Financial Close Guide

PV9.0.0 SV201

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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
- Journal Entry Manager

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

The following sections contain important information about installing and configuring Financial Close. See:

- Dependencies
- Select a Location and Create a Development Application
- Configure Application Server Settings
- Installation
- Setup
- Review the Package Contents
- Edit the Transform Event Handler Business Rule

Dependencies

Ensure that you have the following components installed:

Component	Description
OneStream 9.0.0 or later	Minimum OneStream Platform release required to install this release of OneStream Financial Close. See the *Upgrade Guide*. • The minimum version for upgrading OneStream Financial Close is OFC PV7.1.0 SV204. To download OFC PV7.1.0 SV204, please contact OneStream Support.
Account Reconciliations Transaction Matching	If you have the solutions already installed, you must be on these releases before installing OneStream Financial Close. • Account Reconciliations PV 440 SV 200 or later • Transaction Matching PV 530 SV 201
Microsoft SQL Server	One of these versions of Microsoft SQL Server is required: • Standard Edition 2016 SP1 or later • Enterprise Edition 2012 or later

IMPORTANT: Uninstall UI prior to upgrading due to the migration to the OneStream Financial Close workspace.

Select the Financial Close Location and Create a Development Application

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

Production OneStream Application: If you build the solution in a Production application, 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 Production, so this option is 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.

To create the 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.

   > **NOTE:** Scenarios for both actuals and OneStream Financial Close solutions must be set to monthly for this to work properly.

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.

Configure 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 OneStream Solutions (such as Specialty Planning) are already in the application, these adjustments may already exist.

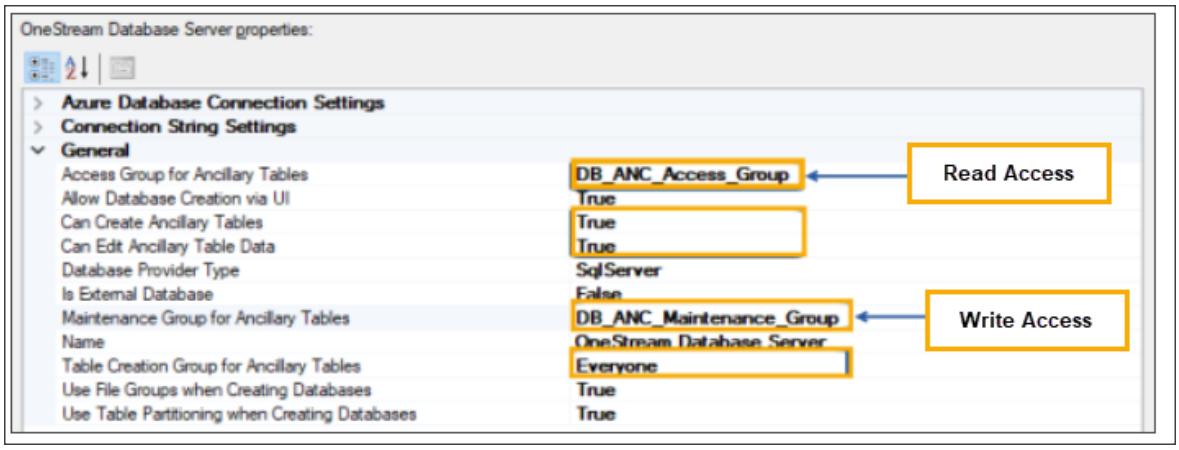
Ensure that the security group settings include the users who will use and set up the solution before proceeding.

> **NOTE:** Group settings are applicable to all OneStream Solutions; so keep group names generic.

1. Start the OneStream Server Configuration Utility as an Administrator.
2. Click **Open Application Server Configuration File**.
3. Edit the following **OneStream Database Server Connections**:

- **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 Financial Close

1. Navigate to SolutionExchange.
2. In the OneStream Solution Exchange, go to OneStream Solutions and select the **OneStream Financial Close** solution tile.
3. On the OneStream Financial Close Solution page, select the appropriate OneStream platform version from the **Platform Version** drop-down list.
4. Select the most recent version from the **Solution Version** drop-down list and then click **Download**.
5. Log in to OneStream.
6. On the **Application** tab, click **Tools** > **Load/Extract**.

7. On the **Load** tab, click the **Select File** icon, locate the solution package, and click **Open**.
8. Click the **Load** icon.
9. Click **Close** to complete the installation.

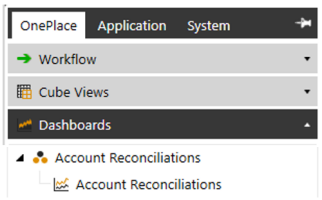
> **NOTE:** Multiple instances can be successfully installed, however the same instance number build of the current release is required when upgrading.

> **IMPORTANT:** Due to refactoring and restructuring of the source code, any previous source code customizations will be obsolete.

Set up OneStream Software Financial Close

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

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.

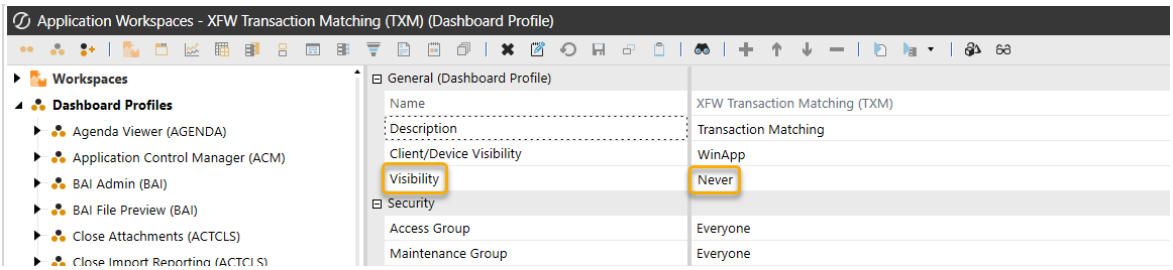
> **NOTE:** This step sets up tables for all solutions in OneStream Financial Close regardless of which dashboard you are in.

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



Review the Package Contents

This section describes the Account Reconciliations and Transaction Matching packages.

Account Reconciliations

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

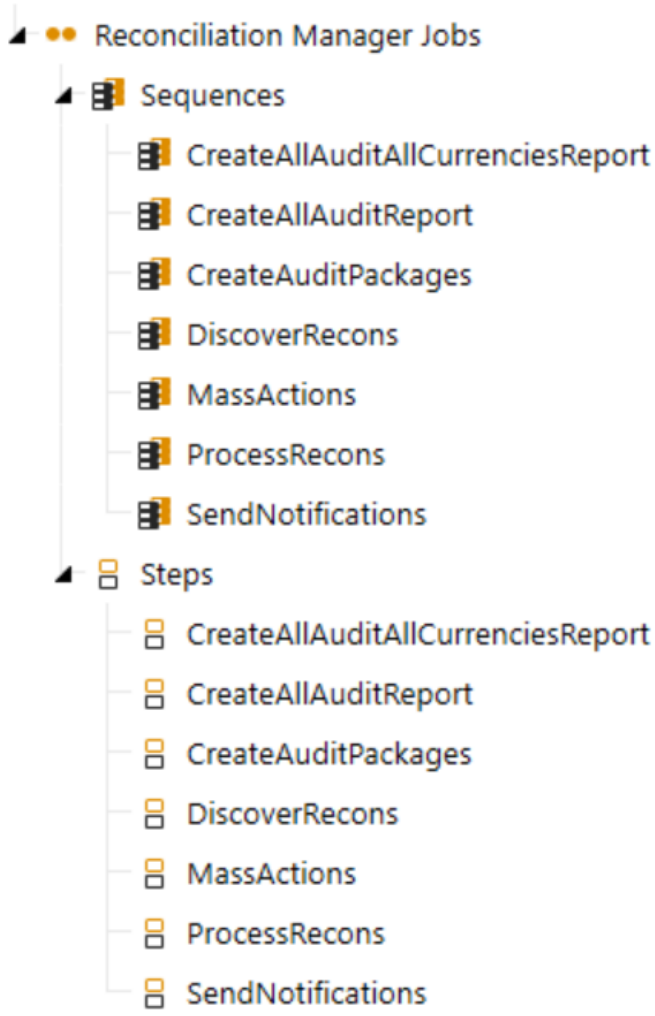
- **RCM_FormulaHelper** is a Finance Business Rule. Dynamic Member Formulas that use SQL Queries to generate reconciliation status percentages and reconciliation item type values for use in Cube View data cells.
- **RCM_DataMgmtProcess** is an Extensibility Business Rule used with a Data Management Sequence 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.



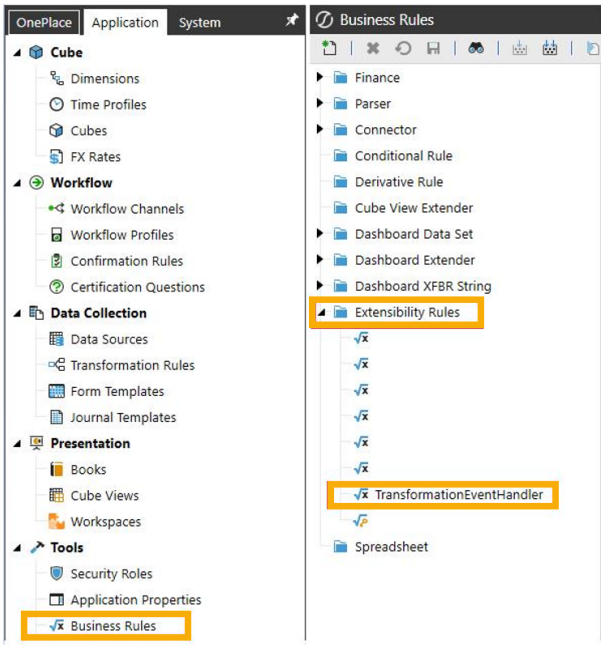
Transaction Matching

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

Edit the Transformation Event Handler Business Rule

The Transaction Matching solution requires changes to the Transformation Event Handler Business Rule Formula and Referenced Assemblies for the solution to work properly.

Click **Application** > **Business Rules** > **Extensibility Rules** > **TransformationEventHandler**

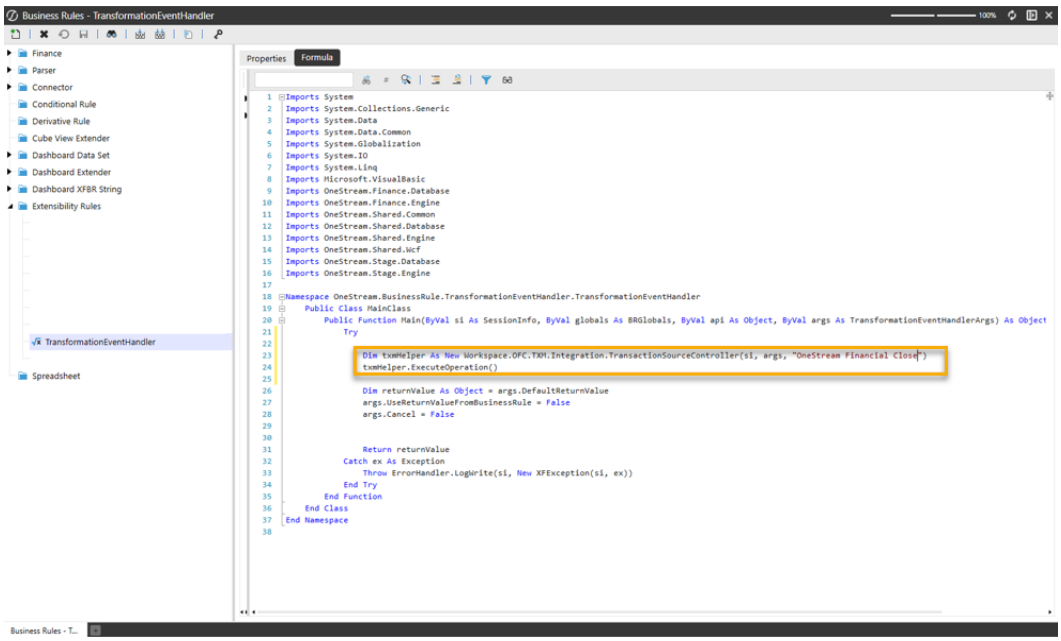


1. Add the following applicable code to the **Formula** tab:

> **NOTE:** Use either VB.net or C# as there can only be one TransformationEventHandler per OneStream Application.

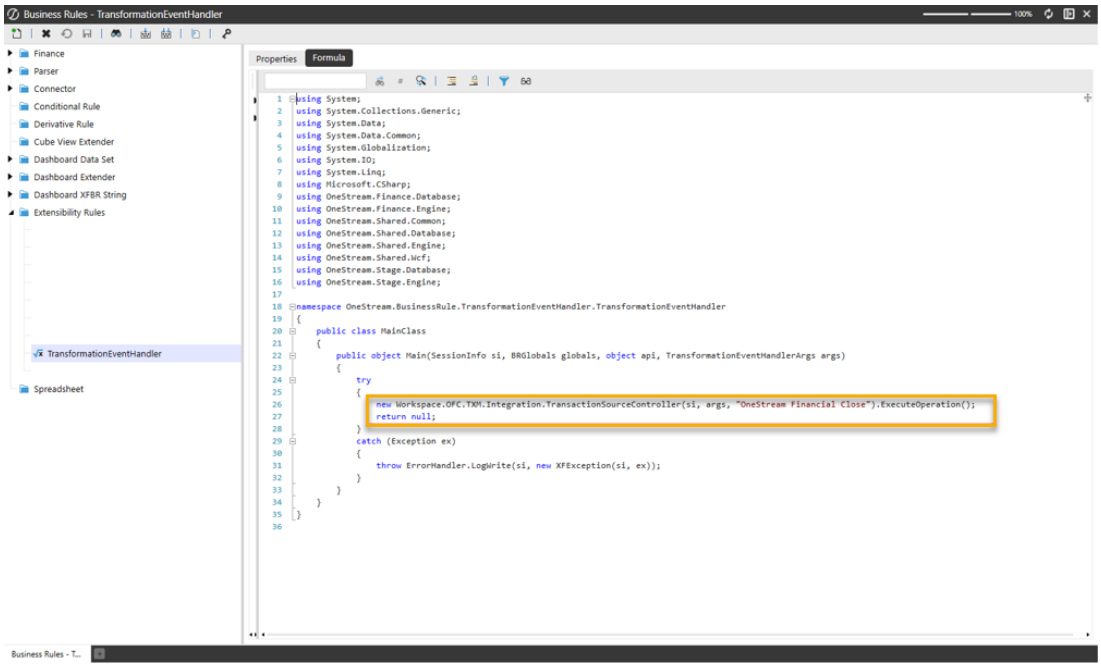
VB.net

```
Dim txmTransactionSourceController As New Workspace.OFC.TXM.Integration.TransactionSourceController(si, args, "OneStream Financial Close") txmTransactionSourceController.ExecuteOperation()
```



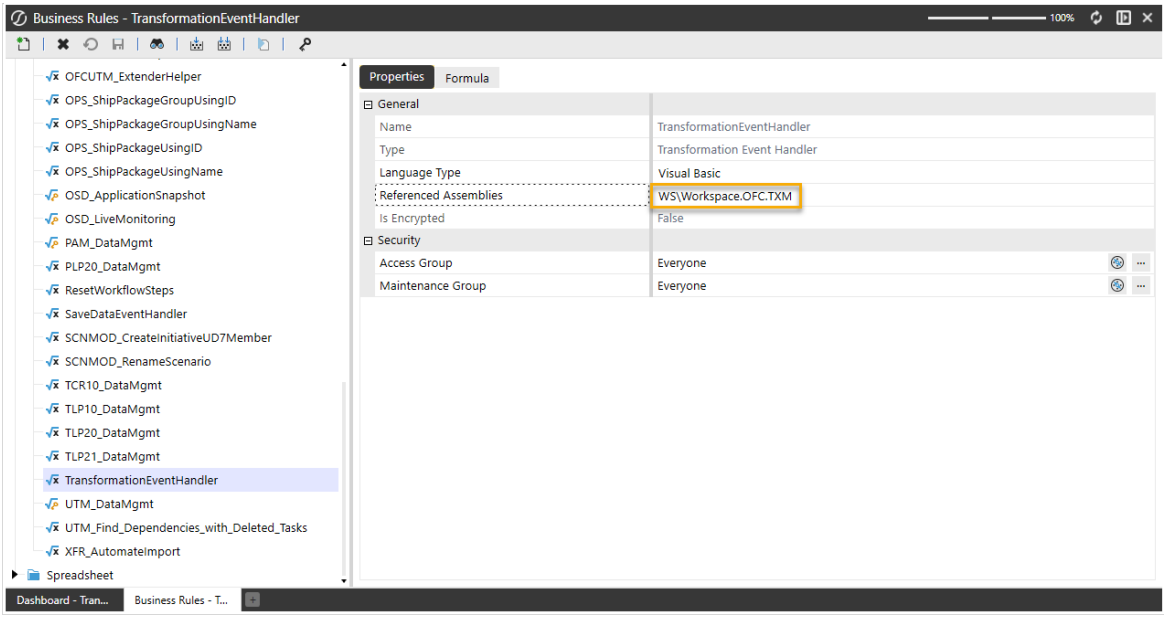
C#

new Workspace.OFC.TXM.Integration.TransactionSourceController(si, args, "OneStream Financial Close").ExecuteOperation(); return null;



2. On the **Properties** tab, add the following code to the **Referenced Assemblies** row:

   ```
   WS\Workspace.OFC.TXM
   ```



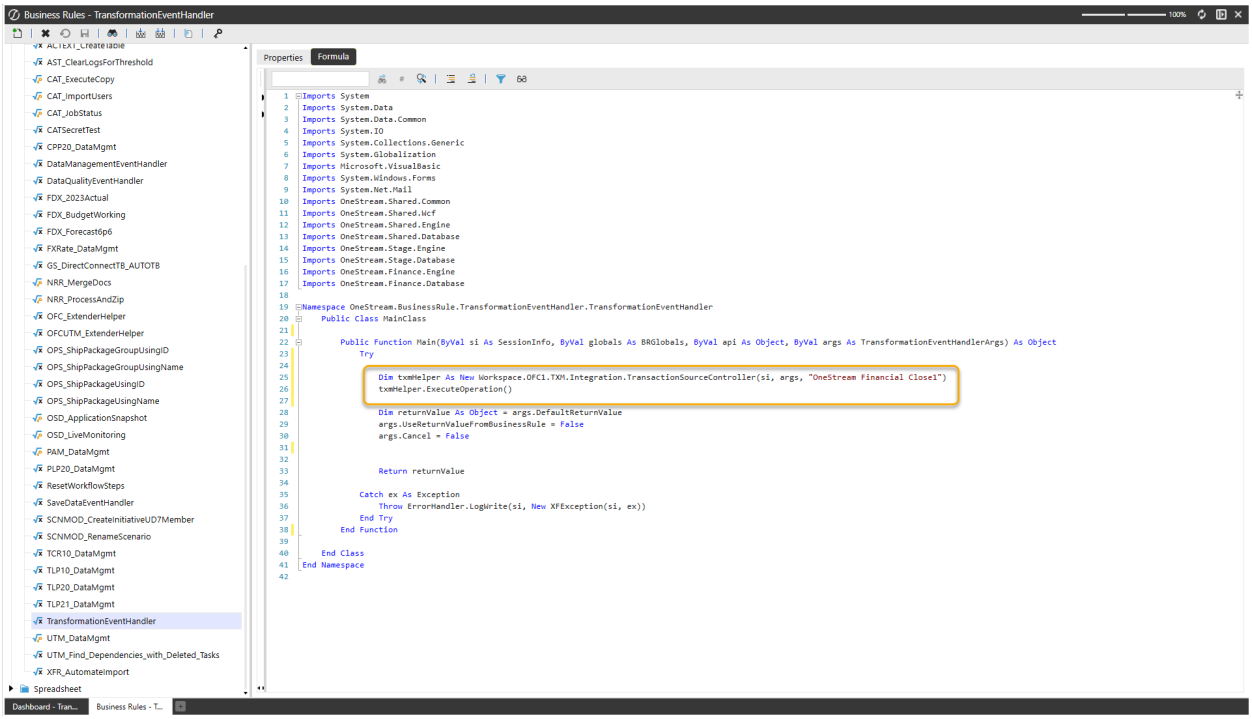
Multiple Instances

> **IMPORTANT:** If using multiple instances, the TransformationEventHandler must be configured for all instances. The number in bold must match the instance(s) installed.

1. Add the following applicable code to the **Formula** tab:

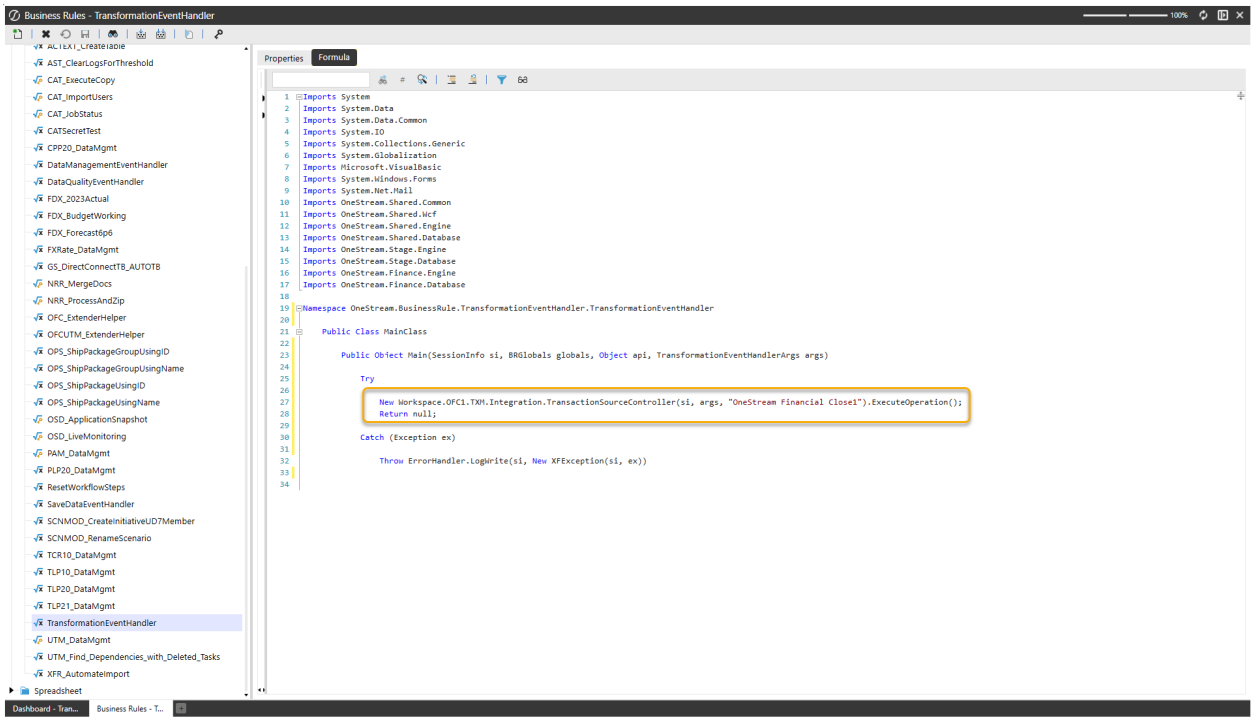
VB.net

Dim txmHelper As New Workspace.OFC**1**.TXM.Integration.TransactionSourceController(si, args, "OneStream Financial Close**1**") txmHelper.ExecuteOperation()


Business Rules - TransformationEventHandler
Properties
Formula
AST_ClearLogsForThreshold
CAT_ExecuteCopy
CAT_ImportUsers
CAT_JobStatus
CATSecretTest
CPP20_DataMgmt
DataManagementEventHandler
DataQualityEventHandler
FDX_2023Actual
FDX_BudgetWorking
FDX_Forecast6p6
FXRate_DataMgmt
GS_DirectConnectTB_AUTOTB
NRR_MergeDocs
NRR_ProcessAndZip
OFC_ExtenderHelper
OFCUTM_ExtenderHelper
OPS_ShipPackageGroupUsingID
OPS_ShipPackageGroupUsingName
OPS_ShipPackageUsingID
OPS_ShipPackageUsingName
OSD_ApplicationSnapshot
OSD_LiveMonitoring
PAM_DataMgmt
PLP20_DataMgmt
ResetWorkflowSteps
SaveDataEventHandler
SCNMOD_CreateInitiativeUD7Member
SCNMOD_RenameScenario
TCR10_DataMgmt
TLP10_DataMgmt
TLP20_DataMgmt
TLP21_DataMgmt
TransformationEventHandler
UTM_DataMgmt
UTM_Find_Dependencies_with_Deleted_Tasks
XFR_AutomateImport
Spreadsheet
Dashboard - Tran...
Business Rules - T...
Imports System
Imports System.Data
Imports System.Data.Common
Imports System.IO
Imports System.Collections.Generic
Imports System.Globalization
Imports Microsoft.VisualBasic
Imports System.Windows.Forms
Imports System.Net.Mail
Imports OneStream.Shared.Common
Imports OneStream.Shared.Wcf
Imports OneStream.Shared.Engine
Imports OneStream.Shared.Database
Imports OneStream.Stage.Engine
Imports OneStream.Stage.Database
Imports OneStream.Finance.Engine
Imports OneStream.Finance.Database
Namespace OneStream.BusinessRule.TransformationEventHandler.TransformationEventHandler
Public Class MainClass
Public Function Main(ByVal si As SessionInfo, ByVal globals As BRGlobals, ByVal api As Object, ByVal args As TransformationEventHandlerArgs) As Object
Try
Dim txmHelper As New Workspace.OFC1.TXM.Integration.TransactionSourceController(si, args, "OneStream Financial Close1")
txmHelper.ExecuteOperation()
Dim returnValue As Object = args.DefaultReturnValue
args.UseReturnValueFromBusinessRule = False
args.Cancel = False
Return returnValue
Catch ex As Exception
Throw ErrorHandler.LogWrite(si, New XFException(si, ex))
End Try
End Function
End Class
End Namespace

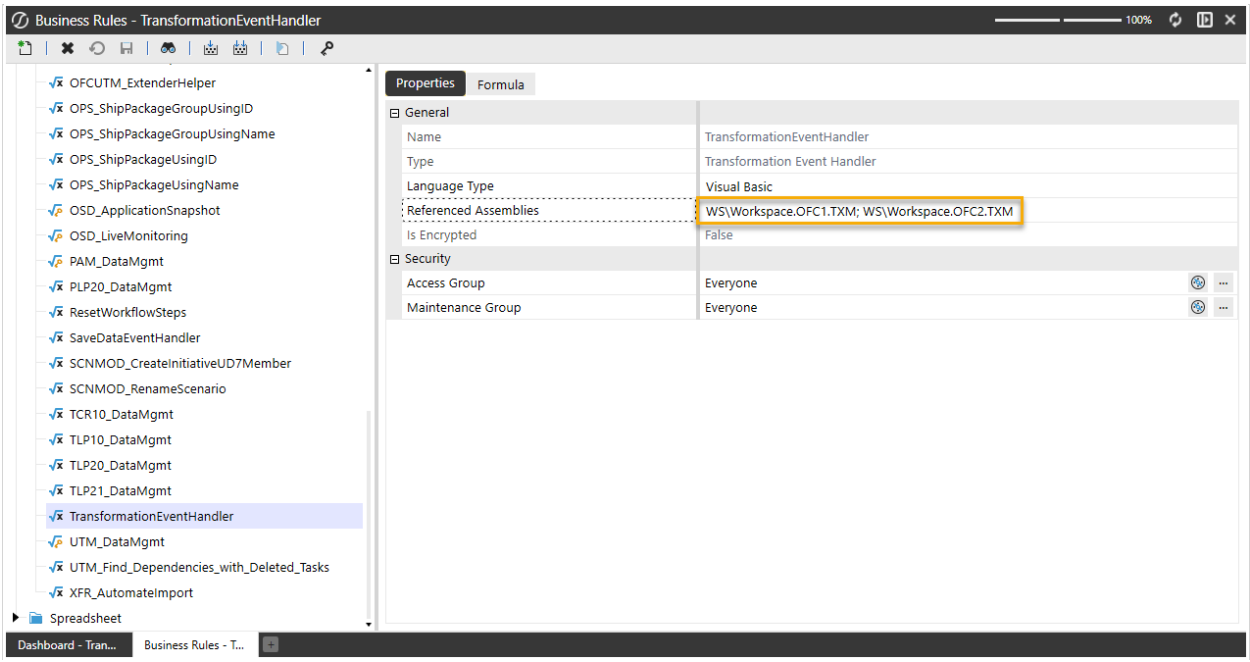
C#

new Workspace.OFC**1**.TXM.Integration.TransactionSourceController(si, args, "OneStream Financial Close**1**").ExecuteOperation(); return null;



2. On the **Properties** tab, add the code for all instances installed to the **Referenced Assemblies** row:

`WS\Workspace.OFC1.TXM`, `WS\Workspace.OFC2.TXM`, etc.



Upgrade Considerations

Edit the Transformation Event Handler each upgrade. See Edit the Transformation Event Handler Business Rule.

Account Reconciliations

See these topics:

- Settings
- Reconciliation Administration
- Security
- Using Account Reconciliations
- Analysis and Reporting
- Anomaly Detection

Settings

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

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

- Global Setup
- Control Lists
- Column Settings
- Templates
- Access Control

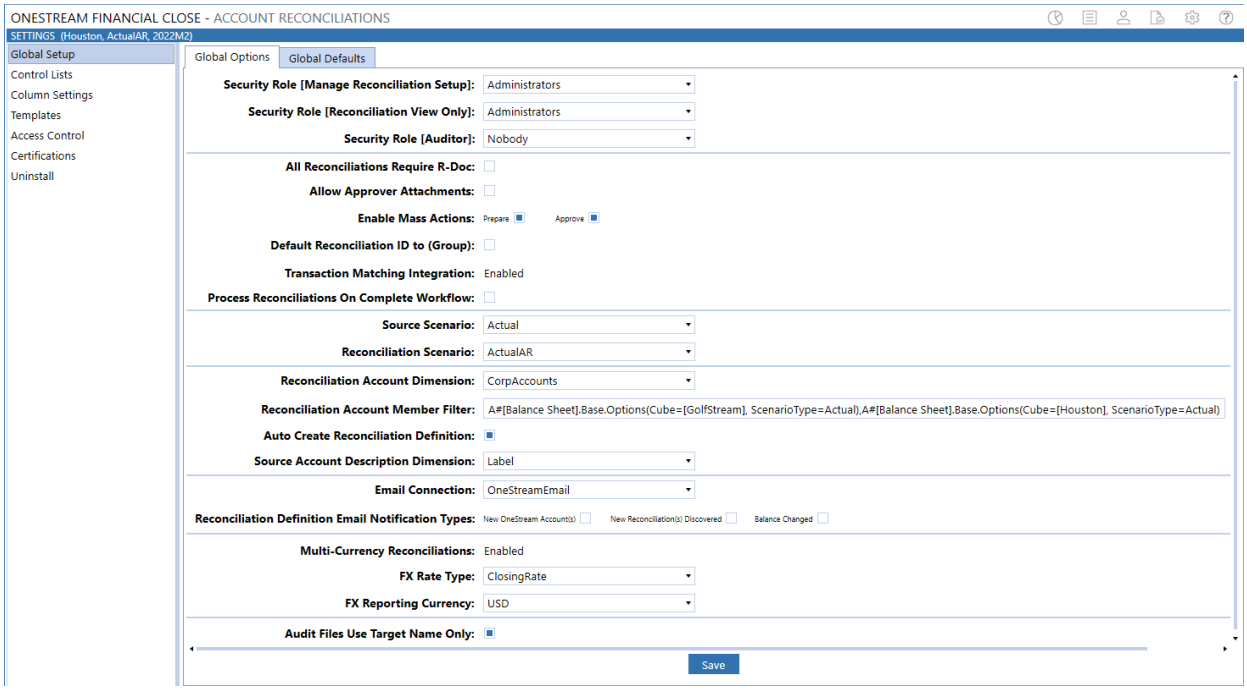
- Certifications
- Uninstall

Only OneStream Administrators or Account Reconciliations Administrators can access this page. This security access is configured in Global Options. With security access, you 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

The Global Setup page consists of settings for Global Options and Global Defaults.

Global Options



Security Role [Manage Reconciliation 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, this 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 Reconciliation Setup].

Security Role [Reconciliation 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.

Security Role [Auditor]: This group can see Fully Approved reconciliations only and can add comments to Fully Approved reconciliations.

All Reconciliations Require R-Doc: If selected, each reconciliation that is not auto reconciled must have an R-Doc attached in order to click the Prepare button.

Allow Approver Attachments: If selected, allows approvers to add attachments to prepared reconciliations.

Enable Mass Actions: By default, these check boxes are clear. If selected, users can set multiple reconciliations to the same status at one time. If clear, 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.

Default Reconciliation ID to (Group):

- If selected, when you create an I-Item for an account group, the Reconciliation ID field will be **(Group)** by default. You can change the reconciliation ID before you save it.
- If clear (default), when you create an I-Item for an account group, the Reconciliation ID field will be blank by default. You will have to select an option from the drop-down menu for this required field.

> **IMPORTANT:** After you select a reconciliation ID and save the item, it cannot be edited. To update the reconciliation ID, delete the item and then add it with the correct reconciliation ID.

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 Reconciliations on Complete Workflow: If selected, initiates Process Reconciliations before marking the workflow as completed. If 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: Typically the Actual scenario. When Discover is performed during reconciliation, this is the scenario queried for balances.

Reconciliation Scenario: Set this up as a scenario separate from Actual. In this example, we are using 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.

Reconciliation Account Dimension: Select the Account dimension containing the accounts to be reconciled.

Reconciliation 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 Account 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 Reconciliation Definition: If selected (default), when a user clicks Discover on the Reconciliation's Definition, a Reconciliation Definition is added for any account in the Account List that does not yet have one.

Source Account Description Dimension: Select the field (Label, Text Value, or Attributes 1–20) to populate the S.Account Desc. column in grids and the description in the detailed reconciliation header and reports for individual reconciliations. Default value is (Unassigned).

> **NOTE:** If you have more than one source account description associated with a single source account, the S.Account Desc. field will only be populated with one. In this scenario, you cannot select a specific source account description, so if a specific value is required, ensure the source import data being mapped to the account is consistent.

> **IMPORTANT:** After you update the Source Account Description Dimension, you must save the change and then run Discover.

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

Reconciliation Definition Email Notification Types: By default, these check boxes are clear. If selected, an email is sent to those in the main Security Group (Manage Reconciliation Setup) under Global Options when these events happen.

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

Multi-Currency Reconciliations: Enables the multi-currency features in the solution.

> **NOTE:** After you click this button and save the settings, 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 guide. 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

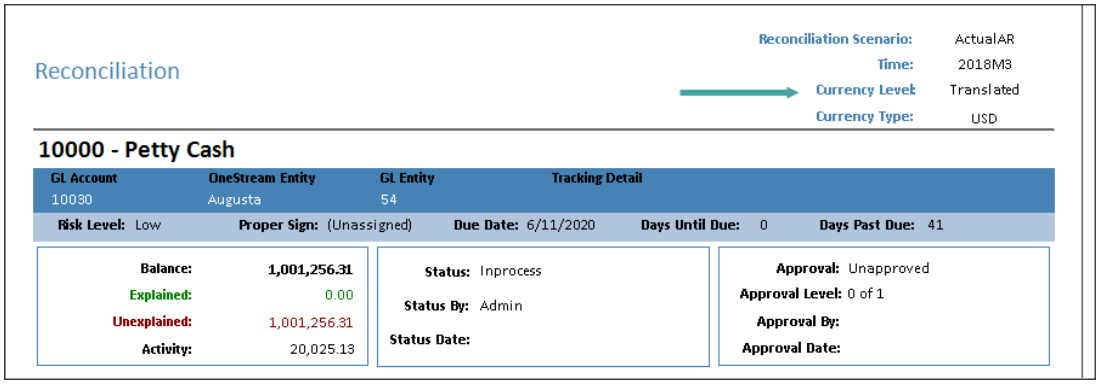
Single Currency Solutions: The FX Rate Type that is being used to calculate the reconciliation balances on specific reports. Examples include ClosingRate or AverageRate. If this is not populated, no translated values are available in reports. This must be set even if multi-currency is enabled because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

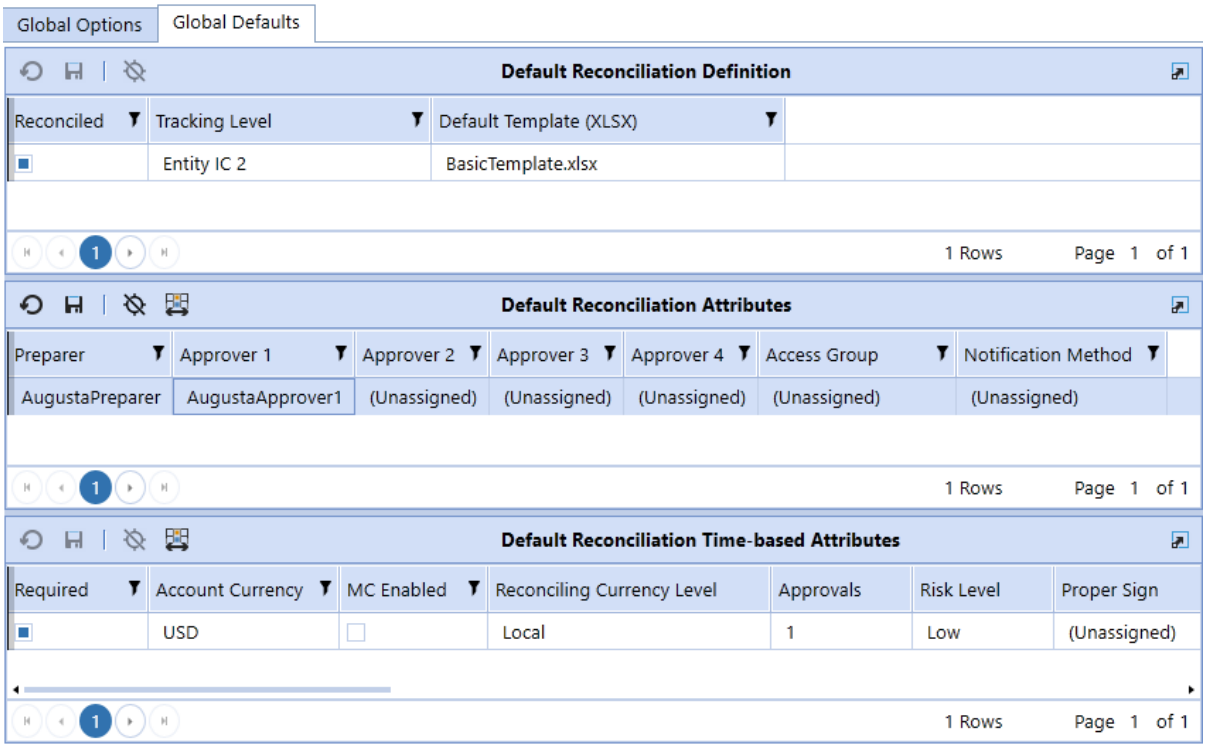


> **NOTE:** To see the reports within the Reports and Analysis in different currency types, enable multi-currency.

Audit Files Use Target Name Only: Controls the naming convention for Audit Package files. If selected, audit files that are created will only use the Target Account and Entity in the file name. If clear, the audit files are created with the Source and Target Account and Entity in the file name. The default is set to clear.

> **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



Default Reconciliation Definition: Default attributes for all new Reconciliation Definitions created during the Discover process. See Reconciliation Definition for details on configuration. This only occurs if the Auto Create Reconciliation Definition property of Global Options is selected.

Default Reconciliation Attributes: Default attributes for Security Roles (Preparer, Approvers 1–4, and Access Group) and Notification Method. Note that the same user cannot be assigned to more than one security role.

These settings apply to all new Reconciliation Inventory items created during the Discover process. See Reconciliation Inventory for details on configuration.

Default Reconciliation Time-based Attributes: Default attributes for time-based attributes. These settings apply to all new Reconciliation Inventory items created during the Discover process.

Control Lists

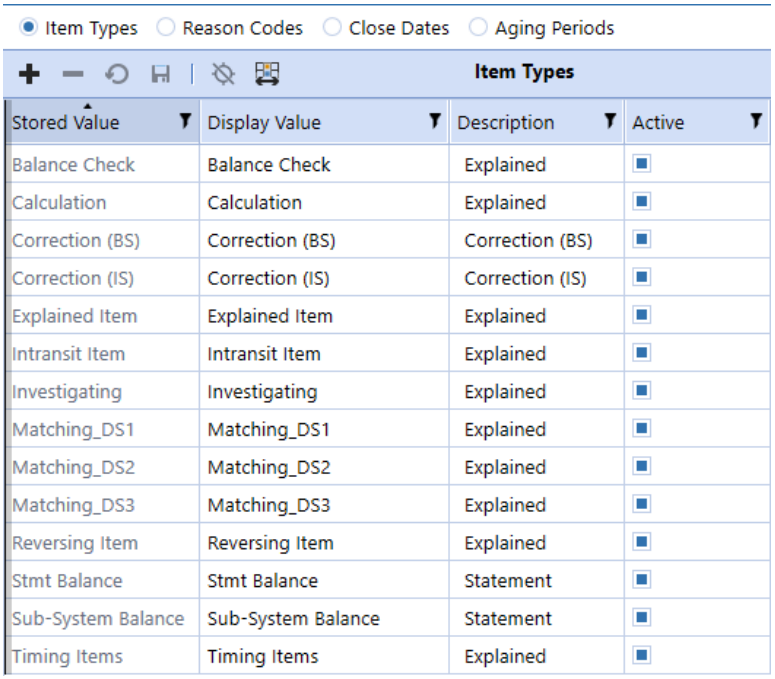
You can set up control lists for:

- Item Types
- Reason Codes
- Close Dates
- Aging Periods
- Attribute Columns

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.



Stored Value	Display Value	Description	Active
Balance Check	Balance Check	Explained	■
Calculation	Calculation	Explained	■
Correction (BS)	Correction (BS)	Correction (BS)	■
Correction (IS)	Correction (IS)	Correction (IS)	■
Explained Item	Explained Item	Explained	■
Intransit Item	Intransit Item	Explained	■
Investigating	Investigating	Explained	■
Matching_DS1	Matching_DS1	Explained	■
Matching_DS2	Matching_DS2	Explained	■
Matching_DS3	Matching_DS3	Explained	■
Reversing Item	Reversing Item	Explained	■
Stmt Balance	Stmt Balance	Statement	■
Sub-System Balance	Sub-System Balance	Statement	■
Timing Items	Timing Items	Explained	■

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.

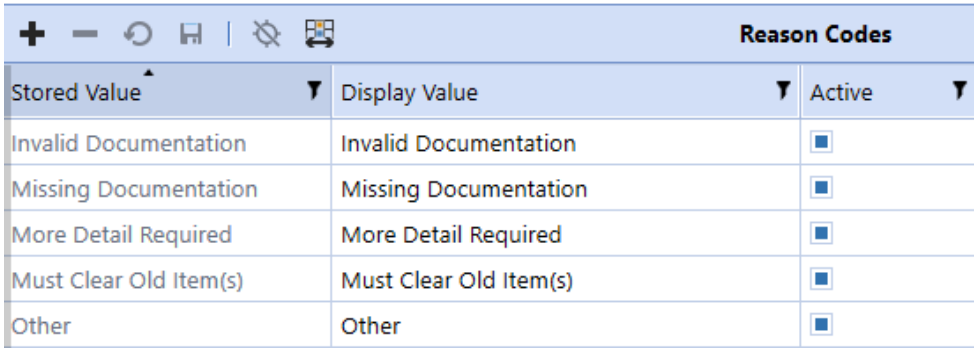
Description: Type of item added to a reconciliation.

- **Correction (BS) or Correction (IS)**: These items indicate an issue with the current balance in the GL and requiring a correction.
- **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	■
Missing Documentation	Missing Documentation	■
More Detail Required	More Detail Required	■
Must Clear Old Item(s)	Must Clear Old Item(s)	■
Other	Other	■

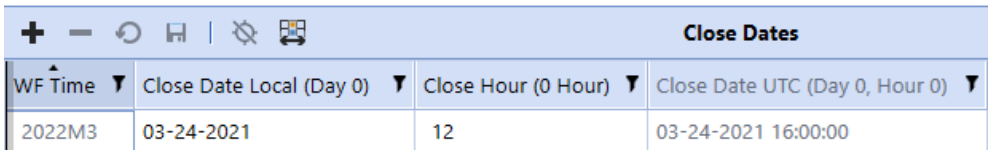
Stored Value: Text written to the Account Reconciliations tables when a reason is added. The user does not see this.

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). 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.

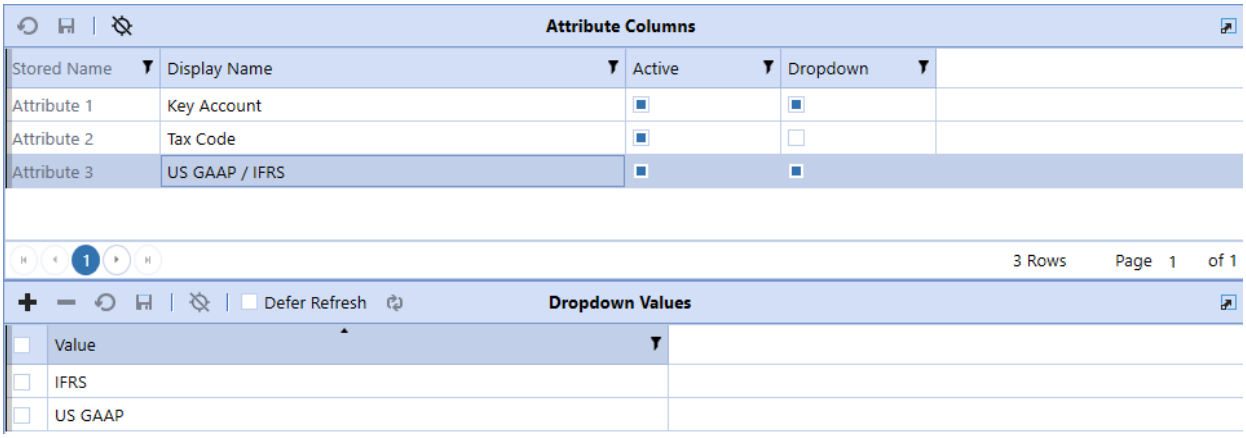
Period Start Date: Click the + button to add aging periods. For example, if you enter 16 for a new period start date, the first period is 0-15 days and the next period is 16-30 days.

The default period start dates are:

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

Attribute Columns

You can create up to three custom attribute columns to display in the Account Reconciliations page for users. They can be free-form text boxes or have a drop-down menu of values. These customized attribute columns will also display in the Inventory page and the Edit Reconciliation Attributes dialog box.



To add an attribute, first enter a display name and then select the Active check box for the attribute.

Display Name: Enter a name for the attribute to display on the Account Reconciliations page. This name must be unique.

Active: Select this check box to make the attribute visible on the Account Reconciliations page.

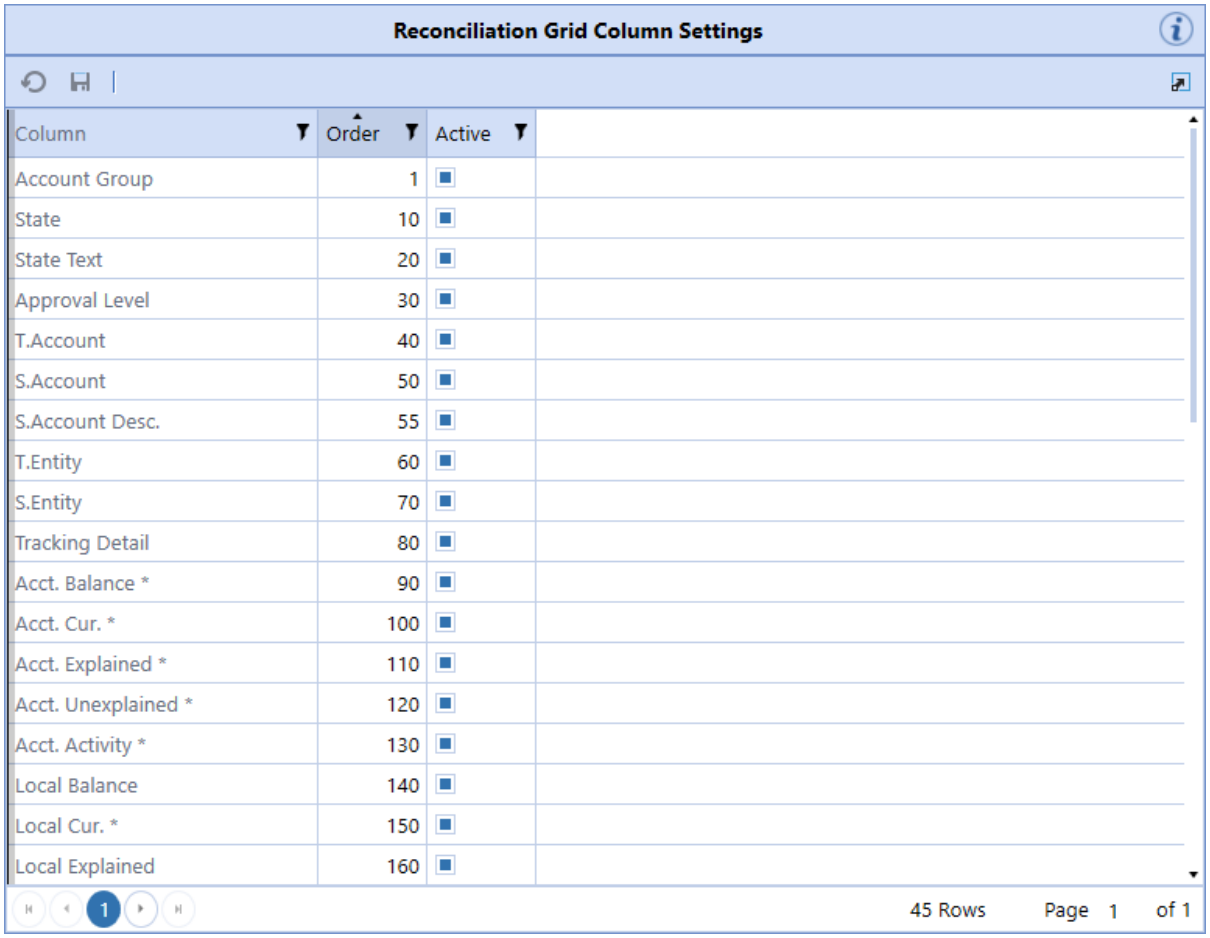
Dropdown: Select this check box to add a menu of values for users to select from.

Value: After you select the Dropdown check box for an attribute and save, the **Dropdown Values** section displays. Enter each value to display for users in a drop-down menu. Each value must be unique within that attribute.

> **IMPORTANT:** Editing or removing active values that are in use may affect work in progress.

Column Settings

Administrators can select which columns are visible for users on the Account Reconciliations page and in the Scorecard grids.



Column: Name of each column on the Account Reconciliations page and the Scorecard grids.

Order: Update the numbers to reorder the display of columns.

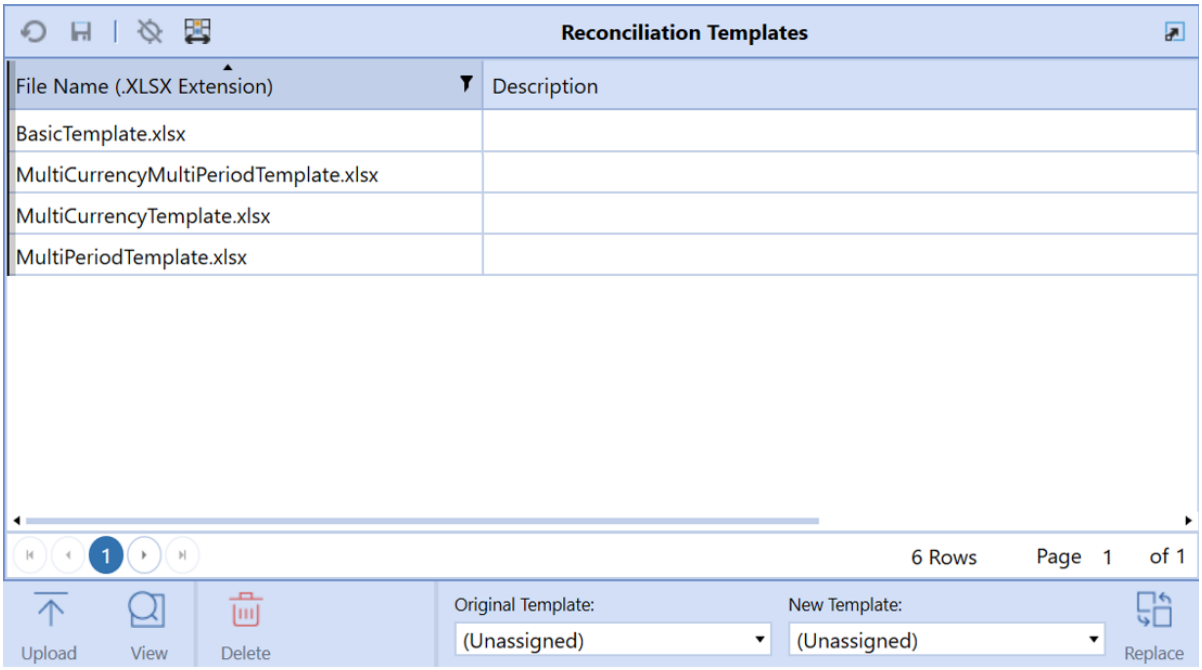
> **TIP:** Leave a gap between numbers when you set the order (for example, 10, 20, 30) to avoid having to renumber each subsequent item when you edit the order.

Active: Select this check box to display the column in the Reconciliation page and the Scorecard grids. Clear this check box to hide the column.

> **NOTE:** Multi-currency columns have an asterisk. If Multi-Currency Reconciliations is enabled in Global Setup > Global Options, you can select the Active check box to display those columns. If Multi-Currency Reconciliations is not enabled, the Active check box cannot be selected. See Global Setup.

Templates

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



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

NOTE: If you upgrade using Uninstall Full, custom templates are removed and replaced with default templates. To save custom templates for future use, save the Excel files outside of OneStream Financial Close and upload them after you upgrade. If you upgrade using Uninstall UI, custom templates are retained.

IMPORTANT: If using multiple instances [rcm].[ReconItem] will reflect the instance in use. For example, [rcm1].[ReconItem].

If you are using any of the Templates or Exports listed below from a prior release version, please update the file to reflect the new table names in the following areas:

RCM			Old	New	Location
	Templates	Basic Template	XFW_RCM_ReconItems	[rcm].[ReconItem]	A17
		MultiPeriod Template	XFW_RCM_ReconItems	[rcm].[ReconItem]	A17
		MultiCurrency Template	XFW_RCM_ReconItems	[rcm].[ReconItem]	A20
		MultiCurrencyMultiPeriod Template	XFW_RCM_ReconItems	[rcm].[ReconItem]	A20
		Access Groups	XFW_RCM_AccessGroups	[rcm].[AccessGroup]	A4
		Access Group Members	XFW_RCM_AccessGroupMembers	[rcm].[AccessGroupMember]	A4
	Export/Import	Access Groups	XFW_RCM_AccessGroups	[rcm].[AccessGroup]	A13
		Access Group Members	XFW_RCM_AccessGroupMembers	[rcm].[AccessGroupMember]	A16
		Administration - Inventory and Groups pages	XFW_RCM_ReconItems	[rcm].[ReconItem]	A26

IMPORTANT: If you are using a Template or Export from a prior release version, you will need to unhide certain rows within the template to update to the new table names.

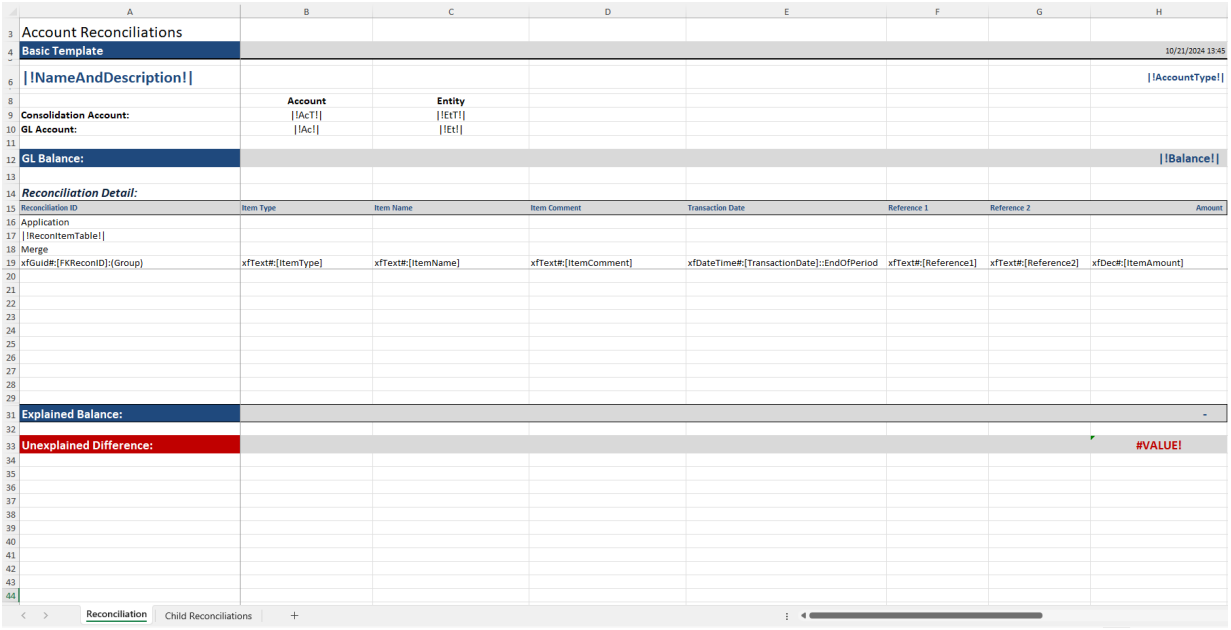
Upload: Add a new Excel template to this solution.

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 and 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. The following example is the design view.

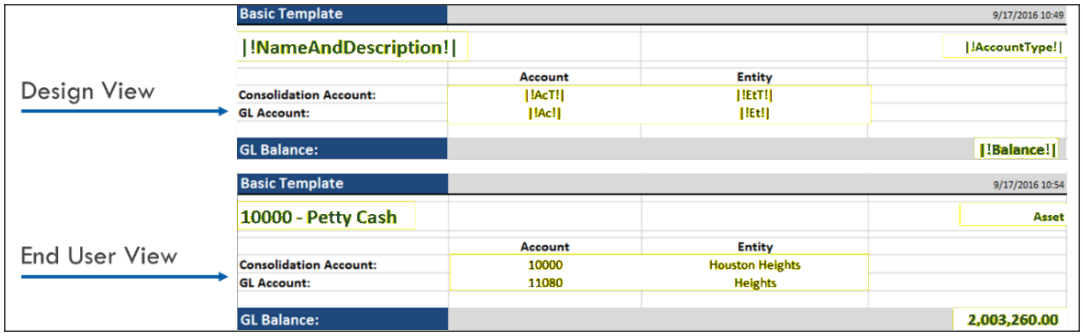
> **NOTE:** In this template, the rows typically hidden are shown along with the Excel Named Range being imported.



	A	B	C	D	E	F	G	H
3	Account Reconciliations							
4	Basic Template							10/21/2024 13:45
6	|!NameAndDescription!|							|!AccountType!|
8		Account	Entity					
9	Consolidation Account:	|!AcT!|	|!EtT!|					
10	GL Account:	|!Ac!|	|!Et!|					
12	GL Balance:							|!Balance!|
14	*Reconciliation Detail:*							
15	Reconciliation ID	Item Type	Item Name	Item Comment	Transaction Date	Reference 1	Reference 2	Amount
16	Application							
17	|!ReconItemTable!|							
18	Merge							
19	xfGuid#:[FKReconID]:(Group)	xfText#:[ItemType]	xfText#:[ItemName]	xfText#:[ItemComment]	xfDateTime#:[TransactionDate]::EndOfPeriod	xfText#:[Reference1]	xfText#:[Reference2]	xfDec#:[ItemAmount]
31	Explained Balance:							-
33	Unexplained Difference:							#VALUE!

Reconciliation | Child Reconciliations

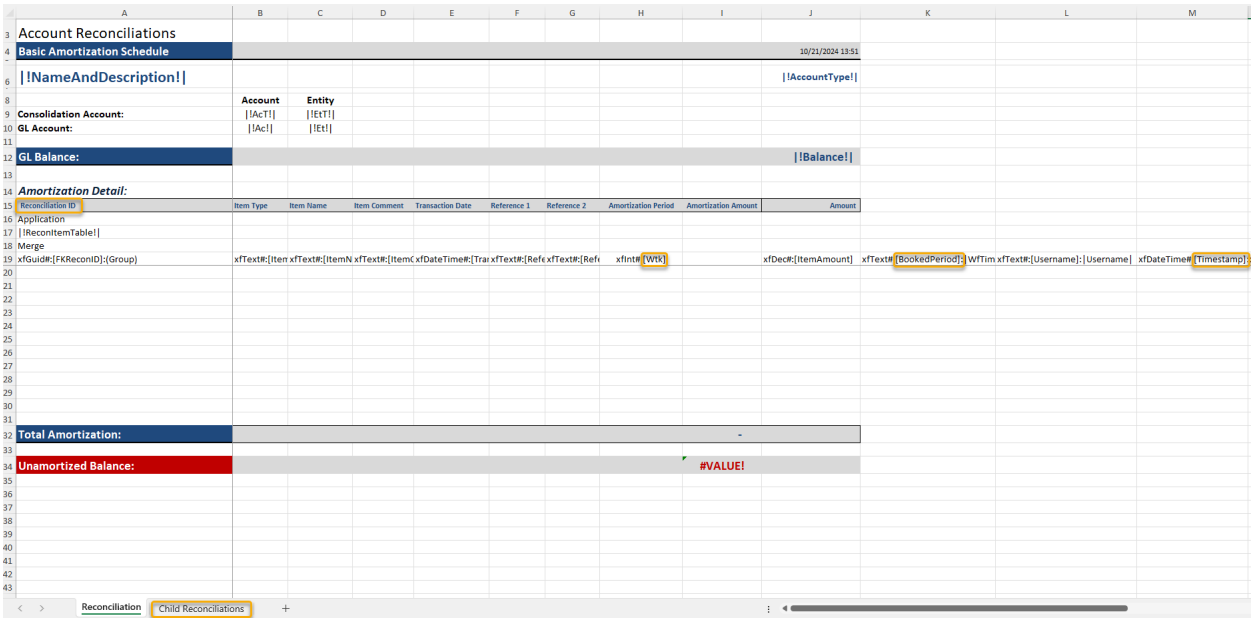
The references to Substitution Variables in the top part of the Excel template relate to Substitution Variables available in Account Reconciliations. These settings are replaced when you download the template at runtime to substitute with values from Account Reconciliations. Other Substitution Variables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



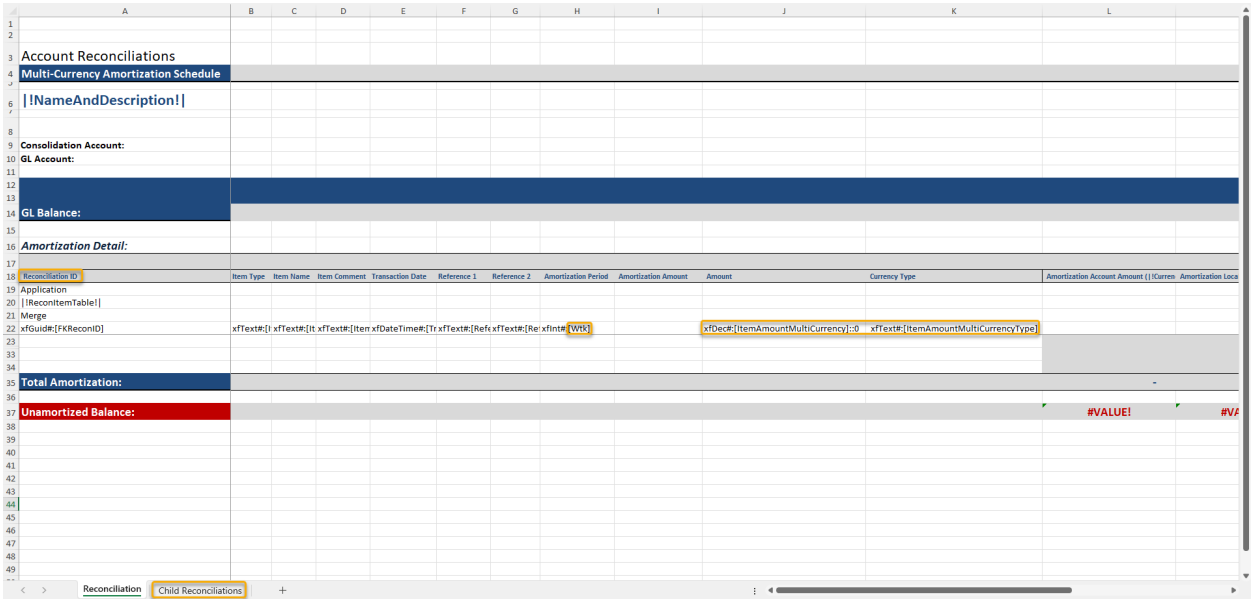
For details on designing this type of Excel template to load into OneStream, see Data Collections in the *Design and Reference Guide*.

The following examples are the MultiPeriodTemplate.xlsx and MultiCurrencyMultiPeriodTemplate.xlsx. Note that the Named Range of xftRecon is selected and rows are shown that are typically hidden (rows 16–19 in the MultiPeriod template and rows 19–22 in the MultiCurrencyMultiPeriod template). 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.

MultiPeriod Template



MultiCurrencyMultiPeriod Template



Note the following information for the highlighted items:

Reconciliation ID: A Reconciliation ID column with a drop-down menu is included in the following templates: Basic, MultiCurrencyMultiPeriod, MultiCurrency, and MultiPeriod. For account groups, the drop-down menu displays the related child reconciliations associated with the group as well as (Group); for individual reconciliations, the drop-down menu is blank. When you import an item with the template, the Reconciliation ID from the template will display in the Detail Items grid on the Reconciliations page.

Child Reconciliations tab: The Basic, MultiCurrency, MultiPeriod, and MultiCurrencyMultiPeriod templates include a Child Reconciliations tab that displays related balances for each child reconciliation in an account group.

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 when imported. Include as many rows as periods of data are necessary, even if spanning years.

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.

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 when imported into OneStream. Further, only current period balances will be translated on the template.

Multi-currency Solutions: Templates that support multiple currencies are included for solutions that have multi-currency enabled. In the MultiCurrency template and MultiCurrencyMultiPeriod 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 uses 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 MultiPeriod 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 primary 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 *Preparers* role. By adding more than one user per role in this way, the main person’s backup is already granted access.

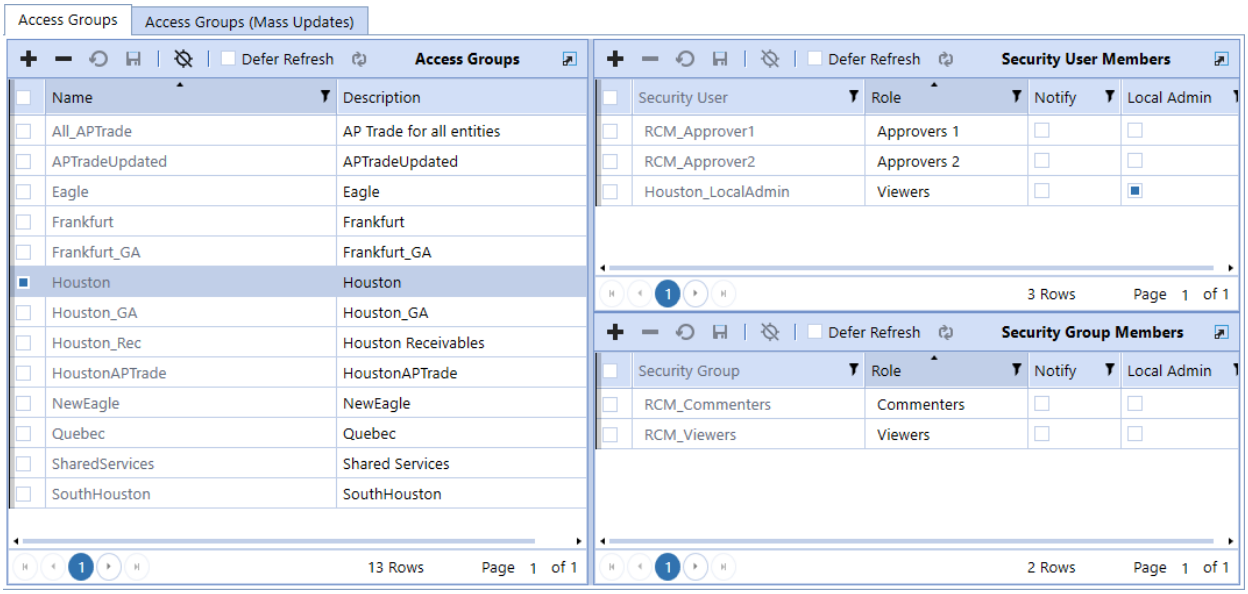
Another way that backups are built in is where a person in a superior role can act in place of a person in a lessor role for a given month. For example, if a user in a *Preparers* role is on vacation, a person in the *Approvers 1* role can act as a Preparer that month, but cannot approve the reconciliation 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.

To manage access groups:

- Click **+** to add a row.
- Select the boxes next to one or more items in the list and click **-** to delete. As a best practice, export your access groups before making a mass update. See Access Groups (Mass Updates).
- Click **Save** to save changes.
- Click **Cancel All Changes Since Last Save** to cancel unsaved changes.

Access Groups (Editor)



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.

Security User Members

Security 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: Select a role for this user:

- **Preparers** – Can see assigned reconciliations and perform preparation duties through clicking the Prepare button.
- **Approvers 1 through Approvers 4** – Choose up to four levels of approvers. You should assign at least as many Approvers as there are approval levels 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, and approve the reconciliation.
- **Commenters** – Optional. This user can see the data and activity but can only make comments related to this reconciliation.
- **Viewers** – Optional. This user can see the data and activity but cannot make comments related to this reconciliation.

Notify: Select this box to send email notifications to this user (as configured under the Notifications tab on the Administration page).

Local Admin: Select this box if this person acts as the Local Admin for this Access Group. See Local Admin Permissions for more information.

Security Group Members

Security Group: Select a group from Platform Security Groups. A group can only be added to an Access Group once.

Role: Select a role for this group:

- **Preparers**– Can see assigned reconciliations and perform preparation duties by clicking the Prepare button.
- **Approvers 1 through Approver 4** – Choose up to four levels of approvers. You should have an Approver for each approval level 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 group 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.
- **Commenters**– Optional. This group can see the data and activity but can only make comments related to this reconciliation.
- **Viewers**– Optional. This group can see the data and activity but cannot make comments related to this reconciliation.

Notify: Select this box to send email notifications to this group (as configured under the Notifications tab on the Administration page).

Local Admin: Select this box if this group 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 you to use Excel to edit Access Groups.

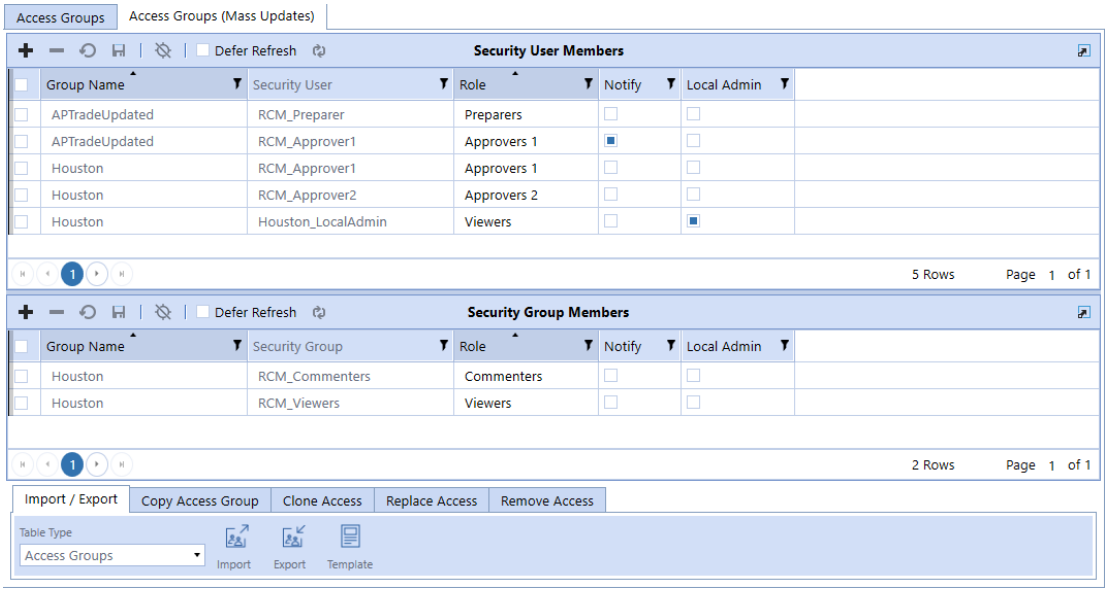
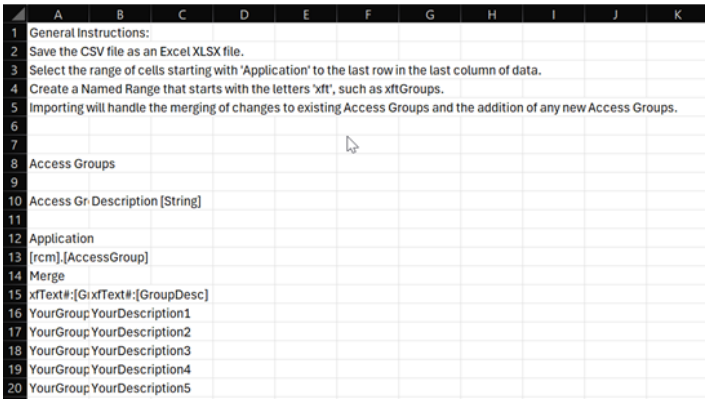
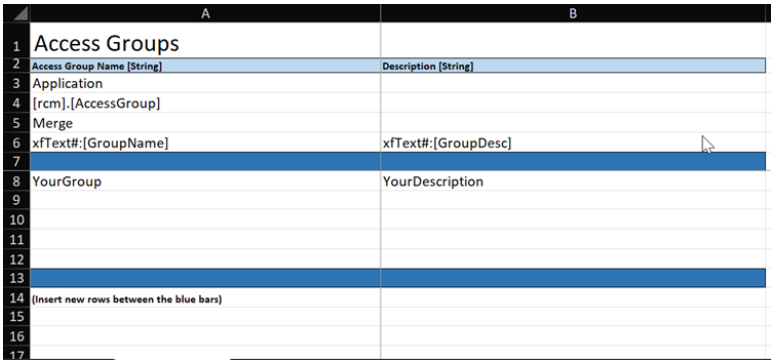


Table Type: Select whether to export data or a template for *Access Groups* or *Members* of Access Groups.

Export: Exports either Access Groups or Access Group Members to a CSV file that opens in Excel for editing. You 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. Save this file in Excel xlsx format. See Templates for more information.



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

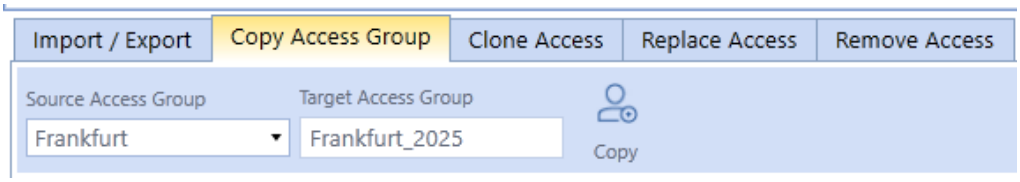


	A	B
1	Access Groups	
2	Access Group Name [String]	Description [String]
3	Application	
4	[rcm].[AccessGroup]	
5	Merge	
6	xfText#:[GroupName]	xfText#:[GroupDesc]
7		
8	YourGroup	YourDescription
9		
10		
11		
12		
13		
14	(Insert new rows between the blue bars)	
15		
16		

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.

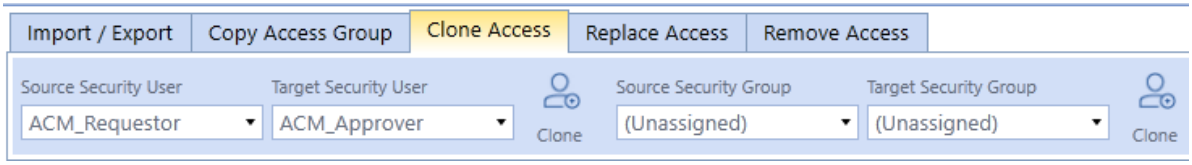
> **CAUTION:** When you import, make sure that the source file is not open on your computer otherwise an error occurs.

Copy Access Group



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

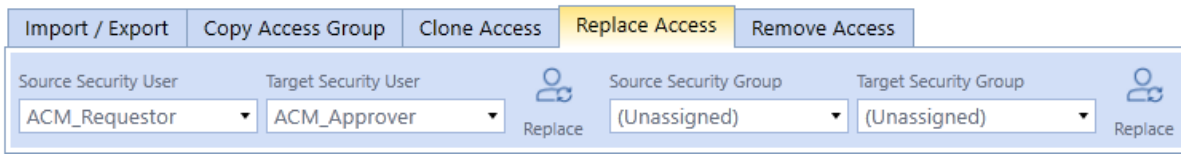
Clone Access



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

You can use the same procedure to clone security group access.

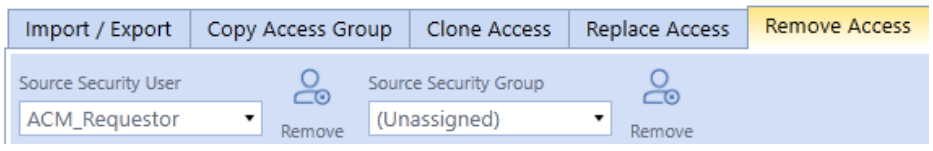
Replace Access



Select a *Source Security User* who will be replaced in every *Access Group* with the *Target Security User* and then click **Replace**.

You can use the same procedure to replace security groups.

Remove Access



Removes the selected security user or group 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: 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.

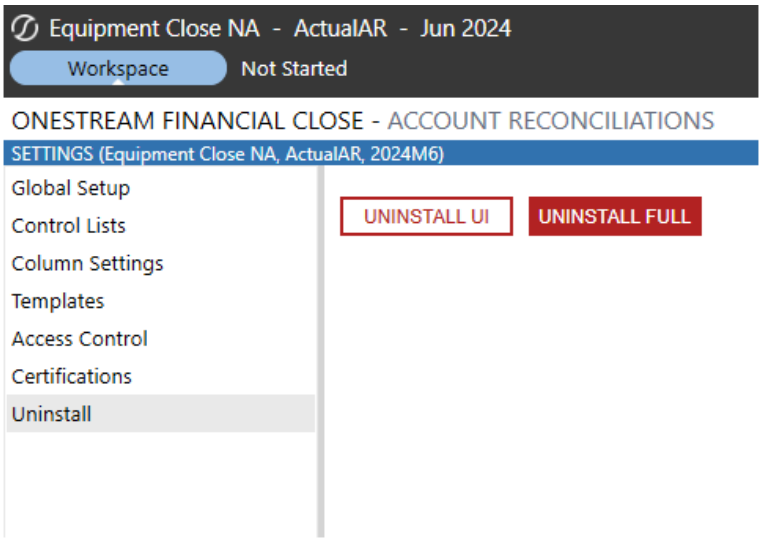
User: The ID of the user who created or modified the certification settings.

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.

Users can navigate to the Uninstall tab to view available options.

1. On the **Settings** page, click **Uninstall**.



> **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

Click to open the Administration page. This page is accessible by OneStream Admins, Reconciliations Global Admins and Local Admins (in limited scope).

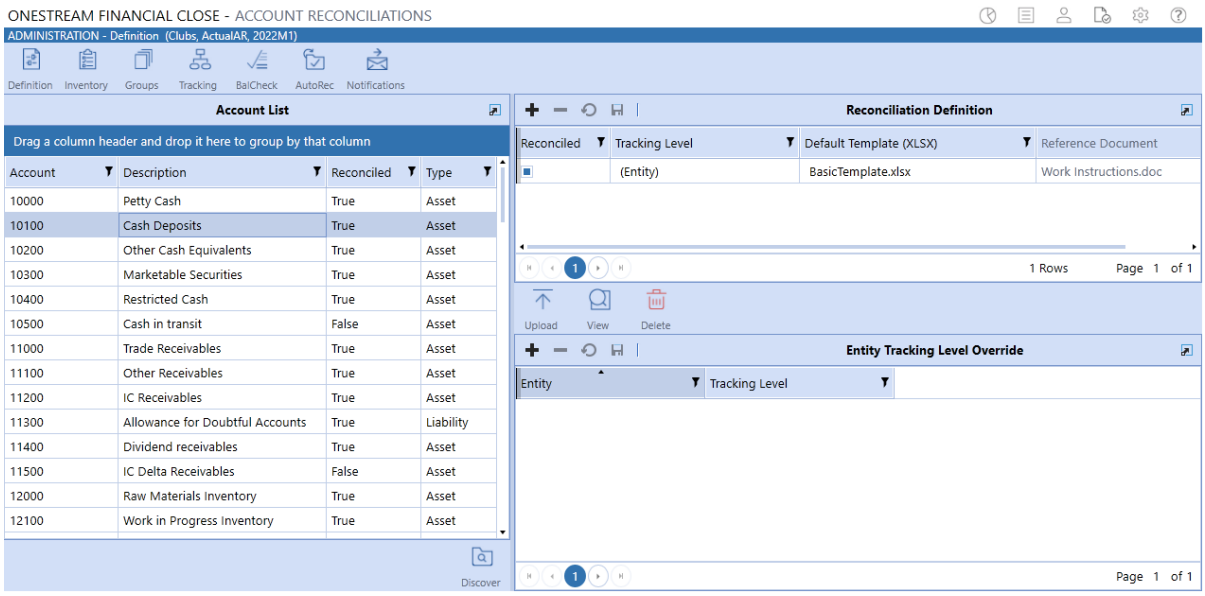
The Administration page is where you configure:

- Definition
- Inventory
- Groups
- Tracking
- BalCheck
- AutoRec
- DAM
- Notifications

Reconciliation Definition

> **IMPORTANT:** If you have reconciliations that have a frequency other than monthly and migrate to OneStream Financial Close Release PV710 SV201 or later, you may need to mark the reconciliations as required in the current period and then run Discover for the current period.

