



# Account

# Reconciliations Setup

# Instructions

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# Overview

The Account Reconciliations solution rapidly delivers a new level of data quality and risk reporting. OneStream has a single source platform for all GL trial balances, including transactional level balances, and allows users to reconcile reported data and drill directly to Reconciliations from financial reports. OneStream supports the critical transparency and audit requirements of the enterprise while leveraging the core XF Platform capability.

Account Reconciliations accomplishes the following:

- Points to the loaded data in the OneStream Stage which is the source for approved financial statements reported out of a OneStream financial model.
- Leverages existing OneStream metadata structures to help automate this process and keep everything in sync. If new Accounts are added within a defined range, the Preparer is notified and can act.
- The solution uses the exact same data already imported and validated in the Stage to discover reconciliation items so there is no need to reload trial balance data to reconcile differences. This also significantly accelerates its total implementation time.
- Allows the ability to reconcile in a single currency or multiple currencies. Additionally, the solution's flexibility allows for the ability to enable multi-currency at the reconciliation level.
- Send notifications when a reconciled balance changes due to tight integration with financial data allowing stakeholders to take action.
- Provide ultimate flexibility by having users enter Reconciliation Explanations via Excel Templates.
- Drill directly from financial reports to Reconciliation details to show what percent of an account's source values were reconciled.
- Accelerate training for some preparers and reviewers who are already familiar with OneStream Workflow.

# Setup & Installation

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

See also: [MarketPlace Solution Modification Considerations](#)

## Dependencies

Component	Description
OneStream XF 6.3.0 or later	Minimum OneStream Platform version required to install this version of Account Reconciliations. Version 6.3.1 is recommended to use column reorganization functionality.

## Select the Account Reconciliations Development Location

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

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

**Note:** It is strongly recommended that you implement Account Reconciliations in the Development environment with a fresh copy of the Production application before starting work.

**Development OneStream XF Application:** As a Best Practice, use the Development OneStream XF application to build Account Reconciliations.

# Create the OneStream XF Development Application

1. Ensure all the OneStream XF artifacts relating to Account Reconciliations such as **Workflow Profiles** and **Entities** are in the Production application.
2. Create new Scenario to be used with Account Reconciliations.  
**See also:** [Scenario](#)
3. Copy your Production OneStream XF application to your Development environment and rename it. This Development version will be used for your Account Reconciliations project.

## Prerequisite: Reconciliation Data in Stage

Account Reconciliations reads source data from the OneStream Stage by pulling it from a different Scenario's imported trial balance data. In order to reduce the amount of implementation time, leverage existing data already loaded into the OneStream Stage and take advantage of how Account Reconciliations was designed to optimize integration.

The following prerequisites are required:

- Data must be in a source Scenario (*e.g. Actual*) with one Scenario Type (*e.g. Actual*).
- The Account Reconciliations process must be managed by a different Scenario (*e.g. ActualAR*) with a different Scenario Type (*e.g. Model*).
- Both Scenarios must have the exact same Cube setting for *Suffix for varying Workflow by Scenario Type* which means they share the same Workflow Profile structure.
- Data in Stage should be in the same View as what is being reconciled and this is typically Year to Date (not periodic).
- Workflow Tracking Frequency in Stage should be the same for Actual and Reconciliation Scenario. For instance, cannot be collecting weekly workflow data in Stage and only reconciling as monthly.



If there is a need to reconcile data entered in forms or journals or some of the exceptions above, or if the Workflow Profile structure in the source Scenario is not the same level of granularity as it would be for Account Reconciliations, the workaround is to load the form and journal data back into the Stage for analysis by Account Reconciliations. Note that this separate Stage data will prohibit drilling back from financial reports to Account Reconciliations data.

# Application Server Settings

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

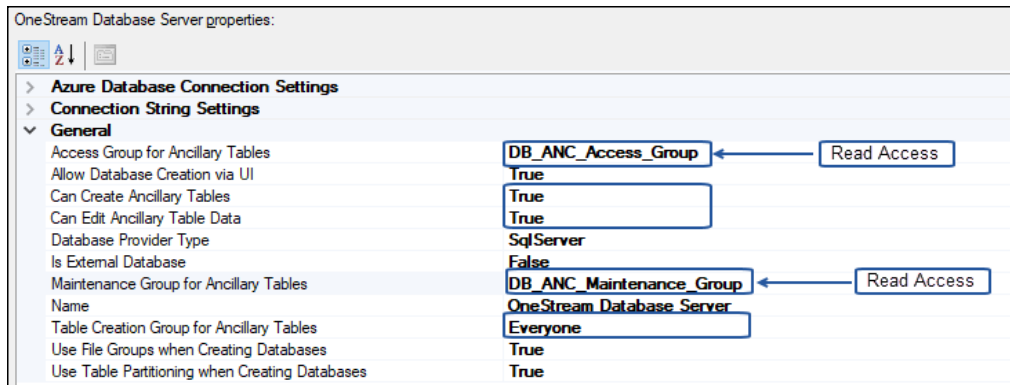
See also: [Solution Database Migration Advice](#)

## Configure the OneStream XF Application Server

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

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

1. Start the OneStream XF Server Configuration Utility as an Administrator.
2. Select **Open Application Server Configuration File > Database**
3. Edit the following **OneStream Database Server properties**:
  - **Access Group for Ancillary Tables**: Select a group that includes those who will access records.
  - **Can Create Ancillary Tables**: True
  - **Can Edit Ancillary Table Data**: True
  - **Maintenance Group for Ancillary Tables**: Select a group who will edit and maintain tables.
  - **Table Creation Group for Ancillary Tables**: Select a group who can create tables.



4. Restart Internet Information Server.

Ensure these user group settings include the people who will be working on and setting up Account Reconciliations tables.

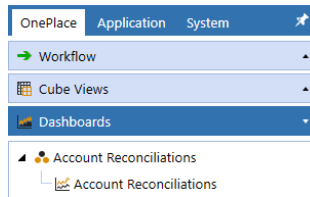
## Install Account Reconciliations

1. On the OneStream XF MarketPlace Dashboard, click **MarketPlace > Account Reconciliations**.
2. On the Account Reconciliations Solution page, select the appropriate OneStream XF platform version from the **Minimum Platform Version** drop-down list.
3. Select the most recent version from the **Solution Version** drop-down list and then click **Download**.
4. Log in to OneStream XF.
5. On the **Application** tab, click **Tools > Load/Extract**.
6. On the **Load** tab, locate the solution package using the **Select File** icons and click **Open**.
7. When the solution's file name appears, click **Load**.
8. Click **Close** to complete the installation.

## Set Up Account Reconciliations

The first time you run Account Reconciliations, you are guided through the table setup process.

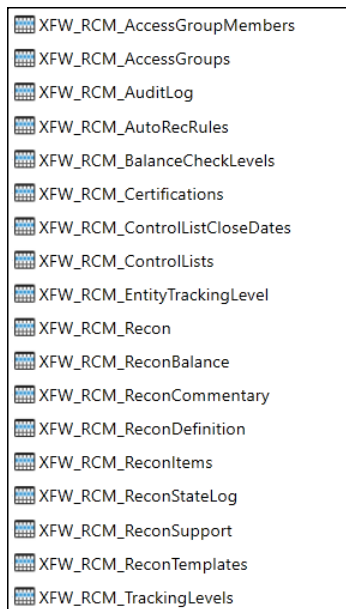
In OneStream XF, click **OnePlace > Dashboards > Account Reconciliations > Account Reconciliations**.



## Create Tables

### 1. Click **Step 1: Setup Tables**

This step may be necessary when upgrading even if tables are already present. Account Reconciliations will not drop any tables that already exist but will modify table structures and add any new ones if necessary.



2. When setup is complete, click **Step 2: Launch Solution** to open Account Reconciliations.

## Package Contents

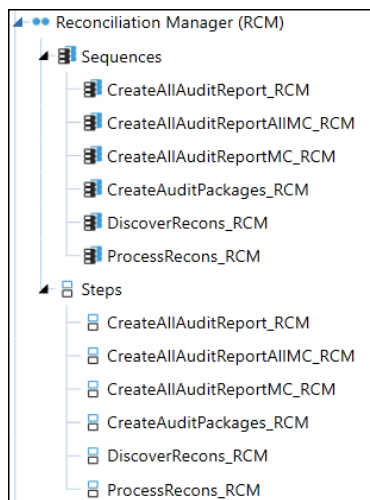
The **Account Reconciliations Dashboard** is the user interface for settings and performing reconciliations. The following **Business Rules** are included:

- **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.
- **XFR\_GetFilenameforSourceID**
- **RCM\_HelperQueries** is a Dashboard Dataset Business Rule. This rule can look up lists of email addresses, lists of Accounts, return reconciliation information for reporting, drill from a report to a reconciliation, and calculate statistical reconciliation data like counts, balances and statuses.
- **RCM\_ImportExportHelper** is a Dashboard Extender Business Rule. Account Group and Access Group Import/Export Helper Functions.
- **RCM\_SolutionHelper** is a Dashboard Extender Business Rule. The calculations here go hand in hand with the RCM\_DynamicCalcs UD8 Dimension. Other Business Rules help with importing templates, changing status, user notification, etc.
- **RCM\_ParamHelper** is a Dashboard XFBR String Business Rule. This rule contains dynamic logic that will change a string in a rule or on a label in the Account Reconciliations Dashboard.
- **RCM\_DataMgmtAllAuditPackages** is an Extensibility Business Rule used with a Data Management Sequence to create Audit Packages of compressed files for sharing with additional parties.
- **RCM\_DataMgmtDiscover** is an Extensibility Business Rule used with a Data Management Sequence to run the Discover process often if not on a schedule (typically during the extended close process) via the Data Management process. Review the section on *Data Management Sequences* in the *OneStream XF Design and Reference Guide* for running a Data Management Sequence on a schedule via Microsoft PowerShell. Any notification related to the manually run Discover process, such as if a new Reconciliation Inventory is found, will be executed via this Data Management Sequence.
- **RCM\_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** will be created within the application and does not need to be added to a Cube in order 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.

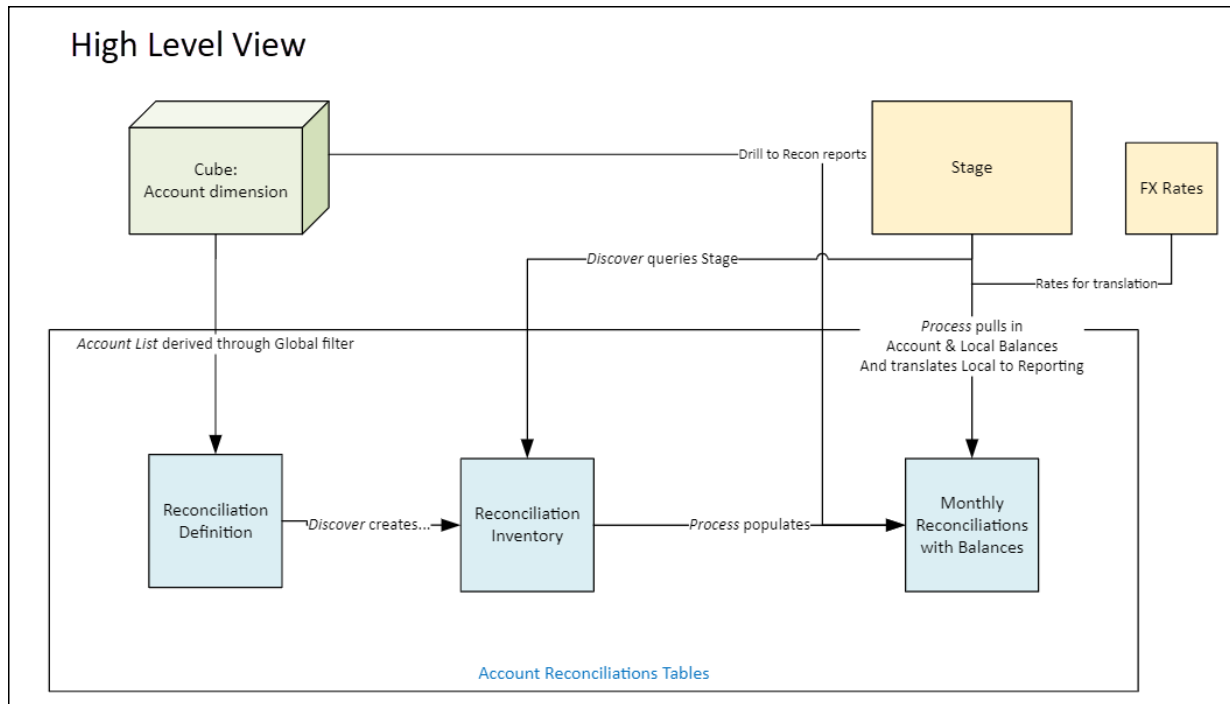
- **RCM:** Reconciliation Manager Statistics – This is simply a member used to group the other RCM members.
- **RCM\_PctComplete\_Ent:** Entity % of Recons Completed - Gets the Percent complete for all Reconciliations associated with this Entity, Scenario, Time.
- **RCM\_PctComplete\_EntAcct:** Entity-Acct % of Recons Completed - Gets the Percent complete for all Reconciliations associated with this Entity, Scenario, Time, Account.
- **RCM\_ISC\_EntAcct:** IS Correction (Entity Account) - Gets the IS Correction Value for all Reconciliations associated with this Entity, Scenario, Time, Account.
- **RCM\_BSC\_EntAcct:** BS Correction (Entity Account) - Gets the IS Correction Value for all Reconciliations associated with this Entity, Scenario, Time, Account.
- **RCM\_ISC\_Ent:** IS Correction (Entity) - Gets the IS Correction Value for all Reconciliations associated with this Entity, Scenario, Time.
- **RCM\_BSC\_Ent:** BS Correction (Entity) - Get the BS Correction Value for all Reconciliations associated with this Entity, Scenario, Time.

The following **Data Management Sequences and Steps** are created for use with their related Business Rules. The benefit of running these processes through a Data Management Sequence is that they can run in the background while the user continues their work.



