are activated.

First, define sub-segments in Account Reconciliation:

1. From Home, select Application, then Configuration, and then System Settings.
2. Under Profile Segment, you select the Sub-Segment checkbox, and then select a Target Dimension from the drop down list. These are dimensions defined in Data Management.

Configure the Format

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

1. From Home, select Application, then Configuration, and then Format.
2. Create a new format for the group reconciliation by clicking the plus sign (+), and then filling out the required fields. Here is an example of a format created for a group reconciliation. Note the following:

- Select the **Group Reconciliation** checkbox. Checking this will create a **Group Detail** link on the **Reconciliation Actions** dialog.
- All other settings will behave the same as an individual reconciliation.
- Group reconciliations do not apply to Transaction Matching or Variance Analysis methods.

![Group Reconciliation Format](image)

**Apply the Group Reconciliation Format to Profiles**

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

**Data Management - Target Application Dimension Mapping**

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

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

To add sub-segments as dimensions in Data Management:

1. From **Home**, select **Navigator**, and then **Data Management**.
2. Select **Setup**, and then select **Target Application**
3. In **Dimension Details**, click **Add** to add each sub-segment you added in **Account Reconciliation** to Data Management so that it is mapped correctly. Add the following for each sub-segment:

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

   b. **Target Dimension Class** - must be **Lookup**.

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

Ensure **Import Format is Mapped in Data Management**

Ensure that each sub-segment is mapped through the **Import Format** option of **Data Management** (under **Setup** to that it’s available to be loaded into **Account Reconciliation**.

For information on importing formats in **Data Management**, see Working with Import Formats.

Perform **Data Load Mapping in Data Management**

In **Data Management**, you need to perform the **Data Load Mapping** option under **Workflow**.
For information on loading data in **Data Management**, see Loading Data
Once you have performed the data load mapping in **Data Management**, the set up
tasks for group reconciliations are complete. An ongoing task is creating and running a
data load in **Account Reconciliation**.

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

To create a new data load:

1. From **Home**, select **Application**, then **Configuration**, and then **Data Loads**.
2. On **Manage Data Loads**, select **Actions**, and then **New**.
3. On the **New Data Load** dialog, select the **Allow blank segment values**
   checkbox. This must be checked so that balances can be loaded that do not have
   sub-segment values.

To run the data load in **Account Reconciliation**:

1. From **Home**, select **Application**, then **Configuration**, and then **Periods**.
2. From the list, select the period for which you want to import data and from
   **Actions**, select **Import Data**.

**Differences for Preparers**

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

---

**New Data Load Execution**

- **Use saved data load:**
- **Name**
- **Description**
- **Period:** June 2019
- **Mode:** Snapshot
- **Location:**
  - **File**
    - **Summary Source Bal**
    - **Sub-Segment Src Bal**
    - **Regional File Loc**
Part II
Setting Up Transaction Matching

Related Topics
- Learning About Transaction Matching
- Setting Up Transaction Matching Overview
- Exporting Adjustments or Transactions as Journal Entries
Learning About Transaction Matching

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, and is an optional licensed feature for Account Reconciliation.

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

- Create match types
- Define data sources
- Work with transaction types
- Define the matching process
- Create formats
- Define profiles

For details on setting up **Transaction Matching**, see Setting Up Transaction Matching

Once the set up tasks are done, an Administrator can perform these tasks so that users can perform the matching function:

- Create reconciliations
- Import data
- Run 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>
<tr>
<td><strong>Data Sources</strong></td>
<td>Depending on your company's needs, you may want to define one or more data sources. For example you might want to:</td>
</tr>
<tr>
<td></td>
<td>- Compare transactions between two data sources to see which transactions are outstanding</td>
</tr>
<tr>
<td></td>
<td>- Netting transactions within a single data source to determine the “net balance” of the account</td>
</tr>
<tr>
<td><strong>Timing and Frequency</strong></td>
<td>Transaction Matching supports a variety of workflow needs:</td>
</tr>
<tr>
<td></td>
<td>- Matching and balancing daily</td>
</tr>
<tr>
<td></td>
<td>- Matching daily and balancing monthly</td>
</tr>
<tr>
<td></td>
<td>- Matching and balancing monthly</td>
</tr>
<tr>
<td><strong>Matching Rules</strong></td>
<td>Match rules determine how matches are made. Rules can be configured for tolerance ranges on dates and amounts, and adjustments can be automatic when variances exist. The common matching rule types are supported:</td>
</tr>
<tr>
<td></td>
<td>- one to one</td>
</tr>
<tr>
<td></td>
<td>- one to many</td>
</tr>
<tr>
<td></td>
<td>- many to one</td>
</tr>
<tr>
<td></td>
<td>- many to many</td>
</tr>
<tr>
<td></td>
<td>- adjustment</td>
</tr>
</tbody>
</table>

**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 Account Reconciliation, you can create a sample application when you first start your service. See Creating an Application.

Tour of Account Reconciliation Video

Click this link to watch a video:

Understanding the Transaction Matching Engine

This topic helps you understand how the Transaction Matching engine evaluates transactions. The examples assumes the following transactions in Source System data source and Sub System data source.

<table>
<thead>
<tr>
<th>Source System</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td>1</td>
<td>15/09/2016</td>
<td>$100</td>
</tr>
<tr>
<td>1</td>
<td>16/09/2016</td>
<td>$200</td>
</tr>
<tr>
<td>1</td>
<td>17/09/2016</td>
<td>$200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub System</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td>1</td>
<td>18/09/2016</td>
<td>$100</td>
</tr>
<tr>
<td>1</td>
<td>14/09/2016</td>
<td>$200</td>
</tr>
<tr>
<td>1</td>
<td>17/09/2016</td>
<td>$200</td>
</tr>
</tbody>
</table>

Match Rules
1. Source System “Invoice” exactly matches Sub System invoice
2. Source System matches within a -1 to +3 tolerance of Sub System Date
3. Source System “Amount” exactly matches Sub System amount

The Source System and Sub System “Amount” attribute is the Balancing Attribute.

Order of Evaluation / “First One Matching Wins”

Transactions are evaluated for matching in the order in which the transactions exist in the database, and the first transaction evaluated for the match that satisfies the conditions will be selected for the match.

Order of Evaluation / Lowest Transaction ID Matches First

When transactions are loaded, they are assigned a Transaction ID sequentially, therefore, the matching transaction with the lowest Transaction ID means it was loaded first and will be first to match.

In a 1 to 1 match, if two transactions exist that qualify as a match with a third transaction, but only one can be matched, the transaction with the lowest Transaction ID will be the one selected as the match.

Note that if you ran the same rule with No Ambiguous selected, all transactions will remain unmatched (as expected).

Evaluating Tolerances

There are three ways to set tolerance levels to allow matching of transactions that have variances. You can set:

- a tolerance variance value that is applied to the transactions. For example, auto match with up to a variance of -1 and +3.
- a tolerance threshold level expressed as a percentage. For example, auto match with up to 0.5% of the value of the amount.
- a tolerance threshold level expressed as a percentage along with a variance amount. For example, auto match with up to 1.0% of the value of the amount up to a maximum amount of 100.00.

Note:
The percentage value can not be more than 100 for both high and low tolerance and can be used for Number or Integer data source attributes.

Evaluating Tolerances Set as Values

When evaluating tolerances that are a set tolerance value, the calculation is impacted by how the high/low tolerance values are applied to transactions. For example, in the sample transactions where we apply a tolerance to the Date values, we have an authorized tolerance of -1 and +3. If you apply these values to the first record in the Source System table, then the first record in the Sub System table satisfies the match rule because September 18 is less than or equal to +3 days from September 15. However, if we apply the tolerances to the Sub System transaction (rather than the Source System), the match fails since September 15 is not less than or equal to -1 days from September 18.
Note:
While the above example uses Date tolerances, the same logic applies to tolerances on Date, Time and Integer data types.

To ensure consistent results, we opted to use the following approach when evaluating tolerances:

**Evaluating 1 to 1 Rules Types**

With 1 to 1 rule types, we treat the Sub System transactions as the “base transactions”. In the case of single source match processes (Account Analysis format types), Source System is presumed to be the Positive transactions, and Sub System is presumed to be the Negative transactions.

This list shows the way in which the evaluation takes place:

1. Starting with the first Source System transaction, the tolerance limits are added to the transaction’s Date value to derive the acceptable range of Date values from Sub System.
2. Then, the first transaction from Sub System is selected that satisfies the match. In our example, the Source System date value for the first transaction is September 15.
3. Adding the +3 to -1 tolerance, the first transaction from Sub System with a Date value greater than or equal to September 14 and less than or equal to September 18 is selected as a match. This match is identified in green below.

<table>
<thead>
<tr>
<th><strong>Source System</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td>1</td>
<td>September 15, 2016</td>
<td>$100</td>
</tr>
<tr>
<td>1</td>
<td>September 16, 2016</td>
<td>$200</td>
</tr>
<tr>
<td>1</td>
<td>September 17, 2016</td>
<td>$200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sub System</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Date</td>
<td>Amount</td>
</tr>
<tr>
<td>1</td>
<td>September 18, 2016</td>
<td>$100</td>
</tr>
<tr>
<td>1</td>
<td>September 14, 2016</td>
<td>$200</td>
</tr>
<tr>
<td>1</td>
<td>September 17, 2016</td>
<td>$200</td>
</tr>
</tbody>
</table>

4. Continuing to the second Source System transaction (with a Date value of September 16), the first transaction from Sub System with a Date greater than or equal to September 15 and less than or equal to September 19 is found. This match is identified in red below:
5. Continuing with the third Source System transaction (with a Date value of September 17), assume we need to find the first transaction from Sub System with a Date greater than or equal to September 16 and less than or equal to September 20. Since no transaction from Sub System satisfies this condition, no match is created.

Evaluating 1 to Many Rule Types

With 1 to Many rule types, Source System transactions are the base transactions.

**Note:**

For 1 to Many rule types, you must define one rule condition which can be Match Exactly or with tolerance in addition to the Balancing Attribute.

Evaluating Many to 1 Rule Types

With Many to 1 rule types, Sub System transactions are the base transactions.

**Note:**

For Many to 1 rule types, you must define one rule condition which can be Match Exactly or with tolerance in addition to the Balancing attribute condition.

Evaluating Many to Many Rule Types

With Many to Many rule types, there is no base transaction. Rather, the conditions are evaluated using the following method:

1. Find the minimum and maximum values from the complete dataset, considering transactions in both Source System and Sub System; In our example, those values are:
• Minimum: September 14
• Maximum: September 18

2. Then, using the Tolerance Low and Tolerance High values, calculate the allowed "span" (the range between the minimum and maximum values); In our example, the span is 4 (-1 to +3)

3. Lastly, evaluate whether the difference between the minimum and maximum values is less than or equal to the span value. In our case, the condition is satisfied as the difference between September 14 and September 18 is 4, and the allowed span is also 4.

Note:
For Many to Many rules, you must define a Match Exactly condition.

Evaluating Match Rule Conditions for a Balancing Attribute

The method for evaluating match rule conditions for a Balancing Attribute is slightly different than for other attributes. Consider a Many to Many rule type using the sample data. Here’s how the system evaluates this:

1. The system will first select all transactions with matching Invoice numbers (rule #1).

2. The Date attributes will then be evaluated to see if they satisfy the rule condition (rule #2).

3. Lastly, it will evaluate whether the Source System Amount matches exactly to the Sub System Amount (rule #3).

Since it's a Many to Many match with multiple transactions in Source System and Sub System, the Amount values must first be summed by Data Source, and then the sum totals compared.

In our example, the sum of Source System Amount is $500 and the sum of Sub System Amount is also $500, so the match conditions are satisfied:
The same process applies to 1 to Many matches and Many to 1 matches. Any time multiple transactions of the same data source exist for a match, the values of Balancing Attributes must first be summed before the comparison occurs.

