

Oracle Fusion Cloud Human Resources

How do I configure geographies for the US?

FA Latest



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Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. 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. If the page has contextual help, help icons will appear.

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Thanks for helping us improve our user assistance!

1 How Do I Configure Geographies for the US?

You use geography info for address entry and geography-based business processes. Jurisdiction codes help identify your state, city, ZIP Code, and so on.

Use them for:

- Address validation
- Taxation
- Geography-based business processes

Before defining enterprise structures, your implementation team will verify the predefined geographies and load any additionally required local geographies. This includes:

- Geography structures
- Geography hierarchies
- Geography validation

To configure your geographies:

1. Install your geography data files.

For further info, see [How to Install the Geography Data Files in the Help Center](#).

2. Load the data files.

For further info, see [How to Load US Geographies After Installation in the Help Center](#).

3. Resolve any upload problems.

For further info, see the following in the Help Center.

- [How to Resolve Geography Upload Problems](#)
- [How to Review the Load Geographies Log File](#)

4. After installation is complete, you can verify your work.

- Verify your geographies.

For further info, see [How Do I Verify My Geographies in the Help Center](#).

- View geocodes.

A geocode is a 9-digit numeric code used to identify specific legal jurisdictions accurately. A geocode is assigned to all US states and all cities with a population of over 250.

For further info, see [How Do I View Geocodes in the Help Center](#).

Configuration you can perform includes:

- Restoring disabled geographies

For further info, see [How Do I Restore Geographies I Disabled in the Help Center](#).

- Change the state style format

For further info, see [How Do I Configure State Style Formats](#) in the Help Center.

- Change the city display properties

For further info, see [How Do I Configure City Display Properties](#) in the Help Center.

2 Geographies

How Geography Structure, Hierarchy, and Validation Fit Together for the US

There are three components that help you define your organization data.

You define them in this order.

1. Geography structure
2. Geography hierarchy
3. Geography validation

Geography Structure

You first create a geography structure. This defines which geography types are part of the country structure, and how the geography types are hierarchically related within the country structure.

For example, you can create geography types called State, City, and ZIP Code. Then you can rank the State geography type as the highest level within the country, the City as the second level, and the ZIP Code as the lowest.

You can define geography structure using the **Geographies** task or import them using tasks in the **Define Geographies** activity.

Geography Hierarchy

Once you have defined the geography structure, add the geographies for each geography type to the hierarchy.

For example, below United States you can create a geography called Nebraska using a State geography type.

As part of managing the geography hierarchy, you can view, create, edit, and delete the geographies for each geography type in the country structure. You can also add a primary and alternate name and code for each geography. You can create a geography hierarchy using the **Geographies** task, or you can import it using tasks in the **Define Geographies** activity.

Geography Validation

After defining the geography hierarchy, you specify the geography validations for the country. You can choose which address style formats you would like to use, and for each selected address style format, you can map geography types to address attributes.

You can also select which geography types should be included in geography or tax validation, and which geography types display in a list of values during address entry in other user interfaces. The geography validation level for the country, such as error or warning, can also be selected.

Geography Structures for the US

A geography structure is a hierarchical grouping of geography types for a country. For example, the United States uses this geography structure.

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Level	Geography Type
1	State
2	County
3	City
4	ZIP Code

Use the geography structure to relate geography types for the US.

Geography Validation for the US

Geography validation determines the geography mapping and validation for the US's address styles, as well as its overall geography validation control.

The **No Styles Format** address style format is the default. By defining the mapping and validation for this format, you ensure that validations can be performed for any address. After you define the **No Styles Format**, you can set up additional mapping for specific address styles.

For each address style format, you can define the following.

What you can set	What it does for you
Map to attribute	<p>For every address style format, you map each geography type to an address attribute.</p> <p>For example, you can map the State geography type to the State address attribute.</p> <p>Which geography types you can select are based on how you defined the country structure. The list the address attributes that appear are based on either the predefined or user-defined address formats.</p> <p>Note: Map only the geography types that you want to use for geography or tax validation purposes.</p>

