

ARA Dashboard Guidelines User

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain:

Responsibility area:

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Scope



? Unknown Attachment

ERP



? Unknown Attachment

Frequency



? Unknown Attachment

? Unknown Attachment

References

Forms

Attachments

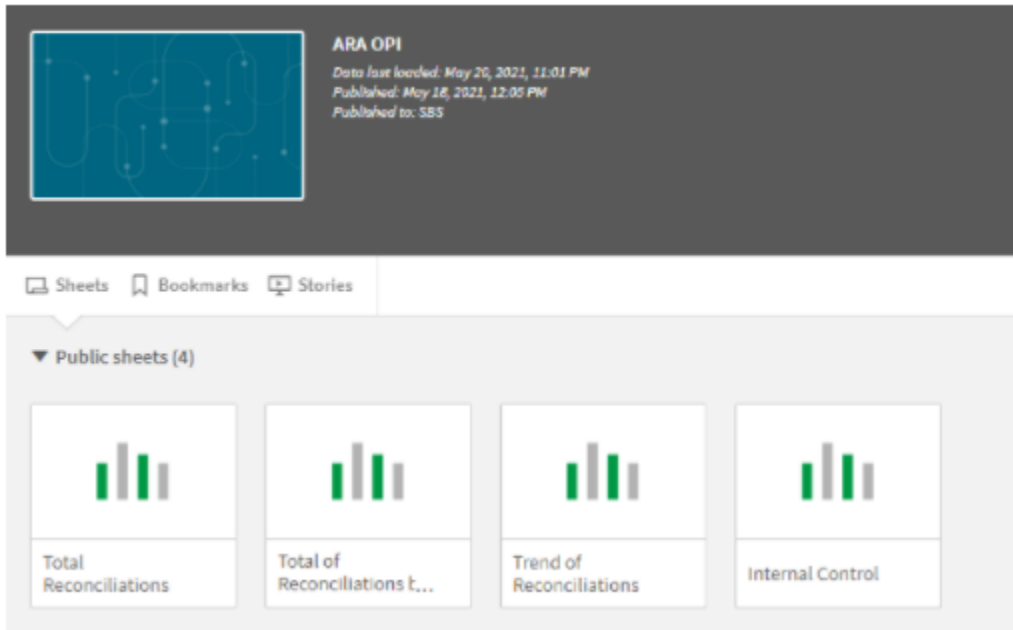
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ARA Dashboard User Guide:

Qlik Sense path:

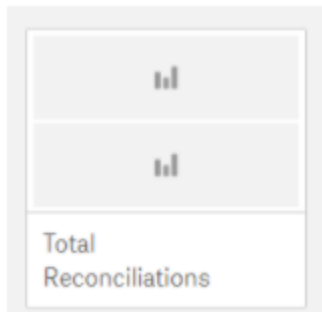
<https://qliksensedev.solvay.com/solvay/hub/stream/e51a77ce-5738-4648-8ac6-d0cf287907c8>

The ARA OPI Dashboard has the following sheets:



Explanation of the sheets:

1- Sheet: Total Reconciliations

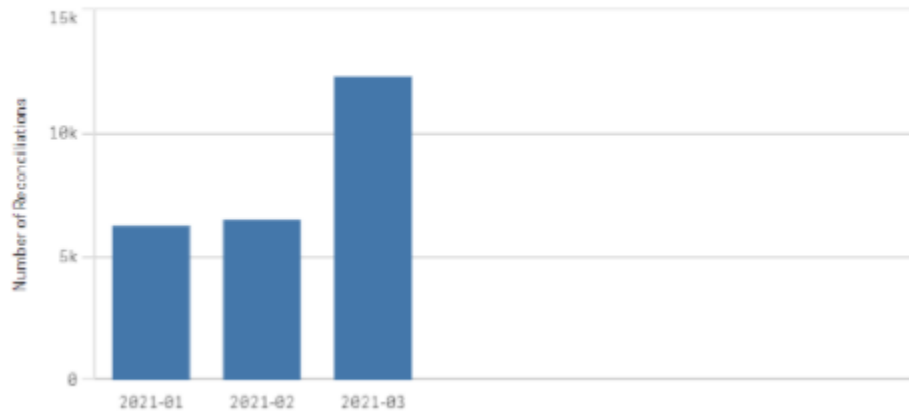


In this sheet we have 3 differences graphs:

1° - This graphic provides the total number of reconciliations (manual and automatic) to be done per month.

