Oracle Financials Cloud
Getting Started with Your Financials Implementation
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Preface

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

Using Oracle Applications

Using Applications Help

Use help icons 📚 to access help in the application. If you don’t see any help icons on your page, click your user image or name in the global header and select Show Help Icons. Not all pages have help icons. You can also access Oracle Applications Help.

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

You can also read Using Applications Help.

Additional Resources

- **Community**: Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.
- **Guides and Videos**: Go to the Oracle Help Center to find guides and videos.
- **Training**: Take courses on Oracle Cloud from Oracle University.

Conventions

The following table explains the text conventions used in this guide.

<table>
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<tr>
<th>Convention</th>
<th>Meaning</th>
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<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates user interface elements, navigation paths, or values you enter or select.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than symbol separates elements in a navigation path.</td>
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Documentation Accessibility

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website.

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.
Contacting Oracle

Access to Oracle Support
Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

Comments and Suggestions
Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.
1 Introducing Oracle Financials Cloud

Introduction to Implementing Oracle Financials Cloud: Overview

You can use the rapid implementation features to implement users, security, enterprise structures, banks, tax, ledgers, and financial subledgers. This document provides a high-level introduction to Oracle Financials Cloud.

Note: This guide covers the basic requirements used to create an implementation project. The tasks presented in this document are intended for a quick introduction or pilot implementation. This document doesn't include all setup and security tasks that are appropriate for a complete implementation.

The rapid implementation setups for Financials include implementing:

- Users
- Enterprise structures
- Bank, branches, and bank accounts
- Tax
- Ledgers
- Business units
- Financial reporting
- Payables and payments
- Assets
- Expense reporting
- Receivables and payments

References to related help accompany each of the steps. Help and additional information are available from:

- Oracle Cloud Help Center (docs.oracle.com)
- Oracle Fusion Applications Help embedded in the applications

Oracle Financials Cloud: Overview

Oracle Financials Cloud delivers a complete solution that includes:

- General Ledger
- Intercompany Accounting
- Payables
- Receivables
- Payments
- Cash Management
• Tax
• Expenses
• Assets

Use these applications with their integrated social networking tools, business intelligence, compliance reporting, and mobile data access to facilitate:

• Financial accounting
• Transaction processing
• Payment delivery
• Cash reconciliation
• Employee expense processing
• Asset management
Access data through pages that contain:

- Navigation tools in the global area of the Home page.

- Icons that you can use to navigate to pages.
• Infolets as part of an Infolets page or work area.
Panel tabs for tasks, searching, and analytics accessed by icons on the page.
• Transaction details as part of a work area.

![Screenshot of Oracle Financials Cloud interface](image)

• Transaction details as a separate page.

![Screenshot of Oracle Financials Cloud interface](image)

From the pages within the applications, access:

• **Embedded analytics** that enable actionable insight by providing access to information or data that helps complete a transaction or analysis data.

• Interactive **infolets** and **work areas** that provide:
  
  o Information summaries providing a high-level overview.
  
  o Information monitoring and drill-down capability.
  
  o Transaction information that is central to one or more business processes.
• Real-time reporting that allows:
  o Viewing relevant reports and analytics for each individual work area.
  o Exploring predefined analyses.
  o Creating and editing of analyses from the Reports and Analytics panel tab or work area.
  o Optionally, access to the Oracle Business Intelligence (BI) Enterprise Edition through the Reports and Analytics panel tab. New objects and changes to existing objects that you make in Oracle BI Enterprise Edition are reflected and available from Oracle Financials Cloud.
  o Viewing and running financial reports from the Financial Reporting Center which is a single point of entry for general ledger financial reporting functions. The Financial Reporting Center includes:
    • Tools to create and format financial report including Financial Reporting Studio and Workspace.
    • Live and interactive financial reports with multiple output options including HTML, PDF, Excel, or Excel in Query Ready mode using Smart View Enabled formats.
    • Drill down to underlying journals and subledger transactions with the Account Inspector.
    • Multiple reporting methods for ad hoc analysis, efficient monitoring, and tracking of key account balances in real time with the Account Monitor.

Using Infolets to Identify Issues and Prioritize Tasks

Video

Watch: This video tutorial shows you how infolets assess financial activities to drive focus on potential issues and corrective action. The content of this video is also covered in text topics.

Overview

Use infolets to gain real-time insight into common financial activities and prioritize your daily activities. Understand your organization’s status using graphs and indicators to focus on issues in general accounting and cash transactions.

This overview gives a brief outline of the General Accounting infolets and the tasks you can accomplish using them.

Navigate to the General Accounting Infolets page using the page control icons on the home page. You can perform the following activities using infolets:

• Configure individual infolets according to your financial specifications. For example, you can adjust the thresholds by flipping the infolet to expose the filtering criteria. When you flip the infolet back, the data now represents the new thresholds.

• Configure infolets in other ways to align with your business practices. For example, you can edit a title using the Actions icon on the infolet. You can also select what views you want to enable, such as a summary front and back view or an expanded view displaying additional details.

• Access underlying reports and pages from the information displayed on the infolet. For example, you can drill down to review the detailed information and make corrections on that same page, if necessary.
• Use the **Infolets Repository** to enable or disable individual infolets available to you. For example, you can deselect infolets that you don’t need and when you go back to the infolets page, those infolets are hidden.

## Using Work Areas to Streamline Business Processes

### Video

**Watch:** This video tutorial shows you how work areas assess transactions across business processes to identify potential issues and enable fast and effective corrective action. The content of this video is also covered in text topics.

### Overview

Use work areas to gain instant insight into your business and identify potential problems with processing transactions. Work areas are available in areas such as Accounts Payable Invoices, Accounts Receivable, Billing, Advanced Collections, and Fixed Assets.

Work areas can include the following:

- Infotiles
- Content area
- Actions toolbar
- Tasks panel tab
- Search panel tab
- Reports and Analytics panel tab

### Infotiles

Infotiles summarize a high volume of transactional information. You can quickly identify potential problems and prioritize your daily activities by scanning the infotiles and accessing transaction details.

For example, select an infotile to display corresponding transactional information in the content area. You can also click links in the infotile to filter the records in greater detail in the content area.

### Content Area

The content area displays transactional information related to the infotile you select. You can review the detailed information and take the necessary action.

For example, click the item link in the table to drill down to transaction-level information. You can perform multiple actions on the transaction, such as editing the invoice, approving or rejecting the transaction, and posting the invoice to the ledger.
Actions Toolbar

The actions toolbar allows you to perform a range of activities on one or more rows you select in the content area.

For example, select a transaction row and use the View menu to view the transaction in more detail. You can export the data to an Excel worksheet, detach the pane, approve or reject one or more transactions, as well as apply additional filters.

Tasks Panel Tab

The Tasks pane includes tasks that are related to the work area and that you have access to perform.

For example, create an invoice, review journal entries, create mass additions, and manage accounting periods within a task pane.

Search Panel Tab

Search enables you to find a specific transaction using search criteria related to the work area.

For example, search on an invoice number or supplier in the Invoices work area to find a specific transaction.

Reports and Analytics Panel Tab

The Reports and Analytics panel tab contains predefined reports as well as a folder for you to set up your own reports.

For example, use the predefined reports to perform a deeper analysis on invoices above a certain dollar amount without a PO. You can also access reports that you have copied and modified and stored in your own folder.

Working with Your System Integrator: Overview

After you determine the applications that you want to implement, complete any steps that you determined are needed for your implementation plan in Oracle Global Human Resources Cloud first to ensure that dependencies with the Oracle Financials Cloud are met.

For information about best practices for implementing Oracle HCM Cloud, see Oracle Global Human Resources Cloud Getting Started with Your Global Human Resources Implementation.

Your system integrator uses his or her implementation expertise to help you with a smooth transition to Oracle Financials Cloud. They also use the Rapid Implementation task list to help you achieve a successful implementation in the shortest time possible.

Purchasing and Activating Oracle Cloud Application Services: Highlights

The whole process involves:

- Requesting and activating trial subscriptions.
- Purchasing and activating your services.
- Verifying that the services are activated, monitoring the services, and performing other administrative tasks.

Purchasing and activating any Oracle Cloud service is described in the Oracle Cloud: Getting Started with Oracle Cloud guide. Many administrative tasks are covered in the Oracle Cloud: Managing and Monitoring Oracle Cloud guide. All of the following references in this section point to one of these guides.

**Note:** Not everything in these guides is relevant to Oracle Cloud Application Services, for example details about Oracle Java Cloud Service and Oracle Database Cloud Service.

### Terminology and User Roles

- Before you proceed, you should understand terms that are used in documentation about Oracle Cloud. Refer to the Oracle Cloud: Getting Started with Oracle Cloud guide.

  See: Oracle Cloud Terminology

- You should also be familiar with roles for users of the Oracle Cloud web site or of the actual service. Refer to the Oracle Cloud: Getting Started with Oracle Cloud guide.

  See: Oracle Cloud User Roles and Privileges

### Requesting and Activating Trial Subscriptions

- Oracle Cloud Application Services are available through free trial subscriptions. After you request trial subscriptions, you activate, monitor, and manage the services for use before purchase. Refer to the Oracle Cloud: Getting Started with Oracle Cloud guide.

  See: Overview of Subscribing to an Oracle Cloud Service Trial

### Purchasing and Activating Services

- Your buyer or an Oracle sales representative orders a cloud service and specifies information about the account administrator during the ordering process. Refer to the Oracle Cloud: Getting Started with Oracle Cloud guide.

  See: Buy an Oracle Cloud Subscription

- The account administrator receives an e-mail with a link to activate the service. As part of activation, the account administrator provides information about the administrator who performs the functions of both the service administrator and the identity domain administrator. Refer to the Oracle Cloud: Getting Started with Oracle Cloud guide.

  See: Activate Your Order from Your Welcome Email

### Next Steps

- The administrator who was identified during the activation process:
  - Verifies that the service is activated. Refer to the Oracle Cloud: Getting Started with Oracle Cloud guide.
See: Verifying That Your Services Are Ready

- Manages and monitors the service. Refer to the Oracle Cloud: Managing and Monitoring Oracle Cloud guide.

See: My Account Administration

See: Performing Service-Specific Tasks

- Optionally create initial administrator and implementation users before enterprise structures setup.
  - Alternatively, the administrator sets up enterprise structures and then creates service users, including functional implementors.
  
  - Functional implementors perform configuration and setup steps.
  - Developers can add features to extend the application.
Implementing Financials Security: Overview

Oracle Financials Cloud predefines common job roles such as Accounts Payable Manager and General Accounting Manager. You can use these roles, modify them, or create job roles as needed. A user can be assigned more than one role, so don’t define a role that includes all the accesses needed for every user.

For a listing of the predefined job roles in Oracle Financials Cloud and their intended purposes, see the Oracle Financials Cloud Security Reference Manual in the Oracle Help Center (http://docs.oracle.com).

For more information on securing your applications, see the Oracle ERP Cloud Securing Oracle ERP Cloud guide in the Oracle Help Center (http://docs.oracle.com).

General Ledger Security: Explained

General ledger functions and data are secured through job roles, data access sets, and segment value security rules.

Functional Security

Functional security, which is what you can do, is managed using job roles. The following job roles are predefined for Oracle Fusion General Ledger:

- General Accounting Manager
- General Accountant
- Financial Analyst

Each job role includes direct privilege grants, as well as duty role assignments, to provide access to application functions that correspond to their responsibilities. For example, the General Accounting Manager role grants comprehensive access to all General Ledger functions to the general accounting manager, controller, and chief financial officer in your organization.

Data Security

Data security, which controls what action can be taken against which data, is managed using:

- Data access sets
- Segment value security rules

Data access sets can be defined to grant access to a ledger, ledger set, or specific primary balancing segment values associated with a ledger. You decide whether each data access set provides read-only access or read and write access to the ledger, ledger set, or specific primary balancing segment values, which typically represent your legal entities that belong to that ledger. Primary balancing segment values without a specific legal entity association can also be directly assigned to the ledger.

Segment value security rules control access to data that is tagged with the value set values associated with any segment in your chart of accounts.
Security Assignment

Use the Security Console to assign users roles (job roles, as well as roles created for segment value security rules or others). Use the Manage Data Access Set Data Access for Users task to assign users data access sets as the security context paired with their General Ledger job role assignments.

For more information about security assignments and managing data access for users, see the Securing Oracle ERP Cloud guide.

Related Topics
- Managing Data Access for Users: Explained

Payables Security: Explained

In Oracle Fusion Payables you secure access to invoices and payments by business unit. You can access invoices and payments for viewing or processing only in the business units to which you have permission. The permission must be explicitly granted to each user.

You assign users to the appropriate security context, such as a business unit, for job roles using the Manage Data Access for Users page.

Payables is integrated to the document repository for processing scanned invoices. Edit access to the document repository is granted to the following predefined roles:

- Accounts Payable Manager
- Accounts Payable Specialist
- Accounts Payable Supervisor
- Accounts Payable Invoice Supervisor

The following predefined roles have view-only access to the document repository:

- Financial Application Administrator
- Cost Accountant
- Project Accountant

Other Financials Security Considerations: Explained

Common functionality that is not job specific, such as creating expense reports and purchase requisitions, are granted to abstract roles like Employee, Line Manager, and Purchase Requester.

Oracle Financials Cloud includes the following roles that are designed for initial implementation and the ongoing management of setup and reference data:

- **Application Implementation Manager**: Used to manage implementation projects and assign implementation tasks.
- **Application Implementation Consultant**: Used to access all setup tasks.
Note: For the ongoing management of setup and reference data, the Financial Application Administrator, a predefined administrator role, provides access to all financial setup tasks.

Segregation of Duties Considerations

Segregation of duties (SOD) separates activities such as approving, recording, processing, and reconciling results so you can more easily prevent or detect unintentional errors and willful fraud.

Oracle Financials Cloud includes roles that have been defined with a knowledge of a set of SOD policies that are included in the Oracle Cloud Access Controls Governor product. The job roles are based on those commonly defined in business and the duty definitions are defined using the Oracle Cloud SOD policies.

For example, the privilege Create Payments is incompatible with the privilege Approve Invoice. The predefined Accounts Payable Manager role has the privileges of Force Approve Invoices and Create Payments. When you assess and balance the cost of duty segregation against reduction of risk, you may determine that the Accounts Payable Manager role is not allowed to perform force approve invoices and remove this privilege.

To learn more about the policies and roles, see the Oracle Financials Cloud Security Reference Manual in the Oracle Help Center (http://docs.oracle.com).

Data Security Considerations

- Use segment value security rules to restrict access to transactions, journal entries, and balances based on certain values in the chart of accounts, such as specific companies and cost center values, to individual roles.
- Use data access set security for Oracle Fusion General Ledger users to control read or write access to entire ledgers or portions of the ledger represented as primary balancing segment values, such as specific legal entities or companies.

For more information on securing your applications, see the Oracle ERP Cloud Securing Oracle ERP Cloud guide in the Oracle Help Center (http://docs.oracle.com).

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 and sign in
- 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
Initial Environment and Sign In

Oracle provides your account administrator with a link to activate and access the service. Oracle creates one initial user for you. Sign in as the initial user to create other users, including the service administrator, the identity domain administrator, and users who must perform implementation tasks.

Initial User Administration

If your enterprise requires additional implementation users for security administration before setting up enterprise structures, the service administrator performs the Define Implementation Users tasks.

Defining implementation users can include these tasks:

- Creating users
- Creating data roles
- Provisioning users with roles

The service administrator can also perform delegated administration tasks such as resetting passwords of other administrators.

Ongoing User Administration

After you set up basic enterprise structures, create and manage users by using the hiring processes in Human Capital Management (HCM) or performing the Manage Users task.

User management includes provisioning users with roles that provide access to functions and data in Oracle Cloud Application Services. You can also set up rules that automate role provisioning according to your criteria. You set up these rules through the Manage HCM Role Provisioning Rules task.

Managing Roles and Security Policies

The Oracle Fusion Applications security reference implementation provides predefined roles and policies, as well as data role template 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:

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

To update the security reference implementation with roles and policy modifications needed by your enterprise, use tasks such as:

- Manage Job Roles
- Manage Data Security Policies
- Manage Duties

Signing In and Accessing Setup Tasks: Procedure

When your test environment is ready, Oracle sends an email to the person designated as the administrator when you signed up for the service. This email includes the link to your service, a temporary password, and instructions on how to access
an offering-specific Welcome Note on My Oracle Support (support.oracle.com). You must read this note and follow the
instructions before signing in.

Implementation users perform the key setup tasks to start your implementation. As part of your initial setup, add an
implementation user, and give them their login credentials and the url for your Oracle Applications. Before you generate 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 from the 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. Click the **Navigator Setup and Maintenance** work area.
   b. In the Setup page, select the offering you want to implement.

   For detailed instructions, refer to the topic Managing Setup Using Offering Functional Areas: Procedure.

*Related Topics*

- [Accessing Tasks to Update Existing Setup Data: Procedure](#)

**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.

> **Note:** Oracle Fusion Applications offerings include HCM core functionality. Performing the Manage Users task
to create users always creates an associated HCM record even if you are not implementing full HCM.

**Create Implementation Users**

You can use the Create Implementation Users task:

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

- IT Security Manager
- Application Implementation Consultant
- Application Diagnostics Administrator
Create 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 privileges that have been granted to that role with unrestricted access to data on the secured objects that the role is authorized to access.

Provision 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 you set up basic enterprise structures, 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.

Creating Implementation Users: Procedure

Use the Create Implementation Users task to create users in the Security Console that assist in the setup and configuration of your application or service. These users don’t have associated records in Human Capital Management (HCM). In most instances, these are the users who set up enterprise structures and manage security. If the single administrator Oracle provides is sufficient for configuring offerings, generating task lists, and setting up enterprise structures, additional implementation users aren’t required.

Aspects of defining implementation users include:

- Creating implementation users
- Provisioning roles to implementation users
- Defining Implementation Users after Enterprise Structures Setup

📝 Note: The following tasks assume that the administrator hasn’t configured an offering or set up task lists.
Creating Implementation Users
This procedure creates additional users for security administration and setting up enterprise structures.

1. Sign in as the administrator user.

   ✓ Note: The administrator user provided by Oracle is provisioned with the IT Security Manager job role.

2. Access the Create Implementation Users task.
3. Select the Users tab in the Security Console to open the User Accounts page. Click the Add User Account button.
4. Enter name, e-mail, and password values in the User Information region.
   - You need not enter a User Name value. It is automatically generated according to the user-name-generation rule selected in the General Administration page.
   - Although the First Name value is not required, you are expected to enter one if the selected user-name-generation rule makes use of the first name or the first-name initial.
   - The Password value must conform to the password policy established in the General Administration page. The Confirm Password value must match the Password value.
   - An external identifier is the user’s ID in another system, such as a single sign-on account ID if single sign-on is enabled.
     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.
     c. Enter the desired user login and password.
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. Click Add Roles to assign other roles. Search for roles you want to assign, select them, then click Add Role Membership. Select Done when you are finished.
2. In the Roles table, select Assignable for any role that can be delegated to another user.
3. Click Save and Close.
4. Repeat steps 1-3 to add other roles.

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 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:

- Manage Users task
Creating Data Roles for Implementation Users: Procedure

If implementation users help you set up your product-specific enterprise structures, then you may want to provide the implementation users with limited data access. You must create your data roles. You use the Create Data Roles for Implementation Users task.

The following task assumes that the administrator has not yet configured an offering or 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. You also should create a HCM Application Administrator View All data role to help you set up users in core HCM.

1. Sign into your Oracle Applications Cloud service with the IT Security Manager role.
2. Click the Setup and Maintenance tile on the home page.
3. On the All Tasks tab of the Overview page, search for and select the Create Data Roles for Implementation Users task.
4. In the Manage HCM Data Roles page, click the Create Data Role icon. For details about Manage HCM Data Roles tasks, see the Oracle HCM Cloud Workforce Deployment Implementation Guide.
5. 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.
6. Provision the implementation user who sets up HCM with this View All data role, such as the HCM Application Administrator View All data role, by performing the Create Implementation Users task.

Note: After an implementation user with a View All data role has completed HCM setup, 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.

Data Security

Data Access Set Security: Overview

Data Access Sets secure access to ledgers, ledger sets, and portions of ledgers using primary balancing segment values. If you have primary balancing segment values assigned to a legal entity, then you can use this feature to secure access to specific legal entities.
You can combine ledger and ledger set assignments in single data access sets if the ledgers share a common chart of accounts and calendar. If you have primary balancing segment values assigned to a legal entity within the ledger, then you can use data access sets to secure access to specific legal entities. You can also secure access to primary balancing segments assigned directly to the ledger.

When a ledger or ledger set is created, a data access set for that ledger or ledger set is automatically created, giving full read and write access to those ledgers. You can also manually create data access sets to give read and write access, or read-only access to entire ledgers or portions of the ledger represented as primary balancing segment values.

The following figure shows that a data access set consists of an access set type and an access level. The access set type can be set to full ledger or primary balancing segment value. The access level can be read only or read and write.

The **Full Ledger** access set type provides access to the entire ledger or ledger set. This could be for read-only access or both read and write access to the entire ledger.

The **Primary Balancing Segment Value** access set type provides access to one or more primary balancing segment values for that ledger. This access set type security can be specified by parent or detail primary balancing segment values. The specified parent value and all its descendants, including middle level parents and detail values are secured. You can specify read only, read and write access, or combination of both, for different primary balancing segment values for different ledgers and ledger sets.

