

Oracle Financial Services Accounting Foundation Cloud Service

Get Started

Release 22A

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ORACLE
Financial Services

Oracle Financial Services Accounting Foundation Cloud Service Get Started

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Document Control

Version Number	Revision Date	Change Log
1.3	July 2022	Added Configuring Session Timeout section.
1.2	June 2022	Updated the Order Oracle Cloud Applications section.
1.1	March 2022	Updated the Order Oracle Cloud Applications and Create Application Users sections (Doc 33979988).
1.0	February 2022	Created the Get Started Guide for Release 22A.

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1 Get Help

1.1 Get Help in the Applications

Use help icons to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select **Show Help Icons**.

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

1.1.1 Watch video



Watch: This video tutorial shows you how to find and use help.

You can also [read about it](#) instead.

1.1.2 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'd like to hear from you.

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

Thanks for helping us improve our user assistance!

2 Welcome to Oracle Cloud

Oracle Cloud is the industry's broadest and most integrated cloud provider, with deployment options ranging from the public cloud to your data center. Oracle Cloud offers best-in-class services across Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS).

2.1 About Oracle Cloud

Oracle Cloud is one of the few cloud providers that can offer a complete set of cloud services to meet all your enterprise computing needs.

Use Oracle Infrastructure as a Service (IaaS) offering to quickly set up the virtual machines, storage, and networking capabilities you need to run just about any kind of workload. Your infrastructure is managed, hosted, and supported by Oracle.

Use Oracle Platform as a Service offering to provision ready-to-use environments for your enterprise IT and development teams, so they can build and deploy applications, based on proven Oracle databases and application servers.

Use Oracle Software as a Service (SaaS) offerings to run your business from the Cloud. Oracle offers cloud-based solutions for Human Capital Management, Enterprise Resource Planning, Supply Chain Management, and many other applications, all managed, hosted, and supported by Oracle.

2.2 Supported Web Browsers

Oracle Financial Services Accounting Foundation Cloud supports the latest version of the following major browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

For more detail, see [Oracle Software Web Browser Support Policy](#).

When sharing a link to a document or folder, users of Microsoft Edge need to use the **Show Link** button and copy the link shown in the dialog.

3 Order Oracle Cloud Applications

You can order Oracle Cloud Applications (Software as a Service) offerings by contacting Oracle Sales. After your order is processed, you can then activate your services.

To order a subscription to Oracle Cloud Applications:

1. Go to the [Oracle Financial Services products by solution](#) page.
2. Scroll down and select **Accounting Foundation**.
3. Review the features and capabilities of the service and read the Datasheet.
4. When you are ready to order, scroll up and click **Request a Demo**.
5. You can either write an Email or click **Request Now** to receive a call from Sales.
6. Enter your **Business Email**, select the confirmation check box, and click **Continue**.
7. Describe of your need and click **Request Now**.

Later, after you have worked with Oracle Sales to order the Oracle Cloud Application best suited to your requirements, you will receive an email, which contains a link you can use to activate the service you have ordered.

To know how to activate, see [Activate your Cloud Account](#).

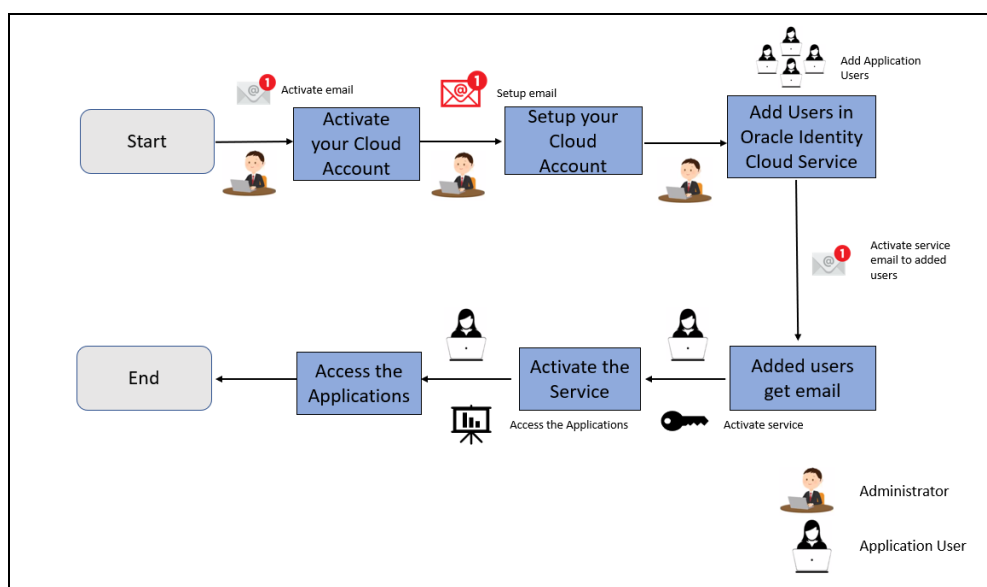
4 Get Started with Accounting Foundation Cloud

To get started, you must activate the AFCS Cloud Service. After activating the Cloud Service, you can onboard Application Users to use the subscribed cloud services.

