



# OneStream Financial Close Guide

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PV 640 SV 100

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# Overview

OneStream Financial Close is a set of solutions encompassing the financial close process. Solutions included are:

- Account Reconciliations
- Transaction Matching

All solutions are installed and configured as part of OneStream Financial Close resulting in a single creation of solution tables.

The functionality in OneStream Financial Close is fully integrated, providing the ability to use Transaction Matching detail to support detail items in Account Reconciliations.

Integration between solutions is optional allowing each solution to be used independently. Solutions included in OneStream Financial Close require the same minimum Platform version.

# Setup and Installation

This section contains important details related to the planning, configuring, and installation of your solution. Before you install the solution, familiarize yourself with these details.

## Dependencies

Component	Description
OneStream 6.4.0 or later	Minimum OneStream Platform version required to install this version of OneStream Financial Close.
Account Reconciliations Transaction Matching	If you have the solutions already installed, you must be on these versions before installing OneStream Financial Close. <ul style="list-style-type: none"><li>• Account Reconciliations PV 440 SV 200 or later</li><li>• Transaction Matching PV 530 SV 201</li></ul>
Microsoft SQL Server	One of these versions of Microsoft SQL Server is required: <ul style="list-style-type: none"><li>• Standard Edition 2016 SP1 or later</li><li>• Enterprise Edition 2012 or later</li></ul>

## Select the OneStream Financial Close Location

Before beginning installation, decide whether to build the solution directly in the Production OneStream application or in a separate Development OneStream application. This section provides some key considerations for each option.

**Production OneStream Application:** The primary advantage of building the solution in a Production application is that you will not have to migrate the resulting work from a Development application. However, there are intrinsic risks when making design changes to an application used in a Production capacity and not advised.

**Note:** OneStream strongly recommends that you implement the solution in the Development environment with a fresh copy of the Production application before starting work.

**Development OneStream Application:** As a best practice, use the Development OneStream application to build the solution.

# Create the OneStream Development Application

1. Ensure all the OneStream artifacts relating to OneStream Financial Close such as **Workflow Profiles** and **Entities** are in the Production application.
2. Create new Scenarios as necessary for the individual solutions, to be used with OneStream Financial Close. See [Scenario](#).
3. Copy your Production OneStream application to your Development environment and rename it. This Development version will be used for your OneStream Financial Close project.

## Application Server Settings

You may need to edit the OneStream Application Server Configuration so users can create and change data in the additional database tables. If other MarketPlace solutions (such as Specialty Planning) are already in the application, these adjustments may already exist.

## Configure the OneStream Application Server

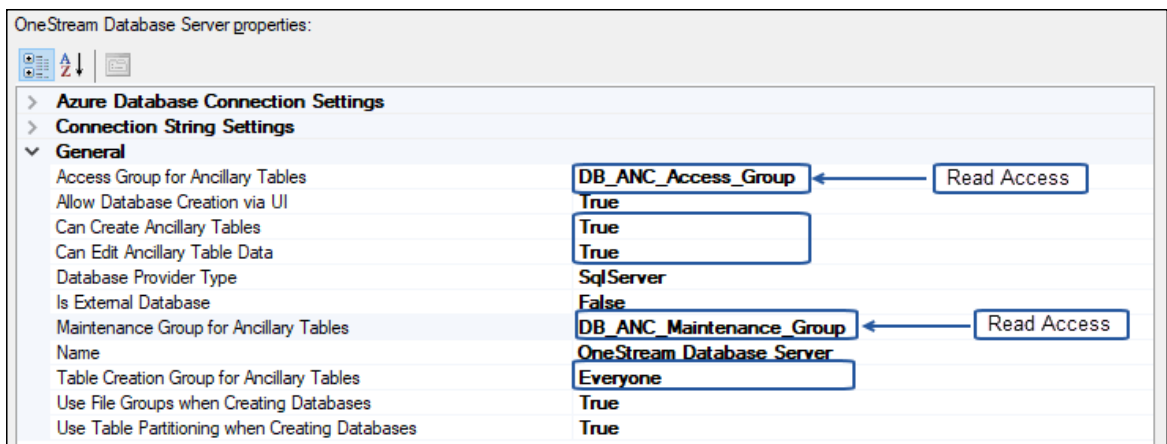
Be sure that the security group settings include the users who will be working on and setting up the solution before proceeding.

**Note:** Group settings are applicable to all MarketPlace solutions; it is important to keep the group names generic.

1. Start the OneStream Server Configuration Utility as an Administrator.
2. Click **Open Application Server Configuration File > Database**.

3. Edit the following **OneStream Database Server** properties:

- **Access Group for Ancillary Tables:** Select a group that includes those who will access records.
- **Can Create Ancillary Tables:** True
- **Can Edit Ancillary Table Data:** True
- **Maintenance Group for Ancillary Tables:** Select a group who will edit and maintain tables.
- **Table Creation Group for Ancillary Tables:** Select a group who can create tables.



4. Restart Internet Information Server.

Ensure these user group settings include the people who will be working on and setting up OneStream Financial Close tables.

## Install OneStream Financial Close

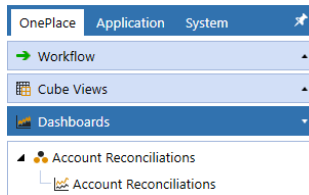
1. On the OneStream MarketPlace Dashboard, click **MarketPlace > OneStream Financial Close**.
2. On the OneStream Financial Close Solution page, select the appropriate OneStream platform version from the **Minimum Platform Version** drop-down list.

3. Select the most recent version from the **Solution Version** drop-down list and then click **Download**.
4. Log in to OneStream.
5. On the **Application** tab, click **Tools > Load/Extract**.
6. On the **Load** tab, click the **Select File** icon, locate the solution package, and click **Open**.
7. Click the **Load** icon.
8. Click **Close** to complete the installation.

## Set Up OneStream Financial Close

The first time you run OneStream Financial Close, you are guided through the table setup process. You can perform the setup process from any of the solutions in OneStream Financial Close.






















In OneStream, click **OnePlace > Dashboards > Account Reconciliations > Account Reconciliations**.



## Create Tables

1. Click **Step 1: Setup Tables**  
This step may be necessary when upgrading even if tables already exist. OneStream Financial Close does not drop any tables that already exist but modifies table structures and adds new ones if necessary.

**Note:** This step sets up tables for all solutions in OneStream Financial Close regardless of which dashboard you are in.

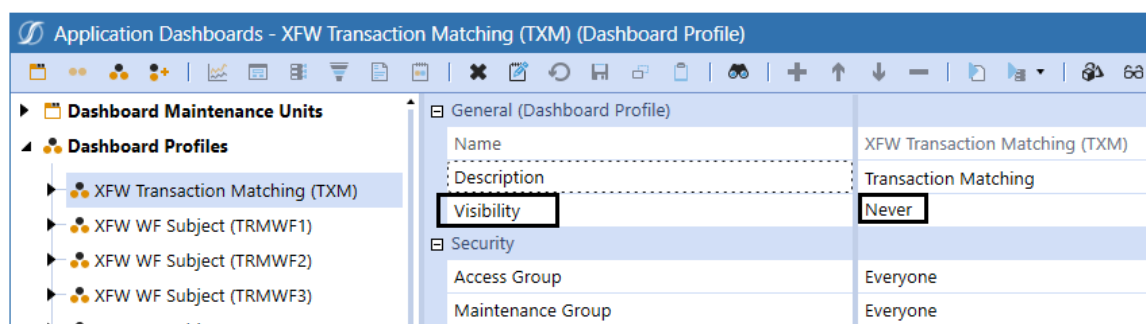
	XFW_RCM_AccessGroupMembers
	XFW_RCM_AccessGroups
	XFW_RCM_AuditLog
	XFW_RCM_AutoRecRules
	XFW_RCM_BalanceCheckLevels
	XFW_RCM_Certifications
	XFW_RCM_ControlListAging
	XFW_RCM_ControlListCloseDates
	XFW_RCM_ControlLists
	XFW_RCM_EntityTrackingLevel
	XFW_RCM_Recon
	XFW_RCM_ReconBalance
	XFW_RCM_ReconCommentary
	XFW_RCM_ReconDefinition
	XFW_RCM_ReconItems
	XFW_RCM_ReconItemTransactions
	XFW_RCM_ReconMatchSets
	XFW_RCM_ReconStateLog
	XFW_RCM_ReconSupport
	XFW_RCM_ReconTemplates
	XFW_RCM_TrackingLevels

2. When setup is complete, click **Step 2: Launch Solution** to open the solution.

## Turning Off Dashboards

If you are not using a one of the solutions, you can turn off the dashboard for the solution.

1. Go to **Application > Dashboards**.
2. From **Dashboard Profiles**, select the dashboard that you want to turn off.
3. Change **Visibility** to **Never** and click **Save**.



## Package Contents

### Account Reconciliations

The **Account Reconciliations Dashboard** is the user interface for settings and performing reconciliations. The following **Business Rules** are included:

- **RCM\_FormulaHelper** is a Finance Business Rule. Dynamic Member Formulas that use SQL Queries to generate reconciliation status percentages and reconciliation item type values for use in Cube View data cells.
- **RCM\_HelperQueries** is a Dashboard Data Set Business Rule. This rule can look up lists of email addresses, lists of Accounts, return reconciliation information for reporting, drill from a report to a reconciliation, and calculate statistical reconciliation data like counts, balances and statuses.
- **RCM\_ReportHelperQueries** is a Dashboard Data Set Business Rule. This rule gathers and calculates the information needed for all reports and charts displayed in Account Reconciliations.
- **RCM\_ImportExportHelper** is a Dashboard Extender Business Rule. Account Group and Access Group Import/Export Helper Functions.
- **RCM\_SetupHelper** is a Dashboard Extender Business Rule. This rule handles initial installation or upgrades from prior versions of Account Reconciliations.

- **RCM\_SolutionHelper** is a Dashboard Extender Business Rule. The calculations here go hand in hand with the RCM\_DynamicCalcs UD8 Dimension. Other Business Rules help with importing templates, changing status, user notification, etc.
- **RCM\_ParamHelper** is a Dashboard XFBR String Business Rule. This rule contains dynamic logic that will change a string in a rule or on a label in the Account Reconciliations Dashboard.
- **RCM\_DataMgmtAllAuditPackages** is an Extensibility Business Rule used with a Data Management Sequence to create Audit Packages of compressed files for sharing with additional parties.
- **RCM\_DataMgmtDiscover** is an Extensibility Business Rule used with a Data Management Sequence to run the Discover process often if not on a schedule (typically during the extended close process) via the Data Management process. Review the section on *Data Management Sequences* in the *Design and Reference Guide* for running a Data Management Sequence on a schedule via Microsoft PowerShell. You can also schedule the Discover process to run. For more information see *Task Scheduler* in the *Design and Reference Guide*. Any notification related to the manually run Discover process, such as if a new Reconciliation Inventory is found, will be executed via this Data Management Sequence.
- **RCM\_DataMgmtMassActions** is an Extensibility Business Rules used with a Data Management Sequence to update the state of multiple reconciliations in one process.
- **RCM\_DataMgmtProcess** is an Extensibility Business Rule used with a Data Management Sequence to run the Process Reconciliations process when needed to ensure that Reconciliation balances are up to date and notify Account Reconciliation administrators if balances change.

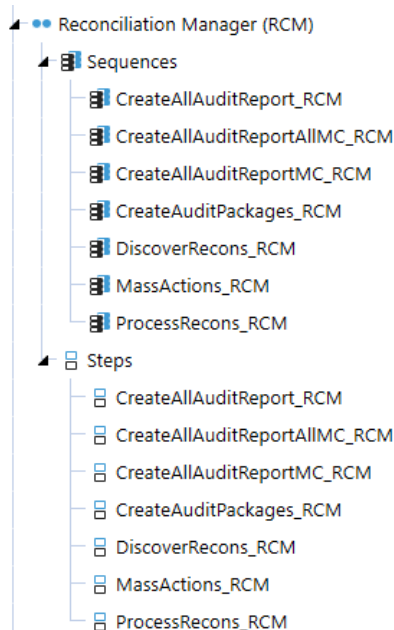
**UD8 Reporting Dimension (RCM\_DynamicCalcs) and its Members** is created in the application and does not need to be added to a Cube to use its members on reports. These are all DynamicCalc members that are typically shown as columns on a report where the rows are Accounts. They are used to look up values and perform calculations to show the Reconciliation status of a particular Account/Entity/Scenario/Time Period.

- **RCM**: Reconciliation Manager Statistics – This is a member used to group the other RCM members.
- **RCM\_PctComplete\_Ent**: Entity % of Recons Completed - Gets the percent complete for all reconciliations associated with this Entity, Scenario, and Time.



- **RCM\_PctComplete\_EntAcct:** Entity-Acct % of Recons Completed - Gets the percent complete for all reconciliations associated with this Entity, Scenario, Time, and Account.
- **RCM\_ISC\_EntAcct:** IS Correction (Entity Account) - Gets the IS Correction Value for all reconciliations associated with this Entity, Scenario, Time, and Account.
- **RCM\_BSC\_EntAcct:** BS Correction (Entity Account) - Gets the IS Correction Value for all reconciliations associated with this Entity, Scenario, Time, and Account.
- **RCM\_ISC\_Ent:** IS Correction (Entity) - Gets the IS Correction Value for all reconciliations associated with this Entity, Scenario, and Time.
- **RCM\_BSC\_Ent:** BS Correction (Entity) - Get the BS Correction Value for all reconciliations associated with this Entity, Scenario, and Time.

The following **Data Management Sequences and Steps** are created and can be used with their related Business Rules. Running these processes through a Data Management Sequence allows them to run in the background while the user continues their work.



## Transaction Matching

The Dashboard Maintenance Unit provides the user interface for Transaction Matching and includes the required Dashboard Groups, Components, Data Adapters, Parameters and files.

The following Business Rules are included:

- TXM\_HelperQueries
- TXM\_EventHandler
- TXM\_SolutionHelper
- TXM\_ParamHelper
- TXM\_DataMgmtProcess
- TXM\_DataMgmtCreateReconItems
- TXM\_SetupHelper

# Account Reconciliations

See these topics:

- [Settings](#)
- [Reconciliation Administration](#)
- [Security](#)
- [Using Account Reconciliations](#)
- [Analysis and Reporting](#)

## Settings

To access the **Settings** page, click the toolbar button:



Use the **Settings** page to configure options for:

- [Global Setup](#)
- [Control Lists](#)
- [Templates](#)
- [Certifications](#)
- [Uninstall](#)

Only OneStream Administrators or Account Reconciliations Administrators can access this page. This security access is configured in Global Options, mentioned in this section and can see and make changes to any Global Settings page and any Reconciliation configuration. The Account Reconciliations Administrators are referenced in this document as “**Reconciliations Global Admin.**”

# Global Setup

## Global Options

ONESTREAM FINANCIAL CLOSE - ACCOUNT RECONCILIATIONS

SETTINGS (Clubs, ActualAR, 2022M1)

Global Setup  
Control Lists  
Templates  
Access Control  
Certifications  
Uninstall

Global Options Global Defaults

**Security Role [Manage Recon Setup]:** Administrators

**Security Role [Recon View Only]:** Administrators

**All Recons Require R-Doc:**

**Enable Mass Actions:** Prepare  Approve

**Transaction Matching Integration:** Enabled

**Process Recons On Complete Workflow:**

**Source Scenario:** Actual

**Recon Scenario:** ActualAR

**Recon Account Dimension:** CorpAccounts

**Recon Account Member Filter:** A#[Balance Sheet],Base.Options(Cube=[GolfStream], ScenarioType=Actual),A#[Balance Sheet

**Auto Create Recon Definition:**

**Email Connection:** OneStreamEmail

**Recon Definition Email Notification Types:** New OneStream Account(s)  New Recon(s) Discovered  Balance Changed

**Status Email Notification Types:** Completed  Rejected  Approved  Unapproved  Comment  Balance Changed

**Multi-Currency Reconciliations:** Enabled

**FX Rate Type:** ClosingRate

**FX Reporting Currency:** USD

**Audit Files Use Target Name Only:**

Save

**Security Role [Manage Recon Setup]:** Anyone assigned to this OneStream User Group is considered a super user who can configure any aspect of Account Reconciliations and also prepare, approve, comment, or view any reconciliation. This role is also referred to as the Reconciliations Global Admin. The default setting is the standard *Administrators* User Group.

**Note:** Anyone in the Administrators User Group is a OneStream System Administrator and, by default, can perform any of the same duties as a Reconciliations Global Admin.

Different from the OneStream System Administrator can be someone in the Administer Application Security Role User Group, which is configured under the *Application* tab and then in *Security Roles*. This User Group could be different from a System Administrator if the *Administrators* User Group is not assigned. If it is desired for anyone with this OneStream application's *Administer Application* Security Role to also play the role of Reconciliations Global Admin, include that same User Group as a member of the User Group assigned to *Security Role [Manage Recon Setup]*.

### Security Role [Recon View Only]

This group can see reconciliations but cannot make any changes or log any reconciliation line items. This group must also have Access Group privileges to the workflow profiles where reconciliations are managed.

### All Recons Require R-Doc

If set to *True*, each reconciliation that is not auto reconciled must have an R-Doc attached in order to click the Complete button.

### Enable Mass Actions

Default values are *False*. If set to *True*, users can set multiple reconciliations to the same status at one time. If set to *False*, the buttons for mass actions do not display on the reconciliation workspace.

- **Prepare** - Preparer can complete or recall multiple reconciliations.
- **Approve** - Approver can approve, unapprove, or reject multiple reconciliations.

### Transaction Matching Integration

Select to enable integration with the Transaction Matching solution.

**Important:** After you enable integration with Transaction Matching and save the settings, you cannot disable the integration.

### Process Recons on Complete Workflow

Setting this to *True* initiates *Process Reconciliations* before marking the workflow as completed. If new reconciliations are discovered or balances have changed, then the workflow cannot be completed.

**Note:** The *Process Reconciliations* action performed as part of the Complete workflow step is an in-line action. Running *Process* at the Base Input or Review level are Data Management jobs.

### Source Scenario

This is typically the "Actual" scenario. When *Discover* is performed during reconciliation, this is the scenario queried for balances.

### Recon Scenario

Set this up as a scenario separate from Actual. In this document, we are using an example of a scenario called *ActualAR*. This is a mirror of Actual but assigned a different scenario type, so a different workflow profile can be used with it, therefore it can have separate workflow locking from the Actual scenario type scenarios.

### Recon Account Dimension

Select the Account dimension containing the accounts to be reconciled.

### Recon Account Member Filter

Enter an account-based member filter used to query a list of accounts to reconcile. For example: *A#[Balance Sheet].Base, A#1000, A#2000.Base*

If Extensible Dimensionality is being used on the Accounts dimension in this application, this member filter must be adjusted to query accounts differently across each cube. This is because an account could be a base member in one Account dimension and a parent in another. Here is an example of this syntax:

*A#[Balance Sheet].Base.Options(Cube=[GolfStream], ScenarioType=Actual),A#[Balance Sheet].Base.Options(Cube=[Houston], ScenarioType=Actual)*

### Auto Create Recon Definition

If set to the default of *True*, when a user clicks Discover on the Reconciliation's Definition page or clicks *Process*, a *Reconciliation Definition* is added for any account in the *Account List* that does not yet have one.

### Email Connection

The named email connection used for notifications. The name of the connections in this drop list derives from the initial server configuration.

### Recon Definition Email Notification Types

These all have a default value of *False*. If set to *True*, an email is sent to those in the main Security Group (*Manage Recon Setup*) under Global Options when these events happen.

- **New OneStream Account(s):** A new account is included in the *Account List* after running *Discover* or *Process*.
- **New Recon(s) Discovered:** New *Reconciliation Inventory* items are found after running *Discover* or *Process*.

- **Balance Changed:** A reconciled balance was changed either after it was marked *Complete* or set to *In Process* and is different from the original value.

### Status Email Notification Types

If set to *True*, when these reconciliation statuses change, an email is sent to users who are individually assigned to that *Reconciliation Inventory* item.

- **Completed-** Email is sent to the Approver.
- **Rejected-** Email is sent to the Preparer to notify them of the rejection.
- **Approved-** Email is sent to the Preparer.
- **Unapproved-** Email is sent to the Preparer.
- **Comment-** Email is sent to the Preparer or Approver.
- **Balance Changed-** Email is sent to the Preparer to notify them that the reconciliation must be completed again.

Emails are not sent to those who are assigned to the workflow profile. To set up email notifications for these status changes, place an Access Group directly on the *Reconciliation Inventory* items.

### Multi-Currency Reconciliations

This button enables the multi-currency features in the solution.

**Note:** After this button is selected and the settings saved, multi-currency cannot be disabled. It is strongly recommended that this feature be tested in a development application because you cannot revert to single currency reconciliations.

The impact of multi-currency is discussed throughout the document. Enabling multi-currency allows you to have a currency type set at the *Source Account* level (GL Account). The account currency type for each reconciliation item is maintained within the *Reconciliation Inventory*. This differs from the local currency (maintained on the Entity dimension) and reporting currency (maintained at the cube level). Therefore, each reconciliation item may have a different Account currency.

Reconciliations with a common *Target Entity* will have the same local currency, and all reconciliations within an application will have a single reporting currency. In addition, for reconciliations where multi-currency is enabled, account, local, and reporting currencies all display in the Account Reconciliations user interface.

Detail items may also be created using any currency type maintained in OneStream and are automatically translated to account, local, and reporting currencies upon *Save*. Also, Account Groups may be created for accounts or entities that have different currency types, allowing child reconciliations to be translated and aggregated to a single reconciling currency type, for each currency level, at the Account Group level.

### **FX Rate Type**

#### *Single Currency Solutions*

The FX Rate Type that is being used to calculate the reconciliation balances on specific reports. Examples include *ClosingRate* or *AverageRate*. If this is not populated, no translated values are available in reports. This must be set even if multi-currency is enabled because some reconciliations within the *Reconciliation Inventory* may remain Single Currency.

#### *Multi-Currency Solutions*

The FX Rate Type that is being used to translate reconciliation balances from local currency to account currency and from local currency to reporting currency. Translation from one currency level to another only occurs if the account and/or reporting balances are not loaded into Stage. Local currency is the base-level currency and is the level that is reconciled for single currency applications. Therefore, local balances are required for multi-currency reconciliations. This is also the rate type that is used to translate detail items from the detail currency type to the account, local, and reporting currency types. If this is not populated, translations do not occur.

### **FX Reporting Currency**

#### *Single Currency Solutions*

The currency type used as the target currency for reports that translate values. If this is not populated, no translated values will be available on these reports.

Note on translation in certain reports: Account Reconciliations provides a translated value in certain reports for the convenience and analysis of the administrator or end user. This translated value is not stored but is calculated based on settings in Global Setup as the report is being processed. This is a simple translation being run that assumes a calculation similar to the "Direct" translation method of multiplying what is expected to be a Year to Date value by the *FX Rate Type* specified in Global Setup, however these are not the same translation algorithms being processed and no custom translation methods (i.e. Business Rules) are supported. These reports note that they are translated by listing this *FX Reporting Currency* in the right side of the report's header section.

Example:



Reconciliation

Reconciliation Scenario: ActualAR  
 Time: 2018M3  
 Currency Level: Translated  
 Currency Type: USD

---

**10000 - Petty Cash**

GL Account	OneStream Entity	GL Entity	Tracking Detail		
10030	Augusta	54			
<b>Risk Level:</b> Low	<b>Proper Sign:</b> (Unassigned)	<b>Due Date:</b> 6/11/2020	<b>Days Until Due:</b> 0	<b>Days Past Due:</b> 41	

<b>Balance:</b> 1,001,256.31	<b>Status:</b> Inprocess	<b>Approval:</b> Unapproved
<b>Explained:</b> 0.00	<b>Status By:</b> Admin	<b>Approval Level:</b> 0 of 1
<b>Unexplained:</b> 1,001,256.31	<b>Status Date:</b>	<b>Approval By:</b>
<b>Activity:</b> 20,025.13		<b>Approval Date:</b>

**Note:** To see the reports within the Reports and Analysis in different currency types, enable Multi-Currency.

### Audit Files Use Target Name Only

This controls the naming convention for Audit Package files. When set to *True*, audit files that are created will only use the Target Account and Entity in the file name. When set to *False*, the audit files are created with the Source and Target Account and Entity in the file name. The default is set to not selected, (False).

**Note:** The check box should be selected if there is the possibility of the file name length exceeding the Windows limit of 260-character file names. If the file name exceeds 260-characters, the Audit Package file will not be generated. Windows 10 does enable users to change the 260-character limit by changing the Windows Group Policy.

### Global Defaults

Global Options | Global Defaults

Default Reconciliation Definition			
Reconciled	Tracking Level	Default Template (XLSX)	
<input checked="" type="checkbox"/>	(Entity)	BasicTemplate.xlsx	

1 Rows Page 1 of 1

Default Reconciliation Properties							
Required	Account Currency	MC Effective	Reconciling Currency Level	Access Group	Approval:	Risk Level	Proper Sign
<input checked="" type="checkbox"/>	USD	(Not Enabled)	Local	(Unassigned)	1	Low	(Unassigned)

### Default Reconciliation Definition

Default properties for all new *Reconciliation Definitions* created during the *Discover* process. See [Reconciliation Definition](#) for details on configuration. This only occurs if the *Auto Create Recon Definition* property of Global Options is selected

### Default Reconciliation Properties

Default properties for all new Reconciliation Inventory items created during the *Discover* process. See [Reconciliation Inventory](#) for details on configuration.

## Control Lists

You can set up control lists for:

- [Item Types](#)
- [Reason Codes](#)
- [Close Dates](#)
- [Aging Periods](#)

## Item Types

When a Preparer creates Reconciliation Detail Items, these are the types of items that can be created. You can add new Item Types.

**Note:** An Item Type cannot be deleted.

Item Types
  Reason Codes
  Close Dates
  Aging Periods

Item Types			
Stored Value	Display Value	Description	Active
Balance Check	Balance Check	Explained	<input checked="" type="checkbox"/>
Calculation	Calculation	Explained	<input checked="" type="checkbox"/>
Correction (BS)	Correction (BS)	Correction (BS)	<input checked="" type="checkbox"/>
Correction (IS)	Correction (IS)	Correction (IS)	<input checked="" type="checkbox"/>
Explained Item	Explained Item	Explained	<input checked="" type="checkbox"/>
Intransit Item	Intransit Item	Explained	<input checked="" type="checkbox"/>
Investigating	Investigating	Explained	<input checked="" type="checkbox"/>
Matching_DS1	Matching_DS1	Explained	<input checked="" type="checkbox"/>
Matching_DS2	Matching_DS2	Explained	<input checked="" type="checkbox"/>
Matching_DS3	Matching_DS3	Explained	<input checked="" type="checkbox"/>
Reversing Item	Reversing Item	Explained	<input checked="" type="checkbox"/>
Stmt Balance	Stmt Balance	Statement	<input checked="" type="checkbox"/>
Sub-System Balance	Sub-System Balance	Statement	<input checked="" type="checkbox"/>
Timing Items	Timing Items	Explained	<input checked="" type="checkbox"/>

**Stored Value:** Text written to the *Account Reconciliations* tables when an item is added. The user does not see this.

**Display Value:** *Item Type* text that displays to the user when reconciling.

**Item Class:** Type of item added to a reconciliation.

- **Correction (BS) or Correction (IS):** These items indicate an issue with the current balance in the GL and requiring a correction. Additional reporting is available based on this item class.
- **Explained:** A manually entered item.
- **Statement:** An item supported with an attached statement such as a cash account statement.

**Active:** By default, this is set to *True*. If *False*, these Item Types do not display when creating items.

## Reason Codes

When you click **Reject** or **Unapprove**, you are prompted to provide a Reason Code for the change. You can edit the reason codes or add new ones.

Reason Codes		
Stored Value	Display Value	Active
Invalid Documentation	Invalid Documentation	<input type="checkbox"/>
Missing Documentation	Missing Documentation	<input type="checkbox"/>
More Detail Required	More Detail Required	<input type="checkbox"/>
Must Clear Old Item(s)	Must Clear Old Item(s)	<input type="checkbox"/>
Other	Other	<input type="checkbox"/>

**Stored Value:** Text written to the Account Reconciliations tables when a reason is added. The user does not see this.

**Display Value:** *Reason Code* text that displays to the user when entering a reason.

**Active:** By default, this is set to *True*. If *False*, these *Reason Codes* do not display when rejecting or unapproving.

## Close Dates

*Close Dates* associate a Workflow Time Period with a specific day and time. The purpose of this is to pivot from this date and time to determine if someone is late with their assignments, regardless of their location.

Close Dates			
WF Time	Close Date Local (Day 0)	Close Hour (0 Hour)	Close Date UTC (Day 0, Hour 0)
2022M3	03-24-2021	12	03-24-2021 16:00:00

**Note:** If the Close Dates are not set up for a given period, then the date is 1900/01/01 on the Reconciliations page.

**WF Time:** Workflow Time Period. Click the + button to add one record for each Workflow Time Period related to the *Source Scenario*.

**Note:** The list of Workflow Time periods is for the currently selected Workflow Year plus the following year. This includes all frequencies of time (half years, quarters, months, weeks if applicable) for this application. Choose a time-period relevant to the Input Frequency of both the Source Scenario and Recon Scenario involved in Account Reconciliations. The Input Frequency properties of each scenario (for example, Monthly) must match.

**Close Date Local (Day 0):** Set to the date when the financial close starts for this Workflow Time Period.

**Close Hour (0 Hour):** Set to the hour of day for what local time the close starts. For instance, if this is 5:00 PM, set this as 17. Local time is determined by the time zone where your OneStream server is located.

**Close Date UTC (Day 0, Hour 0):** No entry is required because saving the record calculates the value. The *Close Date Local (Day 0)* and *Close Hour (0 Hour)* are converted to the UTC (Coordinated Universal Time, aka GMT/Greenwich Mean Time) equivalent for the purposes of comparing the current local time for when a Reconciliation Inventory item is due.

## Aging Periods

Aging periods are used to review your detail item aging, in total, so you can determine which balances need to be written off. The aging period is automatically assigned to an item upon Save based on the calculated aging and the periods created. Aging periods are used in the Aging Pivot analysis report. Each start date must be unique.



Period Start	
0	
31	
61	
91	

**Period Start Date :** Click the + button to add aging periods. For example, if you enter 16 for a new period start date, the first period is 0-15 days and the next period is 16-30 days.

The default period start dates are:

- 0: 0 to 30 days
- 31: 31 to 60 days
- 61: 61 to 90 days
- 91: 91+ days

## Templates

The location where standard Excel templates are stored for assignment to *Global Defaults* and *Reconciliation Definitions*.

Reconciliation Templates			
File Name (.XLSX Extension)	Description	Name	Time Stamp (UTC)
Bank Template.xlsx		Admin	3/5/2019 8:53:47 PM
BasicTemplate - SAP.xlsx		Admin	3/26/2019 8:47:50 PM
BasicTemplate.xlsx		Administrator	5/7/2021 12:00:00 PM
MatchTemplate.xlsx		Admin	12/24/2019 4:36:50 AM
MultiCurrencyMultiPeriodTemplate.xlsx		Administrator	5/7/2021 12:00:00 PM
MultiCurrencyTemplate.xlsx		Administrator	5/7/2021 12:00:00 PM
MultiPeriodTemplate.xlsx		Administrator	5/7/2021 12:00:00 PM
PPDAmortTemplate.xlsx		Admin	3/26/2019 8:48:32 PM

8 Rows Page 1 of 1

Upload View Delete
 Original Template: (Unassigned)
 New Template: (Unassigned)
 Replace

Account Reconciliations comes with a few example templates. You can create custom templates and upload them here.

**Upload:** Add a new Excel template to this solution.

**View:** Opens a read-only copy of the selected template.

**Delete:** Deletes a template if it is not assigned to any reconciliations.

**Replace:** To change the template assigned to any existing *Reconciliation Definition*, select the *Original Template*, the *New Template*, and then click **Replace**. This change occurs in all *Reconciliation Definitions*. When viewing the Basic Template that comes with Account Reconciliations, there are Substitution Variables replaced with values from the reconciliation being processed. This is the design view below.

**Note:** In this template, the rows normally hidden are shown along with the Excel Named Range being imported.

## Account Reconciliations

Account Reconciliations							
Basic Template							
!!NameAndDescription!							!!AccountType!
Consolidation Account:		!!AcT!	Entity				
GL Account:		!!Ac!	!!Et!				
GL Balance:							!!Balance!
Reconciliation Detail:							
Item Type	Item Name	Note	Transaction Date	Reference 1	Reference 2	Amount	
Application							
XFW_RCM_ReconItems							
Merge							
xfText#[ItemType]	xfText#[ItemName]	xfText#[ItemNote]	xfDateTime#[TransactionDate]::EndOfPeriod	xfText#[Reference1]	xfText#[Reference2]	xfDec#[ItemAmount]	
Explained Item	Monthly Amortization					5,000.00	
Explained Balance:							5,000.00
Unexplained Difference:							#VALUE!

The references to Substitution Variables in the top part of the Excel Template relate to Substitution Variables available in Account Reconciliations. These settings are replaced when the user downloads the template at runtime to substitute with values from Account Reconciliations. Other Substitution Variables can be used here, making templates flexible.

Basic Template							
!!NameAndDescription!							!!AccountType!
Consolidation Account:		!!AcT!	Entity				
GL Account:		!!Ac!	!!Et!				
GL Balance:							!!Balance!
Basic Template							
10000 - Petty Cash							Asset
Consolidation Account:		10000	Houston Heights				
GL Account:		11080	Heights				
GL Balance:							2,003,260.00

For details on designing this type of Excel template to load into OneStream, see *Data Collections* in the *Design and Reference Guide*.

Here is how this appears as a Multi-Currency S-Doc Template, with the MultiPeriodTemplate.xlsx being the example template provided. Note that the Named Range of *xfiRecon* is selected and rows 16-20 are unhidden, but are normally hidden. This Named Range would need to be extended if additional rows are needed for import. The top left cell of such a Named Range must be the cell with the word *Application* in it and the bottom right cell of the range should be the last column of the last row to be imported. It is acceptable to include additional empty rows in this range. OneStream can read in multiple 'xft' Named Ranges on one or more sheets of the same Excel workbook. Save this file in Excel xlsx format.

Account Reconciliations		FX Rate Type: ( FX_RateType_RCMC )									
Multi-Currency Amortization Schedule		7/22/2020 12:57									
NameAndDescription		AccountType									
Consolidation Account:		Account		Entity							
GL Account:		Act		Ent							
GL Balance:		Account ( CurrencyTypeAccount_R ( CurrencyTypeLocal_RCM ( CurrencyTypeReporting_R ( CurrencyTypeAccount_RCM CurrencyTypeLocal_RCM CurrencyTypeReporting_RCM ) BalanceAccount ) Balance ) BalanceReporting )									
Amortization Detail:		***Only Type if Manual Override Required***									
Item Type	Item	Explanation	Amortization Period	Detail Amount	Currency Type	( CurrencyTypeAccount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	( CurrencyTypeAccount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	( CurrencyTypeAccount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	( CurrencyTypeAccount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	( CurrencyTypeAccount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	( CurrencyTypeAccount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))
Application	Application										
FWW_RCM_ReconItems	FWW_RCM_ReconItems										
Merge	Merge										
xftText#( ItemName )	xftText#( ItemName )	xftText#( ItemNote )	xftInt#( Wtk )	xftDec#( ItemAmount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	xftDec#( ItemAmount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	xftDec#( ItemAmount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	xftDec#( ItemAmount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	xftDec#( ItemAmount ( CurrencyTypeLocal ( CurrencyTypeReporting_RCM C ))	xftText#( BookedPeriod ( WFTime )	xftText#( Username ( Username )	xftDate#( Timestamp )
Explained Item	Amortization		!2018M1	5,000.00	EUR						
Explained Item	Amortization		!2018M2	5,000.00	EUR						
Explained Item	Amortization		!2018M3	5,000.00	EUR						
Explained Item	Amortization		!2018M4	5,000.00	EUR						
Explained Item	Amortization		!2018M5	5,000.00	EUR						
Explained Item	Amortization		!2018M6	5,000.00	EUR						
Explained Item	Amortization		!2018M7	5,000.00	EUR						
Total Amortization											
Unamortized Balance		#VALUE!									

A few column tokens of note:

**Wtk:** Workflow Time Key – These OneStream time periods contain an exclamation point as the first character (for example, !2018M1). This helps OneStream look up the time key for this period and store that value in the database upon import. Include as many rows as periods of data are necessary, even if spanning years.