For more information about security assignments and managing data access for users, see the Securing Oracle ERP Cloud guide.

**Data Access Set Security: Examples**

This example shows a data access set that secures access by using primary balancing segment values that correspond to legal entities.
Scenario

The following figure shows a data access set for the US Financial Services Ledger. The access set type is Primary Balancing Segment Value, with each primary balancing segment value representing different legal entities. Read-only access has been assigned to primary balancing segment value 131, which represents the Insurance legal entity. Read and write access has been assigned to primary balancing segment values 101 and 102, which represent the Banks and Capital legal entities.

For this data access set, the user can:

- View the journals, balances, and reports for primary balancing segment value 131 for the Insurance legal entity.
- Create journals and update balances, as well as view journals, balances and reports for primary balancing segment value 101 and 102 for legal entities Banks and Capital.

Note: In financial reporting, the list of ledgers isn't secured by data access sets when viewing a report in Preview mode. Users can view the names of ledgers they don't have privileges to view. However, the data from a secured ledger doesn't appear on the report.

For more information about security assignments and managing data access for users, see the Securing Oracle ERP Cloud guide.

Segment Value Security: Explained

Set up segment value security rules on value sets to control access to parent or detail segment values for chart of accounts segments, also called flexfield segments. Segment value security rules restrict data entry, online inquiry, and reporting.
Secured Value Sets

When you enable security on a value set, access to all values for that value set is denied. To control access to value set values, you enable security on the value set, create conditions, and then assign the conditions to roles. The roles should be created solely for the purpose of segment value security. The roles are then assigned to users.

If a value set is secured, every usage of that value set in a chart of accounts structure instance is secured. For example the same security applies if that value set is:

- Used for two or more segments in the same chart of accounts, such as the primary balancing and intercompany segments
- Shared across different segments of different charts of accounts

Secured Segment Values

Segment value security applies mainly when data is created or updated, and when account combinations are queried. When you have access to secured account values, you can view and use those secured values across all modules of the applications where there are references to accounting flexfields including:

- Transaction entry pages
- Balances and transactions inquiry pages
- Setup pages
- Reports

On setup pages, you can still view referenced account combinations with secured account values, even if you haven’t been granted access to those secured values. However, if you try to update such references, you can’t use those secured values. On reports, you can view balances for secured account values only if you have access to those secured values.

*Note:* You can enforce segment value security for inquiries and reporting based on any hierarchy, even hierarchies that aren’t published to the reporting cube.

Segment Value Security Implementation

You implement segment value security using the Security Console and these pages: Manage Value Sets, Manage Chart of Accounts Structures, Publish Account Hierarchies.
The following figure shows the steps for defining and implementing security rules for segment values.

To define segment value security roles:

1. Create segment value security roles.
2. Enable security on the value set.

**Note:** You can enable security only on value sets with a type of Independent.

3. Create conditions for the rule.
4. Create policies to associate the conditions with the role.
5. Deploy the accounting flexfield.
6. Publish the account hierarchies.
7. Assign the role to users.

Whenever you assign segment value security roles to a user, the rules from the user’s assigned roles can be applied together. All of the segment value security roles assigned to a user pertaining to a given value set are simultaneously applied when the user works with that value set. For example, one rule provides access to cost center 110 and another rule provides access to all cost centers. A user with both of these segment value security rules has access to all cost centers when working in a context where that value set matters.

Segment Value Security Conditions

When you create a condition, you specify an operator. The following table describes the operators that you can use.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal to</td>
<td>• Provides access to a specific detail or child value.</td>
</tr>
<tr>
<td></td>
<td>• Don’t use to provide access to a parent value.</td>
</tr>
<tr>
<td>Not equal to</td>
<td>• Provides access to all detail and child values, except the one that you specify.</td>
</tr>
<tr>
<td></td>
<td>• Don’t use to provide access to a parent value.</td>
</tr>
<tr>
<td>Between</td>
<td>• Provides access to a detail range of values.</td>
</tr>
<tr>
<td>Is descendant of</td>
<td>• Provides access to the parent value itself and all of its descendants including middle level parents and detail values.</td>
</tr>
<tr>
<td>Is last descendant of</td>
<td>• Provides access to the last descendants for example, the detail values of a parent value.</td>
</tr>
</tbody>
</table>

Tip: For the operators **Is descendant of** and **Is last descendant of**:
- Specify an account hierarchy (tree) and a tree version to use these operators.
- Understand that the security rule applies across all the tree versions of the specified hierarchy, as well as all hierarchies associated with the same value set of the specified hierarchy.

Segment Value Security: Examples

You can set up segment value security rules on value sets to control access to parent or detail segment values for chart of accounts segments. Segment value security rules restrict data entry, online inquiry, and reporting.

The following example describes why and how you might want to use segment value security.

Securing Values for the Cost Center and Account Segments

For this scenario, only certain users should have access to the **Accounting** cost center and the **US Revenue** account. To create a complete data security policy that restricts segment value access to those users:

1. Plan for the number of roles that represent the unique segment value security profiles for your users. For this scenario, you can create two roles, one for the cost center segment and one for the account segment.
2. Use the Security Console to create the roles. Append the text **SVS-role** to the role names so it’s clear the roles are solely for segment value security. For this scenario, you create roles **Accounting Cost Center-SVS Role** and **US Revenue Account-SVS Role**.
3. Use the Manage Segment Value Security Rules task to enable security on the cost center and account value sets associated with the chart of accounts.

4. Create a condition for each value set. For example, the condition for the Accounting cost center is that the cost center is equal to Accounting.

5. Create a policy to associate the conditions to the roles. For example, create a policy to assign the condition for the Accounting cost center to the role Accounting Cost Center-SVS Role.

6. Use the Security Console to assign the appropriate role to the appropriate user. For example, assign the role Accounting Cost Center-SVS Role to the users who should have access to the Accounting cost center.

Enabling Security on a Chart of Accounts: Worked Example

This example demonstrates how to enable security on a chart of accounts to control access to specific segment values. The following table summarizes the key decisions for this scenario.

<table>
<thead>
<tr>
<th>Decisions to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which segment in the chart of accounts must be restricted?</td>
<td>Cost center</td>
</tr>
<tr>
<td>Which cost center values have to be granted to different users?</td>
<td>• Child values 110 to 120</td>
</tr>
<tr>
<td></td>
<td>• Child value 310</td>
</tr>
<tr>
<td></td>
<td>• Parent value 400 and all its children</td>
</tr>
<tr>
<td></td>
<td>• All cost centers</td>
</tr>
<tr>
<td>What’s the name of the value set for the segment with the Cost</td>
<td>Cost Center Main</td>
</tr>
<tr>
<td>Center label?</td>
<td></td>
</tr>
<tr>
<td>What’s the name of the user who can access cost centers 110 to</td>
<td>Casey Brown</td>
</tr>
<tr>
<td>120?</td>
<td></td>
</tr>
<tr>
<td>What’s the name of the tree for the accounting flexfield?</td>
<td>All Corporate Cost Centers</td>
</tr>
<tr>
<td>What version of the tree hierarchy does the condition apply to?</td>
<td>V5</td>
</tr>
</tbody>
</table>

Summary of the Tasks and Prerequisites

This example includes details of the following tasks you perform when defining and implementing segment value security.

1. Define roles for segment value security rules.
2. Enable segment value security for the value set.
3. Define the conditions.
4. Define the policies.
5. Deploy the accounting flexfield.
6. Publish the account hierarchies.
7. Assign segment value security roles to users.

Perform the following prerequisites before enabling security on a chart of accounts:

- To work with the Security Console, you need the IT Security Manager role assigned to your user setup.
To work with value sets and profile options, you need the Financial Application Administrator role.

Set the Enable Data Security Policies and User Membership Edit profile to Yes.

**Defining Roles for Segment Value Security Rules**

To create a complete data security policy, create the roles first so that they’re available for assignment to the segment value security rules.

1. In the Tools work area, open the Security Console.
2. Perform the following steps four times to create four roles.
3. Click **Create Role**.
4. On the Create Role page, complete the fields as shown in this table, and then click **Next, Next, Next, Next, Next, Save and Close**.
5. Click **OK** and complete the fields, as shown in this table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role Name</td>
<td>Cost Center 110-120 SVS Role</td>
<td>Cost Center 310 SVS Role</td>
<td>Cost Center 400 SVS Role</td>
<td>Cost Center All SVS Role</td>
</tr>
<tr>
<td>Role Code</td>
<td>CC_110_120_SVS_ROLE</td>
<td>CC_310_SVS_ROLE</td>
<td>CC_400_SVS_ROLE</td>
<td>CC_ALL_SVS_ROLE</td>
</tr>
<tr>
<td>Role Category</td>
<td>Default</td>
<td>Default</td>
<td>Default</td>
<td>Default</td>
</tr>
<tr>
<td>Description</td>
<td>Access to cost centers 110 to 120.</td>
<td>Access to cost center 310.</td>
<td>Access to parent cost center 400 and all its children.</td>
<td>Access to all cost centers.</td>
</tr>
</tbody>
</table>
The following figure shows the Create Role page for the first role, which is Cost Center 110-120 SVS Role. The role code, role category, and description fields are complete.

![Create Role Cost Center 110-120 SVS Role: Basic Information]

**Enabling Segment Value Security for the Value Set**

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: Financial Reporting Structures
   - Task: Manage Segment Value Security Rules
2. In the **Value Set Code** field, enter Cost Center Main and click **Search**.
3. In the Search Results section, click **Edit** to open the Edit Value Set page.
4. Select the **Security enabled** option.
5. In the **Data Security Resource Name** field, enter Secure_Main_Cost_Center_Values.
6. Click **Save**.
The following figure shows the Edit Value Set page for the Cost Center Main value set. Security is enabled and a data security resource name has been entered.

![Edit Value Set: Cost Center Main](image)

### Defining the Conditions

Use conditions to specify the segment values that require security.

Segment value security rules that provide access to all segment values, and segment value security rules that provide access to single nonparent segment values, don’t need a condition. Instead, you can define the policy to cover all values, and you can define a policy to cover a single nonparent segment value provided that you know the internal ID for that segment value. If you don’t know the internal ID, you can create a condition for that single segment value.

In this scenario, the internal ID for segment value 310 isn’t known, so the following steps create all of the conditions, except for the access to all cost centers, which the policy definition can cover.

1. Click **Edit Data Security** to open the Edit Data Security page.
2. On the Condition tab, click **Create** to open the Create Database Resource Condition window.
3. Enter CC 110 - 120 in the **Name** field.
4. Enter Cost Centers 110 to 120 in the **Display Name** field.
5. Accept the default value of All for the **Match** field.

Matching to All means that all of the condition rows apply simultaneously and all of them must be met in identifying the values.

Matching to Any means that any of the condition rows could apply. For example, if you create multiple condition rows, each of which on its own is an alternative scenario for identifying the values that apply, you would select Match to Any.
Because this example only has one condition row, the Match selection doesn't matter. If however, you define multiple condition rows for segment value security, you would have to select Match to Any, because a single account value can't satisfy multiple account value-based conditions.

6. Click Add in the Conditions section.
7. Select VALUE for the Column Name field.
8. Select Between for the Operator field.

Note: You can select one of the following operators: Equal to, Not equal to, Between, Is descendant of, Is last descendant of.

9. Enter 110 in the first Value field and 120 in the second Value field. The following figure shows the Create Database Resource Condition page for the condition named CC 110 - 120. The display name is Cost Centers 110 to 120, and one condition is defined. The condition has a column name of VALUE, an operator of Between, and the specified values are 110 and 120.

10. Click Save.
11. To create the next database resource condition for segment value 310, click Create on the Condition tab.
12. Enter CC 310 in the Name field.
13. Enter Cost Center 310 in the Display Name field.
14. Click Add in the Conditions section.
15. Select VALUE for the Column Name field.
16. Select Equal to for the Operator field.
17. In the Value field, enter 310.

The following figure shows the definition of the second condition.
The following figure shows the Create Database Resource Condition page for the condition named CC 310. The display name is Cost Center 310, and one condition is defined. The condition has a column name of VALUE, an operator of Equal to, and the specified value is 310.

18. Click **Save**.
19. To create the next database resource condition for parent value 400, click **Create** on the Condition tab.
20. Enter CC 400 in the **Name** field.
21. Enter Parent Cost Center 400 in the **Display Name** field.
22. In the Condition section, click **Add**.
23. Select **VALUE** for the **Column Name** field.
24. Select the **Tree Operators** option.
25. For the **Operator** field, select Is a last descendant of, which restricts access to the parent cost center 400 and all of its children, including intermediary parents.

**Note:** For the **Tree Operators** field, you can only select Is a last descendant of or Is a descendant of.

26. In the **Value** column, click the **Select Tree Node** icon to open the Select Tree Node window.
The following figure shows the Select Tree Node window. Values are required for the Tree Structure, Tree, and Active Tree Version fields. The window also includes these Tree Node options: Specify primary keys, Select from hierarchy.

27. In the **Tree Structure** field, select Accounting Flexfield Hierarchy. This signifies that you are choosing among trees that are used as accounting flexfield, or charts of accounts, hierarchies.
28. In the **Tree** field, select All Corporate Cost Centers.
29. In the **Active Tree Version** field, select V5.
30. In the **Tree Node** field, select the **Select from hierarchy** button. The Tree Node section opens.
31. In the Tree Node section, expand the nodes and select 400.
The following figure shows the Select Tree Node window after completing the fields in steps 27 through 31.

32. Click **OK**.
The following figure shows the resulting Create Database Resource Condition page for the condition named CC 400. The display name is Parent Cost Center 400 and one condition is defined. The condition has a column name of VALUE, an enabled Tree Operators option, an operator called Is a last descendant of, and a value of 400.

33. Click Save.

Defining the Policies
Create policies to assign conditions to segment value security roles.

1. On the Edit Data Security page, click the Policy tab.
2. Click Create to open the Create Policy window.
3. On the General Information tab, enter Policy for 110-120 in the Name field.
4. Accept the default value of General Ledger in the Module field.
5. Enter 9/1/16 in the Start Date field.
The following figure shows the General Information tab on the Create Policy page for the policy named Policy for 110-120. The start date for the policy is 9/1/16.

6. Select the Role tab and click **Add** to open the Select and Add window.
7. Enter 110 in the **Role Name** field.
8. Select hcm in the **Application** field.
   Roles with the Default category are created in the hcm application.
9. Click **Search**.

The following figure shows the Select and Add Roles window with the search results. The role retrieved by the search results is named Cost Center 110-120 SVS Role.

10. Select Cost Center 110-120 SVS Role and click **OK**.
The following figure shows the Role tab on the Create Policy page with the role that was populated by the search results.

![Role Tab on Create Policy Page]

11. Select the Rule tab.
12. Accept the default setting of Multiple Values in the Row Set field.

> **Note:** The Row Set field determines the range of value set values affected by the policy.
> - If Multiple Values is selected, a condition must be specified.
> - If All Values is selected, then the policy grants access to all values in the value set and no condition is needed.
> - If Single Value is selected, then the internal Value ID for the segment value must be specified and no condition is needed.

13. Click Search on the Condition field.
14. Select Cost Centers 110 to 120 for the Condition field and click OK.

The following figure shows the Rule tab on the Create Policy page. The selected row set is Multiple Values and the condition is Cost Centers 110 to 120.

![Rule Tab on Create Policy Page]

15. Click Save and Close.
16. Click OK to confirm.
17. Repeat steps 2 through 13 to create the rest of the policies, using the values in the following table.
**Deploying the Accounting Flexfield**

You must deploy the accounting flexfield for the segment value security changes to take effect.

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: Financial Reporting Structures
   - Task: Manage Chart of Accounts Structures

2. In the **Module** field, select General Ledger and click **Search**.

3. Select the row for the Accounting Flexfield and click **Deploy Flexfield**.

   The following figure shows the Manage Chart of Accounts Structure page after searching for General Ledger modules. The search results display a row with a key flexfield named Accounting Flexfield.

   ![Manage Chart of Accounts Structures](image)

4. Click **OK**.
Publishing the Account Hierarchies

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: Financial Reporting Structures
   - Task: Publish Account Hierarchies

2. In the **Hierarchy** field, select All Corporate Cost Centers.
3. In the **Hierarchy Version** field, select V5.
4. Click **Search**.
5. In the Search Results section, expand the hierarchy row.
6. Select the row for the hierarchy version V5.
7. Click **Publish**.
8. Click **OK**.

Assigning Segment Value Security Roles to Users

1. In the Tools work area, open the Security Console.
2. Enter Cost Center 110-120 SVS Role in the **Search** field and click **Search**.
3. In the Search Results section, select the down arrow icon and select **Edit Role**.

The following figure shows the Roles page and the available menu options, including Edit Role, for the role named Cost Center 110-120 SVS Role.

4. Click **Next** four times to navigate to the Edit Role: Users page.
5. Click Add User.
6. Enter Casey in the Search field and click Search.
7. Click Add User to Role to add Casey Brown to the role.
8. Click OK to confirm.

The following figure shows the Edit Role page for the Cost Center 110-120 SVS Role with the user Casey Brown selected.

9. Repeat steps 2 through 8 to add the other roles to different users as needed.

Related Topics
- Accessing Tasks to Update Existing Setup Data: Procedure
Implementing Oracle Financials Cloud

Implementing Financials: Overview

To start an implementation of Financials, a user with the Application Implementation Consultant role (ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB) must opt into the offerings applicable to your business requirements. Refer to the Oracle Applications Cloud Using Functional Setup Manager guide to manage the opt-in and setup of your offerings.

Financials Offering

Use this offering to configure how you manage financial flows, including assets, ledgers, cash cycle, invoices and payments, accounts receivable, collections, and setup of subledger accounting and tax configuration.

The following table specifies the primary functional areas of this offering. For the full list of functional areas and features in this offering, use the Associated Features report that you review when you plan the implementation of your offering.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger</td>
<td>Manage ledgers, accounting configurations, journal sources and categories, and other related accounting setup. If applicable, opt into configuring journal approval email notifications.</td>
</tr>
<tr>
<td>Suppliers</td>
<td>Configure options for suppliers and supplier data.</td>
</tr>
<tr>
<td>Payables</td>
<td>Manage supplier invoice and payment options, payment terms, distribution sets, invoice tolerances, and procurement agents.</td>
</tr>
<tr>
<td>Payments</td>
<td>Manage payment systems, payment methods, formats, and payment process profiles. If applicable, opt into deriving a bank account number from IBAN.</td>
</tr>
<tr>
<td>Cash Management and Banking</td>
<td>Manage banks, bank branches, and bank accounts. Additionally, define reconciliation matching rules, bank statement transaction creation rules, parse rules, transaction codes, and transaction type mapping. Furthermore configure your cash positioning and cash forecasting options.</td>
</tr>
<tr>
<td>Transaction Tax</td>
<td>Manage tax configuration, including tax regimes, taxes, and tax rates.</td>
</tr>
<tr>
<td>Expenses</td>
<td>Manage expense report templates, approval rules, and conversion rates and policies. If applicable, opt into using corporate cards for expenses, processing of expense receipt imaging, or integration with travel.</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>Manage asset locations, calendars, books and categories, along with depreciation methods.</td>
</tr>
<tr>
<td>Receivables</td>
<td>Manage the required setups to enable Receivables for transactions and receipts: Receivables system options; Receivables activities; AutoAccounting rules; remit-to addresses; and statement cycles.</td>
</tr>
</tbody>
</table>
## Functional Area | Description
---|---
Customer Billing | Manage Receivables transactions and customer billing: AutoInvoice payment terms, transaction types, transaction sources, memo lines, balance forward billing, and recurring billing.
Revenue Recognition | Manage revenue recognition for Receivables: revenue policies and revenue contingencies.
Collections | Manage aging methods and collectors, as well as collections preferences, scoring data points, and strategy tasks.
Revenue Management | Manage system options for revenue management, selling price profiles, hierarchies, resources, and Trading Community source systems.
Intercompany | Manage Intercompany transaction processing within Financials, intercompany balancing and reconciliation.
Budgetary Control and Encumbrance Accounting | Manage control budgets and encumbrance accounting, along with data access for users. Public sector customers typically use this functional area.
Financial Reporting Center | Manage the financial tools to report and analyze accounting data: Financial Reporting Center, Smart View, Financial Reporting Studio, and Workspace.
Bill Management | Manage system options and user registrations.

### Related Topics
- Oracle Applications Cloud Using Functional Setup Manager
- Planning Your Implementation: Procedure

## Define Financials Configuration for Rapid Implementation: Overview

Use the Define Financials Configuration for Rapid Implementation task list to streamline your setup configuration to focus only on the critical setup steps. The rapid implementation task list minimizes the time needed for you to complete your key setups and enable the day-to-day use of Oracle Financials Cloud.

The rapid implementation task list includes tasks that are:
- Critical setup tasks for initial setup.
- Setup steps that are required by most users.

To create an implementation project that includes the Define Financials Configuration for Rapid Implementation task list, use the Manage Implementation Projects page in the Setup and Maintenance work area. The application implementation manager can modify the task list and assign and track each task.
**Note:** You are not restricted to only the setup configuration in the rapid implementation task list. You can manually add the standard Financials offering task lists and tasks to your rapid implementation project to change and update your setup.