This document describes the set of actions that can be performed by:

- An Administrator to activate the cloud account and onboard Applications Users for the subscribed Cloud Services.
- The Application Users to activate and use the Cloud Services that are provisioned by the Administrator.

Illustration of the Cloud Subscription Workflow



Topics:

For Administrators:

- [Activate your Cloud Account](#)
- [Setup your Cloud Account](#)

For Application users:

- [Activate your Account as Application Users](#)

4.1 Activate your Cloud Account

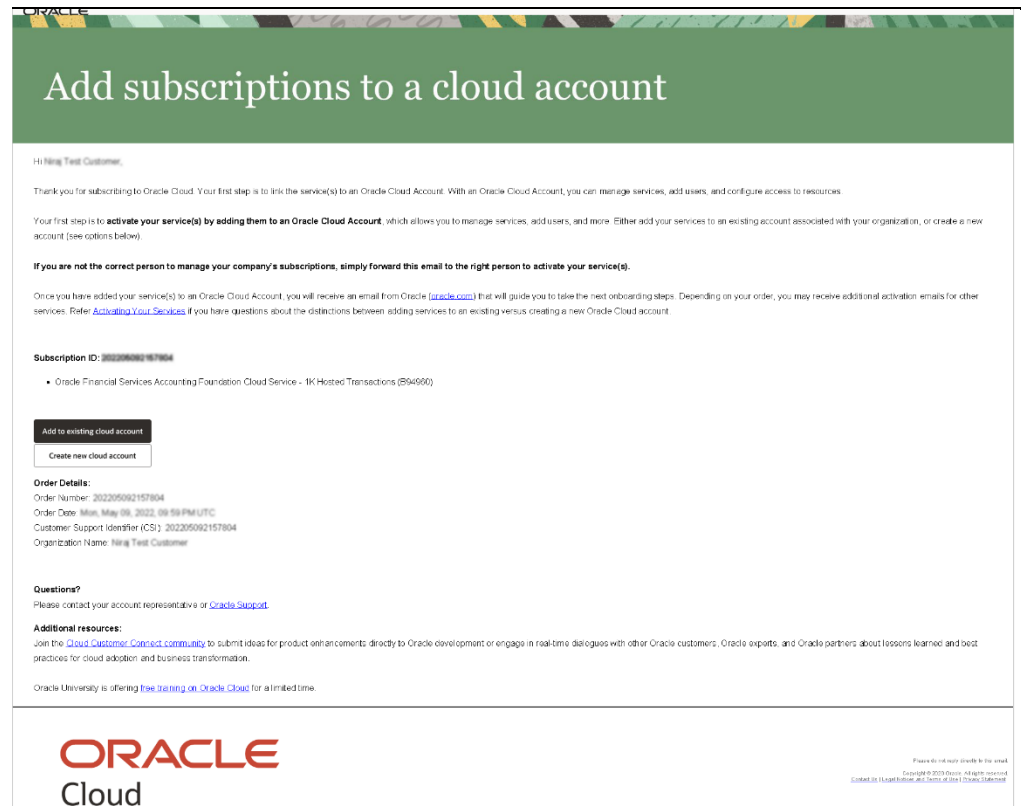
If you are a new Oracle Cloud Applications user, you'll receive a **Welcome to Oracle Cloud** email requesting you to activate your cloud account. You need to follow the instructions in the email to provide some additional required information and activate your cloud account.

You'll then receive a follow-up email with the information you need to sign in and start using your Cloud Applications.

To activate your cloud account, perform the following steps:

1. Click **Create New Cloud Account** in the email.

Illustration of Welcome to Oracle Cloud - Setup your Account Email



2. Complete the **New Cloud Account Information** form to sign up for your new Oracle Cloud Account in the **Create Cloud Account** Window.

What is a Cloud Account?

When you sign up for Oracle Cloud, you get a cloud account and an Oracle Cloud Infrastructure tenancy. Oracle assigns the same name to the cloud account and the tenancy.

