Oracle Fusion Cloud Procurement

Implementing Procurement

26D

Oracle Fusion Cloud Procurement
Implementing Procurement

26D

G59686-01

Copyright © 2011, 2026, Oracle and/or its affiliates.

Author: Alankrita Prakash

Contents

Get Help i

1 Overview 1
Implement Procurement 1
Purchase and Activation of Oracle Fusion Cloud Applications 2

2 Getting Started with a Procurement Rapid Implementation 5
Get Started with Your Procurement Rapid Implementation 5
Enterprise Structure for Procurement Rapid Implementation 6
How You Configure Basic Enterprise Structure for Procurement 8
Get Started with Oracle Supplier Portal Configuration 8

3 Synchronization of Users and Roles from LDAP 11
User and Role Synchronization: Explained 11

4 Implementation Users 13
Overview of Implementation Users 13

5 Currencies and Currency Rates 15
Currencies 15
Conversion Rate Types 16
Daily Rates 20

6 Enterprise Structures for Procurement 23
Overview of Enterprise Structures 23
Enterprise Structures Business Process Model 26
Guidelines for Configuring Global Enterprises 28
Model Your Enterprise Management Structure 29
Essbase Character and Word Limitations 33
Initial Configuration with the Enterprise Structures Configurator 38

Reference Data Sharing 65
Enterprise HCM Information 74
Enterprise Manage Locations 75
Define Geographies 78
Legal Jurisdictions and Authorities 115
Legal Entity 120
Manage Legal Entity HCM Information 121
Manage Legal Entity Tax Profile 128
Define Legal Reporting Units 132
Manage Chart of Accounts Structures and Structure Instances 132
Define Chart of Accounts for Enterprise Structures Value Sets and Value Set Values 159
Define Chart of Accounts for Enterprise Structures Manage Accounting Calendars 165
Define Accounting Configurations of Enterprise Structures Manage Primary or Secondary Ledgers 169
Define Accounting Configurations of Enterprise Structures Specify Ledger Options 178
Define Accounting Configurations of Enterprise Structures Manage Reporting Currencies 183
Define Business Units Manage Business Units 185
Define Business Units Assign Business Unit Business Function 186
Define Business Units Manage Service Provider Relationships 189
Define Business Units Specify Customer Contract Management Business Function Properties 192
Define Business Units Specify Supplier Contract Management Business Function Properties 194
Define Workforce Structures Manage Locations 195
Define Workforce Structures Manage Divisions 198
Define Workforce Structures Manage Departments 201
Define Workforce Structures FAQs for Manage Job Families 204
Define Workforce Structures Manage Job 205
Define Facilities Manage Facility Shifts, Workday Patterns, and Schedules 206
Define Facilities Manage Inventory Organizations 210
Define Facilities Manage Item Organizations 216

7 Budgetary Control and Encumbrance Accounting 219

How You Define the Funds Reservation Point for Purchasing Documents 219
How You Define the Default Date Rule for the Budgetary Control Liquidation 219
How You Define Funds Override Rules for a Control Budget 220

8 Security for Procurement 221

Overview of Security 221
Roles That Give Workflow Administrators Access 222

9 Approval Management for Procurement 225
Overview of Managing Approvals and Notifications 225
Before Setting Up Approvals 227
Employee Supervisor Hierarchy 227
Approval Rules Management for Procurement 228
Various Aspects of Approval Rules 230
User-Defined Attributes 233
Assignments and Routing 236
Define the Due Date and Expiration Policies for Workflow Tasks 259
Oracle Sourcing Approvals Setup 262
About Configurations for Oracle Sourcing Notifications 269
Requisition and Purchasing Document Approvals 270
Supplier Approvals Setup 329
Oracle External Purchase Price Approvals Setup 361
Configure Business Rules for Item Replacement Notifications 363
Task Life Cycle Setup 364
Electronic Signature 368
Transaction Console 369
Monitor and Troubleshoot 371
Business Cases 385
Workflow Notifications 391
Configurable Email Notifications 400
Configure Workflow Notifications 427

10 Help Configuration 429
Set Up Help 429
Hide or Show Help Icons 429
Give People Access to Create and Edit Help 430
Create Groups to Limit Access to Added Help 430
Embedded Help Management 431

11 Application Toolkit Configuration 433
Map Reports to Work Area 433
Set Watchlist Options 433

12 Maintain Common Reference Objects 435
Why can't I edit setup data? 435

How can I determine which languages appear in the Translation Editor in Fusion Applications? 435
How do I define whether the user image, name, or initials display in the global header? 435
Set General Preferences for All Users 436
Set a Banner Message in the Global Header 436
Define Application Taxonomy 437
Define Reference Data Sharing 439
Define ISO Reference Data 442
Search Extension Framework 447

13 Maintain Audit Policies 451
Audit Policies 451
Audit Configuration for Business Object Attributes 451
Overview of Audit Configuration 453

14 Enterprise Scheduler Job Definitions 455
Overview of Managing Job Definitions and Job Sets 455
Manage List of Values Sources 455
Assign Roles for Access to Manage Scheduled Processes 457
Allow Updates to Scheduled Process Priority 459
Managing Job Definitions 460
Job Sets 468
FAQs for Enterprise Scheduler Job Definitions and Job Sets 472

15 Applications Core Configuration 475
Import Flexfields, Lookups, or Profile Values Using Web Services 475
Define Lookups 480
Manage Messages 494
Define Document Sequences 499
Define Trees 502
Define Profile Options 518
Define Flexfields 525
Define Attachments 586

16 Collaboration Messaging 591
Overview of Collaboration Messaging in Procurement 591
Supplier B2B Communication and Collaboration Messaging 591

Set Up Suppliers for Procure-to-Pay 591
Extend the Outbound Purchase Order Message for Electronic Communication 595
Retrieve Supplier Site Details from a PO for a Procure to Pay Inbound Message 596
Configure Purchase Order PDF Delivery in Purchase Order Collaboration Messages 597

17 Other Common Setup and Maintenance Tasks 599
Home Page Setup 599
FAQs for Home Page Setup 603

18 Common Procurement Configuration 605
Define Basic Catalogs 605
Define Supplier Configuration 621
Define Transaction Accounting for Procurement 634
Define Transaction Taxes 649
Payment Terms 696
Units of Measure 699
Define Corporate Procurement Cards 702
Define Common Payables and Procurement Options 704
Procurement Document Numbering 707
Procurement Category Hierarchy 708
Compliance Checklists 716

19 Personalize Supplier Registration 719
Personalize Supplier Registration 719
Express Mode 719
Preview Personalization 720

20 Purchasing Configuration 723
Define Common Purchasing Configuration 723
Define Procurement Configuration Options 740
Configure Requisitioning Business Function 744
Define Procurement Agents 746
Buyer Managed Transportation Setup 748

21 Self Service Procurement Configuration 751
Elastic Search 751

List of Profile Options 753
Privileges Required for a Predefined Role for a Requisition Self Service User 755
Application Extensions 756
Configure a Connection to Symmetric 780
Procurement Catalog 781
Other Configuration Processes 846

22 Supplier Portal Configuration 881
Supplier User Roles 881
Specify User Category for New Supplier Users 885
Configure Supplier Registration 885
Update Suppliers 900
How You Update Supplier Profile Entities 900
Purge Supplier Interface Records 901
Configure Taxpayer ID Sharing Across Suppliers 901
Supplier Import 902
Create Suppliers with the Import Suppliers Process 902
Import Regional Information 907
How You Use Supplier Import to Create a New Supplier from an Existing Party 908
How can I configure to validate tax registration number for supplier registration requests? 909
How You Monitor Expiring or Expired Supplier Business Classification Certificates 909
Redwood Oracle Supplier Portal Home Page 910

23 Sourcing Configuration 913
Negotiation Styles 913
Attribute Lists 917
Cost Factors 919
Cost Factor Lists 923
Negotiation Templates 923
Abstracts 924
Negotiation Terms and Conditions 925
Negotiation Awards 927

24 Supplier Qualification Management 931
Define Questions, Qualification Areas, and Qualification Models 931
Rule Sets 951

How You Configure the Default Supplier Eligibility Status 956

25 Procurement Contracts Configuration 957
Define Contract Terms Library Configuration 957
Contract Terms Library Clauses 960
How Contract Terms Templates Work 962
How Contract Expert Rules Work 966

26 External Integration 973
Web Services 973

27 File-Based Data Import (FBDI) and File Import and Export 983
Files for Import and Export 983
External Data Integration Services for Oracle Cloud 986

28 Importing and Exporting Setup Data 1001
Moving Common Reference Objects 1001

29 Supply Chain Management Integration 1011
How You Set Up Manufacturing 1011
How You Set Up Back-to-Back Order Fulfillment 1012
How You Set up Drop Shipment Order Fulfillment 1013
How You Set Up Configured Item Order Fulfillment 1014
Externally and Internally Managed Requisitions 1015
Purchase Request Web Service in Procurement 1016
How You Set Up Internal Material Transfer 1017
Project-Driven Supply Chain 1018

30 Deep Links 1019
Deep Links 1019
Deep Links for Procurement 1020
Deep Links for Self Service Procurement 1029

31 Troubleshoot Errors 1031
Assign a User to a Business Unit That Supports Requisitioning 1031

32 New Features in Your Quarterly Update 1033
Readiness for Oracle Fusion Cloud Procurement Updates 1033

Get Help

In addition to the resources available in Oracle Help Center, you can explore training, connect with the Oracle community, and share your feedback.

Get Training

Increase your knowledge of Oracle Cloud by taking courses at *Oracle University*.

Join Our Community

Use *Cloud Customer Connect* to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest *ideas* for product enhancements, and watch events.

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to *oracle_fusion_applications_help_ww_grp@oracle.com*.

Thanks for helping us improve our user assistance!

1 Overview

Implement Procurement

To start an implementation of Oracle Fusion Cloud Procurement, you must be assigned a configured job role that's based on the Application Implementation Consultant (ORA_ASM_APPLICATION_IMPLEMENTATION_CONSULTANT_JOB) job role.

Also, you must opt into the Procurement offering, plus other offerings that are 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.

Procurement Offering

Use the Procurement offering to manage all aspects of the procurement process, such as creating requisitions and purchase orders, sourcing goods and services, and qualifying suppliers.

This table lists some of the primary functional areas of the Procurement offering. For the full list of functional areas and features in the offering, use the Associated Features report that you review when you plan the implementation of your offering.

Functional Area	Description
Purchasing Categories	Configure catalogs and category hierarchies, and assign items to the catalog.
Suppliers	Manage options for suppliers and their data.
Procurement Foundation	Define components that are common across procurement processes, including payment terms, carriers, hazard classes, and freight terms.
Purchasing Foundation	Configure key setup options related to the purchasing process.
Self Service Procurement	Determine how you will manage procurement catalog content and align requisition entry to your organization's business strategy.
Supplier Portal	Configure procurement supplier entry and supplier privileges.
Sourcing	Manage procurement negotiation styles, templates, and rules.
Supplier Qualification	Define supplier qualification criteria and rules.
Procurement Contracts	Review and update settings that control how you create and manage enterprise contracts with suppliers.

Functional Area	Description

Related Topics

- Plan Your Implementation

Purchase and Activation of Oracle Fusion Cloud Applications

Purchase, activate, and manage services for Oracle Fusion Cloud Applications services.

The process involves:

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

Service Purchase and Activation

Your buyer or an Oracle sales representative orders a cloud service and specifies information about the account administrator during the ordering process. The account administrator performs the functions of both the service administrator and the tenancy administrator.

Here's how your buyer can order a subscription:

1. Go to *Oracle Cloud Applications* to browse applications and compare products and features.
2. When ready to order, click **Contact Sales** to chat, call, or submit a message to Oracle Sales.

The account administrator receives an email to activate the service. As part of activation, the account administrator associates the new cloud subscription with an Oracle account.

See: *Activating Your Oracle Cloud Applications Order*

Service Availability in US Government Regions

If you're in noncommercial regions within the US, contact your Oracle account or sales representative for details about service and feature availability in your regions.

Alternative Versions of Specified Oracle Services

From time to time, at Oracle's sole discretion, Oracle may make alternative versions of specified Oracle services available for customers to access on a limited basis. These alternative versions may not have the same feature sets as the versions of these services for which a fee is paid, and Oracle may terminate and no longer make available these alternative versions at any time.

Next Steps

- The administrator who's identified during the activation process creates backup tenancy administrators for managing and monitoring the service.

See: *Managing Oracle Cloud Users with Specific Job Functions*

- The same administrator or any of the tenancy administrators would manage and monitor the service, including creating and managing environment families and environments.

  See: *Fusion Applications Environment Management*

  - As part of managing an environment, the administrator adds Fusion administrators.

    See: *Environment Management Tasks*
  - Fusion administrators can sign in to Fusion Applications and get other users set up so that they can also sign in and work in Fusion Applications.
- Functional implementors perform configuration and setup steps in Fusion Applications.
- Developers can add features to extend the application.
- Your cloud service will be updated regularly.

  See: *Oracle Applications Cloud - Fusion Applications Update Policy (KB160632)* on *My Oracle Cloud Support*.

2 Getting Started with a Procurement Rapid Implementation

Get Started with Your Procurement Rapid Implementation

Use the procurement rapid implementation task list to implement the Oracle Fusion Cloud Procurement offering if your organization has simple setup requirements. The task list reduces the number of tasks to those that are required or commonly used.

You can use the procurement rapid implementation task list for many types of procurement offering configurations. For example, to implement a Procure to Pay process, or for standalone implementations of Oracle Sourcing or Oracle Supplier Qualification.

Information covered in this topic includes:

- Creating a procurement rapid implementation task list
- Using the tasks in the rapid implementation task list

To create a procurement rapid implementation task list:

1. In the Setup and Maintenance work area, click the Tasks tab and select **Manage Implementation Projects**.
2. On the Implementation Projects page, in the Search Results section, click the **Create** icon.
3. On the Create Implementation Project page, enter the basic information for the project, and then click **Next**.
4. On the Create Implementation Project: Select Offerings to Implement page, don't select an offering. Click **Save and Open Project**.
5. On the Implement Project page, in the Task Lists and Tasks section, click the **Select and Add** icon.
6. In the Select and Add: Task Lists and Tasks dialog box, search for and apply the **Define Procurement Configuration for Rapid Implementation** task list. Then click **Done**.
7. On the Implementation Project page, expand the Define Procurement Configuration for Rapid Implementation folder.
8. Review the included task lists and tasks.
9. Remove task lists from the project for any optional modules or features not in your implementation. You can also remove or add individual tasks to meet the specific requirements of your implementation.

This table lists and describes the main rapid implementation task lists and tasks for setting up enterprise structures and common procurement configuration.

Task List or Task Name	Description
Define Enterprise Structure for Procurement Rapid Implementation	Two versions of this task list are provided. One is for rapid implementations where the Purchasing optional module is included. The other is for implementations when Purchasing is excluded. Select the one which applies for your implementation, and remove the version which doesn't apply. In the version including Purchasing, you can use spreadsheet upload utilities for business units, legal entities, chart of accounts, banking structures, and more.

Task List or Task Name	Description
Define Common Procurement Configuration for Rapid Implementation	Use this task list for all rapid implementations. It includes setup tasks used across all the Oracle Fusion Procurement applications. Use this task list to perform the following tasks, and more: • Configure Basic Enterprise Structure for Procurement • Define Supplier Configuration for Rapid Implementation • Define Basic Catalogs for Procurement Rapid Implementation
Configure Basic Enterprise Structure for Procurement	Use this task to run an automated process that performs several enterprise structure setup tasks.
Define Procurement Security Configuration for Rapid Implementation	Use this task list for all rapid implementations. Use it to define application users, assign them privileges, and define procurement agents.

Use the following task lists to configure the applicable optional modules for your rapid implementation:

- Define Purchasing Configuration for Rapid Implementation
- Define Self-Service Procurement Configuration for Rapid Implementation
- Define Supplier Portal Configuration for Rapid Implementation
- Define Sourcing Configuration for Rapid Implementation
- Define Supplier Qualification Configuration for Rapid Implementation
- Define Procurement Contract Terms Configuration for Rapid Implementation
- Define Invoicing and Payments Configuration for Rapid Implementation

Related Topics

- Enterprise Structure for Procurement Rapid Implementation
- How You Configure Basic Enterprise Structure for Procurement

Enterprise Structure for Procurement Rapid Implementation

When you do a procurement rapid implementation, two task lists are available to select for configuring the enterprise structures. The two versions vary by either including or excluding the purchasing-related tasks.

Use the version that's most suitable for your implementation, depending on you including or excluding the Purchasing optional module.

Task List for Define Enterprise Structure for Procurement Rapid Implementation, including Purchasing

Select this task list when your organization is implementing the Oracle Purchasing optional module. Use it to complete tasks for configuring legal and financial reporting structures to support procurement processes. The task list includes spreadsheet upload tasks to help define these enterprise structure configurations.

This table lists the spreadsheet upload tasks you can use to define enterprise structures in your rapid implementation.

Task	Structures
Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet	Chart of accounts, accounting calendar, ledgers and ledger configuration. Legal addresses, legal entity and legal entity registrations, assigning legal entities to ledgers. Business units, assigning business functions to business units, and more.
Create Banks, Branches, and Accounts in Spreadsheet	Banks, bank branches, and accounts.

Task List for Define Enterprise Structure for Procurement Rapid Implementation, excluding Purchasing

Select this task list when your organization isn't implementing the Purchasing optional module. For example, when you're performing standalone implementations of Oracle Sourcing or Oracle Supplier Qualification. Such implementations may not require you to configure financial reporting structures, but still require you to define legal entities with tasks such as:

- Manage Legal Addresses
- Manage Legal Entities
- Manage Legal Entity Registrations

Find the two versions of the Define Enterprise Structure for Procurement Rapid Implementation task lists in the Setup and Maintenance work area. They are under the Define Procurement Configuration for Rapid Implementation task list. To create a procurement rapid implementation task list, see the topic: Getting Started with Your Procurement Rapid Implementation: Procedure.

Related Topics

- Get Started with Your Procurement Rapid Implementation
- How You Configure Basic Enterprise Structure for Procurement

How You Configure Basic Enterprise Structure for Procurement

When you perform a procurement rapid implementation, you have the option to use the Configure Basic Enterprise Structure for Procurement task. Use it for implementations of small and medium-sized organizations, to create a centralized procurement system for indirect, expense-type purchasing.

Basic Enterprise Structure for Procurement task

To perform this setup task you run an automated program, the Enterprise Scheduler Service (ESS) scheduled process Configure Basic Enterprise Structure for Procurement.

To submit the process, first enter two input parameters: Centralized Procurement Business Unit Name, and Currency.

When you submit the process, the following enterprise structure setup tasks are configured automatically, based on existing enterprise structures set up for the organization:

- Creates a new business unit with the procurement business function, and configures it as a service provider for all other business units in the organization.
- Configures each business unit with the requisitioning business function.
- Creates an item organization, which is the master inventory organization.
- Creates one inventory organization for each of the other business units.
- Configures the inventory organization parameters and receiving parameters for each inventory organization created.
- Creates a workday shift, pattern and schedule.
- For the procurement business unit, creates a common content zone and catalog. Provides users in all requisitioning business units access to all agreements and master items while creating requisitions.
- Creates most commonly used units of measure and their standard conversions.

Find the Configure Basic Enterprise Structure for Procurement task in the Setup and Maintenance work area. The task is under the Define Common Procurement Configuration Rapid Implementation task list. To create a procurement rapid implementation task list, see the topic: Getting Started with Your Procurement Rapid Implementation: Procedure.

Related Topics

- Get Started with Your Procurement Rapid Implementation
- Enterprise Structure for Procurement Rapid Implementation

Get Started with Oracle Supplier Portal Configuration

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

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

Tasks

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

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

* Required task

3 Synchronization of Users and Roles from LDAP

User and Role Synchronization: Explained

User accounts for users of Oracle Fusion Applications are maintained in your Lightweight Directory Access Protocol (LDAP) directory. The LDAP directory also holds information about roles provisioned to users.

During implementation, any existing information about users and their roles must be copied from the LDAP directory to the Oracle Fusion Applications tables. To copy this information, you use the task Run User and Roles Synchronization Process. This task calls the Retrieve Latest LDAP Changes process. You can perform the task Run User and Roles Synchronization Process from either an implementation project or the Setup and Maintenance work area.

Once the Oracle Fusion Applications tables are initialized with this information, it's maintained automatically.

4 Implementation Users

Overview of Implementation Users

Implementation users perform the setup tasks in Oracle Fusion Cloud Enterprise Resource Planning (ERP) and Oracle Fusion Cloud Supply Chain Management (SCM) implementation projects. You can find more information about implementation users and tasks they perform in the product specific implementation and security guides for your offering.

Create Implementation Users

You must have at least one implementation user. To ensure segregation of critical duties, multiple implementation users are recommended. For example, one implementation user typically performs functional setup tasks and another performs security setup tasks. When you create implementation users, you need to make sure that they're assigned a custom role based on any of the roles with privileges used for setting up the application.

The cloud service administrator creates implementation users.

Related Topics

- Implementation Users

5 Currencies and Currency Rates

Currencies

Considerations for Defining Currencies

Consider these points about entering the currency code, date range, or symbol for the currency, when you create or edit currencies.

Currency Codes

You can't change a currency code after you enable the currency, even if you later disable that currency.

Date Ranges

You can enter transactions denominated in the currency only for the dates within the specified range. If you don't enter a start date, then the currency is valid immediately. If you don't enter an end date, then the currency is valid indefinitely.

Symbols

Some applications support displaying currency symbols. You may enter the symbol associated with a currency so that it appears along with the amount.

Related Topics

- What's the difference between precision, extended precision, and minimum accountable unit for a currency?
- What's a statistical unit currency type?
- Euro Currency Derivation

Euro Currency Derivation

Use the Derivation Type, Derivation Factor, and Derivation Effective Date fields to define the relationship between the official currency (Euro) of the European Monetary Union (EMU) and the national currencies of EMU member states.

For each EMU currency, you define its Euro-to-EMU fixed conversion rate and the effective starting date. If you have to use a different currency for Euro, you can disable the predefined currency and create a new one.

Derivation Type

The **Euro currency** derivation type is used only for the Euro, and the **Euro derived** derivation type identifies national currencies of EMU member states. All other currencies don't have derivation types.

Derivation Factor

The derivation factor is the fixed conversion rate by which you multiply one Euro to derive the equivalent EMU currency amount. The Euro currency itself must not have a derivation factor.

Derivation Effective Date

The derivation effective date is the date on which the relationship between the EMU currency and the Euro begins.

FAQs for Manage Currencies

When do I create or enable currencies?

Create or enable any currency for displaying monetary amounts, assigning currency to ledgers, entering transactions, recording balances, or for any reporting purpose. All currencies listed in the International Organization for Standardization (ISO) 4217 standard are supported.

The default currency is set to United States Dollar (USD).

Related Topics

- Considerations for Defining Currencies

What's the difference between precision, extended precision, and minimum accountable unit for a currency?

Precision refers to the number of digits placed after the decimal point used in regular currency transactions. For example, USD would have 2 as the precision value for transactional amounts, such as $1.00.

Extended precision is the number of digits placed after the decimal point and must be greater than or equal to the precision value. For calculations requiring greater precision, you can enter an extended precision value such as 3 or 4. That would result in the currency appearing as $1.279 or $1.2793.

Minimum accountable unit is the smallest denomination for the currency. For example, for USD that would be .01 for a cent.

You can set these values for a currency using the **Manage Currencies** task in the Application Extensions functional area in the Setup and Maintenance work area.

> **Note:** When setting up currencies, make sure you use the correct precision. Some currencies, for example, the Chilean peso, don't support precision at all.

What's a statistical unit currency type?

The statistical unit currency type denotes the Statistical (STAT) currency used to record financial statistics in the financial reports, allocation formulas, and other calculations.

Conversion Rate Types

Guidelines for Creating Conversion Rate Types

Maintain different conversion rates between currencies for the same period using conversion rate types.

The following conversion rate types are predefined:

- Spot
- Corporate
- User
- Fixed

You can use different rate types for different business needs. During journal entry, the conversion rate is provided automatically based on the selected conversion rate type and currency, unless the rate type is **User**. For **User** rate types, you must enter a conversion rate. You can define additional rate types as needed. Set your most frequently used rate type as the default. Conversion rate types can't be deleted.

Assign conversion rate types to automatically populate the associated rate for your period average and period end rates for the ledger. For example, you can assign the conversion rate type of **Spot** to populate period average rates, and the conversion rate type of **Corporate** to populate period end rates. Period average and period end rates are used in translation of account balances.

Conversion rate types are used to automatically assign a rate when you perform the following accounting functions:

- Convert foreign currency journal amounts to ledger currency equivalents.
- Convert journal amounts from source ledgers to reporting currencies or secondary ledgers.
- Run revaluation or translation processes.

When creating conversion rates, decide whether to:

- Enforce inverse relationships
- Select pivot currencies
- Select contra currencies
- Enable cross rates and allow cross-rate overrides
- Maintain cross-rate rules

Enforce Inverse Relationships

The **Enforce Inverse Relationship** option indicates whether to enforce the automatic calculation of inverse conversion rates when defining daily rates. The following table describes the impact of selecting or not selecting the option.

Action	Results
Selected	When you enter a daily rate to convert currency A to currency B, the inverse rate of currency B to currency A is automatically calculated and entered in the adjacent column. If either rate is changed, the application automatically recalculates the other rate. You can update the application calculated inverse rate, but once you do, the related rate is updated. The option enforces the inverse relationship is maintained but doesn't prevent you from updating the rates.
Not Selected	The inverse rate is calculated, but you can change the rate and update the daily rates table without the corresponding rate being updated.

Select Pivot Currencies

Select a pivot currency that's commonly used in your currency conversions. A pivot currency is the central currency that interacts with contra currencies. For example, you set up a daily rate between the US dollar (USD) and the Euro currency (EUR) and another between the USD and the Canadian dollar (CAD). USD is the pivot currency in creating a rate between EUR and CAD. EUR and CAD are the contra currencies. Select the pivot currency from the list of values which contains those currencies that are enabled, effective, and not a statistical (STAT) currency. The description of the pivot currency is populated automatically based on the currency definition.

If you want the application to create cross rates against a base currency, define the base currency as the pivot currency. Selected pivot currencies can be changed in the Rate Types page.

Select Contra Currencies

Select currencies available on the list of values as contra currencies. The available currencies are those currencies which are enabled, effective, not STAT currency, and not the pivot currency selected earlier. The description of the contra currency is populated automatically based on the currency definition. Add or delete contra currencies in the Contra Currencies region of the Rate Types page.

Enable Cross Rates and Allow Cross Rate Overrides

Check the **Enable Cross Rates** check box to calculate conversion rates based on defined currency rate relationships. General Ledger calculates cross rates based on your defined cross rate rules. Associate your cross rate rules with a conversion rate type, pivot currency, and contra currencies. Cross rates facilitate the creation of daily rates by automatically creating the rates between contra currencies based on their relationship to a pivot currency. If the **Enable Cross Rates** option is deselected after entering contra currencies, the application stops calculating cross rates going forward for that particular rate type. All the earlier calculated cross rates for that rate type remain in the database unless you manually delete them.

For example, if you have daily rates defined for the pivot currency, USD to the contra currency, EUR, and USD to another contra currency, CAD, the application automatically creates the rates between EUR to CAD and CAD to EUR. You don't have to manually define the EUR to CAD and CAD to EUR rates.

Select the **Allow Cross Rates Override** check box to permit your users to override application generated cross rates. If you accept the default of not selected, the application generated cross rates can't be overridden.

Maintain Cross Rate Rules

Define or update your cross rate rules at any time by adding or removing contra currency assignments. Add a contra currency to a cross rate rule and run the Daily Rates Import and Calculation process to generate the new rates. If you remove a cross rate rule or a contra currency from a rule, any cross rates generated previously for that contra currency remain unless you manually delete them. Changes to the rule aren't retroactive and don't affect previously stored cross rates. The Cross Rate process generates as many rates as possible and skips currencies where one component of the set is missing.

> **Note:** With a defined web service that extracts daily currency conversion rates from external services, for example Reuters, currency conversion rates are automatically updated for the daily rates and all cross currency relationships.

Related Topics

- Examples of Using Conversion Rate Types in a Journal
- What's the difference between calendar and fiscal period naming?

Examples of Using Conversion Rate Types in a Journal

The following conversion rate types are predefined: Spot, Corporate, User, Fixed.

Scenario

You are the general ledger accountant for Vision US Inc. You are entering a journal entry to capture three transactions that were transacted in three different foreign currencies.

- Canadian Dollar CAD: A stable currency
- Mexican Peso MXP: A fluctuating currency
- Hong Kong Dollar HKD: An infrequently used currency

You enter two journal lines with accounts and amounts for each foreign currency transaction. Based on your company procedures, you select the rate type to populate the rate for **Corporate** and **Spot** rate types from your daily rates table. You manually enter the current rate for the **User** rate type.

The following table lists the currency, the rate type that you select, and the reasons for the rate type selection.

Selected Currency	Selected Rate Type	Reason
CAD	Corporate	Entered a periodic type of transaction. Your company has established a daily rate to use for the entire month across divisions for all transactions in Canadian dollars, a stable currency that fluctuates only slightly over the month.
MXP	Spot	Entered a periodic type of transaction. Your company enters daily rates each day for the Mexican peso because the currency is unstable and fluctuates.
HKD	User	Entered a one time transaction. Your company doesn't maintain daily rates for Hong Kong dollars.

Your company doesn't currently use the **Fixed** rate type. From January 1, 1999, the conversion rate of the French franc FRF against the Euro EUR was a fixed rate of 1 EUR to 6.55957 FRF. Your French operations were started in 2007, so you maintain all your French business records in the Euro.

FAQs for Manage Conversion Rate Types

What's the difference between spot, corporate, user, and fixed rate types?

Spot, corporate, user, and fixed conversion rate types differ based on fluctuations of the entered foreign currency and your company procedures for maintaining daily rates.

- Spot: For currencies with fluctuating conversion rates, or when exact currency conversion is needed.
- Corporate: For setting a standard rate across your organization for a stable currency.
- User: For infrequent entries where daily rates for the entered foreign currency aren't set up.
- Fixed: For rates where the conversion is constant between two currencies.

If you have infrequent foreign currency transactions, the User rate type can simplify currency maintenance. The User rate type can also provide an accurate conversion rate on the date of the transaction.

Daily Rates

Enter Daily Rates Using the Daily Rates Spreadsheet

You are required to enter the daily rates for currency conversion from Great Britain pounds sterling (GBP) to United States dollars (USD) for 5 days.

To load rates using the Create Daily Rates Spreadsheet, you must first install Oracle ADF Desktop Integration client software. Oracle ADF Desktop Integration is an Excel add-in that enables desktop integration with Microsoft Excel workbooks. You can download the installation files from the Tools work area by selecting Download Desktop Integration Installer.

Entering Daily Rates

1. From the General Accounting work area, select the **Period Close** link.
2. From the Tasks panel, click the **Manage Currency Rates** link.

   Use the Currency Rates Manager page to create, edit, and review currency rate types, daily rates, and historical rates.
3. Click the Daily Rates tab.

   Use the Daily Rates tab to review and enter currency rates.
4. Click the **Create in Spreadsheet** button.

   Use the Create Daily Rates spreadsheet to enter daily rates in a template that you can save and reuse.
5. Click in the **From Currency** field. Select the GBP - Pound Sterling list item.
6. Click in the **To Currency** field. Select the USD - US Dollar list item.
7. Click in the **Conversion Rate** field. Select the Spot list item.
8. Click in the **From Conversion** field. Enter a valid value: 10/2/2017.

9. Click in the **To Conversion Date** field. Enter a valid value: 10/6/2017.
10. Click in the **Conversion Rate** field. Enter a valid value: 1.6.
11. Click **Submit** and click **OK** twice.
12. Review the **Record Status** column to verify that all rows were inserted successfully.
13. Save the template to use to enter daily rates frequently. You can save the spreadsheet to a local drive or a shared network drive.
14. Optionally, edit the rates from the Daily Rates user interface or resubmit the spreadsheet.

Related Topics

- Examples of Using Conversion Rate Types in a Journal
- Guidelines for Using Desktop Integrated Excel Workbooks
- Update Currency Rates

Update Currency Rates

You're required to change today's daily rates that were already entered. The rates you're changing are for currency conversion from Great Britain pounds sterling (GBP) to United States dollars (USD) for your company InFusion America.

Currency conversion rates were entered by an automatic load to the Daily Rates table. They can also be entered through a spreadsheet.

Updating Currency Rates

1. Navigate to the Period Close work area.

   Use the Period Close work area to link to close processes and currency process.
2. Click the Manage Currency Rates link.

   Use the Currency Rates Manager page to create, edit, and review currency rate types, daily rates, and historical rates.
3. Click the Daily Rates tab.

   Use the Daily Rates tab to review and enter currency rates.
4. Click the From Currency list. Select the GBP - Pound Sterling list item.
5. Click the To Currency list. Select the USD - US Dollar list item.
6. Enter the dates for the daily rates that you are changing. Enter today's date.
7. Click the Rate Type list. Select the Spot list item.
8. Click the Search button.
9. Click in the Rate field. Enter the new rate of 1.7 in the Rate field.
10. Click in the Inverse Rate field. Enter the new inverse rate of 0.58822 in the Inverse Rate field.
11. Click the Save button.

Related Topics

- Guidelines for Using Desktop Integrated Excel Workbooks

6 Enterprise Structures for Procurement

Overview of Enterprise Structures

Oracle Fusion Applications have been designed to ensure your enterprise can be modeled to meet legal and management objectives.

The decisions about your implementation of Oracle Fusion Applications are affected by your:

- Industry
- Business unit requirements for autonomy
- Business and accounting policies
- Business functions performed by business units and optionally, centralized in shared service centers
- Locations of facilities

Every enterprise has three fundamental structures that describe its operations and provide a basis for reporting.

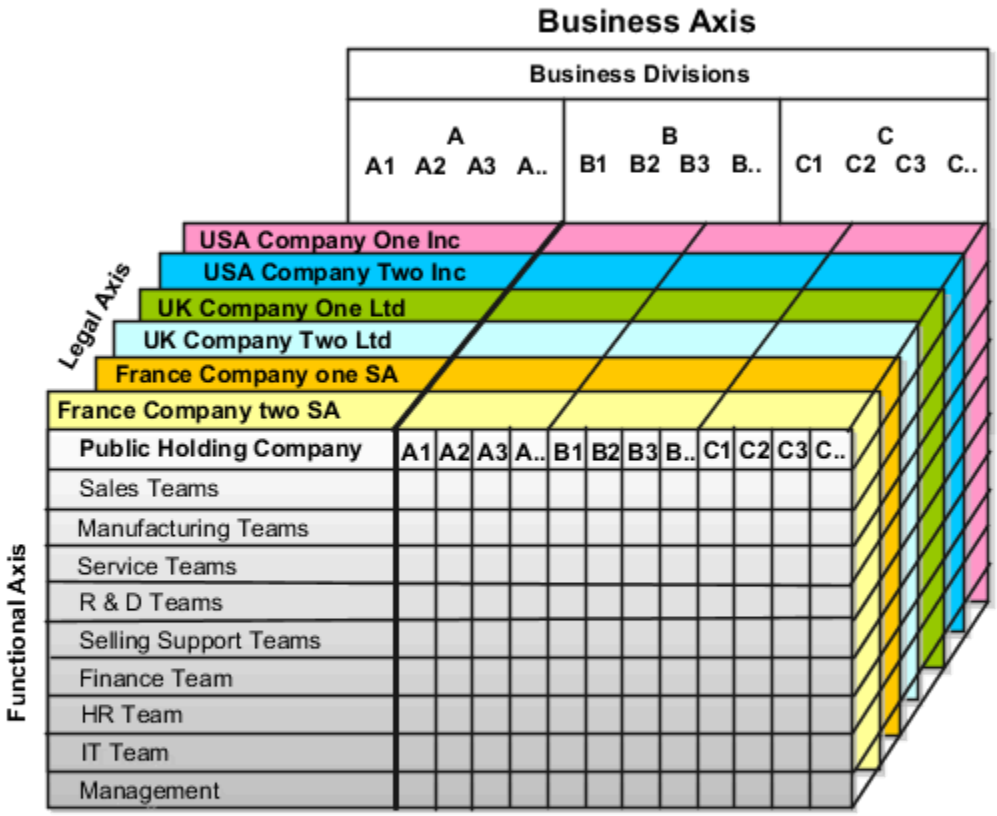
- Legal
- Managerial
- Functional

In Oracle Fusion, these structures are implemented using the chart of accounts and organization hierarchies. Many alternative hierarchies can be implemented and used for reporting. You are likely to have one primary structure that organizes your business into:

- Divisions
- Business Units
- Departments

Align these structures with your strategic objectives.

This figure illustrates a grid with Business Axis, representing the enterprise division, Legal Axis representing the companies, and the Functional Axis representing the business functions.



Legal Structure

The figure illustrates a typical group of legal entities, operating various business and functional organizations. Your ability to buy and sell, own, and employ comes from your charter in the legal system. A corporation is:

- A distinct legal entity from its owners and managers.
- Owned by its shareholders, who may be individuals or other corporations.

Many other kinds of legal entities exist, such as sole proprietorships, partnerships, and government agencies.

A legally recognized entity can own and trade assets and employ people in the jurisdiction in which the entity is registered. When granted these privileges, legal entities are also assigned responsibilities to:

- Account for themselves to the public through statutory and external reporting.
- Comply with legislation and regulations.
- Pay income and transaction taxes.
- Process value added tax (VAT) collection on behalf of the taxing authority.

Many large enterprises isolate risk and optimize taxes by incorporating subsidiaries. They create legal entities to facilitate legal compliance, segregate operations, optimize taxes, complete contractual relationships, and isolate risk. Enterprises use legal entities to establish their enterprise's identity within the laws of each country in which their enterprise operates.

The figure illustrates:

- A separate card represents a series of registered companies.
- Each company, including the public holding company, InFusion America, must be registered in the countries where they do business.
- Each company contributes to various divisions created for purposes of management reporting. These are shown as vertical columns on each card.

For example, a group might have a separate company for each business in the United States (US), but have its United Kingdom (UK) legal entity represent all businesses in that country.

The divisions are linked across the cards so that a business can appear on some or all of the cards. For example, the air quality monitoring systems business might be operated by the US, UK, and France companies. The list of business divisions is on the Business Axis.

Each company's card is also horizontally striped by functional groups, such as the sales team and the finance team. This functional list is called the Functional Axis. The overall image suggests that information might, at a minimum, be tracked by company, business, division, and function in a group environment. In Oracle Fusion Applications, the legal structure is implemented using legal entities.

Management Structure

Successfully managing multiple businesses requires that you segregate them by their strategic objectives, and measure their results. Although related to your legal structure, the business organizational hierarchies don't have to be reflected directly in the legal structure of the enterprise. The management structure can include divisions, subdivisions, lines of business, strategic business units, profit, and cost centers. In the figure, the management structure is shown on the Business Axis. In Oracle Fusion Applications, the management structure is implemented using divisions and business units as well as being reflected in the chart of accounts.

Functional Structure

Straddling the legal and business organizations is a functional organization structured around people and their competencies. For example, sales, manufacturing, and service teams are functional organizations. This functional structure is represented by the Functional Axis in the figure. You reflect the efforts and expenses of your functional organizations directly on the income statement. Organizations must manage and report revenues, cost of sales, and functional expenses such as research and development and selling, general, and administrative expenses. In Oracle Fusion Applications, the functional structure is implemented using departments and organizations, including sales, marketing, project, cost, and inventory organizations.

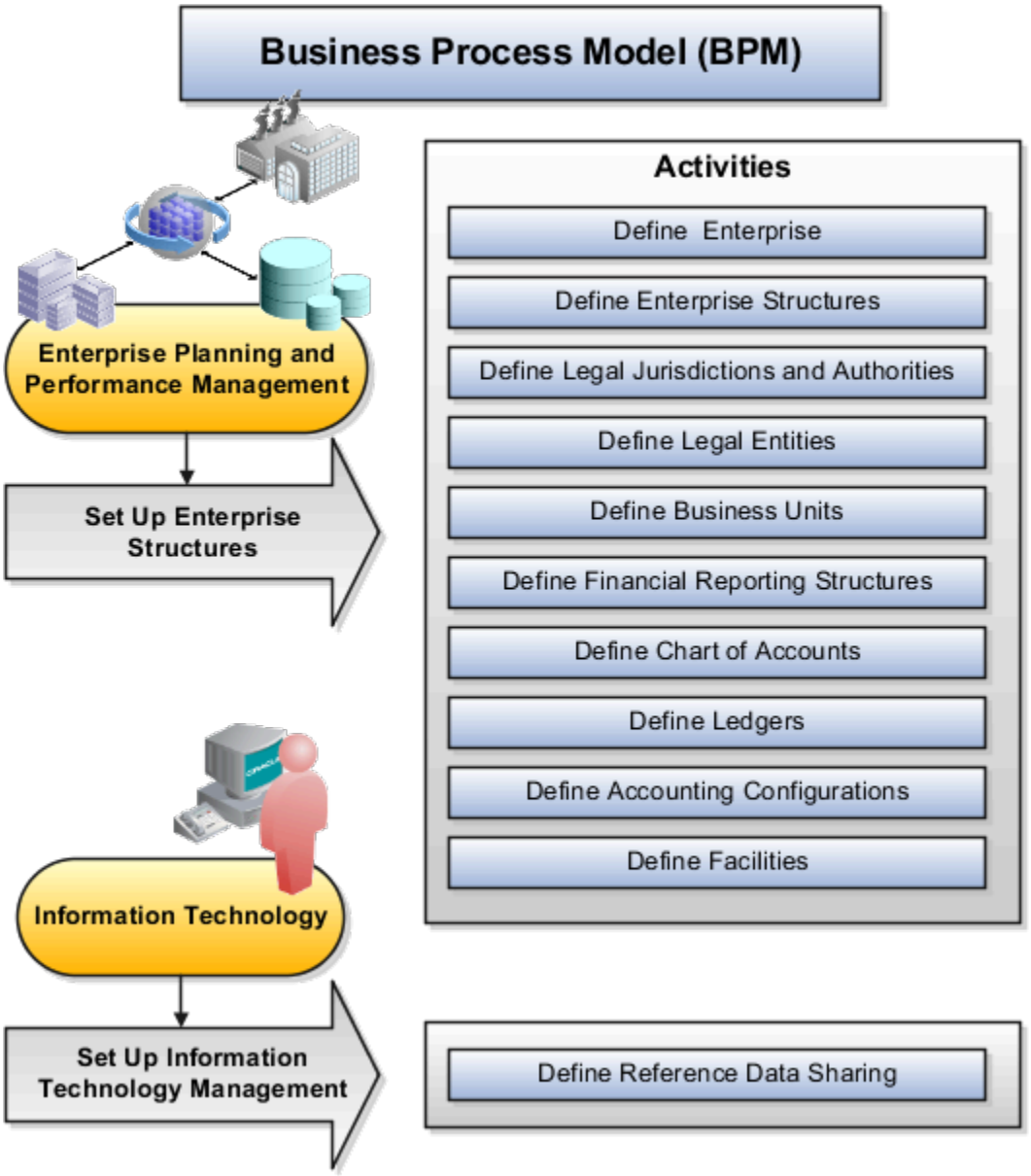
Enterprise Structures Business Process Model

In Oracle Fusion Cloud Applications, the Enterprise Performance and Planning Business Process Model illustrates the major implementation tasks that you perform to create your enterprise structures.

This process includes:

- Set Up Enterprise Structures business process, which consists of implementation activities that span many product families.
- Information Technology, a second Business Process Model which contains the Set Up Information Technology Management business process.
- Define Reference Data Sharing, which is one of the activities in this business process and is important in the implementation of the enterprise structures. This activity creates the mechanism to share reference data sets across multiple ledgers, business units, and warehouses, reducing the administrative burden and decreasing the time to implement.

The following figure and table describe the Business Process Model structures and activities.



The table describes each BPM activity.

BPM Activities	Description
Define Enterprise	Define the enterprise to get the name of the deploying enterprise and the location of the headquarters.
Define Enterprise Structures	Define enterprise structures to represent an organization with one or more legal entities. Define organizations to represent each area of business within the enterprise.
Define Legal Jurisdictions and Authorities	Define information for governing bodies that operate within a jurisdiction.
Define Legal Entities	Define legal entities and legal reporting units for business activities handled by the Oracle Fusion Applications.

BPM Activities	Description
Define Business Units	Define business units of an enterprise to perform 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. Normally, it has a manager, strategic objectives, a level of autonomy, and responsibility for its profit and loss.
Define Financial Reporting Structures	Define financial reporting structures, including organization structures, charts of accounts, organizational hierarchies, calendars, currencies and rates, ledgers, and document sequences which are used in organizing the financial data of a company.
Define Chart of Accounts	Define chart of accounts including hierarchies and values to enable tracking of financial transactions and reporting at legal entity, cost center, account, and other segment levels.
Define Ledgers	Define the primary accounting ledger and any secondary ledgers that provide an alternative accounting representation of the financial data.
Define Accounting Configurations	Define the accounting configuration that serves as a framework for how financial records are maintained for an organization.
Define Facilities	Define your manufacturing and storage facilities as Inventory Organizations if Oracle Fusion Applications track inventory balances there and Item Organizations if Oracle Fusion Applications only track the items used in the facility but not the balances.
Define Reference Data Sharing	Define how reference data in the applications is partitioned and shared.

Note: Some product-specific implementation activities aren't listed here and depend on the applications you're implementing. For example, you can implement Define Enterprise Structures for Human Capital Management, Project Management, and Sales Management.

Guidelines for Configuring Global Enterprises

Start your global enterprise structure configuration by discussing what your organization's reporting needs are and how to represent those needs in the Oracle Fusion Cloud Applications.

The following are some questions and points to consider as you design your global enterprise structure in Oracle Fusion Applications.

- Enterprise Configuration
- Business Unit Management
- Security Structure
- Compliance Requirements

Enterprise Configuration

- What is the level of configuration needed to achieve the reporting and accounting requirements?
- What components of your enterprise do you need to report on separately?
- Which components can be represented by building a hierarchy of values to provide reporting at both detail and summary levels?
- Where are you on the spectrum of centralization versus decentralization?

Business Unit Management

- What reporting do I need by business unit?
- How can you set up your departments or business unit accounts to achieve departmental hierarchies that report accurately on your lines of business?
- What reporting do you need to support the managers of your business units, and the executives who measure them?
- How often are business unit results aggregated?
- What level of reporting detail is required across business units?

Security Structure

- What level of security and access is allowed?
- Are business unit managers and the people that report to them secured to transactions within their own business unit?
- Are the transactions for their business unit largely performed by a corporate department or shared service center?

Compliance Requirements

- How do you comply with your corporate external reporting requirements and local statutory reporting requirements?
- Do you tend to prefer a corporate first or an autonomous local approach?
- Where are you on a spectrum of centralization, very centralized or decentralized?

Model Your Enterprise Management Structure

This example uses a fictitious global company to demonstrate the analysis that can occur during the enterprise structure configuration planning process.

Scenario

Your company, InFusion Corporation, is a multinational conglomerate that operates in the United States (US) and the United Kingdom (UK). InFusion has purchased an Oracle Fusion Cloud Enterprise Resource Planning (ERP) solution including Oracle General Ledger and all of the Oracle Fusion Cloud Applications subledgers. You are chairing a committee to discuss creation of a model for your global enterprise structure including both your US and UK operations.

InFusion Corporation

InFusion Corporation has 400 plus employees and revenue of 120 million US dollars. Your product line includes all the components to build and maintain air quality monitoring applications for homes and businesses. You have two distribution centers and three warehouses that share a common item master in the US and UK. Your financial services organization provides funding to your customers for the initial costs of these applications.

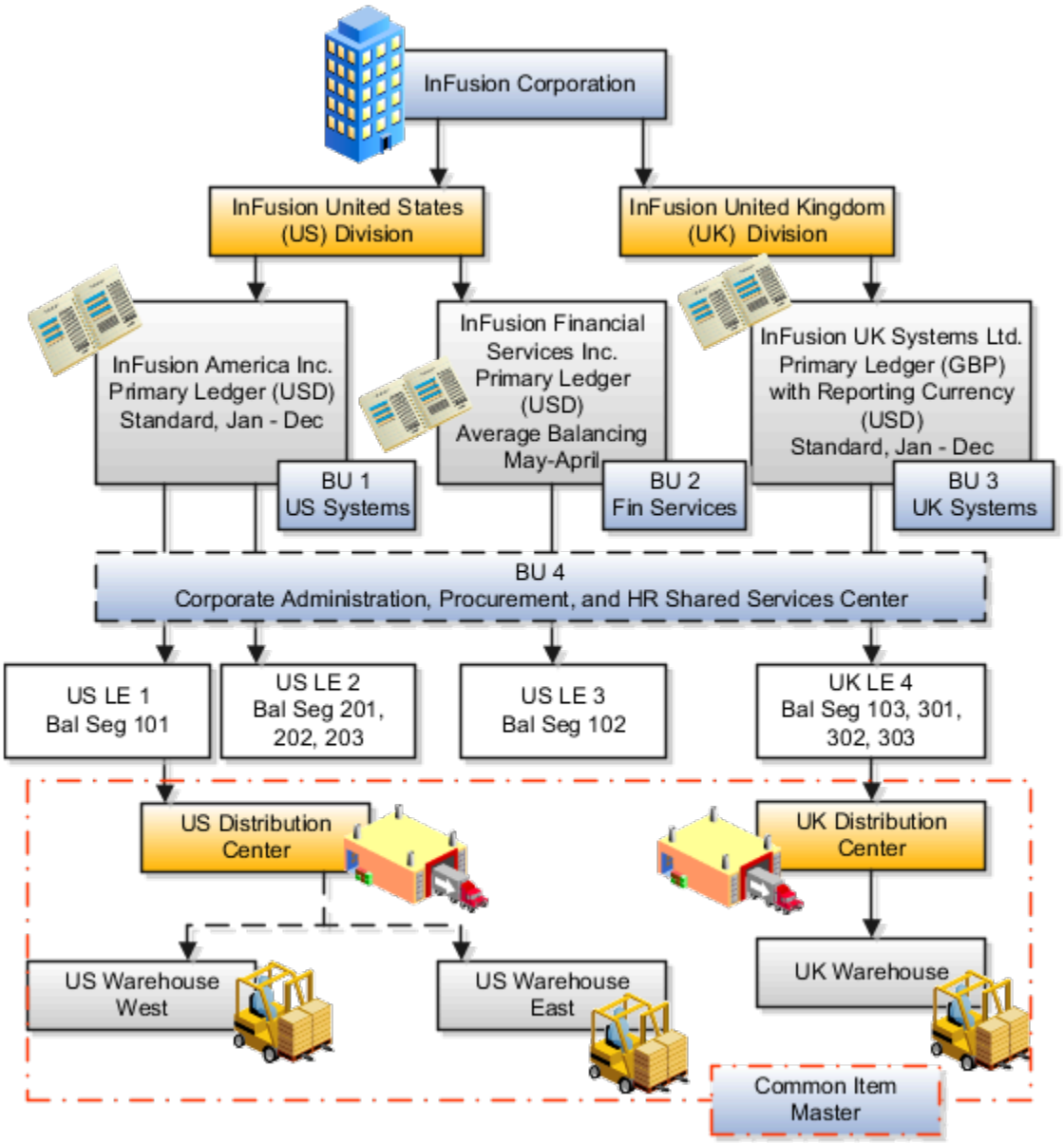
The following are elements you must consider in creating your model for your global enterprise structure.

- Your company is required to report using US Generally Accepted Accounting Principles (GAAP) standards and UK Statements of Standard Accounting Practice and Financial Reporting Standards. How many ledgers do you want to achieve proper statutory reporting?
- Your managers need reports that show profit and loss (revenue and expenses) for their lines of business. Do you use business units and balancing segments to represent your divisions and businesses? Do you secure data by two segments in your chart of accounts which represents each department and legal entity? Or do you use one segment that represents both to produce useful, but confidential management reports?
- Your corporate management requires reports showing total organizational performance with drill-down capability to the supporting details. Do you need multiple balancing segment hierarchies to achieve proper rollup of balances for reporting requirements?
- Your company has all administrative, account payables, procurement, and Human Resources functions performed at their corporate headquarters. Do you need one or more business units in which to perform all these functions? How is your shared service center configured?