## Task Lists

The Define Financials Configuration for Rapid Implementation task list contains the following task lists. These task lists incorporate setup tasks related to specific functional areas within your Oracle Financials Cloud implementation.

<table>
<thead>
<tr>
<th>Task List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Common Financials Configuration for Rapid Implementation</td>
<td>Define the common configuration for Oracle Financials Cloud rapid implementation, which includes enterprise structures and banks setup.</td>
</tr>
<tr>
<td>Define Transaction Taxes for Rapid Implementation</td>
<td>Configure tax setup according to local and international tax requirements.</td>
</tr>
<tr>
<td>Define Financials Security Configuration for Rapid Implementation</td>
<td>Define the configuration for user and data roles setup for Oracle Financials Cloud rapid implementation.</td>
</tr>
<tr>
<td>Define Ledger Configuration for Rapid Implementation</td>
<td>Define the configuration for General Ledger rapid implementation that includes general ledger and intercompany.</td>
</tr>
<tr>
<td>Define Financial Reporting Center Configuration for Rapid Implementation</td>
<td>Define the configuration for Financial Reporting Center rapid implementation that includes setup for financial reporting and integration with planning and financial management applications.</td>
</tr>
<tr>
<td>Define Invoicing and Payments Configuration for Rapid Implementation</td>
<td>Define invoicing and payments configuration for Payables rapid implementation.</td>
</tr>
<tr>
<td>Define Expenses Configuration for Rapid Implementation</td>
<td>Define corporate expense policies and rules, expense types, and expense report approval rules for Expenses rapid implementation.</td>
</tr>
<tr>
<td>Define Fixed Assets Configuration for Rapid Implementation</td>
<td>Define the configuration for Assets rapid implementation.</td>
</tr>
<tr>
<td>Define Receivables Configuration for Rapid Implementation</td>
<td>Define the configuration for Receivables rapid implementation.</td>
</tr>
</tbody>
</table>

**Note:** The Open First Period task is a required task and is also part of the Define Financials Configuration for Rapid Implementation task list.
Configuring Rapid Implementation Tasks Lists

Based on the applications you are implementing, you can streamline your task lists even more. For example, when you are only implementing:

- Payables, Expenses, and Assets: Delete the Define Receivables Configuration for Rapid Implementation task lists from your implementation project:

- Receivables: Delete the following task lists from your implementation project:
  - Define Invoicing and Payments Configuration for Rapid Implementation
  - Define Expenses Configuration for Rapid Implementation
  - Define Fixed Assets Configuration for Rapid Implementation

Creating an Oracle Financials Cloud Rapid Implementation Project: Worked Example

This example shows how to create an implementation project for the Oracle Financials Cloud rapid implementation task list. The following table summarizes key decisions for this scenario:

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What applications are included in this implementation?</td>
<td>The Oracle Financials Cloud applications being implemented are:</td>
</tr>
<tr>
<td></td>
<td>• General Ledger</td>
</tr>
<tr>
<td></td>
<td>• Financial Reporting Center</td>
</tr>
<tr>
<td></td>
<td>• Payables</td>
</tr>
<tr>
<td></td>
<td>• Receivables</td>
</tr>
<tr>
<td></td>
<td>• Expenses</td>
</tr>
<tr>
<td></td>
<td>• Assets</td>
</tr>
<tr>
<td></td>
<td>• Cash Management</td>
</tr>
<tr>
<td></td>
<td>• Tax</td>
</tr>
<tr>
<td>Are the setup requirements unique to this organization?</td>
<td>No</td>
</tr>
<tr>
<td>Can the rapid implementation task lists and tasks be used for this implementation?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Creating the Implementation Project

1. Click **Navigator > Setup and Maintenance**.
2. On the Setup page, open the panel tab and click Manage Implementation Projects.
3. On the Implementation Projects page, click the Create icon in the Search Results table.
4. On the Create Implementation Project: Enter Basic Information page, enter Implementation Project-FIN_Rapid_Implementation in the Name field.
5. Click in the Description field to automatically update the name in the description.
6. Click the Save and Open Project button.
9. Enter %Rapid Implementation% in the Name field. Use wildcard characters if you do not know the exact name of the task list or task.
10. Click Search.
11. Select the Define Financials Configuration for Rapid Implementation row.
12. Click Done.
13. On the Implementation Project: Implementation Project-FIN_Rapid_Implementation page, expand the task list to see the task lists and tasks associated with your implementation project.
14. Click Done.

Common Financials Configuration

Define Geographies: Overview

Setting up your geography structure and master geographies correctly in the Trading Community Model is critical to the proper utilization and management of Oracle Enterprise Resource Planning (ERP) Cloud applications. The geography structure and master geography data is shared across multiple product families and applications. Address validation ensures complete and valid master address data across all location entities across product applications. In addition, complete and valid master data is critical to ensure accurate transaction tax calculation.

You can either define your geography structure and corresponding master geographies manually or import these geography entities. Options include using the:

1. Manage Geographies page
2. Manage File Import Activities task

For more information about managing your geographies, see the Define Geographies section in the Define Enterprise Structures chapter in the Oracle ERP Cloud Implementing Common Features for ERP guide on Oracle Help Center (https://docs.oracle.com).

Manage Geographies

Use the Manage Geographies page to manually define your geography structure, hierarchy, mapping, and validation. Manually define your geographies when you have a simple geography requirement with a limited number of geographies within an individual country.

Manage File Import Activities

You can upload the geography structure and hierarchy using the Manage File Import Activities task. Once you upload your geography data successfully, you can use the Manage Geographies page to:

- Validate your data
• Enable geography validation
• Enable tax validation

Set the address validation for applicable countries to **Error** to ensure that no invalid or incomplete master address data is created for any location entities. The accuracy of master address data is critical to successful implementations.

Use data import when you have more complex geography requirements, such as for the United States and Canada.

**Related Topics**

• Managing Geography Structures, Hierarchies, and Validation: Worked Example
• Importing Geographies Using File-Based Import: Explained
• Oracle ERP Cloud Implementing Common Features for Financials and Project Portfolio Management

**Implementing Enterprise Structures: Procedure**

The Define Common Financials Configuration for Rapid Implementation task list provides a framework for developing and managing your chart of accounts, ledgers, legal entities, and business units to meet your accounting and reporting requirements.

**Setting Up Enterprise Structures**

The tasks in the following list relate to the setup of enterprise structures. These tasks are the basic setup steps. They may be interspersed with other tasks that aren't required to implement Oracle Financials Cloud. In the Setup and Maintenance work area, create an implementation project that includes the Define Financials Configuration for Rapid Implementation task list. That task list includes the Define Common Financials Configuration for Rapid Implementation task list. Each task is performed by the Application Implementation Consultant.

>**Note:** The following tasks are also included in the Define Enterprise Structures Configuration for Rapid Implementation task list, which you can add to your implementation project in the Setup and Maintenance work area.

All documentation references are from the Oracle Financials Cloud Implementing Enterprise Structures and General Ledger guide.

1. Manage geographies.
   o Perform the task **Manage Geographies** to enable the list of values for address fields in user interfaces.
   o See: Geographies chapter: Define Geographies: Overview

2. Create chart of accounts, ledger, legal entities, and business units in a spreadsheet.
   o Perform the task **Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet** to create a spreadsheet for entering the primary ledger and all accompanying enterprise structures. Spreadsheet entry includes the chart of accounts with segment values and account hierarchies, associated business units, and associated legal entities. In addition, the spreadsheet includes the rules for generating sequential identifiers for transactions recorded in the application and certain setup objects along with their accounting specifications for various modules of Oracle Financials Cloud.
   o See: Financial Structures chapter
     • Enterprise Structures Rapid Implementation: Overview
• Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets: Explained
• Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets: How They’re Processed

3. Upload the chart of accounts.
   ◦ Perform the task **Upload Chart of Accounts** to load the chart of accounts structure, including segments and value sets, from the spreadsheet.
   ◦ See: Financial Structures chapter: Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets: How They’re Processed

4. Upload the ledger, legal entities, and business units.
   ◦ Perform the task **Upload Ledger, Legal Entities, and Business Units** to load key enterprise structures, including the ledger, legal entities, and business units that are dependent on the chart of accounts.

5. Create cross-validation rules.
   ◦ Perform the task **Create Cross Validation Rules in Spreadsheet** for the chart of accounts to determine the account combinations that users can create dynamically as they enter transactions or journal entries.
   ◦ See: Financial Structures chapter
     • Cross-Validation Rules in General Ledger: Overview
     • Cross-Validation Rules: Explained
     • Cross-Validation Rules: Points to Consider
     • Cross-Validation Rules Spreadsheet: Explained
     • Creating Cross-Validation Rules in a Spreadsheet: Worked Example

After performing the enterprise structures tasks, run the Enterprise Structures Setup Report and diagnostic tests for the enterprise structures setup data.

• See: Enterprise Structures Introduction chapter
  ◦ Enterprise Structures Setup Report: Explained
  ◦ Running Diagnostic Tests for Enterprise Structures Setup Data: Explained

**Related Topics**
• Oracle Financials Cloud Implementing Enterprise Structures and General Ledger

**Implementing Cash Management: Procedure**

The Oracle Fusion Cash Management product provides a framework for developing and managing your banks, bank branches, and bank accounts.

**Setting Up Cash Management**

The tasks in the following list relate to the setup and uploading of banks, bank branches, and bank accounts. These are the basic tasks that appear in the Setup and Maintenance work area.
For setting up cash management, each task is performed by the Application Implementation Consultant. All documentation references are from the Oracle Financials Cloud Implementing Payables Invoice to Pay guide, Cash Management and Banking Configuration chapter.

1. Create banks, branches, and accounts in a spreadsheet.
   - Perform the task Create Banks, Branches, and Accounts in Spreadsheet to create your bank, branch, and account information.

2. Upload banks, branches, and accounts.
   - Perform the task Upload Banks, Branches, and Accounts to import your bank, branch, and account information into Cash Management.
   - See:
     - Cash Management Rapid Implementation: Overview

Related Topics
- Oracle Financials Cloud Implementing Payables Invoice to Pay

Implementing Tax: Procedure
Oracle Fusion Tax provides a single-point solution for managing your transaction and withholding tax requirements.

Oracle Fusion Tax:
- Uniformly delivers tax services to all core Oracle Fusion application business flows through one application interface.
- Provides features for uploading third-party tax partner content.
- Is configurable and scalable for adding and maintaining country-specific tax content.

Setting Up Oracle Fusion Tax
The Define Taxes for Rapid Implementation task list provides the required and most frequently used setup tasks for implementation scenarios. Using spreadsheets, you can upload your tax setups to create tax regimes, taxes, tax rates, and tax rules.

You can use the standard Define Tax Configuration task list for:
- The ongoing maintenance of your tax setup.
- Limited tax configurations that cannot be set up or updated using the rapid implementation approach.

To set up Oracle Fusion Tax, the Application Implementation Consultant or Tax Manager must perform the following tasks:

1. Manage tax regimes.
   - Perform the Manage Tax Regimes task to create and maintain tax regimes for the taxes in each country and geographic region where a separate tax or collection of taxes apply.
   - You can use the Tax Configuration Workbook to upload all common tax regime setups as well as your organization specific setups, such as tax regime subscriptions.
   - You can also use the individual Tax Regimes and Tax Regime Subscriptions spreadsheets to exclusively create tax regimes and tax regime subscriptions.
2. Run the jurisdiction and rates upload program.
   - See the following topics:
     - Tax Configuration Workbook: Explained
     - Creating Tax Setup Using the Tax Configuration Workbook: Worked Example
     - Creating Tax Setup Using Tax Partner Content in the Tax Configuration Workbook: Worked Example
     - Tax Implementation Workbook: Explained
     - Creating Tax Setup Using the Tax Implementation Workbook: Worked Example
     - Creating a Tax Regime Using the Manage Tax Regimes Spreadsheet: Worked Example

3. Manage taxes.
   - For SaaS (Oracle Cloud) implementations, run the Import Tax Configuration Content job.
   - Refer to the Tax Configuration Content Upload Program: How It Is Processed topic.

4. Manage tax rates and tax recovery rates.
   - See the following topics:
     - Tax Configuration Workbook: Explained
     - Creating Tax Setup Using the Tax Configuration Workbook: Worked Example
     - Creating Tax Setup Using Tax Partner Content in the Tax Configuration Workbook: Worked Example
     - Creating Tax Setup Using the Tax Implementation Workbook: Worked Example

5. Manage tax rules.
   - Perform the Manage Tax Rules task to create and maintain tax rules that define the conditions under which the exceptions to the default taxability apply.
You can use the Tax Implementation Workbook to upload organization-specific tax rule setups.

You can also use the individual Tax Rules spreadsheet to create tax rules details.

- See the following topics:
  - Tax Implementation Workbook: Explained
  - Creating Tax Setup Using the Tax Implementation Workbook: Worked Example

6. Manage tax registrations.

- Perform the **Manage Tax Registrations** task to create and maintain tax registration information related to a party's transaction tax obligation with a tax authority for a tax jurisdiction where it conducts business.

  You can use the Tax Implementation Workbook to upload your organization-specific tax registrations.

- Refer to the Tax Registrations: Explained topic.

7. Manage tax exemptions.

- Perform the **Manage Tax Exemptions** task to create and maintain tax exemptions to reduce or increase the tax rate applied to a transaction.

- Refer to the Tax Exemptions: Explained topic.

8. Manage simulator transactions.

- Perform the **Manage Simulator Transactions** task to verify tax configuration for taxes that are enabled for simulation or for both simulation and transactions by processing real-time transactions without affecting active data.

- Refer to the Tax Simulator: Explained topic.

**Related Topics**
- Oracle Financials Cloud Implementing Tax

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**Ledger Configuration**

**Implementing General Ledger: Procedure**

The Define Ledger Configuration for Rapid Implementation and Define Financial Reporting Center Configuration for Rapid Implementation task lists provide a framework for developing and managing general ledger features including ledger sets, journal approval rules, and the Financial Reporting Center.

**Setting Up General Ledger**

The tasks in the following list relate to the setup of General Ledger. These tasks are the basic setup steps. They may be interspersed with other tasks that aren't required to implement Oracle Financials Cloud. In the Setup and Maintenance work area, create an implementation project that includes the Define Financials Configuration for Rapid Implementation task list. That task list includes both the Define Ledger Configuration for Rapid Implementation and Define Financial Reporting Center Configuration for Rapid Implementation task lists.

For setting up general ledger, each task is performed by the Application Implementation Consultant.
Define Ledger Configuration for Rapid Implementation

All documentation references are from the Oracle Financials Cloud Implementing Enterprise Structures and General Ledger guide, unless otherwise noted.

The following figure shows the general categories of ledger configuration: intercompany balancing, journal processing, period close processing, ledger sets, data access sets, and intercompany balancing.

1. Manage ledger sets.
   - Perform the task Manage Ledger Sets to create, review, and update collections of ledgers intended for batch processing or financial reports.
   - See: Ledgers chapter
     - Ledgers and Subledgers: Explained
     - Ledgers: Points to Consider
     - Financial Ledgers: How They Fit Together

2. Manage data access sets.
   - Perform the task Manage Data Access Sets to create, review, and update collections of ledgers intended for data security.
3. Create segment value security rules.
   - Perform the task **Create Segment Value Security Rules in Spreadsheet** to define segment value security for value sets.
   - See: Financial Structures chapter
     - General Ledger Security: Explained
     - Data Access Set Security: Overview
     - Data Access Set Security: Examples

   - Perform the task **Manage Intercompany Balancing Rules** to define rules to assign intercompany receivables and intercompany payables accounts for transactions unbalanced by legal entity or management entity.
   - See: Intercompany Setup chapter
     - Intercompany Balancing Rules: Explained
     - Intercompany System Options: Explained
     - Intercompany Organization Configuration: Example
     - Customer and Supplier Assignment: Explained

5. Manage journal approval rules.
   - Perform the task **Manage Journal Approval Rules** to review and update rules to route journal entries through an approval process.
   - See: General Ledger Options chapter
     - Approving Journals: Points to Consider
     - Creating Journal Approval Rules

   - Perform the task **Manage AutoPost Criteria Sets** to define, review and update settings for automatic journal posting.
   - See: General Ledger Options chapter
     - Creating an AutoPost Criteria Set: Worked Example
     - Manually Generating the AutoPost Process: Examples

7. Manage settings for automatic journal reversal.
   - Perform the task **Manage Journal Reversal Criteria Sets** to define, review, and update settings for automatic journal reversal.
   - See: General Ledger Options chapter, Automatic Journal Reversals: How They’re Processed

8. Manage accounting and reporting sequences.
   - Perform the task **Manage Accounting and Reporting Sequences** to define, review, and update sequencing definitions for journal posting and period close.
9. Manage allocations and periodic entries.

- Perform the task **Manage Allocations and Periodic Entries** to create, review, and update allocation and periodic definitions and journal entries. Generate journal entries from the allocation and periodic definitions.
- See: Allocations and Periodic Entries chapter
  - Allocation and Periodic Entries: Overview
  - Calculation Manager: Overview
  - Oracle Essbase Balances Cubes: Overview
  - Creating an Allocation Rule and Generating Allocations
  - Recurring Journals: Overview

10. Manage revaluation definitions.

- Perform the task **Manage Revaluations** to review and update existing calculations of unrealized gains and losses on foreign currency transactions, and to define new calculations.
- See: Period Close chapter
  - Revaluation Process: Explained
  - Accounting for Unrealized Gain or Loss on Revaluation: Explained
  - Income Statement Accounts Revaluation Rule: Explained
  - Revaluing Across Multiple Balancing Segments: Worked Example

11. Manage historical rates.

- Perform the task **Manage Historical Rates** to review and update existing currency historical conversion information, and to create conversion information.
- See: Financial Structures chapter
  - Entering Daily Rates Using the Daily Rates Spreadsheet: Worked Example
  - Updating Currency Rates: Worked Example

12. Open the first period.

- Perform the task **Open First Period** to open the first accounting period so you can begin recording transactions.
- See: Ledgers chapter: Opening First Period: Overview
- See: Period Close chapter: Close Monitor: Overview

**Define Financial Reporting Center Configuration for Rapid Implementation**

All documentation references are from the Oracle Financials Cloud Implementing Enterprise Structures and General Ledger guide, Financial Reporting chapter, unless otherwise noted.

1. Define Financial Reporting Center configuration:

- Perform the tasks in the Define Financial Reporting Center Configuration task list to define and manage technical configuration options for the Financial Reporting Center.
2. Define Essbase database connections.
   - Perform the task **Define Essbase Database Connections in Workspace** to define database connections to connect to Essbase in Workspace.
   - See: Setting Up Your Financial Reporting Center: Critical Choices

3. Configure the Financial Reporting Studio client:
   - Perform the task **Configure Financial Reporting Studio Client for Users** to install the Financial Reporting Studio client on users' computers to create financial reports.
   - See: Setting Up Your Financial Reporting Center: Critical Choices

4. Configure the Smart View client.
   - Perform the task **Configure Smart View Client for Users** to install the Smart View client on users' computers to perform balance inquiry.
   - See: Setting Up Your Financial Reporting Center: Critical Choices

5. Create financial statements.
   - Perform the task **Create Financial Statements** to create, review, and update report definitions for management and statutory financial statements.
   - See: Creating a Financial Report

6. Define budget scenarios.
   - Perform the task **Define Budget Scenarios** to define scenarios to track budgets for different periods or forecasts.
   - See: Budget Configuration chapter
     - Budget Uploads: Overview
     - Importing Budget Data from a Flat File: Explained
     - Importing Budget Data from a Spreadsheet: Explained

**Related Topics**
- Oracle Financials Cloud Implementing Enterprise Structures and General Ledger

**Intercompany Balancing Rules: Explained**

Intercompany balancing rules are used to generate the accounts needed to balance journals that are out of balance by legal entity or primary balancing segment values. You specify the intercompany receivables and intercompany payables accounts that you want to use as the template for building the intercompany receivables and intercompany payables accounts. The intercompany balancing feature then uses these rules to generate the accounts of the balancing lines it creates.

Journals lines are first summarized by the legal entity and are balanced by the legal entity. Since a legal entity can have many primary balancing segment values, it is possible that a journal could have multiple lines for a legal entity with different primary balancing segment values. In that case, when intercompany balancing is done, the lowest primary balancing segment value within each legal entity in the journal is used. After this, balancing occurs across balancing segment values within each legal entity.
These same rules are also used to generate the intercompany receivables account and intercompany payables account of transactions entered in the Intercompany module.

The intercompany balancing rules are also used to generate the intercompany receivables account for the provider side of an intercompany transaction. The balancing rules also used to generate the intercompany payables account for the receiver side of an intercompany transaction.

Defining Intercompany Balancing Rules

You can define intercompany balancing rules at the following levels:

1. Primary balancing segment
2. Legal entity
3. Ledger
4. Chart of accounts

The rules are evaluated in the order shown. For example, you can define a Primary Balancing Segment rule and a Legal Entity level rule. If both rules can be used to balance a particular journal, the Primary Balancing Segment rule is used, as it has a higher precedence.

