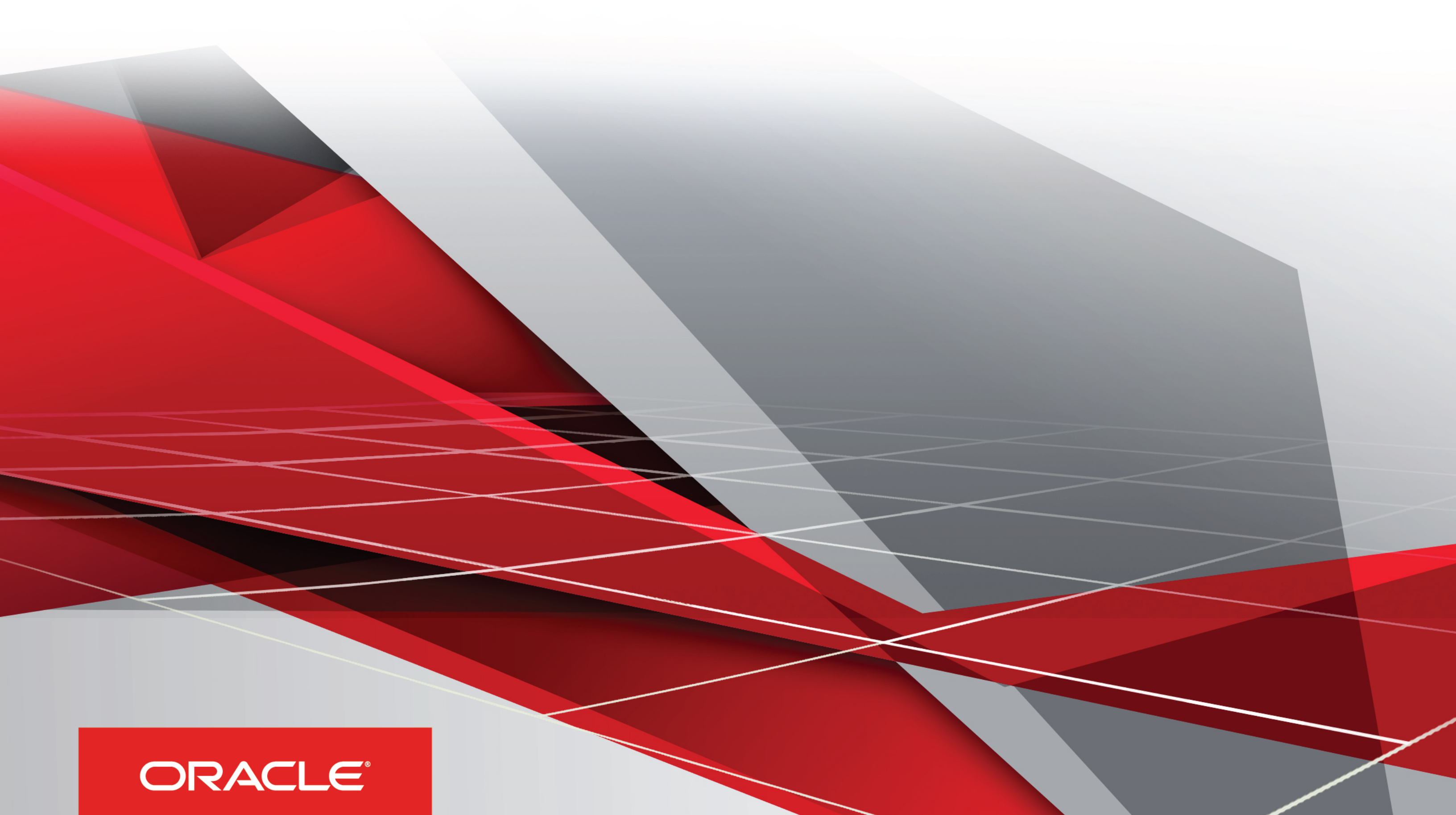
# Oracle

# Procurement Cloud Implementing Procurement

## Release 12

This guide also applies to on-premises implementations



Oracle® Procurement Cloud Implementing Procurement

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# Contents

## 25 Supply Chain Management Integration 553

# Preface

This preface introduces information sources that can help you use the application.

## Oracle Applications Help

Use the help icon ? to access Oracle Applications Help in the application. If you don't see any help icons on your page, click the Show Help icon ? in the global header. Not all pages have help icons. You can also access Oracle Applications Help at https://fusionhelp.oracle.com.

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# 1 Overview

## Understanding Implementation Structures

## The Setup and Maintenance Work Area: Overview

The Setup and Maintenance work area enables rapid and efficient planning, configuration, implementation, deployment, and ongoing maintenance of Oracle Fusion applications through self-service administration.

The Setup and Maintenance work area offers you the following benefits:

- Prepackaged lists of implementation tasks

  Task lists can be easily configured and extended to better fit with business requirements. Auto-generated, sequential task lists include prerequisites and address dependencies to give full visibility to end-to-end setup requirements of Oracle Fusion applications.
- Rapid start

  Specific implementations can become templates to facilitate reuse and rapid-start of consistent Oracle Fusion applications setup across many instances.
- Comprehensive reporting

  A set of built-in reports helps to analyze, validate and audit configurations, implementations, and setup data of Oracle Fusion applications.

With Oracle Fusion Functional Setup Manager, the software behind the Setup and Maintenance work area, you can:

- Learn about and analyze implementation requirements.
- Configure Oracle Fusion applications to match your business needs.
- Get complete visibility to setup requirements through guided, sequential task lists downloadable into Excel for project planning.
- Enter setup data through easy-to-use user interfaces available directly from the task lists.
- Validate setup by reviewing setup data reports.
- Implement all Oracle Fusion applications through a standard and consistent process.
- Export and import data from one instance to another for rapid setup.

## Offerings: Explained

Offerings are application solution sets representing one or more business processes and activities that you typically provision and implement as a unit. They are, therefore, the primary drivers of functional setup of Oracle Fusion applications. Some of the examples of offerings are Financials, Procurement, Sales, Marketing, Order Orchestration, and Workforce Deployment. An offering is the highest level grouping of Oracle Fusion Applications functionality. They include functional areas, and alternative business rules known as features.

# Functional Areas: Explained

A functional area is a grouping of functionality within an offering. It may be an optional piece of functionality that you may want to implement as part of an offering. Optional functional areas can be included or excluded from their parent offering. Functional areas may be hierarchical, and therefore may be subordinate to another functional area. An offering has at least one base or core functional area and may have one or more optional functional areas. Additionally, one or more or features may be associated to an offering. Base functional areas indicate the core functionality that you need to implement for the offering to be operational.Optional functional areas indicate optional functionality that you may or may not implement for an offering.

## Common Functional Areas

Some core functionality essential to an offering such as setting the Initial Users or the Legal Structures may be shared across offerings. These are known as common functional areas and appear across offerings. Although most of the tasks associated to a common functional area are the same regardless of the offering you implement, there may be some offering-specific tasks.

In general once you implement a common functional area for a given offering, you won't need to repeat its implementation for the remaining offerings, however, it's recommended you check if there is any offering specific tasks that may still require your attention.

## Base and Optional Functional Areas

Functional areas that support core functionality for an offering are known as base functional areas and must be implemented in order for the offering to be operational. Other functional areas known as optional functional areas support processes or functionality that can be implemented at your discretion depending on the business requirements. These can be implemented later during the implementation process.

# Features: Explained

Offerings include optional or alternative business rules or methods called feature choices, used to fine-tune business processes and activities supported by an offering or a functional area. You make feature selections according to your business requirements to get the best fit with the offering. If the selected offerings and functional areas have dependent features then those features are applicable when you implement the corresponding offering or functional area.

Feature choices can be one of three different types:

## Yes or No

If a feature can either be applicable or not be applicable to an implementation, a single check box is presented for selection. Check or deselect to specify yes or no respectively.

## Single Select

If a feature has multiple choices but only one can be applicable to an implementation, multiple choices are presented as radio buttons. You can turn on only one of those choices.

## Multi-Select

If the feature has multiple choices but one or more can be applicable to an implementation then all choices are presented with a check box. Select all that apply by checking the appropriate choices.

# Implementation Project Task Lists: Explained

Once you make offering and functional area selections, Oracle Fusion Functional Setup Manager creates the implementation project and generates a complete list of setup tasks based upon your selections. The predefined hierarchical task list added when you select an offering is called the offering top task list. It includes a complete list of all tasks, including the prerequisites required to implement the offering. Typically, this task list has the same name as the name of the offering it represents. If multiple offerings are included in a single implementation project, then each one of the offering top task lists shows as a top node in the implementation task list hierarchy.

## Included Tasks

Tasks used to set up any of the dependent functional areas and features, which are not selected for implementation are excluded from the task list. The implementation task list is generated according to the offering configurations and top task list definitions present at the time an implementation project is created. Once created, the task list in the implementation project becomes self-contained and does not change based on any changes made to the offering configurations or top task list definitions.

## Task Organization

The offering top task list shows as the top node in the implementation task list hierarchy. If multiple offerings are included in a single implementation project then top task list of each of the offerings becomes a top node of the implementation task list hierarchy. Within each top node, the tasks are organized with prerequisites and dependencies in mind.

- The most common requirements across all offerings are listed first.
- Next, the common tasks across an application area (such as Customer Relationship Management, or Financials), if applicable, are shown.
- Next, tasks that are common across multiple modules and options within an offering display.
- Finally, tasks for specific business areas of the offering, such as Opportunity Management, Lead Management, Territory Management, or Sales Forecasting display.

## Predecessor Tasks

Some setup data may be a prerequisite for other setup data. The tasks that involve entering the prerequisite data may be identified as predecessor tasks.

In an assigned task list a task with predecessors is indicated as such, and provides you the following information:

- Which tasks are the predecessors of a given task.

- The status of the predecessor tasks.
- The recommended status of the predecessor tasks before performing the given task.

Predecessor tasks are identified to give you better understanding of the data dependency, but you are not prohibited from performing the task even if the predecessor task status is not in the recommended state. Different implementations may select to implement the offerings in different orders. A predecessor task may also be a common task for many different offerings. If a predecessor task was performed as part of a previous implementation and setup data was entered, then you may be able to proceed with the dependent tasks without performing the predecessor tasks in the current implementation. The predecessor and the dependent tasks might be performed in parallel by entering certain values of predecessor first and then followed by entering the data that is dependent on the already entered parent data, and then repeating the process for each step of the data dependency.

# Managing an Implementation

## Getting Started with an Implementation: Overview

To start an implementation, set up one or more initial users. In an Oracle Fusion Applications environment, use the super user created during installation and provisioning. For an Oracle Cloud implementation, use the initial administrator provided by Oracle. Because applications is secure as delivered by Oracle, the process of enabling the necessary setup access for initial users requires the following steps:

1. As you start an implementation, sign in as the user with initial access: either the Oracle Fusion Applications installation super user or the initial Oracle Cloud administrator user.
2. Select an offering to implement and then enable the offering and the associated functional areas. Once the offering is enabled, you generate the setup tasks needed to implement the offering.
3. Perform the following security tasks:
   a. Synchronize users and roles in the Lightweight Directory Access Protocol (LDAP) store with HCM user management. Use the Run User and Roles Synchronization Process task.
   b. Create an IT security manager user by using the Create Implementation Users task.
4. As the newly created IT security manager user, sign in to Oracle Fusion Applications and set up at least one implementation user for setting up enterprise structures.
   a. Create an implementation user by using the Create Implementation Users task.
   b. Provision the implementation user with the Application Implementation Manager job role or the Application Implementation Consultant job role by using the Security Console Users tab. The Application Implementation Consultant job role inherits from all product-specific application administrators and entitles the necessary View All access to all secured objects.
   c. Optionally, create a data role for an implementation user who needs only the limited access of a product-specific Application Administrator. Use the Create Data Role for Implementation Users task. Then assign the resulting data role to the implementation user by using the Create Implementation Users task.

*Related Topics*

- Initial Security Administration: Critical Choices
- User and Role Synchronization: Explained

- Enterprise Structures: Overview
- Creating Data Roles for Implementation Users: Procedure

# Enabling Offerings: Explained

When planning your implementation, you decide what business processes your organization or company performs or supports. These decisions determine the offerings and functional areas you want to implement. You then configure the offerings and functional areas that support the activities your organization or company performs. During the configuration process, you specifically enable offerings and functional areas for use before you implement them.

## Enabling Offerings and Functional Areas

Use the Setup and Maintenance work area to help decide which offerings to enable for implementation. Once you decide to use an offering, you can select the Configure button to choose the configuration details and enable the offering, associated functional areas, and features. All the base functional areas of an offering are automatically enabled for implementation when you enable the parent offering. You choose which optional functional areas to enable. The functional areas appear in an expandable and collapsible hierarchy to facilitate progressive decision making for implementation.

## Enabling Features

Features are optional or alternative business rules or methods used to fine-tune business processes and activities supported by an offering or a functional area. If features are available for the offering or functional areas, you can enable them to help meet your business requirements, if desired. In general, the features are set with a default configuration based on their typical usage in most implementations. You should always review the available features for the offering and functional areas and select them as appropriate. Dependent features appear visible when the feature choice they depend on is selected for implementation.

# Enabling Offerings: Procedure

You enable offerings to customize the functionality that matches the services you plan on implementing.

## Enabling Offerings

To enable offerings, follow these steps.

1. Open the Setup and Maintenance work area **(Navigator > Setup and Maintenance)**.
2. In the Setup and Maintenance Offerings page, select the offering you're using, then click **Configure**.
3. In the Configure page, select the **Enable** check box for the offering. Also select the **Enable** check box for each of the functional areas you want to use.
4. Click the Features icon for the offering or functional area you have enabled, then enable any features you require. Select **Done** when complete.
5. Select **Done** to return to the Offerings page then repeat the same steps for each of the offerings you are using.

# Implementing Offerings: Explained

Once you have configured the offering you want to implement, you can start performing the appropriate task to setting your applications up to support your business processes. Functional Setup Manager provides two methods to set up the offerings and therefore applications depending on your business needs.

## Offering based implementation

Following a predefined list of tasks required for the features you selected to implement. This method enables you to implement the functionality on an adopt-as-you-go based approach. It provides you direct access to the setup tasks saving you time as by default gives you visibility to the minimum requirements for your implementation. This is always the recommended method to implement your applications unless you require custom implementation task lists.

## Project based implementation

Enables you to customize your implementation defining an implementation project with a tailored list of tasks, task assignment and implementation progress monitoring. Use of this method is recommended when you require a custom task list.

# Offering Based Implementation: Explained

You can use the Setup and Maintenance work area to directly implement an entire offering or functional areas within an offering. You do not need to create an implementation project, and instead use a modular approach to your implementation. You can complete setup of specific business areas quickly to start transactions, and then gradually adopt more and more application functionality as needed.

An offering or functional area-based approach means you set up various parts of an offering at different times. You can start with set up of the functional areas that you immediately need to adopt. Over time, you can continue to set up other functional areas as you start to adopt additional applications functionality. Offerings must be enabled for implementation in order for their functional areas to display. Offering or functional area-based implementation provides the following advantages:

- When you select an offering the relevant functional areas appear for selection. The common functional areas are those shared across offerings and are listed first. The functional areas that are only associated with the selected offering, are at the bottom of the list.
- A functional area usually has several setup tasks, but only a few of them require input before the application function is ready for transactions. The rest of the setup tasks are usually optional or have predefined default values based on common use cases. When you select a functional area for implementation, you can view just the required tasks, or you can view the full list of setup tasks for the functional area.

## Executing Setup Tasks

You select the functional area you want to implement and the list of tasks that you need to perform appears. The tasks are organized with prerequisites and dependencies in mind. Select the task for which you want to enter data and then click Go to Task to render the page where you perform the task. If the setup data entered through a task can be segmented by a specific attribute, and therefore could be performed iteratively for each qualifying value, then the task may benefit from scope. Typical examples include tasks relevant to legal entities, business units, ledgers, tax regimes, and legislative data roles. For such tasks, you are prompted to pick a scope value before entering data. You can pick a scope value that was previously selected, select a new scope value, or create a new scope value and then select it. The selected value is a qualifying attribute of the setup data entered by way of the task, and therefore, different setup data can be entered for different scope values. Enter data as appropriate and once you finish, close the page and you return to the functional area list of tasks.

**Note:** You cannot perform a task if you do not have the proper security entitlement.

# Project Based Implementation: Explained

You can create implementation projects to manage the implementation of an offering and functional areas as a unit throughout the implementation life cycle, or maintain the setup of specific business processes and activities customizing the list of tasks to complete their implementation.

An implementation project is the list of setup tasks you need to complete to implement selected offerings and functional areas. You create a project either by:

- selecting an offering and its functional areas you want to implement together, then customize the list of tasks for such offering and functional areas as applicable.
- selecting specific setup task lists and tasks you require for a specific configuration.

You can also assign these tasks to users and track their completion using the included project management tools.

## Selecting Offerings

When creating an implementation project you see the list of offerings and functional areas that are configured for implementation. Implementation managers specify which of those offerings and functional areas to include in an implementation project. It is strongly recommended that you limit your selection to one offering per implementation project, even though the application does not prevent you from including more than one. The implementation manager should decide based on how they plan to manage their implementations. For example, if you implement and deploy different offerings at different times, then having separate implementation projects help to manage the implementation life cycles. Furthermore, the more offerings you included in an implementation project, the bigger the generated task list is. This is because the implementation task list includes all setup tasks needed to implement all included offerings. Alternatively, segmenting into multiple implementation projects makes the process easier to manage and ensures that import and export sequence of the project data is straightforward in the correct sequence.

# 2 Getting Started with a Procurement Rapid Implementation

## Getting Started with Your Procurement Rapid Implementation: Procedure

Use the procurement rapid implementation task list to implement the Procurement offering if your organization has simple setup requirements. The task list reduces the number of tasks to those which are required or commonly used.

You can use procurement rapid implementation task list for many types of procurement offering configurations. For example, to implement a Procure to Pay process, or for standalone implementations of Oracle Fusion Sourcing or Oracle Fusion Supplier Qualification.

Information covered in this topic includes:

- Creating a procurement rapid implementation task list.
- Using the tasks in the rapid implementation task list.

To create a procurement rapid implementation task list:

1. From the Oracle Applications Home page, click the Navigator icon and click the Setup and Maintenance work area.
2. On the Setup and Maintenance page click the Implementation Projects button.
3. On the Implementation Projects page, in the Search Results section, click the Create icon.
4. On the Create Implementation Project page, enter the basic information for the project, then click the Next button.
5. On the Create Implementation Project: Select Offerings to Implement page, do not select an offering.
6. Click the Save and Open Project button.
7. On the Implement Project page, in the Task Lists and Tasks section, click the Select and Add icon.
8. On the Select and Add: Task Lists and Tasks page, search for and apply the Define Procurement Configuration for Rapid Implementation task list. Then click Done.
9. On the Implementation Project page, expand the Define Procurement Configuration for Rapid Implementation folder.
10. Review the included task lists and tasks.
11. Remove task lists from the project for any optional modules or features not in your implementation. You can also remove or add individual tasks to meet the specific requirements of your implementation.

This table lists and describes the main rapid implementation task lists and tasks for setting up enterprise structures and common procurement configuration.

| Task List or Task Name | Description |
|---|---|
| Define Enterprise Structure for Procurement Rapid Implementation | Two versions of this task list are provided. One is for rapid implementations where the Purchasing optional module is included. The other is for implementations when Purchasing is excluded. Select the one which applies for your implementation, and remove the version which does not apply.<br>In the version including Purchasing, you can use spreadsheet upload utilities for business units, legal entities, chart of accounts, banking structures, and more. |
| Define Common Procurement Configuration for Rapid Implementation | Use this task list for all rapid implementations. It includes setup tasks used across all the Oracle Fusion Procurement applications. |

| Task List or Task Name | Description |
|---|---|
| | Use this task list to perform the following tasks, and more:<br>• Configure Basic Enterprise Structure for Procurement<br>• Define Supplier Configuration for Rapid Implementation<br>• Define Basic Catalogs for Procurement Rapid Implementation |
| Configure Basic Enterprise Structure for Procurement | Use this task to run an automated process that performs several enterprise structure setup tasks. |
| Define Procurement Security Configuration for Rapid Implementation | Use this task list for all rapid implementations. Use it to define application users, assign them roles, and define procurement agents. |

Use the following task lists to configure the applicable optional modules for your rapid implementation:

- Define Purchasing Configuration for Rapid Implementation
- Define Self-Service Procurement Configuration for Rapid Implementation
- Define Supplier Portal Configuration for Rapid Implementation
- Define Sourcing Configuration for Rapid Implementation
- Define Supplier Qualification Configuration for Rapid Implementation
- Define Procurement Contract Terms Configuration for Rapid Implementation
- Define Invoicing and Payments Configuration for Rapid Implementation

# Define Enterprise Structure for Procurement Rapid Implementation: Overview

When you perform a procurement rapid implementation, there are two task lists to select from for configuring enterprise structures. The two versions vary by either including or excluding purchasing-related tasks. Use the version that is most suitable for your implementation, depending on whether you are including or excluding the Purchasing optional module.

## Task List: Define Enterprise Structure for Procurement Rapid Implementation, including Purchasing

Select this task list when your organization is implementing the Purchasing optional module. Use it to complete tasks for configuring legal and financial reporting structures to support procurement processes. The task list includes spreadsheet upload tasks to help define these enterprise structure configurations:

| Task | Structures |
|---|---|
| Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet | Chart of accounts, accounting calendar, ledgers and ledger configuration.<br>Legal addresses, legal entity and legal entity registrations, assigning legal entities to ledgers.<br>Business units, assigning business functions to business units, and more. |

| Task | Structures |
|---|---|
| Create Banks, Branches, and Accounts in Spreadsheet | Banks, bank branches, and accounts. |

## Task List: Define Enterprise Structure for Procurement Rapid Implementation, excluding Purchasing

Select this task list when your organization is not implementing the Purchasing optional module. For example, when you are performing standalone implementations of Oracle Fusion Sourcing or Oracle Fusion Supplier Qualification. Such implementations may not require you to configure financial reporting structures, but still require you to define legal entities with tasks such as:

- Manage Legal Addresses
- Manage Legal Entities
- Manage Legal Entity Registrations

Find the two versions of the Define Enterprise Structure for Procurement Rapid Implementation task lists in the Setup and Maintenance work area. They are under the Define Procurement Configuration for Rapid Implementation task list.

# Configure Basic Enterprise Structure for Procurement: Overview

When you perform a procurement rapid implementation, you have the option to use the Configure Basic Enterprise Structure for Procurement task. Use it for implementations of small and medium-sized organizations, to create a centralized procurement system for indirect, expense-type purchasing.

## Task: Configure Basic Enterprise Structure for Procurement

To perform this setup task you run an automated program, the Enterprise Scheduler Service (ESS) scheduled process Configure Basic Enterprise Structure for Procurement.

To submit the process, first enter two input parameters: Centralized Procurement Business Unit Name, and Currency.

When you submit the process, the following enterprise structure setup tasks are configured automatically, based on existing enterprise structures set up for the organization:

- Creates a new business unit with the procurement business function, and configures it as a service provider for all other business units in the organization.
- Configures each business unit with the requisitioning business function.
- Creates an item organization, which is the master inventory organization.
- Creates one inventory organization for each of the other business units.

- Configures the inventory organization parameters and receiving parameters for each inventory organization created.
- Creates a workday shift, pattern and schedule.
- For the procurement business unit, creates a common content zone and catalog. Provides users in all requisitioning business units access to all agreements and master items while creating requisitions.
- Creates most commonly used units of measure and their standard conversions.

Open the Configure Basic Enterprise Structure for Procurement task from the Setup and Maintenance work area. Find it under the Define Common Procurement Configuration Rapid Implementation task list.

# 3 Synchronization of Users and Roles from LDAP

## User and Role Synchronization: Explained

User accounts for users of Oracle Fusion Applications are maintained in your Lightweight Directory Access Protocol (LDAP) directory. The LDAP directory also holds information about roles provisioned to users.

During implementation, any existing information about users and their roles must be copied from the LDAP directory to the Oracle Fusion Applications tables. To copy this information, you use the task Run User and Roles Synchronization Process. This task calls the Retrieve Latest LDAP Changes process. You can perform the task Run User and Roles Synchronization Process from either an implementation project or the Setup and Maintenance work area.

Once the Oracle Fusion Applications tables are initialized with this information, it's maintained automatically.

# 4 Define Implementation Users

## Manage Users

### Define Implementation Users: Overview

Implementation users perform the setup tasks in Oracle Enterprise Resource Planning (ERP) Cloud and Oracle Supply Chain Management (SCM) Cloud implementation projects. This topic introduces the tasks in the Define Implementation Users task list. You can find more information about implementation users and tasks they perform in the product specific implementation and security guides for your offering.

### Create Implementation Users

You must have at least one implementation user. To ensure segregation of critical duties, multiple implementation users are recommended. For example, one implementation user typically performs functional setup tasks and another performs security setup tasks. When you create implementation users, you also assign predefined job roles to them directly. The job roles vary with the tasks that the implementation users perform.

The cloud service administrator creates implementation users.

*Related Topics*

- Implementation Users: Explained

# 5 Define Currencies and Currency Rates

## Manage Currencies

### Defining Currencies: Points to Consider

When creating or editing currencies, consider these points relevant to entering the currency code, date range, or symbol for the currency.

#### Currency Codes

You can't change a currency code after you enable the currency, even if you later disable that currency.

#### Date Ranges

You can enter transactions denominated in the currency only for the dates within the specified range. If you don't enter a start date, then the currency is valid immediately. If you don't enter an end date, then the currency is valid indefinitely.

#### Symbols

Some applications support displaying currency symbols. You may enter the symbol associated with a currency so that it appears along with the amount.

### Euro Currency Derivation: Explained

Use the Derivation Type, Derivation Factor, and Derivation Effective Date fields to define the relationship between the official currency (Euro) of the European Monetary Union (EMU) and the national currencies of EMU member states. For each EMU currency, you define its Euro-to-EMU fixed conversion rate and the effective starting date. If you have to use a different currency for Euro, you can disable the predefined currency and create a new one.

#### Derivation Type

The **Euro currency** derivation type is used only for the Euro, and the **Euro derived** derivation type identifies national currencies of EMU member states. All other currencies don't have derivation types.

#### Derivation Factor

The derivation factor is the fixed conversion rate by which you multiply one Euro to derive the equivalent EMU currency amount. The Euro currency itself must not have a derivation factor.

#### Derivation Effective Date

The derivation effective date is the date on which the relationship between the EMU currency and the Euro begins.

# FAQs for Manage Currencies

## When do I create or enable currencies?

Create or enable any currency for displaying monetary amounts, assigning currency to ledgers, entering transactions, recording balances, or for any reporting purpose. All currencies listed in the International Organization for Standardization (ISO) 4217 standard are supported.

The default currency is set to United States Dollar (USD).

## What's the difference between precision, extended precision, and minimum accountable unit for a currency?

Precision refers to the number of digits placed to the right of the decimal point used in regular currency transactions. For example, USD would have 2 as the precision value for transactional amounts, such as $1.00.

Extended precision is the number of digits placed to the right of the decimal point and must be greater than or equal to the precision value. For calculations requiring greater precision, you can enter an extended precision value such as 3 or 4. That would result in the currency appearing as $1.279 or $1.2793.

Minimum accountable unit is the smallest denomination for the currency. For example, for USD that would be .01 for a cent.

In Setup and Maintenance work area, search for the Manage Currencies task to set these values for a currency.

## What's a statistical unit currency type?

The statistical unit currency type denotes the Statistical (STAT) currency used to record financial statistics in the financial reports, allocation formulas, and other calculations.

# Manage Conversion Rate Types

# Creating Conversion Rate Types: Critical Choices

Maintain different conversion rates between currencies for the same period with the Oracle Fusion General Ledger conversion rate types functionality. Four predefined daily conversion rate types are seeded:

- Spot
- Corporate
- User
- Fixed

You can use different rate types for different business needs. During journal entry, the conversion rate is provided automatically by the General Ledger based on the selected conversion rate type and currency, unless the rate type is user. For user rate types, you must enter the conversion rate. Define additional rate types as needed. Set your most frequently used rate type as the default. Conversion rate types cannot be deleted.

Assign conversion rate types to automatically populate the associated rate for your period average and period end rates for the ledger. For example, you can assign the predefined rate type **Spot** to populate your period average rates and the predefined rate type **Corporate** to populate your period end rates. Period average and period end rates are used in translation of account balances.

Conversion rate types are used to automatically assign a rate when you perform the following accounting functions:

- Convert foreign currency journal amounts to ledger currency equivalents.
- Convert journal amounts from source ledgers to reporting currencies or secondary ledgers.
- Run Revaluation or Translation processes.

In creating new conversion rates, decide whether to do the following:

- Enforce inverse relationships
- Select pivot currencies
- Select contra currencies
- Enable cross rates and allow cross rate overrides
- Maintain cross rate rules

## Enforce Inverse Relationships

Select the **Enforce Inverse Relationship** option to specify whether or not to enforce the automatic calculation of inverse conversion rates when defining daily rates.

| Action | Results |
|---|---|
| Selected | When you enter a daily rate to convert currency A to currency B, General Ledger automatically calculates the inverse rate, currency B to A, and enters it in the adjacent column. If either rate is changed, the application automatically recalculates the other rate.<br>You can update the application calculated inverse rate, but once you do, the related rate is updated. The check box enforces that the inverse relationship is maintained but does not prevent you from updating the rates. |
| Not Selected | General Ledger calculates the inverse rate but you can change the rate and update the daily rates table without the corresponding rate being updated. |

## Select Pivot Currencies

Select a pivot currency that is commonly used in your currency conversions. A pivot currency is the central currency that interacts with contra currencies. For example, you set up a daily rate between the US dollar (USD) and the Euro currency (EUR) and another between the USD and the Canadian dollar (CAD). USD is the pivot currency in creating a rate between EUR and CAD. EUR and CAD are the contra currencies. Select the pivot currency from the list of values which contains those currencies that are enabled, effective, and not a statistical (STAT) currency. The description of the pivot currency is populated automatically based on the currency definition.

If you want the application to create cross rates against a base currency, define the base currency as the pivot currency. Selected pivot currencies can be changed in the Rate Types page.

## Select Contra Currencies

Select currencies available on the list of values as contra currencies. The available currencies are those currencies which are enabled, effective, not STAT currency, and not the pivot currency selected earlier. The description of the contra currency is populated automatically based on the currency definition. Add or delete contra currencies in the Contra Currencies region of the Rate Types page.

## Enable Cross Rates and Allow Cross Rate Overrides

Check the **Enable Cross Rates** check box to calculate conversion rates based on defined currency rate relationships. General Ledger calculates cross rates based on your defined cross rate rules. Associate your cross rate rules with a conversion rate type, pivot currency, and contra currencies. Cross rates facilitate the creation of daily rates by automatically creating the rates between contra currencies based on their relationship to a pivot currency. If the **Enable Cross Rates** check box is changed to unchecked after entering contra currencies, the application stops calculating cross rates going forward for that particular rate type. All the earlier calculated cross rates for that rate type remain in the database unless you manually delete them.

For example, if you have daily rates defined for the pivot currency, USD to the contra currency, EUR, and USD to another contra currency, CAD, the application will automatically create the rates between EUR to CAD and CAD to EUR. This prevents the need to manually define the EUR to CAD and CAD to EUR rates.

Check the **Allow Cross Rates Override** check box to permit your users to override application generated cross rates. If you accept the default of unchecked, the application generated cross rates cannot be overridden

## Maintain Cross Rate Rules

Define or update your cross rate rules at any time by adding or removing contra currency assignments. Add a contra currency to a cross rate rule and run the Daily Rates Import and Calculation process to generate the new rates. If your remove a cross rate rule or a contra currency from a rule, any cross rates generated previously for that contra currency remain unless you manually delete them. Changes to the rule are not retroactive and will not affect previously stored cross rates. The Cross Rate process generates as many rates as possible and skips currencies where one component of the set is missing.

> **Note:** With a defined web service that extracts daily currency conversion rates from external services, for example Reuters, currency conversion rates are automatically updated for the daily rates and all cross currency relationships.

*Related Topics*

- What's the difference between calendar and fiscal period naming?

# Using Rate Types: Examples

The four predefined conversion rate types in Oracle Fusion Applications are:

- Spot
- Corporate
- User
- Fixed

## Scenario

You are the general ledger accountant for Vision US Inc. You are entering a journal entry to capture three transactions that were transacted in three different foreign currencies:

- Canadian dollar (CAD): A stable currency
- Mexican Peso (MXP): A fluctuating currency
- Hong Kong dollar (HKD): An infrequently used currency

You enter two lines with accounts and amounts for each foreign currency transaction. Based on your company procedures, you select the rate type to populate the rate for **Corporate** and **Spot** rate types from your daily rates table. You manually enter the current rate for the **User** rate type.

| Currency Selected | Rate Type Selected | Reason |
|---|---|---|
| CAD | Corporate | Entered a periodic type of transaction. Your company has established a daily rate to use for the entire month across divisions for all transactions in CAD. CAD is a stable currency that only fluctuations slightly over the month. |
| MXP | Spot | Entered a periodic type of transaction. Your company enters daily rates each day for MXP because this currency is unstable and fluctuates. |
| HKD | User | Entered a one time transaction. Your company does not maintain daily rates in HKD. |

Your company does not currently use the **Fixed** rate type. From January 1, 1999, the conversion rate of the French franc (FRF) against the Euro (EUR) was a fixed rate of 1 EUR to 6.55957 FRF. Your French operations were started in 2007, so you maintain all your French business records in the EUR.

# FAQs for Manage Conversion Rate Types

## What's the difference between spot, corporate, user, and fixed rate types?

Spot, corporate, user, and fixed conversion rate types differ based on fluctuations of your entered foreign currency and your company procedures for maintaining daily rates.

| Rate Type | Usage |
|---|---|
| Spot | For currencies with fluctuating conversion rates or when exact currency conversion is needed. |
| Corporate | For setting a standard rate across your organization for a stable currency. |
| User | For infrequent entries where your daily rates for the entered foreign currency are not set up. |
| Fixed | For rates where the conversion is constant between two currencies. |

If you have infrequent foreign currency transactions, the user rate type can simplify your currency maintenance. The user rate can also provide an accurate conversion rate on the date of the transaction.

# Manage Daily Rates

## Entering Daily Rates Manually: Worked Example

You are required to enter the daily rates for currency conversion from Great Britain pounds sterling (GBP) to United States dollars (USD) for 5 days for your company InFusion America Inc.

In order to load rates using the Daily Rates Spreadsheet, you need to install Oracle ADF Desktop Integration client software. Oracle ADF Desktop Integration is an Excel add-in that enables desktop integration with Microsoft Excel workbooks. Users can download the installation files from **Navigator > Tools > Download Desktop Integrator Installer.**

### Entering Daily Rates

1. **Navigator** > **Period Close**.

   Use the **Period Close** work area to link to close processes and currency process.
2. Click the **Manage Currency Rates** link.

   Use the **Currency Rates Manager** page to create, edit, and review currency rate types, daily rates, and historical rates.
3. Click the **Daily Rates** tab.

   Use the **Daily Rates** tab to review and enter currency rates.
4. Click the **Create in Spreadsheet** button.

   Use the **Create Daily Rates** spreadsheet to enter daily rates in a template that you can save and reuse.
5. Click in the **From Currency** field. Select the GBP - Pound Sterling list item.
6. Click in the **To Currency** field. Select the USD - US Dollar list item.
7. Click in the **Conversion Rate** field. Select the Spot list item
8. Click in the **From Conversion** field. Enter a valid value: 10/1/2014.
9. Click in the **To Conversion Date** field. Enter a valid value: 10/5/2014.
10. Click in the **Conversion Rate** field. Enter a valid value: 1.6.
11. Click the **Submit** > **OK** twice.
12. Review the **Record Status** column to verify that all rows were loaded successfully.
13. Save template to use to enter daily rates frequently. You can save the spreadsheet to either a local drive or a shared network drive.
14. Optionally, edit the rates from the Daily Rates user interface or resubmit the spreadsheet.

*Related Topics*

- Using Desktop Integrated Excel Workbooks: Points to Consider

## Updating Currency Rates: Worked Example

You are required to change today's daily rates that were already entered. The rates you are changing are for currency conversion from Great Britain pounds sterling (GBP) to United States dollars (USD) for your company InFusion America.

Currency conversion rates were entered by an automatic load to the Daily Rates table. They can also be entered through a spreadsheet.

## Updating Currency Rates

1. Navigate to the Period Close work area.

   Use the Period Close work area to link to close processes and currency process.
2. Click the Manage Currency Rates link.

   Use the Currency Rates Manager page to create, edit, and review currency rate types, daily rates, and historical rates.
3. Click the Daily Rates tab.

   Use the Daily Rates tab to review and enter currency rates.
4. Click the From Currency list. Select the GBP - Pound Sterling list item.
5. Click the To Currency list. Select the USD - US Dollar list item.
6. Enter the dates for the daily rates that you are changing. Enter today's date.
7. Click the Rate Type list. Select the Spot list item.
8. Click the Search button.
9. Click in the Rate field. Enter the new rate of 1.7 in the Rate field.
10. Click in the Inverse Rate field. Enter the new inverse rate of 0.58822 in the Inverse Rate field.
11. Click the Save button.

*Related Topics*

- Using Desktop Integrated Excel Workbooks: Points to Consider

# 6 Define Enterprise Structures for Procurement

## Enterprise Structures: Overview

Oracle Fusion Applications have been designed to ensure your enterprise can be modeled to meet legal and management objectives. The decisions about your implementation of Oracle Fusion Applications are affected by your:

- Industry
- Business unit requirements for autonomy
- Business and accounting policies
- Business functions performed by business units and optionally, centralized in shared service centers
- Locations of facilities

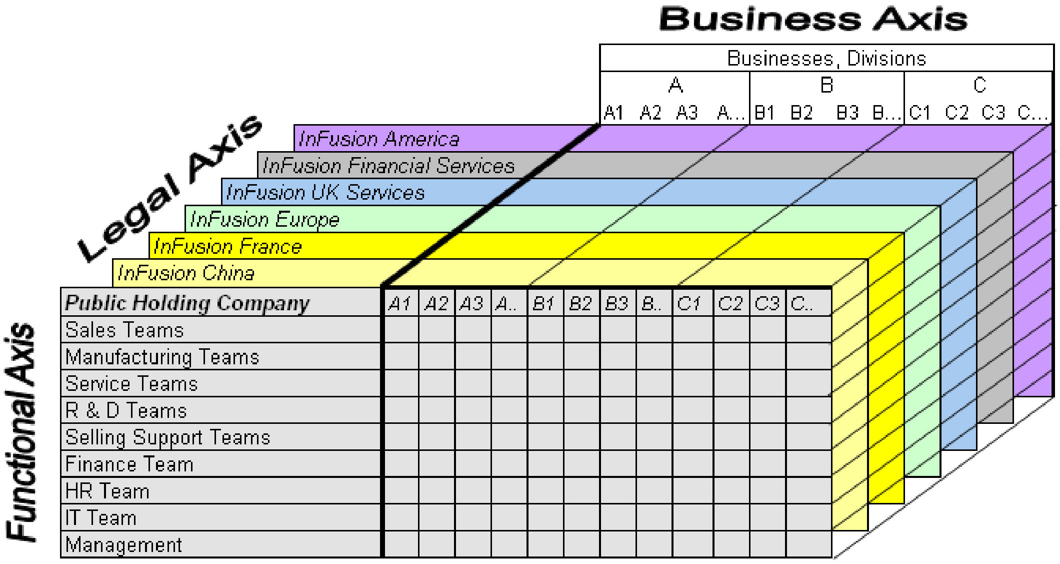
Every enterprise has three fundamental structures, that describe its operations and provide a basis for reporting.

- Legal
- Managerial
- Functional

In Oracle Fusion, these structures are implemented using the chart of accounts and organization hierarchies. Many alternative hierarchies can be implemented and used for reporting. You are likely to have one primary structure that organizes your business into:

- Divisions
- Business Units
- Departments

Aligned these structures with your strategic objectives.



## Legal Structure

The figure above shows a typical group of legal entities, operating various business and functional organizations. Your ability to buy and sell, own, and employ comes from your charter in the legal system. A corporation is:

- A distinct legal entity from its owners and managers.
- Owned by its shareholders, who may be individuals or other corporations.

Many other kinds of legal entities exist, such as sole proprietorships, partnerships, and government agencies.

A legally recognized entity can own and trade assets and employ people in the jurisdiction in which the entity is registered. When granted these privileges, legal entities are also assigned responsibilities to:

- Account for themselves to the public through statutory and external reporting.
- Comply with legislation and regulations.
- Pay income and transaction taxes.
- Process value added tax (VAT) collection on behalf of the taxing authority.

Many large enterprises isolate risk and optimize taxes by incorporating subsidiaries. They create legal entities to facilitate legal compliance, segregate operations, optimize taxes, complete contractual relationships, and isolate risk. Enterprises use legal entities to establish their enterprise's identity under the laws of each country in which their enterprise operates.

In the figure above:

- A separate card represents a series of registered companies.
- Each company, including the public holding company, InFusion America, must be registered in the countries where they do business.

- Each company contributes to various divisions created for purposes of management reporting. These are shown as vertical columns on each card.

For example, a group might have a separate company for each business in the United States (US), but have its United Kingdom (UK) legal entity represent all businesses in that country.

The divisions are linked across the cards so that a business can appear on some or all of the cards. For example, the air quality monitoring systems business might be operated by the US, UK, and France companies. The list of business divisions is on the Business Axis.

Each company's card is also horizontally striped by functional groups, such as the sales team and the finance team. This functional list is called the Functional Axis. The overall image suggests that information might, at a minimum, be tracked by company, business, division, and function in a group environment. In Oracle Fusion Applications, the legal structure is implemented using legal entities.

## Management Structure

Successfully managing multiple businesses requires that you segregate them by their strategic objectives, and measure their results. Although related to your legal structure, the business organizational hierarchies do not have to be reflected directly in the legal structure of the enterprise. The management structure can include divisions, subdivisions, lines of business, strategic business units, profit, and cost centers. In the figure above, the management structure is shown on the Business Axis. In Oracle Fusion Applications, the management structure is implemented using divisions and business units as well as being reflected in the chart of accounts.

## Functional Structure

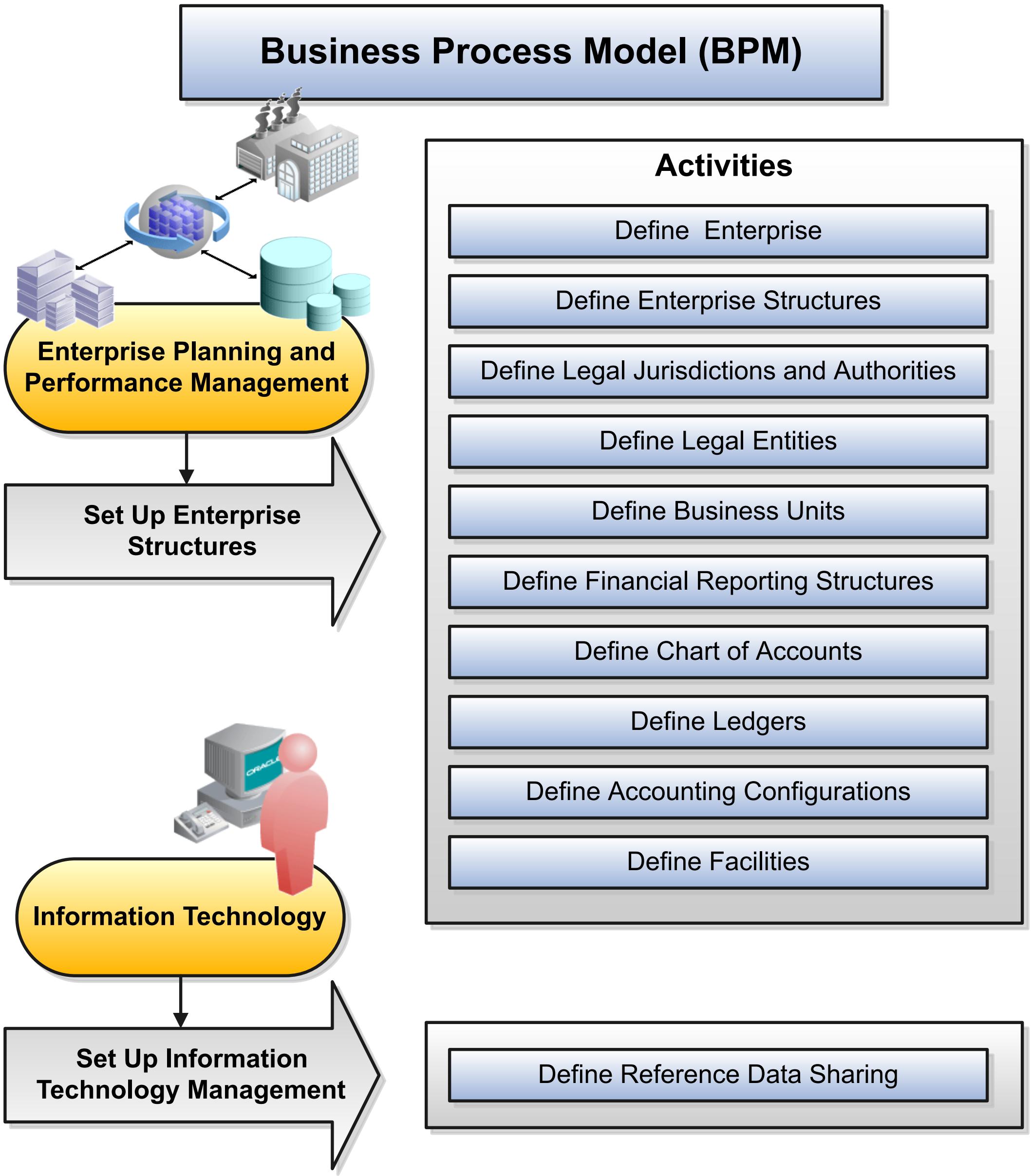
Straddling the legal and business organizations is a functional organization structured around people and their competencies. For example, sales, manufacturing, and service teams are functional organizations. This functional structure is represented by the Functional Axis in the figure above. You reflect the efforts and expenses of your functional organizations directly on the income statement. Organizations must manage and report revenues, cost of sales, and functional expenses such as research and development and selling, general, and administrative expenses. In Oracle Fusion Applications, the functional structure is implemented using departments and organizations, including sales, marketing, project, cost, and inventory organizations.

# Enterprise Structures Business Process Model: Explained

In Oracle Fusion Applications, the Enterprise Performance and Planning Business Process Model illustrates the major implementation tasks that you perform to create your enterprise structures. This process includes:

- Set Up Enterprise Structures business process, which consists of implementation activities that span many product families.
- Information Technology, a second Business Process Model which contains the Set Up Information Technology Management business process.
- Define Reference Data Sharing, which is one of the activities in this business process and is important in the implementation of the enterprise structures. This activity creates the mechanism to share reference data sets across multiple ledgers, business units, and warehouses, reducing the administrative burden and decreasing the time to implement.

The following figure and chart describes the Business Process Model structures and activities.


Business Process Model (BPM)
Enterprise Planning and Performance Management
Set Up Enterprise Structures
Information Technology
Set Up Information Technology Management
Activities
Define Enterprise
Define Enterprise Structures
Define Legal Jurisdictions and Authorities
Define Legal Entities
Define Business Units
Define Financial Reporting Structures
Define Chart of Accounts
Define Ledgers
Define Accounting Configurations
Define Facilities
Define Reference Data Sharing

| BPM Activities | Description |
|---|---|
| Define Enterprise | Define the enterprise to get the name of the deploying enterprise and the location of the headquarters. |
| Define Enterprise Structures | Define enterprise structures to represent an organization with one or more legal entities under common control. Define organizations to represent each area of business within the enterprise. |

| BPM Activities | Description |
|---|---|
| Define Legal Jurisdictions and Authorities | Define information for governing bodies that operate within a jurisdiction. |
| Define Legal Entities | Define legal entities and legal reporting units for business activities handled by the Oracle Fusion Applications. |
| Define Business Units | Define business units of an enterprise to perform one or many business functions that can be rolled up in a management hierarchy. A business unit can process transactions on behalf of many legal entities. Normally, it has a manager, strategic objectives, a level of autonomy, and responsibility for its profit and loss. |
| Define Financial Reporting Structures | Define financial reporting structures, including organization structures, charts of accounts, organizational hierarchies, calendars, currencies and rates, ledgers, and document sequences which are used in organizing the financial data of a company. |
| Define Chart of Accounts | Define chart of accounts including hierarchies and values to enable tracking of financial transactions and reporting at legal entity, cost center, account, and other segment levels. |
| Define Ledgers | Define the primary accounting ledger and any secondary ledgers that provide an alternative accounting representation of the financial data. |
| Define Accounting Configurations | Define the accounting configuration that serves as a framework for how financial records are maintained for an organization. |
| Define Facilities | Define your manufacturing and storage facilities as Inventory Organizations if Oracle Fusion tracks inventory balances there and Item Organizations if Oracle Fusion only tracks the items used in the facility but not the balances. |
| Define Reference Data Sharing | Define how reference data in the applications is partitioned and shared. |

**Note:** Some product-specific implementation activities are not listed here and depend on the applications you are implementing. For example, you can implement Define Enterprise Structures for Human Capital Management, Project Management, and Sales Management.

# Global Enterprise Configuration: Points to Consider

Start your global enterprise structure configuration by discussing what your organization's reporting needs are and how to represent those needs in the Oracle Fusion Applications. The following are some questions and points to consider as you design your global enterprise structure in Oracle Fusion.

- Enterprise Configuration
- Business Unit Management
- Security Structure
- Compliance Requirements

## Enterprise Configuration

- What is the level of configuration needed to achieve the reporting and accounting requirements?
- What components of your enterprise do you need to report on separately?
- Which components can be represented by building a hierarchy of values to provide reporting at both detail and summary levels?
- Where are you on the spectrum of centralization versus decentralization?

## Business Unit Management

- What reporting do I need by business unit?
- How can you set up your departments or business unit accounts to achieve departmental hierarchies that report accurately on your lines of business?
- What reporting do you need to support the managers of your business units, and the executives who measure them?
- How often are business unit results aggregated?
- What level of reporting detail is required across business units?

## Security Structure

- What level of security and access is allowed?
- Are business unit managers and the people that report to them secured to transactions within their own business unit?
- Are the transactions for their business unit largely performed by a corporate department or shared service center?

## Compliance Requirements

- How do you comply with your corporate external reporting requirements and local statutory reporting requirements?
- Do you tend to prefer a corporate first or an autonomous local approach?
- Where are you on a spectrum of centralization, very centralized or decentralized?

# Modeling Your Enterprise Management Structure in Oracle Fusion: Example

This example uses a fictitious global company to demonstrate the analysis that can occur during the enterprise structure configuration planning process.

## Scenario

Your company, InFusion Corporation, is a multinational conglomerate that operates in the United States (US) and the United Kingdom (UK). InFusion has purchased an Oracle Fusion Enterprise Resource Planning (ERP) solution including Oracle Fusion General Ledger and all of the Oracle Fusion subledgers. You are chairing a committee to discuss creation of a model for your global enterprise structure including both your US and UK operations.

## InFusion Corporation

InFusion Corporation has 400 plus employees and revenue of 120 million US dollars. Your product line includes all the components to build and maintain air quality monitoring (AQM) applications for homes and businesses. You have two distribution centers and three warehouses that share a common item master in the US and UK. Your financial services organization provides funding to your customers for the initial costs of these applications.

## Analysis

The following are elements you must consider in creating your model for your global enterprise structure.

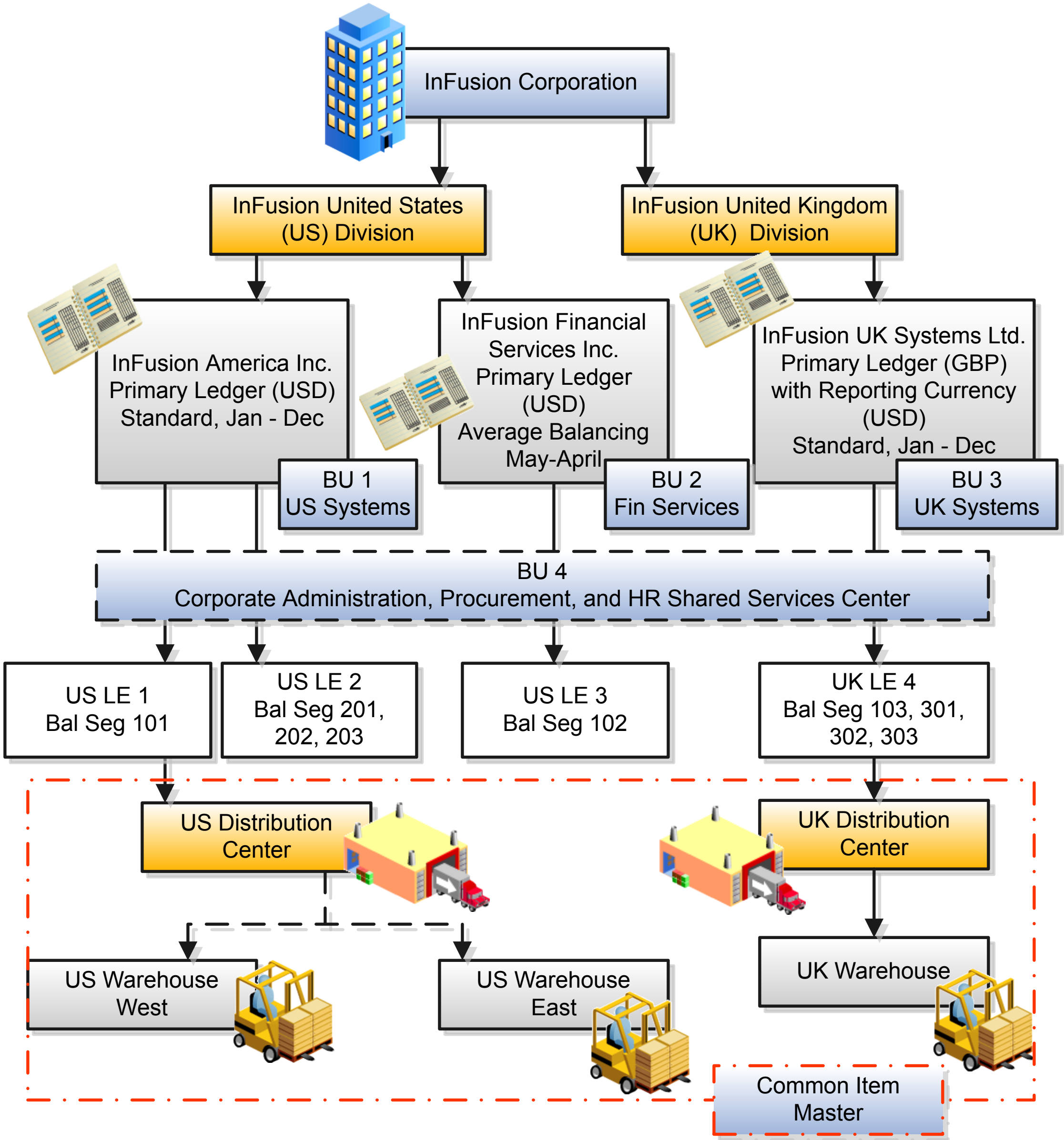
- Your company is required to report using US Generally Accepted Accounting Principles (GAAP) standards and UK Statements of Standard Accounting Practice and Financial Reporting Standards. How many ledgers do you want to achieve proper statutory reporting?
- Your managers need reports that show profit and loss (revenue and expenses) for their lines of business. Do you use business units and balancing segments to represent your divisions and businesses? Do you secure data by two segments in your chart of accounts which represents each department and legal entity? Or do you use one segment that represents both to produce useful, but confidential management reports?
- Your corporate management requires reports showing total organizational performance with drill-down capability to the supporting details. Do you need multiple balancing segment hierarchies to achieve proper rollup of balances for reporting requirements?
- Your company has all administrative, account payables, procurement, and Human Resources functions performed at their corporate headquarters. Do you need one or more business units in which to perform all these functions? How is your shared service center configured?

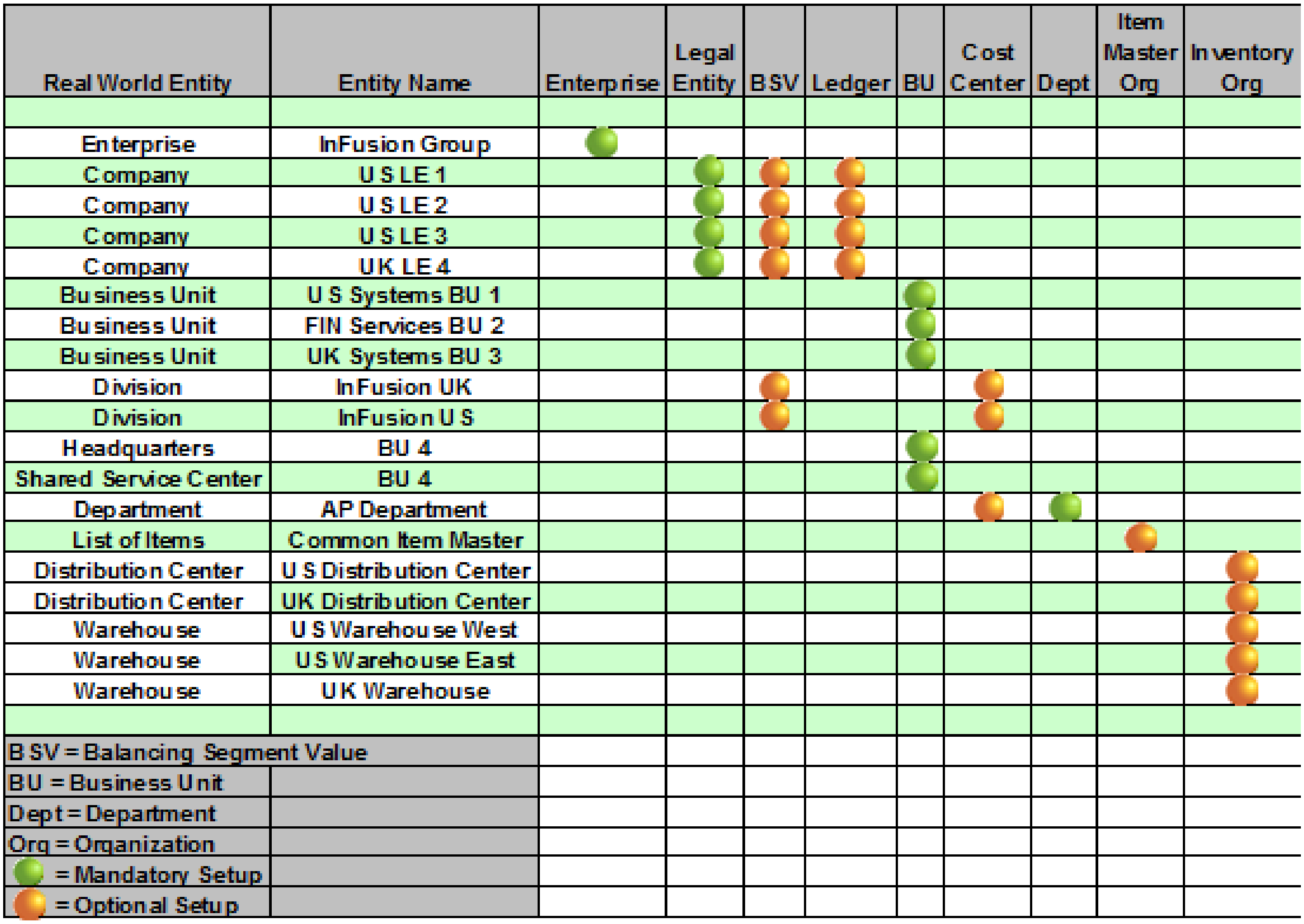
## Global Enterprise Structure Model

The following figure and table summarize the model that your committee has designed and uses numeric values to provide a sample representation of your structure. The model includes the following recommendations:

- Creation of three separate ledgers representing your separate legal entities:
  - InFusion America Inc.
  - InFusion Financial Services Inc.
  - InFusion UK Services Ltd.

- Consolidation of results for application components, installations, and maintenance product lines across the enterprise
- All UK general and administrative costs processed at the UK headquarters
- US Systems' general and administrative costs processed at US Corporate headquarters
- US Financial Services maintains its own payables and receivables departments


InFusion Corporation
InFusion United States (US) Division
InFusion United Kingdom (UK) Division
InFusion America Inc. Primary Ledger (USD) Standard, Jan - Dec
InFusion Financial Services Inc. Primary Ledger (USD) Average Balancing May-April
InFusion UK Systems Ltd. Primary Ledger (GBP) with Reporting Currency (USD) Standard, Jan - Dec
BU 1 US Systems
BU 2 Fin Services
BU 3 UK Systems
BU 4 Corporate Administration, Procurement, and HR Shared Services Center
US LE 1 Bal Seg 101
US LE 2 Bal Seg 201, 202, 203
US LE 3 Bal Seg 102
UK LE 4 Bal Seg 103, 301, 302, 303
US Distribution Center
UK Distribution Center
US Warehouse West
US Warehouse East
UK Warehouse
Common Item Master



| Real World Entity | Entity Name | Enterprise | Legal Entity | BSV | Ledger | BU | Cost Center | Dept | Item Master Org | Inventory Org |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Enterprise | InFusion Group | 🟢 | | | | | | | | |
| Company | U S LE 1 | | 🟢 | 🟠 | 🟠 | | | | | |
| Company | U S LE 2 | | 🟢 | 🟠 | 🟠 | | | | | |
| Company | U S LE 3 | | 🟢 | 🟠 | 🟠 | | | | | |
| Company | UK LE 4 | | 🟢 | 🟠 | 🟠 | | | | | |
| Business Unit | U S Systems BU 1 | | | | | 🟢 | | | | |
| Business Unit | FIN Services BU 2 | | | | | 🟢 | | | | |
| Business Unit | UK Systems BU 3 | | | | | 🟢 | | | | |
| Division | InFusion UK | | | 🟠 | | | 🟠 | | | |
| Division | InFusion U S | | | 🟠 | | | 🟠 | | | |
| Headquarters | BU 4 | | | | | 🟢 | | | | |
| Shared Service Center | BU 4 | | | | | 🟢 | | | | |
| Department | AP Department | | | | | | 🟠 | 🟢 | | |
| List of Items | Common Item Master | | | | | | | | 🟠 | |
| Distribution Center | U S Distribution Center | | | | | | | | | 🟠 |
| Distribution Center | UK Distribution Center | | | | | | | | | 🟠 |
| Warehouse | U S Warehouse West | | | | | | | | | 🟠 |
| Warehouse | U S Warehouse East | | | | | | | | | 🟠 |
| Warehouse | UK Warehouse | | | | | | | | | 🟠 |
| | | | | | | | | | | |
| B SV = Balancing Segment Value | | | | | | | | | | |
| BU = Business Unit | | | | | | | | | | |
| Dept = Department | | | | | | | | | | |
| Org = Organization | | | | | | | | | | |
| 🟢 = Mandatory Setup | | | | | | | | | | |
| 🟠 = Optional Setup | | | | | | | | | | |

In this chart, the green globe stands for required and gold globe stands for optional setup. The following statements expand on the data in the chart.

- The enterprise is required because it serves as an umbrella for the entire implementation. All organizations are created within an enterprise.
- Legal entities are also required. They can be optionally mapped to balancing segment values or represented by ledgers. Mapping balancing segment values to legal entities is required if you plan to use the intercompany functionality. The InFusion Corporation is a legal entity but is not discussed in this example.
- At least one ledger is required in an implementation in which you record your accounting transactions.
- Business units are also required because financial transactions are processed in business units.
- A shared service center is optional, but if used, must be a business unit.
- Divisions are optional and can be represented with a hierarchy of cost centers or by a second balancing segment value.
- Departments are required because they track your employees.
- Optionally, add an item master organization and inventory organizations if you are tracking your inventory transactions in Oracle Fusion Applications.

**Note:** Some Oracle Fusion Human Capital Management and Oracle Sales Cloud implementations do not require recording accounting transactions and therefore, do not require a ledger.

# Essbase Character and Word Limitations

The following is a comprehensive list of character and word limitations that apply to Essbase. All of the limitations apply to all of the Oracle Fusion General Ledger configurations summarized in the table.

| Oracle Fusion General Ledger Configuration | Maps to Essbase |
|---|---|
| Chart of Account Name | Cube Name |
| Chart of Account Segment Name | Dimension Name |
| Chart of Accounts Segment Value | Dimension Member Name |
| Chart of Accounts Segment Value Description | Alias for Member |
| Tree and Tree Version Name | Dimension Member Name |
| Primary Ledger Name | Dimension Member Name in Ledger Dimension |
| Secondary Ledger Name | Dimension Member Name in Ledger Dimension |
| Reporting Currency Name | Dimension Member Name in Ledger Dimension |
| Ledger Set Name | Dimension Member Name in Ledger Dimension |
| Accounting Calendar Period Names | Dimension Member Name in Accounting Period Name |
| Scenario Name Defined in Predefined Value Set Called Accounting Scenario | Dimension Member Name in Scenario Dimension |

Even if case sensitivity is enabled in an aggregate storage outline for which duplicate member names is enabled, do not use matching dimension names with only case differences. For example, do not:

- Name two dimensions Product and product.
- Use quotation marks or brackets.
- Use tabs in dimension, member, or alias names.
- Use accent characters.
- Use the characters for dimension or member names.

## Restricted Characters

The following is a list of characters that are restricted and cannot be used at the beginning of dimension, member, or alias names.

| Character | Meaning |
|---|---|
| @ | at sign |
| \ | backslash |
| , | comma |
| - | dash, hyphen, or minus sign<br>For the accounting calendar period names, you can use a hyphen or an underscore in the middle of an accounting calendar period name. For example: Jan-15 or Adj_Dec-15 can be used successfully. |
| = | equal sign |
| < | less than sign |
| () | parentheses |
| . | period |
| + | plus sign |
| ' | single quotation mark |
| _ | underscore<br>For the accounting calendar period names, you can use a hyphen or an underscore in the middle of an accounting calendar period name. For example: Jan-15 or Adj_Dec-15 can be used successfully. |
| \| | vertical bar |

## Other Restrictions

- Don't place spaces at the beginning or end of names. Essbase ignores such spaces.
- Don't use these types of words as dimension or member names:
    - Calculation script commands, operators, and keywords.

- Report writer commands.
- Function names and function arguments.
- Names of other dimensions and members (unless the member is shared).
- Generation names, level names, and aliases in the database.
- Any of these words in the table below:

| List 1 | List 2 | List 3 |
|---|---|---|
| ALL | AND | ASSIGN |
| AVERAGE | CALC | CALCMBR |
| COPYFORWARD | CROSSDIM | CURMBRNAME |
| DIM | DIMNAME | DIV |
| DYNAMIC | EMPTYPARM | EQ |
| EQOP | EXCEPT | EXP |
| EXPERROR | FLOAT | FUNCTION |
| GE | GEN | GENRANGE |
| GROUP | GT | ID |
| IDERROR | INTEGER | LE |
| LEVELRANGE | LOOPBLOCK | LOOPPARMS |
| LT | MBR | MBRNAME |
| MBRONLY | MINUS | MISSING, #MISSING |
| MUL | MULOP | NE |
| NON | NONINPUT | NOT |
| OR | PAREN | PARENPARM |
| PERCENT | PLUS | RELOP |
| SET | SKIPBOTH | SKIPMISSING |
| SKIPNONE | SKIPZERO | TO |

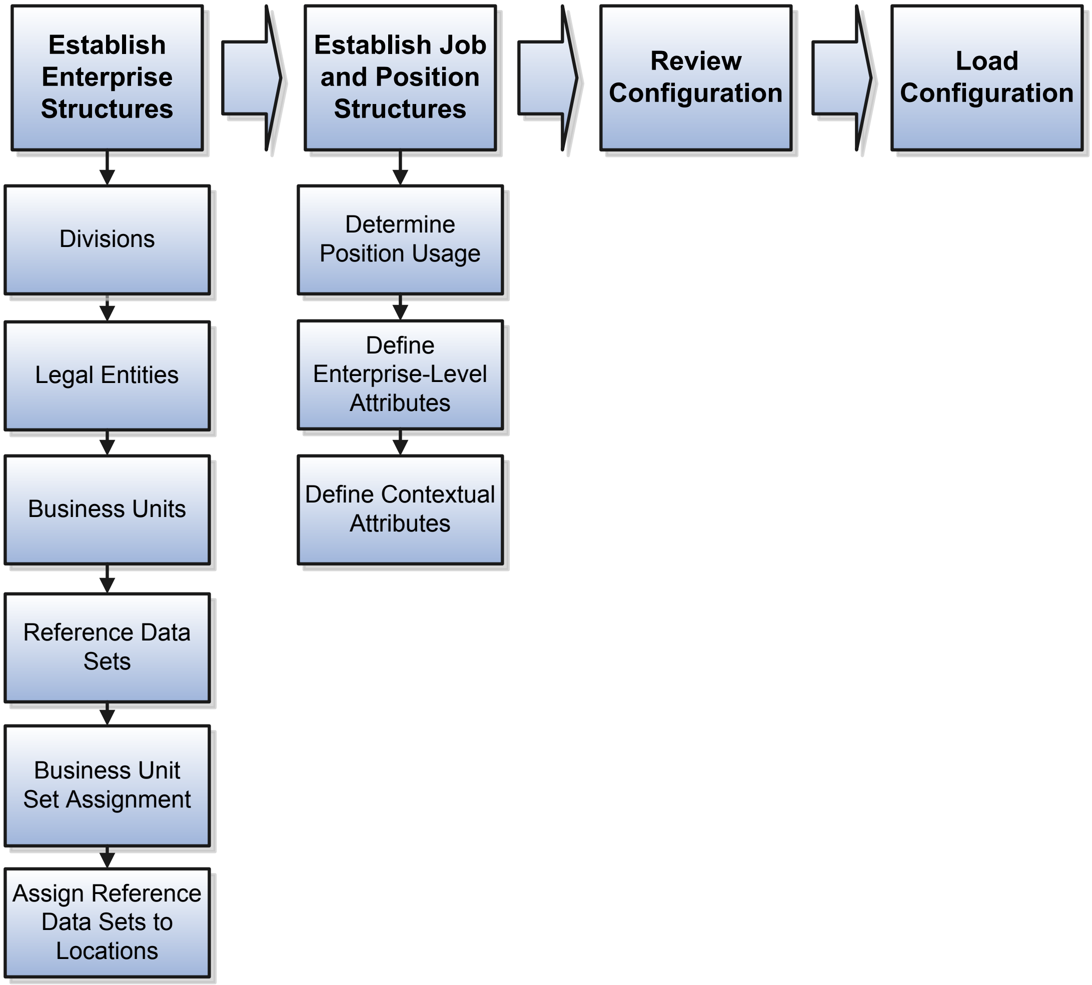
| List 1 | List 2 | List 3 |
|---|---|---|
| TOLOCALRATE | TRAILMISSING | TRAILSUM |
| UMINUS | UPPER | VARORXMBR |
| XMRONLY | $$$UNIVERSE$$$ | #MI |

# Define Initial Configuration with the Enterprise Structures Configurator

## Establishing Enterprise Structures Using the Enterprise Structures Configurator: Explained

The Enterprise Structures Configurator is an interview-based tool that guides you through the process of setting up a basic enterprise structure. By answering questions about your enterprise, the tool creates a structure of divisions, legal entities, business units, and reference data sets that reflects your enterprise structure. After you create your enterprise structure, you also follow a guided process to determine whether to use positions, and whether to set up additional attributes for jobs and positions. After you define your enterprise structure and your job and position structures, you can review them, make any necessary changes, and then load the final configuration.

This figure illustrates the process to configure your enterprise using the Enterprise Structures Configurator.


Establish Enterprise Structures
Establish Job and Position Structures
Review Configuration
Load Configuration
Divisions
Legal Entities
Business Units
Reference Data Sets
Business Unit Set Assignment
Assign Reference Data Sets to Locations
Determine Position Usage
Define Enterprise-Level Attributes
Define Contextual Attributes

To be able to use the Enterprise Structures Configurator, you must select the Enterprise Structures Guided Flow feature for your offerings on the Configure Offerings page in the Setup and Maintenance work area. If you don't select this feature, then you must set up your enterprise structure using individual tasks provided elsewhere in the offerings, and you can't create multiple configurations to compare different scenarios.

## Establish Enterprise Structures

To define your enterprise structures, use the guided flow within the Establish Enterprise Structures task to enter basic information about your enterprise, such as the primary industry. You then create divisions, legal entities, business units, and reference data sets. The Establish Enterprise Structures task enables you to create multiple enterprise configurations so that you can compare different scenarios. Until you load a configuration, you can continue to create and edit multiple configurations until you arrive at one that best suits your enterprise.

## Establish Job and Position Structures

You also use a guided process to determine whether you want to use jobs only, or jobs and positions. The primary industry that you select in the Establish Enterprise Structures task provides the application with enough information to make an initial recommendation. You can either accept the recommendation, or you can answer additional questions about how you manage people in your enterprise, and then make a selection. After you select whether to use jobs or positions, you are prompted to set up a descriptive flexfield structure for jobs, and for positions if applicable. Descriptive flexfields enable you to get more information when you create jobs and positions.

## Review Configuration

You can view a result of the interview process prior to loading the configuration. The review results, show the divisions, legal entities, business units, reference data sets, and the management reporting structure that the application will create when you load the configuration.

## Load Configuration

You can load only one configuration. When you load a configuration, the application creates the divisions, legal entities, business units, and so on. After you load the configuration, you then use individual tasks to edit, add, and delete enterprise structures.

# Rolling Back an Enterprise Structure Configuration: Explained

The Enterprise Structures Configurator (ESC) provides the ability to roll back an enterprise configuration in the following circumstances:

## Roll Back a Configuration Manually

You can manually roll back an enterprise configuration after loading it, for example, because you decide you do not want to use it. Clicking the Roll Back Configuration button on the Manage Enterprise Configuration page rolls back any enterprise structures that were created as a part of loading the configuration.

## Roll Back a Configuration Automatically

If an error occurs during the process of loading the configuration, then the application automatically rolls back any enterprise structures that were created before the error was encountered.

# Designing an Enterprise Configuration: Example

This example illustrates how to set up an enterprise based on a global company operating mainly in the US and the UK with a single primary industry.

## Scenario

InFusion Corporation is a multinational enterprise in the high technology industry with product lines that include all the components that are required to build and maintain air quality monitoring systems for homes and businesses. Its primary locations are in the US and the UK, but it has smaller outlets in France, Saudi Arabia, and the United Arab Emirates (UAE).

## Enterprise Details

In the US, InFusion employs 400 people and has company revenue of 120 million US dollars.. Outside the US, InFusion employs 200 people and has revenue of 60 million US dollars.

## Analysis

InFusion requires three divisions.

- The US division covers the US locations.
- The Europe division covers UK and France.
- Saudi Arabia and the UAE are covered by the Middle East division.

InFusion requires legal entities with legal employers, payroll statutory units, tax reporting units, and legislative data groups for the US, UK, France, Saudi Arabia, and UAE, to employ and pay its workers in those countries.

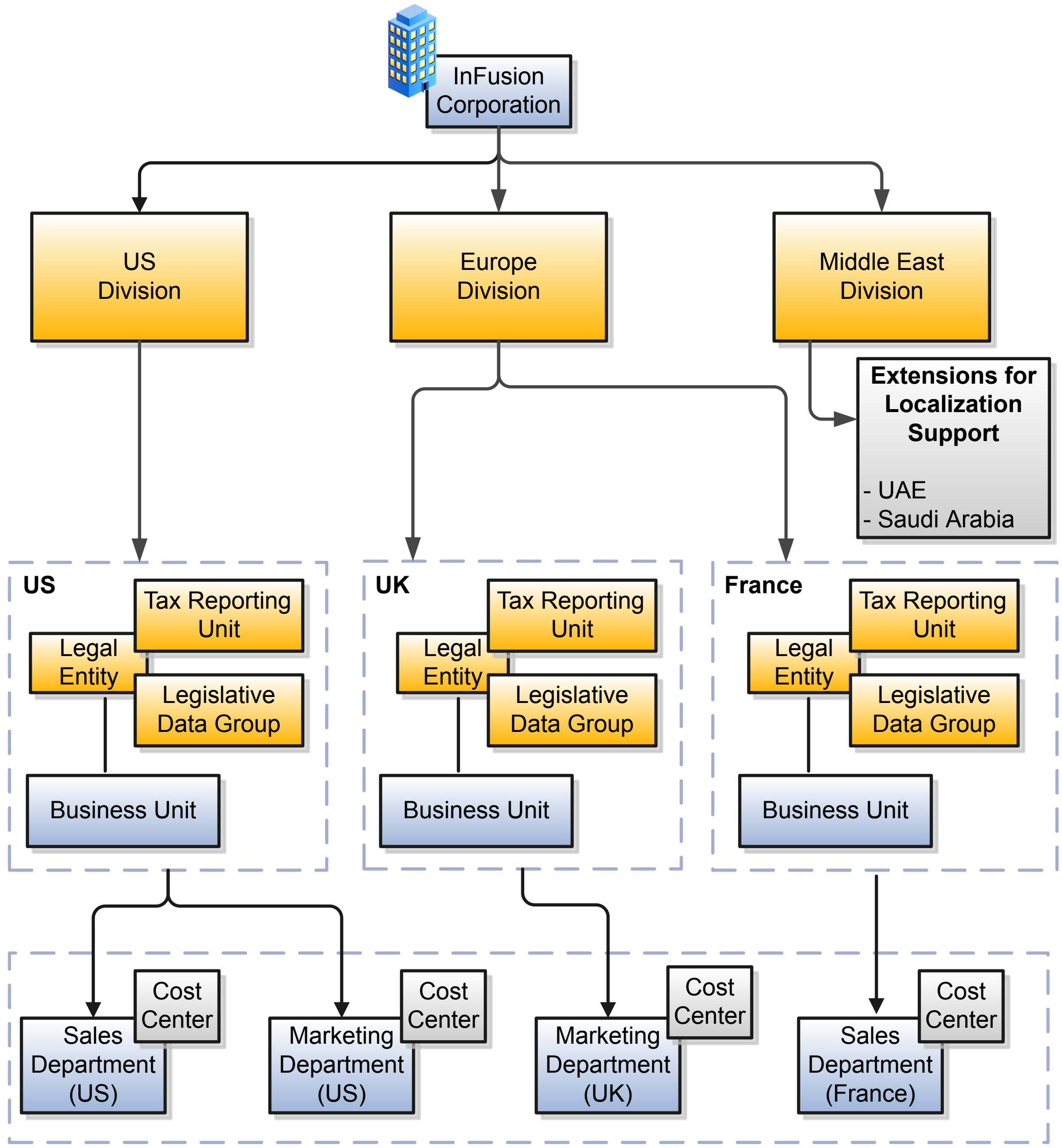
InFusion requires a number of departments across the enterprise for each area of business, such as sales and marketing, and a number of cost centers to track and report on the costs of those departments.

InFusion has general managers responsible for business units within each country. Those business units may share reference data. Some reference data can be defined within a reference data set that multiple business units may subscribe to. Business units are also required for financial purposes. Financial transactions are always processed within a business unit.

## Resulting Enterprise Configuration

Based on this analysis, InFusion requires an enterprise with multiple divisions, ledgers, legal employers, payroll statutory units, tax reporting units, legislative data groups, departments, cost centers, and business units.

This figure illustrates the enterprise configuration that results from the analysis of InFusion Corporation.



# Divisions: Explained

Managing multiple businesses requires that you segregate them by their strategic objectives and measure their results.

Responsibility to reach objectives can be delegated along the management structure. Although related to your legal structure, the business organizational hierarchies do not reflect directly the legal structure of the enterprise. The management entities and structure can include:

- Divisions and subdivisions
- Lines of business
- Other strategic business units
- Their own revenue and cost centers

These organizations can be included in many alternative hierarchies and used for reporting, as long as they have representation in the chart of accounts.

### Divisions

A division refers to a business-oriented subdivision within an enterprise, in which each division organizes itself differently to deliver products and services or address different markets. A division can operate in one or more countries, and can be many companies or parts of different companies that are represented by business units.

A division is a profit center or grouping of profit and cost centers, where the division manager is responsible for achieving business goals including profits. A division can be responsible for a share of the company's existing product lines or for a separate business. Managers of divisions may also have return on investment goals requiring tracking of the assets and liabilities of the division. The division manager generally reports to a top corporate executive.

By definition a division can be represented in the chart of accounts. Companies can use product lines, brands, or geographies as their divisions: their choice represents the primary organizing principle of the enterprise. This may coincide with the management segment used in segment reporting.

Oracle Fusion Applications supports a qualified management segment and recommends that you use this segment to represent your hierarchy of business units and divisions. If managers of divisions have return on investment goals, make the management segment a balancing segment. Oracle Fusion applications permit up to three balancing segments. The values of the management segment can be business units that roll up in a hierarchy to report by division.

Historically, divisions were implemented as a node in a hierarchy of segment values. For example, Oracle E-Business Suite has only one balancing segment, and often the division and legal entity are combined into a single segment where each value stands for both division and legal entity.

### Use of Divisions in Oracle Fusion Human Capital Management (HCM)

Divisions are used in HCM to define the management organization hierarchy, using the generic organization hierarchy. This hierarchy can be used to create organization-based security profiles.

## Legal Entities: Explained

A legal entity is a recognized party with rights and responsibilities given by legislation.

Legal entities have the following rights and responsibilities to:

- Own property
- Trade
- Repay debt
- Account for themselves to regulators, taxation authorities, and owners according to rules specified in the relevant legislation

Their rights and responsibilities may be enforced through the judicial system. Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, expenses and income, pay transaction taxes, or perform intercompany trading.

A legal entity has responsibility for elements of your enterprise for the following reasons:

- Facilitating local compliance
- Minimizing the enterprise's tax liability
- Preparing for acquisitions or disposals of parts of the enterprise
- Isolating one area of the business from risks in another area. For example, your enterprise develops property and also leases properties. You could operate the property development business as a separate legal entity to limit risk to your leasing business.

### The Role of Your Legal Entities

In configuring your enterprise structure in Oracle Fusion Applications, the contracting party on any transaction is always the legal entity. Individual legal entities:

- Own the assets of the enterprise
- Record sales and pay taxes on those sales
- Make purchases and incur expenses
- Perform other transactions

Legal entities must comply with the regulations of jurisdictions, in which they register. Europe now allows for companies to register in one member country and do business in all member countries, and the US allows for companies to register in one state and do business in all states. To support local reporting requirements, legal reporting units are created and registered.

You are required to publish specific and periodic disclosures of your legal entities' operations based on different jurisdictions' requirements. Certain annual or more frequent accounting reports are referred to as statutory or external reporting. These reports must be filed with specified national and regulatory authorities. For example, in the United States (US), your publicly owned entities (corporations) are required to file quarterly and annual reports, as well as other periodic reports, with the Securities and Exchange Commission (SEC), which enforces statutory reporting requirements for public corporations.

Individual entities privately held or held by public companies do not have to file separately. In other countries, your individual entities do have to file in their own name, as well as at the public group level. Disclosure requirements are diverse. For example, your local entities may have to file locally to comply with local regulations in a local currency, as well as being included in your enterprise's reporting requirements in different currency.

A legal entity can represent all or part of your enterprise's management framework. For example, if you operate in a large country such as the United Kingdom or Germany, you might incorporate each division in the country as a separate legal entity. In a smaller country, for example Austria, you might use a single legal entity to host all of your business operations across divisions.

## Creating Legal Entities in the Enterprise Structures Configurator: Points to Consider

Use the Enterprise Structures Configurator (ESC), to create legal entities for your enterprise automatically, based on the countries in which divisions of your business operate, or you can upload a list of legal entities from a spreadsheet.

## Automatically Creating Legal Entities

If you are not certain of the number of legal entities that you need, you can create them automatically. To use this option, you first identify all of the countries in which your enterprise operates. The application opens the Map Divisions by Country page, which contains a matrix of the countries that you identified, your enterprise, and the divisions that you created. You select the check boxes where your enterprise and divisions intersect with the countries to identify the legal entities that you want the application to create. The enterprise is included for situations where your enterprise operates in a country, acts on behalf of several divisions within the enterprise, and is a legal employer in a country. If you select the enterprise for a country, the application creates a country holding company.

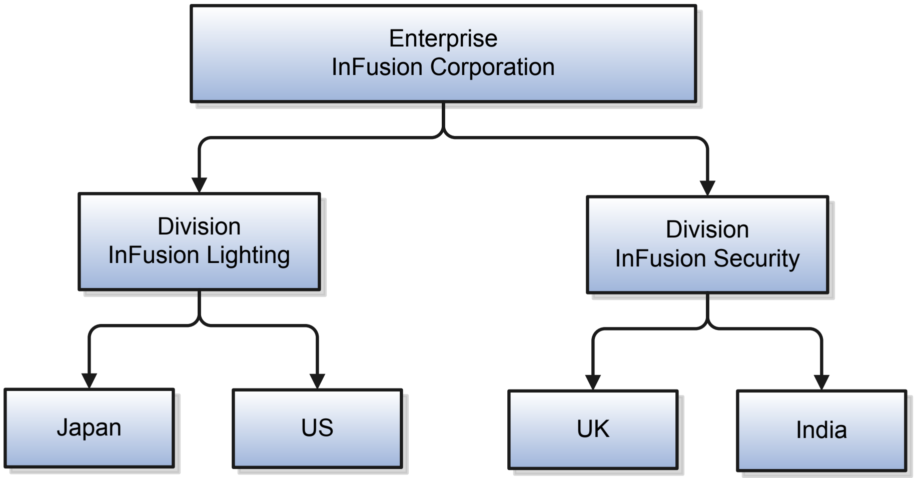
The application automatically creates the legal entities that you select, and identifies them as payroll statutory units and legal employers. For each country that you indicated that your enterprise operates in, and for each country that you created a location for, the application also automatically creates a legislative data group.

Any legal entities that you create automatically cannot be deleted from the Create Legal Entities page within the Enterprise Structures Configurator. You must return to the Map Divisions by Country page and deselect the legal entities that you no longer want.

## Example: Creating Legal Entities Automatically

InFusion Corporation is using the ESC to set up its enterprise structure. The corporation has identified two divisions, one for Lighting, and one for Security. The Lighting division operates in Japan and the US, and the Security division operates in the UK and India.

This figure illustrates InFusion Corporation's enterprise structure.



This table represents the selections that InFusion Corporation makes when specifying which legal entities to create on the Map Divisions by Country page.

| Country | Enterprise | InFusion Lighting | InFusion Security |
|---|---|---|---|
| Japan | No | Yes | No |
| US | No | Yes | No |

| Country | Enterprise | InFusion Lighting | InFusion Security |
|---|---|---|---|
| UK | No | No | Yes |
| India | No | No | Yes |

Based on the selections made in the preceding table, the ESC creates the following four legal entities:

- InFusion Lighting Japan LE
- InFusion Lighting US LE
- InFusion Security UK LE
- InFusion Security India LE

## Creating Legal Entities Using a Spreadsheet

If you have a list of legal entities already defined for your enterprise, you can upload them from a spreadsheet. To use this option, you first download a spreadsheet template, then add your legal entity information to the spreadsheet, and then upload directly to your enterprise configuration. You can export and import the spreadsheet multiple times to accommodate revisions.

*Related Topics*

- Using Desktop Integrated Excel Workbooks: Points to Consider

# Legal Entity in Oracle Fusion: Points to Consider

Oracle Fusion Applications support the modeling of your legal entities. If you make purchases from or sell to other legal entities, define these other legal entities in your customer and supplier registers. These registers are part of the Oracle Fusion Trading Community Architecture.

When your legal entities are trading with each other, represent them as legal entities and as customers and suppliers in your customer and supplier registers. Use legal entity relationships to determine which transactions are intercompany and require intercompany accounting. Your legal entities can be identified as legal employers and therefore, are available for use in Human Capital Management (HCM) applications.

Several decisions you should consider when you create legal entities.

- The importance of using legal entity on transactions
- Legal entity and its relationship to business units
- Legal entity and its relationship to divisions
- Legal entity and its relationship to ledgers
- Legal entity and its relationship to balancing segments
- Legal entity and its relationship to consolidation rules
- Legal entity and its relationship to intercompany transactions
- Legal entity and its relationship to worker assignments and legal employer
- Legal entity and payroll reporting
- Legal reporting units

## The Importance of Using Legal Entities on Transactions

All of the assets of the enterprise are owned by individual legal entities. Oracle Fusion Financials allow your users to enter legal entities on transactions that represent a movement in value or obligation.

For example, a sales order creates an obligation on the legal entity that books the order to deliver the goods on the acknowledged date. The creation also creates an obligation on the purchaser to receive and pay for those goods. Under contract law in most countries, damages can be sought for both:

- Actual losses, putting the injured party in the same state as if they had not entered into the contract.
- What is called loss of bargain, or the profit that would have made on a transaction.

In another example, if you revalued your inventory in a warehouse to account for raw material price increases, the revaluation and revaluation reserves must be reflected in your legal entity's accounts. In Oracle Fusion Applications, your inventory within an inventory organization is managed by a single business unit and belongs to one legal entity.

## Legal Entity and Its Relationship to Business Units

A business unit can process transactions on behalf of many legal entities. Frequently, a business unit is part of a single legal entity. In most cases, the legal entity is explicit on your transactions. For example, a payables invoice has an explicit legal entity field. Your accounts payables department can process supplier invoices on behalf of one or many business units.

In some cases, your legal entity is inferred from your business unit that is processing the transaction. For example, Business Unit ACM UK has a default legal entity of InFusion UK Ltd. When a purchase order is placed in ACM UK, the legal entity InFusion UK Ltd is legally obligated to the supplier. Oracle Fusion Procurement, Oracle Fusion Project Portfolio Management, and Oracle Fusion Supply Chain applications rely on deriving the legal entity information from the business unit.<

## Legal Entity and Its Relationship to Divisions

The division is an area of management responsibility that can correspond to a collection of legal entities. If wanted, you can aggregate the results for your divisions by legal entity or by combining parts of other legal entities. Define date-effective hierarchies for your cost center or legal entity segment in your chart of accounts to facilitate the aggregation and reporting by division. Divisions and legal entities are independent concepts.

## Legal Entity and Its Relationship to Ledgers

One of your major responsibilities is to file financial statements for your legal entities. Map legal entities to specific ledgers using the Oracle Fusion General Ledger Accounting Configuration Manager. Within a ledger, you can optionally map a legal entity to one or more balancing segment values.

## Legal Entity and Its Relationship to Balancing Segments

Oracle Fusion General Ledger supports up to three balancing segments. Best practices recommend one segment represents your legal entity to ease your requirement to account for your operations to regulatory agencies, tax authorities, and investors. Accounting for your operations means you must produce a balanced trial balance sheet by legal entity. If you account for many legal entities in a single ledger, you must:

1. Identify the legal entities within the ledger.
2. Balance transactions that cross legal entity boundaries through intercompany transactions.
3. Decide which balancing segments correspond to each legal entity and assign them in Oracle Fusion General Ledger Accounting Configuration Manager. Once you assign one balancing segment value in a ledger, then all your balancing segment values must be assigned. This recommended best practice facilitates reporting on assets, liabilities, and income by legal entity.

Represent your legal entities by at least one balancing segment value. You may represent it by two or three balancing segment values if more granular reporting is required. For example, if your legal entity operates in multiple jurisdictions in Europe, you might define balancing segment values and map them to legal reporting units. You can represent a legal entity with more than one balancing segment value. Do not use a single balancing segment value to represent more than one legal entity.

In Oracle Fusion General Ledger, there are three balancing segments. You can use separate balancing segments to represent your divisions or strategic business units to enable management reporting at the balance sheet level for each. This solution is used to empower your business unit and divisional managers to track and assume responsibility for their asset utilization or return on investment. Using multiple balancing segments is also useful when you know at the time of implementation that you are disposing of a part of a legal entity and want to isolate the assets and liabilities for that entity.

Implementing multiple balancing segments requires every journal entry that is not balanced by division or business unit, to generate balancing lines. You cannot change to multiple balancing segments after you begin using the ledger because your historical data is not balanced by the new balancing segments. Restating historical data must be done at that point.

If your enterprise regularly spins off businesses or holds managers accountable for utilization of assets, identify the business with a balancing segment value. If you account for each legal entity in a separate ledger, no requirement exists to identify the legal entity with a balancing segment value.

While transactions that cross balancing segments don't necessarily cross legal entity boundaries, all transactions that cross legal entity boundaries must cross balancing segments. If you make an acquisition or are preparing to dispose of a portion of your enterprise, you may want to account for that part of the enterprise in its own balancing segment even if the portion is not a separate legal entity. If you do not map legal entities sharing the same ledger to balancing segments, you cannot distinguish them using intercompany functionality or track individual equity.

## Legal Entity and Its Relationship to Consolidation Rules

In Oracle Fusion Applications you can map legal entities to balancing segments and then define consolidation rules using your balancing segments. You are creating a relationship between the definition of your legal entities and their role in your consolidation.

## Legal Entity and Its Relationship to Intercompany Transactions

Use Oracle Fusion Intercompany feature to create intercompany entries automatically across your balancing segments. Intercompany processing updates legal ownership within the enterprise's groups of legal entities. Invoices or journals are created as needed. To limit the number of trading pairs for your enterprise, set up intercompany organizations and assign then to your authorized legal entities. Define processing options and intercompany accounts to use when creating intercompany transactions and to assist in consolidation elimination entries. These accounts are derived and automatically entered on your intercompany transactions based on legal entities assigned to your intercompany organizations.

Intracompany trading, in which legal ownership isn't changed but other organizational responsibilities are, is also supported. For example, you can track assets and liabilities that move between your departments within your legal entities by creating departmental level intercompany organizations.

> **Tip:** In the Oracle Fusion Supply Chain applications, you can model intercompany relationships using business units, from which legal entities are derived.

## Legal Entity and Its Relationship to Worker Assignments and Legal Employer

Legal entities that employ people are called legal employers in the Oracle Fusion Legal Entity Configurator. You must enter legal employers on worker assignments in Oracle Fusion HCM.

## Legal Entity and Payroll Reporting

Your legal entities are required to pay payroll tax and social insurance such as social security on your payroll. In Oracle Fusion Applications, you can register payroll statutory units to pay and report on payroll tax and social insurance for your legal entities. As the legal employer, you might be required to pay payroll tax, not only at the national level, but also at the local level. You meet this obligation by establishing your legal entity as a place of work within the jurisdiction of a local authority. Set up legal reporting units to represent the part of your enterprise with a specific legal reporting obligation. You can also mark these legal reporting units as tax reporting units, if the legal entity must pay taxes as a result of establishing a place of business within the jurisdiction.

# Business Units: Explained

A business unit is a unit of an enterprise that performs one or many business functions that can be rolled up in a management hierarchy. A business unit can process transactions on behalf of many legal entities. Normally, it has a manager, strategic objectives, a level of autonomy, and responsibility for its profit and loss. Roll business units up into divisions if you structure your chart of accounts with this type of hierarchy.

In Oracle Fusion Applications you do the following:

- Assign your business units to one primary ledger. For example, if a business unit is processing payables invoices, then it must post to a particular ledger. This assignment is required for your business units with business functions that produce financial transactions.
- Use a business unit as a securing mechanism for transactions. For example, if you run your export business separately from your domestic sales business, then secure the export business data to prevent access by the domestic sales employees. To accomplish this security, set up the export business and domestic sales business as two separate business units.

The Oracle Fusion Applications business unit model provides the following advantages:

- Enables flexible implementation
- Provides consistent entity that controls and reports on transactions
- Shares sets of reference data across applications

Business units process transactions using reference data sets that reflect your business rules and policies and can differ from country to country. With Oracle Fusion Application functionality, you can share reference data, such as payment terms and transaction types, across business units, or you can have each business unit manage its own set depending on the level at which you want to enforce common policies.

In countries where gapless and chronological sequencing of documents is required for subledger transactions, define your business units in alignment with your legal entities to ensure the uniqueness of sequencing.

In summary, use business units for:

- Management reporting
- Transaction processing
- Transactional data security
- Reference data sharing and definition

## Brief Overview of Business Unit Security

A number of Oracle Fusion Applications use business units to implement data security. You assign roles like Accounts Payable Manager to users to permit them to perform specific functions, and you assign business units for each role to users to give them access to data in those business units. For example, users which have been assigned a Payables role for a particular business unit, can perform the function of payables invoicing on the data in that business unit. Roles can be assigned to users manually using the Security Console, or automatically using provisioning rules. Business Units can be assigned to users using the Manage Data Access for Users task in Setup and Maintenance.

# Creating Business Units in the Enterprise Structures Configurator: Points to Consider

Business units are used within Oracle Fusion applications for management reporting, processing of transactions, and security of transactional data. Using the Enterprise Structures Configurator (ESC), you create business units for your enterprise either automatically or manually.

## Automatically Creating Business Units

To create business units automatically, you must specify the level at which to create business units. Business units within your enterprise may be represented at one of two levels:

- Business function level, such as Sales, Consulting, Product Development, and so on.
- A more detailed level, where a business unit exists for each combination of countries in which you operate and the functions in those countries.

You can automatically create business units at the following levels:

- Country
- Country and Division
- Country and business function
- Division
- Division and legal entity
- Division and business function
- Business function
- Legal entity
- Business function and legal entity

Select the option that best meets your business requirements, but consider the following:

- If you use Oracle Fusion Financials, the legal entity option is recommended because of the manner in which financial transactions are processed.
- The business unit level that you select determines how the application automatically creates reference data sets.

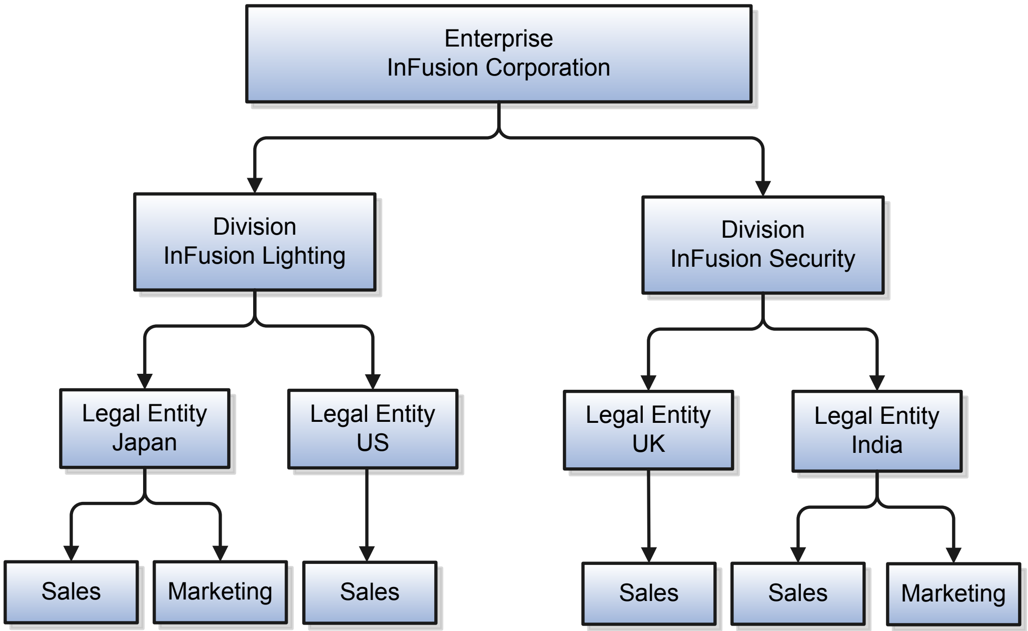
After you select a business unit level, the application generates a list of business units, and you select the ones you want the application to create. If you select a level that has two components, such as country and division, then the application displays a table listing both components. You select the check boxes at the intersections of the two components.

The business units listed by the application are suggestions only, and are meant to simplify the process to create business units. You aren't required to select all of the business units suggested. When you navigate to the next page in the ESC guided flow, the Manage Business Units page, you can't delete any of the business units created automatically. You must return to the Create Business Units page and deselect any business units that you no longer want.

## Example: Selecting Business Unit Levels

InFusion Corporation is using the Enterprise Structures Configurator to set up its enterprise structure. InFusion has identified two divisions, one for Lighting, and one for Security. They operate in four countries: US, UK, Japan, and India, and they have created a legal entity for each of the countries. The sales and marketing functions are based in both India and Japan, while the US and the UK have only the sales function.

This figure illustrates InFusion Corporation's enterprise structure.



The following table lists the options for business unit levels and the resulting business units that the application suggests for InFusion Corporation.

| Business Unit Level | Suggested Business Units |
|---|---|
| Country | • US<br>• UK<br>• Japan<br>• India |
| Country and Division | • InFusion Lighting: Japan<br>• InFusion Lighting: US<br>• Infusion Security: UK<br>• Infusion Security: India |
| Country and business function | • Sales: Japan<br>• Marketing: Japan<br>• Sales: US<br>• Sales: UK<br>• Marketing: India<br>• Sales: India |
| Division | • InFusion Lighting<br>• InFusion Security |
| Division and Legal Entity | • InFusion Lighting: Japan<br>• InFusion Lighting: US<br>• Infusion Security: UK |

| Business Unit Level | Suggested Business Units |
|---|---|
| | • Infusion Security: India |
| Division and Business Function | • InFusion Lighting, Sales<br>• InFusion Lighting, Marketing<br>• InFusion Security, Sales<br>• InFusion Security, Marketing |
| Business Function | • Sales<br>• Marketing |
| Legal Entity | • Legal Entity: Japan<br>• Legal Entity: US<br>• Legal Entity: UK<br>• Legal Entity India |
| Legal Entity and Business Function | • Legal Entity: Japan, Sales<br>• Legal Entity: Japan, Marketing<br>• Legal Entity: US, Sales<br>• Legal Entity: UK, Sales<br>• Legal Entity India, Marketing<br>• Legal Entity India, Sales |

## Manually Creating Business Units

If none of the levels for creating business units meets your business needs, you can create business units manually, and you create them on the Manage Business Units page. If you create business units manually, then no reference data sets are created automatically. You must create them manually as well.

# Reference Data Sets and Sharing Methods: Explained

Oracle Fusion Applications reference data sharing feature is also known as SetID. The reference data sharing functionality supports operations in multiple ledgers, business units, and warehouses. As a result, there is a reduction in the administrative burden and the time to implement new business units. For example, you can share sales methods, or transaction types across business units. You may also share certain other data across asset books, cost organizations, or project units.

The reference data sharing features use reference data sets to which reference data is assigned. The reference data sets group assigned reference data. The sets can be understood as buckets of reference data assigned to multiple business units or other application components.

## Reference Data Sets

You begin this part of your implementation by creating and assigning reference data to sets. Make changes carefully as changes to a particular set affect all business units or application components using that set. You can assign a separate set to each business unit for the type of object that is being shared. For example, assign separate sets for payment terms, transaction types, and sales methods to your business units.

Your enterprise can determine that certain aspects of your corporate policy can affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This allows your enterprise to balance autonomy and control for each business unit. For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. In such a case, you can let managers define their own sales methods, but define payment terms centrally. In this example:

- Each business unit has its own reference data set for sales methods.
- One central reference data set for payment terms is assigned to all business units.

The reference data sharing is especially valuable for lowering the cost of setting up new business units. For example, your enterprise operates in the hospitality industry. You are adding a new business unit to track your new spa services. The hospitality divisional reference data set can be assigned to the new business unit to quickly set up data for this entity component. You can establish other business unit reference data in a business unit-specific reference data set as needed.

## Reference Data Sharing Methods

Variations exist in the methods used to share data in reference data sets across different types of objects. The following list identifies the methods:

- Assignment to one set only, no common values allowed. This method is the simplest form of sharing reference data that allows assigning a reference data object instance to one and only one set. For example, Asset Prorate Conventions are defined and assigned to only one reference data set. This set can be shared across multiple asset books, but all the values are contained only in this one set.
- Assignment to one set only, with common values. This method is the most commonly used method of sharing reference data that allows defining reference data object instance across all sets. For example, Receivables Transaction Types are assigned to a common set that is available to all the business units. You need not explicitly assign the transaction types to each business unit. In addition, you can assign a business unit-specific set of transaction types. At transaction entry, the list of values for transaction types includes the following:
    - Transaction types from the set assigned to the business unit.
    - Transaction types assigned to the common set that is shared across all business units.
- Assignment to multiple sets, no common values allowed. The method of sharing reference data that allows a reference data object instance to be assigned to multiple sets. For instance, Payables Payment Terms use this method. It means that each payment term can be assigned to one or more than one set. For example, you assign the payment term Net 30 to several sets, but assign Net 15 to a set specific only to your business unit. At transaction entry, the list of values for payment terms consists of only the set that is assigned to the transaction's business unit.

**Note:** Oracle Fusion Applications contains a reference data set called Enterprise. Define any reference data that affects your entire enterprise in this set.

# Business Units and Reference Data Sets: How They Work Together

Reference data sharing enables you to group set-enabled reference data such as jobs or grades to share the data across different parts of the organization. Sets also enable you to filter reference data at the transaction level so that only data assigned to certain sets is available to be selected. To filter reference data, Oracle Fusion Human Capital Management (HCM), applications use the business unit on the transaction. To set up reference data sharing in Oracle Fusion HCM, you create business units and sets, and then assign the sets to the business units.

## Common Set Versus Specific Sets

Some reference data in your organization may be considered global, and should therefore be made available for use within the entire enterprise. You can assign this type of data to the Common Set, which is a predefined set. Regardless of the business unit on a transaction, reference data assigned to the Common Set is always available, in addition to the reference data assigned to the set that corresponds to the business unit on the transaction.

Other types of reference data can be specific to certain business units, so you can restrict the use of the data to those business units. In this case, you can create sets specifically for this type of data, and assign the sets to the business units.

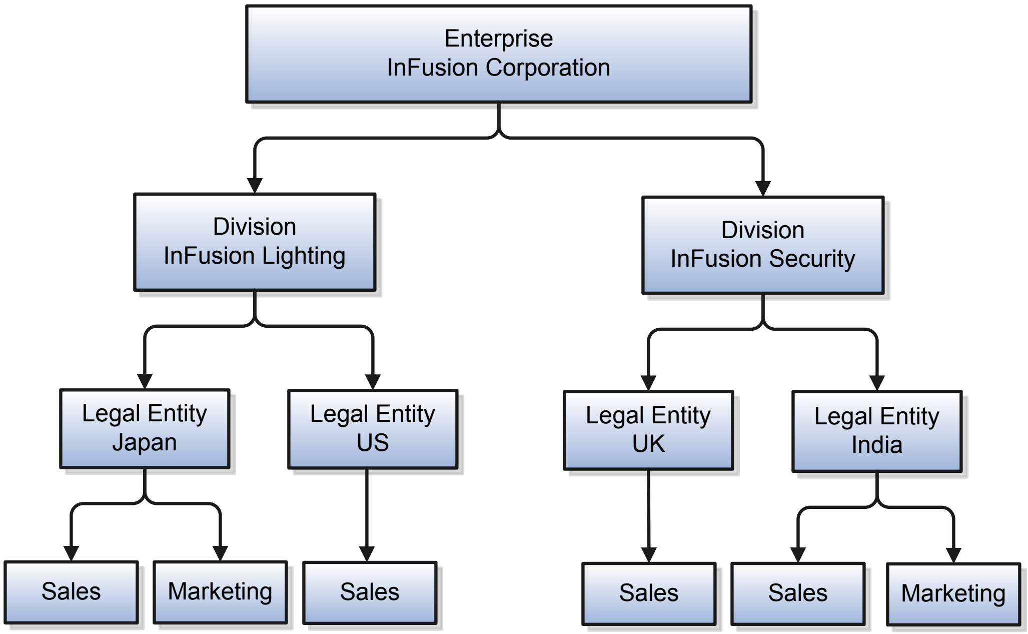
## Business Unit Set Assignment

When you assign reference data sets to business units, you assign a default reference data set to use for all reference data types for that business unit. You can override the set assignment for one or more data types.

## Example: Assigning Sets to Business Units

InFusion Corporation has two divisions: Lighting and Security, and the divisions each have two locations. Each location has one or more business functions.

The following figure illustrates the structure of InFusion Corporation.



When deciding how to create business units, InFusion decides to create them using the country and business function level. Therefore, they created the following business units:

- Sales_Japan
- Marketing_Japan
- Sales_US
- Sales_UK
- Marketing_India
- Sales_India

Because locations, departments, and grades are specific to each business unit, InFusion does not want to share these types of reference data across business units. They create a reference data set for each business unit so that data of those types can be set up separately. Because the jobs in the Sales business function are the same across many locations, InFusion decides to create one additional set called Jobs. They override the set assignment for the Jobs reference data group and assign it to the Jobs set. Based on these requirements, they create the following sets:

- Sales_Japan_Set
- Mktg_Japan_Set
- Sales_US_Set
- Sales_UK_Set
- Mktg_India_Set
- Sales_India_Set
- Grades_Set

InFusion assigns business units to sets as follows:

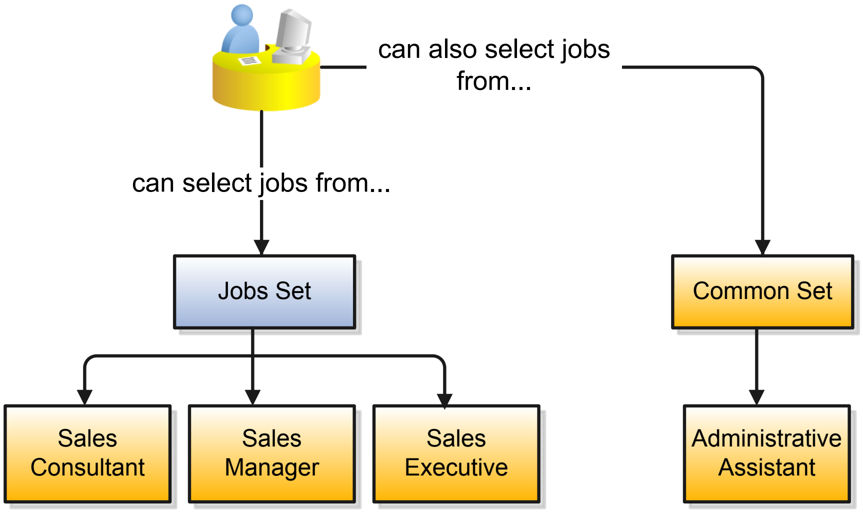
| Business Unit | Default Set Assignment | Set Assignment Overrides |
|---|---|---|
| Sales_Japan | Sales_ Japan_Set for grades, departments, and locations | Jobs set for jobs |
| Marketing_ Japan | Mktg_Japan_Set for grades, departments, and locations | None |
| Sales_US | Sales_US_Set for grades, departments, and locations | Jobs set for jobs |
| Sales_UK | Sales_UK_Set for grades, departments, and locations | Jobs set for jobs |
| Marketing_ India | Mktg_India_Set for grades, departments, and locations | None |
| Sales_India | Sales_ India_Set for grades, departments, and locations | Jobs set for jobs |

When setting up grades, departments, and locations for the business units, InFusion assigns the data to the default set for each business unit. When setting up jobs, they assign the Jobs set and assign the Common Set to any jobs that may be used throughout the entire organization.

When using grades, departments, and locations at the transaction level, users can select data from the set that corresponds to the business unit they enter on the transaction, and any data assigned to the Common Set. For example, for transactions for the Marketing_Japan business unit, grades, locations, and departments from the Mktg_Japan_Set is available to select, as well as from the Common Set.

When using jobs at the transaction level, users can select jobs from the Jobs set and from the Common Set when they enter a sales business unit on the transaction. For example, when a manager hires an employee for the Sales_India business unit, the list of jobs is filtered to show jobs from the Jobs and Common sets.

The following figure illustrates what sets of jobs can be accessed when a manager creates an assignment for a worker.



# Creating Reference Data Sets in the Enterprise Structures Configurator: Explained

If you created business units automatically, then the Enterprise Structures Configurator automatically creates reference data sets for you. The Enterprise Structures Configurator creates one reference data set for each business unit. You can add additional sets, but you cannot delete any of the sets that were created automatically.

A standard set called the Enterprise set is predefined.

## Common Set

The Common set is a predefined set that enables you to share reference data across business units. When you select set-enabled data at the transaction level, the list of values includes data in the:

- Common set
- Set associated with the data type for the business unit on the transaction

For example, when you create an assignment, the list of values for grades includes grade in the:

- Common set
- Set that is assigned to grades for the business unit in which you creating the assignment

# Jobs and Positions: Critical Choices

Jobs and positions represent roles that enable you to distinguish between tasks and the individuals who perform those tasks.

Note the following:

- The key to using jobs or positions depends on how each is used.
- Positions offer a well-defined space independent of the person performing the job.

- Jobs are a space defined by the person.
- A job can be defined globally in the Common Set, whereas a position is defined within one business unit.
- You can update the job and department of a position at any time. For example, if you hire someone into a new role and want to transfer the position to another department.

During implementation, one of the earliest decisions is whether to use jobs or a combination of jobs and positions. The determinants for this decision are:

- The primary industry of your enterprise
- How you manage your people

## Primary Industry of Your Enterprise

The following table outlines information about Primary industries and how they set up their workforce.

| Primary Industry | Workforce Setup |
|---|---|
| Mining | Positions |
| Utilities | Positions |
| Manufacturing | Positions |
| Retail Trade | Positions |
| Transportation and Warehousing | Positions |
| Educational Services | Positions |
| Public Transportation | Positions |
| Agriculture, Forestry, Fishing, and Hunting | Jobs |
| Construction | Jobs |
| Wholesale Trade | Jobs |
| Information | Jobs |
| Finance and Insurance | Jobs |
| Professional, Scientific, and Technical Services | Jobs |
| Management of Companies and Enterprises | Jobs |

| Primary Industry | Workforce Setup |
|---|---|
| Administrative and Support and Waste Management and Remediation Services | Jobs |
| Arts, Entertainment, and Recreation | Jobs |
| Accommodation and Food Services | Jobs |
| Other Services (Except Public Administration) | Jobs |

## Management of People

The following table displays suggestions of whether to use jobs or a combination of jobs and positions based on your industry and how you manage your employee turnover.

| Industry | You always replace employees by rehiring to same role | You replace the headcount, but the manager can use the headcount in a different job | You rehire to the same position, but the manager can request a reallocation of budget to a different post |
|---|---|---|---|
| Project (An industry that supports project-based forms of organization in which teams of specialists from both inside and outside the company report to project managers.) | Positions | Jobs | Jobs |
| Controlled (An industry that is highly structured in which all aspects of work and remuneration are well organized and regulated. ) | Positions | Positions | Positions |
| Manufacturing | Positions | Jobs | Positions |
| Retail | Positions | Jobs | Positions |
| Education | Positions | Jobs | Positions |
| Other | Positions | Jobs | Jobs |

*Related Topics*

- Grades and Grade Rates: How They Work with Jobs, Positions, Assignments, Compensation, and Payroll

# Positions: Examples

Positions are typically used by industries that use detailed approval rules, which perform detailed budgeting and maintain headcounts, or have high turnover rates.

## Retail Industry

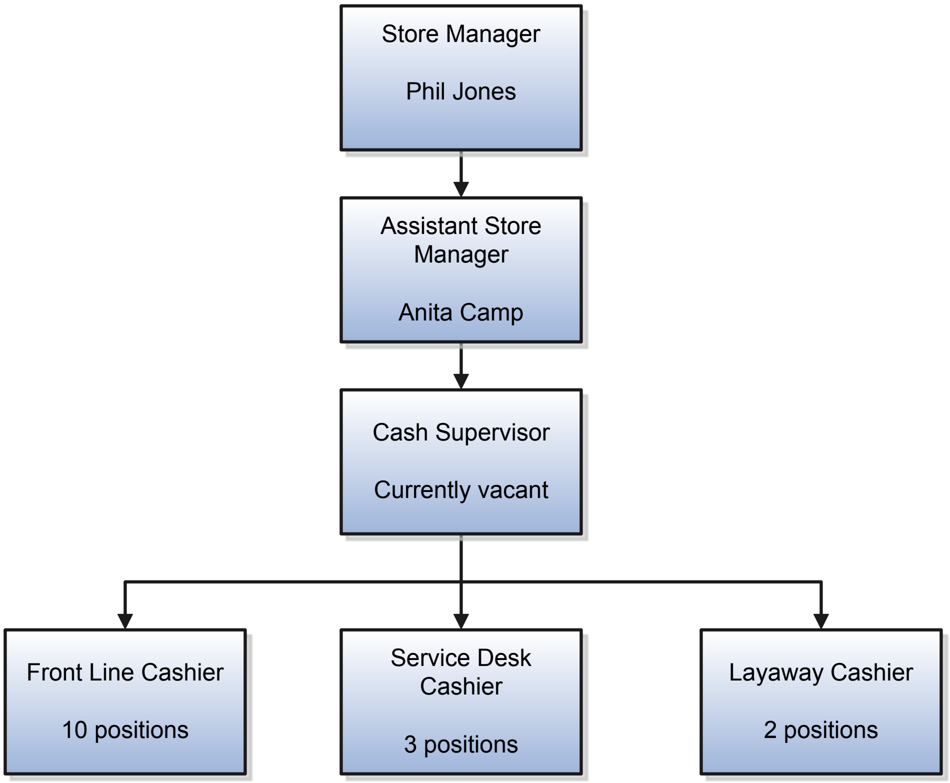
ABC Corporation has high turnovers. It loses approximately 5% of its cashiers monthly. The job of the cashier includes three positions: front line cashier, service desk cashier, and layaway cashier. Each job is cross-trained to take over another cashier's position. When one cashier leaves from any of the positions, another existing cashier from the front line, service desk or layaway can assist where needed. But to ensure short lines and customer satisfaction, ABC Corporation must replace each cashier lost to turnover. Since turnover is high in retail it's better for this industry to use positions.

Note the following:

- An automatic vacancy is created when an employee terminates employment.
- The position exists even when there are no holders. Having the position continue to exist is important if the person who leaves the company is a manager or supervisor with direct reports.
- All direct reports continue reporting to the position even if the position is empty.
- You don't have to reassign these employees to another manager or supervisor. The replacement manager is assigned to the existing position.

Also, an added advantage to using Positions is when you hire somebody new, many of the attributes are inherited from the position. This speeds up the hiring process.

This figure illustrates the retail position setup.

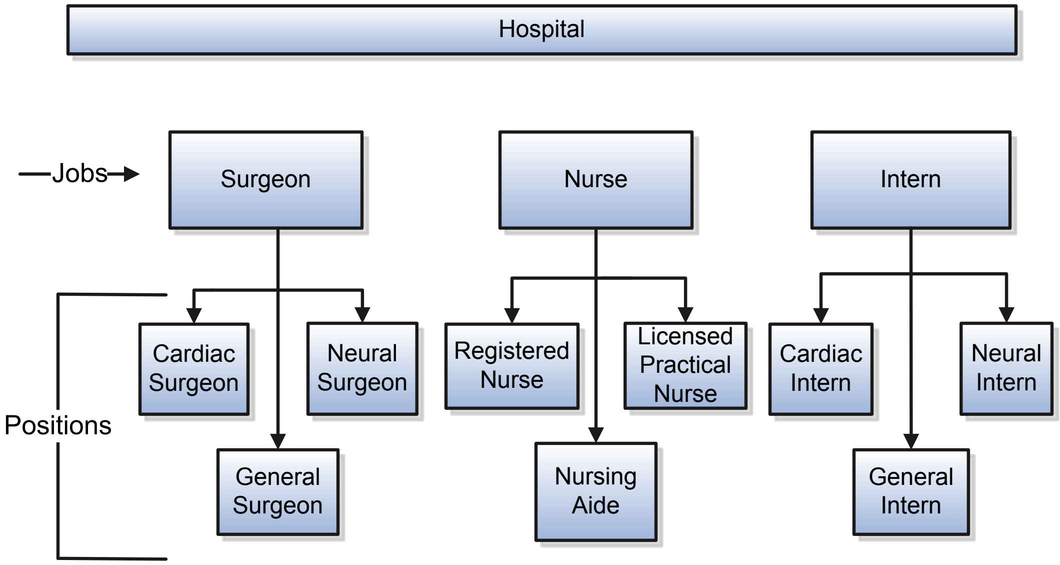


## Health Care Industry

Health care is an industry that must regulate employment, roles, and compensation according to strict policies and procedures. Fixed roles tend to endure over time, surviving multiple incumbents. Industries that manage roles rather than individuals, where roles continue to exist after individuals leave, typically model the workforce using positions.

The hospital has a structured headcount and detailed budgeting. For example, a specific number of surgeons, nurses, and interns of various types are needed. These positions must be filled in order for the hospital to run smoothly. Use jobs and positions when you apply detailed headcount rules.

This figure illustrates the hospital position setup.



# Jobs: Example

Jobs are typically used without positions by service industries where flexibility and organizational change are key features.

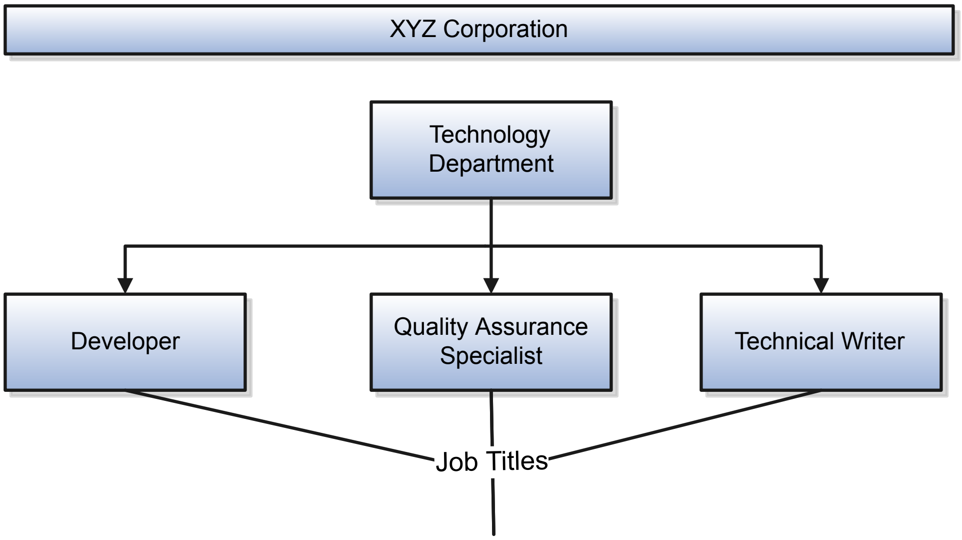
## Software Industry

For example, XYZ Corporation has a director over the departments for developers, quality assurance, and technical writers.

- Recently, three developers have left the company.
- The director decides to redirect the head count to other areas.
- Instead of hiring all three back into development, one person is hired to each department, quality assurance, and technical writing.

In software industries, the organization is fluid. Using jobs gives an enterprise the flexibility to determine where to use head count, because the job only exists through the person performing it. In this example, when the three developers leave XYZ Corporation, their jobs no longer exist, therefore the corporation has the flexibility to move the headcount to other areas.

This figure illustrates the software industry job setup.



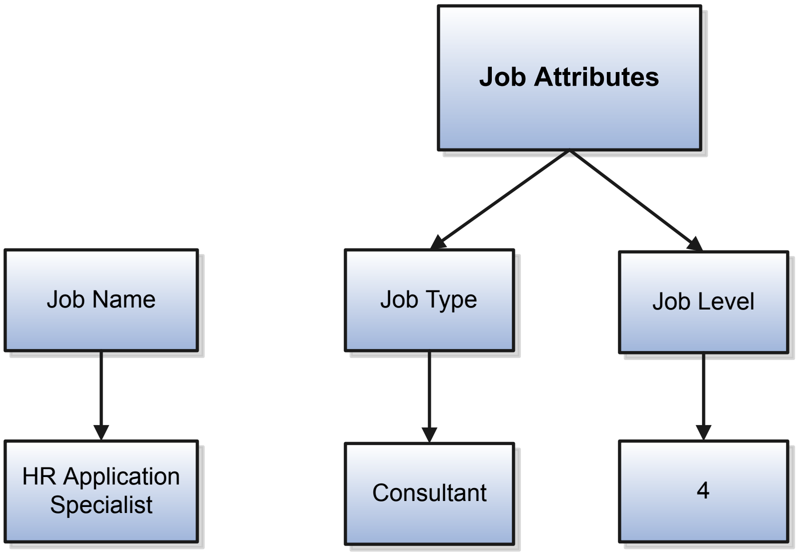
## Job and Position Structures: Explained

Job and position structures identify the descriptive flexfield structure that enables you to specify additional attributes that you want to capture when you define jobs and positions. Job and position attributes provide further detail to make jobs and positions more specific. You also use attributes to define the structure of your jobs and positions. You can specify attributes at the enterprise level for jobs and positions, at the business unit level for positions, and at the reference data set level for jobs. Job and position structures are optional.

### Enterprise-Level Job Attributes

When you define a job, you enter a value for the name of the job. To make job names more specific, set up attributes to identify additional details about the job, such as the nature of the work that is performed or the relative skill level required. If these attributes apply to all jobs within your enterprise, set up enterprise-level job attributes. Standard capabilities mean that you can use the different segments of the name to identify common jobs or job holders for analysis or compensation, or for grouping records in reports, for example, to find all jobs of a specific job type. You should not use attributes with values that change regularly, for example, salary ranges or expense approval levels that change every year.

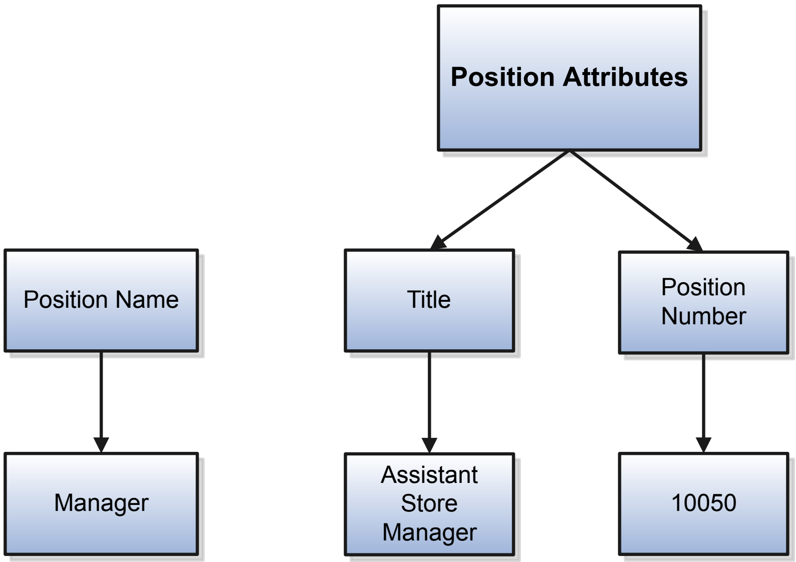
This figure illustrates how job type and job level provide further details for the HR Application Specialist job.



## Enterprise-Level Position Attributes

Position attributes at the enterprise level are similar to those for jobs. Each position that you define identifies a specific role in the enterprise, which you can manage independently of the person in the position. A position belongs to one specific department or organization. The name of each position must be unique. To simplify the process of managing unique names for positions, set up enterprise-level attributes to identify separate components of the position name. For example, you can set up an attribute for position title and one for position number. When defining the attributes that make up the structure of a position name, consider whether any of your attributes are part of the definition of a common job type. Using job types for a position can help you manage common information that applies to many different positions. For example you can define a job type of Manager.Level 1 and use this for comparison of positions across departments or lines or business, or for setting common job requirements. You can then define multiple manager type positions in your HR department, each of which has responsibility for a different management function or group.

This figure illustrates how title and position number provide further details for the manager position.



## Business Unit-Level Attributes for Positions

If you have information that you want to capture for positions that is specific to each business unit, then you can define attributes at the business unit level for positions. When you create positions, these attributes appear in addition to any enterprise-level attributes. For example, you may want to identify the sales region for all positions in the sales business unit. You can set up a text attribute called Sales Region and use it to enter the necessary information when creating positions for the sales business unit.

## Reference Data Set-Level Attributes for Jobs

If you have information for jobs that applies to specific reference data sets, set up attributes for jobs at the reference data set level. When you create jobs, these attributes appear in addition to any enterprise-level attributes. For example, you may want to identify all information technology (IT) jobs within a specific set. You can set up a text attribute called Function and use it to enter IT in jobs that you create that perform an IT function within a specific set.

# FAQs for Define Initial Configuration

## What happens if I don't use the Enterprise Structures Configurator to set up my enterprise structures?

The Enterprise Structures Configurator is an interview-based tool that guides you through setting up divisions, legal entities, business units, and reference data sets. If you do not use the Enterprise Structures Configurator, then you must set up your enterprise structure using the individual tasks that correspond to each enterprise component. In addition, you can't set up multiple configurations and compare different scenarios. Using the Enterprise Structures Configurator is the recommended process for setting up your enterprise structures.

### What's an ultimate holding company?

The legal entity that represents the top level in your organization hierarchy, as defined by the legal name entered for the enterprise. This designation is used only to create an organization tree, with these levels:

- Ultimate holding company as the top level
- Divisions and country holding companies as the second level
- Legal employers as the third level

### What's the default reference data set?

The reference data set that is assigned to a business unit for all reference data groups, such as grades, locations, departments, and jobs. You can override the default reference data set for any reference data group.

### What happens if I override the set assignment?

For the selected business unit, you can override the default reference data set for one or more reference data groups. For example, assume you have three reference data groups: Vision 1 SET, Vision 2 SET, and Vision 3 SET, where Vision SET 1 is the default set for business unit United Kingdom Vision 1 BU. You can override the default so that:

- Grades are assigned to Vision 2 SET
- Departments are assigned to Vision 3 SET
- Jobs are assigned to the default set, Vision 3 SET

# Define Reference Data Sharing

## Reference Data Sharing: Explained

Reference data sharing facilitates sharing of configuration data such as jobs and payment terms, across organizational divisions or business units. You define reference data sets and determine how common data is shared or partitioned across business entities to avoid duplication and reduce maintenance effort. Depending on the requirement (specific or common), each business unit can maintain its data at a central location, using a set of values either specific to it or shared by other business units.

A common reference data set is available as the default set, which can be assigned to several business units sharing the same reference data. For commonly used data such as currencies, you can use the common reference data set and assign it to multiple business units in various countries that use the same currency. In cases where the default set can't be assigned to an entity, you can create specific sets. The data set visible on the transactional page depends on the sharing method used to share reference data.

For example, XYZ Corporation uses the same grades throughout the entire organization. Instead of different business units setting up and using the same grades, XYZ Corporation decides to create a set called Grades, which contains the grades. All business units in the organization have the Grades set so that the grades can be shared and used.

**Note:** For specific information about configuring reference data sharing for a particular object or product, refer to the relevant product documentation.

# Reference Data Sets: Explained

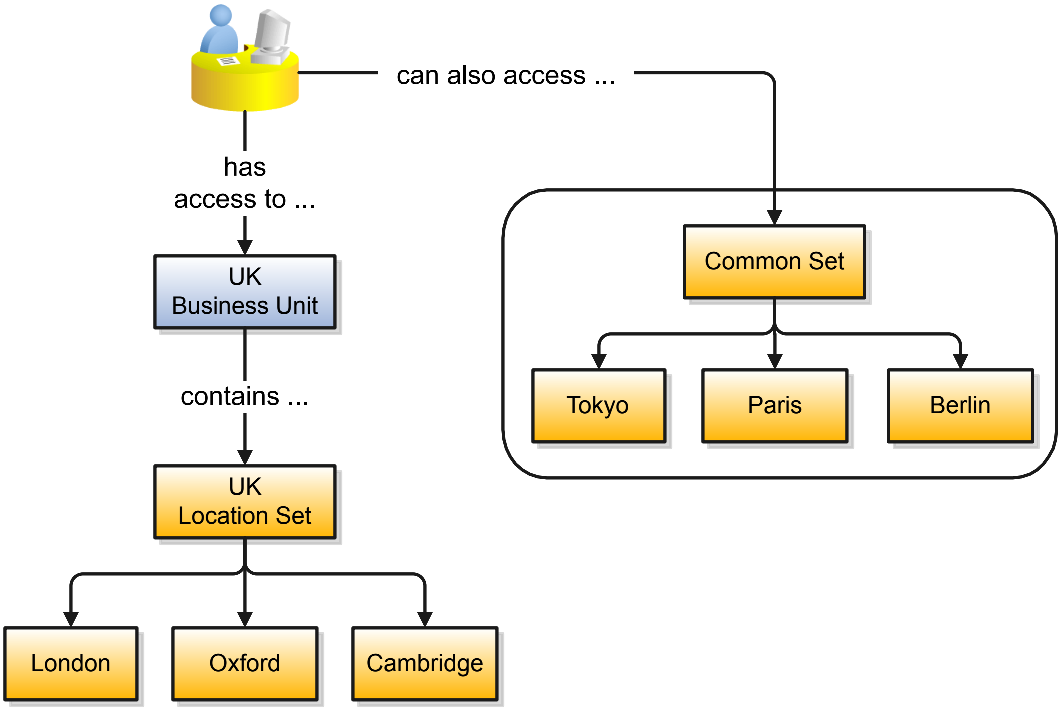
Reference data sets are logical groups of reference data that various transactional entities can use depending on the business context. You can get started using either the common reference data set or the enterprise set depending on your implementation requirement. You can also create and maintain custom reference data sets, while continuing to use the common reference data set.

Consider the following scenario. Your enterprise can decide that only some aspects of corporate policy should affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This enables your enterprise to balance autonomy and control for each business unit. For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. Then, you can let managers define their own sales methods, but define payment terms centrally. As a result, each business unit has its own reference data set for sales methods and one central reference data set for payment terms assigned to all business units.

## Partitioning

Partitioning reference data and creating data sets provide you the flexibility to handle the reference data to fulfill your business requirements. You can share modular information and data processing options among business units with ease. You can create separate sets and subsets for each business unit. Alternatively, you can create common sets or subsets to enable sharing reference data between several business units, without duplicating the reference data.

The following figure illustrates the reference data sharing method (assignment to one set only, with common values). The user can access the data assigned to a specific set in a particular business unit, as well as access the data assigned to the common set.



*Related Topics*

- Defining Default Reference Data Sets: Points to Consider

# Reference Data Sets and Sharing Methods: Explained

Oracle Fusion Applications reference data sharing feature is also known as SetID. The reference data sharing functionality supports operations in multiple ledgers, business units, and warehouses. As a result, there is a reduction in the administrative burden and the time to implement new business units. For example, you can share sales methods, or transaction types across business units. You may also share certain other data across asset books, cost organizations, or project units.

The reference data sharing features use reference data sets to which reference data is assigned. The reference data sets group assigned reference data. The sets can be understood as buckets of reference data assigned to multiple business units or other application components.

## Reference Data Sets

You begin this part of your implementation by creating and assigning reference data to sets. Make changes carefully as changes to a particular set affect all business units or application components using that set. You can assign a separate set to each business unit for the type of object that is being shared. For example, assign separate sets for payment terms, transaction types, and sales methods to your business units.

Your enterprise can determine that certain aspects of your corporate policy can affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This allows your enterprise to balance autonomy and control for each business unit. For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. In such a case, you can let managers define their own sales methods, but define payment terms centrally. In this example:

- Each business unit has its own reference data set for sales methods.
- One central reference data set for payment terms is assigned to all business units.

The reference data sharing is especially valuable for lowering the cost of setting up new business units. For example, your enterprise operates in the hospitality industry. You are adding a new business unit to track your new spa services. The hospitality divisional reference data set can be assigned to the new business unit to quickly set up data for this entity component. You can establish other business unit reference data in a business unit-specific reference data set as needed.

## Reference Data Sharing Methods

Variations exist in the methods used to share data in reference data sets across different types of objects. The following list identifies the methods:

- Assignment to one set only, no common values allowed. This method is the simplest form of sharing reference data that allows assigning a reference data object instance to one and only one set. For example, Asset Prorate Conventions are defined and assigned to only one reference data set. This set can be shared across multiple asset books, but all the values are contained only in this one set.
- Assignment to one set only, with common values. This method is the most commonly used method of sharing reference data that allows defining reference data object instance across all sets. For example, Receivables Transaction Types are assigned to a common set that is available to all the business units. You need not explicitly assign the transaction types to each business unit. In addition, you can assign a business unit-specific set of transaction types. At transaction entry, the list of values for transaction types includes the following:
    - Transaction types from the set assigned to the business unit.

  - Transaction types assigned to the common set that is shared across all business units.

- Assignment to multiple sets, no common values allowed. The method of sharing reference data that allows a reference data object instance to be assigned to multiple sets. For instance, Payables Payment Terms use this method. It means that each payment term can be assigned to one or more than one set. For example, you assign the payment term Net 30 to several sets, but assign Net 15 to a set specific only to your business unit. At transaction entry, the list of values for payment terms consists of only the set that is assigned to the transaction's business unit.

**Note:** Oracle Fusion Applications contains a reference data set called Enterprise. Define any reference data that affects your entire enterprise in this set.

# Assigning Reference Data Sets to Reference Objects: Points to Consider

You can assign the reference data sets to reference objects using the Manage Reference Data Set Assignments page. For multiple assignments, you can classify different types of reference data sets into groups and assign them to the reference entity objects. The assignment takes into consideration the determinant type, determinant, and reference group, if any.

## Determinant Types

The partitioned reference data is shared using a business context setting called the determinant type. A determinant type is the point of reference used in the data assignment process. The following table lists the determinant types used in the reference data assignment.

| Type | Description |
|---|---|
| Asset Book | Information about the acquisition, depreciation, and retirement of an asset that belongs to a ledger or a business unit. |
| Business Unit | The departments or organizations within an enterprise. |
| Cost Organization | The organization used for cost accounting and reporting on various inventory and cost centers within an enterprise. |
| Project Unit | A logical organization within an enterprise that is responsible for enforcing consistent project management practices. |
| Reference Data Set | References to other shared reference data sets. |

## Determinant

The determinant (also called determinant value) is a value that corresponds to the selected determinant type. The determinant is one of the criteria for selecting the appropriate reference data set.

## Reference Groups

A transactional entity may have multiple reference entities (generally considered to be setup data). However, all reference entities are treated alike because of similarity in implementing business policies and legal rules. Such reference entities in your application are grouped into logical units called reference groups. For example, all tables and views that define Sales Order Type details might be a part of the same reference group. Reference groups are predefined in the reference groups table.

# Items and Supplier Site Reference Data Sharing: Explained

Some products, such as items and supplier sites, required special logic for reference data sharing and have implemented their own domain-specific ways for sharing data.

## Items

If you share your items across warehouses or manufacturing facilities, you can access them through a common item master. Configure one or multiple item masters for your enterprise, based your enterprise structure. A single item master is recommended because it provides simpler and more efficient maintenance. However, in rare cases, it may be beneficial to keep multiple item masters. For example, if you acquire another enterprise and want to continue to operate your lines of business separately, maintaining a second item master might be the best decision.

## Suppliers Sites

You can approve particular suppliers to supply specified commodities and authorize your business units to buy from those suppliers when the need arises. For example, you might be a household cleaning products manufacturer and need dyes, plastics, and perfumes to make your products. You purchase from a central supplier 70% of your perfume supplies with an additional supplier, in reserve, from whom you purchase the remaining 30%. At the same time, each of your business units purchases plastics and dyes from the same supplier, but from different local supplier sites to save transportation costs.

