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Preface

This Preface introduces the guides, online help, and other information sources available to help you more effectively use Oracle Fusion Applications.

Oracle Fusion Applications Help

You can access Oracle Fusion Applications Help for the current page, section, activity, or task by clicking the help icon. The following figure depicts the help icon.

Note

If you don’t see any help icons on your page, then click the Show Help icon button in the global area. However, not all pages have help icons.

You can add custom help files to replace or supplement the provided content. Each release update includes new help content to ensure you have access to the latest information. Patching does not affect your custom help content.

Oracle Fusion Applications Guides

Oracle Fusion Applications guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning. To access the guides, go to any page in Oracle Fusion Applications Help and select Documentation Library from the Navigator menu.

Guides are designed for specific audiences:

- **User Guides** address the tasks in one or more business processes. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process activities and tasks.

- **Implementation Guides** address the tasks required to set up an offering, or selected features of an offering. They are intended for implementors. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.

- **Concept Guides** explain the key concepts and decisions for a specific area of functionality. They are intended for decision makers, such as chief
financial officers, financial analysts, and implementation consultants. They are organized by the logical flow of features and functions.

• **Security Reference Manuals** describe the predefined data that is included in the security reference implementation for one offering. They are intended for implementors, security administrators, and auditors. They are organized by role.

These guides cover specific business processes and offerings. Common areas are addressed in the guides listed in the following table.

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*Note*
Limited content applicable to Oracle Cloud implementations.

For other guides, go to Oracle Technology Network at http://www.oracle.com/technetwork/indexes/documentation.

**Other Information Sources**

**My Oracle Support**

Oracle customers have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Use the My Oracle Support Knowledge Browser to find documents for a product area. You can search for release-specific information, such as patches, alerts, white papers, and troubleshooting tips. Other services include health checks, guided lifecycle advice, and direct contact with industry experts through the My Oracle Support Community.
Oracle Enterprise Repository for Oracle Fusion Applications

Oracle Enterprise Repository for Oracle Fusion Applications provides details on service-oriented architecture assets to help you manage the lifecycle of your software from planning through implementation, testing, production, and changes.

In Oracle Fusion Applications, you can use Oracle Enterprise Repository at http://fusionappsoer.oracle.com for:

- Technical information about integrating with other applications, including services, operations, composites, events, and integration tables. The classification scheme shows the scenarios in which you use the assets, and includes diagrams, schematics, and links to other technical documentation.

- Other technical information such as reusable components, policies, architecture diagrams, and topology diagrams.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/index.html.

Comments and Suggestions

Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww_grp@oracle.com. You can use Send Feedback to Oracle from the Settings and Actions menu in Oracle Fusion Applications Help.
Oracle Cloud Service for Procurement: Overview

You have taken a step to improve your business with Oracle Cloud Service for Procurement. This service, based on Oracle Fusion Procurement, enables a high level of automation for supply management professionals, provides tools to practice smarter sourcing, broadens the end-user self service ordering experience, and enhances interaction with suppliers using supplier portal. To make the most of Oracle Cloud Procurement, you should start exploring the application immediately.

Familiarize Yourself

When you are ready to learn about specific areas of Oracle Cloud Procurement, the "Oracle Fusion Applications Procurement Guide" provides insight to the functionality.

Get Started

That's what this guide is focused on. Here are some suggestions for other resources that may help in that process.

Begin thinking about application performance from the start. The My Oracle Support "Client and Browser Settings for Fusion Applications" document offers recommendations to help you get the best performance when using Oracle Fusion Applications.

Go to My Oracle Support to find the most recent release news, documentation, training, and links about Oracle Cloud Procurement. Use the product search path Oracle Software Cloud with a keyword Procurement and specifically look for:

- Release Notes: Information about specific application releases
- Implementation Notes: Best practices related to specific application areas

Connect

The Fusion Applications Community on My Oracle Support offers a place where you can connect with experts from Oracle, our partner community, and other
users. Become part of this community to post tips, get answers to your questions, and find valuable information from the people using the application.

**Learn More**

**Oracle University Courses**

- We recommend the course "Fusion Applications: Procurement Implementation"
- New courses are coming soon at: http://education.oracle.com/fusionapps

**Fusion Applications Help**

- Once you are in Oracle Cloud Procurement, go to Help > Applications Help to find solutions and documentation
- Various guides are available that can help you understand and implement your Procurement offerings, including:
  - Oracle Fusion Applications Procurement Guide
  - Oracle Fusion Procurement Implementation Guide

**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.

Getting Started with Defining Common Setups for Procurement

Oracle Cloud Service for Procurement Quick Start includes the set of initial
common setup tasks for Oracle Fusion Procurement that should be executed to
complete the initial setup steps.

This document provides step-by-step instructions along with information
important to know when setting up and running on Oracle Fusion Procurement
using a minimal implementation approach.

Note
In most scenarios, the steps represent a worked example for the fictional
corporation, InFusion. The values may not reflect the actual values you enter or
may be available to select from.

The common setups for Procurement using the minimal rapid implementation
approach are:
  • Defining Enterprise Structures
  • Defining Ledgers
  • Defining Business Units
  • Common Procurement Configuration
  • Other Procurement Configurations

Note
Refer to the Oracle Fusion Applications Procurement Implementation Guide for
additional details on tasks contained in this document or tasks that are part of
your implementation project.
Using the Functional Setup Manager

Manage Application Implementation: Overview

The Manage Applications Implementation business process 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 for comparable Oracle Fusion applications 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 you can:

- Learn about and analyze implementation requirements.
- Configure Oracle Fusion applications to match your business needs.
- Achieve 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.
- Export and import data from one instance to another for rapid setup.
- Validate setup by reviewing setup data reports.
• Implement all Oracle Fusion applications through a standard and consistent process.

The following documentation resources are available for learning how to configure Oracle Fusion Applications.

• Functional Setup Manager Developer’s Guide
• Common Implementation Guide
• Customer Data Management Implementation Guide
• Enterprise Contracts Implementation Guide
• Marketing Implementation Guide
• Sales Implementation Guide
• Fusion Accounting Hub Implementation Guide
• Financials Implementation Guide
• Compensation Management Implementation Guide
• Workforce Deployment Implementation Guide
• Workforce Development Implementation Guide
• Incentive Compensation Implementation Guide
• Procurement Implementation Guide
• P6 EPPM Administrator’s Guide for an Oracle Database
• P6 EPPM Administrator’s Guide for Microsoft SQL Server Database

Implementation Projects: Explained

An implementation project is the list of setup tasks you need to complete to implement selected offerings and functional areas. You create a project by selecting the offerings and functional areas you want to implement together. You manage the project as a unit throughout the implementation lifecycle. You can assign these tasks to users and track their completion using the included project management tools.

Maintaining Setup Data

You can also create an implementation project to maintain the setup of specific business processes and activities. In this case, you select specific setup task lists and tasks.

Exporting and Importing

Implementation projects are also the foundation for setup export and import. You use them to identify which business objects, and consequently setup data, you will export or import and in which order.

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. There are no hard and fast rules for how many offerings you should include in one implementation project. The implementation manager should decide based on how they plan to manage their implementations. For example, if you will implement and deploy different offerings at different times, then having separate implementation projects will make it easier to manage the implementation life cycles. Furthermore, the more offerings you included in an implementation project, the bigger the generated task list will be. 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.

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 may have one or more functional area, and one or more or features.

Implementation Task Lists

The configuration of the offerings will determine how the list of setup tasks is generated during the implementation phase. Only the setup tasks needed to implement the selected offerings, functional areas and features will be included in the task list, giving you a targeted, clutter-free task list necessary to meet your implementation requirements.

