

Oracle Financial Services Holiday Calendar

User Guide

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ORACLE
Financial Services

Holiday Calendar

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Table of Contents

| | | |
|----------|--------------------------------------|----------|
| 1 | Get Help | 5 |
| 1.1 | Get Help in the Applications | 5 |
| 1.1.1 | <i>Additional Resources</i> | 5 |
| 1.2 | Learn About Accessibility | 5 |
| 1.3 | Get Support | 5 |
| 1.4 | Get Training | 5 |
| 1.5 | Join Our Community | 6 |
| 1.6 | Share Your Feedback | 6 |
| 1.7 | Before You Begin | 6 |
| 2 | Holiday Calendar | 7 |
| 2.1.1 | <i>Holiday Calendar Summary Page</i> | 7 |
| 2.1.2 | <i>Search Holiday Calendar</i> | 9 |
| 2.1.3 | <i>Create a Holiday Calendar</i> | 9 |
| 2.1.4 | <i>View Holiday List</i> | 14 |
| 2.1.5 | <i>Edit Holiday Calendar</i> | 14 |
| 2.1.6 | <i>Copy Holiday Calendar</i> | 14 |
| 2.1.7 | <i>Delete Holiday Calendar</i> | 15 |

1 Get Help

Topics:

- [Get Help in the Applications](#)
- [Learn About Accessibility](#)
- [Get Support](#)
- [Get Training](#)
- [Join Our Community](#)
- [Share Your Feedback](#)
- [Before You Begin](#)

1.1 Get Help in the Applications

Use help icons to access help in the application.

Note that not all pages have help icons. You can also access the [Oracle Help Center](#) to find guides and videos.

1.1.1 Additional Resources

- Community: Use [Oracle Cloud Customer Connect](#) to get information from experts at Oracle, the Partner Community, and other users.
- Training: Take courses on Oracle Cloud from [Oracle University](#).

1.2 Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

1.3 Get Support

You can get support at [My Oracle Support](#).

For accessible support, visit Oracle Accessibility Learning and Support.

1.4 Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

1.5 Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the Partner Community. You can join forums to connect with other customers, post questions, and watch events.

1.6 Share Your Feedback

We welcome your feedback about Oracle Applications User Assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we did like to hear from you.

You can email your feedback to [My Oracle Support](#).

Thanks for helping us improve our user assistance!

1.7 Before You Begin

Refer to following Documents:

- [See What's New](#)
- [Get started with Cash Flow Engine Cloud Service](#)

2 Holiday Calendar

This section discusses the procedure to create a Holiday Calendar and generate a list of the weekend and holiday dates. Individual PBSM Service may consume the Holiday Calendar events in different ways.

A Holiday is a day designated as having special significance for which individuals, a government, or some religious groups have deemed that observance is warranted and thus no business is carried on this day. The Holiday Calendar Code can range from 1 to 99999.

Topics:

- [Holiday Calendar Summary Page](#)
- [Search a Holiday Calendar](#)
- [Create Holiday Calendar](#)
- [Holiday Exceptions](#)

2.1.1 Holiday Calendar Summary Page

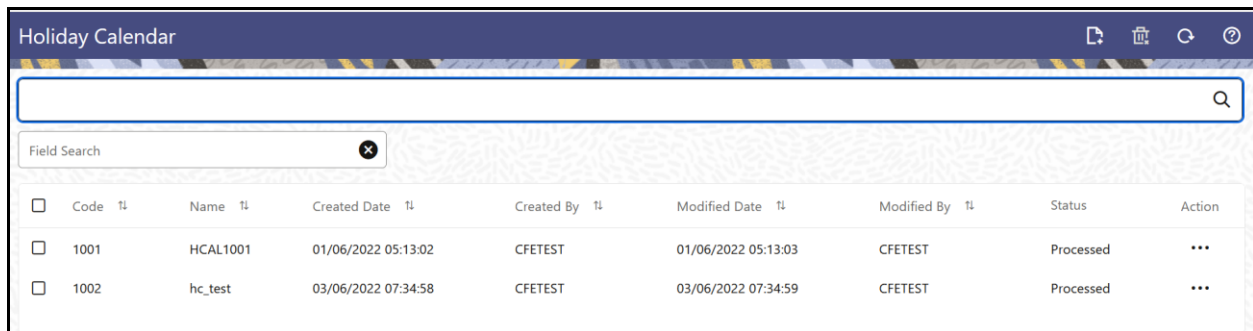
This page holds all Holiday Calendars and related functionality. You can navigate to other pages relating to the Holiday Calendar from this page.