To implement business unit-specific supplier sites, Oracle Fusion Procurement supports a method for defining suppliers sites as owned and managed by the business unit responsible for negotiating the supplier terms. Your other business units that have a service provider relationship defined with your procurement business unit subscribe to the supplier sites using the supplier site assignments feature. In addition, Procurement allows sharing of the following procurement data objects across business units:

- Supplier qualification data, such as approved supplier lists
- Catalog content, such as agreements, smart forms, public shopping lists, and content zones
- Procurement configuration data

# FAQs for Define Reference Data Sharing

## What reference data objects can be shared across business units?

The following list contains the reference data objects for the Oracle Fusion Applications that can be shared across business units and the method in which the reference data for each is shared.

| Application Name | Reference Data Object | Method of Sharing |
|---|---|---|
| Trading Community Model | Customer Account Relationship | Assignment to one set only, no common values allowed |
| Trading Community Model | Customer Account Site | Assignment to one set only, no common values allowed |

| Application Name | Reference Data Object | Method of Sharing |
|---|---|---|
| Trading Community Model | Salesperson | Assignment to one set only, no common values allowed |
| Opportunity Management | Sales Method Group | Assignment to one set only, with common values |
| Work Management | Assessment Templates | Assignment to one set only, with common values |
| Enterprise Contracts | Contract Types | Assignment to one set only, with common values |
| Sales | Sales Method | Assignment to one set only, with common values |
| Common Components | Activity Templates | Assignment to one set only, with common values |
| Payables | Payment Terms | Assignment to multiple sets, no common values allowed |
| Receivables | Accounting Rules | Assignment to one set only, with common values |
| Receivables | Aging Buckets | Assignment to one set only, with common values |
| Receivables | Auto Cash Rules | Assignment to one set only, with common values |
| Receivables | Collectors | Assignment to one set only, with common values |
| Receivables | Lockbox | Assignment to one set only, with common values |
| Receivables | Memo Lines | Assignment to one set only, with common values |
| Receivables | Payment Terms | Assignment to one set only, with common values |
| Receivables | Remit To Address | Assignment to one set only, with common values |
| Receivables | Revenue Contingencies | Assignment to one set only, with common values |

| Application Name | Reference Data Object | Method of Sharing |
|---|---|---|
| Receivables | Transaction Source | Assignment to one set only, with common values |
| Receivables | Transaction Type | Assignment to one set only, with common values |
| Advanced Collections | Collections Setups | Assignment to one set only, with common values |
| Advanced Collections | Dunning Plans | Assignment to one set only, with common values |
| Tax | Tax Classification Codes | Assignment to multiple sets, no common values allowed |
| Human Resources | Departments | Assignment to one set only, with common values |
| Human Resources | Jobs | Assignment to one set only, with common values |
| Human Resources | Locations | Assignment to one set only, with common values |
| Human Resources | Grades | Assignment to one set only, with common values |
| Project Billing | Project and Contract Billing | Assignment to multiple sets, no common values allowed |
| Project Foundation | Project Accounting Definition | Assignment to one set only, no common values allowed |
| Project Foundation | Project Rates | Assignment to one set only, with common values |
| Order Management | Hold Codes | Assignment to one set only, with common values |
| Order Management | Orchestration Process | Assignment to one set only, with common values |

## What reference data objects can be shared across asset books?

The following list contains the reference data objects for Oracle Fusion Assets that can be shared across asset books and the method in which the reference data for each is shared.

| Application Name | Reference Data Object | Method of Sharing |
|---|---|---|
| Assets | Bonus Rules | Assignment to one set only, no common values allowed |
| Assets | Depreciation Ceilings | Assignment to one set only, no common values allowed |
| Assets | Depreciation Methods | Assignment to one set only, with common values |
| Assets | Asset Descriptions | Assignment to one set only, no common values allowed |
| Assets | Property Types | Assignment to one set only, with common values |
| Assets | Prorate Conventions | Assignment to one set only, no common values allowed |
| Assets | Asset Queue Names | Assignment to one set only, with common values |
| Assets | Retirement Types | Assignment to one set only, with common values |
| Assets | Unplanned Types | Assignment to one set only, with common values |

## What reference data objects can be shared across cost organizations?

The following list contains the reference data objects for Oracle Fusion Cost Management that can be shared across cost organizations and the method in which the reference data for each is shared.

| Application Name | Reference Data Object | Method of Sharing |
|---|---|---|
| Cost Management | Cost Structure | Assignment to one set only, no common values allowed |

## What reference data objects can be shared across project units?

The following table contains the reference data objects for Oracle Fusion Project Foundation that can be shared across project units and the method in which the reference data for each is shared.

| Application Name | Reference Data Object | Method of Sharing |
|---|---|---|
| Project Foundation | Project Definition | Assignment to multiple sets, no common values allowed |

| Application Name | Reference Data Object | Method of Sharing |
|---|---|---|
| Project Foundation | Project Transaction Types | Assignment to multiple sets, no common values allowed |

# Define Enterprise: Manage Enterprise HCM Information

## Enterprise: Explained

An enterprise is a collection of legal entities under common control and management.

### Enterprise Defined

When implementing Oracle Fusion Applications you operate within the context of an enterprise that has already been created in the application for you. This is either a predefined enterprise or an enterprise that has been created in the application by a system administrator. An enterprise organization captures the name of the deploying enterprise and the location of the headquarters. In Oracle Fusion Applications, an organization classified as an enterprise is defined before defining any other organizations in the HCM Common Organization Model. All other organizations are defined as belonging to an enterprise.

## Managing Enterprise Information for Non-HCM Users: Explained

The Manage Enterprise HCM Information task includes default settings for your enterprise such as the employment model, worker number generation, and so on. If you are not implementing Oracle Fusion Human Capital Management (HCM), then the only action you may need to perform using this task is to change the enterprise name, if necessary. The other settings are HCM-specific and are not relevant outside of Oracle Fusion HCM.

# Define Enterprise: Manage Locations

## Locations: Explained

A location identifies physical addresses of a workforce structure, such as a department or a job. You create and manage locations using the Manage Locations task in the Workforce Structures work area.

You can also create locations to enter the addresses of external organizations that you want to maintain, such as employment agencies, tax authorities, and insurance or benefits carriers.

The locations that you create exist as separate structures that you can use for reporting purposes, and in rules that determine employee eligibility for various types of compensation and benefits. You enter information about a location only once. Subsequently, when you set up other workforce structures you select the location from a list.

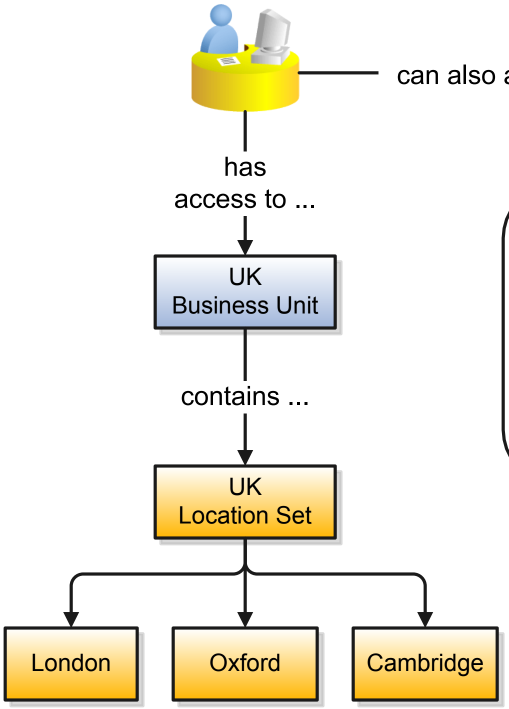
## Location Sets

When you create a location, you must associate it with a set. Only those users who have access to the set's business unit can access the location set and other associated workforce structure sets, such as those that contain departments and jobs.

Note the following:

- You can also associate the location to the common set so that users across your enterprise can access the location irrespective of their business unit.
- When users search for locations, they can see the locations that they have access to along with the locations in the common set.

The following figure shows how locations sets restrict access to users.



## Uploading Locations Using a Spreadsheet

If you have a list of locations already defined for your enterprise, you can upload them from a spreadsheet.

To use this option:

- Download a spreadsheet template
- Add your location information to the spreadsheet
- Upload directly to your enterprise configuration

You can upload the spreadsheet multiple times to accommodate revisions.

*Related Topics*

- Uploading Workforce Structures Using a Spreadsheet: Explained

## FAQs for Manage Locations

### Why can't I see my location in the search results?

You can search for approved locations only. Also, if you created a location in Oracle Fusion Trading Community Model, then you can't access that location from Oracle Fusion Global Human Resources. For use in Oracle Fusion HCM, you must recreate the location from the Manage Locations page.

### What happens if I select a geographic hierarchy node when I'm creating or editing a location?

The calendar events that you created for the geographic node start to apply for the location and may impact the availability of worker assignments at that location. You manage locations using the Manage Locations task in the Workforce Structures work area.

The geographical hierarchy nodes available for selection on the Locations page display from a predefined geographic hierarchy.

*Related Topics*

- Worker Availability: How It Is Determined

### What happens if I select an inventory organization when I am creating or editing a location?

The location is available for selection in purchase documents of that inventory organization in Oracle Fusion Inventory Management. If you don't select an inventory organization, then the location is available in purchase documents across all inventory organizations.

### What happens if I inactivate a location?

Starting from the effective date that you entered, you can no longer associate the location with other workforce structures, assignments, or applications. If the location is already in use, it will continue to be available to the components that currently use it.

### How can I associate a location with an inventory organization?

From the Oracle Fusion Global Human Resources, go to the Manage Locations page. Use the Manage Locations task in the Workforce Structures work area.

To appear on the Create or Edit Location pages, your inventory organization must be effective on today's date and must exist in the location set that you selected.

# Define Geographies

# Defining Address Cleansing: Explained

Address cleansing validates, corrects, and standardizes address information that you enter in the application. Address cleansing, unlike geography validation, validates both the geography attributes and the address line attributes.

To use the address cleansing functionality, you need to have license for the customer data quality application, because the feature is delivered using data quality integration.

You can specify the real-time address cleansing level for each country by choosing either of these options:

- **None**: Specifies no real time address cleansing.
- **Optional**: Provides option to cleanse addresses.

Once you have enabled address cleansing for a country, a **Verify Address** icon appears at address entry points in the application. Click the icon to perform address cleansing and receive a corrected, standardized address. If the application does not find a matching address, then an alert message is displayed.

# Geography Structure, Hierarchy, and Validation: How They Fit Together

There are three components that are dependent on each other when defining a country: geography structure, geography hierarchy, and geography validation. Every country has to have the geography structure defined first before the hierarchy can be defined, and the geography hierarchy has to be defined before the validation can be defined.

## Geography Structure

Firstly, you need to create a geography structure for each country to define which geography types are part of the country structure, and how the geography types are hierarchically related within the country structure. For example, you can create geography types called State, City, and Postal Code. Then you can rank the State geography type as the highest level within the country, the City as the second level, and the Postal Code as the lowest level within the country structure. Geography structure can be defined using the **Manage Geographies** task, or can be imported using tasks in the **Define Geographies** activity.

## Geography Hierarchy

Once the geography structure is defined, the geographies for each geography type can be added to the hierarchy. For example, below the United States you can create a geography called California using a State geography type.

As part of managing the geography hierarchy you can view, create, edit, and delete the geographies for each geography type in the country structure. You can also add a primary and alternate name and code for each geography. A geography hierarchy can be created using the **Manage Geographies** task, or can be imported using tasks in the **Define Geographies** activity.

## Geography Validation

After defining the geography hierarchy, you need to specify the geography validations for the country. You can choose which address style formats you would like to use for the country, and for each selected address style format you can map geography types to address attributes. You can also select which geography types should be included in geography or tax validation, and which geography types will display in a list of values during address entry in other user interfaces. The geography validation level for the country, such as error or warning, can also be selected.

# Geography Structures: Explained

This topic describes geography structures and the tasks you can perform using geography structures.

A geography structure is a hierarchical grouping of geography types for a country. For example, the geography structure for the United States is as follows:

| Level | Geography Type |
|---|---|
| 1 | State |
| 2 | County |
| 3 | City |
| 4 | Postal Code |

You can use the geography structure to relate geography types for a country and define geography types for a country.

## Relate Geography Types for a Country

You can determine how a country's geographies are hierarchically related by creating the hierarchy of the geography types in the geography structure. When you define a country's structure, the geography type Country is implicitly at the top of the geography structure with the level 1. The subsequent geography types that you add after country are numbered in sequence.

You must add a geography type as a level in the country structure before you can define a geography for that geography type in a country. For example, before defining the state of California, the State geography type must be added to the United States country structure. To quickly create country structure, you can copy a structure from another country and modify the geography types for the country.

## Define Geography Types for a Country

You can use any of the master reference geography types to create your geography structure. If required, you can create a geography type, before adding it to the country structure. Each geography type is added below the current lowest level.

**Note:** You cannot delete geography types that have associated geography data. You can only delete the lowest level geography type of the country structure.

A geography type that you create within the country structure can be used for other country structures as well.

# Geography Hierarchy: Explained

This topic describes geography hierarchy and various aspects of geography hierarchy.

Geography hierarchy is a data model that creates conceptual parent-child relationships between geographies. The top level of the geography hierarchy is country, which is the parent, and the hierarchy contains several child geographies. The following table shows sample parent-child relationships in a geography.

| California | Parent of San Mateo county |
|---|---|
| San Mateo County | Parent of Redwood City |
| Redwood City | Parent of 94065 |
| 94065 | Child |

When you enter just 94065, the application determines that the postal code is in California and the corresponding city is Redwood City.

The application uses geography hierarchy information to facilitate business processes that rely on geography information, such as, tax calculation, order sourcing rules, and sales territory definition. The geography hierarchy information is centrally located and shared among other application offerings.

The geography hierarchy includes:

- Geography: Geography is a physical space with boundaries that is a defined instance of a geography type, such as country, state, province or city. For example, San Jose is a geography of the City geography type.
- Geography type: Geography types are divisional grouping of user defined geographies, for example, Continent, Country Regions, and Tax Regions.
- Geography usage: Geography usage indicates how a geography type or geography is used in the application.
- Master reference geography hierarchy: The geography hierarchy data is considered the single source of reference for all geography related data such as geography types and geographies.

  The geography usage for the entire hierarchy is the master reference, and defined geography types and geographies are the master reference geography types and geographies. For example, you can create geography types called State, City, and Postal Code. Then, you can rank the State as the highest level, City as the second level, and Postal Code as the lowest level within the country structure.
- User defined zones: User defined zones are a collection of geographical data, created from master reference data for a specific purpose. For example, while the territory zones are collections of master reference geographies ordered with a hierarchy, the tax and shipping zones are without a hierarchical grouping.

# Geography Validation: Explained

Geography validation determines the geography mapping and validation for a country's address styles, as well as the overall geography validation control for a country.

The **No Styles Format** address style format is the default address style format for a country. By defining the mapping and validation for this format you will ensure that validations can be performed for any address in the country. After the **No Styles Format** is defined you can set up additional mapping for specific address styles.

For each address style format, you can define the following:

- Map to attribute
- Enable list of values
- Tax validation
- Geography validation
- Geography validation control

## Map to Attribute

For every address style format, you can map each geography type to an address attribute. For example, you can map the **State** geography type to the **State** address attribute for the United States, or map the **State** geography type to the **County** address attribute for the United Kingdom. The geography types that appear are based on how the country structure is defined. The list of address attributes that appear are based on address formats delivered with the application, or your customer defined address formats.

**Note:** You only need to map geography types that you want to use for geography or tax validation purposes.

## Enable List of Values

Once a geography type is mapped to an attribute, then you can specify whether the geography type will appear in a list of values during address entry in user interfaces. It is very important to review carefully if you want to enable a list of values. You should only enable a list of values if you have sufficient geography data imported or created for that geography. If the setup for master geography data is incomplete, then the geography data is either not imported or created. As a result, the list of values for the address attribute does not list any geography data.

Once you have enabled a list of values for an address attribute, you can only select the geography data available for the geography type. This means that if a specific geography value is not available in the geography hierarchy, you cannot create an address with a different geography value.

## Tax Validation

You can also specify whether a geography type will be included in tax validation. For example, for the United States North America address style format you specify that County, State, and City are used for tax validation. This will mean that when a transaction involves an address with the North America address style, the address must have the correct county, state, and city combination based on the geography hierarchy data, to be considered valid for tax calculation.

## Geography Validation

You can specify whether a geography type will be included in geography validation. This will mean that, for example, when the user enters a United States address using the North America address style format, the address must have the correct country, state, and postal code combination based on geography hierarchy data to be considered geographically valid.

If an address element is mapped to a geography type, but not selected for geography validation usage, then during address entry suggested values will be provided for the address element, but the address element will not be validated.

**Note:** For either the tax or geography validation, do not skip more than one consecutive level unless you are certain that the selected geography types can uniquely identify geographies. For example, the United States country structure is: State, County, City, and Postal Code, and you want to select just State and Postal Code for geography or tax validation. However, for the combination of California and 94065, the city can be either Redwood Shores or Redwood City. In this case, you should also select at least the City geography type for geography or tax validation.

## Geography Validation Control

You can select the geography validation level for a country. Validation will check if the entered address maps to the geography hierarchy data available for the country, and the geography validation control determines whether you can save an address that did not pass validation during address entry. For example, if the validation level is **Error**, then an address cannot be saved if the values do not match the geography hierarchy data.

These are the geography validation levels you can choose:

- **Error** - only completely valid addresses can be saved, with all mandatory address elements entered.

- **No Validation** - all addresses can be saved including incomplete and invalid addresses.

Regardless of the result of validation, the validation process will try to map any address attribute to a geography of the country, and store any mapping it could establish based on the available data. This is called **Geography Name Referencing** and it is executed as part of validation. The result of this referencing is used in several business processes in the application to map an address to a specific geography or zone.

The Geography Dimension value in territories is derived from sell-to addresses of sales accounts. To use geography dimensions in territories, you must validate the geography elements in the addresses, such as state, city, and postal code. You can validate the address by enabling geography validation for each country using the Manage Geographies task. Perform the following in the Manage Geographies task:

- Enable at least one level in the geography hierarchy for geography validation.
- Enable geography validation for all geography levels that you intend to use for territory definition for each country.
- If needed, enable a list of values containing specific geography elements. This will help users search and select appropriate geography values during addresses entry and eliminate all possibilities of wrong address entry.

You can set geography validation control to Error in the Manage Geography Validation page. This ensures that users can only use valid geography elements in addresses.

**Note:** If you have already created addresses before setting up geography validation for a country, you must enabling geography validation and then execute the Run Maintain Geography Name Referencing task for that country. This validates all your geography elements.

# Importing Geographies: Explained

A geography, such as Tokyo or Peru, describes a boundary on the surface of the earth. You can create new geographies by importing data through interface tables. There are two options for populating the interface tables: using the tool of your preference to load the data or using file-based data import. If you plan to provide the data details in a source file, use the file-based import feature. If you will populate the interface table directly, run the geography loader process to import the data. Having a good understanding of the import entity, interface table, and destination table will help you prepare your import data.

Consider the following when importing geographies:

- Nokia geography reference data
- File-based import option
- Geography loader process option
- Import object entity, interface table, and destination tables

## Nokia Geography Reference Data

Oracle Sales Cloud includes third-party (Nokia) master geography data for multiple countries that can be easily imported. You can import Oracle-licensed Nokia data from Navteq, for those countries where the data is available, such as the U.S. You can import Nokia Geography data using the **Manage Geographies** task. Search for the country, and select **Import Nokia Data** from the **Actions** menu. If the licensed Navteq data is not available for a particular country, then the **Import Nokia Data** action is disabled.

## File-Based Import Option

The file-based import process reads the data included in your XML or text file, populates the interface tables, and imports the data into the application destination tables. The **File-Based Data Import Setup and Maintenance** task list includes the tasks needed to configure the geography import object, create source file mappings, and schedule the import activities.

## Geography Loader Process Option

Populate the interface table with your import data, then navigate to the **Run Geography Loader Setup and Maintenance** task to schedule the import of data from the interface table to the destination table.

## Import Object Entity, Interface Table, and Destination Tables

The geography import object consists of one entity and interface table that forms the geography. If you are using file-based import, you can map your source file data to import entity attributes that correspond to the interface table columns. The import activity process populates the interface table based on the mapping and your source file. If using the geography loader scheduled process, populate the interface table directly using your preferred tool. If you need the unique IDs of existing application data for your import data, use the **Define Data Export Setup and Maintenance** task list to export the information.

The following lists the object entity, tables, and resulting application object:

| File-Based Import Entities | Interface Tables | Destination Tables | Application Object |
|---|---|---|---|
| ImpGeography | HZ_ IMP_ GEOGRAPHIES_T | HZ_GEOGRAPHIES<br>HZ_ GEOGRAPHY_ IDENTIFIERS<br>HZ_ GEOGRAPHY_ TYPES_B<br>HZ_ HIERARCHY_ NODES | Geography |

# Importing Country Structures Using File-Based Import: Explained

This topic explains how to prepare and import country structure data from an external data source using the File-Based Data Import feature. A country structure is a hierarchical grouping of geography types for a country. For example, the geography structure for the United States has the geography type of State at the top, followed by the County, then the City, and finally the Postal Code.

You can use the country structure to set up the following:

- The relationships between geographies within a country
- The types of geographies that you can define for a country

Consider the following questions when importing your data:

- How does your legacy system or source system represent the geography data compared to how the application represents the same data?
- Do you have to configure values in the application to map to your data values?
- Do you have to customize the application to capture additional attributes that are critical to the way you do business?
- What import features are available for importing your business object?

- How do you verify your imported data?

## Comparing Business Object Structures

You must understand how your country structure data corresponds with the data in the application so that you can map your legacy data to the data that the application requires. First, you must understand how the application represents the structure of the data for a country structure.

You must import a separate country structure import object for each country. Each of these import objects must contain the geography types that are used in the country's structure, organized in a hierarchy using geography level numbers. For example, if you're importing the country structure of Australia, the country structure could be the following: 1: Country, 2: State, 3: County, 4: Town, 5: ZIP.

## Import Objects for the Country Structure

To facilitate importing country structures, the application incorporates the structure of the country structure into import objects. The import object for country structures is GeoStructureLevel.

## Comparing Business Object Data

Each import object is a collection of attributes that helps to map your data to the application data and to support one-to-many relationships between the structural components that make up the country structure.

You must understand the attribute details of the import objects so that you can prepare your import data. . You can use reference guide files that contain attribute descriptions, values that populate attributes by default when you don't provide values, and validation information for each attribute. The validation information includes the navigation path to the task where you can define values in the application. For example, if you have values in your data that correlate to a choice list in the application, then the validation information for that attribute provides the task name in the Setup and Maintenance work area where you can define your values. For additional information, including a list of reference guide file names and locations that you need to complete this task, see the following table.

| Import Object | Related Import Object Topic |
|---|---|
| Country Structure | Country Structure Import Objects: How They Work Together |

## Extensible Attributes

If you need to extend the application object to import your legacy or source data, you must use Application Composer to design your object model extensions and to generate the required artifacts to register your extensions and make them available for importing. The corresponding import object is updated with the extensible attributes, which can then be mapped to your source file data. You can use the same source file to import both extensible custom attributes and the standard import object attributes.

## Importing Country Structures Using File-Based Data Import

For the country structure business object, you must use the File-Based Data Import feature. You prepare XML or text source data files in a form that is suitable for a file-based import. The file-based import process reads the data in your source file, populates the interface tables according to your mapping, and imports the data into the application destination tables.

The Define File-Based Data Import Setup and Maintenance task list includes the tasks that are required to configure the import objects, to create source-file mappings, and to schedule the import activities. You submit file-based import activities for each import object. When you're creating a new country structure, you import the Country Structure object. You must be assigned the Master Data Management Administrator job role to access and submit the import activities for country structures.

## Verifying Your Imported Data

You can view the list of import activities from the Manage Import Activities page. You can verify your imported data by clicking the Status column for your import activity.

*Related Topics*

- File-Based Data Import: How It Works
- Getting Started with File-Based Import: Documentation Overview
- Extending Oracle Sales Cloud: How It Works

# Country Structure Import Objects: How They Work Together

This topic describes the Country Structure import object. You use the Country Structure import object when you submit a file-based import activity to import your country structure information. This topic introduces the following:

- Target objects for the Country Structure import object
- Target import object attributes
- Reference guide files for target import object attributes

## Country Structure Target Import Objects

The Country Structure import object contains one target import object. The target import object organizes the individual attributes of the different aspects of the geography structure. When updating an existing country structure, you must provide the parent reference information of the existing country structure. This reference information connects the imported geography structure to the existing one. Use the ImpGeoStructureLevel target import object to create and update country structure information.

## Target Import Object Attributes

You must compare the attributes that you want to import with the target object attributes that are available and with their valid values. To evaluate your source data and Oracle Sales Cloud attributes for mapping and validation, you use a reference file. See the File Based Data Import for Oracle Sales Cloud guide available on the Oracle Sales Cloud Help Center (https://docs.oracle.com/cloud/latest/salescs_gs/docs.htm). In the File Based Data Imports chapter, see the topic for your import object of interest, which includes links to reference files for target import objects. A reference guide file includes attribute descriptions, default values, and validations performed by the import process. Review the validation for each attribute to determine whether there are functional prerequisites or prerequisite setup tasks that are required.

To import your source file data, you define a mapping between your source file data and the combination of the target object and target object attribute. You can predefine and manage import mappings using the Manage File Import Mappings task, or you can define the mapping when you define the import activity using the Manage File Import Activities task. Both tasks are available in the Setup and Maintenance work area.

> **Note:** If any of the attributes you want to import does not have an equivalent target object attribute, then review the Application Composer extensibility features for country structures.

## Reference Files for Target Import Object Attributes

To access reference files for this object's target import objects, see the File Based Data Import for Oracle Sales Cloud guide available on the Oracle Sales Cloud Help Center (https://docs.oracle.com/cloud/latest/salescs_gs/docs.htm). In the File

Based Data Imports chapter, see the topic for your import object of interest, which includes links to reference files for target import objects.

For detailed information on importing geographies using file-based import, refer to Document No. 1481758.1, Importing Master Reference Geography Data, on the Oracle Support site.

The following table lists the reference files that are available by target import object.

| Target Import Object | Description | Reference Guide File Names |
|---|---|---|
| ImpGeoStructureLevel | Information that specifies a country's geography structure. | HZ_ IMP_ GEO_STRUCTURE _ LEVELS_ Reference |

*Related Topics*

- File-Based Data Import: How It Works
- Getting Started with File-Based Import: Documentation Overview
- Importing Country Structures Using File-Based Import: Quick Start
- Extending Oracle Sales Cloud: How It Works

# Importing Geographies Using File-Based Import: Explained

This topic explains how to prepare and import geography data from an external data source using the File-Based Data Import feature. A geography is any region with a boundary around it, regardless of its size. It might be a state, a country, a city, a county, or a ward. You must create or import geographies before you can associate them with custom zones and addresses.

> **Note:** The application ships with third-party (Nokia) master geography data for multiple countries that can be easily imported. You can import Oracle-licensed Nokia data from Navteq, for those countries where the data is available, such as the U.S. You can import Nokia Geography data using the Manage Geographies task. Search for the country, and select Import Nokia Data from the Actions menu. If the licensed Navteq data is not available for a particular country, then the Import Nokia Data action is disabled. For more information, see Replacing Existing Master Geography Data with Revised Nokia Geography Data: Procedure. If Nokia geography data is not available for a country, then use the information in this chapter to import it using File-Based Data Import.

Consider the following questions when importing your data:

- How does your legacy system or source system represent the geography data compared to how Oracle applications represent the same data?
- Do you have to configure values in the application to map to your data values?
- What import features are available for importing your business object?
- How do you verify your imported data?

## Comparing Business Object Structures

You must understand how your geography data corresponds with the data in the application so that you can map your legacy data to the data that the application requires. First, you must understand how the application represents the structure of the data for a geography.

You must import a separate country structure import object for each country. Each of these import objects must contain the geography types that are used in the country's structure, organized in a hierarchy using geography level numbers. For example, if you are importing the country structure of Australia, the country structure could be the following: 1: Country, 2: State, 3: County, 4: Town, 5: ZIP.

## Import Objects for the Geography

To facilitate importing geographies, the application incorporates the structure of the geography into import objects. The import object for the geography is ImpGeography.

## Comparing Business Object Data

Each import object is a collection of attributes that helps to map your data to the application data and to support one-to-many relationships between the structural components that make up the geography.

You must understand the attribute details of the import objects so that you can prepare your import data. You can use reference guide files that contain attribute descriptions, values that populate attributes by default when you do not provide values, and validation information for each import object attribute. The validation information includes the navigation path to the task where you can define values in the application. For example, if you have values in your data that correlate to a choice list in the application, then the validation information for that attribute provides the task name in the Setup and Maintenance work area where you can define your values. For additional information, including a list of reference guide file names and locations that you need to complete this task, see the following table.

| Import Object | Related Import Object Topic |
|---|---|
| ImpGeography | Geography Import Objects: How They Work Together |

**Note:**

You can use the keyword importing geographies to search for related topics in Help.

## Extensible Attributes

The application doesn't support extensible attributes for geographies. You can import only data for geography object that already exist by default in the application.

## Importing Geographies Using File-Based Data Import

For the geography business object, you must use the File-Based Data Import feature. You prepare XML or text source data files in a form that is suitable for a file-based import. The file-based import process reads the data in your source file, populates the interface tables according to your mapping, and imports the data into the application destination tables.

The Define File-Based Data Import Setup and Maintenance task list includes the tasks that are required to configure the import objects, to create source-file mappings, and to schedule the import activities. You submit file-based import activities for each import object. When you're creating a new geography, you import the Geography object. You must be assigned the Master Data Management Administrator job role to access and submit the import activities for geographies.

When importing geography information, you must provide the parent reference information for all parent levels for the entity.

## Verifying Your Imported Data

Oracle applications provide File-Based Import activity reports, which you can use to verify imported data. Users with the Master Data Management Administrator job role can also navigate to the Manage Geographies work area to view the imported geographies.

*Related Topics*

- File-Based Data Import: How It Works
- Getting Started with File-Based Import: Documentation Overview

# Geography Import Objects: How They Work Together

This topic describes the Geography import object. You use the Geography import object to import geography information.

This topic introduces the following:

- Target objects for the Geography import object
- Target import object attributes
- Reference guide files for target import object attributes

## Geography Target Import Objects

You can use the Geography import object to import geography hierarchy information to create or update the geography data of a country. To map the source data in your import file to the target attributes in the application, you must understand how the target objects are related and what attributes are included in each target object.

The target import objects in the Geography import object contain information about the geography hierarchy. When updating an existing geography, you must provide the parent reference information of the existing geography, which connects the geography to the country of which it is a part.

Use the ImpGeography target import object to create and update geography information.

**Note:** Before you import geography data for a country, you must define the country's geography structure.

## Target Import Object Attributes

You must compare the attributes that you want to import with the target object attributes that are available and with their valid values. To evaluate your source data and Oracle Sales Cloud attributes for mapping and validation, you use a reference file. See the File Based Data Import for Oracle Sales Cloud guide available on the Oracle Sales Cloud Help Center (https://docs.oracle.com/cloud/latest/salescs_gs/docs.htm). In the File Based Data Imports chapter, see the topic for your import object of interest, which includes links to reference files for target import objects. A reference guide file includes attribute descriptions, default values, and validations performed by the import process. Review the validation for each attribute to determine whether there are functional prerequisites or prerequisite setup tasks that are required.

To import your source file data, you define a mapping between your source file data and the combination of the target object and target object attribute. You can predefine and manage import mappings using the Manage File Import Mappings task, or you can define the mapping when you define the import activity using the Manage File Import Activities task. Both tasks are available in the Setup and Maintenance work area.

**Note:** If any of the attributes you want to import do not have an equivalent target object attribute, then review the Application Composer extensibility features for geography.

## Reference Files for Target Import Object Attributes

To access the reference guide files for the geography's target import objects, see the File Based Data Import for Oracle Sales Cloud guide available on the Oracle Sales Cloud Help Center (https://docs.oracle.com/cloud/latest/salescs_gs/docs.htm).

In the File Based Data Imports chapter, see the topic for your import object of interest, which includes links to reference files for target import objects. For detailed information on importing geographies using file-based import, refer to Document No. 1481758.1, Importing Master Reference Geography Data, on the Oracle Support site.

The following table lists the reference files that are available by target import object.

| Target Import Object | Description | Attribute Reference Guide File Names |
|---|---|---|
| ImpGeography | Contains information that captures a country's geography hierarchy details, such as geography type, geography code, etc. | HZ_ IMP_ GEOGRAPHIES_T _Reference |

*Related Topics*

- File-Based Data Import: How It Works
- Getting Started with File-Based Import: Documentation Overview

# Importing Geographies Using File-Based Data Import: Worked Example

This example demonstrates how to import data using the File-Based Data Import tool. In this example, you have a source file containing geography data that you want to import into the application so that the geography data can be used for real time address validation and tax purposes.

The following table summarizes the key decisions that you must make in this scenario.

| Decisions to Consider | In This Example |
|---|---|
| What type of object are you importing? | Geography |
| What file type are you using for your source data? | Text file |
| Where are you uploading your source data file from? | Your desktop |
| What data type is your source data file? | Comma separated |
| Which fields are you importing into the application? | All, except for the RecordTypeCode field |
| When do you want to process the import? | Immediately |

## Summary of the Tasks

You perform the following steps to create an import activity and activate the import:

1. Determining what information is in the source file.
2. Creating and scheduling the import activity.

3. Monitoring the import results.

## Prerequisites for Importing Additional Geography Data After Your Initial Import

1. Ensure that the combination of the Source ID and Parent Source ID values is unique for each row of data within a single import. However, your source data files don't need to have the same Source ID and Parent Source ID values as your previously imported geography data. If the geography structure levels and the parents for each geography value are the same, then the changed IDs will not affect the import.
2. Ensure that all the parents of a child geography are included in your data file so that the child geography can be added. For example, if you originally imported US, CA, and San Francisco, and now you want to import the city of San Jose in CA, then your data file must include US, CA, and San Jose.
3. Check that your source data file has the correct values for the geography data that you have already loaded. For example, if your initial import included the value US for country and CA as state, and in a subsequent import you have California as a state, then your geography import creates two state records (CA and California) in the application data, with the US as the country parent.

## Determining What Information is in the Source File

1. The source geography data files must include a unique Source ID value for each row of data and Parent Source ID value for the parent of that row of data. The Source or Parent Source IDs should not be longer than 18 characters.
2. You can structure your geography source data as follows:

| Geography Level | Name | Source ID | Parent Source ID |
|---|---|---|---|
| 1 (Country) | US | 1 | |
| 2 (State) | CA | 11 | 1 |
| 3 (County) | Alameda | 111 | 11 |
| 4 (City) | Pleasanton | 1111 | 111 |
| 4 (City) | Dublin | 1112 | 111 |

## Creating and Scheduling the Import Activity

You can create an import activity, enter the import details, and schedule the import. An import activity includes selecting the source file or file location, mapping the source file to the database, and scheduling the import.

1. In the Setup and Maintenance work area, search for the **Manage File Import Activities** task. Click **Go to Task**.
2. In the Manage Import Activities page, click **Create**.
3. In the Create Import Activity: Map Fields page, map each field from your source file to the target object and attribute, as shown in the following table.

| Field | Value |
|---|---|
| Name | Master Reference Geographies |
| Object | Geography |
| File Type | Text File |

| Field | Value |
|---|---|
| File Selection | Specific file |
| Upload From | Desktop |
| File Name | Choose relevant file from desktop |
| Data Type | Comma separated |

> **Note:** Ensure that the file type that you select in the Create Import Activity: Set Up page matches the file type of the source data file.

4. Click **Next**.
5. In the Create Import Activity: Map Fields page, map each field from your source file to the Oracle Sales Cloud database object and attribute, as shown in the following table.

| Column Header | Example Value | Ignore | Object | Attribute |
|---|---|---|---|---|
| Primary Geography Name | Primary Geography Name | United States | Imp Geography | Primary Geography Name |
| Country Code | US | No | Imp Geography | Country Code |
| Record Type Code | 0 | Yes | Imp Geography | Record Type Code |
| Source ID | 10265 | No | Imp Geography | Source ID |
| Parent Source ID | 1053 | No | Imp Geography | Parent Source ID |

   If you don't want to import a column in the text file, then you can select **Ignore**.

> **Note:** If you can't map the fields from your source file to the relevant target object, then see the import object spreadsheets.

6. Click **Next**.
7. In the Create Import Activity: Create Schedule page, select **Immediate** in the Schedule field so that the import will start as soon as you activate it.

   Instead of immediately importing the data, you can choose a date and time to start the import. You can also specify whether the import will be repeated and the frequency of the repeated import.
8. Click **Next**.

## Monitoring the Import Results

You can monitor the processing of the import activity and view the completion reports for both successful records and errors.

1. In the Create Import Activity: Review and Activate page, verify your import details in the Import Details, File Details, Import Options, and Schedule sections. Update the import details if required by navigating to the previous screens using the **Back** link.
2. Confirm your import details, and click **Activate** to submit the import.

   After the import activity has finished, the Status field value changes to Completed.

*Related Topics*

- File-Based Import Processing: How it Works

# Importing and Exporting Territory Geography Zones: Explained

Territory geography zones are geographical boundaries that you can set up to replicate your organization's regions, such as a Pacific Northwest sales region. You can set up territory geography zones in one application instance, and then after the territory geography zones are defined you can export the territory zones and import them into another application instance.

To define your territory geography zones and then import your territory zones into another application instance, you must complete the following steps:

1. Import the master reference geography data into the application.
2. Define your territory geography zones using the Manage Territory Geographies task.
3. Export the territory geography zones.
4. Import the territory geography zones into another application instance.

## Import the master reference geography data

Firstly, you need to import the master reference geography data. Master reference geography data consists of geography elements such as country, state, and city, and is required for any geographical information you store in the application, such as address information used in customer and sales records. For more information, refer to the Geography Hierarchy: Explained topic listed in the related topics section. Master reference geography data can be imported into the application using the Manage File Import Activities task in Setup and Maintenance - refer to the Importing Master Reference Geography Data: Worked Example topic listed in the related topics section for more information.

## Define your territory geography zones

Once the master reference geography data has been imported, you can then create your territory geography zones in the application using the Manage Territory Geographies task in Setup and Maintenance. For more information, refer to the Managing Territory Geographies: Worked Example topic listed in the related topics section.

## Export the territory geography zones

Once you have completed importing the master reference geography data and defining your territory geography zone tasks, you can create a configuration package to export the territory zone data. For more information, refer to the Exporting Setup Data demo listed in the related topics section.

## Import the territory geography zones

Once you have downloaded your configuration package for your territory geography zone setup, you can import the territory zones into another application instance. For more information, refer to the Importing Setup Data listed in the related topics section.

**Note:** Ensure that you import your master reference geography data into the new application instance before you import the configuration package.

*Related Topics*

- Managing Territory Geographies: Worked Example

# Managing Geography Structures, Hierarchies, and Validation: Worked Example

This example shows how to configure the geography structure, hierarchy, and validation for a country geography, using the United Kingdom country geography as an illustration.

The following table summarizes the key decisions for this scenario.

| Decisions to Consider | In This Example |
|---|---|
| Copy an existing country structure? | No, create a new country structure. |
| What is the structure of the geography types? | Create geography types with the following ranking structure:<br>1. County<br>2. Post Town |
| What is the geography hierarchy? | Create the following hierarchy:<br>1. Country of United Kingdom<br>2. County of Berkshire<br>3. Post Town of Reading |
| Which address style format will you use when mapping geography validations? | The default address style format, called the No Styles Format. |
| Are you using Oracle Fusion Tax for tax purposes? | No, do not select **Tax Validation** for the geography types. |

## Defining the Geography Structure

Add the County and Post Town geography types to the United Kingdom geography structure.

1. On the Manage Geographies page, enter GB in the **Code** field. Click **Search**.
2. On the Manage Geographies page, click **Structure Defined**.
3. On the Manage Geography Structure page, click the **Create** button next to the **Copy Country Structure From** field.
4. In the Geography Structure section, select the County list item in the **Add Geography Type** field.
5. Click **Add**.
6. Select the Post Town list item in the **Add Geography Type** field.
7. Click **Add**.

## Defining the Geography Hierarchy

To create the geography hierarchy for United Kingdom, add the geographies for the County and Post Town geography types using the geography hierarchy user interfaces. You can also use the Manage File Import Activities task to import geography hierarchies using a .csv or xml file.

1. On the Manage Geographies page, enter GB in the **Code** field. Click **Search**.
2. On the Manage Geographies page, click **Hierarchy Defined**.
3. In the Geography Hierarchy section, click United Kingdom to highlight the table row, and click **Create**.
4. In the **Create County** page, Primary and Alternate Names section, enter Berkshire in the **Name** field.
5. Click **Save and Close**.
6. In the Geography Hierarchy section, click Berkshire to highlight the table row, and click **Create**.
7. In the **Create Post Town** page, Primary and Alternate Names section, enter Reading in the **Name** field.
8. Click Save and Close.

## Defining the Geography Validations

To specify the geography validations for the geography types you added to United Kingdom, define the geography mapping and validation for the United Kingdom default address style format. Then, map the geography types to attributes, enable the geography types for Lists of Values and Geography Validation, and set the geography validation level.

1. On the Manage Geographies page, click **Validation Defined**.
2. In the Address Style section, click **No Styles Format** to highlight the table row.
3. For the County geography type, click the **County** list item in the **Map to Attribute** field.
4. Select the **Enable List of Values** and **Geography Validation** options.
5. For the Post Town geography type, click the **City** list item in the **Map to Attribute** field.
6. Select the **Geography Validation** option.
7. In the Geography Validation Control section, select **Error** in the **Geography Validation Level for Country** list.
8. Click **Save and Close**.

# FAQs for Define Geographies

## When do I define address cleansing?

When address data entered into the application needs to conform to a particular format, in order to achieve consistency in the representation of addresses. For example, making sure that the incoming data is stored following the correct postal address format.

## Why can't I update a geography structure by copying an existing country structure?

You can only update a geography structure by adding existing geography types, or by creating new geography types and then adding them to the geography structure. You can only copy an existing country structure when you are defining a new country structure.

## Why can't I delete a level of the country geography structure?

If a geography exists for a country geography structure level then you cannot delete the level. For example, if a state geography has been created for the United States country geography structure, then the State level cannot be deleted in the country geography structure.

## Can I add any geography to the geography hierarchy?

Yes. However, the geography type for the geography that you want to add must be already added to the country geography structure.

### Can I edit a specific geography in the geography hierarchy?

Yes. In the Manage Geography Hierarchy page you can edit details such as the geography's date range, primary and alternate names and codes, and parent geographies.

### How can I add a geography that is the level below another geography in a geography hierarchy?

Select the geography that you want your geography to be created below, and then click the **Create** icon. This will allow you to create a geography for a geography type that is the level below the geography type you selected. The structure of the country's geography types are defined in the Manage Geography Structure page.

# Define Legal Jurisdictions and Authorities

## Jurisdictions and Legal Authorities: Explained

You are required to register your legal entities with legal authorities in the jurisdictions where you conduct business. Register your legal entities as required by local business requirements or other relevant laws. For example, register your legal entities for tax reporting to report sales taxes or value added taxes.

Define jurisdictions and related legal authorities to support multiple legal entity registrations, which are used by Oracle Fusion Tax and Oracle Fusion Payroll. When you create a legal entity, the Oracle Fusion Legal Entity Configurator automatically creates one legal reporting unit for that legal entity with a registration.

## Jurisdictions: Explained

Jurisdiction is a physical territory such as a group of countries, country, state, county, or parish where a particular piece of legislation applies. French Labor Law, Singapore Transactions Tax Law, and US Income Tax Laws are examples of particular legislation that apply to legal entities operating in different countries' jurisdictions. Judicial authority may be exercised within a jurisdiction.

Types of jurisdictions are:

- Identifying Jurisdiction
- Income Tax Jurisdiction
- Transaction Tax Jurisdiction

### Identifying Jurisdiction

For each legal entity, select an identifying jurisdiction. An identifying jurisdiction is your first jurisdiction you must register with to be allowed to do business in a country. If there is more than one jurisdiction that a legal entity must register with to commence business, select one as the identifying jurisdiction. Typically the identifying jurisdiction is the one you use to uniquely identify your legal entity.

Income tax jurisdictions and transaction tax jurisdictions do not represent the same jurisdiction. Although in some countries, the two jurisdictions are defined at the same geopolitical level, such as a country, and share the same legal authority, they are two distinct jurisdictions.

## Income Tax Jurisdiction

Create income tax jurisdictions to properly report and remit income taxes to the legal authority. Income tax jurisdictions by law impose taxes on your financial income generated by all your entities within their jurisdiction. Income tax is a key source of funding that the government uses to fund its activities and serve the public.

## Transaction Tax Jurisdiction

Create transaction tax jurisdictions through Oracle Fusion Tax in a separate business flow, because of the specific needs and complexities of various taxes. Tax jurisdictions and their respective rates are provided by suppliers and require periodic maintenance. Use transaction tax jurisdiction for legal reporting of sales and value added taxes.

# Legal Authorities: Explained

A legal authority is a government or legal body that is charged with powers to make laws, levy and collect fees and taxes, and remit financial appropriations for a given jurisdiction.

For example, the Internal Revenue Service is the authority for enforcing income tax laws in United States. In some countries, such as India and Brazil, you are required to print legal authority information on your tax reports. Legal authorities are defined in the Oracle Fusion Legal Entity Configurator. Tax authorities are a subset of legal authorities and are defined using the same setup flow.

Legal authorities are not mandatory in Oracle Fusion Human Capital Management (HCM), but are recommended and are generally referenced on statutory reports.

# Creating Legal Jurisdictions, Addresses and Authorities: Examples

Define legal jurisdictions and related legal authorities to support multiple legal entity registrations, which are used by Oracle Fusion Tax and Oracle Fusion Payroll.

## Legal Jurisdictions

Create a legal jurisdiction by following these steps:

1. **Navigator** > **Setup and Maintenance** > **Manage Legal Jurisdictions** > **Go to Task**.
2. Select **Create**.
3. Enter a unique **Name**, United States Income Tax.
4. Select a **Territory**, United States.
5. Select a **Legislative Category**, Income tax.
6. Select **Identifying**, Yes. Identifying indicates the first jurisdiction a legal entity must register with to do business in a country.
7. Enter a **Start Date** if desired. You can also add an **End Date** to indicate a date that the jurisdiction may no longer be used.
8. Select a **Legal Entity Registration Code**, EIN or TIN.
9. Select a **Legal Reporting Unit Registration Code**, Legal Reporting Unit Registration Number.
10. Optionally enter one or more **Legal Functions**.
11. **Save and Close**.

## Legal Addresses for Legal Entities and Reporting Units

Create a legal address for legal entities and reporting units by following these steps:

1. **Navigator** > **Setup and Maintenance** > **Manage Legal Address** > **Go to Task**.
2. Select **Create**.
3. Select **Country**.
4. Enter **Address Line 1**, Oracle Parkway.
5. Optionally enter **Address Line 2**, and **Address Line 3**.
6. Enter or Select **Zip Code**, 94065.
7. Select **Geography** 94065 and **Parent Geography** Redwood Shores, San Mateo, CA.
8. Optionally enter a **Time Zone**, US Pacific Time.
9. **OK**.
10. **Save and Close**.

## Legal Authorities

Create a legal authority by following these steps:

1. **Navigator** > **Setup and Maintenance** >**Manage Legal Authorities** > **Go to Task**.
2. Enter the **Name**, California Franchise Tax Board.
3. Enter the **Tax Authority Type**, Reporting.

> **Note:** Create an address for the legal authority.

4. Select **Create**.
5. The **Site Number** is automatically assigned.
6. Optionally enter a **Mail Stop**.
7. Select **Country**, United States
8. Enter **Address Line 1**, 121 Spear Street, Suite 400.
9. Optionally enter **Address Line 2**, and **Address Line 3**.
10. Enter or Select **Zip Code**, 94105.
11. Select **Geography** 94105 and **Parent Geography** San Francisco, San Francisco, CA.
12. **OK**.
13. Optionally enter a **Time Zone**, US Pacific Time.
14. Optionally click the **One-Time Address** check box.
15. The **From Date** defaults to today's date. Update if necessary.
16. Optionally enter a **To Date** to indicate the last day the address can be used.

> **Note:** You can optionally enter **Address Purpose** details.

17. Select **Add Row**.
18. Select **Purpose**.
19. The **Purpose from Date** will default to today's date.
20. Optionally enter a **Purpose to Date**.
21. **OK**.
22. **Save and Close**.

# Creating Legal Entities, Registrations, and Reporting Units: Examples

Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, and income, pay transaction taxes, or perform intercompany trading.

## Legal Entity

Create a legal entity by following these steps:

1. **Navigator** > **Setup and Maintenance** > **Manage Legal Entity** > **Go to Task**.
2. Accept the default **Country**, United States.
3. Enter **Name**, InFusion USA West.
4. Enter **Legal Entity Identifier**, US0033.
5. Optionally enter **Start Date**. When the start date is blank the legal entity is effective from the creation date.
6. Optionally enter an **End Date**.
7. Optionally, if your legal entity should be registered to report payroll tax and social insurance, select the **Payroll statutory unit** check box.
8. Optionally, if your legal entity has employees, select the **Legal employer** check box.
9. Optionally, if this legal entity is not a payroll statutory unit, select an existing payroll statutory unit to report payroll tax and social instance on behalf of this legal entity.
10. Enter the **Registration Information**
11. Accept the default **Identifying Jurisdiction**, United States Income Tax.
12. Search for and select a **Legal Address**, 500 Oracle Parkway, Redwood Shores, CA 94065.

    The legal address must have been entered previously using the **Manage Legal Address** task.
13. **OK**.
14. Optionally enter a **Place of Registration**.
15. Enter the **EIN or TIN**.
16. Enter the **Legal Reporting Unit Registration Number**.
17. **Save and Close**.
18. **Navigator** > **Setup and Maintenance** > **Define Legal Entries** > **Manage Legal Entity** > **Select**... to set scope.
19. Select the **Manage Legal Entity**.
20. In the ***Legal Entity** list, select **Select and Add**.
21. Click **Apply and Go to Task**.
22. Select your legal entity.
23. **Save and Close** on the very bottom of the window.

    This sets the scope for your task list to the selected legal entity.
24. Save and Close.

## Legal Entity Registrations

A legal entity registration with the same name as that of the legal entity is created by default. To verify this, locate the **Manage Legal Entity Registrations** task and then select **Go to Task**. To create another registration for the legal entity follow these steps:

1. **Navigator** > **Setup and Maintenance** > **Manage Legal Entity Registrations**: Verify that the **Legal Entity** scope value is set correctly.
2. **Go to Task**.
3. Select **Create**.
4. Enter **Jurisdiction**.

5. Enter **Registered Address**.
6. Enter **Registered Name**.
7. Optionally enter **Alternate Name**, **Registration Number**, **Place of Registration**, **Issuing Legal Authority**, and **Issuing Legal Authority Address**, **Start Date**, and **End Date**.
8. **Save and Close**.

### Legal Reporting Unit

When a legal entity is created, a legal reporting unit with the same name as that of the entity is also automatically created. To create more legal reporting units or modify the settings follow these steps:

1. **Navigator** > **Setup and Maintenance** > **Define Legal Reporting Unit**. > Manage Legal Reporting Unit. Verify that the **Legal Entity** scope value is set correctly.
2. **Go to Task**
3. Select **Create**.
4. Enter **Territory**, United States.
5. Enter **Name**.
6. Optionally enter a **Start Date**.
7. Enter **Registration Information**.
8. Search for and select **Jurisdiction**.
9. Enter **Main Legal Reporting Unit** information.
10. Select the value Yes or No for the **Main Legal Reporting Unit**. Set value to yes only if you are creating a new main (primary) legal reporting unit.
11. Enter the **Main Effective Start Date**, 1/1/11.
12. **Save and Close**.

# Define Legal Entities: Manage Legal Entity

## Legal Entities: Explained

A legal entity is a recognized party with rights and responsibilities given by legislation.

Legal entities have the following rights and responsibilities to:

- Own property
- Trade
- Repay debt
- Account for themselves to regulators, taxation authorities, and owners according to rules specified in the relevant legislation

Their rights and responsibilities may be enforced through the judicial system. Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, expenses and income, pay transaction taxes, or perform intercompany trading.

A legal entity has responsibility for elements of your enterprise for the following reasons:

- Facilitating local compliance
- Minimizing the enterprise's tax liability
- Preparing for acquisitions or disposals of parts of the enterprise

- Isolating one area of the business from risks in another area. For example, your enterprise develops property and also leases properties. You could operate the property development business as a separate legal entity to limit risk to your leasing business.

## The Role of Your Legal Entities

In configuring your enterprise structure in Oracle Fusion Applications, the contracting party on any transaction is always the legal entity. Individual legal entities:

- Own the assets of the enterprise
- Record sales and pay taxes on those sales
- Make purchases and incur expenses
- Perform other transactions

Legal entities must comply with the regulations of jurisdictions, in which they register. Europe now allows for companies to register in one member country and do business in all member countries, and the US allows for companies to register in one state and do business in all states. To support local reporting requirements, legal reporting units are created and registered.

You are required to publish specific and periodic disclosures of your legal entities' operations based on different jurisdictions' requirements. Certain annual or more frequent accounting reports are referred to as statutory or external reporting. These reports must be filed with specified national and regulatory authorities. For example, in the United States (US), your publicly owned entities (corporations) are required to file quarterly and annual reports, as well as other periodic reports, with the Securities and Exchange Commission (SEC), which enforces statutory reporting requirements for public corporations.

Individual entities privately held or held by public companies do not have to file separately. In other countries, your individual entities do have to file in their own name, as well as at the public group level. Disclosure requirements are diverse. For example, your local entities may have to file locally to comply with local regulations in a local currency, as well as being included in your enterprise's reporting requirements in different currency.

A legal entity can represent all or part of your enterprise's management framework. For example, if you operate in a large country such as the United Kingdom or Germany, you might incorporate each division in the country as a separate legal entity. In a smaller country, for example Austria, you might use a single legal entity to host all of your business operations across divisions.

# Legal Entity in Oracle Fusion: Points to Consider

Oracle Fusion Applications support the modeling of your legal entities. If you make purchases from or sell to other legal entities, define these other legal entities in your customer and supplier registers. These registers are part of the Oracle Fusion Trading Community Architecture.

When your legal entities are trading with each other, represent them as legal entities and as customers and suppliers in your customer and supplier registers. Use legal entity relationships to determine which transactions are intercompany and require intercompany accounting. Your legal entities can be identified as legal employers and therefore, are available for use in Human Capital Management (HCM) applications.

Several decisions you should consider when you create legal entities.

- The importance of using legal entity on transactions
- Legal entity and its relationship to business units
- Legal entity and its relationship to divisions
- Legal entity and its relationship to ledgers

- Legal entity and its relationship to balancing segments
- Legal entity and its relationship to consolidation rules
- Legal entity and its relationship to intercompany transactions
- Legal entity and its relationship to worker assignments and legal employer
- Legal entity and payroll reporting
- Legal reporting units

## The Importance of Using Legal Entities on Transactions

All of the assets of the enterprise are owned by individual legal entities. Oracle Fusion Financials allow your users to enter legal entities on transactions that represent a movement in value or obligation.

For example, a sales order creates an obligation on the legal entity that books the order to deliver the goods on the acknowledged date. The creation also creates an obligation on the purchaser to receive and pay for those goods. Under contract law in most countries, damages can be sought for both:

- Actual losses, putting the injured party in the same state as if they had not entered into the contract.
- What is called loss of bargain, or the profit that would have made on a transaction.

In another example, if you revalued your inventory in a warehouse to account for raw material price increases, the revaluation and revaluation reserves must be reflected in your legal entity's accounts. In Oracle Fusion Applications, your inventory within an inventory organization is managed by a single business unit and belongs to one legal entity.

## Legal Entity and Its Relationship to Business Units

A business unit can process transactions on behalf of many legal entities. Frequently, a business unit is part of a single legal entity. In most cases, the legal entity is explicit on your transactions. For example, a payables invoice has an explicit legal entity field. Your accounts payables department can process supplier invoices on behalf of one or many business units.

In some cases, your legal entity is inferred from your business unit that is processing the transaction. For example, Business Unit ACM UK has a default legal entity of InFusion UK Ltd. When a purchase order is placed in ACM UK, the legal entity InFusion UK Ltd is legally obligated to the supplier. Oracle Fusion Procurement, Oracle Fusion Project Portfolio Management, and Oracle Fusion Supply Chain applications rely on deriving the legal entity information from the business unit.<

## Legal Entity and Its Relationship to Divisions

The division is an area of management responsibility that can correspond to a collection of legal entities. If wanted, you can aggregate the results for your divisions by legal entity or by combining parts of other legal entities. Define date-effective hierarchies for your cost center or legal entity segment in your chart of accounts to facilitate the aggregation and reporting by division. Divisions and legal entities are independent concepts.

## Legal Entity and Its Relationship to Ledgers

One of your major responsibilities is to file financial statements for your legal entities. Map legal entities to specific ledgers using the Oracle Fusion General Ledger Accounting Configuration Manager. Within a ledger, you can optionally map a legal entity to one or more balancing segment values.

## Legal Entity and Its Relationship to Balancing Segments

Oracle Fusion General Ledger supports up to three balancing segments. Best practices recommend one segment represents your legal entity to ease your requirement to account for your operations to regulatory agencies, tax authorities, and investors. Accounting for your operations means you must produce a balanced trial balance sheet by legal entity. If you account for many legal entities in a single ledger, you must:

1. Identify the legal entities within the ledger.
2. Balance transactions that cross legal entity boundaries through intercompany transactions.

3. Decide which balancing segments correspond to each legal entity and assign them in Oracle Fusion General Ledger Accounting Configuration Manager. Once you assign one balancing segment value in a ledger, then all your balancing segment values must be assigned. This recommended best practice facilitates reporting on assets, liabilities, and income by legal entity.

Represent your legal entities by at least one balancing segment value. You may represent it by two or three balancing segment values if more granular reporting is required. For example, if your legal entity operates in multiple jurisdictions in Europe, you might define balancing segment values and map them to legal reporting units. You can represent a legal entity with more than one balancing segment value. Do not use a single balancing segment value to represent more than one legal entity.

In Oracle Fusion General Ledger, there are three balancing segments. You can use separate balancing segments to represent your divisions or strategic business units to enable management reporting at the balance sheet level for each. This solution is used to empower your business unit and divisional managers to track and assume responsibility for their asset utilization or return on investment. Using multiple balancing segments is also useful when you know at the time of implementation that you are disposing of a part of a legal entity and want to isolate the assets and liabilities for that entity.

Implementing multiple balancing segments requires every journal entry that is not balanced by division or business unit, to generate balancing lines. You cannot change to multiple balancing segments after you begin using the ledger because your historical data is not balanced by the new balancing segments. Restating historical data must be done at that point.

If your enterprise regularly spins off businesses or holds managers accountable for utilization of assets, identify the business with a balancing segment value. If you account for each legal entity in a separate ledger, no requirement exists to identify the legal entity with a balancing segment value.

While transactions that cross balancing segments don't necessarily cross legal entity boundaries, all transactions that cross legal entity boundaries must cross balancing segments. If you make an acquisition or are preparing to dispose of a portion of your enterprise, you may want to account for that part of the enterprise in its own balancing segment even if the portion is not a separate legal entity. If you do not map legal entities sharing the same ledger to balancing segments, you cannot distinguish them using intercompany functionality or track individual equity.

## Legal Entity and Its Relationship to Consolidation Rules

In Oracle Fusion Applications you can map legal entities to balancing segments and then define consolidation rules using your balancing segments. You are creating a relationship between the definition of your legal entities and their role in your consolidation.

## Legal Entity and Its Relationship to Intercompany Transactions

Use Oracle Fusion Intercompany feature to create intercompany entries automatically across your balancing segments. Intercompany processing updates legal ownership within the enterprise's groups of legal entities. Invoices or journals are created as needed. To limit the number of trading pairs for your enterprise, set up intercompany organizations and assign then to your authorized legal entities. Define processing options and intercompany accounts to use when creating intercompany transactions and to assist in consolidation elimination entries. These accounts are derived and automatically entered on your intercompany transactions based on legal entities assigned to your intercompany organizations.

Intracompany trading, in which legal ownership isn't changed but other organizational responsibilities are, is also supported. For example, you can track assets and liabilities that move between your departments within your legal entities by creating departmental level intercompany organizations.

**Tip:** In the Oracle Fusion Supply Chain applications, you can model intercompany relationships using business units, from which legal entities are derived.

### Legal Entity and Its Relationship to Worker Assignments and Legal Employer

Legal entities that employ people are called legal employers in the Oracle Fusion Legal Entity Configurator. You must enter legal employers on worker assignments in Oracle Fusion HCM.

### Legal Entity and Payroll Reporting

Your legal entities are required to pay payroll tax and social insurance such as social security on your payroll. In Oracle Fusion Applications, you can register payroll statutory units to pay and report on payroll tax and social insurance for your legal entities. As the legal employer, you might be required to pay payroll tax, not only at the national level, but also at the local level. You meet this obligation by establishing your legal entity as a place of work within the jurisdiction of a local authority. Set up legal reporting units to represent the part of your enterprise with a specific legal reporting obligation. You can also mark these legal reporting units as tax reporting units, if the legal entity must pay taxes as a result of establishing a place of business within the jurisdiction.

# Define Legal Entities: Manage Legal Entity HCM Information

## HCM Organization Models: Examples

These examples illustrate different models for human capital management (HCM) organizations that include a legislative data group (LDG).

The example includes LDGs, which aren't organization classification, to show how to partition payroll data by associating them with a payroll statutory unit.

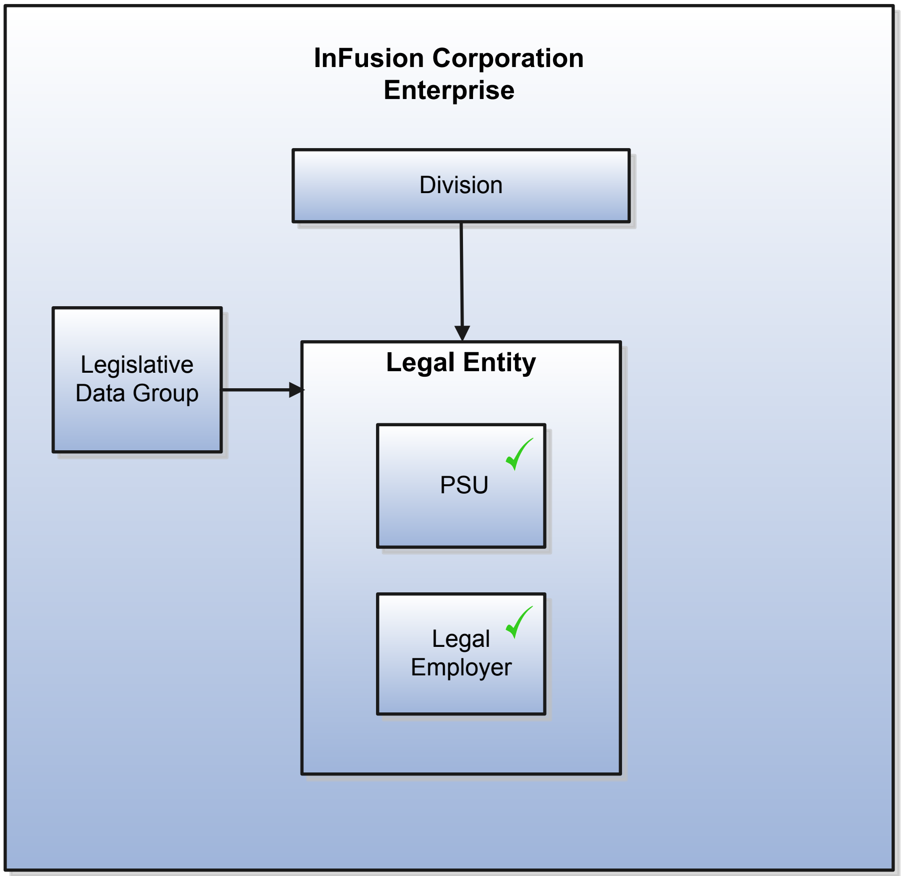
### Simple Configuration

This example illustrates a simple configuration that does not include any tax reporting units.

Note the following:

- The legal employer and payroll statutory units are the same, sharing the same boundaries.
- Reporting can only be done at a single level. Countries such as Saudi Arabia and the United Arab Emirates (UAE) might use this type of model, as these countries report at the legal entity level.

This figure illustrates a simple configuration where the enterprise has only one legal entity, which is both a payroll statutory unit and a legal employer.



## Multiple Legal Employers and Tax Reporting Units

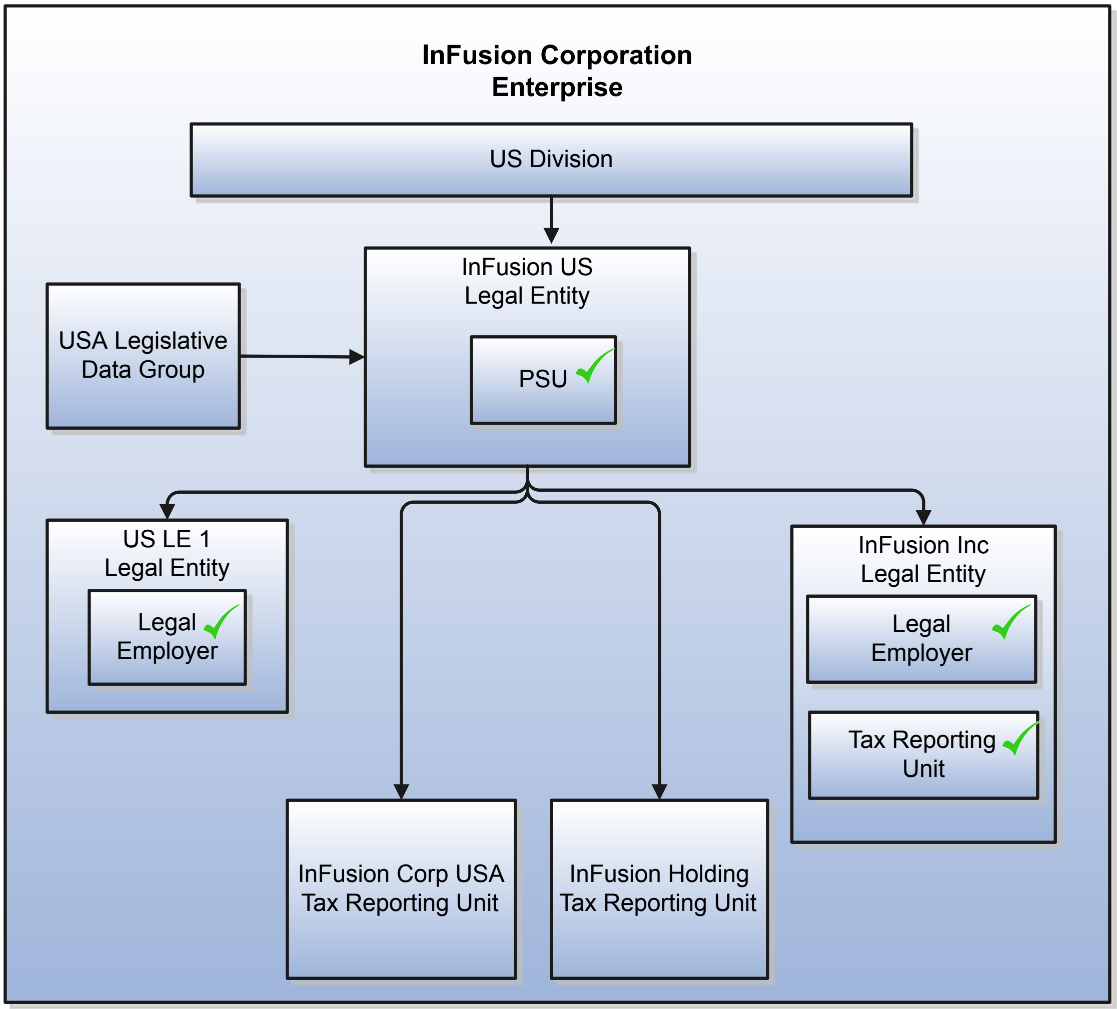
This example illustrates a more complex configuration. In this enterprise, you define one legal entity, InFusion US as a payroll statutory unit with two separate legal entities, which are also legal employers. This model shows multiple legal employers that are associated with a single payroll statutory unit. Tax reporting units are always associated with a specific legal employer (or employers) through the payroll statutory unit.

The implication is that payroll statutory reporting boundaries vary from human resources (HR) management, and you can categorize the balances separately by one of the following:

- Payroll statutory unit
- Legal employer
- Tax reporting unit

This configuration is based on tax filing requirements, as some tax-related payments and reports are associated with a higher level than employers. An example of a country that might use this model is the US.

This figure illustrates an enterprise that has one payroll statutory unit and multiple legal employers and tax reporting units.

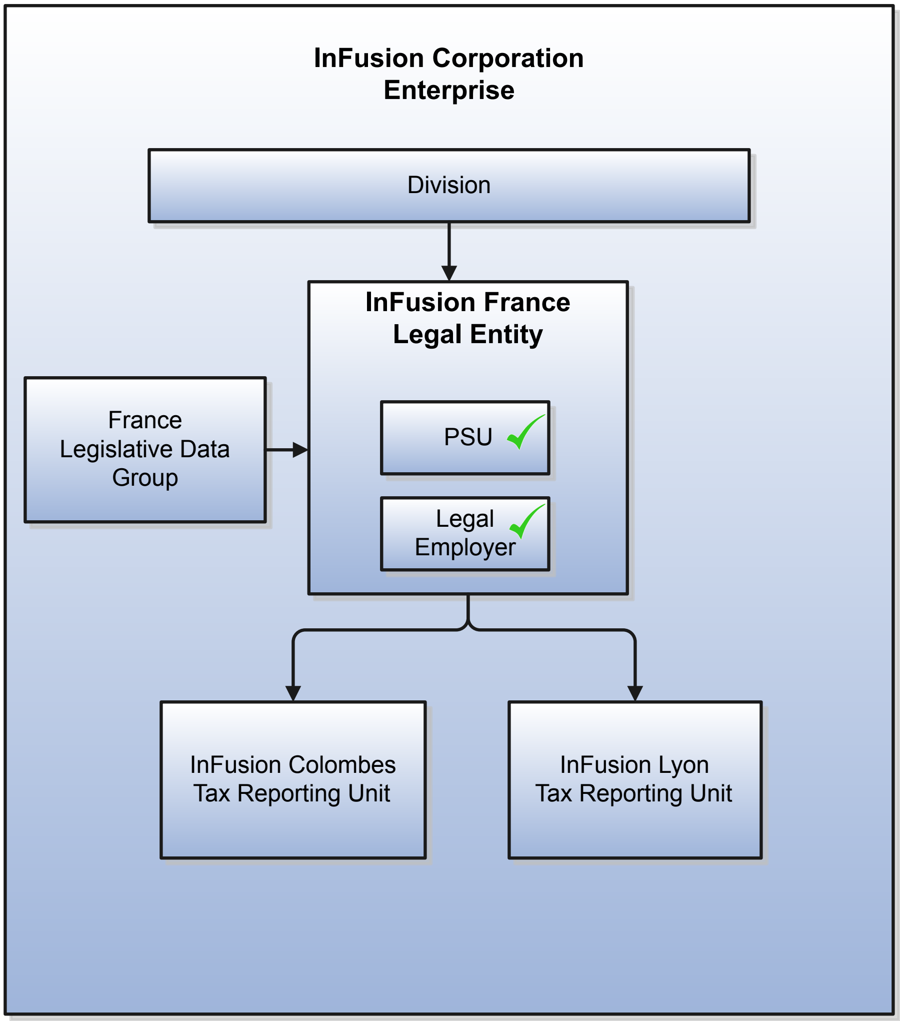


## One Payroll Statutory Unit and Two Tax Reporting Units

This model makes no distinction between a legal employer and a payroll statutory unit. You define tax reporting units as subsidiaries to the legal entity.

In this enterprise, legal entity is the highest level of aggregation for payroll calculations and reporting. Statutory reporting boundaries are the same for both payroll and HR management. An example of a country that might use this model is France.

This figure illustrates an example of an organization with one legal entity. The legal entity is both a legal employer and a payroll statutory unit and that has two tax reporting units.



## One Payroll Statutory Unit with Several Tax Reporting Units

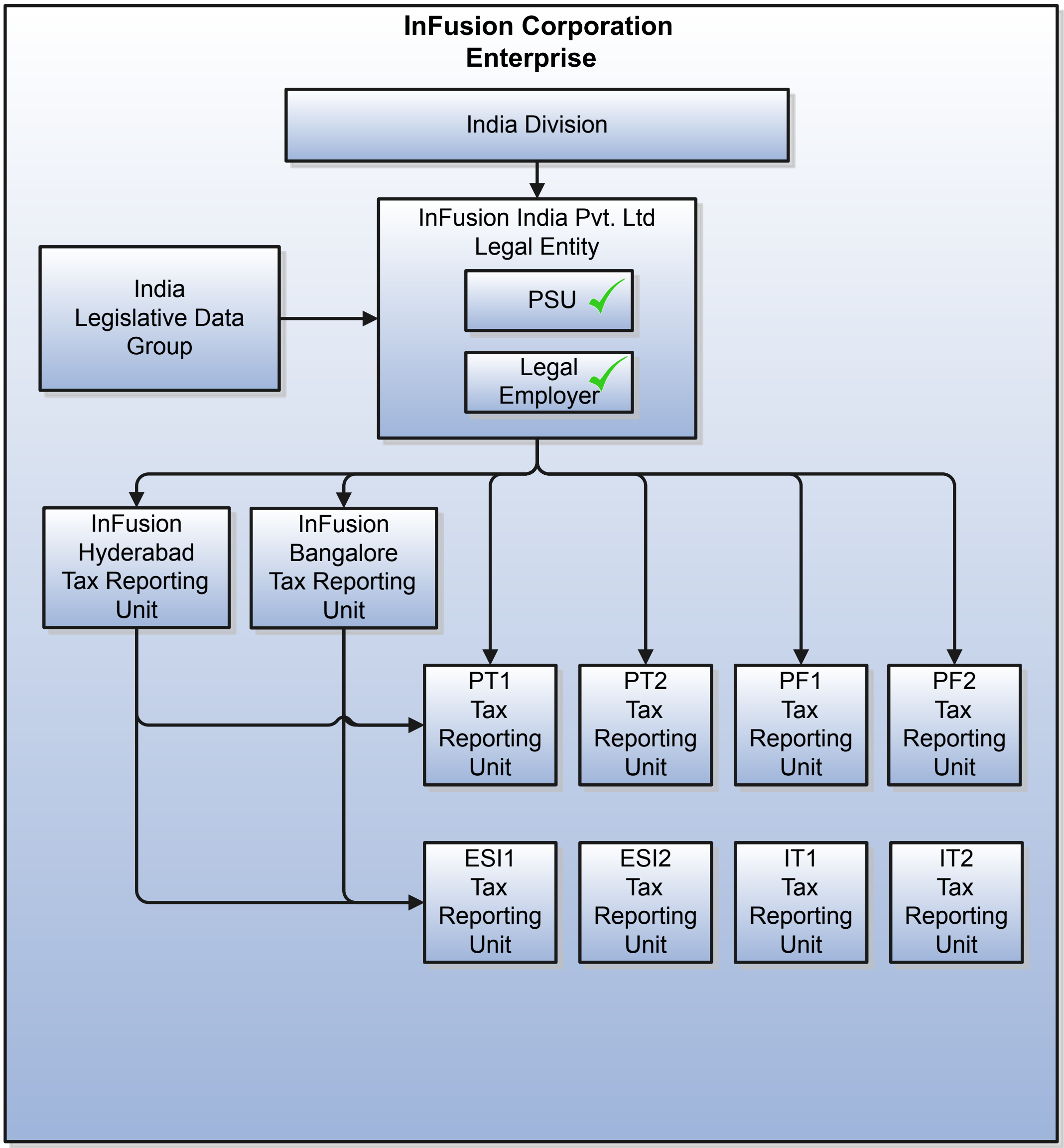
In this model, the enterprise has one legal entity. Legal employers and tax reporting units are independent from each other within a payroll statutory unit, because there is no relationship from a legal perspective. Therefore, you can run reporting on both entities independently.

Using this model, you wouldn't typically:

- Report on tax reporting unit balances within a legal employer
- Categorize balances by either or both organizations, as required

An example of a country that might use this model is India.

This figure illustrates an enterprise with one legal entity that is a payroll statutory unit and a legal employer. The tax reporting units are independent from the legal employer.



## Multiple Payroll Statutory Units with Several Tax Reporting Units

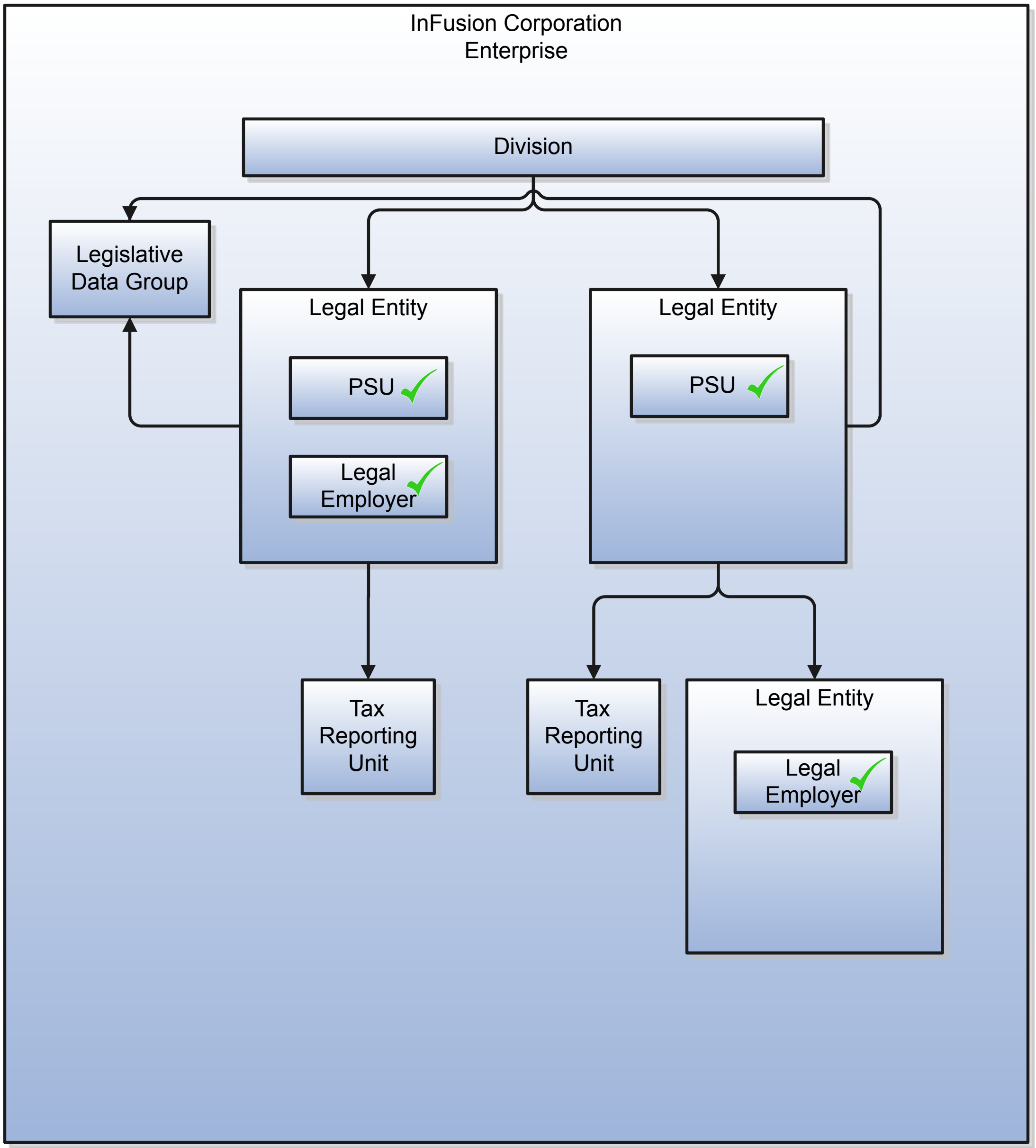
In this model, the enterprise has two legal entities. The legal employers and tax reporting units are independent from each other within a payroll statutory unit, because there is no relationship from a legal perspective. Therefore, you can run reporting on both entities independently.

Using this model, you wouldn't typically:

- Report on tax reporting unit balances within a legal employer
- Categorize balances by either or both organizations, as required

An example of a country that might use this model is the United Kingdom (UK).

This figure illustrates an enterprise with two legal entities, and legal employers and tax reporting units are independent from each other.



*Related Topics*

- Legislative Data Groups: Explained

# Payroll Statutory Units, Legal Employers, and Tax Reporting Units: How They Work Together

When you set up legal entities, you can identify them as legal employers and payroll statutory units, which makes them available for use in Oracle Fusion Human Capital Management (HCM). Depending on how your organization is structured, you may have only one legal entity that is also a payroll statutory unit and a legal employer, or you may have multiple legal entities, payroll statutory units, and legal employers.

## Legal Employers and Payroll Statutory Unit

Payroll statutory units enable you to group legal employers so that you can perform statutory calculations at a higher level, such as for court orders or for United Kingdom (UK) statutory sick pay. In some cases, a legal employer is also a payroll statutory unit. However, your organization may have several legal employers under one payroll statutory unit. A legal employer can belong to only one payroll statutory unit.

## Payroll Statutory Units and Tax Reporting Units

Payroll statutory units and tax reporting units have a parent-child relationship, with the payroll statutory unit being the parent.

## Tax Reporting Units and Legal Employers

Tax reporting units are indirectly associated with a legal employer through the payroll statutory unit. One or more tax reporting units can be used by a single legal employer, and a tax reporting unit can be used by one or more legal employers. For example, assume that a single tax reporting unit is linked to a payroll statutory unit. Assume also that two legal employers are associated with this payroll statutory unit. In this example, both legal employers are associated with the single tax reporting unit.

Use the Manage Legal Reporting Unit HCM Information task to designate an existing legal reporting unit as a tax reporting unit. If you create a new legal reporting unit that belongs to a legal employer (that is not also a payroll statutory unit), you select a parent payroll statutory unit and then, when you run the Manage Legal Reporting Unit HCM Information task, you designate it as a tax reporting unit and select the legal employer.

*Related Topics*

- What's a tax reporting unit?

# FAQs for Manage Legal Entity HCM Information

## What's a legal employer?

A legal employer is a legal entity that employs workers. You define a legal entity as a legal employer in the Oracle Fusion Legal Entity Configurator.

The legal employer is captured at the work relationship level, and all assignments within that relationship are automatically with that legal employer. Legal employer information for worker assignments is also used for reporting purposes.

## What's a payroll statutory unit?

Payroll statutory units are legal entities that are responsible for paying workers, including the payment of payroll tax and social insurance. A payroll statutory unit can pay and report on payroll tax and social insurance on behalf of one or many legal entities, depending on the structure of your enterprise. For example, if you are a multinational, multiple company enterprise, then you register a payroll statutory unit in each country where you employ and pay people. You can optionally register a consolidated payroll statutory unit to pay and report on workers across multiple legal employers within the same country. You associate a legislative data group with a payroll statutory unit to provide the correct payroll information for workers.

# Define Legal Entities: Manage Legal Entity Tax Profile

## Party Tax Profiles: Explained

A tax profile is the body of information that relates to a party's transaction tax activities. A tax profile can include main and default information, tax registration, tax exemptions, party fiscal classifications, tax reporting codes, configuration options, and service subscriptions.

Set up tax profiles for the following parties involved in your transactions:

- First parties
- Third parties
- Tax authorities

### First Parties

Set up tax profiles for your first-party legal entities, legal reporting units, and business units.

First-party legal entities identify your organization to the relevant legal authorities, for example, a national or international headquarters. Legal entities let you model your external relationships to legal authorities more accurately. The relationships between first-party legal entities and the relevant tax authorities normally control the setup of the transaction taxes required by your business. Under most circumstances, the tax setup is used and maintained based on the configuration of the legal entity. Enter the default information, party fiscal classifications, tax reporting codes, and configuration options for your legal entities. You can also specify if you're using the tax services of an external service provider for tax calculation.

First-party legal reporting units identify each office, service center, warehouse, and any other location within the organization with a tax requirement. A legal reporting unit tax profile is automatically created for the headquarter legal entity. Set up additional legal reporting unit tax profiles for those needed for tax purposes. For legal reporting units, enter the default information, tax registrations, party fiscal classifications, and tax reporting codes. Also, define tax reporting details for your VAT and global tax reporting needs for tax registrations of tax regimes that allow this setup.

Business units organize your company data according to your internal accounting, financial monitoring, and reporting requirements. To help you manage the tax needs of your business units, you can use the business unit tax profile in either of two ways:

- Indicate that business unit tax setup is used and maintained based on the configuration of the associated legal entity at transaction time. The tax setup of the associated legal entity setup is either specific to the legal entity or shared across legal entities using the Global Configuration Owner setup.
- Indicate that tax setup is used and maintained by a specific business unit. Create configuration options for the business unit to indicate that the subscribed tax content is used for the transactions created for the business unit.

For business units that maintain their own setup, enter the default information, tax reporting codes, configuration options, and service providers as required.

## Third Parties

Set up third-party tax profiles for parties with the usage of customer, supplier, and their sites. Enter the default information, tax registrations, party fiscal classifications, and reporting codes required for your third parties or third-party sites. You can set up tax exemptions for your customers and customer sites.

Banks are also considered third parties. When a bank is created, the tax registration number specified on the bank record is added to the party tax profile record in Oracle Fusion Tax. You can't modify the party tax profile for a bank as it's view only. You can only modify the bank record.

> **Note:** You don't need to set up party tax profiles for third parties. Taxes are still calculated on transactions for third parties that don't have tax profiles.

## Tax Authorities

Set up a tax authority party tax profile using the Legal Authorities setup task. The tax authority party tax profile identifies a tax authority party as a collecting authority or a reporting authority or both. A collecting tax authority manages the administration of tax remittances. A reporting tax authority receives and processes all company transaction tax reports.

The collecting and reporting tax authorities appear in the corresponding list of values on all applicable Oracle Fusion Tax pages. All tax authorities are available in the list of values as an issuing tax authority.

*Related Topics*

- Specifying Third-Party Tax Profile Options: Points to Consider
- When does a party tax profile get created for a third party?

# Specifying First-Party Tax Profile Options: Points to Consider

Set up first-party tax profiles for all legal entities, legal reporting units, and business units in your organization that have a transaction tax requirements. How you set up your first parties can impact the tax calculation on your transactions.

The first-party tax profile consists of:

- Defaults and controls: Applicable to legal entities and legal reporting units. Business units that use their own tax setup don't have defaults and controls.
- Tax registrations: Applicable to legal reporting units.
- Party fiscal classifications: Applicable to legal entities and legal reporting units.
- Tax reporting codes: Applicable to legal entities, legal reporting units, and business units who don't use the tax setup of the legal entity.
- Configuration options: Applicable to legal entities and business units who don't use the tax setup of the legal entity.
- Service subscriptions: Applicable to legal entities and business units who don't use the tax setup of the legal entity.

## Defaults and Controls

The following table describes the defaults and controls available at the first-party tax profile level:

| Option | Description |
|---|---|
| **Set as self-assessment (reverse charge)** | Automatically self-assess taxes on purchases. |
| **Rounding Level** | Perform rounding operations on the:<br>- **Header**: Applies rounding to calculated tax amounts once for each tax rate per invoice.<br>- **Line**: Applies rounding to the calculated tax amount on each invoice line. |
| **Rounding Rule** | The rule that defines how the rounding should be performed on a value involved in a taxable transaction. For example, up to the next highest value, down to the next lowest value, or nearest.<br>**Note:** If you defined a rounding precedence hierarchy in the configuration owner tax option settings for the combination of configuration owner and event class, Oracle Fusion Tax considers the rounding details in the applicable tax profile. |
| **Set Invoice Values as Tax Inclusive** | This first party intends to send or receive invoices with invoice line amount inclusive of the tax amount.<br>**Note:** This option overrides the tax inclusive handling setting at the tax level, but not at the tax rate level. |

## Tax Registrations

Set up a separate tax registration to represent each distinct registration requirement for a first-party legal reporting unit. Oracle Fusion Tax uses tax registrations in tax determination and tax reporting. If your first party has more than one tax registration under the same tax regime, then the application considers the tax registration in the order: tax jurisdiction; tax; tax regime.

You must enable the **Use tax reporting configuration** option on the first-party tax regime to allow entry of global tax reporting configuration details during tax registration setup for legal reporting units for these tax regimes.

## Party Fiscal Classifications

If applicable, associate first-party fiscal classification codes with this party. The party fiscal classification codes you enter become part of tax determination for invoices associated with this party. Specify start and end dates to control when these fiscal classifications are applicable for this party and transaction.

For legal entities, you can view the associated legal classifications that were assigned to the tax regime defined for this first party. The legal classifications are used in the tax determination process, similar to the party fiscal classifications.

## Tax Reporting Codes

Set up tax reporting types to capture additional tax information on transactions for your tax reports for your first parties. Depending on the tax reporting type code, you either enter or select a tax reporting code for this party. Specify start and end dates to control when these tax reporting codes are applicable.

### Configuration Options

The legal entities and business units in your organization are each subject to specific sets of tax regulations as designated by the tax authorities where you do business. Use configuration options to associate legal entities and business units with their applicable tax regimes. You can set up tax configuration options when you create a tax regime or when you create a party tax profile. Both setup flows display and maintain the same party and tax regime definitions.

### Service Subscriptions

Oracle Fusion Tax lets you use the tax services of external service providers for tax calculation of US Sales and Use Tax on Receivables transactions. The setup for provider services is called a service subscription. A service subscription applies to the transactions of one configuration option setup for a combination of tax regime and legal entity or business unit. Set up service subscriptions when you create a tax regime or when you create a party tax profile for a first-party legal entity or business unit.

*Related Topics*

- Tax Registrations: Explained
- Configuration Options: Explained
- Setting Tax Reporting Configuration Controls for VAT: Critical Choices
- Party Information: Explained
- Rounding Precedence Hierarchy: How It's Determined

## FAQs for Manage Legal Entity Tax Profile

### When does a party tax profile get created for a legal entity?

The legal entity party tax profile is automatically created when a legal entity record is created.

When a legal entity is created through a back-end process, a legal entity party tax profile is created, when you:

- Save a tax regime to which the legal tax entity subscribes.
- Save the configuration owner tax option that are defined for the legal entity.

You can also create a party tax profile for a legal entity manually. Use the Create Legal Entity Tax Profile page or edit the tax profile that was automatically generated with the relevant tax information.

# Define Legal Entities: Define Legal Reporting Units

## Planning Legal Reporting Units: Points to Consider

Each of your legal entities has at least one legal reporting unit. Legal reporting units can also be referred to as establishments. You can define either domestic or foreign establishments. Define legal reporting units by physical location, such as sales offices, or by logical unit, such as groups of employees subject to different reporting requirements. For example, define logical legal reporting units for both salaried and hourly paid employees.

Another example of logical reporting units is in Oracle Fusion Human Capital Management (HCM) where you use legal reporting units to model tax reporting units. A tax reporting unit is used to group workers for the purpose of tax reporting.

### Planning Legal Reporting Units

Plan and define your legal reporting units at both the local and national levels if you operate within the administrative boundaries of a jurisdiction that is more granular than country. For example, your legal entity establishes operations in a country that requires reporting of employment and sales taxes locally as well as nationally. Therefore, you need more than one legally registered location to meet this legal entity's reporting requirements in each local area. Additionally, legal entities in Europe operate across national boundaries, and require you to set up legal reporting units for the purposes of local registration in each country. There can be multiple registrations associated with a legal reporting unit. However, only one identifying registration can be defined by the legal authority used for the legal entity or legal reporting unit and associated with the legal reporting unit.

# Define Chart of Accounts for Enterprise Structures: Manage Chart of Accounts Structures and Structure Instances

## Chart of Accounts: Explained

The chart of accounts is the underlying structure for organizing financial information and reporting. An entity records transactions with a set of codes representing balances by type, expenses by function, and other divisional or organizational codes that are important to its business.

A well-designed chart of accounts provides the following benefits:

- Effectively manages an organization's financial business.
- Supports the audit and control of financial transactions.
- Provides flexibility for management reporting and analysis.
- Anticipates growth and maintenance needs as organizational changes occur.
- Facilitates an efficient data processing flow.
- Enables delegation of responsibility for cost control, profit attainment, and asset utilization.
- Measures performance against corporate objectives by your managers.

The chart of accounts facilitates aggregating data from different operations, from within an operation, and from different business flows, thus enabling the organization to report using consistent definitions to their stakeholders in compliance with legislative and corporate reporting standards and aiding in management decisions.

Best practices include starting the design from external and management reporting requirements and making decisions about data storage in the general ledger, including thick versus thin general ledger concepts.

# Thick Versus Thin General Ledger: Critical Choices

Thick versus thin general ledger is standard terminology used to describe the amount of data populated and analysis performed in your general ledger. Thick and thin are the poles; most implementations are somewhere in between. Here are some variations to consider:

- A general ledger used in conjunction with an enterprise profitability management (EPM) product, which has data standardized from each operation, is a thin general ledger. Use this variation if your solution is project-based, and Oracle Fusion Project Portfolio Management is implemented. More detailed reporting can be obtained from the Projects system. In the thin general ledger, business units, divisions, and individual departments are not represented in the chart of accounts.
- A thick general ledger:
  - Has segments representing all aspects.
  - Captures every detail of your business.
  - Runs frequent posting.
  - Defines many values in each segment.

  A thick general ledger is designed to serve as a repository of management data for a certain level of management. For example, a general ledger designed to provide management data to supervise operations, such as daily sales, without invoice details.
- A primary and secondary ledger, with one thick general ledger and the other a thin general ledger, provides dual representation to meet reporting requirements.

## Thin General Ledger

With a thin general ledger, you use the general ledger for internal control, statutory reporting, and tracking of asset ownership. You minimize the data stored in your general ledger. A thin general ledger has many of the following characteristics:

- Minimal chart of accounts
  - Short list of cost centers
  - Short list of natural accounts
    - Short list of cost accounts
    - Summary level asset and liability accounts
  - Low number of optional segments
- Infrequent posting schedule

A thin general ledger:

- Has natural accounts at a statutory reporting level, for example, payroll expense, rent, property taxes, and utilities.
- Has cost centers at the functional expense level, such as Research and Development or Selling, General, and Administrative, rather than at department or analytic levels.
- Omits business unit, division, and product detail.

One example of an industry that frequently uses a thin general ledger is retail. In a retail organization, the general ledger tracks overall sales numbers by region. A retail point of sales product tracks sales and inventory by store, product, supplier, markup, and other retail sales measures.

## Thick General Ledger

With a thick general ledger, you use the general ledger as a detailed, analytic tool, performing analytic functions directly in the general ledger. Data is broken down by many reporting labels, and populated frequently from the subledgers.

You maximize the data stored in the general ledger. A thick general ledger has many of the following characteristics:

- Maximum use of the chart of accounts
    - Long list of natural accounts
    - Long list of cost centers
        - Long list of costing accounts
        - Detailed asset and liability accounts
- Frequent posting schedule

A thick general ledger had details for cost of goods sold and inventory balances and track property plant and equipment at a granular level. Cost centers represent functional expenses, but also roll up to departmental or other expense analysis levels. Using product and location codes in optional segments can provide reporting by line of business. Posting daily, at the individual transaction level, can maximize the data stored in the general ledger.

One example of an industry that frequently uses a thick general ledger is electronic manufacturers. Detail on the revenue line is tagged by sales channel. Product is structured differently to provide detail on the cost of goods sold line, including your bill of materials costs. The general ledger is used to compare and contrast both revenue and cost of goods sold for margin analysis.

## Other Considerations

Consider implementing a thick ledger if there are business requirements to do any of the following:

- Track entered currency balances at the level of an operational dimension or segment of your chart of accounts, such as by department or cost center
- Generate financial allocations at the level of an operational dimension or segment
- Report using multiple layered and versions of hierarchies of the operational dimension or segment from your general ledger

Consider implementing a thin ledger in addition to a thick ledger, if there are additional requirements for:

- Minimal disclosure to the authorities in addition to the requirements listed above. For example, in some European countries, fiscal authorities examine ledgers at the detailed account level.
- Fiscal only adjustments, allocations, and revaluations, which don't impact the thick general ledger.

The important consideration in determining if a thick ledger is the primary or secondary ledger is your reporting needs. Other considerations include how the values for an operational dimension or segment are derived and the amount of resources used in reconciling your different ledgers. If values for an operational dimension or segment are entered by the user, then a thick primary ledger is the better choice.

However, if values for the operational segment are automatically derived from attributes on transactions in your subledger accounting rules, then use a thick secondary ledger. This decision affects the amount of:

- Storage and maintenance needed for both the general ledger and subledger accounting entries
- System resources required to perform additional posting
- In summary, you have:
    - Minimum demand on storage, maintenance, and system resources with the use of a thin ledger

    - Greater demand on storage, maintenance, and system resources with the use of a thick ledger
    - Greatest demand on storage, maintenance and system resources with the use of both thick and thin ledgers

**Note:** Generally speaking, there is a trade-off between the volume of journals and balances created and maintained versus system resource demands. Actual performance depends on a wide range of factors including hardware and network considerations, transaction volume, and data retention policies.

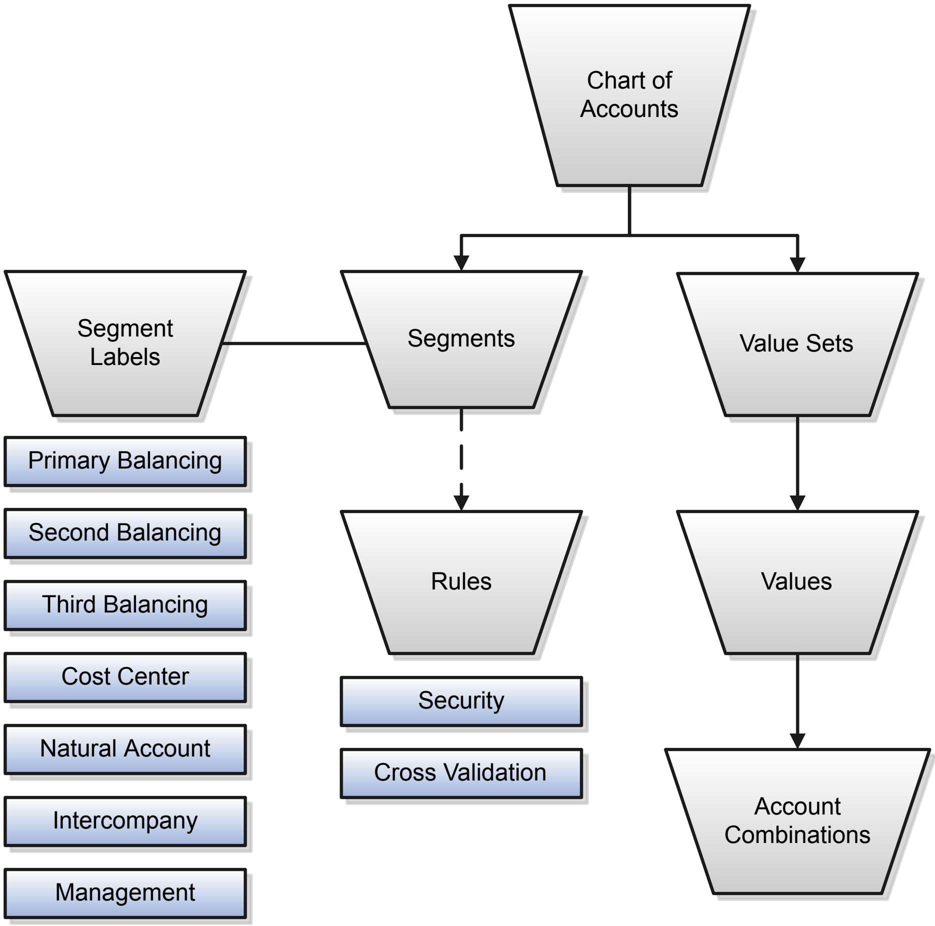
## Summary

The factors you should consider in your decision to use a thick or thin general ledger for your organization, are your:

- Downstream EPM system and its capabilities
- Business intelligence system and its capabilities
- Subledger systems and their capabilities and characteristics, including heterogeneity
- General ledger reporting systems and their capabilities
- Maintenance required for the thick or thin distributions and record keeping
- Maintenance required to update value sets for the chart of accounts segments
- Preferences of the product that serves as a source of truth
- Level at which to report profitability including gross margin analysis
- Industry and business complexity

# Chart of Accounts: How Its Components Fit Together

The important elements in a basic chart of accounts in Oracle Fusion Applications included a structure that defines the account values, segments and their labels, and rules (security and validation). Account combinations link the values in the segments together and provide the accounting mechanism to capture financial transactions.



## Chart of Accounts

The chart of accounts defines the number and attributes of various segments, including:

- Order of segments
- Width of segments
- Prompts
- Segment labels, such as balancing, natural account, and cost center.

The chart of accounts further defines:

- Combination of value sets associated with each segment
- Type of segment

- Default values for the segments
- Additional conditions designating the source of the values using database tables
- Required and displayed properties for the segments

## Segments

A chart of accounts segment is a component of the account combination. Each segment has a value set attached to it to provide formatting and validation of the set of values used with that segment. The combination of segments creates the account combination used for recording and reporting financial transactions. Examples of segments that may be found in a chart of accounts are company, cost center, department, division, region, account, product, program, and location.

## Value Sets and Values

The value sets define the attributes and values associated with a segment of the chart of accounts. You can think of a value set as a container for your values. You can set up your flexfield so that it automatically validates the segment values that you enter against a table of valid values. If you enter an invalid segment value, a list of valid values appears automatically so that you can select a valid value. You can assign a single value set to more than one segment, and you can share value sets across different flexfields.

**Caution:** You must use Independent validation only for the Accounting Key Flexfield value sets. Other validations prevent you from using the full chart of accounts functionality, such as data security, reporting, and account hierarchy integration. Dependent values sets are not supported.

## Segment Labels

Segment labels identify certain segments in your chart of accounts and assign special functionality to those segments. Segment labels were referred to as flexfield qualifiers in Oracle E-Business Suite. Here are the segment labels that are available to use with the chart of accounts.

- **Balancing**: Ensures that all journals balance for each balancing segment value or combination of multiple balancing segment values to use in trial balance reporting. The three balancing segment labels are: primary, second, and third balancing. The primary balancing segment label is required.
- **Cost Center**: Facilitates grouping of natural accounts by functional cost types, accommodating tracking of specific business expenses across natural accounts. As cost centers combine expenses and headcount data into costs, they are useful for detailed analysis and reporting. Cost centers are optional, but required if you are accounting for depreciation, additions, and other transactions in Oracle Fusion Assets, and for storing expense approval limits in Oracle Fusion Expense Management. If you are implementing Oracle Fusion Procurement, you can use cost centers for business intelligence reporting and to route transactions for approval.
- **Natural Account**: Determines the account type (asset, liability, expense, revenue, or equity) and other information specific to the segment value. The natural account segment label is required.
- **Management**: Optionally, denotes the segment that has management responsibility, such as the department, cost center, or line of business. Also can be attached to the same segment as one of the balancing segments to make legal entity reporting more granular.
- **Intercompany**: Optionally, assigns the segment to be used in intercompany balancing functionality.

**Note:** All segments have a segment qualifier that enables posting for each value. The predefined setting is Yes to post.

## Account Combinations

An account combination is a completed code of segment values that uniquely identifies an account in the chart of accounts, for example 01-2900-500-123, might represent InFusion America (company)-Monitor Sales (division)-Revenue (account)-Air Filters (product).

## Rules

The chart of accounts uses two different types of rules to control functionality.

- **Security rules**: Prohibit certain users from accessing specific segment values. For example, you can create a security rule that grants a user access only to his or her department.
- **Cross-validation rules**: Control the account combinations that can be created during data entry. For example, you may decide that sales cost centers 600 to 699 should enter amounts only to product sales accounts 4000 to 4999.

# Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets: Explained

Represent enterprise structures of your chart of accounts, ledger, legal entities, and business unit configuration to track and report on your financial objectives and meet your reporting requirements. These components are the underlying structure for organizing financial information and reporting.

The chart of accounts within the ledger facilitates:

- Aggregating data from different operations, from within an operation, and from different business flows
- Consistent definitions to your stakeholders in compliance with legislative and corporate reporting standards and aids in management decisions

Rapid implementation is a way to configure a financial enterprise and financial reporting structures quickly using sheets in a workbook that upload lists of:

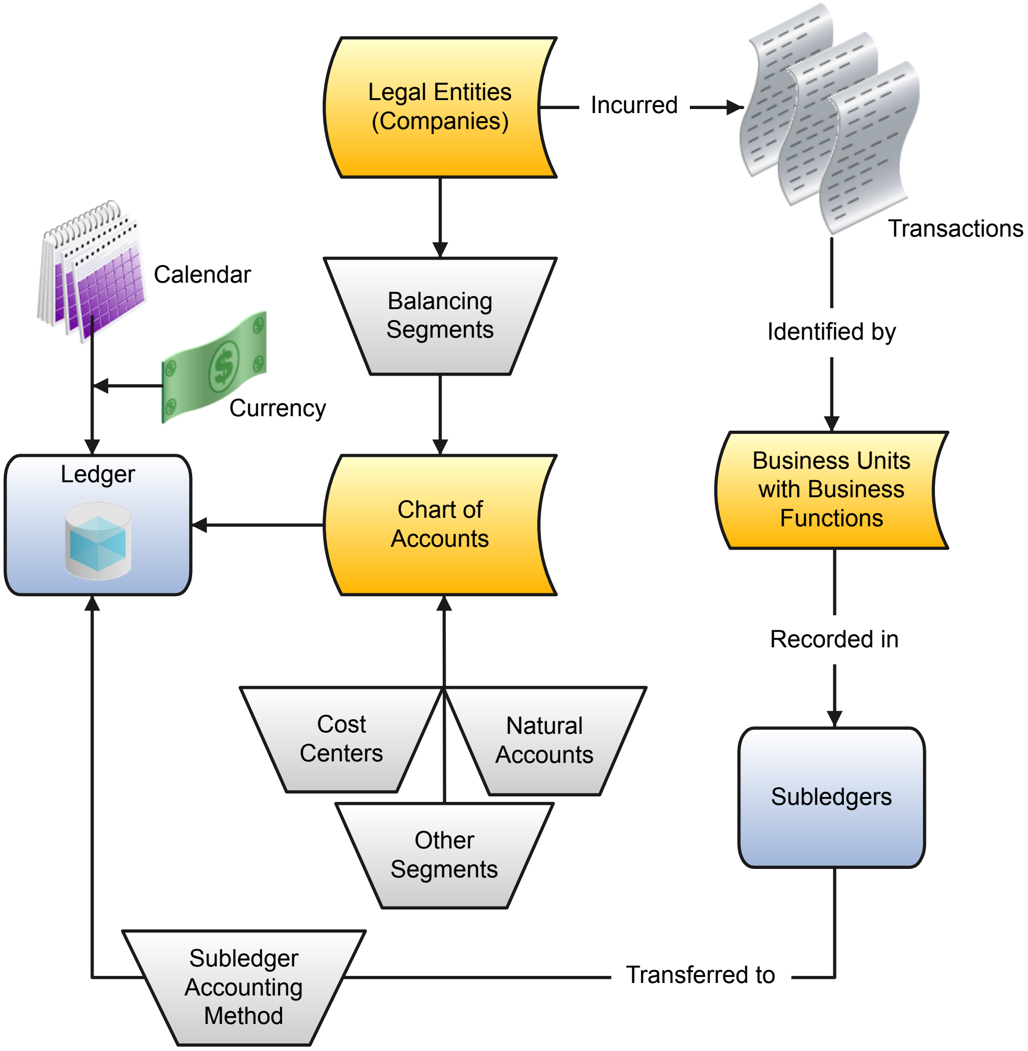
- Companies (legal entities)
- Ledgers by country
- Business units
- Chart of accounts and segment values
- Segment value hierarchies
- Financial sequences
- Required subledger accounts

Once the sheets have been uploaded, the application creates your:

- Chart of accounts structure and instance
- Segment value hierarchies
- Key accounts such as retained earnings
- Required subledger accounts
- Calendar
- Primary ledgers by country
- Legal entities and their locations

- Business units
- Document and journal sequences

The following figure shows the relationship of these components.



- **Legal Entity**: Identifies a recognized party with rights and responsibilities given by legislation, which has the right to own property and the responsibility to account for themselves.
- **Chart of Accounts**: Configures accounts consisting of components called segments that are used to record balances and organize your financial information and reporting.
- **Segment**: Contains a value set that provides formatting and validation of the set of values used with that segment. When combined, several segments create an account combination for recording your transactions and journal entries.
- **Segment Label**: Identifies certain segments in your chart of accounts and assigns special functionality to those segments. The required segment labels are:
    - **Balancing Segment**: Ensures that all journals balance for each balancing segment value or combination of multiple balancing segment values to use in financial processes and reporting. The three balancing segment

labels are: Primary balancing segment, Second balancing segment, and Third balancing segment. The Primary balancing segment label is required and must be the first segment in the Rapid Implementation spreadsheet.

- **Natural Account**: Facilitates processes in the General Ledger application, such as retained earnings posting. For each child value, you must assign an Account Type. You can select from one of the general choices to mark the account value as an Asset, Liability, Owner's Equity, Revenue, or Expense account.

  If the account is used by the rapid implementation solution to provide accounts for setup objects, select the appropriate Expanded Account Type value for the child account. Examples of expanded account types required for setup objects are:

  - Owner's Equity - Retained Earnings: To set up General Ledger ledgers.
  - Liability - Accounts Payable: To set up Payables common options.
  - Asset - Accounts Receivable: To set up Receivables receipt methods.

  Accounts tagged with expanded account types are automatically assigned a financial category. You can override the default category in the Financial Category field, or leave it out.
- **Cost Center**: Facilitates grouping of natural accounts by functional cost types, accommodating tracking of specific business expenses across natural accounts.

- **Ledger**: Maintains the records and is a required component in your configuration. The rapid implementation process:

  - Creates your primary ledgers by combining your chart of accounts, calendar, and currency as well as other required options defined in the sheets.
  - Assigns a default value for the fourth component, which is the subledger accounting method. The subledger accounting method is used to group subledger journal entry rule sets together to define a consistent accounting treatment.

    **Note:** The standard accrual method is the default subledger accounting method assigned to the primary ledger.
  - Creates a General Ledger balances cube for each ledger with a unique chart of accounts and calendar combination. Each segment is created as a dimension in the balances cube along with the standard cube dimensions.
- **Business Units with Business Functions**: Identifies where subledger transactions are posted and provides access to perform subledger business processes. When configured, business units are assigned to a primary ledger and a default legal entity.
- **Subledger**: Captures detailed transactional information, such as supplier invoices, customer payments, and asset acquisitions. Uses subledger accounting to transfer transactional balances to the ledger where they are posted.

**Note:** **Segment Value Hierarchies**: You can create more than one hierarchy for any of your chart of accounts segments during initial setup. You can also create additional hierarchies after the initial setup is done by uploading the rapid implementation spreadsheet data. **Document and Journal Sequences**: You can create sequences for each legal entity or ledger based on the predefined country defaults. Document sequences are created for:

- Payables invoices
- Payments
- Receivables invoices
- Receivables credit memos
- Receivables adjustment activities

Reporting and accounting journal sequences are created for subledger journals and General Ledger journals.

# Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets: How They're Processed

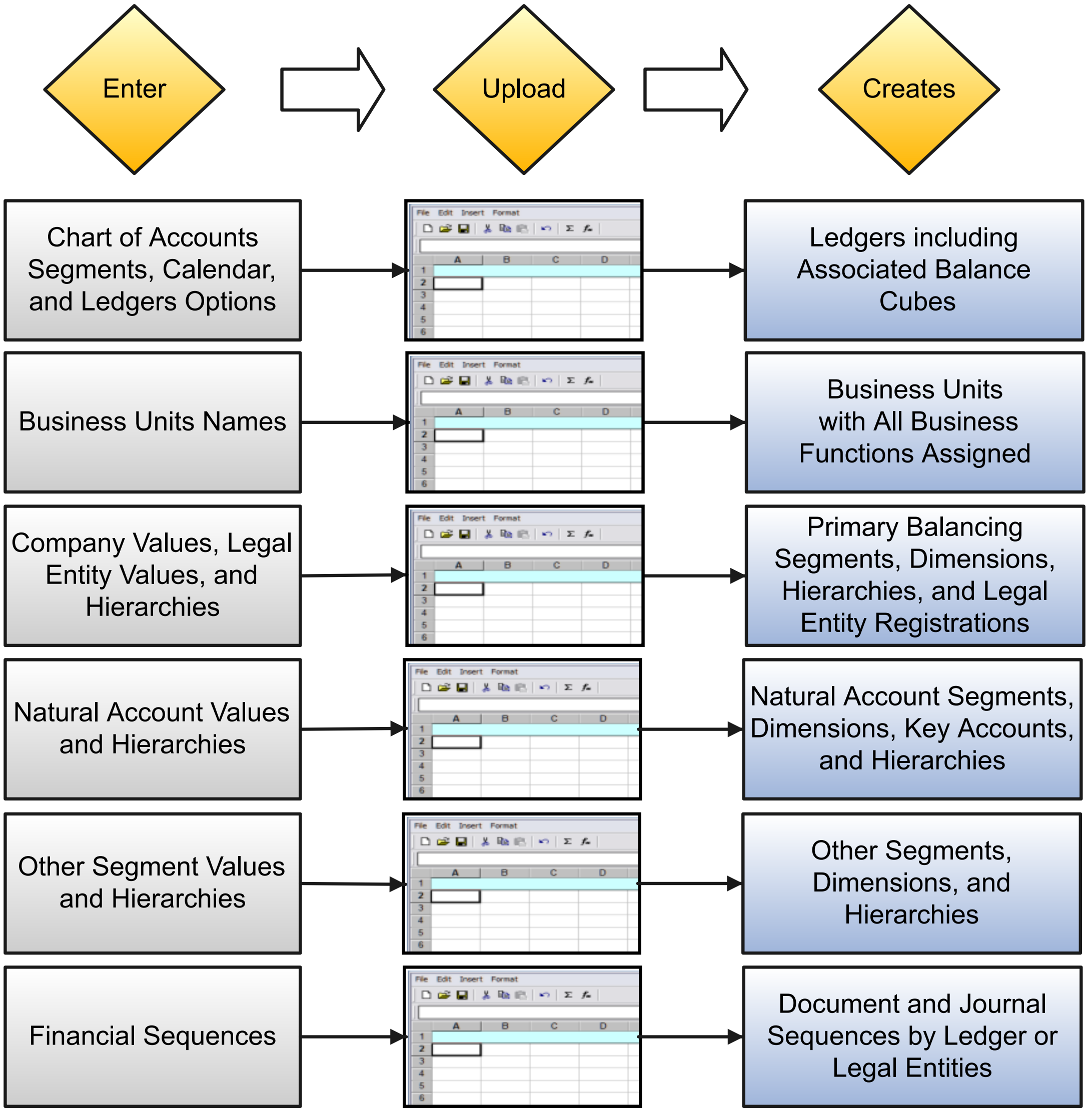
The Create Chart of Accounts, Ledger, Legal Entities, and Business Units rapid implementation process consists of four steps.

1. Entering data into the sheets.
2. Verifying the entered data and resolving the errors, if any.
3. Uploading the first file generated.
4. After successful upload of the first file, uploading the second file generated for the rest of the configuration.

## Process Overview

Begin by downloading the Rapid Implementation for General Ledger workbook using the Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet task on the Setup and Maintenance work area.

The following figure illustrates the Create Chart of Accounts, Ledger, Legal Entities, and Business Units process, what data is entered into each sheet of the workbook, and the components that the process creates.


Enter
Upload
Creates
Chart of Accounts Segments, Calendar, and Ledgers Options
Ledgers including Associated Balance Cubes
Business Units Names
Business Units with All Business Functions Assigned
Company Values, Legal Entity Values, and Hierarchies
Primary Balancing Segments, Dimensions, Hierarchies, and Legal Entity Registrations
Natural Account Values and Hierarchies
Natural Account Segments, Dimensions, Key Accounts, and Hierarchies
Other Segment Values and Hierarchies
Other Segments, Dimensions, and Hierarchies
Financial Sequences
Document and Journal Sequences by Ledger or Legal Entities

The Rapid Implementation for General Ledger workbook includes the following sheets:

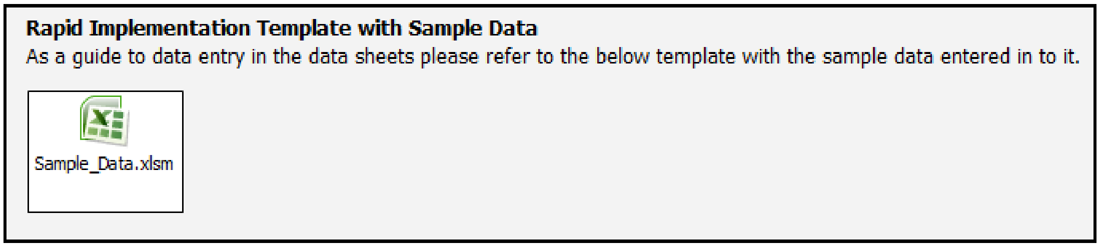
- Instructions
- Chart of Accounts, Calendar, and Ledger
- Business Units
- Companies and Legal Entities
- Natural Accounts
- Financial Sequences

Sheets for entering other segment values and hierarchies for additional segments of your chart of accounts are created automatically by entering the segments on the Chart of Accounts, Calendar, and Ledger sheet and then clicking **Add Segment Sheets** or **Generate Additional Hierarchy** on that same sheet.

## Instructions Sheet

Read the planning tips, loading process, best practices, and recommendations. Refer to the sample data worksheet to get an idea of how to enter the data and generate the required upload files.

The following figure shows the link to the sample data template on the Instructions sheet.



**Rapid Implementation Template with Sample Data**

As a guide to data entry in the data sheets please refer to the below template with the sample data entered in to it.

## Chart of Accounts, Calendar, and Ledger Sheet

Enter the data to create your ledger, chart of accounts, currency, and calendar, and to set the required ledger options.

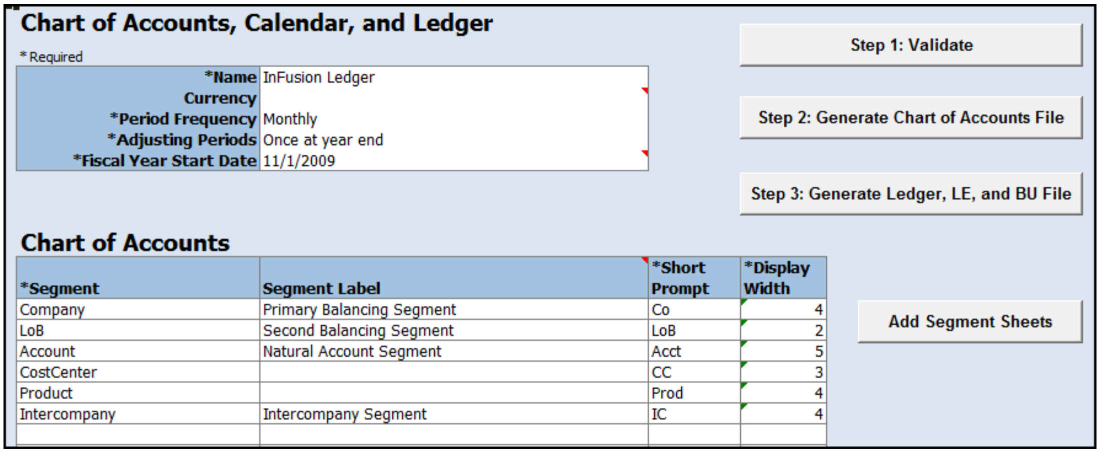


**Chart of Accounts, Calendar, and Ledger**

* Required

| | |
|---|---|
| *Name | InFusion Ledger |
| Currency | |
| *Period Frequency | Monthly |
| *Adjusting Periods | Once at year end |
| *Fiscal Year Start Date | 11/1/2009 |

**Chart of Accounts**

| *Segment | Segment Label | *Short Prompt | *Display Width |
|---|---|---|---|
| Company | Primary Balancing Segment | Co | 4 |
| LoB | Second Balancing Segment | LoB | 2 |
| Account | Natural Account Segment | Acct | 5 |
| CostCenter | | CC | 3 |
| Product | | Prod | 4 |
| Intercompany | Intercompany Segment | IC | 4 |
| | | | |

Step 1: Validate
Step 2: Generate Chart of Accounts File
Step 3: Generate Ledger, LE, and BU File
Add Segment Sheets

- **Name**: Enter the name of your primary ledgers.

> **Note:** A primary ledger is created for each unique country entered in the Companies and Legal Entities sheet. The country code is appended to the name you have specified to create the primary ledger. For example, if one of the legal entities is based in the United States and another in Canada, and the ledger name is InFusion Ledger, then two primary ledgers, InFusion Ledger US and InFusion Ledger CA, are created. All the primary ledgers that are created use the same chart of accounts, account hierarchies, and accounting calendar. Legal entities and their primary balancing segment values are assigned to the primary ledger of their respective countries.

- **Currency**: Enter the ledger currency in which most of your transactions are entered if you're not entering legal entity data. If you're entering legal entities, leave the field blank. The currency is supplied by default based on the country.
- **Period Frequency**: Select one of the available frequencies.
- **Adjusting Periods**: Select the number of periods that are used to enter closing, auditing, or other adjustments in the General Ledger at quarter or year end. The entries are tracked in the adjusting period and not in your monthly activity.
- **Fiscal Year Start Date**: Enter the start date of your calendar for the ledgers. The date can't be changed after the ledgers are created.

  **Caution:** Select a period before the first period in which you plan to load history or perform translations to enable running translation. You can't run translation in the first defined period of a ledger calendar.

- **Chart of Accounts** section: Enter your segments, segment labels, short prompts, and display width data that's used to create your chart of accounts. Plan this data carefully because you're defining the basic structure for your accounting and reporting.
  - **Segment**: Enter the names of your segments.
  - **Segment Label**: Select which segment the application uses for certain processing, such as the Primary Balancing Segment, which is used to balance journal entries.

    **Note:** If you select an Intercompany Segment label, you must complete at least one intercompany rule. You must also select the **Enable Intercompany Balancing** option using the Specify Ledger Options task for the Balancing API to perform intercompany balancing. Also note that the same hierarchy specified for the primary balancing segment is also used for the intercompany balancing segment automatically.

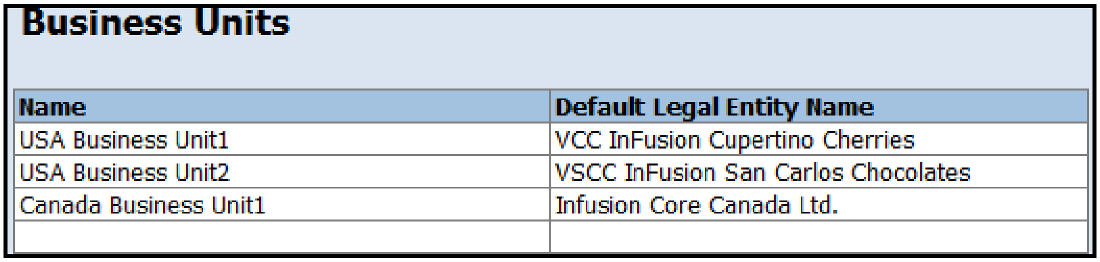
    **Note:** If you plan to enable segment value security rules for the primary balancing segment, then you should not assign the Intercompany Segment label to the Intercompany segment. By default, the Rapid Implementation spreadsheet assigns the same value set to the Company and Intercompany segments if the Intercompany Segment label is assigned. If you want to use segment value security rules for the Company segment where a user can only access Company 01, that user can't transact with other companies in an intercompany transaction because segment value security rules are assigned at the value set level. What you should do instead is not assign the Intercompany Segment label to the Intercompany segment. Use the **Add Segment Sheets** button to add sheets for any unqualified segments, and assign the values directly. Obviously, you will want to assign the same values to the Company and Intercompany segments. You must then assign the Intercompany segment label to this segment by navigating to Edit Key Flexfield Segment Intercompany using the application pages to use the intercompany segment in intercompany balancing.
  - **Short Prompt**: Enter a short name for the segment for the application to use.
  - **Display Width**: Enter the segment size. Select carefully and leave room for growth. For example, if you have 89 cost centers, enter 3 for the display length to allow for more than 100 cost centers in the future.
- **Add Segment Sheets** button: Select to create sheets for additional segments. Only the Company and Natural Accounts sheets are provided.

  From the new segment sheet, you can click **Generate Additional Hierarchy** to create more than one hierarchy for any of your chart of account segments. This creates a worksheet and populates it with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup or after the initial setup is done.

- **Step 1**: **Validate** button: Click to validate your entered data. An actionable validation report is generated if any errors occur in data entry. Correct these errors before proceeding by clicking each error on the report. Clicking the error navigates you to the exact sheet and cell on that sheet where the error can be found.
- **Step 2**: **Generate Chart of Accounts File** button: Click to create a file that is then uploaded to create the chart of accounts structures, values, and hierarchies.
- **Step 3**: **Generate Ledger**, **LE**, **and BU File** button: Click to create a file that is then uploaded to create ledgers, legal entities and their locations, business units (BU), and document and journal sequences.

## Business Units Sheet

Enter the name of your business units and related default legal entities.



**Business Units**

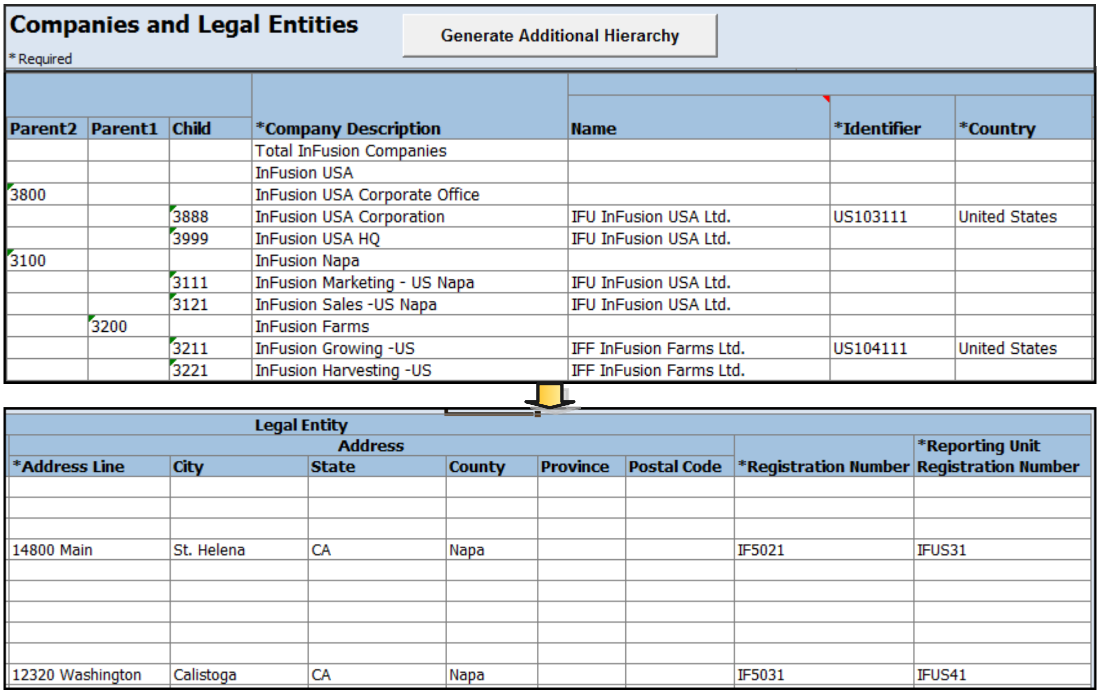
| Name | Default Legal Entity Name |
|---|---|
| USA Business Unit1 | VCC InFusion Cupertino Cherries |
| USA Business Unit2 | VSCC InFusion San Carlos Chocolates |
| Canada Business Unit1 | Infusion Core Canada Ltd. |
| | |

You can enter more than one business unit per ledger. Business units are created with entered names. Based on the default legal entity entered in the Business Units sheet, the respective country's primary ledger is supplied by default for the business unit. The first legal entity that is associated with the ledger is supplied by default for all the business units of that country.

## Companies and Legal Entities Sheet

Enter a list of your legal entities with their addresses, registration number, reporting unit registration number, and assigned parent or child value. You can create up to nine levels of parent values to use to roll up your legal entities to meet corporate and local reporting requirements.

The registration number identifies legal entities registered for your company and recognized in law for which you want to record and perform transactions. The reporting unit registration number identifies the lowest level component of a legal structure that requires registrations.



**Companies and Legal Entities**

*Required

| Parent2 | Parent1 | Child | *Company Description | Name | *Identifier | *Country |
|---|---|---|---|---|---|---|
| | | | Total InFusion Companies | | | |
| | | | InFusion USA | | | |
| 3800 | | | InFusion USA Corporate Office | | | |
| | | 3888 | InFusion USA Corporation | IFU InFusion USA Ltd. | US103111 | United States |
| | | 3999 | InFusion USA HQ | IFU InFusion USA Ltd. | | |
| 3100 | | | InFusion Napa | | | |
| | | 3111 | InFusion Marketing - US Napa | IFU InFusion USA Ltd. | | |
| | | 3121 | InFusion Sales -US Napa | IFU InFusion USA Ltd. | | |
| | 3200 | | InFusion Farms | | | |
| | | 3211 | InFusion Growing -US | IFF InFusion Farms Ltd. | US104111 | United States |
| | | 3221 | InFusion Harvesting -US | IFF InFusion Farms Ltd. | | |

| Legal Entity | | | | | | | |
|---|---|---|---|---|---|---|---|
| Address | | | | | | | |
| *Address Line | City | State | County | Province | Postal Code | *Registration Number | *Reporting Unit Registration Number |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 14800 Main | St. Helena | CA | Napa | | | IF5021 | IFUS31 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 12320 Washington | Calistoga | CA | Napa | | | IF5031 | IFUS41 |

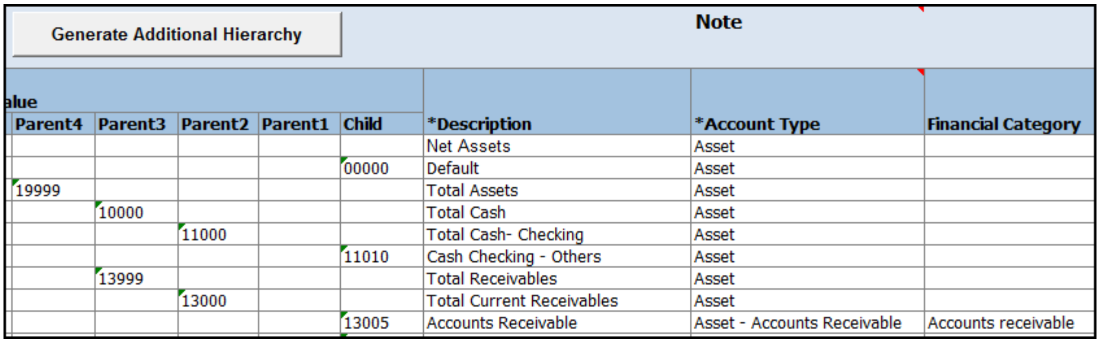
To create additional hierarchies for the company segment for reporting or other purposes, click the **Generate Additional Hierarchy** button on this sheet. This creates a worksheet and populates it with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup or after the initial setup is done.

**Note:** For the Company segment, adding legal entity information isn't supported on the new hierarchy's sheet.

**Note:** When a new hierarchy sheet is created, the name for that sheet is derived by adding a counter to the sheet name. For example, when you click **Generate Additional Hierarchy** on the Companies and Legal Entities sheet, the new sheet is named Companies and Legal Entities 1. When you click **Generate Additional Hierarchy** again, another sheet is generated with the name Companies and Legal Entities2.

## Natural Accounts Sheet

Enter your account values that are used to record the type of balance.



| alue | | | | | | | |
|---|---|---|---|---|---|---|---|
| Parent4 | Parent3 | Parent2 | Parent1 | Child | *Description | *Account Type | Financial Category |
| | | | | | Net Assets | Asset | |
| | | | | 00000 | Default | Asset | |
| 19999 | | | | | Total Assets | Asset | |
| | 10000 | | | | Total Cash | Asset | |
| | | 11000 | | | Total Cash- Checking | Asset | |
| | | | | 11010 | Cash Checking - Others | Asset | |
| | 13999 | | | | Total Receivables | Asset | |
| | | 13000 | | | Total Current Receivables | Asset | |
| | | | | 13005 | Accounts Receivable | Asset - Accounts Receivable | Accounts receivable |

- **Parent Values**, **Child Values** and **Descriptions**: Enter to create segment values and build hierarchies. Child values are the postable account values. To define hierarchies, enter parent values. Hierarchies are used for chart of accounts mappings, revaluations, data access sets, cross-validation rules, and segment value security rules. The balances cube and account hierarchies are also used for financial reporting, Smart View queries, and allocations.
- **Account Type**: Enter to identify the type of account: Asset, Liability, Revenue, Expense, or Owner's Equity. Account types are used in year-end close processes and to correctly categorize your account balances for reporting.

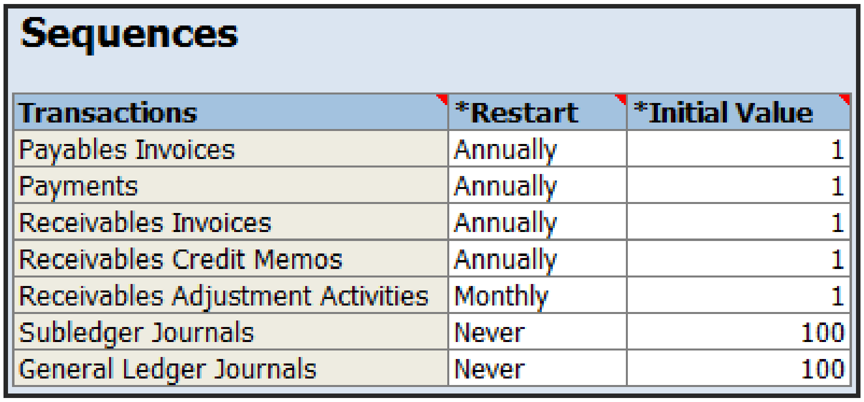
  If the account is used by the rapid implementation solution to provide accounts for setup objects, select the appropriate Expanded Account Type value for the child account. Examples of expanded account types required for setup objects are:

  - **Owner's Equity** - **Retained Earnings**: To set up General Ledger ledgers.
  - **Liability** - **Accounts Payable**: To set up Payables common options.
  - **Asset** - **Account Receivable**: To set up Receivables receipt methods.

  Accounts tagged with expanded account types are automatically assigned a financial category. You can override the default category in the **Financial Category** field, or leave it out.
- **Financial Category**: Enter to identify groups of accounts for reporting with Oracle Transactional Business Intelligence.
- **Generate Additional Hierarchy**: To create additional hierarchies for the company segment for reporting or other purposes, click the **Generate Additional Hierarchy** button on this sheet. This creates a worksheet and populates it with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup or after the initial setup is done.

## Financial Sequences Sheet

Enable document or journal sequences to assign unique numbers to your transactions to meet legal requirements.



**Sequences**

| Transactions | *Restart | *Initial Value |
|---|---|---|
| Payables Invoices | Annually | 1 |
| Payments | Annually | 1 |
| Receivables Invoices | Annually | 1 |
| Receivables Credit Memos | Annually | 1 |
| Receivables Adjustment Activities | Monthly | 1 |
| Subledger Journals | Never | 100 |
| General Ledger Journals | Never | 100 |

The transactions the document sequences are created for include:

- Payables invoices
- Payments
- Receivables invoices
- Receivables credit memos
- Receivables adjustment activities

Reporting and accounting journal sequences are created for:

- Subledger journals
- General Ledger journals

Complete the following steps on the Sequences sheet:

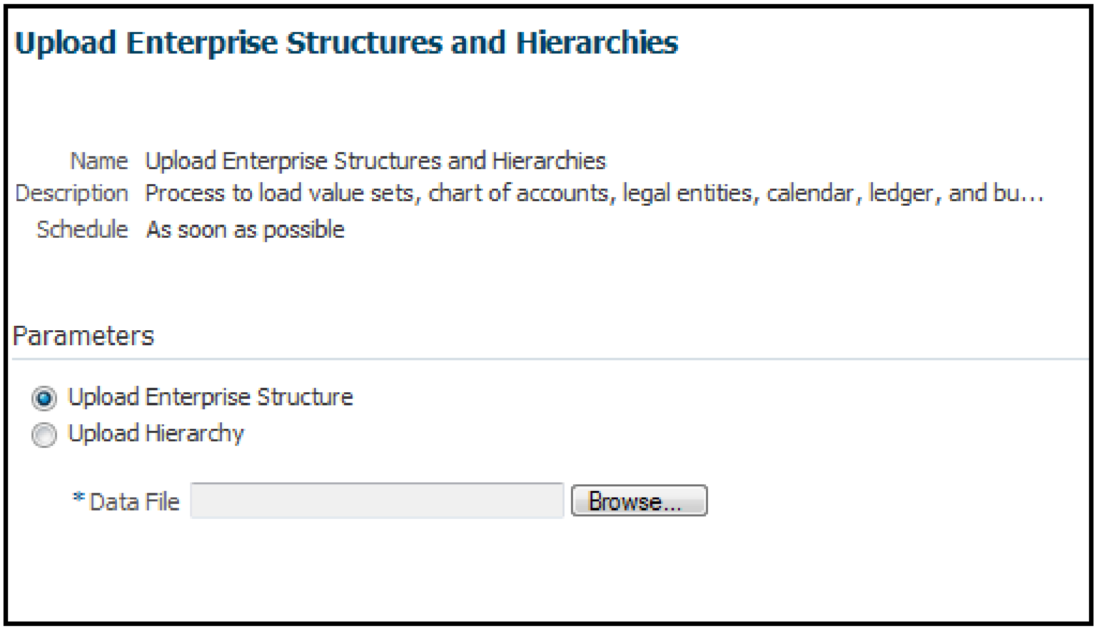
1. **Restart**: Set to restart the numbering based on one of the following criteria:
    - **Annually**: Restart sequence numbers once a year.
    - **Monthly**: Restart sequence numbers each month.
    - **Never**: Never restart sequences numbers. Continue with the same sequence.
2. **Initial Value**: The beginning number in the sequence.

## Upload the Sheets

After you complete the other sheets, return to the Chart of Accounts, Calendar, and Ledger sheet and perform the following steps:

1. Click **Step 1**: **Validate**. The process validates your data entry. Ensure the validation report has no errors.
2. Click **Step 2**: **Generate Chart of Accounts File**. The process generates a data file called ChartOfAccounts.xml with the entered chart of accounts and hierarchies setup data. Save the file to a network or local drive.
3. Click **Step 3**: **Generate Ledger**, **LE**, **and BU File**. The process generates a data file called FinancialsCommonEntities.xml with the entered ledger, legal entities, and business unit setup data. Save the file to a network or local drive.

4. Navigate to the Setup and Maintenance work area. Search for and select the **Upload Chart of Accounts** task. The Upload Enterprise Structures and Hierarchies process is launched.
5. Accept the default selection of the **Upload Enterprise Structure** option.



