

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:

Table of contents

- [Tasks to be completed when documenting an operation \(from creation to publication\)](#)
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- [Table of contents](#)
- [ARA Dashboard User Guide:](#)
- [Explanation of the sheets:](#)
-

Scope



? Unknown Attachment

ERP



? Unknown Attachment

Frequency



? Unknown Attachment

? Unknown Attachment

References

Forms

Attachments

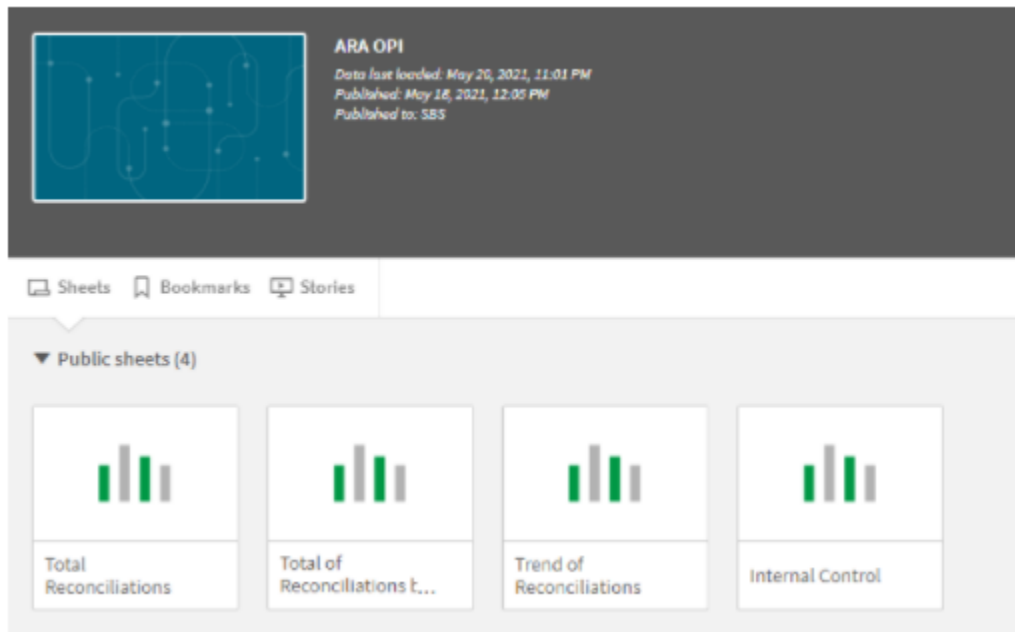
<< ARA Dashboard Guidelines User
>>

ARA Dashboard User Guide:

Qlik Sense path:

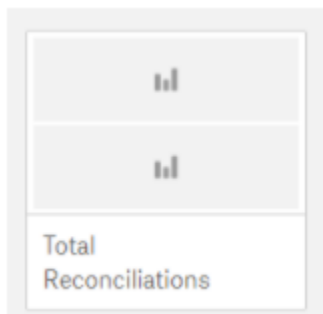
<https://qliksensedev.solvay.com/solvay/hub/stream/e51a77ce-5738-4648-8ac6-d0cf287907c8>

The ARA OPI Dashboard has the following sheets:



Explanation of the sheets:

1- Sheet: Total Reconciliations

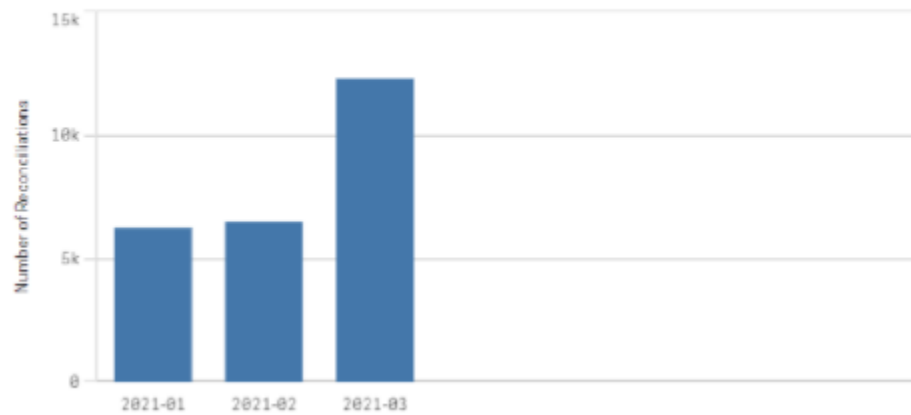


In this sheet we have 3 differences graphs:

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

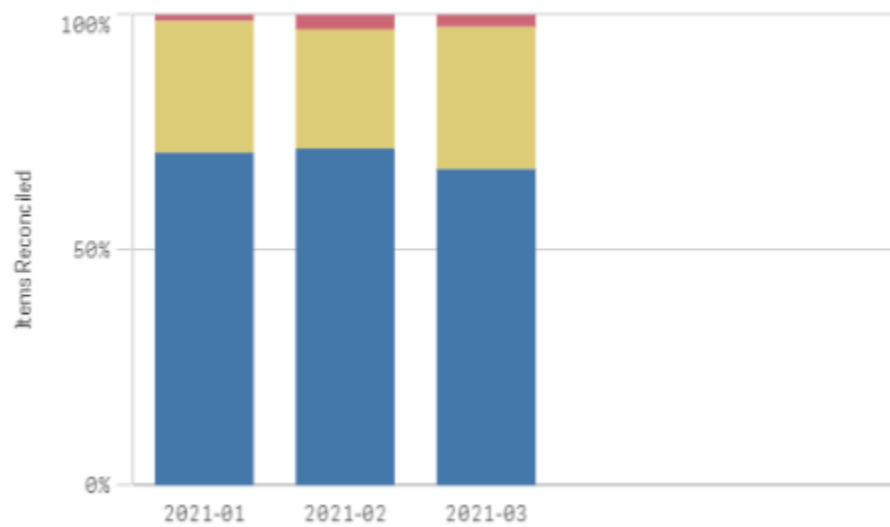
Total Reconciliations

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



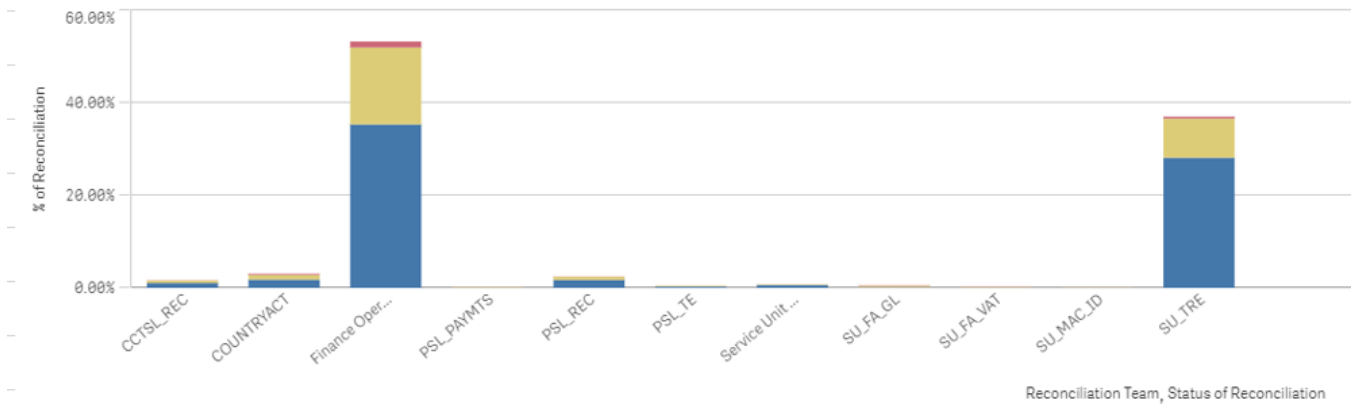
2° This graphic provides by period the percentage of what has been reconciled automatically (in blue), manually (in yellow) and wasn't reconciled (in red).

