Getting Started With Oracle Cloud - CFECS

Getting Started Guide

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ORACLE
Financial Services

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OFS CFECS Getting Started Guide

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Document Control

Version Number	Revision Date	Change Log
1.0	July 2022	First version of the CFECS Getting Started Guide.

Table of Contents

1 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).

1.1 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 offerings 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.

1.2 Supported Web Browsers

Oracle Financial Services Cloud Services support the latest version of the following major browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

For more details, 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.

1.3 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 Risk and Finance solutions page.
2. Scroll down and select **Cash Flow Engine**.
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. Provide a description of your need and click **Request Now**.

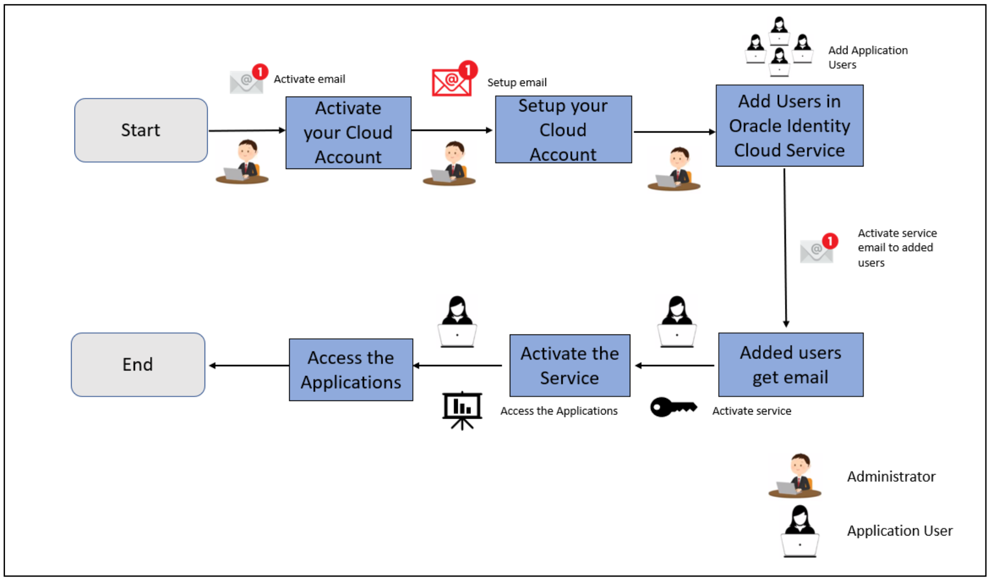
Later, after you have worked with Oracle Sales to order the Oracle Cloud Application best suited to your requirements, you will receive an email, which contains a link you can use to activate the service you have ordered.

To know how to activate, see Create and Activate New Cloud Account.

2 Get Started

To get started, you must activate the Cash Flow Engine Cloud Service (CFECS). After activating the Cloud Service, you can onboard Application Users to use the subscribed Cloud Services.

Illustration of the Cloud Subscription Workflow



This topic 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.
  - Create and Activate New Cloud Account
  - Access the Cloud Account
  - Access the Oracle Identity Cloud Service Console
- The **Application Users** to activate and use the Cloud Services that are provisioned by the Administrator.
  - Activate your Account as Application Users

2.1 Create and Activate New Cloud Account

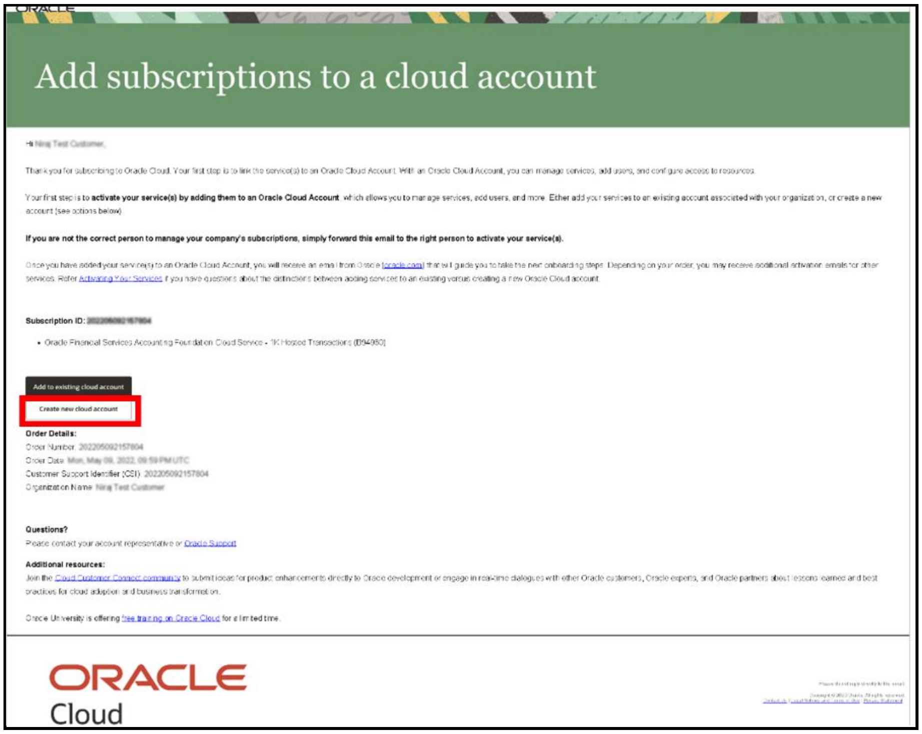
If you are a new Oracle Cloud Applications user, you will receive a **Welcome to Oracle Cloud** email that asks you to activate your Cloud Account. Follow the instructions in the email to create and activate your new Cloud Account.