You have flexibility in defining your intercompany balancing rules. You can have a simple setup in which you define one rule for your chart of accounts. This rule is used for all intercompany balancing for all ledgers that use this chart of accounts. Alternatively, you can have a more granular set of rules. For example, you can define a different rule for each legal entity and one chart of accounts rule to cover any gaps in your rule definitions. You can gain even more granularity by defining rules for specific journal and category combinations or intercompany transaction types.

Using Chart of Accounts Rules for Intercompany

Use chart of accounts rules for intercompany balancing. You have flexibility in defining your intercompany balancing rules with the setup of a single chart of accounts rule to use for all ledgers that use this chart of accounts. When you create a chart of accounts rule, you specify the chart of accounts, intercompany receivables, and intercompany payables accounts you want to use, as well as the source and category. It is recommended that the intercompany receivables account be an asset type account, and the intercompany payables account be a liability type account.

You can define rules that are applied to a specific source and category, such as Payables and Invoices, or a specific intercompany transaction type, such as Intercompany Sales. Alternatively, you can choose to create rules for all sources and categories by selecting the source of Other and the category of Other.

Intercompany Balancing will then evaluate the journal source and journal category combination in determining which rule to use for balancing. The order of precedence is as follows.

- Specific journal source and journal category
- Specific journal source and journal category of Other
- Journal source of Other and specific journal category
- Journal source of Other and journal category of Other

Additional Intercompany Balancing and Clearing Company Options

Additional Intercompany Balancing and Clearing options are used to balance the second balancing segment or the third balancing segment or both, when a transaction is unbalanced by one of these segments but is already balanced by the primary balancing segment. This option is defined for a ledger but you can create rules for various Source and Category combinations.
Additional Intercompany Balancing and Clearing options include the following settings:

- Intercompany Receivables and Intercompany Payables accounts: You can use as the accounts as the template to build balancing accounts for balancing segment 2 and balancing segment 3 when the journal is already balanced by primary balancing segment.

- Summarization options: You can choose to summarize lines within a legal entity before balancing lines are generated by choosing the Summary Net option. Alternatively choose the Detail options so lines are not summarized before balancing within a legal entity. Note that summarization always applies to balancing lines generated in a cross legal entity scenario.

- Clearing company options: Oracle recommends always setting clearing company options to handle many-to-many journals as this avoids balancing failing during General Ledger Posting or Subledger Accounting Create Accounting process.

Clearing Company Options

You can choose to set clearing company options to balance a many-to-many journal. Set the following options to manage your clearing company balancing.

- Clearing Company Condition: Choose when to use a clearing company.
  - Use clearing company only for intracompany journals.
  - Use clearing company for all many-to-many journals.
  - Error out if many-to-many journal. This is the default value for this option.

- Clearing Company Source: Choose how the clearing company value is derived for your balancing lines, from the following options:
  - Default clearing balancing segment value.
  - Manually entered clearing balancing segment value. Note that if you select Manually entered clearing balancing segment value, you will need to manually enter a value in the create journals screen. This option will not work for subledger accounting entries as they do not have a field on the user interface to enter this value.

- Clearing Company Value: If you selected Default clearing balancing segment value for Source, you must select a primary balancing segment value in this field. This is the value used to balance your intracompany or many-to-many journals.

Intercompany Balancing Rules: Examples

This topic provides examples of intercompany balancing rules and the intercompany balancing lines generated. These rules are used to generate the accounts needed to balance journals that are out of balance by legal entity or primary balancing segment values.

Intercompany Balancing Rules Precedence

In this example the legal Entity InFusion Textiles intercompany manufacturing activities are tracked separately from its non-manufacturing activities. In order to achieve this legal entity level rules are defined specifically between the legal entity InFusion Textiles and the two manufacturing legal entities, InFusion Products (East) and InFusion Products (West). A chart of accounts rule is created to cover all other intercompany activities.

Setup

- InFusion USA Chart of Accounts as shown in the following table.
• Ledger, Legal Entity, Primary Balancing Segment Value Assignments as shown in the following table.

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Legal Entity</th>
<th>Primary Balancing Segment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>InFusion USA</td>
<td>InFusion Farms</td>
<td>3100, 3200, 3300, 3400, 3500</td>
</tr>
<tr>
<td>InFusion USA</td>
<td>InFusion Textiles</td>
<td>4000</td>
</tr>
<tr>
<td>InFusion USA</td>
<td>InFusion Products (East)</td>
<td>5000</td>
</tr>
<tr>
<td>InFusion USA</td>
<td>InFusion Products (West)</td>
<td>6000</td>
</tr>
<tr>
<td>InFusion USA</td>
<td></td>
<td>1000, 9000</td>
</tr>
</tbody>
</table>

• Chart of Accounts Rule as shown in the following table.

<table>
<thead>
<tr>
<th>Rule Number</th>
<th>Chart of Accounts</th>
<th>AR Account</th>
<th>AP Account</th>
<th>Source</th>
<th>Category</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>InFusion USA Chart of Accounts</td>
<td>1000 - 000 - 0000</td>
<td>1000 - 000 - 0000</td>
<td>Other</td>
<td>Other</td>
<td>None</td>
</tr>
</tbody>
</table>

• Legal Entity Level Rule as shown in the following table.

<table>
<thead>
<tr>
<th>Rule No.</th>
<th>From Legal Entity</th>
<th>To Legal Entity</th>
<th>AR Account</th>
<th>AP Account</th>
<th>Source</th>
<th>Category</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>InFusion Textiles</td>
<td>InFusion Products (West)</td>
<td>1000 - 000 - 0000</td>
<td>1000 - 000 - 0000</td>
<td>Other</td>
<td>Other</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>InFusion Textiles</td>
<td>InFusion Products (East)</td>
<td>1000 - 000 - 0000</td>
<td>1000 - 000 - 0000</td>
<td>Other</td>
<td>Other</td>
<td>None</td>
</tr>
</tbody>
</table>

• Journal Balancing
  o Journal before Balancing as shown in the following table.
<table>
<thead>
<tr>
<th>Line</th>
<th>Line Type</th>
<th>Legal Entity</th>
<th>CO</th>
<th>CC</th>
<th>DIV</th>
<th>ACCT</th>
<th>IC</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expense</td>
<td>InFusion Farms</td>
<td>3100</td>
<td>100</td>
<td>1200</td>
<td>52330</td>
<td>0000</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Expense</td>
<td>InFusion Products (East)</td>
<td>5000</td>
<td>100</td>
<td>1200</td>
<td>52340</td>
<td>0000</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Expense</td>
<td>InFusion Products (West)</td>
<td>6000</td>
<td>200</td>
<td>1300</td>
<td>52345</td>
<td>0000</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Liability</td>
<td>InFusion Textiles</td>
<td>4000</td>
<td>500</td>
<td>1300</td>
<td>40118</td>
<td>0000</td>
<td>650</td>
<td></td>
</tr>
</tbody>
</table>

- **Journal Balancing**
  
  - Journal after Balancing as shown in the following table.

<table>
<thead>
<tr>
<th>Uses Rule</th>
<th>Line</th>
<th>Line Type</th>
<th>Legal Entity</th>
<th>CO</th>
<th>CC</th>
<th>DIV</th>
<th>ACCT</th>
<th>IC</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>IC AR</td>
<td>InFusion Textiles</td>
<td>4000</td>
<td>500</td>
<td>1300</td>
<td>13050</td>
<td>3100</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>6</td>
<td>IC AP</td>
<td>InFusion Farms</td>
<td>3100</td>
<td>100</td>
<td>1200</td>
<td>21050</td>
<td>4000</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>IC AR</td>
<td>InFusion Textiles</td>
<td>4000</td>
<td>500</td>
<td>1300</td>
<td>13030</td>
<td>5000</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>8</td>
<td>IC AP</td>
<td>InFusion Products (East)</td>
<td>5000</td>
<td>100</td>
<td>1200</td>
<td>21050</td>
<td>4000</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>IC AR</td>
<td>InFusion Textiles</td>
<td>4000</td>
<td>500</td>
<td>1300</td>
<td>13020</td>
<td>6000</td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>
Invoicing and Payments Configuration

Implementing Payables and Payments: Procedure

To get started with Oracle Fusion Payables and Oracle Fusion Payments, the Invoicing and Payments Configuration for Rapid Implementation task list provides a framework for managing setups for Oracle Fusion Procurement that are required to set up Payables, as well as the setup steps of common options, distribution sets, and invoice tolerances for Payables and the setup steps of disbursement system options, payment methods, and payment process profiles for Payments.

Setting Up Payables and Payments

The tasks in the following list relate to the setup of Payables and Payments.

For setting up Payables and Payments, each task is performed by the Application Implementation Consultant. References to help topics in the following tasks are from the following publications:

- Oracle Financials Cloud Implementing Payables Invoice to Pay
  - General Payables Options chapter, Manage Common Options for Payables and Procurement section
  - Payables Configuration chapter
  - Disbursements chapter
- Oracle Procurement Cloud Implementing Procurement
  - Define Purchasing Configuration chapter, Define Procurement Agents section
- Oracle Procurement Cloud Using Procurement
  - Manage Supplier Information chapter, Manage Supplier Profiles section

1. Configure Procurement business function, procurement agents, and suppliers.
   - Perform the task **Configure Procurement Business Function, Procurement Agents, and Suppliers**, which includes configuring:
     - The procurement business function for the procurement business unit to specify procurement document control, document defaults, document numbering, and related settings.
     - Procurement agent access to information, such as purchasing documents and suppliers.
     - Suppliers, sites, and other supplier-related information.
   - See: Define Procurement Agents section
   - Create Procurement Agent: Critical Choices
2. Manage common options for Payables and Procurement.
   - See: Manage Supplier Profiles section
     - Supplier Model: Explained
     - Supplier Import Process: Explained
     - Supplier Sites and Supplier Site Assignments: Explained

   2. Manage common options for Payables and Procurement.
      - Perform the task **Manage Common Options for Payables and Procurement** to set the controls and default values that are used by both Payables and Procurement, such as the default liability account and whether to accrue expense items at time of receipt or at period end.
      - See: Manage Common Options for Payables and Procurement section
        - Common Options for Payables and Procurement: Critical Choices
        - Default Distributions: Explained
        - Offset Segments: Critical Choices
        - Accruing Expense Items: Critical Choices

   **Note:** You can skip this step if you have used the Rapid Implementation spreadsheet for General Ledger to create the ledger, legal entities, and business units.

3. Manage distribution sets.
   - Perform the task **Manage Distribution Sets** to define a distribution set, which is a list of accounts with or without percentages. When you create an invoice that is not associated with a purchase order, you can enter the distribution set name to automatically create the invoice distributions with a predefined set of accounts. If the distribution set has percentages, the invoice line amount is automatically distributed to the accounts, otherwise you must enter the amounts manually.
   - See: Payables Configuration chapter
     - Distribution Sets: Explained

4. Manage invoice tolerances.
   - Perform the task **Manage Invoice Tolerances** to define acceptable variances between invoice, purchase order, and receipt information. You can define both percentage-based and amount-based tolerances. Invoices that exceed the specified tolerances are placed on hold during the invoice validation process.
   - See: Payables Configuration chapter
     - Invoice Tolerances: Explained

5. Manage disbursement system options.
   - **Note:** Payments provides predefined setups for Steps 5 to 7. You do not need to modify the predefined setups unless you want to change disbursement system options, or configure different payment methods or payment process profiles.
   - Perform the task **Manage Disbursement System Options** to manage payment processing options at the enterprise and business unit level.

6. Manage payment methods.
   - Perform the task **Manage Payment Methods** to define or manage payment methods and to attach or update validations that are assigned to them. See:
     - Payment Methods: Explained
• Payment Method Defaulting: Explained
• Setting Up User-Defined Validations for Payment Methods or for Payment Files: Worked Example

7. Manage payment process profiles.
   ○ Perform the task Manage Payment Process Profiles to define or manage payment process profiles, which are entities that determine the payment processing type, grouping of installments, grouping of payments, and the definition of usage rules based on payment methods, disbursement bank accounts, business units, and currencies. See:
     • Payment Process Profiles: Explained

Related Topics
• Implementing Payables Invoice to Pay
• Implementing Procurement
• Using Procurement

Expenses Configuration

Implementing Expenses: Procedure

The Define Expenses Configuration for Rapid Implementation task list provides a framework for developing and managing your system options, expense report templates, approval rules, and conversion rates and policies.

The tasks in the Define Expenses Configuration for Rapid Implementation task list enable expense entry, approval, and reimbursement processing in Expenses.

Setting Up Expenses

To set up Expenses, each task is performed by the Application Implementation Consultant. References to help topics in the following tasks are from the Oracle Financials Cloud Implementing Expenses: Expense Policies and Rules chapter.

1. Manage expenses system options.
   ○ Perform the task Manage Expenses System Options to define setup options for managing expense entry and processing for all business units.
   ○ Confirm that the default settings are aligned with your business practices.

2. Manage expense report templates.
   ○ Perform the task Manage Expense Report Templates to define expense types applicable to your company and group them into expense templates. Expense templates are defined by business units. The expense templates available in expense report entry is determined by the business unit of the employees.
   ○ Specify receipt requirements when you define expense types.
   ○ See:
     • Expense Templates: Points to Consider
     • Can expense types be used across expense templates?
     • Configuring Expense Policies: Points to Consider.
3. Manage expense approval rules.
   
   - Perform the task **Manage Expense Approval Rules** to define expense report approval rules based on your company’s approval policies.
   - Modify the predefined rules as needed.
   - See:
     
     - Configuring Approval Rules: Explained
     - Defining Approval Rules: Explained

   **Note:** To enable audit of expense reports, you must define audit rules in addition to approval rules.

4. Manage conversion rates and policies.
   
   - Perform the task **Manage Conversion Rates and Policies** to select the conversion rate type for each business unit.
   - See: Configuring Expense Policies: Points to Consider

**Related Topics**

- Oracle Financials Cloud Implementing Expenses

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**Fixed Assets Configuration**
Implementing Assets: Procedure

Get started with Oracle Fusion Assets and enable your reporting and accounting capabilities using the Define Fixed Assets Configuration for Rapid Implementation task list. This task list provides a framework to develop and manage your Assets flexfields, system controls, fiscal years, locations, calendars, prorate conventions, asset books, and asset categories.

Setting Up Assets

The tasks in the following list relate to the setup of Oracle Fusion Assets. These are the basic steps for setup. These tasks appear in the setup task list in the Setup and Maintenance work area. However, in your task list the tasks may be interspersed with other tasks that you don’t need to perform before you can use Oracle Fusion Financials.

For setting up Assets, each task is performed by the Application Implementation Manager.

Define Fixed Assets Configuration for Rapid Implementation

All documentation references are from the Oracle Financials Cloud Implementing Assets guide, unless otherwise noted.

   - Perform the task Create Fixed Assets Configuration in Spreadsheet to define your initial Fixed Assets configuration or rapidly implement Oracle Fusion Asset categories, system controls, depreciation calendars, prorate conventions, and books.
   - See: Oracle Applications Cloud Configuring and Extending Applications guide.

   - Perform the task Update Fixed Assets Configuration in Spreadsheet to update or add to your Oracle Fusion Asset categories, locations, and books.
   - Perform the task **Upload Fixed Assets Configuration in Spreadsheet** to load the key flexfield structure, system controls, calendar, prorate convention, asset book, location combination, and category assignment to the book created or updated in the spreadsheet.

**Related Topics**
- Oracle Financials Cloud Implementing Assets
- System Controls: Explained
- Depreciation Methods: Explained

**Receivables Configuration**

**Implementing Receivables and Payments: Procedure**

The Receivables task list provides a framework for developing and managing your accounts receivable environment. This includes the necessary setups in Oracle Receivables and the related setups in Oracle Payments.

> **Note:** Credit card services are currently not available in Oracle Cloud implementations.

**Defining the Receivables and Payments Configuration**

The tasks in the following list relate to the setup of Receivables and of Payments for Receivables. These are the basic steps for setup.

For setting up Receivables and Payments for Receivables, each task is performed by the Application Implementation Consultant. All documentation references are from these chapters in Oracle Financials Cloud Implementing Receivables Credit to Cash:

- Define Common Accounts Receivable Configuration
- Manage Receivables System Options
- Define Customer Billing Configuration
- Define Customer Payments
- Configure Payment System Connectivity
- Define Funds Capture
- Define Customer

1. Manage Receivables system options.
   - Perform the task **Manage Receivables System Options** to manage the basic settings of your Receivables environment.
   - See: Manage Receivables System Options chapter:
     - Updating System Option Records: Critical Choices
     - Using Header Level Rounding: Example
     - Tax Invoice Printing Options
     - Tuning Segments: Explained
2. Manage Receivables activities.
   o Perform the task Manage Receivables Activities to set up default accounting information for all activities in
     accounts receivable other than transaction processing and receipt processing.
   o See: Define Common Accounts Receivable Configuration: Define Receivables Activities section:
     • Receivables Activity Types
     • GL Account Source
     • Tax Rate Code Source

3. Manage AutoAccounting rules.
   o Perform the task Manage AutoAccounting Rules to set up default accounting information for Receivables
     transaction processing.
   o See: Define Customer Billing Configuration: Define AutoAccounting section:
     • AutoAccounting Account Types and Segment Values
     • AutoAccounting Structure: Points to Consider
     • Using AutoAccounting to Derive Accounting Flexfield Segments: Example

4. Manage remit-to addresses.
   o Perform the task Manage Remit-to Addresses to assign remit-to addresses to Receivables transactions.
   o See: Define Customer Billing Configuration: FAQs for Remit-to Addresses section:
     • How can I use remit-to addresses?
     • How does AutoInvoice validate remit-to addresses?
     • How can I define a default remit-to address?
     • Why did the country appear?
     • Why do I verify the address?

5. Manage memo lines.
   o Perform the task Manage Standard Memo Lines to define memo lines for line items that are not inventory
     items.
   o See: Define Customer Billing Configuration: Define Memo Lines section: Revenue Accounts and Memo Lines:
     Explained.

6. Manage system security options.
   o Perform the task Manage System Security Options to enable the credit card and bank account encryption
     and masking.

7. Manage funds capture payment methods.
   o Perform the task Manage Funds Capture Payment Methods to define funds capture payment methods to
     enable customers to remit payments. Payments supports bank account transfers for automated funds capture
     processing.

8. Manage funds capture process profiles.
   o Perform the task Manage Funds Capture Process Profiles to define profiles for funds capture processing
     with rules for authorization and settlement handling.
9. Manage internal payees.
   - Perform the task **Manage Internal Payees** to set up one or more business units that use a payment processor or gateway to receive funds from customers.

10. Manage payment systems.
    - Perform the task **Manage Payment Systems** to define external organizations, such as banks or payment processors, that process funds capture and disbursement transactions.
    - See: Configure Payment System Connectivity chapter:
      - Validations: Critical Choices
      - Formats: Explained
      - Transmission Protocol: Explained
      - Transmission Configuration: Explained
      - Configuring Your Communication Channel to a Payment System: Explained
      - Payment System: Explained
      - Payment System Account: Explained
      - Importing a Security Credential File: Procedures

11. Manage receipt classes and methods.
    - Perform the task **Manage Receipt Classes and Methods** to set up the steps required for receipts and to set up default accounting information for receipt processing.
    - See: Define Customer Payments: Define Receipt Classes and Methods section:
      - Remittance Methods and Clearance Methods
      - Automatic Receipt Processing: Points to Consider
      - Fund Transfer Error Handling: Explained
      - Remittance Bank Accounts: Explained

12. Manage lockbox.
    - Perform the task **Manage Lockbox** to set up a lockbox to create receipts automatically from data supplied by your remittance bank.
    - See: Define Customer Payments: Define Lockbox section:
      - Lockbox Interface Table AR_PAYMENTS_INTERFACE_ALL
      - Match Receipts By Method: Explained

13. Manage transmission formats for lockbox.
    - Perform the task **Manage Transmission Formats for Lockbox** to set up lockbox transmission formats. The transmission formats ensure that data is correctly transferred from your remittance bank.
    - See: Define Customer Payments: Define Transmission Formats for Lockbox section:
      - Validating the Lockbox File Transmission: How It Works
      - Lockbox Transmission Formats
      - Lockbox Transmission Format Record Types
      - Lockbox Transmission Format Field Types

    - Perform the task **Manage Statement Cycles** to set up statements and statement cycles that determine when to send statements to your customers.
See: Define Common Accounts Receivable Configuration: Define Statements section:

- Setting Up for Statements: Procedure
- Statement Cycles: Example

15. Create customer.

- Perform the task **Create Customer** to create customer records for all organizations and persons with whom you do business.
- See: Define Customer chapter: Define Customer Account section and Manage Customers section:
  - Customer Account Relationships: Explained
  - Customer Account Uses: Points to Consider
  - Customer Addresses: Points to Consider
  - Related Contact Sites: Explained
  - Customer and Party: Explained
  - Party Relationships: Explained
  - Customer Upload: How Data is Processed
  - Preparing Customer Data for Upload: Points to Consider
  - Validating Unique Values in the Customer Spreadsheet Upload: Examples
  - Customer Listing Report

16. Manage approval limits.

- Perform the task **Manage Approval Limits** to set approval limits for each of your users for specific transactions and amount ranges per currency.

**Related Topics**

- Oracle Financials Cloud Implementing Receivables Credit to Cash

### Creating Workflow Rules in BPM

**Overview of Creating Workflow Rules in Business Process Management**


**Related Topics**

- Working with Rule Sets and Rules
Advanced Features to Create Workflow Rules in Financials

Overview of Default Advanced Options for Rules with Parent and Child Attributes in BPM

Do you frequently have to create rules using parent and child attributes in BPM?