**Item Amounts (Multi-Currency Solutions):** These columns are automatically translated within the template. The template is pulling FX rates for the period in order to translate the Detail Amount balances. The translated amounts are for display purposes only, because translation of the Detail Amounts takes place upon import into OneStream. Further, only current period balances will be translated on the template.

**BookedPeriod:** The |WFTime| Substitution Variable is used, which means that every row imported lists the period it was booked as the same period that was processed at the time.

**TimeStamp:** The date and time this template was imported, which will be the same for each time period.



**Note:** If a template is used to create a supporting Detail Item, that support type, either T-Doc or S-Doc, must be attached to the reconciliation or the reconciliations may not be completed.

**Multi-Currency Solutions:** Templates that support multiple currencies are included for solutions that have Multi-Currency enabled. In the Multi-Currency Basic Template and Multi-Currency Multi Period Template, columns are included to allow for Detail Amount, Detail Currency Type, Account Balance, and Reporting Balance.

For Single Currency reconciliations, only Local balances are loaded and as such, if a reconciliation is set to Single Currency, the templates that do not include Multi-Currency functionality must be used. The currency type for each currency level appears within the template and FX rates are automatically pulled in order to show the conversion that will occur on import. Note that OneStream still utilizes the translation functionality within the system to translate Detail Amounts.

The translated balances of Account, Local, and Reporting for the Detail Items are for informational purposes only. However, if an override is necessary for any of the levels, OneStream accepts the overridden amount upon upload of the template if overrides are permitted on the reconciliation. To identify balances that were overridden within the template, amounts overridden display bold and the override alert appears on the face of the reconciliation.

For Multi-Period templates, informational translated balances only display for the current month because future rates are not available at the time of template creation.

## Access Control

Access Groups can be created under *Access Control* by OneStream Administrators or Reconciliation Global Admins. Access Groups are used only by the Account Reconciliations solution and are different than User Groups used in other parts of OneStream.

Access Groups can be initially set up to support the concept of backup people in the case of vacation or other reasons where the person assigned to a role cannot perform their duties in a given month. It can contain many users of each role. For example, an Access Groups may contain more than one user for the *Preparer* role. By adding more than one user per role in this way, the main person's backup is already granted access.

Another way that backups are built in is where a person in a superior role can act in place of a person in a lesser role for a given month. For example, if a user in a *Preparer* role is on vacation, a person in the *Approver 1* role can act as a Preparer that month, but cannot approve the reconciliation because of enforced Segregation of Duties requirements. Someone else must approve for this particular month.

See [Security](#) for more information including the concepts of Local Admin and [Segregation of Duties](#).

## Access Groups (Editor)

The screenshot shows the 'Access Groups (Editor)' interface with two main sections:

Access Groups		Access Group Members				
Name	Description	User	Role	Primary	Notify	Local Admin
All_APTrade	AP Trade for All Entities	RCM_Preparer	Preparer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
APOther	AP Other Group	RCM_Admin	Approver 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clubs	Clubs					
Fixed_Assets	Fixed Assets Group					
Houston	Houston					

Navigation: 5 Rows Page 1 of 1 (left); 2 Rows Page 1 of 1 (right)

**Name:** Name of the Access Group. It is recommended to use a common naming configuration since there could be many of these. For instance, starting the Name with R\_ is a good way to signify that this Access Group is meant to be assigned to an individual Reconciliation Inventory item. Starting with G\_ would mean that this Access Group is meant to be assigned to an Account Group. Whatever standard is set by your project team, it is recommended that this is documented and followed by all Account Reconciliation Admins.

**Description:** A more detailed description of this Access Group.

**User:** Select a user from a list of all users within the OneStream Framework. A user can only be added to an Access Group once.

**Role:** Choose a role for this user:

- **Preparer** – Can see assigned reconciliations and perform preparation duties through clicking the Complete button.
- **Approver 1 through Approver 10** – Choose up to ten levels of approvers. There must be a user assigned to at least as many Approver levels as there are approvals on the reconciliation that this Access Group is assigned to. For example, if the reconciliation has Approvals set at 3, there must be at least a user assigned to the related Access Group at Preparer, Approval 1, Approval 2, and Approval 3 to be able to prepare, complete, and approve the reconciliation.
- **Commenter** – Optional. This user can see the data and activity but can only make comments related to this reconciliation.

- **Viewer** – Optional. This user can see the data and activity but cannot make comments related to this reconciliation.

**Primary:** Select this box for the Preparer and Approver roles that have the primary responsibility for preparing and approving reconciliations assigned to the Access Group. The Primary responsibility assignment is not required. If Primary is assigned to a Preparer or Approver and this Access Group is assigned to a reconciliation, this user's name is visible in the related Primary column for a reconciliation and reconciliations can be filtered by this property in multiple pages within Account Reconciliations.

Only one Preparer and one Approver, at any Approver level, can be assigned as a Primary for an Access Group. Users can be assigned as primaries across many Access Groups.

**Note:** Commenter and Viewer roles cannot be primaries.

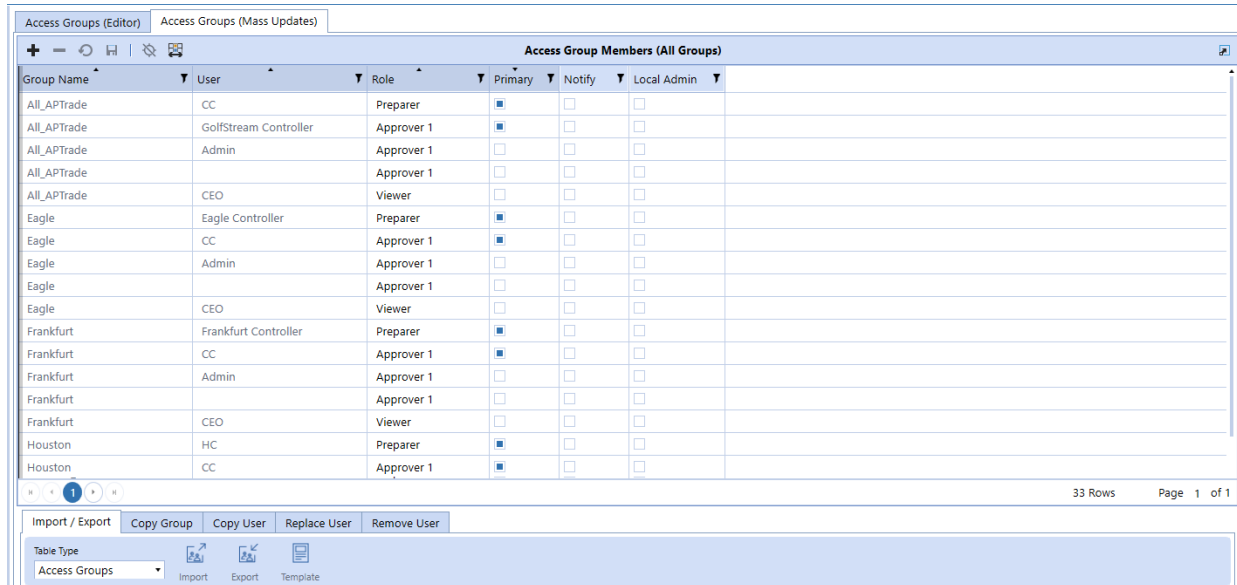
**Notify:** Select this box to send email notifications to this user (as configured under *Global Options*).

**Local Admin:** Select this box if this person acts as the Local Admin for this Access Group. See [Local Admin Permissions](#) for more information.

## Access Groups (Mass Updates)

### Import / Export of Access Groups

Allows the option of using Excel to edit Access Groups.




**Table Type:** First select whether to export data or a template for *Access Groups* or *Members of Access Groups*.

**Export:** Exports either *Access Groups* or *Access Group members* to a CSV file that opens in Excel for editing. The user must add a Named Range starting with the letters 'xft' covering appropriate columns and rows, with the cell with the word *Application* in it being the top left cell of the range. Saved this file in Excel xlsx format. See [Templates](#) for more information.

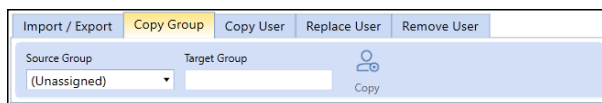
	A	B
1	Access Groups	
2		
3	Group Name [String]	Group Description [String]
4		
5	Application	
6	XFW_RCM_AccessGroups	
7	Merge	
8	xftText#[GroupName]	xftText#[GroupDesc]
9	AP_Other	AP Other Group
0	Fixed_Assets	Fixed Assets Group
1	Payroll	Accrued Payroll
2	W_Houston	Houston Workflow Reconciliations

**Template:** Opens a pre-fixed Excel template for the loading of *Access Groups* or *Access Group Members* depending on the *Table Type* selection.

A		B	
1			
2			
3			
4	<b>Access Groups</b>		
5			
6	<b>Group Name [String] [Required]</b>	<b>Group Description [String]</b>	
12	YourGroup	YourDescription	
13			
14			
15			
16			
18	[Insert new rows between the blue bars]		

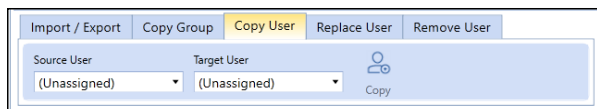
**Import:** Opens a dialog to select an Excel or CSV file that contains *Access Groups* or *Access Group Members* to merge changes or add new records. The source file must not be open on the user's computer when importing or an error occurs.

## Copy Group



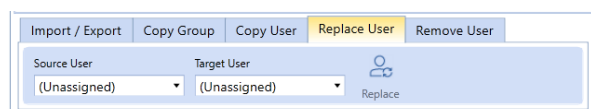
Select a *Source Group* as the model group, enter a name for the *Target Group*, and then click *Copy*. The Users and User Settings in the *Source Group* are added to the newly created *Target Group*.

## Copy User



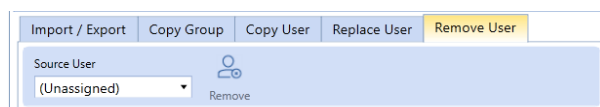
Select a *Source User* as the model user and a *Target User*, and then click *Copy*. The *Target User* is added into every *Access Group* that the *Source User* is in. If the *Target User* was previously in an *Access Group* that the *Source User* is not in, the *Target User* is removed from that group. The *Target User* and *Source User* will have the same access.

## Replace User



Select a *Source User* who will be replaced in every *Access Group* with the *Target User* upon clicking *Replace*.

## Remove User



Removes this user from every Access Group.

## Certifications

Certifications are customizable text that are presented to users with the Preparer or Approver roles when a reconciliation is completed and approved.

Role	Message	Active	Comment Required	Time Stamp	User
Preparer	I have prepared the account reconciliation and attest to the following: 1) The reconciliation has been completed in accordance with the company policy 2) All support has been properly attached 3) All items have been accurately identified and classified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/22/2020 3:35:15 PM	Admin
Approver	I reviewed the reconciliation and attest to the following: 1) The reconciliation was completed in accordance with the company policy 2) All support was properly attached 3) All items have been accurately identified and classified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/22/2020 3:35:15 PM	Admin

**Role:** The role of Preparer or Approver for the certification.

**Note:** The Approver Certification is presented for all approval levels.

**Message:** The certification message presented to the Preparer or Approver when completing or approving reconciliations.

**Active:** By default, this is set to *True*. If *False*, the certification is not displayed when completing or approving reconciliations.

**Comment Required:** By default, this is set to *True*. If *False*, comments are not required, but can optionally be added when completing or approving reconciliations. Comments are displayed in the *Status and Approval History – Detail* section.

**Time Stamp:** The date and time the certification settings were created or modified.

**User:** The ID of the user who created or modified the certification settings.

## Uninstall

The Uninstall feature allows you to uninstall the user interface or all solutions within OneStream Financial Close. If performed as part of an upgrade, any modifications that were made to standard solution objects are removed.

**Important:** The Uninstall option uninstalls all solutions integrated in the OneStream Financial Close.

The uninstall options are:

1. **Uninstall UI - OneStream Financial Close** removes all solutions integrated into the OneStream Financial Close, including related dashboards and business rules but leaves the databases and related tables.

**Important:** This procedure resets the Workspace Dashboard Name to (Unassigned). An Administrator must manually reassign the Workspace Dashboard Name after performing an Uninstall UI.

2. **Uninstall Full - OneStream Financial Close** removes all the related data tables, data, dashboards, and business rules from all solutions integrated into OneStream Financial Close. Select this option to completely remove the solutions or to perform an upgrade that is so significant in its changes to the data tables that this method is required.

**Caution:** Uninstall procedures are irreversible.

## Reconciliation Administration

This is where the Reconciliation Definition and Reconciliation Inventory is configured. This page is accessible by OneStream Admins, Reconciliations Global Admins and Local Admins (in limited scope).

### Reconciliation Definition

The **Reconciliation Definition** page is where high level properties are set for all **Reconciliation Inventory** items that are found through the **Discover** process. **Reconciliation Definitions** tell OneStream that these Account dimension members need to be reconciled. *Reconciliation Inventory* items are detailed Account data rows and Account Groups found in the OneStream Stage that were imported from the General Ledger. This page is not accessible by Local Administrators.

The screenshot displays the 'ACCOUNT RECONCILIATIONS' interface. On the left, the 'Account List' panel shows a table of accounts with columns for Account, Description, Reconciled, and Type. On the right, the 'Reconciliation Definition' panel is empty, and below it, the 'Entity Tracking Level Override' panel is also empty. The interface includes navigation buttons like 'Discover', 'Upload', 'View', and 'Delete'.

Account	Description	Reconciled	Type
10000	Petty Cash	True	Asset
10100	Cash Deposits	True	Asset
10200	Other Cash Equivalents	True	Asset
10300	Marketable Securities	True	Asset
10400	Restricted Cash	True	Asset
10500	Cash in transit	False	Asset
11000	Trade Receivables	True	Asset
11100	Other Receivables	True	Asset
11200	IC Receivables	True	Asset
11300	Allowance for Doubtful Accounts	True	Liability
11500	IC Delta Receivables	False	Asset
12000	Raw Materials Inventory	True	Asset
12100	Work in Progress Inventory	True	Asset
12200	Finished Goods Inventory	True	Asset
12300	Supplies - Inventory	True	Asset
12400	In Transit Inventory	True	Asset
12500	Goods in transit	False	Asset
13000	Prepaid Insurance	True	Asset
13100	Prepaid Rent	True	Asset
13200	Prepaid Taxes	True	Asset
13300	Prepaid Other	False	Asset
14000	Current Notes Receivable	True	Asset
14100	Deferred Tax Asset	False	Asset
14200	Other Current Assets - Operational	False	Asset

## Account List

The initial *Account List* is generated based on the solution's *Recon Account Dimension* and *Recon Account Member Filter* settings under *Global Options*. These Accounts are from the OneStream Cube, not from the GL. This lists each of these Accounts along with their Account Type. If an Account has a related *Reconciliation Definition*, then it displays a value of *Reconciled* = True.

## Reconciliation Definition

Click the **Discover** button to add a **Reconciliation Definition** to each Account. Only one *Reconciliation Definition* can be added per Account in the *Account List*. Another option is to click the + button to add a *Reconciliation Definition* to this Account. However, this is not necessary.

**Reconciled:** Determines whether an Account is reconciled. If selected, this is set to *True* in the *Account List* on the left and the Account is reconciled. If cleared, this is set to *False* in the *Account List* on the left and it and any of its related detailed imported Stage rows are not reconciled.

**Tracking Level:** This list is derived from the *Tracking Levels* settings page and determines the granularity of the reconciliation. It is used during the **Discover** process.



**Default Template (XLSX):** This list is derived from the Templates page and determines the template used by the preparer. This can be overridden at the Reconciliation Inventory level.

**Reference Document:** The Reference Document to show the end user at run time for this Account. See [Reference Document Options](#).

## Entity Tracking Level Override

There are times when an Account needs to be tracked in the Reconciliation Inventory at a level that is an exception for certain Entities beyond the setting for that Account in general as set in the Reconciliation Definition. In these cases, click + to add an exception per Entity that requires one for this Reconciliation Definition. For instance, Account 10000 has a Tracking Level of (Entity), which means by Entity and Account. But for that same Account and an Entity called ABC, they may need to track this Account by Entity, Account and Flow.

## Discover

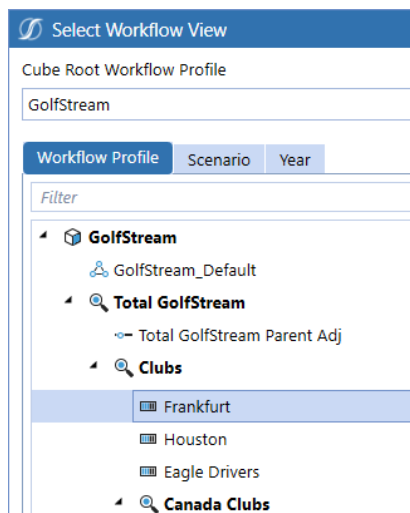
Click the **Discover** button to process the *Reconciliation Definitions* and create the *Reconciliation Inventory* as a background server process. Discover runs for the current and future workflow periods. Prior periods are not affected by the discovery process.


Under *Global Options*, if the *Auto Create Recon Definition* property is set to *Yes*, it adds a *Reconciliation Definition* for each row in the *Account List* that does not already have one.

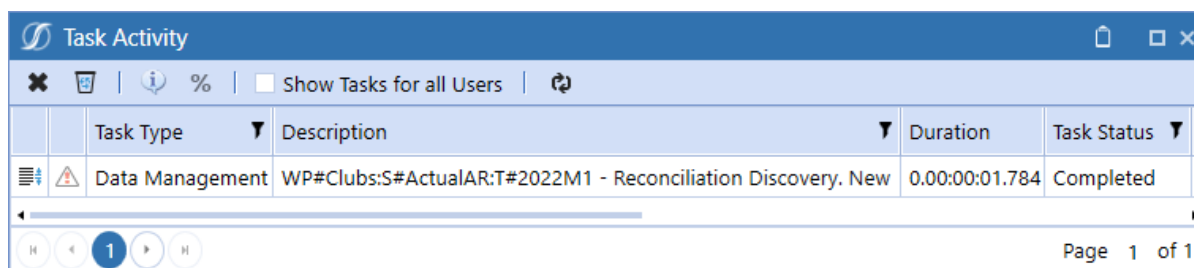
This process also builds out the *Reconciliation Inventory* entries by searching the current and future time periods for the *Source Scenario* in the Stage for any instance of a row of source data that was mapped to an account that has an active *Reconciliation Definition*.

**Important:** Clicking **Discover** searches for every Entity associated with the currently selected Workflow Profile, so running Discover at a higher level in the Workflow Profile structure at a Review level Workflow Profile will generate considerably more Reconciliation Definitions.

You can run Discover on multiple workflows simultaneously as long as the workflows do not have a parent/child relationship. For example, you can run Discover on the Frankfurt and Houston workflows at the same time. But you cannot run Discover on Frankfurt and Clubs at the same time because Clubs is a parent of Frankfurt.



Click the Task Activity icon  to show the results of the Discover process and how many new Reconciliation Inventory Items were discovered.



**Note:** You can manually run the Discover process from the included Data Management Sequence called *DiscoverRecons\_RCM*. For scheduled Discover jobs, you must pass in these parameters: ProfileKey, SourceScenarioId, ReconScenarioId, TimeKey.

## Reference Document Options

A Reference Document is a set of instructions used to explain how to perform a reconciliation. This can be presented to the user as they prepare the reconciliation.

### Upload

Load a document to the *Reconciliation Definition*.

### View

Download a copy of the document from the *Reconciliation Definition*.

### Delete

Delete the document from the *Reconciliation Definition*.

## Reconciliation Inventory

This is where Reconciliations are configured. The *Reconciliation Definition* is based on the target accounts being reconciled. After you click the *Discover* button, the *Reconciliation Inventory* is generated. The *Reconciliation Inventory* is based on the Source Accounts (*from the GL*) related to the Target Accounts (*Accounts in the OneStream Cube*) that have active *Reconciliation Definitions* for a specific Workflow Profile.

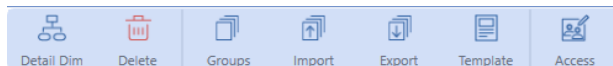
WF Profile	Recon Scenario	Required	T.Account	S.Account	T.Entity	S.Entity	Account	Local	Reporting	MC Effective	Reconciling Curr
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10000	11080	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10100	10001	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10100	10002	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10100	10003	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10100	10004	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10100	11234	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10100	11238	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10300	11085	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	10400	11090	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	11000	11200	Houston Heights	Heights	USD	USD	USD	2018M1	Account
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	11000	11201	Houston Heights	Heights	USD	USD	USD	2018M1	Account
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	11000	11240	Houston Heights	Heights	USD	USD	USD	2018M1	Account
Houston.Import	ActualAR	<input checked="" type="checkbox"/>	11200	11257	Houston Heights	Heights	USD	USD	USD	2018M1	Local
Houston.Import	ActualAR	<input type="checkbox"/>	11200	11257	Houston Heights	Heights	USD	USD	USD	2018M1	Local

**Type:** Filter for *Reconciliation Type* with choices of *All*, *Standard* or *Balance Check*.

**Account Group:** Choose *All*, a single Account Group's Accounts or (*No Group*). If user is a Local Admin, the list will only include *All*, (*No Group*) and those Account Groups that they manage.

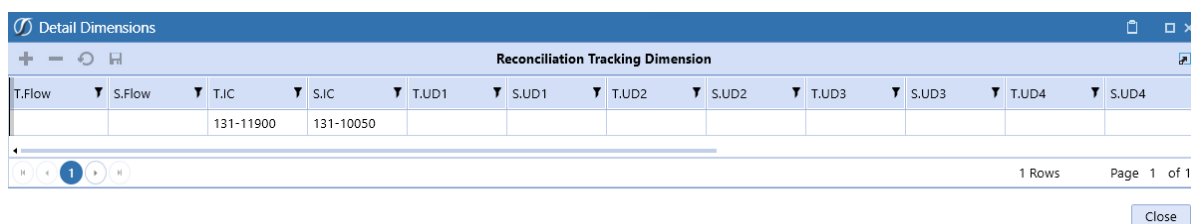
**Access Group:** Choose *All*, a single Access Group or (*Unassigned*). If user is a Local Admin, the list will only include *All* and those Access Groups that they manage.

**Substitution Variable Selector:** A list of Substitution Variables used in *Complete Rules* as an input to an expression. Select one of these Substitution Variables and click the blue field next to it. Type *Ctrl-C* and it will copy that text to the Windows clipboard for convenient pasting later. The options are either variables from Account Reconciliations or fields in the Stage tables. For example, |Ac| is the Account field from Stage while |AcT| is the post translated Account from that same table.



**Note:** For Multi-Currency solutions Balance represents Local Balance.

**Detail Dims:** Opens a dialog for the *Reconciliation Tracking Dimensions* associated with the selected Reconciliation Inventory item. The target and source tracking dimensions can be added or removed for each reconciliation.



**Delete:** Will delete the selected *Reconciliation Inventory* item.

**Note:** If the *Discover* process results in more Reconciliation Inventory Items than desired, delete those that are not intended for future processing.

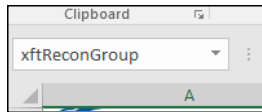
**Groups:** Opens the *Account Groups* dialog.

**Import:** Opens a dialog to select an Excel or CSV file to import that contains *Account Groups* to merge changes or add new records. It is necessary for the user to close this file before importing it. This button is not accessible by Local Admins.

**Export:** Exports all Account Groups as a CSV file that is opened in Excel and used to edit or update group information. To import these updates, the user must add a Named Range starting with the letters 'xft' covering appropriate rows starting with the cell with the word *Application* in the top left cell. This file should then be saved in Excel xlsx format. See [Templates](#) for more information. This button is not accessible by Local Admins.

## Account Reconciliations

1	Reconciliation Groups			
2				
3	ReconID (ReconID) [Guid]	Wfk (WfProfileKey) [Guid]	Wsk (ScenarioId) [Int32]	GroupName [String]
4				
5	Application			
6	XFW_RCM_Recon			
7	Merge			
8	xfGuid#:[ReconID]::[NewGuid]	xfGuid#:[Wfk]	xfInt#:[Wsk]	xfText#:[GroupName]
9	522bf52a-5694-4500-8bc4-3ba2e4ed2681	!Clubs	!ActualAR	Fixed Assets - Clubs USD
10	a607ae21-713c-43b4-a067-a3dc8c046713	!Houston.Import	!ActualAR	AP Trade - Houston
11	801f8d29-4fbd-4bbd-9207-75f060f2d8fb	!Clubs	!ActualAR	AP Other - Clubs USD
12	2250ce23-45de-4562-9dfc-cc6b6d956eed	!Clubs	!ActualAR	Payroll - Clubs USD



**Template:** Opens a pre-filled Excel Template for the loading of Account Groups. Note that some field entries (such as WF Profile, Recon Scenario) must start with “!” because the import process replaces those text values with long numeric key. The How To tab contains further instructions on using the template. This button is not accessible by Local Admins.

1	ONESTREAM									
2										
3										
4	Reconciliation Account Groups									
5										
6	Account Group [String]	Required	Wf Profile (Must start with !)	Recon Scenario (Must start with !)	T.Account (String) (Filter/Drill)	S.Account (String) (Display)	T.Entity (String) (Filter/Drill)	S.Entity (String) (Display)	Account Currency (String)	Local Currency (String)
11	YourGroupName	TRUE	!YourWfProfile	!YourReconScenario	ValidAccount	GroupShortName	ValidEntity	GroupShortName	USD	USD
12										
13										
14										
15										
16										
17										
18	(Insert new rows between the blue bars)									

**Access:** Opens a dialog to edit the assigned Access Group's settings.

**Note:** The vertical gray slider bar in the image below can be selected and dragged to the right on the *Reconciliation Inventory* and *Account Group* screens to vertically lock certain columns into view while scrolling through properties

Type: All	Account Group: All	Access Group: All	Substitution Variable Selector:  Balance	Ctrl-C To Copy:  Balance									
Reconciliation Inventory (GL Intersections)													
Required	Wf Profile	Recon Scenario	T.Account	S.Account	T.Entity	S.Entity	Account Currency	Local Currency	Reporting Currency	MC Effective	Reconciling Currency Level	Account Group	
■	Houston.Import	ActualAR	10000		ts	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)	
■	Houston.Import	ActualAR	10100		ts	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)	
■	Houston.Import	ActualAR	10100	10002	Houston	Heights	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)

## Account Groups

Groups of Source Accounts can be reconciled collectively instead of individually. Each Account Group will become a single Reconciliation for the aggregate of the Source Accounts. Click the + button to add a new Account Group. Local Admins can only save new Account Groups if they assign an Access Group that they manage.

### Single Currency Solutions

Account Groups should be created all in one currency since, by an Account Group's nature, the untranslated source data will be aggregated together for analysis. For example, if there is a person who reconciles all the Fixed Asset Accounts for USD, first create an Account Group for each Local currency to be reconciled and then add Accounts to each of these from the *Reconciliation Inventory*.

### Multi-Currency Solutions

Account Groups may be created using any currencies included in the *Application Properties* and maintained in the FX Rates grid. The Account Group will be a single reconciliation for the translated aggregate of the Source Account, Local, and Reporting currencies. For example, if a company reconciles all intercompany accounts at a consolidated level and the Local currencies are different, a Multi-Currency Account Group may be created to reconcile the related accounts in a single, consolidated currency.

First, each currency level is translated to the Account Group currency and then aggregated. When creating a new Multi-Currency Account Group, both Account and Local currency must be selected for the Group, as well as the effective period, for Multi-Currency enablement. After the Account and Local currencies are selected, Multi-Currency Account Groups are reconciled the same as Single Currency, in that Detail Items are used to support the aggregate balance of all child reconciliations.

See [Multi-Currency Account Groups](#).

After an individual Reconciliation Inventory item is assigned to an Account Group, many of the Reconciliation Inventory Item's properties are ignored in favor of the same in the Account Group. Note that detailed Reconciliation Inventory Item configuration is not necessary for items that are added to an Account Group since the Group's setting will be used at run time.

The exception is Access Group in the Reconciliation Inventory Item in cases where a Reconciliations Global Admin wishes a Local Admin to be able to see these Reconciliation Inventory Items and do the assignment to the Account Group. For Multi-Currency, an additional exception exists in that all Source Accounts must have a Multi-Currency effective date that is earlier than, or equal to, the Multi-Currency effective date for the Account Group.

The screenshot shows the 'Account Group Manager' window with a 'Substitution Variable Selector' set to '[Balance]'. The main table, titled 'Reconciliation Account Groups', contains the following data:

Required	WF Profile	Recon Scenario	Account Group	T.Account (Filter/Drill)	S.Account (Display)	T.Entity (Filter/Drill)	S.Entity (Display)	Account Curre	Local Currency	Reporting Currency
	Houston.Import	ActualAR	GRPATrade	20000 - Trade Accounts	GRP - AP Trade	Houston Heights	Houston	USD	USD	USD
	Houston.Import	ActualAR	GRPMachineryEquipment	16000 - Machinery & Eq	GRP - Machinery & Equip	Houston Heights	Houston	USD	USD	USD
	Clubs	ActualAR	GRPTIAR	11000 - Trade Receivabl	GRP - Global AR	Clubs	Clubs	USD	USD	USD

At the bottom of the table, it indicates '3 Rows' and 'Page 1 of 1'. Below the table is a toolbar with icons for 'Detail Dim', 'Import', 'Export', 'Template', 'Delete', and 'Access', along with a 'Close' button.

**WF Profile:** This is the Workflow Profile where this Account Group will be shown for reconciling. This can be either a Review level or Base Input Import-level Workflow Profile.

**Recon Scenario:** This will default to the Recon Scenario set in *Global Options*.

**Account Group:** This is the Account Group name, as chosen by the Reconciliations Global Admin.

**T.Account:** Target Account in the Cube. Choose this from the list. This will help filter results and guide the drill down process.

**S.Account (Display):** Source Account. Indicate something that will notify the user as to what type of *Account Group* this will be.

**T.Entity:** Target Entity in the Cube. Specify an Entity, however the Entities to which this Account Group are applied are more related to the Source Accounts from the *Reconciliation Inventory*. Depending on the Reconciliation Inventory Items added to this Account Group, there could be many Target Entities. This will help filter results and guide the drill down process

**S.Entity (Display):** Source Entity. Indicate something that will notify the user as to what type of Entity this will be. The Entities seen when preparing reconciliations are those related to the Workflow Profile.

**Currency (Single Currency Solutions):** Untranslated source Local currency data is aggregated in the Account Group, requiring it to be one currency. If needed, create a similar Account Group for each currency to be reconciled.

**Account Currency (Multi-Currency Solutions):** Currency type for the Account level balance. Account balances for each Source Account within an Account Group will be translated to the Group's Account currency and then aggregated to the total Reconciliation Balance.

**Local Currency (Multi-Currency Solutions):** Currency type for the Local level balance. Local balances for each Source Account within an Account Group will be translated to the Group's Local currency and then aggregated to the total Reconciliation Balance.

**Reporting Currency (*Multi-Currency Solutions*):** Currency type for the Reporting level balance. This is not editable as it is derived from the Cube currency. Only a single Reporting currency is allowed per Cube.

**Other properties:** See [Reconciliation Inventory Item Properties](#). The properties set at the Account Group level override what is set for the included Source Accounts.

**Note:** Changing an *Account Group* composition will change its status. If an Account is moved out of an *Account Group*, the *Account Group's* status is copied to the individual Reconciliation.

Assign Account Groups to a Review-level Workflow Profile when a group of Accounts is being reconciled across many Entities by several people. That Review Workflow Profile should be high enough in the Workflow Profile structure to encompass the required Entities. The Entities are included in Base Input Workflow Profiles and are dependents of this Review-level Workflow Profile.

## Reconciliation Inventory Item Properties

Properties need to be configured for every Reconciliation Inventory Item that is not assigned to an Account Group. For items assigned to an Account Group, these properties will be configured at the Account Group level.

**Required:** If not checked, this will not be required to be reconciled.

**Note:** If a reconciliation that is a member of an Account Group status changes from *Required* to *Not Required* a Process must be run on the Account Group to properly update the Account Group membership and balances.

**WF Profile:** This is the Workflow Profile that was discovered for this Source Account and is a Base Input Child Import Workflow Profile.

**Recon Scenario:** This will default to the Recon Scenario set in *Global Options*.

**T.Account:** Target Account in the Cube and this comes from the *Reconciliation Definition*.

**S.Account:** Source Account. This comes from the related Stage area from the *Source Scenario*. The Source Accounts are derived from that Workflow Profile's Transformation Rules and are based on the Target Account in the *Reconciliation Definition*.

**T.Entity:** Target Entity in the Cube. There will be an entry here for each Entity that has relevant data in the Stage in any time period in the application from the *Source Scenario*.

**S.Entity:** Source Entity from the Stage.



**Currency (*Single Currency Solutions*):** Currency is the Target Entity currency per the Entity dimension.

**Account Currency (*Multi-Currency Solutions*):** Currency type for the Account level balance. This will be a drop-down of all currency types within the Currency Filter in the *Application Properties*. The default currency type will be set to Local and will therefore be the T. Entity's currency type. This may be changed by selecting a different currency from the drop-down.

The currency type may be changed after a Multi-Currency reconciliation has been completed. The currency type labels will change for all periods, including previously completed reconciliations, which may have been completed using the original currency type. If having historical Reconciliation Balances translated to the updated currency type is desired, prior periods must be unlocked and reconciliations reprocessed if the *Account Currency* type is modified.

**Caution:** This action may cause previously certified reconciliations to become uncertified. Therefore, if changing the currency type for a reconciliation is required, it is strongly recommended that you create a new account reconciliation for the new currency type, and that reconciliation is used going forward from the date the currency type was changed

**Local Currency (*Multi-Currency Solutions*):** Currency type for the Local level balance. This is the same as the Currency column in Single Currency Solutions. It is not editable within Account Reconciliations as it is maintained within the Entity dimension.

**Reporting Currency (*Multi-Currency Solutions*):** Currency type for the Reporting level balance. This is not editable as it is derived from the Cube currency. Only a single Reporting currency is allowed per Cube.

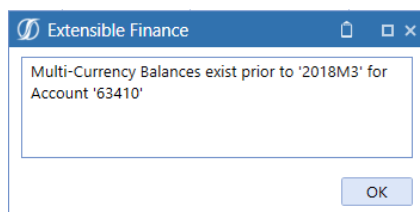
**MC Effective (*Multi-Currency Solutions*):** The starting Workflow time period for which Multi-Currency will be effective. This setting provides the ability to have Single Currency reconciliations and Multi-Currency reconciliations within the same Account Reconciliation instance. Multi-Currency calculations, including translation, will not occur prior to the *MC Effective* period. The drop-down displays Workflow time periods within the *Start Year* and *End Year* for the *Application Properties – Time Dimension*. The default is (*Not Enabled*), meaning the reconciliation will be a Single Currency reconciliation, only the Local balance will be used, and no translation will occur.

Within the Reconciliations page, Account and Reporting currency types will appear as a dash and balances will be zero for a reconciliation until the established *MC Effective* period.

**Caution:** After the *MC Effective* period is selected for a reconciliation, and data has been processed for that period, MC Effective cannot be changed for that reconciliation.

While Account currency may not be used/required, being able to see Reporting within the Reconciliations page may be helpful. In this instance, where only two currency levels exist (e.g. Local and Reporting), it is recommended that Multi-Currency be enabled, the Account currency default set to Local, and the *MC Effective* period be set for each reconciliation. Performance considerations must also be considered when using Multi-Currency for the entire Reconciliation Inventory. Specifically, if the entire Inventory enables Multi-Currency, forcing a translation on Reconciliation Balances and Detail Items may cause processing times to increase. As such, it is recommended only reconciliations where Multi-Currency is necessary be enabled or a translation on demand is run during non-critical business hours. See [FX Translation Warning](#) for more information.

**Note:** To ensure that historical Multi-Currency reconciliation data is not lost for audit purposes, after a reconciliation has been completed using Multi-Currency, the *MC Effective* date cannot be set to a period prior to completion of the Multi-Currency reconciliation.



If *MC Effective* is set for historical periods and you want to see historical reconciliations in Multi-Currency, prior periods must be unlocked and reconciliations must be reprocessed. Also, if an Account currency type is changed for a reconciliation, the same process must occur.