# Existing Application Changes to Financial Model and Workflow

This diagram represents a high-level view of how Account Reconciliations works with the rest of the OneStream application:



## Accounts

Accounts do not require setup. The solution will discover Reconciliations from the existing Account Dimension as it relates to loaded Stage data.

## Scenario

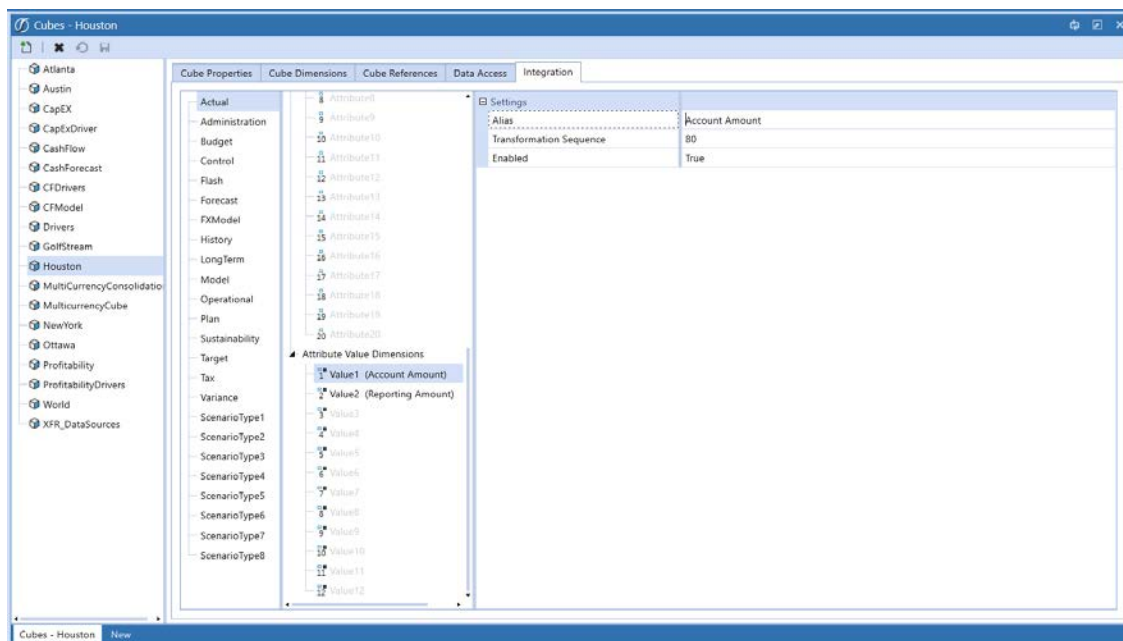
Create a separate Scenario and assign it to a Scenario Type not yet in use. For example, point to a Scenario called *Actual* for actual data and a Scenario called *ActualAR* to represent the Account Reconciliation data. The second Scenario is a mirror of Actual. In this example, an Actual Scenario Type was assigned to the *Actual* Scenario and a Model Scenario Type was assigned to the *ActualAR* Scenario.

## Cube

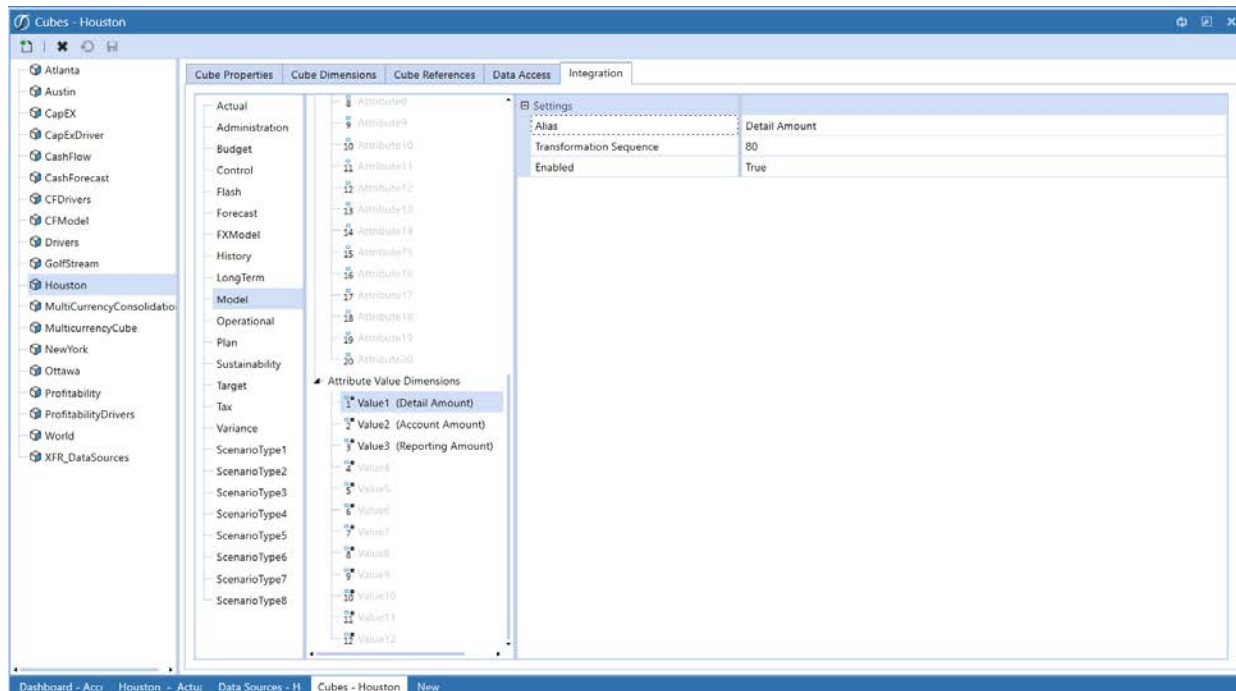
Both Scenarios discussed above (*Actual Scenario and Reconciliation Scenario*) must have the same *Suffix for varying Workflow by Scenario Type* Cube setting. This results in both Scenarios sharing the same Workflow Profile structure but varying the Workflow Profile settings by Scenario Type.

### Multi-Currency Solutions

Within the Cube Integration for the Actual Scenario, set the Attribute Value Dimensions for Account Amount and Reporting Amount (if OneStream translation is not used for Reporting). Setting these Attribute Values allows for Account and Reporting level balances to be loaded into Stage and subsequently pulled into Account Reconciliations, upon Process.



Within the Cube Integration for the Model Scenario, set the Attribute Value Dimensions for Detail Amount and Account Amount and Reporting Amount (if Balance Check amounts are loaded for these levels). Setting these Attribute Values allows for Balance Check amounts to be loaded for Multi-Currency reconciliations.



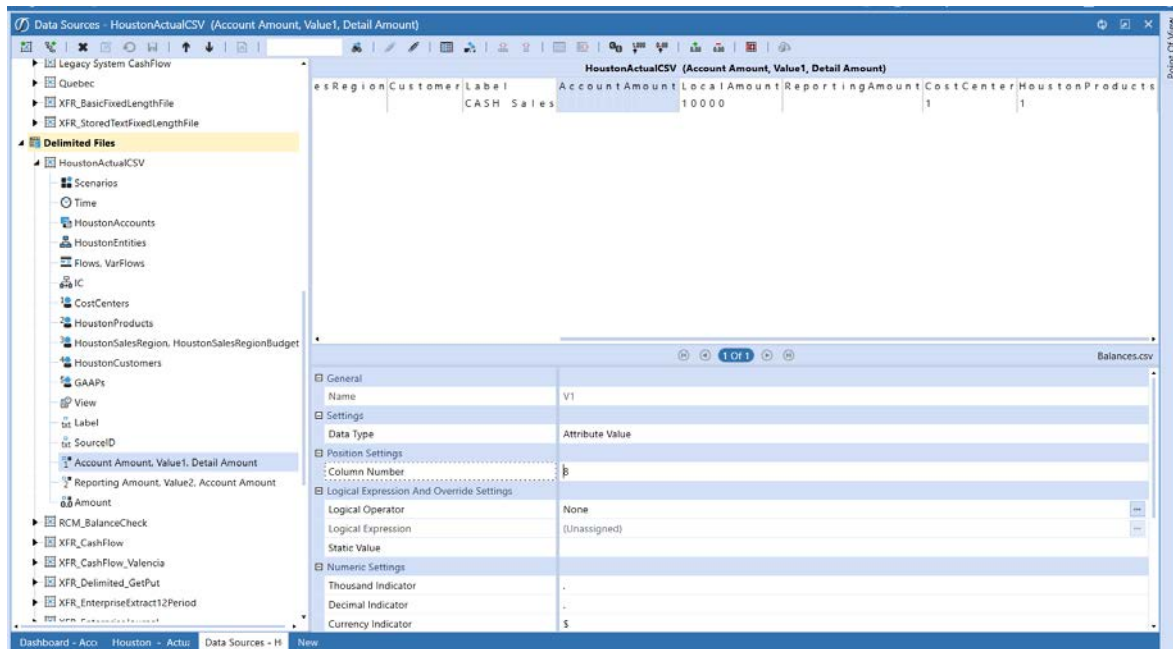
## Data Sources (Multi-Currency Solutions)

Loading in Account level balances requires identifying the column related to Account level balances within the Actuals Data Source. Within the Actuals Data Source, set the Account balance column to have a Name of “V1” and the Data Type of “Attribute Value”. If Reporting balances are also going to be loaded, and OneStream translation is not used to derive Reporting level balances, set the Reporting balance column to have a Name of “V2” and the Data Type of “Attribute Value”.

It is recommended that Account level balances be loaded as part of the same data load as Local and Reporting, if possible, in order to ensure all currency levels are simultaneously updated. This will also ensure that Account Reconciliation Balances tie back to the source ERP. If a data source that differs from the Actuals is used, the same Attribute Dimensions must be used.

**See also:** "Data Loaded into Stage" on page 97



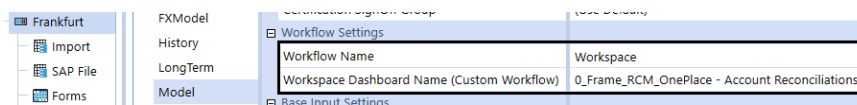


## Workflow Hierarchy

### Bind Account Reconciliations to Workflow Profile

The Account Reconciliations Dashboard can be entered in the context of a specific Workflow Profile. This can be at a Base Input-level Workflow Profile, such as the *Frankfurt* example shown below, or at a Review-level Workflow Profile, which combines the Reconciliations of its dependent Base Input Workflow Profiles. In the *Frankfurt* example below the Model Scenario is selected because these settings apply to the *ActualAR* Scenario (Reconciliation Scenario).

1. Set **Workflow Name** to **Workspace**
2. Set **Workspace Dashboard Name** to **0\_Frame\_RCM\_OnePlace – Account Reconciliations**.



**Important:** You must reassign the **Workspace Dashboard Name** in the **Workflow Profile** after performing an **Uninstall UI**.

**Note:** This workflow can have different settings by scenario.

## Detailed Reconciliation for Balance Check

If a Balance Check Reconciliation is not used in Account Reconciliations, set *Profile Active* to *False* for all Base Input children (*i.e. Import, Forms, Adj/Journals*). If a Balance Check Reconciliation is used, set *Profile Active* to *True* for the Import Base Input child for all relevant Scenarios and Workflow Profiles. Typically, this is used to load GL details and then test them via a Transformation Rule or Transformation Event Handler Business Rule. This pass/fail rule determines if a data condition is met. For example, a user imports hundreds or even thousands of detailed transaction records from the ERP subledger via a OneStream Connector or file imported to the Stage. This is then pulled into the Reconciliation as an Explanation of the values to see if the total aligns. The user can navigate back to the detail in this Workflow through a button on that page.

# Settings

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



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

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

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

# Global Setup

## Global Options

ACCOUNT RECONCILIATIONS

SETTINGS (Clubs, Actual, 2022M3)

Global Setup

Global Options Global Defaults

Security Role [Manage Recon Setup]: Administrators

Security Role [Recon View Only]: Administrators

All Recons Require R-Doc:

Enable Mass Actions: Prepare  Approve

Process Recons On Complete Workflow:

Source Scenario: Actual

Recon Scenario: ActualAR

Recon Account Dimension: CorpAccounts

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

Auto Create Recon Definition:

Email Connection: OneStreamEmail

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

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

Multi-Currency Reconciliations: Enabled

FX Rate Type: ClosingRate

FX Reporting Currency: USD

Audit Files Use Target Name Only:

Save

**Security Role [Manage Recon Setup]:** Anyone assigned to this OneStream XF 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 XF System Administrator and, by default, can perform any of the same duties as a Reconciliations Global Admin.

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

### Security Role [Recon View Only]

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

### All Recons Require R-Doc

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

### Enable Mass Actions

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

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

### Process Recons on Complete Workflow

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

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

### Source Scenario

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

### Recon Scenario

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

### Recon Account Dimension

Select the Account dimension containing the accounts to be reconciled.

### Recon Account Member Filter

Enter an account-based member filter used to query a list of accounts to reconcile. For example:

*A#[Balance Sheet].Base, A#1000, A#2000.Base*

If Extensible Dimensionality is being used on the Accounts dimension in this application, this member filter must be adjusted to query accounts differently across each cube. This is because an account could be a base member in one Account dimension and a parent in another. Here is an example of this syntax:  
*A#[Balance Sheet].Base.Options(Cube=[GolfStream], ScenarioType=Actual),A#[Balance Sheet].Base.Options(Cube=[Houston], ScenarioType=Actual)*

### **Auto Create Recon Definition**

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

### **Email Connection**

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

### **Recon Definition Email Notification Types**

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

- **New OneStream Account(s)**: A new account is included in the *Account List* after running *Discover* or *Process*.
- **New Recon(s) Discovered**: New *Reconciliation Inventory* items are found after running *Discover* or *Process*.
- **Balance Changed**: A reconciled balance was changed either after it was marked *Complete* or set to *In Process* and is different from the original value.