Then, the Advanced Rules feature is for you. After you enable the Default Advanced Options for Rules with Parent and Child Attributes feature, you can configure rules in the Basic mode using some of the options that were earlier available only in the Advanced mode with the At least one option as default.

Additionally, old options are renamed as listed in this table:

<table>
<thead>
<tr>
<th>Old Option</th>
<th>New Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each case where</td>
<td>All</td>
</tr>
<tr>
<td>There is a case where</td>
<td>At least one</td>
</tr>
<tr>
<td>There is no case where</td>
<td>None</td>
</tr>
<tr>
<td>Aggregation</td>
<td>Aggregation</td>
</tr>
</tbody>
</table>

Note: For rules created using the header attribute, the default option remains the same: For each case where.

Enable Default Advanced Options for Rules with Parent and Child Attributes in BPM

You can enable this feature by defining a profile option.

Here’s how:

1. Sign in as an implementor.
2. In the Setup and Maintenance work area, go to the Manage Profile Options task.
3. On the page, click Actions > New.
4. On the Create Profile Option page, enter the following values:
5. Click Save and Close.
6. On the Manage Profile Options page, search for the newly created profile option and from the results, select it.
7. In the Profile Option Levels section, for the Site level, select the Enabled and Updatable.
8. Click Save and Close.
9. In the Setup and Maintenance work area, go to the Manage Administrator Profile Values task.
10. On the Manage Administrator Profile Values page, search for and select the profile option.
11. In the Profile Values section, click Add. Enter the following values:

That’s it! You have done the preliminary setup. Now, when you configure rules in BPM using the parent and child attributes, the default option is set to At least one.
FAQs

What happens when I create a new rule?
When you configure a new rule using line or distribution level attributes in basic mode without editing an existing rule, only the new rule is created using the At least one option. However, if you edit the line or distribution level condition of existing rule, then the rule will convert to the advanced option (for each case where).

What happens when I edit an existing rule?
If you have enabled the feature and edit the existing rules that use the There Is A Case Where and There Is No Case Where options, then these options are renamed to At least one, None options respectively.

Can I continue using the existing rules after enabling this feature?
Yes, your existing line and distribution level rules are not impacted by the upgrade unless you edit them.
4 Configuring Financial Reporting

Configuring Financial Reporting: Overview

Configure the following financial tools to report and analyze your accounting data: Financial Reporting Center, Smart View, Financial Reporting Studio, and Workspace.

Financial Reporting Center: How It Works

The Financial Reporting Center is intended to be the primary user interface for financials end users to access all seven report types.

Financial Reporting Center Overview

The Financial Reporting Center includes these report types: Financial Reporting Studio Reports, Account Groups and Sunburst, Smart View Reports, Oracle Transactional Business Intelligence Analyses, Oracle Transactional Business Intelligence Dashboards, Oracle Business Intelligence Publisher Reports, and Business Intelligence Mobile Apps. Other reporting tools are also available to run the same seven report types.
Chapter 4
Configuring Financial Reporting

The following figure illustrates the report types that are available in the Financial Reporting Center.

Reports can be accessed through various methods. However, the Financial Reporting Center provides access to every type of report, is intended to be the primary user interface for financials end users, and is tablet and smartphone friendly. In addition to accessing reports, you can add favorites, define tags, and view report details, such as type and last updated date.

Financial Reports are read from the Shared > Custom > Financials and My Folders directories. All other report types can be saved anywhere in the BI Catalog however, any user-defined content should be in the Shared > Custom folder. Subfolders can be created within the Shared > Custom folder.

Seven types of reports can be run from the Financial Reporting Center and from the other reporting tools.

- Financial Reports: These reports are built off of the Oracle Financial Reporting Studio using data in the Oracle Fusion General Ledger balances cube. For example, company income statements and balance sheets. These reports are mainly run by users in General Ledger.
- Account Groups and Sunburst: Account groups are used to monitor key accounts in General Ledger. When a user creates an account group, it becomes visible in the Financial Reporting Center with the Sunburst visualization tool. The Sunburst visualization tool lets you interact with your account balances across various business dimensions to view balances from different perspectives. Account groups are used only in General Ledger.
- Smart View Reports: Smart View is a multidimensional pivot analysis tool combined with full Excel functionality. Smart View enables you to interactively analyze your balances and define reports using a familiar spreadsheet environment. These queries are mainly for users in General Ledger. To share Smart View queries, users can email them to other users, or they can upload the queries to the Financial Reporting Center where users can download them to a local drive for use. The Financial Reporting Center is only a place for users to upload and download Smart View queries.
**Note:** To upload a Smart View report to the Financial Reporting Center: select the Open Workspace for Financial Reports task, navigate to the BI Catalog, and select **Upload** from the Tasks section. Be sure to upload the Excel file to one of the folder locations mentioned previously.

- **Oracle Transactional Business Intelligence Analyses:** These analyses and reports are built off of transactional tables using subject areas. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.

- **Oracle Transactional Business Intelligence Dashboards:** Dashboards put all the information, functions, and actions that a business user must have to do their job in one place. Dashboards are built off of Oracle Transactional Business Intelligence objects like analyses and reports. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.

- **Oracle Business Intelligence Publisher Reports:** Most of these reports are predefined and must first be submitted and resubmitted to see the latest data by the Oracle Enterprise Scheduler through the Scheduled Processes navigation. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.

- **BI Mobile Apps:** Oracle Business Intelligence Mobile App Designer is an application that enables you to create multitouch information-driven applications with rich interaction, rich visualization, and rich media, for mobile devices such as iPhone, iPad, Android phone, tablet, and more. These reports can be run by users in General Ledger, Payables, Receivables, Cash Management, Intercompany, and so on.

## Other Reporting Tools Overview

Six other tools are available for reporting in Financials.

The following table lists the other reporting tools and the types of reports they support.

<table>
<thead>
<tr>
<th>Other Reporting Tools</th>
<th>Report Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Accounting Dashboard and Account Inspector</td>
<td>Account Groups</td>
</tr>
<tr>
<td>Reports and Analytics</td>
<td>Oracle Transactional Business Intelligence Objects</td>
</tr>
<tr>
<td>BI Catalog</td>
<td>All Report Types, Except Oracle Business Intelligence Publisher Reports</td>
</tr>
<tr>
<td>Enterprise Scheduler System</td>
<td>Oracle Business Intelligence Publisher Reports</td>
</tr>
</tbody>
</table>

Even though the Financial Reporting Center is designed to be the main user interface for a financial end user’s reporting needs, some users may choose to use any of the six other tools for reporting in Financials, such as:

- **General Accounting Dashboard:** which provides access to Account Groups: Uses the Account Monitor to efficiently monitor and track key account balances in real time.

- **Account Inspector:** Perform ad hoc queries from account groups and financial reports through drill down to underlying journals and subledger transactions.
• Reports and Analytics: This reporting tool has a panel that reflects the folder structure of the BI Catalog. Users can access and run any Oracle Transactional Business Intelligence analysis, report or dashboard. Users can’t run Financial Reports or Oracle Business Intelligence Publisher reports from this interface. This interface can be used by all financials users.

• BI Catalog: A component of the Enterprise Performance Management Workspace where you can run all report types, except for Oracle Business Intelligence Publisher reports.

• Enterprise Performance Management Workspace: Create reports, books, snapshot reports, snapshot books, Financial Reporting batches, and batch scheduler, and schedule batches to automatically run and burst to email.

• Enterprise Scheduler System: Only Oracle Business Intelligence Publisher reports can be submitted from this interface. Users access this interface by navigating to Tools > Scheduled Processes. Most financial users have access to this interface to run standard reports for General Ledger, Payables, Receivables, and so on.

Related Topics
• Setting Up Your Financial Reporting Center: Critical Choices

Define Financial Reporting Center

The Financial Reporting Center is a tool for accessing, designing, and presenting financial reports and analytic data.

Configure Financial Reporting Center

You have access to reports through the folder structure in the Financial Reporting Center and Workspace that’s installed with Oracle Fusion Financials. Your Oracle Fusion Business Intelligence (BI) administrator defines the folder structure in Workspace your company’s security requirements for folders and reports, as well as report distribution requirements for financial reporting batches.

Security can be set on folders and reports from Workspace. The BI Catalog stores both the Financial Reports and the BI Publisher Reports. Your BI administrator grants access to the folders and reports that you need.

Create and Secure a Folder Structure

To create a folder or subfolder:

1. From the Financial Reporting Center, open the Tasks pane and click the Open Workspace for Financial Reports task.
2. From the Navigate menu, select Applications, then BI Catalog.
3. On the Oracle BI Catalog page, go to the location in the Folders panel where you want to create the folder.
4. In the Oracle BI Catalog toolbar, click New and select Folder.
5. On the New Folder window, enter the folder name.
6. Click OK.

To assign permissions to a folder:

1. From the Financial Reporting Center, open the Tasks pane and click the Open Workspace for Financial Reports task.
2. From the Navigate menu, select Applications, then BI Catalog.
3. Search for the folder to which you want to assign permissions.
4. Go to the Tasks panel and click Permissions.
5. On the Permissions window, click the **Add user or roles** icon.
6. On the Add Application Roles, Catalog Groups and Users window, query the roles and select the ones you want to add.
7. Click the **Move** button.
8. Set the permission to the intended level, for example, **Full Control**.
9. Click **OK**.

### Configure Smart View Client for Users

Smart View is a multidimensional pivot analysis tool combined with full Excel functionality. Smart View enables you to interactively analyze your balances and define reports using a familiar spreadsheet environment.

Install Smart View, an add-in to Excel, to each client computer. To download the installation files:

1. Navigate to the Financial Reporting Center and select the **Open Workspace for Financial Reports** task.
2. In the Enterprise Performance Management System Workspace, select **Tools > Install > Smart View**.

*Note:* Since Smart View is an add-in to Microsoft Office products, you can install Smart View only on a Windows operating system.

Once Smart View is installed, you must configure the connection using the Smart View Shared Connections URL. You can derive the Shared Connections URL by following these steps:

1. From the Financial Reporting Center task panel, select **Open Workspace for Financial Reporting**.
2. Edit the workspace URL by removing `index.jsp` and adding `SmartViewProviders` at the end.

*Note:* The following URL is an example for a Cloud-based environment. If the workspace URL is `https://efops-rel5st4-cdrm-external-bi.visioncorporation.com:10622/workspace/index.jsp`, the Shared Connections URL is `https://efops-rel5st4-cdrm-external-bi.visioncorporation.com:10622/workspace/SmartViewProviders`.

3. Copy the URL.
4. Open Excel.
5. Navigate to the **Smart View** menu > **Options**

The following figure shows the Smart View ribbon on the Excel spreadsheet. The task lists include Panel, Connections, and Options.

6. Click the **Options** button and select the **Advanced** option.
The following figure shows the Options window with the Advanced option selected. The shared connections URL appears in the General section.

7. Paste the URL in the **Shared Connections URL** field.
8. Click **OK**.

For more information about configuring the Smart View client for users, see Oracle Hyperion Smart View for Office User’s Guide for Oracle Hyperion Smart View.

To connect to Oracle Fusion General Ledger Balances cubes in Smart View:

1. Start Smart View.
2. Click the Smart View tab and select the **Panel** icon. The Smart View pane opens.
3. Click the **Shared Connections** button on the task pane.
4. Sign in with your user name and password.

The following image shows the Sign In window for connecting to the database.

5. Click the **Select Server** list icon to proceed.
The following figure shows the Shared Connections section on the Smart View panel. The Select Server to proceed field is selected and two values appear in the drop-down list: Oracle Essbase, Oracle Hyperion Financial Reporting.

Note: If the Essbase Server is not there, then it has to be added. Use the following steps:

a. Click the Add Essbase Server link.

b. Specify the Essbase Server login and password.

c. Expand the Essbase server and locate its cube.

6. Select Oracle Essbase from the list of shared connections.

7. Click the Expand to expand the list of cubes.

8. Expand your cube that has the name of your chart of accounts.

The following figure shows the Shared Connections section on the Smart View panel. The Oracle Essbase server is expanded, showing several cubes.

9. Click db. A list of functions appears.

10. Click the analysis link.

Note: You must perform these steps only once for a new server and database.
To set how the name and alias of the Essbase database appears:

1. On the Smart View ribbon, click the Options button.
2. Select Member Options from the list and select the Member Name Display list.
3. You can select from among the following options:
   - Distinct Member Name: Only shows the full Essbase distinct path.
   - Member Name and Alias: Shows both the member name and the alias.
   - Member Name Only: Shows only the member name.

Important: The Smart Slice feature is not supported in General Ledger. For all other documentation, refer to the Oracle Hyperion Smart View for Office User’s Guide.

Configure Financial Reporting Studio Client for Users

Oracle Hyperion Financial Reporting Studio is client-based software tool used for authoring financial reports. Prerequisites needed for installing the Financial Reporting Studio are:

2. The end user’s computer requires Microsoft Office installations.

You connect to the Financial Reporting Studio by downloading the installation files to your computer from Workspace. Follow this path:


After performing the prerequisites and completing the installation, launch the Financial Reporting Studio. You must provide your user ID, password, and the Server URL. Derive the Server URL information by following the steps:

1. Open Navigator > Financial Reporting Center > Open Workspace for Financial Reports.
2. Edit the Workspace URL and remove workspace/index.jsp.
3. Two examples of Server URLs are:
4. Copy the modified URL to the Server URL field.

Important: For end users installing the Oracle Fusion Financials Reporting Studio, the installer launches a separate console window that continues to run for a brief time after the installation completes the setup tasks. The process is normal, expected, and applies to Oracle Hyperion Reporting Studio installations in both the Oracle Fusion Applications and Enterprise Performance Manager modes. You must save a new report before attempting to preview it with Web Preview. For more information, see:
   - Oracle Enterprise Performance Management System Installation and Configuration Guide.
Define Essbase Database Connections in Workspace

You must create database connections so you can access the cubes from Workspace and Financial Reporting Studio.

⚠️ Note: Ledger setup has to be completed before the database connection can be created. Oracle Fusion General Ledger balances cubes are created as part of ledger setup. Each combination of chart of accounts and accounting calendar has a separate cube. Each cube needs database connection.

Steps to define a database connection are:

1. From the Financial Reporting Center work area, open the Tasks panel and select the Open Workspace for Financial Reports task.
2. From within the workspace, select the Navigate menu > Applications > BI Catalog.
3. From the Tools menu, select Database Connection Manager.
4. On the Database Connection Manager window, click New.
5. Enter a user-friendly name for the database connection name.
6. Enter Essbase as the Type, your server, user name, and password.
7. Select Application (cube) and Database from the list of values.
8. Expand the Application name to see the related database, for example, db.
The following figure shows the Database Connection Properties window with the completed fields from steps 6 through 9.

9. Click **OK** twice to save your selections.
10. Click **Close** to save the connection.

For more information about configuring Essbase database connections in Workspace see: **Oracle Essbase Database Administrator's Guide**.

> **Note:** The database connection is available in both Workspace and Financial Reporting Studio. Optionally, the database connection can be set up in Financial Reporting Studio while entering the grids on a report.

### Creating a Financial Report: Procedure

In Oracle Hyperion Financial Reporting Studio, you can design traditional financial report formats such as balance sheets, profit and loss statements, and cash flow reports. You can also design nontraditional reports for financial or analytic data that include text and graphics. Use Financial Reporting Studio, a client-based application launched from your desktop, to create your reports.
Perform the following tasks to define a basic income statement.

1. Open Financial Reporting Studio on your desktop and sign in with your user name, password, and server URL.

   **Tip:** The first time you sign in, copy the Financial Reports Workspace URL into the Server URL field and remove workspace/index.jsp from the end of the URL.

The following figure shows an example of the Financial Reporting Studio sign-in window, with the user name, password, and server URL fields populated.

3. On the Designer toolbar, click the **Insert Grid** icon. Grids are tables that contain data from external database connections.
4. Drag to select the area for the grid. The Select a Database Connection window opens.

   **Tip:** When creating a grid, best practice is to leave space in the designer area for other objects, such as a company logo and report title.

5. On the Select a Database Connection window, click the **Database Connection** list and select your database. A unique cube exists for each combination of chart of accounts and accounting calendar.
The following figure shows an example of the Select a Database Connection window, with the connection, user name, and password fields populated.

![Select a Database Connection Window](image)

**Tip:** Best practice is to always turn on suppression in financial reports. This should be done at the Database Connection Server level. You can verify the setting by doing the following: highlight the grid, and from the menu, select **Task > Data Query Optimization Settings**. The normal best practice for most reports is to turn suppression on for the entire grid, and then turn suppression off for certain columns and rows that must always display. For more information about suppression settings, refer to the Using the Basic Option in Conditional Suppression section in the Designing with Financial Reporting Studio for Oracle Planning and Budgeting Cloud guide at [http://docs.oracle.com/cloud/latest/epm-common/CSFSU/ch09s04s02.html#BEGIN](http://docs.oracle.com/cloud/latest/epm-common/CSFSU/ch09s04s02.html#BEGIN).

6. Click **OK**. The Dimension Layout window opens.

**Arrange Dimensions and Define Rows**

Use the Dimension Layout window to arrange the dimensions on the report. Use the Select Members window to select the revenue and expense accounts to include on the report.

1. On the Dimension Layout window, drag the dimensions from the Point of View frame as follows:
   a. **Accounting Period** dimension to the Columns frame.
   b. **Account** dimension to the Rows frame.
   c. **Company** dimension to the Pages frame.
The following figure shows the Dimension Layout window. The Company dimension is in the Pages frame, the Accounting Period dimension is in the Columns frame, and the Account dimension is in the Rows frame.

2. Click OK. The Dimension Layout window closes. The grid is inserted with the specified layout.

3. Select the revenues account.
   a. Double-click the Account cell on the grid. The Select Members window opens.
   b. Click the Remove All icon to deselect the default account member.
   c. In the Available area, expand the Account member, and continue expanding until you reach the revenue account for the report. You can also use the search to find your account.
   d. Select the account and click the Add icon to move the account to the Selected area.
The following figure shows the Select Members window for the **Account** dimension. The **Account** member is expanded and the revenues account for the report, which is 40000, appears in the Selected area of the window.

![Select Members window](image)

4. Click **OK**. The Select Members window closes.
5. Save the report.
   a. From the **File** menu, select **Save As**.
   b. Select the **My Folders** directory and enter a report name.
   c. Click **Save**.
6. Insert a blank row to add space between the revenue and expense accounts.
   a. Select the row after the revenues account and right-click the row header.
   b. From the **Insert Row** menu, select **Text**.
7. Insert a row for the expense accounts.
   a. Select the row after the new blank row and right-click the row header.
   b. From the **Insert Row** menu, select **Data**. The default value for the new row contains the revenue account.
8. Select the expense accounts.
   a. Double-click the new expense account cell in row 3. The Select Members window opens.
   b. Click the **Remove All** icon to deselect the default revenues account.
   c. In the Available area, expand the Account member, and continue expanding until you reach the expense accounts.
   d. Select the accounts and click the **Add** icon to move the accounts to the Selected area.
   e. Select the **Place selections into separate rows** option to create a separate row in the grid for each account.
The following figure shows the Select Members window for the **Account** dimension. The **Account** member is expanded and the expense accounts for the report appear in the Selected area of the window. The selected accounts are 50000, 60000, and 70000. The option called **Place selections into separate rows** is selected.

9. Click **OK**. The grid now includes the expense accounts.
10. Save the report and leave it open for the next activity.
11. You can preview the report in HTML or PDF format using the **File** menu or toolbar.

**Add a Formula**

Define a formula to summarize the expense account balances.

1. Select the row after the last expense account row and right-click the row header.
2. From the **Insert Row** menu, select **Formula**.
3. Click in the empty cell in the new row. The cell properties sheet opens.
4. On the cell properties sheet, select the **Custom Heading** option and enter **Total Expenses**.
5. Select the row header for the formula row, which in this example is row 6.
6. In the Formula bar, click the **Sum(0)** button to enter the formula into the formula text box.
7. Enter the cell references for the expense accounts into the formula, between the parentheses. In this example, the completed formula is `Sum([3], [4], [5])`. 
The following figure shows the Financial Reporting Studio window with the formula entered in the formula text box.

![Financial Reporting Studio window](image)

8. Validate the formula syntax by clicking the check mark icon in the toolbar. Validation checks the validity of the formula, not if data is available.

The following figure shows an example of the grid with the revenue account in row 1, expense accounts in rows 3 through 5, and total expenses in row 6.

![Example of grid with revenue and expense accounts](image)

9. Save the report and leave it open for the next activity. Optionally preview the report.

Define a Range Function

Use the range function to report across periods and create rolling period columns on the report.

1. Double-click the Accounting Period cell. The Select Members window opens.
2. Click the Remove All icon to deselect the default accounting period member.
3. Click the Functions tab.
4. Click the Range list item.
5. Click the Add icon to move the Range list item to the Selected area. The Edit Range Function window opens.

   a. Click in the Value field on the Start Member row.
   b. Click the Lookup icon. The Edit Start Member Parameter Value window opens.
   c. Click the Functions tab.
   d. Click the Relative Member list item. With the relative member parameter, you can define the periods that display on the report relative to the period you specify at runtime.
   e. Click the Add icon to move the Relative Member list item to the Selected area. The Edit Relative Member Function Window opens.
   f. Click in the Value field on the Member row.
   g. Click the Lookup icon. The Edit Parameter Value window opens.
   h. Click the Current Point of View list item, so you can enter the starting period for the report.

