

# **R12 Oracle EBS Suite: Introduction - IBM Graduate Program**

**Student Guide – Volume 1**

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# **Overview**

## **Chapter 1**



# **R12 Oracle E-Business Suite for Implementers**

1

Overview

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## **Objectives**

### **Objectives**

After completing this lesson, you should be able to do the following:

- Define the purpose of this course
- Identify the topics covered in this course
- Locate additional reference material for the topics covered in this course

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## Course Purpose

### Course Purpose

- The R12 Oracle E-Business Suite Essentials for Implementers course provides a functional foundation for any E-Business Suite Fundamentals course.
- In the course, there will be demonstrations and hands-on practice, which reinforce the fundamental concepts.

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## What's New in the Course?

### What's New in the Course?

- Navigating in the new R12 user interface
- E-Business Suite (EBS) product footprint and architecture
- Overview of shared entities and integration
- Fundamentals of Multiple Organizations (Multi-Org) and Multi-Org Access Control (MOAC)
- Fundamentals of Flexfields
- Fundamentals of System Administration
- Fundamentals of Oracle Workflow and Oracle Alert
- Recognizing the features of Oracle Business Intelligence Products for Applications

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### E-Business Suite: Documentation

- Oracle Applications Concepts
- Major E-Business Suite product families
- Oracle Applications Multiple Organizations Implementation Guide
- Oracle Applications Flexfields Guide
- Oracle Applications System Administrator's Documentation Set
- Oracle Applications User's Guide
- Oracle Self-Service Web Applications Implementation Manual
- Oracle Workflow Guides
- Oracle Business Intelligence documentation

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### Other Resources

- MetaLink
- Appsworld
- Appsnet
- Oracle Technology Network (OTN)

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## **Summary**

### **Summary**

After completing this lesson, you should be able to:

- Understand the target audience and purpose of this course
- Identify the roadmap for this course and list the topics that will be covered in it
- Gather inputs from where you can access additional reference material for this course

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# **Navigating in R12 Oracle Applications**

## **Chapter 2**



# **R12 Oracle E-Business Suite for Implementers**

Navigating in R12 Oracle Applications

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## Objectives

### Objectives

After completing this lesson, you should be able to do the following using the “SWAN” user interface:

- Log in to Oracle Applications
- Navigate from Personal Home Page to Applications
- Choose a responsibility
- Create Favorites and set Preferences
- Use Forms and Menus
- Enter data using Forms
- Search for data using Forms
- Access online Help
- Run and monitor Reports and Programs
- Log out of Oracle Applications

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## Objectives

### Navigating from Personal Home Page to Applications

This lesson discusses the basic features of accessing and navigating within Oracle Applications Release 12 using the “SWAN” user interface. You learn to enter, retrieve, and search information in the form of a query, create and set Favorites and Preferences, access online Help, and run and monitor Reports and Programs.

### Look-and-Feel of the “SWAN” User Interface

**Overview:** The new “SWAN” user interface (UI) greatly improves the look-and-feel of Oracle E-Business Suite, significantly enhancing usability and productivity. The “SWAN” UI brings together some of the best UI concepts from Oracle E-Business Suite, PeopleSoft, and JD Edwards applications.

**Features:** The “SWAN” user interface is a subclass of Browser Look and Feel (BLAF) and replaces the former look-and-feel. Oracle E-Business Suite will use only the “SWAN” look-and-feel for R12. This new look-and-feel applies to the whole Oracle E-Business Suite as follows.

## Oracle Application Framework (OAF) Applications

As the relevant changes are made in the underlying technology layer, most products will not require any direct changes to be made. The changes made at the technology layer for Oracle Application Framework (OAF) products can be summarized as follows:

- The overall color usage has been changed to a more contemporary and compelling color scheme, which reduces eye strain and provides a more pleasant look-and-feel.
- A new login screen complements the updates to the overall look-and-feel.
- The base font has been changed to Tahoma 9 pt. to make better use of available screen area.
- All buttons and tabs now have a gradient background, to increase their visibility on the screen as clickable elements.
- The button text and overall shape have been modified to reduce the amount of space required for their display.
- Buttons are now standard HTML buttons instead of images, which required a display server to be set up.
- Background colors of page elements have been modified for better visual separation of screen elements.
- The entire icon suite has been upgraded to a more sophisticated style that integrates visually with the overall interface design.
- The page footer background has been changed to make it more readily distinguishable from other page elements.
- The Navigator has been restyled to be consistent with the other UI changes.
- Page tabs have been moved to the left of the screen for better scanning and a clearer relationship with associated subtabs.

## Forms Applications

The Forms color scheme has been changed to be consistent with the OAF products. Field values have been changed to normal weight, providing further consistency between products, and reducing the visual complexity of application screens. As noted previously for OAF products, these changes have been made in the technology layer; no changes need to be made to individual products, to the position or layout of any field within Forms.

## Logging In to Oracle Applications

### Logging In to Oracle Applications



## Logging In to Oracle Applications

### Starting Oracle Applications

The first step in starting Oracle Applications is to enter the appropriate URL for your site in an Oracle Applications certified browser. After starting Oracle Applications, the first window you see is the login window. You need an Oracle Applications username and password to log in to Oracle Applications. It is different from the username and password you use to log in to your computer. If you are not sure of your Oracle Applications username and password, consult your system administrator. Oracle Applications security is based on your Oracle Applications username. Your username connects you to your responsibilities, which control your access to applications, functions, reports, and data.

## Navigating from Personal Home Page to Applications

### Navigating from Personal Home Page to Applications

#### Forms-based applications

The screenshot shows a Windows-style application window for 'Sales Orders (Vision Operations) - New'. The main area is a grid of input fields under the heading 'Order Information'. The first column contains fields for Customer, Customer Number, Customer PO, Customer Contact, Blanket Number, Ship To Location, and Bill To Location. The second column contains fields for Order Number, Order Type, Date Ordered, Price List, Salesperson, Status, Currency, Subtotal, Tax, Charges, and Total. Below the grid are several buttons: 'Actions', 'Related Items', 'Configurator', 'Availability', and 'Book Order'.

#### Self-Service Applications

The screenshot shows a web-based application titled 'ORACLE® Expense Reports'. The top navigation bar includes links for 'Expenses', 'Expenses Home', 'Expense Reports', and 'Credit Card Transactions'. The main content area is divided into sections: 'Track Submitted Expense Reports' (listing reports for 21-MAY-2007 and 31-MAR-2007, both marked as 'Ready for Payment'), 'Update Expense Reports' (listing no results found), and 'Notifications' (empty).

### Navigating from Personal Home Page to Applications

After you log in to Oracle Applications, your E-Business Suite Home page is displayed. From here you can:

- Access E-Business Suite Applications (professional or self-service)
- View and respond to notifications
- Set personal user preferences
- Navigate to other frequently used functions or Web pages

**Note:** The exact appearance of your windows may vary depending on which interface you are using and how it is customized at your site.

#### Two Types of Interfaces

Oracle E-Business Suite applications are either Forms-based or HTML-based. Forms-based applications are optimized for processing a large volume of transactions. HTML-based applications, sometimes referred to as "Self-Service Applications," are optimized for ease of first-time use. For example, to enter a batch of journals, E-Business Suite provides a Forms-based application. To submit an expense report, E-Business Suite provides an HTML-based application.

## **Practice - Navigating in Self-Service Applications**

---

### **Overview**

In this practice you will navigate through the Self-Service Applications.

### **Tasks**

1. Log in to Oracle Applications.
2. On the PHP, click the iProcurement responsibility to open the iProcurement Home page.
3. Go to the Notifications Web page using (T) Requisitions > Notifications.
4. Find All Notifications.
5. Go back to the Home page.

## Solution: Navigating in Self-Service Applications

1. Log in to Oracle Applications with the OPERATIONS username and WELCOME password.
2. On the PHP, click the iProcurement responsibility.



3. This will open the iProcurement Home page.

The screenshot shows the Oracle iProcurement interface. At the top, there's a navigation bar with links like Shop, Requisitions, Receiving, Contractors, Stores, Shopping Lists, Non-Catalog Request, Contractor Request, Shopping Cart, Home, Logout, Preferences, Help, and Diagnostics. Below the navigation is a search bar with 'Main Store' selected and a 'Go' button. A sidebar on the right titled 'Shopping Cart' shows one item in the cart. Another sidebar titled 'Purchasing News' lists frequently asked questions and review purchasing policies.

**Stores**

- Main Store: Includes all internal catalog items.
- Supplier Marketplace: SAQQARA (Transparent Punchout)
- IT Equipment: Punchout to MoreDirect.com
- Facilities Equipment: Facilities Equipment
- Exchange Marketplace: Punchout to OracleExchange
- Legal Services: Legal Services
- Transparent Exchange Marketplace: Transparent Exchange Marketplace
- Trans Punchout (All): Trans Punchout (All)
- Computers: Punchout to Dell Computers UK
- Travel: Informational Catalogs to external travel sites.
- Maintenance: Maintenance supplies, tools, and services
- Corporate Express: Corporate Express

**My Requisitions**

Requisition	Description	Total (USD)	Status	Copy	Change	Express Receive
14157	Test for SSA	11,078.60	Incomplete			
14141	DVD Burner 8X	500.00	Approved			
14133	DVD Burner 8X	500.00	Approved			
14132	Fine Line Pen, Lilac, Point 88	95.00	Approved			
14125	DRS Supplies	37,960.00	Approved			

**My Notifications**

Type	From	Subject	Sent

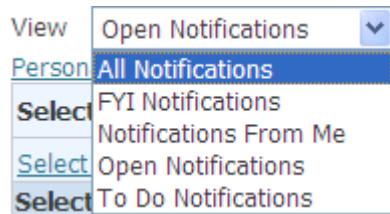
4. Navigate to the Notification Web page using (T) Requisitions > Notifications.

The screenshot shows the Oracle iProcurement interface with the 'Notifications' tab selected. The top navigation bar includes links for Requisitions, Notifications, Approvals, Shopping Cart, Home, Logout, Preferences, Help, Personalize Page, and Diagnostics. Below the navigation is a search bar with 'Open Notifications' selected and a 'Go' button. A table below lists notifications from various users with their subjects and dates.

**Select Notifications:** Open | Reassign | Switch User | Sent ▾ | Due | Previous | 1-25 | Next 25 |

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded to Brown, Casey</a>	25-Jun-2007	
<input type="checkbox"/>	SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded to Brown, Casey</a>	25-Jun-2007	
<input type="checkbox"/>	SYSADMIN	HR	<a href="#">Leave of Absence has been forwarded to Brown, Casey</a>	25-Jun-2007	
<input type="checkbox"/>		SFM Standard	<a href="#">Controller services are not running</a>	22-Jun-2007	22-Jun-2007
<input type="checkbox"/>	Stock, Pat	PO Approval	<a href="#">Standard Purchase Order 5608 has been approved</a>	21-Jun-2007	
<input type="checkbox"/>	SYSADMIN	OM Negotiation Header	<a href="#">Quote 1029 has received final approval</a>	20-Jun-2007	
<input type="checkbox"/>	SYSADMIN	OM Negotiation Header	<a href="#">Quote 1029 has been approved</a>	20-Jun-2007	
<input type="checkbox"/>		SFM Standard	<a href="#">Controller services are not running</a>	19-Jun-2007	19-Jun-2007
<input type="checkbox"/>	Stock, Pat	PO Approval	<a href="#">Standard Purchase Order 5606 has been approved</a>	18-Jun-2007	
<input type="checkbox"/>		SFM Standard	<a href="#">Controller services are not running</a>	15-Jun-2007	15-Jun-2007
<input type="checkbox"/>		Expenses Export	<a href="#">Expenses Export Rejections</a>	14-Jun-2007	
<input type="checkbox"/>		SFM Standard	<a href="#">Controller services are not running</a>	12-Jun-2007	12-Jun-2007
<input type="checkbox"/>	Stock, Pat	PO Approval	<a href="#">Standard Purchase Order 5605 has been approved</a>	12-Jun-2007	
<input type="checkbox"/>	Stock, Pat	PO Approval	<a href="#">Standard Purchase Order 5604 has been approved</a>	12-Jun-2007	
<input type="checkbox"/>	Stock, Pat	PO Approval	<a href="#">Standard Purchase Order 5603 has been approved</a>	12-Jun-2007	
<input type="checkbox"/>		AR Credit Management Application	<a href="#">No Credit Analyst Action to the Application 10064</a>	11-Jun-2007	

5. Select All Notifications from the LOV under View.



6. (B) Go

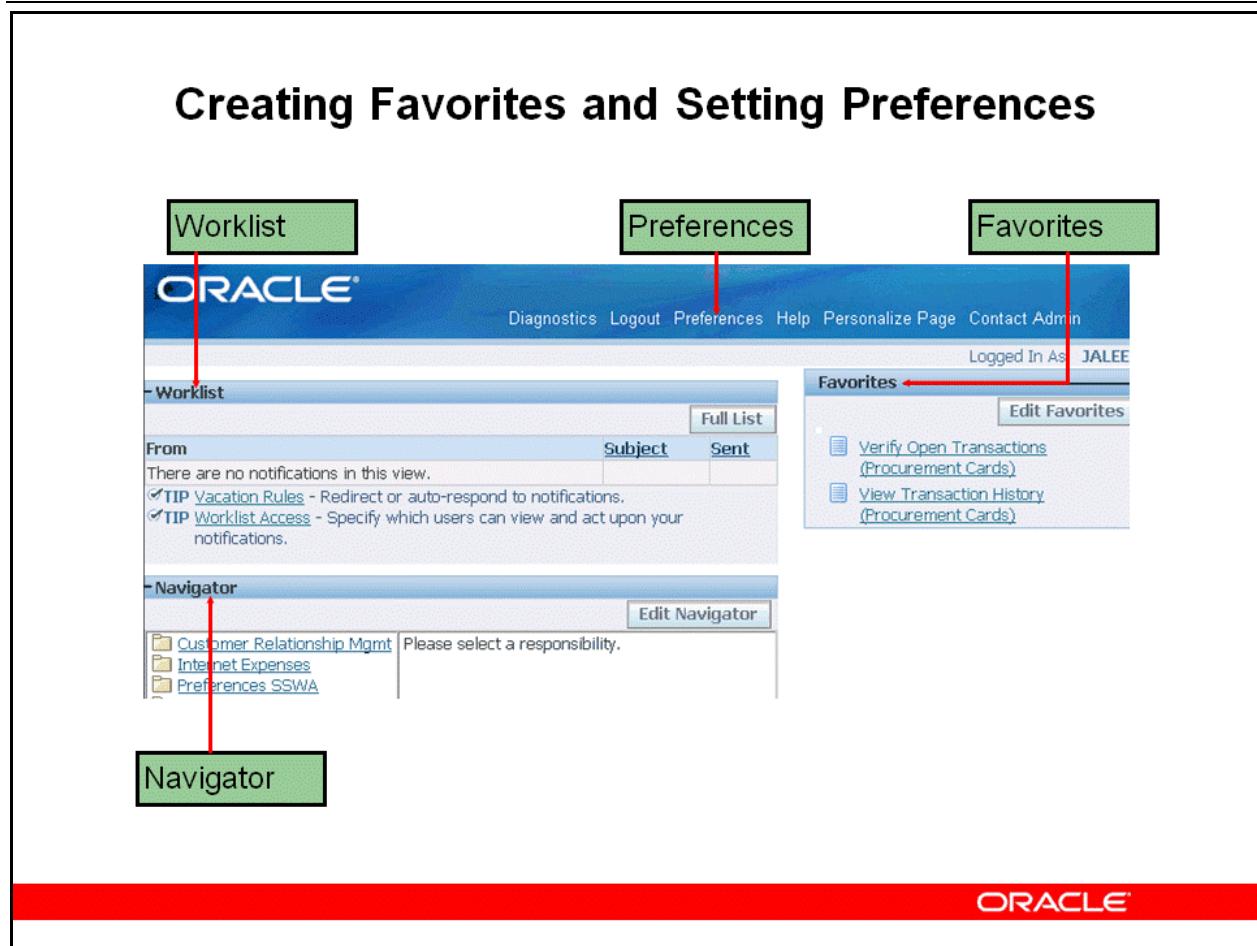
Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>		AR Credit Management Application Process	No Credit Analyst Assign to the Application 10064	11-Jun-2007	
<input type="checkbox"/>		SFM Standard	Controller services are not running	12-Jun-2007	12-Jun-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	15-Jun-2007	15-Jun-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	19-Jun-2007	19-Jun-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	22-Jun-2007	22-Jun-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	24-Mar-2007	24-Mar-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	02-Apr-2007	02-Apr-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	31-Mar-2007	31-Mar-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	09-Mar-2007	09-Mar-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	24-Mar-2007	24-Mar-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	06-Jun-2007	06-Jun-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	09-Mar-2007	09-Mar-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	14-Mar-2007	14-Mar-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	24-Mar-2007	24-Mar-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	04-Jun-2007	04-Jun-2007
<input type="checkbox"/>		SFM Standard	Controller services are not running	12-Mar-2007	12-Mar-2007

7. Click the Home link to go back to the Personal Home Page (PHP).

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Shopping Cart [Home](#) Logout Preferences Help Personalize Page Diagnostics

## Creating Favorites and Setting Preferences



### Creating Favorites and Setting Preferences

The E-Business Suite Homepage is your entry point to Oracle E-Business Suite. From this page, you can:

- Create Favorites
- Set Preferences
- Use Worklists
- Access E-Business Suite functions from the Navigator

#### Create Favorites

Customize your Favorites by adding links to frequently-used functions and Web sites. To add or remove links, select Edit Favorites.

#### Set Preferences

Select Preferences to set personal options. Options include language, territory, time zone, notification style, accessibility setting, and formats for dates and numbers. You can also reset your password from the Preferences page. Optionally, specify a Start page for all future sessions from available pages (organized by responsibility). Set additional preferences using user profile options.

## Use Worklists

The Worklist displays your notifications.

Select the Subject to respond to or select Full List to see all your notifications.

**Note:** The Use Worklist option may not available by default on the Personal Home Page.

## Access E-Business Suite Functions

Use the Navigator to access Oracle E-Business Suite functions grouped by responsibility.

**Note:** A responsibility is a level of authority in Oracle E-Business Suite. It enables your access to those functions and data appropriate for your enterprise role. You can have one or more responsibilities.

### To access a function:

- Select a responsibility to view its menu of functions
- Select the function to launch it

## Choosing a Responsibility

### Choosing a Responsibility

The screenshot shows the Oracle E-Business Suite interface. In the Navigator on the left, there is a tree view of responsibilities. A red arrow points from the link 'Assets, Vision Operations (USA)' in the tree to a green callout box containing the text 'Click a link to the responsibility.' Another red arrow points from the link 'Asset Workbench' under the 'Assets' section to another green callout box containing the text 'Click a link to the function.'

### Choosing a Responsibility

Each user has at least one responsibility and several users can share the same responsibility. Your system administrator can assign you any of the standard responsibilities or create custom responsibilities as per the business requirements. Each responsibility would be associated with a single Application, such as HRMS, General Ledger, and so on. You can access either Professional Applications or Self-Service Applications, but not both, based on the responsibility you are associated with. Click the underlined link in the Application section to select your responsibility and then click the underlined link to open a specific function.

**Note:** The exact appearance of your window may vary depending on which interface you are using and how it is customized at your site.

## Responsibility Relationships: Many to One

### Responsibility Relationships: Many to One



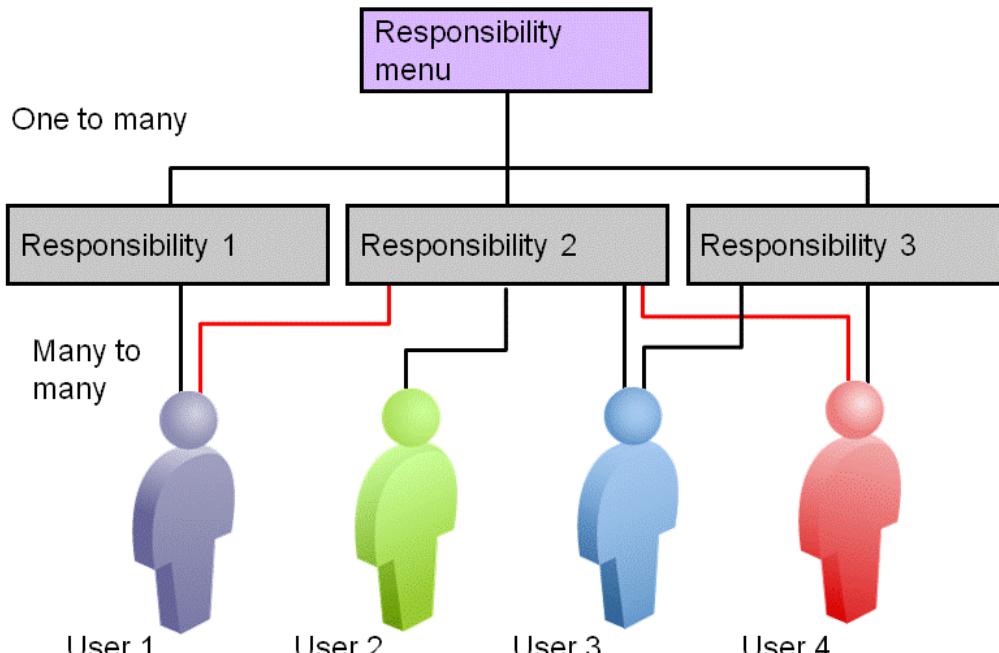
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### Responsibility Relationships: Many to One

After you have used the login form to begin the login process, you must tell the system what type of access you will be using. A responsibility is a set of data, menus, and forms that defines your particular level of authority while using the system. For example, you would want the Accounts Payable department of your company to access the invoice forms of the system, but you would not want them to be able to access any payroll information. Another example is that the controller of a department would want to have access to all the data that his or her employees can use, so the controller would want access to both accounts payable and payroll information.

## Responsibility Relationships

### Responsibility Relationships



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## Responsibility Relationships

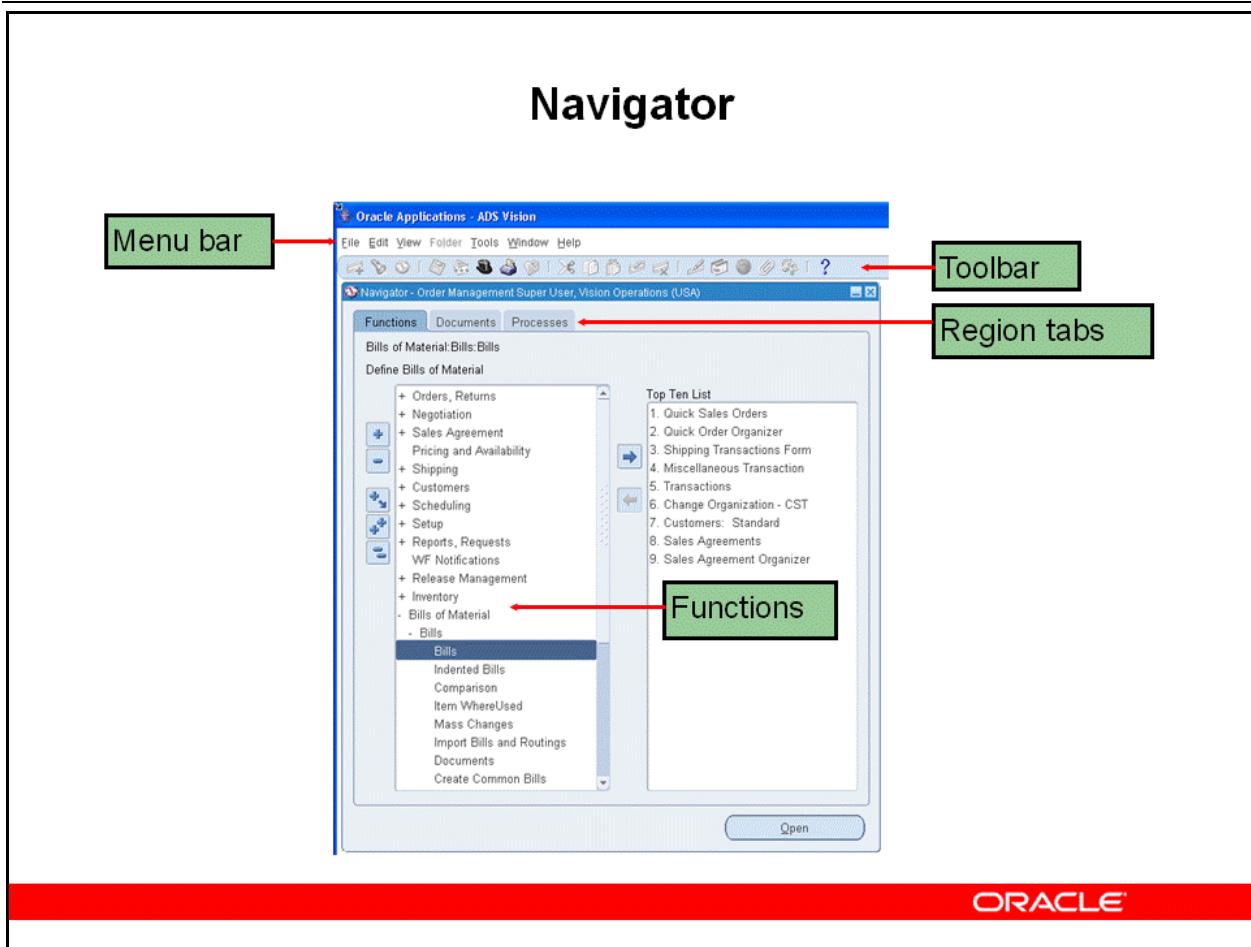
### Properties

The following is a list of the types of responsibilities and their particular properties that can be defined in Oracle Applications by your system administrator:

- A specific application (or applications), such as Oracle General Ledger
- A Ledger, such as Vision Operations, used for financial reporting which is made up of the Chart of Accounts, Currency, Calendar, and Accounting Convention
- An organization, such as Vision Services or Vision Distribution
- A restricted list of windows to which you can navigate. For example, a responsibility may allow certain Oracle Financials users to enter invoices, but not to enter names of suppliers (vendors) or customers.
- A restricted list of functions you can perform. For example, two responsibilities may have access to the same window, but the window of one responsibility may have additional functional buttons.

- Reports in a specific application. Your system administrator can assign groups of reports to one or more responsibilities, so the responsibility you select determines the reports that you can submit.

## Navigator



## Navigator

The Navigator window displays the name of the responsibility you select in the title bar. Use this window to navigate to a form, so you can perform a specific business flow. You can navigate to the forms that are displayed in a navigation list on the left of the Navigator window. You can click the tabs to access the different regions.

### Navigator Region Tabs

The Functions tab displays all of the applications functions that you can access for the responsibility that you selected. If you have a document, such as a particular purchase order, invoice, or sales order that you want to access later, you can create a link to the document using the Navigator's Document feature.

The Navigator's Document feature allows you to create as many links as you want and save them in the Documents region of the Navigator window. When you use a link to open a document, Oracle Applications opens the document in the appropriate form window. You can access the Document region using the tab control.

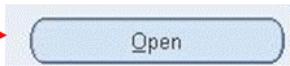
The Processes region of the Navigator (the "Process Navigator") automates business flows across Oracle Applications forms. It allows you to model and execute complex business processes through an easy-to-use, graphical user interface. The business processes enabled

through the Process Navigator can cross product boundaries and include complete business cycles.

The Process Navigator guides you step-by-step through each required function in a business process. In addition to providing a visual map of a business process, the Process Navigator can launch the appropriate Oracle Applications forms or standard reports at each step.

## Expanding or Collapsing the Navigation List

- ### Expanding or Collapsing the Navigation List
- Select one of the following methods to expand an item to its next sublevel window:
    - Double-click the item.
    - Select the item and click Open.
    - Select the item and click Expand.
  - To collapse an expanded item, select the item and click Collapse.



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## Expanding or Collapsing the Navigation List

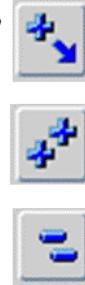
Each user can access the Oracle Applications forms in several ways so that they can use the system quickly, according to their own computer style. Use the various buttons on the Navigator to manipulate list items.

## Expanding or Collapsing Several Items

### Expanding or Collapsing Several Items

To expand or collapse several items at once, click one of the following buttons:

- **Expand All Children** expands all the sublevels of the currently selected item.
- **Expand All** expands all the sublevels of all expandable items in the navigation list.
- **Collapse All** collapses all currently expanded items in the navigation list.



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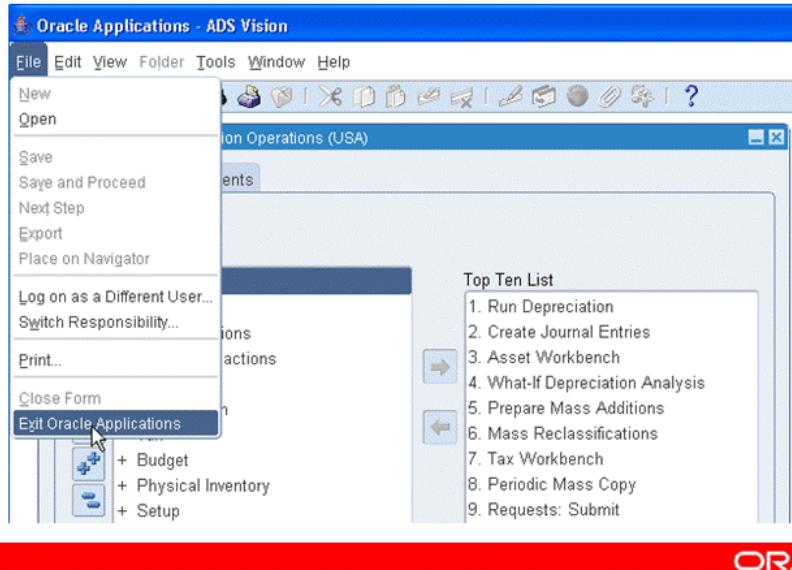
### Expanding or Collapsing Several Items

Each user can access the Oracle Applications forms in several ways so that they can use the system quickly, according to their own computer style. Use the various buttons on the Navigator to manipulate list items.

## Logging Out of Oracle Applications

### Logging Out of Oracle Applications

- From the File menu, select Exit Oracle Applications.
- Use this method to ensure that your username is cleared from system access.



### Logging Out of Oracle Applications

It is important to exit the system in this manner to ensure that your username is cleared from system access.

You can also close the multiple-document interface (MDI) window or use the [F4] function key.

Log out of Personal Home Page completely by clicking the Logout link.

## Guided Demonstration - Logging In to and Out of Oracle Applications (Professional and Self-Service Interface)(Required)

---

### Logging In to Oracle Applications

1. In Netscape or Internet Explorer Web browser, enter the URL for the R12 E-Business Suite instance.

2. On the login screen enter:

- Username: OPERATIONS
- Password: welcome
- Accessibility: None

**Note:**

– Accessibility: There are three types of accesses that can be selected before logging in to Oracle Applications.

- 1) Standard Accessibility: This renders the pages accessible for users using assistive technology.
  - 2) Screen Reader Optimized: This optimizes the pages for screen readers. This may degrade the output for sighted users.
  - 3) None: The pages may include behaviors that are not accessible.
- Select anyone of the above depending on the requirements. Usually “None” is chosen as all the contents can be accessed.

3. (B) Login

### Setting Preferences

4. Click the Preferences link on the Personal Home Page.

5. In the Territory field, select a country other than the country that is shown, say United Kingdom or the country where the class is being taught, from the list of values (LOV).

6. In the Currency field, select the currency of the country that is selected above, say British pound from the LOV.

7. Select any one Number format from the LOV.

**Note:** Inform students that the preferences can be set as required by the organization. But in the class all the students cannot change preferences as everyone is accessing the same instance.

Also inform that if the default preferences are to be restored, one can do so by clicking the Reset to Default button.

### Navigating Between Responsibilities and Opening a Form

8. Click Order Management Super User, Vision Operations (USA) on the Personal Home Page.

9. Click the Sales Orders link under Orders, Returns to open a form.

10. On the PHP, show what a responsibility is and what the different responsibilities that are available are.

11. Show how to go to a menu under a responsibility by clicking on a responsibility, say Application Developer and show the different menus such as Profile, Flexfield Test, Segments, Sets, Values, under this responsibility.

12. In the form-based interface, demonstrate the following options:

- Fields wherein the data can be entered (Optional and Mandatory)
- List of values (LOV) icon in the form and how to find and enter a value
- The toolbar with different icons like Save, Switch Responsibility, Find, Help, Alter Date, and so on
- The different Menu options and the submenus under each menu. File Menu consisting of submenus like Save, Close Form, Switch Responsibility, Exit Oracle Applications, and so on
- The Tab regions, which show different fields at the Header level and the Line level
- Show the usage of the Expand, Collapse, Expand All, Collapse All, and
- Expand Branch buttons. Also, show how these buttons can be accessed from the Tools Menu.
- Show how to add and delete values to the Top 10 List from the Navigator Menu.

### **Exit Oracle Applications**

13. Log out of the form-based interface.

- (M) File > Exit Oracle Applications

**Note:** Highlight that logging out of a form-based interface does not log out the user from PHP also.

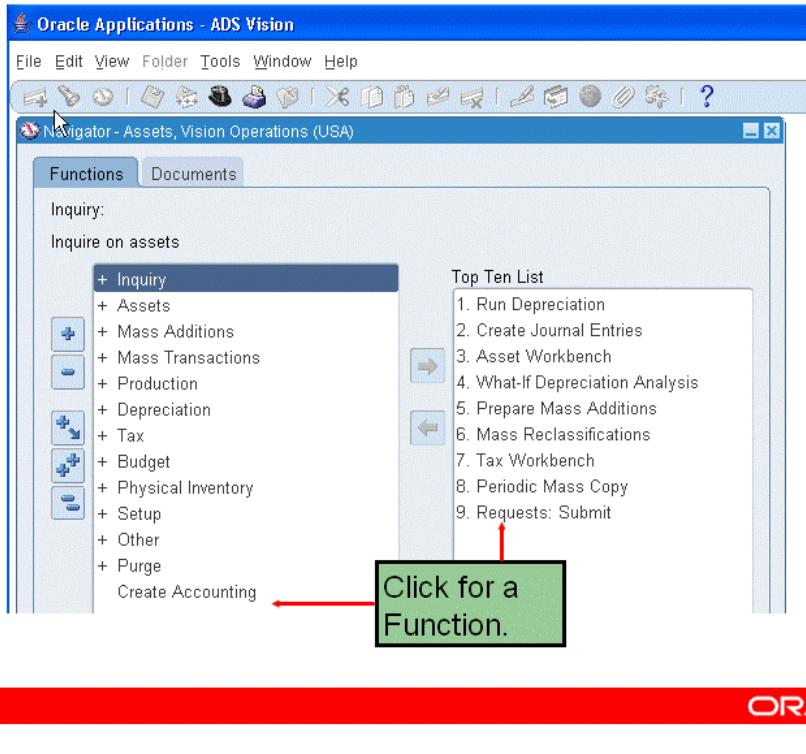
14. Activate PHP and log out of PHP.

### Using Forms and Menus

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## Navigating to a Form

### Navigating to a Form

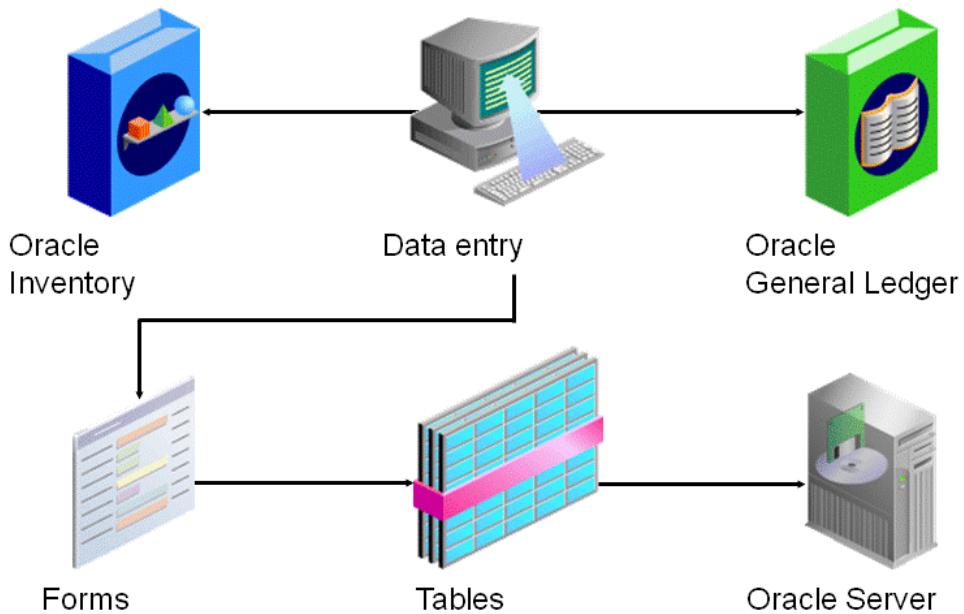


### Navigating to a Form

Use the Navigator window to navigate to a form that allows you to perform a specific business activity. The Navigator window is always present during your session of Oracle Applications and displays the name of your current responsibility in its title bar.

## Data Flow Across Oracle Applications

### Data Flow Across Oracle Applications



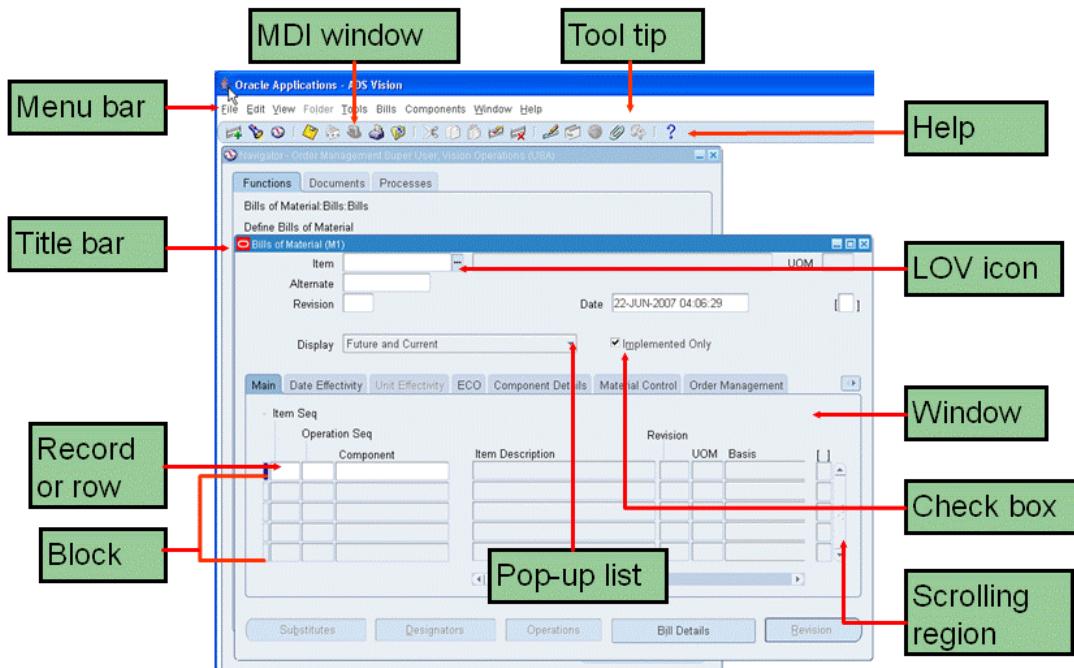
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### Data Flow Across Oracle Applications

Oracle Applications is a tightly integrated suite of application products that share a common look-and-feel. Using the menus and windows of Oracle Applications, you have access to all the functions that are necessary to manage your business information. Oracle Applications software is highly responsive to users by providing full point-and-click capability. You use your mouse or keyboard to operate graphical controls such as pull-down menus, buttons, pop-up lists, check boxes, or tabs. An Oracle Applications “form” is a user’s interface to business data stored in the database. You may have called it a “screen” in other applications. You navigate between and within forms to enter and access information from the database.

## Form Terminology

### Form Terminology



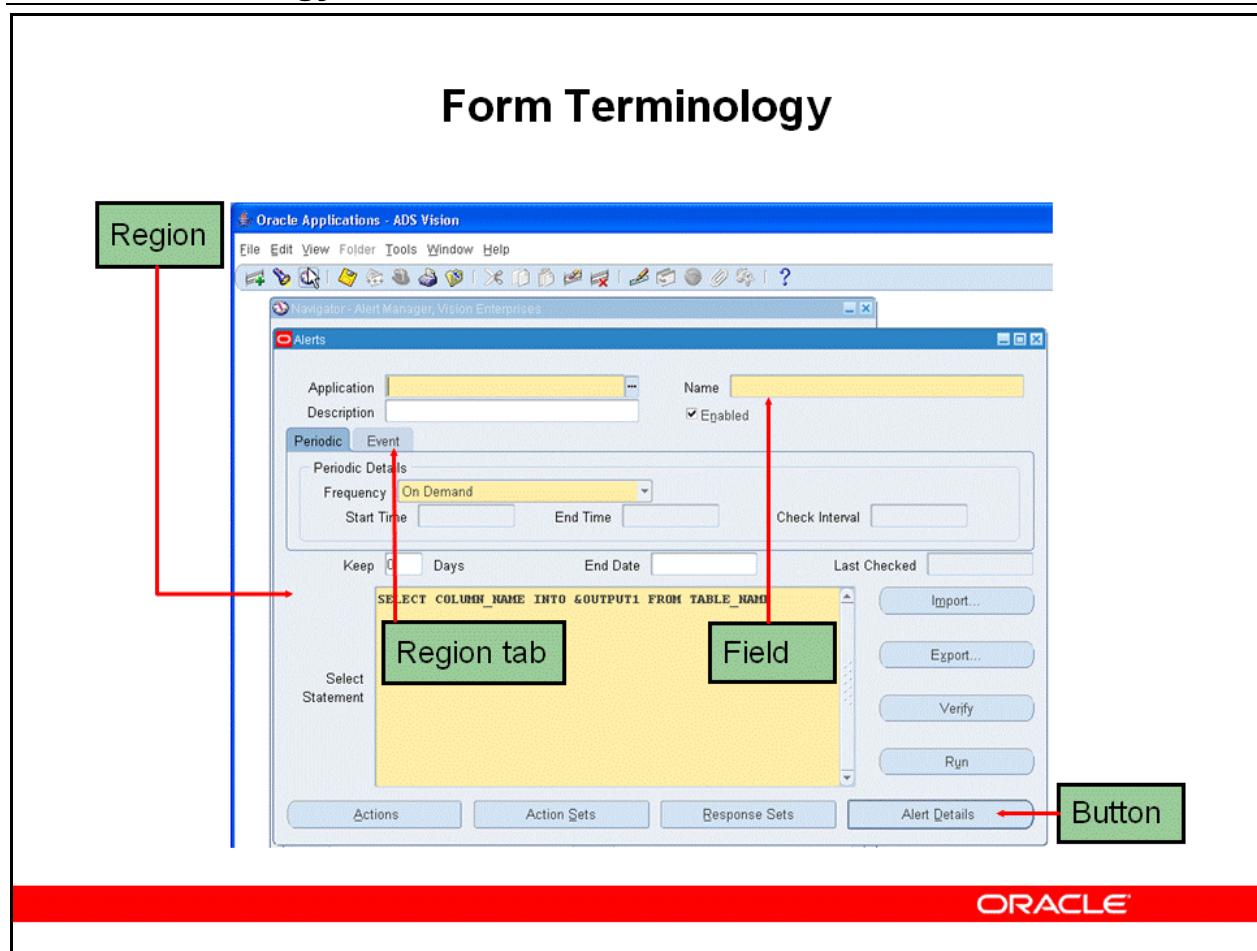
### Form Terminology

Oracle Applications Release 12 works specifically in a Web-enabled environment. It is important to understand the terminology of the components within an Oracle Applications form. Common terms used in Oracle Applications forms are listed below:

- **Menu Bar:** Use pull-down menus from this menu bar to navigate or perform actions within a form.
- **Window:** It is an area where the user interacts with an application. (Many windows can be open at one time and you can access these “overlapping” windows to perform data entry or data search activities.)
- **Window title:** It is the text in the title bar that indicates the name of the window and usually gives context information pertinent to the information in that window.
- **MDI window:** It is a master container window that houses all windows, toolbars, and application windows.
- **Tool tip:** It is an iconic bubble help that you can use to determine the function of a button on the toolbar.
- **Record or row:** It is a set of one or more related data items from a table or view that are grouped for processing.

- **Check box:** It is a box in which you can toggle between an “on/off” or “yes/no” state for a particular value.
- **LOV icon:** It is an icon that you can click to display a list of values (LOV) for the current field.
- **Pop-up list:** A pop-up list lets you select a single value from a short list.
- **Scrolling region:** It is a region containing a scroll bar, in which to view other fields.
- **Block:** It is an area of information relative to a specific business function or entity.

## Form Terminology



### Form Terminology (continued)

- **Region**: It is a logical grouping of fields set apart from other fields by an outline.
- **Region tab**: It is a collection of regions that occupy the same space in a window, where only one region can be displayed at a time.
- **Field**: It is an area in a window that displays data or enables you to enter data.
- **Button**: It is a graphic element that initiates a predefined action when you click it.

# **Practice - Logging In to Oracle Applications, Creating Favorites, Navigating Through Responsibilities and Menus, Closing a Form**

---

## **Overview**

In this practice, you log in to Oracle Applications, navigate through the responsibilities and menus

## **Assumptions**

Replace XX with your initials or a terminal number as given by your instructor.

## **Tasks**

### **Logging In to Oracle Applications**

1. Open the URL given by the Instructor in Internet Explorer or Netscape.
2. Use the following information to log in:
  - Username: OPERATIONS
  - Password: welcome
  - Accessibility: None
  - (B) Login

### **Section I: Creating Favorites**

3. Enter a function:
  - a. Responsibility: Inventory, Vision Operations (USA)
  - b. Function Prompt: Receipts
  - c. Favorite: XX\_Receipts

### **Section II: Logging In to Forms-Based Interface**

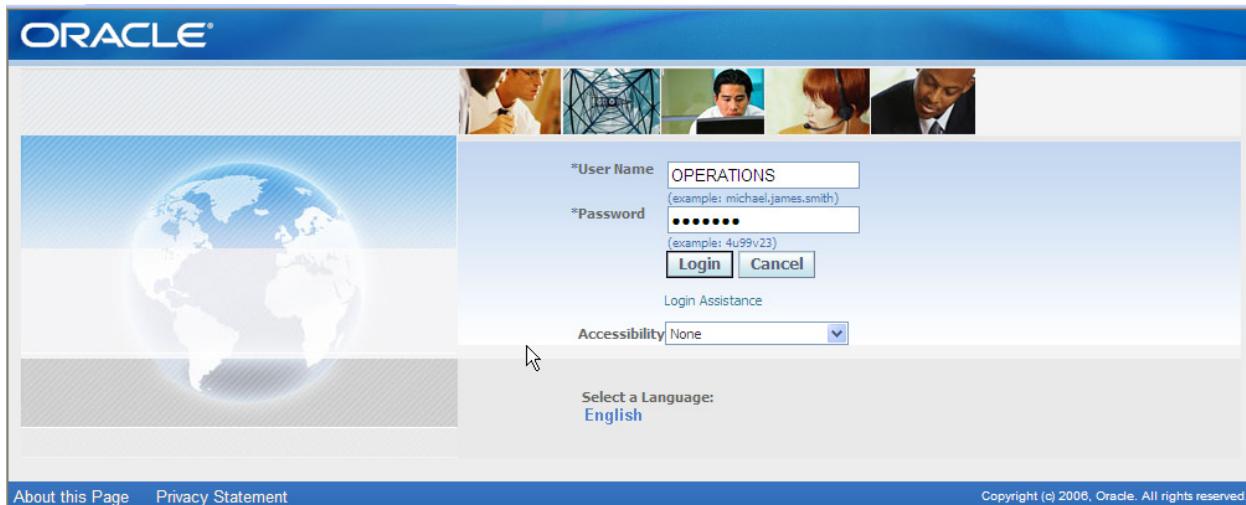
4. Navigating through responsibilities and menus:
  - a. On the PHP, click the Assets, Vision Operations (USA) responsibility to find the different menus available such as Financial Information, Transaction History, and Accounting Events under this responsibility.
  - b. Click the Financial Information link under Inquiry to open up a form.
  - c. Go through the different fields such as Asset Number, Description, Tag, Asset Key, and Book in this form.
  - d. On the PHP, click the Cash Management, Vision Operations (USA) to find the different menus available under this responsibility.
  - e. Click the Bank Balances link to open a Web page.
  - f. Go through the different fields such as Balance Date, Name, Type, and Account Number on this Web page.
  - g. Close the Web page.
5. Closing a form:
  - a. On the PHP, click Cash Management, Vision Operations (USA) responsibility.
  - b. Open the Reconcile Bank Statements form.
  - c. Use menu to close form.
6. Logging out of Oracle Applications:
  - a. Exit R12 Forms Interface.
  - b. Log out of the PHP.

## **Solution - Logging In to Oracle Applications, Creating Favorites, Navigating Through Responsibilities and Menus, Closing a Form, Logging Out of Oracle Applications (Required)**

---

### **Logging In**

1. Open the URL given by the Instructor in Internet Explorer or Netscape.
2. Use the following information to log in:
  - Username: OPERATIONS
  - Password: welcome
  - Accessibility: None
  - (B) Login



## Section I: Creating Favorites

3. Enter a function.
- a. (B) Personalize (under Favorites)

**Favorites**

**Personalize**

- [Home](#)
- [Documents](#)
- [Administration](#)
- [Profitability Manager](#)
- [Profitability Business Rule](#)
- [Profitability Process](#)
- [Profitability Documents](#)
- [Profitability Administration](#)
- [Payables Invoices](#)
- [Receipts \(Transactions : Receiving\)](#)
- [Payments Manager](#)
- [Receivables Transactions](#)
- [Quick Sales Orders](#)
- [Maintain Customers](#)

- b. Responsibility: Inventory, Vision Operations (USA)
- c. Go
- d. Select Receipts.
- e. (B) Add
- f. Favorite = XX\_Receipts

**ORACLE® E-Business Suite**

Diagnostics Home Logout Preferences

Customize Favorites

Cancel Apply

Search and Select

Function Prompt	Responsibility	Description	Go
	Inventory, Vision Operations (USA)		

Select Functions: [Add](#)

[Select All](#) [Select None](#)

Select Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/> Receipts	Receipts	Transactions : Receiving	Inventory, Vision Operations (USA)
<input type="checkbox"/> Returns	Returns	Transactions : Receiving	Inventory, Vision Operations (USA)
<input type="checkbox"/> Receiving Transactions	Receiving Transactions	Transactions : Receiving	Inventory, Vision Operations (USA)
<input type="checkbox"/> Corrections	Corrections	Transactions : Receiving	Inventory, Vision Operations (USA)
<input type="checkbox"/> Manage Shipments	Manage Shipments	Transactions : Receiving	Inventory, Vision Operations (USA)
<input type="checkbox"/> View Receiving Transactions	Receiving Transaction Summary	Transactions : Receiving	Inventory, Vision Operations (USA)
<input type="checkbox"/> Transactions Status Summary	Receiving Transaction Status Summary	Transactions : Receiving	Inventory, Vision Operations (USA)
<input type="checkbox"/> Subinventory Transfer		Transactions	Inventory, Vision Operations (USA)
<input type="checkbox"/> Inter-organization Transfer		Transactions	Inventory, Vision Operations (USA)
<input type="checkbox"/> Miscellaneous Transaction		Transactions	Inventory, Vision Operations (USA)

Select Functions: [Add](#)

**Selected to Display**

**TIP** A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.

Select Favorites: [Remove](#)

[Select All](#) | [Select None](#)

Move	Up	Down	Favorite	Description	Responsibility	URL
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Home</a>	ZPB Portlet Function	Enterprise Planning and Budgeting Analyst	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Documents</a>	The Repository Function	Enterprise Planning and Budgeting Analyst	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Administration</a>	Function for the Cycles Status Page	Enterprise Planning and Budgeting Analyst	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Profitability Manager</a>	Profitability Manager Home	Profitability Manager with Activity-Based Management - Administrator	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Profitability Business Rule</a>		Profitability Manager with Activity-Based Management - Administrator	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Profitability Process</a>		Profitability Manager with Activity-Based Management - Administrator	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Profitability Documents</a>		Profitability Manager with Activity-Based Management - Administrator	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Profitability Administration</a>		Profitability Manager with Activity-Based Management - Administrator	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">Payables Invoices</a>		Payables, Vision Operations (USA)	
<input type="checkbox"/>	<a href="#">▲</a>	<a href="#">▼</a>	<a href="#">XX_Receipts (Transactions : Receiving)</a>	Receipts	Inventory, Vision Operations (USA)	

[Add URL](#)

Select Favorites: [Remove](#)

[Previous](#) [1-10 of 15](#) [Next 5](#)

[Cancel](#) [Apply](#)

g. (B) Apply

**Favorites**

**Personalize**

- [Home](#)
- [Documents](#)
- [Administration](#)
- [Profitability Manager](#)
- [Profitability Business Rule](#)
- [Profitability Process](#)
- [Profitability Documents](#)
- [Profitability Administration](#)
- [Payables Invoices](#)
- [XX\\_Receipts \(Transactions : Receiving\)](#)
- [Receipts \(Transactions : Receiving\)](#)
- [Payments Manager](#)
- [Receivables Transactions](#)
- [Quick Sales Orders](#)
- [Maintain Customers](#)

## Section II: Logging In to Forms-Based Interface

### 4. Navigating through responsibilities and menus:

- On the PHP, click the Assets, Vision Operations (USA) responsibility to find the different menus in this responsibility.
- Click the Financial Information link under Inquiry.

The screenshot shows the Oracle E-Business Suite interface. The top navigation bar includes links for Diagnostics, Logout, Preferences, and Help, and displays "Logged In As OPERATIONS". The left side features a "Navigator" pane with a tree view of various responsibilities and their sub-menus. The "Assets, Vision Operations (USA)" responsibility is expanded, showing sub-menus like "Create Accounting", "Inquiry" (with "Financial Information" and "Transaction History"), "Inquiry : Subledger Accounting" (with "Accounting Events", "Journal Entries", and "Journal Entry Lines"), "Assets" (with "Asset Workbench", "Capitalize CIP Assets", and "Set Extended Life"), "Assets : Maintenance" (with "Schedule Events", "View Details", and "Purge"), and "Assets : Insurance" (with "Insurance Policy Details" and "Insurance Calculation Routine"). The right side features a "Favorites" pane with a list of links including Home, Documents, Administration, Profitability Manager, Profitability Business Rule, Profitability Process, Profitability Documents, Profitability Administration, Payables Invoices, Payments Manager, Receivables Transactions, Quick Sales Orders, and Maintain Customers. Both panes have "Personalize" buttons at the top right.

- This opens the Find Assets form.

**Find Assets**

**By Asset Detail**

Asset Number	Description
Tag Number	Category
Serial Number	Asset Key
Warranty Number	Asset Type
Status	

**By Book**

Book	Group Asset
Dates in Service	<input type="checkbox"/> Show Disabled Groups

**By Assignment**

Employee Name	Employee Number
Expense Account	Location

**By Source Line**

Supplier Name	Supplier Number
Invoice Number	Line Number
PO Number	Source Batch
Project Number	Task Number

**By Lease**

Lease Number	Lessor
Description	

**Clear**      **Find**

- i. Go through the different fields such as Asset Number, Description, Tag, Asset Key, Book in this form.
- ii. On the PHP, click the Cash Management, Vision Operations (USA) responsibility.
- iii. The different menus under this responsibility can be seen.
- iv. Click the Bank Balances link.

**Navigator**

**Personalize**

- Advanced Planning Administrator
- Alert Manager, Vision Enterprises
- Application Developer
- Approvals Management Administrator
- Approvals Management Business Analyst
- Asset Inquiry, Vision Operations (USA)
- Assets, Vision Operations (USA)
- Bill Presentment Super User, Vision Operations (USA)
- Business Intelligence System, Vision Operations (USA)
- CADView-3D Administration
- CADView-3D User
- Cash Management, Vision Operations (USA)**
  - Cash Management, Vision Payroll (USA)
  - Consolidation Manager
  - Contracts Workbench User
  - Credit Management Super User
  - Credit Scheduler
  - CRL 11i Projects
  - CRM Resource Manager, Vision Enterprises
  - Customer Support - Asset Maintenance
  - Customer Support Specialist
  - Customers Online Superuser
  - Daily Commodity Intelligence
  - Daily Customer Support Intelligence, Vision Operations
- Customer Support - Asset Maintenance
- Customer Support Specialist
- Customers Online Superuser
- Daily Commodity Intelligence
- Daily Customer Support Intelligence, Vision Operations

**Cash Management, Vision Operations (USA)**

- Bank Balances**
- Interest Rate Schedules
- Update Schedule Rates
- Interest Calculation
- Cash Positioning
- Cash Forecasting
- Cash Pools
- Cashflows
- Bank Account Transfers
- Authorize Bank Account Transfers
- Lookups

**Bank Statements**

- Bank Statement Interface
- Bank Statements and Reconciliation

**Bank Statements : Manual Clearing**

- Clear Transactions
- Unclear Transactions

**View**

- Bank Statements and Reconciliation
- Available Transactions
- Payments

- v. This opens a Web page.
- vi. Go through the different fields such as Balance Date, Name, Type, Account Number on this Web page.
- vii. Click the link Home at the top right-hand corner to close this Web page.

**ORACLE® Cash Management, Vision Operations (USA)**

Home Logout Preferences Diagnostics

Balances

Reporting | Maintenance

Bank Account Balances

Save Search

**Advanced Search**

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.  
 Show table data when any condition is met.

Balance Date	is	<input type="text"/>	<input type="button" value="Calendar"/>														
Name	is	<input type="text"/>	<input type="button" value="Search"/>														
Type	is	<input type="text"/> Bank Account	<input type="button" value="Search"/>														
Account Number	is	<input type="text"/>	<input type="button" value="Search"/>														
<input type="button" value="Go"/> <input type="button" value="Clear"/> <input type="button" value="Add Another"/> <input type="button" value="1 Day Float"/> <input type="button" value="Add"/>																	
Balance Date	Name	Legal Type	Bank Number	Bank Entity	Branch Name	Currency	Balance	Ledger Available Balance	Dated Balance	Day Float	Day Float	Projected Balance	MTD	Average Closing YTD	Average Closing YTD	Average Available MTD	Average Available YTD

No search conducted.

5. Closing a form:

- Open the Cash Management, Vision Operations (USA) responsibility
- (N) Bank Statements > Bank Statements and Reconciliation
- The form showing the Reconcile Bank Statement opens.

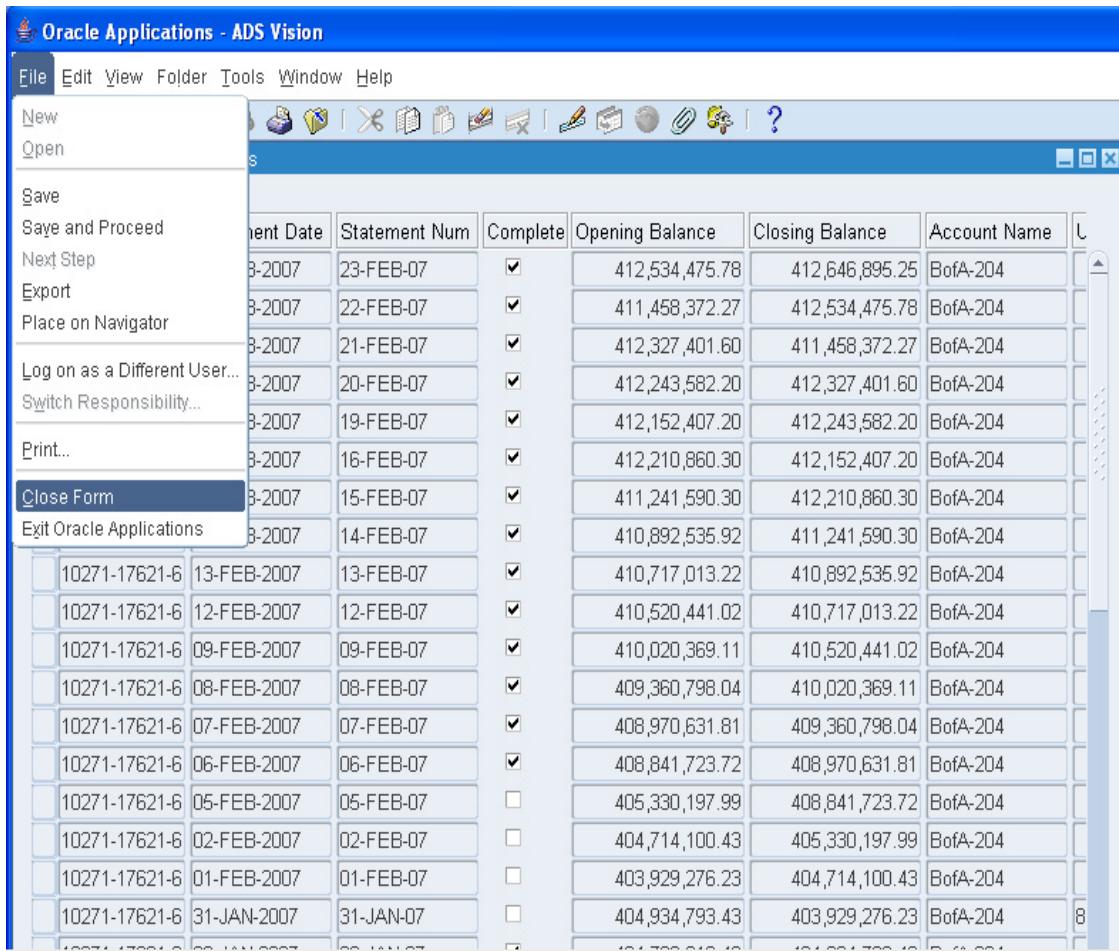
**Reconcile Bank Statements**

Descending Date

Account Num	Statement Date	Statement Num	Complete	Opening Balance	Closing Balance	Account Name	U
10271-17621-6	23-FEB-2007	23-FEB-07	<input checked="" type="checkbox"/>	412,534,475.78	412,646,895.25	BofA-204	
10271-17621-6	22-FEB-2007	22-FEB-07	<input checked="" type="checkbox"/>	411,458,372.27	412,534,475.78	BofA-204	
10271-17621-6	21-FEB-2007	21-FEB-07	<input checked="" type="checkbox"/>	412,327,401.60	411,458,372.27	BofA-204	
10271-17621-6	20-FEB-2007	20-FEB-07	<input checked="" type="checkbox"/>	412,243,582.20	412,327,401.60	BofA-204	
10271-17621-6	19-FEB-2007	19-FEB-07	<input checked="" type="checkbox"/>	412,152,407.20	412,243,582.20	BofA-204	
10271-17621-6	16-FEB-2007	16-FEB-07	<input checked="" type="checkbox"/>	412,210,860.30	412,152,407.20	BofA-204	
10271-17621-6	15-FEB-2007	15-FEB-07	<input checked="" type="checkbox"/>	411,241,590.30	412,210,860.30	BofA-204	
10271-17621-6	14-FEB-2007	14-FEB-07	<input checked="" type="checkbox"/>	410,892,535.92	411,241,590.30	BofA-204	
10271-17621-6	13-FEB-2007	13-FEB-07	<input checked="" type="checkbox"/>	410,717,013.22	410,892,535.92	BofA-204	
10271-17621-6	12-FEB-2007	12-FEB-07	<input checked="" type="checkbox"/>	410,520,441.02	410,717,013.22	BofA-204	
10271-17621-6	09-FEB-2007	09-FEB-07	<input checked="" type="checkbox"/>	410,020,369.11	410,520,441.02	BofA-204	
10271-17621-6	08-FEB-2007	08-FEB-07	<input checked="" type="checkbox"/>	409,360,798.04	410,020,369.11	BofA-204	
10271-17621-6	07-FEB-2007	07-FEB-07	<input checked="" type="checkbox"/>	408,970,631.81	409,360,798.04	BofA-204	
10271-17621-6	06-FEB-2007	06-FEB-07	<input checked="" type="checkbox"/>	408,841,723.72	408,970,631.81	BofA-204	
10271-17621-6	05-FEB-2007	05-FEB-07	<input type="checkbox"/>	405,330,197.99	408,841,723.72	BofA-204	
10271-17621-6	02-FEB-2007	02-FEB-07	<input type="checkbox"/>	404,714,100.43	405,330,197.99	BofA-204	
10271-17621-6	01-FEB-2007	01-FEB-07	<input type="checkbox"/>	403,929,276.23	404,714,100.43	BofA-204	
10271-17621-6	31-JAN-2007	31-JAN-07	<input type="checkbox"/>	404,934,793.43	403,929,276.23	BofA-204	8
10271-17621-6	30-JAN-2007	30-JAN-07	<input checked="" type="checkbox"/>	404,722,918.43	404,934,793.43	BofA-204	

Requery      New

d. (M) File > Close Form



6. Logging out of Oracle Applications:
  - a. Exit R12 Forms Interface  
(M) File > Exit Oracle Applications



- b. Log out completely using the Logout link on the PHP.



## **Practice - Switch Responsibility (Required)**

---

### **Overview**

In this practice, you learn how to switch responsibility.

### **Tasks**

#### **Switch Responsibility**

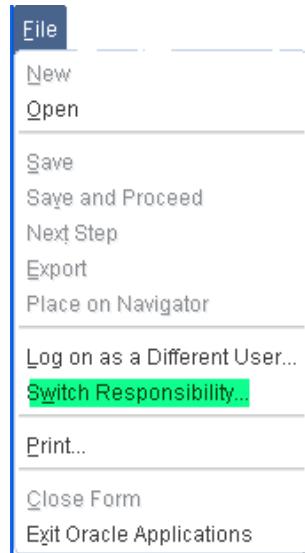
1. Switch responsibility from Cash Management, Vision Operations (USA) to General Ledger, Vision Operations (USA) using Menu.
2. Switch responsibility from General Ledger, Vision Operations (USA) to Payables, Vision Operations (USA) using the Switch Responsibility icon.

## Solution – Switch Responsibility (Required)

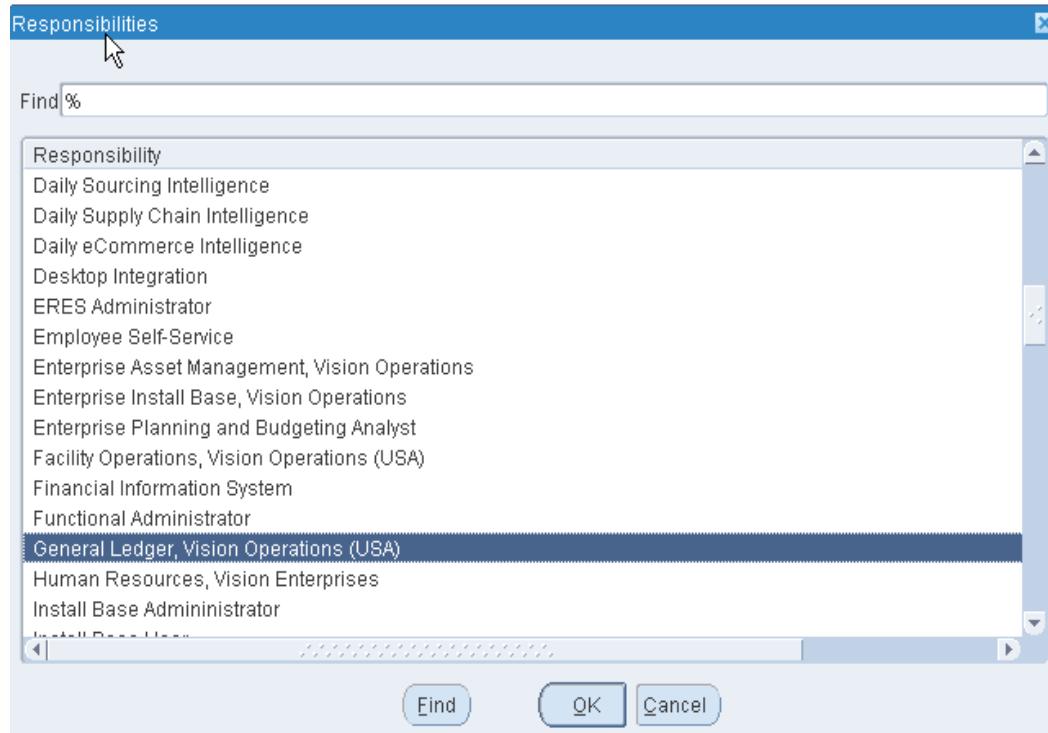
Switch responsibilities as follows:

1. Using Menu:

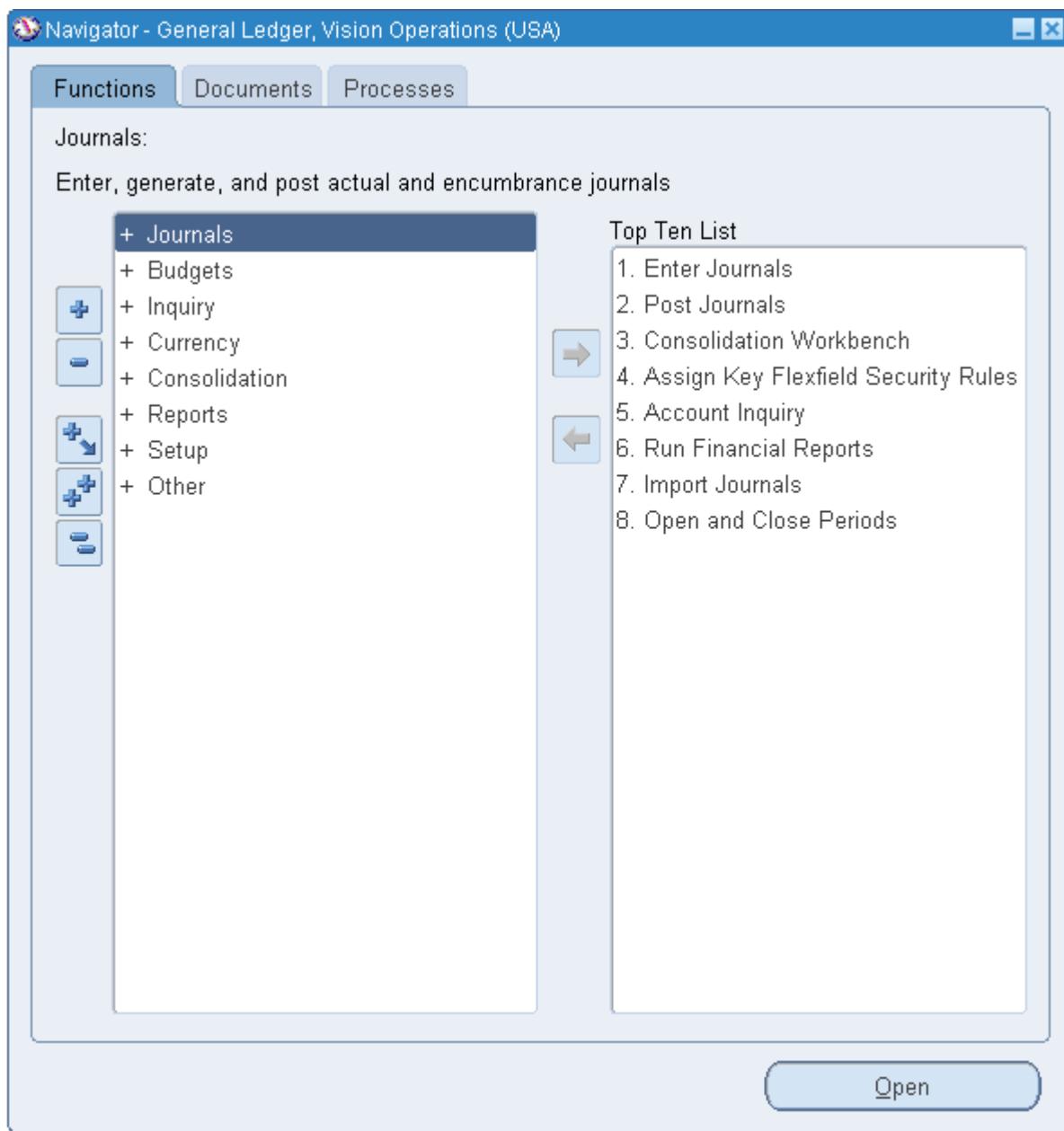
a. (M) File > Switch Responsibility



b. Select the General Ledger, Vision Operations (USA) responsibility.



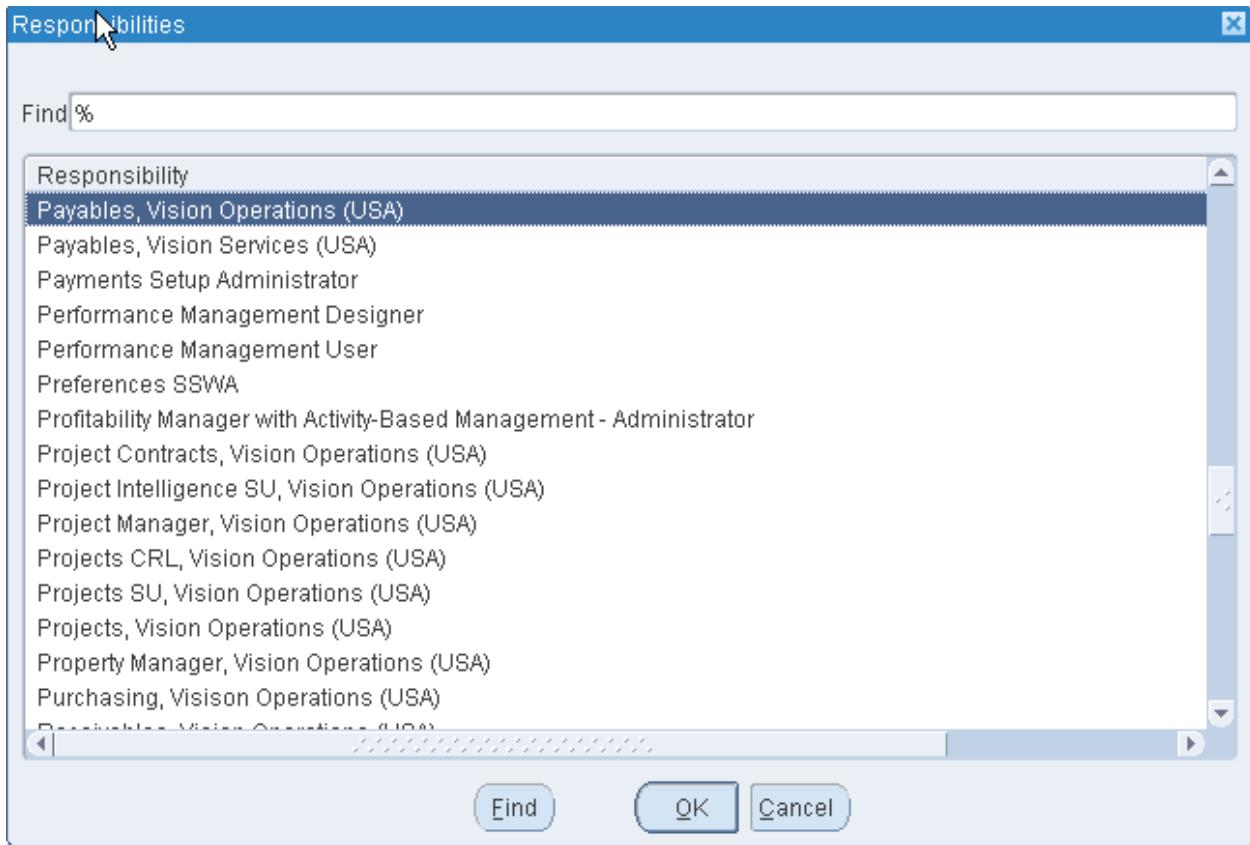
c. (B) OK



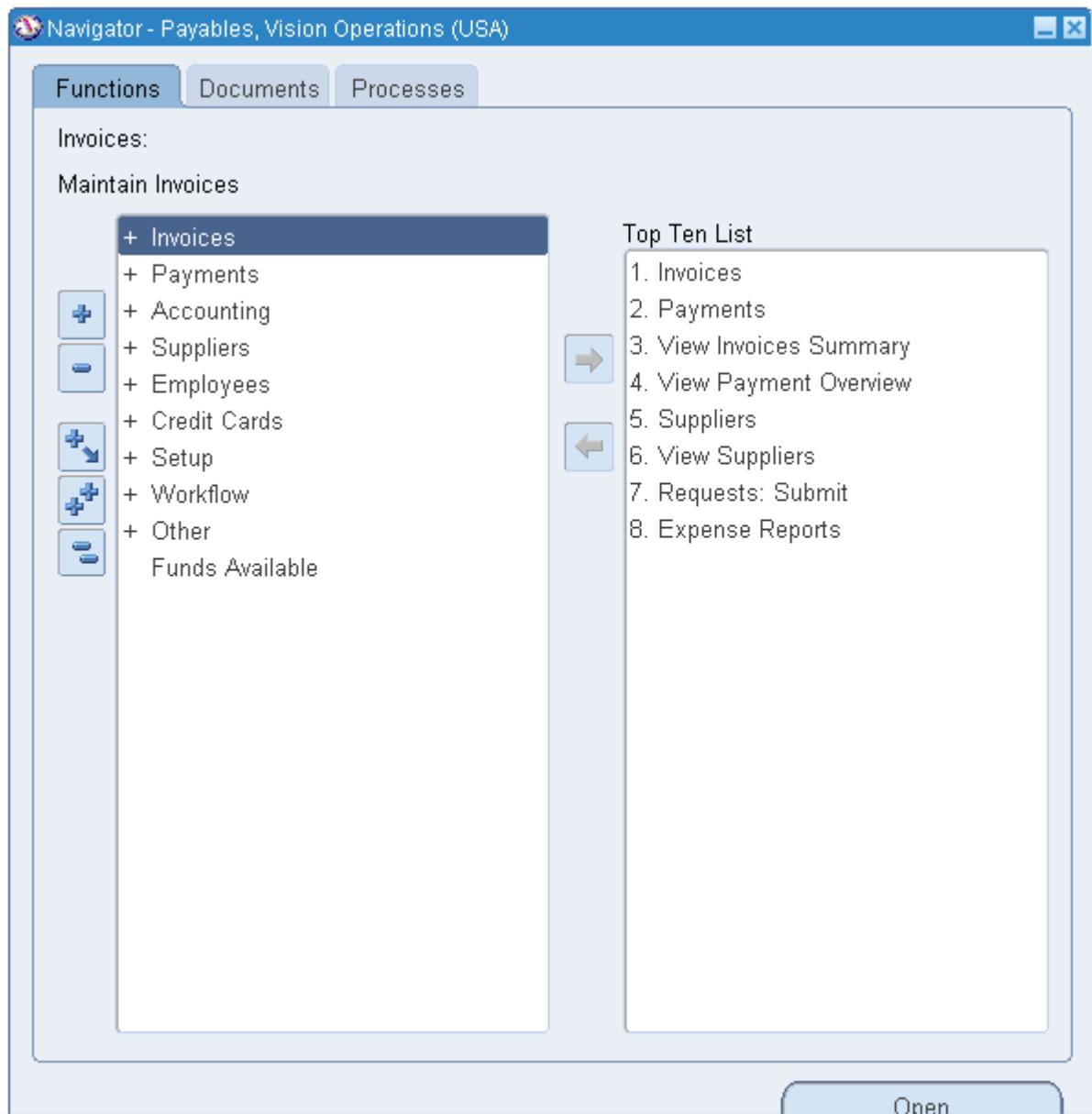
2. Using Icon:  
a. Click the Switch Responsibility icon on the toolbar.



- b. Select the Payables, Vision Operations (USA) responsibility.



c. (B) OK



## Field Colors

### Field Colors

Field color	Description
White	It allows data entry.
Blue with Black text	It indicates drilldown capability.
Yellow	It requires data entry.
White with Green text	It is display only.
Blue	It indicates fields to use in “Query-Enter” mode.

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### Field Colors

Each block contains fields you use to enter, view, update, or delete information. A field prompt describes each field by telling you what kind of information appears in the field or what kind of information you should enter in the field. Fields are color coded to indicate their type as follows:

- **White fields:** Allow data entry
- **White fields with black text:** Indicate drilldown capability
- **Yellow fields:** Require data entry
- **White fields with green text:** Are display-only
- **Blue fields:** Indicate fields to use in “Query-Enter” mode

The term “field” generally refers to a text field, an area in a window that either displays data or allows you to enter data. However, a field can also include a button, a check box, an option group, or a pop-up list.

## Creating and Saving a New Record

### Creating and Saving a New Record

New



(M) File > New

Save



(M) File > Save

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## Creating and Saving a New Record

### To Create a Record

Choose New from the File menu or use the New toolbar icon. After entering data for your new record, select Save or Save and Proceed from the File menu to save the record to the database. Choosing Save and Proceed automatically advances you to the next record.

## Guided Demonstration - Creating and Saving a Record (Required)

---

### Logging In to Oracle Applications

1. Log in to Oracle Applications:
  - Username: OPERATIONS
  - Password: welcome
  - Accessibility: None
  - (B) Login
2. Click Order Management Super User, Vision Operations (USA) on the Personal Home Page (PHP).
3. Click the Sales Orders link under Orders, Returns to open a form.

### Creating and Saving a Record

4. Enter the following information:
  - a. Customer: A. C. Networks (Select from the list of values.)  
Other fields are filled automatically.
  - b. (T) Line Items
  - c. Ordered Item: AS54999 (Select from the LOV.)
  - d. Quantity: 1  
All other fields in this row are filled up automatically.
  - e. Place cursor in next row to get 2.1 as the row number.
  - f. Ordered Item: AS54888 (Select from the LOV.)
  - g. Quantity: 1
  - h. (I) Save
  - i. Write down the Sales Order number: \_\_\_\_\_

## Editing and Deleting a Record

### Editing and Deleting a Record

Edit



(M) Edit > Record

Delete



(M) Edit > Delete

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## Editing and Deleting a Record

### To Edit a Record

Choose Record from the Edit menu. This action allows any change to be made to the selected record from your editable screen.

**Note:** Fields protected against any update cannot be edited.

### To Delete a Record

Choose Delete from the Edit menu. This action erases the current record from your screen and returns your cursor to the first field of the next record.

### To Save Your Deletion from the Database

Choose Save or Save and Proceed from the File menu.

**Note:** All records cannot be deleted in this manner. Those records which cannot be deleted need to be end dated and such end-dated records cannot be used further.

## **Guided Demonstration - Retrieving and Deleting a Record (Required)**

---

### **Logging In to Oracle Applications**

1. Log in to Oracle Applications:
  - Username: OPERATIONS
  - Password: welcome
  - Accessibility: None
  - (B) Login
2. On the PHP, click the Order Management Super User, Vision Operations (USA) responsibility.
3. Click Sales Orders link under Orders, Returns.

### **Retrieving a Record**

4. Show how a record can be retrieved using the keyboard and menu functions.

#### **Using Keyboard Keys**

- a. Press [F11].
- b. Enter the customer name A. C. Networks in the Customer field.
- c. Press [Ctrl], [F11] keys together.
- d. The sales orders records created for this customer are retrieved.
- e. Use the up-arrow and down-arrow buttons to show how the record changes.

#### **Using Menu Functions**

- a. Keep cursor in the Order Number field and press [F6].
- b. (M) View > Query By Example > Enter
- c. Enter the Customer name A. C. Networks in the Customer field.
- d. (M) View > Query By Example > Run
- e. The sales order record is retrieved.

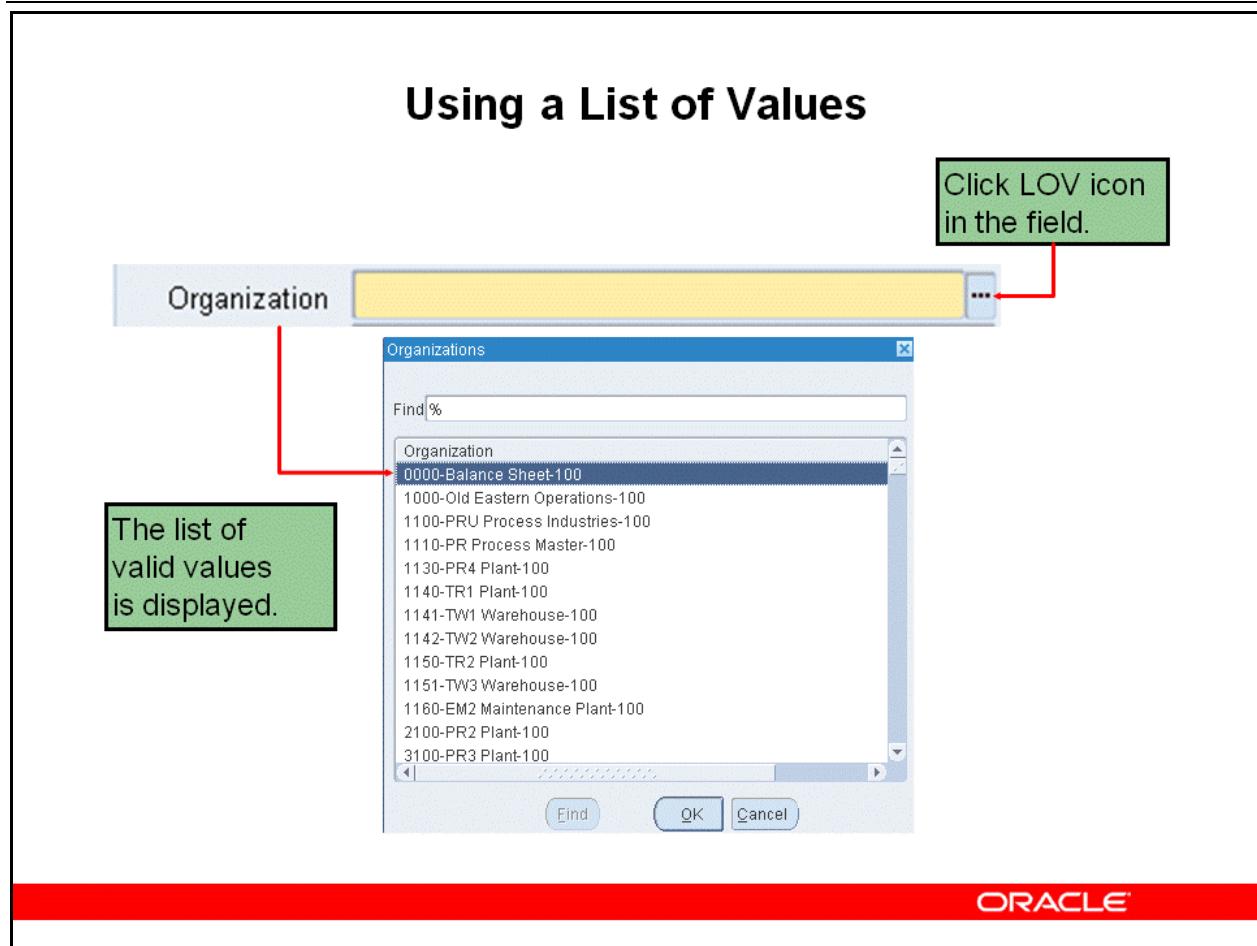
**Note:** Also show how a record can be retrieved using the Find Icon.

### **Deleting a Record**

- a. Click (T) Line Items.
- b. Place cursor over line 2.1.
- c. (M) Edit > Delete
- d. (I) Save
- e. Close the form.
- f. Open the Sales Order and show that the Item AS54888 is not available any more.

**Note:** Inform that most of the records cannot be deleted in this way, but have to give an end date for the same not to be used after that end date.

## Using a List of Values



### Using a List of Values (LOV)

A field that has a predefined list of valid values displays an LOV icon. Select this icon to view the valid field values. If a list contains more than 100 values, you are prompted to enter a Find string to limit the list.

**Note:** Lists that require a Find string do not use the autoreduce feature.

#### To Select a Value from a List

Select a value or reduce the list using one of the following methods:

Without placing your cursor over the Find field, enter the initial characters of a value to autoreduce the list to those items matching the characters entered. Press [Backspace] to reexpand the list. If your entry reduces the list to a single value, the list window closes and inserts the value into the field. In the list window, enter any group of characters in the Find field and select the Find button.

**Note:** Use the wildcard character (%) to represent any number of characters and the underscore (\_) to represent a single character. Do not enter a wildcard character by itself. This will match all records.

## LOV: Shortcuts

### LOV: Shortcuts

- AutoSelection
- List Search
- Long-List Fields
- Power List

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## LOV: Shortcuts

To select a value from a list for a field, click the LOV icon in the field to display a list. Select the value directly from the list by using some of the methods described below:

- Without clicking in the Find field, type the first character(s) of a value to reduce the list to only those values that match the characters you enter. This is also known as AutoSelection.
- Search for a value by clicking in the Find field, then enter your search criteria in the Find field, and click the Find button.
- Select a value directly from the list by using the mouse to scroll through the list and then double-click the value to choose it, or click the value once and then click OK to select it.
- After you select a value, the list window closes and inserts the value into the current field. To close a list window without choosing a value, select Cancel.

## To Use Power List

Power List enables you to enter a search string or partial value in an LOV field without opening the list window. Enter the initial characters of a value in the field and press [Tab]. Power List completes the entry for you. Your entry can include wildcard characters. If more

than one value matches the characters you specify, a list window appears containing those values.

## Using Calendar

### Using Calendar



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## Using Calendar

Values in a date field can be entered directly or you can use a calendar to enter a valid value in a date field if the field displays the List icon. If your date field supports time, you can also use the Calendar window to select a valid time with the date.

1. Place your cursor in a date field.
2. Click the list of values associated with a date field to display the Calendar window. The date value that appears below the calendar is called the selected date, which is either the value already in the field, the default value of the field, or the current system date.
3. Click a date.

**Note:** Disabled buttons that show dimmed text represent invalid days, which cannot be selected. Similarly, if a date field is display-only, you can display the Calendar window for the field, but you cannot change the date shown on the calendar.

4. Click OK to accept the selected date and close the window.
5. Click Cancel, if you want to close the window without selecting a date.

## Clearing Data

### Clearing Data

Clear



- (M) Edit > Clear > Record
- (M) Edit > Clear > Field
- (M) Edit > Clear > Block
- (M) Edit > Clear > Form

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### Clearing Data

You can clear data from the screen at almost any time.

Typically, you will use this feature when you start to enter data in a field and then change your mind.

Oracle Applications will think you are in the middle of processing a record and will not allow you to proceed with the next task until you clear the field.

The data you clear is simply erased from the screen and not deleted from the database.

**Note:** If the data is new and has never been saved to the database, it will be lost permanently when you clear it from the screen.

(M) Edit > Clear and then select the appropriate option, to clear a field, record, block, or form.

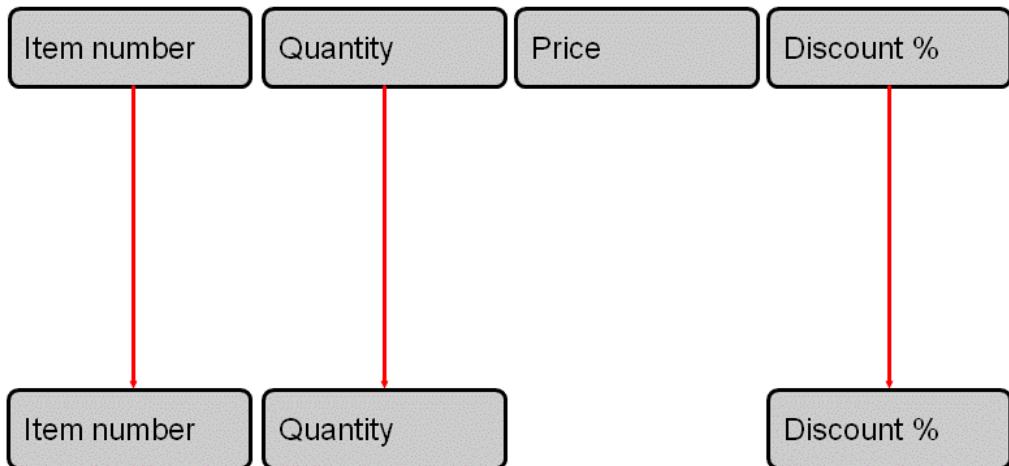
You can also clear some or all data from a field by highlighting the data and selecting

(M) Edit > Cut.

## Copying Data from a Record

### Copying Data from a Record

Verify your data because all fields may not copy.



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### Copying Data from a Record

To save time during data entry, you can duplicate data from a previous record if much of the data needs to be repeated again in the new record. You can use Cut, Copy, and Paste from the Edit menu or you can use the following techniques:

#### Copying a Field Value from the Previous Record

1. Enter a new record or query an existing record in your form.
2. (M) File > New or click the New icon to insert a new record after the existing record.
3. Place your cursor in the field whose value you want to duplicate.
4. (M) Edit > Duplicate Field Above, to copy the field value from the previous record into the current record.

#### Copying All Field Values from the Previous Record

1. Follow steps 1 and 2 mentioned above.
2. (M) Edit > Duplicate Record Above, to copy all field values from the previous record into the current record.

**Note:** Depending on the record storage in the database and relevant database tables, not all fields may be copied when using this feature.

## Searching for Information

### Searching for Information



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### Searching for Information

In Oracle Applications, you can quickly retrieve and review all available information in your database without having to remember the information displayed in the windows, or without having to print lengthy reports to see the data. Instead, you can simply run a search to obtain the information you want, and then review the data online in the same window you used to enter the data.

By using the query function in Oracle Applications, you can satisfy the following information the search needs:

- Gain instant, online access to all your application information. You can find information quickly and easily, without having to use complex query language.
- Search for a specific record or for a group of records based on the criteria you enter. You can retrieve this information directly, without having to review all the information in your application database.
- Search for information using criteria of different types or lengths, including a single letter, a single word, or a group of characters, or anything else you want to enter.
- Find out how much information is available that matches your search criteria before a search for a single piece of information yields 10,000 responses.

## Query Versus Find

### Query Versus Find

Query mode	Find mode
Menu bar, [F11]	Menu bar, Toolbar
Existing window	Find window
Wildcards	List of values
Query count	No find count

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## Query Versus Find

### Query Mode

- In Query mode, you can use the menu bar to access a query, or you can use keyboard shortcuts [F11] to enter a query and press and hold [Ctrl] + [F11] to execute a query.
- You use the existing window to prepare your search criteria for the query. You can enter specific information in any field to narrow your search.
- When using wildcards to prepare your search criteria, you can use all query operators to narrow your search.
- In query mode, you can check to see how many records match your criteria even before retrieving the data that matches your query.

### Find Mode

- In Find mode, you use the menu bar to access the Find window, or you click the icon on the toolbar.
- You use a new window, the Find window, to prepare your search criteria.
- The list of values is available in many fields in Find mode.
- The Query Count feature is not available in Find mode.

## Using Find Mode

### Using Find Mode

Click the Find icon on the toolbar:

- Click the Find button on the Form.
- Specify your search criteria.
- Review the retrieved records.



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## Using Find Mode

To search for records in your current block or window, use the Find window. The Find window contains fields for entering search criteria. These fields are specific to the current block and often validate the search criteria you enter against a list of valid values.

Generally, a Find window is displayed for those blocks that have many records or for those blocks that can be best searched using criteria in more than one field.

### How to Use Find Mode

(M) View > Find or click the Find icon on the toolbar.

- Enter your search criteria in the appropriate fields of the Find window.
- If a field does not provide a list of values for you to choose from, you can enter wildcard characters (%) and (-) in the search phrase. You cannot, however, use query operators (such as >, <, and so on) in a Find window.
- Click the Find button to find any matching records.
- Click the Clear button to clear the current search criteria from the Find window, so you can enter new search criteria.

- Click the New button to enter a new record in your current block if your search finds no matching records. Not all windows support the Find.

## Using Query Mode

### Using Query Mode

(M) View > Query By Example > Enter:

- Enter the search criteria.
- (M) View > Query By Example > Run.
- (M) View > Query By Example > Cancel.

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## Using Query Mode

### How to Use Query Mode

1. (M) View > Query By Example > Enter.
2. Enter the search criteria in any of the fields (indicated by blue) that can be queried, using wildcard characters and query operators as necessary. You can also select View > Query By Example > Show Last Criteria to display the search criteria used in your last search, if you performed one.
3. (M) View > Query By Example > Run to perform the search.
4. (M) View > Query By Example > Cancel to cancel from Enter Query mode.

### How to Obtain a Query Count

1. Perform steps 1 and 2 above.
2. (M) View > Query By Example > Count Matching Records to display the number of records a Query By Example search would retrieve.

## Practice - Creating, Saving, Searching, Editing, and Deleting a Record (Required)

---

### Overview

In this practice, you create, save a record, search or retrieve a record in the form, edit, and delete a record.

### Tasks

1. On the PHP, click the Human Resources, Vision Enterprises link to open the menus under this responsibility.
2. Click the Description link under Work Structures: Position to open a form.
3. Create and save a record:
  - a. Create a 123.XX position.
    - Enter Position Number: 123 and Position Name: XX.
    - Enter Type: Single Incumbent.
    - Enter Organization: Vision Operations.
    - Enter Job: ANA.400.Analyst.
    - Enter Status: Active.
    - Enter FTE: 1.
    - Enter Headcount: Choose default.
  - b. Save the record using Menu.
4. Search or retrieve the record:
  - a. Search for Date Effective Name =123.XX using both the search criteria:
    - Keyboard shortcuts: Press [F11] and [Ctrl] + [F11].
    - Using menu, Query By Example > Run and Query By Example > Enter
5. Edit a record:
  - a. Edit the Date Effective Name field details from 123.XX to 123.1XX.
  - b. Save the record.
6. Delete a record:
  - a. Delete the 123.1XX record.

## Solution - Creating, Saving, Searching, Editing, and Deleting a Record (Required)

1. On the PHP, click the Human Resources, Vision Enterprises responsibility link.

The screenshot shows the Oracle Application Navigator interface. On the left is a tree view of responsibilities:

- Daily Payables Intelligence
- Daily Procurement Intelligence
- Daily Procurement Spend Intelligence
- Daily Product Intelligence
- Daily Sourcing Intelligence
- Daily Supply Chain Intelligence
- DBI Custom Pages and Reports
- DBI Incremental Request Sets
- Desktop Integration
- e-Commerce Gateway, Vision Enterprises
- Employee Self-Service
- Enterprise Asset Management, Vision Operations
- Enterprise Install Base, Vision Operations
- Enterprise Planning and Budgeting Analyst
- ERES Administrator
- Facility Operations, Vision Operations (USA)
- Financial Information System
- Functional Administrator
- General Ledger, Vision Operations (USA)
- Human Resources, Vision Enterprises** (selected)
- iExpenses
- Install Base Administrator
- Install Base User
- Interaction History JSP Admin
- Intercompany Super User
- Internet Expenses Auditor, Vision Operations
- Inventory, Vision Operations (USA)
- iProcurement
- iProcurement Catalog Administration

The right side of the screen displays a menu for the selected responsibility:

- People : Total Comp Enrollment : Benefits Enrollment**
  - View Enrollment Results
  - Flex Program
  - Non-flex Program
  - Savings Plan
  - Miscellaneous Plan
  - Enrollment Override
  - Dependent/Beneficiary Designation
  - Person Primary Care Provider
  - Court Orders
- People : Total Comp Enrollment : Enrollment Process**
  - Person Life Events
  - Person Enrollment Action Items
  - Person Enrollment Certifications
  - Person Communications
- People : Total Comp Contribution**
  - Record Continuing Benefits Payment
  - Monthly Participant Premium
  - Monthly Premiums
  - Manual Payments
- People : Mass Updates for Person**
  - Mass Update of Applicant Assignments
  - Mass Update of Employee Assignments
  - Mass Update of Assignments
- People : Student Employee**
  - Enter and Maintain Student Employee
  - Comparison Report

2. On the menu, click the Description link under Work Structures: Position to open a form.

**Work Structures**

- [Location](#)
- [Generic Hierarchy](#)
- [Status](#)
- [Recruitment Letter Type](#)
- [Contract Letter Type](#)
- [Elections](#)

**Work Structures : Organization**

- [Description](#)
- [Organization Manager](#)
- [Hierarchy](#)
- [Global Hierarchy](#)
- [Diagrammer](#)
- [Hr Org Operating Unit Upload](#)
- [Global Diagrammer](#)

**Work Structures : Job**

- [Description](#)
- [Career Path Names](#)
- [Career Path](#)
- [Workers Compensation Rates](#)
- [Workers Compensation Codes](#)
- [Job Group](#)

**Work Structures : Position**

- [Description](#)
- [Hierarchy](#)
- [Mass Move](#)
- [Diagrammer](#)
- [Position Transaction](#)

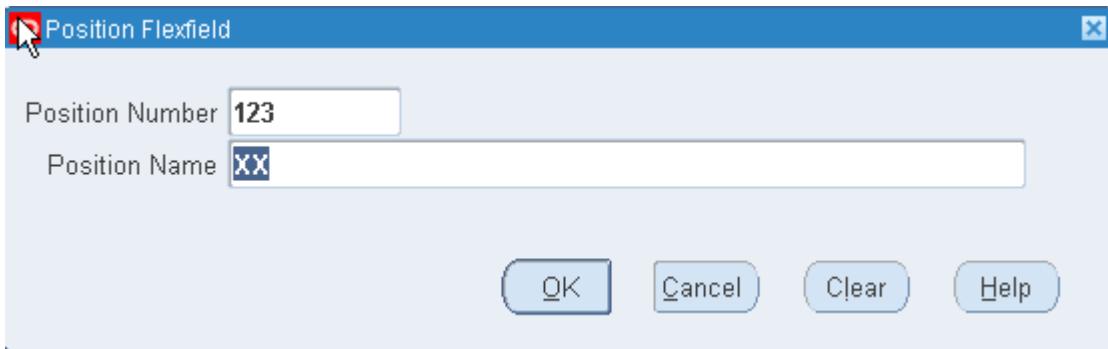
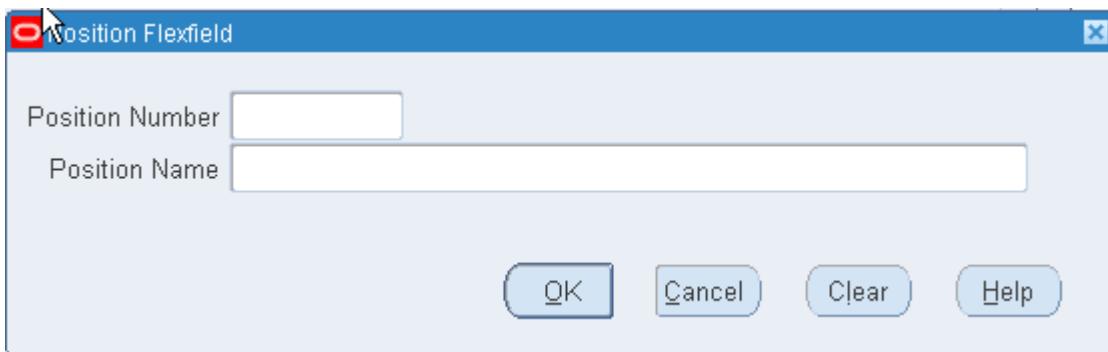
3. Create and save a record.

a. Create a record:

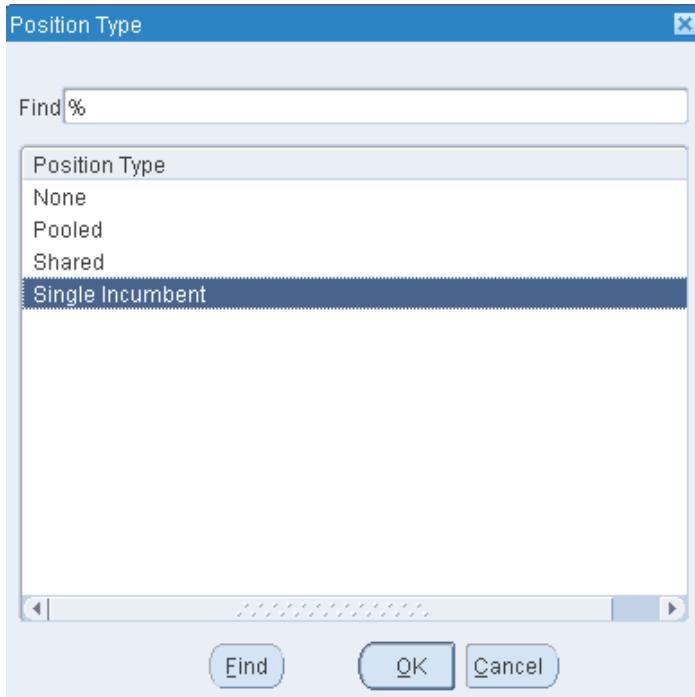
- (B) New



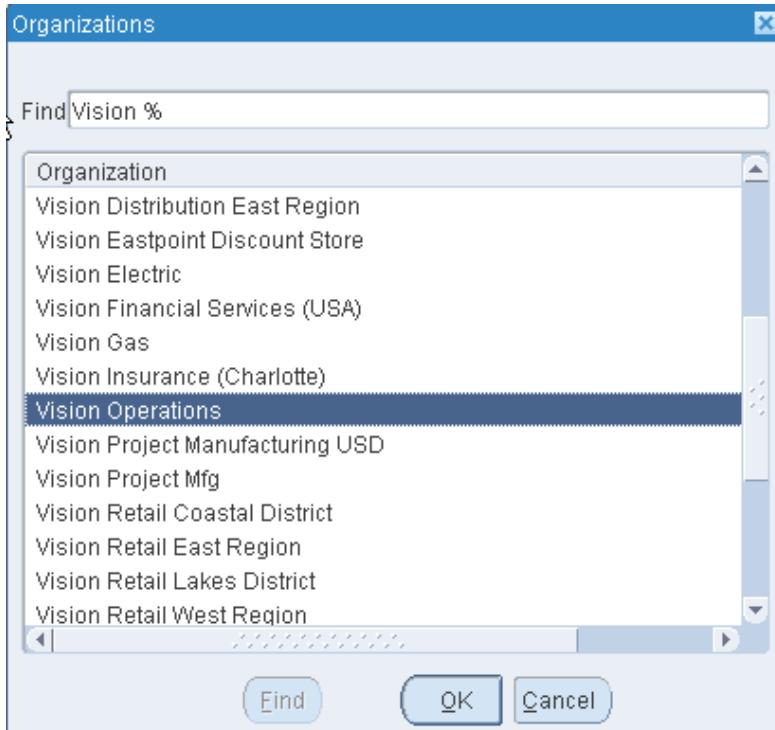
- Enter the following:  
Date Effective Name has two fields to be filled (Position Number and Position Name):  
Position Number: 123  
Position Name: XX



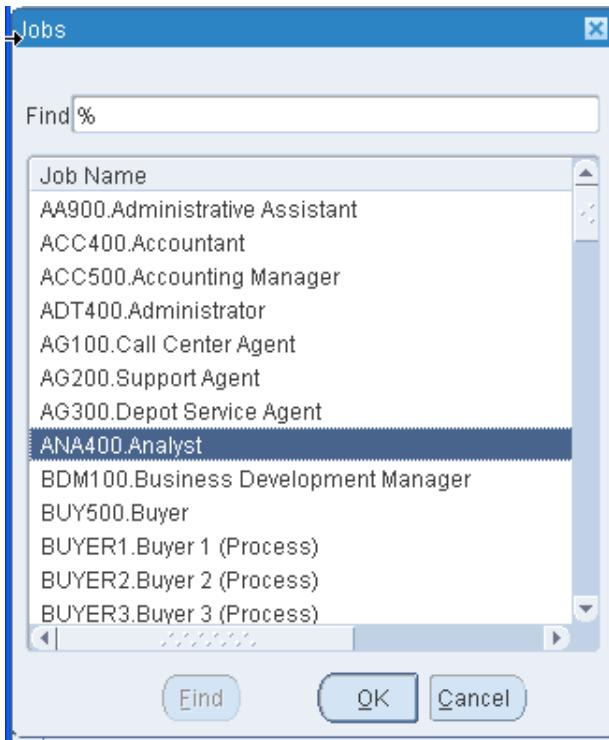
- (B) OK
- Position Type: Single Incumbent (Select from the LOV.)



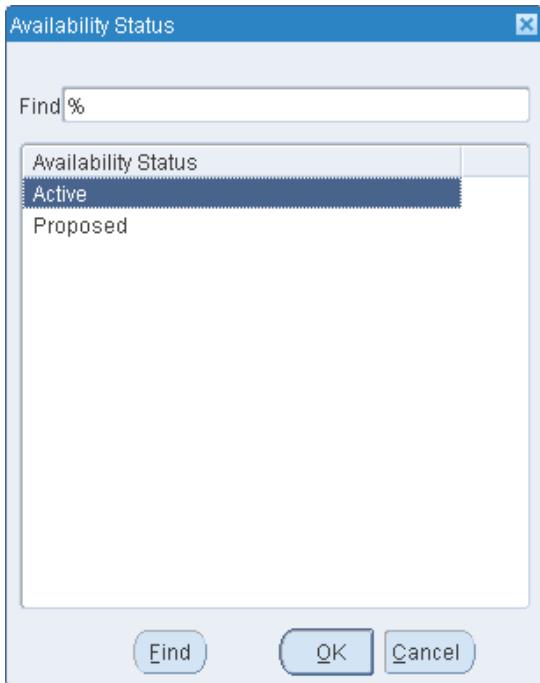
- Select the default Permanent check box.
- Organization: Select Vision Operations from the LOV.



- (B) OK
- Jobs: Select ANA400.Analyst from the LOV.



- (B) OK
- Availability Status: Select Active from the LOV.



- (B) OK
- Location: Choose the default V1 Ship Site A.

**O Position: 01-JAN-2007**

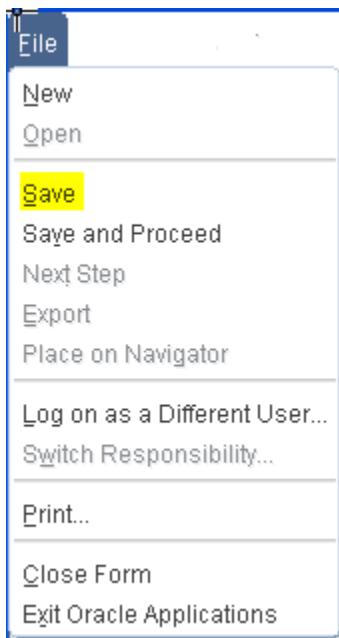
Name	123.XX	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions
<input type="button" value="Position Details"/> <input type="button" value="Hiring Information"/> <input type="button" value="Work Terms"/> <input type="button" value="Additional Detail"/> <input type="button" value="Budgets"/>				
Start Date	01-JAN-2007			
Date Effective Name	123.XX			
Type	Single Incumbent	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	
Organization & Job				
Organization	Vision Operations	Proposed End Date		
Job	ANA400.Analyst	Proposed End Date		
Hiring Status				
Status	Active	Start Date	01-JAN-2007	Proposed End Date
Location	V1 Ship Site A	Status		
Effective Dates	From 01-JAN-2007	To	Further Info	[ ]
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>				

- (T) Hiring Information
- FTE: 1

**O Position: 01-JAN-2007**

Name	123.XX	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions
<input type="button" value="Position Details"/> <input type="button" value="Hiring Information"/> <input type="button" value="Work Terms"/> <input type="button" value="Additional Detail"/> <input type="button" value="Budgets"/>				
FTE	1	Headcount	1	Bargaining Unit
Earliest Hire Date		Fill by Date		<input type="checkbox"/> Permit Recruiting
Proposed Entry Salary				
Payroll		Salary Basis		
Grade		Grade/Scale Rate		
Value		Grade Rate Range		
Probation				
Duration		Duration Unit		
Overlap				
Duration		Duration Unit		
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>				

- Headcount: 1. Choose the default.
- b. Save the record:
  - (M) File > Save



4. Search and retrieve a record.

**Note:** A record can be retrieved or searched for in two ways.

**Using shortcuts:**

- Press [F11].
- Enter the partial value, say 123.XX% in Date Effective Name.

(**Note:** "%" is a wildcard, which can be used to retrieve the records, which have 123.XX as part of the record values.)

The screenshot shows the 'Position' application window. The 'Position Details' tab is selected. In the 'Date Effective Name' field, the value '123.XX%' is entered. Other fields visible include 'Start Date', 'Type' (with checkboxes for 'Permanent' and 'Seasonal'), 'Organization & Job' (with 'Organization' and 'Job' fields), 'Hiring Status' (with 'Status', 'Start Date', and 'Proposed End Date' fields), 'Location' (with 'Status' field), 'Effective Dates' (with 'From' and 'To' fields), and various buttons at the bottom like 'Reporting To', 'Evaluation', 'Valid Grades', and 'Others...'. There are also checkboxes for 'Open', 'Under Review', and 'Approved Future Actions' at the top of the form.

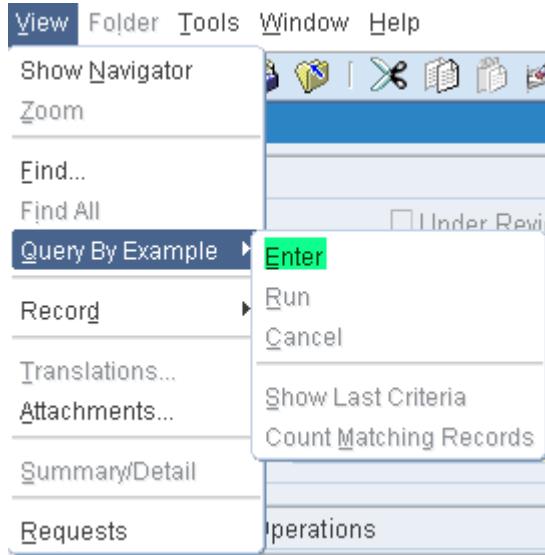
- Press simultaneously [Ctrl], [F11].