Global Enterprise Structure Model

The following figure and table summarize the model that your committee has designed and uses numeric values to provide a sample representation of your structure. The model includes the following recommendations:

- Creation of three separate ledgers representing your separate legal entities:
    - InFusion America Inc.
    - InFusion Financial Services Inc.
    - InFusion UK Services Ltd.
- Consolidation of results for application components, installations, and maintenance product lines across the enterprise
- All UK general and administrative costs processed at the UK headquarters
- US Systems' general and administrative costs processed at US Corporate headquarters
- US Financial Services maintains its own payables and receivables departments


InFusion Corporation
InFusion United States (US) Division
InFusion United Kingdom (UK) Division
InFusion America Inc. Primary Ledger (USD) Standard, Jan - Dec
InFusion Financial Services Inc. Primary Ledger (USD) Average Balancing May-April
InFusion UK Systems Ltd. Primary Ledger (GBP) with Reporting Currency (USD) Standard, Jan - Dec
BU 1 US Systems
BU 2 Fin Services
BU 3 UK Systems
BU 4 Corporate Administration, Procurement, and HR Shared Services Center
US LE 1 Bal Seg 101
US LE 2 Bal Seg 201, 202, 203
US LE 3 Bal Seg 102
UK LE 4 Bal Seg 103, 301, 302, 303
US Distribution Center
UK Distribution Center
US Warehouse West
US Warehouse East
UK Warehouse
Common Item Master

Real World Entity	Entity Name	Enterprise	Legal Entity	BSV	Ledger	BU	Cost Center	Dept	Item Master Org	Inventory Org
Enterprise	InFusion Group	●								
Company	US LE 1		●	○	○					
Company	US LE 2		●	○	○					
Company	US LE 3		●	○	○					
Company	UK LE 4		●	○	○					
Business Unit	US Systems BU 1					●				
Business Unit	FIN Services BU 2					●				
Business Unit	UK Systems BU 3					●				
Division	InFusion UK			○			○			
Division	InFusion US			○			○			
Headquarters	BU 4					●				
Shared Service Center	BU 4					●				
Department	AP Department						○	●		
List of Items	Common Item Master								○	
Distribution Center	US Distribution Center									○
Distribution Center	UK Distribution Center									○
Warehouse	US Warehouse West									○
Warehouse	US Warehouse East									○
Warehouse	UK Warehouse									○

BSV = Balancing Segment Value
BU = Business Unit
Dept = Department
Org = Organization
● = Mandatory Setup
○ = Optional Setup

In this chart, the green globe stands for required and gold globe stands for optional setup. The following statements expand on the data in the chart.

- The enterprise is required because it serves as an umbrella for the entire implementation. All organizations are created within an enterprise.
- Legal entities are also required. They can be optionally mapped to balancing segment values or represented by ledgers. Mapping balancing segment values to legal entities is required if you plan to use the intercompany functionality. The InFusion Corporation is a legal entity but isn't discussed in this example.
- At least one ledger is required in an implementation in which you record your accounting transactions.
- Business units are also required because financial transactions are processed in business units.
- A shared service center is optional, but if used, must be a business unit.
- Divisions are optional and can be represented with a hierarchy of cost centers or by a second balancing segment value.
- Departments are required because they track your employees.
- Optionally, add an item master organization and inventory organizations if you're tracking your inventory transactions in Oracle Fusion Applications.

Note: Some Oracle Fusion Cloud Human Capital Management implementations don't require recording accounting transactions and therefore, don't require a ledger.

Essbase Character and Word Limitations

The following is a comprehensive list of character and word limitations that apply to Oracle Essbase. All of the limitations apply to all of the Oracle General Ledger configurations summarized in the table.

The following table shows how the General Ledger configuration maps to Essbase.

General Ledger Configuration	Maps to Essbase
Chart of Account Name	Cube Name
Chart of Account Segment Name	Dimension Name
Chart of Accounts Segment Value	Dimension Member Name
Chart of Accounts Segment Value Description	Alias for Member
Tree and Tree Version Name	Dimension Member Name
Primary Ledger Name	Dimension Member Name in Ledger Dimension
Secondary Ledger Name	Dimension Member Name in Ledger Dimension
Reporting Currency	Dimension Member Name in Ledger Dimension
Ledger Set Name	Dimension Member Name in Ledger Dimension
Accounting Calendar Period Names	Dimension Member Name in Accounting Period Name
Scenario Name Defined in Predefined Value Set Called Accounting Scenario	Dimension Member Name in Scenario Dimension

Even if case sensitivity is enabled in an aggregate storage outline for which duplicate member names is enabled, don't use matching dimension names with only case differences. For example, don't:

- Name two dimensions Product and product.
- Use quotation marks or brackets.
- Use tabs in dimension, member, or alias names.

- Use accent characters.
- Use the characters for dimension or member names.

Restricted Characters

The following table lists the characters that are restricted and can't be used at the beginning of cube, dimension, member, or alias names.

Character	Meaning
-	dash, hyphen, or minus sign
_	underscore

The following table lists the characters that are restricted and can't be used in cube, dimension, member, or alias names.

Character	Meaning
&	ampersand **Note:** Aliases can include ampersands as long as the ampersand isn't the beginning character.
@	at sign
\	backslash **Note:** Aliases can include backslashes as long as the backslash isn't the beginning character.
{}	brace
,	comma **Note:** Aliases can include commas as long as the comma isn't the beginning character.
"	double quotation mark
=	equal sign
<	less than sign
()	parentheses **Note:** Member names and aliases can include parentheses as long as a parenthesis isn't the beginning character.

Character	Meaning
.	period **Note:** Aliases can include periods as long as the period isn't the beginning character.
+	plus sign
'	single quotation mark
/	slash **Note:** Aliases can include slashes as long as the slash isn't the beginning character.
|	vertical bar

Note: Use of double-byte characters listed in this table could result in errors with balance load and retrieval. Such errors could also occur with double-byte characters not listed here, so it's best to avoid their use, particularly in cube names.

Other Restrictions

- Don't place spaces at the beginning or end of names. Essbase ignores such spaces.
- Don't use the following types of words as dimension or member names:
  - Calculation script commands, operators, and keywords.
  - Report writer commands.
  - Function names and function arguments.
  - Names of other dimensions and members (unless the member is shared).
  - Generation names, level names, and aliases in the database.

The following table lists additional words that can't be used as the entire value for a cube, dimension, member, or alias. For example, you can't use **ALL** or **All** for an alias. However, you can use **All expenses** as an alias.

List 1	List 2	List 3
ALL	AND	ASSIGN
AVERAGE	CALC	CALCMBR
COPYFORWARD	CROSSDIM	CURMBRNAME
DIM	DIMNAME	DIV

List 1	List 2	List 3
DYNAMIC	EMPTYPARM	EQ
EQOP	EXCEPT	EXP
EXPERROR	FLOAT	FUNCTION
GE	GEN	GENRANGE
GROUP	GT	ID
IDERROR	INTEGER	LE
LEVELRANGE	LOOPBLOCK	LOOPPARMS
LT	MBR	MBRNAME
MBRONLY	MINUS	MISSING, #MISSING
MUL	MULOP	NE
NON	NONINPUT	NOT
OR	PAREN	PARENPARM
PERCENT	PLUS	RELOP
SET	SKIPBOTH	SKIPMISSING
SKIPNONE	SKIPZERO	TO
TOLOCALRATE	TRAILMISSING	TRAILSUM
UMINUS	UPPER	VARORXMBR
XMRONLY	$$$UNIVERSE$$$	#MI

The following table lists General Ledger Essbase keywords that are also restricted and can't be used as the entire value for a cube, dimension, member, or alias. For example, you can't use **ACTUAL** or **Actual** for an alias. However, you can use **Actual expenses** as an alias.

First Letter of Keyword	Keywords
A	ACTUAL, ADP, AED, AFA, AFN, ALLOCATED, AMD, ANG, AOA, AOK, AON, ARA, ARS, ATS, AUD, AWG, AZM, AZN
B	BAM, BASE, BBD, BDT, BEF, BEGINNINGBALANCECR, BEGINNINGBALANCEDR, BGL, BGN, BHD, BIF, BMD, BND, BOB, BOV, BRC, BRL, BSD, BTN, BUK, BWP, BYB, BYN, BYR, BZD
C	CAD, CD, CDF, CHE, CHF, CHW, CLF, CLP, CNY, CONVERTED, COP, COU, CRC, CSD, CSK, CUP, CVE, CYP, CZK
D	DAILY ACTIVITY, DAY, DEM, DJF, DKK, DOP, DZD
E	ECS, ECV, EEK, EGP, ENDINGBALANCECR, ENDINGBALANCEDR, ENTERED, EOD, ERN, ESB, ESP, ETB, EUR
F	FIM, FJD, FKP, FRF
G	GBP, GEK, GEL, GHC, GHS, GIP, GMD, GNF, GRD, GTQ, GWP, GYD
H	HISTORY, HKD, HNL, HRD, HRK, HTG, HUF
I	IDR, IEP, ILS, INR, IQD, IRR, ISK, ITL
J	JMD, JOD, JPY
K	KES, KGS, KHR, KMF, KPW, KRW, KWD, KYD, KZT
L	LAK, LBP, LKR, LRD, LSL, LTL, LUC, LUF, LUL, LVL, LVR, LYD
M	MAD, MDL, MGA, MGF, MKD, MMK, MNT, MONTH, MOP, MRO, MRU, MS25, MS26, MTL, MUR, MVR, MWK, MXN, MXP, MXV, MYR, MZM, MZN
N	N/A, NAD, NGN, NIC, NIO, NLG, NOK, NPR, NZD
O	OMR
P	PAB, PATD, PEI, PEN, PERIOD, PERIODACTIVITYCR, PERIODACTIVITYDR, PGK, PHP, PKR, PLN, PLZ, PTA, PTD, PTE, PYG
Q	QAR, QATD, QTD, QUARTER
R	RMB, ROL, RON, RSD, RUB, RUR, RWF
S	SAR, SBD, SCR, SDD, SDG, SDP, SEASON, SEK, SGD, SHP, SIT, SKK, SLL, SOS, SRD, SRG, SSP, STAT, STD, STN, SUR, SVC, SYP, SZL
T	THB, TJR, TJS, TMM, TMT, TND, TOP, TOTAL, TOTALFORALLOCATIONS, TPE, TRL, TRY, TTD, TWD, TZS
U	UAH, UAK, UF, UGS, UGX, UKS, USD, USN, USS, UYI, UYP, UYU, UYW, UZS
V	VEB, VEF, VES, VND, VUV
W	WEEK, WST
X	XAF, XAG, XAU, XB5, XBA, XBB, XBC, XBD XCD, XDR, XEU, XFO, XFU, XGL1, XOF, XPD, XPF, XPO, XPT, XTS, XXX
Y	YATD, YDD, YEAR, YER, YTD, YUD, YUM, YUN
Z	ZAL, ZAR, ZBIQA_C1, ZBIQA_C2, ZBIQA_C3 ZBIQA_C4, ZMK, ZMW, ZRN, ZRZ, ZWD, ZWL, ZWR

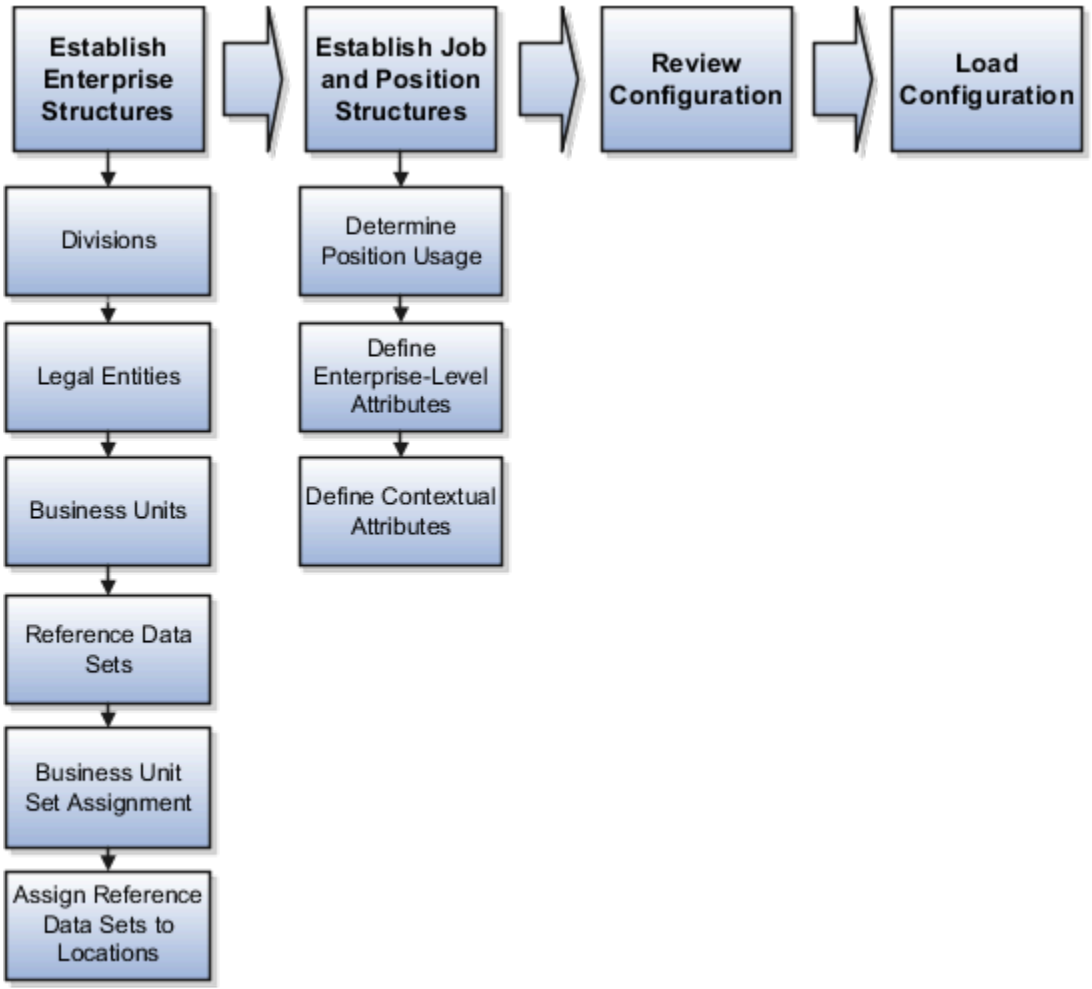
Initial Configuration with the Enterprise Structures Configurator

How You Establish Enterprise Structures Using the Enterprise Structures Configurator

The Enterprise Structures Configurator is an interview-based tool that guides you through the process of setting up a basic enterprise structure.

By answering questions about your enterprise, the tool creates a structure of divisions, legal entities, business units, and reference data sets that reflects your enterprise structure. After you create your enterprise structure, you also follow a guided process to determine whether to use positions, and whether to set up additional attributes for jobs and positions. After you define your enterprise structure and your job and position structures, you can review them, make any necessary changes, and then load the final configuration.

This figure illustrates the process to configure your enterprise using the Enterprise Structures Configurator.



To be able to use the Enterprise Structures Configurator, you must select the Enterprise Structures Guided Flow feature for your offerings on the Configure Offerings page in the Setup and Maintenance work area. If you don't select this feature, then you must set up your enterprise structure using individual tasks provided elsewhere in the offerings, and you can't create multiple configurations to compare different scenarios.

Establish Enterprise Structures

To define your enterprise structures, use the guided flow within the Establish Enterprise Structures task to enter basic information about your enterprise, such as the primary industry. You then create divisions, legal entities, business units, and reference data sets. The Establish Enterprise Structures task enables you to create multiple enterprise configurations so that you can compare different scenarios. Until you load a configuration, you can continue to create and edit multiple configurations until you arrive at one that best suits your enterprise.

Establish Job and Position Structures

You also use a guided process to determine whether you want to use jobs only, or jobs and positions. The primary industry that you select in the Establish Enterprise Structures task provides the application with enough information to make an initial recommendation. You can either accept the recommendation, or you can answer additional questions about how you manage people in your enterprise, and then make a selection. After you select whether to use jobs or positions, you're prompted to set up a descriptive flexfield structure for jobs, and for positions if applicable. Descriptive flexfields enable you to get more information when you create jobs and positions.

Review Configuration

You can view a result of the interview process prior to loading the configuration. The review results, show the divisions, legal entities, business units, reference data sets, and the management reporting structure that the application will create when you load the configuration.

Load Configuration

You can load only one configuration. When you load a configuration, the application creates the divisions, legal entities, business units, and so on. After you load the configuration, you then use individual tasks to edit, add, and delete enterprise structures.

This table lists the order of creation of business objects by the Enterprise Structures Configurator.

Business Object	Task
Location	Location Details
Division	Manage Divisions
Business Unit	Manage Business Units
Set Assignment Override	Manage Set Assignments
Legislative Data Group	Manage Legislative Data Groups
Enterprise	Manage Enterprise HCM Information
Job and Position Flexfield Definitions	Manage Descriptive Flexfields
Legal Entity	• Manage Legal Entities • Manage Legal Entity HCM Information • Manage Legal Reporting Unit HCM Information

Business Object	Task
Organization Tree	Manage Organization Trees

How You Roll Back an Enterprise Structure Configuration

The Enterprise Structures Configurator provides the ability to roll back an enterprise configuration.

Roll Back a Configuration Manually

You can manually roll back an enterprise configuration after loading it, for example, because you decide you don't want to use it. Clicking the Roll Back Configuration button on the Manage Enterprise Configuration page rolls back any enterprise structures that were created as a part of loading the configuration.

Roll Back a Configuration Automatically

If an error occurs during the process of loading the configuration, then the application automatically rolls back any enterprise structures that were created before the error was encountered.

Design an Enterprise Configuration

This example illustrates how to set up an enterprise based on a global company operating mainly in the US and the UK with a single primary industry.

Scenario

InFusion Corporation is a multinational enterprise in the high technology industry with product lines that include all the components that are required to build and maintain air quality monitoring systems for homes and businesses. Its primary locations are in the US and the UK, but it has smaller outlets in France, Saudi Arabia, and the United Arab Emirates (UAE).

Enterprise Details

In the US, InFusion employs 400 people and has company revenue of 120 million US dollars. Outside the US, InFusion employs 200 people and has revenue of 60 million US dollars.

InFusion requires three divisions.

- The US division covers the US locations.
- The Europe division covers UK and France.
- Saudi Arabia and the UAE are covered by the Middle East division.

InFusion requires legal entities with legal employers, payroll statutory units, tax reporting units, and legislative data groups for the US, UK, France, Saudi Arabia, and UAE, to employ and pay its workers in those countries.

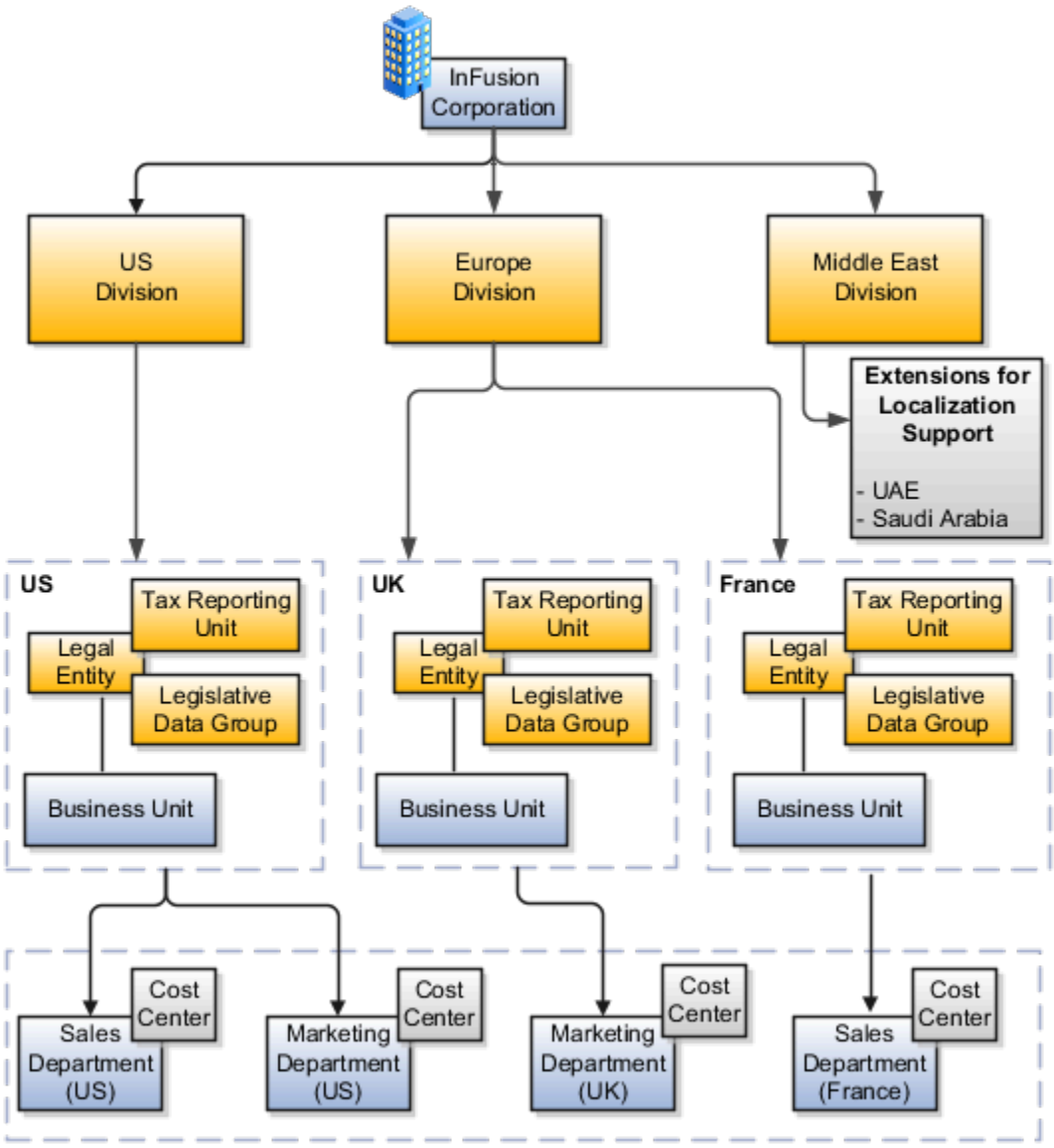
InFusion requires a number of departments across the enterprise for each area of business, such as sales and marketing, and a number of cost centers to track and report on the costs of those departments.

InFusion has general managers responsible for business units within each country. Those business units may share reference data. Some reference data can be defined within a reference data set that multiple business units may subscribe to. Business units are also required for financial purposes. Financial transactions are always processed within a business unit.

Resulting Enterprise Configuration

Based on this analysis, InFusion requires an enterprise with multiple divisions, ledgers, legal employers, payroll statutory units, tax reporting units, legislative data groups, departments, cost centers, and business units.

This figure illustrates the enterprise configuration that results from the analysis of InFusion Corporation.



Divisions

Managing multiple businesses requires that you segregate them by their strategic objectives and measure their results.

Responsibility to reach objectives can be delegated along the management structure. Although related to your legal structure, the business organizational hierarchies don't reflect directly the legal structure of the enterprise. The management entities and structure can include:

- Divisions and subdivisions
- Lines of business
- Other strategic business units
- Their own revenue and cost centers

These organizations can be included in many alternative hierarchies and used for reporting, as long as they have representation in the chart of accounts.

Divisions

A division refers to a business-oriented subdivision within an enterprise, in which each division organizes itself differently to deliver products and services or address different markets. A division can operate in one or more countries, and can be many companies or parts of different companies that are represented by business units.

A division is a profit center or grouping of profit and cost centers, where the division manager is responsible for achieving business goals including profits. A division can be responsible for a share of the company's existing product lines or for a separate business. Managers of divisions may also have return on investment goals requiring tracking of the assets and liabilities of the division. The division manager generally reports to a corporate executive.

By definition a division can be represented in the chart of accounts. Companies can use product lines, brands, or geographies as their divisions: their choice represents the primary organizing principle of the enterprise.

Historically, divisions were implemented as a node in a hierarchy of segment values. For example, Oracle E-Business Suite has only one balancing segment, and often the division and legal entity are combined into a single segment where each value stands for both division and legal entity.

Use of Divisions in Oracle Fusion Cloud Human Capital Management (HCM)

Divisions are used in HCM to define the management organization hierarchy, using the generic organization hierarchy. This hierarchy can be used to create organization-based security profiles.

Related Topics

- Can I view the address details of the location on the Redwood pages for organizations?
- Can I select an existing organization when I'm creating a new organization in Redwood?
- Can I view the Other Classifications section on the Redwood pages for organizations?

Overview

A legal entity is a recognized party with rights and responsibilities given by legislation.

Legal entities have the following rights and responsibilities to:

- Own property
- Trade
- Repay debt
- Account for themselves to regulators, taxation authorities, and owners according to rules specified in the relevant legislation

Their rights and responsibilities may be enforced through the judicial system. Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, expenses and income, pay transaction taxes, or perform intercompany trading.

A legal entity has responsibility for elements of your enterprise for the following reasons:

- Facilitating local compliance
- Minimizing the enterprise's tax liability
- Preparing for acquisitions or disposals of parts of the enterprise
- Isolating one area of the business from risks in another area. For example, your enterprise develops property and also leases properties. You could operate the property development business as a separate legal entity to limit risk to your leasing business.

The Role of Your Legal Entities

In configuring your enterprise structure in Oracle Fusion Cloud Applications, the contracting party on any transaction is always the legal entity. Individual legal entities:

- Own the assets of the enterprise
- Record sales and pay taxes on those sales
- Make purchases and incur expenses
- Perform other transactions

Legal entities must comply with the regulations of jurisdictions, in which they register. Europe now allows for companies to register in one member country and do business in all member countries, and the US allows for companies to register in one state and do business in all states. To support local reporting requirements, legal reporting units are created and registered.

You are required to publish specific and periodic disclosures of your legal entities' operations based on different jurisdictions' requirements. Certain annual or more frequent accounting reports are referred to as statutory or external reporting. These reports must be filed with specified national and regulatory authorities. For example, in the United States (US), your publicly owned entities (corporations) are required to file quarterly and annual reports, as well as other periodic reports, with the Securities and Exchange Commission (SEC), which enforces statutory reporting requirements for public corporations.

Individual entities privately held or held by public companies don't have to file separately. In other countries, your individual entities do have to file in their own name, as well as at the public group level. Disclosure requirements are diverse. For example, your local entities may have to file locally to comply with local regulations in a local currency, as well as being included in your enterprise's reporting requirements in different currency.

A legal entity can represent all or part of your enterprise's management framework. For example, if you operate in a large country such as the United Kingdom or Germany, you might incorporate each division in the country as a separate legal entity. In a smaller country, for example Austria, you might use a single legal entity to host all of your business operations across divisions.

How You Create Legal Entities in the Enterprise Structures Configurator

Use the Enterprise Structures Configurator, to create legal entities for your enterprise automatically, based on the countries in which divisions of your business operate, or you can upload a list of legal entities from a spreadsheet.

Automatically Creating Legal Entities

If you are not certain of the number of legal entities that you need, you can create them automatically. To use this option, you first identify all of the countries in which your enterprise operates. The application opens the Map Divisions by Country page, which contains a matrix of the countries that you identified, your enterprise, and the divisions that you created. You select the check boxes where your enterprise and divisions intersect with the countries to identify the legal entities that you want the application to create. The enterprise is included for situations where your enterprise operates in a country, acts on behalf of several divisions within the enterprise, and is a legal employer in a country. If you select the enterprise for a country, the application creates a country holding company.

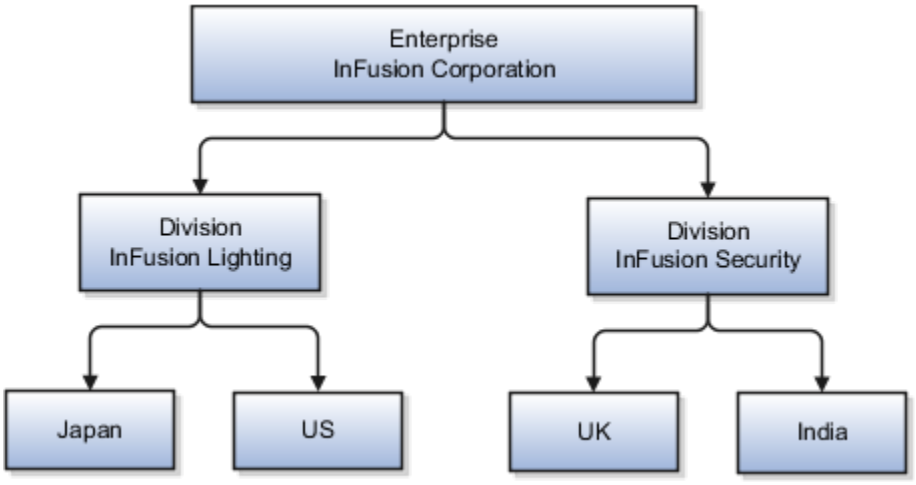
The application automatically creates the legal entities that you select, and identifies them as payroll statutory units and legal employers. For each country that you indicated that your enterprise operates in, and for each country that you created a location for, the application also automatically creates a legislative data group.

Any legal entities that you create automatically cannot be deleted from the Create Legal Entities page within the Enterprise Structures Configurator. You must return to the Map Divisions by Country page and deselect the legal entities that you no longer want.

Example: Creating Legal Entities Automatically

InFusion Corporation is using the ESC to set up its enterprise structure. The corporation has identified two divisions, one for Lighting, and one for Security. The Lighting division operates in Japan and the US, and the Security division operates in the UK and India.

This figure illustrates InFusion Corporation's enterprise structure.



This table represents the selections that InFusion Corporation makes when specifying which legal entities to create on the Map Divisions by Country page.

Country	Enterprise	InFusion Lighting	InFusion Security
Japan	No	Yes	No
US	No	Yes	No
UK	No	No	Yes
India	No	No	Yes

Based on the selections made in the preceding table, the ESC creates the following four legal entities:

- InFusion Lighting Japan LE
- InFusion Lighting US LE
- InFusion Security UK LE
- InFusion Security India LE

Creating Legal Entities Using a Spreadsheet

If you have a list of legal entities already defined for your enterprise, you can upload them from a spreadsheet. To use this option, you first download a spreadsheet template, then add your legal entity information to the spreadsheet, and then upload directly to your enterprise configuration. You can export and import the spreadsheet multiple times to accommodate revisions.

Related Topics

- Examples of HCM Organization Models
- What's an ultimate holding company?
- How Legal Employers Work with Payroll Statutory Units and Tax Reporting Units
- Guidelines for Using Desktop Integrated Excel Workbooks

Model Legal Entities

Oracle Fusion Cloud Applications support the modeling of your legal entities. If you make purchases from or sell to other legal entities, define these other legal entities in your customer and supplier registers.

These registers are part of the Oracle Trading Community Architecture.

When your legal entities are trading with each other, represent them as legal entities and as customers and suppliers in your customer and supplier registers. Use legal entity relationships to determine which transactions are intercompany and require intercompany accounting. Your legal entities can be identified as legal employers and therefore, are available for use in Human Capital Management (HCM) applications.

Several decisions you should consider when you create legal entities.

- The importance of using legal entity on transactions
- Legal entity and its relationship to business units

- Legal entity and its relationship to divisions
- Legal entity and its relationship to ledgers
- Legal entity and its relationship to balancing segments
- Legal entity and its relationship to consolidation rules
- Legal entity and its relationship to intercompany transactions
- Legal entity and its relationship to worker assignments and legal employer
- Legal entity and payroll reporting
- Legal reporting units

The Importance of Using Legal Entities on Transactions

All of the assets of the enterprise are owned by individual legal entities. Oracle Fusion Cloud Financials allow your users to enter legal entities on transactions that represent a movement in value or obligation.

For example, a sales order creates an obligation on the legal entity that books the order and promises to deliver the goods on the acknowledged date. The creation also creates an obligation on the purchaser to receive and pay for those goods. Contract law in most countries contains statutes that state damages can be sought for both:

- Actual losses, putting the injured party in the same state as if they had not entered into the contract.
- What is called loss of bargain, or the profit that would have made on a transaction.

In another example, if you revalued your inventory in a warehouse to account for raw material price increases, the revaluation and revaluation reserves must be reflected in your legal entity's accounts. In Oracle Fusion Cloud Applications, your inventory within an inventory organization is managed by a single business unit and belongs to one legal entity.

Legal Entity and Its Relationship to Business Units

A business unit can process transactions on behalf of many legal entities. Frequently, a business unit is part of a single legal entity. In most cases, the legal entity is explicit on your transactions. For example, a payables invoice has an explicit legal entity field. Your accounts payables department can process supplier invoices on behalf of one or many business units.

In some cases, your legal entity is inferred from your business unit that's processing the transaction. For example, Business Unit ACM UK has a default legal entity of InFusion UK Ltd. When a purchase order is placed in ACM UK, the legal entity InFusion UK Ltd is legally obligated to the supplier. Oracle Procurement, Oracle Fusion Cloud Project Management, and Oracle Fusion Cloud Supply Chain and Manufacturing applications rely on deriving the legal entity information from the business unit.

Legal Entity and Its Relationship to Divisions

The division is an area of management responsibility that can correspond to a collection of legal entities. If wanted, you can aggregate the results for your divisions by legal entity or by combining parts of other legal entities. Define date-effective hierarchies for your cost center or legal entity segment in your chart of accounts to facilitate the aggregation and reporting by division. Divisions and legal entities are independent concepts.

Legal Entity and Its Relationship to Ledgers

One of your major responsibilities is to file financial statements for your legal entities. Map legal entities to specific ledgers using the Oracle General Ledger Accounting Configuration Manager. Within a ledger, you can optionally map a legal entity to one or more balancing segment values.

Legal Entity and Its Relationship to Balancing Segments

General Ledger supports up to three balancing segments. Best practices recommend one segment represents your legal entity to ease your requirement to account for your operations to regulatory agencies, tax authorities, and investors. Accounting for your operations means you must produce a balanced trial balance sheet by legal entity. If you account for many legal entities in a single ledger, you must:

1. Identify the legal entities within the ledger.
2. Balance transactions that cross legal entity boundaries through intercompany transactions.
3. Decide which balancing segments correspond to each legal entity and assign them in General Ledger Accounting Configuration Manager. Once you assign one balancing segment value in a ledger, then all your balancing segment values must be assigned. This recommended best practice facilitates reporting on assets, liabilities, and income by legal entity.

Represent your legal entities by at least one balancing segment value. You may represent it by two or three balancing segment values if more granular reporting is required. For example, if your legal entity operates in multiple jurisdictions in Europe, you might define balancing segment values and map them to legal reporting units. You can represent a legal entity with more than one balancing segment value. Do not use a single balancing segment value to represent more than one legal entity.

In General Ledger, there are three balancing segments. You can use separate balancing segments to represent your divisions or strategic business units to enable management reporting at the balance sheet level for each. This solution is used to empower your business unit and divisional managers to track and assume responsibility for their asset utilization or return on investment. Using multiple balancing segments is also useful when you know at the time of implementation that you're disposing of a part of a legal entity and want to isolate the assets and liabilities for that entity.

Implementing multiple balancing segments requires every journal entry that isn't balanced by division or business unit, to generate balancing lines. You can't change to multiple balancing segments after you begin using the ledger because your historical data isn't balanced by the new balancing segments. Restating historical data must be done at that point.

If your enterprise regularly spins off businesses or holds managers accountable for utilization of assets, identify the business with a balancing segment value. If you account for each legal entity in a separate ledger, no requirement exists to identify the legal entity with a balancing segment value.

While transactions that cross balancing segments don't necessarily cross legal entity boundaries, all transactions that cross legal entity boundaries must cross balancing segments. If you make an acquisition or are preparing to dispose of a portion of your enterprise, you may want to account for that part of the enterprise in its own balancing segment even if the portion isn't a separate legal entity. If you don't map legal entities sharing the same ledger to balancing segments, you can't distinguish them using intercompany functionality or track individual equity.

Legal Entity and Its Relationship to Consolidation Rules

In Oracle Fusion Applications you can map legal entities to balancing segments and then define consolidation rules using your balancing segments. You are creating a relationship between the definition of your legal entities and their role in your consolidation.

Legal Entity and Its Relationship to Intercompany Transactions

Use Oracle Intercompany features to create intercompany entries automatically across your balancing segments. Intercompany processing updates legal ownership within the enterprise's groups of legal entities. Invoices or journals are created as needed. To limit the number of trading pairs for your enterprise, set up intercompany organizations and assign then to your authorized legal entities. Define processing options and intercompany accounts to use when creating intercompany transactions and to assist in consolidation elimination entries. These accounts are derived

and automatically entered on your intercompany transactions based on legal entities assigned to your intercompany organizations.

Intracompany trading, in which legal ownership isn't changed but other organizational responsibilities are, is also supported. For example, you can track assets and liabilities that move between your departments within your legal entities by creating departmental level intercompany organizations.

> **Tip:** In the Oracle Fusion Supply Chain and Manufacturing applications, you can model intercompany relationships using business units, from which legal entities are derived.

Legal Entity and Its Relationship to Worker Assignments and Legal Employer

Legal entities that employ people are called legal employers in the Legal Entity Configurator. You must enter legal employers on worker assignments in Oracle Fusion Cloud HCM.

Legal Entity and Payroll Reporting

Your legal entities are required to pay payroll tax and social insurance such as social security on your payroll. In Oracle Fusion Applications, you can register payroll statutory units to pay and report on payroll tax and social insurance for your legal entities. As the legal employer, you might be required to pay payroll tax, not only at the national level, but also at the local level. You meet this obligation by establishing your legal entity as a place of work within the jurisdiction of a local authority. Set up legal reporting units to represent the part of your enterprise with a specific legal reporting obligation. You can also mark these legal reporting units as tax reporting units, if the legal entity must pay taxes as a result of establishing a place of business within the jurisdiction.

Business Units

A business unit is a unit of an enterprise that 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.

Normally, it has a manager, strategic objectives, a level of autonomy, and responsibility for its profit and loss. Roll business units up into divisions if you structure your chart of accounts with this type of hierarchy.

Though there's no direct relationship between business units and legal employers, it's recommended that you either maintain a 1:1 relationship between the two or have many business units within a legal employer. Typically, a business unit is used to roll up financial transactions within a legal entity. So, if you set up business units at a higher level than legal entities, your financial transactions may fail.

In Oracle Fusion Cloud Applications you do the following:

- Assign your business units to one primary ledger. For example, if a business unit is processing payables invoices, then it must post to a particular ledger. This assignment is required for your business units with business functions that produce financial transactions.
- Use a business unit as a securing mechanism for transactions. For example, if you run your export business separately from your domestic sales business, then secure the export business data to prevent access by the domestic sales employees. To accomplish this security, set up the export business and domestic sales business as two separate business units.

The Oracle Fusion Applications business unit model provides the following advantages:

- Enables flexible implementation
- Provides consistent entity that controls and reports on transactions

- Shares sets of reference data across applications

Business units process transactions using reference data sets that reflect your business rules and policies and can differ from country to country. With Oracle Fusion Application functionality, you can share reference data, such as payment terms and transaction types, across business units, or you can have each business unit manage its own set depending on the level at which you want to enforce common policies.

In summary, use business units for:

- Management reporting
- Transaction processing
- Transactional data security
- Reference data sharing and definition

Brief Overview of Business Unit Security

A number of Oracle Fusion Applications use business units to implement data security. You assign roles like Accounts Payable Manager to users to permit them to perform specific functions, and you assign business units for each role to users to give them access to data in those business units. For example, users who have been assigned a Payables role for a particular business unit, can perform the function of payables invoicing on the data in that business unit. Roles can be assigned to users manually using the Security Console, or automatically using provisioning rules. Business Units can be assigned to users using the Manage Data Access for Users task found in Setup and Maintenance.

Related Topics

- Reference Data Sets and Sharing Methods

Considerations for Creating Business Units in the Enterprise Structures Configurator

Business units are used within Oracle Fusion applications for management reporting, processing of transactions, and security of transactional data. Using the Enterprise Structures Configurator, you create business units for your enterprise either automatically or manually.

Automatically Creating Business Units

To create business units automatically, you must specify the level at which to create business units. Business units within your enterprise may be represented at one of two levels:

- Business function level, such as Sales, Consulting, Product Development, and so on.
- A more detailed level, where a business unit exists for each combination of countries in which you operate and the functions in those countries.

You can automatically create business units at the following levels:

- Country
- Country and Division
- Country and business function
- Division

- Division and legal entity
- Division and business function
- Business function
- Legal entity
- Business function and legal entity

Select the option that best meets your business requirements, but consider the following:

- If you use Oracle Fusion Financials, the legal entity option is recommended because of the manner in which financial transactions are processed.
- The business unit level that you select determines how the application automatically creates reference data sets.

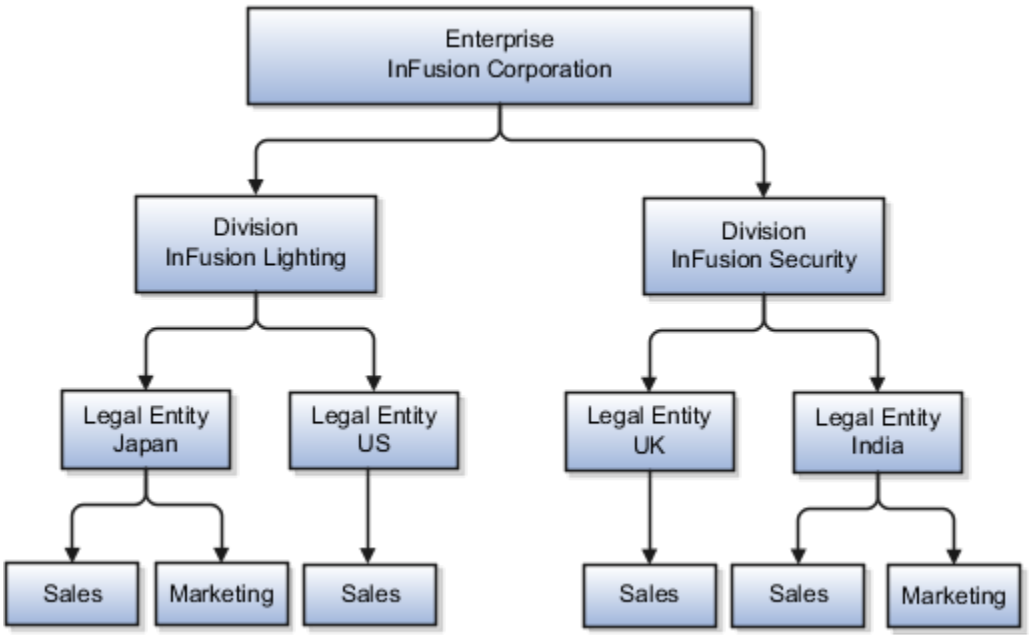
After you select a business unit level, the application generates a list of business units, and you select the ones you want the application to create. If you select a level that has two components, such as country and division, then the application displays a table listing both components. You select the check boxes at the intersections of the two components.

The business units listed by the application are suggestions only, and are meant to simplify the process to create business units. You aren't required to select all of the business units suggested. When you navigate to the next page in the ESC guided flow, the Manage Business Units page, you can't delete any of the business units created automatically. You must return to the Create Business Units page and deselect any business units that you no longer want.

Example: Selecting Business Unit Levels

InFusion Corporation is using the Enterprise Structures Configurator to set up its enterprise structure. InFusion has identified two divisions, one for Lighting, and one for Security. They operate in four countries: US, UK, Japan, and India, and they have created a legal entity for each of the countries. The sales and marketing functions are based in both India and Japan, while the US and the UK have only the sales function.

This figure illustrates InFusion Corporation's enterprise structure.



The following table lists the options for business unit levels and the resulting business units that the application suggests for InFusion Corporation.

Business Unit Level	Suggested Business Units
Country	• US • UK • Japan • India
Country and Division	• InFusion Lighting: Japan • InFusion Lighting: US • Infusion Security: UK • Infusion Security: India
Country and business function	• Sales: Japan • Marketing: Japan • Sales: US • Sales: UK • Marketing: India • Sales: India
Division	• InFusion Lighting • InFusion Security
Division and Legal Entity	• InFusion Lighting: Japan • InFusion Lighting: US • Infusion Security: UK • Infusion Security: India
Division and Business Function	• InFusion Lighting, Sales • InFusion Lighting, Marketing • InFusion Security, Sales • InFusion Security, Marketing
Business Function	• Sales • Marketing
Legal Entity	• Legal Entity: Japan • Legal Entity: US • Legal Entity: UK • Legal Entity India
Legal Entity and Business Function	• Legal Entity: Japan, Sales • Legal Entity: Japan, Marketing

Business Unit Level	Suggested Business Units
	• Legal Entity: US, Sales • Legal Entity: UK, Sales • Legal Entity India, Marketing • Legal Entity India, Sales

Manually Creating Business Units

If none of the levels for creating business units meets your business needs, you can create business units manually, and you create them on the Manage Business Units page. If you create business units manually, then no reference data sets are created automatically. You must create them manually as well.

Related Topics

- Business Units
- Reference Data Sets and Sharing Methods
- What reference data objects can be shared across asset books?

Reference Data Sets and Sharing Methods

Oracle Fusion Cloud Applications reference data sharing feature is also known as Set ID. The reference data sharing functionality supports operations in multiple ledgers, business units, and warehouses.

As a result, there's a reduction in the administrative burden and the time to implement new business units. For example, you can share sales methods, or transaction types across business units. You may also share certain other data across asset books, cost organizations, or project units.

The reference data sharing features use reference data sets to which reference data is assigned. The reference data sets group assigned reference data. The sets can be understood as buckets of reference data assigned to multiple business units or other application components.

Reference Data Sets

You begin this part of your implementation by creating and assigning reference data to sets. Make changes carefully as changes to a particular set affect all business units or application components using that set. You can assign a separate set to each business unit for the type of object that's being shared. For example, assign separate sets for payment terms, transaction types, and sales methods to your business units.

Your enterprise can determine that certain aspects of your corporate policy can affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This allows your enterprise to balance autonomy and control for each business unit. For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. In such a case, you can let managers define their own sales methods, but define payment terms centrally. In this example:

- Each business unit has its own reference data set for sales methods.
- One central reference data set for payment terms is assigned to all business units.

The reference data sharing is especially valuable for lowering the cost of setting up new business units. For example, your enterprise operates in the hospitality industry. You're adding a new business unit to track your new spa services.

The hospitality divisional reference data set can be assigned to the new business unit to quickly set up data for this entity component. You can establish other business unit reference data in a business unit-specific reference data set as needed.

Reference Data Sharing Methods

Variations exist in the methods used to share data in reference data sets across different types of objects. The following list identifies the methods:

- Assignment to one set only, no common values allowed. This method is the simplest form of sharing reference data that allows assigning a reference data object instance to one and only one set. For example, Asset Prorate Conventions are defined and assigned to only one reference data set. This set can be shared across multiple asset books, but all the values are contained only in this one set.
- Assignment to one set only, with common values. This method is the most commonly used method of sharing reference data that allows defining reference data object instance across all sets. For example, Receivables Transaction Types are assigned to a common set that's available to all the business units. You need not explicitly assign the transaction types to each business unit. In addition, you can assign a business unit-specific set of transaction types. At transaction entry, the list of values for transaction types includes the following:
    - Transaction types from the set assigned to the business unit.
    - Transaction types assigned to the common set that's shared across all business units.
- Assignment to multiple sets, no common values allowed. The method of sharing reference data that allows a reference data object instance to be assigned to multiple sets. For instance, Payables Payment Terms use this method. It means that each payment term can be assigned to one or more than one set. For example, you assign the payment term Net 30 to several sets, but assign Net 15 to a set specific only to your business unit. At transaction entry, the list of values for payment terms consists of only the set that's assigned to the transaction's business unit.

> **Note:** Oracle Fusion Applications contains a reference data set called Enterprise. Define any reference data that affects your entire enterprise in this set. Also update the data set going forward as you create reference data items.

Related Topics

- Items and Supplier Site Reference Data Sharing
- What reference data objects can be shared across cost organizations?
- What reference data objects can be shared across project units?
- What reference data objects can be shared across business units?
- What reference data objects can be shared across asset books?

How Business Units Work with Reference Data Sets

Reference data sharing enables you to group set-enabled reference data such as jobs or grades to share the data across different parts of the organization.

Sets also enable you to filter reference data at the transaction level so that only data assigned to certain sets is available to be selected. To filter reference data, Oracle Fusion Human Capital Management (HCM), applications use the business

unit on the transaction. To set up reference data sharing in Oracle Fusion HCM, you create business units and sets, and then assign the sets to the business units.

Common Set Versus Specific Sets

Some reference data in your organization may be considered global, and should therefore be made available for use within the entire enterprise. You can assign this type of data to the Common Set, which is a predefined set. Regardless of the business unit on a transaction, reference data assigned to the Common Set is always available, in addition to the reference data assigned to the set that corresponds to the business unit on the transaction.

Other types of reference data can be specific to certain business units, so you can restrict the use of the data to those business units. In this case, you can create sets specifically for this type of data, and assign the sets to the business units.

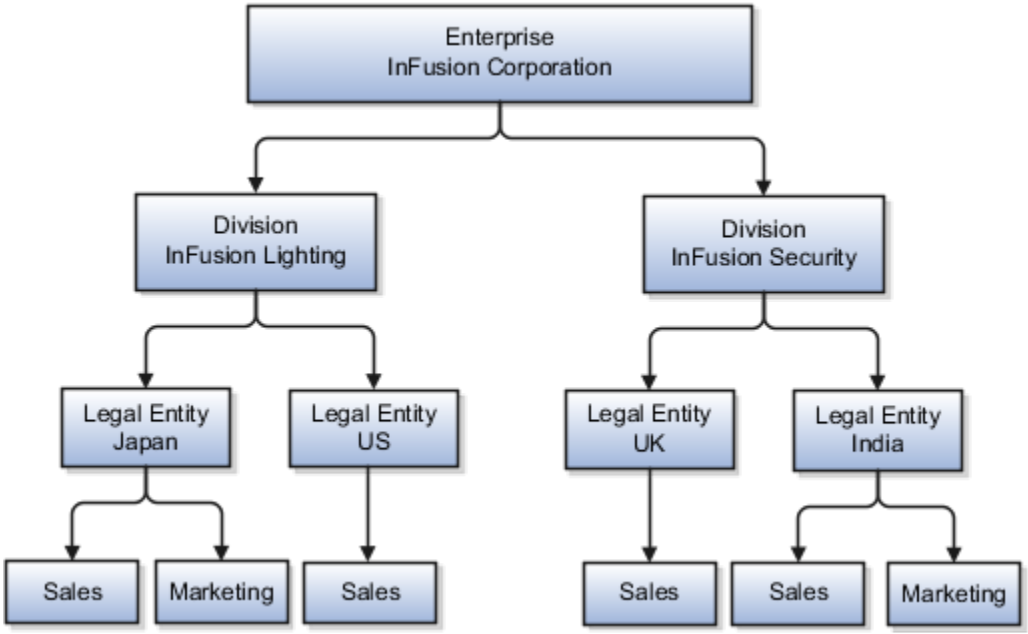
Business Unit Set Assignment

When you assign reference data sets to business units, you assign a default reference data set to use for all reference data types for that business unit. You can override the set assignment for one or more data types.

Example: Assigning Sets to Business Units

InFusion Corporation has two divisions: Lighting and Security, and the divisions each have two locations. Each location has one or more business functions.

The following figure illustrates the structure of InFusion Corporation.



When deciding how to create business units, InFusion decides to create them using the country and business function level. Therefore, they created the following business units:

- Sales_Japan
- Marketing_Japan
- Sales_US
- Sales_UK

- Marketing_India
- Sales_India

Because locations, departments, and grades are specific to each business unit, InFusion does not want to share these types of reference data across business units. They create a reference data set for each business unit so that data of those types can be set up separately. Because the jobs in the Sales business function are the same across many locations, InFusion decides to create one additional set called Jobs. They override the set assignment for the Jobs reference data group and assign it to the Jobs set. Based on these requirements, they create the following sets:

- Sales_Japan_Set
- Mktg_Japan_Set
- Sales_US_Set
- Sales_UK_Set
- Mktg_India_Set
- Sales_India_Set
- Grades_Set

The following table describes the default set assignment and the set assignment overrides for each business unit in InFusion:

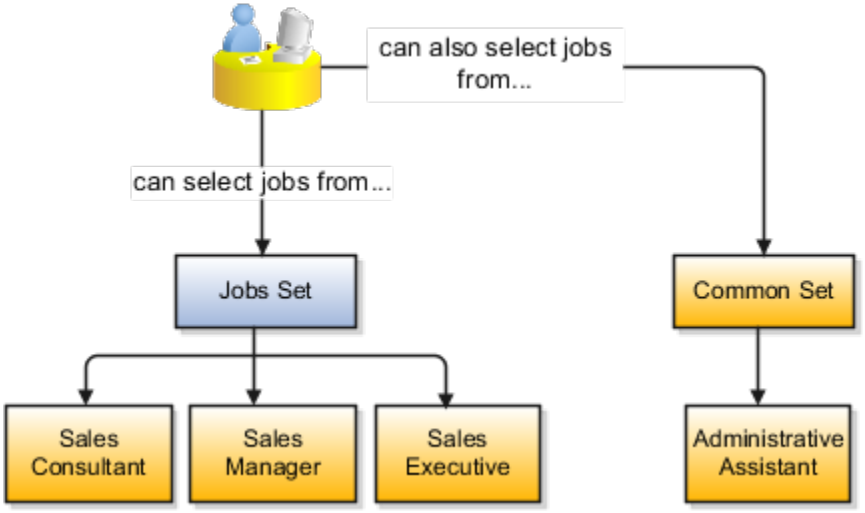
Business Unit	Default Set Assignment	Set Assignment Overrides
Sales_Japan	Sales_Japan_Set for grades, departments, and locations	Jobs set for jobs
Marketing_Japan	Mktg_Japan_Set for grades, departments, and locations	None
Sales_US	Sales_US_Set for grades, departments, and locations	Jobs set for jobs
Sales_UK	Sales_UK_Set for grades, departments, and locations	Jobs set for jobs
Marketing_India	Mktg_India_Set for grades, departments, and locations	None
Sales_India	Sales_India_Set for grades, departments, and locations	Jobs set for jobs

When setting up grades, departments, and locations for the business units, InFusion assigns the data to the default set for each business unit. When setting up jobs, they assign the Jobs set and assign the Common Set to any jobs that may be used throughout the entire organization.