Enabling Offerings

Offerings and their functional areas are presented in an expandable and collapsible hierarchy to facilitate progressive decision making when specifying whether or not an enterprise plans to implement them. An offering or its functional areas can either be selected or not be selected for implementation. Implementation managers decide which offerings to enable.

Provisioning Offerings

The Provisioned column on the Configure Offerings page shows whether or not an offering is provisioned. While you are not prevented from configuring offerings that have not been provisioned, ultimately the users are not able to perform the tasks needed to enter setup data for those offerings until appropriate enterprise applications (Java EE applications) are provisioned and their location (end point URLs) is registered.

Options: Explained

Each offering in general includes a set of standard functionality and a set of optional modules, which are called options. For example, in addition to standard
Opportunity Management, the Sales offering includes optional functionality such as Sales Catalog, Sales Forecasting, Sales Prediction Engine, and Outlook Integration. These optional functions may not be relevant to all application implementations. Because these are subprocesses within an offering, you do not always implement options that are not core to the standard transactions of the offering.

Feature Choices: Explained

Offerings include optional or alternative business rules or processes called feature choices. You make feature selections according to your business requirements to get the best fit with the offering. If the selected offerings and options have dependent features then those features are applicable when you implement the corresponding offering or option. In general, the features are set with a default configuration based on their typical usage in most implementations. However, you should always review the available feature choices for their selected offerings and options and configure them as appropriate for the implementation.

You can configure feature choices in three different ways:

**Yes or No**

If a feature can either be applicable or not be applicable to an implementation, a single checkbox is presented for selection. Check or uncheck 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 checkbox. 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.

**Offering Top Task List**

A predefined hierarchical task list called the offering top task list is added. It includes a complete list of all tasks, including the prerequisites required to
implement the offering. Typically, this task list will have 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 is shown as a top node in the implementation task list hierarchy.

Included Tasks

Tasks needed to set up any of the dependent options 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 will not change based on any changes made to the offering configurations or top task list definitions.

Task Organization

The offering top task list is shown 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 are displayed.

Executing Setup Tasks: Explained

You enter setup data directly from the list of tasks in the Setup and Maintenance work area. You can find the task for which you want to enter data and then click the corresponding button that allows you to go to the page where you perform the task. The page for managing setup data for the task will appear, where you enter data as appropriate. Once you finish entering data and close the page, you will return to the list of assigned implementation tasks. If an assigned setup task only uses a web service for managing its data, the web service will be executed when you perform the task.

Note

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

You can add a file, URL, or text as notes to an assigned task. These notes will be accessible not only to you, but also to the implementation manager. All users assigned to the task will be able to see the notes.
Generating a Procurement Setup Task List

Create an implementation project to generate the setup tasks required for implementing the Oracle Fusion Procurement offering you have chosen for your implementation.

1. Use the Fusion Applications URL and provisioning super user ID and password to sign on to Fusion Applications. The Welcome page is displayed.

2. From the Navigator, select Setup and Maintenance under the Tools category. The Setup and Maintenance work area is displayed.

3. Configure Offerings:
   a. Select Configure Offering under Tasks
   b. Expand the Procurement offering to find its optional modules, called Options. Not all options are applicable to all businesses. A Fusion Applications implementation may include all, none, or any combination of the optional modules.
   c. Click the Enable for Implementation check box corresponding to the Procurement offering, then click the check box corresponding to the option.
   d. Click the Save and Close button.

4. Generate Setup Tasks:
   a. Select Manage Implementation Projects under Tasks.
   b. Click the Create button to create a new implementation project. This project will generate setup tasks for the offerings of your choice.
   c. Enter the following:
      • Name
      • Description
   d. Click the Next button

5. Review the auto generated Setup Task List
   a. Expand the list of tasks and check the Include checkbox for Procurement and the products you intend to configure.
   b. Click Save and Open Project. The generated task list is displayed
   c. Expand the task lists to see the relevant tasks

Note
The resulting Procurement Implementation Project will contain many tasks, but only a few tasks are required for setup. Each section in this guide refers to the task within the implementation project. If the task referenced in this guide is not present in the implementation project, access the task by using the All Tasks tab search on the Setup and Maintenance Overview page.
Oracle Cloud Application Services Security: Explained

Security in Oracle Cloud Application Services is the same as for any other kind of Oracle Fusion Applications deployment. However, the experience of getting started and managing initial users is slightly different.

Aspects of security that are specific to Oracle Cloud Application Services involve the following:

- Initial environment
- Sign-in process
- Initial user administration
- Infrastructure

Aspects of security that are equivalent for any type of deployment involve the following:

- Ongoing user administration
- Managing roles and security policies

For details about security concepts and these common security tasks, see the Oracle Fusion Applications Security Guide.

Initial Environment

Based on your provisioning choices when you sign up for Oracle Cloud Application Services and activate an Oracle Fusion Applications service, Oracle provides initial security administration and setup, including the following:

- An administrator user account for accessing the service and managing:
  - The identity domain of the service
  - Administrators and implementors in Oracle Identity Manager
• The service implementation, including managing users in Human Capital Management (HCM)
• The implemented service
• Basic enterprise structures (only for a Customer Relationship Management (CRM) service)

Note
Your account may also have a separate identity domain administrator through an Oracle Database or Java service in Oracle Cloud.

Sign-In Process
Oracle provides Universal Resource Locator (URL) links for your service in an identity domain, as well as user credentials for signing into the service and an integrated Oracle Identity Manager.

Initial User Administration
The administrator can use the Oracle Identity Manager URL link to perform delegated administration such as resetting passwords for other administrators. The administrator can use the service URL link to perform application tasks such as creating additional users for administering, implementing, and running the service.

If your enterprise requires additional implementation users for security administration before setting up enterprise structures, the administrator performs the Define Implementation Users tasks. Defining implementation users includes creating users, optionally creating data roles, and provisioning users with roles.

Ongoing User Administration
Once your enterprise has set up basic enterprise structures, create and manage users by performing the Manage Users task or using the hiring processes in Human Capital Management (HCM).

User management includes provisioning users with roles to provide access to functions and data in Oracle Cloud Application Services. Use the Manage HCM Role Provisioning Rules task to set up rules that automatically provision users with roles.

Managing Roles and Security Policies
The Oracle Fusion Applications security reference implementation provides predefined roles and policies, as well as data role templates that generate data roles for non-HCM users based on your enterprise structures setup.

You can view the security reference implementation using the following resources:
Security and Users

- User interfaces where you perform application security tasks
- Security reference manuals for each offering
- Oracle Enterprise Repository

Use tasks such as Manage Job Roles, Manage Role Templates, Manage Data Security Policies, and Manage Duties to extend the security reference implementation with roles and policy modifications needed by your enterprise.

Infrastructure


The following optional security features are not available in Oracle Cloud Application Services.

- Oracle Enterprise Governance, Risk and Compliance (GRC)
- Oracle Database Advanced Security

Oracle Enterprise Manager is not available. To enable Oracle Data Masking, contact Oracle Support. Oracle Cloud Application Services applies the All Family Data Masking Template.

Signing in and Accessing Setup Tasks: Procedure

Oracle provides an administrator user account and password for signing into Oracle Cloud Application Services.

Before your enterprise has generated task lists, implementors and application users can access setup tasks by searching for the task in the Setup and Maintenance Overview page. After task lists have been generated, users can access their assigned tasks or the task lists for the offerings included in their project. For example, the Define Common Applications Configuration task list for each offering includes the Define Implementation Users tasks.

The following procedure assumes that the administrator has not yet configured an offering and set up task lists.

1. Access your Oracle Cloud Application Services by using the universal resource locator (URL) link provided by Oracle.
2. Sign in using the administrator user account and password provided by Oracle based on your activation request. Initial sign-in prompts you to reset your password.
3. Access tasks as follows:
   a. Go to Navigator > more... > Tools > Setup and Maintenance.
b. On the Overview page, click the All Tasks tab.
c. Search for the task by entering the name in the Search field.
d. Click Search.
e. In the search results, perform the task by clicking its Go to Task icon.