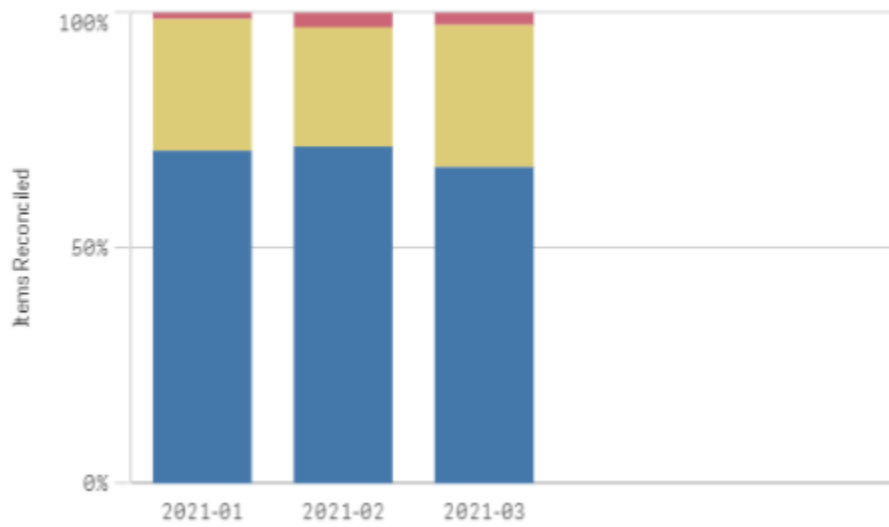
Total Reconciliations

Total Reconciliations (Number of Reconciliations by Period - Automatic and Manual)



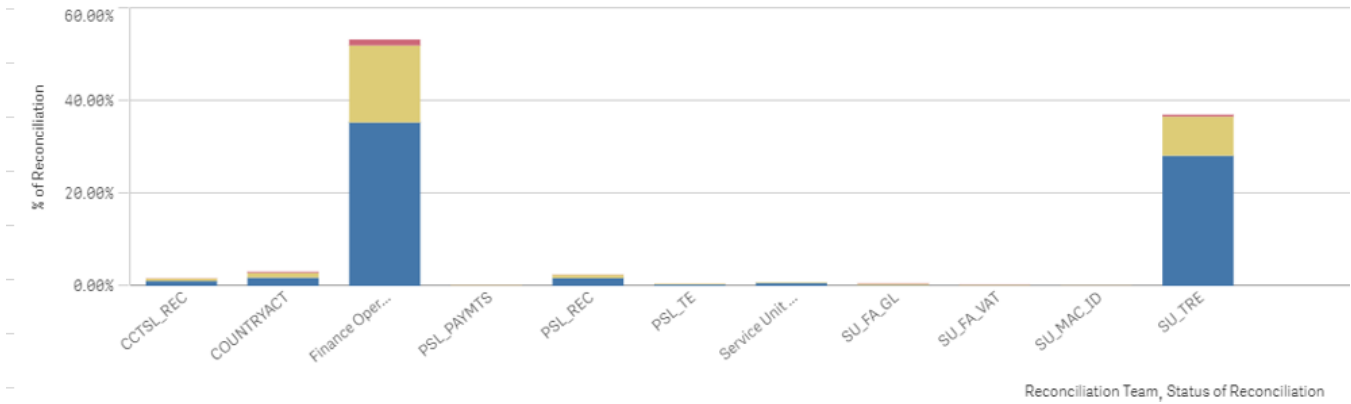
2° This graphic provides by period the percentage of what has been reconciled automatically (in blue), manually (in yellow) and wasn't reconciled (in red).

Type of Reconciliation (% of Automatic vs Manual Reconciliations)



3° This 3rd graphic sheet provides the % of automatic, manual or not reconciled item accounts by each team.

% of Reconciliations by Team (Cumulative from 1/2019 - information can be filtered by period using Selections tab)



Data are cumulative of reconciliations performed by each team.

2 - Sheet: Total of Reconciliations by Type

Total of Reconciliations by Type	
Type of Reconciliation	
Type of Reconcili... Q	System Q
Region Q	Reconciliation T... Q
Country Q	Period Q
Company Code Q	Account Item an... Q
2021-01	
Automatic Reconciliation	4416
PF1	1555
P11	2257
WP1	604
Manual Reconciliation	1211
PF1	566
P11	14
WP1	631
Semi-Automatic Reconciliation	612
PF1	-
P11	612
WP1	-

This sheet provides the total number of reconciliations taking in consideration the type of reconciliation – Automatic, Manual and Semi-Automatic.