When using grades, departments, and locations at the transaction level, users can select data from the set that corresponds to the business unit they enter on the transaction, and any data assigned to the Common Set. For example, for transactions for the Marketing_Japan business unit, grades, locations, and departments from the Mktg_Japan_Set is available to select, as well as from the Common Set.

When using jobs at the transaction level, users can select jobs from the Jobs set and from the Common Set when they enter a sales business unit on the transaction. For example, when a manager hires an employee for the Sales_India business unit, the list of jobs is filtered to show jobs from the Jobs and Common sets.

The following figure illustrates what sets of jobs can be accessed when a manager creates an assignment for a worker.



How You Create Reference Data Sets in the Enterprise Structures Configurator

If you created business units automatically, then the Enterprise Structures Configurator automatically creates reference data sets for you. The Enterprise Structures Configurator creates one reference data set for each business unit.

You can add additional sets, but you cannot delete any of the sets that were created automatically. The Enterprise Structures Configurator creates one reference data set for each business unit. You can add additional sets, but you cannot delete any of the sets that were created automatically. A standard set called the Enterprise set is predefined.

Common Set

The Common set is a predefined set that enables you to share reference data across business units. When you select set-enabled data at the transaction level, the list of values includes data in the:

- Common set
- Set associated with the data type for the business unit on the transaction

For example, when you create an assignment, the list of values for grades includes grade in the:

- Common set
- Set that is assigned to grades for the business unit in which you creating the assignment

Considerations for Using Jobs and Positions

Jobs and positions represent roles that enable you to distinguish between tasks and the individuals who perform those tasks.

Note the following:

- The key to using jobs or positions depends on how each is used.
- Positions offer a well-defined space independent of the person performing the job.
- Jobs are a space defined by the person.
- A job can be defined globally in the Common Set, whereas a position is defined within one business unit.
- You can update the job and department of a position at any time. For example, if you hire someone into a new role and want to transfer the position to another department.

During implementation, one of the earliest decisions is whether to use jobs or a combination of jobs and positions. The determinants for this decision are:

- The primary industry of your enterprise
- How you manage your people

Primary Industry of Your Enterprise

The following table outlines information about Primary industries and how they set up their workforce.

Primary Industry	Workforce Setup
Mining	Positions
Utilities	Positions
Manufacturing	Positions
Retail Trade	Positions
Transportation and Warehousing	Positions
Educational Services	Positions
Public Transportation	Positions
Agriculture, Forestry, Fishing, and Hunting	Jobs
Construction	Jobs
Wholesale Trade	Jobs

Primary Industry	Workforce Setup
Information	Jobs
Finance and Insurance	Jobs
Professional, Scientific, and Technical Services	Jobs
Management of Companies and Enterprises	Jobs
Administrative and Support and Waste Management and Remediation Services	Jobs
Arts, Entertainment, and Recreation	Jobs
Accommodation and Food Services	Jobs
Other Services (Except Public Administration)	Jobs

Management of People

Consider the following scenarios how industries manage their employee turnover:

- Scenario 1: Replace employees by rehiring to the same role.
- Scenario 2: Replace headcount but the manager uses the headcount in a different job.
- Scenario 3: Rehire employees to the same position, but the manager requests reallocation of budget to a different post.

The following table displays suggestions of what the industry should use, either jobs or positions, in these three scenarios:

Industry	Scenario 1	Scenario 2	Scenario 3
Project (An industry that supports project-based forms of organization in which teams of specialists from both inside and outside the company report to project managers.)	Positions	Jobs	Jobs
Controlled (An industry that's highly structured in which all aspects of work and remuneration are well organized and regulated.)	Positions	Positions	Positions
Manufacturing	Positions	Jobs	Positions

Industry	Scenario 1	Scenario 2	Scenario 3
Retail	Positions	Jobs	Positions
Education	Positions	Jobs	Positions
Other	Positions	Jobs	Jobs

Related Topics

- How Grades and Grade Rates Work with Jobs, Positions, Assignments, Compensation, and Payroll

Examples of Positions

Positions are typically used by industries that use detailed approval rules, which perform detailed budgeting and maintain headcounts, or have high turnover rates.

Retail Industry

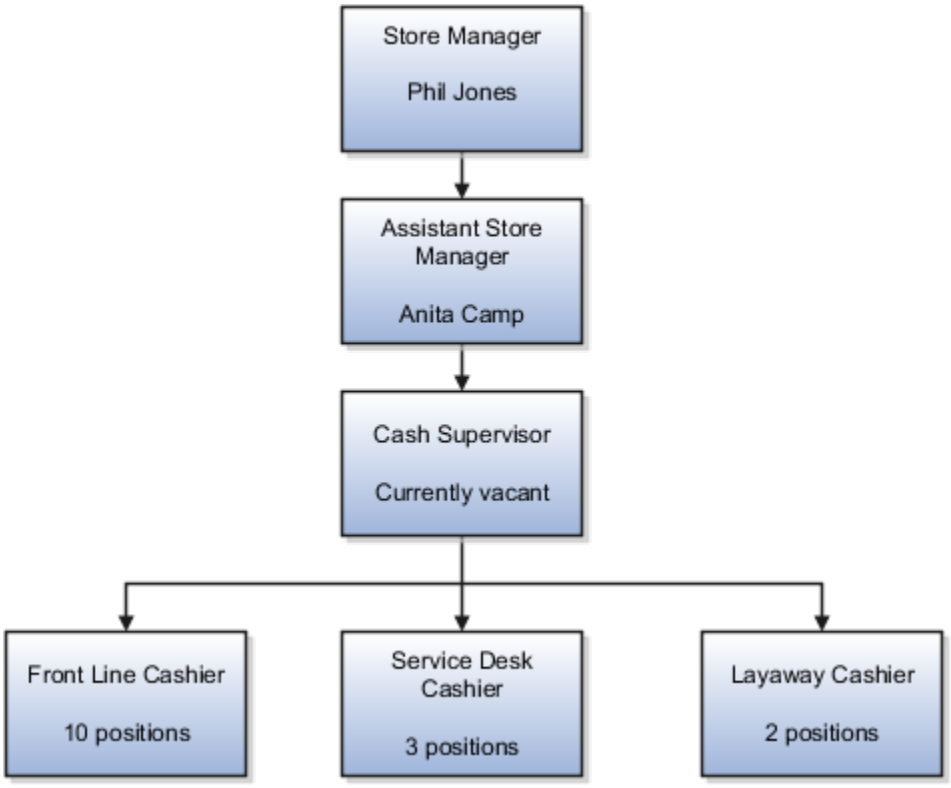
ABC Corporation has high turnovers. It loses approximately 5% of its cashiers monthly. The job of the cashier includes three positions: front line cashier, service desk cashier, and layaway cashier. Each job is cross-trained to take over another cashier's position. When one cashier leaves from any of the positions, another existing cashier from the front line, service desk or layaway can assist where needed. But to ensure short lines and customer satisfaction, ABC Corporation must replace each cashier lost to turnover. Since turnover is high in retail it's better for this industry to use positions.

Note the following:

- You have to create a vacancy manually when position synchronization is used and an employee terminates employment (when an incumbent moves out of the position).
- The position exists even when there are no holders. Having the position continue to exist is important if the person who leaves the company is a manager or supervisor with direct reports.
- All direct reports continue reporting to the position even if the position is empty.
- You don't have to reassign these employees to another manager or supervisor. The replacement manager is assigned to the existing position.

Also, an added advantage to using Positions is when you hire somebody new, many of the attributes are inherited from the position. This speeds up the hiring process.

This figure illustrates the retail position setup.

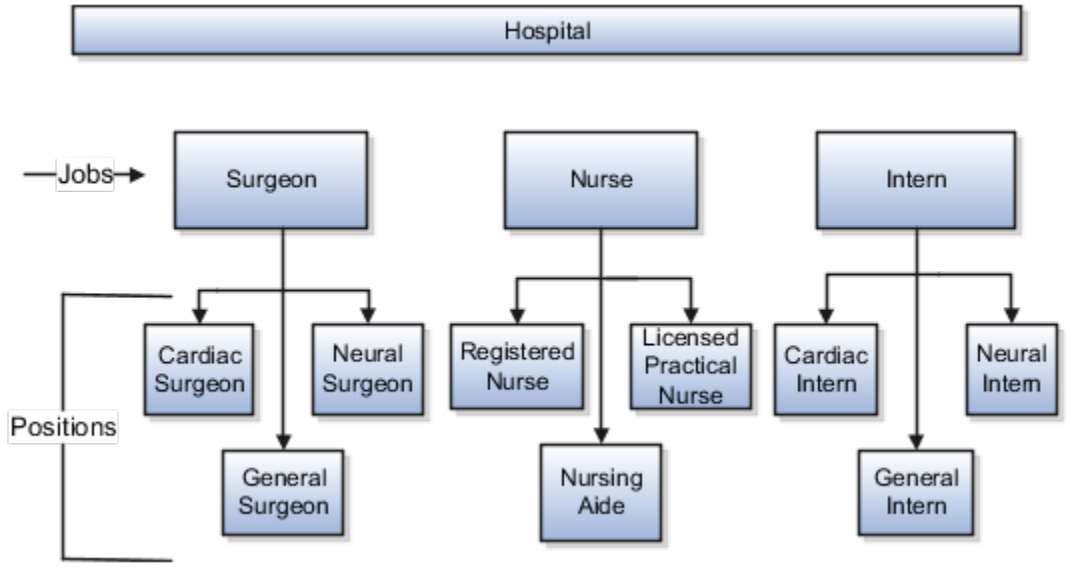


Health Care Industry

Health care is an industry that must regulate employment, roles, and compensation according to strict policies and procedures. Fixed roles tend to endure over time, surviving multiple incumbents. Industries that manage roles rather than individuals, where roles continue to exist after individuals leave, typically model the workforce using positions.

The hospital has a structured headcount and detailed budgeting. For example, a specific number of surgeons, nurses, and interns of various types are needed. These positions must be filled in order for the hospital to run smoothly. Use jobs and positions when you apply detailed headcount rules.

This figure illustrates the hospital position setup.



Examples of Jobs

Jobs are typically used without positions by service industries where flexibility and organizational change are key features.

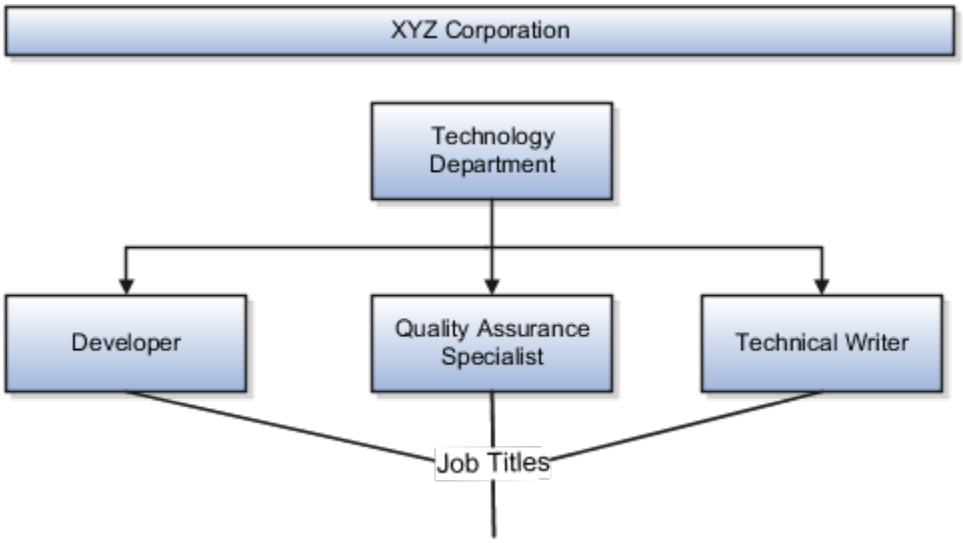
Software Industry

For example, XYZ Corporation has a director over the departments for developers, quality assurance, and technical writers.

- Recently, three developers have resigned from the company.
- The director decides to redirect the headcount to other areas.
- Instead of hiring all three back into development, one person is hired to each department, quality assurance, and technical writing.

In software industries, the organization is fluid. Using jobs gives an enterprise the flexibility to determine where to use headcount, because the job only exists through the person performing it. In this example, when the three developers leave XYZ Corporation, their jobs no longer exist, therefore the corporation has the flexibility to move the headcount to other areas.

This figure illustrates the software industry job setup.



Job and Position Structures

Job and position structures identify the descriptive flexfield structure that enables you to specify additional attributes that you want to capture when you define jobs and positions.

Job and position attributes provide further detail to make jobs and positions more specific. You also use attributes to define the structure of your jobs and positions. You can specify attributes at the enterprise level for jobs and positions, at the business unit level for positions, and at the reference data set level for jobs. Job and position structures are optional.

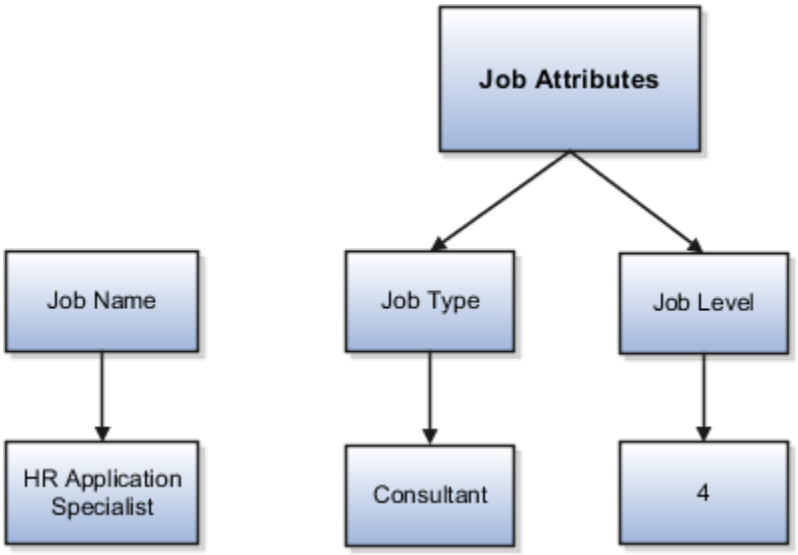
Enterprise-Level Job Attributes

When you define a job, you enter a value for the name of the job. To make job names more specific, set up attributes to identify additional details about the job. This includes the nature of the work that is performed or the relative skill level required. If these attributes apply to all jobs within your enterprise, set up enterprise-level job attributes. Standard capabilities mean that you can use the different segments of the name to:

- Identify common jobs or job holders for analysis or compensation.
- Group records in reports, such as to find all jobs of a specific job type.

Don't use attributes with values that change regularly, for example, salary ranges or expense approval levels that change every year.

This figure illustrates how job type and job level provide further details for the HR Application Specialist job.



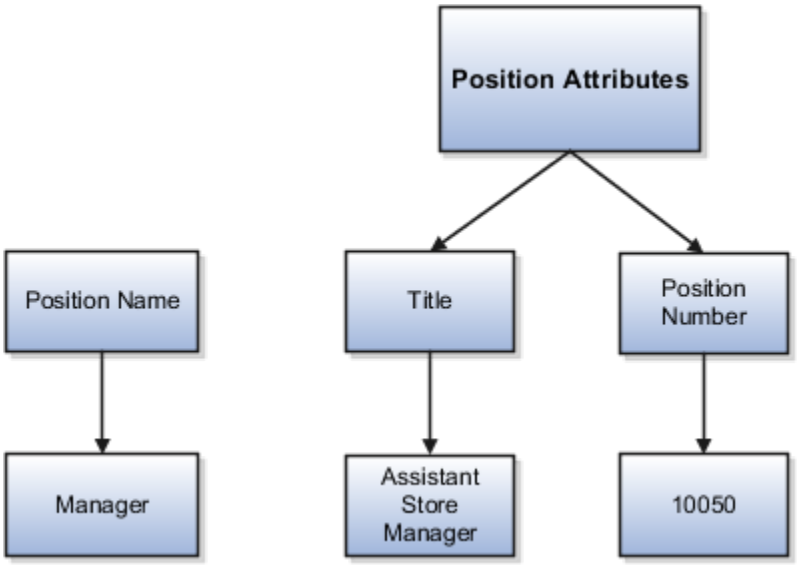
Enterprise-Level Position Attributes

Position attributes at the enterprise level are similar to those for jobs. Each position that you define identifies a specific role in the enterprise, which you can manage independently of the person in the position. A position belongs to one specific department or organization. The name of each position must be unique. To simplify the process of managing unique names for positions, set up enterprise-level attributes to identify separate components of the position name. For example, you can set up an attribute for position title and one for position number. When defining the attributes that make up the structure of a position name, consider whether any of your attributes are part of the definition of a common job type. Using job types for a position can help you manage common information that applies to many different positions.

For example, you can:

1. Define a job type of Manager.Level 1.
2. Use it for comparison of positions across departments or lines of business or for setting common job requirements.
3. Define multiple manager-type positions in your HR department, each of which has responsibility for a different management function or group.

This figure illustrates how title and position number provide further details for the manager position.



Business Unit-Level Attributes for Positions

If you have information that you want to capture for positions that are specific to each business unit, then you can define attributes at the business unit level for positions. When you create positions, these attributes appear in addition to any enterprise-level attributes. For example, you might want to identify the sales region for all positions in the sales business unit. You can set up a text attribute called Sales Region and use it to enter the necessary information when creating positions for the sales business unit.

Reference Data Set-Level Attributes for Jobs

If you have information for jobs that applies to specific reference data sets, set up attributes for jobs at the reference data set level. When you create jobs, these attributes appear in addition to any enterprise-level attributes. For example, you might want to identify all information technology (IT) jobs within a specific set. You can set up a text attribute called Function and use it to enter IT in jobs that you create that perform an IT function within a specific set.

FAQs for Initial Configuration

What happens if I don't use the Enterprise Structures Configurator to set up my enterprise structures?

The Enterprise Structures Configurator is an interview-based tool that guides you through setting up divisions, legal entities, business units, and reference data sets.

If you don't use the Enterprise Structures Configurator, then you must set up your enterprise structure using the individual tasks that correspond to each enterprise component. In addition, you can't set up multiple configurations and compare different scenarios. Using the Enterprise Structures Configurator is the recommended process for setting up your enterprise structures.

What's an ultimate holding company?

The legal entity that represents the top level in your organization hierarchy, as defined by the legal name entered for the enterprise. This designation is used only to create an organization tree, with these levels:

- Ultimate holding company as the top level
- Divisions and country holding companies as the second level
- Legal employers as the third level

What's the default reference data set?

The reference data set that is assigned to a business unit for all reference data groups, such as grades, locations, departments, and jobs. You can override the default reference data set for any reference data group.

Related Topics

- What happens if I override the set assignment?

What happens if I override the set assignment?

For the selected business unit, you can override the default reference data set for one or more reference data groups.

For example, assume you have three reference data groups: Vision 1 SET, Vision 2 SET, and Vision 3 SET, where Vision SET 1 is the default set for business unit United Kingdom Vision 1 BU. You can override the default so that:

- Grades are assigned to Vision 2 SET.
- Departments are assigned to Vision 3 SET.
- Jobs are assigned to the default set, Vision 3 SET.

Reference Data Sharing

Reference Data Sharing

Reference data sharing facilitates sharing of configuration data such as jobs and payment terms, across organizational divisions or business units.

You define reference data sets and determine how common data is shared or partitioned across business entities to avoid duplication and reduce maintenance effort. Depending on the requirement (specific or common), each business unit can maintain its data at a central location, using a set of values either specific to it or shared by other business units.

A common reference data set is available as the default set, which can be assigned to several business units sharing the same reference data. For commonly used data such as currencies, you can use the common reference data set and assign it to multiple business units in various countries that use the same currency. In cases where the default set can't be assigned to an entity, you can create specific sets. The data set visible on the transactional page depends on the sharing method used to share reference data.

For example, XYZ Corporation uses the same grades throughout the entire organization. Instead of different business units setting up and using the same grades, XYZ Corporation decides to create a set called Grades, which contains the grades. All business units in the organization have the Grades set so that the grades can be shared and used.

Note: For specific information about configuring reference data sharing for a particular object or product, refer to the relevant product documentation.

Related Topics

- Reference Data Sets
- Reference Data Sets and Sharing Methods
- Assignment of Reference Data Sets to Reference Objects

Reference Data Sets

Reference data sets are logical groups of reference data that various transactional entities can use depending on the business context. You can get started using either the common reference data set or the enterprise set depending on your implementation requirement.

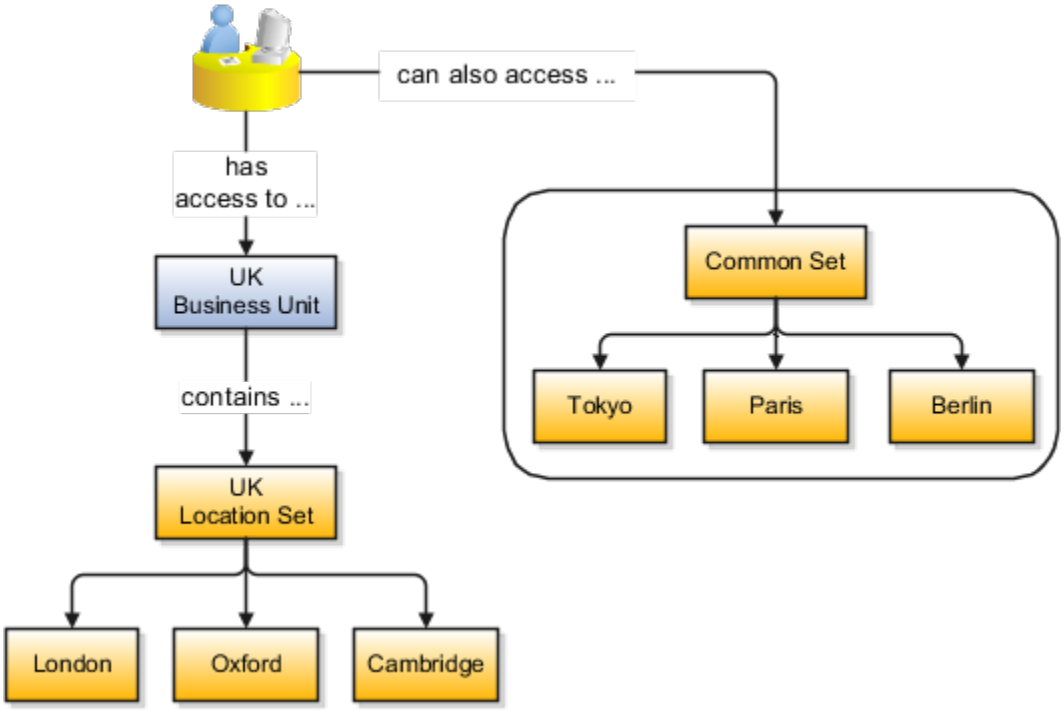
You can also create and maintain additional reference data sets, while continuing to use the common reference data set. Consider the following scenario. Your enterprise can decide that only some aspects of corporate policy should affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This enables your enterprise to balance autonomy and control for each business unit.

For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. Then, you can let managers define their own sales methods, but define payment terms centrally. As a result, each business unit has its own reference data set for sales methods and one central reference data set for payment terms assigned to all business units.

Partitioning

Partitioning reference data and creating data sets provide you the flexibility to handle the reference data to fulfill your business requirements. You can share modular information and data processing options among business units with ease. You can create separate sets and subsets for each business unit. Alternatively, you can create common sets or subsets to enable sharing reference data between several business units, without duplicating the reference data.

The following figure illustrates the reference data sharing method. The user can access the data assigned to a specific set in a particular business unit, as well as access the data assigned to the common set.



Related Topics

- Reference Data Sets and Sharing Methods
- Assignment of Reference Data Sets to Reference Objects

Reference Data Sets and Sharing Methods

Oracle Fusion Cloud Applications reference data sharing feature is also known as Set ID. The reference data sharing functionality supports operations in multiple ledgers, business units, and warehouses.

As a result, there's a reduction in the administrative burden and the time to implement new business units. For example, you can share sales methods, or transaction types across business units. You may also share certain other data across asset books, cost organizations, or project units.

The reference data sharing features use reference data sets to which reference data is assigned. The reference data sets group assigned reference data. The sets can be understood as buckets of reference data assigned to multiple business units or other application components.

Reference Data Sets

You begin this part of your implementation by creating and assigning reference data to sets. Make changes carefully as changes to a particular set affect all business units or application components using that set. You can assign a separate set to each business unit for the type of object that's being shared. For example, assign separate sets for payment terms, transaction types, and sales methods to your business units.

Your enterprise can determine that certain aspects of your corporate policy can affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This allows your enterprise to balance

autonomy and control for each business unit. For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. In such a case, you can let managers define their own sales methods, but define payment terms centrally. In this example:

- Each business unit has its own reference data set for sales methods.
- One central reference data set for payment terms is assigned to all business units.

The reference data sharing is especially valuable for lowering the cost of setting up new business units. For example, your enterprise operates in the hospitality industry. You're adding a new business unit to track your new spa services. The hospitality divisional reference data set can be assigned to the new business unit to quickly set up data for this entity component. You can establish other business unit reference data in a business unit-specific reference data set as needed.

Reference Data Sharing Methods

Variations exist in the methods used to share data in reference data sets across different types of objects. The following list identifies the methods:

- Assignment to one set only, no common values allowed. This method is the simplest form of sharing reference data that allows assigning a reference data object instance to one and only one set. For example, Asset Prorate Conventions are defined and assigned to only one reference data set. This set can be shared across multiple asset books, but all the values are contained only in this one set.
- Assignment to one set only, with common values. This method is the most commonly used method of sharing reference data that allows defining reference data object instance across all sets. For example, Receivables Transaction Types are assigned to a common set that's available to all the business units. You need not explicitly assign the transaction types to each business unit. In addition, you can assign a business unit-specific set of transaction types. At transaction entry, the list of values for transaction types includes the following:
    - Transaction types from the set assigned to the business unit.
    - Transaction types assigned to the common set that's shared across all business units.
- Assignment to multiple sets, no common values allowed. The method of sharing reference data that allows a reference data object instance to be assigned to multiple sets. For instance, Payables Payment Terms use this method. It means that each payment term can be assigned to one or more than one set. For example, you assign the payment term Net 30 to several sets, but assign Net 15 to a set specific only to your business unit. At transaction entry, the list of values for payment terms consists of only the set that's assigned to the transaction's business unit.

> **Note:** Oracle Fusion Applications contains a reference data set called Enterprise. Define any reference data that affects your entire enterprise in this set. Also update the data set going forward as you create reference data items.

Related Topics

- Items and Supplier Site Reference Data Sharing
- What reference data objects can be shared across cost organizations?
- What reference data objects can be shared across project units?
- What reference data objects can be shared across business units?
- What reference data objects can be shared across asset books?

Assignment of Reference Data Sets to Reference Objects

You can assign the reference data sets to reference objects using the Manage Reference Data Set Assignments page. For multiple assignments, you can classify different types of reference data sets into groups and assign them to the reference entity objects.

The assignment takes into consideration the determinant type, determinant, and reference group, if any.

Determinant Types

The partitioned reference data is shared using a business context setting called the determinant type. A determinant type is the point of reference used in the data assignment process. The following table lists the determinant types used in the reference data assignment.

Determinant Type	Description
Asset Book	Information about the acquisition, depreciation, and retirement of an asset that belongs to a ledger or a business unit.
Business Unit	The departments or organizations within an enterprise.
Cost Organization	The organization used for cost accounting and reporting on various inventory and cost centers within an enterprise.
Project Unit	A logical organization within an enterprise that's responsible for enforcing consistent project management practices.
Reference Data Set	References to other shared reference data sets.

Determinant

The determinant (also called determinant value) is a value that corresponds to the selected determinant type. The determinant is one of the criteria for selecting the appropriate reference data set.

Reference Groups

A transactional entity may have multiple reference entities (generally considered to be setup data). However, all reference entities are treated alike because of similarity in implementing business policies and legal rules. Such reference entities in your application are grouped into logical units called reference groups. For example, all tables and views that define Sales Order Type details might be a part of the same reference group. Reference groups are predefined in the reference groups table.

Items and Supplier Site Reference Data Sharing

Some products, such as items and supplier sites, required special logic for reference data sharing and have implemented their own domain-specific ways for sharing data.

Items

If you share your items across warehouses or manufacturing facilities, you can access them through a common item master. Configure one or multiple item masters for your enterprise, based your enterprise structure. A single item master is recommended because it provides simpler and more efficient maintenance. However, in rare cases, it may be beneficial to keep multiple item masters. For example, if you acquire another enterprise and want to continue to operate your lines of business separately, maintaining a second item master might be the best decision.

Suppliers Sites

You can approve particular suppliers to supply specified commodities and authorize your business units to buy from those suppliers when the need arises. For example, you might be a household cleaning products manufacturer and need dyes, plastics, and perfumes to make your products. You purchase from a central supplier 70% of your perfume supplies with an additional supplier, in reserve, from whom you purchase the remaining 30%. At the same time, each of your business units purchases plastics and dyes from the same supplier, but from different local supplier sites to save transportation costs.

To implement business unit-specific supplier sites, Oracle Fusion Cloud Procurement supports a method for defining suppliers sites as owned and managed by the business unit responsible for negotiating the supplier terms. Your other business units that have a service provider relationship defined with your procurement business unit subscribe to the supplier sites using the supplier site assignments feature. In addition, Procurement allows sharing of the following procurement data objects across business units:

- Supplier qualification data, such as approved supplier lists
- Catalog content, such as agreements, smart forms, public shopping lists, and content zones
- Procurement configuration data

Related Topics

- What reference data objects can be shared across cost organizations?
- What reference data objects can be shared across project units?
- What reference data objects can be shared across business units?
- What reference data objects can be shared across asset books?

FAQs for Reference Data Sharing

What reference data objects can be shared across business units?

The following table contains the reference data objects for the Oracle Fusion Applications that can be shared across business units and the method in which the reference data for each is shared.

Application Name	Reference Data Object	Method of Sharing
Trading Community Model	Customer Account Relationship	Assignment to one set only, no common values allowed
Trading Community Model	Customer Account Site	Assignment to one set only, no common values allowed
Trading Community Model	Salesperson	Assignment to one set only, no common values allowed
Opportunity Management	Sales Method Group	Assignment to one set only, with common values
Work Management	Assessment Templates	Assignment to one set only, with common values
Enterprise Contracts	Contract Types	Assignment to one set only, with common values
Sales	Sales Method	Assignment to one set only, with common values
Common Components	Activity Templates	Assignment to one set only, with common values
Payables	Payment Terms	Assignment to multiple sets, no common values allowed
Receivables	Accounting Rules	Assignment to one set only, with common values
Receivables	Aging Buckets	Assignment to one set only, with common values
Receivables	Auto Cash Rules	Assignment to one set only, with common values
Receivables	Collectors	Assignment to one set only, with common values
Receivables	Lockbox	Assignment to one set only, with common values
Receivables	Memo Lines	Assignment to one set only, with common values

Application Name	Reference Data Object	Method of Sharing
Receivables	Payment Terms	Assignment to one set only, with common values
Receivables	Remit To Address	Assignment to one set only, with common values
Receivables	Revenue Contingencies	Assignment to one set only, with common values
Receivables	Transaction Source	Assignment to one set only, with common values
Receivables	Transaction Type	Assignment to one set only, with common values
Advanced Collections	Collections Setups	Assignment to one set only, with common values
Advanced Collections	Dunning Plans	Assignment to one set only, with common values
Tax	Tax Classification Codes	Assignment to multiple sets, no common values allowed
Human Resources	Departments	Assignment to one set only, with common values
Human Resources	Jobs	Assignment to one set only, with common values
Human Resources	Locations	Assignment to one set only, with common values
Human Resources	Grades	Assignment to one set only, with common values
Project Billing	Project and Contract Billing	Assignment to multiple sets, no common values allowed
Project Foundation	Project Accounting Definition	Assignment to one set only, no common values allowed
Project Foundation	Project Rates	Assignment to one set only, with common values
Order Management	Hold Codes	Assignment to one set only, with common values

Application Name	Reference Data Object	Method of Sharing
Order Management	Orchestration Process	Assignment to one set only, with common values

What reference data objects can be shared across asset books?

The following list contains the reference data objects for Oracle Fusion Assets that can be shared across asset books and the method in which the reference data for each is shared.

Application Name	Reference Data Object	Method of Sharing
Assets	Bonus Rules	Assignment to one set only, no common values allowed
Assets	Depreciation Ceilings	Assignment to one set only, no common values allowed
Assets	Depreciation Methods	Assignment to one set only, with common values
Assets	Asset Descriptions	Assignment to one set only, no common values allowed
Assets	Property Types	Assignment to one set only, with common values
Assets	Prorate Conventions	Assignment to one set only, no common values allowed
Assets	Asset Queue Names	Assignment to one set only, with common values
Assets	Retirement Types	Assignment to one set only, with common values
Assets	Unplanned Types	Assignment to one set only, with common values

What reference data objects can be shared across cost organizations?

The following table contains the reference data objects for Oracle Fusion Cost Management that can be shared across cost organizations and the method in which the reference data for each is shared.

Application Name	Reference Data Object	Method of Sharing
Cost Management	Cost Structure	Assignment to one set only, no common values allowed

What reference data objects can be shared across project units?

The following table contains the reference data objects for Oracle Fusion Project Foundation that can be shared across project units and the method in which the reference data for each is shared.

Application Name	Reference Data Object	Method of Sharing
Project Foundation	Project Definition	Assignment to multiple sets, no common values allowed
Project Foundation	Project Transaction Types	Assignment to multiple sets, no common values allowed

Enterprise HCM Information

Define Enterprises

An enterprise is a collection of legal entities sharing common control and management.

Enterprise Defined

When implementing Oracle Fusion Cloud Applications you operate within the context of an enterprise that has already been created in the application for you. This is either a predefined enterprise or an enterprise that has been created in the application by a system administrator. An enterprise organization captures the name of the deploying enterprise and the location of the headquarters. In Oracle Fusion Applications, an organization classified as an enterprise is defined before defining any other organizations in the HCM Common Organization Model. All other organizations are defined as belonging to an enterprise.

Enterprise Information for Non-HCM Users

The Manage Enterprise HCM Information task includes default settings for your enterprise such as the employment model, worker number generation, and so on.

If you're not implementing Oracle Fusion Human Capital Management (HCM), then the only action you may need to perform using this task is to change the enterprise name, if necessary. The other settings are HCM-specific and aren't relevant outside of Oracle Fusion HCM.

Enterprise Manage Locations

Locations

A location identifies physical addresses of a workforce structure, such as a department or a job. You create and manage locations using the Location Details quick action in the Workforce Structures area on the My Client Groups tab.

You can also create locations to enter the addresses of external organizations that you want to maintain, such as employment agencies, tax authorities, and insurance or benefits carriers.

When specifying the location address, you can default the country in the location responsive pages. You configure the default location country on the **Manage Enterprise HCM Information** page. If you don't configure any default country, then the country is automatically defaulted to United States in the location address.

The locations that you create exist as separate structures that you can use for reporting purposes, and in rules that determine employee eligibility for various types of compensation and benefits. You enter information about a location only once. Subsequently, when you set up other workforce structures you select the location from a list.

A point to note is that the Ship-to Site, Receiving Site, Bill-to Site, Office Site, and Designated Receiver fields in the Shipping Details section of a location setup are for information purpose only and can be used to report upon. They aren’t currently used by any feature or process within HCM.

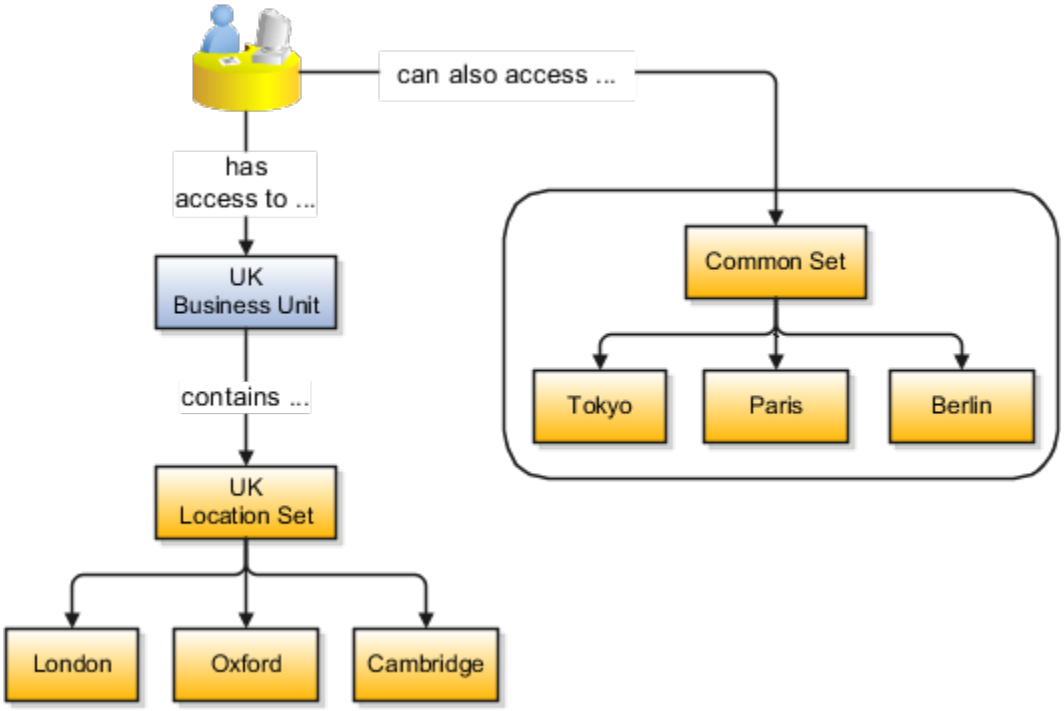
Location Sets

When you create a location, you must associate it with a set. Only those users who have access to the set's business unit can access the location set and other associated workforce structure sets, such as those that contain departments and jobs.

Note the following:

- You can also associate the location to the common set so that users across your enterprise can access the location irrespective of their business unit.
- You can also configure a location as an employee location on the **Location Details** page.
- When users search for locations, they can see the locations that they have access to along with the locations in the common set.

The following figure shows how locations sets restrict access to users.



Upload Locations Using a Spreadsheet

If you have a list of locations already defined for your enterprise, you can upload them from a spreadsheet.

To use this option:

- Download a spreadsheet template
- Add your location information to the spreadsheet
- Upload directly to your enterprise configuration

You can upload the spreadsheet multiple times to accommodate revisions.

Update Location Details

If you need to update or correct the details of a location, here's how you can do that:

1. Go to **My Client Groups** > **Location Details**.
2. On the page, click **Show Filters**.
3. Search for the location you need to correct or update using the filters and select it.
4. On the location's details page, click **Actions** and select **Update** or **Correct**.
5. Update the details as required and click **Submit**.

Related Topics

- Why can't I see my location in the search results?
- What happens if I inactivate a location?
- Upload Workforce Structures Using a Spreadsheet
- How do I default a country when creating locations?

FAQs for Manage Locations

Why can't I see my location in the search results?

You can search for approved locations only. Also, if you created a location in Oracle Fusion Trading Community Model, then you can't access that location from Oracle Fusion Global Human Resources.

For use in Oracle Fusion HCM, you must recreate the location from the Manage Locations page.

What happens if I select a geographic hierarchy node when I create or edit a location?

The calendar events that you created for the geographic node start to apply for the location and may impact the availability of worker assignments at that location.

You manage locations using the Manage Locations task in the Workforce Structures work area.

The geographical hierarchy nodes available for selection on the Locations page display from a predefined geographic hierarchy.

Related Topics

- How an Individual's Schedule Is Identified

What happens if I select an inventory organization when I am creating or editing a location?

The location is available for selection in purchase documents of that inventory organization in Oracle Fusion Inventory Management. If you don't select an inventory organization, then the location is available in purchase documents across all inventory organizations.

What happens if I inactivate a location?

Starting from the effective date that you entered, you can no longer associate the location with other workforce structures, assignments, or applications.

If the location is already in use, it will continue to be available to the components that currently use it.

How can I associate a location with an inventory organization?

From the Oracle Fusion Global Human Resources, go to the Manage Locations page. Use the Manage Locations task in the Workforce Structures work area.

To appear on the Create or Edit Location pages, your inventory organization must be effective as of the current date and must exist in the location set that you selected.

Define Geographies

How You Set up Address Cleansing

Address cleansing validates, corrects, and standardizes address information that you enter in the application. Address cleansing, unlike geography validation, validates both the geography attributes and the address line attributes.

To use the address cleansing functionality, you need to have license for the customer data quality application, because the feature is delivered using data quality integration.



You can specify the real-time address cleansing level for each country by choosing either of these options:

- **None**: Specifies no real time address cleansing.
- **Optional**: Provides option to cleanse addresses.

Once you have enabled address cleansing for a country, a **Verify Address** icon appears at address entry points in the application. Click the icon to perform address cleansing and receive a corrected, standardized address. If the application doesn't find a matching address, then an alert message is displayed.

How Geography Structure, Hierarchy, and Validation Fit Together

This topic presents the components of geographies.

The following three components are dependent on each other when defining a country:

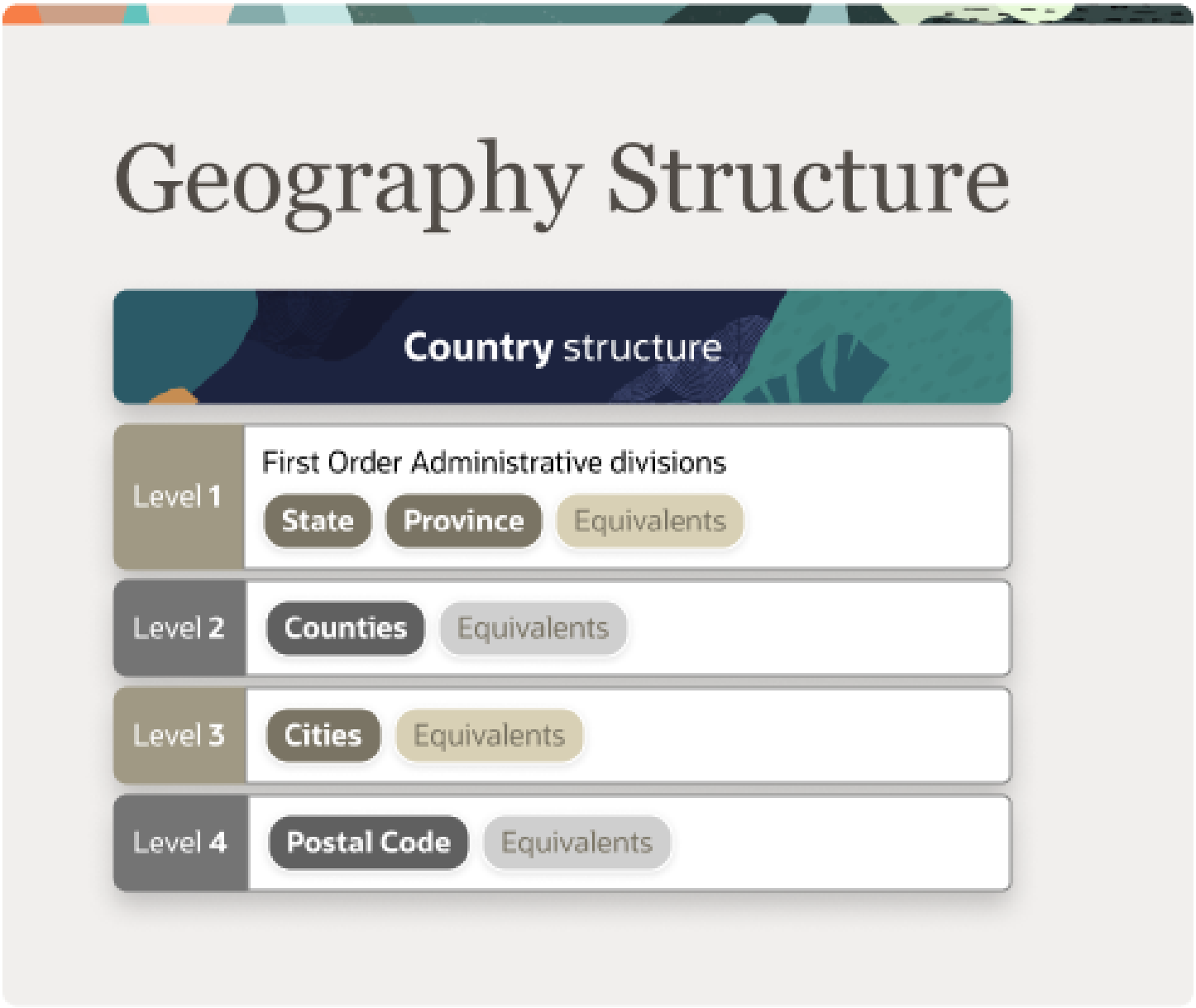
1. Geography structure
2. Geography hierarchy
3. Geography validation

Every country must have the geography structure defined first before the hierarchy can be defined, and the geography hierarchy has to be defined before the validation can be defined.

Geography Structures

You can use the geography structure to define geography types for a country and then relate the geography types.

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



A geography structure is a hierarchical grouping of geography types for a country. The following table describes the geography structure for the United States.

Level	Geography Type
1	State
2	County
3	City

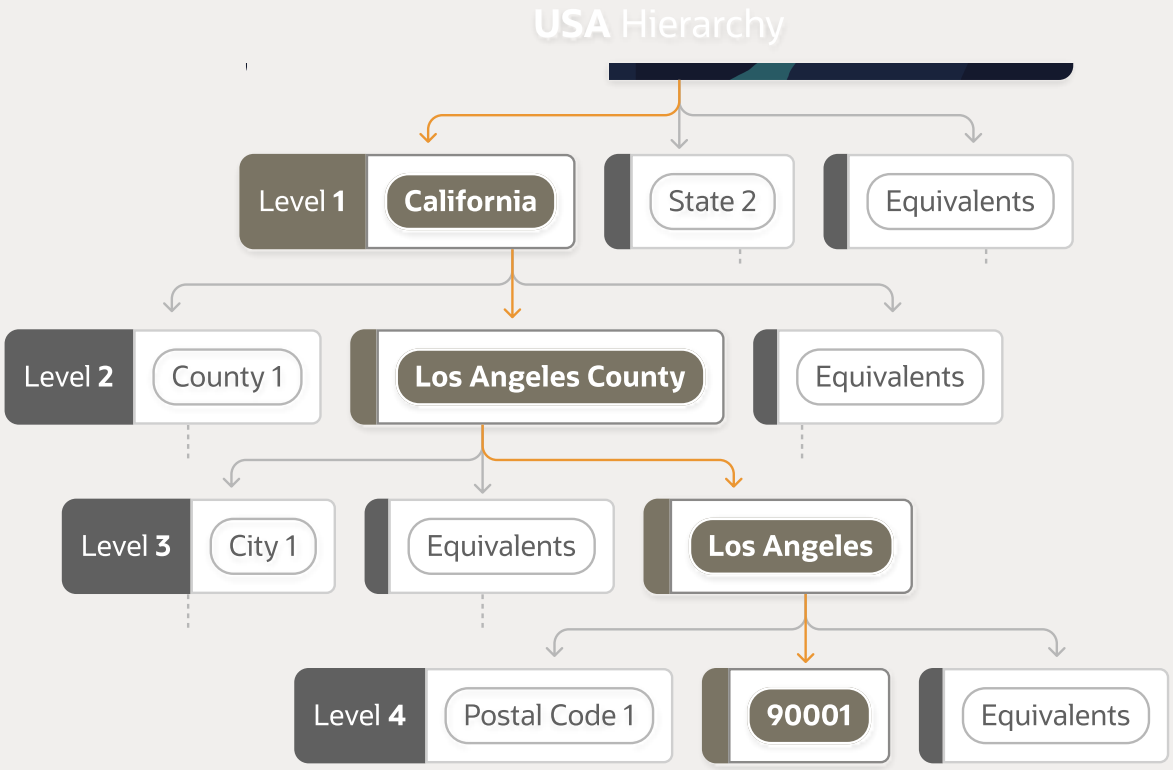
Level	Geography Type
4	Postal Code

Geography Hierarchy

Geography hierarchy is a data model that creates conceptual parent-child relationships between geographies.

Once the geography structure is defined, the geographies for each geography type can be added to the geography hierarchy. For example, in the geography hierarchy of United States you can create a geography called California using the State geography type.

Geography Hierarchy



How do I manage geography validation?

After defining the geography hierarchy, you need to specify the structure for the country.

You can choose which address style format you would like to use for the country, and for each selected address style format you can map geography types to address attributes. You can also select which geography types to include in address validation or tax validation, and which geography types will 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 validation determines the geography mapping and validation for a country's *address styles*, and the overall address validation control for a country.

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

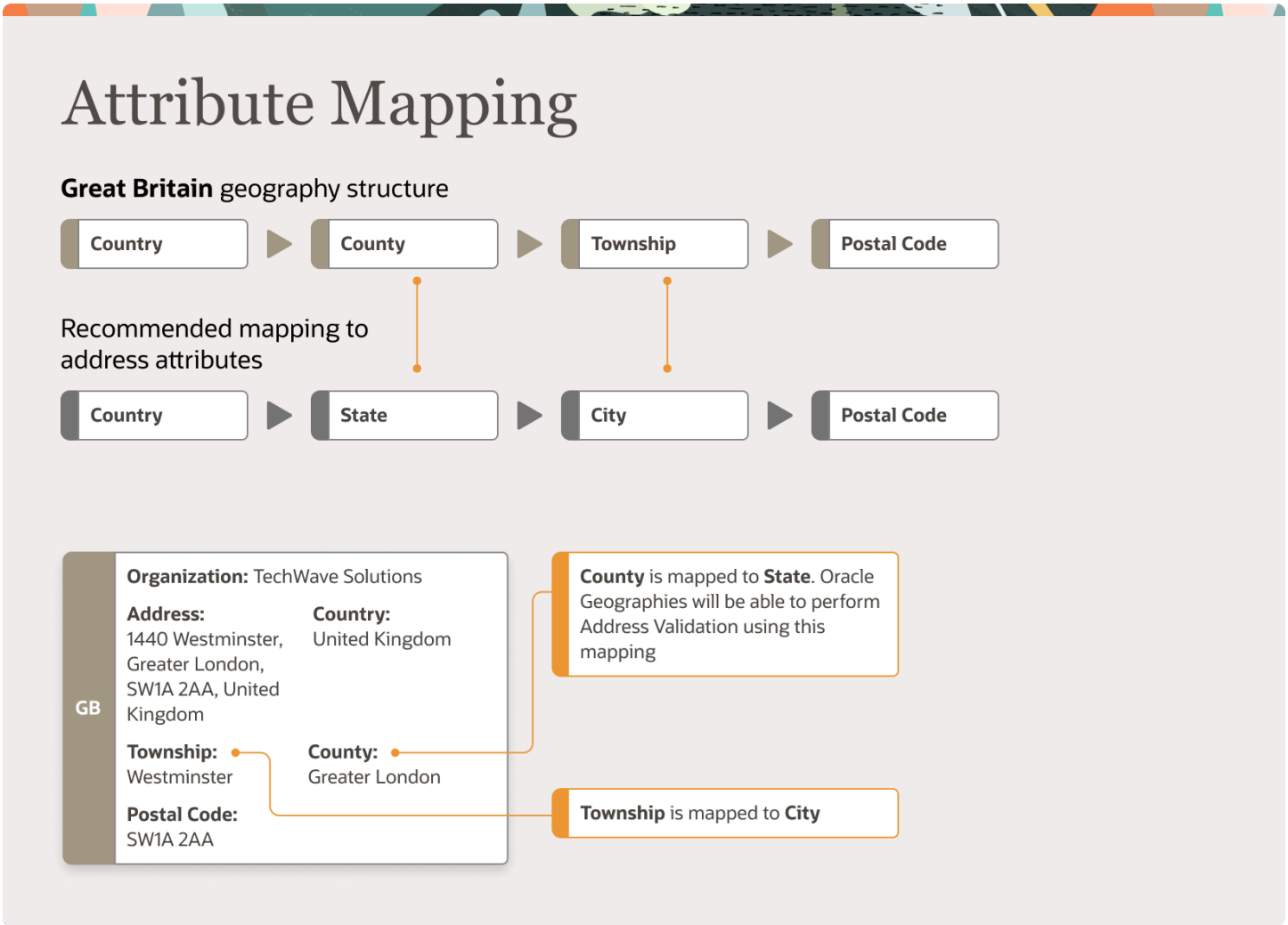
For each address style format, you can define the following:

- Map to attribute
- Enable list of values
- Tax validation
- Address validation
- Address validation control

Attribute Mapping

For every address style format, you can map each geography type to an address attribute. For example, you can map the **State** geography type to the **State** address attribute for the United States, or map the **State** geography type to the **County** address attribute for the United Kingdom. The geography types that appear are based on how the country structure is defined. The list of address attributes that appear are based on address formats delivered with the application, or your customer defined address formats.