The Holiday Calendar Summary Page displays the following columns.

Table: Holiday Calendar Rule – Fields and Descriptions







| Column | Description |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Code | Displays the code of Holiday Calendar |
| Name | Displays the Holiday Calendar's Short Name |
| Status | Displays status of Holiday List generation |
| Created By | Displays the Name of the user who created the Holiday Calendar |
| Created Date | Displays the access type of rule. It can be Read-Only or Read/Write. |
| Last Modified By | Displays the Name of the user who last modified the Holiday Calendar |
| Last Modified Date | Displays the Date and Time when Holiday Calendar was modified last. |
| Action | Displays the list of actions that can be performed on the Holiday Calendar. For more information, see Holiday Calendar – Icons and Descriptions. |

Figure 1: Holiday Calendar Summary page



The **Action** column on **Holiday Calendar Summary** Page offers several actions that allow you to perform different functions. The following actions are available for the **Holiday Calendar Summary** Page.

Table: Holiday Calendar Rule – Icons and Descriptions

| Fields | Description |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add | Click Add icon to build a new Holiday Calendar Rule. |
| Multiple Delete | Select one or more rules in the table and then click the (-) icon at the top right of the Summary Page to delete more than one rule at the same time. |
| Refresh | Click  to refresh the Summary Page. |
| Help | Click  icon to view the Holiday Calendar Rule Help. |
| View | Click  in the Action column and select View to view the contents of a Holiday Calendar in Read/Write format. |
| Edit | Click  in the Action column and select Edit to edit the contents of a Holiday Calendar in Read/Write format. |
| Save As | Click  in the Action column and select Save As to create a copy of an existing Holiday Calendar. |
| Delete | Click  in the Action Column and select Delete to delete an existing Holiday Calendar. |

2.1.2 Search Holiday Calendar

Search for a Holiday Calendar to perform any of the following tasks:


- View
- Edit
- Copy
- Delete

Prerequisites

Predefined Holiday Calendar Rule

Procedure

To search for a new Holiday Calendar rule, follow these steps:

1. Navigate to the **Holiday Calendar Summary** Page.
2. Enter the **Code, Name, and Description** of the Holiday Calendar.
3. Click **Search** . Only Holiday Calendars that match the search criteria are displayed.

2.1.3 Create a Holiday Calendar

You create Holiday Calendars to capture holidays for a given date range for any organization. It is possible to create and use multiple Holiday Calendars.

To create a new Holiday Calendar Rule, follow these steps:

1. Navigate to the **Holiday Calendar Summary** Page.
2. Click **Add** icon. The **Holiday Calendar Details** Page is displayed.

This page is divided into following sections:

- Holiday Calendar
- Holiday Details
- Generate Holidays And Exceptions

Figure 2: Holiday Calander Details Page

Holiday Calendar Save Cancel

Holiday Calendar

Holiday Code(Hint 1 - 99) Required

Description

Name Required

Weekend Days

Monday Tuesday Wednesday Thursday

Friday Saturday Sunday Required

Holiday Details

Holiday Details + List Trash

Show Holidays Between [] And []

| <input type="checkbox"/> | Name | Date | Holiday Type |
|--------------------------|------|------|--------------|
| No data to display. | | | |

Generate Holidays And Exceptions

Generate Holidays From 06/06/1982 To 06/06/2062 Generate


3. Enter details in above sections and Click Save.

2.1.3.1 Holiday Calendar section

1. Navigate to **Holiday Calendar** Section.
2. Enter the following details:
 - **Holiday Code:** Enter a code value for the new Holiday Calendar. The code is a Numeric Identifier for the Holiday Calendar. The Code Value must be a number between 1 and 99999. The Code Value you assign to the new Holiday Calendar must be unique.
 - **Name:** Enter the name and a brief description for the Holiday Calendar. The name you assign to the Holiday Calendar must be unique. The name can hold a maximum of 30 characters.
 - **Description:** Enter the description of Holiday Calendar Rule.
 - **Weekend Days:** In the Holiday Weekend Days checkboxes, select not more than two weekend days.