**Caution:** MC Effective date must be set to the current period or later.

**Reconciling Currency Level (*Multi-Currency Solutions*):** Determines the currency level, either Account, Local or Reporting, to be used for the reconciliation. The default is Local, as this is the level that was previously reconciled prior to Multi-Currency enablement. This reconciling level applies to the *Unexplained Limit*, *Complete Rules*, *AutoRec*, *Balance Change*, and *Balance Checks*. For example, if the *Unexplained Limit* for a reconciliation is set to 0, the *Reconciling Currency Level* is set to Account, and the *Unexplained Limit* is 0 for the Account level but 100 for the Local, the reconciliation could be completed. However, if the Reconciling Currency is set to Local in the example above, the reconciliation could not be completed.

The Reconciling Currency Level is easily identified as it is the level in larger, bold font.

	Balance:	Explained:	Unexplained:	Activity:
<b>Account (GBP)</b>	<b>260,526.54</b>	<b>199,191.89</b>	<b>61,334.65</b>	<b>5,601.11</b>
Local (EUR)	308,543.64	235,904.53	72,639.11	6,170.87
Reporting (USD)	416,842.46	318,707.02	98,135.43	46,435.81

**Account Group:** Shows whether this Reconciliation Inventory Item is related to an Account Group or (*No Group*) if it is reconciled individually. If the user is a Local Admin, the list of Account Groups is limited to only those they manage. The Local Admin can change the assignment of a Reconciliation Inventory Item to a different Account Group, but once assigned they are unable to set as (*No Group*).

**Access Group:** Assign an Access Group to each Reconciliation Inventory Item that is not assigned to an Account Group or set to (*Unassigned*). If user is a Local Admin, list of Access Groups is limited to only those they manage.

**Approvals:** Choose levels of approval required for each Reconciliation Inventory Item from 1 through 10. Ensure that the Access Group assigned has people configured at the appropriate levels of approval. See [Access Control](#).

**Risk Level:** Choice of *Low*, *Medium* or *High* Risk for this *Reconciliation Definition*. This is for reporting and other filtering.

**Proper Sign:** Choices are Positive and Negative. Assign a value for the proper signage expected on a reconciled number that is to be imported into the Stage.

**Unexplained Limit:** This will set whether a Reconciliation can be completed if the explained value is within a certain absolute value threshold. By default, a Reconciliation is not considered complete unless the balance is explained to the penny. If the *Unexplained Limit* is set to 1000 and the Currency is USD, then the Reconciliation can be completed if the difference is explained within \$1000 USD.

**Complete Rule:** Overrides the *Unexplained Limit*. Rule logic can include any item from the *Substitution Variable Selector* above the property grid. See section on *Expression Rule Syntax* for details.

Example 1:

`|Balance| < 1000`

Example 2:

`|BalanceAccount| < 1000`

Example 3:

This logic will set a global unexplained limit based on currency by retrieving the closing FX rate for the individual reconciliation's currency relative to USD.

`|UnexplainedBalance| < XFBR  
(MyCustomBusinessRule, UnexplainedLimitHelper, Currency=|Currency|, Time=|Wtk|)`

**AutoRec Rule:** This is a drop-down list populated from the list of rules created within the AutoRec page. The default is set to (*Unassigned*), meaning the reconciliation does not have an AutoRec Rule applied.

A second item, (*Legacy*), will exist in all solutions which first checks the Balance to see if it is zero and if so, will automatically reconcile that Reconciliation. Otherwise, it checks the activity in this reconciliation since the last period and compares to the absolute value of the *Activity Limit*.

**Activity Limit:** If an AutoRec rule is created that has *Activity* selected, the rule will check the activity (differences in Balance) in this reconciliation since the last period and compares to the absolute value of this number. For instance, if the balance was explained last month at \$1000, the new balance is \$100, and the *Activity Limit* is \$500. This reconciliation would not automatically reconcile.

**BalCheck Level:** Detailed calculation and testing of details from the GL. This is typically used to ensure the value in total matches a summary value as expected. This type of Reconciliation is pointed to a Workflow Profile to retrieve data from the Stage as a point of reference for a given Reconciliation. The Workflow Profile assigned to check this Balance can be set up in an *Account Group* or in a single Reconciliation Inventory Item. The default is set to (*Unassigned*), which means the reconciliation is a Standard reconciliation that does not use Balance Check.

**BalCheck Workflow Profile:** This is required if using a Reconciliation Type of *Bal-Check*. Details from the GL are loaded to Stage in a separate Workflow Profile and tested by some form of Transformation Rule such as mapping many detail lines to one summarized value or even using complex Transformation Event Handler logic to calculate a check figure. For example, the Transformation Rule might add all of the detailed transactions that make up a Trade Receivables Account and compare it to the amount imported from the Trial Balance. If that matches when the number is brought into the Reconciliation as an explained amount, it may reconcile or not based on the amount. This field is where the Workflow Profile containing that detailed data load is specified. Once a Workflow Profile is assigned here for a *Balance Check*-type Reconciliation, Account Reconciliations is going to check to see if that Transformation Rule passed or failed to determine whether this Reconciliation is complete.

### *Multi-Currency Solutions*

Loading in Detail Amounts, Detail Currency Types, Account level and Reporting level balances requires identifying the columns related to these items within the Data Source. Note that Detail Amount represents the transaction amount, which could be in a currency type that is different than any reconciliation currency level and is different than what is loaded for Single Currency solutions since they just load Local currency balances. Detail Amounts, Account Amounts, and Reporting Amounts need to be set to the Data Type of "Attribute Value" and Detail Currency needs to be set to the Data Type of "Attribute". Local amounts must exist for BalCheck to properly translate and calculate. If null, values will not translate. As such, ensure null values are replaced with zero.

The screenshot displays the 'Data Sources - RCM\_BalanceCheck (Detail Currency)' window. On the left is a tree view with 'Delimited Files' expanded to 'RCM\_BalanceCheck', where 'Detail Currency' is selected. The main area shows a table with the following data:

	Entities	Account	Detail	Amount	Detail	Currency	Account	Amount	Local	Amount	Reporting	Amount
1	Heights	20000	101		EUR		100		200		300	
2	Heights	20000	102									
3	Heights	20000	103		USD							
4	Heights	20000	104		CAD							
5	Heights	20000	201		EUR		100		200		300	
6	Heights	20000	202		GBP							
7	Heights	20000	203		USD							
8	Heights	20000	204		CAD							
9	Heights	20000										

Below the table is a settings panel for 'Detail Currency' with the following values:

- Name: A1
- Data Type: Attribute
- Column Number: 4
- Logical Operator: None
- Logical Expression: (Unassigned)
- Text Fill Settings: Leading Fill Value, Trailing Fill Value
- Substitution Settings

### Allow Override (Multi-Currency Solutions)

When set to *True*, the ability exists to override translated Account, Local, and Reporting amounts for Detail Items. If FX Rates exist for the current period, upon *Save* (creation) of a Detail Item, OneStream will automatically translate the Account, Local, and Reporting amounts. If Allow Override is enabled, the ability exists to manually input amounts for any of the currency levels. If only one level is overridden, the other translated balances will remain. Similarly, if FX Rates have not been entered for the current period and a level is overridden, the override balance will appear and the amounts to be translated will appear as zero. Amounts that are overridden will hold period over period if a Detail Item is pulled forward.

**Note:** When an amount is overridden using zero, OneStream automatically retranslates the amount using the rates in FX Rates table. If showing a zero balance for a currency level is required, a new Detail Item must be created with a detail amount of zero and enter the opposite balance for the currency level that needs to be set to zero (i.e. offset balance).

**Override Support Required:** When set to *True*, supporting documentation, either an I-Doc or R-Doc, is required for all Detail Items with translated amounts that were manually overridden. Note that an S-Doc will also satisfy this requirement.

**Workday Due:** Select which day of the close cycle this reconciliation is due for completion. This helps determine if a Reconciliation Inventory Item is late by comparing *Workday Due* with the *Close Date* for this Workflow Time Period as configured under *Control Lists*.

**Frequency:** Determines how often the completion of this *Reconciliation Definition* is required. The default is 1-12 which indicates months 1-12. This can 3,6,9,12 if required quarterly or enter another type of frequency expression.

**Note:** If the *Frequency* is changed on the *Reconciliation Definition*, some Reconciliations may be *Completed* or still *In Process*. This would normally stop the user from completing them due to this new *Frequency*. In these cases, the Reconciliations will be marked with a *Status of Frequency Changed* which will not prevent the preparer from completing. This status is ignored in all status counts except for the *Scorecard Preparation Status* chart.

**Template (XLSX):** The *Reconciliation Definition* sets the default Excel Reconciliation Template for any related Reconciliation Inventory Items, but a single Reconciliation Inventory Item can override this Template assignment with this field.

**Discovery Date:** The date and time when an Account Group was created or when a Reconciliation Inventory Item was first discovered.

**Note:** The filter on this column can be used to find newly discovered Reconciliation Inventory Items by, for instance, setting the filter properties to be *Is Greater Than* and a date that is before Discovery is done for a given month, such as the first day.

Discovery Date ▼

Show rows with value that [x]

Is greater than ▼

4/1/2018 [calendar icon]

And ▼

Is equal to ▼

Enter date [calendar icon]

Filter Clear Filter

## Expression Rule Syntax

The fields for *Complete Rule* and *AutoRec Rule* all use the same expression syntax. OneStream uses an ADO.NET data table calculated column to interpret expressions, so there is no OneStream parser logic involved. Choices from the Substitution Variable Selectors can be used to make these more dynamic. The expression evaluator supports the following operators (*and more*):

- And, Not, In, Between, Like, Null, Or, Trim
- Open bracket '(' and close bracket ')'
- <, >, <=, >=, <>, =
- + (addition)
- - (subtraction)
- \* (multiplication)
- / (division)
- % (modulus)
- Conditional 'if'
- Substring

Example:

`|BalanceChange| > 1000 And |BalanceLocal| = 0`

*XFBR String* Business Rules can also be used to determine the expression to be placed here at run time. For XFBR String rule syntax, refer to the *Dashboard XFBRString* section of the *Design and Reference Guide*.

## Mass Update (Reconciliation Inventory)

The screenshot displays the 'ACCOUNT RECONCILIATIONS' application interface. The main title is 'ADMINISTRATION - Mass Update (Cube, ActualAR, 2018M3)'. The interface is organized into several functional areas:

- 1) Set Values to Update:** This section contains various configuration options with checkboxes and dropdown menus. Key settings include:
  - Required
  - Access Group: Houston
  - Account Group: (No Group)
  - Risk Level: Low
  - Workday Due: 0
  - AutoRec Rule: (Unassigned)
  - Activity Limit: 0
  - BalCheck Level: (Unassigned)
  - MC Effective: (Not Enabled)
  - Reconciling Currency Level: Local
  - Account Currency: (Local)
- 2) Set Update Criteria & Process Update:** This section allows defining search criteria. The first row shows:
  - Field: EIT (T.Entity) [String]
  - Operator: Contains
  - Criteria: Houston
- 3) Select Update Package & Apply, Restore or Delete:** This section features a table of 'Update Packages' with columns for Name, Description, and Applied. Packages include 'Houston Access Group', 'Template Update', 'Total AR', 'Montreal', 'Quebec', 'Frankfurt', 'Pos', and 'Access Group'.
- 4) Reconciliation Inventory (Mass Update Preview):** This section displays a table of reconciliation items with columns for WF Profile, Recon Scenario, T.Account, S.Account, T.Entity, S.Entity, Account Currency, Local Currency, Reporting Currency, and Account Group. The table lists various 'Houston.Import' items with different account numbers and currencies.

There are a few ways to reduce the inevitable maintenance that comes with editing properties on thousands of Reconciliation Inventory Items. First, make sure *Global Defaults* are set to the most common settings for properties like *Workday Due* and *Risk Level*. Once Discovery is completed, these default properties will be implemented.

However, there is still plenty of work to be done to complete the setting of these properties, which is where the *Reconciliation Inventory (Mass Updates)* screen comes in handy. This utility allows the user to choose the settings they would like to change in mass, criteria for which rows to update, gives a preview of changes and then an option to save these changes or restore the properties back to the way they were before mass changes were made.

**Note:** For Single Currency solutions, if applying Mass Updates to the Account Group field, the utility automatically ensures that all results have the same Currency as the Account Group before applying.

Enter this screen after performing initial Discovery in order to have Reconciliations to update.

**Set Values to Update (1):** For each row identified in the *Set Values to Update* section, identify which items to *Update* by setting the check box to *True*. For the value set to *True*, choose a setting for this property.



**Set Update Criteria (2):** Set between 1 to 3 criteria for a property value, otherwise known here as a *Field*, to filter the list of Reconciliation Inventory Items to the rows that will be affected by the setting of this property *Value*. If listing more than one criterion, these are considered together to be joined as an “and” query.

**Update Package Description (3) & Update Packages (6):** Assign a *Description* to this change before clicking Process. The *Update Packages* is a list of these Description entries for later saving to the Reconciliation Inventory records or deletion of the criteria. These criteria are visible to only this user and can be called back up to *Apply* or *Restore* in the future or deleted.

**Process (4) & Reconciliation Inventory (Mass Update Preview) (5):** Once *Values*, *Criteria* and a *Description* are entered, click the *Process* button. *Reconciliation Inventory (Mass Update Preview)* is a read-only preview of the changes that will be made to the Reconciliation Inventory by clicking *Apply*. Carefully review the results of the *Value* updates.

**Clear (4):** Clears all of the *Values to Update* and *Update Criteria*.

**Apply (7):** If there are records present in the *Reconciliation Inventory (Mass Update Preview)*, clicking *Apply* will update those rows in the Reconciliation Inventory with these new properties.

**Restore (8):** If there are records present in the *Reconciliation Inventory (Mass Update Preview)*, clicking *Restore* will update all rows in the Reconciliation Inventory with their former properties at the time the *Process* button was clicked before these changes were applied. Note that this will restore all properties, even those that are set to false.

**Delete (8):** Selecting a row in *Update Packages* and clicking *Delete* will remove this set of changes from the list.

**Local Admin Mass Update Behavior:** Local Admins may use Mass Updates, but they cannot set an Account Group to (No Group) or an Account Group that they do not manage, an Access Group to (Unassigned) or an Access Group that they do not manage or any Reconciliation Inventory item that they do not manage (these will be filtered out of results).

**Import (9):** Opens a dialog to select an Excel xlsx formatted file to import that contains Reconciliation Inventory Items to merge changes. The import will not create new Reconciliation Inventory Items nor allow the *[NewGuid]* argument. It is necessary for the user to close this file before importing it. This button is not accessible by Local Admins.

**Export (9):** Will export all reconciliations in the *Reconciliation Inventory*, except for Account Group type items, as a CSV file that can be opened in Excel. The user must add a Named Range starting with the letters ‘xft’ covering appropriate rows starting with the cell with the word *Application* in the top left cell. This file should then be saved in Excel xlsx format. Close this file before importing. Similar instructions are included as a reminder in the extracted file. This button is not accessible by Local Admins.

General instructions:  
 Save CSV File As an Excel XLSX file.  
 Select the ranges of cells starting with 'Application' to the last row in the last column of data.  
 Create a Named Range that starts with the letters 'xft'.  
 Importing will handle the merging of changes to existing Reconciliation Inventory items and will not create new items.

ReconID (ReconID) [Guid]	Wfk (WfProfileKey) [Guid]	Wsk (ScenarioId) [int32]	Ac (Account) [String]	Act (T.Account) [String]	VwT (View) [String]	OgT (Origin) [String]	Et (Entity) [String]	EtT (T.Entity) [String]	Fw (S.Flow) [String]	FwT (T.Flow) [String]
Application										
KFW_RCM_Recon										
Merge										
xftGUID(ReconID)::NewGUID	xftGUID(Wfk)	xftInt(Wsk)	xftText(Act)	xftText(Act)	xftText(VwT)::YTD	xftText(OgT)::Import	xftText(ET)	xftText(ET)	xftText(Fw)	xftText(FwT)
bc24c13-394a-4f64-924b-bb7baee349d9	Eagle Drivers.Import	ActualAR	30000	10000	YTD	Import		34 Augusta		
bc3b0bc2-0806-41b7-b11f-b94d75e056e3	Eagle Drivers.Import	ActualAR	30000	10000	YTD	Import		42 Carlbad		
8d7518d8-3d88-4872-9166-b966b0e7e1fe	Frankfurt.Import	ActualAR	11080	10000	YTD	Import	FRANKFU	Frankfurt		
84e4d6e7-2c3b-4c4b-9c9d-fc7926c978139	Houston.Import	ActualAR	11080	10000	YTD	Import	Heights	Houston Heights		
1335d6b6-9c13-4767-af58-16e8019f984c	Houston.Import	Actual	11080	10000	YTD	Import	Heights	Houston Heights		
f029c213-9d38-4396-af04-3222576999e4	Quebec.Import	ActualAR	11080	10000	YTD	Import		68 Montreal		
9e78e04-4118-4f68-bc9e-22964b805bde	Quebec.Import	ActualAR	11080	10000	YTD	Import		70 Quebec City		
2279d897-8966-4c08-8a03-3f79a1e94236	Houston.Import	ActualAR	11080	10000	YTD	Import	South	South Houston		

## Tracking

Tracking Levels												
Name	Entity Active	Flow Active	IC Active	UD1 Active	UD2 Active	UD3 Active	UD4 Active	UD5 Active	UD6 Active	UD7 Active	UD8 Active	
(Entity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Entity Flow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This determines the granularity of reconciliations. The default entry is (*Entity*) which means each reconciliation will be done by entity and then account. There may be instances where dimensions need to be added to this combination. For example, an account such as Property, Plant and Equipment needs to be reconciled by Entity and Account, but also by the Flow dimension. The more dimensions you include will result in more reconciliations. Adding entries here allows for assignment later in the *Reconciliation Definition* screen. This page cannot be accessed by Local Admins.

**Important:** If you plan to assign Tracking Levels to *Reconciliation Definitions*, do so before clicking the **Discover** button for the first time. After you run Discover, the records are added to the Inventory and cannot be removed.

## BalCheck

This determines the reconciliation's balance check granularity. Balance check levels can be created for any single dimension or combination of dimensions. This allows balances being pulled from a single source file to be split to the corresponding reconciliations at the same granularity of detail as is provided within Tracking Levels. These levels are used to populate the BalCheck Level within the Inventory. This page is not accessible by Local Admins.

Balance Check Levels																	
Name	T. Entity	S. Entity	T. Account	S. Account	T. Flow	S. Flow	T. IC	S. IC	T. UD1	S. UD1	T. UD2	S. UD2	T. UD3	S. UD3	T. UD4	S. UD4	T. L
All Entities & Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Entity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Entity & S. Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Entity & T. Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Account	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Entity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Entity & S. Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Entity & T. Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There are several types of Balance Checks that are prepopulated within the solution:

- All Entities & Accounts:** As long as the Transformation Rules assigned pass their test, then there is included functionality to pull that *Balance Check* figure into the Reconciliation as an *Explanation*.
- T.Entity:** Works by filtering the Balance Check items loaded to the Stage to just the values that match the Target Entity of the selected Reconciliation that is referencing the Balance Check workflow stage data.
- S.Entity:** Works by filtering the Balance Check items loaded to the Stage to just the values that match the Source Entity of the selected Reconciliation that is referencing the Balance Check workflow stage data.
- T.Account:** Works by filtering the Balance Check items loaded to the Stage to just the values that match the Target Account of the selected Reconciliation that is referencing the Balance Check workflow stage data.
- S.Account:** Works by filtering the Balance Check items loaded to the Stage to just the values that match the Source Account of the selected Reconciliation that is referencing the Balance Check workflow stage data.
- T.Entity & T.Account:** Works by filtering the Balance Check items loaded to the Stage to just the values that match the combination of Target Entity and Target Account of the selected Reconciliation that is referencing the Balance Check workflow stage data.
- S.Entity & S.Account:** Works by filtering the Balance Check items loaded to the Stage to just the values that match the combination of Source Entity and Source Account of the selected Reconciliation that is referencing the Balance Check workflow stage data.
- T.Entity & S.Account:** Works by filtering the Balance Check items loaded to the Stage to just the values that match the combination of Target Entity and Source Account of the selected Reconciliation that is referencing the Balance Check workflow stage data.

- **S.Entity & T.Account:** Works by filtering the Balance Check items loaded to the Stage to just the values that match the combination of Source Entity and Target Account of the selected Reconciliation that is referencing the Balance Check workflow stage data.

## AutoRec

Allows AutoRec rules to easily be created and maintained by Reconciliation Global Admins and OneStream Admins. If an option is selected, that qualifier will allow for a reconciliation to automatically be reconciled. When creating new rules, selecting multiple item type criteria within one rule will permit any of the selected items to enable a reconciliation to automatically reconcile. If Zero Balance and Activity are both selected, both criteria must be satisfied in order to automatically reconcile. This page is also used to create an Expression and name the Expression on the AutoRec page. Changing the Expression on this page will update the rule throughout the Reconciliation Inventory, if it is applied to multiple reconciliations. This page is not accessible by Local Admins.

ONESTREAM FINANCIAL CLOSE - ACCOUNT RECONCILIATIONS

ADMINISTRATION (Clubs, ActualAR, 2022M1)

Definition Inventory Update Tracking BalCheck AutoRec

Substitution Variable Selector: [Balance] Ctrl-C To Copy: [Balance]

AutoRec Rules								
Name	B-Items	I-Items	S-Items	X-Items	Pulled Items	Zero Balance	Activity	Expression
Balance Check Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UnexplainedBalance  > -1
Immaterial Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balance  < 3000 and  Balanc
Prepaid Amortization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UnexplainedBalance  = 0
Pulled Items and No Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	UnexplainedBalance  = 0
Zero Balance No Activity Low Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RiskLevel  = 10

- **B-Items:** (Balance Items) Balance Check items allow a reconciliation to auto reconcile if they agree to the reconciling currency balance. For Balance Check reconciliations, if only Balance Items should be allowed for AutoRec, only this option should be selected, and the rule created should be applied to reconciliations that have a BalCheck Level.
- **I-Items:** Individually created items created in the *current* period will allow for AutoRec if the aggregate of the items agrees to the reconciling currency balance.
- **S-Items:** Multi-period templates that support and agree to the reconciling currency balance allow a reconciliation to automatically reconcile. The booked period for the S-Item must be *prior* to the current period. If S-Items are created in the current period, auto reconciliation is prohibited.

- **X-Items:** Items created from Transaction Matching transactions allow a reconciliation to auto reconcile. (X-Items are used with integrated solutions only.)
- **Pulled Detail:** Detail items pulled from the prior period will allow AutoRec. This logic will apply to all Detail Item types.
- **Zero Balance:** Will auto reconcile all reconciliations with a zero balance (for the reconciling currency, if Multi-Currency is enabled).
- **Activity:** Will auto reconcile if reconciliation activity for the reconciling currency has not changed or if the activity for the reconciliation is within the *Activity Limit* threshold established in the *Reconciliation Inventory*.
- **Expression:** This is a text box that allows for user defined text. Rule logic can include any item from the *Substitution Variable Selector* above the property grid.

Example:

`|BalanceAccount| < 1000 and |RiskLevel| = 'Low'`

To clarify, if an item type is selected, a reconciliation can automatically reconcile if that item type exists. If the item type is not selected and it exists within the reconciliation, the reconciliation will not automatically reconcile. If a qualifier (Zero Balance, Activity, or Expression) is selected all of the selected criteria must be met in order to automatically reconcile. For example, if Zero Balance is selected and an Expression exists, the reconciliation must have a balance of zero **and** meet the Expression criteria.

**Important:** AutoRec rules cannot be run for Account Groups until FX rates have been entered for the period. This is because the source currencies need to translate to the Account Group currencies before reconciliation, and thereby automatic reconciliations can take place.

## Security

Security in Account Reconciliations is split into:

- Design
  - Reconciliations Global Admin vs. OneStream Admin vs. Local Admin
  - Workflow Profile Security

- Access Groups and Reconciliation Inventory Security
- Runtime
  - Workflow and Reconciliation Filtering
  - Roles
  - Segregation of Duties
- Dashboard Security

## Reconciliations Global Admin vs. OneStreamAdmin vs. Local Admin

There is a difference in permissions granted to the Reconciliations Global Admin, OneStream Administrator and a Local Admin both from a configuration and end user standpoint.

## Reconciliations Global Admin and OneStream Admin Permissions

Within Account Reconciliations Settings and Reconciliation Administration pages, any user in the *Security Role [Manage Recon Setup]* user group can change anything. This includes changing any Reconciliation Definition, Reconciliation Inventory, Account Groups, AutoRec, BalCheck, Mass Update, Tracking Levels and running *Discover* and *Process Reconciliations* from a Review-level Workflow Profile. This includes creating Access Groups and assigning the *Local Admin* flag to one or more members who can then continue managing related Reconciliation Inventory items and Account Groups.

On the *Reconciliations* page, these users can step in to prepare, approve, comment or view any reconciliation.

Note that these same rights apply to any OneStream System Administrator (anyone in the *Administrators Security Group*).

The Reconciliations Global Admin applies Access Groups to any Account Groups and newly discovered Reconciliation Inventory Items. By doing so, if the Access Group has at least one member that is marked as a Local Admin, they are making these items visible and editable by these Local Admins. If the Reconciliations Global Admin wishes the Local Admin to assign Reconciliation Inventory Items to Account Groups, they must first assign an Access Group to each Account Group and Reconciliation Inventory Item in order for these to be visible to the Local Admin. However, a Local Admin is able to create their own Account Groups if they assign a valid Access Group to it that is an Access Group that they manage.

## Local Admin Permissions

An Account Reconciliations user becomes a Local Admin when the Reconciliations Global Admin assigns them to an Access Group with the *Local Admin* flag designation and then assigns that Access Group to Reconciliation Inventory Items or Account Groups.

The Local Admin has certain abilities that are shared with a Reconciliations Global Admin, but which are limited in these areas:

## Account Groups

- Can create, view and edit only those Account Groups which an Access Group is assigned which they manage as Local Admin.
- Cannot delete, export or import Account Groups or use the Account Group Template.

## Administration

- Can navigate to the Reconciliation Administration page.
- Cannot see the Account Reconciliations Settings icon, which prevents them from making any changes to *Reconciliation Definitions*, *Tracking Levels* or seeing the *Settings* page to make changes, such as *Global Options*, *Control Lists* or *Certifications*. They cannot run *Discover*.

## Reconciliation Inventory Items

- Can view, edit and delete Reconciliation Inventory Items where the Access Group property is set to one that they manage. Can assign Reconciliation Inventory Items to Account Groups and other Access Groups that they manage.

- Cannot change the properties of any Reconciliation Inventory Item that they do not manage either manually or through the Reconciliation Inventory page or Mass Updates. Cannot assign a Reconciliation Inventory Item or Account Group to an Access Group they do not manage or to (Unassigned). Cannot assign a Reconciliation Inventory Item to an Account Group they do not manage or assign to (No Group) once already assigned to an Account Group.

### Reconciliation Inventory Mass Update

- Can perform Mass Updates to Reconciliation Inventory Items they manage.
- Cannot assign a Reconciliation Inventory Item to an Access Group they do not manage or to (Unassigned). Cannot assign a Reconciliation Inventory Item to an Account Group they do not manage or assign to (No Group) once already assigned to an Account Group.

### Access Groups

- Can create, modify and delete the members of the Access Groups that they manage.
- Cannot create, delete, export, import or perform Mass Updates on Access Groups. Cannot change the Local Admin property on any Access Group user or create new Access Group members of the type Local Admin. They cannot delete their own record.

### Preparer and Approver Workflow page

- Can perform activities in the *Preparer* and *Approver Workflow* page as any end user would, restricted to their assigned Access Group Role.
- Cannot click the *Process Reconciliations* button on Review-level Workflow Profiles, which is reserved for the Reconciliations Global Admin.

### Analysis and Reporting page

- Can review any report with the same filters applied to any end user, yet the Reconciliation Access Groups Report will be filtered to only the Access Groups they manage.

## Workflow Profile Security

The primary access to Reconciliations rests in access to the related Workflow Profiles in this way:



- If a user is only present in an Access Group in the Workflow Profile, they may be able to see certain Reconciliations.
- If a user is in the Workflow Execution Group for the Workflow Profile, they can also Complete that Workflow Profile.

## Access Groups and Reconciliation Inventory Security

Once a user has access to enter the Account Reconciliations interface via the Workflow Profile, they now have a chance to see certain Reconciliations due to their inclusion in an Access Group that is assigned to each Reconciliation Inventory Item or Account Group. Visibility is granted by assigning these Access Groups to Reconciliation Inventory Items.

## Workflow and Reconciliation Filtering

The Workflow Profiles that the user can see is directly related to whether they are in the Access Group of a given Workflow Profile.

The Reconciliations that the user can see is directly related to this user's inclusion in an Account Reconciliations Access Group or if they are in a User Group that is assigned to the *Security Role [Recon View Only]* option under *Global Options*. The Reconciliation Inventory Items and Reconciliation Inventory Account Groups the user sees when entering a Workflow Profile is directly related to the Workflow Profile listed on each as assigned during design under the *Reconciliation Inventory*.

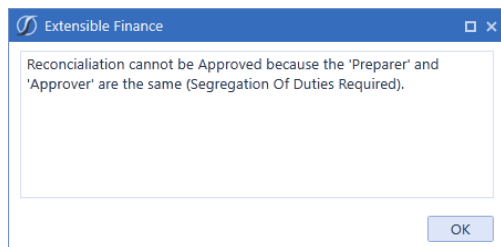
## Roles

See [Access Groups](#) for a detailed description, including additional Local Admin information.

## Segregation of Duties

Account Reconciliations honors strict Segregation of Duties. In a given month, if a person acting as a Preparer completes a Reconciliation, they cannot approve the same Reconciliation. If someone approves a Reconciliation at Level 1, they cannot approve at any higher level. Basically, once a person changes the state of a Reconciliation in a given month, they cannot move that Reconciliation forward in the process beyond that point.

Sample Segregation of Duties error message:



## Dashboard Security

Default Maintenance Group security on the Account Reconciliations Dashboard Maintenance Unit is set to Administrators. This should remain at Administrators or another restrictive User Group to prevent unauthorized access.

# Using Account Reconciliations

Typically, you start the reconciliation process by importing the current month's general ledger data into the Actual scenario in OneStream ("Actuals"). Then you can prepare reconciliations.

Click  to open the *Reconciliations* page.












## Workflow Actions


### Process

This is the first step that you take when working with reconciliations. Click **Process** to update balances for all reconciliations. The Process action has certain requirements to run and has different behavior based on the type of workflow profile association:

- *Base Input Workflow Profile* (used to load data): Anyone included in the access group of the workflow profile can click this button to retrieve and update the balances of this workflow profile's reconciliations. You can't proceed with the reconciliation until *Process Reconciliations* is finished.
- *Review level Workflow Profile* (reviews data and makes no inputs): Anyone in the *Security Role (Manage Recon Setup)* user group under Account Reconciliation Global Options can click this button.

Click the Task Activity icon  to show the **Process Reconciliations** process results:

Task Activity				
    <input type="checkbox"/> Show Tasks for all Users 				
	Task Type	Description	Duration	Task Status
	 Data Management	WP#Clubs:S#Actual:T#2022M3 - Reconciliation Mass Action	0.00:00:00.390	Completed
	 Data Management	Calculate Nominal Scenarios	0.00:00:00.314	Completed
	 Process Cube	Cb#GolfStream:E#Clubs:S#Actual:T#2022M3 (Multiple Data	0.00:00:13.783	Completed

**Note:** When *Process Reconciliations* is complete, view updated balances by clicking **Show Reconciliations Page** .

#### *FX Translation Warning (Multi-Currency Implementations)*

You can create detail items before entering FX Rates. This allows you to prepare reconciliations before the close of the period and possibly before the availability of FX Rates. Create a detail item by entering the value and selecting the currency type. If not specified, the detail item currency type defaults to the account currency type. However, the values for Account, Local, and Reporting display as zero (unless the translation is one to one) after saving. Additionally, if OneStream is used to translate either account or reporting reconciliation balances from local, these balances display as zero until FX Rates are entered. The following warning symbols may display:

- *Red FX:* FX Rates are not entered for the period.
- *Yellow FX:* FX Rates are missing. Hover over the icon to view the missing rates.
- *Yellow FX!:* FX Rates are updated but a Process is necessary.

If necessary, the Administrator must run a Process to translate all reconciliation balances and detail items for the entire Reconciliation Inventory. An Administrator running Process within any reconciliation meets this requirement.

**Note:** It is strongly recommended that an Administrator run Process after entering FX Rates. This ensures that all balances are translated and consistent throughout the solution.

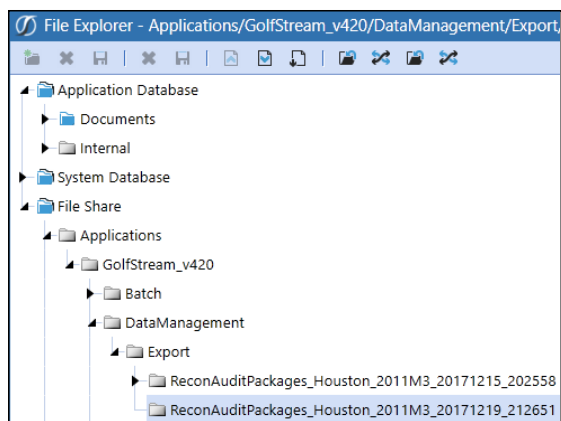
If an Administrator enters the FX Rates and does not Process, end users can still see translated account and reporting balances and translated value for detail items, but translation is only performed on reconciliations to which they have access.

## All Audit

Only the Administrator or users in the *Security Role (Manage Recon Setup)* user group can run this option. When you click **All Audit**, a Data Management Sequence called CreateAuditPackage\_RCM executes. It generates and exports all reconciliation audit packages for the current workflow view.

This creates multiple compressed folders under a single folder that each contain a reconciliation report and supporting file attachments, as well as a consolidated reconciliation report for all reconciliations.

This Data Management Sequence places its output under the OneStream File Share under Applications/<APPLICATIONNAME>/DataManagement/Export/ as shown here:



## Complete Workflow

If you have the appropriate security level and all reconciliations are approved, you can click **Complete WF**. If you later need to set the workflow in process, you can click **Revert Workflow**.

## Reconciliations Page

On the **Reconciliations** page, you can:

- View and filter the list of reconciliations. The list can be filtered by target account, role, preparation status, and other categories.

- View statistics for the filtered list of reconciliations including percent complete, number rejected, and number fully approved.
- Reorder columns and search the list of reconciliations.
- View and update reconciliation details, including properties, comments, supporting documents, and so on.
- Perform an action such as Complete or Approve on single or multiple reconciliations.

## Filters

You can use filters to limit the content in the reconciliation grid. The filters can be used together to create a list of reconciliations that are specific to the circumstances you want to view. For example, you can filter to see in process reconciliations that are past due for a specific target account.

**T. Account:** List of target accounts for reconciliations assigned to the workflow profile. Target accounts are defined in the reconciliation definition. Select **All** or select a target account.

**Role:** Select **Any** or select a role to filter the list to reconciliations where the current user is acting in a particular access group role such as *Preparer* or one of the levels of *Approver*. If a user is an approver for the access group assigned to the reconciliation, the user only sees the reconciliation when the *Approver* role is selected.

The default role is *Preparer*. To set a different default role, change the value of the *SelectedFilterBarRole\_RCM* parameter under *Dashboards*.

**Note:** If you change the default role, you must reset the parameter value when you upgrade Account Reconciliations because the upgrade sets the default role back to *Preparer*.

**Preparation Status:** Select **All** or select one or more status options.

- **Auto Rec:** Reconciliations that have been prepared and/or completed via auto reconciliation.
- **Balance Changed:** Reconciliations where the balance was changed.
- **Completed:** Reconciliations that have been completed by the preparer.

**Note:** Completed reconciliations may not be fully approved.

- **In Process:** Reconciliations that are not yet completed.
- **Rejected:** Reconciliations that have been rejected by the approver.

**Miscellaneous:** Select **None** or select one or more options.

- **Failed Auto Rec:** Reconciliations that did not meet the auto reconciliation rules applied in the inventory.
- **Frequency Changed:** Frequency for the reconciliation was changed in the workflow period. Reconciliations with this status are hidden by default and not included in the total. Use this filter to see these reconciliations.
- **Fully Approved:** In Completed state and all levels of approval are done.
- **High Risk:** Marked as high risk in the inventory.
- **Improper Sign:** Balances for the period are not aligned with the sign as set in the reconciliation inventory.
- **Past Due:** Past due date or were completed after the due date.
- **Prepared:** Reconciliations in a completed or auto rec status that are not yet fully approved.