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.



Account List

The initial Account List is generated based on the solution's Reconciliation Account Dimension and Reconciliation Account Member Filter settings in Global Options. These accounts are from the OneStream Cube, not from the General Ledger. 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 **Discover** to add a Reconciliation Definition to each account. Only one Reconciliation Definition can be added per account in the Account List. You can also click the + button to add a Reconciliation Definition to an account.

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

Default Template (XLSX): 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 document to display to the user at runtime 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 **Discover** to process the Reconciliation Definitions and create the Reconciliation Inventory as a background process. Discover runs for the current and future workflow periods. Prior periods are not affected by the discovery process.

Time-based attributes are copied in the Discover process if they do not exist in the current period:

- For reconciliations that do not have attributes for the current period, Discover copies the time-based attributes from the previous period to the current period.
- For reconciliations that do not have attributes for the current period and were not created from the prior period, Discover copies the time-based attributes from the next period to the current period.

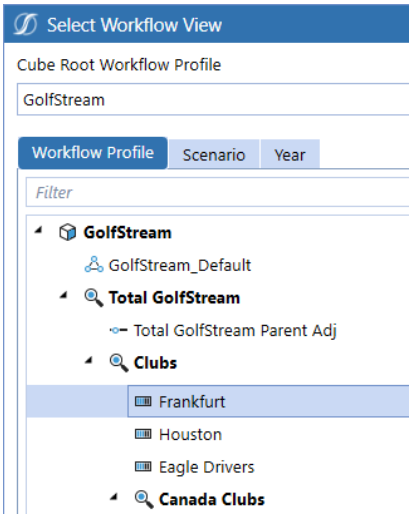
> **NOTE:** The time-based attributes will only be copied from the next period not any further future periods.

In Global Options, if the Auto Create Reconciliation Definition property is selected, it adds a Reconciliation Definition for each row in the Account List that does not already have one.

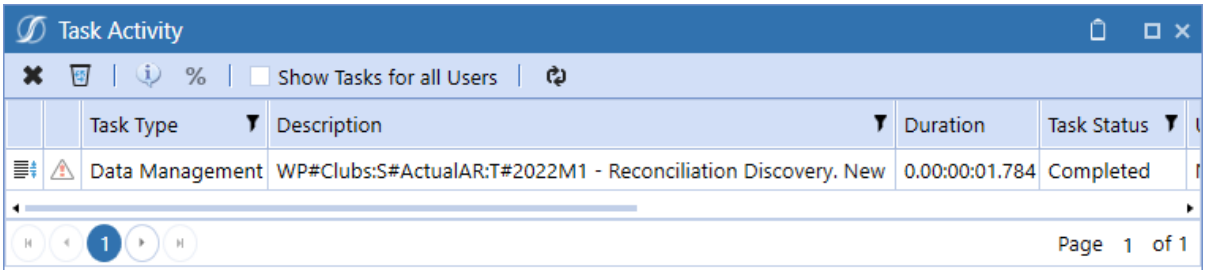
This process also builds out the Reconciliation Inventory entries by searching the current and future time periods for the Source Scenario in the Stage for any instance of a row of source data that was mapped to an account that has an active Reconciliation Definition.

> **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 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.

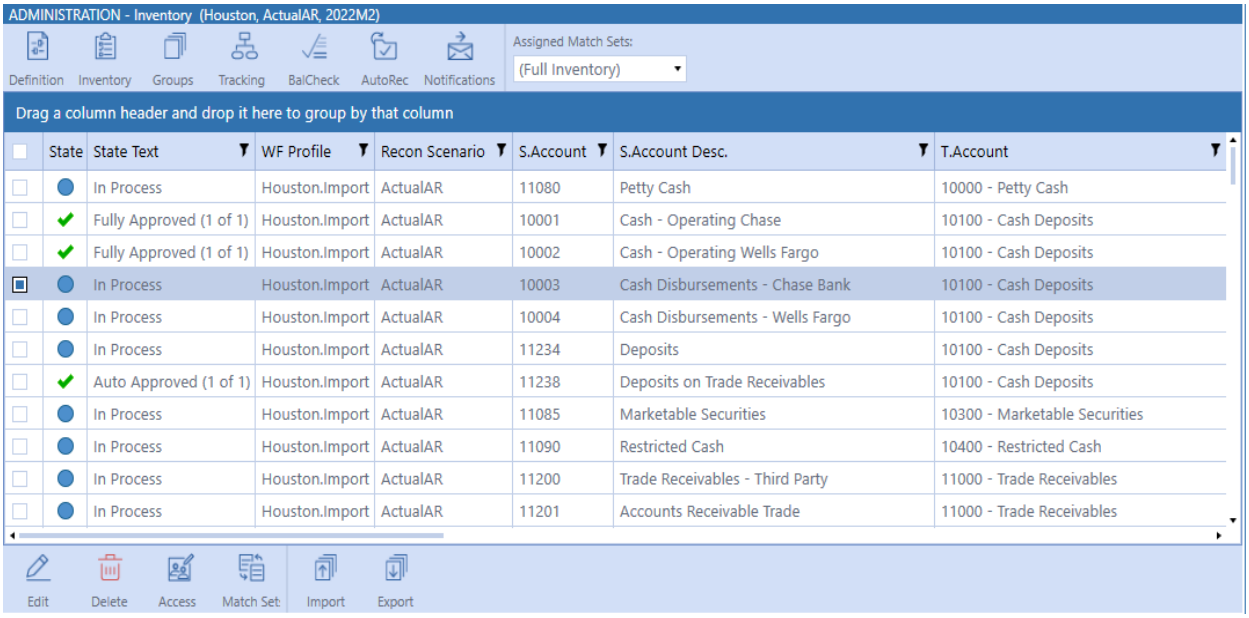
View: Download a copy of the document from the Reconciliation Definition.

Delete: Delete the document from the Reconciliation Definition.

Reconciliation Inventory

This is where you configure reconciliations. The Reconciliation Definition is based on the target accounts being reconciled. After you click **Discover**, 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.

> **TIP:** The state of each reconciliation inventory item is visible. This helps you to understand which items are already prepared when selecting reconciliations to make edits to.



Assigned Match Sets: Select an option to filter the inventory to view where Match Sets are assigned. Select one or more match sets 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.

Edit: Edit the attributes for the selected reconciliation. You can select multiple reconciliations and make changes that apply to all. For example, you can select multiple reconciliations and change the Risk Level from Medium to High.

Delete: Deletes 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.

Access: Edit the access group for the selected reconciliation.

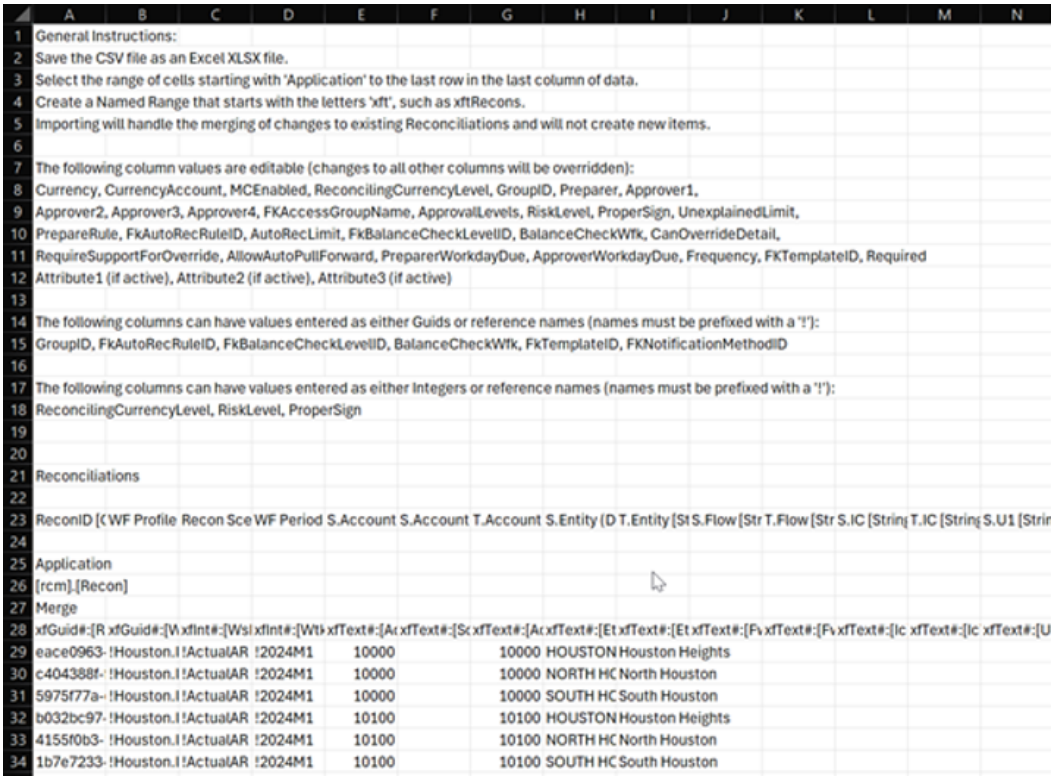
Match Set: Manage the assigned match set for the selected reconciliation.

> **NOTE:** **Match Set** cannot be used to update the assigned match set for a child reconciliation because it is associated with a group. You can manage the match set for child reconciliations in Groups. See Account Group Actions.

Import: Opens a dialog box 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. You must close this file before importing it. This button is not accessible by Local Admins.

Export: Exports all reconciliations in the Reconciliation Inventory, except for Account Group type items, as a CSV file that can be opened in Excel. You 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. You must close this file before importing. Instructions are included in the exported file. This button is not accessible by Local Admins.

> **NOTE:** The headers at the top indicate the global default value that will be used.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	General Instructions:													
2	Save the CSV file as an Excel XLSX file.													
3	Select the range of cells starting with 'Application' to the last row in the last column of data.													
4	Create a Named Range that starts with the letters 'xft', such as xftRecons.													
5	Importing will handle the merging of changes to existing Reconciliations and will not create new items.													
6														
7	The following column values are editable (changes to all other columns will be overridden):													
8	Currency, CurrencyAccount, MCEnabled, ReconcilingCurrencyLevel, GroupID, Preparer, Approver1,													
9	Approver2, Approver3, Approver4, FKAccessGroupName, ApprovalLevels, RiskLevel, ProperSign, UnexplainedLimit,													
10	PrepareRule, FkAutoRecRuleID, AutoRecLimit, FkBalanceCheckLevelID, BalanceCheckWfk, CanOverrideDetail,													
11	RequireSupportForOverride, AllowAutoPullForward, PreparerWorkdayDue, ApproverWorkdayDue, Frequency, FKTemplateID, Required													
12	Attribute1 (if active), Attribute2 (if active), Attribute3 (if active)													
13														
14	The following columns can have values entered as either Guids or reference names (names must be prefixed with a '!'):													
15	GroupID, FkAutoRecRuleID, FkBalanceCheckLevelID, BalanceCheckWfk, FkTemplateID, FKNotificationMethodID													
16														
17	The following columns can have values entered as either Integers or reference names (names must be prefixed with a '!'):													
18	ReconcilingCurrencyLevel, RiskLevel, ProperSign													
19														
20														
21	Reconciliations													
22														
23	ReconID [(	WF Profile	Recon Sce	WF Period	S.Account	S.Account	T.Account	S.Entity (D	T.Entity [St	S.Flow [Str	T.Flow [Str	S.IC [String	T.IC [String	S.U1 [Strir
24														
25	Application													
26	[rcm].[Recon]													
27	Merge													
28	xfGuid#:[R	xfGuid#:[W	xfInt#:[Ws	xfInt#:[Wf	xfText#:[Ac	xfText#:[Sc	xfText#:[Ac	xfText#:[Et	xfText#:[Et	xfText#:[Fl	xfText#:[Fl	xfText#:[Ic	xfText#:[Ic	xfText#:[U
29	eace0963-	!Houston.I	!ActualAR	!2024M1	10000		10000	HOUSTON	Houston Heights					
30	c404388f-	!Houston.I	!ActualAR	!2024M1	10000		10000	NORTH HC	North Houston					
31	5975f77a-	!Houston.I	!ActualAR	!2024M1	10000		10000	SOUTH HC	South Houston					
32	b032bc97-	!Houston.I	!ActualAR	!2024M1	10100		10100	HOUSTON	Houston Heights					
33	4155f0b3-	!Houston.I	!ActualAR	!2024M1	10100		10100	NORTH HC	North Houston					
34	1b7e7233-	!Houston.I	!ActualAR	!2024M1	10100		10100	SOUTH HC	South Houston					

Reconciliation Inventory Item Attributes

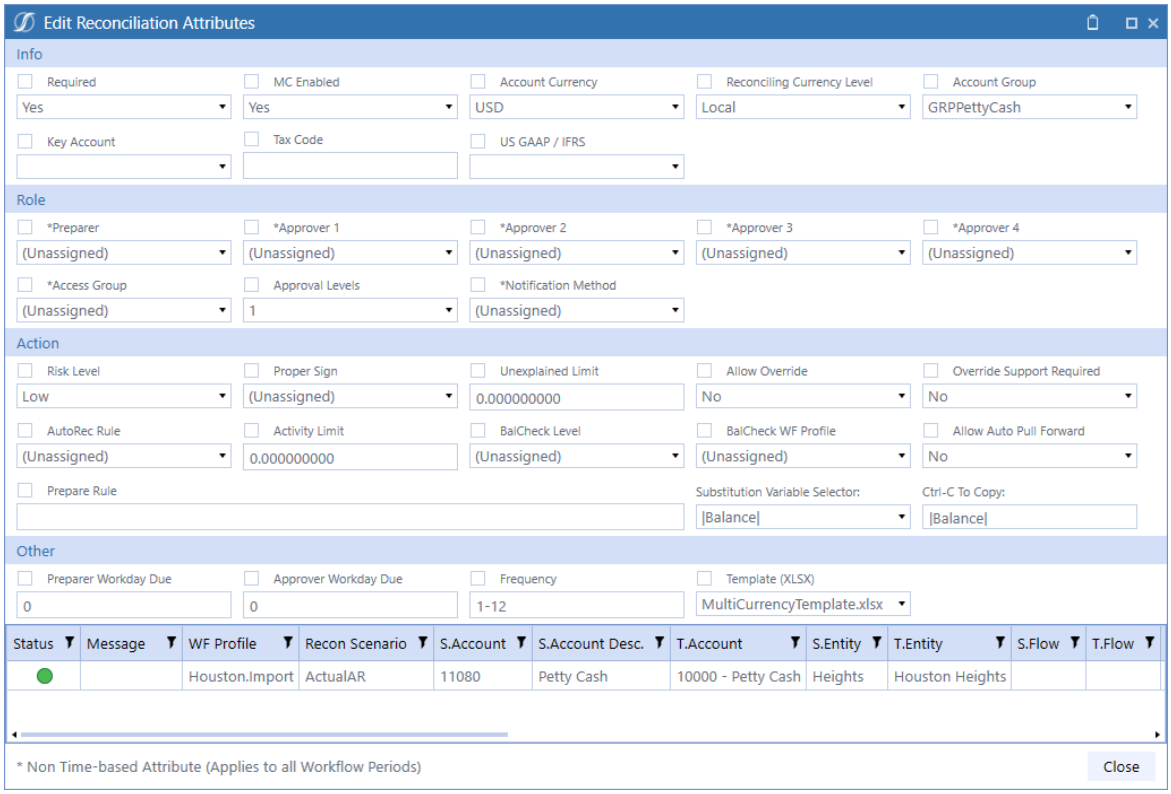
Attributes must be configured for every Reconciliation Inventory Item not assigned to an account group. For items assigned to an account group, these attributes are configured at the account group level.

Reconciliation attributes are pulled forward from month to month using Discover. Changes made to reconciliation attributes are reflected in all subsequent periods and do not apply to prior periods.

Editing Reconciliation Attributes

To edit reconciliation attributes:

1. Select a reconciliation from the inventory list and then click **Edit**. If multiple reconciliations are selected, the attributes of the first reconciliation selected (from the Inventory page, not the validation grid below) will appear in the dialog box.



2. Make changes to attributes.

> **IMPORTANT:** When you edit reconciliation attributes, you must select the check box above the attribute for the change to be applied when you click **Save**. The Save button displays after a check box is selected.

3. Click **Save**.

When editing reconciliation inventory attributes, Security Roles and Notification Methods can be edited at any time. Other attributes can be edited only if the reconciliation has not been prepared.

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

MC Enabled (Multi-currency Solutions): Indicates if Multi-currency is enabled for the reconciliation.

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 Enabled period.

While Account currency may not be used or required, being able to see Reporting within the Reconciliations page may be helpful. In this instance, where only two currency levels exist (for example, Local and Reporting), it is recommended that Multi-currency be enabled, the Account currency default set to Local, and the MC Enabled setting enabled 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.

Account Currency (Multi-currency Solutions): Currency type for the Account level balance. This will be a drop-down menu 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 menu.

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 was enabled. This reconciling level applies to the Unexplained Limit, Prepare 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 prepared. However, if the Reconciling Currency is set to Local in the example above, the reconciliation could not be prepared.

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

	Balance:	Explained:	Unexplained:	Activity:
Account (GBP)	**260,526.54**	**199,191.89**	**61,334.65**	**5,601.11**
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).

Custom Attributes: If custom attribute fields were added, this is where they will display in the dialog box. See Attribute Columns.

Preparer: Assign the user or group. The same user or group cannot be added to multiple roles. You can update security roles at any time.

Approver 1-4: Assign the user or group. The same user or group cannot be added to multiple roles. You can update security roles at any time.

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.

Approval Levels: Choose levels of approval required for each Reconciliation Inventory Item from 1 through 4. Ensure that the Access Group assigned has people configured at the appropriate levels of approval. See Access Control.

Notification Method: Select a method for notification created on the Notifications page or set to (Unassigned) .

Risk Level: Options are Low, Medium, or High Risk for this Reconciliation Definition. This is for reporting and other filtering.

Proper Sign: Options 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 determine whether a Reconciliation can be prepared if the explained value is within a certain absolute value threshold. By default, a reconciliation is not considered prepared 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 prepared if the difference is explained within $1000 USD.

Allow Override (Multi-currency Solutions): When set to **Yes**, 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 (that is, offset balance).

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

AutoRec Rule: This is a drop-down list populated from the list of rules created in 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.

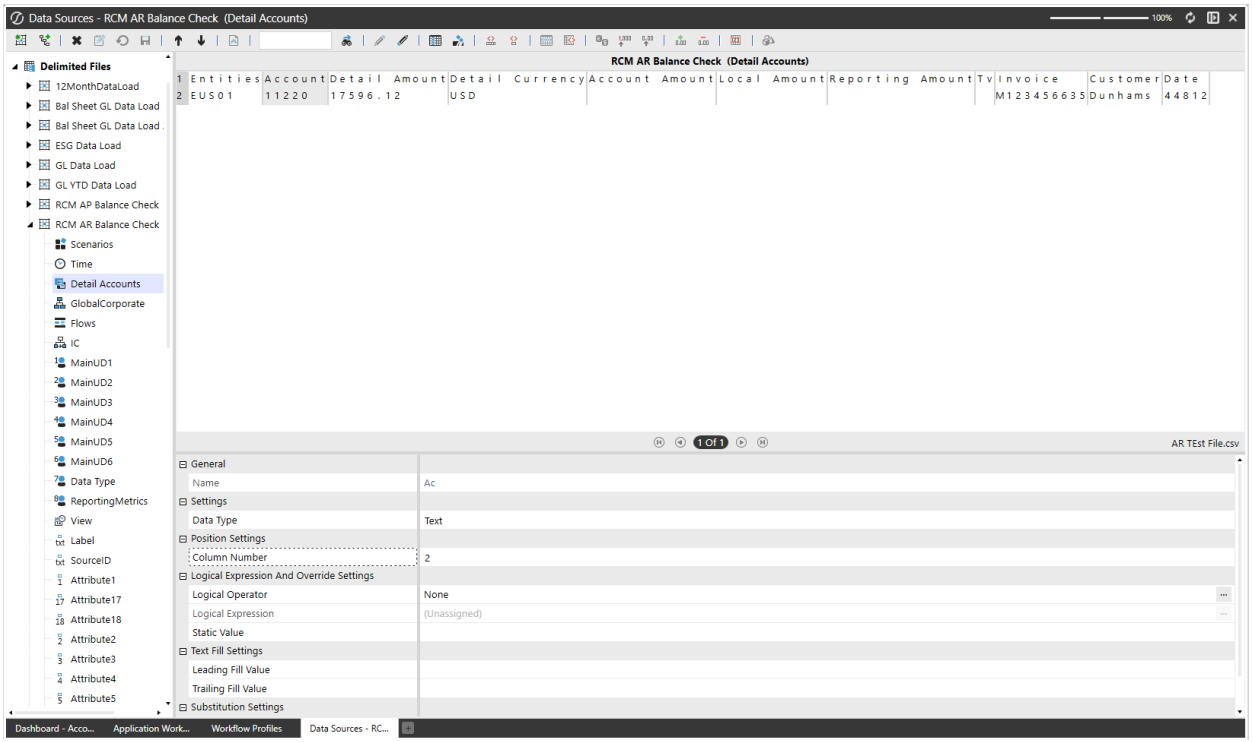
Activity Limit: If an AutoRec rule is created that has Activity selected, the rule will check the activity (differences in Balance) in this reconciliation since the last period and compares to the absolute value of this number. For instance, if the balance was explained last month at $1000, the new balance 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. When you select (Tracking Level) for a child reconciliation, Balance Check is performed at the tracking level of the child reconciliation and the BalCheck WF Profile selection is used. When you select (Tracking Level) for an account group, the BalCheck WF Profile selection of the account group is ignored and will be used from the child reconciliation.

BalCheck WF 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. After a Workflow Profile is assigned here for a Balance Check-type reconciliation, Account Reconciliations checks to see if that Transformation Rule passed or failed to determine whether this reconciliation is complete.

> **NOTE:** The reconciliation balance for RCM is based on the source value loaded. Although the source value may be transformed to flip signs for consolidation purposes, the flip sign will not apply when the reconciliation is created in RCM. Contrary to this, when uploading Balance Check information in the reconciliation workflow, the flip sign is available to transform the source Balance Check values. This may be needed to ensure that the sign aligns with the reconciliation balance.

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.



Allow Auto Pull Forward: When set to **Yes**, the reconciliation automatically pulls forward I-Items and T-Items with the related I-Docs during processing when the account balance is first created. T-Items are also converted into I-Items.

Prepare Rule: Overrides the Unexplained Limit. Rule logic can include any item from the Substitution Variable Selector. See Expression Rule Syntax.

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|)

Substitution Variable Selector: A list of Substitution Variables used in Prepare Rule 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.

Preparer Workday Due: Enter + or - and a 1–2 digit number for the days. For example, if you enter -10 and the close date is 1/31/22, then the preparer due is 1/21/22.

Approver Workday Due: Indicates the due date for the final approver. Enter + or - and a 1–2 digit number for the days. For example, if you enter +2 and the close date is 1/31/22, then the approver due date is 2/2/22.

> **IMPORTANT:** The Approver date cannot be before Preparer date.

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

> **NOTE:** If the Frequency is changed on the Reconciliation Definition, some reconciliations may be Prepared or still In Process. This would normally stop the user from preparing 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 preparing. 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.

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.

S.Account Desc.: Source Account Description. This is based on the option selected in the Source Account Description Dimension field in Settings > Global Setup > Global Options.

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.

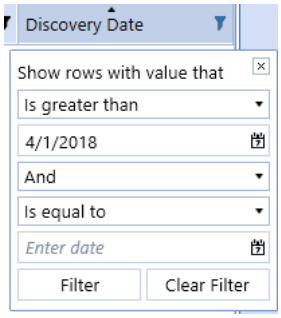
Currency (Single Currency Solutions): Currency is the Target Entity currency per the Entity dimension.

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.

Discovery Time: 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.



Expression Rule Syntax

The fields for Prepare Rule and AutoRec Rule 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)

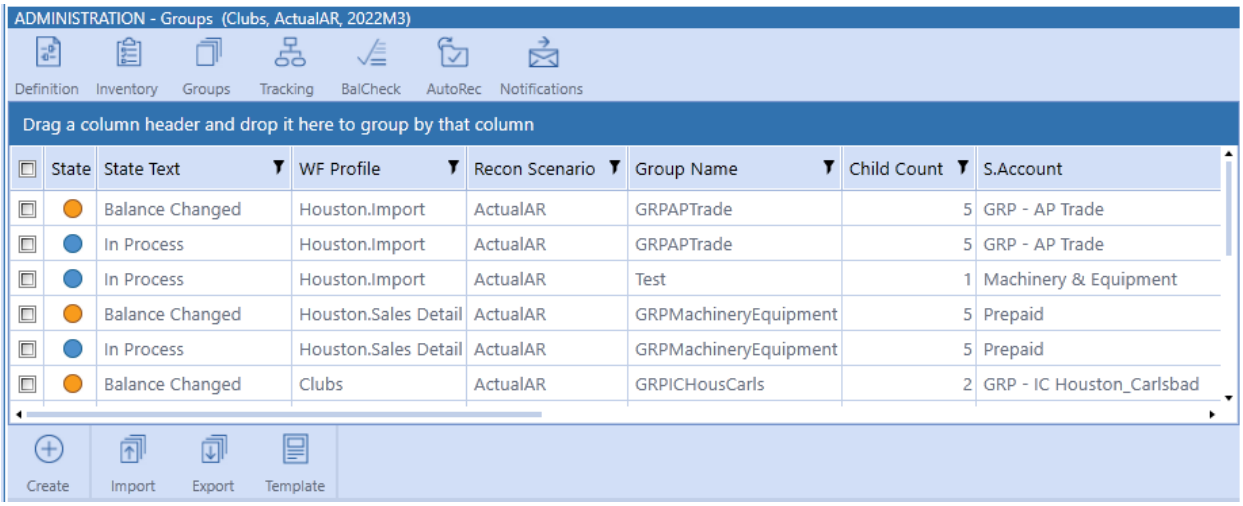
- / (division)
- % (modulus)
- Conditional ‘if’
- Substring

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*.

Account Groups

Groups of Source Accounts can be reconciled collectively instead of individually. Each Account Group becomes a single reconciliation for the aggregate of the Source Accounts. 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 in a single currency because, by an Account Group's nature, the untranslated source data will be aggregated together for analysis. For example, if someone reconciles all the Fixed Asset accounts for USD, 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.

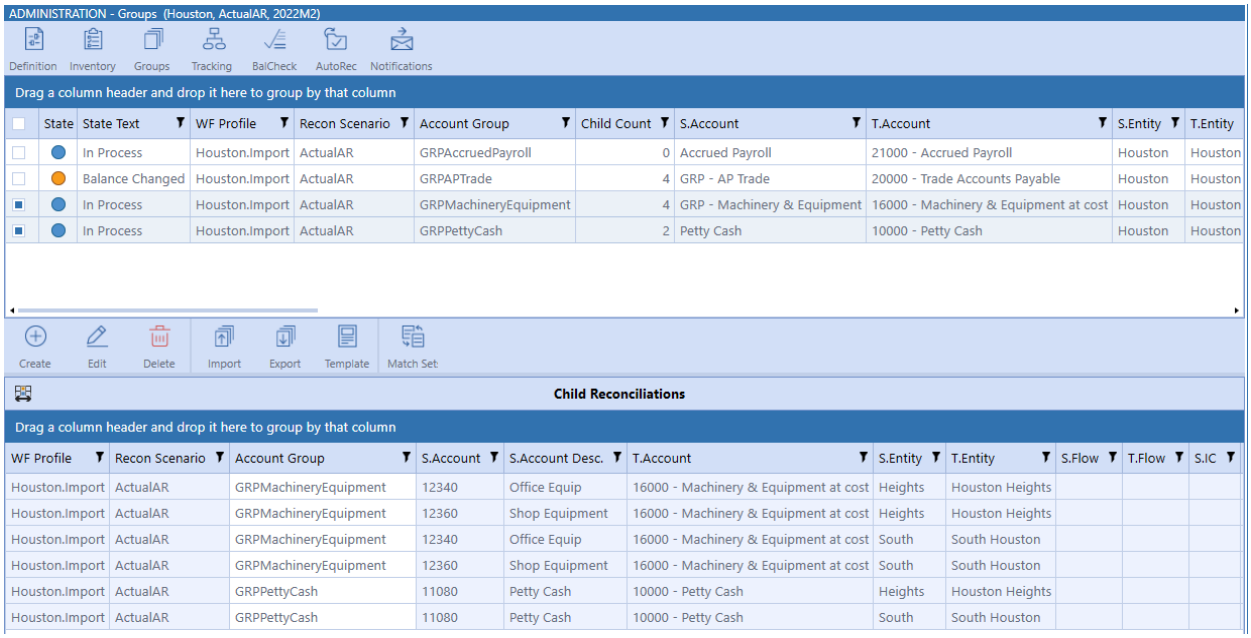
First, each currency level is translated to the Account Group currency and then aggregated. When creating a new Multi-currency Account Group, both Account and Local currency must be selected for the group, as well as the MC Enabled option. After the Account and Local currencies are selected, Multi-currency 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.

When a reconciliation is added to an Account Group, it can no longer be prepared individually and can only be prepared at the group level. Therefore, the Prepare button is not visible for reconciliations that are part of an Account Group.

Child Reconciliations

Select one or more Account Groups to view the child reconciliations assigned to the groups.



After a Reconciliation Inventory item is assigned to an Account Group, it becomes a child reconciliation of the group. After adding the child to an Account Group, most of the child's attributes take on the values assigned for the Account Group. Additionally, if attributes are changed for an Account Group, the child reconciliations' attributes within the group will be updated to be in line with the Account Group attributes upon Save. This is helpful because detailed configuration of individual items is not necessary.

For example, if you change the Risk Level for an Account Group from Low to High, the risk level of the child reconciliations changes from Low to High.

Only these attributes are changed at the child reconciliation level:

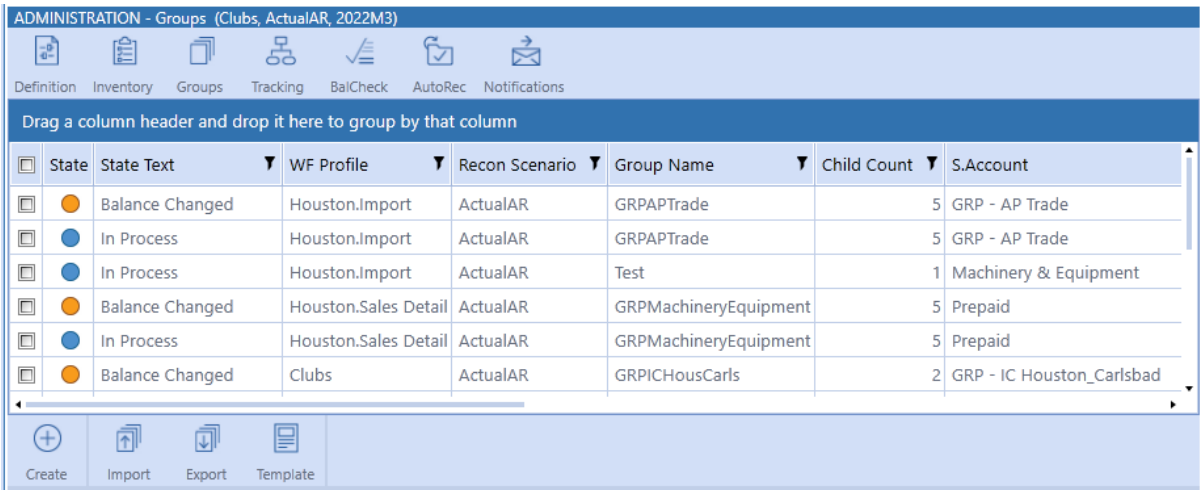
- Account Currency
- BalCheck WF Profile

NOTE: When you select *(Tracking Level)* for the BalCheck Level of an account group, the BalCheck WF Profile selection of the account group is ignored and will be used from the child reconciliation.

NOTE: The Administrator can change the account group from Multi-currency to single currency only if the child reconciliations of the group all use the same local currency.

These attributes, set at the group level, do not flow through to the child reconciliations:

- T Account
- S Account
- T Entity
- S Entity
- WF Profile
- Local Currency
- Account Currency
- BalCheck WF



State and **State Text**: Indicates state of Account Group.

WF Profile: 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: Defaults to the Recon Scenario set in Global Options.

Group Name: Account Group name set up by the Reconciliations Global Admin.

Child Count: Number of reconciliations assigned to the group.

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 : 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: 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 attributes: See Reconciliation Inventory Item Attributes. The attributes set at the Account Group level override what is set for the included Source Accounts. These attributes set at the group level do not flow through to the child reconciliations:

- T Account
- S Account
- T Entity
- S Entity
- WF Profile
- Local Currency
- Account Currency
- BalCheck WF

> **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.

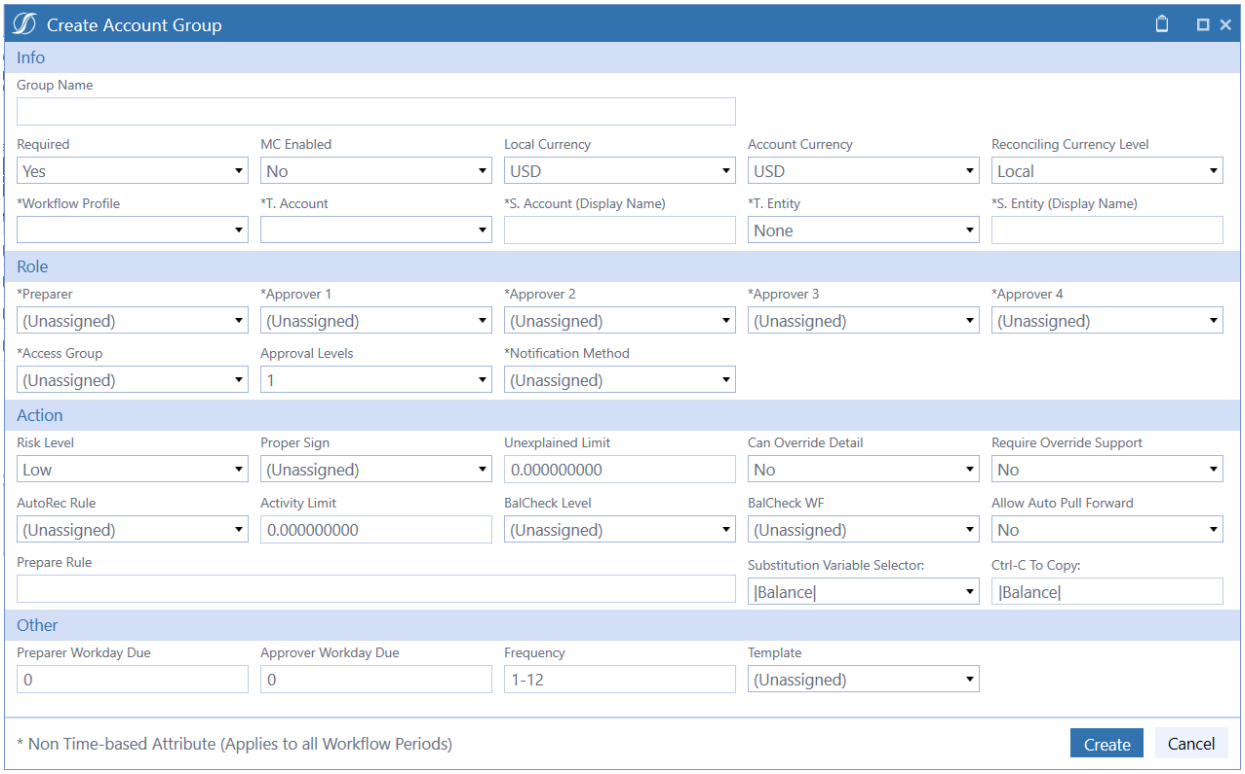
Account Group Actions

For descriptions of the fields in the create, edit, and clone dialog boxes described below, see Reconciliation Inventory Item Attributes.

You can perform the following actions on Account Groups:

Create: Create a new Account Group. Keep in mind:

- Group Name must be unique and cannot include special characters (including spaces).
- Local Admins can only see the Access Groups that they are members of.



Clone: Clone the attributes of the selected Account Group to create a new group. Keep in mind:

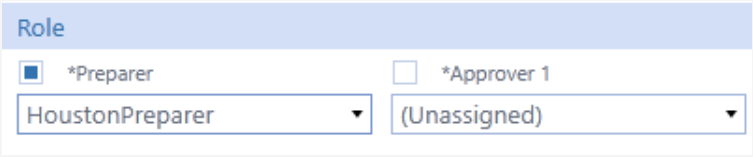
- Group Name must be unique and cannot include special characters (including spaces).
- To assign an Access Group to an Account Group, you must be Local Admin of the selected Access Group.

Edit: Edit the attributes of the selected Account Group. Keep in mind:

- The Local Currency of a single currency Account Group must match the currency of the child reconciliations.
- The Local Admin can only edit account groups if they are within part of the Access Group assigned to the Account Group.

- To assign an Access Group to an Account Group, you must be a Local Admin, RCM Admin, or a OneStream Admin. Local Admins can only assign the access groups that they are a part of.
- T. Account, S. Account, T. Entity, and S. Entity are assigned at the group level and are not time based. The child reconciliations do not take on these attributes.
- No changes are saved if errors are found.

IMPORTANT: When you edit Account Group attributes, you must select the check box above the attribute for the change to be applied when you click **Save** . The Save button only displays after a check box is selected.

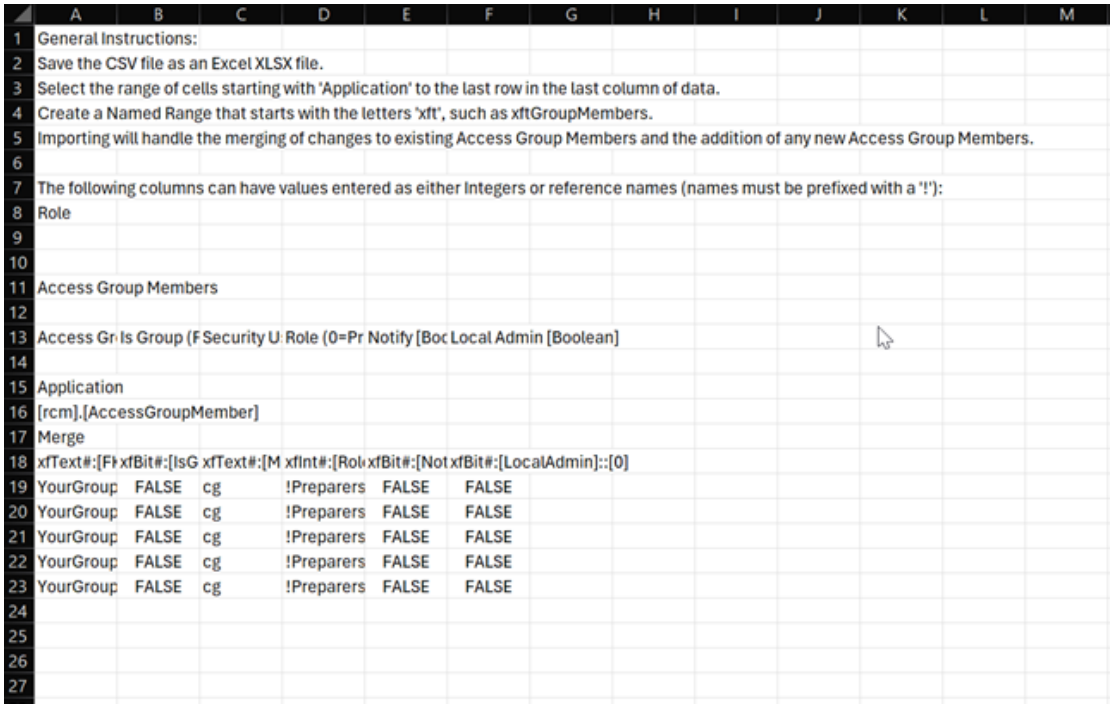


Delete: Select one or more Account Groups to delete. Keep in mind:

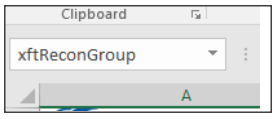
- Local Admins can delete Account Groups that they are assigned to. RCM and OneStream Admins can delete any Account Group.
- Only Account Groups that have not been prepared in any period (current or prior) can be deleted.
- All child reconciliations must be removed from an Account Group before it can be deleted.

Import: Select an Excel .xlsx file to import that contains Account Groups to merge changes or add new records. You must close this file before importing it. This button is not accessible to Local Admins.

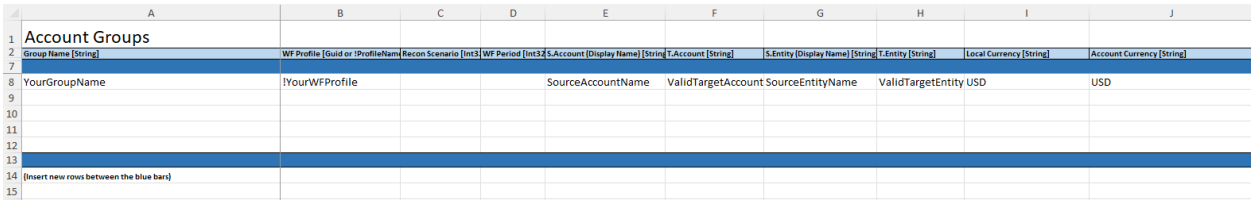
Export: Exports all Account Groups as a CSV file that is opened in Excel and used to edit or update group information. To import these updates, the user must add a Named Range starting with the letters xft covering appropriate rows starting with the cell with the word Application in the top left cell.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



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	General Instructions:												
2	Save the CSV file as an Excel XLSX file.												
3	Select the range of cells starting with 'Application' to the last row in the last column of data.												
4	Create a Named Range that starts with the letters 'xft', such as xftGroupMembers.												
5	Importing will handle the merging of changes to existing Access Group Members and the addition of any new Access Group Members.												
6													
7	The following columns can have values entered as either Integers or reference names (names must be prefixed with a '!'):												
8	Role												
9													
10													
11	Access Group Members												
12													
13	Access Gr	Is Group (F	Security U	Role (0=Pr	Notify [Boc	Local Admin [Boolean]							
14													
15	Application												
16	[rcm].[AccessGroupMember]												
17	Merge												
18	xfText#:[Fi	xfBit#:[IsG	xfText#:[M	xfInt#:[Rol	xfBit#:[Not	xfBit#:[LocalAdmin]::[0]							
19	YourGroup	FALSE	cg	!Preparers	FALSE	FALSE							
20	YourGroup	FALSE	cg	!Preparers	FALSE	FALSE							
21	YourGroup	FALSE	cg	!Preparers	FALSE	FALSE							
22	YourGroup	FALSE	cg	!Preparers	FALSE	FALSE							
23	YourGroup	FALSE	cg	!Preparers	FALSE	FALSE							
24													
25													
26													
27													



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

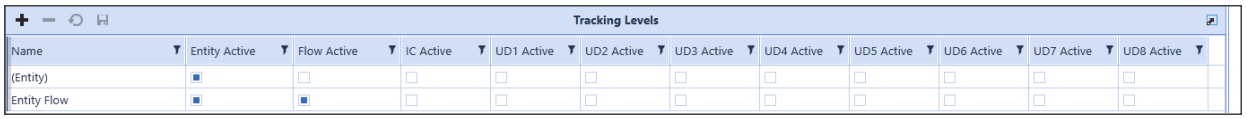


	A	B	C	D	E	F	G	H	I	J
1	Account Groups									
2	Group Name [String]	WF Profile [Guid or !ProfileNam	Recon Scenario [Int3	WF Period [Int32	S.Account [Display Name] [String	T.Account [String]	S.Entity [Display Name] [String	T.Entity [String]	Local Currency [String]	Account Currency [String]
7										
8	YourGroupName	!YourWFProfile			SourceAccountName	ValidTargetAccount	SourceEntityName	ValidTargetEntity	USD	USD
9										
10										
11										
12										
13										
14	(Insert new rows between the blue bars)									
15										

Access: Edit the access group for the selected Account Group.

Match Set: Manage the assigned match sets for the selected account group.

Tracking



Tracking Levels

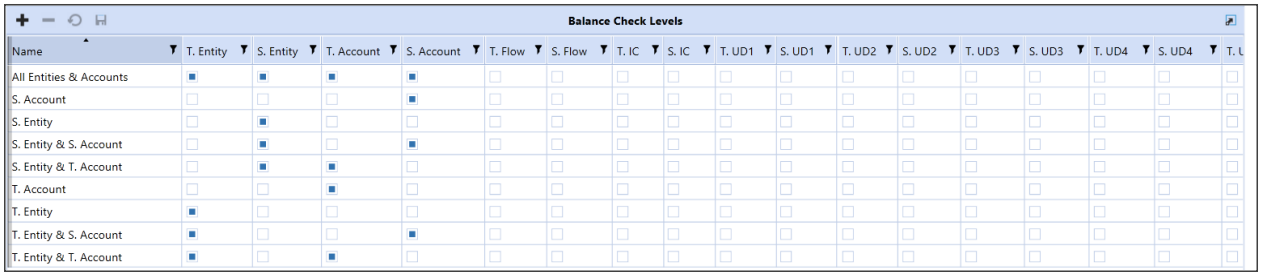
Name	Entity Active	Flow Active	IC Active	UD1 Active	UD2 Active	UD3 Active	UD4 Active	UD5 Active	UD6 Active	UD7 Active	UD8 Active
(Entity)	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Entity Flow	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐

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 by 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 provided within Tracking Levels or BalCheck Levels, whichever is more granular. These levels are used to populate the BalCheck Level within the Inventory. Any dimensions included that are not part of the Tracking Level will be used to sum the Balance Check items. 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. U
All Entities & Accounts	■	■	■	■													
S. Account				■													
S. Entity		■															
S. Entity & S. Account		■		■													
S. Entity & T. Account		■	■														
T. Account			■														
T. Entity	■																
T. Entity & S. Account	■			■													
T. Entity & T. Account	■		■														

There are several types of Balance Checks that are pre-populated 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.
- **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.
- **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.

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.

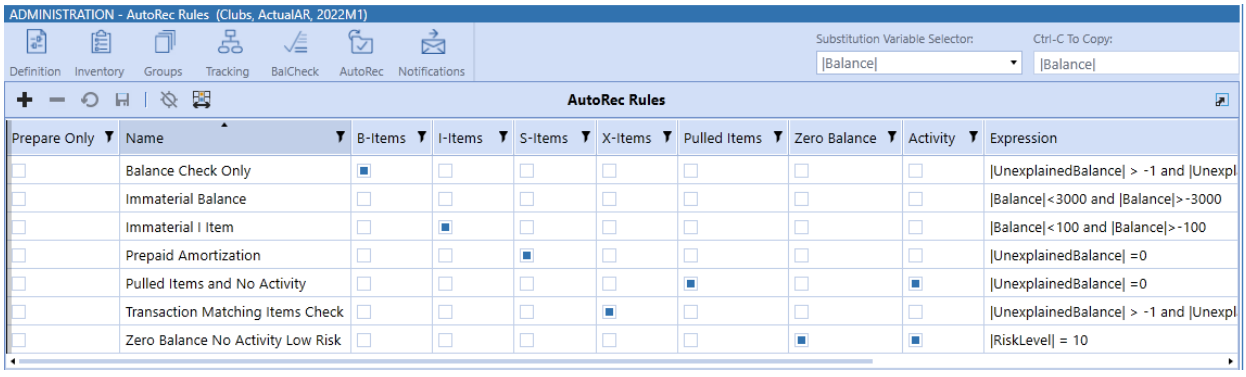
AutoRec

AutoRec rules can 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 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 updates the rule throughout the Reconciliation Inventory if it is applied to multiple reconciliations. This page is not accessible by Local Admins.

To use AutoRec rules, at least one of the following criteria must be met:

- Zero Balance check box is selected.
- Activity check box is selected.
- Expression is included in the text box.

> **IMPORTANT:** If an AutoRec rule is used to Prepare or Fully Approve a reconciliation, it cannot be modified or deleted.



- **Prepare Only**: If selected, the reconciliation is auto reconciled to the Prepared status (Auto Prepared). The reconciliation still requires approval. If not selected, the reconciliation is auto reconciled to the Fully Approved status (Auto Fully Approved). The reconciliation will not require any approvals.
- **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 Items**: Detail items pulled from the prior period will allow AutoRec. This logic will apply to all Detail T-Items and I-Items. If Allow Auto Pull Forward is set to Yes, Pulled Items must be selected for the AutoRec Rule to run successfully. See Reconciliation Inventory.
- **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'

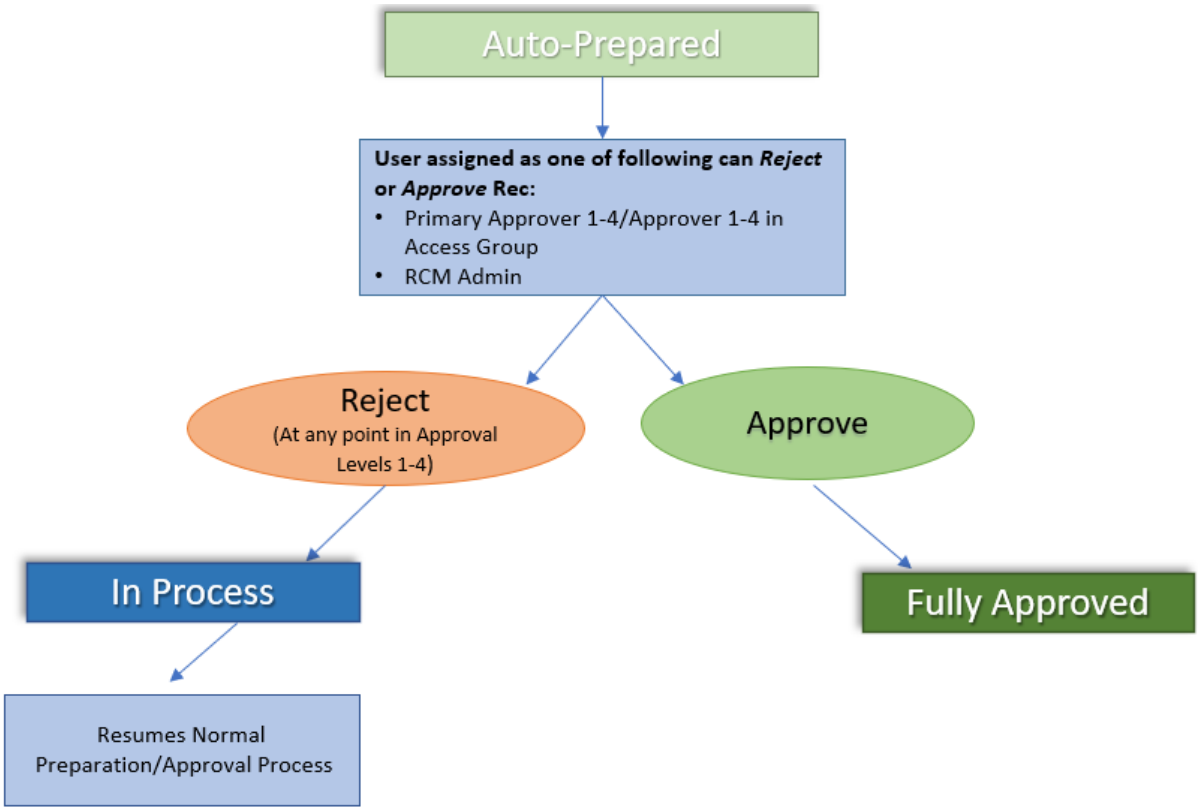
To clarify, if an item type is selected, a reconciliation can automatically reconcile if that item type exists. If the item type is not selected and it exists within the reconciliation, the reconciliation will not automatically reconcile. If a qualifier (Zero Balance, Activity, or Expression) is selected, 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.

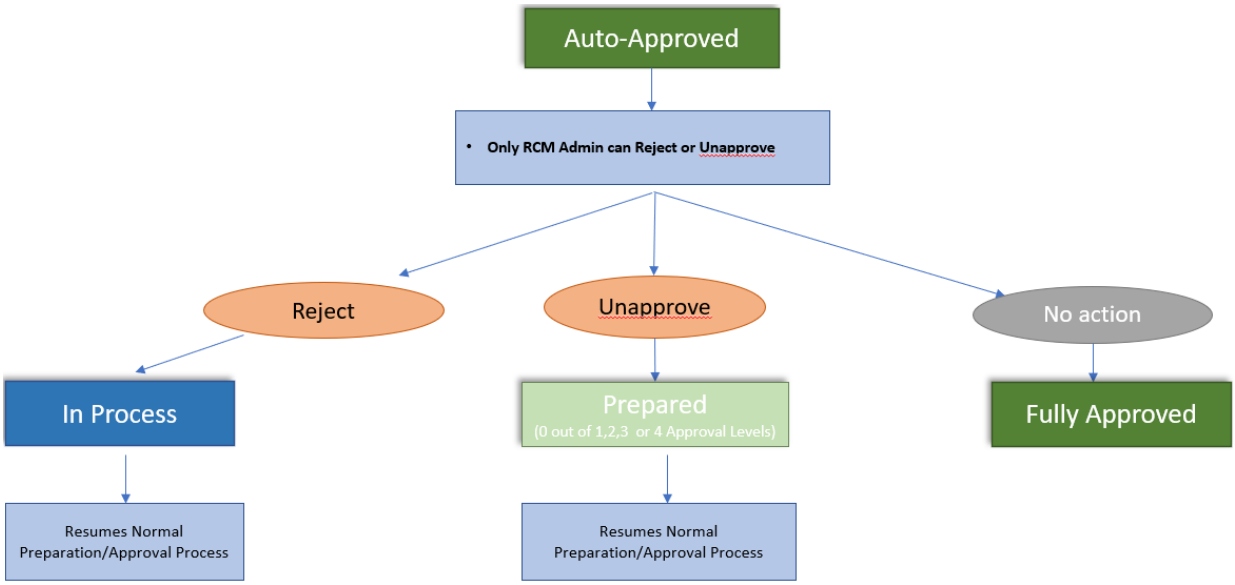
Auto-prepared and Auto-approved Reconciliation States

These diagrams show how auto-prepared and auto-approved reconciliations move between states.

Auto-prepared reconciliations follow this flow:



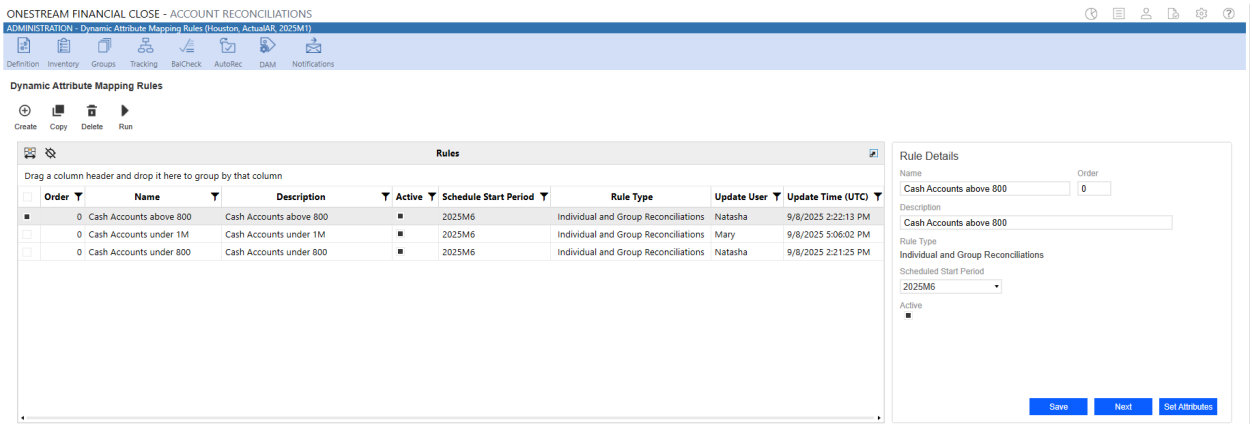
Fully approved auto reconciliations follow this flow:



Dynamic Attribute Mapping

Dynamic Attribute Mapping (DAM) automates the maintenance of reconciliation attributes. For example, you can assign risk levels based on balances, frequency, or other conditions, and group reconciliations according to specific criteria. Rules can be executed on demand or scheduled to run automatically, streamlining the reconciliation process for greater efficiency.

The Dynamic Attribute Mapping Rules page is where Administrators and Solution Administrators can create, edit, copy, delete, and run Dynamic Attribute Mapping Rules.



If no rules or multiple rules are selected, the right pane displays "Select a Rule". If there are no existing rules, the grid displays "Create a Rule".

This interface presents a grid view, not a SQL table editor. To update rule details you must use the form, right of the grid. Columns include:

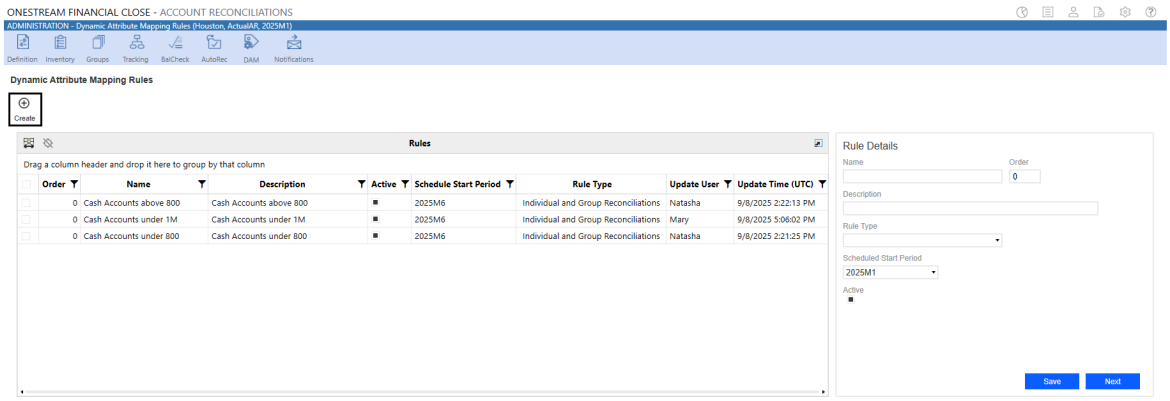
- Multiselect checkboxes: When a single rule is selected, you can edit, copy, delete, or run rules. When multiple rules are selected, the you can delete or run rules.
- **Order**: Enter the order to run the active rules. It must be a whole number 0 or greater. Default is 0.

- **Name**: This field is required. Enter a unique rule name. The character limit is 100.
- **Description**: This field is optional. The character limit is 500.
- **Active**: Upon rule creation the status defaults to active.
- **Scheduled Start Period**: Select the start period from the drop-down menu. Default is current period.
- **Rule Type**: This field is required. Select the Rule Type from the drop-down menu. Options include Individual Reconciliations Only, Group Reconciliations Only, Individual and Group Reconciliations.
- **Update User**: Record of last user to edit rule.
- **Update Time (UTD)**: Time stamp of rule update.

> **NOTE:** The Dynamic Attribute Mapping Rules breadcrumb directs the Administrators and Solution Administrators to the main rules page.

Create a Rule

1. On the **Administration** page, click the **DAM** button.
2. On the **Dynamic Attribute Mapping Rules** page, click the **Create** button.

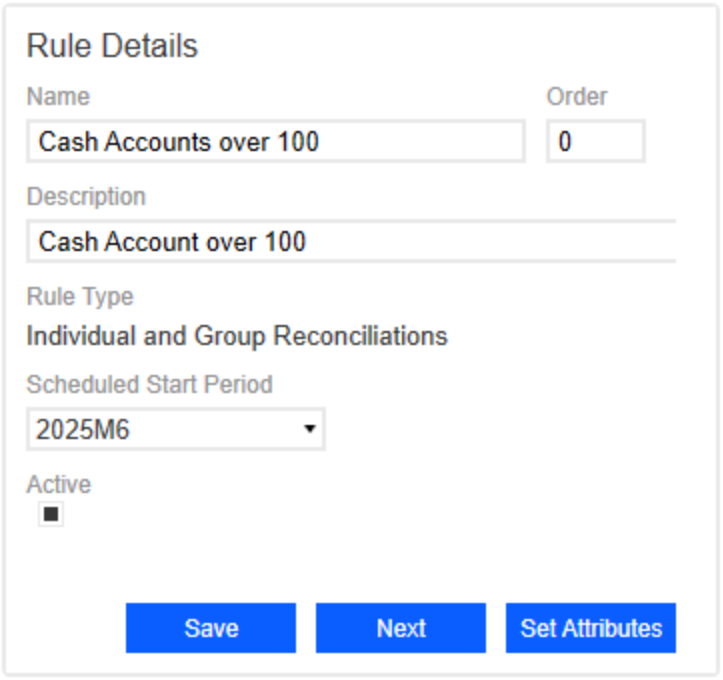


3. In the **Rule Details** dialog pane, enter a name. This field is required.
4. In the **Order** field, type the order to run the rule.
5. Enter a description. This field is optional.
6. From the **Rule Type** drop-down menu, select a rule type.
7. From the **Scheduled Start Period** drop-down menu, select a start period. Default is the current period.
8. Click one of the following buttons:
    - **Save** to save the rule.
    - **Next** to save and go to Filter Criteria.

> **NOTE:** If the rule should not be run, clear the **Active** checkbox.

Edit a Rule

1. On the **Administration** page, click the **DAM** button.
2. On the **Dynamic Attribute Mapping Rules** page, select the checkbox next to the rule to edit.
3. In the **Rule Details** dialog box, edit the available fields.

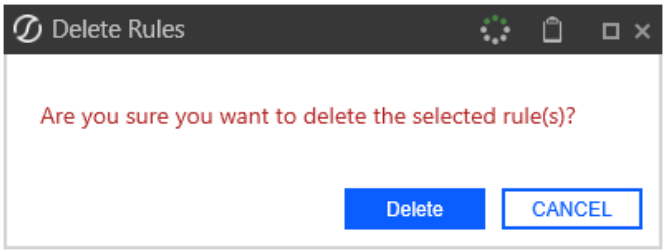


4. Click one of the following buttons:
    - **Save** to save the rule.
    - **Next** to save the rule and go to Filter Criteria.
    - **Set Attributes** to save the rule and go to the Set Attributes page.

Delete a Rule

1. On the **Administration** page, click the **DAM** button.
2. On the **Dynamic Attribute Mapping Rules** page, select the checkbox next to each rule to delete.
3. Click the **Delete** button.

4. In the **Delete Rules** message box, click the **Delete** button .



Copy a Rule

1. On the **Administration** page, click the **DAM** button.
2. On the **Dynamic Attribute Mapping Rules** page, select the checkbox next to the rule to copy.
3. Click the **Copy** button.

The newly created rule will have _Copy appended to the end of its name. If the same rule is copied again, the new rule will have _Copy_Copy appended to its name.

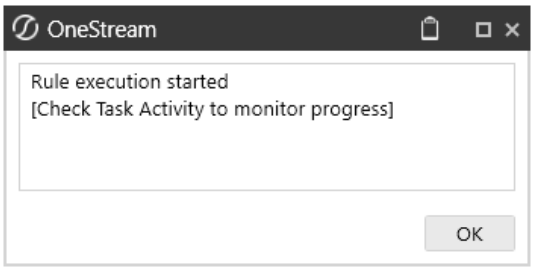
Name
123
123_Copy
123_Copy_Copy

Run a Rule

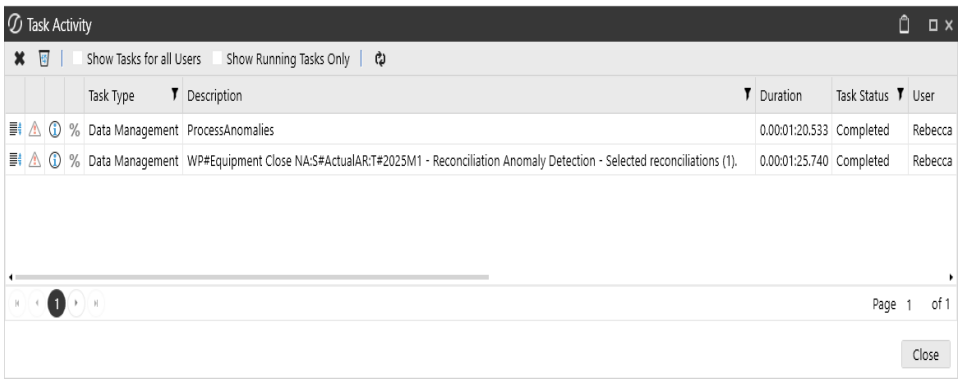
Set attributes are updated on the selected rules when Run is executed. Active rules are executed in the order specified in the rules list and follow the scheduled start period. If multiple rules share the same order number, the system will execute them in alphabetical order.

To run a rule and view Task Activity, follow these steps:

1. Select the checkbox next to each rule to run.
2. Click the **Run** button.
3. In the message box, click the **OK** button.



4. Click the **Task Activity** button and view the log.



Run Execution

When the run process is executed on a list of rules and encounters a validation failure, the reconciliation attributes revert to their original values.

> **IMPORTANT:** When multiple rules update the same field, the last rule modifies the attribute.

Run Actions

During the execution of run, certain actions are blocked. Additionally, the same actions restricted during process are blocked during the execution of run. If any of the restricted actions are performed ruing the execution of run, an error message displays.

Items Blocked by Process, Mass Actions, and Create Detail Items (TXM Integration):

- Open Match Detail Items Dialog in RCM (TXM Integration)
- Create Detail Items in RCM (TXM Integration)
- Data Management Jobs for MassActions/Process
- Pull Prior Items
- Copy Prior Items
- Complete Workflow
- Revert Workflow
- Upload a T-Doc
- Upload a S-Doc
- Run Process
- Add Detail Items (Reconciliation and Group Reconciliation)
- Remove Detail Items (Reconciliation and Group Reconciliation)
- Prepare a Reconciliation(with Certification on and off)
- Approve a Reconciliation (with Certification on and off)
- Recall a Reconciliation
- Reject a Reconciliation

- Unapprove a Reconciliation
- Prepare a Reconciliation Mass Action (with Certification on and off)
- Approve a Reconciliation Mass Action (with Certification on and off)
- Recall a Reconciliation Mass Action
- Reject a Reconciliation Mass Action
- Unapprove a Reconciliation Mass Action
- Pull B-Check

> **NOTE:** When a TXM CreateDetailItems Data Management Job is running, updates to Recon Balances are blocked regardless of Workflow Profile.

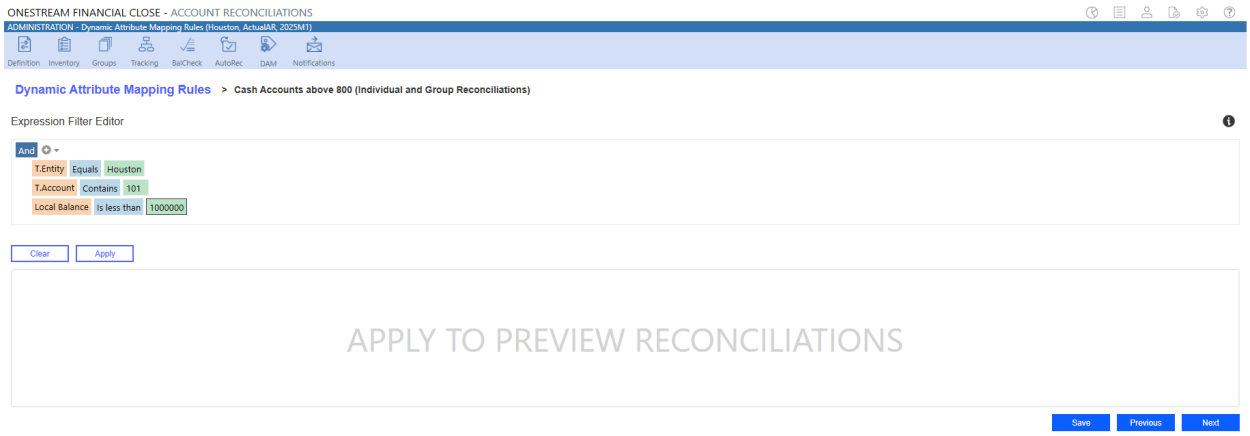
Items Blocked by Process, and Mass Actions:

- Attaching a Support Doc (R and I)
- Deleting a Support Doc (R and I)
- Copying Prior Support Doc
- Overwriting a Support Doc (R and I)

See Rule Processing.

Expression Filter Editor

The Filter Editor is a Platform component that enables you to build frameworks for diverse outputs.



> **NOTE:** For guidance on the Filter Editor, click the **Information** button .

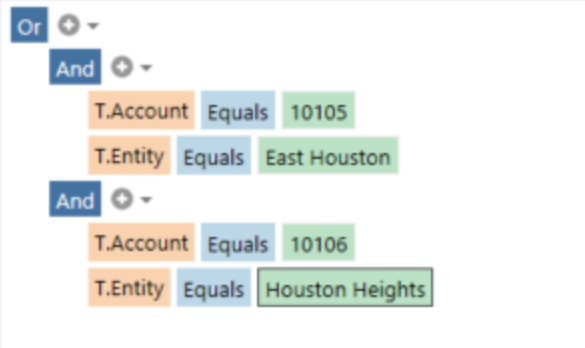
Pick List

The Filter Editor provides a pick list for quickly selecting attributes. An existing attribute value needs to be associated with the reconciliation to display in the pick list. The pick list in a subsequent filter line item is narrowed based on the reconciliations filtered in the preceding line items.

If a value has been deleted, the error “Value no longer exists” will display. For example, if a WF Profile was deleted and it was part of your filter criteria previously, you will receive this error.

AND/OR Functionality

When using the Expression Filter Editor, the AND/OR function is applied to the filters.



Build a Filter

1. To begin an expression, select either **And** or **Or**.
2. To add a condition or a group, click the plus button.
3. To set filter criteria, select the drop-down menus.
    - Orange field: Populated from the Recon, Recon Balance, and Recon Time Attribute tables
    - Blue field: List of operators
    - Green field: Values
4. Click **Save** or the **Next** button to save the filter criteria and go to the Set Reconciliation Attributes page.

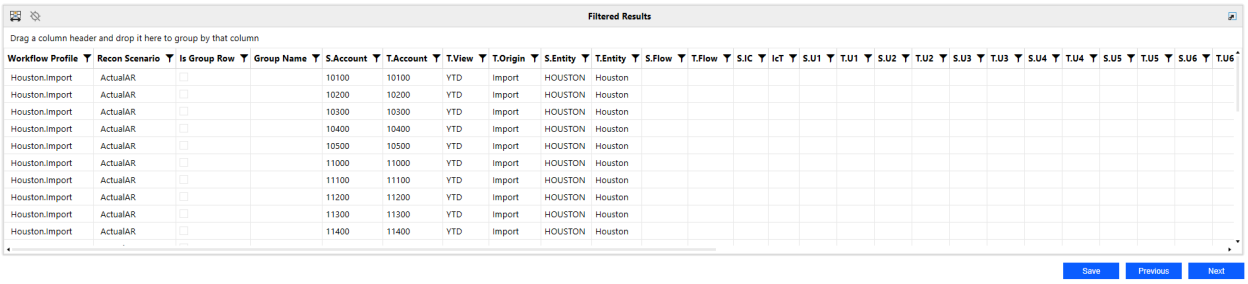
To preview the filtered results, click the Apply button. The filter will not save when you click the Apply button. To delete data entered in the Filter Editor, click the Clear button.

> **NOTE:** If an existing value is not linked to your reconciliation, it will not display in the drop-down menu. You can manually enter the value in the field.

See Dashboard Component Filter Editor.

Filtered Results

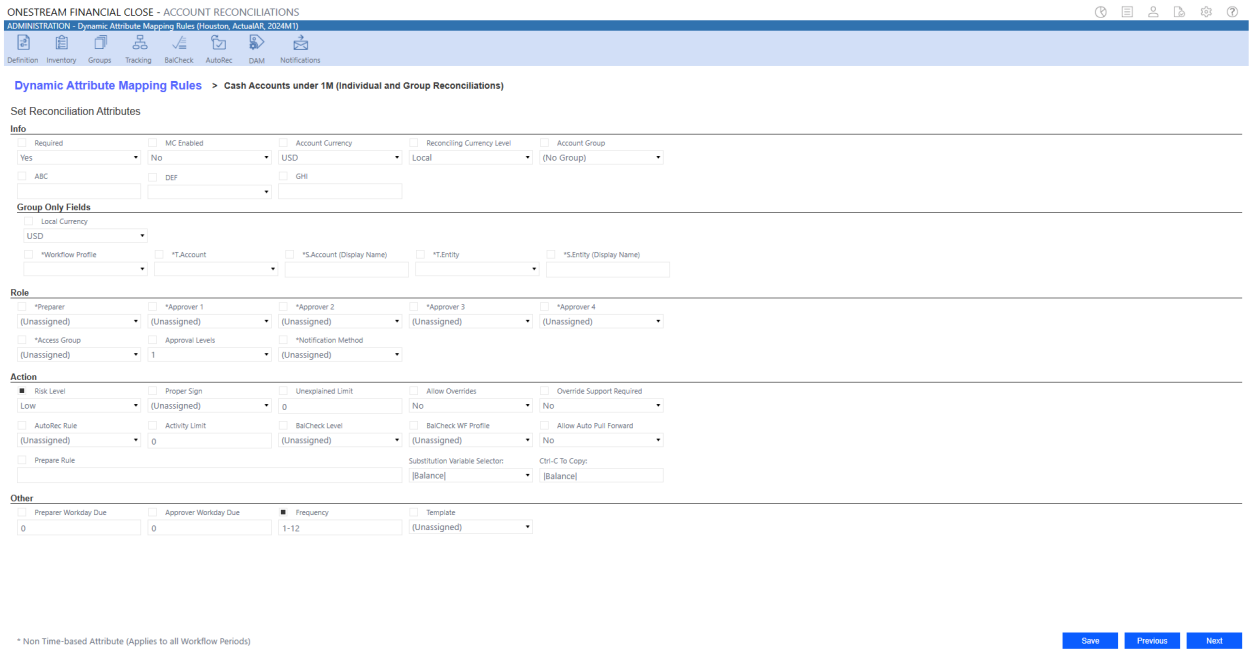
After the filter criteria are applied, a list of reconciliations that meet the criteria displays.



> **NOTE:** The Previous button does not save filter criteria. To save filter criteria, you must click the Next or Save button.

Reconciliation Attributes

The Set Reconciliation Attributes page enables you to define rule attributes and dynamically make updates based on the Rule Type selected.



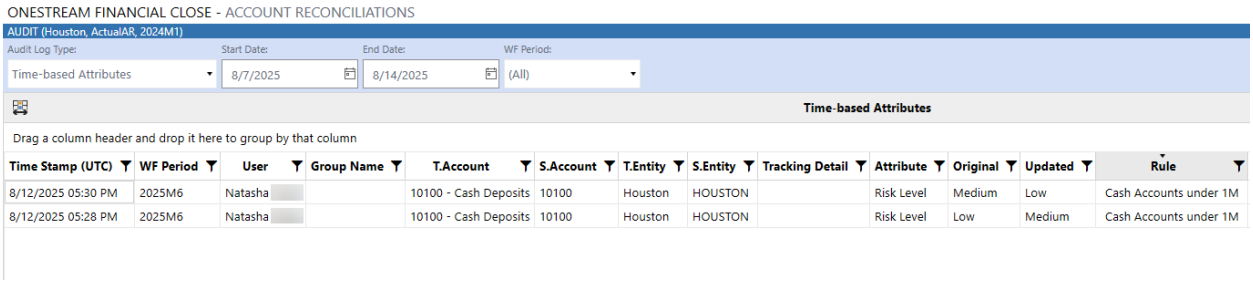
> **IMPORTANT:** The Group Only Fields section will not display when setting attributes for an Individual Reconciliation.

Audit Log

The Audit Log captures attribute updates to reconciliations. To identify the rule responsible for an attribute update during reconciliation, see the Rule column. The Rule column is applicable to the following audit log types:

- Time-based Attributes
- Security Roles (Non-time based)
- Account Groups (Non-time based)

The User column displays the last known user who executed the rule. Additionally, when multiple rules are executed in a specific order and similar fields are updated, the last rule indicates the final update. The Audit Log also notes original and updated values in their respective columns.

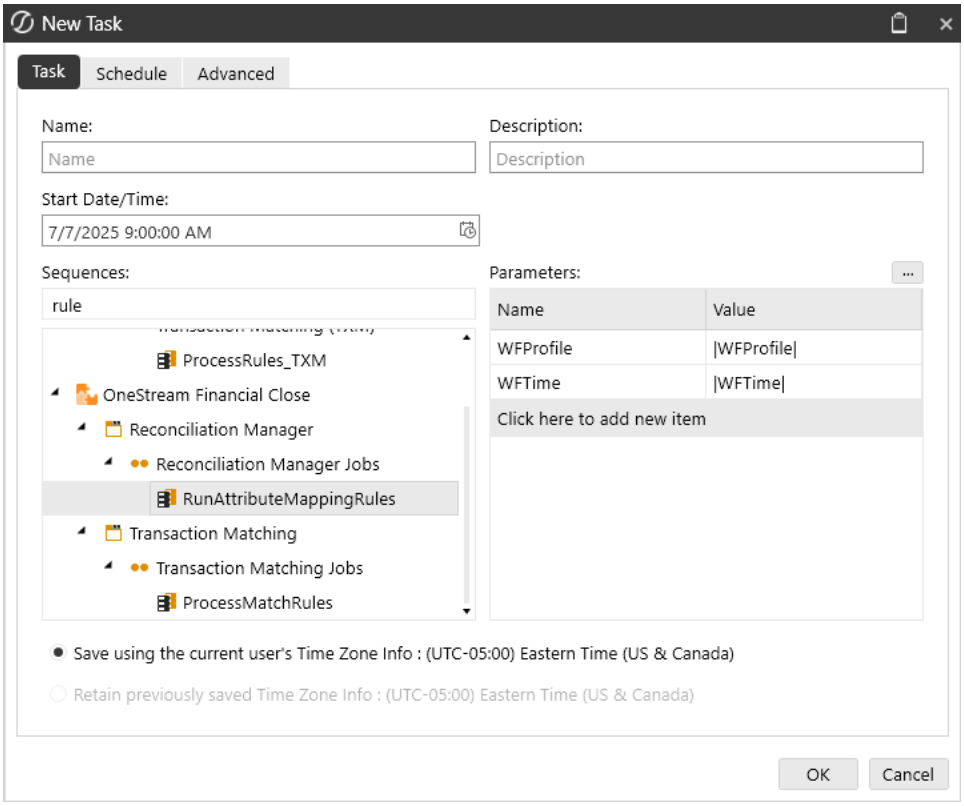


Time Stamp (UTC)	WF Period	User	Group Name	T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	Attribute	Original	Updated	Rule
8/12/2025 05:30 PM	2025M6	Natasha		10100 - Cash Deposits	10100	Houston	HOUSTON		Risk Level	Medium	Low	Cash Accounts under 1M
8/12/2025 05:28 PM	2025M6	Natasha		10100 - Cash Deposits	10100	Houston	HOUSTON		Risk Level	Low	Medium	Cash Accounts under 1M

NOTE: When active rules are executed through a scheduled task, the User column will display System.

Task Scheduler

Administrators and Solution Administrators can set the RunAttributeMappingRules sequence as a task in Task Scheduler. The Task Scheduler captures active rules and the scheduled start period.



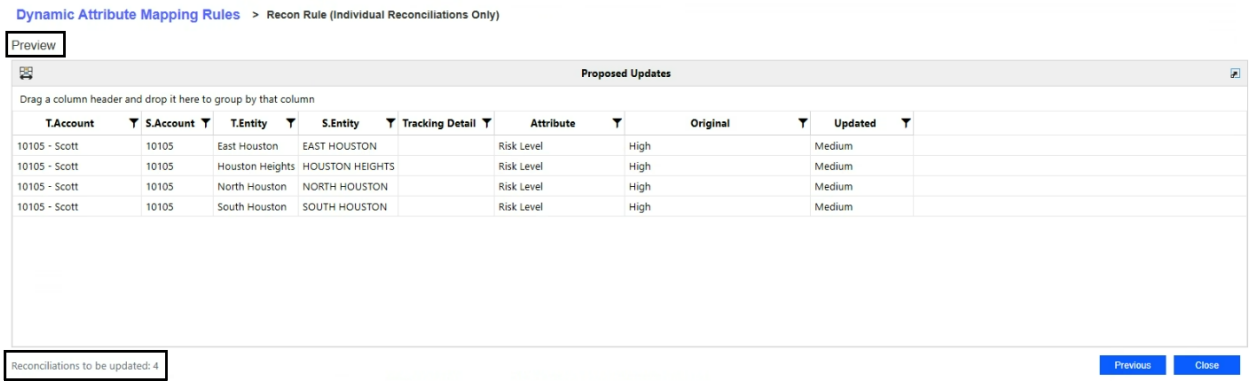
The following parameters are required for RunAttributeMappingRules:

- WFProfile
- WFTime

When the scheduled run task is executed, the task displays under Task Activity. Task Activity will also display the number of updated reconciliations (if applicable). See Task Scheduler Details.

Preview Reconciliations

After setting the filter criteria and reconciliation attributes, you can preview active and inactive rules and the potential impacts of attribute updates to the corresponding reconciliations while creating rules in the Proposed Updates grid.



If previewing an inactive rule, the following message displays:

NOTE: This is an inactive rule. Ensure the rule is marked as active before running it.