Evaluating Tolerances Set as a Percentage and Variance Limit

The percentage tolerance option is available for **Number** and **Integer** type data source attributes (including balancing attribute) and can be set for:

- Auto match rules
- Manual match rule
- Default attribute mapping

Let's look at how matching works with tolerance low/high values as a percentage. For example, let's assume:

- Matching rule has 1% low and 1% high tolerance
- The tolerance on Up To Amount is set as .5

<table>
<thead>
<tr>
<th>Source System</th>
<th>Sub System</th>
<th>Calculated Tolerance</th>
<th>Variance (Source - Sub System Amt)</th>
<th>Match Calculation</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Amount</td>
<td>Sub System Amount</td>
<td>Value</td>
<td>1% of Sub System Amount</td>
<td>Source - Sub System Amount</td>
<td>&lt; .99 and &lt; .5</td>
</tr>
<tr>
<td>100</td>
<td>99.6</td>
<td>1% of 99.6 = .99</td>
<td>100 - 99.6 = .4</td>
<td>.4 &lt; .99 and &lt; .5</td>
<td>YES Match found</td>
</tr>
<tr>
<td>Source System Amount</td>
<td>Sub System Amount</td>
<td>Calculated Tolerance</td>
<td>Variance (Source - Sub System Amt)</td>
<td>Match Calculation</td>
<td>Result</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------</td>
<td>----------------------</td>
<td>-------------------------------------</td>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td>100</td>
<td>99.1</td>
<td>1% of 99.1 = 0.99</td>
<td>100 - 99.1 = 0.9</td>
<td>0.9 &lt; 0.99 but &gt; 0.5</td>
<td>NO Match found since tolerance variance Up To limit was exceeded</td>
</tr>
<tr>
<td>99.6</td>
<td>100</td>
<td>1% of 100 = 1</td>
<td>99.6 - 100 = 0.4</td>
<td>0.4 &lt; 1 and &lt; 0.5</td>
<td>YES Match Found</td>
</tr>
<tr>
<td>99.1</td>
<td>100</td>
<td>1% of 100 = 1</td>
<td>99.1 - 100 = 0.9</td>
<td>0.9 &lt; 1 and &gt; 0.5</td>
<td>NO Match found since tolerance variance Up To limit was exceeded</td>
</tr>
<tr>
<td>50, 50</td>
<td>50, 49.6</td>
<td>1% of 99.6 = 0.49</td>
<td>100 - 99.6 = 0.4</td>
<td>0.4 &lt; 0.99 and &lt; 0.5</td>
<td>YES Match Found</td>
</tr>
</tbody>
</table>
Setting Up Transaction Matching Overview

It is assumed that you have already set up Reconciliation Compliance before setting up Transaction Matching. This is required since Transaction Matching now uses the periods set up in Reconciliation Compliance and also uses formats and profiles to create reconciliations.

These are the key steps to setting up Transaction Matching:

- **Creating Match Types**
  - Define Match Type properties
  - Defining Data Sources
  - Working with Transaction Types
  - Defining the Matching Process

Match Types determine how transaction matching occurs. For each Match Type, you define the sources of data and the rules used for the matching process. You can use the same Match Type for multiple reconciliations, as long as the reconciliations share the same data source and matching rule configuration. Once Match Types are complete, you can begin creating reconciliations.

- Next, create a format by choosing one of the three format methods available for Transaction Matching and associate it with a Match Type.

The formats are:

- **Balance Comparison with Transaction Matching** - similar to the Balance Comparison format used in Reconciliation Compliance
- **Account Analysis with Transaction Matching** - similar to the Account Analysis format used in Reconciliation Compliance
- **Transaction Matching Only** - select this format if you want to use Transaction Matching as before and are not using period-end reconciliations. You also need to configure at least one period.

See Defining Formats.

- Define a profile that will be used to create the reconciliations based on the format you defined. See Working with Profiles

---

**Note:**

If you need to know more about setting up periods or how the "Locked Through Date“ affects activities in Transaction Matching, see Configuring Periods and Closing and Locking Periods.
Creating Match Types

Match Types are created by Administrators and determine how the transaction matching process will work for the accounts that use that match type. The type determines the structure of the data coming from the data sources (columns and data types), and the rules used for matching.

Companies may have many match types such as Intercompany Accounts, Bank Accounts, Accounts Receivable, Accounts Payable and various Clearing accounts. Since the data structure and rules for these different accounts are likely different, companies will create a match type for each account. Match Types are assigned to reconciliations, and more than one reconciliation may use the same match type.

The following key steps are used to create the match type:

- Define basic properties
- Define the data sources
- Define the matching process
- Define the transaction types
Defining the Match Type Properties

To define a new match type, begin on the Properties tab and enter a name, any instructions or explanation for users when using this match type, and the calendar that determines how frequently balancing can occur for the reconciliations using this type.

To define the match type properties:

1. From Home, select Application, and then Match Types.
2. From Match Types, click New. The Properties tab displays.

3. Enter an ID value that is unique across match types, a Name, and optionally a description.

Note:
The status can be either Pending or Approved. New match types default to Pending status. Once you are ready for users to use this match type, change it to Approved. Edits cannot be made once the type is in Approved status other than editing filters.

4. Click Save.

You can use the Actions icon to access Edit or Delete a match type.

Here is an example of a match type for a clearing account:

The next step in creating the match types is to define data sources. See Defining Data Sources.
Defining Data Sources

Once you specify the properties of the match type, define the data sources that contain the transactions to be matched. There is no limit to the number of data sources you may add, however, most reconciliations will contain two data sources: transactions from Source system will be matched with transactions from Sub System.

Certain types of reconciliations (such as Clearing accounts, Suspense accounts, or high volume accruals) require debit/credit matching within a single data source. The goal for both cases is to produce a reconciliation and the format depends on whether you are working with a two or more source process or a one source process.

When defining a data source, you define the “attributes” in the source, which are the columns of data that will be imported. This is also where you can enrich and normalize the data to get it ready for matching by using calculated attributes. For example, you may need to extract a string of text from the center of some field of text, and then match this string of text to some other attribute. Or, you may need to convert various text values into some “normalized” value, so that it can be matched. A library of calculated attributes can be used for data enrichment and normalization, so that you can achieve the greatest number of possible matches using the automated matching engine.

Note:

You are required to set up two fields at minimum for each Data Source: 
**Amount** and **Date**. An **Amount** attribute is needed to represent the transaction amount from the source or sub-system, which is defined as the “Balancing Amount” on the data source definition. An **Amount** should always be set as type **Number**. A **Date** attribute is needed to represent the Accounting Date which determines the accounting period that a transaction is reflected in. The amount and date attributes must be populated on each transaction since they will be used to perform period-end calculations.

An administrator can also allow users to delete transactions for a given data source. This is done by enabling the **Allow transactions to be deleted** check box. Note that this feature can be enabled for a given data source whether transactions are already loaded or not. For information about deleting transactions, see Deleting Transactions.

An administrator can also allow users to edit transactions by enabling that feature per data source attribute. For information on Editing Transactions, see Editing Transactions.

Here is an example of an Intercompany Account match type showing two data sources, Accounts Payable and Accounts Receivable, with ten data source attributes for the Accounts Payable data source. Note that the required Date attribute called
Accounting Date has been created. Also a Balancing Attribute has been created called AR Amount Inverse.

To define data sources:

1. From Home, select Tools.
2. On the Match Types tab, select the match type you are creating.
3. On the Data Sources tab, select New Data Source.
4. Enter an ID for the data source and a descriptive name.

**Note:**
You cannot use the name, Reconciliation ID, as an ID since it is a reserved ID.

5. Indicate whether the data source is a Source System or a Sub System data source.
6. Decide whether you want to allow deletion of transactions by users for this data source. Then, click Save. For information about deleting transactions, see Deleting Transactions.
7. Click New Attribute to start adding attributes to describe how the data in this column should appear. Keep in mind that this is how you can use the powerful calculated attributes feature to normalize and enrich your data before using the matching engine in Transaction Matching.

**Note:**
You must create a Date type attribute that is required to represent the Accounting Date.
### Table 9-1  Attribute Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td><strong>Text</strong>: Used for large comments, descriptions, etc and can be up to 255 characters long.</td>
</tr>
<tr>
<td></td>
<td><strong>Date</strong>: The format when loading transactions should be DD-MMM-YYYY or DD-MMM-YY.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: When the value in a text string is already enclosed in double quotes at the beginning and ending of the string, use double quotes when you have comma inside that text. For example: &quot;GM LLC - GMNA, formerly &quot;NAO&quot; ADMIN STAFF&quot;</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: You may have multiple Date attributes, but one must be designated as Required and serve as the Accounting Date which represents the accounting period that the transaction is reflected in. This date assigned to each transaction will be used to perform all period-end calculations.</td>
</tr>
</tbody>
</table>
|       | **Number**: Used for amount fields up to 15 digits in total and up to 12 digits after precision. Numbers are rounded to 2 decimal places for variance calculations. Numbers with up to total 15 digits are supported without loss of precision. For example, all of these examples are valid:  
  - 1234567890123.45  
  - 12345678901234.5  
  - 123456789012345  
  - 123.56789012345  
  **Integer**: Used for non-decimal values up to 18 digits and can be positive or negative. |
|       | **List**: Used to configure a List of Values and upper and lowercase do not matter when importing. |
|       | **Yes/No**: Used for a Boolean field that can be left Blank, Yes (1, Yes, YES, Y, y, T, t, True, TRUE, True) or No (0, No, NO, N, F, f, False, FALSE, False) |
| Default Value | (optional) Enter a default value for this attribute. |
Table 9-1  (Cont.) Attribute Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key</strong></td>
<td>Select if you want to activate the duplicate transaction check process. The <strong>Key</strong> setting is a way to uniquely identify a record in the database. You can select one or more attributes as Keys for the duplicate check. The Transaction Import will not load a file if the file contains one or more transactions that match a Key that has already been loaded.</td>
</tr>
<tr>
<td><strong>Required</strong></td>
<td>Select if you want this attribute to be required.</td>
</tr>
<tr>
<td><strong>Accounting Date</strong></td>
<td>Select if you want the attribute to be set as the Accounting Date. The Accounting Date represents the accounting period that the transaction is reflected in. This date assigned to each transaction will be used to perform all period-end calculations. Only one attribute can be set as Accounting Date.</td>
</tr>
<tr>
<td><strong>Balancing Attribute</strong></td>
<td>Select if you want the attribute to be set as a Balancing Attribute. Only one attribute can be set as the Balancing Attribute.</td>
</tr>
<tr>
<td><strong>Calculation</strong></td>
<td>(optional) Check this box if you want the attribute data to be calculated. If you choose this option, a Calculation definition section is displayed.</td>
</tr>
<tr>
<td><strong>Calculation Type</strong></td>
<td>Choose whether you want the calculation to be based on a script, when certain conditions are met, or assign value to a list</td>
</tr>
<tr>
<td></td>
<td>• <strong>Assign Value to List</strong>—if you want to assign a value to a list</td>
</tr>
<tr>
<td></td>
<td>• <strong>Conditional</strong>—if you want the calculation to be performed when certain conditions are met</td>
</tr>
<tr>
<td></td>
<td>• <strong>Scripted</strong>—if you want the calculation to be based on a script. Scripted is available for attributes of type Text, Date, Number, or Integer</td>
</tr>
<tr>
<td><strong>Calculation Definition</strong></td>
<td>Enter a calculation script in this area.</td>
</tr>
<tr>
<td><strong>Add Attribute</strong></td>
<td>Add an existing attribute to a calculation script by selecting from the list.</td>
</tr>
<tr>
<td><strong>Add Function</strong></td>
<td>Choose from the library of functions to help create a script:</td>
</tr>
<tr>
<td></td>
<td>• Date Difference</td>
</tr>
<tr>
<td></td>
<td>• Extract Text</td>
</tr>
<tr>
<td></td>
<td>• If Then Else</td>
</tr>
<tr>
<td></td>
<td>• Lowercase</td>
</tr>
<tr>
<td></td>
<td>• Maximum</td>
</tr>
<tr>
<td></td>
<td>• Minimum</td>
</tr>
<tr>
<td></td>
<td>• Round</td>
</tr>
<tr>
<td></td>
<td>• Text Location</td>
</tr>
<tr>
<td></td>
<td>• Uppercase</td>
</tr>
</tbody>
</table>

- Select **Calculation**

Calculated attributes are read-only. Administrators can add attributes to the attributes sections in the Actions dialog boxes, and workflow users can view them in the actions dialog boxes and in transactions. Administrators can restrict access to certain roles by setting access to Do Not Display. For example, for calculated attribute XYZ, an administrator could add Viewer: Do Not Display access to it, so that XYZ would not be displayed to viewers.
Any user role can add calculated attributes as columns in views and portlets. They can also be added as filterable attributes in the Filter Panel.