## View Type

Use the View Type dropdown to filter reconciliations that are assigned to you through the access group settings. Administrators can see all reconciliations or filter to those that are assigned to them.

## Status Bar

The status bar displays statistics for the reconciliations displayed in the grid. When you change filter selections, the status bar refreshes to show the statistics for the updated list.

Total: 19	In Process: 16	Prepared: 0
% Done: 16 %	Balance Changed: 0	Fully Approved: 1
	Rejected: 0	Auto Rec: 2

**Total:** The total number of reconciliations displayed in the grid and that are to be completed for the period.

**Percent Done:** The percentage of reconciliations that have been fully approved or were approved by auto reconciliation. Only reconciliations currently displayed in the grid are used to generate this number. If you change filters to change the reconciliations list, this number changes accordingly.

**In Process:** Number of reconciliations that are in process.

**Balance Changed:** Number of reconciliations that were loaded in one state, but the balance changed either after it was marked *Complete* or while the item was set to *In Process*.

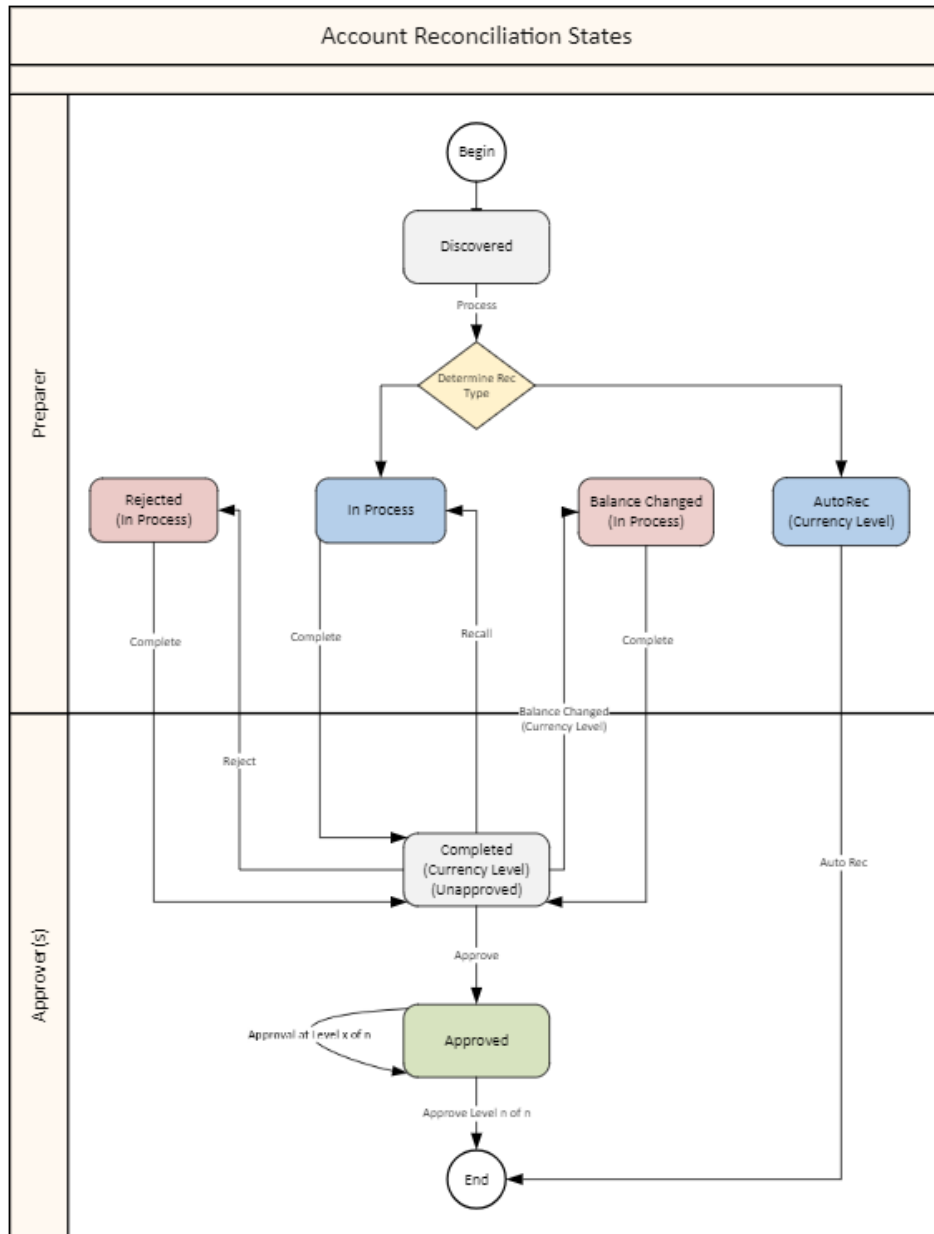
**Rejected:** Number of reconciliations rejected by an approver.

**Prepared:** Number of reconciliations completed by a preparer or auto reconciled where not yet approved.

**Fully Approved:** Number of reconciliations that have received all approvals.

**Auto Rec:** Number of reconciliations that have a preparer and approver status of automatically reconciled.

This diagram shows how reconciliations move from state to state:



## Grid Columns

You can drag and drop column headers to rearrange columns in the grid. Rearranged column order is retained when you change to a different page or window.



The grid columns are determined by the reconciliation inventory. In addition to the columns from the reconciliation inventory, these columns also display.

**Status** and **Status Text**: Display reconciliation status:

- In Process
- Rejected
- Balance Changed
- Completed
- Approved
- Auto Rec - Prepared
- Auto Rec - Approved

**T.Account**: Target account

**S.Account**: Source account

**T.Entity**: Target entity

**S.Entity**: Source entity

**Tracking Detail**: Additional dimensional detail if tracking levels are set beyond entity and account.

*Multi-Currency Solutions*: If multi-currency is enabled, all three currency levels are displayed on the grid for the entire reconciliation inventory, including single currency reconciliations. You can sort by currency type for any of the currency levels.

**Risk**: Risk level listed in reconciliation inventory as a reference.

**Proper Sign**: Shows the expected proper sign, as designated in the reconciliation inventory. If the balance is of a sign other than expected, a warning displays:

**Proper Sign**: Warning: Balance Not Proper Sign

**Due Date**: Calculated based on the close date and workday due.

**Due-In**: Number of days if the due date minus today's date is a positive number.

**Past Due**: Number of days if today's date minus the due date is a positive number.

**Balance**: Balance for the selected reconciliation.

**Currency Type:** Currency type, such as EUR or USD.

**Explained:** The amount of balance explained.

**Unexplained:** Amount of the balance not yet explained.

**Activity:** Difference between the current balance and the balance in the last period.

**Note:** Multi-Currency implementations display Balance, Currency Type, Explained, Unexplained, and Activity for all three currency levels.

## Reconciliation Workspace

When you select a reconciliation from the list, details display below the list.

**Important:** Unless otherwise noted, fields are editable for the current booked period.

## Detail Items

This is a grid of explanations of reconciliations.

**O (Multi-Currency Solutions):** Identifies which translated currency levels were overridden for the detail item.

- **A:** Account
- **L:** Local
- **R:** Reporting

**Note:** If supporting documentation is required for overrides and attachments were not provided, a message displays reminding you that supporting documentation is required. It is recommended to filter the detail items to show only items where overrides exist (for example, filter on column “O”). That way a list of items that only include overrides is visible.

**R** Identifies the type of reconciliation detail item.

- **S:** Item imported via a multi-period template as a schedule.
- **I:** Individually explained detail item.
- **T:** The item was imported via a template.

- **B:** The explanation is for a balance check reconciliation. The value is pulled from the related workflow profile that loaded and checked the detail with transformation rules.
- **X:** The item was created from Transaction Matching. Used with integrated solutions only.

**Note:** After B and X items are created, Item Type, Item Name, Reference 1 and Reference 2 cannot be changed. Only the Note field can be edited. A new detail item must be created if the Preparer wants to modify an imported item.

**Amount:** The amount explained.

**Item Type:** Type of reconciliation detail (from *Control Lists*) that drives later reporting. For example, the status of *Correction (BS)* because that is a status that may draw a level of review.

**Item Name:** Description of item. Item Name cannot be blank.

**Note:** Additional comments. The Note field is always editable.

**Booked Period:** Period related to this explanation based off workflow time and is not editable.

**Transaction Date:** Date of the transaction. When creating a detail item, the transaction date defaults to the last day of the current workflow period. You can change the date to be any date from the current workflow period or a prior period. After you save the detail item, you cannot change the transaction date.

**Aging:** Calculated upon Save based on the period end date minus the transaction date. For example, if the transaction date is January 15 and the period end date is January 31, the aging is 16 days.

**Reference:** Text input fields used for additional references.

**User /Time Stamp (UTC):** The user who made the explanation and when it happened.

**Properties:** The properties of this reconciliation inventory item. Editable if you have security rights.

**Child Recs:** Only visible if the reconciliation is from an account group and lists the reconciliation inventory items associated with the account group.

*Single Currency Solutions*


## Account Reconciliations

Account Group Child Balances							
Drag a column header and drop it here to group by that column							
T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	C.Local Bal.	Account Group	
16000	12340	South Houston	South		323,173.87	GRPMachineryEquipment	
16000	12360	Houston Heights	Heights		9,871,092.88	GRPMachineryEquipment	
16000	12340	Houston Heights	Heights		215,449.25	GRPMachineryEquipment	
16000	12360	South Houston	South		14,806,639.33	GRPMachineryEquipment	

## Multi-Currency Solutions

Account Group Child Balances																	
Drag a column header and drop it here to group by that column																	
T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	C.Acct Bal.	C.Acct Cur.	G.Acct Bal.	G.Acct Cur.	C.Local Bal.	C.Local Cur.	G.Local Bal.	G.Local Cur.	C.Rpt Bal.	C.Rpt Cur.	G.Rpt Bal.	G.Rpt Cur.	Account Group
11000	11240	Montreal	68		930,691.26	CAD	651,484.08	USD	930,691.26	CAD	651,484.08	USD	651,484.08	USD	651,484.08	USD	GRPTIAR
11000	11111	Augusta	54		-427,785.00	USD	-427,785.00	USD	-427,785.00	USD	-427,785.00	USD	-427,785.00	USD	-427,785.00	USD	GRPTIAR
11000	11111	Carlsbad	42		-294,578.00	USD	-294,578.00	USD	-294,578.00	USD	-294,578.00	USD	-294,578.00	USD	-294,578.00	USD	GRPTIAR
11000	11240	Houston Heights	Heights		8,683,002.80	USD	8,683,002.80	USD	8,683,002.80	USD	8,683,002.80	USD	8,683,002.80	USD	8,683,002.80	USD	GRPTIAR
11000	11201	South Houston	South		2,762,131.26	USD	2,762,131.26	USD	2,762,131.26	USD	2,762,131.26	USD	2,762,131.26	USD	2,762,131.26	USD	GRPTIAR
11000	11200	Houston Heights	Heights		4,275,081.47	USD	4,275,081.47	USD	4,275,081.47	USD	4,275,081.47	USD	4,275,081.47	USD	4,275,081.47	USD	GRPTIAR
11000	11201	Frankfurt	FRANKFU		237,095.44	EUR	320,316.13	USD	237,095.44	EUR	320,316.13	USD	320,316.13	USD	320,316.13	USD	GRPTIAR
11000	11240	Quebec City	70		1,256,433.20	CAD	879,503.50	USD	1,256,433.20	CAD	879,503.50	USD	879,503.50	USD	879,503.50	USD	GRPTIAR
11000	11201	Montreal	68		263,439.38	CAD	184,407.62	USD	263,439.38	CAD	184,407.62	USD	184,407.62	USD	184,407.62	USD	GRPTIAR
11000	11240	South Houston	South		13,024,504.21	USD	13,024,504.21	USD	13,024,504.21	USD	13,024,504.21	USD	13,024,504.21	USD	13,024,504.21	USD	GRPTIAR
11000	11000	Carlsbad	42		14,436,643.00	USD	14,436,643.00	USD	14,436,643.00	USD	14,436,643.00	USD	14,436,643.00	USD	14,436,643.00	USD	GRPTIAR
11000	77300	Carlsbad	42		139,372.96	USD	139,372.96	USD	139,372.96	USD	139,372.96	USD	139,372.96	USD	139,372.96	USD	GRPTIAR
11000	11201	Houston Heights	Heights		1,841,420.84	USD	1,841,420.84	USD	1,841,420.84	USD	1,841,420.84	USD	1,841,420.84	USD	1,841,420.84	USD	GRPTIAR

## Adding Detail Items

To add detail items, click **+**, enter detail information, and then click .

**Note:** Item Name cannot be blank.

## Deleting Detail Items

To delete detail items:

1. Take an action:

- To delete specific items, select the check box next to each item.

- To delete all items, select the check box at the top of the column.

2. Click .

**Note:** Items and their associated documentation are deleted. If multiple items are selected, R-docs are not deleted.

## Standard Explanation Actions



### Pull Items

Pulls prior reconciliation forward, if applicable, based on the reconciliation frequency. This copies the prior period explanation detail items, saving a large amount of time by not having to re-explain the same reconciliation. When a detail item is pulled forward, aging is recalculated for the current workflow period end date, and changes can be made to the Note field only.

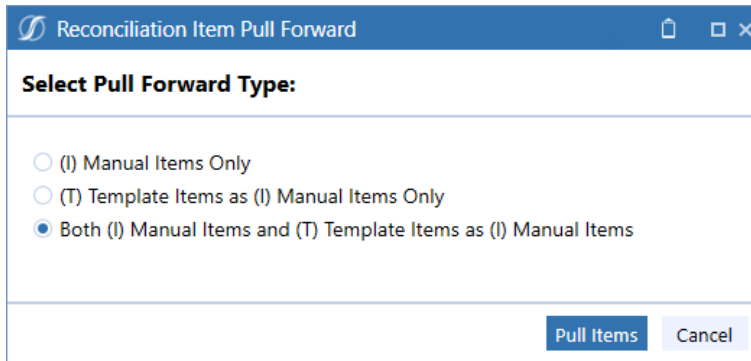
**Note:** You can pull forward a detail item with a blank Item Name but if you change any field on the item, you must add in an Item Name to be able to save it.

You cannot pull forward X-items (used with integrated solutions), B-items, or S-items. Template items can be pulled forward optionally as if they were entered manually as an “I” item. This does not pull document attachments forward, just the related explanation detail line items.

- **Multi-Currency Solutions:** For items pulled forward, the detail amount and currency type are pulled forward. All other balances for the detail item are translated using the current month's FX rates. An exception exists when a currency level has been overridden.

In the case where overrides exist, the overridden balance remains and is pulled forward period over period. To remove the override, set the amount for that level to zero and save. This allows the system to translate the balance for that currency level based on the current period FX rates.

Options are provided for the type of item to pull forward:



Reconciliation Item Pull Forward

**Select Pull Forward Type:**

(I) Manual Items Only

(T) Template Items as (I) Manual Items Only

Both (I) Manual Items and (T) Template Items as (I) Manual Items

Pull Items Cancel


**Pull R-Doc:** Pulls the documents forward from the prior period depending on the frequency of reconciliation.

**T-Doc:** Imports a template document that adds new reconciliation detail items.

**Note:** Detail Item Name cannot be blank.

This document is stored in the system and displayed under **Reconciliation Support** with a T symbol. Below is an example of the basic template being completed.

**Note:** The Consolidation Account, the GL Account, and the GL balance are brought into the template when launched.

 Account Reconciliations			
<b>Basic Template</b>			7/23/2020 8:25
<b>10000 - Petty Cash</b>			<b>Asset</b>
	<b>Account</b>	<b>Entity</b>	
<b>Consolidation Account:</b>	10000	Augusta	
<b>GL Account:</b>	10030	54	
<b>GL Balance:</b>			<b>1,001,256.31</b>
<b>Reconciliation Detail:</b>			
Item Type	Item	Explanation	Amount
<b>Explained Balance:</b>			-
<b>Unexplained Difference:</b>			<b>1,001,256.31</b>

**Template:** Downloads the template stored with this *Reconciliation Definition* or *Reconciliation Inventory* item. You can then fill out the template and import it as a T-Doc or S-Doc.

**S-Doc:** Imports a template document that adds new reconciliation detail items for multiple periods.

**Note:** Detail Item Name cannot be blank.

This document is stored in the system and displayed under **Reconciliation Support** with an S symbol. Below is an example of the detail portion of a multi-period template being completed.

This document opens like the T-Doc example above, but there is an additional column in the Detail section in which the user can list the period in which this reconciliation detail item should apply. The user should use the syntax of adding an exclamation point (e.g. !2018M1) before the OneStream time period as in this example:

<b>Amortization Detail:</b>				
Item Type	Item	Explanation	Amortization Period	Amount
Explained Item	Monthly Amortization	For 2011M3	!2011M3	5,795.73
Explained Item	Monthly Amortization	For 2011M4	!2011M4	6,318.73
Explained Item	Monthly Amortization	For 2011M5	!2011M5	6,841.73
Explained Item	Monthly Amortization	For 2011M6	!2011M6	7,364.73
Explained Item	Monthly Amortization	For 2011M7	!2011M7	7,887.73
Explained Item	Monthly Amortization	For 2011M8	!2011M8	8,410.73
Explained Item	Monthly Amortization	For 2011M9	!2011M9	8,933.73
Explained Item	Monthly Amortization	For 2011M10	!2011M10	9,456.73
Explained Item	Monthly Amortization	For 2011M11	!2011M11	9,979.73
Explained Item	Monthly Amortization	For 2011M12	!2011M12	10,502.73
<b>Total Amortization</b>				<b>81,492.30</b>

**S-Items:** View all S-Doc items associated with the selected reconciliation, regardless of the time period.

Reconciliation S-Doc Items								
Local (USD)	Item Type	Item Name	Note	Booked Period	User	Time Stamp (UTC)		
81,198.82	Explained Item	Remaining Balance	AAA	2018M1	Admin	3/5/2019 4:45:28		
76,807.51	Explained Item	Remaining Balance	Progressive	2018M1	Admin	3/5/2019 4:45:28		
73,817.11	Explained Item	Remaining Balance	AAA	2018M1	Admin	3/5/2019 4:45:28		
66,435.40	Explained Item	Remaining Balance	AAA	2018M1	Admin	3/5/2019 4:45:28		
69,825.01	Explained Item	Remaining Balance	Progressive	2018M1	Admin	3/5/2019 4:45:28		
59,053.69	Explained Item	Remaining Balance	AAA	2018M1	Admin	3/5/2019 4:45:28		
62,842.51	Explained Item	Remaining Balance	Progressive	2018M1	Admin	3/5/2019 4:45:28		
55,860.01	Explained Item	Remaining Balance	Progressive	2018M1	Admin	3/5/2019 4:45:28		
51,671.98	Explained Item	Remaining Balance	AAA	2018M1	Admin	3/5/2019 4:45:28		
48,877.51	Explained Item	Remaining Balance	Progressive	2018M1	Admin	3/5/2019 4:45:28		
44,290.27	Explained Item	Remaining Balance	AAA	2018M1	Admin	3/5/2019 4:45:28		
41,895.00	Explained Item	Remaining Balance	Progressive	2018M1	Admin	3/5/2019 4:45:28		
36,908.56	Explained Item	Remaining Balance	AAA	2018M1	Admin	3/5/2019 4:45:28		

## Balance Check Explanation Actions

These actions display only for balance check reconciliations. For reconciliations that have a Bal-Check assigned, if this is also set with the AutoRec rule to *Legacy*, the AutoRec process automatically pulls the balance from the workflow profile assigned if the status of the related *BalCheck WF Profile* is Completed.

Detailed balance check of an *Account Group*:



## Account Reconciliations

ACCOUNT RECONCILIATIONS											
Workflow (Clubs, ActualAR, 2022M2)											
Process		T.Account	Role	Preparation Status	Miscellaneous	Total: 204	In Process: 188	Prepared: 2	View Type:		
All Audit		All	Any	All	None	% Done: 7%	Balance Changed: 0	Fully Approved: 7	Refresh	As User	
Complete Wf											
Drag a column header and drop it here to group by that column											
Status	Status Text	T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	Acct. Balance	Acct. Cur.	Acct. Explained	Acct. Unexplained	Acct. Activity
<input type="checkbox"/>	Inprocess	11000 - Trade Receivables	GRP - Global AR	Clubs	Clubs		72,136,951.19	CAD	0.00	72,136,951.19	1,811,172.00
<input type="checkbox"/>	Inprocess	16000 - Machinery & Equipmen	GRP - Machinery & Equipmer	Houston	Houston		0.00	---	0.00	0.00	0.00
<input type="checkbox"/>	Inprocess	11200 - IC Receivables	GRP - IC SouthHouston_Mont	Clubs	Clubs		-65.93	USD	0.00	-65.93	12.00
<input type="checkbox"/>	Inprocess	11200 - IC Receivables	GRP - IC Houston_Montreal	Clubs	Clubs		224.46	USD	0.00	224.46	13.00
<input checked="" type="checkbox"/>	AutoRec - Approved	11200 - IC Receivables	GRP - IC Houston_Carlsbad	Clubs	Clubs		0.00	---	0.00	0.00	0.00
<input checked="" type="checkbox"/>	Inprocess	20000 - Trade Accounts Payabl	GRP - AP Trade	Houston	Houston		0.00	---	0.00	0.00	0.00
<input type="checkbox"/>	Inprocess	10000 - Petty Cash	10030	Carlsbad	42		0.00	---	0.00	0.00	0.00
<input type="checkbox"/>	Approved 1	10000 - Petty Cash	11080	Frankfurt	FRANKFU		793.80	EUR	793.80	0.00	16.00
<input type="checkbox"/>	Approved 1	10000 - Petty Cash	11080	Houston Heights	Heights		0.00	---	0.00	0.00	0.00
<input type="checkbox"/>	Inprocess	10000 - Petty Cash	11080	Montreal	68		882.00	CAD	0.00	882.00	18.00
<input type="checkbox"/>	Inprocess	10000 - Petty Cash	11080	Quebec City	70		1,190.70	CAD	0.00	1,190.70	24.00
<input checked="" type="checkbox"/>	Approved	10000 - Petty Cash	11080	South Houston	South		0.00	---	0.00	0.00	0.00

Drag a column header and drop it here to group by that column											
T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	C.Local Bal.	Account Group					
20000	21210	South Houston	South		-695,437.61	GRPAPTrade					
20000	21220	Houston Heights	Heights		-6,185,958.70	GRPAPTrade					
20000	21210	Houston Heights	Heights		-463,625.06	GRPAPTrade					
20000	21220	South Houston	South		-9,278,938.06	GRPAPTrade					

**Pull B-Chk:** This *Balance Check Explanation* value is pulled from the related Workflow Profile that has been loaded and successfully validated. The detail Item Name is automatically set to the name of the BalCheck Workflow Profile and Balance Check Level associated with the reconciliation.

**Note:** If this workflow profile is not in a completed state or has failed, this balance will not be pulled, and the user will be given a notification of the reason.

- **Multi-Currency Solutions:** When performing balance checks for multi-currency reconciliations, the balance is loaded to the *Detail Amount* column in the detail items grid. Unless a currency type is identified within the data source, it is assumed that the currency type for the *Detail Amount* is the same as the account currency for the reconciliation.

If the transaction currency type is different and is not provided within the data source, it must be manually changed within OneStream after the balance has been pulled into the reconciliation. If multiple currency types exist within the source file, each currency type is aggregated and shown as a summary detail item within the reconciliation. The *Detail Amount* for each currency type is translated to the three reconciliation currency levels (Account, Local, and Reporting) upon pulling the balance.

An exception exists when Account, Local, or Reporting balances are provided within the BalCheck source file. If any line within the BalCheck file contains Account, Local, or Reporting balances, or any combination of the three, OneStream assumes an override has occurred and accepts those balances as the amount to be shown on the reconciliation.

It is recommended that either all or no lines contain the currency level balances, and overrides are performed within the system. Otherwise, balances may appear incorrect. Furthermore, if any level of currency is provided, the reconciliations need be set up to allow overrides within the inventory or the BalCheck pull will fail.

ACCOUNT RECONCILIATIONS

WORKFLOW: (Clubs, ActualAR, 2022M3)

T.Account: All Role: Any Preparation Status: All Miscellaneous: None

Total: 206 In Process: 147 Balance Changed: 2 Fully Approved: 7 Rejected: 1 Auto Rec: 8 View Type: As User

Drag a column header and drop it here to group by that column

Status	Status Text	T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	Acct. Balance	Acct. Cur.	Acct. Explained	Acct. Unexplained	Acct. Activity
AutoRec - Approved	11000 - Trade Receivables	GRP - Global AR	Clubs	Clubs			74,596,079.07	CAD	74,596,079.07	0.00	2,459,127.88
Inprocess	16000 - Machinery & Equipmen	GRP - Machinery & Equipmer	Houston	Houston			0.00	---	0.00	0.00	0.00
AutoRec - Approved	11200 - IC Receivables	GRP - IC SouthHouston_Momr	Clubs	Clubs			0.00	USD	0.00	0.00	65.00
Inprocess	11200 - IC Receivables	GRP - IC Houston_Montreal	Clubs	Clubs			270.85	USD	1,215.00	-944.15	46.00
AutoRec - Approved	11200 - IC Receivables	GRP - IC Houston_Carlsbad	Clubs	Clubs			0.00	---	0.00	0.00	0.00
Inprocess	20000 - Trade Accounts Payabl	GRP - AP Trade	Houston	Houston			0.00	---	0.00	0.00	0.00
Inprocess	10000 - Petty Cash	10030	Augusta	54			0.00	---	0.00	0.00	0.00
Inprocess	10000 - Petty Cash	10030	Carlsbad	42			0.00	---	0.00	0.00	0.00
Approved 1	10000 - Petty Cash	11080	Frankfurt	FRANKFU			810.00	EUR	810.00	0.00	16.00
Approved 1	10000 - Petty Cash	11080	Houston Heights	Heights			0.00	---	0.00	0.00	0.00
Inprocess	10000 - Petty Cash	11080	Montreal	68			900.00	CAD	900.00	0.00	18.00
Inprocess	10000 - Petty Cash	11080	Quebec City	70			1,215.00	CAD	0.00	1,215.00	24.00

Summary: Balance: 74,596,079.07 CAD, Explained: 74,596,079.07, Unexplained: 0.00, Activity: 2,459,127.88

Reporting (USD): 73,205,180.64, 73,205,180.64, 0.00, 1,619,510.69

O	R	Amount	Currency	Account (CAD)	Local (EUR)	Reporting (USD)	Item Type	Item Name	Note
B		2,806,207.00	CAD	2,806,207.00	2,038,403.57	2,753,883.22	Balance Check		
B		68,999,353.98	USD	70,310,341.71	51,072,800.87	68,999,353.98	Balance Check		
B		1,074,717.57	EUR	1,479,530.36	1,074,717.57	1,451,943.44	Balance Check		

3 Rows Page 1 of 1

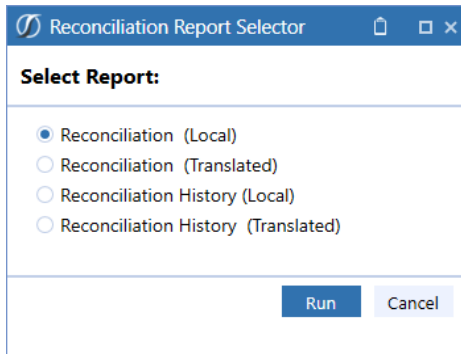
**Goto B-Chk:** When selected the Base Input Child Import Workflow loads in a separate tab.

### Reports, Audit Packages, and Reference Documents

**Note:** Reports will automatically change to legal landscape format if needed to fit the columns.

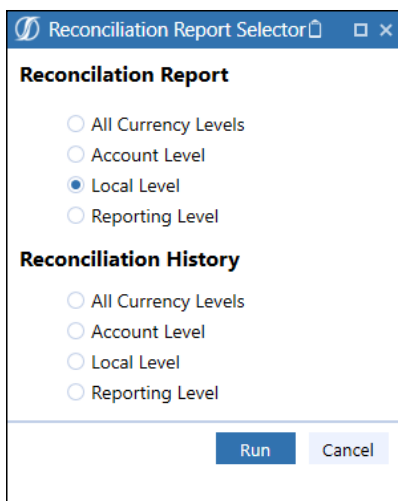
**Reports:** Runs a standard or translated reconciliation or reconciliation history report. See information on the limitations of translated reports under [Global Options](#).

- **Single Currency Reconciliations:** You can run reports for local or translated currency.



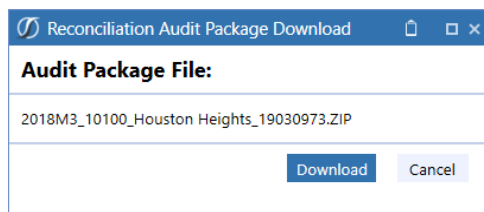
The screenshot shows a dialog box titled "Reconciliation Report Selector". It has a "Select Report:" section with four radio button options: "Reconciliation (Local)" (selected), "Reconciliation (Translated)", "Reconciliation History (Local)", and "Reconciliation History (Translated)". At the bottom right, there are "Run" and "Cancel" buttons.

- **Multi-Currency Reconciliations:** You can run reports for any or all currency levels for the reconciliation.



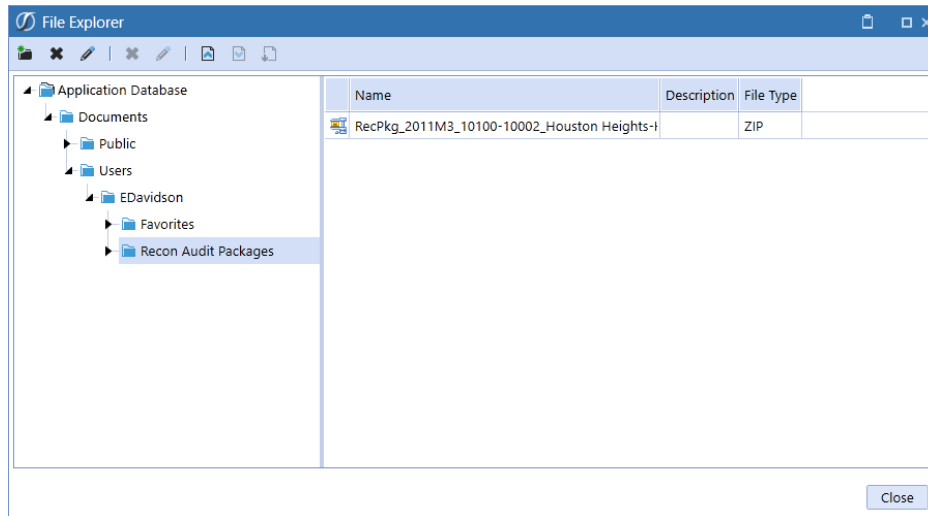
The screenshot shows a dialog box titled "Reconciliation Report Selector". It has two sections: "Reconciliation Report" and "Reconciliation History". Each section has four radio button options: "All Currency Levels", "Account Level", "Local Level" (selected in both sections), and "Reporting Level". At the bottom right, there are "Run" and "Cancel" buttons.

**Audit:** Creates the audit package for the selected reconciliation, including a reconciliation report and related file attachments.



The screenshot shows a dialog box titled "Reconciliation Audit Package Download". It has an "Audit Package File:" section with the text "2018M3\_10100\_Houston Heights\_19030973.ZIP". At the bottom right, there are "Download" and "Cancel" buttons.

The audit package is stored in the OneStream File Share under the current user's personal folder in a subfolder named Recon Audit Packages:



**Note:** If there are files with duplicate names attached to a reconciliation, a number is appended to each duplicate file name when the audit package is generated.

**Ref Doc:** Displays only if the reconciliation has an attached reference document. Opens the reference document related to this reconciliation definition. This document typically contains instructions on how to complete this reconciliation.

## Supporting Documents

In the Reconciliation Support area, you can view or upload related documents for the selected reconciliation or individual reconciliation detail item. Documents are denoted by:

- T for T-Doc
- S for S-Doc
- R for R-Doc
- I for I-Doc

**R-Doc:** Upload a document associated with the entire reconciliation, not necessarily one detail line item.

**I-Doc:** Upload a document associated with the selected detail line item. Not supported for items imported by a template.

**Note:** To attach an I-Doc, you must select a reconciliation detail item.

**View:** Opens the selected document.

**Delete:** Deletes the selected document.

**Note:** Supporting documents cannot be added to a Completed reconciliation.

## Comments


Make additional comments on this reconciliation. Shows the user, date, and time for each entry. The icon displays in green if comments exist. These comments print on reconciliation reports but are not included in the audit export file.

## History

Displays the reconciliation status, approval history, and document history.

- **Status and Approval History:** Shows who performed status or approval changes and when the change was made. Status changes tracked include completed, rejected, approved, auto rec, frequency changed, and balance changed.

**Note:** When you run Process and the reconciliation status changes to Balance Changed, Frequency Changed, In Process, or Auto-Rec, the user displayed in Status and Approval History is "System."

 Status and Approval History					
Time Stamp (UTC) ▼	User ▼	Status ▼	Approval Level ▼	Reason ▼	Detail ▼
7/7/2021 8:53:54 PM	System	AutoRec	Approved 1	(Unassigned)	

- **Document History:** Lists all documents attached to the reconciliation including documents pulled forward. To download a document, select a row and then click **View**.

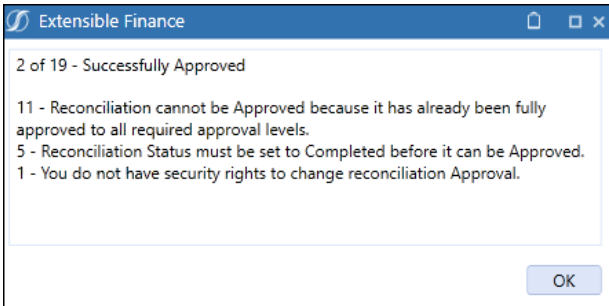
Doc Type	WF Tir	Amount	File Name	Item Type	Item Name
Stmt Balance	2022M3	1,943,892.34	BankStatementHoustonHeights-	Stmt Balance	Cash Balan
Stmt Balance	2022M2	1,903,827.14	BankStatementHoustonHeights-	Stmt Balance	Cash Balan
Stmt Balance	2018M3	1,943,892.34	BankStatementHoustonHeights.x	Stmt Balance	Cash Balan
Stmt Balance	2018M2	1,903,827.14	BankStatementHoustonHeights.x	Stmt Balance	Cash Balan

**Note:** S-Doc and T-Doc detail items display blank or 0.00 for the Amount, Item Type, Item Name, and Note columns as they are not directly assigned to these items and can span across multiple reconciliations.

### Preparer and Approver Actions

To perform status changes to reconciliations, select the checkbox next to the reconciliation and make changes to the bottom of the workspace.


If mass actions are enabled, you can select multiple reconciliations and apply a status change to the selected reconciliations. A summary dialog is displayed explanations for any actions that were not successful.

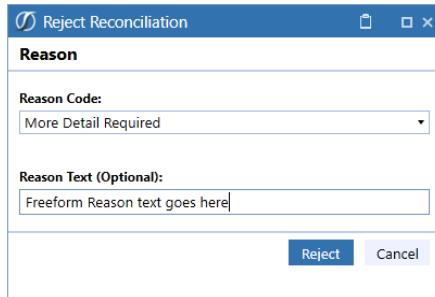



**Note:** Any comments or certifications apply to all marked reconciliations.


**Complete** : Marks a reconciliation as completed, but all necessary balances must first be explained.

**Recall** : Sets a completed reconciliation back to *In Process*.

**Reject** : Approver status change. If the reconciliation is completed, sets the status to *Rejected*.



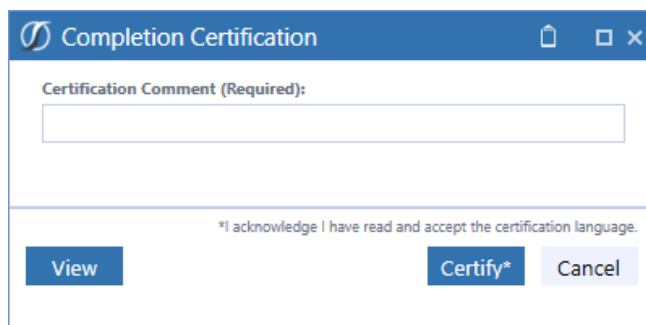
**Approve** : If the reconciliation is completed, sets the status to *Approved*, but only if the user who is the Approver is not the same as the user who is the Preparer due to segregation of duties. There are no exceptions to segregation of duties. If there is more than one approval level, the approval level (for example, 1 of 3) is updated after each approval.