### **Status Email Notification Types**

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

- **Completed**- Email is sent to the Approver.
- **Rejected**- Email is sent to the Preparer to notify them of the rejection.
- **Approved**- Email is sent to the Preparer.
- **Unapproved**- Email is sent to the Preparer.
- **Comment**- Email is sent to the Preparer or Approver.

- **Balance Changed**- Email is sent to the Preparer to notify them that the reconciliation must be completed again.

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

### Multi-Currency Reconciliations

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

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

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

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

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

### FX Rate Type

#### *Single Currency Solutions*

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

#### *Multi-Currency Solutions*

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

### FX Reporting Currency

#### Single Currency Solutions

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

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

Example:

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

**Reconciliation**

---

**10000 - Petty Cash**

GL Account	OneStream Entity	GL Entity	Tracking Detail		
10030	Augusta	54			
<b>Risk Level:</b> Low	<b>Proper Sign:</b> (Unassigned)	<b>Due Date:</b> 6/11/2020	<b>Days Until Due:</b> 0	<b>Days Past Due:</b> 41	
<b>Balance:</b> 1,001,256.31	<b>Status:</b> Inprocess		<b>Approval:</b> Unapproved		
<b>Explained:</b> 0.00	<b>Status By:</b> Admin		<b>Approval Level:</b> 0 of 1		
<b>Unexplained:</b> 1,001,256.31	<b>Status Date:</b>		<b>Approval By:</b>		
<b>Activity:</b> 20,025.13			<b>Approval Date:</b>		

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

### Audit Files Use Target Name Only



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

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

## Global Defaults

The screenshot shows the 'Global Defaults' configuration window. It contains two main sections: 'Default Reconciliation Definition' and 'Default Reconciliation Properties'.

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

Default Reconciliation Properties												
Required	T.Account	S.Account	T.Entity	S.Entity	Account Currency	MC Effective	Reconciling Currency Level	Access Group	Approvals	Risk Level	Proper Sign	Unexpl
<input checked="" type="checkbox"/>	(Default)	(Default)	(Default)	(Default)	(Local)	(Not Enabled)	Local	(Unassigned)	1	Low	(Unassigned)	

### Default Reconciliation Definition

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

### Default Reconciliation Properties

Default properties for all new Reconciliation Inventory items created during the *Discover* process. See section on *Reconciliation Inventory* for details on configuration.

# Control Lists

## Item Types

Control Lists (ItemTypes)			
Stored Value	Display Value	Item Class	Active
Balance Check	Balance Check	Explained	<input checked="" type="checkbox"/>
Correction (BS)	Correction (BS)	Correction (BS)	<input checked="" type="checkbox"/>
Correction (IS)	Correction (IS)	Correction (IS)	<input checked="" type="checkbox"/>
Explained Item	Explained Item	Explained	<input checked="" type="checkbox"/>
Stmt Balance	Stmt Balance	Statement	<input checked="" type="checkbox"/>
Sub-System Balance	Sub-System Balance	Statement	<input checked="" type="checkbox"/>

When a preparer creates Reconciliation Detail Items, these are the types of items that can be created. There are some initial values and it is possible to add new ones, once created, an *Item Type* cannot be deleted.

### Stored Value

Text that is written to the *Account Reconciliations* tables when an Item is added. User does not see this.

### Display Value

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

### Item Class

This is the type of Item added to a Reconciliation.

- Correction (BS) or Correction (IS)**  
 These items point out an issue with the current balance in the GL and indicate a correction must be made. There is additional reporting available based on this Item Class.
- Explained**  
 This is a manually entered Item.
- Statement**  
 This is an Item supported with an attached statement such as a cash account statement.

### Active

By default, this is set to *True*. If unchecked, these *Item Types* will no longer display when creating Items.

## Reason Codes

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

When clicking *Reject* or *Unapprove*, the user is prompted to provide a Reason Code for this change. These reasons can be adjusted, or additional items can be added.

### Stored Value

Text that is written to the *Account Reconciliations* tables when a reason is added. 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 unchecked, these *Reason Codes* will no longer display when rejecting or unapproving.

## Close Dates

Control Lists (CloseDates)			
WF Time	Close Date Local (Day 0)	Close Hour (0 Hour)	Close Date UTC (Day 0, Hour 0)
2011M3	03-31-2011	17	03-31-2011 21:00:00

*Close Dates* are used to 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.

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

### WF Time

Workflow Time Period. Click the + button to add one record here for each Workflow Time Period related to the *Source Scenario*. Note that the list of Workflow Time periods is for the currently selected Workflow Year plus the following year and includes all frequencies of time (i.e. half years, quarters, months, weeks if applicable) for this application, so choose a time-period that is relevant to the Input Frequency of both the *Source Scenario* and *Recon Scenario* involved in Account Reconciliations. These *Input Frequency* properties of each of these Scenarios (e.g. 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 XF server is located.

### Close Date UTC (Day 0, Hour 0)

No entry required as saving the record will calculate this. The *Close Date Local (Day 0)* and *Close Hour (0 Hour)* will be converted to its 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.

## Templates

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

File Name (XLSX Extension)	Description	Name	Time Stamp (UTC)
BasicTemplate.xlsx		Administrator	6/23/2020 12:00:01 PM
MultiCurrencyMultiPeriodTemplate.xlsx		Admin	4/14/2020 8:01:43 PM
MultiCurrencyTemplate.xlsx		Admin	4/14/2020 8:01:33 PM
MultiPeriodTemplate.xlsx		Administrator	12/10/2019 2:20:29 PM

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Upload View Delete

Original Template: (Unassigned) New Template: (Unassigned) Replace

Account Reconciliations comes with a few example Templates. It is possible to create additional custom Templates and upload them here.

### Upload

Click here to add a new Excel Template to this solution.

**View**

Opens a read-only copy of the selected Template.

**Delete**

Will delete a Template, but only if it is not assigned to any Reconciliations.

**Replace**

If it is desired to change the Template assigned to any existing *Reconciliation Definition*, select the *Original Template*, the *New Template* and click *Replace*. This change will occur in all *Reconciliation Definitions*. When viewing the Basic Template that comes with Account Reconciliations, there are Substitution Variables replaced with values from the Reconciliation being processed. This is the design view below.

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

Item Types	A	B	C	D	E	F
ItemTypes						
xfRecon						
2	Account Reconciliations					
3						
4	<b>Basic Amortization Schedule</b> <span style="float: right;">7/22/2020 12:54</span>					
6	<b>!NameAndDescription!</b>				<b>!AccountType!</b>	
8		<b>Account</b>	<b>Entity</b>			
9	<b>Consolidation Account:</b>	<b>!AcT!</b>	<b>!EtT!</b>			
10	<b>GL Account:</b>	<b>!Ac!</b>	<b>!Et!</b>			
11						
12	<b>GL Balance:</b>				<b>!Balance!</b>	
13						
14	<b>Amortization Detail:</b>					
15	Item Type	Item	Explanation	Amortization Period	Amount	
16	Application					
17	XFW_RCM_ReconItems					
18	Merge					
19	xfText#[Item Type]	xfText#[Item Name]	xfText#[Item Note]	xfInt#[Wtk]	xfDec#[Item Amount]	xfText#[Booked Period]:  WfTime
20						
21	Explained Item	Monthly Amortization		!2018M1		5,000.00
22						
23						
24						
25						
26						
27						
28						
29						
30						
32	<b>Total Amortization</b>				<b>5,000.00</b>	
33						
34	<b>Unamortized Balance</b>				<b>#VALUE!</b>	

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

	<b>Basic Template</b>			9/17/2016 10:49
	NameAndDescription			AccountType
Design View	Consolidation Account:	Account	Entity	
	GL Account:	AcT	EtT	
	GL Balance:			Balance
	<b>Basic Template</b>			9/17/2016 10:54
	10000 - Petty Cash			Asset
End User View	Consolidation Account:	10000	Houston Heights	
	GL Account:	11080	Heights	
	GL Balance:			2,003,260.00

For details on designing this type of Excel template to load into OneStream XF, refer to *Chapter 3: Data Collections Guides* in the *OneStream XF Design and Reference Guide*.

Here is how this appears as a Multi-Currency S-Doc Template, with the MultiPeriodTemplate.xlsx being the example Template provided. Note that the Named Range of *xftRecon* is selected and rows 16-20 are unhidden here, but normally are hidden. This Named Range would need to be extended if additional rows are desired 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. This file should then be saved in Excel xlsx format.

Account Reconciliations				FX Rate Type: ( FX_RateType_RCMCI)	
<b>Multi-Currency Amortization Schedule</b>				7/22/2020 12:57	
NameAndDescription				AccountType	
Consolidation Account:		Account	Entity		
GL Account:		AcT	EtT		
GL Balance:				Account ( CurrencyTypeAccount_RC   CurrencyTypeLocal_RCMg    CurrencyTypeReporting_RC  CurrencyTypeAccount_RCMCI  CurrencyTypeLocal_RCMCI  CurrencyTypeReporting_RCMCI   BalanceAccount     Balance     BalanceReporting  )	
<b>Amortization Detail:</b>				***Only Type if Manual Override Required***	
Item Type	Item	Explanation	ortization Period	Detail Amount	Currency Typeacc ( CurrencyTypeAccount ( CurrencyTypeLocalacc ( CurrencyTypeReporting_RCMCI))
Application					
xFW_RCM_ReconItems					
Merge					
xfText#( ItemName	xfText#( ItemNote	xfint#( Wk	xfDec#( ItemAmountAmountMultiC	xfDec#( ItemAmountAccou	xfDec#( ItemAmount: 0
xfDec#( ItemAmountReportin	xfText#( BookedPeriod:	WfTime	xfText#( Username:	Username	xfDateTime#( Timestamp
Explained Item	Amortization	12018M1	5,000.00	EUR	
Explained Item	Amortization	12018M2	5,000.00	EUR	
Explained Item	Amortization	12018M3	5,000.00	EUR	
Explained Item	Amortization	12018M4	5,000.00	EUR	
Explained Item	Amortization	12018M5	5,000.00	EUR	
Explained Item	Amortization	12018M6	5,000.00	EUR	
Explained Item	Amortization	12018M7	5,000.00	EUR	
<b>Total Amortization</b>					
<b>Unamortized Balance</b>				#VALUE!	

A few column tokens of note:

### **Wtk**

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

### **Item Amounts** (*Multi-Currency Solutions*)

Note that 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, as translation of the Detail Amounts takes place upon import into OneStream. Further, only current period balances will be translated on the template.

### **BookedPeriod**

Note here that the |WFTIME| Substitution Variable is used, which means that every row imported will list the period it was booked as the same period that was processed at the time.

### **TimeStamp**

The TimeStamp is the date and time this Template was imported, which will be the same for each time period.

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

### *Multi-Currency Solutions*

Templates that support multiple currencies are included for solutions that have Multi-Currency enabled. Within both the new Multi-Currency Basic Template and Multi-Currency Multi Period Template, columns are included to allow for Detail Amount, Detail Currency Type, Account Balance, and Reporting Balance. For Single Currency reconciliations, only Local balances are loaded and as such, if a reconciliation is set to Single Currency, the templates that do not include Multi-Currency functionality must be used. The currency type for each currency level appears within the template and FX rates are automatically pulled in order to show the conversion that will occur on import. Note that OneStream still utilizes the translation functionality within the system to translate Detail Amounts. The translated balances of Account, Local, and Reporting for the Detail Items are for informational purposes only. However, if an override is necessary for any of the levels, OneStream will accept the overridden amount upon upload of the template if overrides are permitted on the reconciliation. In order to identify balances that were overridden within the template, amounts overridden appear bold and the override alert will appear on the face of the reconciliation. For Multi-Period Templates, informational translated balances will only appear 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 XF 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 for a given role in the cases of vacation or other reasons the person assigned to a role cannot perform it in a given month. It can contain many users of each Role. For instance, an *Access Group* may contain more than one User of the Role of *Preparer*. By adding more than one User per Role in this way, the main person's backup is already granted access.

Another way that backups are built in is by a person in a superior role can act in place of a person in a lesser role for a given month. For instance, if a user in a *Preparer* Role is on vacation, a person in the *Approver 1* Role can act as a Preparer that month, but they cannot *Approve* the Reconciliation due to Segregation of Duties requirements that are enforced. Someone else will have to *Approve* for this particular month.

See the section below on Security for more information including the concepts of *Local Admin* and *Segregation of Duties*.

## Access Groups (Editor)

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

### Name

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



### Description

A more detailed description of this Access Group.

### User

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

### Role

Choose a Role for this User. Choices are:

- **Preparer** – Can see assigned Reconciliations and perform preparation duties through clicking the Complete button.
- **Approver 1 through Approver 10** – Choose up to ten levels of Approvers. There must be a User assigned to at least as many Approver levels as there are Approvals on the Reconciliation that this Access Group is assigned to. For example, if the Reconciliation has Approvals set at 3, there must be at least a User assigned to the related Access Group at Preparer, Approval 1, Approval 2 and Approval 3 in order to be able to prepare, complete and ultimately approve the Reconciliation.
- **Commenter** – Optional. This user can see the data and activity but can only make Comments related to this Reconciliation.
- **Viewer** – Optional. This user can see the data and activity but cannot make Comments related to this Reconciliation.

### Primary

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

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

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

### Notify

Check this box if this person wishes to receive email notifications (as configured under *Global Options*).

### Local Admin

Check this box if this person will act as the Local Admin for this Access Group. See more about *Local Admin Permissions* later in this document under *Security*.

## Access Groups (Mass Updates)

### Import / Export of Access Groups

Allows the additional option of using Excel to edit Access Groups.