**O Position: 01-JUN-2007**

Name	123.XX	<input type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions												
<input type="button" value="Position Details"/> <input type="button" value="Hiring Information"/> <input type="button" value="Work Terms"/> <input type="button" value="Additional Detail"/> <input type="button" value="Budgets"/>																
Start Date	01-JUN-2007	<input type="button" value="..."/>														
Date Effective Name	123.XX															
Type	Single Incumbent	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal													
<b>Organization &amp; Job</b> <table border="1"> <tr> <td>Organization</td> <td>Vision Operations</td> <td>Proposed End Date</td> <td colspan="2"><input type="button" value="..."/></td> </tr> <tr> <td>Job</td> <td>ANA400.Analyst</td> <td>Proposed End Date</td> <td colspan="2"><input type="button" value="..."/></td> </tr> </table>					Organization	Vision Operations	Proposed End Date	<input type="button" value="..."/>		Job	ANA400.Analyst	Proposed End Date	<input type="button" value="..."/>			
Organization	Vision Operations	Proposed End Date	<input type="button" value="..."/>													
Job	ANA400.Analyst	Proposed End Date	<input type="button" value="..."/>													
<b>Hiring Status</b> <table border="1"> <tr> <td>Status</td> <td>Active</td> <td>Start Date</td> <td>01-JUN-2007</td> <td>Proposed End Date</td> <td><input type="button" value="..."/></td> </tr> <tr> <td>Location</td> <td>V1 Ship Site A</td> <td colspan="3"></td> <td>Status <input type="button" value="..."/></td> </tr> </table>					Status	Active	Start Date	01-JUN-2007	Proposed End Date	<input type="button" value="..."/>	Location	V1 Ship Site A				Status <input type="button" value="..."/>
Status	Active	Start Date	01-JUN-2007	Proposed End Date	<input type="button" value="..."/>											
Location	V1 Ship Site A				Status <input type="button" value="..."/>											
<b>Effective Dates</b> <table border="1"> <tr> <td>From</td> <td>01-JUN-2007</td> <td>To</td> <td><input type="button" value="..."/></td> <td>Further Info <input type="button" value="..."/> [ ... ]</td> </tr> </table>					From	01-JUN-2007	To	<input type="button" value="..."/>	Further Info <input type="button" value="..."/> [ ... ]							
From	01-JUN-2007	To	<input type="button" value="..."/>	Further Info <input type="button" value="..."/> [ ... ]												
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>																

### Using menu:

- (M) View > Query By Example > Enter

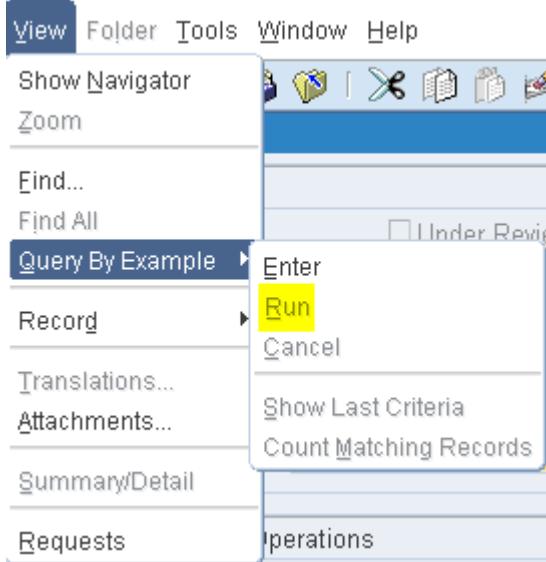


- Enter a partial value, say 123.XX%.

**O Position**

Name	<input type="text"/>	<input type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions								
<input type="button" value="Position Details"/> <input type="button" value="Hiring Information"/> <input type="button" value="Work Terms"/> <input type="button" value="Additional Detail"/> <input type="button" value="Budgets"/>												
Start Date	<input type="text"/>											
Date Effective Name	<input type="text" value="123.XX%"/>											
Type	<input type="text"/>	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal									
<b>Organization &amp; Job</b> <table border="1"> <tr> <td>Organization</td> <td><input type="text"/></td> <td>Proposed End Date</td> <td><input type="text"/></td> </tr> <tr> <td>Job</td> <td><input type="text"/></td> <td>Proposed End Date</td> <td><input type="text"/></td> </tr> </table>					Organization	<input type="text"/>	Proposed End Date	<input type="text"/>	Job	<input type="text"/>	Proposed End Date	<input type="text"/>
Organization	<input type="text"/>	Proposed End Date	<input type="text"/>									
Job	<input type="text"/>	Proposed End Date	<input type="text"/>									
<b>Hiring Status</b> <table border="1"> <tr> <td>Status</td> <td><input type="text"/></td> <td>Start Date</td> <td><input type="text"/></td> <td>Proposed End Date</td> <td><input type="text"/></td> </tr> </table>					Status	<input type="text"/>	Start Date	<input type="text"/>	Proposed End Date	<input type="text"/>		
Status	<input type="text"/>	Start Date	<input type="text"/>	Proposed End Date	<input type="text"/>							
<b>Location</b> <table border="1"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td>Status</td> <td><input type="text"/></td> </tr> </table>					<input type="text"/>	<input type="text"/>	Status	<input type="text"/>				
<input type="text"/>	<input type="text"/>	Status	<input type="text"/>									
<b>Effective Dates</b> <table border="1"> <tr> <td>From</td> <td><input type="text"/></td> <td>To</td> <td><input type="text"/></td> <td>Further Info</td> <td><input type="text"/></td> </tr> </table>					From	<input type="text"/>	To	<input type="text"/>	Further Info	<input type="text"/>		
From	<input type="text"/>	To	<input type="text"/>	Further Info	<input type="text"/>							
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>												

c. (M) View > Query By Example > Run



**O Position: 01-JUN-2007**

Name	123.XX	<input type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions												
<input type="button" value="Position Details"/> <input type="button" value="Hiring Information"/> <input type="button" value="Work Terms"/> <input type="button" value="Additional Detail"/> <input type="button" value="Budgets"/>																
Start Date	01-JUN-2007	<input type="button" value="..."/>														
Date Effective Name	123.XX															
Type	Single Incumbent	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal													
<b>Organization &amp; Job</b> <table border="1"> <tr> <td>Organization</td> <td>Vision Operations</td> <td>Proposed End Date</td> <td colspan="2"><input type="button" value="..."/></td> </tr> <tr> <td>Job</td> <td>ANA400.Analyst</td> <td>Proposed End Date</td> <td colspan="2"><input type="button" value="..."/></td> </tr> </table>					Organization	Vision Operations	Proposed End Date	<input type="button" value="..."/>		Job	ANA400.Analyst	Proposed End Date	<input type="button" value="..."/>			
Organization	Vision Operations	Proposed End Date	<input type="button" value="..."/>													
Job	ANA400.Analyst	Proposed End Date	<input type="button" value="..."/>													
<b>Hiring Status</b> <table border="1"> <tr> <td>Status</td> <td>Active</td> <td>Start Date</td> <td>01-JUN-2007</td> <td>Proposed End Date</td> <td><input type="button" value="..."/></td> </tr> <tr> <td>Location</td> <td>V1 Ship Site A</td> <td colspan="3"></td> <td>Status <input type="button" value="..."/></td> </tr> </table>					Status	Active	Start Date	01-JUN-2007	Proposed End Date	<input type="button" value="..."/>	Location	V1 Ship Site A				Status <input type="button" value="..."/>
Status	Active	Start Date	01-JUN-2007	Proposed End Date	<input type="button" value="..."/>											
Location	V1 Ship Site A				Status <input type="button" value="..."/>											
<b>Effective Dates</b> <table border="1"> <tr> <td>From</td> <td>01-JUN-2007</td> <td>To</td> <td><input type="button" value="..."/></td> <td>Further Info <input type="button" value="..."/> [ ... ]</td> </tr> </table>					From	01-JUN-2007	To	<input type="button" value="..."/>	Further Info <input type="button" value="..."/> [ ... ]							
From	01-JUN-2007	To	<input type="button" value="..."/>	Further Info <input type="button" value="..."/> [ ... ]												
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>																

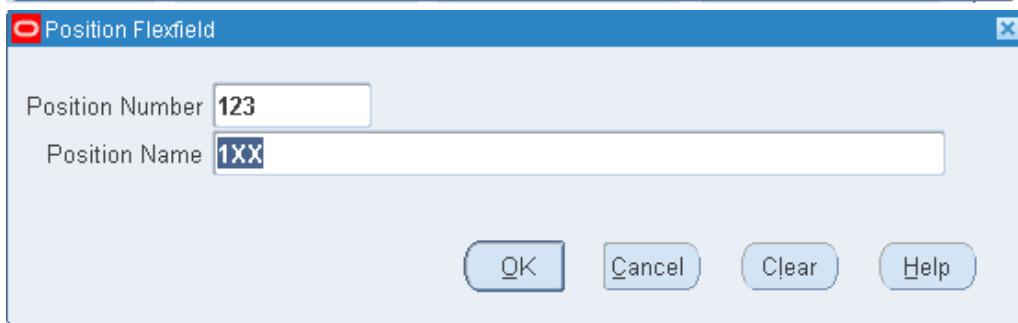
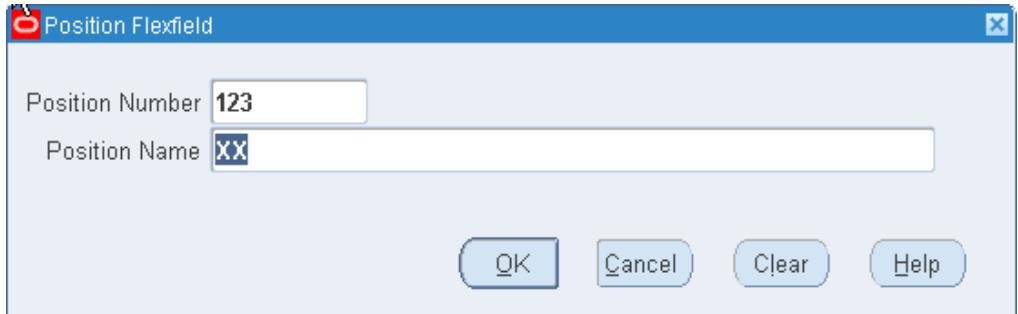
**Note:**

- While using the Menu option to find a record, we cannot use Query By Example > Run directly. Instead, we have to follow the above steps to enter the search criteria first and then query as per the given criteria.
  - A record can also be retrieved using the Find icon  . Then enter the requisite information to retrieve the record or records.
5. Edit a record.
    - a. Edit Position Details from 123.XX to 123.1XX
      - i. Place cursor over Start Date.
      - ii. Click the Edit Field icon. 
      - iii. On the Calendar screen you get, do not change the date.



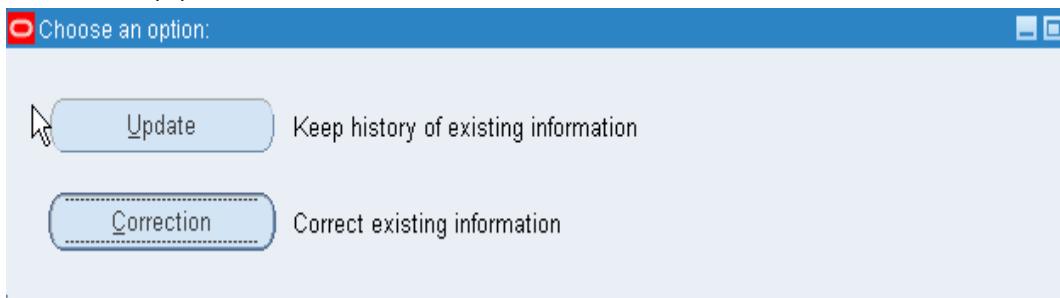
iv. (B) OK

v. On the Position Flexfield screen you get, change the Position Name from XX to 1XX.



vi. (B) OK

vii. (B) Correction



b. (I) Save

**O Position**

Name	123.1XX	<input type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions	
<input type="button" value="Position Details"/> <input type="button" value="Hiring Information"/> <input type="button" value="Work Terms"/> <input type="button" value="Additional Detail"/> <input type="button" value="Budgets"/>					
Start Date	01-JUN-2007				
Date Effective Name	123.1XX				
Type	Single Incumbent	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Seasonal
<b>Organization &amp; Job</b>					
Organization	Vision Operations	Proposed End Date			
Job	ANA400.Analyst	Proposed End Date			
<b>Hiring Status</b>					
Status	Active	Start Date	01-JUN-2007	Proposed End Date	
Location	V1 Ship Site A	Status			
Effective Dates	From 01-JUN-2007	To		Further Info	[ ... ]
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>					

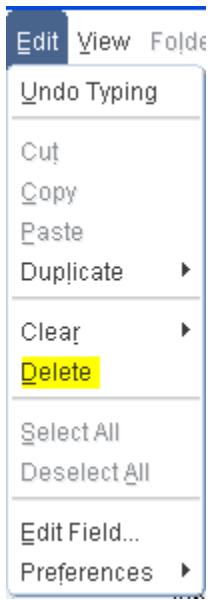
**6. Delete a record:**

- a. Retrieve the 123.1XX record.

**O Position**

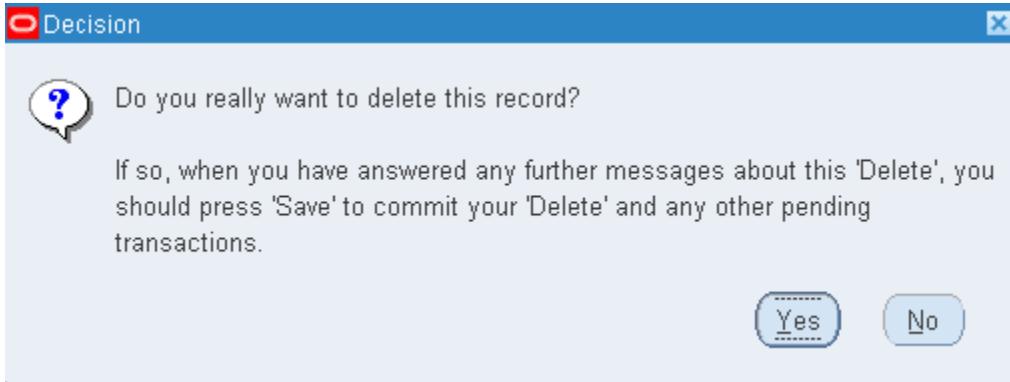
Name	123.1XX	<input type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions	
<input type="button" value="Position Details"/> <input type="button" value="Hiring Information"/> <input type="button" value="Work Terms"/> <input type="button" value="Additional Detail"/> <input type="button" value="Budgets"/>					
Start Date	01-JUN-2007				
Date Effective Name	123.1XX				
Type	Single Incumbent	<input checked="" type="checkbox"/>	Permanent	<input type="checkbox"/>	Seasonal
<b>Organization &amp; Job</b>					
Organization	Vision Operations	Proposed End Date			
Job	ANA400.Analyst	Proposed End Date			
<b>Hiring Status</b>					
Status	Active	Start Date	01-JUN-2007	Proposed End Date	
Location	V1 Ship Site A	Status			
Effective Dates	From 01-JUN-2007	To		Further Info	[ ... ]
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>					

- b. (M) Edit > Delete

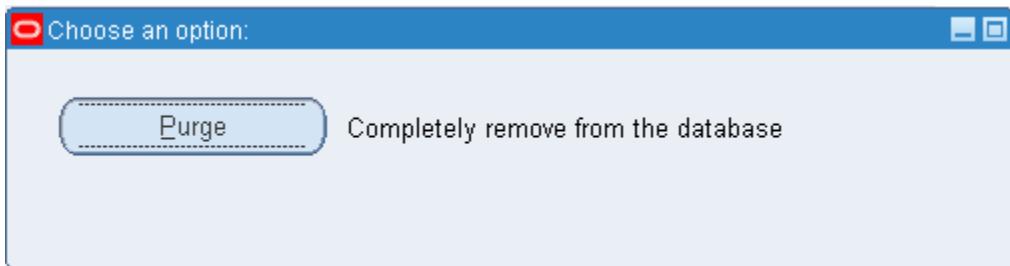


C.

In the Decision dialog box you get, (B) Yes.



d. (B) Purge



e. Save to make the changes to the database.

Suggestion: Retrieve the 123.1XX record.

The record cannot be retrieved.

**Note:** All records cannot be deleted in this manner. Those records, which cannot be deleted, need to have an end date given. After this end date, the records cannot be used.

## Query Operators

### Query Operators

Operator	Meaning	Example
=	Equal to	= 'Janet' = 107
!=	Not equal to	!= 'Janet' != 107
>	Greater than	>99.1 > 'Joan'
>=	Greater than or equal to	>=55
<	Less than	<1000.00
<=	Less than or equal to	<= 100
#BETWEEN	Between two values	#BETWEEN 1 and 100

ORACLE

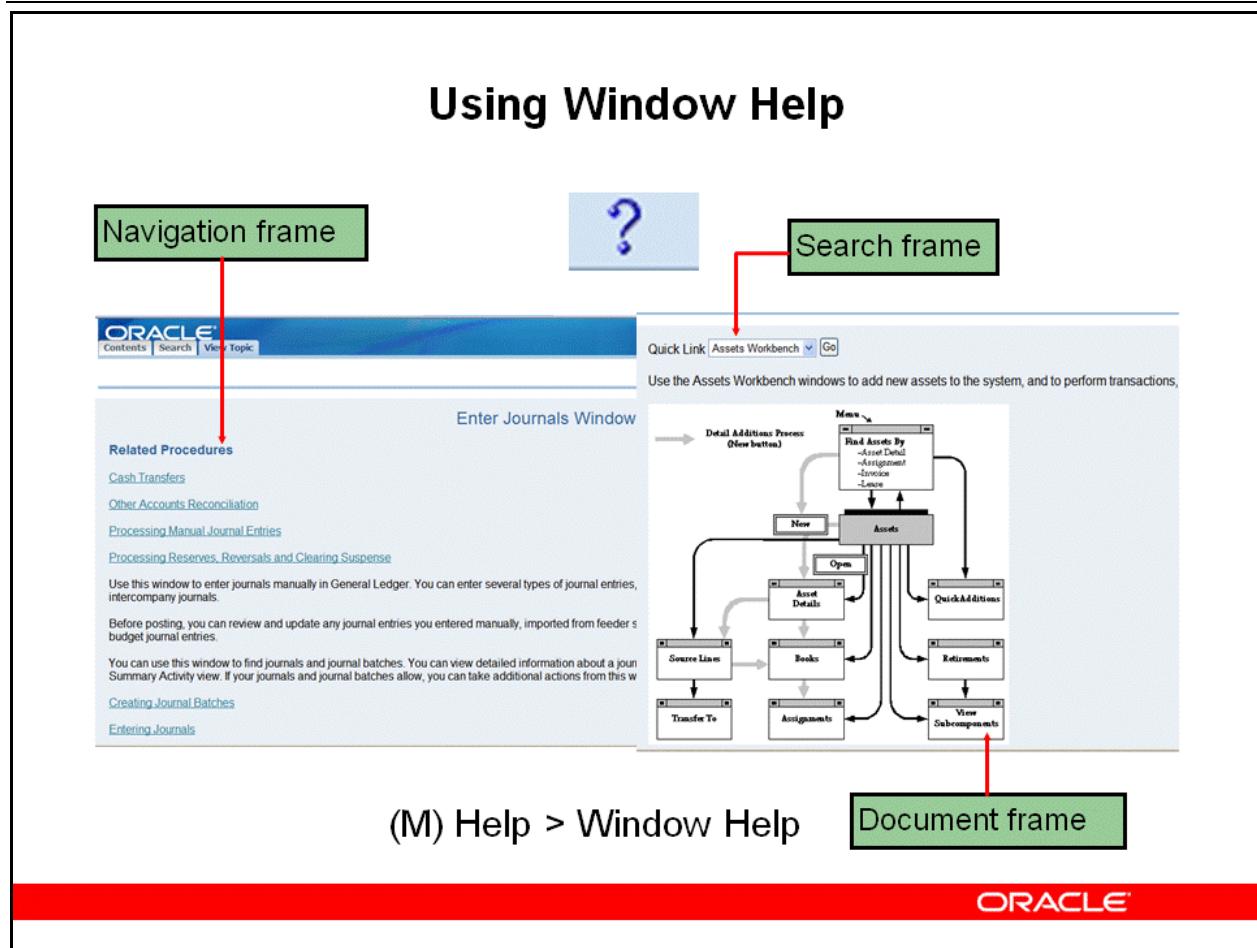
### Using Query Operators and Wildcard Characters

You can use any of the query operators listed in the table shown in the slide. You can also use the percentage (%) wildcard character to represent any character or group of characters. For example, use “Manuf%” to represent Manufacturing, Manufacturer, and so on. You can also use the underscore (\_) character to represent any single character. For example, “Product\_” can represent ProductA or Product1.

### Accessing Online Help

ORACLE®

## Using Window Help



## Using Window Help

To get help:

- Select Window Help from the Help menu, click the Help button on the toolbar, or press [Ctrl] + [H] to display help for the current window
- Navigate to the Contents tab to display online Help for any of the Oracle Applications products

**Note:** You can also choose *Oracle Applications Library* from the Help menu.

Click a product name to display the list of top-level topics in that product's online documentation. Click a topic of interest.

Navigate to the Search tab to find specific Oracle Applications information. Enter your search criteria in the text field and then click the Go button. For more search options, click the Advanced Search link.

## Searching for Help

You can perform a search to find the Oracle Applications help information you want:

- Choose Window Help from the Help menu or click the Help button on the toolbar.

- Navigate to the Search tab, enter your search criteria in the text field, then click the Go button to perform a simple search. For more search options, click the Advanced Search link.

A list of titles, ranked by relevance and linked to the documents, is returned from your search. Click whichever title seems to best answer your needs to display the complete document.

**Tip:** If the selected document does not fully answer your questions, click the browser's Back button to return to the list of titles and try another one.

## About Oracle Applications

You can obtain details about the version of Oracle Applications you are using, your login information, and details regarding the current form you are using with the About Oracle Applications window. This information is useful if you have an error message and need assistance from your system administrator or Oracle support representative when you report a problem.

## How to Display Version Information for Oracle Applications

(M) Help > About Oracle Applications.

Click OK to close this window when done.

## Practice - Reviewing the Help Menu Item

---

### Overview

In this practice, you use various aspects of Oracle Applications' online Help. You learn how to access online Help from Personal Home Page (PHP). You access Keyboard Help and learn how to access Record History for data entered in a form.

### Tasks

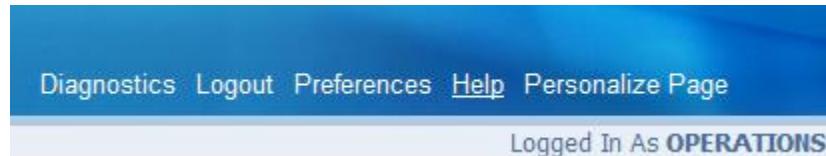
1. Log in to Oracle Applications.
2. Access the online Help from PHP.
3. Navigate to the form-based interface. For example: Open the Sales Orders form in the Order Management Super User, Vision Operations (USA) responsibility.
4. Access Keyboard Help.
5. Find Record History for an existing record.

## Solution: Reviewing the Help Menu Item

- Following the instructions provided by the instructor, enter the URL for this class and then enter the appropriate Instance Name and ID.
- Log in to Oracle Applications with the OPERATIONS username and WELCOME password.

### Accessing Online Help from PHP

- Click the Help link on the top right corner of the PHP to open the online Help.



**Note:** Navigate through all the Tabs (Contents, Search, and View Topic) to familiarize yourself with the interface.



### Order Capture

**Topics**

- [Sales Orders Workbench](#)
- [Overview of Sales Orders](#)
- [Sales Orders Customization](#)
- [Sales Orders Tools Menu](#)
- [Defining Sales Order Main and Other Header Information](#)
- [Defining Sales Order Line Addresses Information](#)
- [Defining Sales Order Line Item Main Information](#)
- [Overview of Quick Sales Orders](#)

- Close the online Help to return to PHP.

**Note:** You can close the online Help simply by closing your Web browser window.

- Select the Order Management Super User, Vision Operations (USA) responsibility from the list on the E-Business Suite home page by clicking the responsibility name.
  - Press [Tab] to go down the list and select your responsibility, then press Enter.
  - Use the mouse button to click Responsibility.

6. Click the Sales Orders link under the Orders, Returns submenu to open the form in the professional applications interface.

The screenshot shows the Oracle E-Business Suite Navigator interface. At the top, there are links to "Personalize Table Layout: (topTableLayoutContainer)" and "Personalize 'Home Contenttable'". Below that is a "Navigator" section with links to "Personalize 'Navigator'" and "Personalize Table Layout: (region2)". A "Personalize" button is located in the top right corner of this section. The main area contains two columns of links:

- Order Management Super User, Vision Operations (USA)**
  - Pricing and Availability
  - WF Notifications
  - Change Organization
- Orders, Returns**
  - Order Organizer
  - Sales Orders
  - Pricing and Availability
  - Quick Sales Orders

On the left side, there is a sidebar with a tree view of application modules:

- 00General Ledger Super User, 00LEDGER
- 98Payables, Vision Operations (USA)
- Advanced Planning Administrator
- Alert Manager, Vision Enterprises
- Application Developer
- Approvals Management Administrator
- Approvals Management Business Analyst
- Asset Inquiry, Vision Operations (USA)
- Assets, Vision Operations (USA)
- AX Receivables User

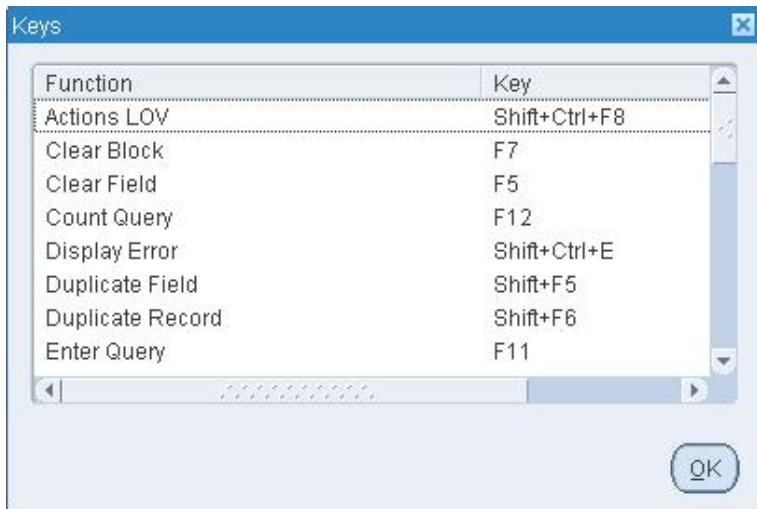
### Accessing Keyboard Help

7. (M) Help > Keyboard Help

The screenshot shows the Oracle Applications - ADS Vision interface. The window title is "Sales Orders (Vision Operations) - [New]". The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The Help menu is open, showing the following options:

- Window Help
- Oracle Applications Library
- Keyboard Help...**
- Diagnostics
- Record History
- About Oracle Applications...

**Note:** Keyboard shortcuts are shown to you.



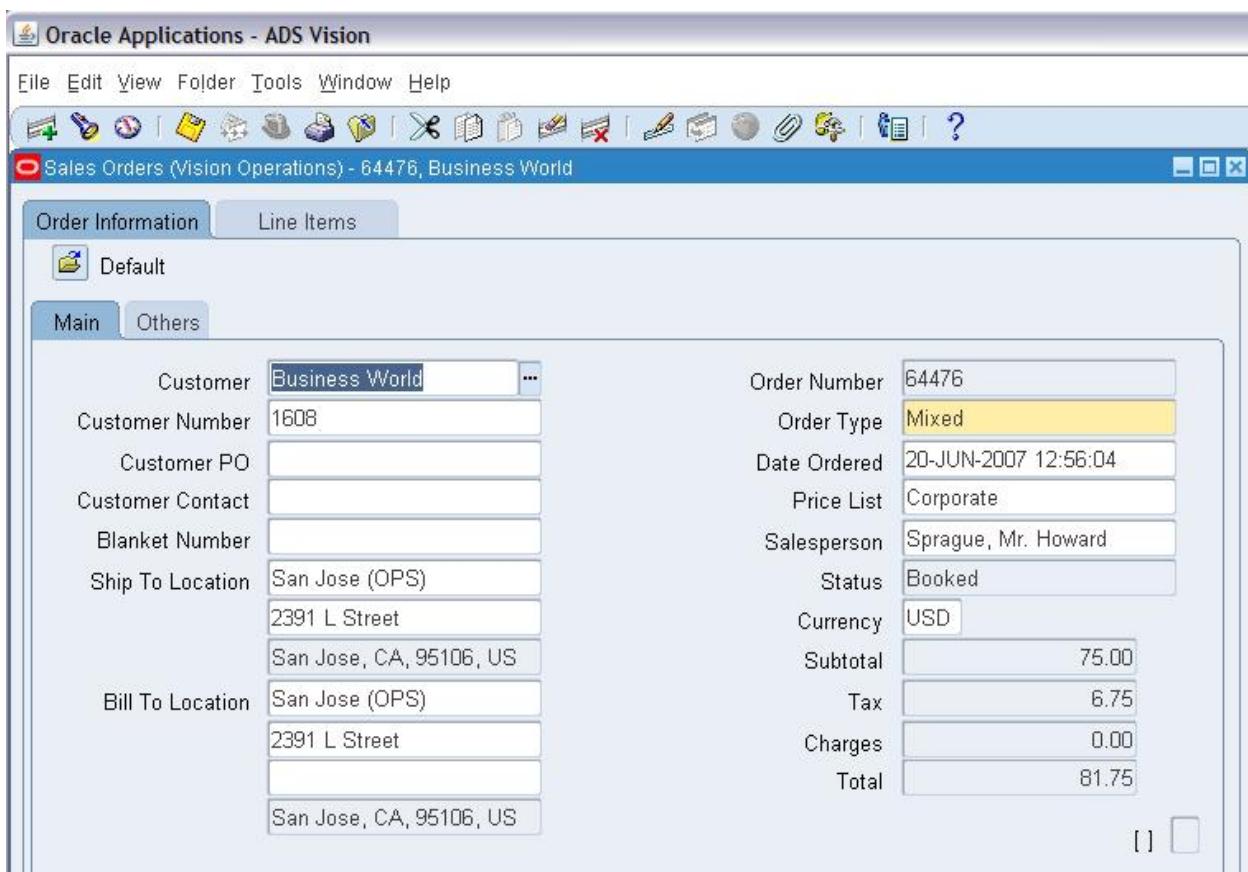
### Finding Record History

8. Open the record for which you would like to find the Record History.
  - a. Press [F11].
  - b. Enter Customer Number as 1608.

The screenshot shows the Oracle Applications - ADS Vision interface. The window title is "Sales Orders (Vision Operations) - [New]". The main area displays "Order Information" and "Line Items" tabs, with "Order Information" currently selected. Under the "Main" tab, the following fields are visible:

Field	Value
Customer	
Customer Number	1608
Customer PO	
Customer Contact	
Blanket Number	
Ship To Location	
Bill To Location	
Order Number	
Order Type	
Date Ordered	
Price List	
Salesperson	
Status	
Currency	
Subtotal	
Tax	
Charges	
Total	

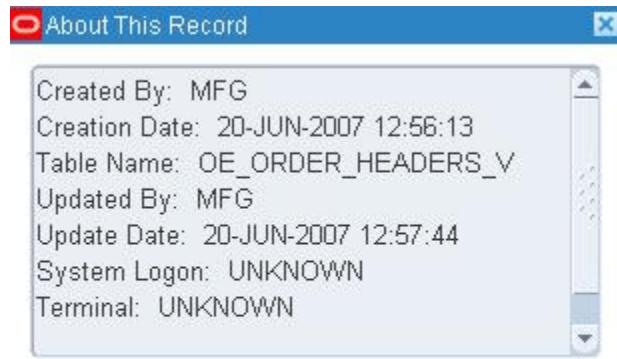
- c. Press [Ctrl] + [F11] to execute the search.



9. Navigate to Help > Record History.



10. The record history details are displayed.



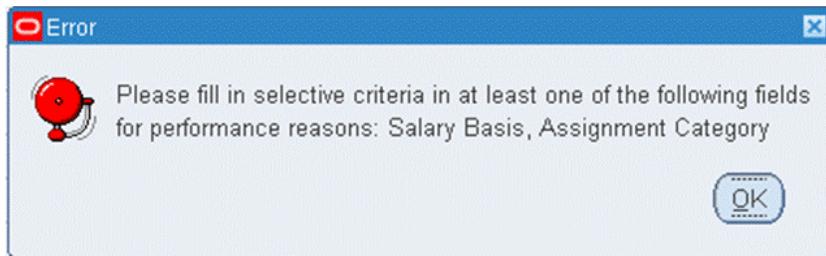
OK

**Note:** Observe different information that is shown for the record. For example: Table/View Name, Update Date, and so on.

## Error Messages

### Error Messages

- To give you a hint, the application displays a short message in the message line.
- To inform you of an error, the application displays an error window.
- A History button also appears in the error window if an error of a more serious nature occurs.



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### Error Messages

Generally, messages and errors are preceded by a message or error code:

- Codes that are prefixed by FRM arise from Oracle Forms, the underlying product that provides Oracle Applications with its graphical user interface.
- Codes that contain the prefix ORA arise from the Oracle database.
- Codes that are prefixed by APP arise from Oracle Applications.

These codes help your system administrator or Oracle support representative diagnose the errors that you may encounter.

### Record History

You can always display information about a record that has been previously saved:

- Who created the record
- Date of creation
- Database table or view where the record resides
- Who last changed the record using Oracle Applications
- Date of the last change

- User's login

### How to Learn About the Current Record

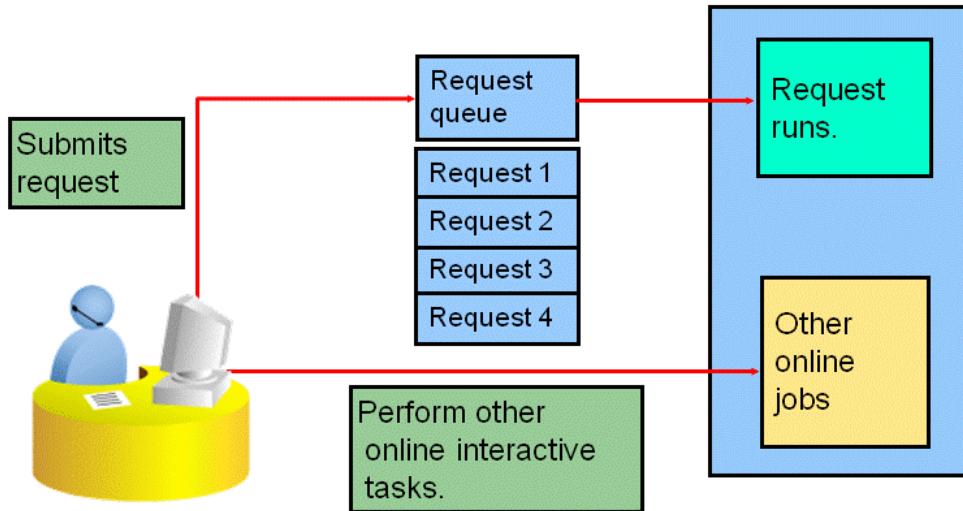
(M) Help > Record History. A dialog box appears that shows you information about the current record. Click OK to close the window.

### Running Reports and Programs

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## Using Concurrent Processing

### Using Concurrent Processing



ORACLE

### Using Concurrent Processing

You can run a noninteractive, data-dependent function such as a report or program, simultaneously with online operations. With concurrent processing, you can complete noninteractive tasks without interfering with the interactive work that you perform at your terminal.

An example of concurrent processing occurs when you use the Post Journals window in your Oracle General Ledger application. After you specify the journal batches to post and click Post, your Oracle General Ledger application uses concurrent processing to post the journal batch entries without further involvement from you. Meanwhile, your terminal is still available for you to continue doing other work in Oracle Applications.

Oracle Applications runs all of its reports and programs as concurrent processes whether you submit them using the Submit Requests window, or using a product-specific submission window. Your system administrator can customize concurrent processing to optimize the performance of Oracle Applications.

## Running Reports and Programs

# Running Reports and Programs

- Concurrent processing:
  - Run noninteractive tasks, such as reports and programs.
  - It does not interfere with the interactive work you perform on your computer.
- Standard Request Submission (SRS):
  - Use the SRS interface to run reports and programs.
  - View report output online.
  - Schedule reports and programs.
  - View log information.

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## Running Reports and Programs

### Concurrent Processing and Standard Request Submission

Concurrent processing helps you satisfy the following business needs:

- Continue working at your computer while running data-dependent reports and programs.
- Fully use the capacity of your hardware by executing many application tasks at once.

Standard Request Submission lets you satisfy a related set of business needs. You can:

- Use a standard interface to run your programs and reports
- Control access to different reports and programs
- View report output online
- Automatically run programs, reports, or request sets at specific time intervals
- View a log file that summarizes the completion information about all the reports and programs in a request set

## **Guided Demonstration - Running a Single Request Report (Required)**

### **Logging In to Oracle Applications**

Log in to Oracle Applications:

- Username: OPERATIONS
- Password: welcome
- Accessibility: None
- (B) Login

### **Run a Single Request Report**

1. Use Order Management Super User, Vision Operations (USA) responsibility.
2. Navigate to the submit request form (N) Reports, Requests > Run Reports.
3. Choose the default Single Request and click OK.
4. Select Orders Summary Report from the LOV.
5. Choose the default Operating Unit: Vision Operations.
6. In the parameters window, choose the default and click OK.
7. Click Submit.
8. Note the Request ID and click No on the decision screen.
9. View the above request using (M) View > Requests.
10. Choose the default All my requests.
11. Click Find.
12. Click View Output to find the Orders Summary report.

## Practice - Running Reports and Programs

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### Overview

In this practice, you run a Standard Request Submission (SRS), create a Request Set, and use SRS to run the Request Set.

### Tasks

1. Log in to Oracle Applications.
2. Select the Human Resources, Vision Enterprises responsibility.
3. Navigate to the Submit Request window:
  - (N) Processes and Reports > Submit Processes and Reports
4. Enter the following information:
  - Name: Employee Periodic Detail Report
  - Enter the following Parameters:
    - Beginning Date Paid: Enter a date two months prior to Current/System date
    - Ending Date Paid: Select Current/System Date
    - Jurisdiction Level: Federal (Choose default.)
    - Detail Level: Summary within Selected Period (Choose default.)
    - Output file type: Comma Delimited (Select Default.)
  - Submit the request.
5. View the Output.

#### Create a Request Set Using the Request Set Wizard:

6. Switch responsibility to System Administrator.
7. Use Standard Request Submission to run your Request Set.
  - (N) Requests > Set
8. Schedule your Request Set to run once a week for four weeks.

**Note:** The purpose of this practice is to understand how to use the Wizard to create a Request Set, not to teach you which reports to run, or what parameter values should be used for specific reports.

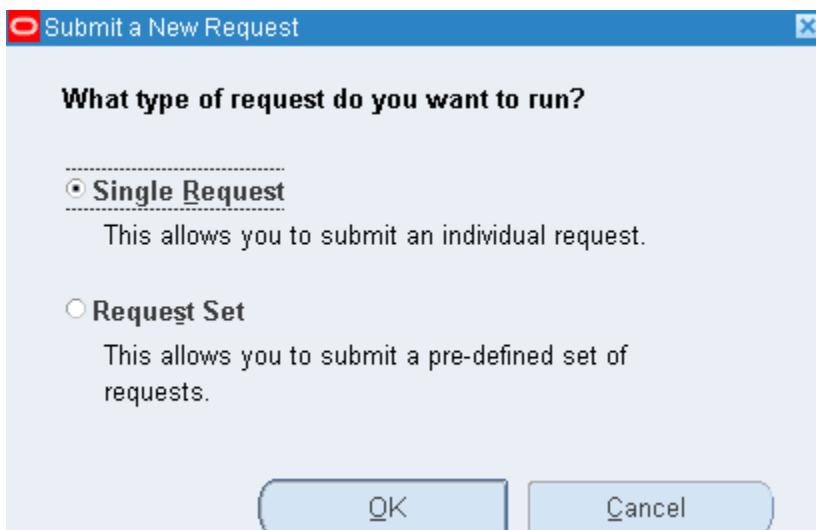
## Solution: Running Reports and Programs

1. Following the instructions provided by the instructor enter the URL for this class and then enter the appropriate Instance Name and ID.
2. Log in to Oracle Applications with the OPERATIONS username and WELCOME password.
3. Select the Human Resources, Vision Enterprises responsibility from the list on the E-Business Suite home page by clicking the responsibility name.
  - Press [Tab] to go down the list and select your responsibility, then press Enter.
  - Use the mouse button to click Responsibility.

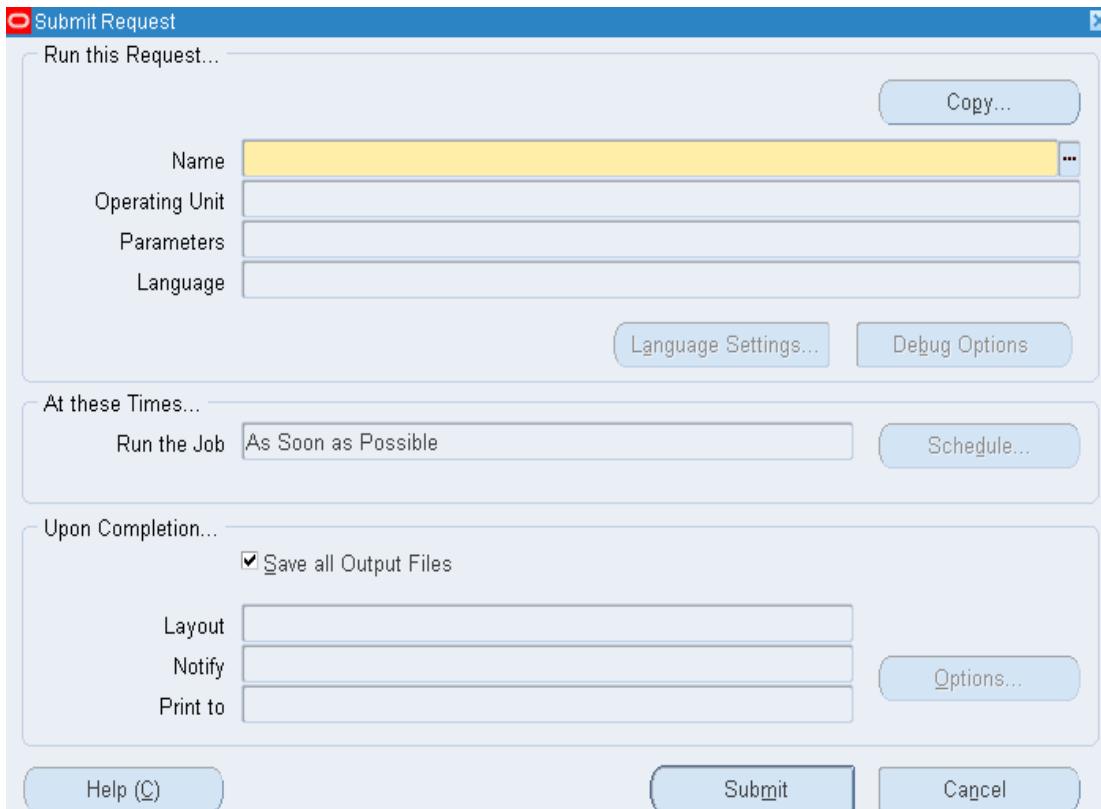
<ul style="list-style-type: none"> <li><a href="#">DBI Custom Pages and Reports</a></li> <li><a href="#">DBI Incremental Request Sets</a></li> <li><a href="#">Desktop Integration</a></li> <li><a href="#">e-Commerce Gateway, Vision Enterprises</a></li> <li><a href="#">Employee Self-Service</a></li> <li><a href="#">Enterprise Asset Management, Vision Operations</a></li> <li><a href="#">Enterprise Install Base, Vision Operations</a></li> <li><a href="#">Enterprise Planning and Budgeting Analyst</a></li> <li><a href="#">ERES Administrator</a></li> <li><a href="#">Facility Operations, Vision Operations (USA)</a></li> <li><a href="#">Financial Information System</a></li> <li><a href="#">Functional Administrator</a></li> <li><a href="#">General Ledger, Vision Operations (USA)</a></li> <li><a href="#">Human Resources, Vision Enterprises</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Miscellaneous Plan</a></li> <li><a href="#">Enrollment Override</a></li> <li><a href="#">Dependent/Beneficiary Designation</a></li> <li><a href="#">Person Primary Care Provider</a></li> <li><a href="#">Court Orders</a></li> </ul> <p><b>People : Total Comp Enrollment : Enrollment Process</b></p> <ul style="list-style-type: none"> <li><a href="#">Person Life Events</a></li> <li><a href="#">Person Enrollment Action Items</a></li> <li><a href="#">Person Enrollment Certifications</a></li> <li><a href="#">Person Communications</a></li> </ul> <p><b>People : Total Comp Contribution</b></p> <ul style="list-style-type: none"> <li><a href="#">Record Continuing Benefits Payment</a></li> <li><a href="#">Monthly Participant Premium</a></li> <li><a href="#">Monthly Premiums</a></li> <li><a href="#">Manual Payments</a></li> </ul>
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- E-Business Suite home page will display menu options and functions in a new column on the page that is currently displayed.
4. Click the Submit Processes and Reports link under the Processes and Reports submenu to open the Submit a New Request dialog box.

<p><b>Processes and Reports</b></p> <ul style="list-style-type: none"> <li><a href="#">Submit Processes and Reports</a></li> <li><a href="#">View Requests</a></li> <li><a href="#">View Reports</a></li> <li><a href="#">Workflow Notifications</a></li> <li><a href="#">Batch Process Parameters</a></li> <li><a href="#">Monitor Batch Processes</a></li> <li><a href="#">Define a Quickpaint Report</a></li> <li><a href="#">Run a Quickpaint Report</a></li> <li><a href="#">Submit Custom Reports</a></li> <li><a href="#">Maintain Process Parameters</a></li> <li><a href="#">Process Log</a></li> <li><a href="#">Workflow Notifications</a></li> </ul>
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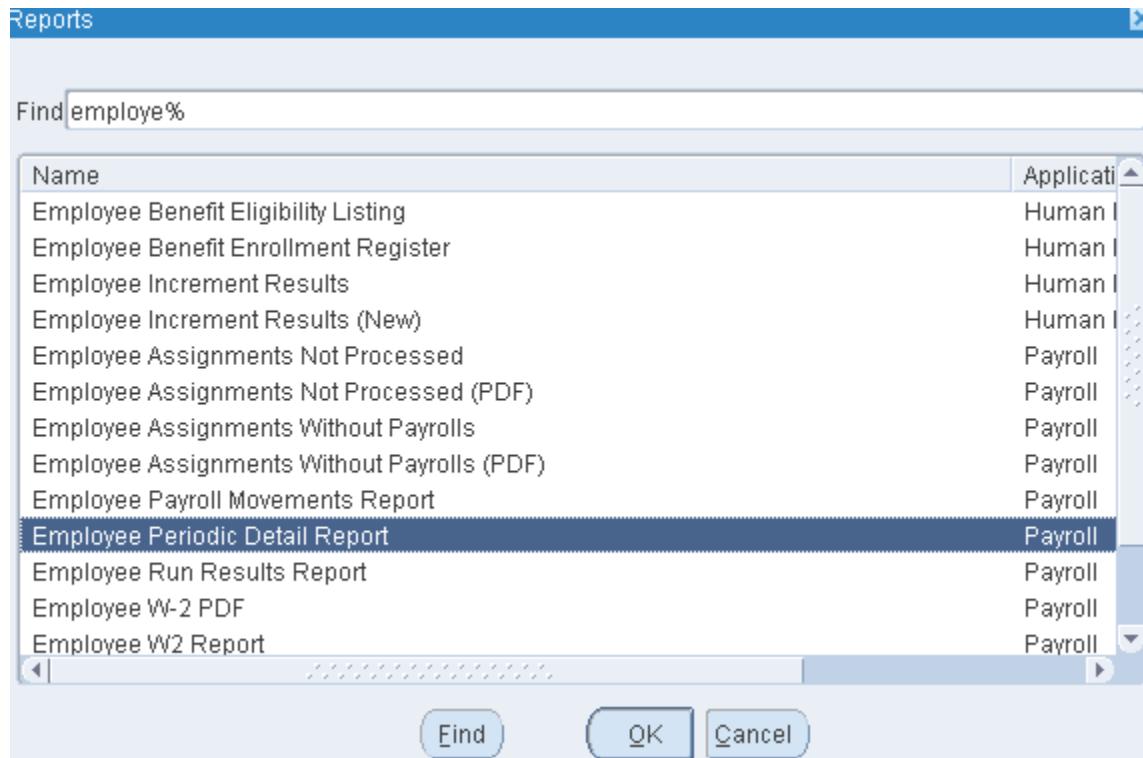


5. Select the default Single Request and click OK to open the Submit Request dialog box.

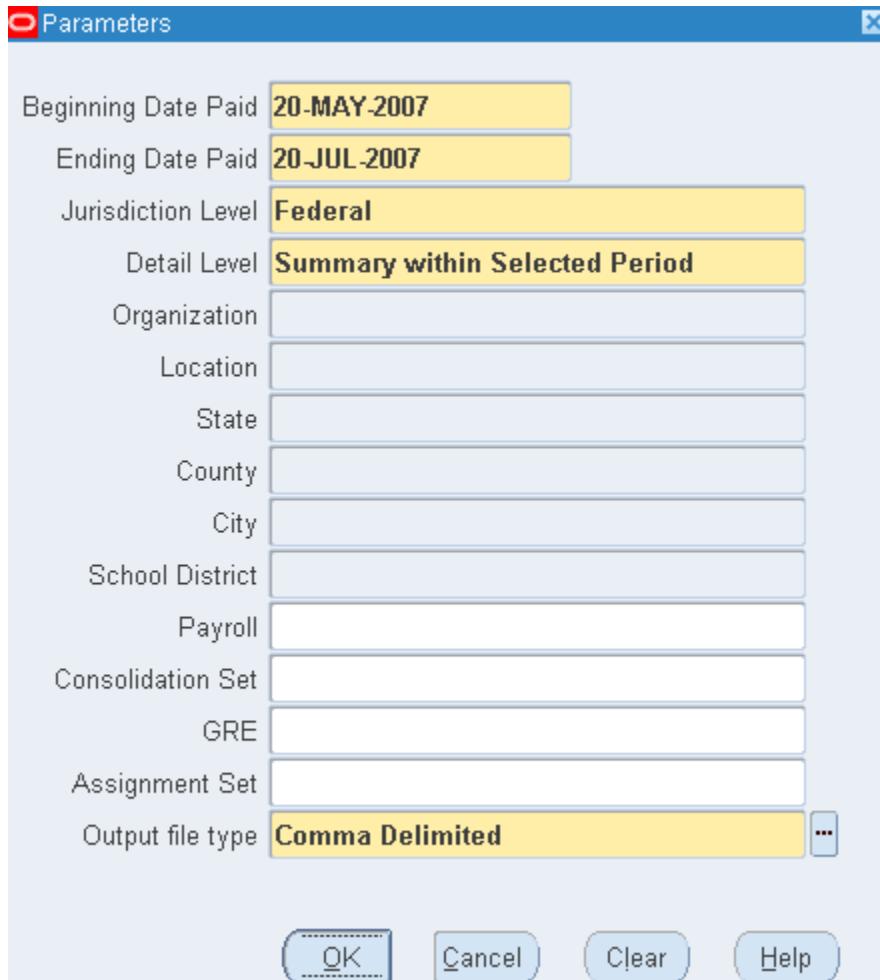


6. Enter the following information:

- Name: Employee Periodic Detail Report (Select from the LOV.)



- (B) OK
- Enter the following in the Parameters window:
  - Beginning Date Paid: Enter a prior date (say two months prior to Current/System Date).
  - Ending Date Paid: Select Current/System Date
  - Jurisdiction Level: Federal (Select default.)
  - Detail Level: Summary within Selected Period (Choose default.)
  - Output file type: Comma Delimited (Select default.)



– (B) OK

**O Submit Request**

Run this Request...

Name	Employee Periodic Detail Report
Operating Unit	
Parameters	20-MAY-2007:20-JUL-2007:Federal:Summary within Selected Period::::::Comma Delimited
Language	American English

At these Times...

Run the Job As Soon as Possible

Upon Completion...

Save all Output Files

Layout	
Notify	
Print to	noprint

– (B) Submit

**O Decision**

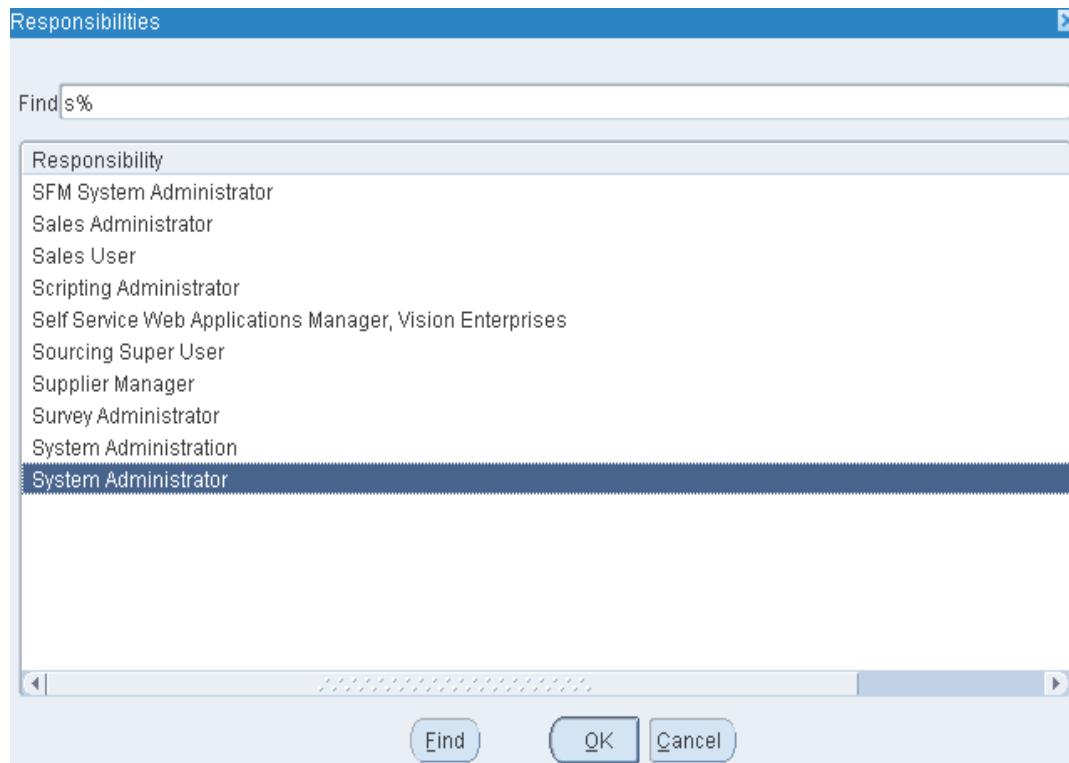
 Request submitted.  
(Request ID = 4945717)

Submit another request?

– (B) No

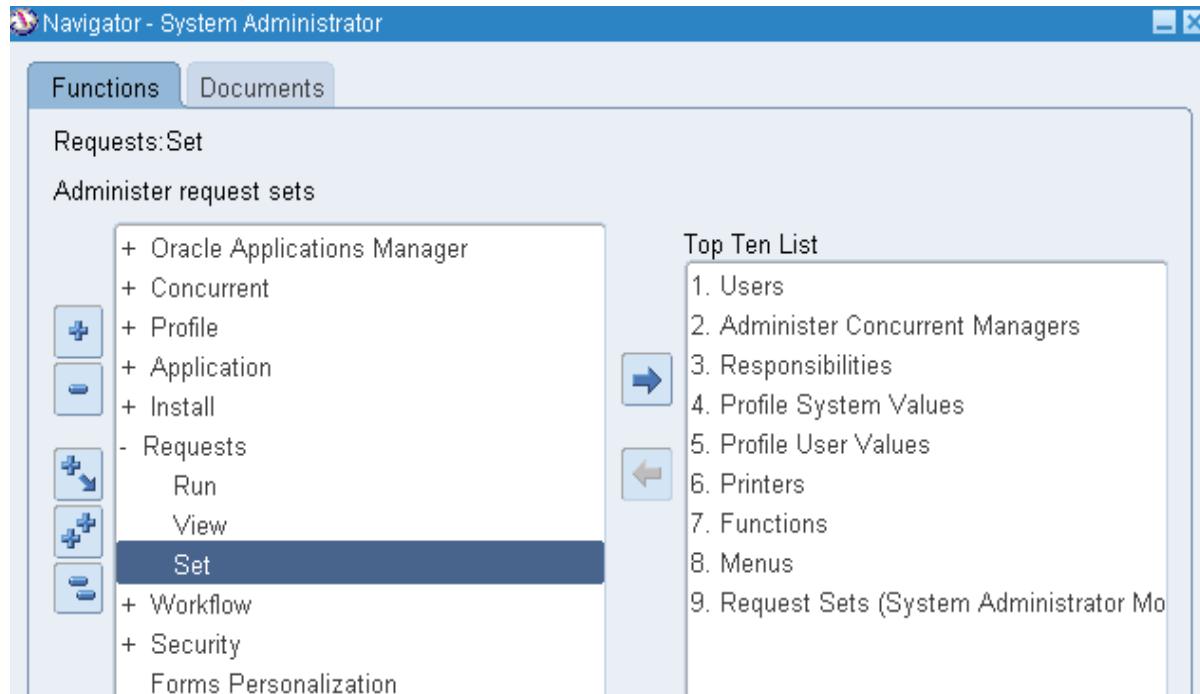
7. Switch responsibility to System Administrator using the following icon:



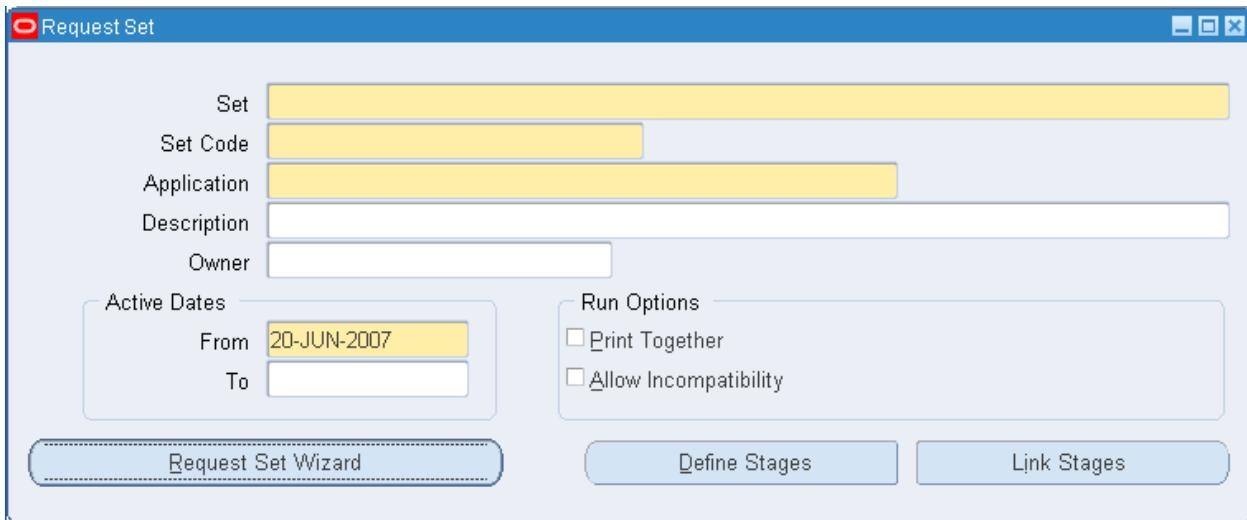


– (B) OK

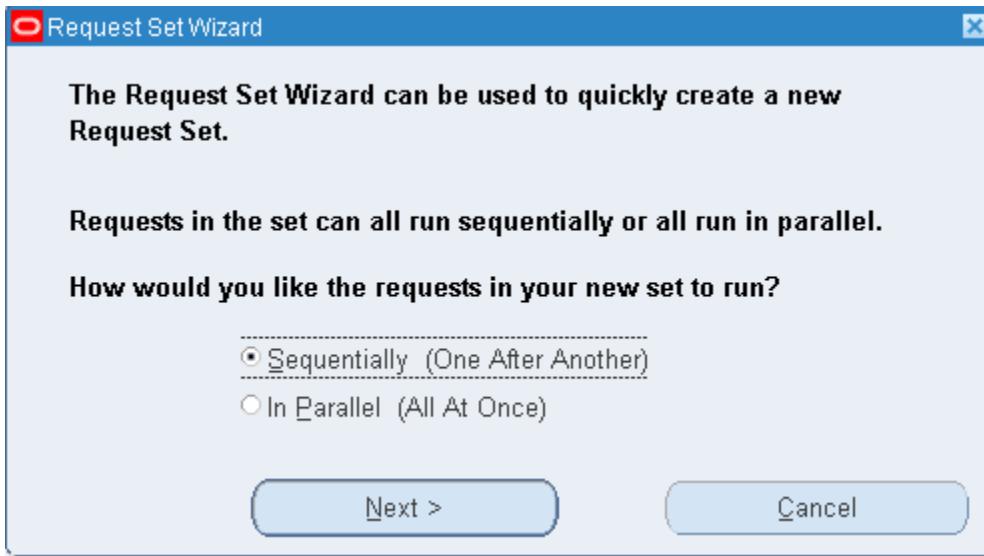
#### 8. (N) Requests > Set



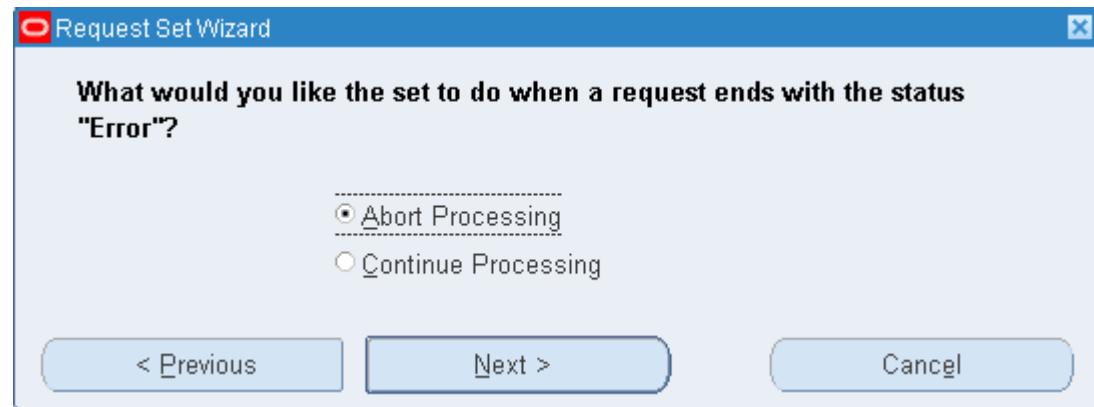
#### 9. Click the Request Set Wizard button in the form. (Do not fill in any other fields.)



10. Accept the default value to run your requests sequentially. Click Next. This will create one stage for each request in the set.



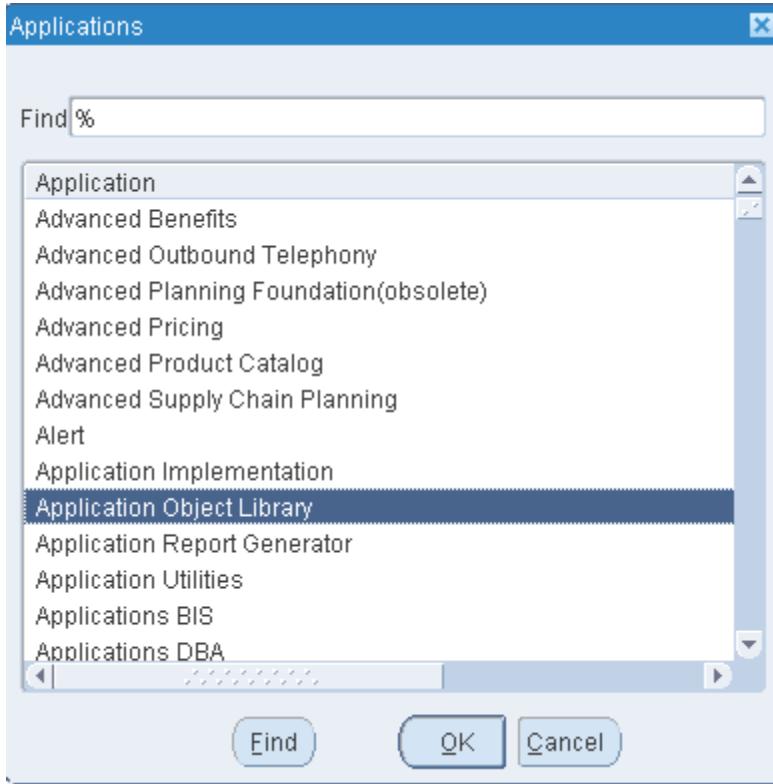
11. Accept the default to Abort Processing if one of your requests ends in "Error." Click Next.



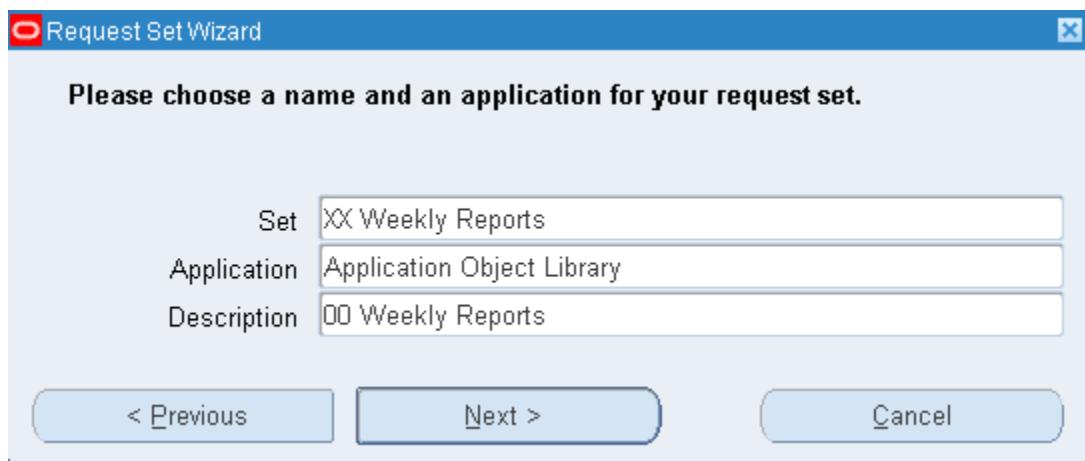
12. Enter the required information for your Request Set. Click the Next button.



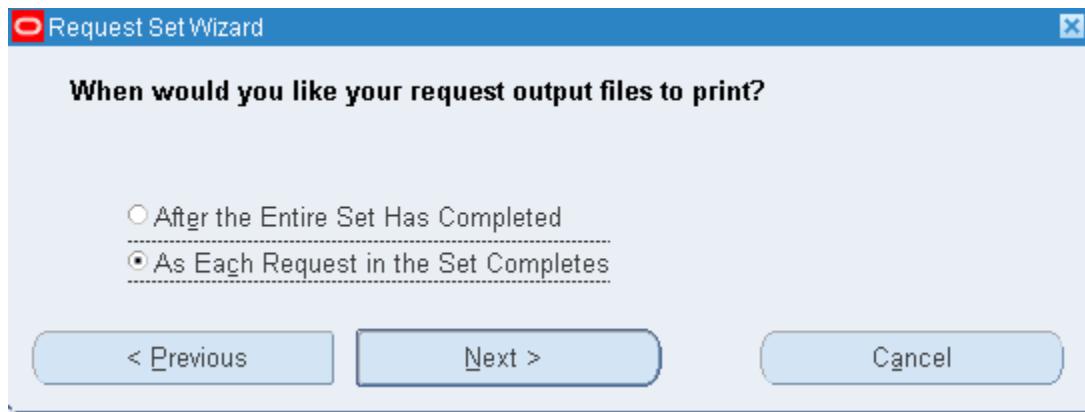
- Enter **xx Weekly Reports** as the Request Set name.
- Select **Application Object Library** as the Application name.



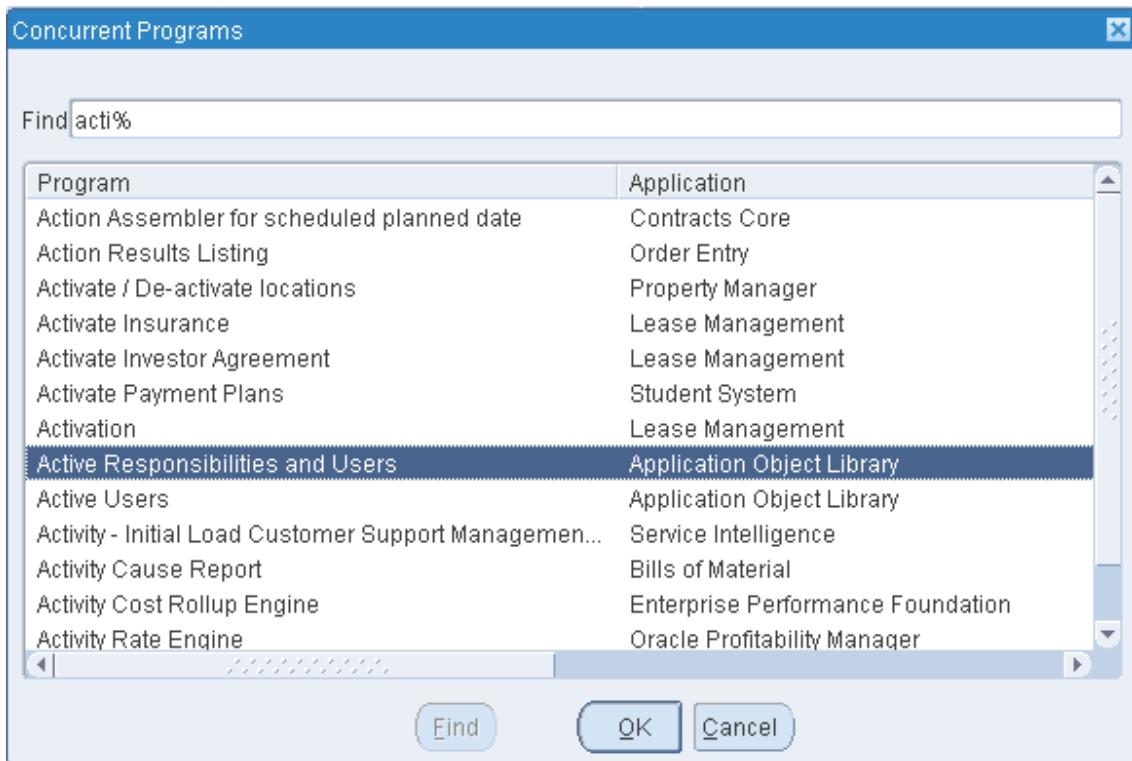
- Enter **00 Weekly Reports** as the Description.



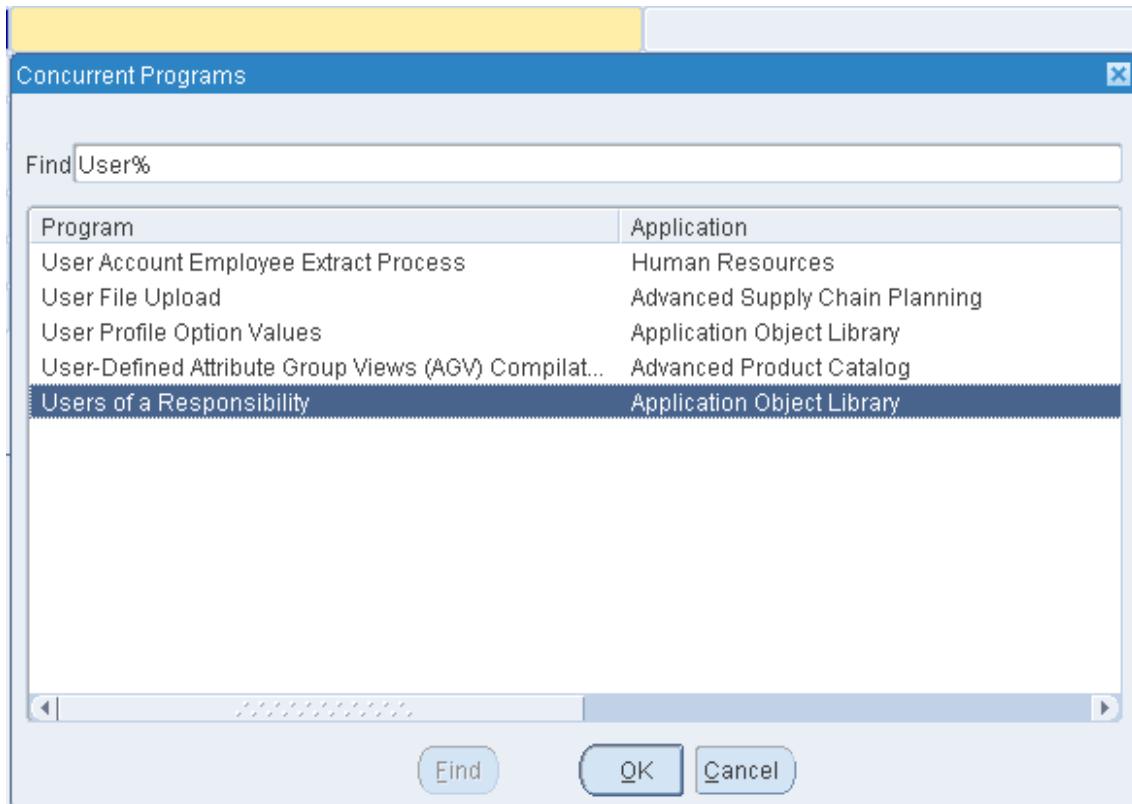
13. (B) Next
14. Accept the default print option As Each Request in the Set Completes. Click the Next button.



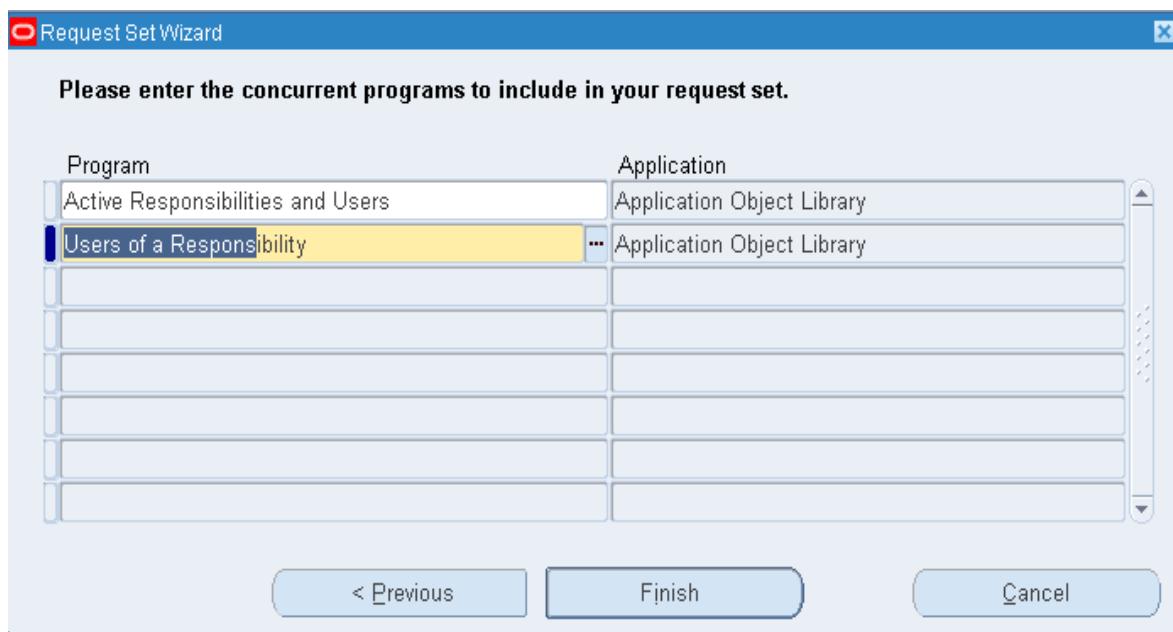
15. Select the concurrent program(s) that you want to run:
  - Select Active Responsibilities and Users.



- (B) OK
- Select Users of a Responsibility.

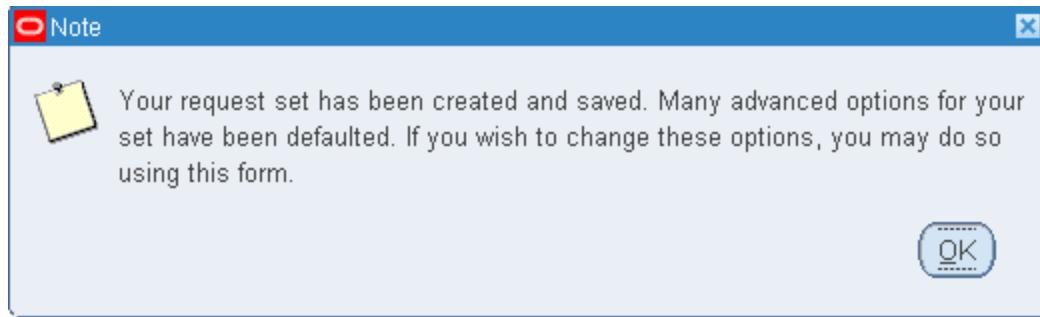


- (B) OK

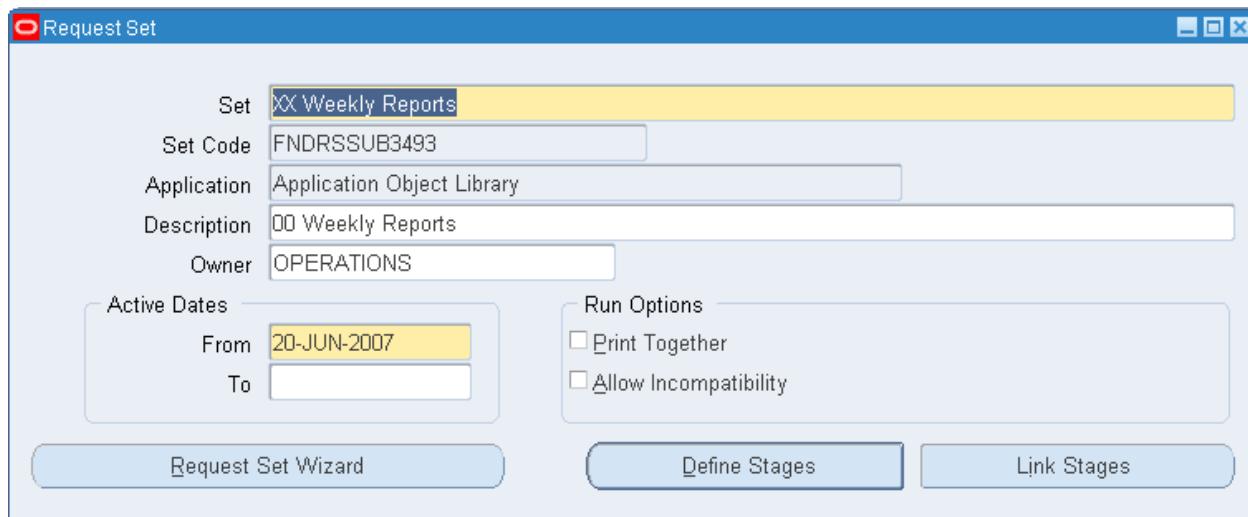


16. Click the Finish button.

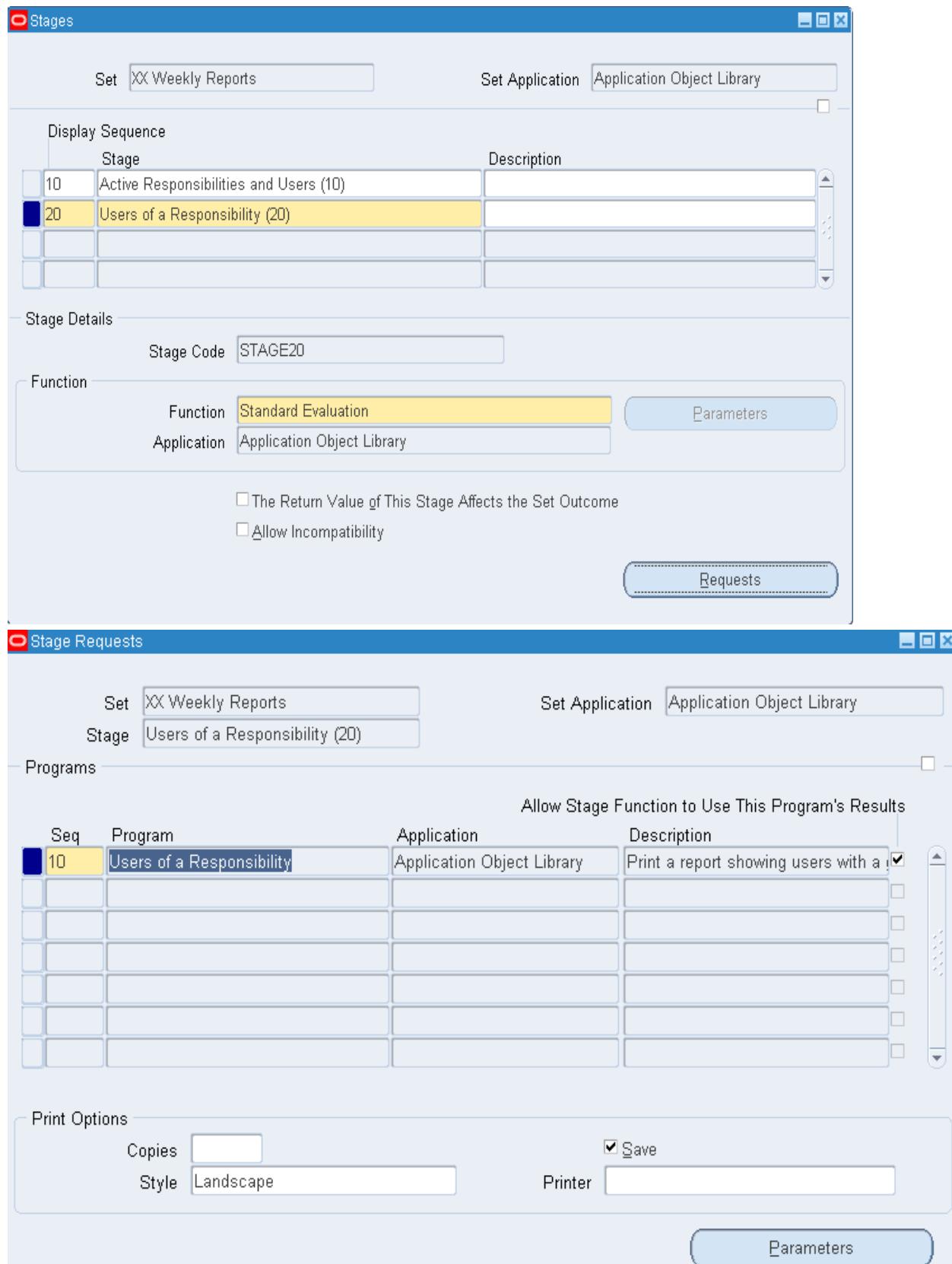
17. Click the OK button in the Note dialog box that appears.

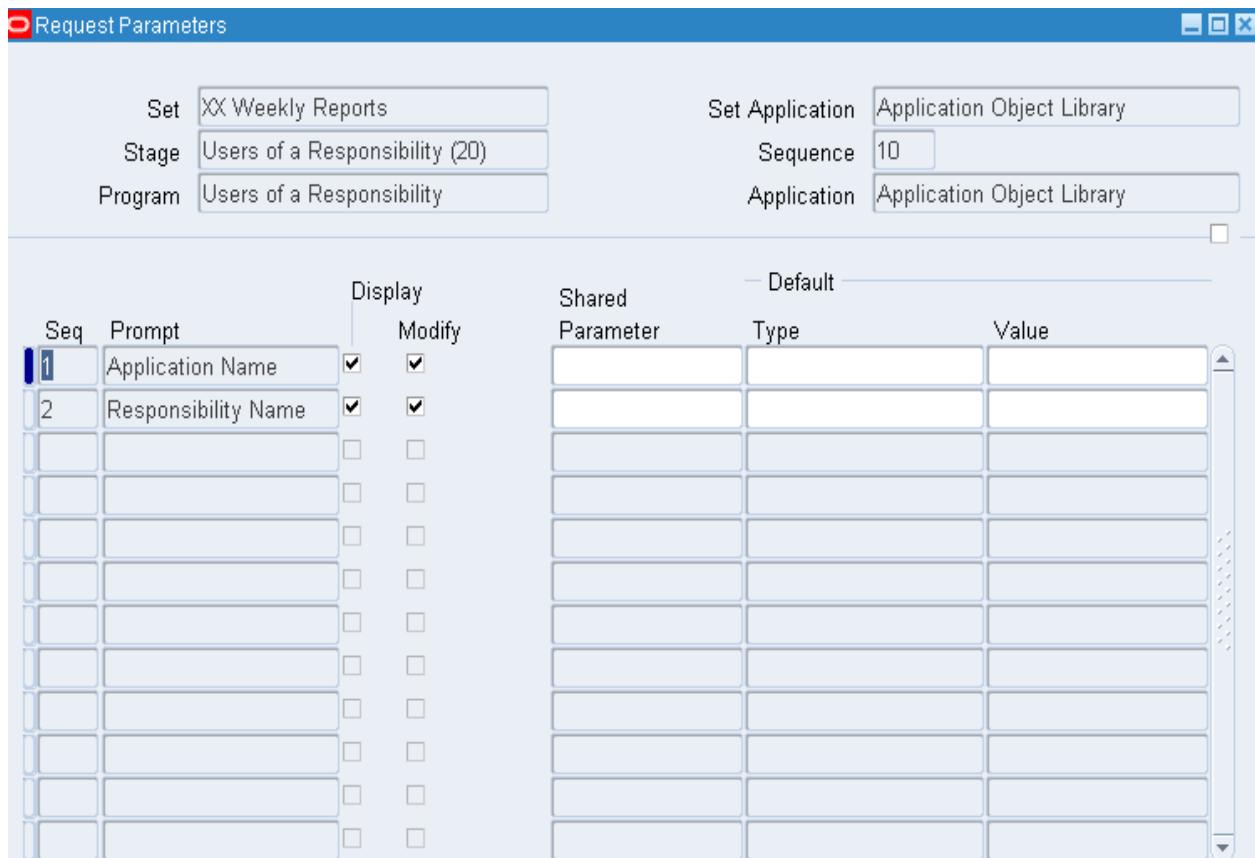


18. Click the Define Stages button to review your three stages.



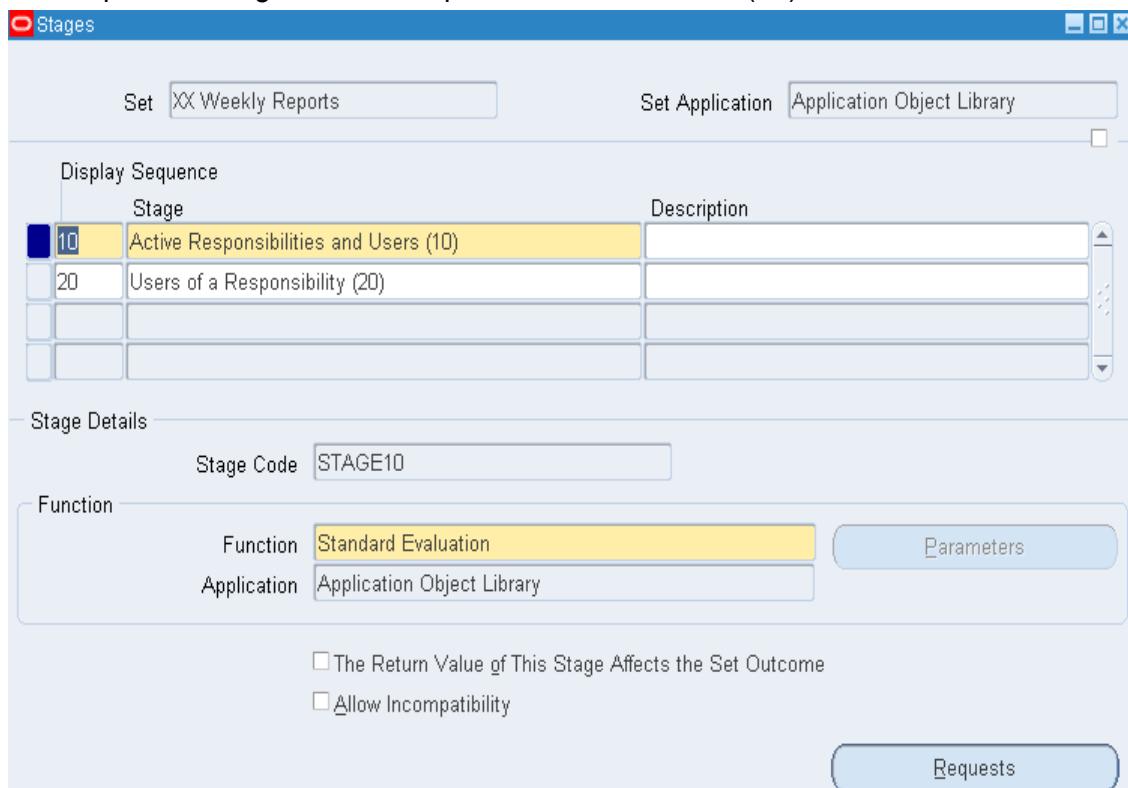
19. Click the Requests button for Users of a Responsibility (20) and then, click the Parameters button to view the parameters for this program. You can also review your other stages, requests, and parameter windows.



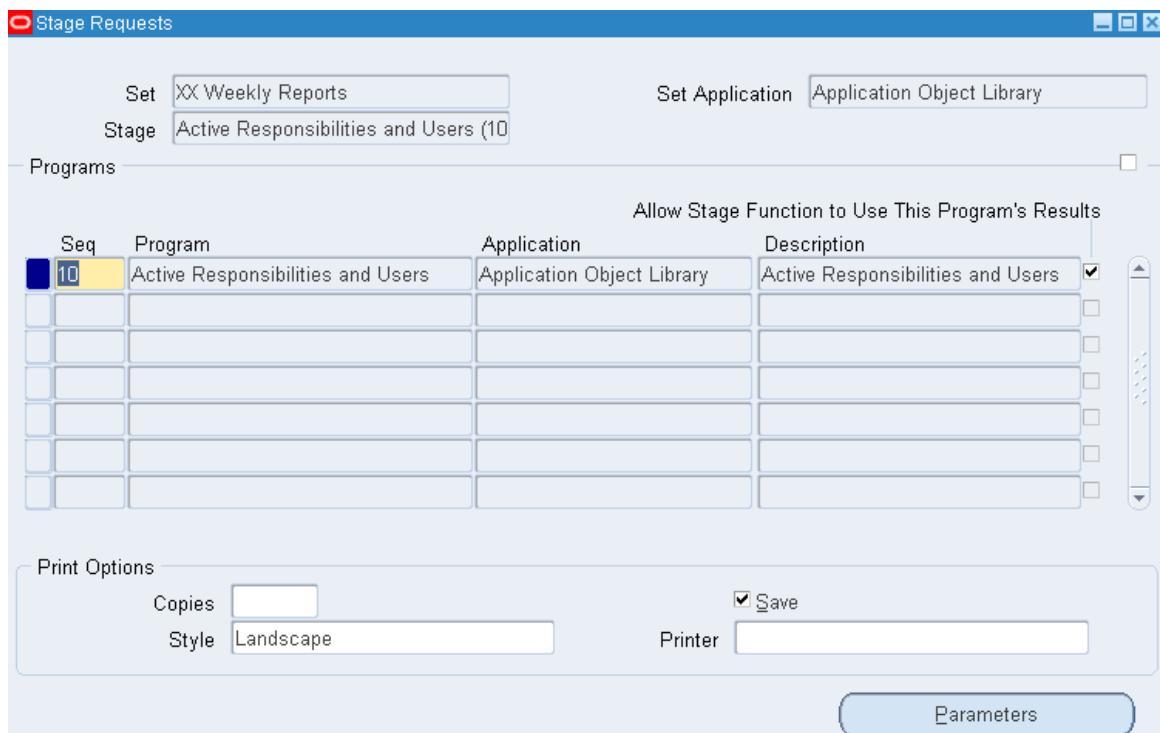


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20. Repeat for Stage: Active Responsibilities and Users (10)



## 21. (B) Requests



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## 22. (B) Parameters

**Request Parameters**

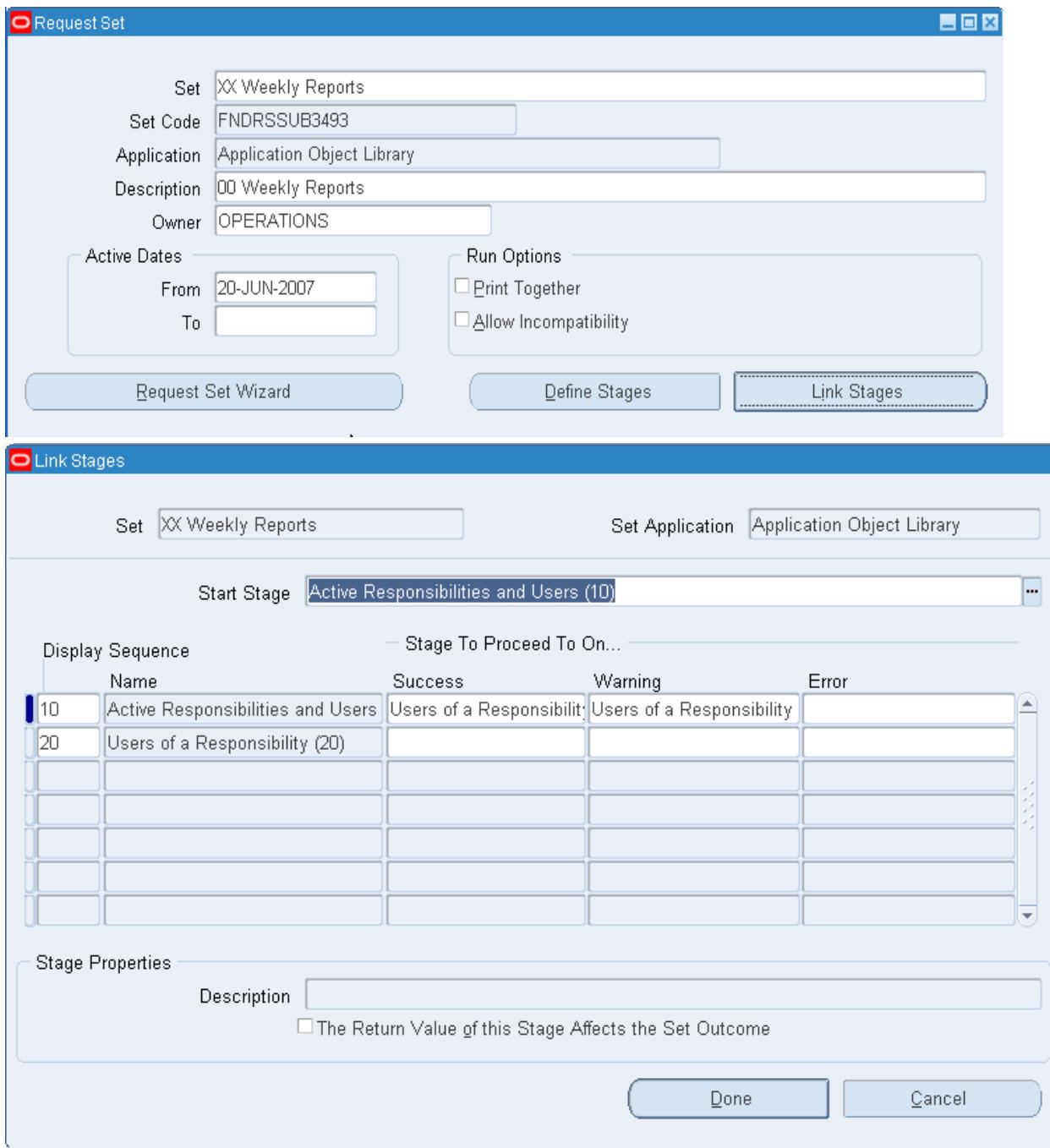
Set	XX Weekly Reports	Set Application	Application Object Library
Stage	Active Responsibilities and Users (1)	Sequence	10
Program	Active Responsibilities and Users	Application	Application Object Library

---

Seq	Prompt	Display		Shared Parameter	Default	
		Modify	Value		Type	Value
1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
2		<input type="checkbox"/>	<input type="checkbox"/>			
3		<input type="checkbox"/>	<input type="checkbox"/>			
4		<input type="checkbox"/>	<input type="checkbox"/>			
5		<input type="checkbox"/>	<input type="checkbox"/>			
6		<input type="checkbox"/>	<input type="checkbox"/>			
7		<input type="checkbox"/>	<input type="checkbox"/>			
8		<input type="checkbox"/>	<input type="checkbox"/>			
9		<input type="checkbox"/>	<input type="checkbox"/>			
10		<input type="checkbox"/>	<input type="checkbox"/>			
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31		<input type="checkbox"/>	<input type="checkbox"/>			
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78		<input type="checkbox"/>	<input type="checkbox"/>			
79		<input type="checkbox"/>	<input type="checkbox"/>			
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89		<input type="checkbox"/>	<input type="checkbox"/>			
90		<input type="checkbox"/>	<input type="checkbox"/>			
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97		<input type="checkbox"/>	<input type="checkbox"/>			
98		<input type="checkbox"/>	<input type="checkbox"/>			
99		<input type="checkbox"/>	<input type="checkbox"/>			
100		<input type="checkbox"/>	<input type="checkbox"/>			

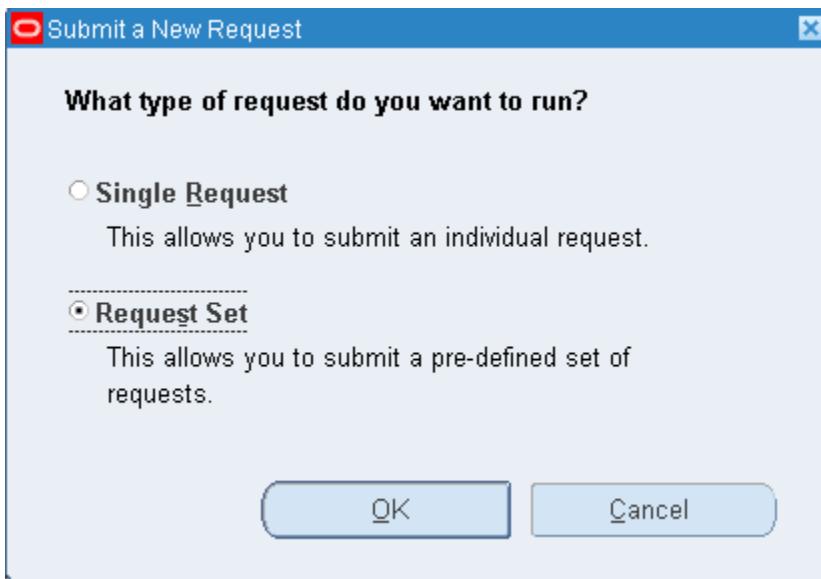
**Note:** Close all windows until you are back to the Request Set window.

23. Return to the Request Set form and click the Link Stages button to view the default values you selected to link your stages. Notice the Start Stage value and the values for Success, Warning, and Error. Click the Cancel button after you have completed your review.

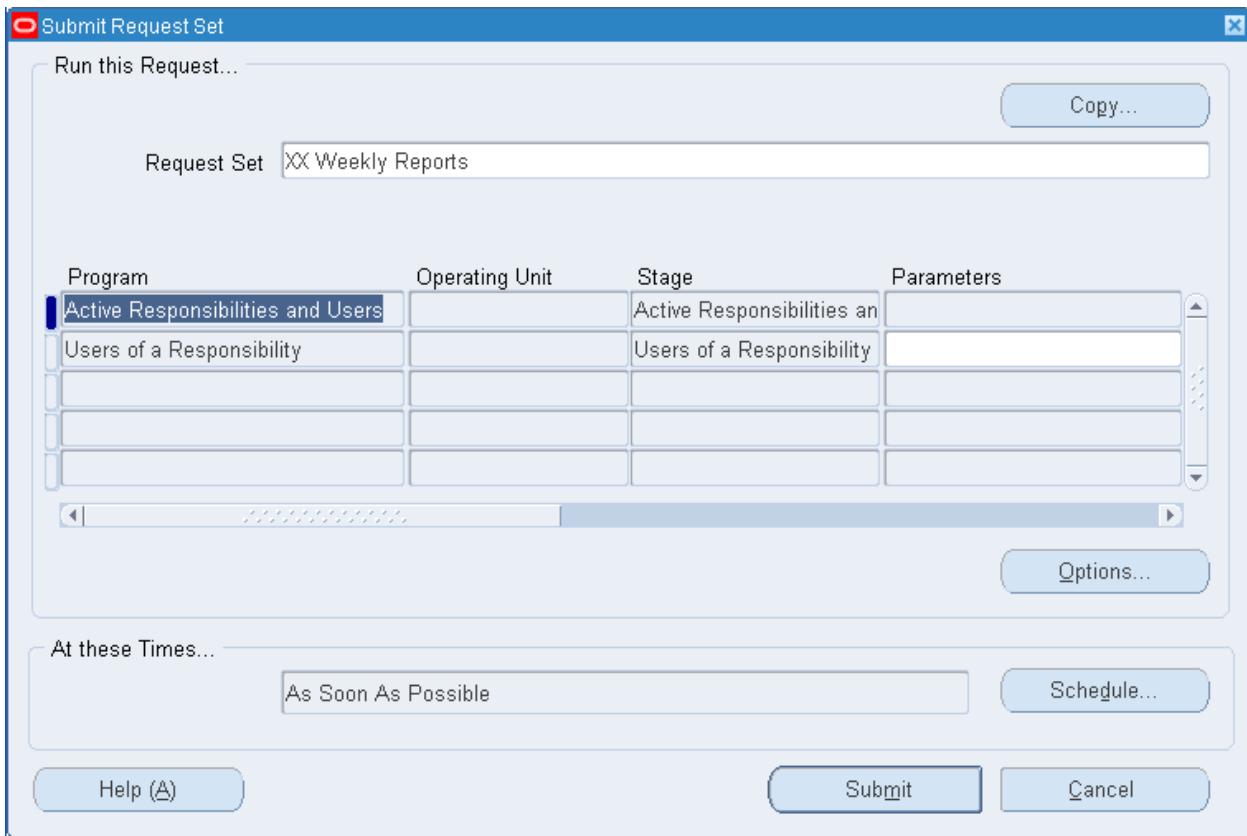


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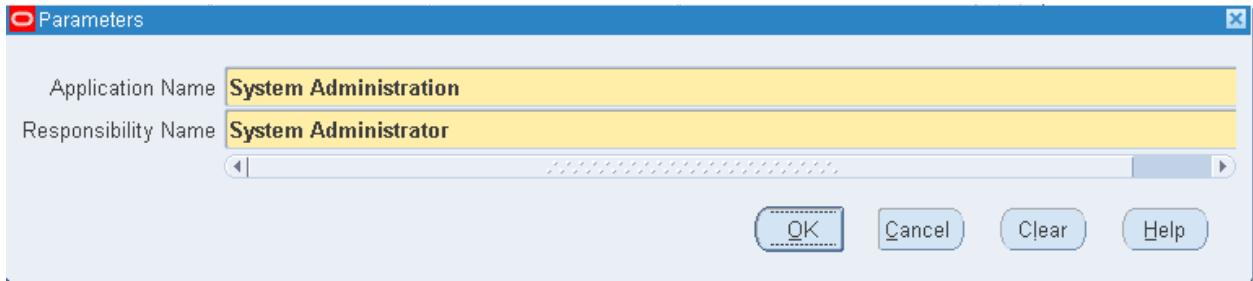
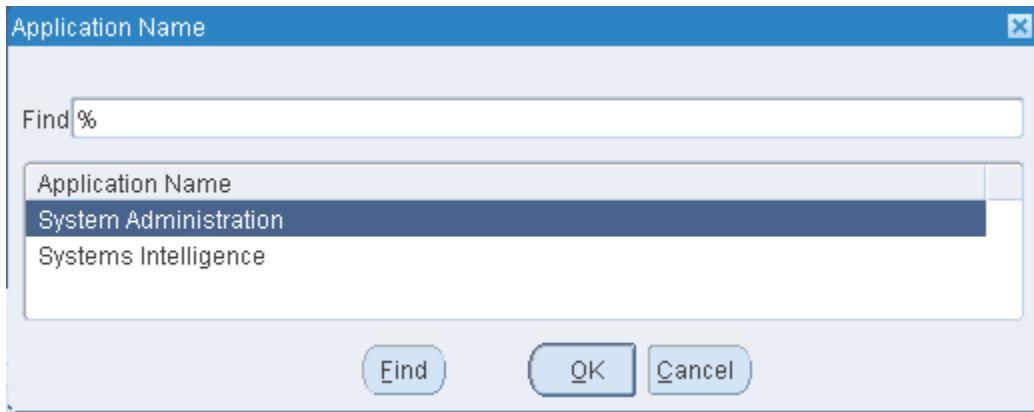
24. Close the Request Set form.
  25. Navigate to the Standard Request Submission form. (N) Requests > Run

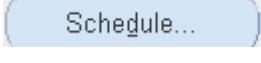


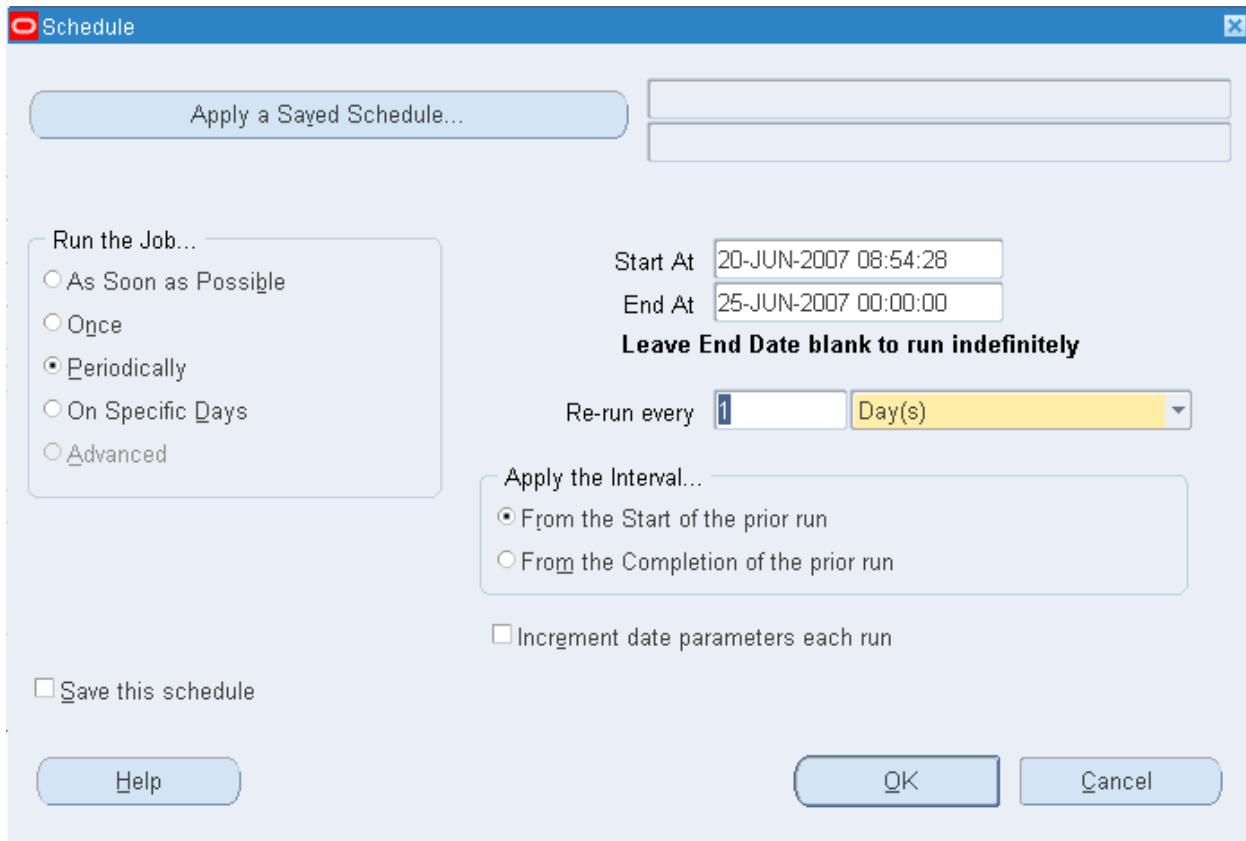
26. Select the Request Set option button and click OK.
27. Select your XX Weekly Reports from the list of values (LOV).



28. Complete the parameter values for each report:
  - Active Responsibilities has no parameters.
  - Active Users has no parameters.
  - Users of a Responsibility: Enter System Administration for Application Name and System Administrator for Responsibility Name.

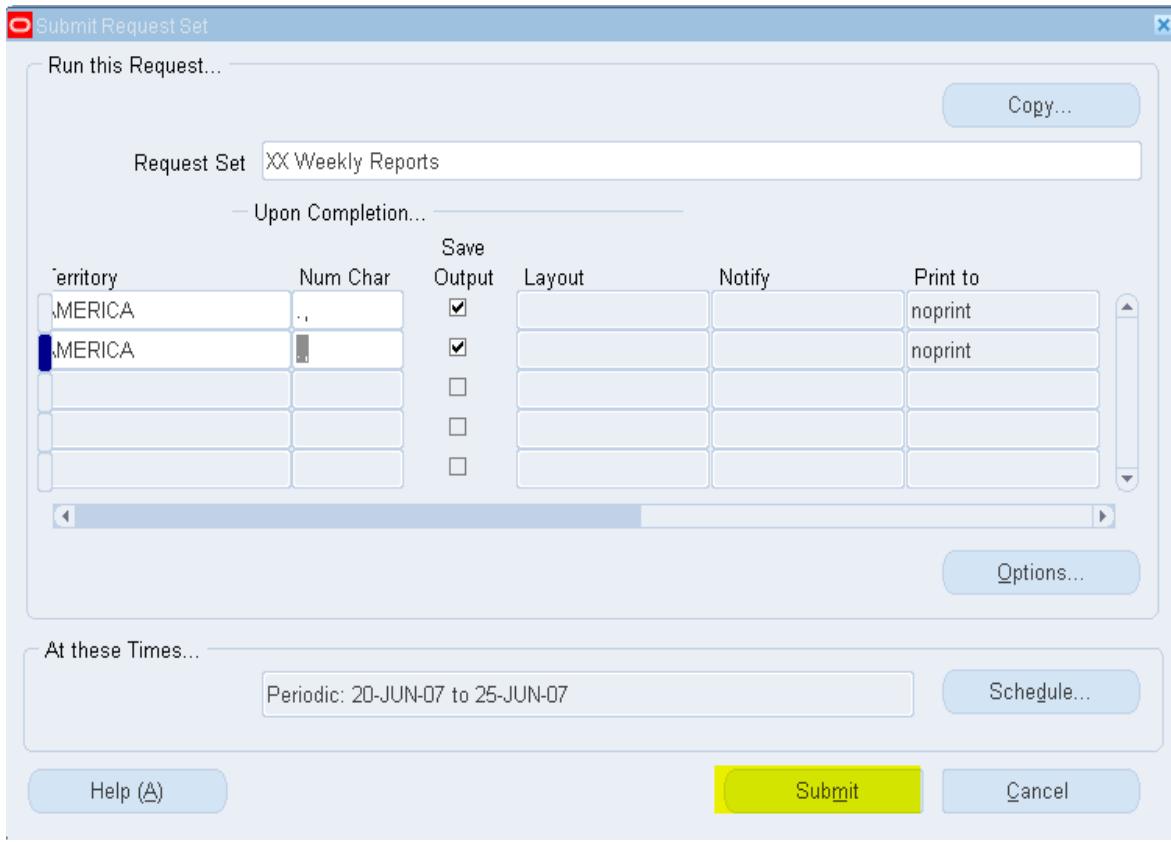


29. Click OK to close the parameter window.
30. Click the Schedule button. 
31. Select the Periodically option under the Run the Job section, provide an End Date for this schedule, and finally click the OK button.



**Note:** You can save this schedule by selecting the “Save this schedule” check box.

32. Click the Submit button to submit the request.



33. Record your Request ID and Click No when asked to submit another request.



34. View your Reports online.

- (M) Requests > View
- Accept the All My Requests option by clicking the Find button in the Find Requests window.

35. Click the line with the completed Users of a Responsibility report.

The screenshot shows a Windows application window titled "Requests". At the top, there are three buttons: "Refresh Data", "Find Requests", and "Submit a New Request...". Below the buttons is a table with the following columns: Request ID, Name, Parent, Phase, Status, Requestor, and Priority. The "Phase" column is highlighted in green, and the "Status" column is also highlighted in green. A row for request ID 4967248 has a yellow background, indicating it is selected. The table contains the following data:

Request ID	Name	Parent	Phase	Status	Requestor	Priority
4967248	XX Weekly Reports (Report)		Pending	Scheduled	OPERATIONS	50
4967247	Users of a Responsibility	4967243	Completed	Normal	OPERATIONS	50
4967245	Active Responsibilities and	4967243	Completed	Normal	OPERATIONS	50
4967243	XX Weekly Reports (Report)		Completed	Normal	OPERATIONS	50
4967239	Variable Rent Gateway Imp		Completed	Normal	OPERATIONS	50
4967161	Compile Key Flexfields		Completed	Normal	OPERATIONS	50
4967159	Program - Generate Ledger		Completed	Normal	OPERATIONS	50
4967158	Mass Additions Posting Re	4967154	Completed	Normal	OPERATIONS	50
4967156	Mass Additions Post	4967154	Completed	Normal	OPERATIONS	50
4967154	Post Mass Additions (Repo		Completed	Normal	OPERATIONS	50

Below the table are several buttons: "Hold Request", "View Details...", "View Output" (which is highlighted with a blue border), "Cancel Request", "Diagnostics", and "View Log...".