**Unapprove** : Sets an approved reconciliation back to *Unapproved*.

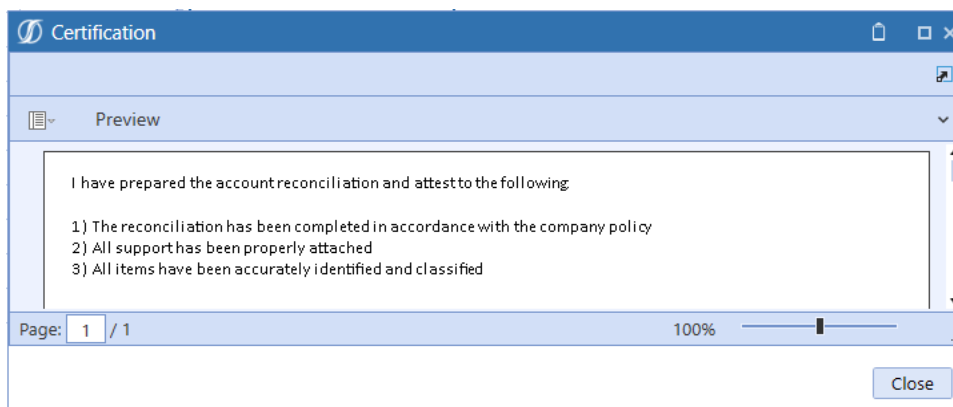
## Certification

If certification is required when completing or approving a reconciliation, the certification dialog box displays. If you are completing or approving multiple reconciliations, your certification comment applies to all selected reconciliations.

1. Enter a certification comment when completing or approving a reconciliation. The comment may be required or optional.



You can click **View** to display the certification text in a separate window.



2. Click **Certify** to complete or approve the reconciliation.

## Reconciling and Changes to Account Groups

If an account group is being reconciled as opposed to a single reconciliation, the experience of adding explained items, attachments, completing, and approving is the same to the user. The only exception is the appearance of the *Child Recs* button on the screen, which shows the base reconciliations that are included in the account group.

However, there are some things to understand as to how the underlying logic works as it pertains to situations where the account group has a required level of approvals set to 2 but the underlying reconciliations included in the account group do not match.

For example, see the *GRPAP Trade* Account Group:

The screenshot shows the "Account Group Manager" window with a table titled "Reconciliation Account Groups". The table has the following columns: Required, WF Profile, Recon Scenario, Account Group, T.Account (Filter/Drill), S.Account (Display), T.Entity (Filter/Drill), and S.Entity (Display). The "Account Group" column is highlighted with a red box.

Required	WF Profile	Recon Scenario	Account Group	T.Account (Filter/Drill)	S.Account (Display)	T.Entity (Filter/Drill)	S.Entity (Display)
<input type="checkbox"/>	Houston.Import	ActualAR	GRPAPTrade	20000 - Trade Accounts	GRP - AP Trade	Houston	Houston
<input type="checkbox"/>	Clubs	ActualAR	GRPICHousCarls	11200 - IC Receivables (	GRP - IC Houston_Carlsba	Clubs	Clubs
<input type="checkbox"/>	Clubs	ActualAR	GRPICHousMont	11200 - IC Receivables (	GRP - IC Houston_Montre	Clubs	Clubs
<input type="checkbox"/>	Clubs	ActualAR	GRPICSHousMont	11200 - IC Receivables (	GRP - IC SouthHouston_IV	Clubs	Clubs
<input type="checkbox"/>	Houston.Import	ActualAR	GRPMachineryEquipm	16000 - Machinery & Eq	GRP - Machinery & Equip	Houston	Houston
<input type="checkbox"/>	Clubs	ActualAR	GRPTIAR	11000 - Trade Receivabl	GRP - Global AR	Clubs	Clubs

These are the reconciliations that belong to this account group.



Clubs - ActualAR - Feb 2022  
Workspace Workspace Started

ACCOUNT RECONCILIATIONS  
ADMINISTRATION - Inventory (Clubs, ActualAR, 2022M2)

Definition Inventory Update Tracking BalCheck AutoRec Type: All Account Group: GRPAPTrade Access Group: All

Reconciliation Inventory (GL Intersections)

Required	WF Profile	Recon Scenario	T.Account	S.Account	T.Entity	S.Entity	Account Group	Access Group	Approvals	Risk Level
<input type="checkbox"/>	Houston.Import	ActualAR	20000	21210	South Houston	South	GRPAPTrade	Houston	1	High
<input type="checkbox"/>	Houston.Import	ActualAR	20000	21220	Houston Heights	Heights	GRPAPTrade	Houston	1	High
<input type="checkbox"/>	Houston.Import	ActualAR	20000	21210	Houston Heights	Heights	GRPAPTrade	Houston	1	High
<input type="checkbox"/>	Houston.Import	ActualAR	20000	21220	South Houston	South	GRPAPTrade	Houston	1	High

## Reconciliation, Completion and Approval of Account Groups

Whenever an account group is marked complete or is approved at a certain level, the related child reconciliations are also marked that way. In the example above, here are some situations and their results when working with *AP Trade – Houston*:

- The balance stored for the account group when *Process* is clicked is the aggregate of the balance of each child reconciliation.
- If marked complete, all four child reconciliations are marked complete in the underlying tables.
- This account group needs two levels of approval. If marked approved at level 1, the child reconciliations are marked approved at level 1.
- If marked approved at level 2 (the final approval level), the three child reconciliations that have approvals of 1 would be marked approved at level 1. The reconciliation that has approvals of 3 would be marked approved at level 3, the final approval level.
- If the account group is fully approved and then *Unapprove* is clicked, all child reconciliations would be set to Unapproved (level 0).

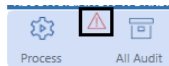
## Changes to Account Groups

Account groups and their related reconciliations can change over time. New reconciliations may be added and existing ones removed to be reconciled individually. Here are the effects of this.

- **Balance**

- If a reconciliation inventory item starts out being reconciled individually and then is added to an account group, the prior reconciliation inventory item can be viewed in historical periods with its previous balance. The *Process* button pulls in balances and marks those balances internally as being for this reconciliation individually or as part of an account group.
- If a reconciliation inventory item is part of an account group and is removed from the account group, it will retrieve its balance and the *Balance Changed* field will take the previous balance into account for this reconciliation inventory item.
- If the items that add up to an account group change over time, the total balance amount previously stored for that account group will not change in historical periods if that account group is approved, even if *Process* is executed again in that period. The approved balance is essentially locked. If *Process* is executed again against an account group whose members have changed, the balance will be updated according to the current members of that account group.
- If a new account group is created and existing reconciliations that had history are added, the account group will not show any activity from the prior month since the account group did not exist. It does not add the sum of the prior month's activity for the reconciliations in the account group. As such, the *Balance Changed* field will be the full amount of the balance and it will need to be explained.
- If an account group has all of its children removed, it is recommended to change that account group to be Auto Reconciled because from that point forward it will retrieve a zero balance. If that account group had child reconciliations in the past that were reconciled, it is not advised to clear the Required property on this account group in order for those historical reconciliations of the account group to be able to be audited. Note that in historical periods where this account group was fully approved, it will continue to appear in that way with the proper balance intact.
- Any new account group created after prior periods have been processed would show up in prior periods as not being completed yet.

- **Process Warning:** When a reconciliation account group is removed from a reconciliation in inventory a Process will need to be done by an Account Reconciliations Administrator or Application Administrator at the review-level workflow profile to ensure that all account groups and reconciliation balances are updated. When this occurs a warning icon will appear next to the Process button on the Workflow page. This warning icon will be removed for users after an Administrator processes the reconciliations and the workflow page is refreshed.



- **Approval Levels**

- *Removing Reconciliation Inventory Items from an Account Group:* For example, if the reconciliation inventory items in the AP Trade – Houston example above were removed from the account group that was not fully approved, the child reconciliations would show with their appropriate status. If the account group was fully processed, in historical periods it will not show the child reconciliation that was removed. These reconciliations would be processed and approved individually in future periods.
- *Adding Reconciliation Inventory Items to an Account Group:* Reconciliation inventory items added will now fall under the same approval behavior from that point forward as they would have if they had been there all along. Their historical approvals and related explained items would still be visible in those periods.

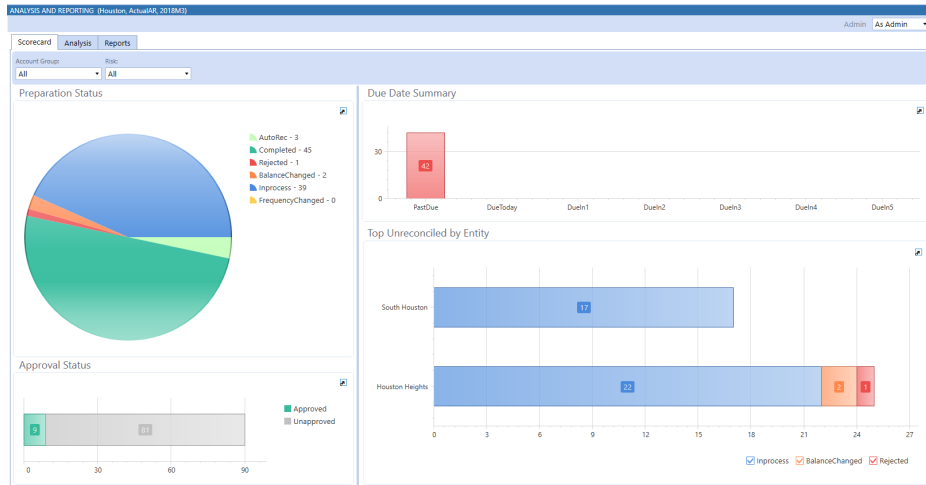
## Analysis and Reporting

Review and monitor exceptions and unresolved items with this standard set of dashboards and reports.

### Scorecard

The Scorecard is a dashboard that contains charts reflecting the current workflow period's reconciliation statuses by preparation, approval, due date, and unreconciled by entity.

# Account Reconciliations



Selecting any data points in a chart will open-up a detailed drill down that can be exported for further analysis.

Drill Down

Drag a column header and drop it here to group by that column

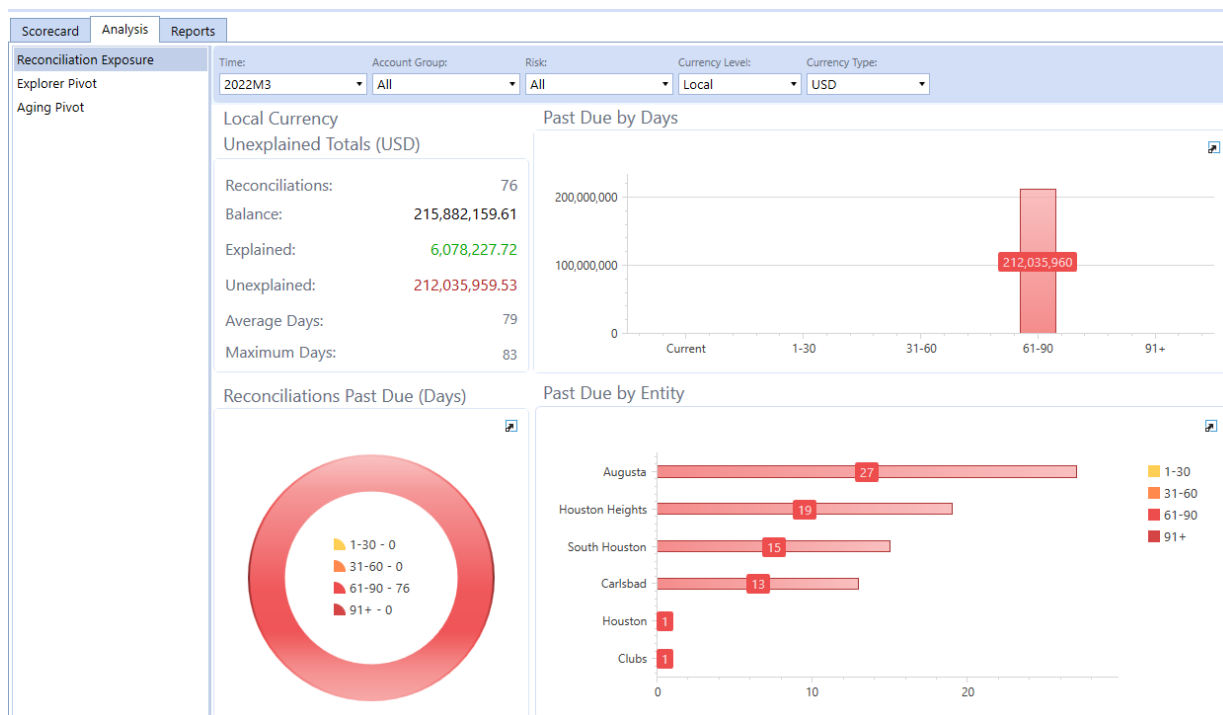
	Status	Status Text	Date Due	Late	Risk	T.Account	S.Account	T.Entity	S.Entity
▶	●	Completed	02/04/2021		Low	10000	11080	Frankfurt	FRANKFU
	●	Completed	02/04/2021		Low	10000	11080	Houston Heights	Heights
	✓	Completed	02/04/2021		Low	10000	11080	South Houston	South
	✓	Completed	02/04/2021		High	10100	10003	Frankfurt	FRANKFU
	✓	Completed	02/04/2021		Low	10300	11085	Houston Heights	Heights
	✓	Completed	02/04/2021		Low	10300	11085	South Houston	South
	●	Completed	02/04/2021		Low	10400	11090	South Houston	South
	●	Completed	02/03/2021		Low	11300	11220	Houston Heights	Heights
	●	Completed	02/03/2021		Low	11300	11225	Houston Heights	Heights
	●	Completed	02/03/2021		Low	11300	11220	South Houston	South
	●	Completed	02/03/2021		Low	11300	11225	South Houston	South
	●	Completed	02/06/2021		Medium	12100	11330	Houston Heights	Heights
	●	Completed	02/06/2021		Medium	12100	11330	South Houston	South
	✓	Completed	02/06/2021		Medium	12200	11315	Houston Heights	Heights
	✓	Completed	02/06/2021		Medium	12200	11342	Houston Heights	Heights
	●	Completed	02/06/2021		Medium	12200	11315	South Houston	South
	●	Completed	02/06/2021		Medium	12200	11320	South Houston	South
	●	Completed	02/06/2021		Medium	12200	11342	South Houston	South
	●	Completed	02/06/2021		Medium	12200	52510	South Houston	South

Close

# Analysis

## Reconciliation Exposure

The Reconciliation Exposure dashboard contains a Past Due Summary and charts reflecting past due Reconciliations by days, Unexplained Balances, and Entity. Like the Scorecard, selecting any data points in any chart opens a detailed drill down dialog you can export for further analysis.



## Explorer Pivot

A filtered table of Reconciliation data that can be pivoted by dragging a column header into the blue bar above it. You can filter the data by clicking the filter symbol on each column header.

Reconciliation Exposure		Time:	Currency Level:	Currency Type:	Status:	Approval:	Item Type:	Top(x):	Report	History
Explorer Pivot		2022M3	Local	USD	All	All	Balance	10		
Aging Pivot										
Explorer Pivot										
Drag a column header and drop it here to group by that column										
Status	Status Tr	T.Account	S.Account	T.Entity	S.Entity	Tracking	Local Balance	Local Cur.	Local Exp	Local Unexplained
●	Inprocess	10100 - Cash Deposits	10001	South Houston	South		42,029,818.71	USD	0.00	42,029,818.71
●	Inprocess	10100 - Cash Deposits	10001	Houston Heights	Heights		28,019,879.14	USD	0.00	28,019,879.14
●	Inprocess	10100 - Cash Deposits	10002	South Houston	South		5,431,340.40	USD	0.00	5,431,340.40
●	Inprocess	10100 - Cash Deposits	10002	Houston Heights	Heights		3,620,893.60	USD	0.00	3,620,893.60
●	Inprocess	10100 - Cash Deposits	10003	South Houston	South		-692,675.79	USD	-510,858.30	-181,817.49
●	Inprocess	10100 - Cash Deposits	10003	Houston Heights	Heights		-461,783.86	USD	0.00	-461,783.86

## Report and History Buttons

Opens a report of the detailed Reconciliation and Explanations.

## Aging Pivot

Provides a view into the aging of reconciliation detail items. The ranges for the Aging column are derived from the Aging Periods control list. If no data exists for a range, then the column for that range does not display. You can export the grid to Excel by right-clicking on the header of the pivot.

Any detail item attribute can be added or removed from the rows and columns by clicking and dragging them from the Hidden Fields section. The default rows are Entity, Currency, and Account. The default column is Aging. The default Data Area is Item Amount.

# Account Reconciliations

Scorecard Analysis Reports

Reconciliation Exposure  
Explorer Pivot  
Aging Pivot

Time: 2022M3  
2021M11  
2021M12  
2022M1  
2022M2  
2022M3  
2022M4  
2022M5  
2022M6

Filter Area Column...  
AgingBucket

Row Area Data Area  
EtT Currency Ac  
ItemAmount

Defer Layout Update Upd

**Aging Pivot**

			0 - 30
Houston	USD	GRP - AP Trade	-16,963,223.91
	USD Total		-16,963,223.91
Houston Total			-16,963,223.91
Houston Heights	USD	11080	2,003,260.00
		11085	4,849,355.20
		11090	4,451,355.60
		11220	-40,963.05
		11225	-1,272,139.25
		11315	649,737.64
		11325	80,133.60
		11330	2,652,411.15
		11342	-420,000.00
		11420	52,161.60
11430	397,133.20		
12300	26,136,177.60		
12310	8,853,456.80		

# Reports

ACCOUNT RECONCILIATIONS  
ANALYSIS AND REPORTING (Clubs, ActualAR, 2018M3)

Scorecard Analysis Reports

Reconciliation Status  
Reconciliation Detail  
Reconciliation by Preparer  
Reconciliation Risk Analysis  
Reconciling Item Analysis  
Reconciling Item Aging  
Reconciliation Access Groups

Time: 2018M2 Status: All Approval: All Currency Level: Local

Reconciliation Status

Navigation: Enter text to search... X

Document Map: Pages Search Results

- Document
  - Approved
  - Completed
  - AutoRec
  - Unapproved
  - Completed
  - Inprocess

Reconciliation Status

Source Scenario: Actual  
Reconciliation Scenario: ActualAR  
Currency Level: Local  
Time: 2018M2

OS Account	GL Account	OS Entity	GL Entity	Balance	Currency	Explained Balance	Unexplained Balance	Activity
Completed, CC, 6/16/2020 12:13:34 PM	11080	Frankfurt	FRANKFU	793.80	EUR	793.80	0.00	16.20
Completed, HC, 3/8/2018 12:15:33 PM	11000	Houston Heights	Heights	1,963,194.00	USD	1,963,194.00	0.00	40,065.20
Completed, HC, 3/8/2018 9:08:50 PM	11000	South Houston	South	2,944,792.20	USD	2,944,792.20	0.00	60,097.80
Completed, Frankfurt Controller, 6/16/2020 3:06:24 PM	10100	Frankfurt	FRANKFU	302,372.77	EUR	302,372.77	0.00	6,170.87
Completed, HC, 12/28/2018 1:31:33 AM	10100	Houston Heights	Heights	27,459,481.56	USD	27,459,481.56	0.00	560,397.58
Completed, HC, 4/3/2018 3:52:52 PM	10100	Houston Heights	Heights	3,548,475.73	USD	3,548,475.73	0.00	72,417.87

Page: 1 / 14

**Reconciliation Status:** Reconciliations by status with Account, Entity and balance information.

**Reconciliation Detail:** Detailed Reconciliations with status information and other *Explanation* detail.

**Reconciliation by Preparer:** Same as above but grouped by Preparer.

**Reconciliation Risk Analysis:** Reconciliation items by Risk Level with Account, Entity and balance information.

**Reconciling Item Analysis:** Reconciliation items by Reconciliation Item Type with Account, Entity and balance information.

**Reconciliation Item Aging:** Reconciliation items aged by period originally booked.

**Reconciliation Access Groups:** List of Security Access Groups and users assigned to each if the user running this report is a OneStream Administrator or Reconciliations Global Admin. Note that if a Local Admin runs this report, this listing will be limited to only show Access Groups to which this user manages. If any other user runs this report, the report's contents will be empty.

## DynamicCalc UD8 Accounts


This dimension and these UD8 members are provided to convey Reconciliation status. They are designed to be assigned as columns on a Cube View and will run their logic against every row (*typically Accounts*).

These run extensive Business Rule logic, so if they are run across a lengthy list of Accounts, it may take some time to open this report. Also, they can run against a Review-level Workflow Profile which will aggregate all of the Entity data that falls under all of the Base Input Workflow Profiles that are descendants of this Review level. If that results in numerous Entities being aggregated, then this could also result in some wait time for that Cube View to render its results. Note that this aggregation of Local currency values that are not translated, so if the Entities that fall under the related Review level Workflow Profile are of mixed currencies, the aggregated amounts may be of little value to the reader of that report.


## Examples of Reports with UD8 Dynamic Calcs and with Navigation Links for Drilling

The *GolfStream\_v37* reference application, available on the MarketPlace, has examples of the types of reports that can be built to take advantage of the included UD8 members and also has an example of using Navigation Links to drill from a financial report to its related Reconciliation details.

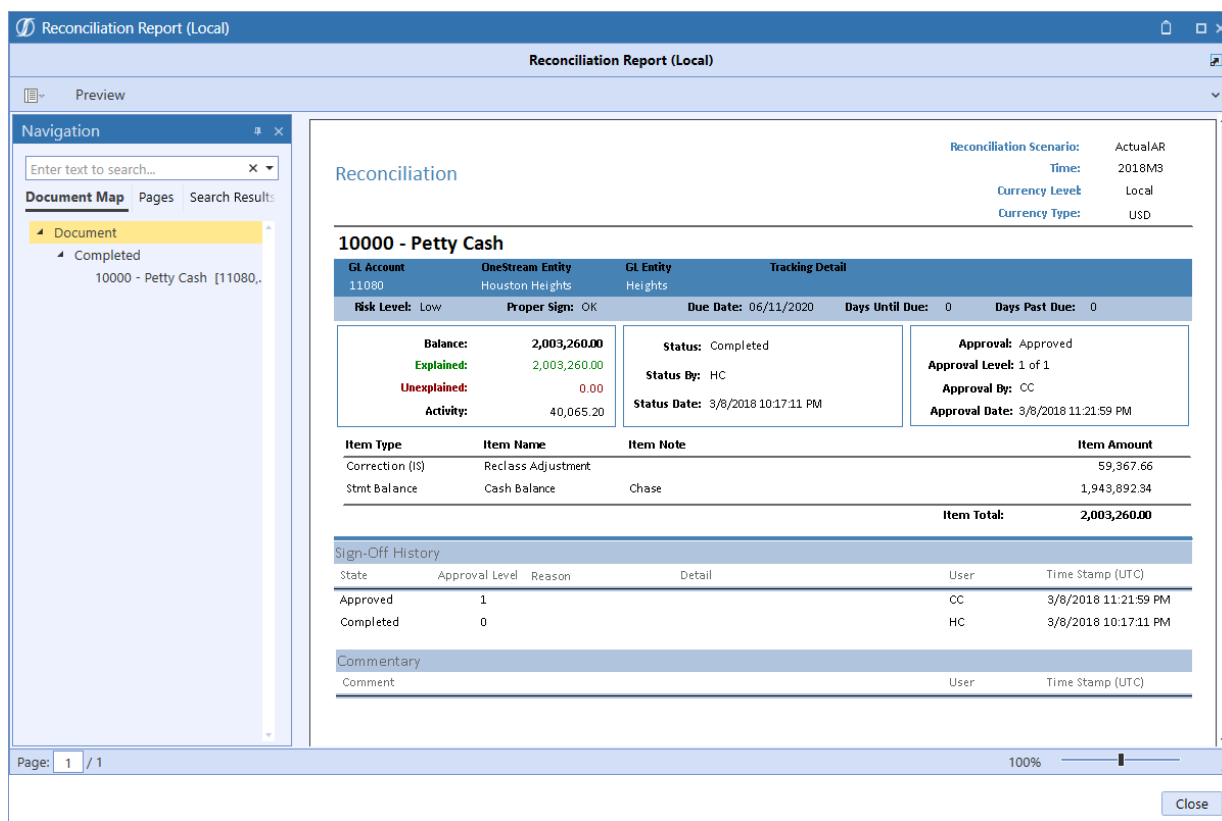


		Entity Capital (Risk Mgmt)					
2011M3		Reconciliation Statistics					Local
		Origin: Import (GL Import)					
	Assets	Liabilities	Equity	Recon % Comp	IS Correction	BS Correction	
Montreal	3,033,049	9,646,583	-6,613,533	0	0	0	
Quebec City	4,094,617	13,022,887	-8,928,270	0	0	0	
Augusta	47,397,096	36,339,019	11,058,078	0	0	0	
Carlsbad	40,585,020	28,664,365	11,920,655	0	0	0	
Houston Heights	107,046,455	68,344,954	38,701,500	3	3,000	0	
South Houston	160,566,682	128,321,738	32,244,944	2	0	4,890	

The example shown below has a Navigation Link which launches a related Report to drill into Reconciliation details:

		Balance Sheet (Risk Mgmt)					
2011M3		Houston Reconciliation Statistics					Local
		Origin: Import (GL Import)					
	Imported TB	Recon % Comp	IS Correction	BS Correction	Manual Entry	Top Side JV	
Petty Cash	5,008,150	100	3,000	4,890			
Cash Deposits	89,700,483	0	0	0			
Marketable Securities	12,123,388	0	0	0			
Restricted Cash	11,128,389	0	0	0			
<b>Total Cash</b>	<b>117,960,410</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Trade Receivables	36,998,763	0	0	0			

Here is the drilled report:



## Multi-Currency Calculation Examples

The Account Reconciliations solution performs translation calculations automatically within the system. The following examples demonstrate how the calculations are performed.

### Data Loaded into Stage

Account Reconciliations requires that at a minimum, Local balances are loaded into Stage. If Account and/or Reporting balances are not loaded, OneStream will automatically translate the Local balances to the respective levels using the FX Rate Type selected within Global Options.

1. **Load** FX Rates for the current reconciling period using the **FX Rate Type** that was selected within the **Account Reconciliation Global Options**. For this example, the rates being used are as follows:









FX Rates				
	EUR	CAD	USD	GBP
EUR		1.52	1.09	0.88
CAD	0.66		0.71	0.58
USD	0.92	1.40		0.81
GBP	1.14	1.74	1.24	

Note that the rates in the upper right, which are shown in grey, are included for clarification purposes only. OneStream calculates inverse rates.

2. **Load** Trial Balance data into Stage. Note that balances may be loaded at different levels, for different Source Accounts. The one exception being that Local balances must always be loaded.

Balances Loaded						
Account #	Account		Local		Reporting	
1001	-	EUR	10,000.00	EUR	-	USD
1002	9,000.00	GBP	10,000.00	EUR	-	USD
1003	15,000.00	CAD	10,000.00	EUR	11,000.00	USD
1004	-	CAD	10,000.00	EUR	11,000.00	USD

3. OneStream will automatically translate the Account and Reporting level balances for Source Accounts loaded that do not load these level balances. Balances that are loaded, will hold and supersede any further translation.

Calculated Reconciliation Balances						
Account #	Account Amount		Local		Reporting Amount	
1001	 10,000.00	EUR	10,000.00	EUR	 10,900.00	USD
1002	 9,000.00	GBP	10,000.00	EUR	 10,900.00	USD
1003	 15,000.00	CAD	10,000.00	EUR	 11,000.00	USD
1004	 15,200.00	CAD	10,000.00	EUR	 11,000.00	USD

- 10,000 EUR \* 1.00 = 10,000 EUR
- 10,000 GBP \* 1.09 = 10,900 CAD
- 10,000 EUR \* 1.52 = 15,200 CAD
- Note that the loaded balances remain and that variances exist between translated values, even when the currency types are the same.

## Multi-Currency Account Groups

For the Source Accounts that were loaded, assume a single Account Group is desired to reconcile all cash balances in one reconciliation. First, the Account Group is created, and the Account and Local currency types are selected as part of that creation. For this example, The Account Group Account currency is CAD and the Account Group Local currency is GBP.

- Using the same FX rates listed above, OneStream will automatically translate the Child (i.e. Source) currency balances to the Group currency balances.
- The translated balances are then aggregated for each currency level and are the reconciling balances for the Account Group.

	①				①				①							
	C. Acct		G. Acct		C. Local		G. Local		C. Reporting		G. Reporting					
1001	a	10,000.00	EUR	15,200.00	CAD	e	10,000.00	EUR	8,800.00	GBP	f	10,900.00	USD	10,900.00	USD	
1002	b	9,000.00	GBP	15,660.00	CAD		10,000.00	EUR	8,800.00	GBP		10,900.00	USD	10,900.00	USD	
1003	c	15,000.00	CAD	15,000.00	CAD		10,000.00	EUR	8,800.00	GBP	g	11,000.00	USD	11,000.00	USD	
1004	d	15,200.00	CAD	15,200.00	CAD		10,000.00	EUR	8,800.00	GBP		11,000.00	USD	11,000.00	USD	
				②	61,060.00	CAD			②	35,200.00	GBP			②	43,800.00	USD

- $10,000 \text{ EUR} * 1.52 = 15,200 \text{ CAD}^{**}$
- $9,000 \text{ GBP} * 1.74 = 15,660 \text{ CAD}$
- $15,000 \text{ CAD} * 1.00 = 15,000 \text{ CAD}$
- $15,200 \text{ CAD} * 1.00 = 15,200 \text{ CAD}$
- $10,000 \text{ EUR} * 0.88 = 8,800 \text{ GBP}^{**}$
- $10,900 \text{ USD} * 1.00 = 10,900 \text{ USD}$
- $11,000 \text{ USD} * 1.00 = 11,000 \text{ USD}$

\*\*These examples reflect the use of OneStream calculated inverse rates and is for clarification purposes only.

# Transaction Matching

See these topics:

- [Settings](#)
- [Match Set Administration](#)
- [Matches](#)
- [Transactions](#)
- [Scorecard](#)
- [Data Splitting](#)

## Settings

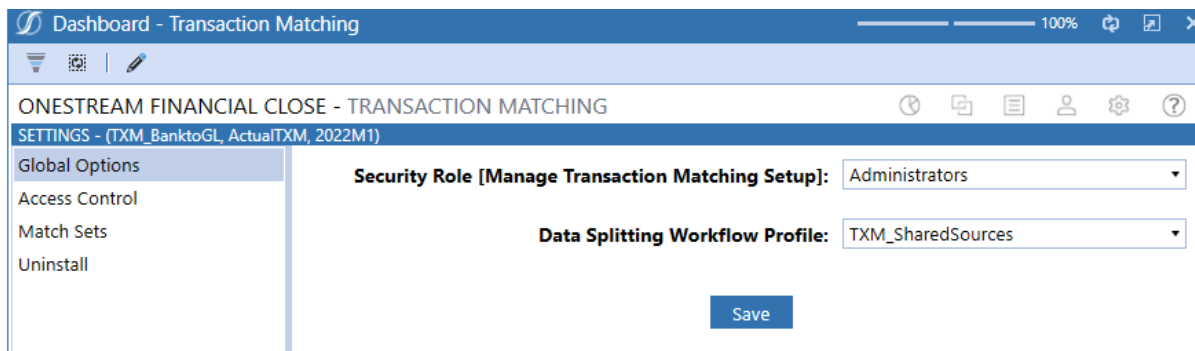


The **Settings** page contains the Global Options in which key properties that guide administration are set as well as Access Control, Match Sets, and Uninstall options.

## Global Options

**Global Options** contains key properties that guide global Transaction Matching administration and is used for the initial setup and configuration of Transaction Matching.

**Note:** All global option settings are retained during solution upgrades.



## Security Role

Security is governed at the global level. The user group assigned to the Security Role determines who will be the Transaction Matching Administrators. Users in this group have access to all areas of Transaction Matching and are the only users who can see the Settings Page icon.

See [Options](#).

**Important:** If Data Security is enabled, Transaction Matching Administrators will only be able to see transactions for which they have access, based on the Data Set Security.

## Assign User Group to Security Role

Click **Global Options**, select the user group from the drop-down list (the default value is Administrators), and click **Save**.

## Data Splitting Workflow Profile

The *Data Splitting Workflow Profile* is the Base Input Parent created if data splitting is needed.

See [Data Splitting Setup](#) for complete setup details.

## Assign Data Splitting Workflow Profile

Click **Global Options**, select the workflow profile from the drop-down list, and click **Save**.

## Access Control

An Access Group is a list of users and their respective roles that are created by OneStream Administrators or Transaction Matching Administrators.

Access Groups can be set up to support the concept of backup resources for a role when the designated user cannot perform the duties. It can contain many users for each Role. For instance, an Access Group may contain more than one User for the Role of Preparer. By adding more than one User per Role in this way, the main person's backup is already granted access.

Another way that backups are built in is by a person in a superior role can act in place of a person in a lessor role for a given period. For instance, if a user in a Preparer Role is on vacation, an Approver can act as a Preparer, but someone else must approve the match due to Segregation of Duties.

**Note:** Access Groups are used only by the Transaction Matching solution and are different than User Groups used in other parts of OneStream.

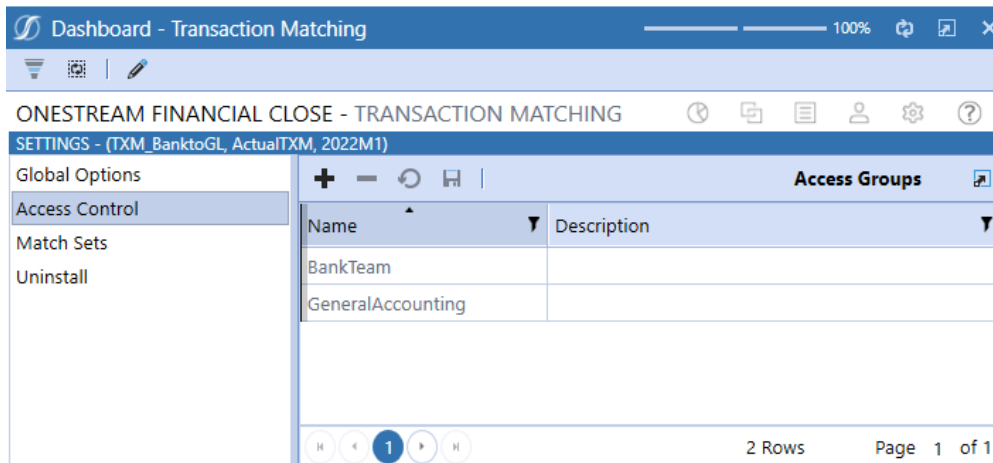
See also: "Segregation of Duties" on page 122

Role	Duties
Viewer	Read-only access to: <ul style="list-style-type: none"><li>• View transactions</li><li>• View matches</li><li>• View scorecard</li></ul>
Commenter	Same as Viewer and: <ul style="list-style-type: none"><li>• Add comments to matches and transactions</li></ul>
Preparer	Same as Commenter and: <ul style="list-style-type: none"><li>• Add attachments to matches and transactions</li><li>• Create manual matches</li><li>• Accept suggested matches</li><li>• Process match set rules</li></ul>
Approver	Same as Preparer and: <ul style="list-style-type: none"><li>• Approve and unapprove suggested and manual matches</li></ul>
Local Admin	Same as Approver and: <ul style="list-style-type: none"><li>• Access Match Set Administration<ul style="list-style-type: none"><li>◦ Create and manage rules</li><li>◦ Create and edit data sets and data set fields</li></ul></li></ul>

Role	Duties
	<ul style="list-style-type: none"> <li>○ Create and edit rule sets</li> <li>○ Create and edit reason codes</li> <li>○ Add, remove, and edit user access to match sets</li> <li>○ Delete transactions</li> <li>○ Remove deleted transactions</li> </ul>

## Add Access Group

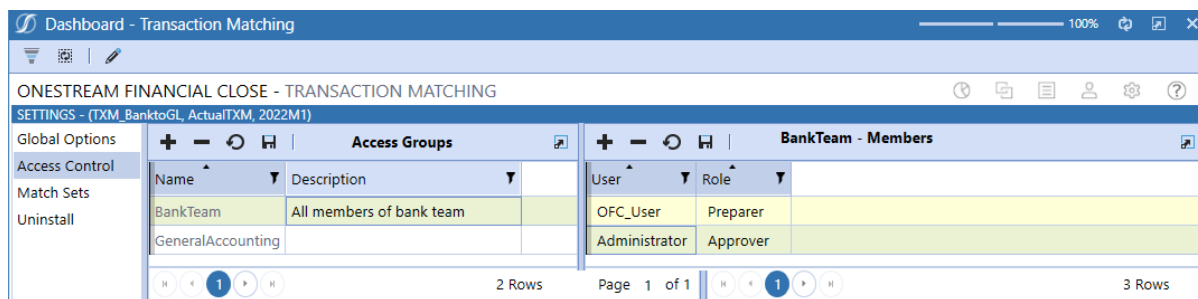
1. On the **Settings** page, click **Access Control**.
2. In the **Access Groups** pane, click **Insert Row** and then click in the fields to add a **Name** and **Description** for the group. It is recommended to use a common naming convention since there could be many of these. Whatever standard is set by your project team, it is recommended to document the naming conventions so that it can be followed by all administrators.
3. Click **Save**.