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

As an Administrator, to create and activate your new Cloud Account, perform the following steps:

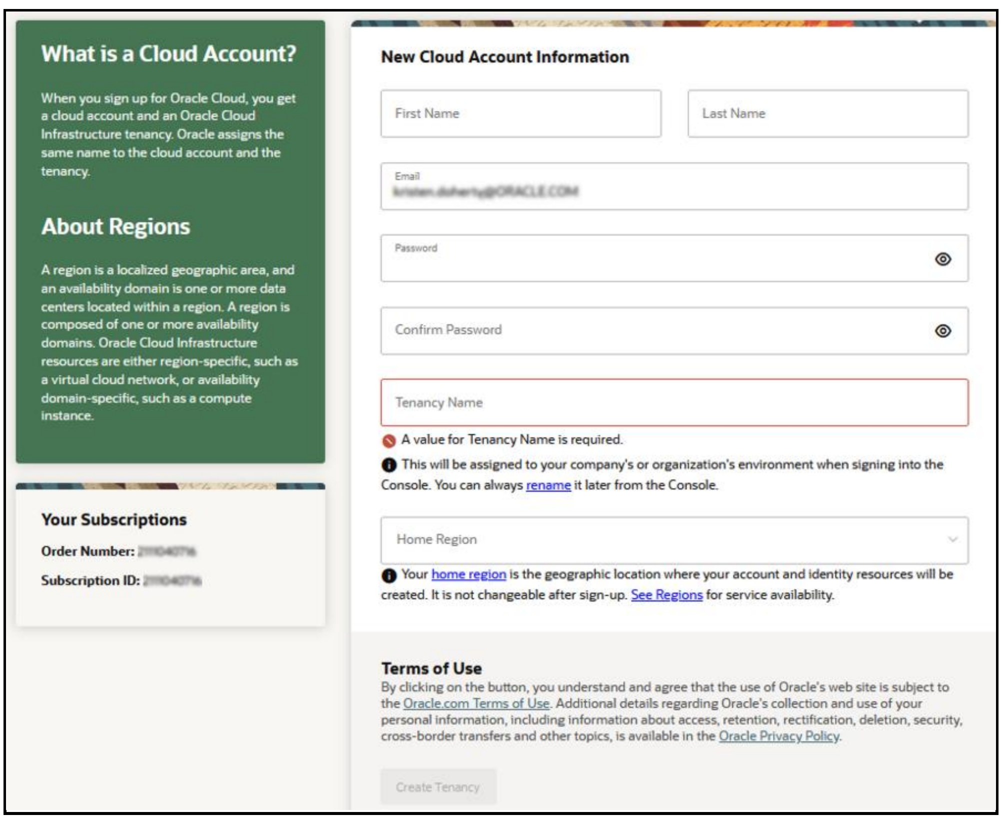
1. Click **Create New Cloud Account** in the email.

Illustration of Welcome to Oracle Cloud - Setup your Account email



2. Complete the **New Cloud Account Information** Form to sign up.

New Cloud Account Information Page



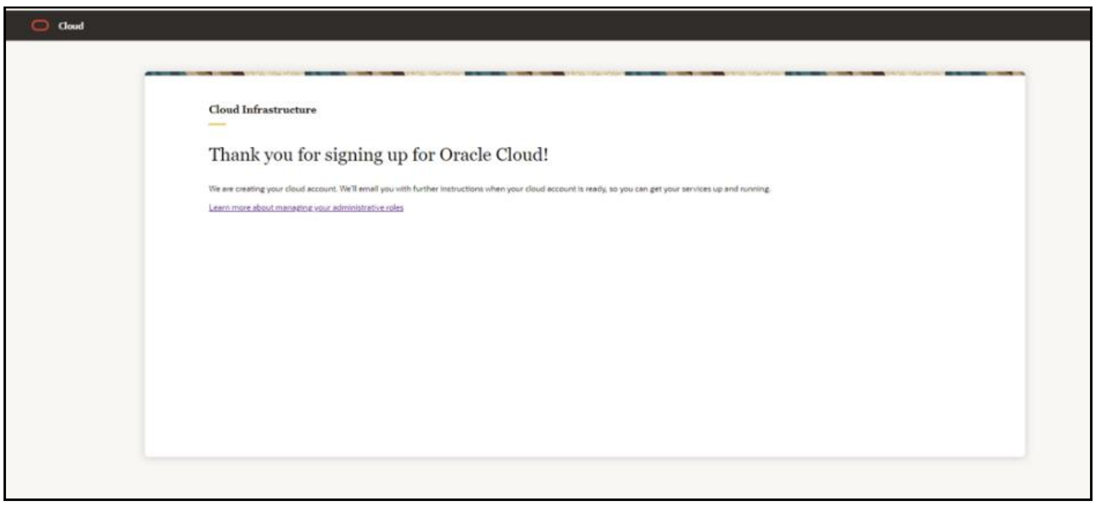
3. Enter the following details:
   - **First Name** and the **Last Name.**
   - **Email address**: Provide the same email address which you had given to receive the Welcome email.

     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

     Make a note of the credentials. The same is required to log in after receiving the Activation email.
   - **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. Check the service availability before selecting the Home Region.
4. Click **Create Tenancy**.

   The **New Cloud Creation Confirmation** screen is displayed.

   New Cloud Creation Confirmation Screen

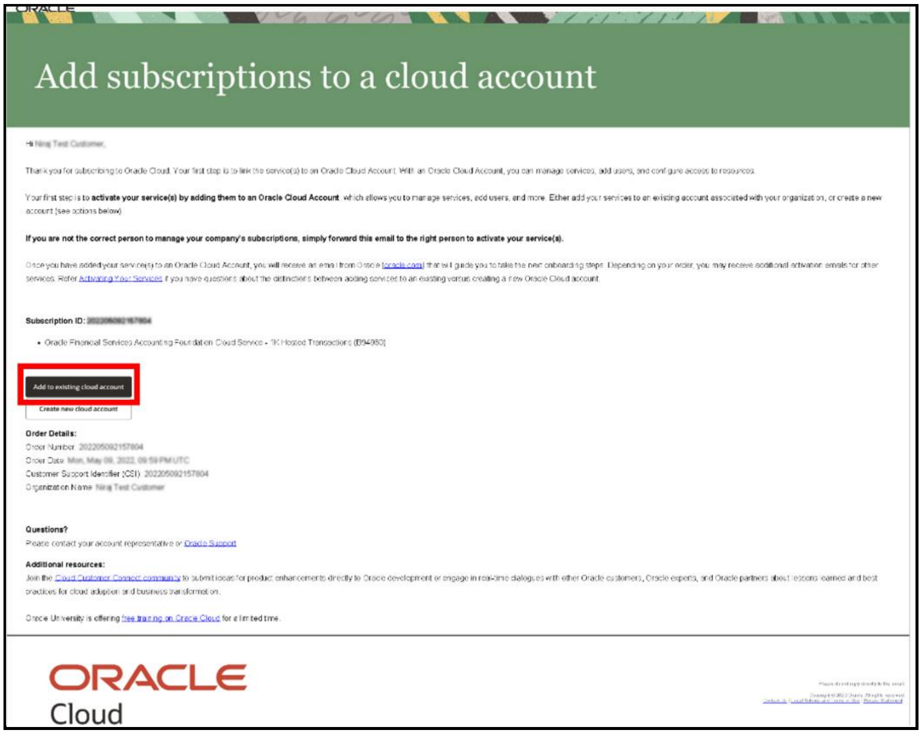


   After successful activation, you will receive a **Setup Complete** email.