- When you select **Calculation**, a Calculation definition section is displayed:
  - **Calculation Type**: The list of values is determined by the attribute type:
    * **Assign Value to List**—Assign a value to a List type attribute
    * **Assign List To Value**—Assign a List Value to the value of a different attribute. Only available for attributes of type List
    * **Conditional**—A conditional calculation (If – Then – Else)
    * **Scripted**—A free-form scripted calculation. Scripted is available for attributes of type Text, Number, or Integer

The following table lists the calculation types that each attribute type can use when the Calculation option is chosen:

<table>
<thead>
<tr>
<th>Attribute Type</th>
<th>Assign Value to List</th>
<th>Conditional</th>
<th>Scripted</th>
<th>Assign List to Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>List</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

- When you select **Scripted** Calculation type, to enter a free-form calculation equation, use the Add Attribute and Add Function:
  - **Add Attribute**—Select an attribute and click Add to insert the attribute into the Calculation Definition box at the location of the cursor. If the cursor is in the middle of a word or attribute, the word/attribute will be replaced in the definition. Any attribute that is added will have brackets {} around the name, according to the scripting format.
  - **Add Function**—Select a function and click Add to add the function to the Calculation Definition. The Function is added with placeholders for each parameter.

Other scripted function examples:

* **Date Difference**: Returns the difference in days, hours minutes, or seconds between two dates. For Date1 and Date 2, the values 'TODAY' and 'NOW' can be used, which denote the current date (with no time component) and date-time, respectively.

\[
\text{DATE\_DIFF}(<\text{Date1}>, <\text{Date2}>, <\text{Type}>)
\]

Example: DATE\_DIFF('TODAY', {Preparer End Date}, 'DAYS') or DATE\_DIFF({Preparer End Date}, 'NOW', 'HOURS')

* **Extract Text**: Returns the substring within the value, from the positions specified.

\[
\text{SUBSTRING}(<\text{Value}>, <\text{Location}>, <\text{Length}>)
\]

Example: SUBSTRING ( {Name} , 5, 10)
* **If Then Else**: Allows the user to insert a conditional calculation into the scripted calculation. IF_THEN_ELSE calculations can also be nested to support “ELSE IF” type calculations.

IF_THEN_ELSE(<Condition>, <Value1>, <Value2>)

Example:

IF_THEN_ELSE({Risk Rating} = 'Low', 'Good',
IF_THEN_ELSE({Risk Rating} = 'Medium', 'Better',
IF_THEN_ELSE({Risk Rating} = 'High', 'Best','Bad'))

* **Lowercase**: Returns the value in lower case.

LOWERCASE(<Value>)

Example: LOWERCASE( {Description} )

* **Maximum**: Returns the maximum value from a list of attributes. There can be any number of parameters.

MAX(<Value1>, <Value2>,<ValueN>)

Example: MAX({Account1},{Account2},{Account3})

* **Minimum**: Returns the minimum value from a list of attributes. There can be any number of parameters.

MIN(<Value1>, <Value2>,<ValueN>)

Example: MIN({Account1},{Account2},{Account3})

* **Round**: Returns the value rounded to the decimal places specified.

ROUND(<Value>, <Decimal Places>)

Example: ROUND( ({Scripted Translate} /7), 4)

* **Text Location**: Returns the index of the substring within the value, starting at 1 as the first position.

INSTRING(<Value>, <Value To Search>)

Example: INSTRING( UPPERCASE( {Name} ), 'TAX' )

* **Uppercase**: Returns the value in upper case.

UPPERCASE(<Value>)

Example: UPPERCASE( {Name} )

8. Click **Save** to continue adding the next attribute.

**Attribute Examples**

Here are some examples of common attributes:

**Text**
Scripted Calculation Type Example

Conditional Calculation Type Example
Creating Filters

After you define a data source and set up the data source attributes, you can set up filters to limit the records included in the list. You can create many different filters depending on how you want to view the information.

To create a filter when defining data sources:

1. Click the Filters tab from the Data Sources tab.
2. Click the + (plus sign) to Add a Filter and display the Filter definition dialog.
3. Enter the **Name** for the filter.

4. Enter the filter criteria:
   a. Click **Create Condition**.
   b. Enter the conditions you want to use to create the filter definition expression (Conjunction, Attribute, Operand, Value).

   **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.

**Working with Transaction Types**

Use of transaction types allows you to create as many unique adjustment and support types as you need to suit your reconciliation requirements. An administrator sets up the transaction types during set up of Transaction Matching. There are two default transaction types provided:

- **Adjustment Type**
- **Support Type**

Configuring each transaction type allows the user who is creating the adjustment to select from a list of available adjustments for this reconciliation and the system provides all the information required to post a journal from that reconciliation. A Preparer can also input ad-hoc information by adding comments and attachments. For example, you may want to configure an **Adjustment** type for a reconciliation for each expense account for that reconciliation.

The configurable **Support** types is very similar in that the Preparer can now select from a list of available support types for that reconciliation, allowing them to easily...
mark their unmatched transactions into support categories that make sense for that reconciliation.

Within an Adjustment Type or Support Type, the attributes are global attributes. This means that you create attributes and other users can reuse them and they appear in a drop down list.

**Creating a New Adjustment Transaction Type**

1. From **Application**, select **Match Types**, then select the match type you want to edit and under **Actions**, select **Edit**.
2. Select the **Transaction Types** tab and then select **Adjust**.

   **Note:**
   The match type has to be in **Pending** status.

3. You can change the name and description associated with Default Adjust ID.

   **Note:**
   The default is to allow posting of adjustments to Accounts Receivable and Accounts Payable.

4. To create a new adjustment type, click **New Transaction Type**.
5. Enter an ID (up to 25 characters identifying this transaction type), a name (up to 50 characters), and optionally, a description (up to 250 characters).
6. You can add new attributes by clicking **New Attribute**. Attributes are global attributes so can be created and they are available for use by other users in a drop down list. See Creating Global Adjustment and Support Attributes

**Note:**

You can also use an existing global attribute which is available from the drop down list.

- **Text** - Used for large comments, descriptions, etc and can be up to 255 characters long.

**Note:**

To import string values containing a comma (,) the string value must be enclosed in double quotes. When the string is enclosed in double quotes, you must enclose all other double quotes in the string in a second set of double quotes. Examples are shown in this table.

<table>
<thead>
<tr>
<th>String Value</th>
<th>Import Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;GM LLC - GMNA, formerly &quot;NAO&quot; ADMIN STAFF&quot;</td>
<td>Successful (entire string value in double quotes and second set of quotes around NAO)</td>
</tr>
<tr>
<td>&quot;GM LLC - GMNA, formerly &quot;NAO&quot; ADMIN STAFF&quot;</td>
<td>Import Error (no second set of double quotes for NAO)</td>
</tr>
<tr>
<td>&quot;GM LLC - GMNA, formerly NAO ADMIN STAFF&quot;</td>
<td>Successful (double quotes around string value)</td>
</tr>
<tr>
<td>GM LLC - GMNA, formerly NAO ADMIN STAFF</td>
<td>Error (no double quotes around string value)</td>
</tr>
</tbody>
</table>

- **Date** - the format when loading transactions should be DD-MMM-YYYY or DD-MMM-YY.

- **Number:**
  Used for amount fields up to 18 digits (12 digits plus up to 6 decimal places) and can be positive or negative. A negative number can be indicated during import by using the minus sign, for example, -1,000.00 while importing but will show on the user interface as (1000.00)

  **Integer:** Used for non-decimal values up to 18 digits and can be positive or negative.

- **List:**
  Used to configure a List of Values and upper and lowercase do not matter when importing.

- **Yes/No:**
  Used for a Boolean field that can be left **Blank**, **Yes** (1, Yes, YES, Y, y, T, t, True, TRUE, TRUE), or **No** (0, No, NO, N, n, F, f, False, FALSE, False)

You will see transaction types when you work on:
Creating a New Support Transaction Type

1. From Application, select Match Types, then select the match type you want to edit and under Actions, select Edit.

   ![Note]
   The match type has to be in Pending status.

2. Select the Transaction Types tab and then select Support.
   You can see a list of transaction types on the left. This is an example showing the default support type.

3. You can change the name and description associated with Default Support ID.

4. To create a new support type, click New Transaction Type.

5. Enter an ID (up to 25 characters identifying this transaction type), a name (up to 50 characters), and optionally, a description (up to 250 characters).

6. You can add new attributes by clicking New Attribute.
   - **Text**: Used for large comments, descriptions, etc and can be up to 255 characters long.

   ![Note]
   When the value in a text string is enclosed in double quotes at the beginning and ending of the string, use double quotes when you have comma in between. For example: "GM LLC - GMNA, formerly "NAO" ADMIN STAFF"

   - **Date**: The format when loading transactions should be **DD–MMM–YYYY** or **DD–MMM–YY**.

   - **Number:**
Used for amount fields up to 18 digits (12 digits plus up to 6 decimal places) and can be positive or negative. A negative number can be indicated during import by using the minus sign, for example, -1,000.00 while importing but will show on the user interface as (1000.00)

**Integer:** Used for non-decimal values up to 18 digits and can be positive or negative.

- **List:**
  Used to configure a List of Values and upper and lowercase do not matter when importing.

- **Yes/No:**
  Used for a Boolean field that can be left Blank, Yes (1,Yes,YES,Y,y,T,True,TRUE,TRUE,True) or No (0,No,NO,N,n,F,f,False,FALSE,False)

### Defining the Match Process by Creating Rules

After defining data sources, the next step is to define the rules used for matching transactions. Match rules determine how matches are made. You can create a match process with auto match rules and also manual match rules.

As a best practice, start rule definition with the most precise rules first, those likely to create the highest number of quality matches, and then work down to the rules that may be less certain in their results.

Supported rule types are:

- 1 to 1
- 1 to Many
- Many to 1
- Many to Many
- Adjustment

**Note:**

If you want to perform manual matching only, you can create a match process without any auto match rules.

The possible match status for rules, other than adjustment, are:

- Suggested
- Confirmed
- Suggested (No Ambiguous) to add a rule with suggested matches that does not allow ambiguous results (multiple transactions that satisfy the rule conditions).
- Confirmed (No Ambiguous) to add a rule with confirmed matches that does not allow ambiguous results (multiple transactions that satisfy the rule conditions).
Defining the Match Process - Specifying Properties

To specify the properties for a new match process:

1. From Home, select Application, then Match Types.
2. On the Match Types tab, select the Match Type you are working with. The Edit Match Type tab displays.
4. Enter an ID for the match process and Name.
5. Select the Number of Data Sources.
7. As a default, the Set Adjustment Accounting Date to the Match Date is selected. You can change this setting to Set Adjustment Accounting Date to the Latest Accounting Date in the Match Group.
8. Click Save.
9. The default attribute mapping displays the attributes from your defined data sources and shows the relationship between attributes in Source System and Sub System data sources.