About Regions

A region is a localized geographic area, and an availability domain is one or more data centers located within a region. A region is composed of one or more availability domains. Oracle Cloud Infrastructure resources are either region-specific, such as a virtual cloud network, or availability domain-specific, such as a compute instance.

Your Subscriptions

Order Number: 271040716

Subscription ID: 271040716

New Cloud Account Information

A value for Tenancy Name is required.
 This will be assigned to your company's or organization's environment when signing into the Console. You can always [rename](#) it later from the Console.

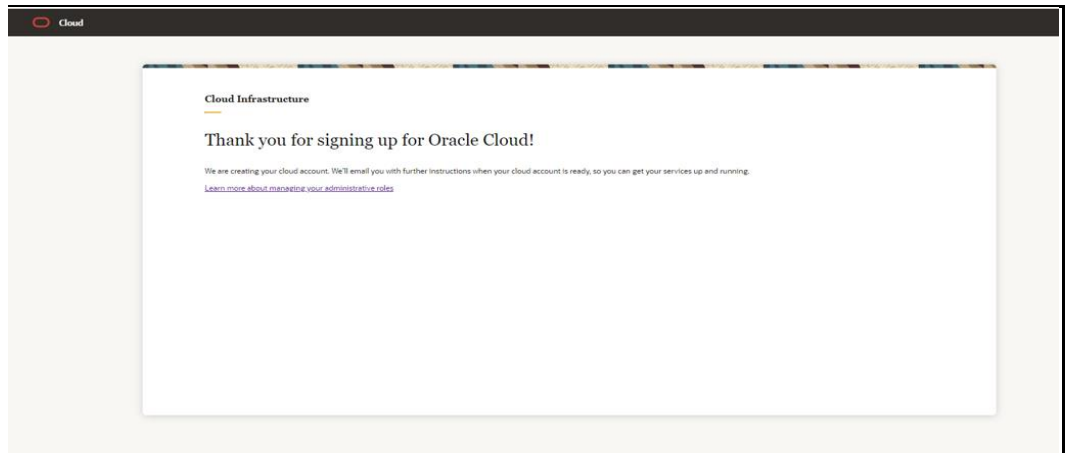
Your [home region](#) is the geographic location where your account and identity resources will be created. It is not changeable after sign-up. [See Regions](#) for service availability.

Terms of Use

By clicking on the button, you understand and agree that the use of Oracle's web site is subject to the [Oracle.com Terms of Use](#). Additional details regarding Oracle's collection and use of your personal information, including information about access, retention, rectification, deletion, security, cross-border transfers and other topics, is available in the [Oracle Privacy Policy](#).

Enter the following details:

- **First Name** and the **Last Name**
- **Email address** - You must provide the same Email address at which you received your Welcome Email. Instructions to log into your new Oracle Cloud Account will be sent to this Email address.
- **Password** to access the New Cloud Account.
- Re-enter the Password for confirmation
- **Tenancy Name** - New Tenancy name to be associated with the Cloud account.
- **Home Region** - Select your home region, where the identity resources and account are located. Ensure to check the service availability before selecting the home region.
- Click Create Tenancy after entering all the details in the New Cloud Account Information form.
- The New Cloud Creation Confirmation Screen is displayed.



After successful activation, you'll receive a Setup Complete Email with your login credentials. Use this information to sign in to your account and change your password on the initial login.

NOTE:

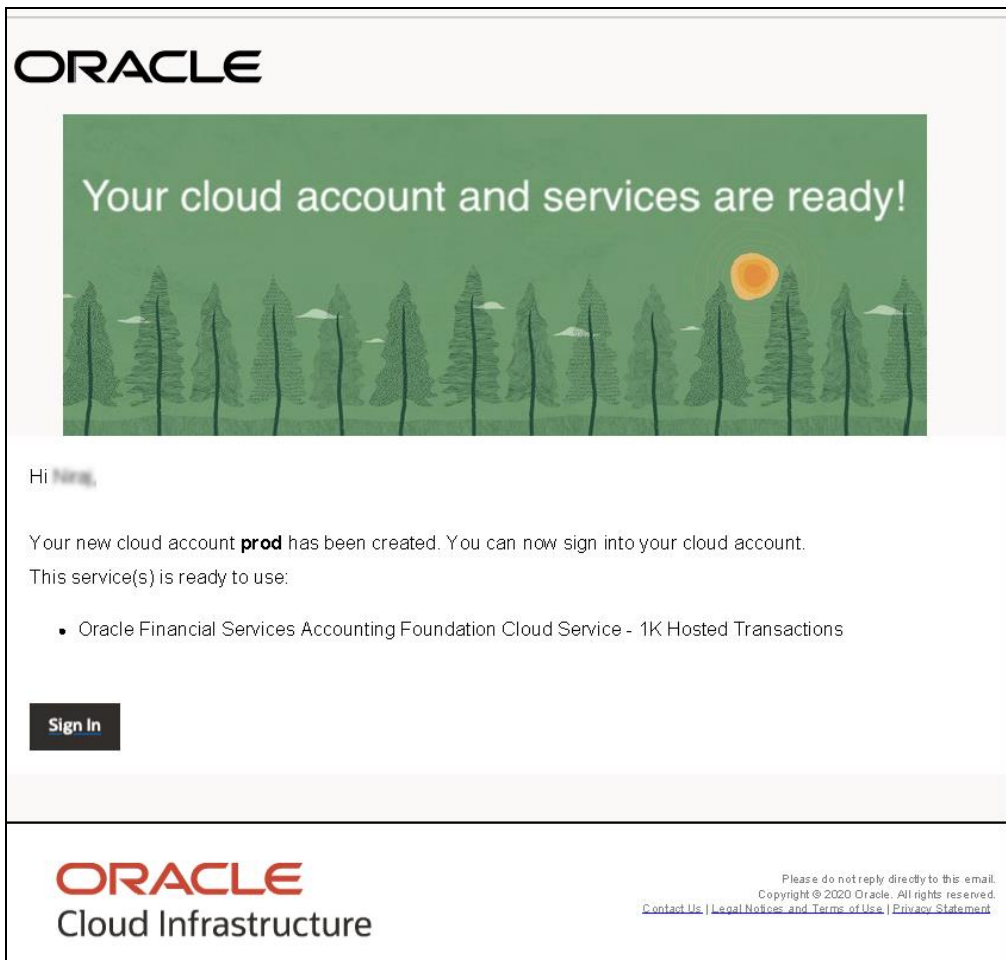
Creating your cloud account will provision two instances of the Oracle Financial Services Accounting Foundation Cloud Service, namely Non-production and Production.

4.2 Setup your Cloud Account

After successful activation of your cloud account, you'll receive a **Setup Complete** email with your login credentials. You need to set up your account by using the information from the email to sign in to your account and change your password on the initial login.

NOTE:

You need to access the Oracle Cloud Console and create your user account before you access the application URL.



Click the Sign In link provided in the Email. Use the Username and the temporary Password to access the Oracle Cloud Console URL and reset your credentials to navigate to the Oracle Cloud Infrastructure Classic Console Window and access the Oracle Identity Cloud Service (IDCS) for onboarding the cloud service users. For more information about how to access the Identity Cloud, see Access the Oracle Identity Cloud console.

The **Application URL** provided in the email is for the production instance. To access the non-production instance, you need to remove the **-prd** from the URL and replace it with **-nprd**. For example, the URLs are as follows:

- **Production**

`https://ofsaa.<REGION>.ocs.oraclecloud.com/<TENANT ID>-prd/afc`

- **Non-Production**

`https://ofsaa.<REGION>.ocs.oraclecloud.com/<TENANT ID>-nprd/afc`

NOTE:

You must share the Application URL details with your application users, which they can use to log in to the application.

4.2.1 Access the Oracle Identity Cloud Service Console

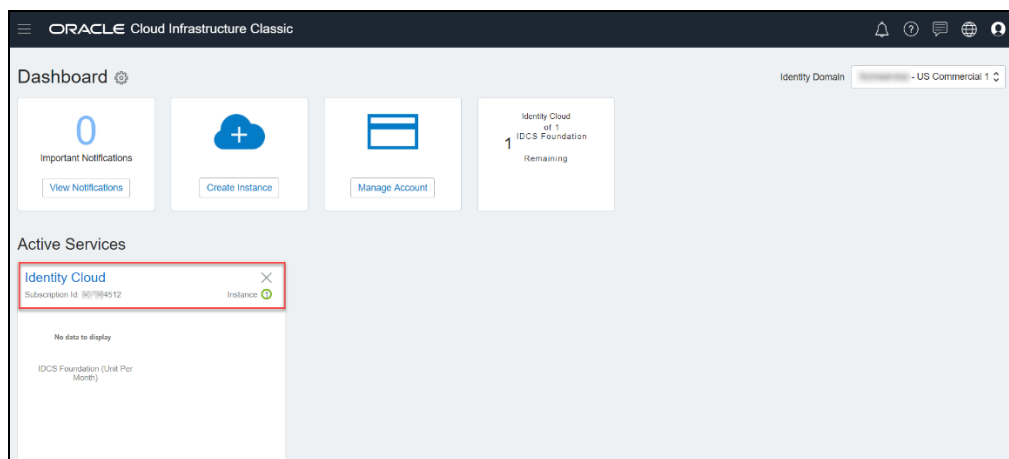
The Oracle Identity Cloud Service integrates directly with existing directories and identity management systems and makes it easy for users to get access to applications. It provides the security platform for Oracle Cloud, which allows users to securely and easily access, develop, and deploy business applications such as Oracle Human Capital Management (HCM) and Oracle Sales Cloud, and platform services such as Oracle Java Cloud Service, Oracle Business Intelligence (BI) Cloud Service, and others.