What you can set	What it does for you
Enable list of values	<p>Once you mapped a geography type to an attribute, specify if it appears in a list of values during address entry in user interfaces. Enable a list of values only if you have sufficient geography data imported or created for that geography.</p> <p>Note: If the setup for master geography data is incomplete, then the geography data is either not imported or created. As a result, the list of values for the address attribute doesn't list any geography data.</p> <p>Once you have enabled a list of values for an address attribute, you can only select the geography data available for the geography type. If a specific geography value isn't available in the geography hierarchy, you can't create an address with a different geography value.</p>
Tax validation	Don't change the default Tax Validation settings. Oracle Fusion HCM applications don't use this functionality.
Geography validation	Don't change the default Geography Validation settings. Oracle Fusion HCM applications don't use this functionality.
Geography validation control	<p>You can select the geography validation level for the US. The validation checks if the address you entered maps to the available geography hierarchy data. The geography validation control determines whether you can save an address that didn't pass validation during address entry.</p> <p>For example, if the validation level is Error, then you can't save an address if the values don't match the geography hierarchy data.</p> <p>You can choose these geography validation levels.</p> <ul style="list-style-type: none"> Error <p>You can save completely valid addresses only, with all mandatory address elements entered.</p> No Validation <p>You can save all addresses, including incomplete and invalid addresses.</p> <p>Regardless of the result of validation, the validation process tries to:</p> <ol style="list-style-type: none"> 1. Map any address attribute to a geography of the country. 2. Store any mapping it could establish based on the available data. <p>This is called Geography Name Referencing, and it's executed as part of validation. Several business processes use the result of this referencing to map an address to a specific geography or zone.</p> <p>The Geography Dimension value in territories is derived from sell-to addresses of sales accounts. To use geography dimensions in territories, you must validate the geography elements in the addresses, such as state, city, and ZIP Code.</p> <p>You can validate the address by enabling geography validation for each country using the Geographies task. Do this in the Geographies task:</p> <ol style="list-style-type: none"> 1. Enable at least one level in the geography hierarchy for geography validation. 2. Enable geography validation for all geography levels that you intend to use for territory definition for each country. 3. If needed, enable a list of values containing specific geography elements. <p>This helps you search and select appropriate geography values during addresses entry and eliminate all possibilities of wrong address entry.</p>

What you can set	What it does for you
	<p>You can set geography validation control to Error in the Geography Validation task. This ensures that users can only use valid geography elements in addresses.</p> <p>Note: If you have already created addresses before setting up geography validation, you must enable geography validation and then execute the Run Maintain Geography Name Referencing task. This validates all your geography elements.</p>

3 Geography Info

Manage Geography Info for the US

Oracle provides a comprehensive third-party geography data set as well as local taxing jurisdictions from official sources. We publish it monthly for the **Payroll** extension and quarterly for **Payroll Interface** and **Human Resources or None** extensions to incorporate any geography or jurisdiction changes.

To make sure the payroll process has the latest info, do the following.

What you want to do	This involves
Update your US geography info	<ol style="list-style-type: none">1. Installing the geography data files For further info, see How to Install Geography Data Files in the Help Center.2. Loading the geographies For further info, see How to Load US Geographies After Installation in the Help Center.3. Resolving upload errors For further info, see How to Resolve Geography Upload Problems in the Help Center.4. Reviewing the Load Geographies log file For further info, see How to Review the Load Geographies Log File in the Help Center.
Manage the geographies	<p>See the following in the Help Center.</p> <ul style="list-style-type: none">• How Do I Verify My Geographies• How Do I View Geocodes• How Do I Restore Geographies I Disabled• How Do I Configure State Style Formats• How Do I Configure City Display Properties• How Do I Manually Add a Geography for the US

How to Install the Geography Data Files

Oracle Cloud Operations installs and loads these files for you as part of your regular patching cadence. You automatically receive a notification when the files are installed.

Note: Pennsylvania political subdivision (PSD) codes, school districts, and townships are stored in a data table that's not accessible through the Geographies task.

How to Manually Load the Geography Data Files

The Load Geographies flow automatically runs once a patch installs. If you defer installing a patch, you must manually run the flow to uptake any geography updates.

1. Start the Submit a Flow task.
2. Select your US legislative data group (LDG).
3. Search for and select **Load Geographies**.
4. Set the following values.

Field name	What you enter
Enable Inactive Geographies	<p>Indicate if you want to enable inactive geographies.</p> <p>If you disabled an Oracle-delivered geography, use this field to reactivate it.</p> <p>Note: This doesn't apply to geographies you configured yourself. If you removed a user-defined geography, you must redefine it.</p>
Update Primary City Identifier	<p>Indicate if you want to want to update your existing primary city identifiers to match with the primary city geography names provided by Oracle.</p> <p>For example, your geography tables have a primary city record called Eielson Air Force Base. However, the latest geography data set refers to the city as Eielson AFB. Select Yes to change the primary city record to the new name.</p> <p>Both names remain available in address LOVs. However, all payroll processes or reports use the new name.</p>

5. Click **Submit**.

How to Resolve Geography Upload Problems

If you receive errors when you run the Load Geographies flow, you can use these diagnostic tests from the Diagnostic Dashboard to help identify what went wrong.