The Proposed Updates grid displays a list of reconciliations that have passed validation and are eligible for updates. It includes the following columns:

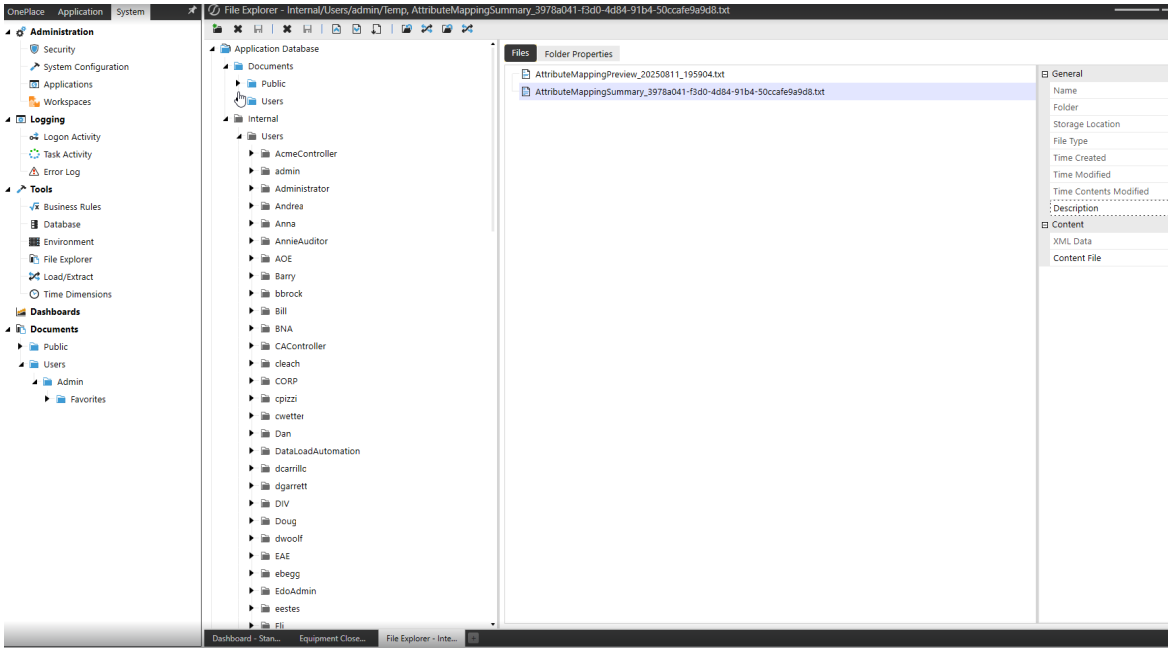
- T.Account
- S.Account
- T.Entity
- S.Entity
- Tracking Detail
- Attribute
- Original
- Updated

The Proposed Updates grid also highlights the number of reconciliations to be updated.

> **NOTE:** If the Scheduled Start Date is set for a future period, no results will display in Preview, and a preview file will not be generated.

Validations

Administrators and Solution Administrators can access the Temp folder to review summary files, view how many reconciliations were updated, or understand why reconciliations were not updated (view applicable validations). Summary files can be created for Preview and for when rules are Run.



To view the summary file:

1. Click the **System** tab.
2. Under **Tools**, select **File Explorer**.
3. Go to **Application Database** > **Internal** > **Users** to view the list of users.
4. Select your username.
5. Click **Temp Folder**.

List of Current Validations when Assigning Attributes

Existing validations are executed in the background upon Preview and only display the list of reconciliations eligible for updates.

Reconciliation and Group Reconciliation

- Unexplained Limit
    - Valid Decimal Value
- AutoRec Limit
    - Valid Decimal Value
- Preparer Workday Due
    - Valid numeric value
    - Less than or equal to Approver Workday Due
- Approver Workday Due
    - Valid numeric value
- Custom Attributes
    - Less than 50 characters
- Time Based Attributes
    - Cannot update if Reconciliation is prepared
- Primary Roles
    - No user assigned to multiple roles
- Access Group
    - User must be a OneStream Administrator, Reconciliation Global Admin, or the Local Admin of the Access Group being assigned to the Account Group

Reconciliation Only

- Account Group
  - Account Group is Prepared
    - Account Group has been prepared for the current time period
  - MC Enabled and CanOverrideDetail
    - Cannot add reconciliation to the group because it enables overrides and the FX rate does not exist for Local Currency: {childCurrency} -> {groupCurrency}. For example, USD to CAD.
    - Cannot add reconciliation to the group because it enables overrides and the FX rate does not exist for Account Currency: {childAcctCurrency} -> {groupAcctCurrency}. For example, USD to CAD.
  - Not MCEnabled and Local Currency does not match
    - Account Group Local Currency does not match
  - Has T or S Items
    - Reconciliations with T or S items cannot be added to a Group
  - Warning
    - Attributes are overridden with the selected Account Group attributes
  - Rec being removed from a group and Has T or S Items
    - Reconciliations with T or S items cannot be removed from a Group

- Reconciliation assigned to Group
    - "Preparer", "Approver1", "Approver2", "Approver3", "Approver4", "FKAccessGroupName", "FKNotificationMethodID"
        - Must update attributes at Account Group level. Cannot update attributes of a child reconciliation except, Account Group, BalCheck WF Profile, and Account Currency
    - "Required", "MCEnabled", "ReconcilingCurrencyLevel", "ApprovalLevels", "RiskLevel", "ProperSign", "UnexplainedLimit", "CanOverrideDetail", "RequireSupportForOverride", "AllowAutoPullForward", "FkAutoRecRuleID", "AutoRecLimit", "FkBalanceCheckLevelID", "PrepareRule", "PreparerWorkdayDue", "ApproverWorkdayDue", "Frequency", "FKTemplateID", "CustomAttributes"
        - Must update attributes at Account Group level. Cannot update attributes of a child reconciliation except Account Group, BalCheck WF Profile, and Account Currency
    - Account Currency and McEnabled and CanOverrideDetail and No FX Rate exist for currencies
        - Cannot update Account Currency because the group enables overrides and the FX rate does not exist for: {childAcctCurrency} -> {groupAcctCurrency}. For example, USD to CAD.
    - Warnings
        - BalCheckLevel = (Tracking Level) the BalCheck WF Profile = Unassigned
            - "The BalCheck WF Profile must be assigned when the BalCheck Level is set to (Tracking Level)
        - BalCheck WF Profile Not Unassigned and BalCheckLevel <> (Tracking Level)

        - The BalCheck WF Profile is ignored and the BalCheck WF Profile is used from the Account Group

Group Reconciliation Only

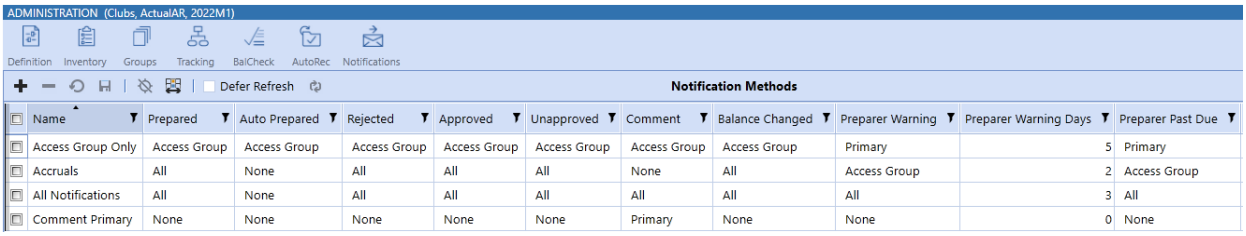
- Workflow Profile
    - Not empty
- T.Account
    - Not empty
- T.Entity
    - Not empty
- MC Enabled
    - All child reconciliations must have same Local Currency
- Local Currency
    - Local Currency can only be updated if the Account Group is Multi-Currency Enabled or no child reconciliations have been assigned to the Account Group
- Warnings
    - BalCheck Level = Tracking Level
        - The BalCheck WF Profile is ignored when the BalCheck Level is set to (Tracking Level) and the BalCheck WF Profile of the child reconciliation is used
    - BalCheck WF Profile NOT Unassigned
        - The BalCheck WF Profile is ignored when the BalCheck Level is set to (Tracking Level) and the BalCheck WF Profile of the child reconciliation is used
    - BalCheck WF Profile = Unassigned and BalCheck Level NOT Tracking Level

- The BalCheck WF Profile must be assigned when the BalCheck Level is not set to (Tracking Level).

Notifications

You can send email notifications to users when a reconciliation:

- Changes state such as when it gets prepared, rejected, or approved.
- Is approaching its Preparer or Approver due date.
- Is past its Preparer or Approver due date.



Name	Prepared	Auto Prepared	Rejected	Approved	Unapproved	Comment	Balance Changed	Preparer Warning	Preparer Warning Days	Preparer Past Due
Access Group Only	Access Group	Access Group	Access Group	Access Group	Access Group	Access Group	Access Group	Primary	5	Primary
Accruals	All	None	All	All	All	None	All	Access Group	2	Access Group
All Notifications	All	None	All	All	All	All	All	All	3	All
Comment Primary	None	None	None	None	None	Primary	None	None	0	None

To set up users in access groups to receive notifications:

1. Set up as recipients on the **Notifications** tab as described below.
2. Select the **Notify** check box for the user in Access Control. See Access Groups (Editor).

Notification Methods

RCM and OneStream Administrators can set up which users get notified about reconciliation state changes.

> **NOTE:** Only RCM and OneStream Administrators can create and edit notification methods. Local Admins cannot access the Notifications page but can apply notification methods to reconciliations that they are assigned to.

To create a new notification method:

1. Click **+** and enter a name for the new method in the **Name** column. Names must be unique and cannot contain special characters.

> **NOTE:** The first six columns notify you of state changes that have already occurred. The Preparer and Approver columns are for pending reconciliations that are nearing or past their due date.

   - **Prepared**: Email is sent to the assigned Primary Approver 1 and Assigned Approvers 1 in Access Group.
   - **Auto Prepared**: Email is sent to the assigned Primary Approver 1 and Assigned Approvers 1 in Access Group.
   - **Rejected**: Email is sent to the assigned Primary Preparer and assigned Preparers in Access Group.
   - **Approved**: Email is sent to the next assigned Approver (Primary Approver 2-4 and Approvers 2-4 in Access Group). If there is only one level of approval, then no additional notification is sent.
   - **Unapproved**: Email is sent to the next assigned Approver (Primary Approver 1-4 and Approvers 1-4 in Access Group).
   - **Comment**: Email is sent to all assigned roles.
   - **Balance Changed**: Email is sent to the assigned Primary Preparer and assigned Preparers in Access Group.
   - **Preparer Warning**: Email is sent to notify that the reconciliation is approaching the Preparer due date.

- **Preparer Warning Days**: Enter the number of days (absolute value) before the Preparer due date that you want recipients to start receiving email notifications. For example, if you enter 5 days and the Preparer due date is 6/10/22, recipients would start receiving warning emails on 6/5/22 and stop receiving warning emails on 6/10/22.
- **Preparer Past Due**: Email is sent to notify that the reconciliation is past the Preparer due date.
- **Preparer Past Due Days**: Enter the number of days (absolute value) after the Preparer due date you want the recipients to stop receiving email notifications. For example, if you enter 5 days and the Preparer due date was 6/10/22, the recipients would start receiving past due emails on 6/10/22 and stop receiving past due emails on 6/15/22.
- **Approver Warning**: Email is sent to notify that the reconciliation is approaching the Approver due date.
- **Approver Warning Days**: Enter the number of days (absolute value) before the Approver due date you want recipients to start receiving email notifications.
- **Approver Past Due**: Email is sent to notify that the reconciliation is past the Approver due date.
- **Approver Past Due Days**: Enter the number of days (absolute value) after the Approver due date you want recipients to stop receiving email notifications.

> **NOTE:** For multiple levels of approval, all approvers (Approver 1-4) get notifications until the reconciliation is fully approved. For example, if a reconciliation is approved at level one but not at level 4, approvers continue to get notifications.

2. For each type of notification, select who gets notified:

- **All**: Notifications are sent to the applicable role for the primary and assigned to that role within the access group. For example, if the notification is for preparers it will go to anyone who is a primary preparer and a preparer assigned within the access group.
- **None**: No notifications are sent.
- **Primary**: Notifications are sent to users who are directly assigned as primaries on the reconciliation.
- **Access Group**: Notifications sent to users in the access group.

Task Scheduler

In Task Scheduler under Reconciliation Manager, a new task ProcessNotifications_RCM is added which is used to run the notification methods setup in Account Reconciliations. An administrator should only need to set up the Task Scheduler job once, and then any edits would be done on the Notification Methods tab.

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, OneStreamAdmin and Local Admin Permissions

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. 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. If a user is only present in an Access Group in the Workflow Profile, they may be able to see certain reconciliations. Only Account Reconciliations Administrators can Complete a 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

The following tables describe the assigned roles and the actions that can be performed at different stages in the Account Reconciliations workflow. All permissions are allocated to the individual who has completed the action. The user that prepared a reconciliation is not necessarily the assigned Preparer. Also, if Approver 2 approved at approval level 1, their rights would be viewed as the reconciliation being in the Fully Approved state, because they have already signed off on the reconciliation.

Assigned Role: Preparer

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
View	View Reconciliation	X	X	X	X

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Comment	Add Comments	X			
	Edit Their Own Comments	X			
	Copy Any Comments	X			
	Pull Forward Their Own Comments	X			
	Delete Their Own Comments	X			

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Actions	Prepare	X			
	Recall		X		
	Reject				
	Approve				
	Unapprove				
Edit	Reconciliation Attributes				
	Access Groups				
	FX Rates				
Run	Process	X			
	Discover				

Assigned Role: Auditor

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
View	View Reconciliation				X
Comment	Add Comments				X
	Edit Their Own Comments				X
	Copy Any Comments				
	Pull Forward Their Own Comments				
	Delete Their Own Comments				X

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Actions	Prepare				
	Recall				
	Reject				
	Approve				
	Unapprove				
Edit	Reconciliation Attributes				
	Access Groups				
	FX Rates				
Run	Process				
	Discover				

Assigned Roles: Approvers 1–4

Once an approver has signed off on a reconciliation that is in Partially Approved state, they can no longer edit their own comments. Only approvers at the current level of approval and higher can edit their own comments.

Only approvers at the highest level of approval for a reconciliation or above can reject or unapprove. For example, if there are 3 levels of approval, both Approver 3 and Approver 4 could reject or unapprove a reconciliation in the Fully Approved state.

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
View	View Reconciliation	X	X	X	X

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Comment	Add Comments	X	X	X	
	Edit Their Own Comments	X	X	X	
	Copy Any Comments	X	X	X	
	Pull Forward Their Own Comments	X	X	X	
	Delete Their Own Comments	X	X	X	

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Actions	Prepare	X			
	Recall		X		
	Reject		X	X	X
	Approve		X	X	
	Unapprove			X	X
Edit	Reconciliation Attributes				
	Access Groups				
	FX Rates				
Run	Process	X			
	Discover				

Assigned Role: Commenter

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
View	View Reconciliation	X	X	X	X
Comment	Add Comments	X	X	X	X
	Edit Their Own Comments	X	X	X	X
	Copy Any Comments				
	Pull Forward Their Own Comments				
	Delete Their Own Comments	X	X	X	X

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Actions	Prepare				
	Recall				
	Reject				
	Approve				
	Unapprove				
Edit	Reconciliation Attributes				
	Access Groups				
	FX Rates				
Run	Process	X			
	Discover				

Assigned Roles: Reconciliations Global Administrator and OneStream Administrator

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
View	View Reconciliation	X	X	X	X

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Comment	Add Comments	X	X	X	X
	Edit Their Own Comments	X	X	X	X
	Copy Any Comments	X	X	X	X
	Pull Forward Their Own Comments	X	X	X	X
	Delete Their Own Comments	X	X	X	X
	Delete Any Comments	X			

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Actions	Prepare	X			
	Recall		X		
	Reject		X	X	X
	Approve		X	X	
	Unapprove			X	X
Edit	Reconciliation Attributes	X			
	Access Groups	X			
	FX Rates	Only OneStream Admin			

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Run	Process	X			
	Discover	X			
	Full Uninstall	Only OneStream Admin			
	UI Uninstall	Only OneStream Admin			

Assigned Roles: Local Administrator and Viewer

Local Admins can only edit the attributes of reconciliations for which they are assigned the role of Local Admin in the Access Group.

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
View	View Reconciliation	X	X	X	X

Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Comment	Add Comments				
	Edit Their Own Comments				
	Copy Any Comments				
	Pull Forward Their Own Comments				
	Delete Their Own Comments				

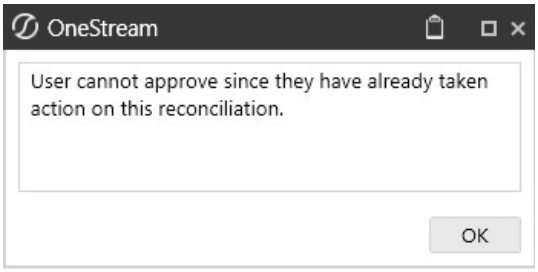
Actions		Reconciliation State			
		In Process	Prepared	Partially Approved	Fully Approved
Actions	Prepare				
	Recall				
	Reject				
	Approve				
	Unapprove				
Edit	Reconciliation Attributes	Only Local Admin			
	Access Groups				
	FX Rates				
Run	Process	X			
	Discover				

Segregation of Duties

Account Reconciliations honors strict Segregation of Duties. You may not perform more than one security role on a reconciliation in a specific time period. For example, if you act as a Preparer for a reconciliation, you cannot perform any level of approval for the same reconciliation. If you approve a reconciliation at Level 1, you cannot approve at any higher level. After you change the state of a reconciliation in a given month, you cannot move that reconciliation forward in the process beyond that point.

An Approver 2 or above can unapprove a reconciliation more than once. You can always send a reconciliation back down the chain of approval as long as you have the assigned role or higher to do so. But if you have already moved it up the approval chain you cannot move it forward again.

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.

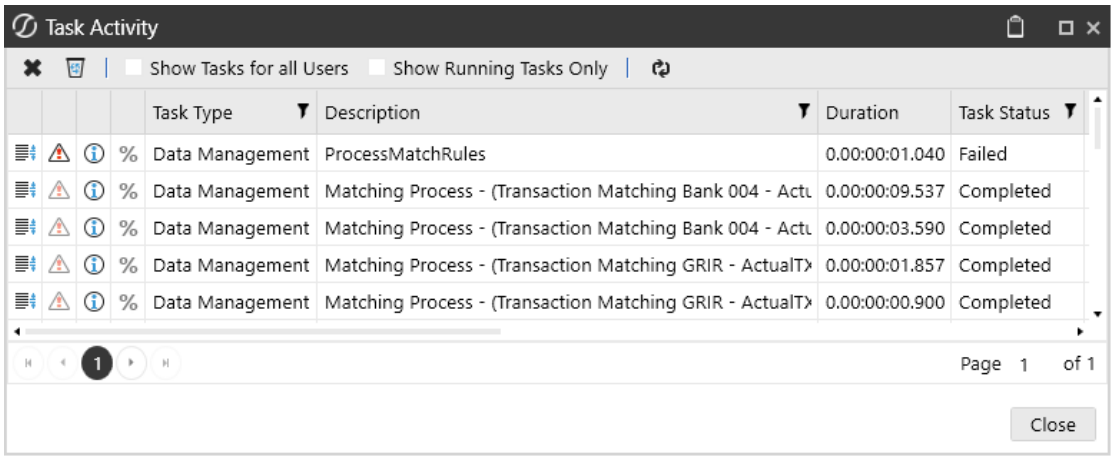
Workflow Actions

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 cannot 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 Reconciliation Setup) user group under Account Reconciliations Global Options can click this button.

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



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

IMPORTANT: If you run Process in a prior period, you need to run Process in all periods from that period to the current period to ensure the balance activity is updated. For example, if you run Process in M3 and then M2, you need to run Process again in M3 to ensure the balance activity is updated for M3.

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 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.

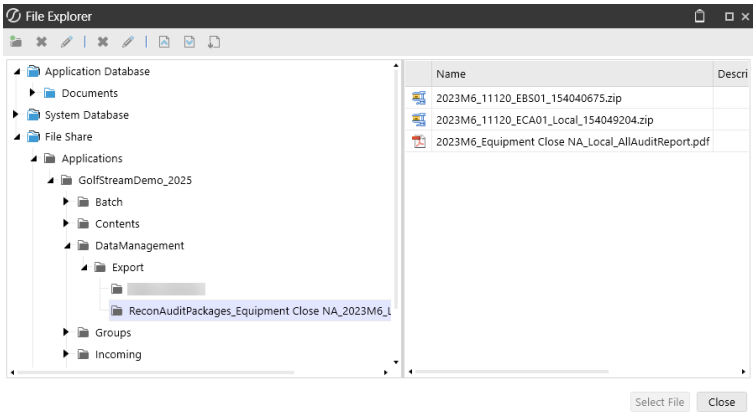
If an administrator enters the FX Rates and does not run Process, end users can still see translated Account and Reporting balances and translated values for detail items, but translation is only performed on reconciliations to which they have access.

All Audit

Only the administrator or users in the Security Role (Manage Reconciliation Setup) user group can run this option. When you click **All Audit**, a Data Management Sequence called CreateAuditPackage_RCM runs. 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 actions such as Prepare or Approve for 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.

Role: Select a role to filter the list of reconciliations:

- **Administrator**: All reconciliations regardless of assigned role.
- **Any User Role**: Reconciliations where you are assigned as a Commenter, Viewer, Primary Preparer, Primary Approver, Preparer, or Approver via an access group.
- **Primary Preparer**: Reconciliations where you are assigned as Primary Preparer on the Reconciliation Inventory.
- **Primary Approver**: Reconciliations where you are assigned as Primary Approver on the Reconciliation Inventory.
- **Primary Preparer/Approver**: Reconciliations where you are assigned as Primary Preparer or Primary Approver on the Reconciliation Inventory.
- **AG Preparer**: Reconciliations where you are assigned as Preparer via an Access Group.
- **AG Approver**: Reconciliations where you are assigned as Approver via an Access Group.
- **AG Preparer/Approver**: Reconciliations where you are assigned as Preparer or Approver via an Access Group.
- **Any Preparer/Approver**: Reconciliations where you are assigned as Primary Preparer or Approver on the Reconciliation Inventory or a Preparer or Approver from an Access Group.
- **Viewer**: Reconciliations where you are assigned as Viewer. You can view reconciliations in any state such as In Process, Prepared, and Fully Approved.

- **Commenter**: Reconciliations where you are assigned as Commenter.
- **Auditor**: This option only displays for a user in the Auditor role.

The default role is *Administrator* for Admins and *Any User Role* for other users. 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*.

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.

State: Select **All** or select one or more state options.

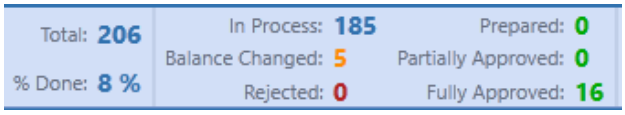
- **In Process**: Reconciliations that are not yet prepared.
- **Prepared**: Reconciliations in a prepared state. Does not include reconciliations that are partially or fully approved but were previously in the Prepared state. This does not include auto prepared.
- **Partially Approved**: Reconciliations that have at least one level of approval and require additional approvals.
- **Fully Approved**: Reconciliations that have received all manual approvals. This does not include auto approved.
- **Rejected**: Reconciliations that have been rejected by the approver.
- **Balance Changed**: Reconciliations where the balance was changed.
- **Auto Prepared**: Reconciliations that were auto prepared.
- **Auto Approved**: Reconciliations that were auto approved.

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.
- **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.

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: 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 auto approved . 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 *Prepared* or while the item was set to *In Process*.

> **NOTE:** The reconciliation balance for RCM is based on the source value loaded. Although the source value may be transformed to flip signs for consolidation purposes, the flip sign will not apply in RCM. Therefore, this will not cause a Balance Changed status.

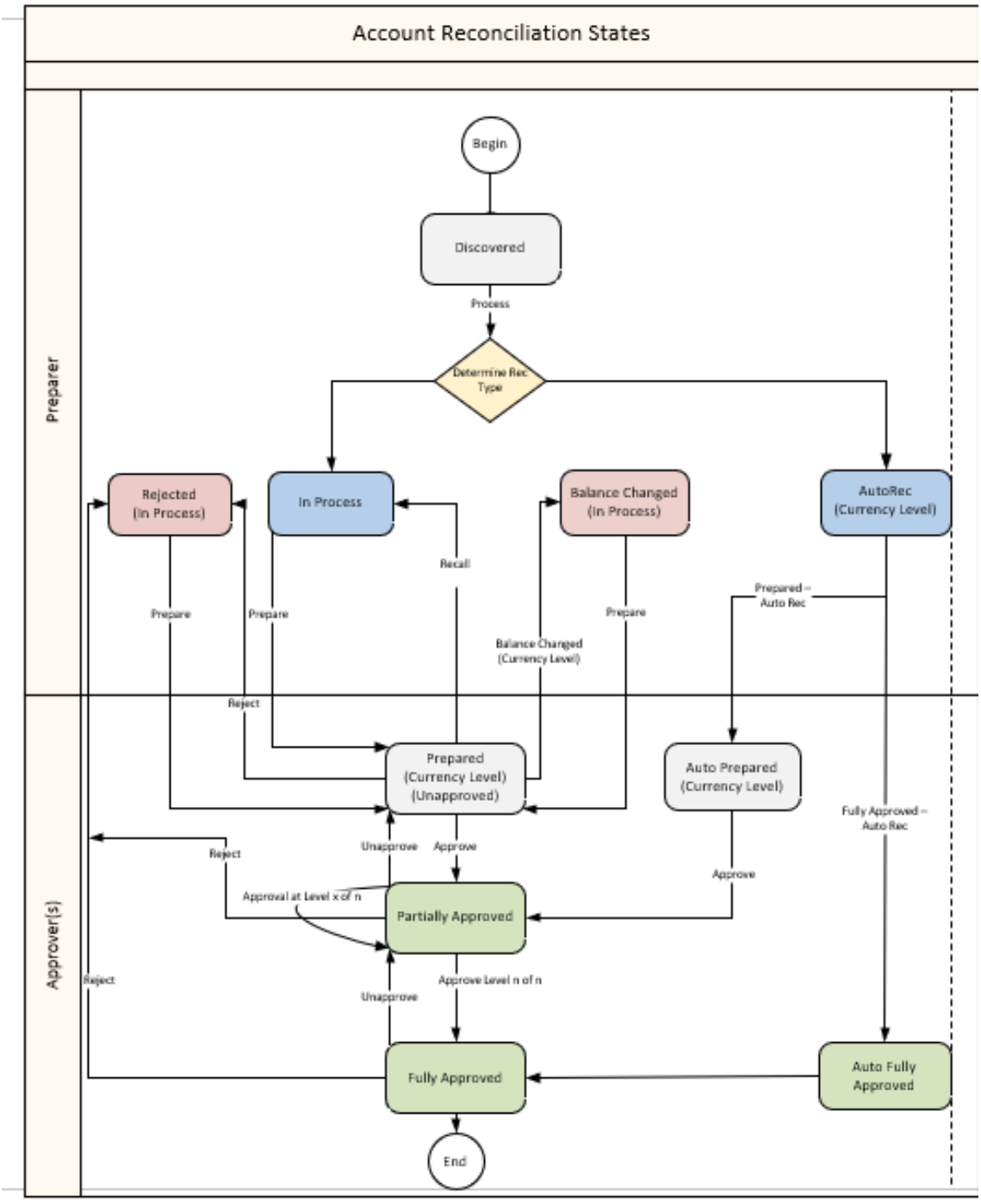
Rejected: Number of reconciliations rejected by an approver.

Prepared: Number of reconciliations prepared by a preparer or auto prepared, where not yet approved.

Partially Approved : Number of reconciliations that have received some level of approval, but not all.

Fully Approved: Number of reconciliations that have received all approvals, including auto approved reconciliations.

This diagram shows how reconciliations move from state to state:


Account Reconciliation States
Preparer
Approver(s)
Begin
Discovered
Process
Determine Rec Type
Rejected (In Process)
In Process
Balance Changed (In Process)
AutoRec (Currency Level)
Recall
Prepare
Prepare
Prepare
Prepared – Auto Rec
Balance Changed (Currency Level)
Reject
Prepared (Currency Level) (Unapproved)
Auto Prepared (Currency Level)
Fully Approved – Auto Rec
Reject
Unapprove
Approve
Approve
Approval at Level x of n
Partially Approved
Reject
Approve Level n of n
Unapprove
Fully Approved
Auto Fully Approved
End

Grid Columns

To show, hide, and order columns in the grid, right click on the grid and select **Column Settings**. Move columns between the Hidden and Visible columns using the left and right arrow buttons. Order the columns by moving them up or down the **Visible Columns** list. You can also drag and drop column headers within 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. See Reconciliation Inventory.

State and **State Text**: Displays reconciliation states:

- In Process
- Balance Changed
- Rejected
- Prepared
- Partially Approved
- Fully Approved
- Auto Prepared
- Auto -Approved

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.

AutoRec Rule: Assigned AutoRec rule or, if the reconciliation does not have one, (Unassigned).

Type: Account type such as Asset.

Preparer Due Date: Due date the preparer needs to prepare the reconciliation by. Calculated off of the close date and Preparer Workday Due set up in the Inventory Page.

Preparer Due-In: Number of days if the due date minus today's date is a positive number. This is based on the Preparer Due Date.

Preparer Past Due: Number of days if today's date minus the due date is a positive number. This is based on the Preparer Due Date.

Approver Due Date : Due date the approver needs to approve the reconciliation by. Calculated off of the close date and the Approver Workday Due set up in the Inventory Page.

Approver Due-In: Number of days if the due date minus today's date is a positive number. This is based on the Approver Due Date.

Approver Past Due: Number of days if today's date minus the due date is a positive number. This is based on the Approver Due Date.

Process User : Last user to run Process.

Process Time: Last time Process was run that checks for a balance change even if the reconciliation was previously fully approved.

Update User: The user who last took action on the reconciliation.

Update Date: The date and time the last user took action on the reconciliation.

Approval Level: Displays the current approval level of the reconciliation.

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: Calculates to the prior reconciliation period, not the last period based on the reconciliation frequency.

> **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**: Individual or group account currency value is overridden.
- **A***: Group and child account currency values are overridden.
- **L**: Individual or group local currency value is overridden.
- **L***: Group and child local currency values are overridden.
- **R**: Reporting currency value is overridden.

> **NOTE:** You can filter on column “O” to show only detail items with overrides.

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-Items and X-Items are created, Item Type, Item Name, Reference 1 and Reference 2 cannot be changed. Only the Item Comment field can be edited. A new detail item must be created if the Preparer wants to modify an imported item.

Amount: The amount explained.

Currency (Multi-currency Solutions): Currency type for the explained amount.

Account (Multi-currency Solutions): Account currency explained amount.

For existing detail items, if you update the Account currency or (for account group reconciliations) Local currency attributes and the associated reconciliation or account group reconciliation already has detail items, the values associated with the Account currency or Local currency attributes do not retranslate based on the change in currency. Therefore, it is recommended to make any changes in currency before adding detail items to the reconciliation. If the currency was changed after detail items were added to the reconciliation:

- You can change the currency type to another currency type related to the amount for the detail item, which will force the detail item to retranslate the Account, Local, and Reporting values. You can then change the currency type back to the original currency for the detail item, which will force the detail item to recalculate the Account, Local, and Reporting values.

- You can remove all detail items and then add them back. For example, for pulled forward items, you can delete them and then pull forward again.

Local: Local currency explained amount.

Reporting (Multi-currency Solutions): Reporting currency explained amount.

Reconciliation ID (Account Groups): Drop-down menu of options, including (Group) and the list of child reconciliations associated with the account group. For B-Items and X-Items, this field displays the child reconciliation ID.

> **IMPORTANT:** After you select a reconciliation ID and save the item, it cannot be edited. To update the reconciliation ID, delete the item and then add it with the correct reconciliation ID.

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:** For account groups and individual reconciliations with a BalCheck Level set to (Tracking Level), the BalCheck Workflow Profile related to the item will display as the Item Name. For account groups and individual reconciliations with a BalCheck Level set to any value other than (Tracking Level), the BalCheck Level together with the BalCheck Workflow Profile related to the item will display as the Item Name.

Item Comment: Additional comments. The Item Comment 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.

Adding Detail Items

To add detail items, click ✚ , enter detail information, and then click 🖫 .

> **NOTE:** Item Name cannot be blank.

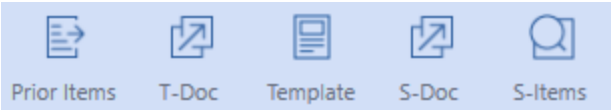
Deleting Detail Items

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 ━ .

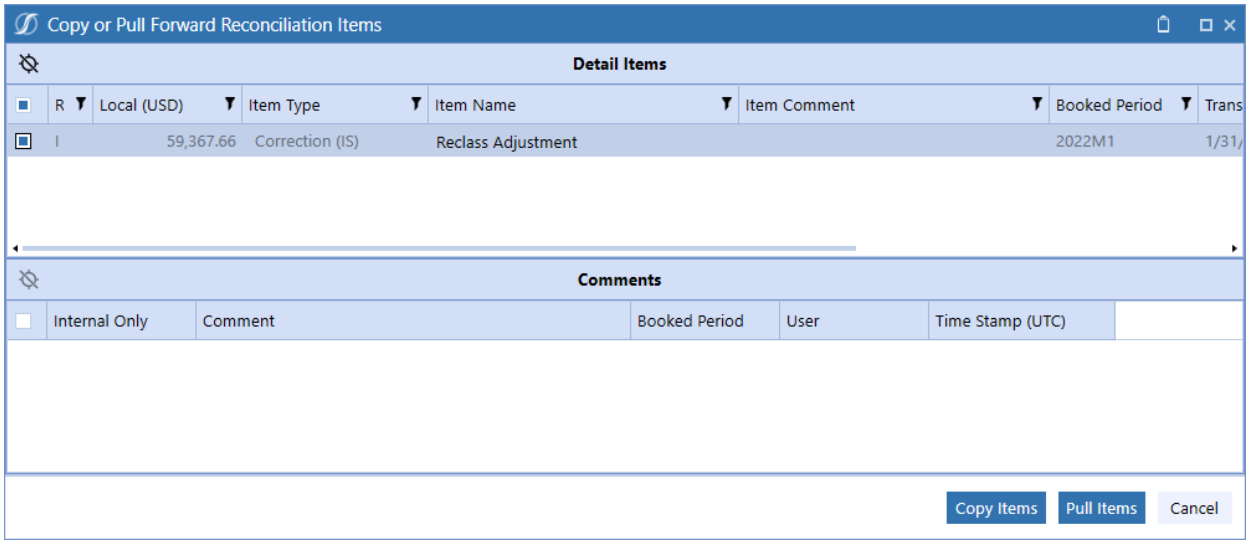
> **NOTE:** Items and their associated documentation are deleted. If multiple items are selected, R-docs are not deleted.

Standard Explanation Actions

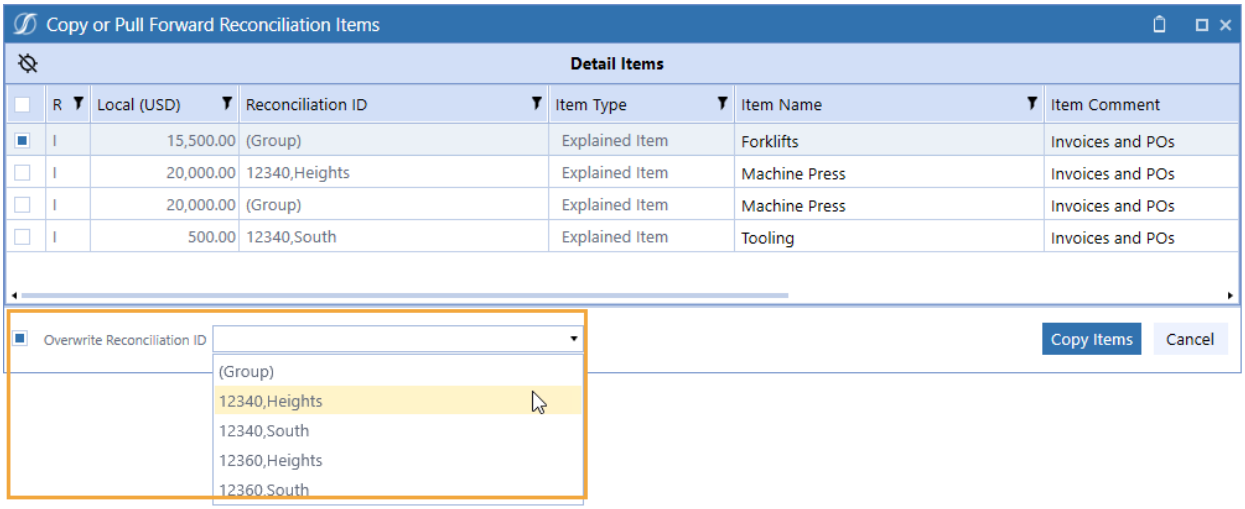


Prior Items: Gives you the option to copy or pull forward detail items or comments from the prior period. For a group reconciliation, I-Items and T-Items related to the group will display. Either option will allow you to save time by not having to re-explain the same reconciliation. Copy is intended to allow detail items or comments from prior periods to be used as a template, where changes can be made, and pull is intended to carry the specific item and documentation or comment into the next period without edits. You can select individual or multiple items or comments to copy or pull forward.

You can copy any comments, but you can only pull forward your own comments. Permission to copy and pull forward comments is based on your role and the step you are completing in the workflow. See Roles.



When you copy a detail item from an account group, you can overwrite the reconciliation ID by selecting an option from the drop-down menu, which includes the related child reconciliations and (Group).



NOTE: The Overwrite Reconciliation ID option is only available when you copy items.

Pull replicates the selected detail items that cannot be edited in the current period. Associated documents are pulled forward. The booked period will always be the period that the item was initially created. When a detail item is pulled forward, the transaction date remains the initial transaction date when the item was created. Aging is recalculated for the current workflow period end date, and changes can be made to the Item Comment field only.

Copy replicates the selected detail items that can be edited in the current period. Associated documents are not copied. When detail items are copied, the booked period for the newly created item becomes the current period and the transaction date defaults to the last day of the current period. You can edit the transaction date so that it properly reflects the actual date the transaction took place.

> **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 an Item Name to be able to save it.

I-Items that have been pulled forward and used to create detail items in subsequent periods cannot be deleted. When a detail item is pulled forward into the current period, the supporting I-Docs cannot be deleted or edited.

If a reconciliation has the Allow Auto Pull Forward option set to Yes, the related I-Items and T-Items in the previous period are pulled forward into the current period with (for I-items) the related I-Docs when the account balance is first created. See Reconciliation Inventory. T-Items are also converted into I-Items.

You cannot pull forward X-Items (used with integrated solutions), B-Items, or S-Items.

Multi-currency Solutions: For items pulled forward, the detail amount and item currency type are pulled forward. All other currency values for the detail item are translated using the current month's FX rates unless a currency level has been overridden.

When you pull forward an item from a previous period that contains an overridden value, the overridden balance remains and is pulled forward period over period, and the transaction date and booked period display the original date and time. Overrides on pulled forward Multi-currency items cannot be edited. When you pull forward an item from a previous period that does not contain an overridden value, the value, transaction date, and booked period display the original value, date, and time.

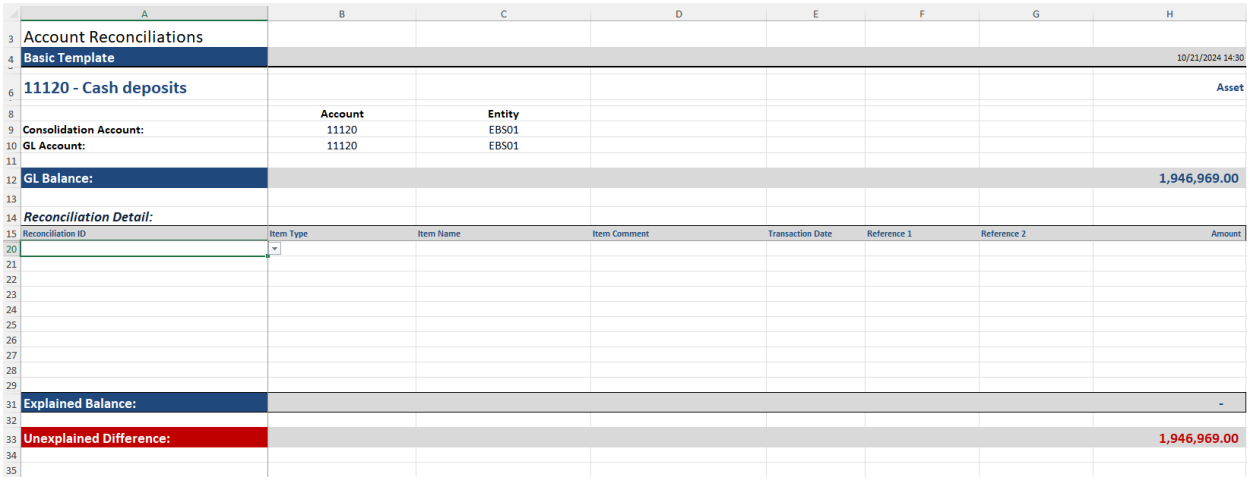
When you copy an item from a previous period that does or does not contain an overridden value, the value is recalculated using the current period FX rate, and the transaction date (the last day of the period) and booked period (the current period) are updated to the current date and time. If a Multi-currency item is copied into a current period that does not have FX rates, the Local, Account, and Reporting amounts will be translated to zero until FX rates are populated and Process is re-run.

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.



	A	B	C	D	E	F	G	H
3	Account Reconciliations							
4	Basic Template							10/21/2024 14:30
6	11120 - Cash deposits							Asset
8		Account	Entity					
9	Consolidation Account:	11120	EBS01					
10	GL Account:	11120	EBS01					
11								
12	GL Balance:							1,946,969.00
13								
14	*Reconciliation Detail:*							
15	Reconciliation ID	Item Type	Item Name	Item Comment	Transaction Date	Reference 1	Reference 2	Amount
20								
31	Explained Balance:							-
33	Unexplained Difference:							1,946,969.00

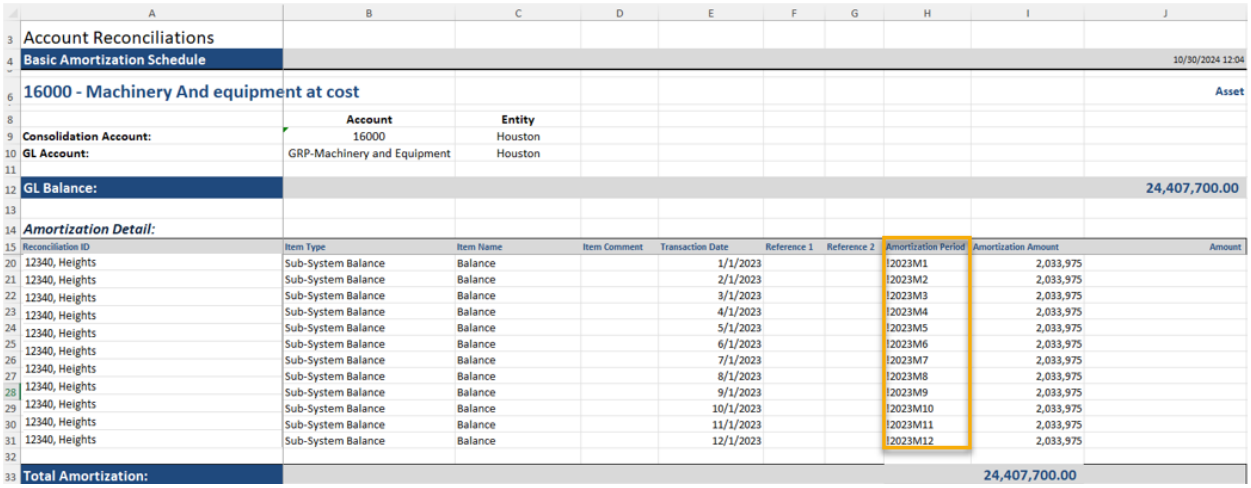
Template: Downloads the template stored with this *Reconciliation Definition* or *Reconciliation Inventory* item. You can then fill out the template and import it as a T-Doc or S-Doc.

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

> **NOTE:** Detail Item Name cannot be blank.

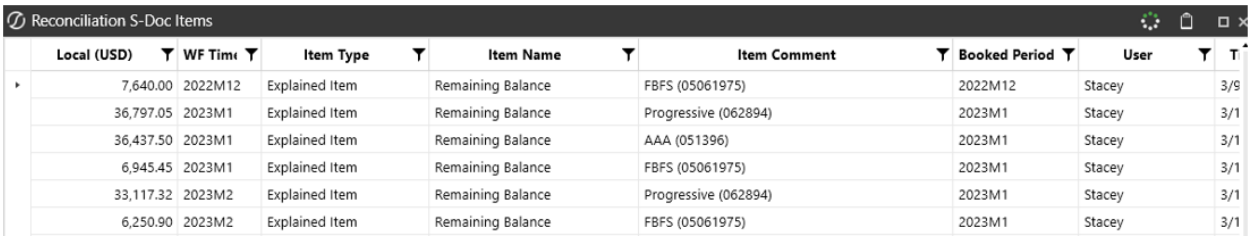
This document is stored in the system and displayed under **Reconciliation Support** with an S symbol. Below is an example of the detail portion of a multi-period template being completed.

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 (for example, !2023M1) before the OneStream time period as in this example:



3	Account Reconciliations									
4	**Basic Amortization Schedule**									10/30/2024 12:04
6	**16000 - Machinery And equipment at cost**									Asset
8		**Account**	**Entity**							
9	**Consolidation Account:**	16000	Houston							
10	**GL Account:**	GRP-Machinery and Equipment	Houston							
11										
12	**GL Balance:**									24,407,700.00
13										
14	***Amortization Detail:***									
15	Reconciliation ID	Item Type	Item Name	Item Comment	Transaction Date	Reference 1	Reference 2	Amortization Period	Amortization Amount	Amount
20	12340, Heights	Sub-System Balance	Balance		1/1/2023			!2023M1	2,033,975	
21	12340, Heights	Sub-System Balance	Balance		2/1/2023			!2023M2	2,033,975	
22	12340, Heights	Sub-System Balance	Balance		3/1/2023			!2023M3	2,033,975	
23	12340, Heights	Sub-System Balance	Balance		4/1/2023			!2023M4	2,033,975	
24	12340, Heights	Sub-System Balance	Balance		5/1/2023			!2023M5	2,033,975	
25	12340, Heights	Sub-System Balance	Balance		6/1/2023			!2023M6	2,033,975	
26	12340, Heights	Sub-System Balance	Balance		7/1/2023			!2023M7	2,033,975	
27	12340, Heights	Sub-System Balance	Balance		8/1/2023			!2023M8	2,033,975	
28	12340, Heights	Sub-System Balance	Balance		9/1/2023			!2023M9	2,033,975	
29	12340, Heights	Sub-System Balance	Balance		10/1/2023			!2023M10	2,033,975	
30	12340, Heights	Sub-System Balance	Balance		11/1/2023			!2023M11	2,033,975	
31	12340, Heights	Sub-System Balance	Balance		12/1/2023			!2023M12	2,033,975	
32										
33	**Total Amortization:**								24,407,700.00	

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



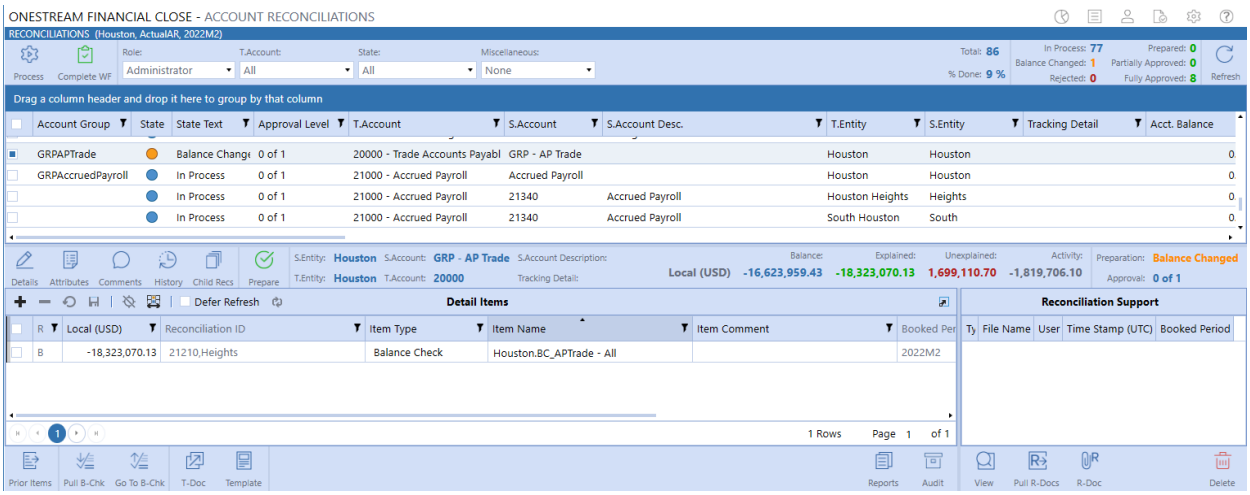
Reconciliation S-Doc Items

Local (USD)	WF Time	Item Type	Item Name	Item Comment	Booked Period	User	T
7,640.00	2022M12	Explained Item	Remaining Balance	FBFS (05061975)	2022M12	Stacey	3/9
36,797.05	2023M1	Explained Item	Remaining Balance	Progressive (062894)	2023M1	Stacey	3/1
36,437.50	2023M1	Explained Item	Remaining Balance	AAA (051396)	2023M1	Stacey	3/1
6,945.45	2023M1	Explained Item	Remaining Balance	FBFS (05061975)	2023M1	Stacey	3/1
33,117.32	2023M2	Explained Item	Remaining Balance	Progressive (062894)	2023M1	Stacey	3/1
6,250.90	2023M2	Explained Item	Remaining Balance	FBFS (05061975)	2023M1	Stacey	3/1

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*:



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 prepared state or has failed, this balance will not be pulled and the user is notified.

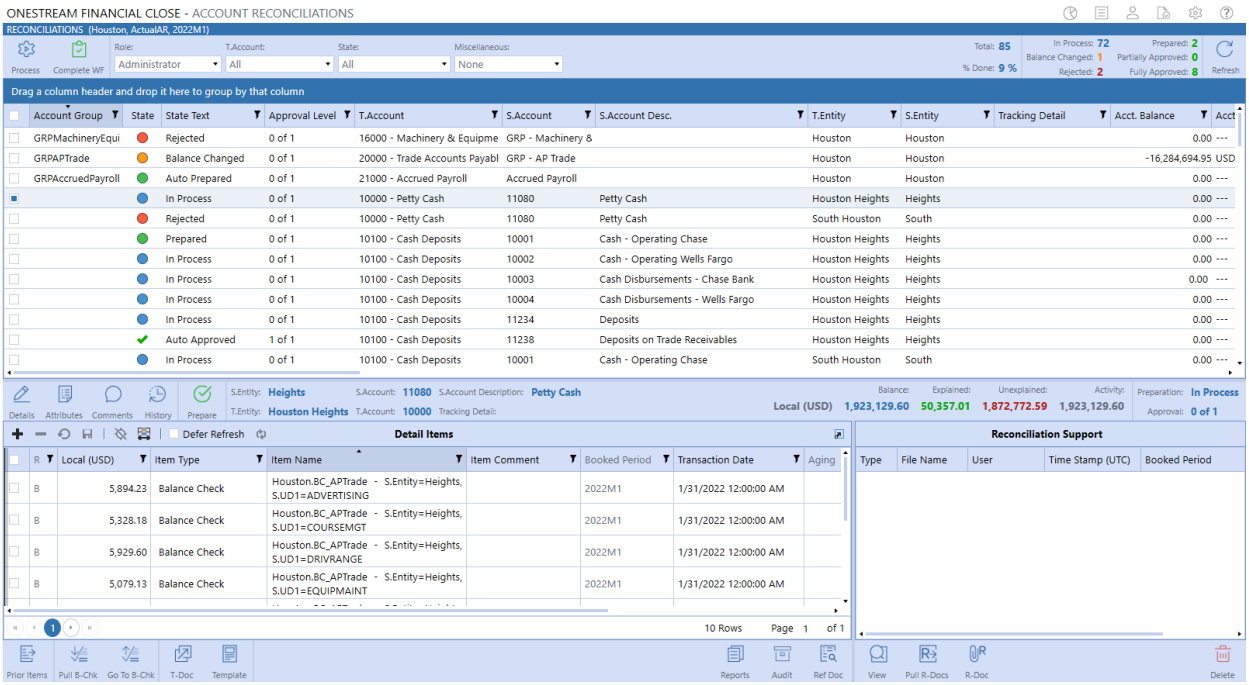
- *Multi-currency Solutions*: When performing balance checks for multi-currency reconciliations, the balance is loaded to the *Detail Amount* column in the detail items grid. Unless a currency type is identified within the data source, it is assumed that the currency type for the *Detail Amount* is the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

NOTE: To pull forward a statement balance, create an item type for balance that uses the explained item description instead of statement.



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

Reports, Audit Packages, and Reference Documents

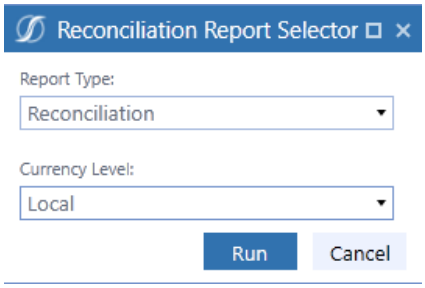
> **NOTE:** Reports will automatically change to legal landscape format if needed to fit the columns.

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.

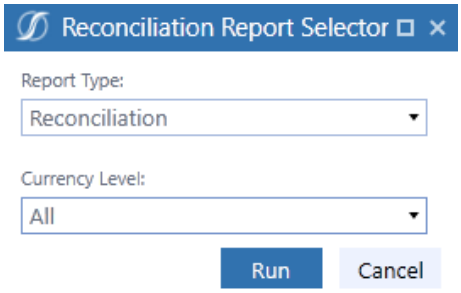
    1. From **Report Type** select **Reconciliation** or **History**.

2. From **Currency Level** select **Local** or **Translated to Reporting**.

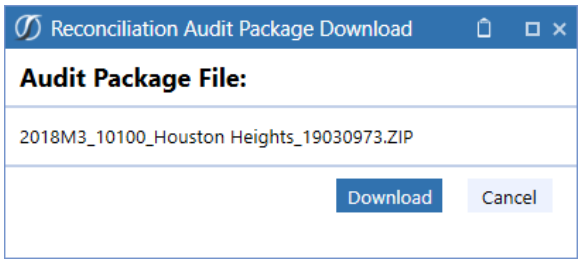


- *Multi-currency Reconciliations*: You can run reports for any or all currency levels for the reconciliation.

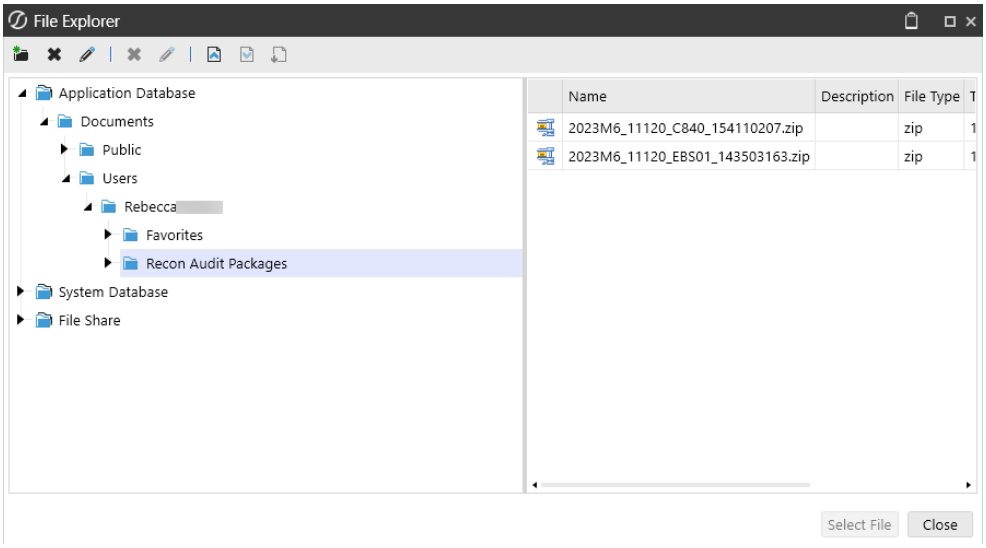
1. From **Report Type** select **Reconciliation** or **History**.
2. From **Currency Level** select **All**, **Account**, **Local**, or **Reporting**.



Audit: Creates the audit package for one or more selected reconciliations, including a reconciliation report and related file attachments.



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 files with duplicate names exist, a timestamp field is added to supporting doc file names to ensure uniqueness.

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.

Reconciliation Support

In the Reconciliation Support area, you can view or upload related documents for the selected reconciliation or individual reconciliation detail item. If you upload a document with the same name, you have the option to overwrite the existing attached document.

Documents are denoted by:

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

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

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

> **NOTE:** R-Docs will automatically carry forward into future periods for reconciliations associated with an AutoRec rule. Do not attach an R-Doc with a balance, because it will automatically carry forward and may not be valid in the next period.

I-Doc: Upload a document associated with the selected detail line item. You can only upload I-Docs to reconciliations that are In Process. 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.

If the Allow Approver Attachments option is selected in the Global Options tab, any user assigned to the Approver role or above can add I-Doc and R-Doc attachments after a reconciliation is prepared. See below for which documents the approver can add or delete depending on the state of the reconciliation.

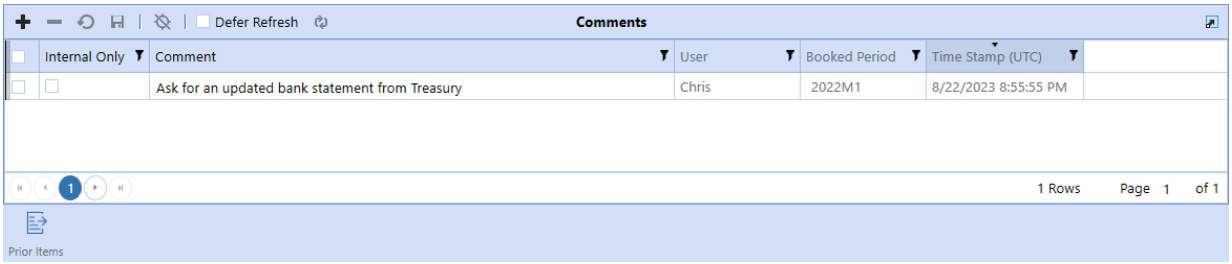
Action	In Process	Prepared	Partially Approve	Fully Approved
Add I-Docs or R-Docs	Yes	Yes	Yes	No
Delete I-Docs or R-Docs added before preparation (by anyone)	Yes	No	No	No
Delete I-Docs or R-Docs added after preparation (by anyone)	N/A	Yes	Yes	No

Attributes

Any user can view reconciliation attributes. The Local Admin assigned to the reconciliation, OneStream Admin, or the RCM Admin can edit attributes.

Comments

Click the **Comments** icon to add, edit, or delete comments on a reconciliation. The icon displays in green if comments already exist.



The grid displays the comment, user, booked period (period the comment was created), and time stamp of each entry. After you save a comment, the user, booked period, and time stamp are not editable. These comments print on reconciliation reports but are not included in the audit export file.

A comment that was copied can be edited, but a comment that was pulled forward cannot be edited. You can delete a comment that was pulled forward, but you cannot delete the original comment. To delete the original comment, first delete each instance that was pulled forward. Then, delete the original comment.

> **TIP:** Comments can be set to Internal Only. Internal Only comments are not visible to auditors and do not display on reports. Comment visibility can only be updated by OneStream administrators, Reconciliation Global administrators, or the user who added the comment.

Click the **Prior Items** icon to copy or pull forward comments from the prior period. Copy is intended to allow comments from prior periods to be used as a template, where changes can be made, and pull is intended to carry the specific comment into the next period without edits. You can select individual or multiple comments to copy or pull forward.

You can copy any comments, but you can only pull forward your own comments.

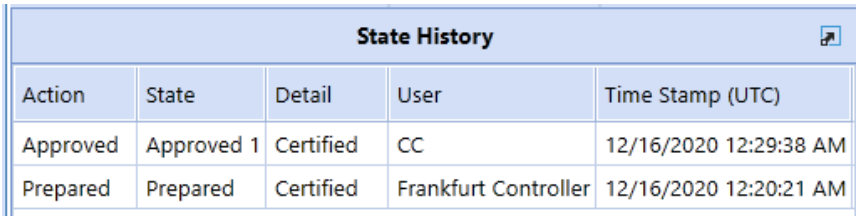
Permission to add, edit, delete, copy, and pull forward comments is based on your role and the step you are completing in the workflow. See Roles.

History

Displays reconciliation approval and document history.

State History

The history updates when the state of the reconciliation is changed by a user or the system.



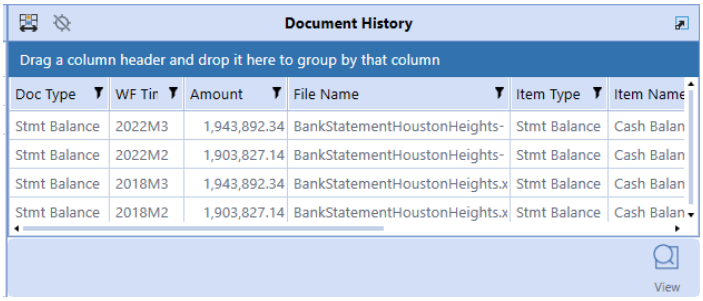
State History

Action	State	Detail	User	Time Stamp (UTC)
Approved	Approved 1	Certified	CC	12/16/2020 12:29:38 AM
Prepared	Prepared	Certified	Frankfurt Controller	12/16/2020 12:20:21 AM

- **Action**: Tracked actions are: Prepared, Rejected, Recalled, Unapproved, Approved, and Balance Changed.
- **State**: State changes include In Process, Prepared, Rejected, Balance Changed, Auto Prepared, Partially Approved, Fully Approved, and Auto Approved.
- **Detail**: If an AutoRec rule was used to automate the preparation or approval of the reconciliation, the rule name is listed. Certification comments are also displayed.
- **User**: Name of the user who performed the action. State changes performed by the system include Auto Prepared, Auto Approved, and Balanced changed and display as "System".
- **Time Stamp**: Time that the action was taken.

Document History

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



Document History

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

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

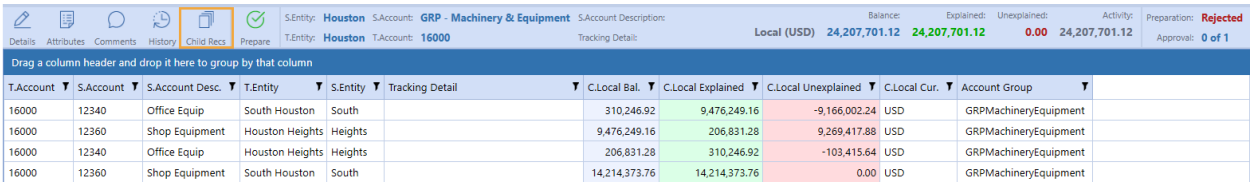
View

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

Child Recs

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

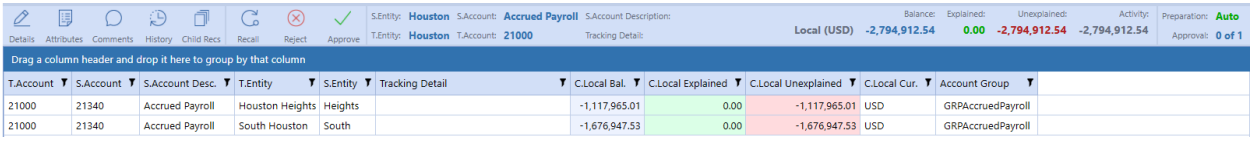
> **NOTE:** The Child Recs tab only displays detail items that are assigned to a child reconciliation level. The Detail Items grid displays detail items for both child reconciliations and account groups. Therefore, the Child Rec balances might not match the Detail Items summary balances.



T.Account	S.Account	S.Account Desc.	T.Entity	S.Entity	Tracking Detail	C.Local Bal.	C.Local Explained	C.Local Unexplained	C.Local Cur.	Account Group
16000	12340	Office Equip	South Houston	South		310,246.92	9,476,249.16	-9,166,002.24	USD	GRPMachineryEquipment
16000	12360	Shop Equipment	Houston Heights	Heights		9,476,249.16	206,831.28	9,269,417.88	USD	GRPMachineryEquipment
16000	12340	Office Equip	Houston Heights	Heights		206,831.28	310,246.92	-103,415.64	USD	GRPMachineryEquipment
16000	12360	Shop Equipment	South Houston	South		14,214,373.76	14,214,373.76	0.00	USD	GRPMachineryEquipment

Single Currency Solutions

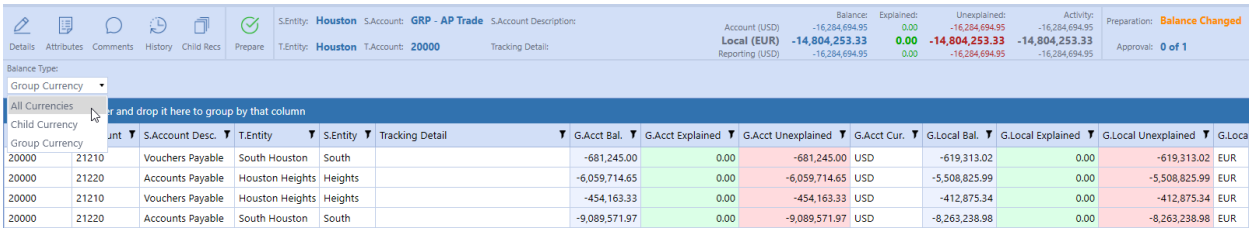
The child balance displays.



T.Account	S.Account	S.Account Desc.	T.Entity	S.Entity	Tracking Detail	C.Local Bal.	C.Local Explained	C.Local Unexplained	C.Local Cur.	Account Group
21000	21340	Accrued Payroll	Houston Heights	Heights		-1,117,965.01	0.00	-1,117,965.01	USD	GRPAccruedPayroll
21000	21340	Accrued Payroll	South Houston	South		-1,676,947.53	0.00	-1,676,947.53	USD	GRPAccruedPayroll

Multi-currency Solutions

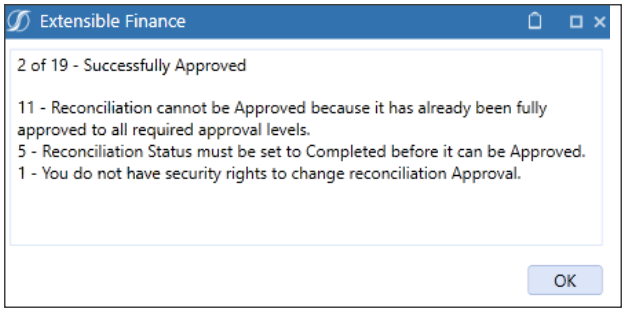
Select the balance type to view from the drop-down menu: All Currencies, Child Currency, or Group Currency.



Preparer and Approver Actions

To perform status changes to reconciliations, select the check box 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 with explanations for any actions that were not successful.



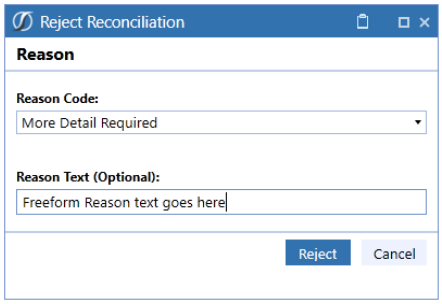
NOTE: Any comments or certifications apply to all marked reconciliations.

Prepare : Marks a reconciliation as prepared, but all necessary balances must first be explained.

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

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

Auto-prepared reconciliations can be rejected by Approver 1-4/Approver 1-4 Backup or the RCM Admin. Fully Approved - auto reconciliations can only be rejected by the RCM Admin. If an auto-prepared or fully approved auto reconciliation is rejected, it returns to In Process and can be prepared again.



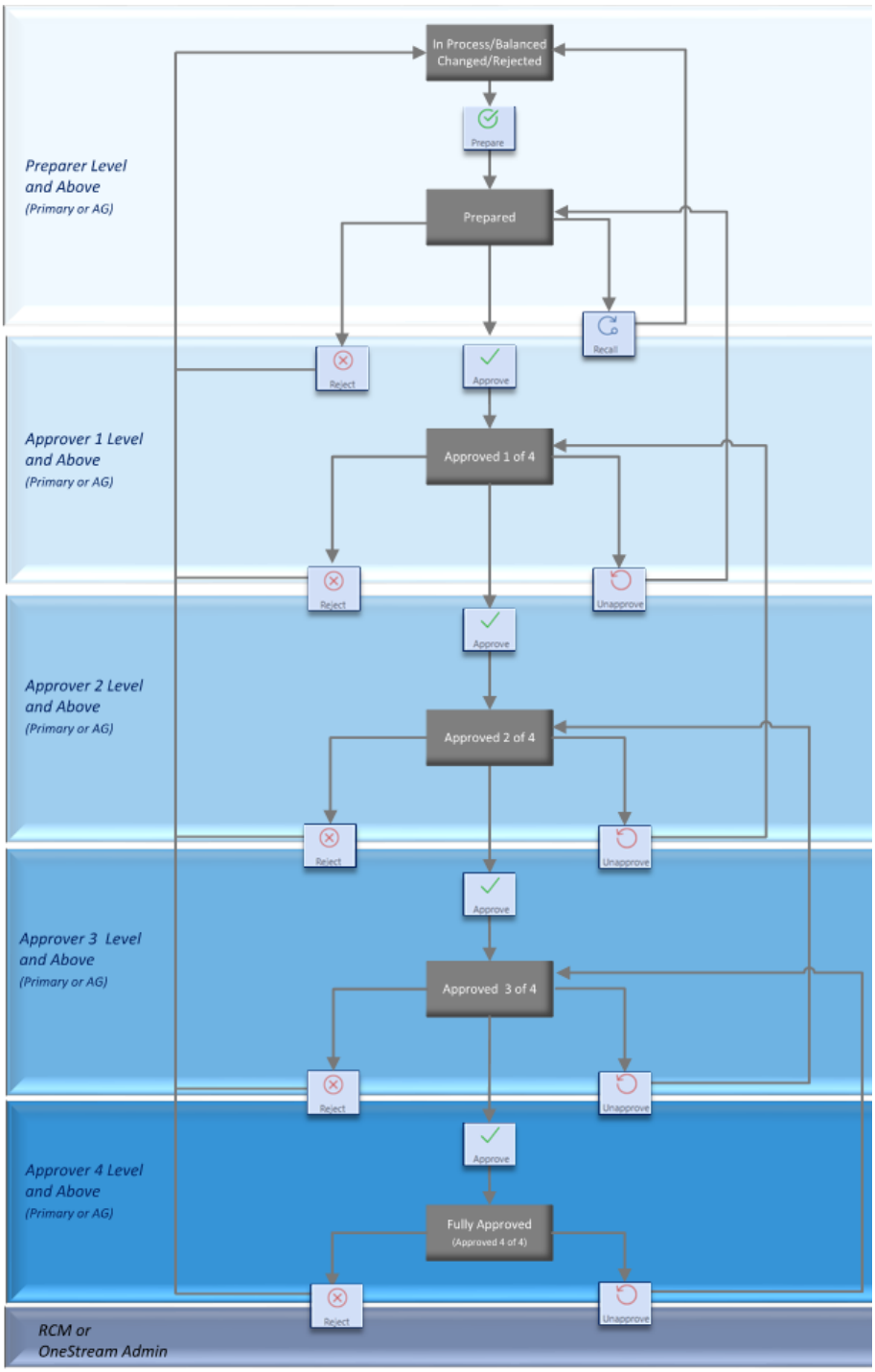
Approve : If the reconciliation is prepared, sets the state to *Approved*. Due to segregation of duties, the user who approves the reconciliation cannot be the same user who prepared the reconciliation. There are no exceptions to segregation of duties. If there is more than one approval level, the approval level (for example, 1 of 3) updates after each approval.

Auto-prepared reconciliations can be approved by Approver 1-4/Approver 1-4 Backup or the RCM Admin.

Unapprove : Removes one level of approval. If a reconciliation is manually unapproved, it goes back to Approved level one below the level it was previously approved . For example, if a reconciliation previously had 3 of 4 levels of approval completed and was unapproved by a level 3 approver, it would go to a state of Partially Approved 2 of 4.

Fully approved auto reconciliations can be rejected or unapproved only by the RCM Admin. If rejected, the fully approved reconciliation goes to In Process and can be prepared again. If unapproved, the fully approved reconciliation goes to Auto Prepared with no approvals complete (for example, 0 of 3) regardless of how many approval levels there are. The reconciliation can then resume the normal manual approval process.

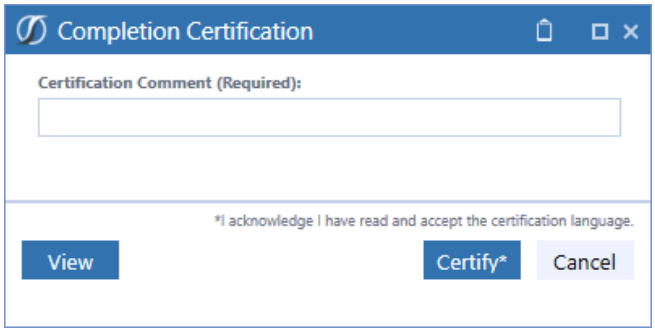
This diagram describes the flow of a reconciliation through the different states:



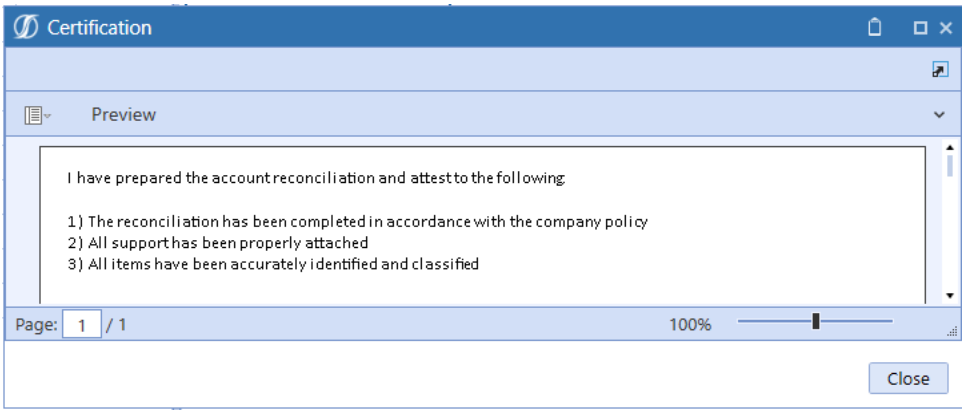
Certification

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

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



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



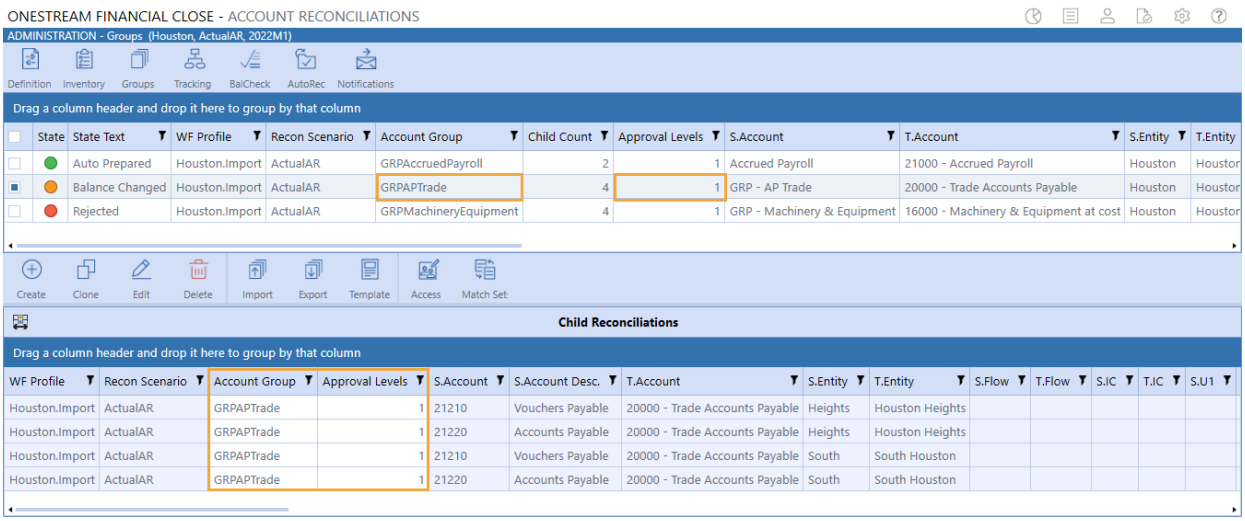
2. Click **Certify** to prepare the reconciliation.

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.

Approval levels between account groups and the child reconciliations cannot be different. The child reconciliation inherits the number of approval levels assigned to the account group.

For example, see the GRPAPTrade account group and the reconciliations that belong to this account group. They each have 1 approval level.



Reconciliation, Preparation and Approval of Account Groups

Whenever an account group is marked prepared 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*:

- 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

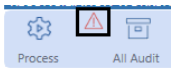
Account groups and their related reconciliations can change over time. New reconciliations may be added and existing ones removed to be reconciled individually. Here are the effects.

> **IMPORTANT:** If you make any changes to currency for an individual reconciliation or account group (for example, changing from single currency to multi-currency or changing the currency type) with existing detail items, the detail items may not be valid. You will need to delete the detail items and manually re-create them. To avoid this issue, make any changes to currency before adding detail items.

- **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.

    > **NOTE:**
    > You cannot remove child reconciliations from an Account Group if it has been prepared for the current period. If child reconciliations are removed they maintain the account group's attributes and do not revert back to their former settings.

  - *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.

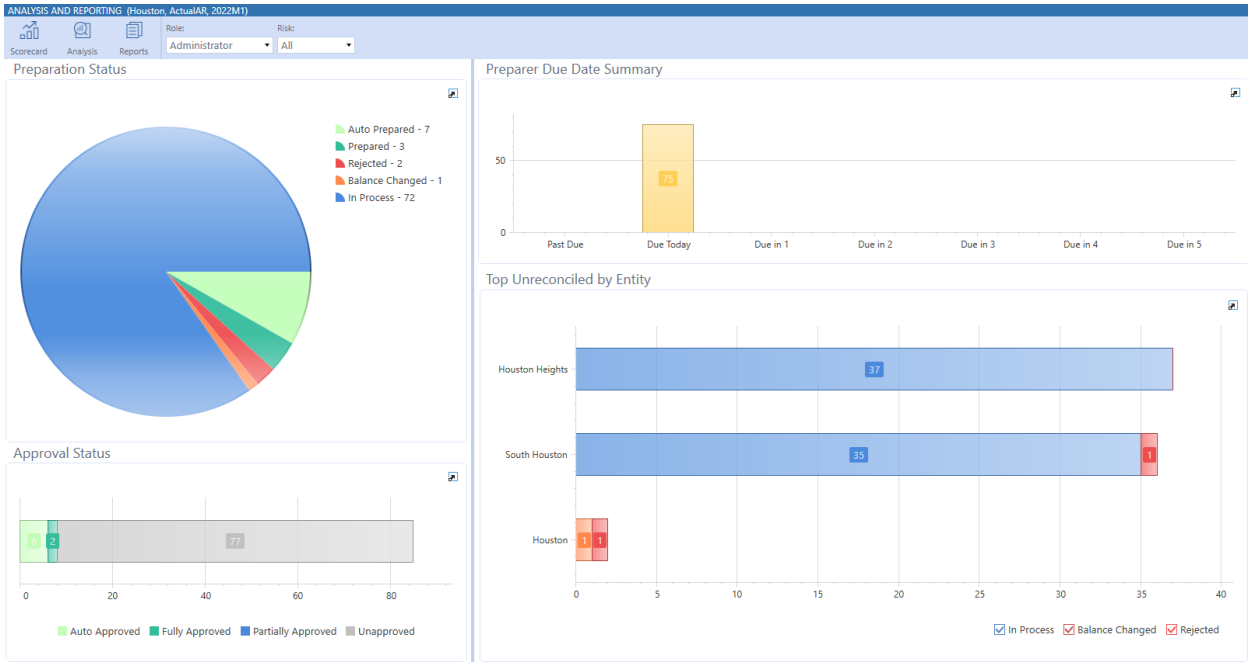
- **Override Values in Detail Items**
    - When you remove a child reconciliation that has overridden values from an account group and run Process:
        - If the currencies between the account group and child reconciliation match, the overrides are added to the new individual reconciliation and its values equal the previous account group values.
        - If the currencies between the account group and child reconciliation do not match, the overrides are removed and the new individual reconciliation values are translated from the amount.
    - When you add a child reconciliation that has overridden values to an account group and run Process:
        - If the currencies between the account group and child reconciliation match, the overrides are added to the account group and its values equal the child reconciliation values.
        - If the currencies between the account group and child reconciliation do not match, the overrides are added to the account group and the values are translated in the account group currency.

Analysis and Reporting

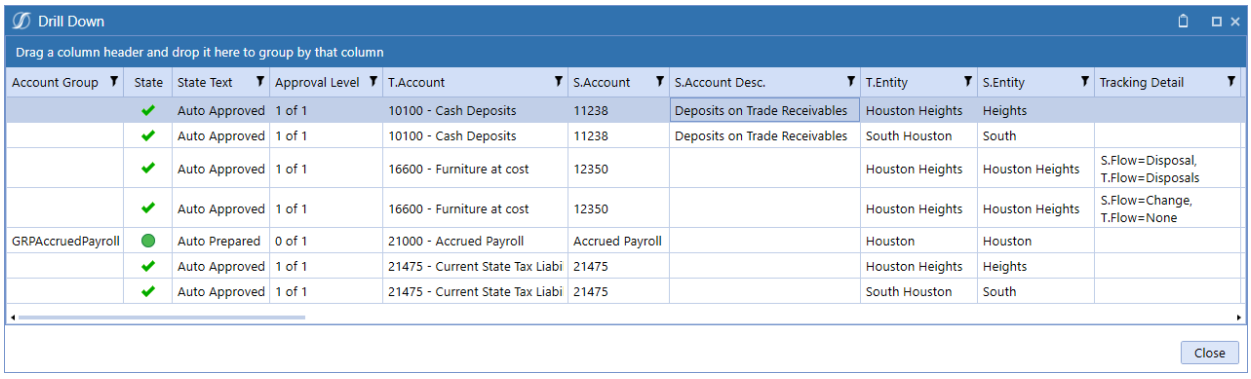
Review and monitor exceptions and unresolved items with this standard set of dashboards and reports.

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.