Define Implementation Users Tasks: Points to Consider

The Define Implementation Users task list includes tasks for creating users, optionally creating data roles, and provisioning users with roles before you have set up enterprise structures. After you have set up enterprise structures, do not use the Define Implementation Users tasks for creating any users that you need a Human Capital Management (HCM) record for.

Important

All Oracle Fusion Applications offerings include HCM Foundation. Performing the Manage Users task to create users always creates an associated HCM record even if you are not implementing full HCM.

Creating Implementation Users

The users you create using the Create Implementation Users task are created in Oracle Identity Manager.

Use Create Implementation Users task under the following circumstances:

• Before setting up enterprise structures if your enterprise needs additional users such as a dedicated security administrator or implementation users for setting up enterprise structures

• If you require user accounts that must not have an associated HCM record

The administrator user that is provided by Oracle for generating task lists and setting up enterprise structures is a user created using this task. The administrator user is provisioned with the following roles:

• IT Security Manager

• Application Implementation Consultant

• Application Diagnostics Administrator

Optionally Creating Data Roles for Implementation Users

The predefined Application Implementation Consultant role may be too broad for your security needs. As an alternative to provisioning an implementation user with the Application Implementation Consultant role to access all enterprise structures, you may need implementation users with access restricted to enterprise structures for specific products. Use the Create Data Roles for Implementation Users task to create a data role based on a job role with less broad access, such as the HCM Application Administrator job role.
For example, you can create a View All data role, such as a View All Financials Application Administrator data role. This data role is based on the Financials Application Administrator job role and combines the entitlements that have been granted to that role with unrestricted access to data on the secured objects that the role is authorized to access.

**Provisioning Roles to Implementation Users**

The Create Implementation Users task includes provisioning the user you have created with predefined roles.

For example, assign a role to the implementation user that provides the access necessary for setting up the enterprise. Depending on need, provision the implementation user with the predefined Applications Implementation Consultant role.

**Caution**

The Application Implementation Consultant has broad access. It is a very useful role for experimentation or setting up a pilot environment, but may not be suitable for implementation users in a full implementation project or for application users.

After basic enterprise structures have been set up you can provision additional users with product family-specific administrator data roles, such as a data role based on the predefined Financials Applications Administrator.

If you create additional roles, such as optionally creating data roles before enterprise structures setup, provision those roles to existing implementation users by performing the Provision Roles to Implementation Users task.

**Preparing the IT Security Manager Role: Procedure**

To perform the Define Implementation Users tasks, the IT Security Manager job role must be given user and role management access by adding the job role as a member of the Identity User Administrators role and Role Administrators role in Oracle Identity Manager.

**Warning**

This expansion of the IT Security Manager job role presents a potential security risk. To avoid this risk, skip defining implementation users before enterprise structure setup. Instead, use the administrator user to set up enterprise structures and then create service users as Human Capital Management (HCM) records.

1. While signed into Oracle Identity Manager as the administrator user, click the *Administration* link in the upper right of the Oracle Identity Manager.

   This accesses the Welcome to Identity Manager Delegated Administration menu.

2. In the Roles list of tasks, click *Advanced Search - Roles.*
3. Search for the Identity Users Administrators role by entering the role name in **Display Name** and clicking **Search**.

4. In the Search Results, click the role’s Display Name.

5. On the Hierarchy tab, select **Inherits From** and click **Add**.

6. In the Add Parent Role to: IDENTITY USER ADMINISTRATORS window, select the role category: Common - Job Roles.

7. Click the arrow icon to show the list of available roles. Select IT Security Manager and move it to the **Roles to Add** list.

8. Click **Save**.

9. Search for the Role Administrators role, and repeat steps 3 to 8 to add that role to the IT Security Manager role's role inheritance.

10. Assign the IT Security Manager role to the Xellerate Users organization.

a. In the Welcome to Identity Manager Delegated Administration menu (see step 1, above), in the Organizations list of tasks, click **Advanced Search - Organizations**.

b. Search for the Xellerate Users organization by entering **Xellerate Users** in **Display Name** and clicking **Search**.

c. In the Search Results, click the organization’s Display Name.

d. On the Xellerate Users page, click the **Administrative Roles** link in the row of links above the Xellerate Users.

e. In the Organization Detail > Administrative Roles subwindow, click **Assign**.

f. In **Filter By Role Name** of the Details window, enter the following string:

*IT_SECURITY_MANAGER*

g. Click **Find**.

h. Enable Read, Write, Delete, and Assign.

i. Click **Assign**.

j. Click **Confirm**.

**Note**

This changed definition of the IT Security Manager job role is available in the identity store, but not available in Human Capital Management (HCM) unless the administrator performs the Run User and Roles Synchronization Process task.

---

**Creating Implementation Users: Procedure**

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Perform the Create Implementation Users task to create user accounts in Oracle Identity Manager if your enterprise requires user accounts that are not associated
with records in Human Capital Management (HCM). These users principally set up enterprise structures and administer security.

Aspects of defining implementation users in Oracle Identity Manager involve:

- Initial Sign In and Accessing Tasks
- Creating implementation users
- Provisioning roles to implementation users
- Defining Implementation Users after Enterprise Structures Setup

**Note**

The following tasks assume that the administrator has not yet configured an offering and set up task lists.

**Creating Implementation Users**

This procedure creates additional users for security administration and setting up enterprise structures. If the single administrator provided by Oracle is sufficient for configuring offerings, generating task lists, and setting up enterprise structures, you can skip this task.

1. Sign in as the administrator user.

**Warning**

The administrator user provided by Oracle is provisioned with the IT Security Manager job role. Be sure this user has signed into Oracle Identity Manager and prepared the IT Security Manager job role to include the necessary user and role management entitlement.

2. Access the Create Implementation Users task.

3. In Oracle Identity Manager click **Create User**.

4. Provide the following attributes. The example values show creating a dedicated IT security manager.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>&lt;any valid string&gt;</td>
<td>Smith</td>
</tr>
<tr>
<td>Organization</td>
<td>Xellerate Users</td>
<td>N/A</td>
</tr>
<tr>
<td>User Type</td>
<td>Non Worker</td>
<td>N/A</td>
</tr>
<tr>
<td>User login</td>
<td>&lt;any valid string&gt;</td>
<td>MY_SECURITY_ADMIN</td>
</tr>
<tr>
<td>Password</td>
<td>&lt;any valid string&gt;</td>
<td>SeKur1TyPa$$w0Rd</td>
</tr>
</tbody>
</table>

a. In the Organization field, enter **Xellerate Users**. Or click the **Search icon**, then in the Organization Search sub window, click the **Search arrow** without entering anything in the Search field, select the Xellerate Users organization in the search results, and click **Add**.
b. Set the User Type. For example, Non Worker.
c. Enter the desired user login and password.

For details, see the Creating Users section in the Oracle Fusion Middleware User’s Guide for Oracle Identity Manager.

5. Click **Save**.

**Provisioning Roles to Implementation Users**

Creating an implementation user includes provisioning the user with roles. Review the available predefined roles by either viewing them in the user interfaces where security tasks are performed or in the security reference implementation manual for each Oracle Fusion Applications offering.

1. On the Roles tab in the user creation page, click **Assign**.

2. In the Add Role window, search for a role by entering the initial letters of the role name in the Display Name Begins With field. For example, enter IT for the IT Security Manager job role or App for the Application Implementation Consultant job role.

**Important**

If you are provisioning the IT Security Manager job role for defining implementation users before enterprise structures setup, be sure the IT Security Manager job role has been prepared for user and role management in Oracle Identity Manager.