Upload Enterprise Structures and Hierarchies

Name: Upload Enterprise Structures and Hierarchies
Description: Process to load value sets, chart of accounts, legal entities, calendar, ledger, and bu...
Schedule: As soon as possible

Parameters

● Upload Enterprise Structure
○ Upload Hierarchy

* Data File

6. Click **Browse** and select the first file that you saved called ChartOfAccounts.xml.
7. Click **Submit**.
8. Verify that the process completed without errors or warnings.
9. Navigate to the Setup and Maintenance work area. Search for and select the **Upload Ledger**, **Legal Entities**, **and Business Units** task. The Upload Enterprise Structures and Hierarchies process is launched.
10. Accept the default selection of the **Upload Enterprise Structure** option.
11. Click **Browse** and select the second file that you saved called FinancialsCommonEntities.xml.
12. Click **Submit**.
13. Verify that the process completed without errors or warnings.

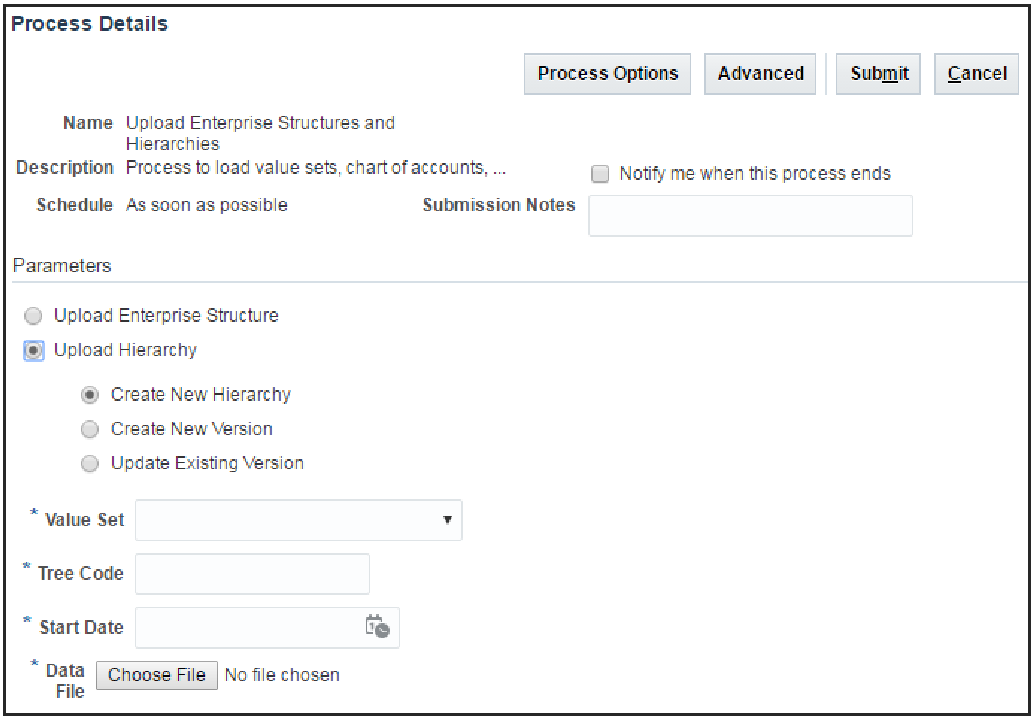
**Tip:** You can't change the chart of accounts, accounting calendar, or currency for your ledgers after the setup is created. Open the first accounting period to begin entering data with a user that has proper access to the newly-created primary ledger.

## Create Additional Hierarchies After Initial Setup

To create more than one hierarchy for any of your chart of account segments after the initial enterprise structure setup:

1. Click the **Generate Additional Hierarchy** button on the segment's sheet for which you want to create the additional tree or tree version. This creates a new worksheet and populates the sheet with the data already entered for that segment. Change the data as required for the new hierarchy.
2. To create the hierarchy based on the data in the particular sheet in context only, click the **Generate File for This Hierarchy Only** button. This generates a .zip file for the particular hierarchy. Perform the following steps to either create a new tree or a new version for an existing tree for the particular segment.
3. Navigate to the Setup and Maintenance work area. Search for and select the **Upload Chart of Accounts** task. The Upload Enterprise Structures and Hierarchies process is launched.

4. Select the **Upload Hierarchy** option.



**Process Details**

**Name** Upload Enterprise Structures and Hierarchies
**Description** Process to load value sets, chart of accounts, ...
**Schedule** As soon as possible
☐ Notify me when this process ends
**Submission Notes**

Parameters

○ Upload Enterprise Structure
● Upload Hierarchy
  ● Create New Hierarchy
  ○ Create New Version
  ○ Update Existing Version

* **Value Set**
* **Tree Code**
* **Start Date**
* **Data File** No file chosen

5. Select to either create a hierarchy or tree version as per your requirement.
6. Specify the required parameters.
7. Click **Choose File** and select the .zip file that you saved earlier.
8. Click **Submit**.

*Related Topics*

- Create Hierarchies in a Spreadsheet: Example

# Creating One Chart of Accounts Structure with Many Instances: Example

In Oracle Fusion General Ledger, the chart of accounts model is framed around the concept of a chart of accounts structure, under which one or more chart of accounts structure instances can be created.

## Scenario

Your company, InFusion Corporation, is a multinational conglomerate that operates in the United States (US) and the United Kingdom (UK). InFusion has purchased an Oracle Fusion enterprise resource planning (ERP) solution including Oracle Fusion General Ledger and all of the Oracle Fusion subledgers. You are chairing a committee to discuss creation of a model for your global financial reporting structure including your charts of accounts for both your US and UK operations.

## InFusion Corporation

InFusion Corporation has 400 plus employees and revenue of $120 million. Your product line includes all the components to build and maintain air quality monitoring (AQM) systems for homes and businesses.

## Analysis

In Oracle Fusion General Ledger, the chart of accounts model is framed around the concept of a chart of accounts structure, under which one or more chart of accounts structure instances can be created.

## Chart of Accounts Model

The chart of accounts structure provides the general outline of the chart of accounts and determines the number of segments, the type, the length, and the label (qualifier) of each segment. This forms the foundation of the chart of accounts definition object.

For each chart of accounts structure, it is possible to associate one or more chart of accounts structure instances. Chart of accounts structure instances under the same structure share a common configuration with the same segments, in the same order, and the same characteristics. Using one chart of accounts structure with multiple instances simplifies your accounting and reporting.

At the chart of accounts structure instance level, each segment is associated with a value set that conforms to the characteristic of that segment. For example, you assign a value set with the same segment type and length to each segment. You are using hierarchies with your chart of accounts segments. Each structure instance segment is assigned a tree code to indicate the source of the hierarchy information for the associated value set. The same value set can be used multiple times within the same or across different chart of accounts instances within the same structure or in different structures. This functionality reduces your segment value creation and maintenance across your charts of accounts.

The collective assignment of value sets to each of the segments forms one chart of accounts instance. At the chart of accounts structure instance level, you can select to enable dynamic insertion. Dynamic insertion allows the creation of account code combinations automatically the first time your users enter that new account combination. The alternative is to create them manually. By deciding to enable dynamic insertion, you save data entry time and prevent delays caused by the manual creation of new code combinations. Well defined cross validation rules help prevent the creation of inappropriate account code combinations.

Perform deployment after a new chart of accounts structure and structure instances are defined or any of their modifiable attributes are updated. Deployment validates and regenerates the necessary objects to enable your charts of accounts and chart of accounts structure instances. By unifying and standardizing you organization's chart of accounts, you are positioned to take full advantage of future functionality in Oracle Fusion General Ledger.

In summary, you are recommending to your company to unify the organization's chart of accounts in a single chart of accounts structure based on chart of accounts commonalities across ledgers. You have also decided to use the chart of accounts structure instance construct to serve different accounting and reporting requirements by using value sets specific to each of your entities.

# Creating Chart of Accounts Structure and Instances: Examples

In Oracle Fusion General Ledger, the chart of accounts model is framed around the concept of a chart of accounts structure, under which one or more chart of accounts structure instances can be created. A chart of accounts structure defines the key attributes for your chart of accounts, such as the number of segments, the segment sequences, the segment names, segment prompts, segment labels, for example natural account and primary balancing, and default value sets.

The chart of accounts instance is exposed in the user interfaces and processes. By default, a chart of accounts instance inherits all the attributes of the chart of accounts structure, meaning that all instances of the same structure share a common shape and have the same segments in the same order. However, at the chart of accounts instance level, you can override the default value set assignments for your segments and assign a unique account hierarchy that determines the parent and child relationships between the value set values. At the chart of accounts instance level, determine if allow dynamic insertion is enabled to generate new account combinations dynamically instead of creating them manually.

## Chart of Account Structure

You are creating a chart of accounts structure as you setup your chart of accounts for your enterprise, InFusion America, Inc. Follow these steps:

1. **Navigator** > **Setup and Maintenance** > **Manage Chart of Accounts** > **Go To Task**.
2. Select **General Ledger** from the Module list of values and click **Search**.
3. Click **Manage Structures** to open the **Manage Key Flexfield Structures** page.
4. Select the **General Ledger** row and click the **Create** to open the **Create Key Flexfield Structure** page.
5. Enter a unique Structure Code, **INFUSION_AM_COA_STRUCTURE**, and Name, **InFusion America COA Structure**. Provide an optional Description, **InFusion America Inc. Chart of Accounts Structure.**
6. Select the **-** Delimiter to visually separate your segment values.
7. **Save**.
8. To create a new segment, click the **Create** to open the **Create Key Flexfield Segment** page.
    a. Enter the following parameters:

| Parameter | Value |
|---|---|
| Segment Code | INFUSION_AM_CO |
| Name | InFusion America Company |
| Description | InFusion America Inc. |
| Sequence Number | 1 |
| Prompt | Company |
| Short Prompt | CO |
| Display Width | 2 |
| Column Name | Segment1 |
| Default Value Set Code | INFUSION_ AM_COMPANY |

    b. Select a segment label, **Primary Balancing Segment**, to indicate its purpose within your chart of accounts.

**Note:** Two segment labels are required: primary balancing segment and natural account segment. These labels are not used with each other or with other labels in a specific segment.

    c. **Save and Close**.

d. **Done.**
e. Define additional segments following the same process.

## Chart of Account Instance

You are creating a chart of accounts instance as you setup your chart of accounts for your enterprise, InFusion America, Inc. Follow these steps:

1. **Navigator** > **Setup and Maintenance** > **Manage Chart of Accounts** > **Go To Task**.
2. Select **General Ledger** from the Module list of values and click **Search**.
3. Select the **General Ledger** row and click **Manage Structure Instances** to open the **Manage Key Flexfield Structure Instance** page.
4. Click the **Create** icon to open the **Create Key Flexfield Structure Instance** page.
5. Enter a unique Structure Instance Code, **INFUSION_AM_COA_INSTANCE**, and Name, **InFusion America COA Instance**. Provide an optional Description, **InFusion America Inc. Chart of Accounts Structure Instance.**
6. Select **Dynamic combination creation allowed** to indicate that you want to dynamically generate account combinations.
7. Associate your instance with your Structure Name, **InFusion America Structure**.

> **Note:** By default, an instance inherits the key attributes of the associated structure. Some attributes, such as the value set assigned to each the segment, can be modified.

8. **Save**.
9. Optionally, select the segment row and click **Edit** to modify instance segments.
10. Check **Required**, **Displayed**, and **BI enabled** check boxes.

> **Note:** Check the Required and Displayed options for all segments including those intended for future use. The recommended best practice is to define one segment for future use and set a default value. This ensures room for expansion in your chart of accounts and that the extra segment is populated in the account combinations. Check the BI (Business Intelligence) enabled option to use key flexfield segments in Oracle Fusion Transactional Business Intelligence. The business intelligence check box is only valid when enabled on segments with segment labels. The second step is to populate the BI Object Name field for each of the segment labels in the Manage Segment Label page opened from the Manage Key Flexfields page.

11. **OK**.
12. **Save and Close**.
13. Define additional instances following the same process.

> **Note:** Alternatively, proceed directly with creating your value set values by selecting the corresponding **Value Set Code** in the Segment Instances table.

14. **Done.**
15. **Deploy Flexfield.**
16. **OK**.

*Related Topics*

- Enabling Key Flexfield Segments for Business Intelligence: Points to Consider

# Balancing Segments: Explained

Balancing segments ensure that all journals balance for each balancing segment value or combination of multiple balancing segment values. You can secure access to your primary balancing segment values only with data access sets. The General Ledger application automatically calculates and creates balancing lines as required in journal entries.

The three balancing segment labels are:

- Primary
- Second
- Third

**Note:** The primary balancing segment label is required.

By enabling multiple balancing segments for your chart of accounts, you can produce financial statements for each unique combination of segment values across one, two, or three qualified balancing segments. This ability provides you greater insights into your operations as it affords you visibility along the critical fiscal dimensions you use to plan, monitor, and measure your financial performance.

The following explains processes that use balancing segments.

- Intercompany balancing: Adds lines to unbalanced journals using intercompany rules.
- Opening first period of the accounting year: Calculates retained earnings amounts at the level of granularity that totals revenue and expense account balances for multiple balancing segment value combinations. This applies to standard and average balances.
- Importing journals: Adds lines using the suspense account on unbalanced journals.
- Posting journals: Adds additional lines to unbalanced journals for the following enabled account types:
    - Suspense
    - Rounding
    - Net income
    - Retained earnings
    - Cumulative translation adjustments from replication of revaluation journals to reporting currencies and for multiple reporting currency account type specific conversion
- Posting prior period journals: Calculates any income statement impact and posts to the appropriate retained earnings account.
- Translating balances: Supports multiple balancing segments for the following accounts:
    - Retained earnings: Calculated translated retained earnings are post to the retained earnings accounts by balancing segment. Retained earnings accounts represent the summing of the translated revenue and expense accounts across multiple balancing segment values.
    - Cumulative translation adjustment: Amounts posted by balancing segment to these accounts represents currency fluctuation differences between ranges of accounts which use different rate types. For example, period end rates are used for asset and liability accounts and historical rates for equity accounts.
- Revaluing Balances: Supports multiple balancing segments when calculating gain or loss accounts.
- Creating Opening Balances: Initializes reporting currency balances by converting from the total primary currency. Any difference in the reporting currency amounts is offset by populating retained earnings accounts.

- Closing year end: Supports multiple balancing segments when calculating the income statement offset and closing account in the closing journals.

# Multiple Balancing Segments: Points to Consider

Oracle Fusion General Ledger supports tracking financial results at a finer level of granularity than a single balancing segment. In addition to the required primary balancing segment for the chart of accounts, which is typically associated with the company dimension of a business organization, two additional segments of the chart of accounts can be optionally qualified as the second and third balancing segments respectively. Possible chart of accounts segments that can be tagged as these additional balancing segments include cost center or department, additional aspects of a business commonly used in measuring financial results.

Several points must be consider when using multiple balancing segments:

- Journal entry processing
- Implementation timing
- Change options
- Migration adjustments

## Journal Entry Processing

Multiple balancing segments ensure that account balances come from journal entries where the debits equal the credits. The financial reports are properly generated for each unique instance of account value combinations across the balancing segments. Consider this option carefully as it provides more granular reporting but requires more processing resources.

## Implementation Timing

When using optional second and third balancing segments, remember that these chart of accounts segment labels are set from the beginning of time. Ensure that balances are immediately maintained in accordance with the necessary balancing actions to produce consistent financial reporting for the wanted business dimensions. Multiple balancing segment ledgers that are not maintained from the beginning of time, require extensive manual balance adjustments to catch up and realign the balances.

> **Note:** Do not set a segment already qualified as a natural account or intercompany segment as any of the three balancing segments. Validations are not performed when segment labels are assigned, so verify that all are assigned correctly before using your chart of accounts.

## Change Options

Once a segment has been enabled and designated as a balancing segment, you must not change the segment. Do not disable the segment or remove the segment labels. These settings must be consistently maintained throughout the life of the chart of accounts to control the accuracy and integrity of the financial data.

## Migration Adjustments

For charts of accounts migrated from Oracle E-Business Suite to Oracle Fusion General Ledger that uses a second and third balance segments, steps must be taken to ensure the proper transition. The required adjustments are extensive.

For ledgers associated with a migrated chart of accounts, the balances must be adjusted manually. The manual adjustment is to ensure that the second and third balancing segments are consistent as though these segment labels have been in place since the beginning of entries for these ledgers. Recomputing and updating of the following processes is required to reflect the correct balancing for each account using the second and third balancing segments.

- Intercompany balancing
- Suspense posting
- Rounding imbalance adjustments on posting
- Entered currency balancing
- Revaluation gains or losses
- Retained earnings calculations at the opening of each new fiscal year
- Cumulative translation adjustments during translation

**Note:** All previously translated balances must also be purged. New translations must be run to properly account for translated retained earnings and cumulative translation adjustments with the correct level of balancing.

*Related Topics*

- How can I change segments in an existing chart of accounts structure?

# Using Multiple Balancing Segments: Example

This simple example illustrates balancing along two balancing segments for a simple chart of accounts with three segments.

## Scenario

Your company has a chart of accounts with two balancing segments and three segments, qualified as follows:

- Company: Primary balancing segment
- Cost Center: Second balancing segment
- Account: Natural account segment

The following multiple company and cost center journal transfers advertising and phone expense from Company 1, Cost Center A to Company 2, Cost Center B.

| Account | Debit | Credit |
|---|---|---|
| Company 1-Cost Center A-Advertising Expense Account | 600 | |
| Company 2-Cost Center B-Advertising Expense Account | | 600 |
| Company 1-Cost Center A-Phone Expense Account | 800 | |
| Company 2-Cost Center B-Phone Expense Account | | 800 |

During the posting process, the last four lines are created to balance the entry across the primary and second balancing segments, company and cost center.

| Account | Debit | Credit |
|---|---|---|
| Company 1-Cost Center A-Advertising Expense Account | 600 | |
| Company 2-Cost Center B-Advertising Expense Account | | 600 |
| Company 1-Cost Center A-Phone Expense Account | 800 | |
| Company 2-Cost Center B-Phone Expense Account | | 800 |
| Company 1-Cost Center A-Balancing Account | | 600 |
| Company 2-Cost Center B-Balancing Account | 600 | |
| Company 1-Cost Center A-Balancing Account | | 800 |
| Company 2-Cost Center B-Balancing Account | 800 | |

## FAQs for Manage Charts of Accounts Structures and Structure Instances

### How can I use future accounting segments?

To plan for future growth in the business organization that requires additional segments in the chart of accounts. Extra segments can be added to the chart of accounts structure during your original implementation. All segments of the chart of accounts are required and have to be enabled. The unused segments can be assigned value sets that have a single value in the chart of accounts structure instance. The value is set as a default for that segment so that the extra segments are automatically populated when an account account combination is used.

# Define Chart of Accounts for Enterprise Structures: Value Sets and Value Set Values

# Chart of Accounts Values Sets: Critical Choices

A value set is the collection of account values that are associated with a segment of a chart of accounts structure instance. When creating values sets, consider the following critical choices:

- Module Designation
- Validation Type
- Format Assignments
- Security Rules
- Values Definition

## Module Designation

The module designation is used to tag value sets in Oracle Fusion Applications and sets the value sets apart during upgrades and other processes. Chart of accounts value sets upgraded from Oracle E-Business Suite Release 12 generically bear the module value of **Oracle Fusion Middleware**. When creating value sets for a chart of accounts, the module can be specified as **Oracle Fusion General Ledger** to distinctly identify its intended use in an accounting flexfield, basically a chart of accounts.

## Validation Type

Assign one of the following validation types to chart of accounts value sets:

- **Independent**: The values are independently selected when filling out the segment in the account combination.
- **Table Validated**: The values are stored in an external table to facilitate maintenance and sharing of the reference data.

**Caution:** You must use Independent validation only for the Accounting Key Flexfield value sets. Other validations prevent you from using the full chart of accounts functionality, such as data security, reporting, and account hierarchy integration. Dependent values sets are not supported.

## Format Assignments

Value sets for chart of accounts must use the **Value Data Type** of **Character**. The **Value Subtype** is set to **Text**. These two setting support values that are both numbers and characters, which are typical in natural account segment values. Set the maximum length of the value set to correspond to the length of the chart of accounts segment to which it is assigned. Best practices recommend restricting values to **Upper Case Only** or **Numeric** values that are zero filled by default.

## Security Rules

If flexfield data security rules are to be applied to the chart of accounts segment associated with the value set, the **Enable Security** check box must be checked for the assigned value set. In addition, assign a data security resource name to enable creation of a data security object automatically for the value set. The data security object is used in the definition of flexfield data security rules.

## Value Definition

Once these basic characteristic are defined for the value set, values can be added to the set in the Manage Values page.

- Set the values to conform to the value set length and type.
- Enter the value, its description, and its attributes including the **Enable** check box, **Start Date**, and **End Date**.
- Assign the following attributes: **Parent** or **Summary** check box, **Posting is allowed**, and **Budgeting is allowed**.

**Note:** If the value set is used with a natural account segment, the value also requires you set the **Natural Account Type**, with one of the following values: **Asset, Liability, Equity, Revenue**, or **Expense**. Other attributes used are **Third-Party Control Account, Reconciliation** indicator, and **Financial Category** used with Oracle Transaction Business Intelligence reporting. Oracle Fusion General Ledger best practice is to define the values for the value set after the value set is assigned to a chart of accounts structure instance. Otherwise you are not able to define the mandatory value attributes, such as summary flag, posting allowed, and account type for natural account segment. The attributes must be added after the value set is assigned to a chart of accounts structure instance.

# Creating a Value Set for Your Chart of Accounts: Example

Create your value sets before creating your chart of accounts. A value set can be shared by different charts of accounts or across different segments of the same chart of accounts.

## Scenario

You are creating a company value set to be used in your chart of accounts for your enterprise, InFusion America, Inc. Follow these steps:

1. **Navigator** > **Setup and Maintenance** > **Manage Chart of Accounts Value Sets** >**Go to Task**.
2. Click the **Create** icon on the toolbar of the Search Results table. The **Create Value Set** page opens.
3. Enter a unique Value Set Code, **InFusion America Company**, and an optional Description, **Company values for InFusion America Inc.**
4. Select **General Ledger** from the list in the Module field.
5. Select **Independent** as Validation Type.

   **Note:** You must use Independent validation only for the Accounting Key Flexfield value sets. Other validations prevent you from using the full chart of accounts functionality, such as data security, reporting, and account hierarchy integration. Dependent values sets are not supported.

6. Select **Character** as the Validation Data Type.
7. **Save and Close**.

# Configuring Chart of Account Segment for Business Intelligence: Explained

To map the Oracle Fusion General Ledger Accounting Flexfield in Oracle Fusion Transaction Business Intelligence (BI) Repository file (RPD) for Oracle Fusion Financials, populate values in the Manage Key Flexfields user interface. These values enable the chart of accounts segments for Oracle Fusion Transactional BI. The values also provide the mapping with BI Object names that are used as dimensions for each of the chart of accounts segments.

Check each of the Chart of Accounts segments' **BI enabled** check box on all segments that you intend to map in the RPD:

1. From your implementation project or the **Setup and Maintenance** page, query for **Manage Key Flexfields** > **Go to Task**.
2. Enter GL# in the **Key Flexfield Code**.
3. **Search**.

4. Click on **Manage Structure Instances**.
5. **Search**.
6. Click on the specific chart of accounts and **Edit** icon.
7. Click on the specific segment and the **Edit** icon.
8. Check the **BI enabled** check box.
9. **Save**. This should be done for all segments in every **Chart of Accounts Structure Instance** that you intend to be mapped in the RPD.
10. **Save and Close** > **Done**.

Populate the **BI Object Name** for each of the **Segment Labels**. This name is the logical table name in the RPD which would be used as the dimension for the corresponding segment. Perform the following steps:

1. From your implementation project or the **Setup and Maintenance** page, query for **Manage Key Flexfields** > **Go to Task**.
2. Enter GL# in the **Key Flexfield Code**.
3. Query for GL# as **Key Flexfield Code** in **Manage Key Flexfields** page.
4. **Search**.
5. **Actions** menu and click on **Manage Segment Labels**.
6. Populate the **BI Object Name** for all the segment labels that must be mapped in the RPD.

| Segment Label Code | BI Object Name |
|---|---|
| FA_COST_CTR | Dim - Cost Center |
| GL_BALANCING | Dim - Balancing Segment |
| GL_ACCOUNT | Dim - Natural Account Segment |

7. **Save**.

**Note:** For all the nonqualified segment labels, the **BI Object Name** should be populated with one of the following:

- Dim - GL Segment1
- Dim - GL Segment2
- Dim - GL Segment3
- Dim - GL Segment4
- Dim - GL Segment5
- Dim - GL Segment6
- Dim - GL Segment7
- Dim - GL Segment8
- Dim - GL Segment9
- Dim - GL Segment10

Deploy the flexfield using the **Deploy Flexfield** button from **Manage Key Flexfields** page. For more information about extending both key and descriptive flexfields into Oracle Fusion Transactional BI, refer to Oracle Fusion Transactional Business Intelligence Administrator's Guide.

# Define Chart of Accounts for Enterprise Structures: Manage Accounting Calendars

## Defining Accounting Calendars: Critical Choices

Define an accounting calendar to create your accounting year and the periods it contains. Specify common calendar options that the application uses to automatically generate a calendar with its periods. Specifying all the options makes defining a correct calendar easier and more intuitive with fewer errors. The choices you make when specifying the following options are critical, because it is difficult to change your accounting calendar after a period status is set to open or future enterable.

- Budgetary control only
- Start Date
- Period Frequency
- Adjusting Period Frequency
- Period Name Format

**Note:** In Oracle Fusion, the common calendar types, monthly, weekly, 4-4-5, 4-5-4, 5-4-4, 4-week, quarterly, and yearly, are automatically generated. This functionality makes it easier to create and maintain accounting calendars. By using the period frequency option, you no longer have to go through the tedious task of defining each period manually.

### Budgetary Control Only Check Box

Select the check box for Budgetary control only to use the calendar for budgetary control only. Budgetary Control refers to the group of system options and the validation process of determining which transactions are subject to validation against budgets and budget consumption to prevent overspending.

### Start Date

If you plan to run translation, specify a calendar start date that is a full year before the start date of the year of the first translation period for your ledger. Translation cannot be run in the first period of a calendar. Consider how many years of history you are going to load from your previous system and back up the start date for those years plus one more. You cannot add previous years once the first calendar period has been opened.

### Period Frequency

Use period frequency to set the interval for each subsequent period to occur, for example, monthly, quarterly, or yearly. If you select the period frequency of Other, by default, the application generates the period names, year, and quarter number. You specify the start and end dates. You must manually enter the period information. For example, select the period frequency of Other and enter 52 as the number of periods when you want to define a weekly calendar. For manually entered calendars, when you click the **Add Year** button, the application creates a blank year. Then, you must manually enter the periods for the new year. The online validation helps prevent erroneous entries.

If the year has been defined and validated, use the **Add Year** button to add the next year quickly. Accept or change the new rows as required. For example, with the Other frequency type calendar, dates may differ from what the application generates.

**Note:** In Oracle Fusion applications a calendar can only have one period frequency and period type. Therefore, if you have an existing calendar with more than one period type associated with it, during the upgrade from Oracle E-Business Suite, separate calendars are created based on each calendar name and period type combination.

## Adjusting Period Frequency

Use the adjusting period frequency to control when the application creates adjusting periods. For example, some of the frequencies you select add one adjusting period at year end, two at year end, or one at the end of each quarter. The default is None which adds no adjusting periods. If you select the frequency of Other, the **Number of Adjusting Periods** field is displayed. Enter the number of desired adjusting periods and then, manually define them.

## Period Name Format Region

In the Period Name Format region enter the following fields:

- **User-Defined Prefix**: An optional feature that allows you to enter your own prefix. For example, define a weekly calendar and then enter a prefix of Week, - as the separator, and the period name format of Period numberYY fiscal year. The application creates the names of Week1-11, Week2-11, through Week52-11.
- **Format**: A predefined list of values filtered on the selected separator and only displays the options that match the selected separator.
- **Year**: The year displayed in the period names is based on the selected period name format and the dates the period covers or if the period crosses years, on the year of the start date of the period.
  - For example, April 10, 2010 to May 9, 2010 has the period name of Apr-10 and December 10, 2010 to January 9, 2011 has the name of Dec-10.
  - If period frequency is Other, then the period format region is hidden. The application generates a temporary period name for calendars with period frequency of Other, using a fixed format of Period numberYY. You can override this format with your own customized period names.

**Note:** For an accounting calendar that is associated with a ledger, changing period names or adding a year updates the accounting period dimension in the balances cubes.

# Calendar Validation: How It Works with the Accounting Calendar

Calendar validation is automatic and prevents serious problems when you begin using the calendar. Once you set a calendar period status to open or future enterable, you cannot edit the period.

## Settings That Affect Calendar Validation

The calendar validation runs automatically when you save the calendar.

## How the Calendar Is Validated

The following table lists the validation checks performed when the accounting calendar is saved.

| Validation Performed | Example of Data |
|---|---|
| Unique period number | 2 assigned for two periods |

| Validation Performed | Example of Data |
|---|---|
| Unique period name | Jan-11 entered twice |
| Period number beyond the maximum number of periods per year | 13 for a 12 period calendar with no adjusting periods |
| Entered period name contains spaces | Jan 11 |
| Single or double quotes in the period name | Jan '11 |
| Nonadjusting periods with overlapping dates | 01-Jan-2011 to 31-Jan-2011 and 30-Jan-2011 to 28-Feb-2011 |
| Period date gaps | 01-Jan-2011 to 28-Jan-2011 and 31-Jan-2011 to 28-Feb-2011 |
| Missing period numbers | Periods 1 through 6 defined for a twelve month calendar |
| Period number gaps | 1, 3, 5 |
| Period numbers not in sequential order by date | Period 1 covers 01-Jan-2011 to 31-Jan-2011 and period 2 covers 01-Mar-2011 to 31-Mar-2011, and period 3 covers 01-Feb-2011 to 28-Feb-2011. |
| Quarter number gaps | 1, 3, 4 |
| Quarters not in sequential order by period | 1, 3, 2, 4 |
| Period start or end dates more than one year before or after the fiscal year | July 1, 2010 in a 2012 calendar |

# FAQs for Manage Accounting Calendars

## How can I identify errors in my accounting calendar?

Oracle Fusion General Ledger identifies erroneous entries online as you enter a new calendar or change data on an existing calendar. The application also automatically validates the data when you save the calendar.

## What's the difference between calendar and fiscal period naming?

The period naming format determines the year that is appended to the prefix for each period in the calendar. For the example, your accounting year has a set of twelve accounting period with:

- Start date of September 1, 2014.
- End date is August 31, 2015.
- Period's date range following the natural calendar month date range.

Calendar period naming format: Select the calendar period format to append the period's start date's year to the prefix. For the period covering September 1, 2014 to December 31, 2014, then 2014 or just 14, depending on the period format selected, is appended to each period's name. For the remaining periods covering January 1, 2015 to August 31, 2015, then 2015 or 15, is appended to each period's name.

Fiscal period naming format: Select the fiscal period format to always append the period's year assignment to the prefix. If the accounting periods in the set of twelve are all assigned the year of 2015, then 2015 or just 15, depending on the period format selected, is appended to the period name of all 12 periods.

### When do I update an existing calendar?

Update an existing calendar before the new periods are needed as future periods, based on the future period setting in your accounting configuration. If a complete year has been defined and validated, use the **Add Year** button to add the next year quickly. Accept or change the new rows as required. For example, with the Other frequency type calendar, dates may differ from what the application generates.

### What happens if I upgrade my calendar from Oracle E-Business Suite Release 12?

The migration script assigns a period frequency that most closely matches your Oracle E-Business Suite Release 12 calendar. When you use the Oracle Fusion applications Add Year functionality for the first time, you have an opportunity to review and change the period frequency. The Calendar Options page opens only for calendars upgraded from Release 12 to allow one time modification.

Make your changes to the period frequency, adjusting period frequency, and period name format, including the prefix and separator, as needed. Changes can not conflict with the existing upgraded calendar definition. Update the calendar name and description in the calendar header, as needed, for all calendars. Period details for a new year will be generated automatically based on the latest calendar options. You can also manually update the calendar. The modified calendar options affect future years only.

# Define Accounting Configurations of Enterprise Structures: Manage Primary or Secondary Ledgers

## Accounting Configuration Offerings: Overview

The Setup and Maintenance work area in the Oracle Fusion Applications is used to manage the configuration of legal entities, ledgers, and reporting currencies. To create a legal entity or ledger, first create an implementation project. This implementation project can be populated by either adding a financials related offering or one or more task lists.

**Note:** Setup tasks that are not related to the ledger or legal entity setup tasks are opened from either an implementation project or directly from the Setup and Maintenance work area.

The financial applications have two predefined implementations:

- The Oracle Fusion Accounting Hub offering: Used to add the Oracle Fusion General Ledger and Oracle Fusion Subledger Accounting application features to an existing enterprise resource planning (ERP) system to enhance the reporting and analysis.
- The Oracle Fusion Financials offering includes the Oracle Fusion General Ledger and Oracle Fusion Subledger Accounting application features and one or more subledger financial applications.

When adding an offering to an implementation project, customize the tasks displayed by adding additional tasks.

*Related Topics*

- What's an implementation project?
- What's a functional area?
- What's an offering?

# Ledgers and Subledgers: Explained

Oracle Fusion Applications reflect the traditional segregation between the general ledger and associated subledgers. Detailed transactional information is captured in the subledgers and periodically imported and posted in summary or detail to the ledger.

A ledger determines the currency, chart of accounts, accounting calendar, ledger processing options, and accounting method for its associated subledgers. Each accounting setup requires a primary ledger and optionally, one or more secondary ledgers and reporting currencies. Reporting currencies are associated with either a primary or secondary ledger.

The number of ledgers and subledgers is unlimited and determined by your business structure and reporting requirements.

## Single Ledger

If your subsidiaries all share the same ledger with the parent company or they share the same chart of accounts and calendar, and all reside on the same applications instance, you can consolidate financial results in Oracle Fusion General Ledger in a single ledger. Use Oracle Fusion Financial Reporting functionality to produce individual entity reports by balancing segments. General Ledger has three balancing segments that can be combined to provide detailed reporting for each legal entity and then rolled up to provide consolidated financial statements.

## Multiple Ledgers

Accounting operations using multiple ledgers can include single or multiple applications instances. You need multiple ledgers if one of the following is true:

- You have companies that require different account structures to record information about transactions and balances. For example, one company may require a six-segment account, while another needs only a three-segment account structure.
- You have companies that use different accounting calendars. For example, although companies may share fiscal year calendars, your retail operations require a weekly calendar, and a monthly calendar is required for your corporate headquarters.
- You have companies that require different functional currencies. Consider the business activities and reporting requirements of each company. If you must present financial statements in another country and currency, consider the accounting principles to which you must adhere.

## Subledgers

Oracle Fusion Subledgers capture detailed transactional information, such as supplier invoices, customer payments, and asset acquisitions. Oracle Fusion Subledger Accounting is an open and flexible application that defines the accounting rules, generates detailed journal entries for these subledger transactions, and posts these entries to the general ledger with flexible summarization options to provide a clear audit trail.

# Ledgers: Points to Consider

Companies account for themselves in primary ledgers, and, if necessary, secondary ledgers and reporting currencies. Transactions from your subledgers are posted to your primary ledgers and possibly, secondary ledgers or reporting currencies based on balance, subledger, or journal level settings. Local and corporate compliance can be achieved through an optional secondary ledger. Provide an alternate accounting method, or in some cases, a different chart of accounts. Your subsidiary's primary and secondary ledgers can both be maintained in your local currency. You can convert your local currency to your parent's ledger currency to report your consolidated financial results using reporting currencies or translation.

## Primary Ledgers

A primary ledger:

- Is the main record-keeping ledger.
- Records transactional balances by using a chart of accounts with a consistent calendar and currency, and accounting rules implemented in an accounting method..
- Is closely associated with the subledger transactions and provides context and accounting for them.

To determine the number of primary ledgers, your enterprise structure analysis must begin with your financial, legal, and management reporting requirements. For example, if your company has separate subsidiaries in several countries worldwide, enable reporting for each country's legal authorities by creating multiple primary ledgers that represent each country with the local currency, chart of accounts, calendar, and accounting method. Use reporting currencies linked to your country-specific primary ledgers to report to your parent company from your foreign subsidiaries. Other considerations that affect the number of primary ledgers required are:

- Corporate year end
- Ownership percentages
- Local government regulations and taxation
- Secondary ledgers

## Secondary Ledgers

A secondary ledger:

- Is an optional ledger linked to a primary ledger for the purpose of tracking alternative accounting.
- Can differ from its primary ledger by using a different accounting method, chart of accounts, accounting calendar, currency, or processing options.

When you set up a secondary ledger using the Manage Secondary Ledger task, you select a data conversion level. The data conversion level determines what level of information is copied to the secondary ledger. You can select one of the following levels: **Balance**, **Journal**, **Subledger**, or **Adjustment Only**.

- **Balance**: When you run the Transfer Balances to Secondary Ledger process, balances are transferred from the primary ledger to the secondary ledger.
- **Journal**: When you post journals in the primary ledger, the posting process copies the journals to the secondary ledger for the sources and categories that you specify in the Journal Conversion Rules section on the Map Primary to Secondary Ledger page.

In the Journal Conversion Rules section, you can do one of the following:

  - Accept the default setting of **Yes** for the journal source and category combination of **Other**, and then specify the source and category combinations to exclude from the conversion.
  - Set the journal source and category combination of **Other** to **No**, and then specify the source and category combinations to include in the conversion.

- **Subledger**: When you generate accounting in the primary ledger, the Create Accounting process produces accounting for both the primary and secondary ledgers. When you post journals in the primary ledger, the posting process copies the journals to the secondary ledger for the sources and categories that you specify in the Journal Conversion Rules section on the Map Primary to Secondary Ledger page.

  **Caution:** Ensure you have journal conversion rules that exclude your subledgers, otherwise your subledger data is copied to the secondary ledger twice, once by the Create Accounting process, and once by posting.

- **Adjustment Only**: This level is an incomplete accounting representation that holds only adjustments. The adjustments can be manual adjustments or automated adjustments from subledger accounting. This type of secondary ledger must share the same chart of accounts, accounting calendar, period type, and currency as the associated primary ledger.

**Tip:** To obtain a complete secondary accounting representation that includes both transactional data and adjustments, use ledger sets to combine the ledgers when running reports.

## Example

Your primary ledger uses US Generally Accepted Accounting Principles (GAAP) and you maintain a secondary ledger for International Financial Reporting Standards (IFRS) accounting requirements. You first decide to use the subledger conversion level for the IFRS secondary ledger. However, since most of the accounting between US GAAP and IFRS is identical, the adjustment only level is the better solution for the secondary ledger. The subledger level requires duplication of most subledger and general ledger journal entries and general ledger balances. The adjustment only level transfers only the adjustment journal entries and balances necessary to convert your US GAAP accounting to the IFRS accounting. Thus, requiring less processing resources.

**Tip:** To avoid difficult reconciliations, use the same currency for primary and secondary ledgers. Use reporting currencies or translations to generate the different currency views to comply with internal reporting needs and consolidations.

## Reporting Currencies

Reporting currencies maintain and report accounting transactions in additional currencies. Consider the following before deciding to use reporting currencies.

- Each primary and secondary ledger is defined with a ledger currency that is used to record your business transactions and accounting data for that ledger.
- Best practices recommend that you maintain the ledger in the currency in which the majority of its transactions are denominated. For example, create, record, and close a transaction in the same currency to save processing and reconciliation time.
- Compliance, such as paying local transaction taxes, is also easier using a local currency.
- Many countries require that your accounting records be kept in their national currency.

If you maintain and report accounting records in different currencies, you do this by defining one or more reporting currencies for the ledger. When you set up a reporting currency using the Manage Reporting Currency task, you select a currency conversion level. The currency conversion level determines what level of information is copied to the reporting currency.

You can select one of the following levels: **Balance**, **Journal**, **Subledger**.

- **Balance**: When you run the Translate General Ledger Account Balances process, balances are transferred from the specified ledger to the reporting currency and converted.
- **Journal**: When you post journals, the posting process copies the journals to the reporting currency for the sources and categories that you specify in the Journal Conversion Rules section on the Create or Edit Reporting Currency pages.

  In the Journal Conversion Rules section, you can do one of the following:

  - Accept the default setting of **Yes** for the journal source and category combination of **Other**, and then specify the source and category combinations to exclude from the conversion.
  - Set the journal source and category combination of **Other** to **No**, and then specify the source and category combinations to include in the conversion.
- **Subledger**: When you generate accounting in the primary ledger, the Create Accounting process produces accounting for both the primary ledger and the reporting currency. When you post the journals in the primary ledger, the posting process copies the journals to the reporting currency for the sources and categories that you specify in the Journal Conversion Rules section on the Create or Edit Reporting Currency pages.

  > **Caution:** Ensure you have journal conversion rules that exclude your subledgers, otherwise your subledger data is copied to the reporting currency twice, once by the Create Accounting process, and once by posting.

> **Note:** A full accounting representation of your primary ledger is maintained in any subledger level reporting currency. Secondary ledgers cannot use subledger level reporting currencies.

Do not use journal or subledger level reporting currencies if your organization translates your financial statements to your parent company's currency for consolidation purposes infrequently. Standard translation functionality meets this need. Consider using journal or subledger level reporting currencies when any of the following conditions exist.

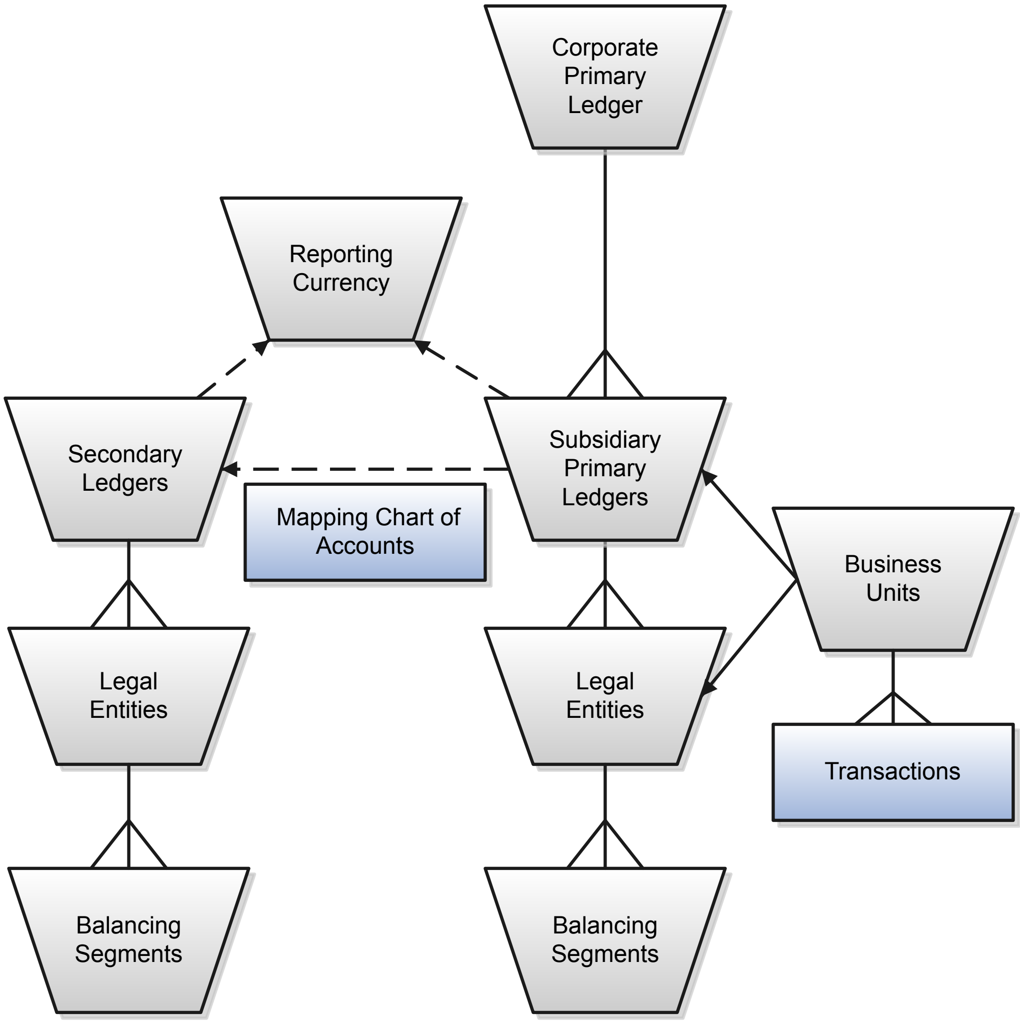
- You operate in a country whose unstable currency makes it unsuitable for managing your business. As a consequence, you manage your business in a more stable currency while retaining the ability to report in the unstable local currency.
- You operate in a country that is part of the European Economic and Monetary Union (EMU), and you select to account and report in both the European Union currency and your National Currency Unit (NCU).

> **Note:** The second option is rare since most companies have moved beyond the initial conversion to the EMU currency. However, future decisions could add other countries to the EMU, and then, this option would again be used during the conversion stage.

# Financial Ledgers: How They Fit Together

Oracle Fusion Applications is an integrated suite of business applications that connects and automates the entire flow of the business process across both front and back office operations and addresses the needs of a global enterprise. The process of designing the enterprise structure, including the accounting configuration, is the starting point for an implementation. This process often includes determining financial, legal, and management reporting requirements, setting up primary and secondary ledgers, making currency choices, and examining consolidation considerations.

This figure shows the enterprise structure components and their relationships to each other. Primary ledgers are connected to reporting currencies and secondary ledgers to provide complete reporting options. Legal entities are assigned to ledgers, both primary and secondary, and balancing segments are assigned to legal entities. Business units must be connected to both a primary ledger and a default legal entity. Business units can record transactions across legal entities.



## Primary Ledgers

A primary ledger is the main record-keeping ledger. Create a primary ledger by combining a chart of accounts, accounting calendar, ledger currency, and accounting method. To determine the number of primary ledgers, your enterprise structure analysis must begin with determining financial, legal, and management reporting requirements. For example, if your company has separate subsidiaries in several countries worldwide, create multiple primary ledgers representing each country with the local currency, chart of accounts, calendar, and accounting method to enable reporting to each country's legal authorities.

If your company just has sales in different countries, with all results being managed by the corporate headquarters, create one primary ledger with multiple balancing segment values to represent each legal entity. Use secondary ledgers or reporting currencies to meet your local reporting requirements, as needed. Limiting the number of primary ledgers simplifies reporting because consolidation is not required. Other consideration such as corporate year end, ownership considerations, and local government regulations, also affect the number of primary ledgers required.

## Secondary Ledgers

A secondary ledger is an optional ledger linked to a primary ledger. A secondary ledger can differ from its related primary ledger in chart of accounts, accounting calendar, currency, accounting method, or ledger processing options. Reporting requirements, for example, that require a different accounting representation to comply with international or country-specific regulations, create the need for a secondary ledger.

Below are scenarios and required action for different components in primary and secondary ledgers:

- If the primary and secondary ledgers use different charts of accounts, the chart of accounts mapping is required to instruct the system how to propagate journals from the source chart of accounts to the target chart of accounts.
- If the primary and secondary ledgers use different accounting calendars, the accounting date and the general ledger date mapping table will be used to determine the corresponding non-adjusting period in the secondary ledger. The date mapping table also provides the correlation between dates and non-adjusting periods for each accounting calendar.
- If the primary ledger and secondary ledger use different ledger currencies, currency conversion rules are required to instruct the system on how to convert the transactions, journals, or balances from the source representation to the secondary ledger.

Note: Journal conversion rules, based on the journal source and category, are required to provide instructions on how to propagate journals and types of journals from the source ledger to the secondary ledger.

## Reporting Currencies

Reporting currencies are the currency you use for financial, legal, and management reporting. If your reporting currency is not the same as your ledger currency, you can use the foreign currency translation process or reporting currencies functionality to convert your ledger account balances in your reporting currency. Currency conversion rules are required to instruct the system on how to convert the transactions, journals, or balances from the source representation to the reporting currency.

## Legal Entities

Legal entities are discrete business units characterized by the legal environment in which they operate. The legal environment dictates how the legal entity should perform its financial, legal, and management reporting. Legal entities generally have the right to own property and the obligation to comply with labor laws for their country. They also have the responsibility to account for themselves and present financial statements and reports to company regulators, taxation authorities, and other stakeholders according to rules specified in the relevant legislation and applicable accounting standards. During setup, legal entities are assigned to the accounting configuration, which includes all ledgers, primary and secondary.

## Balancing Segments

You assign primary balancing segment values to all legal entities before assigning values to the ledger. Then, assign specific primary balancing segment values to the primary and secondary ledgers to represent nonlegal entity related transactions such as adjustments. You can assign any primary balancing segment value that has not already been assigned to a legal entity. You are allowed to assign the same primary balancing segment values to more than one ledger. The assignment of primary balancing segment values to legal entities and ledgers is performed within the context of a single accounting setup. The Balancing Segment Value Assignments report is available to show all primary balancing segment values assigned to legal entities and ledgers across accounting setups to ensure the completeness and accuracy of their assignments. This report allows you to quickly identify these errors and view any unassigned values.

## Business Units

A business unit is a unit of an enterprise that performs one or many business functions that can be rolled up in a management hierarchy. When a business function produces financial transactions, a business unit must be assigned a primary ledger, and a default legal entity. Each business unit can post transactions to a single primary ledger, but it can process transactions for many legal entities. Normally, it will have a manager, strategic objectives, a level of autonomy, and responsibility for its profit and loss. You define business units as separate task generally done after the accounting setups steps.

The business unit model:

- Allows for flexible implementation
- Provides a consistent entity for controlling and reporting on transactions
- Enables sharing of sets of reference data across applications

For example, if your company requires business unit managers to be responsible for managing all aspects of their part of the business, then consider using two balancing segments, company and business unit to enable the production of business unit level balance sheets and income statements.

Transactions are exclusive to business units. In other words, you can use business unit as a securing mechanism for transactions. For example, if you have an export business that you run differently from your domestic business, use business units to secure members of the export business from seeing the transactions of the domestic business.

# Creating Primary Ledgers: Example

Create a primary ledger as your main record-keeping ledger. Like any other ledger, a primary ledger records transactional balances by using a chart of accounts with a calendar, currency, and accounting rules implemented in an accounting method. The primary ledger is closely associated with the subledger transactions and provides context and accounting for them.

## Scenario

Your company, InFusion Corporation is implementing Oracle Fusion Applications. You have been assigned the task of creating a primary ledger for your InFusion America entity.

1. **Navigator** > **Define Accounting Configurations** > **Manage Primary Ledgers** > **Go to Task**.
2. Click the **Create** icon.
3. Enter the following values:

| Field | Value |
|---|---|
| Name | InFusion America |
| Description | InFusion America primary ledger for recording transactions. |
| Chart of Accounts | InFusion America Chart of Accounts |
| Accounting Calendar | Standard Monthly |
| Currency | USD |
| Accounting Method | Standard Accrual |

| Field | Value |
|---|---|

4. Click **Save and Edit Task List** to navigate back to the accounting configuration task list.

> **Note:** You cannot change the chart of accounts, accounting calendar, or currency for your ledger after you save your ledger.

# Define Accounting Configurations of Enterprise Structures: Specify Ledger Options

## Specifying Ledger Options: Worked Example

This example demonstrates specifying the ledger options for your primary ledger. Your company, InFusion Corporation, is a multinational conglomerate that operates in the United States (US) and the United Kingdom (UK). InFusion has purchased an Oracle Fusion Enterprise Resource Planning (ERP) solution including Oracle Fusion General Ledger and all of the Oracle Fusion subledgers.

After completing your InFusion America Primary Ledger, select **Specify Ledger Options** under the Define Accounting Configuration task list on the Functional Setup Manager page.

> **Note:** Both primary and secondary ledgers are created in the same way and use the same user interface to enable their specific ledger options.

### Reviewing General Region Options

1. Accept the **Name** and **Description** defaults for the ledger selected.
2. Review the **Currency** and **Chart of Accounts** for the specified ledger, which are automatically populated.

### Setting Accounting Calendar Region Options

1. Review the **Accounting Calendar** that defaults from your ledger.
2. Select Jan-2011 as the **First Open Period** for your ledger.

   Select a period after the first defined period in the ledger calendar to enable running translation. You cannot run translation in the first defined period of a ledger calendar. In this example, your calendar began with Jan-2010.
3. Enter 3 for the **Number of Future Enterable Periods**.

   Any value between 0 and 999 periods can be specified to permit entering journals but not posting them in future periods. Minimize the number of open and future periods to prevent entry in the wrong period.

### Selecting the Subledger Accounting Region Options

1. Accept the default **Accounting Method** from your ledger.
2. Select US American English as your **Journal Language**.

## Completing the Period Close Region Options

1. Enter your **Retained Earnings Account**: 101-00-31330000-0000-000-0000-0000.

   This account is required for general ledger to move the revenue and expense account balances to this account at the end of the accounting year.
2. Enter your **Cumulative Translation Adjustment Account**: 101-00-31350000-0000-000-0000-0000.

   The Cumulative Translation Adjustment (CTA) account is required for ledgers running translation.
3. Do not enter a **Default Period End Rate Type** or **Default Period Average Rate Type**.

   The values entered here are used as the default for balance level reporting currency processing. InFusion America Primary Ledger is using the subledger level reporting currency processing.

## Specifying the Journal Processing Region Options

1. Specify the Balance options as outlined in the following table.

| Option | Setting |
|---|---|
| Enable Suspense | General Ledger |
| Default Suspense Account | 101-00-98199999-0000-000-0000-0000 |
| Rounding Account | 101-10-98189999-0000-000-0000-0000 |
| Entered Currency Balancing Account | 101-10-98179999-0000-000-0000-0000 |
| Balancing Threshold Percent | 10 |

2. Click all the following Entry options listed in the table.

| Option | Description |
|---|---|
| Enable journal approval | Click to enable journal approval functionality. Approval rules must be created in the Oracle Fusion Approvals Management (AMX). |
| Notify when prior period journal | Notify the user when a prior period date is selected on a journal entry. |
| Allow mixed and statistical journals | Enter both monetary and statistical amounts on the same line in a journal entry. |
| Validate reference date | Requires a reference date in an open or future enterable period. |

3. Click the **Separate journals by accounting date during journal import** for the Import option to create individual journal entries for each accounting date.
4. For the Reversal options, select InFusion America Accrual Set from the list of values in the **Journal Reversal Criteria Set** field and click the **Launch AutoReverse after open period** to reverse accrual journal entries automatically when a new period is opened.
5. Click the **Enable intercompany accounting** for the Intercompany option to enable automatic balancing for primary, second, and third balancing segments) on intercompany journals and transactions.

To complete the intercompany accounting functionality, you must define intercompany rules.

*Related Topics*

- Journal Posting Process: How Single Currency Journals Are Balanced
- Journal Posting Process: How Multicurrency Journals Are Balanced

# FAQs for Specify Ledger Options

## What happens if I change the cumulative adjustment account?

To avoid data corruption, your cumulative adjustment account (CTA) can only be changed if you first perform the following set of steps:

- Purge all translated balances
- Change the CTA account
- Rerun translation

## What happens if I change the retained earnings account?

To avoid data corruption, your retained earnings account can only be changed if you first perform the following set of steps:

- Enter and post journals to bring the ending balances for your income statement accounts to zero at the end of each accounting year
- Purge actual translated balances
- Update the retained earnings account
- Reverse the journal entries use to bring the ending account balances to zero and rerun translation

# Assigning Legal Entities and Balancing Segments: Examples

Optionally, assign legal entities and balancing segments to your accounting configuration.

## Assign Legal Entities

Assign one or more legal entities to your configuration by following these steps:

1. **Navigator** > **Setup and Maintenance** work area > **Define Ledgers** > **Define Accounting Configurations** > **Assign Legal Entities** task.
2. If scope is:
    - Not set: **Select Scope** link > **Assign Legal Entities** radio button > In the Primary Ledger drop down **Select and Add** > **Apply and Go To Task** > Select your ledger > **Save and Close**.
    - Set, click **Go to Task**
3. Click the **Select and Add** icon.
4. Enter your legal entity.
5. **Apply** > **Done**.
6. **Save and Close**.

## Assign Balancing Segments to Legal Entities

Assign balancing segment values to your legal entities by following these steps:

1. **Navigator** > **Setup and Maintenance** work area > **Define Ledgers** > **Define Accounting Configurations** > **Assign Balancing Segment Values to Legal Entities** task.
2. If scope is:
    - Not set: **Select Scope** link > **Assign Balancing Segment Values to Legal Entities** radio button > In the Primary Ledger drop down **Select and Add** > **Apply and Go To Task** > Select your ledger > **Save and Close**.
    - Set, click **Go to Task**.
3. Click the **Create** icon.
4. Select the balancing segment value. Optionally, add a Start Date.
5. **Save and Close** to close the create page.
6. **Save and Close**.

## Assign Balancing Segments to Ledgers

Assign balancing segment values directly to your ledger by following these steps:

1. **Navigator** > **Setup and Maintenance** work area > **Define Ledgers** > **Define Accounting Configurations** > **Assign Balancing Segment Value to Ledger** task.
2. If scope is:
    - Not set: **Select Scope** link > **Assign Balancing Segment Value to Ledger** radio button > In the Primary Ledger drop down **Select and Add** > **Apply and Go To Task** > Select your ledger > **Save and Close**.
    - Set, click **Go to Task**.
3. Select the balancing segment value.
4. Optionally enter a start date.
5. **Save and Close**.

**Note:** The balancing segment values that are assigned to the ledger represent nonlegal entity transactions, such as adjustments. If you use legal entities, you must assign balancing segment values to all legal entities before assigning values to the ledger. The only available balancing segment values that can be assigned to ledgers are those not assigned to legal entities.

# Define Accounting Configurations of Enterprise Structures: Manage Reporting Currencies

## Reporting Currency Balances: How They Are Calculated

Reporting currency balances, set at the journal or subledger level, are updated when General Ledger journals are posted and converted to your reporting currencies. This process includes:

- General Ledger manual journals, periodic journals, and allocations.
- At the subledger level, journals from Oracle Fusion Subledger Accounting.

- Other journals imported from sources other than your Oracle Fusion subledgers.

When you post a journal in a ledger that has one or more reporting currencies defined, the posting process:

- Creates journals converted to each of your reporting currencies.
- Includes them in the same batch as the original journal with a status of Posted.

## Settings That Affect

Reporting currencies share a majority of the ledger options with their source ledger. For example, the reporting currency uses the same suspense account and retained earnings accounts as its source ledger. However, there are certain options that must be set specifically for reporting currencies, such as the currency conversion level. The currency conversion levels are Balance, Journal, and Subledger.

**Note:** Secondary Ledgers cannot use subledger level reporting currencies.

Multiple dependencies exist between a reporting currency and its source ledger. Therefore, complete your period opening tasks, daily journal or subledger level reporting currencies accounting tasks, and period closing tasks in the correct order. Some guidelines are presented in the table below.

| Type | Task |
|---|---|
| Period Opening Tasks | Open the accounting period in both your ledger and reporting currencies before you create or import journals for the period. Converted journals are only generated in your reporting currency if the period is open or future enterable. |
| Daily Tasks | Enter the daily conversion rates to convert your journals to each of your reporting currencies. |
| Period Closing Tasks | • Finish entering all regular and adjusting journals for the period in your ledger.<br>• Post all unposted journals in your ledger if not already done in the previous step.<br>• Post all unposted journals in your reporting currencies if not already done in the previous step.<br>• Run Revaluation in both your ledger and reporting currencies. Post the resulting revaluation batches in each ledger.<br>• As needed, translate balances in your ledger.<br>• Generate needed reports from both your ledger and reporting currencies.<br>• Close your accounting period in both your ledger and reporting currencies. |

## How Reporting Currencies Are Calculated

If you use reporting currencies at the journal or subledger level, journals are posted in your reporting currency when you:

- Create accounting.
- Post journal entries.
- Translate balances.

General Ledger and Subledger Accounting automatically generate journals in your reporting currencies where the entered currency amounts are converted to the reporting currency amounts. Other factors used in the calculation of reporting currency balances are listed:

- Manual Journals: Enter a manual journal batch in your reporting currency at the journal or subledger level by using the Create Journals page. Select the journal or subledger level reporting currency from the ledger's list of values. Continue in the same manner as entering any other manual journal.

- Conversion Rounding: Use the reporting currency functionality to round converted and accounted amounts using the same rounding rules used throughout your Oracle Fusion Applications. The reporting currency functionality considers several factors that are a part of the currencies predefined in your applications, including:
    - Currency Precision: Number of digits to the right of the decimal point used in currency transactions.
    - Minimum Accountable Unit: Smallest denomination used in the currency. This might not correspond to the precision.
- Converted Journals: Generate and post automatically journals in your reporting currencies when you post the original journals in the source ledger for the following types of journals:
    - Manual journals
    - Periodic and allocation journals
    - Unposted journals from non-Oracle subledger applications
    - Unposted journals from any Oracle Fusion subledger that does not support reporting currency transfer and import
    - Optionally, revaluation journals
- Unconverted Journals: Rely on the subledger accounting functionality to converted and transfer Oracle Fusion subledger journals for both the original journal and the reporting currency journal to the General Ledger for import and posting. The reporting currency conversion for these journals is not performed by the General Ledger.
- Approving Journals: Use the journal approval feature to process reporting currency journals through your organization's approval hierarchy. You can enable journal approval functionality separately in your source ledger and reporting currencies.
- Document Numbers: Accept the default document numbers assigned by the General Ledger application to your journal when you enter a journal in your ledger. The converted journal in the reporting currency is assigned the same document number. However, if you enter a journal in the reporting currency, the document number assigned to the journal is determined by the reporting currency.
- Sequential Numbering: Enable sequential numbering to maintain the same numbering in your reporting currency and source ledger for journals, other than those journals for Oracle Fusion subledgers. Do not create separate sequences for your reporting currencies. If you do, the sequence defined for the reporting currencies is used. The sequences can cause the document numbers not to be in sync between the ledger and reporting currencies.

**Note:** General Ledger enters a document number automatically when you save your journal if:

- The Sequential Numbering profile option is set to **Always Used** or **Partially Used**.
- Automatic document numbering sequence is defined.

If you use manual numbering, you can enter a unique document number.

- Revaluation: Run periodically revaluation in your ledger and reporting currencies as necessary to satisfy the accounting regulations of the country in which your organization operates.
- Account Inquiries: Perform inquires in the reporting currency. You can:
    - Drill down to the journal detail that comprises the reporting currency balance.
    - Drill down to see the source ledger currency journal amounts from any automatically converted journal that was created when the original journal posted.

**Note:** Be careful when changing amounts in a reporting currency, since the changes are not reflected in your source ledger. Making journal entry changes to a reporting currency makes it more difficult to reconcile your reporting currency to your source ledger. In general, enter or change your journals in your source ledger, and then allow posting to update the reporting currency.

**Note:** If you use journal or subledger level reporting currencies, statistical journals are generated for your reporting currencies, but the journals are not converted.

# Define Business Units: Manage Business Units

## Business Units: Explained

A business unit is a unit of an enterprise that performs one or many business functions that can be rolled up in a management hierarchy. A business unit can process transactions on behalf of many legal entities. Normally, it has a manager, strategic objectives, a level of autonomy, and responsibility for its profit and loss. Roll business units up into divisions if you structure your chart of accounts with this type of hierarchy.

In Oracle Fusion Applications you do the following:

- Assign your business units to one primary ledger. For example, if a business unit is processing payables invoices, then it must post to a particular ledger. This assignment is required for your business units with business functions that produce financial transactions.
- Use a business unit as a securing mechanism for transactions. For example, if you run your export business separately from your domestic sales business, then secure the export business data to prevent access by the domestic sales employees. To accomplish this security, set up the export business and domestic sales business as two separate business units.

The Oracle Fusion Applications business unit model provides the following advantages:

- Enables flexible implementation
- Provides consistent entity that controls and reports on transactions
- Shares sets of reference data across applications

Business units process transactions using reference data sets that reflect your business rules and policies and can differ from country to country. With Oracle Fusion Application functionality, you can share reference data, such as payment terms and transaction types, across business units, or you can have each business unit manage its own set depending on the level at which you want to enforce common policies.

In countries where gapless and chronological sequencing of documents is required for subledger transactions, define your business units in alignment with your legal entities to ensure the uniqueness of sequencing.

In summary, use business units for:

- Management reporting
- Transaction processing
- Transactional data security
- Reference data sharing and definition

### Brief Overview of Business Unit Security

A number of Oracle Fusion Applications use business units to implement data security. You assign roles like Accounts Payable Manager to users to permit them to perform specific functions, and you assign business units for each role to users to give them access to data in those business units. For example, users which have been assigned a Payables role for a particular business unit, can perform the function of payables invoicing on the data in that business unit. Roles can be assigned to users manually using the Security Console, or automatically using provisioning rules. Business Units can be assigned to users using the Manage Data Access for Users task in Setup and Maintenance.

# Define Business Units: Assign Business Unit Business Function

## Business Functions: Explained

A business unit can perform many business functions in Oracle Fusion Applications.

### Business Functions

A business function represents a business process, or an activity that can be performed by people working within a business unit and describes how a business unit is used. The following business functions exist in Oracle Fusion applications:

- Billing and revenue management
- Collections management
- Customer contract management
- Customer payments
- Expense management
- Incentive compensation
- Marketing
- Materials management
- Inventory management
- Order fulfillment orchestration
- Payables invoicing
- Payables payments
- Procurement
- Procurement contract management
- Project accounting
- Receiving
- Requisitioning
- Sales

Although there is no relationship implemented in Oracle Fusion Applications, a business function logically indicates a presence of a department in the business unit with people performing tasks associated with these business functions. A business unit can have many departments performing various business functions. Optionally, you can define a hierarchy of divisions, business units, and departments as a tree over HCM organization units to represent your enterprise structure.

> **Note:** This hierarchy definition is not required in the setup of your applications, but is a recommended best practice.

Your enterprise procedures can require a manager of a business unit to have responsibility for their profit and loss statement. In such cases, any segment that allows the identification of associated revenue and costs can be used as a profit center identification. The segment can be qualified as a cost center segment.

However, there are cases where a business unit is performing only general and administrative functions, in which case your manager's financial goals are limited to cost containment or recovering of service costs. For example, if a shared service center at the corporate office provides services for more commercially-oriented business units, it does not show a profit and therefore, only tracks its costs.

In other cases, where your managers have a responsibility for the assets of the business unit, a balance sheet can be produced. The recommended best practice to produce a balance sheet is to setup the business unit as a balancing segment in the chart of accounts. The business unit balancing segment can roll up to divisions or other entities to represent your enterprise structure.

When a business function produces financial transactions, a business unit must be assigned to a primary ledger, and a default legal entity. Each business unit can post transactions to a single primary ledger, but it can process transactions for many legal entities.

The following business functions generate financial transactions and will require a primary ledger and a default legal entity:

- Billing and revenue management
- Collections management
- Customer payments
- Expense management
- Materials management
- Payables invoicing
- Project accounting
- Receiving
- Requisitioning

## Business Unit Hierarchy: Example

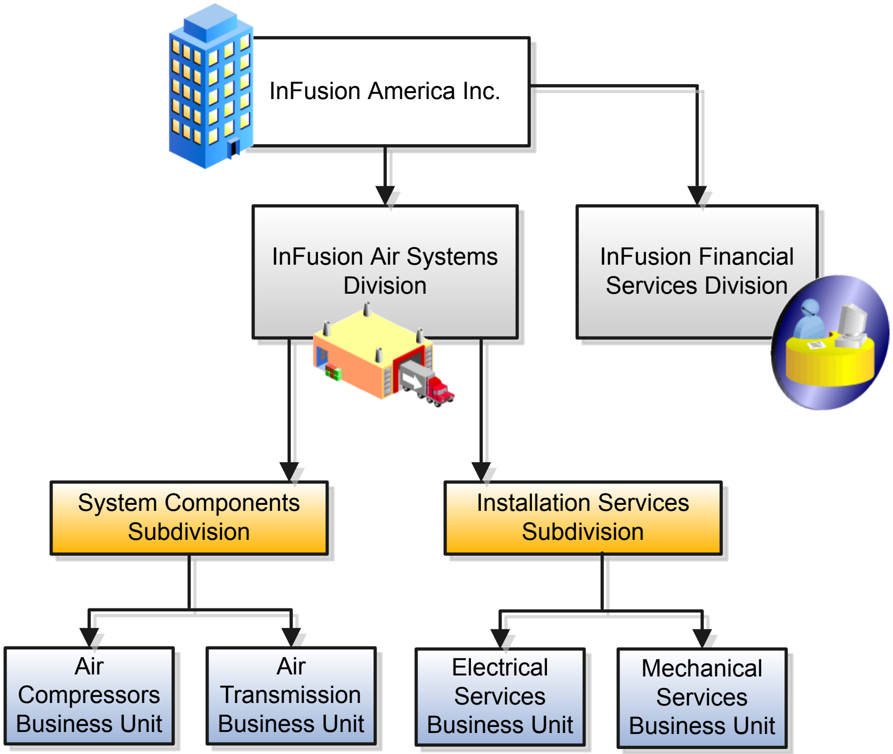
For example, your InFusion America Company provides:

- Air quality monitoring systems through your division InFusion Air Systems
- Customer financing through your division InFusion Financial Services

The InFusion Air Systems division further segments your business into the System Components and Installation Services subdivisions. Your subdivisions are divided by business units:

- System Components by products: Air Compressors and Air Transmission

- Installation Services by services: Electrical and Mechanical


InFusion America Inc.
InFusion Air Systems Division
InFusion Financial Services Division
System Components Subdivision
Installation Services Subdivision
Air Compressors Business Unit
Air Transmission Business Unit
Electrical Services Business Unit
Mechanical Services Business Unit

Oracle Fusion applications facilitates independent balance sheet rollups for legal and management reporting by offering up to three balancing segments. Hierarchies created using the management segment can provide the divisional results. For example, it is possible to define management segment values to correspond to business units, and arrange them in a hierarchy where the higher nodes correspond to divisions and subdivisions, as in the Infusion US Division example above.

# Define Business Units: Manage Service Provider Relationships

## Shared Service Centers: Explained

Oracle Fusion Applications enables defining relationships between business units to outline which business unit provides services to the other business units.

## Service Provider Model

The service provider model centralizes the following business functions:

- Procurement
    - Services business units that enable the Requisitioning business function.
    - Processes requisitions and negotiates supplier terms for client business units.
- Payables Payment
    - Services business units that enable the Payables Invoicing business function.
    - Processes payments for client business units.
- Customer Payments
    - Services business units that enable the Billing and Revenue Management business function.
    - Processes payments for the transactions of client business units assigned the Billing and Revenue Management business function.

This functionality is used to frame service level agreements and drive security. The service provider relationships provides you with a clear record of how your business operations are centralized. For other centralized processing, business unit security is used (known in Oracle EBS as Multi-Org Access Control). This means that users who work in a shared service center have the ability to get access and process transactions for many business units.

*Related Topics*

- Centralized Payment Processing Across Business Units: Explained

# Shared Service Center: Points to Consider

Oracle Fusion applications supports shared service centers in two ways. First, with business unit security, which allows your shared service centers personnel to process transactions for other business units called clients. This was the foundation of Multi Org Access Control in the Oracle E-Business Suite.

Second, the service provider model expands on this capability to allow a business unit and its personnel in a shared service center to work on transactions of the client business units. It is possible to view the clients of a service provider business unit, and to view service providers of a client business unit.

Your shared service centers provide services to your client business units that can be part of other legal entities. In such cases, your cross charges and recoveries are in the form of receivables invoices, and not merely allocations within your general ledger, thereby providing internal controls and preventing inappropriate processing.

For example, in traditional local operations, an invoice of one business unit cannot be paid by a payment from another business unit. In contrast, in your shared service center environment, processes allowing one business unit to perform services for others, such as paying an invoice, are allowed and completed with the appropriate intercompany accounting. Shared service centers provide your users with access to the data of different business units and can comply with different local requirements.

## Security

The setup of business units provides you with a powerful security construct by creating relationships between the functions your users can perform and the data they can process. This security model is appropriate in a business environment where local business units are solely responsible for managing all aspects of the finance and administration functions.

In Oracle Fusion applications, the business functions your business unit performs are evident in the user interface for setting up business units. To accommodate shared services, use business unit security to expand the relationship between functions and data. A user can have access to many business units. This is the core of your shared service architecture.

For example, you take orders in many businesses. Your orders are segregated by business unit. However, all of these orders are managed from a shared service order desk in an outsourcing environment by your users who have access to multiple business units.

## Benefits

In summary, large, medium, and small enterprises benefit from implementing share service centers. Examples of functional areas where shared service centers are generally implemented include procurement, disbursement, collections, order management, and human resources. The advantages of deploying these shared service centers are the following:

- Reduce and consolidate the number of control points and variations in processes, mitigating the risk of error.
- Increase corporate compliance to local and international requirements, providing more efficient reporting.
- Implement standard business practices, ensuring consistency across the entire enterprise and conformity to corporate objectives.
- Establish global processes and accessibility to data, improving managerial reporting and analysis.
- Provide quick and efficient incorporation of new business units, decreasing startup costs.
- Establish the right balance of centralized and decentralized functions, improving decision making.
- Automate self-service processes, reducing administrative costs.
- Permit business units to concentrate on their core competencies, improving overall corporate profits.

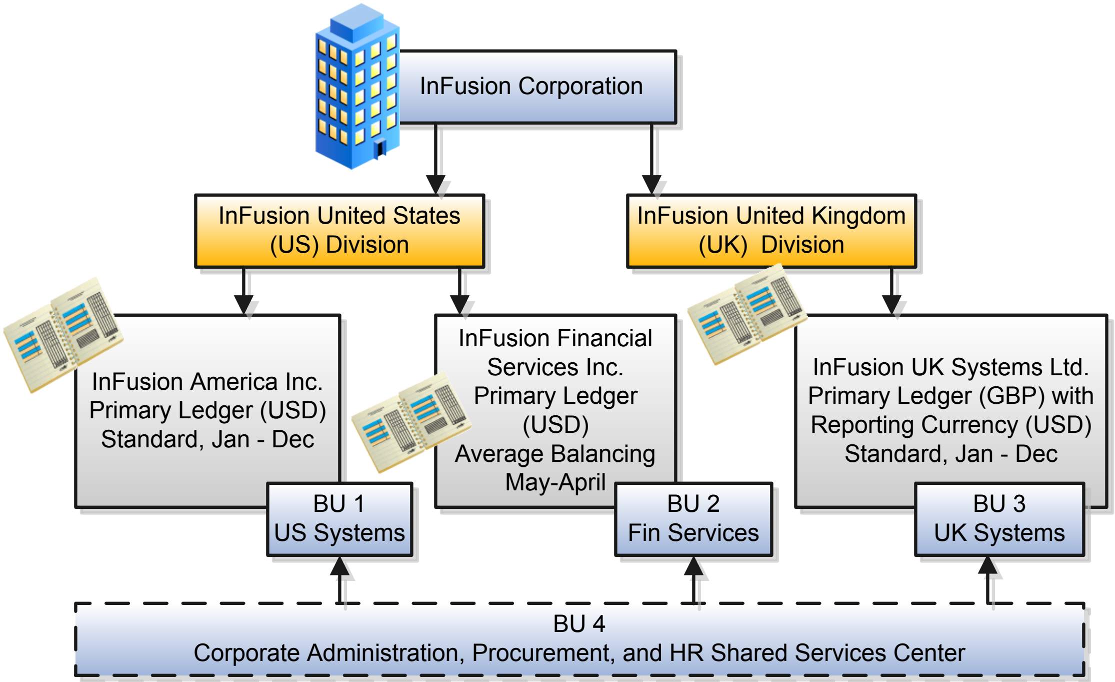
# Service Provider Model: Explained

In Oracle Fusion applications, the service provider model defines relationships between business units for a specific business function, identifying one business in the relationship as a service provider of the business function, and the other business unit as its client.

## Procurement Example

The Oracle Fusion Procurement product family has taken advantage of the service provide model by defining outsourcing of the procurement business function. Define your business units with requisitioning and payables invoicing business functions as clients of your business unit with the procurement business function. Your business unit responsible for the procurement business function takes care of supplier negotiations, supplier site maintenance, and purchase order processing on behalf of your client business units. Subscribe your client business units to the supplier sites maintained by the service providers, using a new procurement feature for supplier site assignment.

In the InFusion example below, business unit four (BU4) serves as a service provider to the other three business units (BU1, BU2, and BU3.) BU4 provides the corporate administration, procurement, and human resources (HR) business functions, thus providing cost savings and other benefits to the entire InFusion enterprise.


InFusion Corporation
InFusion United States (US) Division
InFusion United Kingdom (UK) Division
InFusion America Inc. Primary Ledger (USD) Standard, Jan - Dec
InFusion Financial Services Inc. Primary Ledger (USD) Average Balancing May-April
InFusion UK Systems Ltd. Primary Ledger (GBP) with Reporting Currency (USD) Standard, Jan - Dec
BU 1 US Systems
BU 2 Fin Services
BU 3 UK Systems
BU 4 Corporate Administration, Procurement, and HR Shared Services Center

# Define Business Units: Specify Customer Contract Management Business Function Properties

## Customer Contracts Business Unit Setup: Explained

Using the **Specify Customer Contract Management Business Function Properties** task, available by navigating to Setup and Maintenance work area and searching on the task name, you can specify a wide variety of business function settings for customer contracts in a specific business unit. The selections you make for these business functions impact how Oracle Enterprise Contracts behaves during contract authoring.

Using the **Specify Customer Contract Management Business Function Properties** task, manage these business function properties:

- Enable related accounts
- Set currency conversion details

> **Note:** You must select a default currency in the customer or supplier business function properties page, if not populated automatically from the ledger assigned to the business unit in the assign business function setup task.

- Manage project billing options
- Set up clause numbering
- Set up the Contract Terms Library

  The setup options available for the Contract Terms Library are applicable to both customer and supplier contracts, and are described in the business unit setup topic for the Contract Terms Library. That topic is available as a related link to this topic.

## Enabling Related Customer Accounts

Contract authors can specify bill-to, ship-to, and other accounts for the parties in a contract. Enable the related customer accounts option if you want accounts previously specified as related to the contract party to be available for selection.

## Managing Currency Conversion Options

If your organization plans to transact project-related business in multiple currencies, then select the multicurrency option. This allows a contract author to override a contract's currency, which defaults from the ledger currency of the business unit. It also enables the contract author to specify currency conversion attributes to use when converting from the bill transaction currency to the contract currency and from the invoice currency to the ledger currency.

In the Bill Transaction Currency to Contract Currency region, enter currency conversion details that will normally be used, by all contracts owned by this business unit, to convert transaction amounts in the bill transaction currency to the contract currency. Newly created contracts contain the default currency conversion values, but you can override the values on any contract, if needed.

In the Invoice Currency to Ledger Currency region:

- Enter invoice transaction conversion details if the invoice and ledger currencies can be different.
- Enter revenue transaction conversion details if the revenue and ledger currencies can be different for as-incurred and rate-based revenue.

## Managing Project Billing Options

The options available for selection in the Project Billing region control the behavior of project invoicing and revenue recognition for contracts with project-based work. Project billing can behave differently for external contracts (customer billing) or intercompany and interproject contracts (internal billing).

Set these options, which apply to all contracts:

- Select the **Transfer Revenue to General Ledger** option if you want to create revenue accounting events and entries, and transfer revenue journals to the general ledger. If this option is not selected, then revenue can still be generated, but will not be transferred to the general ledger.
- Indicate if a reason is required for credit memos that are applied to invoices.

There are two sets of the following options, one for customer billing and a second for internal billing:

- Select an invoice numbering method, either **Manual** or **Automatic**. The invoice numbering method is the method that Oracle Fusion Receivables uses to number its invoices, upon release of draft invoices from Project Billing.
    - If the invoice numbering method is **Manual**, then select an invoice number type, which sets the type of Receivables invoice numbers that are allowed. Valid values are **Alphanumeric** and **Numeric**.
    - If the invoice numbering method is **Automatic**, then enter the next invoice number to use when generating Receivables invoice numbers.
- Select the Receivables batch source to use when transferring invoices to Receivables.

Set this option only for customer billing:

- Indicate if you want contract authors to manually enter the Receivables transaction type on the customer contracts they create.

## Managing Clause Numbering

You can choose to number clauses manually or automatically.

If you choose the automatic numbering method, you must select a determinant level for the numbering. You must then select the appropriate clause sequence category from document sequences that you set up for this numbering level.

# Contract Terms Library Business Unit Setup: Explained

You can specify a wide variety of Contract Terms Library settings for either customer or supplier contracts within each business unit, by using either the **Specify Customer Contract Management Business Function Properties** or the **Specify Supplier Contract Management Business Function Properties** tasks. These tasks are available by navigating to the **Setup and Maintenance** work area and searching on the task name.

For the Contract Terms Library in each business unit, you can:

- Enable clause and template adoption.
- Set the clause numbering method.
- Set the clause numbering level for automatic clause numbering of contracts.
- For a contract with no assigned ledger or legal entity, set the document sequence to Global or Business Unit level.
- Enable the Contract Expert enabling feature.
- Specify the layout for printed clauses and contract deviation reports.

## Enabling Clause Adoption

If you plan to use clause adoption in your implementation, then set up the following:

1. Specify a global business unit
   You must designate one of the business units in your organization as the global business unit by selecting the **Global Business Unit** option. This makes it possible for the other local business units to adopt and use approved content from that global business unit. If the **Global Business Unit** option is not available for the business unit you are setting up, this means that you already designated another business unit as global.
2. Enable automatic adoption
   If you are implementing the adoption feature, then you can have all the global clauses in the global business unit automatically approved and available for use in the local business by selecting the **Autoadopt Global Clauses**

option. If you do not select this option, the employee designated as the Contract Terms Library Administrator must approve all global clauses before they can be adopted and used in the local business unit. This option is available only for local business units.

3. Specify the administrator who approves clauses available for adoption

   You must designate an employee as the Contract Terms Library administrator if you are using adoption. If you do not enable automatic adoption, then the administrator must adopt individual clauses or localize them for use in the local business unit. The administrator can also copy over any contract terms templates created in the global business unit. The clauses and contract terms templates available for adoption are listed in the administrator's Terms Library work area.

## Setting Clause Numbering Options

You can set up automatic clause numbering for the clauses in the business unit by selecting Automatic in the **Clause Numbering** field and setting the clause numbering level. Then select the appropriate clause sequence category for the specified numbering level. You must have previously set up document sequences for the document sequence categories of global, ledger, and business unit. If clause numbering is manual, contract terms library administrators must enter unique clause numbers each time they create a clause.

You can choose to display the clause number in front of the clause title in contracts by selecting the **Display Clause Number in Clause Title** option.

## Enabling Contract Expert

You must select the **Enable Contract Expert** option to be able to use the Contract Expert feature in a business unit. This setting takes precedence over enabling Contract Expert for individual contract terms templates.

## Specifying the Printed Clause and Deviations Report Layouts

For each business unit, you can specify the Oracle BI Publisher RTF file that serves as the layout for:

- The printed contract terms

  Enter the RTF file you want used for formatting the printed clauses in the **Clause Layout Template** field.

- The contract deviations report

  The RTF file you select as the **Deviations Layout Template** determines the appearance of the contract deviations report PDF. This PDF is attached to the approval notification sent to contract approvers.

*Related Topics*

- How the Selection of a Business Unit Affects Clauses and Other Objects in the Library
- Contract Expert: How It Works
- Contract Printing and Layout Templates: Explained

# Define Business Units: Specify Supplier Contract Management Business Function Properties

# Supplier Contracts Business Unit Setup: Explained

You can specify a variety of business function settings for supplier contracts in a specific business unit using the **Specify Supplier Contract Management Business Function Properties** task, available by selecting Setup and Maintenance from the Navigator and searching on the task name.

The selections you make for these business functions impact how the Contract Terms Library behaves during supplier contract authoring.

> **Note:** The customer must select a default currency in the customer or supplier business function properties page, if not automatically populated from the ledger assigned to the business unit in the assign business function setup task.

## Managing Contract Terms Library Setup Options

The setup options available for the Contract Terms Library are applicable to both customer and supplier contracts, and are described in the business unit setup topic for the Contract Terms Library. That topic is available as a related link to this topic.

# Contract Terms Library Business Unit Setup: Explained

You can specify a wide variety of Contract Terms Library settings for either customer or supplier contracts within each business unit, by using either the **Specify Customer Contract Management Business Function Properties** or the **Specify Supplier Contract Management Business Function Properties** tasks. These tasks are available by navigating to the **Setup and Maintenance** work area and searching on the task name.

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   You must designate one of the business units in your organization as the global business unit by selecting the **Global Business Unit** option. This makes it possible for the other local business units to adopt and use approved content from that global business unit. If the **Global Business Unit** option is not available for the business unit you are setting up, this means that you already designated another business unit as global.
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   If you are implementing the adoption feature, then you can have all the global clauses in the global business unit automatically approved and available for use in the local business by selecting the **Autoadopt Global Clauses** option. If you do not select this option, the employee designated as the Contract Terms Library Administrator must approve all global clauses before they can be adopted and used in the local business unit. This option is available only for local business units.

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### Enabling Contract Expert

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*Related Topics*

- How the Selection of a Business Unit Affects Clauses and Other Objects in the Library
- Contract Expert: How It Works
- Contract Printing and Layout Templates: Explained

# Define Workforce Structures: Manage Locations

## Locations: Explained

A location identifies physical addresses of a workforce structure, such as a department or a job. You create and manage locations using the Manage Locations task in the Workforce Structures work area.

You can also create locations to enter the addresses of external organizations that you want to maintain, such as employment agencies, tax authorities, and insurance or benefits carriers.

The locations that you create exist as separate structures that you can use for reporting purposes, and in rules that determine employee eligibility for various types of compensation and benefits. You enter information about a location only once. Subsequently, when you set up other workforce structures you select the location from a list.

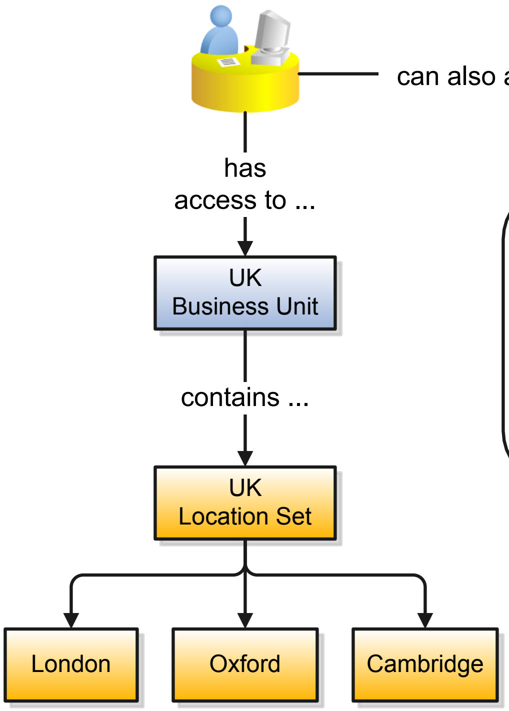
## Location Sets

When you create a location, you must associate it with a set. Only those users who have access to the set's business unit can access the location set and other associated workforce structure sets, such as those that contain departments and jobs.

Note the following:

- You can also associate the location to the common set so that users across your enterprise can access the location irrespective of their business unit.
- When users search for locations, they can see the locations that they have access to along with the locations in the common set.

The following figure shows how locations sets restrict access to users.



## Uploading Locations Using a Spreadsheet

If you have a list of locations already defined for your enterprise, you can upload them from a spreadsheet.

To use this option:

- Download a spreadsheet template

- Add your location information to the spreadsheet
- Upload directly to your enterprise configuration

You can upload the spreadsheet multiple times to accommodate revisions.

*Related Topics*

- Uploading Workforce Structures Using a Spreadsheet: Explained

# Define Workforce Structures: FAQs for Manage Locations

## Why can't I see my location in the search results?

You can search for approved locations only. Also, if you created a location in Oracle Fusion Trading Community Model, then you can't access that location from Oracle Fusion Global Human Resources. For use in Oracle Fusion HCM, you must recreate the location from the Manage Locations page.

## How can I associate a location with an inventory organization?

From the Oracle Fusion Global Human Resources, go to the Manage Locations page. Use the Manage Locations task in the Workforce Structures work area.

To appear on the Create or Edit Location pages, your inventory organization must be effective on today's date and must exist in the location set that you selected.

## What happens if I select an inventory organization when I am creating or editing a location?

The location is available for selection in purchase documents of that inventory organization in Oracle Fusion Inventory Management. If you don't select an inventory organization, then the location is available in purchase documents across all inventory organizations.

## What happens if I select a geographic hierarchy node when I'm creating or editing a location?

The calendar events that you created for the geographic node start to apply for the location and may impact the availability of worker assignments at that location. You manage locations using the Manage Locations task in the Workforce Structures work area.

The geographical hierarchy nodes available for selection on the Locations page display from a predefined geographic hierarchy.

*Related Topics*

- Worker Availability: How It Is Determined

## What happens if I inactivate a location?

Starting from the effective date that you entered, you can no longer associate the location with other workforce structures, assignments, or applications. If the location is already in use, it will continue to be available to the components that currently use it.

# Define Workforce Structures: Manage Divisions

## Divisions: Explained

Managing multiple businesses requires that you segregate them by their strategic objectives and measure their results.

Responsibility to reach objectives can be delegated along the management structure. Although related to your legal structure, the business organizational hierarchies do not reflect directly the legal structure of the enterprise. The management entities and structure can include:

- Divisions and subdivisions
- Lines of business
- Other strategic business units
- Their own revenue and cost centers

These organizations can be included in many alternative hierarchies and used for reporting, as long as they have representation in the chart of accounts.

### Divisions

A division refers to a business-oriented subdivision within an enterprise, in which each division organizes itself differently to deliver products and services or address different markets. A division can operate in one or more countries, and can be many companies or parts of different companies that are represented by business units.

A division is a profit center or grouping of profit and cost centers, where the division manager is responsible for achieving business goals including profits. A division can be responsible for a share of the company's existing product lines or for a separate business. Managers of divisions may also have return on investment goals requiring tracking of the assets and liabilities of the division. The division manager generally reports to a top corporate executive.

By definition a division can be represented in the chart of accounts. Companies can use product lines, brands, or geographies as their divisions: their choice represents the primary organizing principle of the enterprise. This may coincide with the management segment used in segment reporting.

Oracle Fusion Applications supports a qualified management segment and recommends that you use this segment to represent your hierarchy of business units and divisions. If managers of divisions have return on investment goals, make the management segment a balancing segment. Oracle Fusion applications permit up to three balancing segments. The values of the management segment can be business units that roll up in a hierarchy to report by division.

Historically, divisions were implemented as a node in a hierarchy of segment values. For example, Oracle E-Business Suite has only one balancing segment, and often the division and legal entity are combined into a single segment where each value stands for both division and legal entity.

### Use of Divisions in Oracle Fusion Human Capital Management (HCM)

Divisions are used in HCM to define the management organization hierarchy, using the generic organization hierarchy. This hierarchy can be used to create organization-based security profiles.

# Adding a New Division After Acquiring a Company: Example

This example describes how you can restructure your enterprise after acquiring a new division.

## Scenario

You are part of a senior management team at InFusion Corporation. InFusion is a global company with organizations in the following countries:

- United States (US)
- United Kingdom (UK)
- France
- China
- Saudi Arabia
- United Arab Emirates (UAE)

The company's main area of business is in the high tech industry, and it recently acquired a new company. You must analyze the company's current enterprise structure and determine the new organizations to create in the new company.

## Details of the Acquired Company

The acquired company is a Financial Services business based in Germany. The Financial Services business differs significantly from the high tech business. Therefore, you want to keep the Financial Services company as a separate business with all the costs and reporting managed by the Financial Services division.

## Analysis

The following table summarizes the key decisions that you must consider when determining what new organizations to set up and how to structure the enterprise.

| Decision to Consider | In This Example |
|---|---|
| Create location? | The Financial Services company and its departments are based in Frankfurt. Therefore, you only have to create one location. |
| Create separate division? | Yes. Although the new division will exist in the current enterprise structure, you want to keep the Financial Services company as a separate line of business. By creating a separate division, you can manage the costs and reporting separately from the InFusion Corporation. Additionally you don't have to modify any organizations in the enterprise setup. |
| Create business unit? | Yes. The Financial Services business requires you to create several jobs that don't exist in your high tech business. You can segregate the jobs that are specific to financial services in a new business unit. |
| How many departments? | The Financial Services company currently has departments for sales, accounting, and marketing. As you have no plans to downsize or change the company, you can create three departments to retain the structure. |
| How many cost centers? | Although you can have multiple cost centers to track the department costs, you decide to create one cost center for each department. |

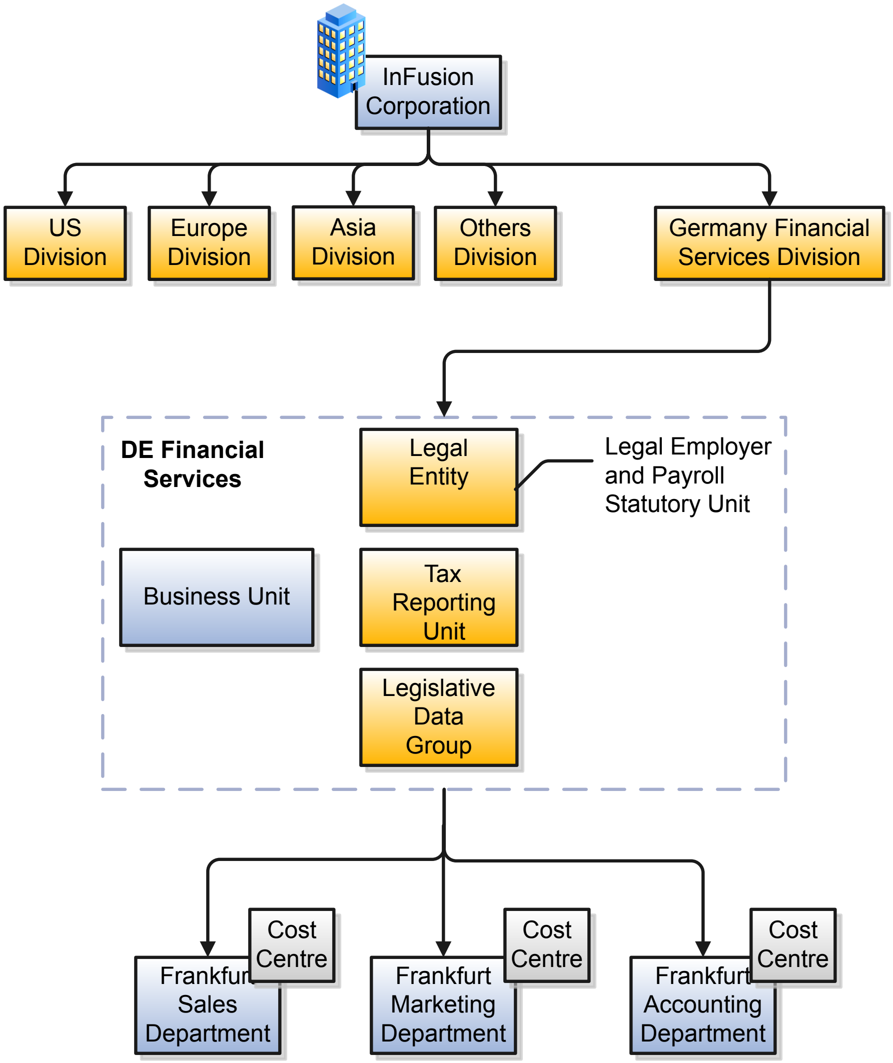
| Decision to Consider | In This Example |
|---|---|
| How many legal entities? | Define a legal entity for each registered company or some other entity recognized by law. Using the legal entity, you can:<br>• Record assets<br>• Record liabilities<br>• Record income<br>• Pay transaction taxes<br>• Perform intercompany trading<br>In this case, you only need one legal entity.<br>You must define the legal entity as a legal employer and payroll statutory unit. As the new division operates only from Germany, you can configure the legal entity to suit Germany's legal and statutory requirements.<br>**Note:** You can identify the legal entity as a payroll statutory unit. When you do so, the application transfers the legal reporting unit associated with the legal entity to Oracle Fusion HCM as a tax reporting unit. |
| Create legislative data group? | Yes. Because you currently don't employ or pay people in Germany, you must create one legislative data group to run payroll for the workers in Germany. |

## Resulting InFusion Enterprise Structure

Based on the analysis, you must create the following:

- One new division
- One new location
- Three new departments
- Three new cost centers
- One new legal entity
- One new legislative data group

The following figure illustrates the structure of InFusion Corporation after adding the new division and the other organizations.



# Define Workforce Structures: Manage Departments

## Cost Centers and Departments: Explained

The two important components to be considered in designing your enterprise structure are cost centers and departments.

A cost center represents the smallest segment of an organization for which you collect and report costs. A department is an organization with one or more operational objectives or responsibilities that exist independently of its manager and has one or more workers assigned to it.

## Cost Centers

A cost center represents the destination or function of an expense rather than the nature of the expense which is represented by the natural account. For example, a sales cost center indicates that the expense goes to the sales department.

A cost center is generally attached to a single legal entity. To identify the cost centers within a chart of accounts structure use one of these two methods:

- Assign a cost center value in the value set for each cost center. For example, assign cost center values of PL04 and G3J1 to your manufacturing teams in the US and India. These unique cost center values allow easy aggregation of cost centers in hierarchies (trees) even if the cost centers are in different ledgers. However, this approach requires defining more cost center values.
- Assign a balancing segment value with a standardized cost center value to create a combination of segment values to represent the cost center. For example, assign the balancing segment values of 001 and 013 with cost center PL04 to represent your manufacturing teams in the US and India. This creates 001-PL04 and 013-PL04 as the cost center reporting values. The cost center value of PL04 has a consistent meaning. This method requires fewer cost center values to be defined. However, it prevents construction of cost center hierarchies using trees where only cost center values are used to report results for a single legal entity. You must specify a balancing segment value in combination with the cost center values to report on a single legal entity.

## Departments

A department is an organization with one or more operational objectives or responsibilities that exist independently of its manager. For example, although the manager may change, the objectives do not change. Departments have one or more workers assigned to them.

A manager of a department is typically responsible for:

- Controlling costs within their budget
- Tracking assets used by their department
- Managing employees, their assignments, and compensation

The manager of a sales department may also be responsible for meeting the revenue targets.

The financial performance of departments is generally tracked through one or more cost centers. In Oracle Fusion Applications, departments are defined and classified as Department organizations. Oracle Fusion Human Capital Management (HCM) assigns workers to departments, and tracks the headcount at the departmental level.

The granularity of cost centers and their relationship to departments varies across implementations. Cost center and department configuration may be unrelated, identical, or consist of many cost centers tracking the costs of one department.

# Department Classifications: Points to Consider

A department can be classified as a project organization, sales and marketing organization, or cost organization.

Oracle Fusion Human Capital Management (HCM) uses trees to model organization hierarchies. It provides predefined tree structures for department and other organizational hierarchies that can include organizations with any classification.

## Project Organization

Classify departments as a project owning organization to enable associating them with projects or tasks. The project association is one of the key drivers for project access security.

In addition, you must classify departments as project expenditure organizations to enable associating them to project expenditure items. Both project owning organizations and project expenditure organizations can be used by Oracle Fusion

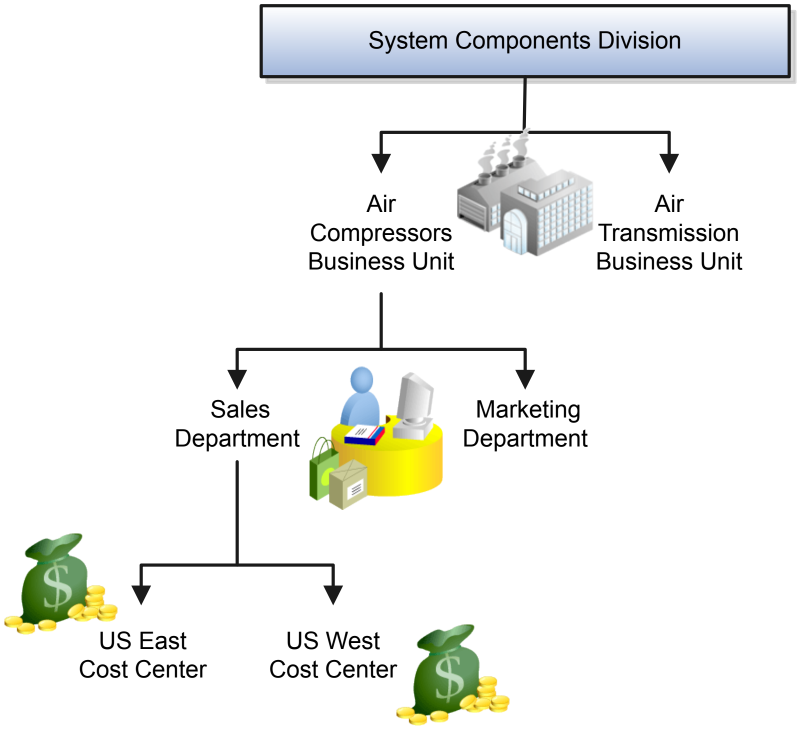
Subledger Accounting to derive accounts for posting Oracle Fusion Projects accounting entries to Oracle Fusion General Ledger.

## Sales and Marketing Organization

In Oracle Sales Cloud, you can define sales and marketing organizations. Sales organization hierarchies are used to report and forecast sales results. Salespeople are defined as resources assigned to these organizations.

In some enterprises, the HCM departments and hierarchies correspond to sales organizations and hierarchies. Examining the decision on how to model sales hierarchies in relationship to department hierarchies when implementing Customer Relationship Management to eliminate any possible redundancy in the definition of the organizations is important.

The following figure illustrates a management hierarchy, in which the System Components Division tracks its expenses in two cost centers, Air Compressors and Air Transmission. At the department level, two organizations with a classification of Department are defined, the Marketing Department and Sales Department. These two departments can be also identified as a Resource Organizations, which enable assigning resources, such as salespeople, and other Oracle Sales Cloud specific information to them. Each department is represented in the chart of accounts by more than one cost center, enabling granular as well as hierarchical reporting.


System Components Division
Air Compressors Business Unit
Air Transmission Business Unit
Sales Department
Marketing Department
US East Cost Center
US West Cost Center

## Cost Organization

Oracle Fusion Costing uses a cost organization to represent a single physical inventory facility or group of inventory storage centers, for example, inventory organizations. This cost organization can roll up to a manager with responsibility for the cost center in the financial reports.

A cost organization can represent a costing department. Consider this relationship when determining the setup of departments in HCM. No system dependencies are required for these two entities, cost organization and costing department, to be set up in the same way.

# Define Workforce Structures: FAQs for Manage Job Families

## What's the difference between a job set and a job family?

A job family is a group of jobs that have different but related functions, qualifications, and titles. They are beneficial for reporting. You can define competencies for job families by associating them with model profiles.

A job set is an organizational partition of jobs. For example, a job set can include global jobs for use in all business units, or jobs for a specific country or line of business. When you select a job for a position or an assignment, you can view the available jobs in your business unit set and the common set.

*Related Topics*

- What's a job set?

# Define Workforce Structures: Manage Job

## Jobs: Explained

Jobs are typically used without positions by service industries where flexibility and organizational change are key features. As part of your initial implementation, you specify whether to use jobs and positions, or only jobs.

### Basic Details

Basic details for a job include an effective start date, a job set, a name, and a code.

A job code must be unique within a set. Therefore, you can create a job with the code DEV01 in the US set and another job with the same code in the UK set. However, if you create a job with the code DEV01 in the Common set, then you can't create a job with the same code in any other set.

### Benchmark Information

You can identify a job as being a benchmark job. A benchmark job represents other jobs in reports and salary surveys. You can also select the benchmark for jobs. Benchmark details are for informational purposes only.

### Progression Information

A progression job is the next job in a career ladder. Progression jobs enable you to create a hierarchy of jobs and are used to provide the list of values for the Job field in the Promote Worker and Transfer Worker tasks.

The list of values includes the next three jobs in the progression job hierarchy. For example, assume that you create a job called Junior Developer and select Developer as the progression job. In the Developer job, you select Senior Developer as the progression job. When you promote a junior developer, the list of values for the new job will include Developer and Senior Developer. You can select one of these values, or select another one.

## Jobs and Grades

You can assign grades that are valid for each job. If you're using positions, then the grades that you specify for the job become the default grades for the position.

## Evaluation Criteria

You can define evaluation criteria for a job, including the evaluation system, a date, and the unit of measure for the evaluation system. The Hay system is the predefined evaluation system that's available. An additional value of Custom is included in the list of values for the Evaluation System field, but you must add your own criteria and values for this system.

## Uploading Jobs Using a Spreadsheet

If you have a list of jobs already defined for your enterprise, you can upload them from a spreadsheet.

To use this option:

1. Download a spreadsheet template.
2. Add your job information to the spreadsheet.
3. Upload directly to your enterprise configuration.

   You can upload the spreadsheet multiple times to accommodate revisions.

*Related Topics*

- Job and Position Lookups: Explained
- Using Desktop Integrated Excel Workbooks: Points to Consider
- Enforcing Grades at Assignment Level: Points to Consider

# Jobs: Example

Jobs are typically used without positions by service industries where flexibility and organizational change are key features.

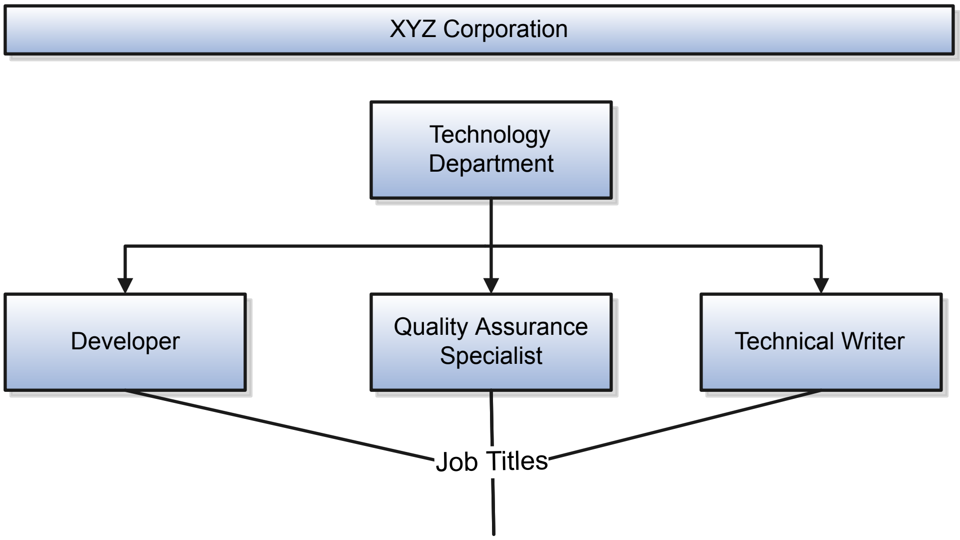
## Software Industry

For example, XYZ Corporation has a director over the departments for developers, quality assurance, and technical writers.

- Recently, three developers have left the company.
- The director decides to redirect the head count to other areas.
- Instead of hiring all three back into development, one person is hired to each department, quality assurance, and technical writing.

In software industries, the organization is fluid. Using jobs gives an enterprise the flexibility to determine where to use head count, because the job only exists through the person performing it. In this example, when the three developers leave XYZ Corporation, their jobs no longer exist, therefore the corporation has the flexibility to move the headcount to other areas.

This figure illustrates the software industry job setup.

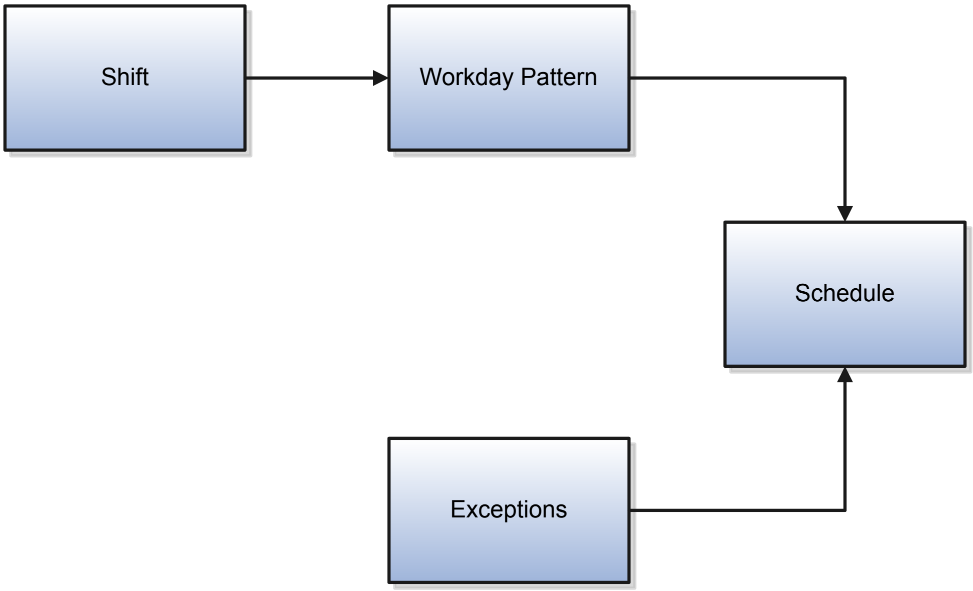


# Define Facilities: Manage Facility Shifts, Workday Patterns, and Schedules

## Schedule Components: How They Fit Together

Schedules are comprised of workday patterns and exceptions. Workday patterns are comprised of shifts. You can also create exceptions, nonworking days, to the schedules.

Begin by creating shifts and then assigning those shifts to workday patterns. Next, create a schedule that is a collection of workday patterns and any exception dates.



## Shift

A shift is a period of time, typically expressed in hours, and it can be defined by a start time and an end time, or a duration. A shift can be for a work period or an off period. You can create time, duration, and elapsed shifts.

### Workday Pattern

A workday pattern is a collection of shifts for a specific number of days. You can create time, duration, and elapsed workday patterns.

### Exception

An exception is a record of a date that overrides the availability of a resource to which a schedule has been assigned. For example, a resource is assigned a schedule that includes December 25 as a working day. An exception can be created for December 25 and applied to that schedule to override resource availability for that date. Exceptions can also be for a date time period such as 9 a.m. to 11 a.m. on December 25th.

### Schedule

A schedule is defined by a start date, an end date, and a sequence of workday patterns to be followed between those dates. A schedule can also contain exception dates that override the availability of resources to which the schedule is assigned. Quarter types such as 4-4-5, 4-5-4 are supported.

## Managing Shifts: Examples

A shift is a period of time, typically expressed in hours, that is used to build workday patterns. Workday patterns are used to build schedules. There are multiple types of shifts you can create. The following scenarios illustrate each type.

### Managing Time Shifts

Next month you are adding a second shift for your manufacturing operations. This new shift will start right after your regular first shift. You can create a time shift that starts at 4:00 p.m. and ends at 12:00 a.m. There are restrictions in updating existing shifts and patterns. Shifts and patterns cannot be updated if the change affects a schedule, that is they are associated to a schedule. If a shift is created but not assigned to a pattern (or assigned to a pattern but the pattern is not assigned to a schedule) it can be updated. If a pattern is created and not assigned to a schedule it can be updated.

### Managing Time Shifts with Punch Details

Your division has decided that the employees in the office must clock in and out for lunch starting next week. All employees will take the same lunch hour. Add punch shift details to the existing shift so that employees punch in at 8:00 a.m.; they punch out for lunch from 11:30 a.m. to 12:30 p.m.; they punch back in at 12:30 p.m.; and they punch out for the day at 5:00 p.m.

### Managing Time Shifts with Flexible Details

Jorge Sanchez is a contractor who is starting work in your department next week. His hours will be flexible, so you need to create a new time shift with flexible details that he can use to record his time. He will have a flexible start time from 7:00 a.m. to 9:00 a.m. and a flexible end time from 4:00 p.m. to 6:00 p.m. His core work hours will be from 9:00 a.m. to 4:00 p.m.

### Managing Duration Shifts

One of the divisions in your organization does not use fixed start and end times for its daily shifts; the division only records the total duration of the shift and indicates if resources are available or not during that time. All of the employees in the division are available for 24 hours straight, and then they are not available for the next 24 hours. You should create a duration shift that indicates that resources are available for 24 hours, and create a second duration shift that indicates that resources are not available for 24 hours.

### Managing Elapsed Shifts

The employees in the Human Resources department all work 8 hours a day, but the start and end times vary by employee. Some employees start at early as 6:00 a.m., while others don't start until 9:00 a.m. Create an elapsed shift with a duration of 8 hours, where all employees are assumed to be available for the number of hours in the shift at any time during the day.

## Managing Workday Patterns: Examples

A workday pattern is a collection of shifts for a specific number of days. There are multiple types of workday patterns you can create. The following scenarios illustrate each type.

### Managing Time Workday Patterns

Your department works a Monday through Friday workweek with 8 hour shifts each day. Time patterns always have time shifts. That is, the shift will have start time and end time. You can create a time workday pattern with a length of 7 days and details of an 8 hour time shift for days 1 through 5. Days 6 and 7 are considered nonworking days.

### Managing Duration Workday Patterns

A new group of employees starts next month, and each employee will work a schedule where he or she is available for 10 hours, and then not available for the next 16 hours, and then available for 10 hours again, and so on. This pattern starts on midnight of the first day of the next month. Create a duration workday pattern with a 10-hour available duration shift, followed by a 16-hour not available duration shift. Do not specify the pattern length or start and end days, and the pattern will repeat for the length of the schedule to which it is associated.

### Managing Elapsed Workday Patterns

In the summer, several divisions in your organization work only 4 hours on Fridays. They work extended hours on Wednesdays and Thursdays to cover the 4 hours they will not work on Fridays. Create an elapsed workday pattern with a length of 7 days. Days 1 and 2 will have an 8-hour shift assigned, while days 3 and 4 will have a 10-hour shift assigned. Finally, day 5 will have a 4-hour shift assigned. As in the time workday pattern, days 6 and 7 are considered nonworking days.

# Define Facilities: Manage Inventory Organizations

## Inventory Organizations: Explained

An inventory organization is a logical or physical entity in the enterprise that is used to store definitions of items or store and transact items.

You select the following usages in the inventory organization's properties:

- Item management
- Item and inventory management

### Item Management

Inventory organizations used for item management, which are the same as item organizations, store only definitions of items. Use inventory organizations for item management when the storage or movement of inventory does not need to be physically or financially tracked. For example, in a retail implementation you can create an inventory organization for item management to store the names of items that are listed by and sold through each retail outlet, while a different system tracks physical inventory and transactions. If it is necessary in the future, you can change an inventory organization's usage from item management to item and inventory management in the inventory organization's properties.

## Item and Inventory Management

Inventory organizations used for item and inventory management store and transact items, in addition to item definitions. An inventory organization used for item and inventory management is associated with one business unit, one legal entity, and one primary ledger. Use inventory organizations for item and inventory management when the storage or movement of inventory needs to be physically and financially tracked. Inventory organizations used for item and inventory management can represent facilities such as manufacturing centers, warehouses, or distribution centers. You cannot change an inventory organization's use from item and inventory management to item management.

*Related Topics*

- What's an item master organization?

# Inventory Organization: Critical Choices

In Oracle Fusion, storage facilities, warehouses, and distribution centers are implemented as inventory organizations.

Inventory organizations are:

- Managed by a business unit, with the materials management business function enabled.
- Mapped to a legal entity and a primary ledger.

Two types of inventory organizations exist.

- Manufacturing facilities
- Storage facilities

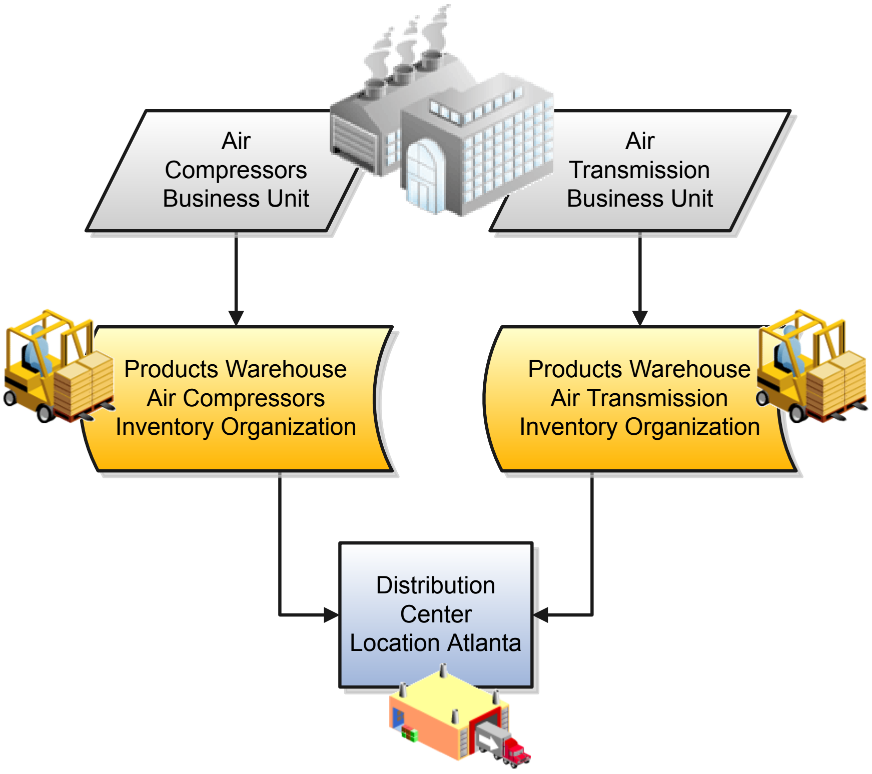
Storage and manufacturing facilities are related to other organizational entities through a business unit that stores, manufactures, and distributes goods through many factories, warehouses, and distribution centers. The material parameters are set for both the facilities, enabling movement of material in the organization. This business unit has the business function of Materials Management enabled. Oracle Fusion Applications permit many inventory organizations to be assigned to one business unit.

**Note:** Currently, Oracle Fusion Applications do not include manufacturing capabilities, so set up your manufacturing facilities outside of Oracle Fusion applications.

## Distribution Center as an Inventory Organization

A distribution center can store inventory that is the responsibility of different business units. In this situation, assign an inventory organization to each business unit as a representation of the inventory in the distribution center. The multiple inventory organizations representing the inventory are defined with the same location to show that they are a part of the same distribution center.

In the following figure the two business units, Air Compressors and Air Transmission, share one distribution center in Atlanta. The two inventory organizations, Air Compressors and Air Transmission represent the inventory for each business unit in the Atlanta distribution center and are both assigned the Atlanta location.

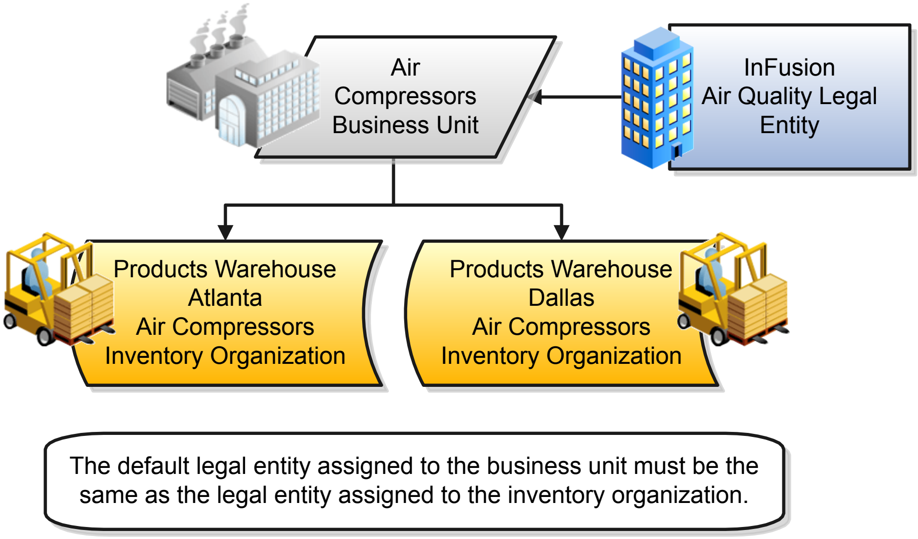

Air Compressors Business Unit
Air Transmission Business Unit
Products Warehouse Air Compressors Inventory Organization
Products Warehouse Air Transmission Inventory Organization
Distribution Center Location Atlanta

## Legal Entities Own Inventory Organizations

A legal entity owns the inventory located in a storage or manufacturing facility. This ownership is assigned through the relationship of the inventory organization representing the inventory and the legal entity assigned to the inventory organization. The legal entity assigned to the inventory organization shares the same primary ledger as the inventory organization's business unit.

The inventory is tracked in the inventory organization owned by the legal entity of which the business unit is part. All transactions are accounted for in the primary ledger of the legal entity that owns the inventory.

The figure below illustrates the inventory owned by InFusion Air Quality legal entity. The InFusion Air Quality legal entity is associated with the Air Compressors business unit, which is associated with the two Air Compressors inventory organizations. Therefore, InFusion Air Quality legal entity owns the entire inventory in both the Dallas and Atlanta locations.


Air Compressors Business Unit
InFusion Air Quality Legal Entity
Products Warehouse Atlanta Air Compressors Inventory Organization
Products Warehouse Dallas Air Compressors Inventory Organization
The default legal entity assigned to the business unit must be the same as the legal entity assigned to the inventory organization.

## Facility Schedules Are Associated with Inventory Organizations

A prerequisite to defining an inventory organization is to define a facility schedule. Oracle Fusion Applications permit you to associate an inventory organization with a schedule.

Facility schedules permit creating workday calendars for inventory organizations that are used in the Oracle Fusion Supply Chain Management product family. For example, use workday calendars in the scheduling of cycle counts and calculating transit time.

# Inventory Organization Prerequisites: Points to Consider

You can create a new inventory organization, or select an existing organization to define as an inventory organization.

Before creating inventory organizations:

- Set up inventory organization dependencies
- Plan inventory organization parameters

## Setting Up Inventory Organization Dependencies

When you create an inventory organization, you must associate it to dependencies, such as business units and legal entities. For this reason, create these dependencies before creating an inventory organization.

## Planning Inventory Organization Parameters

Before creating an inventory organization, plan the inventory organization's parameters

Consider the following when planning to configure an inventory organization's parameters

- Which schedule to use

- Which inventory organization to serve as the item master organization
- Whether to configure locator control and if so, the level at which to enforce the locator control
- How you want to configure movement request settings such as pick slip batch size and replenishment movement request grouping

  Consider the size of your operation, your usage of subinventories, and the type of labor or equipment required when considering whether you want to use organization- or subinventory-level replenishment movement request grouping.
- How you want to configure lot, serial, and packing unit generation settings

  To make appropriate choices for these settings, you should be familiar with:
  - Your company's guidelines for creating lot names, serial numbers, and packing unit numbers
  - Whether your company requires you to assign the same lot number to multiple items in the same organization, or a specific lot number to only one item in the same organization
  - Whether your company requires you to place purchase order or shipping order material under lot control
- How you want to configure item sourcing details, such as the picking rule to use, and whether to specify the inventory organization as a logistics services organization

# Rounding the Reorder Quantity: How It Affects Min-Max Planning Reorder Calculations

When you specify to round reorder quantities, min-max planning reorders for item subinventories are automatically rounded up or down.

## Settings That Affect Rounding the Reorder Quantity

Reorder quantities for an item subinventory are calculated based on:

- The setting that you select for the **Round Order Quantity** parameter on the Manage Inventory Organization Parameters page, General tab, of the inventory organization containing the item subinventory
- The value that you specify for the **Fixed Lot Multiple** text box on the Add Item to Subinventory window

## How Rounding the Reorder Quantity Affects Min-Max Planning Reorder Quantity Calculations

If you enable rounding the reorder quantity for the inventory organization, and specify the fixed lot multiple for the item subinventory, the reorder quantity is rounded up. If you disable rounding the reorder quantity for the inventory organization, and specify the fixed lot multiple for the item subinventory, the reorder quantity is rounded down.

**Note:** To round reorder quantities, you must specify a fixed lot multiple.

## Example: Rounding the Reorder Quantity

Assume that the reorder quantity is 24. If you enable rounding the reorder quantity and specify 10 for the fixed lot multiple, the reorder quantity is rounded up to 30. If you disable rounding the reorder quantity and keep the fixed lot multiple at 10, the reorder quantity is rounded down to 20.

# Selecting Lot Number Uniqueness Control: Critical Choices

Select one of the following lot number uniqueness control options to apply to the items in your inventory organization:

- No uniqueness control
- Across items

## No Uniqueness Control

You can assign the same lot number to multiple items in the same inventory organization and across inventory organizations. The following table provides an example of how lot numbers are generated when uniqueness control is not applied, both within and across inventory organizations.

| Within Inventory Organization | Across Inventory Organizations |
|---|---|
| Item AS100 (printer) / Lot LN100 | Item AS100 (printer) / Lot LN100 |
| Item AS101 (laptop computer) / Lot LN100 | Item AS101 (laptop computer) / Lot LN100 |

## Across Items

You can only assign a unique lot number to a single item in one inventory organization. If the same item is also in a different inventory organization, you must assign that item a unique lot number. The following table provides an example of how lot numbers are generated when uniqueness control is applied across items, both within and across inventory organizations.

| Within Inventory Organization | Across Inventory Organizations |
|---|---|
| Item AS100 (printer) / Lot LN100 | Item AS100 (printer) / Lot LN300 |
| Item AS101 (laptop computer) / Lot LN200 | Item AS101 (laptop computer) / Lot LN400 |

# FAQs for Manage Inventory Organizations

## What happens if I select the Supplier item sourcing type for replenishment?

Items are replenished from an external supplier.

## What happens if I create an inventory organization as a logistics services organization?

The inventory organization is not costed, and shipment lines from different logistics service provider customers cannot be packed in the same packing unit.

# Define Facilities: Manage Item Organizations

## Item Organization: Explained

An item organization defines an item when inventory balances are not stored and inventory storage or inventory movement is not reflected in the Oracle Fusion Applications. For example, you would use an item organization in a retail scenario, if you need to know the items that are listed by and sold through each retail outlet even though inventory and transactions are recorded in another system. In Oracle Sales Cloud, item organizations are used to define sales catalogs.

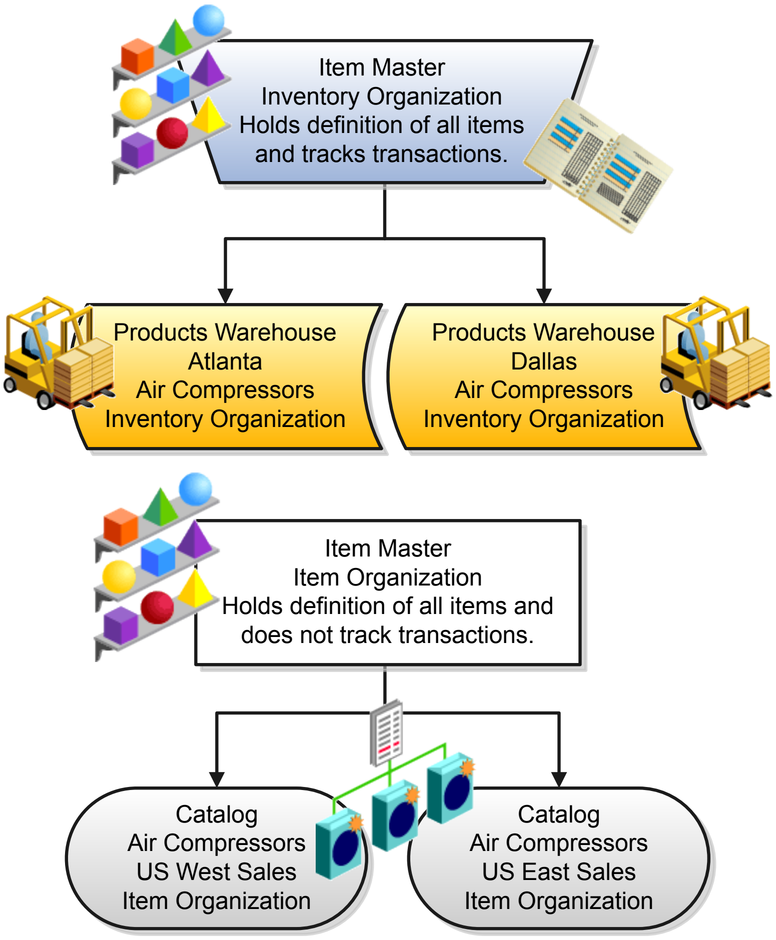
**Note:**

- Items belong to an item organization.
- Item attributes that are associated with financial and accounting information are hidden from the item if it exists within the item organization.
- Item organizations can be changed by administrators to an inventory organization by updating the necessary attributes. There is no difference in the way items are treated in these two types of organizations except that there cannot be any financial transactions in the downstream applications for items that are assigned to an item organization.

## Item Master Organization: Explained

An item master organization lists and describes items that are shared across several inventory organizations or item organizations.

The following example shows the choice between inventory organizations that track inventory transactions, stored in two warehouses, and item organizations that just track items, listed in two sales catalogs.



For the most efficient processing, you should:

- Have a single item master.
- Include an item and its definition of form, fit, and function only once in the item master.
- Separate the item master organization from organizations that store and transact items.

**Note:** Oracle Fusion permits multiple item masters, however, use this capability cautiously. If you acquire a company, there may be value in keeping the old item master for a transition period. If you manage your subsidiaries as separate businesses, there may be reduced value in a single item master.

# 7 Define Security for Procurement

## Define Security: Overview

Oracle Enterprise Resource Planning Cloud (Oracle ERP Cloud) and Oracle Supply Chain Management Cloud (Oracle SCM Cloud) are secure as delivered; they limit access to one initial setup user. To enable application users to access application functions and data, you perform tasks in these task lists, as appropriate:

- Define Security for Financials
- Define Security for Procurement
- Define Users and Security for Product Management
- Define Security for Project Execution Management
- Define Security for Project Financial Management
- Define Security for Supply Chain Management

This topic introduces the tasks in these task lists. For more information on ERP and SCM security setup and task instructions, see these guides:

- Oracle Enterprise Resource Planning Cloud: Securing Oracle ERP Cloud.
- Oracle Supply Chain Management Cloud: Securing Oracle SCM Cloud.

**Note:** You can perform most tasks in these task lists both during implementation, and later as requirements emerge.

### Manage Job Roles

The Oracle ERP Cloud and Oracle SCM Cloud security reference implementations provide many predefined job roles. You can perform the Manage Job Roles task to:

- Review the role hierarchy and other properties of a job or abstract role.
- Create custom job and abstract roles.
- View the roles assigned to a user.
- View the users who have a specific role.

A user with the IT Security Manager or Application Implementation Consultant job role performs the Manage Job Roles task.

### Manage Duties

The Oracle ERP Cloud and Oracle SCM Cloud security reference implementations provide many predefined duty roles. You can perform the Manage Duties task to:

- Review the duties of a job or abstract role.

- Manage the duties of a custom job or abstract role.
- Create custom duty roles.

A user with the IT Security Manager job role performs the Manage Duties task.

# Define Data Security

You can manage Oracle ERP Cloud and Oracle SCM Cloud application data by performing tasks in these task lists:

- Define Data Security for Financials
- Define Data Security for Procurement
- Define Data Security for Product Management
- Define Data Security for Project Financial Management
- Define Data Security for Supply Chain Management

You can perform the tasks in these task lists to:

- Manage data access sets that secure ledgers.
- Manage Human Capital Management (HCM) security profiles that facilitate data role assignment for application users.
- Manage data security policies that determine grants of entitlement to a user or role on an object or attribute group.

A user with the IT Security Manager job role performs the tasks in the Define Data Security task lists.

# Manage Role Provisioning Rules

You create role mappings to control the provisioning of all types of roles to application users by performing this task. For example, you can create a role mapping to provision the Accounts Payable Specialist role automatically to users that meet criteria specific to accounts payable users.

A user with the IT Security Manager job role performs the Manage Role Provisioning Rules task.

# Manage Oracle Social Network Objects

You can determine which business objects in Oracle ERP Cloud are available for social collaboration by performing this task. For example, use this task to enable discussion among Oracle Social Network users about requisitions, purchase orders, invoices, payments, receipts, and other transactions.

A user with the IT Security Manager or Application Implementation Consultant job role performs the Manage Oracle Social Network Objects task.

> **Note:** You can perform this task after you set up and configure Oracle Social Network. If you do not use Oracle Social Network, you can skip this task.

# 8 Define Approval Management for Procurement

## Approval Management: Highlights

Use approval management to define policies that apply to approval workflows. For example, to reflect your own corporate policies, you can specify levels of approval for expense reports over a particular amount and determine how the approvals are routed.

Approval management:

- Controls workflows for business objects such as expense reports.
- Enables you to define complex, multistage task routing rules.
- Integrates with the setup in Human Capital Management (HCM) to derive approvers based on the supervisory hierarchy.

To define approval management, use the Define Approval Management task list in the Setup and Maintenance work area. The task list includes setup tasks for managing workflow task configurations and approval groups.

### Task Configuration

Manage rule sets and rules that control approval flows.

- To configure a predefined approval policy, select the predefined rule set and click the Edit Task icon.
- To disable a predefined rule set, select the Ignore participant check box for that rule set.
- To edit the rules within a predefined rule set, you can insert, update, or delete while in edit mode.
- You can configure a specific rule to automatically approve a task without sending it to any approver.
    - Modify the routing for that rule so that it is sent to the initiator (which means the requestor is the approver).
    - Set the Auto Action Enabled option to True.
    - Enter APPROVE in the Auto Action field.

### Approval Groups

Each approval group includes a set of users that you configure to act on tasks in a certain pattern. Tasks can be defined to get routed to an approval group instead of an individual user.

- You can nest approval groups within approval groups.
- You have two options for defining the group:
    - Static: Select the specific users to include in the group.
    - Dynamic: Provide the logic to use to determine the users in the group.

## Customization

You can also customize predefined approval workflows, for example to add post-approval activities or additional stages (not available for Oracle Cloud implementations).

- Refer to the Oracle Fusion Applications Extensibility Guide for Developers.

  See: Customizing and Extending SOA Components

# Approval Rules: Explained

Approval rules are routing policies or rules that determine the approvers or FYI recipients for a business transaction.

## Action Type

There are three types of actions:

- Approval Required: The document or object will be routed for approvals.
- Automatic: The document or object can be approved or rejected automatically.
- Information Only: FYI tasks will be sent to notify the specified persons.

## Route Using

Route Using identifies the type of users needed to approve or receive notification of a document. The following list is supported for document approval and each type has a specific set of parameters or properties that must be defined:

- Approval Group
- Job Level
- Position Hierarchy
- Single Approver
- Supervisory Hierarchy
- User-Defined Routing

## Job Level

Job level allows you to specify:

Approval Chain Of

- Select the approval chain of the persons within a document. For example, preparer and requester in purchase requisitions, or a buyer in purchasing documents.

You can also choose to route approvals through a specific worker chain by selecting the name of the worker.

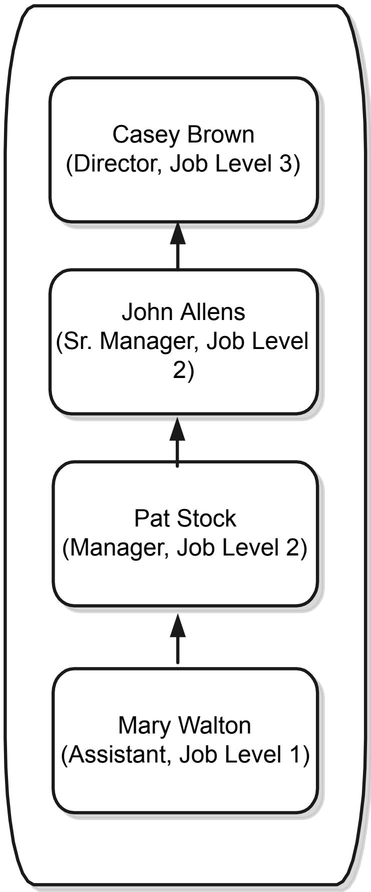
Start With

- Identify the first participant in a list. The Start With attribute can be:
  - Manager (Default value).

  - The value selected in the Approval Chain Of choice list.

Minimum Job Level

- Indicate the number of job levels that are required to perform the approval action if the rule applies. For example, using the figure below, if Mary (Job Level 1) submits a document for approval and the Minimum Job Level is set to 3, then only John Allens needs to approve.



Top Worker in Hierarchy

- Identify the person at the top of the employee hierarchy, or the top person in the approval chain. In most cases, this is the CEO.

Include

- Indicates if everyone returned in the list of participants from this action will be included, the first and last approver from the list will be included, or only the last approver will be included.

## Position Hierarchy

Defined in Oracle Fusion Human Capital Management, positions are defined along with corresponding job levels, and employees are assigned appropriate positions. For example, the position Buyer is an instance of a position in the Purchasing Department. The job level of that Buyer could be any job level assigned to that position.

Position Hierarchy

- Indicates if everyone returned in the list of participants from this action will be included, the first and last approver from the list will be included, or only the last approver will be included.

Position Chain Of

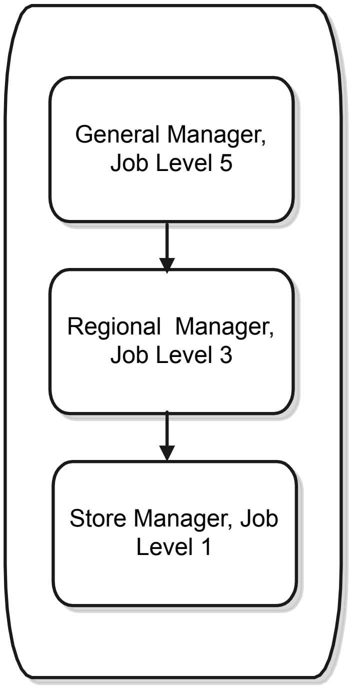
- Select the approval chain of the persons within a document. For example, preparer and requester in purchase requisitions, or a buyer in purchasing documents.

Start With

- Identify the first participant in a list. The Start With attribute can be:
    - Next Position (Default value).
    - The value selected in the Approval Chain Of choice list.

Minimum Job Level

- Indicate the number of job levels that are required to perform the approval action if the rule applies. For example, using the figure below, if Job Level 1 submits a document for approval and the Minimum Job Level is set to 3, then only Job Level 3 needs to approve.


General Manager, Job Level 5
Regional Manager, Job Level 3
Store Manager, Job Level 1

Top Worker in Hierarchy

- Identify the person at the top of the employee hierarchy, or the top person in the approval chain. In the most cases, this is the CEO.

Include

- Indicates if everyone returned in the list of participants from this action will be included, the first and last approver from the list will be included, or only the last approver will be included.

## Single Approver

Single approver allows you to route the approval to a specific person on the document, or a specific worker.

## Supervisory Hierarchy

Approval Chain Of

- You can select the approval chain of the persons within a document. For example, preparer and requester in purchase requisitions, or a buyer in purchasing documents.
- You can also choose to route approvals through a specific worker chain by selecting the name of the worker.

Start With

- Start With identifies the first participant in a list. The Start With attribute can be:
    - Manager (Default value).
    - The value selected in the Approval Chain Of choice list.

Number of Approval Levels

- The number of approvers in the supervisory hierarchy starting with the person specified in Start With.

Top Worker in Hierarchy

- The Worker in Hierarchy identifies the person at the top of the employee hierarchy, or the top person in the approval chain. In the most cases, this is the CEO.

User-Defined Routing

You can setup user-defined attributes with custom type. The custom user-defined attributes can be set up to return a single user, or a list of users to whom human tasks can be routed.