Attribute Mapping

Here's an example for the Bank to GL (General Ledger) to see what it looks like to fill in the properties for the match process and see the default attribute mapping. The Default Attribute Mapping automatically displays the Balancing Attribute already defined in your data source.

Use the + (Plus sign) under Default Attribute Mapping to add a new attribute mapping. You can use the New Attribute Map dialog to map the Source System attributes to the Sub System attributes and declare tolerance limits.
For more details on how tolerances work, see Understanding the Transaction Matching Engine.

Defining the Match Process - Understanding Rules and Rule Conditions

Setting rule conditions determines which attributes must be matched together, and whether they must exactly match, or whether a tolerance is allowed. The Rule Conditions makes it easier to define matching rules in multiple source match processes by defining the default relationship between attributes in Source System and Sub System.

The ID and Name identify the match process in various places, so that you know which set of matching rules were used to produce a given set of matches. The ID must always be unique within the match type. The number of data sources determines how many data sources are included in the specific match process.

For example, if three data sources are defined, and Match Process 1 uses two sources and Match Process 2 uses one, then you select the name of the data sources to assign to Source System and Sub System. Then you select the format and the list of available formats is dependent on the number of data sources assigned to the match process.

For example, if you expect to configure multiple match rules requiring a match on Source System “Amount” and Sub System “Transaction Amt”, then you can define this relationship once in this table, and every time you configure a match rule referencing Source System “Amount”, it will default Sub System “Transaction Amt” as the attribute to matched. You can override this during rule configuration.

The Balancing attribute is the attribute used to generate the reconciliation balancing report. For example, if you are reconciling Intercompany, it would be the Amount value.

Rules are processed in the order in which they appear in the table. You can re-order the rules using drag and drop.

The list of rule types is dependent on the format. For example,

- **Balance Comparison with Matching** corresponds to a two source match and can be: 1 to 1, 1 to Many, Many to 1, and Many to Many.

  1 to 1 means 1 transaction from Source System will be matched to 1 transaction from Sub System.
1 to Many means 1 transaction from Source System will be matched to all transactions from Sub System that meet the rule conditions.

- **Account Analysis** corresponds to a one source match and can be: 1 to 1, 1 to Many, Many to 1, and Many to Many.
  
  1+ to 1- means 1 positive transaction will be matched to 1 negative transaction.
  
  1+ to Many – means 1 positive transaction will be matched with all negative transactions that meet the rule conditions.

To create a rule:

1. Assign a unique **ID**, and then a **Name** to the rule. A description is optional.

   **Note:**

   The **ID** field may contain up to 25 alphanumeric characters and cannot include any special characters except a period (.), dash (-), or underscore (_). The **Name** field may contain up to 50 alphanumeric characters and cannot include any special characters except a period (.), dash (-), or underscore (_).

2. Specify the rule type. This determines the number of transactions selected on each side of the match. In the example, one transaction will be selected from our Intercompany Accounts Payable and matched to one transaction from our Intercompany Accounts Receivable.

3. Specify the conditions that must be met in order for the rule to be satisfied. For this rule, we require an exact match on Invoice, and an exact match on Amount. The matches produced by this rule will have a status of “Confirmed”, which means no user action is required once the match has been made.

   ![Edit Rule](image)

   This next rule example requires an exact match on Invoice, but allows a variance of up to $100 on Amount. Matches produced by this rule will include an Adjustment for the $100 difference. We’ve configured this rule to create “Suggested” matches, which enables a user with the appropriate level of security privileges to review the matches and the associated Adjustments and to determine whether to accept or reject the match.
For 1 to Many and Many to 1 rule types, you must define one rule condition which can be Match Exactly or with tolerance in addition to the Balancing attribute condition. For Many to Many rule types, you must define a Match Exactly condition.

Example of Auto Match Rules

Auto Match rules are used by the auto match process. You define the rules or conditions that must be met in order for a match to be made. This is an example of the Rules tab filled out for an auto match process for the Intercompany Type.

Setting Tolerance Levels

There are three ways to set tolerance levels to allow matching of transactions that have variances. You can set:
- A tolerance variance value that is applied to the transactions. For example, auto match with a variance between -1 and +3.
- A tolerance threshold level expressed as a percentage. For example, auto match with up to 0.5% of the value of the amount.
- A tolerance threshold level expressed as a percentage along with a variance amount. For example, auto match with up to 1.0% of the value of the amount up to a maximum amount of 100.00.

**Note:**
The percentage value can not be more than 100 for both high and low tolerance. You can use a tolerance level as a percentage for **Number** and **Integer** type data source attributes only. The option to express as a percent will not display for other types such as **Date**.

**Tolerance Percentage Checkbox** When setting tolerance limits, there is a **Use percentage tolerance** check box that allows you to express the tolerance level as a percent and you can also then set a maximum variance value.

**Example 1. Auto Reconciliation Rule - Tolerance Limits**

**Example 2. Manual Match Rule - Preparer Tolerance Limits**
Using a Subset Rule During Creation of 1 to Many and Many to 1 Rules

There may be times when you are working with 1 to Many or Many to 1 rule types and you need to match an amount with a subset of all transactions in order to match correctly. A new "With Subset" check box has been added to the new rule dialog for 1 to Many or Many to 1 rules to allow you to indicate that matching with a subset of transactions is desired.

Previously, the existing 1 To Many or Many to 1 rules were unable to match transactions which, as a group, match with multiple transactions from the Sub System side. For example, let's look at a case of a 1 to Many match that demonstrates the need for a subset rule:

Table 9-3    Source System Transactions

<table>
<thead>
<tr>
<th>Amount</th>
<th>Date</th>
<th>GL Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>10-13-2017</td>
<td>Shop-1</td>
</tr>
<tr>
<td>233</td>
<td>10-13-2017</td>
<td>Shop-1</td>
</tr>
</tbody>
</table>

Table 9-4    Sub System Transactions -

<table>
<thead>
<tr>
<th>Amount</th>
<th>Date</th>
<th>GL Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>10-13-2017</td>
<td>Shop-1</td>
</tr>
<tr>
<td>10</td>
<td>10-13-2017</td>
<td>Shop-1</td>
</tr>
<tr>
<td>1</td>
<td>10-13-2017</td>
<td>Shop-1</td>
</tr>
<tr>
<td>200</td>
<td>10-13-2017</td>
<td>Shop-1</td>
</tr>
<tr>
<td>30</td>
<td>10-13-2017</td>
<td>Shop-1</td>
</tr>
<tr>
<td>3</td>
<td>10-13-2017</td>
<td>Shop-1</td>
</tr>
</tbody>
</table>

In this case, the amount 111 from the source system should match with amount (100,10,1) from the Sub System transactions. Similarly, the amount 233 should match with group amount (200,30,3).

Without using the new subset matching functionality, the rule condition, to match exactly with amount, Date and GL string, will be returning the sum of amount of all the six transactions from Sub system because Date and GL String (10-13-2017, Shop-1) from Sub system is equal to Date, GL String from Source System.

So without the use of the subset, the result would be the amount 111 from Source System and a sum (100+10+1+200+30+3) = 344 from the Sub System and would not
be a proper match. Similarly amount 233 from Source System is not a match with amount 344 from Sub system.

Note:
Since rules with subset may have a performance impact if not used correctly, no more than 15 transactions from the “Many” side are allowed.

Using Multiple Data Sources and Multiple Match Processes

Transaction Matching allows for three-way (or more) matching scenarios so that the transactions will automatically match from a balancing source A to a balancing source B. Let’s look at an example of using a multi-match process.

The three-way match is GL – POS and then POS – Bank. In addition to that three-way match, there are some transactions that hit the GL or Bank that are not reflected in the POS source, so you can set up another match process to match from GL directly to Bank. For example, a Bank Fee will be on the bank statement and posted to the GL, but is not typically included with POS source activity.

- GL to POS (inverse)
- POS (normal) to BANK
- GL to BANK

The two Point of Sale (POS) files loaded (the POS inverse and the POS normal) are “net-zero” since they net themselves out to zero within the Source System. The only balancing sources are GL & Bank so the POS (inverse) is the same file as POS (normal) that matches to the Bank except that the “Amount” field is swapped to the opposite sign.

Example - Setting Up the Multiple Data Sources

This example assumes that you created a match type with three data sources: a data source called GL for a General Ledger (GL) and a data source called Point of Sale (POS). There is also a Bank data source representing the Bank statement.
Note:
The Balancing Attribute will be used by the system to create a default attribute mapping in a match process. You can change the Accounting Date or Balancing Attribute by using the check box as long as transactions are not already imported.

Example - Setting Up the Multi-Matching Process Scenario

Once you've defined the multiple data sources, you can set up the match processes. Let's look at this example that shows three match processes defined:

- **GL-IPOS** is a single source match process between the General Ledger (GL) with negative (or inverse) amounts in the point of sale source.

Note:
Transaction Matching allows you to automatically match a transaction to a voided (or negative transaction) from that same source so that you do not have to manually match these.

You can see that the system created a default attribute mapping based on the selection of balancing attribute of “Amount” when you created the GL data source. You can select the plus sign (+) to create a new attribute mapping for a non-balancing attribute.

- **POS-BANK** is a two source match process between the positive point of sale (POS) activity against the Bank source.
**GL-BANK** is a two source match process between the General Ledger (GL) and the Bank source.

### Auto Match Process Order of Execution

The auto match process will follow the order of the match processes on the Match Process dialog. You can change the order of these processes by using the Move Up and Move Down indicators. Auto Match will go through each match process in the order listed and its rules.

Once an individual transaction is matched one time, it will not be considered in another match process.

### Filtering and Grouping Transactions in AutoMatch Rules

AutoMatch rules in Transaction Matching support grouping and filtering the transactions in the rules, which will be used by the match engine to match transactions. A tab called **Filters and Groups** displays on the **Edit Rule** dialog for a single data source and for two data sources.

**Filtering Transactions in AutoMatch Rules**

Automatch will include only the transactions that is specified by the filter while executing the rule. Other transactions are excluded for the matching.

Note the following about filtering transactions:

- It is optional to define filtering for each rule.
- Filters are defined for each data source.
- Only one filter per data source can be selected for each rule.

All the different types of rules will allow filtering

**Two Source Match Process** - in a two source match process, one filter can be selected for source system and one for subsystem

**Single Source Match Process** - in a one source match process, the filter selected for subsystem can be the same as the one selected for source system.
Grouping Transactions for Auto Matching

- It is optional to define grouping for filtering for a rule.
- You can choose one or more attributes for grouping.
- Grouping is allowed for “Many” types rules only: One to Many, Many to One, or Many to Many.

**One to Many**

Grouping can be done only for Sub System data source:

- In a two source match process, only the Sub System data source and its attributes display.
- In a single source match process, only the data source and its attributes display.

**Many to One**

Grouping can be done only for Source System data source:

- In a two source match process, only the Source System data source and its attributes display.
- In a single source match process, only the data source and its attributes display.

**Many to Many**

Grouping can be done for both Source System and Sub System data source

- In a two source match process, both the Source System data source and its attributes and Sub System data source and its attributes display.
- In a single source match process, the data source and its attributes display.

**Attributes**

The following conditions apply to grouping attributes:

- You can choose one or more attributes for grouping.
- Grouping attributes can be in any order.
- Grouping attributes can include calculated attributes.
- The balancing attribute is not allowed to be a grouping attribute.

**Rule Conditions**

If grouping is enabled for a Many type rule, only the attributes chosen for grouping are considered during rule creation. The rule conditions filter the attributes and show only the attributes selected for grouping in the drop down. It is optional to create the rule conditions using these attributes.