2.1.1 Add to Existing Cloud Account

As an Administrator, if you already own a Cloud Account and need to use the Cash Flow Engine Cloud Service (OFS CFECS), perform the following steps:

1. In the Welcome email, click **Add to existing cloud account** option.



2. Preform the steps as mentioned in the [Access the Oracle Identity Cloud Service Console](#) section.

2.2 Access the Cloud Account

As an Administrator, to access the Cloud Account:

1. In the Setup Complete email, click **Sign In**.
2. Enter the Username and Password to access the **Oracle Cloud Console URL.**

   Use the same Username and Password that you provided during activation setup.
3. Reset the Password.
4. Re log in to **Oracle Cloud Infrastructure Classic Console** using the new Password**.**
5. Navigate to the **Oracle Cloud Infrastructure Classic Console**, the Application URLs are displayed.

2.3 Access the Oracle Identity Cloud Service Console

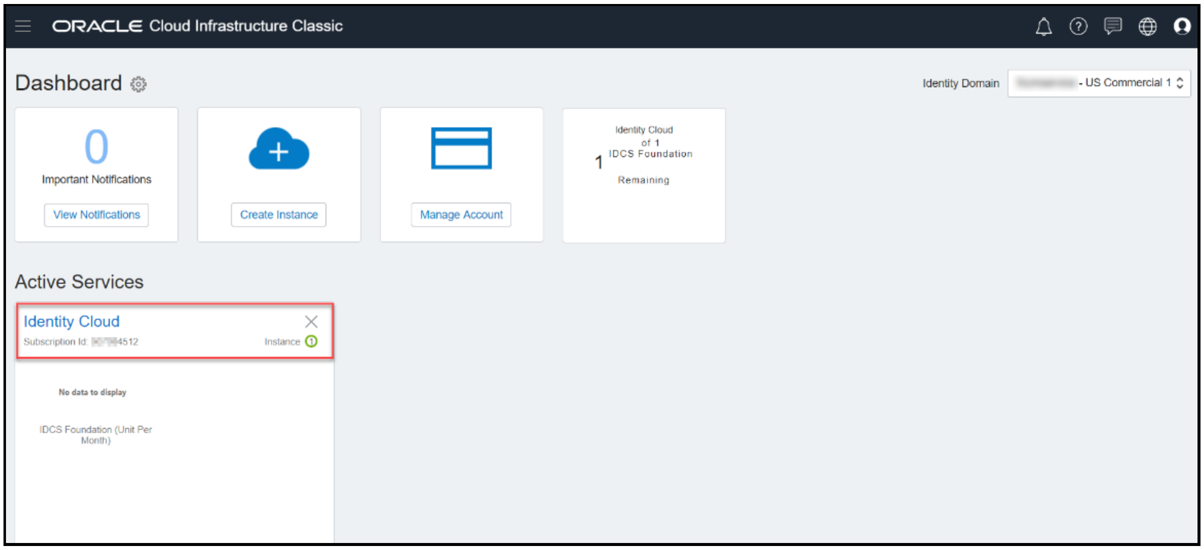
The Oracle Identity Cloud Service integrates directly with existing directories and Identity Management Systems and makes it easy for users to get access to applications. It provides the Security Platform for Oracle Cloud, which allows users to securely and easily access, develop, and deploy business 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 Application 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 access the IDCS Console, perform the following steps:

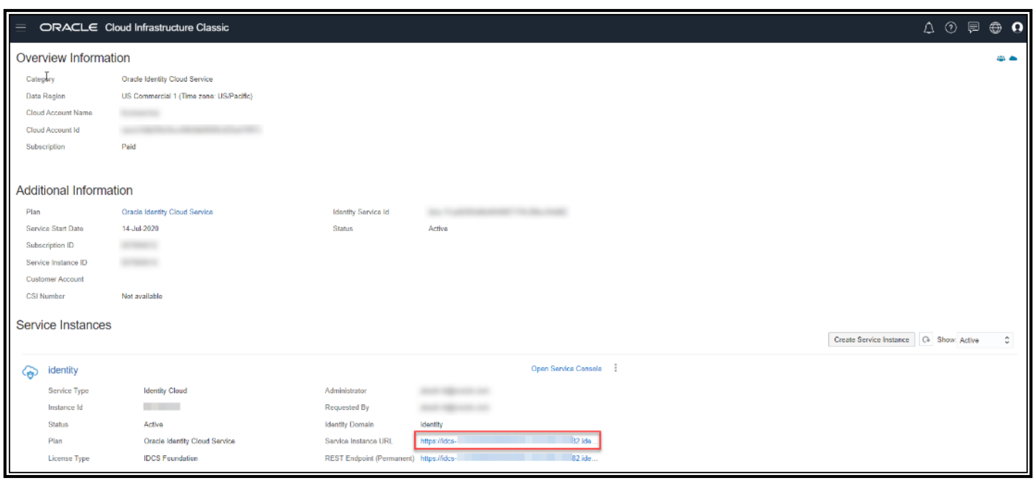
1. In the Oracle Cloud Infrastructure Console window, under the **Active Services**, click **Identity Cloud**.

   Oracle Cloud Infrastructure Console



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

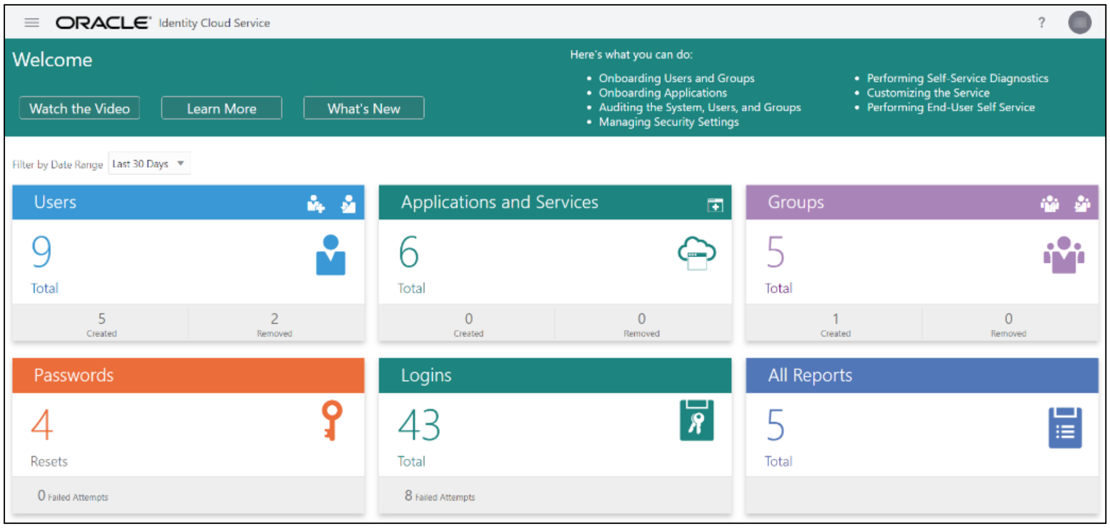
   Service Instance Pane



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.