*Related Topics*

- Jobs and Positions: Critical Choices
- Jobs: Example
- Positions: Examples
- Position Hierarchy Approval-Rule Attributes

# Project Information in Approval Rules for Requisitions and Orders: Explained

You can set up approval rules and routings, for requisitions and purchase orders, based on sponsored project information.

Aspects of using project information in approvals that are covered in this topic include:

- Example

- Attributes
- Setup

## Example

Use the award contract number attribute in an approval rule condition, to evaluate if a purchase order distribution is associated to a sponsored project. Then add the principal investigator in charge of the award as an approver to the approval workflow, to ensure they approve expenditures against the award.

## Attributes

Some of the project attributes you can use for approval rules and routings include:

- Award Owning Business Unit
- Award Purpose
- Award Type
- Contract Number
- Funding Source
- Principal Investigator

For more information refer to the white paper available on My Oracle Support (MOS): Setting Up Document Approvals for Oracle Fusion Procurement (document ID 1967303.1).

## Setup

Set up approvals using the Manage Requisition Approvals and Manage Purchasing Document Approvals tasks. They are located in the Setup and Maintenance work area, under the Define Approval Management for Procurement task list.

# Creating an Approval Rule Using a Procurement Category Hierarchy: Worked Example

This example illustrates how to use a procurement category hierarchy to set up an approval rule for purchase orders for hardware and software.

The following table summarizes key decisions for this scenario.

| Decisions to Consider | In This Example |
|---|---|
| Do you want to set up an approval rule for requisitions, purchase orders or negotiations? | Set up an approval rule for purchase orders. |
| Do you have an existing approval group for your Information Technology (IT) organization? | Assume an approval group named IT Approvals exists. |
| Do you have an existing procurement category hierarchy to use? | Assume the example hierarchy provided below exists. |

| Decisions to Consider | In This Example |
|---|---|
| What procurement category hierarchy level do you want to use for the rule? | In the example provided below, use the level 2 category Information Technology. |

# Example Procurement Category Hierarchy

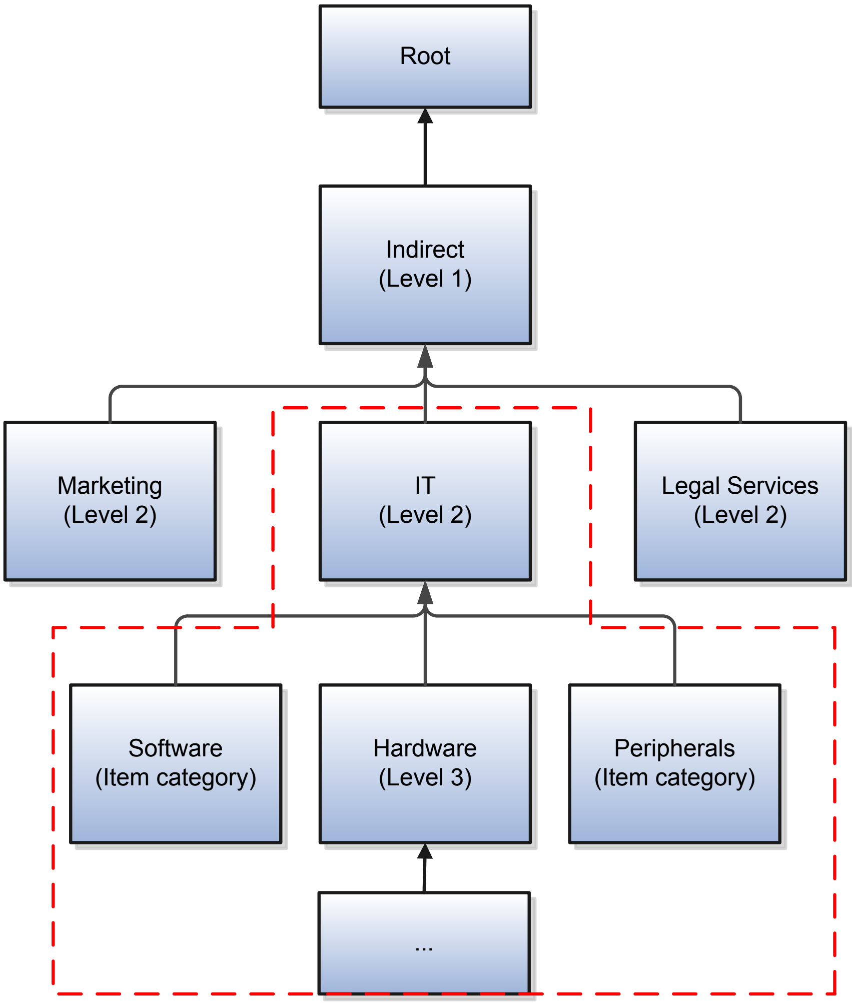
Level 1, which is the first level under the root, includes Indirect spending.

Level 2, under Indirect, includes Information Technology (IT).

Level 3, under IT, includes these categories: Hardware, Software, and Peripherals.

**Note:** You can create more than 10 levels of categories under the root category. You can only set up approvals based on the top 10 levels.

This figure illustrates the structure of the example procurement category hierarchy.



## Prerequisites

This example assumes the following prerequisites setups are completed and available for use.

1. A procurement category hierarchy is created, using the Manage Procurement Category Hierarchy task. Find this task in the Setup and Maintenance work area, Procurement offering.

2. An IT approval group is created, using the Manage Approval Groups for Procurement setup task. Find this task in the Setup and Maintenance work area, Procurement offering.

# Creating the Approval Rule

1. In the Setup and Maintenance work area, Procurement offering, Approval Management functional area, open the Manage Purchasing Document Approvals task.
2. On the Manage Purchasing Document Approvals page, select an approval stage for your rule. For example, select one named Post Approval First Responder Wins, having the following attributes:

| Field | Value |
|---|---|
| **Routing** | Parallel |
| **Voting Regime** | First Responder Wins |

3. Click the **Edit Rules** button to open the Edit Approval Rules page.
4. In the Rules section, **Actions** list, select **Create**. Give the rule a name such as IT Approvals.
5. In the IT Approvals Details section add a condition stating "Procurement Category Hierarchy Level 2 Equals Information Technology." Complete the fields as shown in this table.

| Field | Value |
|---|---|
| **Attribute** | Procurement Category Hierarchy Level 2 |
| **Operator** | Equals |
| **Value** | Information Technology |

6. In the Actions section, click the **Add Action** button. Complete the fields as shown in this table.

| Field | Value |
|---|---|
| **Action Type** | Approval Required |
| **Route Using** | IT Approval Group |

7. Click **Save**.

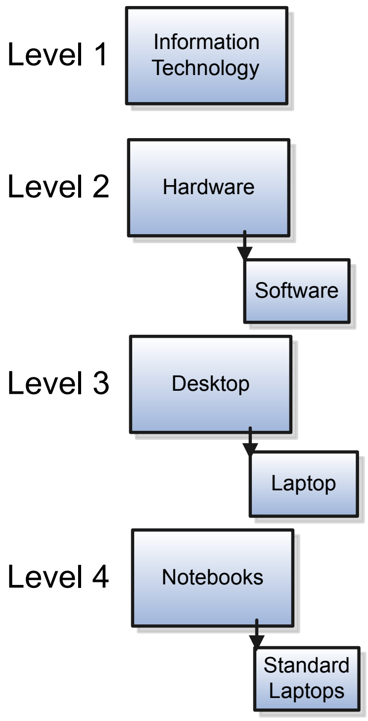
# Procurement Category Hierarchy in Approvals: Explained

Procurement category hierarchy can be used for approval rules, account generation, and reporting.

## Approval Rules

Within the procurement category hierarchy, you can set up approval rule conditions using up to 10 levels of categories.

For example, the graphic below shows four levels of categories for IT level spend.



If you have approval policies that need to be applied to all hardware, you only need one rule condition. For example, if procurement category hierarchy level 2 equals hardware, then take action to route to the IT approval group for approvals. This way, you do not need separate approval policies for the lower levels (notebooks and standard laptops).

In this example, any changes you make to the categories below hardware would not affect the approval policy rule because everything rolls up to hardware.

Using procurement category hierarchy for approvals is available for requisitions, purchasing documents, and negotiation approval tasks.

## Account Generation

You can also use procurement category hierarchy for deriving accounts. You can use the top 10 levels of categories for account mapping sets. Using the same example above, the input source can be based on hierarchy level 2 and the mapping can be set for hardware to derive an account. Anything that rolls up to level 2 then can use a specific account.

There is a seeded mapping set which is used to derive natural account segments based on requisitioning BU and Procurement Category Hierarchy Level 1.

## Reporting

BI reports can also be created using procurement category hierarchy. You can use the top 10 level categories in the procurement category hierarchy to run reports on requisitions, purchasing, and sourcing.

# Nested Conditions: Explained

You can setup rule conditions that include AND or OR operators. Conditions can be nested within another condition.

## Example of a Nested Condition

An approved policy has a condition that says if destination type is Expense and (Cost Center is 111 or 112), then approval is required from Pat Stock.

This condition would be configured as follows:

```
CONDITION

 AND

 Destination Type equals Expense

 OR

 Cost Center equals 111

 Cost Center equals 112

ACTIONS

Action Type: Approval required

Route Using: Single approver

User Type: Worker

Worker: Pat Stock
```

# Managing User-Defined Attributes: Explained

User-defined attributes can be currency based, custom, or summation.

## Currency Based

You can define currency based attributes to convert transaction amounts into a common currency, then define approval rules for only that specific currency. For example, requesters may be creating requisitions in multiple currencies. If your approval policy requires that requisitions with amounts over 500 USD need approval from the requester manager. You can define this approval routing rule by defining an attribute Requisition amount in USD and use it in a rule condition.

The attribute can be used as follows:

User Defined Attribute: Requisition Amount in USD

Type: Currency based

Attribute to Convert Type: Approval task attribute

Attribute to Convert: Requisition Amount

Convert To: USD

Conversion Rate Type: Corporate

Once you have defined the attribute, then it can be used in the rule condition as follows: Requisition Amount in USD greater than 500

## Custom Based

Your rules for document approvals may be varied and have diverse requirements that are not present in the seeded dimension. Attributes may be captured along with master data such as item, supplier, or within other transactions such as projects, or may be captured in custom tables. Custom functions allow you to author document approval rule conditions using such attribute values. You can also use custom functions to retrieve users who should be involved in the document approval.

The custom typed user-defined attributes work in conjunction with the Oracle Fusion Procurement custom hook framework. There are four global java functions for each of the Requisition Approval and Purchasing Document Approval tasks that can be accessed while creating user-defined attributes:

- getCustomAttr1
- getCustomAttr2
- getCustomAttrList1
- getCustomAttrList2

**Note:** This feature is not available for cloud implementations.

Each function has seven generic string arguments which can be used to pass any meaningful parameters such as item ID, project ID, and so on. If any of the attributes is not applicable, you can specify NULL as the value for the argument in the function. You will also need to define the output data type of the attribute, that is, whether it is a number based output or text based output. Custom user-defined attributes can be used as part of a rule condition or rule action. Custom user-defined attributes defined using the functions that return a list (getCustomAttrList1 and getCustomAttrList2) can only be used in rule actions.

You will need to prepare a PLSQL package containing the functions that are invoked by these java functions. Note that the same PLSQL package and functions are shared between the Requisition Approval and Purchasing Document Approval tasks to enable sharing of such approval routing rules. The functions are:

```
POR_CUSTOM_DATA_PROVIDER.GET_CUSTOM_ATTR1(p_arg1, p_arg2, p_arg3, p_arg4, p_arg5, p_arg6, p_arg7)

POR_CUSTOM_DATA_PROVIDER.GET_CUSTOM_ATTR2(p_arg1, p_arg2, p_arg3, p_arg4, p_arg5, p_arg6, p_arg7)

POR_CUSTOM_DATA_PROVIDER.GET_CUSTOM_ATTR_LIST1(p_arg1, p_arg2, p_arg3, p_arg4, p_arg5, p_arg6, p_arg7)

POR_CUSTOM_DATA_PROVIDER.GET_CUSTOM_ATTR_LIST2(p_arg1, p_arg2, p_arg3, p_arg4, p_arg5, p_arg6, p_arg7)
```

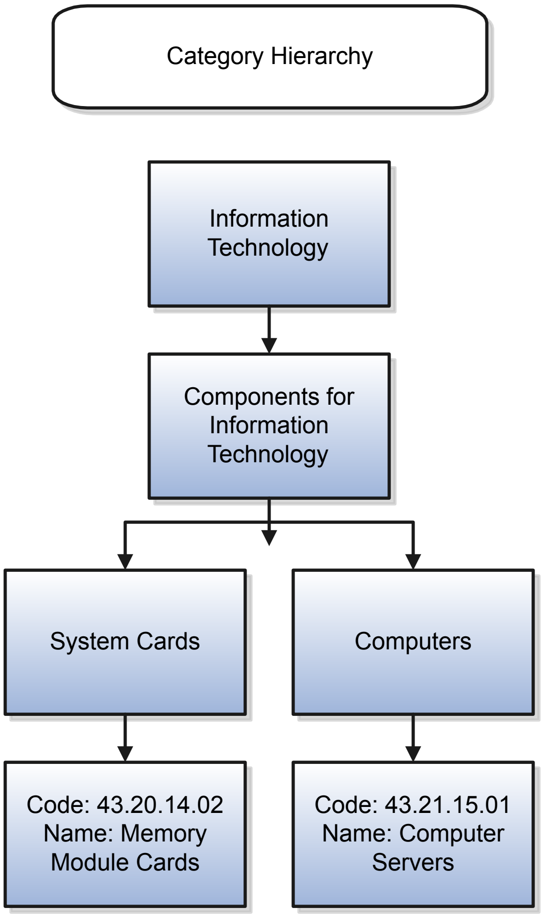
Here are some examples where Custom User-Defined Attributes can potentially be used:

- If Project Type is Consulting, then route the document to the project manager for approvals.
    - Since Project Type is not a seeded approval attribute, you can define a custom user-defined attribute Consulting Project Type to use getCustomAttr1 java function and pass Project ID as an input parameter. In the PLSQL package, the code should return Y if Project Type on the Project is Consulting in get_custom_attr1 PLSQL function.
    - When creating the approval rule, you can specify the condition to be If Consulting Project Type is Y. Project manager is a distribution level attribute you can use in the rule action.
- If Item Type is Outside Processing Item, then send FYI notifications to all persons specified on the item.
    - A custom user-defined attribute can be created for use in the condition to check for the item type value and to determine if it is of outside processing type.
    - A second custom user-defined attribute can be created to determine the persons specified on the item for use in the actions.

## Summation

Summation allows you to use values computed based on specific attributes across lines, schedules, and distributions within a document. You can specify a rule condition to use a value based on summation data. For example, you can set up a Procurement Category Hierarchy through the setup task: Manage Procurement Category Hierarchy where you can define a hierarchy of grouping of purchasing categories.

The figure below shows an example of category hierarchy.



If the approval policy is: If the requisition contains lines from IT where the lines total is greater than 500, then route the requisition to the IT group for approval.

To achieve this, create a User Defined attribute for IT Spend as follows:

- User-Defined Attribute: IT Spend
- Type: Summation
- Attribute: Distribution Amount
- Match Using: Hierarchy
- Category Name Rolls up To: IT

When defining summation attribute, you can use distribution amount or the distribution approval amount. You can also apply up to three filter criteria on the lines or distributions of the transaction using attribute or hierarchy. For match using hierarchy, the following hierarchies can be used:

- Balancing Segment
- Category Name
- Cost Center
- Management Segment

- Natural Account

The following is a sample approval rule using the IT Spend user-defined attribute:

```
CONDITION

 IT Spend greater than 500

ACTION

 Action Type: Approval Required

 Route Using: Approval Group

 Approval Group: IT Spend Approvers
```

# Manage Requisition Approvals

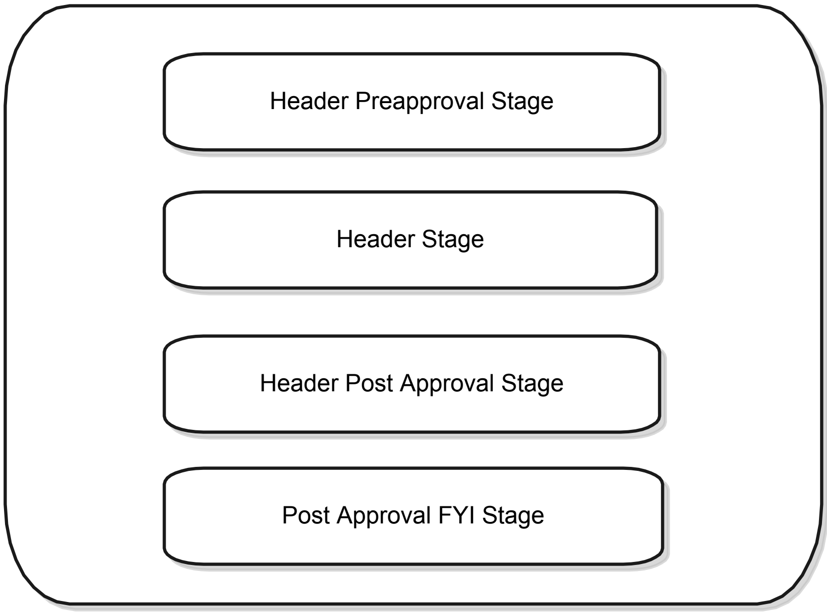
## Setting Up Requisition Approval Task: Critical Choices

To facilitate the approvals setup process for companies, the following are available out of the box for requisition approvals:

- Requisition Approval task
- Stages
- Participants

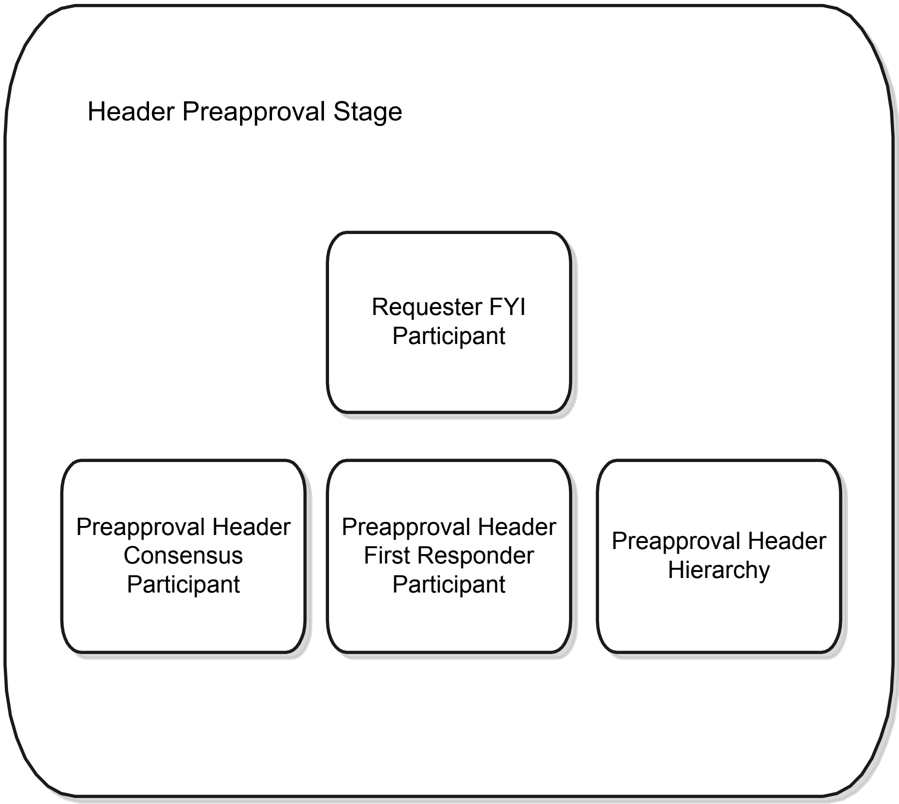
Select the Manage Requisition Approval Task from the FSM task list to manage approvals for requisition approvals.

The following figure depicts the stages seeded for requisition approvals and also indicates the stages are seeded in sequence.

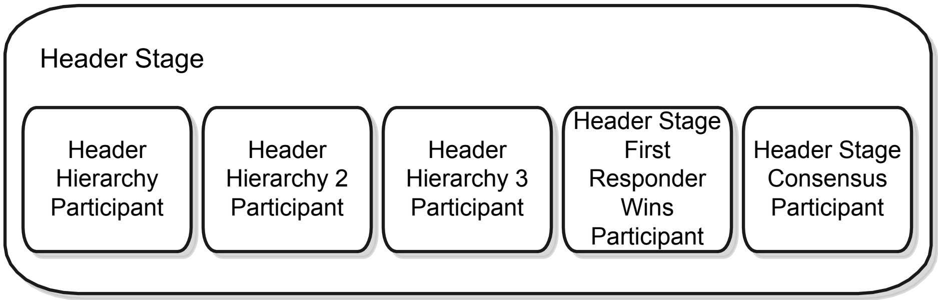


Approvals are routed through the seeded stages in the following sequence:

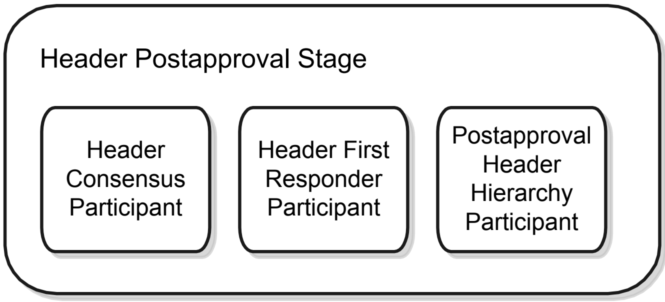
1. Header Preapproval Stage


Header Preapproval Stage
Requester FYI Participant
Preapproval Header Consensus Participant
Preapproval Header First Responder Participant
Preapproval Header Hierarchy

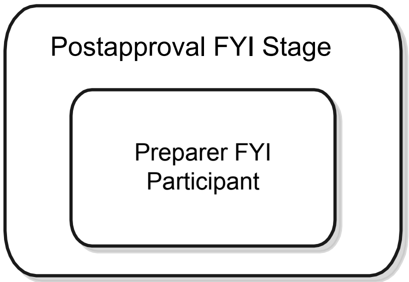
2. Header Stage


Header Stage
Header Hierarchy Participant
Header Hierarchy 2 Participant
Header Hierarchy 3 Participant
Header Stage First Responder Wins Participant
Header Stage Consensus Participant

3. Header Postapproval Stage


Header Postapproval Stage
Header Consensus Participant
Header First Responder Participant
Postapproval Header Hierarchy Participant

4. Postapproval FYI Stage



There are four seeded stages for requisition approvals and within each stage, there are seeded participants. The non FYI participants are seeded as rule based, which lets you pick the list builder (Supervisory, Position, Job Level, Single User, User-Defined Routing, and Approval Groups) that is applicable for your organization.

Line and distribution level rules can be defined within the stages with header dimension.

## Header Preapproval Stage

This is used to route requisitions for preapproved requisitions, such as emergency requisitions.

Seeded Participants:

1. Requester FYI
    - The requester on every line for a requisition receives a requisition FYI notification. This allows requesters to be notified when a preparer creates a requisition on their behalf. Each requester on every requisition line is notified. The rule to notify the requester is available out of the box, hence you do not need to perform additional steps for this.
2. Preapproval Header Consensus
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. This participant requires approval from all approvers.
3. Preapproval Header First Responder Wins
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. The first responder to approve or reject represents the outcome of all remaining approvers.

4. Preapproval Header Hierarchy
    - Approvals are routed in serial for this participant.

## Header Stage

The header stage is often used for fiscal approvals, based on the requisition amount.

Seeded Participants:

1. Header Hierarchy
    - Approvals are routed in serial. This participant is generally used for supervisory or position hierarchy-based routing.
    - The approvers returned based on all rules that apply in a serial participant are notified in sequence, even if the rules are evaluated against lines or distributions.
2. Header Hierarchy 2
    - Approvals are routed in serial.
    - If your organization has a requirement to have a second hierarchy-based routing in parallel to the Header Hierarchy participant, rules should be maintained in this participant.
3. Header Hierarchy 3
    - Approvals are routed in serial.
    - Similar to Header Hierarchy 2, this participant allows another hierarchy based routing in parallel to Header Hierarchy and Header Hierarchy 2 participants.
4. Header Stage Consensus
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. This participant requires approval from all approvers.
5. Header Stage First Responder Wins
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. The first responder to approve or reject represents the outcome of all remaining approvers.

## Overriding Approvers

If there are cases where requesters might need to change the starting approver for supervisory based routings, approval routing rules can be created using the overriding approver attribute at the requisition header level. You can create approval and FYI rules using this attribute, as part of the rule condition or action.

**Note:**

If you set up the overriding approver attribute, you may also send an FYI task to the original system generated first approver notifying the original approver that they have been bypassed.

## Header Postapproval Stage

This is used to route for post approvals.

Seeded Participants:

1. Header Consensus
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. This participant requires approval from all approvers.
2. Header First Responder Wins
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. The first responder to approve or reject represents the outcome of all remaining approvers.
3. Postapproval Header Hierarchy
    - Approvals are routed in serial for this participant.

## Postapproval FYI Stage

The Post Approval FYI stage is created to send the requisition preparer an FYI notification on the outcome of the requisition approvals.

This stage is not available in the BPM Worklist or Approvals UI pages for customization.

## Note

You do not need to use all of the seeded stages and participant. However, if you do not need to use any of the seeded participants, you simply need to select the Enable or Disable action for the respective participant on the Manage Approval Task page.

# Setting Up Self Service Procurement Task Driven Configuration: Explained

Task driven configuration is set up in the BPM Worklist Administration application. To manage task configuration, you must be a BPM Worklist administrator. The following table shows the default configuration options for Oracle Fusion Self Service Procurement.

| Configuration Option | Default Value | Effect of Default Value |
|---|---|---|
| Task Aggregation | Once per task | Within the same task, if a participant is returned multiple times based on the approvals rules, then the participant will only receive one worklist task for action or review. |
| Allow all participants to invite other participants | Yes (checked) | Participants can add other approval or FYI participants in the approval list. |
| Allow participants to edit future participants | Yes (checked) | Participants can update or remove participants remaining in the approval list who were not assigned the approval task. |
| Allow initiator to add participants | Yes (checked) | Requisition preparers can insert ad-hoc approval or FYI participants. |

| Configuration Option | Default Value | Effect of Default Value |
|---|---|---|
| Enable automatic claim | Yes (checked) | Enabled when a task is assigned to a position, role or a LDAP group. Since there can be multiple users in a position, role, or group, a user has to first claim the task to prevent multiple users from updating the task. This does not include approvals based on approval groups. Enabling auto claim will not require a participant to first claim before performing an action, hence reducing the number of steps. |
| Complete task when participant chooses | Reject | The entire requisition approval task will be completed when a Reject action is performed by a participant. |
| Enable early completion of parallel subtasks | Yes (checked) | The entire requisition approval task will be completed when a Reject action is performed by a participant. |
| Complete parent tasks of early completing subtasks | Yes (checked) | The entire requisition approval task will be completed when a Reject action is performed by a participant. |

# Manage Supplier Registration Approvals

## Supplier Registration Approval: Explained

To support separate approval routing for external supplier registration and the internal supplier registration flows, there are two distinct approval tasks in AMX:

- Manage Supplier Registration Approvals
- Manage Internal Supplier Registration Approvals

Both the tasks are predefined with 2 Stages:

- First Stage Approvals
- Second Stage Approvals

These stages are modeled as Serial stages. This means that all approvals must be completed for the First Stage Approvals before routing rules of the Second Stage Approvals are executed.

Each Stage is composed of three participants:

- Parallel Approval First Responder Wins
- Parallel Approval
- Serial Approval

## First Stage Approvals

Parallel approval first responder wins participant is predefined with two approval rule policies:

- Route registration for prospective supplier to supplier administrator.
- Route registration for spend authorized supplier to supplier manager.

## Second Stage Approvals

Second stage allows for additional approval rules to be run as distinct set after first set approvals are completed.

*Related Topics*

- Supplier Registration Process: Explained

# Setting up Supplier Registration Approvals Task: Critical Choices

The following seeded components facilitate the supplier registration approvals setup:

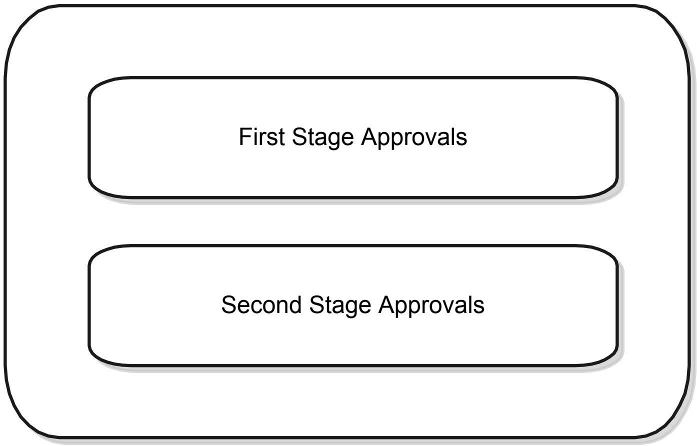
- Registration Approvals task
- Stages
- Participants
- Seeded approval policy

You can access the Manage Supplier Registration Approvals Tasks from the Functional Setup Manager task list, Define Approval Management for Procurement.

There are two registration approval tasks:

- Manage Supplier Registration Approvals: Used to maintain approval routing rules for registrations submitted by external users of companies interested in becoming a supplier.
- Manage Internal Supplier Registration Approvals: Maintains approval routing rules for registrations submitted by internal users on the company's behalf.

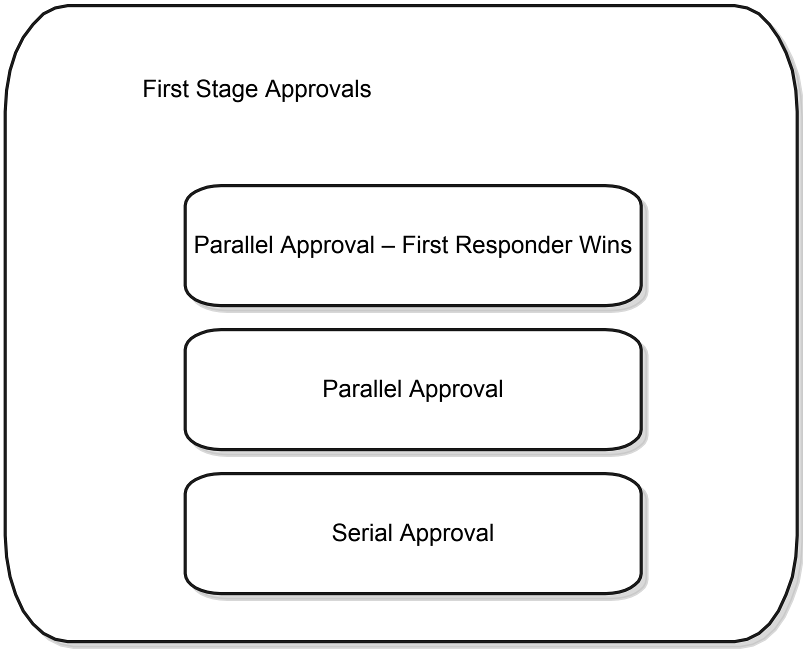
The following figure shows the seeded stages for supplier registration approvals which are executed in Oracle Fusion Supplier Portal.



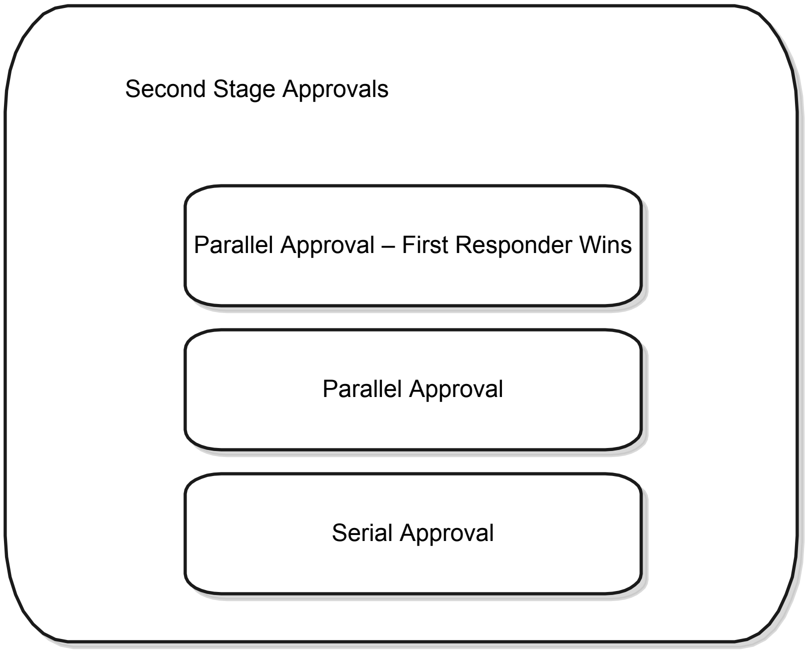
Approval rules configured in the seeded stages are executed in the following sequence:

1. First Stage Approvals
2. Second Stage Approvals (Only executed after all first stage approvals are completed.)

The following figure shows the first stage approvals.



The following figure shows the second stage approvals that are executed after all first stage approvals are completed.



## Approval Stages

Approvals are completed in a two-stage concept that gives you flexibility in sequencing the approvers required to review supplier registration requests.

Within each stage, there are three seeded participants. These participants are seeded as rule-based which allow you to pick a routing type (Supervisory, Position, Job Level, Single User, and User-Defined Approval Groups) to decide on the list of approvers entitled to receive the document for approval.

You do not need to use all of the seeded stages and participants. You can disable unused participants using the disable button for the unused participant on the Manage Approvals Task page.

## First Stage Approvals

Based on your supplier registration approval requirements, choose which seeded participants should have approval rules configured since each participant has a different approval routing behavior.

The three seeded participants are:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- Serial Approval

  Approvals are routed in serial. The approval is completed sequentially from approver to approver.

## Second Stage Approvals

Seeded participants are similar to those in the first stage with similar routing properties:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- Serial Approval

  Approvals are routed in Serial. The approval is completed sequentially from approver to approver.

## Seeded Approval Policy

The following approval rules are seeded.

Approval rules are seeded in the first stage participant: Parallel Approval First Responder Wins. You can modify or delete the seeded rules.

- If supplier registration has business relationship of Prospective, then route to supplier administrator.
- If supplier registration has business relationship of Spend Authorized, then route to supplier managers.

Supplier Managers are derived from the users defined in procurement agents. All procurement agents with Manage Suppliers function for the BU that the registration was created will receive the approval notification.

Even if new rules are not configured, the seeded rule will execute unless it is deleted.

**Note:** You can, at any point of time, modify or delete the seeded rule.

# Configuring Supplier Registration and Self Service Profile Request: Points to Consider

Use the Configure Registration and Self Service Request page to configure the supplier registration and change request approval flows. The two tabs for supplier registration and supplier profile change request are outlined in this topic.

## Supplier Registration

Supplier registration can be configured based on the expected supplier business relationship of a supplier.

Two separate registration flows can be deployed based on the intended business relationship.

- Spend Authorized Supplier requests: Companies already identified for a procurement need are directed by the buying organization to the spend authorized registration flow to capture more rigorous profile information needed before agreements, orders, and invoices can be transacted. For example, a spend authorized company registering can be required to provide bank account information.
- Prospective Supplier requests: Unknown companies are presented with the prospective flow to capture minimal profile information (configurable by the buying organization). These suppliers only need to provide minimal profile information to participate in the sourcing and supplier qualification activities.

Profile components for the registration flow include the following:

- Organization Details: Basic supplier information including the supplier name.
- Contacts: Supplier contact information.
- Contact User Account: User accounts that control account privileges for supplier contacts to access Supplier Portal.
- Addresses: Company addresses including associated contacts.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Qualifications Questionnaire: Additional questions for suppliers.

In configuring supplier registration, you can determine what profile information is included in the registration flow by marking each component in one of the following ways:

- Enabled: Visible to users for entering information.
- Hidden: Users do not see this profile component.
- Required: Information is mandatory.

**Note:** Configuring supplier registration is the same for all registration sources. Configuration does not need to be done separately.

## Default Business Relationship for Registration Sources

An internal supplier registration can come from one of the following three flows:

- Sourcing Invitation: Supplier can be invited to register from a sourcing negotiation.
- Internal Supplier Request: Supplier can be invited to register by a supplier administrator.
- Self Service Procurement: Supplier requested by a procurement requester.

In the Default Business Relationship for Registration Sources region, you select which business relationship is defaulted for each registration flow. The default business relationship determines what profile information is included as configured for the registration page.

## Registration URL Encryption

When a prospective supplier saves the registration with the intent of completing it later, the application sends an e-mail to the prospective supplier containing the URL to be used to return to the registration. The URL contains an identifier which is encrypted using an encryption key. This is done to prevent someone from altering the URL to gain access to registrations submitted by other companies.

If it is suspected that registrations have been tampered with, the Procurement Application Administrator can regenerate the encryption key. Once the registration key is regenerated, the registrations which were saved for later are no longer accessible to the prospective suppliers.

## Supplier Profile Change Request

The configuration of the values on the Supplier Profile Change request tab, determines whether or not changes to supplier profile attributes that are initiated through Supplier Qualification or Sourcing questionnaire responses, are routed through the approval flow.

Values for the setup are:

- No Approval Required: Change request is approved.
- Approval Required: Change request is routed for approval.

The following profile values are available for configuration:

- Organization Details
- Business Classifications
- Payment Methods
- Tax Identifiers
- Site Details

Site details are not applicable for prospective suppliers and are configured only for spend authorized relationship.

## Accessing Supplier Registration

A supplier registration URL for each business relationship type (prospective and spend authorized) must be published. For example on a corporate web site page focused on supplier information. The URL contains a parameter for the business relationship type which navigates the user to the registration.

Access to these registration flows is controlled through two distinct URLs, which the buying organization determines how to expose. For example, companies already targeted for spend are invited to register using the spend authorized registration flow.

The registration URL for each business relationship type can be found on the Configure Procurement Business Function page in the Prospective Supplier Registration and Spend Authorized Supplier Registration URL fields.

*Related Topics*

- Supplier Products and Services Categories : Explained
- Supplier Registration Process: Explained

# Approval Task: Explained

In many end-to-end business processes human intervention is required such as for approving documents, managing exceptions, or performing activities required to advance the business process. The document approval request tasks allow you to send approval requests to approvers enabling them to make decisions and thus advancing the request-to-pay business process.

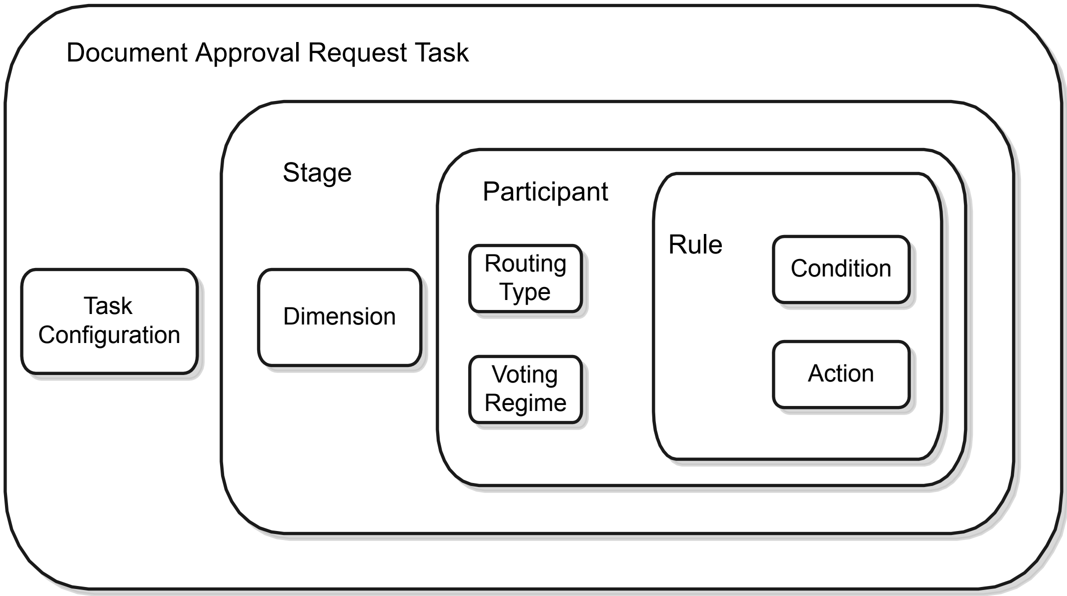
A different approval task is created for each approval need based on the business it serves. For example, purchase requisitions approvals; expense reports approvals, and so on.

From the setup task manager, you can pick the corresponding task to setup approvals for procurement document objects. For example:

- Manage Requisition Approvals
- Managing Purchasing Document Approvals
    - Note: Purchasing uses one task for both agreements and purchase orders.

Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in sequence. Approvals can be sought using single approver, supervisory chain, position, job level hierarchy, or using a list of approvers.

The figure below depicts the key elements that are involved in understanding and setting up approval routing rules.



## Stage

A stage allows you to organize approval routing rules into logical groupings. Each stage is associated with a dimension. A dimension contains a set of attributes at a specific purchasing document level, such as header or lines, which can be used to author routing rules. Approval actions within each stage must be completed before entering the next stage.

## Participant

There can be many participants within a stage. Properties set on the participants determine whether approvals would be routed in serial or in parallel.

Oracle Fusion Procurement is seeded with one or more participants within each stage to enable flexibility in document approvals routing.

The following are two properties defined on a participant:

- Routing Type: The supported routing types are: Serial, Parallel and FYI. FYI participants cannot directly impact the outcome of a task, but in some cases can provide comments or add attachments.
- Voting Regime: The supported voting regimes are: Serial, Consensus, and First Responder Wins.

## Rule

Approval rules are routing policies or rules that determine the approvers or FYI recipients for a business transaction.

- Condition: The IF clauses in an approval rule and evaluated to either true or false. For the rule to apply to a transaction, all of its conditions must be true. An example of a condition is: If requisition approval amount is less than 500 USD, or if requisition approval amount is between 500 USD and 10000 USD.
- Action: Instruction to include a given set of approvers within an approval rule.

*Related Topics*

- Approval Management Configuration Options for Oracle Fusion Human Capital Management: Explained

# Other Workflow Setup

## Determining When Workflow Tasks Are Automatically Dismissed or Withdrawn: Points to Consider

Only workflow tasks with a final status, such as Completed or Withdrawn, can be purged and removed from users' worklists. Tasks go from the Assigned status to the Completed status when the final assignee approves or rejects the tasks, or, with **for your information** (FYI) tasks, when assignees explicitly dismiss the tasks. If assignees don't take actions that result in a final task status, within a certain period of time, then the tasks are automatically dismissed (FYI tasks) or withdrawn (all other tasks).

### When Tasks are Eligible for Automatic Dismissal or Withdrawal

The FYI Notifications Expiration Period profile option determines when FYI tasks are eligible for automatic dismissal. In the Setup and Maintenance work area, use the Manage Applications Core Administrator Profile Values or Manage Administrator Profile Values task to set the profile option.

- Leave the profile option with the default value of 7, or replace it with a different number.
- The profile value represents the number of days after the FYI task is created.

When assignees don't read or dismiss an FYI task within the specified number of days after the task was created, the task is then eligible to be automatically dismissed.

All other tasks are eligible for automatic withdrawal when assignees don't take action to send the task to a final status within six months after the task was created.

### When Eligible Tasks Are Automatically Dismissed or Withdrawn

Different processes run to automatically dismiss eligible FYI tasks or withdraw all other eligible tasks.

- **FYI Tasks:** The process runs every three days, starting the first day of each month. For example, it runs on May 1, 4, 7, and so on, and again on June 1 and every three days after. So, if you leave the FYI Notifications Expiration Period profile value at 7, then depending on when the process runs, an FYI task can be automatically dismissed within seven to ten days after it's created. The process changes the FYI task status from Assigned to Completed.
- **All Other Tasks:** The process runs every three days, starting the second day of each month. For example, it runs on May 2, 5, 8, and so on, and again on June 2 and every three days after. The process changes the status of eligible tasks to Withdrawn.

*Related Topics*

- Setting Profile Option Values: Procedure

# 9 Define Help Configuration

## Setting Up Help: Overview

Applications Help works without you having to set anything up. You can do the optional setup, mainly if you want to customize help. Select the help features you want, perform tasks in the Define Help Configuration task list, and customize help.

### Help Feature Choices

In the Setup and Maintenance work area, select help feature choices on the Features page when you configure your offerings. Feature choices determine:

- What's available in Applications Help
- What you can configure to set up help

The first feature choice for help is Local Installation of Help, and you must leave it selected. Other feature choices are:

- Access to Internet-Based Help Features
- Help Customization
- Custom Help Security

### Define Help Configuration Task List

In the Setup and Maintenance work area, use these tasks in the Define Help Configuration task list to configure Applications Help for all users:

- **Set Help Options:**
  - Determine if certain features of Applications Help are available to users.
  - Control how aspects of Applications Help work.
- **Assign Help Text Administration Duty:** Contact your security administrator to determine who can customize help.
- **Manage Help Security Groups:** Set up security to limit access to certain help files.

### Help Customization

After you configure help, you can review the predefined help and see if you want to add or customize any content. You can also customize help text that appears on the page, for example hints.

*Related Topics*

- Features: Explained

- Setting Up Access to Web Sites from Applications Help: Procedure

# Set Help Options

## Setting Up Help Customization: Procedure

Users with the appropriate roles can customize predefined help or add their own files to help. To enable and set up help customization, do the following steps in the Setup and Maintenance work area, in the specified order.

### Selecting Feature Choices

Perform these steps:

1. On the Features page for your offering, leave the Local Installation of Help feature choice selected.
2. Select the Help Customization feature choice.
3. Select the Custom Help Security feature choice if you want certain help files to be available only to a restricted set of users.

   ⚠ **Caution:** Don't select this feature choice if you don't have this requirement, because the feature can affect performance.

4. Save your work.

### Setting Help Options

Perform these steps:

1. Open the Set Help Options task in the Setup and Maintenance work area.
2. Optionally set options in these sections:
   - **Help Site Customization:**
     - Determine how users can identify custom files in Applications Help.
     - Upload your own image to use as the background picture on the help home page. Select an image that's white along the entire left border, like you see in the default image.
   - **Oracle User Productivity Kit:** Add a link in the Navigator in Applications Help to your custom User Productivity Kit library.
   - **Privacy Statement:** Add a link to your own privacy statement. To see this link, users click their user name in the global area of Applications Help.
3. Save your work.

### Providing Users Access to Help Customization

Only users with job roles containing the ATK_CUSTOMIZE_HELP_TOPICS_PRIV privilege can customize help. The Assign Help Text Administration Duty task is a reminder for you to follow up with your security administrator. Make sure that users who want to customize help have the access to do so.

### Setting Up Help File Security

If you selected the Custom Help Security feature choice, then go to the Manage Help Security Groups task and select job roles to include in help security groups.

When you later customize a help file, you can select a group to determine which job roles have access to the file.

*Related Topics*

- Why can't I see certain sections on the Set Help Options page?
- Setting Up Access to Web Sites from Applications Help: Procedure

## FAQs for Set Help Options

### When do I link to the Oracle User Productivity Kit library from Applications Help?

If you license Oracle User Productivity Kit and have custom User Productivity Kit content to share with your users. Topics that you add as custom help files in Applications Help are available only in the See It mode. However, in the library, users can see the same topic in other modes. If you have User Productivity Kit versions earlier than 3.6.1, then you can't add User Productivity Kit topics as custom help. So the link to the library is the only way users can get custom User Productivity Kit content from Applications Help.

### What's the URL for my Oracle User Productivity Kit library?

The full path from the Web server where you're hosting your Oracle User Productivity Kit content to the `index.html` file that opens the table of contents for the library. For example, `http://<your domain>.com/MyContent/PlayerPackage/index.html`.

In this example, you or your administrator published one player package that contains all the content to be linked to from Applications Help, including the `index.html` file, and placed the PlayerPackage folder in a folder called MyContent on the Web server.

# FAQs for Assign Help Text Administration Duty

## Who can add and manage custom help?

Users with the Customize Help Topics (ATK_CUSTOMIZE_HELP_TOPICS_PRIV) privilege can customize:

- Help in Applications Help and help windows
- Pages in the Getting Started work area

This privilege is assigned by default to the administrators for product families. Your security administrator can define which users have job roles with this privilege.

# Manage Help Security Groups

# Creating Help Security Groups: Worked Example

This example shows how to create a help security group, which contains a set of job roles. You can later assign the help security group to particular help files so that only users with any of the included job roles have access to the help.

The following table summarizes key decisions for this scenario.

| Decisions to Consider | In This Example |
|---|---|
| What type of users do you need to limit help access to? | Human resources (HR) specialists |
| Is there a specific time period for which this access is needed? | No, the help files should always be viewed only by the HR specialists |
| Where do you want this group to appear in the list of values for help security groups? | First |

Define a help security group and assign a job role to the group.

## Prerequisites

1. Open the Features page for your offerings in the Setup and Maintenance work area.
2. Make sure that the Location Installation of Help feature choice is selected.

## Creating the Help Security Group

1. In the Setup and Maintenance work area, go to the Manage Help Security Groups task.
2. On the Manage Help Security Groups page, add a new row.
3. Complete the fields, as shown in this table. Leave the start and end dates blank.

| Field | Value |
|---|---|
| **Help Security Group** | HR |
| **Meaning** | HR Only |
| **Description** | Viewing by HR specialists only |
| **Display Sequence** | 1 |

4. Click **Save**.
5. With your new help security group selected, go to the Associated Roles section and add a new row.
6. Select **PER_HUMAN_RESOURCE_SPECIALIST** as the role name.
7. Click **Save and Close**.
   To assign your new help security group to help files, you must create or edit help using the Manage Custom Help page, not help windows.

*Related Topics*

- How can I restrict access to specific help files?

# Help File Customization

## Help File Customization: Overview

If you have the appropriate roles, then you can customize the help files in Applications Help and help windows (which users open using help icons on the pages they work in). You can also determine which help files appear in which help windows, and which product family tabs a file belongs to in Applications Help.

What you can do to a help file depends on whether it's custom or predefined.

- **Custom:**
  - Create, duplicate, edit, and delete
  - Set status (Active or Inactive)
- **Predefined:**
  - Duplicate
  - Edit (which is really creating a custom version of the predefined file)
  - Set status

## Navigation

This table describes where to go to customize help.

| Help Customization Task | Navigation |
|---|---|
| Create or edit help for a specific help window. | Click the **Manage Custom Help** link in the help window. |
| Edit any help file, including glossary terms. | Open the file in Applications Help and click the **Edit** link. |
| Perform any help file customization task, including managing a set of help (such as all help for a product) | Go to Applications Help and click your user name in the global area to select Manage Custom Help. |
| Make a copy of all custom help for testing, migration, or other purposes. | Create a configuration package then use the export and import feature in the Setup and Maintenance work area.<br>• The configuration package must use a source implementation project that contains the Define Help Configuration task list.<br>• Select the following objects to export:<br>◦ Help Configuration<br>◦ Help Topic |

*Related Topics*

- How can I restrict access to specific help files?
- Implementation Project Based Export and Import: Explained
- Source Types for Custom Help: Explained
- Customizing Help in Help Windows: Procedure

# Help Types: Explained

Applications Help has many types of help content: examples, FAQs, glossary terms, help topics, PDF guides, and videos.

## Example

Examples can provide:

- Real use cases to illustrate how and when to do something
- Scenarios to explain abstract concepts

Worked examples show exactly what you do to achieve a specific result. They emphasize decisions that you make and values that you enter.

## FAQ

FAQs, or frequently asked questions, provide brief answers to questions that you might have about a task or page. For example, they can explain:

- What a term means
- Why something happened
- How you can perform an action
- What happens if you perform the action

## Glossary Term

Glossary terms provide definitions for words or phrases used in help content. When you read help and see terms underlined with dots, you can hover over the term to see its definition. To see the whole glossary, select **Glossary** from the Navigator menu in Applications Help.

## Help Topic

Help topics can:

- Explain key concepts
- Tell you the steps to follow to perform tasks
- Help you make decisions by explaining points to consider or describing the options you have
- Show you how application components work together
- Provide reference, overview, and other information

## PDF Guide

PDF guides provide information in a book format. The guides in Applications Help contain content that you usually can't find in other help types.

**Note:** Most of the examples, FAQs, and help topics in Applications Help are also in guides. To see these guides, select **Documentation Library** from the Navigator menu in Applications Help.

## Video

Videos, or tutorials, show you how to complete a short task or part of a task. Videos can also give you an overview of complex dashboards and work areas.

# Assigning Help Locations: Procedure

To determine which help windows your help file appears in, assign the appropriate help locations to the file. You also use help locations to define where help files appear in the Task and Product filters in Applications Help, as well as which product family tabs the files belong to. Help locations include:

- Task hierarchy for the Task filter and product family tabs
- Product hierarchy for the Product filter and product family tabs
- Page or section values for help windows

Help locations are available only on the Manage Custom Help page in Applications Help, not the Manage Custom Help dialog box from help windows. When you create help from the help window, the help files are automatically assigned to the help window and task hierarchies associated with the window.

## Determining Where Help Appears in the Task Filter, Product Filter, and Product Family Tabs

Enter at least one hierarchy, as many as you need:

1. In Applications Help, click your user name in the global area and select **Manage Custom Help**.
2. Find the help file to edit or duplicate, or click **Create**.
3. Enter or update the general information for the help file.
4. In the Help Location section, add a row if there isn't already a blank one, or edit an existing row.
5. Select **Task** or **Product** for the hierarchy type.
6. Select nodes for as many levels of the hierarchy as you need, starting with level 1. If the Task hierarchy nodes you're assigning are at level 4 or lower, then click the **Details** icon to assign nodes.
7. Add more rows as needed.
8. Save your work.

## Selecting Help Windows

Every page or section value is associated with a specific node in the Task hierarchy. When users click **More Help** from a help window, they get all the help files that are assigned to the same Task node as the page or section value.

To determine the help windows that a help file appears in:

1. Enter the Task hierarchy that's associated with the help window (as described above) to narrow down the list of available page or section values.

   **Note:** For any help window for task lists or tasks in the Setup and Maintenance work area, select this hierarchy:

   - **Hierarchy:** Task
   - **Level 1:** Functional Setup

2. Select the page or section in the same row.

If you know the exact page or section you want, then you can select the value without entering a Task hierarchy. The associated hierarchy automatically fills in the rest of the row.

*Related Topics*

- Page or Section Values: Explained
- Customizing Help in Help Windows: Procedure
- Adding Help to the Getting Started Region in Applications Help: Procedure

# Links in Custom Help: Points to Consider

When you create or edit custom help, follow best practices when you include links to help files or other content. If you're duplicating a predefined help file, then you may see existing links. The types of links that you can work with include:

- Related help links
- Standard hypertext links
- Links to documentation library content
- Glossary term links

For all link types, except the standard hypertext links, you must create or edit custom help with a Text or Desktop File source type. For standard hypertext links, the source type can also be URL.

## Related Help Links

Related help is the section at the end of help files that contains links to other help files. The syntax for related help contains a comma-separated list of title IDs that represent help files.

This figure provides an example of related links code.

```
OfaRelatedTopics(CREATE_AUTOMATIC_POSTING_CRITERIA_S_0000,
JOURNAL_ENTRIES_HOW_THEY_RE_RECORDE_0000)
```

In this example, the help file has two links to related help.

- To remove all related help, delete this code.
- To remove individual links, delete only title IDs (for example, `CREATE_AUTOMATIC_POSTING_CRITERIA_S_0000`).
- To replace existing links or add new links, retain the code syntax and enter the right title IDs. To find title IDs, search for the help files on the Manage Custom Help page. Show the **Title ID** column in the search results if the column is hidden.

## Standard Hypertext Links

You can create standard hypertext links to any file or Web site as long as you make sure that the links are valid and stable. These links can appear anywhere in the body of your help file as long as they come before any related help links.

If you're working on a help file with the Text source type:

1. In the Help Content section of the Create or Edit Help page, highlight what you want to use as link text.
2. Click the **Add Link** icon.

3. Enter the full URL, for example http://www.oracle.com.

**Tip:** To find the URL for a help file that you want to link to, open that help file in Applications Help, and click the **Bookmark** link.

## Links to Documentation Library Content

The syntax for links to HTML files in documentation libraries is:

```
<span class="HP_topic-link_bridgeDocument-linkToSTDoc_"><?ofa linkToSTDoc(WCSUG4636) ?><span class="HP_topic-linktext_">Understanding Tags</span><?ofa endLink ?></span>.
```

`WCSUG4636` is the anchor ID and `Understanding Tags` is the link text. You can:

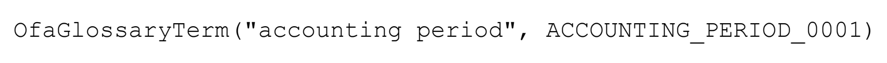
- Change the link by replacing the existing anchor ID, editing the link text, or both.
- Remove the link by deleting all the code for it.
- Create links to documentation library content by following the same syntax. These links can appear anywhere in the body of your help file as long as they come before any related help links.

**Note:** To ensure that you're linking to a supported documentation library, enter anchor IDs only from documentation libraries that are linked from predefined help.

## Glossary Term Links

Glossary term links provide definitions in a note box when users hover over the term in help files.

This figure shows an example of code for a glossary term link.



```
OfaGlossaryTerm("accounting period", ACCOUNTING_PERIOD_0001)
```

In this example, `accounting period` is the link text, or glossary term, and ACCOUNTING_PERIOD_001 is the identifier, or title ID.

- To remove the link but retain the text, delete all the code except the term itself.
- To add glossary term links, you must follow the link syntax and use the correct title ID for the glossary term. To find title IDs, search for the glossary terms on the Manage Custom Help page. Show the **Title ID** column in the search results if the column is hidden.

If your help file has the Desktop File source type, then make sure before uploading that the quotes around glossary terms are actual quotation marks in raw HTML, not `&QUOT`. Otherwise, quotation marks will appear when users view the help file.

*Related Topics*

- Source Types for Custom Help: Explained

# Customizing PDF Guides: Worked Example

This example demonstrates how to customize a PDF guide that came with Applications Help. This guide is currently not available from any help window.

The following table summarizes key decisions for this scenario.

| Decisions to Consider | In This Example |
|---|---|
| What changes do you need to make to the guide? | Change the title of the guide and hide all the content that's not about a particular subject |
| Should the customized guide appear in any help window? | Yes, the help window for the Manage Administrator Profile Values page |
| Which products and tasks should the customized guide be assigned to? | Same as the original guide, plus the task associated with the help window |
| Do you want to limit access to the customized guide? | No, same as the original guide |
| Do you want to tag the customized guide with a role for the Role filter? | Yes, the Application Administrator or Implementor role |

For this scenario:

1. Edit a copy of the original PDF guide.
2. Create a custom version of the original help file, with your new PDF as the help content.

## Copying and Editing the PDF Guide

1. Open the original PDF guide in Applications Help and save a copy to your desktop. Leave the help file for the guide open.
2. Using a PDF editor application, change the title of the guide wherever it appears. Delete the content you want to hide from users.

## Replacing the Original PDF Guide

1. In the help file that you still have open for the original PDF guide, click the **Edit** link.
2. On the Create Help page, use the default values except where indicated.
3. Update the title to the name that you want to display to users.
4. In the **File Name** field, browse for and select your customized guide.
5. Delete any keywords or parts of the description relevant to the content you removed from the PDF guide.
6. From the **Roles** list, select **Application Administrator or Implementor**.
7. Add a row in the Help Location table.
8. Click the icon in the **Details** column for the new row, and enter the following values.

| Field | Value |
|---|---|
| Hierarchy | Task |
| Level 1 | Functional Setup |
| Level 2 | Perform Functional Setup |
| Level 3 | Set Application Options |
| Level 4 | Define Profiles |

9. Click **OK**.
10. Select **Manage Profile Option Values page** in the Page or Section column.
11. Click **Save and Close**. The help file for the original PDF guide is automatically set to inactive.

*Related Topics*

- How can I restrict access to specific help files?
- What happens when I edit predefined help?
- What's the difference between assigning a role and a security group to a help file?

# Adding Custom User Productivity Kit Content to Help: Worked Example

This example demonstrates how to add a custom Oracle User Productivity Kit topic as a video help file in Applications Help.

**Note:** Your topic must be made with User Productivity Kit 3.6.1 or later to be added as help.

The following table summarizes key decisions for this scenario.

| Decisions to Consider | In This Example |
|---|---|
| What User Productivity Kit content do you want to add to help? | One topic from a module with five topics |
| Should the topic appear in any help window? | Yes, the one next to the Overview page title in the Scheduled Processes work area |

For this scenario:

1. Generate a report of User Productivity Kit document IDs, to identify the User Productivity Kit topic when you create your help file.
2. Publish the module as a player package.
3. Create a custom help file for the User Productivity Kit topic.

## Generating a User Productivity Kit Document ID Report

1. In the User Productivity Kit Developer, select **Details View**.
2. Right-click any column header, for example Name, and select **Column Chooser**.
3. In the Column Chooser dialog box, click and drag the Document ID column header and drop it after the Name column.
4. Close the Column Chooser dialog box.
5. From the File menu, select to print, and save the output as a Microsoft Excel file to your desktop.

## Publishing the Module as a Player Package

1. From the Developer, make sure that the topic that you want to add as a help file has the See It play mode. The topic can also have other modes, but only the See It mode is included in the custom help file.
2. Publish the module, specifying any location for the output and selecting to publish the selection only.
3. In the Formats section of the Publish Content window, select the **Player** check box under the **Deployment** check box group.

4. In the Player section, select the **Include HTML Web Site** check box. Your custom help file includes a text-only version of the User Productivity Kit topic.
5. Finish the publishing process, after optionally setting other options.
6. Go to where you specified the output to be generated.
7. In the Publishing Content folder, copy the PlayerPackage folder and add it to the Web server where you store User Productivity Kit content.

### Creating a Custom Help File for the Topic

1. Open the Scheduled Processes work area.
2. Open the help window for the Overview page, and click **Manage Custom Help**.
3. Click **Create**.
4. In the Create Help dialog box, complete the fields as shown in this table.

| Field | Value |
|---|---|
| **Source** | Oracle User Productivity Kit |
| **File Location** | The full URL of the player package folder on the Web server, for example, http://<your domain>. com/ MyContent/ PlayerPackage |
| **Document ID** | The document ID of the User Productivity Kit topic to add to the help window on the Scheduled Processes Overview page. Copy and paste this ID from the Microsoft Excel file that you generated earlier. |
| **Help Type** | Video |
| **Topic Title** | The name of the User Productivity Kit topic. |
| **Keywords** | Terms relevant to the topic. |
| **Description** | Summary of the topic. |

5. Click **Save and Close**.

## FAQs for Help File Customization

### What happens to my custom help after an upgrade for Applications Help?

Nothing happens to your custom help files. Upgrades affect only predefined help files, active or inactive.

Take a look at any inactive file that's updated to see if you want to:

- Activate the updated version.
- Make similar edits to the custom version of that file, if any.

# Embedded Help Customization

# Customizing Help That Appears on the Page: Highlights

You can customize help that you see on the page, for example hints for check boxes or text in help windows. There are different types of such embedded help. Embedded help doesn't include help that you open using links in help windows, or help that you find in Applications Help.

## Creating, Editing, or Deleting Embedded Help

- Use Page Composer to edit, create, or delete hint text that appears on hover over buttons, links, icons, or tab titles. Open the properties of the UI element to define the help text in the shortDesc field.
- Use the User Interface Text tool to edit the text for any type of embedded help, including informational text in help windows. You usually use this tool to make bulk changes, for example to change a phrase wherever it appears in any UI label, embedded help, messages, and so on.
- Edit, create, or delete most types of embedded help using design time tools (not available in Oracle Cloud implementations). Refer to the Customizing or Adding Static Instructions, In-Field Notes, and Terminology Definitions section.

  See: Oracle Fusion Applications Extensibility Guide for Developers

*Related Topics*

- Customizing Simplified Pages Using Page Composer: Procedure
- Page Component Properties: Explained
- Bulk Text Customizations: Explained
- Customizing Help in Help Windows: Procedure

# 10 Define Application Toolkit Configuration

## Configuring the Application Toolkit

Oracle Fusion Application Toolkit (ATK) provides many features that are available to users of all product families. These features include Applications Help, the Reports and Analytics pane, and the Watchlist. In the Setup and Maintenance work area, use the Define Application Toolkit Configuration task list to set up some of these components. Use the Define Help Configuration task list to set up Applications Help.

> **Note:** The Define Application Toolkit Configuration task list is available in implementation projects only if the Application Toolkit Component Maintenance feature choice is selected.

### Tasks

The Define Application Toolkit Configuration task list contains these tasks:

- **Map Reports to Work Areas:** Determine what's available in the Reports and Analytics pane for specific work areas.
- **Set Watchlist Options:** Define settings that affect what's displayed in the Watchlist and how often items are refreshed.
- **Manage Application Toolkit Administrator Profile Values:** Set profile options to affect how some Application Toolkit features work.

*Related Topics*

- Setting Up Help: Overview

## Map Reports to Work Area

### Setting Up the Reports and Analytics Pane: Procedure

You can find the Reports and Analytics pane in many work areas, and the analytics and reports you see in the pane depends on the work area. You can define what's available for a specific work area, by mapping reports from the business intelligence (BI) catalog to that work area. In this mapping context, reports refer to both analytics and reports. Your changes apply to all users who have access to the work area you're mapping.

#### Mapping Reports from Your Work Area

To map reports to the work area that you're in:

1. Click the **Edit Settings** icon in the Reports and Analytics pane.

   You see all the reports that are currently mapped to your work area.

2. Click **Select and Add**.
3. Find the report in the catalog and select it.
4. Click **OK**.
5. To remove any mapping, select the report and click **Remove**.
6. Save your work.

## Mapping Reports to Any Work Area

To map reports to any work area that you have access to:

1. Go to the Setup and Maintenance work area and open the Map Reports to Work Areas task.
2. Select the application of the work area you want to map to.
3. Select the work area.
4. Click **Search** and see all the reports that are currently mapped to that work area.
5. Click **Select and Add**.
6. Find the report in the catalog and select it.
7. Click **OK**.
8. To remove any mapping, select the report and click **Remove**.

> **Tip:** Click **Synchronize** to remove all mappings to any reports that are no longer in the catalog. You synchronize all work areas, not just the one you're mapping.

9. Save your work.

*Related Topics*

- Why can't I see reports when I edit settings for the Reports and Analytics pane?
- Why can't I see reports when mapping reports to work areas for the Reports and Analytics pane?
- Reports and Analytics Pane: Explained

# Setting Reports Up for Scheduling in the Reports and Analytics Pane: Procedure

You can set up reports as scheduled processes, which means users can submit them from the Scheduled Processes and other work areas. If you want users to also submit these scheduled processes from the Reports and Analytics pane, then you must configure properties for the corresponding reports.

## Enabling a Report for Scheduling

To enable scheduling in the Reports and Analytics pane:

1. Select the report in the business intelligence catalog and click **Edit**.
2. Click **Properties**.
3. On the General tab in the Properties dialog box, enter the following fields:

| Field | Value |
|---|---|
| Enterprise Scheduler Job Package Name | The path for the job definition, for example: / oracle/ apps/ ess/<product family>/ <product>/ <business area>/ Jobs |

| Field | Value |
|---|---|
| Enterprise Scheduler Job Definition Name | The job definition name (not display name), for example: ABCDEFG |

*Related Topics*

- Setting Reports Up to Run as Scheduled Processes: Points to Consider
- Accessing Report Components to Customize: Points to Consider

# Adding Business Intelligence Content to the Purchasing Overview: Procedure

As a procurement application administrator, you can add a custom business intelligence (BI) report from the Resource Catalog to the Purchasing Overview page. Report in this context means a BI report or analytic.

Use the Purchasing work area to:

- Create and activate a sandbox.
- Use the sandbox to customize the layout of the Overview page.
- Add the report to the page layout.
- Publish the changes to make the layout available to users of the Purchasing Overview page.

Prerequisites

A user having the BI Author role must have:

- Created the report using Oracle Transactional Business Intelligence (OTBI).
- Made the report available to you by saving it to the following Resource Catalog folder: Shared Folders/Custom/Procurement.

Adding a Report to the Purchasing Overview

1. Open the Purchasing work area.
    a. Sign in to the Oracle Fusion application with the Procurement Application Administrator role.
    b. On the Home page, click the Navigator icon and then click the Purchasing work area link.
2. Create and activate a sandbox.
    a. On the Purchasing Overview page, click your user name in the global area, and in the Settings and Actions menu select Manage Sandboxes.
    b. On the Manage Sandboxes page, click the Create icon.
    c. On the Create Sandbox dialog, enter a Name and Description, click the Save and Close button, and click OK on the confirmation dialog.
    d. On the Manage Sandboxes page, select the sandbox and click the Set as Active button.
    e. The Overview page opens within the sandbox editor.
3. Use the sandbox to customize the Overview page.
    a. Click your user name in the global area, and in the Settings and Actions menu select Customize Work Area Pages.

   b. In the sandbox editor, on the Editing: User Interface page, under the Design tab, the Overview page displays.
   c. You can change the Overview page's layout using the toolbar. For example, click the Add Box Right icon to add a new column to the right side of the page.
   d. Click the Add Content button to navigate to the new report.
   e. On the Add Content dialog, navigate to and locate the report in the following folder: Reports and Analytics/BI Presentation Server/Shared Folders/Custom/Procurement.
   f. Select the report from the list, and click the Add link. Then click Close.
   g. On the Overview page, the new report displays in the column you added.
   h. You can further adjust the layout of the report, if needed. For example, adjust the height and width of the report pane, or add more BI content to the column.
   i. When you are satisfied with the layout, click the Close button to close the sandbox editor.
   j. The Overview page continues to display in the sandbox.
4. Make the customized report available to users.
   a. On the Sandbox bar at the top of the page, click the Sandbox link.
   b. On the Details dialog, click the More link.
   c. On the Sandbox Details page, select the file for your customization. Then click the Publish button to make the new layout and report available to users.

**Note:** Some reports and analytics may take longer to run. This may impact the loading time and usability of the Purchasing Overview page. Take the time to identify the right content for inclusion on the page, and try different scenarios for the report content.

For more information refer to the guide Oracle Applications Cloud: Customizing the Applications for Functional Administrators, on the Oracle Help Center (http://docs.oracle.com).

*Related Topics*

- Managing Customizations Using Sandboxes: Explained
- Using Sandboxes: Points to Consider
- Setting Up Sandboxes: Procedure
- Publishing Sandboxes: Procedure

# Set Watchlist Options

## Disabling and Enabling Watchlist Categories and Items: Points to Consider

You can disable or enable predefined Watchlist categories and items for all users. Use the Set Watchlist Options task in the Setup and Maintenance work area.

Ultimately, what users see in their own Watchlist would be the categories and predefined items that you enable in the Set Watchlist Options page:

- Plus any saved searches that the user is using as Watchlist items

- Minus any categories or items that the user decides to hide using Watchlist preferences
- Minus any items with no results found, if the user decides to hide such items using Watchlist preferences

## Any Category or Item

When you disable any category or item, you also disable the processes that calculate the Watchlist item counts. These processes include creating data caches, performing security checks, calling services across domains, running queries, and so on.

## Predefined Watchlist Items

An item with the Predefined type represents the actual predefined Watchlist item that appears in the Watchlist. If you disable this type of Watchlist item, then:

- The item isn't available for users to display in their Watchlist.
- The item is removed from any Watchlist where it's currently displayed.

If you disable a Watchlist category, then the category is not available for users to include in their Watchlist. All Watchlist items within the category are also disabled.

## User-Created Saved Search Watchlist Items

A Watchlist item with the User-Created Saved Search type doesn't appear in the Watchlist. It controls the display of the **Manage Watchlist** button on pages with saved searches. If you disable this type of Watchlist item, then:

- The **Manage Watchlist** option isn't available on the corresponding page, so users can't use their own saved searches as Watchlist items.
- Any user-defined saved searches (from that page) already used as Watchlist items are removed from the users' Watchlist. The saved searches are still available for searching, but not for the Watchlist.

## Watchlist Category

If you disable a Watchlist category, then:

- The category isn't available for users to include in their Watchlist.
- All Watchlist items within the category are also disabled.

*Related Topics*

- Refresh Intervals for Watchlist Items: Explained
- How can I change predefined Watchlist category and item names?
- Creating Watchlist Items: Procedure
- Displaying and Hiding Watchlist Items: Procedure

# Manage Application Toolkit Administrator Profile Values

# Setting Up the Mapping Service for Contextual Addresses: Points to Consider

A contextual address is marked with an orange triangle that users can click to display the address on a map. The Mapping Service for Contextual Addresses profile option determines the mapping service to use to display the map. Use the Manage Administrator Profile Values or Manage Application Toolkit Administrator Profile Values task in the Setup and Maintenance work area to set the profile option value.

## Profile Option Default

By default, the Mapping Service for Contextual Addresses profile option has no value.

> **Caution:** Until you enter a valid value for this profile option, users get an error when they try to open a map for any contextual address.

## Profile Option Value

After you find and select the Mapping Service for Contextual Addresses profile option, enter a mapping service URL in the Profile Value column, for example:

- `http://maps.google.com/maps?output=embed&q=`
- `http://maps.yahoo.com/maps_result.php?q1=`
- `http://maps.live.com/default.aspx?where1=`
- `http://bing.com/maps/?v=2&encType=1&where1=`

You can include parameters in the URL. For example, to avoid a locator box in Google Maps, add `&iwloc=&amp;` to the URL. So, you would enter `http://maps.google.com/maps?iwloc=&amp;&output=embed&q=` as the profile value.

*Related Topics*

- Setting Profile Option Values: Procedure

# Setting Up the Worklist Region on My Dashboard: Points to Consider

Worklist: Notifications and Approvals is one of the predefined regions users can add to My Dashboard (**Navigator - My Dashboard**), which is blank by default. This region contains workflow tasks. To set up this Worklist region, select a value for the Welcome Dashboard Worklist Timeout Interval (ATK_HOME_PAGE_WORKLIST_TIMEOUT) profile option. In the Setup and Maintenance work area, use the Manage Application Toolkit Administrator Profile Values or Manage Administrator Profile Values task to set this profile option.

## Profile Value Considerations

When users open My Dashboard and it contains the Worklist: Notifications and Approvals region, data for the region is retrieved. The profile option determines how long to continue retrieving before timing out and displaying no data.

- If you don't set a value for this profile option, which is blank by default, then the region doesn't time out.
- Retrieving data for the Worklist region affects the performance of My Dashboard as a whole. So, select a value for this profile option if your users have the Worklist region on My Dashboard and notice performance issues.

After the timeout, users can refresh the region to try retrieving the data again.

*Related Topics*

- Setting Profile Option Values: Procedure

# 11 Maintain Common Reference Objects

## Reference Objects: Overview

The Maintain Common Reference Objects task list contains tasks that support implementation of common functionality, such as data security, reference data sets, or general preferences.

Use this task list to manage common reference objects that are defined centrally and shared across applications. You can search for and access this task list in the Setup and Maintenance work area.

To make the Maintain Common Reference Objects task list available in your implementation project, go to **Setup and Maintenance - Configure Offerings**, and for a specific offering, select the Maintain Common Reference Objects feature choice.

*Related Topics*

- Moving Common Reference Objects: Overview

## Define Application Taxonomy

### Application Taxonomy: Highlights

Oracle application components and functions are organized in a hierarchy, ranging from product lines to logical business areas. The hierarchy represents a breakdown of products into units based on how applications are installed and supported.

In the Setup and Maintenance work area, search for the Manage Taxonomy Hierarchy task and view the hierarchy on the Manage Taxonomy Hierarchy page.

A detailed introduction to application taxonomy is provided in the Oracle Fusion Applications Developer's Guide.

#### Hierarchy

- The application taxonomy hierarchy contains various levels and types of nodes, or modules.

  See: Characteristics of the Level Categories

  See: Benefits of a Logical Hierarchy

#### Usage

- Use application taxonomy to understand relationships among applications and between an application and its files. This information is helpful in managing various phases of the product life cycle.

  See: How to Manage the Life cycle

# Modules in Application Taxonomy: Explained

The top level of the hierarchy is product line, followed by the product family, application, and logical business area. There can be multiple levels of logical business areas, with one or more nested within a parent logical business area. A module is a node at any of these levels. Each level is briefly described here.

- Product Line: A collection of product under a single brand name, for example, Oracle Fusion.
- Product Family: A collection of products associated with a functional area that may or may not be licensed together as a single unit, for example Financials.
- Application: A single product within a product family, containing closely related features for a specific business solution, for example General Ledger.
- Logical Business Area: A collection of business object definitions organized into a logical grouping. It contains the model objects, services, and UI components for those business objects. Logical business areas have their own hierarchy levels and in some cases can be up to two or three levels deep.

# Managing Modules in Application Taxonomy: Points to Consider

In the application taxonomy hierarchy, when you create a module, it becomes a child of the currently selected node. Once created, you cannot delete the module or move it elsewhere in the hierarchy.

From the Manage Taxonomy Hierarchy page, navigate to the Create Child Module or Edit Module page to manage the modules. As you create or edit modules, consider the following points regarding specific fields.

## Identifiers

Module ID is the unique primary key for nodes in the taxonomy table. When you create a module, a unique read-only ID is automatically generated. The module contains two other identifiers: Module key and alternative ID. The module key is a string identifier, for example AP for the Oracle Fusion Payables application. The alternative ID is a numeric identifier, for example 1 for the Oracle Fusion product line. These additional identifiers are provided for the product line, product family, and application modules. However, you can optionally add them for logical business areas and new custom modules.

**Note:** Don't change the module key or alternative ID for predefined modules.

The product code is relevant only to application and logical business area modules. You can leave the field blank for other module types. The product code for applications is the short name that can be displayed in lists of application values. For example, FND for Oracle Fusion Middleware Extensions for Oracle Application.

## Names

Module name is the logical name for the module. The name must be unique among nodes within the hierarchy level with the same parent, but Oracle recommends keeping it unique in the entire hierarchy. The user name and description can appear to users in other parts of Oracle Applications Cloud.

## Usage Types

Though you can update the usage type to reflect the current state of the module, just doing so does not affect the actual state. For example, setting a module as installed doesn't mean the module is actually installed if the installation itself didn't take place. Installation refers to operations related to laying down all the components required to create an Oracle Applications Cloud environment. Deployment is the process that starts the managed servers and clusters and facilitates the actual use of product offerings. A licensed module is available for installation and deployment, and a deployed module is considered actively used when actually used by users.

### Seed Data

If seed data is allowed, then data residing in flexfields and lookups can be extracted for the module using seed data loaders. By default, extract is allowed for all predefined modules of type application and logical business area.

### Associations

You can associate a logical domain to modules of the type Product Family, as well as one or more enterprise applications to modules of type Application. This association represents the relationship between the taxonomy modules and the corresponding domain and enterprise applications stored in the Oracle Applications Cloud Functional Core (ASK) tables.

# Define Reference Data Sharing

## Reference Data Sharing: Explained

Reference data sharing facilitates sharing of configuration data such as jobs and payment terms, across organizational divisions or business units. You define reference data sets and determine how common data is shared or partitioned across business entities to avoid duplication and reduce maintenance effort. Depending on the requirement (specific or common), each business unit can maintain its data at a central location, using a set of values either specific to it or shared by other business units.

A common reference data set is available as the default set, which can be assigned to several business units sharing the same reference data. For commonly used data such as currencies, you can use the common reference data set and assign it to multiple business units in various countries that use the same currency. In cases where the default set can't be assigned to an entity, you can create specific sets. The data set visible on the transactional page depends on the sharing method used to share reference data.

For example, XYZ Corporation uses the same grades throughout the entire organization. Instead of different business units setting up and using the same grades, XYZ Corporation decides to create a set called Grades, which contains the grades. All business units in the organization have the Grades set so that the grades can be shared and used.

> **Note:** For specific information about configuring reference data sharing for a particular object or product, refer to the relevant product documentation.

*Related Topics*

- Reference Data Sets: Explained
- Reference Data Sets and Sharing Methods: Explained
- Assigning Reference Data Sets to Reference Objects: Points to Consider

## Reference Data Sets: Explained

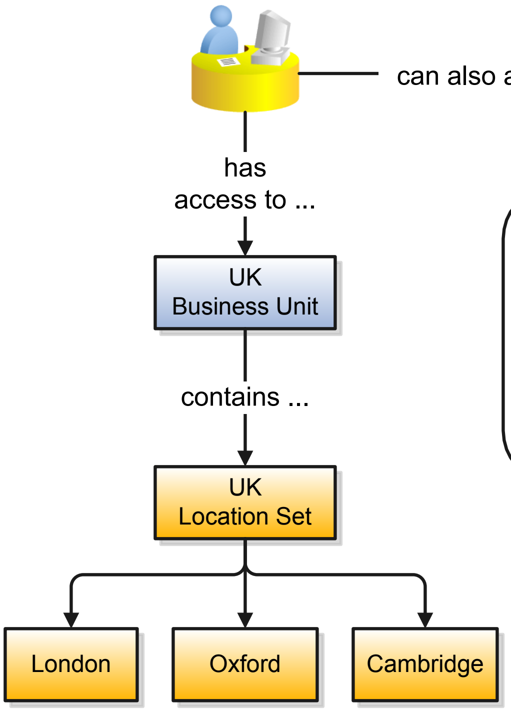
Reference data sets are logical groups of reference data that various transactional entities can use depending on the business context. You can get started using either the common reference data set or the enterprise set depending on your implementation requirement. You can also create and maintain custom reference data sets, while continuing to use the common reference data set.

Consider the following scenario. Your enterprise can decide that only some aspects of corporate policy should affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This enables your enterprise to balance autonomy and control for each business unit. For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. Then, you can let managers define their own sales methods, but define payment terms centrally. As a result, each business unit has its own reference data set for sales methods and one central reference data set for payment terms assigned to all business units.

## Partitioning

Partitioning reference data and creating data sets provide you the flexibility to handle the reference data to fulfill your business requirements. You can share modular information and data processing options among business units with ease. You can create separate sets and subsets for each business unit. Alternatively, you can create common sets or subsets to enable sharing reference data between several business units, without duplicating the reference data.

The following figure illustrates the reference data sharing method (assignment to one set only, with common values). The user can access the data assigned to a specific set in a particular business unit, as well as access the data assigned to the common set.



*Related Topics*

- Reference Data Sets and Sharing Methods: Explained
- Defining Default Reference Data Sets: Points to Consider
- Assigning Reference Data Sets to Reference Objects: Points to Consider

# Reference Data Sets and Sharing Methods: Explained

Oracle Fusion Applications reference data sharing feature is also known as SetID. The reference data sharing functionality supports operations in multiple ledgers, business units, and warehouses. As a result, there is a reduction in the administrative burden and the time to implement new business units. For example, you can share sales methods, or transaction types across business units. You may also share certain other data across asset books, cost organizations, or project units.

The reference data sharing features use reference data sets to which reference data is assigned. The reference data sets group assigned reference data. The sets can be understood as buckets of reference data assigned to multiple business units or other application components.

## Reference Data Sets

You begin this part of your implementation by creating and assigning reference data to sets. Make changes carefully as changes to a particular set affect all business units or application components using that set. You can assign a separate set to each business unit for the type of object that is being shared. For example, assign separate sets for payment terms, transaction types, and sales methods to your business units.

Your enterprise can determine that certain aspects of your corporate policy can affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This allows your enterprise to balance autonomy and control for each business unit. For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. In such a case, you can let managers define their own sales methods, but define payment terms centrally. In this example:

- Each business unit has its own reference data set for sales methods.
- One central reference data set for payment terms is assigned to all business units.

The reference data sharing is especially valuable for lowering the cost of setting up new business units. For example, your enterprise operates in the hospitality industry. You are adding a new business unit to track your new spa services. The hospitality divisional reference data set can be assigned to the new business unit to quickly set up data for this entity component. You can establish other business unit reference data in a business unit-specific reference data set as needed.

## Reference Data Sharing Methods

Variations exist in the methods used to share data in reference data sets across different types of objects. The following list identifies the methods:

- Assignment to one set only, no common values allowed. This method is the simplest form of sharing reference data that allows assigning a reference data object instance to one and only one set. For example, Asset Prorate Conventions are defined and assigned to only one reference data set. This set can be shared across multiple asset books, but all the values are contained only in this one set.
- Assignment to one set only, with common values. This method is the most commonly used method of sharing reference data that allows defining reference data object instance across all sets. For example, Receivables Transaction Types are assigned to a common set that is available to all the business units. You need not explicitly assign the transaction types to each business unit. In addition, you can assign a business unit-specific set of transaction types. At transaction entry, the list of values for transaction types includes the following:
  - Transaction types from the set assigned to the business unit.
  - Transaction types assigned to the common set that is shared across all business units.
- Assignment to multiple sets, no common values allowed. The method of sharing reference data that allows a reference data object instance to be assigned to multiple sets. For instance, Payables Payment Terms use this

method. It means that each payment term can be assigned to one or more than one set. For example, you assign the payment term Net 30 to several sets, but assign Net 15 to a set specific only to your business unit. At transaction entry, the list of values for payment terms consists of only the set that is assigned to the transaction's business unit.

**Note:** Oracle Fusion Applications contains a reference data set called Enterprise. Define any reference data that affects your entire enterprise in this set.

*Related Topics*

- Items and Supplier Site Reference Data Sharing: Explained
- What reference data objects can be shared across cost organizations?
- What reference data objects can be shared across project units?
- What reference data objects can be shared across business units?
- What reference data objects can be shared across asset books?

# Assigning Reference Data Sets to Reference Objects: Points to Consider

You can assign the reference data sets to reference objects using the Manage Reference Data Set Assignments page. For multiple assignments, you can classify different types of reference data sets into groups and assign them to the reference entity objects. The assignment takes into consideration the determinant type, determinant, and reference group, if any.

## Determinant Types

The partitioned reference data is shared using a business context setting called the determinant type. A determinant type is the point of reference used in the data assignment process. The following table lists the determinant types used in the reference data assignment.

| Type | Description |
|---|---|
| Asset Book | Information about the acquisition, depreciation, and retirement of an asset that belongs to a ledger or a business unit. |
| Business Unit | The departments or organizations within an enterprise. |
| Cost Organization | The organization used for cost accounting and reporting on various inventory and cost centers within an enterprise. |
| Project Unit | A logical organization within an enterprise that is responsible for enforcing consistent project management practices. |
| Reference Data Set | References to other shared reference data sets. |

### Determinant

The determinant (also called determinant value) is a value that corresponds to the selected determinant type. The determinant is one of the criteria for selecting the appropriate reference data set.

### Reference Groups

A transactional entity may have multiple reference entities (generally considered to be setup data). However, all reference entities are treated alike because of similarity in implementing business policies and legal rules. Such reference entities in your application are grouped into logical units called reference groups. For example, all tables and views that define Sales Order Type details might be a part of the same reference group. Reference groups are predefined in the reference groups table.

# Define ISO Reference Data

## Defining Currencies: Points to Consider

When creating or editing currencies, consider these points relevant to entering the currency code, date range, or symbol for the currency.

### Currency Codes

You can't change a currency code after you enable the currency, even if you later disable that currency.

### Date Ranges

You can enter transactions denominated in the currency only for the dates within the specified range. If you don't enter a start date, then the currency is valid immediately. If you don't enter an end date, then the currency is valid indefinitely.

### Symbols

Some applications support displaying currency symbols. You may enter the symbol associated with a currency so that it appears along with the amount.

*Related Topics*

- What's the difference between precision, extended precision, and minimum accountable unit for a currency?
- What's a statistical unit currency type?
- Euro Currency Derivation: Explained

## Euro Currency Derivation: Explained

Use the Derivation Type, Derivation Factor, and Derivation Effective Date fields to define the relationship between the official currency (Euro) of the European Monetary Union (EMU) and the national currencies of EMU member states. For each EMU currency, you define its Euro-to-EMU fixed conversion rate and the effective starting date. If you have to use a different currency for Euro, you can disable the predefined currency and create a new one.

### Derivation Type

The **Euro currency** derivation type is used only for the Euro, and the **Euro derived** derivation type identifies national currencies of EMU member states. All other currencies don't have derivation types.

### Derivation Factor

The derivation factor is the fixed conversion rate by which you multiply one Euro to derive the equivalent EMU currency amount. The Euro currency itself must not have a derivation factor.

### Derivation Effective Date

The derivation effective date is the date on which the relationship between the EMU currency and the Euro begins.

## Natural Languages: Points to Consider

Natural languages are all the languages that humans use, written and spoken. If a language is enabled, then users can associate it with entities, for example as languages spoken by sales representatives. When managing natural languages, consider tasks to perform and best practices for entering particular values.

### Tasks

Once you add a language, it can't be deleted, but just disabled. You can optionally associate natural languages with International Organization for Standardization (ISO) languages and territories, just for reference.

### Values

When you create a natural language, use the alpha-2 ISO code as the language code, or, if not available, then alpha-3. If the language is not an ISO language, then use **x-** as a prefix for the code, for example **x-ja** for a Japanese dialect. Use the **sgn** code of ISO-639-2 for sign languages, followed by territory code, for example **sgn-US** for American Sign Language. You can also use Internet Assigned Numbers Authority (IANA) language tags.

The natural language description must be the language name with territory name in parenthesis where needed, for example **English (Australia)** and **English (Canada)**.

## FAQs for Define ISO Reference Data

### When do I create or edit territories?

The predefined territories are countries from the International Organization for Standardization (ISO) 3166 standard. Edit territory descriptions to determine how they are displayed in lists of country values in an application. You don't have to edit territory names or codes unless there is a specific requirement. Create territories if new countries emerge and the application isn't yet patched with the latest ISO country values.

> **Note:** The National Language Support (NLS) territory codes are territory identifiers used in the application. Don't edit the codes unless you must change the association between ISO and the application territory.

### When do I create or edit industries?

To meet a specific business need, you may edit industry names or descriptions of industries except for those belonging to the North American Industry Classification System (NAICS). Edit the industry descriptions also to determine how they appear in an application.

You may also create industries that contain customizations not included in the NAICS standards.

## When do I associate industries with territories?

To meet specific business needs, you can associate industries with territories. For example, administrators can customize a page in different ways for different sets of users of the same industry, but residing in different countries.

## When do I create or enable currencies?

Create or enable any currency for displaying monetary amounts, assigning currency to ledgers, entering transactions, recording balances, or for any reporting purpose. All currencies listed in the International Organization for Standardization (ISO) 4217 standard are supported.

The default currency is set to United States Dollar (USD).

*Related Topics*

- Defining Currencies: Points to Consider

## What's the difference between precision, extended precision, and minimum accountable unit for a currency?

Precision refers to the number of digits placed to the right of the decimal point used in regular currency transactions. For example, USD would have 2 as the precision value for transactional amounts, such as $1.00.

Extended precision is the number of digits placed to the right of the decimal point and must be greater than or equal to the precision value. For calculations requiring greater precision, you can enter an extended precision value such as 3 or 4. That would result in the currency appearing as $1.279 or $1.2793.

Minimum accountable unit is the smallest denomination for the currency. For example, for USD that would be .01 for a cent.

In Setup and Maintenance work area, search for the Manage Currencies task to set these values for a currency.

## What's a statistical unit currency type?

The statistical unit currency type denotes the Statistical (STAT) currency used to record financial statistics in the financial reports, allocation formulas, and other calculations.

## When do I create or edit ISO languages?

Edit the names and descriptions of International Organization for Standardization (ISO) languages to determine how they appear in the application. The ISO languages are a part of the ISO 639 standard. If any change to the ISO standard doesn't reflect in the application, you can update the ISO alpha-2 code or add languages to provide up-to-date information.

## When do I edit languages?

Installed languages automatically appear on the Manage Languages page. This page also displays all languages that are available for installation and translation. Each dialect is treated as a separate language.

Generally, you don't need to edit any of the detailed fields unless absolutely necessary.

## When do I create or edit time zones?

Though all standard time zones are provided, enable only a subset for use in lists of time zone values. You can add time zones if new zones became standard and the application isn't yet patched with the latest values.

# Manage Audit Policies

## Managing Audit Policies: Explained

Auditing is used to monitor user activity and all configuration, security, and data changes that have been made to an application. Auditing involves recording and retrieving information pertaining to the creation, modification, and removal of business objects. All actions performed on the business objects and the modified values are also recorded. The audit information is stored without any intervention of the user or any explicit user action.

Use audit policies to select specific business objects and attributes to be audited. The decision to create policies usually depends on the type of information to be audited and to the level of detail required for reporting.

### Enabling Audit Functionality

For Oracle Applications Cloud, you must configure the business objects and select the attributes before enabling audit. If you enable audit without configuring the business objects, auditing remains inactive. By default, auditing is disabled for all applications. To enable and manage audit, ensure that you have a role with the assigned privilege Manage Audit Policies (FND_MANAGE_AUDIT_POLICIES_PRIV). For appropriate assignment of roles and privileges, check with your security administrator.

To enable auditing for Oracle Fusion Middleware products, select one of the levels at which auditing is required for that product. The audit levels are predefined and contain the metadata and events to be audited. For more information, see Audit Events for Oracle Applications Cloud Middleware (Doc ID 2114143.1) on My Oracle Support at https://support.oracle.com.

If you don't want an application to be audited, you can stop the audit process by setting the Audit Level option to **None**.

*Related Topics*

- Audit Events for Oracle Applications Cloud Middleware

## Configuring Audit Business Object Attributes: Points to Consider

Audit enables tracking the change history of particular attributes of a business object. However, those objects and their attributes must be selected for audit and auditing must be enabled for that application. Your configuration settings determine which attributes to audit for a given object, and when the audit starts and ends. Auditing takes into account all the operations performed on an object and its attributes, such as create, update, and delete. To configure audit business object attributes, navigate to the Manage Audit Policies page in the Setup and Maintenance work area.

### Selecting an Application

To set up auditing, you must select a web application that contains the required business objects that can be audited. From the list of business objects, select those business objects that you want to audit. Selecting a business object also displays its attributes that are enabled for auditing.

### Selecting Attributes

For each selected business object to be audited, select the corresponding attributes to include in the audit. All attributes that belong to that object are by default selected for audit and appear on the user interface. However, you can add or remove attributes from the list. When you remove an attribute from the list, you stop auditing it even when the parent object is selected for audit. So, if you want an attribute to be audited, you must add it to the list. If the object selected in an audit hierarchy is also a part of several other audit hierarchies, the attribute configuration for that object is applicable to all the hierarchies in that application.

**Tip:** For business objects based on flexfields, select the Flexfields (Additional Attributes) check box to view and add or remove flexfield attributes, to include or exclude them from the audit.

## Starting and Stopping Audit

The business object is ready for audit after you select its attributes and save the configuration changes. However, to start auditing, the audit level for Oracle Applications Cloud must be set to **Auditing** on the Manage Audit Policies page.

To stop auditing an object, you can deselect the entire object and save the configuration. As a result, all its selected attributes are automatically deselected and are not audited. To continue to audit the business object with select attributes, deselect those attributes that are not to be audited. When users view the audit history for an application, they can specify the period for which they want the results. Therefore, make a note of when you start and stop auditing an application.

For example, users intend to view the audit history of an object for the previous week, but auditing for that object was stopped last month. They wouldn't get any audit results for that week, because during the entire month that object wasn't audited. Even if you enable audit for that object today, users can't get the wanted results because audit data until today isn't available.

# Configuring Audit: Highlights

To set up auditing for Oracle Applications Cloud, use the Manage Audit Policies page in the Setup and Maintenance work area. To set up auditing for Oracle Fusion Middleware products, select the level of auditing mapped to a predefined set of metadata and the events that have to be audited. Information about configuring audit for Oracle Fusion Middleware products is provided in Oracle Fusion Middleware guides.

You can also create a configuration file and deploy it to audit a specific Oracle Fusion Middleware product. The configuration details for Oracle Fusion Middleware products are available as audit-specific assets that you can use to create the config.xml configuration file. To get a list of audit-specific assets, see Audit Events for Oracle Applications Cloud Middleware (Doc ID 2114143.1) on My Oracle Support at https://support.oracle.com.

## Oracle Fusion Middleware Products

- Configure business objects to enable auditing in Oracle Fusion Middleware products. Refer to the Oracle Fusion Middleware Security and Administrator's Guide for Web Services.

  See: Auditing Web Services

## Oracle Fusion Security Products

- Configure business objects to enable auditing in Oracle Fusion security products. Refer to Oracle Fusion Middleware Application Security Guide.

  See: Oracle Fusion Middleware Audit Framework Reference

*Related Topics*

- Audit Events for Oracle Applications Cloud Middleware

# Manage Oracle Social Network Objects

## Managing Oracle Social Network Objects: Explained

Use the Manage Oracle Social Network Objects task for managing the Oracle Social Network Objects. The integration of Oracle Social Network with applications and business processes brings key attributes from the applications to share, socialize, and update information. This helps in making better business decisions based on additional information that you obtain and analyze within your social network environment.

Use the Manage Oracle Social Network Objects page to set up and define:

- The business objects and attributes to enable
- The enablement method for social network integration with Oracle Applications Cloud

To open the Manage Oracle Social Network Objects page, start in the **Setup and Maintenance Overview** page and search for the Manage Oracle Social Network Objects task.

Use Oracle Social Network to:

- Discuss projects and plans in public forums
- Maintain:
    - Membership groups
    - Activity feeds of the people you select
- Facilitate:
    - One-on-one Conversations
    - Reviews
    - Document sharing

**Note:** Oracle Social Network is currently available in Cloud implementations only.

An important aspect of managing Oracle Social Network objects is enabling business objects for integration.

### Enabling Business Objects for Integration

A business object can't be shared within social network until a functional administrator or implementor:

- Accesses the Manage Oracle Social Network Objects page in Oracle Applications Cloud
- Enables the business object for social network integration

*Related Topics*

- How can I update translations?
- Synchronize Business Objects: Explained
- What happens if I synchronize business objects?

## FAQs for Manage Oracle Social Network Objects

### What happens if I update translations?

When you update translations, you send translations for business objects with the enablement option as **Manual** or **Automatic** to Oracle Social Network.

On updating translations, you also:

- Synchronize the newly translated text from Oracle Applications Cloud so that it can be used within social network. This means you can:
    - Install and enable a new language.
    - Take a language patch at any time.
- Send attribute labels and business object names to social network for use in its user interface.

# Manage Applications Core Common Reference Objects

## Manage Applications Core Messages

### Common Messages: Points to Consider

Message names that begin with FND_CMN are common messages. Each common message can appear in multiple places in any product family across Oracle Fusion Applications. For example, the FND_CMN_NEW_SRCH message can be used for any search to indicate that no results were found. Common messages of type error or warning are part of the message dictionary.

### Creating and Editing Common Messages

You can create custom common messages for use in multiple places. However, ensure that you follow the predefined naming convention and numbering series associated with the application or module.

**Note:** Don't use FND_CMN as the prefix for your custom messages because all the predefined common messages begin with it.

Common messages can be used in any application. Therefore, consider the ramifications if you edit any aspect of the message, including incident and logging settings. Changes would be reflected in all instances where the message is used. For example, if you change the message text, ensure that the text is generic and applies to the entire site of Oracle Fusion Applications implementation.

# Manage Applications Core Administrator Profile Values

## Profile Options and Related General Preferences: How They Work Together

The general preferences such as Language, Territory, or Date Format that you access from the global area have corresponding predefined profile options.

### General Preferences

When users define their preferred Date Format, Language, or Currency, they are setting the value of a profile option at the user level.

### Profile Options

When users don't specify anything as their preferences, the Site level profile option takes effect.

## Managing Profile Option Values for CORS Headers: Points to Consider

You can set profile option values for the CORS headers using the Manage Administrator Profile Values task in the Setup and Maintenance work area.

### CORS Headers

This table lists the CORS headers that you can set profile option values for.

| CORS Header | Profile Option Name (Profile Option Code) | Profile Option Values |
|---|---|---|
| Access-Control-Allow-Origin | Allowed Domains (ORACLE. ADF. VIEW. ALLOWEDORIGINS) | Valid values for allowed origins:<br>• URL of the specific origin, for example, http://www.mydomain.com<br>• Comma-separated list of origins, for example,<br>http://www.mydomain.com, http://adc6160507.us.oracle.com, http://software.dzhuvinov.com<br>• * to allow access to resources from all origins<br>• Empty (no value set) to prevent access to resources from any origin<br>**Note:** You must set a value for this header to enable CORS. |
| Access-Control-Max-Age | CORS: Access-Control-Max-Age (CORS_ ACCESS_ CONTROL_ MAX_AGE) | Default value for caching preflight request is 3600 seconds. |
| Access-Control-Allow-Methods | CORS: Access-Control-Allow-Methods (CORS_ ACCESS_ CONTROL_ ALLOW_ METHODS) | Default values for allowed methods are **OPTIONS**, **HEAD**, **GET**, **POST**, **PUT**, **PATCH**, **DELETE**. |
| Access-Control-Allow-Headers | CORS: Access-Control-Allow-Headers (CORS_ ACCESS_ CONTROL_ ALLOW_ HEADERS) | Default values for allowed headers are **Accept**, **Accept-Encoding**, **Cache-** |

| CORS Header | Profile Option Name (Profile Option Code) | Profile Option Values |
|---|---|---|
| | | **Control**, **Content-MD5**, **Content-Type**, **If-Match**, **If-None-Match**,**Origin**, **User-Agent**, **X-HTTP-Method-Override**, **X-Requested-By**.<br>**Note:** You must include `Authorization`, with a comma as the delimiter, to the list of allowed headers. For example: **Accept**, **Accept-Encoding**, **Cache-Control**, **Authorization** |
| Access-Control-Allow-Credentials | CORS: Access-Control-Allow-Credentials (CORS_ ACCESS_ CONTROL_ ALLOW_ CREDENTIALS) | - **True** to enable sending credentials with the request<br>- **False**, which is the default value, to disable sending credentials with the request |

*Related Topics*

- Setting Profile Option Values: Procedure
- CORS: Explained

## How can I make message components visible only to specific users?

Use the Manage Administrator Profile Values task to determine the visibility of the message components. For the **Message Mode** profile option, set the profile value to either User or Administrator. Based on the set value, the administrator or user actions and details appear for the intended audience.

However, the message components are visible to the audience based on their predefined access rights. Anyone having a user level access can't view the Administrator message components. If you set the profile value to the administrators of a specific product, the message components are visible only to that specific audience.

**Note:** If you don't set any value to the profile option, the visibility of the message component is determined by the default profile option settings.

*Related Topics*

- Setting Profile Option Values: Procedure

# 12 Define WebLogic Communication Services Configuration

## Oracle Sales Cloud CTI: Highlights

Oracle Sales Cloud Computer Telephony Integration (CTI) integrates with your telephony environment and must be manually enabled in your deployment. This topic highlights what is required to set up the CTI feature and to implement logging of the calls made using the CTI feature.

CTI is a feature of the customer contact process. You initiate phone communication to customers and employees with a click of your mouse, leveraging your customer contact information and the application context. The CTI feature uses Oracle WebLogic Communication Services to enable communications. Applications that provide the CTI functionality do so primarily through contextual actions.

Additionally, CTI utilizes Oracle Sales Cloud tasks as an optional transaction logging feature that will track information about the call such as the customer, call participants, a time stamp noting the start time of the call, the direction of the communication, in or outbound, and the resolution code.

Terms used in setting up these communications include:

- PSTN: Public switched telephone network is the network of the world's public circuit-switched telephone networks.
- SIP: Session initiation protocol, an open signaling protocol standard that is used to set up phone calls
- TPCC: Third Party Call Control enables an application to control the telephony network to set up calls automatically.
- Oracle WebLogic Communication Services. Offers the TPCC service to Oracle applications and sets up the calls using SIP integration with the telephony network.

The setup task list Define WebLogic Communication Services Configuration includes four tasks required for the correct configuration and implementation of CTI. One optional task, separate from the setup task list, is required for implementing task logging.

You can find information about implementing CTI in the Oracle Sales Cloud Administrator's Guide. Detailed information about configuring and maintaining WebLogic Communication Services is found in the Oracle WebLogic Communication Services Administrator's Guide

### Configure and Deploy WebLogic Server

- Deploy WebLogic Communication Services: After the Oracle WebLogic communication server is deployed, this manual task activates the server.

  See: Oracle WebLogic Communication Services Administrator's Guide

### Integrate Communications Services

- Integrate WebLogic Communication Services with Telephony Network: This manual task integrates communications within the telephony environment. Oracle WebLogic Communication Services must be configured to interface with the specific characteristics of the telephony network.

  See: Managing Oracle WebLogic Communication Services for CTI Functionality

## Specify the Domain and Address

- Register a URL for the telephony gateway or soft switch for SIP domain: This task defines the Server protocol, defaulted to http, the external server host address, and external server port address. The Associated Modules section is not required for setup. You can also perform this as a manual task using Topology Manager to configure the address of the SIP Public Switched Telephone Network (PSTN) gateway or SIP soft switch serving the users within that domain. This address is needed by CTI to correctly form the SIP addresses required by WebLogic Communication Services. See the link to Configuring PSTN Gateway Address Using Topology Manager: Worked Example.

## Enable Click-to-Dial

- After configuring the server and defining the SIP domain, perform the Enable Click-to-Dial task. This task sets the value of the profile option Enable Click-to-Dial to Yes.

## Call Logging Using Tasks

- To initiate the task based logging for CTI, set the profile option Call Interaction Logging Enabled to Yes'

# Configuring PSTN Gateway Address Using Topology Manager: Worked Example

This example demonstrates how, during the implementation of the **Register URL for the telephony gateway or soft switch for SIP domain** task, you must manually configure the PSTN gateway address by registering HzCTDPstnGatewayApp to a given environment using Oracle Fusion Topology Registration

These steps configure the address of the SIP Public Switched Telephone Network (PSTN) gateway or SIP soft switch serving the users within that domain. This address is needed by Click-to-Dial to correctly form the SIP addresses required by WebLogic Communication Services. For example: `SIP:+1650-555-1212@pstn_gateway.oracle.com;user=phone` where `pstn_gateway.oracle.com` is the SIP domain. The SIP domain can also be expressed in the format 10.1.1.1 (IP address).

## Configuring PSTN Using the Topology Manager

### To configure PSTN:

1. Sign in to Oracle Sales Cloud as a user that has **application implementation consultant** and **WebLogic Services administration** roles.
2. In Setup and Maintenance, click Register Enterprise Applications from the regional area under **Topology Registration.**
3. On the Register Enterprise Applications page, click the plus icon to add an enterprise application. An Add Enterprise Application dialog box appears.
4. Enter the new application information: Click **Search** in the Enterprise Application list field. Enter **HzCTDPstnGatewayApp** in the name field and click **Search**.
5. Click **OK**.
6. Enter the other fields in the Add Enterprise Application dialog box.

| Field | Value |
|---|---|
| Name | HzCTDPstnGatewayApp |
| Server Protocol | SIP<br>This field is ignored by Click-to-Dial. Oracle WebLogic Communication Service (OWLCS) always uses the SIP protocol. |
| External Server Host | 10.143.167.91 (Used as an example)<br>A host name can be used instead of an IP address. |
| External Server Port | 0 (Used as an example)<br>This field is ignored by Click-to-Dial. |

7. Click **Save and Close**.

# 13 Define Applications Core Configuration

## Define Lookups

### Lookups: Explained

Lookups are lists of values in applications. You define a list of values as a lookup type consisting of a set of lookup codes, each code's translated meaning, and optionally a tag. End users see the list of translated meanings as the available values for an object.

Lookups provide a means of validation and lists of values where valid values appear on a list with no duplicate values. For example, an application might store the values Y and N in a column in a table, but when displaying those values in the user interface, Yes or No (or their translated equivalents) should be available for end users to select. For example, the two lookup codes Y and N are defined in the REQUIRED_INDICATOR lookup type.

In another example, a lookup type for marital status has lookup codes for users to specify married, single, or available legal partnerships.

| Lookup Type | Lookup Code | Meaning | Tag |
|---|---|---|---|
| MAR_STATUS | M | Married | |
| | S | Single | |
| | R | Registered Partner | +NL |
| | DP | Domestic Partner | -FR, AU |

In this case, tags are used for localizing the codes. All legislations list Married and Single. Only the Dutch legislation lists Registered Partner. And all legislations except France and Australia also list Domestic Partner.

When managing lookups, you need to understand the following.

- Using lookups in applications
- Customization levels
- Accessing lookups
- Enabling lookups
- The three kinds of lookups: standard, common, and set enabled

#### Using Lookups in Applications

Use lookups to provide validation or a list of values for a user input field in a user interface.

An example of a lookup used for validation is a flexfield segment using a table-validated value set with values from a lookup type. An example of a lookup in a list of values is a profile option's available values from which users select one to set the profile option. Invoice Approval Status gives the option of including payables invoices of different approval statuses in a report. The lookup code values include All, so that users can report by all statuses: Approved, Resubmitted for approval, Pending or rejected, and Rejected.

## Customization Level

The customization level of a lookup type determines whether the lookups in that lookup type can be edited. This applies data security to lookups.

Some lookup types are locked so no new codes and other changes can be added during implementation or later, as needed. Depending on the customization level of a lookup type, you may be able to change the codes or their meanings. Some lookups are designated as extensible, so new lookup codes can be created during implementation, but the meanings of predefined lookup codes cannot be modified. Some predefined lookup codes can be changed during implementation or later, as needed.

The customization levels are user, extensible, and system. The following table shows which lookup management tasks are allowed at each customization level.

| Allowed Task | User | Extensible | System |
|---|---|---|---|
| Deleting a lookup type | Yes | No | No |
| Inserting new codes | Yes | Yes | No |
| Updating start date, end date, and enabled fields | Yes | Yes, only if the code is not predefined data | No |
| Deleting codes | Yes | Yes, only if the code is not predefined data | No |
| Updating tags | Yes | No | No |
| Updating module | Yes | No | No |

Predefined data means LAST_UPDATED_BY = SEED_DATA_FROM_APPLICATION.

If a product depends on a lookup, the customization level must be system or extensible to prevent deletion.

Once the customization level is set for a lookup type, it can't be modified. The customization level for lookup types created using the Define Lookups page is by default set at the User level.

## Standard, Common, and Set-Enabled Lookups

The available kinds of lookups are as follows.

| Lookup | Description |
|---|---|
| Standard | Lists the available codes and translated meanings |
| Set enabled | Additionally associates a reference data set with the lookup codes |
| Common | Legacy lookups |

| Lookup | Description |
|---|---|
| | |

Standard lookups are the simplest form of lookup types consisting only of codes and their translated meaning. They differ from common lookups only in being defined in the standard lookup view.

Common lookups exist for reasons of backward compatibility and differ from standard lookups only in being defined in the common lookup view.

Set enabled lookup types store lookup codes that are enabled for reference data sharing. At runtime, a set-enabled lookup code is visible because the value of the determinant identifies a reference data set in which the lookup code is present.

## Accessing Lookups

Standard, set-enabled, and common lookups are defined in the Standard, Set-enabled, and Common views, respectively. Applications development may define lookups in an application view to restrict the UI pages where they may appear.

In lookups management tasks, lookups may be associated with a module in the application taxonomy to provide criteria for narrowing a search or limiting the number of lookups accessed by a product specific task such as Manage Purchasing Lookups.

## Enabling Lookups

A lookup type is reusable for attributes stored in multiple tables.

Enable lookups based on the following.

- Selecting an **Enabled** check box
- Specifying an enabled start date, end date, or both
- Specifying a reference data setdeterminant

If you make changes to a lookup, users must sign out and back in before the changes take effect. When defining a list of values for display rather than validation, limit the number of enabled lookup codes to a usable length.

For more information on the predefined lookups and lookup codes, open the Setup and Maintenance work area, and use the tasks in the Define Lookups task list.

## Translating Lookups

You can translate the lookups that you defined to the preferred language(s) without changing the language session of the application. Use the translation option available on the lookup code table. By default, for each lookup, all the allowed language rows in the translator dialog box appear in the source language (the current session language). When you edit a particular language entry, you can modify the translated meaning and description to the language in which you want the lookup to appear. Once the updates are made, the end-users can view the lookup in the translated text.

**Note:** You can add the translation for only as many languages as are permitted by the administrator. The functionality to limit the number of languages displayed on the dialog box is controlled through the Translation Editor Languages profile option. It can be set at the SITE or USER level. If nothing is specified, all active languages are displayed.

*Related Topics*

- Modules in Application Taxonomy: Explained

# Managing a Standard Lookup: Example

Creating a new standard lookup involves creating or selecting a lookup type containing the lookup code. The task also involves determining appropriate values for the lookup codes and their meanings. You can only create or edit lookup codes for a particular lookup type if its customization level supports it.

## Creating a Lookup Type Called COLORS

Your enterprise needs a list of values for status to be used on various objects such as processes or users. The lookups are colors, so the lookup type you create is COLORS.

| Lookup type parameters | Value |
|---|---|
| Lookup type name | COLORS |
| Meaning | Status |
| Description | Status by color |
| Module | Oracle Fusion Middleware Extensions for Oracle Application |

The lookup codes you define for the COLORS lookup type are, BLUE, RED, GREEN, and YELLOW.

| Lookup Code | Meaning | Enabled | Display Sequence |
|---|---|---|---|
| BLUE | Urgent | No | 4 |
| RED | Stop | Yes | 1 |
| GREEN | Proceed | Yes | 3 |
| YELLOW | Caution | Yes | 2 |

## The Resulting Data Entry List of Values

The enabled lookup codes appear in the list of values for the COLORS lookup type. You must select one of them to complete the activity.

The meanings and the codes are listed here. They appear in the order of the defined display sequence.

| Displayed Value | Hidden ID |
|---|---|
| Stop | RED |

| Displayed Value | Hidden ID |
|---|---|
| Caution | YELLOW |
| Proceed | GREEN |

## Analysis

The BLUE lookup code was not enabled and does not appear in the list of values. The display sequence of values in the list of values is alphabetic, unless you enter a number manually to determine the order of appearance. Number 1 indicates the first value that appears in the list. Only lookups that are enabled and active between start and end dates, are visible.

## The Transaction Table

When users enter one of the values from the list of values for the lookup type COLORS, the transaction table records the lookup code. In this example, the code is stored in the Status column

| Transaction number | User name | Status |
|---|---|---|
| 1 | Jane | RED |
| 2 | Bob | YELLOW |
| 3 | Alice | BLUE |

The status for one user is BLUE because at the time they entered a value, BLUE was enabled. Disabling a lookup code does not affect transaction records in which that code is stored. Data querying and reporting have access to disabled lookup codes in transaction tables.

# Managing Set-Enabled Lookups: Examples

Creating a new set-enabled lookup is similar to creating a standard lookup with the addition of specifying a reference data setdeterminant for the lookup codes. You can only create or edit lookup codes for a particular lookup type if its customization level supports it.

The reference data set for a set-enabled lookup code is part of its foreign key. This is unlike other set-enabled entities. Use the Manage Set Assignments task to define and manage reference data set assignments.

## Selecting a Reference Group for a Set-Enabled Lookup Type

Specify a reference group for a set-enabled lookup type to indicate which reference data set assignments are available for its lookup codes. For example a COLORS lookup type might be set-enabled for a Countries reference group that includes the US and EU reference data set assignments.

## Selecting a Reference Data Set for a Set-Enabled Lookup

The reference data set determines which lookup code is included in the list of values. If a COLORS lookup type contains a RED, YELLOW, ORANGE, and GREEN lookup code, you can enable one RED lookup as coming from the US reference data set and another RED lookup as coming from the EU reference data set with different meanings.

| Reference Data Set | Lookup Code | Lookup Meaning |
|---|---|---|
| US | RED | Red |
| US | YELLOW | Yellow |
| US | GREEN | Green |
| EU | RED | Rouge |
| EU | ORANGE | Orange |

Some lookup codes may be unique to one or another reference data set as the ORANGE lookup is to the EU reference data set in this example.

In another example, a lookup type called HOLD_REASON provides a list of reasons for applying a hold to a contract renewal. Reference data sets determine which codes are included in the Hold Reason list of values.

| Reference Data Set | Lookup Code | Lookup Meaning |
|---|---|---|
| US | SEC | SEC Compliance Review |
| US | DIR | Needs Director's Approval |
| US | VP | Needs Vice President's Approval |
| CHINA | CSRC | Pending China Securities Regulatory Commission Review |
| CHINA | PR | Needs President's Approval |
| COMMON | REQUESTED | Customer Request |

As per the above example, when end-users place a contract on hold in the US business unit, the three reason codes in the US set are available. When placing a contract on hold in the China business unit, the two codes in the China set are available.

# FAQs for Define Lookups

## How can I edit lookups?

On the Define Lookups page, you can edit the existing lookup codes of a lookup type or add new lookup codes. To open the page, navigate to the Setup and Maintenance work area and search for the Define Lookup task list.

The task list contains three tasks:

- Standard Lookups
- Common Lookups
- Set-enabled Lookups

Each task contains a predefined set of lookup types classified and stored as per the functionality. Open a task to search and edit the required lookup. However, you may not be able to edit a lookup if its customization level doesn't support editing.

## How can I access predefined lookups?

Search for predefined lookups using the Define Lookups task list:

1. In the Setup and Maintenance work area, search for the **Define Lookups** task list and expand it to view the tasks.
2. Open the task that corresponds to the lookups you are searching for.
3. Enter any of the search parameters and click **Search**. If you don't know the lookup type or the meaning, use the **Module** field to filter search results.
4. Click a lookup type to view its lookup codes.

**Tip:** Click the Query By Example icon to filter the lookup codes.

*Related Topics*

- Using Query By Example: Procedure

## Why can't I see my lookup types?

Lookup types are classified using tasks that involve a group of related lookups, such as Manage Geography Lookups. Each task gives you access only to certain lookup types. However, the generic tasks provide access to all lookups types of a kind, such as common lookups associated with the Manage Common Lookups task.

If the lookup types in an application are available in the standard, common, or set-enabled lookups view, they are central to an application. However, lookup types defined for a specific application are managed using the task or task list for that application.

## What's the difference between a lookup type and a value set?

A lookup type consists of lookups that are static values in a list of values. Lookup code validation is a one to one match.

A table-validated value set may consist of values that are validated through a SQL statement, which allows the list of values to be dynamic.

**Tip:** You can define a table-validated value set on any table, including the lookups table. Thus, you can change a lookup type into a table-validated value set that can be used in flexfields.

| Area of Difference | Lookup Type | Value Set |
|---|---|---|
| List of values | Static | Dynamic if the list is table-validated |
| Validation of values | One to one match of meaning to code included in a lookup view, or through the determinant of a reference data set | Validation by format or inclusion in a table |
| Format type of values | char | varchar2, number, and so on |
| Length of value | Text string up to 30 characters | Any type of variable length from 1 to 4000 |
| Duplication of values | Never. Values are unique. | Duplicate values allowed |
| Management | Both administrators and end-users manage these, except system lookups or predefined lookups at the system customization level, which can't be modified. | Usually administrators maintain these, except some product flexfield codes, such as GL for Oracle Fusion General Ledger that the end-users maintain. |

Both lookup types and value sets are used to create lists of values from which users select values.

A lookup type cannot use a value from a value set. However, value sets can use standard, common, or set-enabled lookups.

### What's a lookup tag used for?

A tag is an additional label attached to the lookup. Tags are user defined and can be grouped depending on the user's requirement to make search convenient and effective.

The same tag may be used across lookup categories. In such cases, tags are used as a refined search criterion to filter information across several groups and get the custom search result.

# Manage Messages

## Messages: Explained

Messages provide users with information about business or application errors or warnings.

Typically, messages inform the users about the following:

- Missing or incorrect data
- Status of an application, page, or a business object
- Status of an ongoing process
- Result of a user action

Besides notifying users about the problem, messages provide guidance to users on taking corrective action. Messages also warn users about the consequences of a certain action.

Oracle provides a set of predefined messages that are stored in a message dictionary. To create additional messages or modify the existing ones, use the Manage Messages task in the Setup and Maintenance work area.

**Note:** Don't delete predefined messages unless you are sure that they aren't used anywhere.

## Message Dictionary

The message dictionary stores messages that the application requires at run time. Messages are predefined for specific applications and modules, but a few are common messages that can be used in any application or module.

When you create messages, use the message text and the following components to cover additional details addressing users and help desk personnel:

- User Details: A detailed explanation of the message short text meant for users.
- Administrator Details: Details of the identified problem meant for the help desk personnel. The end users don't see this text.
- Cause: An end-user version of the cause of error.
- User Action: Instructions to users for addressing the identified problem. Where there is no guidance for end users, they must approach the help desk.
- Administrator Action: Corrective action that help desk personnel must take to correct the problem. This information is not available to the end users.

# Message Types: Explained

All messages must be associated with a message type. You can select the message type based on the message severity.

The available message types are:

- Error
- Warning
- Information
- UI String

## Error Messages

Use the Error message to inform users about, for example, entering incorrect data or performing actions that trigger validation. Error messages also inform users how to correct the situation so that they can continue with their task.

For example: You cannot specify a task without specifying the project.

Error messages also tell users about any serious problem with the application or process, and when they must seek assistance from the help desk. Some error messages trigger incidents or logs and have a mechanism to notify the help desk automatically.

## Warning Messages

Use the Warning message type to inform users about an application condition or a situation that might require their decision before they can continue.

Warning messages:

- Describe the reason for the warning and potential consequence of the selected or intended user action.
- Can be either a question or a statement.

For example: You delete the primary user. Do you want to continue?

The message is usually followed by Yes and No buttons.

## Information Messages

The Information message type tells users about changes in the application, a page, or a business object. These messages aren't triggered by users, and they don't have to take any immediate action in response.

For example: No events have been started or processed for this employee.

Use the Information message type to communicate information that is neither an error nor a warning.

## UI String Messages

Use the UI string message type to store shorter messages such as UI prompts, titles, or translated text, in the message dictionary.

*Related Topics*

- Grouping Messages by Category and Severity: Explained

# Creating and Editing a Message: Procedure

You may edit predefined messages stored in the message dictionary or create custom messages.

In the Setup and Maintenance work area, search for and open the Manage Messages task.

## Creating a Message

To create a message, perform the following steps:

1. On the Manage Messages page, click the **New** icon.
2. On the Create Message page, enter details under each section.
3. In the Message Properties section:
    a. Enter a unique message name that helps you find your custom messages and avoid name conflicts with predefined messages. Use underscore as a separator if the name contains multiple parts.
    b. Select the application and module to associate the message with.
    c. Enter a unique number that can be used as an identifier for the message. Users can quote this number when they contact the help desk for assistance.

        **Note:** You may use any number between 10,000,000 and 10,999,999. This number range is allocated for your custom messages. At run time, this number appears along with the application code after the message text, for example FND-2774.

    d. In the Translation Notes field, enter a description of the message indicating its use.
    e. Select the relevant message type, category, and severity.
    f. Select the **Logging Enabled** check box to create incidents or logs when messages appear on the UI.
4. In the Message Text section:
    a. In the Short Text field, provide the actual message text that appears on the page at run time.

The short text can include tokens that are placeholders for displaying dynamic values at run time. However, to support easy translation, keep the message length (including values of tokens) under 160 characters in American English.

   b. In the User Details field, enter information for the users to know why the message appeared. You can also include information for the users to resolve the issue themselves.

      If your Short Text component has tokens that expand the text beyond the 160-character limit, move that portion of text here.

   c. In the Administrator Details field, provide a detailed technical explanation of the message. This field is only visible to the help desk.
   d. In the Cause field, provide a concise explanation of why the message appears. This text is visible to the users.

      This information is optional and is only applicable to messages of type Error and Warning. However, if you mention the cause, you must mention in the User Action field the action that users must take.

   e. In the User Action field, enter the user action to guide the users with steps to respond to the message and complete the task.
   f. In the Administrator Action field, provide information that the help desk can use to resolve the problem.
5. In the Message Tokens section, define tokens that you want to use in this message.
6. Click **Save and Close**.

## Editing a Message

You may edit a predefined message or a custom message that you created.

To edit a message, search for a message on the Manage Messages page and perform the following steps:

1. Select the existing message and click the **Edit** icon.
2. On the Edit Message page, modify the existing details as per the instructions provided in the Creating a Message procedure.

   **Note:** Don't edit the message number for predefined messages.

3. Click **Save and Close**.

*Related Topics*

- Grouping Messages by Category and Severity: Explained
- How can I make message components visible only to specific users?

# Using Tokens in Messages: Points to Consider

Certain messages must display variable information at run time to help users clearly relate to the actual data and perform the required action. You can use tokens to contain variable values at run time, instead of writing a unique message for every possible situation.

Tokens are programmatic parts of message text that are placed within curly brackets when creating the message. Tokens serve as placeholders for the actual data. At run time, tokens dynamically display the actual text or value in the message, making a message specific to the situation. For example, the message "Enter an effective date that is the same as or later than `{MATURITY_DATE}`" contains the token `{MATURITY_DATE}`. At run time, instead of the token, the represented value (the actual date) appears. Thus, users see the message "Enter an effective date that is the same as or later than 25-APR-2015".

Use the Manage Messages task in the Setup and Maintenance work area to create and manage tokens. You must edit a message to define tokens for it. You can create tokens for a message and also delete them. However, you can't edit or delete the predefined tokens.

## Token Definition

To define a token, you must provide the following information:

- A unique name for the token.
- The type of data that the token replaces at run time. Available types are Date, Number, or Text.
- A description about what the token represents at run time.

## Guidelines

Follow these general guidelines while defining tokens:

- Use curly brackets and all uppercase letters for the token names.
- Use underscore as a separator for a name containing two words or more.
- Don't use a space between words.

Follow these specific guidelines for each token data type.

| Data Type | Guideline |
|---|---|
| Text | Use tokens for substituting any variable text element that qualifies as a noun. |
| Number | Plan carefully while using tokens for numbers especially, where a token could refer to either a singular or a plural number. You can use tokens for numbers representing an order, customer, or any other business object bearing a numeric value. |
| Date | Clearly define the context of the date, such as the start date, or end date, or a date range. |

# How can I make message components visible only to specific users?

Use the Manage Administrator Profile Values task to determine the visibility of the message components. For the **Message Mode** profile option, set the profile value to either User or Administrator. Based on the set value, the administrator or user actions and details appear for the intended audience.

However, the message components are visible to the audience based on their predefined access rights. Anyone having a user level access can't view the Administrator message components. If you set the profile value to the administrators of a specific product, the message components are visible only to that specific audience.

**Note:** If you don't set any value to the profile option, the visibility of the message component is determined by the default profile option settings.

## Common Messages: Points to Consider

Message names that begin with FND_CMN are common messages. Each common message can appear in multiple places in any product family across Oracle Fusion Applications. For example, the FND_CMN_NEW_SRCH message can be used for any search to indicate that no results were found. Common messages of type error or warning are part of the message dictionary.

### Creating and Editing Common Messages

You can create custom common messages for use in multiple places. However, ensure that you follow the predefined naming convention and numbering series associated with the application or module.

> **Note:** Don't use FND_CMN as the prefix for your custom messages because all the predefined common messages begin with it.

Common messages can be used in any application. Therefore, consider the ramifications if you edit any aspect of the message, including incident and logging settings. Changes would be reflected in all instances where the message is used. For example, if you change the message text, ensure that the text is generic and applies to the entire site of Oracle Fusion Applications implementation.

# Define Document Sequences

## Document Sequences: Explained

You can assign a document sequence number to each business document or business event to uniquely identify it. For example, you can assign a document sequence number to an invoice that gets generated in response to a purchase order. However, you must enable the document sequencing option for that business document or event to start assigning the number. A document sequence number is useful in tracking completed or failed transactions.

You can set up document sequencing in three different modes:

- Automatic
- Manual
- Gapless

> **Note:** Plan your document sequencing carefully before you start applying sequence numbers. Avoid switching to a different mode after you saved your work on the Manage Document Sequences and Manage Document Sequence Categories pages.

### Automatic Sequencing

Automatic document sequencing assigns a unique number to each document automatically when the document is generated. That unique number is stored in the database. You can set an initial value for the numbering sequence. Thereafter, the numbering is sequential by date and time of creation. If you don't provide an initial value, the application sets the default initial value as 1.

## Manual Sequencing

Use the manual sequencing mode to assign a unique number to each document before the document is generated. In manual sequencing, the numeric ordering and completeness of a transaction is not automatically enforced. As a result, users can skip or omit numbers when entering the sequence value. However, each time a user assigns a number, the application validates its uniqueness.

## Gapless Sequencing

Gapless sequencing is similar to automatic sequencing. It automatically generates a unique number for each document, but does that only for successfully generated documents. Sequence numbers are not assigned to incomplete or failed documents. As a result, the sequence is maintained for all the successfully generated documents.

Additionally, you can control the gapless document sequencing by enforcing the Transaction Date Validation option. When enabled, this option checks for the transaction date of a particular document and assigns the sequence number accordingly, to chronologically maintain the documents. The sequence numbers and the transaction dates are chronologically correlated to prevent any mismatch of a new document sequence being assigned to an older document or vice versa.

> **Note:** Use this type of sequencing only if necessary because it may affect the performance of the application and slow down transaction processing.

*Related Topics*

- Modules in Application Taxonomy: Explained

# Document Sequence Categories: Explained

A document sequence category is a set of documents that share similar characteristics and that are formed into a logical group. Document sequence categories simplify the task of assigning number sequences to specific documents. Instead of assigning a number to each document, you assign a document sequence to one or more document sequence categories. The document sequence category automatically takes care of numbering the documents.

A document sequence category identifies the database table that stores documents resulting from transactions that your users enter. When you assign a sequence to a category, the sequence numbers the documents that are stored in a particular table. You must create document sequence categories to be able to manage the task of assigning document sequences.

> **Note:** Once a document sequence category is created, you can't change the application, the category code, or the table name. Therefore, carefully consider these details and plan your document sequencing requirement before you begin working with the application.

Once you create a document sequence category, it is available for use under the **Document Sequences: Assignments** section on the Manage Document Sequences page. The **Category** field contains the name of the document sequence category. After you create a document sequence, you can assign it to a document sequence category.

# Document Sequences: Points to Consider

Sequencing documents is an important business and legal requirement. Therefore, you must first decide the appropriate document sequence to use for a set of documents. Before you begin, here are a few prerequisites:

- Determine beforehand the mode of document sequencing, because you can't switch to other types once a sequence is in use.
- Note details such as the document sequence and document sequence category, for later reference.
- Identify if there are any restrictions or configuration prerequisites.

**Note:** Products that implement document sequencing have specifications about its usage. Refer to the corresponding product documentation for specific details and also to determine if there are any restrictions or configuration prerequisites.

## Creating and Editing Document Sequences

You can create document sequences that are automatic, manual, or gapless, depending on the business or legal requirement. By default, the current date is considered as the start date. The sequence definition never expires if you don't provide an end date. Among the several options used in creating and editing document sequences, the following options are functionally more important and therefore must be carefully determined:

- Determinant Type: Select to limit the document sequencing activity to certain documents that belong to a specific business entity, such as Ledger, Tax Registration, and so on.
- **Initial Value**: Enter a value for the first document in your sequence. This field applies only to sequences with automatic or gapless numbering types. Sequence numbers must not be greater than eight digits. If you leave this field blank, the first document is automatically assigned a value of 1. Once a document sequence is defined, you can't change this initial value.

## Creating and Editing Document Sequence Categories

Document sequence categories are defined to make it easy to assign document sequence definitions to a group of documents instead of to individual documents. Each document sequence category is mapped to a specific table, where the documents belonging to that category are stored. When specifying the table, you must consider the following points:

- When the sequential numbering feature checks for completeness or generates a report, it locates the category's documents in the table.
- Select only those tables that belong to the application associated with the category.
- Once a category is defined, you can't switch to another table.

## Assigning Document Sequences

Identify the documents to be numbered before assigning them a document sequence. For each document sequence, there can be only one active assignment to a document sequence category, and a determinant value (if applicable). As part of the assignment, specify whether the document is created automatically (for example, due to a batch process, or manually through a form). If you don't specify an end date, the assignment continues to remain active throughout the process cycle. If a determinant type was specified for the document sequence, then enter a specific determinant value related to the determinant type.

At run time, when users create documents, the document sequence to be assigned is determined based on the following:

- An active assignment that matches the correct combination of category
- The numbering method

- The date range containing the transaction date

### Auditing Document Sequences

You can audit document sequences, if required, to provide an audit trail of the document sequences used in a specific product. However, before enabling the audit functionality for a document sequence, you must have created an audit table for the specific document sequence, using appropriate details. Enabling the audit functionality is permitted only for newly created document sequences. You can't audit document sequences that are already in use by a specific product.

For more information about defining a document sequence audit table, see the Oracle Fusion Applications Developer's Guide.

*Related Topics*

- Managing Modules in Application Taxonomy: Points to Consider

# Define Trees

## Trees: Overview

Trees are hierarchical data models that you can use to organize data, apply business rules, control data access, and improve performance while querying. For example, an application maintains data of an organization called Vision Corporation that has two departments: Marketing and Finance. The Finance department has two functional divisions: Receivables and Payables. You can define a tree for Vision Corporation to establish a hierarchy across its departments, and their respective functional divisions. You can use the hierarchy to manage data at various levels of the organization.

In the Setup and Maintenance work area, search for and use the Manage Trees and Tree Versions task to organize data into hierarchies.

### Tree Structures

As the name suggests, tree structures provide you the framework to organize data such that you can establish a hierarchy for use by the tree. So, similar to a template, a tree structure guides the creation of a tree.

### Tree

A tree is an instance of the tree structure. The root node is the topmost nodal point of a tree. Child nodes branch off from the root node. Child nodes at the same level, branching off from a common parent node, are called siblings. Leaves are details branching off from a node but not extending further down the tree hierarchy. You can create trees for multiple data sources and share them across applications.

### Tree Versions

A tree by default has only one version. If required, you can create and maintain more than one editable tree version. At any point, only one tree version must be active. If you edit an existing version, it changes from active to draft. To use it again, you must set it to active. Similar to any other version control system, versions of trees are maintained to track all the changes that a tree undergoes in its life cycle.

## Tree Labels

Tree labels are short names given to trees and tree structures. You can label the tree versions for better accessibility and information retrieval. When nodes are created in a tree, the existing tree labels are automatically assigned to the new tree nodes. You can use any table to store the labels and register the label data source with the tree structure.

In the Setup and Maintenance work area, search for and use the following tasks to work with trees:

- Manage Tree Structures: To create and update tree structures. You must first define a tree structure to create a tree.
- Manage Trees and Tree Versions: To create and update trees and their versions.
- Manage Tree Labels: To create and update tree labels.

# Manage Tree Structures

## Tree Structures: Explained

A tree structure defines the hierarchy for creating trees and prescribes rules based on which trees are created, versioned, and accessed. You can associate multiple data sources with a tree structure. A tree is an instance of this hierarchy. Every tree structure can contain one or more trees.

You can create tree structures specific to an application but you can share tree structures across applications. If you apply version control to the tree structure, it is carried over to the trees that are based on the tree structure. Each tree version contains at least one root node. Occasionally, a tree version may have more than one root node.

An administrator controls the access to tree structures through a set of rules that are periodically audited for validity.

## Tree Structure Definition: Points to Consider

While creating a tree structure, you must specify important details on the Create Tree Structure: Specify Definition page. As the source of the tree structure, you may either select the predefined tree structures and proceed with the definition or create custom tree structures.

### Tree Node Selection

The data in **Tree Node** table maps to the data in nodes of the tree structure. You must select the correct and most appropriate tree node table to define the tree structure, based on which you establish the tree hierarchy. This selection also affects the level of security that is set on a tree node and its child entities.

### Tree Sharing Mode

Use the following options to determine the mode of sharing a tree structure across the applications.

- Open: Indicates that the tree is associated with all reference data sets.
- Set ID: Indicates that the tree is associated with a specific reference data set.

### Customization

You can customize the predefined tree structures as well as those you create. However, customizing a predefined tree structure is restricted and permitted through additional privileges. Customization is limited to specific tree nodes and below in the tree hierarchy.

### Multiple Tree Versions

Although multiple tree versions can exist together, Oracle recommends only one version be active at any given time. However, if required, you can have more tree versions to be in the active state for the same date range. You can use this flexibility to select the tree version you want to implement.

## Managing Tree Structures: Points to Consider

You can create, edit, and delete tree structures. You can also change the status of a tree structure and audit the changes.

### Creating and Editing Tree Structures

When you edit an active tree structure, the status of the tree structure and all associated trees and their versions changes to draft. To reuse a tree structure, create a copy of the tree without copying the associated trees and tree versions. After making changes, set the status again to active. If you delete a tree structure, all the associated trees and tree versions are automatically deleted.

For information about working with the offering-specific predefined tree structures, refer to the relevant product documentation.

### Status

When you change the status of a tree structure, the status of the trees and tree versions associated with that tree structure also changes.

The following table lists the different statuses of a tree structure.

| Status | Meaning |
|---|---|
| Draft | In a modified state, or not yet in use. |
| Active | In use, indicating that one or more trees or tree versions are created from the tree structure. |
| Inactive | Not in use. |

## Tree Structure Audit Results: Explained

Use the tree structure audit results to verify the tree structure's correctness and data integrity. The audit results include the following details:

- The name of the validator, which is a specific validation check
- The result of the validation, including a detailed message
- Corrective actions to take if there are any validation errors

### Running an Audit

Setting the status of a tree structure to active automatically triggers an audit of that tree structure. To manually trigger an audit, select Audit from the Actions menu on the Manage Tree Structures page. The Tree Structure Audit Result table shows a list of validations that ran against the selected tree structure.