Administrators and users can use Oracle Identity Cloud Service to help them effectively and securely create, manage, and use a cloud-based identity management environment without worrying about setting up any infrastructure or platform details.

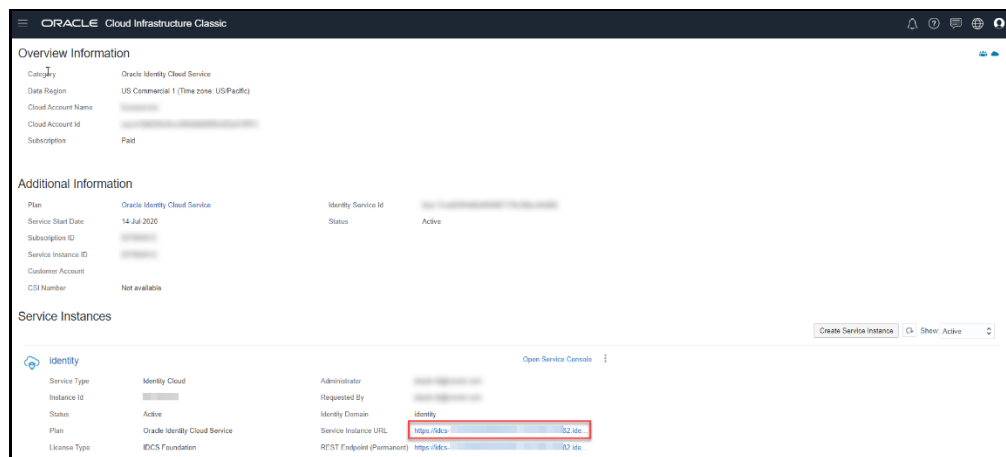
To add users to your Cloud Services, you need to navigate to the **Oracle Identity Cloud Service (IDCS) Console**. You can access the **IDCS Console** from the **Oracle Cloud Infrastructure Classic Console** Window.

To access the **IDCS console**, perform the following steps:

1. In the **Oracle Cloud Infrastructure** Console Window, under the Active Services, click Identity Cloud.

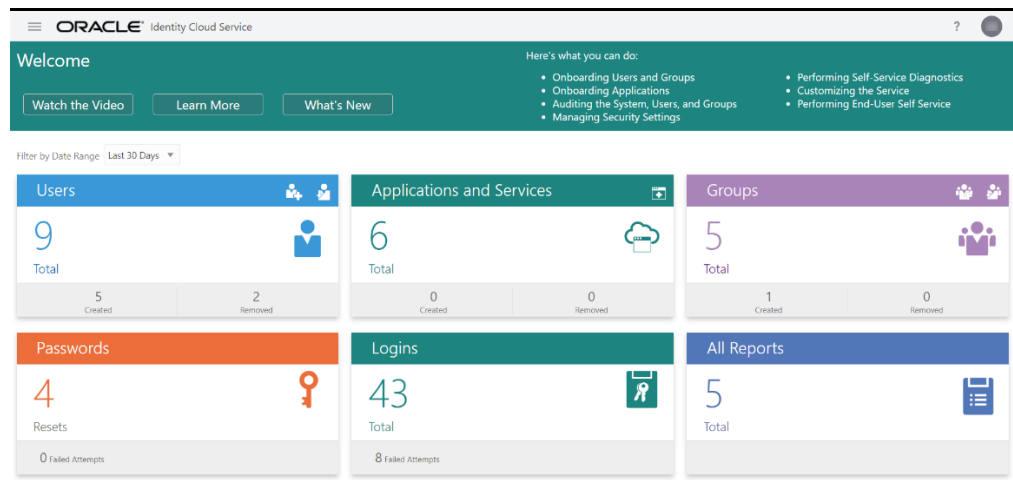


2. Click the Service Instance URL from the Service Instances pane to access your **IDCS Console**.



The **IDCS console** is displayed. In the **IDCS console**, you can create Application Users and map the users to groups.