The following figure shows the Edit Member Parameter Value window for the Accounting Period member. The Current Point of View row is selected.

   i. Click the Add icon to move the selected value to the Selected area.
   j. Click OK. The Edit Member Parameter Value window closes.
   k. On the Edit Relative Member Function window, select the Offset parameter, and enter -11 in the Value field. The offset value determines the number of periods to include from the current point of view.
The following figure shows the Edit Relative Member Function window. The Offset parameter is selected and the value entered is -11.

1. Click OK. The Edit Relative Member Function window closes.

2. On the Edit Range Function window, click the End Member list item.

3. Click in the Value field and click the Lookup icon. The Edit End Member Parameter Value window opens.
   
   a. Click the Current Point of View list item.
   
   b. Click the Add icon to move the value to the Selected area.

4. Click OK. The Edit End Member Parameter Value window closes.

5. Click OK. The Edit Range Function window closes.

6. Click OK. The Select Members window closes.

7. Save the report and leave it open for the next activity. Optionally preview the report.

Define the Grid Point of View

Define dimensions for the grid point of view. The grid point of view ensures the same initial default value every time for every user.

1. Select the grid.

2. Right-click and select Grid Point of View from the list.
3. On the grid, click the Ledger: User Point of View for Ledger tab. The Select Members window opens.

   a. Expand the **Ledger** member and continue to expand until you find the ledger to include on the report. Select the ledger.
   
   b. Click the Scenario tab to select the type of balance to use on the report.
   
   c. Expand the **Scenario** member and select the **Actual** list item.
   
   d. Click the Balance Amount tab.
   
   e. Expand the **Balance Amount** member and select the **Period Activity** list item as the balance amount to include on the report.
   
   f. Click the Currency tab.
   
   g. Expand the **Currency** member and select USD from the list.
   
   h. Click the Currency Type tab.
   
   i. Expand the **Currency Type** member and select the **Entered** list item.
   
   j. Click **OK**. The Select Members window closes.

The following figure shows the grid after defining the grid point of view. The grid is selected and the **Ledger** dimension is set to the US Primary Ledger. The **Accounting Period** dimension is set to User Point of View. Column A is defined as a range, row 1 represents revenue, rows 3 through 5 represent expense accounts, and row 6 represents total expenses.

4. Save the report and leave it open for the next activity.

Set Page and Grid Properties

1. Select the grid.
2. Right-click and select **Grid Point of View Setup**. The Setup Grid Point of View window opens.

   a. For the **Balance Amount** dimension, set the **Report Viewers May Select** option to **Nothing, Lock Member Selection**. This step prevents the Balance Amount type from being changed at runtime.
   
   b. Click **OK**. The Setup Grid Point of View window closes.
3. Set a runtime prompt for the Company dimension to provide the flexibility of selecting any company or combination of companies at runtime.
   
   a. On the grid, double-click the Pages label. The Select Members window opens.
   b. Click the Remove All icon to deselect the default Company member.
   c. Select the Prompt for Company list item.
   d. Click the Add icon to move the selection to the Selected area.
   e. Click OK. The Define Prompt window opens.
   f. Click the Lookup icon in the Default Member field. The Select Members window opens.
   g. Click the Remove All icon to deselect the default Company member.
   h. Expand the Company member, and continue expanding until you find and select the default companies to display in the prompt.
   i. Click the Add icon to move the companies to the Selected area.
   j. Click OK. The Select Members window closes.
   k. Click the Member Labels in Prompt Selection Dialog list and select the Alias list item. The actual company label displays in the prompt list of values instead of a numeric company value, making the prompt more user-friendly.

   The following figure shows the Define Prompts window for the Company dimension. The default members are companies 101 and 102, and the prompt for member labels is set to Alias.

   ![Define Prompts Window](image)

   l. Click OK. The Define Prompts window closes.

4. On the Grid Properties sheet:
   
   a. Click the Drill Through option to enable drill through from the report to the detail balances represented on the report.
   b. Click the Suppression list item to view the suppression settings.
   c. Enter 0 in the Zero Values field to suppress the display of zero dollar rows on the report.
The following figure shows the Grid Properties sheet with the **Zero Values** text option set to 0.

5. Click the Pages label on the grid. If the Page Properties sheet doesn’t open, select **Property Sheet** from the **View** menu.
   a. On the Page Properties sheet, click the **Alias**: **Default** option.

6. Click the first cell in row 1. The Heading Row Properties sheet opens.
   a. Click the **Alias**: **Default** option to show the name of the account rather than the account value.
   b. Click the **Allow Expansion** option to enable the expand functionality on the report.
   c. Select the cells for the expense accounts on the grid, and on the Heading Row Properties sheet, select the **Alias**: **Default** and **Allow Expansion** options.

7. Save the report and leave it open for the next activity. Optionally, preview the report.

**Format and Add a Graph**

Insert your company logo, add a report title, and add a chart to the report.

1. On the Designer toolbar, click the **Insert Image** icon.
   a. Drag and drop the cursor over the report to determine the length and width of the image. You can adjust the header height setting on the Report Properties sheet and the grid object, as needed. Keeping the report header narrow improves the PDF output.
   b. Find your company logo in your file system and select it.
2. On the Designer toolbar, click the Insert Text icon.
   a. Drag the cursor over the report to determine the length and width of the report title.
   b. Enter a report title.
   c. Select the text, and from the Format menu, select Cell. The Format window opens.
   d. Set the font style to Bold and the size to 14.
   e. Click OK.
   f. On the Designer toolbar, select the Center Justify icon to center the text.

3. From the File, menu, select Page Setup. Click the Page tab and set the orientation to Landscape.
4. Click OK.

The following figure shows the Financial Reporting Studio designer window with a company logo, a report title of Income Statement by Period, and a grid with account rows and an accounting period column.

5. On the Designer toolbar, click the Insert Chart icon.
   a. Drag and drop the cursor over the area to determine the length and width of the chart.
   b. On the Chart Properties sheet, select the Line chart type and select the expense account rows in the Data Range section.
   c. Click the Format Chart button. The Format Chart window opens.
   d. On the Appearance tab, enter a title for the chart.
   e. Click the Legend tab and enter a title for the legend.
   f. Click the Axes tab and enter a title for the primary axis.
   g. Click the Element Style tab and set the attributes for the data sets, as needed.
   h. Click the Refresh icon to preview the chart on the Format Chart window.
The following figure shows the Element Style tab on the Format Chart window. The title of the chart is Expenses by Month. The legend is titled Type of Expense. The primary axis is titled Dollars.

1. Click OK. The Format Chart window closes.

6. Save the report.

Run the Report

You can preview the report in Financial Reporting Studio using the File menu or toolbar, and you can run your report from the Financial Reporting Center.

The following figure shows an example of an income statement report run from the Financial Reporting Center. The report has a logo and title. The grid point of view includes the ledger, scenario, balance amount, currency, and currency type.
dimensions. The company dimension is at the page level. Twelve accounting periods appear as columns and the revenue and expense accounts appear as rows. The chart displays expenses by month.


Related Topics

- Defining a Basic Financial Report
- Adding Formulas to a Financial Report
- Defining Range Functions for a Financial Report
- Adding Grid Points of View for a Financial Report
- Setting the Page and Grid Properties for a Financial Report
5 Using Rapid Implementation Spreadsheets

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 financial objectives and meet reporting requirements. These components provide the underlying structure for organizing financial information and reporting.

The chart of accounts within the ledger facilitates:

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

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

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

Once the sheets have been uploaded, the application creates:

- Chart of accounts structure and instance
- Segment value hierarchies
- Key accounts such as retained earnings
- Required subledger accounts
- Accounting calendar
- Primary ledger for each country represented on the legal entities sheet
- Legal entities and their locations
- Business units
- Document and journal sequencing
- Set of Financial Reporting reports
- Three account groups

⚠️ Caution: Once you begin using your chart of accounts, calendar, and ledger, making changes to their fundamental attributes is neither recommended nor supported. This includes your chart of account segments, including the segment labels as well as other characteristics of those segments, and your calendar structure or pattern.
The following figure illustrates the flow of the enterprise structure setup.

Legal entities (companies) incur transactions that are identified by business units with business functions. Transactions that are recorded in subledgers are transferred to the ledger. A ledger is characterized by a calendar, a currency, and a chart of accounts. A chart of accounts consists of segments, some of which are assigned segment labels, such as cost center, natural account, and primary balancing segment. Legal entities can be assigned primary balancing segment values.

Additionally, some common setup objects depicted in the figure are:

- **Legal Entity**: Identifies a recognized party with rights and responsibilities given by legislation, which has the right to own property and the responsibility to account for itself.
- **Business Units**: Performs one or many business functions that can be rolled up in a management hierarchy. A business unit can process transactions on behalf of many legal entities. Usually a business unit has a manager.
strategic objectives, a level of autonomy, and responsibility for its profit and loss. When created through the spreadsheet, all available business functions are automatically enabled for the business unit.

- **Ledger**: Maintains records and is a required component in your configuration. The rapid implementation process:
  - Creates primary ledgers by combining the chart of accounts, calendar, and currency as well as other required options defined in the rapid implementation workbook.
  - Assigns the standard accrual subledger accounting method to the primary ledger. The subledger accounting method is used to group subledger journal entry rule sets together to define a consistent accounting treatment.
  - Creates a General Ledger balances cube for each ledger with a unique chart of accounts and calendar combination. Each segment is created as a dimension in the balances cube along with the standard cube dimensions.

- **Subledger**: Captures detailed transactional information, such as supplier invoices, customer payments, and asset acquisitions. Uses subledger accounting to transfer transactional balances to the ledger where they are posted.

- **Chart of Accounts**: Configures accounts that consist of components called segments. Accounts are used to record balances and organize financial information and reporting.

- **Segment**: Identifies one of the components of a chart of accounts, which when combined with other segments, creates an account combination for recording transactions and journal entries. A segment is associated with a value set, which provides the set of values for that segment, along with the formatting and validation for those values.

- **Segment Label**: Identifies certain segments in a chart of accounts and assigns special functionality to those segments.
  - **Balancing Segment**: Ensures that all journals balance for each balancing segment value or combination of multiple balancing segment values for financial processes and reports. The three balancing segment labels are: Primary Balancing Segment, Second Balancing Segment, and Third Balancing Segment.
  - **Natural Account**: Determines the account type (asset, liability, expense, revenue, or equity) and specific categorization of the financial activity. Facilitates General Ledger processes, such as closing of the income statement accounts to retained earnings at the beginning of a new fiscal year.
  - **Cost Center**: Facilitates grouping of natural accounts by functional cost types, accommodating tracking of specific business expenses across natural accounts.

With the rapid implementation workbook you can also:

- Create more than one hierarchy for any of your chart of accounts segments during initial setup. You can also create additional hierarchies and hierarchy versions, as well as update existing hierarchy versions, after the initial setup is done by uploading the rapid implementation spreadsheet data.

- Create sequences for each legal entity or ledger based on the predefined country defaults. Document sequences are created for: Payables invoices, Payments, Receivables invoices, Receivables credit memos, Receivables adjustment activities. Reporting and accounting journal sequences are created for subledger journals and General Ledger journals.

Create Charts of Accounts, Ledgers, Legal Entities, and Business Units in Spreadsheets: How It Works

The rapid implementation process for setting up the enterprise structure includes the following steps:

1. Downloading the Rapid Implementation for General Ledger workbook.
2. Entering data into the sheets.
3. Verifying the entered data and resolving any errors.
4. Uploading the chart of accounts file.
5. After successful upload of the chart of accounts file, uploading the general ledger, legal entity, and business unit file with the rest of the configuration.

The rapid implementation enterprise structure configuration is meant to be used as a one-time initialization. To the extent that you want to make certain allowed modifications to the configuration, you generally have to make those changes directly in the applications. After initial upload of the ledger, legal entity, and business unit file, the fundamental accounting configuration framework is only created once and is permanently set. This framework includes the ledger and its assigned chart of accounts, calendar and currency assignment, and the associated definitions of those components.

Workbook Overview

In the Setup and Maintenance work area, create an implementation project that includes the Define Financials Configuration for Rapid Implementation task list. Download the workbook using the Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet task.

The workbook includes the following sheets:

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

New sheets for entering segment values and hierarchies for additional segments of your chart of accounts can be created automatically. After you enter the segments on the Chart of Accounts, Calendar, and Ledger sheet, click Add Segment Sheets or Generate Additional Hierarchy.

**Note:** The rapid implementation process creates a standard ledger. You can convert a standard ledger to an average daily balance ledger before the first period is opened by selecting the Enable average balances check box on the Specify Ledger Options page.

Instructions

Review the Instructions sheet for important information about how to use the workbook and submit the accounting configuration. The sheet includes data preparation requirements, setup object concepts, and best practices and recommendations. Instructions on how to create additional hierarchies or additional hierarchy versions are also included.

Use the sample completed workbook to familiarize yourself with how to enter data, preview the sample report, and generate the required upload files.
The following figure shows the section of the Instructions sheet called Rapid Implementation Template with Sample Data. This section includes the sample completed workbook, which you can download.

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

Enter the data to create your chart of accounts, calendar, and ledger.

⚠️ **Caution:** Once you begin using your chart of accounts, calendar, and ledger, making changes to their fundamental attributes is neither recommended nor supported. This includes your chart of account segments, including the segment labels as well as other characteristics of those segments, and your calendar structure or pattern.

The following figure shows an example of the Chart of Accounts, Calendar and Ledger sheet with sample values.

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An explanation of each field on the sheet follows.

- **Name:** Enter the name of your primary ledger.

  A primary ledger is created for each unique country that's entered in the Companies and Legal Entities sheet. A country code is appended to the name that you specify. For example, one legal entity is based in the United States.
and another in Canada. If you enter the ledger name of InFusion Ledger, two primary ledgers are automatically created, InFusion Ledger US and InFusion Ledger CA.

All of the primary ledgers that are created use the same chart of accounts, account hierarchies, and accounting calendar. Legal entities and their primary balancing segment values are assigned to the primary ledger of their respective countries. If the addresses provided for the legal entities on the Companies and Legal Entities sheet are all in the same country, then only one primary ledger is created.

- **Currency**: If you’re not entering legal entities and only a single ledger should be created by the rapid implementation configuration, enter the ledger currency in which you want to maintain accounting for in that ledger. If you’re entering legal entities, leave this field blank. The currency is automatically supplied based on the country.

- **Period Frequency**: Select from among the list of available frequencies for the ledger calendar.

  **Caution**: For the accounting calendar created using the Rapid Implementation Enterprise Structure solution, the choices of patterns are limited to the period frequency and adjusting periods options that are available for selection in the spreadsheet. It is not possible to make alterations to the pattern or specified fiscal year start date once the calendar has already been created. The accounting periods of the calendar are automatically named using a preset format. If you want to change these period names, you have a limited window of time to make those changes. Use the Manage Accounting Calendar page in the application to make the changes before the accounting calendar is being used actively, such as when one of its accounting periods has been set to a status of Open.

- **Adjusting Periods**: Select the number of periods used to segregate closing, auditing, or other adjustments in the General Ledger. The entries are tracked in the adjusting period and not in your monthly activity.

- **Fiscal Year Start Date**: Enter the start date of the accounting calendar. The date can’t be changed after the submission of the configuration.

  **Caution**: If you plan to run translations, enter a fiscal year start date for the entire accounting year that’s before the first period for which you intend to run translations. You can’t run translation in the first defined period of an accounting calendar. For example, if your fiscal year starts on January 1, and you want to start translations for the period of Mar-17, then you should select a fiscal year start date of January 1, 2016. Also when determining the fiscal year start date, you might want to consider whether you plan to load history.

- **Segment**: Enter the names for your segments. The value sets are created from the segments.

- **Segment Label**: Select segment labels to assign special functionality to segments.

  Segment labels specifying the segment’s purpose, such as balancing, cost center and natural account, can only be assigned once to a chart of accounts segment. The **Primary Balancing Segment** and **Natural Account Segment** labels must be assigned, while the other segment labels are optional. Segments that are assigned these two particular labels cannot be assigned any other label. However, segments that are assigned the other remaining labels can also be assigned additional labels, provided they’re not **Primary Balancing Segment** or **Natural Account Segment**.

  The **Intercompany Segment** label assignment is optional. If assigned, that segment reuses the value set that’s created for the segment with the **Primary Balancing Segment** label. Using the same value set ensures that the values for both segments remain synchronized.

  **Note**: For the posting process to apply intercompany balancing, you must select the **Enable intercompany accounting** option on the Specify Ledger Options page.
Caution: If you plan to implement segment value security rules for the segment that’s assigned the **Primary Balancing Segment** label, then don’t assign the **Intercompany Segment** label to a segment on this sheet. Segment value security rules are assigned at the value set level. Sharing the value set between the two segments causes security conflicts because segment value enforcement is simultaneously applied in the same way to both segments. For example, you define a segment value security rule for the Company segment where a user can only access company 01. Since the value set is shared, that user also can’t transact with other companies in an intercompany transaction. Instead, follow these steps:

1. Include the intercompany segment in the sheet, but don’t assign it the **Intercompany Segment** label.
2. Click the **Add Segment Sheets** button to add a sheet for the intercompany value set.
3. Create the values for your intended intercompany segment on the new sheet. Assign the same values to the intercompany segment as you have for the primary balancing segment and maintain this consistency going forward.
4. Complete the Upload Chart of Accounts task. Before starting the Upload Ledger, Legal Entities, and Business Units task, in the Offerings work area, go to the following:
   - Offering: Financials
   - Functional Area: Financial Reporting Structures
   - Task: Manage Chart of Accounts Structures
5. Assign the **Intercompany Segment** label to the intercompany segment of the chart of accounts on the Edit Key Flexfield Segment page.
6. Redeploy the key flexfield.

- **Short Prompt**: Enter a short name for the segment, which is used on applications pages.
- **Display Width**: Enter the segment size. Select the size 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**: Select this button to create sheets for additional segments. Sheets are provided only for the Company and Natural Accounts segments.

From the new segment sheet, you can click the **Generate Additional Hierarchy** button to create more than one hierarchy for any chart of account segment. A worksheet is then automatically created and populated with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup, or after the initial setup is done.

Caution: You can’t change the chart of accounts, accounting calendar, or currency for your ledgers after the setup is created.

**Business Units**

Enter the name of your business units and related default legal entities.
The following figure shows an example of the Business Units sheet with sample values for the Name and Default Legal Entity Name fields.

<table>
<thead>
<tr>
<th>Name</th>
<th>Default Legal Entity Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA Business Unit1</td>
<td>VCC InFusion Cupertino Cherries</td>
</tr>
<tr>
<td>USA Business Unit2</td>
<td>VSCC InFusion San Carlos Chocolates</td>
</tr>
<tr>
<td>Canada Business Unit1</td>
<td>Infusion Core Canada Ltd.</td>
</tr>
</tbody>
</table>

Business units are created with the names that you enter. You can enter more than one business unit per ledger. Based on the default legal entity specified for the business unit in the Business Units sheet, the business unit is assigned the primary ledger to which its default legal entity is assigned.

**Companies and Legal Entities**

Enter parent and child values for your Company segment, which is the segment that’s assigned the Primary Balancing Segment label on the Chart of Accounts, Calendar, and Ledger sheet. You can create up to nine levels of parent values to roll up your companies to meet corporate and local reporting requirements.

Enter your legal entities for the child values with the address, registration number, and reporting unit registration number. The registration number identifies legal entities registered for your company and recognized by law for which you want to record and perform transactions. The reporting unit registration number identifies the lowest level component of a legal structure that requires registrations.
The following figure shows part of the Companies and Legal Entities sheet with sample values. The sheet includes columns for different levels of parent values, the child value, and company description. The Legal Entity columns include name, identifier, country, address information, and registration numbers.

To create additional hierarchies for the company segment for reporting or other purposes, click the **Generate Additional Hierarchy** button. A worksheet is automatically created and populated with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup, or after the initial setup is done.

When a new hierarchy sheet is created, the name for that sheet is derived by adding a counter to the sheet name. For example, when you click **Generate Additional Hierarchy** on the Companies and Legal Entities sheet, the new sheet is named Companies and Legal Entities 1. When you click **Generate Additional Hierarchy** again, another sheet is generated with the name Companies and Legal Entities 2.

> **Note:** Adding legal entity information isn’t supported on a new hierarchy sheet for the Company segment.

**Natural Accounts**

Enter account hierarchies, account values, and specify account types.
The following figure shows part of the Natural Accounts sheet with sample parent and child values, descriptions, and account type.