3. Click **Search**.

4. Select the desired role from the search results. For example, IT Security Manager or Application Implementation Consultant.

5. Click Add.

6. Repeat steps 2-5 to add other roles.

7. Click **Assign**.

8. Close the User page.

If you are creating an application implementation consultant user for setting up enterprise structures and need to limit their access to data, create data roles using the Create Data Roles for Implementation Users task and then provision those roles to the user you have created by performing the Provision Roles to Implementation Users task.

**Defining Users after Enterprise Structures Setup**

Do not use the Create Implementation Users task after your enterprise has been set up unless you need users specifically defined in Oracle Identity Manager only and without an associated HCM record.

Once you have basic enterprise structures set up, such as a legal entity and business unit, you can create implementation users by the following means:
Creating Data Roles for Implementation Users: Procedure

Implementation users who are created using the Create Implementation Users task for setting up product-specific enterprise structures may need to be provisioned with roles with restricted data access. See the Oracle Fusion Applications Security Reference Manuals for information about the available predefined Oracle Fusion Applications roles.

Aspects of performing the Create Data Roles for Implementation Users task involve:

- Creating View All data roles
- Creating reference data sharing data roles
- Provision the data roles to implementation users

**Note**

The following tasks assume that the administrator has not yet configured an offering and set up task lists. If basic enterprise structures have been set up, provision automatically generated data roles to users.

**Creating a View All Data Role**

You create a View All data role, such as a View All Financials Application Administrator data role, so that when you provision this role to an implementation user using the Provision Roles to Implementation Users, the user’s access is restricted to financials data on the secured objects that the role is authorized to access.

1. Sign into Oracle Fusion Applications.
2. Access the Create Data Roles for Implementation Users from the Setup and Maintenance Overview page.
3. In the Manage HCM Data Roles page, click the Create Data Role icon. For details about Manage HCM Data Roles tasks, see the Oracle Fusion Applications Workforce Deployment Implementation Guide.
4. Create a View All data role, such as a "HCM Application Administrator View All" data role with the Human Capital Management Application Administrator as the base job role. In Security Criteria, make the following selections:
a. Grant access to all data for all the security profiles by selecting View All for each field.

b. Grant access for Person and Public Person by selecting View All People.

c. Click Review.

d. Verify the data is correct.

e. Click Submit.

5. Provision the implementation user who will set up HCM with this View All data role, such as the "HCM Application Administrator View All" data role, by performing the Provision Roles to Implementation Users task.

---

**Important**

Once an implementation user with a View All data role has completed HCM setup, it may be prudent to revoke the role by performing the Revoke Data Role from Implementation Users task. Provision the View All data role only when HCM setup changes are necessary.

---

**Creating a Reference Data Sharing Data Role**

Create a reference data sharing (Set ID) data role to secure data reference sets in HCM.

1. Access the Manage Role Templates task.

2. In the Authorization Policy Manager, click Role Templates.

3. Search for role template names starting with the data stripe.

   For example, search Hcm (case sensitive) to select the templates you need to generate data roles, such as the HcmCmpSetId template for generating a data role that gives access to compensation data.

4. In each template:

   a. Open the template.

   b. Click Generate Roles.

   c. Open the Policies tab.

   d. Below the Data Security Policies, open the Actions tab.

   e. Deselect the Manage Assignment Grade option.

   f. Click Apply.

   g. Open the Summary tab.

   h. Under Generated Roles, expand the Valid Roles section.

      The list of roles includes sets of COMMON and ENTERPRISE data roles for each job and includes any data roles for sets that are created by the Manage Reference Data Sets task.

   i. Highlight each reference data set data role template and click Refresh Role.
j. Re-enable the Manage Assignment Grade option using steps 4c - 4e, above.

k. Under Generated Roles, expand the Valid Roles section, highlight each reference data set data role template, and click **Refresh Role** to refresh the data security policies.

5. For the reference data set data role templates, verify that data security policies exist and are properly created for each valid data reference set.

6. In Authorization Policy Manager, on the Home tab, in the Global section, search for external roles containing COMMON.
   a. Select an HCM-related row in the search results.
   b. Select **Open Role**.
   c. View the details of the corresponding COMMON reference data set external role.
   d. Select **Find Global Policies**.
   e. Validate that row(s) exist in the Data Security Policies table for the respective COMMON set. If not, refresh roles again using the above steps.

7. Repeat steps 6a - 6e above, for ENTERPRISE and any External Role sets you have created.

**Provision Implementation Users with Data Roles**

Provision the implementation user who will set up HCM with reference data set data roles by performing the Provision Roles to Implementation Users task. The steps for this task are the same as provisioning roles as part of the Create Implementation Users task.

**Note**

If the scheduled Run User and Roles Synchronization Process has not run, the data roles you created may not be available for selection on the Roles tab of the User Creation page in Oracle Identity Manager.

The user provisioned with the data roles you created can now proceed with enterprise structures setup.

1. Access the Provision Roles to Implementation Users task from the Setup and Maintenance Overview page.

2. In Oracle Identity Manager, select **Advanced Search - Users**.

3. On the Users page, search for the user login of the user to whom you want to provision the View All and Set ID data roles.

4. Select the user by opening the **Display Name** link.

5. Open the Roles tab.

6. Click **Assign** and select all applicable rows containing the data roles you want to provision the user with. If the scheduled Run User and Roles
Synchronization Process has not run, the data roles may not be available for selection.

7. Click Assign again.

8. The user provisioned with the predefined roles or the data roles you created can now proceed with enterprise structures setup.
Setting up your geography structure correctly is critical to the proper running of Oracle Fusion applications. The geography structure and data is shared across all applications. The geography structure is used both for third-party site and address information, and to group geographical regions into territories that share the same requirement, such as a tax zone. You need at least one level under the country level, such as STATE or CITY, to trigger the processes that assign geography records to users.

Create and manage geographies used for real-time address validation and tax calculation.

In the following steps, you define the country structure for the United States and adding the state of California and the county of Alameda to the country hierarchy.

**Geography Structure**

In the Manage Geographies page, search for United States and click the Structure Defined button to define the country structure for the United States.

<table>
<thead>
<tr>
<th>Code</th>
<th>Address Cleansing Defined</th>
<th>Structure Defined</th>
<th>Hierarchy Defined</th>
<th>Validation Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

The Manage Geography Structure page allows you to define the geography structure of a country. You can either copy an existing country structure or create a new country structure. Alternatively, you can use the Manage File Import Activities task to import geography structure using a csv or xml file.

1. Click the Create button to create a new country structure.
2. Click the State list item in the Add Geography Type list.
3. Click Add to include the State geography type as the first level in the geography structure.
4. You can add subsequent levels such as County and City to the geography structure, by selecting the appropriate geography type and clicking the Add button.

5. Click the Add Geography Type list.

6. Click the County list item.

7. Click the Add button.

8. You can also create additional geography types, if they are not available in the list.

9. Click the Create and Add Geography Type button.

10. Enter the new geography type name into the Geography Type field. Enter a valid value, such as City.

11. Click the Save and Close button.

12. Click the Add Geography Type list.

13. Click the Postal Code list item.

14. Click the Add button.

15. Click the Save and Close button.

**Geography Hierarchy**

In the Manage Geographies page, click the Hierarchy Defined button to define the geography hierarchy data.

The Manage Geography Hierarchy page allows you to define a geography hierarchy. You can add geographies for each geography type to create a hierarchy for the country.

1. Create the state of California under United States. Click the United States object.

2. In the Geography Hierarchy region, click the Create button.

3. Enter the information into the Name field. Enter California.

4. Click the Save and Close button.

5. Create the Alameda county under the California state. Click the California object.

6. In the Geography Hierarchy region, click the Create button.

7. Enter the information into the Name field. Enter Alameda.
8. Click the **Save and Close** button.

9. You can add subsequent levels such as City and Postal Code to the geography hierarchy, by selecting the appropriate geography and clicking the **Create** button in the **Manage Geography Hierarchy** page.