### Audit Validators

The following table lists the validators used in the audit process and describes what each validator checks for. It also lists possible causes for validation errors and suggests corrective actions.

| Validator | Page | Description (what is validated) | Possible Cause for Validation Failure | Suggested Corrective Action |
|---|---|---|---|---|
| Restrict By Set ID | Manage Tree Structures: Specify Data Sources | If you select the **Reference Data Set** check box for the **Restrict Tree Node List of Values Based on** option, each of its data source view objects must have a reference data set attribute. | Even when the check box is selected, one or more data source view objects doesn't contain a reference data set attribute. | If reference data set restriction is required for this tree structure, include a reference data set attribute on all data sources. Otherwise, deselect the check box. |
| Available Label Data Sources | Manage Tree Structures: Specify Data Sources | If you select a list item from **Labeling Scheme** to specify a labeling scheme, the label data source view object specified for each data source must be accessible. Also, the primary keys must be valid. This restriction doesn't apply if you select **None** from the list. | • Any of the specified label data source view objects doesn't exist.<br>• Any of the specified label data source view objects doesn't have primary keys.<br>• When a label data source view object is initially defined, the database registers the primary keys for the view object. If the view object is later modified such that its primary keys no longer match the primary keys that were registered earlier, this validation fails. | • Correct the specified label data source view object.<br>• Correct the primary keys of the specified label data source view object.<br>• Do one of the following:<br>○ Correct the primary keys in the label data source view object to match the primary keys that were earlier registered in `FND_TS_DATA_SOURCE`.<br>○ Correct the primary keys registered in that table to match the new view object definition. |
| Row Flattened Table Name | Manage Tree Structures: Specify Performance Options | You must specify a valid row flattened table for the tree structure. It can either be the standard row flattened table FND_TREE_NODE_RF or a custom table. | • The specified table doesn't exist in the database.<br>• The specified table doesn't contain the same columns as the `FND_TREE_NODE_RF` table. | Correct the row flattened table definition. |
| Available Data Sources | Add Data Source | Each data source view object specified for the tree structure must be accessible, and all its primary key attributes must be valid. | • Any of the specified data source view objects doesn't exist. | • Correct the specified data source view object.<br>• Correct the duplicate column |

| Validator | Page | Description (what is validated) | Possible Cause for Validation Failure | Suggested Corrective Action |
|---|---|---|---|---|
| | | | - When you define a data source view object, keep the **Use non-defined primary key columns** check box deselected. The database automatically registers the primary keys for the view object. Select this check box if you want the database to register the primary keys you specify. However, if the registered primary keys contain any duplicates, this validation fails.<br>- The **Use non-defined primary key columns** check box is selected in a data source, but the list of specified primary key columns doesn't match the primary keys defined in the corresponding data source view object.<br>- Any common attribute that exists in both the data source view object and the tree node view object isn't of the same data type in both view objects. | in the registered primary keys.<br>- Correct the primary keys of the specified data source view object.<br>- Correct any mismatch in data types. |
| Column Flattened Table Name | Manage Tree Structures: Specify Performance Options | You must specify a valid column flattened table for the tree structure. It can either be the standard row flattened table FND_TREE_NODE_CF or a custom table. | - The specified table doesn't exist in the database.<br>- The specified table doesn't contain the same columns as the `FND_TREE_NODE_CF` table. | Correct the column flattened table definition. |
| Restrict by Date | Manage Tree Structures: Specify Data Sources | If you select the **Date Range** check box for the **Restrict Tree Node List of Values Based** | Even when the check box is selected, one or more of its data source view objects doesn't contain effective start | If the date restriction is required for this tree structure, include the effective start date and effective end date |

| Validator | Page | Description (what is validated) | Possible Cause for Validation Failure | Suggested Corrective Action |
|---|---|---|---|---|
| | | **on** option for a tree structure, each of its data source view objects must have effective start date and end date attributes. This validation doesn't take place when the check box isn't selected. | date and end date attributes. | attributes on all data sources. Otherwise, deselect the check box. |
| Tree Node Table Name | Manage Tree Structures: Specify Definition | You must specify a valid tree node table for the tree structure. It can either be the standard row flattened table FND_TREE_NODE or a custom table. | • No table is specified in the **Tree Node Table** field.<br>• The specified table doesn't exist in the database.<br>• The specified table doesn't contain the same columns as the `FND_TREE_NODE` table. | Correct the tree node table definition. |

## Specifying Data Sources for Tree Structures: Points to Consider

The data sources provide the items for establishing hierarchy in a tree structure. In the tree management infrastructure, these data sources are Oracle ADF business components view objects, which are defined by application development.

### Labeling Schemes

Selecting a labeling scheme determines how the tree nodes are labeled. You may select a labeling scheme to assign at the data source level, at the parent node level, or keep it open for customers assignment. You may also choose not to have any labeling scheme. However, if you decide to use any of the labeling schemes, select the following additional options, to restrict the list of values that appear under the selected tree node.

- **Allow Ragged Nodes**: To include nodes that have no child nodes, and are shorter than the remaining nodes in the entire hierarchy.
- **Allow Skip Level Nodes**: To include nodes that are at the same level but have parent nodes at different levels.

### Restriction of Tree Node Values

You can decide the depth of the tree structure by selecting an appropriate value from the list. Keeping the depth limit open renders an infinite list of values.

Using the following options, you can restrict the list of values that appear for selection under a specific tree node.

- **Date Range**: Specifies whether a selection of nodes should be restricted to the same date range as the tree version.
- **Allow Multiple Root Nodes**: Allows you to add multiple root nodes when creating a tree version.
- **Reference Data Set**: Specifies whether a selection of nodes should be restricted to the same set as the tree.

### Data Source Values and Parameters

Tree data sources have optional data source parameters with defined view criteria and associated bind variables. You can specify view criteria as a data source parameter when creating a tree structure, and edit the parameters when creating a tree. Multiple data sources can be associated with a tree structure and can have well-defined relationships among them.

**Note:** Parameter values customized at the tree level override the default values specified at the tree-structure level.

The data source parameters are applied to any tree version belonging to that data source, when performing node operations on the tree nodes. Data source parameters also provide an additional level of filtering for different tree structures. The tree structure definition supports three data source parameter types.

- Bound Value: Captures any fixed value, which is used as part of the view criteria condition.
- Variable: Captures and binds a dynamic value that is being used by the data source view object. This value is used by the WHERE condition of the data flow.
- View Criteria: Captures the view criteria name, which is applied to the data source view object.

You can also specify which of the data source parameters are mandatory while creating or editing the tree structure.

View objects from the Oracle ADF business components are used as data sources. To associate the view object with the tree structure, you can pick the code from Oracle ADF business component view objects and provide the fully qualified name of the view object, for example, oracle.apps.fnd.applcore.trees.model.view.FndLabelVO.

## Specifying Performance Options for a Tree Structure: Points to Consider

Tree structures are heavily loaded with data. As a tree management guideline, use the following settings to improve performance of data rendering and retrieval.

- Row Flattening
- Column Flattening
- Column Flattened Entity Objects
- BI View Objects

### Row Flattening

Row flattening optimizes parent-child information for run-time performance by storing additional rows in a table for instantly finding all descendants of a parent without initiating a CONNECT BY query. Row flattening eliminates recursive queries, which allows operations to perform across an entire subtree more efficiently.

To store row flattened data for the specific tree structure, users can either use the central `FND_TREE_NODE_RF` table or they can register their own row flattened table. For example, in a table, if Corporation is the parent of Sales Division (Corporation-Sales Division), and Sales Division is the parent of Region (Sales Division-Region), a row-flattened table contains an additional row with Corporation directly being the parent of Region (Corporation-Region).

### Column Flattening

Column flattening optimizes parent-child information for runtime performance by storing an additional column in a table for all parents of a child.

To store column flattened data for the specific tree structure, users can either use the central `FND_TREE_NODE_CF` table or they can register their own column flattened table. For example, in a table, if Corporation is the parent of Sales Division (Corporation-Sales Division), and Sales Division is the parent of Region (Sales Division-Region), a flattened table in addition to these columns, contains three new columns: Region, Sales Division, and Corporation. Although positioned next to each other, the column Region functions at the lower level and Corporation at the higher level, retaining the data hierarchy.

### Column Flattened Entity Object

In the absence of a column-flattened table, if you need to generate the business component view objects for your tree structure for the flattened table, use the tree management infrastructure to correctly provide the fully qualified name of the entity object for the column flattened table.

### BI View Object

View objects from Business Intelligence can be used as data sources, eliminating the need to create new types of data sources. This field is to store the fully qualified name for the BI view object generated by the tree management for business intelligence reporting and usage The BI view object is a combination of the tree data source and column flattened entity. Using this option prevents data redundancy and promotes greater reuse of existing data, thereby improving the performance of the tree structure.

### Search View Object

Specify the full name of the view object for the tree node to ensure that search operations performed on the tree node are efficient.

# Manage Tree Labels

## Tree Labels: Explained

Tree labels are tags that are stored on tree nodes. You can store labels in any table and register the label data source with the tree structure. When a labeling scheme is used for trees, the selected labels are stored in the tree label entity, and each tree node contains a reference to a tree label in the labeling scheme.

The following table lists the three ways in which tree labels are assigned to the tree nodes.

| Labeling Scheme | Description |
|---|---|
| Level | Labels that are automatically assigned based on the data source to which the tree node belongs. A level label points to a specific data source. For example, in a tree that reflects the organizational hierarchy of an enterprise, all division nodes appear on one level and all department nodes on another. |
| Group | Labels that you can arbitrarily assign to tree nodes. |
| Depth | Labels that are automatically assigned based on the depth of the tree node within the tree. No manual assignment is performed.<br>**Note:** In an unbalanced hierarchy, a level may not be equal to depth. |

# Manage Trees and Tree Versions

## Managing Trees and Tree Versions: Points to Consider

You can create and edit trees and tree versions depending upon the requirement. A tree can have one or more tree versions. When changes are made to an existing tree, a new version is created and published.

### Creating and Editing Trees

Trees are created based on the structure defined in the tree structure. You can create trees, modify existing trees, and delete trees. If you want to copy an existing tree, you can duplicate it. You can also select and copy the associated tree versions.

Creating a tree involves specifying the tree definition and specifying the labels that are used on its nodes. If the selected tree structure has data sources and parameters defined for it, they appear on the page allowing you to edit the parameter values at the tree node level.

**Note:** Parameter values customized at the tree level will override the default values specified at the tree-structure level.

### Creating and Editing Tree Versions

Tree versions are created at the time of creating trees. Each tree must contain a version.

Editing an existing tree provides you with the option of updating the existing version. You can also edit the existing version that lies nested under the tree in the search results.

When you edit a tree version bearing Active status, the status changes to Draft until the modifications are saved or canceled.

## Tree Version Audit Results: Explained

Use the tree version audit results to verify the tree version's correctness and data integrity. The audit results include the following details:

- The name of the validator, which is a specific validation check
- The result of the validation, including a detailed message
- Corrective actions to take if there are any validation errors

### Running an Audit

An audit automatically runs whenever a tree version is set to active. You can also manually trigger an audit on the Manage Trees and Tree Versions page, using **Actions - Audit**. The Tree Version Audit Result table shows a list of validations that ran against the selected tree version.

### Validation Details

The following table lists the validators used in the audit process and describes what each validator checks for. It also lists possible causes for validation errors and suggests corrective actions.

| Validator | Description (what is checked) | Possible Cause for Validation Failure | Suggested Corrective Action |
|---|---|---|---|
| Effective Date | The effective start and end dates of the tree version must be valid. | The effective end date is set to a value that is not greater than the effective start date. | Modify the effective start and end dates such that the effective start date is earlier than the effective end date. |
| Root Node | On the Manage Tree Structures: Specify Data Sources page, if the **Allow Multiple Root Nodes** check box for the **Restrict Tree Node List of Values Based on** option is not selected, and if the tree structure is not empty, the tree version must contain exactly one root node. This validation does not take place if the check box is selected. | Even if the check box is deselected, the tree version has multiple root nodes. | Modify the tree version such that there is exactly one root node. |

| Validator | Description (what is checked) | Possible Cause for Validation Failure | Suggested Corrective Action |
|---|---|---|---|
| Data Source Max Depth | For each data source in the tree structure, on the Data Source dialog box, if the data source is depth-limited, the data in the tree version must adhere to the specified depth limit. This validation doesn't apply to data sources for which the **Maximum Depth** field is set to **Unlimited**. | The tree version has data at a depth greater than the specified depth limit on one or more data sources. | Modify the tree version such that all nodes are at a depth that complies with the data source depth limit. |
| Duplicate Node | On the Data Source dialog box, if the **Allow Duplicates** check box isn't selected, the tree version must not contain more than one node with the same primary key from the data source. If the check box is selected, duplicate nodes are permitted. | Even when the check box is deselected, the tree version contains duplicate nodes. | Remove any duplicate nodes from the tree version. |
| Available Node | All nodes in the tree version must be valid and available in the underlying data source. | • A node in the tree version doesn't exist in the data source. Deleting data items from the data source without removing the corresponding nodes from the tree version can result in orphaned nodes in the tree version. For example, if you added node A into your tree version, and subsequently deleted node A from the data source without removing it from the tree version, the validation fails.<br>• The tree version contains a tree reference node, which references another tree version that does not exist. | Remove any orphaned nodes from the tree version. Update tree reference nodes so that they reference existing tree versions. |
| Node Relationship | All nodes must adhere to the relationships mandated by the data sources registered in the tree structure. | The tree structure has data sources arranged in a parent-child relationship, but the nodes in the tree don't adhere to the same parent-child relationship. For example, if the tree structure has a Project data source with a Task data source as its child, Task nodes must always be under Project nodes in the tree version. This validation fails if there are instances where a Project node is added as the child of a Task node. | Modify the tree version such that the nodes adhere to the same parent-child relationships as the data sources. |

| Validator | Description (what is checked) | Possible Cause for Validation Failure | Suggested Corrective Action |
|---|---|---|---|
| SetID Restricted Node | On the Manage Tree Structures: Specify Data sources page, if the **Set ID** check box is selected to enable the **Restrict Tree Node List of Values Based on** option for each tree node, the underlying node in the data source must belong to the same reference data set as the tree itself. This restriction doesn't apply when the check box is not selected. | Even when the check box is selected, the tree version has nodes whose data source values belong to a different reference data set than the tree. | Modify the tree version such that all nodes in the tree have data sources with reference data set matching that of the tree. |
| Label Enabled Node | On the Manage Tree Structures: Specify Data Sources page, if a labeling scheme is specified for the tree structure by selecting a list item from the **Labeling Scheme** list box, all nodes must have labels. This restriction doesn't apply when you select **None** from the **Labeling Scheme** list box. | The tree structure has a labeling scheme but the tree version has nodes without labels. | Assign a label to any node that doesn't have a label. |
| Date Restricted Node | On the Manage Tree Structures: Specify Data Sources page, if the **Date Range** check box is selected to enable the **Restrict Tree Node List of Values Based on** option for a tree structure, each node in the underlying data source must have an effective date range same as the effective date range of the tree version. This restriction doesn't apply if the check box isn't selected. | Even when the check box is selected, there are data source nodes that have a date range beyond the tree version's effective date range. For example, if the tree version is effective from Jan-01-2012 to Dec-31-2012, all nodes in the tree version must be effective from Jan-01-2012 to Dec-31-2012 at a minimum. It is acceptable for the nodes to be effective for a date range that extends partly beyond the tree version's effective date range (for example, the node data source value is effective from Dec-01-2011 to Mar-31-2013). It isn't acceptable if the nodes are effective for none or only a part of the tree version's effective date range (for example, the node data source value are effective only from Jan-01-2012 to June-30-2012). | Ensure that all nodes in the tree version have effective date range for the effective date range for the tree version. |
| Multiple Active Tree Version | On the Manage Tree Structures: Specify Definition page, if the **Allow Multiple Active Tree Versions** check box isn't selected for the tree structure, there must not be more than one active tree version under a tree at any time. This restriction | Even when the check box isn't selected, there is more than one active tree version in the tree for the same date range. | Set no more than one tree version to Active within the same date range and set the others to inactive or draft status. |

| Validator | Description (what is checked) | Possible Cause for Validation Failure | Suggested Corrective Action |
|---|---|---|---|
| | doesn't apply if the check box is selected. | | |
| Range Based Node | On the Data Source dialog box, if the **Allow Range Children** check box isn't selected, range-based nodes are not permitted from that data source. This restriction doesn't apply if the check box is selected. | Even when the check box isn't selected, there are range-based nodes from a data source. | Ensure that any range nodes in your tree version are from a data source that allows range children. |
| Terminal Node | On the Data Source dialog box, if the **Allow Use as Leaves** check box isn't selected, values from that data source can't be added as leaves (terminal nodes) to the tree version. This restriction doesn't apply if the check box is selected. | Even when the check box isn't selected, values from a data source are added as leaf nodes (terminal nodes). | Modify the tree version such that all terminal nodes are from data sources for which this check box is selected. |
| Usage Limit | On the Data Source dialog box, if the **Use All Values** option is selected to set the **Usage Limit** for the data source, every value in the data source must appear as a node in the tree. This restriction doesn't apply if **None** option is selected. | Even if the **Use All Values** option is selected, there are values in the data source that aren't in the tree version. | For each data source value that isn't yet available, add nodes to the tree version. |

# Trees and Data Sources: How They Work Together

Data sources are the foundation of tree management. Tree structures, trees, and tree versions establish direct and real-time connectivity with the data sources. Changes to the data sources immediately reflect on the **Manage Trees and Tree Versions** page and wherever the trees are being used.

## Metadata and Data Storage

Tree structures contain the metadata of the actual data and the core business rules that manifest in trees and tree versions. You can select and enable a subset of trees to fulfill a specific purpose in that application.

## Access Control

Source data is mapped to tree nodes at different levels in the database. Therefore, the changes you make to the tree nodes affect the source data. Access control set on trees prevents unwanted data modifications in the database. Access control can be applied to the tree nodes or anywhere in the tree hierarchy.

# Adding Tree Nodes: Points to Consider

Tree nodes are points of data convergence where a tree branches into levels. Nodes are the building blocks of a tree structure and are attached to tree versions. Whenever you create or edit a tree version, you need to specify its tree node.

In the Setup and Maintenance work area, search for the Define Trees task and access the Manage Trees and Tree Versions page.

### Managing Tree Nodes

You can create, modify, or delete tree nodes on the **Tree Version: Specify Nodes** page. To add a tree node, ensure that the tree structure with which the tree version is associated is mapped to a valid data source. You can also duplicate a tree node if the multiple root node feature is enabled.

### Node Levels

Usually, the nodes at a particular level represent similar information. For example, in a tree that reflects the organizational hierarchy, all nodes representing divisions appear at one level and all the department nodes on another. Similarly, in a tree that organizes a user's product catalog, the nodes representing individual products might appear at one level and the nodes representing product lines on the immediate higher level.

The following node levels are in use:

- Root node: The topmost node in the tree structure
- Parent node: The node that branches off into other nodes
- Child node: The node that is connected to a node higher in hierarchy (parent node)
- Sibling node: Nodes that are at the same level and belong to the same parent node
- Leaf node: Entities branching off from a node but not extending further down the tree hierarchy

### Node Types

A tree node has the following node types.

- Single: Indicates that the node is a value by itself.
- Range: Indicates that the node represents a range of values and possibly could have many children. For example, a tree node representing account numbers 10000 to 99999.
- Referenced Tree: Indicates that the tree node is actually another version for the tree based on the same tree structure, which is not physically stored in the same tree. For example, a geographic hierarchy for the United States can be referenced in a World geographic hierarchy.

# Define Profile Options

## Profile Options: Overview

Profile options are a set of preferences that you use to centrally manage the user interface settings and application behavior.

You can use the profile options to manage, for example:

- User preferences to specify language or currency.
- Configuration choices to change the user interface skin or appearance of fonts.
- Processing options to determine how much of an activity needs to be logged and at which level.

In the Setup and Maintenance work area, search for the **Define Profiles** task list. As an administrator or implementer, you can perform the following tasks:

| Task Name | Function |
|---|---|
| Manage Profile Options | Create new profile options or modify existing profile options, except some which are predefined and restricted to prevent any modifications. |
| Manage Profile Categories | Group the profile options based on their functional similarities. |
| Manage Administrator Profile Values | Set the profile values for the enabled profile options to control application behavior. |

For information on the predefined profile options, open the Setup and Maintenance work area, and use the Manage Profile Options task.

# Hierarchy in Profile Levels: Explained

The hierarchy in profile levels determines the context for making a profile option effective.

You can enable a profile option at the following levels:

- Site level (lowest): The entire site of deployment
- Product level: A specific product component within the application
- User level (highest): A specific user

After you create or edit a profile option on the Manage Profile Options page, you must enable it. You can enable it at multiple levels. The setting at the highest enabled level takes precedence over the lower levels. User level is at the top of the hierarchy and always takes precedence over the settings at the product or site level.

On the Manage Administrative Profile Values page, set the profile value at any of the enabled levels of the profile option.

## Example of Profile Option Hierarchy

The following table shows an example of setting the currency profile option at different levels.

| Profile Level | Hierarchy | Value Corresponding to the Selected Profile Level | Currency |
|---|---|---|---|
| Site | Lowest | NA | Euro |
| Product | Higher than Site | General Ledger | UK Pound Sterling |
| User | Highest | John Smith | US Dollar |

For this example, both John Smith and Jane Lee are General Ledger users. However, based on the profile settings, John Smith would see US Dollar as the default currency, whereas Jane Lee would see UK Pound Sterling. Mary, who is neither a General Ledger user nor has any user-level preference defined, will see Euro as the default currency.

# Setting Profile Option Values: Procedure

Each profile option contains specific values that determine how it affects the application. You can add or modify the values for each profile option. Select or enter the value for one or more of the available levels (site, product, and user) so that each setting takes effect at the intended level.

## Setting the Profile Value

1. In the Setup and Maintenance work area, search for and open the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. In the Profile Values section, click Add. A new row is added for you to specify the following conditions:
    - Profile Level: Specify the level at which the profile value is to be set. If the profile value applies to the entire site, select **Site**.
    - Product Name: If you select **Product** as the profile level, select a product and specify the associated profile value.
    - User Name: If you select **User** as the profile level, select the user name and specify the associated profile value.
    - Profile Value: Select or enter the value corresponding to the selected profile level.

    **Note:** For an existing entry, you can modify only the profile value.
4. Repeat step 3 to add more rows and set the profile values.
5. Click **Save and Close**.

**Note:** Changes in the profile values take effect for a user on the next sign in.

# Creating and Editing Profile Options: Procedure

Use profile options to centrally manage user preferences and control the general function of applications. For example, you can control user preferences involving language, date, time, currency, and other similar general settings.

You can create a profile option and also determine the level at which that profile option takes effect. You can also define the profile values for the profile option. The profile values appear on the Manage Administrator Profile Values page when you select the profile option.

## Creating a Profile Option

1. In the Setup and Maintenance work area, search for and open the **Manage Profile Options** task.
2. Click **Actions - New**.
3. On the Create Profile Option page, fill all the fields with relevant details with specific attention to the following:
    - Use the SQL Validation field to provide an SQL statement that displays the permissible profile values to be used. Using an SQL statement, you can select the values from another table and display them as a list of values.

      For example, to display the values **Yes** and **No** from a lookup table, you can use the following SQL statement:

      ```
      select MEANING, LOOKUP_CODE from FND_LOOKUPS where LOOKUP_TYPE='YES_NO'
      ```

As a result, on the **Manage Administrator Profile Values** page, the profile values Yes and No are available for selection for that profile option.

- You can specify a date range to keep the profile option active during that period. Beyond the specified duration, the profile option automatically becomes inactive. If you no longer require the profile option, you must manually delete it from the **Manage Profile Options** page.

4. Click **Save and Close**.
5. On the Manage Profile Options page, search for the newly created profile option and from the results, select it.
6. In the Profile Option Levels section, do the following:

    a. Under **Enabled**, select the levels at which you want to enable the profile option.

    > **Note:** You can enable a profile option at multiple levels, but a higher-level profile value overrides a lower-level value. Therefore, enable them only at the required levels.

    b. Under **Updatable**, select the profile level at which you want implementors to have update privileges. Leave the check box deselected if you don't want the implementors to modify the profile values (they appear in read-only mode).
7. Click **Save and Close**.

To edit a profile option that you created, search for it and edit the necessary details.

# How can I access predefined profile options?

Search for predefined profile options using the Define Profiles task list:

1. In the Setup and Maintenance work area, search for the **Manage Profile Options** task and open it.
2. Enter any of the search parameters and click **Search**.

    > **Tip:** If you don't know the profile option code or the display name, use the **Application** or **Module** fields to filter search results.

3. Click a profile option to view its details.

# Managing Profile Categories: Points to Consider

You can create profile categories to group profile options based on their functional similarities and their use. In the Setup and Maintenance work area, search for the **Manage Profile Categories** task.

Profile categories help administrators or implementors in retrieving profile options using a search criterion on the **Manage Administrator Profile Values** page.

## Managing Profile Categories

Consider the following options while managing profile categories:

- Create profile categories and add existing profile options to them
- Add newly created profile options to existing custom profile categories

**Note:** While you can add a profile option to more than one category, some profile categories are predefined and restricted from any modifications. So, you can't edit them or add profile options to them.

### Setting Display Sequence for the Profile Options

You must set the display sequence for each profile option that you add to a profile category. Display sequence determines the order in which the profile options appear in a search result, based on the profile category. You can set the sequence beginning with zero or one for the first profile option to display, and proceed sequentially to assign the values to the remaining profile options.

The following table demonstrates the effect of the display sequence on the profile options when they are retrieved as search results.

| Profile Category | Included Profile Option - Assigned Display Sequence | Display Sequence of Profile Options in the Search Results |
|---|---|---|
| Attachments | • Attachment File Directory - 2<br>• Indicate Attachments - 1 | 1. Indicate Attachments<br>2. Attachment File Directory |

# Define Flexfields

## Flexfields: Overview

A flexfield is an extensible set of placeholder fields associated with business objects and placed on the application pages. You can use flexfields to extend the business objects and meet enterprise data management requirements without changing the data model or performing any database programming. Flexfields help you to capture different data on the same database table.

For example, an airline manufacturer may require specific attributes for its orders that aren't predefined. Using a flexfield for the order business object, you can create and configure the required attribute.

Flexfields that you see on the application pages are predefined. However, you can configure or extend the flexfields, or modify their properties. Users see these flexfields as field or information attributes on the UI pages. To use flexfields, search for and open the **Define Flexfields** task list in the Setup and Maintenance work area. You can use the following tasks contained within it:

- **Manage Descriptive Flexfields**: Expand the forms on the application page to accommodate additional information that is important and unique to your business. You can use a descriptive flexfield to collect custom invoice details on a page displaying invoices.
- **Manage Extensible Flexfields**: Establish one-to-many data relationships and make application data context-sensitive. The flexfields appear only when the contextual data conditions are fulfilled. Thus, extensible flexfields provide more flexibility than the descriptive flexfields.
- **Manage Key Flexfields**: Store information combining several values, such as a number combination. The key flexfields represent objects such as accounting codes and asset categories.
- **Manage Value Sets**: Use a group of values to validate the data entered in the flexfields.

**Note:** You can manage value sets within the Manage Descriptive Flexfields or Manage Extensible Flexfields tasks.

For more information about specific predefined flexfields, open the Setup and Maintenance work area, and use the tasks in the Define Flexfields task list.

## Types of Flexfields

The following three types of flexfields provide a means to customize the applications features without programming:

- Descriptive
- Extensible
- Key

*Related Topics*

- Modules in Application Taxonomy: Explained

# Flexfield Components: Explained

A flexfield is made up of several data entities that store and render information pertaining to flexfield configuration.

Flexfields are made up of the following components:

- Segments
- Value Sets
- Contexts
- Structures

### Segments

A segment is a field within a flexfield and represents a single table column of your database. When configuring a flexfield, define the appearance and meaning of individual segments. Segments represent attributes of information. Segments can appear globally wherever the flexfield is implemented, or based on a structure or context. Each segment captures a single atomic value and represents an attribute of information.

The characteristics of a segment vary based on the type of flexfield in which it's used.

- In key flexfields, a segment describes a characteristic of the entity. For example, a part number that contains details about the type, color, and size of an item.
- In a descriptive or extensible flexfield, a segment represents an information attribute on the application page. For example, details about a device containing components, some of which are global while the remaining are contextually dependent on the category of the device.

### Value Sets

Users enter values into segments while using an application. A value set is a named group of values that validate the content of a flexfield segment. You configure a flexfield segment with a value set to enforce entries of only valid values for that segment.

The configuration involves the following tasks:

- Defining the values in a value set, including characteristics such as the length and format of the values.
- Specifying formatting rules or values from an application table or predefined list.

Multiple segments within a flexfield, or multiple flexfields, can share a single value set.

## Contexts

Context-sensitive flexfield segments are available to an application based on a context value. You define contexts as part of configuring a flexfield. Users see global segments as well as any context-sensitive segments that apply to the selected context value.

In descriptive flexfields and extensible flexfields, you can reuse the context-sensitive segments that are based on the database columns, in multiple contexts.

## Structures

Key flexfields have structures. Each key flexfield structure is a specific configuration of segments. Adding or removing segments, or rearranging their order, produces a different structure. You can reuse the segments that are based on the database columns, in multiple structures.

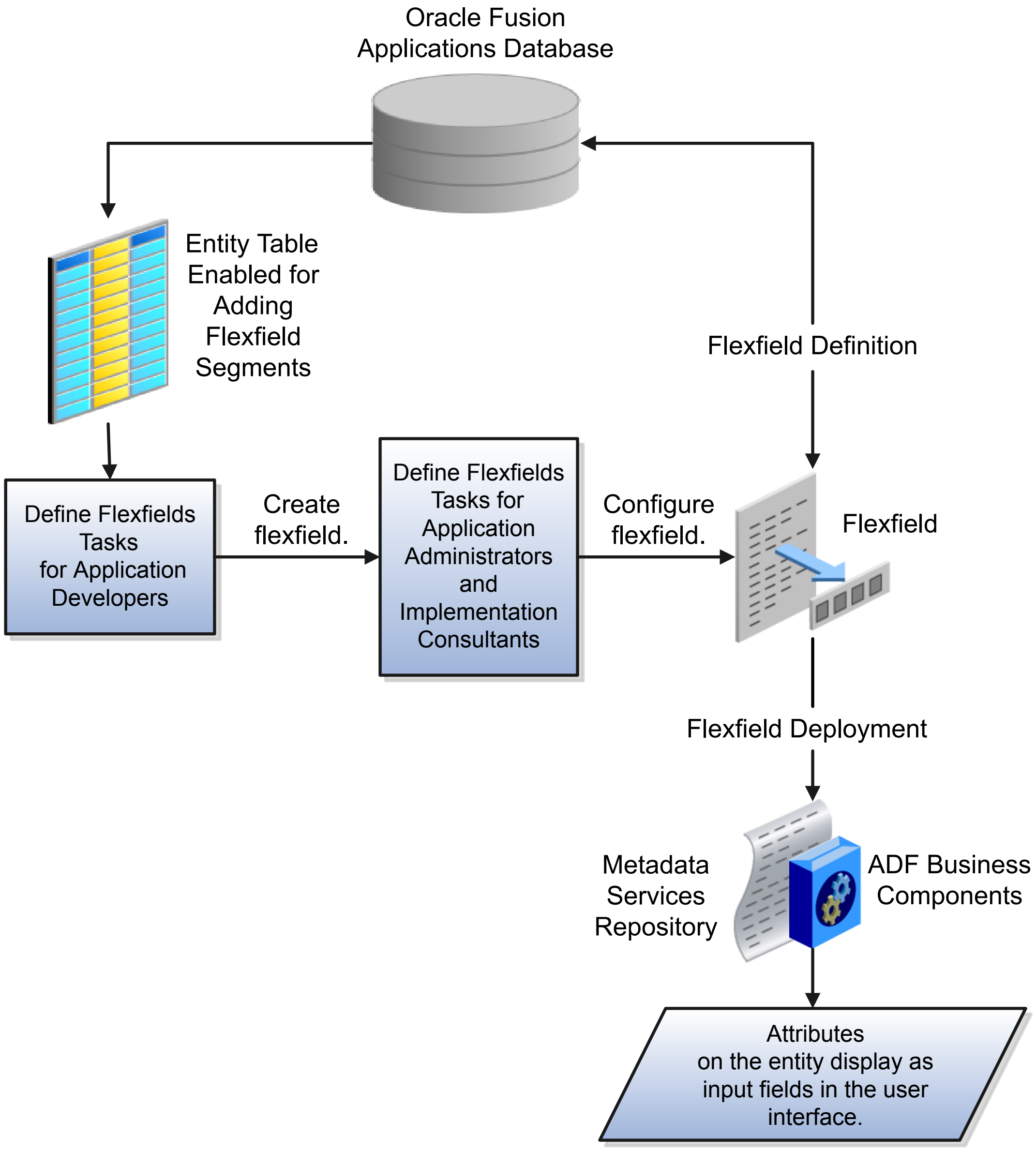
# Flexfields and Oracle Applications Cloud Architecture: How They Work Together

To capture additional data, administrators or implementors configure flexfield segments that represent attributes of business objects. Business objects are enabled for both descriptive flexfields and extensible flexfields.

The following figure shows the layers involved in configuring a flexfield:

- The business entity table and metadata in the database.
- The ADF business component objects. These are derived from the metadata and stored in Oracle Metadata Services (MDS) repository.
- The user interface where fields defined by the flexfield segments are rendered.

The flexfield definition consists of all the metadata defined during configuration and stored in the database.


Oracle Fusion Applications Database
Entity Table Enabled for Adding Flexfield Segments
Flexfield Definition
Define Flexfields Tasks for Application Developers
Create flexfield.
Define Flexfields Tasks for Application Administrators and Implementation Consultants
Configure flexfield.
Flexfield
Flexfield Deployment
Metadata Services Repository
ADF Business Components
Attributes on the entity display as input fields in the user interface.

Application developers create a flexfield and register it so that it's available for configuration. Administrators and implementation consultants configure segments and other properties of the available flexfields. This information is stored as additional flexfield metadata in the database. Deploying the flexfield generates ADF business components based on the flexfield metadata in the database.

The following aspects are important in understanding how flexfields and Oracle Applications Cloud architecture work together:

- Integration
- Deployment

- Import and export
- Run time
- Patching

## Integration

The attributes that you add by configuring flexfields are available throughout the Oracle Fusion Middleware technology stack. You can use the flexfield segment's Application Programming Interface (API) to identify segments and integrate the flexfields in the following:

- User interface pages
- Service-oriented Architecture (SOA) infrastructure
- Oracle Business Intelligence
- Extended Spread Sheet Database (ESSbase)

Flexfield configurations are preserved across application updates.

## Deployment

The metadata for the flexfield is stored in the application database as soon as you save your configuration changes. Deploying the flexfield generates the ADF business components so that the run time user interface reflects the latest flexfield definition in the metadata.

## Importing and Exporting

Using the Setup and Maintenance work area, you can import and export flexfields across the implementation site. The deployment status must be either Deployed or Deployed to sandbox. Therefore, before you attempt migration, verify and ensure that a flexfield is successfully deployed.

## Run Time

The latest definitions of a flexfield reflect on the user interface at run time only if the flexfield is deployed. When the user interface accesses a business object, the deployed flexfield definition identifies the attributes associated with the captured values. On a page, if you add display customizations for a flexfield using Oracle Composer, the same flexfield segments can appear differently on different pages.

## Patching

Flexfield configurations are preserved during patching and upgrading.

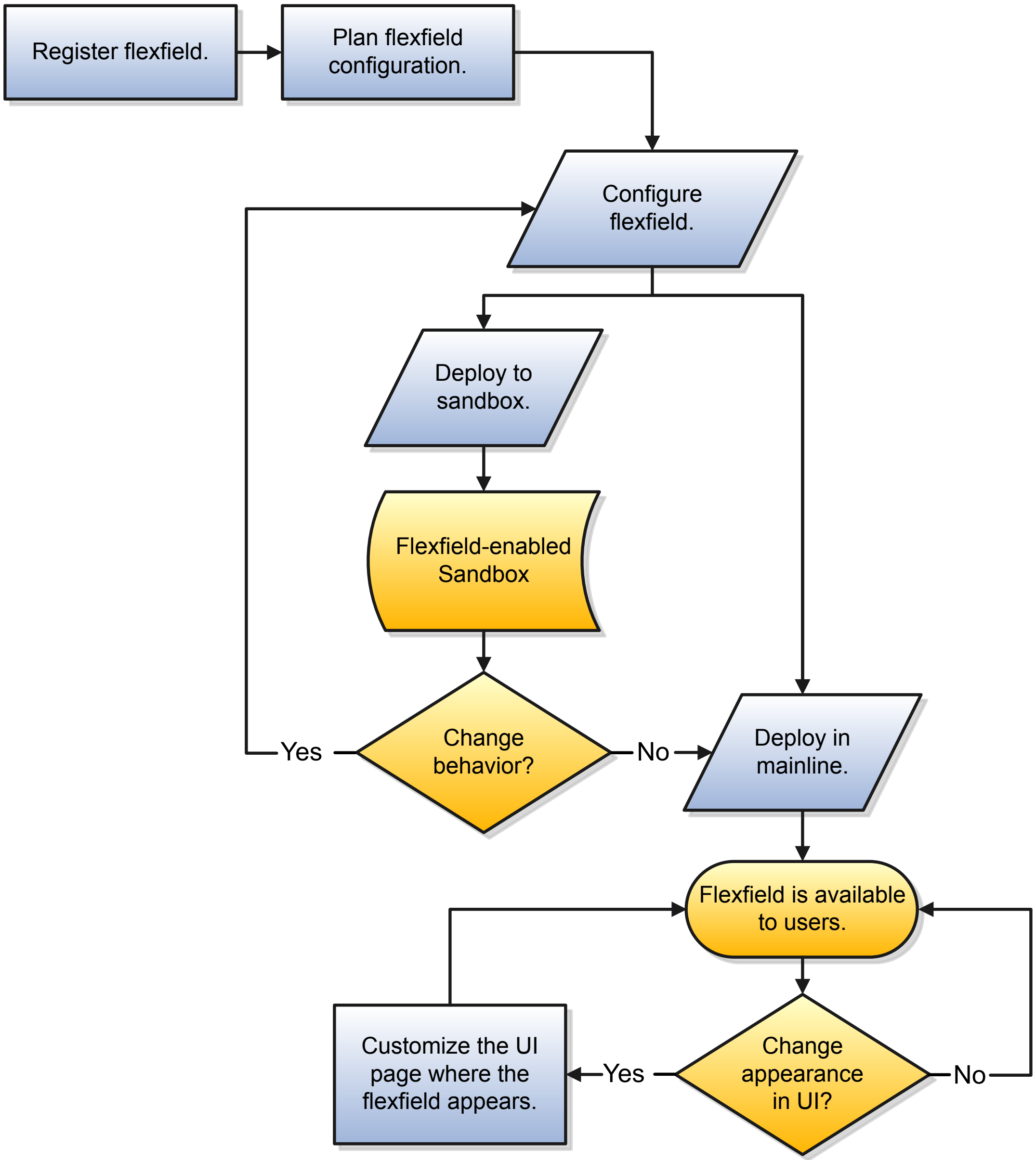
# Flexfield Management

## Managing Flexfields: Points to Consider

Managing flexfields involves registering, planning, and configuring flexfields.

You plan and configure the registered flexfields provided in your applications by applications developers. How you configure flexfield segments determines how the flexfield segments appear to users. Optionally, you can customize the UI page to change how the flexfield segments appear to users on that page.

The figure shows the processes involved in making flexfields available to users. The tasks in the Define Flexfields activity let administrators configure and deploy flexfields. After you configure and deploy a flexfield to a sandbox, deploy it again to the mainline metadata so that it's available to the users.


Register flexfield.
Plan flexfield configuration.
Configure flexfield.
Deploy to sandbox.
Flexfield-enabled Sandbox
Yes
Change behavior?
No
Deploy in mainline.
Flexfield is available to users.
Customize the UI page where the flexfield appears.
Yes
Change appearance in UI?
No

Consider the following aspects of managing flexfields:

- Registering flexfields
- Planning flexfields
- Configuring flexfields
- Enabling a flexfields segment for business intelligence
- Deploying flexfields

- Optionally changing a flexfield segment's appearance in a user interface page
- Identifying flexfields on a run time page and troubleshooting

## Registering Flexfields

A flexfield must be registered before it can be configured. Therefore, application development registers flexfields so that they are available to administrators and implementation consultants for configuration. The registration involves reserving columns of entity tables for use in flexfields. For more information about registering flexfields, see Oracle Fusion Applications Developer's Guide.

## Planning Flexfields

Before you begin planning flexfields, determine what type is appropriate to your needs, and which business objects are available for customizing flexfields. All flexfields consist of segments which represent attributes of an entity. The value a user enters for an attribute is stored in a column of the entity table. Carefully plan flexfields before configuring them. Before configuring new segments for your flexfields, be sure to plan their implementation carefully.

If you have determined that a business object supports flexfields, and those flexfields have been registered, you can begin planning their configuration. Note the code name of the flexfield you intend to configure so that you can find it easily in the Define Flexfield activity. In some cases you can customize how the flexfield appears on the page. See Oracle Applications Cloud Help for specific products to determine any restrictions on using product-specific flexfields.

## Configuring Flexfields

Administrators or implementors configure flexfields so they meet the needs of the enterprise. Some flexfields require configuration to make an application operate correctly. You can configure flexfields using the following methods:

- Go to the manage flexfield tasks in the Setup and Maintenance work area.
- Use the Highlight Flexfields command in the Administration menu while viewing a run time page.
    - Use the **Configure Flexfield** icon button to manage all aspects of a flexfield, such as change a segment's sequence number or configure a flexfield segment's business intelligence label.
    - Use the **Add Segment** and **Edit Segment** icon buttons to add and edit descriptive or extensible flexfield segments with simple configurations.
    - Use the **Add Context** icon button to add descriptive or extensible flexfield context values.

Configuring a flexfield includes the following:

- Defining value sets against which the values entered by users are validated
- Defining the structure or context of the segments in the flexfield
- Specifying the identifying information for each segment
- Specifying the display properties such as prompt, length and data type of each flexfield segment
- Specifying valid values for each segment, and the meaning of each value within the application

**Tip:** You can create value sets while creating descriptive and extensible flexfield segments. However, define value sets before configuring key flexfield segments that use them, because you assign existing value sets while configuring key flexfield segments.

When creating table-validated, independent, dependent, or subset value sets while creating descriptive and extensible flexfield segments, you can optionally specify to display the description of the selected value to the right of the segment at run time. You can assign sequence order numbers to global segments and to context-sensitive segments in each context. Segment display is always in a fixed order based on the segments' sequence numbers. You cannot enter a number for one segment that is already in use for a different segment. Therefore, you may consider numbering the segments in multiples, such as 4, 5, or 10, to make it easy to insert new attributes.

A flexfield column is assigned to a new segment automatically, but you can change the assignment before saving the segment. If you must set a specific column assignment for a segment, create that segment first to ensure that the intended column isn't automatically assigned to a different segment.

## Enabling a Flexfield Segment for Business Intelligence

You can enable flexfield segments for business intelligence if the flexfield is registered in the database as an Oracle Business Intelligence-enabled flexfield. For more information about enabling segments for business intelligence, see points to consider when enabling descriptive, extensible, and key flexfield segments for business intelligence. For extensible flexfield segments, you can't assign labels to equalize segments across contexts that are semantically equivalent.

## Deploying Flexfields

Once you have configured a flexfield, you must deploy it to make the latest definition available to run time users. In the Define Flexfields tasks, you can deploy a flexfield using either of the following commands:

- The Deploy Flexfield command deploys a flexfield to the mainline metadata. This command is for general use in a test or production environment.
- The Deploy to Sandbox command deploys a flexfield to sandbox. This command is for confirming that the flexfield is correctly configured before deploying it to the mainline metadata.

In Highlight Flexfields mode, when using the:

- **Add Context**, **Add Segment**, and **Edit Segment** tools for extensible flexfields, use the Save command to save your changes. Then use the Deploy command to deploy the flexfield to the mainline metadata
- **Add Segment** and **Edit Segment** tools for descriptive flexfields, use the Save and Deploy command to save your changes. Then deploy the flexfield to the mainline metadata

Once deployed, the deployment status indicates the state of the currently configured flexfield relative to the last deployed definition.

## Optionally Changing a Flexfield Segment Appearance

The flexfield attributes that you define integrate with the user interface pages where users access the attributes' business object. Application development determines the UI pages where business objects appear and the display patterns used by default to render flexfield segments.

After a flexfield has been deployed to the mainline MDS repository so that it appears on application pages, you can customize it on a per-page basis using Page Composer. For example, you can hide a segment, change its prompt or other properties, or reorder the custom global attributes so that they are interspersed with the core attributes in the same parent layout. You can customize the appearance of descriptive and extensible flexfield segments in the UI page using Page Composer, once the flexfield is deployed to the mainline metadata.

If the applications are running in different locales, you can provide different translations for translatable text, such as prompts and descriptions. Enter translations using the locale that requires the translated text. In the global area, click your user name and from the **Settings and Actions** menu, select **Set Preferences**. Then change the text to the translated text for that locale.

## Identifying Flexfields on a Run Time Page

The **Highlight Flexfields** command in the Administration menu of the Setup and Maintenance work area identifies the location of flexfields on the run time page by displaying an **Information** icon button for accessing details about each flexfield.

Even if a descriptive or extensible flexfield isn't yet deployed and no segments appear on the run time page in normal view, the flexfield appears in the Highlight Flexfield view for that page. For descriptive flexfields, the segments as of the last deployment appear. For extensible flexfields, any segments and contexts that have been saved but not yet deployed also appear as disabled.

**Highlight Flexfields** accesses the current flexfield metadata definition. Use the highlighted flexfield's **Configure Flexfield** icon button to manage flexfields directly. Alternatively, note a highlighted flexfield's name to search for it in the tasks for managing flexfields.

For more information about creating flexfields and adding them to a UI page, see the Oracle Fusion Applications Developer's Guide. For more information about customizing flexfield segment appearance with Page Composer, see guidance on customizing existing pages in the Oracle Fusion Applications Extensibility Guide.

## Flexfield Segment Properties: Explained

Independent of the value set assigned to a segment, segments may have properties that affect how they are displayed and how they function.

The following aspects are important in understanding

- Display properties
- Properties related to segment values
- Properties related to search
- Range validation segments
- Rule validation of segment values
- Naming conventions

### Display Properties

The following table summarizes display properties.

| Property | Description |
|---|---|
| Enabled | Whether the segment can be used. |
| Sequence | The order the segment appears in relation to the other configured segments. |
| Prompt | The string to be used for the segment's label in the user interface. |
| Display type | The type of field in which to display the segment. |
| Selected and deselected values | If the display type is check box, the actual values to save. For example, Y and N or 0 and 1. |
| Display size | The character width of the field. |
| Display height | The height of the field as measured in visible number of lines when the display type is a text area. |
| Read only | Whether the field should display as read-only, not editable text. |
| Description help text | The field-level description help text to display for the field. Use description help text to display a field-level description that expands on or clarifies the prompt provided for the field.<br>If description help text is specified, a Help icon button is displayed next to the field in the run time application. The description help text is displayed when the user hovers over the Help icon button. |
| Instruction help text | The field-level instruction help text to display for the field. |

| Property | Description |
|---|---|
| | Use instruction help text to provide directions on using the field. If instruction help text is specified, it's appears in an in-field help note window when users move the cursor over the field. |

## Properties Related to Search

Extensible flexfield segments can be marked as selectively required in search using the indexed property. The indexed property requires users to enter a value before conducting a search on the attribute represented by the indexed segment. A database administrator must create an index on the segment column representing the indexed attribute.

## Range Validation of Segments

Range validation enables you to enforce an arithmetic inequality between two segments of a flexfield. For example, a product must be ordered before it can be shipped. Therefore, the order date must be on or before the ship date. Also, the order date segment value must be less than or equal to the ship date segment value. You can use range validation to ensure this relationship.

The conditions for range validation are as follows:

- Segments must be configured for range validation in pairs, one with the low value and one with the high value.
- Both segments must be of the same data type.
- Both segments must be parts of the same structure in a key flexfield or parts of the same context in a descriptive flexfield or extensible flexfield.
- The low value segment must have a sequence number that is lesser than that of the high value segment.
- Non-range validated segments can exist between a range validated pair, but range validated pairs cannot overlap or be nested.

You can configure as many range validated pairs as you want within the same flexfield. Your application automatically detects and applies range validation to the segment pairs that you define, in sequence order. It must detect a low value segment first, and the next range validated segment that it detects must be a high value segment. These two segments are assumed to be a matching pair. The low value and the high value can be equal.

## Rule Validation of Segment Values

Validation rules on descriptive and extensible flexfield segments determine how an attribute is validated. The value entered for an attribute on a business object may must match a specified format or be restricted to a list of values. Use a value set to specify the validation rules.

Value set validation is required for global segments and context-sensitive segments, and optional for context segments. In the case of context segments, the application may validate a value instead of the value set validating the value against the context segment. However the application entered values must match exactly the valid context segment values. If the context segment values are a superset or subset of the input values, you must assign a table-validated value set or independent value set to validate context values.

When you configure a descriptive flexfield segment, you can specify a constant to use for setting the initial value. The initial value can be an available parameter. For every planned segment, list the constant value or parameter, if any, to use for the initial value.

## Naming Conventions

Enter a unique code, name, and description for the segment. These properties are for internal use and not displayed to end users. You can't change the code after the segment is created.

The Application Programming Interface (API) name is a name for the segment that isn't exposed to users. The API name is used to identify the segment in various integration points including web services, rules, and business intelligence. Use alphanumeric characters only with a leading character. For example, enter a code consisting of the characters A-Z, a-z, 0-9 with a non-numeric leading character. The use of spaces, underscores, multi-byte characters, and leading numeric characters isn't permitted. You can't change the API name after the segment has been created.

## Flexfields and Value Sets: How They Work Together

Value sets are specific to your enterprise. When gathering information using flexfields, your enterprise's value sets validate the values that your users enter based on how you defined the value set.

You can assign a value set to any number of flexfield segments in the same or different flexfields. Value set usage information indicates which flexfields use the value set.

The following aspects are important in understanding how flexfields and value sets work together:

- Defining value sets
- Shared value sets
- Deployment

### Defining Value Sets

As a key flexfield guideline, define value sets before configuring the flexfield, because you assign value sets to each segment as you configure a flexfield. With descriptive and extensible flexfields, you can define value sets when adding or editing a segment.

**Note:** Ensure that changes to a shared value set are compatible with all flexfield segments that use the value set.

### Shared Value Sets

When you change a value in a shared value set, the change affects the value set for all flexfields that use that value set. The advantage of a shared value set is that a single change propagates to all usages. The drawback is that the change shared across usages may not be appropriate in every case.

### Value Set Values

To configure custom attributes to be captured on the value set values screen in the Manage Value Sets task, configure the Value Set Values descriptive flexfield. The object's code is FND_VS_VALUES_B.This flexfield expects the context code to correspond to the value set code. For each value set, you can define a context whose code is the value set code, and whose context-sensitive segments are shown for the values of that value set. By default, the context segment is hidden since it maps to the value set code and is not expected to be changed.

You can also define global segments that are shown for all value sets. However, this would be quite unusual since it would mean that you want to capture that attribute for all values for all value sets.

### Deployment

When you deploy a flexfield, the value sets assigned to the segments of the flexfield provide users with the valid values for the attributes represented by the segments.

## Defaulting and Deriving Segment Values: Explained

To populate a flexfield segment with a default value when a row is created, specify a default type of constant or parameter and a default value.

To synchronize a segment's value with another field's value whenever it changes, specify the derivation value to be the flexfield parameter from which to derive the attribute's value. Whenever the parameter value changes, the attribute's value is changed to match. If you derive an attribute from a parameter, consider making the attribute read-only, as values entered by users are lost whenever the parameter value changes.

When defaulting or deriving a default value from a parameter, only those attributes designated by development as parameters are available to be chosen.

Different combinations of making the segments read only or editable in combination with the default or derivation value or both, have different effects.

Initial run time behavior corresponds to the row for the attribute value being created in the entity table. If the default value is read only, it cannot subsequently be changed through the user interface. If the default value isn't read only, users can modify it. However, if the segment value is a derived value, a user-modified segment value is overwritten when the derivation value changes.

| Default Type | Default value specified? | Derivation value specified? | Initial run time behavior | Run time behavior after parameter changes |
|---|---|---|---|---|
| None | No | Yes | No initial segment value | The changed parameter derivation value updates segment value |
| Constant | Yes | No | Default segment value | N/A |
| Constant | Yes | Yes | Default segment value | The changed parameter derivation value updates segment value |
| Parameter | Yes | No | The default segment value is the parameter's default value | N/A |
| Parameter | Yes | Yes, and same as default value | The default segment value is the parameter's default and derivation value | The changed parameter derivation value updates segment value |
| Parameter | Yes | Yes, and different from default value | The default segment value is the parameter's default value | The changed parameter default value doesn't update segment value. Only the changed derivation value updates the segment value. |

## Flexfield Usages: Explained

The flexfield usage specifies the table with which the flexfield and its segments are associated.

A flexfield can have multiple usages. However, the first table registered for a flexfield indicates the master usage. Segments are based on the master usage. Other usages of the same table for the same flexfield use the same segment setup, though the column names may have a differentiating prefix.

On the Manage Descriptive Flexfields and Manage Extensible Flexfields pages, click the **Show Entity Usages** icon for a specific flexfield to view its entity usage. On the Manage Value Sets page, you can view the flexfield usages for a selected value set.

### Extensible Flexfields

For extensible flexfield contexts, you can configure a different usage. The usage of an extensible flexfield context determines the scenarios or user interfaces in which the segments of a context appear to end users. For example, the Supplier page displays an extensible flexfield's supplier usage and the Buyer page for the same flexfield displays the buyer usage. Then, a context that is associated only with the supplier usage appears only on the Supplier page and not on the Buyer page.

### Value Sets

The usage of value sets specifies the flexfields having segments where the identified value set is assigned.

# Flexfield Deployment

## Flexfield Deployment: Explained

Deployment generates or refreshes the Application Development Framework (ADF) business component objects that render the flexfield in a user interface. The deployment process adds custom attributes to the Web Services Description Language (WSDL) schemas exposed by Oracle ADF services and used by SOA composites. Flexfields are deployed for the first time during the application provisioning process. After you configure or change a flexfield, you must deploy it to make the latest definition available to users.

If a descriptive flexfield is enabled for business intelligence, the deployment process redeploys the flexfield's business intelligence artifacts.

You can deploy a flexfield to a sandbox for testing or to the mainline metadata for use in a test or production run time environment. You can deploy extensible flexfields as a background process.

After deployment, the custom attributes are available for incorporating into the SOA infrastructure, such as business process and business rule integration. For example, you can now write business rules that depend on the custom attributes. You must sign out and sign back in to Oracle Applications Cloud to see the changes you deployed in the run time.

The following aspects are important in understanding flexfield deployment:

- Deployment Status
- Initial Deployment Status
- Metadata Validations
- Metadata Synchronization
- Deployment as a Background Process
- Export of Artifacts from Flexfield MDS

### Deployment Status

Every flexfield has a deployment status.

A flexfield can have the following deployment statuses:

| Deployment Status | Meaning |
|---|---|
| Edited | The flexfield metadata definition hasn't been deployed yet. Updates of the metadata definition aren't applied in the run time environment yet. |

| Deployment Status | Meaning |
|---|---|
| Patched | The flexfield metadata definition has been modified through a patch or a data migration action, but the flexfield hasn't yet been deployed. So, the updated definition isn't reflected in the run time environment. |
| Deployed to Sandbox | The current metadata for the flexfield is deployed in ADF artifacts and available as a flexfield-enabled sandbox. The status of the sandbox is managed by the Manage Sandboxes task available to the Administrator menu of the Setup and Maintenance work area. |
| Deployed | The current metadata for the flexfield is deployed in ADF artifacts and available to users. No changes have been made to the flexfield after being deployed to the mainline metadata. |
| Error | The deployment attempt in the mainline metadata failed. |

**Note:** Whenever a value set definition changes, the deployment status of a flexfield that uses that value set changes to edited. If the change results from a patch, the deployment status of the flexfield changes to patched.

## Initial Deployment Status of Flexfields

The Oracle Applications Cloud implementation loads flexfield metadata into the database. This initial load sets the flexfield status to Edited. During installation, the application provisioning process deploys the flexfields of the provisioned applications, setting their status to Deployed if no errors occur.

In a provisioned application, deployed flexfields are ready to use. In some cases, flexfield availability at run time requires setup, such as defining key flexfields.

## Metadata Validation

Use the Validate Metadata command to view possible metadata errors before attempting to deploy the flexfield. Metadata validation is the initial phase of all flexfield deployment commands. By successfully validating metadata before running the deployment commands, you can avoid failures in the metadata validation phase of a deployment attempt. The deployment process ends if an error occurs during the metadata validation phase. Metadata validation results don't affect the deployment status of a flexfield.

## Metadata Synchronization

When an extensible or descriptive flexfield is deployed, the deployment process regenerates the XML schema definition (XSD). As a result, the custom attributes are available to web services and the SOA infrastructure.

After deploying a flexfield configuration, you must synchronize the updated XML schema definition (XSD) files in the MDS repositories for each SOA application.

**Note:** To synchronize the updated XSD files in the MDS repositories in Oracle Cloud implementations, log a service request using My Oracle Support at http://support.com/

## Deployment as a Background Process

You can deploy extensible flexfields offline as a background process and continue working in the session without having to wait for the deployment to complete. You can queue up several extensible flexfields and deploy as a background process. The flexfields are deployed, one at a time, in the order that you deploy them to the queue. You must deploy extensible flexfields with more than 30 categories as a background process.

You can remove an extensible flexfield from the deployment queue with the Cancel Background Deployment command. When an extensible flexfield is deployed in a background process, its offline status indicates that the flexfield is in a background deployment process. A flexfield's offline status is cleared and its deployment status updated when the background deployment process has completed.

### Export of Artifacts from Flexfield MDS

You can export business components from MDS for descriptive, extensible, or key flexfields, mainly for use in troubleshooting issues with flexfields. Use **Download Flexfield Archive** on the Manage Flexfields page to export MDS artifacts of the selected flexfield, and import them to an archive on your local computer. You can use these archived business components of flexfields for troubleshooting purposes.

Alternatively, export the deployed artifacts using `exportMetadata WLST`.

## Flexfield Deployment Status: How It Is Calculated

Flexfield deployment status indicates how the flexfield metadata definition in the Oracle Fusion Applications database relates to the Application Development Framework (ADF) business components generated into an Oracle Metadata Services (MDS) Repository.

The following aspects are important in understanding how flexfield deployment status is calculated:

- Settings that affect flexfield deployment status
- How deployment status is calculated

## Settings That Affect Flexfield Deployment Status

If you have made a change to a flexfield and expect a changed deployment status, be sure you have saved your changes. No settings affect flexfield deployment status.

## How Deployment Status Is Calculated

If the flexfield definition has been edited through the Define Flexfields activity task flows, the status is Edited. The latest flexfield metadata definition in the Oracle Fusion application diverges from the latest deployed flexfield definition. Any change, including if a value set used in a flexfield changes, changes the deployment status to Edited. If a flexfield has never been deployed, its status is Edited.

**Note:** When an application is provisioned, the provisioning framework attempts to deploy all flexfields in that application.

If you deploy the flexfield to a sandbox successfully, the status is Deployed to Sandbox. The latest flexfield metadata definition in the Oracle Fusion application matches the metadata definition that generated ADF business components in a sandbox MDS Repository. Whether the sandbox is active or not doesn't affect the deployment status. If the flexfield was deployed to a sandbox and hasn't been edited or redeployed to the mainline metadata since then, the status remains Deployed to Sandbox independent of whether the sandbox is active, or who is viewing the status.

If you deploy the flexfield successfully to the mainline metadata, the status is Deployed. The latest flexfield metadata definition in the Oracle Fusion application matches the metadata definition that generated ADF business components in a mainline MDS Repository. Change notifications are sent when a flexfield is deployed successfully to the mainline metadata.

If either type of deployment fails so that the current flexfield definition isn't deployed, the status is Error. The deployment error message gives details about the error. The latest flexfield metadata definition in the Oracle Fusion application likely diverges from the latest successfully deployed flexfield definition.

If the flexfield definition has been modified by a patch, the status is Patched. The latest flexfield metadata definition in the Oracle Fusion application diverges from the latest deployed flexfield definition. If the flexfield definition was Deployed before the patch and then a patch was applied, the status changes to Patched. If the flexfield definition was Edited before the patch and then a patch was applied, the status will remain at Edited to reflect that there are still changes (outside of the patch) that aren't yet in effect.

When a deployment attempt fails, you can access the Deployment Error Message for details.

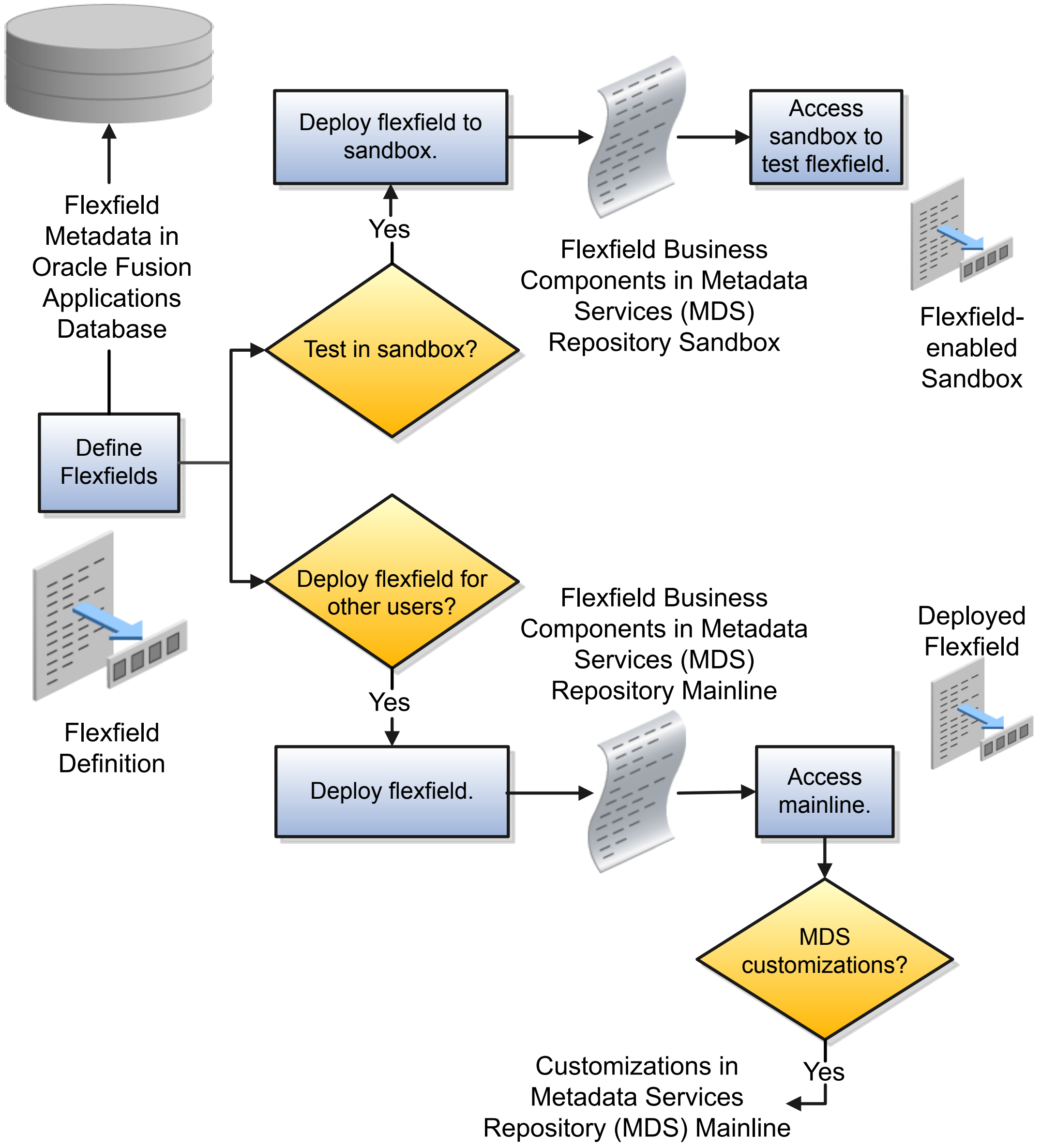
## Deploying a Flexfield-Enabled Sandbox: How It Works With Mainline Metadata

The flexfield definition in a sandbox corresponds to the flexfield metadata definition in the Oracle Fusion Applications database at the time the flexfield was deployed to the sandbox. When the flexfield is ready for end users, the flexfield must be deployed to the mainline metadata.

A flexfield-enabled sandbox uses the following components.

- Flexfield metadata in the Oracle Applications Cloud database
- Flexfield business components in a sandbox Oracle Metadata Services (MDS) repository
- User interface customizations for the flexfield in the mainline MDS repository

The figure shows the two types of deployment available in the Manage Flexfield tasks of the Define Flexfields activity. Deploying a flexfield to a sandbox creates a sandbox MDS Repository for the sole purpose of testing flexfield behavior. The sandbox is only accessible to the administrator who activates and accesses it, not to users generally. Deploying a flexfield to the mainline metadata applies the flexfield definition to the mainline MDS Repository where it is available to end users. After deploying the flexfield to the mainline metadata, customize the page where the flexfield segments appear. Customization of the page in the sandbox MDS Repository cannot be published to the mainline MDS Repository.


Flexfield Metadata in Oracle Fusion Applications Database
Deploy flexfield to sandbox.
Access sandbox to test flexfield.
Yes
Flexfield Business Components in Metadata Services (MDS) Repository Sandbox
Flexfield-enabled Sandbox
Test in sandbox?
Define Flexfields
Deploy flexfield for other users?
Flexfield Business Components in Metadata Services (MDS) Repository Mainline
Deployed Flexfield
Yes
Flexfield Definition
Deploy flexfield.
Access mainline.
MDS customizations?
Customizations in Metadata Services Repository (MDS) Mainline
Yes

## Sandbox Metadata Services Repository Data

Deploying the flexfield to a sandbox generates the Application Development Framework (ADF) business components of a flexfield in a sandbox MDS Repository for testing in isolation.

**Caution:** Don't customize flexfield segment display properties using Page Composer in a flexfield-enabled sandbox as these changes will be lost when deploying the flexfield to the mainline metadata.

### Mainline Metadata Services Repository Data

The Oracle Fusion Applications database stores the single source of truth about a flexfield. When the flexfield is deployed, the ADF business component objects that implement the flexfield in the run time user interface are generated in the mainline MDS Repository from this source.

*Related Topics*

- Managing Customizations Using Sandboxes: Explained

## Deploying a Flexfield to a Sandbox: Points to Consider

Deploying a flexfield to a sandbox creates a flexfield-enabled sandbox. Each flexfield-enabled sandbox contains only one flexfield.

You can test the run time behavior of a flexfield in the flexfield-enabled sandbox. If changes are needed, you return to the Define Flexfield tasks to change the flexfield definition.

When you deploy a flexfield to sandbox, the process reads the metadata about the segments from the database, generates flexfield Application Development Framework (ADF) business component artifacts based on that definition, and stores in the sandbox only the generated artifacts derived from the definition.

When you deploy a flexfield sandbox, the process generates the name of the flexfield sandbox, and that flexfield sandbox is set as your current active sandbox. When you next sign in to the application, you can see the updated flexfield configurations. The Oracle Fusion Applications global area displays your current session sandbox.

> **Note:** Unlike a standalone sandbox created using the Manage Sandboxes tool, the sandbox deployed for a flexfield contains only the single flexfield. You can manage flexfield sandboxes, such as setting an existing flexfield sandbox as active or deleting it, using the Manage Sandboxes tool.

When you deploy a flexfield to the mainline metadata after having deployed it to the sandbox, the sandbox-enabled flexfield is automatically deleted.

### Sandbox MDS Repository Data

The sandbox data lets you test the flexfield in isolation without first deploying it in the mainline metadata where it could be accessed by users.

> **Caution:** Don't customize flexfield segment display properties using Page Composer in a flexfield-enabled sandbox as these changes will be lost when deploying the flexfield to the mainline metadata.

### Managing a Flexfield-Enabled Sandbox

When you deploy a flexfield as a sandbox, that flexfield-enabled sandbox automatically gets activated in your user session. When you sign back in to see the changes, the sandbox is active in your session.

You can only deploy a flexfield to a sandbox using the Define Flexfields task flow pages.

You also can use the Manage Sandboxes feature in the Administration menu of the Setup and Maintenance work area to activate and access a flexfield-enabled sandbox.

> **Note:** Whether you use the Define Flexfields or Manage Sandboxes task flows to access a flexfield-enabled sandbox, you must sign out and sign back in before you can see the changes you deployed in the run time.

You cannot publish the flexfield from the sandbox to the mainline metadata. You must use the Define Flexfields task flow pages to deploy the flexfield for access by users of the mainline metadata because the flexfield configuration in the mainline metadata is the single source of truth.

*Related Topics*

- Managing Customizations Using Sandboxes: Explained

## Deploying Flexfields Using the Command Line: Explained

You can use the Manage Key Flexfields, Manage Descriptive Flexfields, and Manage Extensible Flexfields tasks to deploy flexfields. You can also use WebLogic Server Tool (WLST) commands for priming the Oracle Metadata Services (MDS) Repository with predefined flexfield artifacts and for deploying flexfields.

The table describes the available commands.

| WebLogic Server Tool Command | Description |
|---|---|
| **`deployFlexForApp`** | Deploys all flexfields for the specified enterprise application. Only flexfields whose status is other than deployed are affected by this command, unless the option is enabled to force all flexfields to be deployed, regardless of deployment status.<br>Initial application provisioning runs this command to prime the MDS Repository with flexfield artifacts. |
| **`deployFlex`** | Deploy a single flexfield regardless of deployment status |
| **`deployPatchedFlex`** | Deploys flexfield changes that have been delivered using a flexfield Seed Data Framework (SDF) patch. Deploys flexfields that have a Patched deployment status. |
| **`deleteFlexPatchingLabels`** | Displays MDS label of flexfield changes for viewing and deleting patching labels. |
| **`validateFlexDeploymentStatus`** | Displays list containing flexfields that aren't deployed or failed deployment. |

Executing these commands outputs a report at the command line. The report provides the following information for every flexfield that is processed.

- Application identity (APPID)
- Flexfield code
- Deployment result, such as success or error

In case of errors, the report lists the usages for which errors occurred. If a run time exception occurs, the output displays the trace back information. For each WLST flexfield command, adding the **`reportFormat='xml'`** argument returns the report as an XML string.

Consider the following aspects of command-line deployment.

- Preparing to use the WLST flexfield commands
- Using the **`deployFlexForApp`** command
- Using the **`deployFlex`** command
- Using the **`deployPatchedFlex`** command

- Using the `deleteFlexPatchingLabels` command
- Using the `validateFlexDeploymentStatus` command
- Closing WLST and checking the results

## Preparing To Use the WLST Flexfield Commands

You can only execute the WLST flexfield commands on a WebLogic Administration Server for a domain that has a running instance of Oracle Fusion Middleware Extensions for Oracle Application.

For more information about deploying the Oracle Fusion Middleware Extensions for Oracle Application to the server domains, see the Oracle Fusion Applications Developer's Guide.

Ensure that the AppMasterDB data source is registered as a JDBC data source with the WebLogic Administration Server and points to the same database as the ApplicationDB data source.

Start the WebLogic Server Tool (WLST) if not currently running.

UNIX:

```
sh $JDEV_HOME/oracle_common/common/bin/wlst.sh
```

Windows:

```
wlst.cmd
```

Connect to the server, replacing the user name and password arguments with your WebLogic Server user name and password.

```
connect('wls_username', 'wls_password', 'wls_uri')
```

The values must be wrapped in single-quotes. The `wls_uri` value is typically `T3://localhost:7101`.

For more information about the WLST scripting tool, see the Oracle Fusion Middleware Oracle WebLogic Scripting Tool.

## Using the deployFlexForApp Command

The `deployFlexForApp` command translates the product application's predefined flexfield metadata into artifacts in the MDS Repository.

> **Note:** This command is run automatically when you provision applications. However, if you customize applications, you have to manually run it following the order of tasks as given here:
> 1. Configure your application to read the flexfield artifacts from the MDS Repository.
> 2. Run the `deployFlexForApp` command.
> 3. Sign in to the application.
>
> This sequence of steps is required even if there is no predefined flexfield metadata.

This command doesn't deploy flexfields that have a status of Deployed unless the force parameter is set to `'true'` (the default setting is `'false'`).

For more information about priming the MDS partition with configured flexfield artifacts, see the Oracle Fusion Applications Developer's Guide.

From the WLST tool, execute the following commands to deploy the artifacts to the MDS partition, replacing `product_application_shortname` with the application's short name wrapped in single-quotes.

```
deployFlexForApp('product_application_shortname'[, 'enterprise_id'] [,'force'])
```

In a multi-tenant environment, replace `enterprise_id` with the Enterprise ID to which the flexfield is mapped. Otherwise, replace with `'None'` or don't provide a second argument.

To deploy all flexfields regardless of their deployment status, set force to `'true'` (the default setting is `'false'`). To deploy all flexfields in a single-tenant environment, you either can set `enterprise_id` to `'None'`, or you can use the following signature:

```
deployFlexForApp(applicationShortName='product_application_shortname',force='true')
```

The application's short name is the same as the application's module name. For more information about working with application taxonomy, see the Oracle Fusion Applications Developer's Guide.

## Using the deployFlex Command

From the WLST tool, execute the following command to deploy a flexfield, replacing `flex_code` with the code that identifies the flexfield, and replacing `flex_type` with the flexfield's type, either descriptive flexfield, key flexfield, or extensible flexfield. The values must be wrapped in single-quotes.

```
deployFlex('flex_code', 'flex_type')
```

Optionally, execute the following command if the flexfield is an extensible flexfield, and you want to deploy all the flexfield's configurations.

> **Note:** By default, extensible flexfields are partially deployed. That is, only the pages, contexts, or categories that had recent changes, are deployed.

```
deployFlex('flex_code', 'flex_type', ['force_Complete_EFF_Deployment'])
where, forceCompleteEFFDeployment=None
```

## Using the deployPatchedFlex Command

Use the `deployPatchedFlex` command for situations where the patching framework doesn't initiate the command, such as when an application has been patched offline.

If the installation is multi-tenant enabled, the command deploys all patched flexfields for all enterprises. This command isn't intended to be initiated manually.

Check with your provisioning or patching team, or the task flows for managing flexfields, to verify that the flexfield has a Patched deployment status.

From the WLST tool, execute the following command to deploy the artifacts to the MDS partition.

```
deployPatchedFlex()
```

Execute the following command to deploy all flexfields that have either a READY status or an ERROR status.

```
deployPatchedFlex(mode='RETRY')
```

## Using the deleteFlexPatchingLabels Command

Whenever you deploy flexfield changes to MDS using the `deployPatchedFlex()` WLST command, an MDS label is created in the format `FlexPatchingWatermarkdate+time`. Use the `deleteFlexPatchingLabels` command to inquire about and delete these labels.

From the WLST tool, execute the `deleteFlexPatchingLabels ()` command with no arguments to delete the flexfield patching labels.

To output a list of flexfield patching labels, execute the command with the `infoOnly` argument, as follows:

```
deleteFlexPatchingLabels(infoOnly='true')
```

### Using the validateFlexDeploymentStatus Command

The `validateFlexDeploymentStatus()` WLST command checks the deployment status of all flexfields in an Oracle Fusion Applications deployment.

```
validateFlexDeploymentStatus()
```

Use this command to verify that all flexfields in the current instance of provisioned Java EE applications are deployed.

### Closing WLST and Checking the Results

To close the tool, execute the command: `disconnect()`.

Optionally, sign in the application, open user interface pages that contain flexfields, and confirm the presence of flexfields for which configuration exists, such as value sets, segments, context, or structures.

# Manage Value Sets

## Value Sets: Explained

A value set is a group of valid values that you assign to a flexfield segment to control the values that are stored for business object attributes.

An end user enters a value for an attribute of a business object while using the application. The flexfield validates the value against the set of valid values that you configured as a value set and assigned to the segment.

For example, you can define a required format, such as a five digit number, or a list of valid values, such as green, red, and blue.

Flexfield segments are usually validated, and typically each segment in a given flexfield uses a different value set. You can assign a single value set to more than one segment, and you can share value sets among different flexfields.

**Note:** Ensure that changes to a shared value set are compatible with all flexfields segments using the value set.

The following aspects are important in understanding value sets:

- Managing value sets
- Validation
- Security
- Precision and scale
- Usage and deployment
- Protected value set data

### Managing Value Sets

To access the Manage Value Sets page, use the Manage Value Sets task, or use the Manage Descriptive Flexfields and Manage Extensible Flexfields tasks for configuring a segment, including its value set. To access the Manage Values page, select the value set from the Manage Value Sets page, and click **Manage Values**. Alternatively, click **Manage Values** from the Edit Value Set page.

## Validation

The following types of validation are available for value sets:

- Format only, where end users enter data rather than selecting values from a list
- Independent, a list of values consisting of valid values you specify
- Dependent, a list of values where a valid value derives from the independent value of another segment
- Subset, where the list of values is a subset of the values in an existing independent value set
- Table, where the values derive from a column in an application table and the list of values is limited by a WHERE clause

A segment that uses a format only value set doesn't present a list of valid values to users. Adding table validated value sets to the list of available value sets available for configuration is considered a custom task.

**Note:** For the Accounting Key Flexfield value sets, you must use independent validation only. If you use other validations, you can't use the full chart of accounts functionality, such as data security, reporting, and account hierarchy integration.

## Security

Value set security only works in conjunction with usage within flexfield segments. You can specify that data security be applied to the values in flexfield segments that use a value set. Based on the roles provisioned to users, data security policies determine which values of the flexfield segment end users can view or modify.

The application of value set security has the following conditions:

- At the value set level: The value set is the resource secured by data security policies. If a value set is secured, every usage of it in any flexfield is secured. It isn't possible to disable security for individual usages of the same value set.
- Applies to independent, dependent, or table-validated value sets.
- Applies mainly when data is being created or updated, and to key flexfield combinations tables for query purposes. Value set security doesn't determine which descriptive flexfield data is shown upon querying.
- Security conditions defined on value sets always use table aliases. When filters are used, table aliases are always used by default. When predicates are defined for data security conditions, make sure that the predicates also use table aliases.

For key flexfields, the attributes in the view object that correspond to the code combination ID (CCID), structure instance number (SIN), and data set number (DSN) cannot be transient. They must exist in the database table. For key flexfields, the SIN segment is the discriminator attribute, and the CCID segment is the common attribute.

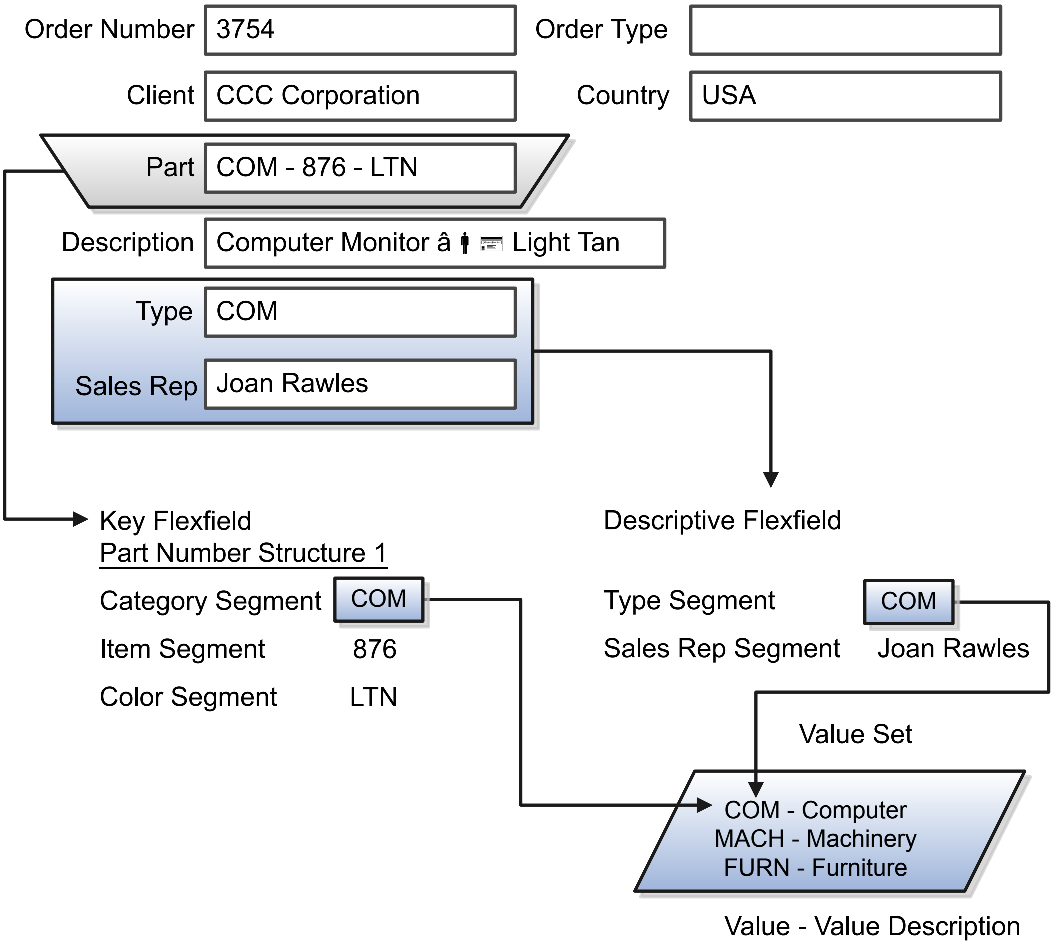
## Precision and Scale

If the data type of a value set is Number, you can specify the precision (maximum number of digits user can enter) or scale (maximum number of digits following the decimal point).

## Usage and Deployment

The usage of a value set is the flexfields where that value set is used. The deployment status of flexfields in which the value set is used indicates the deployment status of the value set instance.

The figure shows a value set used by a segment in a key flexfield and the context segment of a descriptive flexfield.



For most value sets, when you enter values into a flexfield segment, you can enter only values that already exist in the value set assigned to that segment.

Global and context-sensitive segment require a value set. You can assign a value set to a descriptive flexfield context segment. If you specify only context values, not value sets for contexts, the set of valid values is equal to the set of context values.

## Protected Value Set Data

Application developers may mark some value sets as protected, indicating that you can't edit them.

You can edit only value sets that are not marked as protected. You can't edit or delete protected value sets. If the value set type supports values (such as independent, dependent or subset value sets), then you can't add, edit, or delete values.

**Note:** There is no restriction on references to protected value sets. Value sets, protected or not, may be assigned to any flexfield segment. Likewise, other value sets may reference protected value sets; for example, an unprotected dependent value set may reference a protected independent value set.

*Related Topics*

- Chart of Accounts: How Its Components Fit Together
- Why can't I edit my flexfield or value set configuration?

## Defining Value Sets: Critical Choices

Validation and usage of value sets determine where and how users access valid values for attributes represented by flexfield segments.

> **Tip:** As a flexfield guideline, define value sets before configuring the flexfield, because you can assign value sets to each segment as you configure a flexfield. With descriptive and extensible flexfield segments, you can create value sets when adding or editing a segment on the run time page where the flexfield appears.

The following aspects are important in defining value sets:

- Value sets for context segments
- Format-only validation
- Interdependent value sets
- Table validation
- Range
- Security
- Testing and maintenance

### Value Sets for Context Segments

When assigning a value set to a context segment, you can only use table-validated or independent value sets.

You can use only table and independent value sets to validate context values. The data type must be character and the maximum length of the values being stored must not be larger than the context's column length. If you use a table value set, the value set cannot reference flexfield segments in the value set's WHERE clause other than the flexfield segment to which the value set is assigned.

### Format Only Validation

The format only validation type enables users to enter any value, as long as it meets your specified formatting rules. The value must not exceed the maximum length you define for your value set, and it must meet any format requirements for that value set.

For example, if the value set permits only numeric characters, users can enter the value 456 (for a value set with maximum length of three or more), but can't enter the value ABC. A format only value set doesn't otherwise restrict the range of different values that users can enter. For numeric values, you can also specify if a numeric value should be zero filled or how may digits should follow the radix separator.

### Interdependent Value Sets

Use an independent value set to validate data against a list that isn't stored in an application table, and not dependent on a subset of another independent value set. You cannot specify a dependent value set for a given segment without having first defined an independent value set that you apply to another segment in the same flexfield. Use a dependent value set to limit the list of values for a given segment based on the value that the user has defined for a related independent segment. The available values in a dependent list and the meaning of a given value depend on which value was selected for the independently validated segment.

For example, you could define an independent value set of the states in the USA with values such as CA, NY, and so on. Then you define a dependent value set of cities in the USA with values such as San Francisco and Los Angeles that are valid for the independent value CA. Similarly, New York City and Albany are valid for the independent value NY. In the UI, only the valid cities can be selected for a given state.

Because you define a subset value set from an existing independent value set, you must define the independent value set first. Users don't have to select a value for another segment first to have access to the subset value set.

Independent, dependent, and subset value sets require a customized list of valid values. Use the Manage Values page to create and manage a value set's valid values and the order in which they appear.

**Tip:** You can customize the Manage Value Sets page to capture additional attributes for each valid value by adding context-sensitive segments in a new context for FND_VS_VALUES_B descriptive field.

## Table Validation

Typically, you use a table-validated set when the values you want to use are already maintained in an application table, such as a table of supplier names. Specify the table column that contains the valid value. You can optionally specify the description and ID columns, a WHERE clause to limit the values to use for your set, and an ORDER BY clause.

If you specify an ID column, then the flexfield saves the ID value, instead of the value from the value column, in the associated flexfield segment. If the underlying table supports translations, you can enable the display of translated text by basing the value set's value column on a translated attribute of the underlying table. You should also define an ID column that is based on an attribute that isn't language-dependent so that the value's invariant ID (an ID that doesn't change) is saved in the transaction table. The run time displays the corresponding translated text from the value column for the run time session's locale.

Table validation lets you enable a segment to depend upon multiple prior segments in the same context structure. You cannot reference other flexfield segments in the table-validated value set's WHERE clause. That is, the WHERE clause cannot reference SEGMENT.segment_code or VALUESET.value_set_code.

Table-validated value sets have unique values across the table, irrespective of bind variables. The WHERE clause fragment of the value set is considered if it doesn't have bind variables. If it has bind variables, the assumption is that the values are unique in the value set. If you use table validated value sets for key flexfields, then you can't use all integration functionalities supported for key flexfields, such as:

- Data security
- Oracle Transactional Business Intelligence (OTBI)
- Extended Spread Sheet Database (ESSbase)
- Tree or hierarchy integration

To use these integration functionalities for key flexfields, you must use independent value sets only.

## Range

In the case of format, independent, or dependent value sets, you can specify a range to limit which values are valid. You can specify a range of values that are valid within a value set. You can also specify a range validated pair of segments where one segment represents the low end of the range and another segment represents the high end of the range.

For example, you might specify a range for a format-only value set with format type Number where the user can enter only values between 0 and 100.

## Security

In the case of independent and dependent values, you can specify that data security be applied to the values in segments that use a value set. Based on the roles provisioned to users, data security policies determine which values of the flexfield segment users can view or modify.

To enable security on a value set, specify a database resource, typically the code value for the value set. Using the Manage Database Security Policies task, specify conditions, such as filters or SQL predicates, and policies that associate roles with conditions. You can use a filter for simple conditions. For more complex conditions, use a SQL predicate.

Value set data security policies and conditions differ from data security conditions and policies for business objects in the following ways:

- You can grant only read access to users. You cannot specify any other action.
- When defining a condition that is based on a SQL predicate, use VALUE, VALUE_NUMBER, VALUE_DATE, VALUE_TIMESTAMP, or VALUE_ID to reference the value from a dependent, independent, or subset value set. For table value sets, use a table alias to define the table, such as &TABLE_ALIAS category=70.

When you enable security on table-validated value sets, the security rule that is defined is absolute and not contingent upon the bind variables (if any) that may be used by the WHERE clause of the value set. For example, suppose a table-validated value set has a bind variable to further filter the value list to x, y and z from a list of x, y, z, xx, yy, zz. The data security rule or filter written against the value set must not assume anything about the bind variables. Instead the whole list of values must be available and you write the rule, for example, to permit x, or to permit y and z. By default in data security, all values are denied and show only rows to which access has been provided.

### Testing and Maintenance

You don't have to define or maintain values for a table-validated value set, as the values are managed as part of the referenced table or independent value set, respectively.

You cannot manage value sets in a sandbox.

When you change an existing value set, the deployment status for all affected flexfields changes to Edited. You must redeploy all flexfields that use that value set to make the flexfields reflect the changes. In the UI pages for managing value sets, the value set's usages show which flexfields are affected by the value set changes.

If your application has more than one language installed, or there is any possibility that you might install one or more additional languages for your application in the future, select **Translatable**. This doesn't require you to provide translated values now, but you cannot change this option if you decide to provide them later.

*Related Topics*

- Table-Validated Value Sets and Bind Variables: Points to Consider
- Adding Attributes to the Manage Value Sets Page: Procedures

# Manage Descriptive Flexfields

## Descriptive Flexfields: Explained

Use descriptive flexfields to add custom attributes to business object entities, and define validation for them.

All the business object entities that you can use in the application are enabled for descriptive flexfields. However, configuring descriptive flexfields is an optional task.

### Context

A descriptive flexfield can have only one context segment to provide context sensitivity. The same underlying database column can be used by different segments in different contexts.

For example, you can define a Dimensions context that uses the following attributes:

- ATTRIBUTE1 column for height
- ATTRIBUTE2 column for width
- ATTRIBUTE3 column for depth

You can also define a Measurements context that uses the same columns for other attributes:

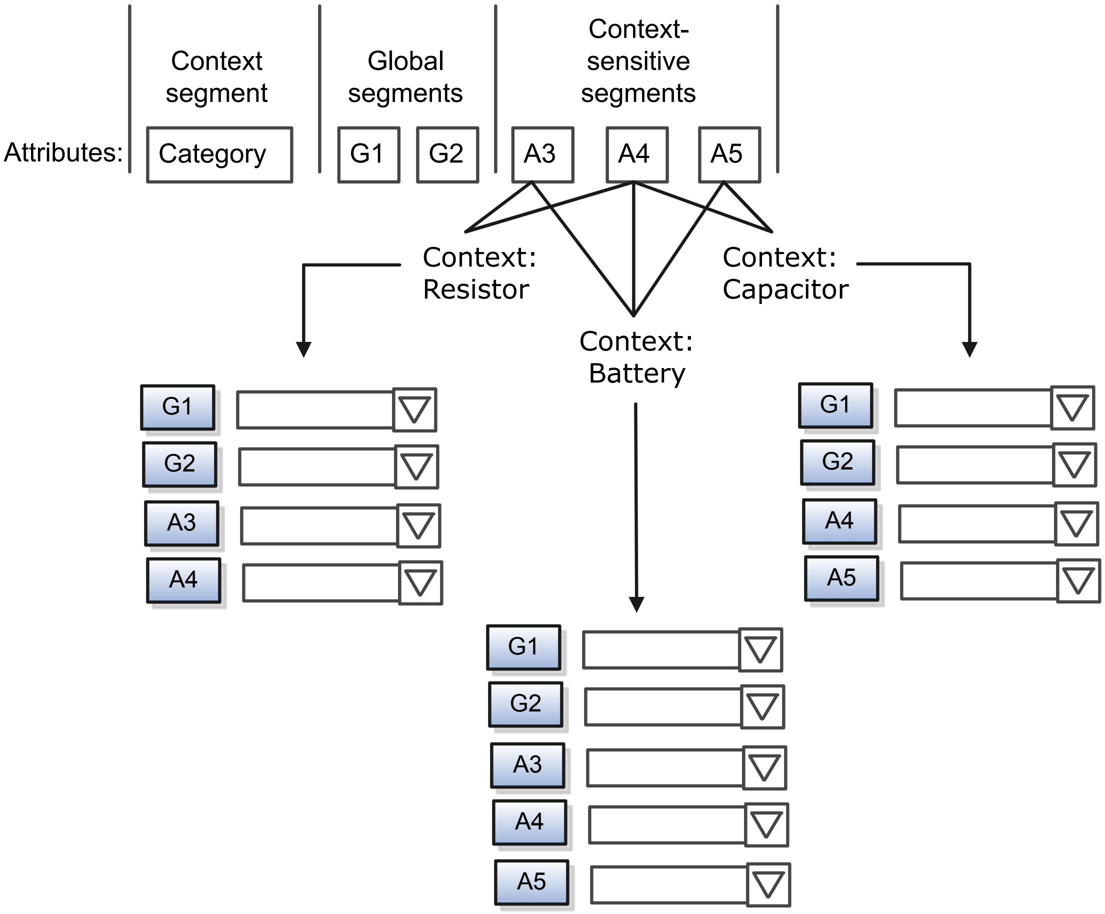
- ATTRIBUTE1 column for weight
- ATTRIBUTE2 column for volume
- ATTRIBUTE3 column for density

## Segments and Contexts

Descriptive flexfield segments are of the following types:

| Segment Type | Run Time Appearance |
|---|---|
| Global segment | Always available |
| Context segment | Determines which context-sensitive segments are displayed |
| Context-sensitive segment | Displayed depending on the value of the context segment |

In the figure, a descriptive flexfield has one context segment called Category for which there are three values: Resistor, Battery, and Capacitor. Additionally, the descriptive flexfield comprises two global segments that appear in each context, and three context-sensitive segments that only appear in the specific context.



Application development determines the number of segments available for configuring. During implementation, configure the flexfield by determining the following:

- Attributes to add using the available segments
- Context values
- The combination of attributes in each context

## Value Sets

For each global and context-sensitive segment, you configure the values permitted for the segment. Based on it, the values that end users enter are validated, including interdependent validation among the segments.

## Protected Descriptive Flexfield Data

Application developers may mark some data configurations in a descriptive flexfield as protected, indicating that you can't edit them.

## Managing Descriptive Flexfields: Points to Consider

Configuring descriptive flexfields involves managing the available flexfields registered with your Oracle Applications Cloud database and configuring their flexfield-level properties, defining and managing descriptive flexfield contexts, and configuring global and context-sensitive segments.

Every descriptive flexfield is registered to include a context segment, which you may choose to use or not.

In general, configuring descriptive flexfields involves:

1. Creating segment labels for business intelligence enabled flexfields.
2. Configuring global segments by providing identity information, the initial default value, and the display properties.
3. Configuring the context segment by specifying the prompt, whether the context segment should be displayed, and whether a value is required.
4. Configuring contexts by specifying a context code, description, and name for each context value, and adding its context-sensitive segments, each of which is configured to include identifying information, the column assignment, the initial default value, and the display properties.

The following aspects are important in understanding descriptive flexfield management:

- Segments
- Adding segments to highlighted descriptive flexfields
- Usages
- Parameters
- Delimiters
- Initial Values
- Business Intelligence

### Segments

You can assign sequence order numbers to global segments and to context-sensitive segments in each context. Segment display is always in a fixed order. You cannot enter a number for one segment that is already in use for a different segment.

Value sets are optional for context segments and follow specific guidelines:

- The value set that you specify for a context segment consists of a set of context codes.
- Each context code corresponds to a context that is appropriate for the descriptive flexfield.
- The value set must be independent or table-validated.
- If table-validated, the WHERE clause must not use the VALUESET.value_set_code or SEGMENT.segment_code bind variables.
- The value set must be of data type Character with the maximum length of values being stored no larger than the context's column length.
- If you don't specify a value set for a context segment, the valid values for that context segment are derived from the context codes. The definition of each context segment specifies the set of context-sensitive segments that can be presented when that context code is selected by the end user.
- For reasons of data integrity, you cannot delete an existing context. Instead, you can disable the associated context value in its own value set by setting its end date to a date in the past.
- You can configure the individual global segments and context-sensitive segments in a descriptive flexfield. These segment types are differentiated by their usage, but they are configured on application pages that use most of the same properties.

## Adding Segments to Highlighted Descriptive Flexfields

When you highlight flexfields on a run time page and use an **Add Segment** icon button to create a segment, the segment code, name, description, table column, and sequence number are set automatically. If you use an **Add Segment** icon button to configure descriptive flexfield segments, you cannot use an existing value set. Value sets are created automatically when you add the segments. You can enter the valid values, their descriptions, and the default value or specify the formatting constraints for the value set, such as minimum and maximum values.

Depending on display type, the value set you create with the **Add Segment** icon button is either an independent value set or a format-only value set. The table shows which type of value set is created depending on the segment display component you select.

| Display Component | Value Set Created with Add Segment |
|---|---|
| Check Box | Independent |
| Drop-down List | Independent |
| List of Values | Independent |
| Radio Button Group | Independent |
| Text Field With Search | Independent |
| Text box | Format Only |
| Text area | Format Only |
| Date/Time | Format Only |

**Tip:** After you add a context value, refresh the page to see the new value.

## Usages

Descriptive flexfield usages allow for the same definition to be applied to multiple entities or application tables, such as a USER table and a USER_HISTORY table. Descriptive flexfield tables define the placeholder entity where the flexfield segment values are stored once you have configured the descriptive flexfield. When you configure a flexfield, the configuration applies to all its usages.

## Parameters

Some descriptive flexfields provide parameters, which are attributes of the same or related entity objects. Parameters are public arguments to a descriptive flexfield. Parameters provide outside values in descriptive flexfield validation. You use parameters to set the initial value or derivation value of an attribute from external reference data, such as a column value or a session variable, rather than from user input. Parameters can be referenced by the logic that derives the default segment value, and by table-validated value set WHERE clauses.

## Delimiters

A segment delimiter or separator visually separates segment values when the flexfield is displayed as a string of concatenated segments.

### Initial Values

The SQL statement defining an initial value must be a valid statement that returns only one row and a value of the correct type.

You can use two types of SQL statements:

- SQL statement with no binding. For example, select MIN(SALARY) from EMPLOYEES.
- SQL statement with bind variables. You can use the following bind variables in the WHERE clause of the SQL statement.
    - `:{SEGMENT.`<segment_code>`}`: Identifies a segment in the same context.
    - `:{CONTEXT.`<context_code>`;SEGMENT.`<segment_code>`}`: Identifies a segment in a different context. The context must be in the same category or in an ancestor category, and it cannot be a multiple-row context.
    - `:{VALUESET.`<value_set_code>`}`: Identifies the closest prior segment in the same context that is assigned to the specified value set.
    - `:{FLEXFIELD.`<internal_code>`}`: Identifies a flexfield.

For more information about using bind variables, see the help for value sets.

### Business Intelligence

Selecting a global, context, or context-sensitive segment's BI Enabled check box specifies that the segment is available for use in Oracle Business Intelligence.

When the flexfield is imported into Oracle Business Intelligence, the label you selected from the BI Label drop-down list equalizes the segment with segments in other contexts, and maps the segment to the logical object represented by the label.

*Related Topics*

- Why can't I edit my flexfield or value set configuration?

## Enabling Descriptive Flexfield Segments for Business Intelligence: Points to Consider

A descriptive flexfield that is registered in the database as enabled for Oracle Business Intelligence (BI) includes a BI Enabled setting for each of its segments. When a global, context, or context-sensitive segment is BI-enabled, it is available for use in Oracle Business Intelligence.

The following aspects are important in understanding BI-enabled flexfield segments:

- Flattening business components to use BI-enabled segments in Oracle BI
- Equalizing segments to prevent duplication and complexity in the flattened component
- Mapping attributes of flattened business components to logical objects in Oracle BI
- Managing the labels that map segments to logical objects in Oracle BI

After you deploy a business intelligence-enabled flexfield, use the Import Oracle Fusion Data Extensions for Transactional Business Intelligence process to import the flexfield changes into the Oracle Business Intelligence repository. Users can make use of the newly-generated attributes in business intelligence applications. For example, a user can generate a report that includes attributes added by the descriptive flexfield. For additional information about logical objects and import, refer to the Oracle Transactional Business Intelligence Administrator's Guide.

### Flattening

When you deploy a business intelligence-enabled descriptive flexfield, the deployment process generates an additional set of flattened Application Development Framework (ADF) business components in addition to the usual ADF business components and ADF faces run time artifacts that are generated during deployment. The flattened business components include attributes for business intelligence-enabled segments only. Flattening means each custom column in each context shows up as an attribute in an Oracle Business Intelligence folder.

Flattened components include one attribute for the BI-enabled context-segment, and one attribute for each business intelligence-enabled global segment. For BI-enabled context-sensitive segments, consider the following:

- If you assigned a label to the segment, the flattened components include an additional single attribute representing segments with that label.
- If you didn't assign a label, the flattened components include a discrete attribute for each BI-enabled context-sensitive segment in each context.

## Mapping to Logical Objects in Business Intelligence

You can simplify reporting by representing similar segments as a single logical object in Business Intelligence.

If you assign a label to any set of context-sensitive segments that serve the same purpose in different contexts, you can consolidate or equalize the segments into a single attribute. This prevents duplication and the extra workload and complexity that result from the flattening process. For example, a United States context might have a Passport segment and a Canada context might have Visa segment. If you assign the NationalID segment label to both the Passport and Visa segments, they are equalized into the same NationalID attribute in the flattened business component.

Non-labeled context-sensitive segments aren't equalized across context values, so the flattened components include a separate attribute for each context-sensitive segment for each context value. It may not be possible to equalize similarly labeled segments if they have incompatible data types or value set types.

Assign a label to a global segment, context segment, or context-sensitive segment to map the corresponding attribute in the flattened components to a logical object in Oracle Business Intelligence. Using labels to map segments to BI logical objects minimizes the steps for importing the flexfield into Oracle Business Intelligence.

**Note:** Assigning a label to a context-sensitive segment serves to equalize the attribute across contexts, as well as map the equalized attribute to business intelligence.

## Managing Labels

You may assign a predefined label (if available) to segments or create new labels for assignment, as needed. Specify a code, name, and description to identify each label. In the BI Object Name field, enter the name of the logical object in Oracle Business Intelligence to which the segment label should map during import. Specifying the BI logical object minimizes the steps for importing the flexfield into Oracle Business Intelligence and helps to equalize context-sensitive segments across contexts.

If no labels are assigned to a BI-enabled segment, or the BI Object Name on the assigned label doesn't exist in business intelligence, you must manually map the segment to the desired logical object when importing into Oracle Business Intelligence.

In addition, context-sensitive segments without labels cannot be equalized across context values. The flattened components include a separate attribute for each non-labeled context-sensitive segment in each context.

## Importing to Oracle Business Intelligence Repository

After you deploy a business intelligence-enabled flexfield, import the flexfield changes into the Oracle Business Intelligence repository to make use of the newly flattened business components in business intelligence and then propagate the flexfield object changes. When you import the metadata into the Oracle Business Intelligence repository, you must do so as the FUSION_APPS_BI_APPID user.

To import flexfield changes into the Oracle Business Intelligence repository in Oracle Cloud implementations, run the Import Oracle Fusion Data Extensions for Transactional Business Intelligence process. For additional information about import, refer to the Oracle Transactional Business Intelligence Administrator's Guide.

**Note:** When you import a flexfield into the Oracle Business Intelligence repository, you see both `<name>_` and `<name>_c` attributes for each segment, along with some other optional attributes. The `<name>` attribute contains the value. The `<name>_c` attribute contains the code of the value set that the value comes from, and is used for linking to the value dimension. You must import both attributes.

# Manage Extensible Flexfields

## Extensible Flexfields: Explained

Extensible flexfields are like descriptive flexfields, with some additional features.

- You can add as many context-sensitive segments to the flexfield as you need. You aren't restricted by the number of columns predefined and registered for the flexfield.
- You can configure a one-to-many relationship between the entity and its extended attribute rows.
  - A row of data can have multiple contexts associated with it.
  - A row of data can have multiple occurrences of the same context.
- You can configure attributes in groups to form a context so that the attributes in the context always appear together in the user interface.
- You can use existing hierarchical categories so that entities inherit the contexts that are configured for their parents. Contexts are reusable throughout categories.
- Application development has registered some extensible flexfields to support view and edit privileges. For such flexfields, you can specify view and edit privileges at the context level to control who sees the attributes and who can change the attributes' values.

When you configure a context for multiple rows per entity, the segments are displayed as a table.

Unlike descriptive flexfields, the extension columns corresponding to extensible flexfields segments are part of extension tables, separate from the base application table. Unlike descriptive flexfield contexts, the set of attributes in an extensible flexfield context remains constant and doesn't differ by context value.

An extensible flexfield describes an application entity, with the run time ability to expand the database that implementation consultants can use to define the data structure that appears in the application.

Extensible flexfields support one-to-many relationships between the entity and the extended attribute rows.

To get a list of predefined extensible flexfields, open the Setup and Maintenance work area, and use the Manage Extensible Flexfields task.

The following aspects are important in understanding extensible flexfields:

- Usages
- Categories
- Pages
- Security

- Protected Extensible Flexfield Data

## Usages

As with descriptive flexfields, you can define multiple usages for an extensible flexfield, which enables several application tables to share the same flexfield.

For example, a flexfield for shipping options can be used by both a Supplier table and a Buyer table. In addition, you can associate a context with one, some, or all of the flexfield's usages. Thus, with the shipping information example, you can associate a warehouse context with the Supplier usage, a delivery location context with the Buyer usage, and a ship-via context with all usages.

Usages include security information for applying no security to user access or enforcing view and edit privileges. Some product-specific extensible flexfields have specialized usage fields beyond those for security.

## Categories

You can configure multiple extensible flexfield contexts and group the contexts into categories. All extensible flexfields have at least one category. For some extensible flexfields, you can configure a hierarchy of categories. A child category in the hierarchy can inherit contexts from its parent category.

You can define categories for extensible flexfields, and you can associate any combination of contexts with a given category.

For example, the Electronics and Computers category hierarchy might include a Home Entertainment category, which in turn might include an Audio category and a TV category, and so on. The Home Entertainment product might have contexts that specify voltage, dimensions, inputs and outputs. Contexts are reusable within a given extensible flexfield. For example, the dimensions context could be assigned to any category that needs to include dimensional information.

## Pages

Extensible flexfields let you combine contexts into groups known as pages, which serve to connect the contexts so they will always be presented together in the application user interface.

Each application page corresponds to one extensible flexfield category, with a separate region of the page for each associated context.

## Security

When you configure a flexfield, you set the privileges for a context at the usage level by selecting actions for the view and edit privileges of a context usage.

When an end user performs a search, the user interface displays only the attribute values of the contexts for which the user has view privileges. The user is able to perform a search using all attributes for all contexts, regardless of view privileges.

If end users access a context through a web service, an exception is thrown if they perform an action for which they don't have privileges.

All extensible flexfields have a base data security resource. Some data security resources for extensible flexfields are preconfigured with actions that you can use to specify access privileges. If no action is preconfigured, a security administrator can create actions and policies to support access control on the extensible flexfield attributes.

Some extensible flexfields have a translatable option; these flexfields also have a translation data security resource.

## Protected Extensible Flexfield Data

Application developers may mark some data configurations in an extensible flexfield as protected, indicating that you can't edit them.

If an extensible flexfield is partially protected, then you can't edit the protected portions of the flexfield's configuration. For example:

- If an extensible flexfield context is protected, you can't edit its:
    - Context details
    - Context segments
    - Context usages
- If an extensible flexfield page is protected, you can't:
    - Edit the page details or delete the page
    - Edit the contexts associated with the page

**Note:**

- There is no restriction on page references to protected contexts. Custom pages you create may contain any context, whether protected or not.
- There is a restriction on category references to protected contexts. If a context is protected, you can't add it to or delete it from any category.

## Managing Extensible Flexfields: Points to Consider

Configuring extensible flexfields involves managing the available flexfields registered with your application database.

The following sequence describes how to configure extensible flexfields:

1. Configuring contexts by creating each context segment and the context-sensitive segments for each context segment, and providing the following for each segments:
    a. Identifying information
    b. Column assignment
    c. Initial default value
    d. Display properties
2. Configuring context usages and usage security by selecting actions to which users should have access:
    - View
    - Edit
    - None, if no special privileges should be enforced.
3. Configuring categories and category details.
4. Associating contexts with a category.
5. Creating logical pages for a category.

The following aspects are important in understanding extensible flexfield management:

- Contexts and pages
- Categories
- Initial values
- Adding segments to highlighted extensible flexfields
- Indexed segments
- Security

- Deployment

## Contexts and Pages

Each context is displayed to end users as a region containing its context-sensitive segments. You can specify instruction help text to display instructions that explain how to use the region and its attributes to end users. Instruction help text is displayed at the top of the context region. A context can be defined as single row or multi row. Single row contexts are the same as descriptive flexfields contexts. A single row context has only one set of context-sensitive segments. A multi-row context enables you to associate multiple sets of values with the same object instance.

For example, for a BOOK table, you could create a multi row context named chapters that contains a segment for chapter and a segment for number of pages. Multiple chapters can then be associated with each book in the BOOK table.

For contexts that store multiple rows, you can uniquely identify each row by having the values in each row form a unique key.

If flexfield has a category hierarchy, then you can leverage the hierarchy to reuse contexts for similar entities, such as similar items in a product catalog.

Set the context to translatable so that free-form text entered by end users is stored in the language of the user's locale, and different translations of that text can be stored in other languages. Segments in the translated contexts should utilize format-only value sets for storing free-form, user-entered text.

Set the context security to give an end user view or edit access to a context. The context's task flow and region appear in the user interface only for users with view access. With edit access, an end user can edit the context's attribute values. With no action specified for a usage, no special privileges are enforced through the context's configuration.

Define logical pages to group contexts together in the user interface. For a given category, you may create one or more logical pages. You may add one or more of the category's associated contexts to each of the category's logical pages.

You can specify:

- The sequence of the contexts within each page.
- The sequence in which the logical pages appear.
- Instruction help text to display instructions that explain how to use the page to end users. Instruction help text is displayed at the top of the logical page, preceding all of its context regions.

## Categories

A category is a grouping of related data items that can be considered to belong together. You can associate any combination of contexts with a given category. Extensible flexfields with more than 30 categories must be deployed as a background process.

A category hierarchy logically organizes a set of categories. For example, the Electronics and Computers category hierarchy might include a Computer category and a Home Entertainment category, which in turn might include an Audio category and a TV category, and so on.

A category can be a child or sibling of an existing category. The hierarchy can be as simple or as complex as desired, with any combination of zero or more sibling categories and zero or more child categories. If no category is defined, the data items are grouped under a single predefined default category.

Each category has associated contexts that store relevant information about a data item in that category. For example, a Home Entertainment product has contexts that specify Voltage, Dimensions, Inputs and Outputs. Contexts are reusable within a given extensible flexfield. Then, the Dimensions context could be assigned to any category that needs to include dimensional information.

If a hierarchy includes child categories, each child category inherits the contexts from its parent category; for example, the Home Entertainment category inherits Voltage and Dimensions from the Electronics and Computers category.

Each extensible flexfield is associated with a particular category hierarchy. Consider category hierarchies to be defining framework for extensible flexfields and their contexts. A category hierarchy specifies which contexts are valid for each category.

An extensible flexfield can include multiple contexts which you define to support a given category. These contexts can be suitable for various purposes, but within a particular category, some contexts might be considered to be related to, or dependent on, each other. You can combine these contexts into groups known as logical pages, and determine the sequence in which the pages appear. This serves to connect the contexts so they will always be presented together and in a particular order in the application user interface.

For example, the Home Entertainment category might have an Electrical Specifications page that contains the Voltage, Inputs and Outputs contexts, and a Physical Specifications page that contains the Dimensions and Form Factor contexts.

## Initial Values

The SQL statement defining an initial value must be a valid statement that returns only one row and a value of the correct type.

You can use two types of SQL statements:

- SQL statement with no binding. For example, select MIN(SALARY) from EMPLOYEES.
- SQL statement with bind variables. You can use the following bind variables in the WHERE clause of the SQL statement.
  - `:{`**`SEGMENT`**`.`<segment_code>`}`: Identifies a segment in the same context.
  - `:{`**`CONTEXT`**`.`<context_code>`;`**`SEGMENT`**`.`<segment_code>`}`: Identifies a segment in a different context. The context must be in the same category or in an ancestor category, and it cannot be a multiple-row context.
  - `:{`**`VALUESET`**`.`<value_set_code>`}`: Identifies the closest prior segment in the same context that is assigned to the specified value set.
  - `:{`**`FLEXFIELD`**`.`<internal_code>`}`: Identifies a flexfield.

For more information about using bind variables, see the help for value sets.

## Adding Segments to Highlighted Extensible Flexfields

When you highlight flexfields on a run time page and use an **Add Segment** icon button to create a segment, the segment code, name, description, table column, and sequence number are set automatically. If you use an **Add Segment** icon button to configure extensible flexfield segments, you can't use an existing value set. Value sets are created automatically when you add segments. You can enter the valid values, their descriptions, and the default value or specify the formatting constraints for the value set, such as minimum and maximum values.

Depending on display type, the value set you create with the **Add Segment** icon button is either an independent value set or a format-only value set. The table shows which type of value set is created depending on the segment display component you select.

| Display Component | Value Set Created with Add Segment |
|---|---|
| Check Box | Independent |
| Drop-down List | Independent |
| List of Values | Independent |

| Display Component | Value Set Created with Add Segment |
|---|---|
| Radio Button Group | Independent |
| Text Field With Search | Independent |
| Text box | Format Only |
| Text area | Format Only |
| Rich Text Editor | Format Only |
| Date/Time | Format Only |

**Tip:** After you add a context value, refresh the page to see the new value.

## Indexed Segments

You can designate an extensible flexfield segment as indexed so that it's one of the selectively required attributes a user can use in an attribute search. If you indicate in the Manage Extensible Flexfield UI page that a segment should be indexed, the column representing the segment must be added to the database index. Commonly, a database administrator (DBA) adds columns to the database index.

When an extensible flexfield with indexed segments is deployed, search task flows are generated along with the other flexfield artifacts and specify the indexed attributes as selectively required. In the deployed extensible flexfield's search task flow, an end user must specify at least one of the indexed attributes in the search criteria. This prevents non-selective searches, which could cause performance issues.

For example, if you index the memory and processor attributes and ensure that the corresponding columns in the database are indexed, a user can search an item catalog for computers by entering processor or memory or both as a search criteria. No search is performed if an end user enters an attribute that isn't indexed as a search criterion.

## Security

An extensible flexfield's base data security resource typically has a name with an _B suffix. The translation data security resource is a view of a translation table that typically has a name with an _VL suffix.

If a flexfield supports the translatable option and has a translation data security resource, make sure that you create the action for the appropriate data security resource.

- If you create a context-specific action for a nontranslatable context, add it to the base data security resource.
- If you create a context-specific action for a translatable context, add it to the translation data security resource.

## Deployment

You can only deploy extensible flexfields using the Manage Extensible Flexfields task. You can deploy extensible flexfields offline as a background process and continue working in the session without having to wait for the deployment to complete. You can queue up several extensible flexfields and deploy as a background process. The flexfields are deployed, one at a time, in the order that you deploy them to the queue. You must deploy extensible flexfields with more than 30 categories as a background process.

You can remove an extensible flexfield from the deployment queue with the Cancel Background Deployment command. When an extensible flexfield is deployed in a background process, its offline status indicates that the flexfield is in a background deployment process. A flexfield's offline status is cleared and it's deployment status updated when the background deployment process has completed.

> **Note:** The **Offline Status** column refreshes when you perform a new search in the Manage Extensible Flexfields task.

*Related Topics*

- Why can't I edit my flexfield or value set configuration?

# Manage Key Flexfields

## Key Flexfields: Explained

Key flexfields provide a means to capture a key such as a part number, a job code, or an account code. A key flexfield consists of one or more segments, where each segment can have a meaning.

For example, a part number 10-PEN-BLA-450 might correspond to a black pen from supplier #450 sold by division #10 (office supplies). Behind the scenes, the application uses a unique number, 13452, for this part, but the user always sees the 10-PEN-BLA-450 part number.

The following aspects are important to understanding key flexfields:

- Architecture
- Segments and segment labels
- Structures
- Segment and structure instances
- Combinations
- Dynamic combination creation
- Security

Key flexfields aren't optional. You must configure key flexfields to ensure that your applications operate correctly. You configure and maintain key flexfield definitions with the Manage Key Flexfields task. To get a list of predefined key flexfields, open the Setup and Maintenance work area, and use the Manage Key Flexfields task. For information about specific key flexfields, see the help for the product where the associated business component is implemented.

### Architecture

Flexfield metadata is stored in the flexfield metadata tables. When you configure a key flexfield, you define metadata about the key flexfield covering aspects such as:

- Segments are in a structure
- Structures in the flexfield
- Value sets in each segment

Based on the flexfield metadata, actual part numbers are captured at run time as a combination of segment values and stored in a combinations table. A combinations table contains all the segment columns for a flexfield, a unique ID column, and a structure instance number column. The structure instance number column differentiates multiple arrangements of the segment columns. For example, a part number containing multiple segments can be represented by a key flexfield. A part number key flexfield has a corresponding combinations table. In that table, the flexfield stores a list of the complete codes, with each segment of the code in a column, with the corresponding unique ID and structure instance number for the code.

When users define a new part number or maintain existing part numbers in the parts catalog, they directly maintain rows in the combinations table.

The foreign key table contains a different business entity than the combinations table. For example, the business entity in the foreign key table is order lines or invoice lines that contain foreign key references to parts for ordering. Any number of foreign key tables can reference a particular entity represented by a key flexfield.

## Segments and Segment Labels

A key flexfield contains segments and a segment label identifies a particular segment within a key flexfield. Segment labels are defined and made available by the product development. A segment contains the following details:

- A prompt
- A short prompt
- Display width
- The sequential position of the segment within the key flexfield structure
- The range type
- Column name of the attribute being stored by the segment
- A default value set
- A label for the segment

Applications identify a particular segment for some purpose such as security or computations. Segment name or segment order cannot reliably identify a segment because key flexfield segments can be configured to appear in any order with any prompts. A segment label functions as a tag for a segment.

For example, the requirement is to identify which segment in the accounting flexfield contains balancing information and which segment contains natural account information. A segment label determines which segment you are using for natural account information. When you define your accounting flexfield, you must specify which segment label apply to which segments. Some labels must be unique, and cannot be applied to more than one segment in each structure. Other labels are required, and must be applied to at least one segment in each structure.

A segment label helps a user searching for segments, such as the Cost Center label for all segments across key flexfields that store a value for the cost center.

## Structures

A key flexfield structure definition includes the number of segments and their order.

In some applications, different users like to see different segment structures for the same flexfield. A key flexfield can have multiple structures if registered to support more than one structure.

The flexfield can display different fields for different users based on a data condition in your application data, such as the value of another field entered by the user or the user's role. For example, the correctly formatted local postal address for customer service inquiries differs based on locale. A postal address key flexfield could display different segments and prompts for different users based on a location condition in your application data, such as the user's role or a value entered by the user.

Each structure can have one or more segments. Thus a segment is a child of a structure. To store a particular segment, such as Cost Center, in two different structures, you must define the segment separately in each structure. Each structure may have one or more structure instances. Each instance of a structure shares the same number and order of segments, but differs in the values or value sets used in validating the segments.

## Structure and Segment Instances

You can define multiple configurations of a key flexfield structure. These structure instances have the same segment structure, in the same sequence order. They differ primarily in how each segment is validated. You define a structure instance for each key flexfield and each key flexfield structure instance.

The segments in a key flexfield structure instance are segment instances. A segment instance is a segment with a specific value set assigned to it. If a key flexfield is registered with a tree structure, you can specify a tree code for a segment instance.

## Combinations

A combination is a complete code, or combination of segment values that makes up the code, that uniquely identifies an object.

For example, each part number is a single combination, such as PAD-YEL-11x14 or 01-COM-876-7BG-LTN. In these combinations, the hyphen is the segment separator. If you have ten parts, define ten combinations. A valid combination is an existing or new combination that can be used because it's currently active and doesn't violate cross-validation or security rules. A combination has different segments depending on the flexfield structure being used for that combination. Any combination is associated with only one particular flexfield structure.

Many applications refer to a key flexfield combination by using the name of the entity or the key flexfield itself. For example, Assets uses the asset key flexfield and refers to one of its combinations as an asset key or asset key flexfield. In another example, Oracle Fusion General Ledger refers to combinations of the accounting flexfield as account or GL account.

Each key flexfield has one corresponding table, known as the combinations table, where the flexfield stores a list of the complete codes, with one column for each segment of the code, together with the corresponding unique ID number (an account combination ID) for that code. Then, other tables in the application have a column that stores just the unique ID for the code. For example, you may have a part number code, such as PAD-YEL-11x14. The Parts combinations table stores that code along with its ID, 57494. If your application lets you take orders for parts, you might then have an Orders table that stores orders for parts. That Orders table would contain a single column that contains the part ID, 57494, instead of several columns for the complete code PAD-YEL-11x14. Typically, one combinations page maintains the key flexfield, where the key flexfield is the representation of an entity in your application. Maintain individual combinations, such as part numbers in the combinations page.

## Dynamic Combination Creation

Dynamic combination creation is the insertion of a new valid combination into a combinations table from a page other than the combinations page. Dynamic combination creation may be enabled at the following levels.

| Level Of Dynamic Combination Creation | Controlled By: |
|---|---|
| Flexfield | Application development |
| Each usage or reference to the key flexfield | Application development |
| Structure instance | Administrators and implementation consultants |
| Other | Administrators and implementation consultants |

If your key flexfield or certain usages or references of the key flexfield don't permit dynamic combination creation, you may control whether dynamic combination creation is enabled for each structure instance. If enabled, a user can enter a new combination of segment values using the flexfield window from a foreign key page. For example, when entering a transaction, a GL user can enter a new expense account combination for an account that doesn't yet exist. Your application creates the new account by inserting the new combination into the combinations table behind the scenes. Assuming that the new combination satisfies any existing cross-validation rules, the flexfield inserts the new combination into the combinations table, even though the combinations table isn't the underlying table for the foreign key page.

## Managing Key Flexfields: Points to Consider

Consider the plans for a key flexfield, security, and resulting run time pages when configuring key flexfields.

### Planning

Plan structures carefully and allow for future needs. Don't change the number, order, and maximum length of segments once you have acquired flexfield data.

### Structure Delimiters

A delimiter separates the segments when they appear to end users. The delimiter value of a structure specifies the character used to visually separate segment values when the key flexfield is displayed as a string of concatenated segments in the UI.

Choose the delimiter value of your key flexfield carefully so that it doesn't conflict with the flexfield data. For example, if your data frequently contains periods, such as in monetary or numeric values, don't use a period as your segment separator. Any character you expect to appear frequently in your segment values or descriptions isn't a good choice for the delimiter. If you change the configuration of a key flexfield, such as the delimiter, the change affects the previously stored key flexfields with that structure.

### Security

Oracle Fusion data security enforces value set security.

Within key flexfields, value set security applies to the selection of the individual segment values in the segment list of values. When selecting a key flexfield segment value from the combinations table, data security allows display of only the combinations whose segment values you have access to. Applications development controls whether or not value set security rules propagate to the foreign key table. By default they do.

### Run Time Pages

Application development determines the user interface (UI) pages used to render flexfields. The types of key flexfield UI pages are as follows:

- Combinations pages where the underlying entity objects use the combinations table itself
- Foreign key pages where the underlying entity objects contain a foreign key reference to the combinations table
- Partial usage pages where some or all of the key flexfield's segment columns are in a product table

The same key flexfield can be used in different ways on different pages.

A page with a foreign key reference has a base table or view that contains a foreign key reference to a combinations table with the actual flexfield segment columns. This lets you manipulate rows containing code combination IDs (CCID).

A page with partial usage of a key flexfield presents segments that are defined on a product's transactional table in addition to being defined on a combinations table. In the case of a partial usage page, it is possible that only part of the configuration is visible. This enables the key flexfield to behave more like a descriptive flexfield.

A code combination maintenance page or combinations page presents the combinations table. This enables directly creating and maintaining code combinations. The combinations table contains all key flexfield segment columns and a unique ID column.

A typical application has only one combinations page. An application might not have a combinations page if it doesn't support maintenance by administrators.

A page containing a search region enables end users to select which attributes of the key flexfield view object to use as criteria to search for flexfield metadata.

For example, you can configure seven segments for the Account key flexfield. In a foreign key reference page, end users see the typical key flexfield picker with all seven segments where they can search for combinations. In a partial usage page using the same key flexfield, end users potentially could see only a single segment such as the Cost Center labeled segment, or they might see multiple segments but displayed as individual segments rather than as a picker for choosing combinations.

For more information on key flexfield pages, see the Oracle Fusion Applications Developer's Guide.

## Key Flexfield Structures: Explained

A key flexfield structure arranges the segments of a key so that you can reuse a single key flexfield in multiple combinations of the same segments or a subset of those segments. Multiple instances of a single structure can accommodate differences in the value sets assigned to the structure's segments.

The structure determines the following aspects of a key flexfield:

- The segments to include
- The order of the segments
- Segment labels on the included segments
- Properties for each segment applied to the instances of the segments in an instance of the structure

### Managing Key Flexfield Structures

All the segments defined for a key flexfield are available to be included in a key flexfield structure.

You can define as many segments as there are defined segment columns in your key flexfield combinations table. Ensure that you add segments in the order that your key requires. Once deployed, the order cannot be changed.

Enable segments to indicate that they are in use. A flexfield doesn't display disabled segments in run time. To protect the integrity of your data, disable a segment if you have already used it to enter data.

## Key Flexfield Structure Instances and Segment Instances: Explained

A key flexfield structure can have one or more alternate structure instances.

The instances of a key flexfield structure share the following aspects of the structure:

- The same set of segments
- The same arrangement of segments
- The same properties at the segment and structure levels

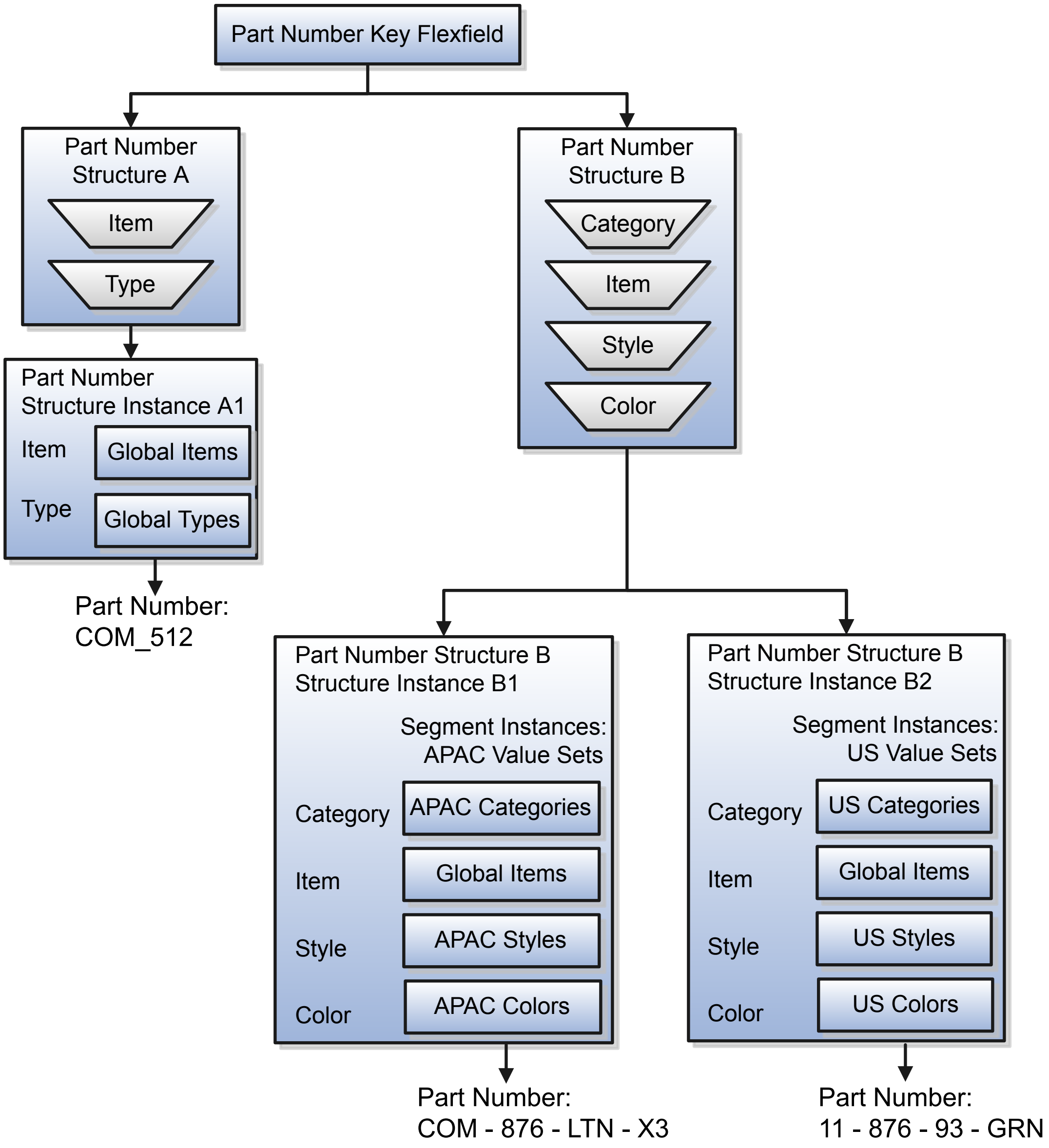
The differences among structure instances include whether dynamic combination creation is allowed. Likewise, at the structure instance level, differences among segment instances are based on the following:

- Value set
- Default type and default value
- Tree code
- Whether the segment is any of the following:
    - Required

- Displayed
- Enabled for business intelligence
- Optional or required as a query criterion

For example, you can use one group of value sets for the US and another for France.

The following figure shows two structures instances for a part number structure.


Part Number Key Flexfield
Part Number Structure A
Item
Type
Part Number Structure Instance A1
Item
Global Items
Type
Global Types
Part Number: COM_512
Part Number Structure B
Category
Item
Style
Color
Part Number Structure B Structure Instance B1
Segment Instances: APAC Value Sets
Category
APAC Categories
Item
Global Items
Style
APAC Styles
Color
APAC Colors
Part Number: COM - 876 - LTN - X3
Part Number Structure B Structure Instance B2
Segment Instances: US Value Sets
Category
US Categories
Item
Global Items
Style
US Styles
Color
US Colors
Part Number: 11 - 876 - 93 - GRN

The structures differ in the number of segments and the segment separators used. The structure instances of a structure share all properties defined for that structure. However, the structure instances may vary if the properties are defined at the structure instance or segment instance level. For example, the value set assigned to the segment instances.

### Query Required Segment Instances

You can designate a key flexfield segment instance as query required to make it a selectively required attribute. A user can use it a key flexfield combination search. If you indicate on the Manage Key Flexfields UI page that a segment instance requires indexing, add the column representing the segment to the database index. Commonly, a database administrator (DBA) adds columns to the database index.

Following deployment, the combination picker of the key flexfield displays the query required attributes as selectively required. An user must specify at least one of the query required attributes in the search criteria. This prevents unnecessary searches that could cause performance issues.

For example, you mark the cost center and account attributes as query required and ensure that the corresponding columns in the database are indexed. A user can search for combinations by entering cost center or account or both as search criteria. No search is performed if a user doesn't enter at least one query required attribute as search criteria.

**Tip:** Index the Structure Instance Number column on your combinations table to improve run time performance.

### Dynamic Combinations

If a key flexfield supports dynamic combination creation, you can select to enable this feature by selecting **Dynamic Combination Creation Allowed**. As a result, users enter values at run time that produce new account combinations for the flexfield. If **Dynamic Combination Creation Allowed** isn't enabled, new valid combinations can only be entered using the combinations table for the flexfield.

### Trees

You may define a tree code for the value set assigned to the segment instance. When you assign the tree code to the segment instance, tree hierarchy search operations are available on the segment values.

For a segment instance to be based on a tree, the following must be true.

- Application development registered the key flexfield with a tree structure. The tree structure may be fixed across all segments in the flexfield, or may vary across segments.
- A tree code for that tree structure exists.
- The tree code includes tree versions containing the values of the value set assigned to the segment instance.
- You assign the required tree code directly to the segment instance.

If these conditions are satisfied, different segment instances that use the same value set can be assigned the same or different tree codes. They use a different hierarchy definition over the same values.

## Enabling Key Flexfield Segments for Business Intelligence: Points to Consider

A key flexfield registered in the database as enabled for Oracle Business Intelligence (BI) includes a BI Enabled setting for each of its segment instances. When a segment instance is BI-enabled, it's available for use in Oracle Business Intelligence.

The following aspects are important in understanding BI-enabled key flexfield segments.

- Flattening business components to use BI-enabled segments in Oracle BI
- Equalizing segments to prevent duplication and complexity in the flattened component
- Mapping attributes of flattened business components to logical objects in Oracle BI
- Managing the labels that map segments to logical objects in Oracle BI

After you deploy a business intelligence-enabled flexfield, use the Import Oracle Fusion Data Extensions for Transactional Business Intelligence process to import the flexfield changes into the Oracle Business Intelligence repository. Users can make use of the newly-generated attributes in business intelligence applications. For additional information about logical objects and import, refer to the Oracle Transactional Business Intelligence Administrator's Guide.

## Flattening

When you deploy a business intelligence-enabled key flexfield, the deployment process generates an additional set of flattened business components for use in business intelligence. The flattened business components include attributes for business intelligence-enabled segment instances only.

If you assigned a label to a segment, the flattened components include a single attribute representing all segment instances with that label. If you didn't assign a label, the flattened components include a discrete attribute for each BI-enabled segment instance in each structure.

## Mapping to Logical Objects in Business Intelligence

You can simplify reporting by representing similar segments as a single logical object in Business Intelligence. If you assign a label to segments that serve the same purpose in different structures, you can consolidate the segments into a single attribute. This prevents duplication and the extra workload and complexity that result from the flattening process. For example, an organization may have more than one definition of its key accounting flexfield to support different requirements for accounting reporting. A US Accounting Flexfield structure may have a segment called Subaccount to track project expenditures. The same type of information may be tracked in a UK accounting flexfield structure with a segment called Project. Equalize these two segments to create a single list of values for reporting.

Non-labeled segments aren't equalized across context values, so the flattened components include a separate attribute for each segment for each structure. It may not be possible to equalize similarly labeled segments if they have incompatible data types or value set types.

Assign a label to a segment to map the corresponding attribute in the flattened components to a logical object in Oracle Business Intelligence. Using labels to map segments to BI logical objects minimizes the steps for importing the flexfield into Oracle Business Intelligence. Assigning a label to a segment serves to equalize the attribute across structures, as well as map the equalized attribute to business intelligence.

## Managing Labels

You may assign a predefined label (if available) to segments or create labels for assignment, as needed. Specify a code, name, and description to identify each label. In the BI Object Name field, enter the name of the logical object in Oracle Business Intelligence to which the segment label should map during import. Specifying the BI logical object minimizes the steps for importing the flexfield into Oracle Business Intelligence and helps to equalize context-sensitive segments across structures.

If no labels are assigned to a BI-enabled segment, or the BI Object Name on the assigned label doesn't exist in business intelligence, you must manually map the segment to the required logical object when importing into Oracle Business Intelligence. In addition, segments without labels cannot be equalized across structures. The flattened components include a separate attribute for each non-labeled segment in each structure.

## Importing to Oracle Business Intelligence Repository

After you deploy a business intelligence-enabled flexfield, import the flexfield changes into the Oracle Business Intelligence repository to make use of the newly flattened business components in business intelligence. Then propagate the flexfield object changes. When you import the metadata into the Oracle Business Intelligence repository, you must do so as the FUSION_APPS_BI_APPID user.

To import flexfield changes into the Oracle Business Intelligence repository in Oracle Cloud implementations, run the Import Oracle Fusion Data Extensions for Transactional Business Intelligence process. For additional information about import, refer to the Oracle Transactional Business Intelligence Administrator's Guide.

**Note:** When you import a flexfield into the Oracle Business Intelligence repository, you see both `<name>_` and `<name>_c` attributes for each segment, along with some other optional attributes. The `<name>_` attribute contains the value. The `<name>_c` attribute contains the code of the value set that the value comes from, and is used for linking to the value dimension. You must import both attributes.

## Key Flexfields: Example

A key flexfield can capture expense account information.

### Scenario

When entering details for each expense, the user specifies an account to which the expense is charged.

### Entering Expense Accounts

A user interface for entering expenses gives the user the option of selecting an expense account that identifies the cost center and other details needed for processing the expense.

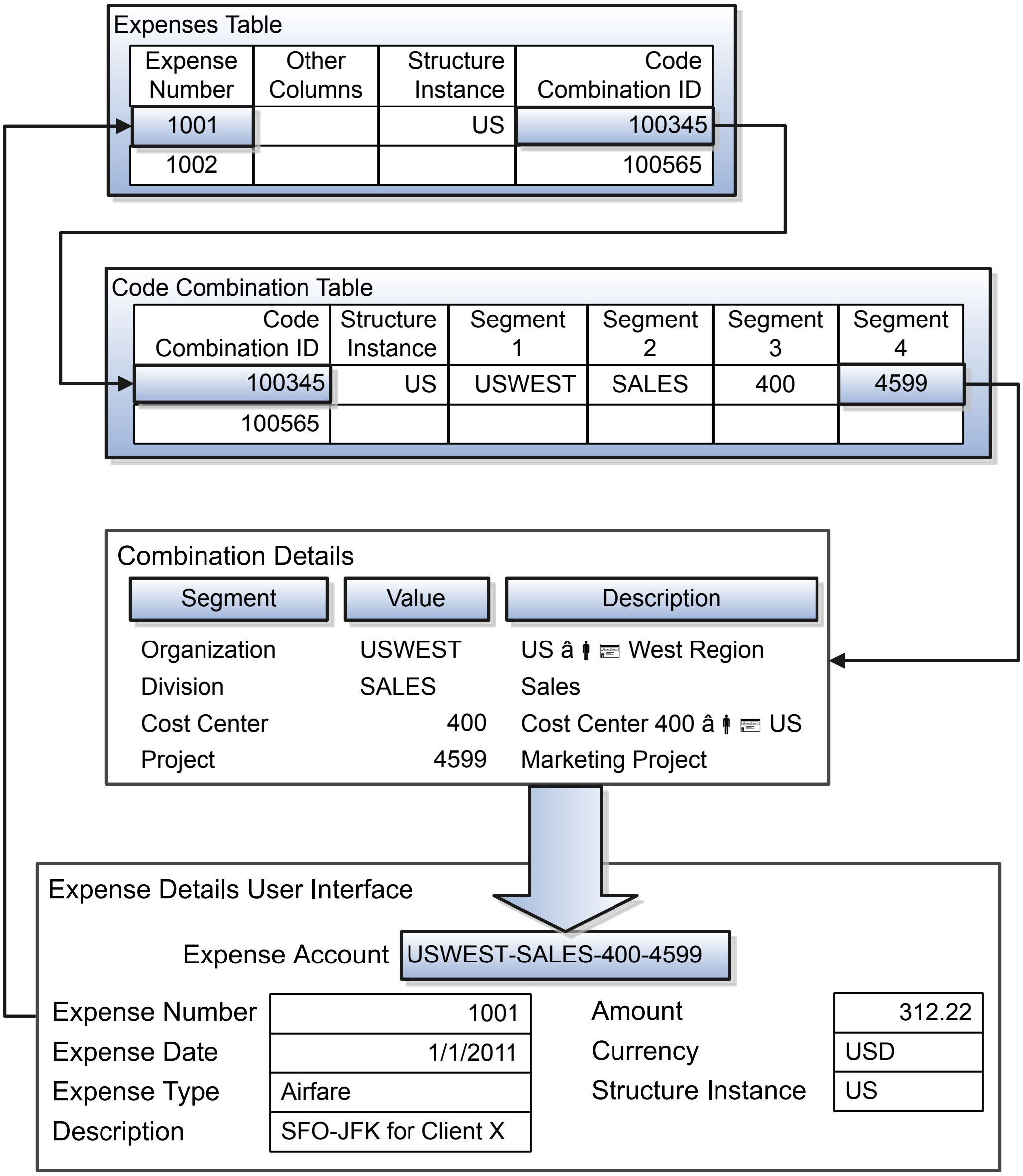
### Analysis

The expense account field is a foreign key reference to a code combination (EXPENSE_LINES.EXPENSE_ACCOUNT = ACCOUNTS.CCID).