3. Click **Next** to navigate to **Holiday Details** Section.

2.1.3.2 Holiday Details section

1. Enter the following details in Holiday Details Section:
 - **Show Holiday Between:** Enter the Holiday Period. The Holiday Period can be defined for a range of up to 40 years less than the current date and 40 years greater than the Current Date, totally spanning a maximum of 80 years.
2. Click **Add**  icon. Define the Holiday details for any period within the Holiday range. Enter the following details in Holiday Calendar Grid:
 - **Name:** Name of Holiday
 - **Date:** The date of Holiday
 - **Holiday Type:** Type of Holiday. Two types of holidays can be defined: Fixed and Moving.

A Fixed Holiday is deemed as a Holiday for every year in the Holiday Period, for that particular day.

Example

25th December – Christmas, is a fixed Holiday.

NOTE


To define a Fixed Holiday, input the Holiday Date for the first occurrence in the date range. For example, if your Date Range runs from 01-JAN-2000 to 31-DEC-2050, you should input the fixed holiday, Christmas, as 25-DEC-2000. The Holiday Calendar Procedure will populate all subsequent 25-DEC entries in the holiday list table (FSI_HOLIDAY_LIST). A HOLIDAY_TYPE code = 0 is a Fixed type holiday, code = 1 is a Moving type Holiday, and code = 2 is a weekend.

The Holiday Calendar Procedure will also ensure that Holiday and Weekend entries are not duplicated. For example, if weekends are defined as Saturday/Sunday and Christmas falls on a weekend day, there will be only one entry in the FSI_HOLIDAY_LIST table. The PREVIOUS_WORKINGDAY and NEXT_WORKINGDAY fields designate the valid prior and following working days, respectively.

A Moving Holiday is deemed as a Holiday only for that particular date and year, and not for every year in the Holiday Period. All occurrences of a Moving Holiday must be input manually.

Example

10th April 2020 is a Moving Holiday for Good Friday.

3. You can add more Holiday Periods using **Add +** icon. **Add Multiple**  icon allows you to add multiple Holiday Periods.
4. Click Next to navigate to Generate Holidays And Exceptions Section.

2.1.3.3 Generate Holidays And Exceptions Section

This section is used to execute a Holiday Calendar Definition to generate the Calendar Dates listing the various types of holidays for a given Holiday Period.

1. Enter the following details in Generate Holidays And Exceptions Section:
 - **Generate Holidays:** Enter the Holiday Period in Generate Holidays Section. The Holiday Period can be defined for a range of up to 40 years less than the Current Date and 40 years greater than the Current Date, totally spanning a maximum of 80 years.
2. Holiday List for Holiday ID #1 generated successfully message appears (where #1 is the Holiday Calendar Code).
3. The status of a Holiday Calendar where Holiday Dates have been generated displays as Processed in the Status column in the Summary Page.

In case you do not want to Generate Calendar Dates immediately, you can select that particular Holiday Calendar anytime later from the Summary Page with its status defined, and then click the Generate button to execute the selected Holiday Calendar.

The generated holiday list is no longer valid if:

- a. There is a change in the definition of the Holiday Calendar.
- b. There is any update or modification to the Holiday Exceptions defined for that Holiday Calendar.

In such a case, you will get a message *“This Holiday Calendar has been modified, Please generate the holiday list again.”* and the Holiday Calendar state will be changed to defined until the Holiday list is regenerated with the new definition.

2.1.4 Holiday Exceptions

You can specify exceptions to Holidays. As a prerequisite, a Holiday Calendar should have been properly defined and the status of the Holiday Calendar on the Summary Page should be Processed. Generating the Holiday list will populate the Holidays (weekends, fixed, and moving) along with the working days. Then, the Exceptions button is enabled. Any changes in the Holiday Definition will disable the Exceptions Button. You must generate the Holiday List again to define or view the exceptions.

1. Click **Exceptions** in the **Generate Holidays And Exceptions** Section. The **Holiday Exceptions** Window opens.

Figure 3: Holiday Exceptions Page

The screenshot shows the 'Holiday Exceptions' window. At the top, there are 'Save' and 'Cancel' buttons. Below is a search section with a search icon and a refresh icon. The search filters include:

- Radio buttons for selection: the first one is selected.
- 'From Years' dropdown set to '2020'.
- 'To Year' dropdown set to '2024'.
- 'Fixed Holidays' dropdown.
- 'Moving Holidays' dropdown.
- 'Include Weekends' checkbox, which is unchecked.
- 'Holiday Date' field with a calendar icon.
- 'All Exceptions' checkbox, which is checked.