**How Auto Matching is Performed Using Groups**

The grouped transactions behave as single transaction. Grouping can be applied only on the Many side. Once the grouping is applied on the Many side in a One to Many or Many to One rule, the rule behaves as if it is a One to One rule on the Many side as well, so that grouped transactions will be considered as single transaction.

In a Many to Many rule, grouping can be applied on both sides or only on one side. When grouping is applied on both sides, it behaves as if it is a One to One rule with grouped transactions behaving as a single transaction. However, when the grouping is
applied only on one side, it behaves as if it is a One to Many or Many to One rule depending on the source the grouping is applied to.

**Example**

To help you understand how the matching is done, let's look at this example of Bank Transactions and GL Transactions:

In the below One to Many Rule example, GL Transactions are grouped by: Transaction (Tran) Date, Payment Type (PymtType), and Batch ID. The order of the attributes does not have any effect on matching.

Rule condition: **Credit Amt Matches Exactly/Total Amt**

Balancing attributes: **Credit Amt** in BANK and **Total Amt** in GL

**Table 9-5  Example of Bank Transactions**

<table>
<thead>
<tr>
<th>Number</th>
<th>As-Of Date</th>
<th>Bank ID</th>
<th>Acct No</th>
<th>Credit Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/17/2018</td>
<td>121000248</td>
<td>4129965265</td>
<td>1000</td>
</tr>
<tr>
<td>2</td>
<td>9/19/2018</td>
<td>121000248</td>
<td>4129965265</td>
<td>400</td>
</tr>
</tbody>
</table>

**Table 9-6  Example of GL Transactions**

<table>
<thead>
<tr>
<th>Number</th>
<th>Tran Date</th>
<th>PymtType</th>
<th>Batch ID</th>
<th>Total Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/18/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>9/18/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>9/18/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>600</td>
</tr>
<tr>
<td>4</td>
<td>9/20/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>200</td>
</tr>
<tr>
<td>5</td>
<td>9/20/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>200</td>
</tr>
</tbody>
</table>

This rule will create two matches.

**Table 9-7  Match 1 - Example of Matching Bank Transactions**

<table>
<thead>
<tr>
<th>Number</th>
<th>As-Of Date</th>
<th>Bank ID</th>
<th>Acct No</th>
<th>Credit Amt</th>
<th>Match Set #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/17/2018</td>
<td>121000248</td>
<td>4129965265</td>
<td>1000</td>
<td>1</td>
</tr>
</tbody>
</table>

**Table 9-8  Match 1 - Example of Matching GL Transactions**

<table>
<thead>
<tr>
<th>Number</th>
<th>Tran Date</th>
<th>PymtType</th>
<th>Batch ID</th>
<th>Total Amt</th>
<th>Match Set #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/18/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>200</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>9/18/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>200</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>9/18/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>600</td>
<td>1</td>
</tr>
</tbody>
</table>
Table 9-9  Match 2- Example of Matching Bank Transactions

<table>
<thead>
<tr>
<th>Number</th>
<th>As-Of-Date</th>
<th>Bank ID</th>
<th>Acct No</th>
<th>Credit Amt</th>
<th>Match Set #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/19/2018</td>
<td>121000248</td>
<td>4129965265</td>
<td>400</td>
<td>2</td>
</tr>
</tbody>
</table>

Table 9-10  Match 2- Example of Matching GL Transactions

<table>
<thead>
<tr>
<th>Number</th>
<th>Tran Date</th>
<th>PymtType</th>
<th>Batch ID</th>
<th>Total Amt</th>
<th>Match Set #</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>9/20/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>9/20/2018</td>
<td>Bank Draft</td>
<td>CS18091802</td>
<td>200</td>
<td>2</td>
</tr>
</tbody>
</table>

In the above rule, if we added another rule condition **As-Of Date Matches Exactly Tran Date**, no matches would get created.

**Setting Up One Sided Adjustments to Run During Auto-Match**

Often you will need to use a one sided adjustment to self-match something like a Bank Fee or a Transfer out of the bank account that will not have a match on the GL side. This happens when you are loading transactions and matching against sources, many times there are transactions on one side that do not have an offsetting transaction on the other side. There is a predefined rule type, called **Adjustment**, to handle these types of adjustments which run during Auto Match.

By running the Adjustment rule during Auto Match, it clears off these transactions with an adjustment, and then the journal posting process can be used for posting the adjustment. In this example, the GL transaction that is created from the journal is not given back to Transaction Matching in the GL feed because we've already matched/cleared the transaction(s) from the Bank side. For more information about Loading Journal Entries, see Loading Exported Journal Entries in the **Administering Data Management for Oracle Enterprise Performance Management Guide**.

**Predefined Adjustment Rule Processing**

- The Adjustment rule will pick transactions (one or more) according to the rule from a data source. This source is called Source to Adjust of the Adjustment rule type.
- You can use filter and group capabilities with this rule type. When groups are used in the rule, then one adjustment is created per group.
- If there are no groups, then one adjustment will be created for each available transaction.

**Adjustment Rule Terminology**

You will see these statuses after Auto-Match runs. These are the statuses and an example is shown:

- Suggested Match
- Confirmed Match
- Suggested Adjust
• Confirmed Adjust

Setting Up an Adjustment Rule Type

To set up an Adjustment rule type:

1. From Home, select Application, and then Match Types.

2. On the Match Types tab, select the Match Type you are working with. The Edit Match Type tab displays.

3. Select the Match Process tab. Select the match process you want to work with and click the Rules tab. For example:

4. Click the plus sign (+) to create a new rule. The New Rule dialog displays.

   a. Enter an ID, Name, and Description.

   b. In Rule Type, select the Adjustment rule type from the drop-down. Here's an example:
In Match Status, you can choose Suggested or Confirmed.

c. Click Save to save the rule and you can see that the Source to Adjust field displays.

d. Select the source from the drop-down and Save the rule.

When you work with an Adjustment rule type, note that the Adjustment Details tab displays.

f. Optionally, use filters and groups.

g. Click Save

5. Now enter your rule condition. Note that in an Adjustment rule type, you only have one rule condition since unlike other rules, you are not comparing one source to another. Therefore you cannot create another rule condition.
Optionally, you can add Adjustment Limits if you need to restrict the auto match to a range. For example, a value between -2000 and +2000, but you are not required to enter any limits.

Effect of Adjustment Rule on Matching

Let’s look at the how Matching dialogs look after Auto Match has been performed using an Adjustment Rule.

- Example of Matches dialog showing a list of Suggested and Confirmed Adjustments.

- Example showing Suggested Matches - This is an example of how a one sided adjustment looks like on the Suggested Matches dialog after Auto Match has run.
Setting Up Default Adjustment and Support Values

During matching, users need to add adjustments and support transactions to explain differences. When an Administrator defines the matching process through creation of rules, and a rule allows for tolerances, the Administrator can set up default adjustment and support attribute values so that users do not have to manually enter those values repetitively. This helps speed user entries during matching.

Here’s an example of the Adjustment Type values that have to be entered during manual matching from the Unmatched Transactions dialog. You can see that there are entry fields under Adjustment Type.

Here’s how it looks to a user during manual matching if the Administrator populates the default adjustment or support values in advance:

Setting Up Default Adjustment or Support Attribute Values in Auto Match

To set up default adjustment or support attribute values:

1. From Home, select Application, and then Match Types.
2. On the **Match Types** tab, select the Match Type you are working with. The **Edit Match Type** tab displays.

3. Select the **Match Processes** tab and then the **Match Process** you want to work with. Then select the **Rules** tab.

4. Select an Auto Match that you want to enter default values for and on **Actions**, select **Edit** to edit the rule.

You can see that there is an **Adjustment Details** tab since the rule has tolerance limits set.

5. On **Adjustment Details**, select either **Adjustment** or **Support**.
6. Select the **Transaction Type** and then enter the default values for attributes for that Transaction Type.

Once this is set up, the user will see the default values when performing matching with adjustment on the Unmatched Transactions dialog.

**Setting Up Default Adjustment and Support Attribute Values in a Manual Match Rule**

To set up default adjustment or support attribute values in a Manual Match rule:

1. From **Home**, select **Application**, and then **Match Types**.
2. On the **Match Types** tab, select the Match Type you are working with. The **Edit Match Type** tab displays.
3. Select the **Match Processes** tab and then the **Match Process** you want to work with. Then select the **Rules** tab.
4. Click **Configure** under **Manual Match Rule**.
You can see the Adjustment Details tab since the rule has tolerance limits set.

5. On Adjustment Details, select either Adjustment or Support.

6. Select the Transaction Type and then enter the default values for attributes for that Transaction Type.

Once this is set up, the user will see the default values when performing matching with adjustment on the Unmatched Transactions dialog.
Exporting and Importing of Match Types Across Environments

System Administrators can now export the Match Type configuration, and then import it using one of the following options:

- Back into the same environment
- To another Account Reconciliation environment

For example, the System Administrator may configure and test a Match Type in their Account Reconciliation Cloud test environment, and then once it is ready, export from test and import into their production environment.

**Note:**

- Always ensure you have a fresh backup of the environment before performing imports and updates of Match Types.
- When importing a Match Type with the same name as an existing Match Type, the import process will overwrite the configuration of the existing Match Type with the Match being imported.
  - If an object within the Match Type exists in the match type zip file being imported as well as in the system, the object from the match type zip file overwrites the object in the system.
  - If an object within the Match Type exists in the match type zip file being imported but not in the system, a new object is created in the system.
  - If an object within the Match Type does not exist in the match type zip file being imported but exists in the system, the object is deleted from the system to be in sync with the match type zip file being imported.

**Note:**

Objects within a Match Type can be data sources, data source attributes, match process, rules, or rule conditions.

- If you do not wish to update the existing Match Type you can rename the existing Match Type before importing.

Exporting Match Types

To export Match Types:

1. From the Home page, click **Application**, and then **Match Types**.
2. On the **Match Types** tab, select a match type.
3. **Optional:** If you want to change the Match Type name:
   - Select the Match Type, and then click **Edit**.
On the Edit Match Type screen, click the Properties tab.

Enter the new ID and Name for the Match Types, and click Save.

Note:
As a best practice, enter any details or changes made to the original Match Type in the Description.

4. Under Actions, select Export. On the dialog box, select Save File, and navigate to the location you require, and then click OK. The export is created as a zip file. One zip file is created for each Match Type.

Importing Match Types

To import Match Types:

1. From the Home page, click Application, and then Match Types.
2. Click Import.
3. On the Match Type dialog box, click <Select a File>,

Note:
If the name of the Match Type you are importing matches the names of an existing Match Type, you can choose to update the existing Match Type, or Import with a New Name.

4. On the Import dialog box, navigate to the zip file that was exported, and then click Import. A message advises that the Match Type has been successfully imported.
5. On the Match Types screen, click Refresh.
6. When the import is complete, the Status on the Match Types screen is set to Approved.

Defining Formats and Profiles for Transaction Matching

After creating Match Types in Transaction Matching, you need to perform the following tasks: define a format, associate it with a Match Type, and then create a profile.

- Define a format and associate with a Match Type - see Defining Formats
- Define a profile - see Working with Profiles

Once you have completed the set up for Transaction Matching, the Administrator can create reconciliations and load data. See Creating Reconciliations in Transaction Matching and Importing Data.
Exporting Adjustments or Transactions as Journal Entries

In Transaction Matching, you can export adjustments or transactions from data sources as dual sided journal entries that can then be imported into your ERP system. The exported journal entries are provided in a .csv file. For detailed instructions, see Loading Exported Journal Entries in the Administering Data Management for Oracle Enterprise Performance Management Cloud guide.