Group Name	User	Role	Primary	Notify	Local Admin
All_APTrade	CC	Preparer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All_APTrade	GolfStream Controller	Approver 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All_APTrade	Admin	Approver 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All_APTrade		Approver 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All_APTrade	CEO	Viewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eagle	Eagle Controller	Preparer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eagle	CC	Approver 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eagle	Admin	Approver 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eagle		Approver 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eagle	CEO	Viewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frankfurt	Frankfurt Controller	Preparer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frankfurt	CC	Approver 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frankfurt	Admin	Approver 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frankfurt		Approver 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frankfurt	CEO	Viewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Houston	HC	Preparer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Houston	CC	Approver 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Import / Export Copy Group Copy User Replace User Remove User

Table Type: Access Groups Import Export Template

### Table Type

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

### Export

Exports out either Access Groups or Access Group Members to a CSV file that is opened in Excel for editing. The user must add a Named Range starting with the letters 'xft' covering appropriate columns and rows, with the cell with the word *Application* in it being the top left cell of the range. This file should then be saved in Excel xlsx format. See *Templates* for more information.

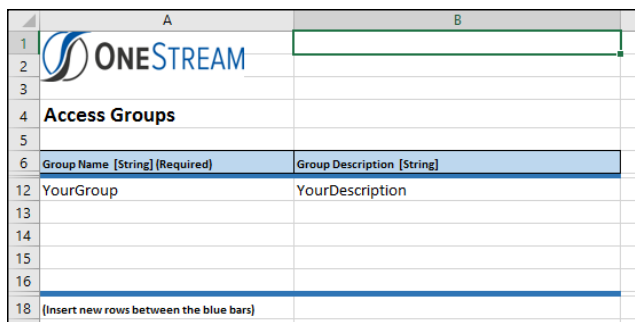
## Settings

---

A	B
Access Groups	
Group Name [String]	Group Description [String]
Application	
XFW_RCM_AccessGroups	
Merge	
xfText#[GroupName]	xfText#[GroupDesc]
AP_Other	AP Other Group
Fixed_Assets	Fixed Assets Group
Payroll	Accrued Payroll
W_Houston	Houston Workflow Reconciliations

### Template

Will open a pre-fixed Excel Template for the loading of *Access Groups* or *Access Group Members* depending on the *Select Table Type* selection.

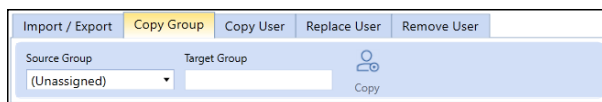


The image shows an Excel spreadsheet template for 'Access Groups'. It features the OneStream logo in the top left. The title 'Access Groups' is in cell A4. The header row (A6-B6) has 'Group Name [String] (Required)' and 'Group Description [String]'. A sample row (A12-B12) contains 'YourGroup' and 'YourDescription'. A blue bar is at row 16, and a note at row 18 says '(Insert new rows between the blue bars)'. A green box highlights cell B1.

### Import

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

### Copy Group



The image shows a 'Copy Group' dialog box with tabs for 'Import / Export', 'Copy Group', 'Copy User', 'Replace User', and 'Remove User'. The 'Copy Group' tab is active. It has a 'Source Group' dropdown menu with '(Unassigned)' selected, a 'Target Group' text input field, and a 'Copy' button with a person icon.

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

## Copy User

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

## Replace User

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

## Remove User

Removes this user from every *Access Group*.

# Certifications

Certifications are customizable text that will be presented to Preparer or Approver Roles when a reconciliation is completed and approved.

Certifications						
Role	Message	Active	Comment Required	Time Stamp	User	
Preparer	I certify that I have reviewed all charges and credits on this account and have provided source documents as appropriate.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/17/2019 7:59:10 PM	Administrator	
Approver	I have reviewed the reconciliation and certify that all charges and credits on this account are accurate.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/17/2019 7:59:10 PM	Administrator	

**Role:**

The Role of Preparer or Approver for the Certification.

**Note: The Approver Certification will be presented to Approvers for all Approval levels.**

### Message

The Certification message that is presented to the Preparer or Approver Role when completing or approving Reconciliations.

### Active

By default, this is set to *True*. If unchecked, the Certification will no longer be displayed when completing or approving Reconciliations.

### Comment Required

By default, this is set to *True*. If unchecked, Comments will not be required, but can optionally be added when completing or approving Reconciliations.

The Comments will be reflected in the *Status and Approval History – Detail* section when added.

### Time Stamp

The date and time the Certification Settings were created or modified.

### User

The User ID that created or modified the Certification Settings.

## Uninstall

The Uninstall feature allows the Account Reconciliations User Interface or the entire solution to be uninstalled. Note that if this is performed as part of an upgrade, any modifications that were performed on standard Account Reconciliations objects will be removed. There are two Uninstall options:

1. **Uninstall UI** removes the Account Reconciliations solution, including related dashboards and business rules but leaves the database and related tables in place. For some releases, this step should be performed before accepting any new version of Account Reconciliations since some of the Dashboards or other objects may have been modified.

- **Choose this option** if you want to accept an Account Reconciliations update without removing the data tables.
- The Account Reconciliations Release Notes will indicate if an overinstall is supported.

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

2. **Uninstall Full** removes all the related data tables, all data, Account Reconciliations Dashboards, and Business Rules.
  - **Choose this option** to completely remove Account Reconciliations or to perform an upgrade that is so significant in its changes to the data tables that this method is required.

**Caution: Uninstall procedures are irreversible.**

# Reconciliation Administration

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

## Reconciliation Definition

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

The screenshot displays the 'ACCOUNT RECONCILIATIONS' interface. The left panel, titled 'Account List', contains a table with the following data:

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

The right panel, titled 'Reconciliation Definition', shows configuration options for 'Reconciled', 'Tracking Level', 'Default Template (XLSX)', and 'Reference Document'. Below this is an 'Entity Tracking Level Override' section with an 'Entity' dropdown and a 'Tracking Level' dropdown. The interface includes navigation icons and page indicators (Page 1 of 1).

## Account List

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

## Reconciliation Definition

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

### Reconciled

This determines whether an Account will be reconciled. If checked, this will be set to *True* in the *Account List* on the left and the Account will be reconciled. If unchecked, this will be set to *False* in the *Account List* on the left and that one nor any of its related detailed imported Stage rows will be reconciled.

### Tracking Level

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

### Default Template (XLSX)

This list is derived from the *Templates* page and determines the template used by the preparer. This can be overridden at the *Reconciliation Inventory* level.

### Reference Document

The Reference Document to show the end user at run time for this Account. See *Reference Document Options* below.

## 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.



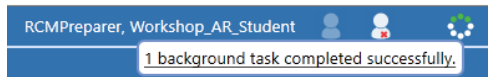
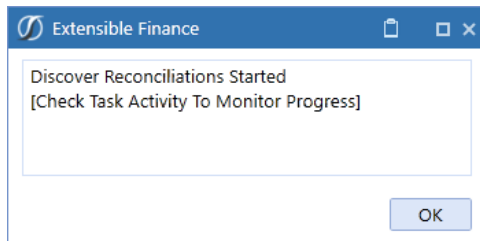
## Discover


Clicking this button processes the *Reconciliation Definitions* and creates the *Reconciliation Inventory* as a background server process. Under *Global Options*, if the *Auto Create Recon Definition* property is set to *Yes*, it will add a *Reconciliation Definition* for each row in the *Account List* that does not already have one. This process will also build out the *Reconciliation Inventory* entries by searching every time period 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*.

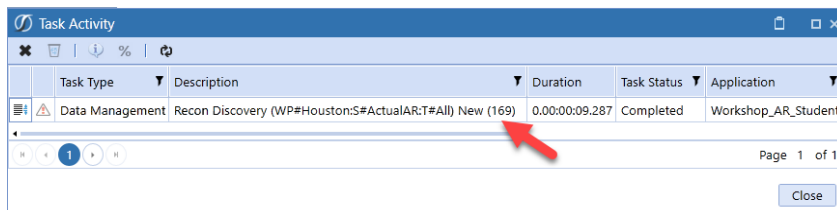
**Important: Clicking Discover will search for every Entity associated with the currently selected Workflow Profile, so running Discover at a higher level in the Workflow Profile structure at a Review level Workflow Profile will generate considerably more Reconciliation Definitions.**

Account Reconciliations only allows one “Discover Reconciliations” process to execute at a time from one user and will prevent other users from executing the same process until the previous one is completed.

Example of a status message after clicking *Discover*:



Clicking the Task Activity icon  will show the results of the Discover process and how many new Reconciliation Inventory Items were discovered:



**Note:** Discover process can be run manually directly from the included Data Management Sequence called *DiscoverRecons\_RCM*.

## 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 any 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

The location Reconciliations are configured. The *Reconciliation Definition* is based on the target Accounts being reconciled. After the *Discover* button is clicked, 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.

The screenshot shows the 'ACCOUNT RECONCILIATIONS' interface. At the top, there are navigation icons and a title bar. Below that, there are filters for 'Type: All', 'Account Groups: All', 'Access Groups: All', and 'Substitution Variable Selector: [Balance]'. The main area is a table titled 'Reconciliation Inventory (GL Intersections)'. The table has columns for 'Required', 'WF Profile', 'Recon Scenario', 'T.Account', 'S.Account', 'T.Entity', 'S.Entity', 'Account Currency', 'Local Currency', 'Reporting Currency', 'MC Effective', 'Reconciling Currency Level', 'Account Group', and 'Access Group'. The table contains four rows of data, all with 'Houston.Import' as the WF Profile and 'ActualAR' as the Recon Scenario. The Account Currencies are all 'USD'. The MC Effective status is '(Not Enabled)' for all rows. The Reconciling Currency Level is 'Local' for all rows. The Account Group is '(No Group)' and the Access Group is 'Houston' for all rows. At the bottom of the table, there is a pagination bar showing '238 Rows' and 'Page 1 of 5'. Below the table, there are icons for 'Detail Grid', 'Delete', 'Groups', 'Import', 'Export', 'Template', and 'Access'.

Required	WF Profile	Recon Scenario	T.Account	S.Account	T.Entity	S.Entity	Account Currency	Local Currency	Reporting Currency	MC Effective	Reconciling Currency Level	Account Group	Access Group
	Houston.Import	ActualAR	10000	11000	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)	Houston
	Houston.Import	ActualAR	10100	10001	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)	Houston
	Houston.Import	ActualAR	10100	10002	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)	Houston
	Houston.Import	ActualAR	10100	10003	Houston Heights	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)	Houston

To navigate to a particular page within the Reconciliation Inventory, enter the desired page number in the active text box. In order to activate the text box, move the mouse over the page number to show the border and then click into the box to enter the page number.

Assigned)	1	Low
Assigned)	1	Low
Assigned)	1	Low
141 Rows		Page 3 of 3

**Type**

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

**Account Group**

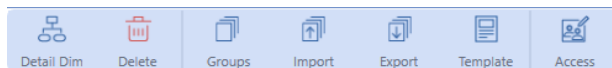
Choose *All*, a single Account Group's Accounts or (*No Group*). If user is a Local Admin, the list will only include *All*, (*No Group*) and those Account Groups that they manage.

**Access Group**

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

**Substitution Variable Selector**

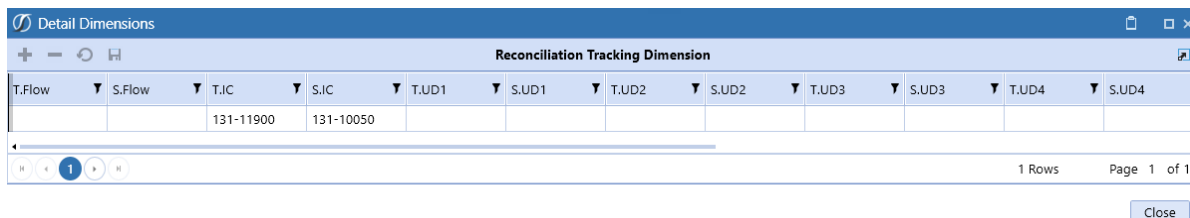
A list of Substitution Variables used in *Complete Rules* as an input to an expression. Select one of these Substitution Variables and click the blue field next to it. Type *Ctrl-C* and it will copy that text to the Windows clipboard for convenient pasting later. The options are either variables from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



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

**Detail Dims**

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



**Delete**

Will delete the selected *Reconciliation Inventory* item.

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

**Groups**

Opens the *Account Groups* dialog.

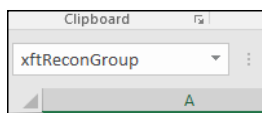
**Import**

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

**Export**

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

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



### Template

Will open a pre-filled Excel Template for the loading of Account Groups. Note that some field entries (e.g. WF Profile, Recon Scenario) must start with “!” since the Import process replaces those text values with long numeric key. The How To tab contains further instructions on its use. This button is not accessible by Local Admins.

Account Group [String]	Required	!WF Profile (Must start with !)	!Recon Scenario (Must start with !)	T.Account [String] (Filter/Order)	S.Account [String] (Display)	T.Entity [String] (Filter/Order)	S.Entity [String] (Display)	Account Currency [String]	Local Currency [String]
YourGroupName	TRUE	!YourWFProfile	!YourReconScenario	ValidAccount	GroupShortName	ValidEntity	GroupShortName	USD	USD

### Access

Opens a dialog to edit the assigned Access Group’s settings.

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

Required	WF Profile	Recon Scenario	T.Account	S.Account	T.Entity	S.Entity	Account Currency	Local Currency	Reporting Currency	MC Effective	Reconciling Currency Level	Account Group
<input type="checkbox"/>	Houston.Import	ActualAR	10000		ts	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)
<input type="checkbox"/>	Houston.Import	ActualAR	10100		ts	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)
<input type="checkbox"/>	Houston.Import	ActualAR	10100	10002	Houston	Heights	USD	USD	USD	(Not Enabled)	Local	(No Group)

## Account Groups

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

### Single Currency Solutions

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

### Multi-Currency Solutions

Account Groups may be created using any currencies included in the *Application Properties* and maintained in the FX Rates grid. The Account Group will be a single reconciliation for the translated aggregate of the Source Account, Local, and Reporting currencies. For example, if a company reconciles all intercompany accounts at a consolidated level and the Local currencies are different, a Multi-Currency Account Group may be created to reconcile the related accounts in a single, consolidated currency. First, each currency level is translated to the Account Group currency and then aggregated. When creating a new Multi-Currency Account Group, both Account and Local currency must be selected for the Group, as well as the effective period, for Multi-Currency enablement. After the Account and Local currencies are selected, Multi-Currency Account Groups are reconciled the same as Single Currency, in that Detail Items are used to support the aggregate balance of all child reconciliations.