Note: You only need to map geography types that you want to use for address or tax validation purposes.



Enable List of Values

Once a geography type is mapped to an attribute, then you can specify whether the geography type will appear in a list of values during address entry in user interfaces. It is very important to review carefully if you want to enable a list of values. You should only enable a list of values if you have sufficient geography data imported or created for that geography. 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.

Once you have enabled a list of values for an address attribute, you can only select the geography data available for the geography type. This means that if a specific geography value isn't available in the geography hierarchy, you can't create an address with a different geography value.

> **Note:** Enable List of Values applies to the UI only. It doesn't apply to import, web services, or REST APIs. For these, all of the required geography types must have a value in the request when creating or updating an address.

Tax Validation

You can also specify whether a geography type will be included in tax validation. For example, for the United States North America address style format you specify that County, State, and City are used for tax validation. This will mean

that when a transaction involves an address with the North America address style, the address must have the correct county, state, and city combination based on the geography hierarchy data, to be considered valid for tax calculation.

Address Validation

You must set up address validation for those geography elements that you plan to use in your application. Address validation checks whether geography elements of an address such as state, city, postal code, and so on are valid as per master geography data. Setting up validation also helps ensure that the addresses are correct and deliverable during entry. You can select states or other address elements from lists to ensure accuracy during entry. For example, when you enter a postal code, the application can validate if the postal code exists. Note that address validation isn't the same as address verification. Address Verification updates and enhances your address. Address verification depends upon Oracle or any third-party address verification services to perform verification.

You can specify whether a geography type will be included in address validation. For example, when the user enters a United States address using the North American address style format, the address must have the correct country, state, and postal code combination based on geography hierarchy data to be considered geographically valid.

If an address element is mapped to a geography type, but not selected for geography validation usage, then during address entry suggested values are provided for the address element, but the address element isn't validated.

You need to verify that the default mapping between **Geography Type** and **Map to Attribute** is valid in the Geography Mapping and Validation region and update it if required when you define geography validation.

After setting geography validation, all features that directly and indirectly depend upon geographies are impacted. For example, multiple applications such as ERP, CX, and SCM that use geographies are impacted.

Oracle recommends that you use the following valid mapping for the countries that Loqate supports:

Country Name	Country Code	Geography Type	Map to Attribute
Andorra	AD	• Country • Parroqia • Settlement • Postal Code	• Country • State • City • Postal code
Angola	AO	• Country • Provincia • Municipio • Comuna • Localidad	• Country • Province • County • City • Additional address attribute 2
Argentina	AR	• Country • Province • Department • Municipality • Postal Code	• Country • Province • County • City • Postal code
Australia	AU	• Country • State	• Country • State

Country Name	Country Code	Geography Type	Map to Attribute
		• City • Postal Code	• City • Postal code
Austria	AT	• Country • Bundensland • Bezirk • Gemeinde • Postal Code	• Country • State • County • City • Postal code
Belgium	BE	• Country • Gewest • Provincie • Gemeente • Postal Code	• Country • Additional address attribute 1 • Province • City • Postal code
Bolivia	BO	• Country • Departmento • Provincia • Canton	• Country • Additional address attribute 1 • Province • City
Bosnia and Herzegovina	BA	• Country • District • Kanton • Opcine • Nasalje • Postal Code	• Country • Additional address attribute 1 • Province • County • City • Postal code
Brazil	BR	• Country • State • City • Postal Code	• Country • State • City • Postal code
Bulgaria	BG	• Country • Oblast • Obshhina • Settlement • Postal Code	• Country • Additional address attribute 1 • Province • City • Postal code
Canada	CA	• Country • Province	• Country • Province

Country Name	Country Code	Geography Type	Map to Attribute
		• City • Postal Code	• City • Postal code
Cayman Islands	KY	• Country • Island • District • Postal Code	• Country • State • City • Postal code
Chile	CL	• Country • Region • Provincia • Kommune • Postal Code	• Country • State • County • City • Postal code
China **Note:** China geography structure is supported but geocoding isn't supported.	CN	• Country • Province • City • Postal Code	• Country • Province • City • Postal code
Croatia	HR	• Country • Zupanije • Grad • Postal Code	• Country • Province • City • Postal code
Cuba	CU	• Country • Provincia • Municipio • City • Postal Code	• Country • Province • County • City • Postal code
Cyprus	CY	• Country • Periochi • Dimos • Postal Code	• Country • Province • City • Postal code
Czech Republic	CZ	• Country • Kraj • Okres • Obec • Postal Code	• Country • State • County • City • Postal code

Country Name	Country Code	Geography Type	Map to Attribute
Denmark	DK	• Country • Amt • Settlement • Postal Code	• Country • Province • City • Postal code
Dominican Republic	DO	• Country • Provincia • Municipio • Town • Postal Code	• Country • Province • County • City • Postal code
Ecuador	EC	• Country • Province • Canton • City • Postal Code	• Country • Province • County • City • Postal code
Estonia	EE	• Country • Maakond • Vald • Postal Code	• Country • State • City • Postal code
Finland	FI	• Country • Maakunta • Kunta • Settlement • Postal Code	• Country • State • Locality • City • Postal code
France	FR	• Country • Region • Department • Commune • Postal Code	• Country • Additional address attribute 1 • State • City • Postal code
Germany	DE	• Country • Bundesland • Gemeinde • Postal Code	• Country • State • City • Postal code
Great Britain	GB	• Country • County	• Country • State

Country Name	Country Code	Geography Type	Map to Attribute
		• Township • Postal Code	• City • Postal code
Greece	GR	• Country • Periferia • Nomi • Dimotika • Postal Code	• Country • State • County • City • Postal code
Guadalupe	GP	• Country • Commune • Postal Code	• Country • City • Postal code
Guam	GU	• Country • State • County • Municipality • Postal Code	• Country • State • County • City • Postal code
Guernsey	GG	• Country • City • Parishes • Villages • Postal Code	• Country • City • Additional address attribute 2 • Additional address attribute 3 • Postal Code
Hungary	HU	• Country • Megye • Jaras • Telepules • Settlement • Postal Code	• Country • Additional address attribute 1 • Province • County • City • Postal code
Iceland	IS	• Country • Jaras • Telepules • Settlement • Postal Code	• Country • Province • County • City • Postal code
India	IN	• Country • State	• Country • State

Country Name	Country Code	Geography Type	Map to Attribute
		• City • Postal Code	• City • Postal code
Indonesia	ID	• Country • Province • City • Postal Code	• Country • Province • City • Postal code
Ireland	IE	• Country • Province • Post County • Postal_Code	• Country • State • City • Postal Code
Isles of Man	IM	• Country • Locality • Settlement • Postal Code	• Country • City • Additional address attribute 2 • Postal code
Israel	IL	• Country • District • Subdistrict • City • Postal Code	• Country • State • County • City • Postal code
Italy	IT	• Country • Regione • Provincia • Comune • Postal code	• Country • Additional address attribute 1 • Province • City • Postal code
Jamaica	JM	• Country • Parish • Settlement	• Country • State • City
Japan	JP	• Country • Prefecture • City • Postal Code	• Country • State • City • Postal code
Jordan	JO	• Country • Muhafazat	• Country • State

Country Name	Country Code	Geography Type	Map to Attribute
		• Liwa • Tajma • Postal Code	• County • City • Postal code
Kenya	KE	• Country • County • Division	• Country • State • City
Latvia	LV	• Country • Rajons • Pilseta • Postal Code	• Country • State • City • Postal code
Liechtenstein	LI	• Country • Wahlkreis • Gemeinde • District • Postal Code	• Country • Additional address attribute 1 • State • City • Postal code
Lithuania	LT	• Country • County • Municipality • Ward • Postal Code	• Country • State • County • City • Postal code
Luxembourg	LU	• Country • Canton • Commune • Settlement • Postal Code	• Country • State • County • City • Postal code
Malaysia	MY	• Country • State • District • Subdistrict • Postal Code	• Country • State • County • City • Postal code
Malta	MT	• Country • Region • Local_Council • Postal Code	• Country • State • City • Postal code

Country Name	Country Code	Geography Type	Map to Attribute
Martinique	MQ	• Country • Department • Arrondisement • Commune • Postal Code	• Country • State • County • City • Postal code
Mexico	MX	• Country • State • Municipality • Locality • Postal Code	• Country • State • County • Additional address attribute 2 • Postal code
Netherlands	NL	• Country • Province • Municipality • Town • Postal Code	• Country • Province • County • City • Postal code
New Zealand	NZ	• Country • Region • Town • Postal Code	• Country • State • City • Postal code
Norway	NO	• Country • Fylke • Kommune • Postal Code	• Country • Province • City • Postal code
Oman	OM	• Country • Muhafazah • District • City	• Country • State • County • City
Peru	PE	• Country • Region • Provincia • Distrito • Postal Code	• Country • Province • County • City • Postal code
Poland	PL	• Country • Wojewodztwo	• Country • Province

Country Name	Country Code	Geography Type	Map to Attribute
		• Powiat • Gmina • Postal Code	• County • City • Postal code
Portugal	PT	• Country • Distrito • Concelho • Settlement • Postal Code	• Country • Province • County • City • Postal code
Puerto Rico	PR	• Country • Commonwealth • Municipio • Barrio • Postal Code	• Country • State • County • City • Postal code
Qatar	QA	• Country • Municipality • Zone	• Country • State • City
Reunion Island	RE	• Country • Region • Department • Commune • Postal Code	• Country • State • County • City • Postal code
Romania	RO	• Country • Region • County • Settlement • Locality • Postal Code	• Country • Additional address attribute 1 • Province • County • City • Postal code
Russia	RU	• Country • Federal_District • Federal_Subject • Oblast • Postal Code	• Country • Additional address attribute 1 • State • City • Postal code
San Marino	SM	• Country • Comune	• Country • State

Country Name	Country Code	Geography Type	Map to Attribute
		• Postal Code	• Postal code
Singapore	SG	• Country • Region • District • Postal Code	• Country • State • City • Postal code
Slovakia	SK	• Country • Kraj • Okres • Obec • Postal Code	• Country • Province • County • City • Postal code
Slovenia	SI	• Country • Regija • Upravna Enota • Obcina • Settlement • Postal Code	• Country • Additional address attribute 1 • Province • County • City • Postal code
South Africa	ZA	• Country • Province • District_Municipality • Local_Municipality • Postal Code	• Country • Province • County • City • Postal code
South Korea	KR	• Country • Jibang • Siti • Postal Code	• Country • State • City • Postal code
Spain	ES	• Country • Autonomous_Community • Province • City • Postal Code	• Country • Additional address attribute 1 • Province • City • Postal code
Sri Lanka	LK	• Country • Province • District • Divisional_Secretariat	• Country • Province • County • City

Country Name	Country Code	Geography Type	Map to Attribute
		• Postal Code	• Postal code
Swaziland **Note:** This country maybe labeled Eswatini in Manage Territories.	SZ	• Country • District • Inkhundla • Town • Postal Code	• Country • Province • County • City • Postal code
Sweden	SE	• Country • Lan • Settlement • Postal Code	• Country • Province • City • Postal code
Switzerland	CH	• Country • Kanton • Bezirk • Gemeinde • Postal Code	• Country • State • County • City • Postal code
Taiwan	TW	• Country • County • Town • Postal Code	• Country • State • City • Postal code
Thailand	TH	• Country • Region • Changwat • Amphoe • Postal Code	• Country • Additional address attribute 1 • State • City • Postal code
Tunisia	TN	• Country • Governorate • Delegation • Postal Code	• Country • State • City • Postal Code
Turkey	TR	• Country • Sehir • Ilce • Kasaba • Postal Code	• Country • Province • County • City • Postal code
United Arab Emirates	AE	• Country	• Country

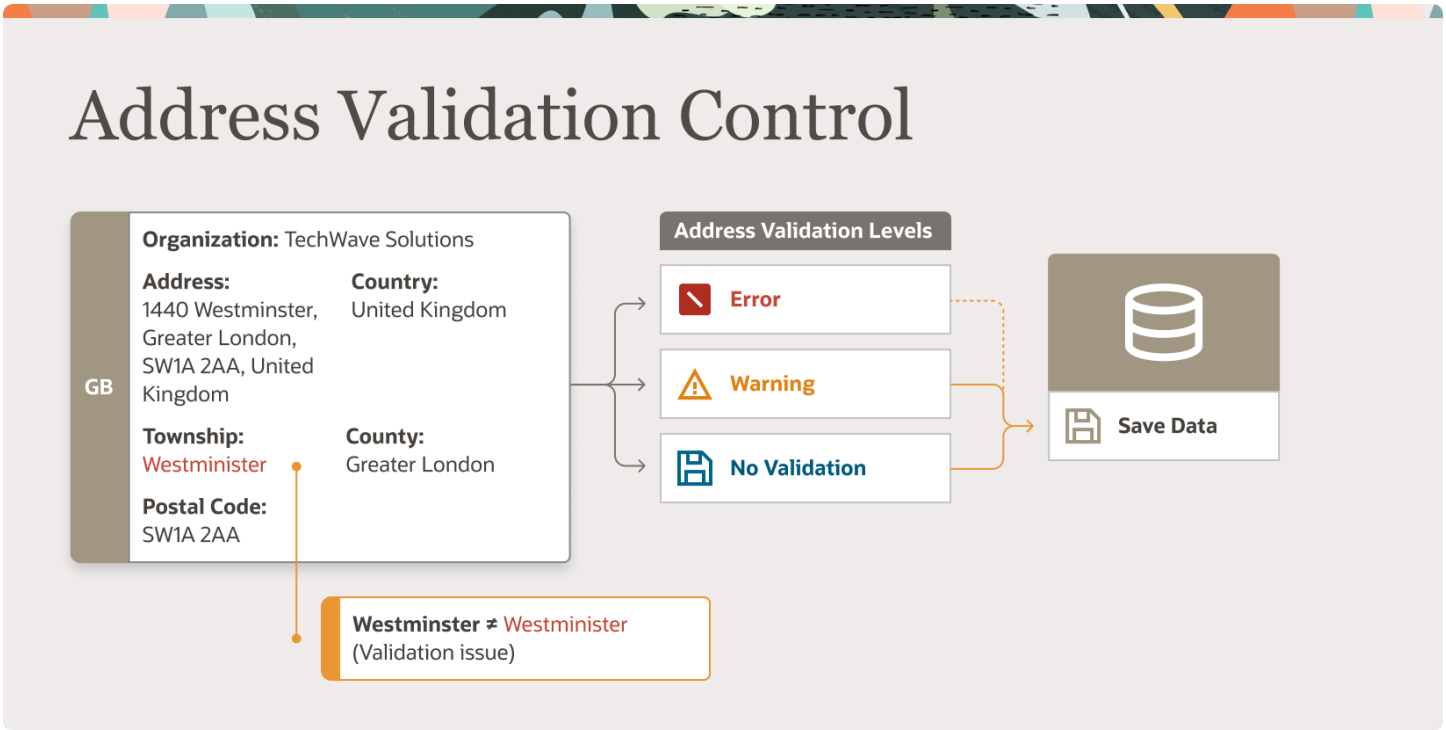
Country Name	Country Code	Geography Type	Map to Attribute
		• Emirate • City • Area • Postal Code	• State • City • Additional address attribute 2 • Postal Code
United States	US	• Country • State • County • City • Postal Code	• Country • State • County • City • Postal code
Uruguay	UY	• Country • Departamento • City • Postal Code	• Country • State • City • Postal code
Vatican City	VA	• Country • Municipal • Settlement • Postal Code	• Country • Province • City • Postal code
Vietnam	VN	• Country • Region • Tihn • Quan • Thank Pho • Postal Code	• Country • Additional address attribute 1 • Province • County • City • Postal code

Note: For either the tax or address validation, don't skip any level unless you're certain that the selected geography types can uniquely identify geographies. For example, the United States country structure is: State, County, City, and Postal Code, and you want to select just State and Postal Code for address or tax validation. However, for the combination of California and 94065, the city can be either Redwood Shores or Redwood City. In this case, you should also select at least the City geography type for address or tax validation.

Address Validation Control

You can select the address validation level for a country. Validation will check if the entered address maps to the geography hierarchy data available for the country, and the address validation control determines whether you can save an address that didn't pass validation during address entry. For example, if the

validation level is **Error**, then an address can't be saved if the values don't match the geography hierarchy data.



These are the address validation levels you can choose:

- **Error** - only completely valid addresses can be saved, with all mandatory address elements entered.
- **No Validation** - all addresses can be saved including incomplete and invalid addresses.

Regardless of the result of validation, the validation process will try to map any address attribute to a geography of the country, and store any mapping it could establish based on the available data. This is called ***Geography Name Referencing*** and it's executed as part of validation. The result of this referencing is used in several business processes in the application to map an address to a specific geography or zone. Therefore, Geography Name Referencing is the process of validating and mapping address elements of existing location table records against master reference geographies. For example, CA value in the STATE column of the HZ_LOCATIONS table is mapped to the master reference geography of CA (California).

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 postal code. You can validate the address by enabling geography validation for each country using the Manage Geographies task. Perform the following in the Manage Geographies task:

- Enable at least one level in the geography hierarchy for geography validation.
- Enable geography validation for all geography levels that you intend to use for territory definition for each country.
- If needed, enable a list of values containing specific geography elements. This will help users search and select appropriate geography values during addresses entry and eliminate all possibilities of wrong address entry.

You can set geography validation control to Error in the Manage Geography Validation page. This ensures that users can only use valid geography elements in addresses.

Note: If you have already created addresses before setting up address validation for a country, you must enable geography validation and then execute the *Validate Geographies of Addresses Against Master Geographies* task for that country. This validates all your geography elements.

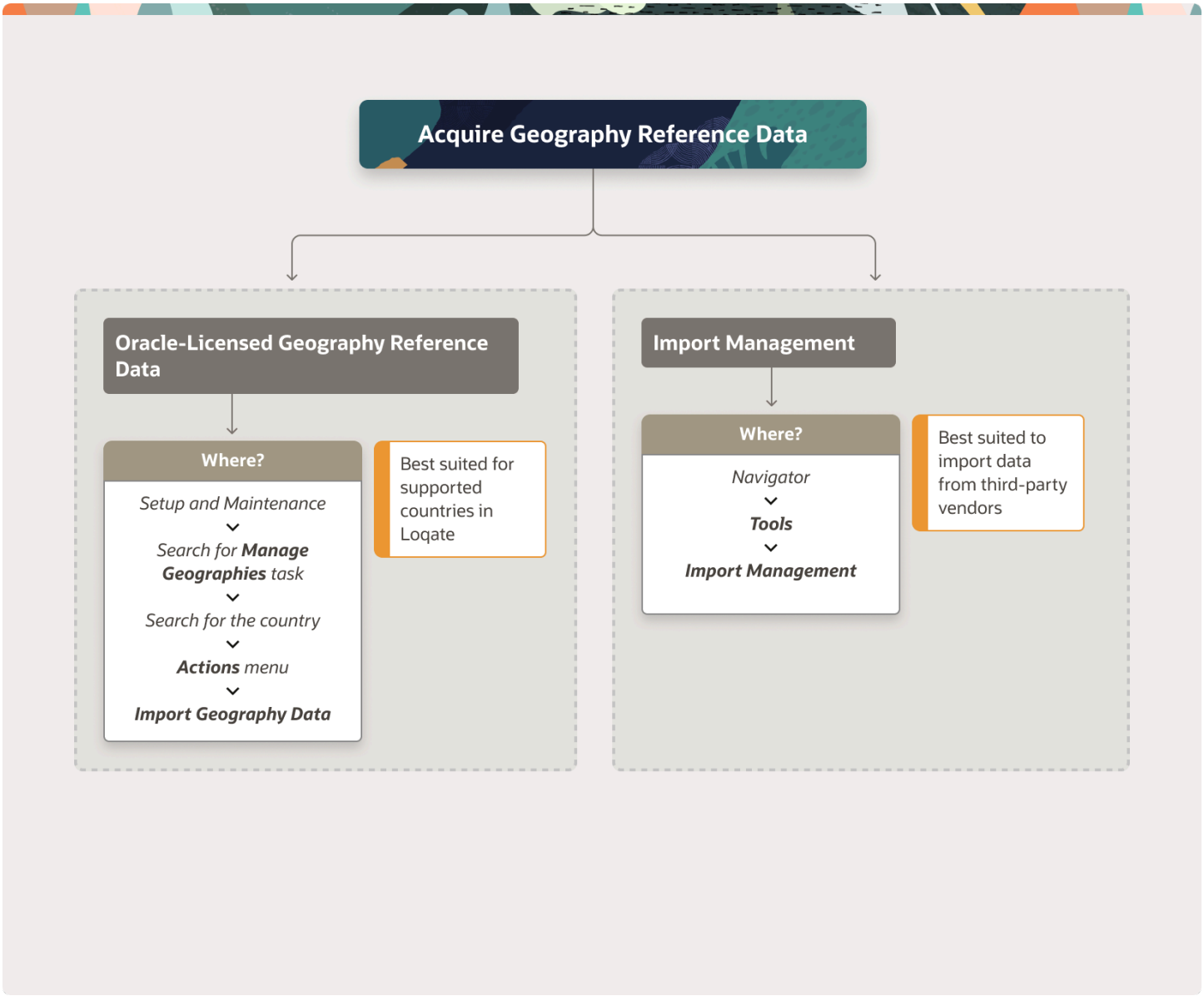
Related Topics

- How can I save an address that didn't pass geography validation?
- How do I validate geographies of addresses against master geographies and generate naming references?
- Setting Up Geography Validation

How do I import geographies?

You can import geographies using either Oracle-licensed geography reference data or Import Management.

You can acquire geography reference data in the following ways:



Note: The processing time for importing geography data can vary based on several variables, such as, the volume of data to be loaded and it could take several hours to complete.

Oracle-Licensed Geography Reference Data

You can import Oracle-licensed data from Loqate, for those countries where the data is available. For more information about the supported countries, see the List of Available Countries with Loqate Geography Reference Data topic. You can import geography data using the **Manage Geographies** task. Search for the country, and select **Import Geography Data** from the **Actions** menu. If the licensed data isn't available or is already set up for a particular country, then the **Import Geography Data** action is disabled.

Note:

- If you are licensed to use HCM Cloud Payroll for the United States, you must import your geography data from Vertex. For more information, see the United States Payroll implementation and administering guides.
- If you are licensed to use HCM Cloud Payroll for Canada, you can import your geography data from either Loqate, or your own geography data vendor. Loqate is the Oracle-licensed geography vendor across all Oracle applications, but it isn't mandatory. You may use any other geography vendor, but it must be comparable in structure by using a 2-character province code. For more information, see the Canada Payroll implementation and administering guides.
- By exporting this "Geography" data from the Oracle environment to Your environment, You agree that (a) Oracle is granting You only a restricted right to download the exported data specifically for Your use with the Oracle Fusion services, (b) this data may not be used, transferred, or uploaded for any other purposes; and (c) except for the restricted right granted in (a), all provisions of the Oracle Cloud Services Agreement (CSA) or Schedule C, as applicable to You, remain in full force and effect, including specifically section 3.4 thereof.
- Geography Round-Trip Export Import is currently not supported.

Import Management

The Import Management process reads the data included in your XML or text file and imports the data into the application.

To access Import Management functionality, go to **Navigator** > **Tools** > **Import Management**

For more information, see the Import Your Geography Data topic.

Import Geography Data is disabled for a country if the geography data for that country isn't available from Loqate or if the geography structure or hierarchy is already defined for that country. The existing master geography hierarchy can be from Loqate or non-Loqate. For example, Pakistan isn't supported currently in the supported list of 82 countries. If you try to import geography data for Pakistan after defining geography structure or geography hierarchy for it, Pakistan would be grayed out in the import list.

Related Topics

- Create Legal Jurisdictions, Addresses and Authorities
- Setup Data Import and Export for Oracle Accounting Hub Cloud

How do I import Non-Oracle Licensed geography data?

You can use Import Management to create Geography data. It's recommended to use import management if you're importing Non-Oracle Licensed geography data or while loading your own geography from other vendors. You can also

add alternate name or code to existing geographies with import. For more information see *Can you provide an example of importing geography data?*.

To import Geography data, perform the following tasks:

1. Map your source data to Oracle Applications Cloud object attributes.
2. Create source Comma Separated Values (CSV) file for import.
3. Create the import activity.
4. Review the import results.

How You Map Your Source Data to Object Attributes

To import your Geography data into Oracle Applications Cloud, you must populate a .csv file with your source data and map that source data to target object attributes in Oracle Applications Cloud.

You need to do the following before creating the CSV file for data import:

- Identify how your source data attributes map to the target object attributes in Oracle Applications Cloud.
- Create Country Structure before importing Geography data. For information on how to create Country Structure, see Import Your Country Structure and Example of Importing Country Structure in Related Topics Section.
- Identify the target object attributes that are required in the CSV file for a successful import as mentioned in the table Required Attributes and Validations for the Geography Object below.

Before You Start

You must do some basic checks before starting your import. For example, make sure that:

- You have completed all the prerequisites for importing each attribute in your source data such as creating a country structure.

Required Attributes and Validations for the Geography Object

To import data successfully into Oracle Applications Cloud, your CSV file must include the required attributes. Ensure that you provide values for the attributes. The following table lists the required attributes for importing new Geography records, prerequisite setup tasks for the attributes, and specific validations, if any, for Geography import:

Attribute	Description	Prerequisite Setup Task/ Import Validations	Creating a Geography Record
CountryCode	The code of the country to which the geography belongs.	This is validated against the country structure to check if the structure is defined for this country.	Required
PrimaryGeographyName	The primary name of the geography.	This is validated against the name of country if geography type is 'Country' or LevelNumber is 1.	Required
RecordTypeCode	The record type code that represents the intent of the import data. The values are:	No Validation	Required

Attribute	Description	Prerequisite Setup Task/ Import Validations	Creating a Geography Record
	• 0 - indicates the geography that already exists in the base table. • 1 - indicates the intent to create a new geography. • 2 - indicates the intent to add an alternate identifying name or code to an existing geography.		
LevelNumber	The level number of the geography in the hierarchy. For example, Country is at Level 1 and State (California) is at Level 2.	The level should exist in the country structure.	Required
SourceID	The source ID for the geography, along with the parent source ID is used to identify the geography parent and child relationship within the source file data and the interface table data.	None	Required
ParentSourceID	The parent source ID for the geography, along with the source ID is used to identify the geography's parent and child relationship with records within the source file data. This should be null for the country record, as Country is at the top of the hierarchy.	None	Required

You can view the Geography object and attributes in the Manage Import Objects page of the Import Management flow. You can find attribute information like type, length, description, and so on, on this Manage Import Objects page.

Note: Keep a note of the following:

- You can't update geographies using import.
- You can't add alternate names or alternate code of country via import. You can do so only via UI.
- Before adding a new alternate name, make sure that the alternate name does not exist with the same value for any other geography name.
- You can enable high-volume import for the Geography import object in the Manage Import Objects page.
- PrimaryGeographyCodeType and PrimaryGeographyCode can't be added after PrimaryGeographyName is created via import. You must create them together. Alternatively, you can add primaryGeographyCodeType and PrimaryGeographyCode from the UI after the import is complete.
- The attributes ProviderGeoId, ParentProviderGeoId, and ParentGeographyId are currently Not Supported.

Create the Source CSV File

You include the data that you want to import into CX Sales and Fusion Service in a source CSV file.

You can use the templates available in the Import Objects UI page to create the source CSV file. To download a template:

1. Go to **Navigator** > **Tools** > **Import Management** > **Import Objects**.
2. Select the **Geography** object in the table and click **Download**.

You can now edit the downloaded file and provide valid values for the required attributes.

> **Note:** For help in populating the CSV file and to avoid any issues in entering values, see the topic Potential Issues When Opening CSV Files With Excel in Related Topics section.

Create the Import Activity

After you have the CSV file ready, create an import activity to import the information. To create an import activity:

1. Go to **Navigator** > **Tools** > **Import Management** > **Import Queue**.
2. Click **Create Import Activity** in the **Manage Imports** page.
3. In the **Enter Import Options** page, provide a name for the import activity, and select Geography from the **Object** drop-down list.
4. Select the CSV file in the **File Name** field, and click **Next.**
5. The source and target attributes are automatically mapped in the **Map Fields** page. Review and edit the mappings if required.
6. Check the file for unmapped columns or data format issues by clicking **Validate Data**. Click **Next.**
7. Review the import details on the **Review and Submit** page, and click **Submit** when you're ready.

Review the Import Results

Check if your import succeeded on the **Manage Imports** page. This page shows the status of all active, completed, and unsuccessful imports. To check the status of the import activity:

1. Go to **Navigator** > **Tools** > **Import Management** > **Import Queue**.
2. Click All Imports and search for the import activity that you created earlier.
3. Check the **Status** column for the import activity. The import is successful if the status displays as **Completed**. You can drill down on the import activity to go to the **Import Status** page which provides the status details of the import activity.

> **Note:** Geography names aren't translatable and are always displayed in the same language in which they were loaded irrespective of the language of the signed in user. If you need different options of display, you can use the alternative names option.

Related Topics

- Import Your Country Structure Data
- Potential Issues When Opening CSV Files in Excel
- Example of Importing Country Structure Data
- How do I import data?
- Can you provide an example of importing geography data?

Import Your Country Structure Data

You can use Import Management to create Country Structure records. It is recommended you use Import Management only if you're importing high-volume third-party data.

If you 're importing licensed data from one of our vendors, then you can create the country structure by navigating to **Setup and Maintenance** > **Manage Geographies Task** page.

To import Country Structure records, perform the following tasks:

1. Map your source data to Oracle Applications Cloud object attributes.
2. Create source Comma Separated Values (CSV) file for import.
3. Create the import activity.
4. Review the import results.

How You Map Your Source Data to Target Object Attributes

To import your Country Structure data into Oracle Applications Cloud, you need to populate a CSV file with your source data and map that source data to target object attributes in Oracle Applications Cloud.

You need to do the following before creating the CSV file for data import:

- Identify how your source data attributes map to the target object attributes in Oracle Applications Cloud.
- Identify the target object attributes that are required in the CSV file for a successful import.

Required Attributes and Validations for Country Structure Object

To import data successfully into Oracle Applications Cloud, your CSV file must include values for the required attributes. This table lists the required attributes for importing new Country Structure records, prerequisite setup tasks for the attributes, and specific validations, if any, for Country Structure import:

Attribute	Description	Prerequisite Setup Task/ Import Validations	Creating a Country Structure Record
CountryCode	The code for the country for which the country structure is applicable.	The GeographyType has to be "Country" and the LevelNumber has to be "1" for a country. You can't pass different country codes when importing a record.	Yes
GeographyType	Geopolitical divisions such as Country, State, City, and so on. For example, for US the different geography types would be State, County, City, and Postal Code. For India, the different geography types would be State, District, City, and Postal Code. For Mexico, it would be State, Municipality, Locality, and Postal Code.	The country has to be present.	Yes
LevelNumber	You need these to create parent-child relationships between	To define a country, you must specify the LevelNumber as 1.	Yes

Attribute	Description	Prerequisite Setup Task/ Import Validations	Creating a Country Structure Record
	geography types for your country. The values can be 1, 2, 3, and so on.		

You can view the Country Structure object and its attributes in the Manage Import Objects page of the Import Management flow. You can find attribute information like type, length, description, and so on, on the Manage Import Objects page. You can view the list of valid values for country codes in the UI by navigating to the Manage Geographies task and searching with % as the Country Code value. For more information on Geographies, see Overview of Geographies, Geographic Entities, and Locations in the Related Topics section.

Note: Note the following:

- The import job will fail if you try to load any already existing country structure. Delete the existing country structure in the UI in Manage Geographies Tasks and import again.
- You can't load additional lower geography structure levels for an existing country structure while importing geography country structure. You can add additional geography levels in the UI for an existing country structure in the Manage Geographies task page.

Create the Source CSV File

You include the data that you want to import into Oracle Applications Cloud in a source CSV file.

You can use the templates available in the Import Objects UI page to create the source CSV file. To download a template:

1. Go to **Navigator** > **Tools** > **Import Management** > **Import Objects**.
2. Select the **Country Structure** object in the table and click **Download**.

You can now edit the downloaded file and provide values for the required attributes.

Note: For help in populating the CSV file and to avoid any issues in entering values, see the topic Potential Issues When Opening CSV Files With Excel in Related Topics section.

Create the Import Activity

After you have the CSV file ready, create an import activity to import the information. To create an import activity:

1. Go to **Navigator** > **Tools** > **Import Management** > **Import Queue**.
2. Click **Create Import Activity** in the **Manage Imports** page.
3. In the **Enter Import Options** page, provide a name for the import activity, and select Country Structure from the **Object** drop-down list.
4. Select the CSV file in the **File Name** field, and click **Next.**
5. You would see that the source and target attributes are automatically mapped in the **Map Fields** page. Review and edit the mappings if required.
6. Click **Validate Data** to check the file for unmapped columns or data format issues. Click **Next.**
7. Review the import details on the **Review and Submit** page, and click **Submit** when you're ready.

Review the Import Results

Check if your import succeeded on the **Manage Imports** page. This page shows the status of all active, completed, and unsuccessful imports. To check the status of the import activity:

1. Go to **Navigator** > **Tools** > **Import Management** > **Import Queue**.
2. Click All Imports and search for the import activity that you created earlier.
3. Check the **Status** column for the import activity. The import is successful if the status displays as **Completed**. You can drill down on the import activity to go to the **Import Status** page which provides the status details of the import activity. Here, you can download and review the successfully imported user data records, the mapping details used for import activity, and the data file that you provided in CSV format.

Related Topics

- How do I manage geography validation?
- Potential Issues When Opening CSV Files in Excel
- Overview of Geographies, Geographic Entities, and Locations
- How do I import data?

Example of Importing Country Structure Data

You use the country structure of a country to define which geography types are part of the country and how the geography types are hierarchically related within the country.

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

To add a country structure using import management, your source file must contain information about the country to which the country structure belongs. You can view the list of valid values for country codes in the UI by navigating to the Manage Geographies task and searching with % as the Country Code value. You also need to specify the level at which the geography types need to be placed. By default, all countries are at Level 1. You create the country structure by increasing the level number as you go down the country structure. You place the geography types such as states, provinces, and so on at Level 2, districts or counties at Level 3, and so on. To add a country structure, your source file must include the values that let the import process identify the existing records.

Sample Input CSV File

You include the data that you want to import into CX Sales and Fusion Service in a source CSV file. Here is a sample input CSV file for country as US.

CountryCode	LevelNumber	GeographyType
US	1	COUNTRY
US	2	STATE
US	3	COUNTY

CountryCode	LevelNumber	GeographyType
US	4	CITY
US	5	POSTAL CODE

Here is another input CSV file for importing the country structure for India.

CountryCode	LevelNumber	GeographyType
IN	1	COUNTRY
IN	2	STATE
IN	3	DISTRICT
IN	4	CITY
IN	5	POSTAL CODE

In case you want to import the country structure for Mexico, your input CSV file would look like this:

CountryCode	LevelNumber	GeographyType
MX	1	COUNTRY
MX	2	STATE
MX	3	MUNICIPALITY
MX	4	LOCALITY
MX	5	POSTAL CODE

In this example, we are importing the Country Structure for US. You must create a source file (CSV) file with the attributes as shown in this table and import it using Import Management.

Attribute Name	Value	Description
CountryCode	US	The code for the country for which the country structure is applicable.

Attribute Name	Value	Description
LevelNumber	1	The level number of the geography in the hierarchy. For example, Country is at Level 1 (Top level) and State (California) is at Level 2. You need these to create parent-child relationships between geography types for your country.
GeographyType	COUNTRY	Geopolitical divisions such as Country, State, City, and so on. For example, for US the different geography types would be State, County, City, and Postal Code. For India, the different geography types would be State, District, City, and Postal Code. For Mexico, it would be State, Municipality, Locality, and Postal Code.

Create an import activity to import the information. To create an import activity:

1. Go to **Navigator** > **Tools** > **Import Management** > **Import Queue**.
2. Click **Create Import Activity** in the **Manage Imports** page.
3. In the **Enter Import Options** page, provide a name for the import activity, and select **Country Structure** from the Object drop-down list.

   > **Note:** In the **Advanced Options** section, the option **Enable High-Volume Import** is selected by default. This mode is designed to import millions of records at once.

4. Select the CSV file in the **File Name** field, and click **Next**.
5. The source and target attributes are automatically mapped in the **Map Fields** page. Review and edit the mappings if required.
6. Check the file for unmapped columns or data format issues by clicking **Validate Data**. Click **Next**.
7. Review the import details on the **Review and Submit** page, and click **Submit**.

How You Import and Export Territory Geography Zones

Territory geography zones are geographical boundaries that you can set up to replicate your organization's regions, such as a Pacific Northwest sales region.

You can set up territory geography zones in one application instance, and then after the territory geography zones are defined you can export the territory zones and import them into another application instance.

To define your territory geography zones and then import your territory zones into another application instance, you must complete the following steps:

1. Import the master reference geography data into the application.
2. Define your territory geography zones using the Manage Territory Geographies task.
3. Export the territory geography zones.
4. Import the territory geography zones into another application instance.

Import the Master Reference Geography Data

Firstly, you must import the master reference geography data. Master reference geography data includes geography elements, such as country, state, and city, and is required for any geographical information that you store in the

application, such as address information used in customer and sales records. For more information, see the topic Geography Hierarchy. Master reference geography data can be imported into the application using the Import Management.

Define Your Territory Geography Zones

After the master reference geography data has been imported, you can then create your territory geography zones in the application using the Manage Territory Geographies task in Setup and Maintenance. For more information, see the *Manage Territory Geographies* topic.

Export the Territory Geography Zones

After you have completed importing the master reference geography data and defining your territory geography zone tasks, you can create a configuration package to export the territory zone data.

Import the Territory Geography Zones

After you have downloaded your configuration package for your territory geography zone setup, you can import the territory zones into another application instance.

> **Note:** Ensure that you import your master reference geography data into the new application instance before you import the configuration package.

Related Topics

- Geography Hierarchy

How do I manage Geography Structures, Hierarchies, and Validation?

You can add geography structure by first defining the geography types using the Manage Geographies task. You can then create geography hierarchy and geography validations also using the Manage Geographies task.

This example shows how you can configure the geography structure, geography types within the structure, geography hierarchy, and geography validation for a country geography, using the United Kingdom country geography as an illustration.

The following table summarizes the key decisions for this scenario.

Decisions to Consider	In This Example
Copy an existing country structure?	No, create a new country structure.
What is the structure of the geography types?	Create geography types with the following ranking structure: 1. County 2. Post Town
What is the geography hierarchy?	Create the following hierarchy:

Decisions to Consider	In This Example
	1. Country of United Kingdom 2. County of Berkshire 3. Post Town of Reading
Which address style format will you use when mapping geography validations?	The default address style format called the No Styles Format.
Are you using Oracle Fusion Tax for tax purposes?	No, don't select Tax Validation for the geography types.

Define the Geography Structure

You can add the County and Post Town geography types to the United Kingdom geography structure.

1. As a setup user, enter GB in the **Code** field on the Manage Geographies UI page and click **Search**.
2. On the Manage Geographies page, click **Structure Defined**.
3. On the Manage Geography Structure page, click the **Create** button next to the **Copy Country Structure From** field.
4. In the Geography Structure section, select the County list item in the **Add Geography Type** field.
5. Click **Add**.
6. Select the Post Town list item in the **Create and Add Geography Type** field.
7. Click **Add**.
8. Click **Save and Close**.

> **Note:** You can't modify or delete a geography type.

Define the Geography Hierarchy

You can add the geographies for the County and Post Town geography types using the geography hierarchy user interfaces to create the geography hierarchy for United Kingdom. You can also use Import Management to import geography hierarchies using a CSV or XML file.

1. As a setup user, enter GB in the **Code** field on the Manage Geographies UI page and click **Search**.
2. On the Manage Geographies page, click **Hierarchy Defined**.

> **Note:** If there are many child geographies for the selected parent geography, a message asking you to refine the search criteria is displayed. The child geographies are displayed after you refine the search criteria. If there are many search results, you may have to further refine the search criteria. The maximum number of child geographies that can be displayed is controlled by the ORA_HZ_GEO_HIERARCHY_LIMIT profile option. You can change the value of this profile option by navigating to the Setup and Maintenance work area, click the Tasks menu, and search for Manage Administrative Profile Values task. Search for the ORA_HZ_GEO_HIERARCHY_LIMIT profile option and change the value.

3. In the Geography Hierarchy section, click United Kingdom to highlight the table row, and click **Create**.
4. In the **Create County** page, Primary and Alternate Names section, enter Berkshire in the **Name** field.
5. Click **Save and Close**.
6. In the Geography Hierarchy section, click Berkshire to highlight the table row, and click **Create**.
7. In the **Create Post Town** page, Primary and Alternate Names section, enter Reading in the **Name** field.
8. Click Save and Close.

Define the Geography Validations

You can define the geography mapping and validation for the United Kingdom default address style format to specify the geography validations for the geography types you added to United Kingdom. You can then map the geography types to attributes, enable the geography types for Lists of Values and Geography Validation, and set the geography validation level.

1. As a setup user, click **Validation Defined** on the Manage Geographies UI page.
2. In the Address Style section, click **No Styles Format** to highlight the table row.
3. For the County geography type, click the **County** list item in the **Map to Attribute** field.
4. Select the **Enable List of Values** and **Geography Validation** options.
5. For the Post Town geography type, click the **City** list item in the **Map to Attribute** field.
6. Select the **Geography Validation** option.
7. In the Geography Validation Control section, select **Error** in the **Geography Validation Level for Country** list.
8. Click **Save and Close**.

FAQs for Define Geographies

When do I define address cleansing?

When address data entered into the application must conform to a particular format, to achieve consistency in the representation of addresses. For example, making sure that the incoming data is stored following the correct postal address format.

Why can't I update a geography structure by copying an existing country structure?

You can only update a geography structure by adding existing geography types, or by creating new geography types and then adding them to the geography structure.

You can only copy an existing country structure when you're defining a new country structure.

Why can't I delete a level of the country geography structure?

If a geography exists for a country geography structure level then you can't delete the level.

For example, if a state geography has been created for the United States country geography structure, then the State level can't be deleted in the country geography structure.

How do I add a geography to the geography hierarchy?

You can add a new geography to the geography hierarchy. The new geography can be added under any level of the hierarchy for an existing geography type in the country geography structure.

For example, we can add a new postal code 94065 under United State, California, San Mateo, Redwood City.

1. As a setup user, click **Navigator** > **My Enterprise** > **Setup and Maintenance** work area.
2. Click the Tasks menu and click Search. Search for **Manage Geographies**.
3. On the Manage Geographies page, enter US in the **Code** field. Click **Search**.

4. Click **Hierarchy Defined** for United States.

> **Note:** If there are many child geographies for the selected parent geography, a message asking you to refine the search criteria is displayed. The child geographies are displayed after you refine the search criteria. If there are many search results, you may have to further refine the search criteria. The maximum number of child geographies that can be displayed is controlled by the ORA_HZ_GEO_HIERARCHY_LIMIT profile option. You can change the value of this profile option by navigating to the Setup and Maintenance work area, click the Tasks menu, and search for Manage Administrative Profile Values task. Search for the ORA_HZ_GEO_HIERARCHY_LIMIT profile option and change the value.

5. Search using State as the Geography Type and CA as the Code.
6. Drill down to San Mateo and select Redwood City.
7. Click **Actions** > **Create**.
8. Type 94065 for Name in the **Primary Name and Alternative Names** section.
9. Click **Save and Close**.
10. Click **Save and Close**.
11. Click **Done**.

How do I edit a specific geography in the geography hierarchy?

You can edit the following details of a geography hierarchy using the Manage Geography Hierarchy page:

- geography's date range
- primary and alternate names
- primary and alternate codes
- creating geographies within the hierarchy such as adding a postal code for a city.

1. As a setup user, click **Navigator** > **My Enterprise** > **Setup and Maintenance** work area.
2. Click the Tasks menu and click Search. Search for **Manage Geographies**.
3. On the Manage Geographies page, enter US in the **Code** field. Click **Search**.
4. Click **Hierarchy Defined** for United States.

> **Note:** If there are many child geographies for the selected parent geography, a message asking you to refine the search criteria is displayed. The child geographies are displayed after you refine the search criteria. If there are many search results, you may have to further refine the search criteria. The maximum number of child geographies that can be displayed is controlled by the ORA_HZ_GEO_HIERARCHY_LIMIT profile option. You can change the value of this profile option by navigating to the Setup and Maintenance work area, click the Tasks menu, and search for Manage Administrative Profile Values task. Search for the ORA_HZ_GEO_HIERARCHY_LIMIT profile option and change the value.

5. Search using State as the Geography Type and CA as the Code.
6. Select CA and click **Actions** > **Edit**.
7. (Optional) Select the row that you want to specify as the primary name under the **Primary and Alternative Names** section and click **Actions** > **Set Primary**.
8. (Optional) Select the row that you want to specify as the primary code under the **Primary and Alternative Codes** section and click **Actions** > **Set Primary**.
9. Click **Save and Close**.
10. Click **Save and Close**.
11. Click **Done**.

How can I add a geography that's at a lower level to any geography in a geography hierarchy?

Select the geography that you want to create a geography at lower level, and then click the **Create** icon. This lets you create a geography for a geography type that's one level lower to the geography type you selected. The structure of the country's geography types are defined in the Manage Geography Structure page.

Why is Import Geography Data Disabled in Manage Geographies?

Import Geography Data is disabled for a country if the geography data for that country isn't available from Loqate or if the geography structure or hierarchy is already defined for that country.

The existing master geography hierarchy can be from Loqate or non-Loqate geography data providers. For example, Pakistan isn't supported currently in the supported list of 82 countries. If you try to import geography data for Pakistan after defining geography structure or geography hierarchy for it, Pakistan would be grayed out in the import list.

Note: If the hierarchy is defined, delete the geography hierarchy data first and then the geography structure.

FAQs for GBG | Loqate Support

How to Import Nokia Geography Data

We recommend that you use Loqate geography data. However, if you need to use Nokia data for one or more countries for business reasons you can do so.

By default, Import Geography Data task invokes Loqate geography data.

Note: Oracle doesn't support any Nokia geography data fixes.

Perform these steps to import Nokia geography data:

1. Set the profile value of the ORA_HZ_ENABLE_DAAS_LOQATE profile option to No in the Setup and Maintenance work area by going to the following:
    - Offering: Sales
    - Functional Area: Sales Foundation
    - Task: Manage Administrator Profile Values

2. Import the Nokia geography data for a country as follows:
    a. Navigate to the Manage Geographies task in the Setup and Maintenance work area by going to the following:
        - Offering: Sales
        - Functional Area: Sales Foundation
        - Task: Manage Geographies
    b. On the Actions menu, Click Import Geography Data for a country.

> **Note:** The Import Geography Data action is disabled for a country if the geography data for that country isn't available from Loqate or if the country data is already imported using either Loqate, Nokia, or any third party geography data.

After the geography data is loaded, the data provider name (Loqate or Nokia) is displayed in the Hierarchy Defined section in Manage Geographies.

How many countries does Loqate support? How do I get support for any additional country?

Loqate supports 82 countries. Any additional country support beyond the 82 must be logged as an enhancement request.

To log the enhancement request, go to *Idea Lab*.

Related Topics

- How to submit an enhancement request on Idea Lab

Will I be charged for Loqate data?

There's no charge or licensing requirement for Loqate geography data.

I am an existing customer, how will I be impacted? Can I import both Loqate and Nokia geography data?

No. You can import either Loqate or Nokia geography data, but you can't import from both providers for a single country. We recommend that you use Loqate geography data because Loqate supports 82 countries including existing 62 Nokia supported countries.

If you're already using Nokia geography data, you can select one of these two options:

- Option 1: You need not do anything and continue to use Nokia geography data. Oracle doesn't support any Nokia geography data fixes.
- Option 2: You can replace Nokia geography data with Loqate geography data. This is a manual process today. You must follow manual steps and work closely with the support team to import new Loqate geography data. For more information about this process, see Replace Existing Master Geography Data with Revised Oracle-Licensed Geography Data section in this chapter.

How frequent are updates to Oracle licensed geography reference data available?

The geography reference data is updated on a quarterly basis but the update of the latest geography reference data refresh isn't automated. You will be informed about the geography reference data refresh using release readiness documents.

How is geography data updated? Are updates available for all countries at the same time?

When you import the geography data for a country for the first time you would get the latest Loqate geography data. But if your Loqate geography data is more than three months old, you have to uptake the latest Loqate geography data by following the steps in the Replace Existing Master Geography Data with Revised Oracle-Licensed Geography Data topic.

Related Topics

- How do I replace the existing master geography data with revised Oracle-Licensed geography data?

Can I import Vertex or other third-party geography data in Manage Geographies?

Yes, you can continue to import geography data of your choice. Oracle provides support for Loqate geography data out of the box.

Can I import geography data for multiple countries in one import job?

No. You can submit only one import job for a country. After submitting the import job, you can search for a different country and submit another import job for that country. Currently, you can only search and import Loqate data for one country at a time using the Manage Geographies task in Setup and Maintenance menu.

Legal Jurisdictions and Authorities

Overview of Legal Jurisdiction and Authorities

You are required to register your legal entities with legal authorities in the jurisdictions where you conduct business. Register your legal entities as required by local business requirements or other relevant laws.

For example, register your legal entities for tax reporting to report sales taxes or value added taxes.

Define jurisdictions and related legal authorities to support multiple legal entity registrations, which are used by Oracle Fusion Tax and Oracle Fusion Payroll. When you create a legal entity, the Oracle Fusion Legal Entity Configurator automatically creates one legal reporting unit for that legal entity with a registration.

Jurisdictions

Jurisdiction is a physical territory such as a group of countries, country, state, county, or parish where a particular piece of legislation applies.

French Labor Law, Singapore Transactions Tax Law, and US Income Tax Laws are examples of particular legislation that apply to legal entities operating in different countries' jurisdictions. Judicial authority may be exercised within a jurisdiction.

Types of jurisdictions are:

- Identifying Jurisdiction
- Income Tax Jurisdiction
- Transaction Tax Jurisdiction

Identifying Jurisdiction

For each legal entity, select an identifying jurisdiction. An identifying jurisdiction is your first jurisdiction you must register with to be allowed to do business in a country. If there's more than one jurisdiction that a legal entity must register with to commence business, select one as the identifying jurisdiction. Typically the identifying jurisdiction is the one you use to uniquely identify your legal entity.

Income tax jurisdictions and transaction tax jurisdictions don't represent the same jurisdiction. Although in some countries, the two jurisdictions are defined at the same geopolitical level, such as a country, and share the same legal authority, they're two distinct jurisdictions.

Income Tax Jurisdiction

Create income tax jurisdictions to properly report and remit income taxes to the legal authority. Income tax jurisdictions by law impose taxes on your financial income generated by all your entities within their jurisdiction. Income tax is a key source of funding that the government uses to fund its activities and serve the public.

Transaction Tax Jurisdiction

Create transaction tax jurisdictions through Oracle Tax in a separate business flow, because of the specific needs and complexities of various taxes. Tax jurisdictions and their respective rates are provided by suppliers and require periodic maintenance. Use transaction tax jurisdiction for legal reporting of sales and value added taxes.

Legal Authorities

A legal authority is a government or legal body that's charged with powers to make laws, levy and collect fees and taxes, and remit financial appropriations for a given jurisdiction.

For example, the Internal Revenue Service is the authority for enforcing income tax laws in United States. In some countries, such as India and Brazil, you're required to print legal authority information on your tax reports. Legal authorities are defined in the Oracle Legal Entity Configurator. Tax authorities are a subset of legal authorities and are defined using the same setup flow.

Legal authorities aren't mandatory in Oracle Fusion Cloud Human Capital Management (HCM), but are recommended and are generally referenced on statutory reports.

Create Legal Jurisdictions, Addresses and Authorities

Define legal jurisdictions and related legal authorities to support multiple legal entity registrations, which are used by Oracle Fusion Tax and Oracle Fusion Payroll.

Legal Jurisdictions

Create a legal jurisdiction by following these steps:

1. In the Setup and Maintenance work area, go to the **Manage Legal Jurisdictions** task.
2. Select **Create**.
3. Enter a unique **Name**, United States Income Tax.
4. Select a **Territory**, United States.
5. Select a **Legislative Category**, Income tax.
6. Select **Identifying**, Yes. Identifying indicates the first jurisdiction a legal entity must register with to do business in a country.
7. Enter a **Start Date** if desired. You can also add an **End Date** to indicate a date that the jurisdiction may no longer be used.
8. Select a **Legal Entity Registration Code**, EIN or TIN.
9. Select a **Legal Reporting Unit Registration Code**, Legal Reporting Unit Registration Number.
10. Optionally enter one or more **Legal Functions**.
11. **Save and Close**.