Example of a Single Adjustment and Journal Entry Created for Export

Let's look at this example of a single adjustment's details and what the dual sided journal entry looks like that gets created from that information.

<table>
<thead>
<tr>
<th>Table 10-1</th>
<th>Adjustment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account ID</td>
<td>Trans. Date</td>
</tr>
<tr>
<td>100-1150</td>
<td>6/15/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 10-2</th>
<th>Journal Posting Created From Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code</td>
<td>GL Account</td>
</tr>
<tr>
<td>100</td>
<td>1150</td>
</tr>
<tr>
<td>100</td>
<td>567345</td>
</tr>
</tbody>
</table>

The first row in this table represents the side of the journal that hits the Reconciliation Account 1150 in the amount of 10.00 since the balance is too high currently.

The second row in this table represents the side of the journal that hits the Offset Account 567345. It's an expense account since the "missing" cash is being written off.

Note:

This also works for a single transaction based on a data source and two rows are also created as a journal entry. For example, for a bank fee.

Process Flow

During normal operation using Account Reconciliation Cloud, users create adjustments and load transactions into Transaction Matching. If you want to export adjustments or transactions as journal entries, you use the Match Types feature which uses a new concept of global attributes for Adjustment and Support Types.
The process flow within Match Types in Transaction Matching is:

- Create global attributes for Adjustment and Support Types
- Define the journal columns
- Map transaction/adjustment attributes to journal attributes
- Optionally, use filters on transactions.
- Perform the export of the journal entries to a text file

Creating Global Adjustment and Support Attributes

Within Match Types, you can create attributes that can be used globally across adjustment types, support types and match types. This helps you when creating attributes since you and other users can reuse attributes. For example, you can create attributes such as Name, Description and ID and these can be reused and are commonly used.

Here is an example.

To create a new global adjustment and support attribute:

1. From **Home**, select **Applications**, then **Match Types**, and then **Adjustment and Support Attributes**.
2. Click **New**.
3. Fill in the required **Name**.
4. Choose the **Type** of attribute.
- **Text** - Used for large comments, descriptions, etc and can be up to 255 characters long.

**Note:**

To import string values containing a comma (,) the string value must be enclosed in double quotes. When the string is enclosed in double quotes, you must enclose all other double quotes in the string in a second set of double quotes. Examples are shown in this table.

<table>
<thead>
<tr>
<th>String Value</th>
<th>Import Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;GM LLC - GMNA, formerly &quot;NAO&quot; ADMIN STAFF&quot;</td>
<td>Successful (entire string value in double quotes and second set of quotes around NAO)</td>
</tr>
<tr>
<td>&quot;GM LLC - GMNA, formerly &quot;NAO&quot; ADMIN STAFF&quot;</td>
<td>Import Error (no second set of double quotes for NAO)</td>
</tr>
<tr>
<td>&quot;GM LLC - GMNA, formerly NAO ADMIN STAFF&quot;</td>
<td>Successful (double quotes around string value)</td>
</tr>
<tr>
<td>GM LLC - GMNA, formerly NAO ADMIN STAFF</td>
<td>Error (no double quotes around string value)</td>
</tr>
</tbody>
</table>

- **Date** - the format when loading transactions should be DD-MMM-YYYY or DD-MMM-YY.

- **Number:**
  Used for amount fields up to 18 digits (12 digits plus up to 6 decimal places) and can be positive or negative. A negative number can be indicated during
import by using the minus sign, for example, -1,000.00 while importing but will show on the user interface as (1000.00)

**Integer**: Used for non-decimal values up to 18 digits and can be positive or negative.

- **List**: Used to configure a List of Values and upper and lowercase do not matter when importing.

- **Yes/No**: Used for a Boolean field that can be left **Blank, Yes** (1, Yes, YES, Y, y, T, true, TRUE, TRUE) or **No** (0, No, NO, N, n, F, f, False, FALSE, False)

### Defining the Journal Columns

The next step in the process is to define the journal columns in Transaction Matching. Here is an example of required columns needed in an ERP system in order to import journal entries into that ERP system. In Transaction Matching, you create these columns.

<table>
<thead>
<tr>
<th>Journals Import</th>
<th>Status Code</th>
<th>Ledger ID</th>
<th>Effective Date</th>
<th>Journal Source</th>
<th>Journal Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Required</td>
<td>* Required</td>
<td>* Required</td>
<td>* Required</td>
<td>* Required</td>
<td>* Required</td>
</tr>
<tr>
<td>Actual Flag</td>
<td>Segment 1</td>
<td>Segment 2</td>
<td>Segment 3</td>
<td>Segment 4</td>
<td></td>
</tr>
</tbody>
</table>

To create journal columns in Transaction Matching:

1. From **Home**, select **Applications**, then **Match Types**, and then **Journal Columns**.

### Journal Columns

- **Name**

- **Status Code**

- **Ledger ID**

- **Effective Date**

- **Journal Source**

- **Journal Category**
2. Click **New** to create a new journal column.

![Journal Columns](image)

3. Enter a **Name**, and then click **Save**.

    **Note:**
    You can also edit this information by clicking the **Actions** and selecting **Edit**.

---

**Exporting to a Text File in Jobs History**

The last step in the process is to export adjustments or transactions from **Jobs History** for **Transaction Matching**. The export process exports all the adjustments and transactions that are in open status and match any applied filter criteria. Filtering is available to limit the number of transactions.

Once you export the journal entries, you can reopen them and re-export. See **Re-Exporting or Reopening Journal Entries**

**Export Adjustments as Journal Entries**

To export adjustments as journal entries:

1. From **Home**, select **Applications**, then **Jobs** and then **Transaction Matching**.
2. On **Job History**, from **Actions**, select **Export Journals**.
3. In **Type**, select **Adjustments**.

4. Select the **Match Type**, and then click **OK**.

5. The job is now visible on Job History and once successful, you can open or save the csv file created.

---

**Note:**

Once you export, adjustments that are successfully exported are changed from open to closed state. The export process will not include Adjustments that are in a closed state. This ensures that the same Adjustment is never accidentally exported more than one time. See Re-Exporting or Reopening Journal Entries for information on how to re-open previously closed Adjustments, or re-export previously exported Adjustments.

---

**Export Transactions as Journal Entries**

To export transactions as journal entries:

1. From **Home**, select **Applications**, then **Jobs** and then **Transaction Matching**.

2. On **Job History**, from **Actions**, select **Export Journals**.

3. In **Type**, select **Transactions**.
4. In Match Type, select a match type.
5. In Data Source, select the data source.
6. If you applied filters to the transactions, select the filter.
7. Click OK and the job is now visible on Job History. Once successful, you can open or save the csv file created.

Apply Filters to Transactions

You can now create filters for transactions within a given datasource so that you can export only those transactions you wish. You first create the filter on the Edit Match Type, Data Sources tab and then during the export as journal entries, you will be able to select that filter from the list.

To create a filter to limit the transactions for export:
1. From Home, select Applications, then Match Types and then select the match type you want, and under Actions, select Edit.
2. Select Data Sources and then select the data source you want to filter.
3. Select the Filters tab and click New. Here is an example of creating a new filter on the Accounts Payable data source.

4. Enter a name for the filter in the Name field.
5. In Filter Definition, you can create the conditions that need to be met to be included and then click **Apply**.
   For example, let’s create a filter for AP amount greater than 100.

   ![Filter Definition](image1.png)

   ![Create Condition](image2.png)

   ![Condition](image3.png)

   ![Edit Match Type](image4.png)

   ![Note](image5.png)

   This filter will now be available when you export transactions as journal entries.

   **Note:**

   Once you export, transactions that are successfully exported are changed from open to closed state. The export process will not include transactions that are in a closed state. This ensures that the same transaction is never accidentally exported more than one time. See Re-Exporting or Reopening Journal Entries for information on how to re-open previously closed journal entries, or re-export previously exported journal entries.

   **Re-Exporting or Reopening Journal Entries**

   Once an export has been performed, you can see two options on the **Actions** menu: Re-Export and Reopen.
Re-export is done from the Jobs History and you use the same Job ID which gets stored when an export takes place. This Re-export means that you get the same result as the original export.

The Reopen option can be used if you need to look at the adjustments or transaction journal entries again and is useful if you have a partial failure of some kind before it gets imported into your ERP system, or if you want to make a change to a filtered list of transactions. This option changes the exported entries from Closed to Open.

Map Attributes to Journal Attributes

Once you have created your attributes and created the necessary journal columns, you need to map your attributes to journal attributes using the Journal Attribute Mapping option on Edit Match Type.

For adjustments, you work on a per Match Type basis, and you map the journal columns to the Reconciliation Account and Offset Account.

For transactions you work on a data source basis, and map the data source attributes to journal attributes.

To map adjustment attributes to journal attributes:

1. From Home, select Applications, then Match Types, and then select the match type you want to work on, and click Edit.

2. On Edit Match Type, select Journal Attributes.
3. On **Journal Attribute Mapping**, choose either **Adjustment**, or one of the datasources displayed in the drop down.

4. For each **Journal Column**, select the attributes from the drop down list for **Reconciliation Account** and **Offset Account**.

5. Once you have made all selections, click **Save**.

**Note:**
You need to save the mapping for Adjustments before continuing on to save your mapping for each data source.

**Example 1. Journal Attribute Mapping for Adjustments**
Here is an example of attribute mapping for **Adjustments**.

**Example 2. Journal Attribute Mapping for Datasource Accounts Payable**
Here is an example of attribute mapping for a datasource **Accounts Payable**.
Appendix: Reconciliation List Select Column Definitions

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

- Profile
- Reconciliation
- Balance
- Transaction

Profile Dataset Types

This section describes definitions of the Profile dataset select columns.

The following table describes columns for Profile dataset types.