- US HR and Payroll Geography Loader Details Test
- US HR and Payroll Geography Diagnostics Details
- US HR and Payroll Geography Setup and Health Check Report
- US HR and Payroll Geography Type Validity

If you're unable to resolve the issue, log a service request with Oracle Support.

How to Review the Load Geographies Log File

The log file for the Load Geographies task contains important and helpful info, such as error and informational messages. Check the log if you experience any problems with the upload process.

To view the log:

1. Start the Scheduled Processes task.
2. Search for and select the these processes.
 - Load US Postal Code Geographies
 - Load US Geography Identifiers
 - Load US Master Geographies
3. Click **View Log** for each, and check them for useful info.

Related Topics

- [Manage Geography Info for the US](#)

How Do I Verify My Geographies?

To verify the geographies delivered in your database:

1. Start the Geographies task from your implementation project.
2. Select **US**, and click **Search**.
The predefined entry for United States displays.
3. Select the green check for each type of geography data you want to verify.

Definition data	What it does
Geocoding Defined	Not used by Oracle Fusion Human Capital Management.
Address Cleansing Defined	Not used by Oracle Fusion Human Capital Management.
Structure Defined	Hierarchical grouping of geography types for the US.
Hierarchy Defined	Displays the primary and alternate names for all US geographies. Selecting a state's link displays its primary and alternate names and codes. Ensure you have marked the proper name as primary.

Definition data	What it does
	When you load the state geographies, they include both 2-character state abbreviations and full state names.
Validation Defined	Geography mapping and validation for a country's address styles, as well as its overall geography validation control.

4. If you find a missing locality, contact Oracle Support.

How Do I View Geocodes?

A geocode is a 9 to 15-digit numeric code assigned to all US states, counties, and cities. The first two digits represent the state, the next three represent the county, and the last four represent the city. There are no leading zeroes. The Load Geographies task uploads this data.

To view a geography's geocode:

1. Start the Geographies task from your implementation project.
2. Search for and select **United States**.
3. Select **Manage Geography Hierarchy**.
4. Double-click the appropriate geography name to view its tax geography code.

How Do I Restore Geographies I Disabled?

When you manually remove a geography, the data remains in the geography table but is marked as disabled.

To restore a disabled geography:

1. Start the **Submit a Flow** task.
2. Select your US legislative data group (LDG).
3. Search for and select **Load Geographies**.
4. Enter a payroll flow name.
5. For **Enable Inactive Geographies**, select **Yes**. This restores all disabled geographies.
6. Click **Submit** and then **OK**.

This doesn't apply to user-defined geographies. You must manually redefine those.

How Do I Configure State Style Formats?

When you use the Load Geographies flow to populate your geocode data, it updates both the full names and postal abbreviations for US states, territories, and districts. It considers the abbreviated format as the default.

To change this action, such as to make the full name format the default or to depreciate it entirely:

1. Start the Geographies task from your implementation project.
2. Select **US**, and click **Search**.
3. Select **Hierarchy Defined** on the United States row, or select **Manage Geography Hierarchy** from the **Actions** menu.
4. Select a state's link to view its primary and alternate names and codes.

When you load the state geographies, they include both the 2-character abbreviations and the full names.

To remove the full name format entirely, select its row and click **Delete**.

Note: Don't delete a state format if there are records using it, such as employee definitions or locations.

5. Make sure you the proper name as primary by selecting **Set Primary**.
6. Make your changes.
7. Save your work.

How Do I Configure City Display Properties

When you use the Load Geographies flow to populate your geocode data, it updates the names for all US cities.

To change the display name for a city:

1. Start the Geographies task from your implementation project.
2. Select **US**, and click **Search**.
3. Select **Hierarchy Defined** on the United States row, or select **Manage Geography Hierarchy** from the **Actions** menu.
4. Expand **State** and **County** to display the city to change.
5. Select the city, and select **Edit** from the **Actions** menu.
6. In **Primary and Alternative Names**, select **Add** from the **Actions** menu.
7. Enter the new city name.
8. Leave **Data Provider** as **User entered**.
9. Select **Set Primary**.
10. If the city resides in multiple counties, you must change the city name in each..
11. Save your work.

The name you define displays in all appropriate areas, including addresses, tax balances, and reports.