<table>
<thead>
<tr>
<th>Value</th>
<th>Parent1</th>
<th>Parent2</th>
<th>Parent3</th>
<th>Parent4</th>
<th>Child</th>
<th>Description</th>
<th>Account Type</th>
<th>Financial Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>19999</td>
<td>00010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Default</td>
<td>Asset</td>
<td></td>
</tr>
<tr>
<td>10060</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Assets</td>
<td>Asset</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Cash</td>
<td>Asset</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total CASH Checking</td>
<td>Asset</td>
<td></td>
</tr>
<tr>
<td>13999</td>
<td>11010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cash Checking - Others</td>
<td>Asset</td>
<td></td>
</tr>
<tr>
<td>13000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Receivables</td>
<td>Asset</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Current Receivables</td>
<td>Asset</td>
<td></td>
</tr>
<tr>
<td>13005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13000</td>
<td>Accounts Receivable</td>
<td>Asset - Accounts Receivable</td>
<td>Accounts receivable</td>
</tr>
</tbody>
</table>

- **Parent**: Enter parent account values to define 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.

- **Child**: Enter child account values to define the postable accounts.

- **Description**: Enter descriptions for the segment values.

- **Account Type**: You must assign an account type to each account value. Account types are used in year-end close processes and to correctly categorize account balances for reporting. Select from among general account types and expanded account types. The general account types are: **Asset**, **Liability**, **Owner's Equity**, **Revenue**, **Expense**. Expanded account types provide specialized functionality and are used to:
  - Identify the intended usage of your natural account values to facilitate automation and enable completion of other required setup objects. For example, assign the **Asset - Intercompany Receivable** and **Liability - Intercompany Payable** expanded account types. The Rapid Implementation process then automatically creates a chart of accounts level intercompany balancing rule, which is a required setup for the application to perform intercompany balancing.
  - Automatically generate fully defined initial Financial Reporting reports and Account Groups based on your enterprise structure.

Examples of expanded account types include:

- **Asset - Accounts Receivable**: For Receivables receipt methods
- **Liability - Accounts Payable**: For Payables common options
- **Owner's Equity - Retained Earnings**: For General Ledger ledger options
- **Revenue - Top Revenues Parent Account**: For sample reports and account groups
- **Expense - Top Operating Expenses Parent Account**: For sample reports and account groups

You must assign the **Revenue - Top Revenues Parent Account** and **Expense - Top Operating Expenses Parent Account** account types to the parent accounts that are your highest level and comprehensive revenue and operating expenses accounts. You can optionally assign the account type of **Expense - Top Cost of Sales Parent Account**, if it’s applicable for your scenario.

The Generate Financial Reports and Account Groups process, which is automatically submitted when the accounting configuration is created in the application, generates a set of Financial Reporting reports and account
groups according to the accounting configuration defined in the workbook. The top parent accounts are used as the basis for deriving the accounts referenced in the reports and in the Account Groups.

The immediate descendants of the top parent accounts are used to define the rows on the reports. Depending on whether both the top operating expense and top cost of sales accounts are tagged, different variations of the income statements are generated. If the optional top cost of sales account is provided, the Financial Reporting reports that are income statements also include a gross margin section.

⚠️ **Caution:** Assign account types carefully. If you assign an incorrect account type to a natural account segment value, accounting entries are recorded incorrectly and financial statements are inaccurate. Misclassified accounts are also potentially handled incorrectly at year end, with actual balances either getting zeroed out to retained earnings, or accumulating into the next year.

- **Financial Category:** Select a value to identify groups of accounts for reporting with Oracle Transactional Business Intelligence. Accounts that are tagged with expanded account types are automatically assigned a financial category. You can override the default category or leave it out.
- **Generate Additional Hierarchy:** To create additional hierarchies for the natural account segment for reporting or for other purposes, click the **Generate Additional Hierarchy** button. A worksheet is automatically created and populated with the data already entered for that segment. Change this data as required for the new hierarchy. You can create additional hierarchies during initial setup or after the initial setup is done.

### Financial Sequences

Enable document or journal sequences to assign unique numbers to transactions to meet legal requirements.

The following figure shows the Financial Sequences sheet with sample values for the **Restart** and **Initial Value** columns.

![Sequences Table](image)

Document sequences are created for these transactions: Payables invoices, Payments, Receivables invoices, Receivables credit memos, Receivables adjustment activities. Reporting and accounting journal sequences are created for Subledger journals and General Ledger journals.

For each transaction, you can provide values for the following fields:

- **Restart:** Set when to restart the numbering: Annually, Monthly, Never.
- **Initial Value:** Specify the beginning number in the sequence.
How The Worksheets Are Processed

After you complete the worksheets, proceed with validation, sample report preview, and file upload.

1. On the Chart of Accounts, Calendar, and Ledger sheet, click the Step 1: Validate button.

The validation checks the worksheets for missing or inappropriate setups. Errors are marked as actionable items in a validation report sheet that’s dynamically generated. You can review the anomalies and make the corrections as indicated. The Field column on the validation report notes the issue. Click the text link to navigate to the appropriate field in the sheet that must be updated. When the validation is successful, a message appears with the option of previewing a sample of the reports that are automatically generated as part of the enterprise configuration.

The following figure shows the message that appears after a successful validation.

If you select to preview the sample report, a new sheet is automatically created called Preview Report. The preview incorporates elements of the setup that you provided. The rows on the report are derived based on the top parent revenue and expense account values that you tagged on the Natural Accounts sheet. The preview also reflects the reporting hierarchy for your natural accounts.

The following figure shows an example of the sample Financial Reporting report.
You can use the preview to validate whether the hierarchy setup aligns to your reporting needs. If the natural account hierarchy requires adjustments, this is your chance to make those corrections before actually creating the account hierarchies in the application. You can modify your enterprise structure setup, validate the spreadsheet, and preview the revised sample reports for as many times as you need. The account hierarchies are created when you finally submit the accounting configuration in the rapid implementation spreadsheet.

2. Click **Step 2: Generate Chart of Accounts File**. The process generates a data file called ChartOfAccounts.xml with the entered chart of accounts and hierarchies setup data. Save the file to a network or local drive.

3. Click **Step 3: Generate Ledger, LE, and BU File**. The process generates a data file called FinancialsCommonEntities.xml with the entered ledger, legal entities, and business unit setup data. Save the file to a network or local drive.

4. From your implementation project, go to the **Upload Chart of Accounts** task. The Upload Enterprise Structures and Hierarchies process is launched.

5. Accept the default selection of the **Upload Enterprise Structure** option.

6. Click **Browse** and select the first file that you saved called ChartOfAccounts.xml.

7. Click **Submit**.

8. Verify that the process completed without errors or warnings.

9. From your implementation project, go to the **Upload Ledger, Legal Entities, and Business Units** task. The Upload Enterprise Structures and Hierarchies process is launched.

10. Accept the default selection of the **Upload Enterprise Structure** option.

11. Click **Browse** and select the second file that you saved called FinancialsCommonEntities.xml.
12. Click **Submit**.
13. Verify that the process completed without errors or warnings.

An individual set of the following Financial Reporting reports is generated for each ledger that’s defined within the rapid implementation accounting configuration. If multiple primary ledgers are created as part of your configuration, a set of Financial Reporting reports is generated for each ledger.

- Income Statement
- Consolidated Income Statement
- Rolling Quarterly Income Statement
- Rolling Monthly Income Statement
- Trial Balances by Ledger Currency
- Trial Balances by Entered Currency

The process also generates three account groups. These include two for the infolets, Revenues and Expenses, and one for the Close Monitor called Close Monitor Summary Income Statement. A set of these three account groups is generated for the balances cube, to be shared among all the ledgers that are part of that balances cube.

### Additional Hierarchies After Initial Setup
To create additional hierarchies and hierarchy versions, or to update existing hierarchy versions after the initial setup:

1. Click the **Generate Additional Hierarchy** button on the applicable segment sheet. A new worksheet is automatically created and populated with the data already entered for that segment. Change the data as required.
2. Click the **Generate File for This Hierarchy Only** button. This generates a .zip file for the particular hierarchy.
3. From your implementation project, go to the **Upload Chart of Accounts** task. The Upload Enterprise Structures and Hierarchies process is launched.
4. Select the **Upload Hierarchy** option.
5. Select from among the following options and provide values for the required parameters:
   a. Create hierarchy: Select to create another account hierarchy. Specify the value set, tree code, and start date.
   b. Create version: Select to render a new version of an existing account hierarchy. Specify a value set, tree code, tree version, and start date.
   c. Update existing version: Select to edit an existing version of an account hierarchy. Specify a value set, tree code, and tree version.
6. Click **Choose File** and select the .zip file that you saved earlier.
7. Click **Submit**.

### Related Topics
- Trees: Overview
- Financial Reporting Reports and Account Groups: How They’re Generated
- Creating an Implementation Project: Procedure

### Cross-Validation Rules in General Ledger: Overview
You can use cross-validation rules to determine the valid account combinations that can be dynamically created as users enter transactions or journal entries. Once enabled, a cross-validation rule determines whether a selected value for a
particular segment of an account combination can be combined with specific values in other segments to form a new account combination.

For example, your organization has determined that the company Operations can’t use the cost center Marketing. You can define a cross-validation rule such that, if the company is Operations, then validate that the cost center isn’t Marketing. New account combinations have to satisfy all of the cross-validation rules enabled for the chart of accounts before they can be created.

Entry and Maintenance

You can create cross-validation rules in the Setup and Maintenance work area using the following tasks:

- Offering: Financials
- Functional Area: General Ledger
- Task: Create Cross Validation Rules in Spreadsheet
- Offering: Financials
- Functional Area: Financial Reporting Structures
- Task: Manage Cross-Validations Rules

Use the Create Cross Validation Rules in Spreadsheet task to quickly enter large volumes of rules during implementation. Use the Manage Cross-Validation Rules task to add a one-off rule or to edit existing rules. To edit the error messages for cross-validation rules, use the following task in the Setup and Maintenance work area:

- Offering: Financials
- Functional Area: Financial Reporting Structures
- Task: Manage Messages for General Ledger

Tip: When you export or import cross-validation rules to a new instance using an export or import project in the Functional Setup Manager, you must add the Manage Messages for General Ledger task before the Manage Cross-Validation Rules task. You must export or import the messages before exporting or importing the cross-validation rules.

Existing Account Combinations

If account combinations already exist that violate newly enabled cross-validation rules, those account combinations continue to be valid. Before disabling existing account combinations that violate your rules and that you no longer use, move the balances in those accounts to the correct accounts. Then disable the account combinations manually to prevent further posting. Best practice is to define and enable cross-validation rules before: account combinations are created, transactions or journal entries are imported or entered, balances are loaded.

Related Topics

- Cross-Validation Rules: Explained
- Cross-Validation Rules: Points to Consider
- Creating Cross-Validation Rules in a Spreadsheet: Worked Example
- Managing Cross-Validation Rule Violations: How It Works
Cross-Validation Rules Spreadsheet: Explained

The rapid implementation solution provides a template for defining cross-validation rules in a spreadsheet. Cross-validation rules determine whether a selected value for a particular segment of an account combination can be combined with specific values in the other segments to form a new account combination.

In the Setup and Maintenance work area, use the following:

- Offering: Financials
- Functional Area: General Ledger
- Task: Create Cross Validation Rules in Spreadsheet

**Note:** The spreadsheet can only create cross-validation rules. To update existing cross-validation rules, use the Manage Cross-Validation Rules task in the Setup and Maintenance work area.

Spreadsheet Overview

The cross-validation rules spreadsheet includes two sheets. One sheet has instructions and the other sheet provides the template for creating the cross-validation rules. The Instructions sheet includes:

- An overview
- An explanation of the template
- Steps to fill in the template
- An example

The following figure shows the Create Cross-Validation Rules sheet.

The following table describes each field and column on the sheet.
<table>
<thead>
<tr>
<th>Field or Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet Status</td>
<td>The upload results for the worksheet. The application updates this field when you submit the spreadsheet.</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>The chart of accounts for which the cross-validation rules are defined.</td>
</tr>
<tr>
<td>Changed</td>
<td>The indicator that the row has been updated. The application updates this field.</td>
</tr>
<tr>
<td>Row Status</td>
<td>The upload results for the row. The application updates this field when you submit the spreadsheet.</td>
</tr>
<tr>
<td>Name</td>
<td>The name that uniquely identifies the cross-validation rules in a deployment.</td>
</tr>
<tr>
<td>Description</td>
<td>The purpose for the cross-validation rule.</td>
</tr>
<tr>
<td>Error Message</td>
<td>The explanation to users for why the attempted combination violates the cross-validation rule.</td>
</tr>
<tr>
<td>Condition Filter Segment</td>
<td>The segments of the chart of accounts that constitute the condition filter.</td>
</tr>
<tr>
<td>Condition Filter Values</td>
<td>The values of the condition filter segment that determine whether the cross-validation rule is evaluated.</td>
</tr>
<tr>
<td>Validation Filter Segment</td>
<td>The segments of the chart of accounts that constitute the validation filter.</td>
</tr>
<tr>
<td>Validation Filter Values</td>
<td>The values of the validation filter segment used to enforce a new account combination.</td>
</tr>
</tbody>
</table>

**Note:** Cross-validation rules created from the spreadsheet are automatically enabled and don’t have a start or end date.

**Steps to Use the Template**

To use the spreadsheet template:

1. Select the chart of accounts.
2. Enter a suitable name, description, and error message in the respective columns.
3. Select the condition filter segment. To add more than one segment to the condition filter, use the next row. Repeat the rule name and select the condition filter segment.
4. Provide the segment values that constitute the condition filter in the **Condition Filter Values** column.
   - To select multiple detail values, enter the detail values separated by commas. For example: 5501,5502,5503.
   - To select a range, enter the detail values separated by hyphens. You can enter multiple ranges using the comma as the range separator. For example: 3001-3030,3045-3200.
   - To select all detail values that are descendants of a parent, enter the parent value. You can enter multiple parent values using commas as the separator. For example: 1000,2000.
   - You could enter all of the previously listed values in the same cell. For example: 1000,2000,3001-3030,3045-3200,5501,5502,5503.
To specify that a detail value should not be selected, prefix the value with the less than and greater than symbols <>. These symbols represent the Does Not Equal operator. For example, <>5501 means the rule applies when the segment value isn’t equal to 5501.

- This operator can’t be used for parent values or ranges.
- This operator can’t be used more than once for the same rule and segment.

5. Select the validation filter segment. To add more than one segment to the validation filter, use the next row. Repeat the rule name and select the validation filter segment.

6. Provide the segment values that constitute the validation filter in the Validation Filter Values column in the same way as specified for the condition filter.

7. Review the data that you entered and click Submit to publish the cross-validation rules.

8. Review the upload results in the Worksheet Status and Row Status fields.

Related Topics
- Cross-Validation Rules: Explained
- Cross-Validation Rules: Points to Consider
- Creating Cross-Validation Rules in a Spreadsheet: Worked Example
- Accessing Tasks to Update Existing Setup Data: Procedure

Cash Management Rapid Implementation: Overview

Use Microsoft Excel templates to rapidly implement the following setup objects:

- Banks
- Bank Branches
- Bank Accounts

Functional Setup Manager Tasks

The following are the Functional Setup Manager tasks that are required to be performed to rapidly create the setup objects data. To access these tasks, create an implementation project that includes the Define Financials Configuration for Rapid Implementation task list:

- Create Banks, Branches, and Accounts in Spreadsheet: Downloads the rapid implementation excel spreadsheet template. Enter the bank, branch, and bank account data in this spreadsheet, and generate the data file to be loaded.
- Upload Banks, Branches, and Accounts: Launches the Upload Banks, Branches, and Accounts process with the data file to be uploaded as the parameter. You must upload the data file generated from the previous task.

Preparing Data

Prepare your bank, branch, and account information to enter into the spreadsheet template.

- Bank information requires the country, name, and number.
• Branch information requires name, number, BIC code, and alternate name.
• Account information requires name, number, currency, legal entity, type, and IBAN.

After you finish preparing the data in the spreadsheet, click the Generate Banks, Branches, and Accounts File button. Save the generated XML file.

Loading Data

Use the following steps to load your data.

• In the Setup and Maintenance work area, create an implementation project that includes the Define Financials Configuration for Rapid Implementation task list. From your implementation project, go to the Upload Banks, Branches, and Accounts task. This task launches the Upload Banks, Branches, and Accounts process.
• Select the XML file you have saved earlier and submit the process.
• Verify in the process monitor that the process completed successfully.
• Review the banks, branches, and accounts created.

Best Practices

The following are recommended best practices:

• Determine the Legal Entity for each bank account. The Legal Entity must be associated to a primary ledger.
• Determine the use for each bank account: Payable, Receivable, or both.
• Determine the Cash and Cash Clearing account for each bank account. Enter the entire account combination based on your chart of accounts, for example 01-000-1110-0000-000.

Related Topics

• Processing Electronic Bank Statements: Explained

Tax Configuration Workbook: Explained

Use the Tax Configuration Workbook to upload all common tax setups. For example, create standard state, county, and city sales tax rates within the US using this workbook.

Tax Configuration Workbook Worksheets

The Tax Configuration Workbook is a Microsoft Excel spreadsheet template with six common tax setup worksheets:

<table>
<thead>
<tr>
<th>Worksheet</th>
<th>Predefined Data Content</th>
<th>Setup Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Tax Regimes</td>
<td>Yes</td>
<td>Option 1: Use the tax regimes that are already included for 28 countries. You can modify or delete any of the predefined tax regimes where needed.</td>
</tr>
<tr>
<td>Worksheet</td>
<td>Predefined Data Content</td>
<td>Setup Options</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Manage Taxes</td>
<td>Yes</td>
<td>Option 1: Use the taxes that are already included for 28 countries. You can modify or delete any of the predefined taxes where needed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Option 2: Use tax partner content for the Tax Configuration Workbook.</td>
</tr>
<tr>
<td>Manage Tax Zones</td>
<td>No</td>
<td>Prepare the tax zones with the appropriate corresponding geographies.</td>
</tr>
<tr>
<td>Manage Rates</td>
<td>No</td>
<td>Option 1: Prepare the tax rates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Option 2: Use tax partner content for the Tax Configuration Workbook.</td>
</tr>
<tr>
<td>Manage Tax Thresholds</td>
<td>No</td>
<td>Option 1: Prepare the tax thresholds or maximum taxes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Option 2: Use tax partner content for the Tax Configuration Workbook.</td>
</tr>
<tr>
<td>Manage Tax Recovery Rates</td>
<td>No</td>
<td>Option 1: Prepare the tax recovery rates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Option 2: Use tax partner content for the Tax Configuration Workbook.</td>
</tr>
</tbody>
</table>

**Related Topics**

- Creating Tax Setup Using Tax Partner Content in the Tax Configuration Workbook: Worked Example

### Creating Tax Setup Using the Tax Configuration Workbook: Worked Example

This example shows how to create standard state, county, and city sales tax rates within the US using the Tax Configuration Workbook.

The following table summarizes key decisions for this scenario:

<table>
<thead>
<tr>
<th>Decision to Consider</th>
<th>In This Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What tax setup are you creating?</td>
<td>Tax Rates</td>
</tr>
<tr>
<td>Do you have exception rules for calculating US sales tax on transactions?</td>
<td>No</td>
</tr>
</tbody>
</table>
Creating Tax Setup

To create tax rates in the Tax Configuration Workbook, perform the following steps:

1. Navigate to the Manage Tax Regimes page.
2. From the Rapid Setup Spreadsheets list in the Search Results table, click **Download Tax Configuration Workbook**.
3. Save the Tax Configuration Workbook in your local directory.
4. Review the details on the Tax Configuration Workbook instructions tab.
5. For the Manage Tax Regimes and Manage Taxes worksheets, use the predefined content for the US sales tax. You can modify or delete the predefined content where needed.
6. Using the instructions and the column help text, populate the required setups in the Manage Rates worksheet.
7. After completing the Tax Rates worksheet, click **Generate CSV File**.
8. A macro launches and saves the:
   - Entire Tax Configuration Workbook data in a Comma Separated Values (CSV) file.
   - The CSV file into a single compressed file attachment.
9. Save the compressed file attachment in your local directory.
10. From the Rapid Setup Spreadsheets list in the Search Results table, click **Upload Tax Configuration Workbook**.
11. Browse the local directory in which you saved the compressed file attachment and select the file.
12. Click **Open** and then click **Upload**.
13. Note the process ID and click the Monitor Upload and Download Processes tab.
14. Click the **Refresh** icon and ensure that the process ID completes with a Succeeded status.
   - If the status of the upload process is Succeeded, you can view your setups using the search criteria on the page.
   - If the upload process failed with a status other than Succeeded, check the details in the corresponding error log, correct any file errors, and upload the file again.

**Related Topics**

- Creating Tax Setup Using Tax Partner Content in the Tax Configuration Workbook: Worked Example

Preparing Customer Data for Upload: Points to Consider

Use the Upload Customers from Spreadsheet process to upload customer data in bulk. The single upload process performs all the operations of generating a batch, transferring the customer data in the spreadsheet template to the interface tables, and importing the data from the interface tables into Oracle Applications.

You can download a customer spreadsheet template to use to prepare your customer data. The template contains an instruction sheet and sample data to help guide you through the process of entering your customer information.
Setting Up Related Customer Information
Set up the business objects you need in advance of the customer data upload.

This can include:

- Account address sets: Set up the reference sets you need for your customer account sites.
- Customer profile classes: Set up one or more profile classes for your customer records.
- Reference accounts: Set up general ledger accounts that you intend to use as reference accounts for customers.
- Customer bank accounts: Set up banks and bank account information.
- Tax information: Set up tax registration numbers and tax rate codes using Tax.
- Descriptive flexfields.