## Add Members to Access Group

1. On the **Settings** page, click **Access Control**.
2. Click the name of the Access Group you want to modify.
3. In the Members pane, click **Insert Row**.
4. Click the **User** cell and select a name from the drop-down list. You can only add a user to an Access Group once for each Role.
5. When a new row is inserted, the **Role** defaults to **Preparer**. Change this setting by clicking the **Role** cell and select the new role from the drop-down list.
6. Click **Save**.



## Match Sets

The **Match Sets** list displays all match sets and their respective Access Group, identified by a Workflow Profile and Scenario.

Workflow Profile	Scenario	Access Group	Match Set ID
TXM_BanktoGL	ActualTXM	BankTeam	6afd2896-c2a2-499d-9742-f8c530500c95
TXM_Suspense	ActualTXM	GeneralAccounting	906e95d2-4b2d-4ce4-b321-ede3ae5243b5
TXM_ICMatch	ActualTXM	GeneralAccounting	f3b8d913-2cdb-4499-a3cb-e953dd35e331

## Create Match Set

1. On the **Settings** page, click **Match Sets**.
2. Click **Insert Row**.
  - Double-click the **Workflow Profile** cell and select a Workflow Profile.
  - Double-click the **Scenario** cell and select a Scenario.
  - Double-click the **Access Group** cell and select an Access Group to assign to the Match Set.
  - Do not make any changes to the **Match Set ID**. Any text entered is reverted to a system generated GUID.
3. Click **Save**.

**Note:** Match Sets must contain unique Workflow Profiles and Scenarios.

## Copy Match Set to New or Same Scenario

1. On the **Settings** page, click **Match Sets**.
2. Select the Match Set you want to copy.
3. Click **Copy**.
4. In the Copy Match Set dialog box, select the scenario you want to use from the drop-down list and click **Copy**.

**Important:** When copying a Match Set in the same scenario, it is recommended that all data set fields match.

## Delete Match Set

1. On the **Settings** page, click **Match Sets**.
2. Select the Match Set you want to delete.

3. Click **Delete**.
4. Click **OK**.

**Important:** Only Match Sets without transactions or matches can be deleted.

## Uninstall

The Uninstall feature allows you to uninstall the user interface or the entire solution. If performed as part of an upgrade, any modifications that were made to standard solution objects are removed.

**Important:** The Uninstall option uninstalls all solutions integrated in OneStream Financial Close.

The uninstall options are:

1. **Uninstall UI - OneStream Financial Close** removes all solutions integrated into OneStream Financial Close, including related dashboards and business rules but leaves the databases and related tables.

**Important:** This procedure resets the Workspace Dashboard Name to (Unassigned). An Administrator must manually reassign the Workspace Dashboard Name after performing an Uninstall UI.

2. **Uninstall Full - OneStream Financial Close** removes all the related data tables, data, dashboards, and business rules from all solutions integrated into OneStream Financial Close. Select this option to completely remove the solutions or to perform an upgrade that is so significant in its changes to the data tables that this method is required.

**Caution:** Uninstall procedures are irreversible.

## Load Transaction Data

After Transaction Matching is set up, one of the first steps is to create the data set. In order to do this, the data source must be identified.

Data loading leverages the OneStream Data Integration Functionality (Flat File or Direct Connect) into Stage. During import, the data transfers into Stage and then to the linked Match Set Data Set; assigning it a transaction number.

You can leverage a single file with all transactions and then split the data in Transaction Matching to the applicable Match Set Data Sets. Organizations can also import multiple data source formats (i.e. disparate GLs) and stack the transactions in a single Data Set creating a single source. Data can be imported Daily, Weekly, Monthly, etc.

Once the base input import is set up, data can be loaded to it before it is assigned to a transaction matching data set. This occurs only in stage and will not be copied into Transaction Matching until it is linked to a data set. In order to reduce the volume of data maintained in OneStream, once data is loaded into the Transaction Matching tables it is cleared from Stage.

**Tip:** The first row of data imported will remain in Stage in order to identify the sources imported into Transaction Matching.

See *Integration* in the *Design and Reference Guide*.

## Match Set Administration



**Match Set Administration** contains the Match Set Rules, Data Sets, Options and Access Groups.

Match Set Administration contains the areas a user requires to manage the match sets by implementing and refining the settings in order to automate as much of the matching activities as possible. Match Set Administration is only accessible to Transaction Matching Administrators and Match Set Local Administrators.

## Data Sets



The **Data Sets** page displays the available data sets for the current match set and provides the ability to create new ones.

A Data Set is the transactional data used for matching. A Data Set may contain one or many Data Sources. Each data set may contain the following fields:

Data Sets				
Name	Description	Sequence	Data Security	
Payables Ledger		1	Entity OR IC	
Receivables Ledger		2	Entity OR IC	

Field	Description
Name	The name of the data set.
Description	The description of the data set.
Sequence	The sequence (order) of the data set (1,2,3) to be used for display on the Matches and Manual Matches pages. The first data set (DS1) is the primary data set used to compare against the remaining data sets.
Data Security	Security level of the data set (Entity, IC, Entity OR IC, or Entity AND IC) based on members in the <b>Read and Write Data Group</b> or <b>Read and Write Data Group 2</b> in the Security section of <b>Member Properties</b> on the OneStream Entity.

Property	Value
Display Member Group	Everyone
Read Data Group	Augusta
Read Data Group 2	Nobody
Read and Write Data Group	Everyone
Read and Write Data Group 2	Nobody
Use Cube Data Access Security	False
Cube Data Cell Access Categories	
Cube Conditional Input Categories	
Cube Data Management Access Categories	

**Important:** Assign the primary data sequence to position 1; match variances are calculated by comparing all subsequent data sets to the primary.

### Create a Data Set

1. On the **Match Set Administration** page, click **Data Sets**.
2. Click **Insert Row** and then double-click in the following cells to enter information:
  - **Name:** Enter a display name to identify the data set.
  - **Description:** Enter additional information you want to display to further identify the data set.
  - **Sequence:** Enter the number indicating the order you want the data set displayed.
  - **Data Security (Optional):** Select the security type you want to assign to the data set from the drop-down list or leave the default (Not Enabled) to display everything. This column is visible only when the Data Security option is enabled for the Match Set.
3. Click **Save**.

**Note:** Although the Transaction Matching Administrators user group has the access necessary to manage the solution, if Data Security is enabled, the ability to view transactions is dependent upon the individual user's Entity level security. Users are only able to see transactions for the entities to which they have Read and Write access.

### Data Set Fields

Each data set holds up to 47 fields identified by a predetermined field name. Although 56 fields are available, only 47 fields are displayed in the Transaction Matching grid view. Three of the 50 fields are used to display the Transaction ID, Transaction Number, and Comment/Attachment identification.

- **16 Cube Dimensions:** Entity, Account, Scenario, Flow, Time, IC, UD1-8, Label, SourceID, TextValue, WF Profile, WF Scenario, WF Time, and Status WF Time.
- **16 Text Fields:** Attribute Fields 1-16
- **4 Date Fields:** Attribute Fields 17-20
- **13 Value Fields:** Amount and Attribute Value Fields 1-12

Each piece of data contains the following descriptors:

Field	Description
Name	Drop-down list containing the available fields. <div data-bbox="488 449 1401 611" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> If integrating Transaction Matching with Account Reconciliations, you must include all Tracking Levels used for Account Reconciliations in your Data Set Name field. See <a href="#">Preparing External Files</a>.</p> </div>
Alias	Freeform text field that describes the friendly name intended to further identify the data in a field.
Column Order	Allows users to see the data/information in a specific order on both Matched and Transactions pages.
Display Format	Formats that numerical values display such as dates, amounts, and decimals throughout the solution, for example: <ul style="list-style-type: none"> <li>• <b>N0</b> will not show any decimals or zeroes.</li> <li>• <b>N1-N6</b> shows X number of decimals (N2 shows two decimals, N5 shows five decimals, etc.)</li> <li>• <b>#,###,0\%</b> displays 10,000% and -10,000%</li> <li>• <b>#,###,0.00</b> displays 10,000.00 and -10,000.00</li> </ul> <p>See <i>Application Properties</i> in the <i>Design and Reference Guide</i> for the complete listing of number formats.</p>
Summary 1/2/3	Amount or Attribute Value fields displayed on transactions and match grid pages that are used to cross-reference and total up to three value fields to verify that the values are in balance. <div data-bbox="488 1541 1401 1629" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Summary fields can only be changed before matches exist in a match set.</p> </div>

## Import Workflows

1. On the **Match Set Administration** page, click **Data Sets**.
2. Click the data set you want to import into.
3. In the <Data Set name> **Import Workflows** pane click **Insert Row** and then click the new row.
4. Select a base import workflow from the drop-down list.
5. Click **Save**.

**Note:** If multiple import workflows are added, they will be sequentially stacked together into a single data set.

## Match Set Rules



The **Match Set Rules** page displays rules created for the current match set and provides the ability to create new ones.

*Match Set Rules* contains the logic that data runs through to determine rules-based matches. There is no limit to the number of rules that can be created. The Rules list displays the following information for each Rule:

- **Name:** Freeform text field to give rule a short name
- **Type:** Drop-down list containing the rule types.
- **Match Type:** Drop-down list containing the match types.
- **Description:** Optional freeform text field containing additional rule information.
- **Reason Code:** Prepopulated field displaying the information established during reason code setup.
- **Active:** Indicates if the rule should be run during Rule processing (on/off toggle).
- **Process Sequence:** The order in which the rules are run. Rules are run in ascending order of the process sequence.



Rules						
Name	Type	Match Type	Description	Reason Code	Active	Process Sequence
1:1 Exact Match	One : One	Automatic	1:1 Exact Match	Exact Match	<input checked="" type="checkbox"/>	1
M:1 Exact Match	Many : One	Automatic	M:1 Exact Match	Exact Match	<input checked="" type="checkbox"/>	2
1:1 Date Tol 3	One : One	Suggested	1:1 Date Tol 3	Date Variance	<input checked="" type="checkbox"/>	3
M:1 Date Tol 3	Many : One	Suggested	M:1 Date Tol 3	Date Variance	<input checked="" type="checkbox"/>	4

See also:

- [Rule Types](#)
- [Match Types](#)
- [Reason Codes](#)

## Create Match Set Rule

1. On the **Match Set Administration** page, click **Rules**.
2. Click **Insert Row** and then double-click in the following cells to enter information:
  - **Name:** Enter a display name to identify the rule.
  - **Type:** Select the Rule Type you want to use from the drop-down list.
  - **Match Type:** Select the Match Type from the drop-down list.
  - **Description:** Enter additional information you want to display regarding the rule.
  - **Reason Code:** Select the appropriate reason code from the drop-down list.
3. Click the **Active** box to turn it on/off.
4. In the **Process Sequence** cell, enter the number indicating which order you want the rule run.
5. Click **Save**. The rules Definition pane will appear upon successful save.

## Rule Types

The following Rule Types are available for Two Data Set Matches:

- **One to One (1:1)** is an exact match in which a transaction in one data set is compared to a single transaction in the other.
- **One to Many (1:M)** is a single transaction in one data set can be matched with one or more transactions (a grouping) in another.
- **Many to One (M:1)** is one or more transactions (a grouping) in one data set are condensed into one transaction and then compared to a single transaction in another.
- **Many to Many (M:M)** is one or more transactions (a grouping) in one data set are collapsed into a single amount and then compared to the same in another.

Additionally, the following Rule Types are available for Three Data Set Matches:

- One to One to One (1:1:1)
- One to One to Many (1:1:M)
- One to Many to One (1:M:1)
- Many to One to One (M:1:1)
- One to Many to Many (1:M:M)
- Many to Many to One (M:M:1)
- Many to One to Many (M:1:M)
- Many to Many to Many (M:M:M)

## Match Types

- *Automatic matches* do not require acceptance or approval.
- *Suggested matches* require acceptance and may also require approval.

## Rule Filters



Filters defines the criteria for returning unmatched transactions.

You can create or edit filters for any rule by clicking **Filters** and apply them to any data set. Only the unmatched transactions returned by the filter are used during rule processing.

## Transaction Matching

Payables Ledger (DS1)			Receivables Ledger (DS2)		
Field Name	Operator	Value	Field Name	Operator	Value
Account (Ac)	Starts With	20			
Entity (Et)	In 1;2;3 or 'A';'B';'C'	'Houston Heights', 'South Houston'			

- **Field Name:** Drop-down list containing all fields in the data set. Select the field to which you want the filter to be applied.
- **Operator:** Function used to combine items or determine the parameters in order to create a filter.
- **Value:** Information used by the operator.

Operator	Definition
=	Is equal to the value specified (exact match). To return fields that are blank, leave Value blank.
>	Is greater than the value specified.
> =	Is greater than or equal to the value specified.
<	Is less than the value specified.
< =	Is less than or equal to the value specified.
< >	Is not equal to the value specified. To return fields that are not blank, leave Value blank.
In 1;2;3 or 'A'; 'B'; 'C'	Displays values that are the same as what is specified.
Between 1;2 or 'A'; 'Z'	Displays values that fall between the first and second values (including the listed values).

Operator	Definition
Starts With	Displays results where the data in the column starts with the value in the filter.
Does Not Start With	Displays results where the data in the column starts with anything except the value in the filter.
Ends With	Displays results where the data in the column ends with the value in the filter.
Does Not End With	Displays results where the data in the column ends with anything except the value in the filter.
Contains	Displays only records where the data in the column contains all the values in the filter.
Does Not Contain	Displays only records where the data in the column does not contain any of the values in the filter.

## Rule Definition



**Definition** displays detailed information about a selected rule.

The Rule Definition contains the Data Set Field Names, Conditions, and Tolerances for each Rule.

- **Field Name (DS1):** Drop-down list containing all fields in the first data set (DS1). Select the field on which to perform the match. Each selected field must have a corresponding field in all other data sets.

- **Condition:** Indicates the placement (None, Left, Right) set for DS1; this is particularly useful if there will be leading or trailing zeroes in one data set that may not exist in the other data sets. Rule Conditions help guide the position the rule should be applied to for a certain data element. The position can start at the beginning of a string (left) or the end of a string (right). The Rule definitions have Conditions and Value fields for each data set.
  - **Value:** Integer field.
- **Field Name (DS2):** Drop-down list containing all fields in the second data set (DS2). Select the field on which to perform the match. Each selected field must have a corresponding field in all other data sets.
  - **Condition:** Indicates the placement (None, Left, Right) set for DS2.
  - **Value:** Integer field.
- **Tolerance Type:** Tolerances can be set on amount (Numeric dollar amount or Percentage) or date fields (Numeric only).
- **Tolerance Min:** Default minimum is 0. (Example: 5.00)
- **Tolerance Max:** Default maximum is 0.(Example: 5.00)

## Tolerance Example

If the amount tolerance equals plus or minus \$5 and the data in DS1 = 100, the rule will search for an amount in the corresponding DS2 for a range of \$95-105.

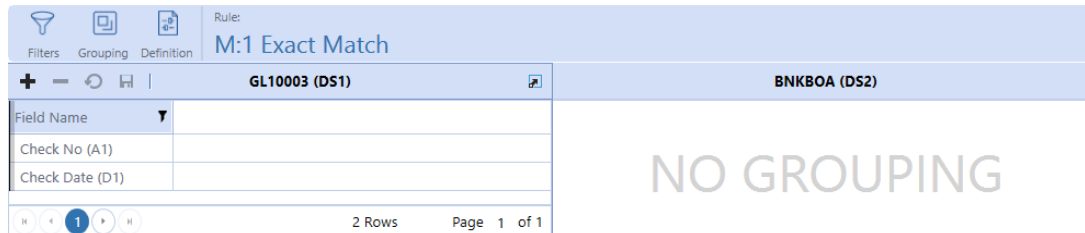
Filters		Definition		Rule: 1:1 Exact Match					
Definition									
Field Name - GL10003 (DS1)	Condition	Value	Field Name - BNKBOA (DS2)	Condition	Value	Tolerance Type	Tolerance Min	Tolerance Max	
Check No (A1)	(None)	0	Check No (A2)	(None)	0	(None)	0.000000000	0.000000000	
Check Amt (Am)	(None)	0	Debit Amt (Am)	(None)	0	(None)	0.000000000	0.000000000	
Check Date (D1)	(None)	0	Debit Date (D1)	(None)	0	(None)	0.000000000	0.000000000	

## Rule Grouping



**Grouping** displays in the Rule Definition pane when you select a Many Rule Type.

When a Many Rule Type is selected, the Grouping icon appears, providing the ability to specify how to aggregate (group) the data. Once the grouping is defined, the items in the group become the only items available in the Definition Field Name list for selection, in addition to the Summary fields.



## Rule Tolerances

Tolerances can be set on amount (Numeric dollar amount or Percentage) or date fields (Numeric only) to allow some variation when creating a match.

Date variations provide allowances for circumstances such as transit times when a transaction may arrive at a customer's ERP system and a bank/3rd party source on different dates.

## Add Rule Grouping

1. On the **Match Set Administration** page, click **Rules** and then select a *Many : One* rule.
2. In the **Definition** pane, click **Grouping**.
3. Click **Insert Row**.
4. Click on the inserted row and enter the appropriate information.
5. Click **Save**.

## Options



**Options** contains Match Set Options, Manual Matching Tolerances, and Reason Codes.

## Match Set Options

The following conditions can be required during the approval process. To activate/deactivate an option, select or clear the box and click **Save**.

Options					
Require Approval - Manual	Require Approval - Suggested	Require Comment	Require Attachment	Data Security ▼	Auto Unsuspend
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Not Enabled) ▼	<input checked="" type="checkbox"/>


- **Require Approval (Manual):** An Approver must approve every manual match.
- **Require Approval (Suggested):** An Approver must approve every suggested match.
- **Require Comment:** A comment must be entered for every manual match.
- **Require Attachment:** An attachment must be uploaded to every manual match.
- **Data Security:** Select a Cube from the drop-down list to specify the Cube the Entity security will reference
- **Auto Unsuspend:** Unsuspend all suspended transactions that were suspended in any prior Workflow period, redefining them as Unmatched in the current Workflow period. This will allow match rules to run against the previously suspended transactions in the current Workflow period.

**Note:** Anything that is suspended in the current Workflow period will remain suspended.

## Manual Matching Tolerances

Because manual matching is a transaction-selecting process, you can select transactions that have an amount variance range by defining and applying tolerances. A tolerance allows transactions to be matched when they do not have exact matching values (which would otherwise trigger human intervention). Defining a tolerance range (upper and lower levels of acceptable variance) tells the system how far outside of the exact amount it can consider an acceptable match.

Tolerance **Type** options are both **Numeric** or a **Percentage** of the total (or **None**) and different tolerances can be set against each of the Summary fields.



Manual Matching Tolerances										
Admin Override	Approver Override	Summary 1 Type	Summary 1 Min	Summary 1 Max	Summary 2 Type	Summary 2 Min	Summary 2 Max	Summary 3 Type	Summary 3 Min	Summary 3 Max
<input type="checkbox"/>	<input type="checkbox"/>	(None)	0.000000000	0.000000000	(None)	0.000000000	0.000000000	(None)	0.000000000	0.000000000

**Admin Override** grants Administrators the ability to create manual matches even if the variance is outside the tolerances defined for any of the three Summary fields.

**Approver Override** grants Approvers the ability to create a manual match even if the variance is outside the tolerances defined for any of the three Summary fields.

**Summary 1, 2, 3 Type** options are (None), Numeric, or Percentage (of total).

**Summary 1, 2, 3 Min** defines the absolute value lower limit in which a difference is automatically accepted.

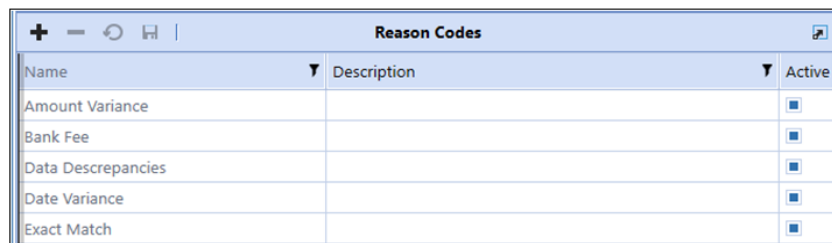
**Summary 1, 2, 3 Max** defines the absolute value upper limit in which a difference is automatically accepted.

## Set or Edit Manual Matching Tolerances

In the **Manual Matching Tolerances** pane on the **Options** page, select the fields you want to apply and click **Save**.

## Reason Codes

A reason code is a brief explanation or description of the match. Reason codes can be assigned through match rules or manual matches. They can be used for reporting purposes and/or to extract specific pieces of information.



Name	Description	Active
Amount Variance		<input checked="" type="checkbox"/>
Bank Fee		<input checked="" type="checkbox"/>
Data Discrepancies		<input checked="" type="checkbox"/>
Date Variance		<input checked="" type="checkbox"/>
Exact Match		<input checked="" type="checkbox"/>

## Add New Reason Code

1. In the **Reason Codes** pane on the **Options** page, click **Insert Row**.
2. Click the **Name** cell and enter the name of the Reason Code.



3. Click the **Description** cell and enter an explanation of the Reason Code (optional but recommended).
4. Click **Save**.

## Access



The **Access** page displays the user name and role for each team member in the current match set.

The **Access** page lists the <GroupName> team members who are permitted to work with the current match set and their role. It is where an existing role can be changed, and additional team members added. Match Set Administration is only accessible to Transaction Matching Administrators and Match Set Local Administrators.

See also: [Access Control](#)

## Add User to Match Set Access Group

1. On the **Match Set Administration** page, click **Access**.
2. In the Members pane, click **Insert Row**.
3. Click the **User** cell and select the name from the drop-down list.
4. When a new row is inserted, the **Role** defaults to **Preparer**. To change this setting, click the **Role** cell and select the role from the drop-down list.
5. Click **Save**.

## Modify User Role to Match Set Access Group

1. On the **Match Set Administration** page, click **Access**.
2. In the Members pane, click the name you want to modify in the **User** column.
3. Click the **Role** cell and select the appropriate role from the drop-down list.
4. Click **Save**.

## Remove User from Match Set Access Group

1. On the **Match Set Administration** page, click **Access**.
2. In the Members pane, click the name you want to remove in the **User** column.
3. Click **Delete Rows**.
4. Click **Save**.

The screenshot shows the 'Match Set Administration' page for 'BankTeam - Members'. The page has a header with 'TRANSACTION MATCHING' and a sub-header 'MATCH SET ADMINISTRATION - (TXM\_BanktoGL\_ActualTXM)'. Below the header are tabs for 'Rules', 'Data Sets', 'Options', and 'Access'. The 'Access' tab is active, showing a table of members. The table has columns for 'User' and 'Role'. The members listed are TXM\_Preparer (Preparer), TXM\_Approver (Approver), Administrator (Local Admin), TXM\_Commenter (Commenter), and TXM\_Viewer (Viewer).

User	Role
TXM_Preparer	Preparer
TXM_Approver	Approver
Administrator	Local Admin
TXM_Commenter	Commenter
TXM_Viewer	Viewer

## Matches

- The **Matches** page displays a grid containing all matches made for the active Match Set and allows for Match Actions like Accepting, Approving, and Unmatching.

Matches are displayed in a Match Grid View (MGV), with a numerical summary on the header bar. The results in the MGV display can be further customized by selecting filters from the drop-down list.

**Note:** Only matches for the current workflow period are displayed.

## Match Filters

The Match filters narrow down the matches displayed in the grid.

Filter Name	Filter Option	Description
Type	Manual	Require review and approval
	Suggested	Require review and acceptance
	Automatic	Created by the system via Rules
Rule	List	Dynamic list populated with all match set rules
Status	All	All Status states
	Pending	Suggested matches that have not yet been accepted
	Matched	Automatic, Accepted, Suggested, and Manual Matches
Approval	All	All Approval states
	Unapproved	Not yet been approved or a previous approval was retracted
	Approved	Approved either automatically or manually
	Not Required	Applies to Matches that are set to Approval Not Required for Manual and/or Suggested.
Reason Code	List	Dynamic list populated with all match set reason codes
Date Range	Today	Timespan
	7 Days	
	All	

## Header Bar Metrics

Total: 369  
Pending: 180  
Unapproved: 4

The header bar displays the number of unapproved, pending, and total matches. A Refresh icon is also available to refresh the Matches grid with the latest information.

## Matches Columns

Change the order in which Matches are displayed by clicking the Filter icon of any column.

- Match
- Type
- Rule
- Match By
- Match Date (UTC)
- Status
- Status By
- Status Date (UTC)
- Approval
- Approval By
- Approval Date (UTC)
- Reason Code
- Match Period
- Summary fields across each data set
- Match Date

To Select	Do This
A single row	Click anywhere in the row or click the row's checkbox
Multiple non-contiguous rows	<ol style="list-style-type: none"> <li>1. Click anywhere in a row.</li> <li>2. Hold down the Ctrl key and select the next row.</li> <li>3. Repeat until all rows are selected.</li> </ol>
A contiguous group of rows	<ol style="list-style-type: none"> <li>1. Click the first row of the group.</li> <li>2. Hold down the Shift key and select the last row of the group.</li> </ol>
Multiple contiguous groups of rows	<ol style="list-style-type: none"> <li>1. Click the first row of the group.</li> <li>2. Hold down the Shift key and select the last row of the group.</li> <li>3. Hold down the Ctrl key and select the first row of the next group.</li> <li>4. Press and hold Ctrl+Shift and select the last row of the next group.</li> </ol>
Rows on multiple pages	<ol style="list-style-type: none"> <li>1. Perform the steps for the row type you want to select.</li> <li>2. Repeat until all rows on the page are selected.</li> <li>3. Click the next page and repeat the procedure until all rows on all pages are selected.</li> </ol>

## Rule Processing



**Process Match Set Rules** initiates a Data Management job on all active rules in a Match Set.

Rule processing can be launched from either the **Matches** or **Transactions** page by a Preparer, Approver, Local Admin, or Transaction Matching Administrator. While the Data Management job runs in the background, its progress can be monitored at any time in **Task Activity**. Manual Matching is blocked while the process rules job is running. Only one active job per Match Set can be run at a time.

## Process Matches

1. On the Matches or Transactions page, click **Process**.
2. Click **OK** in the **Process Match Set Rules Started** dialog box.

## Match Detail

When you select a match in the Matches grid, the Match Detail appears beneath it. This pane contains the system-generated Match ID (an alphanumeric code beginning with the letter M), the rule that created the match, and a color-coded status box stating the Type, Status, and Approval state.

The Match Detail pane displays transactions matched from each data set. The number of transactions displayed in each pane is determined by the Rule Type. For example, a Many to One rule applied may result in the display of multiple transactions in the first data set (DS1) with a single transaction displayed in the second data set (DS2).

At the bottom of each section of the Match Detail pane are the summary totals. The number of summary totals displayed correlates to the number of summary fields previously determined in the data sets. The variance calculation will display in the appropriate pane.

GL10003 (DS1)					BNKBOA (DS2)													
Transaction	Check Date	Post Date	Check Amt	Detail Amt	Transaction	Load Period	Src Entity	Entity	Src Acc	Debit Ar	Detail Amt							
T210608_000106126	2022-01-04	2022-01-04	-3,655.16	-3,655.16	T210608_000105753	2022M1	Heights	Houston	10003	-5,242.16	-5,242.16							
T210608_000106128	2022-01-04	2022-01-04	-806.00	-806.00														
T210608_000106420	2022-01-04	2022-01-04	-781.00	-781.00														
<table border="1"> <thead> <tr> <th></th> <th>GL10003 (DS1)</th> <th>BNKBOA (DS2)</th> <th>DS1 to DS2</th> </tr> </thead> <tbody> <tr> <td>Check Amt</td> <td>-5,242.16</td> <td>-5,242.16</td> <td>0.00</td> </tr> </tbody> </table>						GL10003 (DS1)	BNKBOA (DS2)	DS1 to DS2	Check Amt	-5,242.16	-5,242.16	0.00						
	GL10003 (DS1)	BNKBOA (DS2)	DS1 to DS2															
Check Amt	-5,242.16	-5,242.16	0.00															

**Important:** If Data Security is enabled, a user must have Entity access to view transaction-level information in Match Detail. If the user does not have access to any transaction in the match, an "access restricted" message is displayed.

## Match Detail Header Bar Metrics

Type: Manual  
Status: Matched  
Approval: Unapproved

The header bar of the Match Detail displays the Type, Status, and Approval of the match.

## Complete or Revert Workflow

Completing a workflow can be used to reflect that the process of matching transactions is done for the selected time period and can be performed from either the Matches or Transactions page.

### Complete a Workflow



**Complete WF** marks a workflow period **Complete**.

- On the **Matches** or **Transactions** page, click **Complete WF**.
- The **Workflow Completed** message appears and the **Complete WF** icon is replaced by the **Revert WF** icon.

### Revert Workflow



The **Revert WF** removes the **Complete** checkmark from the workflow and restores it to an open status.

On the **Matches** or **Transactions** page, click **Revert WF**.

## Export



**Export** takes filtered matches and transaction information and exports all or portions of the match data

**Important:** If Data Security is enabled, only OneStream Administrators can export transactions.

The Export option exports all or partial match data in the active match set into a comma-separated values (\*.csv) format. This information can be brought into account reconciliation activities, journal entry, reporting, or even third-party solutions for general or other entry work.

**Important:** The Export feature requires the OneStream App for Windows.

## Export Match and Transaction Details

1. On the header bar of the **Matches** page, click **Export**.
2. Select the **Export Type** from the drop-down list and then click **Export**.




## Comments and Attachments


Comments and attachments can be added at either the Transaction level or the Match level.

### Add Comments and Attachments to a Suggested Match

1. In the **Matches** grid, select the matches that you want to accept.
2. Click **Comments** to add a comment.

**Note:** The **Comments** icon  changes to show when a match contains comments.

- Click **Attachments** to add a file to the match.
- Click **Upload**, navigate to the location of the file, and then click **Open**. Repeat the process to add additional files.

**Note:** The **Attachments**  icon changes to show when a match contains attached files.

3. Click **Accept** to finalize the match.

## Match Actions

Matches can be reviewed, and different actions can be taken on and through the **Matches** page.



## Automatic Matches

Automatic matches are generated by the system based on the match rules created for the match set and can be unmatched by the Approvers, Transaction Matching Administrator, and OneStream Administrators.

### View Automatic Matches

To display automatic matches in the Matches grid, on the Matches page, select **Automatic** from the **Type** drop-down list.

## Accepting/Unaccepting Suggested Matches

Suggested matches are matches made by the system that require acceptance. They may also require approval if **Require Approval - Suggested** is set under Match Set Options.

### Accept Suggested Matches

1. In the **Matches** grid, select the matches that you want to accept. You can select multiple matches and accept them together.
2. In the **Selected Matches** pane, click **Accept**.

### Unaccept Suggested Matches

A suggested match that has been accepted can be unaccepted if it is still unapproved. If it is already approved, it must be unapproved before the suggested match can be unaccepted.

1. In the **Matches** grid, select the accepted match.
2. In the **Match** pane, click **Unaccept**.

## Approving/Unapproving Suggested and Manual Matches

### Approve Matches

Automatic matches are approved when the match is made. Approving an unaccepted suggested match will bypass acceptance and approve the match in a single action.

1. In the **Matches** grid, select the matches that you want to approve. You can select multiple matches and approve them together.
2. In the **Selected Matches** pane, click **Approve**.

### Unapprove Matches

1. In the **Matches** grid, select the approved matches you want to unapprove. You can select multiple matches and unapprove them together.
2. In the **Match** pane, click **Unapprove**.

### Segregation of Duties

Transaction Matching honors strict Segregation of Duties for manual matches. If a user creates a Manual Match, the approval must be performed by another user.

### Unmatch Matches

When you **Unmatch** a match, these events occur:

- The transactions become available on the **Transactions** page.
- The match ID, comments, and attachments associated with the match are permanently removed.

### Remove a Suggested Match

1. In the **Matches** grid, select the checkbox next to the matches that you want to remove. You can select multiple matches and unmatch them together.
2. Click **Unmatch** to remove the match.

The selected matches are removed from the **Matches** grid.

### Remove All Matches

OneStream Administrators can remove all matches for the current filter selections.

**Note:** If entity security is enabled, a Local Admin or Transaction Matching Administrator cannot unmatch for entities that they do not have access to.

1. In the **Matches** grid, make selections from the filters to identify the matches to be removed.
  2. Click **Unmatch All**.
  3. Confirm the match removal.
- All matches for the selected filters are removed from the **Matches** grid.

## Multi-Match Actions

When you select multiple matches on the **Matches** grid, you can apply one of these actions to the selected matches:

- Accept
- Approve
- Unapprove
- Unmatch


The screenshot shows a software interface for managing matches. At the top, there is a 'Matches' section with a 'Defer Refresh' toggle and a refresh icon. Below this is a table with columns: Match, Type, Rule, Match By, Match Date (UTC), Match Period, Status, Status By, and Status Date (UTC). Three rows of data are visible, all with a status of 'Pending'. Below the table is a toolbar with four icons: a green checkmark (Accept), a green checkmark with a blue outline (Approve), a red circular arrow (Unapprove), and a red 'X' (Unmatch). Below the toolbar is a 'Selected Matches' section, which contains a smaller table with an additional 'Approval' column. The two rows in this table have an 'Unapproved' status.

Match	Type	Rule	Match By	Match Date (UTC)	Match Period	Status	Status By	Status Date (UTC)
M210701_000025061	Suggested	1:1 Suggested	System	7/1/2021 5:10:35 PM	2021M1	Pending	System	7/1/2021 5:10:35 PM
M210701_000025060	Suggested	1:1 Suggested	System	7/1/2021 5:10:35 PM	2021M1	Pending	System	7/1/2021 5:10:35 PM
M210701_000025059	Suggested	1:1 Suggested	System	7/1/2021 5:10:35 PM	2021M1	Pending	System	7/1/2021 5:10:35 PM

Match	Type	Rule	Match By	Match Date (UTC)	Match Period	Status	Status By	Status Date (UTC)	Approval
M210701_000025061	Suggested	1:1 Suggested	System	7/1/2021 5:10:35 PM	2021M1	Pending	System	7/1/2021 5:10:35 PM	Unapproved
M210701_000025060	Suggested	1:1 Suggested	System	7/1/2021 5:10:35 PM	2021M1	Pending	System	7/1/2021 5:10:35 PM	Unapproved

## Transactions

 The **Transactions** page displays a stacked grid view for all transactions.

**Important:** If Data Security is enabled, users are only able to see transactions for the entities to which they have Read and Write access.

## Transaction Status

The **Transaction Status** drop down filters the transactions based on the current status of the transaction:

- [Unmatched](#)
- [Matched](#)
- [Suspended](#)
- [Pending Delete](#)
- [Deleted](#)

The Transaction page displays a stacked grid view by default with Data Source 1 (DS1) on top and Data Source 2 (DS2) under it. Click **Layout** to toggle the view between stacked and side-by-side.

**Tip:** You can click  in a column to filter and sort transactions.

## Unmatched

Select Unmatched to show all transactions that are not currently matched and manually match transactions. Manual matching is a process performed when transactions are not matched via the match rules.

## Create a Manual Match

On the **Transactions** page, select the transactions in each data set to be matched. The status bar at the bottom automatically updates the amounts and variance calculations as transactions are selected or cleared. When you make a manual match, these events occur:

- The match type “manual” is assigned to the match.
- A match ID is generated.