36. Click the View Output button to see the report online.

**View Output**

20-JUN-07 08:58

Page: 1

Users with a Given Responsibility

Application Name: System Administration  
Responsibility Name: System Administrator

User Name	Start Date	End Date	Description
01JW	27-APR-2007		
11USER	31-MAY-2007		
24USER	18-APR-2007		
32USER	27-MAR-2007		Cynthia Prier 913-579-8204
33USER	19-MAR-2007		
33USER2	10-APR-2007		
88USER	18-MAR-2007		
999USER	19-MAR-2007		
99USER	19-MAR-2007		
ACHANG	17-OCT-2003		
ADB	08-APR-1997		
ADCOCKPIT	27-FEB-2003		A&D Manager
ADMIN1	29-SEP-2006		
ADSDEMO1	04-DEC-2006		
AEUSER	24-APR-2007		
ALAN	07-DEC-1997	09-APR-1998	Alan Miller
AOLCLASS	20-JAN-1998		Demo for AOL Class (Develop Extensions to Oracle Applications)
APOTTER	07-AUG-2002		
APPSADMIN	27-DEC-2005		Applications System Administrator
ARC/PUR	06-FEB-1998		Archive Purge user for Vision Operations
ARGENTINA	31-JAN-2003		Vision Argentina User
ASGADM	01-AUG-2002		asgadm
AT1	01-NOV-1997	09-APR-1998	AppTech Build Team
AT2	05-JAN-1998	09-APR-1998	AppTech Build Team

**Note:** Navigating around the online report depends on the viewer you are using at your site.

## **Summary**

### **Summary**

After completing this lesson, you should have learned how to:

- Log in to Oracle Applications
- Use Forms and Menus
- Use functionality of the buttons and tabs that appear in the Navigator window and other forms
- Create Favorites and set Preferences
- Understand Form terminology and characteristics
- Create, save, edit, and delete record using Forms
- Search for data and enter data using Forms
- Access online Help
- Submit Concurrent and SRS requests
- Log out of Oracle Applications

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# **Introduction to Oracle Applications R12**

## **Chapter 3**



# **R12 Oracle E-Business Suite for Implementers**

Introduction to Oracle Applications R12

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## Course Objectives

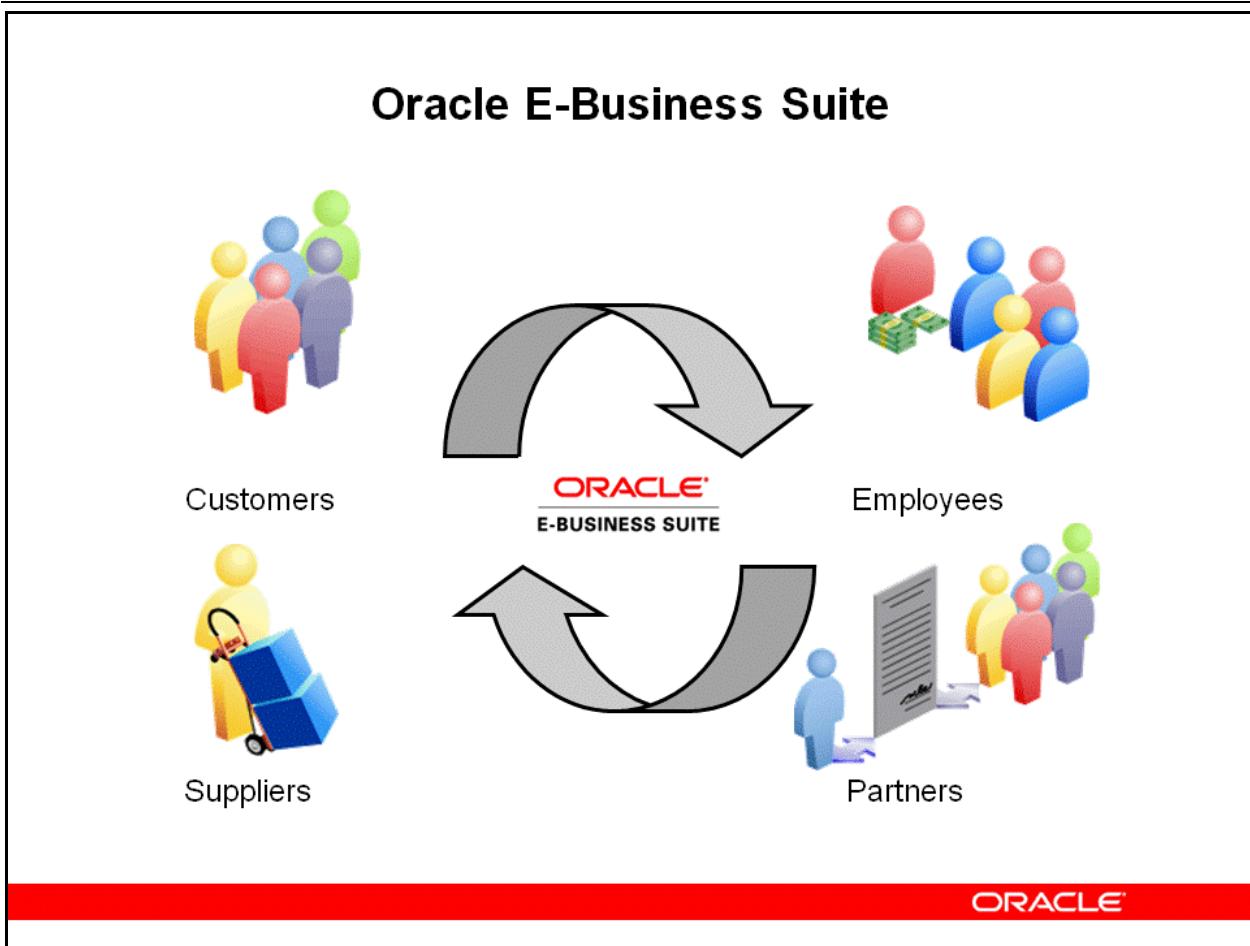
### Course Objectives

After completing this lesson, you should be able to describe the following:

- Footprint of R12 E-Business Suite
- Benefits of R12 E-Business Suite
- R12 E-Business Suite architecture
- Major components of the architecture
- File system and database structure

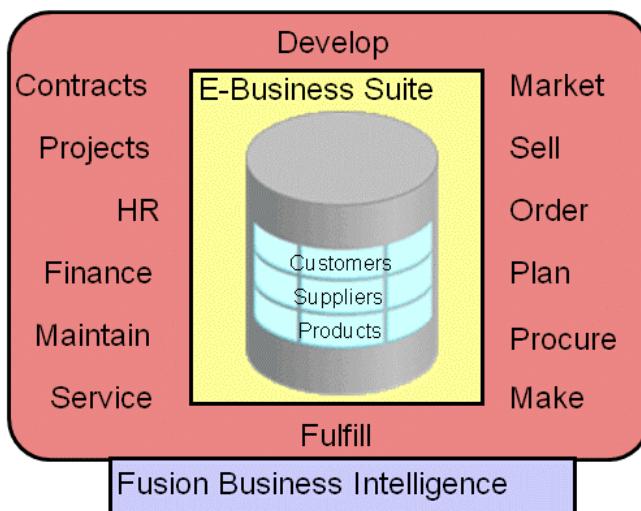
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## Oracle E-Business Suite



## Complete E-Business Suite from Oracle

### Complete E-Business Suite from Oracle



- Automate key internal business processes
- Extend automation and collaborate with your trading partners
- Drive continuous improvement with real-time intelligence

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### Complete E-Business Suite from Oracle

Oracle E-Business Suite is a comprehensive set of enterprisewide business applications that runs entirely on the Internet. Here, you have the choice to either implement one module or the entire suite. Oracle E-Business Suite (EBS) helps an enterprise make smarter decisions with better information, share unified information across the enterprise, reduce Information Technology (IT) expenses, and enable businesses to run more efficiently.

Oracle EBS extends support for internal processes beyond enterprise boundaries to include customers, suppliers, and other trading partners. Collaboration enables you to include your customers and suppliers early on—in product development, planning, procurement, order fulfillment, and other business processes. You can easily share real-time information with partners, such as designs, forecasts, orders, and delivery status.

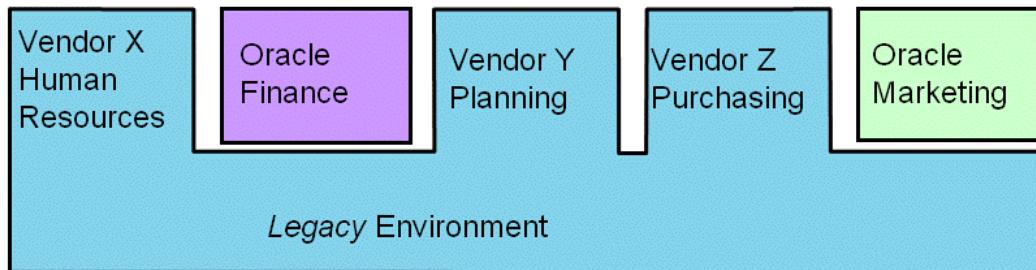
Linking your enterprise with your customers and suppliers offers global visibility and enables bidirectional flow of business information. For instance, your customers can easily configure, price, and order products in real-time on a Web store; and the order information flows seamlessly to order management and shipping for fulfillment.

Similarly, suppliers can get self-service access to orders, schedules, and payment status on their personalized portal, which is accessible through a simple Web browser. Connecting enterprises

enables you to rapidly respond to dynamic market conditions while improving your ability to meet customer commitments.

## Integrated, Yet Modular

### Integrated, Yet Modular



The open applications solution enables you to:

- Leverage investment in existing technology
- Eliminate disparate systems as needed

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## Integrated, Yet Modular

Managing a heterogeneous environment with multiple connections between solutions is expensive and complex. Because, whenever you update a point solution, you must go back and review all the integration points and potentially update the integration software itself.

Oracle EBS is engineered to work as an integrated system on a common IT infrastructure. Therefore, you can directly pass information from one application to another without incurring incremental integration costs.

Oracle's applications are not only integrated, they are also modular. Based on your business needs, you can implement one module, several modules, or the entire suite. Oracle's open, standards-based architecture allows you to easily integrate into a heterogeneous environment, enabling you to fully leverage your investment in existing applications.

## Benefits of Oracle E-Business Suite

### Benefits of Oracle E-Business Suite

- Available in multiple languages
- Supports multiple currencies
- Supports flexible management of business processes
- Has a common data model
- Supports statutory and customary local requirements
- Is built on open standards
- Collaborates with trading partners



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### Benefits of Oracle E-Business Suite

- Oracle E-Business Suite supports multiple languages, all currencies, and many regulatory requirements in a single database. You can install all languages in the same Unicode instance. Trading partners can receive business documents in a language of their choice; users can view and enter dates, numbers, and currencies in a format they prefer. There is no separate version of the EBS for the U.S., Japan, or France.
- Oracle EBS is the first and only comprehensive set of enterprise applications that is integrated around a single, common data model. The unified information architecture of Oracle EBS enables consolidation of data from Oracle and non-Oracle applications, and allows a consistent definition of customers, suppliers, partners, employees, and all business entities across the enterprise. You can create a single, global definition that allows everyone (worldwide) to have access to the same data. The single, common data model ensures that accurate and consistent information and transaction flows across all applications.
- Oracle EBS extends internal process support beyond enterprise boundaries to include customers, suppliers, and other trading partners. Linking your enterprise with your customers and suppliers offers global visibility and enables bidirectional flow of business information.

## Information-Driven Applications

### Information-Driven Applications



#### Philosophy behind Oracle E-Business Suite

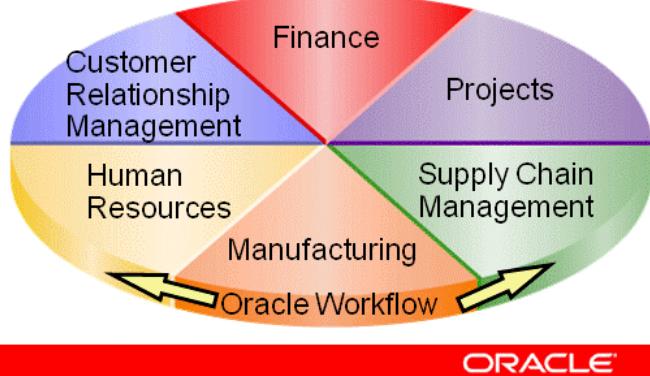
- Start with a common data model that produces a single definition of key business entities (customers, suppliers, products, etc)
- Build a robust suite of applications designed to work together
- Support modular deployment of tailorable business flows
- Promote low-cost integration with service oriented, standards-based architecture

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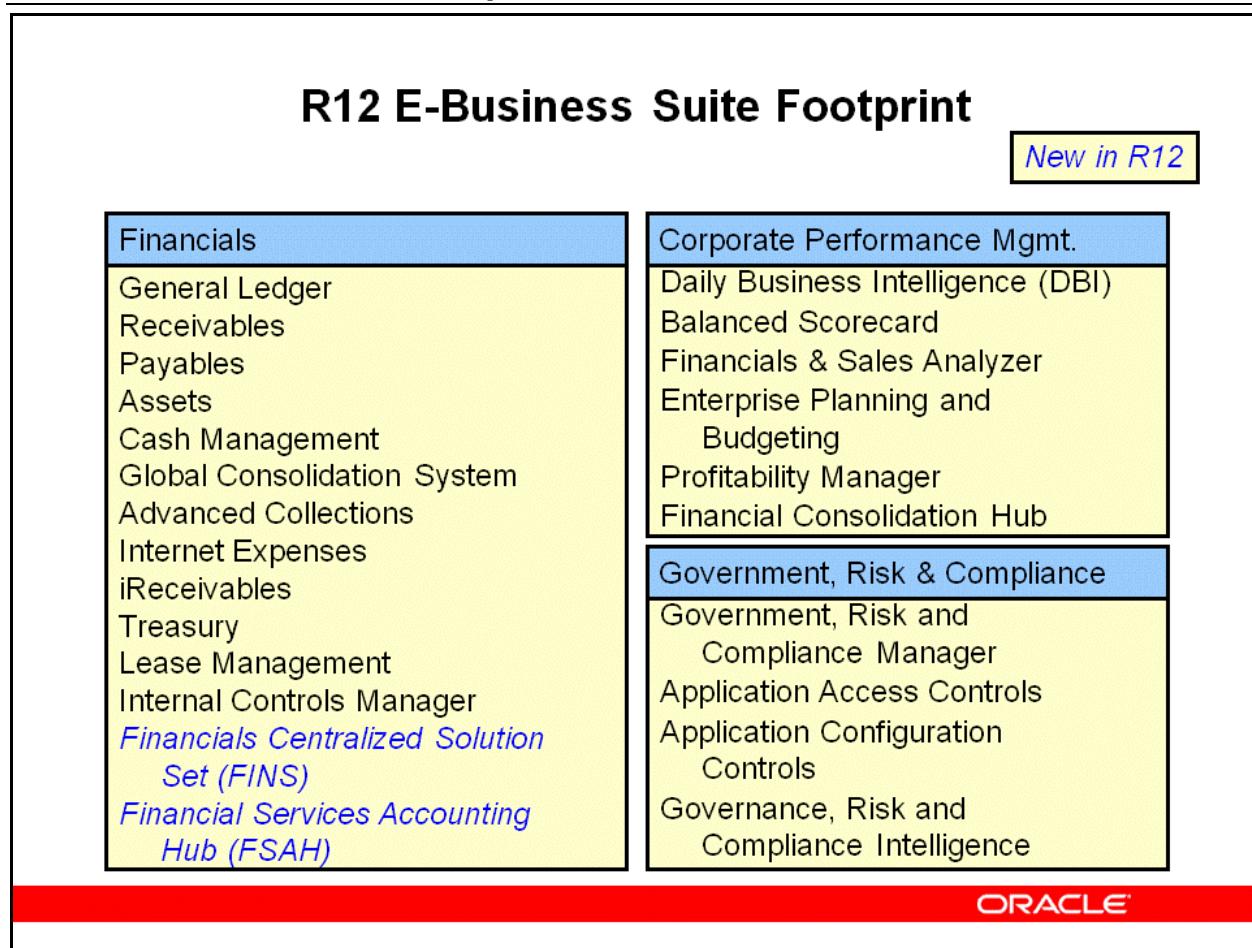
## Major Oracle Application Product Families

### Major Oracle Application Product Families

- Oracle Financials
- Project Management Product Suite
- Supply Chain Planning and Management Suite
- Oracle Manufacturing: Discrete and Process Management
- Human Resources Management System Suite
- Customer Relationship Management Suite



## R12 E-Business Suite Footprint



## R12 E-Business Suite Footprint

You can access the following URLs for more information about the specific Oracle Applications products (listed in parenthesis):

- <http://www.oracle.com/applications/e-business-suite.html> (E-Business Suite Applications)
- <http://www.oracle.com/applications/financials/intro.html> (Oracle Financials)
- <http://www.oracle.com/applications/cpm/index.html> (Corporate Performance Management and Daily Business Intelligence)]

### Financials Centralized Solution Set

Oracle Financials Centralized Solution Set is a centralized architecture that standardizes accounting, intercompany processing and transactional taxes across your entire enterprise. It encompasses a powerful global accounting solution, a robust intercompany solution, and a global tax solution—all built to work together on the E-Business Suite's unified information architecture.

## Financial Services Accounting Hub

Oracle Financial Services Accounting Hub (FSAH) allows you to efficiently create detailed, auditable, reconcilable accounting from a variety of source systems. It includes a robust transformation engine with extensive validations plus accounting and rules repositories. The transformation engine consistently enforces accounting policy. The repositories provide centralized control, detailed audit trails, and allow you to simultaneously meet diverse corporate, management and reporting requirements.

## R12 E-Business Suite Footprint

### R12 E-Business Suite Footprint

New in R12

Human Resources Management	Projects
Human Resources	Project Costing
Self-Service Human Resources	Project Billing
Advanced Benefits	Project Resource Management
Compensation Workbench	Project Collaboration
iRecruitment	Project Management
Payroll	Project Portfolio Analysis
Performance Management	Project Contracts
Time and Labor	DBI for Projects
<i>Workforce Scheduling</i>	
Approvals Management	
Learning Management	
iLearning	
Tutor	
DBI for HR	

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### R12 E-Business Suite Footprint (continued)

You can access the following URLs for more information about the specific Oracle Applications products (listed in parenthesis):

- [http://www.oracle.com/applications/human\\_resources/intro.html](http://www.oracle.com/applications/human_resources/intro.html) (Human Resources Management System)
- <http://www.oracle.com/applications/projects/intro.html> (Projects)

### Workforce Scheduling

Oracle Workforce Scheduling is a comprehensive offering that helps organizations accurately forecast and schedule workers to meet both customer service and cost objectives. Based upon the functionality Oracle obtained through its acquisition of TempoSoft's intellectual property, Oracle Workforce Scheduling expands Oracle's human capital management (HCM) footprint and enables companies in the retail and hospitality industries to optimize schedules and meet forecasted workload demand.

## R12 E-Business Suite Footprint

### R12 E-Business Suite Footprint

New in R12

Supply Chain Planning	Order Management	Asset Lifecycle Management
Advanced Supply Chain Planning Constraint Based Optimization Inventory Optimization Global Order Promising Collaborative Planning <i>Strategic Network Optimization</i> Demand Management Advanced Forecasting & Demand Management Real-time Sales & Operations Planning Predictive Trade Planning Deduction and Settlement Management Trade Promotion Optimization	Order Management Advanced Pricing Release Management Sales Contracts Configurator iStore Supply Chain Planning and Order Management Intelligence	Enterprise Asset Management Self-Service Work Requests Asset Tracking Property Manager

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### R12 E-Business Suite Footprint (continued)

You can access the following URLs for more information about the specific Oracle Applications products (listed in parenthesis):

- <http://www.oracle.com/applications/scm/index.html> (Supply Chain Planning)
- [http://www.oracle.com/applications/order\\_mgmt/intro.html](http://www.oracle.com/applications/order_mgmt/intro.html) (Order Management)
- <http://www.oracle.com/applications/maintenance/eam.html> (Asset Lifecycle Management)

### Strategic Network Optimization

Oracle Strategic Network Optimization enables you to design your entire supply network with agility in mind. Today's rapidly changing global economics require you to be more responsive. The need to evaluate your supply network design more often is essential to enable your company to compete successfully. Not only do you need to design a more agile supply network, you also need to consider your hedge strategies in your design and be able to simulate the outcome of unpredictable events on your supply network flow.

## R12 E-Business Suite Footprint

### R12 E-Business Suite Footprint

Procurement	Manufacturing
Purchasing Sourcing Sourcing Optimization iSupplier Portal Procurement Contracts Services Procurement Advanced Pricing iProcurement DBI for Procurement	Discrete Manufacturing Manufacturing Execution System Mobile Supply Chain Applications Flow Manufacturing Flow Sequencing Production Scheduling Repetitive Manufacturing Optimization Process Manufacturing

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### R12 E-Business Suite Footprint (continued)

You can access the following URLs for more information about the specific Oracle Applications products (listed in parenthesis):

- <http://www.oracle.com/applications/scm/index.html> (Procurement)
- <http://www.oracle.com/applications/manufacturing/intro.html> (Manufacturing)

## R12 E-Business Suite Footprint

### R12 E-Business Suite Footprint

New in R12

Logistics	Product Lifecycle Management
Inventory Management Mobile Supply Chain Applications Warehouse Management Transportation Management Transportation Operational Planning Logistics Inventory Visibility Forwarding & Brokering Operations Freight Payment, Billing & Claims Transportation Sourcing Transportation Cooperative Routing <i>Fusion Transportation Intelligence</i>	Product Lifecycle Management Product Data Synchronization for GDSN and UCCnet Services CADView-3D
	Master Data Management (Hubs) Customer Data Management Product Information Management Financial Consolidation

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### R12 E-Business Suite Footprint (continued)

You can access the following URLs for more information about the specific Oracle Applications products (listed in parenthesis):

- <http://www.oracle.com/applications/logistics/intro.html> (Logistics)
- <http://www.oracle.com/applications/plm/intro.html> (Product Lifecycle Management)
- <http://www.oracle.com/master-data-management/index.html> (Master Data Management)

## R12 E-Business Suite Footprint

### R12 E-Business Suite Footprint

Marketing and Sales	Service
Marketing	TeleService
Trade Management	Service Contracts
Advanced Pricing	Field Service
TeleSales	Spares Management
Field Sales	Advanced Scheduler
Sales for Handhelds	Mobile Field Service
Quoting	Depot Repair
Partner Management	iSupport
Proposals	Service Intelligence
Incentive Compensation	Interaction Center Technology
Marketing & Sales Intelligence	Advanced Inbound Telephony
	Advanced Outbound Telephony
	Email Center
	Scripting

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### R12 E-Business Suite Footprint (continued)

You can access the following URLs for more information about the specific Oracle Applications products (listed in parenthesis):

- <http://www.oracle.com/applications/crm/index.html> (Customer Relationship Management including Marketing, Sales, Service and Interaction Center Technology)

# Oracle Applications R12 Architecture

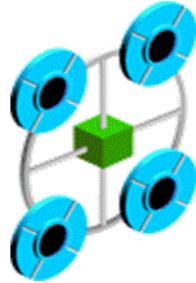
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## **Understanding the Oracle Applications R12 Architecture**

### **Understanding the Oracle Applications R12 Architecture**

The following topics are included in the Oracle Applications R12 architecture:

- Business architecture
- Technical architecture



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### **Understanding the Oracle Applications R12 Architecture**

It is easy to talk about the technical architecture of R12 EBS at the very first. In fact, most presentations on R12 architecture do just that. But, the technical architecture is important to support the business needs of R12 E-Business Suite.

It is, in fact, the business architecture that supports the business needs of the company. Though it may seem to be just a marketing issue, in an integrated E-Business Suite, the software must support the business needs by being engineered to do so from the start.

It is only after the business needs have been addressed that the technical architecture can be determined. In most cases, the technical architecture will be dictated by the business needs. If you do not use this engineering approach, your technical architecture will dictate the business needs that you can fulfill.

# Business Architecture: Oracle Applications R12

The R12 EBS has five principles that drive its business architecture:

- Modern Foundation
- Complete
- End-to-end Integration
- Global
- Rapid Implementation



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## Business Architecture: Oracle Applications R12

The R12 E-Business Suite has five principles that drive its business architecture. The principles are as follows:

1. **The R12 E-Business Suite is built on a “modern foundation.”** Oracle has embedded all of its new R12 development into open, scalable standards. These standards include using Java/J2EE, HTML, JavaScript (JSP), Internet-accessibility, and centralized management.
2. **The R12 E-Business Suite is a complete e-business system.** The R12 E-Business Suite provides a comprehensive solution for manufacturing, supply chain management, financial, project, human resource management, marketing, sales and service processes, thereby providing a 360-degree view of the company.
3. **R12 E-Business Suite provides a comprehensive solution through an integrated architecture.** Crucial to the Oracle Applications R12 architecture, R12’s integration is engineered into the product, thereby providing a fully integrated package—one that is not realized through system integrations and customizations.
4. **R12 E-Business Suite is fully globalized.** R12 E-Business Suite is accessible via global networks. It accommodates multiple languages and currencies; supports international features, such as flexible date formats and multiple radix support; supports data in the

Unicode Character Set (UTF-8); and has accounting and business localizations built into it.

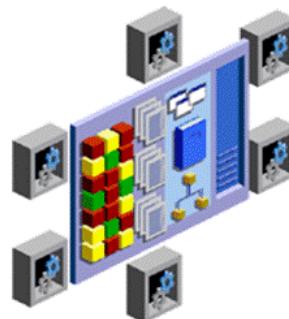
**5. R12 E-Business Suite brings considerable tools to the implementation task.**

These tools include a rapid installation tool, patch application tools, and a host of configuration files and customizable Help files to allow the customer to configure the system to meet their needs. All of these tools help to significantly reduce implementation time.

### Technical Architecture: Oracle Applications R12

The following topics are included in the technical architecture of Oracle Applications R12

- Forms-based
- Self-service (HTML/JSPs)
- Business Intelligence
- Mobile



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### Technical Architecture: Oracle Applications R12

The R12 technical architecture is a direct response to the business needs of the customer. In support of these business needs, R12 has developed four architectural modes for users that are accessed and controlled through the Personal Home Page (PHP) or Portal.

PHP becomes the gateway through which the user has rights to access all the information to which they have been granted access. Thus, R12 administrative tasks are simplified while operations costs are reduced.

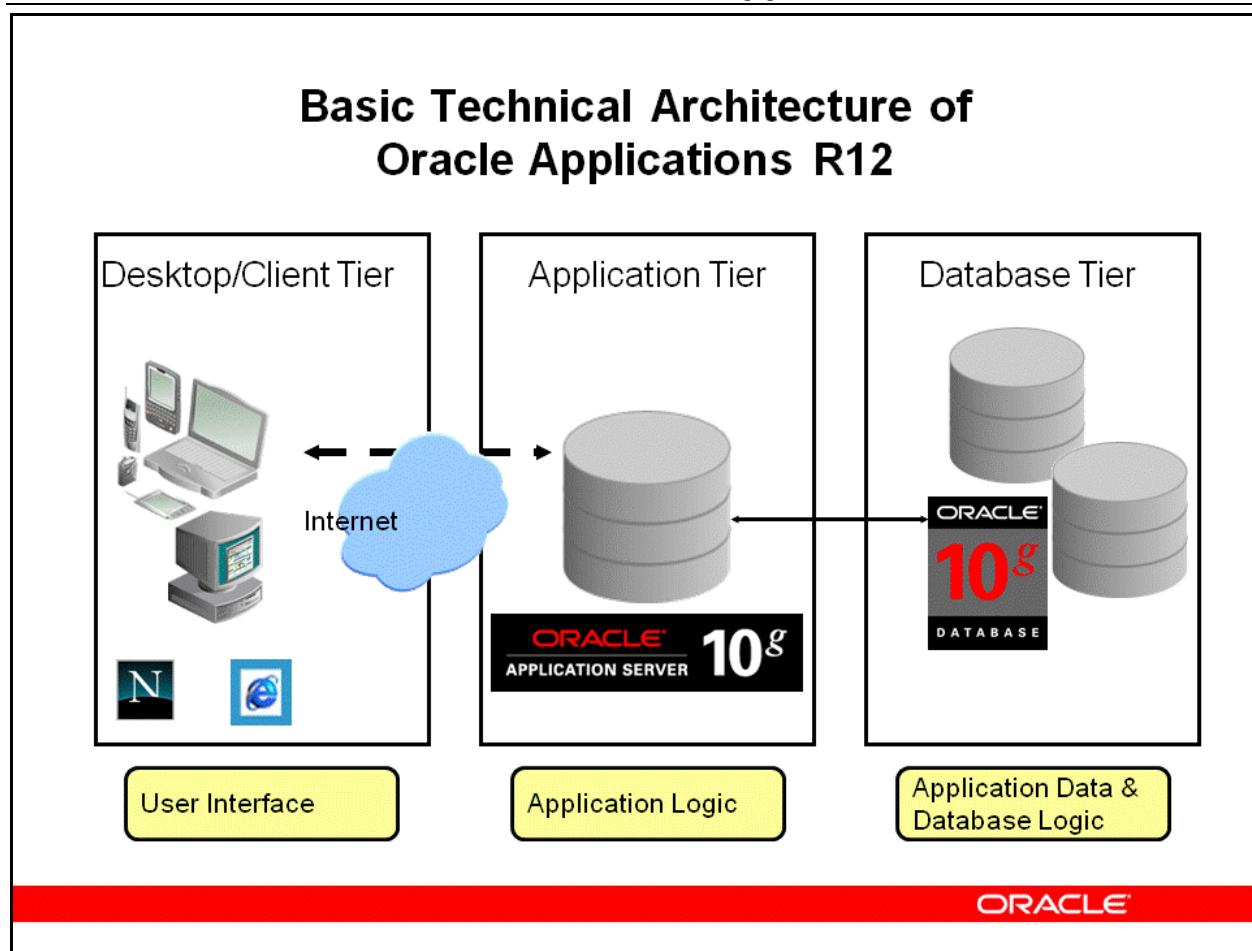
The architectural modes equate to common classes of users. Forms-based users are typically people involved in the transactional operations of an organization. They are full-time users who need and demand a robust, full-featured interface.

Self-service users are infrequent users who want their interface with R12 to be as simple and as quick as possible. Most users fall in this category.

Business intelligence users are senior executives who want an easy-to-use interface that can be used to reveal critical business information. By using a browser, the business intelligence products eliminate the need for users to learn a new system. If they are familiar with browsing, they know the basics of the business intelligence interface.

Finally, mobile users cover a surprisingly large range of users whose jobs are likely to keep them away from a readily available, network-connected computer. These users can range from sales representatives through inventory users. By utilizing the mobile interface, they are able to send and receive information at points where it is important and convenient for them.

## Basic Technical Architecture of Oracle Applications R12



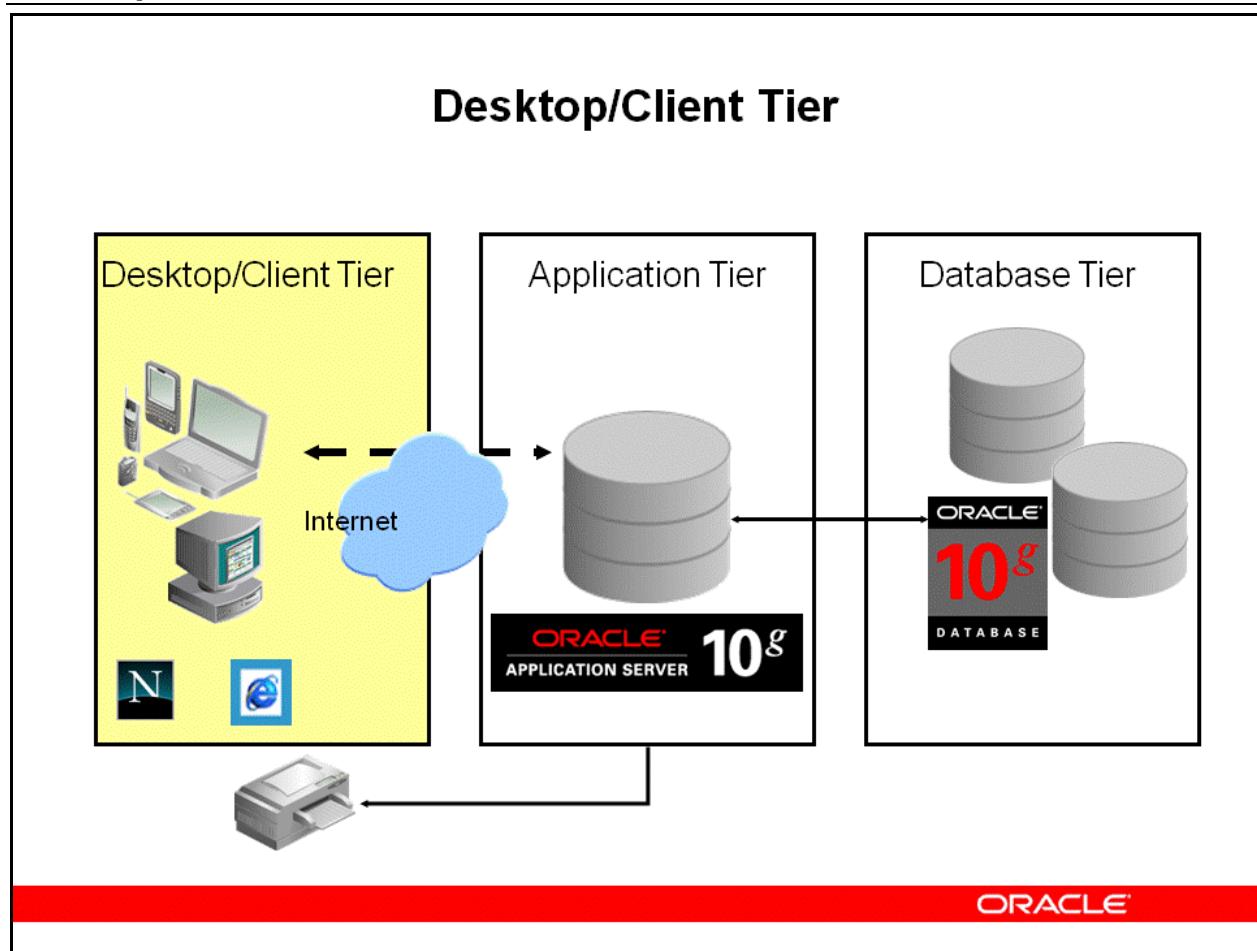
## Basic Technical Architecture of Oracle Applications R12

A tier is a logical grouping of services, spread across more than one physical machine. Oracle E-Business Suite consists of a three-tier architecture. The diagram in the slide represents the basic technical architecture of the R12 E-Business Suite.

- **Desktop/Client tier:** This tier provides the user interface that could comprise desktop computers, laptops, or mobile devices (such as PDAs). Its purpose is to capture and/or display information to the user.
- **Application tier:** This tier, sometimes referred to as the middle-tier, is responsible for holding the application logic that supports and manages the various Applications components.
- **Database tier:** This tier supports and manages the Oracle database and is responsible for storing and retrieving application data.

**Note:** The connection between the application tier and desktop tier can operate successfully over a wide area network (WAN), because the desktop and application tiers exchange a minimum amount of information—for example, field value comparison differences. In a global operation that has users at various locations, requiring less network traffic reduces the telecommunications costs and improves response times for users.

## Desktop/Client Tier



### Desktop/Client Tier

The client interface is provided through HTML for the newer HTML-based applications, and via a Java applet in a Web browser for the traditional Forms-based interface.

The desktop tier is responsible for forms that can only be displayed. They can be displayed using Java (forms-based access) or HTML/JavaScript (self-service, business intelligence, or mobile access).

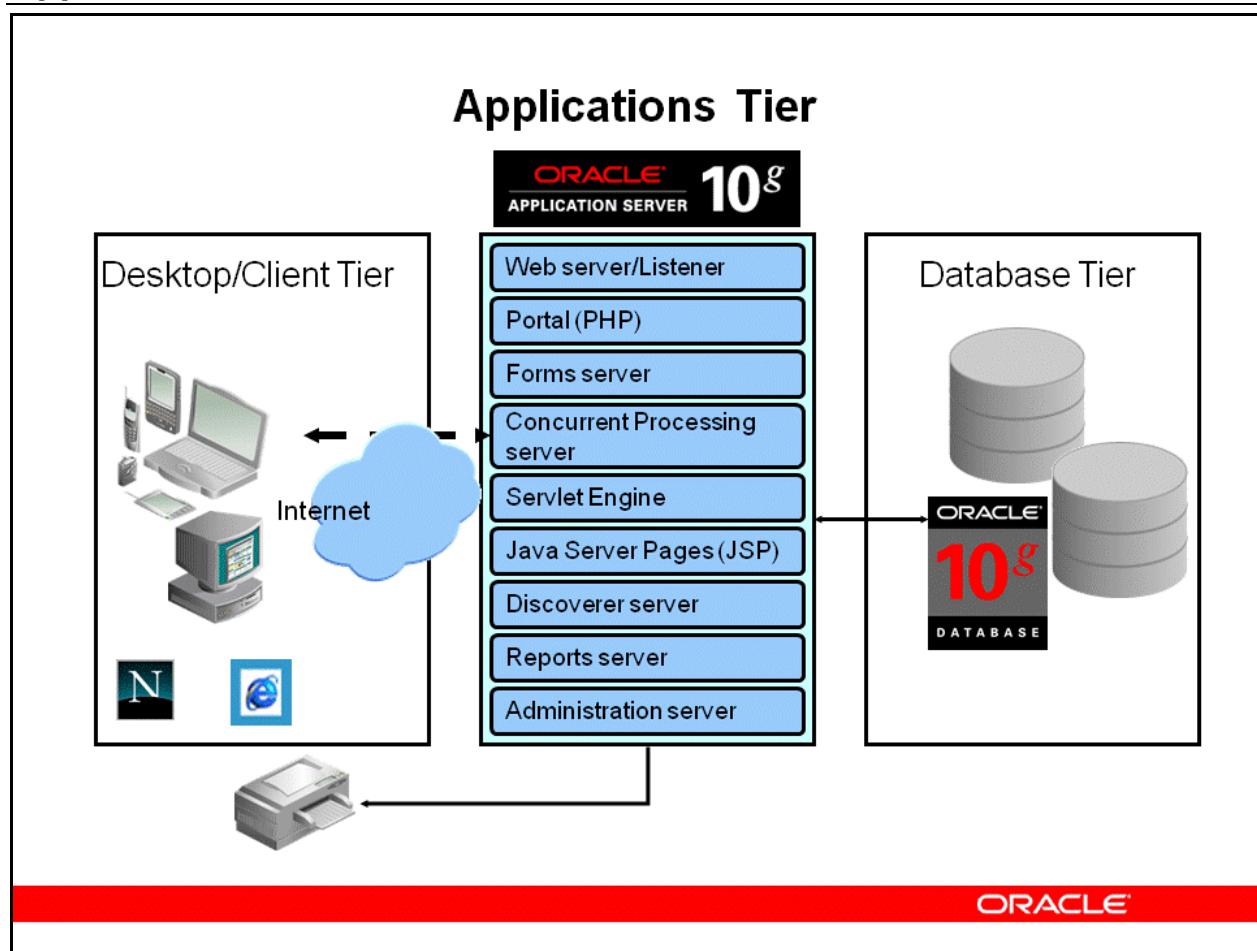
The Web listener will download many Java Archive files (.jar files) to your computer, where they are cached. The first time these files are required, it will take longer to start the R12 session because these files need to be downloaded. Subsequently, the cache will greatly increase the speed of the startup.

You will need to download the JAR files again only when they have been updated and the copy in cache is no longer valid. For any of the additional modes, the browser is inherently capable of handling the HTML and JavaScript. No additional downloads are necessary.

**Note:** The forms-based mode can communicate to the forms server using sockets, HTTP, or HTTPS protocols. This allows the forms-based mode to be deployed in a number of circumstances. HTTP or HTTPS is also used for the other modes. However, they are not as efficient as sockets.

- Hypertext transfer protocol (HTTP) is a non-persistent protocol that is the basis for a vast majority of Internet traffic. Therefore, each time you communicate with the server, you must open the connection, communicate, and then close the connection. This non-persistent protocol is the source for many HTTP-related performance challenges.
- Hypertext transfer protocol secure (HTTPS) adds encryption to HTTP and helps to secure information traffic, especially over the Internet. However, since encryption is added, the performance challenges may be further increased.
- Sockets is a persistent protocol in which a connection is opened for a session and stays open until the session ends. Therefore communication can occur between a desktop and server without going through the OPEN/CLOSE steps each time. HTTP/HTTPS may be preferred over sockets when sending traffic over a public network, like the Internet, whereas Sockets may be the preferred protocol for forms-based traffic.

## Applications Tier



### Applications Tier

The applications tier is responsible for storing and executing most of the business logic associated with R12. It also provides all the non-database services required in an R12 instance (for example, Web listeners, Forms servers, Reports servers, Concurrent Processing, and so on). The application tier is the key tier consisting of a host of services within the R12 architecture.

It is simpler to state that all components that are not part of either the desktop tier (that is, Forms display) or the database tier are assigned to the applications tier.

Prominently, six servers comprise the application tier for Oracle Applications:

- **Web server:** The Oracle HTTP Server (powered by Apache) acts as the Web server. It processes the requests received over the network from the desktop clients, and includes additional components such as:
  - Web Listener
  - Java Servlet Engine
  - JavaServer Pages (JSP)

The Web Listener component of the Oracle HTTP Server accepts incoming HTTP requests (for particular URLs) from client browsers.

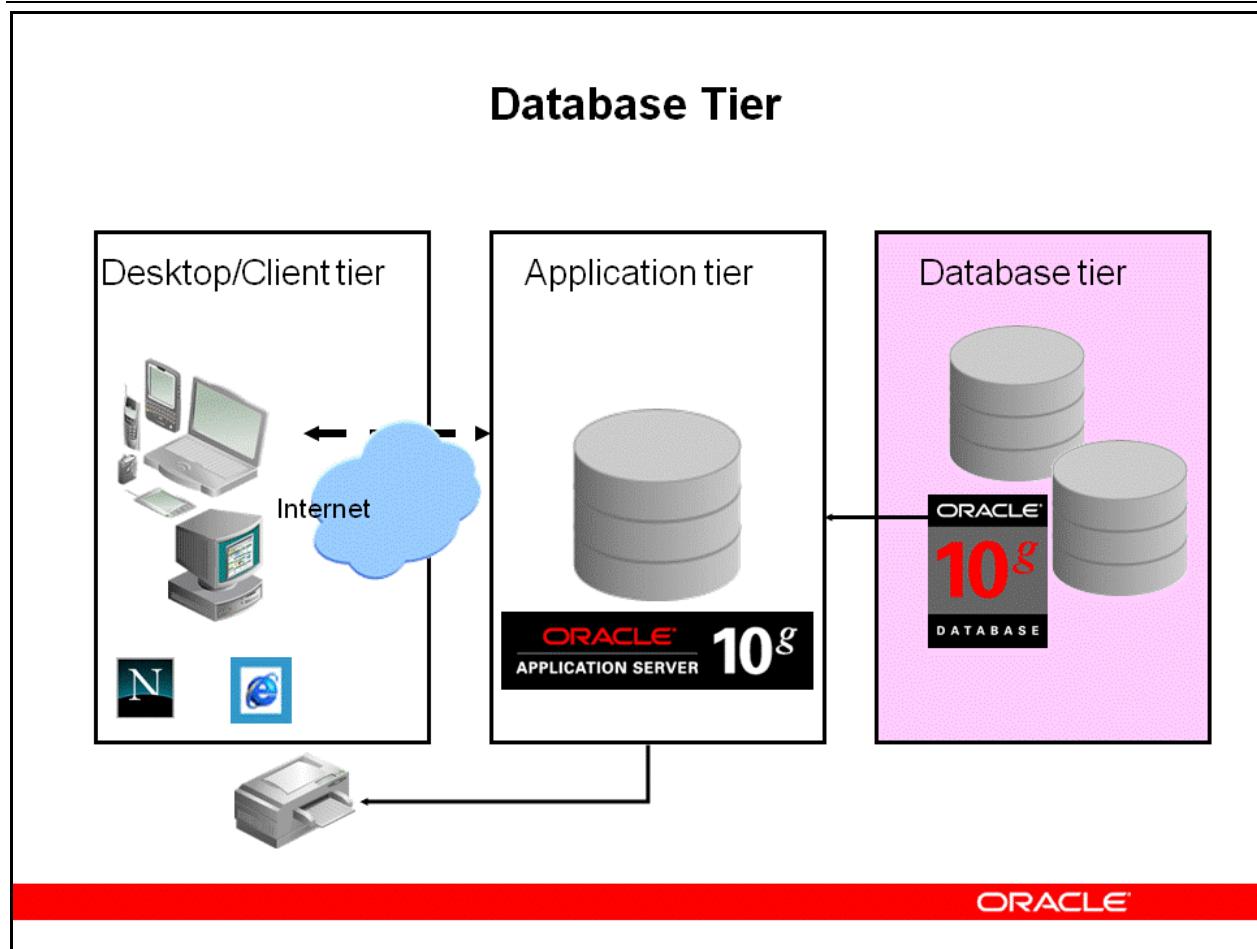
- **Forms server:** The Forms server hosts the Oracle Applications forms and associated run-time engine that supports the professional interface. It is a component of the Oracle Developer 6*i*, which mediates the communication between the desktop client and the Oracle database server, displaying client screens and initiating changes in the database according to user actions. It caches data and provides it to the client as required—for example, when scrolling through multiple order lines that exceed the limitations of a single screen. The Forms server communicates with the desktop client using these protocols:
  - Standard HTTP network connection
  - Secure HTTPS network connection
  - TCP/IP connection
- **Reports server:** The Reports server is automatically installed on the same node as the Concurrent Processing server, and its reports are contained in the same directory as the concurrent processing reports. However, reports generated by the Reports server are monitored and administered separately from the concurrent processing reports. It dynamically selects the language of the report at run time, so that users see the reports in the language they prefer.
- **Discoverer server (optional):** The Discoverer server complements the Reports server by allowing performance of ad hoc queries and analysis of the resulting query output. It also allows users to perform projections based on possible changes to the business environment or other strategic factors.
- **Concurrent Processing server:** User interactions with Oracle Applications data are conducted via HTML-based Applications or the more traditional Forms-based Applications. However, there are reporting programs and data update programs that need to run either periodically, or on an ad hoc basis. These programs that operate in the background while users continue to work on other tasks, may contain a large number of data-intensive computations, and run using the *concurrent processing* architecture. To ensure that resource-intensive concurrent processing operations do not interfere with interactive operations, they are run on a specialized server, the *Concurrent Processing server*. Processes that run on the concurrent processing server are called *concurrent requests*.
- **Administration server:** The Administration server is located on the node on which you maintain the data model and the data in your Oracle Applications database. You carry out the following operations from this server:
  - Upgrading Oracle Applications
  - Applying database patches to Oracle Applications
  - Maintaining Oracle Applications data

**Note:** The Oracle HTML-based (formerly known as Self-Service) Applications:

- Do not use Oracle Forms for the interface
- Are designed in pure HTML and JavaScript
- Dynamically generate HTML pages by executing Java code

- Use a metadata dictionary for flexible layout
- Operate by direct connection to the Web server

## Database Tier



### Database Tier

The database tier contains the Oracle database server, which stores all the data maintained by Oracle Applications. The database also stores the Oracle Applications online Help information. More specifically, the database tier contains the Oracle data server files and Oracle Applications database executables that physically store the tables, indexes, and other database objects for your system. In general, the database server does not communicate directly with the desktop clients, but with the servers on the application tier, which mediates the communications between the database server and the clients.

The database tier is responsible for the storage, retrieval, and management of all of the data associated with your R12 instance. This means that any SQL or PL/SQL will ultimately be executed on the database tier machine. The database tier is involved in almost everything, because, regardless of the mode, all data is queried, inserted, updated, or deleted on the database tier.

The database tier can now significantly benefit from Oracle's clustering technology, by spreading the database activity across a cluster of machines.

## The Network

### The Network

- Although the network is not a tier of R12 E-Business Suite's three-tier architecture, it is a critical component that makes it all work.
- R12 EBS allows access through multiple channels including internal networks (LANs/WANs) and external networks (Internet/VPNs).
- All of the choices in the network will ultimately affect your performance, for good or bad.



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### The Network

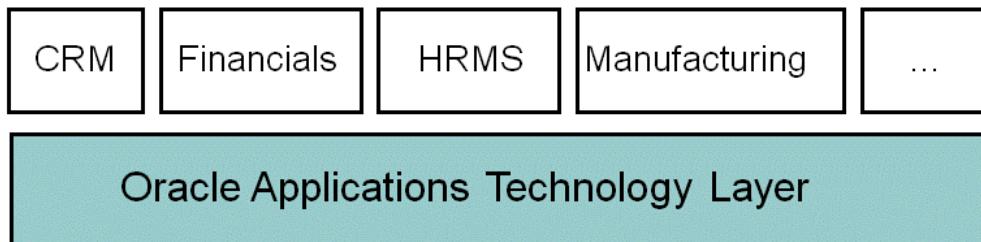
Most discussions about architecture make little, if any, reference to it. And yet, it can have a great impact on your performance. The network is the most important but the least visible component of the R12 architecture. The connection links themselves can vary from slow-speed dial-up connections to high-speed fiber optic channels.

For example, you can have a fast PC running on an R12 instance with a good applications tier and a clustered database tier, but still end up with bad results. If you are using a slow connection either directly from that machine (for example, a dial-up connection) or a shared connection with considerable traffic (a corporate T-1 line that already has considerable bandwidth usage), then you can experience poor performance. This problem cannot be attributed to a tier because it is a network-related issue.

## Oracle Applications Technology Layer

### Oracle Applications Technology Layer

The Oracle Applications technology layer is an integrated collection of components used by all Oracle Applications modules:



The various components of the Applications technology layer are discussed in the following slides.

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### Oracle Applications Technology Layer

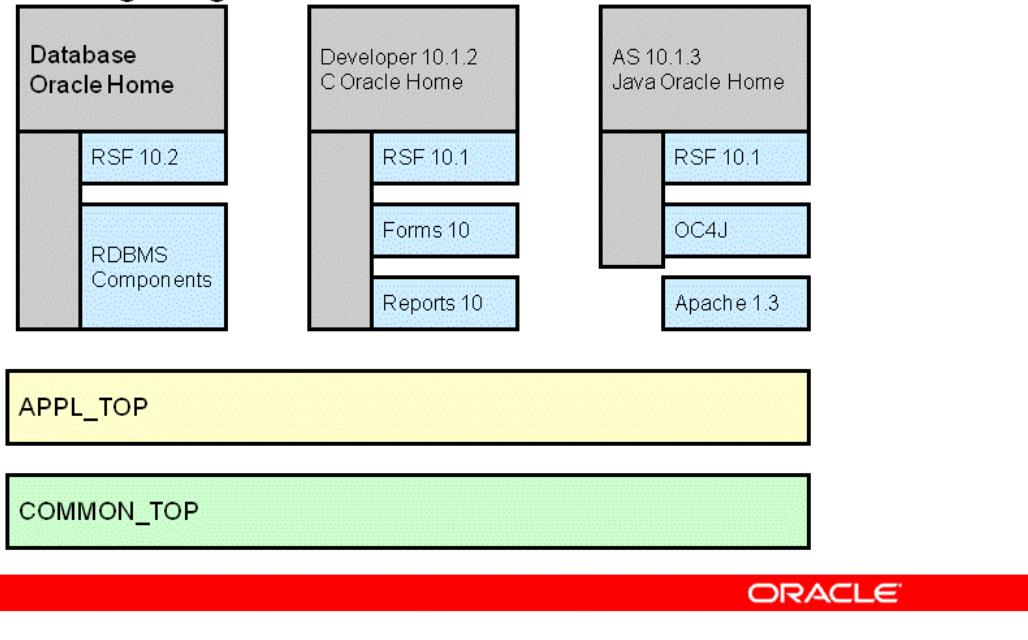
The Oracle Applications technology layer is an integrated collection of components whose functionality is applicable to all Oracle Applications modules. Components in the Oracle Applications technology layer include:

- Applications DBA (AD)
- Application Object Library (FND)
- Applications Utilities (AU)
- Common Modules (AK)
- Workflow (WF)
- Alert (ALR)
- OA Framework (FWK)
- Oracle XML Publisher (XDO)

## Oracle Homes

### Oracle Homes

The three Oracle Homes fit into the architecture as shown in the following diagram:



## Oracle Homes

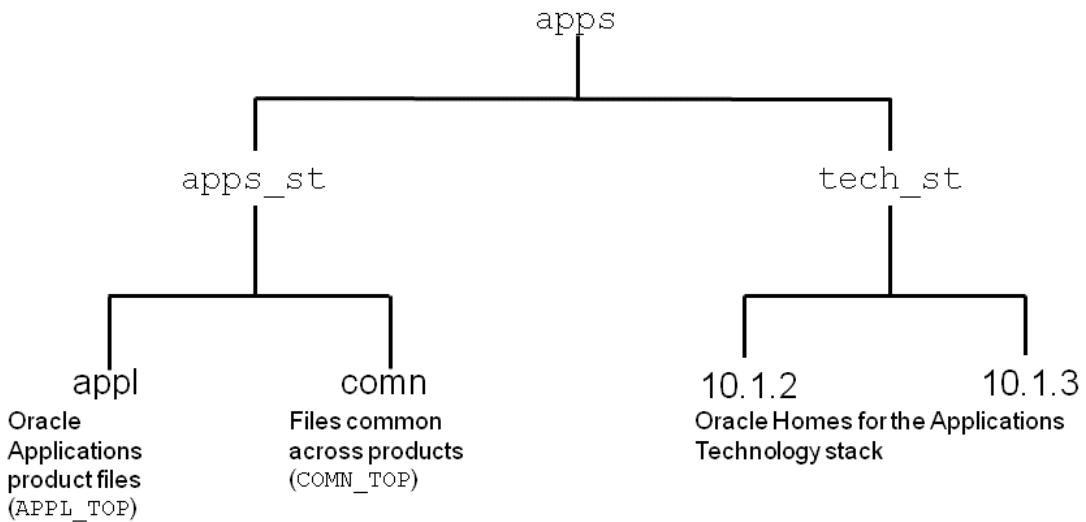
Oracle E-Business Suite (EBS) uses the latest database version, Oracle 10g. On the middle tier, Release 12 uses Oracle Application Server 10g and Oracle JDeveloper 10.1.3 for Web-based Framework applications. On the client, Oracle EBS uses version 5.0 of the Sun Java Plug-in.

# Oracle Application File System

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## Oracle Applications File System: Application Tier

### Oracle Applications File System: Application Tier



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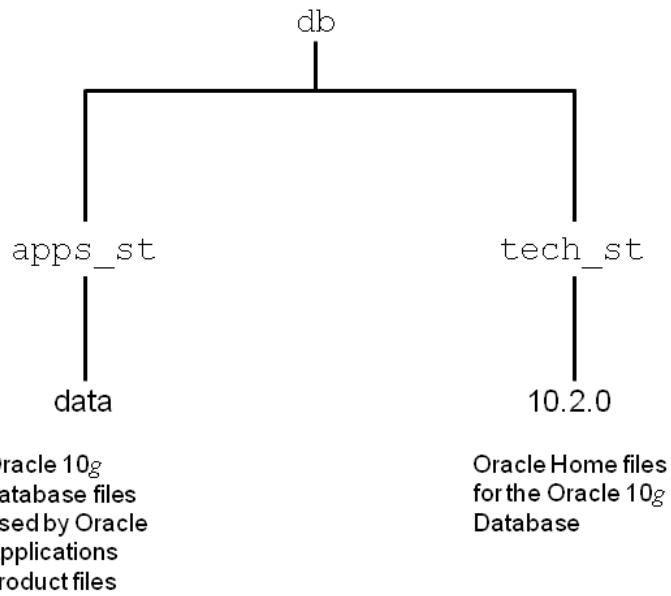
### Oracle Applications File System: Application Tier

Oracle Applications uses components from different Oracle products. The product files are stored in several top-level directories, including the following:

- The **apps/apps\_st/appl** (`APPL_TOP`) directory contains the product directories and files for Oracle Applications.
- The **apps/apps\_st/comn** or (`COMMON_TOP` or `COMN_TOP`) directory contains directories and files used across products.
- The **apps/tech\_st/10.1.2** directory contains the `ORACLE_HOME` used for the Applications Technology stack tools components.
- The **apps/tech\_st/10.1.3** directory contains the `ORACLE_HOME` used for the Applications Technology stack Java components.

## Oracle Applications File System: Database Tier

### Oracle Applications File System: Database Tier



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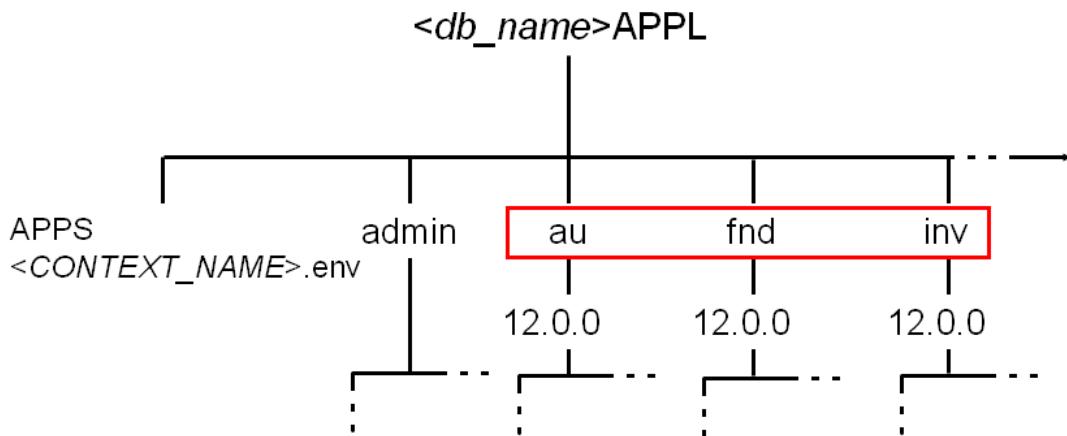
### Oracle Applications File System: Database Tier

Oracle Applications uses components from different Oracle products. The product files are stored in several top-level directories, including the following:

- The **db/apps\_st/data** (`DATA_TOP`) directory is located on the database node machine, and contains the system tablespaces, redo log files, data tablespaces, index tablespaces, and the database files.
- The **db/tech\_st/10.2.0** directory is located on the database node machine, and contains the `ORACLE_HOME` for the Oracle10g Database.

## Oracle Applications Product Directories

### Oracle Applications Product Directories



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### Oracle Applications Product Directories

Each product has its own subdirectory under APPL\_TOP, and the Oracle Applications base release is typically reflected in the name of the subdirectory. For R12, the base release is 12.0.0.

The directory path for a particular product is defined by the value of the environment variable <PROD>\_TOP, where < PROD> is the name of the product schema. For example, the slide above displays three product directories. If the directory path to APPL\_TOP is /d01/prodappl, the paths to these product directories would be specified in the <CONTEXT\_NAME>.env file as follows:

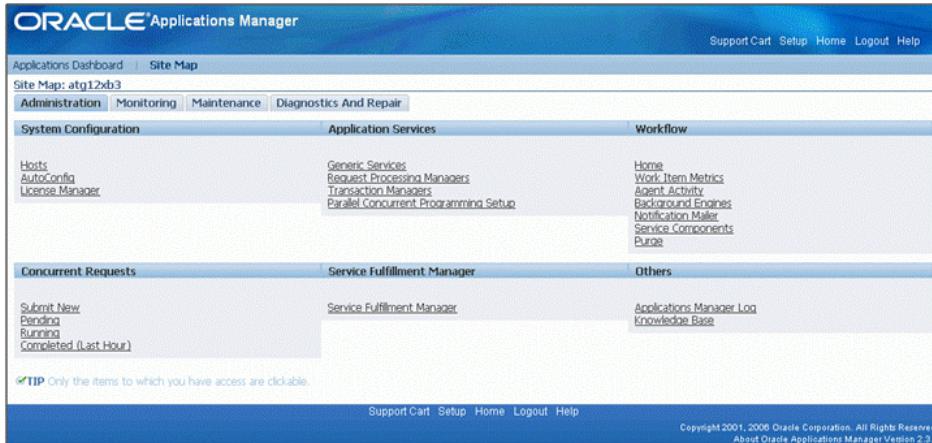
- APPL\_TOP=/u01/oracle/VIS/apps/apps\_st/appl
- AU\_TOP= /u01/oracle/VIS/apps/apps\_st/appl/appl/au/12.0.0
- FND\_TOP = /u01/oracle/VIS/apps/apps\_st/apps/fnd/12.0.0
- INV\_TOP= /u01/oracle/VIS/apps/apps\_st/apps/inv/12.0.0

All Oracle Applications products, regardless of the license status, are installed in the database and the file system. However, files for unlicensed products should not be removed. Conversely, multiple releases and product versions must not be installed in a single APPL\_TOP directory.

## Oracle Applications Manager

### Oracle Applications Manager

Oracle Applications Manager is a key system administration tool:



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### Oracle Applications Manager

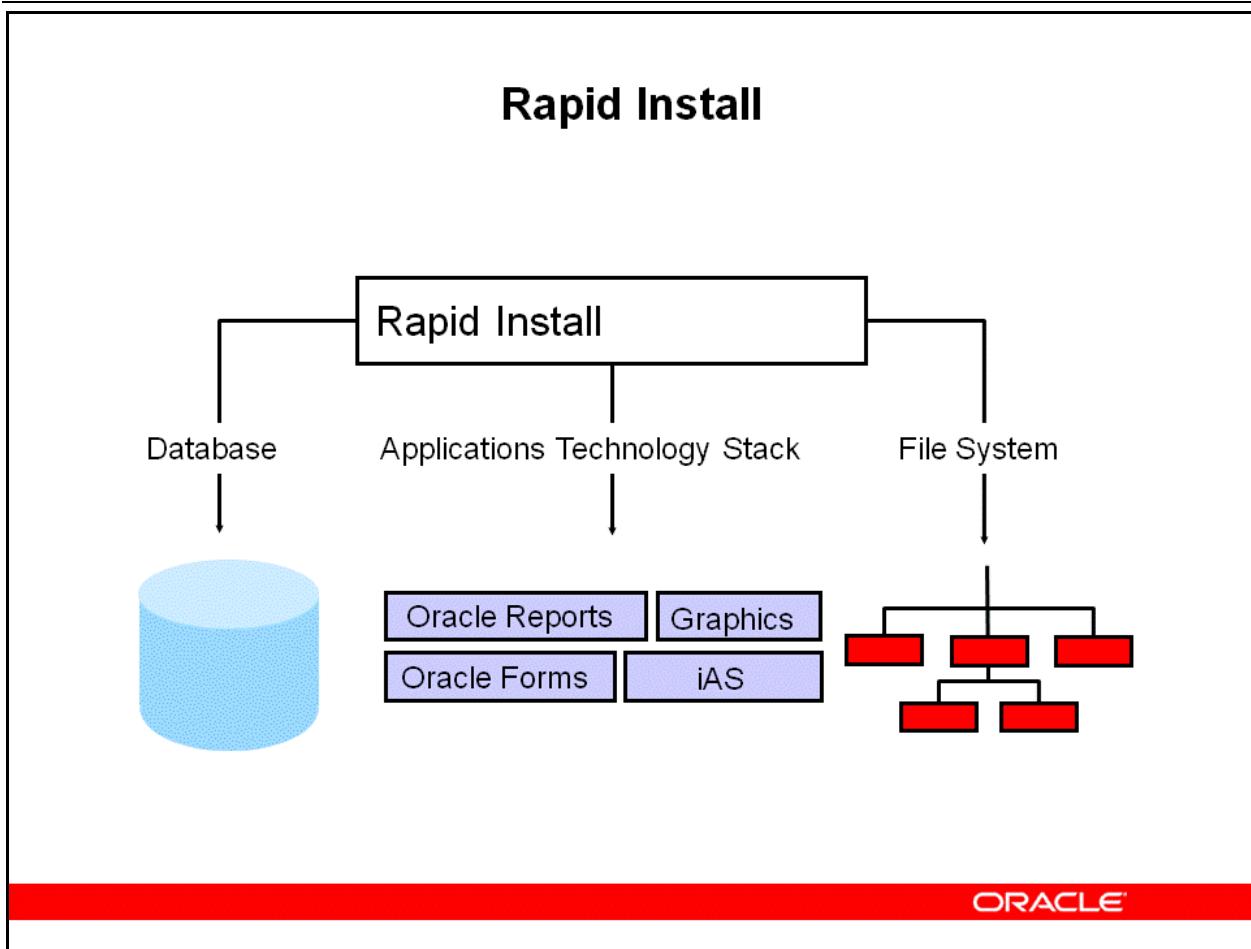
Oracle Applications Manager (OAM) is a sophisticated tool that supports managing and monitoring of an Oracle Applications system from an HTML-based central control console.

Among other tasks, Oracle Applications Manager can help you to:

- Configure and administer your system
- Diagnose and correct problems
- Manage patches
- Monitor and tune performance
- Monitor system security

OAM is built into Oracle Applications and complements the features of Oracle Enterprise Manager.

## Rapid Install



### Rapid Install

Rapid Install comprises information about the Rapid Install Wizard interface, and the setup steps to be completed before you begin an installation or upgrade of an Oracle Applications system.

### Performing an Installation

To set up a new Applications system, follow the appropriate screens in the Rapid Install Wizard.

### Performing an Upgrade

Rapid Install is used in both pre-upgrade and post-upgrade processing during an upgrade from Oracle Applications, Release 11*i*, to Release 12.

### Installing Technology Stack Components

Use Rapid Install to install new or updated software components as part of a technology stack upgrade.

## Finishing Tasks

The finishing tasks are necessary to finish a new installation, an upgrade, or a technology stack installation for Oracle Applications, Release 12. There are also other tasks, such as required and conditional tasks that may be needed only for systems with a specific functionality.

### The following are the components of Rapid Install:

- Oracle database with all the necessary database files (dbfs)
- Applications Technology stack comprising Oracle Developer products and includes the Forms server, the Reports server and graphics, and Internet Application Server (iAS), which includes the Oracle HTTP Server
- Oracle Applications file system

### Rapid Install Utility

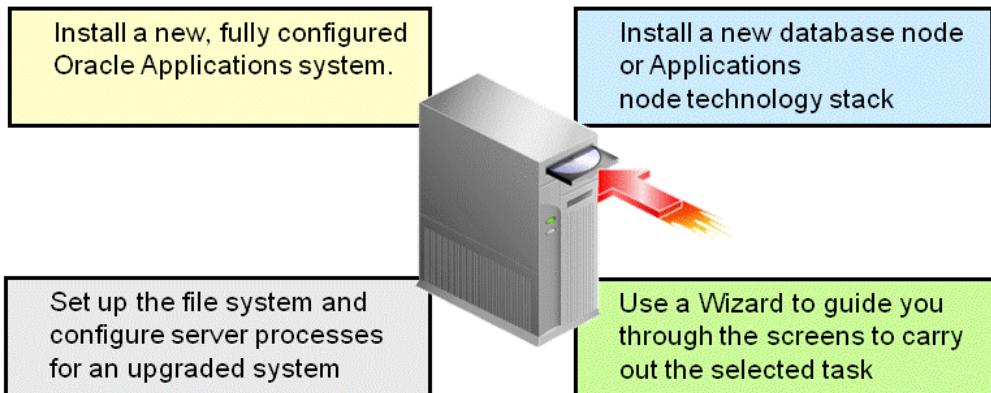
- Automates many of the steps required for installing Oracle Applications, Release 12
- Simplifies both single-node and multi-node installations
- Creates, installs, and configures all of the components required for your Oracle Applications system
- Minimizes installation time
- Allows you to select languages and the corresponding character sets
- Reduces the number of certification issues

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## Rapid Install: Tasks

### Rapid Install: Tasks

With Rapid Install, you can perform the following tasks:



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### Rapid Install: Tasks

Rapid Install employs the Rapid Install Wizard interface that guides you through the screens used to carry out the selected task. On the Wizard screens, you enter configuration values for your system; these will typically be saved in the Applications database for later use.

Previous releases of Oracle Applications used only a text file, config.txt, to store the supplied configuration values. Release 12 also uses this file (config.txt) in cases where the database has not yet been created, perhaps because of an interruption in the installation process.

In Release 12, the name of this configuration file has changed, and it now includes the database SID, to give a file name of conf\_<SID>.txt (for example, conf\_PROD.txt). This file stores the information collected by Rapid Install for all database and Applications nodes.

Rapid Install stores the same conf\_<SID>.txt file in three separate locations:

- **Database 10g R2 <ORACLE\_HOME>/appsutil:** Used on database nodes, on Applications nodes in multinode installations, and in upgrades. It is permanently stored and not deleted.
- **\$INST\_TOP:** Used on Applications nodes in multinode installations, and in upgrades. It is permanently stored and not deleted.

- **/tmp/<time stamp>**: Used by Rapid Install during the installation run. It is deleted when the installation is completed.

The configuration file is also employed in multinode (distributed) installations, where you want to repeat the installation on multiple machines (nodes). In such a case, you can copy the configuration file from one machine to another to avoid having to re-enter the information on each machine. Re-entering information would be time-consuming and prone to error. Storing the configuration details allows you to enter the information only once, and then use same system configuration to run the installation on all required machines.

If you are installing in an environment in which different machines are used to support the database and Applications tiers (as is typically the case), you run Rapid Install on each machine in turn, starting with the database machine. For example, you might have three machines: one for the database tier and two for the Applications tier. So you would run Rapid Install three times, once on each machine. Though the order in which you run Rapid Install on the Applications tier machines does not matter, you cannot run it on more than one machine in an Applications system at the same time.

Rapid Install uses AutoConfig as the main configuration engine. It supplies configuration information to AutoConfig, which stores the configuration for each node in a node-specific configuration file called a context file.

**Note:** AutoConfig is delivered with, and required by, a new installation of Oracle Applications, Release 12. AutoConfig simplifies and standardizes the management of your system configuration; at any time after the initial installation, you can use the Configuration Editor in Oracle Applications Manager to update various system settings, and then run an AutoConfig script to populate the system configuration files with new values.

## **Summary**

### **Summary**

In this lesson, you should have learned to describe:

- The basic architecture of Oracle Applications
- The major components of the architecture
- The Oracle Applications file system
- The Product subdirectory structure and their roles

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# **Shared Entities and Integration**

**Chapter 4**



# **R12 Oracle E-Business Suite for Implementers**

**4**

## **Shared Entities and Integration**

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## Objectives

### Objectives

After completing this lesson, you should be able to recognize the following:

- Shared entities within R12 E-Business Suite
- The key integration points and business flows between products in E-Business Suite (EBS)

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## What Are Shared Entities?

### What Are Shared Entities?

- Shared entities in R12 E-Business Suite enable one-time definition of an object and the use of that object across several products.
- Shared entities are “owned” by a single product for table purposes only.

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## What Are Shared Entities?

Shared entities are not formally defined within the user guide of any single product. But when you implement multiple products, you will find that multiple products reference the same entity. However, it is important to know what these large structures are, and to involve experienced team members when implementing EBS.

The following pages will provide details about where the shared entity is first defined and the applications with which it is shared. However, “ownership” of data is at the company’s discretion. For example: Which business unit will be responsible for the supplier file, Payables or Purchasing? An exception is employee information. If Human Resources is installed, employee data can only be recorded in Human Resources.

## Shared Entities in E-Business: Examples

### Shared Entities in E-Business: Examples

Entity	Description
AOL	Application administration
Ledger	Accounting information records
Unit of Measure	Method of quantifying items
Items	Raw materials, finished goods, or services
Suppliers	Vendors we buy from
Customers	Buyers of the end product
Sales Force	Individuals credited with sales revenue
Employees	Personnel who perform assigned tasks
Locations	Business sites (addresses)
Organizations	Logical unit entities

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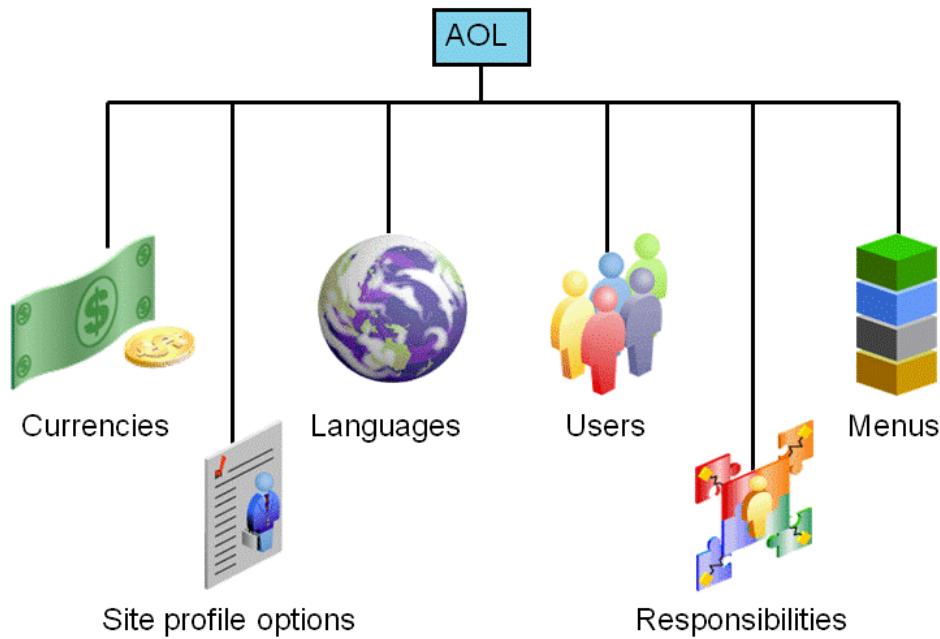
### Shared Entities in E-Business: Examples

The above list of shared entities is incomplete and is only intended to give you an example of how shared entities are used throughout and across R12 E-Business Suite.

A complete list of shared entities would be outside the scope of this course and such a list does not exist within the documentation also. However, the list in the slide represents major shared entities used in R12 EBS. As such, it is a useful source of learning and reference.

## Application Object Library (AOL)

### Application Object Library (AOL)



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## Application Object Library (AOL)

Oracle Application Object Library (AOL) provides Oracle EBS with a robust infrastructure for security, application administration, and configuration. Oracle AOL supports a mode in which a user account is automatically created for Single Sign-On (SSO) authenticated users when they first visit a page in Oracle EBS.

**Currencies:** If you are performing a multicurrency implementation, the currency that you are planning to deploy must be enabled in AOL.

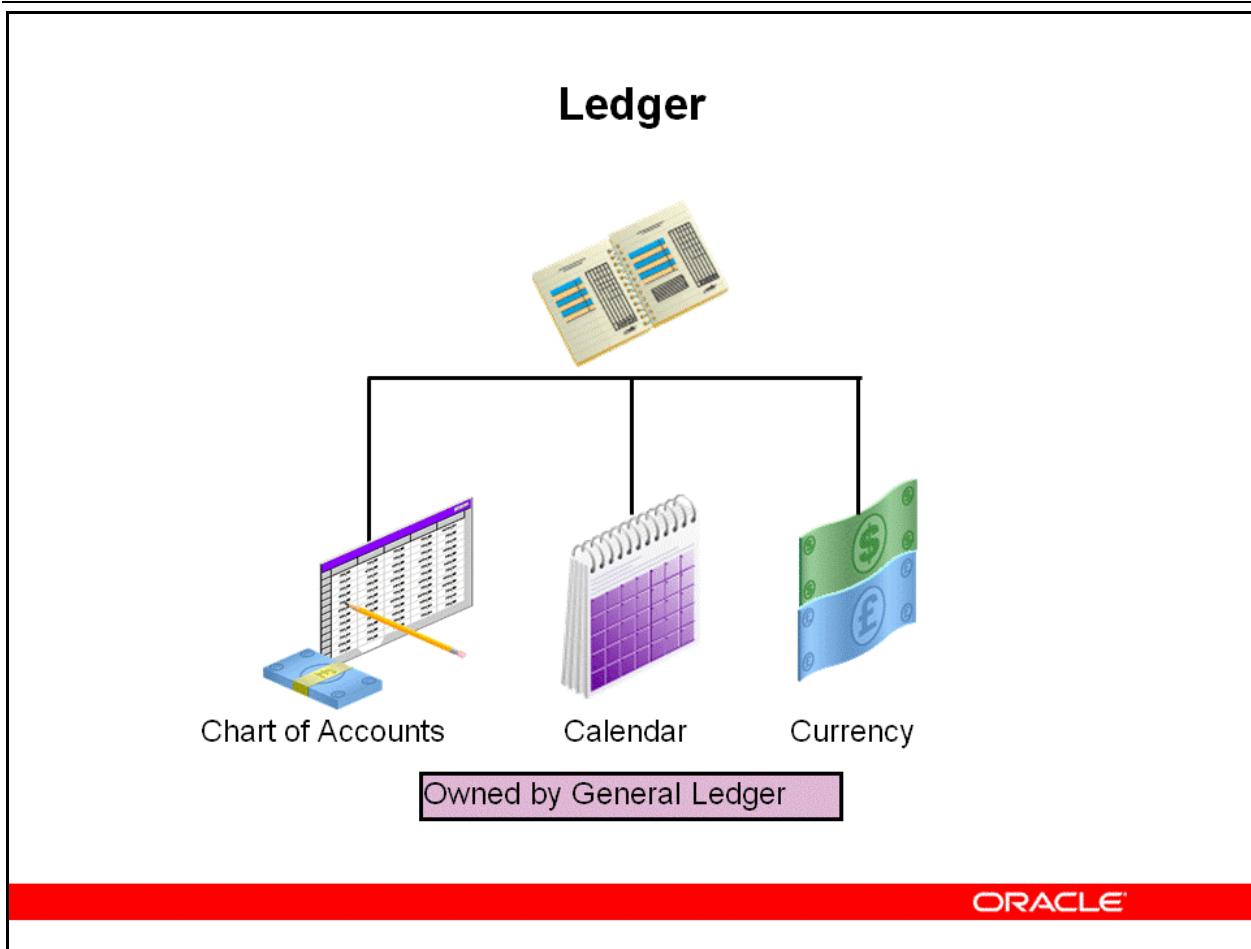
**Languages:** The languages that you are planning to deploy must be enabled in AOL.

**Users:** AOL provides the functionality for creating a user. A user must have a username with one or more responsibilities assigned.

**Responsibilities:** Users are assigned responsibilities that provide access to specified modules in EBS.

**Menus:** Responsibilities have menus associated with them. Menus determine the functions available to a responsibility, as well as the actions that a user can perform using their assigned responsibility.

## Ledger



## Ledger

### **Owner: General Ledger**

Ledger provides the means to collect and quantify financial data. Following are the three primary elements to a Ledger:

- Chart of Accounts
- Calendar
- Currency

### **Chart of Accounts**

- Chart of accounts is the account structure that you define to fit the specific needs of your organization.
- You can choose the number of account segments as well as the length, name, and order of each segment.

### **Accounting Calendar**

- Accounting calendar defines the accounting year and the periods that it contains.
- You can define multiple calendars and assign a different calendar to each set of books.

## Currencies

- You select the functional currency for your set of books as well as other currencies used in reports and business transactions.
- General Ledger converts monetary amounts entered in a foreign currency to functional currency equivalents by using the supplied rates.

Ledger represents one of the main entities within Multiple Organizations Hierarchy. Ledger information is used by all EBS applications. Some products use currency information, others use calendar data, and still others use the chart of accounts information.

## Units of Measure

### Units of Measure



- Length
- Base Unit = 1 cm
- 1 m = 100 cm
- 1 km = 100,000 cm

Units of Measure are used by a variety of functions and transactions to express the quantity and measurement of items.

Units of Measure

Responsibility - Inventory, Vision Operations (USA)

(N) Setup > Units of Measure

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## Units of Measure

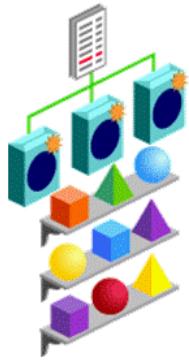
### Owner: Inventory

Units of Measure are used to quantify items. They are grouped with similar characteristics to Units of Measure Classes, such as quantity, weight, time, and volume. Units of Measure also include conversion mechanisms that enable you to perform transactions in units other than the primary unit of the item being transacted.

The values defined in the Units of Measure Window provide the list of values available in the Units of Measure fields in other applications windows. Units of Measure are not inventory organization-specific.

## Items

### Items



You can define and control all items in an inventory. After the items have been defined, they are assigned to organization.

Responsibility - Inventory, Vision Operations (USA)

(N) Items > Master Items

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## Items

### Owner: Inventory

Items are parts that you buy or sell, or with which you transact.

You can choose whether to have centralized or decentralized control of your items through a variety of item attributes (such as description, lead time, units of measure, lot control, saleable versus purchasable, and so on). Much of the information about an item is optional. You define only the information that you need to maintain the item.

## Practice - Defining / Creating an Item (Required)

---

### Overview

In this practice, you will create an item in the Inventory, Vision Operations (USA) responsibility and access / use this item in the Order Management Super User, Vision Operations (USA) responsibility.

### Assumptions

Replace XX with your terminal number or initials.

### Tasks

#### Defining / Creating an Item

1. Responsibility = Inventory, Vision Operations (USA)
2. Navigate to the Master Item Window.
  - a. (N) Items > Master Items
  - b. Organization = M1- Seattle Manufacturing
3. Create a new item by entering the following information.
  - a. Item = XX\_Item
  - b. Description = XX\_Item
  - c. Template = Finished Goods
4. Save the record.
5. Close the Form.

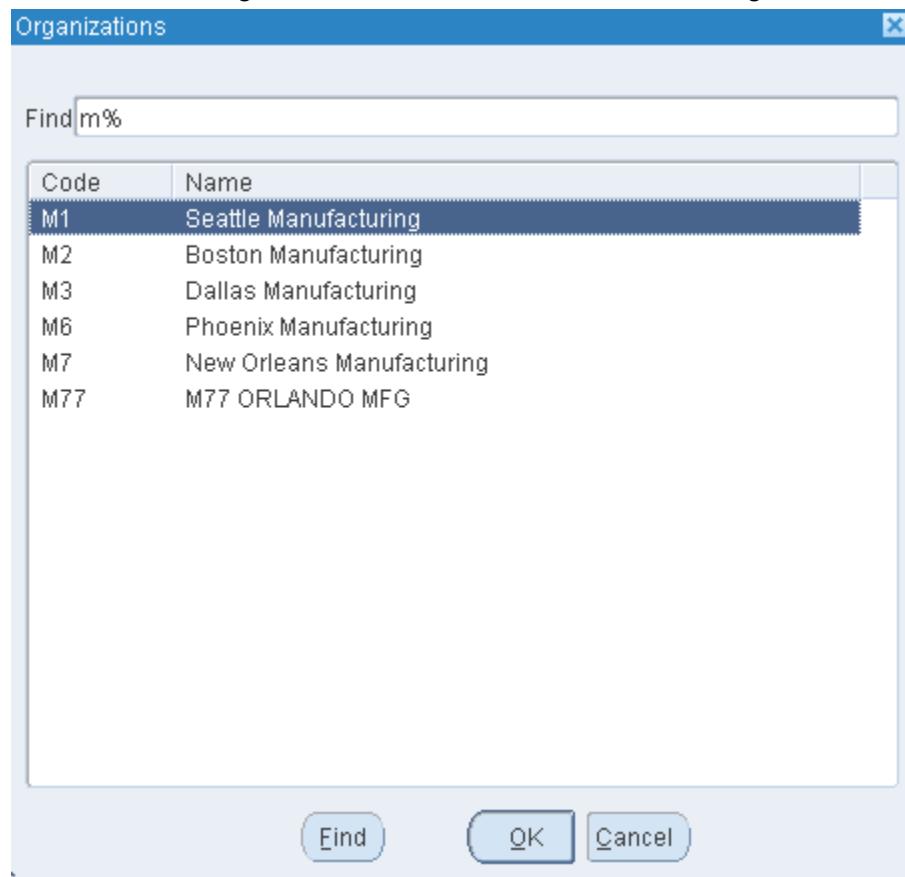
#### Using XX\_Item in Order Management

6. Switch responsibility to Order Management Super User, Vision Operations (USA).
7. (N) Orders, Returns > Sales Order
8. Enter the following information:
  - Order Type = Mixed
  - Ordered Item = XX\_Item
9. Close the Form without saving.

## Solution: Defining / Creating an Item (Required)

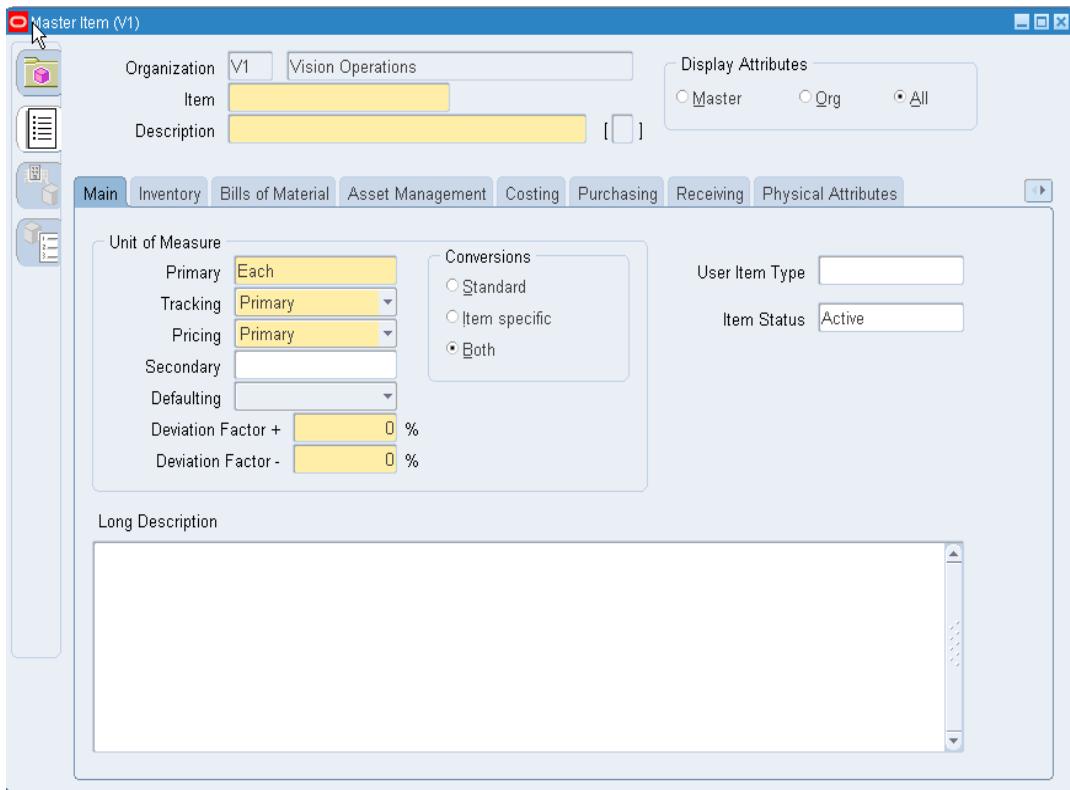
### Defining / Creating an Item

1. Responsibility = Inventory, Vision Operations (USA)
2. Navigate to the Master Items Window.
  - a. (N) Items > Master Items
  - b. Select Organization = M1 – Seattle Manufacturing



- c. (B) OK

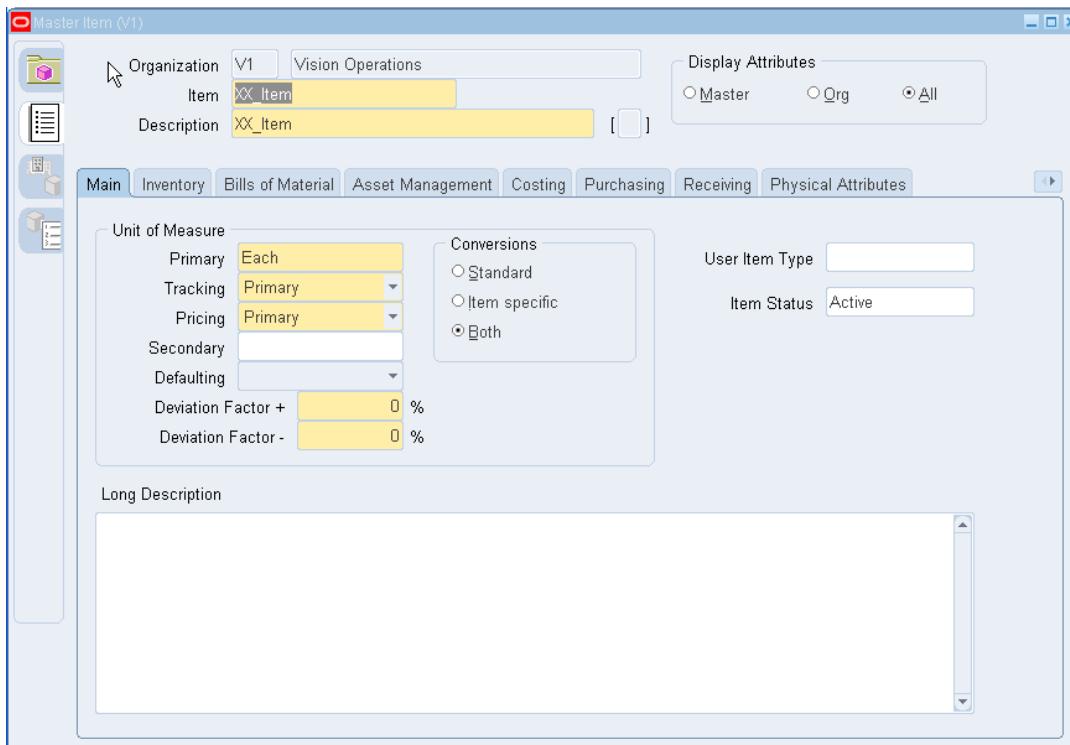
**OK**



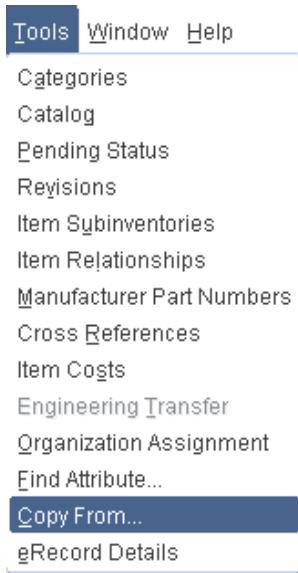
**3. Create a new item.**

Enter the following information:

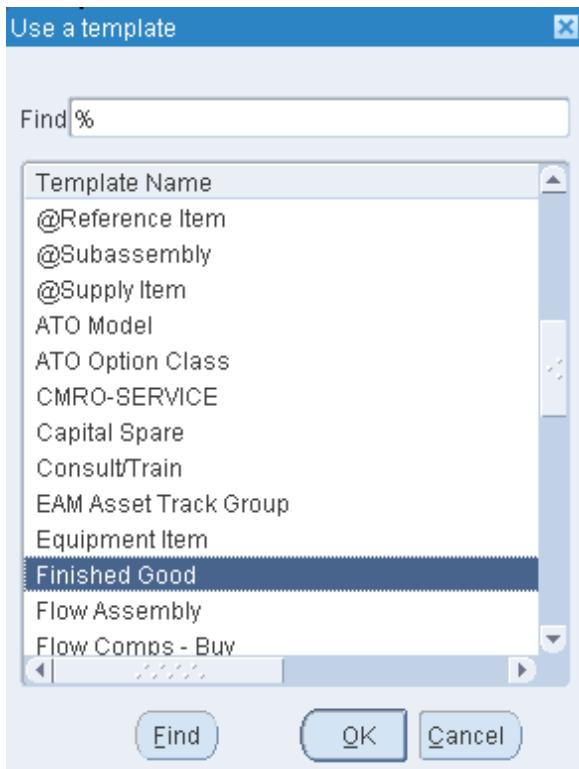
- Item = XX\_Item
- Description = XX\_Item



- c. Copy from Template.  
 (M) Tools > Copy From

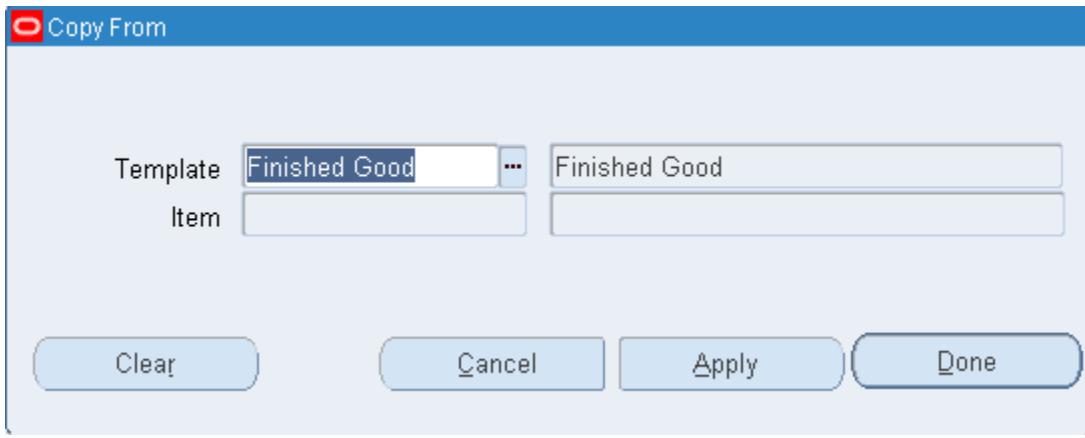


- i. Select Template = Finished Goods from LOV



- ii. (B) OK



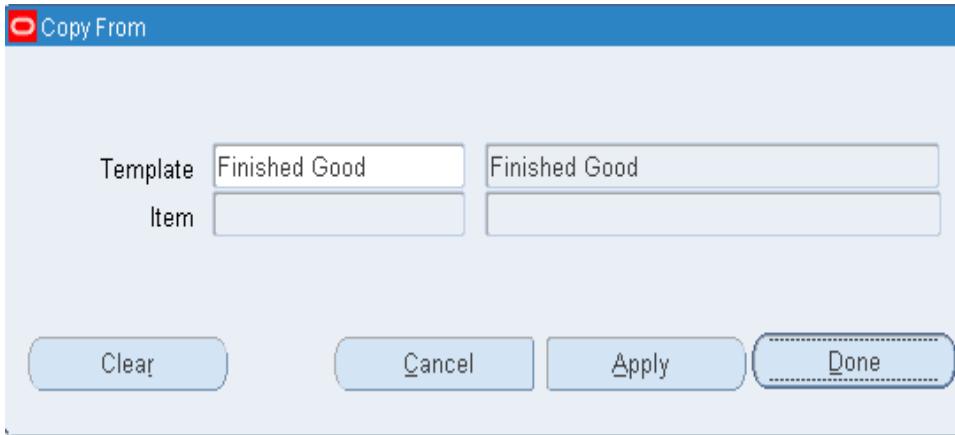


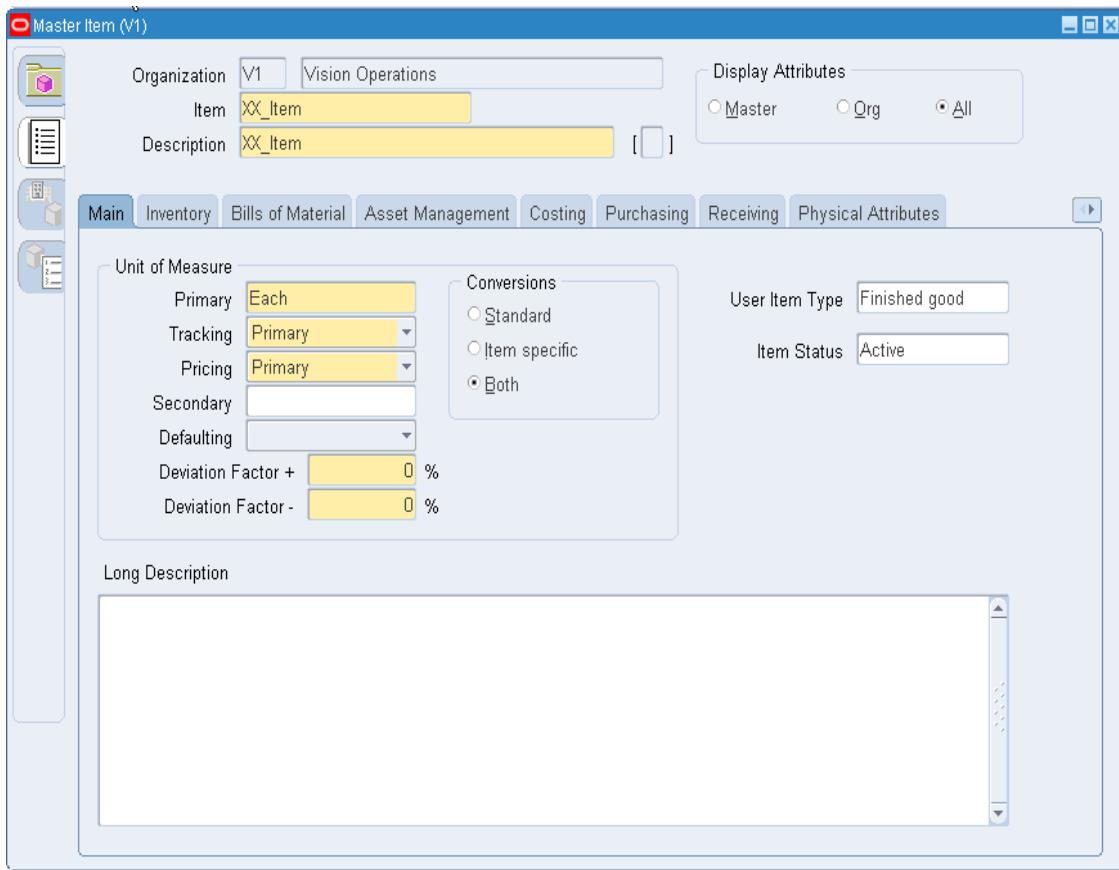
iii. (B) Apply

Apply

iv. (B) Done

Done



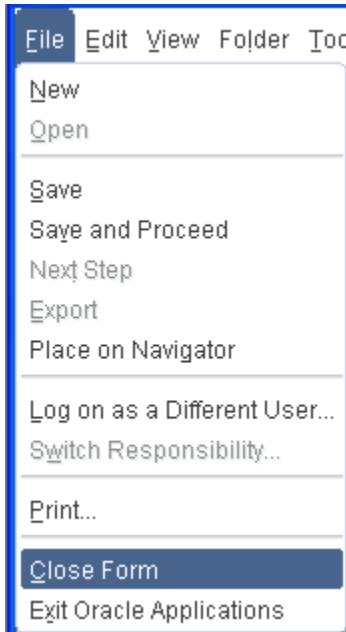


4. Save the record.
  - (I) Save

**Master Item (V1)**

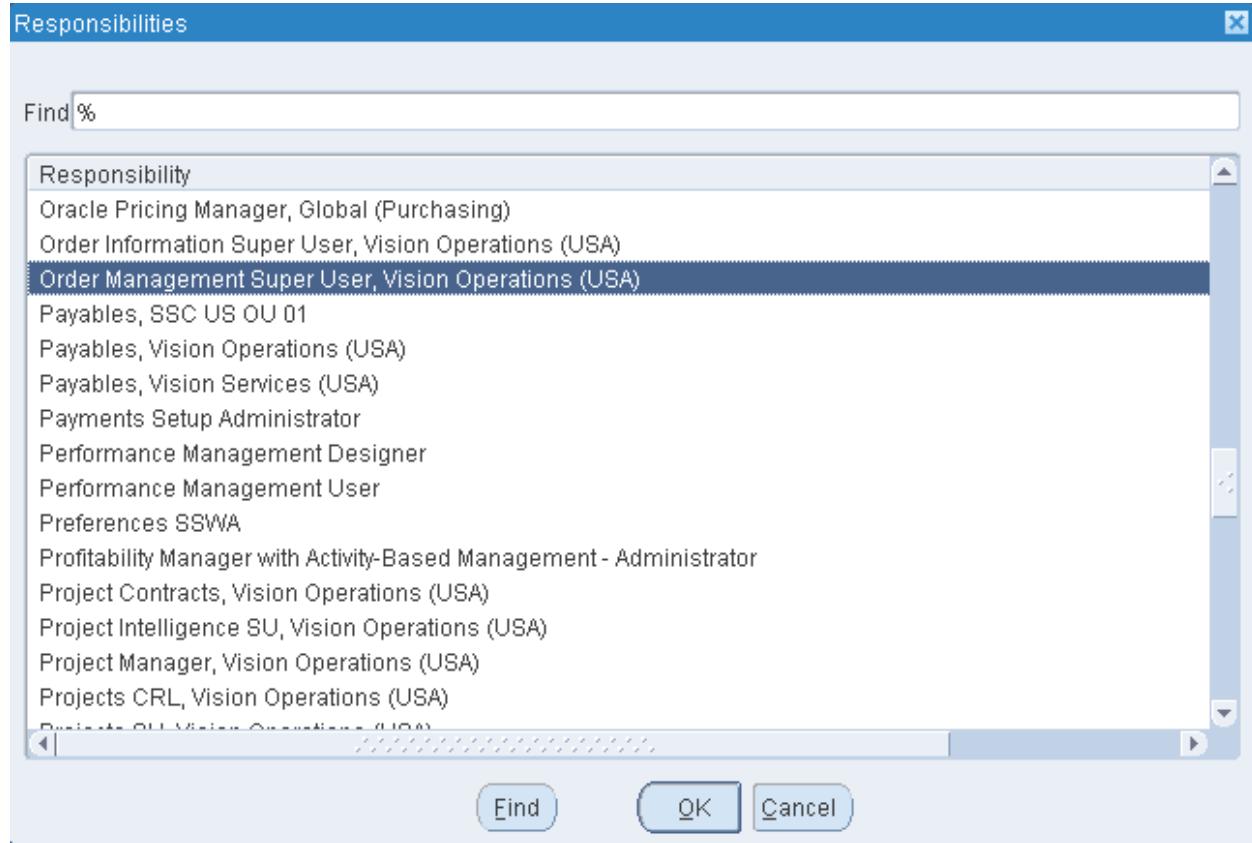
Organization	V1	Vision Operations	Display Attributes																					
Item	XX_Item	<input type="radio"/> Master	<input type="radio"/> Org																					
Description	XX_Item	<input checked="" type="radio"/> All	[...]																					
Main   Inventory   Bills of Material   Asset Management   Costing   Purchasing   Receiving   Physical Attributes																								
<b>Unit of Measure</b> <table border="1"> <tr> <td>Primary</td> <td>Each</td> <td>Conversions</td> </tr> <tr> <td>Tracking</td> <td>Primary</td> <td><input type="radio"/> Standard</td> </tr> <tr> <td>Pricing</td> <td>Primary</td> <td><input type="radio"/> Item specific</td> </tr> <tr> <td>Secondary</td> <td></td> <td><input checked="" type="radio"/> Both</td> </tr> <tr> <td>Defaulting</td> <td></td> <td></td> </tr> <tr> <td>Deviation Factor +</td> <td>0 %</td> <td></td> </tr> <tr> <td>Deviation Factor -</td> <td>0 %</td> <td></td> </tr> </table>				Primary	Each	Conversions	Tracking	Primary	<input type="radio"/> Standard	Pricing	Primary	<input type="radio"/> Item specific	Secondary		<input checked="" type="radio"/> Both	Defaulting			Deviation Factor +	0 %		Deviation Factor -	0 %	
Primary	Each	Conversions																						
Tracking	Primary	<input type="radio"/> Standard																						
Pricing	Primary	<input type="radio"/> Item specific																						
Secondary		<input checked="" type="radio"/> Both																						
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Deviation Factor +	0 %																							
Deviation Factor -	0 %																							
User Item Type   Finished good Item Status   Active																								
Long Description <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>																								

5. Close the Form.
- (M) File > Close Form



**Accessing the item XX\_Item from Order Management**

6. Switch responsibility to Order Management Super User, Vision Operations (USA).  
a. (I) Switch Responsibility



- b. (B) OK
- [OK]
7. Navigate to the Sales Orders (Vision Operations) – New form.  
a. (N) Orders, Returns > Sales Orders

Sales Orders (Vision Operations) - [New]

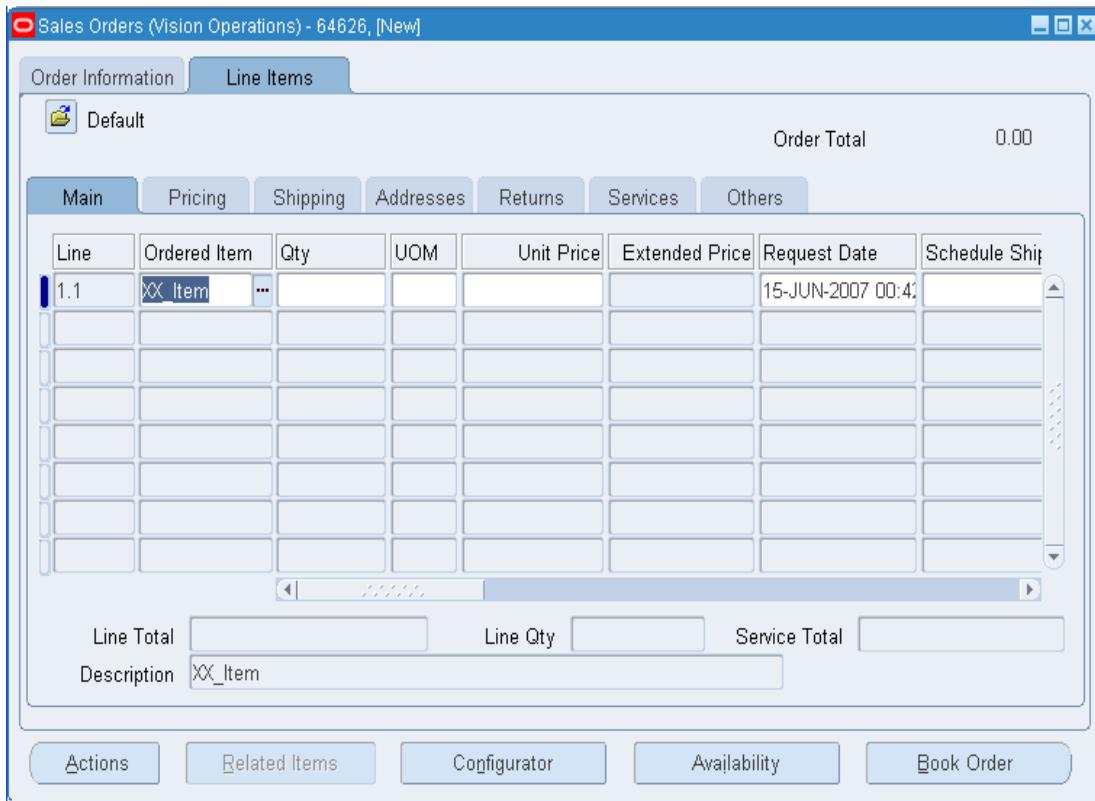
<b>Order Information</b>	<b>Line Items</b>
Default	
<input checked="" type="radio"/> Main <input type="radio"/> Others	
Customer Customer Number Customer PO Customer Contact Blanket Number Ship To Location  Bill To Location	Order Number Order Type Date Ordered Price List Salesperson Status Currency Subtotal Tax Charges Total
<input type="button" value="Actions"/> <input type="button" value="Related Items"/> <input type="button" value="Configurator"/> <input type="button" value="Availability"/> <input type="button" value="Book Order"/>	

8. Select the following Information:
  - a. (T) Order Information
  - b. Select Order Type = Mixed from LOV

Sales Orders (Vision Operations) - 64626, [New]

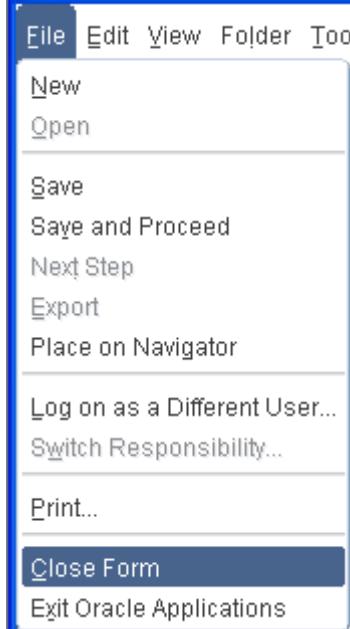
<b>Order Information</b>	<b>Line Items</b>
Default	
<input checked="" type="radio"/> Main <input type="radio"/> Others	
Customer Customer Number Customer PO Customer Contact Blanket Number Ship To Location  Bill To Location	Order Number 64626 Order Type Mixed Date Ordered 15-JUN-2007 00:42:41 Price List Corporate Salesperson No Sales Credit Status Entered Currency USD Subtotal 0.00 Tax 0.00 Charges 0.00 Total 0.00
<input type="button" value="Actions"/> <input type="button" value="Related Items"/> <input type="button" value="Configurator"/> <input type="button" value="Availability"/> <input type="button" value="Book Order"/>	

- c. (T) Line Items
- d. Select from LOV Ordered Item = XX\_ Item

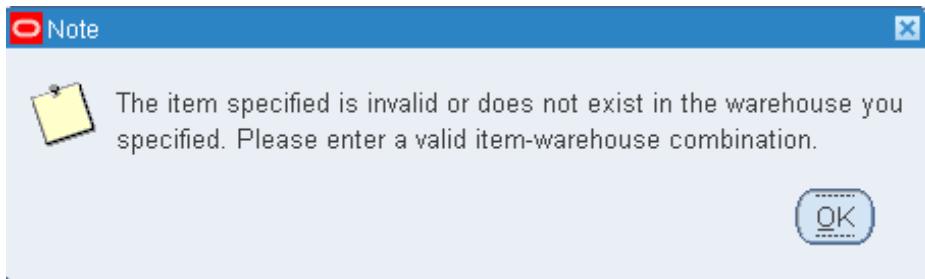


Oracle Internal & Oracle Academy Use Only

9. Close Form without saving.
    - a. (M) File > Close Form



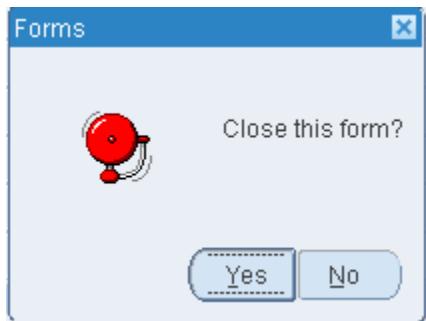
- b. You get a note stating that this item is invalid or does not exist in the warehouse.



c. (B) OK

OK

d. You get the Forms dialog box.



e. (B) Yes

Yes

**Note:** An item defined in an Inventory application can be used in another application, namely Order Management.

This shows that the Item entity is shared across applications.

## Suppliers

### Suppliers



Suppliers are the individuals or companies from which you procure goods and/or services.

Responsibility - Payables, Vision Operations (USA)

(N) Suppliers > Entry

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## Suppliers

### Owner: Purchasing

Set up suppliers to record information about individuals and companies from whom you purchase goods and/or services. Additionally, you can enter the employees whom you reimburse for expense reports.

When you enter a supplier that conducts business from multiple locations, you store supplier information only once, and enter supplier sites for each location. You can designate supplier sites as Pay Sites, Purchasing Sites, RFQ Only Sites, or Procurement Card sites. For example, for a single supplier, you can buy from different sites and send payments to different sites. Most supplier information automatically defaults to all the supplier sites to facilitate supplier site entry. However, you can override these defaults and have unique information for each site.

## Guided Demonstration - Creating a Supplier in Payables and Accessing from Purchasing (Required)

---

1. Responsibility = Payables, Vision Operations (USA)
2. (N) Suppliers > Entry
3. (B) Create Supplier
4. Enter the following information:
  - a. Supplier Type = Select the default “Standard Supplier” check box
  - b. Organization Name: XX\_Supplier
  - c. Search for the Country of Origin: United States
  - d. Select Option Button: Country Name = United States, Country Code = US
  - e. (B) Select
  - f. (B) Apply
  - g. Note down the Supplier number: \_\_\_\_\_
  - h. Note down the Registry Number: \_\_\_\_\_
  - i. Enter Site Name = XX\_Suppliers
  - j. Enter Operating Unit = Vision Operations, (B) Go
  - k. (B) Save
  - l. (T) Key Purchasing Setups
  - m. Click Address Book Link (Top left) drop-down values
  - n. (B) Create
5. Enter the following information (for Address):
  - a. Country: Accept Default (United States)
  - b. Address Line 1: #20 (Mandatory)
  - c. Address Line 2: 5<sup>th</sup> Cross
  - d. Address Line 3: 5<sup>th</sup> Street
  - e. Address Line 4: Fizzy Road
  - f. City: New York
  - g. County: New York
  - h. State: NY
  - i. Postal Code: 10020
  - j. Address Name: XX\_Supplier\_Site (Mandatory)
  - k. Language = American English
  - l. (B) Continue
  - m. Address Purpose: Select the Purchasing and Payment check boxes
  - n. (B) Continue
  - o. Select the check box besides XX\_Supplier and Vision Operations
  - p. (B) Apply
6. Click “Quick Update” Link.
7. Accept the default Ship To Location and Bill To Location, FOB, Country of Origin values.
8. (B) Save
9. Close the window.

10. Switch responsibility to Purchasing, Vision Operations (USA).

**Enter a Purchase Order as follows:**

11. (N) Purchase Orders > Purchase Orders

12. Enter the following information:

- a. Operating Unit: Select Vision Operations from LOV
- b. Type: Accept Default (Standard Purchase Order)
- c. Supplier: Find the Supplier "XX\_Supplier"
- d. Close the form without saving.

Therefore, it is seen that the "Suppliers" entity is shared across applications. It is defined in one application and accessed in another.

**Note:** Suppliers are now part of the Trading Community Architecture.

**To show how an entity defined in the Forms-Based Interface can be seen in a Self Service Application:**

13. Use the Purchasing, Vision Operations (USA) responsibility.

- a. Navigate to the Requisitions Window using (N) Requisitions > Requisitions
- b. Operating Unit: Select Vision Operations from LOV
- c. Type = Select Purchase Requisition from LOV
- d. Description = Test for SSA
- e. (T) Lines
- f. Item = Select AS54999 from the LOV
- g. Quantity = 10
- h. Need-By = Take Current Date +1 Day
- i. Below the Line level, select Supplier = XX\_Supplier (created above)
- j. Select Site = XX\_Supplier\_Address
- k. Select the default values.
- l. Save
- m. Write down the Requisition Number = \_\_\_\_\_
- n. Close the Requisitions Form.

14. Switch responsibility to iProcurement.

- a. On the Web page that opens, click (T) Requisitions.
- b. The above created requisition can be seen under the "My Requisitions" region with status = Incomplete
- c. Close the window.

Therefore, it is seen that an entity (Requisition), which is defined in a Forms-Based Interface can be accessed through the Self Service Applications.

## Customers

### Customers



Customers are buyers of the end products and/or services.

Responsibility - Receivables, Vision Operations (USA)

(N) Customers > Customers

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## Customers

### Owner: Receivables

Customers are stored as part of the Trading Community Architecture (TCA). The two levels within TCA related to customers are:

- Party level
- Customer account

When you enter a customer that conducts business from multiple locations, you store customer information only once and enter customer sites for each location. For each entered customer site, you can designate the usage of the site as bill-to, ship-to, marketing, and so on. Further, many fields within the customer record provide defaults to applications such as Receivables, Order Management, and Projects.

## Practice - Creating a Customer in Receivables and Accessing from Order Management and Inventory (Required)

---

### Overview

In this practice, you will create a customer in Receivables responsibility and access / use this customer in Order Management and Inventory responsibilities.

### Assumptions

- Replace XX with your terminal number or initials.