10. Click the **Save and Close** button.

**Geography Validation**

In the **Manage Geographies** page, click the **Validation Defined** button to define the geography mapping, validation for a country's address styles, and the overall geography validation control for a country.

The **Manage Geography Validation** page allows you to specify the geography validations of a country.

The No Styles Format is the default address style format for a country, which can be used to define mapping and validation for any address in the country.

You can create address style formats in the **Manage Address Formats** page. Address formats specify the layout of an address, including the address components and their position in the layout.

1. Click the **No Styles Format** object.

2. You can map geography types to address attributes for each address style format to be used for tax or geography validation.

3. Click the **State** list item.

4. Click the **Enable List of Values** option to specify whether the geography type will appear as a list of values during address entry in user interfaces.

5. Click the **Tax Validation** option to specify whether the geography type will be included in tax validation. A transaction that involves an address with the included geography type must have correct geography information to be considered valid for tax calculation.

6. Click the **Geography Validation** option to specify whether the geography type will be included in geography validation.
7. The **Geography Validation Control** determines if an address that did not pass geography validation during address entry can be saved or not. If the validation control is set to Error, then an address that has failed validation cannot be saved. If the validation control is set to No Validation, all addresses are saved including incomplete and invalid addresses.

8. Click the **Error** list item.

9. Click the **Save and Close** button.

**Address Cleansing**

In the **Manage Geographies** page, click the **Address Cleansing Defined** button to validate, correct, and standardize addresses that you enter in a user interface. While geography validation validates the geography attributes of an address, address cleansing validates both geography attributes and the address line attributes.

1. Click the **Real-Time Address Cleansing Level** list.

2. Click the **Optional** list item.

3. Click in the **Save and Close** field.

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

Represent your enterprise structures in your chart of accounts, ledger, legal entities, and business unit configuration to track and report on your financial
Defining Enterprise Structures

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. This functionality enables you to report using 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 the Oracle Fusion Financial Enterprise and Financial Reporting Structures quickly using sheets in a workbook to upload lists of companies (legal entities), ledgers, business units, chart of account values, and other similar data. Once the sheets have been uploaded, the application creates your ledger, business unit, and other components. The following graphic shows the relationship of these components.

- Legal Entities: 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.
- Segments: 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 for recording your transactions and journal entries.
- Segment Labels: Identifies certain segments in your chart of accounts and assigns special functionality to those segments. The three 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, second, and third balancing. The primary balancing segment label is required.

• Natural Account: Facilities processes in the General Ledger application, such as retained earnings posting. Determines the account type, which includes asset, liability, expense, revenue, or equity.

• 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 ledger by combining your chart of accounts, calendar, and currency as well as other required options defined in the sheets.
  • Assigns a default for the fourth component, the subledger accounting method, used to group subledger journal entry rule sets together to define a consistent accounting treatment.
  • Creates a balances cube for each ledger with a unique chart of accounts and calendar. Each segment is created as a dimension in the balances cube.

• Business Units with Business Functions: Identifies where subledger transactions are posted and provides access to perform subledger business processes. Business units are assigned to a primary ledger, as well as a default legal entity, when configured and identify where subledger transactions are posted.

• Subledgers: 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.

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

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

1. Enter the data into the sheets.
2. Upload the XML files generated from the sheets.
3. Run the deployment process to finalize the chart of accounts configuration.
4. Upload the XML files generated from the sheets for the rest of the configuration.

Note
On the Instruction sheet is a link to a completed sample data workbook.

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.

Process

Enter Data

The Create Chart of Accounts, Ledger, Legal Entities, and Business Units workbook provides five sheets.

1. Instructions
2. Chart of Accounts, Calendar, and Ledger
3. Business Units
4. Companies and Legal Entities
5. Natural Accounts

Sheets used to enter other segment values and hierarchies for additional segments are created by entering the segments on the Chart of Accounts, Calendar, and Ledger sheet and then clicking the Add Segment Sheets button.

**Instructions Sheet**
Read the planning tips, loading process, best practices, and recommendations.

**Chart of Accounts, Calendar, and Ledger Sheet**
Enter your data to create your ledger, its components, chart of accounts, currency, and calendar, and set the required ledger options.

- **Ledger** name is the name of your primary ledger and often appears in report titles, so enter a printable name.
- **Ledger Currency** represents the currency that most of your transactions are entered.
- **Retained Earnings Account** is used when you open the first period of a new year. The application moves the total balances in your revenue and expense accounts to the Retained Earnings accounts by balancing segment.

**Tip**
When the data is uploaded, the Allow Dynamic Insertion option used to enable the generation of new account combinations dynamically instead of creating them manually is enabled by default. To prevent the creation of invalid accounts, you must define cross-validation rules. Define cross-validation rules before entering data or loading history. Cross-validation rules only prevent creation of new accounts, not disabling of preexisting accounts.

- **Enable Average Balances** is used to enable Average Balances functionality.

The Average Balance feature provides organizations with the ability to track average and end-of-day balances, report average balance sheets, and create custom reports using both standard and average balances. Average balance processing is important for financial institutions, since average balance sheets are required, in addition to standard balance sheets, by many regulatory agencies. Many organizations also use average balances for internal management reporting and profitability analysis.
Tip
If you select No and uploaded the options, this region cannot be changed and does not display on the Specify Ledger Options page.

- **Fiscal Year Start Date** is the beginning date of your calendar for the ledger and cannot be changed once the ledger is saved.

Important
Select a period before the first period you plan to load history or perform translations to enable running translation. You cannot run translation in the first defined period of a ledger calendar.

- **Period Frequency** must be Monthly and is predefined.

Note
If you require a calendar other than monthly, such as 4-4-5 or weekly, define the calendar in the regular calendar page.

- **Adjusting Periods** add one or more periods that are used to enter closing, audit, 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.

- **Chart of Accounts** region is where you enter your segments, segment labels, short prompts, and display length data that is used to create your chart of accounts. Plan this data carefully, as you are defining the basic structure for your accounting and reporting.

- **Display Length** sets the segment size so 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 to create sheets for additional segments. Only the Company and Natural Account segment sheets are provided.

Note
If you select an intercompany segment, you must complete at least one intercompany rule and check the Enable Intercompany Balancing option in the Specify Ledger Options task for the Balancing API to perform intercompany balancing.

**Business Units Sheet**
Enter the name of your business unit.
You can enter more than one business unit per ledger but it is not recommended.
Note

Enter a list of your legal entities. Include their registration number and assigned parent or child value.

Companies and Legal Entities Sheet

You can create up to 9 levels of parent values to use to roll up your legal entities to meet corporate and local reporting requirements.

<table>
<thead>
<tr>
<th>Parent</th>
<th>Child Value</th>
<th>Company Description</th>
<th>Legal Entity Name</th>
<th>Legal Entity Identifier</th>
<th>Country</th>
<th>Address Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td></td>
<td>Corporation</td>
<td></td>
<td></td>
<td>United States</td>
<td>500 Oracle Parkway</td>
</tr>
<tr>
<td>101 USA1</td>
<td></td>
<td>Infusion America Inc.</td>
<td></td>
<td>USA1</td>
<td>United States</td>
<td>500 Oracle Parkway</td>
</tr>
<tr>
<td>102 USA2</td>
<td></td>
<td>Infusion America High Technology Inc.</td>
<td></td>
<td>USA2</td>
<td>United States</td>
<td>123 South Street</td>
</tr>
<tr>
<td>130</td>
<td></td>
<td>Health</td>
<td></td>
<td></td>
<td>1015 15th Street NW</td>
<td></td>
</tr>
</tbody>
</table>

Natural Accounts Sheet

Enter your account values that are used to record the type of balance.