Oracle Identity Cloud Service Console



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

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

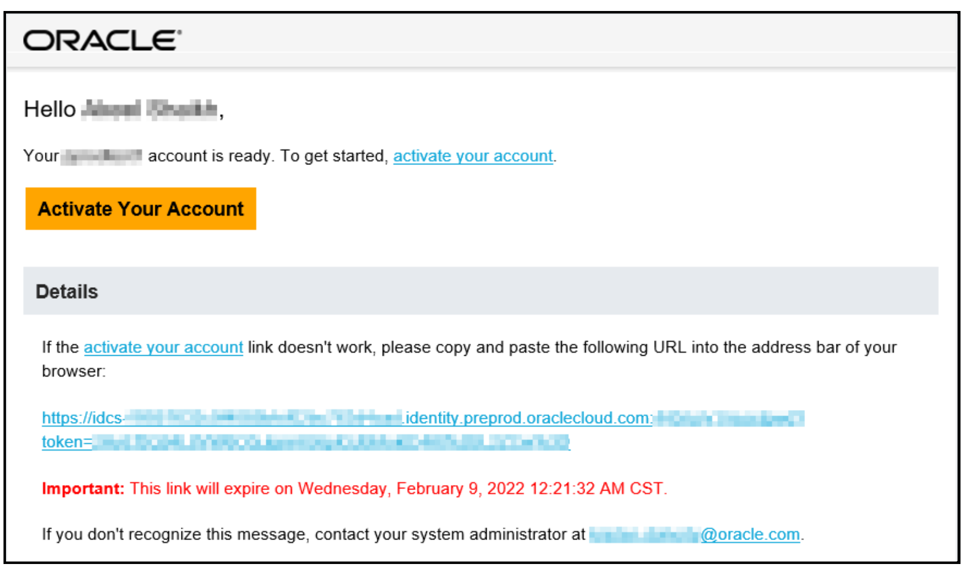
2.4 Activate Application User Account

After an Application User has been provisioned by their Administrator, they will receive an Account Activation email.

As an Application User, perform the following steps to login and activate your account:

1. Open the email you received from Oracle Cloud.

   Email to Activate Your Account



2. Review the information about your service in the email.

3. Click **Activate Your Account**.

   You will 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 into your account.

   The Welcome Page is displayed.

3 Users and Roles

Understand the following terms before you begin performing User Management.

- **Users:** Customers create users in IDCS and can do the following:
  - Map them to existing groups
  - Create new groups to map them

  After users are created, they are synced from IDCS to CFECS.
- **Groups:** Groups are seeded (available out-of-the-box) by CFECS. Customers can also create new groups in IDCS. After groups are created, they are synced from IDCS to CFECS. Groups are mapped to roles using CFECS by the same user that was created using IDCS.
- **Roles:** Roles are seeded by CFECS. Customers can also create new roles using CFECS and assign existing functions to these new roles.
- **Functions:** Functions are seeded by CFECS. Customers cannot create new functions; however, they can only use the existing functions.

3.1 View List of Application Users

The Users Summary Page shows the list of available users. You can view the details of a user and map the user to one or more User Groups.

Select the Username in the Users Summary Page and then select Details to view the User ID and Username of the selected User.

To search for a specific User, type the first few letters of the Username that you want to search in the Search box and click Search. .

The search result displays the names that consist of your search string in the list of available users.

At the bottom of the page, you can enter the number of entries that are available on a single page in the Records box. You can increase or decrease the number of entries that are displayed using the up and down arrows. To navigate between pages in the View bar, use the following buttons:

- Use the **First Page** Button to view the entries on the first page.
- Use the **Previous Page** Button to view the entries on the previous page.
- Use the **Next Page** Button to view the entries on the next page.
- Use the **Last Page** Button to view the entries on the last page.

You can also navigate to the desired page. To do this, enter the page number in the View Bar Control and press Enter.

3.2 Create Application Users

After you sign in to your IDCS Console, your first task 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, the users must be mapped to one or more of the User Groups, depending on the role that they perform.

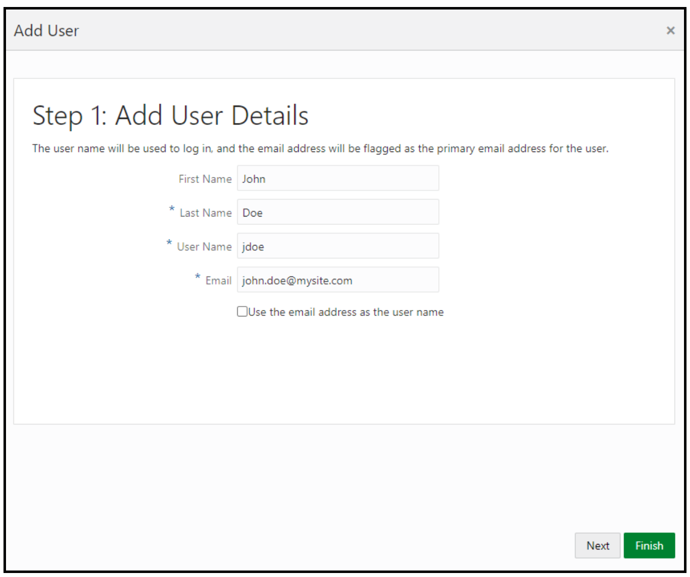
For example, you can create a user for each member of your team. Each team member can then sign into the account with their credentials. You can also assign each user to specific User Groups and apply specific Security Policies or Roles to each group.

You can create the users and map the users to groups for your service. After creating the users, they 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 Details** page, enter the following information:
    - The First Name and Last Name of the user.
    - The user's Email Address and the Username.

    Add User Details

    > **NOTE**
    >
    > 1. Do not enter your email address as the Username and do not select the **Use the email address as the username** check box.
    > 2. Enter a maximum of 20 characters.
    > 3. Enter Alphanumeric Characters.
    > 4. 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.