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

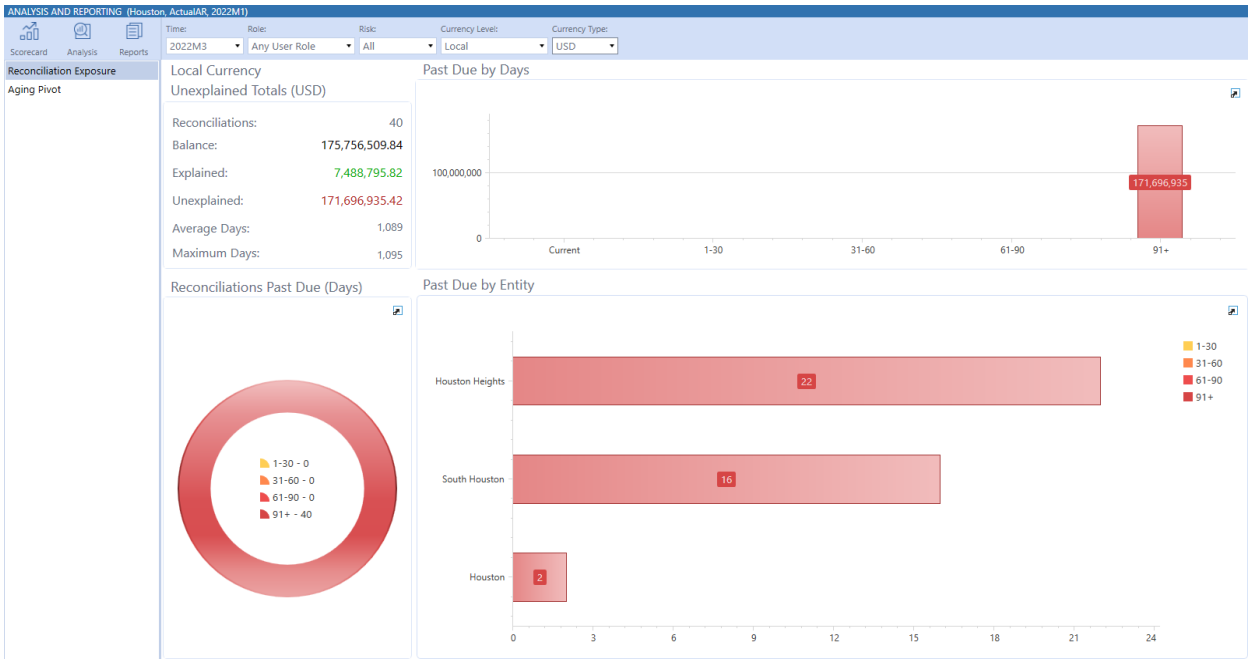


Account Group	State	State Text	Approval Level	T.Account	S.Account	S.Account Desc.	T.Entity	S.Entity	Tracking Detail
	✔	Auto Approved	1 of 1	10100 - Cash Deposits	11238	Deposits on Trade Receivables	Houston Heights	Heights	
	✔	Auto Approved	1 of 1	10100 - Cash Deposits	11238	Deposits on Trade Receivables	South Houston	South	
	✔	Auto Approved	1 of 1	16600 - Furniture at cost	12350		Houston Heights	Houston Heights	S.Flow=Disposal, T.Flow=Disposals
	✔	Auto Approved	1 of 1	16600 - Furniture at cost	12350		Houston Heights	Houston Heights	S.Flow=Change, T.Flow=None
GRPAccruedPayroll	●	Auto Prepared	0 of 1	21000 - Accrued Payroll	Accrued Payroll		Houston	Houston	
	✔	Auto Approved	1 of 1	21475 - Current State Tax Liabi	21475		Houston Heights	Heights	
	✔	Auto Approved	1 of 1	21475 - Current State Tax Liabi	21475		South Houston	South	

Analysis

Reconciliation Exposure

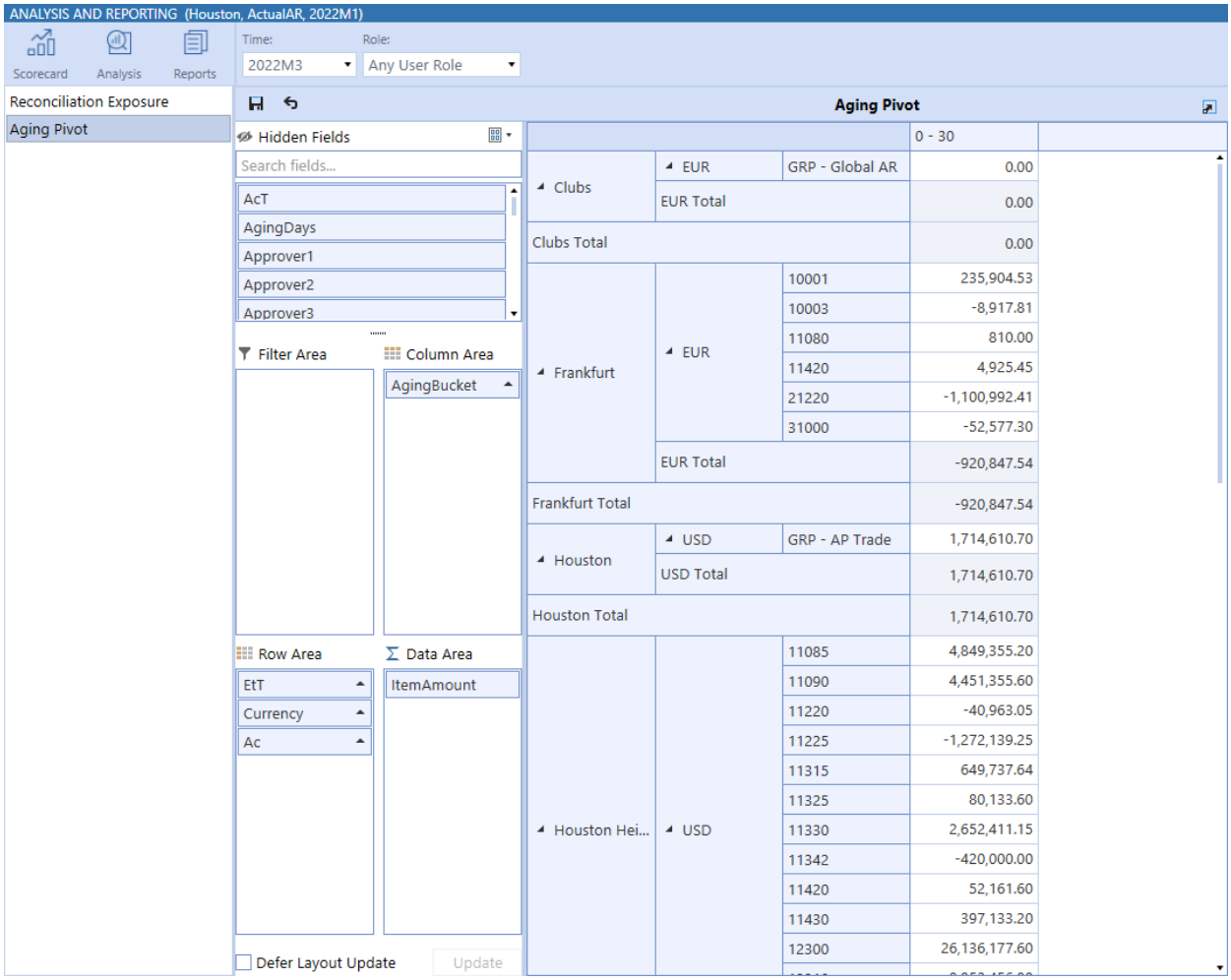
The Reconciliation Exposure dashboard contains a past due summary and charts reflecting past due reconciliations by days, entity, and unexplained balances. Like the scorecard, selecting any data points in any chart opens a detailed drill down dialog box that you can export for further analysis.



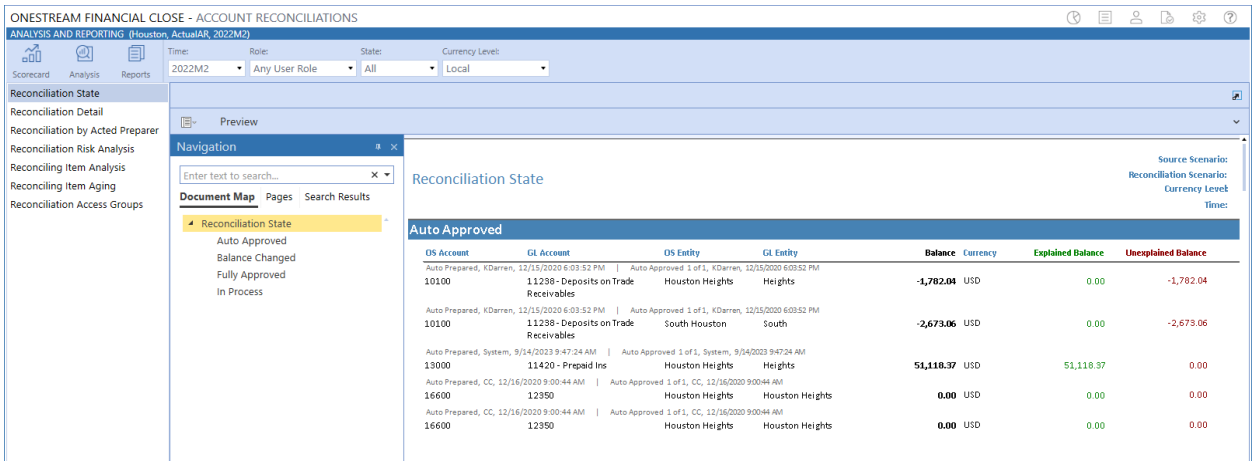
Aging Pivot

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.



Reports



Reconciliation State: Reconciliations by state with Account, Entity, and balance information.

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

Reconciliation by Acted 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.

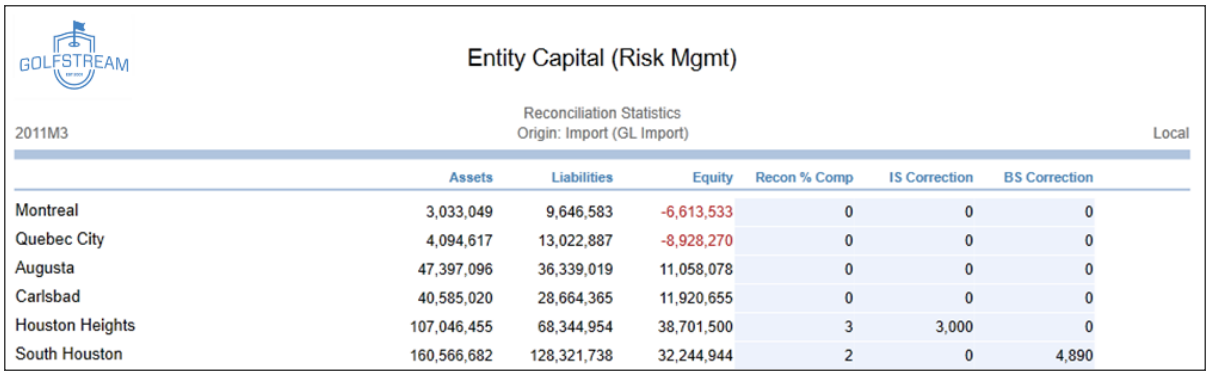
DynamicCalc UD8 Accounts

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 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 OneStream Solution Exchange, 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.

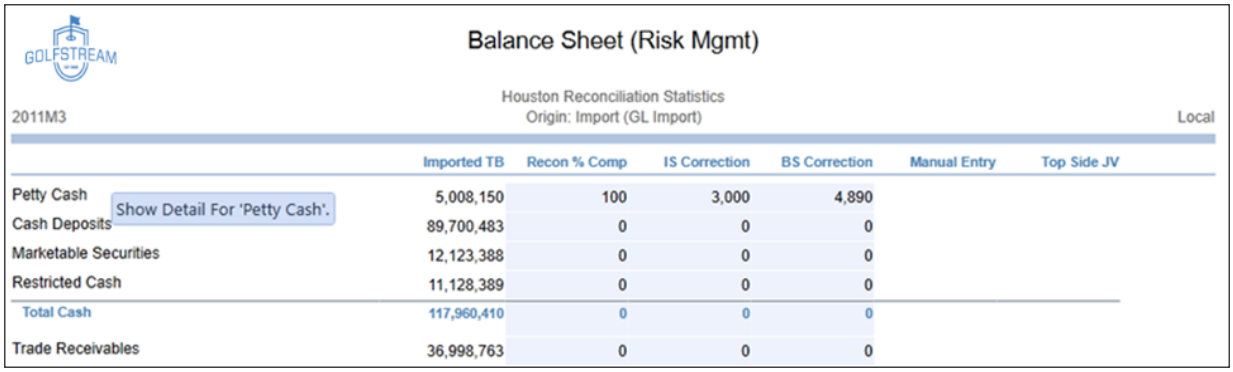


Entity Capital (Risk Mgmt)

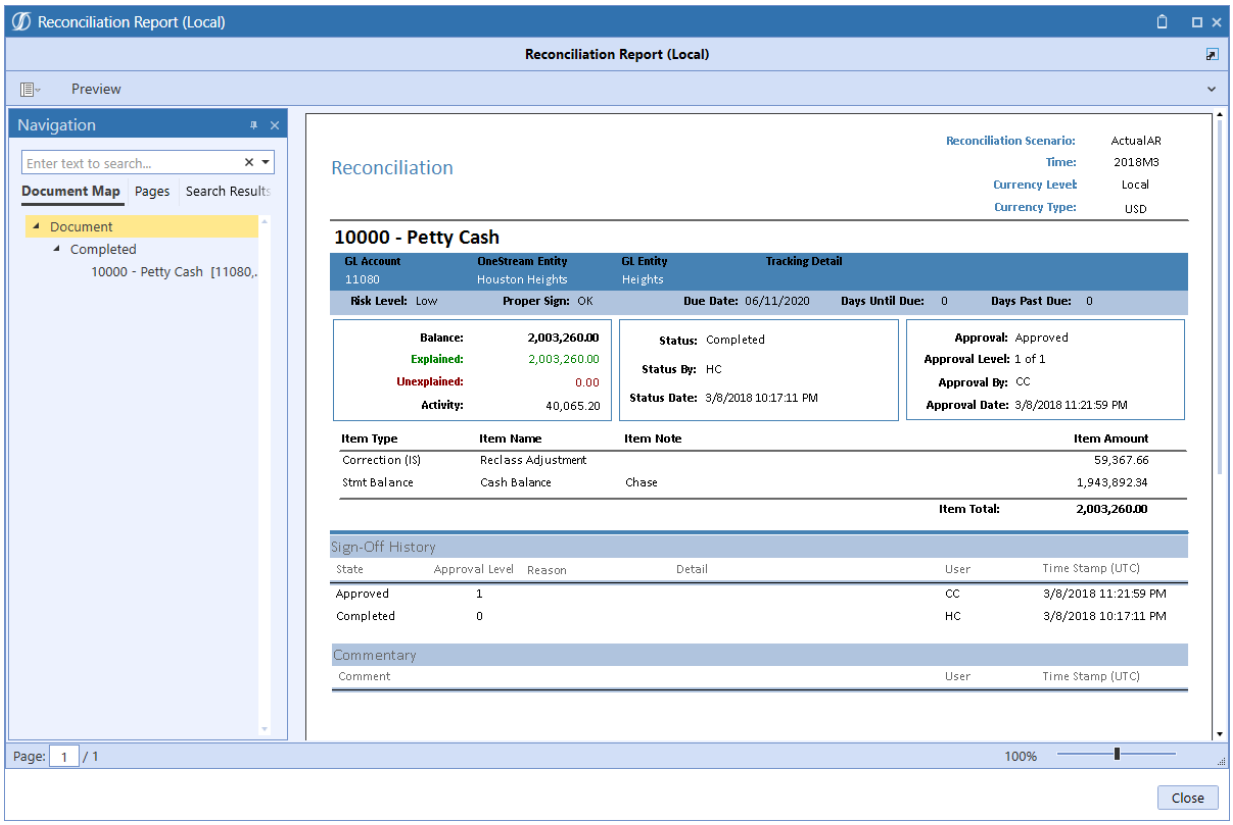
Reconciliation Statistics
2011M3 Origin: Import (GL Import) Local

	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:



Here is the drilled report:



Anomaly Detection

> **IMPORTANT:** Anomaly Detection requires: i) SensibleAI Studio, a separately priced Solution; and ii) Customer be on Version 9.1 or greater.

Anomaly Detection identifies data points that deviate from typical patterns or behaviors. These anomalies manifest as outliers or exceptional events that distinguish themselves from the typical data set.

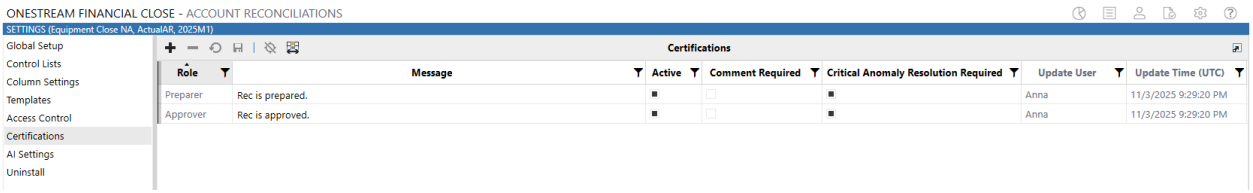
Types of anomalies identified during the reconciliation process:

- **Reconciliation Balance**: Analyzes the degree of abnormality for an account balance based on prior values. The detector looks to identify if there are abnormal increases or decreases based on the reconciliation balance in prior periods.
- **Aged Item Commentary**: Reviews reconciliation detail items that have exceeded the specified aging thresholds for your Aging Periods and verifies if they include commentary.
- **R-Doc Sparsity**: Checks how often "R-Docs" (supporting documents at the reconciliation-level) are consistently attached to reconciliations period over period.
- **Reconciliation Detail Text Field Length**: Looks at the average text length entered in the ItemName, Item Comment, Ref 1, and Ref 2 fields for Detail Items in a reconciliation.
- **Auto-Manual Reconciliation Ratios**: Measures each reconciliation and checks whether they were automatically reconciled versus manually reconciled in the prior period, and analyzes how the ratio changes.
- **Number of reconciliation detail items**: Monitors how many individual detail items are included in each reconciliation period over period.
- **Number of I-items**: Focuses on the count of "I-items" (manual adjustments). It tracks how consistently these items display, calling out sudden spikes or dips.

- **I-Doc Sparsity**: Evaluates how consistently "I-Docs" (supporting documentation for manual or "I-Item" entries) are attached to reconciliation detail items over time. It tracks each period's percentage of I-Items that have an accompanying I-Doc and flags sudden decreases, suggesting insufficient or missing documentation compared to typical patterns.
- **Balance Check I-Items**: Verifies if the current period has an I-Item and a B-Item linked to a reconciliation. You can reference the previous period, but the rule applies only to the current period.
- **Repetitive Rejections**: Detects when a reconciliation is rejected multiple times over a span of periods or within a single cycle.
- **Sign Difference**: Identifies instances where the sign (positive or negative) of a reconciliation's balance is different than prior periods.
- **Fluctuating Risk Level**: Tracks how the assigned risk ratings of reconciliations change over time. It detects large or erratic swings in the risk level assigned to a reconciliation.
- **Security**:
    - **Number of Approver Changes**: Looks for changes in the number of approvers required for a reconciliation. It flags reconciliations that have swings in the number of a approvers during the current period compared to prior periods.

Certifications

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



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.

Critical Anomaly Resolution Required: When enabled, critical unresolved anomalies must be resolved before the reconciliation can be certified.

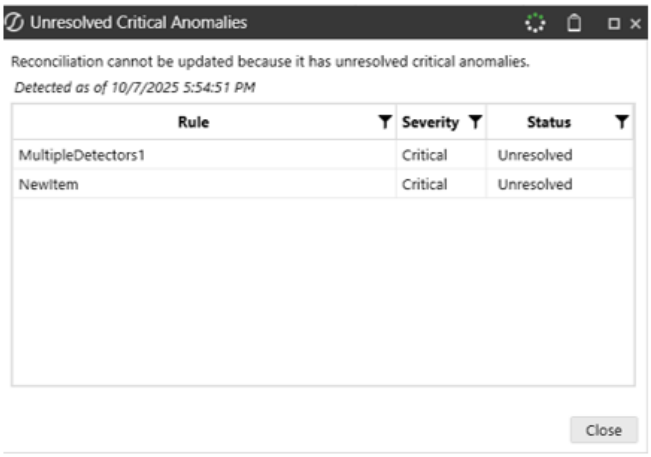
Update User: The ID of the user who created or modified the certification settings.

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

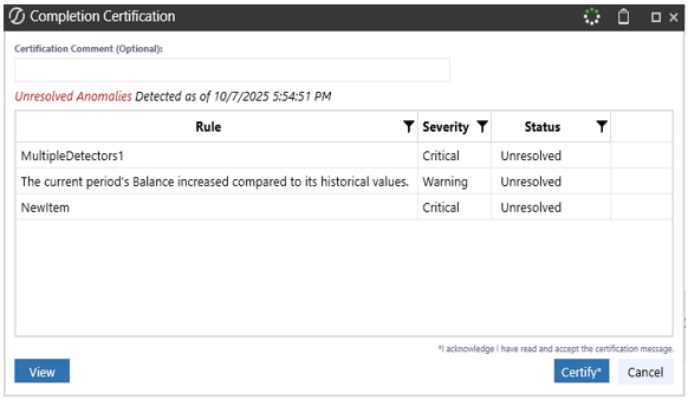
Critical Anomaly Resolution Required

Critical Anomaly Resolution Required enables OneStream Administrators and Solution Administrators to require action on critical unresolved anomalies by Preparers or Approvers.

When Critical Anomaly Resolution Required is enabled and Certification is Active, Preparers and Approvers must address critical unresolved anomalies before the reconciliation can be certified.



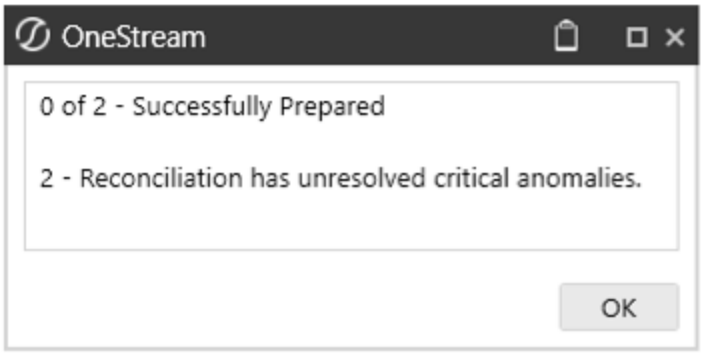
When Critical Anomaly Resolution Required is not enabled and Certification is Active, Preparers and Approvers can proceed with certification and critical unresolved anomalies are marked as Acknowledged. Approvers can see all anomalies in this dialog box except for anomalies that have been Auto-Resolved.



Mass Actions for Critical Anomaly Resolution Required

When Critical Anomaly Resolution Required is not enabled and Certification is Active and if two or more reconciliations are selected, Preparers and Approvers can prepare and/or approve reconciliations with anomalies in mass. Critical unresolved anomalies are marked as Acknowledged.

When Critical Anomaly Resolution Required is enabled and Certification is Active, if two or more reconciliations are selected and there are critical unresolved anomalies on any of the selected reconciliations, Preparers and Approvers receive the following message:

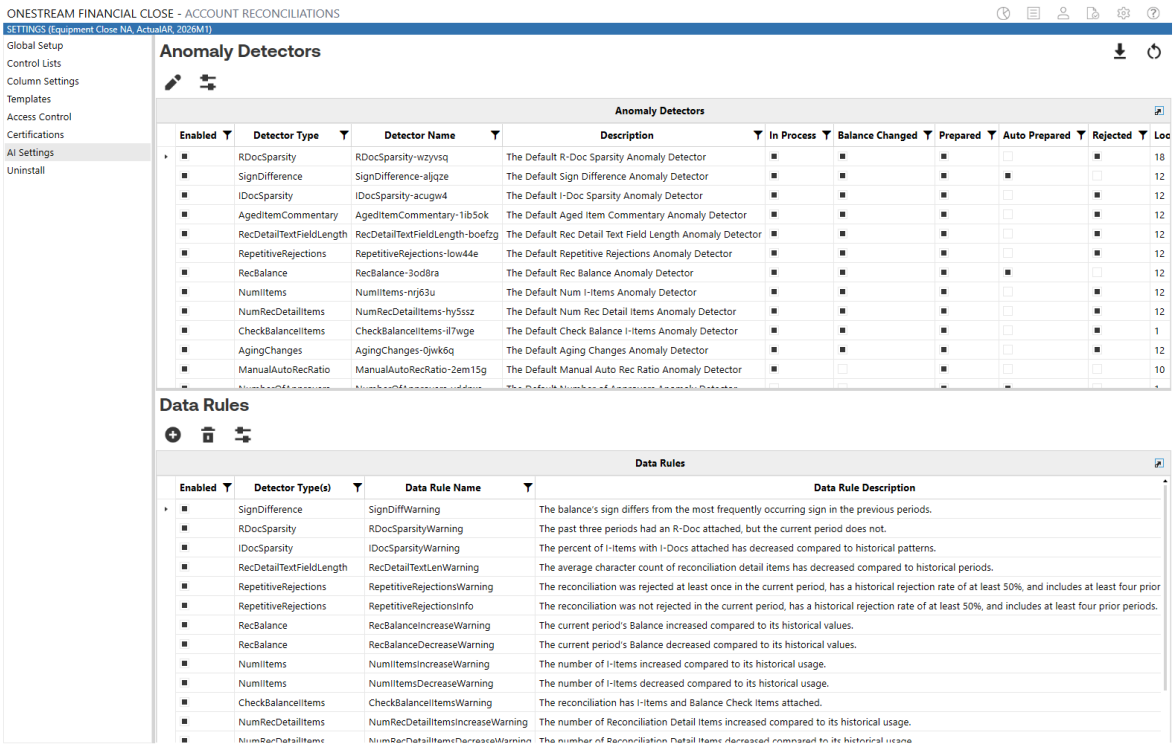


> **TIP:** When there are no critical unresolved anomalies in the selected reconciliations when Critical Anomaly Resolution Required is enabled and/or certification is inactive, Preparers and Approvers can prepare and/or approve reconciliations with anomalies in mass.

AI Settings

AI Settings utilizes an AI component, incorporating default detectors and rules as part of the solution when SensibleAI Studio is activated and the (PFC) AIS Plugin Financial Close workspace is present within your application. The AI Settings page displays an Anomaly Detectors grid and a Data Rules grid. Administrators have the ability to enable, disable, and reset detectors.

> **NOTE:** AI Settings will only display for Administrators when AI Sensible Studio is enabled.

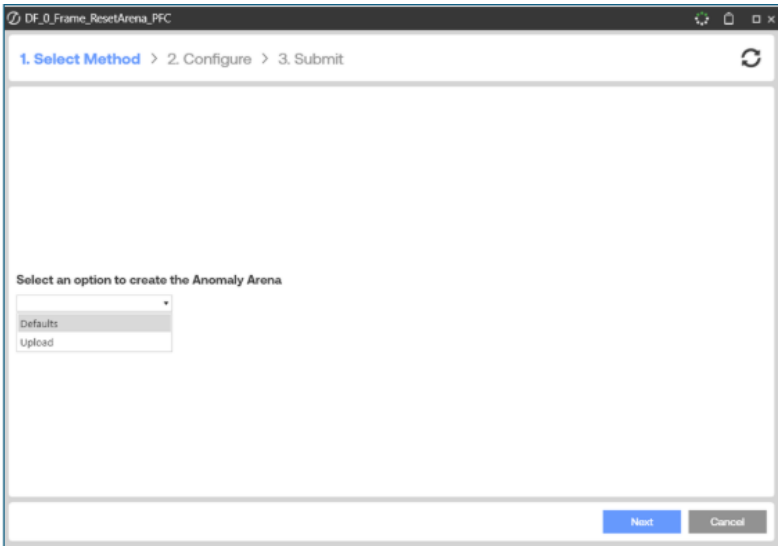


Export Configuration

Click the Export icon to export the current anomaly detector and data configuration to the OneStream File Explorer (your Favorites directory) in a JSON format. You can reimport the JSON file via the Reset Arena to refresh the AI Settings page to the export made at that point in time.

Reset Arena

Click the **Reset** icon to open the **Anomaly Arena Creation** dialog box.



In the **Anomaly Arena Creation** dialog box you can:

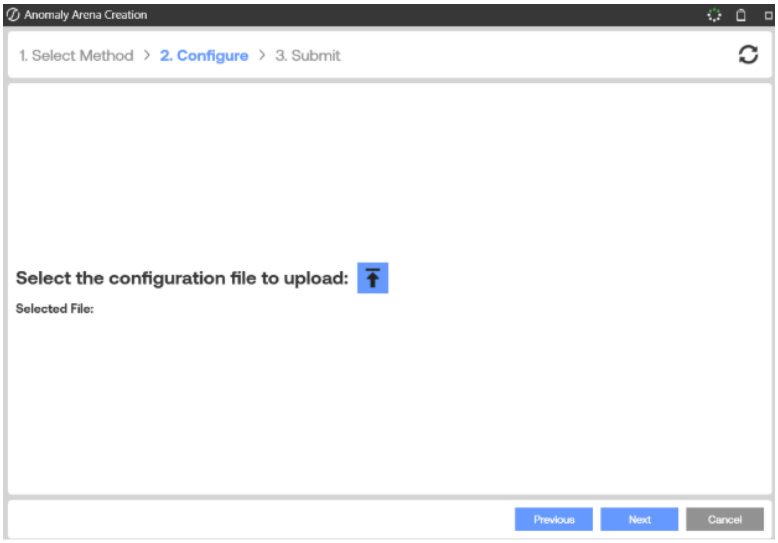
- Reset to default
- Load a JSON configuration file

Resetting to default wipes the arena and recreates the standard template of detectors and rules.

To load a JSON configuration file:

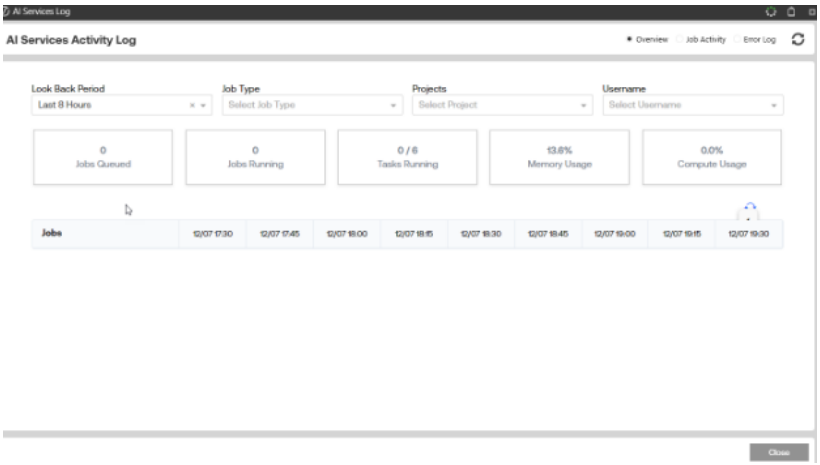
1. Navigate the OneStream file system
2. Locate a saved JSON configuration file
3. Reconstruct the arena precisely as specified in the file

> **NOTE:** You can upload a JSON file directly.



AI Services Log (Job Status and Error Log)

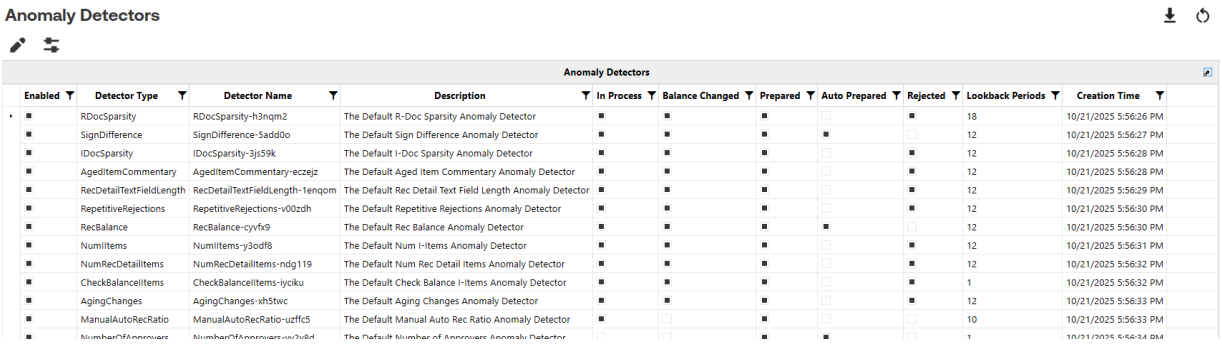
Click the **AI Services Log** icon to display an overview of AI Services activity in the environment, job activity, and the Xperiflow Error Log.



Anomaly Detectors Grid

Anomaly detectors apply to reconciliations based on the Preparer's state of the reconciliations. You can edit the states in which these detectors are involved. Anomaly detectors scan reconciliations for a specific pattern or statistical output:

- **Enabled:** Toggle whether the detector runs when AI Insights is run on a reconciliation.
- **Detector Type/Name:** The Anomaly Detector to be run (Balance, Change, or Sign Difference).
- **Description:** Description of Anomaly Detector. This is automatically provided based on what Detector Type is chosen.
- **In Process, Balance Change, Prepared, Auto Prepared, Rejected:** Checkboxes that indicate which reconciliation state the detector will run on. For example, if only In Process is selected the detector will only run on reconciliations that have a current status of In Process.
- **Lookback Periods:**The maximum number of lookback periods the detector will look at.
- **Creation Time:**When the detector was first created to last reset.



Enabled	Detector Type	Detector Name	Description	In Process	Balance Changed	Prepared	Auto Prepared	Rejected	Lookback Periods	Creation Time
■	RDocSparsity	RDocSparsity-h3nqm2	The Default R-Doc Sparsity Anomaly Detector	■	■	■		■	18	10/21/2025 5:56:26 PM
■	SignDifference	SignDifference-5add0o	The Default Sign Difference Anomaly Detector	■	■	■	■		12	10/21/2025 5:56:27 PM
■	IDocSparsity	IDocSparsity-3js59k	The Default I-Doc Sparsity Anomaly Detector	■	■	■		■	12	10/21/2025 5:56:28 PM
■	AgedItemCommentary	AgedItemCommentary-eczejz	The Default Aged Item Commentary Anomaly Detector	■	■	■		■	12	10/21/2025 5:56:28 PM
■	RecDetailTextFieldLength	RecDetailTextFieldLength-1enqom	The Default Rec Detail Text Field Length Anomaly Detector	■	■	■		■	12	10/21/2025 5:56:29 PM
■	RepetitiveRejections	RepetitiveRejections-v00zdh	The Default Repetitive Rejections Anomaly Detector	■	■	■		■	12	10/21/2025 5:56:30 PM
■	RecBalance	RecBalance-cyvfx9	The Default Rec Balance Anomaly Detector	■	■	■	■		12	10/21/2025 5:56:30 PM
■	NumIItems	NumIItems-y3odf8	The Default Num I-Items Anomaly Detector	■	■	■		■	12	10/21/2025 5:56:31 PM
■	NumRecDetailItems	NumRecDetailItems-ndg119	The Default Num Rec Detail Items Anomaly Detector	■	■	■		■	12	10/21/2025 5:56:32 PM
■	CheckBalanceIItems	CheckBalanceIItems-iyciku	The Default Check Balance I-Items Anomaly Detector	■	■	■		■	1	10/21/2025 5:56:32 PM
■	AgingChanges	AgingChanges-xh5twc	The Default Aging Changes Anomaly Detector	■	■	■		■	12	10/21/2025 5:56:33 PM
■	ManualAutoRecRatio	ManualAutoRecRatio-uzffc5	The Default Manual Auto Rec Ratio Anomaly Detector	■		■			10	10/21/2025 5:56:33 PM
■	NumberOfApprovers	NumberOfApprovers-wv2v8d	The Default Number of Approvers Anomaly Detector			■	■		1	10/21/2025 5:56:34 PM

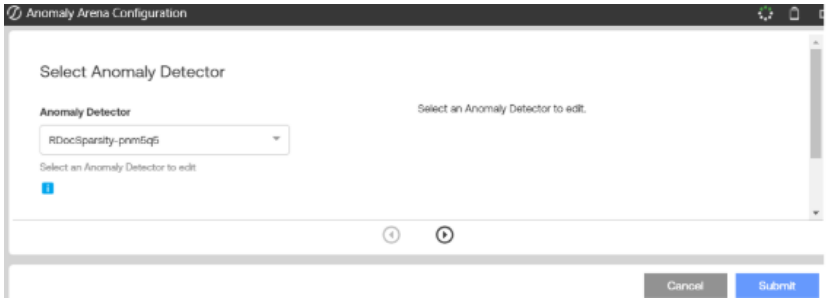
Click the **Modify** icon to open the Edit Detector Wizard.

Click the **Toggle** icon to enable or disable (a row must be selected).

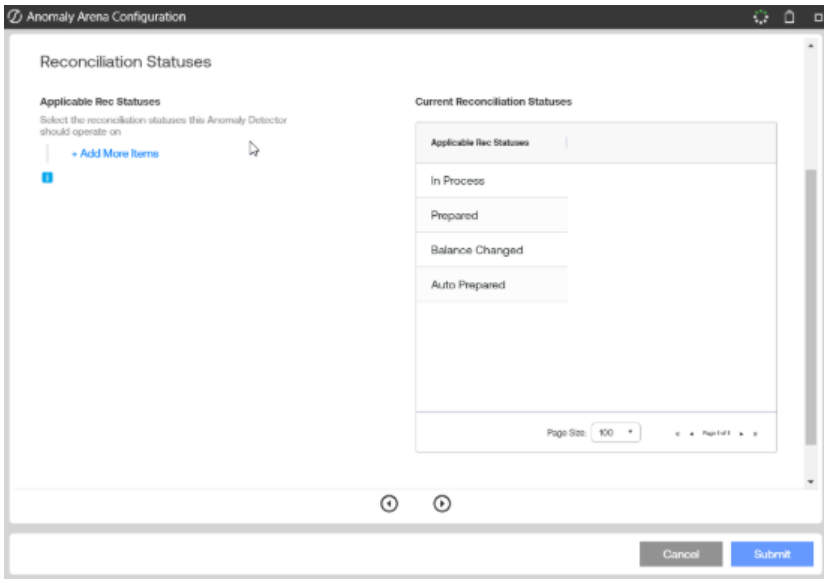
Editing an Anomaly Detector

The Edit Anomaly Detector Wizard is a three-step form:

1. Select the detector you'd like to change from the drop-down menu.

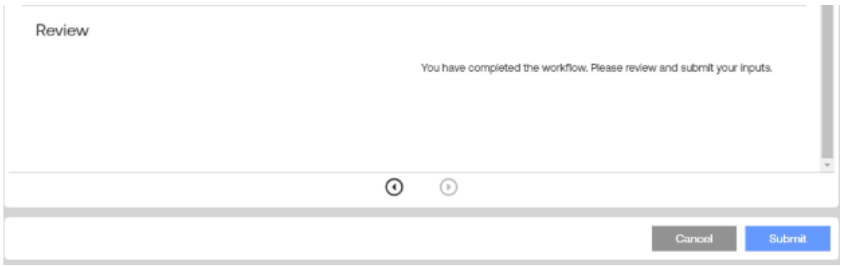


2. Select the reconciliation statuses the Anomaly Detector should operate on. This can be None or All of the statuses.



3. Enter a positive integer representing the max number of lookback periods the Anomaly Detector looks at historically when calculating anomalies.

4. Review your settings and click **Submit**.

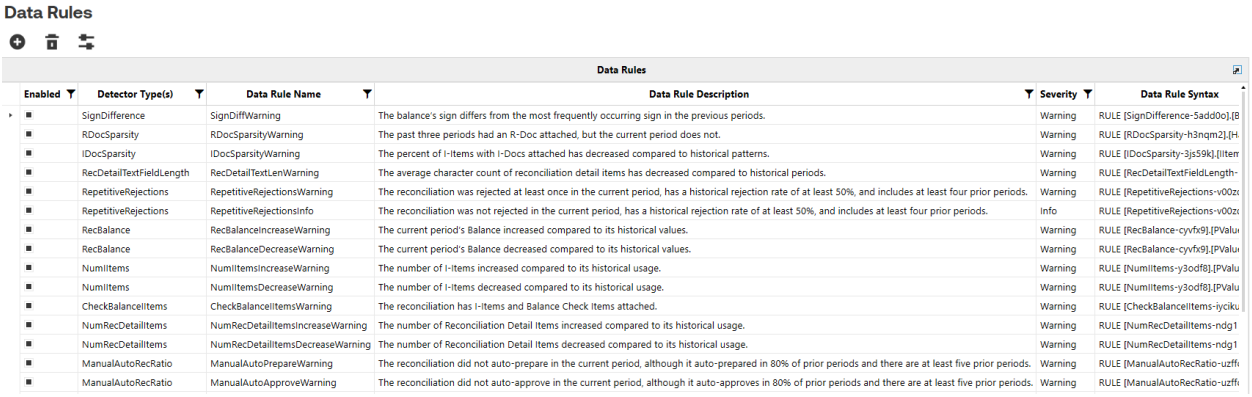


Data Rules Grid

Data Rules are the "ifthen" alerts that are added under a parent anomaly detector. A rule can reference one detector or combine many. Columns in the Data Rules Grid include:

- **Enabled:** This determines if the Rule is applied when AI Insights is run. If the rule is off when the parent detector is run, the rule itself will not. If the parent anomaly detector is turned off, then the rule will not run even if enabled. Disabling an anomaly detector disables the rules that refer to that detector.
- **Detector Name:** Name of Parent Detector(s).
- **Data Rule Name:** User-friendly, Administrator created identifier for the data rule.

- **Severity:** Critical, Warning, or Info.
- **Lookback Periods:** How many prior periods of history the algorithm analyzes.
- **Data Rule Syntax:** The SQL-like rule expression that implements the triggering of anomalies.



Click the **Add** icon to launch the Add Data Rule wizard (filter-editor-based).

Click the **Delete** icon to open the Delete Data Rule dialog box. Select a rule from the drop-down. Click **Delete** to confirm.

Click the **Toggle** icon to enable or disable data rules.

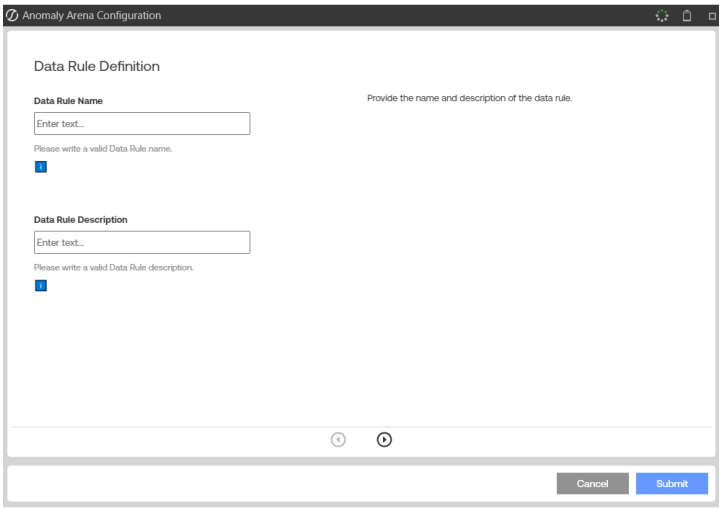
Click the **Copy** icon to launch a wizard to copy a current rule.

> **NOTE:** Rules cannot be edited to ensure accurate tracking of specific rules on reconciliations as its unable to track different instances of the rule at a point in time.

Create Rule Wizard

You can author complex logic without writing the Data Rule Syntax directly.

1. Enter a unique Name and Description of the Data Rule.



2. Select the Data Rule Filter Editor type.
    a. Single Monitor builds conditions against a single detector's fields.
    b. Multi-Monitor combines fields from several detectors (balance change and aged community) to build a single data rule.

3. Select which detector(s) to apply.

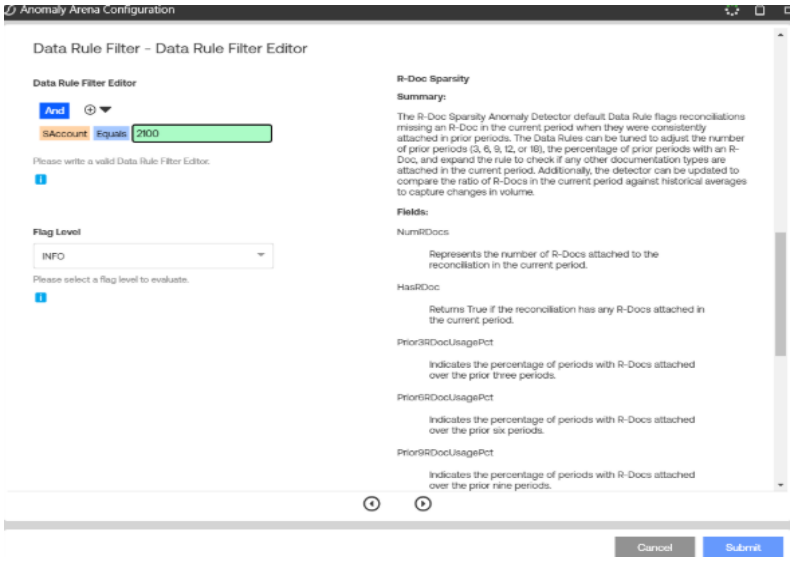
4. Build Conditions.

    a. Select a field from the list of drop-downs.

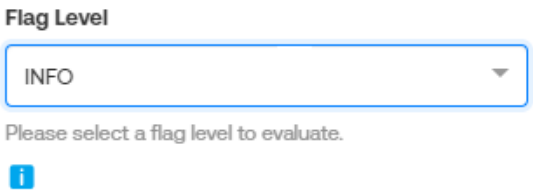
    b. Choose an operator.

    c. Enter a value (numbers, dates, or True/False for booleans).

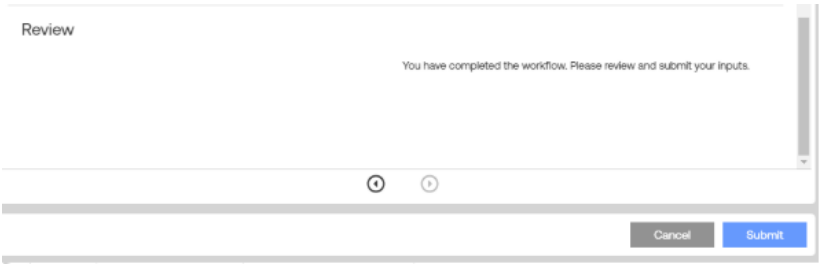
    d. Chain multiple lines with the AND/OR toggle at the top.



5. Choose the rule severity (Critical, Info or Warning)



6. Review and submit.



How Changes Propagate

Edits to the Anomaly Arena in the component workflow update the Anomaly Arena and associated Anomaly Detectors or Data rules without needing to press the save button. The next run of the AI Insights button will use changes that are made on this page.

Previously detected anomalies will remain unchanged, however, if anomaly detection is re-run on a reconciliation with a data rule that no longer exists or is toggled off, the anomaly status updates to auto-resolved.

Best Practices

- Start broad, refine, enable default detectors first, review flags, then narrow lookback windows or status scopes.

> **NOTE:** For monitors that rely on statistics, fewer lookback periods result in less statistical power, requiring more significant anomalies to trigger.

- Keep rule names short but descriptive.
- Export JSON before major changes.

Default Detectors and Rules

Sign Difference identifies instances where the sign of a reconciliation's balance is different than prior periods.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, AutoPrepared
- Lookback Periods: 12
- Warning
    - Data Rule Name: SignDiffWarning
    - Data Rule Description: The balance's sign differs from the most frequently occurring sign in the previous periods.
    - Data Rule Syntax:

```
RULE
[Default_SignDifference].[BalanceSignDifferentFromMode] = True
FLAG 'Warning'
```

R-Doc Sparsity checks how often R-Docs (supporting documents at the reconciliation level) are consistently attached to reconciliations period over period.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 18
- Warning

- Data Rule Name: RDocSparsityWarning
- Data Rule Description: The past three periods had an R-Doc attached but the current period does not.
- Data Rule Syntax:

```
RULE
[Default_RDocSparsity].[HasRDoc] = False AND
[Default_RDocSparsity].[Prior3RDocUsagePct] = 100
FLAG 'Warning'
```

I-Doc Sparsity Evaluates how consistently I-Docs (supporting documentation for manual or I-Item entries) are attached to a reconciliation over time. The default rule tracks each period's percentage of I-Items that have an accompanying I-Doc and flags sudden decreases, suggesting insufficient or missing documentation compared to typical patterns.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 12
- Warning
  - Data Rule Name: IDocSparsityWarning
  - Data Rule Description: The percent of I-Items with I-Docs attached has decreased compared to historical patterns.
  - Data Rule Syntax:

```
RULE
[Default_IDocSparsity].[IItemCount] > 0 AND
[Default_IDocSparsity].[PValue] < 0.05
FLAG 'Warning'
```

Aged Item Commentary uses the set Aging Periods to bucket aging items on a reconciliation. For each aging bucket, the monitor tracks if there are items without comments. Using the default rules, the monitor checks if there are any items beyond the third aging period without comments. For example, if the aging periods are set to 0, 31, 61, 91 and 121 days, the monitor will evaluate whether items aged 61-90 days, 91-120 days, and 121+ days have comments.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 12

> **NOTE:** This rule is based on the Aging Periods and the column names are created based on the values in that table.

- Warning
  - Data Rule Name: AgedItemCommentaryWarning61
  - Data Rule Description: The reconciliation has items aged over 61 days, and the percent of those items without comments has increased from the previous period.
  - Data Rule Syntax:

```
RULE
[Default_AgedItemCommentary].[HasAgedItems61] = True AND
[Default_AgedItemCommentary].[PctNoComment61Diff] > 0
FLAG 'Warning'
```

The **Reconciliation Detail Text Field Length** detector compares the text of a reconciliation in the current period to its historical values. The detector gathers statistics to determine whether a decrease has occurred, which may indicate that Preparers are not providing sufficient information on their detail items. It analyzes the ItemName, ItemComment, Ref1, and Ref2 fields to make this determination. The detector collects statistics on both the total length of text on a reconciliation for each period and the average length of text per detail item on a reconciliation.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 12
- Warning
    - Data Rule Name: RecDetailTextLenWarning
    - Data Rule Description: The average character count of reconciliation detail items has decreased compared to historical periods.
    - Data Rule Syntax:

```
RULE
[Default_RecDetailTextFieldLength].[AvgCharCountPValue] < 0.025 AND
[Default_RecDetailTextFieldLength].[AvgCharCountPctChgPrevPeriod] < 0
FLAG 'Warning'
```

Repetitive Rejections detects when a reconciliation is rejected multiple times over a span of periods or within a single cycle.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 12
- Warning
    - Data Rule Name: RepetitiveRejectionsWarning
    - Data Rule Description: The reconciliation was rejected at least once in the current period, has a historical rejection rate of at least 50%, and includes at least four prior periods.

- Data Rule Syntax:

```
RULE
[Default_RepetitiveRejections].[RejectedInCurrentPeriod] = True AND
[Default_RepetitiveRejections].[LookbackPctOfPeriodsWithARejection] >= 50 AND
[Default_RepetitiveRejections].[NumberOfLookbackPeriods] >= 4
FLAG 'Warning'
```

Rec Balance

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, AutoPrepared
- Lookback Periods: 12
- Warning Increase
  - Data Rule Name: RecBalanceWarning
  - Data Rule Description: The current period's Balance increased compared to its historical values.
  - Data Rule Syntax:

```
RULE
[Default_RecBalance].[PValue] < 0.01 AND
[Default_RecBalance].[ZScore] > 2.576 AND
[Default_RecBalance.[RollingZScore] > 2.576
FLAG 'Warning'
```

- Warning Decrease
  - Data Rule Name: RecBalanceWarning
  - Data Rule Description: The current period's Balance decreased compared to its historical values.

- Data Rule Syntax:

```
RULE
[Default_RecBalance].[PValue] < 0.01 AND
[Default_RecBalance].[ZScore] < -2.576 AND
[Default_RecBalance.[RollingZScore] < -2.576
FLAG 'Warning'
```

Num I-Items

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 12
- Warning Increase
  - Data Rule Name: NumIItemsIncreaseWarning
  - Data Rule Description: The number of I-Items increased compared to its historical usage.
  - Data Rule Syntax:

```
RULE
[Default_NumIItems].[PValue] < 0.05 AND
[Default_NumIItems].[RollingZScore] > 1.96 AND
[Default_NumIItems].[IItemCountDiff] > 0
FLAG 'Warning'
```

- Warning Decrease
  - Data Rule Name: NumIItemsDecreaseWarning
  - Data Rule Description: The number of I-Items decreased compared to its historical values.

- Data Rule Syntax:

```
RULE
[Default_NumIItems].[PValue] < 0.05 AND
[Default_NumIItems].[RollingZScore] < -1.96 AND
[Default_NumIItems].[IItemCountDiff] < 0 AND
[Default_NumIItems].[IItemCount] > 0
FLAG 'Warning'
```

Num Rec Detail Items monitors how many individual items are included in each reconciliation period over period. It flags reconciliations that change compared to the number of detail items in historical periods.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 12
- Warning Increase
  - Data Rule Name: NumRecDetailItemsIncreaseWarning
  - Data Rule Description: The number of Reconciliation Detail Items increased compared to its historical usage.
  - Data Rule Syntax:

```
RULE
[Default_NumRecDetailItems].[PValue] < 0.05 AND
[Default_NumRecDetailItems].[RollingZScore] > 1.96 AND
[Default_NumRecDetailItems].[ItemCountDiff] > 0
FLAG 'Warning'
```

- Warning Decrease
  - Data Rule Name: NumRecDetailItemsDecreaseWarning
  - Data Rule Description: The number of Reconciliation Detail Items decreased compared to its historical usage.

- Data Rule Syntax:

```
RULE
[Default_NumRecDetailItems].[PValue] < 0.05 AND
[Default_NumRecDetailItems].[RollingZScore] < -1.96 AND
[Default_NumRecDetailItems].[ItemCountDiff] < 0 AND
[Default_NumRecDetailItems].[ItemCount] > 0
FLAG 'Warning'
```

Check Balance I-Items evaluates if a reconciliation has both a B-Item and an I-Item as detail items. This detector flags reconciliations that have a Balance Check attached but have had a manual adjustment.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, AutoPrepared
- Lookback Periods: 1
- Warning
  - Data Rule Name: CheckBalanceIItemsWarning
  - Data Rule Description: The reconciliation has I-Items and Balance Check Items attached.
  - Data Rule Syntax:

```
RULE
[Default_CheckBalanceIItems].[IItemCount] > 0 AND
[Default_CheckBalanceIItems].[BItemCount] > 0
FLAG 'Warning'
```

Aging Changes reviews if the change in aging items in the current period deviates from historical trends. This monitor detects if the reconciliations detail items collectively have increased or decreased. The default rules include an increase and decrease rule enabling you to toggle one off.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 12
- Warning Increase
    - Data Rule Name: AgingChangesIncreaseWarning
    - Data Rule Description: The change in average aging days has increased compared to historical patterns.
    - Data Rule Syntax:

```
RULE
[Default_AgingChanges].[PValue] < 0.05 AND
[Default_AgingChanges].[ZScore] > 0 AND
[Default_AgingChanges].[AvgAgingDaysDeltaPrevPeriod] > 0
FLAG 'Warning'
```

- Warning Decrease
    - Data Rule Name: AgingChangesDecreaseWarning
    - Data Rule Description: The change in average aging days has decreased compared to historical patterns.
    - Data Rule Syntax:

```
RULE
[Default_AgingChanges].[PValue] < 0.05 AND
[Default_AgingChanges].[ZScore] < 0 AND
[Default_AgingChanges].[AvgAgingDaysDeltaPrevPeriod] < 0 AND
[Default_AgingChanges].[NumItems] > 0
FLAG 'Warning'
```

Manual AutoRec Ratio checks if a reconciliation has an auto rec rule attached and identifies whether in the prior lookback periods the reconciliation auto prepared or auto approved.

- Applicable Reconciliation Statuses: InProcess, Prepared
- Lookback Periods: 10
- Warning Auto-Prepare
    - Data Rule Name: ManualAutoPrepareInfo
    - Data Rule Description: The reconciliation did not auto-prepare in the current period, although it auto-prepared in 80% of prior periods and there are at least five prior periods.
    - Data Rule Syntax:

```
RULE
[ManualAutoRecRatio].[PrepareOnly] = True AND
[ManualAutoRecRatio].[AutoPrepared] = False AND
[ManualAutoRecRatio].[LookbackPctAuto] >= 80 AND
[ManualAutoRecRatio].[NumberOfLookbackPeriods] >= 5
FLAG 'Info'
```

- Warning Auto-Approve
    - Data Rule Name: ManualAutoApproveInfo
    - Data Rule Description: The reconciliation did not auto-approve in the current period, although it auto-approved in 80% of prior periods and there are at least five prior periods.
    - Data Rule Syntax:

```
RULE
[ManualAutoRecRatio].[PrepareOnly] = False AND
[ManualAutoRecRatio].[AutoApproved] = False AND
[ManualAutoRecRatio].[LookbackPctAuto] >= 80 AND
[ManualAutoRecRatio].[NumberOfLookbackPeriods] >= 5
FLAG 'Info'
```

Number of Approvers looks for changes in the number of approvers required for reconciliation. It flags reconciliations that have swings in the number of approvers during the current period compared to prior periods.

- Applicable Reconciliation Statuses: Prepared, AutoPrepared
- Lookback Periods: 1
- Warning
    - Data Rule Name: NumApproversWarning
    - Data Rule Description: Compared to the prior period, the number of required approvers dropped by at least one.
    - Data Rule Syntax:

```
RULE
[Default_NumberOfApprovers].[ApproverDiff] <= -1
FLAG 'Warning'
```

T-Doc Sparsity checks how often T-Docs (supporting documents at the reconciliation level) are consistently attached to reconciliations period over period.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 18
- Warning
    - Data Rule Name: TDocSparsityWarning
    - Data Rule Description: The past three periods had a T-Doc attached but the current period does not.

- Data Rule Syntax:

```
RULE
[Default_TDocSparsity].[HasTDoc] = False AND
[Default_TDocSparsity].[Prior3TDocUsagePct] = 100
FLAG 'Warning'
```

S-Doc Sparsitychecks how often S-Docs (supporting documents at the reconciliation level) are consistently attached to reconciliations period over period.

- Applicable Reconciliation Statuses: InProcess, Prepared, BalanceChanged, Rejected
- Lookback Periods: 18
- Warning
  - Data Rule Name: SDocSparsityWarning
  - Data Rule Description: The past three periods had an S-Doc attached but the current period does not.
  - Data Rule Syntax:

```
RULE
[Default_SDocSparsity].[HasSDoc] = False AND
[Default_SDocSparsity].[Prior3SDocUsagePct] = 100
FLAG 'Warning'
```

Risk Level Fluctuations check if the current assigned risk rating is different from prior periods. It detects large or erratic swings in the risk levels assigned to a reconciliation.

- Applicable Reconciliation Statuses: InProcess, Prepared, AutoPrepared, BalanceChanged, Rejected
- Lookback Periods: 3
- Warning

- Data Rule Name: RiskLevelFluctuationsWarning
- Data Rule Description: The risk level changed from the prior period.
- Data Rule Syntax:

```
RULE
[Default_RiskLevelFluctuations].[RiskChangeFromPriorPeriodAbs] >= 1
FLAG 'Warning'
```

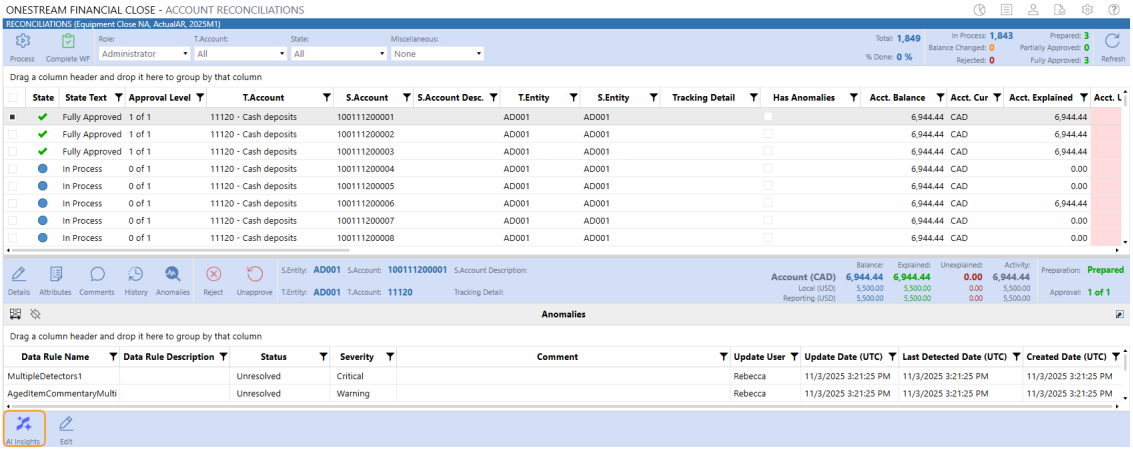
AI Insights

AI Insights streamlines the process of anomaly detection by leveraging sophisticated AI algorithms that carefully analyze reconciliations to identify any irregularities or deviations. AI Insights uses a combination of AI/Statistical analysis, depending on the type of detector. Preparers and above have flexible options, enabling them to run AI-powered Anomaly Detection either on a single reconciliation or across multiple reconciliations simultaneously. AI Insights is highly efficient and adapts to a variety of reconciliation processes and use cases, ensuring comprehensive results.

To run AI Insights for a single reconciliation:

1. Navigate to **Account Reconciliations**
2. Select a reconciliation on the **Reconciliations Grid**
3. Select the **Anomalies tab** in the Reconciliation Workspace

4. Click the **AI Insights** button to run anomaly detection



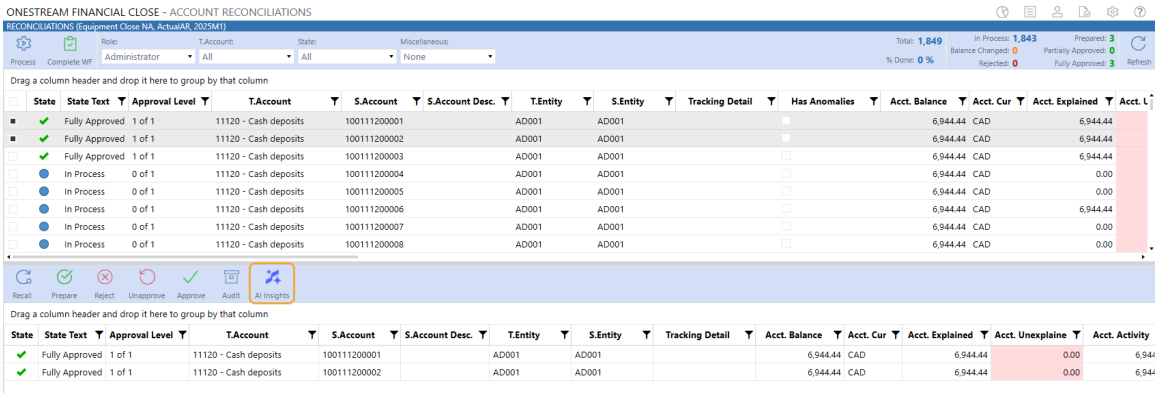
> **NOTE:** Preparers or above can click the AI Insights button. When run, it looks to the AI Settings to determine which detectors/rules will run at that point in time.

To run AI Insights for multiple reconciliations:

1. Navigate to **Account Reconciliations**
2. Select multiple reconciliations on the **Reconciliations Grid**

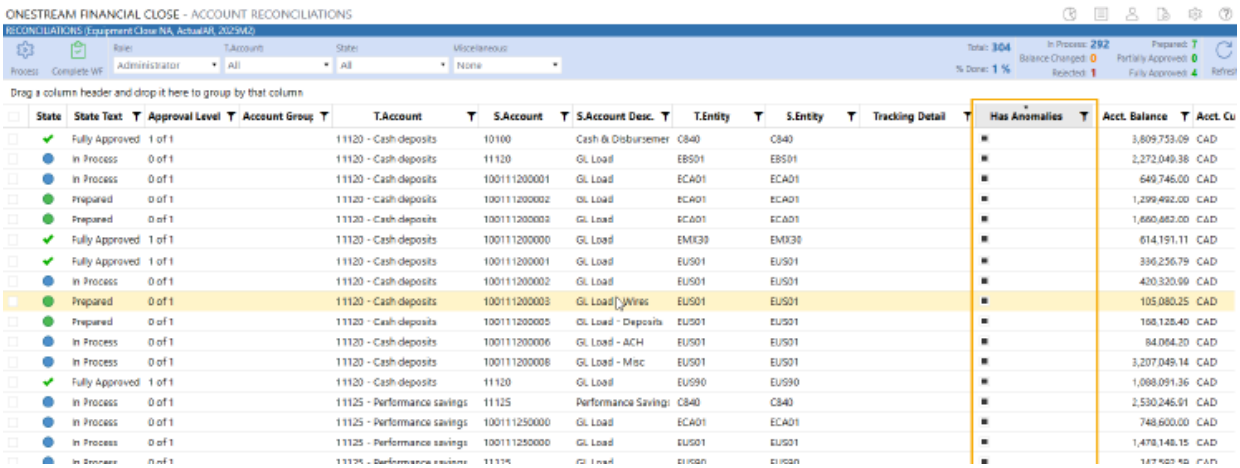
> **IMPORTANT:** To run anomaly detection on all reconciliations, select the top checkbox and then select AI Insights from the Mass Actions toolbar.

3. Click the **AI Insights** button on the Mass Actions toolbar



The **Has Anomalies** column included in the Reconciliations Grid shows if anomalies are detected on a reconciliation.

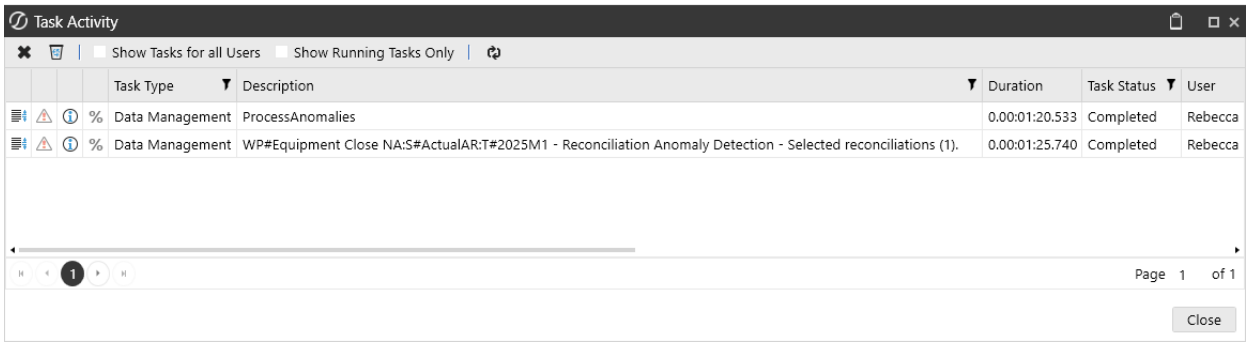
> **NOTE:** The box remains checked if anomalies were detected at any point during the current period, regardless of severity. Even if those anomalies are later resolved, the box stays checked to indicate that an anomaly was detected on the reconciliation during the period.



Task Activity

You can monitor the Anomaly Detection job in Task Activity. When running anomaly detection manually on selected reconciliations, the Task Activity displays the number of selected reconciliations under the Description.

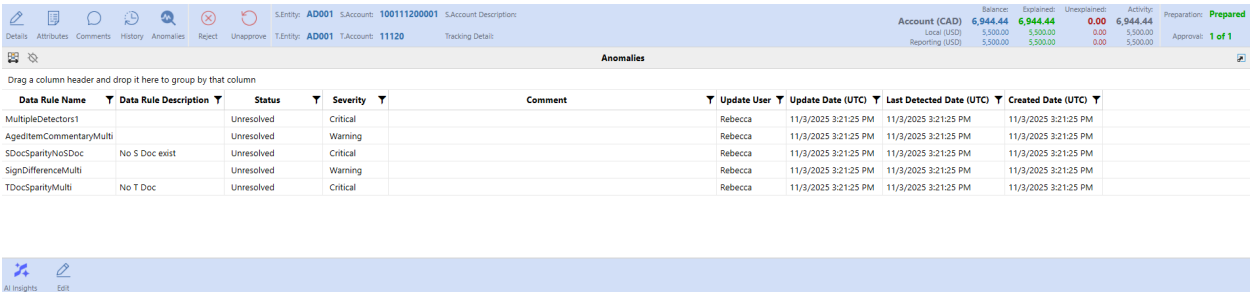
> **TIP:** To optimize system performance, we recommend limiting anomaly detection to a maximum of 15K-20K reconciliations per run.



Multiple anomaly detection jobs can run simultaneously, provided they run on distinct reconciliations. When multiple jobs are run on the same reconciliations, you encounter the following error:

Anomalies Tab

The Anomalies tab in the Reconciliation Workspace displays identified anomalies after the anomaly detection has been initiated (if applicable). It includes the specific rule that triggered each anomaly and relevant information.



1. Select a reconciliation with an anomaly indicated in the **Has Anomalies** column
2. Navigate to Reconciliations Grid > Reconciliation Workspace
3. Click the **Anomalies** button

Columns that display for each anomaly identified during the reconciliation process, when an anomaly has been detected in the selected reconciliation:

- **Data Rule name**: Name of rule
- **Data Rule Description**: Description of rule
- **Status**: State of the rule that is editable by Preparers and above
    - Unresolved (default)
    - Reviewed
    - Auto-Resolved

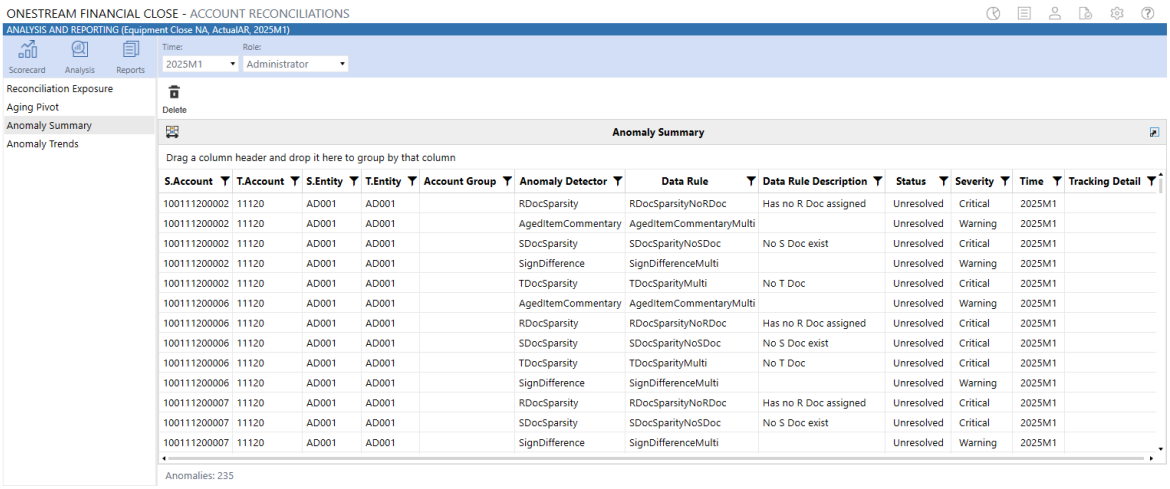
        - Does not display in the drop-down
        - Anomalies can be Auto-Resolved when you correct the anomaly and rerun anomaly detection on the reconciliation.
    - Acknowledged
        - Does not display in the drop-down
        - Unresolved anomalies will be marked as Acknowledged when Anomaly Resolution Required is disabled and certification is active.
- **Severity**: Level of seriousness identified
    - Info
    - Warning
    - Critical
- **Comment**: Preparers and above can add a comment
- **Update User**: Identifies who ran the Anomaly Detection job, added or updated the comment, or anomaly status.
- **Update Date**: Identifies the date and time when the Anomaly Detection job was performed, or when a comment or anomaly status was added or updated.
- **Last Detected Date**: Identifies the last time an anomaly was detected
- **Created Date**: Identifies when the anomaly was created

Anomaly Summary Grid

The Anomaly Summary Grid provides a detailed overview of various anomalies detected during your selected period, offering insightful data to help you understand unusual patterns or deviations within your dataset. Additionally, you can export the data for further in depth analysis, enabling you to investigate anomalies and take appropriate actions based on your findings.

To access the Anomaly Summary Grid:

1. Navigate to the **Analysis and Reporting Page**
2. Click the **Analysis** button
3. Select **Anomaly Summary**



The Anomaly Summary Grid includes the following dropdowns:

- Time
- Role

The Anomaly Summary Grid includes the following columns:

- S.Account
- T.Account
- S.Entity
- T.Entity
- Account Group

- Anomaly Detector
- Data Rule
- Data Rule Description
- Status (Of anomaly)
- Severity
- Time
- Tracking Detail

> **NOTE:** Right click on the gird to export your data. You can adjust it according to your specific requirements.

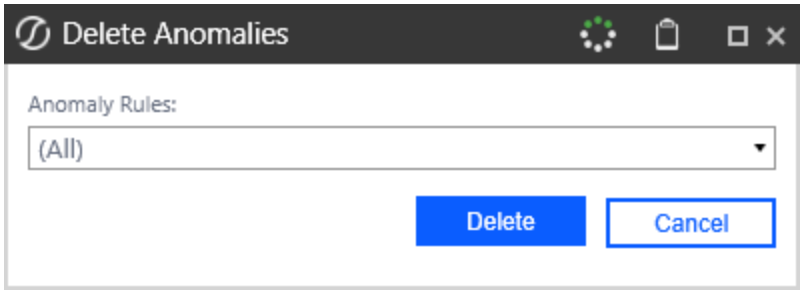
Delete Anomalies

OneStream Administrators and Solution Administrators can multi-select rules that were run in the current time period and delete the anomalies detected with that rule(s). This will remove the anomaly from any reconciliation no matter what state the reconciliation is currently in. Deleting anomalies can be helpful when a rule created in the Settings page and executed through AI Insights produces irrelevant anomalies for front-end users.

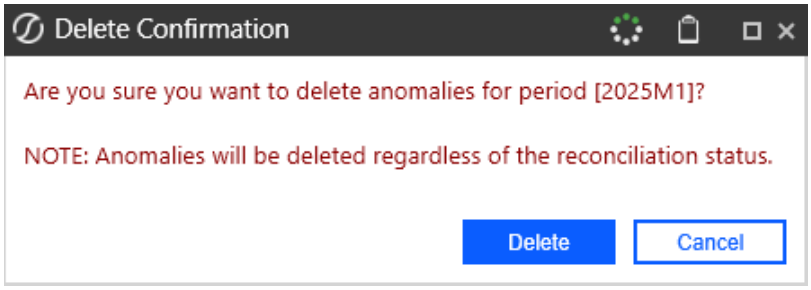
To delete an anomaly:

1. Navigate to the **Analysis and Reporting** page
2. Click the **Analysis** button
3. Select **Anomaly Summary**
4. Click the **Delete** button

5. From the dialog box, click the drop-down to select Data Rules detected in the current period to delete.



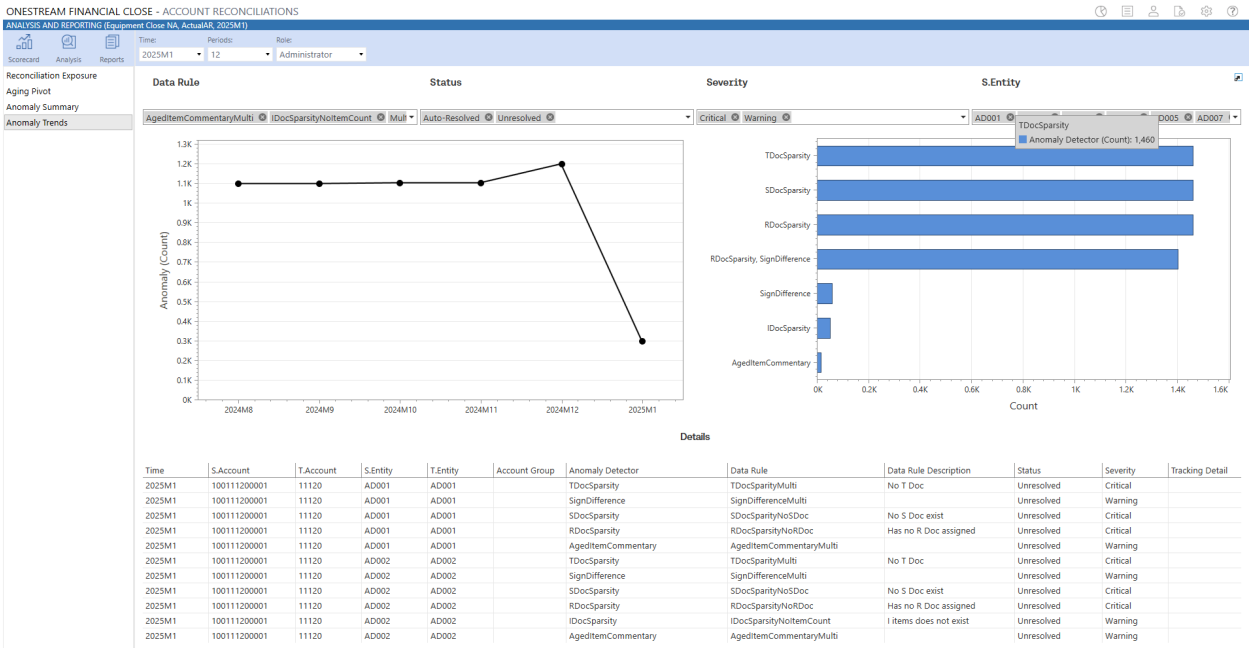
6. Click **Delete** in the **Delete Confirmation** dialog box to confirm deletion.



> **NOTE:** The Anomaly Rules drop-down default is All.

Anomaly Trends

Anomaly Trends provides a view of the anomalies over time periods. You can filter the information by Data Rule, Status (of the anomaly), Severity, and S.Entity. When you click a bar or dot in the graphs, the grid below will filter down to display the information.



To configure Anomaly Trends:

1. Navigate to the **Analysis and Reporting** page
2. Click the **Analysis** button
3. Select **Anomaly Trends**

Drop-downs in Anomaly Trends include:

- **Time**: Defaults to the current workflow period you are in
- **Periods**: The number of periods you want to look back from the time selected in the Time field
- **Role**: The role you want to view as

The Anomaly Trends page is setup using a BI Viewer Component:

- **BI Viewer Filters**: You can filter Data Rule, Status, Severity and S.Entity. Within these filters you can multi-select and the line chart, bar chart, and grid will reflect the filters set.
- **Anomaly Count Line Graph**: Displays the count of the anomalies based on the filters selected above (Time, Periods, Role, Data Rule, Severity, Status, S.Entity)
- **Anomaly Detector Bar Chart**: Displays the count of the anomaly detectors based on the filters selected above (Time, Periods, Role, Data Rule, Severity, Status, S.Entity)
- **Details**: The fields within the grid are the same as in the Anomaly Summary tab. The data will update based on the filters selected above (Time, Periods, Role, Data Rule, Severity, Status, S.Entity). The data will also be filtered down further if you click within a specific point or bar within the line or bar chart.
    - Time
    - S.Account
    - T.Account
    - S.Entity
    - T.Entity
    - Account Group
    - Anomaly Detector
    - Data Rule
    - Data Rule Description
    - Status (Of Anomaly)
    - Severity
    - Tracking Detail

Multi-Currency Calculation Examples

The Account Reconciliations solution performs translation calculations automatically within the system. The examples in the following 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	

a. 10,000 EUR * 1.00 = 10,000 EUR

b. 10,000 GPB * 1.09 = 10,900 CAD

c. 10,000 EUR * 1.52 = 15,200 CAD

d. 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.

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

	C. Acct		G. Acct		C. Local		G. Local		C. Reporting		G. Reporting	
1001	10,000.00	EUR	15,200.00	CAD	10,000.00	EUR	8,800.00	GBP	10,900.00	USD	10,900.00	USD
1002	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	15,000.00	CAD	15,000.00	CAD	10,000.00	EUR	8,800.00	GBP	11,000.00	USD	11,000.00	USD
1004	15,200.00	CAD	15,200.00	CAD	10,000.00	EUR	8,800.00	GBP	11,000.00	USD	11,000.00	USD
			61,060.00	**CAD**			**35,200.00**	**GBP**			**43,800.00**	**USD**

a. 10,000 EUR * 1.52 = 15,200 CAD**

b. 9,000 GBP * 1.74 = 15,660 CAD

c. 15,000 CAD * 1.00 = 15,000 CAD

d. 15,200 CAD * 1.00 = 15,200 CAD

e. 10,000 EUR * 0.88 = 8,800 GBP**

f. 10,900 USD * 1.00 = 10,900 USD

g. 11,000 USD * 1.00 = 11,000 USD

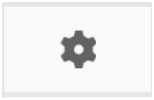
**These examples reflect the use of OneStream calculated inverse rates and is for clarification purposes only.

Transaction Matching

See these topics:

- Settings
- Administration
- Matches
- Transactions
- Scorecard
- Analysis
- Data Splitting
- Prepare External Files

Settings

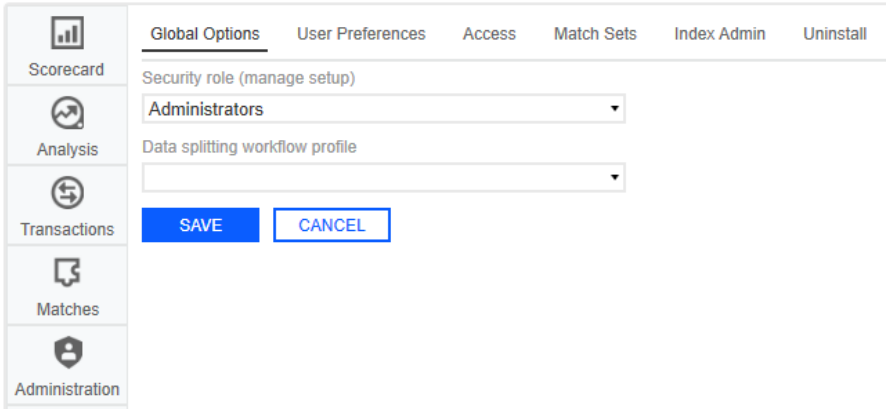


The **Settings** page contains the Global Options sub-page in which key properties that guide administration are set as well as User Preferences, Access, Match Sets, and Uninstall sub-pages.