### Tasks

#### Creating a Customer

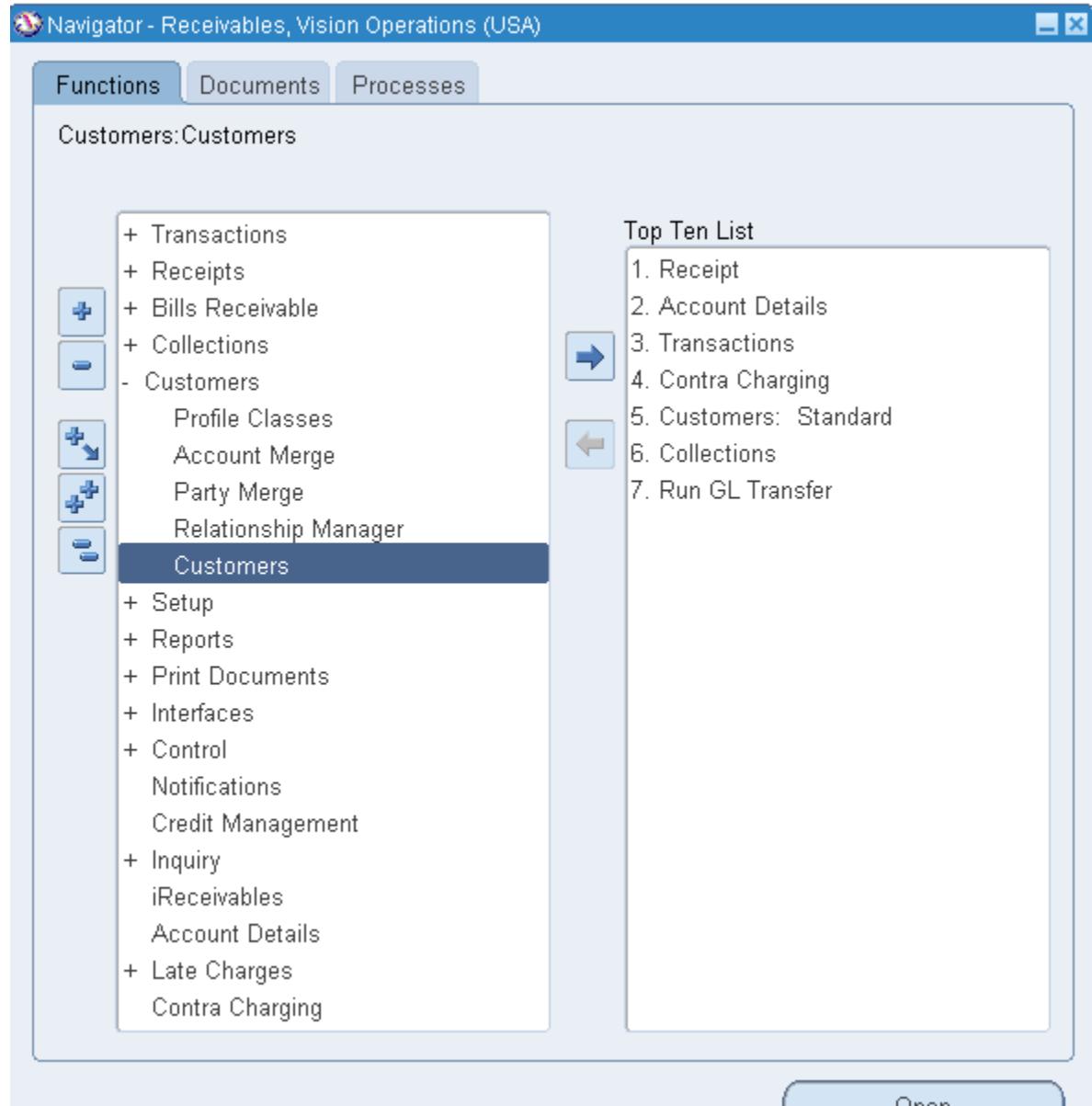
1. Responsibility = Receivables, Vision Operations (USA)
2. (N) Customers > Customers
3. **Create a new customer.**
4. Enter the following information:
  - a. Customer Type = Organization
  - b. Organization Name = XX\_Customer
  - c. Country = United States
  - d. Address Line 1 = #250
  - e. Address Line 2 = Street # 2
  - f. Address Line 3 = Go Meery Road
  - g. City = New York
  - h. County = New York
  - i. State = NY
  - j. Postal Code = 10250
  - k. Address Description = XX\_Customer\_Site
  - l. Operating Unit = Vision Operations
  - m. Bill To = Primary
  - n. Apply the changes.
  - o. Note down the Registry Number: \_\_\_\_\_
  - p. Close the window.
5. Switch responsibility to Order Management Super User, Vision Operations (USA).
6. (N) Orders, Returns > Sales Orders
7. Customer = XX\_Customer
8. Close Form without saving.
9. Switch responsibility to Inventory, Vision Operations (USA).

10. (N) Items > Customer Items > Customer Items
11. Organization = M1 – Seattle Manufacturing
12. Customer Name = XX\_Customer
13. Close Form without saving.

## **Solution: Creating a Customer in Receivables and Accessing from Order Management and Inventory (Required)**

---

1. Responsibility = Receivables, Vision Operations (USA)



2. Navigate to the Customers Web Page.

(N) Customers > Customers

Customer Type Organization

Select Name	Registry ID	D-U-N-S Number	Address	Country
No search conducted.				

Accounts

Status	Go
Active	Go

Create Account

3. (B) Create
4. Enter the following information:
  - a. Select default Customer Type = Organization
  - b. Organization Name = XX\_Customer.

Close Window Preferences Help Diagnostics

**Customers**

Customers >

**Create Organization**

**Customer Type ORGANIZATION**

**[Cancel] [Save And Add Details] [Apply]**

**Customer Information**

* Organization Name	XX_Customer
Alias	
D-U-N-S Number	
URL	Must include: http://
Context Value	<input type="button" value="▼"/>

**Account Information**

Account Description		Reference	
Profile Class	DEFAULT	Date Established	
Account Type	External	(example: 15-Jun-2007)	
Cust GL Class		<input type="button" value="🔍"/>	
Tax Loc Code		<input type="button" value="🔍"/>	
Tax Calc Code		<input type="button" value="🔍"/>	
Cust Price Cls		<input type="button" value="🔍"/>	
Customer Status	Default	<input type="button" value="Default Status"/>	<input type="button" value="🔍"/>
Eliminations Dept			

- c. Country = United States
- d. Address Line 1 = #250
- e. Address Line 2 = St #2
- f. Address Line 3 = Go Meery Road
- g. City = New York
- h. County = New York
- i. State = NY
- j. Postal Code = 10250
- k. Address Description = XX\_Customer\_Site
- l. Operating Unit = Vision Operations (Accept Default)

**Account Site Address**

* Country	United States <input type="text"/>	
* Address Line 1	#250	
Address Line 2	Street #2	
Address Line 3	Go Meery Road	
Address Line 4		
City	New York	
County	New York	
State	NY	
Province		
Postal Code	10250	
Address Description	XX_Customer_Site	
<input checked="" type="checkbox"/> Identifying Address		
Geography Code Override		

**Account Site Details**

Operating Unit	Vision Operations <input type="text"/>	Reference <input type="text"/>
Category	<input type="text"/>	
Territory	<input type="text"/>	
Translation	<input type="text"/>	
EDI Location	<input type="text"/>	
Context Value	<input type="text"/>	

m. Accept default Bill To and select the Primary check box.

**Account Site Details**

Operating Unit	Vision Operations <input type="text"/>	Reference <input type="text"/>
Category	<input type="text"/>	
Territory	<input type="text"/>	
Translation	<input type="text"/>	
EDI Location	<input type="text"/>	
Context Value	<input type="text"/>	

**Business Purposes**

Purpose	Location	Bill To Location	Primary	Remove
Bill To	<input type="text"/>	<input checked="" type="checkbox"/>		
<a href="#">Add Another Row</a>				

[Cancel](#) [Save And Add Details](#) [Apply](#)

Customers Close Window Preferences Help Diagnostics

About this Page Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

n. (B) Apply



o. Note down the Registry Number: \_\_\_\_\_

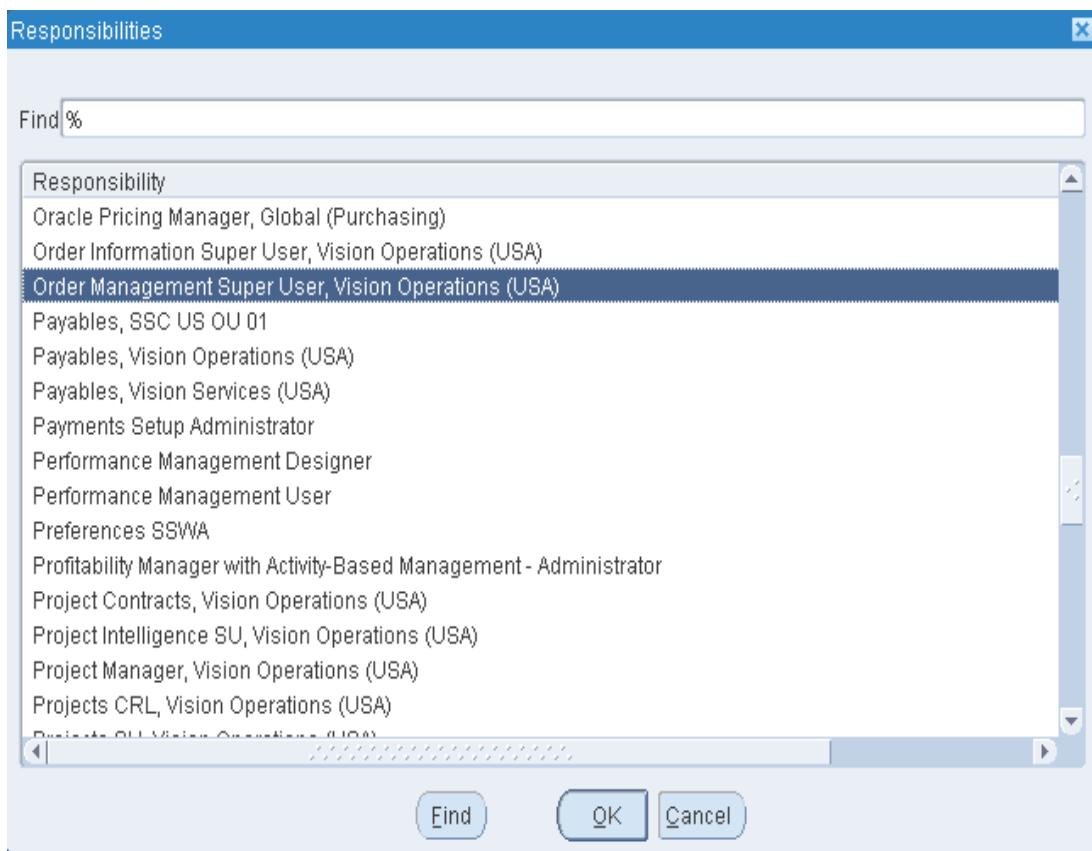
* Organization Name	XX_Customer
* Registry ID	54908

p. (L) Close the window.



5. Switch responsibility to Order Management Super User, Vision Operations (USA).

a. (I) Switch Responsibility



b. (B) OK



6. Navigate to the Sales Order Window.

(N) Orders, Returns > Sales Orders

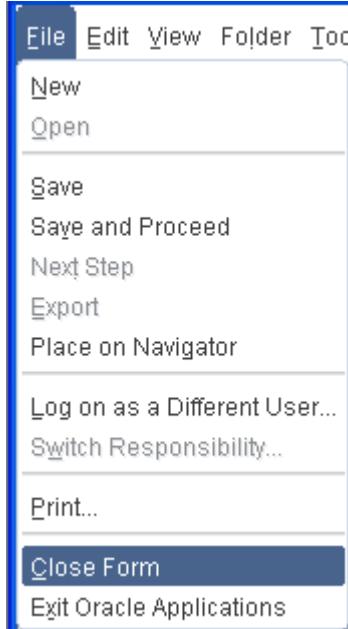
7. Find Customer = XX\_Customer

Sales Orders (Vision Operations) - [New]

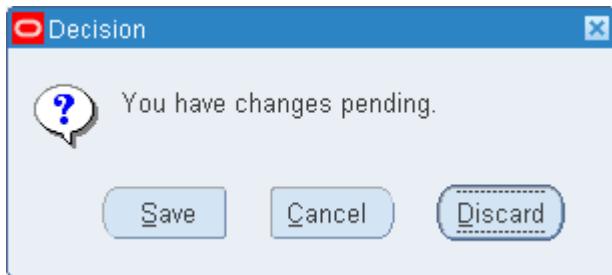
<b>Order Information</b>	<b>Line Items</b>
Default	
<input type="radio"/> Main <input type="radio"/> Others	
Customer: XX_Customer Customer Number: 54908 Customer PO: Customer Contact: Blanket Number: Ship To Location:  Bill To Location:	Order Number: Order Type: <b>  </b> Date Ordered: 19-JUN-2007 00:37:45 Price List: Corporate Salesperson: No Sales Credit Status: Currency: USD Subtotal: 0.00 Tax: 0.00 Charges: 0.00 Total: 0.00
[ ]   [ ]	
<input type="button"/> Actions <input type="button"/> Related Items <input type="button"/> Configurator <input type="button"/> Availability <input type="button"/> Book Order	

8. Close Form without saving.

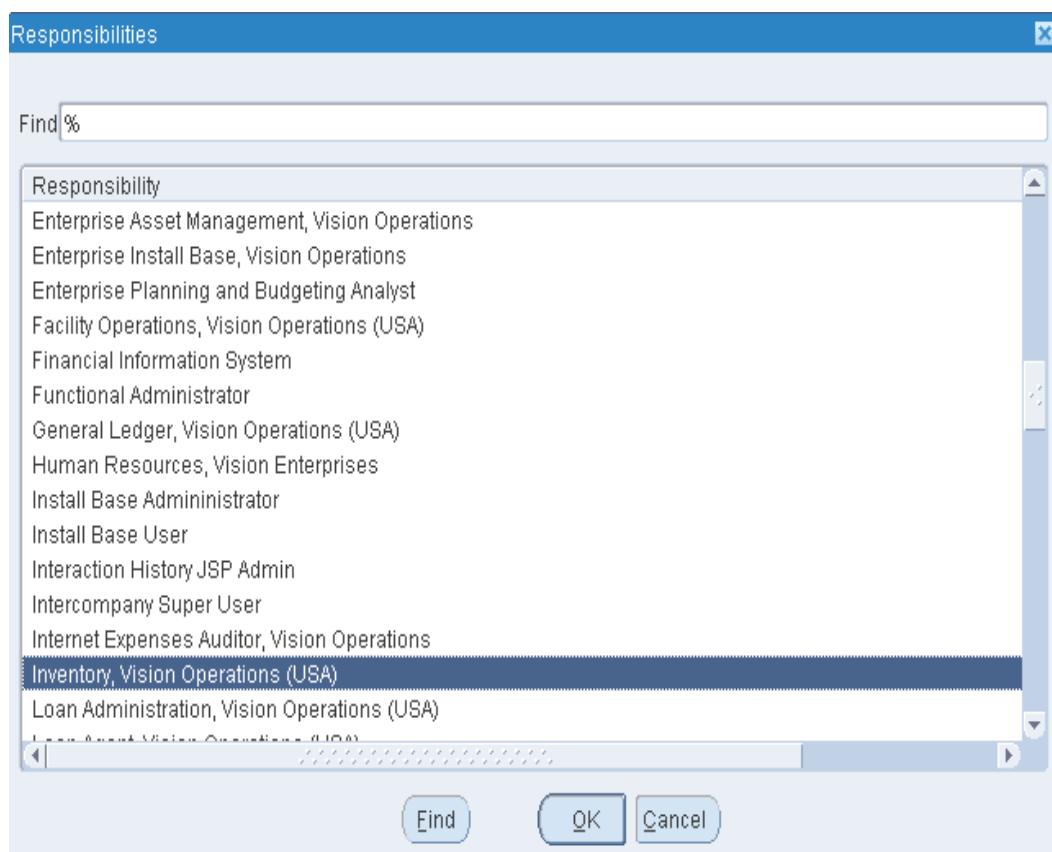
a. (M) File > Close Form



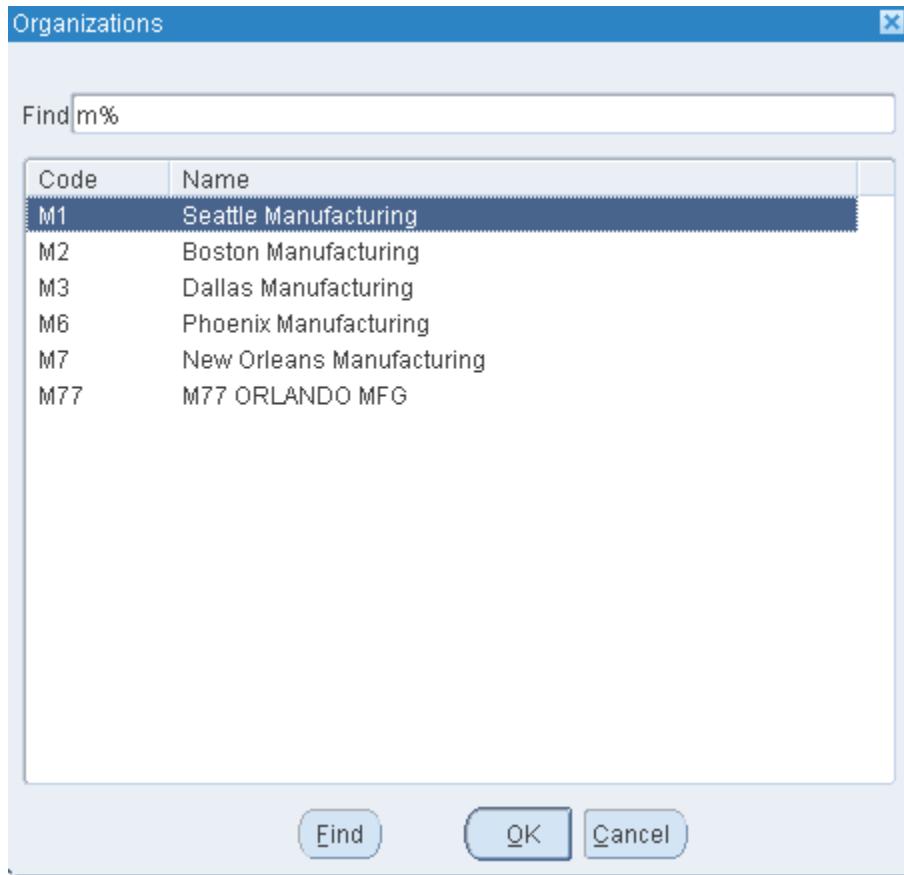
b. In the Decision dialog box, you get:



- c. (B) Discard
- 
9. Switch responsibility to Inventory, Vision Operations (USA).
- a. (I) Switch Responsibility



- b. (B) OK
- 
10. Navigate to the Find Customer Items Window.  
(N) Items > Customers Items > Customer Items
11. Select Organization = M1 Seattle Manufacturing



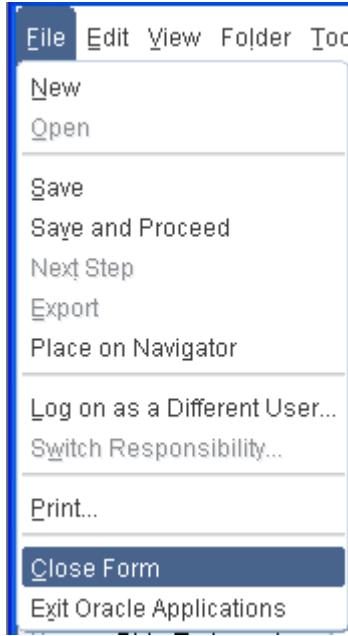
- a. (B) OK  
[OK]
12. Customer Name = Select XX\_Customer from LOV

**Find Customer Items (v1)**

Customer Item	<input type="text"/>
Customer Item Description	<input type="text"/>
Customer Name	XX_Customer
Customer Number	54908 <input type="button" value="..."/>
Commodity Code	<input type="text"/>
Commodity Code Description	<input type="text"/>
Address Category	<input checked="" type="radio"/> Any <input type="radio"/> None <input type="radio"/> <input type="text"/>
Address	<input checked="" type="radio"/> Any <input type="radio"/> None <input type="radio"/> <input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="New"/> <input type="button" value="Find"/>	

13. Close Form without saving.

a. (M) File > Close Form



**Now you can see that the “Customers” entity is shared across applications. It is defined in one application and accessed in other application.**

## Sales Force

### Sales Force



Sales Force comprises individuals credited with sales revenue.

Responsibility - CRM Resource Manager, Vision Enterprises

(N) Maintain Resources > Resources

Responsibility - Order Management Super User, Vision Operations (USA)

(N) Setup > Sales > Sales persons

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## Sales Force

### Owner: Sales

Sales Force is how Oracle EBS applications identify sales personnel. An employee must be defined as a sales person within the Human Resources application, as well as within the Resource Manager in CRM Application Foundation to have access to certain CRM applications.

In Oracle EBS, sales people capture the sales credit information across many applications. The sales credit information is, in turn, used to form the basis for sales compensation calculations and to assign revenue accounting.

Sales Force personnel are also used for team analysis, determination of territory alignment, and assignment of sales leads.

## Employees

### Employees



Employees are individuals employed by the company to perform certain tasks.

Responsibility - Human Resources, Vision Enterprises

(N) People > Enter and Maintain

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## Employees

### Owner: Human Resources

Human Resources establishes employees to keep track of personnel information such as skills, benefits, jobs, and statuses. After the employees are defined in the system, they can be used for approval activities, processing expense transactions, and assigning of fixed assets.

**Note:** If the Human Resources application has not been previously selected and licensed, any application requiring employees will have limited access to employee tables.

## Practice - Creating a New Employee and Creating a Resource (Required)

---

### Overview

In this practice, you create a new employee who will associate with a user in a later practice.

### Assumptions

- Replace XX with your terminal number or initials.

### Tasks

#### Defining an Employee

1. Responsibility = Human Resources, Vision Enterprises
2. Navigate to the Define Person Window.
  - (N) People > Enter and Maintain
3. Enter the following information:
  - Last = Samuels
  - First = XX\_James
  - Gender = Select M or F as appropriate
  - Action = Create Employment
  - Person Type = Employee
4. Save your record.
5. Record your employee number \_\_\_\_\_.

#### Creating an Assignment

6. Navigate to the Assignment Window by clicking (B) Assignment.
7. Enter the following information:
  - a. Organization = Vision Operations  
In the Group field, enter as follows:
  - b. Team = Financials
  - c. National Bargaining Unit = ALPA
  - d. Select following:
    - Job = MGR500.Manager
    - Position = MM400.Materials Manager
8. Accept the default values.
9. (T) Supervisor
  - Name = Brown, Ms. Casey
10. Save your record.
11. Accept the default location value.
12. Close all the windows and return to the Navigator page.

#### Creating a Resource

13. Responsibility = CRM Resource Manager, Vision Enterprises

14. Navigate to the Select Resources to Import Window.
  - (N) Maintain Resources > Import Resources
15. Select / Enter the following:
  - Resource Category = Employee
  - Number = *Employee number of Samuels, XX James created above*
16. Search for the Employee.
17. Import the details of Employee to create a Resource.
  - Select Role = Credit Manager (From LOV)
18. Save the created Resource.
19. Find the Resource details.
20. Record your resource number \_\_\_\_\_.
21. Close all the windows and return to the Navigator page.

## Solution: Creating a New Employee and Creating a Resource (Required)

### Defining an Employee

1. Use the Human Resources, Vision Services responsibility.
2. Navigate to the Define Person Window.  
– (N) People > Enter and Maintain

The screenshot shows the 'Find Person' window with the following interface elements:

- Full Name:** Text input field.
- Social Security:** Text input field.
- Search by number:** A group of fields:
  - Type:** Drop-down menu set to "Employee".
  - Number:** Text input field.
- Buttons:** "Clear", "New", and "Find".

- (B) New

The screenshot shows the 'People' window with the 'Personal' tab selected. The interface includes:

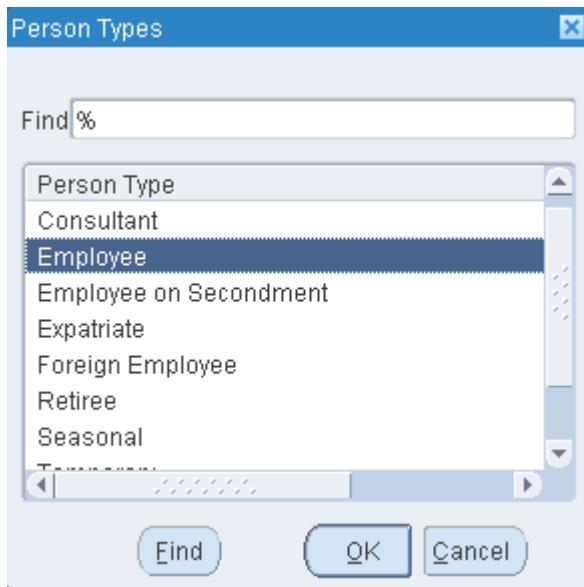
- Name:** Sub-section with fields for Last, First, Title, Prefix, Suffix, and Middle names.
- Gender:** Drop-down menu set to "Unknown ...".
- Action:** Drop-down menu.
- Person Type for Action:** Text input field.
- Person Types:** Text input field.
- Identification:** Text input field.
- Social Security:** Text input field.
- Personal Tab Fields:** Birth Date, Age, Status, Nationality, Registered Disabled.
- Effective Dates:** From: 19-JUL-2007, To: [empty], Latest Start Date: [empty].
- Buttons:** Address, Picture, Assignment, Special Info, Others...

3. Enter the following information:

- Last = Samuels
- First = XX\_James
- Gender = Select M or F as appropriate
- Action = Create Employment



- Person Type = Employee



- (B) OK

4. (I) Save

5. Accept the two Note dialog boxes you get by clicking (B) OK

**O People**

Name		Gender <input type="button" value="Male"/>	Action <input type="button"/>
Last	Samuels	Person Type for Action	
First	XX_James	Person Types	
Title		Employee	
Prefix		Identification	
Suffix		Employee	1981
Middle		Social Security	

**Personal** Employment Office Details Applicant Background Rehire Further Name Medical Other Benefits

Birth Date	<input type="text"/>	Age <input type="button"/>
Town of Birth	<input type="text"/>	Status <input type="text"/>
Region of Birth	<input type="text"/>	Nationality <input type="text"/>
Country of Birth	<input type="text"/>	Registered Disabled <input type="text"/>

Effective Dates

From <input type="text" value="19-JUL-2007"/>	To <input type="text"/>	Latest Start Date <input type="text" value="19-JUL-2007"/> [ <input type="button"/> ]
---	-------------------------	---

6. Record your employee number \_\_\_\_\_.

**Note:** The system will generate an employee number that will be visible in the field above the Social Security Number field.

### Creating an Assignment

In this section of the solution, you view how to assign an employee to an organization.

7. (B) Assignment

Assignment: 01-JUN-2007(Samuels, James)

Organization	Vision Corporation	...	Group	
Job			Position	
Grade			Payroll	
Location	HR- New York		Status	Active Assignment

Assignment Number	1944	Collective Agreement	
Assignment Category		Employee Category	

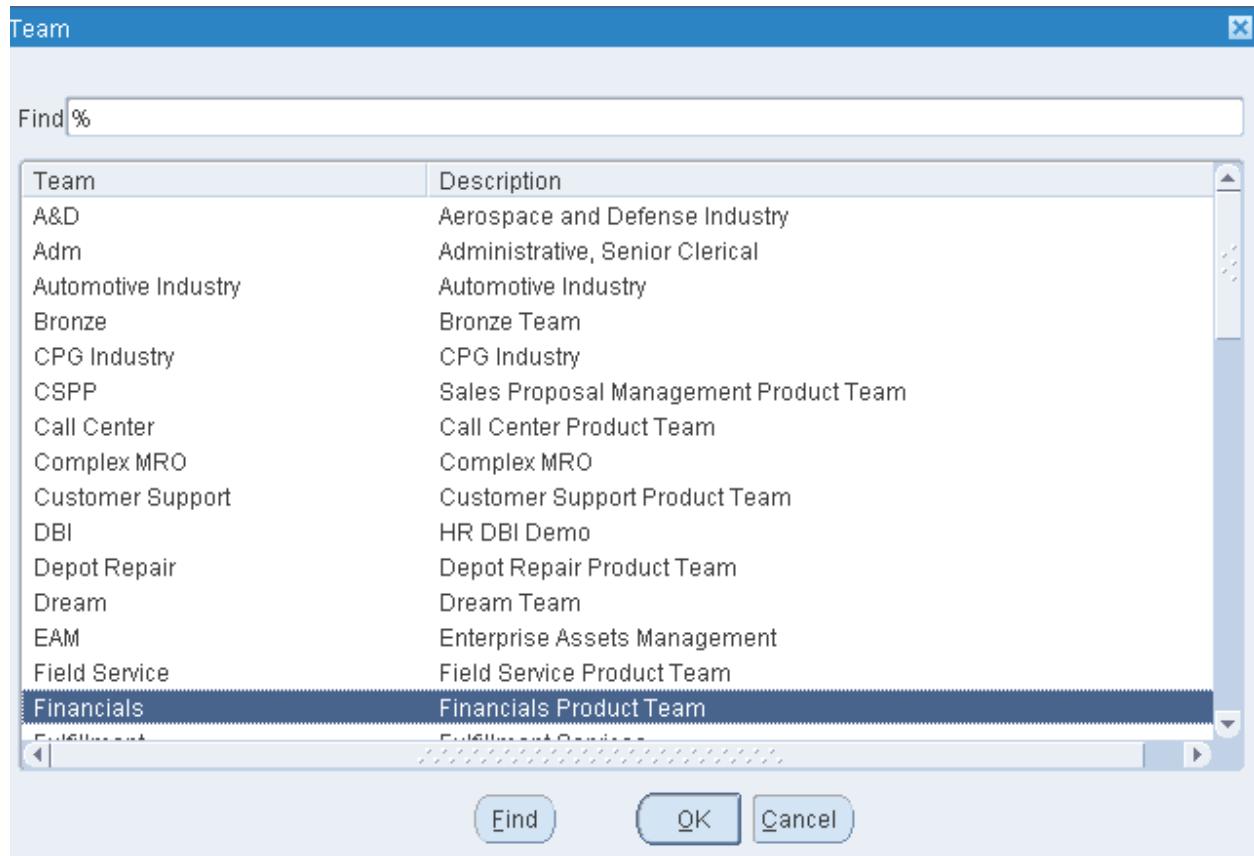
Salary Information   Supervisor   Probation & Notice Period   Standard Conditions   Statutory Information   [ ]

Review Salary	Every	Review Performance	Every
Salary Basis			
From	01-JUN-2007	To	
Effective Dates	[ ]		

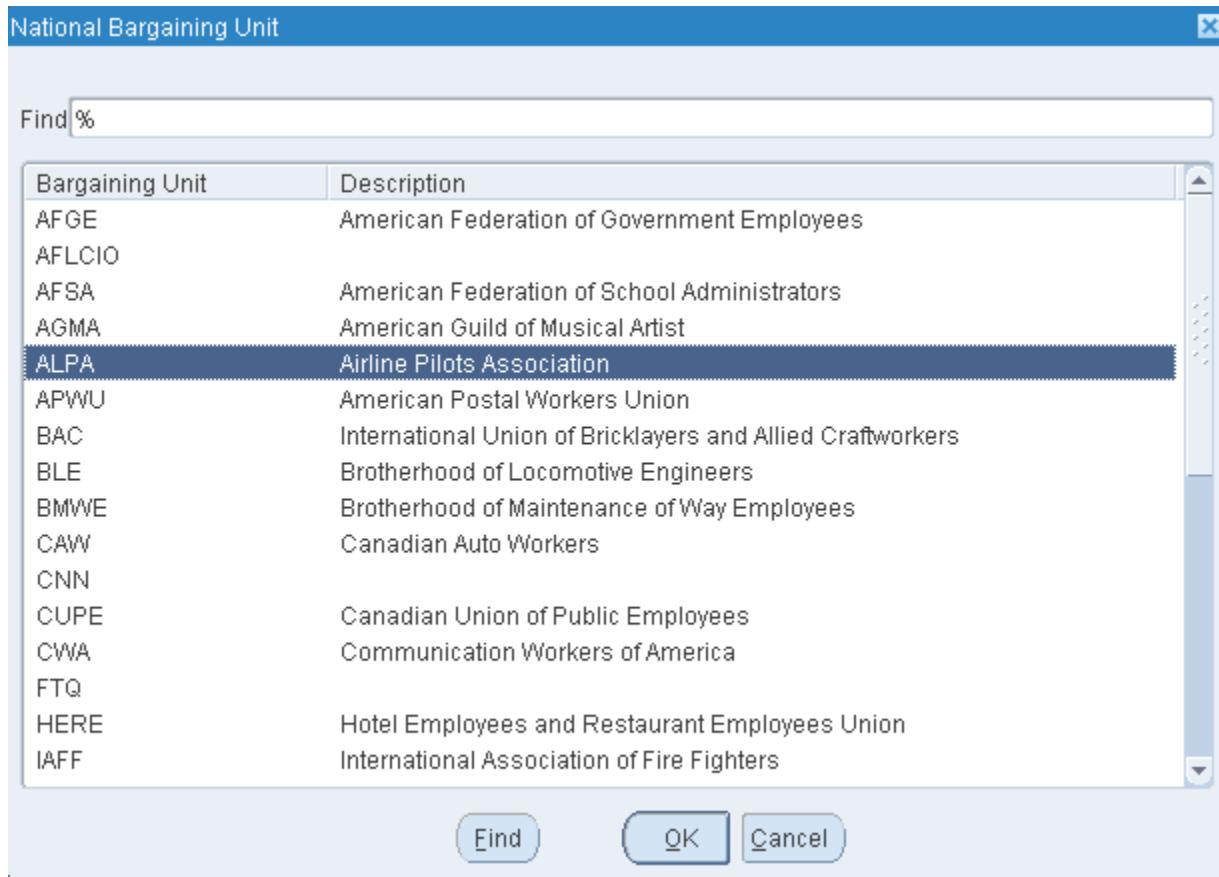
  

Salary   Entries   Tax Info   Others...

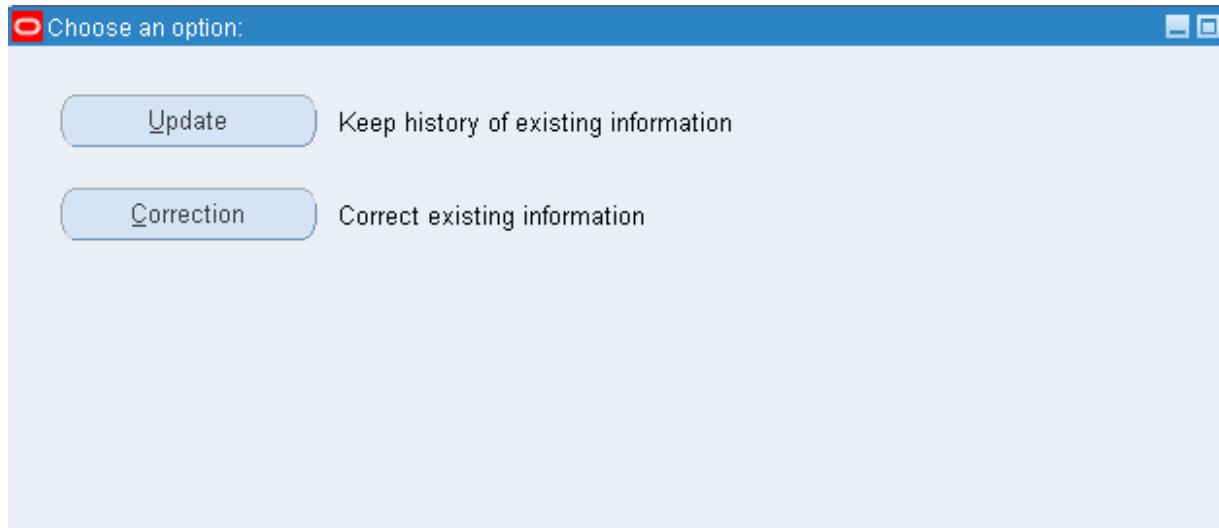
8. Enter the following information:
  - a. Organization = Vision Operations (Select from LOV)  
In the Group field, enter following:
  - b. Team = Financials (Select from LOV)



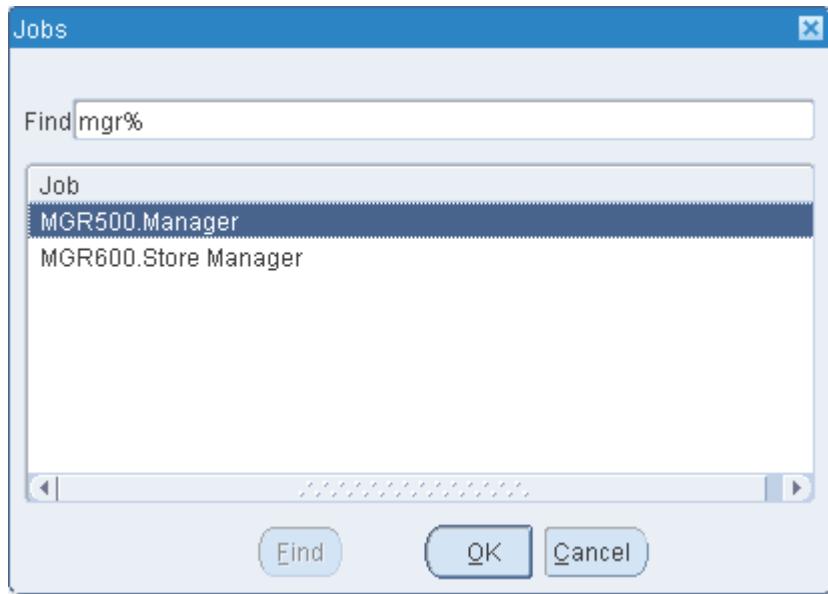
- c. National Bargaining Unit = ALPA (Select from LOV)



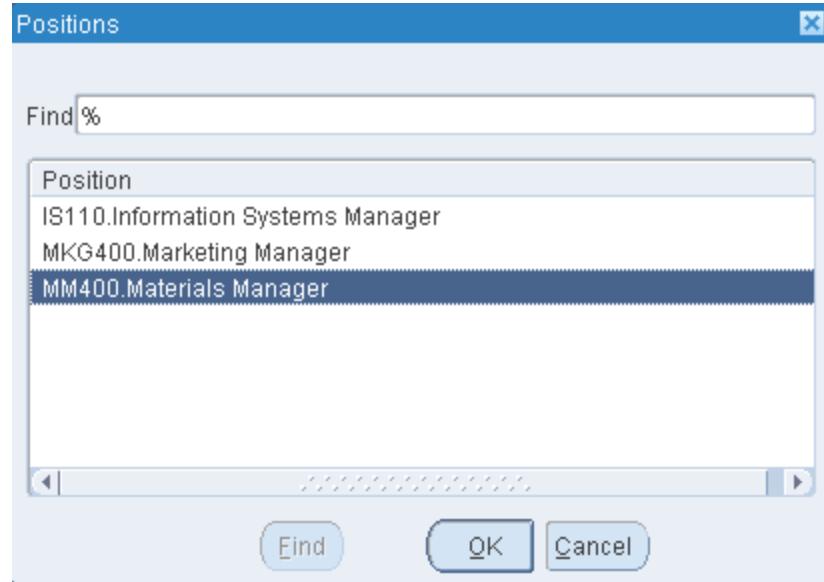
**Note:** You will get a message prompting you to choose between keeping the history of the existing information and correcting the existing information. Click (B) Correction.



- d. Select the following:  
 - Job = MGR500.Manager

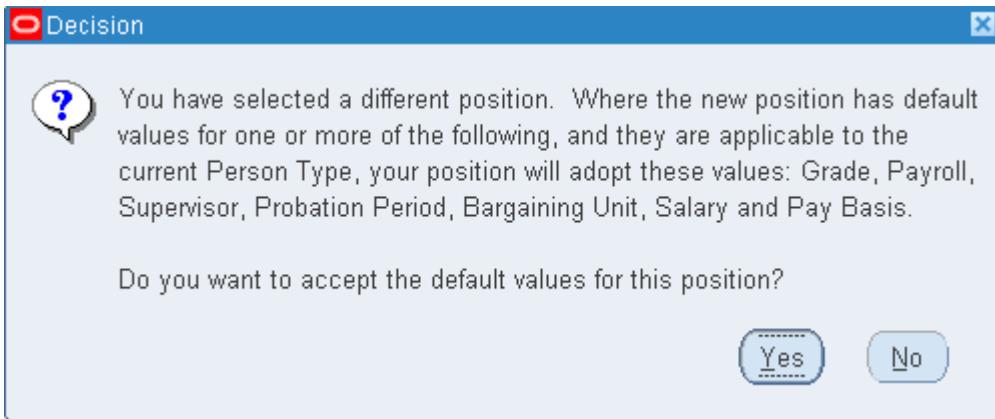


- (B) OK
- Position = MM400.Materials Manager



- (B) OK

**Note:** You get a Decision dialog box asking whether to accept the default values.



9. (B) Yes to accept the default values for the position.

This screenshot shows the 'Assignment(Samuels, XX\_James)' screen. It displays the following information:

Organization	Vision Operations	Group	Financials.ALPA
Job	MGR500.Manager	Position	MM400.Materials Manager
Grade		Payroll	
Location	HR- New York	Status	Active Assignment

Below this, there are fields for 'Assignment Number' (1944), 'Assignment Category' (empty), 'Collective Agreement' (empty), and 'Employee Category' (empty). A navigation bar at the top includes tabs for 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. Under 'Salary Information', there are sections for 'Salary Basis' (empty), 'Review Salary' (Every), and 'Review Performance' (Every). At the bottom, there are buttons for 'Salary', 'Entries', 'Tax Info', and 'Others...'.

10. (T) Supervisor

**Assignment(Samuels, XX\_James)**

Organization	Vision Operations	Group	Financials.ALPA
Job	MGR500.Manager	Position	MM400.Materials Manager
Grade		Payroll	
Location	V1- New York City	Status	Active Assignment

Assignment Number	1944	Collective Agreement	
Assignment Category		Employee Category	

Name	
Worker Number	<input type="text"/>
Assignment Number	<input type="text"/>

Effective Dates

From	01-JUN-2007	To	<input type="text"/>	[ ... ]
------	-------------	----	----------------------	---------

- Name = Brown, Ms. Casey

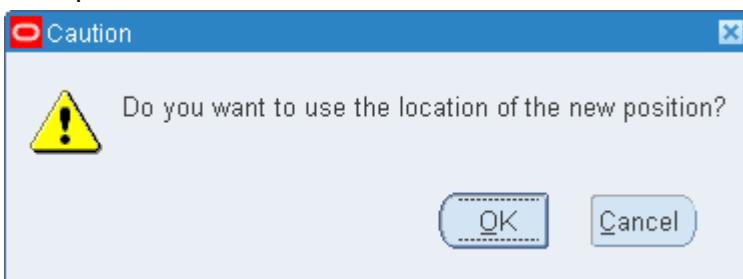
**Supervisors**

Supervisor Name	Employee Number	Contingent Worker
Brown, Mr. Tim A	92	
Brown, Mr. Tom Peter	5	
Brown, Mr. Tony	58	
Brown, Mrs. Elizabeth	366	
Brown, Mrs. Jane Marie	13	
<b>Brown, Ms. Casey</b>	<b>30</b>	
Brown, Ms. Jenny Louise	242	
Brown, Ms. Karen	57	

- (B) OK

11. (I) Save

**Note:** You will get a caution form asking whether you would want to use the location of the new position.

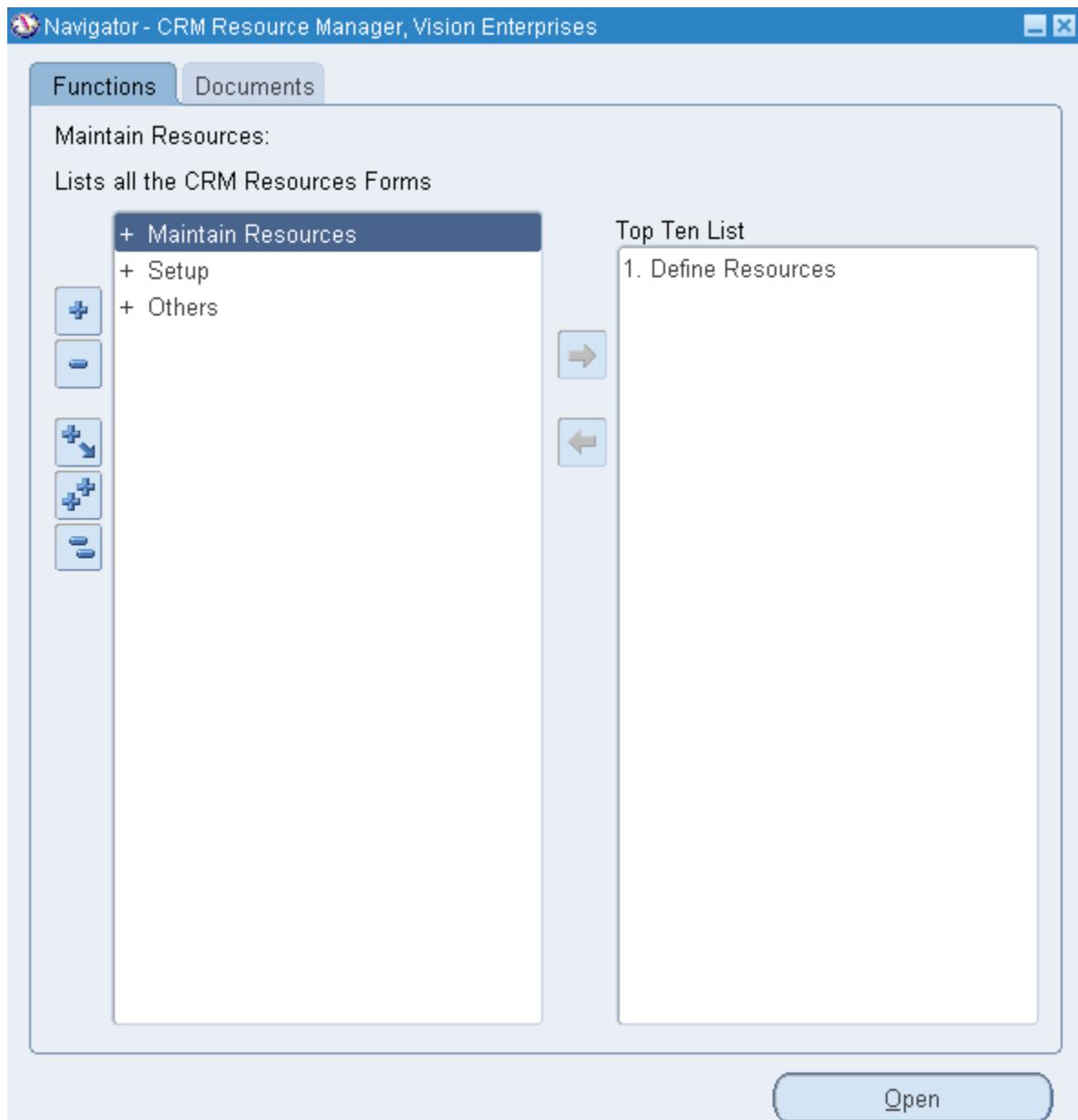


12. (B) OK (to accept the location of the new position)

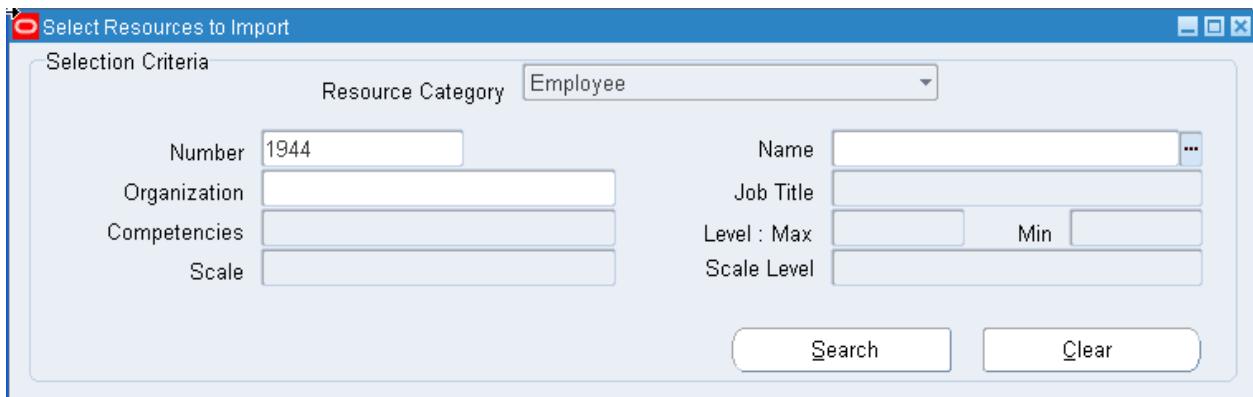
13. Close all the windows and return to the Navigator page.

### Creating a Resource

14. Use Responsibility = CRM Resource Manager, Vision Enterprises



15. Navigate to the Select Resources to Import Window.
  - (N) Maintain Resources > Import Resources
16. Select / Enter your resource.
  - Resource Category = Employee (Select from LOV)
  - Number = 1944 (Employee Number of Employee created above)

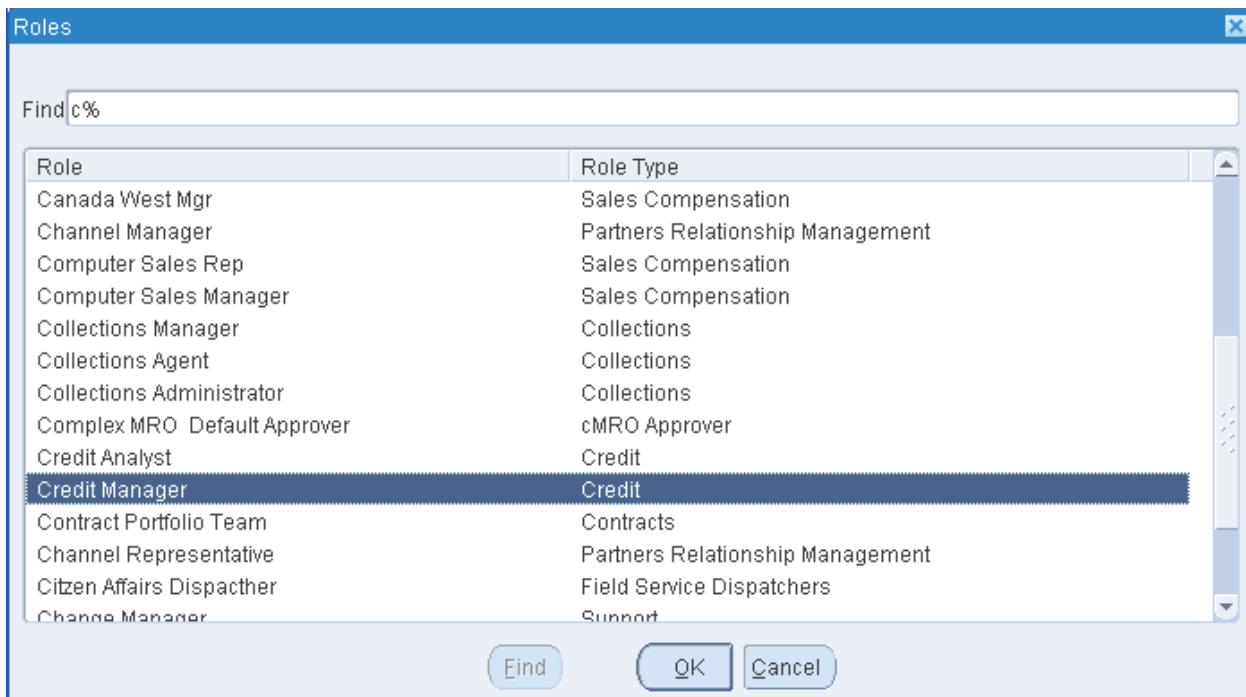


17. (B) Search

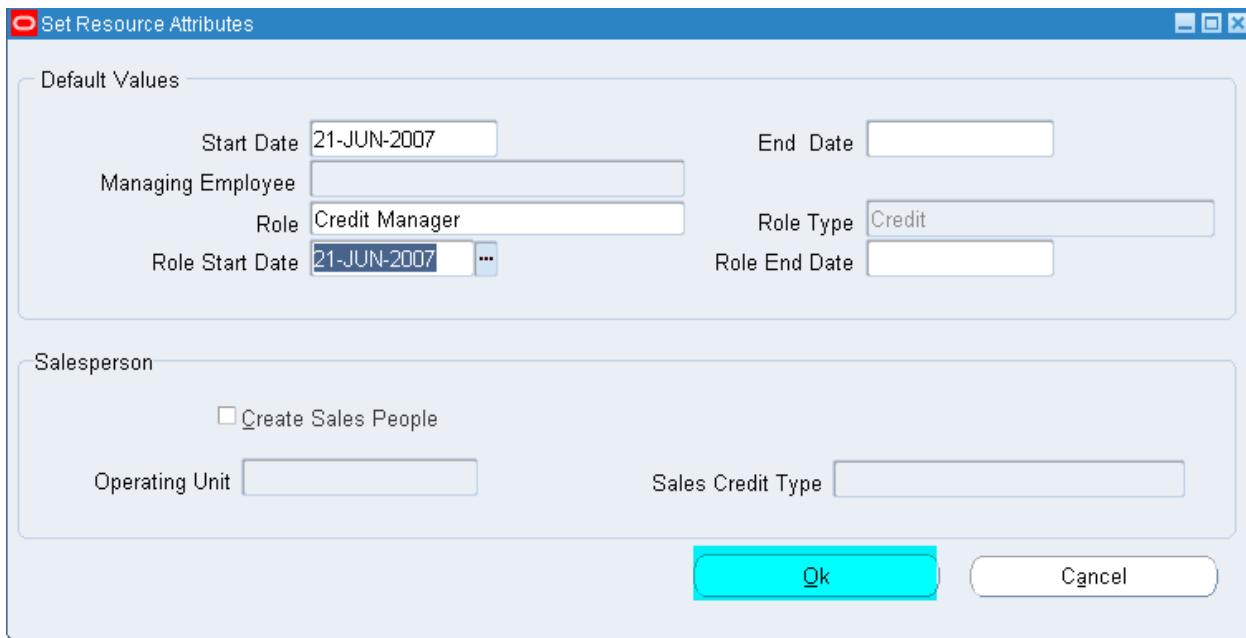
Oracle Internal & Oracle Academy Use Only

## 18. (B) Start Import

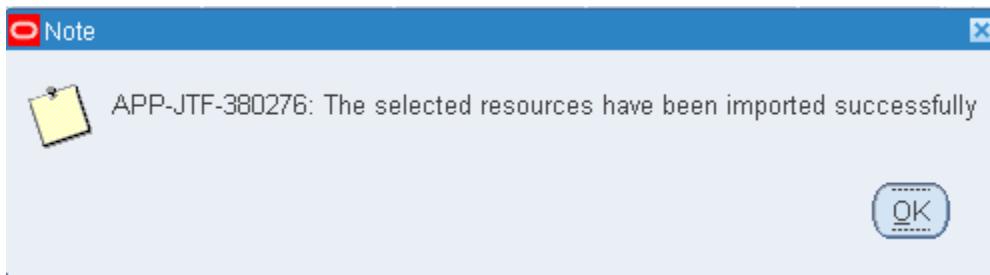
- Role = Credit Manager (Select from LOV)



- (B) OK
- (B) OK (to Set Resource Attributes)



19. (B) Save Resource



**Note:** You get a message confirming the successful import of the employee record.

- (B) OK

20. (B) Details (to find the details of the Resource)

The screenshot shows the Oracle Resource Management interface. At the top, there are several input fields: Number (18713), Category (Employee), Organization (Vision Corporation), Name (Samuels, XX\_James), Start Date (21-JUN-2007), End Date (empty), Source Name (Samuels, XX\_James), Identification Number (empty), User Name (JSAMUELS), Transaction Number (11412), and a View button. Below these are tabs for Roles, Groups, Teams, Service, Interaction Center, Compensation, Receivables, and Miscellaneous. The Roles tab is selected, displaying a grid of role assignments. The grid has columns for Role Type (Credit), Role (Credit Manager), Manager (checkbox checked), Admin (checkbox checked), Member (checkbox uncheckable), and two date fields (Start Date: 21-JUN-2007, End Date: empty). There are 10 rows in the grid.

21. Record your Resource number \_\_\_\_\_.

This screenshot is identical to the one above, showing the Oracle Resource Management interface with the same data entered. It includes the resource details at the top, the tabs below, and the detailed roles grid in the Roles tab.

22. Close all the windows and return to the Navigator page.

## Locations

### Locations



Locations are physical addresses that may represent your company's addresses or your customer's addresses.

Responsibility - Human Resources, Vision Enterprises

(N) Work Structures > Location

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## Organizations

### Organizations



Organization is an entity designation used to partition data into logical units.

Responsibility Human Resources, Vision Enterprises

(N) Work Structures > Organization > Description

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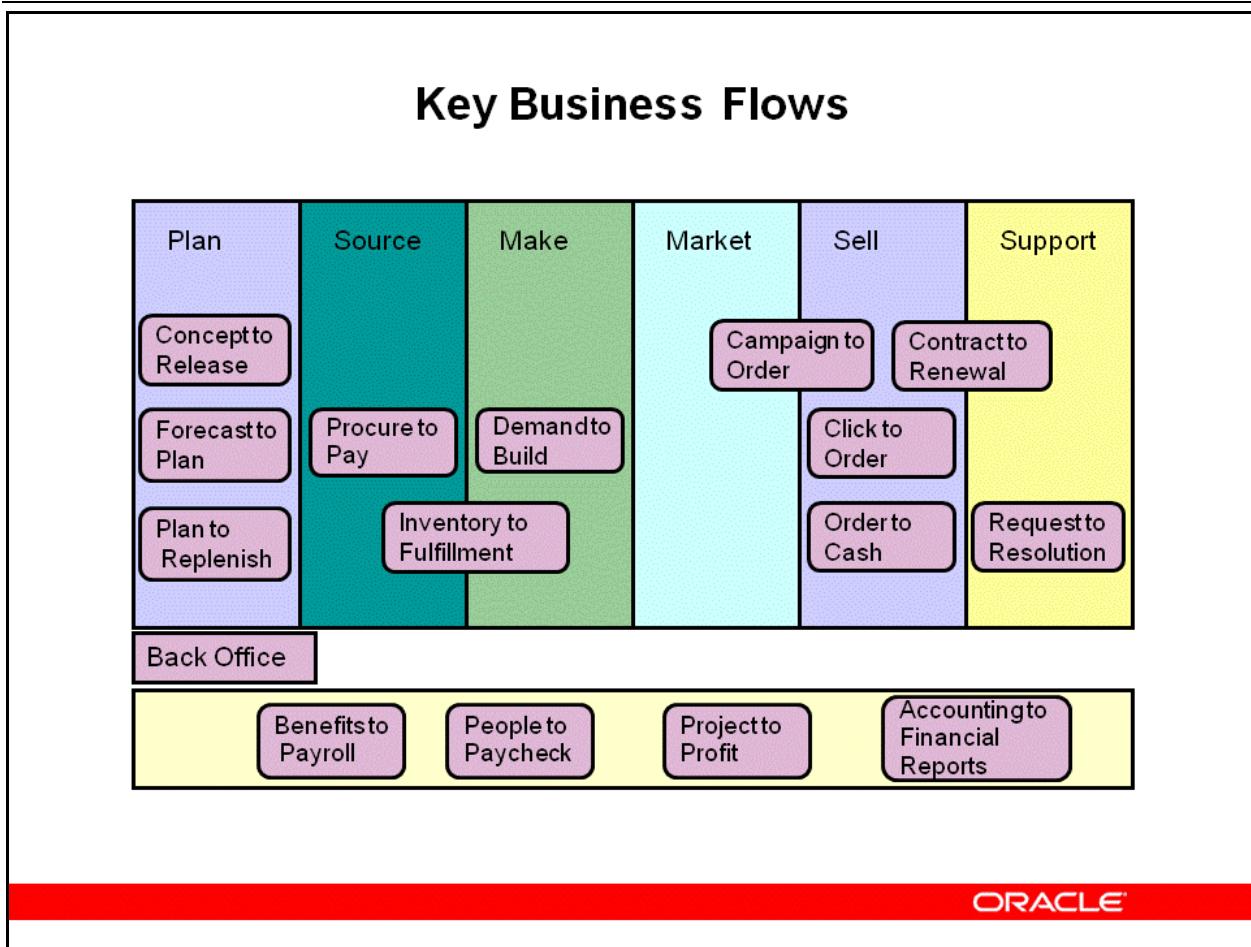
## Organizations

### Owner: Human Resources

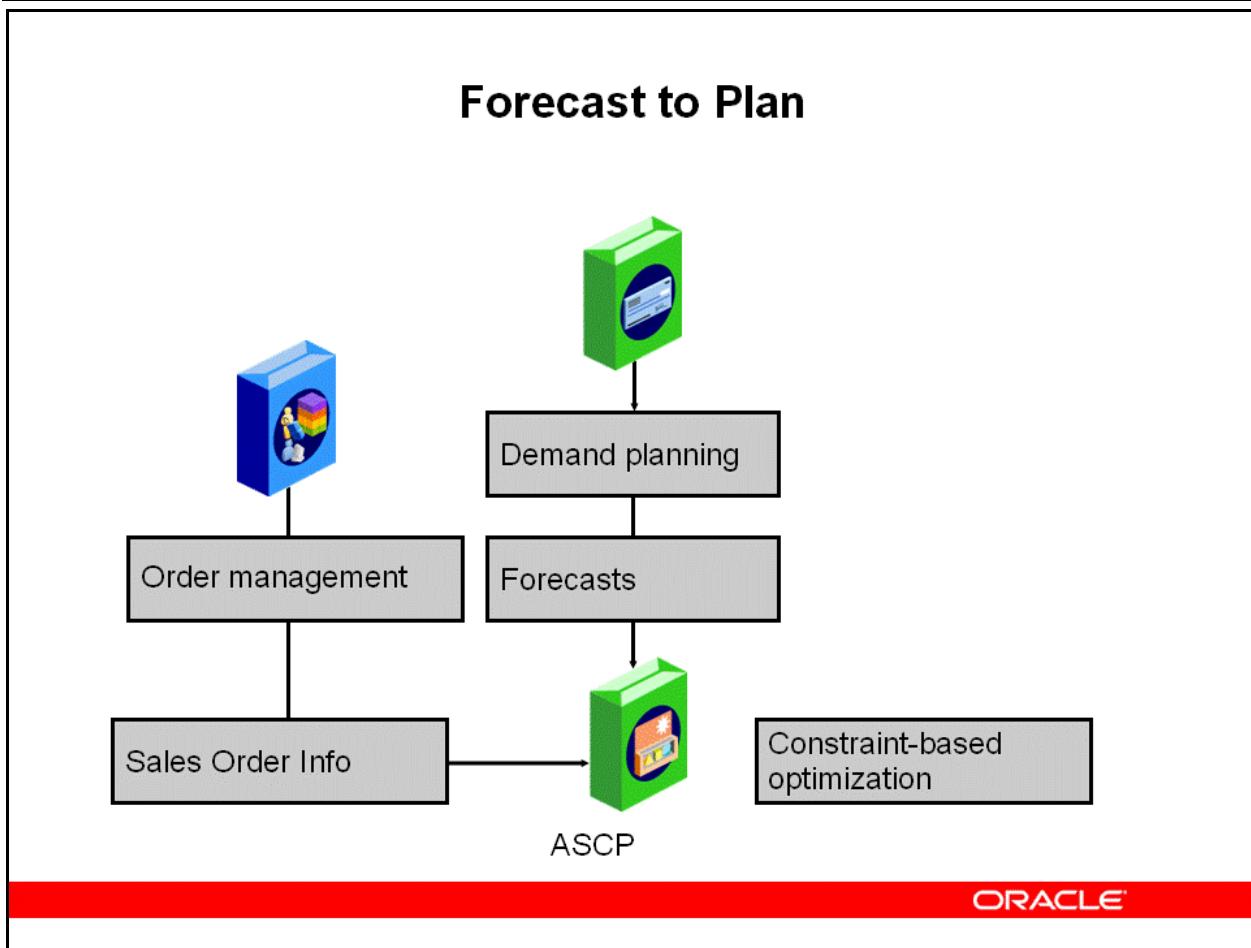
An organization may be a physical site or it can represent a collection of sites sharing certain characteristics. These characteristics are used to define business structures within the Oracle E-Business environment. Examples of organizations include, but are not restricted to:

- **Legal entity:** The business units where fiscal or tax reports are prepared
- **Operating Unit:** The level at which Enterprise Resource Planning (ERP) transaction data is secured
- **Inventory organization:** A business unit such as a plant, warehouse, division, and so on
- **Expenditure/event organization:** The unit that allows you to own events, incur expenditures, and hold budgets for projects

## Key Business Flows



## Forecast to Plan



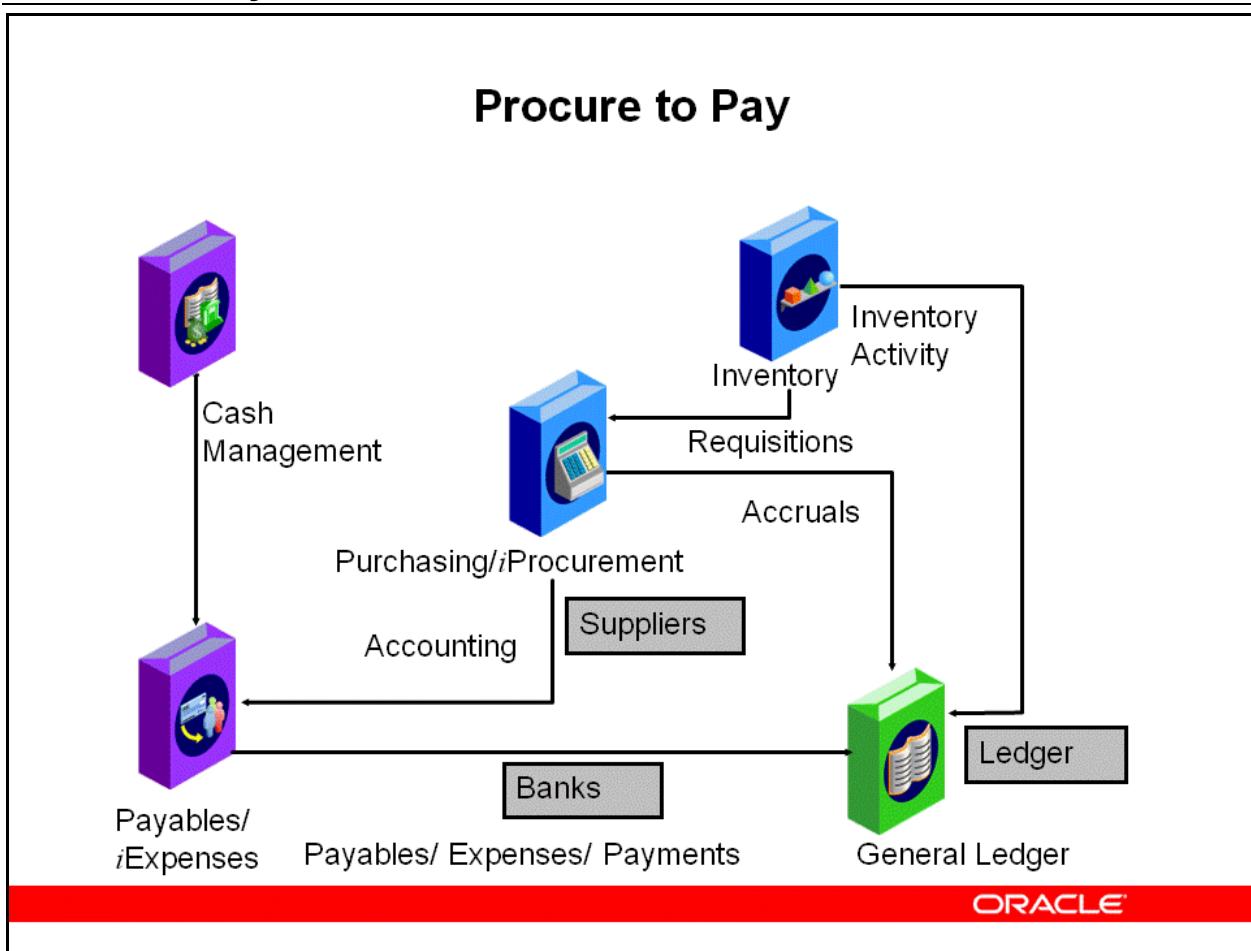
### Forecast to Plan

This business flow outlines how a company uses sales order history to produce a forecast, design a production, manufacturing, or distribution plan from that forecast, and how to analyze, revise, and simulate changes to that plan.

The flow involves the following products:

- **Demand Planning:** Create consolidated forecasts based on marketing, sales, and manufacturing.
- **Order Management:** Provide sales order information.
- **Advanced Supply Chain Planning (ASCP):** Create constraint-based plans or optimized plans.

## Procure to Pay



### Procure to Pay

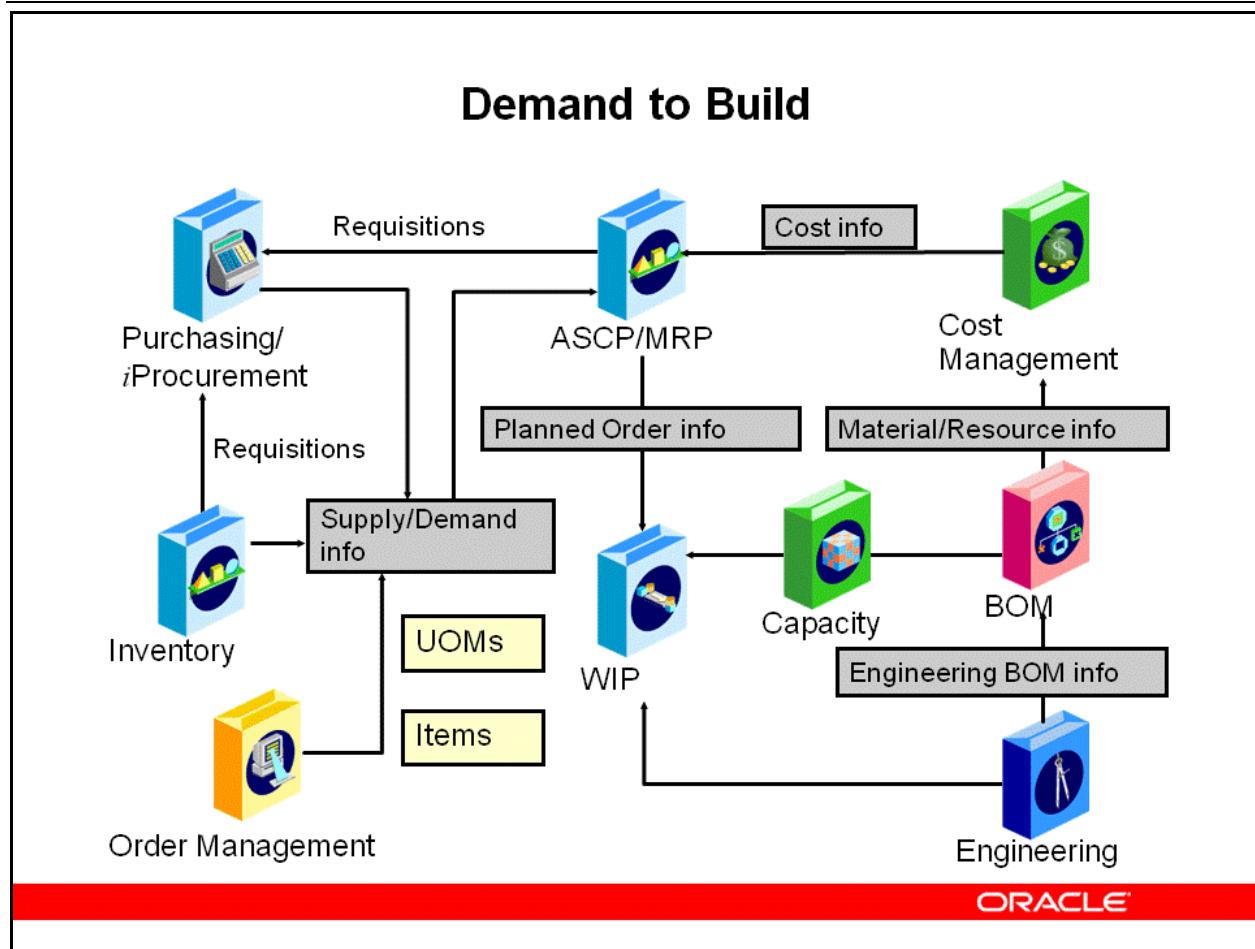
This business flow outlines how a company creates purchase orders for procurement of goods or services, and then processes associated invoices for payment, transfers to General Ledger, and reconciliations with bank statements.

This flow involves the following products:

- **General Ledger:** General Ledger receives accounting information from many Oracle applications. After the accounting information is imported, journals can be posted and account balances can be updated.
- **Cash Management:** Reconciles cash payments, adjustments, and corrections to cash payments
- **Payables/iExpenses:** Supplier invoices are entered into Payables, and if appropriate, matched to purchase orders in Purchasing. During the matching process, the invoice distribution is copied from the purchase order (in the case of an expense) or the appropriate liability account (in the case of an inventory item). Payables, expenses, and payments are interfaced to General Ledger. Invoices for asset purchases can be interfaced to Assets.

- **Purchasing/iProcurement:** Purchasing captures accounting information about requisitions and purchase orders. Purchase orders are sent to suppliers who respond by delivering goods or services and sending invoices that are processed in Payables. During the accounting period, accruals for goods set to accrue a liability on receipt are sent to General Ledger. Any suppliers set up in Purchasing are shared with Payables and vice versa.
- **Inventory:** Oracle Purchasing, as well as other Oracle applications, uses items defined in Oracle Inventory. If the item is designated as a planned item, demand can be generated in the form of requisitions and sent to Purchasing where purchase orders or blanket releases can be created to replenish inventory levels.

## Demand to Build



### Demand to Build

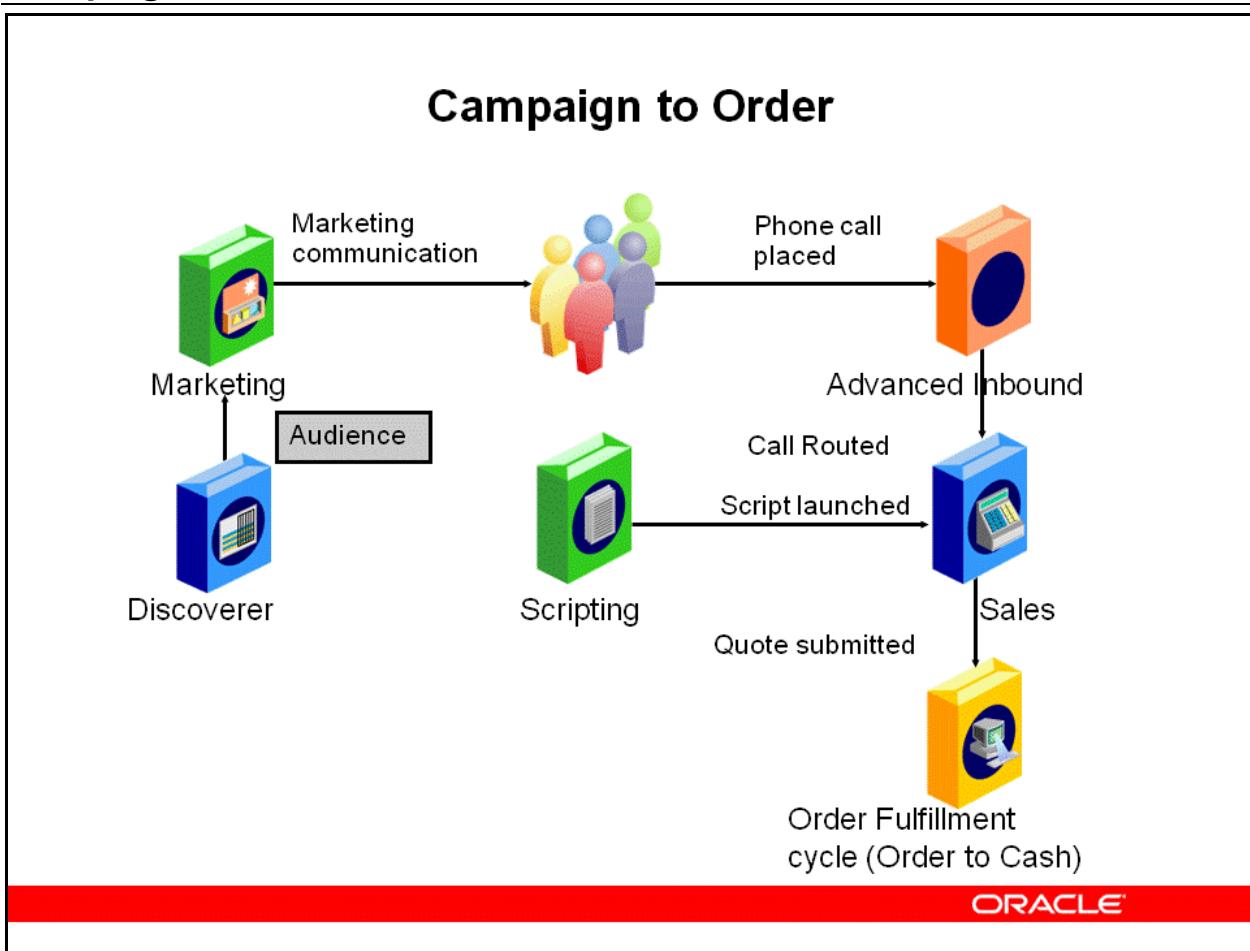
This business flow outlines how a company analyzes or anticipates demand, and translates that demand into a production plan.

This flow involves the following products:

- **Advanced Supply Chain Planning (ASCP)/Material Requirements Planning (MRP):** Creates constraint-based or optimized plans and requisitions (purchase or internal) to replenish Inventory.
- **Cost Management:** Supplies cost information for optimized planning.
- **Oracle Work in Progress (WIP):** Uses discrete, project, repetitive, assemble-to-order, work-order-less, or a combination of manufacturing methods. Inquiries and reports provide a complete picture of transactions, materials, resources, costs, and job and schedule progress.
- **Capacity:** Calculates your capacity load ratio by resource or production line, thereby ensuring that you have sufficient capacity to meet your production requirements.
- **Bills of Material (BOM):** Stores lists of items associated with a parent item and information about how each item is related to its parent.

- **Purchasing/iProcurement:** Requisitions are received from Inventory and ASCP/MRP. Procures goods and services, and records periodic and perpetual accruals.
- **Inventory:** Sets up inventory/expense items and records inventory activity such as receipts of inventory, returns, and corrections.
- **Order Management:** Demand is based on sales orders.

## Campaign to Order



### Campaign to Order

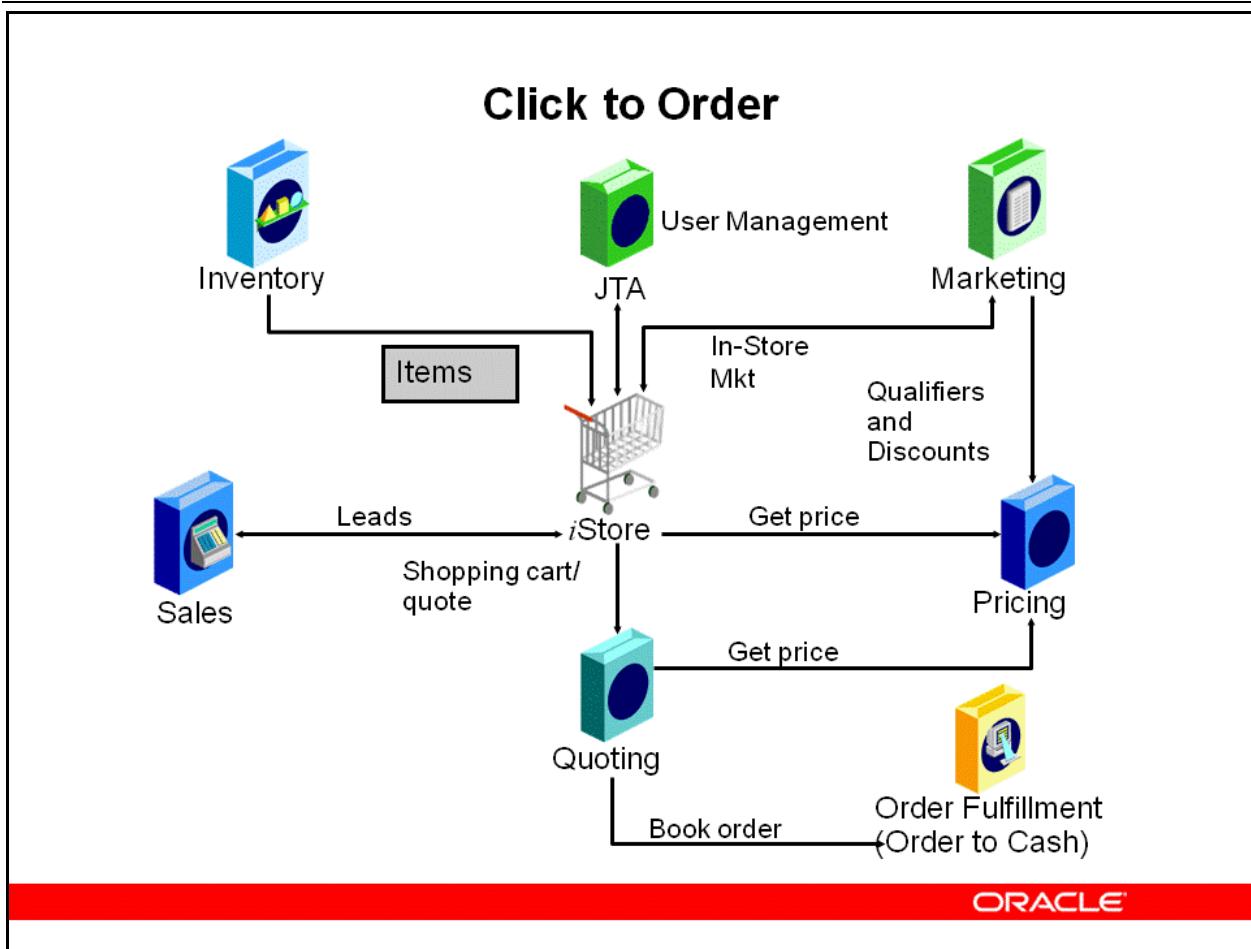
This business flow outlines how a company initiates, runs, and tracks a market campaign to attract and secure more orders. The business flow in the slide does not reflect the complete back-end integration with many of the shared entities, but depicts more of the front-end functionality.

This flow involves the following products:

- **Discoverer:** Market segments of your customer base are created by using Discoverer. From the market segment, a target segment is created (for example, Market Segment = All Repeat Customers, Target Segment = Males over the age of 35).
- **Marketing:** A Marketing campaign is created in Marketing, which targets a particular audience. Campaigns are executed using many different channels (for example, Web, email, sales calls, and etc).
- **Scripting:** A script to help the sales agent through a particular offer is created and made available to all inbound agents. This script can be launched from the Sales application.
- **Audience:** The audience receives email, phone calls, reads an advertisement, and so on.
- **Advanced Inbound:** In this scenario, a call is placed to a 1-800 number, directed to the inbound call center, and then routed to an appropriate sales agent.

- **Sales:** The sales agent launches a script containing details of the offer about which the customer is inquiring.
- **Order to Cash Flow:** The sales agent creates a quote and the quote is passed to Order Management or to the Order to Cash business flow.

## Click to Order



### Click to Order

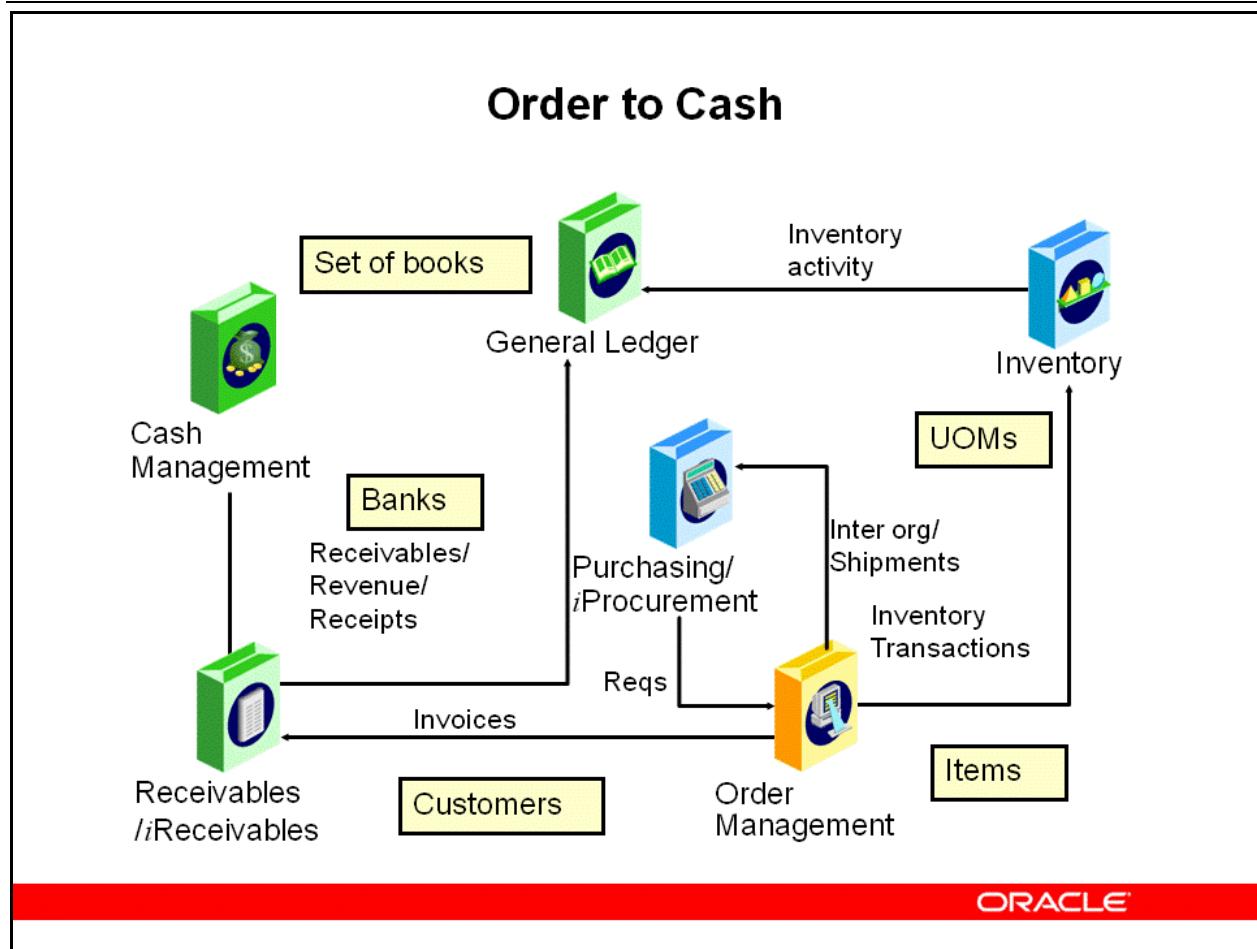
This business flow relates to a company specifying its online sales setup. This flow encompasses activities starting from customer registration, setting up of product catalogs, setting up of targeted storefronts, and finally capturing of the order. However, the business flow in the slide does not reflect the complete back-end integration with many of the shared entities. The modules displayed in the slide depict more of the front-end functionality.

This flow involves the following products:

- ***iStore***: *iStore* is the focal point of Click to Order. It enables a company to do business on the Web by using business-to-consumer (B2C) and/or business-to-business (B2B) models.
- **Java Transaction API (JTA)**: JTA provides the user management functionality to the store to enable creation of users and their management.
- **Inventory**: Product or services sold in the store are items in Inventory.
- **Marketing**: The eMerchandizing module of Marketing can be used to advertise and make product recommendations within the store. Also, campaigns involving a discount are created in Marketing, those discounts are created in Pricing.

- **Sales:** Saved shopping carts that have been used for a predetermined amount of time are made available to Sales as leads.
- **Pricing:** *iStore* can call the pricing engine to determine the price of an item and check whether modifiers exist that can be applied to the price. Quoting can also call Pricing to determine the price.
- **Quoting:** A saved shopping cart is actually a quote in Quoting.
- **Order to Cash:** *iStore* communicates via the Order Capture Foundation APIs to Order Management (Order Fulfillment). The follow-on flow would be the Order to Cash flow.

## Order to Cash



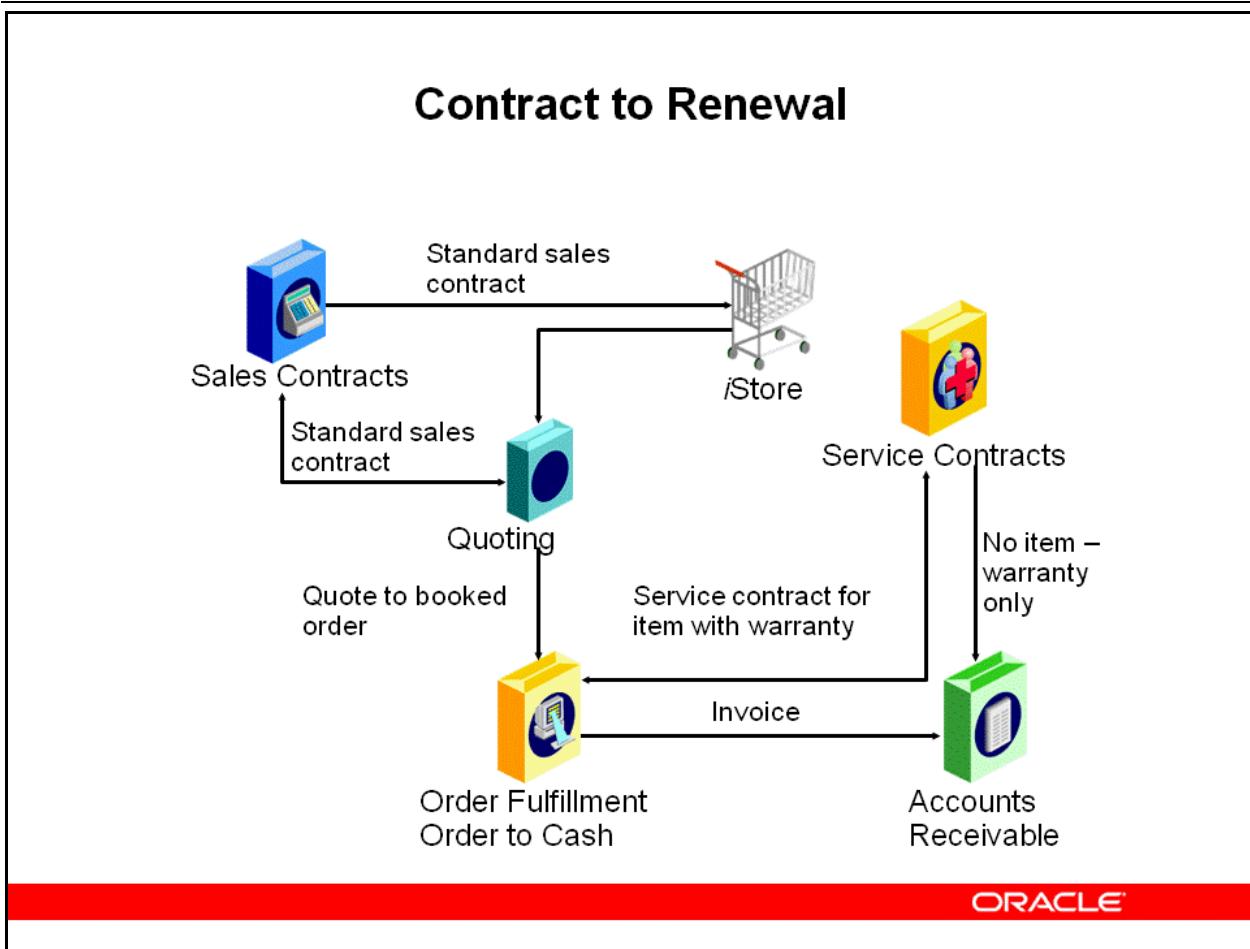
### Order to Cash

This business flow encompasses activities starting from order entry, checking/booking of the items in the inventory, shipping of goods, raising invoices, reconciling bank statements and transferring accounting entries to General Ledger.

This flow involves the following products:

- **General Ledger:** Imports journals relating to inventory transactions, receivables invoices, adjustments, credits, and receipts
- **Receivables/iReceivables:** Creates invoices and book receivables for shipped goods, services, and so on; corrects invoices, manages collections and records/generates payments from customer
- **Purchasing/iProcurement:** Generates requisitions/drop shipments
- **Inventory:** Provides items or inventory relief
- **Order Management:** Enters orders, ship goods, and provides services
- **Cash Management:** Reconciles customer payments and miscellaneous transactions with bank statements

## Contract to Renewal



### Contract to Renewal

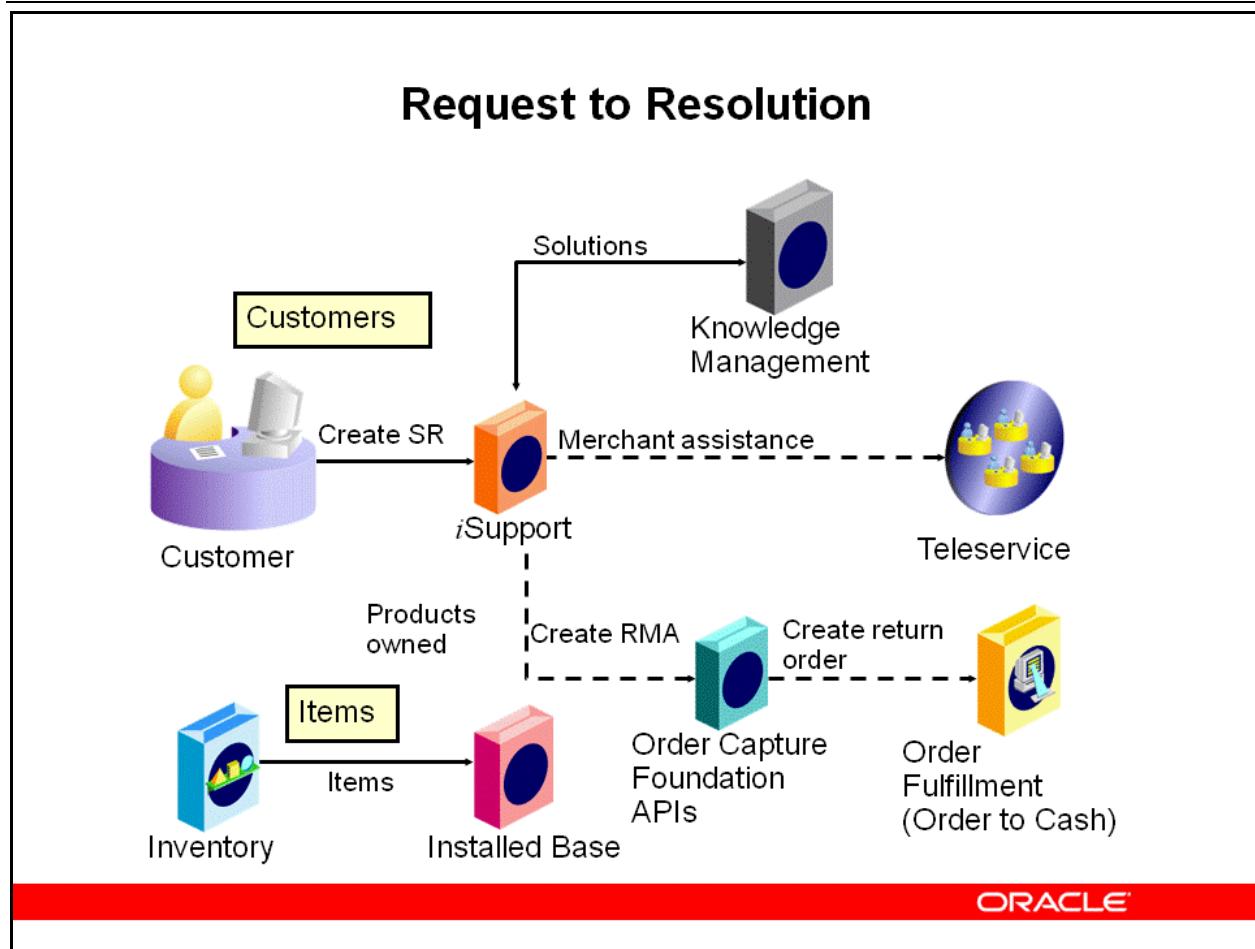
This business flow encompasses activities such as managing and renewing contracts (both manually and automatically), and authoring new service contracts for prospects or existing customers. However, the business flow in the slide does not reflect the complete back-end integration with many of the shared entities. The modules displayed in the slides depict more of the front-end functionality.

This flow involves the following products:

- **iStore:** An order placed in iStore can have a sales contract created for it. During checkout, the customer has the option to accept or negotiate the terms of the sales contract.
- **Quoting:** From Quoting, a sales representative can create a quote for a customer and then create a sales contract from the quote for further negotiation.
- **Sales Contracts:** Sales contracts are created in the Sales Contracts module.
- **Quoting:** From Quoting, the quote is sent to the Order to Cash flow for booking and fulfillment. If the item purchased has a warranty attached, or an extended warranty is purchased, a service contract will be created when it is instantiated in the customer's installation base.

- **Service Contracts:** If the item the customer wants a warranty for was not purchased from the deploying merchant, then a warranty or service contract can be purchased and billed through Service Contracts.
- **Accounts Receivable:** Accounts Receivable invoices for the item, item with extended warranty, or only the service contract.

## Request to Resolution



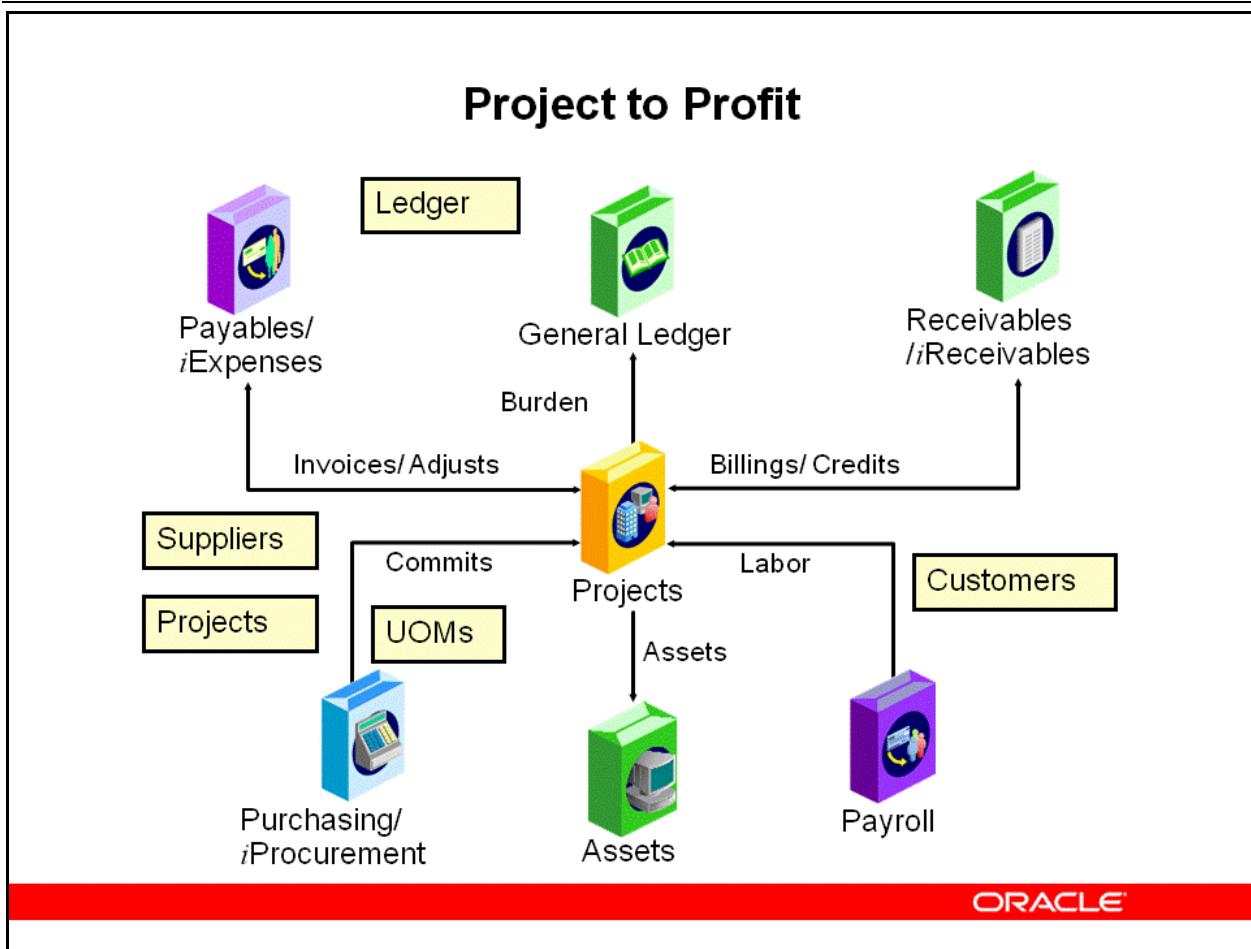
### Request to Resolution

The Request to Resolution business procedure enables a customer or customer service representative to create a service request, search for a solution from Knowledge Management, resolve, and close that service request. This business flow enables companies to manage the service request lifecycle including service request escalation and charges for the service provided. However, the business flow in the slide does not reflect the complete back-end integration with many of the shared entities. The modules displayed in the slide depict more of the front-end functionality. The dotted lines (-----) in the slide show some of the additional options to resolve a service request.

- **Customer:** A customer has purchased a product from a merchant who has implemented *iSupport*. The customer logs in to *iSupport*.
- ***iSupport:*** When logged into *iSupport*, the customer can view and update the installed base.
- **Installed Base:** The products owned by the customer account. This can be done automatically or manually.
- **Inventory:** Only products in Inventory can be added automatically or manually.

- **Knowledge Management:** Search for solutions by using Knowledge Management. If you cannot find a solution, you can submit a service request.
- **Teleservice:** The merchant facing application used by the merchant's support personnel
- **Order Capture Foundation APIs:** From *iSupport* or Teleservice, a customer can also create a return material authorization (RMA). When an RMA is created, it is submitted to the Order Fulfillment cycle.
- **Order to Cash:** Order Fulfillment can also refer to the Order to Cash flow. When it is in the Order to Cash flow, the order is credited with line types for a return.

## Project to Profit



### Project to Profit

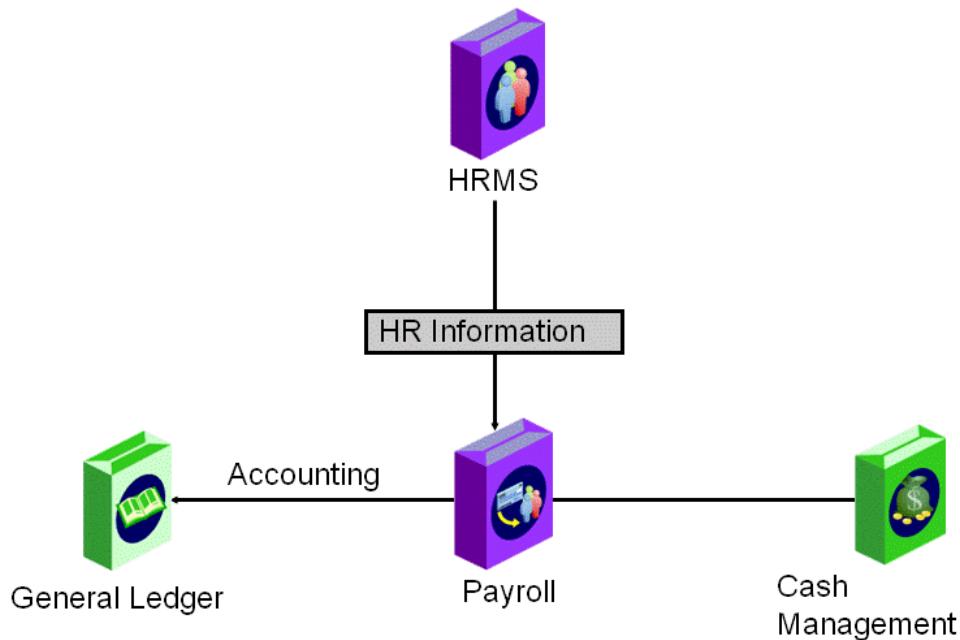
The Project to Profit business flow encompasses activities from project initiation, planning, scheduling, and scoping. It also covers managing of resources, and defines work breakdown structure, and collection of expenses.

This flow involves the following products:

- **General Ledger**: Receives journals
- **Payables/iExpenses**: Records project-related invoices
- **Receivables/iReceivables**: Records progress billings
- **Purchasing/iProcurement**: Records committed costs
- **Assets**: Capitalizes assets
- **Payroll**: Records project-related labor
- **Projects**: Defines and tracks projects along with resources

## People to Paycheck

### People to Paycheck



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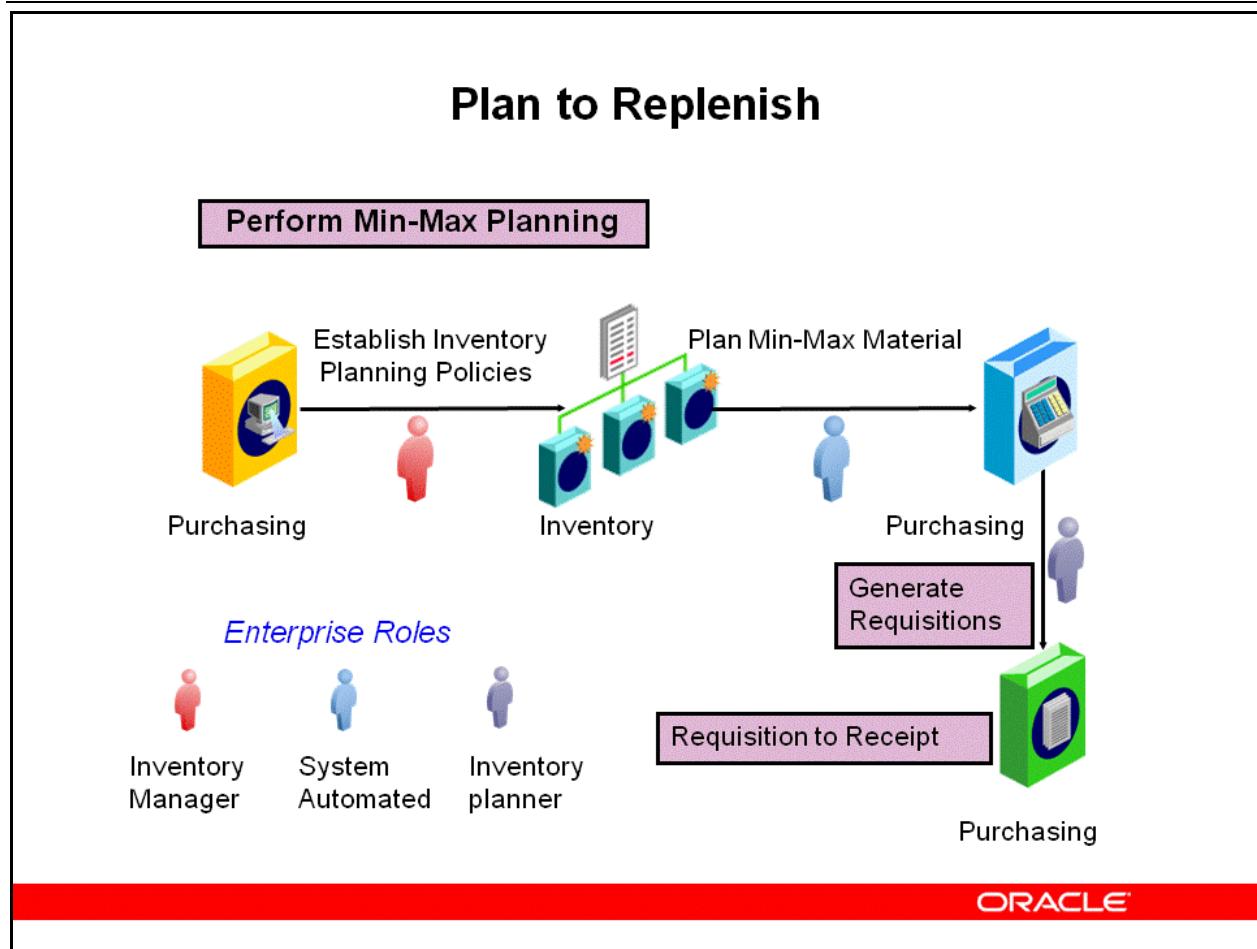
### People to Paycheck

This business process encompasses activities related to calculation and generation of payroll payments to employees. This flow enables users to set up necessary payroll elements and methods for particular employees, perform payroll processing (standard, periodic, supplementary, and one-offs for a single employee), pay employees by check or direct deposit, request various related reports, and perform costing and transfer of completed payroll data to General Ledger.

This flow involves the following products:

- **HRMS:** Manages HR-related activities
- **Payroll:** Manages payroll
- **Cash Management:** Reconciles payroll
- **General Ledger:** Records labor expense

## Plan to Replenish



## Plan to Replenish

### Purchasing, Inventory: Perform Min-Max Planning

#### Establish Inventory Planning Policies

- Defines the policy for the management's guidelines for planning the purchase or assembly of material outside of the ASP plan—for example, safety stock levels and order quantities by item
- Determines item Min-Max level

#### Plan Min-Max Material

- Plans for the replenishment of Inventory using Min-Max

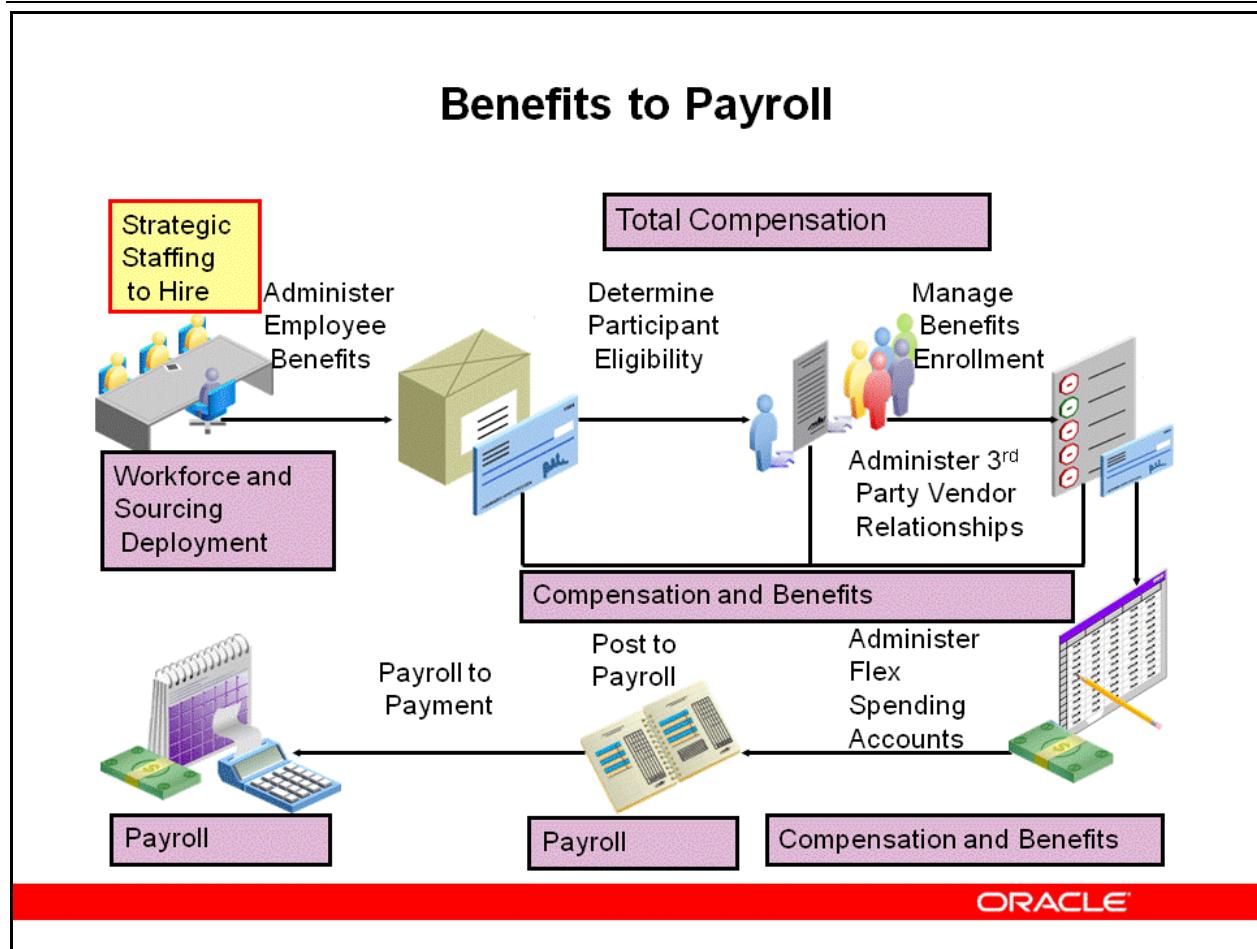
#### Requisition to Receipt

- Performs direct transactions such as requisitions, raise and issue purchase orders and receipts by using Purchasing, or raise receipts using Inventory.

#### Purchasing: Generate Requisitions

- Performs requisition import and creates requisitions
- This concurrent program can be scheduled to run automatically.

## Benefits to Payroll



## Benefits to Payroll

### Administer Employee Benefits

- Employees receive benefits information to evaluate benefit plan offerings for annual open enrollment.
- Employees review their current benefits before making new annual elections.

### Determine Participant Eligibility

- Benefit eligibility modeling is performed to evaluate various benefit choices and costs to employee based on eligibility.

### Manage Benefits Enrollment

- Manage benefits for new enrollments and open enrollment.

### Administer Third Party Vendor Relationships

- Extract new and changed employee benefit enrollment information for submission to the Benefit Providers.

### **Administer Flex Spending Accounts (US Only)**

- FSA accounts are maintained for employee health care and dependent care reimbursement requests.

### **Post to Payroll**

- Processed enrollments and benefit payments have been posted to the payroll for processing in the designated pay run.