To know more about creating users, see [Create Application Users](#).



As an Administrator, you can create users to have different access rights to the Cloud Service.

For example, the IDCS Administrator has superuser privileges for an Oracle Identity Cloud Service Identity Domain. So the IDCS Administrator can create users, groups, group memberships, and so on.

4.2.2 Create Application Users

After you sign in to your **IDCS console**, one of your first tasks is to create additional user accounts. You should assign specific user groups to the user accounts that you are creating. There are seeded user groups available with the respective services, users must be mapped to one or more of the user groups, depending on the role that they perform.

For example, you can create a user for each member of your team. Each team member can then sign in to the account with their credentials. You can also assign each user to specific user groups, and apply specific security policies or roles to each group.

You can create the users and map the users to groups for your service. After creating the users, the users will receive a Welcome email. The users must activate their accounts and enter a new password to access the services.

To create users in **IDCS Console**, perform the following steps:

1. In the **IDCS Console**, click from the Users tile, to add the Application Users.
2. In the **Add User** page, enter this information:
 - The first name and last name of the user.
 - The user's email address and user name.

Add User

Step 1: Add User Details

The user name will be used to log in, and the email address will be flagged as the primary email address for the user.

First Name

John

* Last Name

Doe

* User Name

jdoe

* Email

john.doe@mysite.com

☐ Use the email address as the user name

Next

Finish

NOTE:

Ensure that you restrict the User Name to the following:

- Do not enter your Email ID as your User Name and do not select the **Use the email address as the user name** check box.
- Enter a maximum of 20 characters.
- Enter alphanumeric characters.
- Enter only Hyphen (-) and Underscore (_) Special Characters.

3. Click Next.
4. In the **Assign User to Groups (Optional)** window, select the user groups according to your user-specific groups or access.

ATTENTION:

After a User signs in to AFCS, the User to User-Group Mapping created in the **IDCS Console** will onboard into the Master and Mapping Tables. Later, if you deselect (remove) a User from a Group in the **Assign User to Groups** Window after provisioning, ensure that you also unmap the User from the corresponding User- Group in the **Admin Console**. This is a mandatory step to complete the unmapping process.

For more information on how to Unmap a User from a Group in the **Admin Console**, see the [Users Summary Page](#) Section in the Using the Admin Console Guide.

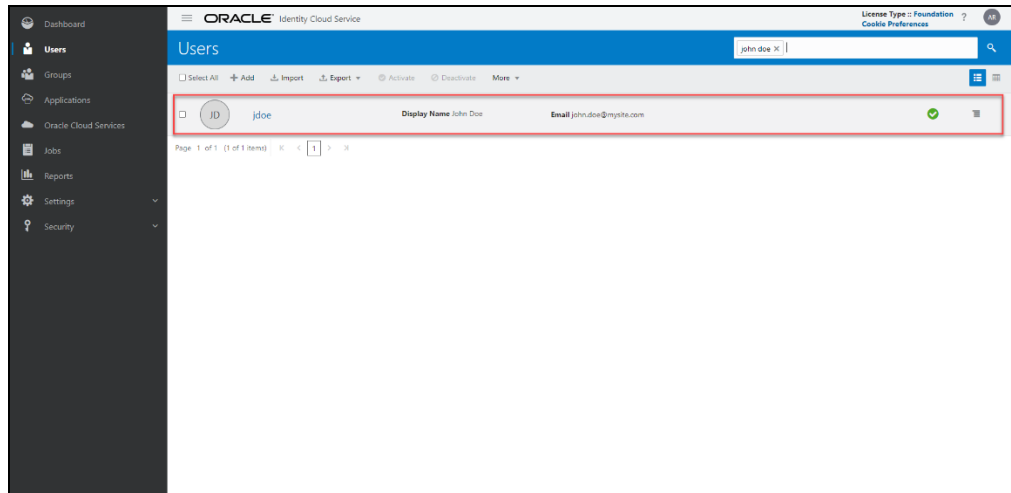
5. To create an Identity Administrator or Authorizer user, assign the users to the following:
 - **IDNTY_ADMIN**: You can use this option to create an Administrator User.
 - **IDNTY_AUTH**: You can use this option to create an Authorizer User.