Global Options

Global Options contains key properties that guide Transaction Matching administration and are used for the initial setup and configuration of Transaction Matching.**Global Options** is the default sub-page for Administrators. **User Preferences** is the default sub-page for Non-Administrators.

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



All options display horizontally on the **Settings** page with the selected sub-page underlined.

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..

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**.

User Preferences

All users can set preferences for the Start page and the layout of the data sets on the Transactions page.

1. On the **Settings** page, click **User Preferences**.
2. In the drop-down menus, select the options.
    - **Start Page**: The default option is **Transactions** . You can change it to **Scorecard**, **Analysis** or **Matches** .
    - **Transactions Page Layout**: The default option is **Horizontal**. You can change it to **Vertical**.
    - **Defer Refresh Transaction Page**: The default option is **Yes**. You can change it to **No**.
3. Click **Save**.
4. Click **OK**.

> **NOTE:** Clicking Cancel will revert unsaved changes to the previously saved selections.

Access

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 allowing a person in a superior role to 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 Segregation of Duties.

Role	Duties
Viewer	Read-only access to: • View transactions • View matches • View scorecard • View notes • View reason codes
Commenter	Same as Viewer and: • Add comments to matches and transactions

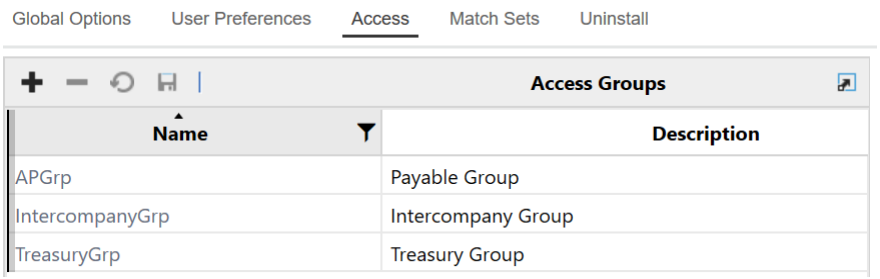
Role	Duties
Preparer	Same as Commenter and: • Add attachments to matches and transactions • Create manual matches • Accept suggested matches • Process match set rules • Add and edit notes • Edit reason codes
Approver	Same as Preparer and: • Approve and unapprove suggested and manual matches

Role	Duties
Local Admin	Same as Approver and: • Access Administration ◦ Create and manage rules ◦ Create and edit data sets and data set fields ◦ Create and edit rule sets ◦ Create and edit reason codes ◦ Add, remove, and edit user access to match sets ◦ Delete transactions ◦ Remove deleted transactions

Add Access Group

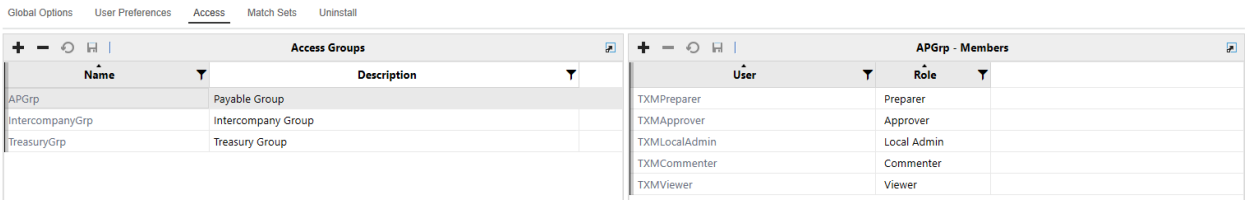
1. On the **Settings** page, click **Access**.
2. In the **Access Groups** pane, click **Insert Row** and then click in the fields to add a **Name** and **Description** for the group. It is recommended to use a common naming convention since there could be many of these. Whatever standard is set by your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

3. Click **Save**.



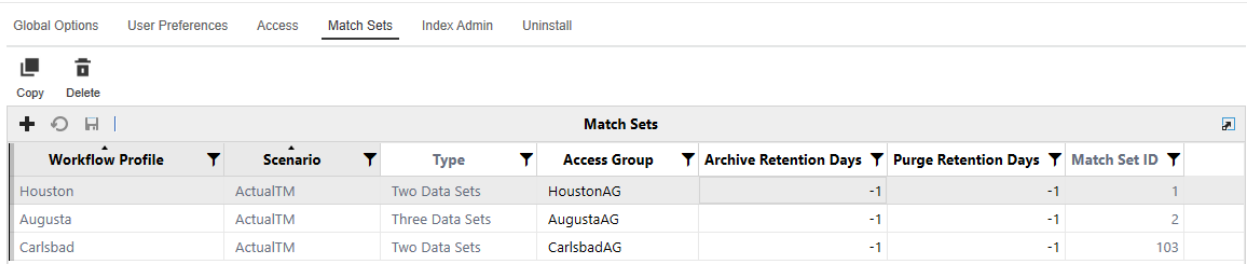
Add Members to Access Group

1. On the **Settings** page, click **Access**.
2. Click the name of the Access Group you want to modify. The name must be unique and is limited to 200 characters. Once selected, the Members pane will display.
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.



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 **Type** cell and select the number of data sets for this Match Set.
- Double-click the **Access Group** cell and select an Access Group to assign to the Match Set.
- Double-click the **Archive Retention Days** cell and enter the number of Archive Retention Days, -1 or greater. Default is -1, meaning no archiving is happening.
- Double-click the **Purge Retention Days** cell and enter the number of Purge Retention Days, -1 or greater. Default is -1, meaning no purging is happening.

- 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.

Archive Retention Days

This indicates that any matched transaction dated earlier than the Archive Retention (Days), calculated from today's date, will be archived. For example, if Days is set to 180 and today is September 1, 2025 then, transactions with matched dates earlier than 3/5/2025 (180 days earlier) are archived.

> **IMPORTANT:** This can only be updated in the Match Sets page but is also displayed in the Data Retention page.

Purge Retention Days

This indicates that any matched transaction dated earlier than the Purge Retention (Days), calculated from today's date, will be purged. For example, if Days is set to 180 and today is September 1, 2025 then, transactions with matched dates earlier than 3/5/2025 (180 days earlier) are purged.

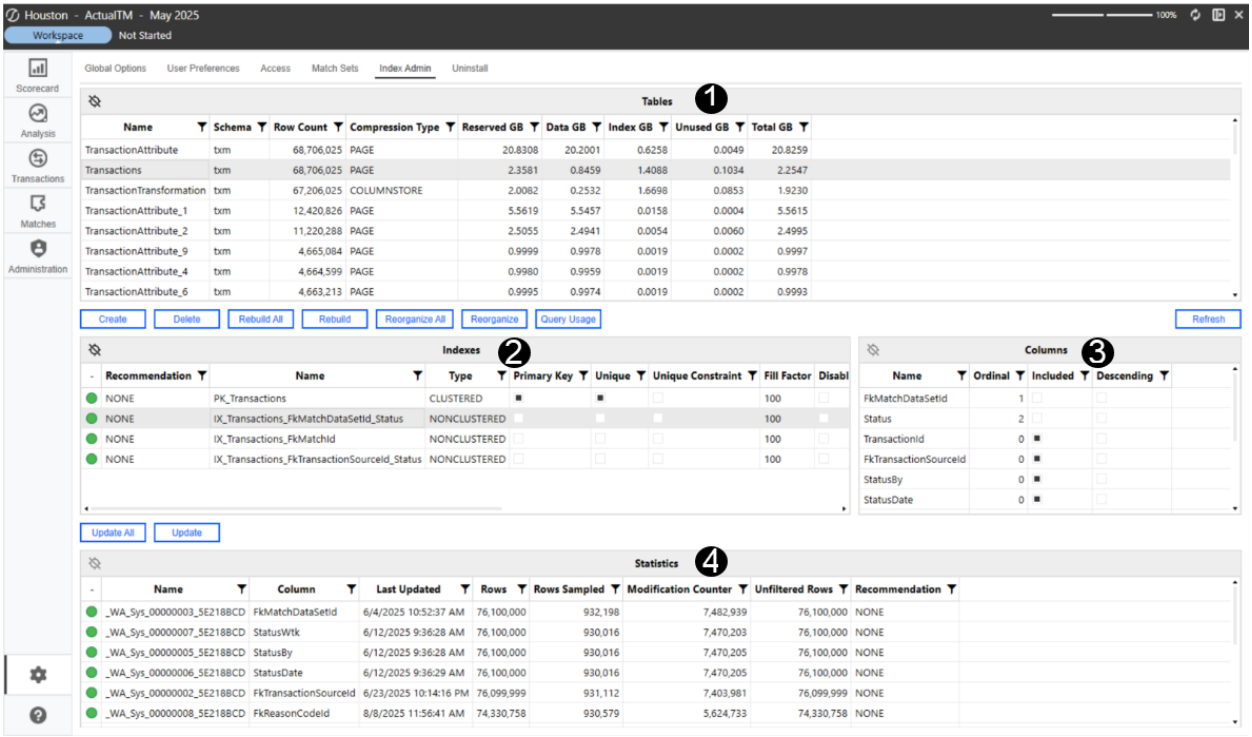
> **IMPORTANT:** This can only be updated in the Match Sets page but is also displayed in the Data Retention page.

Index Admin

The **Index Admin** page is accessible to Administrators and displays helpful information in tables and indexes.

Indexes in SQL are specialized data structures that improve the speed of data retrieval operations on a database table enabling you to achieve optimal performance when filtering within the Transactions or Matches grid since they reduce the time required to locate data. This is especially beneficial as volume of transactions continue to grow.

NOTE: The recommendations provided for indexing comes from Microsoft SQL industry standards and is not a recommendation of OneStream. This page is intended to easily surface this information so that Administrators can update indexes, and do not have to reach out to Support or wait for specific maintenance windows to make index changes.



1. **Tables:**
    a. All tables under the TXM schema are listed here. This includes the transactions table, transactions attributes table, and individual transaction attributes tables.
    b. This section also includes Row Count, Compression Type, and Storage Usage (GB).
    c. No actions allowed within the table section, this is purely informational.
2. **Indexes:**

a. Provides insight into the indexes for a specific table. This includes Name, Primary Key, Unique, Fill Factor, Fragmentation, and more.

b. Displays usage information on how many times it was used in an Index Scan or Index Seek. This information is read from SQL and resets each time the SQL Service restarts.

c. Displays a recommendation on whether the index should be reorganized or rebuilt based on fragmentation (based on SQL recommendations). When an index is created that is not useful, the Query Optimizer will ignore it.

d. Actions are located above the Indexes section:

- Create: Administrators can create their own index from scratch.
- Delete: Administrators can delete the selected index.
- Rebuild: Will drop and recreate the index. This removes fragmentation and updates the structure completely and is suggested when fragmentation is greater than 30%.
- Rebuild All: Will rebuild all the indexes in the associated table.
- Reorganize: Is a lightweight operation that defragments the index without dropping and recreating. Reorganizing is suggested when fragmentation is between 5-30%.
- Reorganize All: Will reorganize all the indexes in the associated table.
- Query Usage

3. **Columns:**

a. Displays the columns that make up an index as well as the included data columns.

- Ordinal : Shows which fields are being indexed. A “0” indicates the field is not being indexed on. An integer will indicate that the field is being indexed on.
- Included: Indicates fields that are included for easy reference, but NOT indexed on.

4. **Statistics:**

a. These statistics are created by SQL and used by the Query Optimizer to help determine the recommendations.

b. This includes information like Rows, Rows Sampled, Modified Counter, and Unfiltered Rows.

c. Actions are located above the Statistics section:

- Update: Updates just the selected statistic.
- Update All: Updates all statistics for the selected table.

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.

If the date field in your data source is active but contains a null or blank value, or if certain date formats are incompatible with InvariantCulture during the transaction import, the import process will fail. You will receive an error message specifying the unsupported column and value.

However, you can use a Complex Expression to correctly convert date formats or set a default date for blank values.

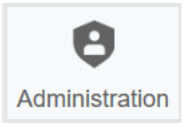
This example is provided in case the source data cannot be altered. This will convert the date into syntax suitable for the transaction matching conversion:

```
Formula Header...

Dim sourceFormat As String = "dd/MM/yyyy"
Dim targetFormat As String = "yyyy/MM/dd"
Dim parsedDate As DateTime

' Try to parse the value with the source format. If successful, return the date in the target format.
If DateTime.TryParseExact(args.Value, sourceFormat, CultureInfo.InvariantCulture, DateTimeStyles.None, parsedDate) Then
    Return parsedDate.ToString(targetFormat)

' If the value is an empty string return 1/1/1900.
Else If String.IsNullOrWhiteSpace(args.Value) Then
    Return SharedConstants.DateTimeMinValue.ToString(targetFormat)

' Return the original value so the Transaction Matching import can handle the error.
Else
    Return args.Value
End If

Formula Footer...
Helper Functions Header...



Helper Functions Footer...
```

> **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*.

Administration



Administration contains the Rules, Data Sets, Options, Reason Codes, and Access.

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. Administration is only accessible to Transaction Matching Administrators and Match Set Local Administrators.

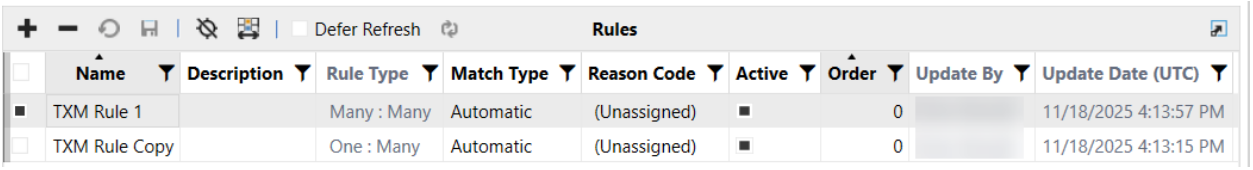
Rules

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

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
- **Description**: Optional freeform text field containing additional rule information
- **Rule Type**:Drop-down list containing the rule types
- **Match Type**: Drop-down list containing the match types
- **Reason Code**: Field displaying the information established during reason code setup
- **Active**: Indicates if the rule should be run during Rule processing (on/off toggle)
- **Order**:The order in which the rules are run

- **Update By**: The user who last updated the rule.
- **Update Date (UTC)**: The time the rule was last updated.



See also:

- Rule Types
- Match Types
- Reason Codes

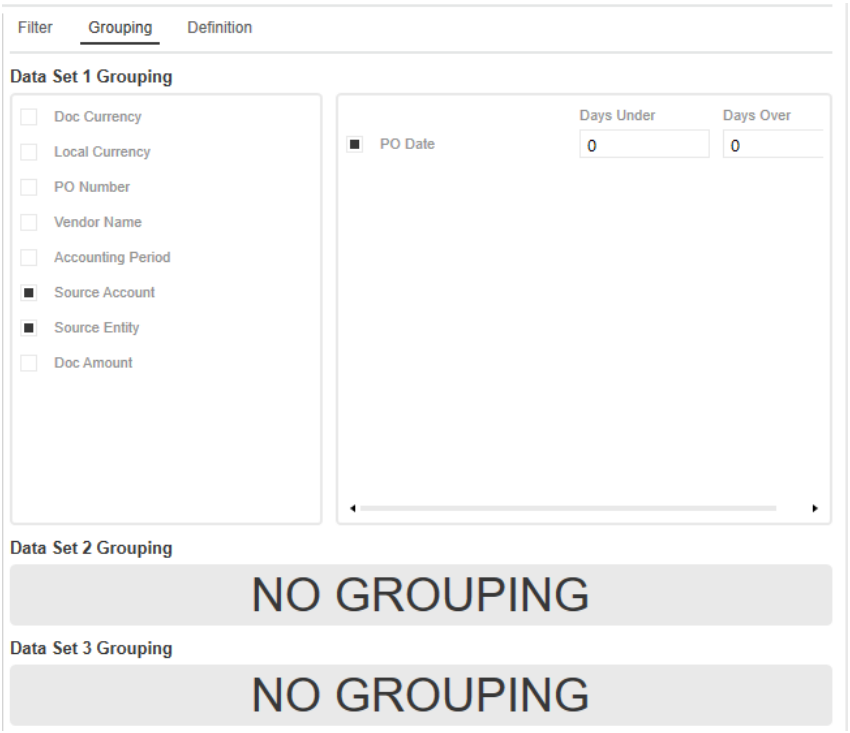
Create Rule

1. On the **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
    - **Rule Type**: Select the Rule Type you want to use from the drop-down list. For One Sided match see Create a One-sided Match.
    - **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 **Order** cell, enter the number indicating which order you want the rule run.
5. Click **Save**. The Rules Definition pane will appear upon successful save.

Create a One-sided Match

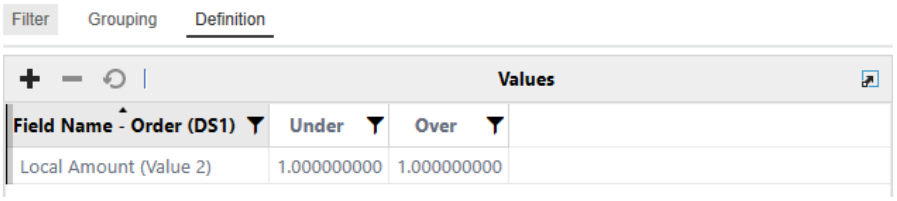
After you create the rule on the Rules tab, continue with these steps to create a one-sided match.

If you selected One Sided – DS1 then on the Grouping tab you will see fields only for Data Set 1, and Data Set 2 and Data Set 3 are blank. If you want to match transactions that cancel or reverse each other out, you can group by common fields such as Source Account, Source Entity and PO Date, as shown below.



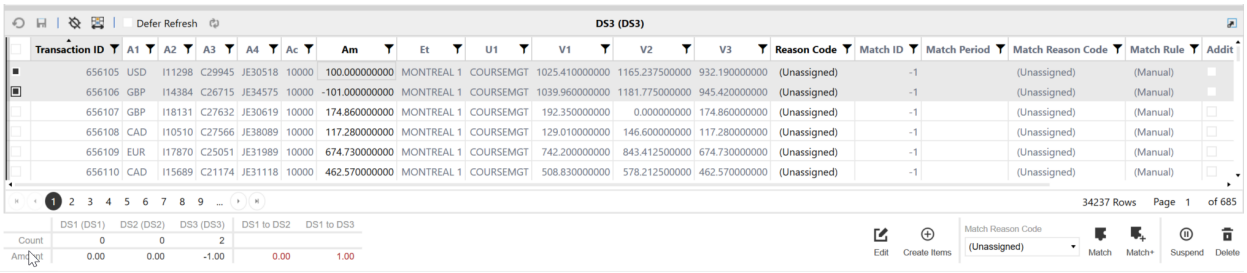
NOTE: Selections will display if a date field is assigned to the data set.

On the Definition tab, you can only set a tolerance amount for value fields (amount). In this example, the tolerance is set between -1 and 1.



With the criteria in the Grouping and Definition tabs set as above, the match rule creates matches where transactions have the same amount, entity, and cost center and the net of the transactions is less than or equal to 1 and greater than or equal to -1.

In this example, the two highlighted amounts would create a match.



Rule Types

The following Rule Types are available for two data set matches:

- **One to One (1:1)**: 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)**: A single transaction in one data set can be matched with one or more transactions (a grouping) in another
- **Many to One (M:1)**: 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)**: One or more transactions (a grouping) in one data set are collapsed into a single amount and then compared to the same in another
- **One Sided - DS1**, **One Sided - DS2**, **One Sided - DS3**: Match transactions within the same data set

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)

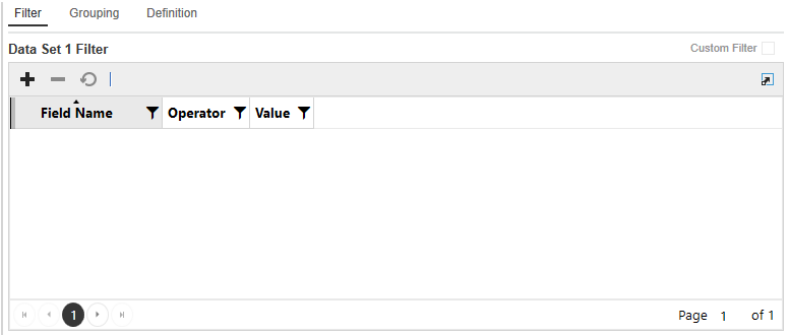
Match Types

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

Standard Rule Filters

Filters define the criteria for returning unmatched transactions.

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



- **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.

Operator	Definition
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.

NOTE: Syntax of the filter is validated when you click **Save**.

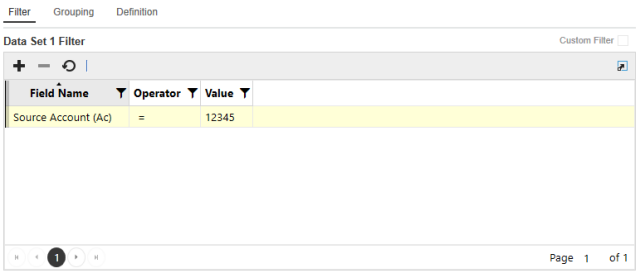
Custom Rule Filters

In addition to the standard rule filters, administrators can create custom rule filters that use complex expressions.

> **CAUTION:** Only advanced users should create custom rule filters.

Use custom rule filters to create filters more quickly and efficiently and reduce the need to duplicate filters with slight variations within the standard filter, which can be time consuming and also prone to error.

Administrators can set up standard and custom rule types for a data set. Whichever filter is selected is the one that is applied.



1. Select **Custom Filter**.
2. Enter a custom rule and then click **Save**. The rule syntax is validated when you save.

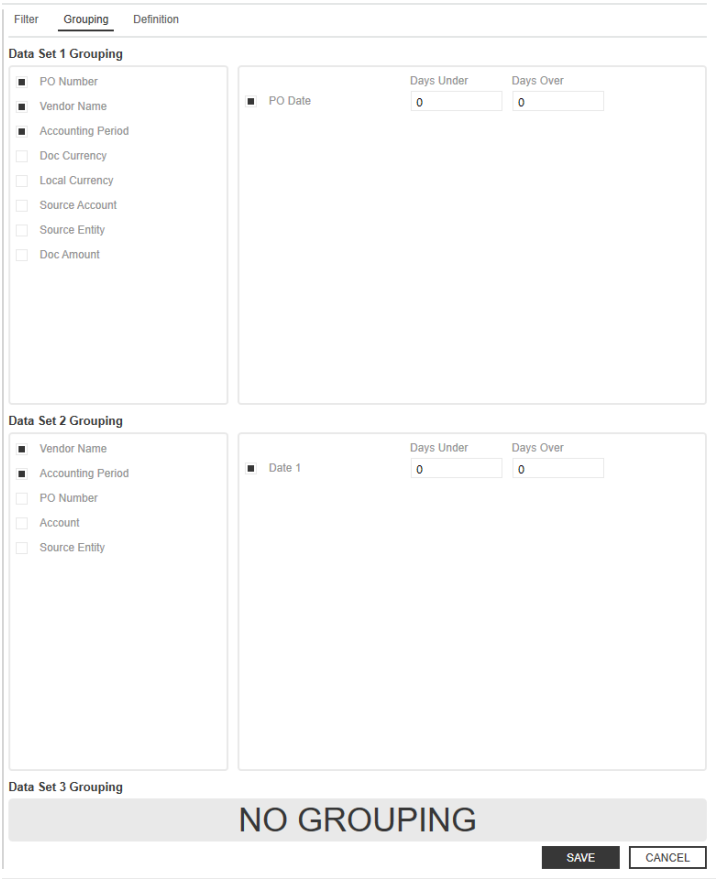
Rule Grouping

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

When you select a Many rule type, the Grouping tab displays, 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.

For each data set, you can group data by attributes and apply date tolerances. Applying date tolerances in the Grouping tab creates a match rule that applies the date tolerances before grouping as opposed to after grouping. You can set up date tolerances to be applied after grouping in the Definition tab.

For a detailed example of how to use date tolerances, see Appendix A: Date Grouping Tolerances.



Add Rule Grouping for Attributes

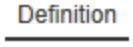
1. On the **Administration** page, click **Rules** and then select a *Many : One* or *Many to Many* rule type.
2. Click **Grouping**.
3. In the **Attributes** pane, click attributes to group by.
4. Click **Save**.

Add Date Grouping Tolerances

For a detailed example of how to use date tolerances, see Appendix A: Date Grouping Tolerances.

1. On the **Administration** page, click **Rules** and then select any rule type that uses Many or One Sided for one of the data sets.
2. Click **Grouping**.
3. In the **Dates** pane, click a dates box to group by.
4. When a date field is selected, set the date tolerances. Date tolerances applied in the Grouping tab are applied pre-aggregation. Date tolerances applied post-aggregation are done in the Definition tab. For example, if set to 1 day before and 1 day after, before summing up the total amount based on the common attributes, there would be a date tolerance of 1 day before and after applied.
5. Click **Save**.

Rule Definition

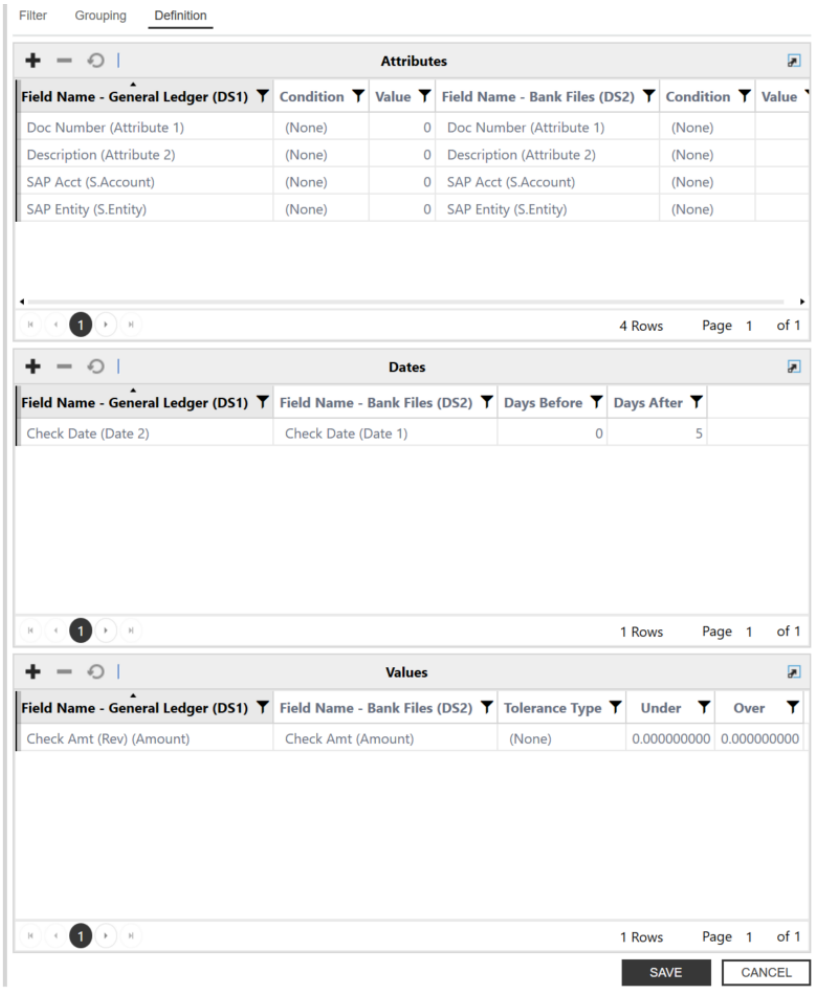


Definition displays detailed information about a selected rule.

The Rule Definition contains the data set field names, conditions, and tolerances for each rule.

If no matches exist, lines can be added or deleted to the Attributes, Dates and Values table editors.

> **NOTE:** When a field is added under Definition, the field is automatically added to Grouping.



Attributes

- **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

Values

- **Tolerance Type**: Tolerances can be set on amount (Numeric dollar amount or Percentage) or date fields (Numeric only)
- **Under**: Default minimum is 0 (Example: 5.00)
- **Over**: Default maximum is 0(Example: 5.00)

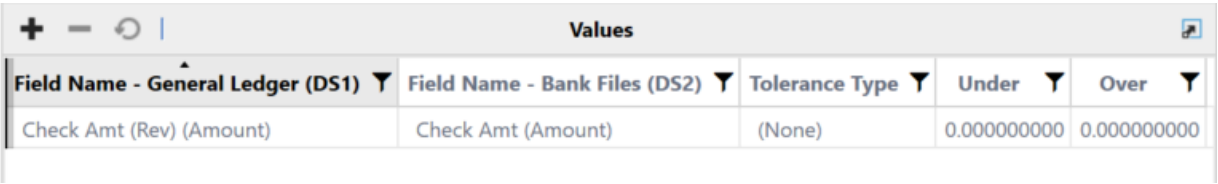
Rule Tolerances

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.

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.



Field Name - General Ledger (DS1)	Field Name - Bank Files (DS2)	Tolerance Type	Under	Over
Check Amt (Rev) (Amount)	Check Amt (Amount)	(None)	0.000000000	0.000000000

Copy Rules

Administrators can copy match rules on the Rules sub-page by selecting a rule and clicking the Copy button. In the Copy Match Rule dialog box, the Rule Type field is editable for all rule types except One-Sided. This enables you to change the rule type during the copy process.

When changing rule types, the system automatically handles grouping fields as needed. For instance, if a rule is copied from a One-to-One to a One-to-Many configuration, grouping fields will be added based on the attributes used in the original rule.

If copying from a Many-type rule to a One-type rule, grouping fields will be removed. For One-Sided rules, the Rule Type field remains locked and cannot be changed during copy.

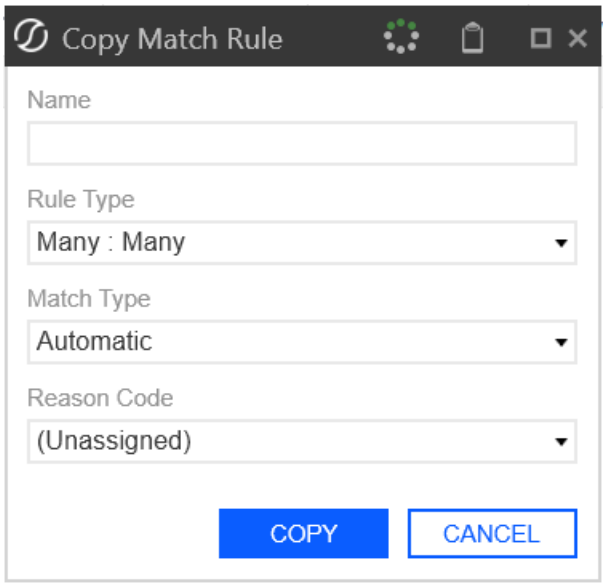
1. Select a Rule.
2. Click the **Copy** button.
3. In the Copy Match Rule dialog box:

a. Enter a **Name**.

b. From the **Rule-Type** drop-down menu, select a rule type.

c. From the **Match Type** drop-down menu, select a match type.

d. From the **Reason Code** drop-down menu, select a code.



4. Click the **Copy** button.

Rule Instancing

Administrators can edit match rules on the **Rules** page even after those rules have been used in a match. When a rule is edited post-use, it is created using a new instance of the rule and preserves the original version for audit and reporting purposes. This enables you to maintain and refine your matching logic without impacting historical match results.

All validations applied during rule creation are enforced during editing. If a validation fails, an error message displays and the rule is not saved until resolved. All rule logic and conditions are managed under the **Definition** tab.

The system ensures that the DateTime when a rule is retrieved for processing aligns with the DateTime stored on the match, supporting accurate audit trails.

> **NOTE:** Delete is still invalid if the rule has been used to create matches. Only edits are allowed. Editing a rule after it has been used in a match does not affect historical matches. The new rule instance applies only to matches processed after the edit.

To edit a rule after it has been used in a match:

1. On the **Rules** page, select a rule.
2. Make your updates in the Filter, Grouping, or Definition tabs as needed.
3. Click the **Save** button.

Rules Tab

When viewing a match in Transaction Matching, you can access a dedicated **Rule** tab. This tab displays the exact version of the rule that was used to create the selected match, providing transparency into the logic and configuration applied at the time the match was made.

The **Rules** tab presents the Rules table and associated tabs, such as Filter, Grouping, and Criteria, populated with the values and configurations that were in effect when the match occurred. You can review the specific rule logic, filters, and grouping fields that determined the match outcome, exactly as they were at the time of matching. This design helps users and auditors understand the reasoning behind each match by showing the rule version and its configuration at the time of matching. This ensures that any investigation or review can always reference the correct logic, regardless of later changes.

This view is read-only and reflects the historical state of the rule for that match. Any edits to the rule are versioned and do not change the information shown for existing matches. This supports auditability, troubleshooting, and user understanding by making it clear which rule logic was applied to each match, even as rules evolve over time.

Extract and Load

Administrators can extract and import rules across applications to streamline testing in development environments and simplify deployment to production.

Within the **Rules** tab, you can use the **Load** and **Extract** buttons. Multi-select functionality enables you to choose one or more rules for extraction. When selected, the Extract option downloads a .json file containing the selected rules in a structured format. This file can then be loaded using the **Load** button, which recreates the rules in Transaction Matching. During load, validations ensure rule integrity: rules with duplicate names cannot be loaded, fields must exist in the target Data Set, and all dates and numbers must conform to invariant culture formatting.

> **IMPORTANT:** Extract and Load is intended solely for migrating rules between environments and should not be used for editing, since extracted files are not editable or meant for load after modification.

Extract

1. On the **Administration** page, click the **Rules** tab.
2. From the **Match RulesGrid**, select the rule want to extract.
3. Click the **Extract** button.
4. Open and view the file.

Load

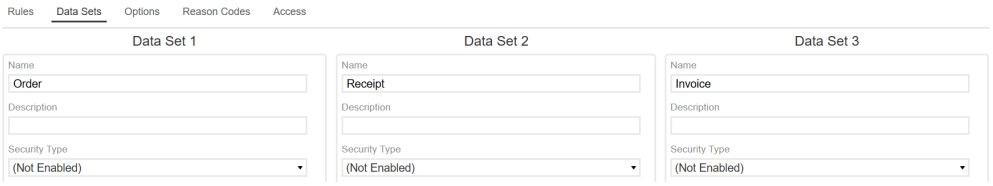
1. On the **Administration** page, click the **Rules** tab.
2. Click the **Load** button.
3. View the newly loaded rules on the Match Rules grid.

Data Sets

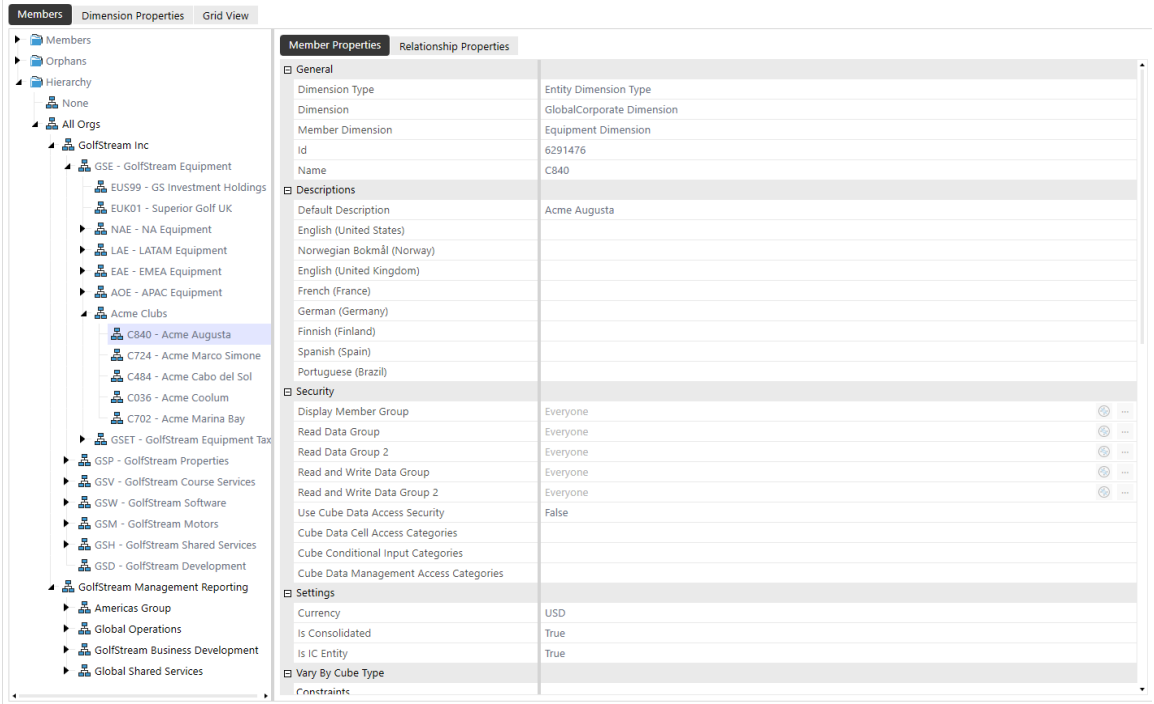
Data Sets

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

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:



Field	Description
Name	The name of the data set.
Description	The description of the data set.
Security Type	Security level of the data set (Entity, IC, Entity OR IC, or Entity AND IC) based on members in the **Read and Write Data Group** or **Read and Write Data Group 2** in the Security section of **Member Properties** on the OneStream Entity.



> **IMPORTANT:** Match variances are calculated by comparing all subsequent data sets to the primary. The first data set is the primary.

Create a Data Set

1. On the **Administration** page, click **Data Sets**.
2. In each Data Set enter the following 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
   - **Security Type (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.
3. Click **Save**.

IMPORTANT: Information must be saved on the first data set before creating additional data sets.

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 depends on 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.

Import Workflows

1. On the **Administration** page, click **Data Sets**.
2. Navigate to the data set you want to import into.
3. In the <*Data Set name*>**Import Workflows**section select the checkbox next to the workflow (s) that you want to import.
4. Click **Save**.

Data Set Fields

In addition to Transaction ID, Transaction Number, and Comment/Attachment identification, the following fields can be added per data set:

- **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
Alias	Freeform text field that describes the friendly name intended to further identify the data in a field.
Order	Allows users to see the data/information in a specific order on both Matched and Transactions pages.
Editable	Select which fields are editable on the Transactions page directly in the grid. The following fields cannot be set as editable: SourceID, S.Cons, Cons, S.Scenario, Scenario, S.Time, Time, S.View, View, S.Origin, Origin, WF Profile, WF Time, and Status WF Time **NOTE:** Even if fields are marked editable, they cannot be edited for matched transactions.
Summary 1–3	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. **NOTE:** Summary fields can only be changed before matches exist in a match set.
Detail Item Map	Select which column in Transaction Matching will populate the detail item in Account Reconciliations.

Field	Description
Format	Formats that numerical values display such as dates, amounts, and decimals throughout the solution, for example: • **N0** will not show any decimals or zeroes. • **N1-N6** shows X number of decimals (N2 shows two decimals, N5 shows five decimals, etc.) • **#,###,0\%** displays 10,000% and -10,000% • **#,###,0.00** displays 10,000.00 and -10,000.00 See *Application Properties* in the *Design and Reference Guide* for the complete listing of number formats.

Add or Remove Data Set Fields

1. On the **Administration** page, click **Data Sets**.
2. Click the ⊕ button on the data set to add or remove fields.
3. Select or clear fields on the **Available Fields** box.
4. Click **Apply**.

Options

Options contains Match Set Options and Manual Matching Tolerances.

Match Set Options

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

Require Approval - Manual	Require Approval - Suggested	Require Comment	Require Attachment	Require Match Reason Code	Data Security	Auto Unsuspend
■	■	☐	☐	No	(Not Enabled)	☐

- **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

  Require Match Reason Code: A match reason code must be selected

  > **IMPORTANT:** If you select Require Comment or Require Attachment on the Transactions page, the Match Reason Code drop-down menu and Match icon in the bottom right will not display. In this case, you must click the Match+ icon to create a manual match, which opens a dialog box for you to add comments and attach documents.

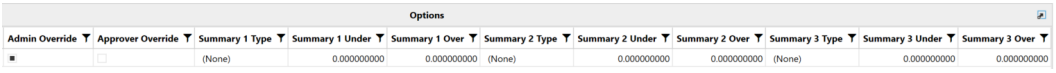
- **Data Security**: Select a Cube from the drop-down list to specify the Cube the Entity security will reference
- **Auto Unsuspend**: Unsuspend all suspended transactions that were suspended in any prior Workflow period, redefining them as Unmatched in the current Workflow period. This will allow match 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.



Options										
Admin Override	Approver Override	Summary 1 Type	Summary 1 Under	Summary 1 Over	Summary 2 Type	Summary 2 Under	Summary 2 Over	Summary 3 Type	Summary 3 Under	Summary 3 Over
■		(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.

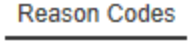
Approver Override grants Approvers the ability to create a manual match even if the variance is outside the tolerances defined for any of the three Summary fields.

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.

Reason Codes



Reason Codes contains the Name, Description and Active status.

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 or to extract specific pieces of information.

Add New Reason Code

1. In the **Reason Codes** tab on the **Administration** 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, limited to 250 characters).
4. Click **Save**.

Edit a Reason Code

1. On the **Administration** page, click **Rules**.
2. In the **Reason Code** column for a rule, click in the field to display a drop-down menu.
3. Select the reason code from the drop-down menu.
4. Click **Save**.

> **NOTE:** Updates to the reason code will affect future matches and all periods in which the reason code was used.

Delete a Reason Code

Users can delete reason codes that are unused.

1. In the **Reason Codes** tab, select an unused reason code and click **Delete Row**.

> **NOTE:** Reason codes assigned to a rule, match, or transaction are unavailable for deletion.

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

Add User to Match Set Access Group

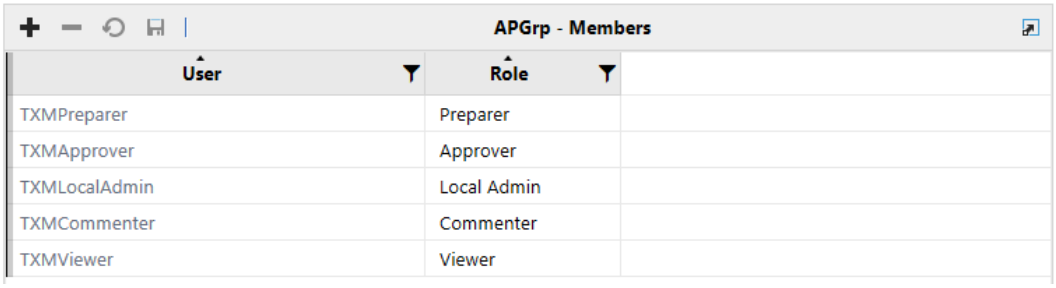
1. On the **Administration** page, click **Access**.
2. In the Members pane, click **Insert Row**.
3. Click the **User** cell and select the name from the drop-down list.
4. When a new row is inserted, the **Role** defaults to **Preparer**. To change this setting, click the **Role** cell and select the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

Modify User Role to Match Set Access Group

1. On the **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 **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**.



Data Retention

The **Data Retention** page displays the overview, configuration, and preview for Archiving and Purging.

The **Data Retention** page enables the Transaction Matching Administrator to configure settings for Archiving and Purging matched transactions and to preview the number of matches and transactions to be Archived and Purged.

Archive

Archiving maintains matched transactions in the system and compresses the matched transactions in the database to minimize storage utilization. Matches are moved from the existing live tables such as, Transactions and TransactionsAttribute Tables, into a new archived table.

Archived Matched Transactions will display where they have been used in Account Reconciliations as reconciliation detail items. Transaction details can still be drilled into.

> **NOTE:** Archived matched transactions are accessible in Account Reconciliations where they are used as detail item support.

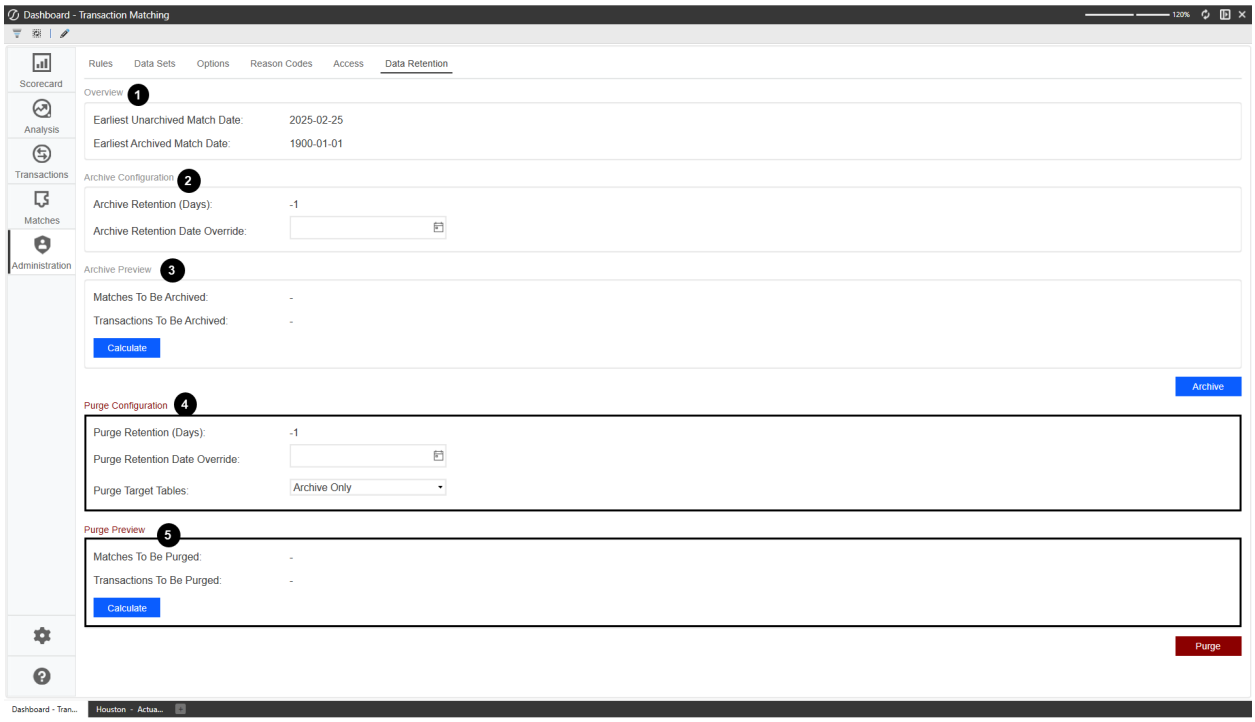
> **IMPORTANT:** Archiving data cannot be undone once it has been processed.

Purge

Purging permanently deletes the matched transactions from OneStream.

Purged Matched Transactions will display where they have been used in Account Reconciliations as reconciliation detail items. However, you CANNOT drill into the transaction details anymore.

> **IMPORTANT:** Purging data cannot be undone once it has been processed.



Archive Setup

1. **Overview**
    a. **Earliest Unarchived Match Date:** This date displays the oldest matched transactions that are currently in Transaction Matching and not yet archived.
    b. **Earliest Archived Match Date:** This date references the archived matched transactions and displays the oldest.
2. **Archive Configuration**

a. **Archive Retention (Days):** This indicates that any matched transaction dated earlier than the Archive Retention (Days), (calculated from today's date) will be archived. For example, if Days is set to 180 and today is September 1, 2025 then, transactions with matched dates earlier than 3/5/2025 (180 days earlier) will be archived.

    i. The Archive Retention (Days) displays from the settings in the Match Set page. The value is read-only but can be modified in Match Sets.

    ii. The Archive Retention (Days) enables you to enter a numeric value greater than -1. The default value is -1, meaning nothing is being purged.

b. **Archive Retention Date Override:** When set, it overrides the Archive Retention (Days) and archives anything earlier than the day entered. For example, if the date 1/1/2025 is selected from the date picker than the Archived Retention (Days) is ignored and any matches with a matched date prior to 1/1/2025 are archived.

    i. You can set the Archive Retention Date Override by selecting a date from the calendar picker.

    ii. By default the Archive Retention Date Override is blank and will look to the Archive Retention (Days) set.

3. **Archive Preview**

a. **Matches To Be Archived:** Displays the number of matches to be archived based on the Archive Configuration.

b. **Transactions To Be Archived:** Displays the number of transactions across all matches to be archived based on the Archive Configuration.

c. **Calculate:** The Admin clicks the calculate button to preview the number of Matches and Transactions to be archived.

d. **Archive:** Processes the matched transactions based on the configuration settings to the archived table. A dialog box displays to confirm the archive.

Purge Setup

> **CAUTION:** Purging matched transactions deletes all the associated transactions and support permanently. Check your configuration settings before proceeding as this action cannot be undone.

4. **Purge Configuration**

   a. **Purge Retention (Days):** This indicates that any matched transaction dated earlier than the Purge Retention (Days), (calculated from today's date) will be purged. For example, if Days is set to 180 and today is September 1, 2025 then, transactions with matched dates earlier than 3/5/2025 (180 days earlier) will be purged.

      i. The Purge Retention (Days) displays from the settings in the Match Set page. The value is read-only but can be modified in Match Sets.

      ii. The Purge Retention (Days) enables you to enter a numeric value greater than -1. The default value is -1, meaning nothing is being purged.

   b. **Purge Retention Date Override:** When set, it overrides the Purge Retention (Days) and archives anything earlier than the day entered. For example, if the date 1/1/2025 is selected from the date picker than the Purge Retention (Days) is ignored and any matches with a matched date prior to 1/1/2025 are purged.

      i. You can set the Purge Retention Date Override by selecting a date from the calendar picker.

      ii. By default the Purge Retention Date Override is blank and looks to the Purge Retention (Days) set.

c. **Purge Target Tables:** Enables you to choose if the purged matches come from the Archived Only, Live Tables or both.

    i. Purge Target Table default is set to Archive Only.

5. **Purge Preview**

    a. **Matches To Be Purged:** Displays the number of matches to be purged based on the Purge Configuration.

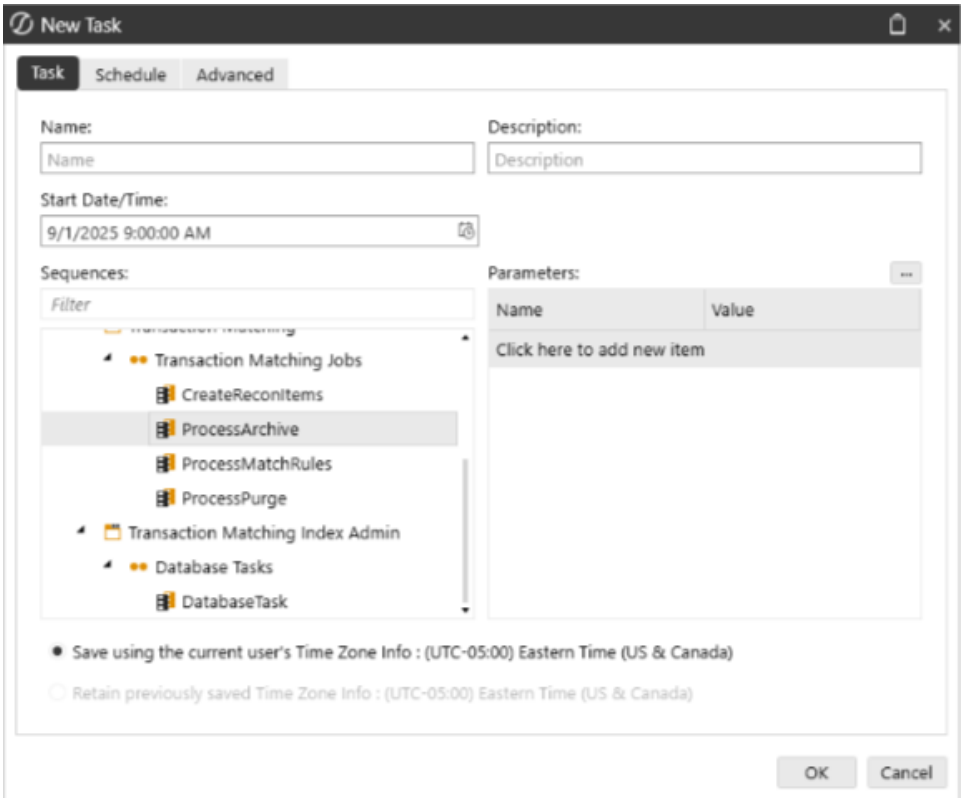
    b. **Transactions To Be Purged:** Displays the number of transactions across all matches to be purged based on the Purged Configuration.

    c. **Calculate:** The Admin clicks the calculate button to preview the number of Matches and Transactions to be purged.

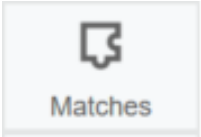
    d. **Purge:** Deletes all matched transactions per the Purge Configuration. A warning message displays before proceeding.

Task Scheduler

You can configure archiving and purging to run on a schedule using Task Scheduler. Set the ProcessArchive or ProcessPurge job. The scheduled job will look to the relevant settings at the time for archiving or purging, set up within the Match Sets and Data Retention pages. The PurgeProcess within Task Scheduler automatically looks to the archived tables. The Administrator can set the live tables or Both by adding the parameter PurgeTargetType.



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.

Filter Name	Filter Option	Description
Reason Code	List	Dynamic list populated with all match set reason codes
Date Range	Today	Timespan
	7 Days	
	All	

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)
- Match Period
- Status
- Status By
- Status Date (UTC)
- Approval
- Approval By

- Approval Date (UTC)
- Reason Code
- Summary fields across each data set

To Select	Do This
A single row	Click anywhere in the row or click the row's checkbox
Multiple non-contiguous rows	1. Click anywhere in a row. 2. Hold down the Ctrl key and select the next row. 3. Repeat until all rows are selected.
A contiguous group of rows	1. Click the first row of the group. 2. Hold down the Shift key and select the last row of the group.
Multiple contiguous groups of rows	1. Click the first row of the group. 2. Hold down the Shift key and select the last row of the group. 3. Hold down the Ctrl key and select the first row of the next group. 4. Press and hold Ctrl+Shift and select the last row of the next group.

To Select	Do This
Rows on multiple pages	1. Perform the steps for the row type you want to select. 2. Repeat until all rows on the page are selected. 3. Click the next page and repeat the procedure until all rows on all pages are selected.

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

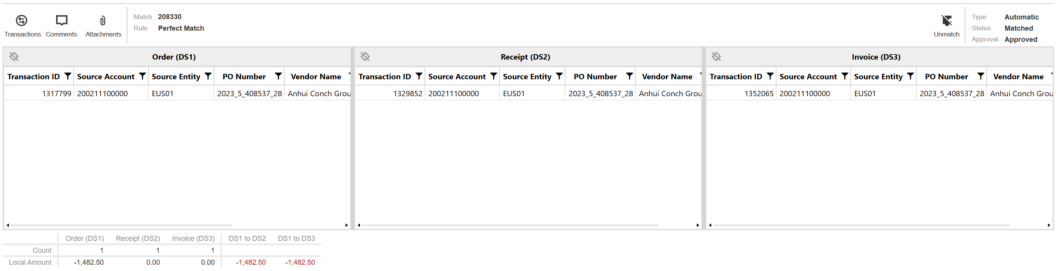
1. On the Matches or Transactions page, click **Process**.
2. Click **OK** in the **Process Match Set Rules Started** dialog box.

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.

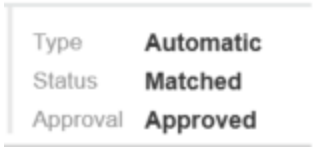
The Match Detail pane displays transactions matched from each data set. The number of transactions displayed in each pane is determined by the Rule Type. For example, a Many to One rule applied may result in the display of multiple transactions in the first data set (DS1) with a single transaction displayed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



> **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

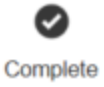


The header bar of the Match Detail displays the Type, Status, and Approval of the match.

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. Only administrators have permission to complete or revert a workflow.

Complete a Workflow



Complete marks a workflow period **Complete**.

- On the **Matches** or **Transactions** page, click **Complete** .
- After a workflow is complete, the **Complete** icon is replaced by the **Revert** icon. When a workflow is complete:
  - All users can view the workflow but cannot edit or delete the existing information.
  - Commenters, preparers, approvers, and administrators can add comments.
  - Preparers, approvers, and administrators can add attachments.

Revert Workflow

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

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

Export

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

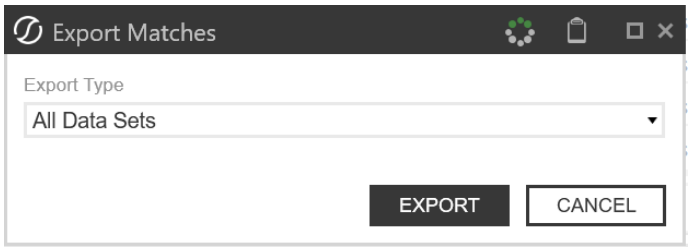
IMPORTANT: When data security is enabled, the ability to export transactions or matches depends on the user's entity level security of the data set.

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**.



NOTE: When Data Security is enabled and applied to any Data Set, the Export Matches icon will only be available to OneStream Administrators.

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.
3. Enter the comment in the text box.
4. Select **Add**.

The **Comments** icon when there are no comments.

The **Comments** icon when there are comments.

> **NOTE:** Users cannot delete or edit 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.

The **Attachments** icon when there are no attachments.

The **Attachments** icon when there are attachments..

> **NOTE:** Viewers and Commenters cannot upload or delete attachments.

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, Transaction Matching Administrators, and Local 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.

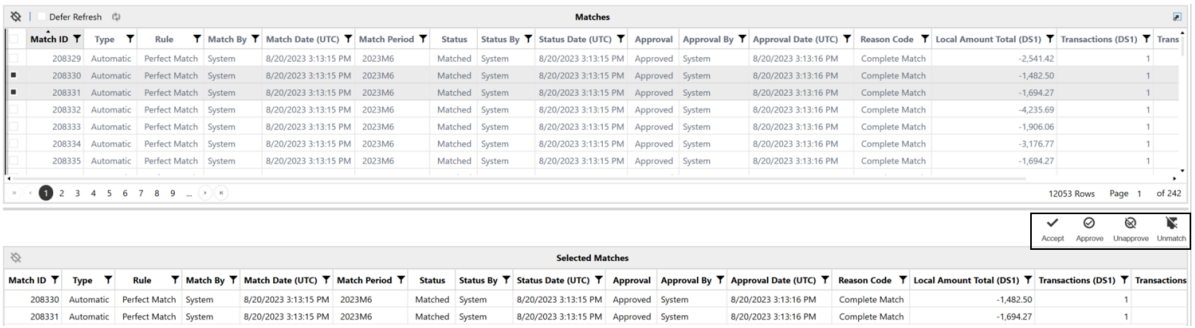
1. In the **Matches** grid, make selections from the filters to identify the matches to be removed.
2. Click **Unmatch All**.
3. Confirm the match removal.

   All matches for the selected filters are removed from the **Matches** grid.

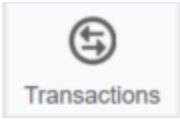
Multi-Match Actions

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

- Accept
- Approve
- Unapprove
- Unmatch



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.

The **Transactions** page can be set as the default page in **Settings** under **User Preferences**, making it easily accessible. You also have the option to view transactions horizontally or vertically. Horizontal is the default option.

Transaction Status

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

- (All)
- Unmatched
- Unmatched (As of Period End)
- Matched
- Suspended
- Pending Delete
- Deleted

The Transaction page displays a stacked grid view by default with Data Set 1 (DS1) on top and Data Set 2 (DS2) under it. If the Match Set is a Three Data Set Match Set Type, a Data Set 3 (DS3) will appear under DS2.

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

(All)

Select (**All**) in the Status drop-down to view every transaction regardless of its individual status such as Matched, Unmatched, Suspended, Deleted, or Pending Delete. This option provides a comprehensive view for preparers and above, enabling them to interact with all transactions in one place.

Transactions marked as **Unmatched (As of Period End)** are excluded from this view, as that status is calculated separately. When filtered on All, all exports will include only the transactions shown and will contain a Status column to indicate each transaction's current state. If multiple transactions with different statuses are selected, only the icons that are common across those statuses will be displayed, ensuring that you can view only the applicable actions.

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 unsuspended 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.

To suspend a transaction:

1. Select **Unmatched** from the **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**.

Unmatched (As of Period End)

Select **Unmatched (As of Period End)** to show all transactions that are unmatched in the current period, regardless of future period match status. For example, if there are 10 unmatched transactions in total for M1 and 6 are matched in M2, the filter for Unmatched (As of Period End) would show 10 transactions, and the filter for Unmatched would show 4 transactions.

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 status 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.

Transactions with a Pending Delete state can be deleted from the Transactions Detail dialog box:

1. Select **Pending Delete** from the **Transaction Status** drop-down list.
2. Select the transactions you want to delete.
3. Click **Details**.
4. Click **Delete**.
5. Click **Delete** on the Delete Transactions prompt.

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.

> **NOTE:** To view comments, attachments, or drill back prior to selecting Recall, click the Details button.

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.

Permanently remove a transaction from the transaction matching database tables.

When a transaction is selected for removal, the user will be prompted:

(1) Transaction Permanently Removed

When a transaction is selected for removal that has previously been deleted, the user will be prompted:

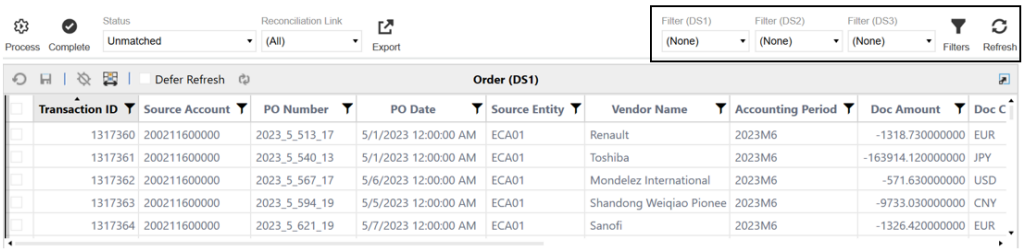
(1) Transaction Not Actionable

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

> **NOTE:** The Not Actionable message will display if the user attempting to remove the transaction put the transaction into the deleted state.

Data Filters

On the Transactions page, you can apply data filters to all types of transactions. You can also use the Manage Filters dialog box to create, edit, clone, and delete filters for each data set.

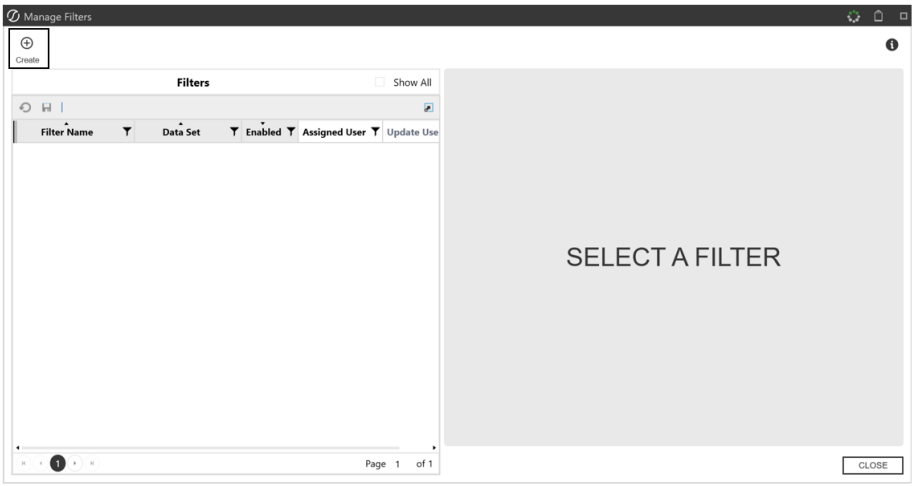


Data filters provide increased efficiency by letting you create and save filters that are applied to transactions within a data set. Data filters also enable you to:

- Filter on any dimension within the data set.
- Filter using wildcards and select multiple items to add to a filter.
- View and clone other users' filters within the match set.
- Edit and delete other users' filters within the match set and assign filters to other users (administrators only).

Create a Filter

1. On the **Transactions** page, click **Filters**.
2. In the **Manage Filters** dialog box, click **Create**.



3. Complete the **Filter Name** field. The filter name will appear on the Transactions page in the filter drop-down menus. Each filter name must be unique within the data set for each assigned user. This field cannot be left blank.
4. Select the data set from the drop-down menu to indicate which data set will use the filter.
5. Click **Create**.

> **NOTE:** In the Manage Filters dialog box, the box in the Enabled column is selected by default, which means that the filter will appear on the Transactions page in the filter drop-down menus. If the box is cleared, the filter is disabled and will not appear as an option in the drop-down menus.

6. Add filter information. See Edit a Filter.
7. Click **Save**

Edit a Filter

1. On the **Transactions** page, click **Filters**.
2. In the **Manage Filters** dialog box, select the name of the filter to edit.

   > **TIP:** To view a list of all filters created by other users within the same match set, select the **Show All** option. All users are able to view and copy other users' filters within the match set. Administrators can also edit and delete other users' filters within the match set.

   > **NOTE:** Administrators can assign filters to other users. In the **Assigned User** column for a filter, click in the field to display a drop-down menu and select the user.

3. Fields for the filters that you can apply to the data set are listed: Attributes, Dates, Values, and Dimensions. There is also a Notes field where you can enter a description for the filter. In the **Manage Filters** dialog box, enter the filter information.

   > **NOTE:** To clear the contents of a filter field, click .

   > **TIP:** For Dates fields, the Start Date must be before the End Date.

   > **TIP:** For Values fields, the value entered must be a decimal, and the minimum value must be less than or equal to the maximum value.

   You can also enter information in the Attributes and Dimensions fields using the Selector dialog box.

a. Click to open the **Selector** dialog box.

b. (Optional) Type filter information in the **Filter** field.

c. (Optional) Click to apply the filter.

d. Select the boxes next to the items in the list to select one or more options.

e. Click **Save**.

You can also filter using wildcards in the filter fields in the Manage Filters dialog box and the Selector dialog box. This table shows the information about filtering using wildcards. Click to see this information displayed in the Manage Filters dialog box and the Selector dialog box.

Operator	Definition	Example
_	Represents a single character	Filter for invoices set as “34_7_ _” would return any invoices where the first two digits are “3” and “4” and fourth digit is “7”. The third, fifth, and sixth digit could be anything (for example, “340785” or “345722” could be returned).

Operator	Definition	Example
%	Represents zero or more characters	Filter for invoices set as “34%” would return all invoices that start with “34” as the first two digits and the last digits could be anything (for example, “3450” or “345001” could be returned).
[ ]	Represents any single character within the brackets	Filter for invoices set as “3 [45]00” would return any invoices with “4” or “5” as the second digit (for example, “34000” or “35000” could be returned).
^	Represent any character not in the brackets	Filter for invoices set as “3 [^45]00” would return any invoices where the second digit is not “4” or “5” as the second digit (for example, “36000” or “37000” could be returned but not “34000” or “35000”).

Operator	Definition	Example
-	Represents any single character with the specified range	Filter for invoices set as “3[4-6]00” would return any invoices where the second digit is within the bracketed range (for example, “34000”, “35000”, or “36000” could be returned).
‘A’, ‘B’, ‘C’	Represent a string or specific, distinct value. Display values that are the same as what is specified	Filter for invoices set as “340000, 340001, 340002” would return those exact invoices only, or if the invoices do not exist, nothing is returned.

4. Click **Save**.
5. Click **Close**.

Copy a Filter

1. On the **Transactions** page, click **Filters**.
2. In the **Manage Filters** dialog box, select the name of the filter to copy.

> **TIP:** To view a list of all filters created by other users within the same match set, select the **Show All** option. All users are able to view and copy other users' filters within the match set. Administrators can also edit and delete other users' filters within the match set.

3. Click **Copy**.

4. Complete the **Filter Name** field. The filter name will appear on the Transactions page in the filter drop-down menus. Each filter name must be unique within the data set for each assigned user. This field cannot be left blank.
5. Click **Create**.
6. Click **Save**

Delete a Filter

1. On the **Transactions** page, click **Filters**.
2. In the **Manage Filters** dialog box, select the name of the filter to delete.

> **TIP:** To view a list of all filters created by other users within the same match set, select the **Show All** option. All users are able to view and copy other users' filters within the match set. Administrators can also edit and delete other users' filters within the match set.

3. Click **Delete**.
4. Click **Delete** to confirm.
5. Click **Close**.

Apply Filters

1. On the **Transactions** page, the filter drop-down menus display the list of saved (and enabled) filters that you created: **Filter (DS1)**, **Filter (DS2)**, and, if a third data set is included in the match set, **Filter (DS3)**.
2. In each drop-down menu, select the filter to apply it to the data set.

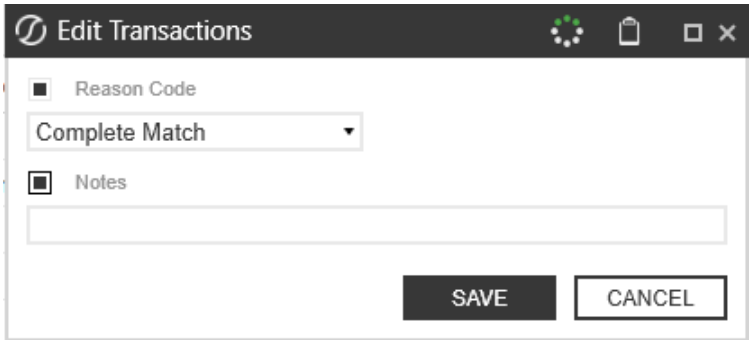
> **NOTE:** You can create filters that apply across all data sets. See Custom Filter Dashboard.

Edit Transactions

You can add or edit a note or reason code for a transaction directly in the grid on the Transactions page by double-clicking in the field.

To edit notes and reason codes for multiple transactions:

1. On the **Transactions** page, select each transaction to edit.
2. Click the **Edit** icon.
3. In the **Edit Transactions** dialog box, select the **Reason Code** check box, the **Notes** check box, or both. Edit each selected item.



> **IMPORTANT:** You must select the check box for each item you edit in order to save the changes. The Save button displays after a check box is selected.

4. Click the **Save** button.

> **NOTE:** Fields for matched transactions cannot be edited in the grid on the Transactions page.

You can edit a transaction when the transaction status is one of the following:

- Unmatched
- Unmatched (As of Period End)
- Suspended
- Pending Delete
- Deleted

For reason codes, note the following information:

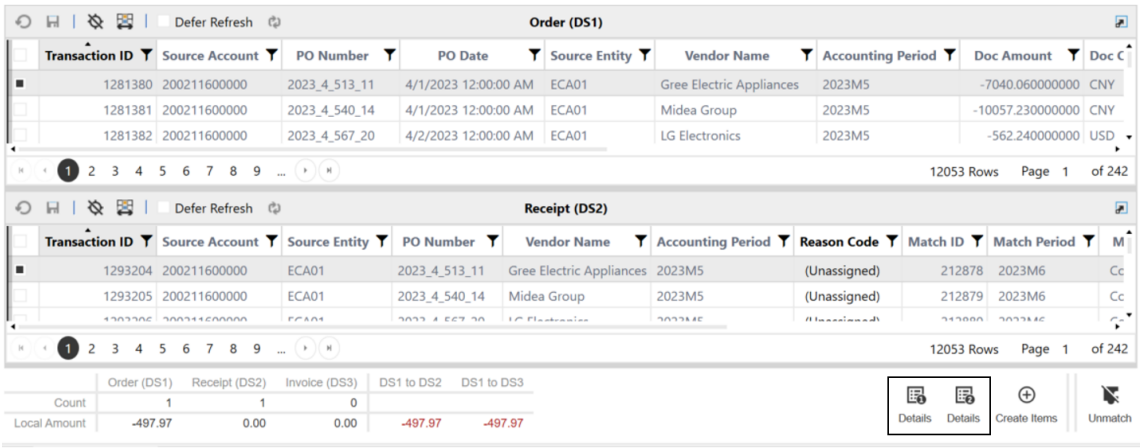
- You can only assign reason codes that are active.
- After the reason code has been updated, the change does not affect any prior matches, only future matches.

Permission to add and edit notes and edit reason codes is based on your role. See Access.

> **NOTE:** Notes must be less than or equal to 250 characters.

Transaction Details

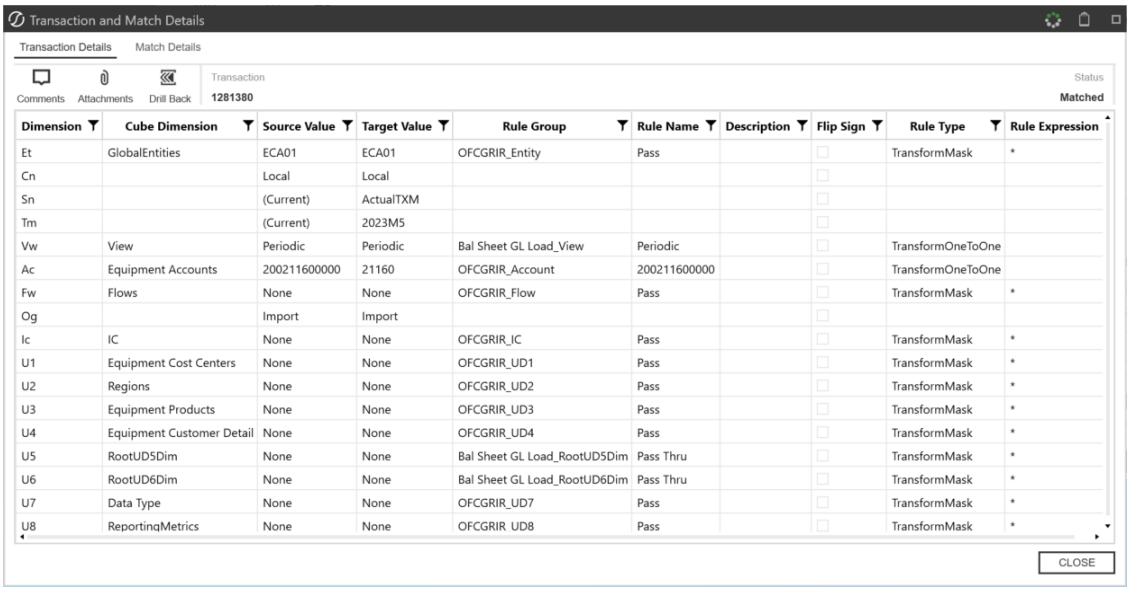
Select a transaction to review the transactional level details, including comments and attachments. You can also drill back to the source level information. Select a transaction from a data set and then click on the corresponding **Details** button.



The Transaction Details dialog box will highlight the transaction status and action buttons such as Suspend and Delete will be available.

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.

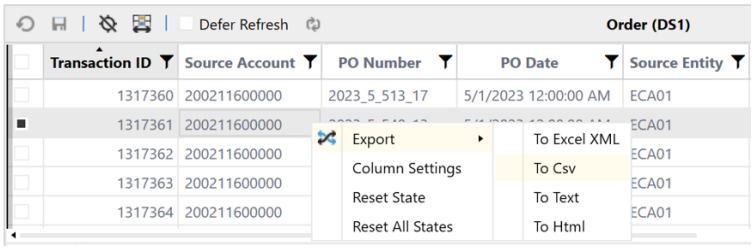


> **IMPORTANT:** Data imported for Transaction Matching is cleared from stage at the conclusion of the import. Therefore, source data cannot be retransformed in Transaction Matching and must be loaded.

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.

To Select	Do This
Multiple non-contiguous rows	1. Click anywhere in a row. 2. Hold down the Ctrl key and select the next row. 3. Repeat until all rows are selected.
A contiguous group of rows	1. Click the first row of the group. 2. Hold down the Shift key and select the last row of the group.
Multiple contiguous groups of rows	1. Click the first row of the group. 2. Hold down the Shift key and select the last row of the group. 3. Hold down the Ctrl key and select the first row of the next group. 4. Press and hold Ctrl+Shift and select the last row of the next group.
Rows on multiple pages	1. Perform the steps for the row type you want to select. 2. Repeat until all rows on the page are selected. 3. Click the next page and repeat the procedure until all rows on all pages are selected.

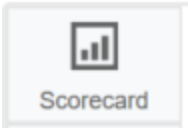
Export Transactions Page

You can export transactions into a comma-separated values (.csv) format. Use this information for account reconciliation activities, journal entries, and manual matching. Transactions displayed as a result of filters will be the same that are exported to the .csv (exception is column specific filters will not be applied to the transactions exported).

1. On the **Transactions** page, click **Export**.
2. Select the data set or all data sets that you want to export.
3. Click **Export**.

> **NOTE:** When Data Security is enabled transactions can be exported based on entity level security.

Scorecard



The **Scorecard** is a visual display of Key Performance Indicators of the active match set based on a selected Time Period.

The Time Period dropdown includes the following options:

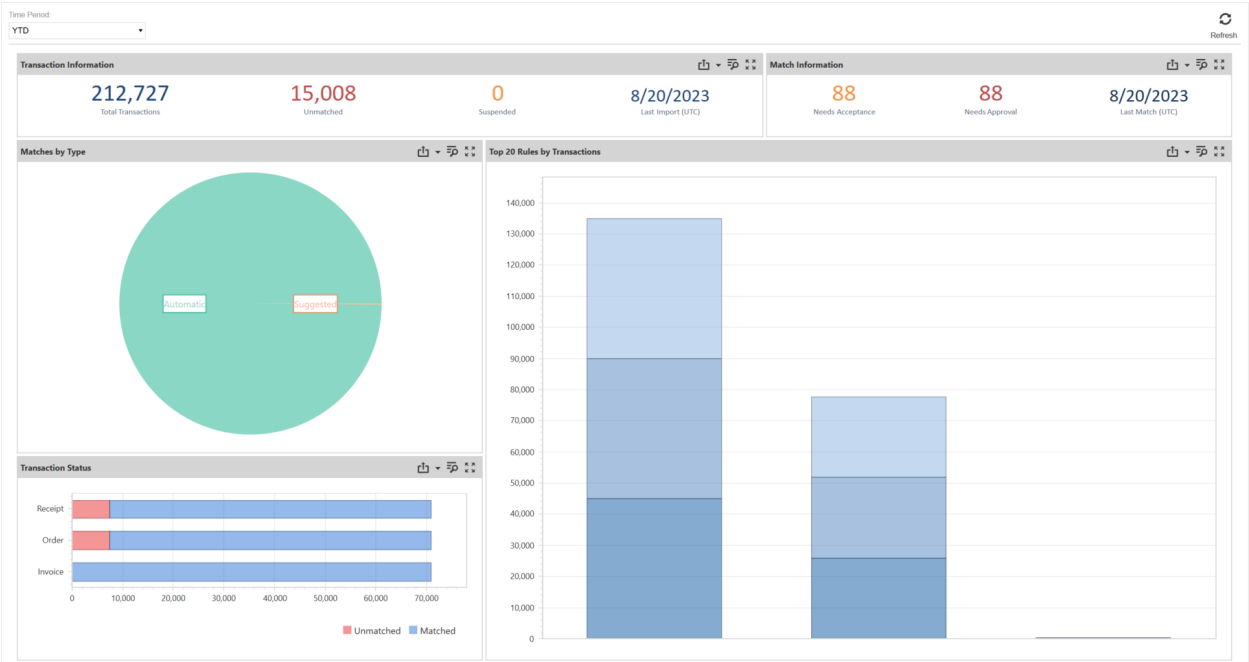
- Periodic
- YTD
- Trailing 12 Months

> **NOTE:** Periodic is the default 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.



The data displayed on each individual chart can be reviewed further by utilizing the following functions:

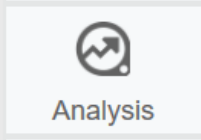
Maximize a section of the Scorecard

Minimize a section of the Scorecard

Export data

Inspect data

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 Time Period dropdown includes the following options:

- Periodic
- YTD
- Trailing 12 Months

> **NOTE:** Periodic is the default 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.

To create custom reports for Transaction Matching, the following tables and views are useful:

- txm.Transactions
- txm.vAllTransactions
- txm.vMatchedTransactions
- txm.vNonMatchedTransactions

If you have a large volume of data, use a large data pivot grid.

The data can be reviewed further by utilizing the following functions:

Maximize a section

Minimize a section

Inspect data

Export data

Data Splitting

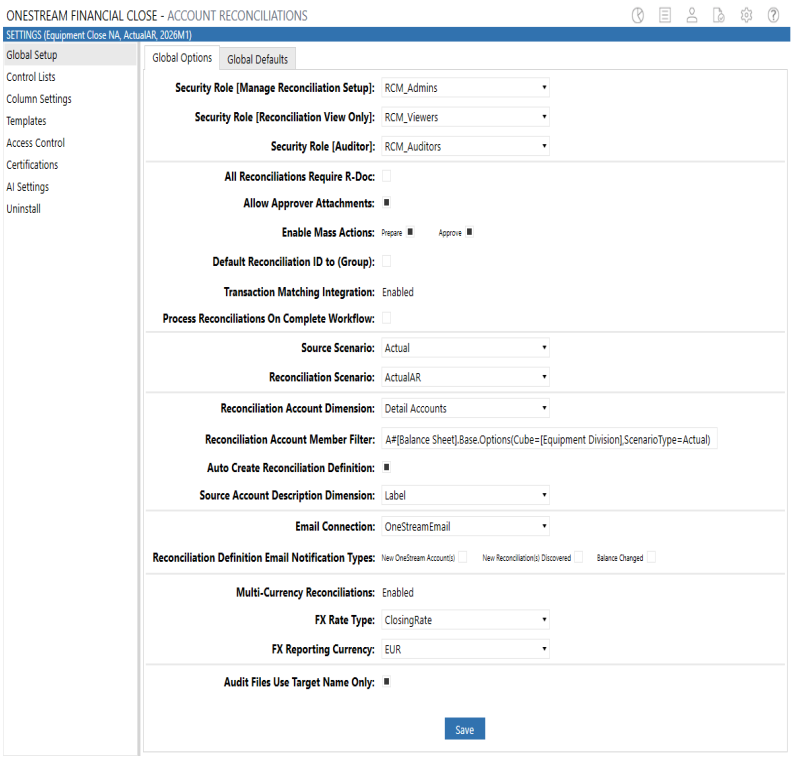
Data Splitting provides the ability to divide a single data source between numerous data sets across multiple Match Sets. This flexibility enables the file to be accessed across different areas such as departments or divisions, while controlling access and visibility through the separate match sets.

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**.