## **Summary**

### **Summary**

In this lesson, you should have learned about:

- The shared entities within R12 E-Business Suite
- The key integration points and business flows between products in R12 E-Business Suite

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# **Fundamentals of System Administration**

## **Chapter 5**



# **R12 Oracle E-Business Suite for Implementers**

## **Fundamentals of System Administration**

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## Course Objectives

### Course Objectives

After completing this lesson, you should be able to do the following:

- Describe the layers of access control in Oracle Applications security
- Define Function Security
- Use Menu and Function Security to modify responsibilities
- Define Data Security
- Set profile options
- Define Standard Request Submission

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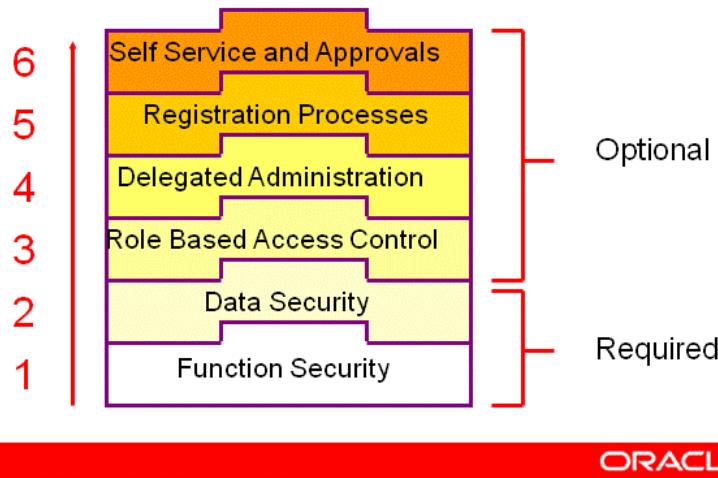
### **Introduction to Application Security**

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## Successive Layers of Access Control

### Successive Layers of Access Control

Access Control is implemented in successive layers and each layer builds upon the one that precedes it.



### Successive Layers of Access Control

Access Control with Oracle User Management is implemented in successive layers and each layer builds upon the one that precedes it. Organizations can, optionally, uptake the various layers depending on the degree of automation and scalability they wish to build upon the existing Function and Data Security models.

There are six layers of access control. The Core Security layers include:

- Function Security
- Data Security

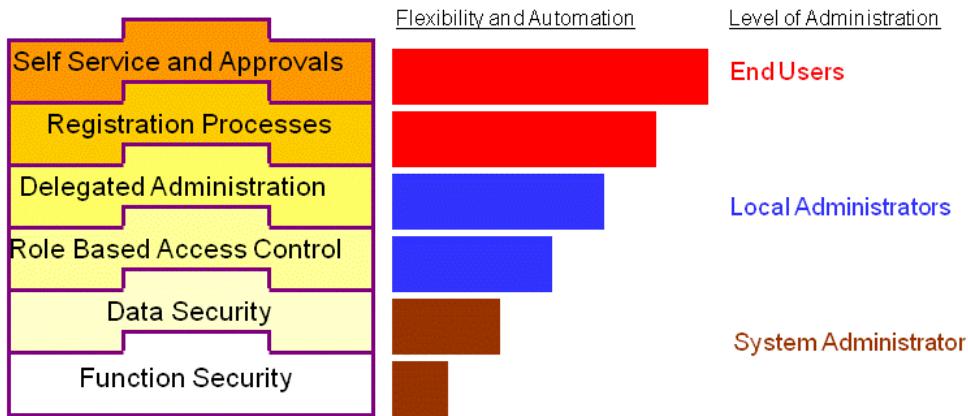
The next four layers are part of Oracle User Management:

- Role-Based Access Control
- Delegated Administration
- Registration Processes
- Self Service and Approvals

## Increasing Flexibility and Scalability

### Increasing Flexibility and Scalability

In Oracle User Management, each layer of access control adds an increasing level of administrative flexibility and scalability.



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### Increasing Flexibility and Scalability

In general, access control with Oracle User Management (OUM) begins with basic system administration tasks, and then progresses to more distributed, local modes of administration, ultimately enabling users to perform some basic, predefined registration tasks on their own. Details of the various levels of access control, and the increasing level of flexibility and automation that they provide are provided later in the lesson. However, the following general guidelines may be considered for now:

#### System Administrator

Oracle's Function Security and Data Security mechanisms constitute the base layers of the security system, and contain the traditional system administrative capabilities. Organizations can, optionally, add more layers to the system depending on the degree of flexibility they want.

By themselves, Function Security and Data Security limit the scope of OUM to basic system administration by granting access to specific menus and to the data accessed from within those menus.

## **Local Administrators**

When Role-Based Access Control and Delegated Administration are added to the Data Security and Function Security layers, system administration tasks can be distributed to local administrators who manage a subset of the organization's users.

## **End Users**

Registration Processes and Self Service and Approvals distribute system administration further by automating some registration tasks so that end users can perform them.

## Self Service and Approvals

### Self Service and Approvals

End users can perform the following self-service registration tasks:

- Obtain new user accounts or
- Request additional access to the system
- Reset passwords



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### Self Service and Approvals

After the registration processes have been configured as per requirements, individuals can subsequently perform self-service registration tasks, such as obtaining new user accounts or requesting additional access to the system. In addition, organizations can use the Oracle Approvals Management engine to create customized approval routing for these requests.

#### Example

An organization may enable users to request a particularly sensitive role. However, before the user is granted the role, the organization can specify that two approvers, a manager and a vice president, must provide their approval.

# Function Security

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### Function Security

- Defines an application
- Defines data groups
- Creates responsibilities and users

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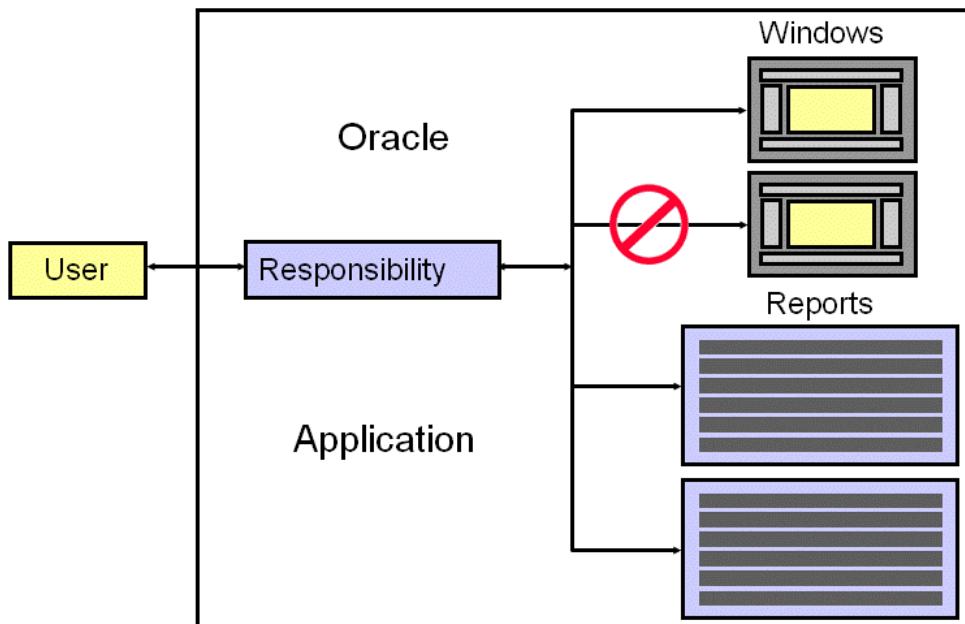
### Function Security

Function Security restricts user access to individual menus of functions, such as forms, HTML pages, or widgets within an application. It allows you to define a user and assign the user one or more responsibilities, with each responsibility having a menu associated with it. Function Security, by itself, restricts access to various functions, but it does not restrict access to the data that a user can see or the actions that a user can perform on the data.

This lesson discusses the definition of users, responsibilities, and menus.

## Application Security: Overview

### Application Security: Overview



### Application Security: Overview

In an Oracle Application, the System Administrator manages security by creating user sign-ons and assigning them to one or more responsibilities. Users then have access to all the functionalities associated with that responsibility.

#### User Security

You authorize a user to sign-on to Oracle Applications by defining an application user with one or more responsibilities assigned.

#### Responsibility Security

A responsibility is a collection of authorizations that allow access to:

- A specific application or applications
- A Ledger
- A restricted list of windows, functions, and reports

Each user has one or more responsibilities, and several users can share the same responsibility. A System Administrator can assign users any of the standard responsibilities provided with Oracle Applications, or create new custom responsibilities as required.

## **Self-Service Applications Security**

Oracle Self-Service Web Applications use columns, rows, and values in database tables to define the information that users can access. Table columns represent “attributes” assigned to a responsibility. These attributes are defined in the Web Application Dictionary.

## **Responsibility**

A responsibility is a collection of authorizations allowing access to:

- A specific application or applications
- A Ledger
- A restricted list of windows, functions, and reports. These may be associated to the responsibility through menus.

Each user has one or more responsibilities, and several users can share the same responsibility.

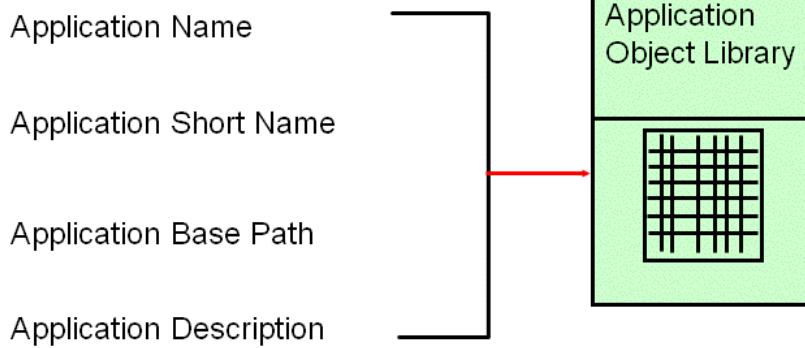
A System Administrator can assign users any of the standard responsibilities provided with Oracle Applications or create new custom responsibilities as required.

## **Users**

A user is defined as a human being. Although the concept of a user can be extended to include machines, networks, or intelligent autonomous agents, the definition is limited to a person in this document. You authorize a user to sign-on to Oracle Applications by defining an application user with one or more responsibilities assigned.

## Defining an Application

### Defining an Application



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### Defining an Application

#### (N) Application > Register

You can protect custom functions, forms, reports, and programs from being lost during upgrades by registering them.

In the Applications Window, you will supply the following information:

- Application: Enter a user-friendly name that will appear in the lists seen by the user.
- Short Name: Oracle Applications uses this short name to identify forms, menus, concurrent programs, and other components of your application.
- Base Path: Enter the base path to the location of the forms, reports, and program files. Make sure your base path is unique to prevent other applications from writing to the same directory.

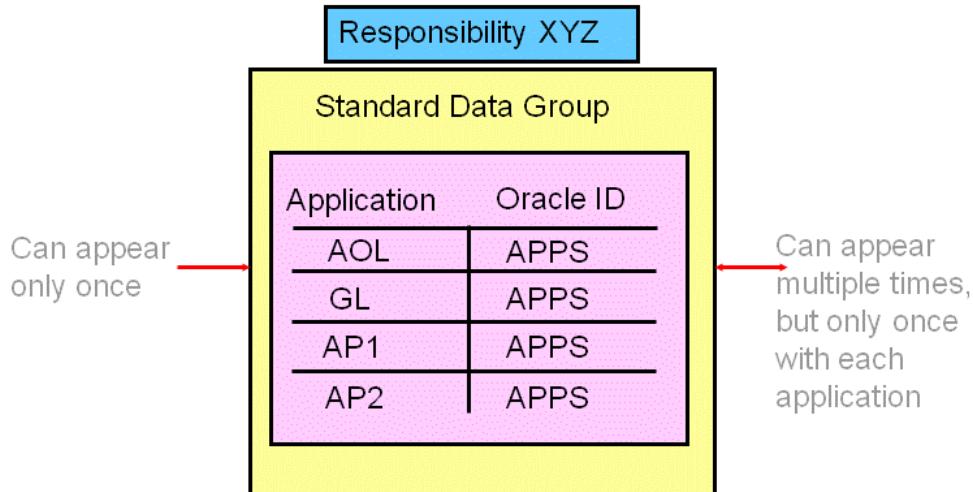
For a complete explanation of the fields in this Form, see:

(Help) Applied Technology > Oracle Applications System Administration > Applications DBA > Applications Window

## Defining Data Groups

### Defining Data Groups

A data group is a collection of pairings of an application with an Oracle ID.



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### Defining Data Groups

A data group is a collection of pairings of an application with an Oracle ID. Data groups automatically support concurrent processing and cross-application reporting. They guarantee that an application connects to a unique application database account.

**Note:** The installation process automatically defines data groups for Oracle Applications.

#### Application-Oracle ID Pairs

- An application can be listed only once in a data group.
- An Oracle ID can be paired with more than one application.
- A custom application registered with Oracle Applications can be included in a data group.

#### Data Groups and Application Object Library

Application Object Library (AOL) owns the database tables referred to during concurrent processing and the standard submission of reports by any Oracle Application. Therefore all applications need access to the AOL tables. When you are defining a data group, the application AOL is automatically included and cannot be updated or deleted.

## Relating Data Groups to Forms and Programs

You can control the relationship among applications, forms, and concurrent programs by defining a data group.

### Applications, Forms, and Programs

- A window connects to the application database account designated by the responsibility associated with the application.
- A data group determines the pairing of an application with a unique application database account or Oracle ID.
- A program connects to the application database account associated with the application that owns the program.

### Application-Oracle ID Pairs

- An Oracle ID is a username and password that allows access to application tables in an Oracle database.
- A data group lists the Oracle ID assigned to each Oracle application.
- A custom application registered with Oracle Applications can be included in a data group and paired with an Oracle ID.

## **Use of Menu and Function Security to Modify Responsibilities**

### **Use of Menu and Function Security to Modify Responsibilities**

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## Importance of Responsibilities

### Importance of Responsibilities

Responsibilities determine:

- Menus and Forms access
- Available reports
- Applicable Ledgers
- Associated Operating Unit
- Accessible applications

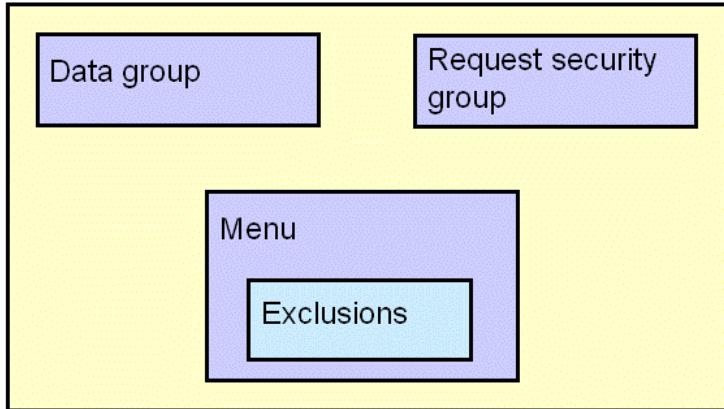
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### Importance of Responsibilities

Each application user is assigned at least one responsibility. A responsibility determines whether the user accesses Oracle Applications, Self-Service Web Applications, or Mobile Applications. In addition, a responsibility determines the application functions that a user can use, the reports and concurrent programs that the user can run, and the data that those reports and concurrent programs can access.

## Components of a Responsibility

### Components of a Responsibility



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### Components of a Responsibility

#### Required Components

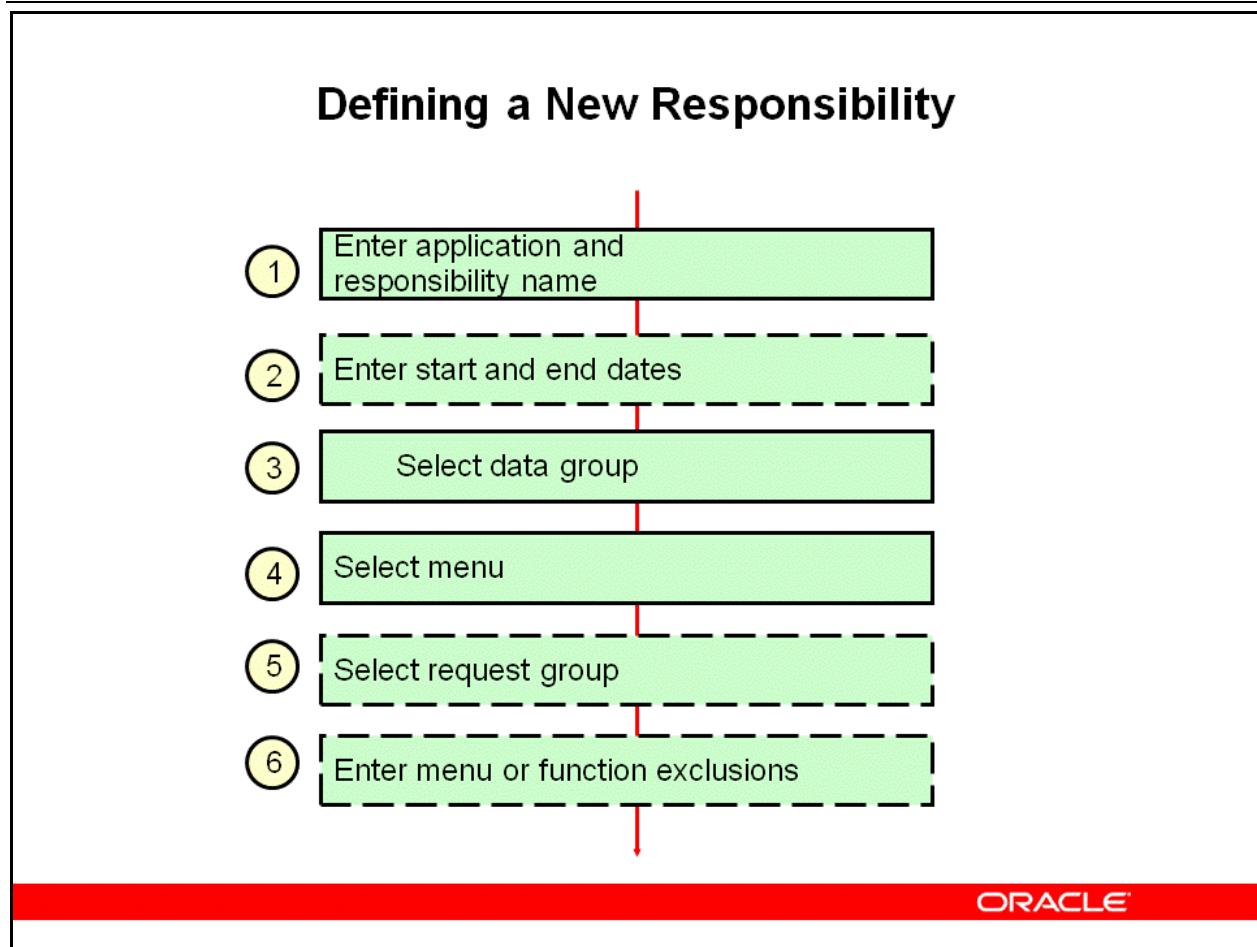
- Data group: A data group specifies the Oracle Application database accounts to which a responsibility's forms and concurrent programs connect.
- Menu: A menu specifies the forms that a responsibility can display and the functions it can access.

#### Optional Components

- **Request group:** A request group lists the concurrent programs that a responsibility can run. When a request group is assigned to a responsibility, it is referred to as a request security group. You can limit the list of reports available (providing only a subset) to a group of users by creating a request group and assigning it to a responsibility. Request groups can include:
  - All the reports and concurrent programs that a user can run
  - Individual concurrent requests
  - Request sets
  - Stage functions

- **Exclusions:** Exclusions modify a responsibility's access to the forms and functions specified by a menu.

## Defining a New Responsibility



### Defining a New Responsibility

- Assemble the components of application privileges to create a responsibility.
- Define the responsibility by assembling a menu, report security group, and data group, and defining any function security (any menu or function exclusions).

You must assign the following to your new responsibility:

- A data group to supply the form, report, and program connect privileges
- A menu to supply access to forms within an application

You can assign the following:

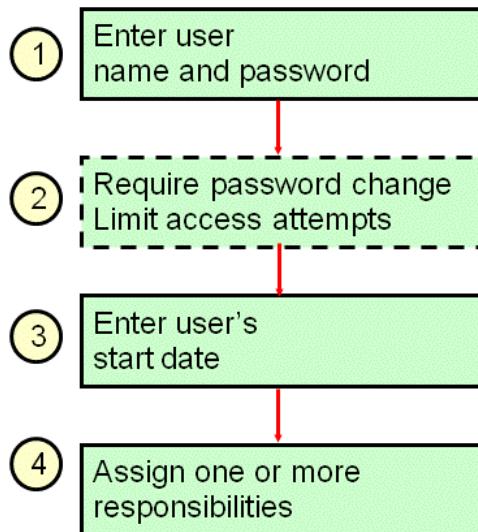
- Any function or menu exclusions to control access to the functionality of the application
- A report security group to control access to reports and concurrent programs

(N) Security > Responsibility > Define

A responsibility determines whether the user accesses Oracle Applications or Oracle Self-Service Web Applications, the application functions that a user can use, the reports and concurrent programs that the user can run, and the data that those reports and concurrent programs can access.

## Defining a New Application User

### Defining a New Application User



*Steps 1, 3, and 4 are required*

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### Defining a New Application User

(N) Security > User > Define

**Note:** All Navigation paths, unless otherwise specified, are from the System Administrator Responsibility.

Though defining user accounts may be the last task you complete while setting up function security for your installation, we will cover this task first in order for you to complete the following sections by logging in to Oracle Applications with your own user account.

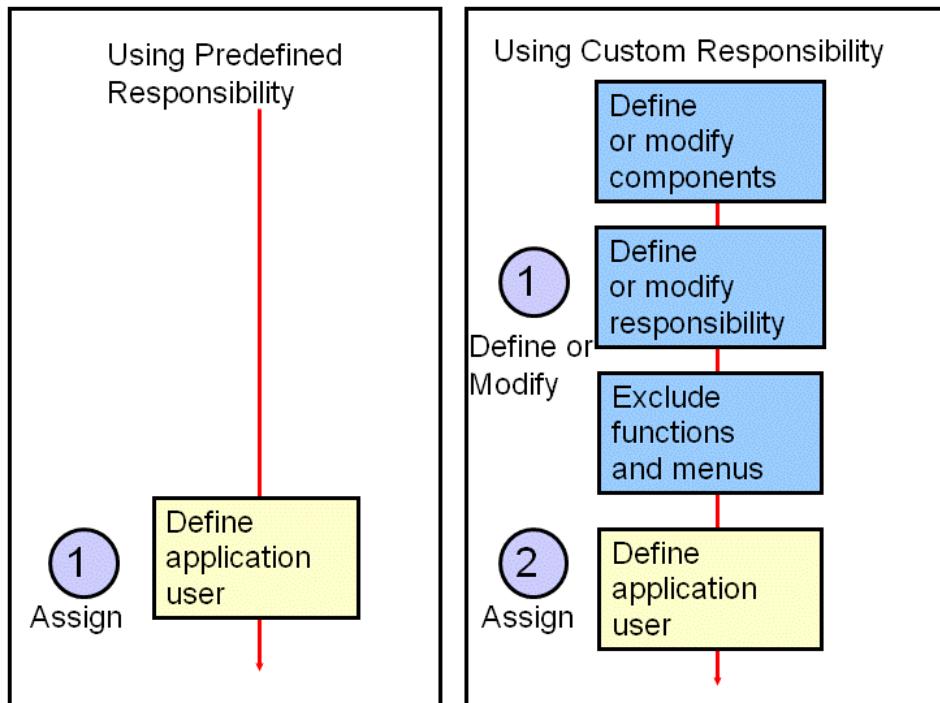
Define an authorized user of Oracle Applications by specifying a username and password. Grant application privileges by assigning one or more responsibilities to the user. The user will be able to access functions and reports via the assigned responsibilities.

For a complete explanation of the fields on the Users Form, see:

(Help) Applied Technology > Oracle Applications System Administration > Overview of Oracle Applications Security > Users Window

## Assigning Responsibilities to Users

### Assigning Responsibilities to Users



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### Assigning Responsibilities to Users

Generally, you relate new application users to predefined responsibilities. However, you can customize an existing responsibility or create new responsibilities to accommodate the needs of different users or different categories of users. When creating a new responsibility, it is generally easier to modify an existing responsibility in one of the two ways:

#### Extend the Privileges That a Responsibility Owns

- When users require additional reporting and summary information, you can:
  - Use request groups to add additional program or report privileges to a responsibility
  - Use menus to add windows and tasks to a responsibility

#### Restrict the Privileges That a Responsibility Owns

- Sometimes, it is easier to remove authorizations from an existing responsibility.
  - Use exclusions against a responsibility to limit menu and function access privileges to those required for job duties.
  - Use request groups to limit program or report privileges for a responsibility requiring only data entry privileges.

After you have defined a new responsibility, you can associate it with an application user.

## Practice - Creating a New User (Required)

---

### Overview

In this practice, you create a new user, assign responsibilities to this user, and associate the user being created currently with the employee who you created in the earlier practice.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or a comparable training or test instance at your site on which to complete this practice.

### Tasks

#### Creating a New User

1. Responsibility = System Administrator
2. Navigate to the Define Users Window.
  - (N) Security > User > Define
3. Specify User details.
  - Username = XXEBSTUDENT (where XX is your terminal ID or initials)
  - Password = welcome (Click [Tab], re-enter password to verify)
  - Person = the employee you created in earlier practice.
4. (T) Direct Responsibilities
5. Add the following responsibilities to your new Username:

Responsibility
Purchasing, Vision Operations (USA)
Payables, Vision Operations (USA)
Payables, Vision Services (USA)
System Administrator
Inventory, Vision Operations (USA)
General Ledger, Vision Operations (USA)
Human Resources, Vision Enterprises
Assets, Vision Operations (USA)
Alert Manager, Vision Enterprises
CRM Resource Manager, Vision Enterprises

6. Save
7. (M) File > Exit Oracle Applications
8. Log out from the Personal Home page.

## **Logging in As a New User**

9. Log in as a new User.

- Login = XXEBSTUDENT
- Password = welcome
- Current Password = welcome
- New Password = XXEBSTUDENT
- Re-enter New Password = XXEBSTUDENT

## Solution: Creating a New User (Required)

### Creating a New User

1. Responsibility = System Administrator
2. Navigate to the Define Users Window.
  - (N) Security > User > Define
3. Specify User details.
  - Username = XXEBSTUDENT (where XX is your terminal ID)
  - Password = welcome (tab, re-enter the password to verify)
  - Person = The employee you created in earlier practice

Responsibility	Application	Description	Security Group	From	To

- (B) OK
4. (T) Direct Responsibilities

Direct Responsibilities			Indirect Responsibilities		Securing Attributes	
Responsibility	Application	Description	Security Group	Effective Dates		
				From	To	

5. Add the following responsibilities to your new Username:

Responsibility
Purchasing, Vision Operations (USA)
Payables, Vision Operations (USA)
Payables, Vision Services (USA)
System Administrator
Inventory, Vision Operations (USA)
General Ledger, Vision Operations (USA)
Human Resources, Vision Enterprises
Assets, Vision Operations (USA)
Alert Manager, Vision Enterprises
CRM Resource Manager, Vision Enterprises

Direct Responsibilities			Indirect Responsibilities		Securing Attributes	
Responsibility	Application	Description	Security Group	Effective Dates		
				From	To	
Purchasing, Vision Operation	Purchasing		Standard	27-JUN-2007		
Payables, Vision Operations	Payables		Standard	27-JUN-2007		
Payables, Vision Services (U)	Payables		Standard	27-JUN-2007		
System Administrator	System Administration		Standard	27-JUN-2007		
Inventory, Vision Operations	Inventory		Standard	27-JUN-2007		

6. Save

**Users**

User Name	XXEBSTUDENT	Person	Samuels, XX_James
Password		Customer	
Description		Supplier	
<b>Password Expiration</b>		E-Mail	JSAMUELS
<input type="radio"/> Days <input type="text" value="  "/> <input type="button" value="  "/> <input type="radio"/> Accesses <input type="text" value="  "/> <input type="button" value="  "/> <input checked="" type="radio"/> None		Fax	
		Effective Dates	
		From	27-JUN-2007
		To	

Direct Responsibilities   Indirect Responsibilities   Securing Attributes

Responsibility	Application	Description	Security Group	Effective Dates	
				From	To
Purchasing, Vision Ope...	Purchasing		Standard	27-JUN-2007	
Payables, Vision Services	Payables		Standard	27-JUN-2007	
System Administrator	System Administration		Standard	27-JUN-2007	
Inventory, Vision Operation	Inventory		Standard	27-JUN-2007	
General Ledger, Vision Op	General Ledger		Standard	27-JUN-2007	

7. (M) File > Exit Oracle Applications
8. Log out



### Logging in As a New User

9. Log in as a new User.
  - Login = XXEBSTUDENT
  - Password = welcome
10. (B) Login



11. The system will prompt you to create a new password:

- Current Password = welcome
- New Password = XXEBSTUDENT
- Re-enter New Password = XXEBSTUDENT

**Change Password**

\* Current Password

\* New Password

\* Re-enter New Password

Password must be at least 5 characters long.

**Submit** **Cancel**

\* Indicates required field

12. (B) Submit

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Diagnostics Logout Preferences Help

Logged In As **XXEBSTUDENT**

**Navigator**

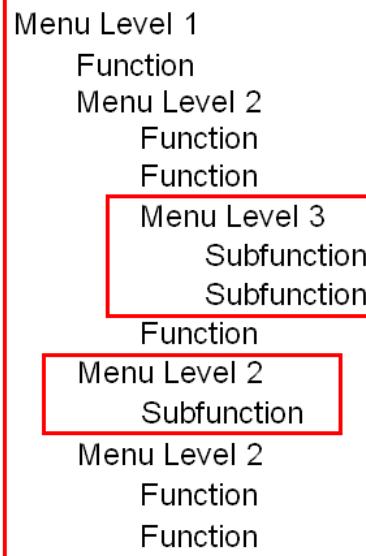
Please select a responsibility.

**Personalize**

<input type="checkbox"/> Alert Manager, Vision Enterprises <input type="checkbox"/> CRM Resource Manager, Vision Enterprises <input type="checkbox"/> General Ledger, Vision Operations (USA) <input type="checkbox"/> Human Resources, Vision Enterprises <input type="checkbox"/> Inventory, Vision Operations (USA) <input type="checkbox"/> Payables, Vision Operations (USA) <input type="checkbox"/> Payables, Vision Services (USA) <input type="checkbox"/> Purchasing, Vision Operations (USA) <input type="checkbox"/> System Administrator	<b>Favorites</b> <p>Personalize</p> <p>You have not selected any favorites. Please use the "Personalize" button to set up your favorites.</p>
---	--

## Managing Function Security

### Managing Function Security



**Function:** A set of executable code available as a menu option

**Subfunction:** A subset of a form's functionality

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### Managing Function Security

You can manage security by controlling access to individual functions through menu definitions.

#### About Functions

- A function is a set of code in Oracle Applications that is executed only if the name of the function is present in a list maintained on a responsibility-by-responsibility basis.
- There are two types of functions: a form function or form, and a non-form function or subfunction. A subfunction represents a securable subset of a form's functionality.

#### Adding Functions to or Removing Functions from a Responsibility

- Maintain menu structures while eliminating a specific functionality.
- Exclude individual functions from a responsibility.

#### Adding or Removing Menus of Functions

- Group functions together using menus.
- Exclude groups of functions by excluding a menu from a responsibility.

## Menu Displays in the Navigator

### Menu Displays in the Navigator

Built into the menu

Menu Level 1  
Function  
Menu Level 2  
Function  
Function  
Menu Level 3  
Subfunction  
Subfunction  
Function  
Menu Level 2  
Subfunction  
Menu Level 2  
Function  
Function

Menu Level 1  
Function  
Menu Level 2  
Function  
Function  
Function  
Menu Level 2  
Function  
Function

Seen in Navigator

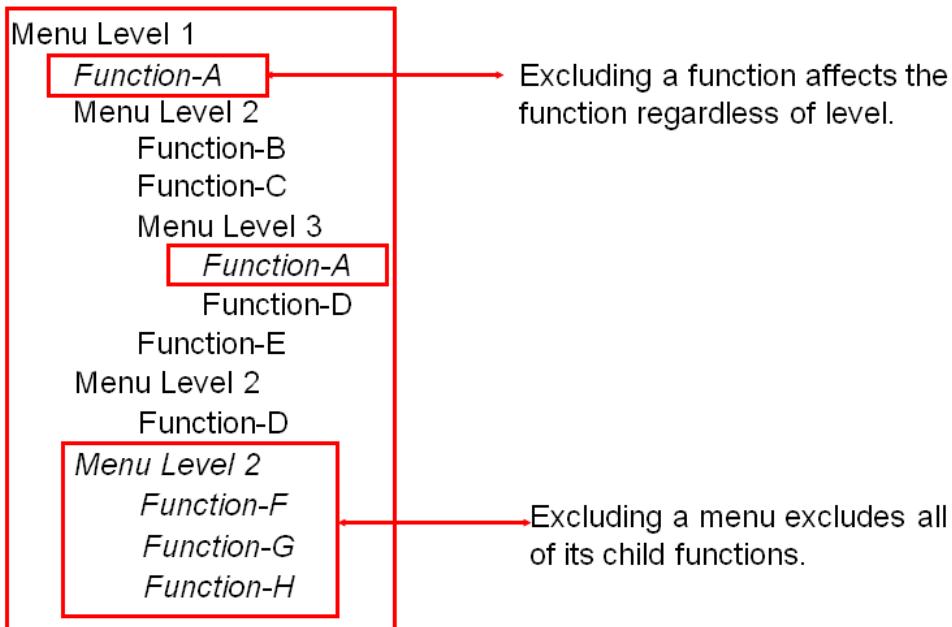
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### Menu Displays in the Navigator

The Navigator displays only those menu items that are required for navigation. Because you cannot choose subfunctions from a menu, they are not displayed. Submenus consisting of only subfunctions are also not displayed.

## Excluding Functions and Menus

### Excluding Functions and Menus



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### Excluding Functions and Menus

Use exclusion rules to configure a responsibility. You can exclude functions at any level.

- When you exclude a menu item from a responsibility, all menus and functions nested in menu are also excluded.
- When you exclude a function from a responsibility, all occurrences of that function throughout the responsibility's menu structure are excluded.

A “full access” responsibility with a menu that includes all the functions in an application is predefined for each Oracle Applications product. Some applications may provide additional predefined responsibilities that include a smaller set of functions (that is, fewer forms and subfunctions).

As a System Administrator, you can restrict the functionality a responsibility provides by defining rules to exclude specific functions or menus of functions. In fact, we recommend that you use exclusion rules to customize a responsibility in preference to constructing a new menu hierarchy for that responsibility.

For example, suppose you want to customize a responsibility to restrict the functionality of a form included in that responsibility. First, you examine the predefined menus that group the

subfunctions associated with that form. Then, using exclusion rules, you can restrict the form's functionality by excluding some of the form's subfunctions from the responsibility.

## Guided Demonstration - Creating a Responsibility by Using Menu Exclusions (Optional)

---

### Creating a Responsibility

1. Responsibility = System Administrator
2. Navigate to the Responsibilities Window
  - (N) Security > Responsibility > Define
3. Create a responsibility:
  - Responsibility Name = XXAssistant System Administrator
  - Application = System Administration
  - Responsibility Key = XX\_ASST\_SYSADMIN
  - Description = Assistant System Administrator
  - Effective Date = *Accept the default system date*
  - Available From = Oracle Applications
  - Data Group = Standard
  - Data Group Application = System Administration
  - Menu = Navigator Menu - System Administrator GUI
4. Add menu exclusions according to the following table:

Type	Name
Function	Users
Menu	ORACLE Menu - System Administrator GUI
Menu	Install Menu - System Administrator GUI

5. Save

### Assigning Responsibility to a User

6. Navigate to the Users Window.
  - (N) Security > User > Define
7. Assign your new responsibility to the XXEBSTUDENT.
8. Save

### Switching Responsibilities

9. Responsibility = XXAssist System Administrator
- Note that some standard menu options are not part of this menu.

# Data Security

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## Data Security

### Data Security

- Data Security and its components
  - Objects, object instances, object instance sets
- Data Security privileges
  - Grants
  - Permissions

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### Data Security

- Data Security is the next layer and builds on Function Security. It provides additional access control on the data that a user can access, and the actions that a user can perform on that data, within Oracle Applications.
- Restricts access to the individual data that is displayed on the window after the user has selected a menu or menu option.

Data Security is not implemented in all the Oracle Applications products. Some applications may require organizations to create multiple responsibilities to operate with their existing security models. Working in conjunction with Function Security, Data Security provides additional access control on the data that a user can see and the actions that a user can perform on that data. Using Data Security, for example, you can control access to the set of orders that an administrator can update within the Order Management application.

Data Security Policies restrict the actions or operations that can be performed on a specific business object (for example, inventory items). Data Security Policies can reflect access to:

- All Instances: All instances of an object represents all rows in the database table or view. For example, assume that we have an object, “inventory item,” in the database. Creating a Data Security Policy for all instances of the object would result in providing access to every single inventory item that we have catalogued in the database.

- An Instance Set: An instance set is a related set of instances of an object. This corresponds to a set of rows in the database. Using our object example, an instance set could be constructed to include all inventory items with a shelf life of seven days.
- A Specific Instance: A specific instance generally corresponds to a single row in the database, and is generally identified by a primary key value for the object. Using our example, we could enter a unique serial number for the inventory item. This would return one and only one inventory item from the database.

## Data Security Components: Objects

### Data Security Components: Objects

- **Object**
  - An object is a system entity subject to access control.
  - It usually corresponds to a table.
- **Object Instance**
  - A particular instance of an object.
- **Object Instance Set**
  - A group of object instances.

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### Data Security Components: Objects

(N) Functional Developer responsibility > Objects

An object is a system entity on which an operation can be performed.

In Oracle Applications, an object typically maps to records in relational tables or views, Forms or HTML pages, and UI widgets. Examples in Oracle Applications include: a person, a machine, and a file.

Examples of operations include: Create, Update, Escalate, Approve, and Reject. In Oracle Applications, operations are implied by a permission definition. Permission is defined as an operation on an object—for example, Invoke Service Request Form, Update Order, Approve Expense Report, and Query Customers.

An object instance is a specific example of an object, such as Project Number 123 or User JDOE. An object instance generally corresponds to a row in the database, and is identified by a set of one or more primary key values as defined by the object. Related object instances can be grouped together into an object instance set.

System Administrators control various profile options in Oracle Applications that determine how the applications look, feel, and operate.

## Grants

### Grants

- Define the access given to users through responsibilities
- Can provide access to a limited set of data or to a set of an application's functionality
- Grants that deal with business objects are part of Data Security.
- Grants that deal with a set of an applications functionality are part of Function Security.

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## Grants

(N) Functional Administrator Responsibility > Grants

Grants are used to provide specified users access to specific objects or functions.

Grants that deal with business objects are called Data Security Policies.

Grants can also be used to control access to an application's functionality. For example, you can use a grant to secure an aspect of a menu, page, or other widget within the application. For example, you want to provide access to a set of administrative menus to a select group of users.

The grantee defines who is being granted access. The grantee can be one of three types:

- A group of users
- A specific user—for example, Joe Smith
- All users (global)—this applies to all users of the system, except the Guest account

## Permissions and Permission Sets

### Permissions and Permission Sets

A permission is defined as an approval to perform an operation on an object.

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### Permissions and Permission Sets

The Role-Based Access Control (RBAC) model defines permission as “an approval to perform an operation on one or more RBAC-protected objects.” This definition maps to what has been referred to as functions earlier. Permissions can be grouped into permission sets.

Permission sets can be granted to users or roles independent of menus or responsibilities. Permission assignments, or Grants, reflect the access granted to users through roles.

## **Set Profile Options**

### **Set Profile Options**

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## Set Profile Options

### Set Profile Options

- Set profile option values
- Use user profile option settings
- Use system profile option settings
- Discuss profile categories

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## Set Profile Options

System Administrators control various profile options in Oracle Applications that determine how the applications look, feel, and operate. In this lesson, you learn how to specify the profile option values.

## **Profile Hierarchy Types**

### **Profile Hierarchy Types**

There are three hierarchy types:

- Security
- Organization
- Server

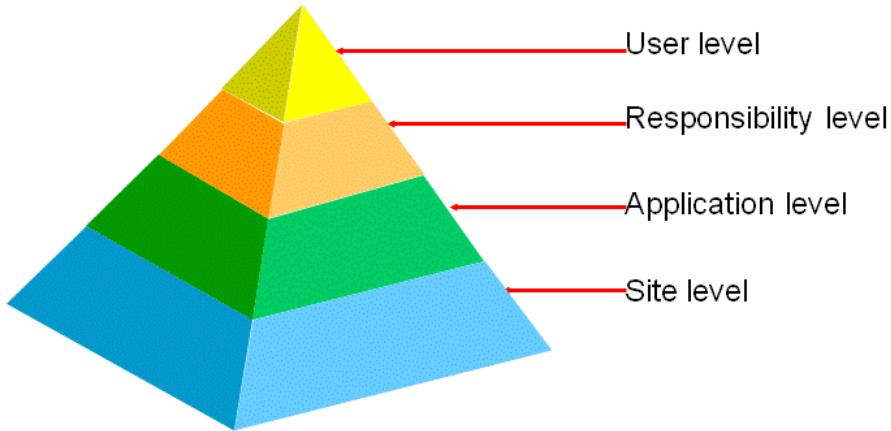
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### **Profile Hierarchy Types**

Of the three hierarchy types, the Security type is the most widely used one.

## Profile Hierarchy Levels: Security

### Profile Hierarchy Levels: Security



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### Profile Hierarchy Levels: Security

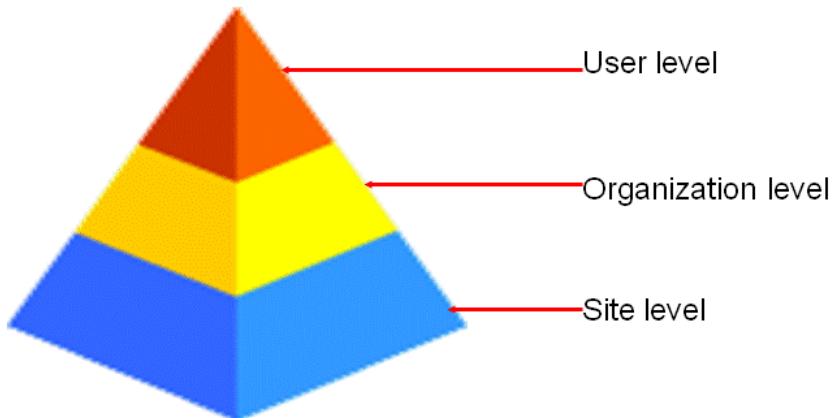
You can set user profiles at different levels by using one of the three hierarchies.

Most profile options use the **Security** hierarchy, in which setting a user profile affects application users across one of the four different levels.

- **Site Level:** Site-level settings apply to all users at an installation site. To display the name of your installation site, select About Oracle Applications from the Help menu.
- **Application Level:** Application-level settings apply to all users of the specified application. For example, a profile could be set that applies to all Oracle General Ledger users. Profile options that can be set at the application-level override options set at the site level.
- **Responsibility Level:** Responsibility-level settings apply to all users currently signed in under the responsibility. For example, a profile could be set that applies to all users of the Oracle General Ledger GL budget supervisor responsibility. Profile options that can be set at the responsibility level override options set at the site and application levels.
- **User Level:** User-level settings apply to individual users, identified by their application usernames. For example, a user profile could be set that applies only to user JDoe. Profile options set at the user level override all other options.

## Profile Hierarchy Levels: Organization

### Profile Hierarchy Levels: Organization



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### Profile Hierarchy Levels: Organization

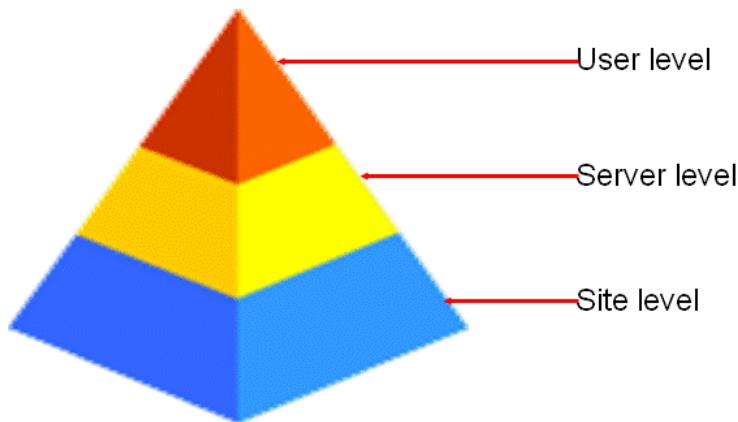
The second hierarchy type is Organization, where organization refers to an Operating Unit. For example, clerks in different organizations may need to have different values for a given profile option, depending on their organization, but clerks in the same organization would use the same value.

The Organization hierarchy type allows System Administrators to set a profile option at the organization level, so that all users within that organization will use the profile option value set once at the organization level.

Profiles using the Organization type use the hierarchy Site - Organization – User, where a user-level option overrides the organization-level option, which, in turn, overrides the site-level option.

## Profile Hierarchy Levels: Server

### Profile Hierarchy Levels: Server



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### Profile Hierarchy Levels: Server

The Server hierarchy type is used when the system needs to determine the server on which the user's session is running. For example, the profile "Applications Web Agent" can be defined using the Server hierarchy type. The setting of this profile option can differ for an internal server and an external one. Cookie validation, for example, can then be done against the value of this profile option.

Profiles using the Server type use the hierarchy Site - Server - User, where a user-level option overrides the server-level option, which, in turn, overrides the site-level option.

## Personal Profile Values

### Personal Profile Values

Depending on the responsibility, many users can change their personal options:

- Navigate to **(N) Profile > Personal** to see a list of the profiles already defined.
- If the User Value field is unprotected, you can select a value for this profile option from the list of values, or enter a value directly.

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## Personal Profile Values

For further information about using the Personal Profile Values Window, see:

*(M)(Help) > Oracle Applications Library > (T) Contents > User's Guide >  
Getting Started – Demo > Introduction > User Profile Options*

The FND\_PROFILE\_OPTION\_VALUES table stores values for user profile options. Each row includes values that identify the profile option; the profile level; and the user, responsibility, application, organization, server, or site for which the profile value is set. There is one row for each profile option setting (at each level, for each user, and so on).

## System Profile Options

### System Profile Options

The System Administrator can set profile options at any level:

- Navigate to **(N) Profile > System** to see the Find System Profile Values Window.
- You can set a profile value at the user, responsibility, site, or application level for profile options using the Security hierarchy type.

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### System Profile Options

For profiles using the Security hierarchy type, if you choose to set a value at the application, responsibility, or user level, you must also specify the particular application, responsibility, or user. Any values defined at a level lower than the level chosen will also be displayed.

Likewise, for profiles using the Organization hierarchy, if you choose to set a value at the organization or user level, you must also specify the particular organization or user.

For profiles using the Server hierarchy type, if you choose to set a value at the server or user level, you must also specify the particular server or user. Any values defined at a level lower than the level chosen will also be displayed. Of the three hierarchy types, such as Security, Organization and Server, the Security type is the most widely used one.

For a complete description of the fields in the System Profile Values Window, see:

*(Help) Applied Technology > Oracle Applications System Administration >Setting Profile Options > System Profile Values Window*

## Profile Categories

### Profile Categories

Profile options can be grouped into categories based on their functional areas. Administrators can then easily search on the profiles by category when they need to view or update them.

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## Profile Categories

(N) Functional Administrator responsibility > Core Services > Profile Categories

Profile options can be grouped into logical categories based on their functional areas and can be associated with more than one category.

You can create new or update existing profile categories.

The following slides describe some of the more commonly used profile options. However, they do not represent all the profile options included in each listed profile category.

## Guided Demonstration - Setting Profile Options (Optional)

---

### 1. Log in to Oracle Applications.

- User = OPERATIONS
- Password = welcome

### Setting Profile Options

There are two types of Profile options: System and Personal

- **To Set Personal Profile Values:**

- Responsibility = System Administrator
- (N) Profile > Personal
- Find the Profile value "Color" in the screen as follows:
  - (M) Query By Example > Enter
  - Profile Name = %Color%
  - (M) Query By Example > Run
- Select "Java Color Scheme" from the List of Values.
- User Value = Khaki (Select from LOV)
- Save
- Close Form.
- Open the same Form (N) Profile > Personal
- See that there is no change in color.

**Note:** All changes take place only when you log out of the current applications.  
The changes can be seen when you log in again.

- Log out completely from Oracle Applications.
- Log in again.
- Responsibility = System Administrator
- (N) Profile > Personal
- Show that the color of the form has changed.
- Change to the original value, User Value = “ ” (No Value)

- **To set System Profile Values:**

- Switch responsibility to Inventory, Vision Operations (USA).
- (N) Items > Master Items
- Organization = M1-Seattle Manufacturing (Select from LOV)
- Note the value of the Item Status = \_\_\_\_\_ (which is Active, at present)
- Close Form.
- Switch responsibility to System Administrator.
- (N) Profile > System

- Select application:
  - Application = Inventory (Select from LOV)
- Select responsibility:
  - Responsibility = Inventory, Vision Operations (USA) (Select from LOV)
- Select user
  - User = Operations (Select from LOV)
- Profile = INV: Default Item Status
- (B) Find
- In the Note Window that you get, click (B) OK
- Tab to the User field.
- OPERATIONS = Inactive (Select from LOV)
- Save
- Close Form.
- Switch responsibility to Inventory, Vision Operations (USA).
- (N) Items > Master Items
- Organization = M1-Seattle Manufacturing (Select from LOV)
- Note the value of the Item Status= \_\_\_\_\_ (which will now show Inactive)

## **Standard Request Submission**

### **Standard Request Submission**

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## Concurrent Processing

### Concurrent Processing

- Runs non-interactive tasks, such as reports and programs
- Does not interfere with the interactive work performed in your computer

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## Concurrent Processing

Concurrent processing helps you satisfy the following business needs:

- You can continue working on your computer while running data-dependent reports and programs.
- You can fully use the capacity of your hardware by executing many application tasks at the same time.

You can run a non-interactive, data-dependent function, such as a report or a program, simultaneously with online operations. With concurrent processing, you can complete non-interactive tasks without interfering with the interactive work performed in your terminal.

An example of concurrent processing occurs when you use the Post Journals Window in your Oracle General Ledger application. After you specify the journal batches to post and click Post, your Oracle General Ledger application uses concurrent processing to post the journal batch entries without further involvement from you. Meanwhile, your terminal is still available for you to continue doing other work in Oracle Applications.

Oracle Applications runs all of its reports and programs as concurrent processes whether you submit them using the Submit Requests Window, or using a product-specific submission window. Your System Administrator can tailor concurrent processing to optimize the

performance of Oracle Applications to ensure that the system is not overloaded with processing at any time.

## Standard Request Submission

### Standard Request Submission

- Use the Standard Request Submission (SRS) interface to run reports and programs.
- To view the report output online
- To schedule reports and programs
- To view log information

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### Standard Request Submission

Standard Request Submission (SRS) allows you to satisfy a related set of business needs. You can:

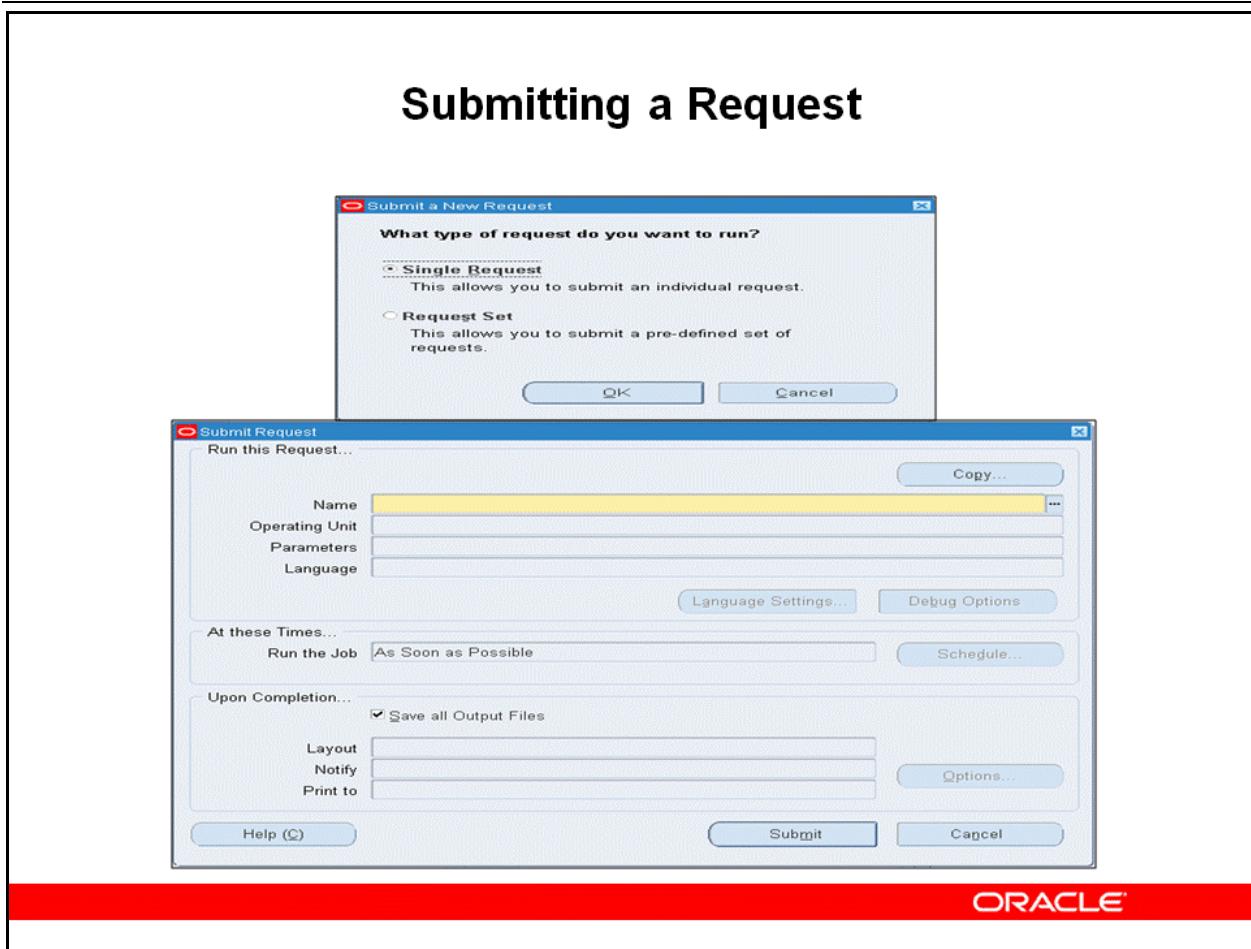
- Use a standard interface to run your programs and reports
- View report output online
- Automatically run programs, reports, or request sets at specific time intervals
- View a log file that summarizes the completion information about all the reports and programs in a request set

Use of Standard Request Submission gives you control over how you can run your requests and request sets.

There are three elements involved in submitting a request:

- Selecting the request or request set to be submitted
- Defining a submission schedule
- Providing completion options

## Submitting a Request



## Submitting a Request

1. Navigate to the Submit a New Request Window.
2. Select the Single Request option to submit single requests, or choose to submit a predefined group of requests by selecting the Request Set option.
3. Click OK.
4. Use the Copy button to take advantage of previously entered request submissions. Or, select the Name of the request (report or program) to run from the list of available requests.  
**Note:** Your responsibility determines the request group, which, in turn, determines the list of requests available to you.
5. A Parameter Window automatically appears when a request requiring parameter values is selected. The prompts in the Parameters Window are specific to the request that you select.
6. Enter the values in the required parameter fields and click OK. The Parameters Window closes, and your parameter values are concatenated and displayed in the Parameters Window.
7. Click the Submit button to submit the request.

## **Summary**

### **Summary**

In this lesson, you should have learned to:

- Describe the layers of access control in Oracle Applications security
- Define applications, responsibilities, and users in Function Security
- Use Menu and Function Security to modify responsibilities
- Define components of Data Security
- Describe user and system profile options
- Define concurrent and Standard Request Submission

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# **Fundamentals of Flexfields**

## **Chapter 6**



# **R12 Oracle E-Business Suite for Implementers**

## **Fundamentals of Flexfields**

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## Objectives

### Objectives

After completing this lesson, you should be able to do the following:

- Describe flexfields
- Define value sets
- Define key flexfields
- Define descriptive flexfields
- Enter values
- Describe **Flexfield Enhancements**
  - Error handling
  - Oracle ADI flexfield form
  - Flexfield as parameter

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## **Agenda**

### **Agenda**

- Overview of flexfields
- Creating value sets
- Defining the key flexfield structure
- Defining the descriptive flexfield structure
- Defining values
- Describing flexfield enhancements

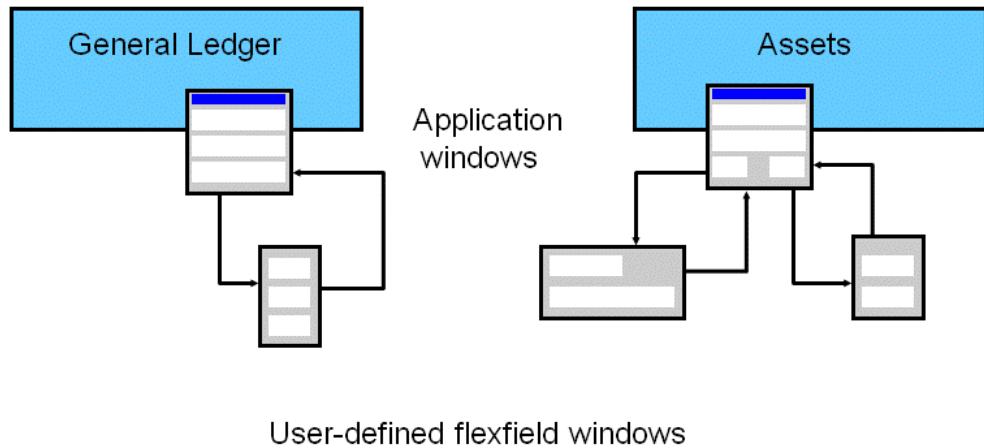
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### Overview of Flexfields

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## Using Flexfields to Configure Applications

### Using Flexfields to Configure Applications



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### Using Flexfields to Configure Applications

A flexfield is a configurable field that opens in a window from a regular Oracle Applications Window. Defining flexfields enables you to tailor Oracle Applications to your own business environment. You can easily define flexfields to modify or extend Oracle Applications without programming. By using flexfields within Oracle Applications, you can:

- Structure certain identifiers required by Oracle Applications according to your own business environment
- Collect and display additional information for your business as required

Flexfields are important because they are used throughout Oracle Applications. Flexfields provide many opportunities for simple modification and configuration of standard Oracle Applications processing. Members of the implementation team as well as system administration personnel should be familiar with the concepts and procedures of flexfields to design and support an Oracle Applications environment that meets the needs of all of its users.

## Benefits of Flexfields

### Benefits of Flexfields

Flexfields enable the following benefits:

- Configuration of applications to support your accounting, product, and other codes
- Construction of intelligent keys
- Configuration of applications to capture additional data
- Use of the application to validate values and value combinations entered by the user
- Support for multiple field structures depending on data context

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## Key and Descriptive Flexfields

### Key and Descriptive Flexfields

Key flexfields  
build unique  
entity identifiers

Item Information		
Category	COM	Computer
Item	876	Monitor
Color	LTN	Light tan

Payment Type	CC
Store	54321
Dept	987
Number	4958-2938-4747
Exp. Dt	12 - 99

Descriptive flexfields  
gather additional  
information

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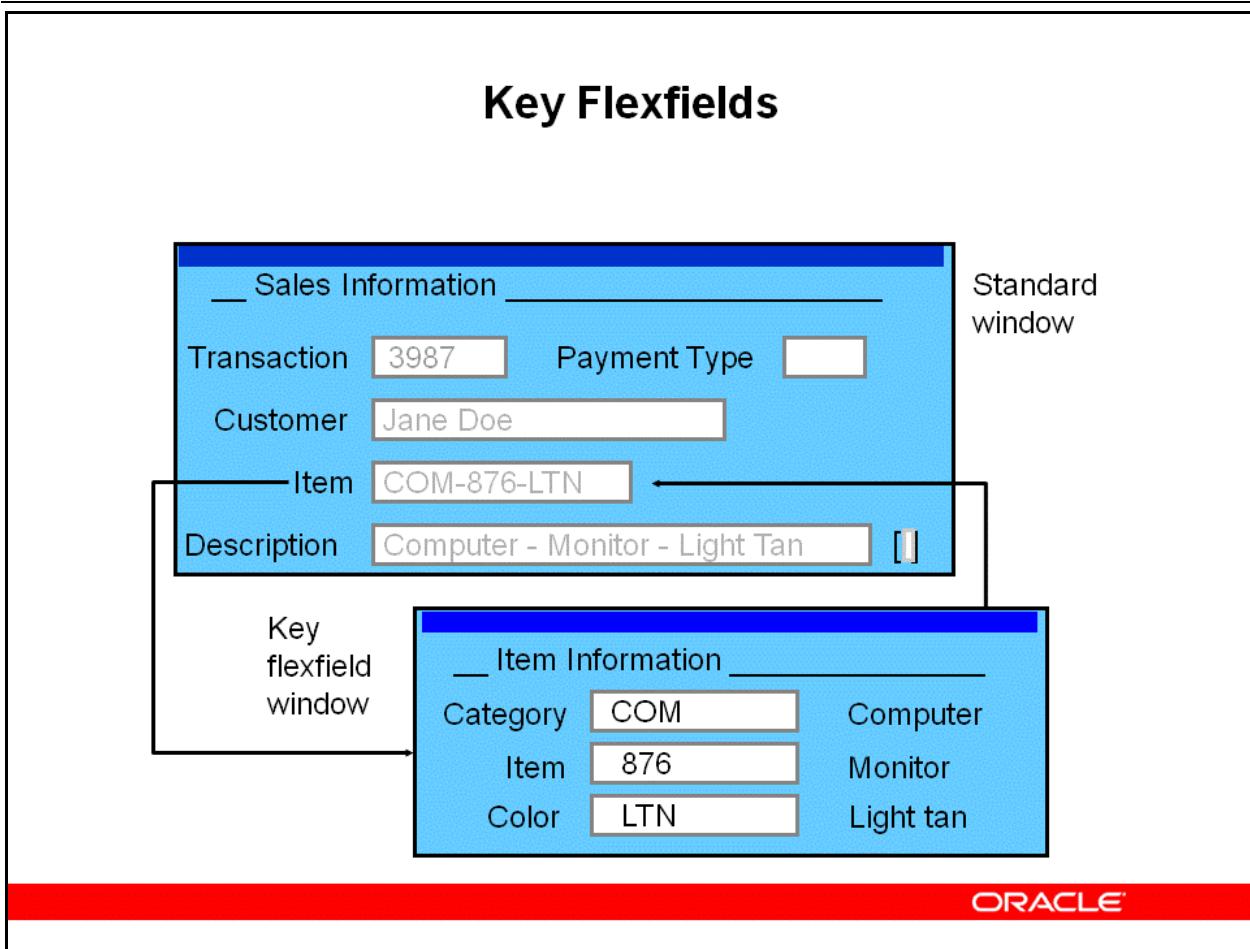
### Key and Descriptive Flexfields

There are two types of flexfields: key and descriptive. Each type is discussed in greater detail in the following slides. The main differences between the two are:

- Key flexfields are used to define your own structure for many of the identifiers required by Oracle Applications and drive reporting.
- Descriptive flexfields are used to gather additional information about your business entities beyond the information required by Oracle Applications.

**Note:** In some cases, descriptive flexfields are reserved for product-specific functionality. For example, the Flexible Address Format.

## Key Flexfields



### Key Flexfields

- In Oracle Applications, you use key flexfields as identifiers for entities. Generally, the identifier you create using a key flexfield is required by the owning application (for example, the Accounting Flexfield builds the account number used by General Ledger).
- A key flexfield appears as a normal field on a form. Any existing value for the key appears in the field as a concatenated value having segment separators.
- You can use the Flexfields: Open Key Window profile option to specify whether you want the key flexfield window to be opened automatically when you navigate to the key flexfield on the base form. This profile option is visible and can be updated at the user level.
- A key flexfield structure usually consists of multiple segments, each of which contains meaningful information. The resulting combinations of values from these segments therefore function as intelligent keys.

## Using Key Flexfields to Build Intelligent Keys

### Using Key Flexfields to Build Intelligent Keys

Business A

<u>Account Entry</u>	
Corporation	10
Subsidiary	283
Division	3003
Department	025
Account	203

Business B

<u>Account Entry</u>	
Company	21
Division	42
Department	502
Account	015

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### Using Key Flexfields to Build Intelligent Keys

Intelligent keys are multipart codes where the value in each individual part contains meaningful information. Each combination of values can, therefore, identify a particular business entity or class of entities. Such intelligent key structures are used throughout Oracle Applications. Because you define the key flexfield structure yourself, it reflects the organization of your business.

#### Accounting Flexfield: Example

One important key flexfield is the Accounting Flexfield. The example in the slide shows how two hypothetical businesses could define Accounting Flexfield structures, which reflected their different accounting structures. Business A's accounting structure has five segments, whereas Business B's accounting structure has four segments.

#### Additional Key Flexfield Features

You can define value sets to control the permitted values for each segment of the key. You can also define cross-validation rules to control the permitted combinations of segment values within the key.

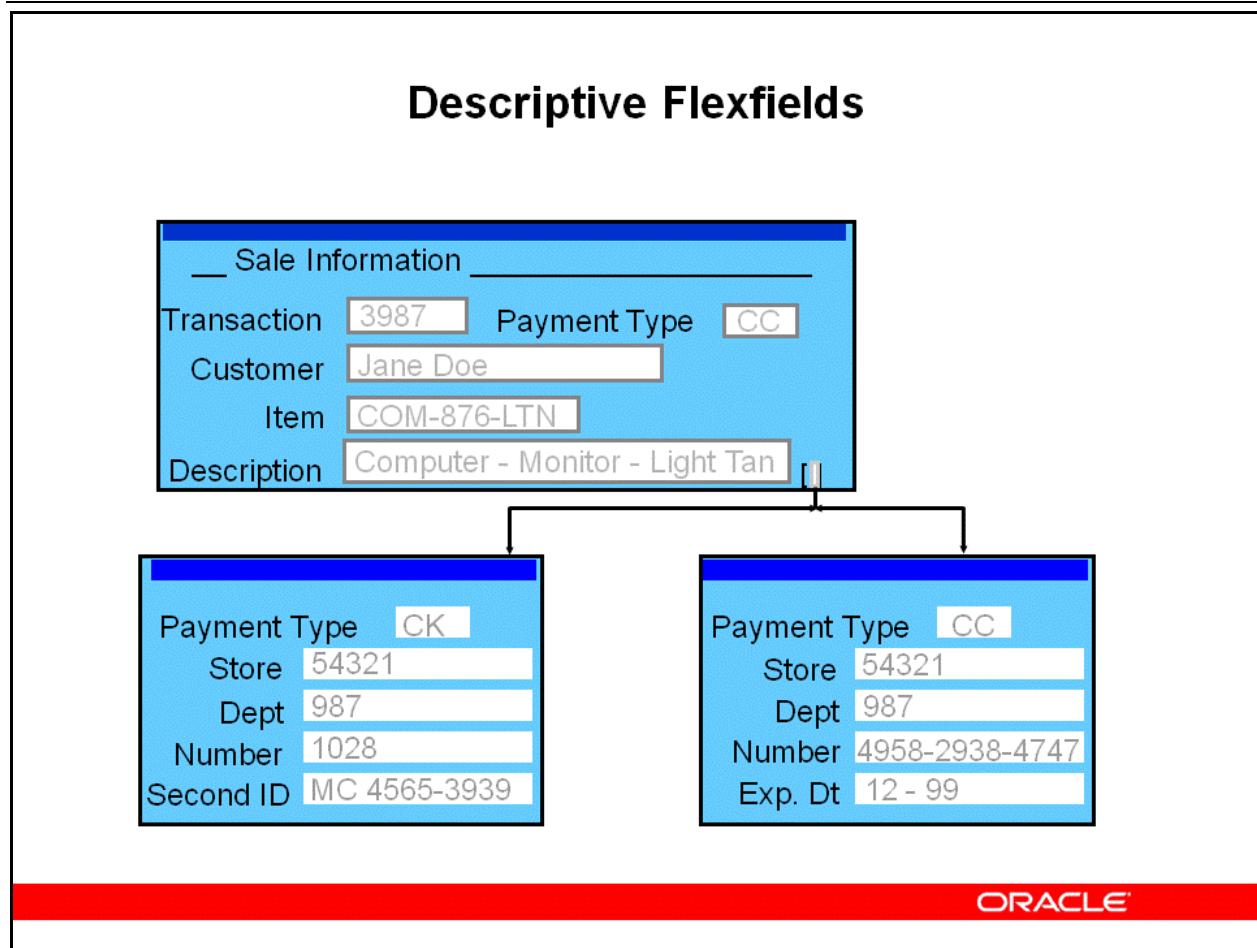
## Key Flexfield: Examples

### Key Flexfield: Examples

- General Ledger
  - Accounting Flexfield
- Assets
  - Asset Key Flexfield
  - Location Flexfield
  - Category Flexfield
- Service
  - Service Item Flexfield
- Human Resources
  - People Group Flexfield
  - Job Code Flexfield
- Receivables
  - Territory Flexfield
  - Sales Tax Location Flexfield
- Inventory
  - Item Categories
  - System Items
  - Sales Orders
  - Item Catalogs

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## Descriptive Flexfields



### Descriptive Flexfields

You use descriptive flexfields to collect information beyond what is collected by Oracle Applications. By using descriptive flexfields, you can gather additional specialized information required by your business. However, the use of descriptive flexfields is optional.

A descriptive flexfield appears on a form as a field enclosed within brackets. You can use the Flexfields: Open Descr Window profile option to specify whether you want the descriptive flexfield window to be opened automatically when you navigate to the bracketed field, if the flexfield is enabled. This profile option is visible and can be updated at the user level.

A descriptive flexfield can use multiple structures. You can define:

- A basic structure that gathers additional information for all entities
- Several different structures that gather specialized information for different types of the same general entity
- A combination of the preceding two. This structure can gather general information about all entities, and then optionally gather certain information about certain types of entities.

The example shows a descriptive flexfield that gathers different payment information based on the type of payment: check (CK) or credit card (CC).

## Descriptive Flexfield: Examples

### Descriptive Flexfield: Examples

The following are examples of instances where descriptive flexfields are used:

- Storing supplier numbers from converted suppliers
- The Flexible Address Format
- Storing order information with an invoice
- Storing project information with an invoice
- Storing vehicle information associated with the asset category “Vehicle”
- Name of the customer service representative responsible for the sales order
- Web link to map property or location in Property Manager

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## **Key and Descriptive Flexfield: Comparison**

### **Key and Descriptive Flexfield: Comparison**

#### **Key Flexfields**

- Owned by one application; used by many
- Required to set up, not always required to use
- Supports intelligent keys
- Identifies entities
- Drives reporting

#### **Descriptive Flexfields**

- Associated with tables in a specific application
- Setup is optional
- No intelligence, stores additional information
- Captures additional information only

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## Guided Demonstration - Entering an Item, Discussing Key and Descriptive Flexfields (Required)

---

### Entering a System Item

1. Responsibility: Inventory, Vision Operations (USA)
2. Navigate to the Items window.
  - (N) Items > Master Items, select M1 - Seattle Manufacturing from the LOV.
3. Enter an item:

Item	Description
XXComputer Server	High Speed Server

4. Save.
- Note:** Point out that the Item field is a key flexfield that happens to be defined as one segment and no validation!
5. (T) Purchasing

Purchased	Purchasable
Checked	Checked

- Note:** Point out that the Expense Account is a key flexfield owned by General Ledger.
6. Place the cursor over the Asset Category field.

Major Category
COMPUTER

7. Activate list of values in the Minor Category field:

Minor Category
Server

- Note:** Point out that Assets own the Asset Category Flexfield. This is a two-segment flexfield, where the second segment is dependent on the first. For example, if you choose Computer in the first segment, you would not want to see Land when you selected a value in the second segment.
8. (B) OK
  9. Save.
  10. (M) Tools > Categories (You may have to press [Ctrl] + [F11] if default categories are not displayed.)

Category Set
Purchasing

11. Place cursor in the Category field (MISC.MISC defaults, but you will override this).
12. Activate the list of values.

**Note:** Point out that this is the PO Item Category key flexfield.

13. (B) Combinations

Item Category
%

14. (B) OK

Item Category	Commodity
204	53

15. (B) OK

**Note:** Point out that the Category field now reflects 204.53 based on the selection made.

16. Save.

17. Close the Category Assignment window.

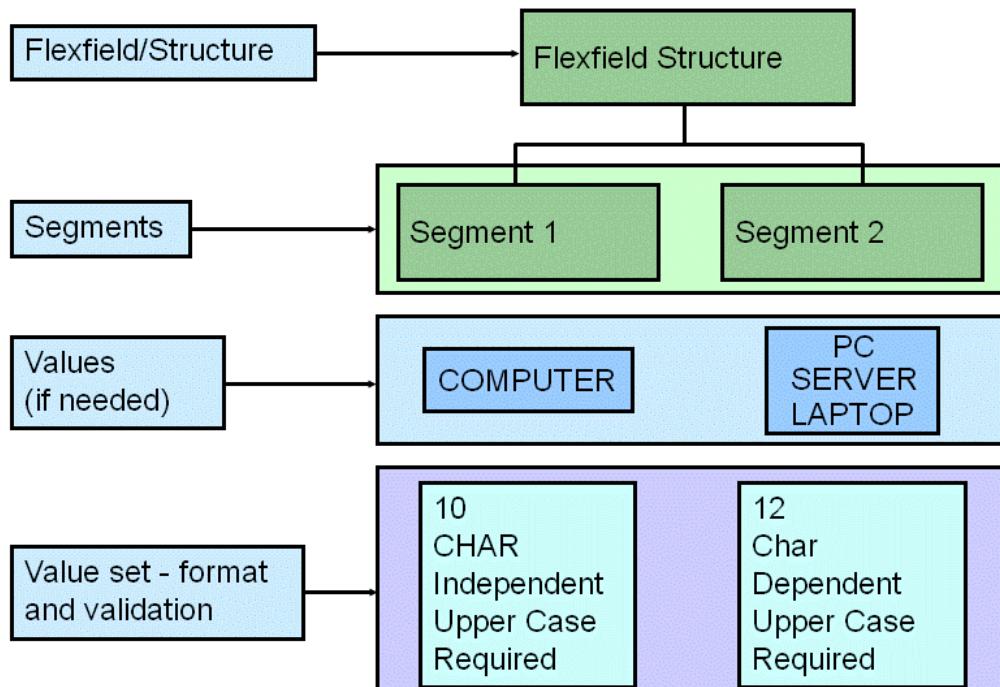
18. Place cursor in the descriptive flexfield to the right of the description field.

**Note:** Point out that when the cursor enters a flexfield field, profile options determine whether or not it automatically opens. Point out that there are several fields in this descriptive flexfield, they are of different sizes and some have a list of values/validation.

19. Close windows till you are back at the Navigator.

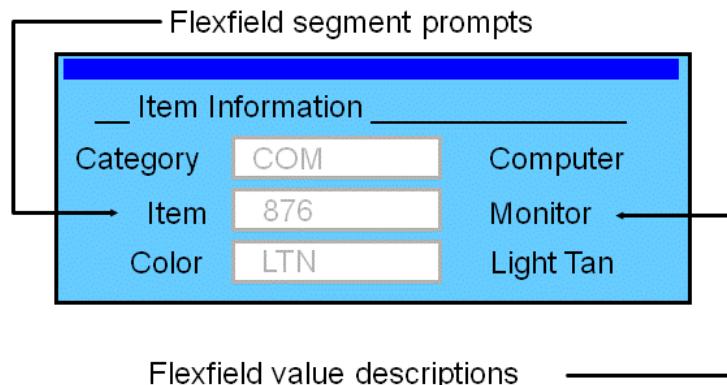
## Components of a Flexfield

### Components of a Flexfield



## Segment Prompts and Value Descriptions

### Segment Prompts and Value Descriptions



### Segment Prompts and Value Descriptions

In addition to defining the segments and structures that make up the flexfield, you can also define the appearance of the flexfield. You can also specify names and descriptions for the segments appearing on the window as well as display the size for the fields.

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## Guided Demonstration - Entering an Asset, Discussing Context Sensitivity (Required)

---

### Entering an Asset (a truck)

1. Responsibility: Assets, Vision Operations (USA)
2. Navigate to the Assets window.
  - (N) Assets > Asset Workbench
3. (B) Quick Additions

Description
XXTruck, Heavy

4. Place cursor in Category field.

Major Category
Vehicle

**Note:** The cursor would be in the Asset Number field. Press [Tab] to move to the Category field.

5. Place cursor over Minor Category.
6. Activate the list of values.

**Note:** Point out the dependency of the minor category on the major category.

Minor Category
Owned Heavy

7. (B) OK

**Note:** The descriptive flexfield opens.

Licence Plate	Insurance Company	Number of Axles
GG678	MIDLAND	6

8. (B) OK

Book	Cost
Ops Corp	750000

9. Place cursor over the Expense Account field.

Account Alias
Bad Debt

10. (B) OK

11. Activate the list of values.

Department
000

12. (B) OK

13. Place cursor in the Location field.

Location
New York

**Note:** Point out that based on the configuration for the Vision instance, the Location field populates with Country-State-City-Building. Also, highlight that clicking in this field again opens key flexfield, where values can be changed.

14. (B) OK

**Note:** Point out that the Location Key Flexfield is an example of another key flexfield. The Location Key Flexfield is owned by Assets.

15. Save.

16. (B) OK to acknowledge the message providing the asset number.

17. Close the Quick Additions window.

### Entering an Asset (a building)

18. Enter another asset:

Description
Building

19. Place cursor in the Category field:

Major Category
Building

20. Place cursor in the Minor Category field:

21. Activate the list of values:

Minor Category
Office

**Note:** Point out the dependency of the minor category on the major category.

22. (B) OK

**Note:** Point out that the descriptive flexfield is linked to the value in the first segment of the key flexfield. This time the descriptive flexfield asks for information related to a building.

23. Close windows until you are back at the Navigator.

## General Steps to Implement a Flexfield

### General Steps to Implement a Flexfield

- Plan flexfield segments, structures, value sets, and values
- Define value sets
- Define flexfield structure
- Define values
- Define security and cross-validation rules, if necessary

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## General Steps to Implement a Flexfield

Use the following steps when defining both key and descriptive flexfields:

- Plan your flexfield structure and layout. Remember many flexfields use more than one structure, and each structure can consist of different segments. Also plan any value sets and their values.
- Define flexfield value sets. Value sets describe the permitted values for the flexfield segment. If you create your value sets first, you can refer to them when you are defining your flexfield segments in the following step.
- Define flexfield segments and structures. Use the plan that you designed earlier.
- Define values for your value sets.
- For key flexfields, define the security and cross-validation rules as necessary.

# Creating Value Sets

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## Planning a Value Set

### Planning a Value Set

- Determine basic attributes of the set.
- Select the appropriate validation type.

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## Planning a Value Set

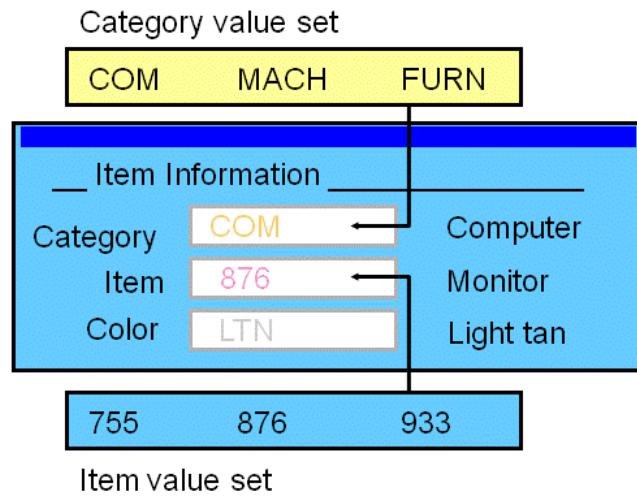
There are two steps to planning your value set:

- Determine the basic attributes for the set. Select the conditions that all the values must fulfill to be considered as valid values. The conditions include data type (Character, Numeric), value length, and minimum and maximum values, if appropriate.
- Select the appropriate validation strategy. Select the type of validation that is most appropriate for the data. Validation types are discussed in the following pages.

For some value sets, it does not make sense to try and provide a complete list of all the approved values. For example, a segment containing customer telephone numbers probably does not need a list of values, because each new customer will have a new telephone number that you do not know at design time.

## Validating Input Using Value Sets

### Validating Input Using Value Sets



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### Validating Input Using Value Sets

Value sets allow you to control the values for a segment or a report parameter. A value set is a definition of the values approved for entry or display by a particular flexfield segment. A value set may also contain a list of actual approved values although it is not required.

#### Value Sets Describe Acceptable Types of Values

- Some value sets permit a limited range of values; some permit only certain values; others have minimal restrictions.
- Different flexfields can share the same value set. For example, a value set containing the names of regional offices could be used by many different flexfields.
- Different segments of the same flexfield can use the same value set. For example, a date value set. Segments defined to different structures of the same flexfield can also share a value set. Many of the report parameters used with Standard Request Submission (SRS) forms use shared value sets.
- Depending on the validation type, a value set may or may not need defined values.

## Value Set Attributes

### Value Set Attributes

- Name: Unique value set name (Do not use XX-, XX\_ , XXX-, XXX\_ or any Oracle reserved name.)
- Description: Free-form descriptive text
- List type
  - List of Values
  - Long List of Values
  - Poplist
- Security type
  - No security
  - Hierarchical
  - Non-hierarchical

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## Value Set Attributes

### Value Set Name

If an Oracle Application's predefined value set has the same name as a user-defined value set, the user-defined value set is overridden during an upgrade. Therefore, follow these naming guidelines though it is not required:

- Do not use the patterns of either two or three characters followed immediately by a hyphen or an underscore. These patterns are reserved by Oracle Applications.
- Do not use spaces in your value set name.
- Include a custom or site prefix in the value set name to make it unique.

Oracle always provides a list of reserved value set names before an upgrade. Make sure to check this list against your existing value sets.

### Description

You can give your value sets descriptive text information.

## List Type

- Select List of Values if your value set should not provide the LongList feature in Oracle Forms Applications. A user will not see a Poplist in Oracle Self Service Applications. In general, use a list of values when 10 to 200 values are expected.
- Select the Long List of Values if your value set should provide the LongList feature in Oracle Forms Applications. The LongList feature requires a user to enter a partial segment value before the list of values retrieves all available values. You may not enable LongList for a value set that has a validation type of None. A user will not see a Poplist in Oracle Self Service Applications. In general, use a long list of values when more than 200 values are expected.
- Select Poplist if your value set should not provide the LongList feature in Oracle Forms Applications, but should provide a Poplist in Oracle Self Service Applications. In general, use a Poplist when fewer than 10 values are expected.

## Security Type

- **No Security:** All security disabled for this value set
- **Hierarchical Security:** Hierarchical security is enabled. With hierarchical security, the features of value security and value hierarchies are combined. With this feature, any security rule that applies to a parent value also applies to its child values.
- **Non-Hierarchical Security:** Security is enabled, but the rules of hierarchical security do not apply. That is, a security rule that applies to a parent value does not “cascade” to its child values. Special validation value sets allow you to call key flexfield user exits to validate a flexfield segment or report a parameter using the flexfield-within-a-flexfield mechanism. You can call flexfield routines and use a complete flexfield as the value passed by this value set.

## Types of Value Sets

### Types of Value Sets

- **None:** Validation is minimal.
- **Independent:** Input must exist on the previously-defined list of values.
- **Dependent:** Input is checked against a subset of values based on a prior value.
- **Table:** Input is checked against values in an application table.
- **Special:** Value set uses a flexfield itself.

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### Types of Value Sets

You can define several types of value sets depending on how you need your values to be checked. All value sets perform minimal checking; some value sets also check against the actual values, if you have provided any.

**None:** Does not provide a list of values. A None value set performs only minimal checking of, for example, data type and length.

**Independent:** Performs basic checking but also checks a value entered against the list of approved values that you define

**Dependent:** Associated with an independent value set, dependent value sets ensure that all dependent values are associated with a value in the related Independent value set.

**Table:** Lists of approved values are obtained from existing applications tables. When defining your table value set, you specify a SQL query to retrieve all the approved values from the table.

**Special:** Provides another flexfield as a value set for a single segment

## Types of Value Sets

### Types of Value Sets

- **Pair:** Two flexfields together specify a range of valid values.
- **Translatable Independent:** Input must exist on previously-defined list of values; translated value can be used.
- **Translatable Dependent:** Input is checked against a subset of values based on a prior value; translated value can be used.

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### Types of Value Sets (continued)

**Pair:** Provides a flexfield range as the value set for a pair of segments

**Translatable Independent:** Similar to an Independent value set in that it provides a predefined list of values for a segment. However, a Translatable Independent value set can contain display values that are translated into different languages.

**Translatable Dependent:** Similar to a Dependent value set in that the available values in the list and the meaning of a given value depend on the independent value that was selected in a prior segment of the flexfield structure. However, a Translatable Dependent value set can contain display values that are translated into different languages.

## Planning Data Format Validation

### Planning Data Format Validation

- Format Type: Value data type
- Maximum Size: Maximum permitted size for a value
- Precision: Number of decimal places
- Numbers Only: Entry of numbers 0–9 only
- Uppercase Only: Lowercase input becomes uppercase
- Right-Justify Zero-Fill: Shifts number to right, pads from left
- Max/Min Values: Beginning and ending values of a range

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## Planning Data Format Validation

**Format Type:** Select the available data types from the list of values.

**Maximum Size:** Specify the maximum size of the value. The maximum size must be less than or equal to the size of the underlying column in the base application.

**Precision:** For numeric data, specify the number of decimal places.

**Numbers Only:** Select Numbers Only to accept only digits.

**Uppercase Only:** Select Uppercase Only to force any lowercase input to become uppercase.

**Right-Justify and Zero-Fill:** Select these options to shift a number to the right and then pad from the left with zeros. This is an alternate format for alphanumeric numbers.

**Maximum/Minimum Value:** To define a range of values for a value set, specify a beginning value and an ending value.

## Defining Value Sets

### Defining Value Sets

Use existing value sets when possible.

Define value set.

Define list of values if appropriate.

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### Defining Value Sets

The procedure for defining value sets is shown in the slide. You should always check the existing value sets to see if there is an existing value set that you can use.

### Using Predefined Value Sets

- Choosing a predefined value set limits the necessary maintenance of values.
- Most predefined value sets are table-validated value sets.
- A useful value set is Yes\_No, containing the values Yes and No.
- Never alter value sets provided by Oracle Applications, especially the SRS value set.

### Defining a New Value Set

Use the Value Sets Window to enter:

- Value Set Name and attributes
- Format Validation options
- Validation Type

## Practice - Creating Value Sets (Required)

---

### Overview

In this practice you will create value sets.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or a comparable training, or test instance at your site on which to complete this practice.

### Tasks

#### Creating a Value Set

1. Responsibility: System Administrator
2. Navigate to the Value Sets window:
  - (N) Application > Validation > Set
3. Create the independent value set:

Field Name	Value
Value Set Name	XXPO Class
Description	Major class
List Type	List of Values
Security Type	Non-Hierarchical Security
Format	Char
Max. Size	10
Uppercase Only (A–Z)	Check box to be selected
Right Justify and Zero-fill Numbers (001)	Check box to be deselected
Validation Type	Independent

4. Save your work.

5. Create the dependent value set:

Field Name	Value
Value Set Name	XXPO Subclass
Description	Sub class
List Type	List of Values
Security Type	Non-Hierarchical Security
Format	Char
Maximum Size	10
Uppercase Only (A–Z)	Selected
Right Justify and Zero-fill Numbers (001)	Deselected
Validation Type	Dependent

6. (B) Edit information and enter the following information:

- Independent Value Set Name: XXPO Class
- Value: NONE
- Description: None

7. Save

## Solution: Creating Value Sets (Required)

### Creating a Value Set

1. Responsibility: System Administrator
2. Navigate to the Value Sets window:
  - (N) Application > Validation > Set
3. Enter values as follows:

Field Name	Value
Value Set Name	XXPO Class
Description	Major class
List Type	List of Values
Security Type	Non-Hierarchical Security
Format	Char
Maximum Size	10
Uppercase Only (A–Z)	Selected
Right Justify and Zero-fill Numbers (001)	Deselected
Validation Type	Independent

The screenshot shows the Oracle Value Sets window with the following details:

- Value Set Name:** XXPO Class
- Description:** Major Class
- List Type:** List of Values
- Security Type:** Non-Hierarchical Security
- Format Validation:**
  - Format Type:** Char
  - Maximum Size:** 10
  - Precision:** (empty)
  - Checkboxes:**  Numbers Only (0-9),  Uppercase Only (A-Z),  Right-justify and Zero-fill Numbers (0001)
  - Min Value:** (empty)
  - Max Value:** (empty)
- Value Validation:**
  - Validation Type:** Independent
  - Edit Information:** button

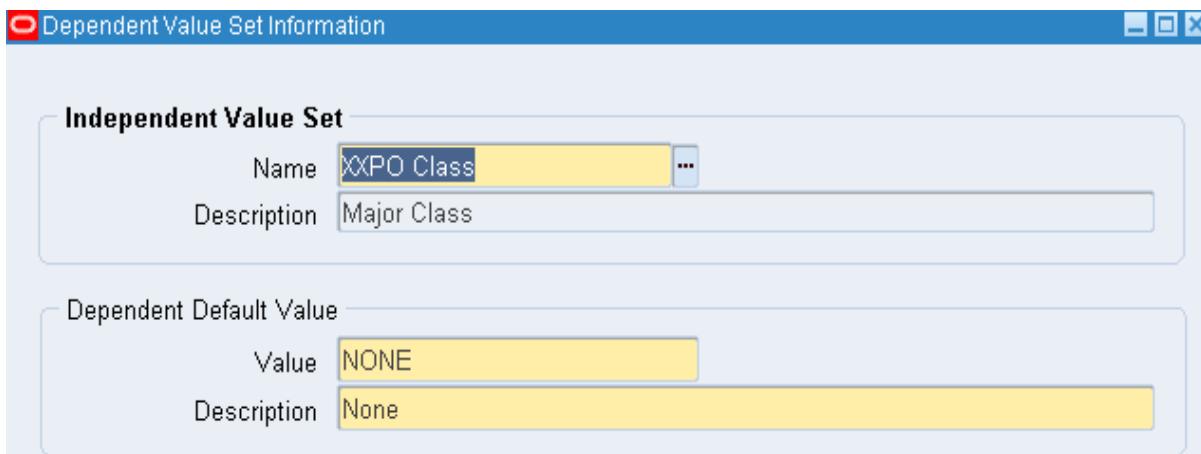
4. Click Save.
5. (M) File > New. Enter values as follows:

Field Name	Value
Value Set Name	XXPO Subclass
Description	Sub class
List Type	List of Values
Security Type	Non-Hierarchical Security
Format	Char
Max. Size	10
Uppercase Only (A–Z)	Selected
Right Justify and Zero-fill Numbers (001)	Deselected
Validation Type	Dependent

The screenshot shows the 'Value Sets' dialog box with the following configuration:

- Value Set Name:** XXPO Subclass
- Description:** Sub class
- List Type:** List of Values
- Security Type:** Non-Hierarchical Security
- Format Validation:**
  - Format Type:** Char
  - Maximum Size:** 10
  - Precision:** (empty)
  - Checkboxes:**  Numbers Only (0-9),  Uppercase Only (A-Z),  Right-justify and Zero-fill Numbers (0001)
  - Min Value:** (empty)
  - Max Value:** (empty)
- Value Validation:**
  - Validation Type:** Dependent
  - Edit Information:** button

6. (B) Edit Information.
  - Name: XXPO Class
  - Value: NONE
  - Description: None



7. Click Save.

### Defining the Key Flexfield Structure

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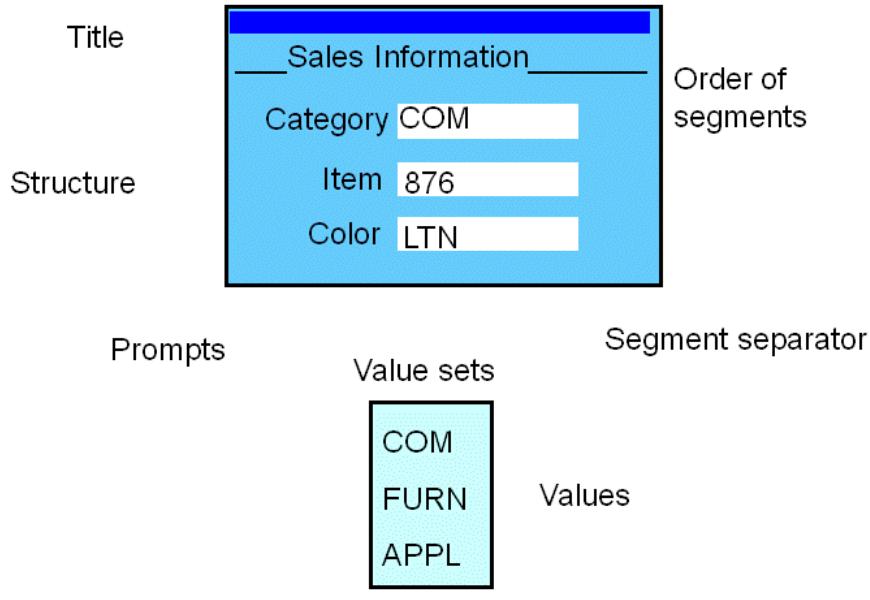
### Planning a Key Flexfield

- Identify the target flexfield, the information required by Oracle Applications, and any qualifiers.
- Plan the flexfield structure, behavior, and appearance.
- Define the key flexfield structures.
- Define any value sets required and their values.
- Define security rules when appropriate.
- Define cross-validation rules when appropriate.
- Define shorthand aliases as needed.

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## Designing the Key Flexfield Layout

### Designing the Key Flexfield Layout



### Designing the Key Flexfield Layout

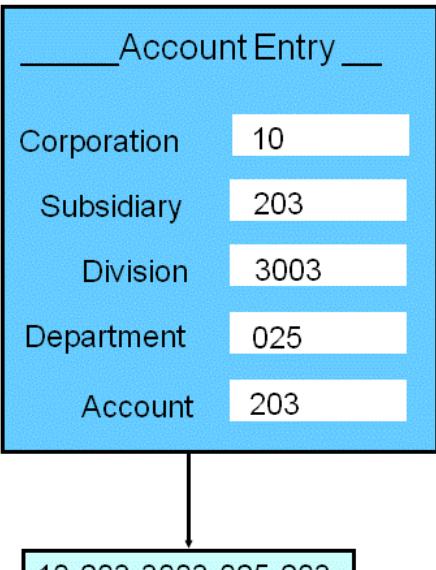
Design the structures that are needed and the segments for each structure:

- Identify the structure titles.
- Plan the number and order of segments.
- Identify the segment separator.
- Determine the value sets and the values that are to be used.
- Plan the window prompts.

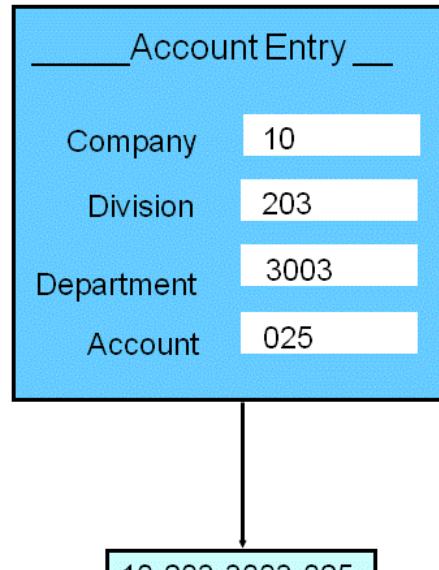
## Key Flexfield Structure

### Key Flexfield Structure

Business A



Business B



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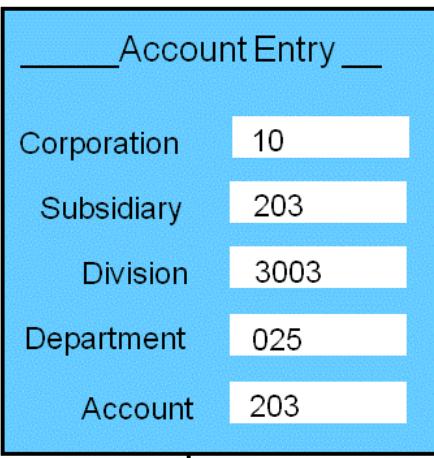
### Key Flexfield Structure

Key flexfields typically consist of several segments. The values provided by these segments make up the code combinations that function as intelligent keys for use by Oracle Applications.

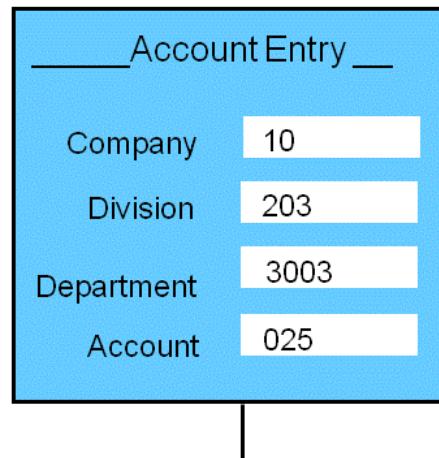
## Key Flexfield Code Combinations

### Key Flexfield Code Combinations

Business A



Business B

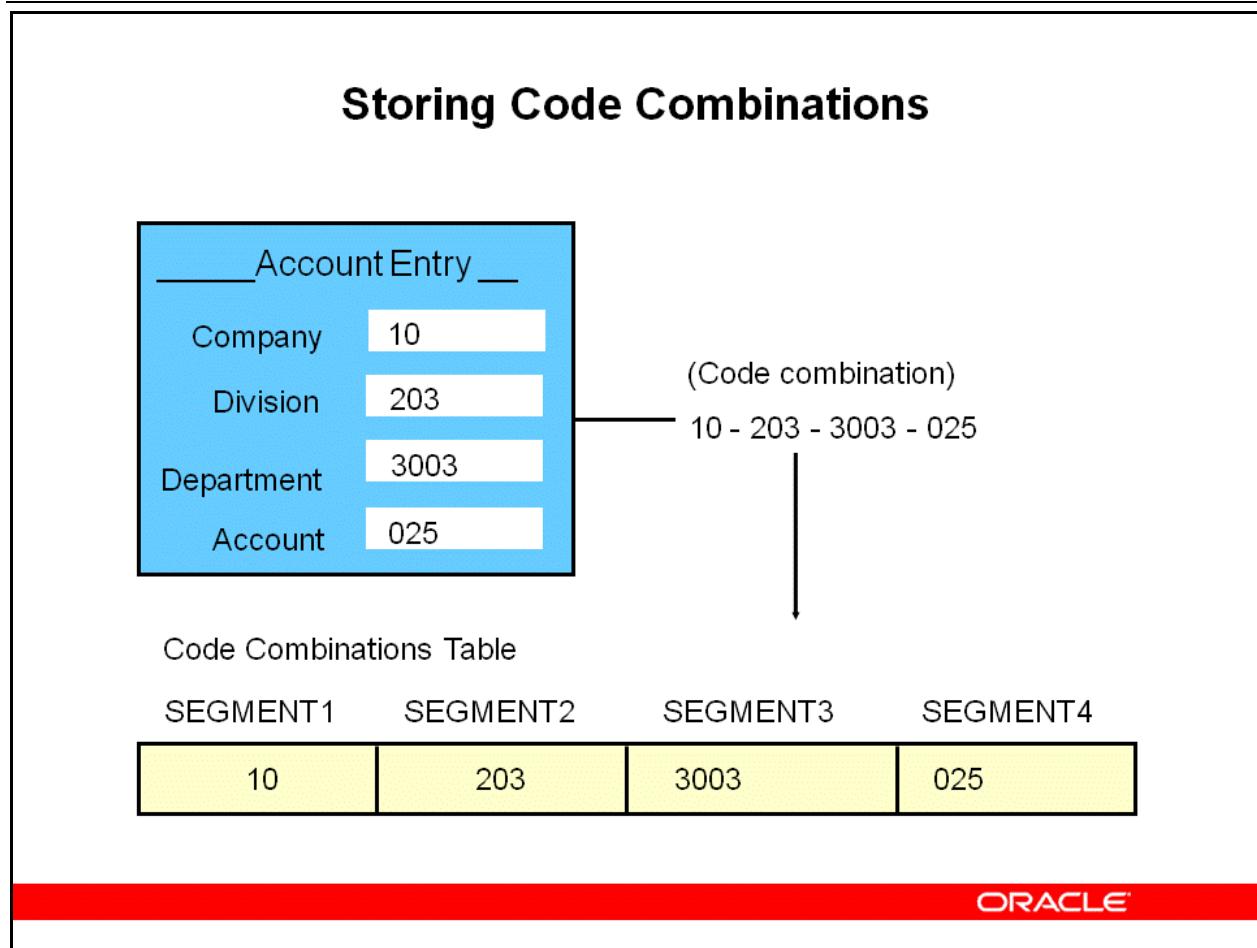


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## Storing Code Combinations



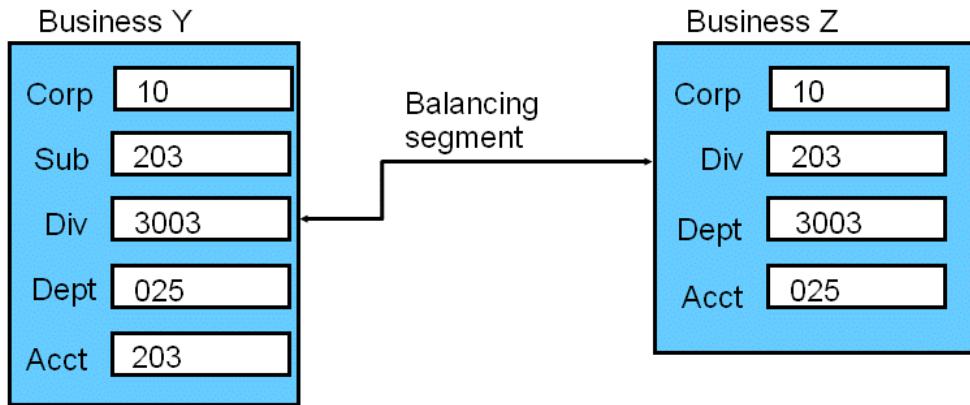
### Storing Code Combinations

Each flexfield stores its code combinations in a database table called a code combinations table. In the combinations table, there is one column for every key flexfield segment. These columns are usually named SEGMENTn, where n is a number. There are a set number of SEGMENT columns available for each key flexfield. You assign a key flexfield segment to a particular SEGMENT column when you define the key flexfield.

Each row in the combinations table (that is, each unique combination of segment values) is identified by a unique ID value stored in a unique ID column. This column functions as the primary key for the combinations table. For key flexfields that have multiple structures, there is also a structure ID column.

## Key Flexfield Qualifiers

### Key Flexfield Qualifiers



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### Key Flexfield Qualifiers

Both descriptive flexfields and key flexfields allow the user to design the flexfield structures and their segments. With descriptive flexfields, neither the information gathered nor the way in which the information is structured is used internally by Oracle Applications. Key flexfields, however, are different.

Oracle Applications use certain pieces of information collected by some key flexfield segments internally. For example, General Ledger needs to know which segment in the Accounting flexfield to use for balancing operations. But because the location of the balancing segment in the Accounting flexfield can be configured, the application must have a way of locating the segment that it needs within any Accounting flexfield structure.

Being able to locate particular segments in a key flexfield structure is the purpose for qualifiers. A qualifier is a label attached to a particular key flexfield segment so that it can be located by the application requiring its information.

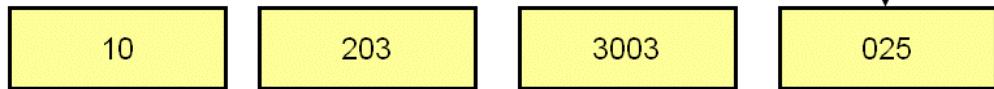
## Types of Key Flexfield Qualifiers

### Types of Key Flexfield Qualifiers

Flexfield qualifiers:

Identify a particular segment

(Balancing  
segment)



Segment qualifiers:

Identify a particular value

(Allow posting)

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## Types of Key Flexfield Qualifiers

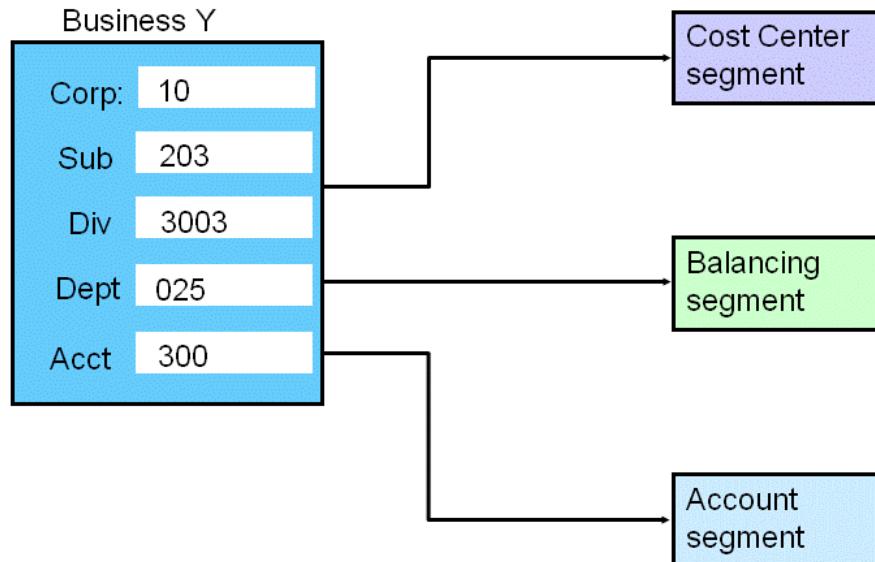
There are two types of qualifiers:

- Flexfield qualifiers identify a segment in a flexfield.
- Segment qualifiers identify a value in a segment.

The slide shows both types of qualifiers assigned to an Accounting flexfield combination.

## Key Flexfield Qualifiers Identify Key Flexfield Segments

### Key Flexfield Qualifiers Identify Key Flexfield Segments



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## Key Flexfield Qualifiers Identify Key Flexfield Segments

Flexfield qualifiers may be unique, global, or required:

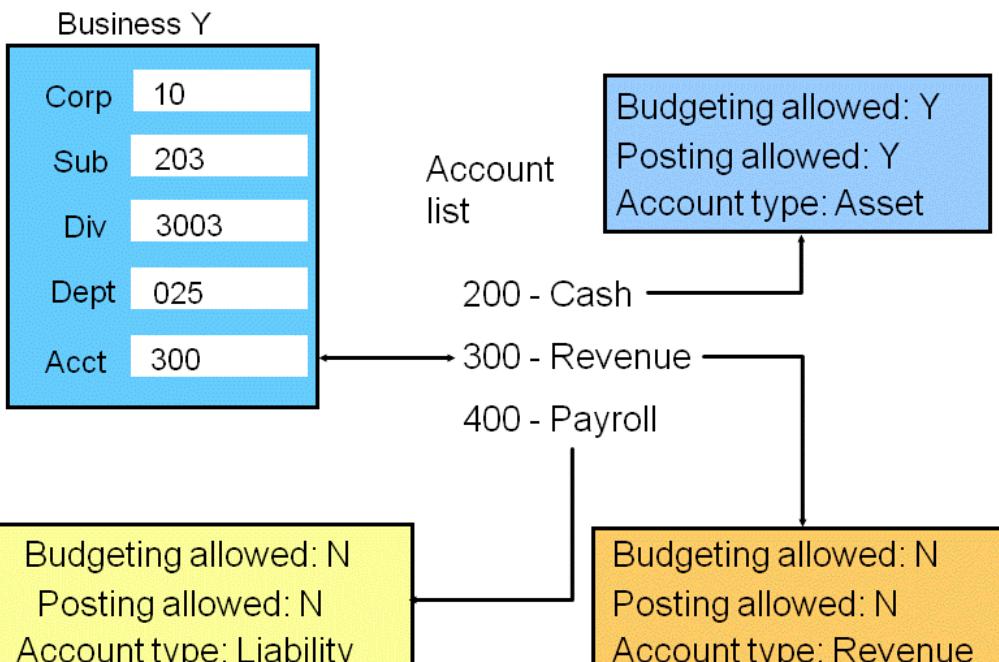
- **Unique:** “Is this the segment that this flexfield can have only one of?”
- **Required:** “Is this the segment that this flexfield must have to do its work?”
- **Global:** “Is this a segment?” Global qualifiers exist as “carriers” for segment qualifiers.

## Assigning Flexfield Qualifiers to Segments

- Global qualifiers need not be assigned because they apply automatically to every segment in the flexfield.
- Assign flexfield qualifiers when defining segments.

## Identifying Values in Flexfield Segments with Segment Qualifiers

### Identifying Values in Flexfield Segments with Segment Qualifiers



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### Identifying Values in Flexfield Segments with Segment Qualifiers

A segment qualifier is similar to the segment asking each value the question, “What type of value are you?”

For example, the account number 300 may be used within a company as a revenue account.

Use the following segment qualifiers with the Accounting flexfield:

- Allow Budgeting
- Allow Posting
- Account Type: Asset, Expense, Liability, Ownership/Stockholder's Equity, or Revenue

### Defining Flexfield Qualifiers

- Use the Flexfield Qualifiers Window to assign qualifiers to segments as appropriate for the flexfield.
- Not all flexfields use qualifiers with segments.

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## Segment Defaults: Examples

### Segment Defaults: Examples

Default Type	Default Value
Constant	Any literal value
Current date	Current time
Current time	Current time or current date/time
Field	Default Value field value
Profile	Value of profile in Default Value
Segment	Value in prior segment
SQL statement	Result of SQL query

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### Segment Defaults: Examples

Default Type: Constant

Default Value: The constant specified

Example: USA

Result: USA

Default Type: Current Date

Default Value: The date at the time of entry

Example: May 01, 2007

Result: MAY 01, 2007

Default Type: Current Time

Default Value: The Date/Time at the time of entry

Example: 14:30:00, May 01, 2007

Result: 14:30:00, MAY 01, 2007

Default Type: Field

Default Value: The value in the specified field. Use the Block:Field format.

Example: ORDER:LINE

Result: 3

Default Type: Profile

Default Value: The value of the specified profile option. Use the application name of the profile option.

Example: LEDGER\_ID

Result: 101

Default Type: Segment

Default Value: The value returned by the specified, previous segment

Example: Company

Result: 01

Default Type: SQL Statement

Default Value: The value returned by the specified SQL statement. The statement must return a single value. \$PROFILES\$ and \$FLEX\$ can be used in the statement.

Example: SELECT NAME FROM EMP WHERE JOB=CEO

Result: Jones

## Practice - Creating a Structure for a Key Flexfield and Adding Value Sets (Required)

---

### Overview

In this practice you will create a structure for a key flexfield.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or comparable training, or test instance at your site on which to complete this practice.

### Tasks

#### Querying the Item Categories Structure

1. Responsibility: System Administrator
2. Navigate to the Key Flexfield Segments window:
  - (N) Application > Flexfield > Key > Segments
3. Query the structure and enter following information:
  - Application: Inventory
  - Flexfield Title: Item Categories

#### Creating a New Structure

4. Create a new structure:
  - Code: XXPO\_ITEM\_CAT
  - Title: XXPO\_ITEM\_CAT
  - Description: PO Item Category

#### Assigning Segments

5. Create the structure based on the segment information in the following table:

No	Name	Window Prompt	Column (LOV)	Value Set (LOV)
1	PO Class	Class	SEGMENT1	XXPO Class
2	PO Subclass	Sub	SEGMENT2	XXPO Subclass

6. Specify segment information for the PO Class segment:

Field	Value
Description	PO Class
Required	Checked
Security Enabled	Checked

7. Specify segment information for the PO Subclass segment:

Field	Value
Description	PO Subclass
Required	Checked
Security Enabled	Checked

8. Freeze and compile the flexfield.

### Adding Values

9. Navigate to the Values window:

- (N) Application > Validation > Values

10. Search for any existing values using your value sets.

11. Enter values according to the following table and Save:

Value	Description
CCOMP	Computer Component
CSYS	Computer System

### Entering Values Dependent on the CCOMP Value

12. Query the PO Subclass segment of the XXPO\_ITEM\_CAT structure.

13. Enter values dependent on the CCOMP value according to the following table and Save:

Value	Description
KEYBOARD	Keyboard, 101-Key
MOUSE	Mouse, Optical
MONITOR	Monitor, Flat Panel

### Entering Values Dependent on the CSYS Value

14. Enter values dependent on the CSYS value according to the following table and Save:

Value	Description
DESKTOP	Desktop
PC	PC
SERVER	Server

15. Close windows until you are back at the Navigator.

## Solution: Creating a Structure for a Key Flexfield (Required)

### Querying the Item Categories Structure

1. Responsibility: System Administrator
2. Navigate to the Key Flexfield Segments window:
  - (N) Application > Flexfield > Key > Segments
3. (M) View > Query By Example > Enter
  - Application: Inventory
  - Flexfield Title: Item Categories
4. (M) View > Query By Example > Run

The screenshot shows the 'Key Flexfield Segments' window with the following details:

- Application:** Inventory
- Flexfield Title:** Item Categories
- Structures:** A table listing the segments:
 

Code	Title	Description	View Name
ACCOUNTING_CATEG	Accounting Category	Accounting Category	
ALLOC_CLASS	Allocation Class	Allocation Class	
EAM_CATEGORIES	Asset Management	Asset Management Category St	
CARTONIZATION	Cartonization Groups	WMS Cartonization Groups	
CATALOG_CATEGORY	Catalog Category	PLM Product Catalog	
WSH_COMMODITY_CC	Commodity Code	Commodity Code	
CONTRACT_CATEGOR	Contract Categories	Contract Categories Structure	
COST_CLASS	Cost Class	Cost Class	
- Buttons and Options:**
  - Freeze Flexfield Definition
  - Enabled
  - Segment Separator: Period (.)
  - Cross-Validate Segments
  - Freeze Rollup Groups
  - Allow Dynamic Inserts
- Buttons at the bottom:** Compile (disabled), Segments

### Creating a New Structure

5. Place cursor over the Title field:
  - a. (M) File > New
  - b. Enter the following information:
    - Code: XXPO\_ITEM\_CAT
    - Title: XXPO\_ITEM\_CAT
    - Description: PO Item Category
    - Save.