**See also:** [Multi-Currency Account Groups](#)

Once an individual Reconciliation Inventory item is assigned to an Account Group, many of the Reconciliation Inventory Item's properties are ignored in favor of the same in the Account Group. Note that detailed Reconciliation Inventory Item configuration is not necessary for items that are added to an Account Group since the Group's setting will be used at run time. The exception is Access Group in the Reconciliation Inventory Item in cases where a Reconciliations Global Admin wishes a Local Admin to be able to see these Reconciliation Inventory Items and do the assignment to the Account Group. For Multi-Currency, an additional exception exists in that all Source Accounts must have a Multi-Currency effective date that is earlier than, or equal to, the Multi-Currency effective date for the Account Group.

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

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

The interface also shows a toolbar with icons for 'Detail Dim', 'Import', 'Export', 'Template', 'Delete', and 'Access', and a status bar indicating '3 Rows' and 'Page 1 of 1'.

### WF Profile

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

### Recon Scenario

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

### Account Group

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

### **T.Account**

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

### **S.Account (Display)**

Source Account. Indicate something that will notify the user as to what type of *Account Group* this will be.

### **T.Entity**

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

### **S.Entity (Display)**

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

### **Currency (Single Currency Solutions)**

Untranslated source Local currency data is aggregated in the Account Group, requiring it to be one currency. If needed, create a similar Account Group for each currency to be reconciled.

### **Account Currency (Multi-Currency Solutions)**

Currency type for the Account level balance. Account balances for each Source Account within an Account Group will be translated to the Group's Account currency and then aggregated to the total Reconciliation Balance.

### **Local Currency (Multi-Currency Solutions)**

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

### **Reporting Currency (Multi-Currency Solutions)**

Currency type for the Reporting level balance. This is not editable as it is derived from the Cube currency. Only a single Reporting currency is allowed per Cube.

### **Other properties**

See below for an explanation of the other *Reconciliation Inventory Properties*. The properties set at the Account Group level override what is set for the included Source Accounts.

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

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

## Reconciliation Inventory Item Properties

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

### Required

If not checked, this will not be required to be reconciled.

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

### WF Profile

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

### Recon Scenario

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

### T.Account

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

### S.Account

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

### T.Entity

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



### **S.Entity**

Source Entity from the Stage.

### **Currency (*Single Currency Solutions*)**

Currency is the Target Entity currency per the Entity dimension.

### **Account Currency (*Multi-Currency Solutions*)**

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

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

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

### **Local Currency (*Multi-Currency Solutions*)**

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

### **Reporting Currency (*Multi-Currency Solutions*)**

Currency type for the Reporting level balance. This is not editable as it is derived from the Cube currency. Only a single Reporting currency is allowed per Cube.

### **MC Effective (*Multi-Currency Solutions*)**

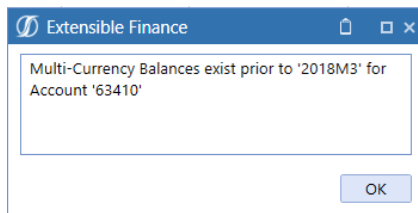
The starting Workflow time period for which Multi-Currency will be effective. This setting provides the ability to have Single Currency reconciliations and Multi-Currency reconciliations within the same Account Reconciliation instance. Multi-Currency calculations, including translation, will not occur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

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

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

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

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



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

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

### Reconciling Currency Level (*Multi-Currency Solutions*)

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

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

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

### Account Group

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

### Access Group

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

### Approvals

Choose levels of approval required for each Reconciliation Inventory Item from 1 through 10. Ensure that the Access Group assigned has people configured at the appropriate levels of approval. See *Access Control* for details.

### Risk Level

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

### Proper Sign

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

### Unexplained Limit

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

### Complete Rule

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

Example 1:

```
|Balance| < 1000
```

Example 2:

```
|BalanceAccount| < 1000
```

Example 3:

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

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

### AutoRec Rule

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

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

### Activity Limit

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

### BalCheck Level

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

### **BalCheck Workflow Profile**

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

### *Multi-Currency Solutions*

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

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

### Allow Override (Multi-Currency Solutions)

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

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

### Override Support Required

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

### Workday Due

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

### Frequency

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

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

### Template (XLSX)

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

### Discovery Date

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

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

Discovery Date

Show rows with value that

Is greater than

4/1/2018

And

Is equal to

Enter date

Filter Clear Filter

## Expression Rule Syntax

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

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

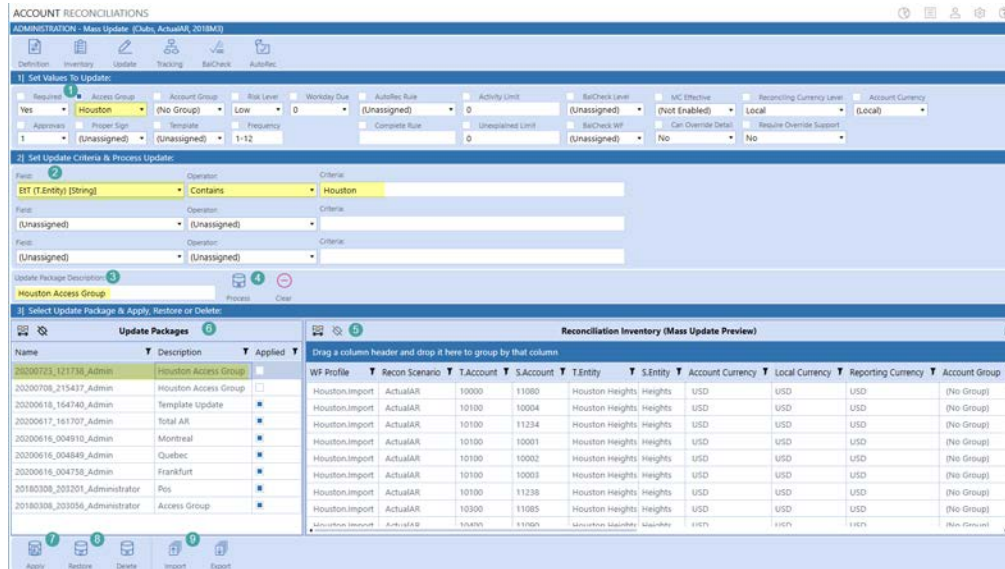
A simple example is:

*|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 *OneStream XF Design and Reference Guide*.



# Mass Update (Reconciliation Inventory)



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

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

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

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

## Set Values to Update (1)

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

### **Set Update Criteria (2)**

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

### **Update Package Description (3) & Update Packages (6)**

Assign a *Description* to this change before clicking Process.

The *Update Packages* is a list of these Description entries for later saving to the Reconciliation Inventory records or deletion of the criteria. These criteria are visible to only this user and can be called back up to *Apply* or *Restore* in the future or deleted.

### **Process (4) & Reconciliation Inventory (Mass Update Preview) (5)**

Once *Values*, *Criteria* and a *Description* are entered, click the *Process* button.

*Reconciliation Inventory (Mass Update Preview)* is a read-only preview of the changes that will be made to the Reconciliation Inventory by clicking *Apply*. Carefully review the results of the *Value* updates.

### **Clear (4)**

Clears all of the *Values to Update* and *Update Criteria*.

### **Apply (7)**

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

### **Restore (8)**

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

### **Delete (8)**

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

### **Local Admin Mass Update Behavior**

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

**Import (9)**

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

**Export (9)**

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

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

Reconciliation Inventory

RecordID (ReconID) [Guid]	Wfk (WPrvKey) [Guid]	Wsk (ScenarioId) [Int32]	Ac (LAccount) [String]	Act (TAccount) [String]	VwT (View) [String]	OgT (Origin) [String]	Et (S.Entity) [String]	EtT (T.Entity) [String]	Flw (S.Flow) [String]	FlwT (T.Flow) [String]
Application										
xFW_Recon										
Import										
xFW_ReconID [NewGuid]	xFW_Recon[Wfk]	xFW_Recon[Wsk]	xFW_Recon[Ac]	xFW_Recon[Act]	xFW_Recon[VwT] [YTD]	xFW_Recon[OgT] [Import]	xFW_Recon[Et]	xFW_Recon[EtT]	xFW_Recon[Flw]	xFW_Recon[FlwT]
9f24c12-394a-498a-8240-8b78aee34929	Sage Drivers.Import	ActualAR		30000	30000 YTD	Import		54 Augusta		
9c380b2-0806-41b7-0131-d94235e05e63	Sage Drivers.Import	ActualAR		30000	30000 YTD	Import		42 Carlsbad		
38733b8-3d88-4872-9164-b566b60e7e7e	Frankfurt.Import	ActualAR		11000	10000 YTD	Import	FRANKFU	Frankfurt		
Meddca7-af38-4cab-919d-fa7926d73139	Houston.Import	ActualAR		11000	10000 YTD	Import	Heights	Houston Heights		
11396848-3038-4767-a358-18e8013f584c	Houston.Import	ActualAR		11000	10000 YTD	Import	Heights	Houston Heights		
10790210-9c08-4396-af96-3222376099e4	Quebec.Import	ActualAR		11000	10000 YTD	Import		88 Montreal		
26f8ae08-4118-4f68-bc6e-2296480850de	Quebec.Import	ActualAR		11000	10000 YTD	Import		70 Quebec City		
279d0977-8986-41c8-8403-3f79ca1a9429	Houston.Import	ActualAR		11000	10000 YTD	Import	South	South Houston		

# Tracking

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

This determines the reconciliations' granularity. 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 need to be reconciled not only by Entity and Account, but also by the Flow Dimension. The more Dimensions included results in more Reconciliations. Adding entries here allows for assignment later in the *Reconciliation Definition* screen. This page is not accessible by Local Admins.

**Important: If Tracking Levels are planned to be assigned to *Reconciliation Definitions*, do so before the first time the Discover button is clicked.**

# BalCheck

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

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

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

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

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

## AutoRec

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

Name	B-Items	I-Items	S-Items	Pulled Items	Zero Balance	Activity	Expression
Balance Check Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[UnexplainedBalance] = 0
Immaterial Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[Balance] < 3000 and [Balance] > -3000
Prepaid	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[UnexplainedBalance] = 0
Pulled Items and No Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

Example:

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

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

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

# Security

Security in Account Reconciliations is split into:

- Design
  - Reconciliations Global Admin vs. OneStream XF Admin vs. Local Admin
  - Workflow Profile Security
  - Access Groups and Reconciliation Inventory Security
- Runtime
  - Workflow and Reconciliation Filtering
  - Roles
  - Segregation of Duties
- Dashboard Security

## Reconciliations Global Admin vs. OneStream XF Admin vs. Local Admin

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

## Reconciliations Global Admin and OneStream XF Admin Permissions

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

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

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

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

## Local Admin Permissions

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

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

### Account Groups

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

### Administration

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



## Reconciliation Inventory Items

- Can view, edit and delete Reconciliation Inventory Items where the Access Group property is set to one that they manage. Can assign Reconciliation Inventory Items to Account Groups and other Access Groups that they manage.
- Cannot change the properties of any Reconciliation Inventory Item that they do not manage either manually or through the Reconciliation Inventory page or Mass Updates. Cannot assign a Reconciliation Inventory Item or Account Group to an Access Group they do not manage or to (Unassigned). Cannot assign a Reconciliation Inventory Item to an Account Group they do not manage or assign to (No Group) once already assigned to an Account Group.

## Reconciliation Inventory Mass Update

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

## Access Groups

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

## Preparer and Approver Workflow page

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

## Analysis and Reporting page

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

## Workflow Profile Security

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

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

## Access Groups and Reconciliation Inventory Security

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

## Workflow and Reconciliation Filtering

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

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

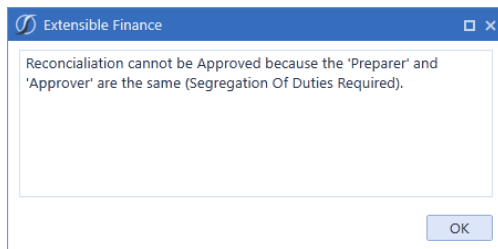
## Roles

See Access Groups for a detailed description, including additional Local Admin information.

## Segregation of Duties

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

Sample Segregation of Duties error message:



## Dashboard Security

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

# Using Account Reconciliations

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

Click  to open the *Reconciliations* page.












## Workflow Actions


### Process

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

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

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

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

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

*FX Translation Warning (Multi-Currency Implementations)*

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

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

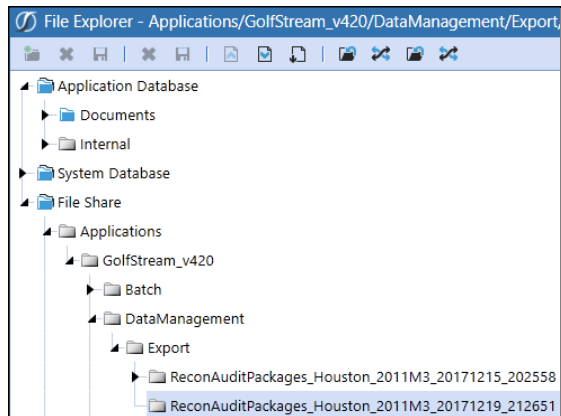
If necessary, the Administrator must run a Process to translate all reconciliation balances and detail items for the entire Reconciliation Inventory. An Administrator running Process within any reconciliation meets this requirement.