<table>
<thead>
<tr>
<th>Parent</th>
<th>Child Value</th>
<th>Description</th>
<th>Account Type</th>
<th>Financial Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td></td>
<td>Assets</td>
<td>Asset</td>
<td>Other current assets</td>
</tr>
<tr>
<td>1500</td>
<td></td>
<td>Cash</td>
<td>Asset</td>
<td>Other current assets</td>
</tr>
<tr>
<td>2000</td>
<td></td>
<td>Liabilities</td>
<td>Liability</td>
<td>Other current liabilities</td>
</tr>
<tr>
<td>2210</td>
<td></td>
<td>Accounts Payable</td>
<td>Liability</td>
<td>Accounts payable</td>
</tr>
<tr>
<td>2215</td>
<td></td>
<td>Accounts Payable Payable</td>
<td>Liability</td>
<td>Accounts payable</td>
</tr>
</tbody>
</table>

- **Parent and Child Values with Descriptions** are used to build hierarchies. 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** is used 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.

- **Financial Category** (optional) is used to identify groups of accounts for reporting with Oracle Fusion Transactional Business Intelligence.

Upload the Sheets and Run Deployment

Return to the Chart of Accounts, Calendar, and Ledger sheet after completing the other sheets complete the following steps:

1. **(B) Generate Chart of Accounts File**: The program generates an XML data file for the entered chart of accounts and hierarchies setup data. Save the file to a network or local drive.

2. **(B) Generate Ledger, Legal Entity, and Business Units File**: The program generates an XML data file for the entered ledger, legal entities, and business unit setup data. Save the file to a network or local drive.

3. **(N) Setup and Maintenance > Functional Setup Manager > Upload Chart of Accounts** task. The Upload Enterprise Structures process is launched.
4. (B) Upload File.

5. (B) Browse. Select the first file you saved: ChartOfAccounts.xml

6. (B) Submit.

7. Verify that the process was completed without errors or warnings.

8. (N) Setup and Maintenance > Deploy Chart of Accounts task > (B) Deploy the Accounting Flexfield.

9. (I) Refresh until the green check mark appears and verifies that the deployment is successful.

10. (N) Setup and Maintenance > Upload Ledger, Legal Entities, and Business Units task. The Upload Enterprise Structures process is launched.

11. (B) Upload File.

12. (B) Browse. Select the second file you saved: FinancialsCommonEntities.xml

13. (B) Submit.

14. Verify that the process was completed without errors or warnings.

Tip

You cannot change the chart of accounts, accounting calendar, or currency for your ledger after the setup is created. Assign the data role that was automatically generated for the ledger to your users. Then open the first period to begin entering data.
Common Procurement Configuration

Getting Started with Common Procurement Configuration: Overview

The rapid implementation approach for setting up your Procurement configuration uses only the required and most frequently used tasks in the Define Common Procurement Configuration task list.

You can use the complete set of tasks included in the Define Common Procurement Configuration task list for ongoing maintenance and to add to your rapid implementation project.

Tasks

The following tasks are associated with defining Procurement configuration using a rapid implementation approach:

1. *Define Basic Catalogs
2. *Define Supplier Configuration
3. *Manage Payment Terms
4. *Define Common Payables and Procurement Options

* Required task

Note

Refer to the Oracle Fusion Applications Procurement Implementation Guide for additional details on tasks in the Define Common Procurement Configuration task list.

Purchasing Configuration

Getting Started with Purchasing Configuration: Overview

The rapid implementation approach for setting up your Purchasing configuration uses only the required and most frequently used tasks in the Define Purchasing Configuration task list.
You can use the complete set of tasks included in the Define Purchasing Configuration task list for ongoing maintenance and to add to your rapid implementation project.

**Tasks**

The following tasks are associated with defining Purchasing configuration using the rapid implementation approach:

1. *Define Requisition Configuration*
2. *Define Business Function Configuration*
3. *Define Procurement Agents*

* Required task

**Note**

Refer to the Oracle Fusion Applications Procurement Implementation Guide for additional details on tasks in the Define Purchasing Configuration task list.

---

**Define Business Function Configuration**

Define business unit specific controls and defaults for procurement business functions.

**Configure Procurement Business Function**

Configure the procurement document control, document defaults, document numbering and related settings for the procurement business unit.

If you have previously set the business unit scope in this session then skip to step 5 otherwise proceed to select your previously defined business unit:

1. Navigate to the Define Business Function Configuration task and click **Go to Task**.
2. In the Scope Selection; Business Unit window click **Select and Add**.
3. On the Manage Business Units page, select your business unit if visible or enter the name of your business unit and click **Search**.
4. Click **Save and Close**.
5. Verify that your selected business unit now appears in Business Unit on the Implementation Project page. If not, select it from the Business Unit drop down list.

Configure your business unit for procurement:

1. Navigate to the Configure Procurement Business Function task and click **Go to Task**.
2. In the General region set Payment Terms, Buyer, Inventory Org, Line Type, and Currency to the defaults for your organization. Leave the other fields blank or accept the default.
3. In the Purchasing region set Maximum File Size Megabytes, Next Agreement Number, and Group requisitions defaults.
4. In the Sourcing region set Next Negotiation Number.
5. Click Save and Close.
6. Click Done.

**Configure Requisitioning Business Function**

Configure the requisition and purchasing document control, document defaults, document numbering and related settings for the requisitioning business unit.

1. Navigate to the Configure Requisitioning Business Function task and click Go to Task.
2. In the Requisitioning region set Next Requisition Number and One-Time Location defaults.
3. In the Purchasing region set Default Procurement BU and Next Purchase Order Number.
4. Click Save and Close.
5. Click Done.

**Define Procurement Agents**

Configure procurement agents to enable access to information such as purchasing documents, suppliers, approved supplier list entries, and business intelligence spend data.

1. Navigate to the Manage Procurement Agents task and click the Go To Task icon.
2. The Manage Procurement Agents page opens. Click the Create icon.
3. The Create Procurement Agents page opens: Select your Procurement BU.
4. Enter the userid of the agent into the Agent field.
5. Select your Requisitioning BU.
6. In the Agent Access region, enable your choice of access rights for this agent:
   a. Manage Requisitions
   b. Manage Purchase Orders
   c. Manage Purchase Agreements
      Enable access to blanket purchase agreements and contract agreements.
   d. Manage Negotiations
      Enable access to Sourcing negotiations, if implemented by your organization.
7. Verify that Allowed is checked for all Actions that you intend for this agent:
a. Manage Catalog Content
   Enable access to catalog content. This action allows an agent to add or update blanket purchase agreement line information as part of the collaborative catalog authoring.

b. Manage Suppliers
   Enable access to create and update supplier information.

c. Manage Approved Supplier List Entries
   Enable access to create and update approved supplier lists.

8. Click **Save and Close**.

9. Click **Done**.

---

**Note**

For more details on Define Procurement Agents, see the Define Purchasing Configuration chapter of the "Oracle Fusion Applications Procurement Implementation Guide."

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**Supplier Portal Configuration**

**Getting Started with Supplier Portal Configuration: Overview**

The rapid implementation approach for setting up your Supplier Portal configuration uses only the required and most frequently used tasks in the Define Supplier Portal Configuration task list.

You can use the complete set of tasks included in the Define Supplier Portal Configuration task list for ongoing maintenance and to add to your rapid implementation project.

**Tasks**

The following tasks are associated with defining Supplier Portal configuration using the rapid implementation approach:

1. *Manage Supplier User Roles
2. *Manage Supplier User Role Usages
3. *Configure Supplier Registration

* Required task

---

**Note**

Refer to the Oracle Fusion Applications Procurement Implementation Guide for additional details on tasks in the Define Supplier Portal Configuration task list.
Manage Supplier User Roles

You can use the Manage Supplier User Roles page to specify which roles the Self Service Administrator can provision to other supplier users. Also on this page you can specify which roles make up the default role sets for new Supplier Portal and Sourcing users.