### Code Combinations Table for Entering Accounts and Employees

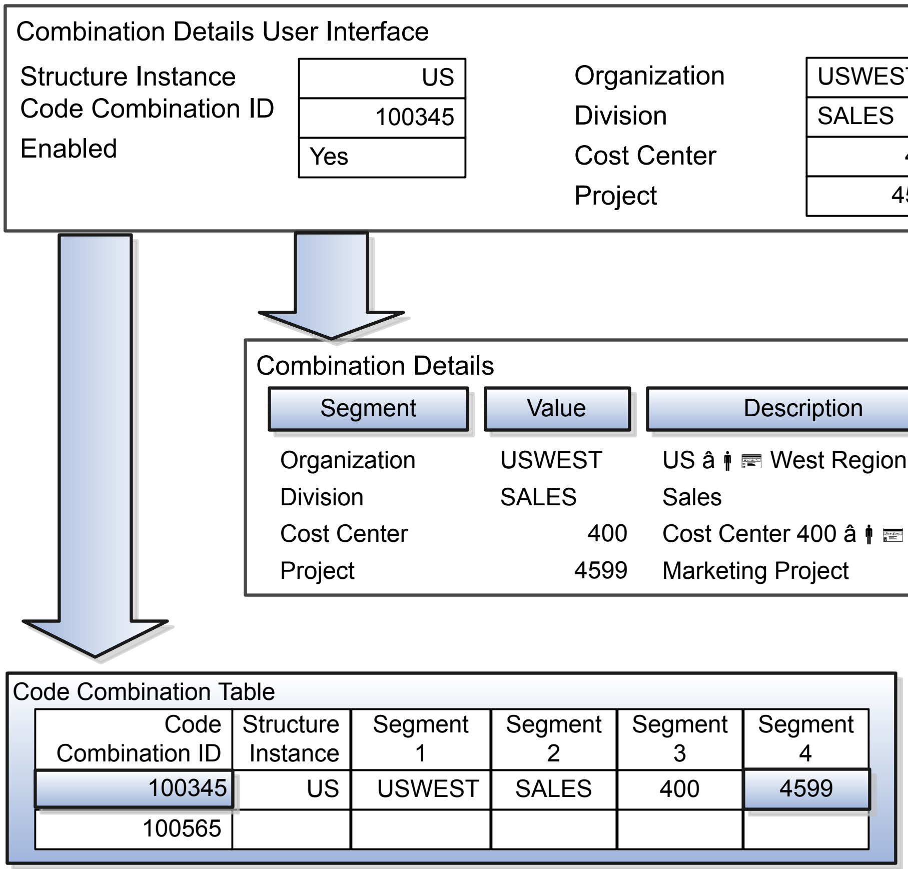
The code combinations table supports entering account information, such as for expense accounts.

The figure shows the origin in the code combinations table of the account specified by the user. The code combination ID record stores the information of the key flexfield segments used to assemble the expense account based on the key flexfield configuration.



The combinations page, which is the maintenance page for the key flexfield, is for managing rows in the combinations table. In this example, managing the combinations means adding or editing account numbers that adhere to the key flexfield metadata rules.

The figure shows the code combination details for the example expense account reflected in the flexfield configuration and the code combinations table.



Combination Details User Interface

| | |
|---|---|
| Structure Instance | US |
| Code Combination ID | 100345 |
| Enabled | Yes |
| Organization | USWEST |
| Division | SALES |
| Cost Center | 400 |
| Project | 4599 |

Combination Details

| Segment | Value | Description |
|---|---|---|
| Organization | USWEST | US â West Region |
| Division | SALES | Sales |
| Cost Center | 400 | Cost Center 400 â US |
| Project | 4599 | Marketing Project |

Code Combination Table

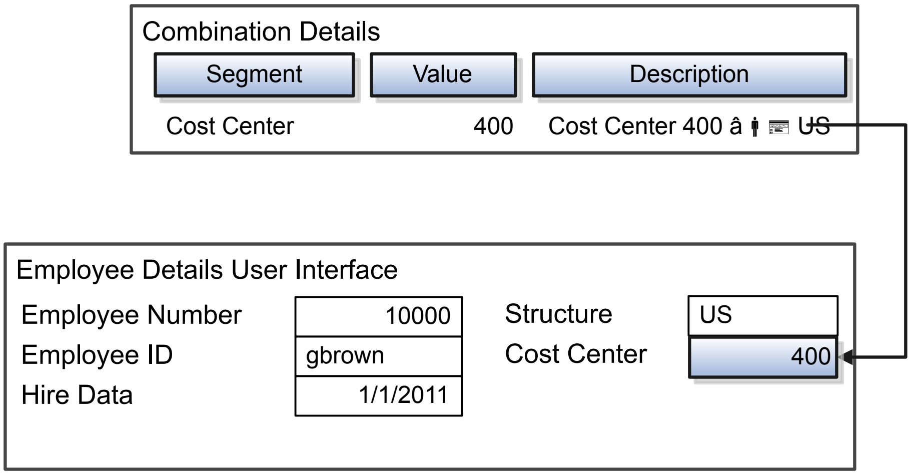
| Code Combination ID | Structure Instance | Segment 1 | Segment 2 | Segment 3 | Segment 4 |
|---|---|---|---|---|---|
| 100345 | US | USWEST | SALES | 400 | 4599 |
| 100565 | | | | | |

If dynamic combination creation isn't enabled, then when entering an expense line, the user can only select an account that already exists in the ACCOUNTS (combinations) table. If they require an account that doesn't exist, they must consult with the appropriate application administrator who can add the account to the combinations table.

If dynamic combination creation is enabled, then when entering an expense line, the user can either select a pre-existing account, or type in a new account that is created dynamically on the fly in the ACCOUNTS (combinations) table. Once the new combination is created, the same user can refer to it on the expense line.

When managing employee information, the user specifies the cost center that the employee belongs to. The cost center field corresponds to a single, labeled segment of the Account Key Flexfield and has metadata defined such as the allowable value set for that segment.

In this figure, instead of specifying a cost center ID reference to an account, only the Cost Center segment is used and the value is stored directly on the employee table.



Combination Details

| Segment | Value | Description |
|---|---|---|
| Cost Center | 400 | Cost Center 400 â US |

Employee Details User Interface

Employee Number: 10000
Employee ID: gbrown
Hire Data: 1/1/2011
Structure: US
Cost Center: 400

*Related Topics*

- Creating One Chart of Accounts Structure with Many Instances: Example

# FAQs for Define Flexfields

## How can I access predefined flexfields?

Search for predefined flexfields using the Define Flexfields task list:

1. In the Setup and Maintenance work area, search for the **Define Flexfields** task list and expand it to view the tasks.
2. Open the task that corresponds to the flexfields you are searching for.
3. Enter any of the search parameters and click **Search**.

   **Tip:** If you don't know the flexfield name or the code, use the **Module** field to filter search results.

4. Click a flexfield to view its details.

## Why did my flexfield changes not appear in the run time UI?

The ADF business components or artifacts of a flexfield, which are generated into an Oracle Metadata Services (MDS) Repository when the flexfield is deployed, are cached within a user session. You must sign out and sign back in again to view flexfield definition changes reflected in the run time application user interface page.

## What happens if a value set is security enabled?

Value set security is a feature that enables you to secure access to value set values based on the end user's role in the system.

As an example, suppose you have a value set of US state names. When this value set is used to validate a flexfield segment, and users can select a value for the segment, you can use value set security to restrict them to selecting only a certain state or subset of states based on their assigned roles in the system.

For example, Western-region employees may choose only California, Nevada, Oregon, and so on as valid values. They cannot select non-Western-region states. Eastern-region employees may choose only New York, New Jersey, Virginia, and so on as valid values, but cannot select non-Eastern-region states. Value set security is implemented using Oracle Fusion Applications data security.

### Why did my page not display any flexfield?

For a flexfield to be available in the page, it must be registered by developers and also deployed. The segments appear on the page only after you have successfully deployed the flexfield.

A flexfield's deployment status indicates whether the flexfield segments are available to end users. The flexfield segments seen by end users in the run time correspond to the flexfield definition that was last deployed successfully.

For information about registering flexfields, see the Oracle Fusion Applications Developer's Guide. Some business objects haven't been designed to support flexfields. For information about how to enable business objects with flexfield capability, see Getting Started with Flexfields in the Oracle Fusion Applications Developer's Guide.

**Note:** Oracle Sales Cloud doesn't support flexfields.

To add custom attributes to these applications, you may use Application Composer. For more information, see the product-specific documentation.

### How can I set a default value for a flexfield segment?

When you define or edit a flexfield segment, you specify a default value from the values provided by the value set assigned to that segment.

You can set the default value for a descriptive flexfield segment to be a parameter, which means the entity object attribute to which the chosen parameter is mapped provides the initial default value for the segment.

You can set the default value to be a constant, if appropriate to the data type of the value set assigned to the segment.

In addition to an initial default value, you can set a derivation value for updating the attribute's value every time the parameter value changes. The parameter you choose identifies the entity object source attribute. Any changes in the value of the source attribute during run time are reflected in the value of the segment.

If the display type of the segment is a check box, you can set whether the default value of the segment is checked or unchecked.

# Define Attachments

## Attachments: Explained

You can use attachments to provide supplementary information to specific business objects. Attachments can be URLs, desktop files, text, or repository folders. For a business object you may view, create, delete, or edit attachments, depending on your role and granted privileges. For more information on attachments, see the Oracle Fusion Applications Developer's Guide.

### Repository

Attachments are stored in a content management repository provided by Oracle WebCenter Content Server. Users managing attachments can't interact with the repository unless the repository mode is enabled. When enabled, users can share attachments among objects, update attachments, and perform other tasks. Access to the attachment files is controlled by a digital signing mechanism.

## Security

Data security applicable to a specific business object extends to its attachments For example, if a user has no access to a specific expense report, then that user cannot access its attachments. You can also use attachment categories to control access and actions on attachments, based on roles associated with that category. For more information on securing attachments, see the Oracle Fusion Applications Developer's Guide.

# Attachment Entities: Explained

An attachment entity is usually a database entity, for example a table or view, that represents a business object with which attachments can be associated. Each attachment UI must be defined with a corresponding attachment entity. Attachment entities are used only in the context of attachments and exist separately from the database entities that they are based on.

In the Setup and Maintenance work area, search for the Manage Attachment Entities task. Use the Manage Attachment Entities page to edit and create attachment entities. You can either use the predefined attachment entities with attachment UIs or create entities, for example when developing custom UIs.

The entity name should match the name of the table or view that represents the business object used for attachment. The name is also used in the repository folder that is automatically created to store attachments for the entity.

The data security policies associated with the database resource defined for the attachment entity apply to attachments for that entity. However, the security setting must be enabled for that entity. The database resource value must match the value in the OBJ_NAME column in the FND_OBJECTS table for the business object that the entity represents.

*Related Topics*

- Modules in Application Taxonomy: Explained
- Database Resources and Data Security Policies: How They Work Together

# Attachment Entities and Attachment Categories: How They Work Together

The association between attachment entities and categories determines the use of categories for an entity. For example, categories associated with the expense report attachment entity are available in the attachment UIs for expense reports. You can configure the associations when managing either entities or categories. Between the Manage Attachment Entities and Manage Attachment Categories pages, any change in association on one page automatically reflects on the other page. You can open either page by starting in the Setup and Maintenance work area and searching for the attachment tasks.

## Managing Entities

On the Manage Attachment Entities page, you determine which attachment categories are relevant to a particular entity. Each entity must have at least one category. For a particular expense report page with attachments functionality, you can specify which category to use for the attachment. Accordingly, the data security defined for each category is applied to the attachments on that page if security is enabled.

## Managing Categories

If you create an attachment category and must assign it to multiple attachment entities, use the Manage Attachment Categories page. The association is the same as that on the Manage Attachment Entities page.

# Attachments Troubleshooting: Explained

Attachments UIs are very user-friendly and easy to work with. You may encounter issues in certain cases such as you customize the attachments, for example create additional attachment categories, or implement data security on them.

## Issue: Can't View, Add, Update, or Delete Attachments

You may encounter the following issues when trying to view attachments or perform actions such as adding attachments.

- You can no longer see specific attachments that were earlier visible.
- You can no longer update or delete attachments.
- You get an error stating that you do not have permission to add attachments.

## Resolution

Use the Manage Attachment Entities page to ensure that attachment categories are associated to the relevant attachment entity. You might need to check with your system administrator or help desk to determine the exact entity used on the page with the expenses attachments or what categories to assign.

If data security is implemented on the categories for the attachment entity, verify that the Enable Security check box is selected in the Manage Attachment Entities page for that entity. Make sure that users have a role with the privileges shown in the following table, to view, add, update, or delete attachments with a specific attachment category.

| Action | Privilege |
|---|---|
| View | Read Application Attachment (FND_ READ_ APPLICATION_ ATTACHMENT_ DATA) |
| Add or Update | Update Application Attachment (FND_ UPDATE_ APPLICATION_ ATTACHMENT_ DATA) |
| Delete | Delete Application Attachment (FND_ DELETE_ APPLICATION_ ATTACHMENT_ DATA) |

For example, if users have the Read Application Attachment privilege for all categories associated with the expense report attachment entity, except the Receipts attachment category, then they can view all expense report attachments except those created with the Receipts category. Likewise, if users do not have the Update Application Attachment privilege for any attachment categories tied to the expense report attachment entity, then they cannot create any attachments for the expense reports.

For more information on attachment category data security, see the Oracle Fusion Applications Developer's Guide.

Certain attachments UI have predefined restrictions for users on categories. Your developers can also introduce additional filters to determine which document categories are available for a specific page. Check with your developers or help desk.

## Issue: Missing Attachment Category

You can view existing attachments but the attachments no longer have an attachment category associated with them.

### Resolution

When the attachment was added, at least one category existed for the corresponding attachment entity. Since then, the entity was edited so that it no longer has any assigned categories, so the user cannot see the category associated with that attachment.

Use the Manage Attachment Entities page to reassign attachment categories to the relevant attachment entity. For example, if users can no longer see the Receipts attachment category for an attachment to an expense report, then search for the expense report attachment entity and assign to it the Receipts category. You may need to check with your system administrator or help desk to determine the exact entity used on the page with the expenses attachments or any additional categories to assign.

Certain attachments UI have predefined restrictions for users on categories. Your developers can also introduce additional filters to determine which document categories are available for a specific page. Check with your developers or help desk.

# FAQs for Define Attachments

## What's an attachment category?

You must use an attachment category to classify and secure an attachment. While adding attachments, you can view the available attachment categories and add the attachment to one of them. For example, attachments for an expense report can be categorized as receipts, scanned invoice images, and so on.

You can also associate roles with categories to restrict user access and actions for an attachment entity. You can also create and manage custom categories for your own purpose, involving specific attachments with specific security requirements. For more information on attachment category data security, see the Oracle Fusion Applications Developer's Guide.

In the Setup and Maintenance work area, search for the Manage Attachment Categories task and access the Manage Attachment Categories page.

*Related Topics*

- Modules in Application Taxonomy: Explained

# 14 Define Collaboration Messaging

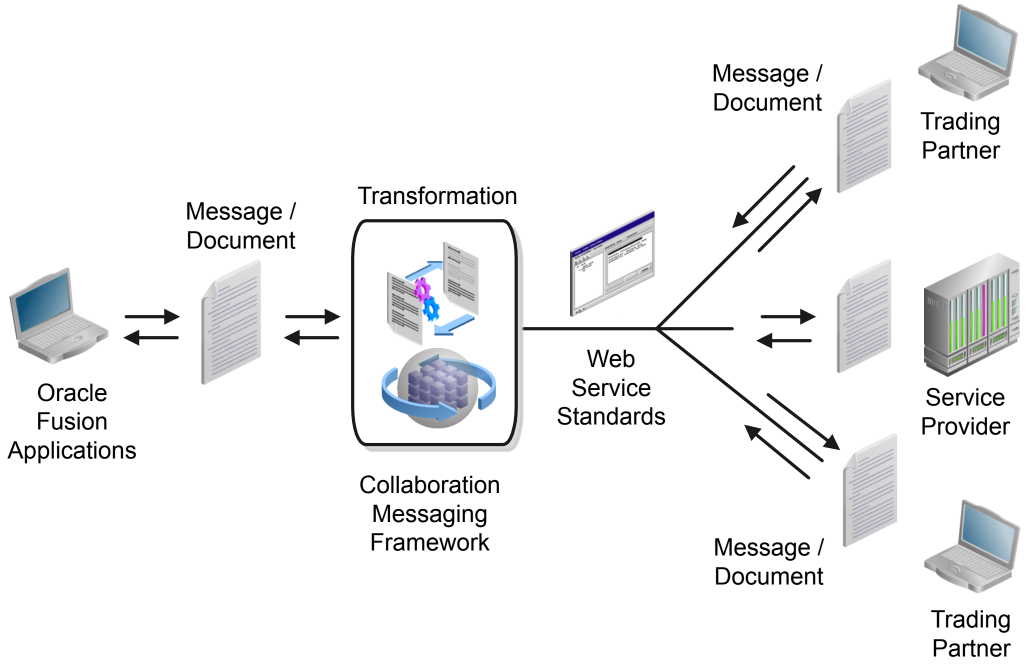
## Using Collaboration Messaging: Overview

Use Oracle Fusion Collaboration Messaging Framework to enable Oracle Fusion applications establish business-to-business (B2B) messaging exchanging capabilities with trading partners.

Using this framework, you can send and receive real-time transactional messages without building new SOA components. You can leverage the existing B2B functionality to exchange messages with collaborators such as suppliers either directly or using an intermediary agency such as a B2B Service Provider.

The framework supports transformation of a B2B document, such as a purchase order, between the Oracle Fusion Applications format and an external message format supported by the trading partner. When you send messages to partners or receive messages from them, the framework performs the required transformation.

The following figure illustrates how Collaboration Messaging Framework delivers a message to the intended recipient.



Using collaboration messaging involves performing the following high-level tasks:

- Setting up external (B2B) trading partners and their messaging capabilities.
- Cross-referencing the Oracle Fusion applications definition of a trading partner (such as a supplier) with the external trading partner definition set up earlier. Also, selecting the messages that must be enabled with the partner.
- Configuring the message delivery method for the partner.

To open the Collaboration Messaging Framework Overview page, click the Navigator menu and select **Collaboration Messaging**.

Use the Collaboration Messaging Framework Overview page to:

- Manage undelivered collaboration messages
- Reprocess failed collaboration messages
- Manage collaboration messaging history
- Validate inbound and outbound collaboration messaging setup

# Reprocessing Undelivered Messages: Procedure

Any inbound or outbound message that isn't processed because of some error, remains undelivered. You can view the undelivered messages on the Collaboration Messaging Framework Overview page. For each undelivered message, you can diagnose the errors, take corrective action, and resubmit a request to deliver it again.

To reprocess an undelivered messages:

1. On the Collaboration Messaging Framework Overview page, click the tasks icon to view the tasks, and select the **Manage Undelivered Collaboration Messages** task.
2. On the Manage Undelivered Collaboration Messages page, search for the undelivered message. The message is listed in a table.
3. Click the message row to view the reason for delivery failure. The details appear under Processing History.

   **Tip:** Click the message ID link to view the setup details of the message.
4. Take the required corrective action and return to the **Collaboration Messaging Framework Overview** page.
5. Select the specific message and click **Reprocess**. If there are no further problems, the message is submitted for delivery.

# Process Inbound Collaboration Messages

## Validating Inbound Collaboration Messaging: Procedure

After you set up an application partner, such as a supplier site, you can send a test inbound message to verify if the setup is appropriate for messaging. Use the Validate Inbound Collaboration Messaging Setup task on the Collaboration Messaging Overview page to validate an inbound message.

All messages that go through the validation process queue up and appear on the Collaboration Messaging History page. There you can examine the details of each processed message to check if it was transformed and processed as intended.

1. On the Overview page, click the tasks icon to view the tasks, and select the **Validate Inbound Collaboration Messaging Setup** task.
2. Select the service provider and the partner ID from whom you expect to receive the collaboration message.
3. Enter the external message ID.
4. Select the details pertaining to the External Message Type. The related details, such as document type and messaging standard, appear.
5. Click **Create Message Payload**. The message payload is generated in XML format and appears in the text box.
6. Update the generated payload or replace it with the XML payload that you want to test.

7. Examine the elements of the message payload. The following table contains an example of the mapping between the elements and actual data.

| XML Element | Corresponding Information |
|---|---|
| <Sender> | The ID of the partner who sent the document. |
| <Intermediary> | Contains the ID of the service provider. |
| <Receiver> | Contains the ID of the recipient. |
| <BODID> | An ID that the sender assigns to the message. |

8. Click **Process**. The Processing Confirmation message appears.
9. Click **View Collaboration Message** to view the processed message.
10. Click **Done**.

To view the processed message again, search for it on the Manage Collaboration Messaging History page. In the search results, click the generated message ID to view its details.

**Tip:** If the message processing fails, you can view the reason for it on the Manage Failed Collaboration Messages page.

# Process Outbound Collaboration Messages

## Validating Outbound Collaboration Messaging: Procedure

After you set up an application partner, such as a supplier site, you can send a test outbound message to verify if the setup is appropriate for messaging. Use the **Validate Outbound Collaboration Messaging Setup** task on the Collaboration Messaging Framework Overview page to validate an outbound collaboration message.

All messages that go through the validation process queue up and appear on the Collaboration Messaging History page. There you can examine the details of each processed message to check if it was transformed and processed as intended.

1. On the Collaboration Messaging Framework Overview page, click the tasks icon to view the tasks, and select the **Validate Outbound Collaboration Messaging Setup** task.
2. On the Validate Outbound Collaboration Messaging Setup page, select the relevant document. The related details appear.
3. Select the supplier. The related details, such as the supplier site and service provider appear.
4. Click **Create Message Payload**. The message payload is generated in XML format and appears in the text box.
5. Update the generated payload or replace it with the XML payload that you want to test.
6. Click **Process**. The generated message ID appears on the page.
7. Click **View Collaboration Message** to view the processed message.
8. Click **Done**.

To view the processed message again, search for it on the **Manage Collaboration Messaging History** page. In the search results, click the message ID to view its details.

**Tip:** If the message processing fails, you can view the reason for it on the **Manage Failed Collaboration Messages** page.

# Manage Collaboration Messages

## Creating a Trading Partner with a Service Provider: Procedure

A service provider is an intermediary for exchanging messages between Oracle Fusion applications and trading partner. Whenever you set up a trading partner, you can link it with a service provider.

**Note:** You must be signed in as a supplier and must have access to the Supplier task.

1. On the Supplier Overview page, navigate to the Supplier Business Classifications section and click the supplier.
2. On the Edit Supplier page, switch to the Sites tab and click the required site.
3. On the Edit Site page, select Collaboration Messaging Framework as the channel for B2B Communication.
4. Under Associated Collaboration Documents, click Manage Trading Partners.
5. On the Manage Trading Partners dialog box, click **Create - Create Trading Partner with Service Provider**.
6. On the Create Trading Partner dialog box, fill the required details.
7. Click **Actions - Add Row** and fill the details to associate collaboration documents with the trading partner. You may add multiple documents.

    **Note:** To enable exchange of messages, you must set the collaboration document status to **Active**.

8. Click Save and Close.
9. On the Manage Trading Partners dialog box, click **OK**.
10. On the Edit Site page, click **Save and Close**.
11. On the Edit Supplier page, click **Save and Close**.

To update the details for a trading partner, use the edit option on the Manage Trading Partners dialog box.

## Creating a Trading Partner without a Service Provider: Procedure

You can exchange messages with a trading partner directly, without using a service provider.

**Note:** You must be signed in as a supplier and must have access to the Supplier task.

1. On the Supplier Overview page, navigate to the Supplier Business Classifications section and click the supplier.
2. On the Edit Supplier page, switch to the Sites tab and click the required site.
3. On the Edit Site page, select Collaboration Messaging Framework as the channel for B2B Communication.
4. Under Associated Collaboration Documents, click Manage Trading Partners.
5. On the Manage Trading Partners dialog box, click **Create - Create Trading Partner without Service Provider**.
6. On the Create Trading Partner dialog box, fill the required details.

> **Note:** By default, the Service Provider is set to None because this setup doesn't involve a service provider.

7. Click **Actions - Add Row** and fill the delivery method, outbound collaboration message, and inbound collaboration message details on the respective tabs.

> **Note:** The following table contains some tips on filling the important information on each tab.

| Tab | Details |
|---|---|
| Delivery Methods | ○ Provide the Certificate Alias Name associated with the security policy<br>○ Provide the endpoint URL and the associated authentication credentials to initiate the collaboration messaging web service. It must be in the format http://<server>:<port>/<context>, where `<context>` contains the name of the web service as defined in the application. |
| Outbound Collaboration Messages | ○ Specify a unique name and select the collaboration message. The associated details automatically appear in the row.<br>○ Select a delivery method.<br>○ Set the outbound collaboration document status to **Active**. |
| Inbound Collaboration Messages | ○ Specify a unique name and select the collaboration message. The associated details automatically appear in the row.<br>○ Select a delivery method.<br>○ Set the inbound collaboration document status to **Active**.<br>○ Specify an XPath that identifies the application partner in the inbound collaboration document. |

8. Click **Save and Close**.
9. On the Manage Trading Partners dialog box, click **OK**.
10. On the Edit Site page, click **Save and Close**.
11. On the Edit Supplier page, click **Save and Close**.

To update the details for a trading partner, use the edit option on the Manage Trading Partners dialog box.

# Managing Associated Collaboration Documents: Procedure

To set up collaboration messaging, you must associate the supplier site with a trading partner, and select the documents you want to exchange with that partner. The documents that you set up here are associated with trading partners or the service providers of those trading partners.

> **Note:** You must be signed in as a supplier and must have access to the Supplier task.

1. On the Supplier Overview page, navigate to the Supplier Business Classifications section and click the supplier link.
2. On the Edit Supplier page, switch to the Sites tab and click the required site.
3. On the Edit Site page, select Collaboration Messaging Framework as the channel for B2B Communication.
4. Under Associated Collaboration Documents, click **Edit**.
5. On the Edit Associated Collaboration Documents dialog box, click **Add Row** and fill the details required to set up the document. The read-only particulars appear based on the selected details.

6. Click **Save** and repeat the steps to add more documents or click **Save and Close** to return to the previous page.
7. On the Edit Site page, click **Save and Close**.
8. On the Edit Supplier page, click **Save and Close**.

## Configuring Collaboration Messaging for a Customer: Procedure

Using this task, you can associate a customer account with an existing trading partner and select the collaboration messaging documents to be exchanged with the customer.

To configure collaboration messaging for a customer:

1. On the Collaboration Messaging Overview page, click the Tasks icon, and select the **Manage Customer Collaboration Configuration** task.
2. Search for the customer account, select the row, and click **Edit Collaboration Configuration**.
3. Under Associated Service Providers, click **Actions - Add Row** and fill the details of the service provider and the trading partner.
4. Click **Actions - Add Row** and select at least one collaboration document.
5. Set the **Association Status** to Active to enable messaging with the selected service provider.
6. Click **Save and Close**.

# FAQs for Define Collaboration Messages

## What are the different undelivered collaboration message error statuses?

The following table describes the main differences among the various error statuses.

| Error | B2B Error | Hold |
|---|---|---|
| Indicates that the messages haven't been delivered because of a validation, configuration, or processing error in Collaboration Messaging Framework. | Indicates that the B2B component of the SOA suite couldn't deliver the message because of a configuration or processing error. | Indicates that messages haven't been processed because an administrator has put them on hold. |

## What are the different undelivered collaboration message error types?

The following table describes the main differences among the message error types.

| Document Retrieval Error | Inbound Processing Error | Outbound Processing Error |
|---|---|---|
| Occurs when the collaboration messaging framework fails to retrieve the document associated with a collaboration event. | Occurs when the collaboration messaging framework can't process inbound messages | Occurs when the collaboration messaging framework can't process outbound |

| Document Retrieval Error | Inbound Processing Error | Outbound Processing Error |
|---|---|---|
| | because of setup or business rule validation issues. | messages because of setup or business rule validation issues. |

## What happens if I don't enable a document type for storage?

If you don't enable a document type for storage, the message processing and delivery details of such documents aren't stored in the log table.

## Why did my message fail?

To know the cause of a message failure, search for the failed message on the Manage Failed Collaboration Messages page.

When you click the message row, the cause of the failure appears under Processing History.

# 15 Other Common Setup and Maintenance Tasks

## Define Custom Enterprise Scheduler Jobs

### Managing Job Definitions: Highlights

Users run scheduled processes based on Oracle Enterprise Scheduler jobs to process data and, in some cases, to provide report output. A job definition contains the metadata that determines what the job does and what options are available to users. You can create and edit job definitions in the Setup and Maintenance work area, using the Manage Custom Enterprise Scheduler Jobs task for your application.

#### Viewing Job Definitions

- Use the Manage Job Definitions tab to access predefined and custom job definitions.
- The Name column shows an asterisk for predefined job definitions.

#### Creating Job Definitions

- You or a technical administrator can create jobs based on Oracle Business Intelligence Publisher reports, Java, PL/SQL, or any other supported technology.
- Every predefined or custom job must have a job definition.
- For Oracle Cloud implementations, you can create custom job definitions only for custom jobs based on reports.
- The Enable submission from Enterprise Manager check box is not applicable to Oracle Cloud implementations.
    - If you don't select this check box, then the job can't be run from Enterprise Manager.
    - If you select this check box, then you can define parameters for your job definition only in Enterprise Manager. Save the rest of your work on the job definition, and then go to Enterprise Manager if you need to define parameters.

#### Editing Job Definitions

- You can edit all aspects of custom job definitions.
- For predefined job definitions, you can:
    - Determine if user properties are read-only or not.
    - Edit what are described as job properties in the Oracle Fusion Applications Extensibility Guide for Developers.

      See: Customizing Existing Oracle Enterprise Scheduler Job Properties

*Related Topics*

- Managing Job Sets: Highlights
- How can I see which applications a Manage Custom Enterprise Scheduler Jobs task includes?

# Managing List of Values Sources: Highlights

A list of values source for Oracle Enterprise Scheduler job definitions determines where a list of values comes from and what the specific values are. Use these lists for parameters and application defined properties, for example a list of countries that users can choose from for a Country parameter.

> **Note:** Since you can't edit parameters for predefined job definitions, list of values sources are only for parameters in custom job definitions.

## Accessing List of Values Sources

- Access list of values sources in the Setup and Maintenance work area, using the Manage Custom Enterprise Scheduler Jobs task for your application.
- Open the Manage List of Values Sources tab.

## Creating and Editing List of Values Sources

- Search for list of values sources to edit or delete, or to make sure a particular source doesn't already exist before you create it.
- Create list of values sources to register them for use in job definitions.

*Related Topics*

- Managing Job Sets: Highlights
- How can I see which applications a Manage Custom Enterprise Scheduler Jobs task includes?

# 16 Define Common Procurement Configuration

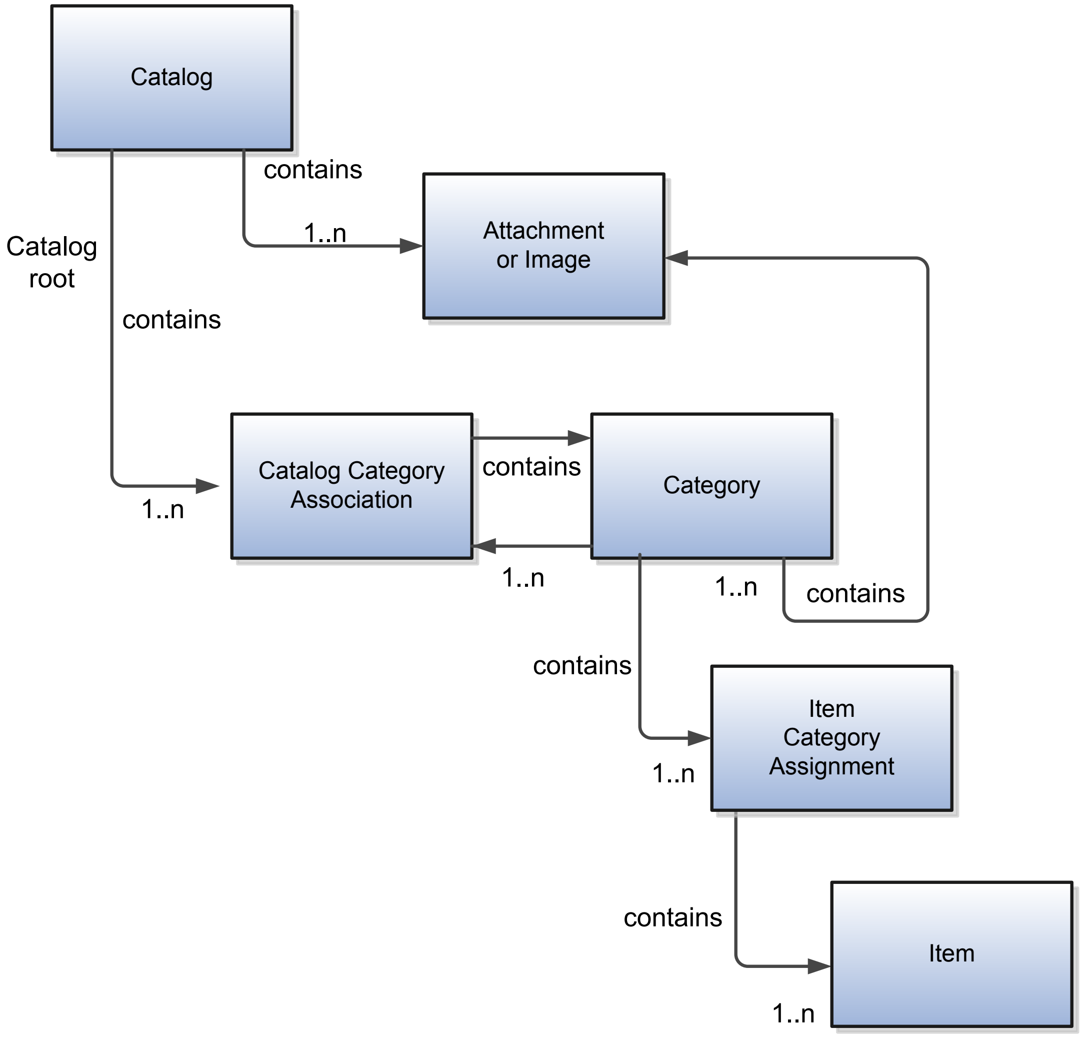
## Define Basic Catalogs

### Create Catalogs

### Catalogs: How They Work Together

A catalog is a collection of categories that you use to classify items. You can organize the categories into a hierarchy that represents a taxonomy. You create new categories only in the context of a catalog. You can add existing categories to one or more catalogs, either from another catalog or as shared categories from a source catalog. You can control the assignment of items and categories in the catalog by controlling the catalog content. For example, you can set the value of the **Catalog Content** field on the Edit Catalog page to **Items at all levels**, which allows items to be assigned to any level within the category hierarchy, not only to the leaf levels.

The following diagram shows the relationships of the catalog components.



## Catalog

A catalog is a collection of categories that are organized to define a classification of items. The top most level of a catalog is the catalog root. All categories for the first level in the category hierarchy are associated with the catalog root through the catalog category association component.

## Category

A category is a component of a catalog that represents a set of items. You can associate a category to a catalog through the catalog category association. Both the shared category and the native category are associated thorough the catalog category association.

### Catalog Category Association

Catalog category association represents the relationship between a catalog and a category, or a parent category and a child category. Each catalog category association represents one relationship between the catalog and a category or one relationship between a parent category and a child category.

### Item Category Assignment

Item category assignment represents the assignment of the item to a category in a catalog. Each item category assignment represents the relationship between a category and an item.

### Item

An item represents objects such as a product, service or template. An item is assigned through the item category assignment component.

### Attachment or Image

Information is associated to the catalog or category through the attachment framework. Multiple attachments are supported but you can only associate a single attachment or attachment type image with a catalog or category for viewing in the UI.

## Catalog Formatting: Explained

The format of a catalog is defined at the time the catalog is created and controls the behavior of the catalog at runtime.

When you format a catalog, the layout controls three main areas and includes the following tasks:

- Catalog configuration
- Date enablement
- Category sharing

Some fields are required, and others are optional.

### Catalog Configuration

You can configure the catalog, and this affects how the content behaves. The catalog configuration contains a set of attributes that define the catalog configuration. These attributes interact to define the runtime behavior of the catalog.

The configuration functions are:

- Catalog code: A unique identifier that is used.
- Controlled at: Controls how items are assigned to categories and has two values. The first value is master level, which enables the automatic assignment of items to all child organizations associated with the master organization, if the current context is a master organization. The second value is organization level, which assigns the item only to the organization in the current context.
- Default category: A newly created item is automatically assigned to the default category if specific operational attribute values are entered for the new item. The automatic assignment is controlled by the functional area. Each functional area has specific rules about which operational attribute values are used to trigger the automatic assignment process. For example, an item will be assigned to the catalog assigned to the functional area called Purchasing if the Purchased specification is turned on or if the Internal Ordered Item specification is turned on.
- Assign items to leaf level categories only: Allows items to be added only to the bottom level categories in the hierarchy.
- Catalog content: Controls what content can be added to the catalog and where the content can be added. This attribute has three values:

- Allow multiple item category assignment: When this option is selected, you can assign an item to one or more categories in the catalog. The default is deselected, which means that each item can be assigned to only one category in the catalog.
- Public Catalog: Select to mark this catalog as public. All users with access to view catalogs will have access to this catalog.

**Note:** The catalog behavior for functional area catalogs is defined through the combination of fields within the pages and the seeded functional area rules.

### Catalog Date Enablement

The date enablement function controls when the catalog is in an active state or inactive state by using the start date and end date attributes.

### Category Sharing

The category sharing function enables sharing categories from a designated source catalog.

The sharing function has these attributes:

- Share by Reference: Catalog elements that are shared by reference are read-only in the target catalog. Multiple source catalogs can be used in this type of sharing.
- Copy: Content from other catalogs can be added to the current catalog by creating a copy of the content. The copied content can be edited within the current catalog.
  - Include child categories: Indicate whether to copy child categories when copying categories.
  - Copy item category assignments: Indicate whether to copy items assigned to the category into the catalog.

*Related Topics*

- Default Catalog Assignment: Explained

## Catalog Details: Explained

You can view and edit a catalog on the Edit Catalog page when you have the appropriate permissions.

The following parts of the Edit Catalog page provide important capabilities for managing and editing catalogs:

- Catalog header region
- Catalog details tab
- Category hierarchy tab

### Catalog Header Region

The header region for the Edit Catalog page contains the catalog name and description, the selection of the default category and the start and end date for the catalog.

You can change the default category for a catalog so that the category is used for the item creation process, based on the values of attributes for the item. The choice of default category also enables other Oracle Fusion applications to assign items to a category.

You can modify the start and end dates for a category, to control when the category is used as you update a catalog.

You can revise or reclassify the category to reflect shifting relationships within the category hierarchy.

### Catalog Details Tab

The Details tab contains:

- The configuration attributes for the catalog, which control the runtime behavior for the catalog.
- The sharing attributes for the catalog, which control the source catalog that will be used for sharing from and what content can be shared.
- The additional information for the catalog, which contains the descriptive flexfields that support the catalog metadata.

### Category Hierarchy Tab

The Category Hierarchy tab contains the category hierarchy region in which the category hierarchy can be created and maintained. In addition, items can be assigned, the usage of the category in other catalogs can be viewed, and the attributes for the category and catalog category association can be edited.

*Related Topics*

- Category Sharing: Explained
- Category Descriptive Flexfields: Explained

## Automatic Assignment Catalogs: Explained

The automatic assignment catalog feature It is a simple way to create a non-hierarchical catalog because you do not have to add categories manually to the catalog. This feature adds the categories at the root level, so it works with both flat and hierarchical catalogs.

All categories that have the same category structure value as the catalog are automatically assigned and associated to the catalog when you create a catalog category association for each category.

### Automatic Assignments

The automatic assignment feature is enabled during catalog creation when you select the **Enable automatic assignment of category** check box. The categories displayed for auto assignment catalogs are refreshed only at startup and after you save.

Note that if you create a category in another catalog with the same structure value as the automatic assignment catalog, the category is added to your catalog. The categories displayed for auto assignment catalogs are refreshed only at startup and after you save.

When you open a new catalog, any categories that have the same category structure value as the catalog structure value for the catalog are automatically assigned to the catalog.

For example, Purchasing may maintain a master catalog containing all categories that represent commodities. Each commodity team can create categories for their commodity in their own catalog.

The master catalog for purchasing is named Purchasing and is configured during creation to support the automatic assignment of categories. Because you enabled automatic assignments for the Purchasing catalog, any categories created by the commodity teams are added to the catalog automatically. The purchasing managers can view the collection of all commodities represented as categories in the Purchasing catalog.

# Manage Catalogs

## Catalog Edits: Explained

The Edit Catalog dialog is a shared page that has two modes, view and update. The view mode displays the selected catalog in a read-only file. The update mode displays the selected catalog in an editable file. You must have edit catalog privileges to access the catalog in update mode. You can edit only an active or future-dated catalog.

The following fields are editable in the catalog:

- **Catalog Name**
- **Description**
- **Start Date**
- **End Date**
- **Default Category**
- **Allow multiple item category assignment**
- **Addition Information**
- **Category Hierarchy**
- **Category Details**
- **Items assigned to category**

### Default Category

You can edit this field to select another category as the default category for item creation. You cannot remove the default category if the catalog is assigned to a functional area that requires a default category to be specified.

### Allow Multiple Item Category Assignment

This check box is editable only until you assign an item to a category in the catalog.

### Addition Information

You can edit the values of the descriptive flexfields attributes.

After you make changes, clicking the **Save** button saves the changes to the database but will does not close the Edit Catalog page. Clicking the **Save and Close** button saves the changes to the database and closes the Edit Catalog page.

## Categories and Catalog Relationships: Explained

Catalogs are used to organize and classify collections of items by associating categories to the catalog. The categories are organized to form a taxonomy and items are assigned to the categories. When a category is associated with the catalog a catalog category association is created which specifies the relationship of the association. The catalog category association may also represent the relationship between two categories, for example a relationship between a parent category and a child category.

### Catalog Category Association

The date enabled attribute value is important regarding catalog category association. The catalog category association is date enabled providing the control of when the catalog category association is active in the catalog and when the catalog category association is inactive. The catalog category association has two attributes to support enabling dates; the start date and the end date. The start date is value is the first day that the catalog category association is available or active for use and the end date is the last day the catalog category association can be used, after this date the catalog category association is inactive. The date enabled attribute values are also used to control the visibility of content and the behavior of the category in the catalog. If a category association is inactive or end dated, having the value of the end date attribute past the current date, then the items cannot be assigned to the category.

A catalog category association will be set to inactive state when the category referenced by the catalog category association is set to an inactive state automatically, but the display will not be refreshed automatically.

## Date Enablement for Catalogs and Categories: Explained

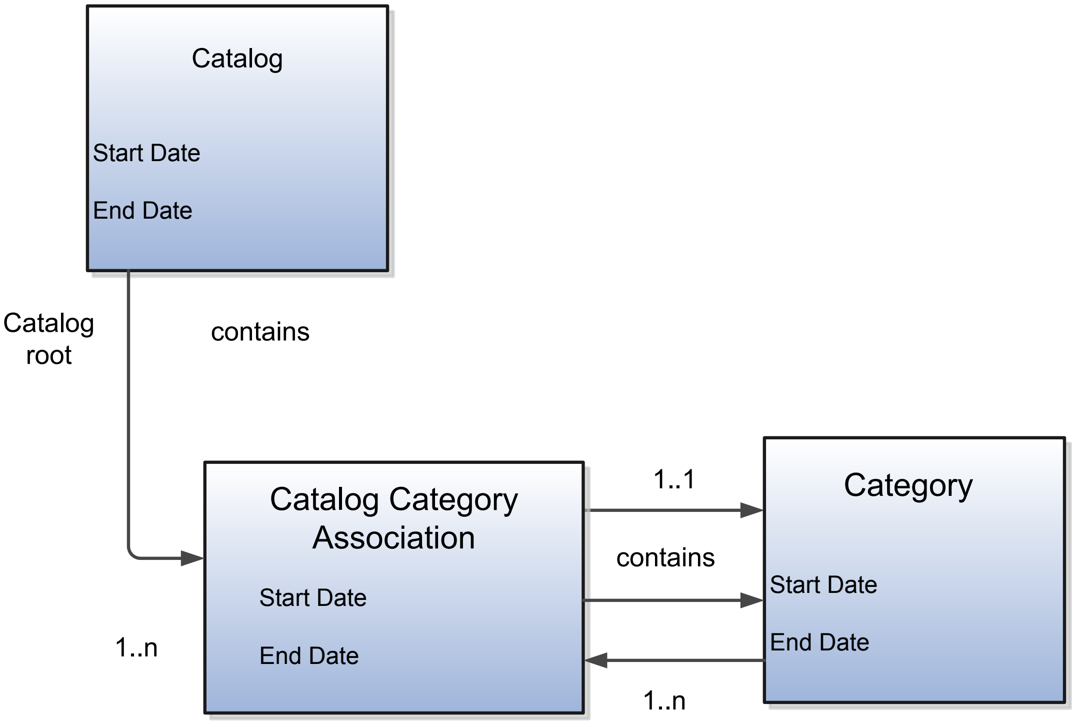
The catalog, categories, and catalog category association use date enablement to determine if the object specified is active or inactive based on the start date and end date. The following are date enablement definitions:

- **Active** An object is active when the current date is later than or equal to the value of the start date, but earlier than or equal to value of the end date.
- **Inactive** An object is inactive when the current date is later than the value of the end date.
- **Future dated** An object is future dated when the current date is earlier than the value of the start date.

You set the date enablement attributes are used to determine when a catalog, category, or catalog category association is used or visible.

- On the Manage Catalog page, a table filter determines which catalogs appear. The default value for the choice list is **Active**, indicating that only active catalogs will be displayed. You can select the value **All** to view both active and inactive catalogs.
- On the Edit Catalog page, on the category hierarchy tab, two table filters determine what categories and catalog category associations appear. The default values for the two choice lists are **Active**, indicating that only active categories and active catalog category associations will be displayed. You can select the value **All** to view both active and inactive categories and catalog categories associations.
- Other applications also use the date enablement attributes to filter information retrieved through application programming interfaces or services for catalogs.

The following illustration provides the date enablement attributes for these objects. The catalog, category, or the catalog category association has an internal state that is active or inactive.



The following aspects are important regarding date enablement for catalogs and categories:

- Start date
- End date
- Catalog and category objects
- Catalog category association
- Catalog and category rules

## Start Date

The start date is defined as the first date that the object can be active. The start date can be future dated by setting the value to a date later than the current date. The start date value defaults to the system date if no date is entered during catalog or category creation.

## End Date

The end date is defined as the last date that the object can be active. The object is end dated one second after the date specified by the value of **End Date**, that is the next day at 12:00:01 a.m. You cannot set the end date in the past. Also, you can change the end date from a condition when the object is ended to a new end date greater than or equal to the system date, causing the object to go from inactive to active. The end date value is optional during catalog or category creation.

## Catalog and Category Objects

The start and end dates have been added for the catalog and catalog category association. The inactive date for categories has been renamed as the end date and the start date has been added.

## Catalog Category Association

The catalog category association is used to specify the parent and child relationships between catalogs and categories and for category to category relationships. The catalog category association date enablement is independent of the category data enablement, except for the case where the category is end dated; the association is ended automatically as well. The catalog category association dates represents the state of the category for the catalog in which the category is associated.

## Catalog and Category Rules

When a catalog is inactive the following rules apply:

- All operations for the catalog are disabled; the catalog is not editable.
- The catalog cannot be used in other processes.
- The catalog can be viewed only if you set filters on the Manage Catalog page to a value of **All**, enabling you to view active and inactive catalogs.

When a category is inactive the following rules apply:

- All operations for the category are disabled; the category is not editable.
- The category cannot be added to other catalogs.
- The category can be viewed only if you set the filters on the Edit Catalog page to a value of **All**, enabling you to view active and inactive catalogs.
- The system sets the catalog category association for the inactive category to inactive.

When a catalog category association is inactive the following rules apply:

- The category may be inactive or active; if the category is active it can be edited.
- The catalog category associations and related category can be viewed only if you set the association filter on the Edit Catalog page to a value of **All**, enabling you to view active and inactive catalogs.

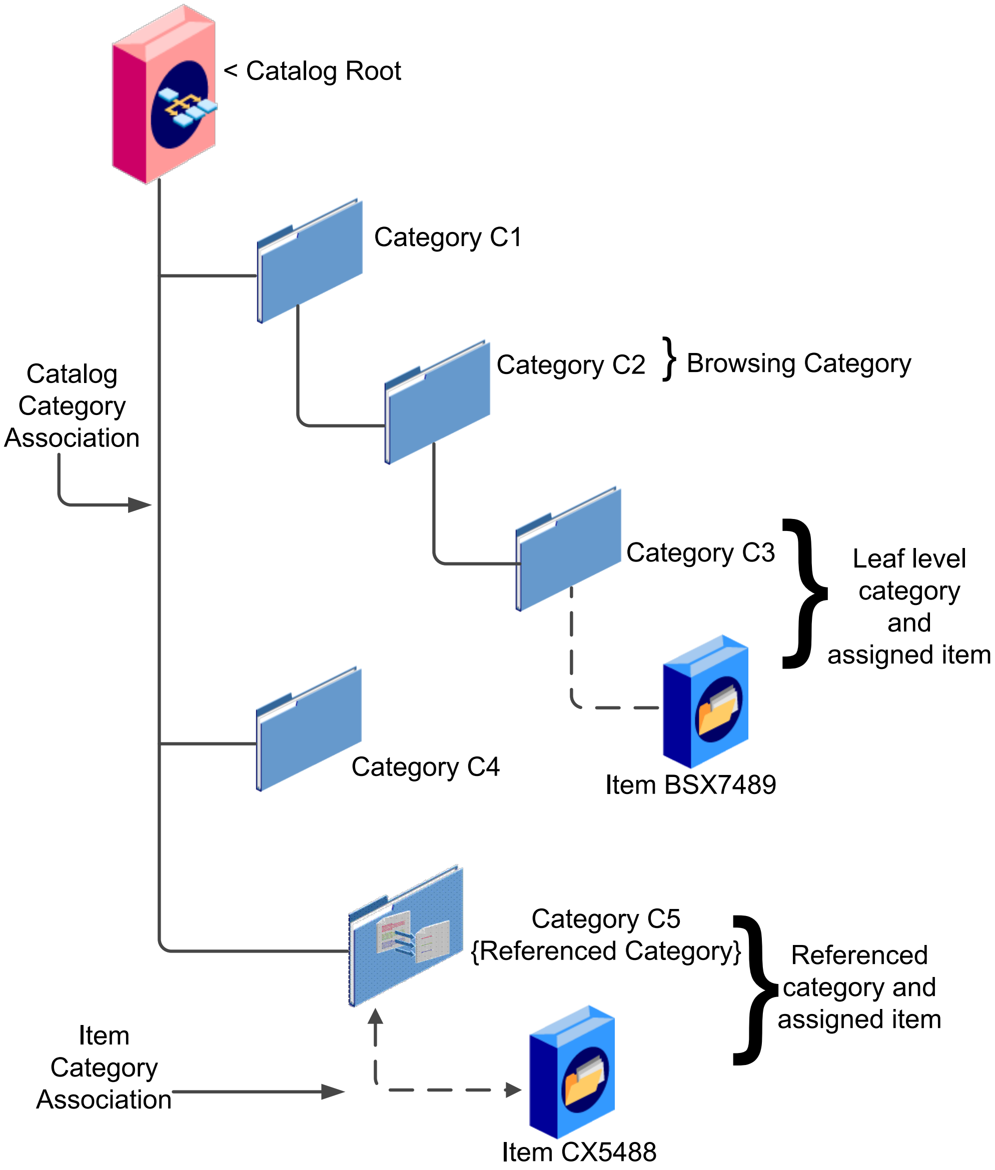
When a catalog is future dated the following rules apply:

- All the operations of the catalog are enabled and the catalog is editable.
- The catalog can be used in other processes, if allowed.
- The catalog can be viewed only if the you set the filters on the Manage Catalog page to value of **All**.

## Catalog Hierarchies: How They Fit Together

You use catalogs to organize and classify collections of items by associating categories with the catalog. You organize the categories to form a taxonomy and assign items to the categories. When you associate a category with the catalog, a catalog category association is created which specifies the relationship of the association. The catalog category association may also represent the relationship between two categories, for example, a relationship between a parent category and a child category.

The following diagram shows the relationships of the category hierarchy components:


< Catalog Root
Category C1
Category C2
} Browsing Category
Catalog Category Association
Category C3
Leaf level category and assigned item
Category C4
Item BSX7489
Category C5 {Referenced Category}
Referenced category and assigned item
Item Category Association
Item CX5488

### Components

The components of a category hierarchy are:

- Catalog root: The topmost node in category hierarchy that represents the object called catalog.
- Category: The catalog component that is used to represent the classification structure.
- Catalog category association: The line in the diagram represents the relationship between a catalog and category or between a parent category and child category.
- Item category assignment: The dotted line in the dialog represents the relationship between a category and an item.
- Reference category: The category, C5 in this diagram, is shared as a reference category from a source catalog.
- Leaf level category: The lowest or bottom-level category in a category hierarchy. You can assign items to all levels in a category hierarchy if you configure the catalog to support this.
- Browsing category: The category, C2 in this diagram, is a browsing category. Browsing categories are categories that you add to the category hierarchy for the purpose of classification and do not have items assigned to them.

The category hierarchy does not have a limit on how many levels can be represented. The category hierarchy can have multiple hierarchies within a single category hierarchy.

## Category Edits: Explained

Categories can be edited only from within the Edit Catalog page, on the Category Hierarchy tab. To edit a category, expand, or search in, the tree of categories associated with the catalog, then select the row for the category in the category hierarchy table and edit the category's attributes in the category's Details panel. A category can only be edited if the category is active and its associated catalog is active or future dated. If a category is directly shared, the same category can be edited in multiple catalogs, except for the item assignments that are local to the catalog you are editing.

Category information can be edited in both the Details and Items subtabs.

### Details and Items Tabs

The following fields are editable in the category:

- **Category name**
- **Description**
- **Attachments**
- **Category start date**
- **Category end date**
- **Items assigned to category**

After changes are made, the **Save** button saves your changes without closing the Edit Catalog page. The **Save and Close** button saves your changes and closes the Edit Catalog page.

## Catalog Category Association: Explained

The catalog category association assigns the category to the catalog or parent category. This association allows you to manage when a category is assigned to a catalog, by setting the start and end dates for the association. The catalog category association can be edited only within the Edit Catalog page, in the category hierarchy tab. The catalog category association start date and end date attributes can be edited in the details region. The association cannot be deleted, only end dated.

### Category Catalog Associations

You select the category in the category hierarchy table for the catalog category association that is being edited, the category details are displayed in the right hand panel. The association start date and association end date are the only editable fields.

After you make changes, clicking the **Save** button saves the changes to the database but does not close the Edit Catalog page. Clicking the **Save and Close** button saves the changes to the database and closes the Edit Catalog page.

## Category Details: Explained

You can see category details when you select the row with the category in the category hierarchy table of the Edit Catalog page. The category details are displayed in the right hand pane. You can edit the details of native categories. The category detail region contains information about the category that is associated to the catalog. It also contains the association start and end dates.

You can view and edit a catalog on the category details tab when you have rights to manage catalogs.

The following parts of the Category Hierarchy tab provide are important capabilities for managing and editing category details:

- Details subtab
- Items subtab
- Attachments subtab

### Details Subtab

The details tab contains information about the category that has been associated to the catalog. This information appears in all catalogs, since a category can be associated to one or more catalogs. The details tab contains the category configuration, category date enablement, association date enablement, and the additional attributes for the category.

The details tab contains attributes that define a category. Unstructured information is added through attachments. Images are added to a category and are displayed in the category details tab.

### Items Subtab

The Items subtab contains item assignments are local to the catalog that the category is associated with. You can add and delete item assignments.

### Attachments Subtab

The Attachments tab contains the list of attachments that the category is associated with.

## Categories: Explained

You can create categories only in the context of a catalog, on the Edit Catalog page, Category hierarchy tab. When you select the **Create** icon in the category hierarchy table, it launches the Create Category dialog.

### Create Category Dialog

After you enter a name and tab out of the field, the category code will be automatically populated. You can update this value if required. Enter a meaningful description of the category. Optionally, you can add an image and an attachment to this category.

Date enablement determines if an object is active or inactive based on the start date and end date. When categories are created, the default start date value is the current date. You can move the category start date beyond the current date to a future date within the category. The end date value is optional.

Select the **Restrict category to item assignment only** check box to add only items to the category.

After you complete the required fields for the catalog, clicking **OK** creates the category in the database, adds the category to the point of selection in the category hierarchy, and closes the dialog.

## Category Moves: Explained

You use the move category function in the category tree table region of the Edit Catalog page. This is a table row action. The dialog is launched when you select an active or future dated category within the catalog and select this action.

### Identifying the New Parent

The dialog provides the current category parent and allows you to pick a new category parent. Only the legal category parents are displayed in the choice list.

The category list within the **New Parent** choice list is filtered by based on a set of rules:

- The new parent category must be an active or future dated category; the end date value of the category must be later than the current system date.
- The value of the category content for the new parent category must allow the selected category to be added; the legal values are items and categories and categories only.
- A selected category associated with the catalog at a level below the categories at the root categories can be moved to the root of the catalog.
- The new parent category catalog category association must be active; the end date value of the catalog category association must be later than the current system date.

## Import Category Hierarchies: Explained

A category hierarchy can be created and maintained through a spreadsheet interface, reducing the amount of time required to create and maintain catalogs. Existing catalog content can be exported and the content used in other catalogs for catalog category hierarchies.

The following aspects are important regarding category hierarchy import used in catalogs:

- Spreadsheet interface
- Export category hierarchy

**Note:** To use this feature, you must install Oracle ADF Desktop Integration (ADFdi), which is described under data management in Oracle Applications Cloud Using Common Features.

### Spreadsheet Interface

You can manage the catalog category hierarchy using the ADFdi spreadsheet interface by selecting the **Edit in Spreadsheet** button on the Category Hierarchy tab of the Edit Catalog page to download existing catalog content. You can then modify this content in the spreadsheet, and upload the content back into the catalog.

Within the spreadsheet, you can use custom controls provided by the ADFdi interface to download the existing hierarchy, define new categories, edit the catalog hierarchy, and add categories to the catalog, either as direct or reference categories. You can define the category hierarchy for a catalog in the spreadsheet, by creating or adding categories, then upload it when you create a catalog. If you have an existing hierarchy, you can cut and paste the flattened hierarchy into the spreadsheet.

### Export Category Hierarchy

You export a category hierarchy when you need to share its structure, for example, with a product partner. Your partner can import the catalog file using the ADFdi spreadsheet interface.

You can export the category hierarchy from your catalogs so that it can be used by your partners. In the Product Information Management work area, partners can directly import the category hierarchy into their catalogs.

*Related Topics*

- Setting Up the Desktop Integration for Excel: Procedure
- Using Desktop Integrated Excel Workbooks: Points to Consider
- Troubleshooting the Desktop Integration for Excel: Procedure

## Catalog or Category Attachments: Explained

Catalogs and categories support attachments and use a common component for managing attachment content. You can add attachments on both the Create Catalog and Edit Catalog pages.

The attachment component displays a green plus sign icon indicating that no attachments are available for the object. The Attachment dialog appears when you click the green plus sign icon. You define the attachment by selecting the attachment type, file name or Uniform Resource Locator (URL), title, description, and by indicating whether the attachment can be shared with other objects. Once you define the attachments and click the **OK** button, that attachment title appears in the attachment component region of the page along with a red X icon that you can click to delete the attachment.

The attachment file types are:

- File
- Repository File/Folder
- Text
- URL

### File

You must provide a title for the file and create a description for the attachment. You select a file to upload from your desktop.

### Repository File or Folder

You click the **Browse** button to attach a repository file or folder from the document repository to a catalog. The attachment repository contains existing attachments and is organized as a set of folders. The **Browse** button launches the Attachment Repository dialog to enable you to select an attachment. You must provide a title for the repository file or folder and create a description for the attachment.

### Text

Enter the text string in the field that you want to appear as an attachment. You must provide a title for the text and create a description for the text attachment.

### URL

Enter the URL address to a web page that you want to attach to the catalog. You must provide a title for the URL attachment and create a description for it.

The **Share** check box alerts users that you added an attachment and the date that you performed the task.

## Items to Categories Assignment: Explained

You can assign items to categories on the Edit Catalog page, category hierarchy tab, on the category detail item tab. You can assign items only to active categories. In addition, you can configure catalogs to control item assignment to categories within the catalog by selecting the **Allow multiple item category assignment** check box on the Create Catalog page, which allows items to be added to all levels of the category hierarchy.

To begin, select the item class and enter search information in either the Item ID, Item description or Keyword fields and click the **Search** button. You select items from a choice list and add them to the category.

### Controlling Item Assignment

You also control item assignment by selecting the value of the **Controlled at** box. If you select the **Master Level** value and the organization context is a master organization, the items are automatically assigned to all child organizations that are associated with the master organization.

## Catalog Publishing: Explained

Other applications can use catalog data if you export the catalog content. For example, you may want to export catalog content to use as a monthly report of all items assigned to a specific catalog. You can use the default publish template provided in hyper text markup language (HTML). You can specify the content and layout of the catalog information. When the catalog is published, you select the format and initiate the creation of the content in the file.

### Publish a Catalog

Search for a catalog from the Manage Catalogs page, select the row corresponding to the catalog that you want to publish and select the Publish action. The application generates the report based on the default template in HTML format. You can select a new template or format from the report window. The content displayed for items, categories, catalog categories, and catalog is based on the publish template. The seeded template is called Catalog Listing. The template controls what data is in the report and how it is formatted.

### Type of Catalog Content That Can Be Published

The default catalog publish template allows the publication of the catalog header details, category hierarchy, category details, and category item assignments. The order of a published report begins with the catalog header and the catalog category details. If the category has a child relationship, then the catalog category association details for the child category follows. If the child category has a hierarchy, then the complete hierarchy under the category is published with the catalog category association details and categories details.

# FAQs for Manage Catalogs

## How can I define category hierarchies?

Categories can be organized to represent classification taxonomies. The hierarchy organizations for categories have parent and child relationships that form a tree structure. The category hierarchy is created and maintained within the Edit Catalog page, category hierarchy tab. The category hierarchy is shown in true relationship to the way it is defined.

The category hierarchy can be created using two methods: the first is manually creating the hierarchy by adding referenced categories, duplicating categories or creating category for the catalog.

The second method for creating the hierarchy is by importing the category hierarchy through the spreadsheet interface. The category hierarchy can be exported from another catalog or other sources, edited and imported into a new catalog. The hierarchy can also be added manually to the spreadsheet.

On the toolbar of the Category Hierarchy tab, you can create new categories, using the **Create Category** button. You can add categories, including shared categories, using the **Add Category** button. If a catalog is has a category hierarchy, you can edit it using the **Move Category** button, which opens a dialog box.. You can also modify the hierarchy using drag and drop. The catalog category association cannot be deleted, but can be end dated to make the catalog category association inactive. The category hierarchy table provides a choice list filter that controls what catalog category associations and categories area displayed based on the date enablement.

## How can I duplicate categories?

You can select and duplicate a category as a quick way to create a similar category configuration. Selecting the **Duplicate** icon action launches a Create Category dialog that has attribute fields populated based on the selected category attribute values. The category name is prefixed with **Copy_** followed by the name of the selected category. Fill in the required field information in the key flexfield segment values. Once the category attributes are updated and the key flexfield segments values are entered, click the **OK** button to add the newly created category into the category hierarchy of the selected category you have configured.

## How can I add categories?

Categories are catalog components that are associated to a catalog for purpose of classification of items. You can add existing categories to the point of selection, which can be a category in the hierarchy or the root of the catalog. If no category is selected, the default is the root of the catalog.

You can add categories by selecting **Add Category** and selecting **Add Category**. You can then search for existing categories based on the value of the catalog structure for the catalog. You can narrow the search for existing categories by using the **Advance Search** region in the dialog. You can add each selected category by selecting the **Apply** button and the add category region remains open. The **OK** button adds a category, if a category is selected, and then closes the dialog.

## How can I add shared categories?

Adding a shared category is similar to adding an existing category except the category is selected from the catalog that has been designated as a source catalog. The sharing content attribute value determines what content is shared from the source catalog. A category within a source catalog that has been added to a native catalog is also known as a referenced category. You use the drop list menu from the Add Categories menu. The Shared Category option will be disabled if the catalog has not been configured for category sharing.

## How can I add images to a catalog or category?

You can attach an image from your desktop or from a configured repository to a catalog or a category, or both. The image is displayed in the catalog detail and the category detail sections of the catalog page. Only one image can be associated with a catalog or category. To attach an image, select the **Attachments** control and launch the Manage Attachment dialog. The title you provide for the image attachment will appear under the image that is displayed in the catalog. The description you provide is not displayed. Clicking the **Browse** button will allow you to select the file to be used as the image for the catalog or category. After the information is entered in to the dialog, click the **OK** button to load the image. The image will not initially be displayed until the catalog is saved. The image can be replaced with another image by selecting the red X to delete the existing image and adding a new image.

## What is catalog mapping?

You can map categories of different catalogs to the reporting categories in other catalogs., by using the Manage Catalog Mapping task in the Setup and Maintenance work area. This feature allows one or more categories within a catalog to be mapped to category in a second catalog. For example, suppose that you want to roll up the costs associated with all items assigned to a set of categories in catalog. Catalog mapping allows you to select a category in a catalog, and map all the categories in the set to that category.

*Related Topics*

- Default Catalog Assignment: Explained

# Define Supplier Configuration

# Create a Supplier and Supplier Site

Creating suppliers and supplier sites is an essential part of the procurement process. A supplier is modeled as a global entity. It is not created within a business unit or any other organizational context. A procurement business unit establishes a relationship with a supplier through the creation of a site which maintains internal controls for how to procure to pay transactions are executed with the supplier.

1. Within the application, navigate to the Create Supplier dialog box by clicking the Create Supplier task.
2. On the Create Supplier dialog box, enter:
    - Name
    - Tax Country
    - Tax Registration Number
3. Click **Create.**
4. On the Edit Supplier page, Profile tab, enter:
    - Supplier Type
5. On the Edit Supplier page, Addresses tabs click the **Create** icon.
6. On the Create Address page, enter:
    - Address Name
    - Country
    - Address Line 1
    - City
    - County
    - State
    - Postal Code
    - Language
    - Address Purpose

      Select all applicable boxes. At a minimum select Purchasing.
7. Click **Save and Close.**

   Repeat address creation for all addresses you do business with for this supplier.
8. With your supplier selected open the Sites tab and click the **Create** icon.
9. On the Create Site page, enter:
    - Address Name

      Select the address for this supplier site.
10. Click **Save.**
11. Click the Receiving subtab and enter:
    - Receipt Routing
12. Click the Site Assignments subtab and click **Autocreate Assignments.** This may only be appropriate for your first site. Other sites may require manual creation.
13. Click **Save and Close.**
14. With your supplier selected open the Contacts tab and click the **Create** icon.

15. On the Create Contact page, enter:
    - First Name
    - Last Name
    - E-mail
    - Select Administrative contact check box
16. Click the Create icon.
17. In the Contact Addresses region, click the **Select and Add** icon:
    - Select the contact address.
    - Click **Apply.**
    - Click **OK.**
18. In the User Account region, click the Create user account check box. Accept all the applicable roles for this contact.
19. Click **Save and Close.**
20. Click **Save and Close.**

## Supplier Numbering: Explained

The Procurement Application Administrator is responsible for supplier numbering setup. Suppliers created through the Create Supplier task flow, through the supplier registration process, or supplier import are automatically numbered using a numeric sequence. The starting supplier number is defined in the Specify Supplier Numbering setup page (the predefined default number is 1). The supplier number then increments automatically as numbers are assigned during supplier creation.

Additionally, the next supplier number can be updated at any time, not just during initial setup, if for example there's ever a need to skip a range of supplier numbers. The application validates that the number is not already used.

*Related Topics*

- Supplier Import Process: Explained

# Supplier Outbound Synchronization Service: Overview

When using Oracle Fusion Supplier Model as the master supplier data repository it's often necessary to push the supplier record updates to another application that depends on this supplier data.

The Supplier Outbound Synchronization Service enables the real-time synchronization of updates in the Fusion supplier master to a nonFusion application. This is achieved by generating a snapshot of the supplier profile record whenever it is created or updated. The snapshot output is an XML file that models the Fusion supplier data structure. The XML file is then delivered securely over HTTPS to a target destination to be consumed by a downstream application.

For more information refer to the Supplier Outbound Synchronization Service white paper on My Oracle Support.

# Configuring Supplier Registration and Self Service Profile Request: Points to Consider

Use the Configure Registration and Self Service Request page to configure the supplier registration and change request approval flows. The two tabs for supplier registration and supplier profile change request are outlined in this topic.

## Supplier Registration

Supplier registration can be configured based on the expected supplier business relationship of a supplier.

Two separate registration flows can be deployed based on the intended business relationship.

- Spend Authorized Supplier requests: Companies already identified for a procurement need are directed by the buying organization to the spend authorized registration flow to capture more rigorous profile information needed before agreements, orders, and invoices can be transacted. For example, a spend authorized company registering can be required to provide bank account information.
- Prospective Supplier requests: Unknown companies are presented with the prospective flow to capture minimal profile information (configurable by the buying organization). These suppliers only need to provide minimal profile information to participate in the sourcing and supplier qualification activities.

Profile components for the registration flow include the following:

- Organization Details: Basic supplier information including the supplier name.
- Contacts: Supplier contact information.
- Contact User Account: User accounts that control account privileges for supplier contacts to access Supplier Portal.
- Addresses: Company addresses including associated contacts.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Qualifications Questionnaire: Additional questions for suppliers.

In configuring supplier registration, you can determine what profile information is included in the registration flow by marking each component in one of the following ways:

- Enabled: Visible to users for entering information.
- Hidden: Users do not see this profile component.
- Required: Information is mandatory.

**Note:** Configuring supplier registration is the same for all registration sources. Configuration does not need to be done separately.

## Default Business Relationship for Registration Sources

An internal supplier registration can come from one of the following three flows:

- Sourcing Invitation: Supplier can be invited to register from a sourcing negotiation.

- Internal Supplier Request: Supplier can be invited to register by a supplier administrator.
- Self Service Procurement: Supplier requested by a procurement requester.

In the Default Business Relationship for Registration Sources region, you select which business relationship is defaulted for each registration flow. The default business relationship determines what profile information is included as configured for the registration page.

## Registration URL Encryption

When a prospective supplier saves the registration with the intent of completing it later, the application sends an e-mail to the prospective supplier containing the URL to be used to return to the registration. The URL contains an identifier which is encrypted using an encryption key. This is done to prevent someone from altering the URL to gain access to registrations submitted by other companies.

If it is suspected that registrations have been tampered with, the Procurement Application Administrator can regenerate the encryption key. Once the registration key is regenerated, the registrations which were saved for later are no longer accessible to the prospective suppliers.

## Supplier Profile Change Request

The configuration of the values on the Supplier Profile Change request tab, determines whether or not changes to supplier profile attributes that are initiated through Supplier Qualification or Sourcing questionnaire responses, are routed through the approval flow.

Values for the setup are:

- No Approval Required: Change request is approved.
- Approval Required: Change request is routed for approval.

The following profile values are available for configuration:

- Organization Details
- Business Classifications
- Payment Methods
- Tax Identifiers
- Site Details

Site details are not applicable for prospective suppliers and are configured only for spend authorized relationship.

## Accessing Supplier Registration

A supplier registration URL for each business relationship type (prospective and spend authorized) must be published. For example on a corporate web site page focused on supplier information. The URL contains a parameter for the business relationship type which navigates the user to the registration.

Access to these registration flows is controlled through two distinct URLs, which the buying organization determines how to expose. For example, companies already targeted for spend are invited to register using the spend authorized registration flow.

The registration URL for each business relationship type can be found on the Configure Procurement Business Function page in the Prospective Supplier Registration and Spend Authorized Supplier Registration URL fields.

*Related Topics*

- Supplier Products and Services Categories : Explained
- Supplier Registration Process: Explained
- Supplier Registration Approval: Explained

# Supplier B2B Integration and Collaboration Messaging Framework: Explained

Oracle B2B e-Commerce Gateway and Oracle Fusion Collaboration Messaging Framework are applications for electronic business to business (B2B) communication. You can use them to provide inbound and outbound communication of transactions with trading partners such as suppliers or customers.

You can enable a supplier site for electronic communication using either application as the communication channel.

## Oracle B2B e-Commerce Gateway

To use Oracle B2B e-Commerce Gateway, you must first configure the application to receive or send XML documents for a supplier site. The B2B administrator can set up Oracle B2B e-Commerce Gateway using the Configure Oracle B2B e-Commerce Gateway Setups task. You can find the task in the Setup and Maintenance work area. The B2B Supplier Site Code must be unique across suppliers, but can be the same across sites within a supplier. Oracle Fusion Purchasing uses the B2B Supplier Site Code to determine if a purchase order must be communicated through B2B communication. You cannot communicate attachments with purchase orders or change orders using Oracle B2B e-Commerce Gateway.

Similarly, you must configure the supplier site to communicate with Oracle B2B e-Commerce Gateway. To configure the supplier site, use the Sites tab from the Manage Suppliers page. When you configure a supplier site for B2B transactions, you define the supplier site as a trading partner in Oracle e-Commerce B2B Gateway.

Oracle B2B e-Commerce Gateway supports messaging in the OAGIS 7.2.1 format.

## Oracle Fusion Collaboration Messaging Framework

Oracle Fusion Collaboration Messaging Framework simplifies setting up business to business communication within the procure-to-pay business flow. The application provides ready-to-use integration with Oracle Supplier Network. Configurations required for a supplier can be achieved within the supplier site setup.

When you use Oracle Collaboration Messaging Framework, no configuration is needed in Oracle B2B e-Commerce Gateway. Instead, you configure the following in the supplier site setup:

- Set up properties for the supplier site.
- Select the messages to be exchanged with the partner, and the service provider (if any) used for each message.
- Enable messaging.

Oracle Collaboration Messaging Framework supports two messaging formats:

- OAGIS 10.1
- OAGIS 7.2.1

Once you complete the configuration, you can enable messages for inbound and outbound communication. With Oracle Fusion Collaboration Messaging Framework, you can communicate attachments with your purchase orders and change orders.

The following transaction messaging formats are supported with Oracle Collaboration Messaging Framework:

Outbound Messages -

- Process Purchase Order
- Change Purchase Order
- Cancel Purchase Order

Inbound Messages -

- Shipment Notification
- Invoice
- Receipt Advice
- Receipt Notification

For details about configuring electronic communications with these applications, see Oracle Procurement Cloud Purchasing Electronic Communication (Document ID 2174649.1), on My Oracle Support.

*Related Topics*

- B2B XML Invoices: How They're Processed

# Enabling Supplier Match: Explained

To enable supplier matching to perform duplicate supplier checks during supplier creation and registration approval the following setup tasks must be reviewed. These tasks are found in the setup task group, Define Supplier Match Configuration.

1. Configure Party Relationships for Supplier Match
2. Manage Data Quality Server Configurations
3. Manage Enterprise Data Quality Matching Configurations

The supplier match feature leverages the Oracle Fusion middleware product, Oracle Fusion Enterprise Data Quality (EDQ) which provides data quality services for Oracle Fusion Cloud applications.

Be aware that making changes to the EDQ setup tasks (tasks 2 and 3 below) can impact other product flows using EDQ, for example customer data management.

## Task 1: Configure Party Relationships for Supplier Match

Setup task controls whether the supplier matching feature is enabled in Oracle Fusion Suppliers.. When the setup table is empty the feature is treated as disabled. This setup also determines the scope for matching, as EDQ can perform matching on other types of parties beyond suppliers since the same party can be shared by a supplier, customer and partner record, for example: To enable the feature, select the types of parties you want to use for matching. If you only want to enforce duplicate prevention within supplier parties, then only the party relationship type of Supplier must be added.

## Task 2: Manage Data Quality Server Configurations

EDQ setup task enables the EDQ matching engine. When you navigate to the setup page, verify the check box for the Batch Basic Match option is checked. Server parameters can be ignored as these are configured by Oracle Fusion Cloud Operations.

EDQ is used for supplier matching in other Oracle Fusion products, so it is advised not to disable. To disable supplier matching only use Task 1.

## Task 3: Manage Enterprise Data Quality Matching Configurations

EDQ setup task controls the sensitivity level of the matching results impacting the number of possible party matches that are returned during supplier creation. Oracle recommends to use more conservative settings initially and increase the score threshold if you find too many potential matches are returning due to your data volume.

The following settings are recommended:

1. Find the configuration named Account Duplicate Identification.
2. Under the Real-Time subtab, you see the following predefined settings:
    - Cluster Key Level: Typical: However when using the Supplier Matching feature, the value is set internally to Exhaustive which is the desired setting level to produce optimal matching results.
    - Score Threshold: 50.0 This threshold indicates the minimum match score above which results are returned.
    - Match Results Display Threshold: 20.0 This threshold indicates the number of matched records that display during the matching process.
3. To make any changes and use, you need to duplicate the predefined configuration. However, this would generally not be necessary as the predefined settings described above should return the desired results in the supplier matching process. If the customer would still like to modify the settings, then the configuration can be duplicated.
4. Select the configuration and click Duplicate.
5. Edit the configuration that you duplicated.

    **Note:** Remember to change the Cluster Key Level to Exhaustive.

6. Click Rebuild Keys to rebuild all indexes for the new configuration matching to take effect. This process typically runs for at least a couple hours if not more.

    **Note:** Note: The Rebuild Keys action must be performed even if the customer hasn't chosen to customize the predefined configuration. This step is essential in cases where the supplier matching feature is enabled on an existing instance. For example, where parties already exist in the customer instance in order for existing parties to be included in the search for duplicate matches.

To perform a quick test of the configuration and exercise the EDQ matching engine, go to Review Configuration Results and enter the same settings as above:

- Cluster Key Level - 3 (Exhaustive)
- Score Threshold - 50

Input a Party Name that is similar to an existing supplier and click Find to retrieve the match results.

**Note:** The supplier match feature is available to Cloud customers only and is not supported for customers licensing Supplier Model for on-premise deployment.

# Define Address Configuration: Explained

To configure country-specific address definitions for managing supplier address data the following setup tasks must be reviewed.

These tasks are found in the setup task group; Define Address Configuration for Define Supplier Configuration setup activity.

1. Manage Geographies
2. Manage Address Formats

These setups are used to modify the default address format for entering any country address.. Also country-specific address formats can be defined along with the loading of country geographic location data for performing address validation.. These setup tasks are not required as supplier addresses can be entered using the default format.. Companies with a high concentration of suppliers in specific countries may want to leverage these setups to streamline supplier address entry and maintenance by tailoring formats to the specific postal requirements of particular country.

**Note:** These setups are supported by the central Oracle Fusion Trading Community Architecture product which manages external party data used by supplier and customer master data. Changes to these setups impact any product using TCA location data.

**Note:** The job role of Application Implementation Consultant is required to access these tasks.

## Task 1: Manage Geographies

Setup task controls the following geography data setup functions:

- Load geography data.
- Define the geography structure per country which can be organized in a hierarchy. For example, State, Country, City, Postal Code.
- Map geography data to address fields.
- Set validations and controls on the address fields.

## Task 2: Manage Address Formats

Setup task controls the following setup functions for address formats:

- Select and modify the default address style format.
- Define country-specific address style formats, which include the setting:
  - Address field sequence
  - Address labels
  - Address data standards and validations
  - Required fields

# Define Transaction Accounting for Procurement

## Transaction Account Builder: Explained

Use the Transaction Account Builder to derive default accounts for Oracle Fusion Common Module: Intercompany and Oracle Fusion Purchasing transactions before they are accounted.

### Define Transaction Account Rules

Transaction account definitions are assigned at the ledger and subledger levels. Transaction attributes are used in account rules, which are used in transaction account definitions.

Transaction account types are predefined by the Subledger Accounting application, and categorize different accounts generated for transactions. Sources are assigned to transaction account types.

Transaction account types allow subledger applications to categorize different accounts that are generated for transactions. Accounts that require a consistent derivation throughout the application should share the same transaction account type. This also provides the ability to view or manually override an account on the transaction.

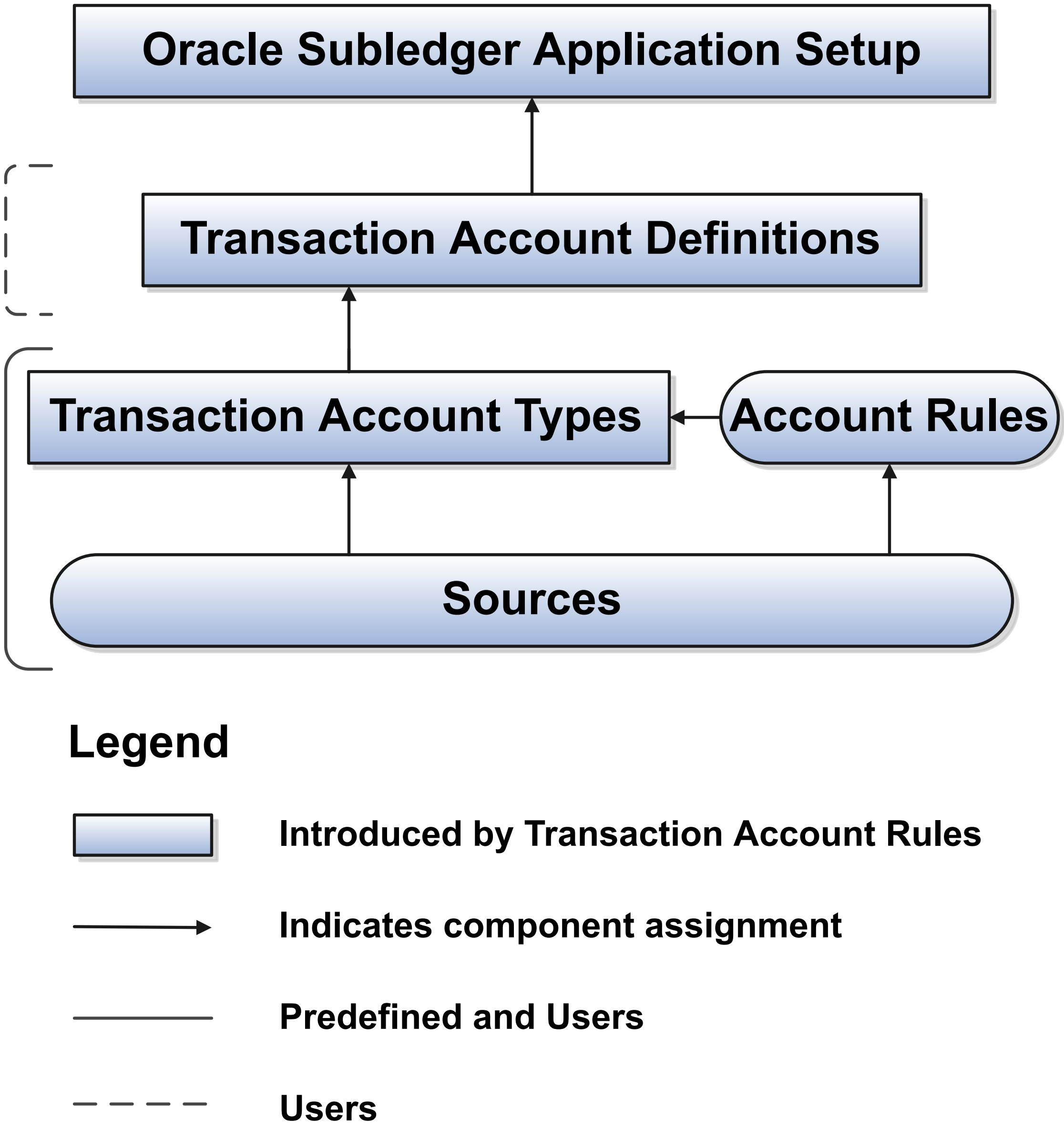
Transaction account types are assigned to transaction account definitions. Assign account combination or segment rules to each transaction account type assignment in a transaction account definition. Assigned sources in each transaction account type are available for use in account rules to derive accounts for a transaction account type.

This setup is accomplished using the **Define Transaction Account Rules** task list in the **Setup and Maintenance** work area.

Transaction account rules are used by:

- Oracle Fusion Common Module: Intercompany
- Oracle Fusion Purchasing

## Transaction Account Builder Components


Oracle Subledger Application Setup
Transaction Account Definitions
Transaction Account Types
Account Rules
Sources
Legend
Introduced by Transaction Account Rules
Indicates component assignment
Predefined and Users
Users

- **Transaction Account Type**: Predefined.
- **Account Rules**: Users and Predefined.
- **Sources**: Predefined.

# Account Rules: Explained

Account rules are used to determine the accounts for subledger journal entry lines. In addition, you can specify the conditions under which these rules apply. Using these capabilities, you can develop complex rules for defining accounts under different circumstances to meet your specific requirements. You can define account rules for an account, segment, or value set.

## Account Rules by Account

Define account rules by account to determine the entire account combination. For example, an account rule defined by account can be used to determine the complete supplier liability account in Oracle Fusion Payables.

## Account Rules by Segment

Define segment rules to derive a specific segment of the general ledger account. For example, a particular segment like the company segment can be determined from the distribution account.

Another segment can be determined with the use of a constant value. Creating the account one segment at a time offers greater flexibility, but also requires more setup.

Use both segment based and account based rules to derive a single account. Segment-specific rules are used, where they are defined, and take the remaining values from an account-based rule. For example, you can select an account rule which is for all segments and also separately select a rule which is for one particular segment. Segment-specific rules take precedence over the all segments account based rule.

Combine account rules with segment rules. In this case, the segment value is derived from the segment rule to override the corresponding segment of the account. If the segment rule has conditions associated with the priorities and none are met, no override occurs and the segment value is derived from the account rule.

**Note:**

- If the returned account is end dated with a date that is the same or before the subledger journal entry accounting date, and an alternate account is defined in the general ledger, the alternate account is used. The original account is stored on the journal line for audit purposes
- If the alternate account is invalid, and the **Post Invalid Accounts to Suspense Account** option is selected in the Create Accounting process, then a suspense account is used. An error message is displayed if a valid suspense account is not available.

## Account Rules by Value Sets

In the absence of a chart of accounts, you may define account rules based upon value sets. This enables you to share the same rule between more than one chart of accounts if the segments in these charts of accounts share the same value set.

## Sharing Account Rules across Applications

You may share account rules across applications in the following ways.

- Assign an account rule from the same or a different application to a journal line rule in the subledger journal entry rule set. For example, to derive an expense account for journal line rule Expense, assign the Projects Cost Account rule owned to the Payables journal line rule Expense.
- Create an account rule based on an account rule from another application and assign it to a journal line rule. For example, you may create an account rule Invoice Expense Account referencing Project Cost Account assigned in the

Priorities region. You may attach the Invoice Expense Account rule to the journal line rule Expense in the journal entry rule set.

**Note:**

- To share an account rule across applications, all sources used by the account rule must be available for the event class.
- If the sources are available, an account rule is assigned to a journal line rule in the journal entry rule set. Verification occurs to confirm that all sources used by the account rule are available for the journal line rule accounting event class. Journal line rules are only available if the sources are shared; such as reference objects.

## Account Rules and Mapping Sets

Mapping sets can be used to associate a specific output value for an account or segment. You can use mapping sets in account rules to build the account.

## Account Rules Conditions

In the account rules you may specify conditions for each rule detail line. Priorities determine the order in which account rule conditions are examined. When the condition is met, the rule associated with that priority is used. Depending on which of the defined conditions is met, a different account rule detail is employed to create the account.

The Create Accounting process evaluates conditions based on the priority of the rule detail. When the condition is met, the rule detail is applied.

*Related Topics*

- Creating Conditions: Examples

# Creating Account Rules: Points to Consider

You can define an account rule using the following rule types:

- Account combination
- Segment
- Value Set

## Account Combination Rules

Set up account combination rules based upon the following value types:

1. Source Value Type: Derive the account combination by specifying a source.

   Sources that have been set up as accounts can be assigned to an account combination rule. Subledger Accounting then obtains the account combination identifier from the source.
2. Constant Value Type: Establish the account as a constant value.

   For example, the constant could be a completed account combination from the chart of accounts specified. An example is the account combination, 01.000.2210.0000.000. This is the simplest way to derive an account.
3. Mapping Set Value Type: Derive the account combination by referencing a mapping set.

   Set up a mapping set to determine the complete account combination from the chart of accounts specified.

4. Account Rule Value Type: Derive the account by referencing another account rule.

   The chart of accounts is optional when defining this type of rule. If the account rule has a chart of accounts assigned, then all the related account rules must use the same or no chart of accounts.

**Note:** A chart of accounts must be specified for account combination rules using constants.

## Segment Rules

Set up segment rules as follows:

- When a chart of accounts is specified, create a rule to derive the value for a specific segment from the chart of accounts.
- If the chart of accounts is not specified, create a rule to derive the value for an account segment with a specific qualifier.

Set up segment rules using the same methods discussed in the preceding Account Combination Rules section. By specifying different value types, users can select the way in which the segment value is derived.

**Note:** A chart of accounts must be specified for segment rules using constants.

## Value Set Rules

Value set based rules can be created when a chart of accounts is not specified, enabling you to share the same rule between more than one chart of accounts. But, only if the segments in these charts of accounts share the same value set.

Set up value set based rules using the same methods discussed in the preceding Account Combination Rules section.

# Mapping Sets: Explained

Mapping sets provide an efficient way to define a segment or account combination value for one or more transaction or reference attribute values. Using such input and output mappings is simpler than using complex conditions on account rules.

Based on the value of the source input, a single segment or a full account is derived.

Examples of source input:

- Transaction attributes
- Reference attributes

With mapping sets you can:

- Use up to 10 transaction or reference attributes as inputs into a mapping.
- Define default output value to use when actual input values don't match the mappings.
- Use wildcards for multiple input mapping sets to indicate that the value of a particular input should be ignored for certain mappings.
- Enter the mappings directly on the user interface or use the spreadsheet available in the Export option, and then import.

  Export allows:

  - Exporting a template to create new mappings.

    - Exporting all mappings created for the mapping set to add or edit the current mappings.

Example

Assume a business operates in several regions, including:

- East
- South
- West

The business has a Region segment in their chart of accounts.

The region name can be the input for the mappings to derive the value of the region segment. You can create a mapping set that maps region names to the corresponding region code as described below.

| Input Value (Region Name) | Segment Value |
|---|---|
| East | 01 |
| South | 02 |
| West | 03 |

Additional transaction information, such as transaction type and salesperson name, could also be used as inputs to help derive a different segment value for each combination of the input values.

*Related Topics*

- Managing Accounting Sources: Critical Choices

# Defining Mapping Sets: Examples

Define a mapping set when you have a matrix of input values that produces distinct output values. For each input value, specify a corresponding account combination or segment output value. One or more related pairs of these input values with the segment or account combination output values form a mapping set.

A mapping set definition includes the selection of input sources, output type, and mappings. The mappings section displays how input values are mapped to output values.

To define mapping sets:

- Specify the output type:
    - The output type for a mapping set can be an account combination, segment, or value set.
    - Use value set:
        - If the value set is used by more than one chart of accounts,
        - And the mapping set can be reused across multiple charts of accounts.
    - Expected input or output combinations are constant across the charts of accounts.
    - Based on the selection, the mapping set provides the value for an account, segment, or value set.

- Define the input source:
    - Specify the input source for mapping.
        - The input source is provided for predefined mapping sets.
- Define the chart of accounts and value sets.
- Specify the output value for the mapping:
    - For a given input value, enter the corresponding output value.
    - The account rule uses this value to populate either the account or the segment.
        - If the output type is a value set, the output value is an individual value from the value set entered.
        - If the output type is segment, the output value is an individual segment value.
        - If the output type is account combination, the output value is an entire account.

Mapping sets are used with account rules:

- If the output type is account combination or segment, identify the chart of accounts assigned to the mapping set.
- If the output type is a value set, identify the value set assigned to the mapping set.
- If defining a mapping set for more than one chart of accounts or value set, it can be assigned to more than one account rule. This increases the ability to share the mapping set.

A mapping set with no associated chart of accounts:

- Can be assigned to an account rule if:
    - The account rule is not associated with a chart of accounts.
    - The mapping set can have any chart of accounts or no chart of accounts.
- Cannot be assigned to an account rule if:
    - The account rule is associated to a chart of accounts. The mapping set must have the same chart of accounts.

## Example

In the following example, the chart of accounts is set up with four segments. A mapping set is defined with a value set for Supplier Type as described in the following table.

| Input Value | Output Value |
|---|---|
| Services | 01-100-6120-000 |
| Consulting | 01-400-6110-000 |

Assume that two invoices are entered, one for a supplier with a type of Services and one for a supplier with a type of Manufacturing.

When using the mapping set, the source value Supplier Type is compared with the mapping set input values to determine the account.

In this example, there is a match for the first case; the invoice with a supplier type of Services maps to an input value. However, the invoice with a supplier type of Manufacturing does not map to an input value.

The accounts are derived and described in the following table.

| Invoice | Supplier Type | Output Value |
|---|---|---|
| 1 | Services | 01-100-6120-000 |
| 2 | Manufacturing | No account generated |

**Note:** To ensure that transaction 2 is accounted, you may want to modify the account rule to which the mapping set is assigned. If not, a separate rule can be defined to provide for the Manufacturing supplier type, or define a default output in the existing mapping set.

# Setting Up an Account Mapping Using a Procurement Category Hierarchy: Worked Example

This example shows how to use a procurement category hierarchy to set up an account mapping. The mapping derives an account for purchases of hardware and software.

The following table summarizes key decisions for this scenario.

| Decisions to Consider | In This Example |
|---|---|
| Do you have an existing procurement category hierarchy to use? | Assume the example hierarchy provided below exists. |
| What procurement category hierarchy level do you want to use for the mapping? | In the example provided below, use the level 2 category Information Technology. |
| Do you have an account set up that you can use in the mapping? | In this example assume the account Purchasing Computer Hardware exists. |
| Does your organization have an account combination in the Chart of Accounts that you can use in the mapping? | In this example assume that it does. |

## Example Procurement Category Hierarchy

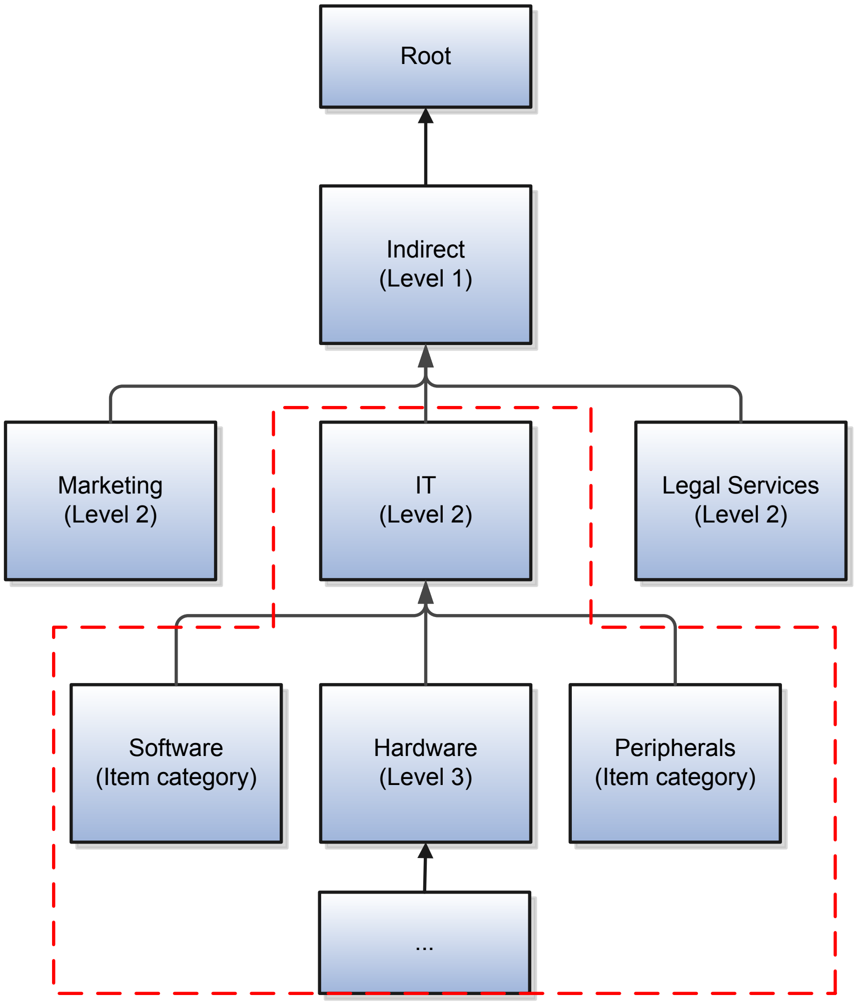
Level 1, which is the first level under the root, includes Indirect spending.

Level 2, under Indirect, includes Information Technology (IT).

Level 3, under IT, includes these categories: Hardware, Software, and Peripherals.

**Note:** You can create more than 10 levels of categories under the root category. You can only set up account mapping sets based on the top 10 levels.

This figure illustrates the structure of the example procurement category hierarchy.



## Prerequisites

This example assumes the following prerequisite setups are completed in the Setup and Maintenance work area, and are available for use.

1. A procurement category hierarchy is created, using the Manage Procurement Category Hierarchy setup task.

2. Accounts are created in the Chart of Accounts, using the Define Chart of Accounts task.
3. Account rules are created, using the Manage Account Rules setup task.

## Creating the Account Mapping

1. In the Setup and Maintenance work area, Procurement Offering, Procurement Transaction Account Rules functional area, open the Manage Mapping Sets task.
2. On the Manage Mapping Sets: Purchasing page, click the Create icon.
3. On the Create Mapping Set page, complete the fields as shown in this table.

| Field | Value |
|---|---|
| **Name** | Hierarchy Mapping Set |
| **Short Name** | HIERARCHY_ MAPPING |
| **Output Type** | Account Combination |

4. In the Input Sources section, click the Add icon.
5. On the Search and Select: Input Sources dialog, complete the fields as shown in this table.

| Field | Value |
|---|---|
| **Subledger Application** | Purchasing |
| **Source** | Procurement Category Hierarchy Level 2 |

6. On the Create Mapping Set page, in the Input Sources section, the Number field value is populated with 1. The Source value is Procurement Category Hierarchy Level 2.
7. In the Chart of Accounts section, click the Add icon.
8. In the Chart of Accounts field, select an account from the list of values. For example, Purchasing Computer Hardware.
9. In the Mapping section, click the Add icon. Complete the fields as shown in this table.

| Field | Value |
|---|---|
| **Input** | Enter the exact category name. For example, Information Technology. |
| **Output** | Click the Output icon. In the dialog enter the chart of accounts values for your account combination: Company, Department, Account, Sub-Account, and Product. |

10. Click OK, and then click Save.

# Project Information in Account Derivation for Procurement Transactions: Explained

You can use project information to set up rules to derive accounts, for sponsored project procurement transactions in requisitions and purchase orders.

Use project-related attributes to derive transaction accounts by applying them as:

- Input sources for creating mapping sets.
- Values for account rule priorities.
- Account rule conditions.

Aspects of using project information for account derivation that are covered in this topic are:

- Example
- Attributes
- Setup

### Example

Set up an account rule to select the account to which a project expenditure should be charged. Base it on the contract number, or the funding source of an award, or the contract owning organization.

### Attributes

The following are some of the project attributes you can use in account rules.

- Award Owning Business Unit
- Award Purpose
- Award Type
- Contract Number
- Funding Source
- Principal Investigator

For more information refer to the white paper available on My Oracle Support (MOS): Transaction Account Builder in Oracle Fusion Procurement (document ID 1507175.1).

### Setup

Set up account rules using the Setup and Maintenance work area, in the Procurement offering, Procurement Transaction Account Rules functional area.

# Define Transaction Taxes

## Define Tax Configuration: Overview

Oracle Fusion Tax provides a single-point solution for managing your transaction and withholding tax requirements. In the Define Tax Configuration activity, you can manage the entire configuration and maintenance of tax content.

Oracle Fusion Tax:

- Uniformly delivers tax services to all Oracle Fusion application business flows through one application interface
- Provides a single integration point for third-party tax products and services

- Is configurable and scalable for adding and maintaining country-specific tax content
- Ensures control over manual intervention and update

With Oracle Fusion Tax, you can model your taxes according to the needs of the following local and international tax requirements:

- Both simple and complex country-specific tax legislation
- Cross-border transactions, including exports and Intra-European Community transactions
- Intercompany transactions
- Local compliance requirements for recording and reporting
- Continual changes to tax legislation, such as:
    - New taxes
    - Local law changes
    - Special tax rates
    - Special exceptions for products and customers

## Task Lists

The Define Tax Configuration activity contains the following task lists

- Define Tax Configuration: Use these tasks to create a basic tax configuration for each of your tax regimes.
- Define Advanced Tax Configuration: Use these tasks to configure optional tax setup that addresses more complex tax requirements, such as exceptions to standard tax calculations.

# Defining Tax Configuration for Transaction Taxes: Critical Choices

With Oracle Fusion Tax, you can model your transaction tax requirements according to the needs of local and international tax requirements. To determine how to set up your tax configuration, you must first analyze your requirements.

## Analyzing Your Transaction Tax Requirements

The following table represents key decisions that you must make when you analyze your transaction tax requirements and use Oracle Fusion Tax and other Oracle Fusion applications to implement a solution.

| Question | Consideration | Impact to Tax Configuration |
|---|---|---|
| Who am I? | You must first answer questions about yourself and your relationship to the legal and regulatory agencies that enable you to operate in one or more counties. | |
| Where do I have operations and businesses? | Identify the countries:<br>• Which you operate in<br>• Where you are legally registered<br>• Where you have subsidiary companies that are legally registered or have a legal presence | Use Oracle Fusion Legal Entity Configurator to capture information about your legal entities and legal registration. |

| Question | Consideration | Impact to Tax Configuration |
|---|---|---|
| What taxes am I subject to? | Analyze your tax environment for each of the countries in which you operate. | Set up your tax regimes, taxes, and tax jurisdictions according to the tax requirements for each country. |
| What are the operations and businesses that I have? | Consider the types of operations and businesses in which you are engaged and the countries where you have legal entities or reporting units.<br>The following may impact your taxability:<br>• The type of industries that you work under, for example, mining, telecommunications, and pharmaceuticals<br>• The kind of operations in which you engage, for example, trading, manufacturing, and services<br>• The scale of your operations, for example, your turnover, company size, and growth | Use the classifications feature to categorize or classify your first parties under various classification schemes.<br>In analyzing your operations, you can associate the three main classifications of a transaction to:<br>• What you do: Use transaction fiscal classifications.<br>• What products you buy or sell: Use product fiscal classifications.<br>• Who your customers and suppliers are: Use party fiscal classifications. |
| What do I do? | Identify and classify the transactions that you enter into.<br>For example, do you primarily sell physical goods? If you do, do you manufacture them, or do you buy and sell them without additional manufacturing? Do you sell these goods in another state or province? Do you export these goods? Do you provide or use services? | Use Oracle Fusion Tax to create fiscal classifications to classify and categorize your transactions in a common manner across your organization. Use these fiscal classifications in tax rules to obtain the appropriate tax result. |
| What products do I buy or sell? | Determine the products that you buy and sell as they impact the taxes to which you are subject.<br>For example, you must register for, and therefore collect and remit, service taxes only if you provide taxable services. If you manufacture goods for export, you may not be subject to taxes on the purchases that are part of the manufacture of such goods. | Where Oracle Fusion Inventory is installed use the Inventory Catalog feature with Oracle Fusion Tax product fiscal classifications and intended use functionality to classify the taxable nature and intended use of the items. You can then define tax rules using these classifications to obtain the appropriate tax result.<br>Define product category and noninventory-based intended use fiscal classifications to address classification needs for transactions that do not use inventory items. |
| Who are my customers and suppliers? | Determine the types of customers and suppliers with whom you do business. They can impact the taxes to which you are subject or the tax status or tax rate that applies.<br>For example, let's say that you are a company in the UK that supplies physical goods to another country that is also a member of the European Union. The transaction rate for UK VAT is dependent on | Use the party classifications feature to categorize or classify your customers and suppliers. You can use these classifications in your tax rules to derive the appropriate tax result.<br>You create a party fiscal classification by assigning an Oracle Fusion Trading Community Model class category to a party fiscal classification type code that you define. The Trading Community Model class codes defined under the class category become |

| Question | Consideration | Impact to Tax Configuration |
|---|---|---|
| | whether the customer is registered for VAT in the country to which the supply is made. | fiscal classification codes belonging to the party fiscal classification type. You can create a hierarchy of party fiscal classification types to reflect the levels of codes and subcodes within the Trading Community Model classification. |

# Scope Values for Define Tax Configuration Task List: Explained

The purpose of scope is to define the parameters of your implementation project by setting the context of a task list during initial configuration. When exporting setup data based on setup migration services, the scope values serve as parameters to control the data selected for export to the respective configuration package.

The foundation tax setup is an incremental setup where each step of the foundation configuration builds on the previous step. The task list is organized sequentially to ensure that you perform setup tasks in the order required. You can define scope values at incremental steps in the implementation project to pass to subsequent tasks to ensure:

- Continuity
- Ease of setup

Scope is a valuable tool when implementing, but tax scope values are not a required element of the implementation and you do not need to define them.

## Defining Scope

When implementing transaction or withholding tax, you can define scope values for taxes, tax jurisdictions, tax statuses, tax rates, tax recovery rates, and tax rules. To set scope, you can:

- Select and add multiple values
- Create a new value

When you select the scope value, that value defines the context of that setup. For example, if you select a tax regime to use as a scope value for a tax, that value is automatically populated in the search attributes on the Manage Tax page. That tax regime's attributes are also populated in the Create Tax page. The same logic applies to the next step in the tax setup.

## Scope Values

The following table identifies where you define the scope value in the Define Tax Configuration and Define Advanced Tax Setup task lists:

| Where Scope is Defined | Scope Values |
|---|---|
| Manage Taxes | Tax regime |
| Manage Tax Rates and Tax Recovery Rates | • Tax regime<br>• Tax<br>• Tax status |
| Manage Tax Rules | • Tax regime |

| Where Scope is Defined | Scope Values |
|---|---|
| | Tax |
| Manage Tax Jurisdictions | Tax regime<br>Tax |
| Manage Tax Statuses | Tax regime<br>Tax |

# Foundation Tax Configuration: Points to Consider

Use Oracle Fusion Tax to set up and maintain your transaction and withholding tax requirements in all geographic locations where you do business. Foundation tax configuration refers to a set of tax setup components that you use to satisfy your tax requirements.

At transaction time, Oracle Fusion Tax uses your tax configuration to determine the taxes that apply to each transaction and to calculate the transaction tax and withholding tax amounts.

Foundation tax configuration components consist of:

- Tax regimes
- Taxes
- Tax jurisdictions
- Tax statuses
- Tax rates

## Foundation Tax Configuration

Complete the setup tasks to create a basic tax configuration for each of your tax regimes. A foundation tax configuration contains the data applicable to the taxes belonging to a tax regime. The following table describes the appropriate levels of specifying setup options for foundation tax components and provides a Canada Goods and Services Tax (GST) and Harmonized Sales Tax (HST) example for each component.

| Component | Appropriate Level to: | Typically, Not Appropriate Level to: | Canada GST and HST Example |
|---|---|---|---|
| Tax Regime | Share tax content among legal entities and business units.<br>Enable partner integration.<br>Associate fiscal classifications.<br>Define tax reporting types and codes.<br>Define features to influence setup task list. | Define configuration owner tax options.<br>Define application tax options.<br>Define party tax profiles. | CA GST & HST |
| Tax | Enable controls to influence tax behavior.<br>Specify defaults that are commonly applicable. | Share tax content.<br>Define integration with partners. | CA GST<br>CA HST |

| Component | Appropriate Level to: | Typically, Not Appropriate Level to: | Canada GST and HST Example |
|---|---|---|---|
| | • Define applicability tax rules.<br>• Define customer exemptions.<br>• Specify party registrations. | | |
| Tax Jurisdictions | • Define location-based tax rates.<br>• Define customer exemptions and rate exceptions. | Specify tax rule defaults. | • CA Alberta GST<br>• CA BC HST |
| Tax Status | • Define common rules for tax rates.<br>• Drive reporting needs.<br>• Allow manual override to tax rates. | • Specify tax rule defaults.<br>• Define customer exemptions.<br>• Specify party registrations. | • GST Standard<br>• HST Standard<br>• HST Reduced |
| Tax Rates | • Define tax rates by effective periods.<br>• Specify tax account variations.<br>• Define tax rate exceptions.<br>• Define tax recovery rates. | • Define customer exemptions.<br>• Define applicability tax rules.<br>• Define taxable calculation formulas.<br>• Share tax content. | • CA GST Standard<br>• CA GST Reduced<br>• CA GST Exempt<br>• CA HST Standard |

# Tax Rule Configuration: Points to Consider

Create a simple tax model using tax rule defaults that you define in setting up your foundation tax configuration. You can also create tax rules for your complex tax requirements that consider each tax requirement related to a transaction before making the final tax calculation.

When running the tax determination process, Oracle Fusion Tax evaluates, in order of priority, the tax rules that you defined against the foundation tax configuration setup and the details on the transactions. If the first rule is:

- Successfully evaluated, the result associated with the rule is used.
- Not successfully evaluated, the next rule is evaluated until either a successful evaluation or a default value is found.

## Tax Rule Configuration

The complexity of tax rule setup falls into three general categories:

- No tax rules required
- Simple tax rule regimes
- Complex tax regimes

This table presents the scenarios and actions associated with each of these categories.

| Category | Scenario | Action |
|---|---|---|
| No tax rules required | The tax authority levies tax on all sales and purchase transactions at the same rate. Neither tax applicability nor the tax rates and recovery rates vary by the:<br>• Parties to the transaction<br>• Products or services in the transaction<br>• Business processes involved in the transaction | For the tax, define tax rule defaults for the tax status, tax rate, and tax recovery rate.<br>The tax determination process uses the tax rule defaults to determine the tax. |
| Simple tax rule regimes | The tax authority levies tax on your transactions at the same rate, with a simple set of identifiable exceptions. The exceptions either apply to:<br>• One part of the transaction only, such as to certain parties.<br>• A combination of parties, products, and transaction processes that you can summarize in a simple way. | Create a simple set of rules, for example, to identify place of supply and tax registration, and use the tax rule default values for the other processes.<br>The tax determination process uses the tax rules and the tax rule defaults to determine the tax. |
| Complex tax regimes | Tax regimes in certain countries require a complex logic to determine the applicable taxes and rates on a transaction. Both tax applicability and tax rates can vary, for example, by:<br>• Place of origin<br>• Place of destination<br>• Party registration<br>• Tax status<br>• Service<br>• Combination of factors<br>In some cases, the taxable amount of one tax may depend upon the amount of another tax on the same transaction. And in rare cases, the tax amount itself may depend on the tax amount of another tax. | Set up tax rule to define the logic necessary to identify each step of the tax determination process.<br>The tax determination process uses the tax rules to determine the tax. |

*Related Topics*

- Defining an Exception to the Tax Registration Tax Rule Default: Example

# Define Tax Geographies

## Place Information: Explained

All tax regimes need information about place or geography. Use place information for determining factors within tax rules in the tax determination process. Also, use place information while defining tax regimes, tax geography, and tax jurisdictions.

Information about place or geography is required to determine:

- Where the tax is applicable
- What tax rules to apply to a transaction when goods are:
    - Delivered to another country
    - Delivered inside or outside an economic region such as, the European Community (EC)
- What the specific regions are, such as:
    - City, county, and state for US Sales and Use Tax
    - Provinces in Canada

To support these requirements, define and use geography regions and tax zones. Geography regions and tax zones provide a conceptual model to use place information on transactions and information related to the transaction.

The following types of places are supported for tax purposes:

- Country information
- Geography elements
- Tax zones

## Country Information

Country is a required field in all of the tax-related address locations. The country fields are supported by a predefined ISO 3166 country name and two-character country code. For more information on country names and codes, see http://www.iso.org/iso/english_country_names_and_code_elements.

You don't set up a country as a specific geography level in Trading Community Model geography because country is an inherent part of all tax-related address locations.

**Tip:** Use the highest level of geography, typically country, wherever possible.

## Geography Elements

Define geography elements as part of Trading Community Model geography. They control the use of geography and addresses. Oracle Fusion Tax commonly uses the following features:

- Geography or tax zones
- Geography levels
- Address controls
- Geography name referencing

Use geography levels to define the levels of geography that are used within a country. It's only relevant elements of the address that are referenced for tax purposes. For example, state, county, and city are used for US Sales and Use Tax. County in the UK isn't relevant from a tax perspective and therefore, you don't need to set it up.

**Tip:** When address elements are needed for tax purposes, such as county and city for US Sales and Use Tax, set these address levels as mandatory within Trading Community Model geography. This ensures that these elements are always present on all applicable addresses. Setting address levels as mandatory also ensures that amended or newly applicable addresses are validated and that the level is either derived or entered. When you're setting up migrated addresses ensure that they're compliant with the mandatory levels being present. This should be validated and any address levels added as part of the migration process.

The geography name referencing process within Trading Community Model geography links specific addresses to the levels defined in the geography setup. This process is typically automatic. However, when you encounter issues, you may need to trigger this process to ensure that all addresses are correctly linked to their applicable levels.

### Tax Zones

Use the tax zone functionality when you need to identify a group of geography elements while calculating tax. Tax zones are defined as part of Trading Community Model geography.

For example, in the EC it's important to know whether goods and services are being delivered within the EC. Use the tax zone functionality to create a tax zone, which defines the membership to the EC as well as, the dates on which a country became the member.

**Tip:** Create a generic tax zone so that you create a tax zone type that can be used in multiple situations. For example, for a tax zone type needed to identify EC, create a generic tax zone type for all economic communities, which can later be used in other situations where economic communities or trade agreements affect tax determination. You can also use the tax zone functionality to group postal codes to provide useful groupings that can identify some higher-level tax regions such as, cities or counties.

## Country Information: How It Works in Tax Rules and on Transactions

Use geography determination factors to specify country information in tax rules. A combination of determination factor class, class qualifier, and determining factor represent these determination factors. Specify the taxation country at transaction time which is used, along with the tax rules, during the tax determination process.

### Country Information in Tax Rules

To set up tax rules based on country information, use:

- Geography as the determining factor class
- Location type on the transaction as the class qualifier
- Country as the tax determining factor.

You can also use country as a tax rule qualifier.

The tax determining factors for locations are given generic names such as ship-to and bill-from, depending on the transaction types. The transaction types are:

- **Order-to-cash**: For Oracle Fusion Order Management and Oracle Fusion Receivables transactions.
- **Procure-to-pay**: For Oracle Fusion Purchasing and Oracle Fusion Payables transactions.

These generic locations are mapped into specific locations based on the transaction as shown in the following table:

| Generic Party | Order-to-Cash Party | Procure-to-Pay Party |
|---|---|---|
| Bill-from party | Location assigned to the business unit for the transactions | Supplier |
| Bill-to party | Customer | Location assigned to the business unit for the transactions |
| Ship-to party | Customer (ship-to) party site | Ship-to location on the line |
| Ship-from party | Warehouse on the line. If there is no warehouse on the line, such as with | Supplier (ship-from) party site |

| Generic Party | Order-to-Cash Party | Procure-to-Pay Party |
|---|---|---|
| | services, the location from the item validation organization in the Receivables system parameters is used. | |
| Point of acceptance party | Customer point of acceptance party | Not applicable |
| Point of origin party | Customer point of origin party | Not applicable |

### Country Information at Transaction Time

Specify the taxation country on the transaction to identify the country in which the transaction is deemed to have taken place for taxation purposes. The default value is the country of the legal entity.

Use the country name to search for country defaults, which control the:

- Fiscal classification defaults
- Party tax profile defaults
- Tax regime defaults
- Tax defaults

Use the country name to select the following fiscal classifications associated with that specific country:

- User-defined fiscal classifications
- Product categories
- Intended use fiscal classifications
- Transaction business categories

*Related Topics*

- Transaction-Based Fiscal Classifications: Overview
- Tax Rules: Explained

## Using Country Information in Tax Rules: Example

For many regimes, it is important to know if the supply of goods is exported. The easiest way of doing this is to ensure that the ship-from location is from the country in question and the ship-to location is a different country.

The following scenario illustrates setting up tax rule components to identify if the goods are exported from the United States.

## Creating Tax Rule Components

Create a tax determining factor set as follows:

| Determining Factor Class | Class Qualifier | Determining Factor Name |
|---|---|---|
| Geography | Ship from | Country |
| Geography | Ship to | Country |

Create a condition set that refers to this geography determining factor as follows:

| Determining Factor Class | Class Qualifier | Determining Factor Name | Operator | Value |
|---|---|---|---|---|
| Geography | Ship from | Country | Equal to | United States |
| Geography | Ship to | Country | Not equal to | United States |

Use this combination of determining factors in any situation where you need to identify exports from the United States.

## Geography Elements: How They Work in Tax Rules

Geography determination factors allow you to use geography elements in tax rules. A combination of determination factor class, class qualifier, and determining factor represent these determination factors.

### Geography Elements in Tax Rules

To set up tax rules based on geography elements, use:

- Geography as the determining factor class
- Location type on the transaction as the class qualifier
- Geography level, such as county, province, or city, as the tax determining factor

You can also use the geography level as a tax rule qualifier.

The tax determining factors for locations are given generic names such as ship to and bill from, depending on the transaction types. The transaction types are:

- **Order-to-cash**: For Oracle Fusion Order Management and Oracle Fusion Receivables transactions.
- **Procure-to-pay**: For Oracle Fusion Purchasing and Oracle Fusion Payables transactions.

These generic locations are mapped to the specific location, based on the transaction as shown in the following table:

| Generic Party | Order-to-Cash Party | Procure-to-Pay Party |
|---|---|---|
| Bill-from party | First-party legal entity | Supplier |
| Bill-to party | Customer | First-party legal entity |
| Ship-to party | Customer (ship to) party site | First-party legal entity |
| Ship-from party | First-party legal reporting unit | Supplier (ship from) party site |
| Point of acceptance party | Customer point of acceptance party | Not applicable |
| Point of origin party | Customer point of origin party | Not applicable |

*Related Topics*

- Transaction-Based Fiscal Classifications: Overview

- Tax Rules: Explained

## Using Geography Levels in Tax Rules: Example

Use the geography element in tax rules to identify a specific geography region when taxes in a country need to identify geography elements below the country level. For example, in US Sales and Use Tax, you may need to create tax rules for a specific state.

The following scenario describes how you can set up tax rule components to identify when goods are being delivered to a specific state, such as Ohio.

## Creating Tax Rule Components

Create a tax determining factor set with the following geography elements:

| Determining Factor Class | Tax Class Qualifier | Determining Factor Name |
|---|---|---|
| Geography | Ship to | State |

Create a condition set that refers to a specific state value as follows:

| Determining Factor Class | Class Qualifier | Determining Factor Name | Operator | Value |
|---|---|---|---|---|
| Geography | Ship to | State | Equal to | Ohio |

You can use this combination of determining factors in any situation where you need to identify specific deliveries to a specific state.

## Tax Zones: How They Work in Tax Rules

Geography determination factors allow you to use geography elements in the tax rules. The determination factors include a combination of determination factor class, class qualifier, and determining factor.

### Tax Zones in Tax Rules

Use geography as the determining factor class, location type on the transaction as the class qualifier, and tax zone type such as county, as the determining factor.

The tax determining factors for locations are given generic names such as ship-to and bill-from, depending on the transaction types.

These generic locations are mapped to the specific location based on the transaction as shown in the following table:

| Generic Party | Order-to-Cash Party | Procure-to-Pay Party |
|---|---|---|
| Bill-from party | First-party legal entity | Supplier |
| Bill-to party | Customer | First-party legal entity |
| Ship-to party | Customer (ship to) party site | First-party legal entity |
| Ship-from party | First-party legal reporting unit | Supplier (ship from) party site |

| Generic Party | Order-to-Cash Party | Procure-to-Pay Party |
|---|---|---|
| Point of acceptance party | Customer point of acceptance party | Not applicable |
| Point of origin party | Customer point of origin party | Not applicable |

You can also use tax zones as tax rule qualifiers.

*Related Topics*

- Transaction-Based Fiscal Classifications: Overview
- Tax Rules: Explained

## Using Tax Zones in Tax Rules: Example

For the European Community (EC) or the European Union (EU), it's important to know whether goods and services are being delivered within the EC. Use the tax zone functionality to create a tax zone that defines the membership of the EC and the dates on which a country became a member.

The following scenario describes the use of a partial condition set that you can use within tax rules to define when a delivery is being made to an EC from the United Kingdom.

## Scenario

Use geography as the determining factor class, ship-to as the class qualifier, and all economic communities and country as the determining factors of the tax zone type as shown in the following table:

| Determining Factor Class | Class Qualifier | Determining Factor Name |
|---|---|---|
| Geography | Ship-to | All Economic Communities |
| Geography | Ship-to | Country |
| Geography | Ship-from | Country |

Create the condition set as follows:

| Determining Factor Class | Class Qualifier | Determining Factor Name | Operator | Value |
|---|---|---|---|---|
| Geography | Ship-to | All Economic Communities | Equal to | European Community |
| Geography | Ship-to | Country | Not equal to | United Kingdom |
| Geography | Ship-from | Country | Equal to | United Kingdom |

You can use this combination of determining factors in any situation where you need to identify the deliveries that are made from the UK to other EU countries.

# Define Tax Regimes

## Regimes to Rates: Explained

Regime to rate setup contains the details of a tax regime, including all taxes, tax jurisdictions, tax statuses, and tax rates. You can update existing records or create new records at any point in the tax regime hierarchy.

Regime to rate setup tasks include:

- Tax regimes
- Taxes
- Tax jurisdictions
- Tax statuses
- Tax rates

### Tax Regimes

Set up tax regimes in each country and geographical region where you do business and where a separate tax applies. A tax regime associates a common set of default information, regulations, fiscal classifications, and optionally, registrations, to one or more taxes. For example, in the US, create a Sales and Use Tax tax regime to group taxes levied at the state, county, and district levels. For the UK, create a tax regime for GB VAT.

### Taxes

Set up details for the taxes of a tax regime. Each separate tax in a tax regime includes records for the tax statuses, tax rates, and tax rules that are used to calculate and report on the tax.

For example, for US Sales and Use Tax define a tax for each state, county, and city. For the UK, set up a tax for GB VAT.

### Tax Jurisdictions

Set up tax jurisdictions for geographic regions or tax zones where a specific tax authority levies a tax. A tax jurisdiction specifies the association between a tax and a geographic location.

You also use tax jurisdictions to define jurisdiction-based tax rates. A tax jurisdiction tax rate is a rate that's distinct to a specific geographic region or tax zone for a specific tax.

For example, for US Sales and Use Tax create a county jurisdiction for every county in the parent geography type of State and in the parent geography name of California. For the UK, create a tax jurisdiction for the country of United Kingdom.

### Tax Statuses

Set up the tax statuses that you need for each tax that you create for a combination of tax regime, tax, and configuration owner. A tax status is the taxable nature of a product in the context of a transaction and specific tax on the transaction.

For example, for US Sales and Use Tax create a tax status for standard and exempt. For the UK set up separate tax statuses for standard, zero, exempt, and reduced rates.

### Tax Rates

Set up tax rates for your tax statuses and tax jurisdictions. For tax statuses, set up a tax rate record for each applicable tax rate that a tax status identifies. For tax jurisdictions, set up tax rate records to identify the tax rate variations for a specific tax within different tax jurisdictions.

For example, for US Sales and Use Tax create a tax rate for each tax jurisdiction (jurisdiction-based rates). For the UK, set up separate tax rates for standard, zero, exempt, and reduced (tax status-based rates).

### Tax Recovery Rates

Set up tax recovery rate codes for the recovery types identified on the taxes within a tax regime. A tax recovery rate code identifies the percentage of recovery designated by the tax authority for a specific transaction.

For example, organizations that produce VAT-applicable goods and services are allowed to recover 100% of the VAT they pay on typical purchases. They would use a default 100% recovery rate.

Organizations, such as financial institutions, which create services that are exempt from VAT, are not able to recover VAT on their normal purchases. They would use a default 0% recovery rate.

*Related Topics*

- Tax Regimes: Explained
- Taxes: Explained
- Tax Jurisdictions: Explained
- Tax Rate Setup: Explained

## Minimum Tax Configuration: Explained

The minimum tax configuration to meet the basic tax requirements of your transaction and withholding taxes comprise of defining a tax regime and associated taxes.

The two steps in defining the minimum tax configuration are:

1. Define tax regime: This step includes the tax regime definition as well as the subscription by the appropriate legal entity or business unit.
2. Define transaction and withholding taxes: This step includes the basic tax definition, controls and defaults, direct and indirect tax rule defaults, and tax accounts.

The following prerequisite setups must be completed for minimum tax configuration:

- First parties, such as legal entities and business units
- Tax geographies and zones
- Ledger and accounts

A legal entity tax profile is automatically created when a legal entity is defined in the implementation. Similarly, a business unit tax profile is automatically created when a business unit is defined. For the business unit, indicate whether it uses the subscription of the legal entity instead of creating its own.

### Define Tax Regime

The first step includes the tax regime definition and subscription by an appropriate legal entity or business unit. While creating your tax regime, you can minimize configuration and maintenance costs by creating content that can be shared by more than one entity. For example, legal entities can subscribe to the shared reference data instead of creating separate and repetitive data. If the subscribing legal entities have some variations in their setup, you can create override data to meet the specific exceptions that are applicable to these organizations.

### Define Transaction and Withholding Taxes

The second step includes basic tax definition, such as:

- Geographic information

- Controls and defaults
- Direct and indirect tax rule defaults
- Tax accounts

The basic tax definition includes controls that you can set to provide the override capability at transaction time. For example, allow users to make manual updates on transaction tax lines, select the **Allow override for calculated tax lines** and the **Allow entry of manual tax lines** options. However, to enforce automatic tax calculation on transaction tax lines, don't enable these options.

Use the direct and indirect tax rule defaults to specify the values that apply to the majority of your transactions. Create tax rules to address the exceptions or variations to the defaults. For example, for the Goods and Services Tax (GST) that applies to the supply of most goods and services in Canada, set the Tax Applicability default to **Applicable**. A luxury tax, on the other hand, is a tax on luxury goods or products not considered essential. As it doesn't apply to most goods and services, set the Tax Applicability direct tax rule default to **Not Applicable**. Then create a tax rule to make the tax applicable when the product in the transaction satisfies the luxury requirement.

Assign your default tax accounts for the taxes in a tax regime to post the tax amounts derived from your transactions. The tax accounts you define at the tax level, populate either the tax rate accounts or tax jurisdiction accounts for the same ledger, and optionally, the same business unit. You can update these default tax accounts in the tax rate or tax jurisdiction setup.

**Note:** When you create your tax, the tax recoverable account and tax liability account may be prepopulated from default account values defined in the Rapid Implementation for General Ledger spreadsheet upload. You can override these values.

## Minimum Tax Configuration: Points to Consider

Define the minimum tax configuration setup to handle the majority of your tax requirements. As part of defining transaction and withholding taxes, decide the direct and indirect tax rule defaults for the tax and set up the associated tax accounts.

For complex tax requirements, create tax rules that consider each tax requirement related to a transaction before making the final tax calculation.

### Setting Up Direct Tax Rule Defaults

The direct tax rule defaults are the default values for the direct tax rule types, which include:

- Place of supply
- Tax applicability
- Tax registration
- Tax calculation formula
- Taxable basis formula

The following table describes the direct tax rule defaults and examples:

| Direct Tax Rule Default | Usage | Example |
|---|---|---|
| Place of Supply | Indicates the specific tax jurisdiction where the supply of goods or services is deemed to have taken place. | In Canada, the place of supply for Goods and Services Tax (GST) is typically the ship-to location. To handle the majority of GST transactions, select **Ship to** as your default place of supply. |

| Direct Tax Rule Default | Usage | Example |
|---|---|---|
| | | **Note:** The corresponding place of supply differs based on the type of transaction. For example, a place of supply of **Ship to** corresponds to the location of your first-party legal entity for Payables transactions. For Receivables transactions, **Ship to** corresponds to the location of your customer site. |
| Tax Applicability | Indicates whether the tax is typically applicable or not applicable on transactions. | The GST in Canada is a tax that applies to the supply of most property and services in Canada. When you create the GST tax, select **Applicable** as your default tax applicability. |
| Tax Registration | Determines the party whose tax registration status is considered for an applicable tax on the transaction. | With a direct default of bill-to party, the tax registration of the bill-to party is considered. The application stamps their tax registration number onto the transaction, along with the tax registration number of the first-party legal reporting unit. |
| Tax Calculation Formula | Represents the typical calculation of tax for a transaction line. | A common formula, **STANDARD_TC**, is predefined, where the tax amount is equal to the tax rate multiplied by the taxable basis. |
| Taxable Basis Formula | Represents the amount on which the tax rate is applied. | The following common formulas are predefined:<br>• **STANDARD_TB**: The taxable basis is equal to the line amount of the transaction line.<br>• **STANDARD_QUANTITY**: The taxable basis is equal to the quantity of the transaction line.<br>• **STANDARD_TB_DISCOUNT**: The taxable basis is the line amount of the transaction line less the cash discount. |

**Note:** Use the Manage Tax Rules task to define exceptions to the direct tax rule defaults you define for the tax.

## Setting Up Indirect Tax Rule Defaults

The indirect tax rule defaults for a tax include:

- Tax jurisdiction
- Tax status
- Tax recovery rate
- Tax rate

The following table describes the indirect tax rule defaults and examples:

| Indirect Tax Rule Default | Usage | Example |
|---|---|---|
| Tax Jurisdiction | Indicates the most common geographic area where a tax is levied by a specific tax authority. | Value-added tax (VAT) is applicable to the supply of most goods and services in Portugal. For the tax PT VAT, create the default tax jurisdiction as the country of Portugal. To address specific tax regions such as Azores and Madeira, which have lower VAT rates than Portugal, define jurisdiction rates with different VAT rates. |
| Tax Status | Indicates the taxable nature of the majority of your transactions. | If your operations primarily include zero-rated transactions, select the default tax status as **Zero** instead of **Standard**. This setting facilitates tax determination when multiple zero rates are defined to handle different reporting requirements for zero rate usage, such as intra-EU, zero-rated products, or zero-rated exports. |
| Tax Recovery | Indicates the recovery rate to apply to each recovery type for each applicable tax on a purchase transaction. | In Canada, both federal and provincial components of Harmonized Sales Tax (HST) are 100% recoverable on goods bought for resale. In this case, with two recovery types, you can set up two recovery rate defaults for the HST tax. |
| Tax Rate | Specifies the default tax rate that is applicable to the majority of your transactions associated with this tax. You can create additional tax setup, such as jurisdiction rates, or create tax rules to set alternate values as required. | HST in Canada is applied at a 13% rate in most provinces that have adopted HST. The exceptions are British Columbia where the rate is 12% and Nova Scotia where the rate is 15%. To satisfy this requirement:<br>• Define a single rate of 13% with no jurisdiction.<br>• Define a 12% rate and associate it with the British Columbia jurisdiction.<br>• Assign a 15% rate to Nova Scotia.<br>This minimizes the setup required by creating an exception-based setup. |

**Note:** Use the Manage Tax Rules task to define exceptions to the indirect tax rule defaults you define for the tax.

## Setting Up Tax Accounts

Set up tax accounts at the tax level. The application automatically copies the tax account combination to the tax rate accounts or tax jurisdiction accounts that you create for the tax for the same ledger and optionally, the same business unit. Any subsequent changes you make to existing tax accounts at the tax level aren't copied to the tax rate or tax jurisdiction level.

Define tax accounts at any of the following levels. The defaulting option is only available at the tax level.

- Tax
- Tax jurisdiction

- Tax rate
- Tax recovery rate

**Note:** When you create your tax, the tax recoverable account and tax liability account may be prepopulated from default account values defined in the Rapid Implementation for General Ledger spreadsheet upload. You can override these values.

Set up tax accounts for the following:

| Account | Description |
|---|---|
| **Ledger** and **Business Unit** | The ledger and business unit for which you are creating the tax accounts. |
| **Interim Tax** | An account that records tax recovery or liability until the event prescribed by the statute is complete. Generally, the payment of the invoice is the event that triggers the generation of the tax recovery or liability. You must set up an interim tax account for taxes and tax rates that have a deferred recovery settlement. Once you set up an interim tax account for this tax rate, you can't change the recovery settlement to **Immediate**. |
| **Tax Recoverable Account** | An account that records tax recovery amounts. If you set up recovery rates for a tax that you also self assess, then define a tax recovery account for the associated recovery rates. |
| **Tax Liability Account** | An account that relieves tax liability amounts. If you set up recovery rates for a tax that you also self assess, then define a tax liability account for the associated tax rates. |
| **Finance Charge Tax Liability** | An account that records the tax liability associated with finance charges that is used as a deduction against overall tax liability. |
| **Nonrecoverable Tax Accounts** | Accounts that record tax amounts on earned and unearned discounts and adjustments that you can't claim as a deduction against tax liability. |
| **Expense and Revenue Accounts** | Accounts that record net changes generated by adjustments, earned and unearned discounts, and finance charges. Receivables activities such as discounts and adjustments reduce the receivable amount, and are therefore considered an expense. |

*Related Topics*

- Tax Rules: Explained

## Defining a Minimum Tax Configuration: Worked Example

The following example illustrates the minimum tax configuration setup to meet the basic requirements in Canada for the Goods and Services Tax (GST). Set up a tax regime for both GST and Harmonized Sales Tax (HST). Create one recovery type for the fully recoverable status of the transaction.

In Canada, GST is a tax that applies to the supply of most property and services in Canada. The provinces of British Columbia, Ontario, New Brunswick, Nova Scotia, and Newfoundland and Labrador, referred to as the participating provinces, combine their provincial sales tax with GST to create HST. Generally, HST applies to the same base of property and services as the GST. Every province in Canada except Alberta has implemented either provincial sales tax or the HST. In countries like Canada, some or all taxes on business transactions for registered companies are recoverable taxes.

The following table summarizes key decisions for this scenario:

| Decision to Consider | In This Example |
|---|---|
| What province does ABC Corporation do business in? | Alberta |
| What taxes are applicable? | GST |
| Do you want to set up tax accounts at the tax level? | Yes |

The tax implications in this scenario are:

- Five percent (5%) GST is applicable on the sale of goods in Alberta
- Neither the HST nor provincial sales tax applies in Alberta
- Place of supply for GST tax is generally based on the place of delivery or ship-to location.

To determine the GST tax in Alberta, perform the following steps:

1. Define the tax regime
2. Define the transaction taxes
3. Create the direct tax rule defaults
4. Create the indirect tax rule defaults
5. Enable the tax

## Defining the Tax Regime

1. In the Setup and Maintenance work area, search for the Manage Tax Regimes task. Click **Go to Task**.
2. Click **Create**.
3. On the Create Tax Regime page, complete the fields as shown in this table:

| Column | Value |
|---|---|
| **Tax Regime Code** | CA GST and HST |
| **Regime Level** | Country |
| **Country** | Canada |
| **Start Date** | 1/1/01<br>**Note:** Consider your tax planning carefully before entering the start date. This date must accommodate the oldest transaction that you want to process within this tax regime. After you create the tax regime, you can only update this date with an earlier date. If you enter an end date, you can't update this date after you save the record. |
| **Tax Currency** | CAD |
| **Allow cross regime compounding** | Select |

4. On the Configuration Options tab, select the party name that identifies either the legal entity or the business unit or both for which you define the configuration options.
5. For the **Configuration of Taxes and Rules**, select the subscription that defines the configuration owner setup that is used for transactions of the legal entity and business unit for this tax regime.
6. Enter the effective start date for this configuration option. Enter a date range that is within the date range of both the party tax profile and the tax regime.
7. Click **Save and Close**.

## Defining the Transaction Taxes

1. In the Setup and Maintenance work area, search for the Manage Taxes task. Click **Go to Task**.
2. Click **Create**.
3. On the Create Tax page, complete the fields as shown in this table:

| Column | Value |
|---|---|
| **Tax Regime Code** | CA GST and HST |
| **Configuration Owner** | Global configuration owner |
| **Tax** | CA GST |
| **Geography Type** | Province |
| **Parent Geography Type** | Country |
| **Compounding Precedence** | 10 |
| **Allow override of calculated tax lines** | Select |
| **Allow multiple jurisdictions** | Select |
| **Allow creation of multiple of jurisdictions** | Select |
| **Allow tax recovery** | Select |
| **Allow tax recovery rate override** | Select |
| **Primary Recovery Rate** | Standard |

## Assigning the Tax Accounts

1. Navigate to the Tax Accounts tab and click **Create**.
2. Complete the fields as shown in this table:

| Column | Value |
|---|---|
| **Primary Ledger** | CA Ledger |
| **Business Unit** | CA Operations |
| **Tax Recoverable Account** | 0001-1500-1100-1000 |
| **Tax Liability Account** | 0001-1500-1100-1000 |

## Creating the Direct Tax Rule Defaults

1. Navigate to the Tax Rule Defaults tab and click **Create**.
2. Complete the fields as shown in this table:

| Column | Value |
|---|---|
| **Place of Supply** | Ship to |
| **Tax Applicability** | Applicable |
| **Tax Registration** | Ship-from party |
| **Tax Calculation Formula** | STANDARD_TC |
| **Taxable Basis Formula** | STANDARD_TB |

## Creating the Indirect Tax Rule Defaults

1. On the Tax Rules Defaults tab, select **Tax Jurisdiction** as your rule type and click **Create Default**.
2. On the Create Tax Jurisdiction page, complete the fields as shown in this table:

| Column | Value |
|---|---|
| **Tax Jurisdiction Code** | CA Alberta |
| **Geography Type** | Province |
| **Geography Name** | AB |
| **Set as default jurisdiction** | Select |
| **Default Start Date** | 1/1/01 |

3. Click **Save and Close**.
4. Select **Tax Status** as your rule type and click **Create Default**.

5. On the Create Tax Status page, complete the fields as shown in this table:

| Column | Value |
|---|---|
| **Tax Status Code** | CA GST STD |
| **Set as default tax status** | Select |
| **Default Start Date** | 1/1/01 |

6. Click **Save and Close**.
7. Select **Tax Recovery Rate** as your rule type and click **Create Default**.
8. On the Create Tax Recovery Rate page, complete the fields as shown in this table:

| Column | Value |
|---|---|
| **Tax Recovery Rate Code** | CA GST STD REC RATE |
| **Recovery Type** | STANDARD |
| **Rate Percentage** | 100 |
| **Effective Start Date** | 1/1/01 |
| **Set as Default Rate** | Select |
| **Default Start Date** | 1/1/01 |

9. Click **Save and Close**.
10. Select **Tax Rate** as your rule type and click **Create Default**.
11. Complete the fields on the Create Tax Rate page as shown in this table:

| Column | Value |
|---|---|
| **Tax Status Code** | CA GST STD |
| **Tax Rate Code** | CA GST STD RATE |
| **Tax Rate Type** | Percentage |
| **Rate Percentage** | 5 |
| **Set as Default Rate** | Select |
| **Default Start Date** | 1/1/01 |

12. Click **Save and Close**.

## Enabling the Tax

1. On the Create Tax page, click the **Enable tax for simulation** option. This lets you verify the tax configuration using the Tax Simulator.
2. Once you have verified your tax configuration with simulated transactions, click the **Enable tax for transactions** option. This lets you use this tax in transaction processing.
3. Click **Save and Close**.

   For ABC's transactions in the province of Alberta, the following is determined by default:

   - GST tax is applicable and is calculated at a percentage rate of 5%.
   - 100% of the GST can be recovered.

## Associated Taxes Setup for a Tax Regime: Explained

When you create a tax regime, you specify the options and defaults available to the taxes associated with the tax regime. You also enable the features that apply to the tax regime and its taxes.

The options appearing in the Associated Taxes Setup Information region on the Edit Tax Regime page result from the features enabled and the options selected at the tax level. These options include:

- **Allow multiple jurisdictions**
- **Allow tax recovery**
- **Allow tax exceptions**
- **Allow tax exemptions**

The preceding options always appear as read-only check boxes in the Associated Taxes Setup Information region. The option appears as selected if you selected the option in one of the taxes within this tax regime. If you didn't select the option in one of the taxes, the option appears as not selected.