Step 2: Assign User to Groups (Optional)

☐ Select All

	Name	Description
<input type="checkbox"/>	IDNTY_ADMIN	Identity Administrator Group
<input type="checkbox"/>	IDNTY_AUTH	Identity Authorizer Group

6. Click **Finish**. After the successful creation of the user, the added users receive an email to activate their account. The user must activate the account to use the service.
7. From the Users Window, you can access the newly created user and edit the user details.



8. Select the User that you want to edit the details. In the User Details Window, select the **Access** tab.

9. Click **Assign**.
10. In the Assign Application Window, select the appropriate Application instance to grant access to your user as mentioned below.

For example:

- **AFCS etjygp-prd** (For production)
- **AFCS etjygp-nprd** (For non-production)

NOTE:

Based on this mapping the users will be able to access the appropriate instance.

11. Click **OK**.

The users are assigned based on the mapping.

For Bulk User Creation, you can batch import User Accounts using a comma-separated values (CSV) file.

For more information about how to import application users, see [Import Application Users](#).

ATTENTION:

In the **Session Duration** field in the Oracle Identity Cloud Service console, enter a duration in minutes. The **Session Duration** is the duration in minutes for which the user's session is valid. The user's session will time out after the **Session Duration** has been reached regardless of actual user activity or inactivity.

It is recommended to have the **Session Duration** adequately long so that it does not impact user activity.

4.2.3 Import Application Users

If you are an Administrator, you can batch import user accounts using a Comma-separated Values (CSV) File.

NOTE:

Before you can import user accounts, you must create a CSV file that is properly formatted for the import process.

To import user accounts, perform the following steps:

1. In the **IDCS Console**, expand the **Navigation Drawer**, and then click **Users**.
2. Click **Import**.
3. In the **Import Users** dialog box, click **Browse** to locate and select the CSV file that contains the user accounts to import.

NOTE:

Click **Download sample file** in the dialog box to download a sample file and carry out your accounts upload.

4. Verify that the path and name of the CSV file that you selected appear in the **Select a file to import** field.
5. Click **Import**.

NOTE:

If a user account is missing a required value, such as the user's first name, last name, or user name, then Oracle Identity Cloud Service cannot import it. If Oracle Identity Cloud Service can't import a user account, then it evaluates the next account in the CSV file.

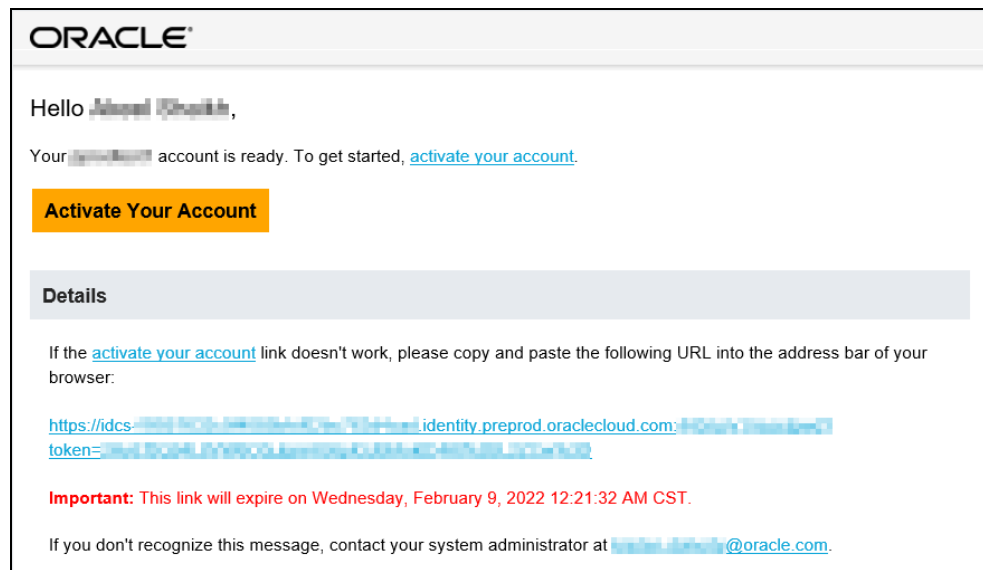
After Oracle Identity Cloud Service evaluates all user accounts, the **Jobs** page displays the accounts you have imported, how many accounts were imported successfully, and how many accounts could not be imported because of a system error.

5 Activate your Account as Application Users

After the user provisioning by your Administrator, as Application Users, you'll receive a welcome email to activate your account. Use the information in the email to sign in to your account and access your services.