Note

A Self Service Administrator cannot provision roles for which they are not granted.

Provisioning roles for use when defining supplier contacts or users:

1. Navigate to the Manage User Roles task and click the Go to Task icon.
2. Provision Supplier Administrative Roles by checking the appropriate checkbox in the Allow Supplier to Provision column.
3. Define the default roles for Supplier Portal by checking the appropriate default role checkbox.
   For example, for Supplier Portal, the following should be checked as default roles:
   • Supplier Accounts Receivable Specialist
   • Supplier Customer Service Representative
   • Supplier Demand Planner
   • Supplier Sales Representative
4. Define the default roles for Sourcing by checking the appropriate default role checkbox.
   For example, for Sourcing, the following should be checked as the default roles:
   • Supplier Bidder
   • Supplier Demand Planner
   • Supplier Sales Representative
5. Click Save and Close.

Configure Supplier Registration

By configuring the supplier registration process, a procurement business unit (BU) can select which optional profile components to capture on registrations. The components can be enabled for internal users and supplier users. Internal
users are authenticated users in the buying organization. Supplier users are prospective suppliers accessing the Supplier Registration flow.

Selecting a component for internal users makes it available to the registration process used by Sourcing when adding new suppliers to a negotiation. Selecting a component for supplier users makes it available to the registration process used by Supplier Portal when registering prospective suppliers.

Note

Only components selected for internal users can then be selected for supplier users.

Configuration for Procurement

The global row allows for all procurement BUs deploying supplier registration to share a common configuration.

1. Navigate to the Configure Supplier Registration task. Click the Go to Task icon.
2. Select the row with the Scope value of Global.
3. Select Internal Users and Supplier Users for address information for Enable Addresses.
4. Select Internal Users and Supplier Users for business classifications for Enable Business Classifications.
5. Select Internal Users and Supplier Users for bank account details for Enable Bank Accounts.
6. Select Internal Users and Supplier Users for product category offerings for Enable Products and Services.
7. Click Save and Close.

Create a Configuration for a Procurement BU

If a procurement BU requires different components in its registration flow from the global row definition, then a new configuration can be defined specific to the procurement BU by adding a new row.

1. Navigate to the Configure Supplier Registration task. Click the Go to Task icon.
2. Click the Add icon to add a configuration specific to a Procurement BU.
3. Select your Procurement BU.
4. Select Internal Users and Supplier Users for address information for Enable Addresses.
5. Select Internal Users and Supplier Users for business classifications for Enable Business Classifications.
6. Select Internal Users and Supplier Users for bank account details for Enable Bank Accounts.
7. Select Internal Users and Supplier Users for product category offerings for Enable Products and Services.
8. Click **Save and Close**.
Preparing Suppliers: Overview

The rapid implementation approach for setting up your Procurement configuration uses only the required and most frequently used tasks in the Define Procurement Configuration task list. You complete the application maintenance tasks in this chapter to begin using Oracle Cloud Service for Procurement.

Tasks
The following tasks are application maintenance tasks recommended when using the rapid implementation approach:

1. *Create a Supplier and Supplier Site
2. *Import Suppliers
   * Required task

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, meaning 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 procure to pay transactions are executed with the supplier.

1. Within the application, navigate to the Create Supplier pop-up by clicking the Create Supplier task.

2. On the Create Supplier pop-up, enter:
   - Name
   - Tax Country
   - Tax Registration Number

3. Click the Create button.
4. On the Edit Supplier page, Profile tab, enter:
   - Supplier Type

5. On the Edit Supplier page, Addresses tab 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 the **Save and Close** button.

   Repeat address creation for all addresses you will 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 the **Save** button.

11. Click the Receiving subtab and enter:
    - Receipt Routing

12. Click the Site Assignments subtab and click the **Autocreate Assignments** button. This may only be appropriate for your first site. Other sites may require manual creation.

13. Click the **Save and Close** button.

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
• Email
• Select Administrative contact checkbox

16. Click the Create icon.

17. In the Contact Addresses region, click the **Select and Add** icon:
   • Select the contact address.
   • Click the **Apply** button.
   • Click the **OK** button.

18. In the User Account region, click the Create user account checkbox. Accept all the applicable roles for this contact.

19. Click the **Save and Close** button.

20. Click the **Save and Close** button.

### Supplier Import Process: Explained

Supplier Import Processes are programs that are used to import supplier records from external systems into Oracle Suppliers.

The following programs are used to import supplier information:

1. Import Suppliers
2. Import Supplier Sites
3. Import Supplier Site Contacts
4. Import Supplier Site Assignments

### Import Process

The Supplier Import process is launched by the job role Supplier Administrator. The import process is launched to import suppliers, supplier sites, supplier site contacts, or supplier site assignments.

**Note**

You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process, which are both part of the External Data Integration Services for Oracle Cloud feature. For other implementations, optionally use this feature only if you have SFTP configured for it.

The process for supplier import is as follows:

1. Data must first be inserted into the existing Open Interface Tables `POZ_SUPPLIERS_INT`, `POZ_SUPPLIER_SITES_INT`, `POZ_SUP_SITE_CONTACTS_INT`, and `POZ_SITE_ASSIGNMENTS_INT`.

**Note**

Oracle Enterprise Repository for Oracle Fusion Applications contains the taxonomy of table and column definitions.
2. When importing supplier records containing data in each table, then Suppliers must be run first, followed by the Supplier Sites import process. Once the data is inserted, the following concurrent processes must be run to create the information in Oracle Fusion Suppliers.

- Suppliers Import Process
- Supplier Sites Import Process
- Supplier Site Contacts Import Process
- Supplier Site Assignments Process

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:

a. Procurement BU: Includes a list of valid procurement business units to which the Supplier Administrator has access based on data access privileges. The procurement BU is not an input required for supplier import, but is required for other import processes.

b. 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 table.

c. Report Exceptions Only: Exceptions 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 is only used to create new entities; it cannot be used to update entities.
- The default procurement BU is not required for importing suppliers, but it is required for the other import processes which use the input value if none is provided on the record.
- Supplier import supports supplier numbering of nonnumeric characters to allow supplier records from legacy systems to retain their unique identifier if desired.

### Import Supplier Sites

Supplier Sites are imported for a specific procurement BU, which is specified on the site import record, otherwise it will be defaulted based on the procurement BU input parameter selected. Additionally, a supplier address must be defined as part of the site import record. The supplier site import process will create both
the address and the site record. If the address already exists then the supplier import record only needs to provide a reference to the existing address.

**Import Site Contacts**

To import supplier contacts a site must be identified for each contact record for which the contact is associated.

**Import Site Assignments**

Site assignments are created for client BUs that are serviced by the procurement BU for which the site belongs. Assigning the client BU to the site enables the client BU to use the site for ordering and invoicing.

To import assignments for sites that are part of the same import cycle, sites should be imported first before importing site assignments.

**Viewing Import Process Results**

The results for each import process are compiled in a PDF output report which are viewed online or printed. In addition, the option is available when submitting the process to decide if the report should display only exception details, or exception and successfully imported records.

The application generates the following reports:

- Import Suppliers Report
- Import Supplier Sites Report
- Import Supplier Site Contacts Report
- Import Supplier Site Assignments Report

**Self Service Procurement**

**Preparing Self Service Procurement: Overview**

The rapid implementation approach for setting up your Procurement configuration uses only the required and most frequently used tasks in the Define Self Service Procurement Configuration task list. Most of these tasks are not required but some along with application maintenance tasks are needed to begin using Oracle Cloud Service for Procurement.