Key Flexfield Segments

Code	Title	Description	View Name
TAX_CLASS	Tax Class	Tax Class	
TECH_CLASS_SUB_CL	Technical Class Subclass	Technical Class Subclass	
UDEX	UDEX Category	UDEX Category	
UTILS_PRODUCT_FAM	UTILS Item Cat Prod Fam FF	Utility Item Category Product Fa	
UTILS_ITEM_CATEGOF	UTILS Item Category Flexfield	Utility Item Category Flexfield	
UTILS_PO_ITEM_CATE	UTILS PO Item Cat Flexfields	Utility Purchasing Item Category	
WINE_CIGARRETE_CA	Wine Cigarrete	Wine Cigarrete	
XXPO_ITEM_CAT	XXPO_ITEM_CAT	PO Item Category	

Freeze Flexfield Definition       Enabled      Segment Separator 
  
 Cross-Validate Segments       Freeze Rollup Groups       Allow Dynamic Inserts

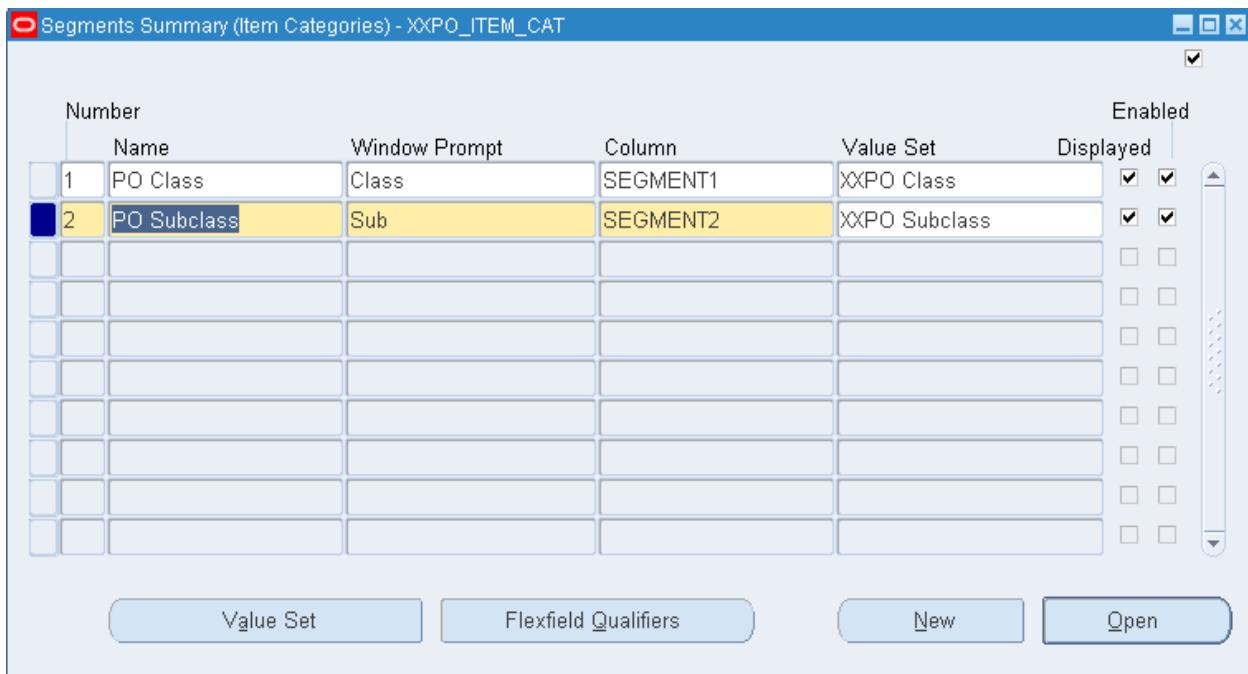
## Assigning Segments

### 6. (B) Segments

Create the structure based on the segment information in the following table:

No	Name	Window Prompt	Column (LOV)	Value Set (LOV)
1	PO Class	Class	SEGMENT1	XXPO Class
2	PO Subclass	Sub	SEGMENT2	XXPO Subclass

- Save.



7. Place your cursor on line 1 (PO Class).  
a. (B) Open to add additional information to the segment definition.

Field	Value
Description	PO Class
Required	Checked
Security Enabled	Checked

- b. Save.

Segments (Item Categories) - XXPO\_ITEM\_CAT

Name	PO Class	Description	PO Class	<input checked="" type="checkbox"/> Enabled
Column	SEGMENT1	Number	1	<input checked="" type="checkbox"/> Displayed
				<input checked="" type="checkbox"/> Indexed
<b>Validation</b>				
Value Set	XXPO Class	Description	Major Class	
Default Type		Default Value		
<input checked="" type="checkbox"/> Required		<input checked="" type="checkbox"/> Security Enabled		Range
<b>Sizes</b>				
Display Size	10			
Description Size	50			
Concatenated Description Size	25			
<b>Prompts</b>				
List Of Values	PO Class	Window	Class	
<b>Value Set</b>			<b>Flexfield Qualifiers</b>	

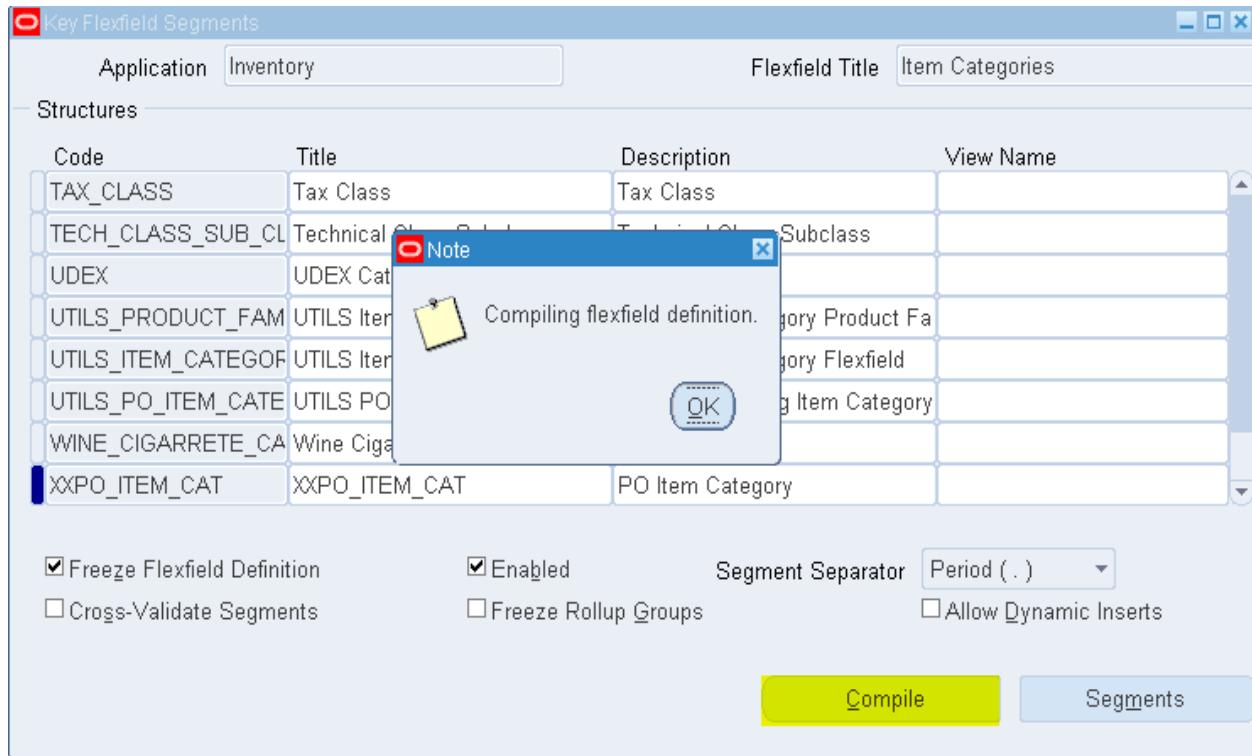
- c. Close the Segments window.
8. Place your cursor on line 2 (PO Subclass).
  - a. (B) Open to add additional information to the segment definition.

Field	Value
Description	PO Subclass
Required	Checked
Security Enabled	Checked

**Segments (Item Categories) - XXPO\_ITEM\_CAT**

Name	PO Subclass	Description	PO Subclass	<input checked="" type="checkbox"/> Enabled
Column	SEGMENT2	Number	2	<input checked="" type="checkbox"/> Displayed
				<input checked="" type="checkbox"/> Indexed
<b>Validation</b>				
Value Set	XXPO Subclass	Description	Sub class	
Default Type		Default Value		
<input checked="" type="checkbox"/> Required		<input checked="" type="checkbox"/> Security Enabled		Range
<b>Sizes</b>				
Display Size	10	Prompts		
Description Size	50	List Of Values	PO Subclass	
Concatenated Description Size	25	Window	Sub	
		Value Set	Flexfield Qualifiers	

- b. Save.
9. Close windows until you are back at the Key Flexfield Segments window.
    - Select the Freeze Flexfield Definition check box.
    - (B) OK
    - (B) Compile

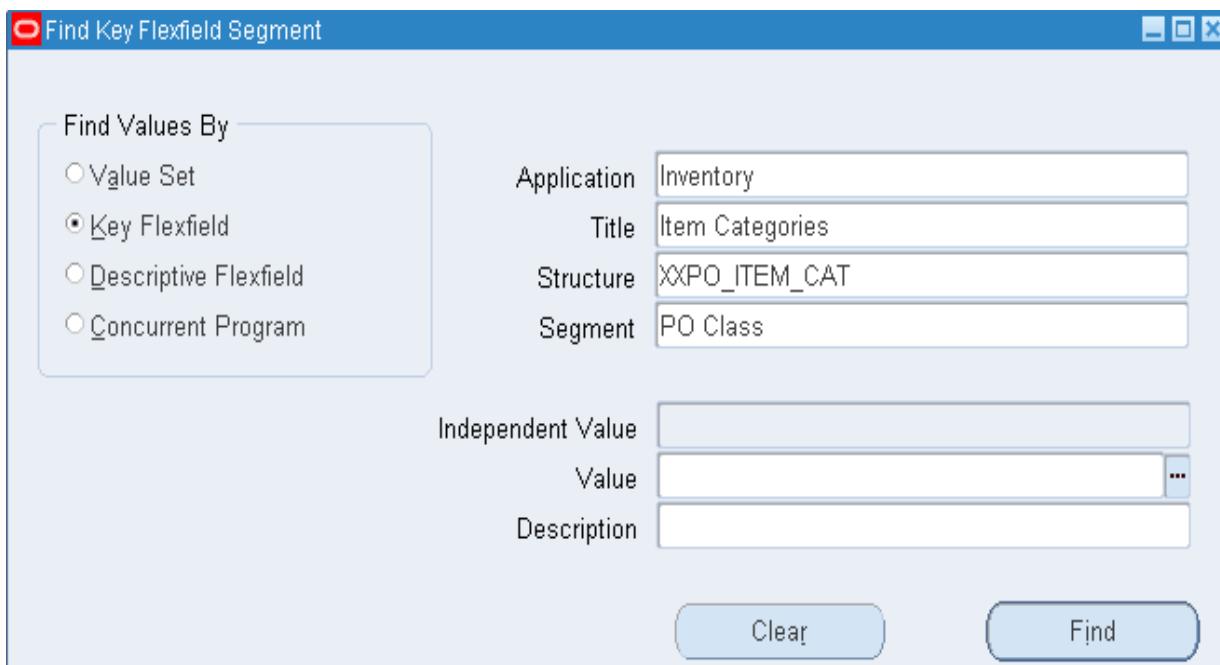


- (B) OK to acknowledge the Note dialog box.



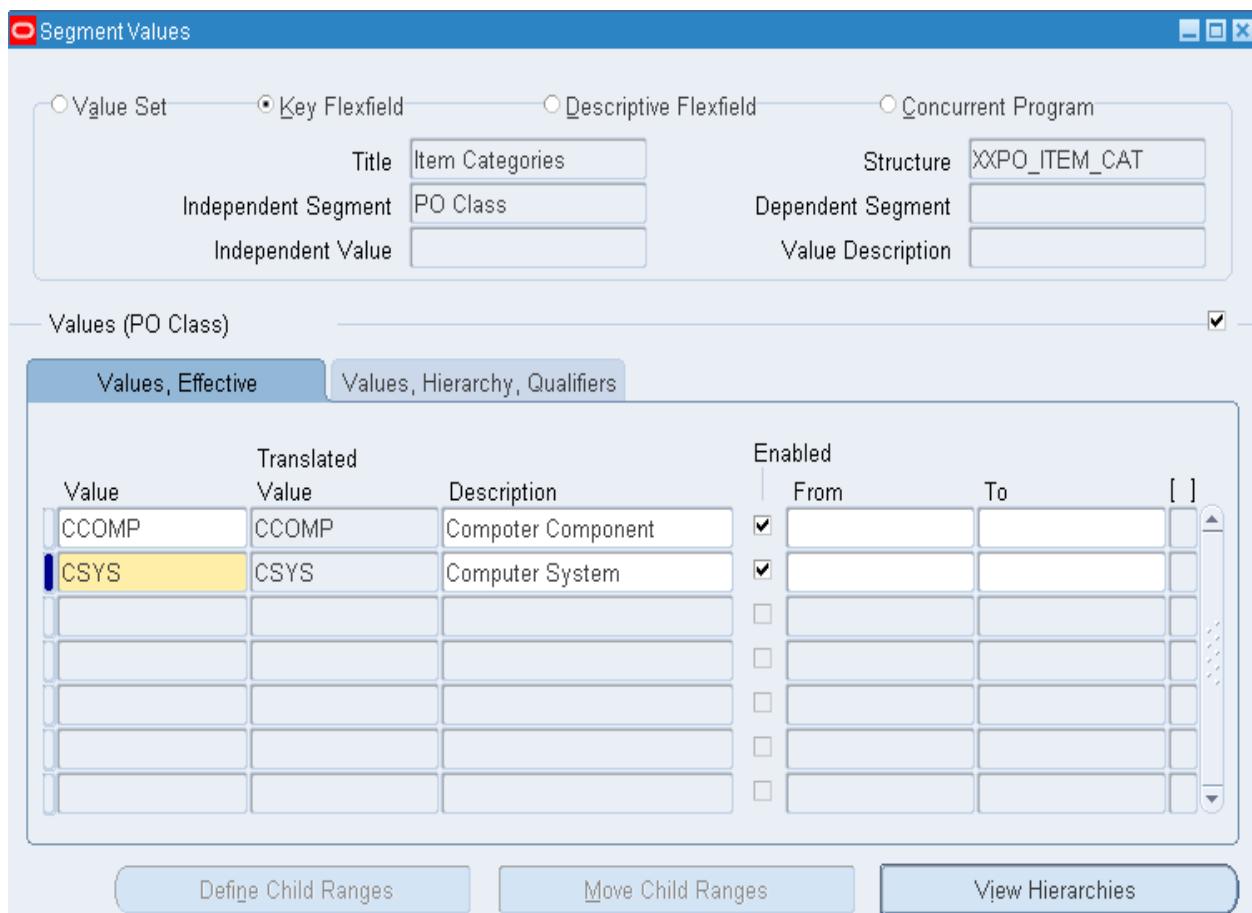
## Adding Values

10. Navigate to the Values window.
  - (N) Application > Validation > Values
11. Search for any existing values using your value sets:
  - Find Values By: Key Flexfield
  - Application: Inventory
  - Title: Item Categories
  - Structure: XXPO\_ITEM\_CAT
  - Segment: PO Class
  - (B) Find



12. Enter values according to the following table:

Value	Description
CCOMP	Computer Component
CSYS	Computer System

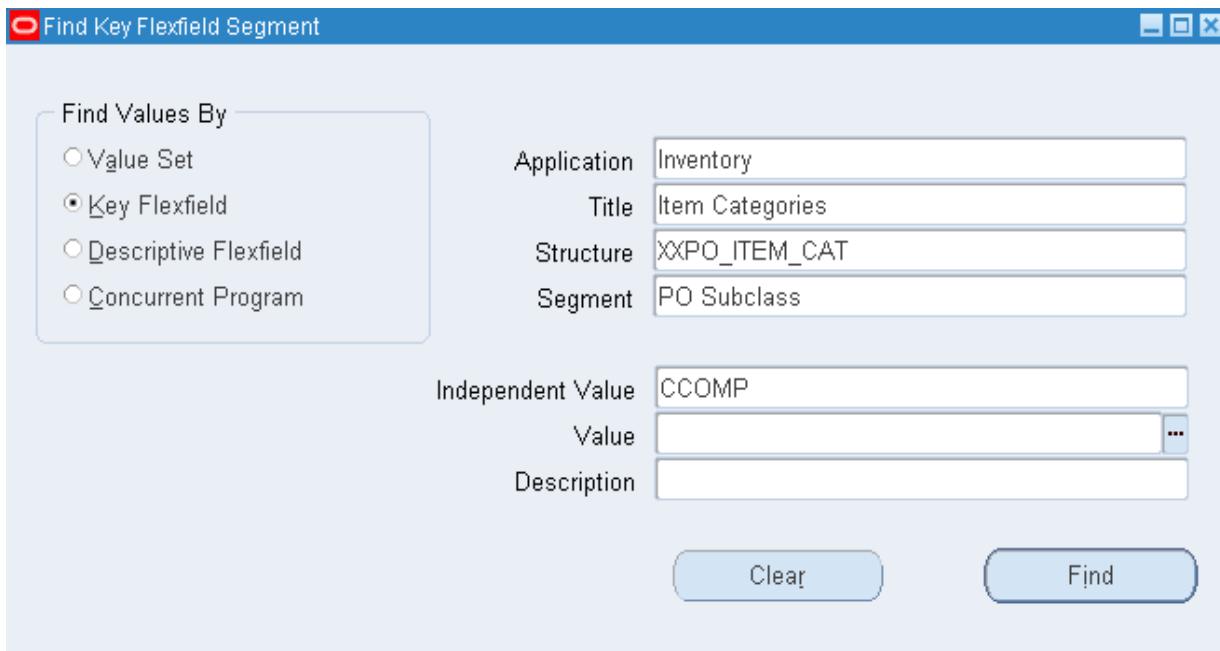


- Save.
- (B) OK to acknowledge the Note dialog box.

### Entering Values Dependent on the CCOMP Value

13. Navigate to Find Key Flexfield Segment window.

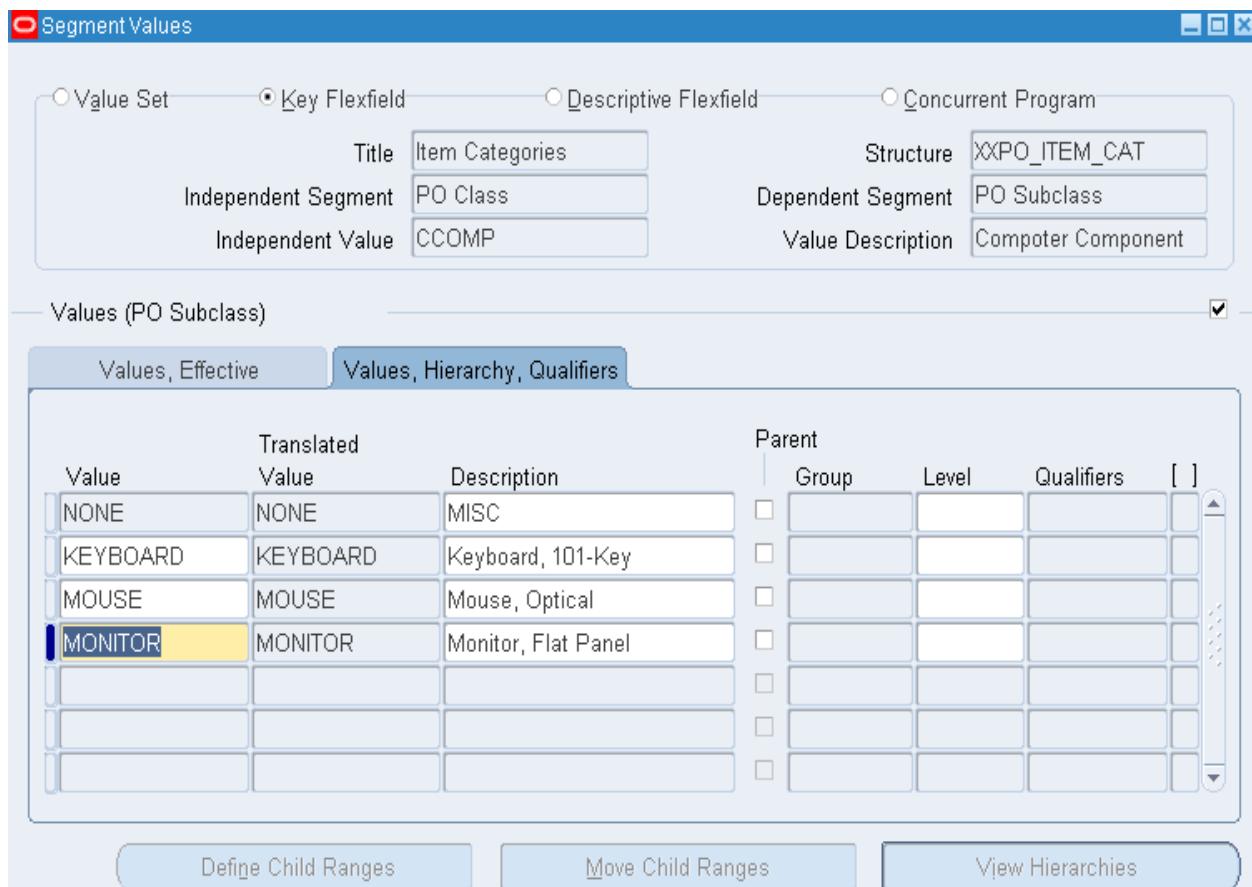
- (N) Application > Validation > Values
- a. Find your value sets:
  - Find Values By: Key Flexfield
  - Application: Inventory
  - Title: Item Categories
  - Structure: XXPO\_ITEM\_CAT
  - Segment: PO Subclass
  - Independent Value: CCOMP



b. (B) Find

c. Enter values according to the following table:

<b>Value</b>	<b>Description</b>
KEYBOARD	Keyboard, 101-Key
MOUSE	Mouse, Optical
MONITOR	Monitor, Flat Panel

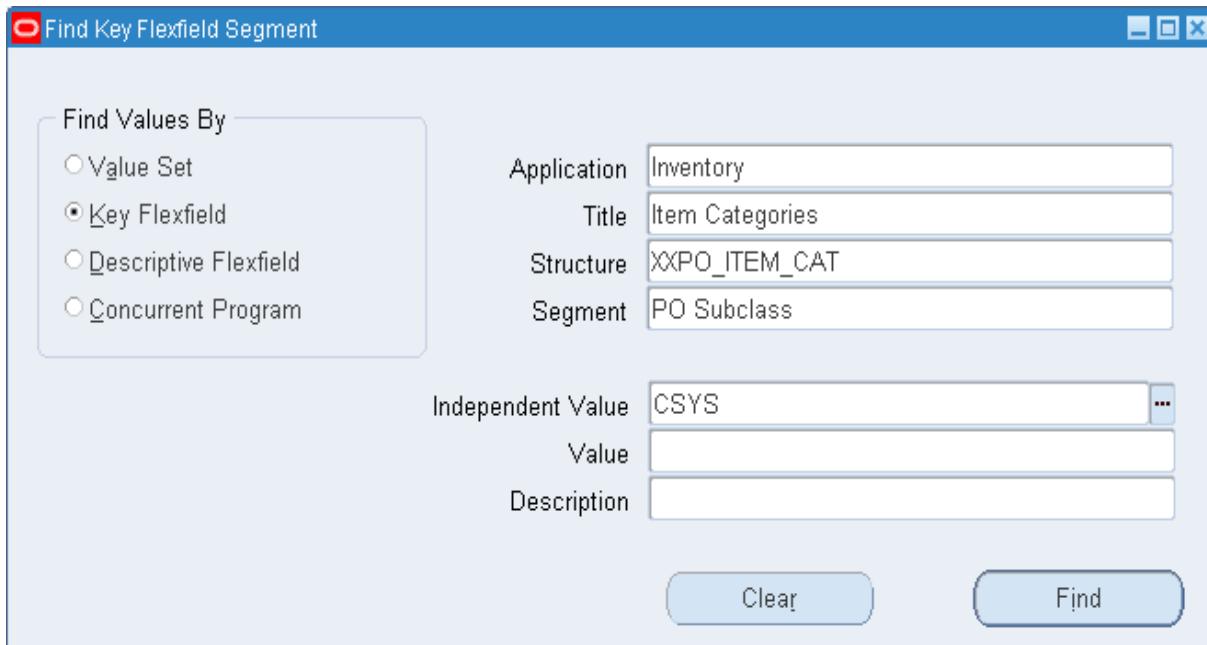


- d. Save.
- e. (B) OK to acknowledge the Note dialog box.

#### Entering Values Dependent on the CSYS Value

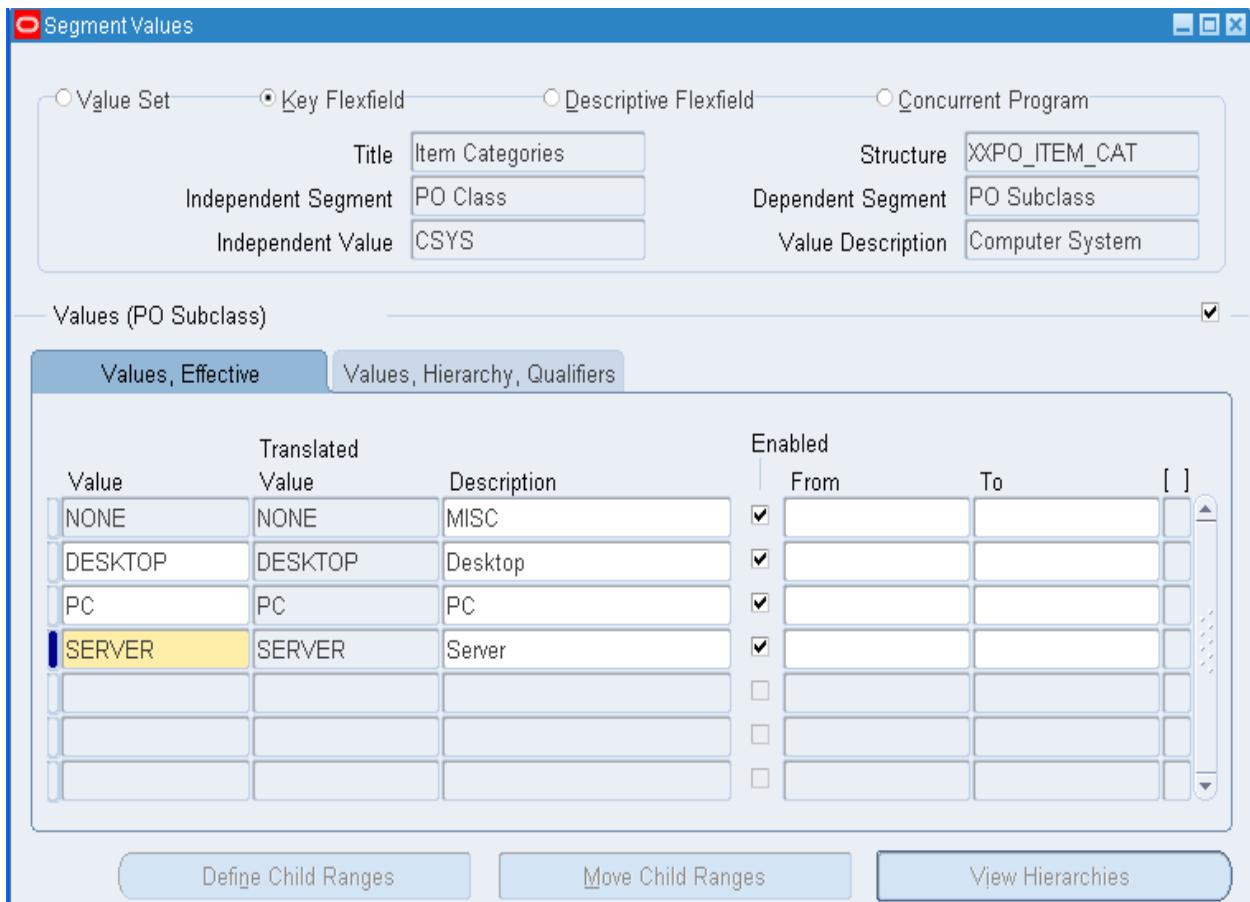
14. Navigate to Find Key Flexfield Segment window.

- (N) Application > Validation > Values
- a. Find your value sets:
  - Find Values By: Key Flexfield
  - Application: Inventory
  - Title: Item Categories
  - Structure: XXPO\_ITEM\_CAT
  - Segment: PO Subclass
  - Independent Value: CSYS

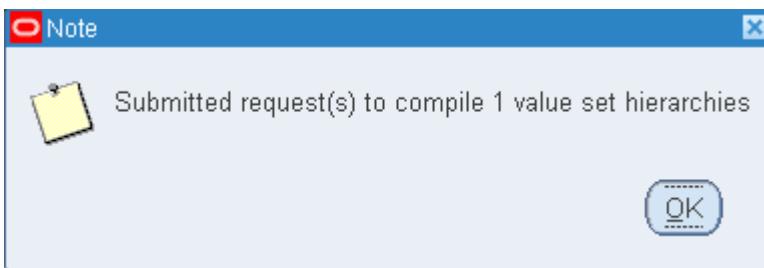


- b. (B) Find  
c. Enter values according to the following table:

Value	Description
DESKTOP	Desktop
PC	PC
SERVER	Server



d. Save.



e. (B) OK to acknowledge the Note dialog box.

15. Close windows until you are back at the Navigator.

## Practice - Testing the Flexfield (Required)

---

### Overview

Test the flexfield. Because there is no dynamic insertion available for this flexfield, all valid code combinations must be defined prior to being used. Some key flexfields can take advantage of dynamic insertion to create combinations on the fly if dynamic insertion is enabled. If dynamic insertion is not enabled, code combinations must be created prior to using them.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or comparable training, or test instance at your site on which to complete this practice.

### Tasks

#### Defining Valid Category Combinations

1. Responsibility: Inventory, Vision Operations (USA)
2. Navigate to the Category Codes window:
  - (N) Setup > Item > Categories > Category Codes
3. Set up new category codes combinations according to the following table. Name your structure XXPO\_ITEM\_CAT.

Structure Name	Category	Description
XXPO_ITEM_CAT	CCOMP.KEYBOARD	Component, Keyboard
XXPO_ITEM_CAT	CSYS.PC	System, PC

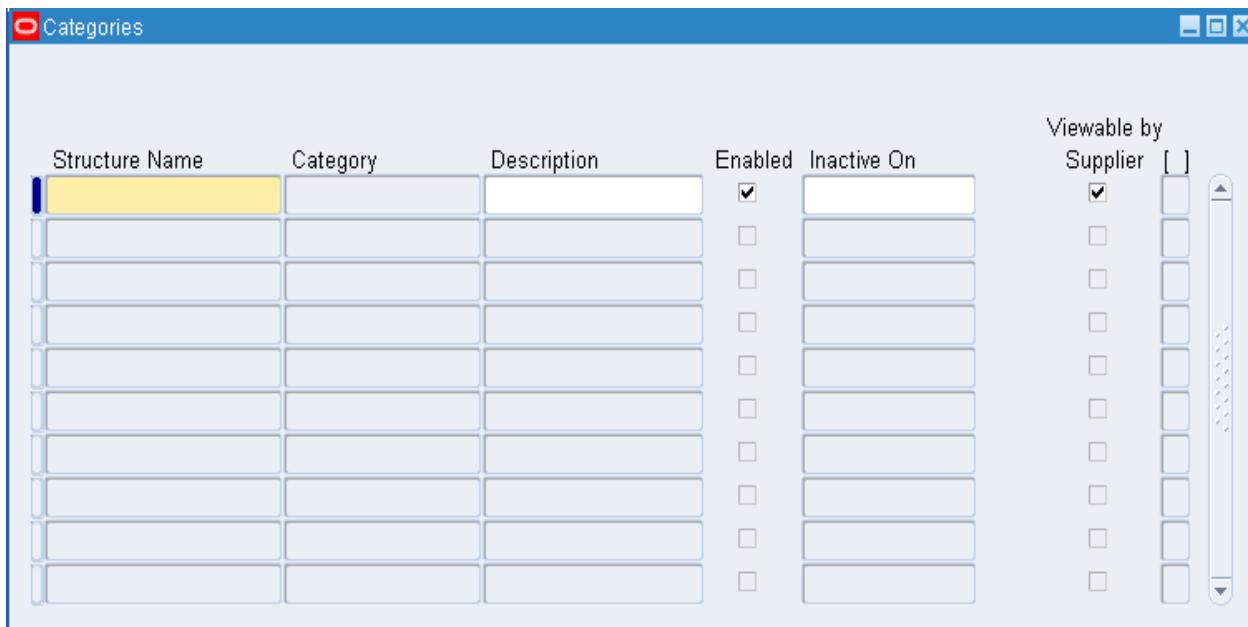
#### Setting Up Category Codes

4. Navigate to the Category Sets window:
  - (N) Setup > Item > Categories > Category Sets (M1 - Seattle)
5. Set up category codes:
  - Name: XXPurchasing
  - Description: Purchasing Category Set
  - Flex Structure: XXPO\_ITEM\_CAT
  - Controlled At: Master Level
  - Default Category: CSYS.PC
  - Click Save.
6. Test the independent/dependent relationship by placing the cursor in the Default Category field.
7. Close windows until you are back at the Navigator.

## Solution: Testing the Flexfield (Required)

### Defining Valid Category Combinations

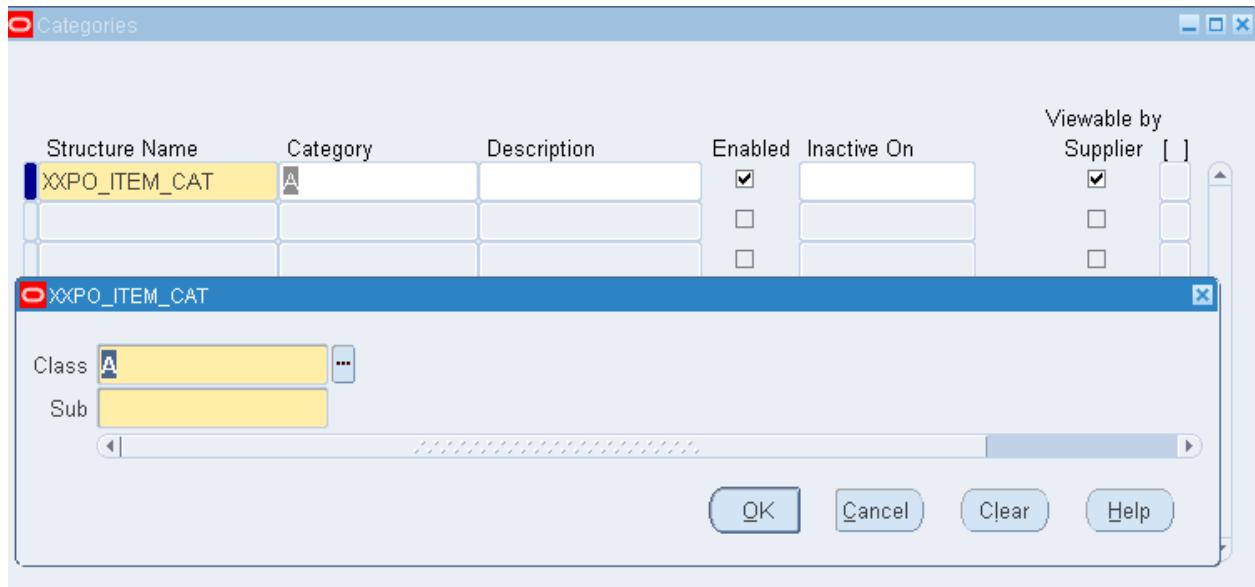
1. Responsibility: Inventory, Vision Operations
2. Navigate to the Category Codes window:
  - (N) Setup > Items > Categories > Category Codes
  - (B) New



**Note:** Sometimes the Key Flexfield segments may not come automatically. In such cases, enter some letter in the Category field and press [Tab] to open the structure.

3. Define combinations according to the following table:

Structure Name	Category	Description
XXPO_ITEM_CAT	CCOMP.KEYBOARD	Component, Keyboard
XXPO_ITEM_CAT	CSYS.PC	System, PC



4. Select/Enter the following values:

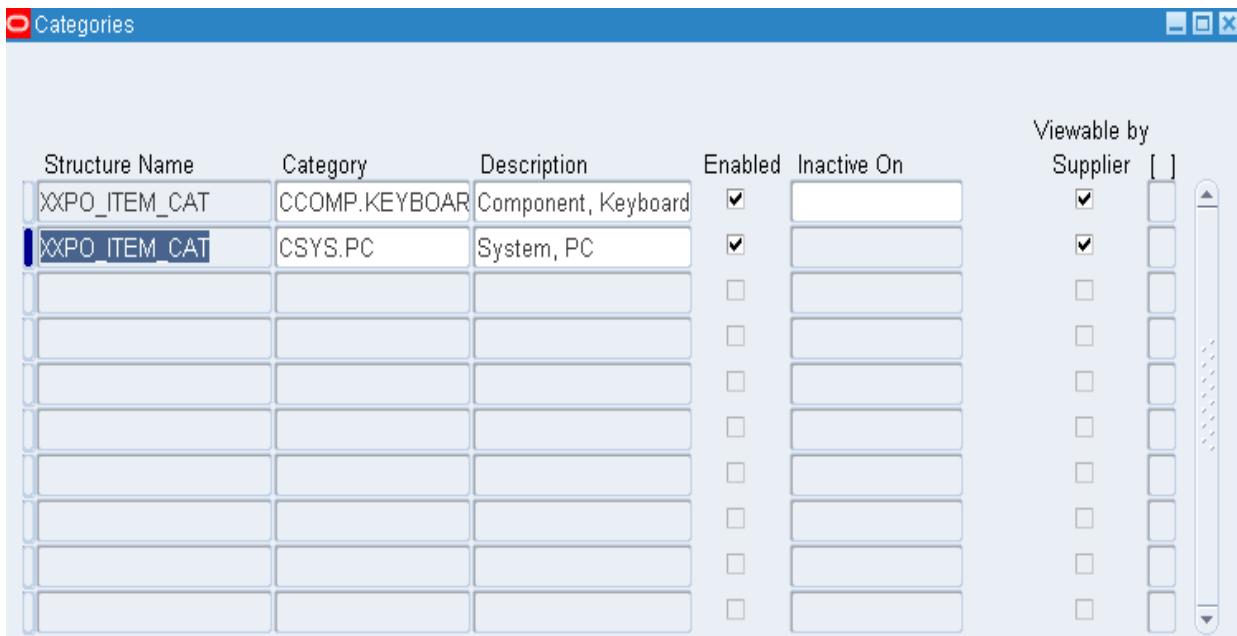
a.

- Class: CCOMP
- Sub: KEYBOARD
- Description: Component, Keyboard
- (B) OK

b.

- Structure: XXPO\_ITEM\_CAT
- Class: CSYS
- Sub: PC
- Description: System, PC
- (B) OK

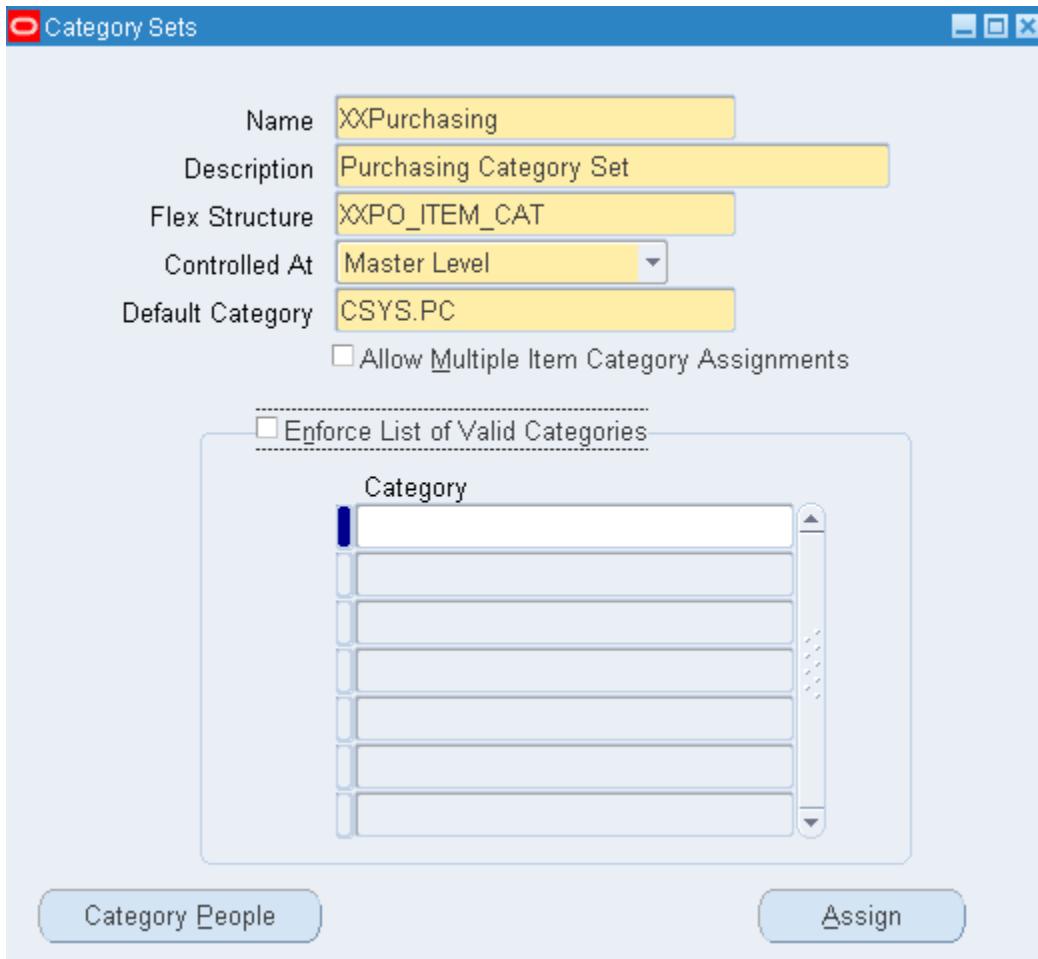
5. Click Save.



6. Close windows until you are back at the Navigator.

## Setting Up Category Codes

7. Navigate to the Category Sets window:
    - (N) Setup > Item > Categories > Category Sets (M1 – Seattle Manufacturing)
    - Select M1 – Seattle Manufacturing from the list.
    - (B) OK
  8. Create category code combinations:
    - Name: XXPurchasing
    - Description: Purchasing Category Set
    - Flex Structure: XXPO\_ITEM\_CAT
    - Controlled At: Master Level
    - Place cursor over the Default Category field.
    - Activate the list of values.
    - Class: CSYS
    - Activate the list of values in the Sub field.
    - Select PC.
    - (B) OK
    - Click Save.
  9. Note the values are dependent on the independent value of CSYS.  
Test the independent/dependent relationship by placing cursor over the Default Category field.



10. Close windows until you are back at the Navigator.

## Other Key Flexfield Features

### Other Key Flexfield Features

- Dynamic insertion of new values
- Cross-validation of segment value combinations
- Security on value access
- Aliases to speed up data entry

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## Other Key Flexfield Features

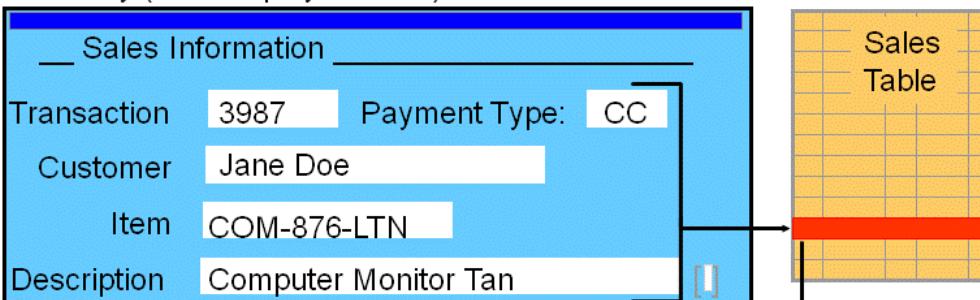
There are other capabilities of key flexfields that are available for use. You should consider using these capabilities where appropriate:

- Dynamic insertion of new values
- Cross-validation of segment value combinations
- Security on values accessible
- Aliases to speed up entry of frequently used value combinations

## Allowing Dynamic Insertion

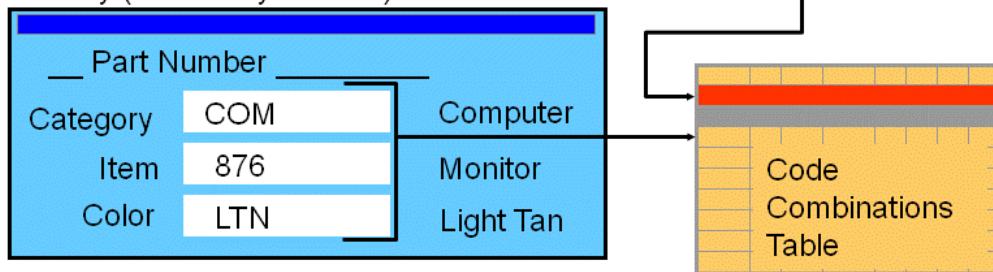
### Allowing Dynamic Insertion

Indirectly (from display window)



Directly (from entry window)

(Foreign key)



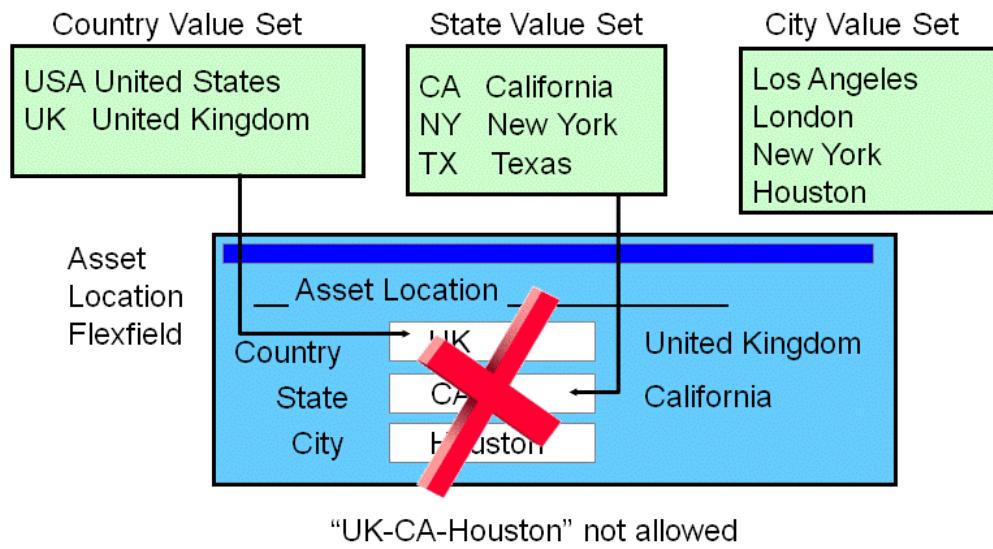
### Allowing Dynamic Insertion

Key flexfield code combinations appear on many types of windows. Typically, Oracle Applications use a particular form (called a combination form) for directly entering the new code combinations. Other windows can then display the same code combinations. On these related windows, however, the fields are typically read-only and cannot be updated. Therefore, new code combinations cannot be entered from these forms.

However, if you allow dynamic insertion, you can enter new code combinations from such display windows as well as from regular entry windows.

## Cross-Validating Values

### Cross-Validating Values



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### Cross-Validating Values

For key flexfields with multiple segments, you can define rules to cross-check the value combinations that have been entered. In this way, you can prevent combinations of segment values that are illogical or that should not be allowed, from being entered.

The slide shows an illogical combination of values for the Asset key flexfield being disallowed.

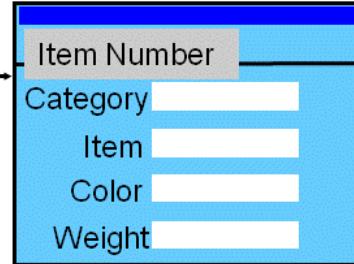
## Using Value Set Security

### Using Value Set Security

Category Value Set  
without security

COM  
FURN  
APPL

COM



Category Value Set  
with security

COM  
FURN  
APPL



(EXCLUDE COM)

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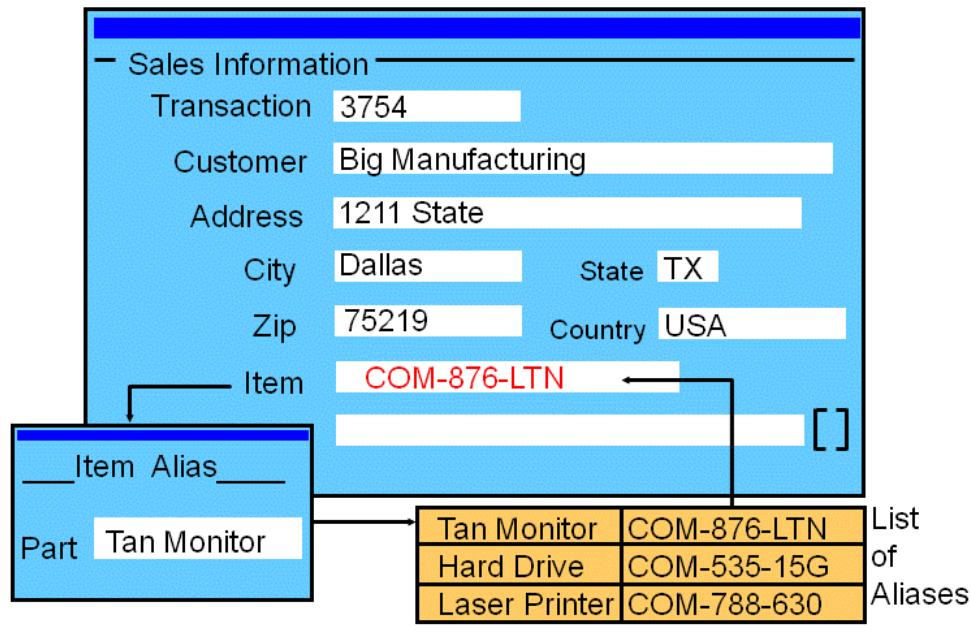
### Using Value Set Security

You can specify who should use particular segment values by defining flexfield value security rules. For example, the slide shows a security rule disallowing use of the COM value from the secured Category value set. The unsecured Category value set allows use of this value.

Note that you define the rules for a particular value set and then associate the rule with the appropriate responsibility.

## Using Shorthand Aliases

### Using Shorthand Aliases



### Using Shorthand Aliases

You can enable users to enter data faster and more easily with shorthand aliases. An alias is a label for a particular combination of key flexfield segment values. You should give aliases for combinations that are entered frequently. You can then enter the alias into the flexfield to automatically populate the values for the segments.

## Planning Decisions

### Planning Decisions

- Multiple structures
- Resources available
- Qualifiers required
- Dynamic inserts
- Cross validation
- Shorthand aliases
- Value checking
- Value security

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## Planning Decisions

### Multiple structures

- Does the application support different segment structures?
- How many structures are needed?

### Resources available

- How many segment columns are available?
- What are the segments needed?

### Qualifiers required

- What flexfield qualifiers does the flexfield use or need?
- Do segments correspond to each required qualifier?

### Dynamic inserts

- Are dynamic inserts feasible?
- Who can create new combinations?

### Cross validation

- Should cross-validation be enabled?

- Is protection from invalid combinations required?

#### Shorthand aliases

- Should shorthand flexfield entry be enabled?
- Are many combinations used repeatedly?

#### Value checking

- Which are the value sets available?
- How should the segments be validated?

#### Value security

- Which segments should use flexfield value security?
- Are some segment values privileged or applicable only for some users?

### Freezing and Compiling the Definition

- Save after freezing to automatically compile the flexfield definition.
- Freeze and compile after making any changes to the definition. Changes take place immediately.
- You can see your changes immediately. Other users must exit the system or change responsibilities before they can see the effected changes.

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### Defining the Descriptive Flexfield Structure

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## Identifying a Descriptive Flexfield

### Identifying a Descriptive Flexfield

- The presence of a descriptive flexfield on a form is indicated by brackets. Whenever you see this, there is a descriptive flexfield defined for use with that form.
- In some cases there may be multiple descriptive flexfields associated with the same form.

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## Determining the Descriptive Flexfield Name

### Determining the Descriptive Flexfield Name

Procedure to determine the name of the descriptive flexfield:

1. Click on a field in the same block in which the descriptive flexfield appears.
2. Select Help > Diagnostics > Examine.
3. A window showing information on the selected field appears.
4. Note the name of the block in which the field is located.

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## Determining the Descriptive Flexfield Name

### Additional Ways to Determine the Descriptive Flexfield Name

- Click the Block list of values button to display a list of the available blocks for this form. Select \$DESCRIPTIVE\_FLEXFIELD\$.
- Click the Field list of values button to display a list of the descriptive flexfields for this form. Each entry is prefixed by the name of the block in which the descriptive flexfield appears. Find the entries for the block whose name you determined in step 2.
- Select the flexfield that you wish to implement from the entries for that block. The username of the descriptive flexfield appears in the Value field.

## Determining Available Resources

### Determining Available Resources

Use the list of values for the Column field in the Segments Summary Window to determine how many segments you can plan to use.

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## Determining Available Resources

You must identify the number of ATTRIBUTE columns in the underlying table to determine the number of segments you can plan for.

Find the flexfield definition and navigate to the Segments Summary Window for that flexfield. Use the list of values on the Column field to display a list of the ATTRIBUTE columns. You will use this list of values again later to assign a segment to an underlying column, but you can also use it now for planning. The columns are numbered sequentially, so the highest numbered column tells you how many segments you can use.

## Identifying Your Information Needs

### Identifying Your Information Needs

- What additional information needs to be captured?
- Is there any information that you need to capture each time?
- Is there information that you need to capture on an ad hoc basis?
- Can the need for capturing ad hoc information be conditioned on a value in a base window?
- How much control over window processing do you want to give the user?

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### Identifying Your Information Needs

When you know the resources that are available with you, you can begin to plan the layout of the flexfield.

First determine your information needs. Some of the questions that you must ask are shown in the slide. But, before you can start designing the flexfield structure, you should know the information that is to be gathered by this flexfield, and how the information would be used.

## Identifying the Necessary Information

### Identifying the Necessary Information

Store number

Check number

Credit card number

Expiration date

Down payment

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### Identifying the Necessary Information

Assume that you are planning a descriptive flexfield that will gather additional information about sales payment. Some of the possible data items that might interest you are displayed in the slide.

## Grouping Information by Usage

## **Grouping Information by Usage**

Situation 1:      Store number      Down payment  
(finance)

Situation 2:      Store number      Check number  
(check)

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## Grouping Information by Usage

After you have identified all the items of information that you want to gather, organize them by usage. Are all the items used all the time? Are all the items used in the same way?

The slide shows three different payment situations and the items of information appropriate for each situation.

## Isolate Common Information

### Isolate Common Information

Situation 1:  
(finance)

Store number

Situation 2:  
(check)

Store number

Situation 3:  
(credit card)

Store number

Used by  
all tasks

Down payment

Check number

Credit card number      Expiration  
Date

Varies by  
task

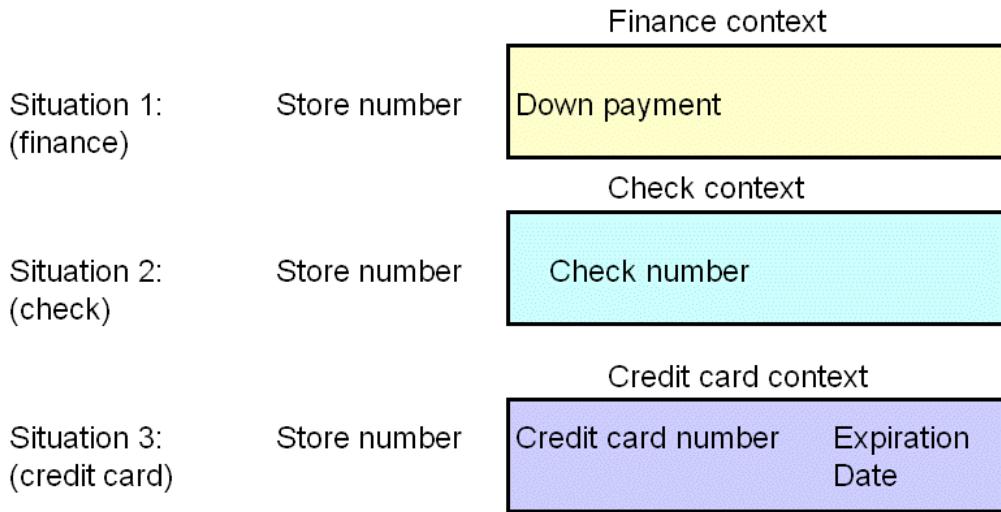
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### Isolate Common Information

After you have organized the items of information by usage, isolate any items that occur in all situations. You define the information used by all tasks in one structure and the information that varies by task in another, task-specific structure.

## Determine Different Contexts

### Determine Different Contexts



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### Determine Different Contexts

After you have removed the commonly occurring information, you can organize the remaining information into groups according to the type of information being gathered or the way the information is being used. These different groups of information are called contexts.

When you have determined the items of information that are always appropriate and the different contexts with each of their pieces of information, you are ready to begin defining your flexfield.

## Descriptive Flexfield Components

### Descriptive Flexfield Components

- Global segment: Displays information that is common to all contexts
- Context-sensitive segment: Displays information that is appropriate only to a particular context
- Reference field: A field on the application window whose value is used to determine contexts
- Context field: A field in the structure whose value is used to determine contexts

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### Descriptive Flexfield Components

Descriptive flexfields are constructed from segments. Each segment contains one item of information. Because the same flexfield can be used by different contexts, and each context needs different items of information, you need to design different layouts for the same flexfield to support the different contexts.

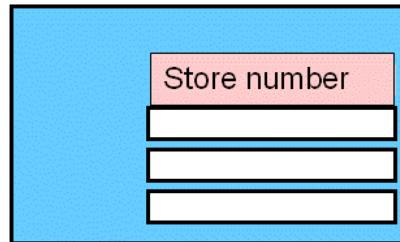
Specify your layout in terms of global segments and context-sensitive segments.

## Using Global Segments

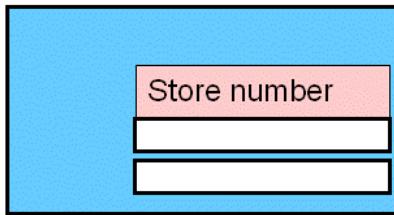
### Using Global Segments

**Global  
Segments  
(Common)**

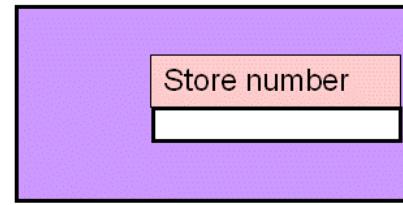
Finance context



Credit card context



Check context



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### Using Global Segments

Global segments are segments that appear regardless of context. Always plan your global segments first. Because, some descriptive flexfields use only global segments.

Continuing the payment information example, the slide shows that the store number is appropriate for all contexts. Therefore, it is an obvious global segment.

Global segments are the easiest to define. However, they may use up the allotted columns. Columns used for global segments cannot hold context-sensitive segments.

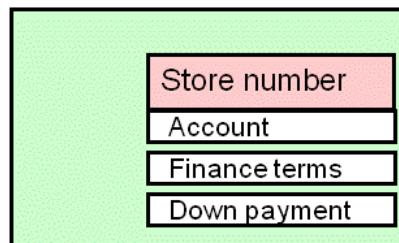
You can add context-sensitive segments later if columns are available, but enabled global segments always appear.

## Context-Sensitive Segments

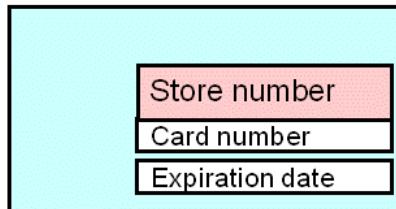
### Context-Sensitive Segments

Context-  
Sensitive  
Segments  
(Vary by context)

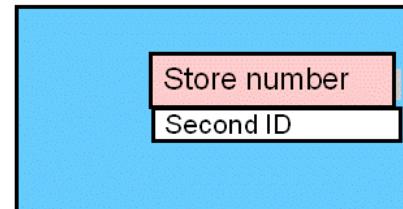
Finance context



Credit card context



Check context



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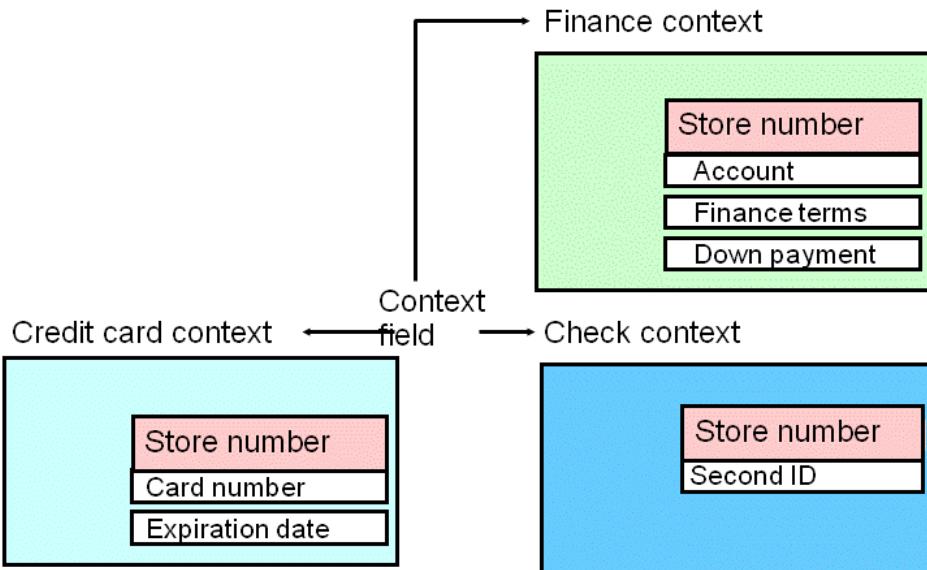
### Context-Sensitive Segments

Context-sensitive segments occur depending on the context.

The slide shows the sample contexts, and the segments that are unique to each of them.

## Distinguishing Between Contexts

### Distinguishing Between Contexts



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### Distinguishing Between Contexts

If your descriptive flexfield uses different contexts, you must decide how to distinguish between them. You must identify a field whose value can distinguish between contexts. This field is called the context field.

In some cases, you can use an existing field as the context field; in other cases, you must create a segment on the descriptive flexfield.

## Using Reference and Context Fields

### Using Reference and Context Fields

- **Reference Field:** A field on the existing form whose value is used to automatically distinguish between contexts.
- **Context Field:** A field created in the descriptive flexfield structure that is used to allow the user to manually select different contexts.

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### Using Reference and Context Fields

There are two design options for distinguishing between contexts:

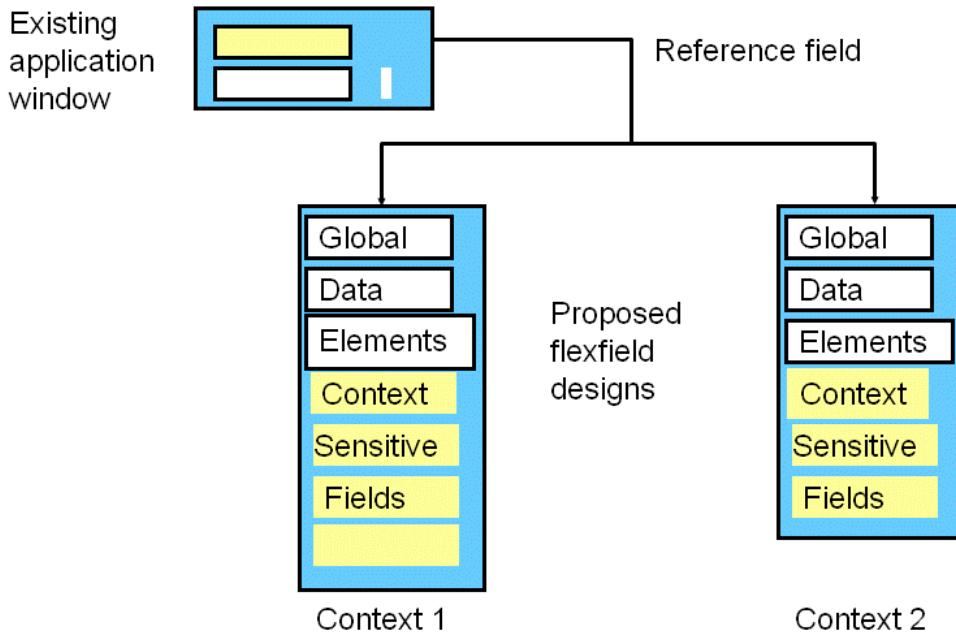
- If there is an existing field on the base window or an existing profile option whose value can be used to distinguish between contexts, it can be used as a reference field.
- If there is not an existing field or profile option available, you may choose to allow users to manually select the context.

#### Note

- You can use profile options to determine context by using the `$PROFILE$.profile_option_name` syntax.
- (Help) Oracle Applications Flexfields > Overview of Implementing Table-Validated Value Sets > Bind Variables

## Using Reference Fields

### Using Reference Fields



### Using Reference Fields

Reference fields are fields on an existing window whose values can determine the context that a descriptive flexfield uses, under the following conditions:

- The field must be defined so that it can be referenced. Not all fields on a window can be used as a reference field.
- The values appearing in the reference field should be known and predictable.
- Because the same descriptive flexfield can appear on different windows, any field used as a reference field for that descriptive flexfield must appear on the same windows. Also, the reference field must have the same internal name in all the forms where the flexfield is used.

## Identifying Referenceable Columns

### Identifying Referenceable Columns

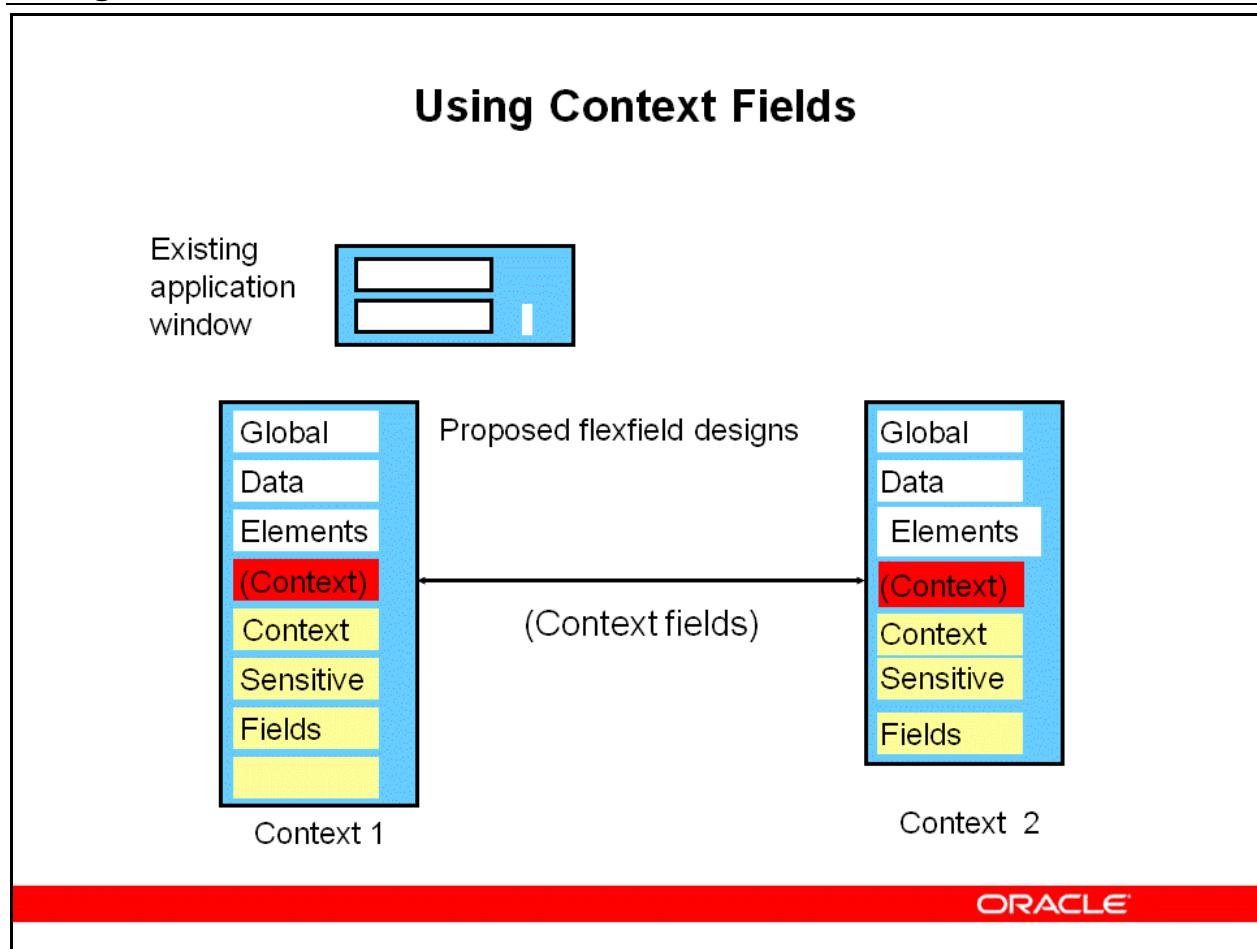
Use the list of values for the Reference Field in the Descriptive Flexfield Segments Window to determine the fields that are available for use as reference fields for this descriptive flexfield.

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## Identifying Referenceable Columns

The list of values for the Reference Field displays the fields on the base window that are most likely to be referenced. Other fields may also be referenceable as long as all the forms that use the descriptive flexfield have the same name for the reference field.

## Using Context Fields



### Using Context Fields

Sometimes there is no field on the existing window that is appropriate for use as a reference field. In this case, you need to create a column on the descriptive flexfield itself to hold and display the different possible context values.

- A context field is an additional field appearing on the descriptive flexfield.
- The user can display the appropriate context by selecting a value from the pop-up list for the context field.

A context field is not a segment.

- A context field has a context field prompt.
- The response, called a context field value, determines which group of context-sensitive segments appears next.
- Each value for the context field can correspond to a separate context-sensitive structure.
- Context fields do not always display. Non-displayed context fields derive values from a default or a reference field, and the user cannot change the context field value.

### Locating the Flexfield Definition

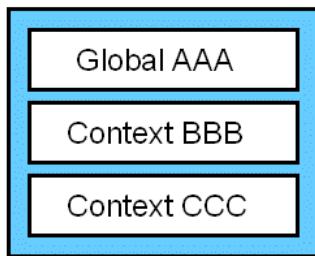
- Use the Descriptive Flexfield Segments Window to locate the target flexfield definition by finding the application that owns the definition and the flexfield title.
- A flexfield may appear on more than one window. However, defining the flexfield once automatically defines it for all locations.
- After you access the definition, you can start making the changes. If the flexfield is already frozen, unfreeze it first.

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## Storing Descriptive Flexfield Segments

### Storing Descriptive Flexfield Segments

Structure A



Structure B



CONTEXT	ATTRIBUTE1	ATTRIBUTE2	ATTRIBUTE3
Structure A	Global AAA	Context BBB	Context CCC
Structure B	Global AAA	Context DDD	

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### Storing Descriptive Flexfield Segments

As mentioned earlier, the segments that make up a descriptive flexfield are stored in columns in the underlying tables. Each segment stores its data in one of the ATTRIBUTE columns. This does not mean, however, that every segment on the flexfield needs its own column. As shown in the slide, context-sensitive columns from different contexts can share the same column. The value in the CONTEXT column distinguishes between the context segments.

## Freezing and Compiling the Definition

### Freezing and Compiling the Definition

Use the Descriptive Flexfield Segments Window to:

- Freeze the flexfield definition by checking the Freeze Flexfield Definition check box
- Compile the flexfield definition by clicking the Compile button

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### Freezing and Compiling the Definition

Freeze the flexfield information to notify the application to begin using the flexfield.

Compiling the flexfield stores the information efficiently. If the compile detects any problems, a warning message is displayed.

Flexfields automatically compile the flexfield definition at every commit on the form. The request for view generation automatically follows compilation.

You see your own changes immediately. However, other users must exit or change responsibilities to see the new definitions take effect.

## Practice - Defining a Descriptive Flexfield with Context-Sensitive Segment (Required)

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### Overview

In this practice, you will set up global, context-sensitive segments and create a table-validated value set. By using context sensitivity, you can increase the number of questions you can ask without increasing the number of columns in the table. In this scenario, you will track the store name plus additional information for a payment based on the type of payment that has been processed. If the payment uses the credit card context, you require both a credit card number and the expiry date. If the payment uses the finance context, you require the payment terms. To avoid some repetitive data entry, you will use a table that already exists within Oracle Applications to validate any payment terms used in the finance context. Finally, if the payment has been made using the cheque context, you require the cheque number.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or comparable training, or test instance at your site on which to complete this practice.

### Tasks

To perform this practice, you will need a descriptive flexfield to work on. As we can only create one segment structure per descriptive Flexfield, your instructor will assign you a descriptive flexfield that has not yet been used in the database you are accessing. You will use the assigned flexfield throughout this practice. The list below assigns each team number a unique descriptive flexfield and shows the navigation path to the flexfield. The paths for teams 01 to 16 start from the General Ledger, Vision Operations (USA) responsibility. Your instructor will tell you which flexfield you are to define.

Team: 01

Descriptive Flexfield Title: Journal Sources

Navigation Path: Setup > Journal > Sources

Team: 02

Descriptive Flexfield Title: AutoPost Criteria

Navigation Path: Setup > Journal > AutoPost

Team: 03

Descriptive Flexfield Title: Budgetary Control Group: Rules

Navigation Path: Budgets > Define > Controls (Budgetary Control Rules region)

Team: 04

Descriptive Flexfield Title: Conversion Rate Types

Navigation Path: Setup > Currencies > Rates > Types

Team: 05

Descriptive Flexfield Title: Define Budget Organization: Organization

Navigation Path: Budgets > Define > Organization

Team: 06

Descriptive Flexfield Title: Define Recurring Journal: Batch

Navigation Path: Journals > Define > Recurring Defining Descriptive Flexfields

Team: 07

Descriptive Flexfield Title: Journal Categories

Navigation Path: Setup > Journal > Categories

Team: 08

Descriptive Flexfield Title: Accounting Calendar: Periods

Navigation Path: Setup > Financials > Calendars > Accounting (Periods region)

Team: 09

Descriptive Flexfield Title: Open and Close Periods

Navigation Path: Setup > Open/Close

Team: 10

Descriptive Flexfield Title: Period Rates

Navigation Path: Setup > Currencies > Rates > Period

Team: 11

Descriptive Flexfield Title: Period Types

Navigation Path: Setup > Financials > Calendars > Types

Team: 12

Descriptive Flexfield Title: Summary Accounts

Navigation Path: Setup > Accounts > Summary

Team: 13

Descriptive Flexfield Title: Suspense Accounts

Navigation Path: Setup > Accounts > Suspense

Team: 14

Descriptive Flexfield Title: Define Budget

Navigation Path: Budgets > Define > Budgets

Team: 15

Descriptive Flexfield Title: Set of Books

Navigation Path: Setup > Books > Define

Team: 16

Descriptive Flexfield Title: AutoReversal Criteria

Navigation Path: Setup > Journal > AutoReverse

The following two descriptive flexfields can be accessed through the General Ledger, Vision Operations (USA) responsibility, but are owned by Application Object Library.

Team: 17

Descriptive Flexfield Title: Define Sequences

Navigation Path: Setup > Financials > Sequences > Define

Team: 18

Descriptive Flexfield Title: Currencies

Navigation Path: Setup > Currencies > Define

The following two Inventory-owned descriptive flexfields can be accessed through the Inventory, Vision Operations (USA) responsibility.

Team: 19

Descriptive Flexfield Title: Kanban Cards

Navigation Path: Kanban > Kanban Cards

Team: 20

Descriptive Flexfield Title: Define Unit of Measure

Navigation Path: Setup > Units of Measure > Units of Measure

**Note:** In this practice, the descriptive flexfield assigned to Team 01 is shown.

### Define Your Value Sets

1. Use the Value Sets window to define value sets as follows:

- Define an independent value set named XX\_STORE. Give the value set a description, a format type of Char, and a maximum size of 10. Specify that the values must use uppercase and do not enable security for the value set.
- Define a none validated value set named XX\_CARD\_NUM. Give the value set a description, a format type of Number, and a maximum size of 16. Specify that the values do not use zero-padding and do not enable security for the value set.
- Define a none validated value set named XX\_EXPIRY. Give the value set a description, a format type of Char, and a maximum size of 4. Specify that the values do use zero-padding and do not enable security for the value set.
- Define an none validated value set named XX\_CHEQUE\_NUM. Give the value set a description, a format type of Char, and a maximum size of 8. Specify that the values must use zero-padding and do not enable security for the value set.
- Define a table-validated value set named XX\_PAY\_TERMS. Give the value set a description, a format type of Char, and a maximum size of 15. Do not enable security for the value set. Specify RA\_TERMS\_TL in the Receivables application as the validation table. In the “Table Columns” block, assign the column name NAME in the Value field and select the default type of Varchar2 and Size 15. Assign the column name DESCRIPTION in the ID field, choose the type of Number and Size 240, and click Save.

### Define Your Structure

2. After defining your value sets, use the Descriptive Flexfield Segments window to define the structure for your descriptive flexfield. For the purpose of this practice, use the same descriptive flexfield that you have been previously assigned to enter your new structure.
3. For the context field, enter the Payment Type? prompt. Specify that a value is required and that the context should be displayed.
4. For the Global Data Elements context, define one new segment:
  - Define a segment named Store, with a Store prompt. Assign the segment the number 10, the column ATTRIBUTE1, and the value set XX\_STORE.
5. Define and enable a new context named Credit Card with the code Card. Define two new segments for this context.

- Define a segment named Card Number, with a prompt of card Number. Assign the segment the number 10, the column ATTRIBUTE2, and the value set XX\_CARD\_NUM.
  - Define a segment named Expiry, with a prompt of Exp. Assign the segment the number 20, the column ATTRIBUTE3, and the value set XX\_EXPIRY.
  - Ensure that both segments are displayed and enabled.
6. Define and enable a new context named Cheque with the code Cheque. Define one new segment for this context.
- Define a segment named Cheque Number, with a prompt of card Cheque Number. Assign the segment the number 10, the column ATTRIBUTE2, and the value set XX\_CHEQUE\_NUM.
  - Ensure that the segment is displayed and enabled.
7. Define and enable a new context named Finance with the code Finance. Define one new segment for this context.
- Define a segment named Pay Terms, with a prompt of card Pay Terms. Assign the segment the number 10, the column ATTRIBUTE2, and the value set XX\_PAY\_TERMS.
  - Ensure that the segment is displayed and enabled.
8. When you finish defining the structure, freeze and compile your flexfield definition.

### **Define Your Values**

9. After defining the value sets and segments for your flexfield, use the Segment Values window to define the values associated with your independent value set.
10. Define and enable the following values for the XX\_STORE value set.
- Value: LONDON
  - Description: Oxford St, London
  - Value: ROME
  - Description: Via Condotti, Rome
  - Value: NEW YORK
  - Description: 5<sup>th</sup> Avenue, New York
  - Value: TOKYO
  - Description: Ginza, Tokyo

### **Test Your Descriptive Flexfield**

11. After defining your value sets, segments, and values, navigate to your descriptive flexfield and test the results of your work. When you are finished, exit without saving.

## Solution: Defining a DFF with a Context-Sensitive Segment

### Define Your Value Sets

1. Responsibility: System Administrator  
(N) Application > Validation > Set
2. Enter the information for the first value set in the following fields:

- Value Set Name: XX\_STORE
- Description: XX Store Value Set
- Security Type: No Security
- Format Type: Char
- Maximum Size: 10
- Uppercase Only (A-Z): Checked
- Validation Type: Independent

The screenshot shows the Oracle Application Validation interface with the following details:

- Value Set Name:** XX\_STORE (highlighted in yellow)
- Description:** XX Store Value Set
- List Type:** List of Values
- Security Type:** No Security
- Format Validation:**
  - Format Type:** Char
  - Maximum Size:** 10 (highlighted in yellow)
  - Precision:** (empty input field)
  - Checkboxes:** Numbers Only (0-9), Uppercase Only (A-Z) (checked), Right-justify and Zero-fill Numbers (0001) (unchecked)
  - Min Value:** (empty input field)
  - Max Value:** (empty input field)
- Value Validation:**
  - Validation Type:** Independent
  - Edit Information:** (button)

3. Save your work.

4. Enter the information for the second value set in the following fields:

- (M) File > New
- Value Set Name: XX\_CARD\_NUM
- Description: XX Credit Card Number
- Security Type: No Security
- Format Type: Number
- Maximum Size: 16
- Uppercase Only (A-Z): Unchecked
- Validation Type: None

Value Sets

Value Set Name	XX_CARD_NUM	Usages	
Description	XX Credit Card Number		
List Type	List of Values	Security Type	No Security
Format Validation			
Format Type	Number	Maximum Size	16
<input checked="" type="checkbox"/> Numbers Only (0-9) <input type="checkbox"/> Uppercase Only (A-Z) <input type="checkbox"/> Right-justify and Zero-fill Numbers (0001)		Precision	0
Min Value		Max Value	
Value Validation			
Validation Type	None	Edit Information	

5. Save your work.

6. Enter the information for the third value set in the following fields:

- (M) File > New
- Value Set Name: XX\_EXPIRY
- Description: XX Expiry Date for Credit Card Context
- Security Type: No Security
- Format Type: Char
- Numbers Only: Checked
- Maximum Size: 4
- Right Justify and Zero-fill Numbers: Checked
- Validation Type: None

**O Value Sets**

Value Set Name	XX_EXPIRY	Usages
Description	XX Expiry Date for Credit Card Context	
List Type	List of Values	Security Type
Format Validation		
Format Type	Char	Maximum Size
<input checked="" type="checkbox"/> Numbers Only (0-9) <input type="checkbox"/> Uppercase Only (A-Z) <input checked="" type="checkbox"/> Right-justify and Zero-fill Numbers (0001)		
Min Value	Max Value	
Value Validation		
Validation Type	None	
<b>Edit Information</b>		

7. Enter the information for the fourth value set in the following fields:

- (M) File > New
- Value Set Name: XX\_CHEQUE\_NUM
  - Description: XX Cheque Number for Cheque Context
  - Security Type: No Security
  - Format Type: Char
  - Numbers Only: Checked
  - Maximum Size: 8
  - Right Justify and Zero-fill Numbers: Checked
  - Validation Type: None

**O Value Sets**

Value Set Name	XX_CHEQUE_NUM	Usages
Description	XX Cheque Number for Cheque Context	
List Type	List of Values	Security Type
Format Validation		
Format Type	Char	Maximum Size
<input checked="" type="checkbox"/> Numbers Only (0-9) <input type="checkbox"/> Uppercase Only (A-Z) <input checked="" type="checkbox"/> Right-justify and Zero-fill Numbers (0001)		
Min Value	Max Value	
Value Validation		
Validation Type	None	
<b>Edit Information</b>		

8. Enter the information for the final value set in the following fields:

(M) File > New

- Value Set Name: XX\_PAY\_TERMS
- Description: XX Payment Terms for Finance Context
- Security Type: No Security
- Format Type: Char
- Maximum Size: 15
- Validation Type: Table

**O Value Sets**

Value Set Name	XX_PAY_TERMS	Usages
Description	XX Payment Terms for Finance Context	
List Type	List of Values	Security Type
Format Validation		
Format Type	Char	Maximum Size
<input type="checkbox"/> Numbers Only (0-9) <input type="checkbox"/> Uppercase Only (A-Z) <input type="checkbox"/> Right-justify and Zero-fill Numbers (0001)		
Min Value	Max Value	
Value Validation		
Validation Type	Table	
<b>Edit Information</b>		

9. (B) Edit Information

Table Application: Receivables  
Table Name: RA\_TERMS\_TL

10. In the Table Columns region, enter the following information for the Value field:

- Name: NAME
- Type: Varchar2
- Size: 15

In the Table Columns region, enter the following information for the Meaning field:

- Name: DESCRIPTION
- Choose default Type: Varchar2
- Choose default Size: 240

Name	Type	Size
Value	Varchar2	15
Meaning	Varchar2	240
ID	Char	

- (B) Test

**Note:** If the Table values are taken correctly, the test of the value set should be completed successfully. Otherwise it will show an error.

- (B) OK

11. Save your work.

## Define Your Structure

12. Navigate to (N) Application > Flexfield > Descriptive > Segments.
13. Use the Find button from the Toolbar or Query the descriptive flexfield for your Team. For example:
  - Application: General Ledger
  - Title: Journal Sources
14. In the Context Field region, enter information in the following fields:
  - Prompt: Payment Type?
  - Required: Checked
  - Displayed: Checked
15. In the Context Field Values Region, add in three new contexts:
  - Credit Card
  - Cheque
  - Finance

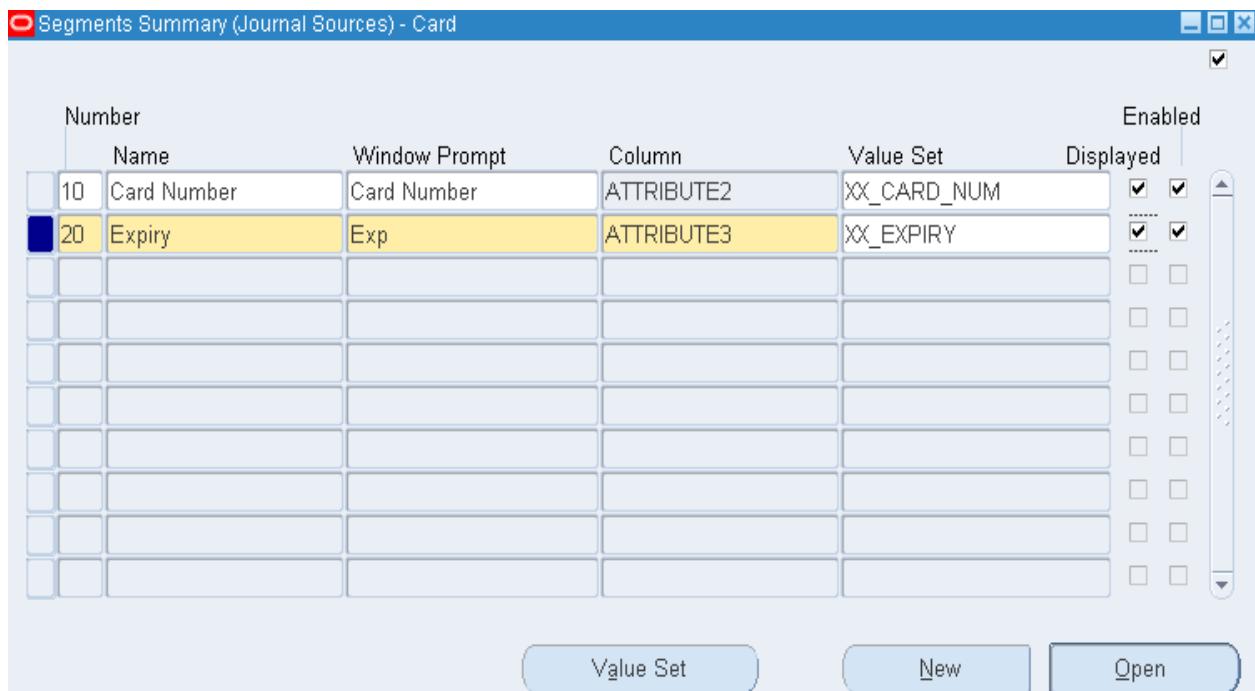
The screenshot shows the Oracle Descriptive Flexfield Segments window. At the top, there are fields for Application (General Ledger), Title (Journal Sources), and Segment Separator (Period (.)). Below this, the 'Context Field' section contains fields for Prompt (Payment Type?), Value Set, Default Value, and Reference Field. To the right of these fields are checkboxes for Required (checked), Displayed (checked), and Synchronize with Reference Field (unchecked). The 'Context Field Values' section is a table with columns: Code, Name, Description, and Enabled. It lists five rows: Global Data Elements, Card, Cheque, Finance (which is highlighted in yellow), and two empty rows. The 'Enabled' column has checkboxes next to each row, with the first four checked and the last two unchecked. At the bottom of the window are 'Compile' and 'Segments' buttons.

Code	Name	Description	Enabled
Global Data Elements	Global Data Elements	Global Data Element Context	<input checked="" type="checkbox"/>
Card	Card		<input checked="" type="checkbox"/>
Cheque	Cheque		<input checked="" type="checkbox"/>
Finance	Finance		<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

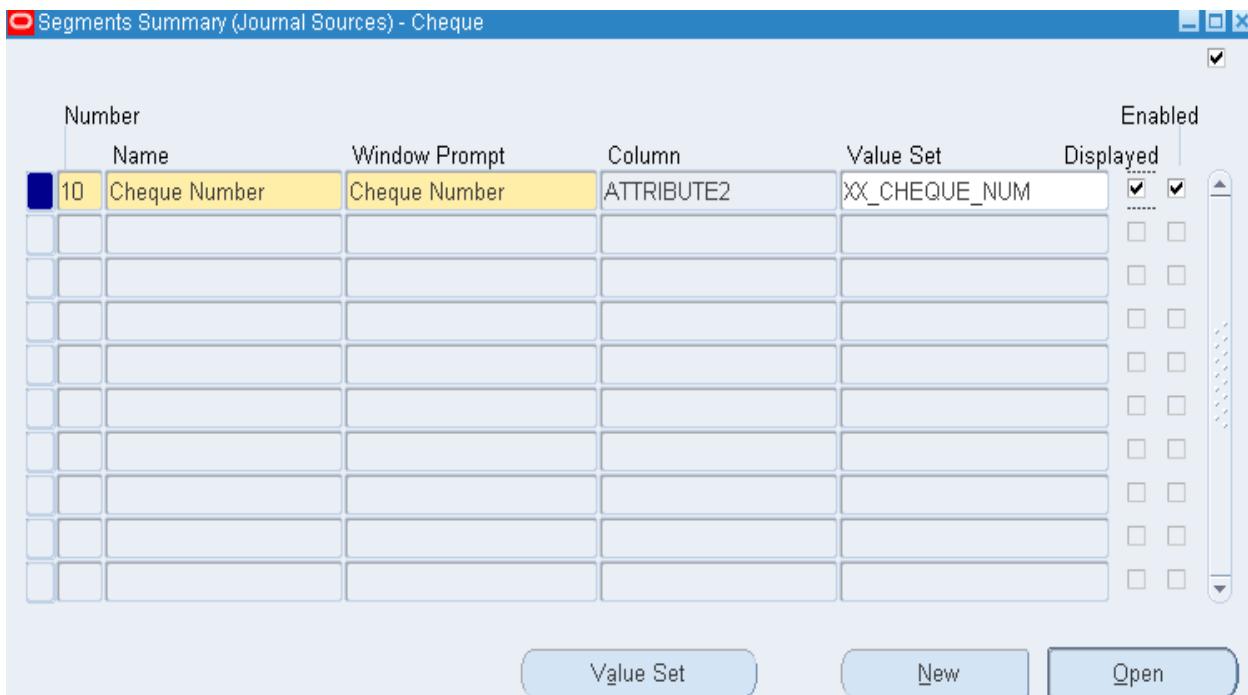
16. In the Context Field Values region, select the Global Data Elements context and click the Segments button to navigate to the Segments Summary window.
17. Enter the information for the first segment in the following fields:
  - Number: 10
  - Name: Store

- Window Prompt: Store
  - Column: ATTRIBUTE1
  - Value Set: XX\_STORE
  - Displayed: Checked
  - Enabled: Checked

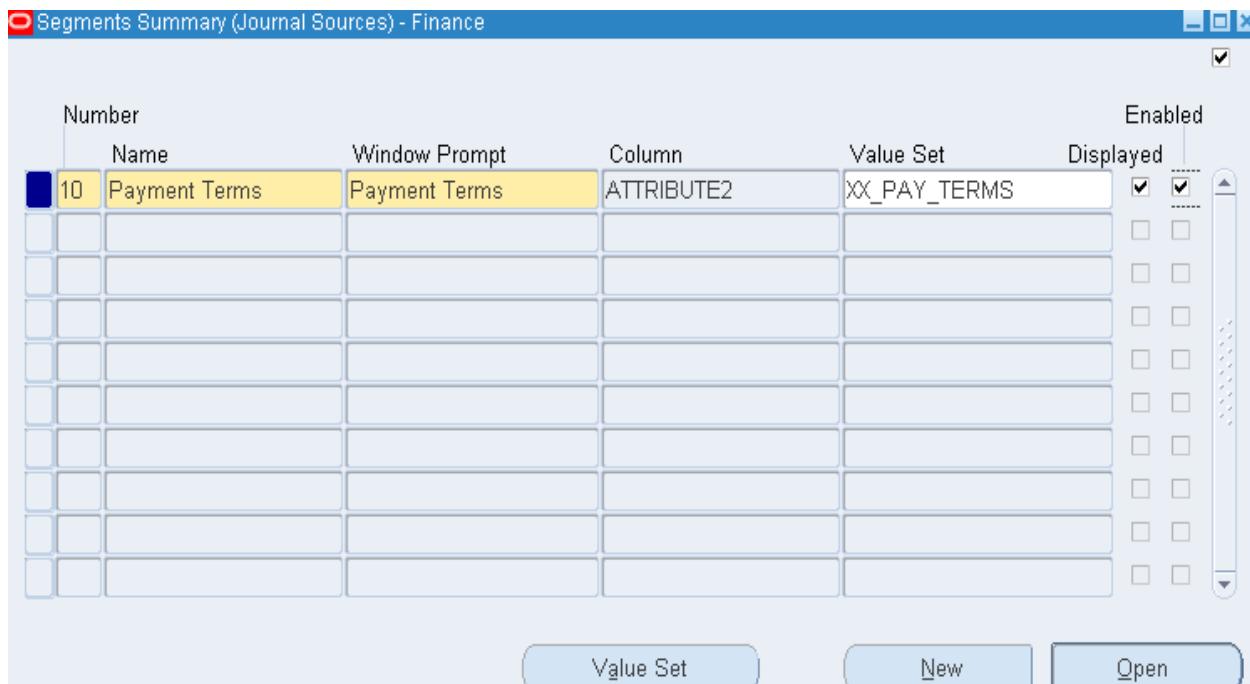
18. Save your work.
  19. Navigate back to the main Descriptive Flexfield Segments window.
  20. In the Context Field Values region, select the Credit Card context:
  21. (B) Segments
  22. Enter the information for the first segment in the following fields:
    - Number: 10
    - Name: Card Number
    - Window Prompt: Card Number
    - Column: ATTRIBUTE2
    - Value Set: XX\_CARD\_NUM
    - Displayed: Checked
    - Enabled: Checked
  23. Save your work.
  24. Enter the information for the second segment in the following fields
    - Number: 20
    - Name: Expiry
    - Window Prompt: Exp
    - Column: ATTRIBUTE3
    - Value Set: XX\_EXPIRY
    - Displayed: Checked
    - Enabled: Checked



25. Save your work.
  26. Navigate back to the main Descriptive Flexfield Segments window.
  27. In the Context Field Values region, select the Cheque context:
  28. (B) Segments
  29. Enter the information for the first segment in the following fields:
    - Number: 10
    - Name: Cheque Number
    - Window Prompt: Cheque Number
    - Column: ATTRIBUTE2
    - Value Set: XX\_CHEQUE\_NUM
    - Displayed: Checked
    - Enabled: Checked
  30. Save your work.



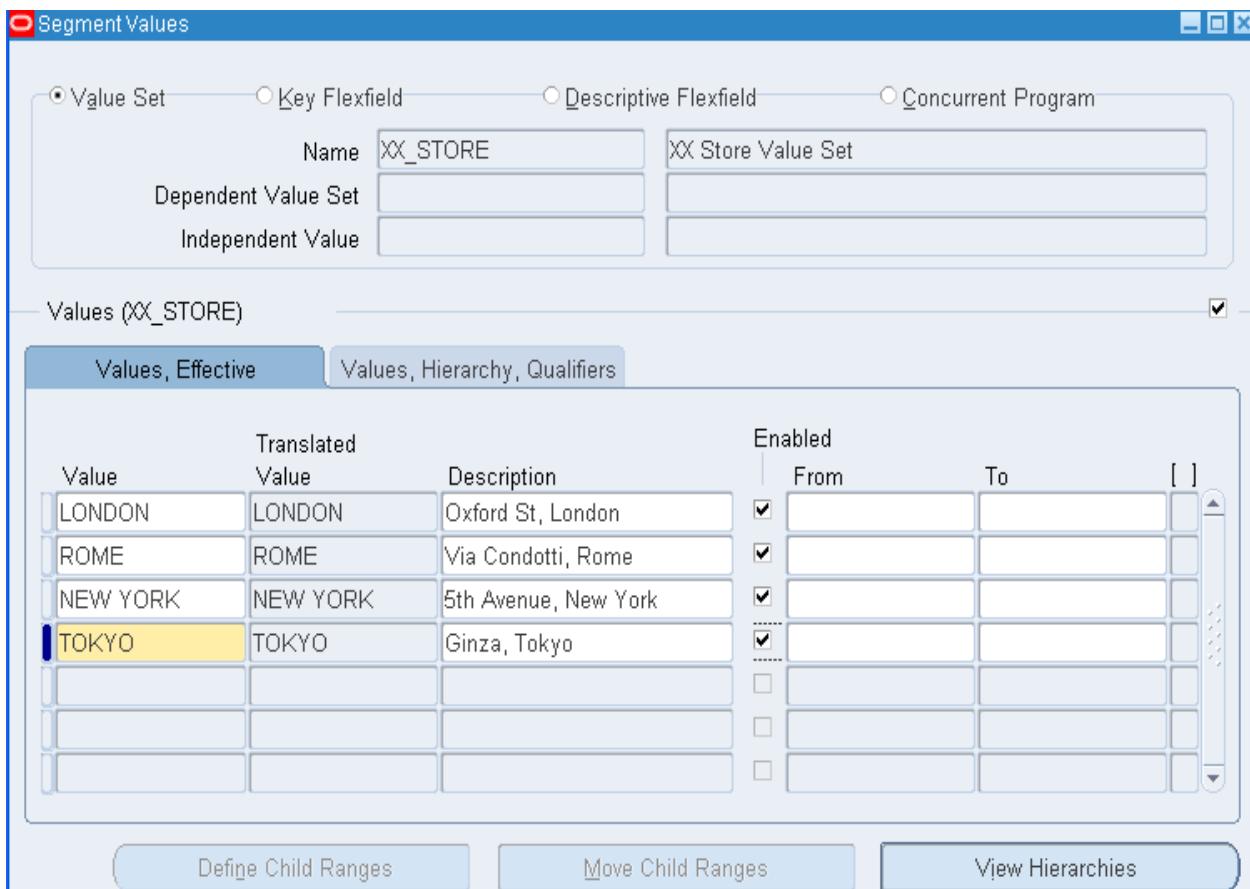
31. Navigate back to the main Descriptive Flexfield Segments window.
  32. In the Context Field Values region, select the Finance context:
  33. (B) Segments
  34. Enter the information for the first segment in the following fields:
    - Number: 10
    - Name: Payment Terms
    - Window Prompt: Payment Terms
    - Column: ATTRIBUTE2
    - Value Set: XX\_PAY\_TERMS
    - Displayed: Checked
    - Enabled: Checked
  35. Save your work.



36. Select the Freeze Flexfield Definition check box.
  37. (B) OK (in the caution window)
  38. (B) Compile (in the Descriptive Flexfield Segment window.)
  39. (B) OK

## Define Your Values

40. Navigate to (N) Application > Validation > Values.
  41. In the Find window, select Value Set and find the XX\_STORE value set.
  42. In the Values, Effective region of the Segment Values window, define the following values:
    - Value: LONDON
    - Description: Oxford St, London
    - Enabled: Selected
    - Value: ROME
    - Description: Via Condotti, Rome
    - Enabled: Selected
    - Value: NEW YORK
    - Description: 5<sup>th</sup> Avenue, New York
    - Enabled: Selected
    - Value: TOKYO
    - Description: Ginza, Tokyo
    - Enabled: Selected
  43. Save.

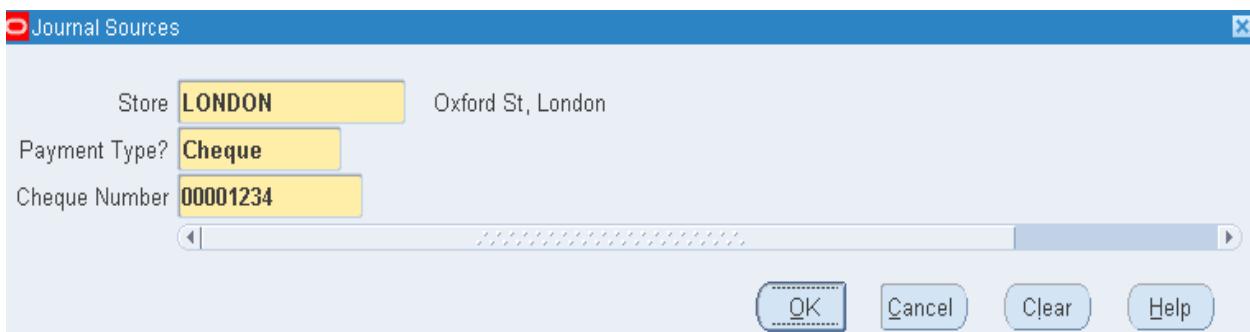


44. (B) OK to accept the note.

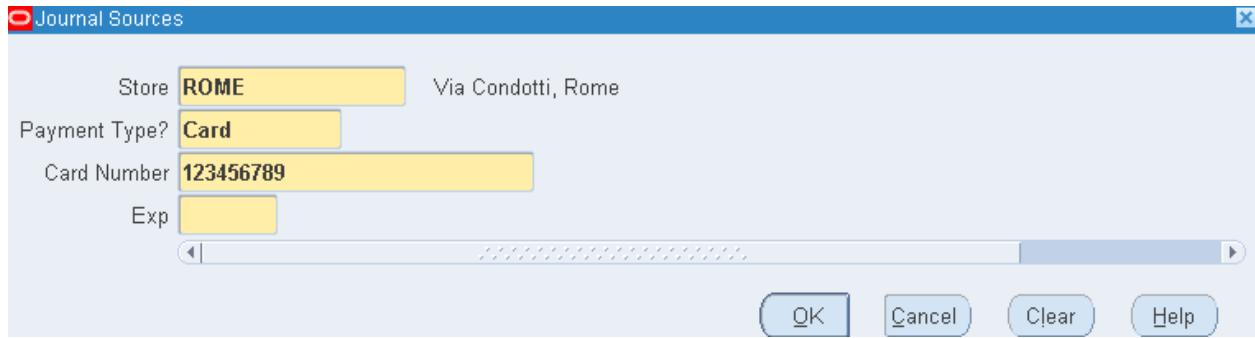
### Test Your Descriptive Flexfield

After defining your value sets, segments, and values, navigate to your descriptive flexfield and test the results of your work. For example:

45. Responsibility: General Ledger, Vision Operations (USA)
46. Navigation Path: Setup > Journal > Sources
47. Click any field in the descriptive field column: [] or [□]
48. Select a Store from the LOV, (B) OK.
49. Select the Cheque Payment Type from the LOV.
50. Cheque Number: 1234. Note that the value defaults to 00001234 once you exit the field.



51. Select the Credit Card Payment Type from the LOV.
52. Note that you are now required to enter two pieces of information: the card number and the expiry date.
53. Exit without saving.



### Defining Values

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## Defining Values for a Value Set

### Defining Values for a Value Set

Use the Values, Effective region of the Segment Values Window to enter:

- Value
- Translated value (translatable value sets only)
- Description
- Enabled
- From/To effective dates

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### Modifying Value Definitions

- You cannot change or delete values after they are defined.
- You can change the value description or the translated value to reuse an existing value.
- You can disable or limit the effective dates of a value that is no longer in use.

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# Flexfield Enhancements

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## Flexfield Enhancements

**Error Handling**

**Oracle ADI Flexfield Form**

**Flexfield As Parameter**

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## Flexfield Enhancements

### Error Handling

Flexfield errors are handled more gracefully. Warnings are raised at flexfield compile time if an OA Framework flexfield uses features that are incompatible with those used by flexfields in the Oracle Forms-based forms.

### Oracle ADI Flexfield Form: Viewer Flexfield Formatting

The definition of flexfield value sets provides the implementation team with some useful shortcuts that assist end users in performing data entry. This feature enhances the Oracle Web ADI flexfield form, requiring the end user to conform to these data entry rules: right-justify and zero pad, numeric only, uppercase only, and width. This feature enables the right-justify and zero pad setting to be overridden, and have this setting turned on for all segments of a particular flexfield or flexfield structure. This functionality is available by default to any solution that has implemented flexfields. The enhancement to the flexfield form is controlled by the definition of the flexfield value sets. A system administrator is responsible for overriding the right-justify and zero pad setting, by using a flow in a Self-Service Application. When enabled, the setting automatically zero pads the values in the spreadsheet and in the flexfield

form. When disabled, which is the default behavior, the setting is based on the definition of the value set.

### **Flexfield As Parameter**

Parameter lists exist in Oracle Web ADI as a way of defining lists of data “parameters” in metadata that may be used for a number of different purposes. Oracle Web ADI supports the String, Date, Number, and Boolean parameter types. This feature adds Key Flexfields to the list, both as an individual parameter and as a parameter range, providing developers the flexibility to use flexfields as part of the Oracle Web ADI page flows.

Developers define a parameter as a key flexfield using metadata, assigning attributes that provide the information for retrieving the correct flexfield structure. This type of parameter is initially required for the Content parameter list in General Ledger - Budgets and General Ledger - Daily Rates solutions.

## **Summary**

### **Summary**

In this lesson, you should have learned how to:

- Describe flexfields
- Define value sets
- Define key flexfields
- Define descriptive flexfields
- Enter values
- Describe Flexfield Enhancements

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# **Fundamentals of Multi-Org**

## **Chapter 7**





## **R12 Oracle E-Business Suite for Implementers**

### **Fundamentals of Multi-Org**

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## Objectives

### Objectives

After completing this module, you should be able to do the following:

- Define Multiple Organization (Multi-Org)
- Discuss the types of organizations supported in the Multi-Org model
- Explain the entities of Multi-Org
- Explain how Multi-Org secures data
- Identify key implementation considerations
- Define Multi-Org Access Control
- Explain Multi-Org preferences
- Explain Enhanced Multiple-Organization Reporting

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## What Is Multi-Org?

### What Is Multi-Org?

- Multi-Org is a server-side (applications and database) enhancement that enables single installation of Oracle Applications.
- Multi-Org keeps transaction data and some setup data separate and secure by different lines of business.

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## What Is Multi-Org?

Multi-Org is a server-side (applications and database) enhancement that enables multiple business units in an enterprise to use a single installation of Oracle Applications products while keeping transaction data separate and secure. The Multi-Org enhancement uses native database views to build a security layer on top of a single installation of Oracle Applications. In Oracle Applications Release R12, the following products support Multi-Org capabilities:

- Cash Management
- Order Management, Shipping Execution and Release Management
- Payables
- Property Manager
- Projects
- Purchasing
- Receivables
- Incentive Compensation
- Sales and Marketing
- Service

## Basic Business Needs

### Basic Business Needs

The Multi-Org enhancement provides features that enable you to:

- Support multiple business units even if they use different ledgers
- Secure access to data on a single instance by line of business
- Define different organizational models
- Sell and ship from different legal entities
- Procure and receive from different legal entities
- Produce reports across entities or within a single entity

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## Basic Business Needs

The Multi-Org enhancement to Oracle Applications provides features necessary to satisfy the following basic business needs. You should be able to:

- Use a single installation of any Oracle Applications product to support any number of business units, even if those business units use different ledgers
- Support any number of business units within a single installation of Oracle Applications
- Secure access to data whereby user access is limited to information relevant to the user's organization
- Procure products from an operating unit that uses one ledger, but receive them in another operating unit using a different ledger.
- Sell products from an operating unit using one ledger, but ship them from another operating unit using a different ledger, automatically recording the appropriate intercompany sales by posting intercompany accounts payable and accounts receivable invoices.
- Report at any level of the organization structure

## **Organization Types Supported in the Multi-Org Model**

### **Organization Types Supported in the Multi-Org Model**

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## Types of Organizations Supported in the Multi-Org Model

### Types of Organizations Supported in the Multi-Org Model

Business Group

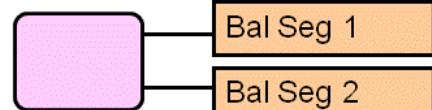
HR



Balancing Entity/Funds

Ledger

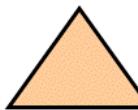
GL, FA



Bal Seg 1

Bal Seg 2

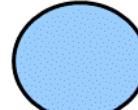
GRE/Legal entity



Flexfield Security Rule

Operating Unit

AP, PO,  
AR, OM,  
and so on



Inventory Organization

INV, MFG  
Ship



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### Types of Organizations Supported in the Multi-Org Model

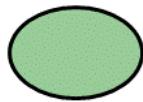
The Multi-Org model provides a hierarchy that dictates how transactions flow through different business units and how those business units interact. You define the organizations and the relationships between them. In the diagram in the slide, note the different shapes used for each organization type. The shapes are helpful when drawing multiple organization diagrams.

## Business Group

### Business Group

Business Group

HR



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### Business Group

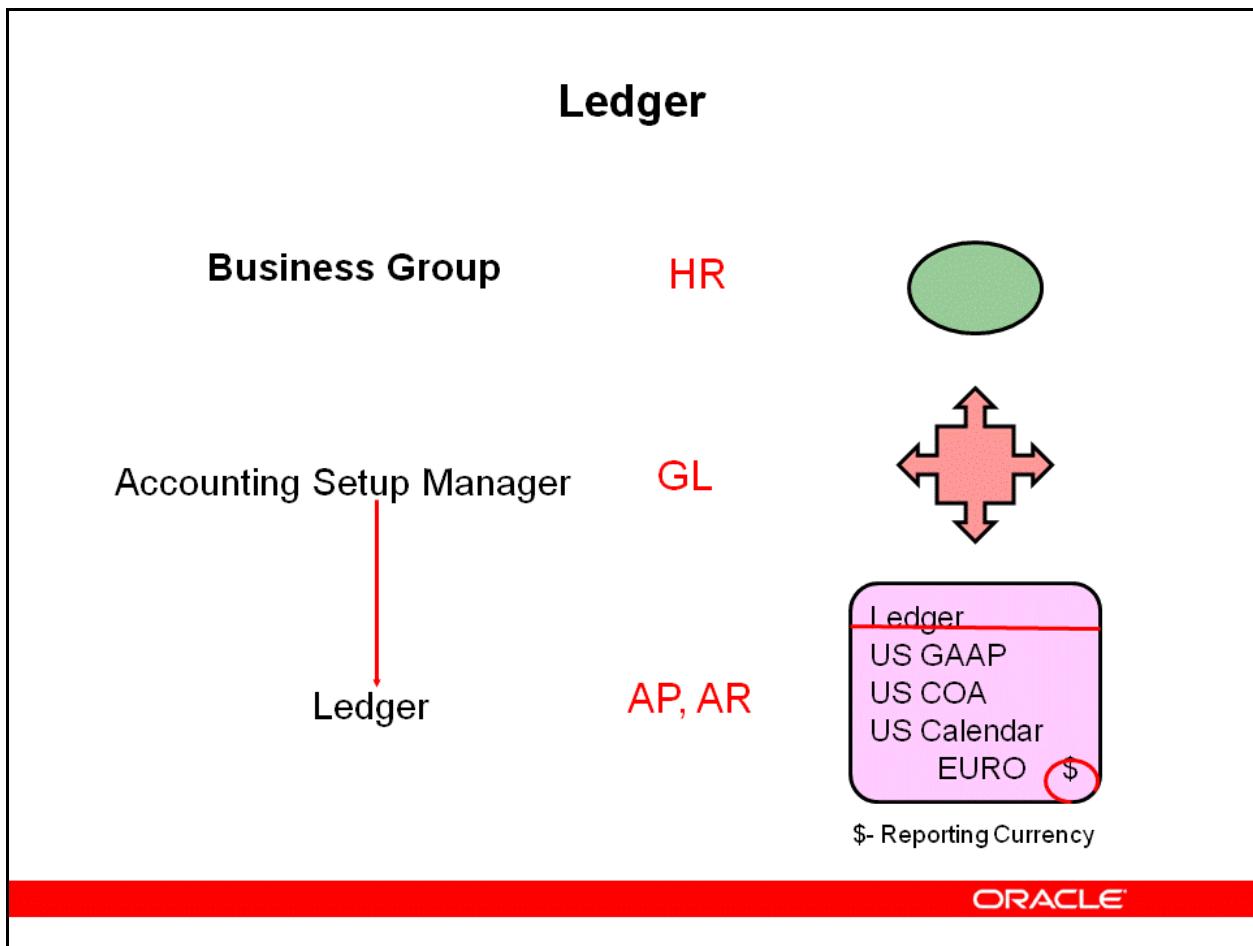
The business group represents the highest level in the organization structure, such as the consolidated enterprise, a major division, or an operation or company. The business group secures human resources information. For example, when you request a list of employees, you see all employees assigned to the business group of which your organization is a part.

**Note:** This is true in all applications except the HR applications, which support more granular security by a lower-level organization unit, the security profile. Multiple ledgers can share the same business group if they share the same business group attributes, including HR flexfield structures.

The Business Group partitions Human Resources information and the Purchasing Approval Hierarchy. A Business Group could be set up to model a consolidated enterprise, a major division, or an operating company—without any accounting impact. Multiple Legal Entities can relate to a single Business Group.

You must have at least one Business Group. For a new installation, Oracle Applications provides a default business group, Setup Business Group. You can define additional business groups as required for your enterprise.