Automatic Reconciliation: When the reconciliation of the accounts is performed by the system (example: accounts without balance or within threshold that are closed automatically)

Manual Reconciliation: When the reconciliation is performed manually by the reconciler

Semi-Automatic Reconciliation: When the reconciliation is done manually by the reconciler but there are some reports that are attached automatically by the system in the account item (example: roll-forward of assets is automatically attached)

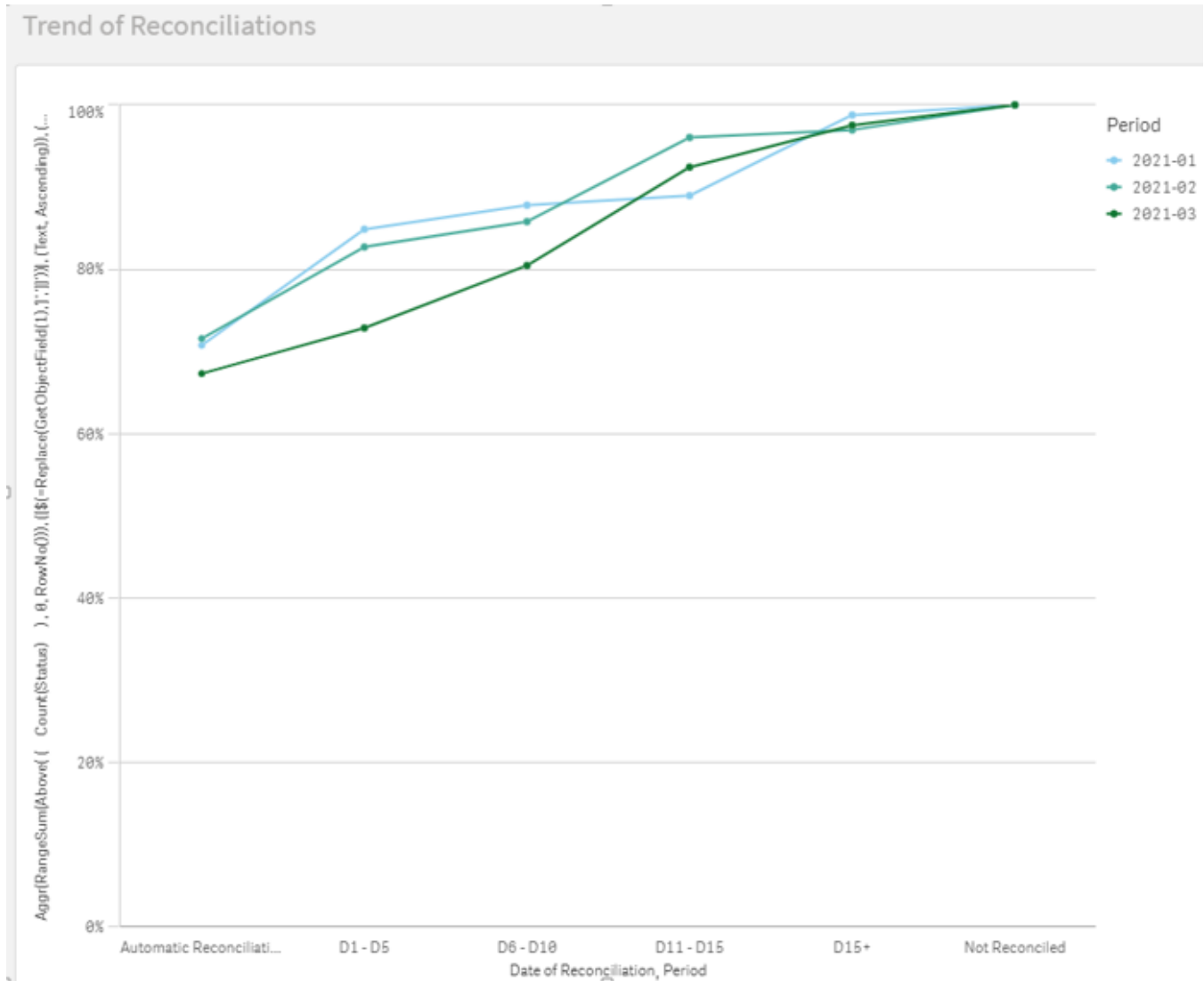
In this tab you can perform filters according to your requirements:

Type of Reconciliation					
Type of Reconcili... Q	System Q	Region Q	Reconciliation T... Q	Country Q	Period Q
Company Code Q	Account Item an... Q				

3- Sheet: Trend of Reconciliations

This sheet provides an overview when the account items by period were reconciled (Example: % of reconciliations done between D1 and D5 for the period 2021-03).