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

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

## All Audit

Only the Administrator or users in the *Security Role (Manage Recon Setup)* user group can run this option. When you click **All Audit**, a Data Management Sequence called `CreateAuditPackage_RCM` executes. It generates and exports all reconciliation audit packages for the current workflow view. This creates multiple compressed folders under a single folder that each contain a reconciliation report and supporting file attachments, as well as a consolidated reconciliation report for all reconciliations. This Data Management Sequence places its output under the OneStream File Share under `Applications/<APPLICATIONNAME>/DataManagement/Export/` as shown here:



## Complete Workflow

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

## Reconciliations Page

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

- View and filter the list of reconciliations. The list can be filtered by target account, role, preparation status, and other categories.
- View statistics for the filtered list of reconciliations including percent complete, number rejected, and number fully approved.
- Reorder columns and search the list of reconciliations.
- View and update reconciliation details, including properties, comments, supporting documents, and so on.
- Perform an action such as Complete or Approve on single or multiple reconciliations.

## Filters

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

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

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

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

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

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

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

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

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

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

- **Failed Auto Rec:** Reconciliations that did not meet the auto reconciliation rules applied in the inventory.
- **Frequency Changed:** Frequency for the reconciliation was changed in the workflow period. Reconciliations with this status are hidden by default and not included in the total. Use this filter to see these reconciliations.
- **Fully Approved:** In Completed state and all levels of approval are done.
- **High Risk:** Marked as high risk in the inventory.

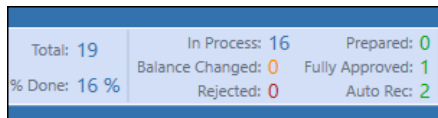
- **Improper Sign:** Balances for the period are not aligned with the sign as set in the reconciliation inventory.
- **Past Due:** Past due date or were completed after the due date.
- **Prepared:** Reconciliations in a completed or auto rec status that are not yet fully approved.

## View Type

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

## Status Bar

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



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

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

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

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

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

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

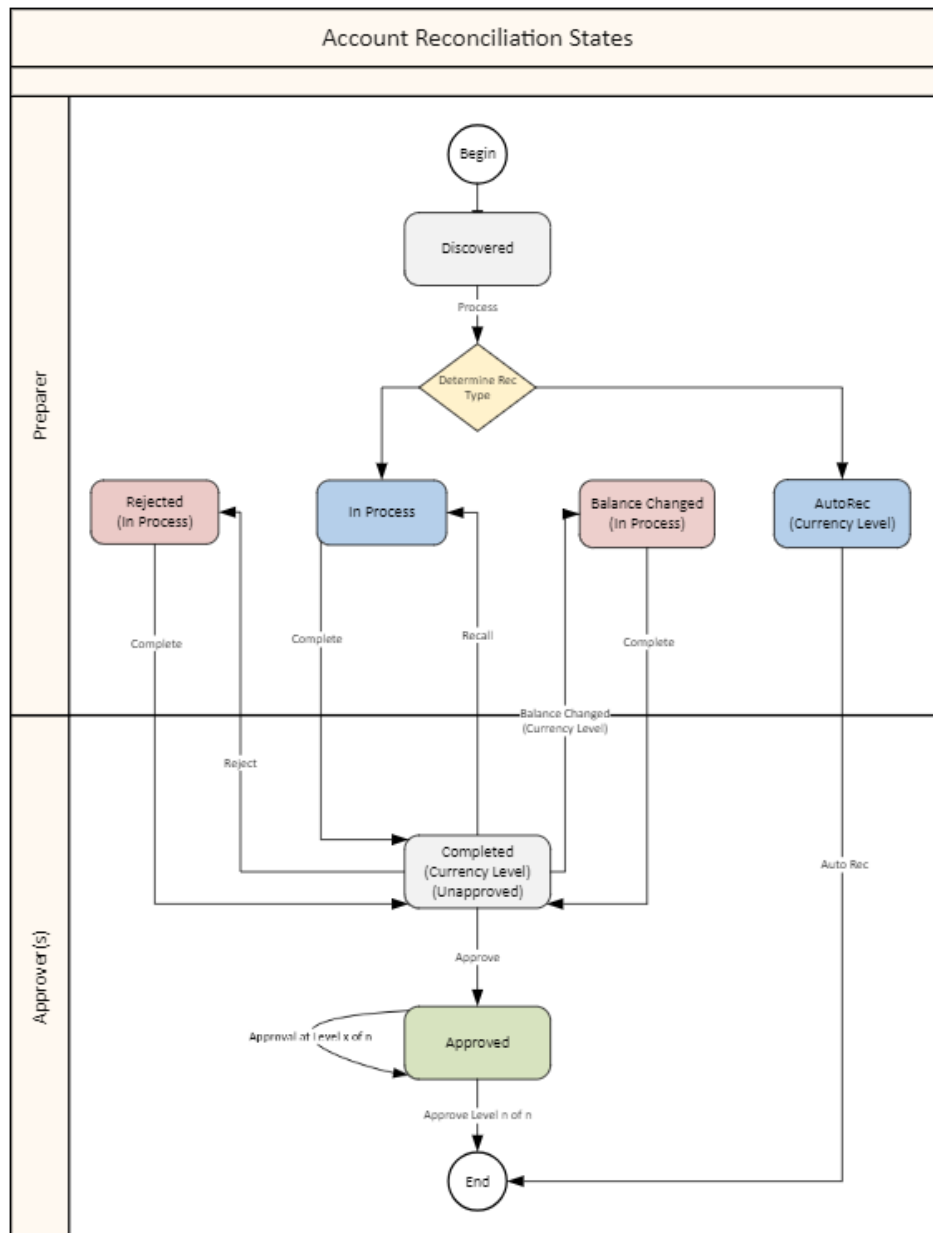
**Prepared:** Number of reconciliations completed by a preparer or auto reconciled where not yet approved.

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

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



This diagram shows how reconciliations move from state to state:



## Grid Columns

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

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

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

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

**T.Account**: Target account

**S.Account**: Source account

**T.Entity**: Target entity

**S.Entity**: Source entity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Reconciliation Workspace

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

## Detail Items

This is a grid of explanations of reconciliations.

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

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

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

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

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

- **T:**The item was imported via a template.
- **B:**The explanation is for a balance check reconciliation. The value is pulled from the related workflow profile that loaded and checked the detail with transformation rules.

**Amount:** The amount explained.

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

**Item Name:** Description of item.

**Note:** Additional comments.

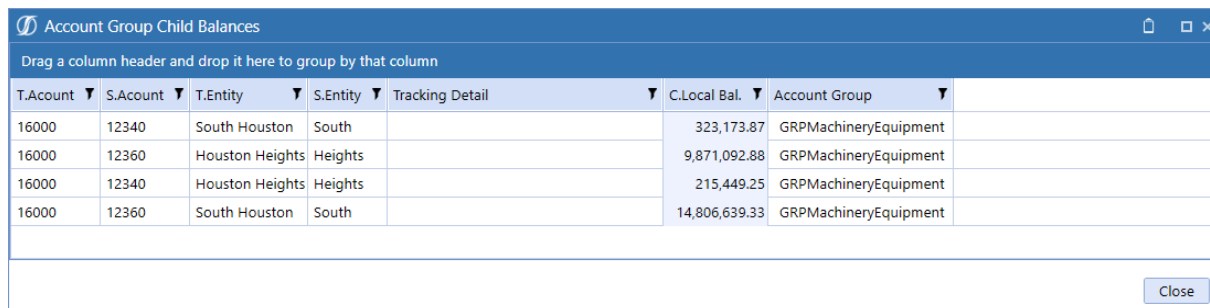
**Booked Period:** Period related to this explanation, used to calculate item aging.

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

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

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

### Single Currency Solutions

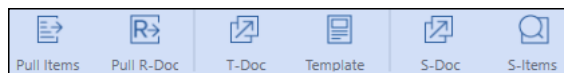


T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	C.Local Bal.	Account Group
16000	12340	South Houston	South		323,173.87	GRPMachineryEquipment
16000	12360	Houston Heights	Heights		9,871,092.88	GRPMachineryEquipment
16000	12340	Houston Heights	Heights		215,449.25	GRPMachineryEquipment
16000	12360	South Houston	South		14,806,639.33	GRPMachineryEquipment

### Multi-Currency Solutions

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

## Standard Explanation Actions



### Pull Items

Pulls prior reconciliation forward, if applicable, based on the reconciliation frequency. This copies the prior period explanation detail items, saving a large amount of time by not having to re-explain the same reconciliation. Exceptions are that *Reconciliation Detail Items Types* of Statement and Templates are not pulled, yet template items can be pulled forward optionally as if they were entered manually as an "I" item. This will not pull document attachments forward, but just the related explanation detail line items.

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

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

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

**Reconciliation Item Pull Forward**

**Select Pull Forward Type:**

(I) Manual Items Only

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

All Items

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

**T-Doc:** Import a template document that adds new reconciliation detail items. This document is stored in the system and displayed under *Supporting Documents* with a T symbol. Below is an example of the basic template being completed.

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

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

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

**S-Doc:** Import a template document that adds new reconciliation detail items for multiple periods. This document is stored in the system and displayed under *Supporting Documents* with an S symbol. Below is an example of the detail portion of a multi-period template being completed.

Note that while this document will open similarly to the T-Doc example above, there is an additional column in the Detail section in which the user can list the period in which this reconciliation detail item should apply. The user should use the syntax of adding an exclamation point (e.g. !2018M1) before the OneStream time period. See below:

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

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

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

## Balance Check Explanation Actions

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

Detailed balance check of an *Account Group*:

ACCOUNT RECONCILIATIONS											
Workflow (Outs, ActualAR, 2022Mo)											
Filter: Account: All, Note: Any, Preparation Status: All, Miscellaneous: None Total: 204, In Process: 158, Prepared: 2, Fully Approved: 7, Auto Rec: 7, Rejected: 0, % Done: 7% View Type: As User											
Drag a column header and drop it here to group by that column											
Status	Status Text	T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	Acct. Balance	Acct. Cur.	Acct. Explained	Acct. Unexplained	Acct. Activity
Inprocess		11000 - Trade Receivables	GRP - Global AR	Clubs	Clubs		72,136,951.19	CAD	0.00	72,136,951.19	1,811,172.00
Inprocess		16000 - Machinery & Equipmen	GRP - Machinery & Equipmen	Houston	Houston		0.00	---	0.00	0.00	0.00
Inprocess		11200 - IC Receivables	GRP - IC SouthHouston_Mont	Clubs	Clubs		-65.93	USD	0.00	-65.93	12.00
Inprocess		11200 - IC Receivables	GRP - IC Houston_Montreal	Clubs	Clubs		224.46	USD	0.00	224.46	13.00
AutoRec - Approved		11200 - IC Receivables	GRP - IC Houston_Carlsbad	Clubs	Clubs		0.00	---	0.00	0.00	0.00
Inprocess		20000 - Trade Accounts Payabl	GRP - AP Trade	Houston	Houston		0.00	---	0.00	0.00	0.00
Inprocess		10000 - Petty Cash	10030	Carlsbad	42		0.00	---	0.00	0.00	0.00
Approved 1		10000 - Petty Cash	11080	Frankfurt	FRANKFU		793.80	EUR	793.80	0.00	16.00
Approved 1		10000 - Petty Cash	11080	Houston Heights	Heights		0.00	---	0.00	0.00	0.00
Inprocess		10000 - Petty Cash	11080	Montreal	68		882.00	CAD	0.00	882.00	18.00
Inprocess		10000 - Petty Cash	11080	Quebec City	70		1,190.70	CAD	0.00	1,190.70	24.00
Approved		10000 - Petty Cash	11080	South Houston	South		0.00	---	0.00	0.00	0.00

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

**Pull B-Chk:** This *Balance Check Explanation* value is pulled from the related Workflow Profile that has been loaded and successfully validated.

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

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

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

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



## Using Account Reconciliations

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.

Status	Status Text	T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	Acct. Balance	Acct. Cur.	Acct. Explained	Acct. Unexplained	Acct. Activity
AutoRec - Approved		11000 - Trade Receivables	GRP - Global AR	Clubs	Clubs		74,596,079.07	CAD	74,596,079.07	0.00	2,459,127.65
Inprocess		16000 - Machinery & Equipmen	GRP - Machinery & Equipmer	Houston	Houston		0.00	---	0.00	0.00	0.00
AutoRec - Approved		11200 - IC Receivables	GRP - IC SouthHouston_Mont	Clubs	Clubs		0.00	USD	0.00	0.00	65.00
Inprocess		11200 - IC Receivables	GRP - IC Houston_Montreal	Clubs	Clubs		270.85	USD	1,215.00	-944.15	46.00
AutoRec - Approved		11200 - IC Receivables	GRP - IC Houston_Carlsbad	Clubs	Clubs		0.00	---	0.00	0.00	0.00
Inprocess		20000 - Trade Accounts Payabl	GRP - AP Trade	Houston	Houston		0.00	---	0.00	0.00	0.00
Inprocess		10000 - Petty Cash	10030	Augusta	54		0.00	---	0.00	0.00	0.00
Inprocess		10000 - Petty Cash	10030	Carlsbad	42		0.00	---	0.00	0.00	0.00
Approved 1		10000 - Petty Cash	11080	Frankfurt	FRANKFU		810.00	EUR	810.00	0.00	16.00
Approved 1		10000 - Petty Cash	11080	Houston Heights	Heights		0.00	---	0.00	0.00	0.00
Inprocess		10000 - Petty Cash	11080	Montreal	68		900.00	CAD	900.00	0.00	18.00
Inprocess		10000 - Petty Cash	11080	Quebec City	70		1,215.00	CAD	0.00	1,215.00	24.00

Account (CAD)	Balance	Explained	Unexplained	Activity	Status
74,596,079.07	74,596,079.07	74,596,079.07	0.00	2,459,127.65	AutoRec
54,183,922.01	54,183,922.01	54,183,922.01	0.00	-4,251,359.61	Approval: AutoRec (1 of 1)
Reporting (USD)	73,205,180.64	73,205,180.64	0.00	1,619,510.69	

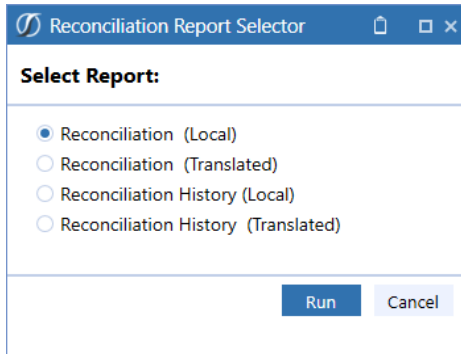
R	Y	Amount	Currency	Account (CAD)	Local (EUR)	Reporting (USD)	Item Type	Item Name	Note
B		2,806,207.00	CAD	2,806,207.00	2,038,403.57	2,753,883.22	Balance Check		
B		68,999,353.98	USD	70,310,341.71	51,072,800.87	68,999,353.98	Balance Check		
B		1,074,717.57	EUR	1,479,530.36	1,074,717.57	1,451,943.44	Balance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

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

## Other Actions

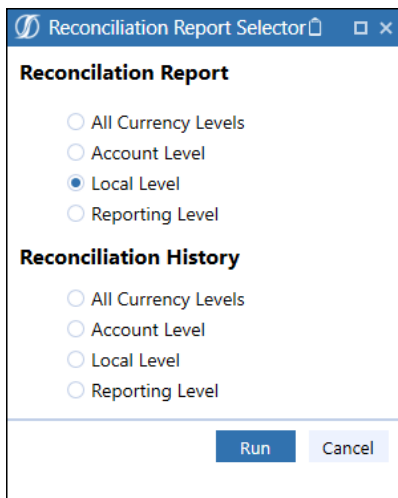
**Reports:** Runs a standard or translated reconciliation or reconciliation history report. See information on the limitations of translated reports under [Global Options](#).