## Ledger



## Ledger

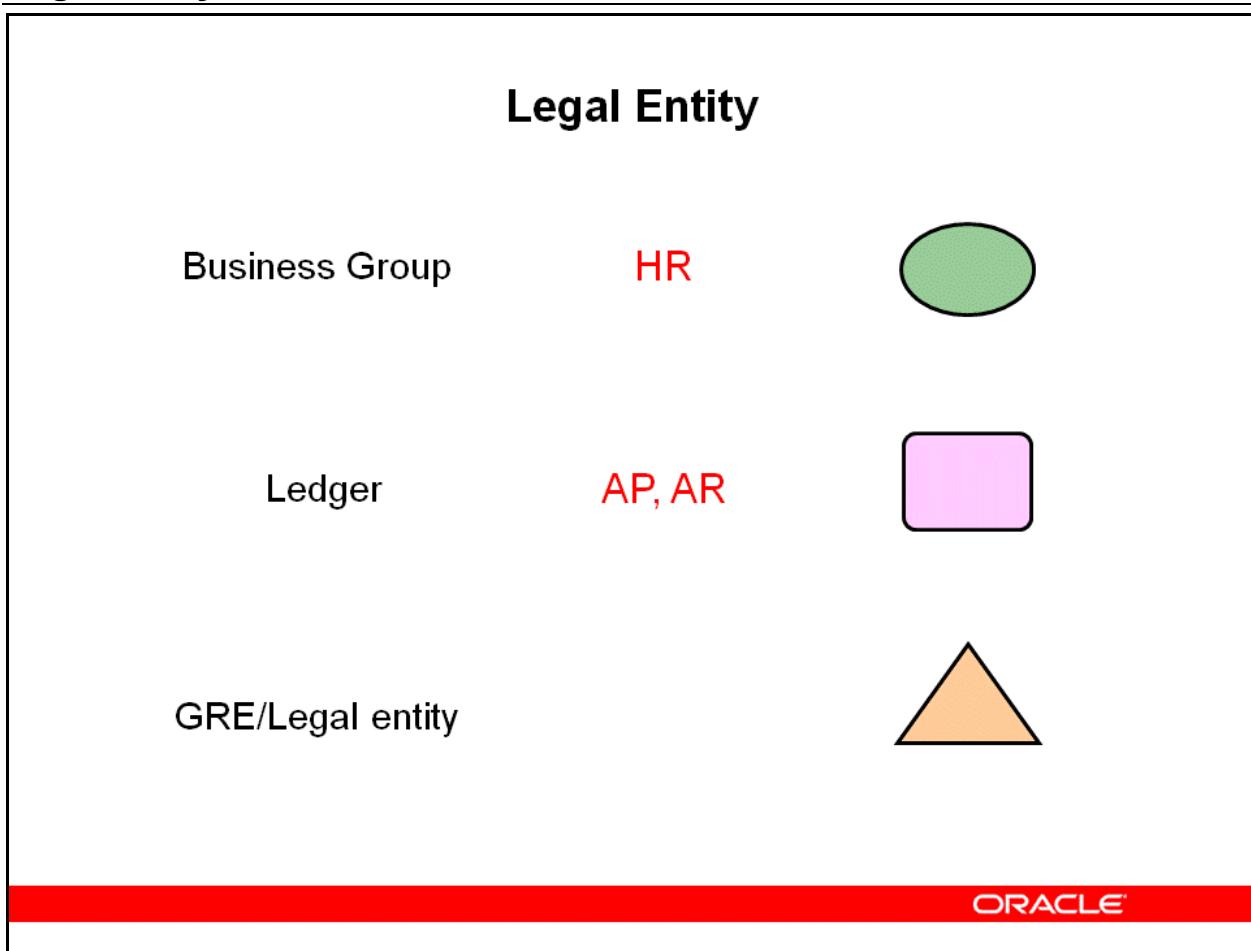
A Ledger is a financial reporting entity, which implements the four “C”s and is a single repository of financial truth.

- Chart of Accounts (COA: Accounting Flexfield Structure)
- Functional Currency
- Financial Accounting Calendar
- Accounting Conventions

Here is an example of a Ledger implementing four “C”s: The balance on creditors (COA) is 4.2 million euros (Currency) on March 31, 2007 (Calendar), according to IAS/IFRS definition (Accounting Convention).

The Ledger concept is similar in a Multi-Org environment. General Ledger secures transaction information (journal entries, balances) by Ledger. When you use General Ledger, you select a responsibility that specifies a particular Ledger with information relevant to only that Ledger.

## Legal Entity



### Legal Entity

By definition, a Legal Entity is a person or organization that can legally enter into a contract, and may therefore be sued for failure to comply with the terms of the contract. In accounting terms the Legal Entity is the smallest business unit for which you need to be able to produce a balanced set of accounts. The Legal Entity is the initiator and owner of a given transaction.

It is legal company for which you prepare fiscal or tax reports. You assign tax identifiers and other legal entity information to this type of organization.

You can define legal entities using Legal Entity Configurator or **Accounting Setup Manager in General Ledger**.

### Types of Legal Entities

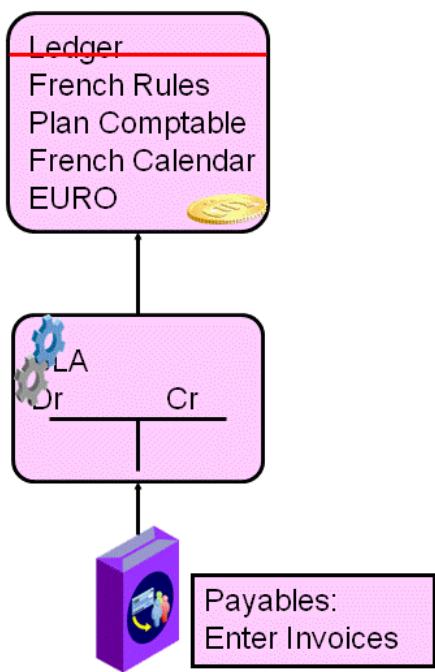
GRE/Legal entity: Use this classification to represent the following organizations.

- **Ultimate Legal entity (New in R12):** Represents the enterprise and typically the highest (global) level of a business organization

- **Legal entity:** Represents the designated legal employer, recognized by the legal authorities in a country as a separate employer. In an organization hierarchy, a Legal entity may report to an operating company or to the ultimate Legal entity.
- **Consolidated Legal entity (New in R12):** Acts on behalf of multiple operating companies, which are either not legally registered or simply on the behalf of the enterprise in a country

## Subledger Accounting (SLA)

### Subledger Accounting (SLA)



Oracle Subledger Accounting features include:

- Centralized accounting rules
- Predefined Validations
- Date effective policies
- Sophisticated error handling
- Full audit trail
- Bidirectional drilldowns
- Detailed Journal Entries
- Configurable Reference Information
- Consistent Balances
- Online inquiries

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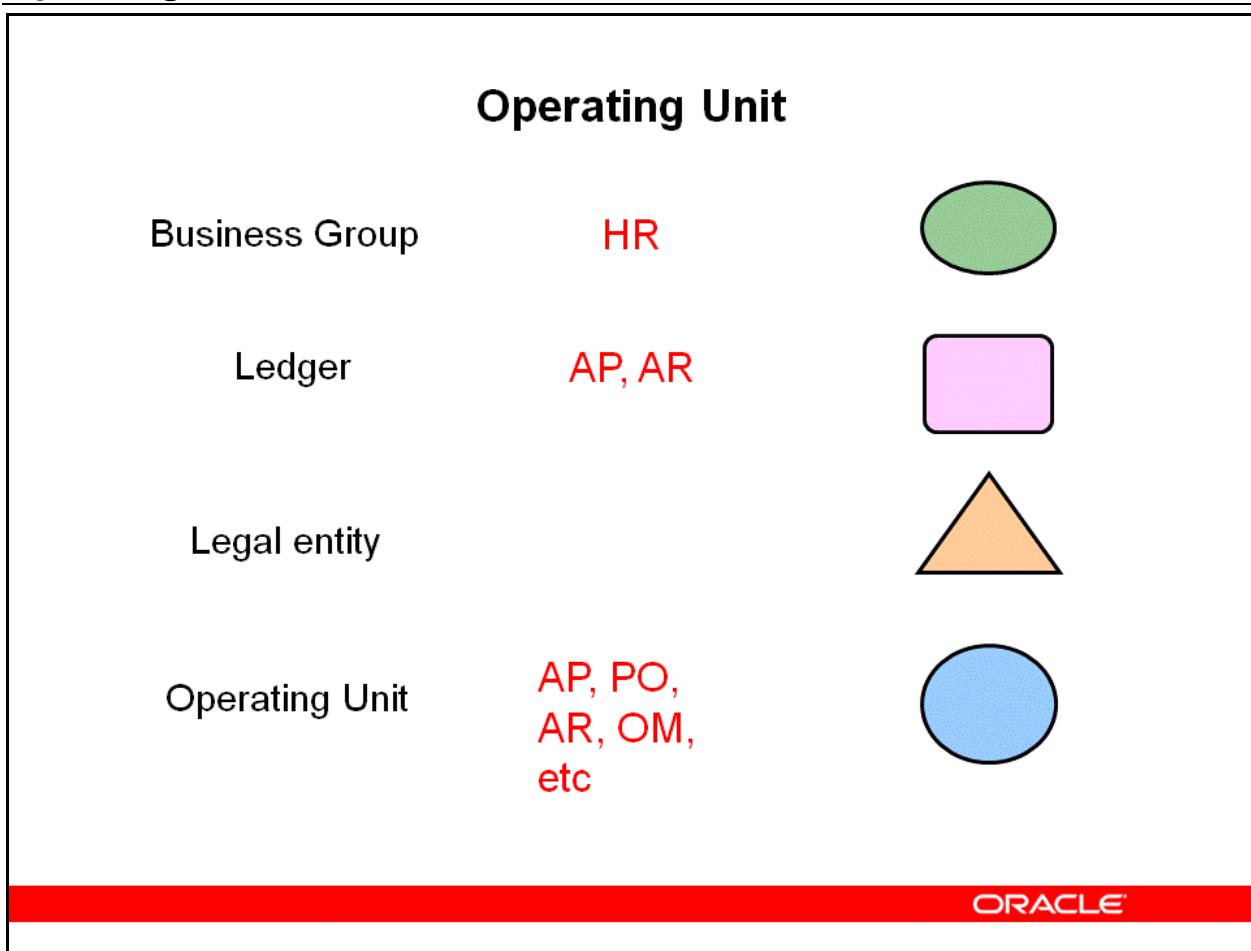
### Subledger Accounting (SLA)

Subledger Accounting is mainly a rule-based accounting engine that centralizes accounting for Oracle E-Business Suite products in R12. Subledger Accounting is not a separate product in itself, but is Oracle's engine catering to the accounting needs of Oracle applications.

#### Benefits:

Together with the new ledger support, Subledger Accounting enables support of multiple accounting requirements concurrently in a single instance. Different accounting regulations can be satisfied by maintaining and applying different sets of rules to different sets of transactions; or accounting for the same transaction with multiple methods. By maintaining a full link between the transaction and accounting data, Subledger Accounting allows powerful reconciliation and auditing capabilities. Since Subledger Accounting provides the setup and inquiry user interface and data model for accounting across modules, Subledger Accounting enables consistency in reporting, analysis, and user experience.

## Operating Unit



## Operating Unit

An organization qualified as an operating unit can be used to model an autonomous business unit in an organization that has a business need to secure transaction data, set up and seed data. An Operating Unit can be set up to support different business policies and workflow processes. Generally, an Operating Unit could be a major division or separate company within the enterprise. Each user sees the information associated with the operating units to which they have access.

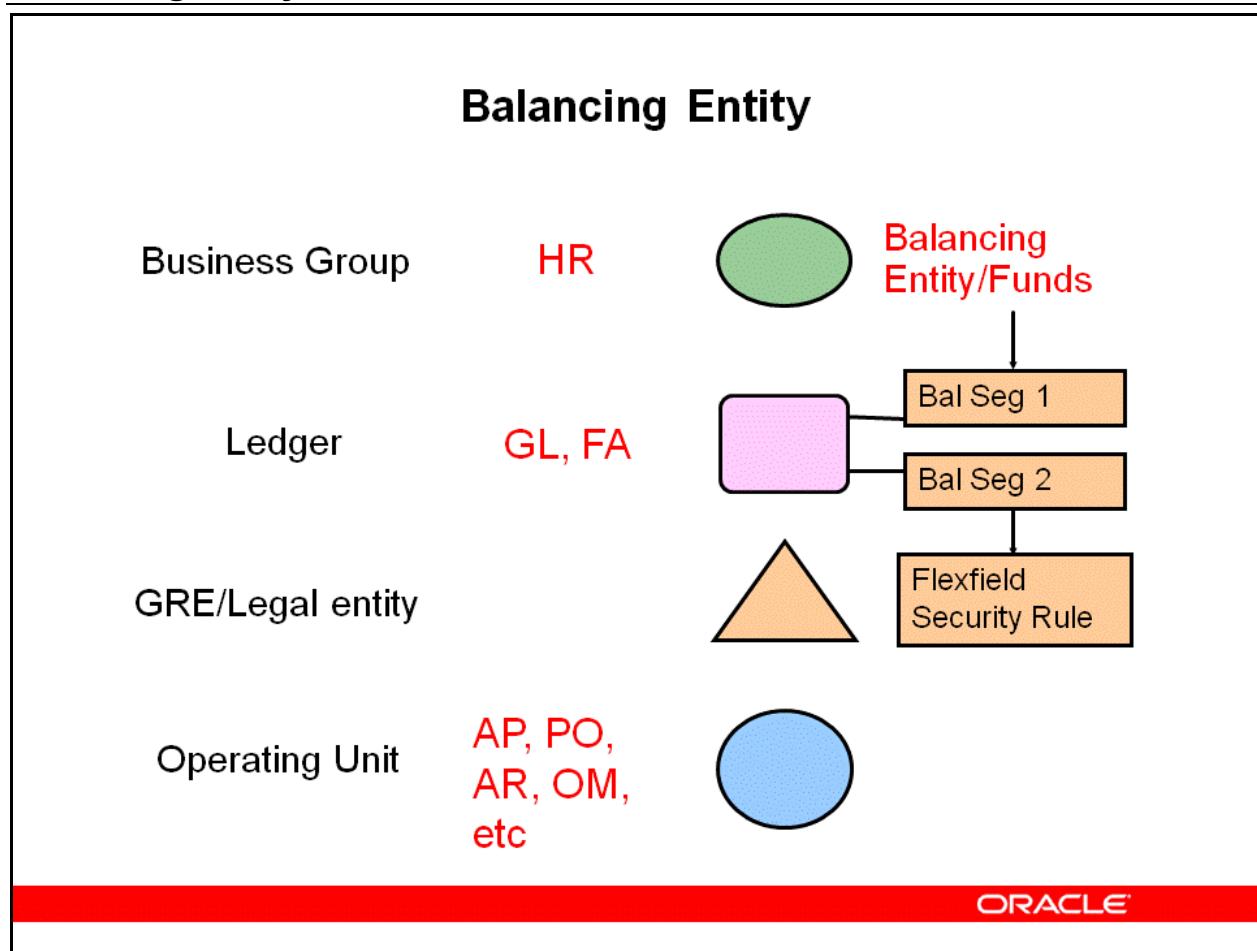
In other words, Operating Unit is an organization that uses Oracle sub ledgers, such as Oracle Cash Management, Order Management and Shipping Execution, Oracle Payables, Oracle Purchasing, Oracle Receivables, and related products. It may be a sales office, a division, or a department.

Operating units are assigned to ledgers and a default legal context. Information is secured by operating unit for these applications using responsibilities. Each user can access, process, and report on data only for the operating units assigned to the MO: Operating Unit or MO: Security Profile profile option.

The MO: Operating Unit profile option only provides access to one operating unit.

The MO: Security Profile provides access to multiple operating units from a single responsibility. You can define operating units from the Define Organization window in Oracle HRMS or from **Accounting Setup Manager in General Ledger**.

## Balancing Entity



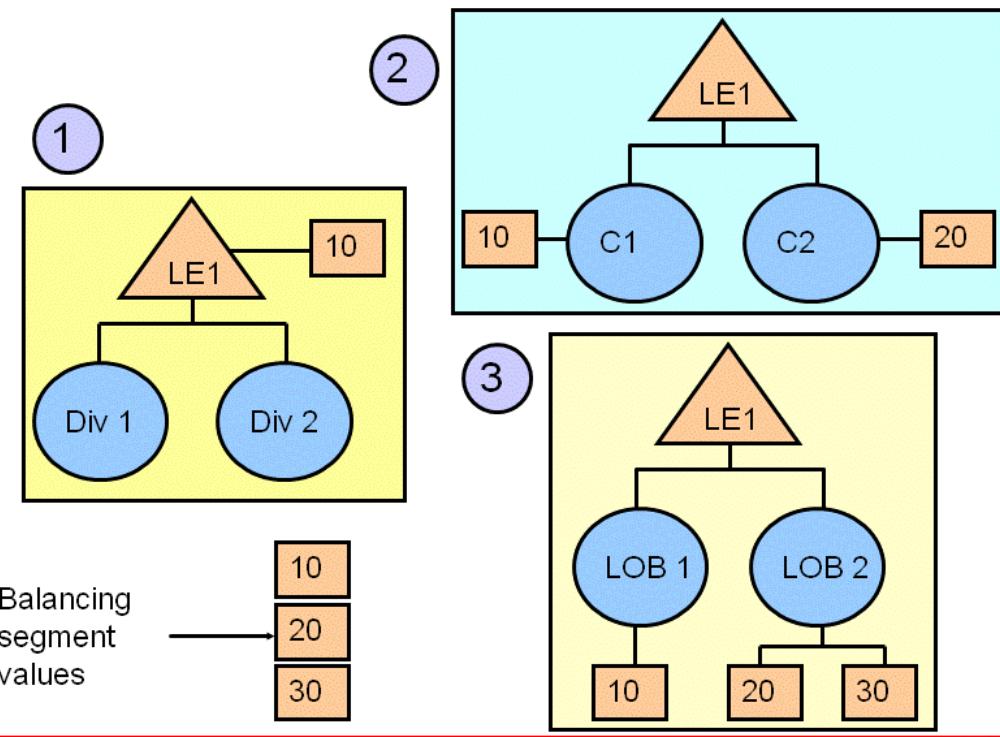
### Balancing Entity

This is an entity for which you prepare a balance sheet, represented as a balancing segment value in the Accounting Flexfield structure. There can be multiple balancing entities within the same operating unit structure and each of these must balance within itself. All required intercompany entries will be automatically created within the Ledger to ensure that companies are never out of balance. A balancing segment could be a company or a division, for example.

It is important to keep in mind that a Government Reporting Entity (GRE) or Legal entity may comprise of one or more than one balancing segments. For example, you may have multiple companies defined in your chart of accounts that roll up to a single Legal entity for reporting purposes. Alternatively, each company you define in your chart of accounts may have multiple divisions for which you produce balance sheets. In that case, each company in the chart of accounts will most likely be set up as a Legal entity and each division will most likely be set up as an operating unit. Oracle does not automatically secure balancing segment values within your chart of accounts with specific legal entities or operating units. You can create security rules to do this. For example, you may want the Payables team to only be able to enter invoices for a specific division associated with a particular operating unit. If security rules are not defined, they will be able to access all divisions regardless of the operating unit associated with their responsibility. The solution is to create a security rule that allows access to only the divisions that roll up into their operating unit.

## Balancing Entity: Examples

### Balancing Entity: Examples



### Balancing Entity: Examples

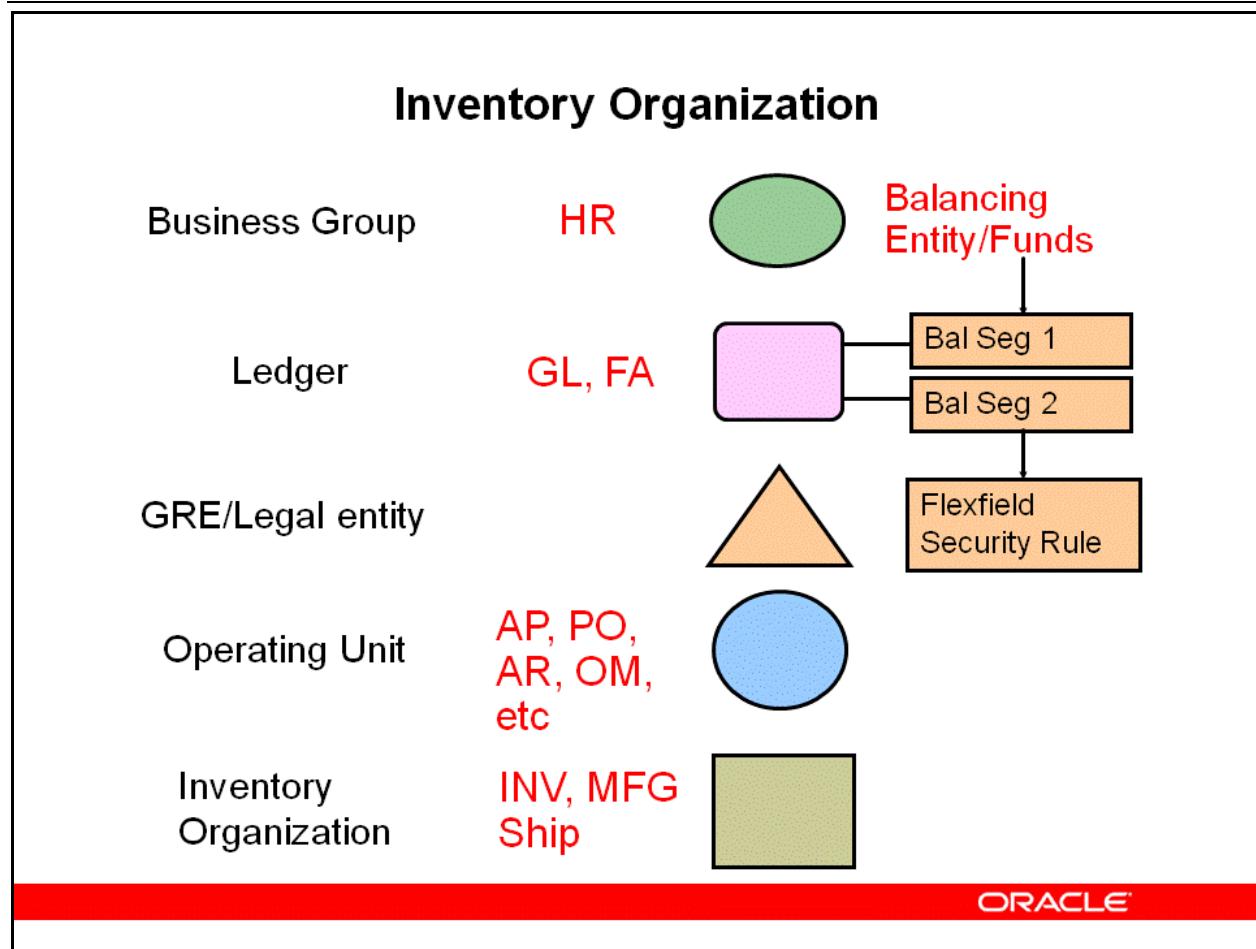
While a balancing segment most often is associated with a single operating unit, it is not always the case. For each of the three examples, assume there is one General Ledger, the balancing segment value is the company segment, and there are three companies defined (10, 20, and 30). Also, keep in mind that operating units are associated with responsibilities. That is, each responsibility is associated with one operating unit.

**Example 1:** Company is a Legal entity. Balancing segment value (company 10) is a Legal entity in and of itself. Two divisions have been defined as operating units and roll up to it. A flexfield security rule that allows access to company 10 has been created and associated with the responsibility that points to the Div1 and Div2 operating units. When users log in with either responsibility, they will only be able to enter transactions associated with company 10 (and not 20 and 30).

**Example 2:** Company is an operating unit. Balancing segments 10 and 20 are operating units in and of themselves. Both roll up to the same Legal entity. Two different security rules will be defined. All responsibilities associated with the C1 operating unit will have a security rule that allows them to enter transactions associated with company 10. All responsibilities associated with the C2 operating unit will have a different security rule that allows them to enter transactions associated with company 20.

**Example 3:** Company is part of a line of business. Balancing segment 10 is associated with one line of business and balancing segments 20 and 30 are associated with a separate line of business. As in the earlier examples, security rules will be created to allow appropriate access to data.

## Inventory Organization



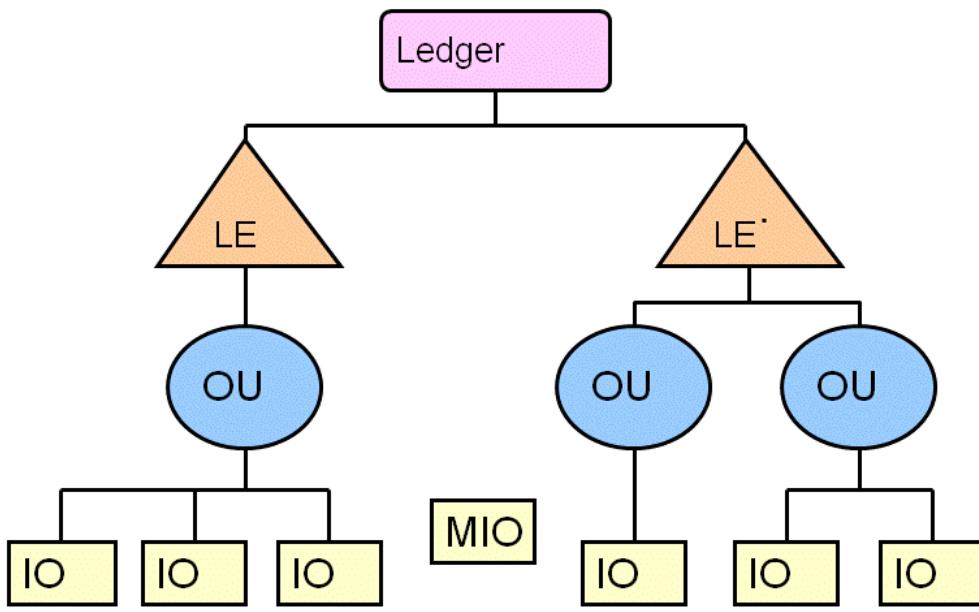
### Inventory Organization

An inventory organization represents an organization for which you track inventory transactions and balances. Examples include manufacturing plants, warehouses, distribution centers, and sales offices. The following products and functions secure information by inventory organization: Inventory, Bills of Material, Engineering, Work in Process, Master Scheduling/MRP, Capacity, and purchasing/receiving functions. To run any of these products or functions, you must select an organization classified as an inventory organization.

With the Multi-Org enhancement, multiple Ledgers can use the same “global” item master organization, since the item master organization is used for item definition and not item accounting information. All accounting related attributes in the Item Master are controlled at the item or organization level.

## Sample Organization Structure

### Sample Organization Structure



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### Sample Organization Structure

With Oracle Applications accounting, distribution, and materials management functions, you define the relationships between inventory organizations, operating units, legal entities, and Ledger to create a multilevel company structure.

#### Legal Entities (LE) Post to a Ledger

Each organization classified as a Legal entity must specify a Ledger to post accounting transactions. A Legal entity can point to only one Ledger.

#### Operating Units (OU) Are Part of a Legal Entity

Each organization that you classify as an Operating Unit must reference a Legal entity. An Operating Unit can point to only one Legal entity.

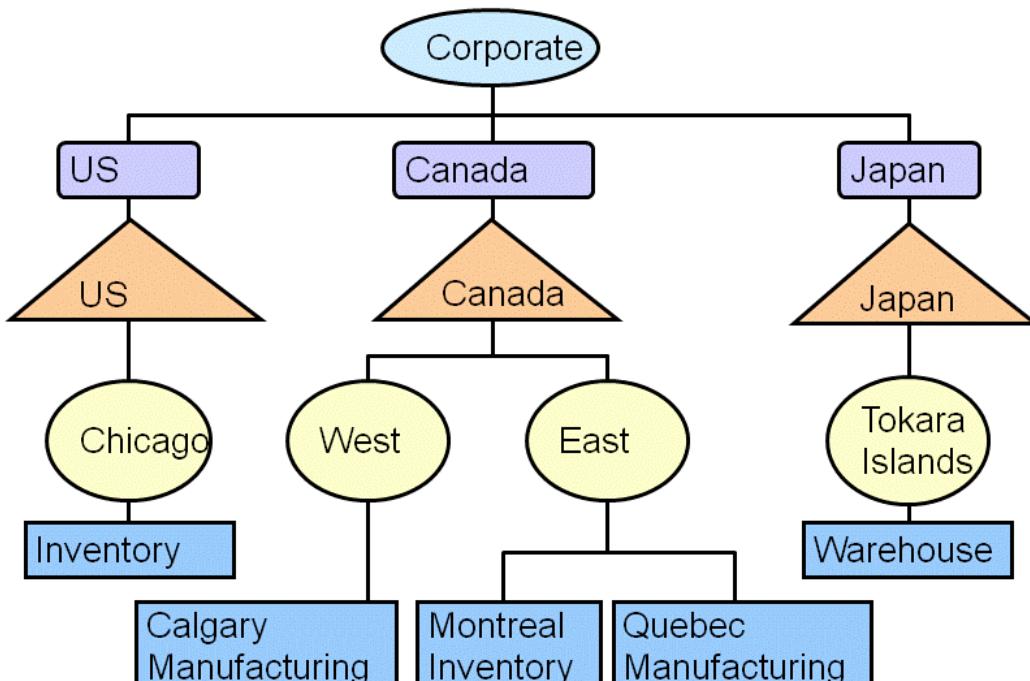
#### Inventory Organizations (IO) Are Part of an Operating Unit

Each organization classified as an Inventory Organization must reference an operating unit. An Inventory Organization points to only one Operating Unit, but through standard functionality can be referenced by any Operating Unit having the same Ledger as the attached Operating Unit. Items are defined in the master inventory organization (master parts list) and added to the

appropriate child inventory organizations. Any inventory transactions are secured by the Inventory Organization.

## Define the Organization Structure

### Define the Organization Structure



### Define the Organization Structure

Plan and define the entities in your organization structure.

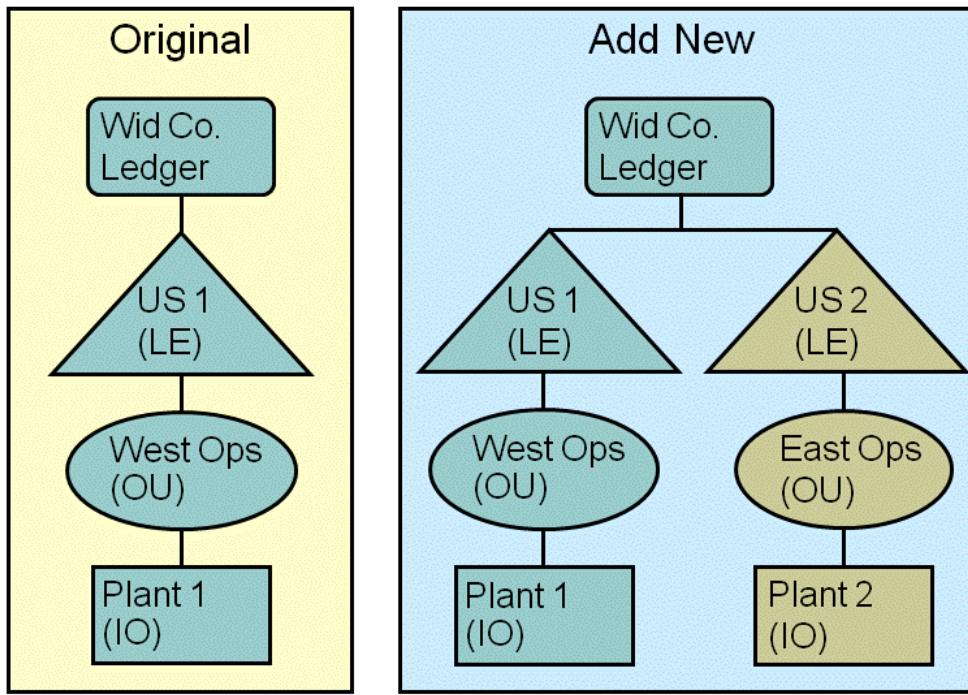
A successful implementation of Multiple Organization Support in Oracle Applications primarily depends on correctly defining your organization structure in the hierarchy used by Oracle Applications. A careful analysis and design of a company's organization structure is critical for future success. The following points describe how the Multi-Org model relates organizations:

- A Business Group is the highest level of the structure and does not have an accounting impact. The Business Group determines which employees will be available to Ledgers and Operating Units related to that Business Group.
- A Ledger is the highest level that impacts accounting.
- Ledger is associated with a single Business Group. Multiple Ledgers may be associated with a single Business Group.
- Each Ledger may have a different chart of accounts structure, calendar, or functional currency.
- Each GRE/Legal entity is associated with a single Ledger, multiple Legal Entities may be associated with a single Ledger.

- Each Operating Unit is associated with a single GRE/Legal entity, multiple Operating Units may be associated with a single Legal entity.
- An Inventory Organization may be associated with any Operating Unit within the same Ledger.

## Adding to the Organization Structure

### Adding to the Organization Structure



### Adding to the Organization Structure

The Multi-Org enhancement allows you to add organizations at any time. Enterprises with substantial acquisition and divestiture activities, as well as businesses prone to reorganizations, are able to define new business units and disable old business units as required.

One approach for organizations that restructure frequently is to define new business organizations as required, while leaving the old organizations untouched. With this approach, it is easy to keep day-to-day business transactions recorded.

To add additional operating units:

- Create the operating unit
- Run the Replicate Seed Data concurrent request
- Create new responsibilities as necessary and set the MO: Operating Unit profile option

### How Multi-Org Secures Data

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## Security Model

### Security Model



The responsibility is key to multi-org security and reporting. It determines:

- Operating unit
- Reporting ability

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## Security Model

As shown in the slide, users have responsibilities linked to operating units via a profile option.

## Data Security by Application

### Data Security by Application

Application	Partitioned By
GL	Ledger
FA	Asset Book
HR	Business Group
OM, AR, AP, PO, CE, PA, AS, SC, ASO, ASN, AST	Operating Unit
INV, MFG	Inventory Organization

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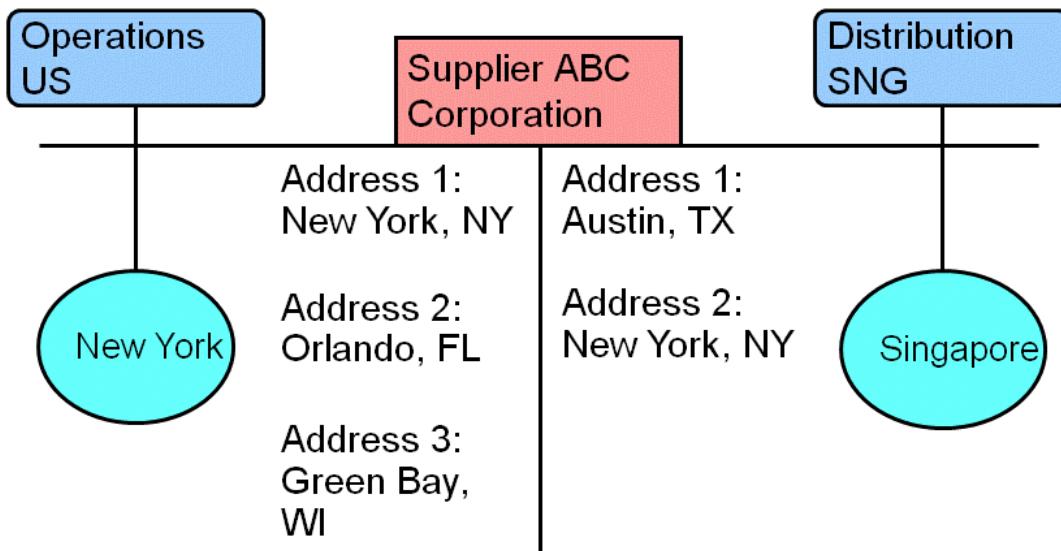
### Data Security by Application

Data is partitioned (secured) in Oracle Applications in many different ways:

- General Ledger and Fixed Assets are partitioned by GL Ledger. In addition, hierarchies of asset books may also be set up within assets that can effectively secure assets by asset book.
- Human Resources is partitioned by Business Group.
- Order Management, Accounts Receivable, Accounts Payable, Purchasing, Cash Management, Projects, Service, Incentive Compensation, Sales and Marketing are partitioned by Operating Unit.
- Manufacturing applications are partitioned by Inventory Organization.

## Global Registries

### Global Registries



Note the separation of supplier sites by OU.

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### Global Registries

For the global registries of both customers and suppliers, header level information is stored in an unpartitioned table for all entities within an instance. This allows for custom reports to consolidate information at either the Ledger or GRE/Legal entity levels.

Taxpayer ID, Federal and State reportable options are still at the customer or supplier level. In the above example, the supplier, ABC Corporation, is shared across the two Operating Units. Each Operating Unit has its own groupings of address information. If two Operating Units share the same address for a supplier, they must currently enter the information separately.

## Practice - Understanding How Multi-Org Secures Application Data (Required)

---

### Overview

In this practice, you will create a supplier, site, and invoice. You will change operating units and see that the supplier, site, and invoice information is secured.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or a comparable training or test instance at your site on which to complete this practice.

### Tasks

#### Creating a Supplier

1. Log in to Oracle Applications
2. On the Personal Home page click the Payables, Vision Operations (USA) responsibility.
3. Click the **Entry** link under “**Suppliers**.”
4. Create a new supplier.
5. Specify supplier details:
  - Supplier Type = Standard (Choose default)
  - Organization Name = XXSupplier
  - Country of Origin = United States
  - Search and Select, Country Code = US
  - Apply and Note the Supplier Number.
6. Create a supplier site according to the following details in the **Address Book** link.
  - Country = United States (Default)
  - Address = *You choose*
  - City = New York
  - County = New York
  - State = NY
  - Postal Code = 10020
  - Address Name = XXSupplier\_Site
  - Address Purpose = Select Purchasing and Payment
  - Operating Unit = Vision Operations
7. Return to the Personal Home page.

#### Entering an Invoice

8. Click the **Invoices** link under “**Invoices: Entry**” to open the Invoices Window.
9. Enter an invoice with the following details:
  - Trading Partner = XXSupplier

- Site = Choose the default option, XXSupplier\_Site
  - Invoice Date = System / Current Date
  - Tab to Invoice Num field
  - Invoice Num = 1000
  - Invoice Amount = 10000
  - Close Form without saving.
10. Close all the windows and return to the Navigator page.

**Attempting to Enter an Invoice**

11. Switch responsibility to Payables, Vision Services (USA).  
**Note:** You might have to add this responsibility to your User.
12. Navigate to the Invoices Window.
  - (N) Invoices > Entry > Invoices
13. Trading Partner = XXSupplier
14. Tab out of the supplier field.
15. Note that this is an Invalid Supplier for this operating unit.
16. Close all the windows and return to the Navigator page.

## Solution: Understanding How Multi-Org Secures Application Data (Required)

---

### Creating a Supplier

1. Log in to Oracle Applications.
2. On the Personal Home page click the Payables, Vision Operations (USA) responsibility.



3. Click the Entry link under “Suppliers” to open the Supplier Entry Web page.

The screenshot shows a vertical navigation menu on a light gray background. It includes sections for Netting, Payments, Accounting, and Suppliers, each with a list of sub-options.

- [Netting Batch](#)
- [Netting Agreement](#)
- Payments : Inquiry**
  - [Payments](#)
  - [Payment Overview](#)
  - [Withheld Amounts](#)
- Accounting**
  - [Control Payables Periods](#)
- Accounting : Subledger Accounting**
  - [Accounting Events](#)
  - [Journal Entries](#)
  - [Journal Entry Lines](#)
- Suppliers**
  - [Entry](#)
  - [Inquiry](#)
  - [Supplier Merge](#)

4. (B) Create Supplier
5. Specify supplier details:
  - Supplier Type = Standard (Choose Default)
  - Organization Name = XXSupplier
  - Country of Origin = United States

Suppliers: Suppliers &gt;

**Create Supplier**

\* Indicates required field

[Cancel](#)[Apply](#)

Supplier Type	<b>Standard supplier</b>	<a href="#">▼</a>	
* Organization Name	<input type="text" value="XXSupplier"/>	Country of Origin	<input type="text" value="United States"/>
Alias	<input type="text"/>	Tax Registration Number	<input type="text"/>
Name Pronunciation	<input type="text"/>	Taxpayer ID	<input type="text"/>
D-U-N-S Number	<input type="text"/>		
URL	<input type="text"/> Must include: <a href="http://">http://</a>		
Context Value	<input type="text"/> <a href="#">▼</a>		

[Cancel](#)[Apply](#)[Close Window](#) [Preferences](#) [Diagnostics](#)[About this Page](#) [Privacy Statement](#)

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- Search for Country = United States
- (B) GO
- Select Option, Country Code =US

Search and Select: Country of Origin

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Select	Quick Select	Country Name	Country Code
<input checked="" type="radio"/>	<input type="button" value=""/>	United States	US
<input type="radio"/>	<input type="button" value=""/>	United States Minor Outlying Islands	UM

[About this Page](#)

- (B) Select
- (B) Apply

**Suppliers**

Suppliers: Suppliers >  
Update XXSupplier - 20244: Quick Update

\* Indicates required field

* Supplier Name	<input type="text" value="XXSupplier"/>
Supplier Number	<input type="text" value="20244"/>
Alternate Supplier Name	<input type="text"/>
Registry ID	<input type="text" value="54948"/>
Inactive Date	<input type="text"/>
Alias	<input type="text"/>

- Note the Supplier Number = \_\_\_\_\_
6. Click the Address Book link to create a Supplier site and enter the following details:
- Country = Choose the default option, United States
  - Address = You choose
  - City = New York
  - County = New York

- State = NY
- Postal Code = 10020
- Address Name = XXSupplier\_Site

**ORACLE® Payables**

Home Logout Preferences Help Diagnostics

Suppliers: Suppliers > Update XXSupplier - 20244: Address Book >

**Create Address: Confirm Details**

\* Indicates required field

Supplier Name **XXSupplier** Supplier Number **20244**

**Cancel** **Continue**

<b>Address Details</b>		<b>Contact Details and Purpose</b>	
* Country	United States 	Communication Details	<input type="checkbox"/> Update to all new sites created for this address
* Address Line 1	#3	Phone Area Code	<input type="text"/>
Address Line 2	BG Road	Phone Number	<input type="text"/>
Address Line 3		Fax Area Code	<input type="text"/>
Address Line 4		Fax Number	<input type="text"/>
City	New York	Email Address	<input type="text"/>
County	New York	Address Purpose	<input checked="" type="checkbox"/> Purchasing <input checked="" type="checkbox"/> Payment <input type="checkbox"/> RFQ Only
State	NY		
Province			
Postal Code	10020		
* Address Name	XXSupplier_Site		
Addressee			
Geography Code Override			
Language	<input type="button" value="▼"/>		
Context Value	<input type="button" value="▼"/>		

- (B) Continue
- Select Operating Unit = Vision Operations

<b>Operating Units</b>	
<a href="#">Select All</a>   <a href="#">Select None</a>	
<b>Select Site Name</b>	<b>Operating Unit</b>
<input checked="" type="checkbox"/> XXSupplier_Site	Vision Operations

- (B) Apply **Apply**

**Note:** You get a confirmation stating that the XXSupplier\_Site has been added to the Address Book for XXSupplier.

## Suppliers

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
- Contact Directory
- Business Classification
- Products & Services
- Banking Details
- Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting
  - Purchasing
  - Receiving
  - Payment Details
  - Invoice Management

Confirmation  
XXSupplier\_Site has been added to the Address Book for XXSupplier.

Update XXSupplier - 20244: Address Book

Search

Address Name	<input type="text"/>	Site Name	<input type="text"/>
Address Details	<input type="text"/>		
<input type="button" value="Go"/>	<input type="button" value="Clear"/>		

Create

Details	Name ▲	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
<a href="#">Show</a>	XXSupplier_Site	#3 BG Road New York, NY 10020	United States		Payment, Purchasing	Current			

[+ Inactive Addresses](#)

7. Click the Home link to return to the Personal Home page.

[Home](#) [Logout](#) [Preferences](#) [Diagnostics](#)

### Entering an Invoice

8. On the Personal Home page click the Invoices link under **Invoices: Entry** to open the Invoices Window.

**Navigator**

**Personalize**

[Advanced Planning Administrator](#)

[Alert Manager, Vision Enterprises](#)

[Application Developer](#)

[Approvals Management Administrator](#)

[Approvals Management Business Analyst](#)

[Asset Inquiry, Vision Operations \(USA\)](#)

[Assets, Vision Operations \(USA\)](#)

[Bill Presentment Super User, Vision Operations \(USA\)](#)

[Business Intelligence System, Vision Operations \(USA\)](#)

[CADView-3D Administration](#)

[CADView-3D User](#)

[Cash Management, Vision Operations \(USA\)](#)

[Cash Management, Vision Payroll \(USA\)](#)

[Consolidation Manager](#)

[Contracts Workbench User](#)

[Credit Management Super User](#)

[Credit Scheduler](#)

**Payables, Vision Operations (USA)**

[Funds Available](#)

**Invoices : Entry**

[Invoice Batches](#)

[Invoices](#)

[Quick Invoices](#)

[Expense Reports](#)

[Recurring Invoices](#)

[Open Interface Invoices](#)

**Invoices : Inquiry**

[Invoice Batches](#)

[Invoices](#)

[Quick Invoices](#)

[Invoice Overview](#)

[Withheld Amounts](#)

**Invoice Workbench (Payables, Vision Operations (USA))**

Batch Control Total		Batch Actual Total																																		
<input type="checkbox"/> CM Folder																																				
Operating Unit	Type	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Tax Amount	Description																										
Vision Operation	Standard						USD																													
<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/> <input type="button" value="Find"/> <input type="button" value="Search"/> <input type="button" value="Help"/> <input type="button" value="Cancel"/> <input type="button" value="OK"/>																																				
<input type="button" value="1 General"/>		<input type="button" value="2 Lines"/>		<input type="button" value="3 Holds"/>		<input type="button" value="4 View Payments"/>		<input type="button" value="5 Scheduled Payments"/>		<input type="button" value="6 View Prepayment Applications"/>																										
<b>Summary</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Items</td> <td>Amount Paid</td> </tr> <tr> <td>Retainage</td> <td><input type="text" value="USD 0.00"/></td> </tr> <tr> <td>Prepayments Applied</td> <td></td> </tr> <tr> <td>Withholding</td> <td></td> </tr> <tr> <td>Subtotal</td> <td></td> </tr> <tr> <td>Tax</td> <td></td> </tr> <tr> <td>Freight</td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>			Items	Amount Paid	Retainage	<input type="text" value="USD 0.00"/>	Prepayments Applied		Withholding		Subtotal		Tax		Freight		Miscellaneous		Total		<b>Status</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Status</td> <td>Never Validated</td> </tr> <tr> <td>Accounted</td> <td>Unprocessed</td> </tr> <tr> <td>Approval</td> <td>Not Required</td> </tr> <tr> <td>Holds</td> <td></td> </tr> <tr> <td>Scheduled Payment Holds</td> <td></td> </tr> </table>			Status	Never Validated	Accounted	Unprocessed	Approval	Not Required	Holds		Scheduled Payment Holds		<b>Description</b> <input type="text"/>		
Items	Amount Paid																																			
Retainage	<input type="text" value="USD 0.00"/>																																			
Prepayments Applied																																				
Withholding																																				
Subtotal																																				
Tax																																				
Freight																																				
Miscellaneous																																				
Total																																				
Status	Never Validated																																			
Accounted	Unprocessed																																			
Approval	Not Required																																			
Holds																																				
Scheduled Payment Holds																																				
<input type="button" value="Actions... 1"/> <input type="button" value="Calculate Tax"/> <input type="button" value="Tax Details"/> <input type="button" value="Corrections"/> <input type="button" value="Quick Match"/> <input type="button" value="Match"/> <input type="button" value="All Distributions"/>																																				

## 9. Specify Supplier details.

- Trading Partner = XXSupplier
- Site = Choose the default option, XXSupplier\_Site
- Invoice Date = Enter System / Current Date

- Invoice Num = 1000
- Invoice Amount = 10000

The screenshot shows the Oracle Payables Invoice Workbench interface. At the top, there are two input fields: "Batch Control Total" and "Batch Actual Total". Below them is a "CM Folder" icon. A table displays invoice details:

Operating Unit	Type	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Tax Amount	Description
Vision Operation	Standard	XXSupplier	20244	XXSUPPLIER	25-JUN-2007	1000	USD	10,000.00		

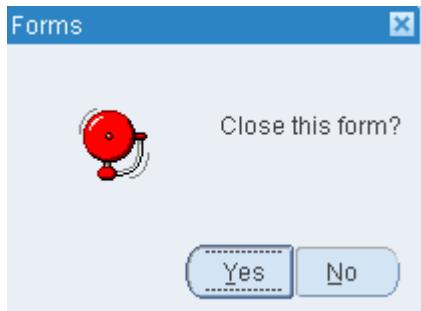
Below the table, tabs are labeled: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, and 6 View Prepayment Applications. The "General" tab is selected.

The "General" tab contains several sections:

- Summary:** Includes fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total.
- Amount Paid:** Shows USD 0.00.
- Status:** Status is set to Never Validated, Unprocessed, Not Required, and Hold.
- Description:** A large text input field.

At the bottom of the screen are several buttons: Actions... 1, Calculate Tax, Tax Details, Corrections, Quick Match, Match, and All Distributions.

- Close the Form without saving.

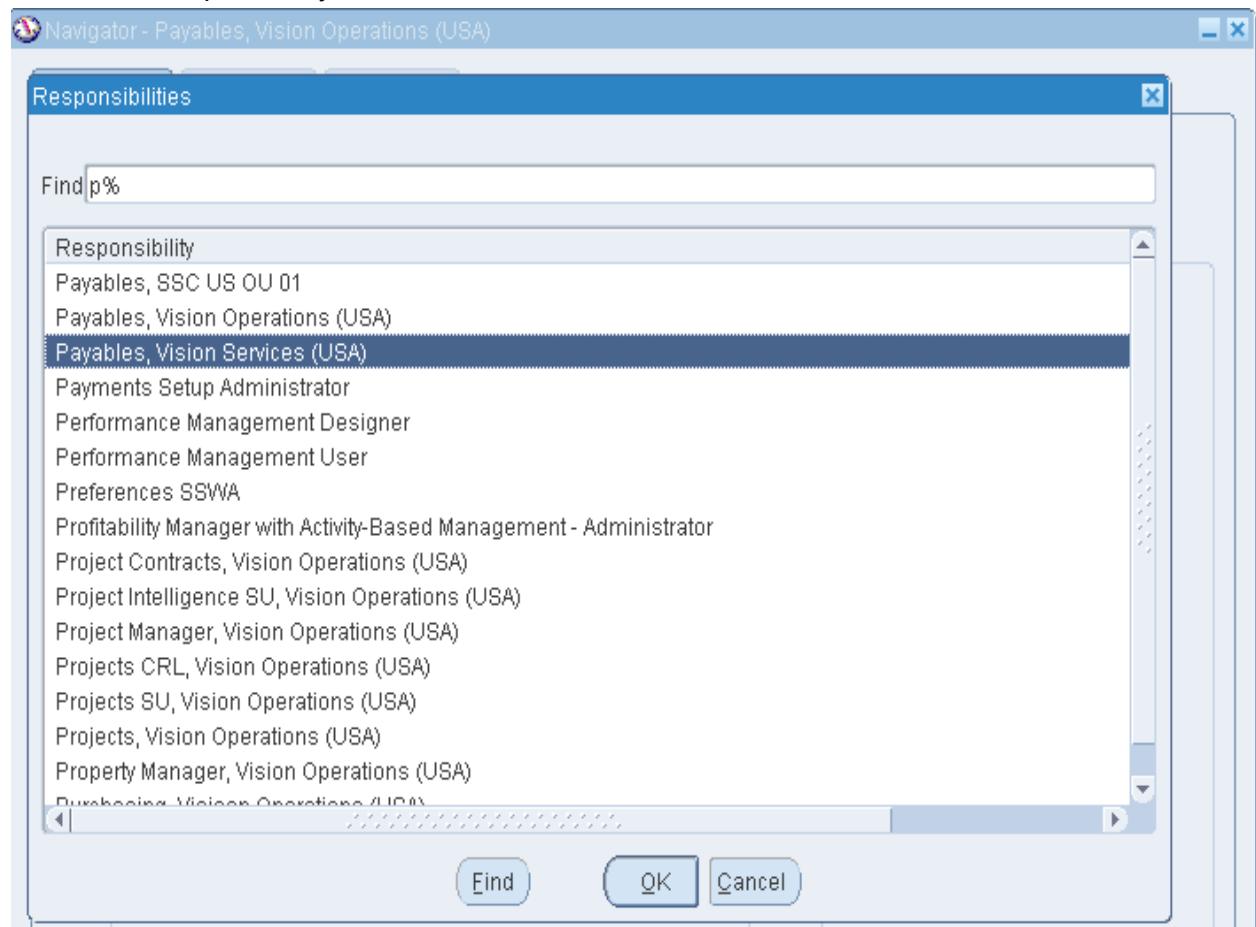


- (B) Yes

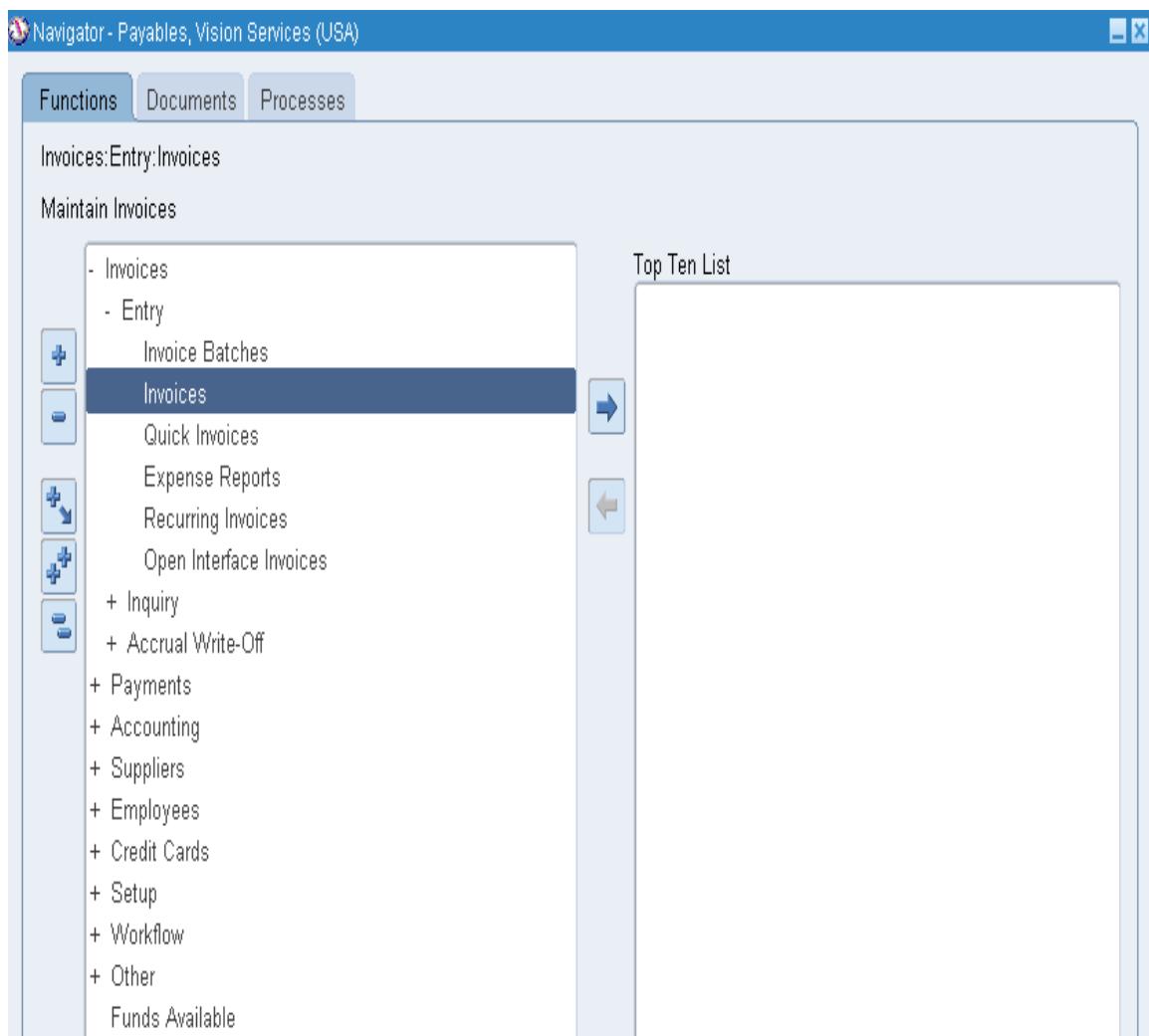
10. Close all the windows and return to the Navigator page.

## Attempting to Enter an Invoice

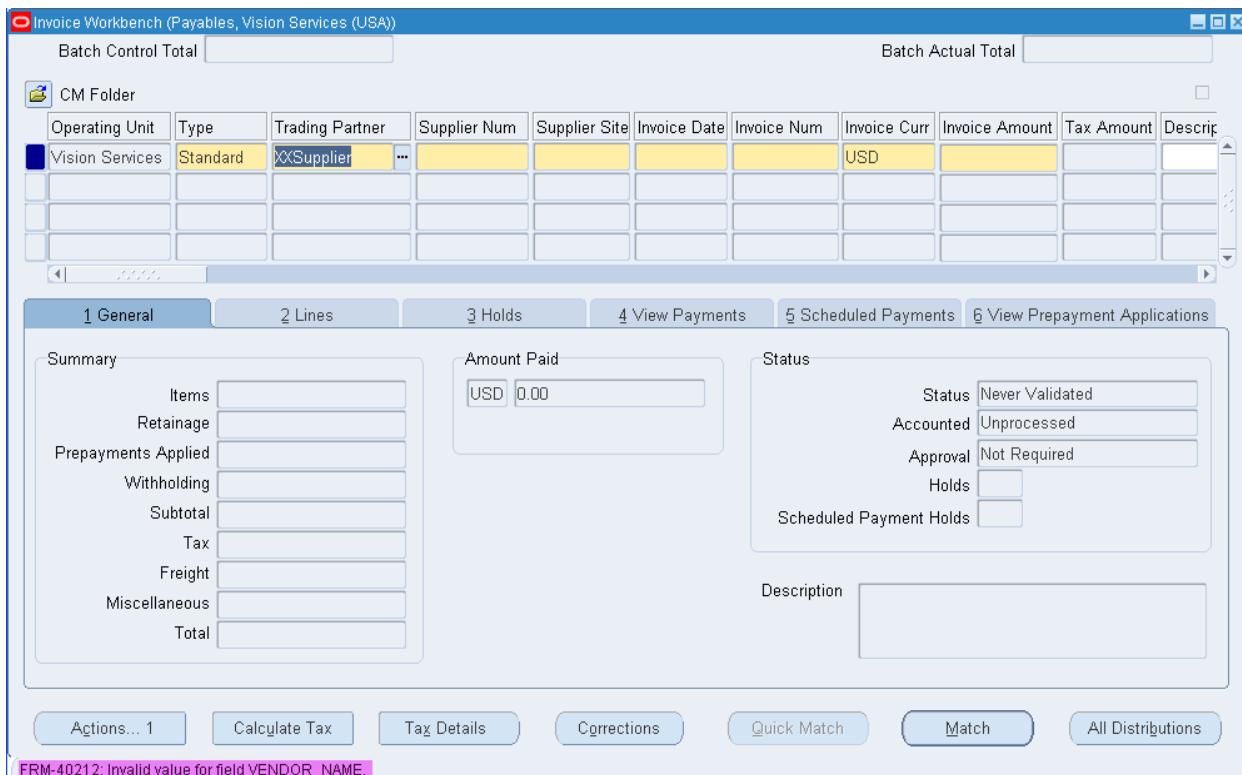
11. Switch responsibility.



12. Select Responsibility = Payables, Vision Services (USA)
13. (B) OK
14. Navigate to the Invoices Window.
  - (N) Invoices > Entry > Invoices



15. Trading Partner = XXSupplier



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**Note:** At the bottom of the window, you see that there are no records available for Trading Partner = XXSupplier.

16. Tab out of the Supplier field.
  17. Note that this is an Invalid Supplier for this operating unit.
  18. Close all the windows and return to the Navigator page.

Thus, it can be seen that Multi Org secures Application Data.

**A Supplier created in one Operating Unit cannot be retrieved in another Operating Unit.**

## Cross Organization Reporting

### Cross Organization Reporting

- Report at multiple levels:
  - Ledger
  - GRE/Legal entity
  - Operating Unit
- Security profile
  - MO: Top Reporting Level
- Enhanced reporting features:
  - Reporting Level
  - Reporting Context

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### Cross Organization Reporting

The MO: Top Reporting Level profile option can be set to control the level of reporting access.

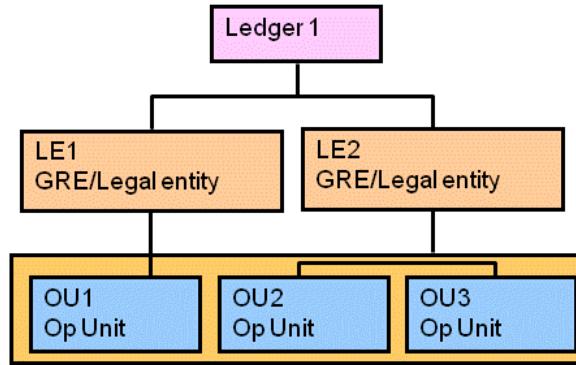
- **Reporting Level:** Users can choose at which level they want to report. The valid options are Ledger, GRE/Legal entity, and Operating Unit.
- **Reporting Context:** Users can choose an entity within the Reporting Level they have selected. Valid options are Ledger names, Legal entity names, or Operating Unit names. Valid options are restricted based on the MO: Top Reporting Level profile option.

**Note:** Only select reports for each subledger are enabled for cross organization reporting. General Ledger Financial Statement Generators (FSGs) are not affected by the setting of this profile option.

## Organization Reporting Options Ledger

### Organization Reporting Options Ledger

- MO: Top Reporting Level is set to GRE/Ledger.
- Reporting Level parameter is set to Ledger.
- Reporting Context parameter is set to Ledger 1.



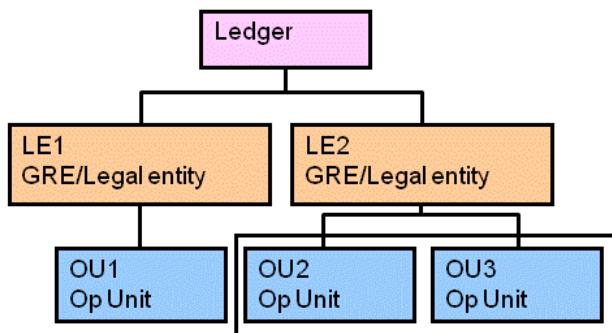
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### Organization Reporting Options: Ledger

If the MO: Top Reporting Level profile option is set to Ledger, you can run your reports at Ledger level, Legal entity level, or operating unit level. Because the MO: Top Reporting Level is set to Ledger for the OU1 responsibility, users will be only able to select a reporting level of Ledger, GRE/Legal entity, or Operating Unit. In this example, the user will be able to see a consolidated subledger report of all operating unit activities that roll up to Ledger 1.

## Organization Reporting Options Legal Entity

### Organization Reporting Options Legal Entity



- MO: Top Reporting Level is set to GRE/Legal entity.
- Reporting Level parameter is set to GRE/Legal entity.
- Reporting Context parameter is set to LE2.

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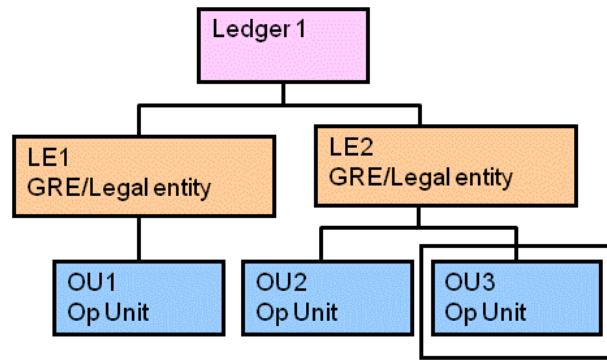
### Organization Reporting Options: Legal Entity

If the MO: Top Reporting Level profile option is set to GRE/Legal entity, you can run your reports at the GRE/Legal entity level or operating unit level. Because the MO: Top Reporting Level is set to GRE/Legal entity for the OU2 responsibility, users will be only able to select a reporting level of GRE/Legal entity or Operating Unit. In this example, the user will be able to see a consolidated subledger report of all operating unit activities that roll up to LE2.

## Organization Reporting Options Operating Unit

### Organization Reporting Options Operating Unit

- MO: Top Reporting Level is set to Operating Unit.
- Reporting Level parameter is set to Operating Unit.
- Reporting Context parameter is set to OU3.



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### Organization Reporting Options: Operating Unit

If the MO: Top Reporting Level profile option is set to Operating Unit, you can run your reports at the operating unit level only. You are only allowed to view data in the operating unit assigned to your responsibility. In this example, the user will be able to see a consolidated subledger report of all operating unit activities for OU3.

## Cross Organization Reporting: Key Benefits

### Cross Organization Reporting: Key Benefits

- Ability to report across operating units for many reports
- Simple reporting security setup
- Financial reporting across business groups
- Multi-Org reporting API for custom reports

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## Organization Naming Considerations

### Organization Naming Considerations

Ledgers

Inventory Organization

Organization

Ledger\_

IO\_

GM\_  
VO\_

COB\_

ROB\_

BG\_

HR\_

LE\_

OU\_

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### Organization Naming Considerations

Multi-Org naming conventions should be used to identify the Oracle organizations classification (for example, Ledger, Operating Unit, Inventory Organization) and its unique characteristics like country or currency, location name, and usage.

The following are general guidelines for creating organization names:

Ledgers, where:

- **Ledger\_**: An operational book that obtains journal entries directly from a subledger system (for example, accounts payable, inventory)
- **COB\_**: A consolidation Ledger
- **ROB\_**: A reporting Ledger when using the Multiple Reporting Currencies (MRC) feature
- **BG\_**: A Business Group
- **HR\_**: A Human Resources Organization
- **LE\_**: A GRE/Legal entity
- **OU\_**: An Operating Unit

Inventory Organizations, where:

- **IO\_**: An Inventory Organization intended to be a subledger in Oracle Applications or a planning entity. This organization will contain either inventory transactions or Master Demand Schedule entries, or both.
- **GM\_**: The Global Item Master. If more than one Item Master is used (which is not advised) then follow with a currency designation (for example, USD).
- **VO\_**: An Inventory Organization used only for validation purposes (for example, for maintaining value-added tax rates by item) and is not an Inventory subledger. It will never contain inventory transactions.
- **PO\_**: Used for planning purposes only with no transactions. For example, a Distribution Requirement Planning (DRP) schedule, with planning processes, and related setups for particular product lines crossing many plants and distribution centers, could be established and controlled from this Organization.

Country Codes, Locations, Business Names, Functions and (corporate) Proper Names are used in the Organization naming conventions to distinguish the actual site location and country ownership. For example:

- **Country Codes:** Are abbreviations used to identify the Organization's country of registration and residence. They usually have three characters followed by a sequentially numbered digit for the country. For example: USA1, USA2.
- **Locations:** Are the City and State or Province address of the Organization. They are delineated by an “\_” between the City and State and sometimes abbreviated to fit into the 30-character suggested Name length, for example, DALLAS\_TX.
- **Example:** Ledger\_USA1\_ABC; OU\_USA1\_MILWAUKEE\_ABCCORP

## Define Multi-Org Access Control (MOAC)

### Define Multi-Org Access Control (MOAC)

User access to multiple operating units is called Multi-Org Access Control. The primary topics of discussion for MOAC are:

- New and changed features that support various functionalities
- Benefits
- Setup and process
- Dependencies and interactions

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### Define Multi-Org Access Control (MOAC)

User access to multiple operating units is called Multi-Org Access Control (MOAC). Multi-Org Access Control allows companies that operate shared service centers or those that have centralized their accounting and administration functions to process business transactions more efficiently. For example, say you operate in multiple countries and your headquarters provides some or all accounting services to the other subsidiaries. You may not have implemented a formal shared service center, but you can still reap the benefits from Multi-Org Access Control. MOAC allows companies to gain processing efficiencies because users can more easily access, process, and report on data across multiple operating units from a single responsibility without compromising data security or system performance.

## New and Changed Features of MOAC

### New and Changed Features of MOAC

- Access one or more operating units using single responsibility.
- Enhanced reporting capability using:
  - Reporting level parameter
  - Reporting context

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## New and Changed Features of MOAC

MOAC is basically the ability to access multiple operating units from a single application responsibility. Multi-Org preferences allows the user to control and limit the number of operating units they have access to based on their work environment. Cross organization reporting has been enhanced to be more in-line with the new MOAC. Users can run reports enabled for cross organization reporting, via their security profile, to summarize data for all operating units rolling up to a specific GRE/Legal entity or ledger.

### Access One or More Operating Units Using Single Responsibility

You can assign operating units to a security profile and then assign the security profile to responsibilities or users. If multiple operating units are assigned to the security profile, then a user can access data for multiple operating units from a single responsibility.

Enhanced Reporting Capability Using:

- **Reporting level parameter:** Allows users to choose the level at which they want to report the valid options, which are Ledger, GRE/Legal entity and Operating Unit. If the user selects Ledger as the reporting level, then the report displays data for the operating units assigned to the ledger accessible by the user. If the user chooses Operating Unit, selectable operating units depend on the operating units assigned to the MO: Operating

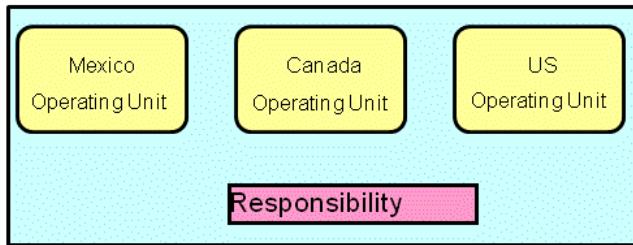
Unit or the MO: Security Profile profile option. If the MO: Security Profile profile option is set, the MO: Operating Unit profile option is ignored.

- **Reporting context:** Allows users to select an entity within the selected reporting level. Valid options are ledger names, or operating unit names, depending on the reporting level value.

## Benefits of MOAC

### Benefits of MOAC

Using MOAC, a user can perform tasks for multiple operating units (OU) without changing their responsibilities.



Tasks users can perform using MOAC in multiple OUs:

- Enter Payables Invoices
- View Consolidated Requisitions
- Perform Collections
- Process Receiving and Drop Shipments
- Customer Data Management
- Accounting Setup

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### Benefits of MOAC

In Oracle Applications 11*i*, if you had three operating units in the shared services center you were managing, such as a Mexico Operating Unit, a Canada Operating Unit, and a United States operating unit, you needed to define three different responsibilities. If a user processes Payables Invoices across all three operating units, he/she would have three separate responsibilities, one for each operating unit. In order to process invoices for the various operating units, your user would have to switch responsibilities any time he/she wished to process an invoice for another operating unit, thus decreasing their efficiency.

In Oracle Applications Release 12, you can create a security profile and assign multiple operating units to the profile. In the example mentioned here, assign all three operating units to a security profile and associate the security profile to a responsibility using the MO: Security Profile option. For example, you could assign the security profile to the USA Payables responsibility to allow that responsibility to process invoices across all three operating units.

Processing Payables Invoices is just one example. With Multi-Org Access Control, you can efficiently perform other processes, such as processing receivables invoices, viewing Consolidated Requisitions, performing Collections using Advanced Collections, and process Receiving and Drop Shipments.

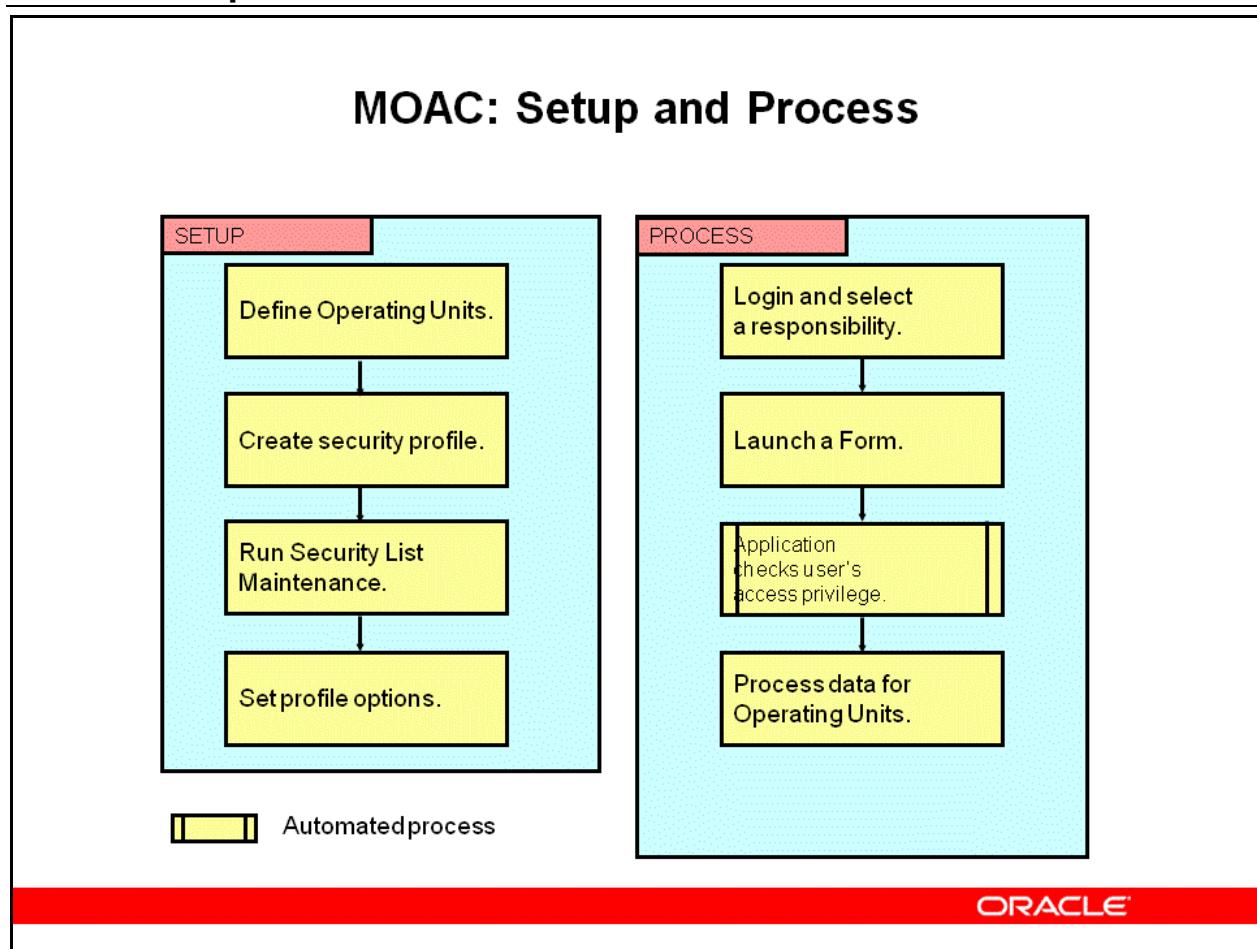
A single application responsibility can now access multiple operating units. Companies that have implemented a Shared Services operating model can:

- Increase operational efficiency and effectiveness
- Process data across multiple OUs from a single responsibility
- Process transactions more efficiently for companies that have centralized business functions or operate Shared Service Centers
- Obtain better information for decision-making
- Obtain a global consolidated view of information
- View information, such as supplier sites and customer sites across multiple OUs
- Reduce costs
- Speed up data entry
- Reduce setup and maintenance of many responsibilities

In Oracle Applications11*i*, an operating unit is associated with a responsibility, therefore when a user had to enter and/or process data for multiple operating units, he/she had to switch responsibilities to access the appropriate operating unit. For example, if you had a centralized payment processing center where a single user processed payment for multiple operating units, he/she would have to switch responsibilities every time he/she wanted to process payments for a different operating unit.

Now in Oracle Applications Release 12, MOAC enables companies that have implemented a Shared Services operating model to efficiently process business transactions by allowing users to access, process, and report on data for an unlimited number of operating units within a single applications responsibility. This increases the productivity of Shared Service Centers, as users no longer have to switch application responsibilities when processing transactions for multiple operating units. Data security and access privileges are still maintained using security profiles, which now support multiple operating units.

## MOAC: Setup and Process



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# Multi-Org Access Control: Setup and Process

In Release 12, when you define your security profile in HR using the Security profile form or the Global Security profile form, assign all operating units needed for a responsibility's access. Then, run the Run Security List Maintenance concurrent request from HR, which will make the security profile available for assignment to a responsibility via the MO: Security Profile profile option.

In terms of processing, things operate basically the same way as in 11*i*. Each product team has implemented MOAC to best suit their business process flows. For example, in AP, there's a new operating unit field on their Invoice Workbench. The OU list of values will read from the Security Profile assigned to the responsibility to determine which OUs should be displayed in the LOV. In general, when a user logs in to a responsibility and opens an application, the application will determine which operating units can be accessed and used for processing. The user can then view or process transactions for multiple operating units.

## Guided Demonstration - Multi-Org Access Control (MOAC) Setup, Defining Security Profile, Running System List Maintenance (Opt)

---

1. Log in to Oracle Applications.
  - User = OPERATIONS
  - Password = welcome
2. Responsibility = Human Resources, Vision Enterprises
 

**Note:** Operating Units can be created by using the Accounting Setup Manager or by using the HRMS responsibility.

Here, we use the HRMS responsibility to create Operating Units.

In the course on General Ledger course, the other method to create Operating Units will be discussed.

### Creating Operating Units

3. Navigate to the Define Organization Window.
  - (N) Work Structures > Organization > Description
  - (B) New
  - Enter the following Information:
    - a. Name = XX\_OU1
    - b. Type = Business Unit (Select from LOV)
    - c. From = 01-JAN-2007 (Say)
    - d. Location = New York City (Select from LOV)
  - Click Save
 

**Note:** Until the record is saved, you cannot enter further information. You will get an error message stating “**you must save your work before you can continue.**”

In the Organization Classifications region, enter the following:

- Name = Operating Unit (Select from LOV)
- (B) OK
- Select the Enabled check box.
- Save
- (B) Others
 

**Note:** Place the cursor in the field and click the Operating Unit information tab to open the Additional Organization Information Window.
- Select Operating Unit Information from the LOV (This information is mandatory for associating the Operating Unit.)
- Enter the following information:
  - Primary Ledger = Vision Operations
  - Default Legal Context = Vision Operations
  - Operating Unit Short Code = XX\_OU1
  - (B) OK
  - (B) OK
  - (B) Yes (to save the above entered information).

Similarly, create one more Operating Unit (XX\_OU2) using the above procedure, using the same details as above.

- Enter the following Information:
  - a. Name = XX\_OU2
  - b. Type = Business Unit (Select from LOV)
  - c. From = 01-JAN-2007 (Say)
  - d. Location = New York City (Select from LOV)
- Save

**Note:** Until the record is saved, you cannot enter further information. You will get an error message stating “**you must save your work before you can continue.**”

In the Organization Classifications region, enter the following:

- Name = Operating Unit (Select from LOV)
- (B) OK
- Select the Enabled check box
- Save
- (B) Others

**Note:** Place the cursor in the field and click the Operating Unit information tab to open the Additional Organization Information Window.
- Select Operating Unit Information from the LOV (This information is mandatory for associating the Operating Unit.)
- Enter the following information:
  - Primary Ledger = AU Vision
  - Default Legal Context = Vision Australia
  - Operating Unit Short Code = XX\_OU2
  - (B) OK
  - (B) OK
  - (B) Yes (to save the above entered information).
- Close all the windows and return to the Navigator page.

## Creating Global Security Profile

- Navigate to the Global Security Profile Window.
- (N) Security > Global Profile
- Enter the following Information:
  - a. Name = XX\_Global Security Profile
  - b. Select the default “All” check box for the View Employee, View Applicants, and other fields.
  - c. Security Type = Secure organizations by organization hierarchy and/or organization list (Select from LOV/ drop-down list.)
  - d. Classification = Operating Unit (Select from LOV)
  - e. Organization Name = XX\_OU1
  - f. Include (Select the default option)
- In the next line, associate XX\_OU2
- Save

**Note:** You can associate as many Operating Units as you want though each of these operating units may belong to different Business Groups.

## Running Security List Maintenance

- Navigate to the Submit Request Window.
- (N) Processes and Reports > Submit Processes and Report
- Select the Single Request default option.
- (B) OK
- In the Single Request Window, enter the following information:
  - a. Name = Security List Maintenance (Select from LOV)
- In the Parameters Window, enter following information:
  - a. Generate Lists for = One Named Security Profile (Select from LOV)
  - b. Security Profile = XX\_Global\_Security\_Profile
- (B) OK
- (B) Submit
- Note the Request ID = \_\_\_\_\_
- In the Decision dialog box, (B) No
- View the above Request ID using (N) Processes and Reports > View Requests
- (B) Find
- Find the data for the above Request ID

**Note:** The request will be Completed / Normal.

No Output will be generated.

## Practice - Covering Tasks for Multiple Operating Units Without Changing Responsibilities (Optional)

---

### Overview

In this practice, you will try to create Invoices in Payables without changing responsibilities in two different operating units.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or comparable training, or test instance at your site on which to complete this practice.

### Tasks

#### Defining a Menu

1. Responsibility: System Administrator
2. Navigate to the Menus window:
  - (N) Application > Menu
3. Define a Menu:
  - Menu: XX\_New\_Menu
  - User Menu Name: XX\_New\_Menu
  - Enter the following in the table:

Seq	Prompt	Menu
1	Payables	AP_NAVIGATE_GUI12
2	Receivables	AR_NAVIGATE_GUI

- Save to compile the menu.

4. Find request:
  - (M) View > Requests
  - (B) Find

#### Defining a Responsibility

5. Navigate to the Responsibilities window:
  - (N) Security > Responsibility > Define
6. Define a Responsibility:
  - Responsibility Name: XX\_New\_Payables\_Responsibility
  - Application: Payables
  - Responsibility Key: XX\_NEW\_PAYABLES\_RESPONSIBILITY\_KEY
  - Available From: Oracle Applications
  - Effective Date From: System/Current Date
  - Data Group Block
    - Name: Standard

- Application: Payables
- Menu: XX\_New\_Menu
- Request Group Block
  - Name: All Reports
  - Application: Payables

7. Save.

### **Defining a Security Profile**

8. Responsibility: Human Resources, Vision Enterprises
9. Navigate to the Global Security Profile window:

- (N) Security > Global Profile
- Name: XX\_Global\_Security\_Profile

Choose the default All for:

- View Employees
- View Contingent Workers
- View Applicants
- View Contacts
- View Candidates

10. (T) Organization Security

- Security Type: Secure Organizations by organization hierarchy  
and/or organization list

11. Enter the following information:

Classification	Organization Name	Include/Exclude
Operating Unit	Vision Operations	Include
Operating Unit	Vision Services	Include

12. Save.

### **Running Security List Maintenance Report**

13. Navigate to the Submit a New Request window
  - (N) Processes and Reports > Submit Processes and Reports
14. Submit the Security List Maintenance report for All Global Security Profiles.
  - Name: Security List Maintenance
  - Parameters window:
    - Generate Lists for: One Named Security Profile
    - Security Profile: XX\_Global\_Security\_Profile
15. Monitor the request until it has completed.

## Assigning Security Profile to Responsibility

16. Switch the responsibility to System Administrator.
17. Navigate to the Find System Profile Value window:
  - (N) Profile > System
18. Enter the following information:
  - Select Responsibility Box.
  - XX\_New\_Payables\_Responsibility
  - Profile: MO%
19. (B) Find
20. In the XX\_New\_Payables\_Responsibility column, enter the following information:
  - MO: Default Operating Unit: Vision Operations
  - MO: Security Profile: XX\_Global\_Security\_Profile
21. Save.

## Assign Responsibility to User

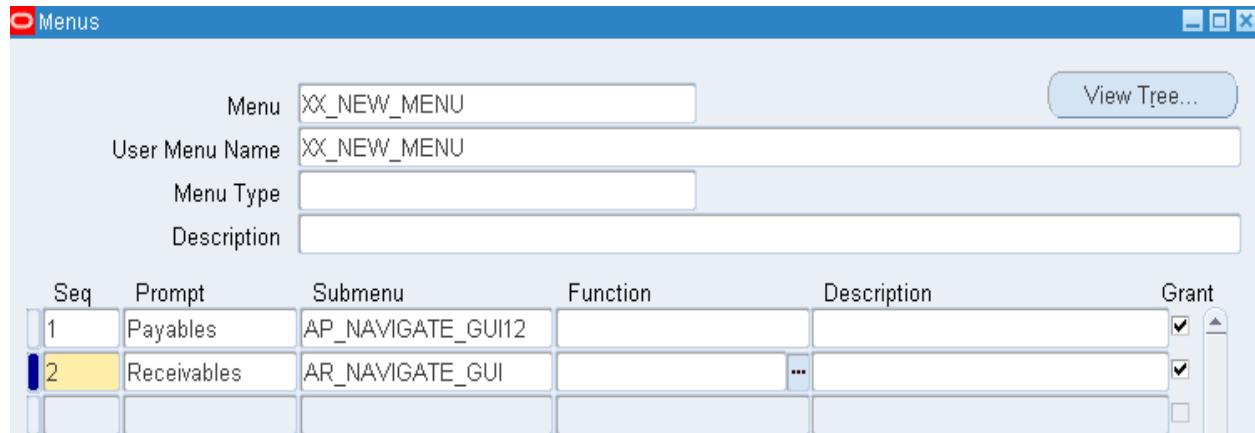
22. Navigate to the Users window.
23. (N) Security >User > Define
  - Find user: EBSTUDENT
  - Find and attach XX\_New\_Payables\_Responsibility
24. Save.
25. Switch Responsibility to XX\_New\_Payables\_Responsibility.
26. Navigate to the Invoice Workbench window.
27. Find Operating Unit: Vision Operations, Vision Services, Vision Corporation (UK)
28. Close the form without saving.

## Solution: Covering Tasks for Multiple Operating Units Without Changing Responsibilities (Optional)

### Defining a Menu

1. Responsibility: System Administrator
2. Navigate to the Menu window:
  - (N) Application > Menu
3. Define a Menu:
  - Menu: XX\_New\_Menu
  - User Menu Name: XX\_New\_Menu
  - Enter the following in the table:

Seq	Prompt	Menu
1	Payables	AP_NAVIGATE_GUI12
2	Receivables	AR_NAVIGATE_GUI



- Save.

**Note:** A Note is displayed informing that a request has been submitted to compile the menus. Click (B) OK.



- (B) OK

4. View Requests:
  - (M) View > Requests

**O Find Requests**

- My Completed Requests
- My Requests In Progress
- All My Requests
- Specific Requests

Request ID	<input type="text"/>
Name	<input type="text"/>
Date Submitted	<input type="text"/>
Date Completed	<input type="text"/>
Status	<input type="button" value="▼"/>
Phase	<input type="button" value="▼"/>
Requestor	<input type="text"/>

Include Request Set Stages in Query  
**Order By**   
 Select the Number of Days to View:

- (B) Find

**O Requests**

<input type="button" value="Refresh Data"/>	<input type="button" value="Find Requests"/>	<input type="button" value="Submit a New Request..."/>		
Request ID	Parent	Phase	Status	Parameters
4971758	Compile Security	Running	Normal	N

- Monitor the request until it has completed.

**O Requests**

<input type="button" value="Refresh Data"/>	<input type="button" value="Find Requests"/>	<input type="button" value="Submit a New Request..."/>		
Request ID	Parent	Phase	Status	Parameters
4964769	Compile Security	Completed	Normal	N

## Defining a Responsibility

### 5. Navigate to the Responsibilities window:

- (N) Security > Responsibility > Define

6. Define a Responsibility:

- Responsibility Name: XX\_New\_Payables\_Responsibility
  - Application: Payables (Select from the LOV.)
  - Responsibility Key: XX\_PAYABLES\_RESPONSIBILITY\_KEY
  - Available From: Oracle Applications
  - Effective Date From: System/Current Date
- Data Group Block
- Name: Standard (Select from the LOV.)
  - Application: Payables

7. Save.

Type	Name	Description

### Defining a Security Profile

8. Responsibility: Human Resources, Vision Enterprises

9. Navigate to the Global Security Profile window:

- (N) Security > Global Profile

10. Enter the following information:

- Name: XX\_Global\_Security\_Profile
- Choose the default “All” for the following fields:
  - View Employees
  - View Contingent Workers
  - View Applicants

- View Contacts
- View Candidates
  
- (T) Organization Security
  - Security Type: Secure organizations by organization hierarchy and/or organization (Select from the LOV.)
  - Select/enter the following information:

Classification	Organization Name	Include / Exclude
Operating Unit	Vision Operations	Include
Operating Unit	Vision Services	Include

**Global Security Profile**

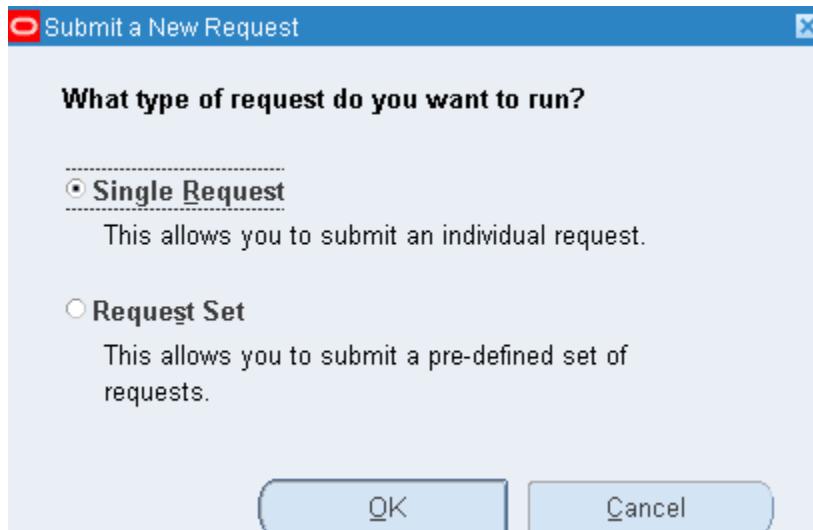
Name	XX_Global_Security_Profile		
View Employees	All		
View Contingent Workers	All		
View Applicants	All		
View Contacts	All		
View Candidates	All		
<input type="checkbox"/> View All Records <input type="checkbox"/> Allow Granted Users <input type="checkbox"/> Restrict on Individual Assignments			
<input checked="" type="radio"/> Organization Security <input type="radio"/> Supervisor Security <input type="radio"/> Miscellaneous Security <input type="radio"/> Custom Security <input type="radio"/> Static Lists			
Security Type	Secure organizations by organization hierarchy and/or organization list		
Organization Hierarchy			
<input checked="" type="radio"/> Specify Top Organization: <input type="text"/> <input type="radio"/> Use the Organization on the User's Assignment(s) as the Top Organization			
<input type="checkbox"/> Include Top Organization <input type="checkbox"/> Exclude Business Groups			
Classification	Organization Name	Include	Exclude
Operating Unit	Vision Operations	<input checked="" type="radio"/>	<input type="radio"/>
Operating Unit	Vision Services	<input type="radio"/>	<input checked="" type="radio"/>

11. Save.

### Running Security List Maintenance Report

12. Navigate to the Submit a New Request window:

- (N) Processes and Reports > Submit Processes and Reports



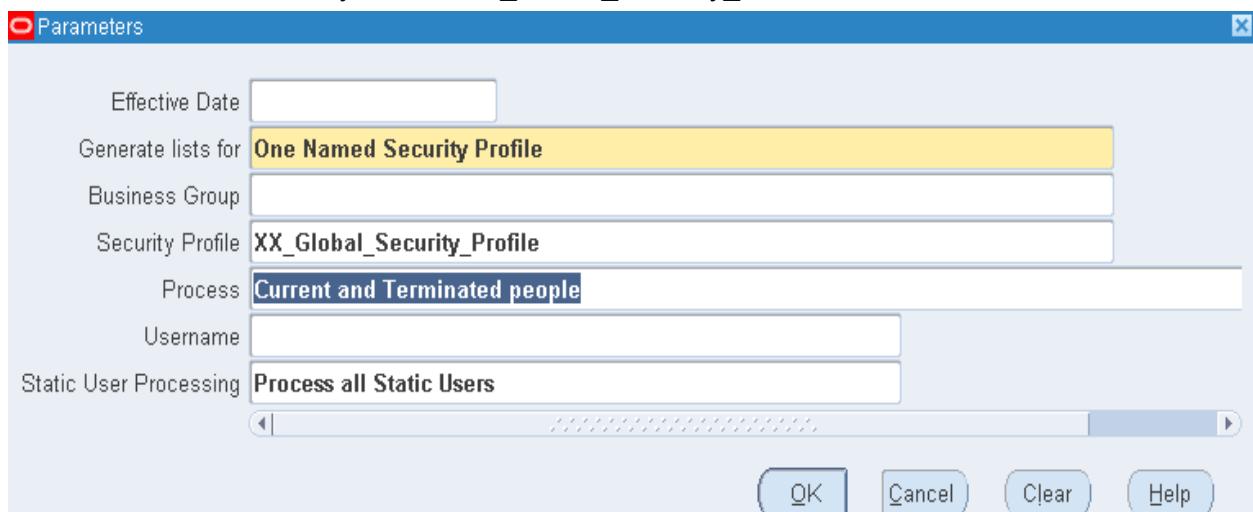
- Choose the default Single Request.
- (B) OK

### 13. Enter the information:

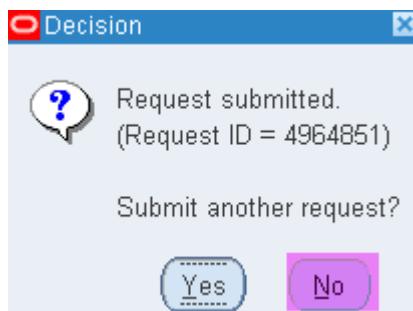
- Name: Security List Maintenance (Select from the LOV.)



- Enter the following information in the Parameters window:
  - o Generate Lists for: One Named Security Profile (Select from LOV.)
  - o Security Profile: XX\_Global\_Security\_Profile



- (B) OK
- (B) Submit



- (B) No

14. Monitor the request until it has completed:

- (M) View > Requests
- (B) Find

**O Find Requests**

My Completed Requests  
 My Requests In Progress  
 All My Requests  
 Specific Requests

Request ID	<input type="text"/>
Name	<input type="text"/>
Date Submitted	<input type="text"/>
Date Completed	<input type="text"/>
Status	<input type="text"/>
Phase	<input type="text"/>
Requestor	<input type="text"/>

Include Request Set Stages in Query  
 Order By **Request ID**   
 Select the Number of Days to View:

**O Requests**

<input type="button" value="Refresh Data"/>		<input type="button" value="Find Requests"/>		<input type="button" value="Submit a New Request..."/>		
Request ID	Parent	Name	Phase	Status	Parameters	
4964851		Security List Maintenance	Completed	Normal	, SINGLE_PROF, , 29372, ALL	

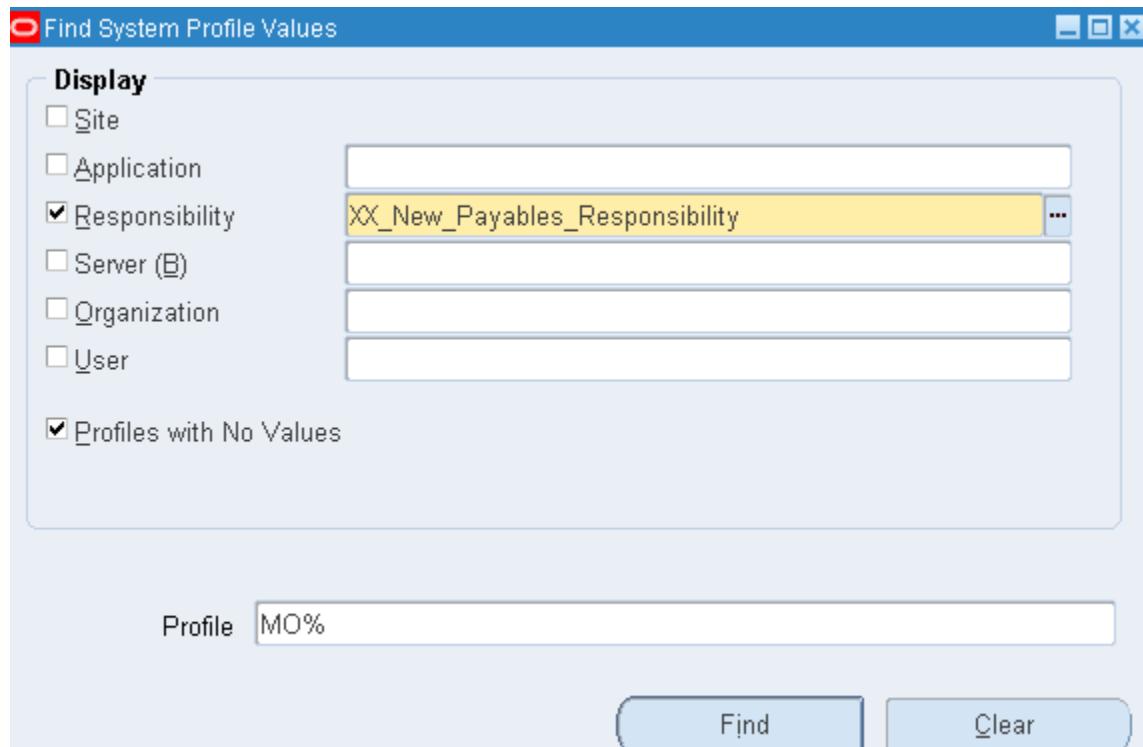
- Close the Requests window.

## Assigning Security Profile to Responsibility

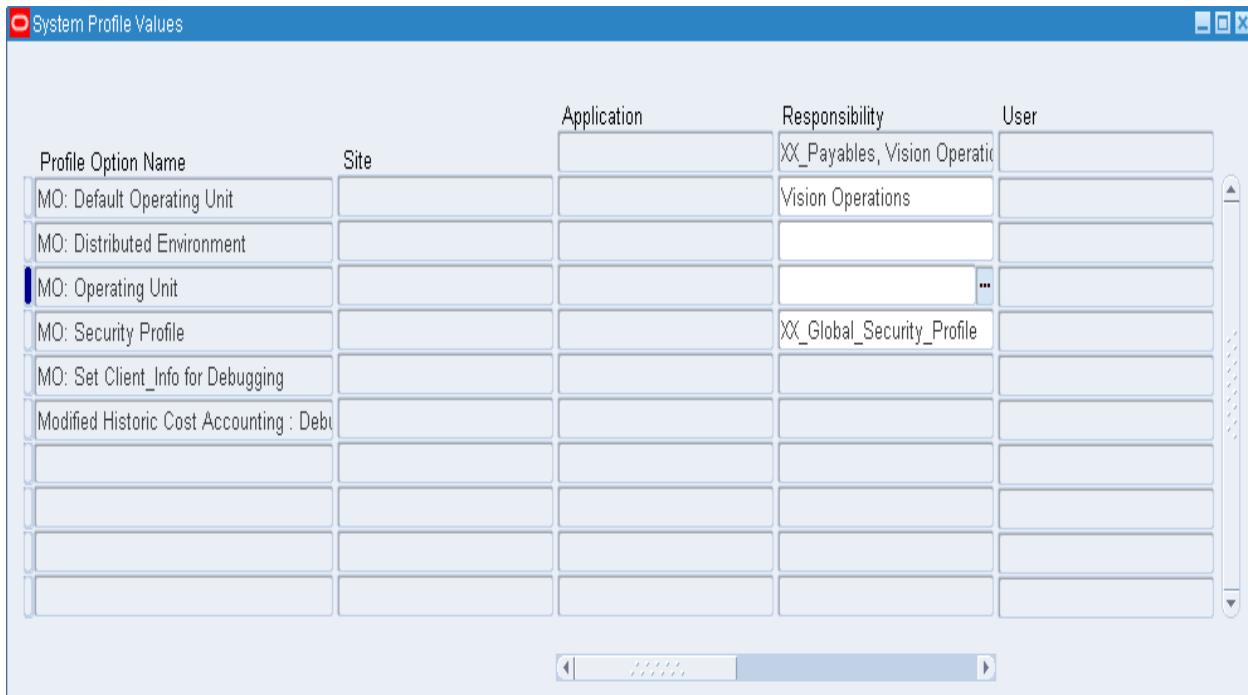
15. Switch Responsibility to System Administrator.
16. Navigate to the Find System Profile Value window:

  - (N) Profile > System

17. Enter the following information:
  - Deselect the Site check box.
  - Select the Responsibility check box.
  - Responsibility: XX\_New\_Payables\_Responsibility
  - Profile: MO%



- (B) Find
18. Enter/select the following information:
    - o MO: Default Operating Unit: Vision Operations
    - o MO: Security Profile: XX\_Global\_Security\_Profile
  19. Save.



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## Assigning Responsibility to User

20. Navigate to the Users window:

- (N) Security > User > Define
  - Find User: XXEBSTUDENT
  - Responsibility: XX\_New\_Payables\_Responsibility

User Name	XXEBSTUDENT	Person	Samuels, XX_James		
Password		Customer			
Description		Supplier			
<b>Password Expiration</b>		E-Mail	JSAMUELS		
<input type="radio"/> Days <input type="radio"/> Accesses <input checked="" type="radio"/> None		Fax			
		Effective Dates			
		From	27-JUN-2007		
		To			
<a href="#">Direct Responsibilities</a>		<a href="#">Indirect Responsibilities</a>			
<a href="#">Securing Attributes</a>					
Responsibility	Application	Description	Security Group	Effective Dates	
System Administrator	System Administration		Standard	From	To
XX_New_Payables_Response	Payables		Standard	09-JUL-2007	
XXAssistant System Adminis	System Administration		Standard	02-JUL-2007	02-JUL-2007
General Ledger, Vision Oper	General Ledger		Standard	27-JUN-2007	
Payables, Vision Operations	Payables		Standard	27-JUN-2007	

21. Save.
22. Switch Responsibility to XX\_New\_Payables\_Responsibility.
23. Open Payables.
24. Navigate to the Invoice Workbench window:
  - (N) Invoices > Entry > Invoices
25. Find Operating Unit: Vision Operations, Vision Services, Vision Corporation (UK).  
**Note:** You can find all the Operating Units (OU) that were associated with the Global Security Profile, and you can enter Invoices in one OU, and pay through the other without switching responsibilities.
26. Close the form without saving.

## Accounting Setup Manager (ASM)

**Accounting Setup Manager (ASM)**

**Accounting Setup Steps**

- Create Accounting Structure
- Define Accounting Options
- Complete Accounting Setup

**Legal Entities**

**Add Legal Entity**

Legal Entity	Country	Legal Entity Identifier	Balancing Segment Value
Northlake Store	US	USSYS11000	75

**Primary Ledger: Vision Operations (USA)**

Setup Step	Description
Vision Operations (USA)	Define and update the journal processing options for your ledger.
*Reporting Currencies	Create reporting currencies and update currency conversion and journal processing options.
Balancing Segment Value Assignments	Assign balancing segment values to the ledger.
Subledger Accounting Options	Define rules to generate your accounting entries from subledger transactions.
Operating Units	Define and maintain operating units for your primary ledger.
Intercompany Accounts	Define intercompany accounts to account for transactions across legal entities.

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### Accounting Setup Manager (ASM): Centralized Setup

You create a Ledger using the Accounting Setup Manager in General Ledger. You define all other types of organizations using the Organizations window.

#### Define Legal Entities

This allows you to define Legal Entities and associate country-specific rules.

#### Assign/View Legal Entities

This allows you to assign Legal Entities defined in other applications such as HRMS, Inventory, Purchasing.

#### Define Ledger (Set of Books): Associate Four Cs

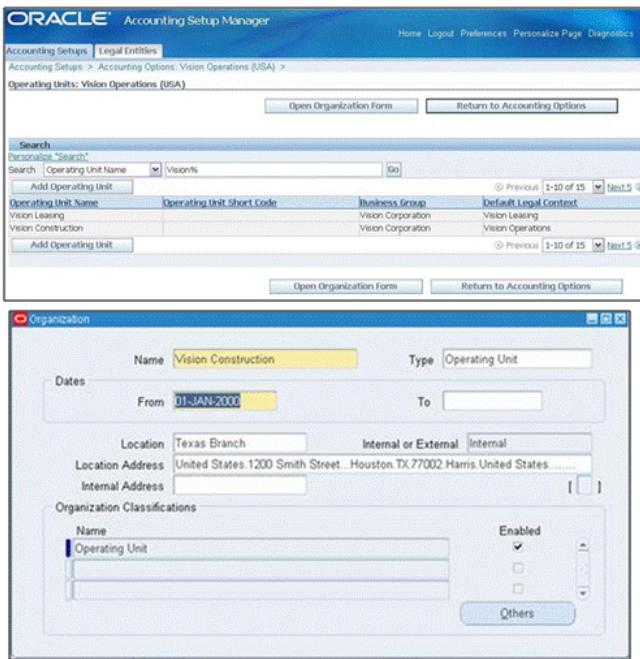
This allows you to define multiple Ledgers for accounting rules for E-Business Suite (EBS) applications like Accounts Payables (AP), Accounts Receivables (AR), include currencies like US dollar, pound sterling, Canadian dollar, and associate country-specific rules for USA, UK, Canada, and so on.

## Define Operating Unit [(OU)]

This allows you to define or assign any number of Operating Units for a specific GRE/Legal entity.

## MOAC Setup: Create an Operating Unit

### MOAC Setup: Create an Operating Unit



Financials Accounting  
Setup Manager

(Or)

HRMS Organization  
Form

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## MOAC Setup: Create an Operating Unit

### Navigation

- Responsibility = General Ledger, Vision Operations (USA)  
(N) Setup > Financials > Accounting Setup Manager
- Responsibility = Human Resources , Vision Enterprises  
(N) Work Structures > Organization > Description

You can define your operating units in two places. You can continue to define them in the Oracle HRMS Organization Form or in the New Account Setup Manager in General Ledger. The Accounting Setup Manager streamlines the setup and implementation of Oracle Financial Applications by centralizing the setup and maintenance of common financial components, such as legal entities, operating units, and ledgers. So, here when you create an accounting setup, assign a Legal entity, and create the ledgers that will perform the accounting for that Legal entity, you can also define and assign the relevant operating units. By leveraging Accounting Setup Manager to define your OUs, you can streamline your setup. The small change in R12 is that instead of attaching an OU to a LE, you assign it to a default legal context. If operating units are assigned to a Ledger, they will be associated to a primary ledger in an accounting setup. You will be able to view all operating units assigned to an upgraded primary ledger using Accounting Setup Manager.

## Dependencies and Interactions of MOAC

### Dependencies and Interactions of MOAC

- Oracle HRMS:
  - Define operating units.
  - Set up Multi-Org Security Profiles.
- Accounting Setup Manager:
  - Define operating units.
  - View all operating units assigned to the primary ledger.
- Oracle E-Business Suite products that use Operating Units:
  - Process data across multiple operating units using Multi-Org Access Control.

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### Dependencies and Interactions of MOAC

As already mentioned, operating units can be defined using either the HRMS organization form or the Accounting Setup Manager.

## Dependencies and Interactions of MOAC

### Dependencies and Interactions of MOAC

Product name	Leveraging Multi-Org Access Control feature
Payables	Reduce processing time with the ability to enter invoices for multiple operating units without switching responsibilities. Reduce processing cost with the ability to pay invoices for multiple operating units in a single pay run.
Receivables	Provide global information for decision making purposes with new cross organization reports.
Purchasing	Ability to negotiate discounts armed with consolidated requisition demands
Collections	Global collections agency with consolidated view of customer accounts and collection tasks for multiple operating units
Accounting Setup Manager	Create ledgers and operating units through the Accounting Setup Manager.

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### Dependencies and Interactions of MOAC (continued)

Following are a few examples of how products leverage MOAC:

- In Payables, you can enter invoices for different operating units from their Invoice Workbench. There is a new operating unit field, which is the first field to be specified when entering an invoice. It does not imply that you can enter an invoice with invoice lines that cross operating units. An invoice is still applicable for one operating unit, but you can select different operating units without having to change responsibilities.
- In Receivables, there are some new cross organization reports. So when you run a report, it will run the report for all the operating units you have access to, based on your security profile.
- In Purchasing, you will be able to view consolidated requisition demands that cross operating units.
- In Collections, you can manage customers and accounts across OUs.
- Accounting Setup Manager provides the ability to define operating units, assign them to a primary ledger, as well as create the GRE/Legal entities and operating units at the same time.

## **Multi-Org Preferences: Description**

### **Multi-Org Preferences: Description**

#### **User Level Preferences:**

- Specify User Level Preferences.
- Identify a subset of operating units to access.
- Set default Operating Unit specific to that user.

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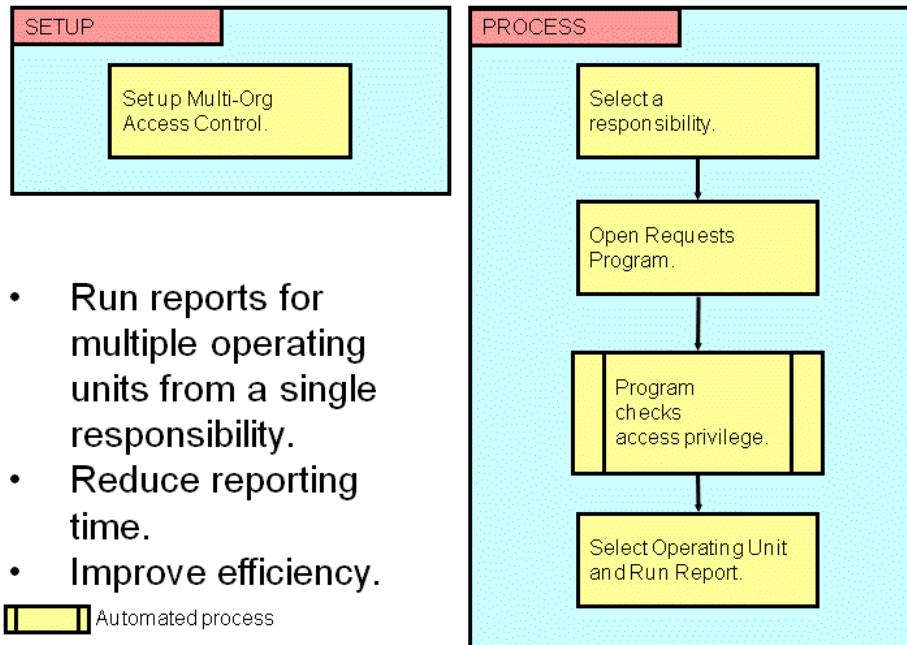
#### **Multi-Org Preferences: Description**

Multi-Org preferences really allow the user to control the list of operating units he/she has access to. So the system administrator may create a security profile that has 10 operating units assigned and assign it to the user or his/her responsibility. But, if a user only deals with five of them on a daily basis and he/she does not want his/her workspace cluttered with extraneous operating units, he/she could set up Multi-Org preferences to restrict the list of OUs. And because the user has complete control over this, he/she can change it at anytime.

In addition, the user can specify a default operating unit. This default operating unit will override the Default Operating Unit profile option.

## Enhanced Multi-Org Reporting: Setup and Process

### Enhanced Multi-Org Reporting: Setup and Process



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### Enhanced Multi-Org Reporting

Enhanced Multi-Org reporting is not the same as cross organization reports that allows you to run a report at the ledger level to obtain results for all operating units assigned to that ledger or obtain results for all the operating units for a GRE/Legal entity.

Multi-Org Reporting allows you to select any operating unit you have access to when submitting a report. So it is in line with Multi-Org Access Control. Basically all this is allowing you to report on data for multiple operating units from a single application responsibility.

### Setup and Process

When you set up Multi-Org Access Control and run a report, you will be able to run it for any operating unit you have access to.

## **Summary**

### **Summary**

In this lesson, you should have learned how to:

- Define Multi-Org
- Explain the Multi-Org entities
- Explain how data is secured
- Identify key implementation considerations
- Define Multi-Org Access Control
- Explain Multi-Org preferences
- Explain Enhanced Multiple-Organization Reporting

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# **Fundamentals of Workflow and Alerts**

**Chapter 8**



# **R12 Oracle E-Business Suite for Implementers**

Fundamentals of Workflow and Alerts

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## Objectives

### Objectives

After completing this lesson, you should be able to do the following:

- Discuss Workflow concepts
- Describe the benefits of Workflow
- Discuss the Business Events concepts
- Discuss Oracle Workflow Home pages and Worklist Web pages
- Monitor Workflow Web pages
- Respond to Workflow notifications
- Monitor a Workflow process
- Describe alerts

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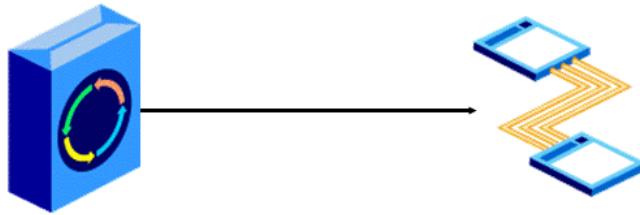
# Workflow Processes

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## Enabling E-Business

### Enabling E-Business

Streamlined business processes play a critical role in the transformation to e-business. Workflow delivers a complete business process definition, automation, and integration solution.