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
PI1	2257
WP1	604
Manual Reconciliation	1211
PF1	566
PI1	14
WP1	631
Semi-Automatic Reconciliation	612
PF1	-
PI1	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

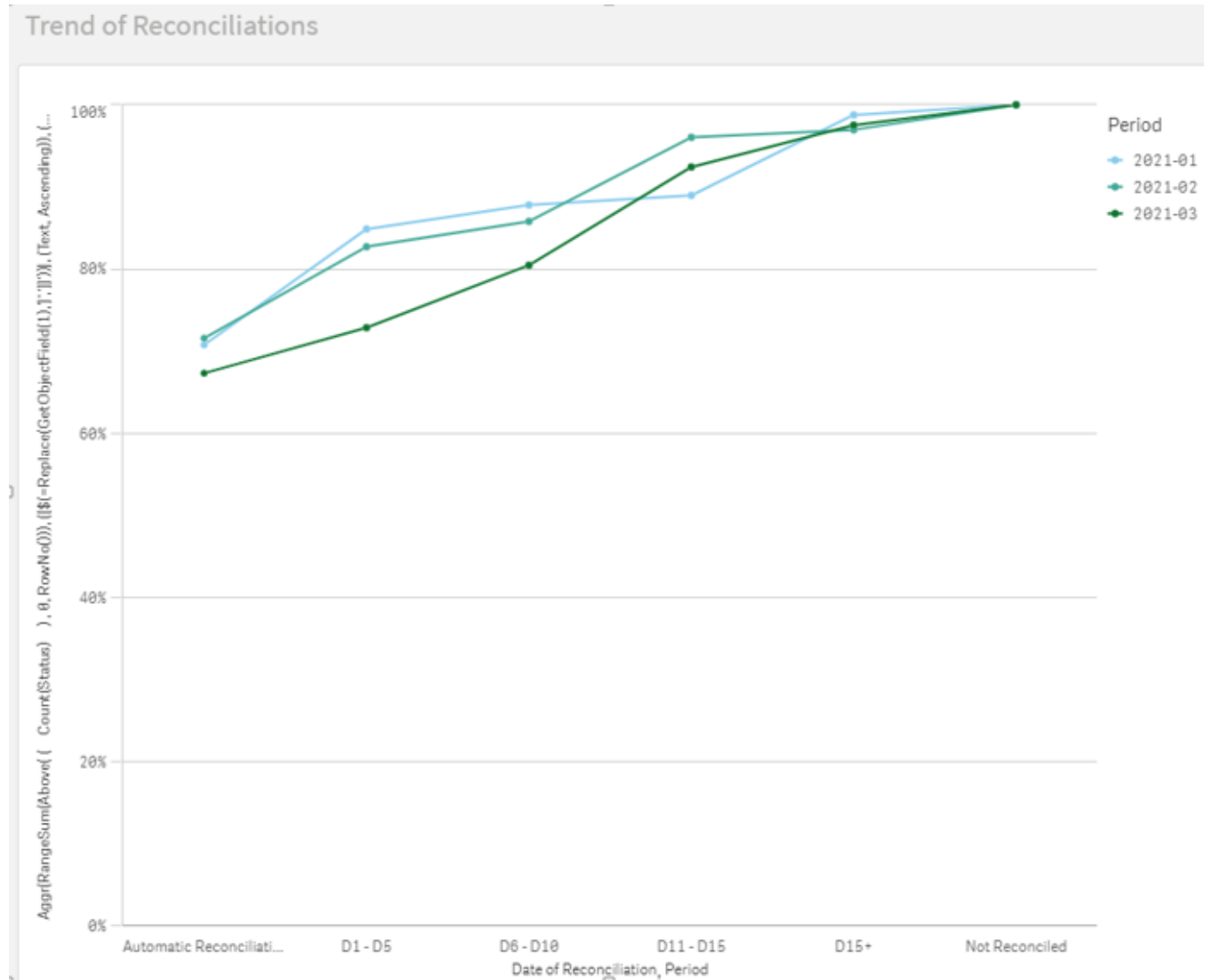
Company Code Q

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

PrepareData manager

AnalyzeSheet

NarrateStorytelling

Internal Control

Edit sheet

Selections

Internal Control

Type of Reconciliation

Reconciliation S...Q

SystemQ

Risk of Account I...Q

Type of CompanyQ

RegionQ

PeriodQ

Reconciliation T...Q

CountryQ

Company CodeQ

Account Item an...Q

	2019-01	2019-02	2019-03	2019-04	2019-05	2019-06	2019-07	2019-08	2019-09	2019-10	2019-11	2019-12	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... Q	System Q	Risk of Account I... Q	Type of Company Q		Period Q
Region Q	Reconciliation T... Q	Country Q	Company Code Q	Account Item an... Q	
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):

Prepare	Analyze	Narrate	Total Reconciliations		Selections	
Data model viewer	Sheet	Storytelling				

To make the filters you need to go to:

Prepare	Analyze	Narrate	Total Reconciliations		Selections	
Data model viewer	Sheet	Storytelling				

You can filter by each dimension:

The screenshot shows a web application interface with a 'Selections' panel on the left and a 'Search dimensions' panel on the right. The 'Selections' panel has a search bar and a list of dates from 1/1/2021 to 1/7/2020. The 'Search dimensions' panel has a search bar and a list of dimensions: Account Item, Company Code, Country, Date of Reconciliation, Reconciliation, Reconciliation Status, Region, and Risk of Account Item. Each dimension has a list of values to choose from.