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



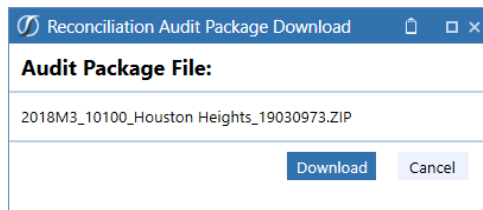
The screenshot shows a dialog box titled "Reconciliation Report Selector". It has a "Select Report:" section with four radio button options: "Reconciliation (Local)" (selected), "Reconciliation (Translated)", "Reconciliation History (Local)", and "Reconciliation History (Translated)". At the bottom,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

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



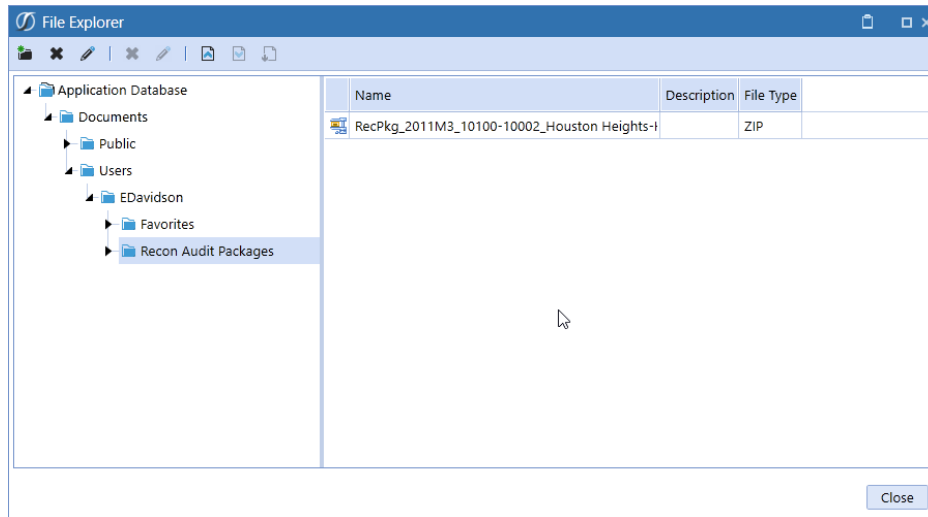
The screenshot shows a dialog box titled "Reconciliation Report Selector". It has two sections: "Reconciliation Report" and "Reconciliation History". Each section has four radio button options: "All Currency Levels", "Account Level", "Local Level" (selected), and "Reporting Level". At the bottom, there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

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



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

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



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

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

## Supporting Documents

View or upload related documents for the selected reconciliation or individual reconciliation detail item. Documents are denoted by:

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

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

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

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

**View:** Opens the selected supporting document.

**Delete:** Deletes the selected supported document.

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

## Comments

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

## History

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

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

Status and Approval History						
Time Stamp (UTC)	User	Status	Approval Level	Reason	Detail	
12/16/2020 3:03:25 PM	CC	Approved	Approved 1	Certified		
12/16/2020 2:11:38 PM	HC	Completed	Unapproved	Certified		

- **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	

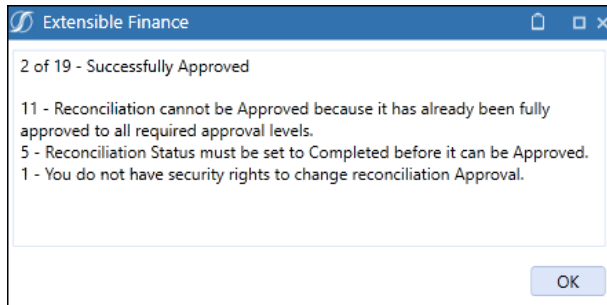
View

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


## Preparer and Approver Actions

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

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

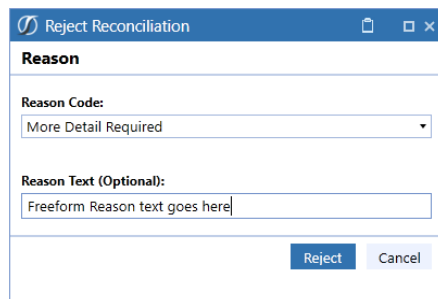


**Note: Any comments or certifications apply to all marked reconciliations.**

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

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

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



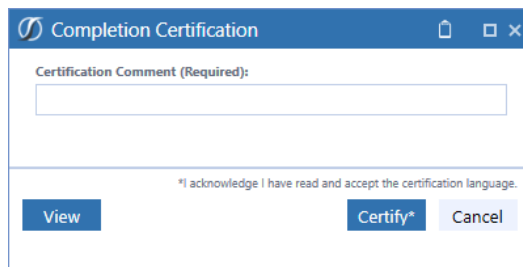
**Approve** ✓: If the reconciliation is completed, sets the status to *Approved*, but only if the user who is the Approver is not the same as the user who is the Preparer due to segregation of duties. There are no exceptions to segregation of duties. If there is more than one approval level, the approval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

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

## Certification

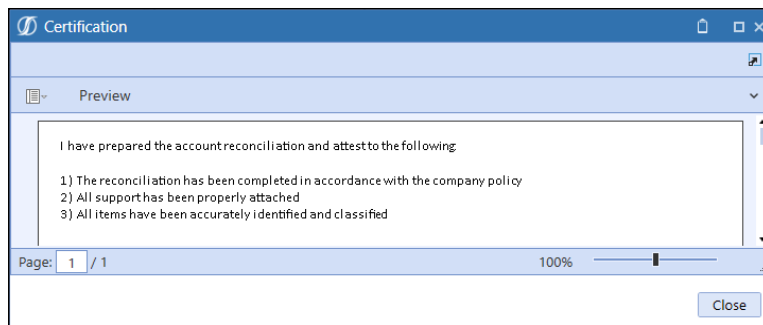
If certification is required when completing or approving a reconciliation, the certification dialog box displays. If you are completing or approving multiple reconciliations, your certification comment applies to all selected reconciliations.

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



The image shows a dialog box titled "Completion Certification". It has a blue header bar with a logo on the left and window control buttons (minimize, maximize, close) on the right. Below the header, there is a text input field labeled "Certification Comment (Required):". At the bottom of the dialog, there is a small note: "\*I acknowledge I have read and accept the certification language." Below this note are three buttons: "View", "Certify\*", and "Cancel".

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



The image shows a window titled "Certification". It has a blue header bar with a logo on the left and window control buttons (minimize, maximize, close) on the right. Below the header, there is a "Preview" section with a list of items. The text in the preview area reads: "I have prepared the account reconciliation and attest to the following" followed by a numbered list: "1) The reconciliation has been completed in accordance with the company policy", "2) All support has been properly attached", and "3) All items have been accurately identified and classified". At the bottom of the window, there is a "Page: 1 / 1" indicator, a "100%" zoom level, and a "Close" button.

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

## Reconciling and Changes to Account Groups

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

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

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

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

These are the reconciliations that belong to this account group.

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

## Reconciliation, Completion and Approval of Account Groups

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

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

## Changes to Account Groups

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

- **Balance**
  - If a reconciliation inventory item starts out being reconciled individually and then is added to an account group, the prior reconciliation inventory item can be viewed in historical periods with its previous balance. The *Process* button pulls in balances and marks those balances internally as being for this reconciliation individually or as part of an account group.
  - If a reconciliation inventory item is part of an account group and is removed from the account group, it will retrieve its balance and the *Balance Changed* field will take the previous balance into account for this reconciliation inventory item.



- If the items that add up to an account group change over time, the total balance amount previously stored for that account group will not change in historical periods if that account group is approved, even if *Process* is executed again in that period. The approved balance is essentially locked. If *Process* is executed again against an account group whose members have changed, the balance will be updated according to the current members of that account group.
- If a new account group is created and existing reconciliations that had history are added, the account group will not show any activity from the prior month since the account group did not exist. It does not add the sum of the prior month's activity for the reconciliations in the account group. As such, the *Balance Changed* field will be the full amount of the balance and it will need to be explained.
- If an account group has all of its children removed, it is recommended to change that account group to be Auto Reconciled because from that point forward it will retrieve a zero balance. If that account group had child reconciliations in the past that were reconciled, it is not advised to uncheck the Required property on this account group in order for those historical reconciliations of the account group to be able to be audited. Note that in historical periods where this account group was fully approved, it will continue to appear in that way with the proper balance intact.
- Any new account group created after prior periods have been processed would show up in prior periods as not being completed yet.
- **Process Warning:** When a reconciliation account group is removed from a reconciliation in inventory a Process will need to be done by an Account Reconciliations Administrator or Application Administrator at the review-level workflow profile to ensure that all account groups and reconciliation balances are updated. When this occurs a warning icon will appear next to the Process button on the Workflow page. This warning icon will be removed for users after an Administrator processes the reconciliations and the workflow page is refreshed.



- **Approval Levels**

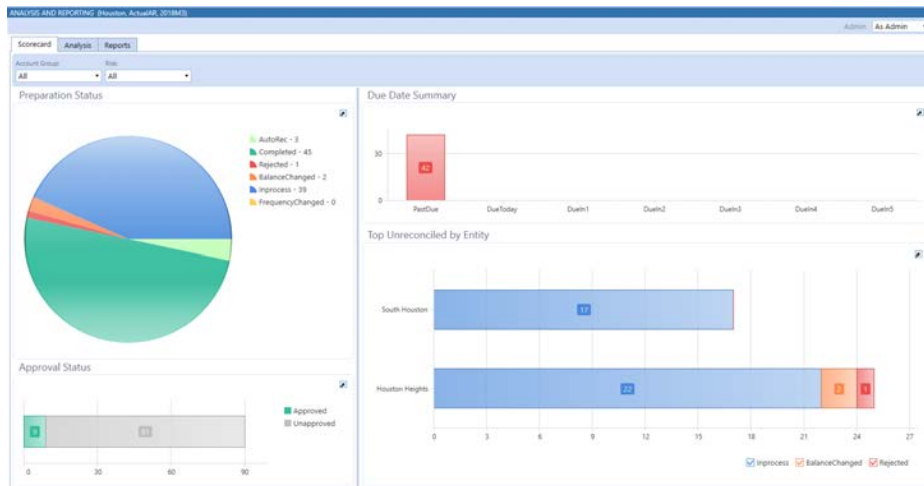
- *Removing Reconciliation Inventory Items from an Account Group:* For example, if the reconciliation inventory items in the AP Trade – Houston example above were removed from the account group that was not fully approved, the child reconciliations would show with their appropriate status. If the account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

# Analysis and Reporting

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

## Scorecard

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



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

Drill Down

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

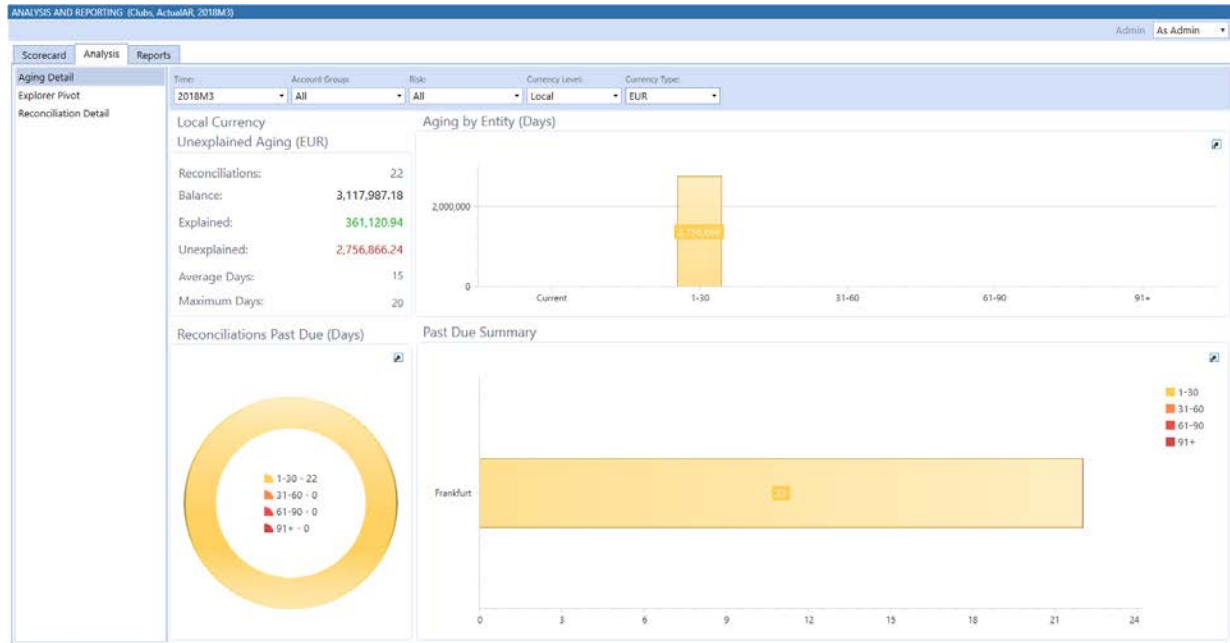
Status	Status Text	Date Due	Late	Risk	T.Account	S.Account	T.Entity	S.Entity
●	Completed	02/04/2021		Low	10000	11080	Frankfurt	FRANKFU
●	Completed	02/04/2021		Low	10000	11080	Houston Heights	Heights
✓	Completed	02/04/2021		Low	10000	11080	South Houston	South
✓	Completed	02/04/2021		High	10100	10003	Frankfurt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

Close

# Analysis

## Aging Detail

The Aging Detail is a dashboard that contains a Past Due Summary and charts reflecting past due Reconciliations in days, by Unexplained Balances, and by Entity. Like the Scorecard, selecting any data points in any chart will open-up a detailed drill down dialog that can be exported for further analysis.