To activate and use your account, perform the following steps:

1. Open the email you received from Oracle Cloud.



2. Review the information about your service in the email.
3. Click **Activate Your Account**. You'll be prompted to change your password on the initial login.
4. Specify your new credentials in the **Reset Password** Window to activate your account.
After the password is successfully reset, the *Congratulations* Window is displayed.
5. Access the **Application URL** that your Application Administrator shared with you.
6. Specify your credentials to sign in to your account. The *Welcome* Page is displayed.

6 Configuring Session Timeout

After you complete your tasks, you can sign out of your application. However, sometimes you might get automatically signed out due to session timeouts.

Let's understand how session timeouts work. When you sign in using your credentials, you're authenticated to use the application, and a session is established. During this session, you don't need to re-authenticate. But, for security purposes, your session is configured to be active for a predefined duration, which is called the session timeout period. Your sessions can expire due to various reasons such as leaving your application idle for a period longer than the timeout period. In such cases, you're automatically signed out of the application. Your timeout periods may vary on certain pages. For example, you may observe a longer timeout period on pages that automatically refresh or UIs that open up in separate windows or tabs.

This table lists the various types of session timeouts you may experience. After the specified duration, your session expires, and you need to sign in again to continue your work.

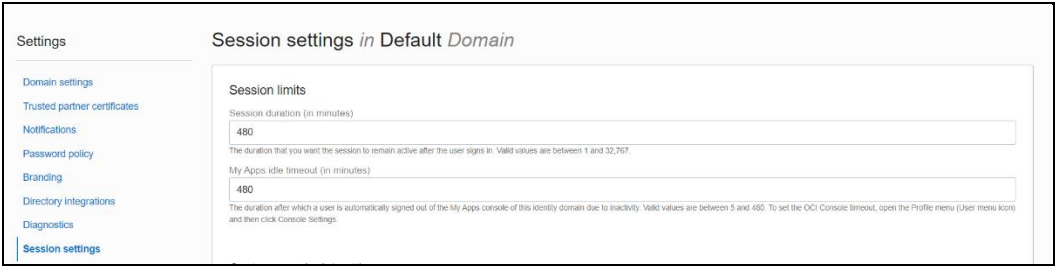
Timeout Type	Description	Configurable	Timeout Duration
Session Lifetime Timeout	Once you are authenticated in the application, if you are actively working on it, your session remains active for a predefined duration, referred to as the session lifetime timeout period. Your session ends after this period, even if you're using the application.	Yes	8 Hours (Default value)
Inactive Session Timeout	This type of timeout considers the duration you leave your application idle/inactive. After this duration, System automatically terminates the session, and you are signed out of the session.	No	60 Minutes
Browser Inactivity Timeout	This type of timeout considers the duration you leave your browser idle. After this duration, your session is terminated by the	No	60 Minutes

	System, which automatically		
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6.1 How to Configure Session Lifetime Timeout

You can configure the Session Lifetime Timeout using your Identity Domain Settings in OCI Console. You need to have the Security Administrator Role mapped to you, to access and modify the settings.

- 1. Login with your Security Administrator account.
- 2. Navigate to the Domain page. Click **Settings** and select **Session Settings**.
- 3. Specify the **Session Duration** under **Session Limits**. Enter the required value. By default, this is set to 480 Minutes.



7

FAQs

This section lists the Frequently Asked Questions (FAQs).

1. What are the Cloud Offerings from Oracle?

[Oracle Cloud](#) offers best-in-class services across Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS).

2. What are the Cloud Services available?

You can see the [Website](#) to see the Cloud Services available.

3. What are the Supported Browsers for the AFCS?

The following are the Supported Browsers for the AFCS:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

4. How and where can I place my Order for Oracle Financial Services Accounting Foundation Cloud Service?

You can place your order on the [Oracle Cloud](#) website. Review the Order Oracle Cloud Applications topic to know more.

5. How can I activate my cloud account after I purchased the Oracle Financial Services Accounting Foundation Cloud Service?

If you are a new Oracle Cloud Applications user, you'll likely receive a Welcome email after your order is processed. You'll receive a *Welcome to Oracle Cloud email* that asks you to activate your cloud account. Review the [Activate your Cloud Account](#) Topic to know more.

AFCS Support

Raise a Service Request (SR) in [My Oracle Support \(MOS\)](#) for queries related to AFCS.

Send Us Your Comments

Oracle welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most about this manual?

If you find any errors or have any other suggestions for improvement, indicate the title and part number of the documentation along with the chapter/section/page number (if available) and contact the My Oracle Support.

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