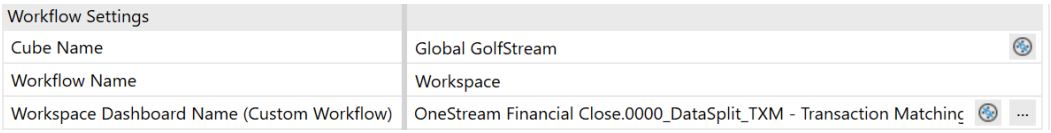
> **NOTE:** Select Cancel to revert settings to the last saved options.

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 **OneStream Financial Close – Transaction Matching - Data Split (TXM) - 0000_DataSplit_TXM** from the drop-down list and then click **OK**.

4. Click **Save**.



> **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.

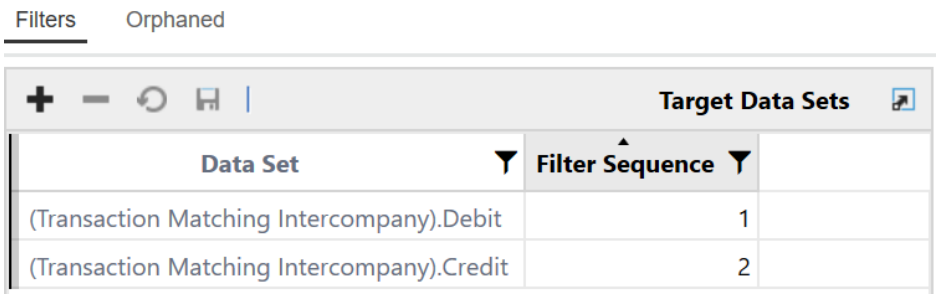
Filters

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.

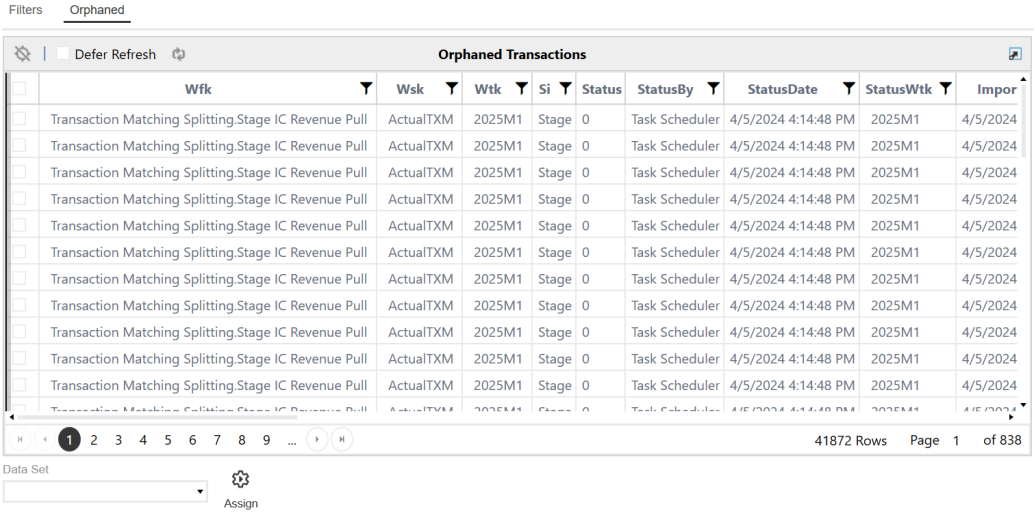
Operator	Definition
=	Is equal to the value specified (exact match).
>	Is greater than the value specified.
> =	Is greater than or equal to the value specified.
<	Is less than the value specified.
< =	Is less than or equal to the value specified.
< >	Is not equal to the value specified.
In 1;2;3 or 'A'; '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.

Operator	Definition
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.



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**.

> **NOTE:** If Assign is selected without a corresponding transaction or data set, an error message will display.

Prepare 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.

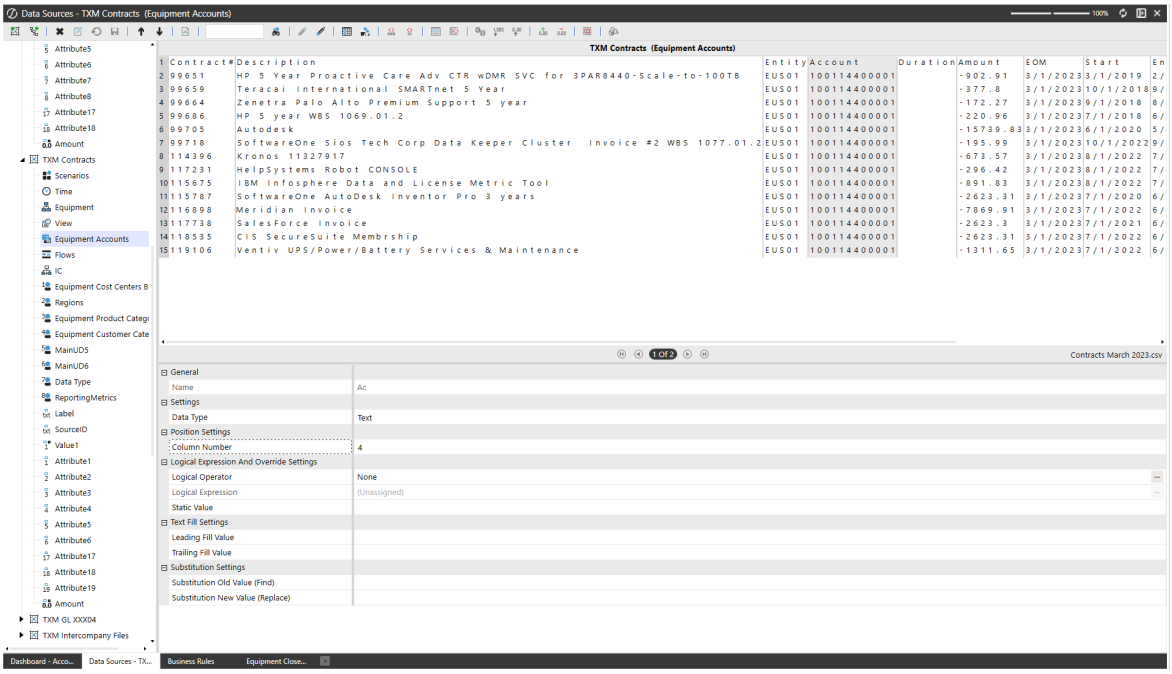
The source dimensionality is often in the files pulled from the ERP. However, third party or external systems may be used for matching purposes and these files most likely will not have the source information needed.

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.

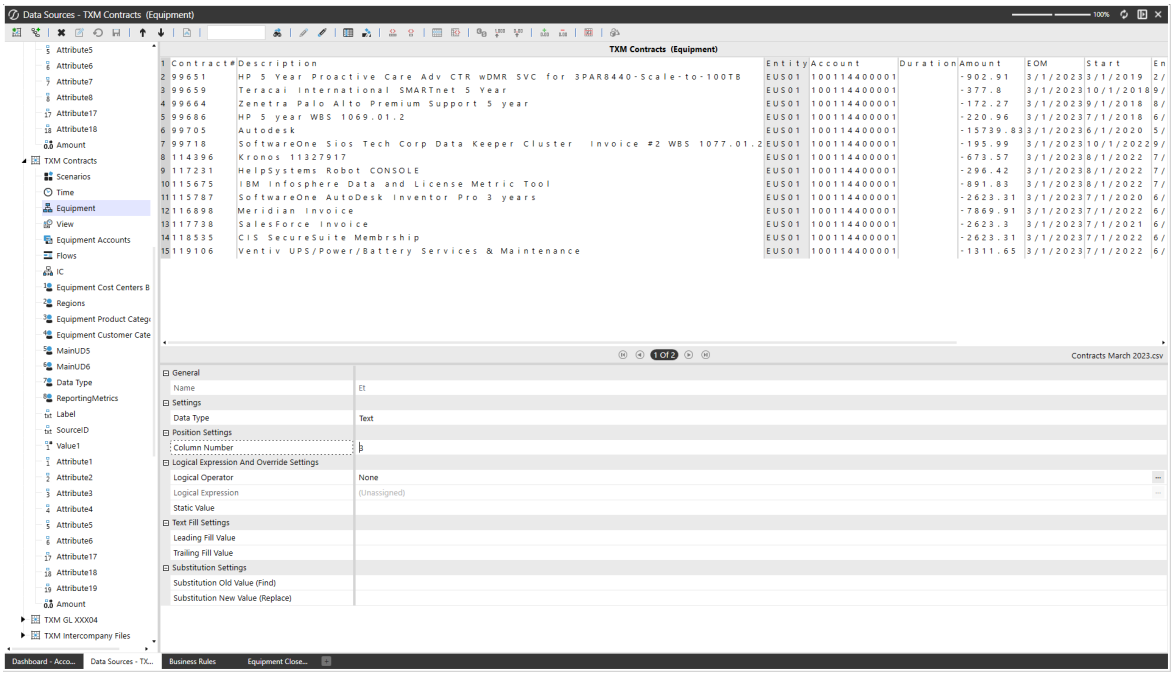
> **NOTE:** All lookups in this example were put into a single lookup table and run on a single parser rule but could be broken out if significant lookups are required.

1. Data source creation, map file to the specific fields.

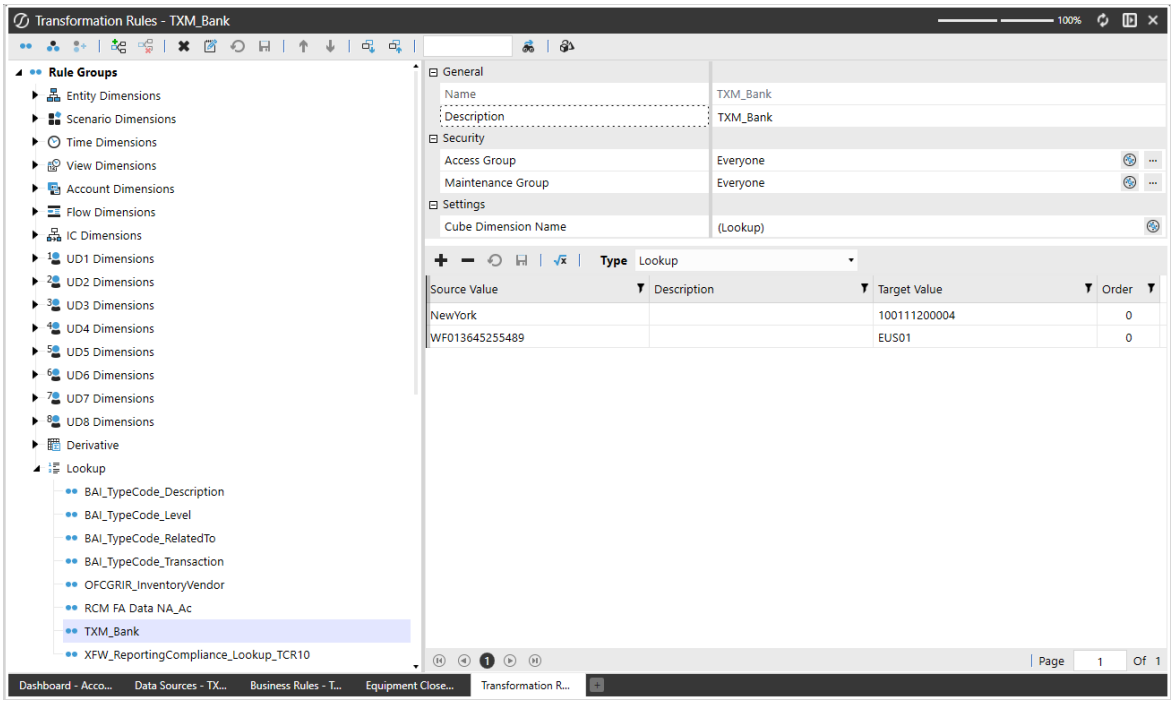
   Example: Mapped Entity and Account from the bank

2. 

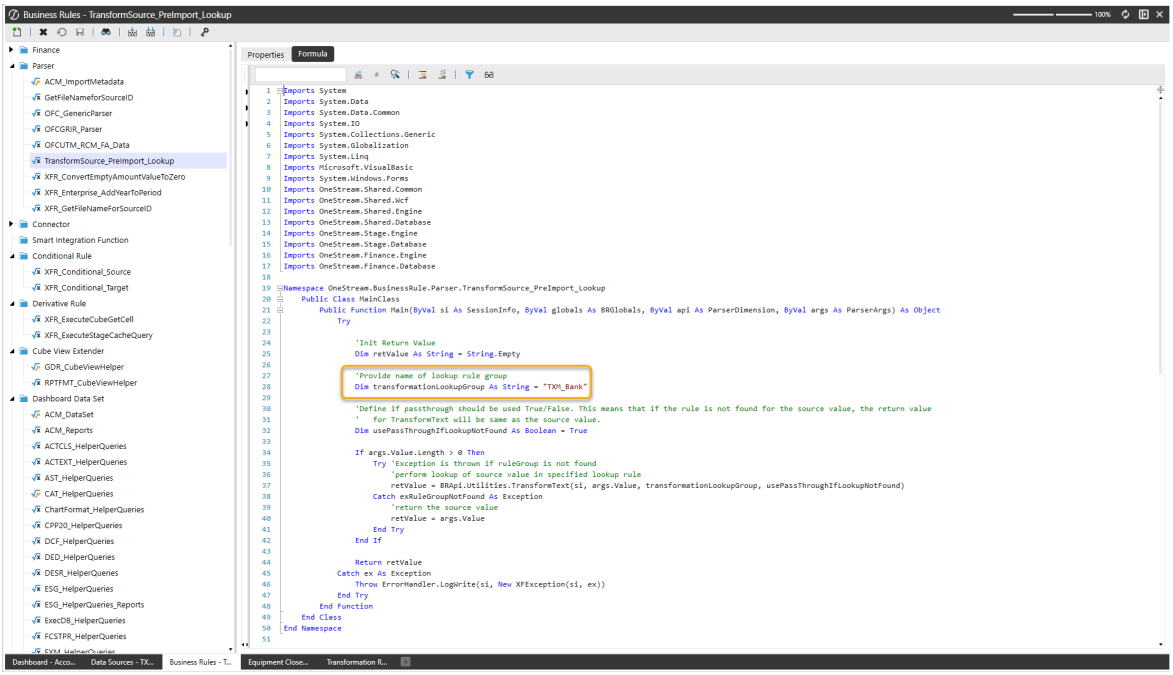
3.


Data Sources - TXM Contracts (Equipment)
TXM Contracts (Equipment)
Contract#
Description
Entity
Account
Duration
Amount
EOM
Start
99651 HP 5 Year Proactive Care Adv CTR wDMR SVC for 3PAR8440-Scale-to-100TB EUS01 100114400001 -902.91 3/1/2023 3/1/2019
99659 Teracai International SMARTnet 5 Year EUS01 100114400001 -377.8 3/1/2023 10/1/2018
99664 Zenetra Palo Alto Premium Support 5 year EUS01 100114400001 -172.27 3/1/2023 9/1/2018
99686 HP 5 year WBS 1069.01.2 EUS01 100114400001 -220.96 3/1/2023 7/1/2018
99705 Autodesk EUS01 100114400001 -15739.83 3/1/2023 6/1/2020
99718 SoftwareOne Sios Tech Corp Data Keeper Cluster Invoice #2 WBS 1077.01.2 EUS01 100114400001 -195.99 3/1/2023 10/1/2022
114296 Kronos 11327917 EUS01 100114400001 -673.57 3/1/2023 8/1/2022
117231 HelpSystems Robot CONSOLE EUS01 100114400001 -296.42 3/1/2023 8/1/2022
115675 IBM Infosphere Data and License Metric Tool EUS01 100114400001 -891.83 3/1/2023 8/1/2022
115787 SoftwareOne AutoDesk Inventor Pro 3 years EUS01 100114400001 -2623.31 3/1/2023 7/1/2020
116898 Meridian Invoice EUS01 100114400001 -7869.91 3/1/2023 7/1/2022
117738 SalesForce Invoice EUS01 100114400001 -2623.3 3/1/2023 7/1/2021
118535 CIS SecureSuite Membrship EUS01 100114400001 -2623.31 3/1/2023 7/1/2022
119106 Ventiv UPS/Power/Battery Services & Maintenance EUS01 100114400001 -1311.65 3/1/2023 7/1/2022
1 Of 2
Contracts March 2023.csv
General
Name
Settings
Data Type
Text
Position Settings
Column Number
Logical Expression And Override Settings
Logical Operator
None
Logical Expression
(Unassigned)
Static Value
Text Fill Settings
Leading Fill Value
Trailing Fill Value
Substitution Settings
Substitution Old Value (Find)
Substitution New Value (Replace)
Attribute5
Attribute6
Attribute7
Attribute8
Attribute17
Attribute18
Amount
TXM Contracts
Scenarios
Time
Equipment
View
Equipment Accounts
Flows
IC
Equipment Cost Centers B
Regions
Equipment Product Categ
Equipment Customer Cate
MainUD5
MainUD6
Data Type
ReportingMetrics
Label
SourceID
Value1
Attribute1
Attribute2
Attribute3
Attribute4
Attribute5
Attribute6
Attribute17
Attribute18
Attribute19
Amount
TXM GL XXX04
TXM Intercompany Files
Dashboard - Acco...
Data Sources - TX...
Business Rules
Equipment Close...

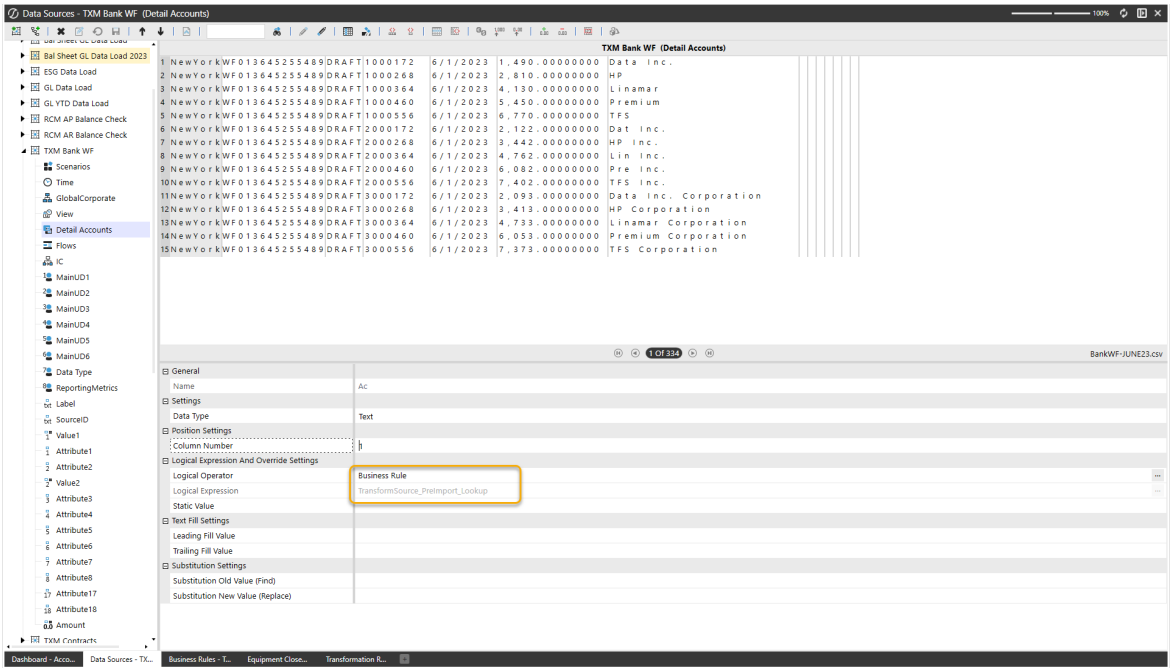
4. Create a transformation lookup rule.

5. 

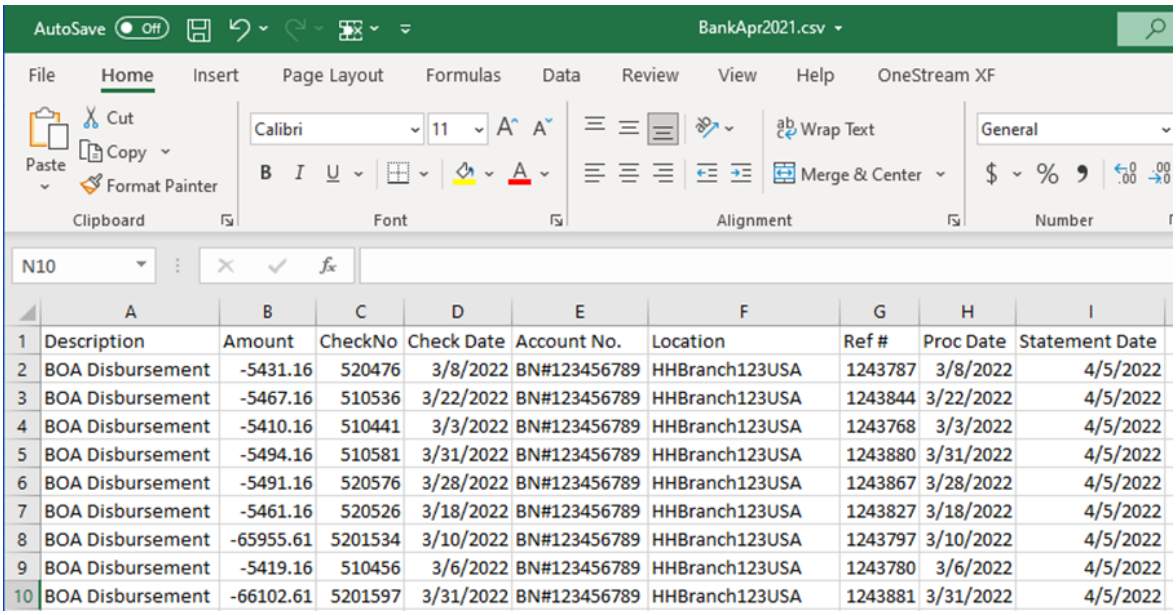
6. Create a parser rule and update it to call the lookup table created in step 4.

7. 

8. Update the data source mapping for Entity and Account to call the parser rule.

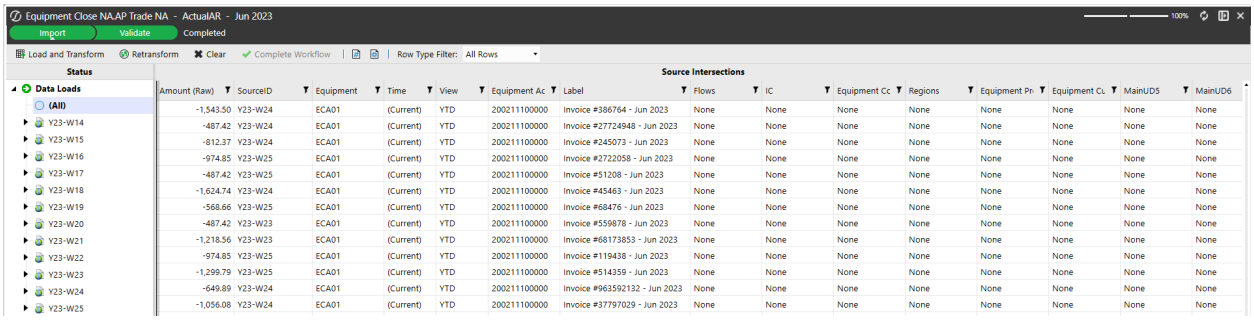
9. 

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


Equipment Close NA.AP Trade NA - ActualAR - Jun 2023
Import
Validate
Completed
Load and Transform
Retransform
Clear
Complete Workflow
Row Type Filter: All Rows
Status
Source Intersections
Data Loads
(All)
Amount (Raw) SourceID Equipment Time View Equipment Ac Label Flows IC Equipment Cc Regions Equipment Pr Equipment Cu MainUD5 MainUD6
-1,543.50 Y23-W24 ECA01 (Current) YTD 200211100000 Invoice #386764 - Jun 2023 None None None None None None None None
-487.42 Y23-W24 ECA01 (Current) YTD 200211100000 Invoice #27724948 - Jun 2023 None None None None None None None None
-812.37 Y23-W24 ECA01 (Current) YTD 200211100000 Invoice #245073 - Jun 2023 None None None None None None None None
-974.85 Y23-W25 ECA01 (Current) YTD 200211100000 Invoice #2722058 - Jun 2023 None None None None None None None None
-487.42 Y23-W25 ECA01 (Current) YTD 200211100000 Invoice #51208 - Jun 2023 None None None None None None None None
-1,624.74 Y23-W24 ECA01 (Current) YTD 200211100000 Invoice #45463 - Jun 2023 None None None None None None None None
-568.66 Y23-W25 ECA01 (Current) YTD 200211100000 Invoice #68476 - Jun 2023 None None None None None None None None
-487.42 Y23-W23 ECA01 (Current) YTD 200211100000 Invoice #559878 - Jun 2023 None None None None None None None None
-1,218.56 Y23-W23 ECA01 (Current) YTD 200211100000 Invoice #68173853 - Jun 2023 None None None None None None None None
-974.85 Y23-W25 ECA01 (Current) YTD 200211100000 Invoice #119438 - Jun 2023 None None None None None None None None
-1,299.79 Y23-W25 ECA01 (Current) YTD 200211100000 Invoice #514359 - Jun 2023 None None None None None None None None
-649.89 Y23-W24 ECA01 (Current) YTD 200211100000 Invoice #963592132 - Jun 2023 None None None None None None None None
-1,056.08 Y23-W24 ECA01 (Current) YTD 200211100000 Invoice #37797029 - Jun 2023 None None None None None None None None
Y23-W14
Y23-W15
Y23-W16
Y23-W17
Y23-W18
Y23-W19
Y23-W20
Y23-W21
Y23-W22
Y23-W23
Y23-W24
Y23-W25

Journal Entry Manager

See these topics:

- Settings
- Journals
- Templates
- ERPs
- Audit Log
- Workflow

Settings

The Settings page contains the Global Options, Accounting Periods, Connections, and Notifications Methods sub-pages where key properties are set and the Uninstall sub-page.

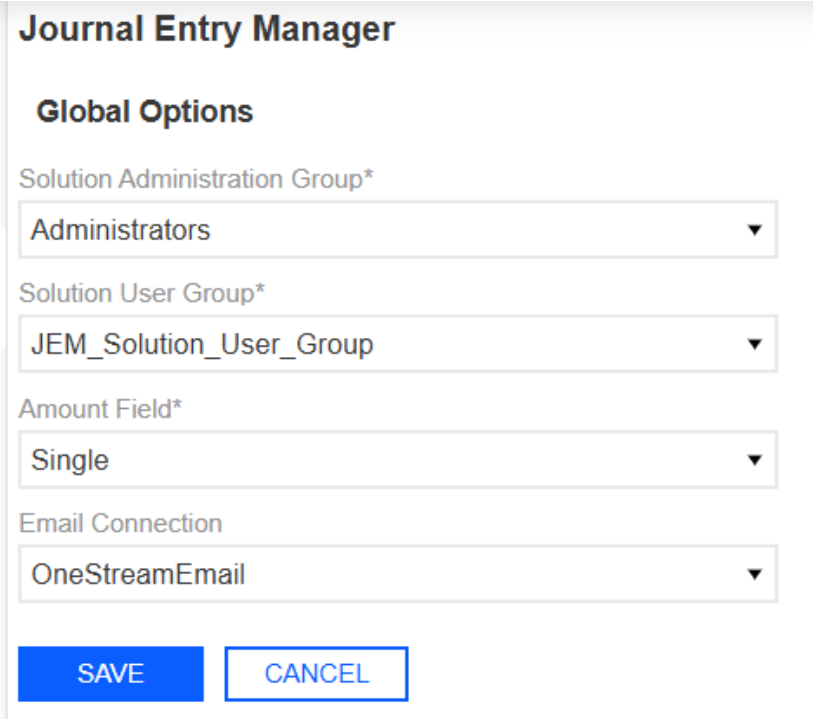
Use the Settings page to configure options for:

- Global Options
- Accounting Periods
- Connections
- Notifications Methods
- Uninstall

Global Options

Global Options enables administrators to set distinct options at a global level. The Global Options sub-page contains key properties that guide Journal Entry Manager administration and are used for the initial setup and configuration of Journal Entry Manager. Global Options is the default sub-page for administrators. Journals is the default sub-page for non-administrators.

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



Solution Administration Group

The Solution Administration Group is governed at the global level. Administrators can select a Platform Security user group to assign as the Solution Administration Group, which will serve as Journal Entry Manager administrators. Users in this group have access to Journals, Templates, ERPs, Audit Log, and Settings pages of Journal Entry Manager.

Solution User Group

Administrators must assign the Solution User Group, which is a Platform Security group that contains all users that need access to Journal Entry Manager. Users assigned at this group level can perform journal workflow actions.

Amount Field

Administrators can select an Amount Type to configure how end users input the amount in journal entries by selecting the Amount Type. The options are Single and Dual:

- **Single**: Only one amount field is displayed in the Journal slide-out panel.
- **Dual**: Separate debit and credit columns are displayed in the Journal slide-out panel.

> **IMPORTANT:** This does not impact how the journal is extracted and is solely a UI function.

Email Connection

Administrators can specify the email address linked to Journal Entry Manager, enabling notifications to be sent to the designated connection.

Assign Global Options

1. Go to **Settings** > **Global Options**.
2. From the **Solution Administration Group** drop-down menu, select a user group.
3. From the **Solution User Group** drop-down menu, select a user group.
4. From the **Amount Field** drop-down menu, select either **Single** or **Dual**.
5. In the **Email Connection** field, enter an email connection to use for notifications sent from Journal Entry Manager.
6. Click the **Save** button.

Accounting Periods

Journal Entry Manager does not use workflow within the platform. Administrators must use the Accounting Periods page to configure custom time periods within the solution. These periods allow journals to be created for specific periods of time associated with underlying ERPs.

Accounting Periods Grid

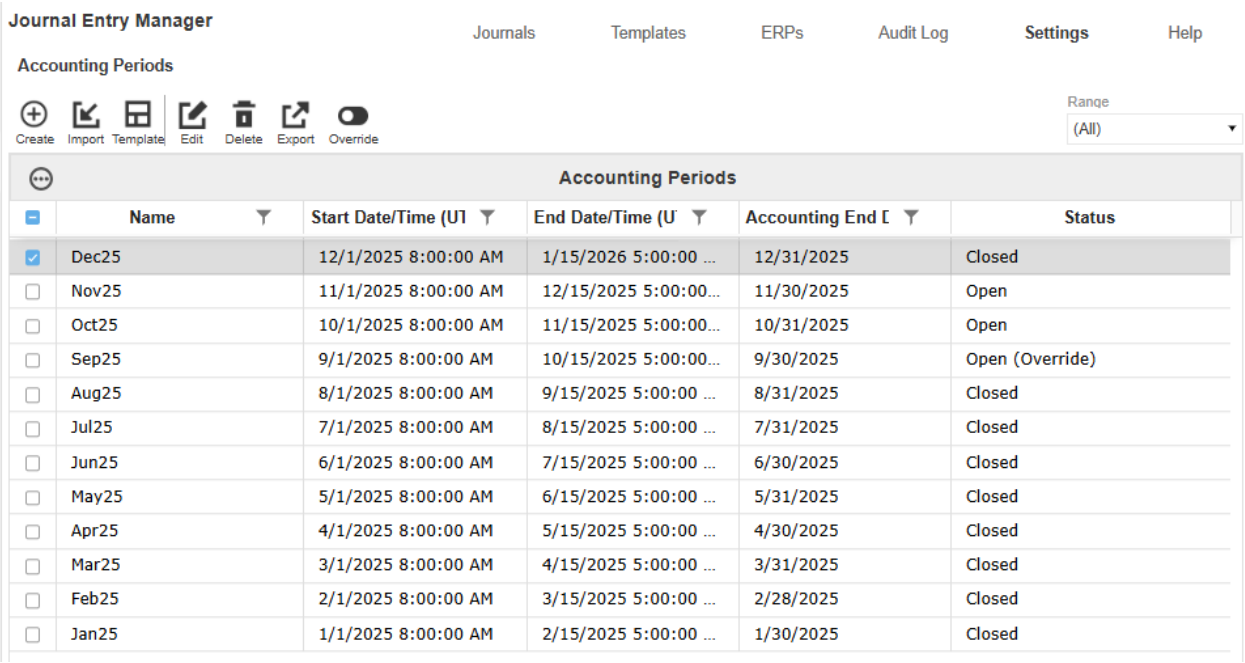
Once periods are created, the Accounting Periods grid displays these attributes:

- **Name**: The name of the Accounting Period.
- **Start Date/Time (UTC)**: The beginning date and time of the period. The hour is a drop-down with the options of 0-23.
- **End Date/Time (UTC)**: The actual end date and time of the period. The hour is a drop-down with the options of 0-23.
- **Accounting End Date**: The end date of the period according to accounting principles.

- **Status**: A dynamic column that indicates whether the period is currently open, based on current date/time compared to the Start and End Date/Time.
- **WF Time**: The platform Workflow Time period associated with the Accounting Period.

The grid includes a Range drop-down menu to filter periods:

- **(All)**: Displays all periods created.
- **12 Months**: Displays the 11 previous periods and the next two upcoming periods.



Create Accounting Period

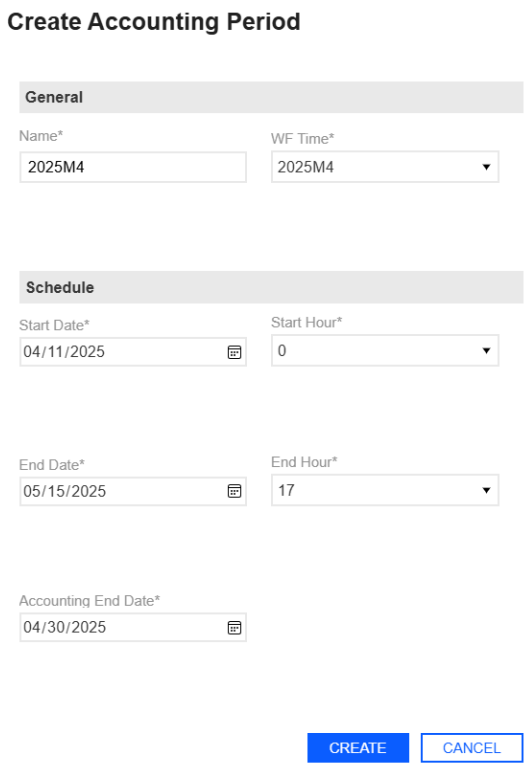
You can create and maintain these periods through the Create Accounting Period slide-out panel, which enables you to set all attributes for periods.

> **NOTE:** Journal Entry Manager uses UTC Time.

> **IMPORTANT:** The Accounting End Date marks the close of the accounting period, though the period may remain open. The Date Picker respects the application's configured culture code, automatically adjusting date formats to match the user's locale.

This page has validations that include:

- **[Name]** is required and must be unique. It has a max character length of 200 characters.
- **[End Date]** must be a date after **[Start Date]**.
- **[Accounting End Date]** must be a date after **[Start Date]** and must be a date before **[End Date]**.
- **[Start Hour]** and **[End Hour]** is required.



Create an Accounting Period

1. Go to **Settings** > **Accounting Periods**.
2. Click the **Create** button.
3. In the **Create Accounting Period** slide-out panel, enter the following items:
    a. Enter a name for the account period.
    b. From the WF Time (Workflow Time) drop-down menu, select a workflow time.
    c. Select a Start and End Date.
    d. Enter an Accounting End Date.
    e. Select a Start and End Hour from the drop-down menus.
4. Click the **Create** button to add the account period.

Edit an Accounting Period

1. Select an existing Account Period.
2. Click the **Edit** button.
3. The **Edit Accounting Period** slide-out panel displays the current inputs for the Account Period. Make your changes.
4. Click the **Save** button to save your changes.

Delete an Accounting Period.

1. Select an existing Account Period.
2. Click the **Delete** button.

> **CAUTION:** You cannot delete an accounting period associated with a journal. The following error message will display: Unable to delete accounting period [Accounting Period]. It is associated with journals.

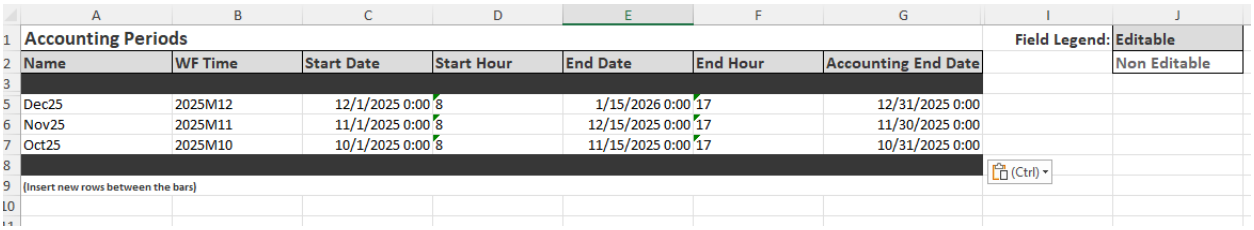
Import and Export Accounting Periods

Administrators can manage accounting periods by using Excel templates to import and export data, rather than creating periods manually through the UI.

On the **Accounting Periods** page, click **Template** to download a preformatted Excel file. This file includes all relevant fields and available values shown in the UI, enabling users to complete it offline. Once filled out, click the **Import** button to upload and display the new periods directly in the grid.

To review or update existing periods in bulk, select the periods that need editing and click the **Export** button to download a populated Excel file. All drop-down menu options and validations from the UI are included in both the template and export files.

> **IMPORTANT:** Excel formulas within the template are now honored during import. This prevents errors and supports more flexible spreadsheet use.



	A	B	C	D	E	F	G	I	J
1	Accounting Periods							Field Legend:	Editable
2	Name	WF Time	Start Date	Start Hour	End Date	End Hour	Accounting End Date		Non Editable
3									
5	Dec25	2025M12	12/1/2025 0:00	8	1/15/2026 0:00	17	12/31/2025 0:00		
6	Nov25	2025M11	11/1/2025 0:00	8	12/15/2025 0:00	17	11/30/2025 0:00		
7	Oct25	2025M10	10/1/2025 0:00	8	11/15/2025 0:00	17	10/31/2025 0:00		
8								(Ctrl)	
9	(Insert new rows between the bars)								
10									

Import Accounting Period

1. Go to **Settings** > **Accounting Periods**.
2. Click the **Import** button to import your Accounting Periods.
3. Click the **Browse** button or drop your file within the **File Upload** dialog box.
4. Use File Explorer to browse and select the file you want to import.
5. Click the **Open** button.
6. Click the **Upload** button.

Template

1. Click the **Template** button to download a template to import.
2. The **JEM_AccountingPeriod_Template** file is automatically downloaded to your default downloads location.

   > **IMPORTANT:** Ensure that you click the **Enable Editing** button on the Excel sheet.

3. Fill out the following fields under Accounting Periods:
   a. Enter a name.
   b. From the WF Time drop-down menu, select a time.
   c. Enter a Start Date.
   d. From the Start Hour drop-down menu, select an hour.
   e. Enter an End Date.
   f. From the End Hour drop-down menu, select an hour.
   g. Enter an Accounting End Date.

> **NOTE:** Insert new rows between the bars.

4. Save your file.

Export

1. Select an existing Accounting Period you want to export.
2. Click the **Export** button.
3. The **JEM_AccountingPeriod_Export** file is automatically downloaded to your default downloads location.

Override for Accounting Periods

Administrators can override the auto-state of accounting periods to support last-minute adjustments and corrections through the **Override** button.

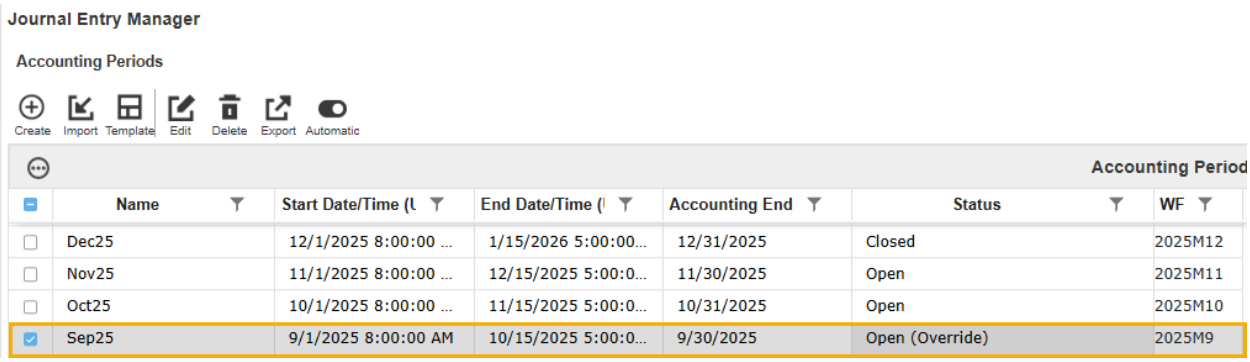
> **Example:** If you select a closed accounting period and override it, the status will update to Open (Override).

If a period is already in the override state Status (Override), the **Automatic** button displays. Click the **Automatic** button to turn the period back to its original auto-state. All override and reset actions are tracked in the Audit Log. Journal creation and editing actions respect the overridden status:

- Open periods allow journal activity.
- Closed periods prevent journal activity.

Overridden periods follow filter logic based on their current state:

- Periods overridden to Closed are excluded from the Current and Open filters.
- If all periods are closed, including overridden ones, the Current and Open filters will return no results.

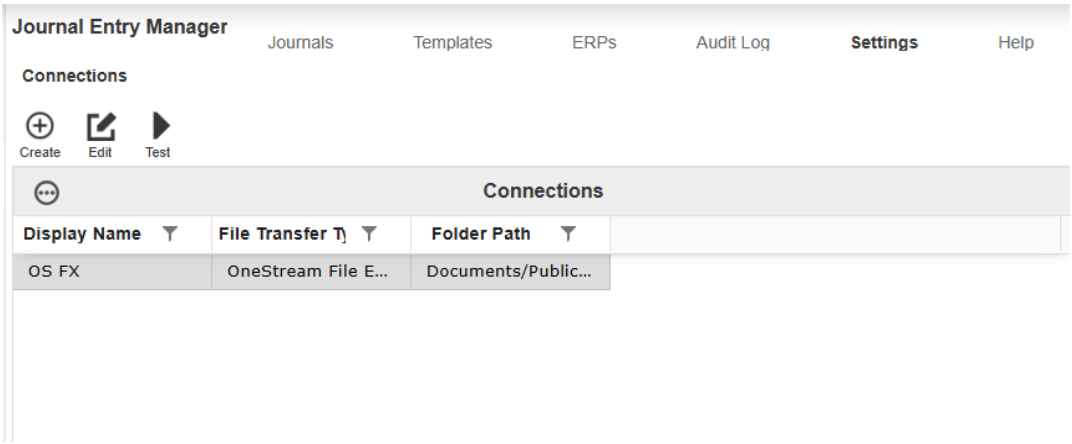


Override

1. Select an accounting period and click the **Override** button.
2. The status of the selected period updates to **Status (Override)**. Make your edits as needed.
3. To revert the period back its original automatic state, select the same accounting period and click the **Automatic** button.

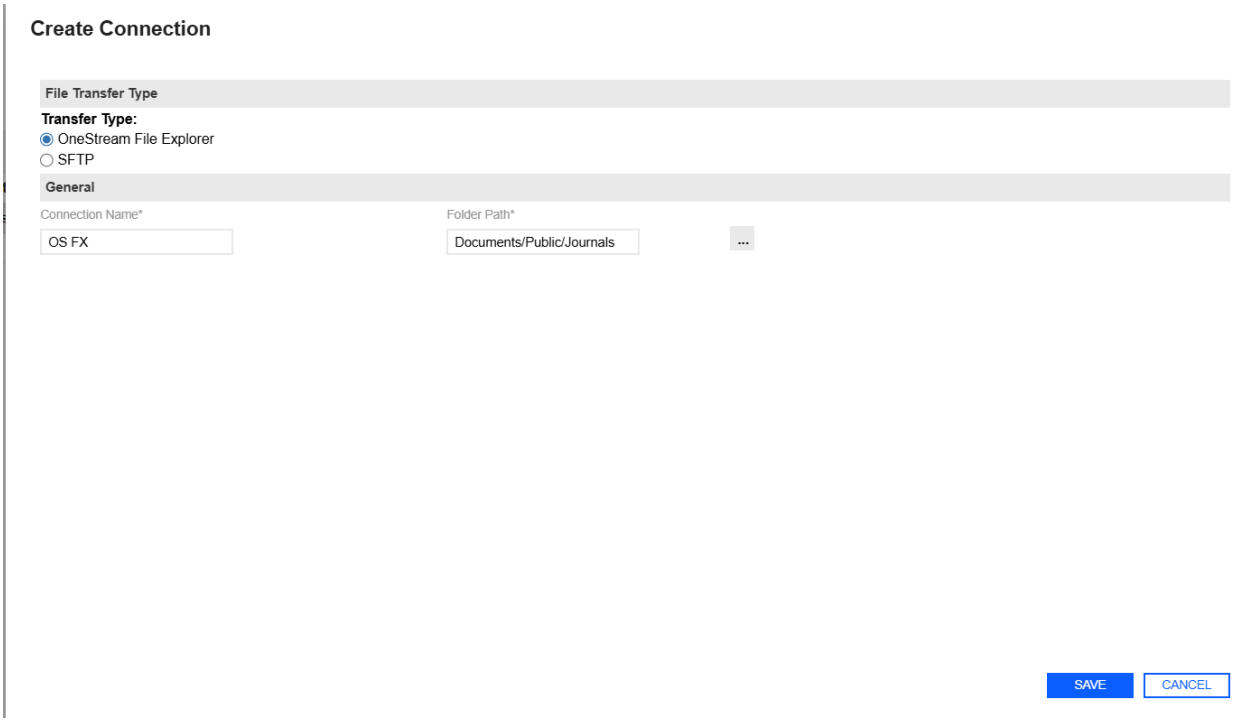
Connections

The Connections page enables you to communicate with any ERP within your business ecosystem.

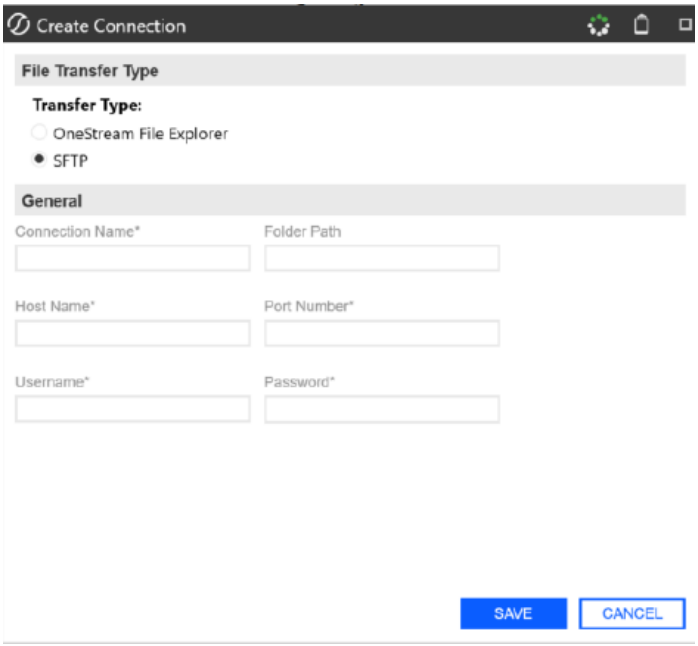


This page enables you to create different connections to send journals to a OneStreamFile Explorer folder or an external folder by Secure File Transfer Protocol (SFTP).

> **Example:** The following example is a sample of the Create Connection slide-out panel for OneStream File Explorer.



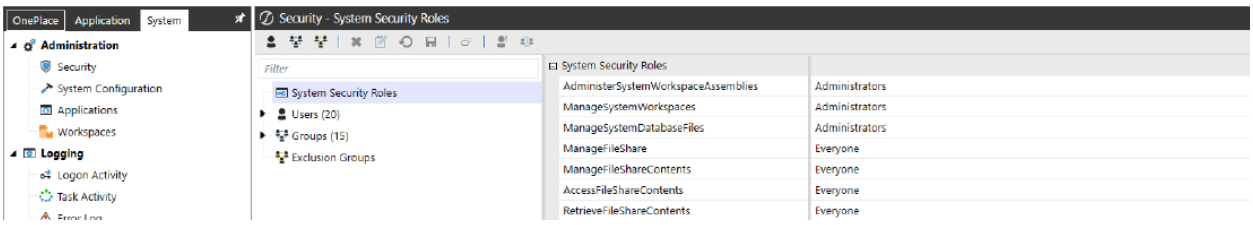
> **Example:** The following example is a sample of the Create Connection dialog box for SFTP.



To use OneStream File Explorer folders and use the File Share folders within the File Explorer, these permissions must be adjusted to allow approvers to send journals to that folder. Changes need to be made to the ManageFileShare, ManageFileShareContents, AccessFileShareContents, and RetrieveFileShareConents permissions to allow all users to send journals. Also, a separate Platform Security user group can be created for Journal Entry Manager approvers, as they will be the main individuals sending journals to these folders.

If you are not using the File Share and choose to use the App Database, the folder chosen must be accessible to everyone within the solution. See File Share.

> **CAUTION:** You are not able to use your own Users folder.



To set a OneStreamFile Explorer connection type, you must provide a Connection Name and select the desired folder for the Folder Path. SFTP connections requires the following:

- **Connection Name:** Unique name of the Connection.
- **Host Name**: The server's domain name where the SFTP service is running.
- **Port Number**: A unique numerical identifier assigned to a specific application or service on a computer network.
- **Username**: A unique identifier that allow users access to the connection.
- **Password**: Passwords are encrypted and are not viewable in the solution to maintain security.

This page has validations that include:

Field	Requirement	Connection Type
Connection Name	Required, less than or equal to 200 characters	OneStream File Explorer and SFTP
Folder Path	Required, less than or limited to 250 character limit.	OneStream File Explorer only

Field	Requirement	Connection Type
Host Name	Required, less than or limited to 250 character limit.	SFTP
Port Number	Required, must be between 0 and 65535	SFTP
Username	Required	SFTP
Password	Required, less than or limited to 250 character limit. **NOTE:** The Password field is currently only available in the OneStreamWindows Application and is not accessible in the Modern Browser Experience.	SFTP

Create Connection

Follow these steps to set up your file transfer connection:

1. Go to **Settings** > **Connections**.
2. Click the **Create** button.
3. Select a Transfer Type:
    - OneStreamFile Explorer
    - SFTP

When selecting OneStream File Explorer:

1. Populate the **Connection Name** field with a unique name.
2. In the **Folder Path** field, click the **ellipses (...)**.
3. In the OneStream File Explorer, select a folder path for files to be dropped in later. The folder you select appears in the Folder Path's text box.
4. Click the **Save** button.

When selecting SFTP:

1. Under General Information, fill out the following fields:
    a. **Connection Name**
    b. **Folder Path**
    c. **Host Name**
    d. **Port Number**
    e. **Username**
    f. **Password**

    > **NOTE:** All fields except for the Folder Path are required to be filled out.

2. Click the **Save** button.

Edit Connection

1. Select an existing Connection.
2. Click the **Edit** button.
3. The **Edit Connection** slide-out panel displays the current inputs of the Connection. Make your changes.
4. Click the **Save** button to save your changes.

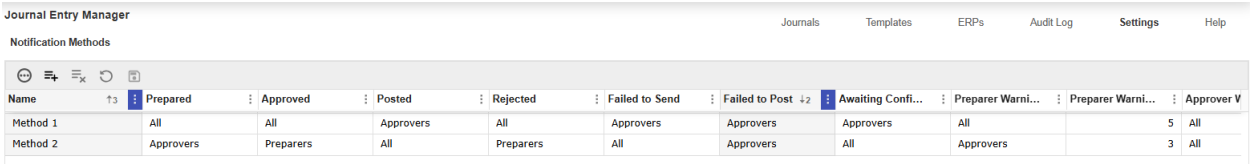
> **NOTE:** Saving any edits will overwrite the previous Connection, even with a name change.

Test Connection

1. Select an existing Connection.
2. Click the **Test** button.
3. If the connection is successful, a message box displays stating: Connection test successful.
4. Click the **X** button to exit out of the message box.

Notification Methods

Administrators can create various Notification Methods to be applied to different templates. These notifications inform and prompt users to act on journal entries.

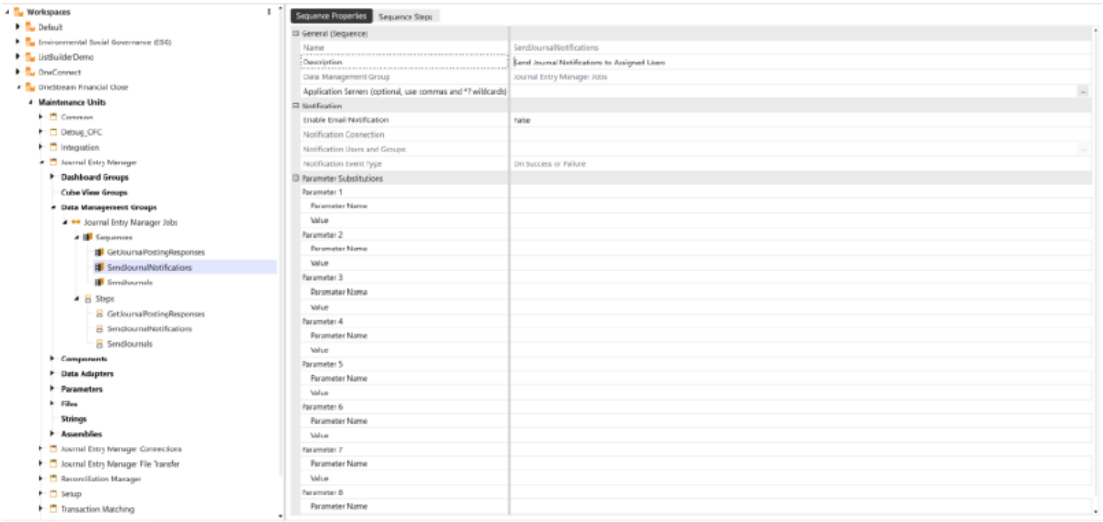


Name	Prepared	Approved	Posted	Rejected	Failed to Send	Failed to Post	Awaiting Confi...	Preparer Warni...	Preparer Warni...	Approver W
Method 1	All	All	Approvers	All	Approvers	Approvers	Approvers	All	5	All
Method 2	Approvers	Preparers	All	Preparers	All	Approvers	All	Approvers	3	All

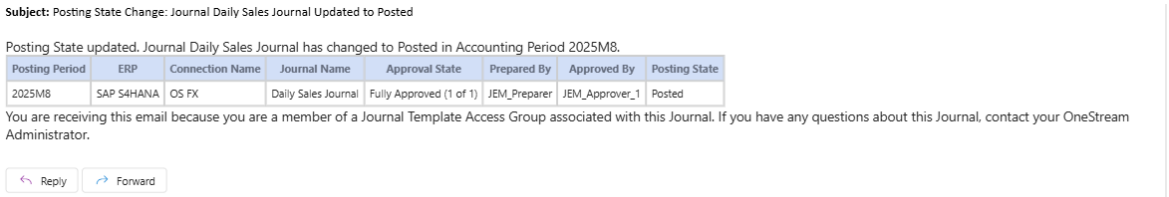
They can be categorized in two types:

- **State Changes**: These notifications are automatically sent to users in designated access groups when a journal is moved into the Prepared, Approved, Awaiting Confirmation, Posted, Rejected, Failed to Send, Failed to Post states. If the state changes are assigned to approvers, then the notification will only be sent to the last level of approvers.

- **Warnings**: These notifications are sent by the SendJournalNotifications Data Management job and are sent a number of days before the end of the period. See Accounting Periods. Like other Data Management jobs, these can be scheduled through the Task Scheduler to automate the process. The types of warnings include:
    - **Preparer Warning**: Sends a list of journals not prepared based on the warning days set for this type.
    - **Approver Warning**: Sends a list of journals not fully approved based on the warning days set for this type.
    - **Confirmation Warning**: Sends a list of journals not confirmed posted based on the warning days set for this type.



> **Example:** The following image displays a sample email notification method sent to users.



Subject: Posting State Change: Journal Daily Sales Journal Updated to Posted

Posting State updated. Journal Daily Sales Journal has changed to Posted in Accounting Period 2025M8.

Posting Period	ERP	Connection Name	Journal Name	Approval State	Prepared By	Approved By	Posting State
2025M8	SAP S4HANA	OS FX	Daily Sales Journal	Fully Approved (1 of 1)	JEM_Preparer	JEM_Approver_1	Posted

You are receiving this email because you are a member of a Journal Template Access Group associated with this Journal. If you have any questions about this Journal, contact your OneStream Administrator.

Reply Forward

Notification Methods Grid

Once a notification method is added, it displays in the Notification Methods grid. See Grid Toolbar.

Column Fields

The table displays the following column fields:

Field	Notification Method Options
Name	Enter name for the Notification Method. For example, High Risk.
Prepared	Select one of the following options from the drop-down menu: None, All, Preparers, Approvers
Approved	Select one of the following options from the drop-down menu: None, All, Preparers, Approvers
Posted	Select one of the following options from the drop-down menu: None, All, Preparers, Approvers
Rejected	Select one of the following options from the drop-down menu: None, All, Preparers, Approvers

Field	Notification Method Options
Failed to Send	Select one of the following options from the drop-down menu: None, All, Approvers
Failed to Post	Select one of the following options from the drop-down menu: None, All, Approvers
Awaiting Confirmation	Select one of the following options from the drop-down menu: None, All, Preparers, Approvers
Preparer Warning	Select one of the following options from the drop-down menu: None, All, Preparers, Approvers
Preparer Warning Days	Enter number of days to send notification.
Approver Warning	Select one of the following options from the drop-down menu: None, All, Approvers
Approver Warning Days	Enter number of days to send notification.
Confirmation Warning	Select one of the following options from the drop-down menu: None, All, Approvers
Confirmation Warning Days	Enter number of days to send notification

Add Notification Methods

1. Go to **Settings** > **Notification Methods**.
2. Click the **Insert Row** button.
3. Fill out the Notification Method fields you want applied to the desired template group. See Column Fields.
4. Click the **Save** button.

Uninstall

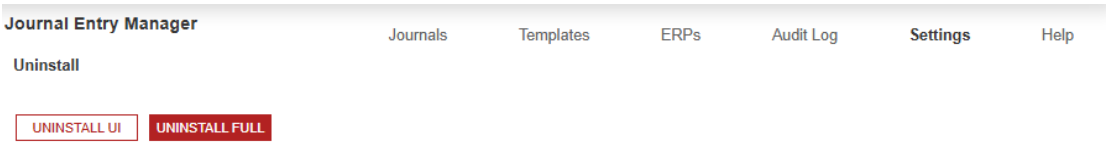
The Uninstall feature allows you to uninstall the user interface or the entire solution. If performed as part of an upgrade, any modifications that were made to standard solution objects are removed.

> **IMPORTANT:** The Uninstall option uninstalls all solutions integrated in OneStreamFinancial 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 related databases tables.
2. **Uninstall Full - OneStream Financial Close** removes all the related database tables, data, dashboards, and business rules from all solutions integrated into OneStream Financial Close. Select this option to completely remove the solutions and underlying data.

> **CAUTION:** Uninstall procedures are irreversible.



If you have an application that includes a version of OneStream Financial Close without Journal Entry Manager, you can uninstall UI and install the General Availability build, and you will receive the most recent version of Account Reconciliation Manager and Transaction Matching, and the initial version of Journal Entry Manager.

If your application includes a version of OneStream with Journal Entry Manager, a full uninstall may be required before installing the General Availability build, depending on the version you're upgrading from.

> **Example:** If you are on OFC PV8.5.0 SV100 or PV8.5.0 SV101, you do not have to do a Uninstall Full to upgrade to PV8.5.0 SV110.

> **Example:** If your using a version prior to OFC PV8.5.0 100 you must do an Uninstall Full.

> **IMPORTANT:** Uninstall Full deletes all data.

If you are a user that upgraded from a previous version of Journal Entry Manager, you may receive an error message similar to the following:

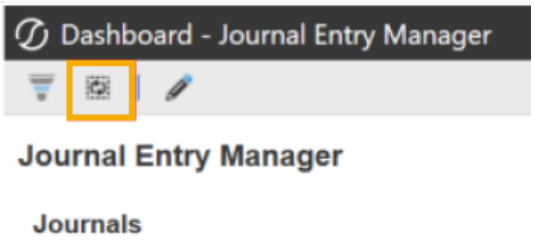
Unable to open dashboard '0000_Frame_JEM_OnePlace'.

Error processing Dataset 'GetJournalEntryListForGridView'. Error executing Workspace Assembly

Service class 'Workspace.OFC.JEM.WsAssemblyFactory'.

Must specify valid information for parsing in the string. (Parameter 'value').

If this error displays, go to the **Journals** page and reset the parameters by clicking the **Reset Parameters** button. If this error still occurs, please contact OneStream Support by registering at: Support - OneStream Software



Journals

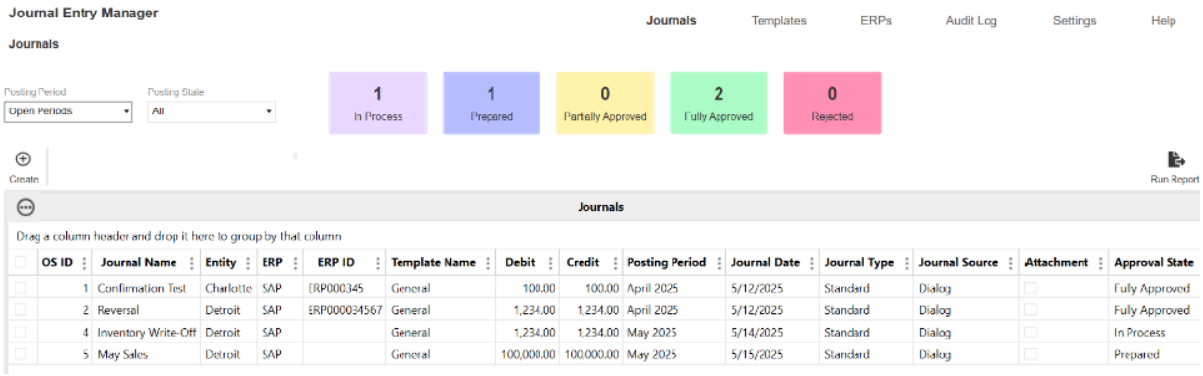
The Journals page includes the Journals and Grid Column Settings sub-pages, where preparers, approvers, and administrators can create, manage, and approve Journals. Administrators can also configure the Journals grid with custom columns.

Use the Journals page to configure:

- Journals
    - Journals Import and Export
    - Manage Journals
- Journal Reports
- Recurring Journal Definitions
    - Recurring Journals Import and Export
    - Manage Recurring Journals
- Grid Column Settings

Journals

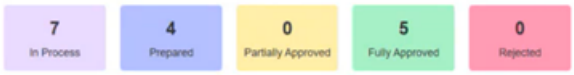
The Journals grid is the primary workspace for most users (Preparers and Approvers). This page provides access to all journals according to selected filter criteria, allowing journals to be viewed, edited, prepared, and approved.



The Journal Grid Column Settings page can be configured, see Journal Grid Column Settings.

The KPIs indicate the quantity of journals within the selected filter criteria. By clicking the label or number, you can further filter the Journals grid to show only journals in the chosen category.

> **Example:** If you click the Prepared tile, only Prepared journal entries display.



The Posting Period and Posting State filters enable you to refine which journals are shown in the Journals Grid. The current period options include:

- **Current Period**: The open period if only one exists, or the oldest open period if multiple periods are open.
- **Open Periods**: All periods with an Open status.
- **Future Periods**: Displays journals assigned to a period later than the current period.
- **Last 6 Periods**: Shows the previous six periods.
- **Last 12 Periods**: Shows the previous twelve periods.
- **Specific Closed Periods**: Displays past closed accounting periods that match the selected filter criteria.

> **Example:** If you select January 2025, you can view and filter within that specific closed period.

Journal Create and Edit

Use the Journals grid to create journals. The page updates dynamically based on the selected template. After selecting a template and completing all General Required fields, clicking the **Create** button, populates both the header and line field sections with the fields specified within that template. Information entered on this page is displayed and verified based on the Field Attributes configured in the Administration section.

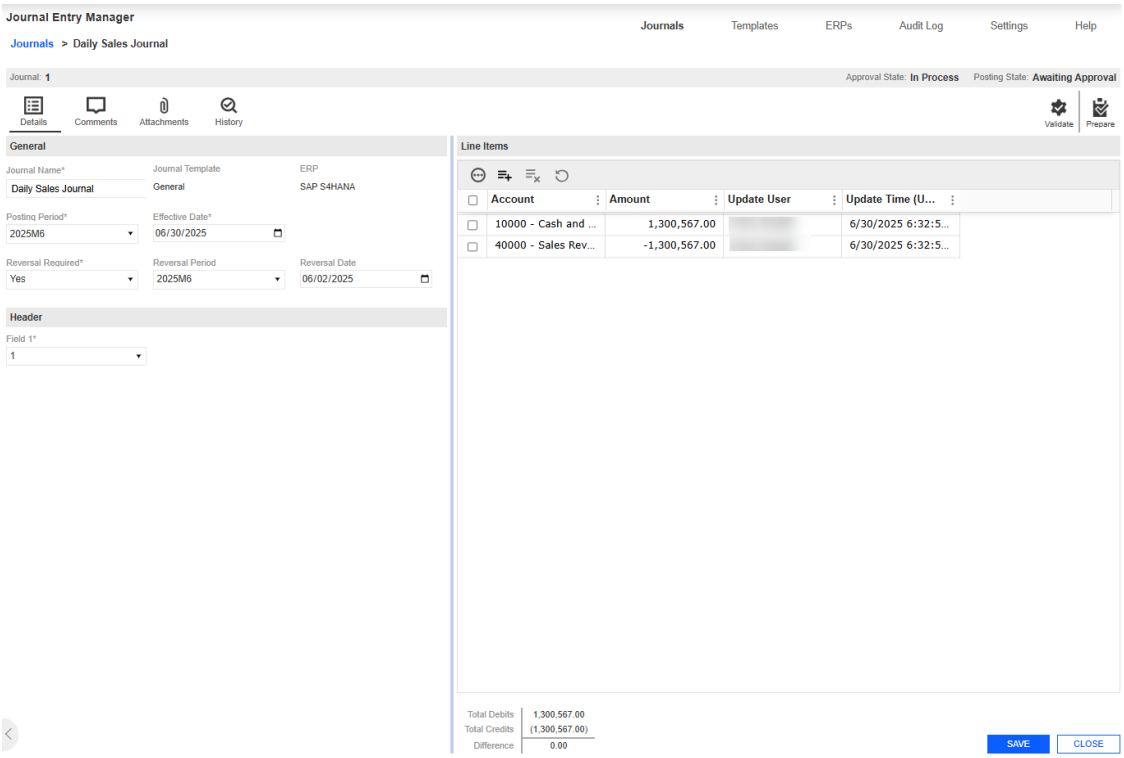
> **Example:** If a field is categorized as a date field, the input area will be a date picker.

If a field has an associated Field Value List, the input area is a drop-down menu displaying the values associated with that Field Value List.

This page provides two actions that do not advance the journal's approval or posting status:

- **Validate**: Runs validations against the journal and informs the user of any validation errors.
- **Save**: Retains and saves all information within the slide-out panel.

> **NOTE:** All changes must be saved before validating.



Create a Journal

1. Go to **Journals** > **Journals**.
2. Click the **Create** button.
3. Complete the following General fields:

a. Enter a Journal Name.

b. From the Posting Period drop-down menu, select a period.

c. From the Reversal Required drop-down menu, select whether to enable this option.

d. If Reversal Required is Yes, from the Reversal Period drop-down menu, select a period.

e. If Reversal Required is Yes, select a Reversal Date.

f. From the Journal Template drop-down menu, select a template.

g. Select a Effective Date for the journal.

4. Click the **Create** button
5. Under **Header**, select your Field.
6. Under **Line Items**, click the **Insert Row** button.

    a. Enter values for all fields marked as required. Fields that are not required can be left blank.

    b. Enter the amount.

> **NOTE:** The available fields are dynamic and vary depending on your ERP setup.

7. Click the **Save** button.

Delete a Journal

1. Select an existing Journal.
2. Click the **Delete** button.

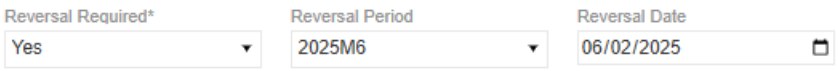
> **IMPORTANT:** Once a journal is confirmed posted, it cannot be deleted.

Reversing Journals

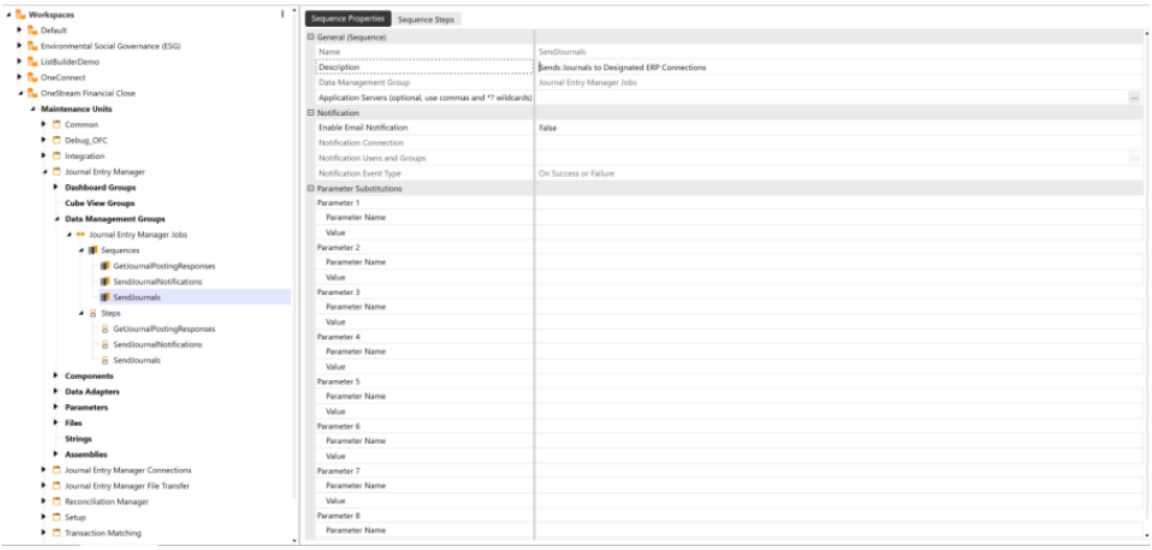
In the Journal Create slide-out panel, you can set a journal to require a reversing entry. When this option is enabled, you are required to select a Reversing Period and a Reversal Date. The selected reversal date is used as the Effective Date for the new reversing journal.

After the originating journal is confirmed and posted, a reversing journal is automatically created and placed in the specified period with an approved status. The name of the reversing journal will correspond to the originating journal name, with _Reversal appended added to identify the connection. When setting up the reversing journal, the following validations apply:

- The Reversal Period must be the current or a future period. Previous periods are not available in the drop-down menu.
- The Reversal Date must be a valid date within the selected reversal period.



When you run the SendJournals Data Management job, all reversing journals with an Effective Date that is the same as or prior to the current date are sent.



Manual Reversals

Preparers, approvers, or administrators can manually create a reversing journal from an existing journal entry. This enables corrections or adjustments that were not anticipated during the original journal creation.

To initiate a manual reversal, select a journal that is in In Process status or higher. When eligible, a Reverse button will display.

When the Reverse button is selected, a new journal dialog box opens with all header and general fields pre-populated based on the original journal. The following exceptions apply:

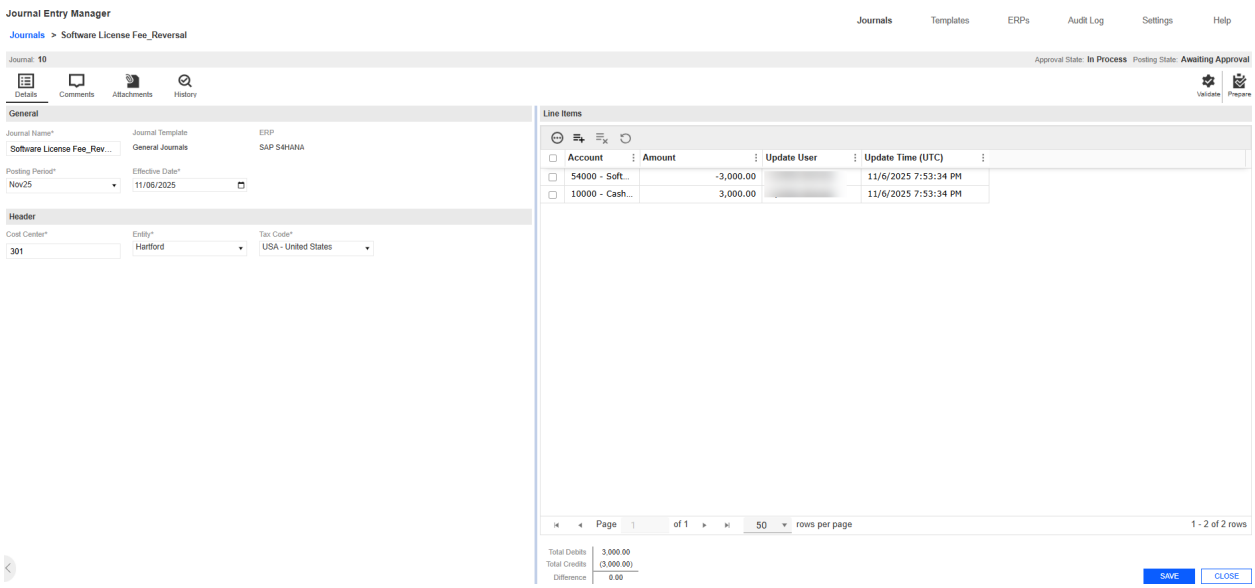
- The Journal Name is duplicated with _Reversal appended to identify the connection.
- All details such as comments, attachments, and line items carry over, except for the History tab, as the reversal acts as a standalone journal.

For line-level details, debit and credit amounts are flipped based on the Global Option for Amount Fields:

- Debit amounts become credits.
- Positive values become negative.

Once created, the reversal journal enters the In Process state and follows the standard approval workflow.

Unlike scheduled reversals, manual reversals are not automatically sent by the SendJournals Data Management job. They must be manually sent the same as a standard journal. They provide flexibility for users to reverse journals at any time, offering a solution for non-standard or late-discovered adjustments.



Reverse

1. Select an existing Journal.
2. Click the **Reverse** button.
3. From the **Posting Period** drop-down menu, select the appropriate period.

4. In the **Journals** > **Reverse** page, the reverse journal contains the fields from the original journal. Modify these fields as needed.
5. Click the **Reverse** button.
6. In the **Header** section, review and update any existing or copied fields as necessary.
7. In the **Line Items** section, review and adjust existing or copied fields as necessary.
8. Click the **Save** button to apply your changes.

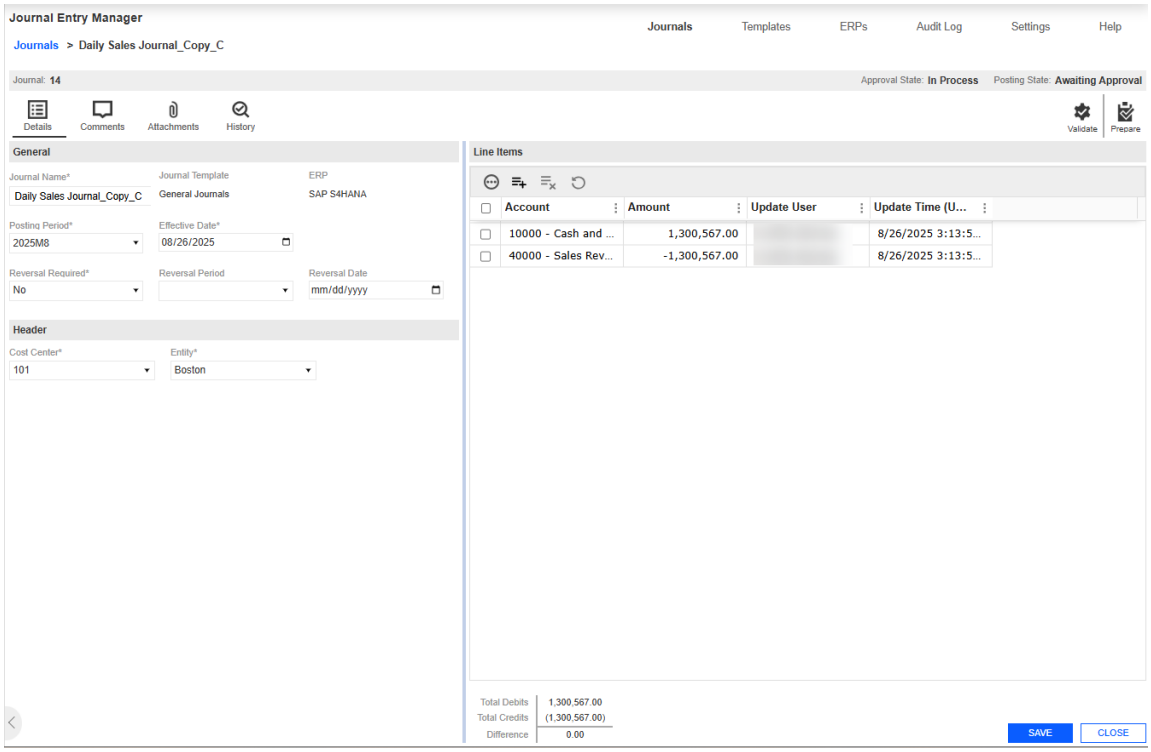
Copy Journal

The Journal Copy slide-out panel enables you to duplicate an existing Journal and create a copy. Upon initialization, the Journal Copy slide-out panel assigns the new template a name by appending _Copy to the original Journal name, indicating that it is a duplicate. The name is not subject to a unique name validation until the Copy action is confirmed. All other fields are transferred and remain editable, except for the ERP field and Journal Template, as these fields are associated with a specific ERP system.

When you select a Journal and click the Copy button, a slide-out panel displays with Copy and Cancel options. The new journal is only created in the database once the Copy button is selected. If Cancel is selected, the slide-out panel closes without generating an additional journal in the database.

This slide-out panel has validations that include:

- The Copy slide-out panel uses the same validations as the Journal Create slide-out panel. See Journal Create and Edit.



Copy a Journal

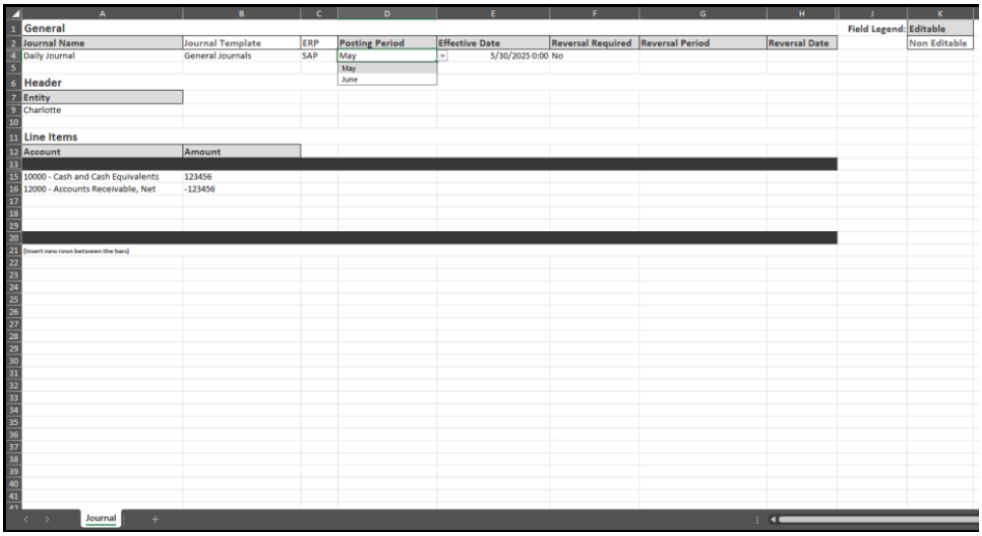
1. Select an existing Journal.
2. Click the **Copy** button.
3. From the **Posting Period** drop-down menu, select the appropriate period.
4. In the **Copy Journal** slide-out panel, the duplicate journal contains the fields from the original journal. Modify these fields as needed.
5. Click the **Copy** button.
6. In the **Header** section, review and update any existing or copied fields as necessary.
7. In the **Line** section, review and adjust existing or copied fields as necessary.
8. Click the **Save** button to apply your changes.

Import and Export of Journals

Journal entries can be created manually using Journal Entry Manager UI. For situations involving large volumes of data, you can use the import process for creating or editing journal entries.

When the **Template** icon is selected, an Excel file containing a blank Journal template is downloaded. This file contains the same fields and available values as those shown in the UI, enabling users to complete it offline. The security settings used in the solution for template selection also apply here, preventing users from posting a journal using a template they do not have permission to access. A user can select a journal and then use the **Export** button to export an existing journal if they choose to edit it in Excel. All Field Value List options and other drop-down menu options available within the Journal Entry Manager are included in the Excel file template or export, along with the same validations.

After creating or editing a journal, users can click **Import** and upload the Excel file.



NOTE: A user can only upload one file at a time.

IMPORTANT: Excel formulas within the template are now honored during import. This prevents errors and supports more flexible spreadsheet use.

Import

1. Go to **Journals** > **Journals**.
2. Click the **Import** button to import your Journal Entries.
3. Click the **Browse** button or drop your file within the **File Upload** dialog box.
4. Use File Explorer to browse and select the file you want to import.
5. Click the **Open** button.
6. Click the **Upload** button.

Template

1. Click the **Template** button to download a template to import.
2. In the **Journal Import Template** slide-out panel, select a Journal Template from the drop-down menu and click the **Create** button.
3. The **JEM_Journal_Template.xlsx**file is automatically downloaded to your default downloads location.

   > **IMPORTANT:** Ensure that you click the **Enable Editing** button on the Excel Sheet.

4. Fill out the following fields under General:
   a. Enter a Journal Name.
   b. From the Posting Period drop-down, select a period.
   c. Enter a Effective Date for the journal.
   d. From the Reversal Required drop-down, select whether to enable this option.
   e. If Reversal Required is Yes, from the Reversal Period drop-down, select a period.
   f. If Reversal Required is Yes, select a Reversal Date.