Using the Spreadsheet Template
Enter data in the designated columns in each of the four worksheets: Customers, Contacts, Reference Accounts, Customer Bank Accounts.

These rules apply to entering data in columns:

- Column labels with an asterisk (*) denote required columns.
- Use the Show Extensible Attributes and Hide Extensible Attributes buttons to show or hide additional columns.
- Don’t move or delete existing columns, and don’t insert new columns.
- Enter data in the correct format. In most cases, the columns will format the data that you enter according to the requirements of the upload.
- Each customer must have a unique combination of these values:
  - Customer number.
  - Customer account number.
  - Customer site number.
- Each customer contact must have a unique person number.

Validating Unique Values in the Customer Spreadsheet Upload: Examples

During upload processing, the Upload Customers from Spreadsheet process checks for unique values in certain columns of the Customers worksheet and Contacts worksheet. If the values are unique, then the record is created. If the values are not unique, then the record fails with an upload error.

The columns with this validation are:

- Customers worksheet:
  - Customer Number
  - Account Number
  - Site Number
The following sections provide examples of the validation process. The assumption in these examples is that all records have the same Source System value.

Customers Worksheet: Customer Number Validation

The Customer Number validation looks for a unique combination of values across the Customer Number, Customer Source Reference, and Customer Name columns.

The records in the following table fail the uniqueness validation on the customer number, because, for the same customer name, there are two different customer numbers and customer source references.

<table>
<thead>
<tr>
<th>Customer Number</th>
<th>Customer Source Reference</th>
<th>Customer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256113</td>
<td>Vision Corporation</td>
</tr>
<tr>
<td>VCORP 256114</td>
<td>VCORP 256114</td>
<td>Vision Corporation</td>
</tr>
</tbody>
</table>

The records in the following table also fail the uniqueness validation on the customer number, because, for the same combination of customer number and customer source reference, there are two different customer names.

<table>
<thead>
<tr>
<th>Customer Number</th>
<th>Customer Source Reference</th>
<th>Customer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256113</td>
<td>Vision Corporation</td>
</tr>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256113</td>
<td>Vision ABC Corporation</td>
</tr>
</tbody>
</table>

The records in the following table also fail the uniqueness validation on the customer number, because, for the same customer number, there are two different customer source references.

<table>
<thead>
<tr>
<th>Customer Number</th>
<th>Customer Source Reference</th>
<th>Customer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256113</td>
<td>Vision Corporation</td>
</tr>
<tr>
<td>VCORP 256113</td>
<td>VCORP 256114</td>
<td>Vision Corporation</td>
</tr>
</tbody>
</table>

In like manner, the Account Number validation looks for a unique combination of values across the Account Number, Account Source Reference, and Account Description columns. The Site Number validation looks for a unique combination of values across the Site Number, Site Source Reference, and Site Name columns.
Contacts Worksheet: Person Number Validation

The Person Number validation looks for a unique combination of values across the Person Number, Person Source Reference, and First Name and Last Name columns.

The records in the following table fail the uniqueness validation on the person number, because, for the same combination of person number and person source reference, there are two different first name and last name combinations.

<table>
<thead>
<tr>
<th>Person Number</th>
<th>Person Source Reference</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000228801</td>
<td>1000228801</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
<tr>
<td>1000228801</td>
<td>1000228801</td>
<td>John</td>
<td>Jones</td>
</tr>
</tbody>
</table>

The records in the following table also fail the uniqueness validation on person number, because, for the same person number, there are two different person source references.

<table>
<thead>
<tr>
<th>Person Number</th>
<th>Person Source Reference</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000228801</td>
<td>1000228801</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
<tr>
<td>1000228801</td>
<td>1000228802</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
</tbody>
</table>

The records in the following table pass the uniqueness validation. The validation process allows a combination of two different person numbers and person source references with the same first name and last name combination. This is because two different people may have the same name.

<table>
<thead>
<tr>
<th>Person Number</th>
<th>Person Source Reference</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000228801</td>
<td>1000228801</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
<tr>
<td>1000228802</td>
<td>1000228802</td>
<td>Rodney</td>
<td>Jones</td>
</tr>
</tbody>
</table>

Budget Uploads to General Ledger
Budget Uploads: Overview

In Oracle General Ledger, you can load budget data to perform variance reporting.

If you use a third-party budgeting application or don’t use a budgeting application, there are two ways to load budgets into the GL Balances Cube.

- **Importing Budget Data from a Flat File**: Export budget data from your budgeting application to a comma separated values .csv file. Use the Import General Ledger Budget Balances file-based data import to prepare and generate flat files in a .csv format. You can use Oracle Application Development Framework Desktop Integrator correction worksheets to correct validation errors, delete rows with errors, and resubmit the corrected error rows.

  Note: For more information about file-based data import, see the File-Based Data Import for Oracle Financials Cloud guide.

- **Importing Budget Data from a Spreadsheet**: You can access the budget load spreadsheet from the General Accounting Dashboard. Enter, load, and correct budget data in the ADF Desktop Integrator spreadsheet tool. Use this tool to prepare and load budget data for multiple ledgers and periods with a common chart of accounts instance. The list of values and the web picker help you select valid values. This simplified data entry reduces errors and alerts you to errors as you enter the data in the spreadsheet. Error correction is done in the same spreadsheet.
The following figure shows the process flow for budget upload. Prepare your budget data, upload it using a spreadsheet or flat file, and report on the budget data.

⚠️ **Caution:** When the GL Balances Cube is rebuilt, the process retains the budget balances as well as the actual balances. Only the budget balances loaded using the spreadsheet or flat file through the GL Budget Balances interface table are retained. Create reports in **Smart View** or **Financial Reporting** to verify that the budget data was loaded correctly.

**Importing Budget Data from a Spreadsheet: Explained**

You can use the Create Budgets spreadsheet to enter, load, and correct budget data. To open the spreadsheet, navigate to the General Accounting Dashboard and select the Create Budgets in Spreadsheet task.
Budget Import

The spreadsheet uses the Oracle ADF desktop integration add-in for Excel, which is the same add-in used by the Create Journals spreadsheet. The spreadsheet uses an interface table called GL_BUDGET_INTERFACE and requires the Budget Entry role. The budget import uses the Accounting Scenario value set for the budget being loaded. The Run Name is used as an identifier for the imported data set.

The spreadsheet budget import:

- Supports multiple ledgers but a single chart of accounts instance
- Allows multiple calendars and periods
- Supports entered currencies in addition to the ledger currency
- Contains user-friendly lists of values
- Performs most validations on the worksheet
- Secures values by data access sets

Note: The spreadsheet includes a Row Status column that shows if the rows upload successfully or with errors. Use the spreadsheet where the data was entered to enter the corrections.

Import General Ledger Budget Balances: How Data Is Processed

Use the Import General Ledger Budget Balances file-based data import to load budget data from external sources for upload to the GL balances cube. You can download a budget spreadsheet template to use to prepare your budget data. The template contains an instruction sheet to help guide you through the process of entering your budget information.

To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click Import General Ledger Budget Balances.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
- Do not change the order of the columns in the template.
- You can hide or skip the columns you do not use, but do not delete them.

Settings That Affect the General Ledger Budget Balances Import Process

The Import General Ledger Budget Balances template contains an instructions tab and a tab that represents the table where the data is loaded.

The Instructions and CSV Generation tab contains information about:

- Preparing the budget data.
- Understanding the format of the template.
- Entering budget data.
- Loading the data into the interface table and the GL balances cube.
The GL_BUDGET_INTERFACE tab is where you enter information about the budget data that you are adding, such as the ledger, budget name, periods, segment values, and amounts.

How General Ledger Budget Balance Import Data Is Processed

To load the data into the interface table:

1. Click the Generate CSV File button on the instructions tab to create a CSV file in a .zip file format.
2. Save the .zip file locally.
3. Navigate to the Scheduled Processes work area.
4. Select the Load Interface File for Import process.
5. For the Import Process parameter, select Validate and Upload Budgets.
6. For the Data File parameter, select the file that you saved in step 2.

To load the data from the interface table to the balances cube:

1. Navigate to the Scheduled Processes work area.
2. Select the Validate and Upload Budgets process.
3. Enter values for the Run Name parameter.
4. If the process ends in error or warning:
   a. Review the log and output files for details about the rows that caused the failure.
   b. Navigate to the General Accounting Dashboard work area.
   c. Select the Correct Budget Import Errors task to download the budget corrections worksheet.
   d. Correct the entries in the worksheet and resubmit the Validate and Upload Budgets process.

Related Topics
- File-Based Data Import for Oracle Financials Cloud

Importing Budget Data from a Flat File: Explained

Use the upload budgets processes to integrate budget information from other budgeting applications such as Oracle Hyperion Planning. Use the Import General Ledger Budget Balances file-based data import to load budget data from external sources for upload to the GL balances cube. You can load your budget amounts to the General Ledger balances cube by populating the GL_BUDGET_INTERFACE table and running the Validate and Upload Budgets process. You can load budgets for multiple periods and for multiple ledgers with the same chart of accounts in a single load process.

Note: Budget data isn’t loaded to the GL_BALANCES table and only loaded to the balances cube for variance reporting purposes.

Assigning Values for Columns in the GL_BUDGET_INTERFACE Table

For budget import to be successful, you must enter values in the columns of the interface table that require values.

The following table describes the columns that require values.

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUN_NAME</td>
<td>Enter a name to identify the budget data set being imported.</td>
</tr>
<tr>
<td>STATUS</td>
<td>Enter the value NEW to indicate that you are loading new budget data.</td>
</tr>
</tbody>
</table>
### Oracle Financials Cloud
#### Getting Started with Your Financials Implementation

**Chapter 5**

**Using Rapid Implementation Spreadsheets**

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEDGER_ID</td>
<td>Enter the appropriate ledger ID value for the budget amount. You can view the ledger ID for your ledgers on the Manage Primary Ledgers page. The ledger ID column is hidden by default, but you can display it from the View Columns menu. If you enter multiple ledgers for the same run name, all of the ledgers must share the same chart of accounts.</td>
</tr>
<tr>
<td>BUDGET_NAME</td>
<td>Enter the appropriate budget name value for the budget line. You define the budget names in the Accounting Scenario value set.</td>
</tr>
<tr>
<td>PERIOD_NAME</td>
<td>Enter the period name that you are loading the budget data for. You can load budget data to Never Opened, Future Enterable, and Open periods only.</td>
</tr>
<tr>
<td>CURRENCY_CODE</td>
<td>Enter the currency for the budget.</td>
</tr>
<tr>
<td>SEGMENT1 to SEGMENT30</td>
<td>Enter valid and enabled account values for each segment in the chart of accounts.</td>
</tr>
<tr>
<td>BUDGET_AMOUNT</td>
<td>Enter the amount in the ledger currency for account types, expense and assets.</td>
</tr>
<tr>
<td>OBJECT_VERSION_NUMBER</td>
<td>For Oracle Cloud implementations, leave this field blank as the application automatically populates this when you load the data from the secure FTP server. For other implementations, you can set the column to a value of 1.</td>
</tr>
</tbody>
</table>

These columns remain blank because the budget import process either uses these columns for internal processing, or doesn’t currently use them.

- CHART_OF_ACCOUNTS_ID
- CODE_COMBINATION_ID
- ERROR_MESSAGE
- CREATION_DATE
- CREATED_BY
- LAST_UPDATE_DATE
- LAST_UPDATE_LOGIN
- LAST_UPDATED_BY
- REQUEST_ID
- LOAD_REQUEST_ID

**Related Topics**

- File-Based Data Import for Oracle Financials Cloud
- External Data Integration Services for Oracle Cloud: Overview

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**Budget Import to Budgetary Control**
Budgetary Control Budget Amounts Import: How Data Is Processed

Use the Import Budget Amounts process to load budget amounts from external sources for creating or revising budget balances in Oracle Cloud Budgetary Control. You can download a budget import spreadsheet template to prepare your budget data. The template contains an instruction sheet that guides you through the process of entering your budget information.

Determine the following key aspects in preparing budget data before you generate the CSV file:

- Control Budgets
- Budget Segments and Segment Values
- Budget Periods
- Worksheet Format Preference

You can use the import process to load budget amounts using any one of the following interface tables:

- XCC_BUDGET_INTERFACE
- XCC_BUDGET_MULTI_PERIOD_INT
The following figure describes the flow of importing budget amounts into Oracle Cloud Budgetary Control.

To access the template, complete the following steps:

1. Navigate to the File-Based Data Import for Oracle Financials Cloud guide.
2. In the Table of Contents, click File-Based Data Imports.
3. Click Budgetary Control Budget Import.
4. In the File Links section, click the link to the Excel template.

Follow these guidelines when preparing your data in the worksheet:

- Enter the required information for each column. Refer to the tool tips on each column header for detailed instructions.
• Do not change the order of the columns in the template.
• You can hide or skip the columns you do not use, but do not delete them.

**Settings That Affect The Budget Amounts Import Process**

The Budget Import template contains an instructions tab, and two tabs that represent the interface tables that you can use to upload budget data. The following table lists the tabs and their descriptions.

<table>
<thead>
<tr>
<th>Spreadsheet Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions and CSV Generation</td>
<td>Read instruction information about preparing and loading data, the format of the template, submitting the Import Budget Amounts process, and correcting import errors.</td>
</tr>
<tr>
<td>XCC_BUDGET_INTERFACE</td>
<td>Enter information about the budget that you are adding, such as the source budget type, source budget name, budget entry name, line number, amount, currency code, period name, UOM code, and the segments in which the budget data will be added.</td>
</tr>
<tr>
<td>XCC_BUDGET_MULTI_PERIOD_INT</td>
<td>Enter information about the budget that you are adding, such as the source budget type, source budget name, budget entry name, line number, amount, currency code, period name, UOM code, and the segments to which the budget data will be added.</td>
</tr>
</tbody>
</table>

**How Budget Amounts Import Data Is Processed**

To process budget amounts, you must successfully load your data, and then submit the Import Budget Amounts process to import the data into the application tables and generate the CSV files.

Complete the following steps to load budget amounts for import:

1. Click the **Generate CSV** button after populating the spreadsheet.
2. Save the CSV and ZIP files in your local device.
3. Specify the directory or rename the file. Do not rename the prefix portion of the file name to avoid any import errors.
4. Navigate to the File Import and Export page, and click **Upload**. The Upload File dialog box appears.
5. On the Upload File dialog box, select the ZIP file and specify the account `fin//budgetaryControl/import`.
6. Navigate to the Scheduled Processes work area and submit the **Load Interface File for Import** process.
7. Select **Import Budget Amounts** as the **Import Process**, and specify the ZIP file that you uploaded.
8. Review the log and output files of the **Load Files to Interface** process to ensure that all rows are successfully loaded.

Complete the following steps to submit the Import Budget Amounts process:

1. Navigate to the Scheduled Processes work area.
2. Search for the **Import Budget Amounts** process. Ensure that the runtime parameters, as listed in the following table, are accurate:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Budget Type</td>
<td>Must match the <strong>Source Budget Type</strong> column in the template.</td>
</tr>
<tr>
<td>Source Budget Name</td>
<td>Must match the <strong>Source Budget Name</strong> column in the template.</td>
</tr>
<tr>
<td>Budget Import Name</td>
<td>Must match the <strong>Budget Import Name</strong> column in the template.</td>
</tr>
</tbody>
</table>
Parameter | Description
---|---
Import Mode | Select any of the following import modes:
- Overwrite: For template amounts based on the originally established or revised budget amounts.
- Increment: For template amounts based on the budget revision amounts.
- Fail: To ensure that any existing budget amounts are not overwritten by the equivalent rows in the template.

3. Click **Submit**.
4. If the process succeeds, you can view the imported budget amounts on the Review Budget Balances page from the Budgetary Control dashboard.
5. If the Import Budget Amounts process ends in error or warning, review the log file for details about the rows that caused the failure.

Complete the following steps to correct import errors:

1. Prepare the budget amounts data in the spreadsheet again.
2. Correct the corresponding rows in the appropriate worksheet of the template.
3. Load the budget amounts for import again.
4. Submit the **Import Budget Amounts** process again.
5. Repeat these steps until all rows are imported successfully and the budget amounts are loaded into the application.
6 Understanding External Data Integration

External Data Integration Services for Oracle Cloud: Overview

Use External Data Integration Services for Oracle Cloud to load data into Oracle Fusion Applications from external sources, such as legacy systems and third-party applications.

External Data Integration Services for Oracle Cloud include the following components:

- Templates to structure, format, and generate the data file according to the requirements of the target application tables.
- File-based load process to load the data files into the interface tables.
- Application-specific data import processes to transfer data from interface tables to the application tables in your Oracle Fusion Applications.

The following flow diagram outlines the steps involved in loading data from external sources.
For further information, see Using External Data Integration Services for Oracle ERP Cloud (2102800.1) on My Oracle Support at https://support.oracle.com.

**Related Topics**
- Using External Data Integration Services for Oracle ERP Cloud

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**Integration with Financial External Systems: Points to Consider**

Oracle Fusion Applications provides:
- Flexibility for external systems integration.
- Many spreadsheets as an easy method for entering and loading key setup data into the applications.

The following are some of the ways you might use external system integration.
- Tax and conversion rates
- Payroll processing
- Bank statement reconciliation
- Budget preparation

**Tax and Conversion Rates**

Tax rates may vary depending on the geographical location of the customer or supplier, the type of product, and other factors.

- If your tax rates do not change frequently:
  - Enter or copy a tax rate feed of new or updated tax rates into the spreadsheet loader.
  - Upload the spreadsheet.

⚠️ **Note:** Similar processes are used for foreign exchange conversion rates, which can change daily.
- Few foreign currency transactions: Use the spreadsheet loader.
- Many foreign currency transactions: Use a supplier for a direct load into the Daily Rates open interface. The application validates the rows in the interface table and then makes changes in the Daily Rates table.

**Payroll Processing**

If you are processing your payroll using an application other than Oracle Fusion Global Payroll:
- Use a spreadsheet template to load the data and create a postable journal entry in the Oracle Fusion General Ledger.
- Post the journal entry to reflect the payroll expense on your financial statements.
Set up the file from the payroll system to summarizes payments by cost center rather than detailed employee data. Summarized balances data is the level of detail relevant for the financial reporting and provides the confidentiality required for payroll information,

❗ **Note:** Oracle Fusion Financials marks the spreadsheet with clear error messages on the problematic rows, for example, a new cost center that must be setup, for ease of correction.

### Bank Statement Reconciliation

Bank statements are often received daily and follow a fixed format. With Oracle Fusion Cash Management:

- Establish a transfer of the statements from the bank to the open interface.
- Run the automated process to load the bank statement file.
- Run the reconciliation process.

❗ **Note:** If there are any errors in the file, the reconciliation process stops. The load process indicates the errors so you can follow up with the bank and receive a corrected file.

### Budget Preparations

There are two approaches to preparing your budgets:

1. For simple budgeting:
   - Distribute the current actual results and prior budget numbers to the relevant finance professionals using spreadsheets.
   - Collect and consolidate the spreadsheets.
   - Load the spreadsheets to the Essbase cube.
   - Compare actual results against budgets using all of the Oracle Fusion Financials reporting and analysis tools, including Account Monitor, Account Inspector, Smart View, and Financial Reporting.

2. For more complex budgeting use Oracle Hyperion Planning on the Oracle Cloud, alongside Oracle Fusion Financials. Advantages include:
   - Advanced tools to handle complex budgeting scenarios.
   - Direct flow of data between the two applications.
   - Simplified distribution and collection of budget data.

❗ **Note:** For more information on external data integration see: Oracle Financials Cloud Implementing Common Features for Financials guide: External Integration chapter: External Data Integration Services for Oracle Cloud.
Glossary

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

**balancing segment**
A chart of accounts segment used to automatically balance all journal entries for each value of this segment.

**chart of accounts**
The account structure your organization uses to record transactions and maintain account balances.

**clearing company**
The intercompany clearing entity used to balance the journal.

**condition**
The part of a data security policy that specifies what portions of a database resource are secured.

**data dimension**
A stripe of data accessible by a user. Sometimes referred to as data security context.

**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 set of instructions that specifies which base roles to combine with which dimension values to create a set of data security policies.

**data security**
The control of access and action a user can take against which data.

**data security policy**
A grant of entitlement to a role on an object or attribute group for a given condition.

**database resource**
An applications data object at the instance, instance set, or global level, which is secured by data security policies.
**entitlement**
Grant of access to functions and data. Oracle Fusion Middleware term for privilege.

**function security**
The control of access to a page or a specific use of a page. Function security controls what a user can do.

**job role**
A role, such as an accounts payable manager or application implementation consultant, that usually identifies and aggregates the duties or responsibilities that make up the job.

**journal**
An element of a journal entry consisting of the name, accounting date, category, ledger, and currency for single currency journal entries. Used to group journal lines.

**legal entity**
An entity identified and given rights and responsibilities by commercial law through the registration with country’s appropriate authority.

**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.

**primary balancing segment value**
A segment value used to represent a legal entity in the chart of accounts and automatically balance all intercompany and intracompany transactions and journal entries.

**role**
Controls access to application functions and data.

**role provisioning**
The automatic or manual allocation of a role to a user.

**security reference implementation**
Predefined function and data security that includes role based access control, and policies that protect functions, and data. 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.

**subject area**
A set of columns, or pieces of data, related to a specific business object or area.