For example, suppose you have a California county sales tax that applies to all counties, so you need a tax with multiple jurisdictions. In this case, enable the **Multiple Jurisdictions** feature at the tax regime level and select the **Allow multiple jurisdictions** option at the tax level. When you open the Edit Tax Regime page, Associated Taxes Setup Information region for this tax regime, the **Allow multiple jurisdictions** option appears as selected.

# Manage Controls and Defaults

## Tax Regime Controls and Defaults: Points to Consider

A tax regime associates a common set of default information, regulations, fiscal classifications, and optionally, registrations, to one or more taxes. Set up tax regimes in each country and geographical region where you do business and where a separate tax applies.

The tax regime setup details include:

- Designating the geography to which taxes within a tax regime apply
- Defining the controls and defaults that apply to taxes and associated lower level information
- Specifying configuration options and service subscriptions

## Designating the Geography

The common tax regime setup is one tax regime per country per tax type. However, you can also have tax regimes based on parts of a country or more than one country. Select the regime level as:

- **Country**: The tax regime is applicable to a specific country.
- **Tax zone**: The tax regime is applicable to parts of a country or multiple countries. Enter the tax geography type and tax geography name associated with the group of countries or the tax zone that you want. The tax geography type and tax geography name correspond to the tax zone type and tax zone respectively.

If applicable, designate the tax regime as a parent regime or indicate the parent regime name if the tax regime belongs to a parent regime. Use a tax regime defined as a parent tax regime to group other nonparent tax regimes for reporting purposes.

## Defining Controls and Defaults

Set tax-level controls to enable the options that you want to make available to the taxes in this tax regime. If necessary, you can disable the options that you enable here for individual taxes within the tax regime. Enter default values for the taxes in this tax regime. You can update the default values at the tax level. If you disable a controlled option at the tax regime level it is not available as an option at the tax level.

The following table describes the defaults and controls available at the tax regime level.

Defaults Region

| Field | Description | Default Derived from | Default Appears on | Controls |
|---|---|---|---|---|
| Tax Currency | The default currency of the taxes within this tax regime | None | Tax | None |
| Minimal Accountable Unit | The minimal unit of currency that is reported to the tax authority, for example, 0.05 GBP indicates that 5 pence is the minimal unit | None | Tax | None |
| Tax Precision | A one digit whole number to indicate the decimal place for tax rounding | None | Tax | None |
| Tax Inclusion Method | A method that describes whether the line amount includes tax or excludes tax | None | Tax | None |
| Conversion Rate Type | The specific exchange rate table that is used to convert one currency into another. For example, the Association of British Travel Agents exchange rate used in the travel industry | None | Tax | None |
| Rounding Rule | The rule that defines how rounding is performed on | None | Tax | None |

| Field | Description | Default Derived from | Default Appears on | Controls |
|---|---|---|---|---|
| | a value. For example, up to the next highest value, down to the next lower value, or to the nearest value | | | |
| Allow tax rounding override | Allow the override of the rounding defined on the tax registration records | None | Tax | None |
| Reporting Tax Authority | The default tax authority to whom the tax reports are sent | None | • Tax<br>• Tax registration | None |
| Collecting Tax Authority | The default tax authority to whom the tax is remitted | None | • Tax<br>• Tax registration | None |
| Use legal registration number | Option that controls whether the tax registration number is the same as the legal registration number of the party | None | Tax | None |

## General Controls Region

| Field | Description | Default Derived from | Default Appears on | Controls |
|---|---|---|---|---|
| Allow override and entry of inclusive tax lines | Option that controls whether you can override and enter inclusive or exclusive line amounts | None | Tax | None |
| Use tax reporting configuration | Option that controls whether the tax reporting details are available on the first-party tax registration record for this tax regime | None | None | Controls whether you can enter tax reporting configuration details on the tax registration for this tax regime for your first parties |

## Compounding Level Controls Region

| Field | Description | Default Derived from | Default Appears on | Controls |
|---|---|---|---|---|
| Allow cross regime compounding | Option that controls whether cross regime compounding is needed for this tax regime | None | None | Controls whether this tax regime is compounded based on the tax calculated from another tax regime |

| Field | Description | Default Derived from | Default Appears on | Controls |
|---|---|---|---|---|
| Compounding Precedence | Defines the order in which taxes within the compound tax regimes need to be calculated. A tax within a tax regime with a lower value is calculated first. | None | None | Controls the order in which taxes within tax regimes are calculated |

**Note:** Oracle Fusion Tax provides features at the tax regime level to streamline your implementation by selecting the features that are applicable to the tax regime in scope. You must enable the features to use that functionality for the tax regime and related taxes.

### Specifying Configuration Options and Service Subscriptions

Set up configuration options to associate tax regimes with the parties in your company that have a tax requirement under these tax regimes. You can set up tax configuration options when you create a tax regime or when you create a party tax profile for a first-party legal entity or business unit. Both tax regime and party tax profile setup flows appear and maintain the same party and tax regime association. Configuration options only apply to tax regimes directly linked to taxes and not to tax regimes that are used to group other tax regimes.

Oracle Fusion Tax lets you use the tax services of external service providers for tax calculation of US Sales and Use Tax on receivables transactions. The setup for provider services is called a service subscription. A service subscription applies to the transactions of one configuration option setup for a combination of tax regime and legal entity or business unit.

**Note:** The level of detail of tax rounding definitions for the taxes in the tax regime must equal or exceed the level of detail of the service provider tax rounding definitions.

*Related Topics*

- Tax Controls and Defaults: Points to Consider
- Specifying First-Party Tax Profile Options: Points to Consider

## Inclusive Taxes: Explained

Calculating tax on a transaction as inclusive of the line amount is generally a business decision. This decision is based on the relationship between the transacting parties and the items or taxes involved.

Taxes applicable on a transaction are made inclusive of the item line amount either:

- Manually
- Automatically

### Manual Approach

In the manual approach, you access the calculated tax lines on a transaction and select the **Inclusive** option. This action includes the calculated tax amount with the item value.

However, this option is controlled through two factors:

- Privileges are assigned to the users for accessing and editing the calculated tax lines.
- Setup restrictions are applied to edit the **Inclusive** option on the calculated tax lines.

### Automatic Approach

In the automatic approach, you can configure the tax setup and calculate the tax on a transaction as inclusive of the item line amount. Since the tax legislation and the business relationship between the transacting parties primarily drive this requirement, the option for configuring the inclusiveness is made available on the tax and tax rate definition and the third party and legal reporting unit tax profiles on the tax registration and general data tabs. The tax determination process uses a hierarchy approach to evaluate the defined setup and applies the inclusiveness option on the transaction.

In tax setup, the options to choose for applying the inclusiveness on a transaction are:

- **Standard noninclusive handling**: This option calculates the taxes as exclusive of the given transaction line amount.
- **Standard inclusive handling**: This option calculates the taxes as inclusive of the given transaction line amount.
- **Special inclusive handling**: This option calculates the taxes as inclusive of the given transaction line amount, but the calculation methodology differs from the standard inclusive process.

The following table illustrates the calculation methodology used with each of these options when a transaction line amount is 1000 USD and the applicable tax rate is 10% of the taxable basis amount. For example, line amount:

| Method | Calculation | Taxable Basis Amount | Tax Amount | Transaction Line Amount |
|---|---|---|---|---|
| Standard Noninclusive | 1000 USD * 10/100 | 1000 USD | 100 USD | 1100 USD |
| Standard Inclusive | 1000 USD * 10/110 | 909.09 USD | 90.91 USD | 1000 USD |
| Special Inclusive | 1000 USD * 10/100 | 900 USD | 100 USD | 1000 USD |

*Related Topics*

- Configuring Inclusive Taxes: Points to Consider
- What happens if I make the transaction line inclusive of tax?
- Tax Inclusiveness Hierarchy: How It Is Determined

# Manage Configuration Options and Service Subscriptions

## Configuration Options: Explained

Set up configuration options to associate tax regimes with the parties in your company that have a tax requirement under these tax regimes.

There are two fundamentally different approaches to tax configuration options, namely:

- Using tax configuration setup defined within Oracle Fusion Tax.
- Using an external tax service provider.

### Using Tax Configuration Setup Defined Within Oracle Fusion Tax

Use the tax configuration setup in Oracle Fusion Tax to calculate, record, and account for transaction taxes on transaction taxable transactions.

The following concepts control how this setup is managed, used, and shared:

- Tax configuration owner
- Tax content subscription
- Existing tax option

## Tax Configuration Owner

The tax configuration owner is a business unit, legal entity, or the global configuration owner that owns the data. The global configuration owner is an abstract owner. It is used to define the owner of content that can be shared by any business units and first-party legal entities.

Identify a specific first-party legal entity as a parent first-party organization. This allows the configuration to be owned by a specific first party and shared by other parties. You can then share this setup with another first-party legal entity or business unit for their transactions. Use a parent first-party organization tax configuration to share among a group of first-party organizations. However, you still have the tax setup managed by a single first-party organization.

For global configuration owner, if you're assigned the Create Tax Regime privilege, you have update rights to all tax configuration data maintained by the global configuration owner.

## Tax Content Subscription

Use tax content subscriptions to define which configuration owner's setup is used for transactions for a specific first-party legal entity or business unit for a specific tax regime. Also, use tax content subscriptions to specify whether any shared content can be overridden by the subscribing party to allow unique, separate setup for certain tax content.

Party override is permitted for the following setup:

- Tax
- Tax status
- Tax rate
- Tax recovery rate
- Tax rules

  Do this indirectly by adding higher priority rules specific to the subscribing first-party legal entity or business unit.

The content subscription options are:

| Tax Content Subscription | Description |
|---|---|
| Common configuration | For tax processing, the tax determination process uses the shared tax content defined and maintained by the global configuration owner. |
| Party-specific configuration | The specified first-party organization defines and maintains its own tax content. For tax processing, the tax determination process uses only the tax content owned by the specific first-party legal entity or business unit. |
| Common configuration with party overrides | This option is similar to the common configuration because it lets you use the tax content owned by the global configuration owner. However, you can also maintain party-specific content which is used in preference to the common configuration content. In the absence of tax content owned by the specific first-party organization, the tax determination process uses the tax content owned by the global configuration owner. |

| Tax Content Subscription | Description |
|---|---|
| Parent first-party organization with party overrides | This option is similar to the common configuration with party override subscription with one difference. The tax content here is owned by a specific first-party legal entity instead of the global configuration owner.. You can override the specific first-party setup. |

A similar concept is used to define where you use tax exceptions for a specific tax configuration. The tax subscription option available for product exceptions is dictated to some extent by the main tax content subscription as follows:

| Options Defined for Tax Content Subscription | Content Subscription Options Available for Product Exceptions | Description |
|---|---|---|
| Common configuration | Common configuration | For tax processing, the tax determination process uses tax exceptions defined and maintained by the global configuration owner. |
| Party-specific configuration | Party-specific configuration | The specified first-party organization defines and maintains its own tax exceptions. For tax processing, the tax determination process uses only the tax exceptions owned by the specific first-party organization. |
| Common configuration with party overrides | Common configuration | For tax processing, the tax determination process uses tax exceptions defined and maintained by the global configuration owner. |
| Common configuration with party overrides | Party-specific configuration | The specified first-party organization defines and maintains its own tax exceptions. For tax processing, the tax determination process uses only the tax exceptions owned by the specific first-party organization. |
| Parent first-party organization with party overrides | Party-specific configuration | The specified first-party organization defines and maintains its own tax exceptions. For tax processing, the tax determination process uses only the tax exceptions owned by the specific first-party organization. |

Set up tax configuration options when you create a tax regime or when you create a party tax profile for a first-party legal entity or business unit. Both setup flows display and maintain the same party or regime definitions. Specify effective start and end dates to identify which configuration should be used based on the transaction date. You can enable the business unit so that Oracle Fusion Tax automatically uses the configuration of the legal entity. Once you set this option the application records the date it occurred as the start date. This date is used and compared to the transaction dates to identify if the application uses the legal entity subscription in preference to the subscription of the business unit. The specific first-party legal entity that is used is defined by the legal entity associated with the transaction.

## Existing Tax Option

Copy a tax from an existing tax in the Manage Taxes page to share tax registrations and tax jurisdictions. This will create two versions of the same tax, owned by two different tax configuration owners each with their own tax statuses, tax rates, and tax rules. For example, this is useful when you set up US sales and use tax that requires a significant number of tax registrations and tax jurisdictions.

### Using External Tax Service Provider

Oracle Fusion Tax lets you use the tax services of external service providers for tax calculation of US Sales and Use Tax on Receivables transactions. Oracle Fusion Tax provides transparent integration between the external provide tax service and Oracle Fusion Receivables.

You can use the tax services of these external service providers:

- Taxware, LP: a First Data Company
- Vertex, Inc.

The setup for provider services is called a service subscription. A service subscription applies to the transactions of one configuration option setup for a combination of tax regime and legal entity or business unit. Set up service subscriptions when you create a tax regime or when you create a party tax profile for a first-party legal entity or business unit. Specify effective start and end dates to identify which configuration should be used based on the transaction date.

## Content Subscriptions: Critical Choices

Select which of the following tax content subscription options to use to optimize your tax setup:

- Whether to use service subscriptions versus Oracle Fusion tax content.
- What type of tax configuration options to use.
- When to change from business unit to using tax configuration at the first party legal entity.
- When to use create from an existing tax option.

### Using a Service Subscription Versus Oracle Fusion Tax Content

Use the tax services of external service providers when you require tax content for Receivables transactions for a significant number of tax jurisdictions. You shouldn't use a service provider if their use isn't needed to support US Sales and Use Tax regimes or you need to create and maintain tax regimes outside of the Unites States.

You can use the tax services of these external service providers:

- Taxware, LP: a First Data Company
- Vertex, Inc.

### Using Tax Configuration Options

Create and maintain your tax content in Oracle Fusion Tax if you decide not to use an external service provider or you need to create tax content for tax regimes outside the US.

Once the decision is made to use Oracle Fusion Tax, you must choose the level of tax configuration options. Sharing tax content prevents the need for duplicate maintenance with its inefficiencies and potential inconsistencies. Consider these scenarios and options:

| Scenario | Option |
|---|---|
| You have a single central corporate tax center responsible for maintenance of tax setup for all legal entities and business units. | Use the common configuration with party override option. This allows a single tax setup to be created and maintained by the corporate tax center. |
| You need strict control over who can maintain the tax content. | Use the common configuration option. By not allowing party override, you restrict the access to the global configuration owner to an authorized user who can maintain all of the tax content. |

| Scenario | Option |
|---|---|
| You have regional centers responsible for tax content. | Use the parent first party configuration with party override option. This permits a regional setup with an actual or logical parent legal entity to be created and maintained by each regional center. |

Even if there is no obvious need to share tax configuration, for example, there is only a single first party legal entity operating in each tax regime, significant business events such as takeovers or mergers may mean that there could be a future need to share content. In this case, the original first party legal entity can act as the configuration owner and then any subsequent first party can subscribe to the first party's content using the parent first party configuration with party override. Alternatively, set up the original tax content using global configuration owner to prepare for any future business event that requires tax content to be shared.

### Changing from Business Unit to Using Tax Configuration at the First Party Legal Entity

If you standardize your tax setup across all business units for a given legal entity, consider configuring and using tax setup at the legal entity level. Set the **Use subscription of the legal entity** option on the business unit tax profile. Oracle Fusion Tax records the date this occurs and compares it to the transaction date to identify if the legal entity subscription should be used in preference to the subscription to the business unit.

### Using Create from an Existing Tax Option

Create a tax from an existing tax when you need to share tax jurisdictions and tax registrations. Maintain the tax jurisdictions and tax registrations once for taxes with the same name within the same tax regime owned by different configuration owners.

## Tax Configuration Options in the Tax Determination Process: How They're Used

At transaction time, the owner of the transaction derives the configuration options that are used.

When you enter a transaction for a given first-party organization, the tax data applied to that transaction is determined by the:

- Configurations defined for the combination of that first-party organization (business unit or first-party legal entity)
- Tax regime derived from the addresses or from the tax classification codes used on the transaction

## Settings That Affect the Application of Tax Data on Transactions

Use tax content subscriptions to define which configuration owner's setup is used for transactions for a specific first-party legal entity or business unit for a specific tax regime. Also, use tax content subscriptions to specify whether any shared content can be overridden by the subscribing party to allow unique, separate setup for certain tax content.

Tax content subscription options are:

- Common configuration
- Party-specific configuration
- Common configuration with party overrides
- Parent first-party organization with party overrides

## How Tax Data Is Determined

Based on the defaults and tax rules you have defined, tax data is applied to transactions as follows:

| Configuration for Taxes and Rules Option | Tax Content Available |
|---|---|
| Common configuration | • The tax determination process uses only the tax content owned by the global configuration owner. |

| Configuration for Taxes and Rules Option | Tax Content Available |
|---|---|
| | • If you manually override tax information on the transaction, only the tax content owned by the global configuration owner is displayed in the list of valid values available. |
| Party-specific configuration | • The tax determination process uses only the tax content owned by the first-party organization, business unit or fist party legal entity, for whom the transaction is being entered.<br>• If you manually override tax information on the transaction, only the tax content owned by the first-party organization is displayed in the list of valid values available.<br>**Note:** For the first-party organization it can be the business unit owning the tax content or the first-party legal entity-owned setup depending on the specific subscription being used. |
| Common configuration with party overrides | • The tax determination process uses any tax content owned by the first party for whom the transaction is being entered. In the absence of tax content owned by that first-party organization, the tax determination process uses tax content owned by the global configuration owner.<br>• If you manually override tax information on the transaction, both the override tax content owned by the specific first party and the tax content owned by the global configuration owner that you have not overridden are displayed in the list of valid values available. |
| Parent first-party organization with party overrides | • The tax determination process uses any tax content owned by the first party for whom the transaction is being entered. In the absence of tax content owned by the first-party organization, the tax determination process uses tax content owned by the parent first-party organization.<br>• If you manually override tax information on the transaction, both the override tax content owned by the specific first party and the tax content owned by the designated parent first-party organization that you haven't overridden are displayed in the list of valid values available. |

If you are using product exceptions, those exceptions are applied to the transactions as shown in the following table:

| Configuration for Product Exceptions | Tax Exceptions Available |
|---|---|
| Common configuration | The tax determination process uses only the tax exceptions defined and maintained by the global configuration owner. |
| Party-specific configuration | The tax determination process uses only the tax exceptions owned by the specific first-party organization |

## Setting Up Tax Configuration Options: Worked Example

This example demonstrates how you set up the appropriate tax configuration options for your company that has three regional centers. These centers are responsible for tax setup and maintenance among other corporate activities. Each of these regional corporate centers is associated with a first-party legal entity and business unit.

Your company has their regional centers in:

- North America (NAM), based in Redwood City, California, US
- Asian and Pacific (APAC), based in Melbourne, Australia
- Europe, Middle East, and Africa (EMEA), based in London, UK

Each country has a single first-party legal entity with a single business unit, except for:

- Countries with the regional corporate centers have a first-party legal entity and business unit for each corporate center.
- Sales, marketing, and manufacturing organization have a first-party legal entity and business unit.

Create tax regimes for each country and the appropriate tax configuration options.

## Prerequisites

To create the appropriate tax configurations, you must set up the following:

1. The legal entities for:

| First-Party Legal Entity | Country |
|---|---|
| EMEA LE | UK |
| GB LE | UK |
| FR LE | FR |
| DE LE | DE |
| APAC LE | AU |
| AU LE | AU |
| SI LE | SI |
| NZ LE | NZ |
| NAM LE | US |
| US LE | US |
| CA LE | CA |

2. The sales, marketing, and manufacturing organization's business unit uses the tax configuration of the legal entity.
3. The relevant tax regimes for each country's tax include:

| Region | Country | Tax Regime | Tax |
|---|---|---|---|
| EMEA | United Kingdom | GB VAT | GB VAT |
| EMEA | France | FR VAT | FR VAT |
| EMEA | Germany | DE VAT | DE VAT |

| Region | Country | Tax Regime | Tax |
|---|---|---|---|
| APAC | Australia | AU GST | AU GST |
| APAC | Singapore | SI VAT | SI VAT |
| APAC | New Zealand | NZ VAT | NZ VAT |
| NAM | United States | US SALES TAX | ○ US STATE SALES TAX<br>○ US COUNTY SALES TAX<br>○ US CITY SALES TAX |
| NAM | Canada | CA HST & GST | ○ CA HST<br>○ CA GST |

## Setting Up Tax Configuration Options

1. On the **Create Legal Entity Tax Profile** page, select EMEA LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | GB VAT |
| **Configuration for Taxes and Rules** | Party-specific configuration |
| **Configuration for Product Exceptions** | Party-specific configuration |
| **Parent First-Party Organization** | Blank |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

2. Select GB LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | GB VAT |
| **Configuration for Taxes and Rules** | Parent first-party with party overrides |
| **Configuration for Product Exceptions** | Parent first-party organization |
| **Parent First-Party Organization** | EMEA LE |

| Field | Value |
|---|---|
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

3. Select FR LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | FR VAT |
| **Configuration for Taxes and Rules** | Parent first-party with party overrides |
| **Configuration for Product Exceptions** | Parent first-party organization |
| **Parent First-Party Organization** | EMEA LE |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

4. Select DE LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | DE VAT |
| **Configuration for Taxes and Rules** | Parent first party with party overrides |
| **Configuration for Product Exceptions** | Parent first-party organization |
| **Parent First-Party Organization** | EMEA LE |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

5. Select APAC LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | AU GST |
| **Configuration for Taxes and Rules** | Party-specific configuration |
| Configuration for Product Exceptions | Party-specific configuration |

| Field | Value |
|---|---|
| | |
| **Parent First-Party Organization** | Blank |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

6. Select AU LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | AU GST |
| **Configuration for Taxes and Rules** | Parent first party with party overrides |
| **Configuration for Product Exceptions** | Parent first-party organization |
| **Parent First-Party Organization** | APAC LE |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

7. Select SI LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | SI VAT |
| **Configuration for Taxes and Rules** | Parent first party with party overrides |
| **Configuration for Product Exceptions** | Parent first-party organization |
| **Parent First-Party Organization** | APAC LE |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

8. Select NZ LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | NZ VAT |

| Field | Value |
|---|---|
| | |
| **Configuration for Taxes and Rules** | Parent first party with party overrides |
| **Configuration for Product Exceptions** | Parent first-party organization |
| **Parent First-Party Organization** | APAC LE |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

9. Select NAM LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | US SALES TAX |
| **Configuration for Taxes and Rules** | Party-specific configuration |
| **Configuration for Product Exceptions** | Party-specific configuration |
| **Parent First-Party Organization** | Blank |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

10. Select US LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | US SALES TAX |
| **Configuration for Taxes and Rules** | Parent first party with party overrides |
| **Configuration for Product Exceptions** | Parent first-party organization |
| **Parent First-Party Organization** | NAM LE |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Create Another**.

11. Select CA LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

| Field | Value |
|---|---|
| **Tax Regime Code** | CA GST & PST |
| **Configuration for Taxes and Rules** | Parent first party with party overrides |
| **Configuration for Product Exceptions** | Parent first-party organization |
| **Parent First-Party Organization** | NAM LE |
| **Effective Start Date** | 01-Jan-01 |

Click **Save and Close**.

# FAQs for Define Tax Regimes

## What's a service subscription?

A service subscription is the setup for provider services. It applies to the transactions of one configuration option setup for a combination of tax regime and legal entity or business unit. You can use the tax services of certain external service providers like Taxware LP and Vertex Inc.for tax calculation of US Sales and Use Tax on Oracle Fusion Receivables transactions.

## Why are controls and defaults important?

Throughout Oracle Fusion Tax care is taken to minimize your effort in creating setup. One way of doing this is the extensive use of defaulting so that you can enter your data once and use the defaults that appear on the subordinate or child records where applicable. For example, many values you enter on the tax regime appear as defaults on each tax that is associated to that tax regime. Generally, you can override the data where necessary if the defaulted value isn't correct.

Also, to ensure maximum flexibility, as well as to ensure that the accuracy and integrity of the data and transactions are maintained, Oracle Fusion Tax makes extensive use of data-driven controls that enable and control how tax functionality works. For example, you have the requirement to set up tax recovery for value-added tax (VAT) processing. Enable the **Allow tax recovery** option on the tax record so you can set up tax recovery rates for this type of tax.

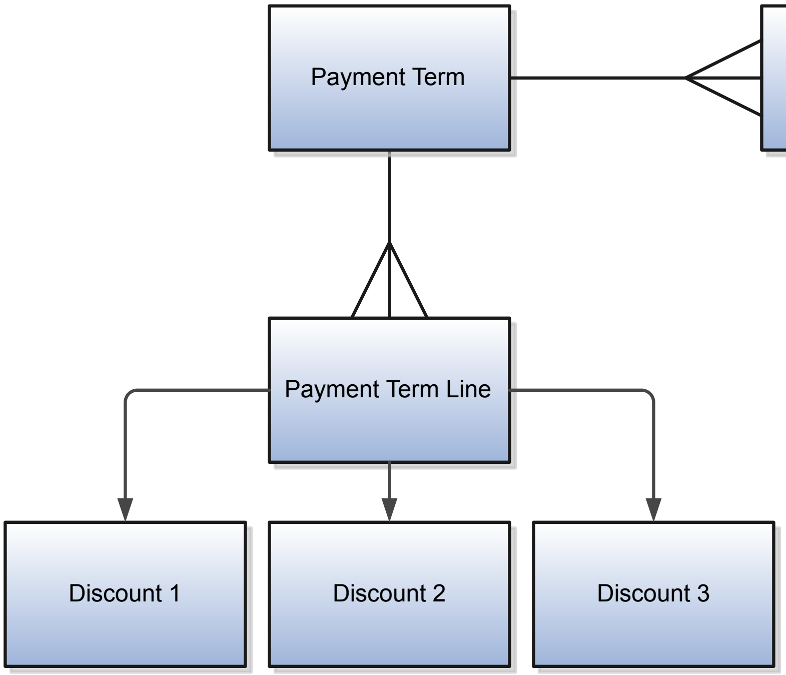
# Manage Payment Terms

# Payment Terms: Explained

Payment terms are used to automatically create invoice installments. You can define payment terms to create multiple installments and multiple levels of discounts.

Payment terms consist of one or more lines, each of which creates one invoice installment. When you define a payment term, you can specify either percentages or fixed amounts. A payment term line can have up to three discounts. Each line and corresponding installment have a due date and up to three discount dates. Each line and corresponding installment also have due or discount amounts. You can assign a payment term to one or more sets to share that payment term across business units.

This figure shows the components of a payment term.



**Tip:** If you change the payment terms on an invoice, the installments are automatically recalculated and you must reenter any manual adjustments made previously.

## Payment Terms Due Dates and Discount Dates

Payment terms due dates and discount dates are based on one of the following methods:

- **Fixed Date**: A specific day, month, and year that an installment is due for payment.
- **Days**: A number of days added to the invoice terms date.
- **Calendar**: A Payables calendar that's divided into periods. You can assign a due date to the period that includes the invoice terms date. You can assign due dates to avoid weekends, holidays, and so on. You can't assign calendar-based terms to an invoice if a period isn't defined for the terms date.
- **Day of Month**: A type of payment term with the following attributes:
    - **Day of Month**: A specific day of the month when an installment is due for payment. For example, enter 15 to schedule payment on the fifteenth day of the month. Enter 31 to schedule payment for the last day of the month, including months with less than 31 days.
    - **Cutoff Day**: The day of the month after which the installment due and discount dates advance to a future month. If you don't specify a cutoff day, the current accounting month is used to determine due and discount dates.
    - **Months Ahead**: The number that's used to determine the month the installment is due. If you enter 0 and the terms date is the same as, or later than, the cutoff day, the installment is due the following month.

For example, a payment term has a **Cutoff Day** of 11, the **Day of Month** is 15, and **Months Ahead** is 0. If you enter an invoice with a terms date of January 12, the installment is due February 15. If you enter an invoice with a terms date of January 10, the installment is due January 15. If the terms date is January 12 and **Months Ahead** is set to 1, the installment is due March 15.

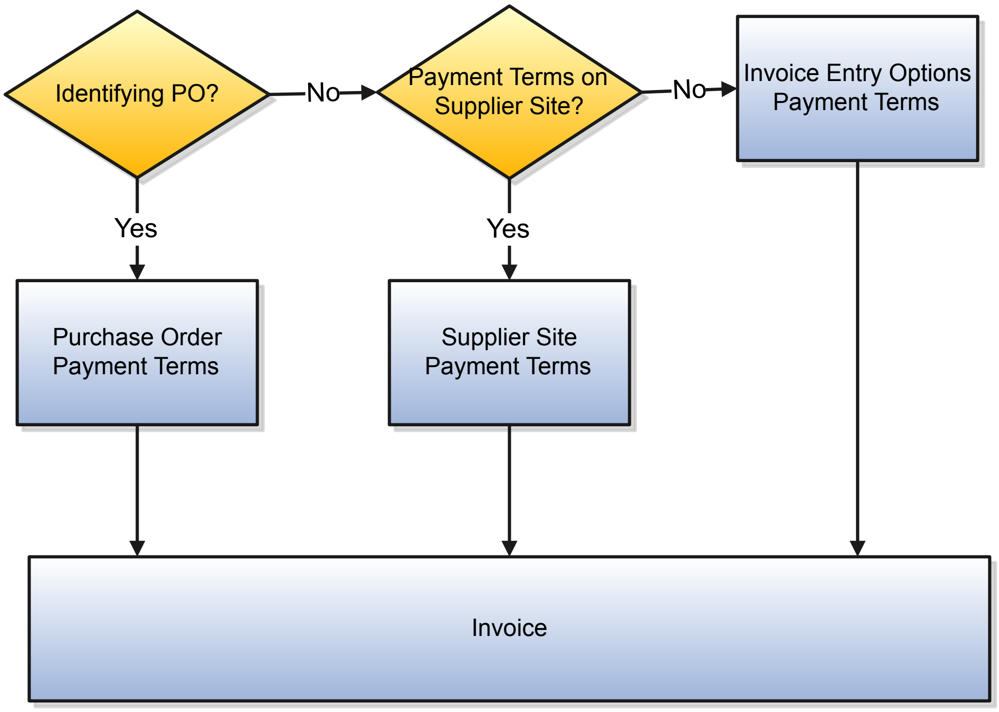
**Note:** Only due dates, not discount dates, can be based on a calendar.

## Default Payment Terms

If you enter an **Identifying PO** on an invoice, the purchase order provides the default payment terms for the invoice. If you don't enter an **Identifying PO**, the supplier site provides the default payment terms. If the supplier site doesn't have payment terms, the payment terms from the Manage Invoice Options page are used. You can override the default payment terms on any invoice.

This figure shows how payment terms flow to the invoice.

Payment Terms Defaulting


Identifying PO?
No
Payment Terms on Supplier Site?
No
Invoice Entry Options Payment Terms
Yes
Yes
Purchase Order Payment Terms
Supplier Site Payment Terms
Invoice

*Related Topics*

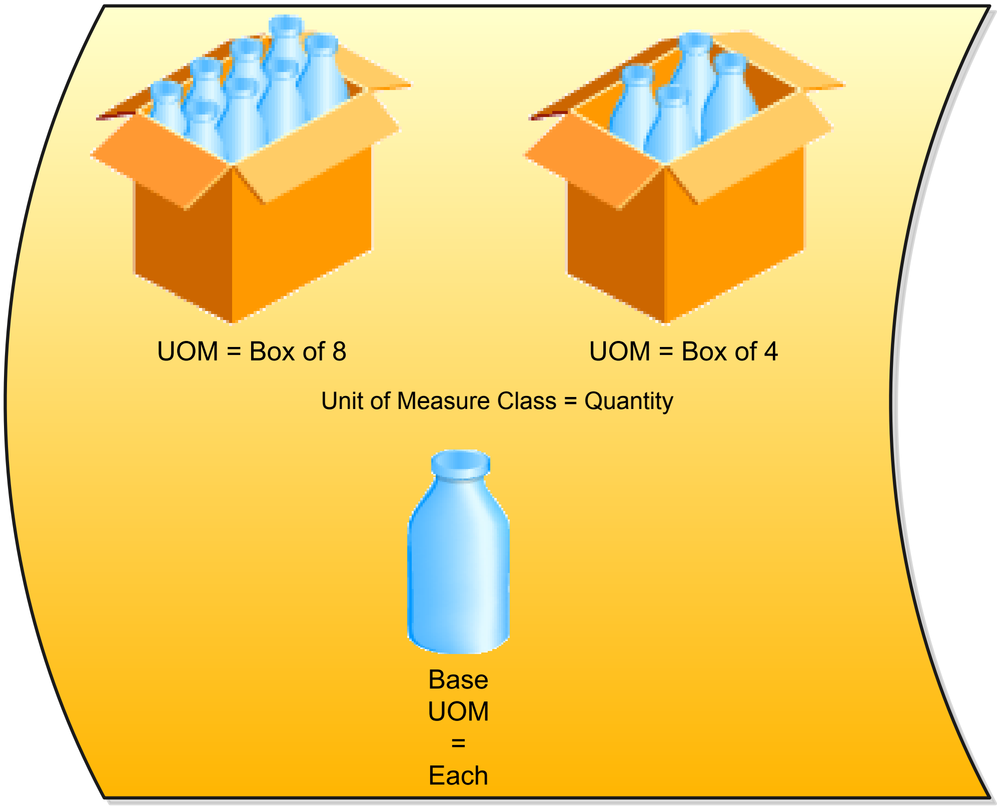
- Invoice Installments: How They're Recalculated
- What's a Payables calendar?
- Payment Terms and Reference Data Sharing: Explained
- Reference Data Sets and Sharing Methods: Explained

# Manage Units of Measure

## Units of Measure, Unit of Measure Classes, and Base Units of Measure: How They Fit Together

Define units of measure, unit of measure classes, and base units of measure for tracking, moving, storing, and counting items.

The figure below shows that the unit of measure class named 'Quantity' contains the units of measure: Box of 8, Box of 4, and Each. The unit of measure named Each is assigned as the base unit of measure.



### Unit of Measure Classes

Unit of measure classes represent groups of units of measure with similar characteristics such as area, weight, or volume.

### Units of Measure

Units of measure are used by a variety of functions and transactions to express the quantity of items. Each unit of measure you define must belong to a unit of measure class.

## Base Units of Measure

Each unit of measure class has a base unit of measure. The base unit of measure is used to perform conversions between units of measure in the class. The base unit of measure should be representative of the other units of measure in the class, and should generally be one of the smaller units. For example, you could use CU (cubic feet) as the base unit of measure for a unit of measure class called Volume.

# Assigning Base Units of Measure to Unit of Measure Classes: Examples

Each unit of measure class must have a base unit of measure.

## Scenario

This table lists examples of unit of measure classes, the units of measure in each unit of measure class, and base unit of measure. Note that each base unit of measure is the smallest unit of measure in its unit of measure class.

| Unit of Measure Class | Units of Measure | Base Unit of Measure |
|---|---|---|
| Quantity | dozen<br>box<br>each | each |
| Weight | pound<br>kilogram<br>gram | gram |
| Time | hour<br>minute<br>second | second |
| Volume | cubic feet<br>cubic centimeters<br>cubic inches | cubic inches |

# Defining Unit of Measure Standard Conversions: Examples

A unit of measure standard conversion specifies the conversion factor by which the unit of measure is equivalent to the base unit of measure.

## Scenario

This table lists examples of unit of measure classes, one unit of measure included in each class, the base unit of measure for the unit of measure class, and the conversion factor defined for the unit of measure.

| Unit of Measure Class | Unit of Measure | Base Unit of Measure | Conversion Factor |
|---|---|---|---|
| Quantity | dozen | each | 12<br>(1 dozen = 12 each) |
| Weight | pound | gram | 454<br>(1 pound = 454 grams) |
| Time | minute | second | 60<br>(1 minute = 60 seconds) |

# FAQs for Units of Measure

## What's a unit of measure standard conversion?

A unit of measure standard conversion defines the conversion factor by which the unit of measure is equivalent to the base unit of measure that you defined for the unit of measure class. Defining a unit of measure standard conversion allows you to perform transactions in units other than the primary unit of measure of the item being transacted. The standard unit of measure conversion is used for an item if an item-specific unit of measure conversion has not been defined.

## What's a UOM interclass conversion?

A UOM interclass conversion defines the conversion between the source base unit of measure ("From Base UOM") in one unit of measure class ("From Class") and the destination base unit of measure ("To Base UOM") in a different unit of measure class ("To Class").

For example, the item is gasoline. The From Base UOM (of the From Class called "volume") is liters. The To Base UOM (of the To Class called "quantity") is Barrels. The conversion is 158.76 liters (volume) to 1 barrel of oil (quantity).

## What's a UOM intraclass conversion?

A UOM intraclass conversion specifies the conversion between a unit of measure (the "From UOM") and the base unit of measure of the same class.

For example, the item is soda pop. The unit of measure class is Quantity. The From UOM is Case (CS). The base unit of measure is Each (EA). The conversion is 24, to specify that 1 CS = 24 EA.

# Define Corporate Procurement Cards

# Creating Corporate Cards: Points to Consider

You can create corporate cards in two ways. You can choose either of the following actions at different points in time or you can do both at the same time:

- Automatic corporate card creation
- Manual corporate card creation

## Automatic Corporate Card Creation

Automatic corporate card creation applies only to corporate cards that are issued to employees and used primarily for travel expenses. New employees are typically given new corporate cards, but the information on the cards isn't manually entered into the application at that time.

You can create corporate cards automatically by selecting an employee matching rule for new cards on the Upload Rules tab of the Create Corporate Card Program page. Then, when the corporate card transaction file containing transactions for the new card is uploaded to Expenses for the first time, the corporate card transaction upload and validation process uses the matching rule to match the new corporate card to the new employee.

Using the specified employee matching rule, the application automatically enters the transaction data for the new corporate card and associates it with the applicable employee. If the employee matching rule fails to identify a match, the application leaves the corporate card unassigned.

**Note:** If desirable, each corporate card program can have a different matching rule.

**Tip:** To reduce or eliminate manual effort, automatic corporate card creation is recommended.

## Manual Corporate Card Creation

You can manually create corporate cards for employees in the **Create Corporate Card** dialog box where you enter the following data:

- Corporate card program
- Company account name
- Corporate card number
- Employee name and number
- Expiration date
- Maximum amount per transaction: Applicable for procurement cards only
- Maximum amount per billing period: Applicable for procurement cards only

**Note:** Manual creation of corporate cards is the exception, rather than the rule.

Corporate cards are company account-specific. For example, if an employee transfers to another organization within your company and the organization belongs to another company account, you must create the corporate card again with the applicable company account name.

*Related Topics*

- How can I configure corporate card issuers?

- What's a corporate card program?

# Define Common Payables and Procurement Options

## Common Options for Payables and Procurement: Critical Choices

For invoice business units, you can set options common to the procure-to-pay business flow on the Manage Common Options for Payables and Procurement page.

The common options are grouped into the following categories:

- Default distributions
- Automatic offsets
- Currency conversion
- Expense accruals
- Self-billed invoices
- Legal entity information

### Default Distributions

Default distributions are used to define accounts for payables transaction accounting.

**Note:** You can also specify some default distributions for a supplier on the Edit Site page.

### Offset Segments

If you enter invoices for expenses or asset purchases with more than one primary balancing segment value, consider using automatic offsets. Automatic offsets balance accounting entries for Oracle Fusion Payables transactions. If you don't use automatic offsets, an invoice transaction has a single liability accounting entry and a payment transaction has a single cash accounting entry.

### Currency Conversion

This table describes the options you can set for currency conversion.

| Option | Description |
|---|---|
| **Require conversion rate entry** | If enabled, you must provide a conversion rate whenever you enter an invoice or a payment in a currency other than the ledger currency. If you maintain daily rates, the rate is automatically supplied based on the date and rate type that you enter. If daily rates don't exist for that date and rate type, you can't enter or save the transaction. If the conversion rate type is **User**, then you must enter a conversion rate. You can't create accounting entries for, or pay foreign currency invoices without conversion rates.<br>If you don't enable this option, you can enter conversion rates manually on invoices and payments, or submit the Apply Missing Conversion Rates process. When you create a bills payable document, you must still provide a maturity rate, rate type, and date. |

| Option | Description |
|---|---|
| **Conversion rate type** | This setting provides the default conversion rate type when you enter invoices or create payments. You can change the conversion rate type at invoice entry or payment creation time. |
| **Realized Gain or Loss Distributions** | These distributions represent the default realized gain and loss accounts for payments from each of your bank accounts. If the conversion rate changes between invoice entry and payment time, the realized gain or loss is automatically calculated and recorded to these accounts. |

## Expense Accruals

Determine when to accrue for expense items.

## Self-Billed Invoices

This table lists the options for self-billed invoices.

| Option | Description |
|---|---|
| **Gapless invoice numbering** | You can enable gapless, that is, no breaks in numbering, invoice number generation for your buying organization during pay on receipt processing. You can enable gapless numbering for the entire business unit with this setting or limit it to a supplier site. |
| **Buying Company Identifier** | A unique identifier that's included in the invoice number created by the pay on receipt process and in the debit memo number from returned receipts. |

## Legal Entity Information

This table describes the options for legal entity information.

| Option | Description |
|---|---|
| **VAT Registration Member State** | If your company operates in a member state of the European Union, select the country. |
| **VAT Registration Number** | If your company operates in a member state of the European Union, enter the value-added tax (VAT) registration number for your organization. |
| **Bill-to Location** | Enter the bill-to location to provide default values. The application uses the bill-to location to derive legal entity information. |

**Note:** You can use the Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet task to automate common options setup.

*Related Topics*

- Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets: Explained
- Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets: How They're Processed
- Default Distributions: Explained

- Automatic Offsets: Explained
- Accruing Expense Items: Critical Choices

# Manage Procurement Document Numbering

## Define Procurement Document Numbering: Critical Choices

Organizations need the ability to define procurement document numbers based on document type. The sequence may differ by legal entity or business unit. Here are some considerations when defining a document numbering sequence.

If a document number sequence is not defined in advance, the application creates it when the first transaction is created for that document type and legal entity or business unit combination. The application starts the document number with 1.

You can define procurement document numbering using the Manage Procurement Document Numbering page. You can find the page from the Setup and Maintenance work area, in the Procurement offering, Procurement Foundation functional area, Manage Procurement Document Numbering task.

### Determinant Type

Document numbers are typically based on the sold-to legal entity, the procurement business unit, or the requisition business unit. On the Manage Procurement Document Numbering page this is the Determinant Type.

The determinant type is fixed for a given document type. These combinations are listed in the table below:

| Document Type | Determinant Type |
|---|---|
| Purchase Order | Sold-to Legal Entity |
| Purchase Agreement | Procurement BU |
| Requisition | Requisitioning BU |
| Negotiation | Procurement BU |
| Assessment | Procurement BU |
| Initiative | Procurement BU |
| Qualification | Procurement BU |

### Determinant Value

You can define a unique document number sequence for a combination of document type, determinant type and the determinant value, where determinant value represents a specific legal entity or business unit.

# Manage Procurement Category Hierarchy

## How can I use the procurement category hierarchy to create reports?

Use the Reports and Analysis work area to create a business intelligence report. You can use the Category dimension to set up reports based on the levels of the procurement category hierarchy. The dimension is available in reporting subject areas for requisitions, purchasing documents, and negotiations.

> **Note:** You can only set up reports based on the top 10 levels of the hierarchy.

# 17 Define Purchasing Configuration

## Define Common Purchasing Configuration

### Purchase Order Line Types: Examples

These examples demonstrate why the line type feature is an important part of the purchase order. It enables you to clearly differentiate orders for goods from those for services.

#### Quantity-Based Purchasing

Use quantity-based line types when you want to specify the quantity, unit of measure, and unit price for the items you are ordering. Oracle Fusion Purchasing provides Goods as an initial quantity-based line type. You can modify this line type or create new quantity-based line types to satisfy your business needs.

| Type | Item | Quantity | UOM | Price |
|---|---|---|---|---|
| Goods | AS54888 | 8 | Each | $1,107 |

#### Fixed Price Services Purchasing

You can use fixed price-based line types when you want to order general business services by a fixed amount. Oracle Fusion Purchasing provides Fixed Price Services as an initial fixed price-based line type. You create an order for fixed price service by selecting a fixed price services line type, category, item description, and total amount of the service. You can receive and match fixed price services by amount.

| Type | Description | Category | Price |
|---|---|---|---|
| Fixed Price Services | Office Cleaning | Office Miscellaneous | $1,350 |

### Create Document Style: Critical Choices

Purchase order document styles allow organizations to control the look and feel of the purchasing document in the application to match its business usage. Through reusable document styles, organizations can turn on or off various procurement features, thereby simplifying the user interface. In addition, document styles provide the ability to define purchasing document names that align more closely with the naming conventions of your organization's business.

When a purchasing document is created using a document style disabled features are hidden. For example, if price breaks are not allowed on the document style then agreements using this style will not display the price break region.

### Commodities

You can create a document style for a specific commodity such as services. This document style optimizes field labels and presentation for that commodity, thereby simplifying purchase order entry.

### Blanket Purchase Agreement

You can enable a document style for use with blanket purchase agreements. This document style could be used to limit the use of price breaks or customize the document name. For example, a construction company might name their agreement styles Equipment Agreement and Supply Agreement to easily separate the two types of agreements.

### Contract Purchase Agreement

You can enable a document style for use with contract purchase agreements utilizing the naming convention of your organization.

## Change Order Template: Explained

A change order template is a set of guidelines that enables an organization to specify what constitutes an internal change and what constitutes an external change to a procurement document during the course of its lifecycle.

Some of the document change terminology:

1. External Change Order
2. Internal Change Order

### External Change Order

This is a type of change order that modifies an attribute or attributes that may be relevant to the supplier as defined in the change order template. Examples include changes to price, amount, or contract terms. This is also referred to as a supplier facing change order. In commercial organizations these types of changes are referred to as an amendment and in a Federal organization they are called MODs or modifications.

### Internal Change Order

This is a type of change order that modifies an attribute or attributes that may not be relevant to the supplier as defined in the change order template. Examples includes changes to a descriptive flexfield or a certain category of attachments. These are also referred to as administrative changes.

Typically this will be a buyer or requester requested change order. That is a change order requested by a user whose role is either buyer or requester.

## What's a purchasing document report template?

In the Setup and Maintenance work area, Procurement offering, use the Configure Procurement Business Function task to select a document layout for each purchasing document type. The document layout is set by a purchasing document report template. The report template determines what information is displayed in the purchasing document report. It also provides the headers, footers, text, style, and pagination of the printed document.

Your options for report templates include:

- Use one of the delivered report templates.
- Create a custom report template in RTF format and upload it to Oracle Business Intelligence Publisher (Oracle BI Publisher).

- Customize one of the delivered report templates using Oracle BI Publisher.

*Related Topics*

- Purchasing Document Report

# Customizing Purchasing Document Reports: Procedure

As a procurement application administrator with the data model developer role, you can create customized versions of the delivered purchasing document report templates. Use the report creation capabilities of Oracle Business Intelligence Publisher Enterprise (Oracle BI Publisher), and Oracle BI Publisher Desktop.

Aspects of customizing purchasing document report templates explained in this topic include:

- Report templates.
- Data models.
- General steps to customize a report.

## Report Templates

Two predefined purchasing document report templates are delivered: Purchase Order PDF Report and Purchase Agreement PDF Report.

The reports have two main elements:

- Procurement data source.
- Report layout template.

Obtain the report templates in Oracle BI Publisher, using the following path: Catalog/Shared Folders/Procurement.

You can customize the reports by adding fields to the report layout, to include reporting attributes not shown in the delivered versions, such as:

- Attributes from the delivered data model.
- Additional attributes from tables not available in the delivered data model.

## Data Models

Two data models are delivered, one for each purchasing document report: Purchase Order Data Model, and Purchase Agreement Data Model. Obtain them from Oracle BI Publisher, using the following path: Catalog/Shared Folders/Procurement.

Use the data models to:

- See all of the fields that can be included in a report.
- Retrieve fields from other tables that aren't included in the delivered data models.
- Make changes to the data models for the two purchasing document types independent of each other.

## Customize a Purchasing Document Report

To customize a purchasing document report follow these general steps.

1. Use Oracle BI Publisher to:
    a. Obtain the delivered data model and report template appropriate to the purchasing document type.

   b. Make a copy of them to customize, preserving the delivered versions unchanged.
   c. Edit the data model and export the XML.
   d. Download the report template.
2. Use Oracle BI Publisher Desktop, in Microsoft Word, to:
   a. Import the data model to the copy of the report template.
   b. Modify the report template to add fields to the report that are not a part of the delivered report.
3. Use Oracle BI Publisher to:
   a. Upload the modified report template to the catalog, making it available to other users.

The modified report template displays in the Configure Procurement Business Function task. You can find the task in the Setup and Maintenance work area, Procurement offering, Procurement Foundation functional area. For each affected business unit, you can associate the modified report template with the appropriate purchasing document type.

For more information refer to the white paper available on My Oracle Support (MOS): Document Publishing and Communication in Oracle Fusion Purchasing (document ID 1610339.1). The document:

- Provides detailed procedures for using Oracle BI Publisher to customize reports.
- Includes a copy of the delivered XML data model.

*Related Topics*

- Purchasing Document Report

# Buyer Assignment Rules: Explained

Your organization's procurement buyers have different sets of expertise. Identifying the most competent buyer for a purchasing transaction can play a significant role in cost sensitive business procurement. These assignment rules can expedite that process.

The system will assign a buyer to a requisition line only if a suggested buyer is not provided by the requester. A buyer will be determined in the following steps:

1. Evaluate the buyer assignment rules
2. Use the default buyer from the item definition in the deliver-to organization of the requisition line
3. Use the default buyer from the Configure procurement business function page

# Creating Buyer Assignment Rules: Points to Consider

You can define buyer assignment rules which the application will use to try to assign buyers to requisition lines when requisitions that are either created online or imported are submitted for approval.

These are the choices to consider when creating these rules:

- Rule Sequence
- Requisitioning BU
- Commodity
- Deliver-to Organization
- Project

- Supplier
- Noncatalog Request
- Procurement BU

**Note:** A value for Requisitioning BU or Commodity and for Rule sequence, Procurement BU, and Buyer are required to create a rule.

### Rule Sequence

Specify a number that will control the sequence of evaluation of the rules.

- Rules will be evaluated in ascending order of the sequence number.
- The sequence numbers have to be rational numbers (supporting decimals).
- No two rules can have the same sequence number.

### Commodity

Commodity can be either a category or a group of categories. The ability to define commodity based rules is important because you can to define rules at a much higher level and avoid creating rules for each category.

### Deliver-to Organization

The deliver-to organization of the requisition line determines the item definition used to derive the default buyer.

### Project

Existing project ID which will be matched to the requisition distribution. A requisition line is considered a match only if all the distributions have the same project.

### Supplier

Existing supplier which will be matched to the requisition line.

### Noncatalog Request

Is the requisition line a noncatalog request?

## Upload Buyer Assignment Rules: Explained

Spreadsheet processing is a good method to use when there is a large amount of data to manipulate. When using spreadsheet processing, you export a spreadsheet, complete it outside of the application, and then upload your entries back to the application. Using spreadsheets allows you to process large amounts of data without having to deal with application response or network delay times. Spreadsheets also allow for easy offline review.

### Using Spreadsheet Processing

To use the spreadsheet, you save the spreadsheet file from the Manage Buyer Assignment Rules page to your computer. You can do this using the Manage in Spreadsheet button or from the Actions menu.

- Once you save the file, you can open and complete the spreadsheet. There is a worksheet containing instructions and a worksheet for creating and maintaining rules.
- After completing your entries in the spreadsheet, click Upload to move your changes to the application.
- The application will validate your entries.

- The Status column of the spreadsheet indicates the overall outcome for your upload.
- If there were any errors, the spreadsheet cells in error are highlighted. This allows you to simply correct the spreadsheet and upload again.

*Related Topics*

- Using Desktop Integrated Excel Workbooks: Points to Consider

## FAQs for Define Common Purchasing Configuration

### What's a document style?

Purchase order document styles allow organizations to control the look and feel of the application to match the usage of the purchasing document. Through reusable document styles, organizations can turn on or off various document attributes, thereby simplifying the user interface to fit their business needs.

### What's a buyer assignment rule set?

You can use rule sets to manage a large number of assignment rules. Rules that share a common use are grouped under a custom name to filter search results.

# Define Procurement Configuration Options

## Price Break Type: Critical Choices

You can select the default price break type for blanket purchase agreements from the Configure Procurement Business Function page. You can find the page in the Setup and Maintenance work area, in the Procurement offering, Procurement Foundation functional offering.

### Cumulative Pricing

Select Cumulative Pricing if you want to choose the price break by adding the current release shipment quantity to the total quantity already released against the purchase agreement line.

✏ **Note:** Cumulative Pricing cannot be used with global agreements.

### Non-Cumulative Pricing

Select Non-Cumulative Pricing if you want to choose the price break by using the individual release shipment quantity of the agreement line.

## Choosing an Inventory Organization: Explained

Purchasing documents can be created to replenish goods stocked in an organization's inventory. You can associate each of your procurement business units with one inventory item master organization from the Configure Procurement Business Function page. You can find the page in the Setup and Maintenance work area, Procurement Offering, Procurement Foundation functional area.

### Choosing an Inventory Organization

When you associate your procurement business unit (BU) with an inventory organization, items you define in this BU become available throughout procurement. Do not change the **Inventory Organization** after you have already assigned one to a procurement BU.

## Allow Retroactive Pricing: Critical Choices

Retroactive price updates automatically update existing purchase orders retroactively with price break quantities from the parent blanket agreement.

### Open Orders Only

Choose this option to allow retroactive price updates to open orders with no receiving or invoicing activity.

### All Orders

Choose this option to allow retroactive price updates to all orders irrespective of whether they have been received or invoiced.

## Receipt Close Point: Explained

Used to select the close point, which is when the shipment is closed for receiving: You can override this option for specific items and orders.

Selecting the close point gives you more precise control over when the shipment is accounted for.

**Note:** The receipt close tolerance percentage must be set in combination with this setting.

### Accepted

Ordered goods have passed inspection and are ready for use.

### Delivered

Ordered goods have been delivered and are ready for use.

### Received

Ordered goods have been received and are ready for use.

## Match Approval Level: Critical Choices

A transaction status match combination after which the document may be considered approved for payment.

**Note:** The invoice match option in the purchase order schedule and the match approval level described here are independent options. The invoice match option determines whether Payables performs invoice matching to the purchase order or the receipt.

### Two-Way

Purchase order and invoice quantities must match within tolerance before the corresponding invoice can be paid.

### Three-Way

Purchase order, receipt, and invoice quantities must match within tolerance before the corresponding invoice can be paid.

### Four-Way

Purchase order, receipt, accepted quantities from inspection, and invoice quantities must match within tolerance before the corresponding invoice can be paid.

## Group Requisitions: Critical Choices

During automatic creation of purchase orders from requisitions use the following options to control how requisition lines are combined on order lines in the new document.

### Group Requisitions

By default the requisitions are converted into purchase order lines individually. This option allows consolidation of requisition lines from across multiple requisitions into a single purchase order.

Select this check box to group requisitions into a single purchase order. The application will try to group all the requisitions which share the same:

- Requisitioning BU and Sold-to BU
- Document style
- Supplier and site
- Currency and conversion rates
- Buyer

### Group Requisition Lines

By default the requisition lines are combined into individual lines based on document type. This option determines whether each requisition line being fulfilled in the order will have its own order line or can be combined with other requisition lines. Select this check box to group requisition lines into the same purchase order line. The application will try to group requisition lines which share the same:

- Line type
- Item, item revision, item description, supplier item number, supplier configuration ID
- Category
- UOM
- Source agreement and source agreement line
- Requested delivery date (used optionally if the Use requested delivery date check box is selected)
- Ship-to organization and location (used optionally if the Use ship-to organization and location is selected)

For all requisition lines being grouped into the same purchase order line, the application will further group these lines into schedules if they share the same:

- Requested delivery date, ship-to location and ship-to organization
- Destination type

# Standard Purchasing Terms and Conditions: Explained

Standard terms and conditions outline any legal or functional constraints under which the purchase order or purchase agreement will be conducted. These terms and conditions apply to any orders executed by the procurement business unit and can be made available in all installed languages. Use the Define Purchasing Terms and Conditions page to enter standard terms and conditions for purchasing documents.

You can find the page from the Setup and Maintenance work area, in the Procurement offering, Procurement Foundation functional area, Configure Procurement Business Function task. On the Configure Procurement Business Function page, in the General section, click the Terms and Conditions button.

Standard terms and conditions are included with each purchasing document sent to the supplier.

## Terms

Purchasing terms commonly indicate the buying organization's rules and expectations as related to pricing and payment.

## Conditions

Purchasing conditions typically describe the buying organization's rules related to but not limited to delivery, acceptance of delivery, cancellations, additions to the approved order, and general behavior of the supplier during the course of the transaction.

## Languages

Indicate that this set of terms or conditions are not to be made available in all installed languages by selecting the check box: Disable terms and conditions for all languages.

# FAQs for Configure Procurement Business Function

## What's a receipt close tolerance percent?

This setting is used in combination with the closing point to close a schedule for receiving. It is the allowable difference (expressed as a percentage) between the quantity stated on the order schedule and the actual quantity received. Quantities can vary up to this difference without preventing an automatic closed for receipt status. You can override this option for specific items and orders.

**Note:** You must also set the receiving close point.

For example, with a receipt close tolerance percent of 99 with a quantity ordered of 100 and a closing point of receipt the schedule would automatically be closed for receiving when 1 of the 100 are received.

## What's a contract terms layout?

For purchasing documents select a contract terms layout for the document type. These templates determine what information is displayed along with providing the headers, footers, text style, and pagination of the printed document. You can create your own custom layout in RTF format and upload it to Oracle BI Publisher or select one already provided.

*Related Topics*

- What's a layout template?

# Configure Requisitioning Business Function

## Configure Requisitioning Business Function: Explained

The Procurement Application Administrator has access to the Configure Requisitioning Business Function page for setting up a business unit that has a requisitioning business function associated with it. The attributes specified here are used to default values and behavior of the application when users are creating requisitions and purchase orders for the requisitioning BU.

### Requisitioning Section

Default Deliver-To Organization

The default organization is used as the deliver-to organization for a requisition line if it is a global location. This organization is used to derive the list of item master items that are accessible to the user when creating a requisition for the requisitioning BU.

**Line Type**

The Line Type is the value specified to be defaulted on requisition lines created for the requisitioning BU. Line Type can be modified.

**One-Time Location**

The One-Time Location is the location code to be defaulted as the deliver-to location for the requisition line when the requester specifies a one-time delivery address on a requisition. The location specified must be a global location that is enabled for the requisitioning BU.

**Reapproval required for changes made during an active approval process**

Reapproval required for changes made during an active approval process is applicable when allowing approvers to modify a requisition when it is routed for approval. It controls whether the requisition must be sent back for reapproval when the approver submits the modified requisition.

**Group Requisition Import By**

The Import Requisition process can be used to import requisitions from other Oracle or non-Oracle applications. On import, requisition lines are grouped first by requisition header number, then by the provided Group Code, then by the value set in the Group-by input parameter (None, Buyer, Category, Item, Location, or Supplier). The specified attribute is used as the default value for Group-by. All remaining requisition lines that have not yet been assigned a requisition number will be grouped together under the same requisition.

Allow One-Time Address

The One-Time Address is the location to be defaulted as the deliver-to location for the requisition line when the requester specifies a one-time delivery address on a requisition. The location specified must be a global location that is enabled for the requisitioning BU.

One-Time Location

The One-Time Location is the location code to be defaulted as the deliver-to location for the requisition line when the requester specifies a one-time delivery address on a requisition. The location specified must be a global location that is enabled for the requisitioning BU.

Reapproval required for changes made during an active approval process

Reapproval required for changes made during an active approval process is applicable when allowing approvers to modify a requisition when it is routed for approval. It controls whether the requisition must be sent back for reapproval when the approver submits the modified requisition.

**Create Orders Immediately after Requisition Import**

Create orders immediately after requisition import controls whether the Generate Orders program will run immediately after the requisition import process is complete.

Enable Approval Override

Enable approval requirement for lines that are modified by the buyer.

**Context Values for Requisition Descriptive Flexfields**

You can extend the attributes of a requisition at the header, line, and distribution level using Descriptive Flexfields. Specifying the context value pulls in the associated descriptive flexfields when the user enters the requisition.

## Purchasing Section

**Default Procurement BU**

A requisitioning BU can be served by multiple procurement business units. If a procurement BU cannot be determined based on information on the requisition line, the Default Procurement BU is used to process all requisition lines.

**Price Change Tolerance**

The Price Change Tolerance is applicable when there is a price change on the purchase order line associated with a requisition line. If the value is null, no checks will be performed. If the value is a valid numeric value, then any changes made to the price on the purchase order line must be within the tolerance percentage value, or the purchase order cannot be submitted. The tolerance can be specified using the tolerance percentage or tolerance amount. The more restricting of the two tolerances will take precedence if both are specified.

**Ship-to Location**

When the purchase order cannot derive a ship-to location, the specified Ship-To on the Requisitioning BU is defaulted.

**Cancel Backing Requisitions**

Cancel Backing Requisitions controls whether a backing requisition should be canceled when there is purchase order cancellation.

Options are:

- Always: When canceling the purchase order, Oracle Fusion Purchasing also cancels the requisition.
- Never: When canceling the purchase order, Oracle Fusion Purchasing does not cancel the requisition, therefore it is available for inclusion on another purchase order.
- Optional: When canceling the purchase order, the buyer is given the option to cancel the requisition.

Multiple Legal Entities on Order

Control if a purchase order can contain ship-to organizations belonging to different legal entities.

**Allow Requisition-To-Agreement UOM Conversion**

If a requisition does not have an agreement specified, Allow requester-to-agreement UOM conversion is used to specify whether Requisition UOMs can be converted to Agreement UOMs during agreement sourcing. Checking this box indicates that agreements that meet the sourcing criteria, but have Agreement Line UOMs different from Requisition Line UOMs, can be considered during agreement sourcing. If the box is left unchecked, such agreements will not be considered.

*Related Topics*

- Descriptive Flexfields: Explained

# Define Procurement Agents

## Procurement Agent Security: Explained

Use the Manage Procurement Agents task to create and maintain a procurement agent's access to procurement functionality for a business unit.

You can implement document security for individual document types such as purchase orders, purchase agreements, and requisitions. You can also control a procurement agent's access to manage activities for suppliers, negotiations, catalog content, and business intelligence spend data.

Key aspects for managing procurement agents are:

- Understanding what a procurement agent is.
- Implementing document security.
- Navigating to the Manage Procurement Agents task.

### What is a Procurement Agent?

Procurement agents are typically users with procurement roles such as:

- Buyer
- Catalog Administrator
- Category Manager
- Procurement Contract Administrator
- Procurement Manager
- Supplier Administrator
- Supplier Manager
- Supplier Qualification

They have procurement job responsibilities in the buying organization, such as creating purchase agreements, purchase orders, and related procurement functions. You must set up these users as procurement agents for them to manage procurement documents and perform other procurement actions.

### Implement Document Security

The key elements for setting up procurement agent document security are:

- Assigning the agent to a procurement business unit.
- Enabling the agent's access to procurement actions.
- Defining the agent's access levels to other agents' documents.

### Locate the Manage Procurement Agents Task

Depending on your user role and access permissions, you can use the Manage Procurement Agents task in the following work areas:

- Setup and Maintenance work area, Procurement offering, Procurement Foundation functional area.
- Purchasing work area.

## Create Procurement Agent: Critical Choices

Use the Manage Procurement Agents task to create or edit a procurement agent. With this task you can define an agent's access to procurement functionality within a procurement business unit.

The following predefined roles are controlled by procurement agent access configuration:

- Buyer
- Catalog Administrator
- Category Manager
- Procurement Contracts Administrator
- Procurement Manager
- Supplier Administrator
- Supplier Manager
- Supplier Qualification

### Procurement BU

Assign the agent to one or more procurement business units (BU).

### Action

Enable the agent to access one or more procurement actions for each procurement business unit.

- Manage Requisitions: Enable access to purchase requisitions.
- Manage Purchase Orders: Enable access to purchase orders.
- Manage Purchase Agreements: Enable access to blanket purchase agreements and contract agreements.
- Manage Negotiations: Enable access to Sourcing negotiations, if implemented by your organization.
- Manage Catalog Content: Enable access to catalog content. This includes local catalogs, punchout catalogs, content zones, smart forms, information templates, and collaborative authoring.
- Manage Suppliers: Enable access to create and update supplier information.
- Manage Supplier Qualifications: Enable access to initiatives, qualifications, and assessments, if Supplier Qualification is implemented by your organization.
- Manage Approved Supplier List Entries: Enable access to create and update approved supplier lists.
- Analyze Spend: Used by the business intelligence functionality to enable access to view invoice spend information.

### Access to Other Agents' Documents

Assign an access level to documents owned by other procurement agents for each procurement business unit. Note that an agent can perform all actions on their own documents as long as they have procurement BU access.

- None: The agent cannot access documents owned by other agents.

- View: Permits the agent to search and view other agents' documents.
- Modify: Permits the agent to view, modify, delete, and withdraw other agents' documents.
- Full: Permits the agent full control of other agents' documents. This includes the view, modify, delete, withdraw, freeze, hold, close, cancel, and finally close actions.

# Buyer Managed Transportation Setup

## Buyer Managed Transportation Setup in Procurement: Explained

Before you can process procurement transactions using buyer managed transportation, you must enable the feature. You can also configure business units and supplier sites to support default actions, and transit times to support calculation of anticipated arrival dates.

### Enable the Feature

To activate buyer managed transportation for use in procurement transactions, select the buyer managed transportation feature in the Procurement offering.

1. In the Setup and Maintenance work area, select the Procurement offering.
2. On the Actions drop-down list, select Change Configuration.
3. On the Configure: Procurement page, in the Features column for the Procurement offering, click the Edit icon.
4. On the Features page, select the Buyer Managed Transportation check box, and click Done.

### Configure Business Units

Optionally, you can configure the buyer managed transportation setting for a business unit (BU). Selecting the setting for a BU does the following:

- Indicates your buying organization's intent to manage transportation for purchasing transactions for the business unit.
- Enables default action for the selection of the setting in procurement transactions for the business unit.

To enable the buyer managed transportation setting for a business unit:

1. In the Setup and Maintenance work area, select the Procurement offering, and click Setup.
2. On the Setup: Procurement page, click the Procurement Foundation functional area.
3. Click the Configure Procurement Business Function task.
4. Select the Procurement BU, and click OK.
5. On the Configure Procurement Business Function page's Main tab, General section, select the Buyer managed transportation check box.
6. In the Purchasing section, you have the option to select the Default promised date from requested date check box. When selected, the buyer's requested date is used to populate the promised date field, in purchasing transactions for the business unit.
7. Click Save.

### Configure Supplier Sites

Optionally, you can configure the buyer managed transportation setting for a supplier site. Selecting the setting for a site does the following:

- Indicates your buying organization's intent to manage transportation for purchasing transactions for the site.

- Enables default action for the selection of the setting in procurement transactions for the site.

To enable the buyer managed transportation setting for a supplier site:

1. In the Suppliers work area, select the Manage Suppliers task.
2. Search for and select the supplier site.
3. On the Edit Site page, Purchasing tab, Buyer Managed Transportation drop-down list, select Yes.
4. Click Save.

## Configure Transit Times

Optionally, you can configure the transit time between two locations to enable the calculation of anticipated delivery dates. To configure transit times:

1. In the Setup and Maintenance work area, select the Procurement offering, and click Setup.
2. On the Setup: Procurement page, search for and select the Manage Transit Times task.
3. On the Manage Transit Times page, set up transit information for the origin and destination locations.
   - Origin type, location and description.
   - Destination type, location and description.
   - Shipping method.
   - Transit time in days.
4. Click Save.

The transit information you set up is used to calculate anticipated delivery dates on purchasing transactions, when the transportation is buyer managed. The anticipated delivery date is calculated as the requested or promised ship date plus the transit time in days.

*Related Topics*

- Buyer Managed Transportation in Procurement: Explained

# 18 Define Self Service Procurement Configuration

## Manage Information Template Descriptive Flexfields

### Information Template: Explained

An information template is used to gather additional information from a preparer. It can be assigned to an item, a category, or a smart form. Information templates are used in the creation of a Smart Form to provide the flexibility to add additional attributes in a smart form in order to gather required information from a preparer. Information templates are also applicable to item master items and purchasing categories.

The data entered for an information template, which is associated with a smart form, item or category, is available as attachments in downstream products (such as Purchasing) after the requisition is approved. When creating an information template, the catalog administrator selects the attachment category that determines if the attachment will be available to the supplier or buyer.

#### Using Information Templates

Information Templates are created in a Procurement Business Unit and are available to Requisitioning Business Units serviced by that Procurement BU. In the event where a Requisitioning BU is serviced by multiple Procurement BUs, and more than one service provider had assigned an information template to an item or category, applicable information templates from all service provider Procurement BUs will be returned.

Information templates are available to the preparer if the items or smart forms that the information templates are associated with are available to the preparer.

Procurement catalog administrators can define a unique information template name so they are easily identifiable in a smart form. Information template header information provides users the ability to specify a non-unique Display Name, while creating information templates with unique information template names. For example, more than one procurement BU can maintain information templates to collect business card information. The same Display Name, Business card information, can be used on these information templates to indicate the purpose of these templates when displayed in Oracle Fusion Self Service Procurement. Procurement Catalog Administrators can also define an information template section description or instruction text providing preparers with specific instructions on how to fill out the form.

Information templates can only be deleted if they are not referenced. An information template is considered referenced if it is applied on any requisition lines, whether in completed or incomplete state. This is to prevent deletion of an information template that is currently in use.

Once an information template is deleted, it is no longer returned on the Manage Information Templates page.

#### Adding Attributes

Information template attributes are maintained as Descriptive Flex Fields (descriptive flexfields).

Attributes first need to be set up in the Descriptive Flexfields application, and the catalog administrator specifies the descriptive flexfield context on the Create and Edit Information Template page to apply the list of attributes.

For example, the catalog administrator set up a context Business Cards Marketing, with the following context sensitive fields:

- Job Title
- Organization
- Office Location

When creating an information template, the catalog administrator can then specify in the Attribute List field the context Business Cards Marketing, which will associate the attributes to the information template.

**Note:** The maximum number of attributes that can be created for an information template is fifty.

Existing information attributes are maintained as attachments downstream, such as in Purchasing.

## Supported Attributes

The following attribute types are supported by descriptive flexfields:

- Text: Text attributes can be setup using descriptive flexfield to be added to an information template. For example, the procurement catalog administrator can create an information template called Business Card Information USA to be used for collecting related information when ordering business cards. Examples of text typed fields are Name, Title, Address and so on.
- Number: Procurement catalog administrators can create number typed attributes using descriptive flexfields, to be used in an information template. For example, Zip Code, Telephone, and Area Code.
- Standard Date, Standard DateTime and Time: Procurement catalog administrators are able to define date format attributes in descriptive flexfields, to be used in an information template. This allows for automatic date formatting according to globalization requirements, since 09/01/2007 may mean September 1, 2007 in the US, but January 9, 2007 in others.
- List of Values: Value sets can be added to Information Templates through descriptive flexfields as List of Values. Implementing attributes as List of Values allows enforcement of values that can be populated in these fields. For example, as part of an address, the Country field can be implemented as list of values (LOV) containing only countries that are applicable.
- Choice Lists: Choice lists make use of value sets as well, similar to List of Values.

## End Dates

Procurement Catalog Administrators can specify an End Date on an information template. An information template is inactive if the system date is more than or equal to the End Date.

When an information template is inactive, it will no longer be applied when items (to which this information template is assigned) are added to the requisition. Requisitions created with lines that are associated to this information template will continue to display the information template information.

For incomplete requisitions, the inactive information templates are no longer available at the time the requisition is retrieved.

For copied and withdrawn requisitions, information templates are also no longer available if the information template is inactive at the time the requisition is copied or resubmitted.

*Related Topics*

- Information Templates and Smart Forms : How They Work Together
- Information Templates, Items and Categories : How They Work Together

# Manage Catalog Category Hierarchy

## Category Hierarchy: Overview

Category hierarchy presents a hierarchical view of the catalog to users. Category hierarchies allow administrators to create a parent category that includes other categories, which are known as child categories. When users navigate through the parent category, the child categories appear, helping users to navigate quickly to the category which contains the products they need.

There are three different types of category hierarchy in Procurement.

- Procurement Category Hierarchy: Used by Purchasing, Self Service Procurement, and Suppliers.
- Browsing Category Hierarchy: Used in Self Service Procurement.
- Products and Services Hierarchy: Used in Suppliers.

*Related Topics*

- What's a category?
- Category Browsing: Explained
- What's the difference between an item category and a browsing category?

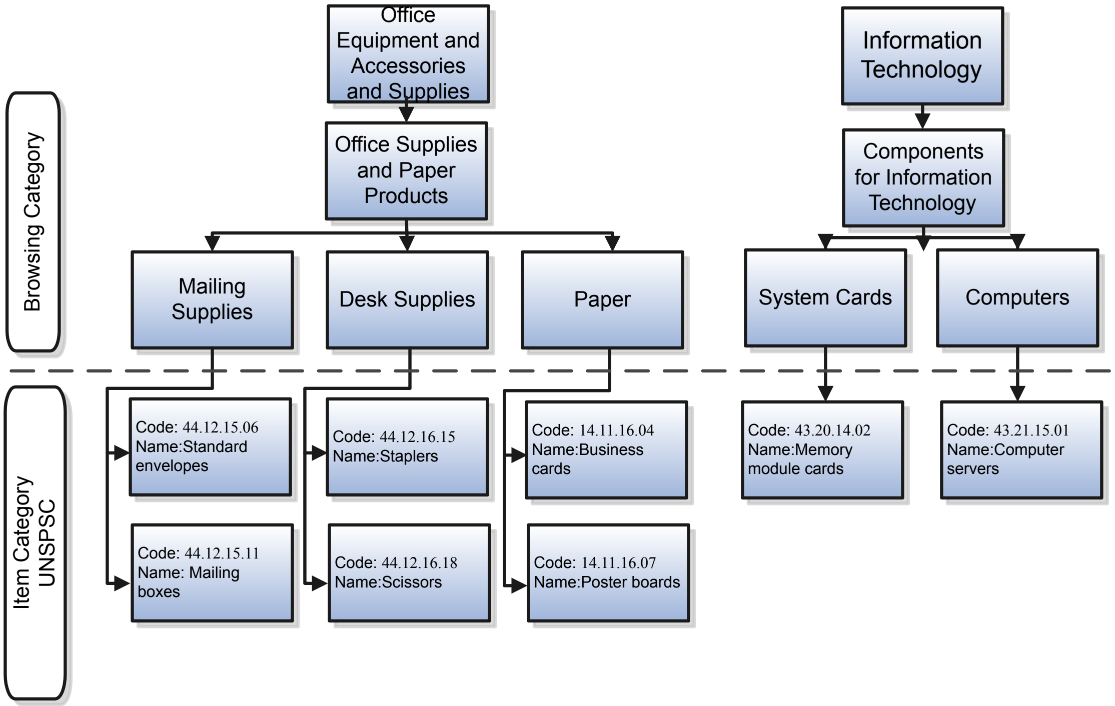
## Category Hierarchy: How Browsing Categories and Item Categories Fit Together

If you manage a large number of products and services you may need a mechanism to organize the products in the catalog to make it easier for users to navigate to the products they want to buy. The category hierarchy presents a hierarchical view of the catalog to users.

Category hierarchies allow you to create a parent category that includes other categories, which are known as child categories. When users navigate through the parent category, the child categories appear, helping users to navigate quickly to the category which contains the products they need. Categories are used to classify items.

You can develop your own method of categorizing products or you can use standard coding systems such as UNSPSC. Some of the benefits of adopting a standard coding system are visibility of spend analysis throughout the corporation, cost control optimization, and ability to explore all the e-commerce capabilities.

The figure below shows the category hierarchy for a catalog. There are two types of categories in the catalog that define a catalog hierarchy: Browsing categories and item categories. It is not required to have the same number of levels in all branches of the hierarchy.


Browsing Category
Item Category UNSPSC
Office Equipment and Accessories and Supplies
Office Supplies and Paper Products
Mailing Supplies
Desk Supplies
Paper
Information Technology
Components for Information Technology
System Cards
Computers
Code: 44.12.15.06 Name:Standard envelopes
Code: 44.12.15.11 Name: Mailing boxes
Code: 44.12.16.15 Name:Staplers
Code: 44.12.16.18 Name:Scissors
Code: 14.11.16.04 Name:Business cards
Code: 14.11.16.07 Name:Poster boards
Code: 43.20.14.02 Name:Memory module cards
Code: 43.21.15.01 Name:Computer servers

## Browsing Categories

Browsing categories are also known as navigation categories. They define the category hierarchy for category browsing. The category hierarchy helps users browse for catalog items. Browsing categories can be either a parent or child to another category, but cannot contain any items. Browsing categories are optional and companies can decide what categories should be enabled for browsing.

You can associate catalogs (local, punchout, informational) and smart forms to the browsing categories. When user navigates to the category, the associated content type will be displayed. An alternative to setting up browsing categories is to tag punchout, informational, and smart forms with keywords, so that users can find them when performing basic search.

## Item Categories

Item categories are used to group items for various reports and programs. A category is a logical classification of items that have similar characteristics. For Procurement, every item must belong to an item category. Item categories allow you to:

- Place item categories under browsing categories.
- Search the catalog and sort by item category name. The item category name is displayed in the search pages.
- Bulk load by item category code.

# Category Hierarchy with Catalog Association: Explained

Users can search for all content (local content, punchout, smart forms, informational content) regardless of how the content is grouped. Administrators can group punchout, informational catalogs, and smart forms by category and the browsing feature will also retrieve punchout, informational catalogs, and smart forms together with local content.

Local content (item master items and agreement lines) is associated with purchasing categories. Smart forms, punchout, and informational catalogs can optionally be associated with any level of the category hierarchy (browsing or purchasing category).

## Hierarchy With Associated Catalog Content

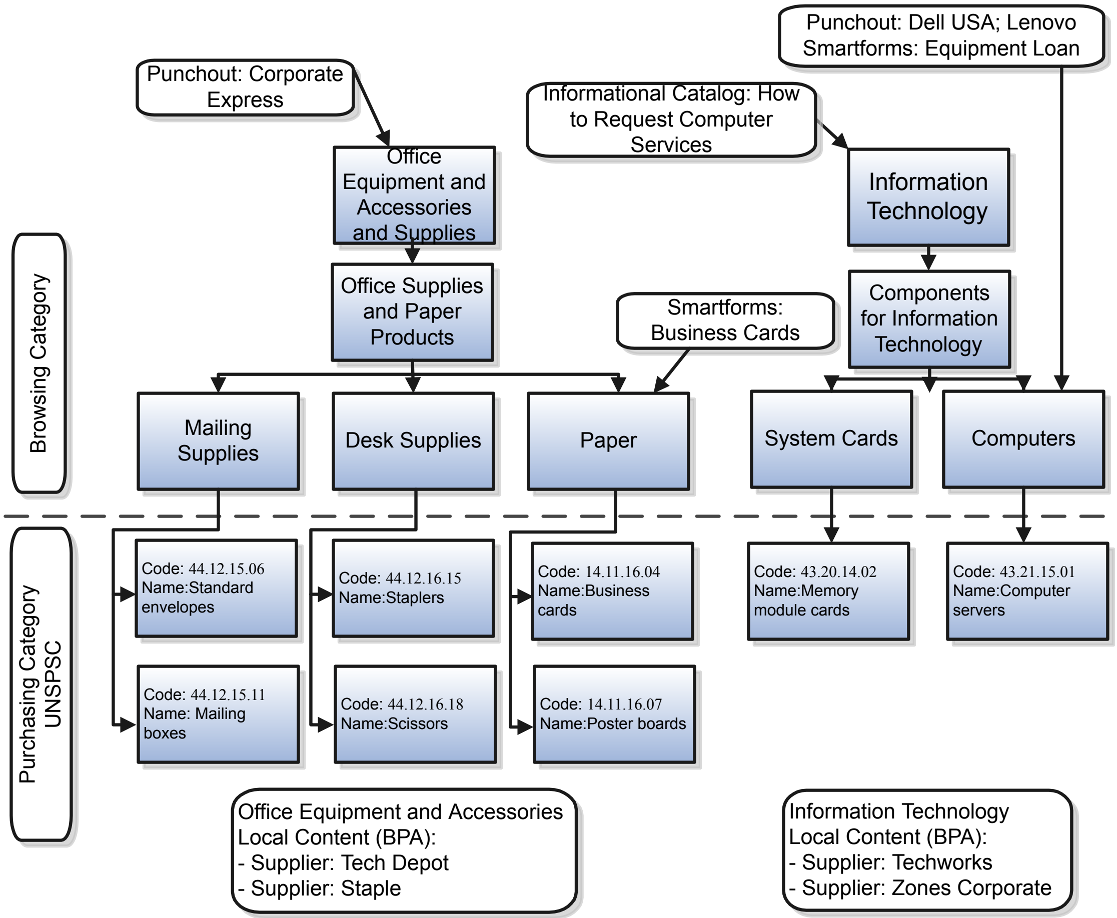
When the user associates the punchout, informational, local, and smart form to a category, the system travels up and down the tree to associate the punchout, informational, local and smart form with all the browsing and purchasing categories of the same branch. Item master items, and agreement items are indexed with their corresponding purchasing categories.
For example, in the illustration below, when the user navigates down the branch from Information Technology browsing category to the Computer Servers purchasing category, the search results will always include the Dell USA punchout which is associated with Computers. The system associates the punchout catalog Dell USA with the categories of the same branch as Computers which are Information Technology, Components for Information Technology, Computers, and Computer Servers.

The informational catalog How to Request Computer Services is associated with the browsing category Information Technology. As the user navigates the branch of Information Technology, the Informational Catalog is seen at the level of Information Technology, Components for Information Technology, System Cards, Computers, Memory Module Cards, and Computer Servers.

Local catalog items also show up during browsing. Using the example in the figure below, items in BPAs with suppliers Techworks or Zones Corporate that are tied to the purchasing categories Memory Module Cards or Computer Servers will show up as the user navigates down the Information Technology branch, based on the content available to the user via content zone.

The procurement catalog index is automatically updated after any changes to the hierarchy are saved.

The figure below shows catalog category hierarchy structure.


Punchout: Dell USA; Lenovo
Smartforms: Equipment Loan
Punchout: Corporate Express
Informational Catalog: How to Request Computer Services
Office Equipment and Accessories and Supplies
Information Technology
Browsing Category
Office Supplies and Paper Products
Smartforms: Business Cards
Components for Information Technology
Mailing Supplies
Desk Supplies
Paper
System Cards
Computers
Purchasing Category UNSPSC
Code: 44.12.15.06 Name:Standard envelopes
Code: 44.12.16.15 Name:Staplers
Code: 14.11.16.04 Name:Business cards
Code: 43.20.14.02 Name:Memory module cards
Code: 43.21.15.01 Name:Computer servers
Code: 44.12.15.11 Name: Mailing boxes
Code: 44.12.16.18 Name:Scissors
Code: 14.11.16.07 Name:Poster boards
Office Equipment and Accessories Local Content (BPA):
- Supplier: Tech Depot
- Supplier: Staple
Information Technology Local Content (BPA):
- Supplier: Techworks
- Supplier: Zones Corporate

# 19 Define Supplier Portal Configuration

## Manage Supplier User Roles

## Supplier User Provisioning: How It Works

Supplier user provisioning refers to the process of establishing supplier users with access to Oracle Fusion Supplier Portal (Supplier Portal). Your buying organization can create and maintain user accounts, job roles, and data access controls for supplier contacts.

The content supplier users can access, and tasks they can perform, are controlled by your buying organization. You can also allow supplier users to assume the responsibility for user account management on behalf of your buying organization. To do this, allow trusted supplier users to create and maintain user accounts for their fellow employees that require access to the Supplier Portal. Your buying organization can maintain control, and reduce their administrative burden, by granting provisioning access to their trusted suppliers.

### User Provisioning Job Roles

You provision supplier users with job roles, giving them the ability to perform business tasks and functions on the Supplier Portal. The predefined job roles that can perform supplier user provisioning are:

- Supplier Administrator: This job role is for the buying organization. Users with this role are responsible for maintaining supplier profile information as well as administering user accounts for supplier contacts.
- Supplier Manager: This job role is for the buying organization. Users with this role are responsible for authorizing a new supplier for spending. They control the addition of new spend authorized suppliers into the supply base. In smaller organizations, you can assign this job role and the Supplier Administrator role to the same individual.
- Supplier Self Service Clerk: This job role is for the supplier organization. Supplier users with this role can maintain contact profiles and request user accounts for their fellow employees. All contact profile updates and user account requests made by the SSC require approval by the buying organization.
- Supplier Self Service Administrator (SSA): This job role is for the supplier organization. Supplier users with this role can maintain contact profiles and provision user accounts to their fellow employees, without requiring buying organization approval.

You can perform user provisioning from the following procurement flows:

- Supplier registration review and approval.
- Supplier profile change request review and approval.
- Suppliers work area, Manage Suppliers task, Edit Supplier flow where supplier contacts are maintained.
- Supplier Portal work area where suppliers can perform user provisioning on behalf of their company using the Manage Profile task.

In each of these flows a user with one of the appropriate job roles can:

- Create or request a user account.
- Assign job roles.
- Set data security access for a supplier contact.

## Manage Supplier User Roles Setup Page

The IT Security Manager and the Procurement Application Administrator can use the Manage Supplier User Roles page. They can find the page in the Setup and Maintenance work area, Procurement offering, Supplier Portal functional area. They can open the page from the following respective setup tasks:

- Manage Supplier User Roles
- Manage Supplier User Roles Usages

Your buying organization uses the Manage Supplier User Roles page to perform the two following setup actions. These two actions are performed by two different job roles: IT Security Manager, and Procurement Application Administrator.

1. Define the list of roles that can be granted to supplier users in Supplier Portal provisioning flows. Only the IT Security Manager job role can add and remove roles. This helps your organization avoid the risk of adding an internal application job role inadvertently. It prevents suppliers from gaining unauthorized access to internal data. The supplier roles are added from the central Oracle LDAP roles repository which stores all Oracle Fusion application job roles. Once they add a role to the table, the role is immediately available for provisioning to supplier contacts by the Supplier Administrator.
2. Define the supplier role usages. The Procurement Application Administrator is responsible for this setup task. They manage settings for how the supplier job roles are exposed in provisioning flows. The first column controls whether a supplier job role can be provisioned in Supplier Portal, by supplier users with the SSA role.

The IT Security Manager can also set supplier role usages, as they can access all functions on the setup page. However, this task is typically performed by the Procurement Application Administrator. The Procurement Application Administrator cannot add or remove roles from the table.

Your buying organization can establish default roles which expedite supplier user account requests. To do this, identify the minimum set of job roles that a supplier contact can be granted. This prevents approvers from having to explicitly review and assign job roles for each user account request.

When the role default setup is done correctly, the Supplier Administrator (or approver) can review supplier contact user account requests. This allows them to:

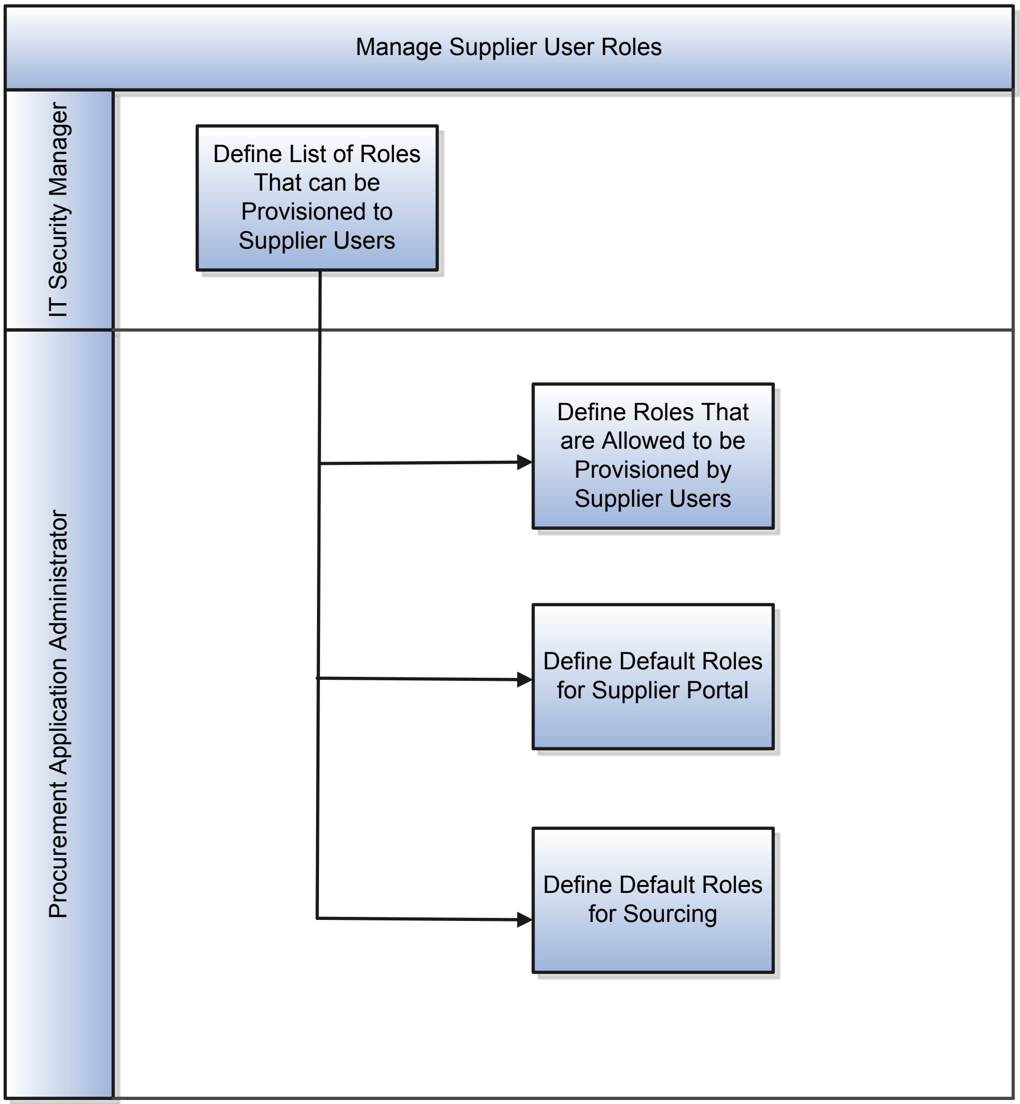
- Review requests with job roles selected based on the source of the request.
- Approve user account requests with appropriate role assignments.

The three role usages relevant to supplier user provisioning include:

- Allow Supplier to Provision: If selected, the role can be provisioned by the SSA, assuming the role is also assigned to the SSA user.
- Default for Oracle Fusion Supplier Portal: If selected, the role is automatically added to supplier user requests in the core user provisioning flows, such as supplier profile maintenance.
- Default for Oracle Fusion Sourcing: If selected, the role is automatically added to supplier user requests generated in sourcing flows such as Create Negotiation.

A role in the table can be marked for one or more of the three usages.

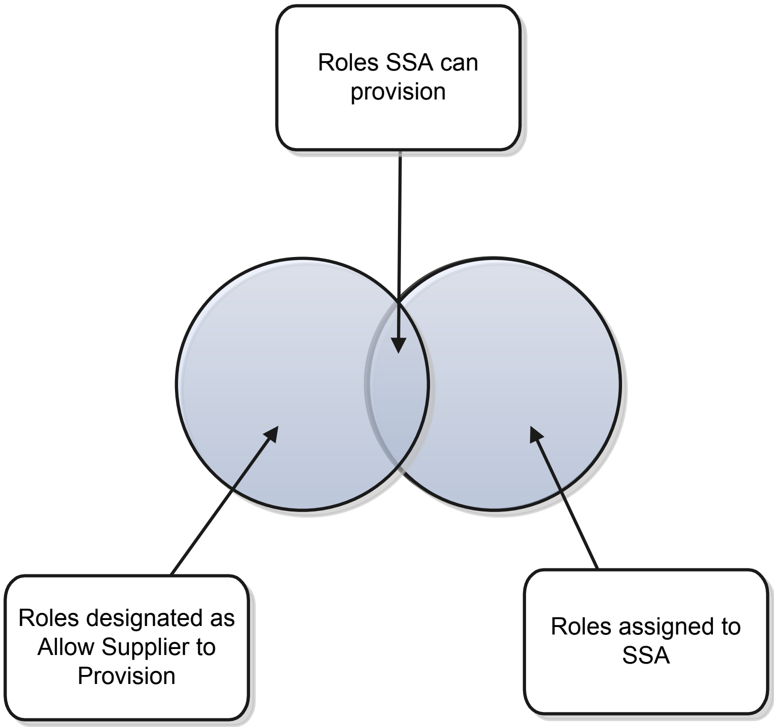
The figure below shows the flow for managing supplier user roles.


Manage Supplier User Roles
IT Security Manager
Procurement Application Administrator
Define List of Roles That can be Provisioned to Supplier Users
Define Roles That are Allowed to be Provisioned by Supplier Users
Define Default Roles for Supplier Portal
Define Default Roles for Sourcing

Users with the SSA job role are able to provision roles for other users. They can do this based on the following:

- Those roles checked in the Allow Supplier to Provision column.
- The set of roles the SSA has already been assigned.

This intersection, as depicted in the figure below, determines what roles the SSA can grant to their fellow employees. This ensures the SSA provisions proper roles to the supplier users in their organization.



**Note:** SSA users should be careful when removing roles from their account because they are not able to add additional roles to their own user account.

*Related Topics*

- Request Supplier User Account: Explained

# Set Up Supplier Roles: Examples

The following simple examples illustrate selecting and managing roles for supplier user provisioning.

## Selecting Roles for Supplier User Provisioning:

Vision Corporation decides to expand their Oracle Fusion Supplier Portal (Supplier Portal) deployment and allow supplier customer service representatives to access orders and agreements. The corporation also wants the Supplier Self Service Administrator to provision the supplier customer service representatives.

The IT security manager navigates to the Manage Supplier User Roles page. They locate it in the Setup and Maintenance work area, Procurement offering, Supplier Portal functional area, Manage Supplier User Roles task. They search for the supplier job role Supplier Customer Service Representative, and add the role to the table.

The Procurement Application Administrator navigates to the Manage Supplier User Role Usages page. For the Supplier Customer Service Representative role, they select the two following options: Default for Supplier Portal, and Allow Supplier to Provision.

### Managing Default Roles and Defining Roles that the Self Service Administrator can Provision:

Vision Corporation currently grants selected supplier users access to agreements only. The corporation determines that all supplier users should also be granted access to orders, shipments, receipts, invoices and payments information by default.

The Procurement Application Administrator navigates to the Manage Supplier User Roles page. They select the Allow Supplier to Provision option for all supplier roles in the table. This allows the Supplier Self Service Administrator to provision users with these roles in the Supplier Portal.

The corporation also decides the Supplier Sales Representative role should not be marked as a default role. The Procurement Application Administrator ensures the Default for Supplier Portal option is not selected for that role.

Vision Corporation also recently implemented Oracle Fusion Sourcing. They must provision the Supplier Bidder role to specific suppliers invited to sourcing events.

The IT Security Manager must ensure the Supplier Self Service Administrator is not allowed to provision this role as it must be controlled by Vision Corporation. The IT Security Manager adds the Supplier Bidder role to the table. For the newly added role, they leave the Allow Supplier to Provision option not checked, and check the Default Roles for Sourcing option.

*Related Topics*

- Request Supplier User Account: Explained

## Supplier User Account Administration: Explained

The buying organization's supplier administrator provisions user accounts to provide supplier contacts access to Oracle Fusion Supplier Portal (Supplier Portal). The administrator performs user account maintenance for a specific supplier contact in the Suppliers work area, on the Edit Supplier page, Contacts tab. The administrator assigns a user account with roles that determine what functions the supplier contact can perform in the Supplier Portal.

The following are Oracle Procurement Cloud flows where a supplier administrator can request and manage a user account for a supplier contact:

- Create Supplier Contact: When creating a supplier contact, the administrator can also request to create a user account for the contact, request roles and grant data access. A supplier user can also request for a supplier contact and user account to be created.
- Edit Supplier Contact: The supplier administrator can make changes to supplier contact information as well as create or maintain the user account for the contact. A supplier user can also request a user account to be created for an existing contact.
- Approve supplier registration request: When approving a supplier registration, an approver can create and edit supplier contacts. A user account is part of a supplier contact. The approver has the ability to create a user account and assign roles within this flow.

**Note:** Creating a user account for a supplier contact cannot be reversed. Once a user account is created it cannot be deleted, but it can be inactivated.

The Supplier Administrator is responsible for:

- Creating and inactivating supplier user accounts.
- Assigning job roles.

- Assigning data access.

Create and Inactivate Supplier User Accounts

Select the Create User Account option for a contact to send a request to the identity management system to provision the account. Status is displayed to communicate provisioning status during this process. When the process is complete, the identity management system sends notification to the supplier contact with the user name and temporary password for Supplier Portal. If the process fails, a notification is sent to the Supplier Administrator that a user account was not successfully provisioned.

Assign Job Roles

Use the Roles subtab to control function security. This determines the business objects and task flows the supplier user can access. Supplier job roles should be assigned based on the job that the contact performs within the supplier organization. For example, Customer Service Representative or Accounts Receivable Specialist.

Assign Data Access

Use the Data Access tab to control data security. This determines which transactions the user can access for the specific business objects their job role is associated with. The two levels of data security are: Supplier and Supplier Site. By default, all supplier user accounts start with Supplier level, meaning they can access all transactions belonging to their supplier company only. For more restrictive access, the Supplier Site level limits user access to transactions for specific supplier sites only.

# Configure Supplier Registration

## Setting up Supplier Registration Approvals Task: Critical Choices

The following seeded components facilitate the supplier registration approvals setup:

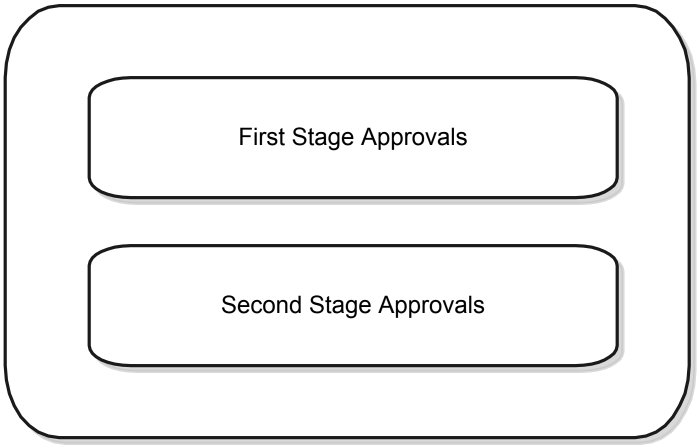
- Registration Approvals task
- Stages
- Participants
- Seeded approval policy

You can access the Manage Supplier Registration Approvals Tasks from the Functional Setup Manager task list, Define Approval Management for Procurement.

There are two registration approval tasks:

- Manage Supplier Registration Approvals: Used to maintain approval routing rules for registrations submitted by external users of companies interested in becoming a supplier.
- Manage Internal Supplier Registration Approvals: Maintains approval routing rules for registrations submitted by internal users on the company's behalf.

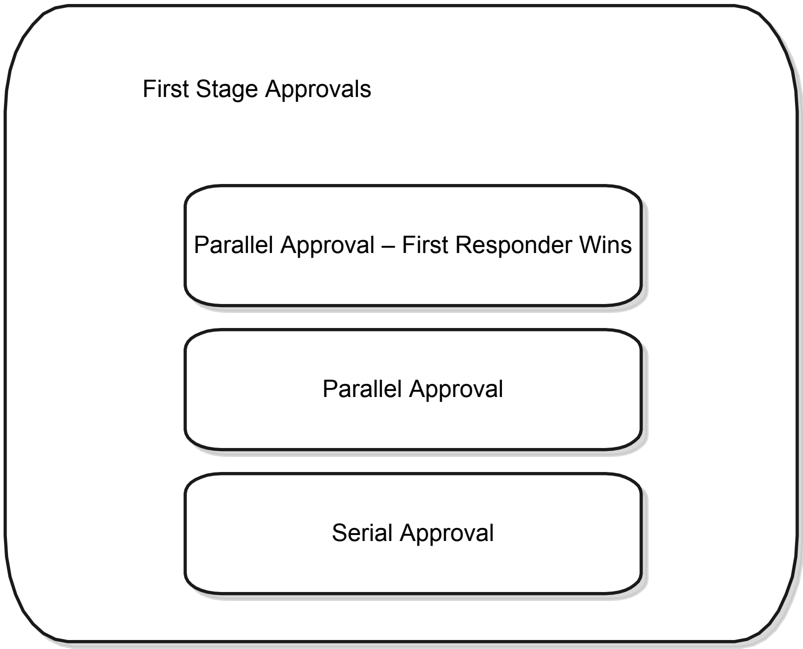
The following figure shows the seeded stages for supplier registration approvals which are executed in Oracle Fusion Supplier Portal.



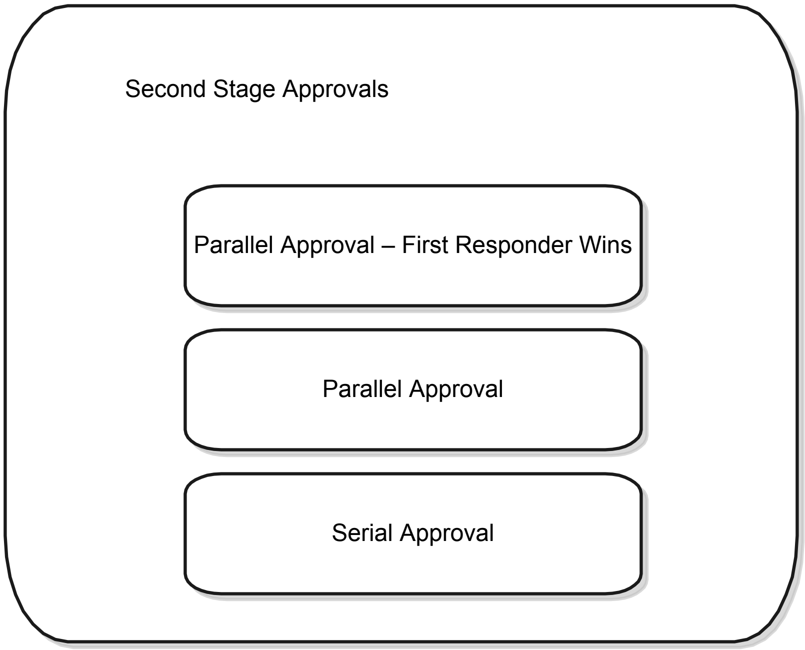
Approval rules configured in the seeded stages are executed in the following sequence:

1. First Stage Approvals
2. Second Stage Approvals (Only executed after all first stage approvals are completed.)

The following figure shows the first stage approvals.



The following figure shows the second stage approvals that are executed after all first stage approvals are completed.



## Approval Stages

Approvals are completed in a two-stage concept that gives you flexibility in sequencing the approvers required to review supplier registration requests.

Within each stage, there are three seeded participants. These participants are seeded as rule-based which allow you to pick a routing type (Supervisory, Position, Job Level, Single User, and User-Defined Approval Groups) to decide on the list of approvers entitled to receive the document for approval.

You do not need to use all of the seeded stages and participants. You can disable unused participants using the disable button for the unused participant on the Manage Approvals Task page.

## First Stage Approvals

Based on your supplier registration approval requirements, choose which seeded participants should have approval rules configured since each participant has a different approval routing behavior.

The three seeded participants are:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- Serial Approval

  Approvals are routed in serial. The approval is completed sequentially from approver to approver.

## Second Stage Approvals

Seeded participants are similar to those in the first stage with similar routing properties:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- Serial Approval

  Approvals are routed in Serial. The approval is completed sequentially from approver to approver.

## Seeded Approval Policy

The following approval rules are seeded.

Approval rules are seeded in the first stage participant: Parallel Approval First Responder Wins. You can modify or delete the seeded rules.

- If supplier registration has business relationship of Prospective, then route to supplier administrator.
- If supplier registration has business relationship of Spend Authorized, then route to supplier managers.

Supplier Managers are derived from the users defined in procurement agents. All procurement agents with Manage Suppliers function for the BU that the registration was created will receive the approval notification.

Even if new rules are not configured, the seeded rule will execute unless it is deleted.

**Note:** You can, at any point of time, modify or delete the seeded rule.

# Configuring Supplier Registration and Self Service Profile Request: Points to Consider

Use the Configure Registration and Self Service Request page to configure the supplier registration and change request approval flows. The two tabs for supplier registration and supplier profile change request are outlined in this topic.

## Supplier Registration

Supplier registration can be configured based on the expected supplier business relationship of a supplier.

Two separate registration flows can be deployed based on the intended business relationship.

- Spend Authorized Supplier requests: Companies already identified for a procurement need are directed by the buying organization to the spend authorized registration flow to capture more rigorous profile information needed before agreements, orders, and invoices can be transacted. For example, a spend authorized company registering can be required to provide bank account information.
- Prospective Supplier requests: Unknown companies are presented with the prospective flow to capture minimal profile information (configurable by the buying organization). These suppliers only need to provide minimal profile information to participate in the sourcing and supplier qualification activities.

Profile components for the registration flow include the following:

- Organization Details: Basic supplier information including the supplier name.
- Contacts: Supplier contact information.
- Contact User Account: User accounts that control account privileges for supplier contacts to access Supplier Portal.
- Addresses: Company addresses including associated contacts.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Qualifications Questionnaire: Additional questions for suppliers.

In configuring supplier registration, you can determine what profile information is included in the registration flow by marking each component in one of the following ways:

- Enabled: Visible to users for entering information.
- Hidden: Users do not see this profile component.
- Required: Information is mandatory.

**Note:** Configuring supplier registration is the same for all registration sources. Configuration does not need to be done separately.

## Default Business Relationship for Registration Sources

An internal supplier registration can come from one of the following three flows:

- Sourcing Invitation: Supplier can be invited to register from a sourcing negotiation.
- Internal Supplier Request: Supplier can be invited to register by a supplier administrator.
- Self Service Procurement: Supplier requested by a procurement requester.

In the Default Business Relationship for Registration Sources region, you select which business relationship is defaulted for each registration flow. The default business relationship determines what profile information is included as configured for the registration page.

## Registration URL Encryption

When a prospective supplier saves the registration with the intent of completing it later, the application sends an e-mail to the prospective supplier containing the URL to be used to return to the registration. The URL contains an identifier which is encrypted using an encryption key. This is done to prevent someone from altering the URL to gain access to registrations submitted by other companies.

If it is suspected that registrations have been tampered with, the Procurement Application Administrator can regenerate the encryption key. Once the registration key is regenerated, the registrations which were saved for later are no longer accessible to the prospective suppliers.

## Supplier Profile Change Request

The configuration of the values on the Supplier Profile Change request tab, determines whether or not changes to supplier profile attributes that are initiated through Supplier Qualification or Sourcing questionnaire responses, are routed through the approval flow.

Values for the setup are:

- No Approval Required: Change request is approved.
- Approval Required: Change request is routed for approval.

The following profile values are available for configuration:

- Organization Details
- Business Classifications
- Payment Methods
- Tax Identifiers
- Site Details

Site details are not applicable for prospective suppliers and are configured only for spend authorized relationship.

## Accessing Supplier Registration

A supplier registration URL for each business relationship type (prospective and spend authorized) must be published. For example on a corporate web site page focused on supplier information. The URL contains a parameter for the business relationship type which navigates the user to the registration.

Access to these registration flows is controlled through two distinct URLs, which the buying organization determines how to expose. For example, companies already targeted for spend are invited to register using the spend authorized registration flow.

The registration URL for each business relationship type can be found on the Configure Procurement Business Function page in the Prospective Supplier Registration and Spend Authorized Supplier Registration URL fields.

*Related Topics*

- Supplier Products and Services Categories : Explained
- Supplier Registration Process: Explained
- Supplier Registration Approval: Explained

# Registration Rule Sets: Explained

Oracle Fusion Procurement provides a supplier registration functionality which is used by your external users to submit basic information in their registration requests. You can also define registration rule sets that are used to generate a questionnaire to request qualification information during registration process. This additional information can be used to qualify suppliers once registration request is approved.

A registration rule set consists of one or more qualification areas. The questions defined to these qualification areas are used to control the questionnaire that is presented to the supplier at registration time. When you create your rule sets, you can

- Use existing qualification areas.
- Create qualification areas in Supplier Qualification Management and then use them in your rule set.

When a supplier registers, the application creates a questionnaire consisting of the qualification areas that you identified in your rule set. This questionnaire is what the supplier sees. The supplier's basic registration information and questionnaire responses are used when evaluating the supplier's registration request.

When a supplier is approved as a prospective or spend authorized supplier, his responses are stored in the Supplier Qualification Response Repository. Once the supplier's responses are in the Response Repository, you can use those responses to create qualifications for the supplier.

## Creating a Rule Set

A rule set is a collection of rules. You use these rules to control which qualification areas are used to generate the questionnaire displayed to suppliers at the time of registration. You can use two types of rules:

Always display - these questions always appear in the supplier registration questionnaire for the PBUs assigned to the rule set.

Response dependent - response-dependent questions are conditional questions that are only included based on the supplier's response to the profile attributes in the registration form.

Once you identify the information you need, you can check your existing qualification areas to see if there are any you can use. If not, you must create new qualification areas. However, since the questions in the qualification area are being used to solicit information for a supplier's registration request, note

- The questions must be at the supplier level.
- The questions must not include internal responders.
- The questions are active.

The qualification area cannot contain any questions at the supplier level.

Note that there can be only one active rule set assigned to a procurement BU at any point of time.

## Viewing the Questionnaire

When suppliers fill out a registration request form, the registration questionnaire is available from the Questionnaire train stop. This train stop is visible when you enable the Qualification Questionnaire in the Configure Supplier Registration and Profile Change Request task. Also there must be an active rule set available for the BU or an active global rule set.

## Approving Registrations

Once supplier submits a registration request, approvers can view the registration information and approve or reject the request. Approvers can view the responses to the questionnaire in a PDF attached in the request as well as view the responses online.

Note that you cannot update any supplier response during the approval process. However, you can return the questionnaire to the supplier, and the supplier can update the request information and resubmit the registration request.

Once the registration request is approved, all the questionnaire responses are copied to Response Repository. If qualification questionnaire contains questions mapped to supplier attributes. And those are not otherwise part of the basic registration request, those responses are used to update the supplier profile data.

After supplier registration request is approved, the supplier becomes an approved supplier with a business relationship of Spend Authorized or Prospective. At this point, the Qualification manager can initiate begin qualification for registered suppliers, and can qualify them based on responses captured during registration process.

## Using Draft Responses

If a supplier does not complete a questionnaire and saves it for completion later, next time the supplier views the questionnaire, previous responses can be defaulted as long as the question definition has not changed since the last response. If the question has been revised between supplier visits, previous responses are not defaulted for the supplier.

If a supplier changes its response to any of the registration attributes, the questionnaire is updated to reflect the user's current selection for that attribute. For example, if a supplier initially specified tax country as 'United States,' then the questionnaire shows questions included in the Financial Viability of US Suppliers qualification area. If the supplier later changes the tax country to China, the questionnaire shows the Financial Viability of Asian Suppliers qualification area instead.

## Spend Authorization Requests: Explained

Suppliers that participate in sourcing negotiations and qualifications but are not yet allowed to participate in procurement transactions involving financial spend, are known as prospective suppliers. When a prospective supplier is identified for a procurement need, a request is raised to promote the supplier to spend authorized.

A spend authorized request for a supplier can be created in one of the following ways:

- User requests the supplier to be promoted to spend authorized manually on the supplier record by using the promote to spend authorized button from the Edit Supplier page.
- Initial creation of supplier with the business relationship of spend authorized. The supplier must first be approved through the supplier registration process before the request for spend authorization is sent for approval.
- Negotiation is awarded to a prospective supplier, a spend authorization request is automatically created.

Approvers can approve, reject, or reassign the spend authorization requests. Rejected requests can be resubmitted for approval.

*Related Topics*

- Supplier Model: Explained

## Managing Certifying Agencies : Explained

Managing certifying agencies setup enables the buying organization to manage the authorized organizations that issue business classification certifications. Certifying agencies are maintained and associated with the applicable classifications that can be selected when creating a classification for a supplier. End dates can be set when the agency is no longer valid to prevent it from being used on new classification records. The procurement application administrator can access this setup through the setup task, Manage Certifying Agencies in Oracle Fusion Setup Manager.

## How can I submit a supplier for spend authorization that was previously rejected?

From the Edit Suppliers page, you can resubmit the request using the Submit for Spend Authorization Review button.

# Updating Suppliers

# Updating Supplier Profile Entities: Explained

You can make mass updates for suppliers through a file-based upload using the supplier import template.

## Mass Updating Supplier Profile Entities

The Action column in the supplier import template can be used to create, update, or delete records.

You can use the update action to:

- Create and update supplier attributes.
- Inactivate or reactivate suppliers.
- Update existing records with a new column for each functional key by appending _NEW to the column name. The existing CSV loader file is updated with the new column.

Updates can be viewed on a report with the new column indicating the import action of the record.

# Purging Supplier Interface Records: Explained

From the suppliers work area, you can purge records from the supplier interface tables.

## Purge Supplier Interface Records Action

The action Purge Supplier Interface Records is available from the Actions menu of the Import Suppliers task in the Suppliers work area.

You can purge all supplier records or records in any status. For example, Processed, New, or Rejected. The default value for this process is All.

**Note:**

Purging supplier records is a permanent action, so caution must be exercised prior to running the purge program.

A report is generated after a purge that lists the count of the records that are successfully purged. If the purge process fails, all records previously purged during the job will be restored. In this case, you need to rerun the process for all records.

Interface tables supported for supplier purge are:

- POZ_SUPPLIERS_INT
- POZ_SUP_ADDRESSES_INT
- POZ_SUPPLIER_SITES_INT
- POZ_SITE_ASSIGNMENTS_INT
- POZ_SUP_CONTACTS_INT
- POZ_SUP_CONTACT_ADDRESSES_INT
- POZ_SUP_BUS_CLASS_INT
- POZ_SUP_PROD_SERV_INT

# Supplier Import

# Supplier Import Process: Explained

Supplier Import processes are programs that are used to import new supplier records from external systems and to update and delete existing supplier records in Oracle Suppliers.

The following programs are used to import supplier information:

- Import Suppliers
- Import Supplier Addresses
- Import Supplier Sites
- Import Supplier Site Assignments
- Import Supplier Contacts (includes contact addresses import)
- Import Supplier Business Classifications
- Import Supplier Products and Services Categories
- Import Supplier Attachments
- Purge Supplier Interface Records

## How the Import Process Works

The Supplier Import process is run by either the Supplier Administrator or the Supplier Manager.

You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process. Both are part of the External Data Integration Services for the Oracle Cloud feature.

To obtain the FBDI template:

1. Go to the Oracle Help Center.
2. Click Cloud.
3. Click Applications.
4. Under Enterprise Resource Planning, click Procurement.
5. Click Integrate.
6. Under Manage Integrations, click Get started with file-based data import.

The process for supplier import is as follows:

1. Data must first be inserted into the existing Open Interface Tables:
    - POZ_SUPPLIERS_INT
    - POZ_SUP_ADDRESSES_INT
    - POZ_SUPPLIER_SITES_INT
    - POZ_SITE_ASSIGNMENTS_INT
    - POZ_SUP_CONTACTS_INT

   - POZ_SUP_CONTACT_ADDRESSES_INT
   - POZ_SUP_BUS_CLASS_INT
   - POZ_SUP_PROD_SERV_INT
   - POZ_SUP_ATTACHMENTS_INT

   **Note:** For more information about tables, see the Tables and Views for Oracle Procurement Cloud guide. To obtain the templates to use, see File Based Data Import for Oracle Procurement Cloud R11.

2. Once the data is inserted, the following concurrent processes must be run to import the supplier profile data in Oracle Fusion Suppliers.

   - Import Suppliers
   - Import Supplier Addresses
   - Import Supplier Sites
   - Import Supplier Site Assignments
   - Import Supplier Contacts
   - Import Supplier Business Classifications
   - Import Supplier Products and Services Categories
   - Import Supplier Attachments

   These import processes are executed by the Enterprise Scheduler Service (ESS), which manages all concurrent processes. ESS allows you to monitor the status of each process and provides access to output reports.

   Supplier import processes contain the following parameters:

   - Import Options: Options include All, New, and Rejected. Import Options are used to determine if the import process should attempt to import new, rejected, or all rows from the respective open interface tables.
   - Report Exceptions Only: Values are Yes or No and are used to determine if the Import Process Reports will print success and rejected information, or just the rejected information.

3. When the processes are complete, a report in .pdf format is generated detailing the status of the records that were imported. If a record could not be imported, then the Status is set to Rejected with a reason for the rejection.

   **Note:**

   - The supplier import processes are used to create new entities, and update or delete existing supplier profile data. Creation can only be done with attachments. Deletion can only be done with contact addresses, business classifications, and products and service categories.
   - Supplier import supports supplier numbering of characters that are not numeric to allow supplier records from legacy systems to retain their unique identifier if desired.
   - Update supports updating the functional key attributes. The columns ending with _NEW are specifically earmarked for updates. Use this only if the underlying functional key attributes need to be updated. If you want to update functional keys, the new value should be provided in the _NEW column.

Consider the following when using supplier import:

## Import Suppliers

Both prospective or spend authorized suppliers can be imported. Sites and site assignments cannot be imported for prospective suppliers.

Business relationship of the supplier cannot be updated through import.

## Import Supplier Sites

Supplier Sites are imported for a specific procurement BU, which is specified on the site import record. Additionally, an existing supplier address reference must be defined as part of the site import record.

## Import Site Assignments

Site assignments are created for client BUs that are serviced by the procurement BU to which the site belongs. Assigning the client BU to the site enables the client BU to use the site for ordering and invoicing.

## Import Contact Addresses

You can provide addresses associated to a contact for all sites using that address.

**Note:** Two separate worksheets are available for contacts and contact addresses on the import upload template for supplier contacts.

## Import Business Classifications

New certifying agencies can be created and associated with relevant classifications through import.

**Note:**

Legacy data including both inactive and active data can be loaded for all the supplier entities

## Import Supplier Attachments

You can import supplier profile attachments for existing suppliers. All types and categories of attachments can be imported. For File type attachments, you must add the file to a .zip file and upload the .zip to the Procurement Suppliers UCM account: /prc/supplier/import. Multiple files can be added to the same .zip file and can organized within folders as needed. The template is designed to accept the path along with the file name that tells the application which folder of the .zip file is the file located. The Recommendations for Loading Supplier Attachments Data section in the Instructions and CSV Generation tab contains more information on importing attachments.

You can import attachments for:

- Supplier profile
- Supplier sites
- Supplier business classifications

*Related Topics*

- External Data Integration Services for Oracle Cloud: Overview

# Specify Supplier News Content

## Supplier Portal Overview: Explained

The Supplier Portal Overview provides suppliers a quick glance across transaction flows and highlights urgent tasks which are relevant to a user's job role.

The transactional tabs offer consolidated reporting views across different business objects which provide quick visibility to recent business activity. The Watchlist on the summary tab provides users with a one-stop shop for all the key tasks that need to be performed and important inquiries that need monitoring.

### Summary Tab

The overview page serves as the home page in Oracle Fusion Supplier Portal. The page is in a tabbed structure and by default the Summary tab is selected.

The Summary Tab contains the following regions designed to alert suppliers on the latest transaction information as well as communicate general news and provide access to supplier performance reports:

- Supplier News: A place where relevant news is posted for supplier users. For example, server down time, upgrade notices, and so on.
- Worklist: A list of all notifications sent to the current supplier user. Critical transaction events generate notifications, such as communication of a new purchase order issued by the buying organization. The worklist serves as a convenient place where supplier users can view these notifications.

  **Note:** An e-mail version of most notifications are also sent to the supplier.

- Watchlist: Contains a set of saved searches which display counts of urgent or recent transactions, possibly requiring action, such as Orders Pending Acknowledgment. Clicking a watchlist entry navigates the user to begin working on the transactions immediately.
- Supplier Performance Reports: Contains a list of transaction reports relevant to the user role. Report criteria can be specified for example Supplier Site, Category, or Item. Reports include:

| Report Name | Description |
|---|---|
| PO Purchases Amount | Provides summary of PO purchase amount for the given set of parameters, which also includes supplemental information such as growth rate and percent of total. |
| Receipt Date Exceptions | Set of reports providing detailed information on Receipt Date Exceptions (comparing receipt date against the PO schedule for each receipt line to determine being early or late) for the given set of parameters.<br>Early is defined as receiving before the promise date or need-by date if no promise date is available.<br>Late is defined as receiving after the promise date or need-by date if no promise date is available. |

| Report Name | Description |
|---|---|
| | The Receipt Date Exception Rate provides the exceptions rate for a given time period. The lower the exception rate, the better the delivery performance. This is calculated as: Exception Amount divided by Receipt Amount, multiplied by 100. |
| Returns | Set of reports providing detailed information on returns for the given set of parameters.<br>The report also includes growth rate, percent of total and its change for all the values. |
| Invoice Amount | Provides a summary of invoice amount for invoices with or without a matching PO for the given set of parameters.<br>The report also includes growth rate, percent of total and its change for all the values. |
| Invoice Price Variance Amount | Shows the variance between the invoice price and the purchase price. Payables records invoice price variances when the invoices are matched, approved, and posted.<br>The invoice price variance is the quantity invoiced multiplied by the difference between the invoice unit price and the purchase order unit price.<br>The report also includes growth rate, percent of total and its change for all the values. |

## Orders Tab

Content within this tab is primarily tailored to the role of Supplier Customer Service Representative. The tab contains the following regions:

- Orders with Recent Activity: A list of orders that are Opened, Changed, or Canceled since the specified date.
- Pending Change Orders: A list of change orders initiated by the supplier company that are either requiring supplier action or are pending review by the buying organization.

## Agreements Tab

Content within this tab is primarily tailored to the role of Supplier Sales Representative whose main function is to manage agreements. The tab contains the following regions:

- Agreements with Recent Activity: A list of agreements that are Opened, Changed, or Canceled since the specified date.
- Pending Change Orders: A list of agreement change orders initiated by the supplier company that are either requiring supplier action or are pending review by the buying organization.
- Pending Authoring: A list of draft agreements that are transferred to the supplier for catalog authoring. Catalog authoring is the process by which suppliers enter or upload their catalog items to the agreement for review and approval by the buying organization.

## Schedules Tab

Content within this tab is primarily tailored to the role of Supplier Customer Service Representative. The tab contains the following regions:

- Open Schedules: A list of open purchase order schedules that are not received by the buying organization. Any overdue schedules are highlighted with an alert. Open schedules can fall into three categories:
    - Order schedules not shipped.
    - Orders schedules shipped and in transit, but no shipment notice was communicated.
    - Orders schedules shipped and in transit, which have an associated shipment notice.
- Recent Receipts: A list of purchase order schedules recently received.

## Negotiations Tab

This transaction tab is tailored to the role of Supplier Bidder. Users are presented with negotiation transactions that the supplier is involved in or is invited to by the buying organization. It provides a quick summary view to easily monitor the status of supplier negotiation responses.

**Note:** This tab is only visible when Oracle Fusion Sourcing is implemented.

# 20 Define Sourcing Configuration

## Manage Negotiation Styles

### Creating a Negotiation Style: Worked Example

Negotiation styles control the definition of your negotiation documents. Negotiation styles can specify the terminology used within the document and control which processing capabilities can be performed using the style. For example, you can define a simple negotiation style and then use it to create very straightforward, streamlined negotiations. Alternately, you can create a negotiation style that takes advantage of many processing features. You can then use this style to create a complex negotiation. Using negotiation styles, you can also define default textual content for certain sections of a negotiation document.

In this example, Jan Martin is going to create a new negotiation style for use with RFQs. She allows alternate lines, multiple responses and response revision.

#### Creating a Negotiation Style

1. In the Navigator, Jan clicks **Setup and Maintenance**, and then searches Procurement offeringon the task Manage Negotiation Styles.
2. On the Setup and Maintenance page, she clicks the Procurement offering, and then clicks Setup..
3. On the Setup: Procurement page, she clicks the Sourcing functional area, and then click the Manage Negotiation Styles task. (if you do not see the task, make sure you have selected All Tasks in the Show Tasks menu).
4. From the Manage Negotiation Styles page, Jan clicks the add icon to create a new style.
5. Jan creates her new style using the Create Negotiation Style page. She calls the style Alternate Lines and Responses, and gives it a description of **Use this style with RFQs that need to allow suppliers to enter alternate response lines**.
6. She deselects the auction and RFI document types. This new style can only be used for an RFQ.
7. She leaves the default terminology values as they are since she doesn't need to change them.
8. In the Controls region, she selects which negotiation features are available using this style.
9. She allows suppliers to select the lines they reply to and to offer partial line quantities.
10. She allows suppliers to respond with alternative lines and to revise existing responses.
11. She enables the collaboration team and requirements features.
12. Now she is finished so she saves her new negotiation style.

### Negotiation Styles: Examples

You can create multiple negotiation styles that control the creation of your negotiation documents. Negotiation styles can specify the terminology used within the document and control which processing capabilities can be performed using the style. You can also create default content for certain sections of a negotiation document.

For example, you might create a slimmed down style that doesn't include Instructions

- Instructions
- Autoextend settings

- Staggered closing
- Cost factors
- Contract terms

For some Sourcing capabilities, you must create a negotiation style that supports the capability. For example, to use the following capabilities:

- Two stage RFQ
- Project tasks
- Alternate responses

## Specifying Document Terminology

For each negotiation there is a pair of documents: negotiation document created by the category manager and a response document created by the supplier contact. Each of these documents has a label. Within the application, there are three types of negotiations: auction, RFI, or RFQ. Each type has its own default document labels; however, you can change the labels used in the negotiation style. :

| Negotiation Document | Supplier-side Response Document |
|---|---|
| Auction | Bid |
| RFI | Response |
| RFQ | Quote |

When creating a negotiation style, you can create alternate labels for the category manager-side or supplier-side documents. Then any negotiation document created using that style replaces the default labels with the labels you created in the style. These replacements appear both in the online application and any printed versions of the document.

For example, you could use Tender or Offer for the supplier-side document, and you could use Solicitation for the buyer-side document.

## Selecting Processing Capabilities and Defaults

In addition to specifying alternate document labels, you can select which processing capabilities are available using a negotiation style. By default, all capabilities are available. To create a style without that capability, simply deselect the capability when creating the style. The controls used with a negotiation style are the same controls used when creating a normal negotiation.

Note the following controls:

- If you want to create two stage RFQs using this style, you must click the Two state RFQ check box.
- If you want to use this style to associate a negotiation to Oracle Projects project plan information, click the Project tasks check box.
- If you want to allow the supplier to respond with different line information, click the Alternate response lines check box.

*Related Topics*

- Creating a Negotiation: Explained

# Negotiation Styles: Explained

Negotiation styles control the definition of your negotiation documents. Negotiation styles can specify the terminology used within the document and control which processing capabilities can be performed using the style. For example, you can define a simple negotiation style and then use it to create very straightforward, streamlined negotiations. Alternately, you can create a negotiation style that takes advantage of many processing features. You can then use this style to create a complex negotiation.

Using negotiation styles, you can define default textual content for use in a negotiation document. Also, you can select which negotiation capabilities are available when using this negotiation style.

## Header Information

You enter header information to describe your negotiation style.

| Field | Meaning |
|---|---|
| Negotiation Style | Name of the negotiation style you are creating |
| Description | Optional text description of the style and how it is used |
| Code | A unique alphanumeric code to identify the style. |
| Status | Availability of the style for use |

## Identifying Document Types

You can specify which document types category managers can create using this style. You can also change the terminology used to refer to different document types and related terms. For example, you might want to change the term **quote** to **offer** .

| Field | Meaning |
|---|---|
| Enable | If a enable is checked, you can use this style when creating negotiations of that type. |
| Document Type | Type of negotiation |
| Negotiation Display Name | Current display name used for this type of negotiation |
| Response Document Type | Name of the response for this negotiation type |
| Response Display Name | The current display name for responses to this negotiation type |
| Edit Content | Icon that allows you to modify the negotiation display name and the response display name |

## Setting Negotiation Controls

You can use a negotiation style to identify the negotiation features that are available using the style. You can enable or disable some controls, such as proxy bidding. Other controls are required, such as the negotiation close date. The negotiation controls that you can enable or disable are grouped according to the page they appear on. To enable a particular product feature for this negotiation style, click its check box.

Note that:

- If you want to conduct two-stage RFQs, click the **Two stage RFQ** check box.
- If you want to enable integration with Oracle Fusion Project Management project plans, click the **Project tasks** check box.

*Related Topics*

- Creating a Negotiation: Explained
- Negotiation Controls: Examples
- Associating a Negotiation with an Oracle Fusion Project Management Project Plan: Worked Example
- Using a Two-Stage RFQ: Explained

# Manage Attribute Lists

## Line Attribute Properties and Their Acceptable Values: Explained

Line attributes identify additional information about an item or service requested by the category manager. Use the following properties to describe your line attribute when defining it.

You use a line attribute's properties to control its behavior and how the supplier should respond.

### Response

You can control the supplier's interaction with the attribute by specifying the response type. Optional responses do not require a supplier to offer a response. Suppliers must however provide a value for a required response. Suppliers can view attributes which are display only, but they cannot respond to them.

### Value Type

Value type specifies the data type for the attribute value. There are four value types available. A text value accepts characters and numbers. A number value accepts only numbers and the decimal point. Date values accept dates that you select using the calendar picker. A URL value type accepts a URL in the format http://url.name.here. URLs also accept https:

### Target

For each attribute, you can define a target value. This is the value which is most desirable for this attribute. You can also display the value to the supplier or keep it hidden.

### Acceptable Values

For text values, you can specify a list of values from which the supplier can select. Any value not defined to the list is not accepted. For number and date values, you can define value ranges in terms of From Value and To Value. If you omit a From

Value, that range includes everything up to the To value. Likewise, if you omit a To value, the range includes all values starting at the From value and above. Ranges cannot overlap. You can specify a single number by defining it as both the From and To values. Dates are defined similar to numbers.

## Line Attributes and Multi-Attribute Scoring Negotiations

In a multi-attribute scored negotiation, you can have the application include the response values from the supplier along with the price offered when calculating the rank of that supplier's response. To perform this calculation, you give each possible response value a numeric score and then weight the attribute among the other attributes for the line. Note that while each value's score can be between 0 and 100, the weights for all the attributes defined for a line must add up to 100.

# Creating Attribute Lists: Worked Example

Attribute lists are collections of line attributes that are commonly used together. Procurement application administrators can create public attribute lists for use when creating negotiations. When a negotiation author associates an attribute list with a negotiation line, all the attributes on the list are associated with the line. Any attributes on the list that are not needed can be deleted, and additional line attributes can be created if necessary. Attribute lists are an efficient way to streamline the negotiation creation process. They can also be used to encourage standardization and best practices.

In this example, the procurement application administrator is going to create an attribute list.

## Creating an Attribute List

1. From the Tasks panel, she clicks the Manage Attribute Lists link.
2. On the **Manage Attribute Lists** page, she clicks the Add icon.
3. On the **Create Attribute List** page, she enters name in the Attribute List field, optionally a description, and sets the Status to Active.
4. She clicks **Add Attribute Group** to define a new group, or she can click **Add Predefined Group** to add an existing group to the list.
5. Once the group has been added, she clicks **Add Attribute** and uses the **Add Attribute** page to define an attribute to the list.
6. She repeats the last step until she has added all the necessary attributes to the list.

# Creating Line Attributes: Worked Example

Line attributes make your negotiation line more descriptive and can also be used to ensure that all responses submitted for the line include specific details not included elsewhere in the line information.

In this example, the category manager for a national used car seller is defining a negotiation to deal with suppliers of used cars. She defines the negotiation as a multiattribute scored auction and defines line attributes to describe vehicles.

## Defining Line Attributes

1. After defining the negotiation line for the vehicle to buy, the category manager clicks the Edit icon at the end of the negotiation line for vehicle.
2. On the Lines: Edit Line page, she scrolls until the Attributes region appears. She clicks **Add Group**. On the new row, she clicks in the **Attribute** column and enters **Vehicle Specifications** for the group name. The other columns on the line are write-protected since they don't apply to the Group element.
3. From the **Actions** menu, she selects **Add Attribute**.

4. On the Add Attribute page, she enters **Color** as the Attribute. She accepts the defaults of **Required** for Response and **Text** for Value Type. She enters a weight of 20 for this attribute. She chooses to have no target value for this line attribute.
5. In the Acceptable Values region, she clicks the plus icon to add a row to the table. She proceeds to enter possible color values in the Response Value column and their numeric scores in the Score column. When finished, she clicks **Save and Close** to return to the Lines: Edit Line page.
6. She highlights the row for the Vehicle Specifications group and selects **Add Attribute** from the **Actions** menu to add another attribute to the negotiation line.
7. She names this attribute **Mileage** and this time selects **Number** as the **Value Type**. It has a weight of 80. She specifies a **Target** value of 5000 and displays this target to suppliers.

## What's an attribute list?

A line attribute list is a collection of line attributes that you can apply to a negotiation line. When you apply an attribute list, all the line attributes on the list are associated with that line. Once applied to the line, you can modify the line attributes if necessary. You can also delete any attributes that are not appropriate to the line.

# Manage Cost Factors

## Cost Factors and Cost Factor Lists: Explained

Cost factors allow you to identify and negotiate on additional costs related to a line. They're

You can use cost factors to obtain a more realistic idea of the total cost of an item or service by factoring in any additional costs beyond just price. Such costs could include additional costs such as consulting or training. Cost factors can be added to a negotiation line, to lines in negotiation templates, or to collections of cost factors (called cost factor lists). A negotiation line can have more than one cost factor (of any type) defined to it. You can create three types of cost factors.

### Fixed Amount Cost Factors

A fixed amount cost factor is a set value for the line, regardless of the quantity of units being asked for by the line.

### Per-Unit Cost Factors

Per-unit cost factors are specified as a set value that is multiplied by the quantity of units being asked for by the line.

### Percentage of Line Price Cost Factors

Percentage of line price cost factors are specified as a percentage. The percentage of line price is calculated by multiplying the unit price by the percentage of line price cost factor value.

### Cost Factor Lists

Once you create cost factors for your additional costs, you can create lists of cost factors. Buyers can then apply these cost factor lists to negotiation lines to quickly identify the commonly occurring secondary costs that also must be negotiated. Buyers can create their own personal cost factor lists using cost factors that have been defined in the application.

*Related Topics*

- Cost Factors: How They're Calculated

- Cost Factors in Awards: How They're Calculated
- Creating Cost Factor Lists: Worked Example

# Creating Cost Factors: Worked Example

Cost factors identify charges associated with a negotiation line in addition to price. For example, these could include charges for shipping and handling, retooling, or import duties.

Cost factors are calculated in one of three ways: fixed amount per line, fixed amount per unit of line, and percentage of line price. You can use these pricing bases to reflect the nature of the extra cost. The table shows a possible example cost factor for each type.

| Cost Factor | Pricing Basis |
|---|---|
| Shipping | Fixed amount per line |
| Hazardous materials charge | Flat amount per unit |
| Import tax | Percentage of line price |

Vision Corporation is expanding into a new branch of its items and services. Negotiations dealing with this new area will need to negotiate new transportation-related costs with suppliers, specifically with the new Chicago office. The procurement application administrator is going to define several new cost factors. Once the cost factors are defined and enabled, they become available for buyers to use individually or as members of a cost factor list.

## Creating Cost Factors

1. On the **Manage Cost Factors** page, the category manager reviews the existing cost factors to ensure there isn't already a cost factor that would be appropriate for the list. Not seeing one, she clicks the icon to add a new cost factor.
2. When the new line appears, she enters **Shipping** as the name, **General shipping charge** as the description, and enters **CHI_SHIP**as the unique code. She selects Fixed-amount for the pricing basis lets the status default to active.
3. She clicks the plus icon to add additional rows and enter the information for **Hazard materials charge** and **Import tax** cost factors.
4. When finished, she clicks **Save** to save the new definitions.

# Manage Cost Factor Lists

# What's a cost factor list?

A cost factor list is a collection of cost factors that you can apply to a negotiation line. When you apply a cost factor list, all the cost factors on the list are associated with that line. You can delete any cost factors you don't need. Cost factor lists allow you to quickly associate a group of related or commonly used cost factors with a negotiation line. This speeds up the creation process.

# Manage Negotiation Templates

## Creating a Negotiation Template: Worked Example

If the majority of the negotiations you create contain the same features, for example, line attributes, terms and conditions, response controls; or negotiation data such as the value for the Location field, you may want to create a negotiation template that category managers can use each time they create a new negotiation.

Using a template saves time by streamlining the creation process. A negotiation template contains the features that are similar among the negotiations you commonly create. When you create new negotiations using templates, you can use the template as a shell for the negotiation, add to and edit details of the negotiation as necessary, and publish the negotiation.

In this example, Sue Parado, a category manage, will define a negotiation template to be used when negotiating for a list of incumbent supplies from Vision's inventory category 200.13 which contains printers.

### Creating a Negotiation Template

1. From the Manage Templates page, on she clicks the **Create** icon.
2. When the pop-up window appears, she selects the procurement business unit, negotiation type, a negotiation style if appropriate, negotiation outcome, and negotiation currency. Procurement business unit, negotiation outcome and negotiation currency are required fields. She then clicks **Create**.
3. She uses the train stops displayed across the top of the pages to create the negotiation template. This process is similar to the general negotiation creation process, but some fields and attributes are not available for use. For example, you cannot define a close date. The category manager will enter that date when she uses the template to create a negotiation.
4. She enters **Printer Auctions**as the template name, and on the Lines page, enters 200.13 for Category. On the Suppliers page, she enters the names of the suppliers with whom the company has purchased printers in the past.
5. When the procurement application administrator has completed the appropriate fields, she activates and saves the new template.

## What's the difference between a negotiation style and a negotiation template?

You can use both negotiation styles and negotiation templates when creating negotiation documents. The purpose for each is different, however, they both help shorten the creation process. A negotiation style uses only the creation features necessary to create the target type of negotiation. Any features not required are not accessible using that negotiation style. For example, if line attributes are not appropriate to a particular type of negotiation, the procurement application administrator can create a negotiation style that omits line attributes. When that negotiation style is used to create a negotiation document, the application pages used to create line attributes do not appear. By focusing only on the features required by the type of negotiation, the creation process is shortened.

A negotiation template is a skeleton you apply to a new negotiation you are creating. Negotiation templates can provide default data for many of the negotiation document attributes, for example addresses or invited suppliers. You can modify some of these attributes when creating your new negotiation document.

Negotiation templates also let companies standardize practices on negotiation creation. For example, different templates can be used with different item categories. You must have access to the Procurement Business Unit under which the template was created to access and use it.

# 21 Define Supplier Qualification Management

## Define Questions, Qualification Areas, and Qualification Models

### Using Questions: Explained

Questions are the building blocks of your supplier qualifications tools. As you create a repository of individual questions, they are stored in the Question Library. You can later use questions in the Question Library to create the initiatives you use for qualifying your suppliers. The questions in your repository are reusable and available to other supplier qualification managers. Additionally, category managers can access and use questions in the Question Library as requirements in Sourcing negotiations. By using predefined questions, you can quickly build your initiatives without having to redefine commonly used questions.

#### Creating Questions

When you create your question, you must specify the question text, how the question is used and the type of response that is expected.