      > **NOTE:** The Journal Template and ERP fields should not be edited.

5. Under Header, fill out the following fields:
   a. If a Field Value is associated to the field, select from the drop-down. If no field value list is associated, input the desired value.
6. Under Line Items, fill out the following fields under Line Items:

a. If a Field Value is associated to the field, select from the drop-down. If no field value list is associated, input the desired value.

b. Enter an amount for each line.

> **NOTE:** Inset new rows between the bars.

7. Save your file.

Export

1. Select an existing Journal you want to export.
2. Click the **Export** button.
3. The **JEM_Journal_Export.xlsx** file is automatically downloaded to your default downloads location.

Automated Journal Import

Administrators can use the folder structure and a data management job to automatically import journal entries into JEM using Task Scheduler. This setting is managed at the ERP level. On each ERP, set the **Enable Auto Journal Import** option to **Yes**. The **GetJournalImports** data management job searches for the specified parent folder for each individual ERP's Connection Type. See Connections. You are required to set up sub-folders with the following folder names:

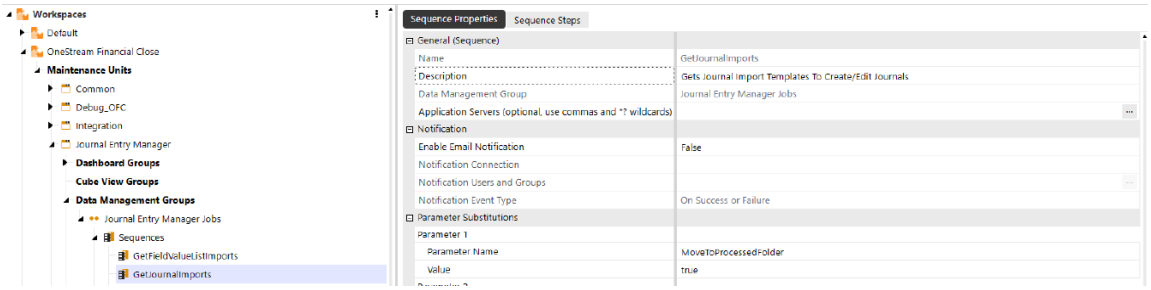
- Journal
- Processed

After the folder hierarchy is set up, you can choose how OneStream manages already imported journals. In Parameter 1 of the data management job, you can set MoveToProcessedFolder to either True or False.

- When set to True, all imported journals are moved from the Journals folder to the Processed folder.
- If set to False, the system automatically deletes the imported journals.

If journals are moved to the Processed folder, it is necessary for the organization to manually clear that folder to prevent accumulation of files.

When journals are ready for import, they must be placed in the Journals folder and use the following file name format: **OneStream_JEM_Journal_**. Additional text may be appended to the end of the file name as needed.

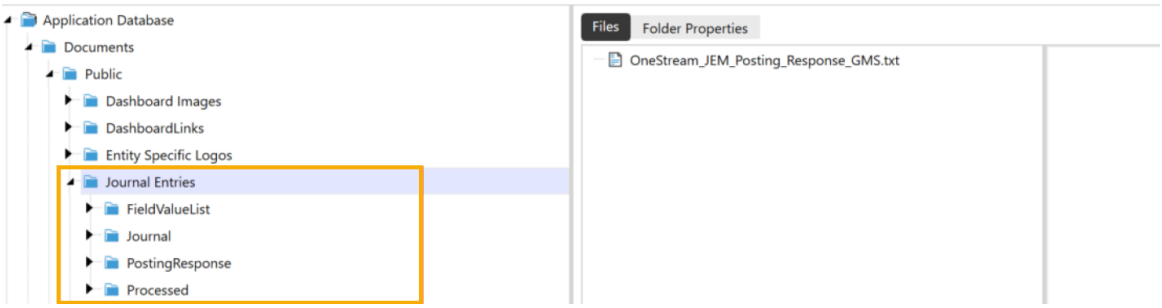


> **IMPORTANT:** You must add OneStream_ to the export file to import through the data management.

Folder Hierarchy Example:

- **Journal Entries**: This folder is selected within the Connections page and applied to the ERP.
- **Journal**: This folder contains all journals that will be imported.
- **Field Value List**: This folder contains all Field Value Lists that will be imported.

> **IMPORTANT:** All these sub-folders must be created manually. They are not automatically created during the installation of Journal Entry Manager.



Import as Attachment

You can automatically attach import files to journals using a template field called**Include Import as Attachment**. When you download a journal template from the**Journals**page and fill it out, the Excel file you import will be automatically attached to the journal entry, if the template has Include Import as Attachment set to Yes. If the field is set to No, no attachment will be added or updated. This also works when using the Journal Import Data Management job. SeeImportandTemplates.

Manage Journals

After creating a journal, it can be managed through the Details, Comments, Attachments, and History tabs.

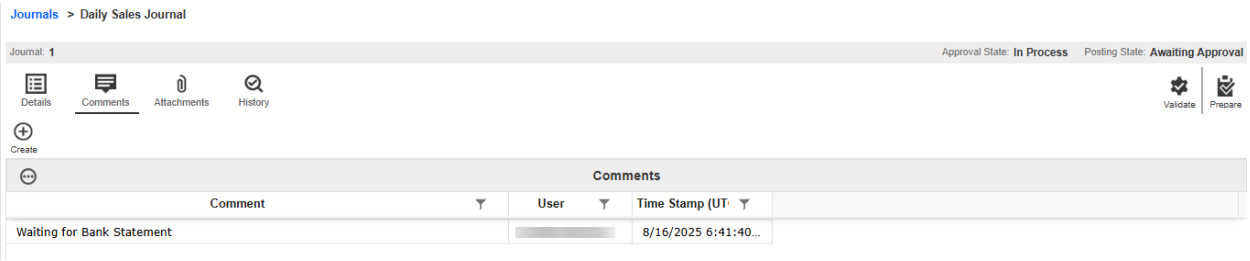
> **NOTE:** To close any of the tabs below, click the **Close** button on each tab page.

Details

The Details tab displays all information entered during journal creation. See Journals Create and Edit.

Comments

The Comments tab enables you to create and edit comments within a journal. In the Manage Journals page, you can access the Comments tab to view comments from different users and associated timestamps for when they were made or last modified. Comments can be added at any time. Comments can be edited or deleted until the journal is fully approved



Add a Comment

1. Go to **Journals** > **Journals**.
2. Select the Journal.
3. Click the **Manage** button.
4. Click the **Comments** tab.
5. Click the **Create** button.
6. Under the Comment box, enter your comment.
7. Click the **Create** button.

Attachments

The Attachments tab enables you to add, view, and delete supporting documentation related to journals. This feature enables Preparers and Approvers to provide attachments that supplement the journal. Attachments can be uploaded by Preparers or Approvers, or viewed by Commentators or Viewers, at any time. Preparers and Approvers can only deleted their own attachments until the journal is fully approved

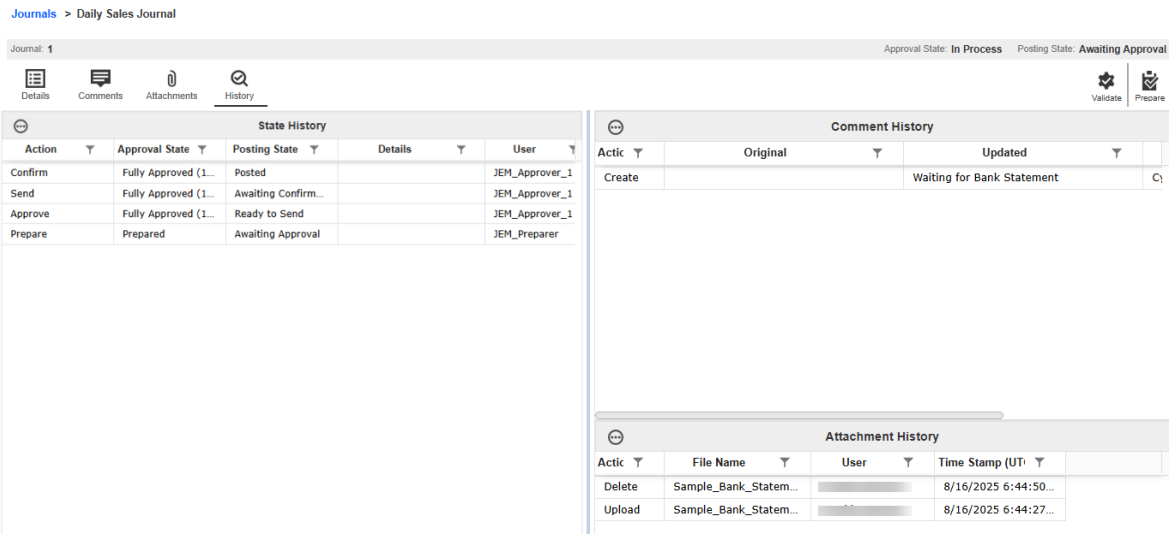
Add an Attachment

1. Go to **Journals** > **Journals**.
2. Select the Journal.
3. Click the **Manage** button.
4. Click the **Attachments** tab.
5. Click the **Upload** button.
6. Click the **Browse** button or drop your file within the **File Upload** dialog box.
7. Use File Explorer to browse and select the file you want to import
8. Click the **Open** button.
9. Click the **Upload** button.

History

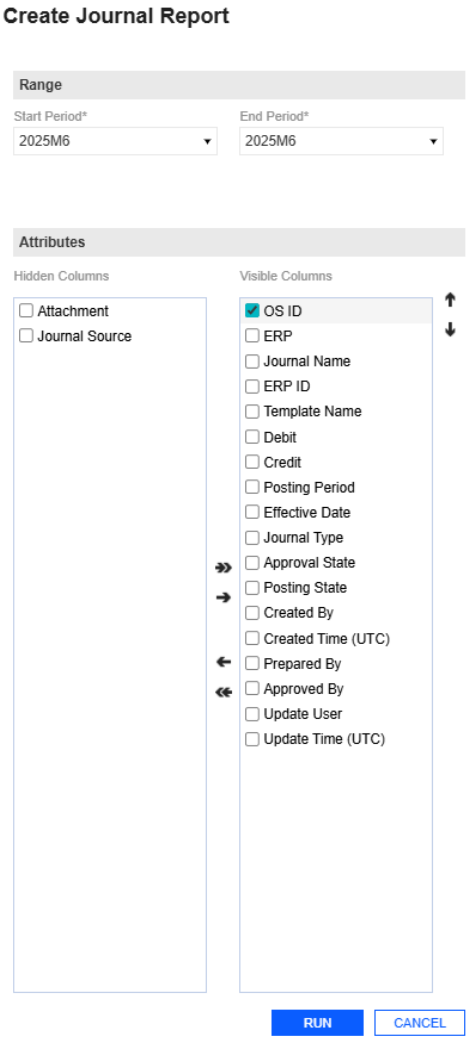
The History tab records various actions related to the journal. It is divided into three sections: State, Comment, and Attachment.

The State History grid lists the action performed, the resulting Approval and Posting State, and the responsible user. The details column displays any errors encountered during the send and posting confirmation process.



Journal Reports

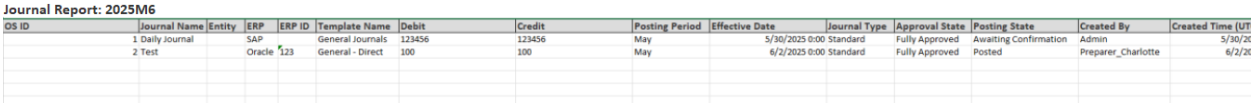
The Journal Report enables administrators to select a period range and specific fields for inclusion that can be exported in a formatted Excel file. These reports can provide insight into the company's processes by enabling you to analyze and interact with data.



This page has validations that include:

- **[Start Period]** is required.
- **[End Period]** is required.
- At least one **[Visible Column]** must be selected.
- **[Start Period]** must be the same as or earlier than **[End Period]**.

> **Example:** The following image is a sample of a Journal Report.



Journal Report: 2025M6

OS ID	Journal Name	Entity	ERP	ERP ID	Template Name	Debit	Credit	Posting Period	Effective Date	Journal Type	Approval State	Posting State	Created By	Created Time (UT
1	Daily Journal		SAP		General Journals	123456	123456	May	5/30/2025 0:00	Standard	Fully Approved	Awaiting Confirmation	Admin	5/30/2(
2	Test		Oracle	123	General - Direct	100	100	May	6/2/2025 0:00	Standard	Fully Approved	Posted	Preparer_Charlotte	6/2/2(

Run Report

1. Go to **Journals** > **Journals**.
2. Click the **Run Report** button.
3. In the **Create Journal Report** slide-out panel, complete the following Range fields:
    a. From the Start and End Period drop-down menus, select your periods.
4. Under the **Attributes** fields, select the desired attributes for the journal.
    a. Click each attribute and use the arrow buttons to move them into the **Visible Columns** area.

    > **TIP:** To change the order of fields in the Visible Columns, use the up and down arrows on the right side.

5. Once you have selected all your attributes, click the **Run** button.
6. The **JEM_JournalReport_Export.xlsx** file is automatically downloaded to your default downloads location.

Recurring Journal Definitions

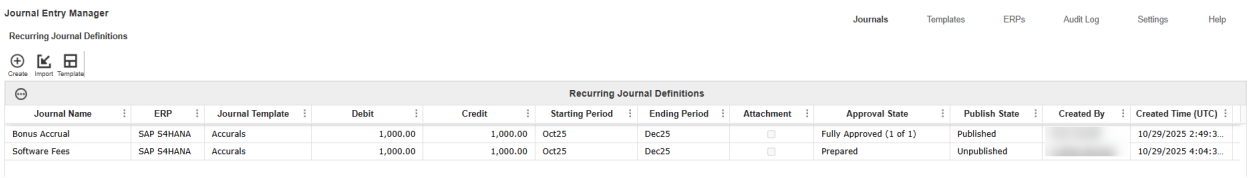
Recurring Journal Definitions streamline the monthly closing process by automating journal entries that repeat over a defined range of accounting periods. Instead of manually recreating entries each period, you can define a recurring journal definition that specifies:

- Start and end periods, such as October through December.
- Effective date for each instance, such as the first or last day of the period.
- Template structure including accounts, amounts, and commentary.
- Approval and publishing states distinct from standard journals.

This page includes a grid view with the following headers:

- Journal Name
- ERP
- Journal Template
- Debit / Credit
- Starting Period / Ending Period
- Attachment
- Approval State / Publish State
- Created By / Created Time (UTC)
- Update User / Update Time (UTC)

Approval actions and segregation of duties for recurring journals follow the same workflow and role-based controls as standard journals. See Workflow.



Create Recurring Journal Definitions

As a preparer, approver, or administrator, you can create journal entries that automatically recur across multiple accounting periods. This significantly improves efficiency and reduces manual effort during month-end close.

This page has the following validations:

- A minimum of two line items is required.
- Debit and credit amounts must be balanced.

When saving a recurring journal definition, a series of validations occur to ensure that all required fields are completed, values conform to ERP configurations, and the journal's time frame is logically structured. These validations include:

- Journal Template, Start and End Period, Day of Period, and Journal Name are required.
- Header and Line fields marked as required in the ERP must contain a value.
- Header and Line fields must:
    - Match the data type assigned in the ERP.
    - Respect character limits defined in the ERP.
- Start Period must precede End Period based on their respective start dates.

Create a Recurring Journal Definition

1. Go to **Journals** > **Recurring Journal Definitions**.
2. Click the **Create** button.
3. Complete the following General fields:

   a. Enter a Journal Name.
   b. From the **Journal Template** drop-down menu, select the appropriate period.
   c. From the **Starting Period** and **Ending Period** drop-down menus, select a period.
   d. From the **Day of Period** drop-down menu, select a first day of period.
4. Click the **Create** button.
5. Under Header, select your fields.
6. Under Line Items, click the **Insert Row** button.
   a. Enter values for each Line field.
   b. Enter the amount.
7. Click the **Save** button.

Recurring Journal Definitions Scheduling and Send Behavior

Once a recurring journal definition is created, fully approved, and published, journal instances are generated based on the defined schedule. These instances are then eligible to be sent through the **SendJournalEntries** data management job.

When the **SendJournalEntries** job is run, the following criteria apply:

- **Journal Type**: Recurring
- **Approval State**: Fully Approved
- **Posting State**: Ready to Send or Failed to Post
- **Effective Date**: The current date or earlier

Recurring journal definitions instances that meet these conditions are sent for posting. This process ensures that only approved and timely entries are processed, reducing manual oversight and improving consistency.

Edit or Delete a Recurring Journal Definition

Use the Recurring Journal Definitions grid to locate and manage existing recurring journal definitions. Recurring journal definitions that are In Process or Rejected, states can be edited. The page dynamically displays the journal's structure based on the selected recurring journal definition. This page provides validations that do not advance the journal's approval or publishing status:

- **Validate**: Runs validations and informs the user of any errors.
- **Save**: Retains and saves all information within the slide-out panel.

> **NOTE:** All changes must be saved before validating.

Edit a Recurring Journal Definition

1. Select the existing recurring journal definition.
2. Click the **Manage** button.
3. Make your edits in the **Details**, **Schedules**, **Comments**, or **Attachments** tabs.
4. Click the **Save** button.

Delete a Recurring Journal

Recurring journals can be deleted in any state other than Published or Closed. Once deleted, the journal definition and all associated data are permanently removed.

Delete

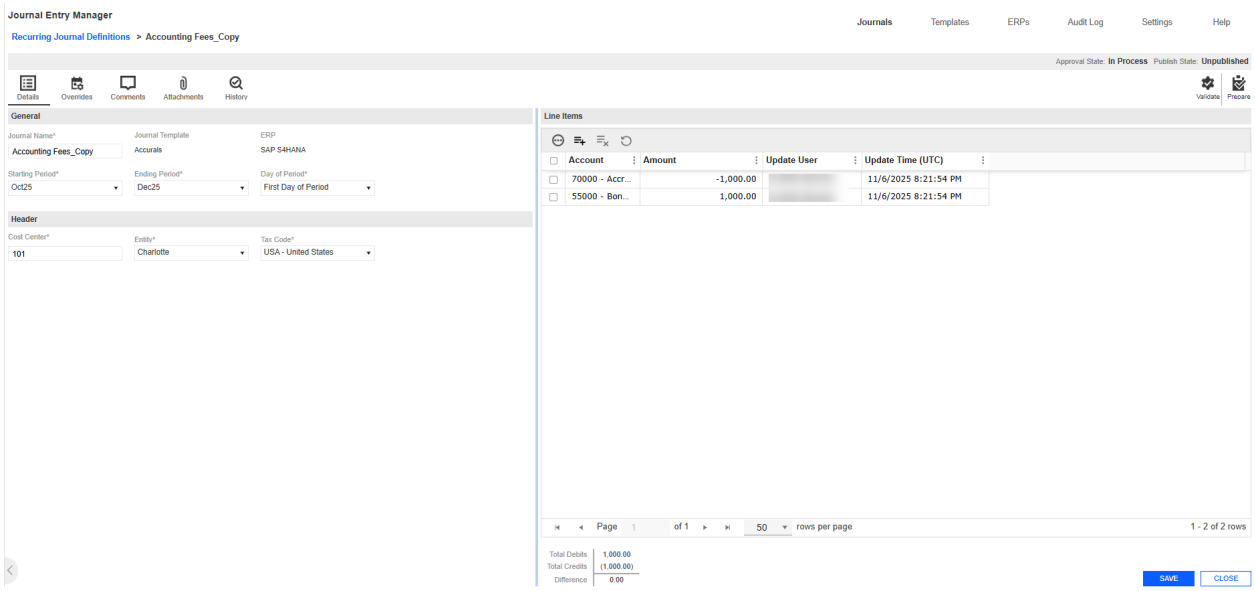
1. Select an existing recurring journal definition.
2. Click the **Delete** button.

> **IMPORTANT:** Unpublish will delete any journals created from the recurring journal definition that are not yet awaiting confirmation.

Copy Recurring Journal Definitions

The Copy slide-out panel enables duplication of an existing recurring journal definition. When a recurring journal definition is copied, _Copy is appended to the original journal name to indicate it is a duplicate. The new recurring journal definition is only created once the Copy button is selected.

All fields from the original recurring journal definition are transferred and remain editable, except the ERP and Journal Template, which are locked due to ERP constraints. The Copy panel follows the same validations as the Create panel.



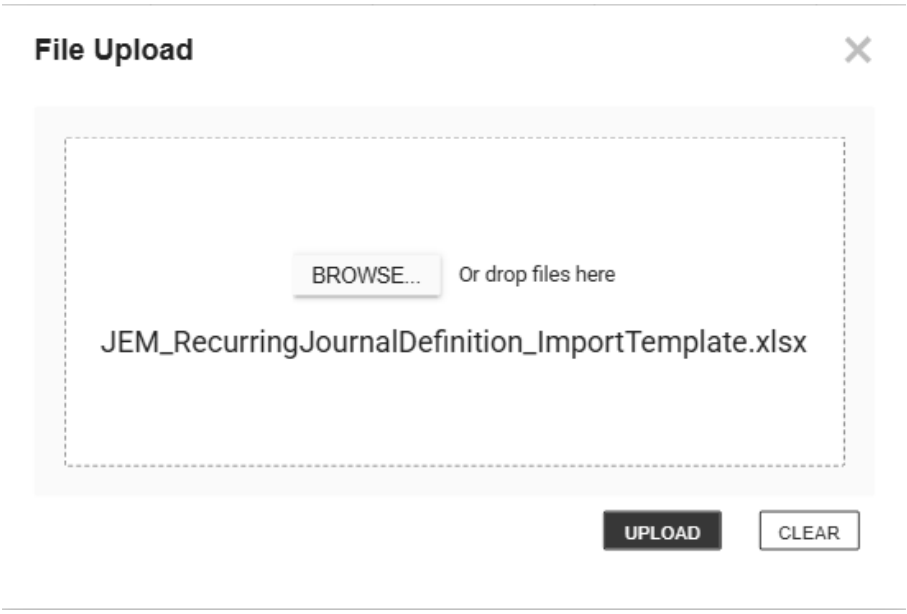
Copy a Recurring Journal Definition

1. Select an existing recurring journal definition.
2. Click the **Copy** button.
3. In the **Recurring Journal Definition Copy** slide-out panel, the duplicate recurring journal definition contains the fields from the original recurring journal definition. Modify these fields as needed.
4. Click the **Copy** button.
5. In the Header section, review and update any existing or copied fields as necessary.
6. In the Line Items section, review and adjust existing or copied fields as necessary.
7. Click the **Save** button to apply your changes.

Import and Export of Recurring Journal Definitions

Recurring Journal Definitions can be created manually using the Journal Entry Manager UI or imported using Excel templates. This supports efficient setup and maintenance of recurring journal definitions, especially when working with large volumes.

When the Template icon is selected and a Journal Template is selected from the drop-down menu, an Excel file containing a blank recurring journal definition template is downloaded. This file contains the same fields and available values as those shown in the UI, enabling users to complete it offline. The security settings used in the solution for template selection also apply here, ensuring users can only access templates they are authorized to use. If the selected template has changed, such as fields added or removed, Field Value Lists assigned or unassigned, or required status updated, users will be prompted to re-download the updated template before proceeding.



Select a recurring journal definition and click the **Export** button to export an existing recurring journal definition and edit it in Excel. All Field Value List options and other drop-down menu options available within the Journal Entry Manager are included in the Excel file template or export, along with the same validations.

After creating or editing a recurring journal definition, click the **Import** button and upload the Excel file.

General						Field Legend:	Editable
Journal Name	Journal Template	ERP	Starting Period	Ending Period	Day of Period		Non Editable
Bonus Accrual	Accurals	SAP S4HANA	Oct25	Dec25	First Day of Period		
Header							
Cost Center	Entity	Tax Code					
101	Charlotte	USA - United States					
Line Items							
Account	Amount						
70000 - Accrued Bonus	-1000						
55000 - Bonus Expense	1000						
(Insert new rows between the bars)							

> **NOTE:** A user can only upload one file at a time.

> **IMPORTANT:** Excel formulas within the template are honored during import. This prevents errors and supports more flexible spreadsheet use.

Import

1. Go to **Journals** > **Recurring Journal Definitions**.
2. Click the **Import** button to import your recurring journal definitions.
3. Click the **Browse** button or drop your file within the **File Upload** dialog box.
4. Use File Explorer to browse and select the file you want to import.
5. Click the **Open** button.
6. Click the **Upload** button.

Template

1. Click the **Template** button to download a template to import.
2. In the **Recurring Journal Definition Template** slide-out panel, select a Journal Template from the drop-down menu and click the **Create** button.
3. The **JEM_RecurringJournalDefinition_ImportTemplate.xlsx**file is automatically downloaded to your default downloads location.

   > **IMPORTANT:** Ensure that you click the **Enable Editing** button on the Excel sheet.

4. Fill out the following fields under General:

a. Enter a Journal Name.

b. Select the **Day of Period**.

c. From the **Starting** and **Ending Period** drop-down menus, select a period.

5. Under Header, fill out the following fields:

   a. If a Field Value List is associated with the field, select it from the drop-down menu. If no field value list is associated, input the desired value.

6. Under Line Items, fill out the following fields:

   a. If a Field Value List is associated with the field, select it from the drop-down menu. If no field value list is associated, input the desired value.

   b. Enter an amount for each line.

> **NOTE:** Insert new rows between the bars.

7. Save your file.

Export

1. Select the existing recurring journal definition you want to export.
2. Click the **Export** button.
3. The **JEM_RecurringJournalDefinitionExportxlsx** file is automatically downloaded to your default downloads location.

Manage Recurring Journal Definitions

After creating a recurring journal definition, it can be managed through the Details, Schedules, Comments, Attachments, and History tabs.

> **NOTE:** To close any of these tabs below, click the **Close** button on each tab page.

Details

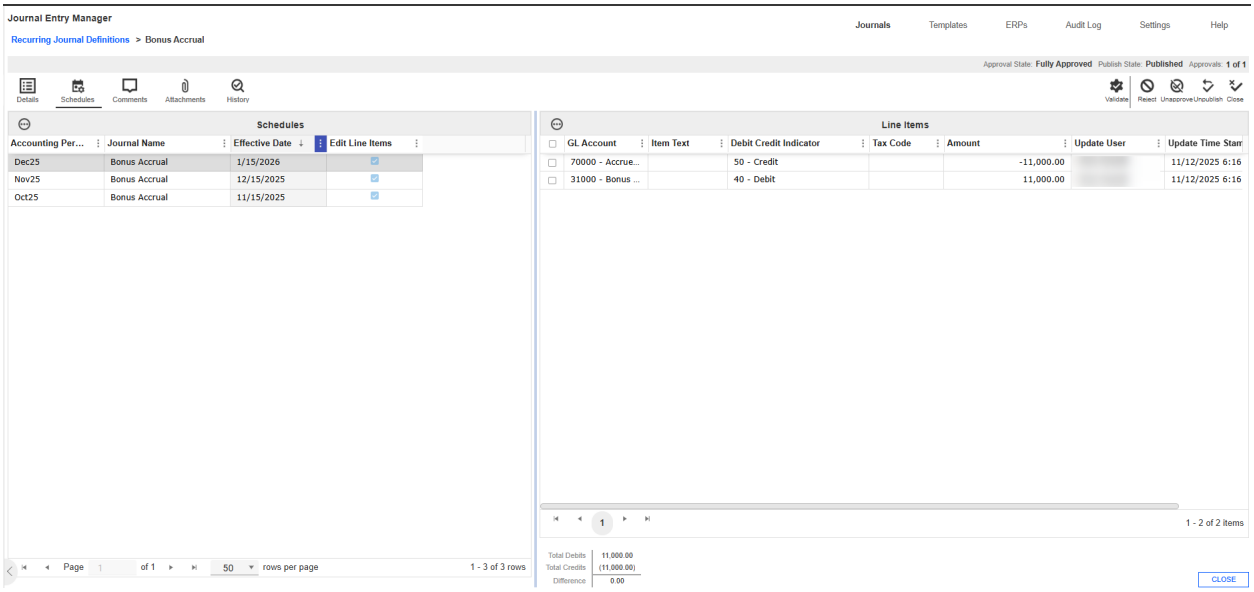
The Details tab displays all information entered during recurring journal definition creation. See Create Recurring Journal Definitions.

Schedules

The Schedules tab enables preparers, approvers, and administrators to customize recurring journal definitions entries for specific accounting periods prior to publishing. This enables mass creation and reduces backend adjustments during the monthly close.

The tab is split into two sections: Schedules and Line Items. Each row of the Schedules section represents a customized journal instance tied to a specific period. This allows preparers and approvers to manage period-specific journal customizations efficiently.

When a recurring journal definition is published, any schedules entries created in this tab are used in place of the default values from the Details tab for the specified periods.



Create

1. Go to **Journals** > **Recurring Journal Definitions**.
2. Go to the **Schedules** tab.
3. Click the **Create** button.
4. In the **Create Schedules** slide-out panel, complete the following fields:
    a. From the **Accounting Period** drop-down menu, select one or more accounting periods.
    b. Enter a Journal Name.
    c. From the **Edit Line Items** drop-down menu, select **Yes** or **No**.
5. Click the **Create** button.

Comments

The Comments tab enables you to view, create, edit, and delete comments within a recurring journal definition. Comments can be added at any time and are visible to all roles. Comments remain editable or deletable until the journal is fully approved.

Add a Comment

1. Go to **Journals** > **Recurring Journal Definitions**.
2. Select the recurring journal definition.
3. Click the **Manage** button.

4. Click the **Comments** tab.
5. Click the **Create** button.
6. Under the Comment box, enter your comment.
7. Click the **Create** button.

Attachments

The Attachments tab enables you to upload, view, and delete supporting documentation related to recurring journal definitions. This feature enables preparers, approvers, and administrators to provide files that supplement the journal. Attachments can be viewed by Commentators or Viewers at any time. Preparers and Approvers can delete only the attachments they uploaded, while Administrators can delete any attachment. Attachments remain editable until the journal is fully approved.

Add an Attachment

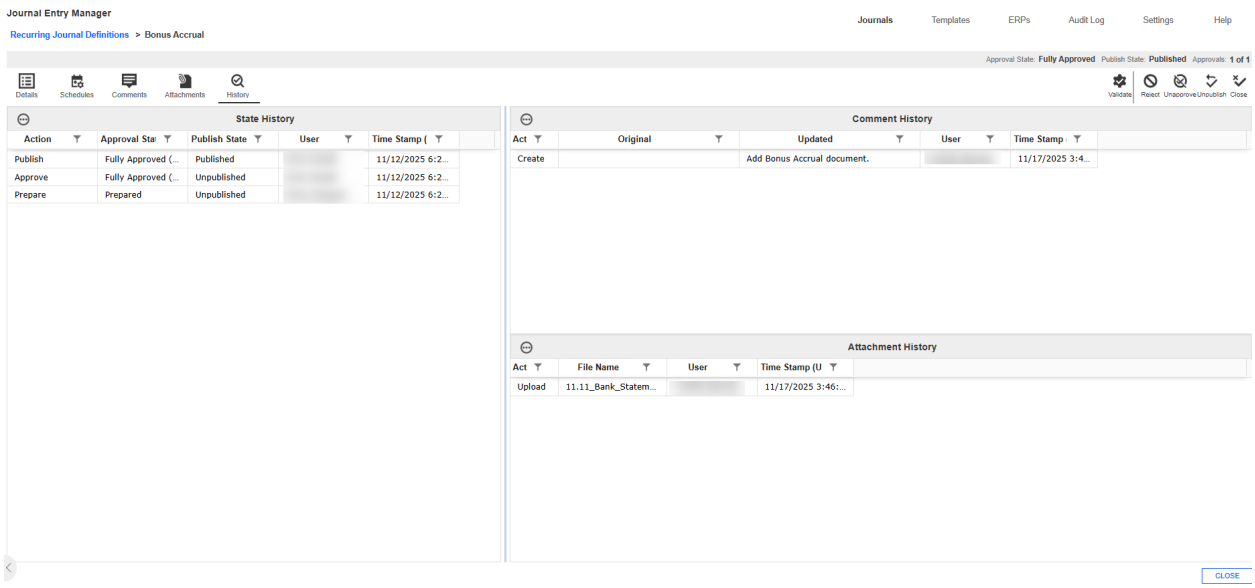
1. Go to **Journals** > **Recurring Journal Definitions**.
2. Select the journal.
3. Click the **Manage** button.
4. Click the **Attachments** tab.
5. Click the **Upload** button.
6. Click the **Browse** button or drop your file within the **File Upload** dialog box.
7. Use File Explorer to browse and select the file you want to import

8. Click the **Open** button.
9. Click the **Upload** button.

History

The History tab records actions related to a recurring journal definitions. It is divided into three sections: State, Comment, and Attachments.

The State History grid lists the action performed, the resulting Approval and Publish states, and the responsible user with a timestamp. The Attachments History grid tracks upload and delete actions, including file name, user, and timestamp. The Comment History grid logs comment creation, edits, and deletions, showing original and updated text, user, and timestamp.



Grid Column Settings

Journal Entry Manager allows administrators to configure the Journals grid to meet their needs. Use the Grid Column Settings to manage fields displayed within the Journals grid.

IMPORTANT: This page is available only to administrators.

By default, standard columns are always available, including:

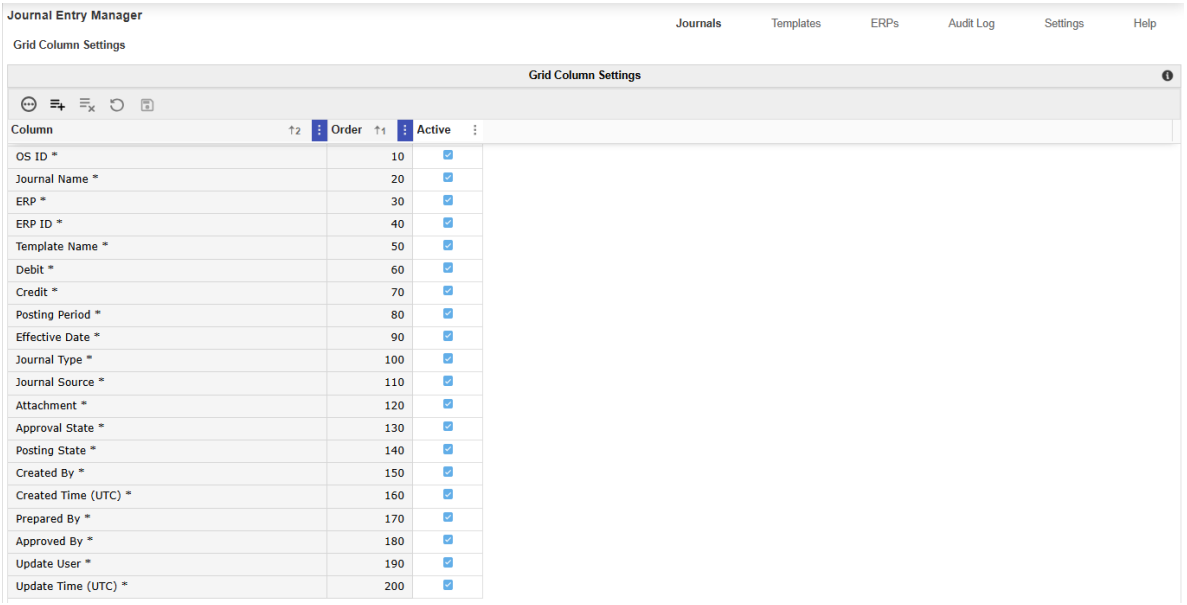
- OSID
- Journal Name
- ERP
- ERP ID
- Template Name
- Debit
- Credit
- Posting Period
- Effective Date
- Journal Type
- Journal Source
- Attachment
- Approval State
- Posting State
- Created By
- Created Time (UTC)
- Prepared By
- Approved By

- Update User
- Update Time (UTC)

You also have the option to add custom columns and arrange them to suit organizational requirements. These columns can be assigned to specific ERP Fields, facilitating the grouping of similar data across different ERPs into single columns where naming conventions may differ.

This page has validations that include:

- Column Names must be unique and less than or equal to 50 characters or fewer.
- Special characters are removed upon saving. Standard columns cannot be edited or deleted but can be inactivated.



Journal Grid

Once a grid column is added, it will display in the journals grid. See Grid Toolbar.

Add a Column

1. Go to **Journals** > **Grid Column Settings**.
2. Click the **Insert Row** button.
3. Enter a Column name.
4. Input an Order value.
5. Select the checkbox to set a column as active.
6. Click the **Save** button.

Delete a Column

1. Select a Column field.
2. Click the **Delete Row** button.

Templates

The Templates page includes the Templates and Template Access Groups sub-pages, where key properties that guide and manage templates and access groups for ERPs are set.

Use the Templates page to configure:

- Templates
- Template Access Groups

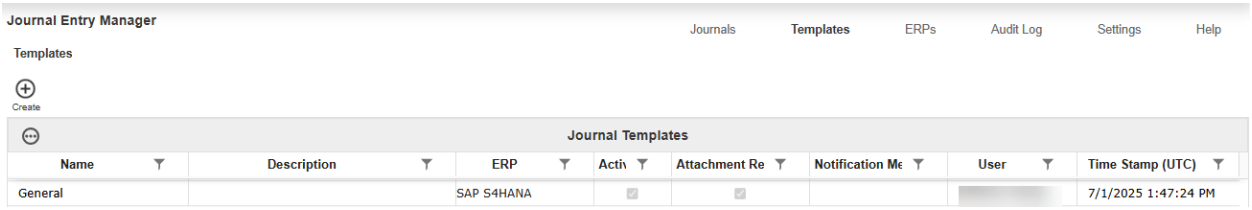
Templates

The Templates page serves as the central interface for administrators to manage their Journal templates. You can create new templates, modify existing ones, and review all active templates in use.

Templates Grid

Once a Journal Template is created, the Templates grid displays these attributes:

- **Name**: The designated name of the Journal Template.
- **Description**: A brief description of the template purpose or intended use.
- **ERP**: Indicates the ERP the template is linked to.
- **Active**: Shows whether the template is active.
- **Attachment Required**: Specifies if users must upload supporting document to the Journal associated to this template.
- **Notification Method**: Specifies what notification method will be used to send notifications for journals created from the template.
- **User**: Displays the user who last modified or created the template.
- **Time Stamp (UTC)**: Displays the exact date and time in UTC when the template was last created/updated.



Create Journal Template

The Create Journal Template slide-out panel enables administrators to configure the attributes needed to create a template for a specific ERP system. When setting up a template, you must provide a template name and specify the relevant ERP.

After selecting the ERP and completing all required fields, the **Create** button displays additional options in the slide-out panel for choosing fields within the Header and Line Field areas that correspond to the selected ERP. This process ensures that the attributes assigned to the ERP's fields are maintained so that journals sent to the destination ERP can meet necessary validations.

You can also assign one or more Access Groups to the template to determine which users have permission to use it. When an end user creates a journal, they can only select templates associated with their access group. Administrators can set the number of Approval Levels Required, ranging from 1 to 4, for journals created using this template.

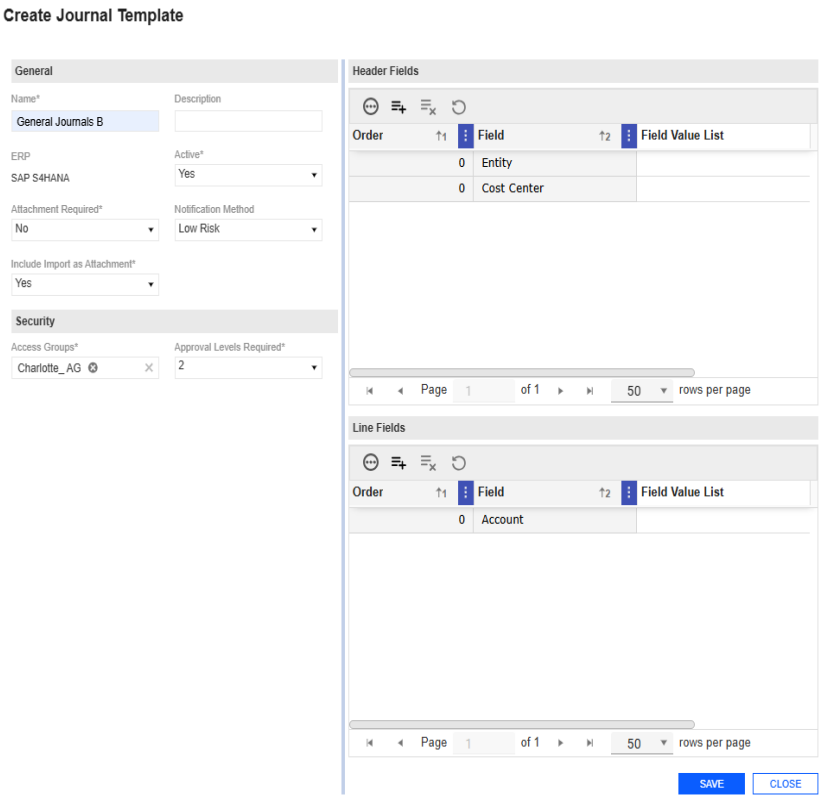
> **Example:** If a template has an Approval Level Required set to 2, the journal will require 3 individuals, 1 preparer and 2 approvers.

This slide-out has validations that include:

- **ERP**is required.
- **Name** is required and must be less than or equal to 200 characters.
- **Description** must be less than or equal to 250 characters.
- **Active** is required.
- **Notification Method** is optional.
- **Attachment Required** is required.
- **Include Import as Attachment** is required.
- Security Validations
    - **Access Groups** is required.
- Approval Level Validations

- **Approval Levels Required**is required.

- Header/Line Validations
  - **Line Item Field** is optional.



Create Journal Template

1. Go to **Journals** > **Journals**.
2. Click the **Create** button.
3. Complete the following **General** fields:

a. Name the template.

b. Select an ERP.

c. From the Attachment Required drop-down menu, indicate whether an attachment is required.

d. From the **Include Import as Attachment** drop-down menu, indicate whether an import is required.

e. Enter a description (optional).

f. Under the Active drop-down menu, specify whether this Journal Template is active.

> **NOTE:** Journals can only be created from active Journal Templates.

g. Under the Notification Method drop-down menu, select a method (optional).

4. Complete the following **Security** fields:

   a. Select an Access Group.

   b. From the Approval Levels Required drop-down menu, choose the required levels.

5. Click the **Create** button.

6. In the **Create Journal Template** slide-out panel, add line items for Header Fields and Line fields in the pane.

7. In the **Header Fields** panel, click the **Insert Row** button.

   a. Enter values in the Order, Field, and Field Value List columns (optional), and indicate if it is Required.

8. In the **Line Fields** panel, click the **Insert Row** button.

a. Enter values in the Order, Field, and Field Value List columns. For each Line Item Field, you can set the required field on or off.

> **NOTE:** Optional (non-required) fields will display as text boxes in the journal entry grid. Required fields will use the appropriate data type input such as date picker, number, and more.

9. Click the **Save** button.

Delete a Journal Template

1. Select an existing Journal Template.
2. Click the **Delete Row** button.

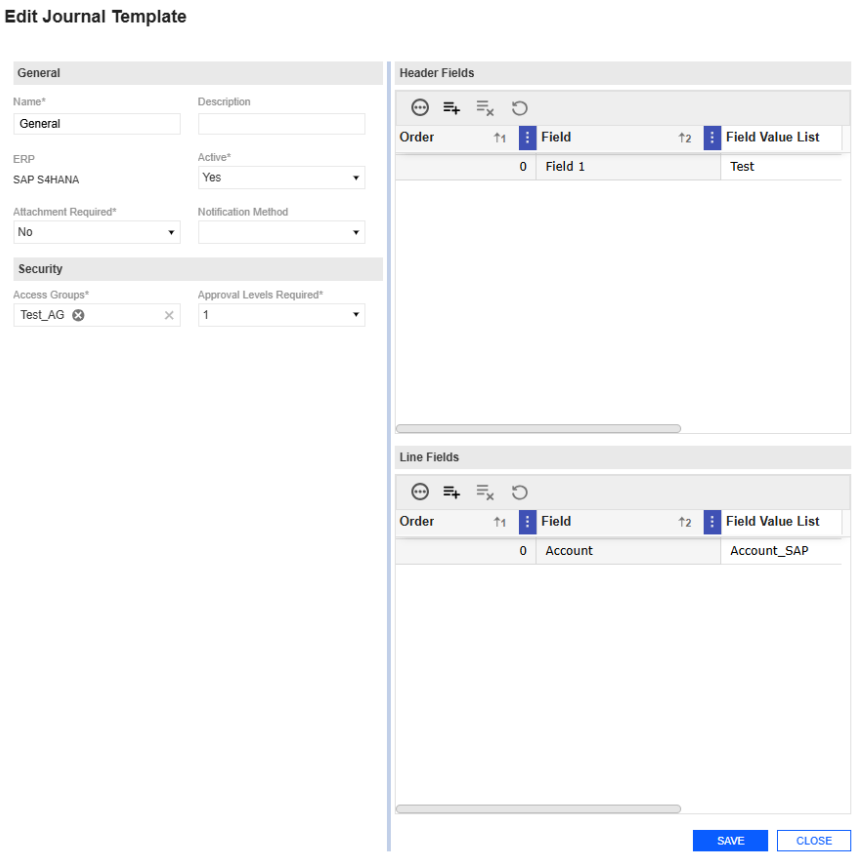
Edit Journal Template

The Journal Template Edit slide-out panel enables you to modify existing templates. Any changes made to the templates will impact any journals not posted.

> **Example:** If a field is added or removed from a template, that field will automatically be added to or removed from all associated journals not posted.

This has validations that include:

- The Edit slide-out panel uses the same validations as the Journal Template Create slide-out panel. See Create Journal Template.



Edit Journal Template

1. Select an existing Journal Template.
2. Click the **Edit** button.
3. The **Edit Journal Template** slide-out panel displays the current inputs of the Journal Template selected. Make your changes.

   > **CAUTION:** Any changes made to the templates will impact in-process journals.

4. Click the **Save** button to save your changes.

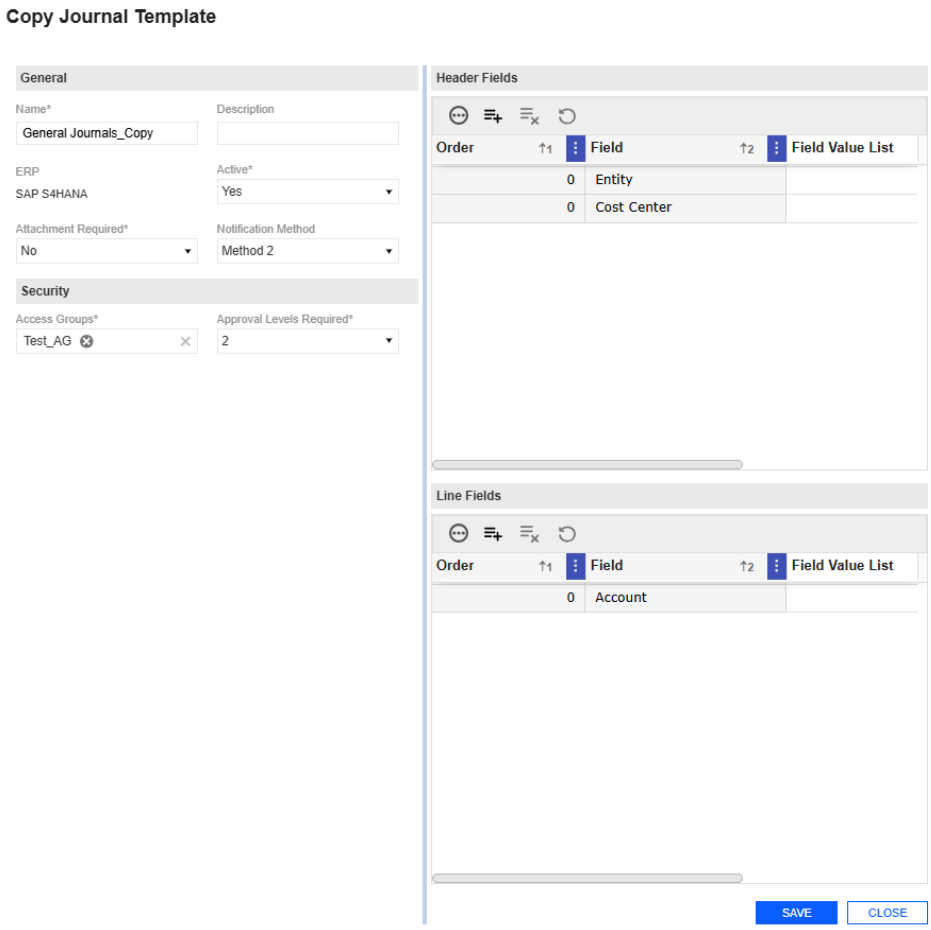
Copy Journal Template

The Journal Template Copy slide-out panel enables you to duplicate an existing Journal Template and create a copy. Upon initialization, the Copy slide-out panel assigns the new template a name by appending _Copy to the original Template name, indicating that it is a duplicate. The name is not subject to a unique name validation until the Copy action is confirmed. All other fields are transferred and remain editable, except for the ERP field, as fields are associated with a specific ERP system.

Select a Journal Template and click the **Copy** button to display a slide-out panel with Copy and Cancel options. The new template is only created in the database once the Copy button is selected. If the Cancel button is selected, the slide-out panel will close without generating an additional template in the database.

This has validations that include:

- The Copy slide-out panel uses the same validations as the Journal Template Create slide-out panel. See Create Journal Template.



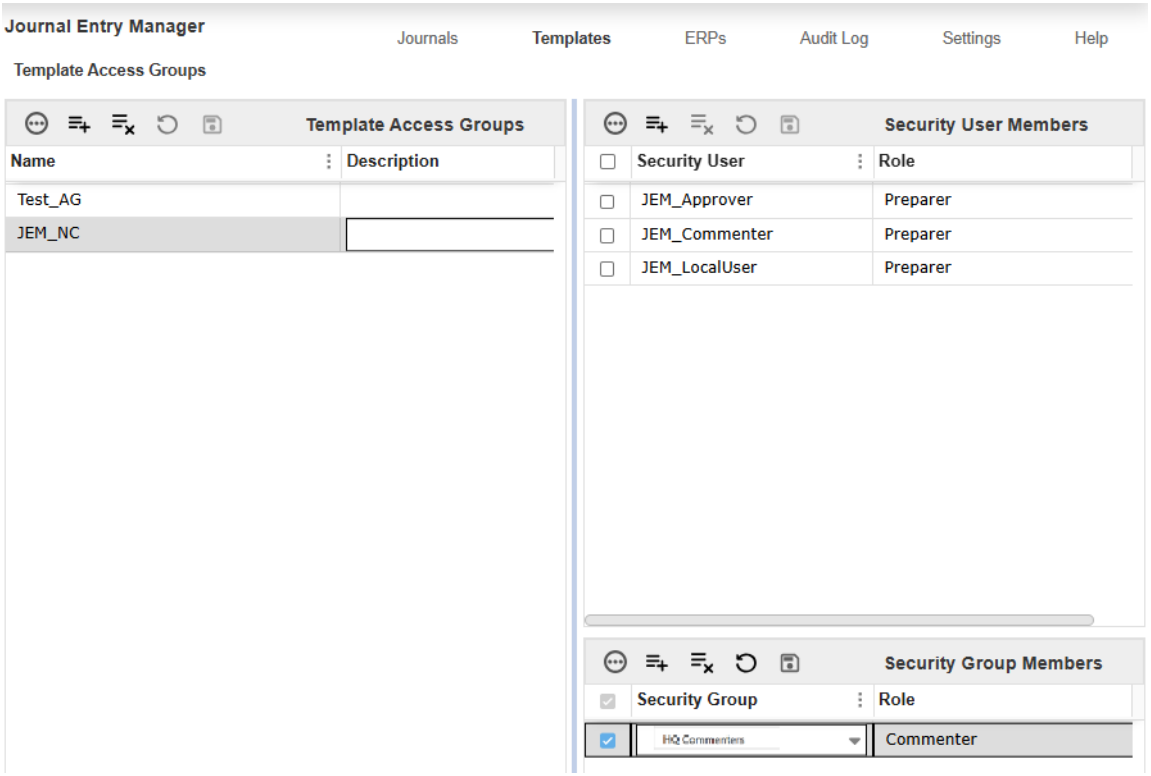
Copy a Journal Template

1. Select an existing Journal Template.
2. Click the **Copy** button.
3. In the **Copy Journal Template** slide-out panel , the duplicate template contains the fields from the original template. Modify these fields as needed.
4. Click the **Copy** button.
5. In the **Header Fields** section, review and update any existing or copied fields as necessary.

6. In the **Line Fields** section, review and adjust existing or copied fields as necessary.
7. Click the **Save** button to apply your changes.

Template Access Groups

Administrators can create Template Access Groups by assigning a Platform Security user group as the Solution User Group in Global Options. Once this property is set in Global Options, the Template Access Groups page becomes available, allowing you to create Access Groups. You can then add Security User Members and Security Group Members to your template. The available users and groups that can be added to an Access Group are defined by the Solution User Group in Global Options.



Template Access Groups Grid

The Template Access Groups grid displays on the page. See Grid Toolbar.

Roles

Each user or group can be assigned one of the following roles:

Role	Duties
Viewer	Read-only access to: • View journals
Commenter	Same as Viewer and: • Add comments to journals
Preparer	Same as Commenter and: • Create and prepare journals
Approver 1	Same as Preparer and: • Approve at level 1
Approver 2	Same as Approver 1 and: • Approve at level 2
Approver 3	Same as Approver 2 and: • Approve at level 3

Role	Duties
Approver 4	Same as Approver 3 and: • Approve at level 4

If a user is assigned to multiple roles, the highest level is granted.

> **Example:** If a user is individually assigned as a Preparer but also included in a group assigned Approver 1, the user would have Approver 1 level access.

Once these groups are created, they can be assigned to specific templates. This assignment allows users to select from all templates associated with their access group when creating journals.

This page has validations that include:

- Security User/Group cannot be duplicated or left blank.

Add a Template Access Group

1. Go to **Templates** > **Template Access Group**.
2. Click the **Insert Row** button.
3. Enter a name and description.
4. Click the **Save** button.

Under Security User Members

1. Click the **Insert Row** button.
2. Select a **Security User** and **Role**.
3. Add users as needed, then click the **Save** button.

Under Security Group Members

1. Click the **Insert Row** button.
2. Select a **Security Group** and **Role**.
3. Add groups as needed, then click the **Save** button.

Delete a Template Access Group

1. Select an existing Template Access Group.
2. Click the **Delete Row** button.

> **NOTE:** All Security User Members and Security Groups assigned to that Template Access Group will also be removed.

3. Click the **Save** button.

ERPs

The ERPs page contains the ERPs and Field Value Lists sub-pages where key properties that guide ERPs are set.

Use the ERPs page to configure:

- ERPs
- Field Value Lists

ERPs

Administrators can configure integration settings between Journal Entry Manager, various ERPs, and their accounting ecosystem. This page enables administrators to create ERP instances, and define the required or available fields for each ERP.

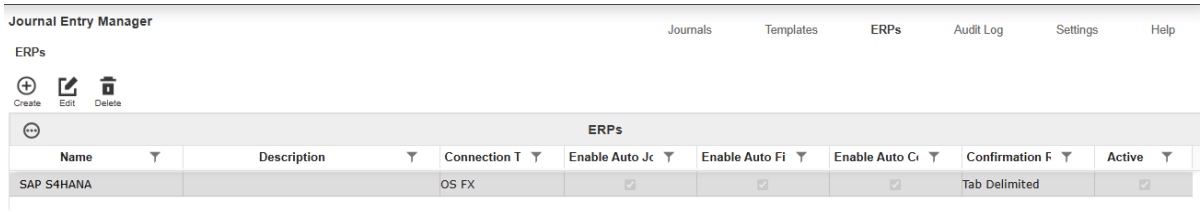
This page contains the following attributes:

- **ERP Name and Description**: Assign a user friendly name for the ERP, along with any additional information needed. Each ERP can be inactivated through the Active field. If this field is set to **No**, no new templates can be created related to that ERP.
- **Connection Type**: Displays a list of connectors created on the Connections page to be applied to each ERP. This connection serves as the destination for journal extracts during flat file transfers. Also, this connection is used to import journal templates, confirmation responses, and field value list templates. A Direct Download option is always available, even if no connectors are configured. See Field Value List and Journal Create and Edit.
- **Enable Auto Confirmation**: When enabled, this setting pulls in a response file that automatically updates the posted status of a journal.
- **Confirmation Response Format**: Specifies the format used for confirmation responses. Supported formats include JSON, CSV, and Tab Delimited.
- **Active**: Indicates whether ERP is enabled.
- **Enable Auto Journal Import**: Set to **Yes** to enable the automated workflow for importing journal entries. See Journal Create and Edit.
- **Enable Auto Field Value List Import**: Set to **Yes** to enable the automated workflow for importing Field Value Lists through an import process. See Field Value List.

This page includes the following validations:

- ERP Name must be unique and less than, or equal to 200 characters.
- Description must be less than or equal to 250 characters.

> **IMPORTANT:** If you include special characters, no error message will display. However, when saving, the special characters will be removed.



Details Tab

Once an administrator has created an ERPs, they can define the necessary fields for creating journal entries. This process involves documenting each field's name, header/line type, data types, such as Integer, Decimal, Date, or Text, character limit (based on the specifications of the destination ERP), and mapping to the journal grid. Multiple fields from different ERPs can be mapped and displayed in a single column when viewing journal entries across ERPs and templates within the journals grid.

General

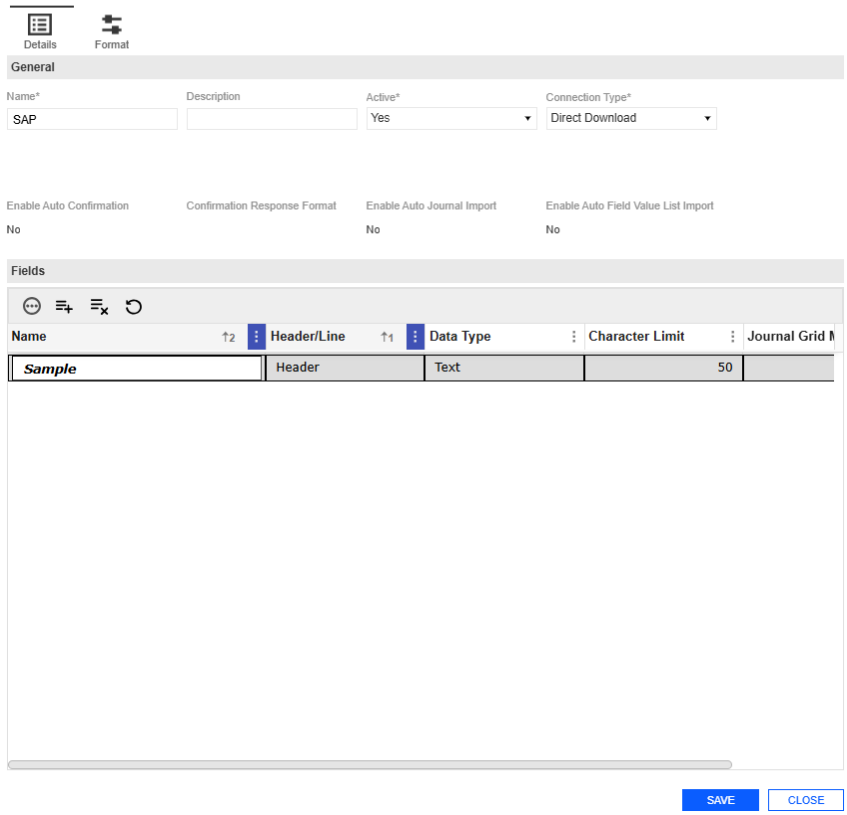
Each ERP includes a list of General Fields, which are not specific to any individual ERP but apply broadly to all ERPs. See ERPs.

At the ERP level, you can choose the auto confirmation process. When enabled, users can select a preferred data structure for responses, including JSON, CSV, and Tab Delimited formats. If using this process, a text file formatted according to the assigned data structure must be placed in the PostingResponse folder, which is a child folder within the designated location for extracts, such as the OneStreamFile Folder or an SFTP site. For all structure types, headers are not required. However, fields must follow a specific order.

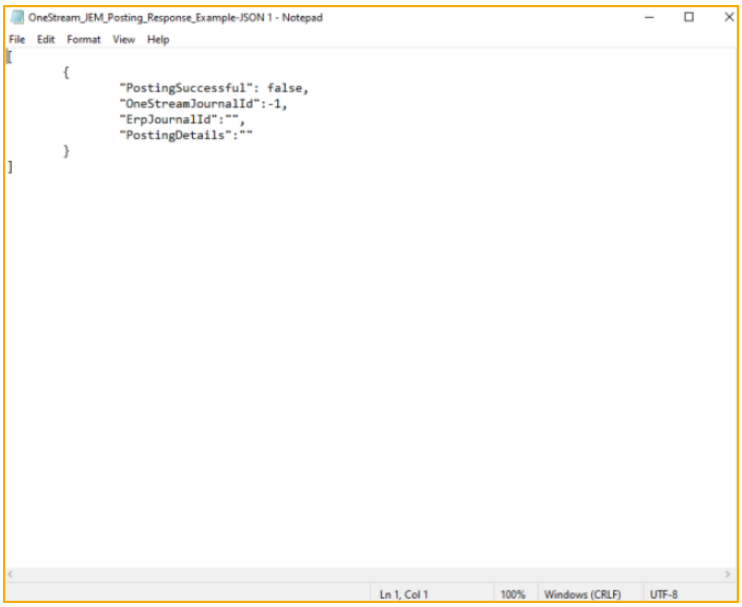
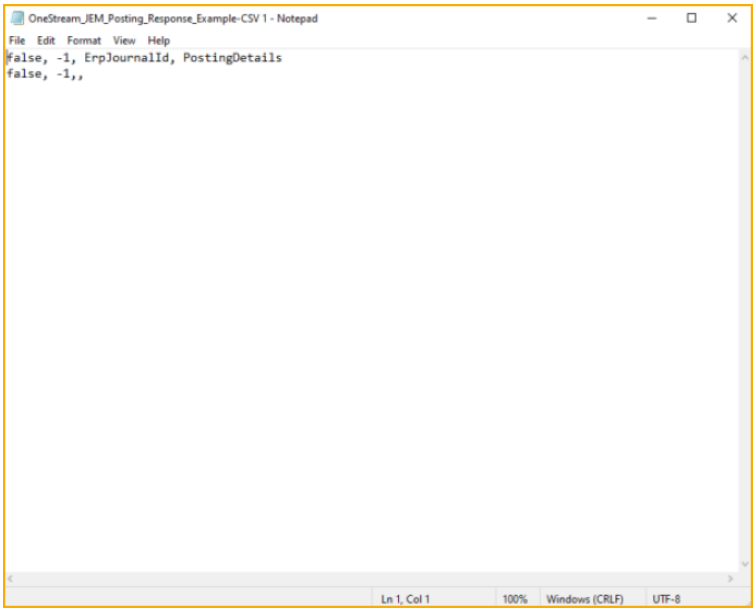
Each response in the document should appear in the following sequence:

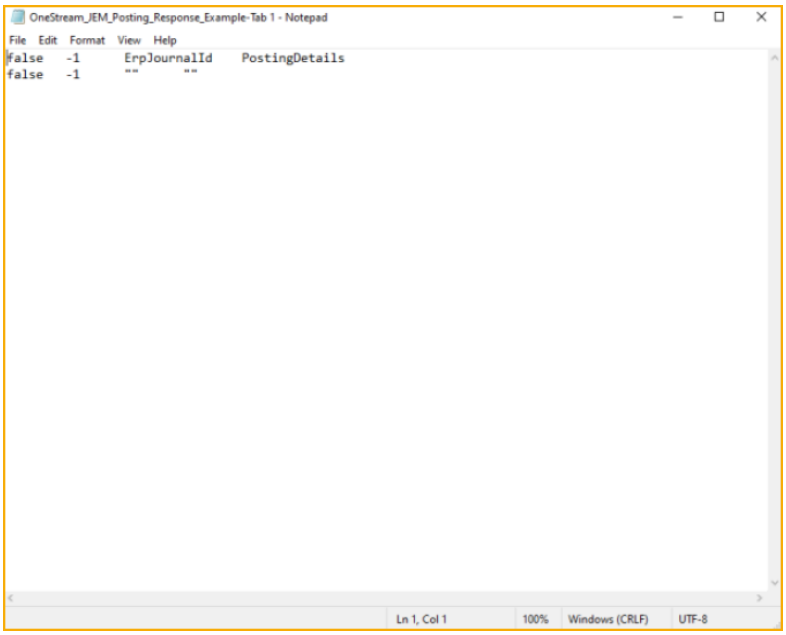
- **Posting Status**: Indicates whether the post was successful (True) or unsuccessful (False).
- **OS ID**: Refers to the journal ID number assigned within Journal Entry Manager. Administrators can choose to enclose this value in quotation marks if a comma is required for CSV formatting or exclude the data when using a tab delimited format.
- **ERP ID**: Represents the journal ID number designated in the destination ERP system.
- **Details**: Captures any supplementary information for Journal Entry Manager. If the Posting Status is False, these details are recorded in the Details column of the State History table under the History tab for the respective journal. If the Posting Status is True, details are disregarded. For CSV structures, administrators can encapsulate this value as needed or exclude it in tab delimited formats. Administrators may choose to enclose this value in quotation marks if a comma is required for CSV formatting or exclude the data when using a tab delimited format.

Create ERP



The table below presents templates that indicate the required formatting for each data structure.

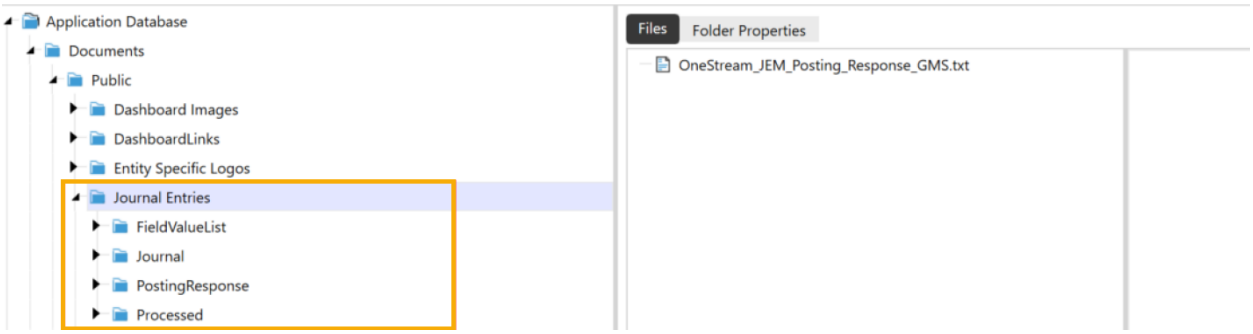
Data Format	Example
JSON	
CSV	

Data Format	Example
Tab Delimited	

Folder Hierarchy Example:

- **Journal Entries**: This folder is selected on the Connections page and applied to the ERP.
- **PostingResponse**: This folder contains all confirmation responses that are imported to update the posting status for each journal entry.

> **IMPORTANT:** All these sub-folders must be created manually. They are not automatically created during the installation of Journal Entry Manager.



After the response file is placed in the designated folder, you must run the GetJournalPostingResponses data management job. This job retrieves the response file and processes it to update the relevant journal entries. Each journal's Posting State is updated based on the posting confirmation response, such as Failed to Post or Posted.

If the response files contain any specific details, these are displayed in the details section of the State History table within the relevant journal's History tab, provided the Posting Status is Failed to Post.

> **CAUTION:** Only one data management job can run at a time. If two are active, you'll see this error: Unable to perform action at this time. A Get Journal Entry Responses job is currently running.

Fields

This page includes the following validations:

- **Field Name**: Must be unique within each ERP system and must be less than or equal to 200 characters. You can have the same field name across multiple ERPs.
- **Header/Line Field**: This field is required and cannot be modified once saved. If the field needs to change, this must be removed and added again.

- **Data Type**: This field cannot be altered after the field is saved. If the field needs to change, this must be removed and added again.
- **Character Limit**: Text fields are between 1 and 4,000, and integer fields are between 1 and 19. The value cannot be zero or contain special characters.
- **Format**: Only applies to decimal data types. If a format is set for a non-decimal field, it will revert to None upon saving.
- **Journal Grid Mapping**: Enables administrators to align fields across multiple ERPs so they appear consistently in the Journal Grid columns. You can select from custom columns to include values in the journal grid column. This is not a required field.

Format Tab

Format

After all fields are added for a given ERP, they can be configured to match the required format for extraction and sending to the destination ERP. Various options are available to support flexible configuration, enabling you to tailor settings as needed for your ERP. The following fields can be selected and adjusted:

- **File Extension (Required)**: Allows specification of a file extension such as .txt or .csv.
- **Delimiter**: This is an open field for any desired delimiter. If left blank, no delimiters will separate fields upon extraction.

  > **NOTE:** Including /t in the delimiter field will produce a tab-delimited extract.

- **File Name (Required)**: Enables a consistent file name for extracts. The system appends this file name with the journal name and OneStream ID. Anything entered after this field is appended.

- **Header Format (Required)**: Determines whether header fields appear on a single line or are combined with each line field.
- **Date Format (Required)**: Enables you to set a specific date format different from OneStream's default, displaying dates to end users in their local format while meeting ERP-specific formatting needs.
- **Exclude Sign**: If set to Yes, this will remove the sign from any negative amount fields during extraction.
- **Decimal Separator**: Enables you to specify any character as the decimal separator. If left blank, no separator is included unless the ERP adds one automatically.
- **Decimal Number Group Separator**: Enables you to input any character for separating number groups in decimals. Leaving this blank results in no group separator for decimals.

> **NOTE:** Integers never use a group separator.

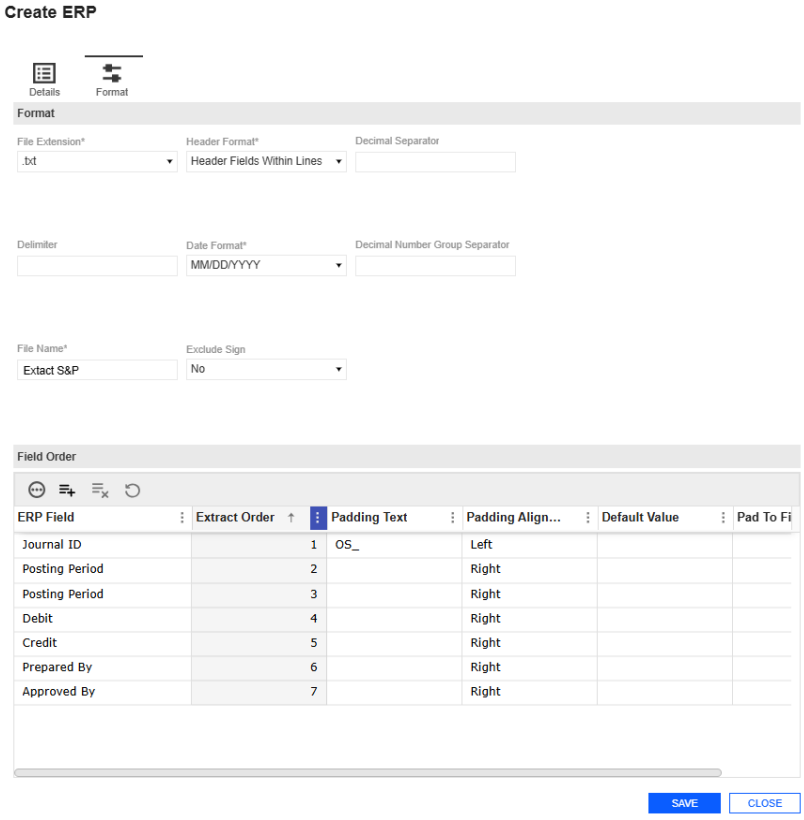
From the Details and Standards fields, in the Header and Line Field Order tables, you can select which fields are required in the extract and their specific order.

Field Order

You can customize your formatting options by Field Order fields options.

- **ERP Field**: Specifies the ERP field. You can create custom fields such as Journal ID, Cost Center, or other.
- **Extract Order**: Determines the sequence in which fields are extracted and displayed.
- **Padding Text**: Adds custom padding, such as spaces, words, or other characters, to either side of the field, based on the specified alignment.
- **Padding Alignment**: Determines where the padding is applied relative to the value. This option is only applicable to fields with a character limit, such as Text and Integer types.

- **Default Value** : Specifies values for non-required fields left blank in journals.
- **Pad to Fill**: Adds spaces (for text) or '0's (for integers) to meet the character limit during extraction.
- **Decimal Format** option enables a different decimal format in the extract than in Journal Entry Manager, which is useful if the ERP requires more decimal places than typically displayed.



Create ERP

1. Go to **ERPs** > **ERPs**.
2. Click the **Create** button.
3. Complete the following General fields:
    a. Name the ERP.
    b. Enter a Description (optional).
    c. From the Active drop-down menu, select Yes or No.
    d. From the Connection Type drop-down menu, select a connection.
    e. From the Enable Auto Confirmation drop-down menu, select whether to enable this option.
    f. From the Confirmation Response Format drop-down menu, select your response format.
    g. From the Enable Auto Journal Import, select whether to enable this option.
    h. From the Enable Auto Field Value List Import, select whether to enable this option.
4. Create the **Create** button
5. Under **Fields**, click the **Insert Row** button.
    a. Enter a name. Select Header/Line, Data Type, Character Limit, Format, and Journal Grid Mapping.
6. Click the **Save** button
7. Click the **Format** tab.
8. Complete the following Format fields:

a. From the File Extension type drop-down menu, select a type.

b. From the Header Format drop-down menu, select a Header Format.

c. Enter a Decimal Separator.

d. Enter a Delimiter.

e. From the Data Format drop-down menu, select a format.

f. Enter a Decimal Number Group Separator.

g. Enter a File Name.

h. From the Exclude the Sign drop-down menu, select whether to exclude this option.

9. Under **Field Order**, click the **Insert Row** button.

    a. Select an ERP Field. Specify Extract Order, Padding Text, and Padding Alignment from the drop-down menus.

    b. Enter a Default Value and check Pad to Fill if applicable.

10. Click the **Save** button.

Edit ERP

1. Select an existing ERP.
2. Click the **Edit** button.
3. The **Edit ERP** slide-out panel displays the current inputs of the ERP selected in the Detail and Format tabs. Make your changes.
4. Click the **Save** button to save your changes.

Delete an ERP

1. Select an existing ERP.
2. Click the **Delete Row** button.

Field Value Lists

A Field Value List is a tool used to provide drop-down menu options for specific ERP fields during journal creation. You can create different Field Value Lists by assigning a unique name and linking each list to a configured ERP Field. Mapping a list to a field enables system validations that check requirements like data type and character limits. The display format of each field can be adjusted by selecting either Stored Value, Display Value, or Both as the Display Option. Selecting Stored Value or Display Value will show only that respective value, while choosing Both will present them together.

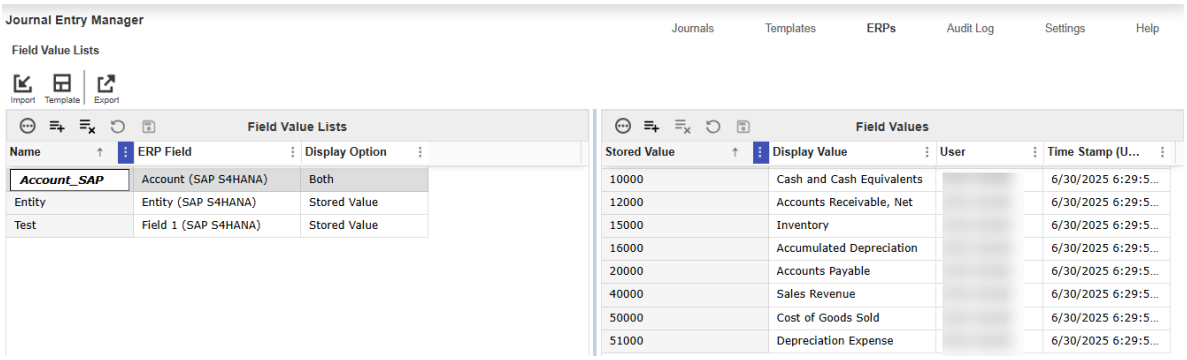
> **IMPORTANT:** Only the Stored Values are sent to the ERP system, so validation only occurs against this value's data type and character limit attributes.

After the Field Value List attributes are defined, you can enter values to display in the drop-down menu. This page includes the following validations:

- The Stored Value must be unique, within the character limit specified for the related ERP field, and match the required data type for that field.
- If Display Option is set to Display Value, a corresponding value must be entered for the Display Value.

  > **NOTE:** When set to Both, the Display Value is optional, but the Stored Value is required. If no Display Value is entered, the user will see only the Stored Value.

- Display Value must be less than or equal to 200 characters.



Field Value List Grid

Once a Field Value List is added, it displays in the Field Value List grid. See Grid Toolbar.

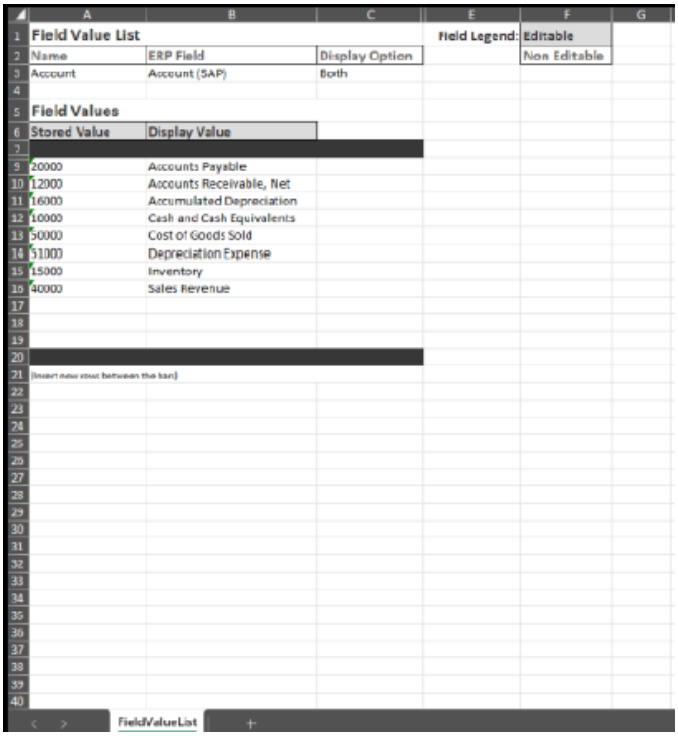
Import and Export of Field Value Lists

Field Value Lists can be created manually using the UI of Journal Entry Manager. For situations involving large volumes of data, you can use the import process for creating or editing journal entries

Select the **Template** button to download an unpopulated import file. This file contains the same fields and available values as those shown in the UI, enabling users to complete it offline.

Users can also select an existing Field Value List and select **Export** to download a populated import file for that specific Field Value List. All drop-down menu options from the Journal Entry Manager UI are included in both the Excel template and export, along with the documented validations.

After creating or editing a Field Value List, click **Import** to upload the import file.



	A	B	C	E	F	G
1	**Field Value List**			Field Legend:	Editable	
2	Name	ERP Field	Display Option		Non Editable	
3	Account	Account (SAP)	Both			
4						
5	**Field Values**					
6	Stored Value	Display Value				
7						
9	20000	Accounts Payable				
10	12000	Accounts Receivable, Net				
11	16000	Accumulated Depreciation				
12	10000	Cash and Cash Equivalents				
13	50000	Cost of Goods Sold				
14	51000	Depreciation Expense				
15	15000	Inventory				
16	40000	Sales Revenue				
17						
18						
19						
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21	(Insert new rows between the bars)					
22						
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FieldValueList +

> **NOTE:** Users can only upload one file at a time.

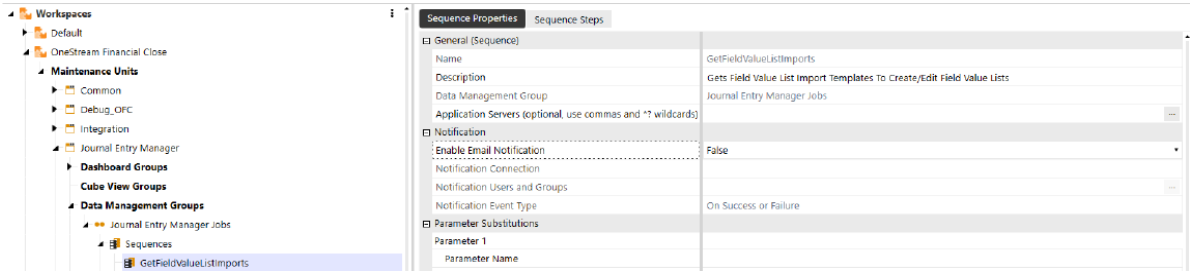
> **IMPORTANT:** Excel formulas within the template are now ignored during import. Only values are processed. This prevents errors and supports more flexible spreadsheet use.

Automated Field Value List Import

Administrators can use the folder structure and a data management job to automatically import journal entries into Journal Entry Manager using Task Scheduler. This setting is managed at the ERP level. On each ERP, set the **Enable Auto Field Value List Import** option to **Yes**. **GetFieldValueListImports** data management job searches for the specified parent folder for each individual ERP's Connection Type. See Connections. You are required to set up sub-folders with the following folder name:

- FieldValueList

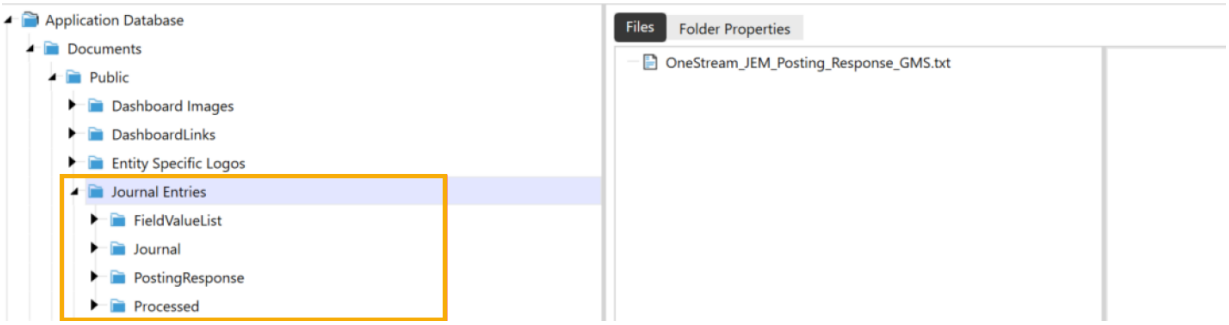
When Field Value Lists are ready for import, they must be placed within the Field Value List folder and use the following file name format: **OneStream_JEM_FieldValueList_**. Additional text may be appended to the end of the filename as needed.



