

# ARCS Module

DAY 1-2	
Account Reconciliation Cloud Home	Worklist
	Reconciliations
	Matching
	Dashboards
	Reports
	Application
	Overview of Reconciliation Compliance Configuration
	Periods
	Services
	Tools
	Access Control
Reconciliation Process	Sample Task Flow Scenarios for Administrators and Power Users
	Performing Variance Analysis
	Process Overview for Reconciliation Compliance
	User Tasks in Reconciliation Compliance

<b>DAY 3-4</b>	
Managing the Reconciliation Process	Accessing Reconciliations
	Working With Views
	Creating Filters and Saving Lists
	Creating Reconciliations
	Checking for Missing Reconciliations
	Preparing Reconciliations
	Adding Attachments
	Adding Comments
	Configuring Questions
	Working with Transactions
	Adding Transactions
	Copying Transactions from Prior Reconciliation
	Adding Transactions Manually
	Editing, Copying, and Deleting Transactions
	Amortizing or Accreting Transactions
	Understanding Data Integration
	Importing Data Using Data Management
	Importing Pre-mapped Data
	Changing a Period's Status
	Closing and Locking Periods

DAY 5	
Administrative Activity	Submitting, Approving, and Rejecting Reconciliations
	Updating Reconciliations
	Updating Reconciliation Attributes
	Managing Reassignment Requests
	Reassigning Preparers and Reviewers
Transaction Matching	Understanding the Transaction Matching Engine
	Creating Reconciliations in Transaction Matching
	Importing Data for Transaction Matching
	Running Auto Match
	Searching Transactions