Legal Addresses for Legal Entities and Reporting Units

Create a legal address for legal entities and reporting units by following these steps:

1. In the Setup and Maintenance work area, go to the **Manage Legal Address** task.
2. Select **Create**.
3. Select **Country**.
4. Enter **Address Line 1**, Oracle Parkway.
5. Optionally enter **Address Line 2**, and **Address Line 3**.
6. Enter or Select the postal code, 94065.
7. Select **Geography** 94065 and **Parent Geography** Redwood Shores, San Mateo, CA.
8. Optionally enter a **Time Zone**, US Pacific Time.
9. **OK**.
10. **Save and Close**.

Legal Authorities

Create a legal authority by following these steps:

1. In the Setup and Maintenance work area, go to the **Manage Legal Authorities** task.
2. Enter the **Name**, California Franchise Tax Board.
3. Enter the **Tax Authority Type**, Reporting.

> **Note:** Create an address for the legal authority.

4. Select **Create**.
5. The **Site Number** is automatically assigned.
6. Optionally enter a **Mail Stop**.
7. Select **Country**, United States
8. Enter **Address Line 1**, 121 Spear Street, Suite 400.
9. Optionally enter **Address Line 2**, and **Address Line 3**.
10. Enter or Select the postal code, 94105.
11. Select **Geography** 94105 and **Parent Geography** San Francisco, San Francisco, CA.
12. **OK**.
13. Optionally enter a **Time Zone**, US Pacific Time.
14. Optionally click the **One-Time Address** check box.
15. The **From Date** displays today's date. Update if necessary.
16. Optionally enter a **To Date** to indicate the last day the address can be used.

    Note: You can optionally enter **Address Purpose** details.

17. Select **Add Row**.
18. Select **Purpose**.
19. The **Purpose from Date** will default to today's date.
20. Optionally enter a **Purpose to Date**.
21. **OK**.
22. **Save and Close**.

Related Topics

- Legal Authorities
- Overview of Legal Jurisdiction and Authorities
- How do I update existing setup data?

Create Legal Entities, Registrations, and Reporting Units

Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, and income, pay transaction taxes, or perform intercompany trading.

Legal Entity

Create a legal entity by following these steps:

1. In the Setup and Maintenance work area, go to the **Manage Legal Entity** task.
2. Accept the default **Country**, United States.
3. Enter **Name**, InFusion USA West.
4. Enter **Legal Entity Identifier**, US0033.
5. Optionally enter **Start Date**. When the start date is blank the legal entity is effective from the creation date.
6. Optionally enter an **End Date**.
7. Optionally, if your legal entity should be registered to report payroll tax and social insurance, select the **Payroll statutory unit** check box.
8. Optionally, if your legal entity has employees, select the **Legal employer** check box.
9. Optionally, if this legal entity isn't a payroll statutory unit, select an existing payroll statutory unit to report payroll tax and social instance on behalf of this legal entity.
10. Enter the **Registration Information**

11. Accept the default **Identifying Jurisdiction**, United States Income Tax.
12. Search for and select a **Legal Address**, 500 Oracle Parkway, Redwood Shores, CA 94065.
    The legal address must have been entered previously using the **Manage Legal Address** task.
13. **OK**.
14. Optionally enter a **Place of Registration**.
15. Enter the **EIN or TIN**.
16. Enter the **Legal Reporting Unit Registration Number**.
17. **Save and Close**.
18. In the Setup and Maintenance work area, go to the **Manage Legal Entity** page and **Select** to set scope.
19. Select the **Manage Legal Entity**.
20. In the ***Legal Entity** list, select **Select and Add**.
21. Click **Apply and Go to Task**.
22. Select your legal entity.
23. **Save and Close**.
    This sets the scope for your task list to the selected legal entity.
24. Save and Close.

Legal Entity Registrations

A legal entity registration with the same name as that of the legal entity is created by default. To verify this, locate the **Manage Legal Entity Registrations** task and then select **Go to Task**. To create another registration for the legal entity follow these steps:

1. In the Setup and Maintenance work area, go to the **Manage Legal Entity Registrations** task. Verify that the **Legal Entity** scope value is set correctly.
2. **Go to Task**.
3. Select **Create**.
4. Enter **Jurisdiction**.
5. Enter **Registered Address**.
6. Enter **Registered Name**.
7. Optionally enter **Alternate Name**, **Registration Number**, **Place of Registration**, **Issuing Legal Authority**, and **Issuing Legal Authority Address**, **Start Date**, and **End Date**.
8. **Save and Close**.

Legal Reporting Unit

When a legal entity is created, a legal reporting unit with the same name as that of the entity is also automatically created. To create more legal reporting units or modify the settings follow these steps:

1. In the Setup and Maintenance work area, go to the **Manage Legal Reporting Unit** task. Verify that the **Legal Entity** scope value is set correctly.
2. **Go to Task**
3. Select **Create**.
4. Enter **Territory**, United States.
5. Enter **Name**.
6. Optionally enter a **Start Date**.
7. Enter **Registration Information**.
8. Search for and select **Jurisdiction**.
9. Enter **Main Legal Reporting Unit** information.
10. Select the value Yes or No for the **Main Legal Reporting Unit**. Set value to yes only if you're creating a new main (primary) legal reporting unit.
11. Enter the **Main Effective Start Date**, 1/1/11.

12. **Save and Close**.

Related Topics

- Overview
- Plan Legal Reporting Units
- Model Legal Entities
- How do I update existing setup data?

Legal Entity

Overview

A legal entity is a recognized party with rights and responsibilities given by legislation.

Legal entities have the following rights and responsibilities to:

- Own property
- Trade
- Repay debt
- Account for themselves to regulators, taxation authorities, and owners according to rules specified in the relevant legislation

Their rights and responsibilities may be enforced through the judicial system. Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, expenses and income, pay transaction taxes, or perform intercompany trading.

A legal entity has responsibility for elements of your enterprise for the following reasons:

- Facilitating local compliance
- Minimizing the enterprise's tax liability
- Preparing for acquisitions or disposals of parts of the enterprise
- Isolating one area of the business from risks in another area. For example, your enterprise develops property and also leases properties. You could operate the property development business as a separate legal entity to limit risk to your leasing business.

The Role of Your Legal Entities

In configuring your enterprise structure in Oracle Fusion Cloud Applications, the contracting party on any transaction is always the legal entity. Individual legal entities:

- Own the assets of the enterprise
- Record sales and pay taxes on those sales
- Make purchases and incur expenses
- Perform other transactions

Legal entities must comply with the regulations of jurisdictions, in which they register. Europe now allows for companies to register in one member country and do business in all member countries, and the US allows for companies to register

in one state and do business in all states. To support local reporting requirements, legal reporting units are created and registered.

You are required to publish specific and periodic disclosures of your legal entities' operations based on different jurisdictions' requirements. Certain annual or more frequent accounting reports are referred to as statutory or external reporting. These reports must be filed with specified national and regulatory authorities. For example, in the United States (US), your publicly owned entities (corporations) are required to file quarterly and annual reports, as well as other periodic reports, with the Securities and Exchange Commission (SEC), which enforces statutory reporting requirements for public corporations.

Individual entities privately held or held by public companies don't have to file separately. In other countries, your individual entities do have to file in their own name, as well as at the public group level. Disclosure requirements are diverse. For example, your local entities may have to file locally to comply with local regulations in a local currency, as well as being included in your enterprise's reporting requirements in different currency.

A legal entity can represent all or part of your enterprise's management framework. For example, if you operate in a large country such as the United Kingdom or Germany, you might incorporate each division in the country as a separate legal entity. In a smaller country, for example Austria, you might use a single legal entity to host all of your business operations across divisions.

Manage Legal Entity HCM Information

Examples of HCM Organization Models

You can use any of these HCM organization models.

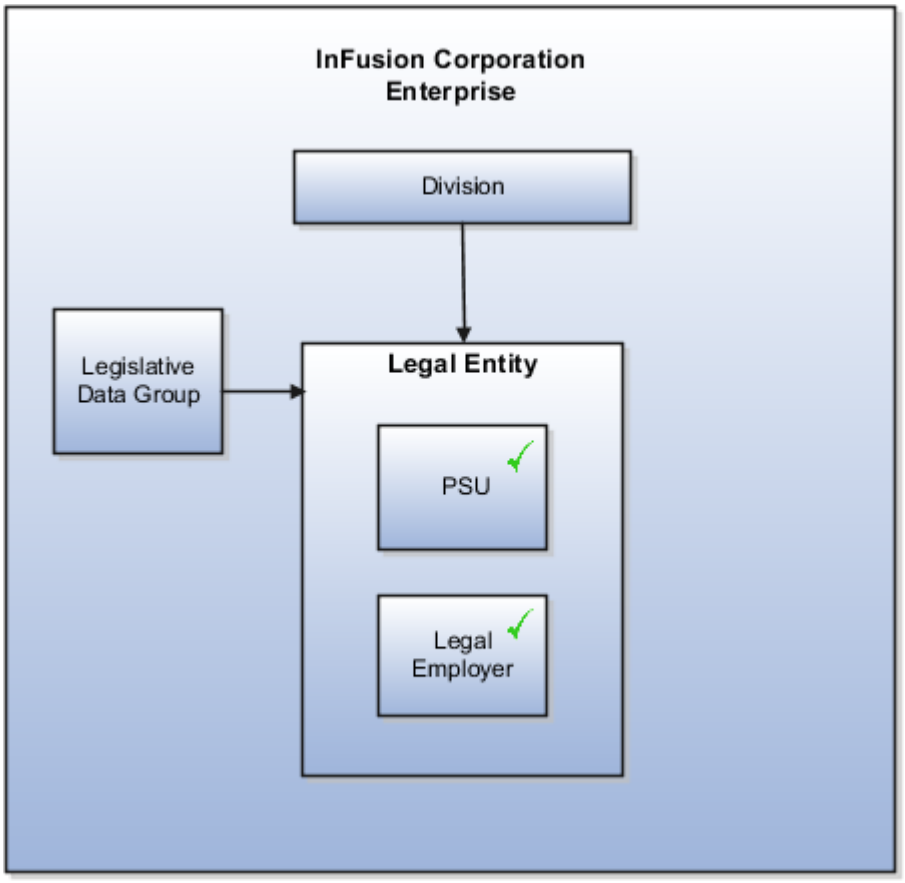
- Simple Configuration
- Multiple Legal Employers and Tax Reporting Units
- One Payroll Statutory Unit and Two Tax Reporting Units
- One Payroll Statutory Unit with Several Tax Reporting Units
- Multiple Payroll Statutory Units with Several Tax Reporting Units

These models include a legislative data group (LDG) that isn't an organization classification and show how you can partition payroll data by associating them with a payroll statutory unit

Simple Configuration

This is an example of a simple configuration without any tax reporting units. The enterprise has only one legal entity, which is both a payroll statutory unit and a legal employer, and shares the same boundaries. In this type reporting can be done only at a single level. Countries such as Saudi Arabia and the United Arab Emirates (UAE) might use this type of model, as these countries report at the legal entity level.

This figure illustrates a simple configuration where the enterprise has only one legal entity, which is both a payroll statutory unit and a legal employer.



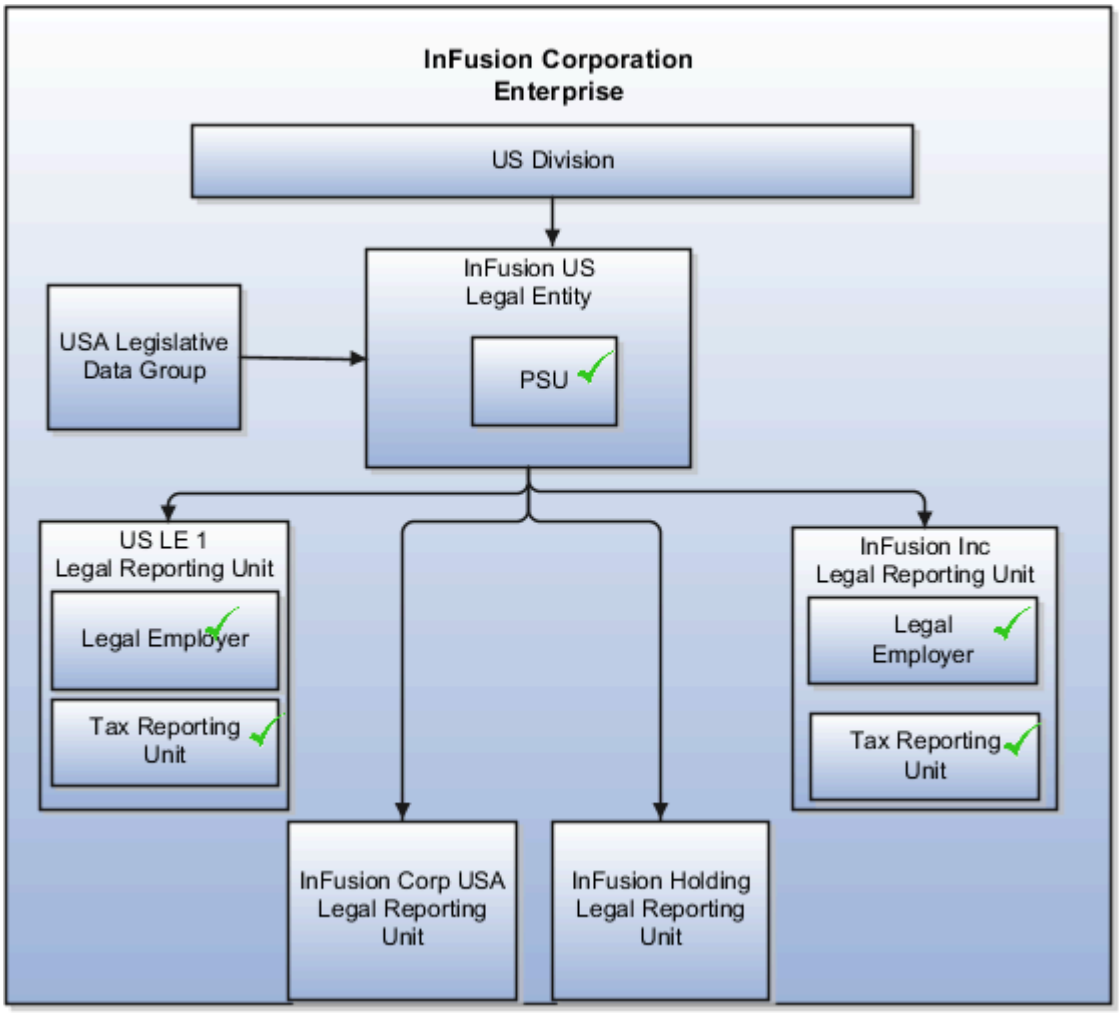
Multiple Legal Employers and Tax Reporting Units

In this configuration, you define one legal entity, InFusion US as a payroll statutory unit with two separate legal entities, which are also legal employers. This model shows multiple legal employers that are associated with a single payroll statutory unit. Tax reporting units are always associated with a specific legal employer (or employers) through the payroll statutory unit.

The implication is that payroll statutory reporting boundaries vary from human resources (HR) management, and you can categorize the balances separately as either a payroll statutory unit, legal employer, or a tax reporting unit.

This configuration is based on tax filing requirements, as some tax-related payments and reports are associated with a higher level than employers. An example of a country that might use this model is the US

This figure illustrates an enterprise that has one payroll statutory unit and multiple legal employers and tax reporting units.

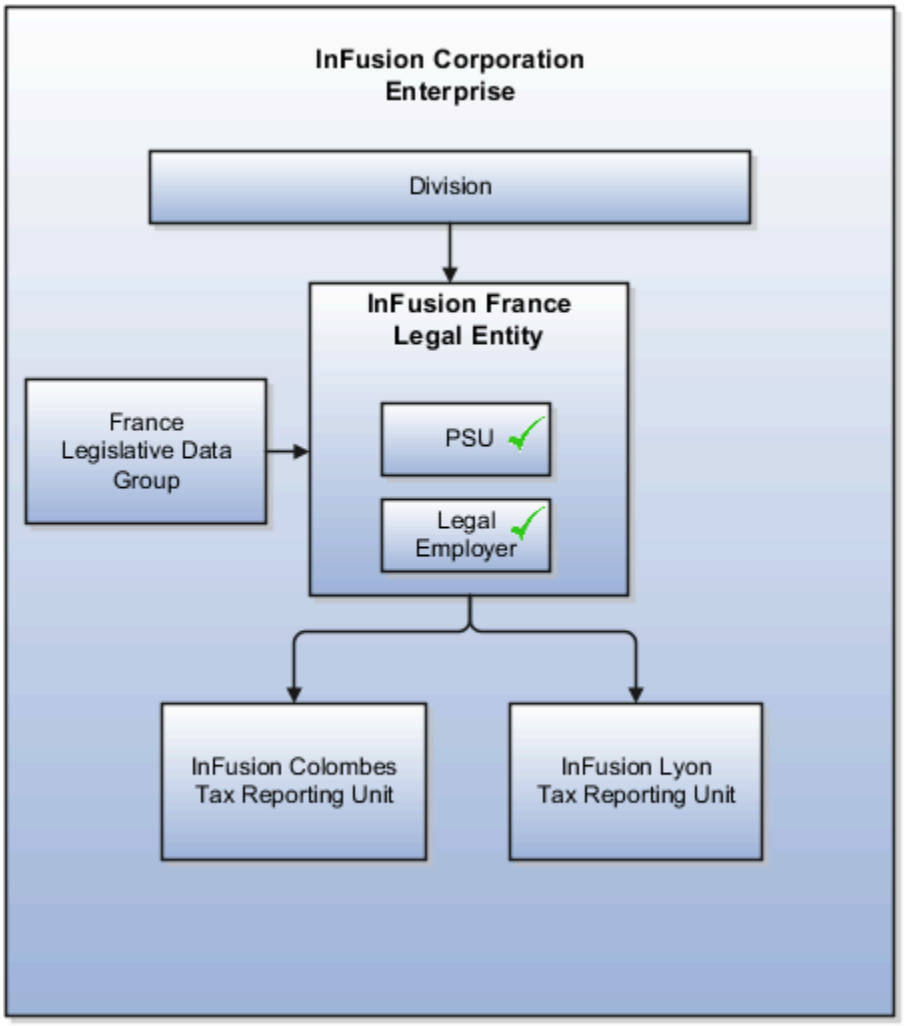


One Payroll Statutory Unit and Two Tax Reporting Units

This model makes no distinction between a legal employer and a payroll statutory unit. You define tax reporting units as subsidiaries to the legal entity.

In this enterprise, legal entity is the highest level of aggregation for payroll calculations and reporting. Statutory reporting boundaries are the same for both payroll and HR management. An example of a country that might use this model is France.

This figure illustrates an example of an organization with one legal entity. The legal entity is both a legal employer and a payroll statutory unit and that has two tax reporting units.

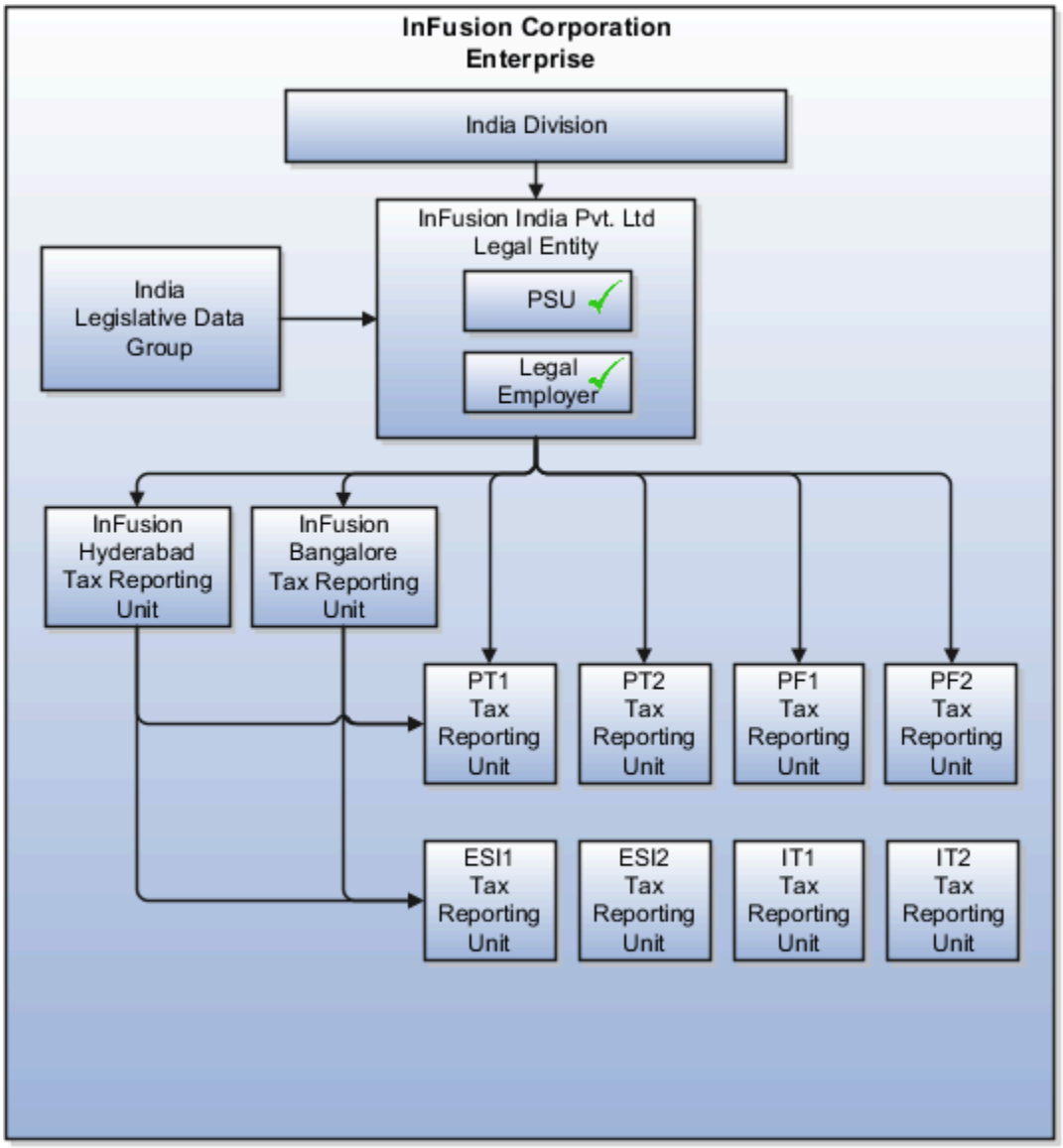


One Payroll Statutory Unit with Several Tax Reporting Units

In this model, the enterprise has one legal entity. Legal employers and tax reporting units are independent from each other within a payroll statutory unit, because there is no relationship from a legal perspective. Therefore, you can report separately on both entities

Using this model, you can't report on tax reporting unit balances within a legal employer, and categorize balances by either or both organizations, as required. An example of a country that might use this model is India.

This figure illustrates an enterprise with one legal entity that's a payroll statutory unit and a legal employer. The tax reporting units are independent from the legal employer.

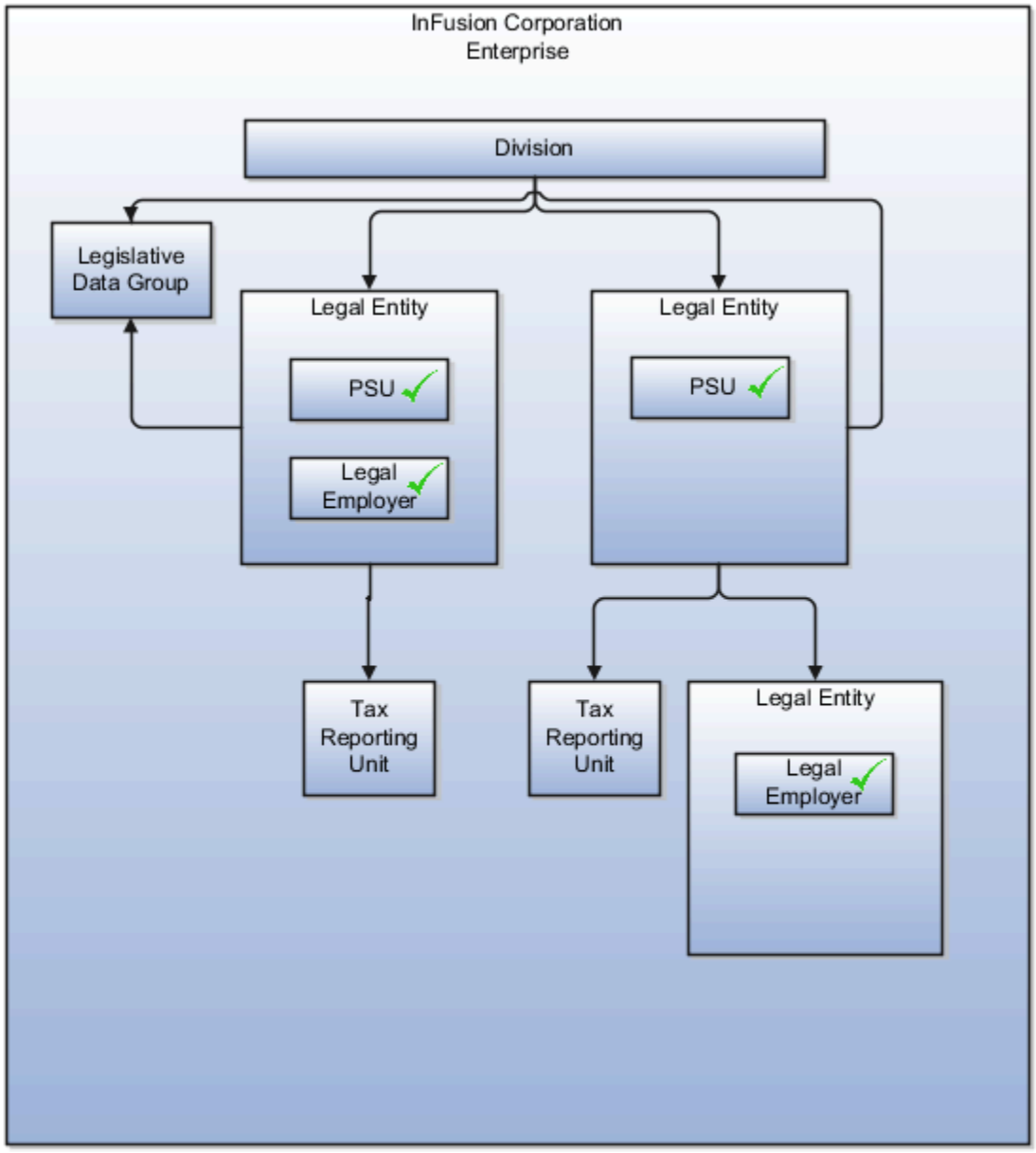


Multiple Payroll Statutory Units with Several Tax Reporting Units

In this model, the enterprise has two legal entities. The legal employers and tax reporting units are independent from each other within a payroll statutory unit, because there is no relationship from a legal perspective. Therefore, you can report separately on both entities.

Using this model, you can't report on tax reporting unit balances within a legal employer, and categorize balances by either or both organizations, as required. An example of a country that might use this model is the United Kingdom (UK).

This figure illustrates an enterprise with two legal entities, and legal employers and tax reporting units are independent



from each other.

Related Topics

- How Legal Employers Work with Payroll Statutory Units and Tax Reporting Units
- Overview
- Legislative Data Groups

How Legal Employers Work with Payroll Statutory Units and Tax Reporting Units

You can designate legal entities as legal employers and payroll statutory units, which makes them available for use in Oracle Fusion Human Capital Management (HCM).

You can have only one legal entity that's also a payroll statutory unit and legal employer, or multiple legal entities, payroll statutory units and legal employers. Payroll statutory units and tax reporting units share a parent child relationship with the payroll statutory unit being a parent of a tax reporting unit

Legal Employers and Payroll Statutory Units

You can designate payroll statutory units to group legal employers to do statutory calculations at a higher level. For example, you can use payroll statutory units for court orders, or to calculate the United Kingdom (UK) statutory sick pay. A legal employer can exist independently of an enterprise or be a part of a payroll statutory unit. There can be many legal employers belonging to a payroll statutory unit, but a legal employer can belong only to one payroll statutory unit.

Legal Employers and Tax Reporting Units

Tax reporting units are indirectly associated with a legal employer through the payroll statutory unit. One or more tax reporting units can be used by a single legal employer, and a tax reporting unit can be used by one or more legal employers.

For example, if a single tax reporting unit is linked to a payroll statutory unit and two legal employers are associated with this payroll statutory unit, then both legal employers are associated with the tax reporting unit. Use the Manage Legal Reporting Unit HCM Information task to designate an existing legal reporting unit as a tax reporting unit. You need to select a parent payroll statutory unit when you create a legal reporting unit belonging to a legal employer (that isn't a payroll statutory unit as well). Next, you need to designate the legal reporting unit as a tax reporting unit and select the legal employer.

Related Topics

- Examples of HCM Organization Models
- Overview
- What's a legal employer?
- What's a payroll statutory unit?
- What's a tax reporting unit?

FAQs for Manage Legal Entity HCM Information

What's a legal employer?

A legal employer is a legal entity that employs workers. You define a legal entity as a legal employer in the Oracle Fusion Legal Entity Configurator.

The legal employer is captured at the work relationship level, and all assignments within that relationship are automatically with that legal employer. Legal employer information for worker assignments is also used for reporting purposes.

What's a payroll statutory unit?

Payroll statutory units are legal entities that are responsible for paying workers, including the payment of payroll tax and social insurance.

A payroll statutory unit can pay and report on payroll tax and social insurance on behalf of one or many legal entities, depending on the structure of your enterprise. For example, if you're a multinational, multiple company enterprise, then you register a payroll statutory unit in each country where you employ and pay people. You can optionally register a consolidated payroll statutory unit to pay and report on workers across multiple legal employers within the same country. You associate a legislative data group with a payroll statutory unit to provide the correct payroll information for workers.

Manage Legal Entity Tax Profile

Party Tax Profiles

A tax profile is the body of information that relates to a party's transaction tax activities. A tax profile can include main and default information, tax registration, tax exemptions, party fiscal classifications, tax reporting codes, configuration options, and service subscriptions.

Set up tax profiles for the following parties involved in your transactions:

- First parties
- Third parties
- Tax authorities

First Parties

Set up tax profiles for your first-party legal entities, legal reporting units, and business units.

First-party legal entities identify your organization to the relevant legal authorities, for example, a national or international headquarters. Legal entities let you model your external relationships to legal authorities more accurately. The relationships between first-party legal entities and the relevant tax authorities normally control the setup of the transaction taxes required by your business. In most circumstances, the tax setup is used and maintained based on the configuration of the legal entity. Enter the default information, party fiscal classifications, tax reporting codes, and configuration options for your legal entities. You can also specify if you're using the tax services of an external service provider for tax calculation.

First-party legal reporting units identify each office, service center, warehouse, and any other location within the organization with a tax requirement. A legal reporting unit tax profile is automatically created for the headquarter legal entity. Set up additional legal reporting unit tax profiles for those needed for tax purposes. For legal reporting units, enter the default information, tax registrations, party fiscal classifications, and tax reporting codes. Also, define tax reporting details for your VAT and global tax reporting needs for tax registrations of tax regimes that allow this setup.

Business units organize your company data according to your internal accounting, financial monitoring, and reporting requirements. To help you manage the tax needs of your business units, you can use the business unit tax profile in either of two ways:

- Indicate that business unit tax setup is used and maintained based on the configuration of the associated legal entity at transaction time. The tax setup of the associated legal entity setup is either specific to the legal entity or shared across legal entities using the Global Configuration Owner setup.
- Indicate that tax setup is used and maintained by a specific business unit. Create configuration options for the business unit to indicate that the subscribed tax content is used for the transactions created for the business unit.

For business units that maintain their own setup, enter the default information, tax reporting codes, configuration options, and service providers as required.

Third Parties

Set up third-party tax profiles for parties with the usage of customer, supplier, and their sites. Enter the default information, tax registrations, party fiscal classifications, and reporting codes required for your third parties or third-party sites. You can set up tax exemptions for your customers and customer sites.

Banks are also considered third parties. When a bank is created, the tax registration number specified on the bank record is added to the party tax profile record in Oracle Fusion Tax. You can't modify the party tax profile for a bank as it's view only. You can only modify the bank record.

> **Note:** You don't need to set up party tax profiles for third parties. Taxes are still calculated on transactions for third parties that don't have tax profiles.

Tax Authorities

Set up a tax authority party tax profile using the Legal Authorities setup task. The tax authority party tax profile identifies a tax authority party as a collecting authority or a reporting authority or both. A collecting tax authority manages the administration of tax remittances. A reporting tax authority receives and processes all company transaction tax reports.

The collecting and reporting tax authorities appear in the corresponding list of values on all applicable Oracle Fusion Tax pages. All tax authorities are available in the list of values as an issuing tax authority.

Related Topics

- Considerations for Specifying First-Party Tax Profile Options
- When does a party tax profile get created for a legal entity?
- Considerations for Specifying Third-Party Tax Profile Options
- When does a party tax profile get created for a third party?

Considerations for Specifying First-Party Tax Profile Options

Set up first-party tax profiles for all legal entities, legal reporting units, and business units in your organization that have a transaction tax requirements. How you set up your first parties can impact the tax calculation on your transactions.

The first-party tax profile consists of:

- Defaults and controls: Applicable to legal entities and legal reporting units. Business units that use their own tax setup don't have defaults and controls.
- Tax registrations: Applicable to legal reporting units.
- Party fiscal classifications: Applicable to legal entities and legal reporting units.
- Tax reporting codes: Applicable to legal entities, legal reporting units, and business units who don't use the tax setup of the legal entity.
- Configuration options: Applicable to legal entities and business units who don't use the tax setup of the legal entity.
- Service subscriptions: Applicable to legal entities and business units who don't use the tax setup of the legal entity.

Defaults and Controls

The following table describes the defaults and controls available at the first-party tax profile level:

Option	Description
Set as self-assessment (reverse charge)	Automatically self-assess taxes on purchases.
Rounding Level	Perform rounding operations on the: • **Header**: Applies rounding to calculated tax amounts once for each tax rate per invoice. • **Line**: Applies rounding to the calculated tax amount on each invoice line.
Rounding Rule	The rule that defines how the rounding must be performed on a value involved in a taxable transaction. For example, up to the next highest value, down to the next lowest value, or nearest. **Note:** If you defined a rounding precedence hierarchy in the configuration owner tax option settings for the combination of configuration owner and event class, Oracle Fusion Tax considers the rounding details in the applicable tax profile.
Set Invoice Values as Tax Inclusive	This first party intends to send or receive invoices with invoice line amount inclusive of the tax amount. **Note:** This option overrides the tax inclusive handling setting at the tax level, but not at the tax rate level.

Tax Registrations

Set up a separate tax registration to represent each distinct registration requirement for a first-party legal reporting unit. Oracle Fusion Tax uses tax registrations in tax determination and tax reporting. If your first party has more than one tax registration in the same tax regime, then the application considers the tax registration in the order: tax jurisdiction; tax; tax regime.

You must enable the **Use tax reporting configuration** option on the first-party tax regime to allow entry of global tax reporting configuration details during tax registration setup for legal reporting units for these tax regimes.

Party Fiscal Classifications

If applicable, associate first-party fiscal classification codes with this party. The party fiscal classification codes you enter become part of tax determination for invoices associated with this party. Specify start and end dates to control when these fiscal classifications are applicable for this party and transaction.

For legal entities, you can view the associated legal classifications that were assigned to the tax regime defined for this first party. The legal classifications are used in the tax determination process, similar to the party fiscal classifications.

Tax Reporting Codes

Set up tax reporting types to capture additional tax information on transactions for your tax reports for your first parties. Depending on the tax reporting type code, you either enter or select a tax reporting code for this party. Specify start and end dates to control when these tax reporting codes are applicable.

Configuration Options

The legal entities and business units in your organization are each subject to specific sets of tax regulations as designated by the tax authorities where you do business. Use configuration options to associate legal entities and business units with their applicable tax regimes. You can set up tax configuration options when you create a tax regime or when you create a party tax profile. Both setup flows display and maintain the same party and tax regime definitions.

Service Subscriptions

You can use a service subscription to reference a specific transaction tax offering or offerings provided by an external tax partner. The transaction tax offering provided by an external tax partner can be related to content, calculation services, or both. Oracle Fusion Tax supports the use of transaction tax offerings provided by external tax partners for transaction tax calculation processing. Depending on the specific depth and scope of an individual tax partner's offerings, you can use either Oracle Fusion Tax or a Partner Tax Application to perform the transaction tax calculation.

Related Topics

- Tax Configuration Options
- Tax Registrations
- Considerations for Setting Tax Reporting Configuration Controls for VAT
- Party Information

FAQs for Manage Legal Entity Tax Profile

When does a party tax profile get created for a legal entity?

A legal entity party tax profile is autocreated when you create a legal entity record.

You can also use other methods to create a legal entity party tax profile. For example, it's created when a back-end process creates a legal entity, but only when you do these:

- Save a tax regime to which the legal tax entity subscribes.
- Save the configuration owner tax option that's defined for the legal entity.

You can also create one manually. Just use the Create Legal Entity Tax Profile page. You can also edit the autogenerated tax profile with relevant tax information.

Define Legal Reporting Units

Plan Legal Reporting Units

Each of your legal entities has at least one legal reporting unit. Some legal reporting units can also be referred to as establishments. You can define either domestic or foreign establishments.

Define legal reporting units by physical location, such as sales offices. For example, set up legal reporting units to represent your company and its offices for tax reporting.

Planning Legal Reporting Units

Plan and define your legal reporting units at both the local and national levels if you operate within the administrative boundaries of a jurisdiction that's more granular than country. For example, your legal entity establishes operations in a country that requires reporting of employment and sales taxes locally as well as nationally. Therefore, you need more than one legally registered location to meet this legal entity's reporting requirements in each area. Additionally, legal entities in Europe operate across national boundaries, and require you to set up legal reporting units for the purposes of local registration in each country. There can be multiple registrations associated with a legal reporting unit. However, only one identifying registration can be defined by the legal authority used for the legal entity or legal reporting unit and associated with the legal reporting unit.

Manage Chart of Accounts Structures and Structure Instances

Chart of Accounts

The chart of accounts is the underlying structure for organizing financial information and reporting.

An entity records transactions with a set of codes representing balances by type, expenses by function, and other divisional or organizational codes that are important to its business.

A well-designed chart of accounts provides the following benefits:

- Effectively manages an organization's financial business.
- Supports the audit and control of financial transactions.
- Provides flexibility for management reporting and analysis.
- Anticipates growth and maintenance needs as organizational changes occur.
- Facilitates an efficient data processing flow.
- Enables delegation of responsibility for cost control, profit attainment, and asset utilization.

- Measures performance against corporate objectives by your managers.

CAUTION: Once you begin using your chart of accounts, making changes to its 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.

The chart of accounts facilitates aggregating data from different operations, from within an operation, and from different business flows, thus enabling the organization to report using consistent definitions to their stakeholders in compliance with legislative and corporate reporting standards and aiding in management decisions.

Best practices include starting the design from external and management reporting requirements and making decisions about data storage in the general ledger, including thick versus thin general ledger concepts.

Thick Versus Thin General Ledger

Thick versus thin general ledger is standard terminology used to describe the amount of data populated and analysis performed in your general ledger. Thick and thin are the poles; most implementations are somewhere in between.

Here are some variations to consider:

- A general ledger used in conjunction with an enterprise profitability management product, which has data standardized from each operation, is a thin general ledger. Use this variation if your solution is project-based, and Oracle Fusion Project Management is implemented. More detailed reporting can be obtained from the Projects system. In the thin general ledger, business units, divisions, and individual departments aren't represented in the chart of accounts.
- A thick general ledger:
    - Has segments representing all aspects.
    - Captures every detail of your business.
    - Runs frequent posting.
    - Defines many values in each segment.

  A thick general ledger is designed to serve as a repository of management data for a certain level of management. For example, a general ledger designed to provide management data to supervise operations, such as daily sales, without invoice details.
- A primary and secondary ledger, with one thick general ledger and the other a thin general ledger, provides dual representation to meet reporting requirements.

Thin General Ledger

With a thin general ledger, you use the general ledger for internal control, statutory reporting, and tracking of asset ownership. You minimize the data stored in your general ledger. A thin general ledger has many of the following characteristics:

- Minimal chart of accounts
    - Short list of cost centers
    - Short list of natural accounts
        - Short list of cost accounts

        - Summary level asset and liability accounts
    - Low number of optional segments
- Infrequent posting schedule

A thin general ledger:

- Has natural accounts at a statutory reporting level, for example, payroll expense, rent, property taxes, and utilities.
- Has cost centers at the functional expense level, such as Research and Development or Selling, General, and Administrative, rather than at department or analytic levels.
- Omits business unit, division, and product detail.

One example of an industry that frequently uses a thin general ledger is retail. In a retail organization, the general ledger tracks overall sales numbers by region. A retail point of sales product tracks sales and inventory by store, product, supplier, markup, and other retail sales measures.

Thick General Ledger

With a thick general ledger, you use the general ledger as a detailed, analytic tool, performing analytic functions directly in the general ledger. Data is broken down by many reporting labels, and populated frequently from the subledgers.

You maximize the data stored in the general ledger. A thick general ledger has many of the following characteristics:

- Maximum use of the chart of accounts
    - Long list of natural accounts
    - Long list of cost centers
        - Long list of costing accounts
        - Detailed asset and liability accounts
- Frequent posting schedule

A thick general ledger had details for cost of goods sold and inventory balances and track property plant and equipment at a granular level. Cost centers represent functional expenses, but also roll up to departmental or other expense analysis levels. Using product and location codes in optional segments can provide reporting by line of business. Posting daily, at the individual transaction level, can maximize the data stored in the general ledger.

One example of an industry that frequently uses a thick general ledger is electronic manufacturers. Detail on the revenue line is tagged by sales channel. Product is structured differently to provide detail on the cost of goods sold line, including your bill of materials costs. The general ledger is used to compare and contrast both revenue and cost of goods sold for margin analysis.

Other Considerations

Consider implementing a thick ledger if there are business requirements to do any of the following:

- Track entered currency balances at the level of an operational dimension or segment of your chart of accounts, such as by department or cost center
- Generate financial allocations at the level of an operational dimension or segment
- Report using multiple layered and versions of hierarchies of the operational dimension or segment from your general ledger

Consider implementing a thin ledger in addition to a thick ledger, if there are additional requirements for:

- Minimal disclosure to the authorities in addition to the requirements previously listed. For example, in some European countries, fiscal authorities examine ledgers at the detailed account level.
- Fiscal only adjustments, allocations, and revaluations, which don't impact the thick general ledger.

The important consideration in determining if a thick ledger is the primary or secondary ledger is your reporting needs. Other considerations include how the values for an operational dimension or segment are derived and the amount of resources used in reconciling your different ledgers. If values for an operational dimension or segment are entered by the user, then a thick primary ledger is the better choice.

However, if values for the operational segment are automatically derived from attributes on transactions in your subledger accounting rules, then use a thick secondary ledger. This decision affects the amount of:

- Storage and maintenance needed for both the general ledger and subledger accounting entries
- System resources required to perform additional posting
- In summary, you have:
  - Minimum demand on storage, maintenance, and system resources with the use of a thin ledger
  - Greater demand on storage, maintenance, and system resources with the use of a thick ledger
  - Greatest demand on storage, maintenance and system resources with the use of both thick and thin ledgers

> **Note:** Generally speaking, there is a trade-off between the volume of journals and balances created and maintained versus system resource demands. Actual performance depends on a wide range of factors including hardware and network considerations, transaction volume, and data retention policies.

Summary

The factors you should consider in your decision to use a thick or thin general ledger for your organization, are your:

- Downstream EPM system and its capabilities
- Business intelligence system and its capabilities
- Subledger systems and their capabilities and characteristics, including heterogeneity
- General ledger reporting systems and their capabilities
- Maintenance required for the thick or thin distributions and record keeping
- Maintenance required to update value sets for the chart of accounts segments
- Preferences of the product that serves as a source of truth
- Level at which to report profitability including gross margin analysis
- Industry and business complexity

Chart of Accounts Components

The important elements in a basic chart of accounts in Oracle Fusion Cloud Applications included a structure that defines the account values, segments and their labels, and rules (security and validation).

Account combinations link the values in the segments together and provide the accounting mechanism to capture financial transactions.

This figure illustrates the main components in the chart of account structure and the way they fit together. The chart of accounts consists of segments which have value sets attached to them to determine the values from each used in creating account combinations. Segments also have segment labels attached to them to point to the correct segment to use in general ledger processing, such as intercompany balancing or retained earning summarization. Segments are secured by security rules and accounts are secured by cross validation rules.

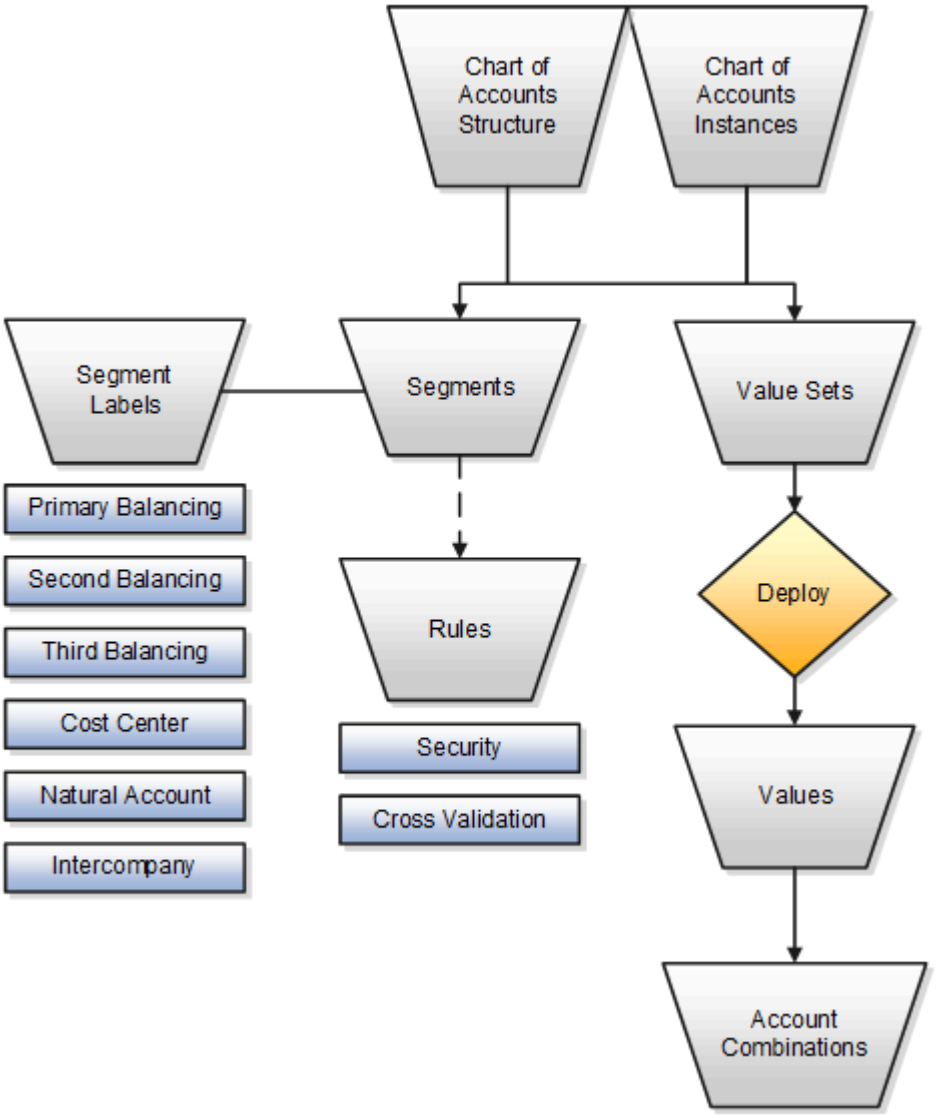


Chart of Accounts

The chart of accounts defines the number and attributes of various segments, including:

- Order of segments
- Width of segments
- Prompts
- Segment labels, such as balancing, natural account, and cost center.

The chart of accounts further defines:

- Combination of value sets associated with each segment
- Type of segment
- Default values for the segments
- Additional conditions designating the source of the values using database tables
- Required and displayed properties for the segments

Segments

A chart of accounts segment is a component of the account combination. Each segment has a value set attached to it to provide formatting and validation of the set of values used with that segment. The combination of segments creates the account combination used for recording and reporting financial transactions. Examples of segments that may be found in a chart of accounts are company, cost center, department, division, region, account, product, program, and location.

Value Sets and Values

The value sets define the attributes and values associated with a segment of the chart of accounts. You can think of a value set as a container for your values. You can set up your flexfield so that it automatically validates the segment values that you enter against a table of valid values. If you enter an invalid segment value, a list of valid values appears automatically so that you can select a valid value. You can assign a single value set to more than one segment, and you can share value sets across different flexfields.

> **CAUTION:** You must use Independent validation only for the Accounting Key Flexfield value sets. Other validations prevent you from using the full chart of accounts functionality, such as data security, reporting, and account hierarchy integration. Dependent values sets aren't supported.

Segment Labels

Segment labels identify certain segments in your chart of accounts and assign special functionality to those segments. Segment labels were referred to as flexfield qualifiers in Oracle E-Business Suite. Here are the segment labels that are available to use with the chart of accounts.

- **Balancing**: Ensures that all journals balance for each balancing segment value or combination of multiple balancing segment values to use in trial balance reporting. The three balancing segment labels are: primary, second, and third balancing. The primary balancing segment label is required.
- **Cost Center**: Facilitates grouping of natural accounts by functional cost types, accommodating tracking of specific business expenses across natural accounts. As cost centers combine expenses and headcount data into costs, they're useful for detailed analysis and reporting. Cost centers are optional, but required if you're accounting for depreciation, additions, and other transactions in Oracle Assets, and for storing expense approval limits in Oracle Expenses. If you're implementing Oracle Fusion Cloud Procurement, you can use cost centers for business intelligence reporting and to route transactions for approval.
- **Natural Account**: Determines the account type (asset, liability, expense, revenue, or equity) and other information specific to the segment value. The natural account segment label is required.
- **Intercompany**: Optionally, assigns the segment to be used in intercompany balancing functionality.

> **Note:** All segments have a segment qualifier that enables posting for each value. The predefined setting is Yes to post.

Note: Don't use column names such as SEGMENT1, SEGMENT2, as the segment label. Use a label with a functional meaning instead.

Account Combinations

An account combination is a completed code of segment values that uniquely identifies an account in the chart of accounts, for example 01-2900-500-123, might represent InFusion America (company)-Monitor Sales (division)-Revenue (account)-Air Filters (product).

Rules

The chart of accounts uses two different types of rules to control functionality.

- **Security rules**: Prohibit certain users from accessing specific segment values. For example, you can create a security rule that grants a user access only to his or her department.
- **Cross-validation rules**: Control the account combinations that can be created during data entry. For example, you may decide that sales cost centers 600 to 699 should enter amounts only to product sales accounts 4000 to 4999.

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

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:

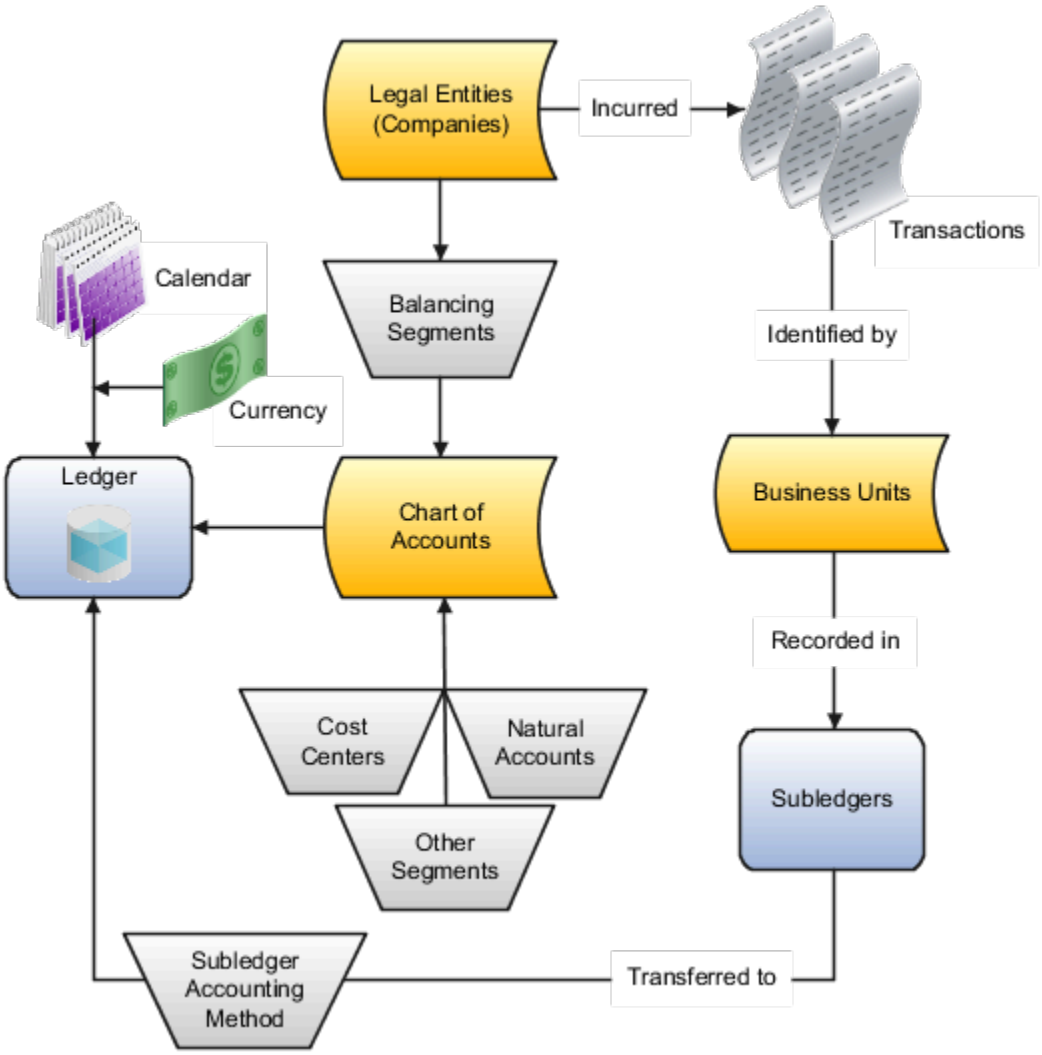
- Chart of accounts structure and instance
- Segment value hierarchies
- Key accounts such as retained earnings

- 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.