 Below the search section is a table titled 'Holiday Exceptions' with the following data:

| Holiday Name | Holiday Type | Holiday Date | Exception Type | Shift To | Notes |
|--------------|--------------|--------------|----------------|----------|-------|
| HCAL | Fixed | 18-06-2020 | ▼ | | |
| HCAL | Fixed | 18-06-2021 | ▼ | | |

2. The search section in the **Holiday Exceptions** Window has the following fields:

- **From and To:** Denotes the range of years which is a subset out of the Holiday List generated, for which exceptions are required to be defined.
- **Fixed Holidays:** You can filter the list of holidays by the type of Fixed Holidays.
- **Moving Holidays:** You can filter the list of holidays by the type of Moving Holidays.
- **Holiday Date:** For a particular known Holiday Date, exceptions can be defined.
- **All Exceptions:** This check box when selected lists all the exceptions, if already defined, for the holidays within the From, To Date Range.

The search result gives the list of all holidays based on the selection of the above search criteria fields.

3. In the **Holiday Exceptions** Section, there are two types of exceptions that can be defined: Not a Holiday and Shift to.


- Any Holiday can be marked as not a Holiday, in which case that day is removed from the Holiday List. If you select Not a Holiday from the Exception Type drop-down, then the Shift to date field is disabled.
- Spring earlier considered as a Holiday in the Holiday Calendar can be marked as Not a Holiday in the Holiday Exceptions Window. You can write your comments or remarks in the Notes next to the Exception Type drop-down list.

4. Any Holiday can be shifted to another day, in which case the earlier declared Holiday is removed from the Holiday List, while the shifted today is included as a Holiday.

5. Once the Holiday Calendar Definition is saved, its status in the **Holiday Calendar Summary** Page is marked as Defined.

2.1.5 View Holiday List


To view list of Holiday that have been generated, follow these steps:

1. Navigate to **Reference Data** and select **Holiday Calendar** .
2. Search for a Holiday Calendar.
3. Click  in the **Action** column and select **View** to open the Holiday Calendar for which you want to see the generated list
4. Browse to **Generate Holidays And Exceptions** Section.
5. Click View List icon on RHS.
This opens a new window where Holiday Dates for selected month and year can be seen.

2.1.6 Edit Holiday Calendar

You can view existing Holiday Calendar Rule, and edit existing Holiday Calendar Rules, provided you have Read/Write privileges.


To view and edit a Holiday Calendar Rule, follow these steps:

1. Navigate to **Reference Data** and select **Holiday Calendar** .
2. Search for a Holiday Calendar.
For further information, see the [Searching for Rules](#) section.
3. Click  in the **Action** Column and select View or Edit to open the Holiday Calendar you want to update.
4. Update the rule details.
5. Click Apply or Save, depending on the Rule Type.

2.1.7 Copy Holiday Calendar

You can copy Holiday Calendar Rules to avoid having to enter data multiple times. This saves time and effort and also reduces mistakes.

To copy a Holiday Calendar Rule, follow these steps:

1. Navigate to **Reference Data** and select **Holiday Calendar** .
2. Search for a Holiday Calendar.
For more information, see the [Searching for Rules](#) section.
3. Click  in the **Action** Column and select **Save As** to duplicate the rule.
4. Enter a Unique Code and name for the Holiday Calendar.
5. Enter a brief description of the Holiday Calendar.
6. Click the **Save** button.

2.1.8 Delete Holiday Calendar

You can delete Holiday Calendar Rules that are no longer required.


NOTE

A Holiday Calendar Rule cannot be retrieved after deletion.

Restrictions on deleting Rules are:

- You cannot delete Holiday Calendar Rules if you have only Read privileges. Only users with Read/Write privileges and Rule owners can delete Rules.
- You cannot delete a Holiday Calendar that has a dependency.

To delete a Holiday Calendar, follow these steps:

1. Navigate to **Reference Data** and select **Holiday Calendar**.
2. Search for a Holiday Calendar.
3. Click  in the **Action** column and select **Delete**.