Folder Hierarchy Example:

- **Journal Entries**: This folder is selected on the Connections page and appiled to the ERP.
- **FieldValueList**: This folder contains all Field Value Lists that will be imported.

> **IMPORTANT:** All these sub-folders must be created manually. They are not automatically created during the installation of Journal Entry Manager.



Import

1. Go to **ERPs** > **Field Value Lists**.
2. Click the **Import** button to import Field Value Lists for your ERP.
3. Click the **Browse** button or drop your file within the **File Upload** dialog box.
4. Use File Explorer to browse and select the file you want to import.
5. Click the **Open** button.
6. Click the **Upload** button.

Template

1. Click the **Template** button to download a template to import.
2. The **JEM_FieldValueList_Template.xlsx** file is automatically downloaded to your default downloads location.

   > **IMPORTANT:** Ensure that you click the **Enable Editing** button on the Excel Sheet.

3. Fill out the following fields under Field Value List:
   a. Enter a name.
   b. From the ERP Field drop-down menu, select a field.
   c. From the Display Option drop-down menu, select an option.
4. Fill out the following fields under Field Values:
   a. Enter a Stored Value.
   b. Enter a Display Value.

> **NOTE:** Inset new rows between the bars.

5. Save your file.

Export

1. Select an existing ERP Field Value List you want to export.
2. Click the **Export** button.
3. The **JEM_FieldValueList_Export.xlsx** file is automatically downloaded to your default downloads location.

Audit Log

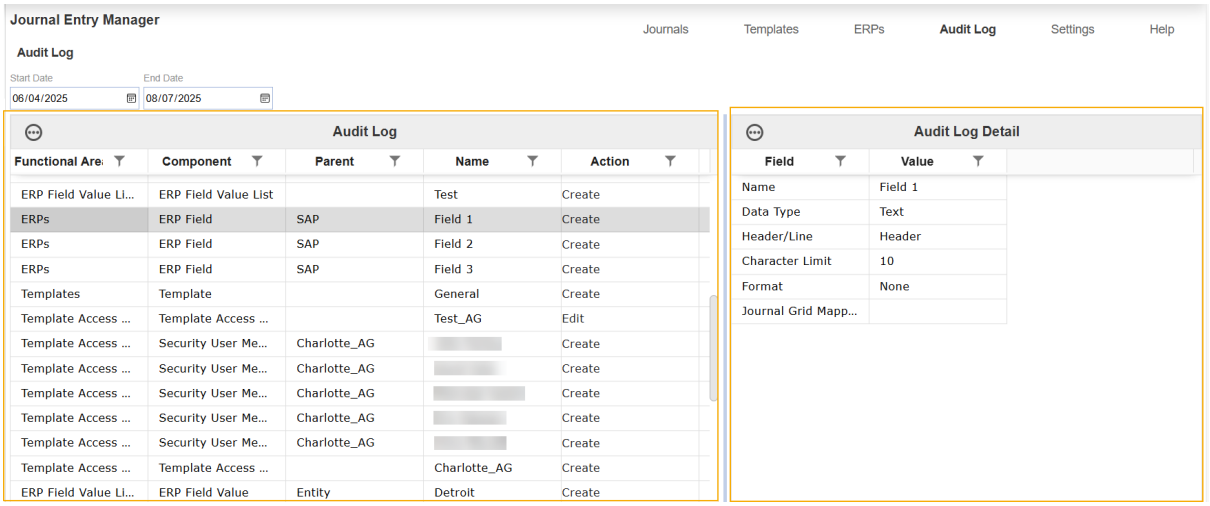
Administrators can use the Audit Log to review and track any change, ensuring effective change management and auditability. It presents information in a clear and detailed format. Each entry includes the following components:

- **Functional Area**: The main area where the change occurred, including Accounting Periods, ERPs, Field Value Lists, Templates, and Template Access Groups.
- **Component**: This is one level down from the Functional Area and helps narrow down specifically what was updated. These include Accounting Period, ERP, ERP Field, ERP Format, Template Access Group, Security User Member, Security User Group, Template, Field Value, and Field Value List.
- **Parent**: Certain areas are given parents to further narrow down the area that was changed. Parents are given to ERPs, Template Access Groups, and Field Value Lists. This helps identify the specific ERP, Template Access Group, or Field Value List that was updated.
- **Name**: The name of the specific field that was updated.
- **Action**: Indicates if the action was to create, edit, or delete.

- **Update User**: The user who made the update.
- **Update Time (UTC)**: The timestamp of the update made by that user.

You can filter your audit log by selecting a date range at the top of the page. This narrows the time frame of displayed entries, making it easier to locate specific records . By default, the filter shows entries from the past seven days, to highlight the most recent changes made.

When you click into an audit log entry, the right-hand panel displays additional details about the update. For creations or deletions, it shows the affected fields and their resulting values. For edits, it displays both the original and updated values for each modified field.



Grid Toolbar

The Journal Entry Manager features grids on multiple pages that presents a range of attributes and fields. Each grid is equipped with multiple toolbar buttons, configurable options, and sorting capabilities to facilitate efficient viewing of items.

Toolbar Buttons

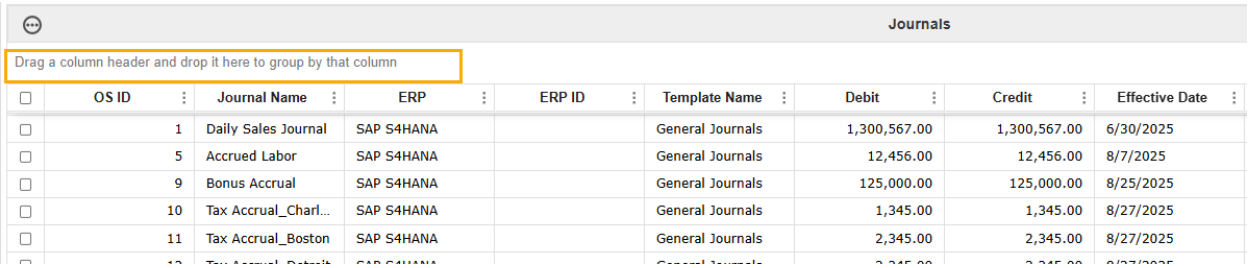
- **Ellipses**: Autofit, Reset State, and Export the Menu Columns.
- **Insert Row**
- **Delete Row**
- **Cancel All Changes Since Last Save**
- **Save**

Click on the Column Menu filter ⋮ to sort the fields by:

- **Sort Ascending**
- **Sort Descending**
- **Filter**: Customize by logical or comparison operators, such as equal to, less than, null, or, and.
- **Set Column Position**: The options available are Lock, Unlock, Move Previous, and Move Next.

You can also customize the table by dragging and dropping column fields in any order desired. If you click a column, it automatically sorts by ascending or descending order.

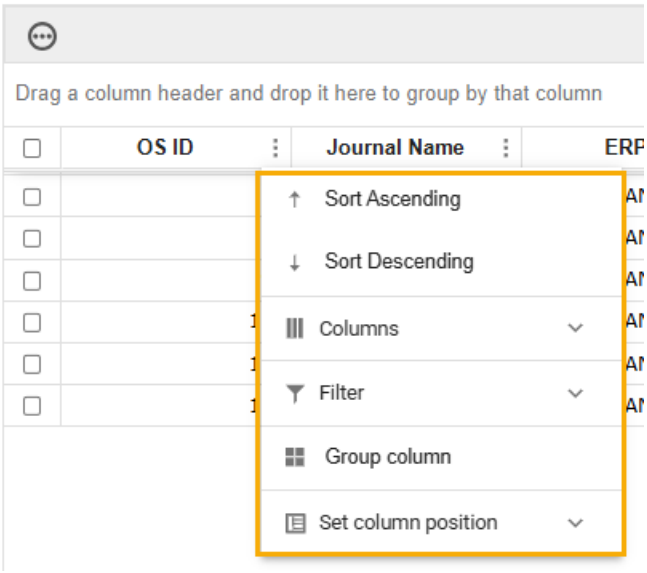
The content below is an example of dragging and dropping column fields.



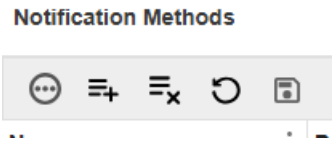
OS ID	Journal Name	ERP	ERP ID	Template Name	Debit	Credit	Effective Date
1	Daily Sales Journal	SAP S4HANA		General Journals	1,300,567.00	1,300,567.00	6/30/2025
5	Accrued Labor	SAP S4HANA		General Journals	12,456.00	12,456.00	8/7/2025
9	Bonus Accrual	SAP S4HANA		General Journals	125,000.00	125,000.00	8/25/2025
10	Tax Accrual_Charl...	SAP S4HANA		General Journals	1,345.00	1,345.00	8/27/2025
11	Tax Accrual_Boston	SAP S4HANA		General Journals	2,345.00	2,345.00	8/27/2025

Sample Grid Toolbar

The content below is an example of the Grid Toolbar on the Journals page.



> **Example:** The content below is an example of the Grid Toolbar on the Notification Methods page.



Journal Workflow

Journal Entry Manager uses a cascading workflow model, enabling users to act at their assigned role level and any level below it. To maintain integrity, the system incorporates Segregation of Duties. Once a user has acted on a journal, they cannot take further action on that same journal.

The journal goes through the following states:

- **In Process**: The initial state in which the journal is editable.
- **Prepared**: The first non-editable state. If changes must be made, the Preparer must recall the journal or the Approver must reject the journal.

  > **NOTE:** Approvers also have access to the recall action if they prefer not to leave the journal in a rejected state.

- **Partially Approved**: Applies only when the journal template requires multiple levels of approval.
- **Fully Approved**: Indicates that the final approver has signed off. The journal is ready to be confirmed as Posted.
- **Rejected**: A state where the journal becomes editable again. This is typically initiated by an Approver to return the journal to the Preparer's queue for revisions.

Role	In Process	Prepared	Partially Approved	Fully Approved
Preparer	Prepare	Recall	No Action	No Action

Role	In Process	Prepared	Partially Approved	Fully Approved
Approver	Prepare	Recall, Reject, or Approve	Reject, Unapprove, Approve	Reject, Unapprove, Confirm Posting, Download
Administrator	Prepare	Recall, Reject, or Approve	Reject, Unapprove, Approve	Reject, Unapprove, Confirm Posting, Download

NOTE: The table above displays if each role acted in this order. The available actions differ if an Approver prepares a journal. The variations in actions are dictated by OneStreammaintaining Segregation of Duties for each journal entry.

Posting State

Journal Entry Manager includes an additional layer of workflow called the Posting State, which informs users of where a journal is in the posting process and what actions are required to move it to the final Posted state.

- **Awaiting Approval**: The initial posting state for a journal. Journals are not sent until they are Fully Approved, so this state alerts users that the approval workflow must be completed before posting can begin.

- **Ready to Send (Direct Download, Schedule Reversals, and Recurring Journal Definitions only)**: Appears after the journal reaches the Fully Approved state in the Direct Download workflow. Since manual extraction is required to send the journal from OneStream, this state signals that the user must perform that action. This state is also used when a reversing journal has been created for a future period and is being held until the effective date to send.
- **Awaiting Confirmation**: For Direct Download, this state is triggered once the journal is downloaded. For SFTP or OneStream File Explorer, this state follows the Fully Approved status.

  > **Example:** The Posting State moves from Awaiting Approval to Awaiting Confirmation.

- **Posted**: After the journal is sent to the ERP, the final Approver or an administrator can confirm the posting. This is done with the Confirm icon, where the ERP ID and an optional comment can be added. Once confirmed, the journal moves to the Posted state.
- **Failed to Send**: If the journal fails to reach its destination folder using SFTP or OneStream File Explorer, it enters the Failed to Send state. This indicates a connection error. Once resolved, the journal can be resent.
- **Failed to Post**: If the journal reaches the ERP but fails to post due to validation errors, it enters the Failed to Post state. The journal can then be returned to In Process, revised, and re-submitted through the workflow.

Role	Awaiting Approvals	Ready to Post	Awaiting Confirmation	Posted	Failed to Send	Failed to Post
Preparer	No Action	No Action	No Action	No Action	No Action	No Action

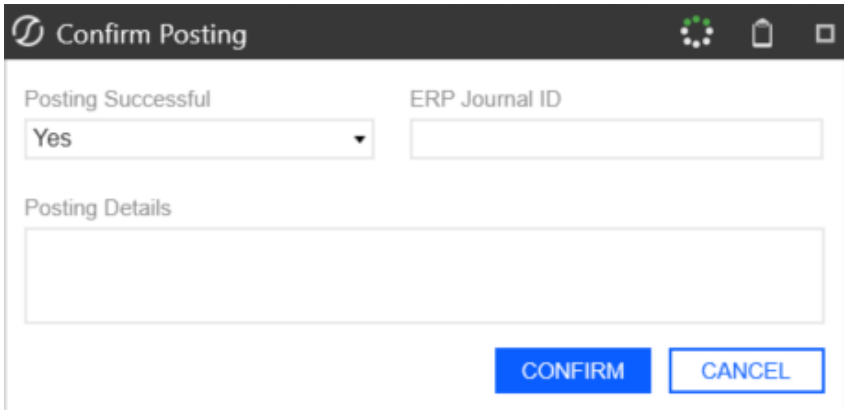
Role	Awaiting Approvals	Ready to Post	Awaiting Confirmation	Posted	Failed to Send	Failed to Post
Approver	No Action	Download	Confirm	No Action	Recall, Reject, Unapprove	Recall, Reject, Unapprove
Administrator	No Action	Download	Confirm	No Action	Recall, Reject, Unapprove	Recall, Reject, Unapprove

Manual Posting State Selection

When confirming a journal in the Awaiting Confirmation posting state, administrators and final approvers can manually set the posting state to either Posted or Failed to Post.

- If Posted is selected, the confirm dialog box will display fields for ERP Journal ID and Posting Details.
- If Failed to Post is selected, only the Posting Details field is displayed.

This ensures that all posting outcomes are tracked and audited, and enables accurate manual intervention when necessary.



Reject or Unapprove a Journal and Extract Deletion

When a journal is in the Awaiting Confirmation posting state and is moved back to Awaiting Approvals, for example if the journal is rejected or unapproved, the system will automatically delete the previously sent journal extract from the file folder (File Share or SFTP). This ensures that if the journal is later re-approved and re-sent, no duplicate extracts exist.The Reject and Unapprove actions are available in the following posting states:

- Awaiting Approvals
- Failed to Send (File Share/SFTP only)
- Failed to Post (File Share/SFTP only)

> **NOTE:** Once a journal reaches the Posted state, Reject and Unapprove are no longer available.

Integration

OneStream Financial Close consists of these integrated solutions:

- Transaction Matching
- Account Reconciliations

Perform these tasks in order to integrate the OneStream Financial Close solutions.

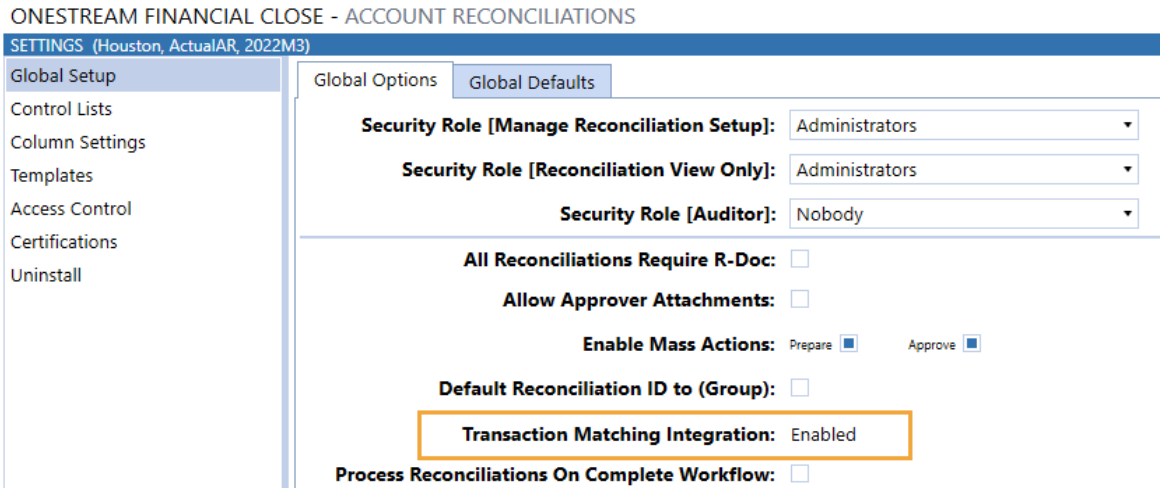
Step	Task	See
1	Enable integration	Enable Integration
2	Assign Match Sets	Assign Match Sets
3	Map Detail Item information	Map Detail Item Information

Enable 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.

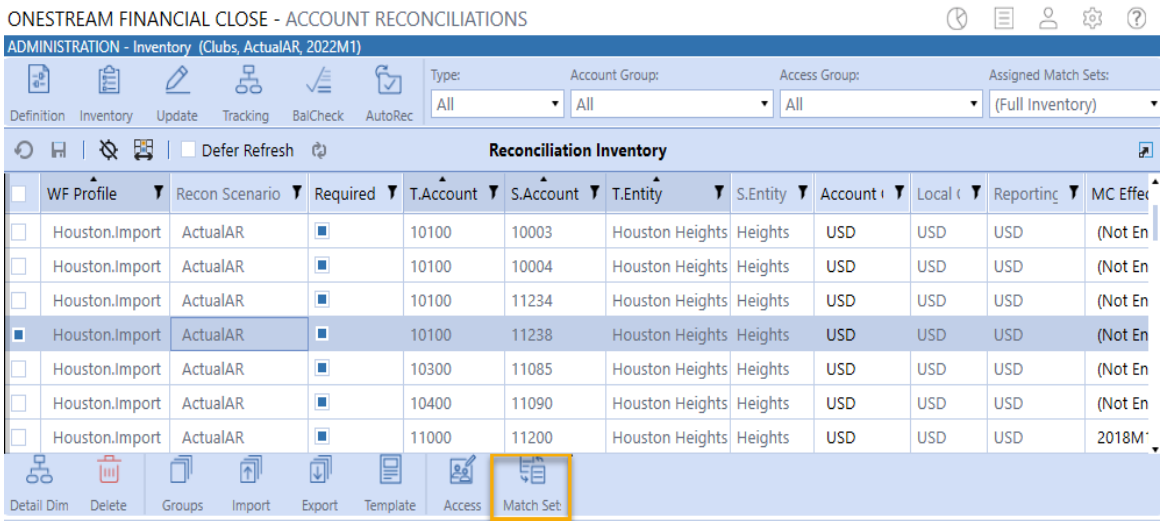
Assign Match Sets

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.

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 check box next to the match sets you want to assign to the reconciliations, click **Add**, click **OK**, and then click **Close**.

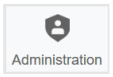
Map Detail Item Information

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.

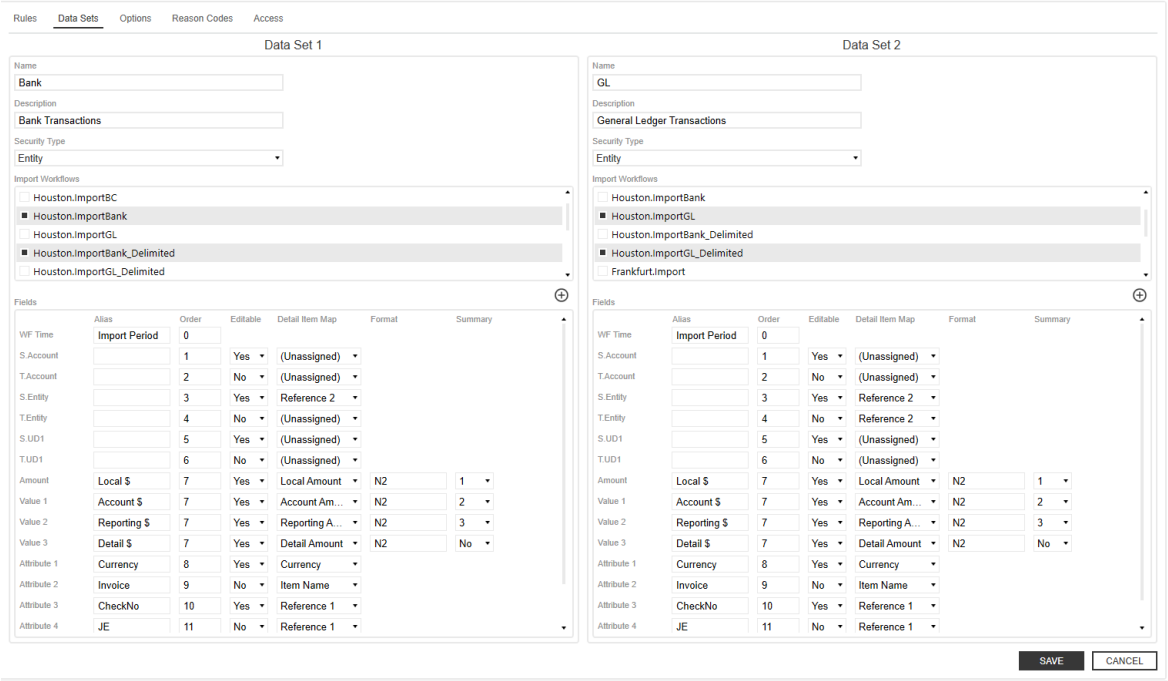
Keep these mapping requirements in mind:

- 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 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, Invoice is mapped to Item Name in Account Reconciliation.



4. In the **Detail Item Map** 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 **Reference 1** column.

5. In the **Editable** column, set which fields will be editable on the Transactions page directly in the grid by clicking Yes or No. The following fields cannot be set as editable: SourceID, S.Cons, Cons, S.Scenario, Scenario, S.Time, Time, S.View, View, S.Origin, Origin, WF Profile, WF Time, and Status WF Time.

> **NOTE:** Even if fields are marked editable, they cannot be edited for matched transactions and transactions that are associated to a detail item in Account Reconciliations.

Create 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, unmatched, or unmatched (as of period end) transactions and send them directly into Account Reconciliations to both individual reconciliations and reconciliations within account groups. 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:

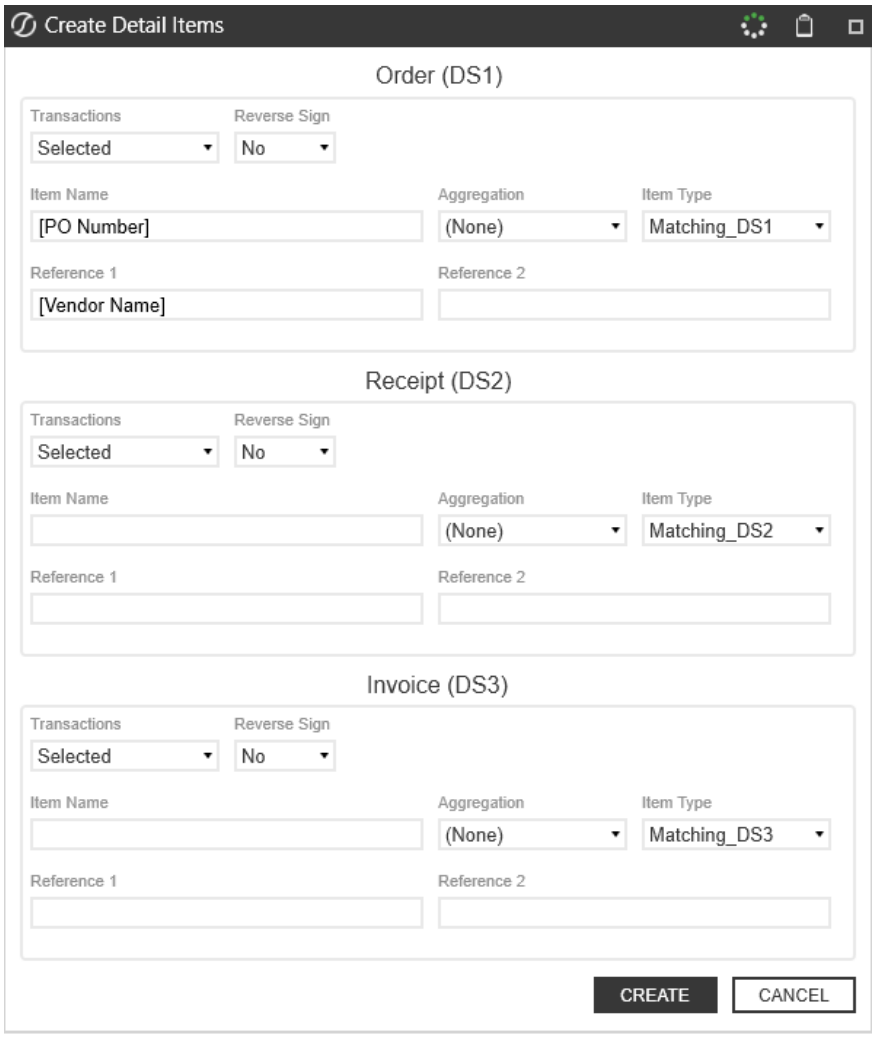
- Processing in Account Reconciliations
- Completing Workflow in Account Reconciliations
- Running Process in Transaction Matching for the match set
- Manual matching and unmatching in Transaction Matching for the match set

To create detail items:

1. From **Transaction Status**, select **Matched** , **Unmatched**, or **Unmatched (As of Period End)**.
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** or **Unmatched (As of Period End)**, 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 check box 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.

5. Click **Create Items**.



6. For each data set, make selections from these options:

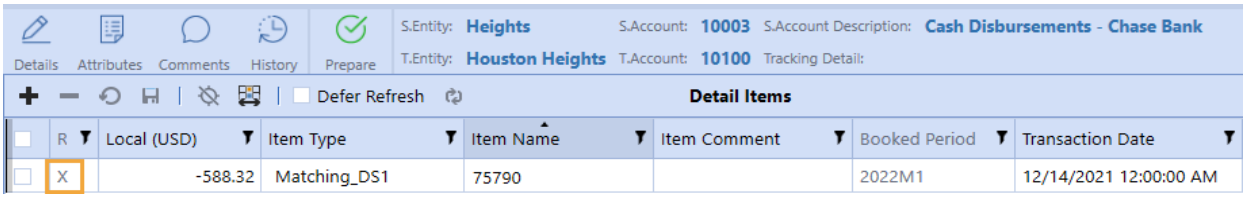
   - **Transactions:** Options are: **Selected**, **All**, or **None**.

     > **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 negative to positive.
- **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:
  - **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.
- > **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.
- **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.

7. Click **Create**.

In Account Reconciliations, the detail items display as X item types.



From Account Reconciliations

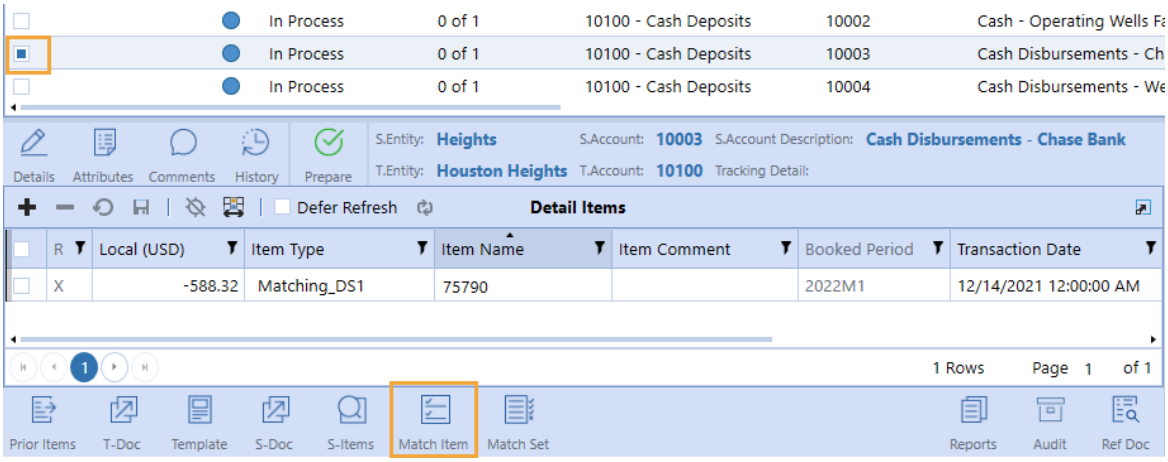
From the **Reconciliations** page, you can pull transactions directly into Account Reconciliations to both individual reconciliations and reconciliations within account groups. To be able to pull transactions into Account Reconciliations, the Tracking Level Dimensions must be added to the Transaction Matching Data Set Definition. See Detail Item Integration Addendum.

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 individual reconciliation or reconciliations within the account group and that are 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:

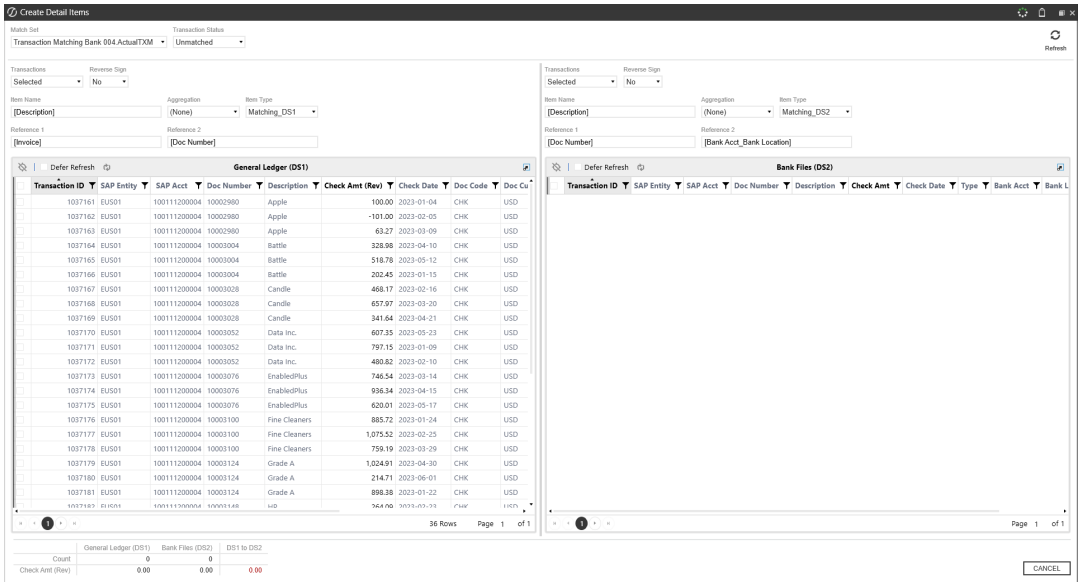
1. Select a reconciliation or account group and then click **Match Item**.



2. Make selections in the **Create Detail Items** dialog box. These selections filter the transactions within the match set to only those that relate to the selected reconciliation or account group. 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, Unmatched, or Unmatched (As of Period End)



3. For each data set, make selections from these options:

   - **Transactions:** Options are: **Selected**, **All**, or **None**.

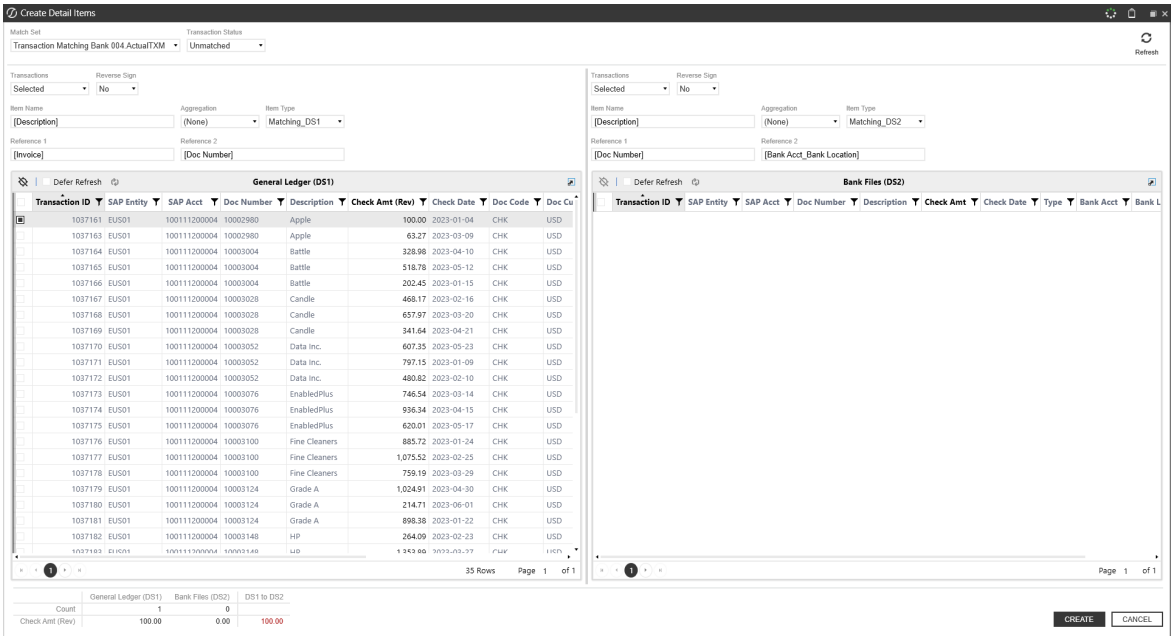
     > **CAUTION: All** creates detail items for all transactions in the data set, not just the transactions displayed on the first page.

   - **Reverse Sign:** Reverses the sign from positive to negative or negative to positive.
   - **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:

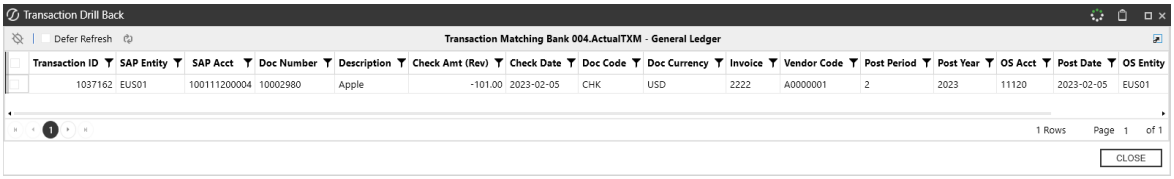
> **NOTE:** Regardless of the aggregation selected, transactions of different currencies will not aggregate into a single line item. For example, if you have 10 CAD and 10 USD transactions and selected total there would be two detail line items created, one for USD total and one for CAD total.

    - **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 transaction is added as a detail item to the reconciliation.

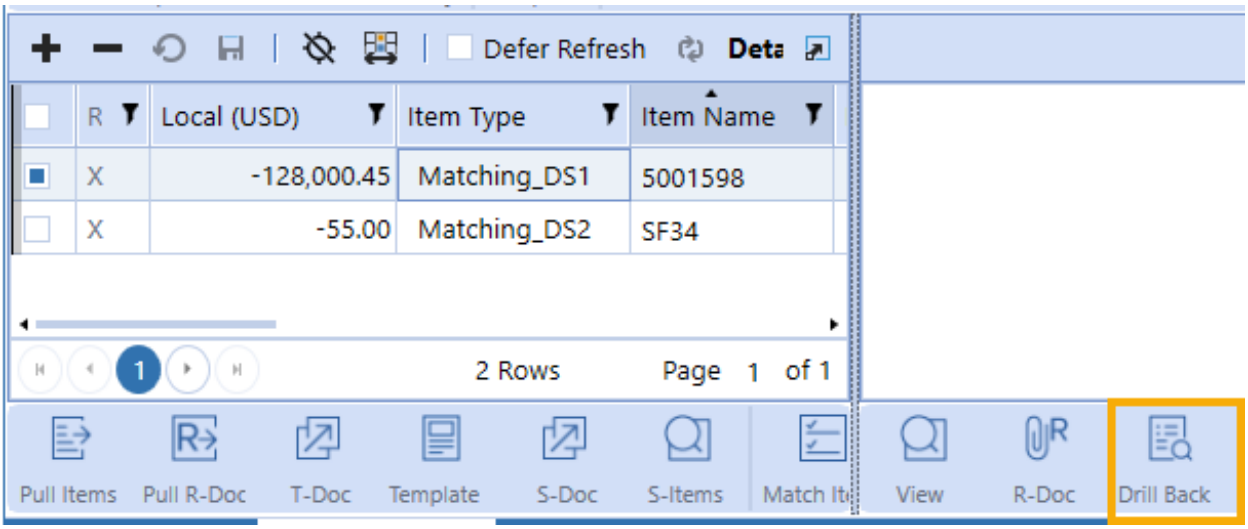


Drilling Back to Transactions

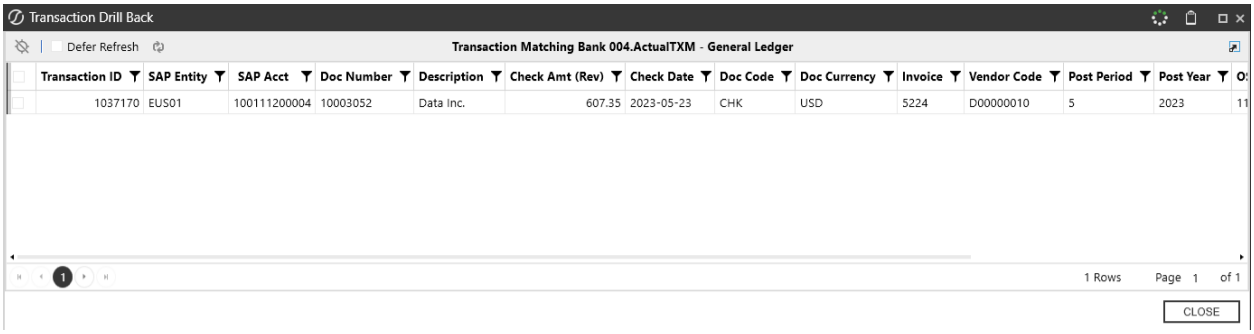
From the Account Reconciliation workspace, you can select an X item type and drill back to the transaction detail.

> **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, select an X item type detail item and then click **Drill Back**.



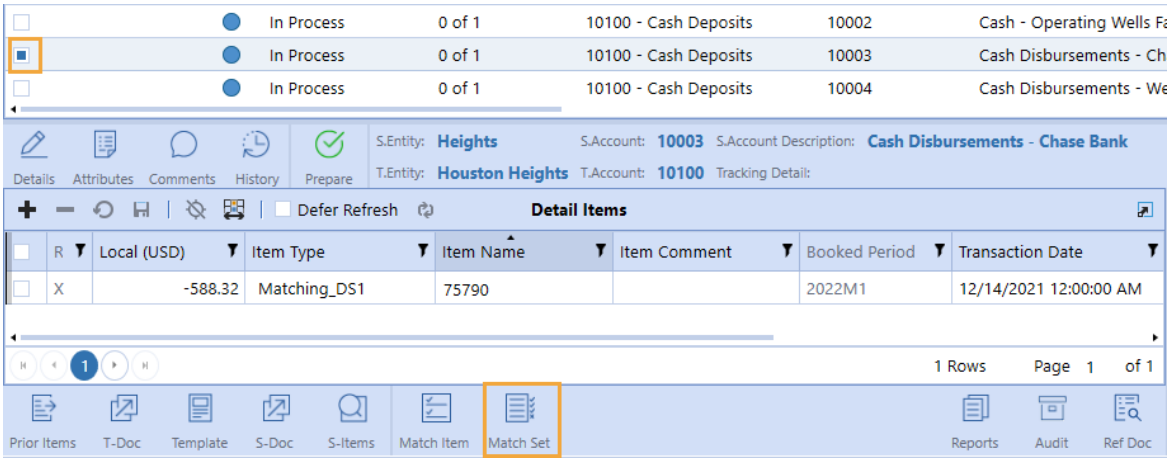
The transactional detail from Transaction Matching displays.



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**.



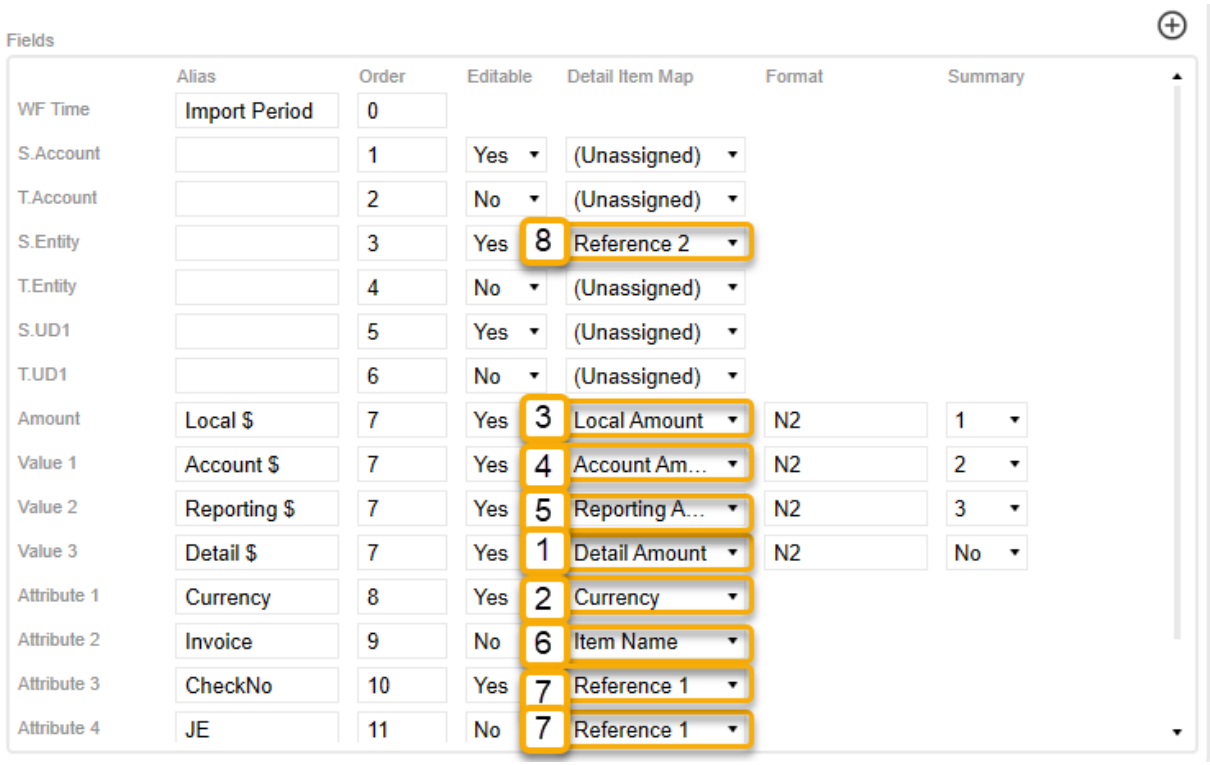
3. If prompted, select the match set in Transaction Matching that you want to navigate to. If only one match set is applicable, the Transactions page opens.

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

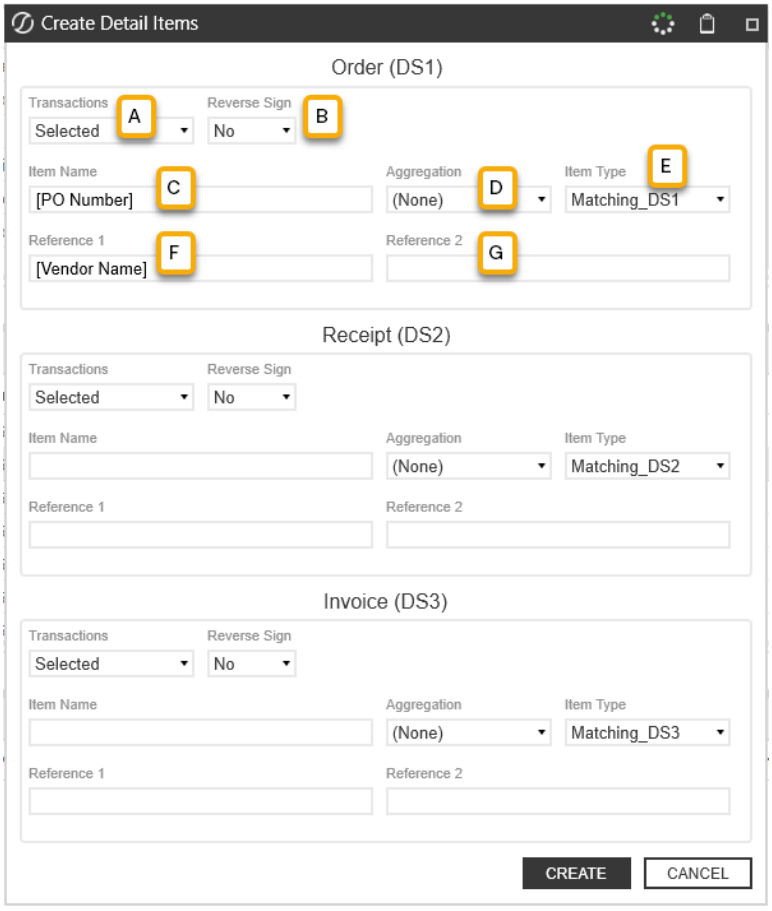
To use Transaction Matching transactions to create detail items in Account Reconciliations the data sets in Transaction Matching need to be assigned to Account Reconciliations fields.



1. **Detail Amount:** If multi-currency is enabled, identifies the amount to be pulled in as the Account Reconciliation detail amount.
2. **Currency Type:** Detail Amount currency type used when multi-currency is enabled.
3. **Local Amount:** If multi-currency is not enabled, identifies the detail item amount.
4. **Account Amount:** Overrides what would be calculated for the account amount if multi-currency is enabled.
5. **Reporting Amount:** Overrides what would be calculated for the reporting amount if multi-currency is enabled.
6. **Item Name:** Default value for item name. It can be overridden and is dependent on the selections made when creating a detail item.

7. **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.
8. **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



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.

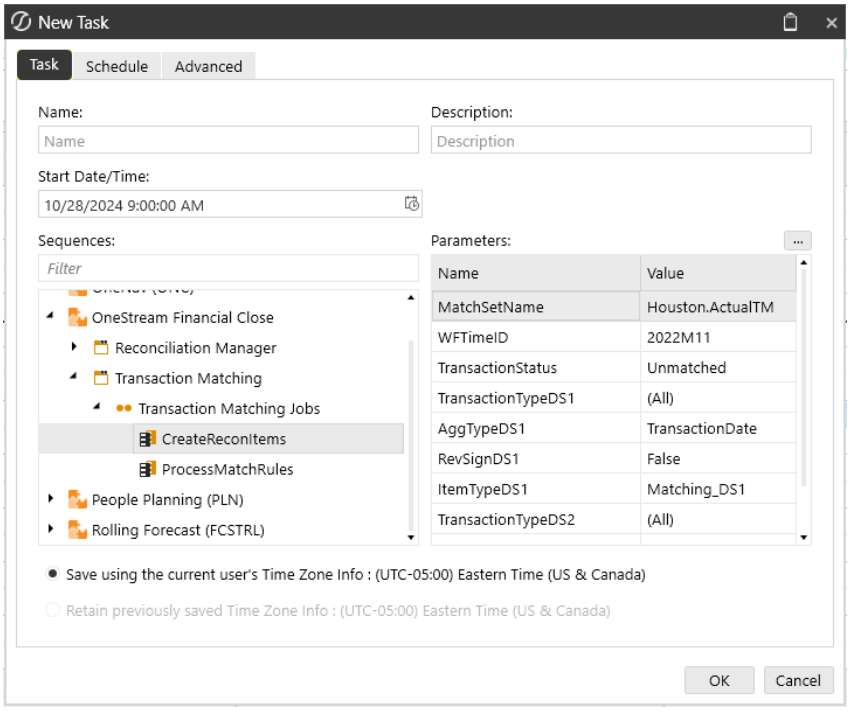
E. **Item Type:** Defaults to **Matching_DS1**, **Matching_DS2**, or **Matching_DS3** depending on the associated data set. You can change the item type to be any item type in the control list.

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 the Task Scheduler section of the *Design and Reference Guide*.



Available parameter names, including default values and valid values, are listed below. Parameters with an asterisk are required.

> **NOTE:** Use the following format to define a MatchSetName value: Workflow Profile.Scenario. For example, in the previous image, the MatchSetName value is Houston.ActualTM. The Workflow Profile is Houston and the Scenario is ActualTM.

Parameter	Default Value	Valid Value
MatchSetID* (default) or MatchSetName*		
WFTime* (default) or WFTimeID*		
TransactionStatus*		Unmatched, Unmatched as of Period End, Matched
MatchReasonCode	(All)	Any Reason Code name
MatchPeriod	Future	(All), Future, Current
ImportPeriod	(All)	Any WFTimeID
TransactionTypeDS1	(All)	(All), Selected, (None)
ItemNameDS1	Substituted Value	
ReferenceOneDS1	Substituted Value	
ReferenceTwoDS1	Substituted Value	
AggTypeDS1	(None)	(None), Total, ItemName, TransactionDate
RevSignDS1	FALSE	True/False

Parameter	Default Value	Valid Value
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	
ReferenceOneDS3	Substituted Value	
ReferenceTwoDS3	Substituted Value	
AggTypeDS3	(None)	(None), Total, ItemName, TransactionDate

Parameter	Default Value	Valid Value
RevSignDS3	FALSE	True/False
ItemTypeDS3	Matching_DS3	Any Item Type

Help and Miscellaneous Information

Access the help documentation.

- Set Optimal Display Settings
- Package Contents and Naming Conventions
- Database Migration Considerations
- Modifying Solution Considerations
- Custom Service Factory

Set Optimal Display Settings

OneStream 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 Software 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_PV9.0.0_SV201_PackageContents.zip

Identifier	Description
OFC	Solution ID
PV9.0.0	Minimum Platform release required to run solution
SV201	Solution version
PackageContents	File name

Solution Database Migration Advice

A development OneStream application is the safest method for building out a solution with custom tables such as this one. The relationship between OneStream objects such as workflow profiles and custom solution tables is that they point to the underlying identifier numbers and not the object names as seen in the user interface. Prior to the solution configuration and to ensure the identifiers match within the development and production applications, the development application should be a recent copy of the production application. Once the development application is created, install the solution and begin design. The following process below will help migrate the solution tables properly.

See also: *Managing a OneStream Environment* in the *Design and Reference Guide*.

OneStream Solution Modification Considerations

A few cautions and considerations regarding the modification of OneStream Solutions:

- Major changes to business rules or custom tables within a OneStream 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 OneStream 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 OneStream 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.

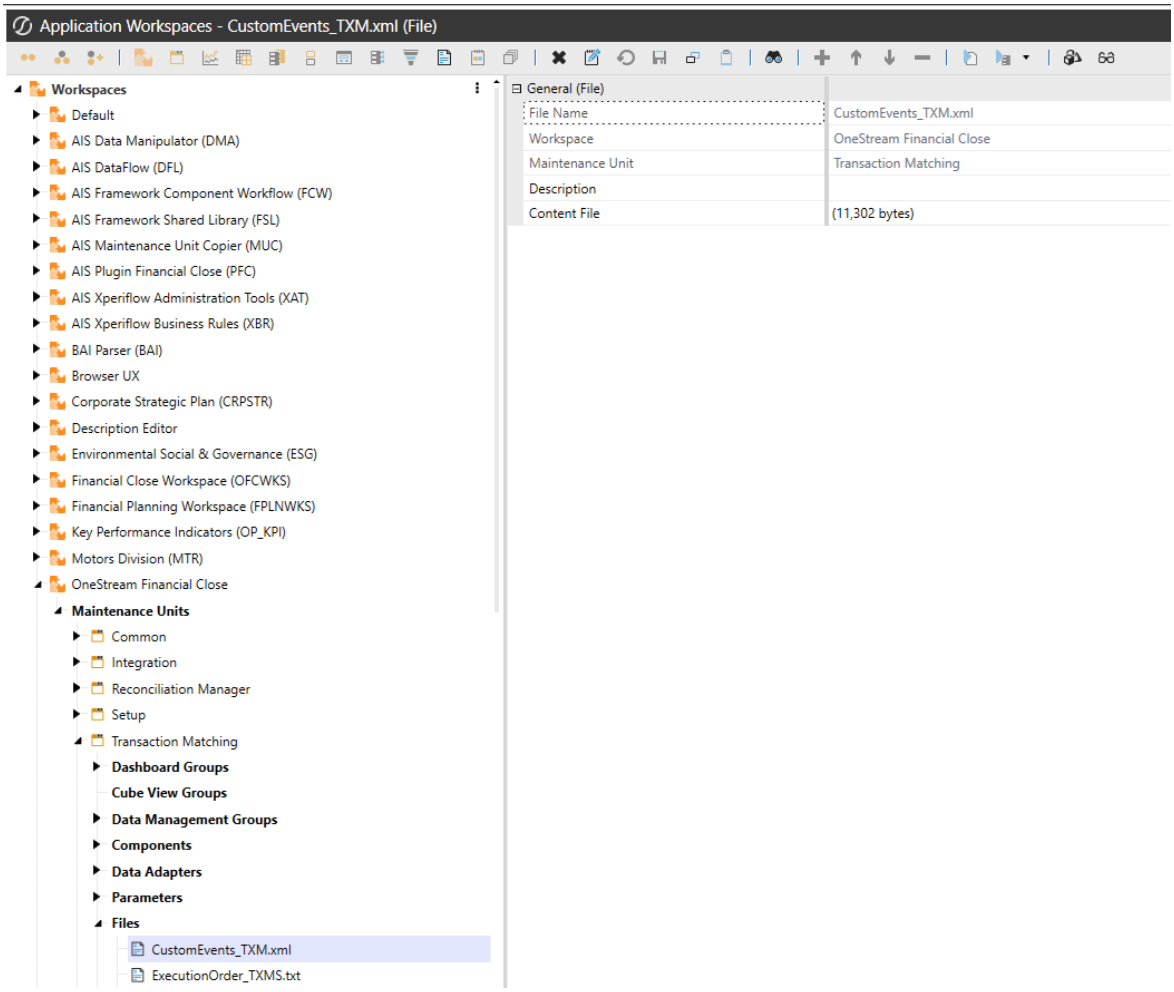
Custom Service Factory

The purpose of the Custom Service Factory is to provide a method in which you can add customizations to the Transaction Matching solution.

> **IMPORTANT:** Maintain your assembly as customizations will not remain in place during a solution upgrade.

Set Up the Custom Service Factory

1. On the **Application** tab, go to **Workspaces** > **OneStream Financial Close** > **Maintenance Units** > **Transaction Matching** > **Files**.
2. In the **Files** folder, click **CustomEvents_TXM.xml**.



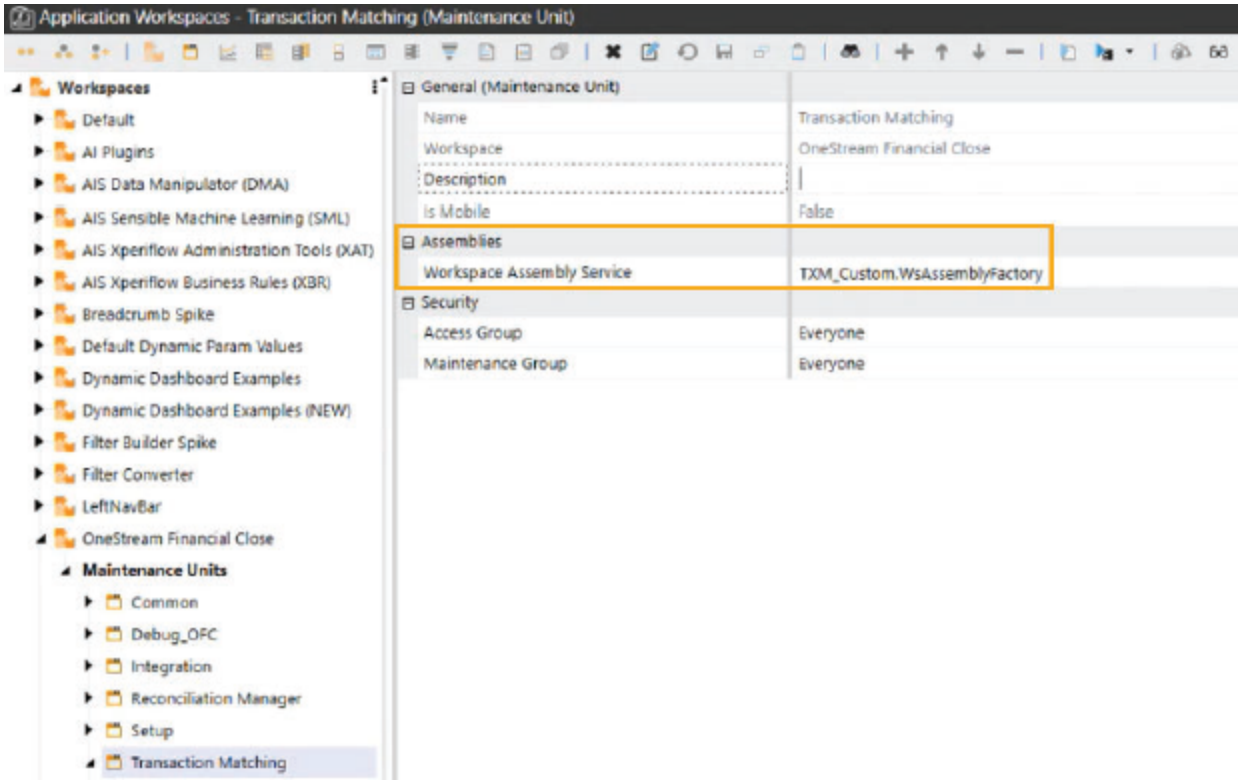
3. In the **General (File)** pane, click the **Download File** button, and save the file.
4. On the **Application** tab, click **Tools** > **Load/Extract**.

5. On the **Load** tab, locate CustomEvents_TXM.xml using the **Select File** icons and click **Open**.

Change Assemblies Setting Upon Install

1. On the **Application** tab go to **Workspaces** > **OneStream Financial Close** > **Maintenance Units** > **Transaction Matching**.

2. In the **Workspace Assembly Service**field, type **TXM_Custom.WsAssemblyFactory**.



Maintain Assembly

1. On the **Application** tab, click **Tools** > **Load/Extract** > **Extract**.

2. Clear the **All** checkbox.

3. Go to **Workspaces** > **OneStream Financial Close** > **Maintenance Units** > **Transaction Matching** > **Workspace Assemblies**.

4. Select **TXM_Custom**.

5. Click the extract button .

> **NOTE:** Extract assembly before uninstalling UI.

Appendix A: Date Grouping Tolerances

This section explains Date Grouping Tolerances and how to set them up in OneStream. To help explain Date Grouping Tolerances, we'll use two data sets to show how matches work when you have:

- No date tolerances
- Post-aggregate date tolerances
- Pre-aggregate date tolerates (new feature added for the PV710 SV100 release)

These are the data sets we'll use to explain the different scenarios. They both have a list of five transactions containing invoices with dates and amounts.

DS1		
Invoice	Date	Amount
AAAA	2-Jan	100
AAAA	2-Jan	200
AAAA	3-Jan	75
BBBB	3-Jan	200
BBBB	4-Jan	100

DS2		
Invoice	Date	Amount
AAAA	2-Jan	425
AAAA	3-Jan	350
AAAA	3-Jan	25
BBBB	3-Jan	150
BBBB	3-Jan	150

No Date Tolerances

If we do not apply date tolerances to the data sets then the transactions are grouped by the same invoice and date to get the aggregated amounts. All AAAA invoices on 2-Jan are summed together, as are all AAAA invoices on 3-Jan and all BBBB invoices on 3-Jan.

As noted in the image below, there are no matches across the aggregated amounts. The sum of the AAAA invoices on 2-Jan for DS1 is $300 while DS2 is $425. The sum of the AAAA invoices on 3-Jan for DS1 is $75 while DS2 is $375. The sum of the BBBB invoices on 3-Jan for DS1 is $200 while DS2 is $300.

DS1		
Invoice	Date	Amount
AAAA	2-Jan	100
AAAA	2-Jan	200
AAAA	3-Jan	75
BBBB	3-Jan	200
BBBB	4-Jan	100

AAAA	2-Jan	300
AAAA	3-Jan	75
BBBB	3-Jan	200

DS2		
Invoice	Date	Amount
AAAA	2-Jan	425
AAAA	3-Jan	350
AAAA	3-Jan	25
BBBB	3-Jan	150
BBBB	3-Jan	150

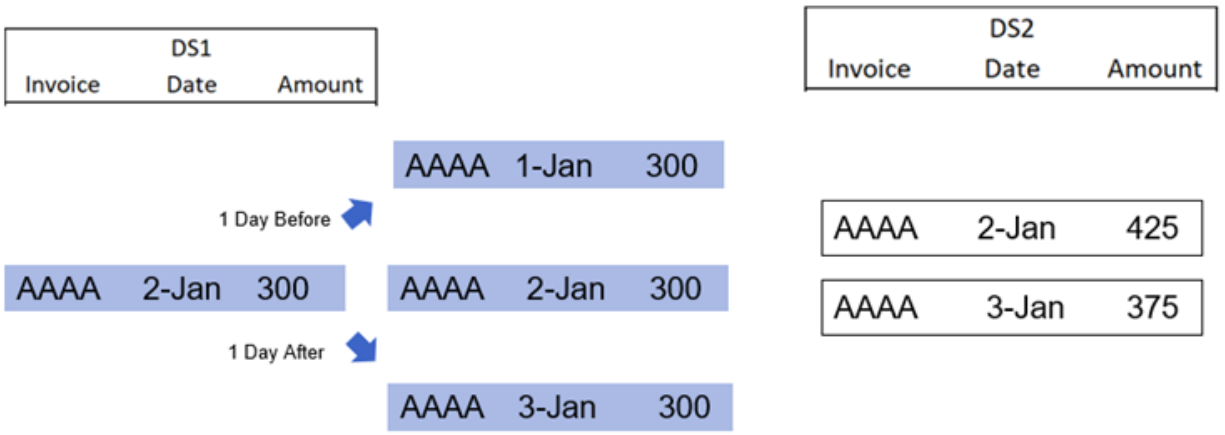
AAAA	2-Jan	425
AAAA	3-Jan	375
BBBB	3-Jan	300

Post-aggregate Date Tolerances

When we add a post-aggregate date tolerance, of 1 day before and 1 day after the first step is the same as in the previous example: we sum all the transactions by invoice and date. Then we add an additional step of taking the aggregated amounts and applying the date tolerances after the fact.

Let's look at just one of the aggregated amounts in DS1 (the aggregated AAAA invoices on 2-Jan for $300, which we saw in the previous example is actually made up of two transactions). In applying the date tolerance post grouping we will then look in DS2 for invoice AAAA on 2-Jan for an aggregated amount of $300 and also look to see if there is this amount for invoice AAAA on a day before (on 1-Jan) or a day after (on 3-Jan).

But if we look at the aggregated amounts for the AAAA invoices we had in our DS2 we see there is no match (they total $425 or $375, but not $300). Again, we just reviewed one of the aggregated amounts, but if we did this for the other aggregated transactions (AAAA invoices on 3-Jan and BBBB invoices on 3-Jan), we would still find no matches.



Pre-aggregate Date Tolerances

For pre-aggregate date tolerances, we need to specify which data set we want the date tolerance applied to. In this example we won't apply a tolerance to DS2 since we have already seen that the transactions easily group by the same invoice and date. So the transactions in DS2 will be aggregated the same as in the previous examples. The AAAA invoices on 3-Jan equal $375 and the BBBB invoices on 3-Jan equal $300.

For DS1, we'll apply the pre-aggregate date tolerance of 1 day before and 1 day after. Starting with the first line item for invoice AAAA on 2-Jan for $100, all invoice AAAAs within one day before (on 1-Jan) and one day after (on 3-Jan) are aggregated. There's nothing on 1-Jan but now the 3-Jan invoice for $75 is included so the total is $375.

The same happens for the BBBB invoices. Starting with the BBBB invoice on 3-Jan for $200, the amounts on 2-Jan and 4-Jan are included. There's nothing on 2-Jan, but now the 4-Jan invoice is included so the total is $300. As a result, there are two matches, where in the first two scenarios there were no matches.

DS1		
Invoice	Date	Amount
AAAA	2-Jan	100
AAAA	2-Jan	200
AAAA	3-Jan	75
BBBB	3-Jan	200
BBBB	4-Jan	100

DS2		
Invoice	Date	Amount
AAAA	2-Jan	425
AAAA	3-Jan	350
AAAA	3-Jan	25
BBBB	3-Jan	150
BBBB	3-Jan	150

AAAA	2-Jan and 3-Jan	375
BBBB	3-Jan and 4-Jan	300

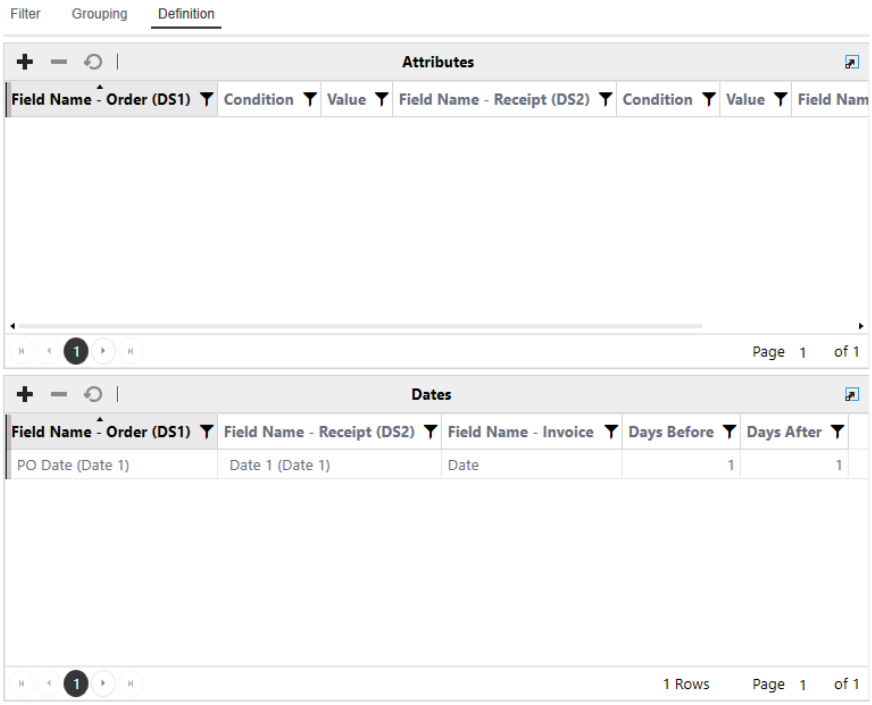
AAAA	3-Jan	375
BBBB	3-Jan	300

Set Up Date Tolerances

Following are instructions for setting up date tolerances to match the scenarios that were described above.

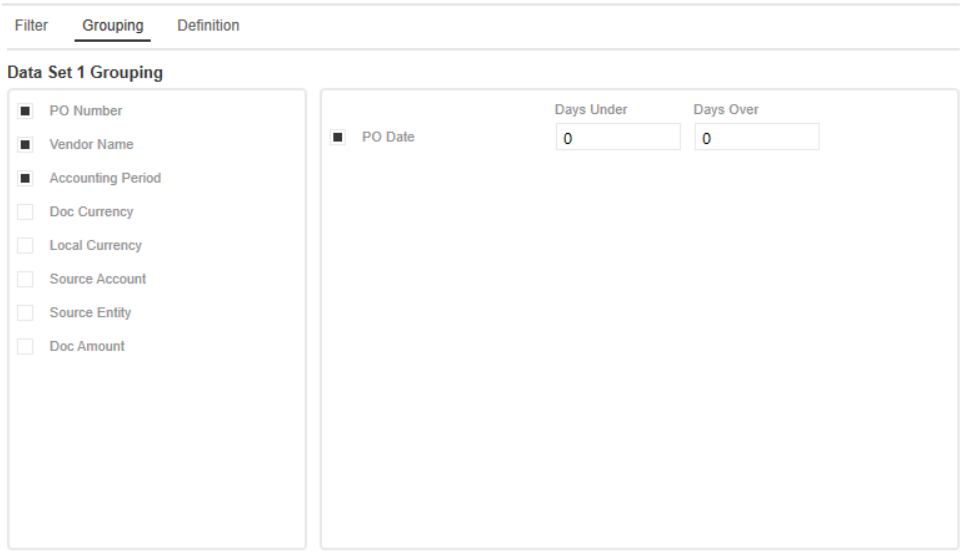
Post-aggregate Date Tolerances

To set up the post-aggregate date tolerances as in the scenario above, you set up the date tolerances in the Definition tab and then group by Invoice attribute field in the Grouping tab.



Pre-aggregate Date Tolerances

To set up the pre-aggregate date tolerances as in the scenario above, you set up the date tolerances in the Grouping tab and group by the Invoice attribute field.


Filter
Grouping
Definition
Data Set 1 Grouping
PO Number
Vendor Name
Accounting Period
Doc Currency
Local Currency
Source Account
Source Entity
Doc Amount
PO Date
Days Under
Days Over
0
0

Appendix B: Complex Expressions

Loading Transaction Data: Date Attribute Fields (Attributes 17 - 20)

If the date field in your data source is active but contains a null or blank value, or if certain date formats are incompatible with InvariantCulture during the transaction import, the import process will fail. You will receive an error message specifying the unsupported column and value.

However, you can use a Complex Expression to correctly convert date formats or set a default date for blank values.

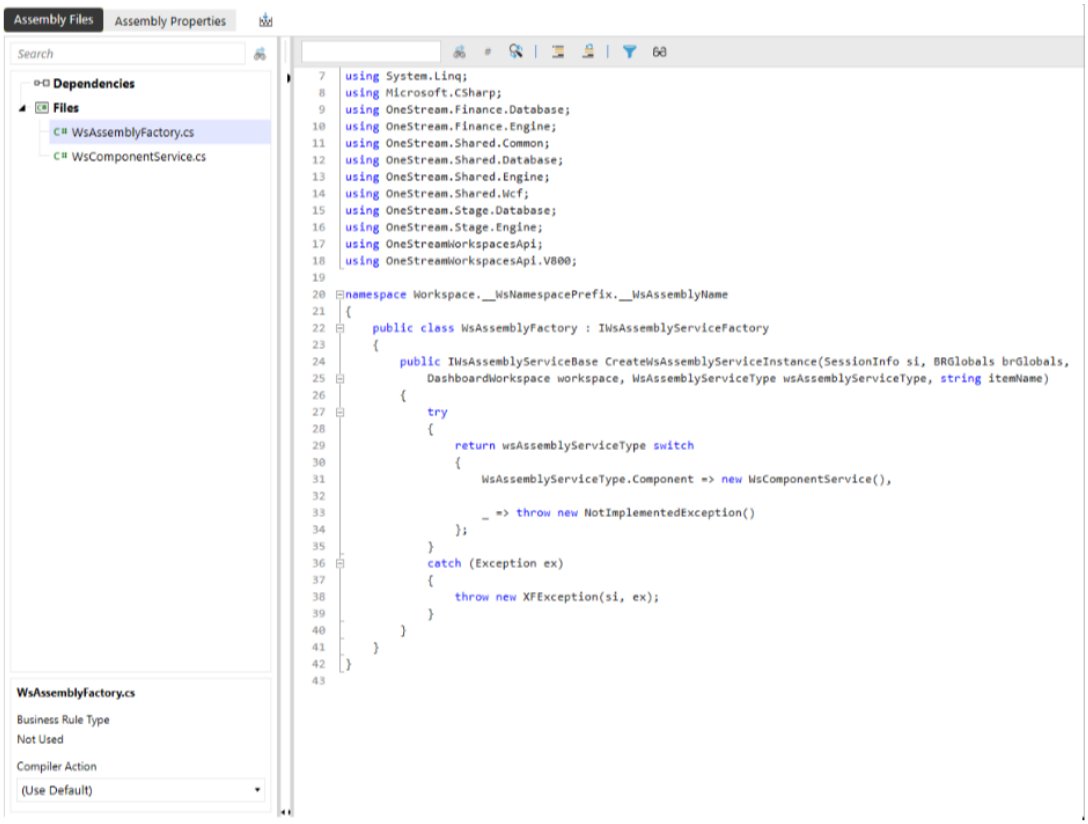
This example is provided in case the source data cannot be altered. This will convert the date into syntax suitable for the transaction matching conversion:

```
1  Formula Header...
26
27 Dim sourceFormat As String = "dd/MM/yyyy"
28 Dim targetFormat As String = "yyyy/MM/dd"
29 Dim parsedDate As DateTime
30
31 ' Try to parse the value with the source format. If successful, return the date in the target format.
32 If DateTime.TryParseExact(args.Value, sourceFormat, CultureInfo.InvariantCulture, DateTimeStyles.None, parsedDate) Then
33     Return parsedDate.ToString(targetFormat)
34
35 ' If the value is an empty string return 1/1/1900.
36 Else If String.IsNullOrWhiteSpace(args.Value) Then
37     Return SharedConstants.DateTimeMinValue.ToString(targetFormat)
38
39 ' Return the original value so the Transaction Matching import can handle the error.
40 Else
41     Return args.Value
42 End If
43
44 Formula Footer...
55 Helper Functions Header...
57
58
59
60 Helper Functions Footer...
```

Appendix C: Custom Filter Dashboard (Transaction Matching)

1. Create a new Workspace to contain your customizations and objects. For example, TXM Customizations.
    a. Set Is Shareable Workspace = True
2. Create a new Maintenance Unit under this Workspace to hold your custom filters. For example, TXM Custom Grid Filters.
3. Create a new Assembly under this Maintenance Unit.
    a. Add a Component Service file to the Assembly and leave it unchanged.
    b. Add a Service Factory file to the Assembly and modify to point to your Component

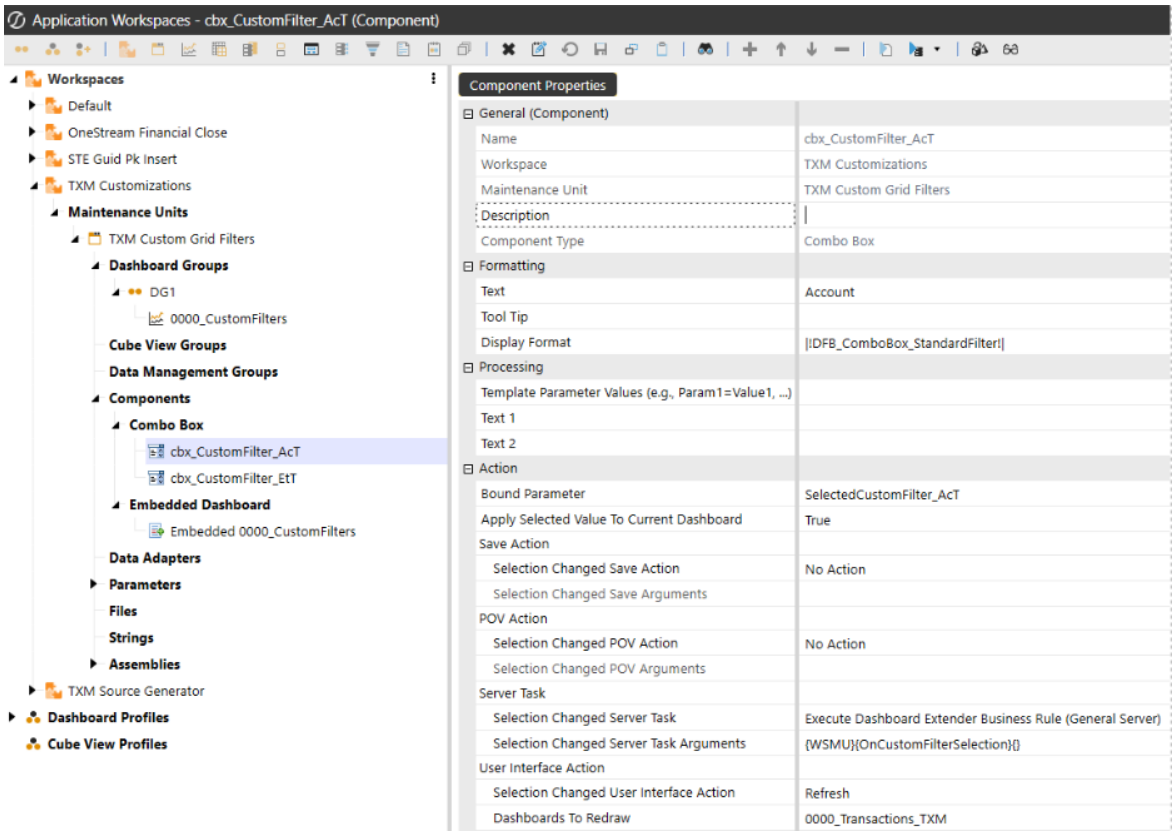
Service. Example:



4. Update the **Workspace Assembly Service** on your Maintenance Unit to point to this Service Factory.

General (Maintenance Unit)	
Name	TXM Custom Grid Filters
Workspace	TXM Customizations
Description	
Is Mobile	False
Assemblies	
Workspace Assembly Service	TXM_CustomFilters.WsAssemblyFactory
Security	
Access Group	Everyone
Maintenance Group	Everyone

5. Create combo boxes, radio buttons, or text boxes that hold the filter options.

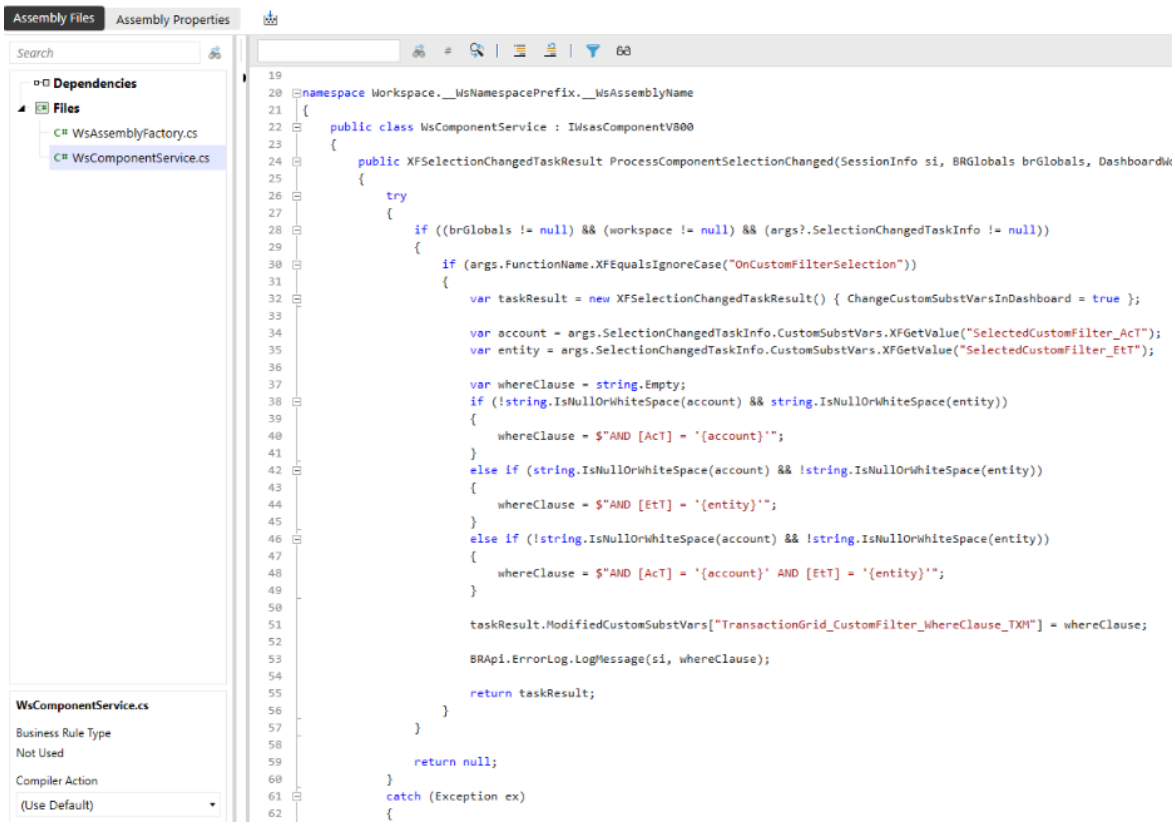


a. Set the Bound Parameter and populate the associated values.

b. Set the Component Selection Changed which updates the parameter.

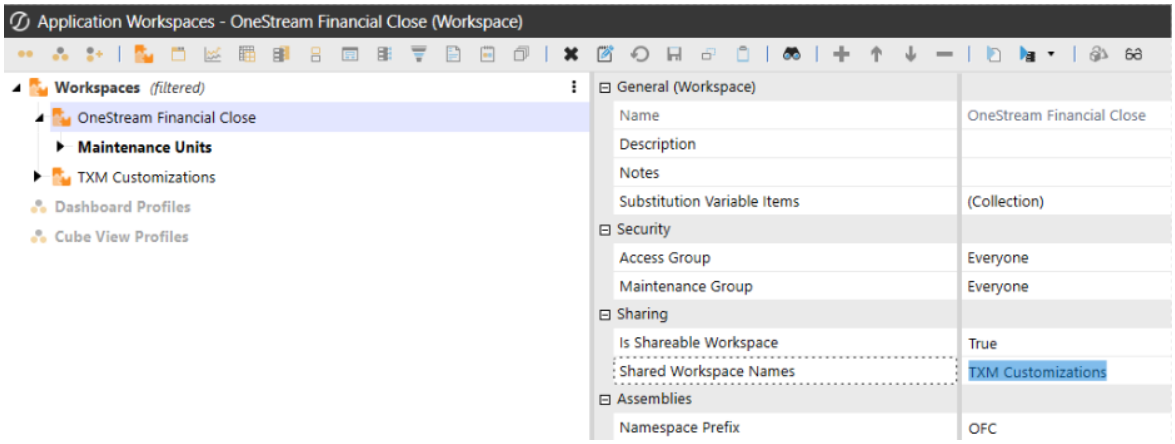
c. Set the interface action to refresh the 0000_Transactions_TXM dashboard.

6. Add a function to your Component Service that updates the Bound Parameter. Example:



7. Set the Where Clause to the TransactionsGrid_CustomFilter_WhereClause_TXM parameter.

8. Add Workspace to the OneStream Solution **Shared Workspace Names** property.



9. Add your custom dashboard as the Embedded Dashboard on the emd_TransactionGrid_CustomFilters_TXM embedded dashboard component.