## Explorer Pivot

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

ANALYSIS AND REPORTING (Clubs, ActualAR, 2022M2)

View Type: As Admin

Scorecard Analysis Reports

Aging Detail Explorer Pivot Reconciliation Detail

Time: 2022M2 | Currency Level: Local | Currency Type: USD | Status: All | Approval: All | Item Type: Balance | Top(X): 10

Report History

Explorer Pivot

Grouped by: Status Text

Status	Status Text	T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	Local Balance	Local Cur.	Local Explained	Local Unexplained
<b>Completed</b>										
✓	Completed	10100 - Cash Deposits	10001	Houston Heights	Heights		27,459,481.56	USD	27,459,481.56	0.00
✓	Completed	10100 - Cash Deposits	10002	Houston Heights	Heights		3,548,475.73	USD	3,548,475.73	0.00
<b>Inprocess</b>										
●	Inprocess	10100 - Cash Deposits	10001	South Houston	South		41,189,222.34	USD	0.00	41,189,222.34
●	Inprocess	10100 - Cash Deposits	10002	South Houston	South		5,322,713.59	USD	0.00	5,322,713.59
●	Inprocess	10100 - Cash Deposits	10003	South Houston	South		-678,822.27	USD	0.00	-678,822.27
●	Inprocess	10100 - Cash Deposits	10003	Houston Heights	Heights		-452,548.18	USD	0.00	-452,548.18

### Report & History buttons on Explorer Pivot

Opens a report of the detailed Reconciliation and *Explanations*.

## Reconciliation Detail

Like the Explorer Pivot, the Reconciliation Detail is a filtered table of Reconciliation data that can be pivoted by dragging a column header into the blue bar above it. Selecting a reconciliation in the table provides the ability to view the reconciliation items, status, approval, documents, commentary, properties, and child balances in the tables below.

ANALYSIS AND REPORTING (Club, ActualAA, 2022M3)

View Type: As User

Scorecard Analysis Reports

Aging Detail Explorer Pivot Reconciliation Detail

Time: 2022M3 T.Account: All S.Account: All T.Entity: All S.Entity: All Account Group: All Access Group: All Fiat: All

**Reconciliation Detail**

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

Status	Status Text	T.Account	S.Account	T.Entity	S.Entity	Tracking Detail	Acct. Balance	Acct. Cur.	Acct. Explained	Acct. Unexplained	At
FrequencyChanged	10000 - Petty Cash	10030	Augusta	34			0.00	USD	0.00	0.00	
Inprocess	10000 - Petty Cash	10030	Carlsbad	42			0.00	USD	0.00	0.00	
Approved 1	10000 - Petty Cash	11080	Frankfurt	FRANKFU			793.80	EUR	793.80	0.00	
Approved 1	10000 - Petty Cash	11080	Houston Heights	Heights			0.00	USD	0.00	0.00	
Inprocess	10000 - Petty Cash	11080	Montreal	68			882.00	CAD	0.00	882.00	
Inprocess	10000 - Petty Cash	11080	Quebec City	70			1,190.70	CAD	0.00	1,190.70	
Approved	10000 - Petty Cash	11080	South Houston	South			0.00	USD	0.00	0.00	
Inprocess	10100 - Cash Deposits	10015	Augusta	34			0.00	USD	0.00	0.00	
Approved	10100 - Cash Deposits	10001	Frankfurt	FRANKFU			254,925.43	GBP	254,925.43	0.00	

Detail Items Status and Approval History Document History Commentary Properties Child Balances

R	Amount	Type	Item Name	Note	Booked Period	User	Time Stamp (UTC)
T	2,664,808.00	Stmt Balance	Cash Balance		2022M3	HC	12/16/2020 9:12:16 AM
I	340,082.00	Explained Item	Timing adjustment		2022M1	HC	12/16/2020 2:12:22 PM

2 Rows Page 1 of 1

# Reports

OS Account	GL Account	OS Entity	GL Entity	Balance	Currency	Explained Balance	Unexplained Balance	Activity
10000	11080	Frankfurt	FRANKFU	793.00	EUR	793.00	0.00	16.20
10000	11080	Houston Heights	Heights	1,963,194.00	USD	1,963,194.00	0.00	40,065.20
10000	11080	South Houston	South	2,944,792.20	USD	2,944,792.20	0.00	60,097.60
10100	10001	Frankfurt	FRANKFU	302,372.77	EUR	302,372.77	0.00	6,170.87
10100	10001	Houston Heights	Heights	27,459,481.56	USD	27,459,481.56	0.00	560,397.58
10100	10002	Houston Heights	Heights	3,548,475.73	USD	3,548,475.73	0.00	72,417.87

## Reconciliation Status

Reconciliations by status with Account, Entity and balance information.

## Reconciliation Detail

Detailed Reconciliations with status information and other *Explanation* detail.

## Reconciliation by Preparer

Same as above but grouped by Preparer.

## Reconciliation Risk Analysis

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

## Reconciling Item Analysis

Reconciliation items by Reconciliation Item Type with Account, Entity and balance information.

## Reconciliation Item Aging

Reconciliation items aged by period originally booked.

## Reconciliation Access Groups

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

## DynamicCalc UD8 Accounts

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

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

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

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

2011M3		Reconciliation Statistics 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:

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

Here is the drilled Report:

Reconciliation Report (Local)

Navigation

Enter text to search...

Document Map Pages Search Results

- Document
- Completed
- 10000 - Petty Cash [11080,...

### Reconciliation

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

#### 10000 - Petty Cash

GL Account	OneStream Entity	GL Entity	Tracking Detail		
11080	Houston Heights	Heights			
Risk Level: Low			Proper Sign: OK	Due Date: 06/11/2020	Days Until Due: 0
Days Past Due: 0					

**Balance:** 2,003,260.00

**Explained:** 2,003,260.00

**Unexplained:** 0.00

**Activity:** 40,065.20

**Status:** Completed

**Status By:** HC

**Status Date:** 3/8/2018 10:17:11 PM

**Approval:** Approved

**Approval Level:** 1 of 1

**Approval By:** CC

**Approval Date:** 3/8/2018 11:21:59 PM

Item Type	Item Name	Item Note	Item Amount
Correction (IS)	Reclass Adjustment		59,967.66
Stmnt Balance	Cash Balance	Chase	1,943,892.34
<b>Item Total:</b>			<b>2,003,260.00</b>

**Sign-Off History**


State	Approval Level	Reason	Detail	User	Time Stamp (UTC)
Approved	1			CC	3/8/2018 11:21:59 PM
Completed	0			HC	3/8/2018 10:17:11 PM

**Commentary**

Comment	User	Time Stamp (UTC)

Page: 1 / 1
100%
Close

# Help & Miscellaneous Information

 This page contains solution documentation.

## Tips for Planning Project Tasks

It is recommended to hold thorough requirements and design sessions prior to building out an Account Reconciliations Solution. These questions may help understand the number of hours required for such a project:

- How many Reconciliation Inventory items will there be? Depends on combination of Entity/Account/Tracking Levels.
- How many Account Groups will there be?
- Is all of the data to be reconciled already in the Stage or is some of it in forms or journals in the OneStream Cube? Account Reconciliations works against the Stage, but there are workarounds available (*detailed in this document*) where Form, Journal and Actual Stage data must be moved into a separate Scenario. Not optimal but would have to be done in certain cases. This will drive some integration work.
- Are the year-to-date Ending Balances in Stage?
  - Account Reconciliations requires reconciliation between year-to-date balances in the Cube and Ending Balances in Stage.
- Are the Reconciliations in different currencies across Entities?
  - Enabling Multi-Currency is recommended. Once enabled, an Account Group may be created for a single, parent level currency for all three currency levels. All children within the Account Group (source accounts within the Inventory), will be automatically translated to the Group Account currencies, for each currency level, and reconciled at a single, parent level currency. In addition, creating a Multi-Currency Account Group allows the ability to set the Account and Local currency type, as the Account Group is not maintained in the Entity dimension, and therefore does not hold an Entity level currency.

- Are Standard Reconciliations being performed or are there Balance Checks too? Balance Checks that integrate with subledger details will drive integration work as well. If so, what type of rules need to be in place to ensure that these Balance Checks validate? This could be simple aggregation via standard Transformation Rules, complex Derivative Check Rule logic, or even Transformation Event Handler rules.
- How many Templates will need to be built and how complex are they?
- What is the relationship between the Reconciliations, the Entities to be reconciled and the Workflow Profile structure that is in place to gather Actuals? If it lines up, that will save a fair amount of work. Situations where a single person reconciles an *Account Group* across all Entities can be handled at the Review Workflow Profiles. It is when the Workflow Profile structure for Reconciliation does not match the Actual Workflow Profile structure where this may require some additional project work.
- How granular is security? The amount of variations in Access Groups will drive the work of building and assigning these Access Groups to Reconciliation Inventory items.
- Will the project team be required to build separate Reference Documents per each Reconciliation Definition item or are these more generic? Drafting this documentation can take some time and with volume, add project hours.

## Display Settings

OneStream XF and XF MarketPlace solutions frequently require the display of multiple data elements for proper data entry and analysis. Therefore, the recommended screen resolution is a minimum of 1920 x 1080 for optimal rendering of forms and reports.

Additionally, OneStream recommends that you adjust the Windows System Display text setting to 100% and do not apply any Custom Scaling options.

## Package Contents & 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: RCM\_PV6.3.1\_SV100\_PackageContents.zip**

Identifier	Description
RCM	Solution ID
PV6.3.1	Minimum XF Platform version required to run solution
SV100	Solution version
PackageContents	File name

## Solution Database Migration Advice

A Development OneStream XF 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.

**See also:** *Managing a OneStream Environment* in the OneStream XF Design and Reference Guide

1. In the Production OneStream XF application, install the solution and create the data tables. See [Configure the OneStream XF Application Server](#) for Database Server Connection settings and installation details.
2. Data tables are created in the OneStream XF Development application during the solution installation. Using the [Microsoft Data Migration Assistant](#), copy the data from the tables to the Production Microsoft SQL Server Database. Only the Microsoft SQL Administrator should run the migration assistant.

**Important:** If you forward a task in a private task group to a user not assigned to that task group, the new task owner cannot see the task and cannot complete it.

Exception process: Only in the case where a Scenario has a different ID in Production than in Development (*which is in the Wsk Column of the XFW\_RCM\_Recon Table*), an adjustment will need to occur in Production after the table copy to re-align data. Locate the Scenario Member ID in the Dimension Library GridView screen. For example, if the Scenario called *ActualAR* has an internal ID of 5 in Development, but an ID of 20 in Production, a SQL UPDATE query will need to be applied to the *XFW\_RCM\_Recon Table*. This will change the *Wsk Column* for any value of 5 to be 20 in order for the tables to align properly. Note that this manual SQL update process is too expansive and encompassing to be applied to Workflow Profiles in the *Wfk* field of the same table, so it is strongly advised to follow the advice in [Select the Account Reconciliations Development Location](#) to align Workflow Profile IDs.

## MarketPlace Solution Modification Considerations

A few cautions and considerations regarding modification of MarketPlace Solutions:

- Major changes to Business Rules or custom tables within a MarketPlace Solution will not be supported through normal channels as the resulting solution is significantly different from the core solution.
- If changes are made to any Dashboard object or Business Rule, consider renaming it or copying it to a new object first. This is important because if there is an upgrade to the MarketPlace Solution in the future and the customer applies the upgrade, this will overlay and wipe out the changes. This also applies when updating any of the standard reports and Dashboards.
- If modifications are made to a MarketPlace Solution, upgrading to later versions will be more complex depending on the degree of customization. Simple changes such as changing a logo or colors on a Dashboard do not impact upgrades significantly. Making changes to the custom database tables and Business Rules, which should be avoided, will make an upgrade even more complicated.

# Appendix A: Multi-Currency Calculations

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

## Data Loaded into Stage

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

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

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

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

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

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

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

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

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

## Multi-Currency Account Groups

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

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

1				1				1					
C. Acct		G. Acct		C. Local		G. Local		C. Reporting		G. Reporting			
1001	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	
			2	61,060.00	CAD		2	35,200.00	GBP		2	43,800.00	USD

## Appendix A: Multi-Currency Calculations

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- a.  $10,000 \text{ EUR} * 1.52 = 15,200 \text{ CAD}^{**}$
- b.  $9,000 \text{ GBP} * 1.74 = 15,660 \text{ CAD}$
- c.  $15,000 \text{ CAD} * 1.00 = 15,000 \text{ CAD}$
- d.  $15,200 \text{ CAD} * 1.00 = 15,200 \text{ CAD}$
- e.  $10,000 \text{ EUR} * 0.88 = 8,800 \text{ GBP}^{**}$
- f.  $10,900 \text{ USD} * 1.00 = 10,900 \text{ USD}$
- g.  $11,000 \text{ USD} * 1.00 = 11,000 \text{ USD}$

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