Additional information for some of the common setup objects depicted in the figure follows:

- **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're 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.

Related Topics

- How Charts of Accounts, Ledgers, Legal Entities, and Business Units Are Created Using Spreadsheets

How Charts of Accounts, Ledgers, Legal Entities, and Business Units Are Created Using Spreadsheets

The rapid implementation process for setting up an enterprise structure includes several 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

You can download the workbook in one of two ways:

1. In the Setup and Maintenance work area, go to the **Manage Chart of Accounts Configurations** task in the Financial Reporting Structures functional area and click the **Download Setup Template** button.
2. 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:

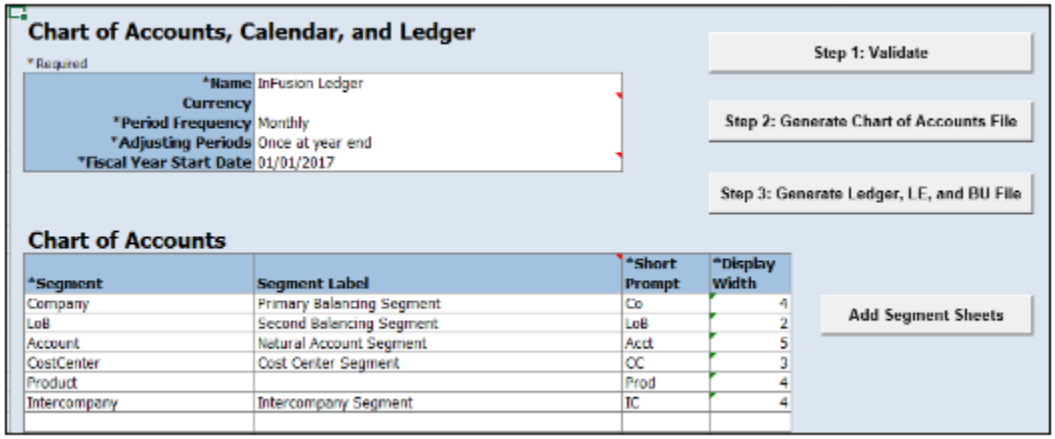
- Data preparation requirements
- Setup object concepts
- Best practices and recommendations
- Instructions on how to create additional hierarchies or hierarchy versions
- A completed workbook with sample data, which you can use to familiarize yourself with how to enter data, preview the sample report, and generate required upload files

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.



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 period options that are available for selection in the spreadsheet. It isn't 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 Calendars 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 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, an Intercompany sheet is automatically added to the workbook when you select the **Add Segment Sheets** button. Use the sheet to enter your intercompany values and hierarchies. When you upload the chart of accounts file, the application creates a new value set for the Intercompany segment with the values that you entered. If you want to assign the Intercompany segment the same values as the Primary Balancing segment, copy all the parent and child values from the Companies and Legal Entities sheet to the Intercompany sheet.

  If you enable segment value security on the primary balancing value set, the security enforcement won't conflict with the Intercompany segment because the value sets for the two segments will be different. The same

holds true if you enable segment value security on the intercompany value set. Security enforcement won't conflict with the Primary Balancing segment.

If you plan to use related value sets and create a relationship between the segments that involves your primary balancing segment or intercompany segments, there won't be a conflict of values because the value sets are different.

> **Note:** If you want to assign the Intercompany segment the same value set as the Primary Balancing segment, you can change the value set assignment from the Manage Chart of Accounts Configurations page after you upload the chart of accounts configuration and before you upload the financial structures for the chart of accounts. If you decide to go with the same value set for both segments, you won't be able to change the value set association later on, once the ledger is assigned to the chart of accounts.

> **Note:** For the posting process to apply intercompany balancing, you must select the **Enable intercompany accounting** option on the Specify Ledger Options page.

- **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.

Business Units

Name	Default Legal Entity Name
USA Business Unit1	VCC InFusion Cupertino Cherries
USA Business Unit2	VSCC InFusion San Carlos Chocolates
Canada Business Unit1	Infusion Core Canada Ltd.

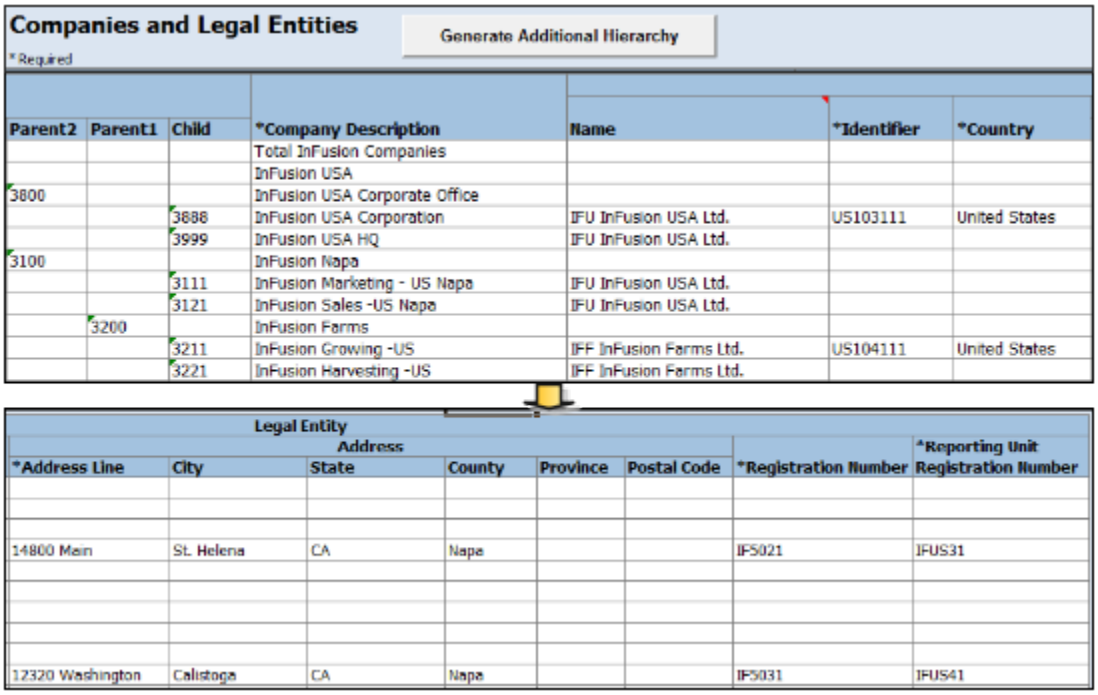
Business units are created with the names that you enter. You can enter more than one business unit per ledger. Based on the default legal entity specified for the business unit in the Business Units sheet, the business unit is assigned the primary ledger to which its default legal entity is assigned.

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.



Companies and Legal Entities — Generate Additional Hierarchy

*Required

Parent2	Parent1	Child	*Company Description	Name	*Identifier	*Country
			Total InFusion Companies			
			InFusion USA			
3800			InFusion USA Corporate Office			
		3888	InFusion USA Corporation	IFU InFusion USA Ltd.	US103111	United States
		3999	InFusion USA HQ	IFU InFusion USA Ltd.		
3100			InFusion Napa			
		3111	InFusion Marketing - US Napa	IFU InFusion USA Ltd.		
		3121	InFusion Sales -US Napa	IFU InFusion USA Ltd.		
	3200		InFusion Farms			
		3211	InFusion Growing -US	IFF InFusion Farms Ltd.	US104111	United States
		3221	InFusion Harvesting -US	IFF InFusion Farms Ltd.		

Legal Entity Address							
*Address Line	City	State	County	Province	Postal Code	*Registration Number	*Reporting Unit Registration Number
14800 Main	St. Helena	CA	Napa			IF5021	IFUS31
12320 Washington	Calistoga	CA	Napa			IF5031	IFUS41

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.

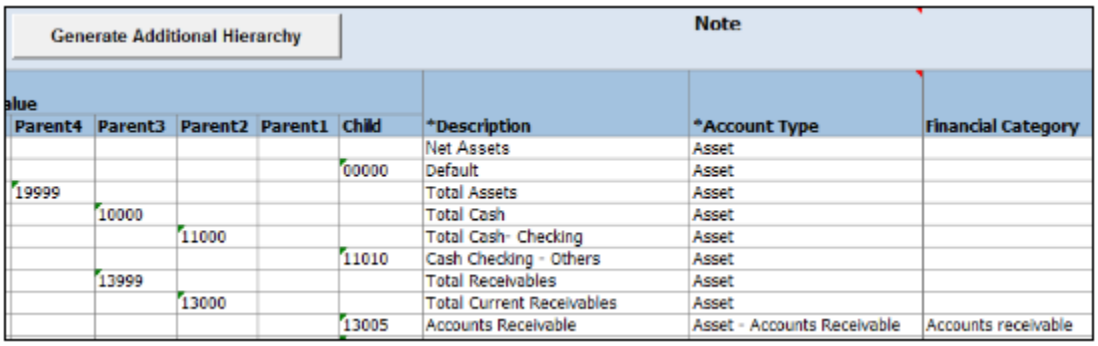
When a new hierarchy sheet is created, the name for that sheet is derived by adding a counter to the sheet name. For example, when you click **Generate Additional Hierarchy** on the Companies and Legal Entities sheet, the new sheet is named Companies and Legal Entities 1. When you click **Generate Additional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



Generate Additional Hierarchy

Note

alue Parent4	Parent3	Parent2	Parent1	Child	*Description	*Account Type	Financial Category
					Net Assets	Asset	
				00000	Default	Asset	
19999					Total Assets	Asset	
	10000				Total Cash	Asset	
		11000			Total Cash - Checking	Asset	
				11010	Cash Checking - Others	Asset	
	13999				Total Receivables	Asset	
		13000			Total Current Receivables	Asset	
				13005	Accounts Receivable	Asset - Accounts Receivable	Accounts receivable

- **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 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. You can add financial categories to parent values. Accounts that are tagged with expanded account types are automatically assigned a financial category. You can override the default category or leave it out.

  > **Note:** The list of accepted values is defined in the FINANCIAL_CATEGORY lookup_type.

- **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

Transactions	*Restart	*Initial Value
Payables Invoices	Annually	1
Payments	Annually	1
Receivables Invoices	Annually	1
Receivables Credit Memos	Annually	1
Receivables Adjustment Activities	Monthly	1
Subledger Journals	Never	100
General Ledger Journals	Never	100

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.

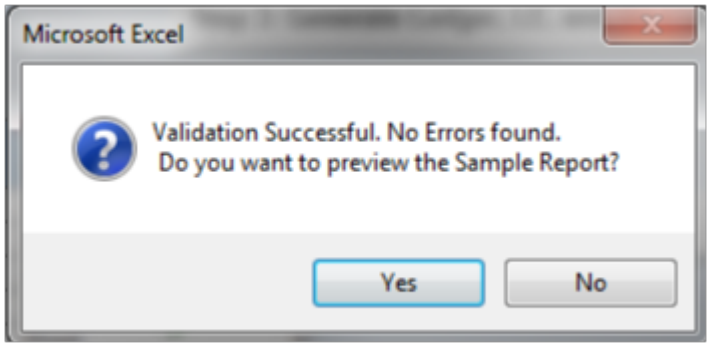
How Worksheets Are Processed

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.

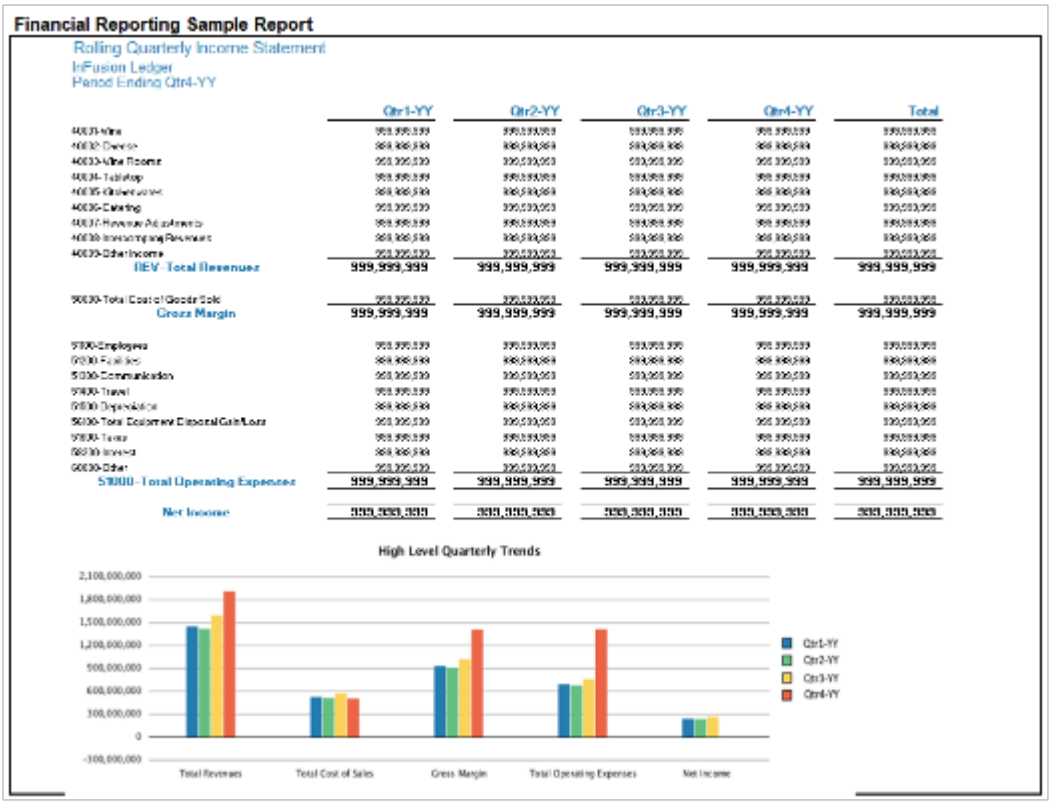
   The following figure shows the message that appears after a successful validation.



   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

- Overview of Trees
- How Financial Reporting Reports and Account Groups Are Generated
- Manage Setup Using Implementation Projects

Example of One Chart of Accounts Structure with Many Instances

In Oracle General Ledger, the chart of accounts model is framed around the concept of a chart of accounts structure, for which one or more chart of accounts structure instances can be created.

Scenario

Your company, InFusion Corporation, is a multinational conglomerate that operates in the United States (US) and the United Kingdom (UK). InFusion has purchased an Oracle Cloud ERP solution including General Ledger and all of the Oracle Fusion Cloud subledgers. You are chairing a committee to discuss creation of a model for your global financial reporting structure including your charts of accounts for both your US and UK operations.

InFusion Corporation

InFusion Corporation has 400 plus employees and revenue of 120 million US dollars. Your product line includes all the components to build and maintain air quality monitoring systems for homes and businesses.

Chart of Accounts Model

The chart of accounts structure provides the general outline of the chart of accounts and determines the number of segments, the type, the length, and the label (qualifier) of each segment. This forms the foundation of the chart of accounts definition object.

For each chart of accounts structure, it is possible to associate one or more chart of accounts structure instances. Chart of accounts structure instances for the same structure share a common configuration with the same segments, in the same order, and the same characteristics. Using one chart of accounts structure with multiple instances simplifies your accounting and reporting.

At the chart of accounts structure instance level, each segment is associated with a value set that conforms to the characteristic of that segment. For example, you assign a value set with the same segment type and length to each segment. You are using hierarchies with your chart of accounts segments. Each structure instance segment is assigned a tree code to indicate the source of the hierarchy information for the associated value set. The same value set can be used multiple times within the same or across different chart of accounts instances within the same structure or in different structures. This functionality reduces your segment value creation and maintenance across your charts of accounts.

The collective assignment of value sets to each of the segments forms one chart of accounts instance. At the chart of accounts structure instance level, you can select to enable dynamic insertion. Dynamic insertion allows the creation of account combinations automatically the first time your users enter that new account combination. The alternative is to create them manually. By deciding to enable dynamic insertion, you save data entry time and prevent delays caused by the manual creation of new account combinations. Well-defined cross-validation rules help prevent the creation of inappropriate account combinations.

Perform deployment after a new chart of accounts structure and structure instances are defined or any of their modifiable attributes are updated. Deployment validates and regenerates the necessary objects to enable your charts of accounts and chart of accounts structure instances. By unifying and standardizing you organization's chart of accounts, you are positioned to take full advantage of future functionality in General Ledger.

In summary, you are recommending to your company to unify the organization's chart of accounts in a single chart of accounts structure based on chart of accounts commonalities across ledgers. You have also decided to use the chart

of accounts structure instance construct to serve different accounting and reporting requirements by using value sets specific to each of your entities.

Create a Chart of Accounts Structure and Instance

In Oracle General Ledger, the chart of accounts model is framed around the concept of a chart of accounts structure, for which one or more chart of accounts structure instances can be created.

A chart of accounts structure defines the key attributes for your chart of accounts. These attributes include the number of segments, the segment sequences, the segment names, segment prompts, segment labels, for example natural account and primary balancing, and default value sets.

The chart of accounts instance is exposed in user interfaces and processes. By default, a chart of accounts instance inherits all of the attributes of the chart of accounts structure, meaning that all instances of the same structure share a common shape and have the same segments in the same order. However, at the chart of accounts instance level, you can override the default value set assignments for your segments and assign a unique account hierarchy that determines the parent and child relationships between the value set values. At the chart of accounts instance level, you can determine whether to generate new account combinations dynamically instead of creating them manually.

Chart of Accounts Structure

You are creating a chart of accounts structure as you set up a chart of accounts for your enterprise, InFusion America, Inc. Follow these steps:

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. Select the **General Ledger** module and click **Search**.
3. Click **Manage Structures**.
4. On the Manage Key Flexfield Structures page, select the **General Ledger** row and click the **Create** icon.
5. On the Create Key Flexfield Structure page, enter the unique structure code **INFUSION_AM_COA_STRUCTURE** and name **InFusion America COA Structure**. Provide an optional description of **InFusion America Inc. chart of accounts structure**.
6. Select a delimiter to visually separate the segment values.
7. Click **Save**.
8. To create a segment, click the **Create** icon to open the Create Key Flexfield Segment page.
    a. Complete the fields, as shown in this table.

Field	Value
Segment Code	INFUSION_AM_CO
Name	InFusion America Company
Description	InFusion America Inc.

Field	Value
Sequence Number	1
Prompt	Company
Short Prompt	CO
Display Width	2
Column Name	Segment1
Default Value Set Code	INFUSION_AM_COMPANY

b. Select a segment label, **Primary Balancing Segment**, to indicate its purpose within your chart of accounts.

> **Note:** Two segment labels are required: primary balancing segment and natural account segment. These labels aren't used with each other or with other labels in a specific segment.

c. Click **Save and Close**.
d. Click **Done**.
e. Define additional segments following the same steps.

Chart of Account Instance

You are creating a chart of accounts instance as you set up your chart of accounts for your enterprise, InFusion America, Inc. Follow these steps:

1. In the Setup and Maintenance work area, go to the following:
    - Offering: Financials
    - Functional Area: Financial Reporting Structures
    - Task: Manage Chart of Accounts Structure Instances
2. On the Manage Chart of Accounts Structure Instances page, select the **General Ledger** module and click **Search**.
3. Select the General Ledger row and click **Manage Structure Instances**.
4. On the Manage Key Flexfield Structure Instances page, click the **Create** icon.
5. On the Create Key Flexfield Structure Instance page, enter the unique structure instance code **INFUSION_AM_COA_INSTANCE** and name **InFusion America COA Instance**. Provide an optional description, **InFusion America Inc. chart of accounts structure instance**.
6. Select the **Dynamic combination creation allowed** option to indicate that you want to dynamically generate account combinations.
7. Associate your instance with the structure InFusion America Structure.

> **Note:** By default, an instance inherits the key attributes of the associated structure. Some attributes, such as the value set assigned to each the segment, can be modified.

8. Click **Save**.
9. To modify an instance segment, select the segment row and click **Edit**.
10. Select the **Required**, **Displayed**, and **BI enabled** options.

> **Note:** Select the **Required** and **Displayed** options for all segments including those intended for future use. The recommended best practice is to define one segment for future use and set a default value. This ensures room for expansion in your chart of accounts and that the extra segment is populated in account combinations. Select the **BI enabled** option to use key flexfield segments in Oracle Fusion Transactional Business Intelligence. The business intelligence option is only valid when enabled on segments with segment labels. The second step is to populate the **BI Object Name** field for each of the segment labels on the Manage Segment Label page, which you open from the Manage Key Flexfields page.

11. Click **OK**.
12. Click **Save and Close**.
13. Define additional instances following the same process.

> **Note:** Alternatively, proceed directly with creating your value set values by selecting the corresponding **Value Set Code** in the Segment Instances table.

14. Click **Done**.
15. Click **Deploy Flexfield**.
16. Click **OK**.

Related Topics

- Considerations for Enabling Key Flexfield Segments for Business Intelligence
- How do I update existing setup data?

Overview of Balancing Segments

Balancing segments ensure that all journals balance for each balancing segment value or combination of multiple balancing segment values. You can secure access to your primary balancing segment values only with data access sets.

The Oracle General Ledger application automatically calculates and creates balancing lines as required in journal entries.

The three balancing segment labels are:

- Primary
- Second
- Third

> **Note:** The primary balancing segment label is required.

By enabling multiple balancing segments for your chart of accounts, you can produce financial statements for each unique combination of segment values across one, two, or three qualified balancing segments. This ability provides

you greater insights into your operations as it affords you visibility along the critical fiscal dimensions you use to plan, monitor, and measure your financial performance.

The following explains processes that use balancing segments.

- Intercompany balancing: Adds lines to unbalanced journals using intercompany rules.
- Opening first period of the accounting year: Calculates retained earnings amounts at the level of granularity that totals revenue and expense account balances for multiple balancing segment value combinations. This applies to standard and average balances.
- Importing journals: Adds lines using the suspense account on unbalanced journals.
- Posting journals: Adds additional lines to unbalanced journals for the following enabled account types:
    - Suspense
    - Rounding
    - Net income
    - Retained earnings
    - Cumulative translation adjustments from replication of revaluation journals to reporting currencies and for multiple reporting currency account type specific conversion
- Posting prior period journals: Calculates any income statement impact and posts to the appropriate retained earnings account.
- Translating balances: Supports multiple balancing segments for the following accounts:
    - Retained earnings: Calculated translated retained earnings are post to the retained earnings accounts by balancing segment. Retained earnings accounts represent the summing of the translated revenue and expense accounts across multiple balancing segment values.
    - Cumulative translation adjustment: Amounts posted by balancing segment to these accounts represents currency fluctuation differences between ranges of accounts which use different rate types. For example, period end rates are used for asset and liability accounts and historical rates for equity accounts.
- Revaluing Balances: Supports multiple balancing segments when calculating gain or loss accounts.
- Creating Opening Balances: Initializes reporting currency balances by converting from the total primary currency. Any difference in the reporting currency amounts is offset by populating retained earnings accounts.
- Closing year end: Supports multiple balancing segments when calculating the income statement offset and closing account in the closing journals.

Related Topics

- Considerations for Multiple Balancing Segments

Considerations for Multiple Balancing Segments

You can track financial results at a finer level of granularity than a single balancing segment.

In addition to the required primary balancing segment for the chart of accounts, which is typically associated with the company dimension of a business organization, two additional segments of the chart of accounts can be optionally qualified as the second and third balancing segments respectively. Possible chart of accounts segments that can be tagged as these additional balancing segments include cost center or department, additional aspects of a business commonly used in measuring financial results.

Several points must be consider when using multiple balancing segments:

- Journal entry processing
- Implementation timing
- Change options
- Migration adjustments

Journal Entry Processing

Multiple balancing segments ensure that account balances come from journal entries where the debits equal the credits. The financial reports are properly generated for each unique instance of account value combinations across the balancing segments. Consider this option carefully as it provides more granular reporting but requires more processing resources.

Implementation Timing

When using optional second and third balancing segments, remember that these chart of accounts segment labels are set from the beginning of time. Ensure that balances are immediately maintained in accordance with the necessary balancing actions to produce consistent financial reporting for the wanted business dimensions. Multiple balancing segment ledgers that aren't maintained from the beginning of time, require extensive manual balance adjustments to catch up and realign the balances.

> **Note:** Don't set a segment already qualified as a natural account or intercompany segment as any of the three balancing segments. Validations aren't performed when segment labels are assigned, so verify that all are assigned correctly before using your chart of accounts.

Change Options

Once a segment has been enabled and designated as a balancing segment, you must not change the segment. Don't disable the segment or remove the segment labels. These settings must be consistently maintained throughout the life of the chart of accounts to control the accuracy and integrity of the financial data.

Migration Adjustments

For charts of accounts migrated from Oracle E-Business Suite to Oracle General Ledger that uses a second and third balance segments, steps must be taken to ensure the proper transition. The required adjustments are extensive.

For ledgers associated with a migrated chart of accounts, the balances must be adjusted manually. The manual adjustment is to ensure that the second and third balancing segments are consistent as though these segment labels have been in place since the beginning of entries for these ledgers. Recomputing and updating of the following processes is required to reflect the correct balancing for each account using the second and third balancing segments.

- Intercompany balancing
- Suspense posting
- Rounding imbalance adjustments on posting
- Entered currency balancing
- Revaluation gains or losses
- Retained earnings calculations at the opening of each new fiscal year
- Cumulative translation adjustments during translation

Note: All previously translated balances must also be purged. New translations must be run to properly account for translated retained earnings and cumulative translation adjustments with the correct level of balancing.

Related Topics

- Example of Using Multiple Balancing Segments
- How can I change segments in an existing chart of accounts structure?

Example of Using Multiple Balancing Segments

This simple example illustrates balancing along two balancing segments for a simple chart of accounts with three segments.

Scenario

Your company has a chart of accounts with two balancing segments and three segments, qualified as follows:

- Company: Primary balancing segment
- Cost Center: Second balancing segment
- Account: Natural account segment

The following table shows a journal that was entered to transfer advertising and phone expense from company 1, cost center A to company 2, cost center B.

Line	Account	Debit	Credit
1	Company 1-Cost Center A-Advertising Expense Account	600	
2	Company 2-Cost Center B-Advertising Expense Account		600
3	Company 1-Cost Center A-Phone Expense Account	800	
4	Company 2-Cost Center B-Phone Expense Account		800

The posting process creates journal lines to balance the entry across the primary and second balancing segments, company and cost center. The following table shows all of the journal lines, including balancing lines 5 through 8, which were automatically created.

Line	Account	Debit	Credit
1	Company 1-Cost Center A-Advertising Expense Account	600	

Line	Account	Debit	Credit
2	Company 2-Cost Center B-Advertising Expense Account		600
3	Company 1-Cost Center A-Phone Expense Account	800	
4	Company 2-Cost Center B-Phone Expense Account		800
5	Company 1-Cost Center A-Balancing Account		600
6	Company 2-Cost Center B-Balancing Account	600	
7	Company 1-Cost Center A-Balancing Account		800
8	Company 2-Cost Center B-Balancing Account	800	

FAQs for Manage Charts of Accounts Structures and Structure Instances

How can I use future accounting segments?

To plan for future growth in the business organization that requires additional segments in the chart of accounts. Extra segments can be added to the chart of accounts structure during your original implementation.

All segments of the chart of accounts are required and have to be enabled. The unused segments can be assigned value sets that have a single value in the chart of accounts structure instance. The value is set as a default for that segment so that the extra segments are automatically populated when an account account combination is used.

Define Chart of Accounts for Enterprise Structures Value Sets and Value Set Values

Value Sets for Charts of Accounts

A value set is a collection of account values that are associated with a segment of a chart of accounts structure instance.

When creating values sets, consider the following critical choices:

- Module Designation
- Validation Type
- Format Assignments
- Security Rules
- Value Definition

Module Designation

The module designation is used to tag value sets and sets the value sets apart during upgrades and other processes. When creating value sets for a chart of accounts, the module can be specified as **General Ledger** to distinctly identify its intended use in an accounting flexfield, basically a chart of accounts.

Validation Type

Assign one of the following validation types to chart of accounts value sets:

- Independent: The values are independently selected when filling out the segments in an account combination.
- Table: The values are stored in an external table to facilitate maintenance and sharing of reference data.

> **CAUTION:** You must use Independent validation only for the Accounting Key Flexfield value sets. Other validations prevent you from using the full chart of accounts functionality, such as data security, reporting, and account hierarchy integration. Dependent values sets aren't supported.

Format Assignments

Value sets for chart of accounts must use the **Value Data Type** of **Character**. The **Value Subtype** is set to **Text**. These two settings support values that are both numbers and characters, which are typical in natural account segment values. Set the maximum length of the value set to correspond to the length of the chart of accounts segment to which it's assigned. Best practices recommend restricting values to **Upper Case Only** or **Numeric** values that are zero filled by default.

Security Rules

If flexfield data security rules are to be applied to the chart of accounts segment associated with the value set, the **Enable Security** option for the assigned value set must be selected. In addition, assign a data security resource name to enable creation of a data security object automatically for the value set. The data security object is used in the definition of flexfield data security rules.

Value Definition

Once these basic characteristics are defined for the value set, values can be added to the set on the Manage Values page.

1. Enter the value and description. Set the value to conform to the value set length and type.
2. Indicate whether the value is enabled and specify the start and end dates.
3. Assign the following attributes: **Summary**, **Allow Posting**.

> **Note:** The **Allow Budgeting** attribute is reserved for future use.

4. If the value set is used with a natural account segment, you must set the **Account Type** attribute. Select one of the following options: **Asset**, **Liability**, **Owner's Equity**, **Revenue**, or **Expense**.

   > **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.

5. Other attributes that you can set are **Third Party Control Account**, **Reconcile**, and **Financial Category**, which is used with Oracle Transactional Business Intelligence reporting.

   The **Third Party Control Account** attribute enables you to maintain detailed balances by third party for an account combination. Valid third-party information must be associated with the journal line if the account is a third party control account. General Ledger prevents manual journal entries from posting to third party control accounts. This ensures that journal lines that post to control accounts such as the supplier liability account and the customer receivables account, are associated with valid third-party information in the respective subledgers.

   You can select one of the following options:

   - **Customer Control Account**: Customer information is required when such accounts are used in subledger transactions or subledger journals.
   - **Supplier Control Account**: Supplier information is required when such accounts are used in subledger transactions or subledger journals.
   - **Third Party Control Account**: Third-party information is required when such accounts are used in subledger transactions or subledger journals.
   - **Restrict GL Manual Journals**: Third-party information isn't required when such accounts are used in subledger transactions or subledger journals.
   - **No**: Not a control account.

   > **CAUTION:**
   > - Don't enable the third party control account type for exchange gain or loss accounts because third-party information is required when a control account is used and this information isn't available for exchange gain or loss journal lines.
   > - A General Ledger account used to account for subledger transactions that are not associated with any supplier or customer should not be configured with a customer, supplier, or third party control type. For example, AP payment request invoices and AR miscellaneous receipts.

   General Ledger prevents manual journal entries to all of the accounts whose **Third Party Control Account** attribute is set to a value other than **No**.

   > **Note:** If you change the **Third Party Control Account** attribute setting for a segment value, then run the **Inherit Segment Value Attributes** process to replicate the changes to the account combinations that contain that segment value.

> **Tip:** Best practice is to define value set values after the value set has been assigned to a chart of accounts structure instance. Otherwise you can't define the required value attributes, such as the summary indicator, the posting allowed indicator, and the account type for natural account segments. The attributes must be added after the value set is assigned to a chart of accounts structure instance.

Tip: Run the **Publish Chart of Account Dimension Members and Hierarchies to Balances Cubes** process with the **Publish Detail Values Only** parameter set to **Yes** before you post journals to accounts with newly created value set values. The process creates and updates chart of accounts dimension members and hierarchies for GL balances cubes.

Related Topics

- What happens when I run the Inherit Segment Value Attributes process?

Create a Value Set for Your Chart of Accounts

Create your value sets before creating your chart of accounts. A value set can be shared by different charts of accounts or across different segments of the same chart of accounts.

Scenario

You are creating a company value set to be used in your chart of accounts for your enterprise, Vision Corporation. Follow these steps:

1. In the Setup and Maintenance work area, go to the following:
    - Offering: Financials
    - Functional Area: Financial Reporting Structures
    - Task: Manage Chart of Accounts Value Sets
2. Click the **Create** icon in the Search Results section.
3. On the Create Value Set page, enter a unique value set code, **Vision Corporation**, and an optional description, **Company values for Vision Corporation**
4. Select **General Ledger** from the list in the **Module** field.
5. Select **Independent** as the validation type.

    Note: You must use Independent validation only for Accounting Key Flexfield value sets. Other validations prevent you from using the full chart of accounts functionality, such as data security, reporting, and account hierarchy integration. Dependent values sets aren't supported.

6. Select **Character** for the validation data type.
7. Click **Save and Close**.

Related Topics

- How do I update existing setup data?

Configure Chart of Account Segments for Business Intelligence

To map the Oracle General Ledger accounting flexfield in the Oracle Transactional Business Intelligence Repository (RPD file) for Oracle Financials, populate values in the Manage Key Flexfields user interface.

These values enable the chart of accounts segments for Oracle Transactional Business Intelligence. The values also provide the mapping with Business Intelligence object names that are used as dimensions for each of the chart of accounts segments.

Follow these steps to select the **BI enabled** option for all chart of account segments that you intend to map in the RPD file.

1. In the Setup and Maintenance work area, use the following:
    - Offering: Financials
    - Functional Area: Financial Reporting Structures
    - Task: Manage Chart of Accounts Structures
2. Enter GL# in the **Key Flexfield Code** field.
3. Click **Search**.
4. Click **Manage Structure Instances**.
5. Click **Search**.
6. Click the specific chart of accounts and click the **Edit** icon.
7. Click the specific segment and click the **Edit** icon.
8. Select the **BI enabled** option.
9. Click **Save**. This should be done for all segments in every chart of accounts structure instance that you intend to be mapped in the RPD.
10. Click **Save and Close**.
11. Click **Done**.

Follow these steps to specify a BI object name for each segment label. This name is the logical table name in the RPD that's used as the dimension for the corresponding segment.

1. In the Setup and Maintenance work area, use the following:
    - Offering: Financials
    - Functional Area: Financial Reporting Structures
    - Task: Manage Chart of Accounts Structures
2. Enter GL# in the **Key Flexfield Code** field.
3. Click **Search**.
4. Select the **Actions** menu and click **Manage Segment Labels**.
5. Populate the **BI Object Name** field for all of the segment labels that must be mapped in the RPD file. Complete the fields, as shown in this table.

Segment Label Code	BI Object Name
FA_COST_CTR	Dim - Cost Center
GL_BALANCING	Dim - Balancing Segment
GL_ACCOUNT	Dim - Natural Account Segment

6. Click **Save**.

Note: For all the nonqualified segment labels, populate the **BI Object Name** with one of the following values:

- Dim - GL Segment1
- Dim - GL Segment2
- Dim - GL Segment3
- Dim - GL Segment4
- Dim - GL Segment5
- Dim - GL Segment6
- Dim - GL Segment7
- Dim - GL Segment8
- Dim - GL Segment9
- Dim - GL Segment10

Deploy the flexfield using the **Deploy Flexfield** button on the **Manage Key Flexfields** page.

Related Topics

- How do I update existing setup data?

FAQs for Chart of Accounts Value Sets and Value Set Values

What happens when I run the Inherit Segment Value Attributes process?

Running the process eases chart of accounts maintenance by automatically replicating segment value attribute changes to the account combinations that contain that segment value.

For example, you enable a cost center segment value that had been previously disabled. Then you run the **Inherit Segment Value Attributes** process from the Scheduled Processes page to automatically reenable all account combinations containing that cost center.

Use the Segment Value Inheritance Execution Report to view the account combinations that were changed. You can prevent selected account combinations from being affected by selecting the **Preserve Attributes** option on the Manage Account Combinations page.

Here are some other points to note about the process.

- Conflicting settings for the **Enabled**, **Allow Posting**, **From Date**, or **To Date** attributes are resolved by using the most restrictive setting of the individual segment values.
- If you disable a segment value that's used in an existing account combination and the **Preserve Attributes** option is enabled for that combination, the process won't disable the account combination, For example, you might want some account combinations to remain active while others are disabled. The **Preserve Attributes** option ensures the active account combinations remain unchanged, even if a segment value is disabled.
- The process replicates changes to the **Third Party Control Account** attribute.

Define Chart of Accounts for Enterprise Structures Manage Accounting Calendars

Accounting Calendar Options

Define an accounting calendar to create your accounting year and the periods it contains. Specify common calendar options that the application uses to automatically generate a calendar with its periods.

Specifying all the options makes defining a correct calendar easier and more intuitive with fewer errors.

CAUTION: The choices you make when specifying the following options are critical, because it's difficult to change your accounting calendar after a period status is set to open or future enterable.

- Budgetary control only
- Start Date
- Period Frequency
- Adjusting Period Frequency
- Period Name Format

Note: To help create and maintain accounting calendars, the common calendar types of monthly, weekly, 4-4-5, 4-5-4, 5-4-4, 4-week, quarterly, and yearly, are automatically generated. By using the period frequency option, you no longer have to go through the tedious task of defining each period manually.

Budgetary Control Only Check Box

Select the check box for Budgetary control only to use the calendar for budgetary control only. Budgetary Control refers to the group of system options and the validation process of determining which transactions are subject to validation against budgets and budget consumption to prevent overspending.

Start Date

If you plan to run translation, specify a calendar start date that's a full year before the start date of the year of the first translation period for your ledger. Translation can't be run in the first period of a calendar. Consider how many years of history you're going to load from your previous application and back up the start date for those years plus one more. You can't add previous years once the first calendar period has been opened.

Period Frequency

Use the period frequency to set the interval for each subsequent period to occur, for example, monthly, quarterly, or yearly. If you select the period frequency of Other, by default, the application generates the period names, year, and quarter number. You specify the start and end dates. You must manually enter the period information. For example, select the period frequency of Other and enter 52 as the number of periods when you want to define a weekly calendar. For manually entered calendars, when you click the **Add Year** button, the application creates a blank year. Then, you must manually enter the periods for the new year. The online validation helps prevent erroneous entries.

If the year has been defined and validated, use the **Add Year** button to add the next year quickly. Accept or change the new rows as required. For example, with the Other frequency type calendar, dates may differ from what the application generates.

> **Note:** A calendar can have only one period frequency and period type. Therefore, if you have an existing calendar with more than one period type associated with it, during the upgrade from Oracle E-Business Suite, separate calendars are created based on each calendar name and period type combination.

Adjusting Period Frequency

Use the adjusting period frequency to control when the application creates adjusting periods. For example, some of the frequencies you select add one adjusting period at year end, two at year end, or one at the end of each quarter. The default is None which adds no adjusting periods. If you select the frequency of Other, the **Number of Adjusting Periods** field is displayed. Enter the number of adjusting periods you want, and then manually define them.

Period Name Format Region

In the Period Name Format section, enter the following fields:

- **User-Defined Prefix**: An optional feature that lets you enter your own prefix. For example, define a weekly calendar and then enter a prefix of Week, - as the separator, and the period name format of Period numberYY fiscal year. The application creates the names of Week1-11, Week2-11, through Week52-11.
- **Format**: A predefined list of values filtered on the selected separator, only displaying the options that match the selected separator.
- **Year**: The year displayed in the period names is based on the selected period name format and the dates the period covers or if the period crosses years, on the year of the start date of the period.
    - For example, April 10, 2016 to May 9, 2016 has the period name of Apr-16 and December 10, 2016 to January 9, 2017 has the name of Dec-16.
    - If period frequency is Other, then the period format section is hidden. The application generates a temporary period name for calendars with period frequency of Other, using a fixed format of Period numberYY. You can override this format with your own period names.

> **Note:** For an accounting calendar that's associated with a ledger, changing period names or adding a year updates the accounting period dimension in the balances cubes.

Related Topics

- What's the difference between calendar and fiscal period naming?
- When do I update an existing calendar?
- How can I identify errors in my accounting calendar?

How Accounting Calendars Are Validated

Calendar validation is automatic and prevents serious problems when you begin using a calendar. Once you set a calendar period status to open or future enterable, you can't edit the period.

Settings That Affect Calendar Validation

Calendar validation runs automatically after you save the calendar.

How a Calendar Is Validated

The following table lists the validation checks that are performed when an accounting calendar is saved.

Validation	Data Example
Unique period number	2 assigned for two periods
Unique period name	Jan-17 entered twice
Period number beyond the maximum number of periods per year	13 for a 12 period calendar with no adjusting periods
Entered period name contains spaces	Jan 17
Single or double quotes in the period name	Jan '17
Nonadjusting periods with overlapping dates	01-Jan-2017 to 31-Jan-2017 and 30-Jan-2017 to 28-Feb-2017
Period date gaps	01-Jan-2017 to 28-Jan-2017 and 31-Jan-2017 to 28-Feb-2017
Missing period numbers	Periods 1 through 6 are defined for a calendar with 12 months
Period number gaps	1, 3, 5
Period numbers not in sequential order by date	Period 1 covers 01-Jan-2017 to 31-Jan-2017 and period 2 covers 01-Mar-2017 to 31-Mar-2017, and period 3 covers 01-Feb-2017 to 28-Feb-2017.
Quarter number gaps	1, 3, 4
Quarters not in sequential order by period	1, 3, 2, 4
Period start or end dates more than one year before or after the fiscal year	July 1, 2015 in a 2017 calendar

Related Topics

- How can I identify errors in my accounting calendar?
- What's the difference between calendar and fiscal period naming?
- When do I update an existing calendar?

FAQs for Manage Accounting Calendars

How can I identify errors in my accounting calendar?

Erroneous entries are identified online as you enter a new calendar or change data on an existing calendar. The application also automatically validates the data when you save the calendar.

What's the difference between calendar and fiscal period naming?

The period naming format determines the year that's appended to the prefix for each period in the calendar.

For the example, your accounting year has a set of twelve accounting period with:

- Start date of September 1, 2014.
- End date is August 31, 2015.
- Period's date range following the natural calendar month date range.

Calendar period naming format: Select the calendar period format to append the period's start date's year to the prefix. For the period covering September 1, 2014 to December 31, 2014, then 2014 or just 14, depending on the period format selected, is appended to each period's name. For the remaining periods covering January 1, 2015 to August 31, 2015, then 2015 or 15, is appended to each period's name.

Fiscal period naming format: Select the fiscal period format to always append the period's year assignment to the prefix. If the accounting periods in the set of twelve are all assigned the year of 2015, then 2015 or just 15, depending on the period format selected, is appended to the period name of all 12 periods.

When do I update an existing calendar?

Update an existing calendar before the new periods are needed as future periods, based on the future period setting in your accounting configuration.

If a complete year has been defined and validated, use the Add Year button to add the next year quickly. Accept or change the new rows as required. For example, with the Other frequency type calendar, dates may differ from what the application generates.

Related Topics

- What happens if I upgrade my calendar from Oracle E-Business Suite Release 12?

What happens if I upgrade my calendar from Oracle E-Business Suite Release 12?

The migration script assigns a period frequency that most closely matches your Oracle E-Business Suite Release 12 calendar.

When you use the Oracle Fusion Cloud Applications Add Year functionality for the first time, you have an opportunity to review and change the period frequency. The Calendar Options page opens only for calendars upgraded from Release 12 to allow a one time modification.

Make your changes to the period frequency, adjusting period frequency, and period name format, including the prefix and separator, as needed. Changes cannot conflict with the existing upgraded calendar definition. Update the calendar name and description in the calendar header, as needed, for all calendars. Period details for a new year are generated

automatically based on the latest calendar options. You can also manually update the calendar. The modified calendar options affect future years only.

Define Accounting Configurations of Enterprise Structures Manage Primary or Secondary Ledgers

Overview of Accounting Configuration Offerings

Use the Setup and Maintenance work area in Oracle Applications to manage the configuration of legal entities, ledgers, and reporting currencies. To create a legal entity or ledger, first create an implementation project.

This implementation project can be populated by either adding a financials-related offering or one or more task lists.

> **Note:** Setup tasks that are not related to the ledger or legal entity setup tasks are opened from either an implementation project or directly from the Setup and Maintenance work area.

The financial applications have two predefined implementations:

- The Oracle Accounting Hub Cloud offering is used to add the General Ledger and Subledger Accounting application features to an existing Enterprise Resource Planning (ERP) source system to enhance reporting and analysis.
- The Financials offering includes the General Ledger and Subledger Accounting application features and one or more subledger financial applications.

When adding an offering to an implementation project, update the tasks displayed by adding additional tasks.

Ledgers and Subledgers

Oracle Fusion Cloud Applications reflect the traditional segregation between the general ledger and associated subledgers. Detailed transactional information is captured in the subledgers and periodically imported and posted in summary or detail to the ledger.

A ledger determines the currency, chart of accounts, accounting calendar, ledger processing options, and accounting method for its associated subledgers. Each accounting setup requires a primary ledger and optionally, one or more secondary ledgers and reporting currencies. Reporting currencies are associated with either a primary or secondary ledger.

The number of ledgers and subledgers is unlimited and determined by your business structure and reporting requirements.

Single Ledger

If your subsidiaries all share the same ledger with the parent company or they share the same chart of accounts and calendar, and all reside on the same applications instance, you can consolidate financial results in Oracle General Ledger in a single ledger. Use the Financial Reporting functionality to produce individual entity reports by balancing segments.

General Ledger has three balancing segments that can be combined to provide detailed reporting for each legal entity and then rolled up to provide consolidated financial statements.

Multiple Ledgers

Accounting operations using multiple ledgers can include single or multiple applications instances. You need multiple ledgers if one of the following is true:

- You have companies that require different account structures to record information about transactions and balances. For example, one company may require a six-segment account, while another needs only a three-segment account structure.
- You have companies that use different accounting calendars. For example, although companies may share fiscal year calendars, your retail operations require a weekly calendar, and a monthly calendar is required for your corporate headquarters.
- You have companies that require different functional currencies. Consider the business activities and reporting requirements of each company. If you must present financial statements in another country and currency, consider the accounting principles to which you must adhere.

Subledgers

Oracle subledgers capture detailed transactional information, such as supplier invoices, customer payments, and asset acquisitions. Oracle Subledger Accounting is an open and flexible application that defines the accounting rules, generates detailed journal entries for these subledger transactions, and posts these entries to the general ledger with flexible summarization options to provide a clear audit trail.

Related Topics

- Primary Ledgers, Secondary Ledgers, and Reporting Currencies

Primary Ledgers, Secondary Ledgers, and Reporting Currencies

Companies account for themselves in primary ledgers, and, if necessary, secondary ledgers and reporting currencies. Transactions from your subledgers are posted to your primary ledgers and possibly, secondary ledgers or reporting currencies based on balance, subledger, or journal level settings.

Local and corporate compliance can be achieved through an optional secondary ledger. Provide an alternate accounting method, or in some cases, a different chart of accounts. Your subsidiary's primary and secondary ledgers can both be maintained in your local currency. You can convert your local currency to your parent's ledger currency to report your consolidated financial results using reporting currencies or translation.

Primary Ledgers

A primary ledger:

- Is the main record-keeping ledger.
- Records transactional balances by using a chart of accounts with a consistent calendar and currency, and accounting rules implemented in an accounting method..
- Is closely associated with the subledger transactions and provides context and accounting for them.

To determine the number of primary ledgers, your enterprise structure analysis must begin with your financial, legal, and management reporting requirements. For example, if your company has separate subsidiaries in several countries

worldwide, enable reporting for each country's legal authorities by creating multiple primary ledgers that represent each country with the local currency, chart of accounts, calendar, and accounting method. Use reporting currencies linked to your country-specific primary ledgers to report to your parent company from your foreign subsidiaries. Other considerations that affect the number of primary ledgers required are:

- Corporate year end
- Ownership percentages
- Local government regulations and taxation
- Secondary ledgers

Secondary Ledgers

A secondary ledger:

- Is an optional ledger linked to a primary ledger for the purpose of tracking alternative accounting.
- Can differ from its primary ledger by using a different accounting method, chart of accounts, accounting calendar, currency, or processing options.

When you set up a secondary ledger using the Manage Secondary Ledger task, you select a data conversion level. The data conversion level determines what level of information is copied to the secondary ledger. You can select one of the following levels: **Balance**, **Journal**, **Subledger**, or **Adjustment Only**.

- **Balance**: When you run the Transfer Balances to Secondary Ledger process, balances are transferred from the primary ledger to the secondary ledger.
- **Journal**: When you post journals in the primary ledger, the posting process copies the journals to the secondary ledger for the sources and categories that you specify in the Journal Conversion Rules section on the Map Primary to Secondary Ledger page.

  In the Journal Conversion Rules section, you can do one of the following:

  - Accept the default setting of **Yes** for the journal source and category combination of **Other**, and then specify the source and category combinations to exclude from the conversion.
  - Set the journal source and category combination of **Other** to **No**, and then specify the source and category combinations to include in the conversion.

  You can assign a secondary ledger only a subset of the primary balancing segment values that are assigned to a primary ledger and its legal entities. See the *Legal Entity-Specific Secondary Ledgers with Controlled Replication from Primary Ledgers* topic for more information on this feature.
- **Subledger**: When you run the Create Accounting process in the primary ledger, the process creates subledger journals for both the primary and secondary ledgers. When you run the Post Journals process in the primary ledger for journals that are created through methods other than the Create Accounting process, the posting process copies the primary ledger journals to the secondary ledger. For any journals that you don't want copied by posting, you can change the settings in the Journal Conversion Rules section on the Map Primary to Secondary Ledger page. To prevent duplication, posting doesn't copy any journal that originated from subledgers, regardless of the settings in the Journal Conversion Rules section.

  > **CAUTION:** You don't have to specify journal conversion rules for your subledgers because journal conversion rules are applicable only to postings from Oracle General Ledger. The Create Accounting process automatically produces accounting for both the primary and the secondary ledger, regardless of the journal conversion rule settings.

> **Note:** If you add a subledger-level secondary ledger or reporting currency after implementation while transactions are already in progress, some existing transactions may not be accounted in the new secondary ledger or reporting currency. This behavior can occur even when the capture event flag is enabled and isn't considered an error. For example, if an accounts payable invoice is accounted before the secondary ledger is added, no corresponding accounting exists in the secondary ledger. When a payment is later applied to that invoice, accounting for the payment may not be created in the secondary ledger because the related liability entry doesn't exist. Similarly, if such a payment is later canceled, the cancellation event may not generate accounting in the secondary ledger. In these situations, you may need to create manual journals to adjust balances in the secondary ledger or reporting currency. To reduce manual intervention for in-flight transactions, consider using journal-level secondary ledgers or reporting currencies, especially for subledgers with dependent business flows or reversal scenarios, unless subledger-level configuration is specifically required.

- **Adjustment Only**: This level is an incomplete accounting representation that holds only adjustments. The adjustments can be entered as manual journals in General Ledger. This type of secondary ledger must share the same chart of accounts, accounting calendar, period type, and currency as the associated primary ledger.

> **Tip:** To obtain a complete secondary accounting representation that includes both transactional data and adjustments, use ledger sets to combine the ledgers when running reports.

Example

Your primary ledger uses US Generally Accepted Accounting Principles (GAAP) and you maintain a secondary ledger for International Financial Reporting Standards (IFRS) accounting requirements. You first decide to use the subledger conversion level for the IFRS secondary ledger. However, since most of the accounting between US GAAP and IFRS is identical, the adjustment only level is the better solution for the secondary ledger. The subledger level requires duplication of most subledger and general ledger journal entries and general ledger balances. The adjustment only level transfers only the adjustment journal entries and balances necessary to convert your US GAAP accounting to the IFRS accounting. Thus, requiring less processing resources.

> **Tip:** To avoid difficult reconciliations, use the same currency for primary and secondary ledgers. Use reporting currencies or translations to generate the different currency views to comply with internal reporting needs and consolidations.