Account Item	Company Code	Country	Date of Reconciliation	Reconciliation	Reconciliation Status	Region	Risk of Account Item
AS00-200	AR04054	Argentina	Automatic Reconciliation	Automatic Reconciliation	Not Reconciled	APAC	H
AS00-201	AR05086	Australia	D1 - D5	Manual Reconciliation	Reconciled	EMEA	M
AS00-210	AT03442	Austria	D6 - D10	Not Reconciled		LAM	
AS00-220	AT06062	Belgium	D11 - D15			NAM	
AS00-230	AU07786	Brazil	D16+				
AS00-290	BE00001	Bulgaria					
AS00-300	BE00003	Canada					
AS00-400	BE00005	Chile					
AS00-500	BE00007	China					

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



The screenshot shows the 'Period' dimension selection interface. At the top, there are two buttons: a red 'X' button and a green checkmark button. Below them is a search bar and a list of dates. The date '1/1/2021' is selected and highlighted with a green background.

Period
1/1/2021 ✓
1/3/2019 ✓
1/6/2019 ✓
1/9/2019
1/12/2019
1/3/2020
1/4/2020
1/5/2020
1/6/2020
1/7/2020

The screenshot shows the 'Account Item' dimension selection interface. At the top, there are two buttons: a red 'X' button and a green checkmark button. Below them is a search bar and a list of account items. The account item 'A100-200' is selected and highlighted with a green background.

Account Item
A100-100 ✓
A100-200 ✓
A110-100
A110-200
A130-100
A300-100
A300-101
A300-105
A300-301

The screenshot shows the 'Reconciliation' dimension selection interface. At the top, there are two buttons: a red 'X' button and a green checkmark button. Below them is a search bar and a list of reconciliation options. The option 'Manual Reconciliation' is selected and highlighted with a green background.

Reconciliation
Automatic Reconciliation
Manual Reconciliation ✓
Not Reconciled

End.