When creating your question, you must specify the following information

| Question Attribute | Explanation |
|---|---|
| Question | The name you use when searching for this question to add to an initiative. |
| Status | Statuses include<br>• Draft - the question is still being developed.<br>• Active - the question is available for use.<br>• Inactive - the question cannot be used.<br>• Archived - there is a newer version of the question. |
| Revision | The current version of this question. The question version is maintained automatically by the application. |
| Owner | The person responsible or point of contact for the question. |
| Question Level | The level at which the question applies: supplier or supplier site |
| Critical question | Checked if this is a critical question |
| Responder type | Whether the expected responder is a supplier or an internal employee. Supplier questions are used to build the questionnaire sent to the supplier for responses. Internal questions are used to build the questionnaire sent to the internal responder. |

| Question Attribute | Explanation |
|---|---|
| Required Response | Checked if a response is required to the question |
| Mapped to supplier attribute | When suppliers register with the application, they provide information that is stored in a profile for that supplier.<br>You can link your question to an attribute of the supplier profile. This allows the information the supplier provides in the response to be added to the supplier profile.<br>If the question level is supplier site, then you link to site level attributes.<br>Also, depending on which attribute you map to, values for Question Type and Response Type are defaulted and cannot be changed.<br>You specify the attribute in the Supplier Profile Attribute field. This field appears when you select Mapped to supplier attribute field. |
| Question Type | The type of response for this question:<br>• A simple text string<br>• A single selection from a defined list of allowable values<br>• Multiple selections from a defined list of allowable values |
| Response Type (for Question Type = text) | The format for the response<br>• Single line of text<br>• Multiple lines of text.<br>• Number<br>• Date<br>• Date and Time<br>• URL |
| Allow comments from responder | Allows the responder to enter comments along with the response |
| Response Attachments (for Question Type = text) | Whether the supplier can include attachments in the response |
| Preferred Response (for Question Type = text) | Your preferred response to the question and whether it should be visible to the supplier. |
| Attachments | Click to add attachments to the question. If you use Setup Migrator to migrate Supplier Qualification objects to a new environment, attachments are not carried over. |
| Question Text | The text of the question. The text the supplier sees on the questionnaire. You can use rich text formatting as needed. |

## Identifying Acceptable Response Values

You can create a question that restricts the supplier to selecting from a list of acceptable values. When you create the question, you also specify the values you accept for the question. You can specify a preferred value and optionally display the preferred value to the responder. When the supplier answers the question, she must select a value from the list you provide. You can allow the supplier to select only a single value, or select multiple values from the list. If you use a supplier profile attribute that has a set of possible values defined in the supplier profile, those values become the allowable response values for your question. You cannot change these values, For each allowed response, you can also indicate whether the supplier can include attachments in the response.

## Using Supplier Profile Attributes in Questions

The Supplier Profile is a standardized collection of attributes that is used by the application to define a supplier. Some examples include information such as corporate or tax information about the supplier. You can reference these attributes as question fields. When a supplier provides information for the field, and the qualification manager accepts the response, the value is used to update the supplier's profile.

Categories of business classifications are also used to describe the supplier, and a hierarchy of products and services that identify a supplier's products or services. Depending on which attribute you map to, values for Question Type and Response Type are defaulted and cannot be changed. If there are multiple possible values defined for the attribute in the supplier profile, those values comprise the acceptable values for the question. You cannot add or delete values to this list.

For example, one of the supplier profile attributes is Payment Terms, and there may be several different types of payment terms available. If you use Payment Terms in a question, your responder must select an answer from the list of values.

## Using Question Branching

In addition to providing the supplier with a choice of allowable values for a single question, you can also use the supplier's response to an initial question to determine whether additional questions should be asked. This is called question branching. In essence, if you select a particular value for a question, you may be prompted to answer an additional question.

## Modifying Questions

Modifying certain fields such as question text, acceptable responses, question type creates a revision of that question (there are other fields, such as attachments that do not create a new revision of the question). If you modify an existing question, the application assigns a new version number. Any existing responses continue to be associated with the previous version. To synchronize your qualifications and assessments with the new initiative version, you must create a new initiative and include the new revision of the question using a revised qualification area.

## Using Questions in Fusion Sourcing Negotiations

Category Managers use Oracle Fusion Sourcing to conduct negotiations with suppliers to determine the best provider for goods and services. These negotiations include information on the negotiated items, but may also solicit company, licensing, performance history and other information from the suppliers participating in the negotiation. Category Managers identify such information by adding questions (called requirements) to the negotiations they then conduct with suppliers. Since this can be the same information you can obtain by using Supplier Qualification questions, Category Managers can copy existing questions from the question library as requirements.

*Related Topics*

- Question Branching: Examples

# Creating a Question: Worked Example

You create and save questions to use later in initiatives. By creating the questions separately, you can build a repository of frequently used questions for reuse. Therefore, you don't have to recreate the questions every time you want to create a new initiative.

In this scenario, Clare Furey, the supplier qualification manager, is creating questions for later use in an initiative

## Creating a Simple Text Question

1. Clare begins by navigating to the Manage Questions page.
2. She clicks the **Add** icon.
3. She enters her information on the Create Question page. (If no information is specified below, she accepts the defaults.)

| Attribute | Value |
|---|---|
| Question name | Annual Revenue |
| Owner | She checks the default Clare Furey |
| Question Level | Supplier |
| Responder Type | Supplier |
| Question Type | Text entry box |
| Question Text | Enter your expected revenue for the current fiscal year. |

4. Once Clare enters all the information in the table above, she is finished defining the question. She clicks **Activate** and then **Save and Close**. She returns to the Manage Questions page.

## Creating a Question with a List of Acceptable Responses

1. She clicks the **Add** icon.
2. She enters her information on the Create Question page. (If no information is specified below, she accepts the defaults.)

| Attribute | Value |
|---|---|
| Question name | Corporate Functional Currency |
| Owner | She checks the default is Clare Furey |
| Question Level | Supplier site |
| Responder Type | Supplier |
| Mapped to supplier attribute | Clare checks the check box. |
| The Supplier Profile Attribute field displays. | Clare clicks the search icon. |
| The Search and Select: Supplier Profile Attribute dialog box displays. | She selects Corporate Profile from the Category menu and clicks Search. |
| The attributes for the Corporate Profile category appear. | She highlights the Preferred Functional Currency attribute and clicks OK. |

| Attribute | Value |
|---|---|
| Question Text | Select your preferred currency. |

3. She enters all the information in the table above and finishes defining the question. She clicks **Activate** and then **Save and Close**. She returns to the Manage Questions page

## Creating a Question with Question Branching.

1. She clicks the **Add** icon.
2. She enters her information on the Create Question page. (If no information is specified below, she accepts the defaults.)

| Attribute | Value |
|---|---|
| Question name | Company Age |
| Question Level | Supplier |
| Responder Type | Supplier |
| Question Type | Multiple choice with single selection |
| Question Text | Enter your company's age. |

3. This question's final answer will vary depending on whether the company is less than one year old. If the company is older than one year, the resulting question will prompt for an age value. If the company is not yet a year old, the resulting question will prompt for a list of key investors. To define this question branching, Clare must define the test question first, so she clicks the **Add** icon for Acceptable Values. She must add an entry for each of the possible values.
4. For the first allowable value, she enters "Less than one year." She then clicks the icon to edit the question branching.
5. On the Edit Question Branching dialog box, she clicks the **Search and Add** icon.
6. Searches for a question called Identify Investors. This question has been previously defined and is regularly used in many initiatives. When she sees the question in the search results, she highlights the question in the table and clicks **Apply**. Then she clicks **OK** to close the Search and Add dialog box. She clicks **OK** again to close the Edit Question Branching dialog box.
7. Now that the first test condition has been taken care of, Clare defines the remaining condition.
8. She adds another allowable value called "More than a year old." She edits the question branching for this value and identifies an existing question called More Than One Year. This question is a simple text box that prompts the supplier to enter a number.
9. Now that she has finished defining the parent question, she clicks **Activate** and then **Save and Close**.
10. She has completed defining her questions at this point, so she exits the Manage Question page.

# Question Branching: Explained

Question branching is a tool you can use to expand your qualification possibilities when soliciting information from responders. Branching allows you to selectively pose additional questions depending on a supplier's answer to a prior question. For example, your initial question could ask a supplier to identify any industry trade organizations to which the supplier belongs. Then depending on which organization the supplier selects, you might follow up with questions about the length of membership, level or participation, and if they have received any awards, and if so, attach documentation.

When creating a branching question, you create the lower level questions first. Once your lower level questions are created, you can then create your initial question. As you are creating your initial question, and you are specifying its allowable answers, for the appropriate answers, you can search and select the follow-up question you defined previously.

For example, using the scenario above, you would define questions in the following order

1. First you would create your follow-up questions. You could define these in any order.
    a. "Have you received any awards from this organization? If so attach documentation."
    b. "How long have you been a member of this organization?"
    c. "Has a representative of your company been on the governing board of this organization within the last five years?"
2. Once you have defined your follow-up questions, you can define your primary question, for example: "To which of the following organizations does your company belong?"
3. As you specify the list of allowable answers to your primary question (in this case, the names of organizations), for the appropriate organizations, you would link the follow-up questions to that answer.

Note that:

- A single answer may branch to one or more questions.
- Questions exist independently of which initiatives they are used in. A question can be a primary question in one initiative but a follow-up question in a different initiative.

# Qualification Areas: Explained

Qualification areas are containers for your questions. You use a qualification area and its questions to evaluate a particular aspect of a supplier. You add one or more qualification areas to an initiative and use the questions in the qualification areas to create a questionnaire. You then send the questionnaire to the supplier and any internal responders for a response. Once all the responders have submitted replies, you and any other evaluators review the answers. If all evaluators approve the responses, a qualification for the supplier is created for that qualification area.

If you try to use a qualification area whose questions have been updated, the questions are displayed with an alert icon, and you are prompted to revise the qualification area definition by clicking the **Uptake Latest Revision**. If you do not update the qualification area definition, it uses the previous version of the question.

Use the chart below to complete your qualification area definitions.

| Name | Explanation |
|---|---|
| Qualification Area | The name of the qualification area you are creating. This name is used as the name of the qualification. |
| Revision | The number of the current version of this qualification area definition. As changes are made to the qualification area definition, the Revision number is incremented. |
| Procurement BU | The procurement business unit that owns this definition. |
| Status | Qualification area definitions can be in one of four statuses:<br>• Draft - the initial definition hasn't been activated for use. |

| Name | Explanation |
|---|---|
| | • Active - the definition is available for use in initiatives and qualification models.<br>• Inactive - the definition is disabled and cannot be used. It can be reactivated for use when necessary.<br>• Archived - this definition has been superseded by a more recent revision. |
| Global check box and Procurement BU Access menu | These values control who can use this qualification area. The default is the procurement business unit of the creator. If you check Global, the qualification area can be used by all procurement business units in the application. Otherwise, you select the procurement business unit which can use this qualification area. Note that you can select multiple values from the menu. |
| Qualification Area Level | Whether qualifications generated using this model apply only at the supplier site level or at both the supplier and the supplier site level. |
| Expiration Reminder | Sets a future point in time before the qualification expires when the application starts sending alerts to the qualification manager who owns the assessment or qualification. The value you set here is the default that is used for any qualification created using this qualification area. The owner of the qualification can override the value. |
| Owner | The owner of the qualification area definition |
| Information only | An information-only area does not have any outcome. |
| Add icon (Question section) | Clicking the add icon opens up a dialog window where you can select the questions and add them to your qualification area. |
| Question/ Question text (Search and Add dialog box) | Enter the name of a question or the beginning text of the question by which you wish to locate. You select the appropriate questions from the search results. When you are returned to the Create Qualification Area, the questions you selected are displayed. |
| Add icon (Qualification Outcomes section) | Click the icon to define a possible evaluation outcome for this area. |
| Outcome | The name of a possible qualification outcome. For example, you might define three possible outcomes, Best, Acceptable, and Unacceptable. You will assign one of these outcomes later when you are evaluating a supplier's response. |

The process for creating a qualification area includes the following steps.

1. Define the qualification area header values, such as name, business unit access, and expiration notification values.
2. Search for and add all the questions that are appropriate for the aspect of the supplier that you wish to qualify.
3. Define all the possible outcomes to use later when you are evaluating a supplier's response.
4. Define any additional classification values as appropriate.
5. Once you have completed defining the qualification area, click Activate to make the qualification area available for use.

If any changes are made to the questions contained in a qualification area, you can synchronize the latest question version with the qualification area by selecting Uptake Latest Revision. Existing qualification areas remain linked to the version of the question used when the area was created.

If you are planning changes to a qualification area, and you want to see which qualification models use the area, you can view the area definition and then select the View Qualification Area Usage option from the Actions menu at the top of the page.

## Using Qualification Areas in Oracle Fusion Sourcing

Category Managers use Oracle Fusion Sourcing to conduct negotiations with suppliers to determine the best provider for goods and services. These negotiations include information on the negotiated items, but may also solicit company, licensing, performance history and other information from the suppliers participating in the negotiation. Category Managers identify such information by adding questions (called requirements) to the negotiations they then conduct with suppliers. Since this can be the same information you can obtain by using qualification areas in initiatives, Fusion Supplier Qualification Management allows Category Managers to copy existing qualification areas as requirement sections in their negotiations. Any qualification areas used in the negotiations must also be defined for the same procurement BU or defined as global.

# Creating a Qualification Area: Worked Example

You use qualification areas to contain and organize your qualification questions. Once you have your questions added to your qualification area, you can then use your qualification areas in qualification models for use with assessment initiatives, or you can add one or more qualification areas directly to qualification initiatives.

Newton Consulting is branching into a new area of services. Clare Furey, the supplier qualification manager, is creating a new qualification area to use with future initiatives to qualify prospective suppliers.

## Creating a Qualification Area

1. Clare navigates to the Create Qualification Area page.
2. She enters Financial Viability as the qualification area name.
3. She accepts the default, Vision Operations, as the Procurement BU which owns this qualification area, and notes that she is assigned as the qualification manager who owns the area.
4. She enters a description of "Area containing questions relating to various financial details."
5. Since she later selects which Procurement BUs can use this area, she leaves the **Global** box unchecked.
6. Since Clare did not check the **Global** check box, she must specify which procurement BUs can use this qualification area, so she clicks the **Procurement BU** add icon. When the **Procurement BU** dialog box displays, she scrolls through the list adding the names of the BUs that can use this area for qualifying suppliers. When she is finished listing the BUs, she clicks **OK**.
7. She sets the default expiration reminder value to 30 days. Therefore, for any qualification created using this area, (unless the qualification owner changes the value), expiration reminders start going out 30 days before the qualification expires.
8. Now Clare must add her questions, so she clicks the **Add** icon in the Questions region. When the Search and Add dialog box appears, she finds and adds a question called Annual Revenue. This question has been defined earlier and is typically used by all her basic supplier qualification initiatives.
9. When she has selected the question, she clicks **Apply** to add it to the area, and then clicks **OK** to close the dialog box. The attributes for the question such as revision number, responder type, and whether a response is required appear in the question table, once the question is added.
10. Clare continues adding questions. She could create a new question at this point by clicking **Create and Add** , but all the questions she needs for this area have already been defined.
11. She defines three possible outcomes that can result from qualifications performed using the area: Good, Satisfactory, and Unsatisfactory.
12. Once Clare is finished creating her new qualification area, she clicks **Save** and then **Activate**.

# Qualification Models: Explained

Qualification models are containers for qualification areas. You use a qualification model and its qualification areas to perform a comprehensive evaluation of a supplier known as an assessment. When creating an assessment initiative, you specify a single qualification model containing one or more qualification areas. The questions contained in the model's qualification areas are used to create the questionnaire that is sent to your suppliers and any internal responders. The application creates draft qualifications and assessments when you launch the initiative.

If you try to use a qualification model whose qualification areas have been updated (for example, with new or updated questions), the qualification area definition displays with an alert icon, and you are prompted to revise the qualification model definition, by clicking **Uptake Latest Revision**. If you do not update the qualification model definition, it uses the previous version of the qualification area definition.

Once all the responders have submitted replies, you review each of the responses and either accept it or return it back to responders. The responders can update their responses and resubmit. Once you view and accept a supplier's questionnaire responses as well as any internal questionnaires responses associated with the supplier, all qualifications for that supplier are in Ready for Evaluation status. During the evaluation step, the designated reviewers view the supplier responses and assign an outcome value. When all qualifications are evaluated and finalized, corresponding assessment becomes active.

Note: the possible outcome values that are available are defined to the application using the Setup and Management application.

Use the information in the chart below to complete your qualification model.

| Name | Explanation |
|---|---|
| Question Model | The name of the qualification model you are creating. This name is used as the name of the assessment. |
| Revision | The number of the current version of this qualification model definition. As changes are made to the qualification model definition, the Revision number is incremented. |
| Procurement BU | The procurement business that owns this definition |
| Status | Qualification model definitions can be in one of four statuses:<br>• Draft - the initial definition hasn't yet been activated for use.<br>• Active - the definition is available for use in initiatives.<br>• Inactive - the definition is disabled and cannot be used. It can be reactivated for use when necessary.<br>• Archived - this definition has been superseded by a more recent revision. |
| Global check box and Procurement BU Access menu | These values control who can use this qualification model. The default is for the model to be available to the procurement business unit of the creator. If you check **Global**, the qualification model can be used by all procurement business units in the application. Otherwise, you select the procurement business unit which can use this qualification model. Note that you can select multiple values from the menu. |
| Qualification Model Level | Whether assessments generated using this model apply only at the supplier site level or at both the supplier and the supplier site level. |
| Expiration Reminder | Sets a future point in time before the qualification expires when the application starts sending alerts to the qualification manager who owns the assessment or qualification. The value you set here is the default that is used for any assessment created using this qualification model. The owner of the assessment can override the value. |
| Owner | The owner of the qualification model definition |

| Name | Explanation |
|---|---|
| Add icon (Qualification Area section) | Clicking the add icon opens up a window where you can select the qualification areas and add them to your qualification model. |
| Procurement BU/ Qualification Area (Search and Add dialog box) | Enter the name of a qualification model for which you want to search. You select the appropriate questions from the search results. When you are returned to the Create Qualification Model, the qualification areas you selected are displayed. Note that you can update the question branching for questions in this area if necessary. |

The process for creating a qualification model includes the following steps.

- Define the qualification model header values, such as name, business unit access, and expiration notification values
- Search for and add the qualification areas that are appropriate for the supplier that you want to qualify.
- Specify any additional classification values appropriate for this qualification model.
- Once you have completed defining the qualification model, click Activate to make the qualification model available for use.

# Creating a Qualification Model: Worked Example

Qualification models contain and organize qualification areas. You use qualification models when performing a supplier assessment. An assessment initiative contains a single qualification model which itself contains one or more qualification areas. After you accept the response, and you and any other evaluator's review and approve the supplier's response, an assessment is created for that supplier as well as a qualification for the supplier for each qualification area.

Newton Consulting is branching into a new area of services. Clare Furey, the supplier qualification manager, is creating a qualification model for future assessment initiatives she uses to assess suppliers for the new service area.

## Creating a Qualification Model

1. Clare navigates to the Create Qualification Model page.
2. She enters Corporate Assessment as the qualification model name. This is also the name of the resulting assessment.
3. She accepts the default, Vision Operations, as the Procurement BU which owns this qualification model, and notes that she is assigned as the qualification manager who owns the model.
4. She enters a description of "Model containing qualification areas relating to various details of the corporation."
5. Since she will later select which Procurement BUs can use this area, she leaves the **Global**box unchecked. Also, since there are no qualification areas as yet associated with the model, she notes that the Qualification Model Level value indicates the model is available for both supplier and supplier site level areas.
6. Since Clare did not check the Global check box, she must specify which procurement BUs can use this qualification model, so she clicks the **Procurement BU** add icon. When the Procurement BU dialog box displays, she scrolls through the list adding the names of the BUs that can use this model for qualifying suppliers. When she is finished listing the BUs, she clicks **OK**.
7. She sets the default expiration reminder value to 30 days. Therefore, for any assessment created using this model (unless the assessment owner changes the value), expiration reminders start going out 30 days before the assessment expires.
8. Now Clare must add her qualification areas to her model, so she clicks the **Add** icon in the Areas region. When the **Search and Add** dialog box appears, she finds and adds an area called Financial Viability. This area has been defined earlier and is typically used by all supplier qualification initiatives.
9. When she has selected the area, she clicks **Apply** to add it to the model, and then clicks **OK** to close the dialog box.

10. Clare continues adding areas. She could create and add a new area at this point by clicking the **Create and Add** button, but all the areas she needs for this model have already been defined so she does not create any new ones.
11. Once Clare is finished creating her new qualification model, she clicks **Save** and then **Activate**.

# Define Registration Rule Sets

## Registration Rule Sets: Explained

Oracle Fusion Procurement provides a supplier registration functionality which is used by your external users to submit basic information in their registration requests. You can also define registration rule sets that are used to generate a questionnaire to request qualification information during registration process. This additional information can be used to qualify suppliers once registration request is approved.

A registration rule set consists of one or more qualification areas. The questions defined to these qualification areas are used to control the questionnaire that is presented to the supplier at registration time. When you create your rule sets, you can

- Use existing qualification areas.
- Create qualification areas in Supplier Qualification Management and then use them in your rule set.

When a supplier registers, the application creates a questionnaire consisting of the qualification areas that you identified in your rule set. This questionnaire is what the supplier sees. The supplier's basic registration information and questionnaire responses are used when evaluating the supplier's registration request.

When a supplier is approved as a prospective or spend authorized supplier, his responses are stored in the Supplier Qualification Response Repository. Once the supplier's responses are in the Response Repository, you can use those responses to create qualifications for the supplier.

### Creating a Rule Set

A rule set is a collection of rules. You use these rules to control which qualification areas are used to generate the questionnaire displayed to suppliers at the time of registration. You can use two types of rules:

Always display - these questions always appear in the supplier registration questionnaire for the PBUs assigned to the rule set.

Response dependent - response-dependent questions are conditional questions that are only included based on the supplier's response to the profile attributes in the registration form.

Once you identify the information you need, you can check your existing qualification areas to see if there are any you can use. If not, you must create new qualification areas. However, since the questions in the qualification area are being used to solicit information for a supplier's registration request, note

- The questions must be at the supplier level.
- The questions must not include internal responders.
- The questions are active.

The qualification area cannot contain any questions at the supplier level.

Note that there can be only one active rule set assigned to a procurement BU at any point of time.

## Viewing the Questionnaire

When suppliers fill out a registration request form, the registration questionnaire is available from the Questionnaire train stop. This train stop is visible when you enable the Qualification Questionnaire in the Configure Supplier Registration and Profile Change Request task. Also there must be an active rule set available for the BU or an active global rule set.

## Approving Registrations

Once supplier submits a registration request, approvers can view the registration information and approve or reject the request. Approvers can view the responses to the questionnaire in a PDF attached in the request as well as view the responses online.

Note that you cannot update any supplier response during the approval process. However, you can return the questionnaire to the supplier, and the supplier can update the request information and resubmit the registration request.

Once the registration request is approved, all the questionnaire responses are copied to Response Repository. If qualification questionnaire contains questions mapped to supplier attributes. And those are not otherwise part of the basic registration request, those responses are used to update the supplier profile data.

After supplier registration request is approved, the supplier becomes an approved supplier with a business relationship of Spend Authorized or Prospective. At this point, the Qualification manager can initiate begin qualification for registered suppliers, and can qualify them based on responses captured during registration process.

## Using Draft Responses

If a supplier does not complete a questionnaire and saves it for completion later, next time the supplier views the questionnaire, previous responses can be defaulted as long as the question definition has not changed since the last response. If the question has been revised between supplier visits, previous responses are not defaulted for the supplier.

If a supplier changes its response to any of the registration attributes, the questionnaire is updated to reflect the user's current selection for that attribute. For example, if a supplier initially specified tax country as 'United States,' then the questionnaire shows questions included in the Financial Viability of US Suppliers qualification area. If the supplier later changes the tax country to China, the questionnaire shows the Financial Viability of Asian Suppliers qualification area instead.

# 22 Define Procurement Contracts Configuration

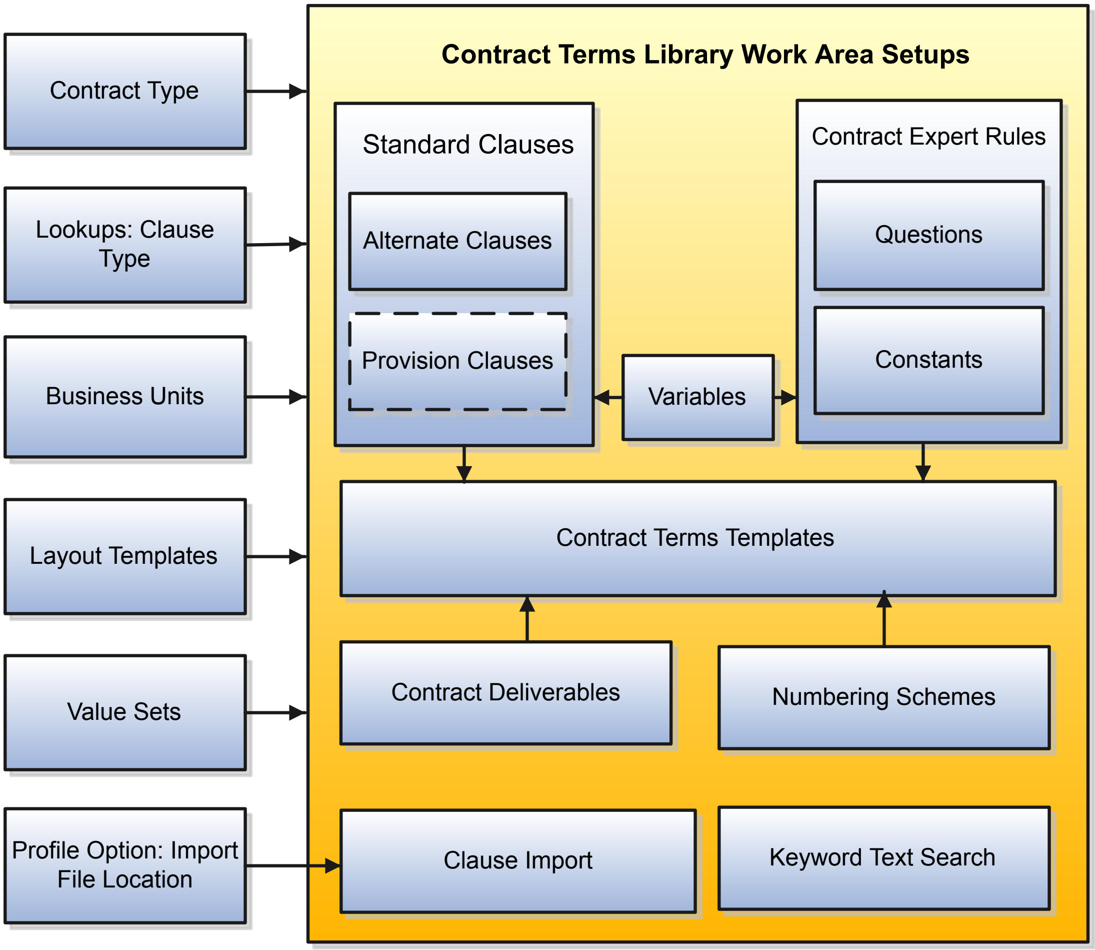
## Define Contract Terms Library Configuration

### Contract Terms Library Setups: How They Work Together

This topic provides a brief overview of setups for the Contract Terms Library.

The following figure outlines the main setups for the Contract Terms Library which are described in the sections of this topic. The setups on the left are accomplished using tasks from the Setup and Maintenance work area. To set up most of the

Contract Terms Library features, including clauses and contract terms templates, you must navigate to the Terms Library work area. Dashed boxes highlight features that are available only in procurement contracts.



## Setups in Oracle Fusion Functional Setup Manager

Different Oracle Fusion Functional Setup Manager tasks enable or affect Contract Terms Library features. These setups include:

- Setting Up Contract Types to Work with the Contract Terms Library

  Contract types specify properties of different contracts including the type of permitted contract lines, party roles, contract validation checks, and the contract acceptance and signature requirements. For the Contract Terms Library, you can use the **Manage Contract Types** task to:

  - Enable contract terms authoring

    You must enable contract terms authoring for a contract type to use any of the library features for contracts of that type.

  - Specify the Oracle BI Publisher layout template that will be used to format the printed contract terms for contracts of this type.

- Defining Clause Types

  If you want to categorize the clauses in the library, select the **Manage Contract Clause Types** task to set up clause types.

- Configuring Business Units for Contracts

  The use of most of the Contract Terms Library content is restricted to the business unit where you create it. This includes clauses, contract terms templates, and Contract Expert business rules. Using either the **Specify Customer Contract Management Business Function Properties** or the **Specify Supplier Contract Management Business Function Properties** tasks, you can:

  - Enable content adoption between business units and automatic approvals for content
  - Specify the Contract Terms Library administrator, the employee who will receive approvals and other notifications regarding library content.
  - Enable the Contract Expert feature for the business unit.

- Creating Contract Layout Templates

  Using Oracle BI Publisher, you can set up layout templates that determine the formatting of clauses, contract terms template previews, the contract deviations report, and the contract itself.

  Download the sample layout templates provided with your application from the Oracle BI Publisher library. You can copy and edit the sample layout templates and upload them.

  **Note:** For an example on how to use XML to build your own layouts, see the topic Setting Up Enterprise Contracts - Part 2.

- Creating Contract Terms Value Sets

  Select the **Manage Contract Terms Value Sets** task to set up value sets for use in contract terms variables and Contract Expert questions.

- Specifying the Location of the File Used for Clause Import

  You can import legacy clauses into the Contract Terms Library, either from a file or from an interface table using Oracle Fusion Enterprise Scheduler processes.

  If you are importing clauses from a file, then you must specify the location of the file by setting the system profile option **Specify Contract Clause Import XML File Location** by selecting the **Manage Clause and Template Management Profiles** task.

## Contract Terms Library Work Area Setups

The Contract Terms Library is built using the tasks within the Terms Library work area:

- Creating Clauses

  Create standard clauses for use during contract terms authoring, including alternate clauses, clauses included by reference, and provision clauses. By specifying different clause properties, you can modify clause behavior. For example, you can make clauses mandatory in contracts or protect them from editing by contract authors.

- Creating Variables

You can use variables in the Contract Terms Library to represent information within individual clauses and for use within Contract Expert rule conditions. Your application comes with predefined variables, called system variables. You can create additional variables, called user variables, with or without programming.

- Creating Numbering Schemes

  You can set up additional clause and section numbering for contract terms. You can select which numbering scheme you want to use with each contract terms template.

- Creating Contract Terms Templates

  Create contract terms templates to insert boilerplate terms and conditions into contracts during contract authoring. Contract authors can apply the templates manually, or the application can apply the templates automatically using default rules you set up.

- Creating Contract Expert Business Rules

  Set up business rules that ensure compliance of contracts with corporate standards.

  Contract Expert helps you to set up business rules that can:

  - Apply the appropriate contract terms template to a contract

    For example, apply the contract terms template Software License and Service Agreement if the contract is authored in the North America Operations business unit and the contract amount exceeds one million dollars.
  - Insert additional clauses into specific predetermined locations in the contract

    For example, add an audit clause if an audit is required.
  - Report contract deviations from corporate policies

    For example, report a contract worth one million dollars or more that includes payment terms greater than 90 days.

  You can base Contract Expert rule conditions on the values of variables in the contract, the presence of other clauses, or you can set up questions that contract authors must answer during authoring.

  For example, you can ask authors a series of questions about the nature of the materials being shipped to customers and insert additional liability clauses based on their answers.

  If you are setting up business rules with numeric conditions (for instance, insert a special payment terms clause if the contract amount exceeds $1 million) then you must set up constants to hold the numeric values. You cannot enter the numeric values directly.

- Contract Deliverables

  Contract deliverables track both contractual and non-contractual commitments that must be completed as part of negotiations, purchasing, and enterprise contracts between businesses and suppliers or customers based on contract intent. These deliverables can be used in purchasing and sourcing documents that include contract terms and in enterprise contracts.

- Importing Clauses

  You can import clauses from legacy applications by running Oracle Fusion Enterprise Scheduler (ESS) processes from the Terms Library work area by selecting the **Import Clauses** task or from the Setup Manager by selecting the **Manage Processes** task.

- Setting Up and Maintaining the Index for Clause Text Searches Using the Keyword Field

By selecting the **Manage Processes** task in the Terms Library work area, you can also run the ESS processes required to set up and maintain the text index required for searches of clauses and contract terms templates using the Keyword field.

*Related Topics*

- How the Selection of a Business Unit Affects Clauses and Other Objects in the Library
- Setting Up Enterprise Contracts: Part 2
- Variables: Explained

# Contract Terms Library Clauses: Explained

You can create different types of clauses for different uses and use clause properties to specify if a clause is protected from edits by contract authors, if it is mandatory, and if it is related to or incompatible with other clauses. A clause you create in the Contract Terms Library is available for use within the business unit where you create it after it is approved.

The types of clauses you can create include:

- Standard clauses
- Clauses included by reference
- Provision clauses for contracts with a buy intent

Using different clause properties you can:

- Make a clause mandatory in a contract.
- Protect it from edits by contract authors.
- Specify that a clause can be selected by contract authors as an alternate of another clause.
- Specify that the clause cannot be in the same document as another clause.
- Make a clause created in a global business unit available for use in other business units.

## Creating Standard Clauses

Any clause you create in the library becomes a standard clause that can be used in the business unit where you create it after it is approved. Unless you specify that the clause is protected, contract authors can edit the clause in a specific contract. Any edits they make are highlighted in a clause deviations report when the contract is approved. Similarly, contract authors can delete the clause from a contract, unless you specify the clause is mandatory.

## Including Clauses by Reference

For clauses, such as Federal Acquisition Regulation (FAR), you can print the clause reference in the contract instead of the clause text itself. During contract creation, you enter the reference on the Instructions tab of the clause edit page and select the **Include by Reference** option.

## Creating Provision Clauses for Contracts with a Buy Intent

For contracts with a buy intent, you can create provision clauses, clauses that are included in contract negotiations but are removed after the contract is signed. Provision clauses are used primarily in Federal Government contracting.

## Altering Clause Behavior with Clause Properties

Using different clause properties, you can alter the behavior of a clause, You can:

- Make a clause mandatory.

  A mandatory clause is highlighted by a special icon during contract terms authoring and cannot be deleted by contract authors without a special privilege. You can make a clause mandatory for a particular contract terms template by selecting the Make Mandatory action after you have added the clause to the template. A clause is also become mandatory if it is added by a Contract Expert rule and you have selected the Expert Clauses Mandatory option in the template.

- Protect it from edits by contract authors.

  A protected clause is highlighted by a special icon during contract terms authoring and cannot be edited by contract authors without a special privilege. You can protect any clause by selecting the protected option during clause creation or editing.

- Specify that a clause can be selected by contract authors as an alternate of another clause.

  You can specify clauses to be alternates of each other on the Relationships tab of the create and edit clause pages. When editing contract terms, contract authors are alerted by an icon that a particular clause includes alternates and can select an alternate to replace the original clause.

- Specify that the clause cannot be in the same document as another clause

  You can use the Relationship tab to specify a clause you are creating is incompatible with another clause in the library. The application highlights incompatible clauses added by contract authors in the contract deviations report and during contract validation.

- Make a clause available for use in other business units.

  Clauses you create in the library are normally available only within the same business unit where you create them. If you create the clause in the business unit that is specified as global during business unit setup, then you can make the clause available for adoption in other business units by selecting the **Global** option during clause creation or edit. This option appears only in the one business unit specified as global.

# Contract Terms Templates: How They Work

You can create contract terms templates in the Contract Terms Library to insert appropriate terms and conditions into contracts during contract authoring. You can apply the templates manually while authoring contracts or the application can apply the templates automatically using defaulting rules you set up.

Contract terms templates:

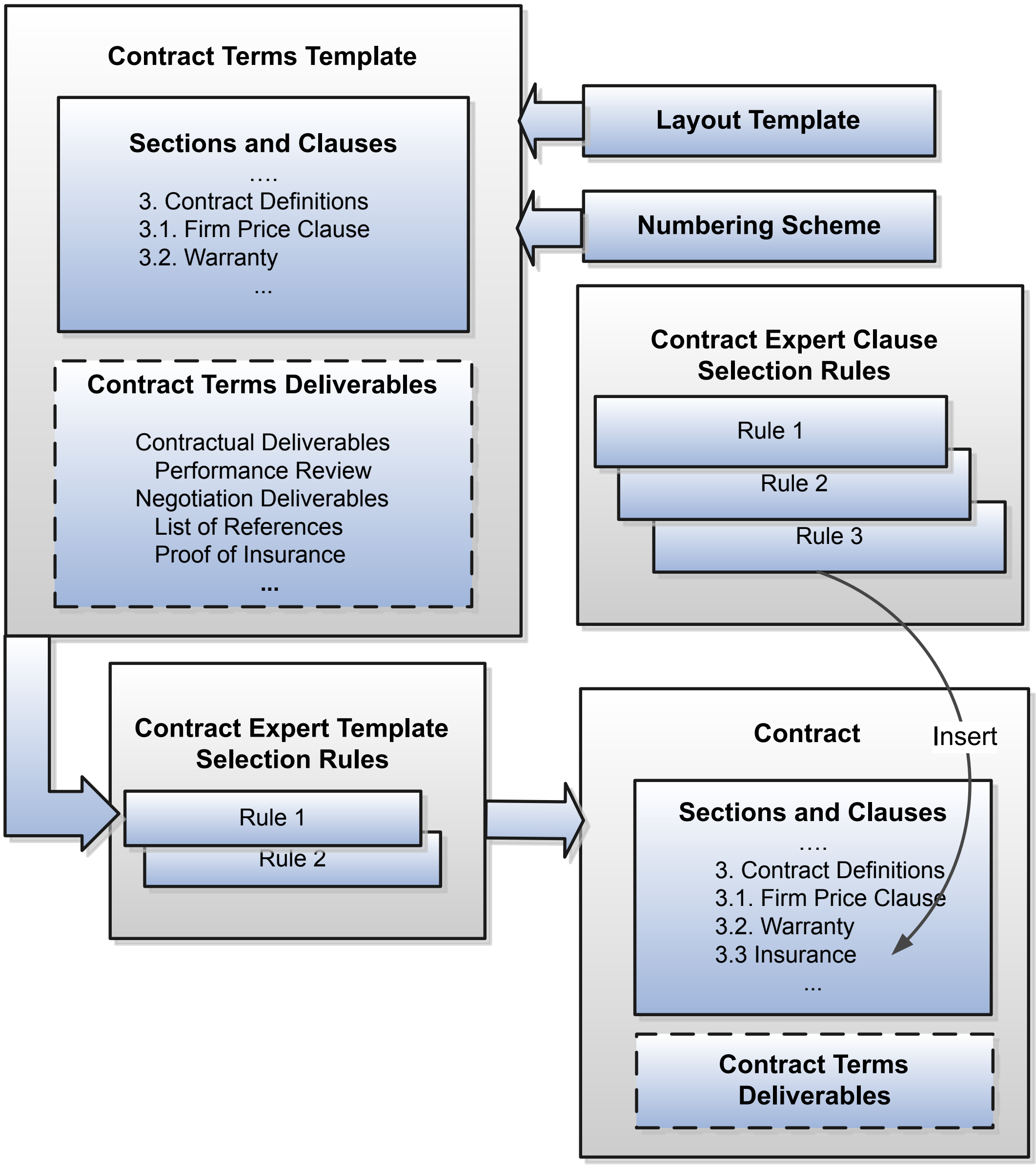
- Contain sections and clauses from the Contract Terms Library.
- Are created in the Contract Terms Library separately. You cannot create them directly from an existing contract.
- Are specific to one business unit.
- Apply to enterprise contracts of the contract types you specify in the template.
- Are specific to either sell-intent or buy-intent contracts.

- Can default contract terms directly on purchase orders and sourcing documents, and on enterprise contracts. For these documents, contact terms templates can also include contract deliverables which can be used to track the completion of contractual tasks in the contract.

In addition, for a contract terms template you can:

- Set up Contract Expert rules to recommend additional clauses for contracts that use the template and insert these clauses in specified locations in the contract if marked as conditional.
- Associate a layout template for previewing the template.
- Specify a contract terms numbering scheme for the template.
- Set up template selection rules to default the template into a contract automatically.

The following figure illustrates the different aspects of contract terms templates:



## Adding Sections

You can add sections that you have created in the library or create sections that are specific to the template itself.

## Adding Clauses

You can add clauses in one of two ways:

- Add a clause from the Contract Terms Library directly into a section in the template.

You can create the clause in the library from the template if the library does not have what you need.

- Create Contract Expert rules to add clauses to the contract terms in a contract depending on the specifics of the contract.

For example, you may want to add a boilerplate jurisdiction clause directly into the template, but use a Contract Expert rule to insert the appropriate liability clause. This way a contract that calls for the shipment of hazardous materials will get a liability clause that's different from a contract that does not include any, for example.

The properties that you set up in the clause apply automatically. If you set up a clause as mandatory, you will not be able to delete the clause after it is inserted by the template unless you have the special Override Contract Terms and Conditions Controls privilege. If you set up a clause with alternates, then you can substitute any of the alternate clauses in the contract.

**Note:** You are not required to add any sections or clauses to a template directly. You can use Contract Expert rules exclusively, if appropriate.

## Enabling Contract Expert on the Template

To use Contract Expert in a contract where the template is applied, select the **Enable** option in the Contract Expert region of the Create Terms Template or Edit Terms Template pages. When Contract Expert rules enabled for the template suggest additional clauses, these additional clauses are presented for your review before they are inserted in the default section specified in each clause. Depending on privileges, you can choose which clauses to insert and which to omit. If you make Contract Expert suggestions mandatory for the template, then you can reject the recommendations only if you have the special Override Contract Terms and Conditions Controls privilege.

You can also place recommended clauses for insertion n their predetermined locations, if the clauses are marked as conditional clauses and their locations are defined in the terms template associated with the contract.

## Adding Contract Deliverables to Purchase Orders, Sourcing Documents, and Enterprise Contracts

For Oracle Fusion Purchasing purchase orders, Oracle Fusion Sourcing documents, and enterprise contracts, you can track compliance of tasks that the contract parties have agreed to execute as part of the agreement by adding contract deliverables.

You can use deliverables to record the status of the tasks, keep everyone notified of past and future deadlines, and as a repository of the deliverable documents themselves. For example, vendors agreeing to supply a monthly report can log in to their sourcing portal and attach the report or ask for an extension. If they fail to respond by the specified deadline, the deliverable can trigger an automatic notification that the deliverable is overdue.

## Assigning a Layout Template for Previewing the Contract Terms Template

You must assign a layout template for the contract terms template so you can preview the template content, when you need to make a template selection, for example. The layout template, which you select on the General tab while editing the contract terms template, specifies what gets displayed in the preview, including the fields displayed, graphics such as a company logo, page numbering, headers and footers, and boilerplate text. This layout template is not used for printing the contract.

If you marked Contract Expert recommended clauses as conditional on the terms template, then these are displayed in gray font in the print preview to distinguish them from regular clauses.

The layout template is an RTF file stored in the Enterprise Contracts folder in the Business Intelligence Presentation Catalog. A sample layout template is provided with your application. You can copy the sample template and edit it to create your own as described in a related topic.

## Specifying a Numbering Scheme

You can associate a numbering scheme to the template that will automatically number sections and clauses in the contract. Several predefined numbering schemes are available with your application, and you can create additional numbering schemes of your own.

## Making the Template the Contract Default

You can have a contract terms template apply automatically in all contracts based on:

- Contract type
- Contract Expert rules that select the template based on the specific information in the contract itself

If you enabled the feature Enable Contract Terms in Fusion Procurement for Procurement Contracts during implementation, then you can also apply templates to procurement documents based on document type.

The following document types become available:

- Auction
- Bid
- Blanket Purchase Agreement
- Contract Purchase Agreement
- Standard Purchase Order
- RFI
- RFI Response
- RFQ
- Sourcing Quote

While editing the contract terms template, you specify a template to be the default for a contract type or document type in the Document Types region. You can set up only one template as the default for each contract type or document type. You set up the Contract Expert template selection rules separately as described in a related topic. You can have multiple rules recommend the same template.

Here is how the defaults you enter in the Document Types region and the Contract Expert template selection rules interact to select and apply a template during contract authoring:

- Contract Expert template selection rules always take priority. If the rules specify a single template for a contract, then it gets applied regardless of the default you entered in the Document Type region.
- If the Contract Expert rules recommend different templates, then the application uses the default from the Document Type region as a tiebreaker.
- If no Contract Expert selection rule applies and you specified a default, then the application uses the default.
- If you did not set up any rule or default for a contact type or document type, then you must select the template from a list while authoring.

*Related Topics*

- Activating and Revising Contract Terms Templates: Explained

- Contract Expert: How It Works
- Contract Printing and Layout Templates: Explained

# Contract Expert Rules: How They Work

You can set up Contract Expert rules to apply contract terms templates automatically to contracts, to suggest additional clauses for insertion during contract terms authoring, and to flag any contract deviations from company policy.

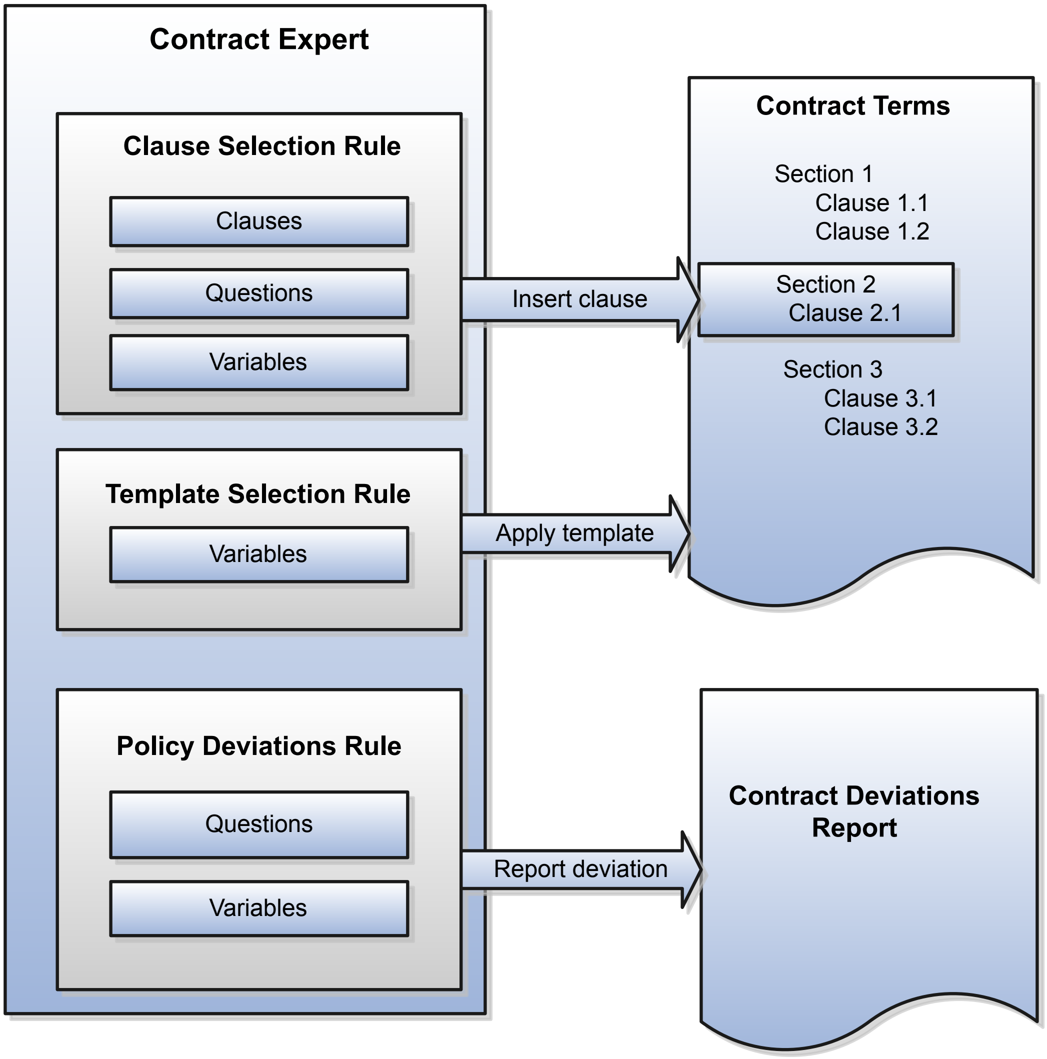
Each rule comprises conditions that must be met and the rule results. You can base rule conditions on:

- The presence of another clause already in the contract
- The value of a system variable or a user variable
- Questions that the contract author must answer

Different Contract Expert rule types support different condition types, as illustrated in the following figure.

- Clause selection rules, which can default individual clauses and sections into a contract, can be based on clauses, questions, and variables.
- Template selection rules, which identify the default contract terms template for the contract, can be based on variables only.

- Policy deviation rules, which flag contract deviations from company policies, use questions and variables only.



Key rule properties include:

- All rules can use multiple conditions linked together with either the AND or OR logical operators.
- The values of non-numeric conditions are supplied by value sets.
- The values for numeric conditions are supplied by constants.
- Rule types that permit the inclusion of questions can trigger follow-up questions, permitting you to chain rules together.
- Rules are restricted to the specific business unit and the contract intent where you create them.
- Rules do not get copied when you copy a global contract terms template to another business unit.
- Conditions support both logical and numeric operators:
    - IS
    - IS NOT

  - IN (allows the selection of multiple values)
  - NOT IN (allows the selection of multiple values)
  - >=: (greater than or equal to)
  - <=: (less than or equal to)
  - =: (equal to)
  - > (greater than)
  - < (less than)

## Clause Selection Rules

Clause selection rules permit you to insert one or more clauses and sections into a contract.

The following table describes the rule properties.

| Rule Property | Details |
|---|---|
| Rule outcomes | The rule can:<br>• Recommend one or more clauses for insertion into the contract<br>Contract authors can review the Contract Expert recommendations before the clauses get inserted into the contract. By setting the **Expert Clauses Mandatory** option when creating a contract terms template, you can specify if you want the clause insertion to be mandatory or if the authors can ignore the recommendations .<br>If you make the insertion mandatory, then only contract authors with the Override Contract Terms and Conditions Controls privilege, a special privilege that allows deleting mandatory clauses from the contract, can reject the recommendations. Similarly, if the recommended clauses are standard clauses, then the authors must have the Author Additional Standard Contract Terms and Conditions privilege to reject the recommendations. This privilege allows the deletion of standard clauses from the contract.<br>If you marked recommended clauses as conditional and specified the location of these clauses in the terms template, then Contract Expert inserts the clause in the contract in the location that you specified. If the location of an Expert suggested clause isn't specified in the terms template, Contract Expert inserts each clause in the section specified as the default for the clause in the Contract Terms Library. If no default section is specified in the clause, then Contract Expert inserts the clause into the default section specified in the contract terms template. Contract Expert automatically inserts the default section if it doesn't already exist in the contract.<br>• Ask follow-up questions<br>You can ask follow-up questions by adding them in the Additional Questions region of the Results tab. Any additional question that you add must be part of another rule. Adding the follow-up question chains the rules together. |
| When the rule is evaluated | The rule is evaluated every time that a user runs Contract Expert.<br>Users receive an warning message during contract validation if they fail to run Contract Expert. |
| Conditions | Conditions can be based on:<br>• clauses<br>• questions<br>• variables |

| Rule Property | Details |
|---|---|
| | You can use both predefined system variables and user variables. Both types of user variables are supported: those that require entry by contract authors and those where the values are supplied by a Java procedure. |
| Where it applies | The rule applies only within the business unit and for the intent that you specify. You can have the rule apply to one of the following:<br>• Specific contract terms templates<br>• All contract terms templates for the business unit |

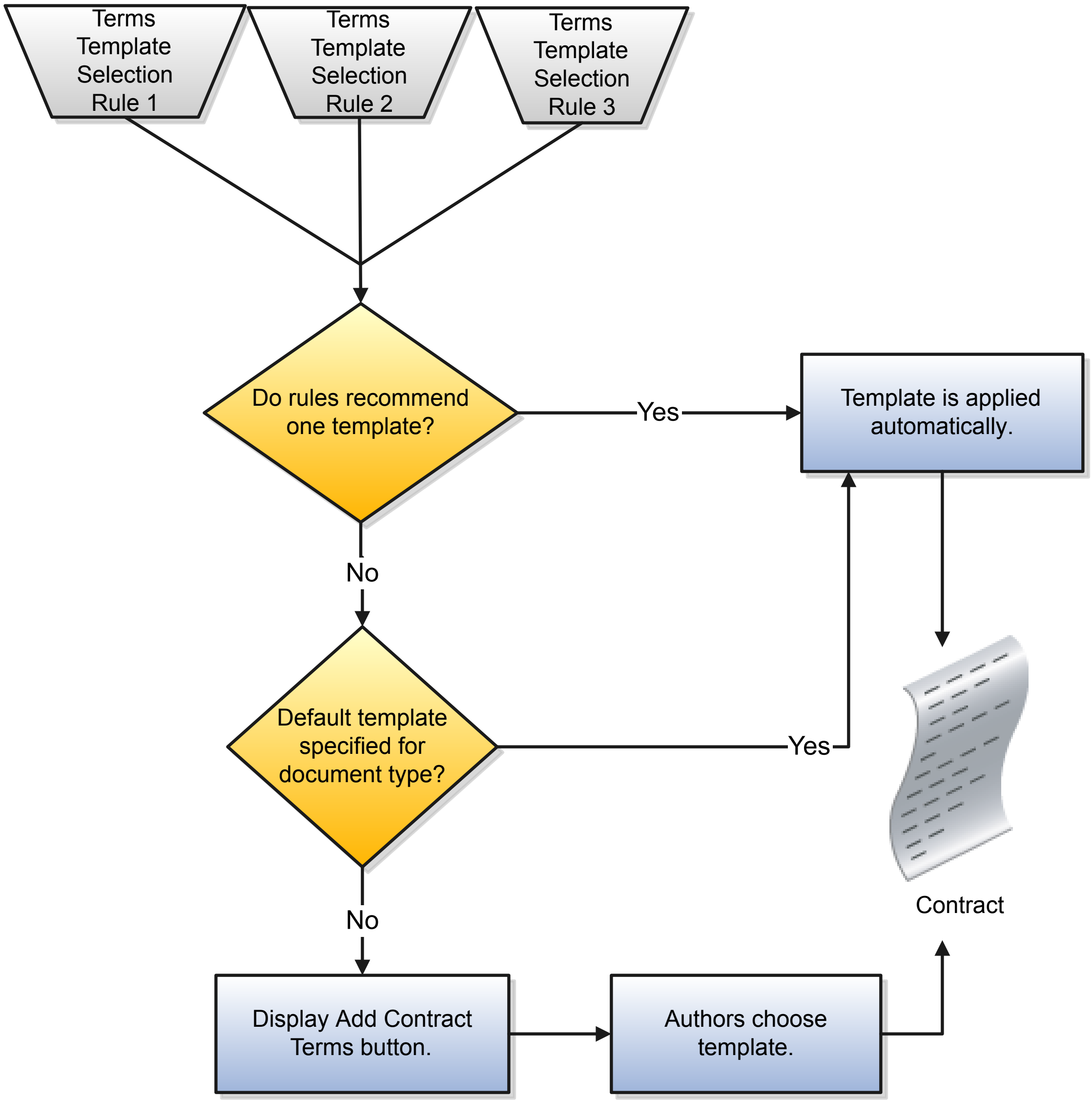
# Contract Terms Template Selection Rules

Contract terms template selection rules permit you to automatically apply a contract terms template to a contract.

The following table describes the rule properties.

| Rule Property | Details |
|---|---|
| Rule outcomes | The application automatically applies a contract terms template to a contract. Or, if the author removed the contract terms using the Actions menu, the template displays the template name as the default when applying a new template. |
| When the rule is evaluated | The application evaluates the rule whenever the author navigates to the Contract Terms tab as long as no contract terms template is applied. If a contract terms template is applied to the contract, the template selection rules are not executed again, even if changes to the contract would result in a different rule outcome.<br>The rule is also evaluated to determine if the contract contains the recommended template whenever the contract author:<br>• Runs the clause deviations report<br>• Validates the contract terms or the contract<br>In both cases, the rule generates a warning if the author applied a different template from that recommended by the rule. |
| Conditions | Variables only<br>You can use predefined system variables and those user-defined variables where the values are supplied by a Java procedure. |
| Where it applies | The rule applies only within the business unit and for the intent specified in the rule. |

Contract Expert doesn't apply a contract terms template if the contract terms template default rules you set up recommend multiple terms templates for a single contract. Instead, Contract Expert applies the contract terms template specified as the default for the business document type during contract terms template setup. If no document type default is specified, then the application displays the **Add Contract Terms** button and permits authors to select a template of their own choice. The choices are restricted to the templates specified for the contract type.


Terms Template Selection Rule 1
Terms Template Selection Rule 2
Terms Template Selection Rule 3
Do rules recommend one template?
Yes
Template is applied automatically.
No
Default template specified for document type?
Yes
Contract
No
Display Add Contract Terms button.
Authors choose template.

## Policy Deviation Rules

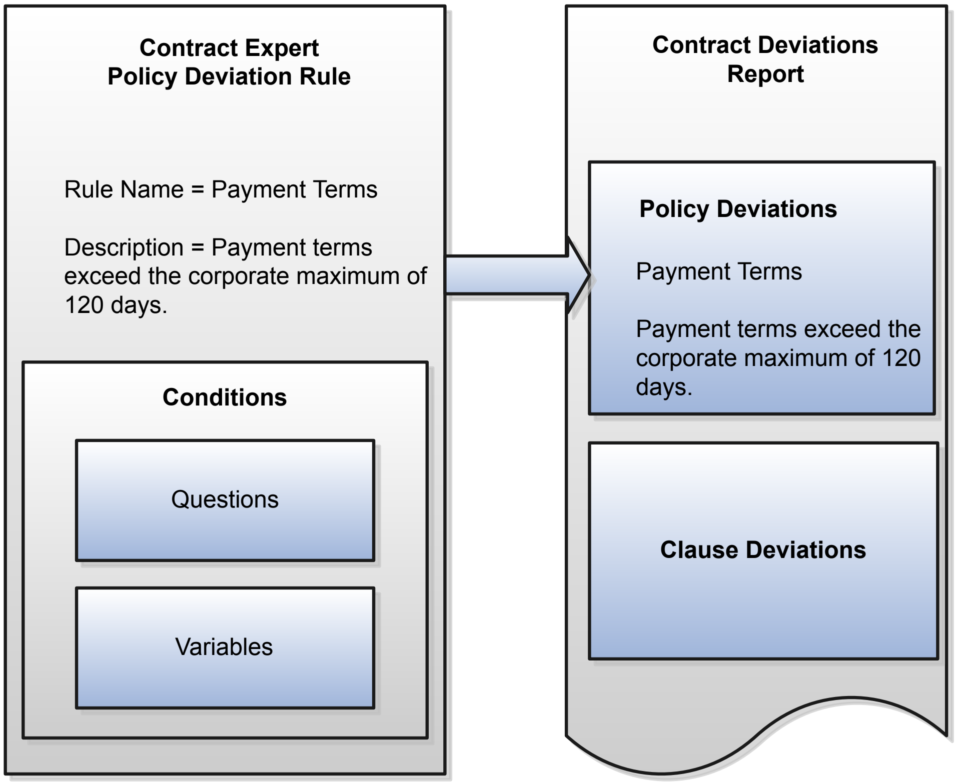
Policy deviation rules flag deviations from company policies on the contract deviations report. This report is run by the contract author before submitting a contract for approval.

The following table lists the rule properties.

| Rule Property | Details |
|---|---|
| Rule results | The rule displays a deviation in the contract deviations report.<br>The rule name becomes the deviation. |

| Rule Property | Details |
|---|---|
| When the rule is evaluated | The rule is evaluated whenever the user:<br>• Runs the contract deviations report<br>• Validates the contract terms or the contract |
| Conditions | Conditions can based on:<br>• Questions<br>• Variables<br>Both predefined system variables and those user-defined variables where the values are supplied by a Java procedure. |
| Where it applies | The rule applies only for the contract terms templates within the business unit and for the intent that you specify. |

The following figure illustrates the policy deviation rule setup. You can build rule conditions out of both questions and variables. In the contract deviation report, your entry in the **Rule Name** field becomes the deviation name and your entry in the rule **Description** field becomes the deviation description.


Contract Expert
Policy Deviation Rule
Rule Name = Payment Terms
Description = Payment terms exceed the corporate maximum of 120 days.
Conditions
Questions
Variables
Contract Deviations Report
Policy Deviations
Payment Terms
Payment terms exceed the corporate maximum of 120 days.
Clause Deviations

Policy deviation rules list policy deviations in the contract deviations report, along with any clause deviations that are flagged automatically by the application. Contract authors can run the report before submitting the contract for approval and enter comments to explain the deviation to the approver. The report is rerun automatically when the author submits the contract for approval and a copy of the report is attached to the approval notification.

## Activating and Validating Rules

After you set up a rule, you must activate it using the Activate Rule action. Rules do not require approval before activation, but the contract terms templates that they apply to do.

**Note:** In order to activate a rule, you must assign it to at least one contract terms template. The template doesn't have to be approved at the time that you make the assignment, but it does have to be approved before the rule can be used.

Activating a rule triggers an automatic validation process. You must correct all errors before the rule gets activated.

*Related Topics*

- Contract Expert Clause Selection Rules and Asking Follow-up Questions: Examples
- Contract Expert Rule Statuses and Available Actions: Explained
- Contract Expert: How It Works
- How can I predefine locations of Contract Expert clauses in the contract?
- How does Contract Expert identify where to insert clauses into contracts?

# 23 External Integration

## Web Services

### Web Services: Overview

Use web services to integrate web-based applications into your Oracle Applications Cloud. Web services expose business objects and processes to other applications through the use of open standards-based technologies.

The web services support development environments and clients that comply with the following open standards:

- Extensible Markup Language (XML)
- Simple Object Access Protocol (SOAP)
- Business Process Execution Language (BPEL)
- Web Services Description Language (WSDL)
- XML schema definitions (XSD)

Oracle Applications Cloud includes two types of web services:

- Application Development Framework (ADF) services
- Composite services

The following table describes the two types.

| Web Service Type | Description |
|---|---|
| ADF services | ADF services usually represent business objects, such as employees or purchase orders. ADF services typically expose standard operations, such as create, update, and delete. However, for locally-persisted objects, ADF services are not limited to these operations.<br>Examples of ADF services include:<br>• **`Worker.changeHireDate`** - a service that updates the hire date of the worker business object.<br>• **`ProjectTask.createTask`** - a service that adds a task to the project task business object. |
| Composite services | Composite services usually represent end-to-end business process flows that act on business events produced by the ADF services. Composite services orchestrate multiple object-based services, rules services, and human workflows. Examples of composite services include:<br>• **`ProjectStatusChangeApproval.process`** - a service that accepts the change in project status.<br>• ScheduleOrchestrationOrderFulfillmentLineService.scheduleOrders - a service that schedules resources used to fulfill an order. |

For more information about web services, see the SOAP Web Services guide for your cloud services.

# Developer Connect

## Developer Connect: Overview

The Developer Connect portal provides information about the web services deployed to your Oracle Applications Cloud instance. You can use this information to integrate with or extend Oracle Applications Cloud and develop customized business solutions.

To open the Developer Connect portal, from the **Navigator** menu, select **Tools** - **Developer Connect**. This portal displays dynamic information of the web services, and the customization done to web services to integrate with Oracle Applications Cloud. You can synchronize the Developer Connect portal with your cloud instance to retrieve the latest web service information such as service attributes, operations, business objects, security policies, and WSDL files.

Use the Developer Connect portal to:

- View the summary of the web service information such as the business object that the service defines, life cycle status, and security policy.
- Discover the operations available for the selected web service, and the request and response payloads for each operation.
- View the hierarchy of the service data objects and know information such as the data type and whether it's a required field about custom attributes.
- Review the sample payload XMLs for the operations of the web service. You can add or edit sample payloads, and also delete custom sample payloads.

## Web Service Life Cycle: Explained

A web service goes through three phases in a life cycle:

- Active: A service is active when it's delivered the first time, until it's deprecated.
- Deprecated: A service is deprecated when it's superseded by a newer version, or if there is a planned obsolescence in a future release. A service in this state is still supported and becomes obsolete in a later release.

  **Note:** You must use the active version of the service. If you were previously using a service that has been deprecated, then migrate to the new, active version.

- Obsolete: A service is obsolete when it's no longer shipped or supported.

## Managing Web Service Sample Payloads: Worked Example

This example demonstrates how to add and edit a sample payload XML for a web service operation. It also describes how to delete a custom sample payload XML.

## Adding a Sample Payload XML

Follow these steps to add a sample payload XML for the `getEntityList` operation of `Help Topic Abstract` Service:

1. From the **Navigator** menu, select **Tools** - **Developer Connect**.
2. On the **Web Service** overview page, search for `Help Topic Abstract` Service, and click the service display name.
3. On the **Summary** page, click the **Sample Payloads** tab, and then click **Add Sample Payload**.
4. Select `getEntityList` operation from the list, and enter a brief description.
5. Enter the payload XML, and click **OK**.

## Editing a Sample Payload XML

The Developer Connect portal displays predefined and custom payloads of the web services. You can edit only the custom payloads. Follow these steps to edit a custom sample payload of the `getEntityList` operation of `Help Topic Abstract` Service:

1. On the **Web Service** overview page, select `Help Topic Abstract` Service.
2. On the **Summary** page of the web service, click the **Sample Payloads** tab and select `getEntityList` operation.
3. In the **Edit Sample Payload** dialog box, edit the payload XML and click **OK**.

## Deleting a Sample Payload XML

You can delete only custom payloads, and not predefined payloads. Follow these steps to delete a custom sample payload of the `getEntityList` operation of `Help Topic Abstract` Service:

1. On the **Web Service** overview page, select `Help Topic Abstract` Service.
2. On the **Summary** page of the web service, click the **Sample Payloads** tab and select `getEntityList` operation.
3. Click the delete icon for the selected operation and click **OK**.

## Importing Value Set Values to Oracle Applications Cloud: Worked Example

This example demonstrates how to use the information in the Developer Connect portal to import value set values to Oracle Applications Cloud.

Suppose a fictional partner application wants to extend it with certain functionality available in another application. Instead of creating the required business objects and attributes in this application, you can import them using a web service. Before you proceed with the import process, enable the access permissions for the web service and review the information in the Developer Connect portal:

- Synchronize the web services information
- Review the web service details
- Update the request payload

## Synchronizing Web Services Information

You must synchronize the Developer Connect portal with your Oracle Applications Cloud instance to get the latest web service information. Follow these steps:

1. From the Navigator menu, select **Tools - Developer Connect**.
2. Click **Synchronize**.

> **Note:** The **Last Refreshed** date indicates when the Developer Connect portal was last synchronized with your cloud instance.

## Searching And Reviewing Web Service Information

On the Web Services overview page, you can enter Manage File Import and Export in the Find field. You can also use Advanced Search option to find web service names that contain import, and select the relevant service from the search results.

To review the information:

1. On the Web Services overview page, select Manage File Import and Export Service. The Summary panel shows information such as the display name, business object that the service defines, life cycle status, QName, security policy used, and a brief overview of the service.
2. Click the Operations tab to view the operations supported by the web service.

3. Click the `uploadFiletoUCM` operation and review the result parameter in the response payload. This parameter holds the file ID in the WebCenter Content repository from which the value set values are imported.
4. Click the `valueSetValuesDataLoader` operation and review the `fileIdAtRepository` parameter in the request payload. This parameter holds the file ID in the WebCenter Content repository.
5. Click **WSDL File** link of the service to download the web service information.

## Updating Request Payload

To add a sample payload to import the value set values:

1. Click the Sample Payloads tab and then click **Add Sample Payload**.
2. Select `uploadFiletoUCM` from the operation name list.
3. Enter a brief description of the payload in the description text box.
4. Add the payload to get the file ID from the WebCenter Content repository:

```
<soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
 <soap:Body>
 <ns1:uploadFiletoUCM
xmlns:ns1="http://xmlns.oracle.com/oracle/apps/fnd/applcore/webservices/types/"
 ns2="http://xmlns.oracle.com/oracle/apps/fnd/applcore/webservices/"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

 <ns1:document xsi:type="ns2:DocumentDetails">
 <ns2:fileName>VS123.txt</ns2:fileName>
 <ns2:contentType>plain/text</ns2:contentType> <ns2:content>
VmFsdWVTZXRDb2RlfEluZGVwZW5kZW50VmFsdWV8SW5kZXBlbmRlbnRWYWx1ZU51bWJlcnxJbmRlcGVuZGVudFZhbHVlRGF0ZXxJbmRlcGVuZGVu
 QX R0cmlidXRlNH
 xDdXN0b21WYWx1ZUF0dHJpYnV0ZTV8Q3VzdG9tVmFsdWVBdHRyaWJ1dGU2fEN1c3RvbVZhbHVlQXR0cmlidXRlN3xDdXN0b21WYWx1ZUF0dHJpY
 Hx 8fHx8fHx8fHw K
 UkVMN19CNl9WU19OVU1fSU5EfHx8fHwyMDAwfHx8fHxUZXN0aW5nIGZvciBCdWcgMTczNzU2ODR8WXwyMDExLTEwLTAxfDIwMTItMTAtMzB8Mnx
 8f Hx8fHx8fHx8f H
 x8fHx8fHx8fHx8fHx8fApSRUw3X0I2X1ZTX0RBVEVfSU5EfHx8fHx8fDIwMzAtMDEtMDJ8fHxUZXN0aW5nIGZvciBCdWcgMTczNzU2ODQtMXxZf
 UV fREVQfDIwMzE t
 MDMtMDEgMDE6MDA6MDAuMDB8fHwyMDMxLTAzLTAxIDAxOjAwOjAwLjAwfDIwMzEtMDMtMDEgMDE6MDE6MDAuMDB8fHwyMDMxLTAzLTAxIDAxOjA
 </ns1:content>
 <ns2:documentAccount>fin$/tax$/import$</ns2:documentAccount>
 <ns2:documentTitle>VS</ns2:documentTitle>
 </ns2:document>
 </ns1:uploadFiletoUCM>
 </soap:Body>
</soap:Envelope>
```

5. Click OK.
6. Select `valueSetValuesDataLoader` from the operation name list.
7. Enter a brief description of the payload in the description text box.
8. Add the payload to read the contents from the file and import the value set values:

```
<soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
 <soap:Body>
 <ns1:valueSetValuesDataLoader
xmlns:ns1="http://xmlns.oracle.com/oracle/apps/fnd/applcore/webservices/types/">
 <ns1:fileIdAtRepository>1234</ns1:fileIdAtRepository>
 </ns1:valueSetValuesDataLoader>
 </soap:Body>
</soap:Envelope>
```

## Message Patterns: Explained

All operations exposed on a business object service have both synchronous and asynchronous message patterns defined. For conciseness, the service documentation includes the definition for the synchronous message pattern only. Both synchronous and asynchronous operations have the same functional behavior, and request and response payloads. Custom object services don't have corresponding asynchronous operations.

## Naming Conventions and Examples

The naming convention for the asynchronous operation is:

- Operation name: Synchronous operation name appended with **`Async`**
- Callback name: Synchronous operation name appended with **`AsyncResponse`**

Using **`Help Topic Abstract`** Service as an example, if the name of the synchronous operation is **`getEntityList`**, the asynchronous operation name and callback name would be **`getEntityListAsync`** and **`getEntityListAsyncResponse`**.

# CORS: Explained

Cross-Origin Resource Sharing (CORS) enables secure cross domain communication from a browser. You can configure CORS headers to enable a client application running in one domain to retrieve resources from another domain, using HTTP requests. By default, browser-based programming languages, such as JavaScript, can access content only from the same domain. CORS provides a mechanism to overcome this limitation and access resources from different domains.

To enable CORS in Oracle Applications Cloud, you must set profile option values for the CORS headers in the Setup and Maintenance work area. This table lists the supported CORS headers.

| CORS Header | Purpose |
|---|---|
| Access-Control-Allow-Origin | Contains a comma-separated list of trusted origins that a client application can access resources from. |
| Access-Control-Max-Age | Specifies the duration of storing the results of a request in the preflight result cache. |
| Access-Control-Allow-Methods | Contains a comma-separated list of permitted HTTP methods in a request. |
| Access-Control-Allow-Headers | Contains a comma-separated list of permitted HTTP headers in a request. |
| Access-Control-Allow-Credentials | Specifies whether a client application can send user credentials with a request. |

## Example

A client application retrieves resource X from server A, which runs the application logic. The client application then makes an HTTP request to retrieve resource Y from server B. To allow this cross-server request from the client application, you must configure the **`Access-Control-Allow-Origin`** header in server A. Otherwise, the request fails and displays an error message.

### *Related Topics*

- Managing Profile Option Values for CORS Headers: Points to Consider
- Setting Profile Option Values: Procedure

# Managing Profile Option Values for CORS Headers: Points to Consider

You can set profile option values for the CORS headers using the Manage Administrator Profile Values task in the Setup and Maintenance work area.

## CORS Headers

This table lists the CORS headers that you can set profile option values for.

| CORS Header | Profile Option Name (Profile Option Code) | Profile Option Values |
|---|---|---|
| Access-Control-Allow-Origin | Allowed Domains (ORACLE. ADF. VIEW. ALLOWEDORIGINS) | Valid values for allowed origins:<br>• URL of the specific origin, for example, http://www.mydomain.com<br>• Comma-separated list of origins, for example,<br>http://www.mydomain.com, http://adc6160507.us.oracle.com, http://software.dzhuvinov.com<br>• ***** to allow access to resources from all origins<br>• Empty (no value set) to prevent access to resources from any origin<br>**Note:** You must set a value for this header to enable CORS. |
| Access-Control-Max-Age | CORS: Access-Control-Max-Age (CORS_ ACCESS_ CONTROL_ MAX_AGE) | Default value for caching preflight request is 3600 seconds. |
| Access-Control-Allow-Methods | CORS: Access-Control-Allow-Methods (CORS_ ACCESS_ CONTROL_ ALLOW_ METHODS) | Default values for allowed methods are **OPTIONS**, **HEAD**, **GET**, **POST**, **PUT**, **PATCH**, **DELETE**. |
| Access-Control-Allow-Headers | CORS: Access-Control-Allow-Headers (CORS_ ACCESS_ CONTROL_ ALLOW_ HEADERS) | Default values for allowed headers are **Accept**, **Accept-Encoding**, **Cache-Control**, **Content-MD5**, **Content-Type**, **If-Match**, **If-None-Match**,**Origin**, **User-Agent**, **X-HTTP-Method-Override**, **X-Requested-By**.<br>**Note:** You must include `Authorization`, with a comma as the delimiter, to the list of allowed headers. For example: **Accept**, **Accept-Encoding**, **Cache-Control**, **Authorization** |

| CORS Header | Profile Option Name (Profile Option Code) | Profile Option Values |
|---|---|---|
| Access-Control-Allow-Credentials | CORS: Access-Control-Allow-Credentials (CORS_ ACCESS_ CONTROL_ ALLOW_ CREDENTIALS) | • **True** to enable sending credentials with the request<br>• **False**, which is the default value, to disable sending credentials with the request |

*Related Topics*

- Setting Profile Option Values: Procedure

# Viewing Details About Predefined Scheduled Processes: Procedure

To use web services to run predefined scheduled processes, you need details about the processes. View job definitions that the processes are based on, for example to get information about parameters. You might also need to find security requirements for running the scheduled process.

## Job Definitions

A job definition contains the metadata that determines how a scheduled process works and what options are available during submission.

To view job definitions:

1. Go to the Setup and Maintenance work area.
2. Run a search with **Manage Custom Enterprise Scheduler Jobs** as the search term.
3. In the search results, open the Manage Custom Enterprise Scheduler Jobs task for the application that contains the job definition. Tasks with names that end in **and Related Applications** include multiple applications.
4. In the Manage Job Definitions tab, select your job definition and click **Edit**.

   **Note:** Predefined job definitions are marked with an asterisk.

5. Cancel after you get the information you need.

## Security

Privileges provide the access needed to run specific scheduled processes. Privileges are granted to duty roles, which are granted to job roles. To see which job roles inherit the needed privileges, use the Security Console or the security reference manuals for the appropriate product family.

*Related Topics*

- How can I see which applications a Manage Custom Enterprise Scheduler Jobs task includes?

# Files for Import and Export

# Files for Import and Export: Explained

You can import data into or export data out of the applications. A repository stores the content and the import and export processes handle the data movement into and out of the repository. Integration specialists stage data for import and export. Application administrators run processes to import data in repositories of content to application transaction tables, or retrieve data exported from applications.

Aspects of managing files for import and export involve the following:

- Using the File Import and Export page
- Interacting with content management
- Uploading to facilitate import
- Downloading to facilitate export
- Determining the file size

## The File Import and Export Page

Use the File Import and Export page to upload content to or download content from the document repository of Oracle WebCenter Content. Search criteria on the page are limited to the minimum metadata of content management records needed for file import and export. To open the page, from the **Navigator** menu in the global area, select **Tools - File Import and Export**.

Contact the WebCenter Content Administrator for the following additional requirements:

- Information or assistance regarding general access to content management (including all metadata)
- Creating and managing accounts
- Programmatically uploading and downloading content

## Interacting with Content Management

Each user with access to the File Import and Export page is assigned to one or more accounts in Oracle WebCenter Content. Accounts organize and secure access to the content items.

## Uploading to Facilitate Import

Uploading a file creates a record in Oracle WebCenter Content. When you upload a file, you must also specify an account to which you upload the file. The account you specify determines which import process picks up that file to import it. You can upload any compatible file format, such as MIME, which the content repository can parse. However, the uploaded format must conform to the requirements of the import process. For example, the comma-separated values (CSV) file for the Load Interface File for Import process.

## Downloading to Facilitate Export

Records in the search results table of the File Import and Export page provide download links to the files.

## File Size

Upload and download don't apply the following by default:

- Data compression
- File splitting

The `UPLOAD_MAX_DISK_SPACE` parameter in the `web.xml` file determines the maximum allowable file size in content management. The default maximum size is 10240000 (10MB).

# Files for Import and Export: Points to Consider

Interaction between the File Import and Export page and Oracle WebCenter Content requires securing content in an account. You can use the predefined accounts that are available in Oracle WebCenter Content.

Areas of file import and export involve the following:

- Defining security
- Searching records
- Accessing content in a new account
- Naming the account
- Deleting files

## Defining Security

You require the File Import and Export Management duty role for accessing the File Import and Export page. This duty role is included in the predefined role hierarchy for integration specialist roles and product family administrator roles. Files in Oracle WebCenter Content are associated with an account so that only users having access to that account can work with those files. Account names are unique and each account is treated as discrete by access control. You can only upload and download files to and from content repositories that are linked to the accounts you can access. The underlying integrated content management handles security tasks such as virus scanning.

## Searching Records

A record in Oracle WebCenter Content contains the metadata used for accessing the file. When a scheduled process is run on a file, the record for the file is assigned a process ID.

## Accessing Content in a New Account

After you create a new account in Oracle WebCenter Content, restart the content server. Otherwise, when you use the File Import and Export page to access content in the new account, you may experience a delay. That's because the policy store is being updated with the new account information.

## Naming the Account

If you create custom accounts for importing or exporting data, use the following conventions for naming the account:

- Don't include a forward slash (/) at the beginning or end.
- End the name with a dollar symbol ($) to avoid partial string matching.
- Use ($/) as a separator in the hierarchical structure.

For example: `fin$/journal$/import$` The File Import and Export page transforms account names by removing the $ separators. For example `fin$/journal$/import$` appears as `fin/journal/import`. The Remote Introdoc Client (RIDC) HTTP command-line interface (CLI) transforms the account name you specify without the $ symbol to one that includes the symbol. For example, fin/journal/import becomes `fin$/journal$/import$` in WebCenter Content.

## Deleting Files

You can delete one file at a time when you use the File Import and Export page. To delete multiple files simultaneously from the content repository, use the standard service page in Oracle WebCenter Content.

*Related Topics*

- Document Transfer Utility: Explained

# External Data Integration Services for Oracle Cloud

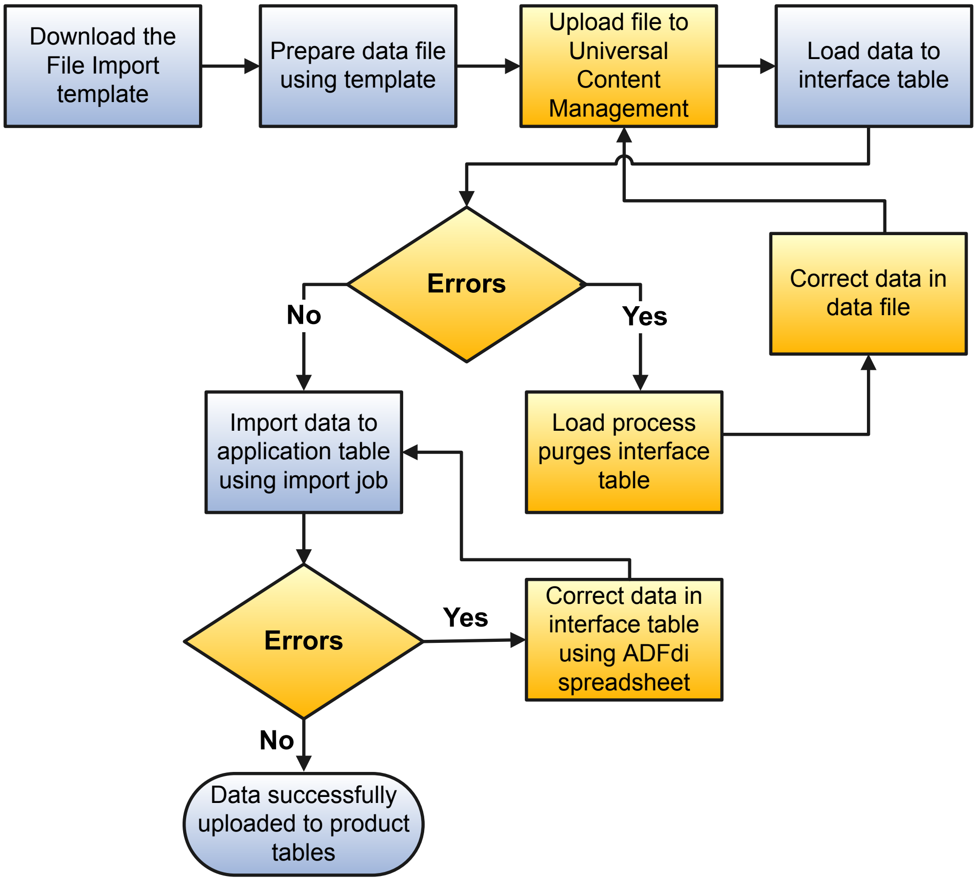
## External Data Integration Services for Oracle Cloud: Overview

Use External Data Integration Services for Oracle Cloud to load data into Oracle Fusion Applications from external sources, such as legacy systems and third-party applications.

External Data Integration Services for Oracle Cloud include the following components:

- Templates to structure, format, and generate the data file according to the requirements of the target application tables.
- File-based load process to load the data files into the interface tables.
- Application-specific data import processes to transfer data from interface tables to the application tables in your Oracle Fusion Applications.

The following flow diagram outlines the steps involved in the process:


Download the File Import template
Prepare data file using template
Upload file to Universal Content Management
Load data to interface table
Errors
No
Yes
Correct data in data file
Load process purges interface table
Import data to application table using import job
Errors
Yes
Correct data in interface table using ADFdi spreadsheet
No
Data successfully uploaded to product tables

For further information, see Using External Data Integration Services for Oracle ERP Cloud (2102800.1) on My Oracle Support at https://support.oracle.com.

*Related Topics*

- Using External Data Integration Services for Oracle ERP Cloud

# Locating File Import Templates: Explained

The File Based Data Import guides in the Oracle Help Center (http://docs.oracle.com) include integration templates to help you prepare external data for loading and importing. Each template includes table-specific instructions, guidelines, formatted spreadsheets, and best practices for preparing the data file for upload. Use the templates to ensure that your data conforms to the structure and format of the target application tables.

Preparing external data using templates involve the following tasks:

- Downloading templates
- Preparing data using the XLS template

## Downloading Templates

To download the templates:

1. Open the File Based Data Import guide for your cloud service.
2. Locate the import process.
3. View the list of files.
    - Control files describe the logical flow of the data load process.
    - XLSM templates include the worksheets and macros for structuring, formatting, and generating your data file.

    **Note:** You can use XML templates to import data into Oracle Data Integrator.
4. Click the template link in the File Links table to download the file. For example, click **JournalImportTemplate.xlsm** in the Journal Import topic.

## Preparing Data Using the XLS Template

To prepare your data in a spreadsheet format:

1. Open the XLS template. The first worksheet in each file provides instructions for using the template.

    **Note:** If you don't follow the instructions, you'll get data load errors and data import failures.
2. Save the file.
3. Click the **Generate CSV File** button.

    The macro generates a comma-separated values (CSV) file and compresses the file into a ZIP file. You must transfer the ZIP file to the content management server.

## Opening the XML Template

To prepare your data in Oracle Data Integrator, download the XML templates using the following steps:

1. Import the family-level template as a model folder.
2. Import the product-level template as a model folder within the family-level model folder.
3. Import the product template as a model within the product-level model folder.
4. Create the integration project.
5. Create the package.
6. Add and configure these elements:
    - Integration projects
    - Content management document transfer utility
7. Execute the package. The package generates the CSV file and compresses it into a ZIP file.

*Related Topics*

- Document Transfer Utility: Explained

# Using Excel Integration Templates to Generate Data Files: Points to Consider

The File Based Data Import guides in the Oracle Help Center (http://docs.oracle.com) include integration templates to help you prepare external data for loading and importing. Each template includes table-specific instructions, guidelines, formatted spreadsheets, and best practices for preparing the data file for upload. Use the templates to ensure that your data conforms to the structure and format of the target application tables.

## Template Structure

The integration templates include the following characteristics:

- Each interface table is represented by a separate worksheet.
- Each interface table field is represented by a worksheet column with a header in the first row.
- Each column header contains bubble text or comments that include details about the column, such as the expected data type, length, and, in some cases, other instructional text.
- Columns are formatted, where applicable, to match the target field data type to eliminate data entry errors.

  The worksheet columns appear in the order that the control file processes the data file.

For more information on the template structure, see the Instructions and CSV Generation worksheet in the template.

## Template Requirements

To minimize the risks of an unsuccessful data load, ensure the following:

- Unused columns can be hidden, but not reordered or deleted.

  > **Caution:** Deleting or reordering columns causes the load process to fail and results in an unsuccessful data load.

- External data must conform to the data type accepted by the control file and process for the associated database column.
- Date column values must appear in the YYYY/MM/DD format.
- Amount column values can't have separators other than a period (.) as the decimal separator.
- Negative values must be preceded by the minus (-) sign.
- Column values that require whole numbers include data validation to allow whole numbers only.
- For columns that require internal ID values, refer to the bubble text for additional guidance about finding these values.

After you finish preparing the data in the sheet, click the **Generate CSV File** button to generate a ZIP file containing one or more CSV files.

# Using XML Integration Templates to Generate Data Files: Points to Consider

Use XML templates in Oracle Data Integrator to prepare your external data for the load and import process.

The File Based Data Import guides in the Oracle Help Center (https://docs.oracle.com) include three types of XML templates that you import as target models in your Oracle Data Integrator repository:

- Family level
- Product level
- Product

## Family-Level XML Files

A family-level XML file is common to a group of product-level model folders and product models.

Consider the following points when you use family-level XML files:

- Use the family-level XML file to support assets in the family, for example, Oracle Fusion Financials or Human Capital Management.
- Import the family-level XML file into your Oracle Data Integrator repository prior to importing the other XML files.
- Import one family-level XML file as a model folder for each family of products.
- Import each family-level XML file as a top-level model folder.
- Import the family-level XML file one time; it supports all subsumed product-level model folders.
- Select Synonym Mode Insert Update as the import type.

## Product-Level XML Files

A product-level XML file is common to a group of product models.

Consider the following points when you use product-level XML files:

- Use the product-level XML file to support assets in the product line, for example, Fixed Assets, General Ledger, or Payables.
- Import one product-level XML file as a model folder for each line of products.
- Import the product-level XML file as a model folder into your Oracle Data Integrator repository.
- Import the family-level XML file before you import product XML files.
- Import each product-level XML file as a mid-level model folder within the appropriate family-level model folder.
- Import the product-level XML file one time; it supports all subsumed product models.
- Select Synonym Mode Insert Update as the import type.

## Product XML Files

A product XML file represents a specific interface table asset.

Consider the following points when you use product XML files:

- Import one product XML file as a model for each interface table or set of tables, for example, Mass Additions.
- Import the product XML file as a model into your Oracle Data Integrator repository after you import the product-level XML file.

- Import each product XML file as a model within the appropriate product-level model folder.
- Import each product XML file one time. The model is based on File technology.
- Select Synonym Mode Insert Update as the import type.
- After you import the product model, connect the model to the correct logical schema.

*Related Topics*

- Using XML Templates to Generate Data Files for Integration: Explained
- Document Transfer Utility: Explained

# Transferring Data Files to Oracle WebCenter Content Using Manual Flow: Explained

After you generate the ZIP file that contains the CSV data import file, transfer the ZIP file to the content repository.

Use any of the following methods to transfer file:

- File Import and Export page in Oracle Fusion Applications: Manual flow
- Oracle Fusion ERP Integration web service: Automated flow

Aspects of transferring data files to content management involve the following:

- Target accounts
- Accessing transferred content

## Predefined Target UCM Accounts

You can transfer data files to predefined accounts in the Universal Content Management server that correspond to the interface table or assets.

To find the UCM account:

1. Open the File Based Data Import guide for your cloud service.
2. Locate your respective import process. For example, **Journal Import**.
3. View the UCM account in the Details section.

For more information, see the following guides in the Oracle Help Center (https://docs.oracle.com):

- SOAP Web Services guide for your cloud services
- File Based Data Import guide for your cloud services

*Related Topics*

- Document Transfer Utility: Explained

# Load Interface File for Import Process

Use to load external setup or transaction data from a data file in the content repository to interface tables. The process prepares the data for import into application tables.

You run this process from the Scheduled Processes page. You can run it on a recurring basis.

Before running this process, you must:

1. Prepare your data file.
2. Transfer the data file to the content repository.

## Parameters

**Import Process**

Select the target import process.

**Data file**

Enter the relative path and the file name of the *.zip data file in the content repository.

*Related Topics*

- Document Transfer Utility: Explained

# Importing Data into Application Tables: Procedure

The final destination for your external data is the application data tables of your Oracle Fusion application.

Importing data into application tables involves the following:

- Loading data into interface tables
- Finding and submitting the import process

## Loading Data into Interface Tables

Interface tables are intermediary tables that store your data temporarily while the application validates format and structure. Run the Load Interface File for Import scheduled process to load data from the data file into the interface table that corresponds to the template that you use to prepare the data.

To load your data into interface tables, submit the Load Interface File for Import scheduled process using the following steps:

1. From the Navigator, click **Tools**.
2. Click **Scheduled Processes**.
3. Click the **Schedule New Process** button.
4. Search and select the Load Interface File for Import job.
5. On the Process Details page:
    a. Select the target import process.
    b. Enter the data file name.
6. Submit the process.

If the process is successful, the status is SUCCEEDED and the process populates the interface tables. If the process isn't successful, the status is ERROR.

**Note:** The data file remains in the content repository after the process ends.

## Finding and Submitting the Import Process

Run the appropriate import process to import the data into the interface tables of your Oracle Fusion application.

To import your data into the application tables:

1. From the Navigator, click **Tools**.
2. Click **Scheduled Processes**.
3. Click the **Schedule New Process** button.
4. Search and select the import process for the target application tables.
5. On the Process Details page, select the process that corresponds to the data that you're importing. For example, **Journal Import**.

   If you prepared your data using the spreadsheet template, select the process shown in the Overview section of the spreadsheet.
6. Submit the process.

If the process is successful, the status is SUCCEEDED. The data in the interface tables is validated and the successful records are imported into the Oracle Fusion application tables. If the process isn't successful, the status is ERROR.

**Note:** For more information on the process used for data prepared using the spreadsheet template, see the Instructions and CSV Generation tab of the spreadsheet template.

*Related Topics*

- Document Transfer Utility: Explained

# Correcting Import Load Process Errors: Explained

The Load Interface File for Import process ends in error if the load of the data file fails on any row. The Load File to Interface child process ends as an error or warning. All rows that were loaded by the process are deleted and the entire batch of records is rejected.

## Correcting Data Upload Errors

To correct errors:

1. Review the error logs.
2. Change any structural or formatting anomalies in the data.
3. Generate the ZIP file containing the CSV files using the template.
4. Upload the file to the UCM server and resubmit the Load Interface File for Import process.
5. Repeat these steps until the process successfully loads all the data.

## Correcting Import Process Errors

If the import process fails with errors:

1. Review the errors in the import log.
2. Correct the error records using the ADFdi correction spreadsheets.

# Importing Purchase Documents: Procedure

You can import purchasing documents from external applications into Oracle Fusion Purchasing.

## How to Import Purchasing Documents

You can run the purchasing document import tasks from the Purchasing work area. Use the following purchasing tasks to import purchasing documents:

- Import Orders
- Import Blanket Agreements
- Import Contract Agreements

Run the import process to import purchase orders, blanket agreements, or contract agreements into the application for further processing.

You can query, modify and validate successfully imported documents. During import, records that have insufficient or invalid data are rejected. You can use an automatically produced report to review the documents that could not be imported. You can resubmit the import task after making corrections to rejected documents.

## Prerequisite

Before you can run the import process, you must first have loaded the relevant information into the appropriate interface tables.

**Note:** You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process. Both are part of the External Data Integration Services for Oracle Cloud. For other implementations, optionally use this feature only if you have SFTP configured for it.

For more information refer to the File-Based Data Import for Oracle Procurement Cloud guide on the Oracle Help Center.

## Import Process

To run the process to import purchase orders, blanket agreements, or contract agreements into the application, follow these steps:

1. From the Purchasing work area, open the appropriate task you want to use:
    - Import Orders
    - Import Blanket Agreements
    - Import Contract Agreements
2. Depending on the purchase document import task you are using, you can set one or more selection parameters before running the process. The following table lists some of the possible selection parameters and their descriptions.

| Parameter | Description |
|---|---|
| Procurement BU | Specify the name of the Procurement business unit that these documents should be imported into. |
| Default Buyer | Specify the name of the buyer to be used when one is not included in the import data. |

| Parameter | Description |
|---|---|
| Create or Update Item | Select "Yes" to create an item that does not exist or update an existing item. |
| Approval Action | Select one of the following actions:<br>◦ Do Not Approve: Imports the document in Incomplete status requiring manual interaction.<br>◦ Submit for Approval: Imports the document and submits it to the approval process after the document is imported.<br>◦ Bypass Approval: Imports the document in Open (approved) status without going through the approval process. |
| Batch ID | Enter the value for your import data from the file-based data import template, to select the interface table data to be processed in the current run. For example: Batch ID = 123. Use it in conjunction with Import Source to identify the documents to be loaded to the application tables. |
| Import Source | Enter the value for your import data from the file-based data import template, to select the interface table data to be processed in the current run. For example: Import Source = External Contracts. Use it in conjunction with Batch ID to identify the documents to be loaded to the application tables. |
| Default Requisitioning BU | Specify the name of the Requisitioning business unit to be used when one is not included in the import data. |
| Communicate Orders, or Communicate Agreements | Select Yes to have imported purchasing documents communicated to the supplier.<br>Select No to not have imported purchasing documents communicated to the supplier. |

3. When the processes are complete, view the output report in PDF format. The report details the status of the records that were imported. If a record could not be imported, then the Status is set to Rejected with a reason for the rejection.
4. Fix the problems that are identified in the report and then resubmit the import task.

## Viewing the Import Process Results

The results for each import process are compiled in a PDF output report which you can view online or print. The validation error details are accessible from the Purchasing Document Import Errors report. To see the report click the Output icon in the Scheduled Processes region of the import page.

# Project Information in Imported Procurement Transactions: Explained

You can include sponsored project information when importing requisition and purchase order transactions, using these methodologies:

- The document is created in an external application, and sent to the requisition or purchasing application through a web service.
- You import the document using a cloud import template.
- You import the document using open interface.

Attributes you can use in the imports include:

- Project Number
- Task Number
- Expenditure Item Date
- Expenditure Type
- Expenditure Organization
- Contract Number
- Funding Source

# 24 Importing and Exporting Setup Data

## Configuration Packages: Explained

A Configuration Package contains the setup import and export definition. The setup import and export definition is the list of setup tasks and their associated business objects that identifies the setup data for export as well as the data itself. When you create a configuration package only the setup export and import definition exists. Once you submit export, a snapshot of the appropriate setup data is added to the configuration package using the definition. You can continue making modifications to the setup data in the environment and create a new configuration package any time you need it.

You can generate the setup export and import definition implicitly or explicitly:

- A configuration package is created implicitly when you export setup data for an entire offering or any functional area from the Applications Administration page.
- A configuration package is created explicitly when you export setup data based on an implementation project. This method enables further customization of the configuration packages.

You generate the setup export and import definition by selecting an implementation project and creating a configuration package. The tasks and their associated business objects in the selected implementation project define the setup export and import definition for the configuration package. In addition, the sequence of the tasks in the implementation project determines the export and import sequence.

The tasks and their associated business objects in the selected configuration (offering, functional area or implementation project) define the setup export and import definition for the configuration package. In addition, the sequence of the tasks in the implementation project determines the export and import sequence.

Once a configuration package is exported, the setup export and import definition is locked and cannot be changed; that is, you cannot change the selection (add or remove) of tasks and their associated business objects, change their export and import sequence, nor the scope value selection. However, you can create a new configuration package with such modifications at any time.

## Implementation Project Based Export and Import: Explained

Use an implementation project as the source for exporting setup data when you are required to customize the list of tasks or of objects you want to export setup data for.

You must explicitly create a configuration package from the Manage Configuration Packages page to export setup data for an implementation project. You generate the setup export and import definition by selecting an implementation project and creating a configuration package. The tasks and their associated business objects in the selected implementation project define the setup export and import definition for the configuration package. Depending on your needs, when you create a configuration package based on an implementation project, you can also customize some additional aspects, as explained here.

- Exclude some of the business objects from the configuration you selected to export setup data for.

You should limit to use this option when the corresponding setup data is already available in the target instance and therefore no data dependency issues appear during import.

- Change the default import sequence of the business objects

  Change the default import sequence of the business objects. It's strongly recommended that you limit using this option when you need to correct a data dependency issue and you fully understand the data relationships between the business objects of your configuration.

- Filter the setup data to export

## Export

During export, appropriate setup data is identified based on the tasks in the implementation project used as source for the configuration package. The setup data in the configuration package is a snapshot of the data in the source application instance at the time of export. Once export completes, you can download the configuration package file as a zipped archive of multiple XML files, move it to the target application instance, and upload and import it. After exporting the setup data you may continue entering new or modifying existing setup data for your configuration. Since the configuration package is a snapshot of the setup data taken at the time export is initiated, you may need to take another snapshot of the same configuration or set of data later. Although you can always create a different configuration package, FSM provides you the ability to take another snapshot of the setup data using the same customized export and import definition by exporting the configuration package multiple times and creating multiple versions. While the export definition remains the same in each version, the setup data can be different if you modified the data in the time period between the different runs of the export process. Since each version of the configuration package has a snapshot of the data in the source instance, you can compare and analyze various versions of the configuration package to see how the setup data changed.

## Import

During import, you first upload a configuration package created by the export process and then import the setup data. All setup data contained in the configuration package is imported into the environment you initiate the setup data import from. In the target application instance, the setup import process inserts all new data from the source configuration package that does not already exist, and update any existing data with changes from the source. Setup data that exists in the target instance but not in source will remain unchanged.

# Moving Common Reference Objects

## Moving Common Reference Objects: Overview

The common reference objects are used by several setup tasks in the Setup and Maintenance work area. The common reference objects become a part of the configuration package that is created for an implementation project. While moving the application content, for example, moving from test to the production phase of an implementation, attend to the nuances of these common reference objects.

### Parameters

The common reference objects are represented as business objects. A single object can be referenced in multiple setup tasks with different parameters. In the configuration package created for the implementation project, parameters passed to a setup task are also passed to the business objects being moved. As a result, the scope of the setup tasks is maintained intact during the movement.

## Dependencies

Common reference objects may have internal references or dependencies among other common reference objects. Therefore, you must note all the dependencies before moving the objects so that there are no broken references among them.

# Business Objects for Moving Common Reference Objects: Points to Consider

Common reference objects in Oracle Fusion Functional Setup Manager are used to move application setup content from one environment to another. For example, from a test environment to a production environment.

## Choice of Parameters

The following table lists the business objects, the movement details, and the effect of the setup task parameter on the scope of the movement.

**Note:**

- You can move only the translations in the current user language.
- You can move the Oracle Social Network business objects and the Navigator menu customizations using the customization sets on the Customization Migration page.

| Business Object Name | Moved Functional Item | Effect on the Scope of Movement |
|---|---|---|
| Application Message | Messages and associated tokens | No parameters: All messages are moved.<br>Parameter moduleType/ moduleKey Only messages belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter messageName/ applicationId Only the specified message is moved. |
| Application Taxonomy | Application taxonomy modules and components | No parameters: All taxonomy modules and components are moved. |
| Application Attachment Entity | Attachment entities | No parameters: All attachment entities are moved.<br>Parameter moduleType/ moduleKey Only attachment entities belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. |
| Application Attachment Category | Attachment categories and category-to-entity mappings | No parameters: All attachment categories and category-to-entity mappings are moved. |

| Business Object Name | Moved Functional Item | Effect on the Scope of Movement |
|---|---|---|
| | | Parameter moduleType/ moduleKey Only attachment categories belonging to the specified module and its descendant modules in the taxonomy hierarchy along with the respective category-to-entity mappings are moved. |
| Application Document Sequence Category | Document sequence categories | No parameters: All categories are moved.<br>Parameter moduleType/ moduleKey Only categories belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter code/ applicationId Only the specified document sequence category code is moved. |
| Application Document Sequence | Document sequences and their assignments | No parameters: All sequences are moved.<br>Parameter moduleType/ moduleKey Only document sequences belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved<br>Parameter name: Only the specified document sequence is moved. |
| Application Descriptive Flexfield | Descriptive flexfield registration data and setup data | No parameters: All descriptive flexfields are moved.<br>Parameter moduleType/ moduleKey Only descriptive flexfields belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter descriptiveFlexfieldCode/ applicationId Only the specified descriptive flexfield is moved. Importing the metadata of a flexfield can change its deployment status. Therefore, you must redeploy if there are any affected flexfields. The import process automatically submits affected flexfields for redeployment. Also only flexfields with a deployment status of Deployed or Deployed to Sandbox are eligible to be moved. |
| Application Extensible Flexfield | Extensible flexfield registration data and setup data, including categories | No parameters: All extensible flexfields are moved<br>Parameter moduleType/ moduleKey Only extensible flexfields belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter extensibleFlexfieldCode/ applicationId Only the specified extensible flexfield is moved. Importing the metadata of |

| Business Object Name | Moved Functional Item | Effect on the Scope of Movement |
|---|---|---|
| | | a flexfield can change its deployment status and therefore, the affected flexfields must be redeployed. The import process automatically submits affected flexfields for redeployment.<br>Also, only flexfields with a deployment status of Deployed or Deployed to Sandbox are eligible to be moved. |
| Application Key Flexfield | Key flexfield registration data and setup data | No parameters: All key flexfields are moved.<br>Parameter moduleType/ moduleKey Only key flexfields belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter keyFlexfieldCode/ applicationId Only the specified key flexfield is moved.<br>Importing the metadata of a flexfield can change its deployment status and therefore, the affected flexfields must be redeployed. The import process automatically submits affected flexfields for redeployment. Only flexfields with a deployment status of Deployed or Deployed to Sandbox are eligible to be moved. |
| Application Flexfield Value Set | Value set setup data | No parameters: All value sets are moved.<br>Parameter moduleType/ moduleKey Only value sets belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter valueSetCode: Only the specified value set is moved.<br>Importing the metadata of a value set can change the deployment status of flexfields that use the value set. Therefore, you must redeploy if there are any affected flexfields. The import process automatically submits affected flexfields for redeployment. |
| Application Reference Currency | Currency data | No parameters: All currencies are moved. |
| Application Reference ISO Language | ISO language data | No parameters: All ISO languages are moved. |
| Application Reference Industry | Industry data including industries in territories data | No parameters: All industries are moved. |
| Application Reference Language | Language data | No parameters: All languages are moved. |
| Application Reference Natural Language | Natural language data | No parameters: All natural languages are moved. |

| Business Object Name | Moved Functional Item | Effect on the Scope of Movement |
|---|---|---|
| Application Reference Territory | Territory data | No parameters: All territories are moved. |
| Application Reference Time zone | Time zone data | No parameters: All time zones are moved. |
| Application Standard Lookup | Standard lookup types and their lookup codes | No parameters: All standard lookups are moved.<br>Parameter moduleType/ moduleKey Only standard lookups belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter lookupType: Only the specified common lookup is moved. |
| Application Common Lookup | Common lookup types and their lookup codes | No parameters: All common lookups are moved.<br>Parameter moduleType/ moduleKey Only common lookups belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter lookupType: Only the specified common lookup is moved. |
| Application Set-Enabled Lookup | Set-enabled lookup types and their lookup codes | No parameters: All set-enabled lookups are moved.<br>Parameter moduleType/ moduleKey Only set-enabled lookups belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter lookupType: Only the specified set-enabled lookup is moved. |
| Application Profile Category | Profile categories | No parameters: All profile categories are moved.<br>Parameter moduleType/ moduleKey Only categories belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>name/ applicationId Only the specified category is moved. |
| Application Profile Option | Profile options and their values | No parameters: All profile options and their values are moved.<br>Parameter moduleType/ moduleKey Only profile options and their values belonging to the specified module are moved. |

| Business Object Name | Moved Functional Item | Effect on the Scope of Movement |
|---|---|---|
| | | Parameter profileOptionName: Only the specified profile option and its values are moved. |
| Application Profile Value | Profile options and their values | No parameters: All profiles and their values are moved.<br>Parameter moduleType/ moduleKey Only profiles and their values belonging to the specified module are moved.<br>Parameter categoryName/ categoryApplicationId Only profiles and their values belonging to the specified category are moved.<br>Parameter profileOptionName: Only the specified profile and its values are moved. |
| Application Reference Data Set | Reference data sets | No parameters: All sets are moved. |
| Application Reference Data Set Assignment | Reference data set assignments | Parameter determinantType: Only assignments for the specified determinant type are moved.<br>Parameter determinantType/ referenceGroupName Only assignments for the specified determinant type and reference group are moved. |
| Application Tree Structure | Tree structures and any labels assigned to the tree structure | No parameters: All tree structures (and their labels) are moved.<br>Parameter moduleType/ moduleKey Only tree structures (and their labels) belonging to the specified module are moved.<br>Parameter treeStructureCode: Only the specified tree structure (with its labels) is moved. |
| Application Tree | Tree codes and versions | No parameters: All trees are moved.<br>Parameter moduleType/ moduleKey Only trees belonging to the specified module are moved.<br>Parameter treeStructureCode: Only trees belonging to the specified tree structure are moved.<br>Parameter TreeStructureCode/ TreeCode Only trees belonging to the specified tree structure and tree code are moved. |
| Application Tree Label | Tree structures and any labels assigned to the tree structure | No parameters: All tree structures (and their labels) are moved. |

| Business Object Name | Moved Functional Item | Effect on the Scope of Movement |
|---|---|---|
| | | Parameter moduleType/ moduleKey Only tree structures (and their labels) belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter treeStructureCode: Only the specified tree structure (with its labels) is moved. |
| Application Data Security Policy | Database resources, actions, conditions, and data security policies | No parameters: All database resources/ actions/ conditions/ policies are moved.<br>Parameter moduleType/ moduleKey Only database resources/ actions/ conditions/ policies belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.<br>Parameter objName: Only the specified database resource along with its actions/ conditions/ policies is moved.<br>If the policies being moved contain reference to newly created roles, move the roles before moving the policies. If the source and target systems use different LDAPs, manually perform the GUID reconciliation after moving the data security policies. |

# Moving Related Common Reference Objects: Points to Consider

Certain common reference objects may use other common reference objects creating dependencies among the objects. During the movement of common reference objects, ensure that these dependencies or references aren't broken or lost.

## Dependencies

The dependencies among the common reference objects may be caused by any of the following conditions.

- Flexfield segments use value sets
- Value sets may make use of standard, common, or set-enabled lookups
- Key flexfields may have an associated tree structure and key flexfield segments may have an associated tree code
- Tree codes and versions may be defined over values of a value set
- Data security policies may be defined for value sets that have been enabled for data security

You may decide to move one, some, or all of the business objects by including the ones you want to move in your configuration package. For example, you may decide to move only value sets, or move both value sets and their lookups as part of the same package. Whatever be the combination, Oracle recommends that during the movement of objects, you follow an order that maintains the dependencies among the objects.

While moving the business objects, adhere to the following order:

1. Move created taxonomy modules before moving any objects that reference them, such as flexfields, lookups, profiles, messages, and so on.

2. Move created currencies before moving any objects that reference them, such as territories.
3. Move created territories before moving any objects that reference them, such as languages and natural languages.
4. Move created ISO languages before moving any objects that reference them, such as languages, natural languages, and industries.
5. Move created tree structures before moving any objects that reference them, such as trees or tree labels.
6. Move created profile options before moving any objects that reference them, such as profile categories or profile values.
7. Move created attachment entities before moving any objects that reference them, such as attachment categories that reference them.

**Note:** In scenarios where there may be dependencies on other objects, you must move the dependencies before moving the referencing object. For example, if data security policies have dependencies on newly created security roles, you must move the security roles before moving the security policies.

# Using Seed Data Framework to Move Common Reference Objects: Points to Consider

To move the common reference objects, you can use the Seed Data Framework (SDF). You can also use the command line interface of SDF to move the object setup data. For more information about seed data loaders including common reference object loaders, see Oracle Fusion Applications Developer's Guide.

## Movement Dependencies

The seed data interface moves only the setup metadata. For example, if you use SDF to import flexfield metadata, the flexfield setup metadata is imported into your database. However, you must initiate the flexfield deployment process separately after seed data import to regenerate the runtime flexfield artifacts in the target environment. Similarly, if you use SDF to import data security metadata, you must first move any new referenced roles and then manually run the GUID reconciliation where required.

To ensure that the reference data is not lost during the movement, certain guidelines are prescribed. It is recommended that you perform the movement of object data exactly in the order given below.

**Note:** Only the translation in the current user language is moved.

1. Move created taxonomy modules before moving any objects that reference them, such as flexfields, lookups, profiles, attachments, reference data sets, document sequences, messages, and data security.
2. Move created currencies before moving any objects that reference them, such as territories.
3. Move created territories before moving any objects that reference them, such as languages and natural languages.
4. Move created ISO languages before moving any objects that reference them, such as languages, natural languages, and industries.
5. Move created tree structures before moving any objects that reference them, such as trees or tree labels.
6. Move created profile options before moving any objects that reference them, such as profile categories or profile values.
7. Move created attachment entities before moving any objects that reference them, such as attachment categories that reference them.
8. Move created reference data sets before moving any objects that reference them, such as reference data set assignments and set-enabled lookups.
9. Move created document sequence categories before moving any objects that reference them, such as document sequences.

10. Move created tree labels before moving any objects that reference them, such as trees.
11. Move created data security objects and policies before moving any objects that reference them, such as value sets.
12. Move created value sets before moving any objects that reference them, such as flexfields.
13. Move created trees before moving any objects that reference them, such as key flexfields.

# 25 Supply Chain Management Integration

## Contract Manufacturing Setup in Procurement: Explained

Before you can process procurement transactions for contract manufacturing service items, you must perform setup tasks for suppliers and agreements.

Perform the following procurement-related setup to support transactions for contract manufacturing items:

- Define the contract manufacturer as a supplier and supplier site.
- Set up a blanket purchase agreement for the contract manufacturer and item.

### Define Supplier and Site

Set up suppliers and sites using the Manage Suppliers task in the Suppliers work area.

- Define the contract manufacturer as a supplier.
- Set the supplier type to Supplier.
- Define each of their manufacturing locations as a supplier site.
- Assign requisitioning business units to each site.

### Set up Blanket Purchase Agreement

Set up blanket purchase agreements for contract manufacturing service items using the Manage Agreements task in the Purchasing work area.

- In the Order Creation Controls section, optionally select the check boxes to automatically create purchase orders from requisitions.
  - Automatically generate orders
  - Automatically submit for approval
- Attach the work definition document to the agreement line for the item, using the To Supplier category.

For more information about contract manufacturing, see the Oracle SCM Cloud Implementing Manufacturing and Supply Chain Materials Management guide.

*Related Topics*

- Contract Manufacturing Integration in Procurement: Explained
- Setting Up Supplier for Contract Manufacturing: Explained

# Back-to-Back Order Fulfillment Setup in Procurement: Explained

Before you can process procurement transactions for back-to-back items, you must perform setup tasks for the procurement offering, suppliers and agreements.

Perform the following procurement-specific setup to support transactions for back-to-back items:

- Enable the Customer Sales Order Fulfillment feature.
- Set up suppliers and supplier sites for your back-to-back items.
- Set up blanket purchase agreements for your back-to-back items.

## Enable Customer Sales Order Fulfillment

To enable the Customer Sales Order Fulfillment feature:

1. From the Navigator, click the Setup and Maintenance work area.
2. On the Setup and Maintenance page, select the Procurement offering.
3. Click the Configure button.
4. On the Configure: Procurement page, click the Features icon associated with the Procurement line.
5. On the Features page, select the Customer Sales Order Fulfillment check box, and click Done.

## Set up Supplier and Supplier Site

You must set up suppliers and supplier sites for your back-to-back items. Do this in the Suppliers work area, Manage Suppliers task.

- Use the Sites tab to create each supplier site within the context of the procurement business unit which provides procurement services for the site.
- Each site must have the Purchasing check box selected, to specify the site fulfills the purchasing function for the client (requisitioning) business units.
- For each site, use the Site Assignment tab to assign each client (requisitioning) business unit for which the site fulfills the purchasing function.

## Set up Blanket Purchase Agreement

You must set up blanket purchase agreements for your back-to-back sales order items. Do this in the Purchasing work area, Create Agreements task.

- In the agreement line, Item field, enter the back-to-back item.
- Optionally, you can select the following check boxes to support the automatic creation of purchase orders (POs) from requisitions. Do this on the Controls tab, in the Order Creation Options region.
    - Automatically generate orders
    - Automatically submit for approval

- Also in the Order Creation Options region, select the following check boxes. This enables the grouping of requisition lines with the same sales order number, to be placed on a single PO.
    - Group requisitions
    - Use customer sales order

For more information about setting up back-to-back order fulfillment, see the SCM Cloud Implementing Manufacturing and Supply Chain Materials Management guide.

*Related Topics*

- Back-to-Back Order Fulfillment Integration in Procurement: Explained
- Enabling Procurement to Support Back-to-Back Fulfillment: Explained
- Automating Purchase Order Creation for Back-to-Back Items: Explained

# Drop Shipment Order Fulfillment Setup in Procurement: Explained

Before you can process procurement transactions for drop shipment (drop ship) items, you must perform setup tasks for the procurement offering, suppliers and agreements.

Perform the following procurement-specific setup to support transactions for drop ship items:

- Enable the Customer Sales Order Fulfillment feature.
- Set up suppliers and supplier sites for your drop ship items.
- Set up blanket purchase agreements for your drop ship items.

## Enable Customer Sales Order Fulfillment

To enable the Customer Sales Order Fulfillment feature:

1. From the Navigator, click the Setup and Maintenance work area.
2. On the Setup and Maintenance page, select the Procurement offering.
3. Click the Configure button.
4. On the Configure: Procurement page, click the Features icon associated with the Procurement line.
5. On the Features page, select the Customer Sales Order Fulfillment check box, and click Done.

## Set up Supplier and Supplier Site

You must set up suppliers and supplier sites for your drop ship items. Do this in the Suppliers work area, Manage Suppliers task.

- Use the Sites tab to create each supplier site within the context of the procurement business unit which provides procurement services for the site.
- Each site must have the Purchasing check box selected, to specify the site fulfills the purchasing function for the client (requisitioning) business units.

- For each site, use the Site Assignment tab to assign each client (requisitioning) business unit for which the site fulfills the purchasing function.

### Set up Blanket Purchase Agreement

You must set up blanket purchase agreements for your drop ship items. Do this in the Purchasing work area, Manage Agreements task.

- In the agreement line, Item field, enter the drop ship item.
- Optionally, you can select the following check boxes to support the automatic creation of purchase orders (PO's) from requisitions. Do this on the Controls tab, in the Order Creation Options region.
    - Automatically generate orders
    - Automatically submit for approval
- Also in the Order Creation Controls region, select the following check boxes. This enables the grouping of requisition lines with the same sales order number, to be placed on a single PO.
    - Group requisitions
    - Use customer sales order

For more information about setting up drop ship order fulfillment, see the Oracle Supply Chain Management Cloud Implementing Order Management guide.

*Related Topics*

- Drop Shipment Order Fulfillment Integration in Procurement: Explained
- Implementing Drop Ship in Order Management: Procedure

## Configured Item Order Fulfillment Setup in Procurement: Explained

Before you can process procurement transactions for configured item orders, you must perform setup tasks for document style and blanket purchase agreements.

Perform the following procurement-specific setup to support transactions for configured item orders:

- Set up a document style for procured configurations.
- Set up a blanket purchase agreement for a procured configuration.

### Set up a Document Style

You must use a document style for procured configurations. A default document style is delivered for use with procured configurations. This document style is automatically applied when you import a blanket purchase agreement for procuring configurations, and when requisitions are automatically converted to purchase orders (POs). Two key points about the document style are:

- The Goods check box is selected.

- The Configuration Ordering Enabled option is set to Yes.

Optionally, you can define your own document style for use with procured configurations. Use the Setup and Maintenance work area, Procurement Offering, Manage Document Styles task. If you do, ensure the Goods check box is selected, and the Configuration Ordering Enabled option is set to Yes.

## Set up a Blanket Purchase Agreement

You can set up a blanket purchase agreement to automatically price the base model and options for a configured item. Do this in the Purchasing work area, Manage Agreements task. Key points about creating the blanket purchase agreement are:

- Select a document style enabled for configuration ordering. You can use the delivered Configure to Order Blanket Purchase Agreement style, or one you have created.
- Set the line type for each item to Goods. The configured item and the items that make up the configuration must be goods-based.
- Include an image associated with the base model so it can be seen on the PO.
- Create agreement lines to list the prices for the base model and options used in the procured configuration.
- Enter these line-level fields for the base model and options:
  - Item and Description.
  - Parent Item.
  - Top Model.
  - Price.
- Pricing for options can be negative, to reflect discounts.
- Pricing for options can also be dependent upon the parent item or top model.
- Retroactive pricing is not supported on blanket purchase agreements for configurations.
- Set the Order Creation Options to enable automatic PO creation and approval.
- Do not enable the Order Creation Options for grouping requisition lines.

Be sure to complete other applicable, procurement-related setups for back-to-back or drop shipment orders.

*Related Topics*

- Configured Item Order Fulfillment Integration in Procurement: Explained

# Externally and Internally Managed Requisitions: Explained

Purchase requisitions you work with in Oracle Procurement Cloud are either externally or internally managed.

Externally managed requisitions are third-party requisitions created through the purchase request web service, or requisition import. Integrating applications can request changes to these requisitions through the web service. Important points to consider about externally managed requisitions are:

- They are created with an approval status of approved.
- They are not accessible in the Purchase Requisitions work area.

- For those requiring manual processing into a purchase order, you can manage them in the Purchasing work area, Process Requisitions and View Requisitions Lines pages.

Important points to consider about internally managed requisitions are:

- They can be created using the Purchase Requisitions work area, by the purchase request web service, or by requisition import.
- They can be created with an approval status of approved, or incomplete.
- They are accessible in the Purchase Requisitions work area.
- For those requiring manual processing into a purchase order, you can manage them in the Purchasing work area, Process Requisitions and View Requisitions pages.

Internally and externally managed requisitions can also be created using File Based Data Import (FBDI). However, not all externally managed requisitions can be created using FBDI. Only the contract manufacturing and shipping method are available in FBDI.

# Purchase Request Web Service in Procurement

The Purchase Request Service (web service) is used to manage Oracle Supply Chain Management Cloud integrations with Oracle Procurement Cloud.

The web service performs these functions:

- Eliminates the need for these applications to determine which procurement object, requisition or purchase order, is to be processed.
- Determines if action is needed on a requisition or purchase order.
- Supports updates to the requisition and purchase order documents using a requisition reference.

## Supported Functional Flows

The web service supports these functional flows:

- Drop shipment
- Back to back
- Inventory replenishment
- Planned order
- Contract manufacturing
- Configure to order

## Supported Operations

The web service supports third party to Oracle Fusion applications integration, and Oracle Fusion to Oracle Fusion applications integration. It provides the ability for external applications to send requests to Oracle Procurement Cloud in the form of create, change, control and get operations. Oracle Procurement Cloud publishes the following web service operations and actions:

- Create Purchase Request (Create, Populate, and Submit actions)
- Change Purchase Request (Change, Cancel, and Split actions)
- Control Purchase Request (Hold and Freeze, Release Hold and Unfreeze, and Firm actions)
- Get Purchase Request

# Additional Information

For more information about the Purchase Request Service, see the SOAP Web Services for Oracle Procurement Cloud guide in the Oracle Help Center.

*Related Topics*

- SOAP Web Services for Oracle Procurement Cloud

# Glossary

### account rule

The rule that processing uses to derive complete accounts or segment values on a subledger journal entry. Conditions can be defined within the rule to derive a different account based on specific attributes of the transaction.

### accounting event class

Categories that classify transaction types and group event types for accounting rules.

### accounting flexfield

The structure that determines the chart of accounts, including the number and order of the individual segments, as well as assigning the value sets to the segments.

### accounting method

A set of journal entry rules which determine how a subledger journal entry is created for each event class or event type.

### action

The kind of access, such as view or edit, named in a security policy.

### ADF

Acronym for Application Developer Framework. A set of programming principles and rules for developing software applications.

### analytics

Business intelligence objects such as analyses and dashboards that provide meaningful data to help with decision making.

### application feature

A standardized functionality that is available to implemented.

### application identity

Predefined application level user with elevated privileges. An application identity authorizes jobs and transactions for which other users are not authorized, such as a payroll run authorized to access a taxpayer ID while the user who initiated the job is not authorized to access such personally identifiable information.

### application partner

A B2B trading partner defined in Oracle Applications Cloud that engages in the collaboration messaging activity. For example, a supplier site, or a customer account.

### assignment

A set of information, including job, position, pay, compensation, managers, working hours, and work location, that defines a worker's or nonworker's role in a legal employer.

### automatic assignment catalog

A non-hierarchical catalog to which categories that match the catalog's Catalog Structure value are automatically added. Add categories and share categories actions are disabled for this catalog configuration.

### balancing segment

A chart of accounts segment used to automatically balance all journal entries for each value of this segment.

### browsing category

Parent or intermediate category that is associated with other categories in the catalog hierarchy, but has no assigned items.

### business function

A business process or an activity that can be performed by people working within a business unit. Describes how a business unit is used.

### business intelligence catalog

The repository where all business intelligence objects, including analytics, reports, briefing books, and agents, are stored. The catalog contains separate folders for personal, shared, and custom objects.

### business object

A resource in an enterprise database, such as an invoice or purchase order.

### business unit

A unit of an enterprise that performs one or many business functions that can be rolled up in a management hierarchy.

### calendar event

A period that signifies an event, such as a public holiday or a training course, that impacts worker availability.

### catalog

A collection of categories used to classify items which can be organized into a hierarchy that represents a taxonomy.

**category**

Catalog component that is associated to a catalog to classify items.

**chart of accounts**

The account structure your organization uses to record transactions and maintain account balances.

**clause adoption**

Reusing a clause from the global business unit in local business units either by adopting the clause without change or by localizing it.

**clause localization**

A type of clause adoption where the adopted clause is edited to suit the local business unit needs.

**clause numbering level**

Specifies the determinant type of the document sequence for automatic clause numbering

**condition**

The part of a data security policy that specifies what portions of a database resource are secured.

**constant**

Holds the numeric value used to evaluate numeric conditions in Contract Expert rules. A constant permits you to reset the conditions of many rules with just one edit.

**context**

A grouping of flexfield segments to store related information.

**context segment**

The flexfield segment used to store the context value. Each context value can be associated with a different set of context-sensitive segments.

**context-sensitive segment**

A flexfield segment that may or may not appear depending upon a context. Context-sensitive segments are custom attributes that apply to certain entity rows based on the value of the context segment.

**contract deliverable**

A task that needs to be performed as part of the execution of a contract or business document, and that is tracked as part of the contract terms and conditions.

**contract deviations**

Differences between the contract terms in a contract and those in the contract terms template applied to that contract and any deviations from company policies as determined by Contract Expert feature rules.

## Contract Expert

A feature that lets you create and evaluate business rules in the terms library such that the contract terms meet your business standards, by suggesting contract changes or additional clauses.

## Contract Expert

A feature of the application that permits you to create business rules in the Contract Terms Library to enforce corporate policies and standards for contracts.

## Contract Terms Library

A repository of standard clauses, contract terms templates, and business rules built using Contract Expert.

## Contract Terms Library

A repository of standard clauses, contract terms templates, and business rules maintained by your organization.

## contract terms template

A template of standard clauses set up in the Contract Terms Library applied during contract authoring either automatically by the application or manually by contract authors.

## contract type

A setup that specifies enterprise contract content, including the presence of contract terms and contract lines.

## corporate rate type

Rate you define to standardize rates used in conversion of one currency to another over a period of time. This rate is generally a standard market rate determined by senior financial management for use throughout the organization.

## CORS

Acronym for Cross-Origin Resource Sharing. A web service standard to enable a client application running in one domain to retrieve resources from another domain, using HTTP requests.

## cost center

A unit of activity or a group of employees used to assign costs for accounting purposes.

## Cost Factor

Cost factors allow a buyer to identify and control for additional costs associated with a negotiation line. Cost factors can be calculated as either a per-unit cost, a percentage of the line price, or a fixed amount for the line.

## cost organization

A grouping of inventory organizations that indicates legal and financial ownership of inventory, and which establishes common costing and accounting policies.

## country holding company

A legal entity that acts on behalf of several divisions within an enterprise, and is the legal employer in a country.

### dashboard

A page that provides quick access to key tasks and summary information for various objects within a functional area of interest.

### data security

The control of access and action a user can take against which data.

### data security policy

A grant of entitlement to a role on an object or attribute group for a given condition.

### database resource

An applications data object at the instance, instance set, or global level, which is secured by data security policies.

### department

A division of a business enterprise dealing with a particular area of activity.

### descriptive flexfield

Customizable expansion space, such as fields used to capture additional descriptive information or attributes about an entity, such as a customer case. You may configure information collection and storage based on the context.

### determinant

A value that specifies the use of a reference data set in a particular business context.

### determinant type

An optional value that affects document sequencing in a transaction. The available determinant types are Business Unit, Ledger, Legal Entity, and Tax Registration.

### determinant type

The value that affects sharing of reference data in a transaction across organizations, such as a business unit or a cost organization.

### determinant value

A value specific to the selected determinant type of a document sequence. If Ledger is the determinant type for a document sequence, the determinant value is the specific ledger number whose documents are numbered by the document sequence. It is relevant in a document sequence assignment only if the document sequence has a determinant type.

### division

A business-oriented subdivision within an enterprise. Each division is organized to deliver products and services or address different markets.

### document sequence

A unique number that is automatically or manually assigned to a created and saved document.

### document type

A categorization of contracts, including auction, blanket purchase agreement, contract purchase agreement, RFI, RFQ, standard purchase order, and enterprise contract.

### enterprise

An organization with one or more legal entities under common control.

### enterprise contract

A contract created in the Oracle Fusion Enterprise Contracts application.

### entitlement

Grant of access to functions and data. Oracle Fusion Middleware term for privilege.

### extensible flexfield

Customizable expansion space used to capture multiple sets of information within a context or multiple contexts. Some extensible flexfields let you group contexts into categories.

### external partner

A B2B partner engaging in the collaboration messaging activity but defined outside Oracle Applications Cloud.

### external system or external application

A system or application that is external to and not part of Order Management. An order capture system that resides upstream of Order Management is an example of an external system. A fulfillment application that resides downstream of Order Management is an example of an external application.

### feature choice

A selection you make when configuring offerings that modifies a setup task list, or a setup page, or both.

### fixed rate type

Rate you set between two currencies that remains constant. For example, a rate set between the euro currency and each Economic and Monetary Union (EMU) currency during the conversion to the euro currency.

### flexfield

A flexible data field that you can customize to contain one or more segments or store additional information. Each segment has a value and a meaning.

### flexfield segment

An extensible data field that represents an attribute and captures a value corresponding to a predefined, single extension column in the database. A segment appears globally or based on a context of other captured information.

### global area

The region at the very top of the user interface that remains the same no matter which page you're on.

### global business unit

A business unit, designated as global during business unit setup, that can make its clauses and contract terms templates available for adoption by local business units.

### grade

A component of the employment model that defines the level of compensation for a worker.

### import

In the context of data integration, the transfer of data from interface tables to **application tables**, where the data is available to application users.

### intent

Specifies if an object in the Contract Terms Library is used for procurement contracts or for sales contracts.

### interface table

A database table that stores data during data transfer between applications or from an external system or data file.

### inventory organization

A logical or physical entity in the enterprise that tracks inventory transactions and balances, stores definitions of items, and manufactures or distributes products.

### invoice business unit

Business unit with the Payables Invoicing business function that is responsible for processing invoice transactions.

### item master

A collection of data that describes items and their attributes recorded in a database file.

### item organization

Item definition where inventory balances are not stored and movement of inventory is not tracked in the applications. Item attributes that carry financial and accounting information are hidden.

### item subinventory

An association of an item with a subinventory that is created when you add an item to a subinventory.

### job

A generic role that is independent of any single department or location. For example, the jobs Manager and Consultant can occur in many departments.

### job definition

The metadata that determines what a job does and what options are available to users when they submit the scheduled process. A job is the executable for a scheduled process.

### job role

A role, such as an accounts payable manager or application implementation consultant, that usually identifies and aggregates the duties or responsibilities that make up the job.

### journal line rule

A rule that includes options to convert transactional data into a subledger journal line. Conditions can be defined within the rule so it's only used based on specific attributes of a transaction.

### key flexfield

Configurable flexfield comprising multiple parts or segments, each of which has a meaning either individually or in combination with other segments. Examples of key flexfields are part numbers, asset category, and accounts in the chart of accounts.

### key flexfield segment instance

A single occurrence of a key flexfield segment in a key flexfield structure instance.

### key flexfield structure

The arrangement of segments in a key flexfield. In some cases, you can define multiple structures for a single key flexfield.

### key flexfield structure instance

An occurrence of a key flexfield structure that shares the same order of segments as other instances of the key flexfield structure. However, each instance uses different value sets to validate the segments.

### legal authority

A government or legal body that is charged with powers such as the power to make laws, levy and collect fees and taxes, and remit financial appropriations for a given jurisdiction.

### legal employer

A legal entity that employs people.

### legal entity

An entity identified and given rights and responsibilities under commercial law through the registration with country's appropriate authority.

### legal jurisdiction

A physical territory, such as a group of countries, single country, state, county, parish, or city, which comes under the purview of a legal authority.

## legal reporting unit

The lowest level component of a legal structure that requires registrations. Used to group workers for the purpose of tax and social insurance reporting or represent a part of your enterprise with a specific statutory or tax reporting obligation.

## legislative data group

A means of partitioning payroll and related data. At least one legislative data group is required for each country where the enterprise operates. Each legislative data group is associated with one or more payroll statutory units.

## Line Attribute

A unique specification for a negotiation line and the details that a supplier should provide when responding to that negotiation line. Line attributes can be used to ensure that all responses submitted for the line include important details beyond just the price offered for the line.

## line of business

Set of one or more highly related products which service a particular customer transaction or business need. Refers to an internal corporate business unit.

## load

In the context of data integration, the transfer of external data from data files to the receiving **interface tables** in preparation for an import into application tables.

## lookup code

An option available within a lookup type, such as the lookup code BLUE within the lookup type COLORS.

## lookup type

The label for a static list that has lookup codes as its values.

## mainline metadata

The primary branch of metadata that a sandbox is published to. Once published, changes made in the sandbox become available to all users.

## manufacturing facilities

Employed in the making of goods for sale such as a factory or plant.

## mapping set

Maps a combination of input source values to specific output values. The output value of a mapping set is used to derive accounts or segments in account rules.

## model profile

A collection of the work requirements and required skills and qualifications of a workforce structure, such as a job or position.

### native catalog

A catalog that a user is managing.

### natural account

Categorizes account segment values by account type, asset, liability, expense, revenue, or equity, and sets posting, budgeting, and other options.

### natural account segment

A chart of accounts segment used to categorize your accounting transactions by account type: asset, liability, owner's equity, revenue, or expense.

### Navigator

The menu in the global area that you can use to open the work areas and dashboards that you have access to.

### noncatalog request

A request to purchase goods or services not available from the catalog.

### numbering scheme

The style of numbering used for the sections and clauses in contract terms.

### offering

A comprehensive grouping of business functions, such as Sales or Product Management, that is delivered as a unit to support one or more business processes.

### OWLCS

Abbreviation for Oracle WebLogic Communication Services. Offers the TPCC service to Oracle Sales Cloud and sets up the calls using SIP integration with the telephony network.

### party fiscal classification

A classification used by a tax authority to categorize a party for a tax.

### payroll statutory unit

A legal entity registered to report payroll tax and social insurance. A legal employer can also be a payroll statutory unit, but a payroll statutory unit can represent multiple legal employers.

### position

A specific occurrence of one job that is fixed within one department. It is also often restricted to one location. For example, the position Finance Manager is an instance of the job Manager in the Finance Department.

### primary balancing segment value

A segment value used to represent a legal entity in the chart of accounts and automatically balance all intercompany and intracompany transactions and journal entries.

### primary ledger

Main record-keeping ledger.

### privilege

A grant of access to functions and data; a single, real world action on a single business object.

### procurement category hierarchy

A hierarchy of groupings of purchasing categories which maps how spend is categorized. Use them to set up buyer assignments and procurement approvals, derive spend accounts, and create reports.

### profile option

User preferences and system configuration options that users can configure to control application behavior at different levels of an enterprise.

### profile option level

The category or layer that defines a profile option. Site, Product, and User are the predefined levels.

### profile option value

The setting mapped to the level of a profile option. A profile option may have multiple values set at different levels, such as Site or User.

### project expenditure organization

An organization that can incur expenditures and hold financial plans for projects.

### provision clause

A clause that is used only in negotiations and is dropped when the negotiation is converted to a contract.

### PSTN

Abbreviation for public switched telephone network which is the network of the world's public circuit-switched telephone networks.

### Query By Example

The row of fields directly above table column headers, used for filtering the data in the table.

### reference data

Data in application tables that is not transactional or high-volume, which an enterprise can share across multiple organizations. For example, sales methods, transaction types, or payment terms.

### reference data set

Contains reference data that can be shared across a number of business units or other determinant types. A set supports common administration of that reference data.

**reference group**

A logical collection of reference data sets that correspond to logical entities, such as payment terms defined across multiple tables or views. Based on the common partitioning requirements across entities, the reference data sets are grouped to facilitate data sharing among them.

**referenced category**

A category within the native catalog that is shared from a designated source catalog. A reference category is not editable.

**registration**

The record of a party's identity related details with the appropriate government or legal authorities for the purpose of claiming and ensuring legal and or commercial rights and responsibilities.

**report**

An output of select data in a predefined format that's optimized for printing.

**role**

Controls access to application functions and data.

**sandbox**

A testing environment that isolates untested code changes from the mainline environment so that these changes don't affect the mainline metadata or other sandboxes.

**scheduled process**

A program that you run to process data and, in some cases, generate output as a report.

**segment**

A segment is a single field within a flexfield and maps to a single table column in your database. When customizing a flexfield, you define the appearance and meaning of individual segments.

**service provider**

An intermediary that facilitates exchange of messages between Oracle Applications Cloud and external partners.

**service provider model**

A business unit that provides specific business functions for another business unit.

**set**

Classified and grouped reference data that organizational entities share.

**set enabled**

A property that describes entities that an organization shares as reference data. For example, you can indicate a lookup, customer, location, or document attachment as set enabled.

**shared category**

A category within a source catalog that has been added to a native catalog as a referenced category. The category can be shared with one or more catalogs.

**source**

Contextual and reference information from subledger applications used in conjunction with accounting rules to create subledger journal entries.

**spot rate type**

Rate you enter to perform conversion based on this rate as of a specific date. This rate applies to the immediate delivery of a currency.

**storage facilities**

Commercial building for storage of goods such as a warehouse.

**subledger journal entry line**

An individual debit or credit line that is part of a subledger journal entry.

**subledger journal entry rule set**

A set of rules defining how to generate a complete journal entry for an accounting event.

**system variable**

A predefined variable that gets its value from an attribute of the contract or other document.

**tax**

The classification of a charge imposed by a government through a fiscal or tax authority.

**tax jurisdiction**

A geographic area where a tax is levied by a specific tax authority.

**tax rate**

The rate specified for a tax status for an effective time period. A tax rate can be expressed as a percentage or a value per unit quantity.

**tax recovery**

The full or partial reclaim of taxes paid on the purchase or movement of a product.

**tax regime**

The set of tax rules that determines the treatment of one or more taxes administered by a tax authority.

**tax registration**

The registration of a party with a tax authority that confers tax rights and imposes certain tax obligations.

**tax rule**

A user-defined rule that looks for a result for a specific tax determination process, such as determining place of supply or tax registration, in relation to a tax on a transaction.

**tax status**

The taxable nature of a product in the context of a transaction for a tax.

**territory**

A legally distinct region used in the country field of an address.

**transaction account definition**

Used to determine the types of accounts derived for a transaction, as well as which account rules are used for the derivation.

**transaction account type**

Used to determine the types of accounts derived for a transaction, as well as which sources that can be used for the derivation.

**tree**

Information or data organized into a hierarchy with one or more root nodes connected to branches of nodes. A tree must have a structure where each node corresponds to data from one or more data sources.

**tree structure**

A set of guidelines or a framework applied to create a tree, include data, version a tree, or access a tree.

**tree version**

An instance of a tree that includes life cycle elements such as start and end dates, and indicates whether the tree is active. If a tree is associated with a reference data set, all tree versions belong to one set.

### user rate type

Rate you enter at journal entry time to convert foreign currency transactions to your ledger currency.

### user variable

A variable that can be created by the Contract Terms Library administrator for use within clause text or in Contract Expert rules.

### value set

A set of valid values against which values entered by an end user are validated. The set may be tree structured (hierarchical).

### value-added tax (VAT)

An indirect tax on consumer expenditures that is collected on business transactions and imported goods. Value-added tax (VAT) is added to products at each stage of their production. If customers are registered for VAT and use the supplies for taxable business purposes, then they typically receive credit for the VAT that is paid.

### work area

A set of pages containing the tasks, searches, and other content you need to accomplish a business goal.

### work relationship

An association between a person and a legal employer, where the worker type determines whether the relationship is a nonworker, contingent worker, or employee work relationship.

### workflow

An automated process that passes a task from one user (or group of users) to another to view or act on. The task is routed in a logical sequence to achieve an end result.