Workflow: The wiring for e-business

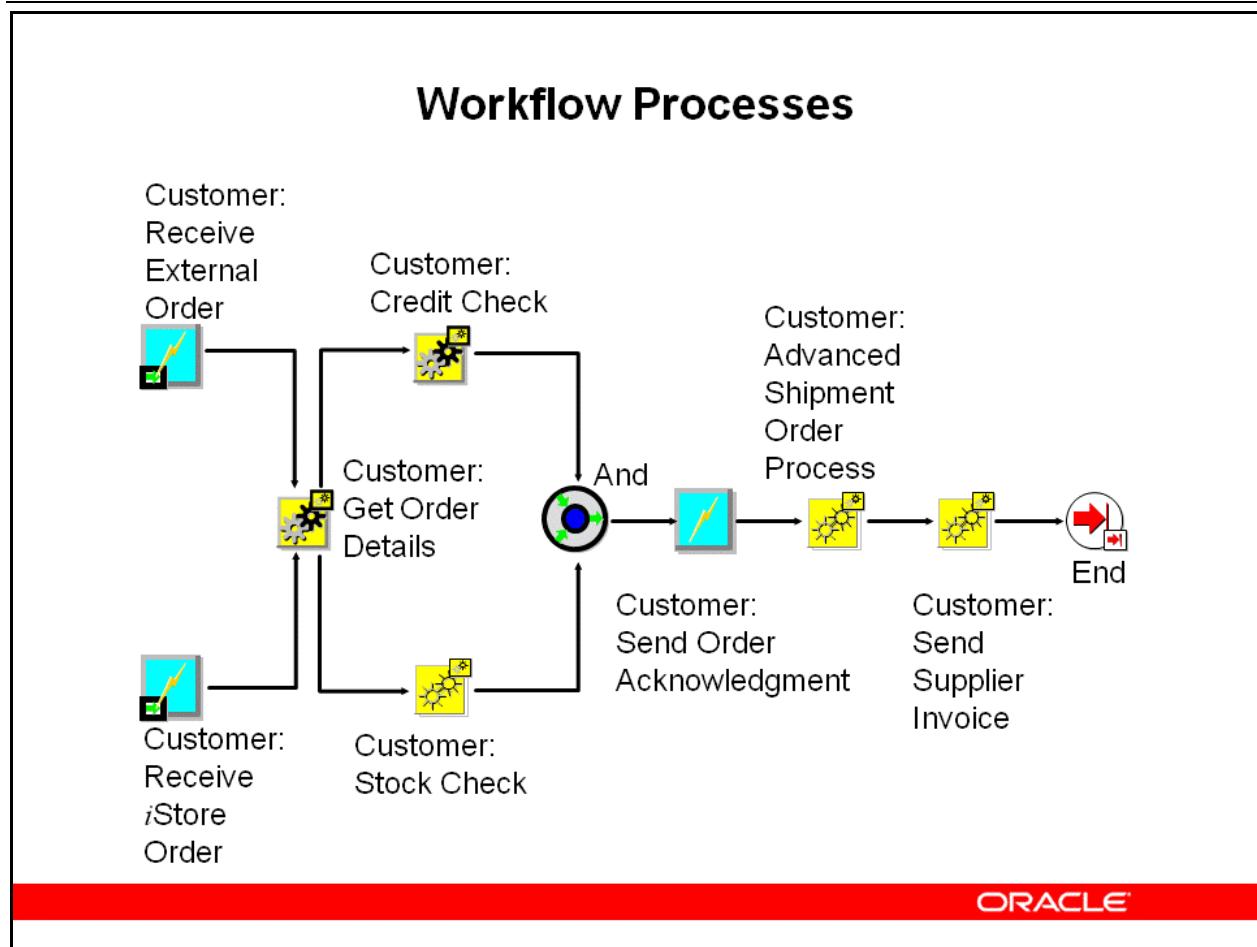
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### Enabling E-Business

Oracle Workflow delivers a complete workflow management system that supports integration for business processes. Its technology enables modeling, automation, and continuous improvement of business processes, and routing information of any type according to user-defined business rules.

E-business is accelerating the demand for integration of applications within the enterprise, as well as integration of a company's systems with trading partners, and business-to-business exchanges. Oracle Workflow automates and streamlines business processes both within and beyond your enterprise. It supports workflow in traditional applications as well as workflow in e-business integration. Oracle Workflow is unique in providing a workflow solution for internal processes. It also coordinates business processes between applications.

## Workflow Processes



## Workflow Processes

A workflow process definition must be saved to the same database as the Workflow Engine. A process definition is composed of activities and the transitions between them.

- A completed application transaction or event can initiate a workflow process by raising an event or by calling a series of Workflow Engine APIs.
- The Workflow Engine locates the “Start” activity in the process definition.
- The Workflow Engine drives through the process, performing all automated steps such as function activities and Raise and Send event activities, until an asynchronous activity such as a notification requiring a Response, Receive event activity, or blocking activity occurs.
- The Workflow Engine calls the Notification System to deliver a notification message to an appropriate role. When the person associated with the role completes the notification response, the Workflow Engine continues to drive through the remaining activities in the process.
- If a blocking activity is encountered, the Workflow Engine waits for an external program to complete and call the appropriate Workflow Engine API before proceeding to the next activity.

- If a Receive event activity is encountered, the Workflow Engine waits to receive the event from the Business Event System before proceeding to the next activity.
- The process completes when the Workflow Engine encounters an End activity.

### Example

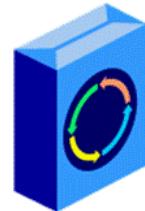
**Order Processing:** This example shows a workflow process that includes business events.

## Oracle Workflow Availability

### Oracle Workflow Availability

Oracle Workflow is available embedded in Oracle E-Business Suite

- Self-service applications
- Professional applications



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### Oracle Workflow Availability

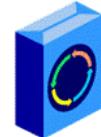
Oracle Workflow is available embedded in Oracle E-Business Suite to enforce a common set of business rules. In Oracle E-Business Suite, Oracle Workflow is incorporated in applications, including Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), and Human Resources Management Systems (HRMS). Oracle Workflow is leveraged by both professional applications, which are typically Forms-based applications for power users, and self-service applications, which are typically HTML-based applications for more casual users.

## Workflow Activities: Examples

### Workflow Activities: Examples

A workflow is a set of business rules that can:

- Create accounting based on your requirements
- Route business documents internally for approval
- Initiate an outbound message (queue an approved purchase order for transmission to a supplier)
- Be started as a result of an inbound message (for example, an inbound Payables Invoice)
- Generate and send notifications that can be viewed from your personal home page or the Notifications Window
- Generate and send email to an email client (respond directly to notifications without accessing Oracle Applications)



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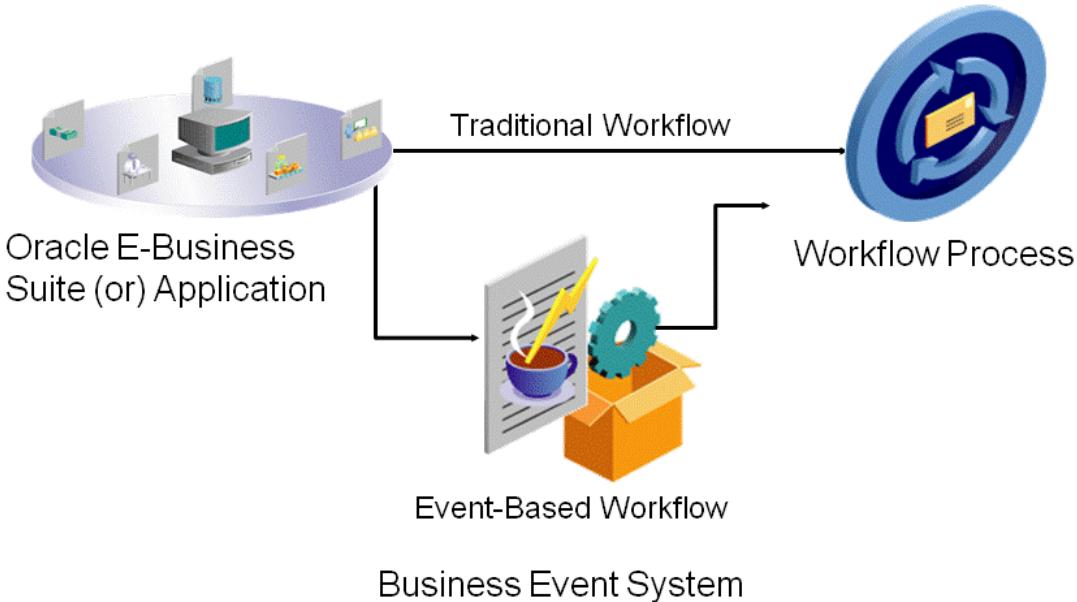
### Workflow Activities: Examples

Workflow is a tool that helps automate your business processes and the human-worker processes that generate information. Workflow can help streamline business processes by making them more efficient.

Each workflow is a series of activities performed either automatically or by an end user. Each activity is a PL/SQL function that is executed by the Workflow Engine in the form of a notification to a human user to perform some work, a business event, or a sub-process in itself. Notification activities deliver messages to users via email or a Notification Web page, accessible through a Web browser.

## Traditional Workflow Versus Event-Based Workflow

### Traditional Workflow Versus Event-Based Workflow



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## Traditional Workflow Versus Event-Based Workflow

### Traditional Workflow

- Traditional applications-based workflow processes are launched from a business application through APIs that are hard-coded within the application. These processes model the business rules in the individual, local application, and comprise activities executed by the Workflow Engine only in that application's system. For example, the modeling of an approval hierarchy is a common use of Workflow in this scenario.

### Event-Based Workflow

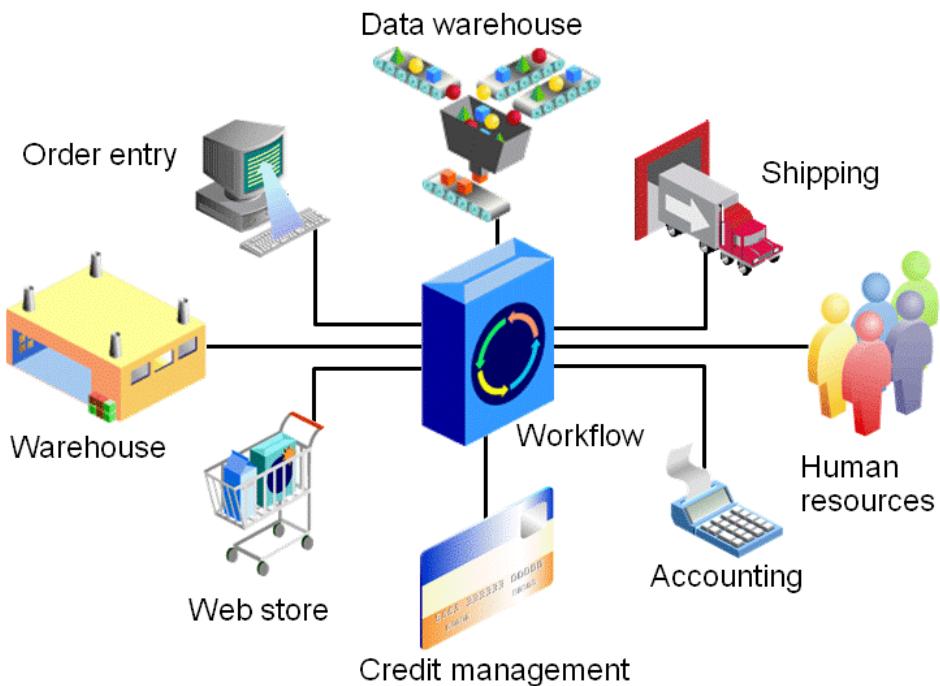
- With the Business Event System, Workflow supports both traditional applications-based workflows and event-based integration workflows.
- For e-business, there is a need to integrate with external systems, such as sending a document to a business-to-business exchange, or other systems external to the local application. Workflow supports e-business integration workflows by allowing business analysts and developers to model business processes spanning different systems using a graphical drag-and-drop designer—Workflow Builder—and run those processes using the Workflow Engine and the Business Event System. This support allows Workflow

customers to handle business objects in comprehensive e-business integration flows, with minimal intrusion into the core application.

The Business Event System and the Workflow Engine can function independent of each other. However, you can achieve the most powerful and flexible processing by using the Business Event System and the Workflow Engine together to execute cross-system processes for e-business integration.

## Integrating Business Processes

### Integrating Business Processes



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### **Benefits of Workflow**

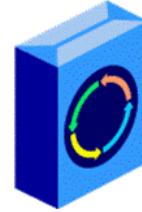
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## Workflow-Driven Business Processes

### Workflow-Driven Business Processes

Workflow allows you to focus on managing the business process, not individual transactions.

- Define and implement your business policies
- Streamline the entire process
- Route information
- Capture exceptions and take action
- Build continuous improvements directly into the process definition
- Adapt your processes as your business changes

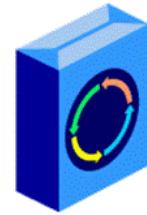


### Workflow-Driven Business Processes

Streamlined business processes play a critical role in the transformation to e-business. Oracle Workflow delivers a complete workflow management system that supports integration for business processes. Its technology enables modeling, automation, and continuous improvement of business processes, and routing information of any type according to user-defined business rules.

### Workflow-Driven Business Processes

- Workflow automates and streamlines business processes contained within and between enterprises.
- For example, you can use workflow processes to:
  - Add personalized trading partner rules
  - Validate self-service transactions
  - Approve standard business documents
  - Step through daily transaction flows
  - Integrate with trading partner systems



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# Oracle Workflow Home Pages

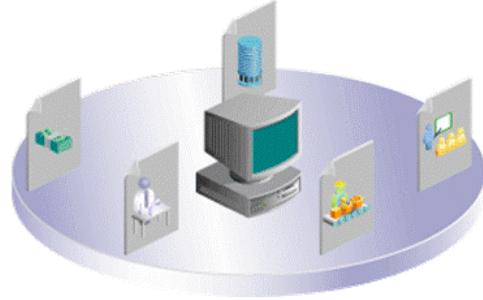
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## Oracle Workflow Home Pages

### Oracle Workflow Home Pages

Oracle Workflow embedded in Oracle E-Business Suite:

- Administrator Home page
- Self-service Home page



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## Oracle Workflow Home Pages

Oracle Workflow embedded in Oracle E-Business Suite:

- **Administrator Home page:** Lists your five highest priority notifications as well as the five most recent error workflows that were started within the past week. Also provides tabs to Developer Studio, Event Manager (Business Events), administrator Status Monitor, and Advanced Worklist.
- **Self-service Home page:** Lists your five highest priority notifications as well as the five most recent workflows that you own that were started in the past two weeks. Also provides tabs to Advanced Worklist and self-service Status Monitor.

## Worklist Web Pages

### Worklist Web Pages

The Worklist Web pages:

- Provide a list of open notifications for a particular user
- Allow the user to view notification details, including:
  - Messages formatted in extended HTML message formats
  - Links to URLs or Oracle E-Business Suite forms that allow users to research and make decisions through online inquiry
- Allow the user to respond to notifications that require a response



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## Worklist Web Pages

### New User Interface Format

The Oracle Workflow Web pages are being converted into Oracle Applications Framework user interface format. The previous format was based on PL/SQL Web Toolkit technology, which requires Oracle HTTP Server with mod\_plsql. Depending on the version of Oracle Workflow and the patches that you have applied, you may see Oracle Workflow Web pages in the previous format or in the new format.

The Oracle Workflow version embedded in Oracle E-Business Suite includes three different versions of the Worklist in the Oracle Applications Framework user interface format:

- **Worklist:** Shows basic notification information
- **Advanced Worklist:** Provides additional information as well as additional options for displaying and administering notifications
- **Personal Worklist:** Provides additional search and filtering options for displaying notifications

To view the notifications in the Worklist Web pages, you must have Oracle HTTP Server installed as the Web server for Oracle Workflow, and a Web browser supporting Frames and JavaScript.

### Email Notifications

- The Notification System interfaces with the notification mailer program to send email notifications.
- Users can reply to email notifications by using their email client.
- A notification mailer can send an individual email for each notification, or a summary email listing all the outstanding notifications for a user.



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## Notification Worklist

### Notification Worklist

From the Notification Worklist you can:

- View all open notifications
- View all FYI notifications (no response required)
- View all To Do notifications (require a response)
- View all notifications
- Reassign notifications

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## Notification Worklist

The Notification Worklist provides a list of open notifications for a user. You can also configure the Notification Mailer to send you an email summarizing the outstanding notifications. From the Worklist, a user can view the notifications as well as respond to those that require a response.

### New Self-Service Web Page Format

The Workflow Web pages are being converted to the new format for self-service Web applications. Depending on the version of Workflow and the patches that you have applied, you may see Workflow Web pages in the previous format or in the new format. Currently, the Notifications Worklist and the Notification Rules Web pages are available in the new format for the Workflow version embedded in Oracle E-Business Suite (EBS).

## Workflow Monitor Web Pages

### Workflow Monitor Web Pages

The Workflow Monitor web pages:

- Allows you to search for a workflow process instance
- Display status information for the process instance
  - Graphical depiction of the process status in a diagram
  - Detailed information about individual activities and about the process as a whole
- Allows users to view their own workflows
- Allows administrators to view all workflows, perform control operations, and handle errors



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## Workflow Monitor Web Pages

### New User Interface Format

The Oracle Workflow Web pages are being converted to Oracle Applications Framework user interface format. Depending on the version of Oracle Workflow and the patches that you have applied, you may see Oracle Workflow Web pages in the previous format or in the new format.

The Oracle Workflow version embedded in Oracle EBS includes the administrator and self-service versions of the Status Monitor in the Oracle Applications Framework user interface format.

To view a process in Workflow Monitor, you must have the Oracle HTTP Server installed as the Web server for Oracle Workflow, a Web browser that supports Java Development Kit (JDK) version 1.1.8 or higher, and Abstract Windowing Toolkit (AWT), such as Netscape Communicator version 4.76 or a higher version of 4.7x, or Microsoft Internet Explorer version 5.0x or 5.5.

## Guided Demonstration - Using the Workflow Monitor (Required)

---

### Log In

1. Log in to the system.
  - User = OPERATIONS
  - Password = welcome
2. Responsibility = Order Management Superuser, Vision Operations

### Setting up Grants

3. Navigate to the Grants Window.
  - (N) Setup > Shipping > Grants and Role Definitions > Grants
    - User = OPERATIONS
    - Role = Upgrade Role
4. Save and Close Form.

### Entering a Sales Order

5. Navigate to the Sales Orders Window.
  - (N) Orders, Returns > Sales Orders
6. Enter the Sales order.
  - Customer = Business World (1608)
  - Order Type = Mixed
7. (T) Line Items
  - Ordered Item = AS54999
  - Quantity = 10
  - Tax Code = Exempt
8. Save

### Viewing the Workflow Monitor

9. (M) Tools > Workflow Status
10. (B) View Diagram
 

**Note:** You can also view the diagram by clicking the Status Diagram on the left Navigation pane.
11. Double-click the Enter-Line icon.
12. Note the Workflow reflects that the line has been entered and is waiting for booking.
13. Close the Workflow Monitor.

### Booking the Sales Order

14. (B) Book Order
15. Make a note of your order number.

### Viewing the Workflow Monitor

16. (M) Tools > Workflow Status
17. (B) View Diagram

**Note:** You can also view the diagram by clicking the Status Diagram on the left Navigation pane.

18. Note the Workflow reflects that the line has been booked.
19. Close the Workflow Monitor.
20. Close all the windows and return to the Navigator page.

### Releasing the Sales Order for Picking

21. Navigate to the Shipping Transactions Window.
  - (N) Shipping > Transactions
    - Order Number = *Your sales order number*
22. (B) Find
23. Action = Launch Pick Release
24. (B) Go
25. View your requests and ensure that the concurrent requests complete successfully.
26. Close all the windows and return to the Navigator page.

### Confirming the Shipment

27. Navigate to the Shipping Transactions Window.
  - (N) Shipping > Transactions
    - Order Number = *Your sales order number*
28. (B) Find
29. (T) Delivery
  - Actions = Ship Confirm
30. (B) Go
31. (B) OK

### Viewing the Workflow Monitor

32. Navigate to the Orders Window.
  - (N) Orders, Returns > Orders
33. Query your Sales Order.
34. (T) Line Items
35. (M) Tools > Workflow Status
36. (B) View Diagram
 

**Note:** You can also view the diagram by clicking the Status Diagram on the left Navigation pane.
39. Note that the process has continued.
40. Close the Workflow Monitor.

## Practice - Viewing Approval Process Using Workflow Monitor (Required)

---

### Overview

In this practice, you will view requisition approval by using Workflow Monitor.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or a comparable training or test instance at your site on which to complete this practice.

### Tasks

#### Creating a Requisition

1. Responsibility: Purchasing, Vision Operations (USA)
2. Navigate to the Requisitions Window:
  - (N) Requisitions > Requisitions
3. Specify the requisition details:
  - Operating Unit: Vision Operations
  - Description: XXSupplies
  - Type: Purchase Requisition
  - (T) Lines
  - Item: f71000
  - Quantity: 40
  - Need by: *Today's date + 1*
4. Save your requisition.
5. Review the accounting distributions created automatically by Workflow.
6. Make a note of your requisition number: \_\_\_\_\_
7. Approve your requisition.

#### Viewing Approval Through Workflow

8. Navigate to the Requisitions Summary Window:
  - (N) Requisitions > Requisition Summary
9. Find your requisition.
10. (M) Tools > View Approval through Workflow
11. View the diagram. Drill down on both the Verify Approval Authority and Approval List Routing subprocesses.
12. Close the Workflow Monitor.
13. (M) File > Exit Oracle Applications
14. Make your Personal Home Page the active page, and then log out.

## Approving the Requisition

15. Log in as cbaker and approve the requisition:

- User: cbaker
- Password: welcome

## Viewing Approval Through Workflow

16. Log in as XXebstudent:

- User: XXebstudent
- Password: XXebstudent

17. Responsibility: Purchasing, Vision Operations

18. Navigate to the Requisition Summary Window:

- (N) Requisitions > Requisitions

19. Find your requisition and view the requisition approval by using the Workflow Monitor:

- Requisition Number: *Your requisition number*

20. Close the Workflow Monitor.

## Solution: Viewing Approval Process Using Workflow Monitor (Required)

### Creating a Requisition

1. Responsibility: Purchasing, Vision Operations
2. Navigate to the Requisitions Window:
  - (N) Requisitions > Requisitions
3. Specify the requisition details:
  - Operating Unit: Vision Operations
  - Type: Purchase Requisition
  - Description: XXSupplies
  - (T) Lines
  - Item: f71000
  - Quantity: 10
  - Need by: *Today's date + 1*

**Requisitions - [New]**

Operating Unit	Vision Operations	Type	Purchase Requi	Preparer	Stock, Ms. Pat			
Number		Description	XX Supplies	Status	Incomplete			
Total	USD	0						
<input type="button" value="Lines"/> <input type="button" value="Source Details"/> <input type="button" value="Details"/> <input type="button" value="Currency"/>								
Num	Type	Item	Rev	Category	Description	UOM	C	[ ]
1	Goods	f71000		...RODUCTN.MOM	18" LCD Flat Panel Mon	Each		<input type="button" value="..."/>
<input type="button" value="&lt;"/> <input type="button" value="..."/> <input type="button" value="&gt;"/>								
Destination Type	Expense			Source	Supplier			
Requester	Stock, Ms. Pat			Supplier				
Organization	Vision Operations			Site				
Location	V1- New York City			Contact				
Subinventory				Phone				
<input type="button" value="Outside Services"/>				<input type="button" value="Catalog..."/>		<input type="button" value="Distributions"/>		
						<input type="button" value="Approve..."/>		

**Requisition Summary to Requisitions - [New]**

Operating Unit	Vision Operations	Type	Purchase Requi	Preparer	Stock, Ms. Pat
Number		Status	Incomplete	Total	USD 9490
Description	XX Supplies				

[ ]

Lines    Source Details    Details    Currency

Num	Category	Description	UOM	Quantity	Price	Need-By	[ ]
1	PRODUCTN.MON	18" LCD Flat Panel Mon	Each	10	949	03-AUG-2007 00:00	[ ]
							[ ]
							[ ]
							[ ]
							[ ]
							[ ]
							[ ]
							[ ]

Destination Type: Expense      Source: Supplier

Requester: Stock, Ms. Pat      Supplier:

Organization: Vision Operations      Site:

Location: V1- New York City      Contact:

Subinventory:

Phone:

Outside Services    Catalog...    Distributions    Approve...

4. Save

5. (B) Distributions

Note that Workflow has generated default accounting combinations.

Distributions - [New]					
Accounts		Project			
Num	Quantity	Charge Account	Recovery Rate	GL Date	Budget Account
1	10	01-510-7530-0000-000			
<input type="button" value="◀"/> <input type="button" value="▶"/>					
<b>Account Description</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> <span>Charge</span> <input type="text" value="Operations-Vision Operations In-Equipment"/> </div> <div style="display: flex; justify-content: space-between;"> <span>Budget</span> <input type="text"/> </div>   <div style="display: flex; justify-content: space-between;"> <span>Accrual</span> <input type="text" value="Operations-No Department-Accounts Pa"/> </div> <div style="display: flex; justify-content: space-between;"> <span>Variance</span> <input type="text" value="Operations-Vision Operations In-Equipment"/> </div> </div> </div>					

Distributions - [New]					
Accounts		Project			
Num	Budget Account	Accrual Account	Variance Account	Reserved	
1		01-000-2220-0000-000	01-510-7530-0000-000		
<input type="button" value="◀"/> <input type="button" value="▶"/>					
<b>Account Description</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> <span>Charge</span> <input type="text" value="Operations-Vision Operations In-Equipment"/> </div> <div style="display: flex; justify-content: space-between;"> <span>Budget</span> <input type="text"/> </div>   <div style="display: flex; justify-content: space-between;"> <span>Accrual</span> <input type="text" value="Operations-No Department-Accounts Pa"/> </div> <div style="display: flex; justify-content: space-between;"> <span>Variance</span> <input type="text" value="Operations-Vision Operations In-Equipment"/> </div> </div> </div>					

6. Close the Distributions Window.
7. Make a note of your requisition number: \_\_\_\_\_

**Requisitions - [New]**

Operating Unit	Vision Operations	Type	Purchase Requi	Preparer	Stock, Ms. Pat
Number	14203	Status	Incomplete	Total	USD 9490
Description	XX Supplies				

[ ]

Lines    Source Details    Details    Currency

Num	Type	Item	Rev	Category	Description	UOM C [ ]
1	Goods	f71000		PRODUCTN.MON	18" LCD Flat Panel Mon	Each 1

Destination Type: Expense      Source: Supplier

Requester: Stock, Ms. Pat      Supplier:

Organization: Vision Operations      Site:

Location: V1- New York City      Contact:

Subinventory:

Phone:

Outside Services    Catalog...    Distributions    Approve...

8. (B) Approve
9. Select the default Submit for Approval check box.
10. Select the Forward check box.

**Approve Document - 14203**

<b>Approval Details</b>	<b>Additional Options</b>
<b>Encumbrance</b> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input type="checkbox"/> Reserve      <input type="checkbox"/> Unreserve  <input type="checkbox"/> Use GL Override      <input type="checkbox"/> Use Document GL Date to Unreserve         </div> <div style="flex: 1;">         Unreserve Date <input type="text"/>          Accounting Date <input type="text"/> </div> </div>	
<b>Approval</b> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input checked="" type="checkbox"/> Submit for Approval  <input checked="" type="checkbox"/> Forward            Note <input type="text"/>          Change Summary <input type="text"/> </div> <div style="flex: 1;">         Forward From <input type="text"/> Stock, Ms. Pat          Approval Path <input type="text"/> Materials          Forward To <input type="text"/> Baker, Catherine       </div> </div>	
<b>Transmission Methods</b> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input type="checkbox"/> Print  <input type="checkbox"/> Fax  <input type="checkbox"/> E-Mail         </div> <div style="flex: 1;">         FAX Number <input type="text"/>          E-Mail Address <input type="text"/> </div> <div style="flex: 1;"> <input type="radio"/> XML  <input type="radio"/> EDI         </div> </div>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

11. (B) OK
12. Close the Requisitions Window.

### Viewing Approval Through Workflow

13. Navigate to the Requisitions Summary Window:
  - (N) Requisitions > Requisition Summary
14. Find your requisition:
  - Requisition Number: *Your requisition number*
15. (B) Find



#### 16. (M) Tools > View Approval through Workflow

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Diagnostics Preferences Help Close Window

**Activity History**

- [Status Diagram](#)
- [Participant Responses](#)
- [Workflow Details](#)

### Monitor Activities History

#### Activity History: REQAPPRV, 146619-433223

#### View Process Hierarchy

[Expand All](#) | [Collapse All](#)

Focus	Process Name	Status	Workflow Type	Item Key	User Key	Owned By	Started	Completed
	<a href="#">Main Requisition Approval</a>	Active	PO Requisition Approval	146619-433223		<a href="#">Stock, Pat</a>	02-Aug-2007 02:42:08	

Workflow Type **PO Requisition Approval**      Started **02-Aug-2007 02:42:08**  
 Status **Active**      Completed

#### Search

Set activity filters and select the "Go" button to view corresponding results.

Activity Type <input checked="" type="checkbox"/> Response Notifications <input checked="" type="checkbox"/> FYI Notifications <input checked="" type="checkbox"/> Functions and Processes <input checked="" type="checkbox"/> Standard Workflow <input checked="" type="checkbox"/> Events	Activity Status <input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Error <input checked="" type="checkbox"/> Suspended
--	---

**Go**

**Results: Activities**

Oracle Internal & Oracle Academy Use Only

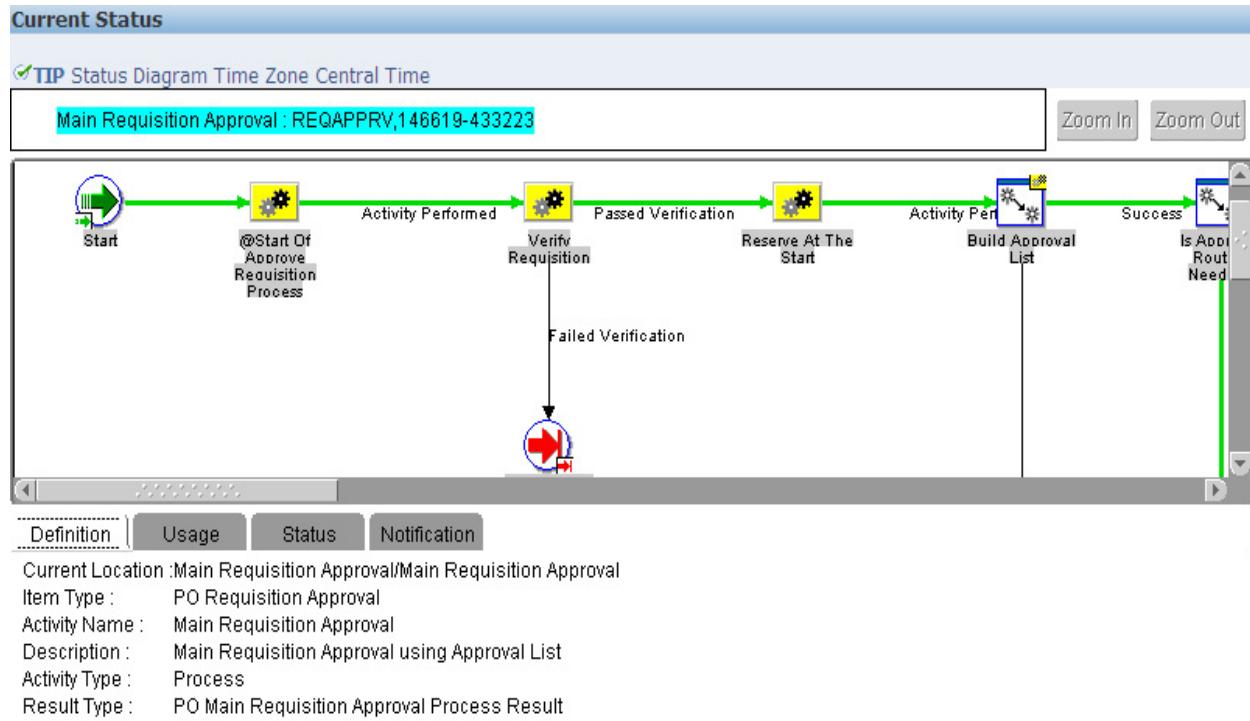
Select	Status	Activity	Parent Activity	Performer	Started	Completed	Activity Result
<input type="radio"/>		Notified <a href="#">Approve Requisition Notification</a>	Notify Approver	Baker, Catherine	02-Aug-2007 02:42:13		
<input type="radio"/>	<input checked="" type="checkbox"/>	Complete <a href="#">Update Action History (Expect Response)</a>	Notify Approver		02-Aug-2007 02:42:13	02-Aug-2007 02:42:13	Activity Performed
<input type="radio"/>	<input checked="" type="checkbox"/>	Complete <a href="#">Start</a>	Notify Approver		02-Aug-2007 02:42:13	02-Aug-2007 02:42:13	
<input type="radio"/>	<input checked="" type="checkbox"/>	Active <a href="#">Notify Approver</a>	Notify Approver Chooser		02-Aug-2007 02:42:13		
<input type="radio"/>	<input checked="" type="checkbox"/>	Complete <a href="#">Is Forward Action Allowed?</a>	Notify Approver Chooser		02-Aug-2007 02:42:13	02-Aug-2007 02:42:13	Yes
<input type="radio"/>	<input checked="" type="checkbox"/>	Complete <a href="#">Start</a>	Notify Approver Chooser		02-Aug-2007 02:42:13	02-Aug-2007 02:42:13	
<input type="radio"/>	<input checked="" type="checkbox"/>	Active <a href="#">Notify Approver Chooser</a>	Approval List Routing		02-Aug-2007 02:42:13		
<input type="radio"/>	<input checked="" type="checkbox"/>	Complete <a href="#">Get Approval Notification Attribute</a>	Approval List Routing		02-Aug-2007 02:42:12	02-Aug-2007 02:42:13	Activity Performed
<input type="radio"/>	<input checked="" type="checkbox"/>	Complete <a href="#">Get Requisition Attributes</a>	Approval List Routing		02-Aug-2007 02:42:12	02-Aug-2007 02:42:12	Activity Performed
<input type="radio"/>	<input checked="" type="checkbox"/>	Complete <a href="#">Get Next Approver</a>	Approval List Routing		02-Aug-2007 02:42:12	02-Aug-2007 02:42:12	Valid Approver

[Previous](#) [1-10](#) [Next 10](#) [End](#)

[View Diagram](#) [Update Attributes](#) [Rewind](#) [Suspend Workflow](#) [Cancel Workflow](#)

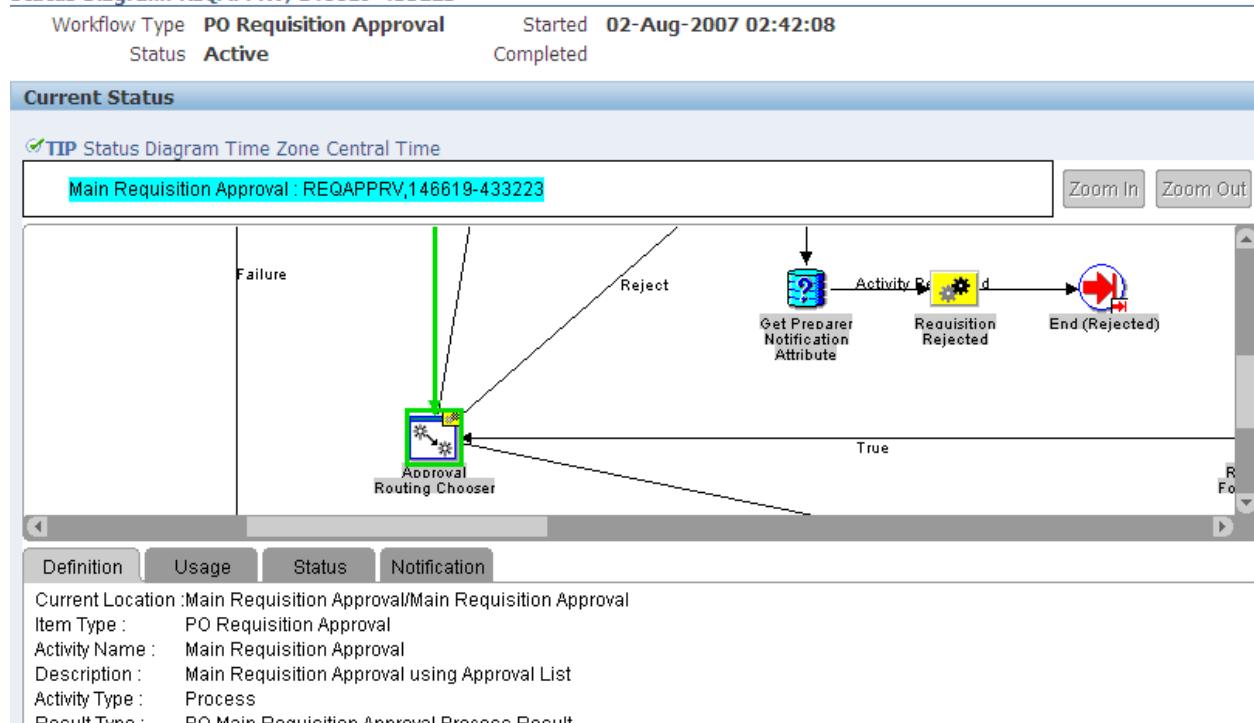
## 17. (B) View Diagram

**Note:** You can also view the diagram by clicking Status Diagram on the left Navigation pane.



18. Browse to the centre of the process map, and double-click the Approval Routing Chooser icon.

Status Diagram: REQAPPRV, 146619-433223

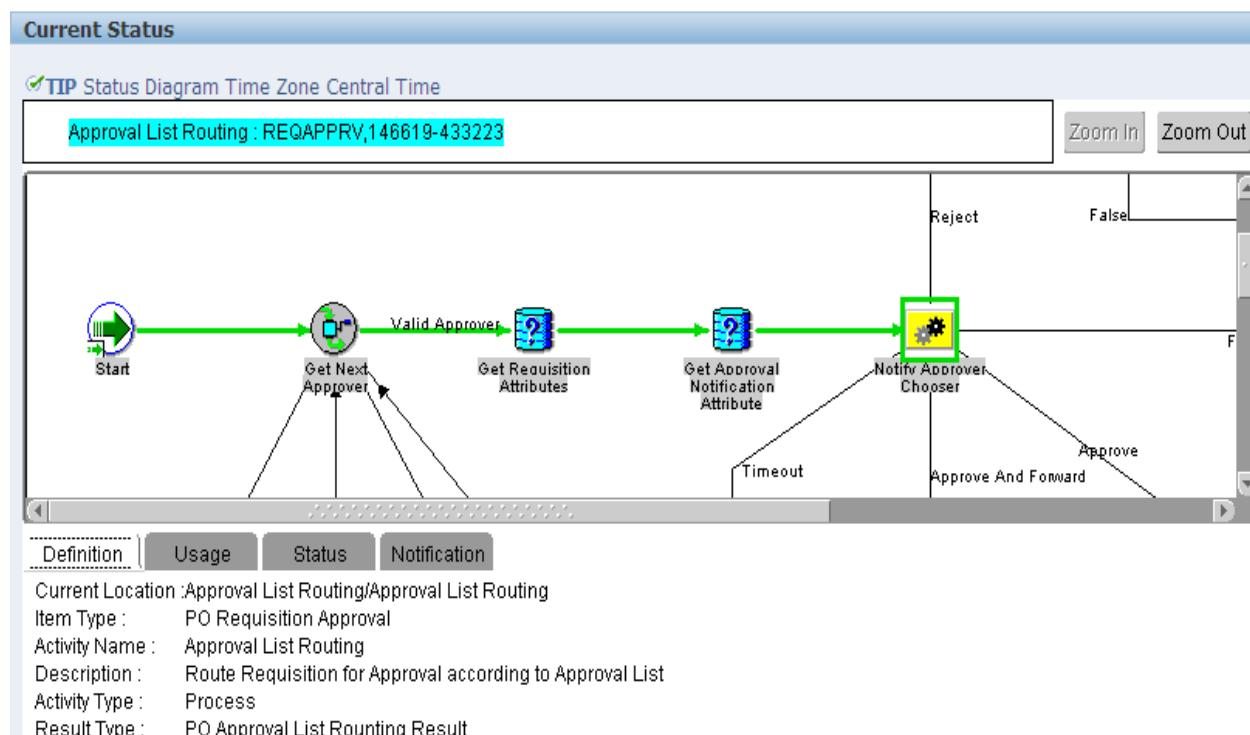


19. Double-click the Approval List Routing icon.

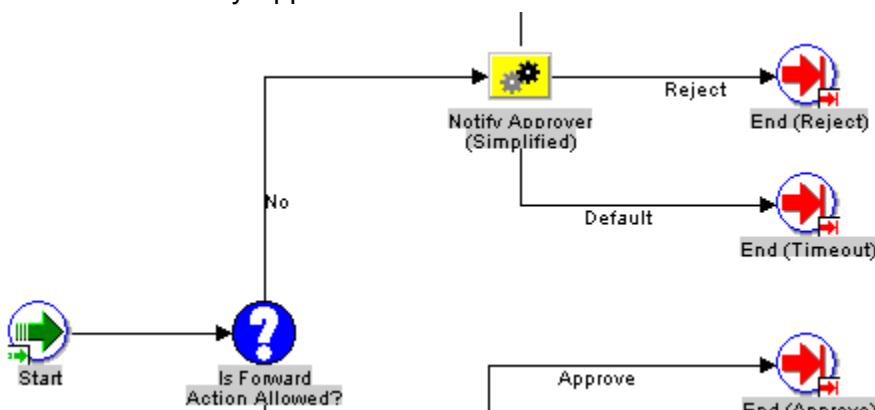


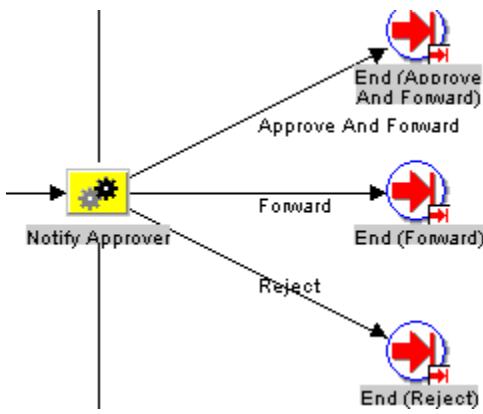
## Status Diagram: REQAPPRV, 146619-433223

Workflow Type **PO Requisition Approval** Started **02-Aug-2007 02:42:08**  
 Status **Active** Completed

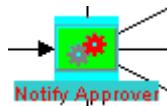


20. Double-click Notify Approval Chooser.

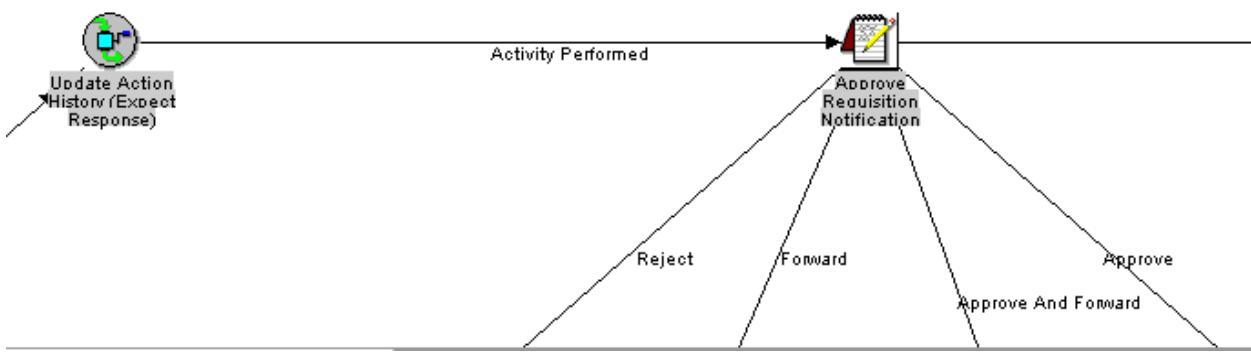




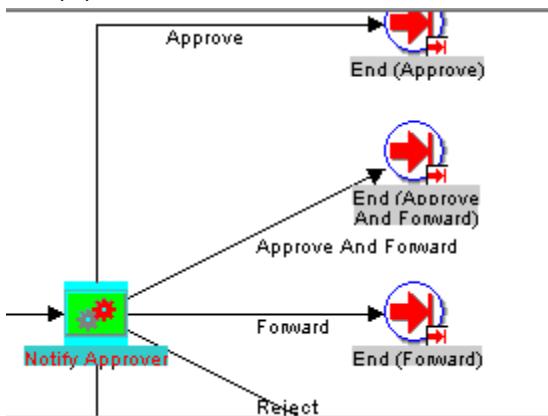
21. Double-click the Notify Approver icon.



22. Notice that an approver has been found and a notification has been sent.



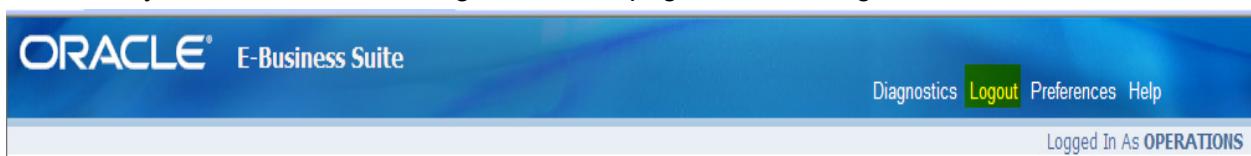
23. (B) Zoom Out



24. Close the Workflow Monitor Web page.

25. (M) File > Exit Oracle Applications

26. Make your Personal Home Page the active page, and then log out.



## Approving the Requisition

27. Log in as cbaker:

- User: cbaker
- Password: welcome

The screenshot shows a login interface. At the top, there are fields for "User Name" containing "CBAKER" and "Password" containing a masked password. Below these are "Login" and "Cancel" buttons. A link "Login Assistance" is visible. A dropdown menu for "Accessibility" is set to "None". At the bottom, a message box displays "Select a Language: English".

28. Click the link for your notification that requires approval:

(L) Notifications under Favorites

The screenshot shows the "Notifications" worklist in the Oracle Self-Service Workflow. The navigation bar includes "Home", "Status Monitor", and "Notifications". The main area shows a notification for "Purchase Requisition 14203 for Stock, Pat (9,490.00 USD)" from "Stock, Pat" with type "PO Requisition Approval". The notification was sent on "02-Aug-2007". Buttons for "Open" and "Reassign" are available.

Notice that your created requisition appears as a notification, awaiting action from cbaker.

29. Open your requisition by clicking the subject line in the Subject column.

Notifications &gt; Worklist &gt;

## Purchase Requisition 14203 for Stock, Pat (9,490.00 USD)

[Approve](#) [Approve And Forward](#) [Forward](#) [Reject](#) [Reassign](#) [Request Information](#)
[Personalize "Notification Details Function"](#)[Personalize "Notification Details Attributes"](#)[Personalize Table Layout: \(leftTable\)](#)

From Stock, Pat

To Baker, Catherine

Sent 02-Aug-2007 00:42:13

ID 3283714

[Personalize Stack Layout: \(rightStack\)](#)[Personalize Table Layout: \(rightTable\)](#)

Description XX Supplies

Requisition Total 9,490.00 USD

Non-Recoverable Tax 0.00 USD

[Personalize Stack Layout](#)

## Requisition Lines

[Personalize "Requisition Lines"](#)[Personalize "Table contains the details of requ..."](#)

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (USD)	Amount (USD)
1	18" LCD Flat Panel Monitor		510	Each	10	949	9,490.00

[Personalize Stack Layout](#)

## Approval Sequence

[Personalize "Approval Sequence"](#)[Personalize "Table contains the list of approve..."](#)

Num	Name	Action	Action Date	Note
1	Stock, Ms. Pat	Submitted	02-Aug-2007 00:42:11	
2	Baker, Catherine	Pending		

**Related Applications**

- [Edit Requisition](#)
- [View Requisition Details](#)
- [Open Document](#)

**Response**

Personalize "Response"

Forward To [Personalize Row Layout](#)

Note

[Return to Worklist](#)  Display next notification after my response

[Approve](#) [Approve And Forward](#) [Forward](#) [Reject](#) [Reassign](#) [Request Information](#)

### 30. Approve the requisition:

- (B) Approve

[Notifications >](#)

**i Information**  
This notification has been closed with the result: Approve

[Purchase Requisition 14203 for Stock, Pat \(9,490.00 USD\)](#)

Personalize "Notification Details Function"

Personalize "Notification Details Attributes"

Personalize Table Layout: (leftTable)  
From Stock, Pat  
To Baker, Catherine  
Sent 02-Aug-2007 00:42:13  
Closed 02-Aug-2007 01:27:40  
ID 3283714  
Responder Baker, Catherine

Personalize Stack Layout: (rightStack)

Personalize Table Layout: (rightTable)  
Description XX Supplies  
Requisition Total 9,490.00 USD  
Non-Recoverable Tax 0.00 USD

[Personalize Stack Layout](#)

**Requisition Lines**

Personalize "Requisition Lines"

Personalize "Table contains the details of requ..."

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (USD)	Amount (USD)
1	18" LCD Flat Panel Monitor		510	Each	10	949	9,490.00

[Personalize Stack Layout](#)

**Approval Sequence**

Personalize "Approval Sequence"

```

graph LR
    Doc[Document] --> Person((Baker, Catherine))
    Person --> Approved[Approved]
  
```

31. Log out.

### Viewing Approval Through Workflow

32. Log in as XXebstudent:

- User: xxebstudent
- Password: XXebstudent

33. (L) Purchasing, Vision Operations (USA)

34. Navigate to the Requisition Summary Window:

- (N) Requisitions > Requisitions Summary

Requisition Headers Summary							
Default							
Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	
14203	XX Supplies	Approved	02-AUG-2007 02:	USD	9,490.00	Stock, Ms. Pat	

[Lines](#) [New](#) [Open](#)

35. Find your requisition:

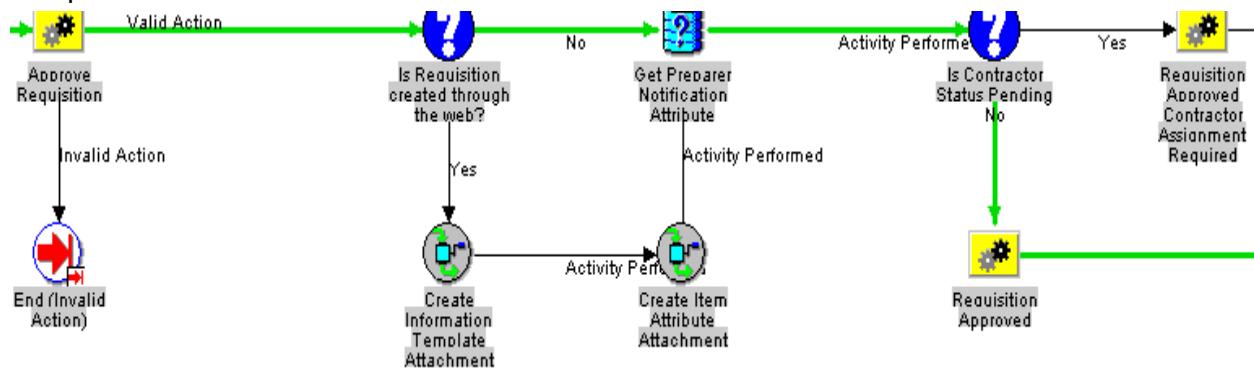
- Requisition Number: *Your requisition number*

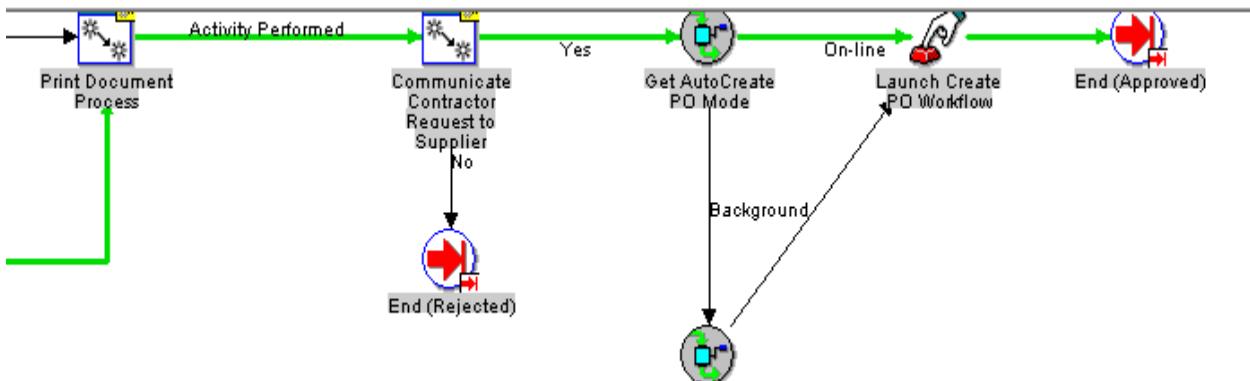
36. (B) Find

37. (M) Tools > View Approval through Workflow

38. (B) View Diagram

**Note:** You can also view the diagram by clicking Status Diagram on the left Navigation pane.





Note that the path has continued and is completed.

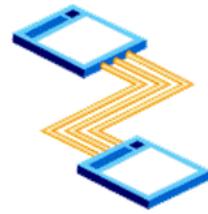
39. Close the Workflow Monitor.

### **Business Event System**

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### System Integration with Workflow

- E-business accelerates the demand for system integration.
- Communication is required between systems both within and beyond the enterprise.
- Workflow supports e-business integration workflows through the Business Event System.
- Business event-based workflows allow modeling of cross-system processes, enabling business process-based integration.



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## Subscription-Based Processing

### Subscription-Based Processing

In the Workflow Business Event System:

- Business events in applications trigger event subscriptions in Workflow.
- Subscriptions can launch workflow processes or perform other processing.
- Multiple subscriptions can be defined to perform different processing for the same event.
- Subscriptions can be enabled, modified, or disabled as necessary.



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### Subscription-Based Processing

Business Event System provides increased flexibility through subscription-based processing: You raise a business event from an application, but specify the processing to perform a subscription in Workflow for the same event. For example, you can launch a workflow process when an event is raised by associating the workflow process in the subscription for the event. You can also define multiple subscriptions to the same event to perform additional processing for different purposes.

An event subscription is a registration indicating that an event is significant to a system. An event subscription also specifies that the processing should happen when the triggering event occurs. You can define your event subscriptions in Event Manager. When you install Workflow, several default subscriptions to predefined Workflow events are automatically created. You can update, enable, or disable these subscriptions to perform event processing.

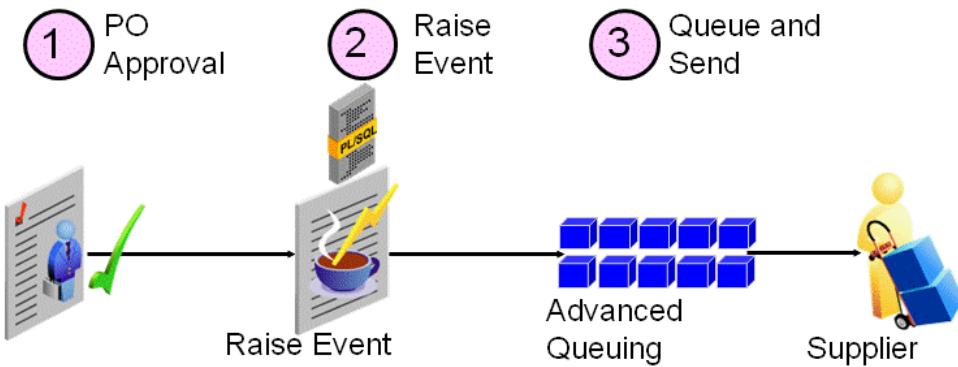
Whenever an event is raised locally or received from an external source, the Event Manager searches for and executes any active subscriptions by the local system to that event or to the Any event. If no active subscriptions exist for the event that occurred (apart from subscriptions to the Any event), then Workflow executes any active subscriptions to the Unexpected event.

Workflow provides default error handling for subscription processing through a predefined Error subscription to the Unexpected event and the Default Event Error process in the System: Error item type. You can also define custom error handling for your events.

## Business Event System: Example

### Business Event System: Example

Business Event	PO Approval
Subscription	Extract PO



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### Business Event System: Example

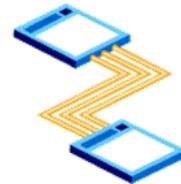
The Business Event System consists of the Event Manager, which allows you to register subscriptions to events significant to your systems. When a local event occurs (PO Approval), the subscribing code is executed in the same transaction as the code that raised the event (Extract PO), unless the subscription is deferred. When you define a subscription for a business event, you define the resulting action to be taken when the event is raised. Subscription processing can include executing custom code on the event information, sending event information to a workflow process, and sending event information to other queues or systems.

## Supported System Integration Types

### Supported System Integration Types

The Business Event System supports integration in which applications are loosely coupled through asynchronous messaging.

- Point-to-point system integration: Hardwired communication between specified systems
- Messaging hub system integration: Intersystem communication routed through a central hub for more complex integration scenarios
- Distributed applications messaging: Master/copy replication of data for distributed applications



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### Supported System Integration Types

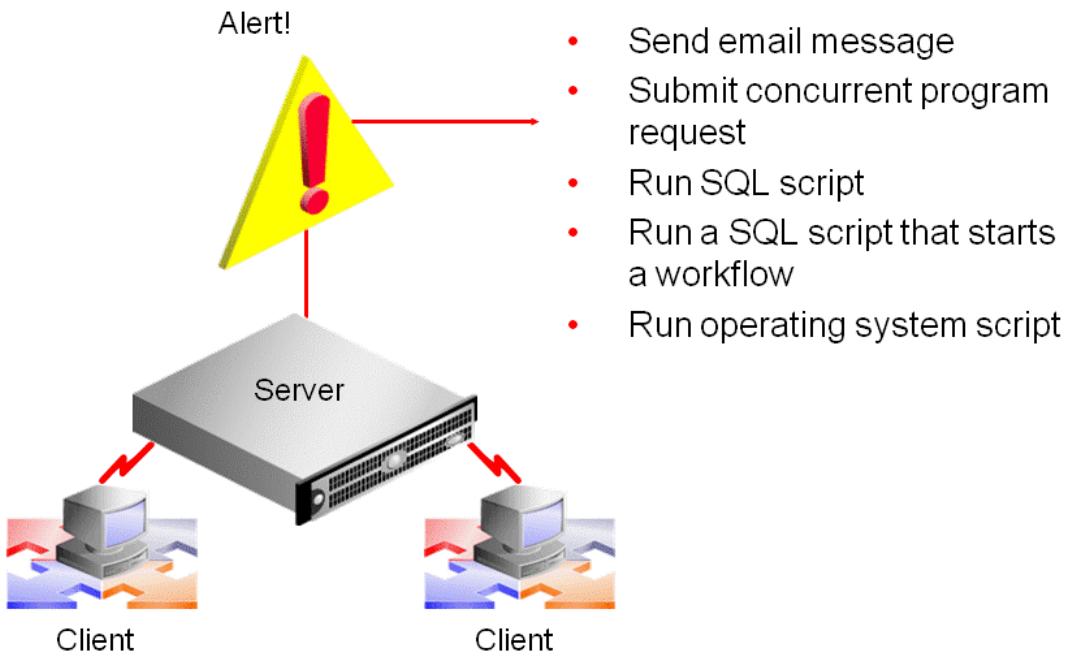
The types of system integration supported by Workflow are message-based. By supporting communication of messages between systems, Workflow allows you to define processing across different systems encompassing both your enterprise and your business partners. The power of this cross-system processing, together with the flexibility provided by the subscription-based processing, enables you to use Workflow for e-business integration.

# Overview of Alerts

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## Alert Process Overview

### Alert Process Overview



### Alert Process Overview

How do you find out about important or unusual activity in your database? How do you stay informed of regular, yet critical database events without sorting through lengthy reports?

Alerts monitor your database information and notify you when the condition that you have specified is found. You can define Alerts in any Oracle application or custom Oracle application. Some applications (Purchasing, for example) supply Alerts that can simply be activated and used.

You can define one of two types of alerts: event and periodic.

- **Event alert:** Notifies you of activity in your database as soon as it occurs
- **Periodic alert:** Checks the database for information according to a schedule that you define

## Event Alerts: Examples

### Event Alerts: Examples

Event alerts start when a record is inserted or updated.

Examples of event alerts that could be created include:

- New Code Combination: Notify GL Manager as soon as a new account combination has been created.
- Shipment Confirmation: Notify a user as soon as a shipment has been processed.
- Supplier Hold: Notify Purchasing Manager as soon as a supplier has been placed on hold.
- Database monitoring: Inform the DBA as soon as database tables need more space and automatically allocate space.

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## Event Alerts: Examples

By creating event alerts, you can have an immediate view of the activity in your database, thereby keeping up with important or unusual events as they happen.

When you create an event alert, you specify the following:

- A database event that you want to monitor—which is an insert or update to a specific database table
- A SQL SELECT statement that retrieves specific database information as a result of the database event
- Actions that you want Alert to perform as a result of the database event

## Periodic Alerts: Examples

### Periodic Alerts: Examples

- Personnel: Show all employees terminated in the last six months (monthly)
- Payroll: Show current balance and vacation reported by month (monthly)
- Purchasing: Detect creation or edit of Vendor with nonstandard payment terms (weekly)
- Purchasing: Show all blanket agreements that will expire (daily)

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## Periodic Alerts: Examples

By creating periodic alerts, you can have current measurements of staff and organization performance, so that you can focus on potential trouble spots. You can automate routine transactions.

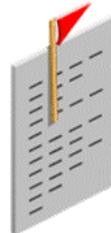
When you create a periodic alert, you specify the following:

- A SQL SELECT statement that retrieves specific database information
- The frequency with which you want the periodic alert to run the SQL statement
- Actions that you want Alert to perform when it runs the SQL statement

## What Is an Exception?

### What Is an Exception?

- An exception is a specified condition found during an alert check.
- For example, an alert checking for users who did not change their passwords within the designated time finds five users that meet the criteria. Each user found is an exception.



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## Action Types

### Action Types

An action occurs after a monitored database event occurs or a periodic check of the database has been performed. Alert can perform the following actions:

- Send an email message
- Submit a concurrent program request
- Run a SQL statement script
- Run an operating system script

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## Action Types

- Messages
  - UNIX Sendmail
  - VMS mail
  - Any MAPI-compliant Windows NT mail application
- Concurrent program request: supply arguments
- SQL statement script

**Note:** The only tables that you can write to directly are the custom application tables and the open interface tables.
- Operating system script

## Action Levels

### Action Levels

- **Detail:** Perform the action for each occurrence of the condition.
- **Summary:** Perform the action for a group of occurrences of the condition.
- **No Exception:** Perform the action when nothing in the database meets the search criteria.



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## Action Levels

Inform the Account Manager of invoices on hold:

- **Detail Action:** Send a separate email message for each invoice that meets the search criteria of invoices on hold.
- **Summary Action:** Send a single email message listing all the invoices that meet the search criteria, or send one summary for each vendor.
- **No Exception Action:** Send an email message stating that nothing in the database is on hold.

## Guided Demonstration - Activating an Event Alert (Optional)

---

### Activating an Event Alert

Responsibility: Alert Manager, Vision Enterprises

1. Navigate to the Alert window:
  - (N) Alert > Define
2. Query the ADS JPHR New Hire
  - Application: Human Resources
  - Name: ADS JPHR New Hire Workflow
  - Select the After Insert check box.
  - Select the Enabled check box.
3. Save.
4. (B) Actions
5. (B) Action Details

Note that the SQL statement starts a workflow process.

6. Close all windows until you are back at the Navigator.

### Entering a New Employee

7. Responsibility: Human Resources, Vision Enterprises
8. Navigate to the Find Person window:
  - (N) People > Enter and Maintain
9. Create a new employee:
  - Employee Name: XXNewEmployee
  - Gender: You Choose
  - Action: Create Employment (Select from the LOV.)
  - Person Type: Employee (Select from the LOV.)
10. Save.
11. (B) OK to accept the Note
12. (B) OK to accept the Note
13. Close all windows until you are back at the Navigator.

### Viewing the Concurrent Request

14. Responsibility: System Administrator
  15. Navigate to the standard request submission form:
    - (N) Concurrent > Requests
- Note that the standard request submission form is in system administrator mode.
- Note the event alert started a concurrent request.

### **Viewing Event History**

16. Responsibility: Alert Manager, Vision Enterprises
17. Navigate to the Review Alert History window:
  - (N) Alert > History
18. View event history:
  - Application: Human Resources
  - Alert Name: ADS JPHR New Hire

Note the action set has been executed.

## Practice - Creating and Testing a Periodic Alert (Optional)

---

### Overview

In this practice, you create and test a periodic alert.

### Assumptions

- Replace XX with your terminal number or initials.
- You must have access to an Oracle Application Vision database, or a comparable training or test instance at your site on which to complete this practice.

### Tasks

#### Defining an Alert

1. Responsibility = Alert Manager, Vision Enterprises
2. Navigate to the Alerts Window
  - (N) Alert > Define
3. Define a period alert:
  - Application = Payables
  - Name = XXInvoices on Hold
  - Enabled = *Selected*
4. (T) Periodic
  - Frequency = On Demand
  - Keep = 2 Days
5. Enter the SQL statement according to the following table:

Select Statement
<pre> SELECT aph.Hold_Reason,        aph.Hold_Lookup_Code,        api.Invoice_Num,        pov.Vendor_Name   INTO   &amp;Hold_Reason,          &amp;Hold_Type,          &amp;Invoice_Number,          &amp;Vendor_Name  FROM   PO_Vendors pov,         AP_Invoices api,         AP_Holds aph,         HR_Organization_Units hou  WHERE  hou.Name = 'Vision Operations'  AND    hou.Organization_Id = aph.Org_Id  AND    aph.Release_Lookup_Code IS NULL  AND    aph.Invoice_Id = api.Invoice_Id  AND    api.Vendor_Id = pov.Vendor_Id  ORDER BY pov.Vendor_Name </pre>

6. Save

7. Verify the written syntax.

### Defining Alert Outputs

8. Define alert details. Specify output details according to the following table:

Output Name	Description	Max Length Summary
HOLD_REASON	HOLD_REASON	25
HOLD_TYPE	HOLD_TYPE	20
INVOICE_NUMBER	INVOICE_NUMBER	
VENDOR_NAME	VENDOR_NAME	

### Defining Alert Actions

9. Define Alert actions according to the following table:

Action Name	Description	Action Level
Invoices on Hold e-Mail Notification	Summary e-Mail notification of invoices on hold	Summary

### Defining Action Details

10. Define action details, including text message and email information. The message should wrap when it exceeds a width of 80 characters.
11. Enter text according to the following table:

Text
Invoice Number      Hold Type      Hold Reason =***= Enter summary template below this line =***= **&Invoice_Number    &Hold_Type    &Hold_Reason =***= Enter summary template above this line =***=

### Defining a Second Action Type

12. Define Alert actions according to the following table:

Action Name	Description	Action Level
No Invoices on Hold e-Mail Notification	e-Mail notification of no invoices on hold	No Exception

## Defining Action Details

13. Define action details as appropriate, then define an action set according to the following table:

Seq	Action Set Name	Description
1	e-Mails	e-Mail notifications

## Adding Actions to the Action Set

14. Add actions according to the following table:

Seq	Action	On Error Action
1	Invoices on Hold e-Mail Notification	Abort
2	No Invoices on Hold e-Mail Notification	Abort

## Testing the Alert

15. Navigate to the Request Periodic Alert Check Window.  
   – (N) Request > Check

## Monitoring the Request

16. Monitor the request until it completes.

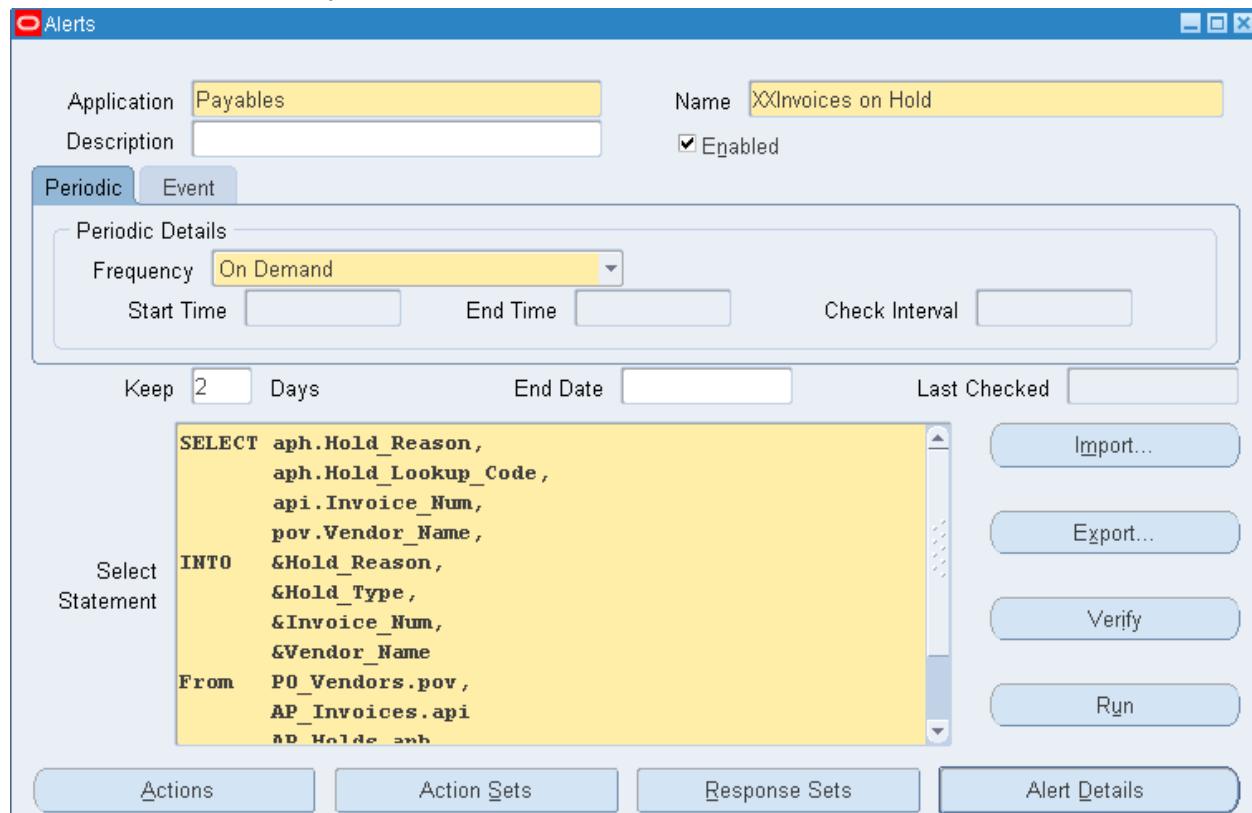
## Reviewing Alert History

17. Navigate to the Review Alert History Window.  
   – (N) Alert > History  
 18. View the Action Log.

## Solution: Creating and Testing a Periodic Alert (Optional)

### Defining an Alert

1. Responsibility = Alert Manager, Vision Enterprises
2. Navigate to the Alerts Window
  - (N) Alert > Define
3. Define a period alert:
  - Application = Payables
  - Name = XXInvoices on Hold
  - Enabled = Selected
  -
4. (T) Periodic
  - Frequency = On Demand
  - Keep = 2 Days



5. Enter the SQL statement according to the following table:

Select Statement
<pre>SELECT aph.Hold_Reason,        aph.Hold_Lookup_Code,        api.Invoice_Num,        pov.Vendor_Name        INTO &amp;Hold_Reason,</pre>

```

&Hold_Type,
&Invoice_Number,
&Vendor_Name
FROM    PO_Vendors pov,
        AP_Invoices api,
        AP_Holds aph,
        HR_Organization_Units hou
WHERE   hou.Name = 'Vision Operations'
AND     hou.Organization_Id = aph.Org_Id
AND     aph.Release_Lookup_Code IS NULL
AND     aph.Invoice_Id = api.Invoice_Id
AND     api.Vendor_Id = pov.Vendor_Id
ORDER BY pov.Vendor_Name

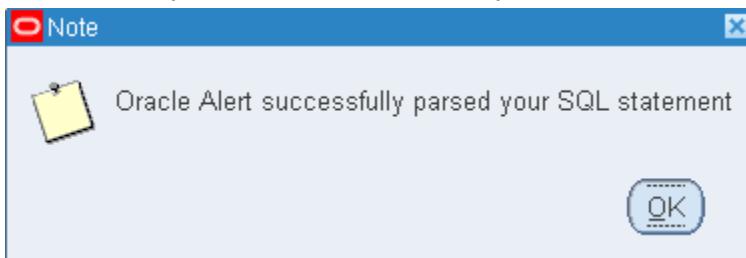
```

```

SELECT aph.Hold_Reason,
       aph.Hold_Lookup_Code,
       api.Invoice_Num,
       pov.Vendor_Name
INTO   &Hold_Reason,
       &Hold_Type,
       &Invoice_Num,
       &Vendor_Name
FROM    PO_Vendors pov,
        AP_Invoices api,
        AP_Holds aph,
        HR_Organization_Units hou
WHERE   hou.name = 'Vision Operations'
AND     hou.Organization_Id = aph.org_ID
AND     aph.Release_Lookup_Code IS NULL
AND     aph.Invoice_Id = api.Invoice_Id
AND     api.Vendor_Id = pov.Vendor_Id
ORDER BY pov.VENDOR_Name

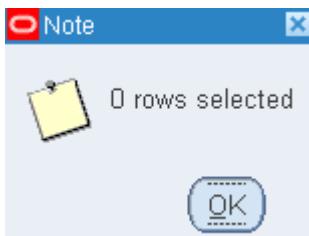
```

6. (B) Verify, to check whether the syntax written is correct.



7. Save

8. (B) Run, to check how many records are retrieved.



9. (B) OK

## Defining Alert Outputs

10. (B) Alert Details
- 11 (T) Outputs
12. (M) View > Find All to display all output variables
13. Specify output details according to the following table:

Output Name	Description	Max Length Summary
HOLD_REASON	HOLD_REASON	25
HOLD_TYPE	HOLD_TYPE	20
INVOICE_NUMBER	INVOICE_NUMBER	
VENDOR_NAME	VENDOR_NAME	

14. Save

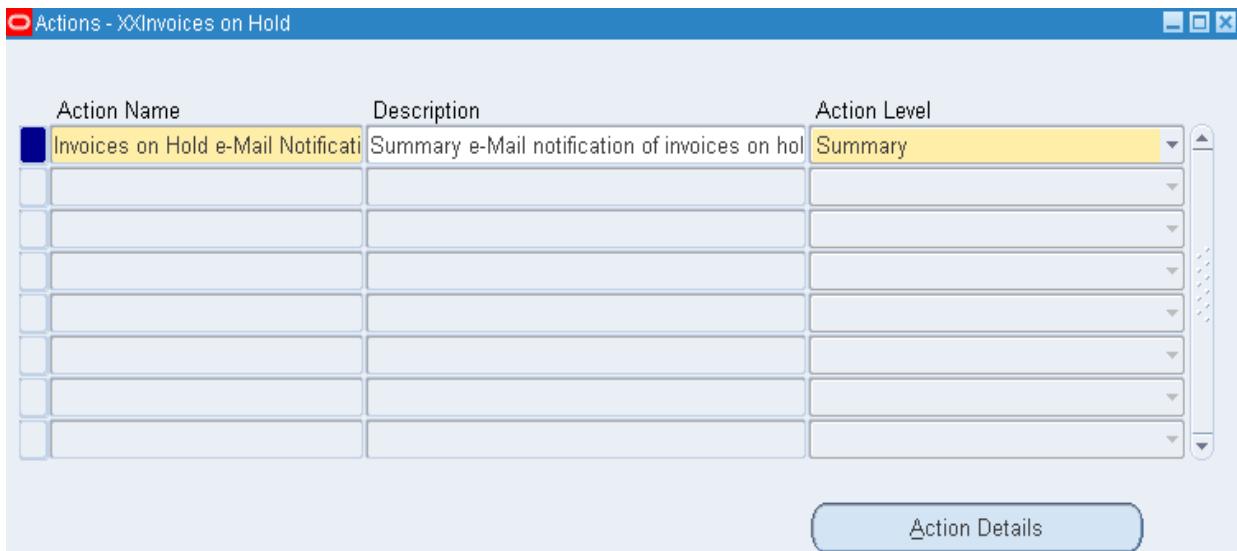
Output Name	Description	Detail	Summary	Number Format	Check For Duplicates
HOLD_REASON	HOLD_REASON		25		<input checked="" type="checkbox"/>
HOLD_TYPE	HOLD_TYPE		20		<input checked="" type="checkbox"/>
INVOICE_NUM	INVOICE_NUM				<input checked="" type="checkbox"/>
VENDOR_NAME	VENDOR_NAME				<input checked="" 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"/>

15. Close the Alert Details Window.

## Defining Alert Actions

16. (B) Actions
17. Define Alert actions according to the following table:

Action Name	Description	Action Level
Invoices on Hold e-Mail Notification	Summary e-Mail notification of invoices on hold	Summary



## 18. Save

## Defining Action Details

#### 19. In the Action Details Window:

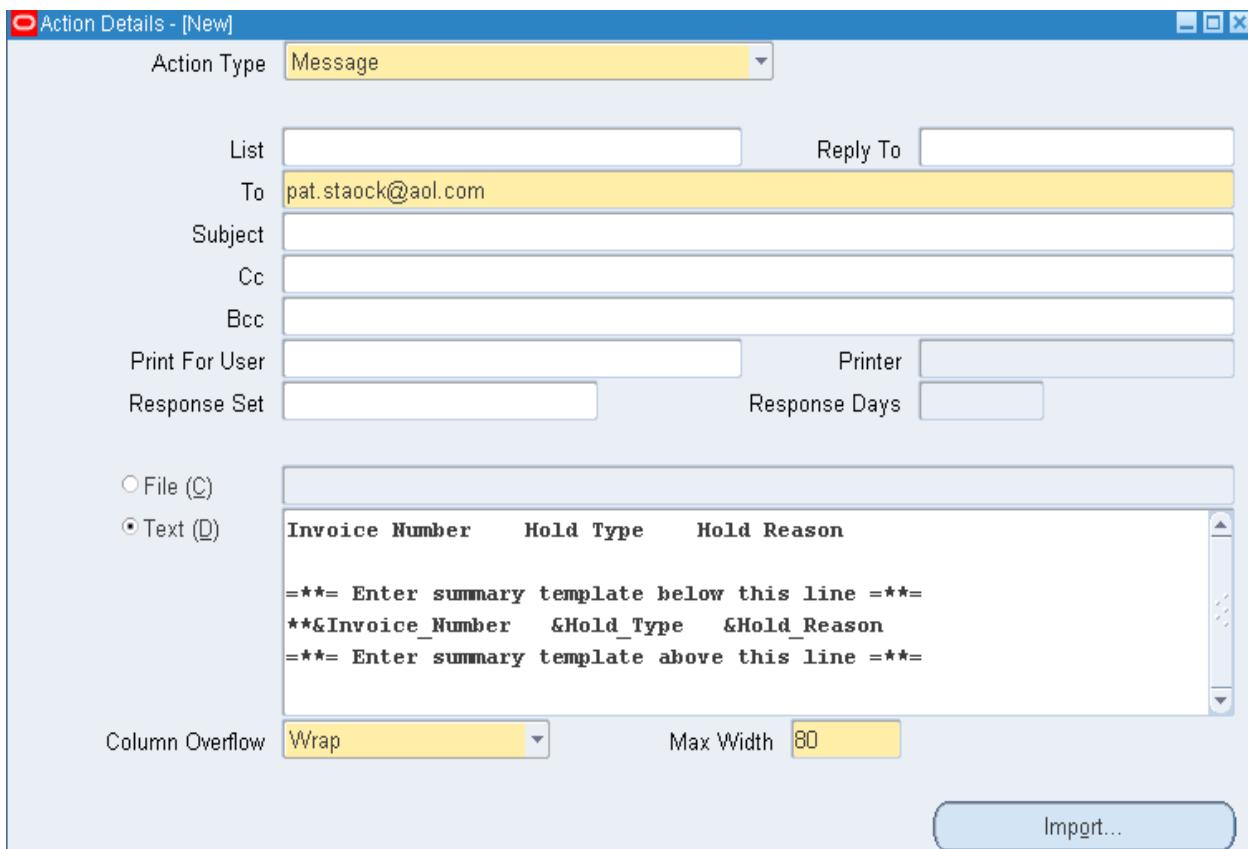
- Action Type = Message
  - To = *Enter an appropriate email address*
  - Text = Selected

20. Enter text according to the following table:

Text		
Invoice Number	Hold Type	Hold Reason
=**= Enter summary template below this line =**=		
**&Invoice_Number	&Hold_Type	&Hold_Reason
=**= Enter summary template above this line =**=		

- Column Overflow = Wrap
  - Max Width = 80

21. Save

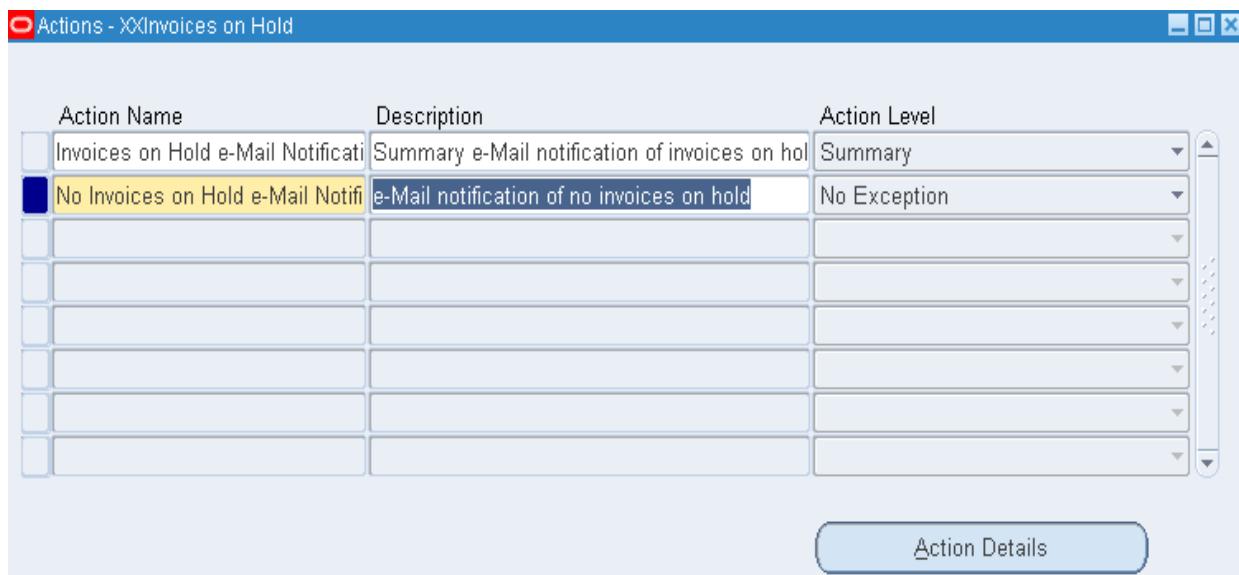


22. Close the Action Details Window.

### Defining a Second Action Type

23. Define Alert actions according to the following table:

Action Name	Description	Action Level
No Invoices on Hold e-Mail Notification	e-Mail notification of no invoices on hold	No Exception



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## Defining Action Details

## 24. (B) Action Details

- Action Type = Message
  - To = *Enter an appropriate email address*

Action Details - [New]

Action Type	Message
List	Reply To
To	stock.pat@aol.com
Subject	
Cc	
Bcc	
Print For User	Printer
Response Set	Response Days
<input type="radio"/> File (C)	
<input checked="" type="radio"/> Text (D)	
Column Overflow	Wrap
	Max Width
<input type="button" value="Import..."/>	

25. Save
  26. Close the Action Details Window
  27. Close the Actions Window.

## Defining Action Sets

28. (B) Action Sets, on the Alerts Window
29. Define an Action Set according to the following table:

Seq	Action Set Name	Description
1	e-Mails	e-Mail notifications

Action Sets - XXInvoices on Hold

Seq	Action Set Name	Description	Suppress Duplicates	Enabled	End Date
1	e-Mails	e-Mail notifications	<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"/>	

Action Set Details

## Adding Actions to the Action Set

30. (B) Action Set Details
31. (T) Members
32. Add actions according to the following table:

Seq	Action	On Error Action
1	Invoices on Hold e-Mail Notification	Abort
2	No Invoices on Hold e-Mail Notification	Abort

Action Set Details

Inputs   Outputs   Members

Seq	Action	Type	Summary Threshold	On Error	Enabled	
Seq	Action	Type	Threshold	Action	Seq	End Date
1	Invoices on Hold e-Mail N	Action: Message		Abort		
2	No Invoices on Hold e-Ma	Action: Message		Abort		

33. Save
34. Close all the other windows and return to the Navigator page.

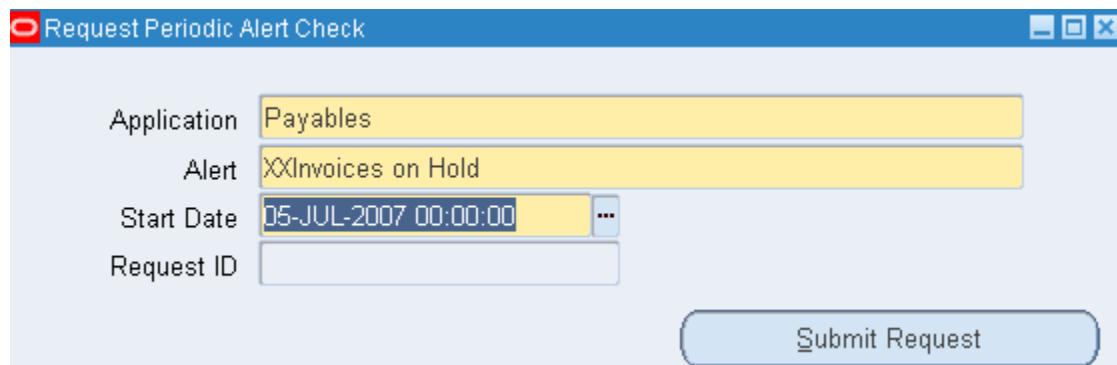
## Testing the Alert

35. Navigate to the Request Periodic Alert Check Window.

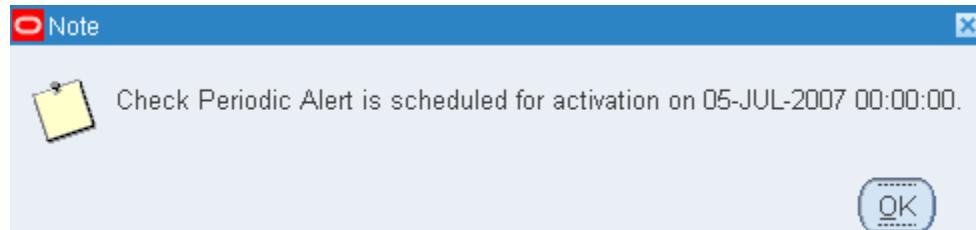
- (N) Request > Check

36. Test the alert

- Application = Payables
- Alert = XXInvoices on Hold



37. (B) Submit Request



38. (B) OK to acknowledge the message

## Monitoring the Request

39. (M) Requests > View

40. (B) Find



41. (B) Refresh Data, until the request completes

42. Close all the other windows and return to the Navigator page.

## Reviewing Alert History

43. Navigate to the Review Alert History Window.

- (N) Alert > History

44. Review alert history:

- Application = Payables
- Alert Name = XXInvoices on Hold

**O Review Alert History**

Application	Payables		
Alert Name	XXInvoices on Hold	Type	Periodic
Keep	2 Days	Last Checked	

**View History Dates**

From  ... To

**Buttons:** Find Checks, Find Exceptions..., Find Actions

**45. (B) Find Checks**

**O Review Alert Checks - XXInvoices on Hold**

Request					History
Requestor	Date	Time	Request ID	Status	Purge Date
OPERATIONS	06-JUL-2007	08:33:08	4961640	Completed	

**Viewing the Alert Action Log**

46. (B) Find Actions

47. (B) Action Log



48. (B) OK

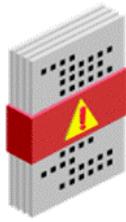
49. Close all the other windows and return to the Navigator page.

## Differences Between Alert and Workflow

### Differences Between Alert and Workflow

#### Alerts

- Run on insert, update, or concurrent request
- Limited conditional logic
- Limited predefined frequencies



#### Workflow

- Run on potentially any action, concurrent request
- Any conditional logic
- Almost any frequency



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### Differences Between Alert and Workflow

A major difference between Alert and Workflow is the ability to handle conditional processing. For example, assume that a workflow is defined in the system to detect a condition and requires a response from a user. Further, assume that the workflow was created such that if a response is not recorded during a specific period of time, a notification must be sent to the user's manager.

This type of logic is easy to incorporate into a Workflow. However, the same type of processing would be difficult to accomplish using Alert.

## **Summary**

### **Summary**

In this lesson, you should have learned how to:

- Recognize the benefits of Workflow
- Describe a Workflow process
- Identify the Business event process
- Describe Oracle Workflow Home pages and Worklist Web pages
- Monitor Workflow Web pages
- Respond to Workflow notifications
- Monitor a Workflow process
- Describe Alerts

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# **Oracle Business Intelligence Products: Overview**

## **Chapter 9**



# **R12 Oracle E-Business Suite for Implementers**

Oracle Business Intelligence Products: Overview

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## Objectives

### Objectives

After completing this lesson, you should be able to do the following:

- Describe the features of Daily Business Intelligence
- Identify the business needs surrounding Daily Business Intelligence
- Explain the relationship between Daily Business Intelligence and E-Business Suite
- Describe the components in a DBI report
- Describe the features of Oracle Fusion Business Intelligence

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### What Is Daily Business Intelligence?

Daily Business Intelligence (DBI) is an integrated out-of-the-box reporting and analysis application that enables senior managers and executives to see relevant, accurate, and timely information using self-service dashboards.

### What Is Fusion Intelligence?

Fusion Intelligence is a set of new Application products and one of the first of the Fusion Applications. Fusion Intelligence works seamlessly with EBS 11*i*, R12 DBI and PeopleSoft EPM 9.0 applications, and is part of the foundation of our Fusion Applications.

Fusion Intelligence unlocks the analytic treasure chest included in the EBS applications. You can access, extend, and configure hundreds of key performance indicators (KPIs) that are included in DBI using Fusion Intelligence.

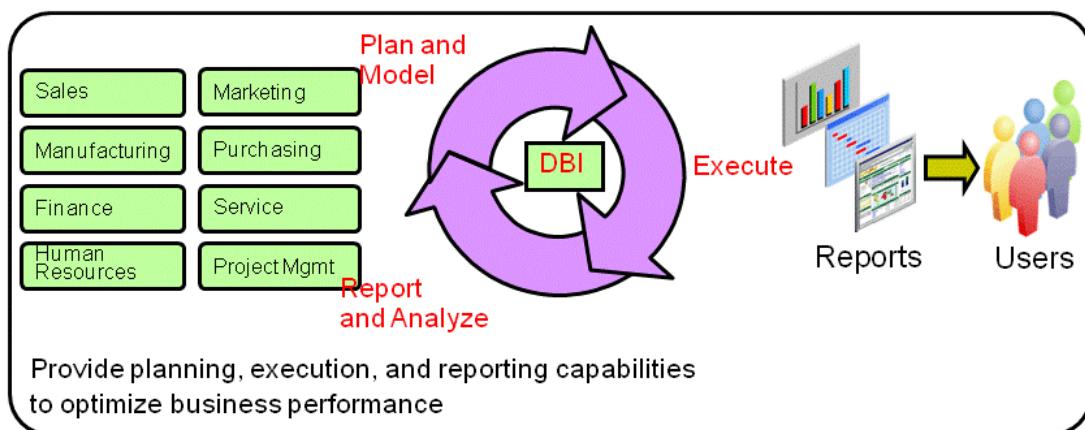
You learn about the features, business needs, the relationship between DBI and E-Business Suite, and other aspects of Daily Business Intelligence in the first section of this lesson. You learn about the features of Oracle Fusion Business Intelligence in the second section of this lesson.

### R12 Daily Business Intelligence: Overview

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## Daily Business Intelligence: Introduction

### Daily Business Intelligence: Introduction



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### Daily Business Intelligence: Introduction

Daily Business Intelligence (DBI) is an out-of-the-box reporting and analysis framework that enables senior managers and executives to view relevant, accurate, and timely information by using overview pages and drill-to reports. DBI's unique, unified architecture makes it possible to perform this type of enterprisewide daily reporting and analysis. By leveraging the E-Business Suite (EBS) architecture, DBI provides a cross-enterprise functionality that is not available as part of standard Oracle reports.

For example, Management reporting in DBI enables you to associate your supervisor hierarchy. This is possible because of collation of supervisor hierarchy-related data defined in Oracle Human Resources with your cost center hierarchy defined in Oracle General Ledger. The result is a view of your financial data by manager instead of cost center.

### Business Needs for Daily Business Intelligence

- Cost control
- Changing market
- Information availability
- Increased accountability
- Emphasis on corporate governance



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### Business Needs for Daily Business Intelligence

The following are some of the business needs for Daily Business Intelligence:

- **Cost control:** Management reporting requires significant investment especially when the scale of reporting is across geographies. Oracle DBI reduces the cost of reporting because it can be embedded within Oracle Applications, thereby providing a holistic view of the organization at a lesser cost.
- **Changing market:** Organizations now need to quickly and confidently gauge changing market conditions based on key performance indicators (KPIs) and other relevant benchmarks such as cost per employee, cost per manager, and so on.
- **Emphasis on corporate governance:** Emphasis on corporate governance has increased the demand for transparent, accurate, and timely information required by companies to help them focus better on their core operations.
- **Increased accountability:** There is a need for increased accountability in enterprises today. DBI provides daily summaries with transaction details that increase the confidence of executives and managers in the information delivered.
- **Information availability:** Timely availability of information to the relevant personnel is a key business reporting need. DBI fulfills this need by delivering information directly to

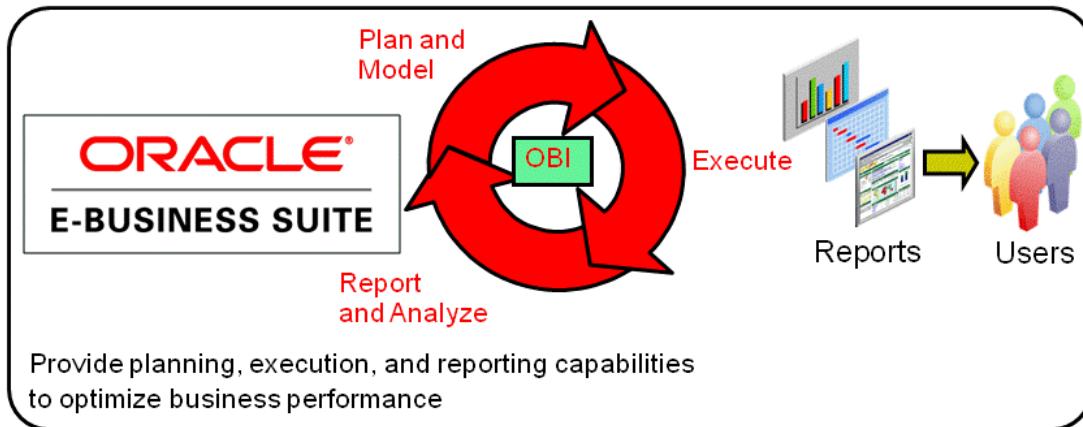
decision-makers in a user-friendly format, thereby helping them implement accurate and timely decisions.

# Oracle Fusion Business Intelligence: Overview

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## Oracle Fusion Business Intelligence: Introduction

### Oracle Fusion Business Intelligence: Introduction



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### Oracle Fusion Business Intelligence: Introduction

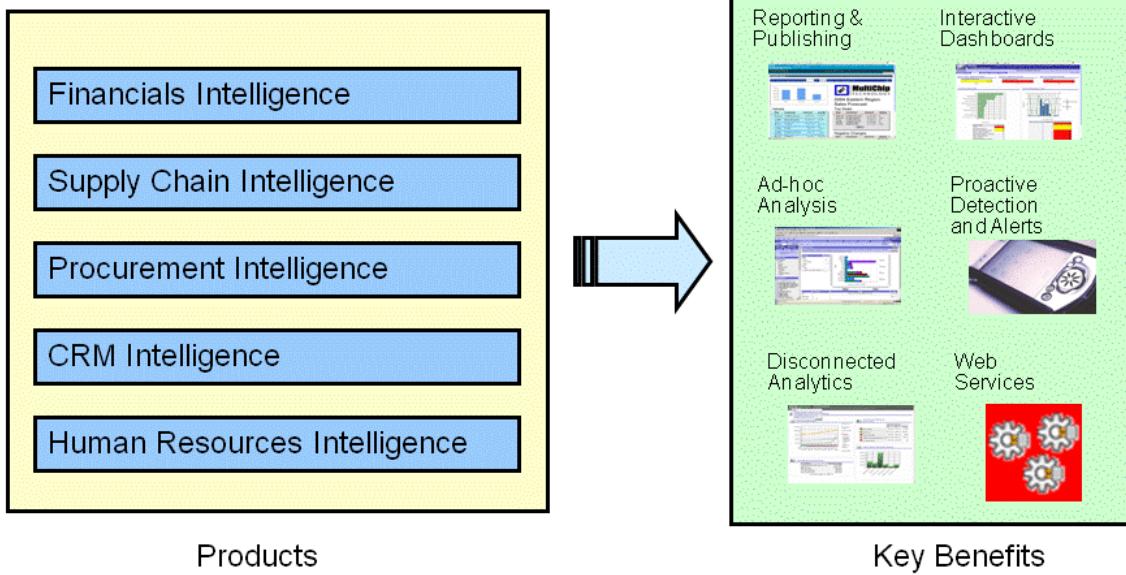
Fusion Intelligence applications are interactive, comprehensive analytical applications that offer insight into your financials, human resources, sales, procurement, service, supply chain, order management, procurement, and compliance operations. With Fusion Intelligence for E-Business Suite (EBS), you can deliver pervasive intelligence across your organization, empowering users at all levels. You can deploy all of the Fusion Intelligence applications together for a complete, integrated analytic solution, or deploy the applications modularly to meet specific business and budgetary requirements.

The applications contain prebuilt, role-based dashboards with preconfigured, action-driven analytics that help you quickly analyze KPIs, reports, and metrics to spot trends and determine whether your area of business is on track. The applications also provide a library of prebuilt reports, prompts, and filters that present data in interactive charts, graphs, and grids. From a dashboard or report, you can drill down to the source data in the transaction processing application to view transaction details and take corrective action.

Further, security rules ensure that personalized content is generated for specific users and roles.

## Oracle Fusion Intelligence Products for EBS

### Oracle Fusion Intelligence Products for EBS



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## Oracle Financial Analytics

### General Ledger and Profitability Analytics

- Incorporates detail-level general ledger transactions and cash flow analysis across locations, customers, products, sales territories, distribution channels, and business units
- Identifies the customers and transactions that are providing maximum profits by product, location, department, and geographic detail
- When combined with Marketing Analytics, it enables analysis of Campaign Return on Investment (ROI) and assists in customer segmentation.

### Payables Analytics

- Provides visibility into payments due to suppliers and expense-line detail so that managers can manage cash outflows and control expenses
- When combined with Supply Chain Analytics, it enables complete procurement analysis from Requisition through Check.

## **Receivables Analytics**

- Monitors collections processes to show what customers buy and how they pay, thereby enabling managers to identify overdue balances and other receivables bottlenecks
- When combined with Oracle Sales Analytics and Oracle Order Management and Fulfillment Analytics, it enables more efficient management of the Lead to Cash process.

## **Oracle Supply Chain Analytics**

### **Procurement and Spend Analytics**

- Increases visibility into direct and indirect spend, product delivery schedules, payment, and employee expenses
- Reduces spend through demand aggregation and strategic sourcing initiatives

### **Supplier Performance and Supplier Payables**

- Enables understanding and tracking of cycle times, supplier price performance and score carding, delivery performance, and product receipt quality
- Enables reduction in costs, procurement cycle times, minimize working capital

### **Inventory Analytics**

- Incorporates analysis of the inventory held by an organization, bills of material, inventory movements in, out, and through production or storage location, and better understanding of customer and supplier returns. Ensures optimized Inventory levels and maximizing of customer sales through product availability

## **Oracle Order Management and Fulfillment Analytics**

### **Order Management Analytics**

- Foundation application module that provides insight into critical Order Management business processes and key information, including orders, invoices, G/L revenue, sales effectiveness, and customer scorecards

### **Order Fulfillment Analytics**

- Provides complete analysis of every step in the back-office sales processes, from Order through Cash, enabling companies to respond more quickly to customer issues and resolve them before they become problems

## **Oracle HR Analytics**

### **Compensation Analytics**

- Increases performance of an organization by understanding and leveraging pay and performance relationship
- Decreases costly compensation errors

### **Operations and Compliance Analytics**

- Reduces cost and time associated with compliance reporting

- Increases employee satisfaction and retention by managing the overall profile and background of the workforce
- Drives lower HR costs through reduced recruiting and terminations

Objectively assess HR organization's performance on periodic basis. Drive HR to more strategic role in organization by showing return on HR investment

## **Oracle Sales Analytics**

### **Sales Analytics**

- Analyzes pipeline opportunities and forecasts to determine the actions that are required to meet sales targets
- Determines the products and customer segments that generate the most revenue, and how to effectively cross-sell and up-sell
- Understand which competitors are faced most often and how to win against them

### **Usage Accelerator Analytics Option**

- Add-on to Sales Analytics that empowers front-line managers with the information needed to effectively manage their team's usage
- Removes ambiguity and focuses users on the information they need to maintain

## **Service and Contact Center Telephony Analytics**

### **Service Analytics**

- Provides complete analysis of the business aspect of the services organization
- Includes analysis of the call center and field service business to understand the true cost to serve in a complex service business

### **Contact Center Telephony**

- Enables measurement and management of multi-channel contact center operations, key business processes, and activities by providing increased operational effectiveness through detailed staffing, headcount, and scheduling analysis
- Also provides increased business value through complete campaign and sales performance insight by agent, and across customer, product, service, and region

## **Marketing Analytics**

### **Campaign Analytics**

- Provides campaign results data by offer, segment, and agent performance
- The manager can monitor a campaign scorecard and identify the root causes for shortfalls in meeting predicted goals.

### **Customer Analytics**

- Provides product affinity, market basket, and next product purchased analysis
- Provides demographic information and information on impact of customer behavior because of marketing activities

## **Event Analytics**

- Provides Analytics related to management of trade shows, customer events, and so on
- Marketing Events Analytics can show analysis of event registrations, expenses on supplies by vendor, region, event, and so on. Event ROI analysis that is fully integrated with Marketing Planning Analytics

## **Marketing Planning Analytics**

- Provides information related to Marketing Planning. Information is organized for different roles such as Marketing Executive, Director, and Finance Director.
- The dashboard also has a Sales Alignment page to allow Sales and Marketing Executives to coordinate activities.

### Features of Fusion Intelligence

- Embedded dashboards
- Guided drilldown
- Integrated security
- Guided navigation and action links

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## Embedded Dashboards

The screenshot displays a complex embedded dashboard with several key features highlighted by blue callout boxes:

- Flexible Time Periods:** Located at the top left, showing a date range from 11/23/2005 to 11/23/2005, and buttons for Period (Year), Compare To (Prior Year), Manager (W.Tucker), and Currency (USD).
- Key Performance Indicators:** A section containing a yellow warning message about operating margin being at risk of missing a forecast, followed by a table of YTD financial data.
- Guided Navigation:** A section titled "Profit and Loss Statement - YTD" with a table of quarterly financial data (Q2-05, Q3-05, Q4-05) and a bar chart showing operating margin, revenue, and total expenses.
- Multiple Currencies:** A section showing currency exchange rates between Government (\$68,965,055) and Commercial (\$56,750,063).
- Key Performance Indicators:** A section listing top sales in Q4 2005, such as SmartBuy (\$10,027,886) and Business World (\$6,964,816).
- Summary Results:** A section showing a bar chart of sales data for four companies.
- Multiple Data Widgets for presenting data:** A section displaying various gauge charts for metrics like Support (\$53,547,707), Distributions (\$48,141,244), Education (\$44,282,756), Services (\$33,330,718), Partners (\$22,156,061), and G&A (\$268,132).

## Embedded Dashboards

Embedded Dashboards provide a wealth of user functionality while maintaining ease of use. Dashboards are rendered in pure HTML so that they can be accessed over the Web and require no specialized user training. Dashboards have built-in time summarization options—from Calendar Week, Month, and so on, through Rolling periods or Fiscal Periods—depending on the subject area of analysis. Furthermore, these time periods can be compared to prior periods, years, or even a budget. All dashboards offer a variety of visualization options including KPIs, graphs, tables, and guiding links.

Users can even export to Excel or PDF as well as collaborate on information using e-mail, Web conferencing, and Real-Time Chat.

In addition, the Delegation feature allows managers and executives to ‘delegate’ roles to their subordinates for a limited amount of time.

Embedded Dashboards provide a drilldown-and-through model that allows users to view aggregated data to understand the trends, investigate anomalies, exceptions, or problems by drilling down to lower levels in a hierarchy that is part of a multidimensional query, and finally drill through to the underlying transactional system to resolve potential issues or facilitate solutions to existing problems.

## Guided Drilldown

### Guided Drilldown

Top 10 Spenders				
Employee	Direct Manager	Period Total	Reports	<a href="#">View Details</a>
D.Lewis	I.Lang	103,358	28	
J.Ulrich	I.Lang	96,906	27	
B.Bauer	S.Bartels	67,002	106	
D.Lange	S.Bartels	66,739	102	

[Summary and Trends](#)

[Detail Information](#)

[Actual Transactions](#)

Expense Report Listing					
Report Date	23-Nov-05	Period	Year	Employee	<a href="#">D.Lewis</a>
Currency <b>USD</b>					
Report Number	Currency	Amount	Charged Amount	Cost Center	Report Date P
W26264	USD	6,626	6,626	421-Sales NorthEast-01	01-Sep-2005 C
W24314	USD	6,199	6,199	421-Sales NorthEast-01	02-Mar-2005 C
W26282	USD	6,184	6,184	421-Sales NorthEast-01	02-Oct-2005 C
W26264	USD	6,626	6,626	421-Sales NorthEast-01	04-May-2005 C

[Expense Report W26264](#)

**General Information**

Name: Lewis, Mr. David (Dave) (181)	Report Submit Date: 03-AUG-2005
Expense Dates: 29-AUG-2005 - 01-SEP-2005	Attachments: None
Cost Center: 421	Report Total: 6,626.00 USD
Purpose: Customer Conference	Reimbursement Amount: 6,626.00 USD
Approver: Lang, Ms. Inga R	
Receipts Status: Required	

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## Guided Drilldown

Users can directly drill down from a DBI dashboard to a Report to further explore data. DBI reports allow users to pivot and view data across different dimensions, and drill down a hierarchy. In addition, users can save their queries and parameter filters to execute it on a periodic basis. DBI also allows users to print, email, and export the report.

## Integrated Security

- Launch the Fusion dashboard from Application Navigator
- Shared responsibilities between EBS and OBIEE
- Sign in only once in EBS

## Integrated Security



## Integrated Security

The system maintains the existing data security that is defined in E-Business Suite when users access the same data in Oracle BIEE. To maintain object security, when a user logs into the system and the user's EBS responsibility matches an Oracle BI Server group or Presentation Catalog group, the system automatically assigns the appropriate object permissions to the user.

**Navigation from EBS:** Users can log into Oracle EBS and access Fusion Intelligence applications from the standard Oracle Navigator. In Fusion Intelligence applications, you can click links to view Dashboards, Answers, Delivers, Administration, and My Account. The views that you can access are determined by your EBS responsibilities.

**Note:** You may need specific permissions from the system administrator to access this module.

## **Summary**

### **Summary**

In this lesson, you should have learned how to:

- Describe Daily Business Intelligence features
- Identify the business needs surrounding Daily Business Intelligence
- Explain the relationship between Daily Business Intelligence and E-Business Suite
- Describe components in a DBI report
- Describe the features of Oracle Fusion Business Intelligence

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## Practice - Shipping Management Page

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### Overview

The purpose of this practice is to familiarize you with how to run a report in a DBI environment. In this practice using the Shipping Management page you will review the Shipping processing metrics. You will review key performance indicators (KPIs) related to shipping and then drill down to details of shipping lines, which were late to schedule. You will:

- View the Shipping Management page.
- View the Lines Shipped Performance Trend page.
- View the Lines Shipped Late To Schedule Detail page

### Assumptions

- Use the Vision demo database for this practice.

### Tasks

1. Responsibility = Daily Supply Chain Intelligence
2. (N) Dashboards > Shipping Management
3. Review the change in the number for Shipping KPIs by altering Period, Compare To and Organization.
4. Open the Lines Late to Schedule Trend.
5. Browse through details of Lines Late to Schedule.
6. Open and review line level details for a delayed order.

## Solution – Shipping Management Page

1. Responsibility = Daily Supply Chain Intelligence
2. (N) Dashboards > Shipping Management

**ORACLE® Shipping Management**

Home Views

As Of Date **23-Nov-2005** Period **Year** Compare To **Prior Period** Organization **All**

38 days left in Q4 FY05

**Shipping Management KPIs**

Name	VTD	Change	Compare Organizations	
<a href="#">Lines Shipped</a>	10,840	-4.2%	Place cursor over data points to see values	
<a href="#">Lines Late to Schedule</a>	46.3%	-5.6		
<a href="#">Lines Late to Promise</a>	46.8%	-6.0		
<a href="#">Book to Ship (Days)</a>	1.2	-0.5		
<a href="#">Past Due Schedule Lines</a>	7	-58.8%		

**Links**

- [Customer Fulfillment Management](#)
- [Inventory Management](#)
- [Manufacturing Management](#)
- [Plan Management](#)
- [Product Cost Management](#)
- [Warehouse Management](#)
- [Customer Fulfilment Management](#)
- [Plan Management](#)
- [Expense Management](#)
- [HR Management - Overview](#)

**Lines Shipped Performance**

Inventory Category	Lines Shipped	Change	Lines Late to Schedule	Change	Lines Late to Promise	Change
Desktop Computers (COM...)	2,342	-21.1%	45.5%	-0.9	46.3%	-1.0
Plasma TV (TELEVISION...)	2,313	90.1%	47.3%	-44.6	47.4%	-44.5
Digital TV (TELEVISION...)	2,301	97.2%	46.4%	-45.9	46.4%	-45.9
Digital Camera Equipme...	1,802	30.4%	45.2%	-14.2	45.6%	-14.4
Notebook Computers (CO...)	1,044	-39.9%	45.7%	10.0	46.6%	9.2
Handheld Game Devices...	528	4.3%	51.3%	-0.1	52.7%	-0.9
Game Software (GAME.SO...)	430	8.0%	45.3%	-2.9	45.3%	-2.9

**Links**

- [Lines Shipped On-Time to Schedule Trend](#)
- [Lines Shipped Late to Schedule Summary](#)
- [Lines Shipped Late to Schedule Detail](#)
- [Lines Shipped Late to Promise Summary](#)
- [Lines Shipped Late To Promise Detail](#)
- [Planned On-Time Shipment](#)

**Lines Shipped Trend**

**Lines Late to Schedule Trend**

**Suggestion:** Change the report parameters like Period, Compare To, and Organizations and observe the changes to the report.

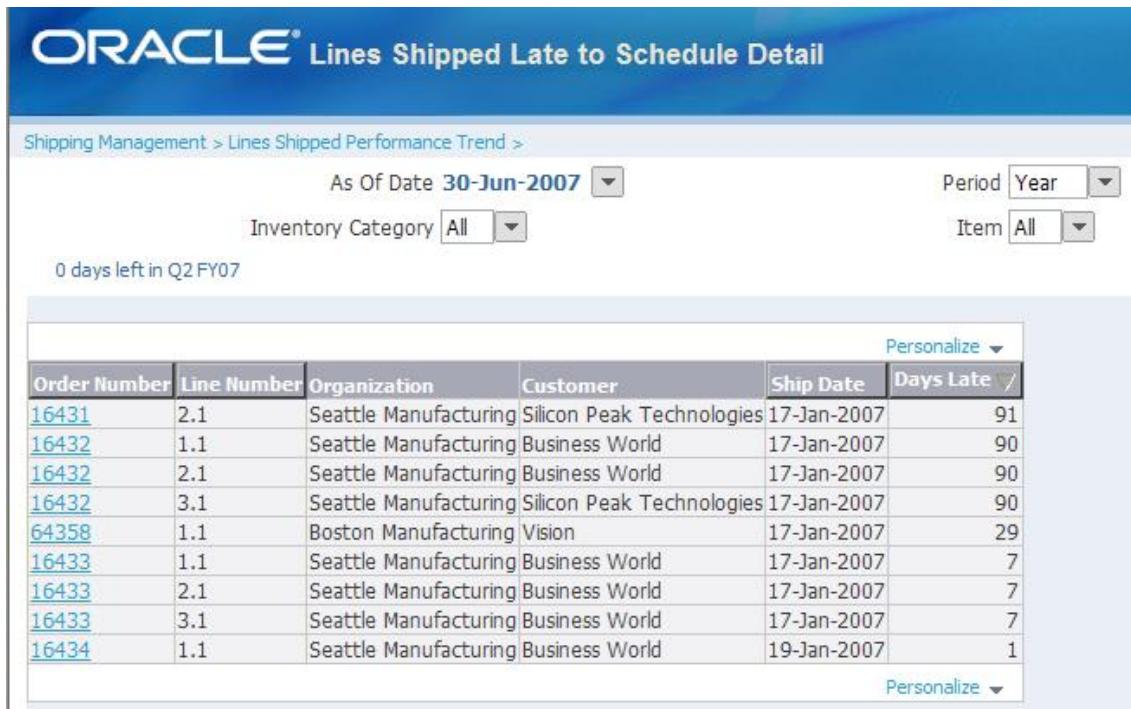
3. Scroll down the page and click on the Lines Late To Schedule link, to display the Lines Shipped Performance Trend.

4. On the Lines Shipped Performance Trend specify:  
Period = Year  
Compare To = Prior Year

**Note:** That the graphs change automatically to reflect the data according to the specified parameters.



5. Scroll down the page to view the links listed at the bottom of the report, click on Lines Shipped Late to Schedule Detail to view the details of order an lines which got delayed.



6. Click on an Order Number to view Line level details.

General		Shipping		Billing	
Customer Name	<b>Business World</b>	Freight Terms	<b>Prepay &amp; Add Standard Priority</b>	Bill To	<b>12821 New York, NY, 10000, US</b>
Customer PO		Shipment Priority	<b>Standard Priority</b>	Payment Terms	<b>Immediate</b>
Order Date	<b>18-Oct-2006 21:54:18</b>	Delivery Summary	<a href="#">View Delivery Summary</a>	Price List	<b>Corporate</b>
Need By Date	<b>18-Oct-2006 21:54:24</b>	Delivery Line Details	<a href="#">View Line Details</a>	Total	<b>2,667.84 US dollar</b>
Booked Date	<b>18-Oct-2006 21:55:11</b>			Pricing Details	<a href="#">View Pricing Details</a>
Status	<b>Closed</b>			Invoice Information	<a href="#">View Invoice Information</a>
Quality Plan	<a href="#">View Quality Plan</a>				

**Lines**

Select Order Lines: Actions

[Select All](#) | [Select None](#)

Select	Line Num	Item	Item Description	Ordered Quantity	UOM	Fulfilled Quantity	Unit Price	Extended Price	Delivery	Expected Ship Date	Acceptance Status	Acceptance Date	Details
<input type="checkbox"/>	1.1	AS66311	Vision Pad DX - Mobile Computer	5	Ea	5	237.49	1,187.45		18-Oct-2006 23:59:00			
<input type="checkbox"/>	2.1	AS66311	Vision Pad DX - Mobile Computer	5	Ea	5	237.49	1,187.45		18-Oct-2006 23:59:00			