This timeline enables us to see that most of the accounts are reconciled in a short period of time.



4- Sheet: Internal Control

ARA OPI | Prepare Data manager | Analyze Sheet | Narrate Storytelling | Internal Control | Edit sheet

Internal Control

Type of Reconciliation

Reconciliation S... System Risk of Account I... Type of Company Region Period
 Reconciliation T... Country Company Code Account Item an...

	2019-01	2019-02	2019-03	2019-04	2019-05	2019-06	2019-07	2019-08	2019-09	2019-10	2019-11	2020-03	
Not Reconciled	407	301	609	1407	564	561	1006	541	253	1672	364	1323	2432

This sheet provides the list of not reconciled accounts that are under the scope of the Internal Control defined for ARA (High risk accounts for Key Legal Entities). This will allow an easier way to perform a follow up on the Internal Control.

The data is compressed but if you click on you can see the different layers of information:

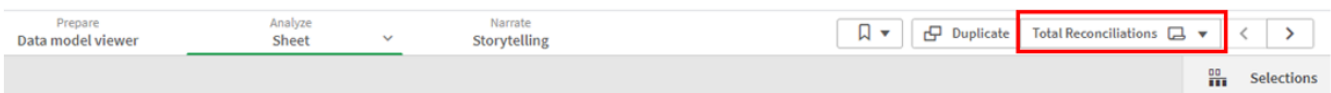
Type of Reconciliation

Reconciliation S... System Risk of Account I... Type of Company Period
 Region Reconciliation T... Country Company Code Account Item an...

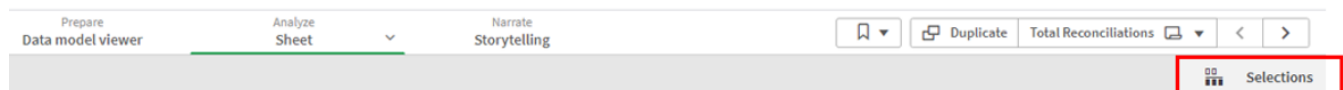
- Not Reconciled
 - PF1
 - H
 - KEY
 - EMEA
 - NAM
 - PI1
 - H
 - KEY
 - EMEA
 - NAM
 - WP1
 - H
 - KEY
 - EMEA
 - LAM
 - NAM

Good Tips to navigate in qlik sense:

To change to another sheet go to the following field(i.g. Total Reconciliations):



To make the filters you need to go to:



You can filter by each dimension:

The screenshot shows a dashboard with a 'Selections' panel at the top left containing a 'Period' dropdown menu with options from 1/1/2021 to 1/7/2020. Below this is a 'App dimensions' section with a 'Show fields' checkbox and a search bar. Several dimension filters are visible: 'Account Item' (listing codes like A500-200), 'Company Code' (listing codes like AR04054), 'Country' (listing countries like Argentina), 'Date of Reconciliation' (listing categories like Automatic Reconciliation), 'Reconciliation' (listing types like Automatic Reconciliation), 'Reconciliation Status' (listing statuses like Not Reconciled), 'Region' (listing regions like APAC), and 'Risk of Account Item' (listing risks like H).



Select the dimension that you need to filter and select the criteria and click on the

This screenshot shows the 'Period' dimension filter. At the top, there are three menu icons: a red 'X' icon, a green checkmark icon, and a grey '...' icon. The filter list includes dates from 1/1/2021 to 1/7/2020. The date '1/6/2019' is highlighted in green and has a checkmark, indicating it is the selected filter criterion.

This screenshot shows the 'Account Item' dimension filter. At the top, there are three menu icons: a red 'X' icon, a green checkmark icon, and a grey '...' icon. The filter list includes account item codes like A100-100, A110-100, A110-200, A130-100, A300-100, A300-101, A300-105, and A300-301. The code 'A100-100' is highlighted in green and has a checkmark, indicating it is the selected filter criterion.

This screenshot shows the 'Reconciliation' dimension filter. At the top, there are three menu icons: a red 'X' icon, a green checkmark icon, and a grey '...' icon. The filter list includes 'Automatic Reconciliation' and 'Not Reconciled'. The option 'Manual Reconciliation' is highlighted in green and has a checkmark, indicating it is the selected filter criterion.

End.