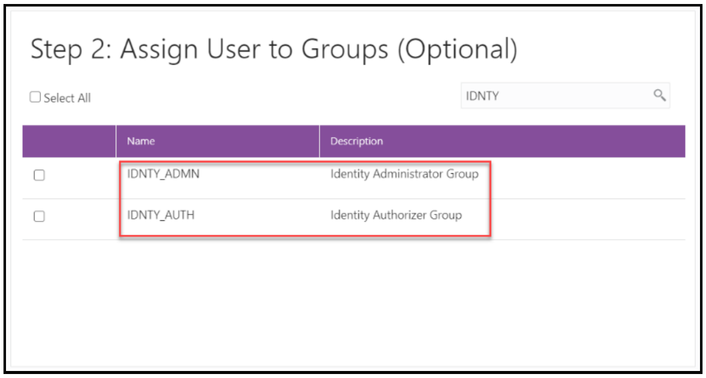
ATTENTION

After a user sign into Cash Flow Engine Cloud Service (CFECS), 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, see [Unmap User from Groups](#).

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.

   Assign User to Groups Window

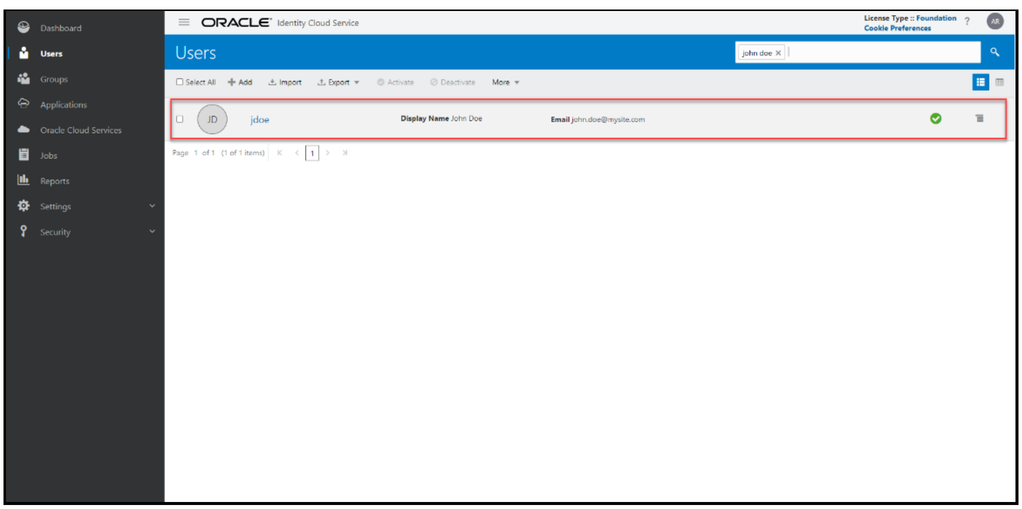
   

6. Click **Finish**.

   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.

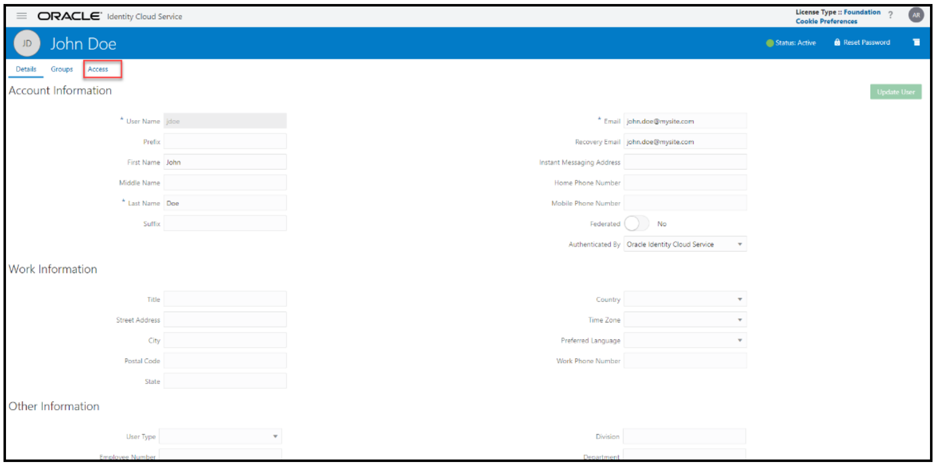
7. From the **Users** window, you can access the newly created user and edit the user details.

   Users Window

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

User Details Window



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:

    - CFECS etjygp-prd (For Production)
    - CFECS 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.

After creating users and assigning them to groups, the users that you have added will receive a Welcome email to activate their account.

> **ATTENTION**
>
> It is important that you configure the session duration for users. 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.
>
> 1. In the Session Duration field in the Oracle Identity Cloud Service Console, enter a duration in minutes.
> 2. It is recommended to have the Session Duration adequately long so that it does not impact user activity.
>
> For more information, see Configuring Session Timeout.

3.3 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 username, then Oracle Identity Cloud Service cannot import it. If Oracle Identity Cloud Service cannot 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. You can also get information related to the successful imports and imports that did not happen due to system error.

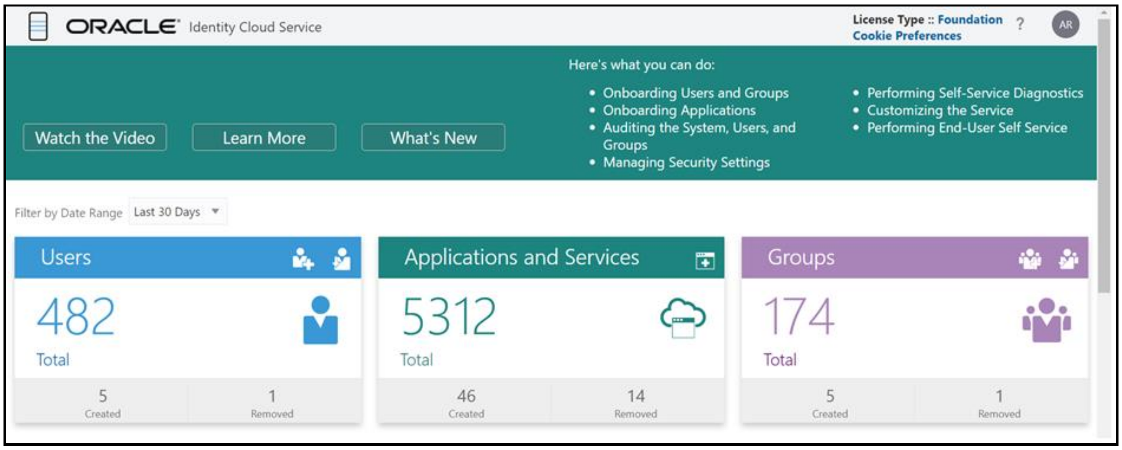
4 User Groups

User Groups are seeded (available out-of-the-box) by CFECS. Customers can also create new groups in IDCS. After groups are created, they are synced from IDCS to CFECS. Groups are mapped to roles using CFECS by the same user that was created using IDCS.