**Tasks**

The following tasks are application maintenance tasks recommended when using the rapid implementation approach:

1. *Define Catalog Hierarchy
2. *Create a Local Catalog
3. Create an Information Catalog
4. *Define Supplier Content Map Set
5. *Create a Content Zone
* Required task

**Define Catalog Hierarchy**

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.

**Creating a Category**

1. Within the application, navigate to the task for Manage Catalog Category Hierarchy from the Manage Catalogs page.
2. Click on an existing category row. For example, Office Furniture.
3. Click **Create**.
4. Enter the name of your category in the **Category Name** field.
5. Enter a description of the category in the **Description** field.
6. Click **Save and Close**.
7. Repeat the steps until all categories are created.

**Note**

For additional details on catalog hierarchies see the Manage Procurement Catalog chapter of the "Oracle Fusion Applications Procurement Guide."

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**Create a Local Catalog**

A local catalog is defined by inclusion and exclusion of blanket purchase agreements and categories.

**Create a local catalog**

1. Within the application, navigate to the Manage Catalogs page from the Catalogs Workarea.
2. Click **Create Local Catalog**.
3. Enter a Catalog Name and Description.
4. Click **Include items from specific agreements** in the Agreements region.
5. Click **Select and Add**.
6. Search for your supplier by entering a the supplier name in the Search field.
7. Click **Search** and Select the row with the appropriate supplier.
8. Click **Apply**.
9. Click **Done**.

10. You can choose to include all item master items not sourced through agreements in the local catalog. Click **Include all master items**.

11. Select **Include items from all categories** in the Categories region.

12. Click **Save and Close**.

13. Click **OK** on the Confirmation window.

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**Note**

For additional details on local catalogs see the Manage Procurement Catalog chapter of the "Oracle Fusion Applications Procurement Guide."

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### Create an Informational Catalog

You can use informational catalogs to provide instructions to employees on how to order products. Administrators use the informational catalog page to provide the URL for the page which contains such instructions or other links.

**Create an informational catalog.**

1. Navigate to the Manage Catalogs page from the Catalogs work area.

2. Click **Create Informational Catalog** dropdown button.

3. Select the appropriate procurement business unit.

4. On the Create Informational Catalog page, enter the appropriate information, such as, catalog name, description, URL, keywords, and image URL.

5. Click **Select and Add** in the Category Assignments for Catalog Browsing region to associate this informational catalog with a browsing category.

6. Search for the category by entering the name of the category in the Category Name field.

7. Click **Search**.

8. Click the appropriate browsing category row.

9. Click **Apply**.

10. Click **Done**.

11. Click **Save and Close**.

12. Click **OK** on the confirmation window.

13. Click **Done** to close the Manage Catalogs page.

---

### Define a Supplier Content Map Set

Supplier Content Map Sets are a set of maps to convert data received from suppliers for values used by the application for punchout and agreement
upload. These maps allow mapping of external values of supplier, supplier site, unit of measure, and category to the corresponding internal values in the applications.

First create a map set before creating the category map.

1. Within the application, navigate to the Manage Supplier Content Map Sets page from the Catalogs work area.
2. Click Create in the Search Results region.
3. Select the appropriate business unit from the Procurement BU list.
4. Enter a name for the mapset in the Map Set field.
5. Enter a description in the Description field.
6. Click Save and Close.
7. Click OK on the confirmation window.
8. Click the Manage Maps icon in the Manage Maps column.
9. Click the Create icon in the Create column in the Category row.
10. Select the Open with Microsoft Office Excel option.
11. Click OK.

You will now enter the External Category and Internal Category Names.

In the example below the External Category column contains values from a punchout response or agreement upload file for Office Supplies and the Internal Category Column contains corresponding values used in the Self Service Procurement application.

<table>
<thead>
<tr>
<th>External Categories</th>
<th>Internal Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notepads</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>Fountain Pens</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>Regular Pens</td>
<td>Office Supplies</td>
</tr>
</tbody>
</table>

1. When your spread sheet is completed, click Upload.
2. Click On failure, continue to upload subsequent rows option.
3. Click OK.
4. Note the Status column says Row inserted successfully for each successful row.
5. Close the spreadsheet.
6. Click the Maps window.
7. Click the Category Manage Maps icon.
8. Notice the Create icon is no longer available for Category, but the category is available for Edit or Deletion.
9. Click OK.
10. Click Done to close the Manage Supplier Content Maps page.

Note
For additional details on mapping supplier content there is a help topic "Map Sets: Overview" as part of the Self Service Procurement area in Fusion Applications Help.

Create a Content Zone

Enterprises that manage a large set of goods and services in their procurement system need control of what content buyers, self service requesters and advanced procurement requesters can access. The content security model determines what subset of the content will be accessible to which users in the procurement system. You first define the catalog content and then make the content available to a user or groups of users through content zones.

Once defined, administrators associate content to content zones, which are made accessible to one or more users either directly, or through requisitioning BUs.

Note

Users will not have access to content that is not associated to a content zone.

Create a content zone.

1. Within the application, navigate to the Manage Content Zones page from the Catalog work area.
2. Click the Create icon in the Search Results region.
3. Enter the BU, content zone name, and description.
4. Select the type of security option. For example, Requisitioning Usage.
5. Add a catalog to the content zone by clicking the Select and Add icon in the Catalogs region.
6. Search for the catalog by entering the name of the catalog in the search field.
7. Click Search.
8. Select the row of the catalog you want to add.
9. Click Apply.
10. Follow the above steps for each catalog type, information templates, and smart forms you wish to add to the content zone.
11. Secure the content zone by requisitioning BU or worker by clicking Select and Add in the security region.
12. Select the appropriate Unit row.
13. Click Apply.
14. Click Done.
15. Click Save and Close.
16. Click OK on the confirmation window.
17. Click Done to close the Manage Content Zones page.
Note

For additional details on content zones see the Manage Procurement Catalog chapter of the "Oracle Fusion Applications Procurement Guide."
abstract role
A description of a person’s function in the enterprise that is unrelated to the person’s job (position), such as employee, contingent worker, or line manager. A type of enterprise role.

action
The kind of access named in a security policy, such as view or edit.

condition
An XML filter or SQL predicate WHERE clause in a data security policy that specifies what portions of a database resource are secured.

data dimension
A stripe of data accessed by a data role, such as the data controlled by a business unit.

data role
A role for a defined set of data describing the job a user does within that defined set of data. A data role inherits job or abstract roles and grants entitlement to access data within a specific dimension of data based on data security policies. A type of enterprise role.

data role template
A template used to generate data roles by specifying which base roles to combine with which dimension values for a set of data security policies.

data security
The control of access to data. Data security controls what action a user can taken 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.

enterprise role
Abstract, job, and data roles are shared across the enterprise. An enterprise role is an LDAP group. An enterprise role is propagated and synchronized across Oracle Fusion Middleware, where it is considered to be an external role or role not specifically defined within applications.
entitlement
Grants of access to functions and data. Oracle Fusion Middleware term for privilege.

function security
The control of access to a page or a specific widget or functionality within a page. Function security controls what a user can do.

job role
A role for a specific job consisting of duties, such as an accounts payable manager or application implementation consultant. A type of enterprise role.

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.

role
Controls access to application functions and data.

role provisioning
The automatic or manual allocation of an abstract role, a job role, or a data role to a user.

security reference implementation
Predefined function and data security in Oracle Fusion Applications, including role based access control, and policies that protect functions, data, and segregation of duties. The reference implementation supports identity management, access provisioning, and security enforcement across the tools, data transformations, access methods, and the information life cycle of an enterprise.

segregation of duties
An internal control to prevent a single individual from performing two or more phases of a business transaction or operation that could result in fraud.

SQL predicate
A type of condition using SQL to constrain the data secured by a data security policy.

XML filter
A type of condition using XML to constrain the data secured by a data security policy.