Reporting Currencies

Reporting currencies maintain and report accounting transactions in additional currencies. Consider the following before deciding to use reporting currencies.

- Each primary and secondary ledger is defined with a ledger currency that's used to record your business transactions and accounting data for that ledger.
- Best practices recommend that you maintain the ledger in the currency in which the majority of its transactions are denominated. For example, create, record, and close a transaction in the same currency to save processing and reconciliation time.
- Compliance, such as paying local transaction taxes, is also easier using a local currency.
- Many countries require that your accounting records be kept in their national currency.

If you maintain and report accounting records in different currencies, you do this by defining one or more reporting currencies for the ledger. When you set up a reporting currency using the Manage Reporting Currency task, you select a

currency conversion level. The currency conversion level determines what level of information is copied to the reporting currency.

You can select one of the following levels: **Balance**, **Journal**, **Subledger**.

- **Balance**: When you run the Translate General Ledger Account Balances process, balances are transferred from the specified ledger to the reporting currency and converted.
- **Journal**: When you post journals, the posting process copies the journals to the reporting currency for the sources and categories that you specify in the Journal Conversion Rules section on the Create or Edit Reporting Currency pages.

  In the Journal Conversion Rules section, you can do one of the following:

  - Accept the default setting of **Yes** for the journal source and category combination of **Other**, and then specify the source and category combinations to exclude from the conversion.
  - Set the journal source and category combination of **Other** to **No**, and then specify the source and category combinations to include in the conversion.
- **Subledger**: When you run the Create Accounting process in the primary ledger, the process creates subledger journals for both the primary ledger and the reporting currency. When you run the Post Journals process in the primary ledger for journals that are created through methods other than the Create Accounting process, the posting process copies the primary ledger journals to the reporting currency. For any journals that you don't want copied by posting, you can change the settings in the Journal Conversion Rules section on the Edit Reporting Currency page. To prevent duplication, posting doesn't copy any journal that originated from subledgers, regardless of the settings in the Journal Conversion Rules section.

  > **CAUTION:** You don't have to specify journal conversion rules for your subledgers because journal conversion rules are applicable only to postings from Oracle General Ledger. The Create Accounting process automatically produces accounting for both the primary ledger and the reporting currency, regardless of the journal conversion rule settings.

> **Note:** A full accounting representation of your primary ledger is maintained in any subledger level reporting currency. Secondary ledgers can't use subledger level reporting currencies.

Don't use journal or subledger level reporting currencies if your organization translates your financial statements to your parent company's currency for consolidation purposes infrequently. Standard translation functionality meets this need. Consider using journal or subledger level reporting currencies when any of the following conditions exist.

- You operate in a country whose unstable currency makes it unsuitable for managing your business. As a consequence, you manage your business in a more stable currency while retaining the ability to report in the unstable local currency.
- You operate in a country that's part of the European Economic and Monetary Union (EMU), and you select to account and report in both the European Union currency and your National Currency Unit.

> **Note:** The second option is rare since most companies have moved beyond the initial conversion to the EMU currency. However, future decisions could add other countries to the EMU, and then, this option would again be used during the conversion stage.

Related Topics

- How Balances for Reporting Currencies Are Calculated
- What's the difference between mapping with segment rules and mapping with account rules?
- When do account rules override segment rules in a chart of accounts mapping?

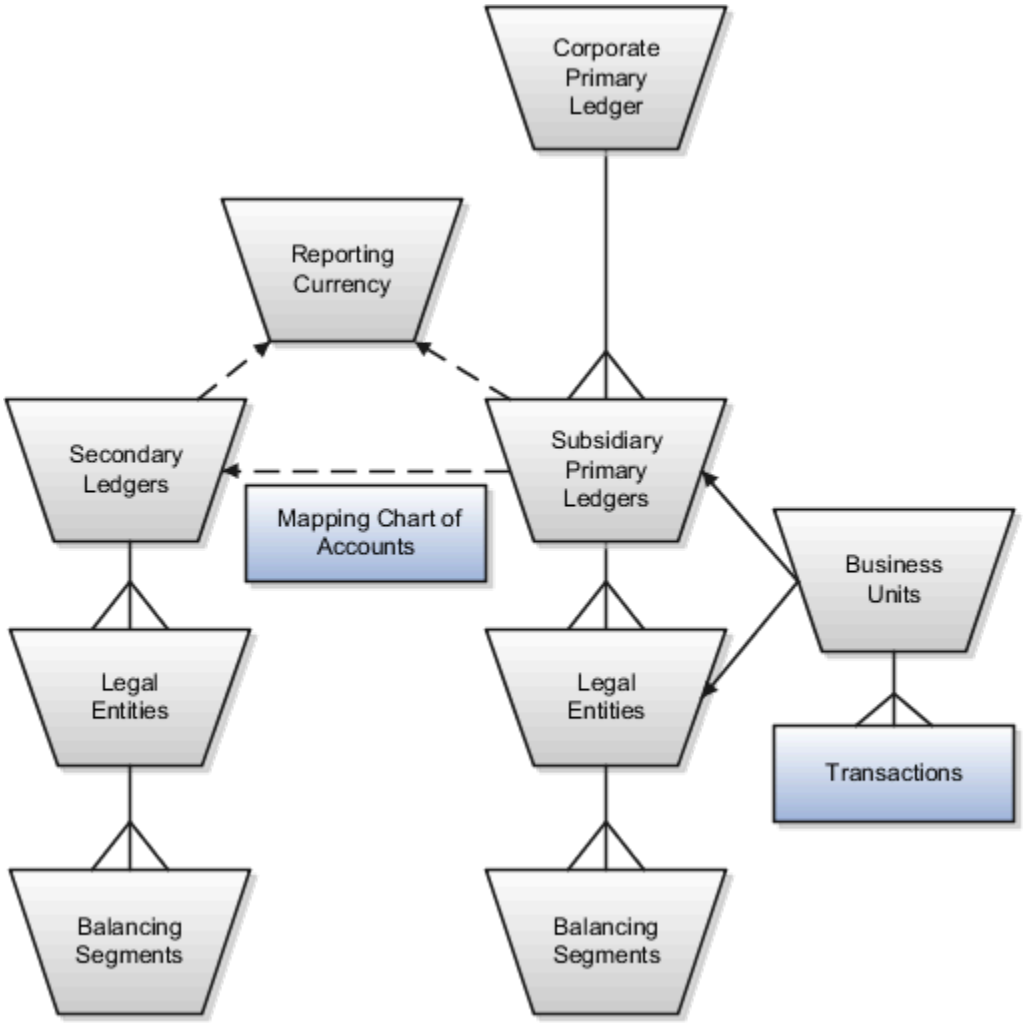
Ledgers, Legal Entities, Balancing Segments, and Business Units

The process of designing an enterprise structure, including the accounting configuration, is the starting point for an implementation.

This process often includes determining financial, legal, and management reporting requirements, setting up primary and secondary ledgers, making currency choices, and examining consolidation considerations.

Primary ledgers are connected to reporting currencies and secondary ledgers to provide complete reporting options. You map the chart of accounts for the primary ledger to the chart of accounts for the secondary ledger. Legal entities are assigned to ledgers, both primary and secondary, and balancing segments are assigned to legal entities. Business units must be connected to both a primary ledger and a default legal entity. Business units can record transactions across legal entities.

The following figure provides an example of an enterprise structure with primary ledgers, secondary ledgers, a reporting currency, legal entities, business units, and balancing segments, and shows their relationships to one another.



Primary Ledgers

A primary ledger is the main record-keeping ledger. Create a primary ledger by combining a chart of accounts, accounting calendar, ledger currency, and accounting method. To determine the number of primary ledgers, your enterprise structure analysis must begin with determining financial, legal, and management reporting requirements. For example, if your company has separate subsidiaries in several countries worldwide, create multiple primary ledgers representing each country with the local currency, chart of accounts, calendar, and accounting method to enable reporting to each country's legal authorities.

If your company just has sales in different countries, with all results being managed by the corporate headquarters, create one primary ledger with multiple balancing segment values to represent each legal entity. Use secondary ledgers or reporting currencies to meet your local reporting requirements, as needed. Limiting the number of primary ledgers simplifies reporting because consolidation isn't required. Other consideration such as corporate year end, ownership considerations, and local government regulations, also affect the number of primary ledgers required.

Secondary Ledgers

A secondary ledger is an optional ledger linked to a primary ledger. A secondary ledger can differ from its related primary ledger in chart of accounts, accounting calendar, currency, accounting method, or ledger processing options.

Reporting requirements, for example, that require a different accounting representation to comply with international or country-specific regulations, create the need for a secondary ledger.

If the primary and secondary ledgers use different:

- Charts of accounts, a chart of accounts mapping is required to instruct the application on how to propagate journals from the source chart of accounts to the target chart of accounts.
- Accounting calendars, the accounting date, and the general ledger date mapping table are used to determine the corresponding nonadjusting period in the secondary ledger. The date mapping table also provides the correlation between dates and nonadjusting periods for each accounting calendar.
- Ledger currencies, currency conversion rules are required to instruct the application on how to convert the transactions, journals, or balances from the source representation to the secondary ledger.

Note: Journal conversion rules, based on the journal source and category, are required to provide instructions on how to propagate journals and types of journals from the source ledger to the secondary ledger.

Reporting Currencies

Reporting currencies are the currency you use for financial, legal, and management reporting. If your reporting currency isn't the same as your ledger currency, you can use the foreign currency translation process or reporting currencies functionality to convert your ledger account balances in your reporting currency. Currency conversion rules are required to instruct the application on how to convert the transactions, journals, or balances from the source representation to the reporting currency.

Legal Entities

Legal entities are discrete business units characterized by the legal environment in which they operate. The legal environment dictates how the legal entity should perform its financial, legal, and management reporting. Legal entities generally have the right to own property and the obligation to comply with labor laws for their country. They also have the responsibility to account for themselves and present financial statements and reports to company regulators, taxation authorities, and other stakeholders according to rules specified in the relevant legislation and applicable accounting standards. During setup, legal entities are assigned to the accounting configuration, which includes all ledgers, primary and secondary.

Balancing Segments

You assign primary balancing segment values to all legal entities before assigning values to the ledger. Then, assign specific primary balancing segment values to the primary and secondary ledgers to represent nonlegal entity related transactions such as adjustments. You can assign any primary balancing segment value that hasn't already been assigned to a legal entity. You are allowed to assign the same primary balancing segment values to more than one ledger. The assignment of primary balancing segment values to legal entities and ledgers is performed within the context of a single accounting setup. The Balancing Segment Value Assignments report is available to show all primary balancing segment values assigned to legal entities and ledgers across accounting setups to ensure the completeness and accuracy of their assignments. This report lets you quickly identify these errors and view any unassigned values.

Business Units

A business unit is a unit of an enterprise that performs one or many business functions that can be rolled up in a management hierarchy. When a business function produces financial transactions, a business unit must be assigned a primary ledger, and a default legal entity. Each business unit can post transactions to a single primary ledger, but it can process transactions for many legal entities. Normally, it has a manager, strategic objectives, a level of autonomy,

and responsibility for its profit and loss. You define business units as separate task generally done after the accounting setups steps.

The business unit model:

- Allows for flexible implementation
- Provides a consistent entity for controlling and reporting on transactions
- Enables sharing of sets of reference data across applications

For example, if your company requires business unit managers to be responsible for managing all aspects of their part of the business, then consider using two balancing segments, company and business unit to enable the production of business unit level balance sheets and income statements.

Transactions are exclusive to business units. In other words, you can use business unit as a securing mechanism for transactions. For example, if you have an export business that you run differently from your domestic business, use business units to secure members of the export business from seeing the transactions of the domestic business.

Related Topics

- Create a Primary Ledger
- Assign Legal Entities and Balancing Segments
- Specify Ledger Options

Create a Primary Ledger

Create a primary ledger as your main record-keeping ledger. A primary ledger records transactional balances by using a chart of accounts with a calendar, currency, and accounting rules implemented in an accounting method.

The primary ledger is closely associated with the subledger transactions and provides context and accounting for them.

Scenario

You have been assigned the task of creating a primary ledger for your company Vision Corporation.

1. In the Setup and Maintenance work area, go to the following:
    - Offering: Financials
    - Functional Area: General Ledger
    - Task: Manage Primary Ledger
2. Click the **Create** icon.
3. Complete the fields, as shown in this table.

Field	Value
Name	Vision Corporation
Description	Vision Corporation primary ledger for recording transactions.

Field	Value
Chart of Accounts	Vision Corporation Chart of Accounts
Accounting Calendar	Standard Monthly
Currency	USD
Accounting Method	Standard Accrual

4. Click **Save and Close**.

> **Note:** You can't change the chart of accounts, accounting calendar, or currency for your ledger after you save the ledger.

Related Topics

- Specify Ledger Options
- How do I update existing setup data?

Define Accounting Configurations of Enterprise Structures Specify Ledger Options

Specify Ledger Options

This example demonstrates specifying the ledger options for a primary ledger. Your company, InFusion Corporation, is a multinational conglomerate that operates in the United States (US) and the United Kingdom (UK).

InFusion has purchased an Oracle Fusion Cloud ERP solution including Oracle General Ledger and all Oracle subledgers.

After defining your InFusion America primary ledger, in the Setup and Maintenance work area, go to the following:

- Offering: Financials
- Functional Area: General Ledger
- Task: Specify Ledger Options, with the ledger scope set to InFusion America

> **Note:** Both primary and secondary ledgers are created in the same way and use the same user interface to enable their specific ledger options.

General Information Options

1. Accept the default name and description for the selected ledger.

2. Review the currency and chart of accounts for the specified ledger, which are automatically provided.

Accounting Calendar Options

1. Review the accounting calendar that defaults from your ledger.
2. Select **Jan-2022** as the first open period of your ledger.

   Select a period after the first defined period in the ledger calendar to enable running translation. You can't run translation in the first defined period of a ledger calendar. In this example, your calendar began with Jan-2021.
3. Enter **3** in the **Number of Future Enterable Periods** field.

   Any value between 0 and 999 periods can be specified to permit entering journals, but not posting them in future periods. Minimize the number of open and future periods to prevent entries in the wrong period.

Subledger Accounting Options

1. Accept the default accounting method, which you selected when you created the primary ledger.
2. In the **Journal Language** field, select **American English** as your journal language. You can configure the display of subledger journal descriptions to use either the journal language set for the ledge or the user session language.

Period Close Options

1. Enter your retained earnings account: 101-00-31330000-0000-000-0000-0000.

   This account is required. General Ledger moves the revenue and expense account balances to this account at the end of the accounting year.
2. Enter your cumulative translation adjustment account: 101-00-31350000-0000-000-0000-0000.

   The Cumulative Translation Adjustment (CTA) account is required for ledgers running translation.
3. Don't enter a value for the **Default Period End Rate Type** or **Default Period Average Rate Type** fields.

   The values entered here are used as the default for balance level reporting currency processing. The InFusion America primary ledger is using the subledger level reporting currency processing.

Journal Processing Options

1. Complete the fields, as shown in this table.

Field	Value
Enable Suspense	General Ledger
Default Suspense Account	101-00-98199999-0000-000-0000-0000
Rounding Account	101-10-98189999-0000-000-0000-0000
Entered Currency Balancing Account	101-10-98179999-0000-000-0000-0000
Balancing Threshold Percent	10

Field	Value
Balancing Threshold Amount	100

2. Enable the following entry and import options:
    - Enable journal approval: Enable the journal approval functionality.
    - Notify when prior period journal is entered: Notify the user when a prior period date is selected on a journal entry.
    - Allow mixed statistical and monetary journals: Enter both monetary and statistical amounts on the same line in a journal entry.
    - Validate reference date: Require a reference date in an open or future enterable period.
    - Separate journals by accounting date during journal import: Create individual journal entries for each accounting date.

      This option applies to only direct General Ledger journals. To apply this setting to General Ledger journals transferred from Oracle subledgers or from Oracle Accounting Hub subledgers, create and enable lookup code XLA_36011519 for lookup type ORA_ERP_CONTROLLED_CONFIG using the Manage Standard Lookups task.
3. Select InFusion America Accrual Set from the list of values in the **Journal Reversal Criteria Set** field and click the **Run AutoReverse after open period** option to reverse accrual journal entries automatically when a new period is opened.
4. Click the **Enable intercompany accounting** option to enable automatic balancing for primary, second, and third balancing segments on intercompany journals and transactions.

   To complete the intercompany accounting functionality, you must define intercompany rules.

> **Note:**
> - This example describes setting options for 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.
> - You can also convert an average daily balance ledger to a standard ledger before submitting the Review and Submit Accounting Configuration task, provided the average daily balance ledger wasn't created through the rapid implementation process.

Related Topics

- What happens if I change the retained earnings account?
- What happens if I change the cumulative translation adjustment account?
- How Single Currency Journals Are Balanced
- How MultiCurrency Journals Are Balanced
- How You Configure the Language for Subledger Journal Descriptions

FAQs for Specify Ledger Options

What happens if I change the cumulative translation adjustment account?

Changing the cumulative translation adjustment (CTA) account is a very significant revision to your accounting configuration and should be avoided if possible. To prevent data corruption, your CTA can only be changed if you delete translated balances.

Related Topics

- How Translated Balances Are Deleted

What happens if I change the retained earnings account?

Changing the retained earnings account is a very significant revision to your accounting configuration and should be avoided if possible.

To prevent data corruption, your retained earnings account can only be changed if you first perform the following set of steps:

1. To reverse what was closed out to the incorrect retained earnings account, enter and post journals to bring the ending balances for your income statement accounts to zero at the end of each accounting year. Use a temporary account, such as a suspense account, for the offsetting amount.
2. Update the retained earnings account.
3. Reverse the journal entries used to bring the income statement accounts' ending account balances to zero to reinstate each accounting year's profit and loss, and now close these out to the new retained earning's account in the following accounting year.

   > **Note:** The recommended reversal method for the journals is **Change Sign**.

4. If you have translated balances for the ledger, follow the process of deleting translated balances for a change in the retained earnings account.

Related Topics

- How Translated Balances Are Deleted

Assign Legal Entities and Balancing Segments

Optionally, assign legal entities and balancing segments to your accounting configuration.

Assign Legal Entities

Assign one or more legal entities to your accounting configuration by following these steps:

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: General Ledger

- Task: Assign Legal Entities, with the ledger scope set

2. Click the **Select and Add** icon.
3. Enter your legal entity information.
4. Click **Apply**.
5. Click **Done**.
6. Click **Save and Close**.

Assign Balancing Segments to Legal Entities

Assign balancing segment values to your legal entities by following these steps:

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: General Ledger
   - Task: Assign Balancing Segment Values to Legal Entities, with the ledger scope set
2. Click the **Create** icon.
3. Select the balancing segment value. Optionally, add a start date.
4. Click **Save and Close** to close the Assign Company Values window.
5. Click **Save and Close**.

Assign Balancing Segments to Ledgers

Assign balancing segment values directly to your ledger by following these steps:

1. In the Setup and Maintenance work area, go to the following:
   - Offering: Financials
   - Functional Area: General Ledger
   - Task: Assign Balancing Segment Value to Ledger, with the ledger scope set
2. Select the balancing segment value.
3. Optionally enter a start date.
4. Click **Save and Close**.

> **Note:** The balancing segment values that are assigned to the ledger represent nonlegal entity transactions, such as adjustments. If you use legal entities, you must assign balancing segment values to all legal entities before assigning values to the ledger. The only available balancing segment values that can be assigned to ledgers are those not assigned to legal entities.

Related Topics

- Overview of Balancing Segments
- How do I update existing setup data?

Define Accounting Configurations of Enterprise Structures Manage Reporting Currencies

How Balances for Reporting Currencies Are Calculated

Reporting currency balances, set at the journal or subledger level, are updated when Oracle General Ledger journals are posted and converted to your reporting currencies.

This process includes:

- General Ledger manual journals, periodic journals, and allocations.
- At the subledger level, journals from Oracle Subledger Accounting.
- Other journals imported from sources other than your Oracle Fusion subledgers.

When you post a journal in a ledger that has one or more reporting currencies defined, the posting process:

- Creates journals converted to each of your reporting currencies.
- Includes them in the same batch as the original journal with a status of Posted.

Settings That Affect Reporting Currency Balances

Reporting currencies share a majority of the ledger options with their source ledger. For example, the reporting currency uses the same suspense account and retained earnings accounts as its source ledger. However, there are certain options that must be set specifically for reporting currencies, such as the currency conversion level. The currency conversion levels are Balance, Journal, and Subledger.

Note: Secondary ledgers can't use subledger level reporting currencies.

Multiple dependencies exist between a reporting currency and its source ledger. Therefore, complete your period opening tasks, daily journal or subledger level reporting currencies accounting tasks, and period closing tasks in the correct order. The following table describes some of the tasks for each task type.

Type	Tasks
Period Opening	Open the accounting period in both your ledger and reporting currencies before you create or import journals for the period. Converted journals are only generated in your reporting currency if the period is open or future enterable.
Daily	Enter daily conversion rates to convert journals to each of the reporting currencies.
Period Closing	• Finish entering all regular and adjusting journals for the period in your ledger. • Post all unposted journals in your ledger if not already done in the previous step. • Post all unposted journals in your reporting currencies if not already done in the previous step. • Run revaluation in both your ledger and reporting currencies. Post the resulting revaluation batches in each ledger.

Type	Tasks
	• As needed, translate balances in your ledger. • Generate needed reports from both your ledger and reporting currencies. • Close your accounting period in both your ledger and reporting currencies.

How Reporting Currencies Are Calculated

If you use reporting currencies at the journal or subledger level, journals are posted in your reporting currency when you:

- Create accounting.
- Post journal entries.
- Translate balances.

General Ledger and Subledger Accounting automatically generate journals in your reporting currencies where the entered currency amounts are converted to the reporting currency amounts. Other factors used in the calculation of reporting currency balances are listed:

- Manual Journals: Enter a manual journal batch in your reporting currency at the journal or subledger level by using the Create Journals page. Select the journal or subledger level reporting currency from the ledger's list of values. Continue in the same manner as entering any other manual journal.
- Conversion Rounding: Use the reporting currency functionality to round converted and accounted amounts using the same rounding rules used throughout your Oracle Fusion Cloud Applications. The reporting currency functionality considers several factors that are a part of the currencies predefined in your applications, including:
    - Currency Precision: Number of digits after the decimal point used in currency transactions.
    - Minimum Accountable Unit: Smallest denomination used in the currency. This might not correspond to the precision.
- Converted Journals: Generate and post automatically journals in your reporting currencies when you post the original journals in the source ledger for the following types of journals:
    - Manual journals
    - Periodic and allocation journals
    - Unposted journals from non-Oracle subledger applications
    - Unposted journals from any Oracle subledger that doesn't support reporting currency transfer and import
    - Optionally, revaluation journals
- Unconverted Journals: Rely on the subledger accounting functionality to convert and transfer Oracle subledger journals, for both the original journal and the reporting currency journal, to the General Ledger for import and posting. The reporting currency conversion for these journals isn't performed by the General Ledger.
- Approving Journals: Use the journal approval feature to process reporting currency journals through your organization's approval hierarchy. You can enable journal approval functionality separately in your source ledger and reporting currencies.
- Document Numbers: Accept the default document numbers assigned by the General Ledger application to your journal when you enter a journal in your ledger. The converted journal in the reporting currency is assigned

the same document number. However, if you enter a journal in the reporting currency, the document number assigned to the journal is determined by the reporting currency.

- Sequential Numbering: Enable sequential numbering to maintain the same numbering in your reporting currency and source ledger for journals, other than those journals for Oracle subledgers. Don't create separate sequences for your reporting currencies. If you do, the sequence defined for the reporting currencies is used. The sequences can cause the document numbers not to be synchronized between the ledger and reporting currencies.

  > **Note:** General Ledger enters a document number automatically when you save your journal if:
  >
  > - The Sequential Numbering profile option is set to **Always Used** or **Partially Used**.
  > - Automatic document numbering sequence is defined.
  >
  > If you use manual numbering, you can enter a unique document number.

- Revaluation: Run periodically revaluation in your ledger and reporting currencies as necessary to satisfy the accounting regulations of the country in which your organization operates.
- Account Inquiries: Perform inquires in the reporting currency. You can:
  - Drill down to the journal detail for the reporting currency balance.
  - Drill down to see the source ledger currency journal amounts from any automatically converted journal that was created when the original journal posted.

> **Note:** Be careful when changing amounts in a reporting currency, since the changes aren't reflected in your source ledger. Making journal entry changes to a reporting currency makes it more difficult to reconcile your reporting currency to your source ledger. In general, enter or change your journals in your source ledger, and then allow posting to update the reporting currency.

> **Note:** If you use journal or subledger level reporting currencies, statistical journals are generated for your reporting currencies, but the journals aren't converted.

Define Business Units Manage Business Units

Business Units

A business unit is a unit of an enterprise that 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.

Normally, it has a manager, strategic objectives, a level of autonomy, and responsibility for its profit and loss. Roll business units up into divisions if you structure your chart of accounts with this type of hierarchy.

Though there's no direct relationship between business units and legal employers, it's recommended that you either maintain a 1:1 relationship between the two or have many business units within a legal employer. Typically, a business unit is used to roll up financial transactions within a legal entity. So, if you set up business units at a higher level than legal entities, your financial transactions may fail.

In Oracle Fusion Cloud Applications you do the following:

- Assign your business units to one primary ledger. For example, if a business unit is processing payables invoices, then it must post to a particular ledger. This assignment is required for your business units with business functions that produce financial transactions.
- Use a business unit as a securing mechanism for transactions. For example, if you run your export business separately from your domestic sales business, then secure the export business data to prevent access by the domestic sales employees. To accomplish this security, set up the export business and domestic sales business as two separate business units.

The Oracle Fusion Applications business unit model provides the following advantages:

- Enables flexible implementation
- Provides consistent entity that controls and reports on transactions
- Shares sets of reference data across applications

Business units process transactions using reference data sets that reflect your business rules and policies and can differ from country to country. With Oracle Fusion Application functionality, you can share reference data, such as payment terms and transaction types, across business units, or you can have each business unit manage its own set depending on the level at which you want to enforce common policies.

In summary, use business units for:

- Management reporting
- Transaction processing
- Transactional data security
- Reference data sharing and definition

Brief Overview of Business Unit Security

A number of Oracle Fusion Applications use business units to implement data security. You assign roles like Accounts Payable Manager to users to permit them to perform specific functions, and you assign business units for each role to users to give them access to data in those business units. For example, users who have been assigned a Payables role for a particular business unit, can perform the function of payables invoicing on the data in that business unit. Roles can be assigned to users manually using the Security Console, or automatically using provisioning rules. Business Units can be assigned to users using the Manage Data Access for Users task found in Setup and Maintenance.

Related Topics

- Reference Data Sets and Sharing Methods

Define Business Units Assign Business Unit Business Function

Business Functions

A business unit can perform many business functions in Oracle Fusion Applications.

Business Functions

A business function represents a business process, or an activity that can be performed by people working within a business unit and describes how a business unit is used. The following business functions exist in Oracle Fusion applications:

- Billing and revenue management
- Collections management
- Customer contract management
- Customer payments
- Expense management
- Incentive compensation
- Materials management
- Payables invoicing
- Payables payments
- Procurement
- Procurement contract management
- Project accounting
- Receiving
- Requisitioning
- Sales

Although there is no relationship implemented in Oracle Fusion Applications, a business function logically indicates a presence of a department in the business unit with people performing tasks associated with these business functions. A business unit can have many departments performing various business functions. Optionally, you can define a hierarchy of divisions, business units, and departments as a tree over HCM organization units to represent your enterprise structure.

Note: This hierarchy definition isn't required in the setup of your applications, but is a recommended best practice.

Your enterprise procedures can require a manager of a business unit to have responsibility for their profit and loss statement. In such cases, any segment that allows the identification of associated revenue and costs can be used as a profit center identification. The segment can be qualified as the **Cost Center Segment**.

However, there are cases where a business unit is performing only general and administrative functions, in which case your manager's financial goals are limited to cost containment or recovering of service costs. For example, if a shared service center at the corporate office provides services for more commercially-oriented business units, it doesn't show a profit and therefore, only tracks its costs.

In other cases, where your managers have a responsibility for the assets of the business unit, a balance sheet can be produced. The recommended best practice to produce a balance sheet is to setup the business unit as a balancing segment in the chart of accounts. The business unit balancing segment can roll up to divisions or other entities to represent your enterprise structure.

When a business function produces financial transactions, a business unit must be assigned to a primary ledger, and a default legal entity. Each business unit can post transactions to a single primary ledger, but it can process transactions for many legal entities.

The following business functions generate financial transactions and will require a primary ledger and a default legal entity:

- Billing and revenue management
- Collections management
- Customer payments
- Expense management
- Materials management
- Payables invoicing
- Project accounting
- Receiving
- Requisitioning

Business Unit Hierarchy: Example

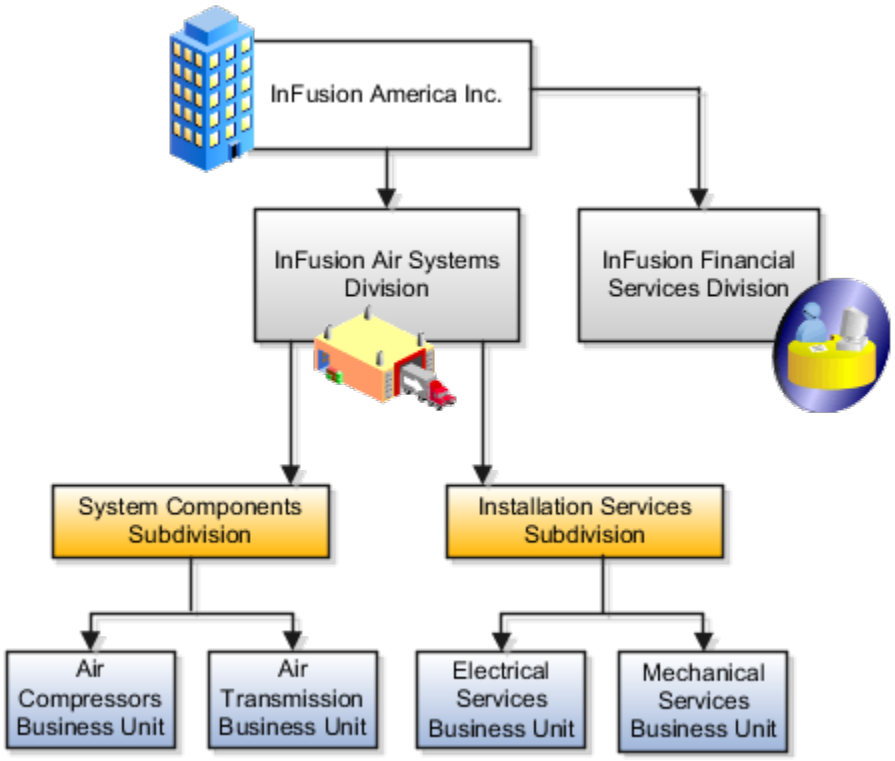
For example, your InFusion America Company provides:

- Air quality monitoring systems through your division InFusion Air Systems
- Customer financing through your division InFusion Financial Services

The InFusion Air Systems division further segments your business into the System Components and Installation Services subdivisions. Your subdivisions are divided by business units:

- System Components by products: Air Compressors and Air Transmission
- Installation Services by services: Electrical and Mechanical

The following figure shows an example of a business unit hierarchy.



Oracle Fusion applications facilitates independent balance sheet rollups for legal and management reporting by offering up to three balancing segments. Hierarchies created using a second or third balancing segment can provide the divisional results. For example, it's possible to define second or third balancing segment values to correspond to business units, and arrange them in a hierarchy where the higher nodes correspond to divisions and subdivisions, as in the InFusion US Division example.

Define Business Units Manage Service Provider Relationships

Shared Service Centers

Oracle Fusion Cloud Applications enables defining relationships between business units to outline which business unit provides services to the other business units.

Service Provider Model

The service provider model centralizes the following business functions:

- Procurement
  - Services business units that enable the Requisitioning business function.
  - Processes requisitions and negotiates supplier terms for client business units.

- Payables Payment
    - Services business units that enable the Payables Invoicing business function.
    - Processes payments for client business units.
- Customer Payments
    - Services business units that enable the Billing and Revenue Management business function.
    - Processes payments for the transactions of client business units assigned the Billing and Revenue Management business function.

This functionality is used to frame service level agreements and drive security. The service provider relationships provides you with a clear record of how your business operations are centralized. For other centralized processing, business unit security is used (known in Oracle E-Business Suite as Multi-Org Access Control). This means that users who work in a shared service center have the ability to get access and process transactions for many business units.

Guidelines for Shared Service Centers

Oracle Fusion Cloud Applications supports shared service centers in two ways. First, with business unit security, which allows your shared service centers personnel to process transactions for other business units called clients.

Second, the service provider model expands on this capability to allow a business unit and its personnel in a shared service center to work on transactions of the client business units. It is possible to view the clients of a service provider business unit, and to view service providers of a client business unit.

Your shared service centers provide services to your client business units that can be part of other legal entities. In such cases, your cross charges and recoveries are in the form of receivables invoices, and not merely allocations within your general ledger, thereby providing internal controls and preventing inappropriate processing.

For example, in traditional local operations, an invoice of one business unit can't be paid by a payment from another business unit. In contrast, in your shared service center environment, processes allowing one business unit to perform services for others, such as paying an invoice, are allowed and completed with the appropriate intercompany accounting. Shared service centers provide your users with access to the data of different business units and can comply with different local requirements.

Security

The setup of business units provides you with a powerful security construct by creating relationships between the functions your users can perform and the data they can process. This security model is appropriate in a business environment where local business units are solely responsible for managing all aspects of the finance and administration functions.

In Oracle Fusion applications, the business functions your business unit performs are evident in the user interface for setting up business units. To accommodate shared services, use business unit security to expand the relationship between functions and data. A user can have access to many business units. This is the core of your shared service architecture.

For example, you take orders in many businesses. Your orders are segregated by business unit. However, all of these orders are managed from a shared service order desk in an outsourcing environment by your users who have access to multiple business units.

Benefits

In summary, large, medium, and small enterprises benefit from implementing share service centers. Examples of functional areas where shared service centers are generally implemented include procurement, disbursement, collections, order management, and human resources. The advantages of deploying these shared service centers are the following:

- Reduce and consolidate the number of control points and variations in processes, mitigating the risk of error.
- Increase corporate compliance to local and international requirements, providing more efficient reporting.
- Implement standard business practices, ensuring consistency across the entire enterprise and conformity to corporate objectives.
- Establish global processes and accessibility to data, improving managerial reporting and analysis.
- Provide quick and efficient incorporation of new business units, decreasing start-up costs.
- Establish the correct balance of centralized and decentralized functions, improving decision making.
- Automate self-service processes, reducing administrative costs.
- Permit business units to concentrate on their core competencies, improving overall corporate profits.

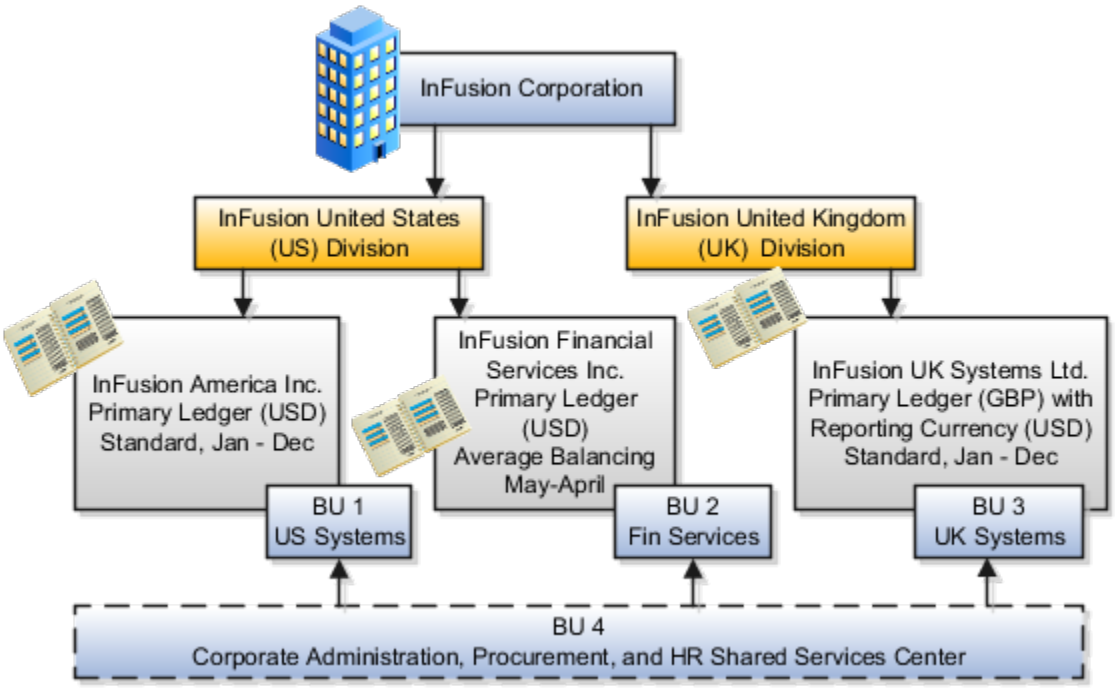
Service Provider Models

In Oracle Fusion Cloud Applications, the service provider model defines relationships between business units for a specific business function, identifying one business in the relationship as a service provider of the business function, and the other business unit as its client.

Procurement Example

The Oracle Fusion Cloud Procurement product family has taken advantage of the service provide model by defining outsourcing of the procurement business function. Define your business units with requisitioning and payables invoicing business functions as clients of your business unit with the procurement business function. Your business unit responsible for the procurement business function takes care of supplier negotiations, supplier site maintenance, and purchase order processing on behalf of your client business units. Subscribe your client business units to the supplier sites maintained by the service providers, using a new procurement feature for supplier site assignment.

In the InFusion example, business unit four (BU4) serves as a service provider to the other three business units (BU1, BU2, and BU3.) BU4 provides the corporate administration, procurement, and human resources (HR) business functions, thus providing cost savings and other benefits to the entire InFusion enterprise.



Define Business Units Specify Customer Contract Management Business Function Properties

Overview of Contracts Business Functions Setup

You can specify many business function settings for customer contracts in a specific business unit (BU).

For these tasks, you use the Specify Customer Contract Management Business Function Properties task, available by navigating to Setup and Maintenance work area and searching on the task name.

The selections you make for these business functions impact how Oracle Enterprise Contracts acts during contract authoring.

Here's what you can do:

- Enable related accounts
- Set currency conversion details

  > **Note:** You must select a default currency in the customer or supplier business function properties page, if it's not already populated automatically from the ledger assigned to the BU in the assign business function setup task.

- Manage project billing options
- Set up clause numbering
- Set up the Contract Terms Library

The setup options available for the Contract Terms Library are applicable to both customer and supplier contracts, and are described in *Contract Terms Library Business Unit Setup*.

Enabling Related Customer Accounts

Contract authors can specify bill-to, ship-to, and other accounts for the parties in a contract. Enable the related customer accounts option if you want accounts previously specified as related to the contract party to be available for selection.

Managing Currency Conversion Options

If your organization plans to transact project-related business in multiple currencies, then select the multicurrency option. This allows a contract author to override a contract's currency, which is derived from the ledger currency of the BU. It also enables the contract author to specify currency conversion attributes to use when converting from the bill transaction currency to the contract currency and from the invoice currency to the ledger currency.

In the Bill Transaction Currency to Contract Currency region, enter currency conversion details that will normally be used, by all contracts owned by this BU, to convert transaction amounts in the bill transaction currency to the contract currency. Newly created contracts contain the default currency conversion values, but you can override the values on any contract, if needed.

In the Invoice Currency to Ledger Currency region:

- Enter invoice transaction conversion details if the invoice and ledger currencies can be different.
- Enter revenue transaction conversion details if the revenue and ledger currencies can be different for as-incurred and rate-based revenue.

Managing Project Billing Options

The options available for selection in the Project Billing region control the behavior of project invoicing and revenue recognition for contracts with project-based work. Project billing can act differently for external contracts (customer billing) or intercompany and interproject contracts (internal billing).

Set these options, which apply to all contracts:

- Select the **Transfer Revenue to General Ledger** option if you want to create revenue accounting events and entries, and transfer revenue journals to the general ledger. If this option isn't selected, then revenue can still be generated, but won't be transferred to the general ledger.
- Indicate if a reason is required for credit memos that are applied to invoices.

These options exist in two sets - one for customer billing and a second for internal billing:

- Select an invoice numbering method, either **Manual** or **Automatic**. The invoice numbering method is the method that Oracle Fusion Receivables uses to number its invoices, upon release of draft invoices from Project Billing.
    - If the invoice numbering method is **Manual**, then select an invoice number type, which sets the type of Receivables invoice numbers that are allowed. Valid values are **Alphanumeric** and **Numeric**.
    - If the invoice numbering method is **Automatic**, then enter the next invoice number to use when generating Receivables invoice numbers.
- Select the Receivables batch source to use when transferring invoices to Receivables.

Set this option only for customer billing:

- Indicate if you want contract authors to manually enter the Receivables transaction type on the customer contracts they create.

Managing Clause Numbering

You can choose to number clauses manually or automatically.

If you choose the automatic numbering method, you must select a determinant level for the numbering. You must then select the appropriate clause sequence category from document sequences that you set up for this numbering level.

Define Business Units Specify Supplier Contract Management Business Function Properties

Set Up Business Unit for Supplier Contracts

Us the Specify Supplier Contract Management Business Function Properties task to specify a variety of business function settings for supplier contracts in a specific business unit. You can access this task by selecting Setup and Maintenance from the Navigator and searching on the task name.

The selections you make for these business functions impact how the Contract Terms Library behaves during supplier contract authoring.

> **Note:** The customer must select a default currency in the customer or supplier business function properties page, if not automatically populated from the ledger assigned to the business unit in the assign business function setup task.

Manage Contract Terms Library Setup Options

The setup options available for the Contract Terms Library are applicable to both customer and supplier contracts, and are described in the business unit setup topic for the Contract Terms Library. That topic is available as a related link to this topic.

Set Up Supplier Ship-to Organization, Ship-to Location and Bill-to Location

To set up ship-to organization, create an Inventory Organization by using these steps:

1. Navigate to **Setup and Maintenance**.
2. Click **Search** in the Tasks side panel and search for the **Manage Inventory Organizations** task.
3. Click **Create** in the results table.
4. Enter **Name** and **Organization**, and select **Management Business Unit** and **Legal Entity** information from the drop-down list.
5. Click **Next**.
6. In the **General** tab, select **Schedule** and **Item Master Organization** information.
7. Click **Save and Close**.

To set up a ship-to and bill-to location, create an Inventory Organization Location:

1. Search for **Manage Inventory Organization Locations** in the Tasks side panel.
2. On the Search page, click **Manage Inventory Organization Locations** .
3. Click **Create** in the results table.
4. Enter mandatory fields and select **Inventory Organization** in the drop-down list.
5. Click **Submit**.

Related Topics

- Contract Terms Library Business Unit Setup

Define Workforce Structures Manage Locations

Locations

A location identifies physical addresses of a workforce structure, such as a department or a job. You create and manage locations using the Location Details quick action in the Workforce Structures area on the My Client Groups tab.

You can also create locations to enter the addresses of external organizations that you want to maintain, such as employment agencies, tax authorities, and insurance or benefits carriers.

When specifying the location address, you can default the country in the location responsive pages. You configure the default location country on the **Manage Enterprise HCM Information** page. If you don't configure any default country, then the country is automatically defaulted to United States in the location address.

The locations that you create exist as separate structures that you can use for reporting purposes, and in rules that determine employee eligibility for various types of compensation and benefits. You enter information about a location only once. Subsequently, when you set up other workforce structures you select the location from a list.

A point to note is that the Ship-to Site, Receiving Site, Bill-to Site, Office Site, and Designated Receiver fields in the Shipping Details section of a location setup are for information purpose only and can be used to report upon. They aren’t currently used by any feature or process within HCM.

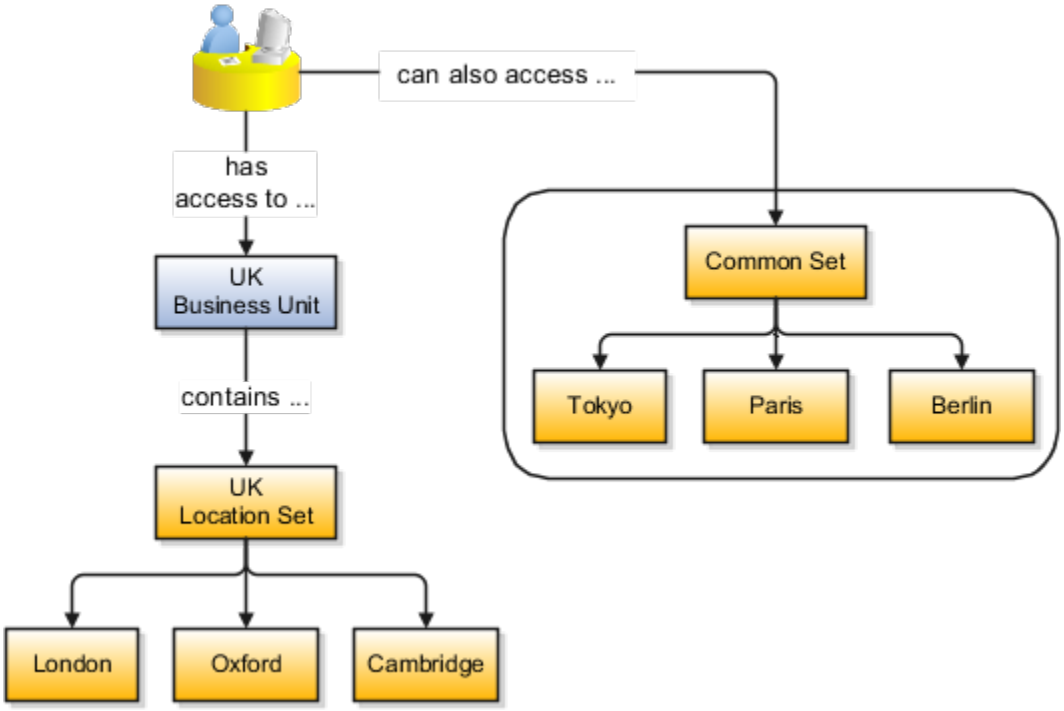
Location Sets

When you create a location, you must associate it with a set. Only those users who have access to the set's business unit can access the location set and other associated workforce structure sets, such as those that contain departments and jobs.

Note the following:

- You can also associate the location to the common set so that users across your enterprise can access the location irrespective of their business unit.
- You can also configure a location as an employee location on the **Location Details** page.
- When users search for locations, they can see the locations that they have access to along with the locations in the common set.

The following figure shows how locations sets restrict access to users.



Upload Locations Using a Spreadsheet

If you have a list of locations already defined for your enterprise, you can upload them from a spreadsheet.

To use this option:

- Download a spreadsheet template
- Add your location information to the spreadsheet
- Upload directly to your enterprise configuration

You can upload the spreadsheet multiple times to accommodate revisions.

Update Location Details

If you need to update or correct the details of a location, here's how you can do that:

1. Go to **My Client Groups** > **Location Details**.
2. On the page, click **Show Filters**.
3. Search for the location you need to correct or update using the filters and select it.
4. On the location's details page, click **Actions** and select **Update** or **Correct**.
5. Update the details as required and click **Submit**.

Related Topics

- Why can't I see my location in the search results?
- What happens if I inactivate a location?
- Upload Workforce Structures Using a Spreadsheet
- How do I default a country when creating locations?

Define Workforce Structures: FAQs for Manage Locations

Why can't I see my location in the search results?

You can search for approved locations only. Also, if you created a location in Oracle Fusion Trading Community Model, then you can't access that location from Oracle Fusion Global Human Resources.

For use in Oracle Fusion HCM, you must recreate the location from the Manage Locations page.

How can I associate a location with an inventory organization?

From the Oracle Fusion Global Human Resources, go to the Manage Locations page. Use the Manage Locations task in the Workforce Structures work area.

To appear on the Create or Edit Location pages, your inventory organization must be effective as of the current date and must exist in the location set that you selected.

What happens if I select an inventory organization when I am creating or editing a location?

The location is available for selection in purchase documents of that inventory organization in Oracle Fusion Inventory Management. If you don't select an inventory organization, then the location is available in purchase documents across all inventory organizations.

What happens if I select a geographic hierarchy node when I create or edit a location?

The calendar events that you created for the geographic node start to apply for the location and may impact the availability of worker assignments at that location.

You manage locations using the Manage Locations task in the Workforce Structures work area.

The geographical hierarchy nodes available for selection on the Locations page display from a predefined geographic hierarchy.

Related Topics

- How an Individual's Schedule Is Identified

What happens if I inactivate a location?

Starting from the effective date that you entered, you can no longer associate the location with other workforce structures, assignments, or applications.

If the location is already in use, it will continue to be available to the components that currently use it.

Define Workforce Structures Manage Divisions

Divisions

Managing multiple businesses requires that you segregate them by their strategic objectives and measure their results.

Responsibility to reach objectives can be delegated along the management structure. Although related to your legal structure, the business organizational hierarchies don't reflect directly the legal structure of the enterprise. The management entities and structure can include:

- Divisions and subdivisions
- Lines of business
- Other strategic business units
- Their own revenue and cost centers

These organizations can be included in many alternative hierarchies and used for reporting, as long as they have representation in the chart of accounts.

Divisions

A division refers to a business-oriented subdivision within an enterprise, in which each division organizes itself differently to deliver products and services or address different markets. A division can operate in one or more countries, and can be many companies or parts of different companies that are represented by business units.

A division is a profit center or grouping of profit and cost centers, where the division manager is responsible for achieving business goals including profits. A division can be responsible for a share of the company's existing product lines or for a separate business. Managers of divisions may also have return on investment goals requiring tracking of the assets and liabilities of the division. The division manager generally reports to a corporate executive.

By definition a division can be represented in the chart of accounts. Companies can use product lines, brands, or geographies as their divisions: their choice represents the primary organizing principle of the enterprise.

Historically, divisions were implemented as a node in a hierarchy of segment values. For example, Oracle E-Business Suite has only one balancing segment, and often the division and legal entity are combined into a single segment where each value stands for both division and legal entity.

Use of Divisions in Oracle Fusion Cloud Human Capital Management (HCM)

Divisions are used in HCM to define the management organization hierarchy, using the generic organization hierarchy. This hierarchy can be used to create organization-based security profiles.

Related Topics

- Can I view the address details of the location on the Redwood pages for organizations?
- Can I select an existing organization when I'm creating a new organization in Redwood?
- Can I view the Other Classifications section on the Redwood pages for organizations?

Example of Adding a New Division After Acquiring a Company

This example describes how you can restructure your enterprise after acquiring a new division.

Scenario

You are part of a senior management team at InFusion Corporation. InFusion is a global company with organizations in the following countries:

- United States (US)
- United Kingdom (UK)
- France
- China
- Saudi Arabia
- United Arab Emirates (UAE)

The company's main area of business is in the high tech industry, and it recently acquired a new company. You must analyze the company's current enterprise structure and determine the new organizations to create in the new company.

Details of the Acquired Company

The acquired company is a Financial Services business based in Germany. The Financial Services business differs significantly from the high tech business. Therefore, you want to keep the Financial Services company as a separate business with all the costs and reporting managed by the Financial Services division.

The following table summarizes the key decisions that you must consider when determining what new organizations to set up and how to structure the enterprise.

Decision to Consider	In This Example
Create location?	The Financial Services company and its departments are based in Frankfurt. Therefore, you only have to create one location.
Create separate division?	Yes. Although the new division will exist in the current enterprise structure, you want to keep the Financial Services company as a separate line of business. By creating a separate division, you can manage the costs and reporting separately from the InFusion Corporation. Additionally, you don't have to modify any organizations in the enterprise setup.
Create business unit?	Yes. The Financial Services business requires you to create several jobs that don't exist in your high tech business. You can segregate the jobs that are specific to financial services in a new business unit.
How many departments?	The Financial Services company currently has departments for sales, accounting, and marketing. As you have no plans to downsize or change the company, you can create three departments to retain the structure.
How many cost centers?	Although you can have multiple cost centers to track the department costs, you decide to create one cost center for each department.