- The match status changes to **Matched**.

### Unmatching a Manual Match

Manual matches can be unmatched by Preparers, Approvers, Local Admins, and Transaction Matching Administrators. After approval, only Approvers or Transaction Matching Admins can unmatch a manual match.

### One-Sided Matches

One-sided matches are permitted when selecting more than one transaction in the same data set.

### Assign a Match Reason Code

Match reason codes can be used to aid in identifying issues with matches or individual transactions that may have required a manual match to be performed.

1. Select the transactions from the data sets.
2. On the status bar, select a reason from the **Match Reason Code** drop-down list.
3. Click **Match +**.

### Create Quick Match

A Quick Match moves matched transactions out of the unmatched transaction list immediately upon selection without requiring additional steps such as adding comments or attachments.

1. Select the transactions from the data sets.
2. (Optional): Assign a **Match Reason Code**.
3. Click **Match**.

### Create Match Plus

Match Plus enables the creation of a match while providing an opportunity to add comments or attachments. When the process is complete, the transactions are matched, and any added comments or attachments are saved to the match.

1. Select the transactions from the data sets.
2. (Optional): Assign a **Match Reason Code**.
3. Click **Match +**.
4. (Optional): Click **Comments** to add a comment.
5. (Optional): Click **Attachments** to add a file to the match.
  - Click **Upload**, navigate to the location of the file, and then click **Open**.
  - Repeat to add additional files.
6. Click **Accept** to finalize the match or **Decline** to discard the match.

## Matching Outside of Tolerance

If tolerances are in place across any of the three summary fields and a variance exists then a match will not occur, and an error message is displayed. If the user's role lets them override this tolerance variance, a warning that the match variance is outside the tolerance is displayed.

See also: [Manual Matching Tolerances](#)

## Suspend Transactions



Suspend a transaction to set it aside until it is ready for matching.

If there are transactions awaiting additional data, for example the need to wait for a first of month reconciliation, that transaction can be marked Suspended. This action removes the transaction from the Unmatched status and stores it until it is ready to be matched.

You can apply a reason code to explain why the transaction is being suspended. If the transaction becomes unsuspending or is moved to any other status besides suspended, the reason code is removed from the transaction. You can view reason codes when the transaction list is filtered to suspended transactions.

**Note:** Reason codes can only be applied from the Transactions page. You cannot apply them from the transaction details dialog.

When suspended transactions exist, a warning is visible at the top of every page in Transaction Matching and remains in place for as long as there are suspended transactions.



\*\*\*Warning: Suspended Transactions\*\*\*

To suspend a transaction:

1. Select **Unmatched** from the **Transaction Status** drop-down list.
2. Select the transactions you want to suspend.
3. (Optional): Select a **Reason Code**.
4. Click **Suspend**.

**Important:** If Auto Unsuspend is not enabled, suspended transactions are excluded from rules-based matching.

## Delete Transactions



Delete a transaction that does not need to be matched.

If there are transactions that will never be matched, for example a bank fee deemed immaterial, that transaction can be deleted and marked as Pending Delete. This action can be done by Preparers, Approvers, and Administrators and removes the transaction from the Unmatched status and moves it to the Pending Delete status.

To delete a transaction:

1. Select **Unmatched** or **Suspended** from the **Transaction Status** drop-down list.
2. Select the transactions you want to delete.
3. Click **Delete**.

## Matched

Select Matched to show all transactions that are matched and perform Match Actions in the **Transactions** page.

When you select Matched transactions, you can use these additional filters to change the transactions that display:

- **Match Reason Code:** Select one or more reason codes or **All**.
- **Match Period:** Select **All**, **Current Period**, or **Future Periods**.
- **Import Period:** Select one or more import periods or **All**.

See Also:

- [Match Actions](#)
- [Unmatch Matches](#)
- [Multi-Match Actions](#)

## Suspended

Selecting **Suspended** shows all transactions that are currently suspended. The period the transaction was suspended will be identified by the **Status Period** column. The reason for the suspension, if provided, displays in the **Reason Code** column. If **Auto Unsuspend** is enabled, transactions suspended in one **Workflow** period will be unsuspended in the next period, upon running **Process** in the new period. The **Status Period** will then reflect the new **Workflow** period, which is the period the transaction was automatically moved from suspended to unmatched.

## Unsuspending Transactions

1. From the **Transaction Status** drop-down list select **Suspended**.
2. Select the transactions you want to unsuspend.
3. Click **Unsuspend**.

The selected transactions are returned to the unmatched transaction grid.

## Pending Delete

Selecting **Pending Delete** shows all transactions that were deleted by users. Transactions with a **Pending Delete** state can be deleted or recalled which moves them back to the unmatched state. Only **Approvers**, **Transaction Matching Administrators**, or **OneStream Administrators** may move transactions to a **Deleted** state.



## Recalling Transactions

1. Select **Pending Delete** from the **Transaction Status** drop-down list.
2. Select the transactions you want to recall.
3. Click **Recall**.

When transactions are recalled, they are returned to the unmatched transaction grid.

## Deleted

Only Transaction Matching Administrators or OneStream Administrators have the ability to view deleted transactions. The ability exists to recall these transactions or to permanently remove the transactions from the transaction matching database tables.

Once removed, the selected transactions are permanently removed from the Transaction Matching tables.

## Transaction Details

Select a transaction to review the transactional level details, including comments and attachments. You can also drill back to the source level information. Select a transaction from a data set and then click on the corresponding **Details** button.

The screenshot displays two data grids from the Transaction Matching application. The top grid is titled "GL10003 (DS1)" and contains three rows of transaction data. The second row is selected. The bottom grid is titled "BNKBOA (DS2)" and contains two rows of transaction data. The first row is selected. Below the grids is a summary bar showing a total check amount of -164,520.35 for GL10003 (DS1) and -8.00 for BNKBOA (DS2), with a combined total of -164,512.35. Action buttons for "Details", "Create Items", "Match", "Match+", "Suspend", and "Delete" are visible at the bottom right.

Transaction	Check Date	Post Date	Check Amt	Detail Amt	Check No	Invoice	JE Num	Src Entity	Entity	Src Acct
T210608_000106320	2021-12-14	2021-12-14	-588.32	-588.32	5001599	75790	3053676	Heights	Houston Heights	10003
T210608_000106327	2022-01-18	2022-01-18	-164,520.35	-164,520.35	5101600	75791	3053677	South	South Houston	10003
T210608_000106447	2022-01-18	2022-01-18	-164,520.35	-164,520.35	5101600	75791	3053677	Heights	Houston Heights	10003

Transaction	Load Period	Src Entity	Entity	Src Acct	Debit Amt	Detail Amt	Descrip	Check No	Debit Date	BNkAcct#
T210608_000105831	2022M1	Heights	Houston Heights	10003	-8.00	-8.00	NSF	SF65	2022-01-31	BN#1234567
T210608_000105832	2022M1	Heights	Houston Heights	10003	-55.00	-55.00	Bank Fee	SF34	2022-01-31	BN#1234567

Summary: GL10003 (DS1) Check Amt: -164,520.35; BNKBOA (DS2) Check Amt: -8.00; Total: -164,512.35

Buttons: Details, Details, Create Items, Match, Match+, Suspend, Delete

## Drill Back

When you click **Drill Back**, information for any Dimension data that was not null upon import is displayed. Additionally, the dialog displays the source data that was loaded, the target (transformed data), the transformation rule that was applied, and if the sign was flipped.

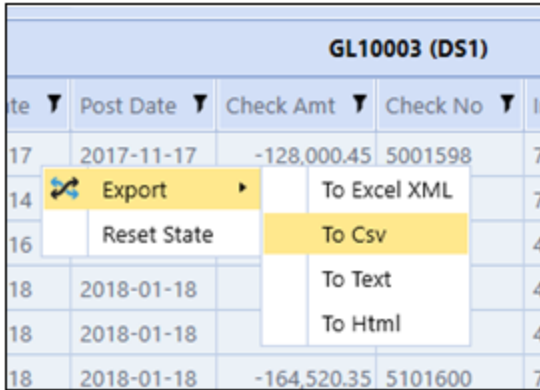
Dimension	Cube Dimension	Source Value	Target Value	Rule Group	Rule Name	Description	Flip Sign	Rule Type	Rule Expression
Et	CorpEntities	68	Montreal	CorpEntities	68	Montreal	<input type="checkbox"/>	TransformOneToOne	
Ac	HoustonAccounts	10003	10100	HoustonAccounts	CashBalance	Cash & Disbursements	<input type="checkbox"/>	TransformRange	10001~10003
Ic	IC	None	None	IC	None		<input type="checkbox"/>	TransformOneToOne	
Cn		Local	Local				<input type="checkbox"/>		
Sn		(Current)	ActualTXM				<input type="checkbox"/>		
Tm		(Current)	2022M1				<input type="checkbox"/>		
Vw	View	YTD	YTD	View	YTD		<input type="checkbox"/>	TransformOneToOne	
Fw	Flows	None	None	Flows	None		<input type="checkbox"/>	TransformOneToOne	
Og		Import	Import				<input type="checkbox"/>		
U1	CostCenters	None	None	CostCenters	None	NONE	<input type="checkbox"/>	TransformOneToOne	
U2	CorpProducts	None	None	CorpProducts	None		<input type="checkbox"/>	TransformOneToOne	
U3	CorpSalesRegions	None	None	CorpSalesRegions	None		<input type="checkbox"/>	TransformOneToOne	
U4	Custom4	None	None	UD4	None		<input type="checkbox"/>	TransformOneToOne	
U5	GAAPs	None	None	GAAPs	None		<input type="checkbox"/>	TransformOneToOne	

**Important:** Data imported for Transaction Matching is cleared from stage at the conclusion of the import. Therefore, source data cannot be retransformed in Transaction Matching and must be loaded.

## Export Transactions

Transactions displayed in a grid can be exported from the **Transactions** page.

1. Select the transactions you want to export.
2. Right-click anywhere on the selection of rows and click **Export > To Csv**.



3. Navigate to the location you want to save the file. Enter the file name and click **Save**.  
Open the extracted file in Excel to view the exported information.

## Multi-Row Selection

By using the mouse and the keyboard, you can select multiple rows in a grid view, including items that are not next to each other (non-contiguous), even if they are on different pages. To clear all the selections made, click **Deselect All** or **Refresh**.

To Select	Do This
A single row	Click anywhere in the row.
Multiple non-contiguous rows	<ol style="list-style-type: none"> <li>1. Click anywhere in a row.</li> <li>2. Hold down the Ctrl key and select the next row.</li> <li>3. Repeat until all rows are selected.</li> </ol>
A contiguous group of rows	<ol style="list-style-type: none"> <li>1. Click the first row of the group.</li> <li>2. Hold down the Shift key and select the last row of the group.</li> </ol>

To Select	Do This
Multiple contiguous groups of rows	<ol style="list-style-type: none"> <li>1. Click the first row of the group.</li> <li>2. Hold down the Shift key and select the last row of the group.</li> <li>3. Hold down the Ctrl key and select the first row of the next group.</li> <li>4. Press and hold Ctrl+Shift and select the last row of the next group.</li> </ol>
Rows on multiple pages	<ol style="list-style-type: none"> <li>1. Perform the steps for the row type you want to select.</li> <li>2. Repeat until all rows on the page are selected.</li> <li>3. Click the next page and repeat the procedure until all rows on all pages are selected.</li> </ol>

## Scorecard

 The **Scorecard** page contains the **Match Set Scorecard** and **Analysis** pages.

The Scorecard provides insights into the status of the match set while the corresponding Analysis pages provide more detailed operational data.

**Important:** The Match Set Scorecard and Analysis require the OneStream App for Windows.

## Match Set Scorecard

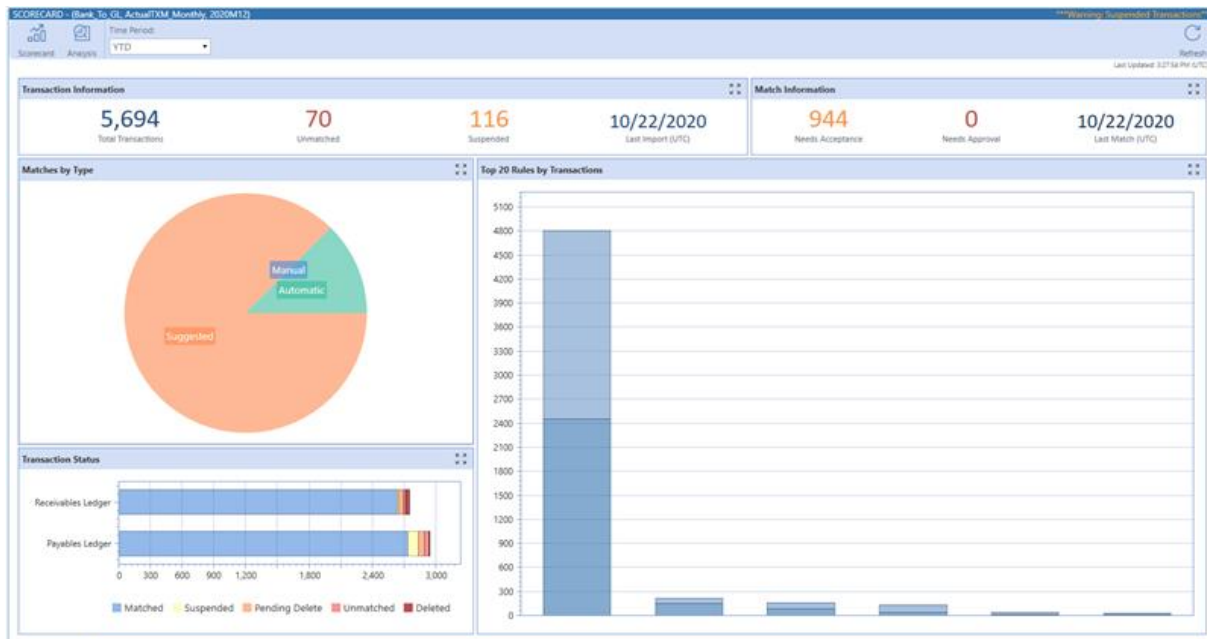




The **Scorecard** is a visual display of Key Performance Indicators of the active match set based on a selected Time Period.

Statistics are based on transactions for which a user has access that were loaded and/or matches created in the selected Date Range. Information is available in the following areas:

- **Transaction Information** is a text-based summary of all transactions.
- **Match Information** is a text-based summary of match results.
- **Matches by Type** is a pie chart that displays the number of Automatic, Manual, and Suggested matches while also showing the proportional to the sum of all matches in the match set. Hover the mouse over the titles to view total and percentage values.
- **Transaction Status** is a stacked bar chart displaying the number of Unmatched, Matched, Suspended, Pending Delete, and Deleted transactions, with the data sets on the vertical axis and their values along the horizontal axis. Hover the mouse over the chart to view totals by transaction status.
- **Top 20 Rules by Transaction** is a stacked column chart that displays the rule type along the horizontal axis and their values on the vertical axis. Hover the mouse over a shaded section to view the rule name and results.

**Important:** If Data Security is enabled, information displayed relates to the user's security access.



**Tip:** Click  to maximize and  to minimize a section of the Scorecard.

## Analysis



Analysis contains pivot information for transactions loaded in the selected Time Period by data set and matches made during the Time Period by rule, variances, or comments and attachments based on a selected Time Period.

The following operational reports are available from the Analysis page based on the user's transaction access:

- **Transactions by Data Set** displays totals for each data set as well as grand totals for Unmatched, Suspended, Manual, Suggested, and Automatic matches. Each row also shows the percentage matched.
- **Matches by Rule** displays totals for Matches, Transactions, Pending, and Unapproved for each rule included in the workflow. The information is also displayed in percentage form for Accepted and Approved and provides the Last Match Date.
- **Matches with Variance** lists matches containing a variance that can be filtered and/or sorted by Status or Approval detail, Reason Code, amount information, or Transaction by data source.
- **Matches with Comments or Attachments** lists matches that contain comments or attachments.



Select a row in any of the above grids and click **Details** to view the complete Match Details.

## Data Splitting

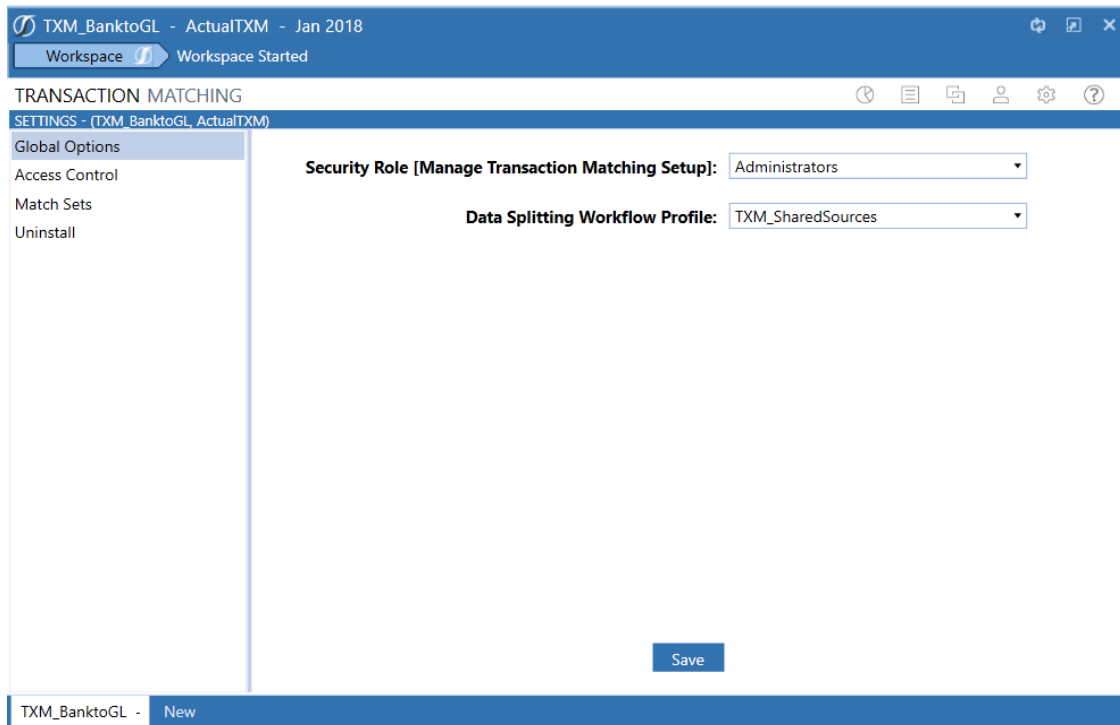
Data Splitting provides the ability to divide a single data source between numerous data sets across multiple Match Sets. This flexibility enables the file to be accessed across different areas such as departments or divisions, while controlling access and visibility through the separate match sets.

### Data Splitting Setup

#### Assign Data Splitting Workflow Profile

*Data Splitting Workflow Profile* are base input parent workflow profiles that are available for Data Splitting. When applied, all base input imports under this profile are available for data splitting setup.

1. On the **Settings** page, click **Global Options** and then select the Data Splitting Workflow Profile from the drop-down list.
2. Click **Save**.



## Set up Data Splitting Dashboard

1. On the Application tab, click **Workflow > Workflow Profiles > {Select Your Transaction Matching Review Level WF}**
2. Click the Workflow Profile and the Scenario you want to assign.
3. On the **Profile Properties** tab in the Workflow Settings section, adjust the following settings:
  - **Cube Name:** Select the Cube Name from the drop-down list.
  - **Workflow Name:** Select Workspace from the drop-down list.

- **Workspace Dashboard Name (Custom Workflow):** Click **Edit (...)**, select **0\_DataSplitting\_TXMT – Transaction Matching** from the drop-down list and then click **OK**.
4. Click **Save**.

Workflow Settings	
Cube Name	TXM
Workflow Name	Workspace
Workspace Dashboard Name (Custom Workflow)	0_DataSplitting_TXMT - Transaction Matching

**Important:** Uninstall UI will reset the Workspace Dashboard name to (Unassigned). An Administrator must manually reassign the Workspace Dashboard name after performing an Uninstall UI.

## Source Import

The source imports are the Base Import Children in the Data Splitting Workflow Profile assigned to a data set.

## Filters



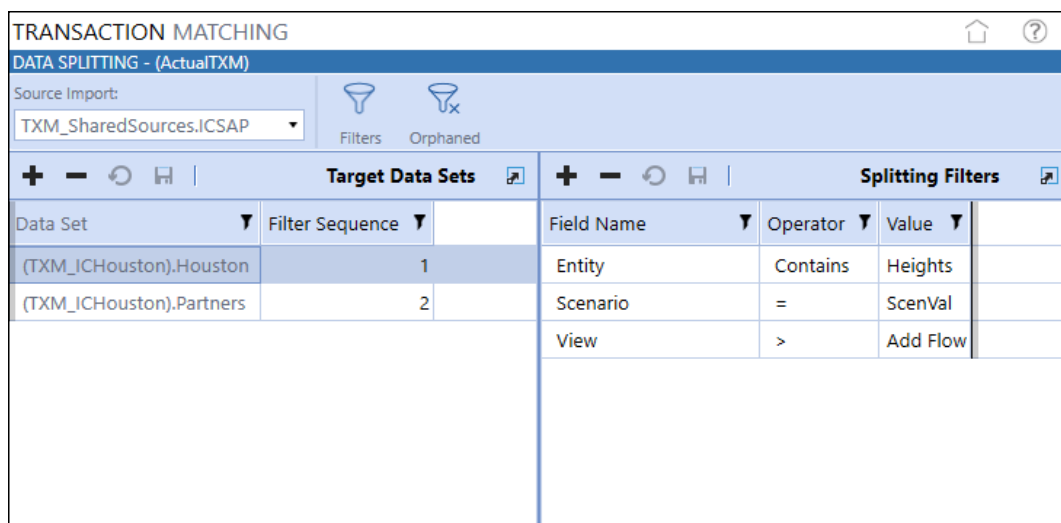
The **Filters** page provides for the management of data splitting filters which determine how transactions are split between the various target data sets.

On the **Filters** page, there is no limit to the number of filters you can create and modify. At any time, you can refine the processing order of the application of these filters to a target data set in the Source Import.

## Add Splitting Filters

1. On the **Data Splitting** page, select a data source from the **Source Import** drop-down list.
2. In the **Target Data Sets** pane, click the data set where the split data will be added.
3. In the **Splitting Filters** pane, click **Insert Row** to add a filter to the selected import source.
4. Click **Save** when you have finished adding or editing the filters.





## Target Data Sets

- Data Sets display in the **Target Data Sets** pane after the Source Import is selected.
- For target data sets to show up in data splitting, they must already be assigned to the match set data set.
- **Filter Sequence** is the order in which filters are applied to the source import to determine where each transaction is split to.

## Splitting Filters

- **Field Name** is a drop-down list containing all fields in the selected target data set.
- The **Operator** in a filter specifies how filter criteria relate to one another.
- **Value** is the information used by the operator.

Operator	Definition
=	Is equal to the value specified (exact match).
>	Is greater than the value specified.

Operator	Definition
> =	Is greater than or equal to the value specified.
<	Is less than the value specified.
< =	Is less than or equal to the value specified.
< >	Is not equal to the value specified.
In 1;2;3 or 'A'; 'B'; 'C'	Displays values that are the same as what is specified.
Between 1;2 or 'A'; 'Z'	Displays values that fall between the first and second values (including the listed values)
Starts With	Displays results where the data in the column starts with the value in the filter.
Does Not Start With	Displays results where the data in the column starts with anything except the value in the filter.
Ends With	Displays results where the data in the column ends with the value in the filter.
Does Not End With	Displays results where the data in the column ends with anything except the value in the filter.
Contains	Displays only records where the data in the column contains all the values in the filter.
Does Not Contain	Displays only records where the data in the column does not contain any of the values in the filter.

## Orphaned



The **Orphaned** transactions grid displays transactions that were not picked up through the application of filters and weren't imported and split into a target data set.

Orphaned transactions are displayed in a grid that can be filtered and/or sorted. This process is intended to provide visibility in order to determine which transactions need to be manually assigned to a data set.

TRANSACTION MATCHING

DATA SPLITTING - (Actual TXM)

Source Import: TXM\_SharedSources.Suspe... Filters Orphaned

Orphaned Transactions

TransactionID	TransactionN	FKDataSetID	Wk	Wk	Wk	Status	StatusDate	ImportDate	FKMatchID	Am	Lb	SI	Tv	Et	Pr	Cn	Sn	Tm	Vw	Ac	Fw
515562-3949-4571	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	6152.450000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
8780809-6476-4156	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	7532.850000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
6ad9961-2f3e-4762	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	7766.910000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
7d47ada1-d649-47eb	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	8000.970000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
dd04040-b373-4807	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	8235.030000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
94d2605-3792-4796	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	8469.090000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
124e8d3-0838-4063	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	11043.750000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
74066d4e-1dc3-4a86	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	11277.810000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
2b6b6fa-d961-45a7	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	11511.870000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
3f126f2a-5b4a-4a3d	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	11745.930000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
d5632e3c-fb07-4554	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	11979.990000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
60808012-056c-4574	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	12214.050000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
9d94d79c-5cea-4f53	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	12448.110000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				
59368782-2b2d-42b6	T200324_000010	10000000-0000-0000-C	c4d805f0-72f	1048626	2018005000	0	Michael	3/24/2020 9:53:18 PM	3/24/2020 9:53:18 PM	00000000-0000-0	12682.170000000	Suspense_022818	Heights	Local	(Current)	(Current)	10200				

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Data Set: Assign

## Managing Orphaned Transactions

There are two ways to manage orphaned transactions:

1. Analyze the transactions in the orphaned transactions grid and create or edit a match set rule filter to catch the transactions. (Best Practice)
2. Manually assign orphaned transactions to a data set.

**Note:** Filters created for a source import in data splitting are only applied to that import source.

## Manually Assign Orphaned Transactions to a Data Set

1. In the Orphaned transactions grid, select the transactions you want to assign.
2. Select the appropriate data set from the **Data Set** drop-down list.
3. Click **Assign**.

## Preparing External Files

For integration purposes, the transactional level data must contain the applicable dimensionality to correlate the transaction to the respective reconciliation. In many cases, this is S.Entity, S.Account, T.Entity, and T.Account but could also contain other tracking levels such as UDs if required.

The source dimensionality is often in the files pulled from the ERP. However, third party or external systems may be used for matching purposes and these files most likely will not have the source information needed.

Follow these steps to pre-process the data to enhance the external files so that upon import the transactional line contains the source dimensions based on a field in the data.

**Note:** All lookups in this example were put into a single lookup table and run on a single parser rule but could be broken out if significant lookups are required.

1. Data source creation, map file to the specific fields.  
**Example:** Mapped Entity and Account from the bank

**Data Sources - TXM\_BankBOA (HoustonEntities)**

Description	Amount	CheckNo	Check Date	Account No.	Location	Ref #	Proc Date	Statement Date
BOA Disbursement	-5431.16	520476	3/8/2022	BN#123456789	HHBranch123USA	1243787	3/8/2022	4/5/2022
BOA Disbursement	-5467.16	510536	3/22/2022	BN#123456789	HHBranch123USA	1243844	3/22/2022	4/5/2022
BOA Disbursement	-5410.16	510441	3/3/2022	BN#123456789	HHBranch123USA	1243768	3/3/2022	4/5/2022
BOA Disbursement	-5494.16	510581	3/31/2022	BN#123456789	HHBranch123USA	1243880	3/31/2022	4/5/2022
BOA Disbursement	-5491.16	520576	3/28/2022	BN#123456789	HHBranch123USA	1243867	3/28/2022	4/5/2022
BOA Disbursement	-5461.16	520526	3/18/2022	BN#123456789	HHBranch123USA	1243827	3/18/2022	4/5/2022
BOA Disbursement	-65955.61	5201534	3/10/2022	BN#123456789	HHBranch123USA	1243797	3/10/2022	4/5/2022
BOA Disbursement	-5419.16	510456	3/6/2022	BN#123456789	HHBranch123USA	1243780	3/6/2022	4/5/2022
BOA Disbursement	-66102.61	5201597	3/31/2022	BN#123456789	HHBranch123USA	1243881	3/31/2022	4/5/2022
BOA Disbursement	-65962.61	5201537	3/11/2022	BN#123456789	HHBranch123USA	1243801	3/11/2022	4/5/2022
BOA Disbursement	-66011.61	5201558	3/18/2022	BN#123456789	HHBranch123USA	1243829	3/18/2022	4/5/2022
BOA Disbursement	-5494.16	520581	3/29/2022	BN#123456789	HHBranch123USA	1243871	3/29/2022	4/5/2022
BOA Disbursement	-5500.16	63541	3/31/2022	BN#123456789	HHBranch123USA	1243755	3/31/2022	4/5/2022
N F	-8	5F65	1/31/2022	BN#123456789	HHBranch123USA	1243886	1/31/2022	4/5/2022

**Configuration for HoustonEntities:**

- Name: Et
- Data Type: Text
- Position Settings: Column Number: 6
- Logical Operator: Business Rule
- Logical Expression: TransformSource\_Preimport\_Lookup

**Data Sources - TXM\_BankBOA (HoustonAccounts)**

Description	Amount	CheckNo	Check Date	Account No.	Location	Ref #	Proc Date	Statement Date
BOA Disbursement	-5431.16	520476	3/8/2022	BN#123456789	HHBranch123USA	1243787	3/8/2022	4/5/2022
BOA Disbursement	-5467.16	510536	3/22/2022	BN#123456789	HHBranch123USA	1243844	3/22/2022	4/5/2022
BOA Disbursement	-5410.16	510441	3/3/2022	BN#123456789	HHBranch123USA	1243768	3/3/2022	4/5/2022
BOA Disbursement	-5494.16	510581	3/31/2022	BN#123456789	HHBranch123USA	1243880	3/31/2022	4/5/2022
BOA Disbursement	-5491.16	520576	3/28/2022	BN#123456789	HHBranch123USA	1243867	3/28/2022	4/5/2022
BOA Disbursement	-5461.16	520526	3/18/2022	BN#123456789	HHBranch123USA	1243827	3/18/2022	4/5/2022
BOA Disbursement	-65955.61	5201534	3/10/2022	BN#123456789	HHBranch123USA	1243797	3/10/2022	4/5/2022
BOA Disbursement	-5419.16	510456	3/6/2022	BN#123456789	HHBranch123USA	1243780	3/6/2022	4/5/2022
BOA Disbursement	-66102.61	5201597	3/31/2022	BN#123456789	HHBranch123USA	1243881	3/31/2022	4/5/2022
BOA Disbursement	-65962.61	5201537	3/11/2022	BN#123456789	HHBranch123USA	1243801	3/11/2022	4/5/2022
BOA Disbursement	-66011.61	5201558	3/18/2022	BN#123456789	HHBranch123USA	1243829	3/18/2022	4/5/2022
BOA Disbursement	-5494.16	520581	3/29/2022	BN#123456789	HHBranch123USA	1243871	3/29/2022	4/5/2022
BOA Disbursement	-5500.16	63541	3/31/2022	BN#123456789	HHBranch123USA	1243755	3/31/2022	4/5/2022
N F	-8	5F65	1/31/2022	BN#123456789	HHBranch123USA	1243886	1/31/2022	4/5/2022

**Configuration for HoustonAccounts:**

- Name: Ac
- Data Type: Text
- Position Settings: Column Number: 5
- Logical Operator: Business Rule
- Logical Expression: TransformSource\_Preimport\_Lookup

2. Create a transformation lookup rule.

The screenshot shows the 'Transformation Rules - TXM\_BankBOA' interface. On the left is a tree view of 'Rule Groups' including Entity Dimensions, Scenario Dimensions, Time Dimensions, View Dimensions, Account Dimensions, Flow Dimensions, IC Dimensions, UD1-UD8 Dimensions, Derivative, and Lookup. The 'Lookup' group is expanded, showing several rules, with 'TXM\_BankBOA' selected. The main pane displays the configuration for this rule:

- General:** Name: TXM\_BankBOA, Description: BankBOA\_Entity
- Security:** Access Group: Everyone, Maintenance Group: Everyone
- Settings:** Cube Dimension Name: (Lookup)

Below the settings is a table with the following data:

Source Value	Description	Target Value	Order
HHBranch123USA		Heights	0
MONTBranch6758CA		68	1
STHHBranch125USA		South	2
BN#123456789		10003	4

3. Create a parser rule and update it to call the lookup table created in step 2.

The screenshot shows the 'Business Rules - TransformSource\_PreImport\_Lookup' interface. On the left is a tree view of various parser rules. The main area displays the 'Formula' tab with the following C# code:

```

6 Imports System.Globalization
7 Imports System.Linq
8 Imports Microsoft.VisualBasic
9 Imports System.Windows.Forms
10 Imports OneStream.Shared.Common
11 Imports OneStream.Shared.Icf
12 Imports OneStream.Shared.Engine
13 Imports OneStream.Shared.Database
14 Imports OneStream.Stage.Engine
15 Imports OneStream.Stage.Database
16 Imports OneStream.Finance.Engine
17 Imports OneStream.Finance.Database
18
19 Namespace OneStream.BusinessRule.Parser.TransformSource_PreImport_Lookup
20 Public Class MainClass
21 Public Function Main(ByVal si As SessionInfo, ByVal globals As BRGlobals, ByVal api As ParserDimension, ByVal args As ParserArgs) As Object
22 Try
23
24 'Init Return Value
25 Dim retValue As String = String.Empty
26
27 'Provide name of lookup rule group
28 Dim transformationLookupGroup As String = "TXM_BankBOA"
29
30 'Define if passthrough should be used True/False. This means that if the rule is not found for the source value, the return value
31 ' for TransformText will be same as the source value.
32 Dim usePassthroughIfLookupNotFound As Boolean = True
33
34 If args.Value.Length > 0 Then
35 Try 'Exception is thrown if ruleGroup is not found
36 'perform lookup of source value in specified lookup rule
37 retValue = BRApi.Utilities.TransformText(si, args.Value, transformationLookupGroup, usePassthroughIfLookupNotFound)
38 Catch exRuleGroupNotFound As Exception
39 'return the source value
40 retValue = args.Value
41 End Try
42 End If
43
44 Return retValue
45 Catch ex As Exception
46 Throw ErrorHandler.LogWrite(si, New XFException(si, ex))
47 End Try
48 End Function
49 End Class
50 End Namespace
    
```

4. Update the data source mapping for Entity and Account to call the parser rule.

The screenshot shows the 'Data Sources - TXM\_BankBOA (HoustonAccounts)' interface. It features a table of transactions and a configuration panel for the data source mapping.