4.1 Create User Group

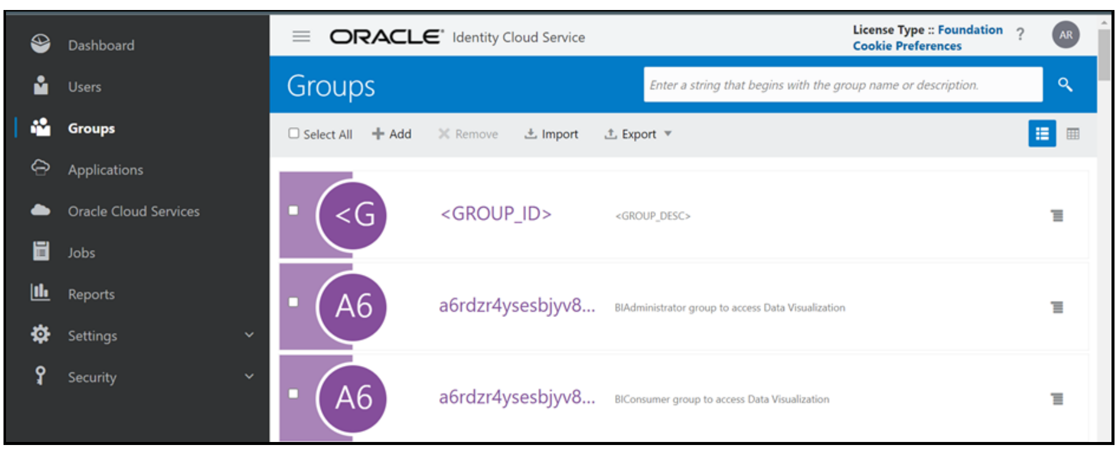
To create a User Group, follow these steps:

1. Login to the IDCS Admin Console.



2. Click the **Groups** tile.

   The list of available groups are displayed.



3. To create a new group, click **Add**.
4. Enter the Group name, Description and click the **Next** button on the bottom of the page to assign the user to the group.
5. Click the **Finish** button to complete the process.

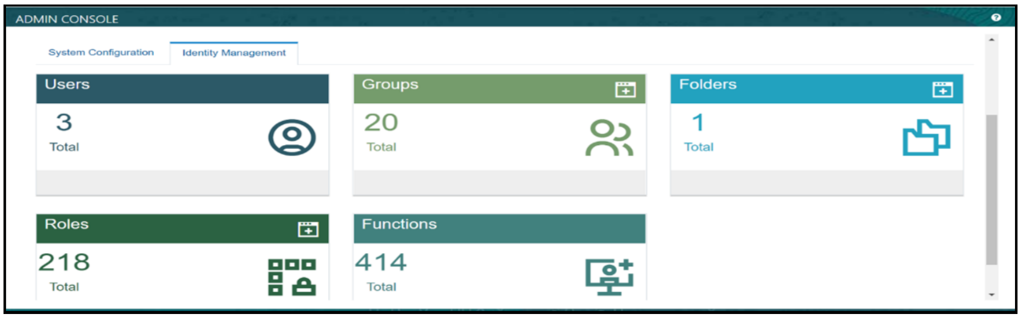
4.2 Map Roles to User Group

To map Roles to the User Group, perform the following steps:

1. Log in to the CFE Application and click on the Admin Console.

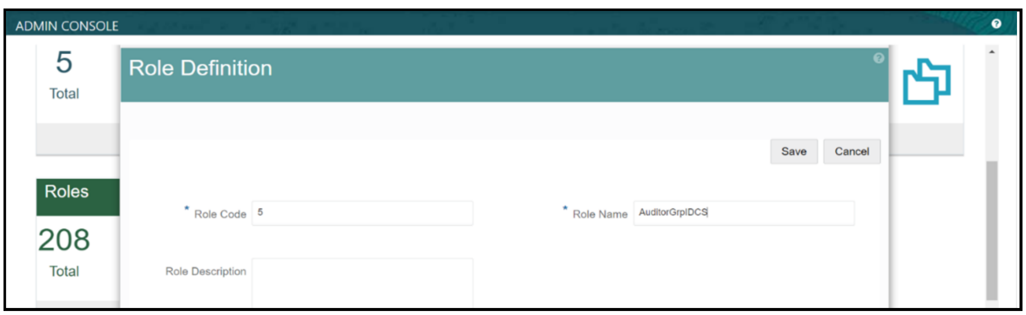
   > **NOTE**
   >
   > User that was mapped to group in IDCS must be used to login to Admin Console.

2. Navigate to Identity management under Admin console tab.



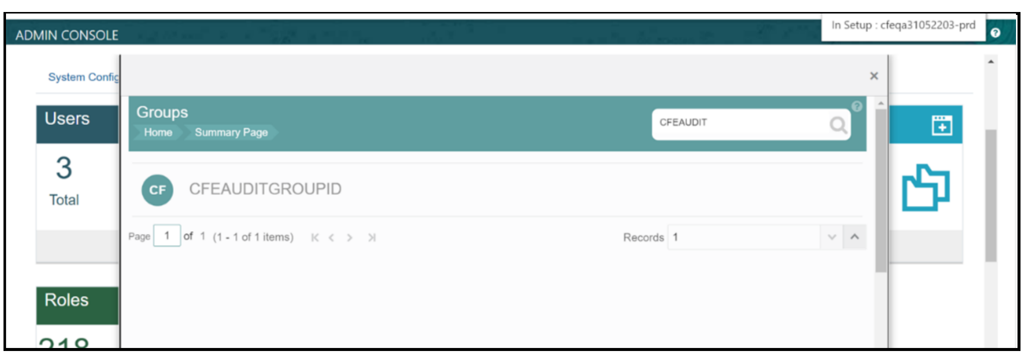
3. Create Role using add icon on the Roles Management  .