<table>
<thead>
<tr>
<th>Column Attributes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Segments Names 1-n</td>
<td>'X' number of segments can be utilized</td>
</tr>
<tr>
<td>Custom Profile Attributes</td>
<td>'X' number of profile attributes can be added</td>
</tr>
<tr>
<td>Account ID</td>
<td>Combination of Profiles Segments that makes the profile unique</td>
</tr>
<tr>
<td>Account Type</td>
<td>Account type is a user-configured list of values</td>
</tr>
<tr>
<td>Column Attributes</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Active</td>
<td>Active / inactive setting</td>
</tr>
<tr>
<td>Auto Reconciliation Method</td>
<td>Auto Reconciliation Method set</td>
</tr>
<tr>
<td>Balance Range (High)</td>
<td>High balance value set</td>
</tr>
<tr>
<td>Balance Range (Low)</td>
<td>Low balance value set</td>
</tr>
<tr>
<td>Created By</td>
<td>Name of user who created the profile</td>
</tr>
<tr>
<td>Created On</td>
<td>Date-time of profile creation</td>
</tr>
<tr>
<td>Currency Bucket Default Currency (Entered, Functional, Reporting)</td>
<td>Default currency</td>
</tr>
<tr>
<td>Currency Bucket Enabled (Entered, Functional, Reporting)</td>
<td>Enabled Currency Bucket (Yes/No)</td>
</tr>
<tr>
<td>Days Until End Date</td>
<td>Count of days between current date and end date</td>
</tr>
<tr>
<td>Description</td>
<td>Description</td>
</tr>
<tr>
<td>Enabled Buckets</td>
<td>Count of enabled currency buckets</td>
</tr>
<tr>
<td>End Offset</td>
<td>Sum of start offset and durations across all roles</td>
</tr>
<tr>
<td>Enter Source System Balances</td>
<td>Manual Balance Entry allowed (Yes/No)</td>
</tr>
<tr>
<td>Enter Subsystem Balances</td>
<td>Manual Balance Entry allowed (Yes/No)</td>
</tr>
<tr>
<td>Group Profile</td>
<td>Group Profile Set (Yes/No)</td>
</tr>
<tr>
<td>Historical Rate</td>
<td>Historical Rate Set (Yes/No)</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>Name of user the profile was last updated by</td>
</tr>
<tr>
<td>Last Updated On</td>
<td>Profile last updated by date-time</td>
</tr>
<tr>
<td>Match Balance Threshold (Number)</td>
<td>Balance Comparison Match Threshold (Number)</td>
</tr>
<tr>
<td>Match Balance Threshold (Percent)</td>
<td>Balance Comparison Match Threshold (%)</td>
</tr>
<tr>
<td>Match Type</td>
<td>Match type the format is linked to</td>
</tr>
<tr>
<td>Maximum Age Adjustments</td>
<td>Age violation setting - adjustment</td>
</tr>
<tr>
<td>Maximum Age Explanation</td>
<td>Age violation setting - explanation</td>
</tr>
<tr>
<td>Method</td>
<td>Method the format is linked to</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the profile</td>
</tr>
<tr>
<td>Normal Balance</td>
<td>Normal balance credit/debit setting</td>
</tr>
<tr>
<td>Organizational Unit</td>
<td>Assigned organizational unit</td>
</tr>
<tr>
<td>Preparer</td>
<td>Preparer name assigned</td>
</tr>
<tr>
<td>Preparer (Actual)</td>
<td>Preparer name that submitted the recon</td>
</tr>
<tr>
<td>Preparer (Backup)</td>
<td>Preparer (backup) name</td>
</tr>
<tr>
<td>Preparer (Claimed)</td>
<td>Preparer who has claimed from the team</td>
</tr>
<tr>
<td>Preparer (Primary)</td>
<td>Primary preparer from team</td>
</tr>
<tr>
<td>Preparer Duration</td>
<td>Duration set</td>
</tr>
<tr>
<td>Preparer End Date</td>
<td>End date set</td>
</tr>
<tr>
<td>Preparer End Date (Actual)</td>
<td>End date when role was completed</td>
</tr>
<tr>
<td>Preparer Frequency</td>
<td>Frequency set</td>
</tr>
<tr>
<td>Column Attributes</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Process</td>
<td>Process value set</td>
</tr>
<tr>
<td>Rate Type</td>
<td>Foreign exchange rate type set</td>
</tr>
<tr>
<td>References (Count)</td>
<td>Count of attached reference files</td>
</tr>
<tr>
<td>Require Action By (Preparer)</td>
<td>Team set as Any vs All</td>
</tr>
<tr>
<td>Require Action By (Reviewer 1 - Reviewer 10)</td>
<td>Team set as Any vs All</td>
</tr>
<tr>
<td>Reviewer 1-10</td>
<td>Assigned reviewer</td>
</tr>
<tr>
<td>Reviewer 1-10 (Backup)</td>
<td>Assigned reviewer (backup)</td>
</tr>
<tr>
<td>Reviewer 1-10 (Primary)</td>
<td>Primary reviewer from team</td>
</tr>
<tr>
<td>Reviewer 1-10 Duration</td>
<td>Duration set for each role</td>
</tr>
<tr>
<td>Reviewer 1-10 Frequency</td>
<td>Frequency set</td>
</tr>
<tr>
<td>Reviewer 1-10 Missing</td>
<td>Assigned reviewing missing (Yes/No)</td>
</tr>
<tr>
<td>Reviewer 1-10 Start Date</td>
<td>Start date based on offset/durations set</td>
</tr>
<tr>
<td>Reviewers (Count)</td>
<td>Total count of assigned reviewers</td>
</tr>
<tr>
<td>Risk Rating</td>
<td>Assigned risk rating</td>
</tr>
<tr>
<td>Rules (Count)</td>
<td>Total count of rules directly on profile</td>
</tr>
<tr>
<td>Schedule From</td>
<td>Schedule from close or period end date</td>
</tr>
<tr>
<td>Start Offset</td>
<td>Start offset</td>
</tr>
<tr>
<td>Suggested Match Transactions Source (Count)</td>
<td>Total count of source suggested matches</td>
</tr>
<tr>
<td>Suggested Match Transactions Subsystem (Count)</td>
<td>Total count of subsystem suggested matches</td>
</tr>
<tr>
<td>Summary Profile</td>
<td>Profile is a summary (Yes/No)</td>
</tr>
<tr>
<td>Total Duration</td>
<td>Count of days set to complete the recon</td>
</tr>
<tr>
<td>Unmatched New Transactions Source System (Count)</td>
<td>Total count of source new transactions</td>
</tr>
<tr>
<td>Unmatched New Transactions Subsystem (Count)</td>
<td>Total count of new subsystem transactions</td>
</tr>
<tr>
<td>Unmatched Supported Transactions Source System (Count)</td>
<td>Total count of unmatched supported source transactions</td>
</tr>
<tr>
<td>Unmatched Supported Transactions Sub (Count)</td>
<td>Total count of unmatched supported subsystem transactions</td>
</tr>
<tr>
<td>Unmatched Transactions Source System (Count)</td>
<td>Total count of unmatched source transactions</td>
</tr>
<tr>
<td>Unmatched Transactions Subsystem (Count)</td>
<td>Total count of unmatched subsystem transactions</td>
</tr>
<tr>
<td>Valid</td>
<td>Profile valid to create a reconciliation (Yes/No)</td>
</tr>
<tr>
<td>Valid (Detailed)</td>
<td>Profile detailed reason for Invalid</td>
</tr>
</tbody>
</table>
Reconciliation Dataset Types

This section describes definitions of the Reconciliation dataset select columns.

The following table describes columns for Reconciliation dataset types.

<table>
<thead>
<tr>
<th>Column Attributes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Name of the profile</td>
</tr>
<tr>
<td>Account ID</td>
<td>Combination of profiles segments that makes the profile unique</td>
</tr>
<tr>
<td>Account Type</td>
<td>Account type is a user-configured list of values</td>
</tr>
<tr>
<td>Adjustments to Source System (Count)</td>
<td>Total count of source adjustments</td>
</tr>
<tr>
<td>Adjustments to Subsystem (Count)</td>
<td>Total count of subsystem adjustments</td>
</tr>
<tr>
<td>Aging Violation</td>
<td>Aging Violation met (Yes/No)</td>
</tr>
<tr>
<td>Aging Violation (Count)</td>
<td>Total count of transactions with age violation</td>
</tr>
<tr>
<td>Attachments Reconciliation (Count)</td>
<td>Total count of attachments to reconciliation</td>
</tr>
<tr>
<td>Attachments Total (Count)</td>
<td>Total count of attachments to reconciliation &amp; transactions</td>
</tr>
<tr>
<td>Auto Approved (Level 1 - Level 10)</td>
<td>Reconciliation was Auto Approved by Rule (Yes/No)</td>
</tr>
<tr>
<td>Auto Reconciled</td>
<td>Reconciliation was Auto Reconciled by Auto Reconciliation (Yes/No)</td>
</tr>
<tr>
<td>Auto Reconciliation Method</td>
<td>Auto reconciliation method set</td>
</tr>
<tr>
<td>Auto Submitted</td>
<td>Reconciliation was Auto Prepared by Rule (Yes/No)</td>
</tr>
<tr>
<td>Balance Explanations (Count)</td>
<td>Total count of balance explained transactions</td>
</tr>
<tr>
<td>Balance Explanations Aging Violation</td>
<td>Aging Violation met for Balance Explained transactions (Yes/No)</td>
</tr>
<tr>
<td>Column Attributes</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Balance Explanations Aging Violation (Count)</td>
<td>Total count of balance explained transactions with age violation</td>
</tr>
<tr>
<td>Balance Range (High)</td>
<td>High balance value set</td>
</tr>
<tr>
<td>Balance Range (Low)</td>
<td>Low balance value set</td>
</tr>
<tr>
<td>Comments (Count)</td>
<td>Total count of comments</td>
</tr>
<tr>
<td>Created By</td>
<td>Name of user who created the profile</td>
</tr>
<tr>
<td>Created On</td>
<td>Date-time of profile creation</td>
</tr>
<tr>
<td>Currency Bucket Default Currency (Entered, Functional, Reporting)</td>
<td>Default currency</td>
</tr>
<tr>
<td>Current Due Date</td>
<td>Due date of active role</td>
</tr>
<tr>
<td>Current Reviewer Level</td>
<td>Reviewer level of active role</td>
</tr>
<tr>
<td>Days Overdue</td>
<td>Current date less overall end date (blank if not overdue)</td>
</tr>
<tr>
<td>End Date</td>
<td>End date set for last role on reconciliation</td>
</tr>
<tr>
<td>End Date (Actual)</td>
<td>End date when last role completed reconciliation</td>
</tr>
<tr>
<td>Enter Source System Balances</td>
<td>Manual Balance Entry allowed (Yes/No)</td>
</tr>
<tr>
<td>Enter Subsystem Balances</td>
<td>Manual Balance Entry allowed (Yes/No)</td>
</tr>
<tr>
<td>Ever Been Late</td>
<td>Has any Role Ever Been Late (Yes/No)</td>
</tr>
<tr>
<td>Ever Been Late (Preparer)</td>
<td>Has Preparer Role Ever Been Late (Yes/No)</td>
</tr>
<tr>
<td>Ever Been Late (Reviewer 1-10)</td>
<td>Has each Reviewer Role Ever Been Late (Yes/No)</td>
</tr>
<tr>
<td>Format</td>
<td>Format name set</td>
</tr>
<tr>
<td>Group Profile</td>
<td>Group Profile Set (Yes/No)</td>
</tr>
<tr>
<td>Historical Rate</td>
<td>Historical Rate Set (Yes/No)</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>Name of user the profile was last updated by</td>
</tr>
<tr>
<td>Last Updated On</td>
<td>Profile last updated by date-time</td>
</tr>
<tr>
<td>Late</td>
<td>Late when end date (actual) is greater than end date</td>
</tr>
<tr>
<td>Late (Preparer)</td>
<td>Preparer is late when preparer end date (actual) is greater than preparer end date</td>
</tr>
<tr>
<td>Late (Reviewer 1-10)</td>
<td>Reviewer is late when reviewer end date (actual) is greater than reviewer end date</td>
</tr>
<tr>
<td>Match Balance Threshold (Number)</td>
<td>Balance Comparison Match Threshold (Number)</td>
</tr>
<tr>
<td>Match Balance Threshold (Percent)</td>
<td>Balance Comparison Match Threshold (%)</td>
</tr>
<tr>
<td>Maximum Age Adjustments</td>
<td>Age Violation setting - Adjustment</td>
</tr>
<tr>
<td>Maximum Age Explanation</td>
<td>Age Violation setting - Explanation</td>
</tr>
<tr>
<td>Method</td>
<td>Method the format is linked to</td>
</tr>
<tr>
<td>My End Date</td>
<td>End date for the role you have on the reconciliation</td>
</tr>
<tr>
<td>My Role</td>
<td>Role you have on the reconciliation</td>
</tr>
<tr>
<td>Column Attributes</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the profile</td>
</tr>
<tr>
<td>Normal Balance</td>
<td>Normal Balance Credit/Debit Setting</td>
</tr>
<tr>
<td>Normal Balance Violation</td>
<td>Actual balance loaded conflicts with normal Balance Credit/Debit Setting (Yes/No)</td>
</tr>
<tr>
<td>On Time</td>
<td>Active role End Date (Actual) is less than or equal to End Date (Yes/No)</td>
</tr>
<tr>
<td>Organizational Unit</td>
<td>Assigned organizational unit</td>
</tr>
<tr>
<td>Period</td>
<td>Name of period associated with the object</td>
</tr>
<tr>
<td>Period Close Date</td>
<td>Close date of period selected</td>
</tr>
<tr>
<td>Period End Date</td>
<td>End date of period selected</td>
</tr>
<tr>
<td>Period Start Date</td>
<td>Start date of period selected</td>
</tr>
<tr>
<td>Preparer</td>
<td>Preparer name assigned</td>
</tr>
<tr>
<td>Preparer (Actual)</td>
<td>Preparer name that submitted the recon</td>
</tr>
<tr>
<td>Preparer (Backup)</td>
<td>Preparer (backup) name</td>
</tr>
<tr>
<td>Preparer (Claimed)</td>
<td>Preparer who has claimed from the team</td>
</tr>
<tr>
<td>Preparer (Primary)</td>
<td>Primary preparer from team</td>
</tr>
<tr>
<td>Preparer Duration</td>
<td>Duration set</td>
</tr>
<tr>
<td>Preparer End Date</td>
<td>End date set</td>
</tr>
<tr>
<td>Preparer End Date (Actual)</td>
<td>End date when role was completed</td>
</tr>
<tr>
<td>Preparer Frequency</td>
<td>Frequency set</td>
</tr>
<tr>
<td>Process</td>
<td>Process value set</td>
</tr>
<tr>
<td>Rate Type</td>
<td>Foreign exchange rate type set</td>
</tr>
<tr>
<td>Reassignment Requested</td>
<td>Reassignment Request Active (Yes/No)</td>
</tr>
<tr>
<td>Rejections (Count)</td>
<td>Total count of rejections across all reviewers</td>
</tr>
<tr>
<td>Require Action By (Preparer)</td>
<td>Team set as Any vs All</td>
</tr>
<tr>
<td>Require Action By (Reviewer 1-10)</td>
<td>Team set as Any vs All</td>
</tr>
<tr>
<td>Responsible</td>
<td>Name of active user for the reconciliation</td>
</tr>
<tr>
<td>Reviewer 1-10</td>
<td>Assigned reviewer</td>
</tr>
<tr>
<td>Reviewer 1-10 (Actual)</td>
<td>Reviewer who approved the recon</td>
</tr>
<tr>
<td>Reviewer 1-10 (Backup)</td>
<td>Assigned reviewer (backup)</td>
</tr>
<tr>
<td>Reviewer 1-10 (Primary)</td>
<td>Primary reviewer from team</td>
</tr>
<tr>
<td>Reviewer 1-10 Claimed</td>
<td>Reviewer who has claimed from the team</td>
</tr>
<tr>
<td>Reviewer 1-10 Duration</td>
<td>Duration set for each role</td>
</tr>
<tr>
<td>Reviewer 1-10 End Date</td>
<td>End date set for each role</td>
</tr>
<tr>
<td>Reviewer 1-10 End Date (Actual)</td>
<td>End date when role was completed</td>
</tr>
<tr>
<td>Reviewer 1-10 Frequency</td>
<td>Frequency set</td>
</tr>
<tr>
<td>Reviewer 1-10 Missing</td>
<td>Assigned Reviewing Missing (Yes/No)</td>
</tr>
<tr>
<td>Reviewer 1-10 Rejections (Count)</td>
<td>Total count of rejections for by role</td>
</tr>
<tr>
<td>Reviewer 1-10 Start Date</td>
<td>Start date based on offset/durations set</td>
</tr>
</tbody>
</table>
Table A-2  (Cont.) Reconciliation Dataset Select Columns