Description	Amount	CheckNo	Check Date	Account No.	Location	Ref #	Proc Date	Statement
BOA Disbursement	-5431.16	520476	3/8/2022	BN#123456789	HHB ranch123USA	1243787	3/8/2022	4/5/2022
BOA Disbursement	-5467.16	510536	3/22/2022	BN#123456789	HHB ranch123USA	1243844	3/22/2022	4/5/2022
BOA Disbursement	-5410.16	510441	3/3/2022	BN#123456789	HHB ranch123USA	1243768	3/3/2022	4/5/2022
BOA Disbursement	-5494.16	510581	3/31/2022	BN#123456789	HHB ranch123USA	1243880	3/31/2022	4/5/2022
BOA Disbursement	-5491.16	520576	3/28/2022	BN#123456789	HHB ranch123USA	1243867	3/28/2022	4/5/2022
BOA Disbursement	-5461.16	520526	3/18/2022	BN#123456789	HHB ranch123USA	1243827	3/18/2022	4/5/2022
BOA Disbursement	-65955.61	5201534	3/10/2022	BN#123456789	HHB ranch123USA	1243797	3/10/2022	4/5/2022
BOA Disbursement	-5419.16	510456	3/6/2022	BN#123456789	HHB ranch123USA	1243780	3/6/2022	4/5/2022
BOA Disbursement	-66102.61	5201597	3/31/2022	BN#123456789	HHB ranch123USA	1243881	3/31/2022	4/5/2022
BOA Disbursement	-65962.61	5201537	3/11/2022	BN#123456789	HHB ranch123USA	1243801	3/11/2022	4/5/2022
BOA Disbursement	-66011.61	5201558	3/18/2022	BN#123456789	HHB ranch123USA	1243829	3/18/2022	4/5/2022
BOA Disbursement	-5494.16	520581	3/29/2022	BN#123456789	HHB ranch123USA	1243871	3/29/2022	4/5/2022
BOA Disbursement	-5500.16	63541	3/31/2022	BN#123456789	HHB ranch123USA	1243755	3/31/2022	4/5/2022
NS F	-8	SF65	1/31/2022	BN#123456789	HHB ranch123USA	1243886	1/31/2022	4/5/2022

The configuration panel below the table shows the following settings:

- General: Name: Ac
- Settings: Data Type: Text
- Position Settings: Column Number: 5
- Logical Expression And Override Settings: Logical Operator: Business Rule; Logical Expression: TransformSource\_PreImport\_Lookup
- Text Fill Settings: (empty)

### Load File

	A	B	C	D	E	F	G	H	I
1	Description	Amount	CheckNo	Check Date	Account No.	Location	Ref #	Proc Date	Statement Date
2	BOA Disbursement	-5431.16	520476	3/8/2022	BN#123456789	HHBranch123USA	1243787	3/8/2022	4/5/2022
3	BOA Disbursement	-5467.16	510536	3/22/2022	BN#123456789	HHBranch123USA	1243844	3/22/2022	4/5/2022
4	BOA Disbursement	-5410.16	510441	3/3/2022	BN#123456789	HHBranch123USA	1243768	3/3/2022	4/5/2022
5	BOA Disbursement	-5494.16	510581	3/31/2022	BN#123456789	HHBranch123USA	1243880	3/31/2022	4/5/2022
6	BOA Disbursement	-5491.16	520576	3/28/2022	BN#123456789	HHBranch123USA	1243867	3/28/2022	4/5/2022
7	BOA Disbursement	-5461.16	520526	3/18/2022	BN#123456789	HHBranch123USA	1243827	3/18/2022	4/5/2022
8	BOA Disbursement	-65955.61	5201534	3/10/2022	BN#123456789	HHBranch123USA	1243797	3/10/2022	4/5/2022
9	BOA Disbursement	-5419.16	510456	3/6/2022	BN#123456789	HHBranch123USA	1243780	3/6/2022	4/5/2022
10	BOA Disbursement	-66102.61	5201597	3/31/2022	BN#123456789	HHBranch123USA	1243881	3/31/2022	4/5/2022

### Results

Status		Source Intersections									
Amount (Raw)	SourceID	HoustonEntiti	Time	View	HoustonAcco	Label	Flows	IC	CostCenters	HoustonProdi	HoustonSales
-5,431.16	BankApr2021	Heights	(Current)	YTD	10003		None	None	None	None	None



# Integration

OneStream Financial Close consists of these integrated solutions:

- Transaction Matching
- Account Reconciliations


Use this check list to integrate the OneStream Financial Close solutions.

Step	Task	See
1	Enable integration	<a href="#">Enabling Integration</a>
2	Assign Match Sets	<a href="#">Assigning Match Sets</a>
3	Map Detail Item information	<a href="#">Mapping Detail Item Information</a>

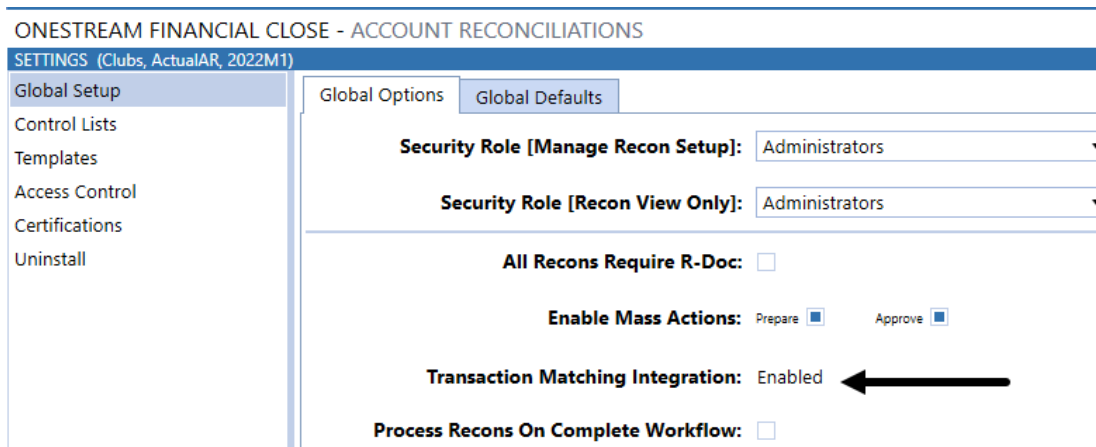
## Enabling Integration

**Note:** After you enable integration with Transaction Matching and save the settings, you cannot disable the integration.

To enable integration between solutions in OneStream Financial Close:

1. In Account Reconciliations, click **Show Settings Page**  .
2. On the **Global Setup > Global Options** page, click **Enable** next to **Transaction Matching Integration**.

3. Confirm the integration and then click **Save**.



See [Global Setup](#).


## Assigning Match Sets

In Account Reconciliations, assign one or more match sets to a reconciliation in the inventory. After assigning match sets, you can filter the reconciliation inventory by the match sets assigned.

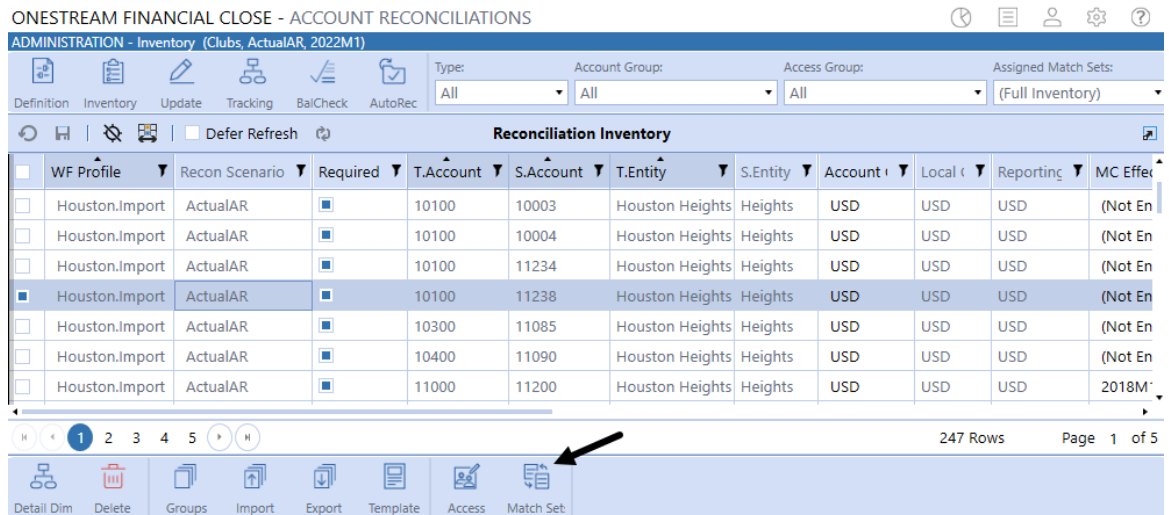
You can assign match sets to a single reconciliation or you can select multiple reconciliations and assign match sets to the entire selection.

**Note:** You cannot assign match sets to account groups. Child reconciliations can be assigned to a match set, but the assigned balance does not display unless the reconciliation is removed from the account group.

To assign match sets:

1. In Account Reconciliations, click **Show Administration Page**  to display the Reconciliation Inventory.
2. To filter the inventory to view where Match Sets have been assigned, from the **Assigned Match Sets** filter, select one or more match sets to include in the list or select one of these options:

- **(Full Inventory):** All reconciliations.
  - **(All):** Reconciliations that have a match set assigned.
  - **(None):** Reconciliations that do not have a match set assigned.
3. Select one or more reconciliations and then click **Match Set**.



4. If you selected a single reconciliation, from **Available Match Sets**, select one or more match sets to assign to the reconciliation, click **Add**, and then click **Close**.

If you selected multiple reconciliations, select the checkbox next to the match sets you want to assign to the reconciliations, click **Add**, click **OK**, and then click **Close**.

## Mapping Detail Item Information


Detail item mapping is done in Transaction Matching. If a match set is assigned to a reconciliation, you must map each data set within the match set to a reconciliation.

Keep these mapping requirements in mind:

- If the account reconciliation instance is single currency (Multi-Currency is not enabled), then Local Amount and Item Name must be mapped.
- If Multi-Currency is enabled and all reconciliations within the Reconciliation Inventory are multi-currency, then Detail Amount and Item Name must be mapped.

- If Multi-Currency is enabled and Single and Multi-Currency reconciliations exist in the Reconciliations Inventory, then Local Amount, Detail Amount, and Item Name must be mapped.

To map detail item information:

1. In Transaction Matching, click **Show Match Set Administration** page .
2. Click **Data Sets** and then select a data set.
3. Align the **Name** column with the alias for the Account Reconciliation column. For example, Attribute 17 (Date) is mapped to the Check Date in Account Reconciliation.

GL10003 - Fields							
Name	Alias	Column Order	Display Format	Summary 1	Summary 2	Summary 3	Detail Item Mapping
WF Time	Load Period	9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
Attribute Value 1	Detail Amt	3	N2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail Amount
Entity	Entity	7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
S.Entity	Srce Entity	7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
Attribute 18 (Date)	Post Date	2	yyyy-MM-dd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
Attribute 17 (Date)	Check Date	1	yyyy-MM-dd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transaction Date
Amount	Check Amt	3	N2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Amount
Account	Account	8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
S.Account	Srce Acct	8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
Attribute 3	JE Num	6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reference 2
Attribute 2	Invoice	5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reference 1
Attribute 1	Check No	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item Name

4. In the **Detail Item Mapping** column, make selections to map which columns in Transaction Matching populate the detail item in Account Reconciliations. For example, the check number will be displayed in the **Item Name** column.

## Creating Detail Items

There are two ways to create detail items in OneStream Financial Close:

- [From Transaction Matching](#)
- [From Account Reconciliations](#)

Both methods create detail items using Transaction Matching and detail items are defined as X item types.

## From Transaction Matching

From the **Transactions** page, you can create detail items from matched or unmatched transactions and send them directly to Account Reconciliations. Detail items can be created by data set for selected transactions or all available transactions. Available transactions are those transactions that have not already been used to create a detail item in the current workflow period. Transactions can only be used once per workflow period to create a detail item and cannot be deleted if used to create a detail item in any workflow period. You can also create detail items for multiple reconciliations at once.

Aggregation can be done by:

- Total (single sum amount)
- Transaction Date (recommended)
- Item Name

**Note:** The user creating the detail items must have access and entitlements to both Transaction Matching and Account Reconciliations.

These actions are not allowed while detail items are being created:

- Processing in Account Reconciliations
- Completing Workflow in Account Reconciliations
- Running Process in Transaction Matching for the match set
- Manual matching and unmatching in Transaction Matching for the match set

To create detail items:

1. From **Transaction Status**, select **Matched** or **Unmatched**.
2. From the **Reconciliation Link** drop down, select an option to filter the list of transactions:
  - **(All)**: Displays all transactions.
  - **No Detail Item**: Displays transactions that have not been used to create a detail item in the current workflow period. Use this option to ensure that you do not select a transaction that has already been used to create a detail item.

- **Detail Item Exists:** Displays transactions that have been used to create a detail item in the current workflow period.
3. If you selected **Unmatched**, go to the next step. If you selected **Matched**, make selections from these filters to update the displayed transactions:
    - **Match Reason Code:** Select one or more reason codes or **All**.
    - **Match Period:** Select **All**, **Current Period**, or **Future Periods**
    - **Import Period:** Select one or more import periods or **All**.
  4. Select the checkbox next to one or more transactions for which you want to create a detail item.

**Note:** The selected transactions must all be of the same currency level to create one detail item. Transactions are first aggregated by currency level.

1. Click **Create Items**.

The screenshot shows a 'Create Detail Items' window with two data set configurations:

- GL10003 (DS1):**
  - Transactions: Selected
  - Reverse Sign:
  - Item Name: [Check No]
  - Aggregation: (None)
  - Item Type: Matching\_DS1
  - Reference 1: [Invoice]
  - Reference 2: [JE Num]
- BNKBOA (DS2):**
  - Transactions: Selected
  - Reverse Sign:
  - Item Name: [Check No]
  - Aggregation: (None)
  - Item Type: Matching\_DS2
  - Reference 1: [Descrip]
  - Reference 2: [BnkAcct#\_Bnk Location]

Buttons: Create, Cancel

2. For each data set, make selections from these options:

- **Transactions:** Options are: **Selected**, **All**, or **None**.

**Caution:** **All** creates detail items for all transactions in the data set, not just the transactions displayed on the first page.

- **Reverse Sign:** Reverses the sign from positive to negative or vice versa.
- **Item Name:** Defaults to the mapped Item Name field and can be changed. If left blank, it defaults to "Transaction Matching Item" as the item name.
- **Aggregation:** Select from these options:

**Note:** Regardless of the aggregation selected, transactions of different currencies will not aggregate into a single line item. For example, if you have 10 CAD and 10 USD transactions and selected total there would be two detail line items created, one for USD total and one for CAD total.

- **None:** Creates a detail item for each transaction.
- **Total:** Creates one detail item for all transactions in the data set.
- **Item Name:** Creates a detail item for each unique item name.
- **Transaction Date:** Creates a detail item for each transaction date.
- **Item Type:** Defaults to **Matching\_DS1**, **Matching\_DS2**, or **Matching\_DS3** depending on the associated data set. You can change this to be any item type in the control list.
- **Reference 1:** Defaults to the mapped Reference 1 fields. If you make any changes in this field, the value that you input becomes Reference 1.
- **Reference 2:** Defaults to the mapped Reference 2 fields. If you make any changes in this field, the value that you input becomes Reference 2.

### 3. Click **Create**.

In Account Reconciliations, the detail items display as X item types.

				S.Account: 16305 S.Entity: HOUSTON Tracking Detail:			
				T.Account: 16305 T.Entity: Houston			
				Detail Items			
<input type="checkbox"/>	O ▼	R ▼	Amount ▼	Currency ▼	Account (CAD) ▼	Local (USD) ▼	Reporting (EUR) ▼
<input type="checkbox"/>	ALR	X	689.83	CAD	758.81	689.83	862.29
<input type="checkbox"/>	ALR	X	836.04	EUR	919.64	836.04	1,045.05
<input type="checkbox"/>	ALR	X	795.86	CAD	875.45	795.86	994.83
<input type="checkbox"/>	ALR	X	487.26	CAD	535.99	487.26	609.08
<input type="checkbox"/>	ALR	X	600.95	USD	661.04	600.95	751.19
<input type="checkbox"/>	ALR	X	250.03	GBP	275.03	250.03	312.54

## From Account Reconciliations

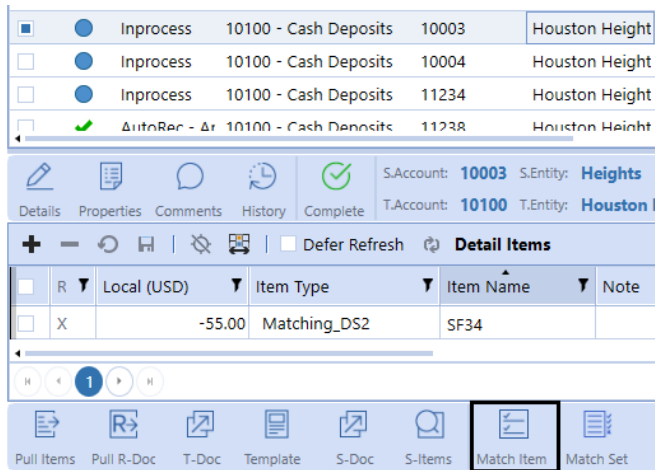
From the Reconciliations Workspace, you can create detail items by matching transactions and pulling them into Account Reconciliations. Transactions are filtered to show only those that relate to the reconciliation and available for the current period. Detail items created this way are defined as X item types and can be auto-reconciled. See [AutoRec](#).

**Note:** X item types created with overrides do not require supporting documentation. The ability to drill back to Transaction Matching provides the required support.

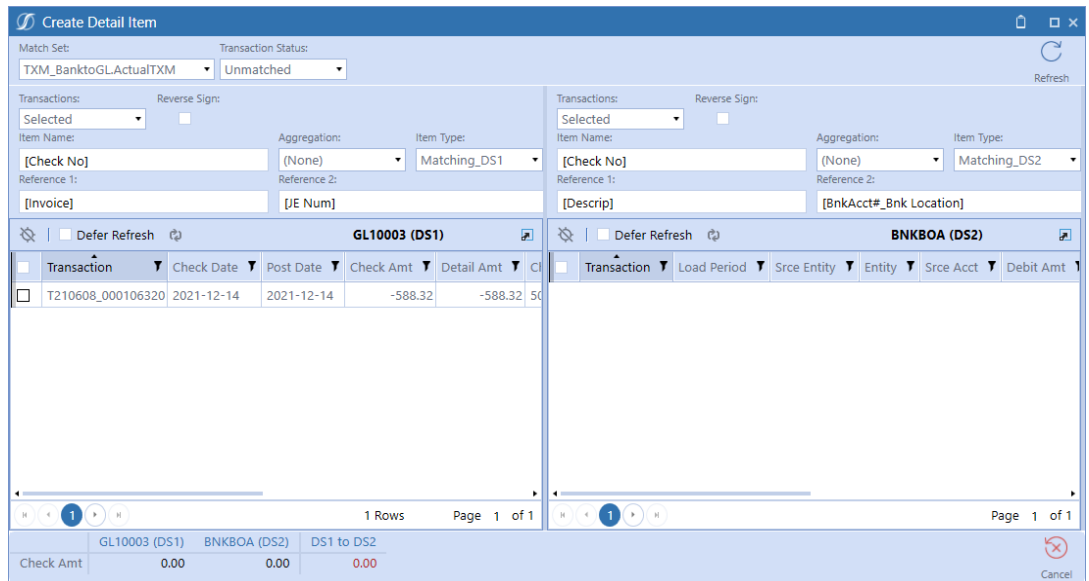
To create detail items:



1. Select a reconciliation and then click **Match Item**.



2. Make selections in the **Create Detail Item** dialog. These selections filter the transactions within the match set to only those that relate to the selected reconciliation. In other words, where the tracking level in Account Reconciliations is the same as the tracking level in Transaction Matching.
  - Select the **Match Set** to use.
  - Select the **Transaction Status**: Matched or Unmatched



3. For each data set, make selections from these options:

- **Transactions:** Options are: **Selected**, **All**, or **None**.

**Caution:** **All** creates detail items for all transactions in the data set, not just the transactions displayed on the first page.

- **Reverse Sign:** Reverses the sign from positive to negative or vice versa.
- **Item Name:** Defaults to the mapped Item Name field and can be changed. If left blank, it defaults to "Transaction Matching Item" as the item name.
- **Aggregation:** Select from these options:

**Note:** Regardless of the aggregation selected, transactions of different currencies will not aggregate into a single line item. For example, if you have 10 CAD and 10 USD transactions and selected total there would be two detail line items created, one for USD total and one for CAD total.

- **None:** Creates a detail item for each transaction.
- **Total:** Creates one detail item for all transactions in the data set.

- **Item Name:** Creates a detail item for each unique item name.
- **Transaction Date:** Creates a detail item for each transaction date.
- **Item Type:** Defaults to **Matching\_DS1**, **Matching\_DS2**, or **Matching\_DS3** depending on the associated data set. You can change this to be any item type in the control list.
- **Reference 1:** Defaults to the mapped Reference 1 fields. If you make any changes in this field, the value that you input becomes Reference 1.
- **Reference 2:** Defaults to the mapped Reference 2 fields. If you make any changes in this field, the value that you input becomes Reference 2.

4. Select the transactions to include in the detail item and then click **Create Items**

The screenshot shows the 'Create Detail Item' application window. It features two data tables side-by-side. The left table is titled 'GL10003 (DS1)' and has columns: Transaction, Check Date, Post Date, Check Amt, and Detail Amt. The right table is titled 'BNKBOA (DS2)' and has columns: Transaction, Load Period, Srce Entity, Entity, Srce Acct, and De. Below the tables is a summary row with columns: GL10003 (DS1), BNKBOA (DS2), and DS1 to DS2. At the bottom right, there are 'Create Items' and 'Cancel' buttons. An arrow points to the 'Create Items' button.

GL10003 (DS1)					BNKBOA (DS2)					
Transaction	Check Date	Post Date	Check Amt	Detail Amt	Transaction	Load Period	Srce Entity	Entity	Srce Acct	De
T210608_000106159	2021-11-17	2021-11-17	-128,000.45	-128,000.45						
T210608_000106320	2021-12-14	2021-12-14	-588.32	-588.32						

	GL10003 (DS1)	BNKBOA (DS2)	DS1 to DS2
Check Amt	-128,000.45	0.00	-128,000.45

The transaction is added as a detail item to the reconciliation.

Detail Items										
	R	Local (USD)	Item Type	Item Name	Note	Booked Period	Transaction Date	Aging	Ref 1	Ref 2
<input type="checkbox"/>	X	-128,000.45	Matching_DS1	5001598		2022M1	11/17/2021 12:00:00 AM	75	75789	3053675
<input type="checkbox"/>	X	-55.00	Matching_DS2	SF34		2022M1	1/31/2022 12:00:00 AM	0	Bank Fee	BN#123456789

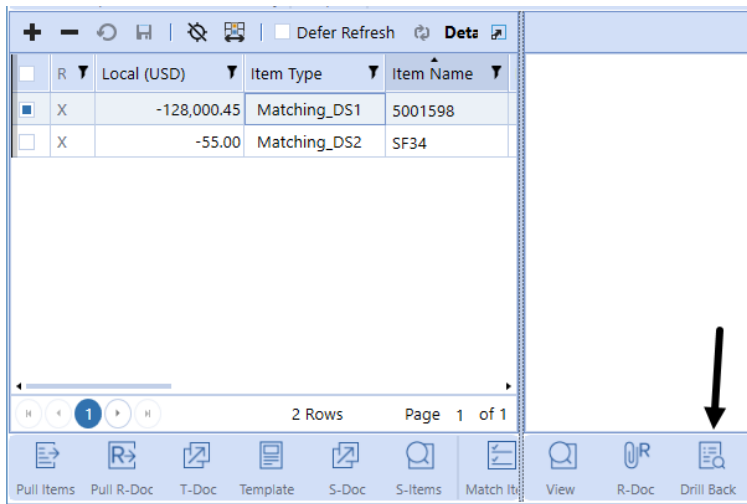
## Drilling Back to Transactions

From the Account Reconciliation workspace, you can select an X item type and drill back to the transaction detail.

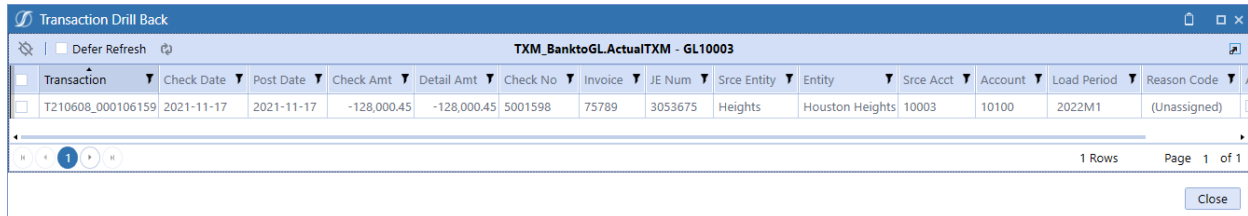
**Note:** You can delete detail items (X item types) that have been pulled from Transaction Matching into Account Reconciliations. Doing so will allow the transaction to be used again in the current period, as it is no longer associated to a reconciliation. Select the item, click the minus sign, and then click **Save**. The transaction is removed and can be used to create a new detail item in the current workflow period.

To drill back:

1. Select an X item type detail item and then click **Drill Back**.



The transactional detail from Transaction Matching displays.



The screenshot shows a window titled "Transaction Drill Back" with a sub-header "TXM\_BanktoGL.ActualTXM - GL10003". It contains a table with the following data:

Transaction	Check Date	Post Date	Check Amt	Detail Amt	Check No	Invoice	JE Num	Src Entity	Entity	Src Acct	Account	Load Period	Reason Code
T210608_000106159	2021-11-17	2021-11-17	-128,000.45	-128,000.45	5001598	75789	3053675	Heights	Houston Heights	10003	10100	2022M1	(Unassigned)

At the bottom of the window, it indicates "1 Rows" and "Page 1 of 1". A "Close" button is located in the bottom right corner.

## Navigating to Match Sets

From the Reconciliation Workspace, you can navigate to match sets in Transaction Matching.

1. Select a reconciliation that has associated match sets.
2. Click **Match Set**.

<input checked="" type="checkbox"/>	✓	Approved	10100 - Cash Deposits	10003	Frankfurt	FRANKFU	-8,561.10	EUR
<input type="checkbox"/>	●	Inprocess	10100 - Cash Deposits	10001	Houston Height	Heights	0.00	---
<input type="checkbox"/>	●	Inprocess	10100 - Cash Deposits	10002	Houston Height	Heights	0.00	---
<input type="checkbox"/>	●	Inprocess	10100 - Cash Deposits	10003	Houston Height	Heights	0.00	---
<input type="checkbox"/>	●	Inprocess	10100 - Cash Deposits	10004	Houston Height	Heights	0.00	---
<input type="checkbox"/>	●	Inprocess	10100 - Cash Deposits	11234	Houston Height	Heights	0.00	---
<input type="checkbox"/>	✓	AutoRec - A	10100 - Cash Deposits	11238	Houston Height	Heights	0.00	---
<input type="checkbox"/>	●	Inprocess	10100 - Cash Deposits	10001	Montreal	68	329,113.22	CAD

Details
Properties
Comments
History
Unapprove

S.Account: **10003** S.Entity: **FRANKFU** Tracking Detail:  
 T.Account: **10100** T.Entity: **Frankfurt**

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Detail Items

<input type="checkbox"/>	O	R	Amou	Currency	Accou	Local (EUR)	Reporting (USD)	Item Type	Item Name
<input type="checkbox"/>		T	-25.63	EUR	-25.63	-25.63	-28.19	Explained Item	197528
<input type="checkbox"/>		T	-624.78	EUR	-624.78	-624.78	-687.26	Explained Item	197695
<input type="checkbox"/>		T	-345.16	EUR	-345.16	-345.16	-379.68	Explained Item	197862
<input type="checkbox"/>		T	-123.75	EUR	-123.75	-123.75	-136.13	Explained Item	198029
<input type="checkbox"/>		T	-722.90	EUR	-722.90	-722.90	-795.19	Explained Item	198196
<input type="checkbox"/>		T	-443.28	EUR	-443.28	-443.28	-487.61	Explained Item	198363
<input type="checkbox"/>		T	-221.87	EUR	-221.87	-221.87	-244.06	Explained Item	198530
<input type="checkbox"/>		T	-821.02	EUR	-821.02	-821.02	-903.12	Explained Item	198697

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⏩
1

Pull Items
Pull R-Doc
T-Doc
Template
S-Doc
S-Items
Match Item
Match Set

3. If prompted, select the match set in Transaction Matching that you want to navigate to. If only one match set is applicable, the Transactions page opens.

## Detail Item Integration Addendum

Transaction Matching transactions are used to create detail items in the Account Reconciliations solution. The following examples demonstrate how the selections in the Create Detail Items dialog box determine the information in the detail item that gets created.

## Mapping

To use Transaction Matching transactions to create detail items in Account Reconciliations the data sets in Transaction Matching need to be assigned to Account Reconciliations fields.

Bank - Fields							
Name	Alias	Column Order	Display Format	Summary 1	Summary 2	Summary 3	Detail Item Mapping
S.Account		1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
Account		2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
S.Entity		3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
Entity		4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Unassigned)
S.UD1		5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9 Reference 2
UD1		6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9 Reference 2
Amount	Local \$	7	N2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Local Amount
Attribute Value 1	Account \$	7	N2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 Account Amount
Attribute Value 2	Reporting \$	7	N2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 Reporting Amount
Attribute Value 3	Detail \$	7	N2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Detail Amount
Attribute 1	Currency	8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Currency Type
Attribute 2	Invoice	9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Item Name
Attribute 3	CheckNo	10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 Reference 1
Attribute 4	JE	11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 Reference 1
Attribute 17 (Date)	T.Date	12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Transaction Date

- Detail Amount:** If Multi-Currency is enabled, identifies the amount to be pulled in as the Account Reconciliation detail amount.
- Currency Type:** Detail Amount currency type used when Multi-Currency is enabled.
- Local Amount:** If Multi-Currency is not enabled, identifies the detail item amount.
- Account Amount:** Overrides what would be calculated for the account amount if Multi-Currency is enabled.
- Reporting Amount:** Overrides what would be calculated for the reporting amount if Multi-Currency is enabled.
- Transaction Date:** Date of the transaction and is dependent on selections made when creating a detail item.

7. **Item Name:** Default value for item name. It can be overridden and is dependent on the selections made when creating a detail item.
8. **Reference 1:** Concatenates up to two fields and is used to provide additional information. It can be overridden and is dependent on selections made when creating a detail item.
9. **Reference 2:** Concatenates up to two fields and is used to provide additional information. It can be overridden and is dependent on selections made when creating a detail item.

## Selections

The screenshot shows a 'Create Detail Items' dialog box with two sections: 'Bank (DS1)' and 'GL (DS2)'. Each section contains the following fields:

- Transactions:** A dropdown menu with 'Selected' selected.
- Reverse Sign:** A checkbox.
- Item Name:** A text box containing '[Invoice]'. Callout C points to this field.
- Aggregation:** A dropdown menu with '(None)' selected. Callout D points to this field.
- Item Type:** A dropdown menu with 'Matching' selected. Callout E points to this field.
- Reference 1:** A text box containing '[CheckNo\_JE]'. Callout F points to this field.
- Reference 2:** A text box containing '[U1\_U1T]'. Callout G points to this field.

At the bottom right of the dialog are 'Create' and 'Cancel' buttons.

- A. **Transactions:** The transactions to use to create the detail items. Options are: **Selected**, **All**, or **None**.

**Note:** **All** creates detail items with all transactions available in the match set, not just the transactions displayed on the first page.

- B. **Reverse Sign:** Select to change the sign for the detail items from positive to negative (or vice versa).
- C. **Item Name:** Defaults to the mapped Item Name field. If you make any changes in this field, the value that you input becomes the item name.



- D. **Aggregation:** Used to group multiple transactions into a detail item based on the type of aggregation selected.

**Note:** Detail items never combine transactions of different currencies. Aggregation level overrides the mapped fields for Item Name, Reference 1, Reference 2 and Transaction Date.

- **None:** This selection creates a detail item for each transaction.
  - **Item Name** – Input from this field in the dialog.
  - **Reference 1** and **Reference 2** – Input from these fields in the dialog.
  - **Transaction Date** – Date of the transaction.
- **Total:** This selection creates one detail item for all transactions in the data set
  - **Item Name** – Displays as “Transaction Matching Item”.
  - **Reference 1** – Name of the Data Set, Transaction Status, and reason codes (if matched) (for example, Bank;Matched;ReasonCode:Immaterial,DateVariance)
  - **Reference 2** – Selection of transactions and aggregation level (for example, Selected;Total)
  - **Transaction Date** – Defaults to end of the period.
- **Item Name:** Creates one detail item for each unique item name.
  - **Item Name** – Input from this field in the dialog.
  - **Reference 1** – Name of the data set, transaction status, and reason codes (if matched) (for example, Bank;Matched;ReasonCode:Immaterial,DateVariance)
  - **Reference 2** – Selection of transactions and aggregation level (for example, Selected;Total)
  - **Transaction Date** – Defaults to end of the period.
- **Transaction Date:** Creates one detail item for each transaction date.

- **Item Name** – Displays as “Transaction Matching Item.”
  - **Reference 1** – Name of the data set, transaction status, and reason codes (if matched) (for example, Bank;Matched;ReasonCode:Immaterial,DateVariance)
  - **Reference 2** – Selection of transactions and aggregation level (for example. Selected;Total)
  - Transaction Date – The date of the transaction.
- E. **Item Type:** Defaults to **Matching\_DS1**, **Matching\_DS2**, or **Matching\_DS3** depending on the associated data set. You can change the item type to be any item type in the control list.
- F. **Reference 1:** Defaults to the mapped Reference 1 field. If you make any changes in this field, the value that you input becomes Reference 1.
- G. **Reference 2:** Defaults to the mapped Reference 2 field. If you make any changes in this field, the value that you input becomes Reference 2.

## Scheduling Data Management Jobs

You can schedule data management jobs to create detail items from Transaction Matching. See *Task Scheduler* section of the *Design and Reference Guide*.

**Edit Task**

**Task** | Schedule | Advanced

Name: MP1-1895 Description: Description

Start Date/Time: 7/8/2021 3:30:00 PM

Sequences:

- Filter
- DiscoverRecons\_RCM
- MassActions\_RCM
- ProcessRecons\_RCM
- Task Manager (UTM)
  - PastDueTaskNotifications\_UTM
  - UpcomingTaskNotifications\_UTM
- Transaction Matching (TXM)
  - CreateReconItems\_TXM**

Parameters:

Name	Value
MatchSetName	Houston.ActualTM
WFTIMEID	2022M11
TransactionStatus	Unmatched
TransactionTypeDS1	(All)
AggTypeDS1	TransactionDate
RevSignDS1	False
ItemTypeDS1	Matching_DS1
TransactionTypeDS2	(All)

OK Cancel


Available parameter names, including default values and valid values are listed below. Parameters with an asterisk are required.

Parameter	Default Value	Valid Value
MatchSetName *		
WFTIMEID *		
TransactionStatus *		Unmatched, Matched
MatchReasonCode	(All)	Any Reason Code name
MatchPeriod	Future	(All), Future, Current
ImportPeriod	(All)	Any WFTIMEID

Parameter	Default Value	Valid Value
TransactionTypeDS1	(All)	(All), Selected, (None)
ItemNameDS1	Substituted Value	
ReferenceOneDS1	Substituted Value	
ReferenceTwoDS1	Substituted Value	
AggTypeDS1	(None)	(None), Total, ItemName, TransactionDate
RevSignDS1	FALSE	True/False
ItemTypeDS1	Matching_DS1	Any Item Type
TransactionTypeDS2	(All)	(All), Selected, (None)
ItemNameDS2	Substituted Value	
ReferenceOneDS2	Substituted Value	
ReferenceTwoDS2	Substituted Value	
AggTypeDS2	(None)	(None), Total, ItemName, TransactionDate
RevSignDS2	FALSE	True/False
ItemTypeDS2	Matching_DS2	Any Item Type
TransactionTypeDS3	(All)	(All), Selected, (None)
ItemNameDS3	Substituted Value	

Parameter	Default Value	Valid Value
ReferenceOneDS3	Substituted Value	
ReferenceTwoDS3	Substituted Value	
AggTypeDS3	(None)	(None), Total, ItemName, TransactionDate
RevSignDS3	FALSE	True/False
ItemTypeDS3	Matching_DS3	Any Item Type

# Help and Miscellaneous Information

 This page contains solution documentation.

## Display Settings

OneStream and MarketPlace solutions frequently require the display of multiple data elements for proper data entry and analysis. Therefore, the recommended screen resolution is a minimum of 1920 x 1080 for optimal rendering of forms and reports.

Additionally, OneStream recommends that you adjust the Windows System Display text setting to 100% and do not apply any Custom Scaling options.

## Package Contents and Naming Conventions

The package file name contains multiple identifiers that correspond with the platform. Renaming any of the elements contained in a package is discouraged in order to preserve the integrity of the naming conventions.

**Example Package Name: OFC\_PV6.4.0\_SV100\_PackageContents.zip**

Identifier	Description
OFC	Solution ID
PV6.4.0	Minimum Platform version required to run solution
SV100	Solution version
PackageContents	File name

## Solution Database Migration Advice

(missing or bad snippet)

# MarketPlace Solution Modification Considerations

A few cautions and considerations regarding modification of MarketPlace solutions:

- Major changes to business rules or custom tables within a MarketPlace solution will not be supported through normal channels as the resulting solution is significantly different from the core solution.
- If changes are made to any dashboard object or business rule, consider renaming it or copying it to a new object first. This is important because if there is an upgrade to the MarketPlace solution in the future and the customer applies the upgrade, this will overlay and wipe out the changes. This also applies when updating any of the standard reports and dashboards.
- If modifications are made to a MarketPlace solution, upgrading to later versions will be more complex depending on the degree of customization. Simple changes such as changing a logo or colors on a dashboard do not impact upgrades significantly. Making changes to the custom database tables and business rules, which should be avoided, will make an upgrade even more complicated.