4. Enter Role Code, Role Name and save the definition.

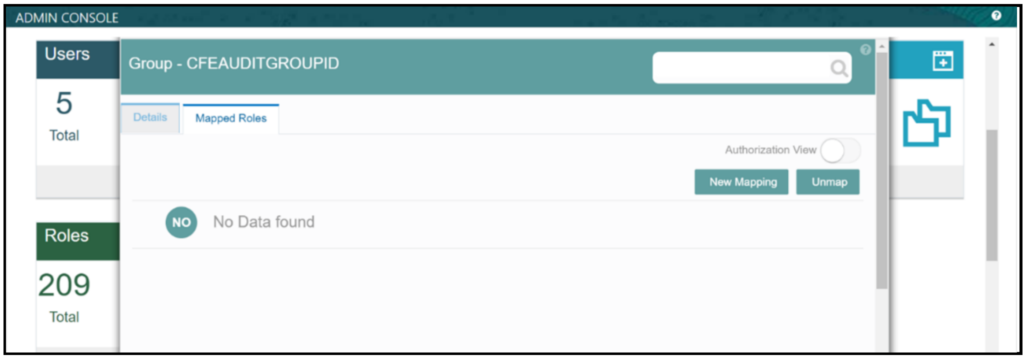


5. Click on groups management and search for the group name created in IDCS Portal.

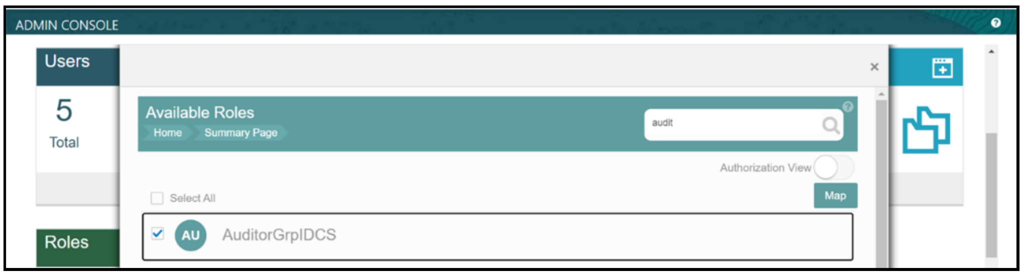
   It might take a few minutes for group names to appear in the Admin Console.



6. Click on the user group and click on New Mapping under the Mapped Roles tab.

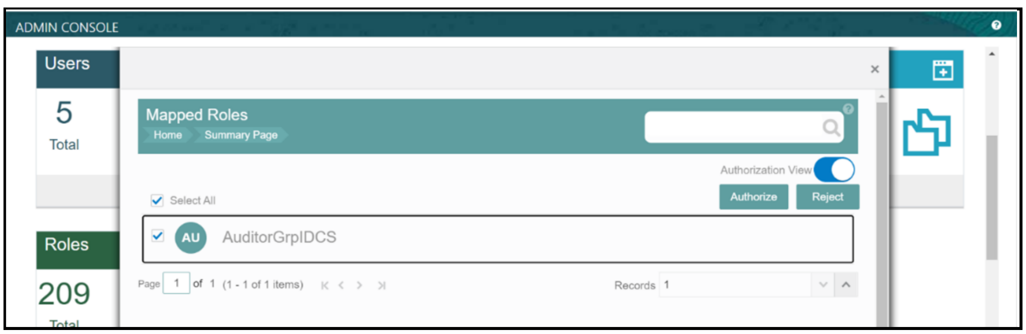


7. Search for role names created in Roles Management and map each role by clicking on New Mapping.



8. The mapped role can be authorized using the Authorization View.

   Authorization can only be performed by the user login which is mapped to the Authorization Role.



   A User group created in IDCS Portal has been successfully mapped to a Role created in the Admin Console.

4.3 Map Users to Groups

If you are an Administrator and want to map a User to a User Group, log in to IDCS and follow these steps:

1. Select the Username in the Users Summary Page.
2. Select Mapped Groups.
3. Select the User Group Name.

> **NOTE**
>
> To select a User Group, select the check box corresponding to the User Group. To select all User Groups displayed on the page, select the check box marked Select All.

4. Click New Mapping to map the User to the selected User Group.

   OR

   Click Unmap to remove the User Group-Role Mapping.

   If the Unmap action requires authorization, see the Unmap User from Groups section for details.

   > **NOTE**
   >
   > User-Group mapping changes from IDCS will take some time to sync with the CFECS. If these changes are made during the active user session, then it will be reflected on the next login.

   > **ATTENTION**
   >
   > After a user sign into Cash Flow Engine Cloud Service (CFECS), the User to User-Group Mapping created in the IDCS Console will onboard into the Master and Mapping Tables. If you unmap a User from a Group in the Admin Console, navigate to the associated Console and open the Assign User to Groups window. Deselect the User corresponding to the User Group and click Finish. This is a mandatory step to complete the Unmapping Process.
   >
   > For more information, refer Unmap User from Groups.

   After you click New Mapping, the list of User Groups you can map the user to appears in the Available Groups Summary Page.

5. Select a User Group.

   > **NOTE**
   >
   > - To select a User Group, select the check box corresponding to the User Group. To select all User Groups displayed on the page, select the check box marked Select All.
   > - If the logged-in user has both Administration and Authorization Entitlements, an Authorization View Toggle Button is available. Enable this button to complete the Authorization Process.

6. Click Map.

If you are an authorizer and want to authorize a mapping, follow these steps:

7. In Mapped Groups, select the User Group Name.

   > **NOTE**
   >
   > To select a User Group, select the check box corresponding to the User Group. To select all User Groups displayed on the page, select the check box marked Select All.

8. Click Authorize to authorize the User and User Group Mapping.

   OR

   Click Reject to cancel the Authorization Request.

4.4 Unmap User from Groups

To authorize the unmapping of a User to a User Group, log in to IDCS and follow these steps:

1. Click Unmapped Groups.
2. Click the User Group Name to select the User Group.
3. Click Authorize to authorize the unmapping.

   OR

   Click Reject to cancel the Authorization Request.

5 User Management

During implementation, you prepare your Oracle Application's Cloud Service for the Service Users. The decisions made during this phase determine how you manage users by default. Most of these decisions can be overridden. However, for efficient User Management, Oracle recommends that you configure your environment to reflect both enterprise policy and support most or all users.

For more information, see the View List of Application Users and User Roles and Privileges.

5.1 Application Users

During implementation, you can use the Create User task to create Test Service Users. By default, this task creates a minimal person record and a user account. After implementation, you should use the Hire an Employee Task to create Service Users. The Create User Task is not recommended after the implementation is complete.