<table>
<thead>
<tr>
<th>Column Attributes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewers (Count)</td>
<td>Total count of assigned reviewers</td>
</tr>
<tr>
<td>Risk Rating</td>
<td>Assigned risk rating</td>
</tr>
<tr>
<td>Rules (Count)</td>
<td>Total count of rules directly on profile</td>
</tr>
<tr>
<td>Source System Aging Violation</td>
<td>Aging violation met for source (Yes/No)</td>
</tr>
<tr>
<td>Source System Aging Violation (Count)</td>
<td>Total count of transactions with age violation in source</td>
</tr>
<tr>
<td>Start Date</td>
<td>Start date</td>
</tr>
<tr>
<td>Status</td>
<td>Current status</td>
</tr>
<tr>
<td>Status (Detailed)</td>
<td>Detail current status</td>
</tr>
<tr>
<td>Status (Icon)</td>
<td>Icon representation of current status</td>
</tr>
<tr>
<td>Subsystem Aging Violation</td>
<td>Aging violation met for subsystem (Yes/No)</td>
</tr>
<tr>
<td>Subsystem Aging Violation (Count)</td>
<td>Total count of transactions with age violation in subsystem</td>
</tr>
<tr>
<td>Summary Profile</td>
<td>Profile is a summary (Yes/No)</td>
</tr>
<tr>
<td>Total Duration</td>
<td>Count of days set to complete the recon</td>
</tr>
<tr>
<td>Transactions (Count)</td>
<td>Total count of transactions</td>
</tr>
<tr>
<td>Variance Explanations (Count)</td>
<td>Total count of variance explanations</td>
</tr>
<tr>
<td>Variance Period</td>
<td>Prior period for which current period is compared to</td>
</tr>
</tbody>
</table>

Balance Dataset Types

This section describes definitions of the Balance dataset select columns.

The following table describes columns for Balance dataset types.
Table A-3  Balance Dataset Select Columns

<table>
<thead>
<tr>
<th>Column Attributes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Source System (Entered, Functional, Reporting)</td>
<td>End Balance less Adjustments = Adjusted Balance</td>
</tr>
<tr>
<td>Adjusted Subsystem (Entered, Functional, Reporting)</td>
<td>End Balance less Adjustments = Adjusted Balance</td>
</tr>
<tr>
<td>Adjustments to Source System (Entered, Functional, Reporting)</td>
<td>Amount total of adjustments to source</td>
</tr>
<tr>
<td>Adjustments to Subsystem (Entered, Functional, Reporting)</td>
<td>Amount total of adjustments to subsystem</td>
</tr>
<tr>
<td>Balance Exists</td>
<td>Source or subsystem balance has been loaded into any bucket</td>
</tr>
<tr>
<td>Balance Exists (Source System)</td>
<td>Source balance has been loaded into any bucket</td>
</tr>
<tr>
<td>Balance Exists (Subsystem)</td>
<td>Subsystem balance has been loaded into any bucket</td>
</tr>
<tr>
<td>Balance Explanations (Entered, Functional, Reporting)</td>
<td>Amount total of balance explanation transactions</td>
</tr>
<tr>
<td>Difference (Entered, Functional, Reporting)</td>
<td>Source and subsystem end balance difference</td>
</tr>
<tr>
<td>Last Balance Load</td>
<td>Date-time of last balance loaded</td>
</tr>
<tr>
<td>Last Balance Loaded By</td>
<td>Name of user who last loaded a balance</td>
</tr>
<tr>
<td>Period Activity (Entered, Functional, Reporting)</td>
<td>Previous reconciliation end balance less current reconciliation end balance</td>
</tr>
<tr>
<td>Prior Period Balance (Entered, Functional, Reporting)</td>
<td>End balance from previous reconciliation</td>
</tr>
<tr>
<td>Source System Balance (Entered, Functional, Reporting)</td>
<td>Source balances loaded</td>
</tr>
<tr>
<td>Source System Less Matched In Transit (Entered, Functional, Reporting)</td>
<td>Matched in transit total</td>
</tr>
<tr>
<td>Source System Less Unmatched (Entered, Functional, Reporting)</td>
<td>Less unmatched total</td>
</tr>
<tr>
<td>Source System Less Unmatched Supported (Entered, Functional, Reporting)</td>
<td>Less unmatched supported total</td>
</tr>
<tr>
<td>Subsystem Balance (Entered, Functional, Reporting)</td>
<td>Subsystem balances loaded</td>
</tr>
<tr>
<td>Unexplained Difference (Entered, Functional, Reporting)</td>
<td>Amount of unexplained difference</td>
</tr>
<tr>
<td>Variance Explanations (Entered, Functional, Reporting)</td>
<td>Total amount of variance explanations</td>
</tr>
<tr>
<td>Variance Period Balance (Entered, Functional, Reporting)</td>
<td>Variance period balance loaded</td>
</tr>
</tbody>
</table>

Transaction Dataset Types

This section describes definitions of the Transaction dataset select columns.
The following table describes columns for Transaction dataset types.

### Table A-4  Transaction Dataset Select Columns

<table>
<thead>
<tr>
<th>Column Attributes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Plan</td>
<td>Action plan value set</td>
</tr>
<tr>
<td>Action Plan Attachments (Count)</td>
<td>Total count action plan attachments</td>
</tr>
<tr>
<td>Action Plan Close Date</td>
<td>Action plan close date set</td>
</tr>
<tr>
<td>Action Plan Closed</td>
<td>Action plan closed (Yes/No)</td>
</tr>
<tr>
<td>Action Plan Comments (Count)</td>
<td>Total count action plan comments</td>
</tr>
<tr>
<td>Age</td>
<td>Days between transaction date and period-end date</td>
</tr>
<tr>
<td>Amortization</td>
<td>Transaction is amortizing (Yes/No)</td>
</tr>
<tr>
<td>Amortization End Date</td>
<td>End date of amortization schedule</td>
</tr>
<tr>
<td>Amortization Method</td>
<td>Amortizing method set</td>
</tr>
<tr>
<td>Amortization Start Date</td>
<td>Start date of amortization schedule</td>
</tr>
<tr>
<td>Amortization Start Period</td>
<td>Start period for amortization schedule</td>
</tr>
<tr>
<td>Amortized/ Accreted Amount (Entered, Functional, Reporting)</td>
<td>Amount amortized for selected period</td>
</tr>
<tr>
<td>Amount (Entered, Functional, Reporting)</td>
<td>Remaining amortized amount for selected period</td>
</tr>
<tr>
<td>Amount Overridden (Functional, Reporting)</td>
<td>Transaction foreign exchange calculation override (Yes/No)</td>
</tr>
<tr>
<td>Attachments (Count)</td>
<td>Total count of attachments for transaction</td>
</tr>
<tr>
<td>Carried Forward</td>
<td>Transaction was copied forward from previous reconciliation (Yes/No)</td>
</tr>
<tr>
<td>Child Account</td>
<td>Child account associated with transaction</td>
</tr>
<tr>
<td>Close Date</td>
<td>Close date for transaction</td>
</tr>
<tr>
<td>Comments (Count)</td>
<td>Total count of comments</td>
</tr>
</tbody>
</table>
Table A-4  (Cont.) Transaction Dataset Select Columns

<table>
<thead>
<tr>
<th>Column Attributes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag</td>
<td>Reviewer flag set (Needs Attention/OK)</td>
</tr>
<tr>
<td>Half-Month Convention</td>
<td>Amortizing half-month convention set</td>
</tr>
<tr>
<td>Last Updated By</td>
<td>Name of user the profile was last updated by</td>
</tr>
<tr>
<td>Last Updated On</td>
<td>Profile last updated by date-time</td>
</tr>
<tr>
<td>Long Description</td>
<td>Value of long description</td>
</tr>
<tr>
<td>Number of Periods</td>
<td>Count of periods in amortizing schedule</td>
</tr>
<tr>
<td>Original Amount (Entered, Functional,</td>
<td>Amortizing transaction original amount</td>
</tr>
<tr>
<td>Reporting)</td>
<td></td>
</tr>
<tr>
<td>Rate Used</td>
<td>Exchange rate used for transaction translation</td>
</tr>
<tr>
<td>Remaining Periods</td>
<td>Amortizing transaction remaining periods on schedule</td>
</tr>
<tr>
<td>Short Description</td>
<td>Value of short description</td>
</tr>
<tr>
<td>Sub-Segment</td>
<td>Sub-Segment ID associated with the transaction</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Transaction date of transaction</td>
</tr>
<tr>
<td>Type</td>
<td>Transaction type (Adjustment to Source/Sub, Balance Explanation, Variance)</td>
</tr>
</tbody>
</table>