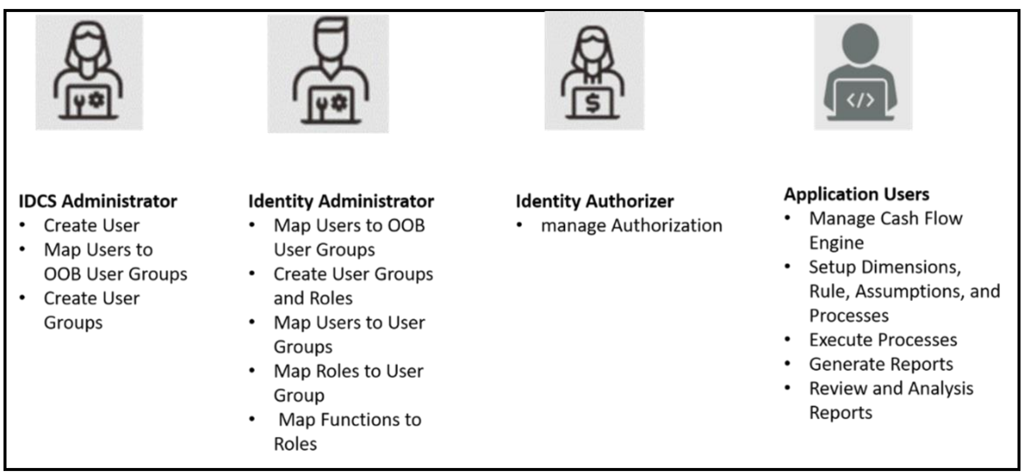
For more information, see Create Application Users.

5.2 User Roles and Privileges

This section describes the CFECS User Roles and Privileges.

In the CFECS, users have roles through which they gain access to functions and data. Users can have any number of Roles.

The following figure shows the User Persona Details:



5.2.1 Role Based Access Control

Role-based security in OFS CFECS controls who can do what and which data.

The following table provides examples of role-based access.

Role Assigned to a User	Functions which Users with this Role can Perform	Set of Data which Users with the Role can Access when performing the Function
Application Administrators	Perform Application Administrator activities	User Group with Administration Roles across all Service Features
Business Users	Access to the Application to perform tasks	User Group with Business Tasks' Roles across all Service Features

5.2.2 User Roles and Activities

The following User Roles are seeded in the Cash Flow Engine Cloud Service to facilitate the activities expected from the users mapped to the seeded User Groups:

- CFE Administrator
- CFE Analyst
- CFE Auditor
- CFE BI Data Steward
- CFE BI Analyst
- CFE BI Auditor
- CFE BI LOB Head

In addition to this, Custom User Roles can be created and managed as per requirement.

The user roles CFE Administrator, CFE Analyst, and CFE Auditor are required to access the main application for view, edit and other purposes, based on the User Persona accessing the same. An Analyst User Persona can view all CFE screens and Edit-specific screens. Similarly, an Admin Persona can view and edit all CFE screens. These different Persona tasks are facilitated by the User Roles. Thus, these User Roles facilitates the accesses and activities for the corresponding User Groups. Thus, these three User Roles facilitates the accesses and activities for the corresponding User Groups that are mentioned in the following table.

The User Roles of - CFE BI Data Steward, CFE BI Analyst, CFE BI Auditor and CFE BI LOB Head - are seeded BI Roles to be used for the users to access the Analytics Menu in the CFE Application. These four roles are created to facilitate Analytics access for four different types of User Persona. These roles can be mapped to any User Group to provide the Analytics access to users under the User Group.

5.2.3 User Groups and Activities Mapping

The following table provides the information on the User Groups and related activities.

User Groups	Activities
IDCS User Groups	
Identity Administrator	• View Reports • View Object Storage • View OAuth Credentials • Perform Identity and Access Management Operations
IDCS Administrator	• Create Users • Map Users to the Instance
Cash Flow Engine User Groups	
CFE Admin Group	• Configure the Folders • Configure Application, Global and User Preferences • View or Edit Cash Flow Engine Configuration Parameters
CFE Analyst Group	• Extend Data Model • Setup Dimension Management • Create/import members • Create/import hierarchy • Setup Interest rate curve • Setup Currency • Setup Economic Indicators • Setup Holiday Calendar • Setup Behavior Pattern • Setup Repricing Pattern • Prepayment Rule • Prepayment Model • Forecast Rates • Discount Methods • Setup Filters • Cash Flow Process • Cash Flow Edits Configuration • Cash Flow Edits Process • Data File Specification • Data Loader • Create and Execute Batches • Generate Reports
CFE Auditor Group	• Review/Analyze Results • Review Process Logs • View reports
Scheduler Service User Groups	

User Groups	Activities
Job Administrator Group	Manage jobs
Scheduler Administrator Group	Manage batches
BI User Groups	
CFE BI Data Steward	• Launch OAS from LHS • Allows users to create data visualizations, load data for data visualizations, and explore data visualizations
CFE BI Analyst	• Launch OAS from LHS • Allows users to create data visualizations, load data for data visualizations, and explore data visualizations
CFE BI Auditor	• Launch OAS from LHS • Allows users to create data visualizations
CFE BI LOB Head	• Launch OAS from LHS • Allows users to create data visualizations

In addition to this, Custom User Groups can be created and managed as per requirement.

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 us 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 are 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 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.

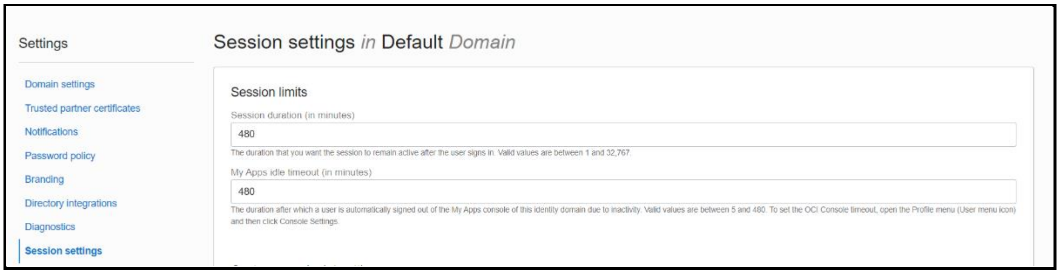
Timeout Type	Description	Configurable	Timeout Duration
Session Lifetime Timeout	After you are authenticated in the application, if you are actively working on it, your session remains active for a predefined duration, referred to as the session lifetime timeout period. Your session ends after this period, 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 System, which automatically	No	60 Minutes

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.



OFSAA Support

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