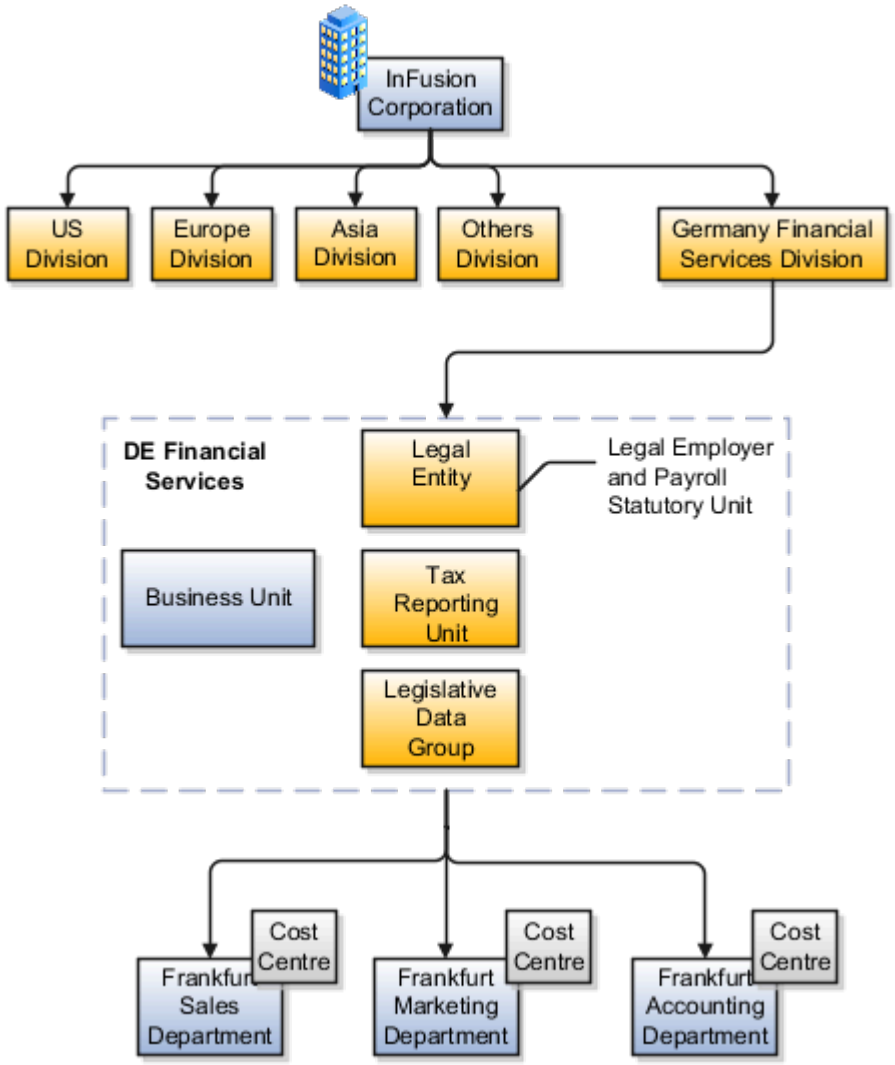
Decision to Consider	In This Example
How many legal entities?	Define a legal entity for each registered company or some other entity recognized by law. Using the legal entity, you can: • Record assets • Record liabilities • Record income • Pay transaction taxes • Perform intercompany trading In this case, you only need one legal entity. You must define the legal entity as a legal employer and payroll statutory unit. As the new division operates only from Germany, you can configure the legal entity to suit Germany's legal and statutory requirements. **Note:** You can identify the legal entity as a payroll statutory unit. When you do so, the application transfers the legal reporting unit associated with the legal entity to Oracle Fusion HCM as a tax reporting unit.
Create legislative data group?	Yes. Because you currently don't employ or pay people in Germany, you must create one legislative data group to run payroll for the workers in Germany.

Resulting InFusion Enterprise Structure

Based on the analysis, you must create the following:

- One new division
- One new location
- Three new departments
- Three new cost centers
- One new legal entity
- One new legislative data group

The following figure illustrates the structure of InFusion Corporation after adding the new division and the other



organizations.

Define Workforce Structures Manage Departments

Cost Centers and Departments

The two important components to be considered in designing your enterprise structure are cost centers and departments.

A cost center represents the smallest segment of an organization for which you collect and report costs. A department is an organization with one or more operational objectives or responsibilities that exist independently of its manager and has one or more workers assigned to it.

Cost Centers

A cost center represents the destination or function of an expense rather than the nature of the expense which is represented by the natural account. For example, a sales cost center indicates that the expense goes to the sales department.

A cost center is generally attached to a single legal entity. To identify the cost centers within a chart of accounts structure use one of these two methods:

- Assign a cost center value in the value set for each cost center. For example, assign cost center values of PL04 and G3J1 to your manufacturing teams in the US and India. These unique cost center values allow easy aggregation of cost centers in hierarchies (trees) even if the cost centers are in different ledgers. However, this approach requires defining more cost center values.
- Assign a balancing segment value with a standardized cost center value to create a combination of segment values to represent the cost center. For example, assign the balancing segment values of 001 and 013 with cost center PL04 to represent your manufacturing teams in the US and India. This creates 001-PL04 and 013-PL04 as the cost center reporting values. The cost center value of PL04 has a consistent meaning. This method requires fewer cost center values to be defined. However, it prevents construction of cost center hierarchies using trees where only cost center values are used to report results for a single legal entity. You must specify a balancing segment value in combination with the cost center values to report on a single legal entity.

Departments

A department is an organization with one or more operational objectives or responsibilities that exist independently of its manager. For example, although the manager may change, the objectives don't change. Departments have one or more workers assigned to them.

A manager of a department is typically responsible for:

- Controlling costs within their budget
- Tracking assets used by their department
- Managing employees, their assignments, and compensation

The manager of a sales department may also be responsible for meeting the revenue targets.

The financial performance of departments is generally tracked through one or more cost centers. In Oracle Fusion Cloud Applications, departments are defined and classified as Department organizations. Oracle Fusion Cloud Human Capital Management (HCM) assigns workers to departments, and tracks the headcount at the departmental level.

The granularity of cost centers and their relationship to departments varies across implementations. Cost center and department configuration may be unrelated, identical, or consist of many cost centers tracking the costs of one department.

Department Classifications

A department can be classified as a project organization, sales and marketing organization, or cost organization.

A point to note is that a department name must be unique. This rule applies even when the department is classified as a project organization or an inventory organization. For example, if you create a department with name Vision Corp. Sales, you can't create another department with the same name. Also, if you classify this department as a project organization, you can't create another project organization as well with the same name.

Or, if you create a division with the name Vision Corp. Marketing that is classified as a department, which in turn is classified as a project organization, you can't create another division, department or project organization with the same name.

Oracle Fusion Cloud Human Capital Management (HCM) uses trees to model organization hierarchies. It provides predefined tree structures for department and other organizational hierarchies that can include organizations with any classification.

Project Organization

Classify departments as a project owning organization to enable associating them with projects or tasks. The project association is one of the key drivers for project access security.

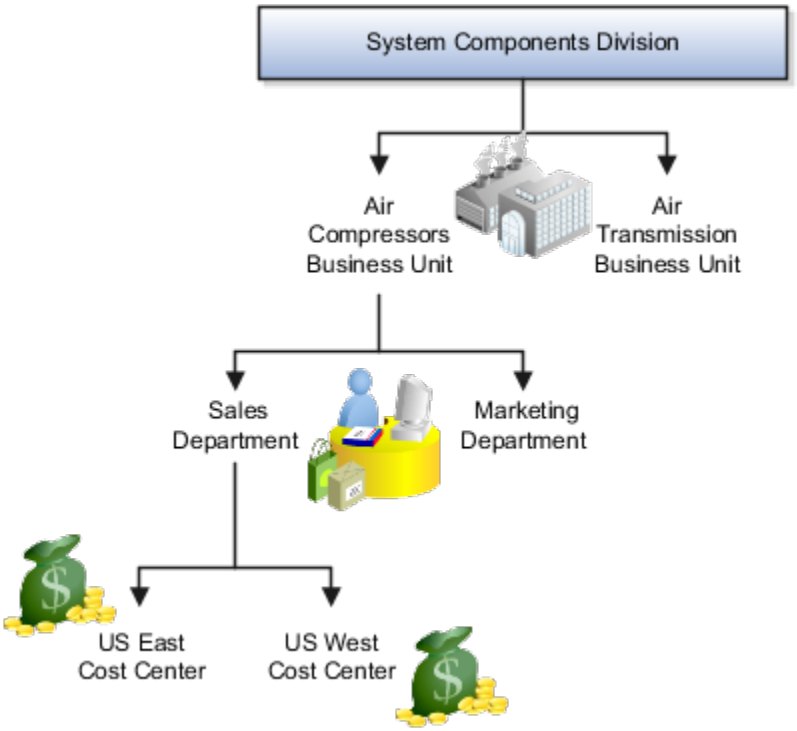
In addition, you must classify departments as project expenditure organizations to enable associating them to project expenditure items. Both project owning organizations and project expenditure organizations can be used by Oracle Subledger Accounting to derive accounts for posting Oracle Fusion Cloud Project Management accounting entries to Oracle General Ledger.

Sales and Marketing Organization

In sales applications, you can define sales and marketing organizations. Sales organization hierarchies are used to report and forecast sales results. Salespeople are defined as resources assigned to these organizations.

In some enterprises, the HCM departments and hierarchies correspond to sales organizations and hierarchies. Examining the decision on how to model sales hierarchies in relationship to department hierarchies when implementing Customer Relationship Management to eliminate any possible redundancy in the definition of the organizations is important.

The following figure illustrates a management hierarchy, in which the System Components Division tracks its expenses in two cost centers, Air Compressors and Air Transmission. At the department level, two organizations with a classification of Department are defined, the Marketing Department and Sales Department. These two departments can be also identified as a Resource Organizations, which enable assigning resources, such as salespeople, and other sales specific information to them. Each department is represented in the chart of accounts by more than one cost center, enabling granular as well as hierarchical reporting.



Cost Organization

Oracle Project Costing uses a cost organization to represent a single physical inventory facility or group of inventory storage centers, for example, inventory organizations. This cost organization can roll up to a manager with responsibility for the cost center in the financial reports.

A cost organization can represent a costing department. Consider this relationship when determining the setup of departments in HCM. No system dependencies are required for these two entities, cost organization and costing department, to be set up in the same way.

Define Workforce Structures FAQs for Manage Job Families

What's the difference between a job set and a job family?

A job family is a group of jobs that have different but related functions, qualifications, and titles. They are beneficial for reporting. You can define competencies for job families by associating them with model profiles.

A job set is an organizational partition of jobs. For example, a job set can include global jobs for use in all business units, or jobs for a specific country or line of business. When you select a job for a position or an assignment, you can view the available jobs in your business unit set and the common set.

Related Topics

- What's a job set?

Define Workforce Structures Manage Job

Jobs

Jobs are typically used without positions by service industries where flexibility and organizational change are key features. As part of your initial implementation, you specify whether to use jobs and positions, or only jobs.

Basic Details

Basic details for a job include an effective start date, a job set, a name, and a code.

A job code must be unique within a set. Therefore, you can create a job with the code DEV01 in the US set and another job with the same code in the UK set. However, if you create a job with the code DEV01 in the Common set, then you can't create a job with the same code in any other set.

Benchmark Information

You can identify a job as being a benchmark job. A benchmark job represents other jobs in reports and salary surveys. You can also select the benchmark for jobs. Benchmark details are for informational purposes only.

Progression Information

A progression job is the next job in a career ladder. Progression jobs enable you to create a hierarchy of jobs and are used to provide the list of values for the Job field in the Promote Worker and Transfer Worker tasks.

The list of values includes the next job in the progression job hierarchy. For example, assume that you create a job called Junior Developer and select Developer as the progression job. Progression jobs show as suggested jobs; so when you promote a junior developer, the Suggested Jobs list of values for the new job will show Developer. You can select this value, or select another one.

Jobs and Grades

You can assign grades that are valid for each job. If you're using positions, then the grades that you specify for the job become the default grades for the position.

Related Topics

- Guidelines for Using Desktop Integrated Excel Workbooks
- Considerations for Enforcing Grades at Assignment Level

Examples of Jobs

Jobs are typically used without positions by service industries where flexibility and organizational change are key features.

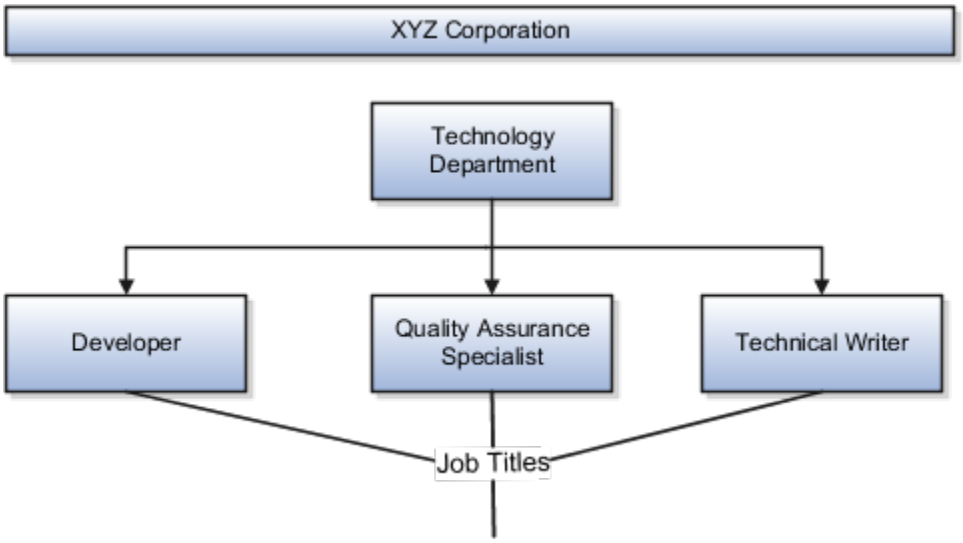
Software Industry

For example, XYZ Corporation has a director over the departments for developers, quality assurance, and technical writers.

- Recently, three developers have resigned from the company.
- The director decides to redirect the headcount to other areas.
- Instead of hiring all three back into development, one person is hired to each department, quality assurance, and technical writing.

In software industries, the organization is fluid. Using jobs gives an enterprise the flexibility to determine where to use headcount, because the job only exists through the person performing it. In this example, when the three developers leave XYZ Corporation, their jobs no longer exist, therefore the corporation has the flexibility to move the headcount to other areas.

This figure illustrates the software industry job setup.

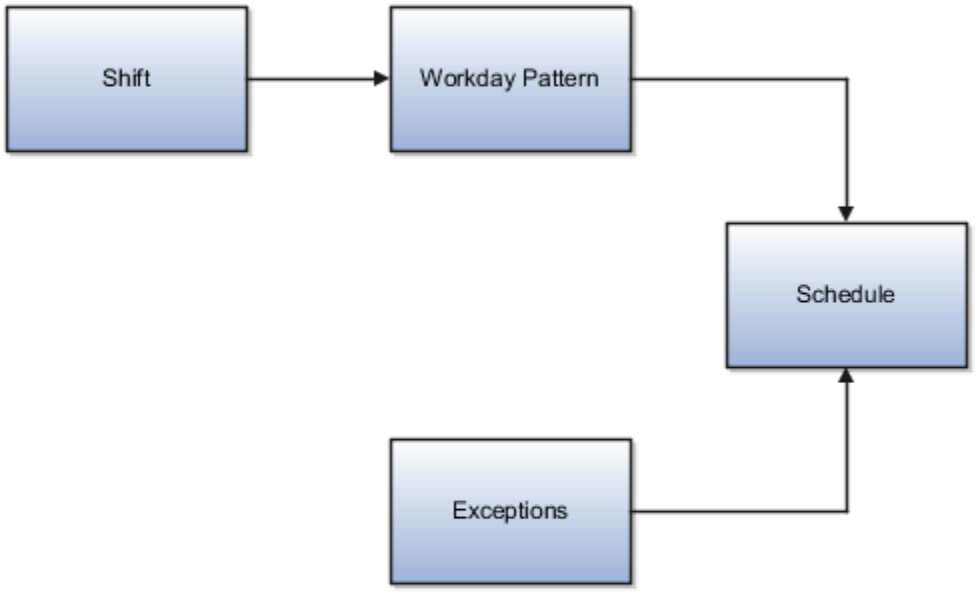


Define Facilities Manage Facility Shifts, Workday Patterns, and Schedules

Schedule Components

Schedules are comprised of workday patterns, any nonworking days, and exceptions.

Begin by creating shifts and then assigning those shifts to workday patterns. Next, create a schedule that's a collection of workday patterns and exception dates.



Shift

A shift is a period of time, typically expressed in hours, and defined by a start time and an end time, or a duration. A shift can be for a work period or an off period. You can create time, duration, and elapsed shifts.

Workday Pattern

A workday pattern is a collection of shifts for a specific number of days. You can create time, duration, and elapsed workday patterns.

Exception

An exception is a record of a date that overrides the availability of a resource to which a schedule has been assigned. For example, a resource is assigned a schedule that includes December 25 as a working day. An exception can be created for December 25 and then applied to that schedule to override resource availability for that date. Exceptions can also be for a date and time period such as 9 a.m. to 11 a.m. on December 25th.

Schedule

A schedule is defined by a sequence of workday patterns to be followed between certain dates. A schedule can also contain exception dates that override the availability of resources to which the schedule is assigned.

When defining a schedule, in addition to the effective dates, you can set additional options such as:

- Marking a schedule as active.
- Setting the first day of the week to specify which day is the start of the week in cases where the schedule doesn't model weekends and has 7 working days each week.
- Adding quarter types such as 4-4-5 or 4-5-4.

Note: You can't change the schedule start date or period type once the schedule is assigned to one or more organizations, plants, or work centers. Instead, create a new schedule with the desired information.

Related Topics

- Examples of Managing Workday Patterns
- Examples of Managing Shifts

Examples of Managing Shifts

A shift is a period of time, typically expressed in hours, that's used to build workday patterns. Workday patterns are used to build schedules.

You should model only the dates you need because you can always extend the end date. This allows for smaller volumes of initial data and Improved performance. There are multiple types of shifts you can create. The following scenarios illustrate each type.

Managing Time Shifts

Next month you're adding a second shift for your manufacturing operations. This new shift will start just after your regular first shift. You can create a time shift that starts at 4:00 p.m. and ends at 12:00 a.m. There are restrictions in updating existing shifts and patterns. Shifts and patterns can't be updated if the change affects a schedule, that's they're associated to a schedule. If a shift is created but not assigned to a pattern (or assigned to a pattern but the pattern isn't assigned to a schedule) it can be updated. If a pattern is created and not assigned to a schedule it can be updated.

Managing Time Shifts with Punch Details

Your division has decided that the employees in the office must clock in and out for lunch starting next week. All employees will take the same lunch hour. Add punch shift details to the existing shift so that employees punch in at

8:00 a.m.; they punch out for lunch from 11:30 a.m. to 12:30 p.m.; they punch back in at 12:30 p.m.; and they punch out for the day at 5:00 p.m.

Managing Time Shifts with Flexible Details

Jorge Sanchez is a contractor who's starting work in your department next week. His hours will be flexible, so you need to create a new time shift with flexible details that he can use to record his time. He will have a flexible start time from 7:00 a.m. to 9:00 a.m. and a flexible end time from 4:00 p.m. to 6:00 p.m. His core work hours will be from 9:00 a.m. to 4:00 p.m.

Managing Duration Shifts

One of the divisions in your organization doesn't use fixed start and end times for its daily shifts; the division only records the total duration of the shift and indicates if resources are available or not during that time. All of the employees in the division are available for 24 hours straight, and then they're not available for the next 24 hours. You should create a duration shift that indicates that resources are available for 24 hours, and create a second duration shift that indicates that resources aren't available for 24 hours.

Managing Elapsed Shifts

The employees in the Human Resources department all work 8 hours a day, but the start and end times vary by employee. Some employees start at early as 6:00 a.m., while others don't start until 9:00 a.m. Create an elapsed shift with a duration of 8 hours, where all employees are assumed to be available for the number of hours in the shift at any time during the day.

Examples of Managing Workday Patterns

A workday pattern is a collection of shifts for a specific number of days. There are multiple types of workday patterns you can create. The following scenarios illustrate each type.

Managing Time Workday Patterns

Your department works a Monday through Friday workweek with 8 hour shifts each day. Time patterns always have time shifts. That is, the shift will have start time and end time. You can create a time workday pattern with a length of 7 days and details of an 8 hour time shift for days 1 through 5. Days 6 and 7 are considered nonworking days.

Managing Duration Workday Patterns

A new group of employees starts next month, and each employee will work a schedule where he or she is available for 10 hours, and then not available for the next 16 hours, and then available for 10 hours again, and so on. This pattern starts on midnight of the first day of the next month. Create a duration workday pattern with a 10-hour available duration shift, followed by a 16-hour not available duration shift. Do not specify the pattern length or start and end days, and the pattern will repeat for the length of the schedule to which it is associated.

Managing Elapsed Workday Patterns

In the summer, several divisions in your organization work only 4 hours on Fridays. They work extended hours on Wednesdays and Thursdays to cover the 4 hours they will not work on Fridays. Create an elapsed workday pattern with a length of 7 days. Days 1 and 2 will have an 8-hour shift assigned, while days 3 and 4 will have a 10-hour shift assigned. Finally, day 5 will have a 4-hour shift assigned. As in the time workday pattern, days 6 and 7 are considered nonworking days.

Related Topics

- Examples of Managing Shifts
- Schedule Components

Define Facilities Manage Inventory Organizations

Inventory Organizations

An inventory organization is a logical or physical entity in the enterprise that's used to store definitions of items or store and transact items.

Inventory Management

Inventory organizations store and transact items, in addition to item definitions. An inventory organization used for item and inventory management is associated with one business unit, one legal entity, and one primary ledger. Use inventory organizations for item and inventory management when the storage or movement of inventory needs to be physically and financially tracked. Inventory organizations used for item and inventory management can represent facilities such as manufacturing centers, warehouses, or distribution centers.

Guidelines for Using Inventory Organization

In Oracle Fusion, storage facilities, warehouses, and distribution centers are implemented as inventory organizations.

Inventory organizations are:

- Managed by a business unit, with the materials management business function enabled.
- Mapped to a legal entity and a primary ledger.

Two types of inventory organizations exist.

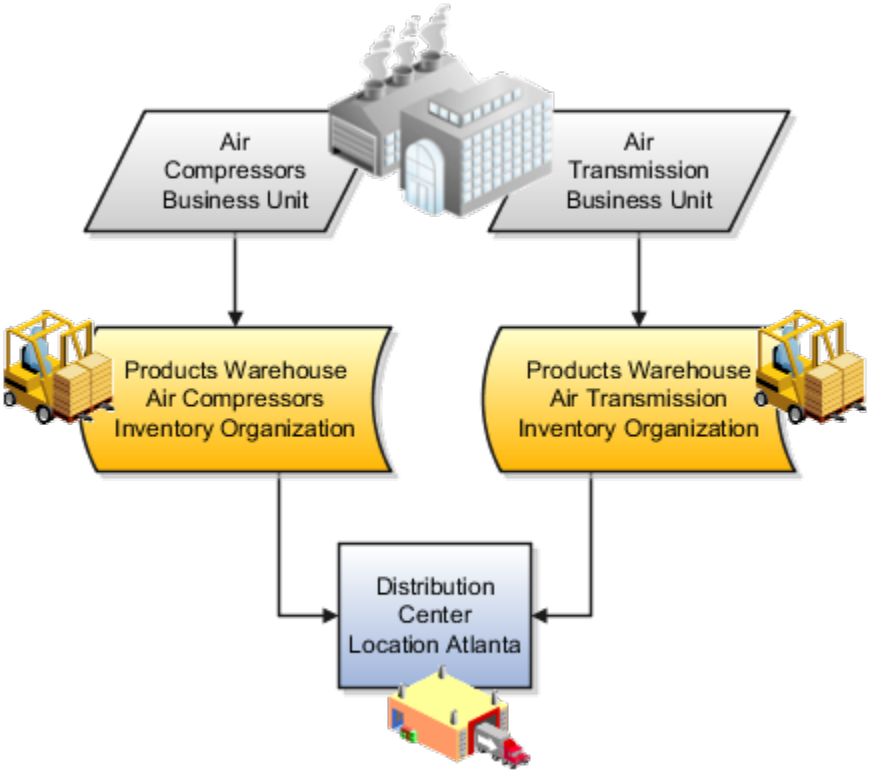
- Manufacturing facilities
- Storage facilities

Storage and manufacturing facilities are related to other organizational entities through a business unit that stores, manufactures, and distributes goods through many factories, warehouses, and distribution centers. The material parameters are set for both the facilities, enabling movement of material in the organization. This business unit has the business function of Materials Management enabled. Oracle Fusion Applications permit many inventory organizations to be assigned to one business unit.

Distribution Center as an Inventory Organization

A distribution center can store inventory that is the responsibility of different business units. In this situation, assign an inventory organization to each business unit as a representation of the inventory in the distribution center. The multiple inventory organizations representing the inventory are defined with the same location to show that they're a part of the same distribution center.

In the following figure the two business units, Air Compressors and Air Transmission, share one distribution center in Atlanta. The two inventory organizations, Air Compressors and Air Transmission represent the inventory for each business unit in the Atlanta distribution center and are both assigned the Atlanta location.

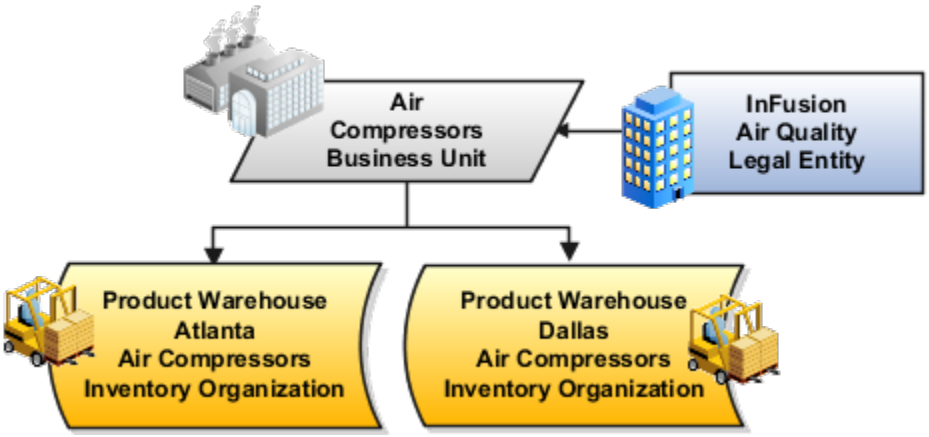


Legal Entities Own Inventory Organizations

A legal entity owns the inventory located in a storage or manufacturing facility. This ownership is assigned through the relationship of the inventory organization representing the inventory and the legal entity assigned to the inventory organization. The legal entity assigned to the inventory organization shares the same primary ledger as the inventory organization's business unit.

The inventory is tracked in the inventory organization owned by the legal entity of which the business unit is part. All transactions are accounted for in the primary ledger of the legal entity that owns the inventory.

This figure illustrates the inventory owned by InFusion Air Quality legal entity. The InFusion Air Quality legal entity is associated with the Air Compressors business unit, which is associated with the two Air Compressors inventory organizations. Therefore, InFusion Air Quality legal entity owns the entire inventory in both the Dallas and Atlanta locations.



Facility Schedules Are Associated with Inventory Organizations

A prerequisite to defining an inventory organization is to define a facility schedule. Oracle Fusion Applications permit you to associate an inventory organization with a schedule.

Facility schedules permit creating workday calendars for inventory organizations that are used in the Oracle Fusion Supply Chain Management product family. For example, use workday calendars in the scheduling of cycle counts and calculating transit time.

Considerations for Inventory Organizations

You can create an inventory organization and should consider the dependencies and required parameters before you create the organization. After you create an inventory organization, you can change the name of an inventory organization but not the code.

Before creating inventory organizations, consider the following:

- Set up inventory organization dependencies
- Plan inventory organization parameters
- Profit center business units
- Copy inventory organizations

Setting Up Inventory Organization Dependencies

When you create an inventory organization, you must associate it to dependencies, such as business units and legal entities. For this reason, create these dependencies before creating an inventory organization.

Planning Inventory Organization Parameters

Before creating an inventory organization, plan the inventory organization's parameters.

Consider the following when planning to configure an inventory organization's parameters:

- Which schedule to use.

- Whether to configure locator control and if so, the level at which to enforce the locator control.

  If you set the locator control to No locator control, later you can change it to Locator control determined at subinventory level. Only newly created subinventories will use locator controls. Any subinventories created before this change will continue to have no locator controls.

  If you set the locator control to Locator control determined at subinventory level, you can update it to No locator control, only if every subinventory beneath the organization has no locators. If any subinventory below the organization uses locators, you won't be able to change the locator control.
- How you want to configure movement request settings such as pick slip batch size and replenishment movement request grouping.

  Consider the size of your operation, your usage of subinventories, and the type of labor or equipment required when considering whether you want to use organization- or subinventory-level replenishment movement request grouping.
- How you want to configure lot, serial, and packing unit generation settings.

  To make appropriate choices for these settings, you should be familiar with:

  - Your company's guidelines for creating lot names, serial numbers, and packing unit numbers
  - Whether your company requires you to assign the same lot number to multiple items in the same organization, or a specific lot number to only one item in the same organization
  - Whether your company requires you to lot control purchase order or shipping order material
- How you want to configure item sourcing details, such as the picking rule to use, and whether to specify the inventory organization as a logistics services organization.

Profit Center Business Units

When defining inventory organizations, you must specify a profit center business unit to generate intercompany trade transactions for various business flows. If you don't associate a profit center business unit to an inventory organization, it may result in trade transaction errors during cost processing.

See Also *Profit Center Business Units*

Copying Inventory Organizations

Before creating new inventory organizations, you should determine if copying an existing inventory organization is the appropriate method. The Copy Inventory Organizations task can be used to simplify creating inventory organizations when a source organization exists, and is suitable to be used as the basis for making a series of copies where the new organizations vary by name, code, and location.

For example, your business uses third-party companies for shipping and new companies are added often. The new third-party companies will use the same parameters as the existing companies, only the name and location vary. You can use a suitable existing inventory organization and create new inventory organizations that use the new company's name, code, and location.

> **Note:** Organizations enabled for contract manufacturing or for item sourcing can't be used as the source organization when copying Inventory Organizations.

See Also *Copy Inventory Organizations*

Related Topics

- Profit Center Business Units

How Rounding the Reorder Quantity Affects Min-Max Planning Reorder Calculations

When you specify to round reorder quantities, min-max planning reorders for item subinventories are automatically rounded up or down.

Settings That Affect Rounding the Reorder Quantity

Reorder quantities for an item subinventory are calculated based on:

- The setting that you select for the **Round reorder quantity** parameter on the Manage Inventory Organization Parameters page, General tab, of the inventory organization containing the item subinventory
- The value that you specify for the **Fixed Lot Multiple** text box on the Add Item to Subinventory window

How Rounding the Reorder Quantity Affects Min-Max Planning Reorder Quantity Calculations

If you enable rounding the reorder quantity for the inventory organization, and specify the fixed lot multiple for the item subinventory, the reorder quantity is rounded up. If you disable rounding the reorder quantity for the inventory organization, and specify the fixed lot multiple for the item subinventory, the reorder quantity is rounded down.

Note: To round reorder quantities, you must specify a fixed lot multiple.

Example: Rounding the Reorder Quantity

Assume that the reorder quantity is 24. If you enable rounding the reorder quantity and specify 10 for the fixed lot multiple, the reorder quantity is rounded up to 30. If you disable rounding the reorder quantity and keep the fixed lot multiple at 10, the reorder quantity is rounded down to 20.

Considerations for Selecting Lot Number Uniqueness Control

Use the Inventory Organization Parameters page to specify if lot numbers should be unique for an item.

Select one of these lot number uniqueness control options to apply to the items in your inventory organization:

- No uniqueness control
- Across items

When you perform transactions, Oracle Inventory Management checks the lot number uniqueness control to generate lot numbers.

No Uniqueness Control

Choose this option if you don't want to establish lot number uniqueness. When selected, you can assign the same lot number to multiple items in the same organization and across organizations. Organizations that choose **No uniqueness control** can enter any lot as long as the lot doesn't exist in any organization that's set to **Across items**.

Across Items

Choose this option to control lot number uniqueness across items. With this option, you can assign a specific lot number to only one item in the same organization and across organizations. The application verifies that the lot number doesn't exist for any other item in any other organization.

This table shows what's allowed:

Organization	Uniqueness Setting	Item	Lot Number
M3	No control	INV-101	LOT2
M3	No control	INV-102	LOT2
M4	No control	INV-103	LOT2
M5	No control	INV-104	LOT2

This table shows what's not allowed:

Organization	Uniqueness Setting	Item	Lot Number
M3	No control	INV-101	LOT1
M3	No control	INV-102	LOT1
M4	No control	INV-103	LOT1
M5	No control	INV-104	LOT1

It is important to understand that when you use this setting for an organization, the same lot number can't exist for any other item in any other organization. However, it's possible to have the same item with the same lot number in multiple organizations.

Note: You can change the setting for the lot number uniqueness control at the inventory organization level if there are no open transactions.

FAQs for Manage Inventory Organizations

What happens if I select the supplier item sourcing type for replenishment?

Items are replenished from an external supplier.

What happens if I create an inventory organization as a logistics services organization?

If you create an inventory organization as a logistics organization, the inventory organization isn't costed, and shipment lines from different logistics service provider customers can't be packed in the same packing unit.

Define Facilities Manage Item Organizations

Item Organizations

An item organization defines an item when inventory balances aren't stored and inventory storage or inventory movement isn't reflected in Oracle Fusion Cloud Applications.

For example, you would use an item organization in a retail scenario, if you need to know the items that are listed by and sold through each retail outlet even though inventory and transactions are recorded in another system. In sales applications, item organizations are used to define sales catalogs.

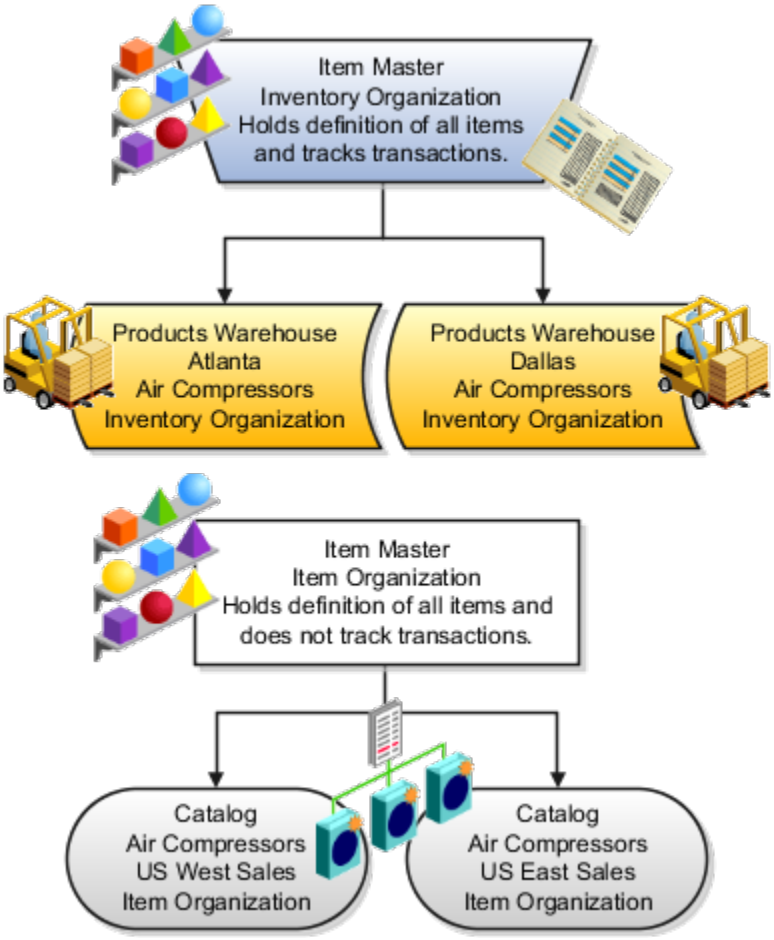
Note:

- Items belong to an item organization.
- Item attributes that are associated with financial and accounting information are hidden from the item if it exists within the item organization.
- Item organizations can be changed by administrators to an inventory organization by updating the necessary attributes. There's no difference in the way items are treated in these two types of organizations except that there can't be any financial transactions in the downstream applications for items that are assigned to an item organization.

Item Master Organizations

An item master organization lists and describes items that are shared across several inventory organizations or item organizations.

The following example shows the choice between inventory organizations that track inventory transactions, stored in two warehouses, and item organizations that just track items, listed in two sales catalogs.



For the most efficient processing, you should:

- Have a single item master.
- Include an item and its definition of form, fit, and function only once in the item master.
- Separate the item master organization from organizations that store and transact items.

Note: Oracle Fusion Cloud Applications permit multiple item masters, however, use this capability cautiously. If you acquire a company, there may be value in keeping the old item master for a transition period. If you manage your subsidiaries as separate businesses, there may be reduced value in a single item master.

7 Budgetary Control and Encumbrance Accounting

How You Define the Funds Reservation Point for Purchasing Documents

You can use budgetary controls to select the point in time at which funds are reserved for requisitions and purchase orders. Enable funds to be reserved at document submission or upon completion of approvals.

To set up the funds reservation point for requisitions and purchase orders, use the Manage Budgetary Control and Encumbrance Accounting page. Find the page from the Setup and Maintenance work area, Financials offering, Budgetary Control and Encumbrance Accounting functional area, Manage Budgetary Control task.

You define the funds reservation point for documents at the business unit level. In the Procure-to-Pay Business Functions section, you can set the reservation point for the Requisitioning and Procurement business functions. For a business function, set the reservation point to one of these options:

- Submission: Funds reservation is done at document submit.
- Approval: Funds reservation is done at the completion of document approval.

How You Define the Default Date Rule for the Budgetary Control Liquidation

You can select the budget date for the budgetary control liquidation of a prior related or backing document by using the Default Date Rule options. These are the options:

- System date: Use this option if the period is open and control budget is active in the current period for liquidations to go through.
- Current transaction budget date: Use this option if liquidations are expected to happen in the same period as the purchase order's budget date.
- Prior related transaction budget date: Use this option if liquidations are expected to happen in the same period as the requisition's budget date.

Related Topics

- Enable Budgetary Control

How You Define Funds Override Rules for a Control Budget

You can use budgetary controls to define insufficient funds override rules and approvers for purchasing transactions in requisitions and purchase orders.

To set up funds override rules for a control budget, use the Manage Control Budgets page. Find the page in the Setup and Maintenance work area, Financials offering, Budgetary Control and Encumbrance Accounting functional area, Manage Control Budgets task. Use the page to define funds override rules for your organization's control budgets that apply to requisitions and purchase orders. When implementing a control budget, you must decide whether to allow insufficient funds override for purchasing transactions.

The following are key attributes to define when you set up a control budget to allow insufficient funds override:

- Allow overrides: Select this option to enable funds override for the control budget.
- Maximum Override Amount: Enter the maximum total override amount for the control budget.
    - You can also select options to notify the budget manager when overrides are taken, or when no overrides are available.
- User Assignments: Add a line to the table for each override approver, and enter their user name.
- Type: For the override type for the approver, select Insufficient Funds. For requisitions and purchase orders only the Insufficient Funds value is supported.
- Amount: Enter an override authorization amount for the approver. The amount is compared against the override amount required by each distribution, rather than for the whole purchasing document. The amount is used to select the override rule and approver used for a particular transaction.
- Transaction Type: Select the transaction types the approver has funds override authority for. For example: Requisition, or Purchase Order.

Related Topics

- How You Manage Funds Override Approval Rules for Requisitions and Purchase Orders

8 Security for Procurement

Overview of Security

Oracle Enterprise Resource Planning Cloud (Oracle ERP Cloud) and Oracle Supply Chain Management Cloud (Oracle SCM Cloud) are secure as delivered; they limit access to one initial setup user.

To enable application users to access application functions and data, you perform security-related tasks in these areas, as appropriate:

- Define Security for Financials
- Define Security for Procurement
- Define Users and Security for Product Management
- Define Security for Project Execution Management
- Manage Data Access for Users
- Define Security for Supply Chain Management

For more information on ERP and SCM security setup and task instructions, see these guides:

- *Oracle Enterprise Resource Planning Cloud: Securing Oracle ERP Cloud*.
- *Oracle Supply Chain Management Cloud: Securing Oracle SCM Cloud*.

Note: You can perform these tasks both during implementation, and later as requirements come up.

Manage Job Roles

The Oracle ERP Cloud and Oracle SCM Cloud security reference implementations provide many predefined job roles. Use the Manage Job Roles task to do these tasks:

- Review the role hierarchy and other properties of a job or abstract role.
- Create custom job and abstract roles.
- View the roles assigned to a user.
- View the users who have a specific role.

To do these tasks, a user must have the IT Security Manager job role.

Manage Duties

The Oracle ERP Cloud and Oracle SCM Cloud security reference implementations provide many predefined duty roles. Use the Manage Duties task to do these tasks:

- Review the duties of a job or abstract role.
- Manage the duties of a custom job or abstract role.
- Create custom duty roles.

To do these tasks, a user must have the IT Security Manager job role.

Define Data Security

You can manage Oracle ERP Cloud and Oracle SCM Cloud application data using tasks related to these areas:

- Define Data Security for Financials
- Define Data Security for Procurement
- Define Data Security for Product Management
- Define Data Security for Project Financial Management
- Define Data Security for Supply Chain Management

For instance, you can manage this information:

- Data access sets that secure ledgers.
- Human Capital Management (HCM) security profiles that facilitate data role for application users.
- Data security policies that determine grants of entitlement to a user or role on an object or attribute group.

To do these tasks, a user must have the IT Security Manager job role.

Manage Role Provisioning Rules

You create role mappings to control the provisioning of all types of roles to application users by performing this task. For example, you can create a role mapping to provision the Accounts Payable Specialist role automatically to users that meet criteria specific to accounts payable users.

To do these tasks, a user must have the IT Security Manager job role.

Roles That Give Workflow Administrators Access

Workflow administrators for a specific product family need a predefined, family-specific workflow role to access tasks and manage submitted tasks for that family. To configure workflow tasks, they also need BPM Workflow System Admin Role (BPMWorkflowAdmin).

For example, administrators with the family-specific roles can do things like reassign submitted tasks, but they also need BPM Workflow System Admin Role to define approval rules. Other than the family-specific workflow roles, there's also BPM Workflow All Domains Administrator Role (BPMWorkflowAllDomainsAdmin). This gives administrators access to all product families. Assign to the administrators a role that contains the workflow roles appropriate for their needs.

Workflow Roles

Here are the roles that give access to workflow administration.

Product Family	Role Name	Role Code
All	BPM Workflow All Domains Administrator Role	BPMWorkflowAllDomainsAdmin

Product Family	Role Name	Role Code
All	BPM Workflow System Admin Role	BPMWorkflowAdmin
Financials	BPM Workflow Financials Administrator	BPMWorkflowFINAdmin
Higher Education	BPM Workflow Higher Education Administrator	BPMWorkflowHEDAdmin
Human Capital Management	BPM Workflow Human Capital Management	BPMWorkflowHCMAdmin
Incentive Compensation	BPM Workflow Incentive Compensation Administrator	BPMWorkflowOICAdmin
Procurement	BPM Workflow Procurement Administrator	BPMWorkflowPRCAdmin
Project Management	BPM Workflow Project Administrator	BPMWorkflowPRJAdmin
Sales	BPM Workflow Customer Relationship Management Administrator	BPMWorkflowCRMAdmin
Supply Chain Management	BPM Workflow Supply Chain Administrator	BPMWorkflowSCMAdmin

Things to Know About the Roles

Here are some things to know about how these workflow roles should be used and what the roles let administrators do.

- If your administrators manage workflow for multiple product families, you should give those users a custom role with the appropriate family-specific workflow roles added.
- If your administrators manage workflow for all product families, give them a custom role with BPM Workflow All Domains Administrator Role.

  > **CAUTION:** Assign BPM Workflow All Domains Administrator Role only if your administrators really do need access to workflow tasks from all product families. For access in multiple product families, but not all, use the workflow roles for the corresponding families instead.

- All administrators can see to-do tasks, no matter which role they have for workflow administration.
- Only administrators with either BPM Workflow All Domains Administrator Role or BPM Workflow System Admin Role would have Skip Current Assignment as an action to take on workflow tasks.

Related Topics

- Assign Roles to an Existing User
- Edit Job Role and Abstract Role
- Role Copying or Editing
- Actions and Statuses for Workflow Tasks
- Create Roles in the Security Console

9 Approval Management for Procurement

Overview of Managing Approvals and Notifications

A workflow task generally passes from one user (or group of users) to another, usually for approvals.

The users get notifications, for example when the task is assigned to them for approval. After all assignees act on the task, say by approving it, the task is done and whatever got approved takes effect. Some tasks are just FYI, and assignees don't need to do anything. Either way, you can configure workflow tasks, including the notifications, to meet your own company's requirements. Here are a few examples of what you can do:

- Set how many levels of approval are needed for transactions over a particular amount
- Define whom the assignee would be, based on the supervisory hierarchy in Oracle Fusion Cloud HCM
- Create approval groups so that the task can be assigned to the set of users in the group instead of an individual user
- Control when to send notifications to users involved with the task

Get Started

In the Offerings work area, enable the Approval Routing Administration feature at the offering level so that these setup tasks are available in the Application Extensions functional area:

In the Setup and Maintenance work area, use the setup tasks in the Define Approval Management for Procurement task list.

- Manage Task Configurations
- Manage Approval Groups
- Manage Requisition Approvals
- Manage Supplier Negotiation Approvals
- Mange Supplier Negotiation Award Approvals
- Manage Purchasing Document Approvals
- Manage Internal Supplier Registration Approvals
- Manage Supplier Registration Approvals
- Manage Supplier Spend Authorization Approvals
- Manage Internal Supplier Profile Change Approvals
- Manage Supplier Profile Change Approvals
- Manage External Purchase Price Approvals
- Manage Task Configuration for Procurement

Some of these setup tasks take you to BPM Worklist, where you do most of the setup and configuration related to workflow. But, depending on your offering, you might use a different functional area or even another approval setup task. Some product families have pages or tools that you can use instead of, or in addition to, BPM Worklist, depending on what you want to configure.

Note: If you want to migrate the rules from test to production, then you should use Manage Task Configuration for Procurement (BPM Worklist) to author rules, and when you author the rules, use the business key rather than the ID.

Manage Workflow Tasks

After users create a task, for example by submitting something for approval, you can use the Transaction Manager: Transactions page in the Transaction Console work area to keep track of the task. And also to jump in when you need to, especially if something goes wrong.

For workflow data, you can use the tables that start with `FND_BPM` in the Oracle Applications Cloud Tables and Views for Common Features guide, and the Manage Tasks API in the REST API for Common Features in Oracle Applications Cloud guide. Don't query other tables or use other APIs that aren't documented.

Components

As business processes and compliance continue to evolve, companies are placing more and more emphasis on document and spend approvals. Oracle Fusion Cloud Procurement uses Oracle SOA - Approvals Management extension (AMX) for requisition, purchasing documents and supplier management approvals. Approval rules can be set up using a user friendly interface that integrates with AMX in the backend for robust approvals management and unified control management across Oracle Fusion applications.

You can define approval rules based on your business processes and decisions, such as whether to route documents to approvers in serial or parallel, whether approvals should be based on employee supervisory hierarchy, position hierarchy, job levels, or approval groups.

There are several key components used in approvals:

- Oracle Procurement Approval Rules Management

  The approvals rules management interface allows you to set up and manage approval rules that apply to your business documents.
- Oracle SOA Approval Management extensions (AMX)

  AMX performs task routing rules for your business documents.
- Oracle Business Process Management (BPM)
  - The BPM Worklist Application is a web-based application that lets users access tasks assigned to them and perform actions based on their roles in the approval process.
  - Administrators can setup approval groups and task level configuration through an administration portal.
- Oracle Human Capital Management

  AMX integrates with the setup in Oracle Fusion Human Capital Management to derive the supervisory and position hierarchy based approvers.

Related Topics

- Configure Offerings
- How do I update existing setup data?

Before Setting Up Approvals

Approval management uses human workflow to automate tasks that are passed from a user or an application to another user or group for consideration or action. Workflows are routed in a predefined sequence to achieve an end result.

Examples of tasks include approving a time card or completing an employee performance appraisal.

Approval management:

- Controls workflows for business processes such as hiring an employee or managing promotions.
- Enables you to define task routing policies that can be as simple or as complex as needed.
- Is fully integrated with HCM to derive approvers based on the supervisory hierarchy, areas of responsibility (such as HR or Benefit Representatives) and other criteria, such as job levels.

For workflows, Oracle Fusion Applications uses the approval management extensions of the human workflow services from Oracle Service-Oriented Architecture (SOA) Suite as well as the Oracle Business Process Management (BPM) Worklist application.

Oracle SOA Suite:

- Is a comprehensive software suite used to build, deploy, and manage the service-oriented architectures.
- Provides a human workflow service that handles all interactions with users or groups in business processes.

For more information about using human workflow in SOA Suite, see Developing SOA Applications with Oracle SOA Suite.

Oracle BPM Worklist provides an interface for:

- Users to access tasks assigned to them and perform actions based on their roles in the workflow.
- Implementors to perform approval management setup, to define who should act on which types of transactions under what conditions.

About Task Configuration

Task Configuration is a web-based application in Worklist Application that enables business users and administrators to review and modify rules that were predefined by the workflow designer. These predefined rules can be changed for a specific customer based on the customer's applicable corporate policies.

Task Configuration enables you to edit the event driven and data driven rules associated with an approval flow at runtime that's, when the workflow has already been deployed.

Employee Supervisor Hierarchy

Approvals can be set up to navigate the employee supervisory hierarchy, which is defined in Oracle Fusion Human Capital Management, up to a certain number of levels. Employees must be set up with appropriate jobs and supervisors.

For complete details on setting up the employee supervisory hierarchy, refer to the Oracle Fusion Human Capital Management documentation.

Position Hierarchy

You can also choose to route document approvals to navigate the position hierarchy defined in Oracle Fusion Human Capital Management, until a specified job level is reached. The position hierarchy must be defined along with corresponding job levels, and the employees must be assigned the appropriate positions.

Here are the steps to set up positions for use in approvals.

1. On Manage Positions task page, create a position.
2. Assign a job to this position. Ensure that there is a job level defined for the job. Refer to section Job Level for the steps to define the job level.

Job Levels

Job level routings are based on the supervisory hierarchy defined in Oracle Fusion Human Capital Management. The approval list will be generated based on the starting person specified in a rule and continuing until an approver with a sufficient job level is found. The supervisory hierarchy must be defined along with the corresponding job levels.

Here are the steps to set up a job and to specify job levels:

1. From Manage Jobs, create a new job.
2. Enter a value in the Level field. Note the job level values are in increasing order with the lowest level being 1.

Approval Rules Management for Procurement

The Oracle Procurement Approval Rules Management page integrates with the Approval Management Extension rules engine to enable administrators to organize and author approval routing rules based on numerous seeded document attributes such as requisition amount, ordered amount, price change percent, category and so on.

Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in sequence. Approvals can be routed up a supervisory chain, position or job level hierarchy, to a single approver or a list of approvers. The figure below depicts the key elements that are involved in understanding and setting up approval routing rules.

Document Approval Request Task

In many end-to-end business processes, human intervention is required for activities such as approving documents, managing exceptions, or performing activities required to advance the business process. The document approval request task lets you send approval requests to approvers enabling them to make a decision and thus advancing the request-to-pay business process. Both task configurations and approval rules must be reviewed and completed for each document approval task before submitting documents for approval.

Task Configuration

The Task Configuration page in BPM Worklist Administration lets you set up:

Assignment and Routing Policy

- Allow all participants to route task to other participants
  a. Selected by default.
  b. Companies can control if participants can add other approvers/FYI participants in the approval list.

- Allow participants to edit future participants
    a. Selected by default.
    b. Controls if participants can update or remove participants remaining in the approval list who weren't assigned the approval task.
- Allow initiator to add participants
    a. Selected by default.
    b. Deselect to prevent the person submitting a document or registration from inserting ad-hoc approval or FYI participants.
    - Enable auto claim.
        i. Selected by default.
        ii. Enabled when a task is assigned to a position, role or a LDAP group. Since there can be multiple users in a position, role, or group, a user has to first claim the task to prevent multiple users from updating the task. This doesn't include approvals based on approval groups. Enabling auto claim won't require a participant to first claim before performing an action, hence reducing the number of steps.

            AMX provides the flexibility to include LDAP groups (groups created in the user directory) as participants for approval routing.
        iii. If Enable auto claim isn't ON, emails for position hierarchy won't have actionable buttons.
- Early Completion Settings
    - Complete task when participant chooses Approve or Reject.
        i. Indicates if the approval task should be completed when a Reject or Approve action is performed by a participant.
        ii. The default setting for the requisition approval task is to complete the approval task on Reject.
- Approval Preconditions
    - Mandate comments before updating these outcomes.

        Controls if a comment is required when an approver takes the approve action or reject action for a task.
- Miscellaneous
    - Notify these participants when error occurs.

        Lets you define an administrator who will be notified when an error occurs in the approval routing process.

Task Aggregation

If the same participant is returned in the same task or stage, you can select a task aggregation setting to reduce the number of tasks the participant receives for the same requisition. The options include:

- Once per task (default setting for requisition approvals)

    Within the same task, if a participant is returned multiple times based on the approvals rules, then the participant will only receive one worklist task for action or review.

- Once per stage

  If the same participant is returned multiple times based on the approval rules within the same stage, then the participant will receive one worklist task per stage for action or review.
- None (default setting for purchasing document approvals)

  No aggregation will be performed.

Expiration and Escalation Policy

Update the expiration and escalation policies to control when tasks should be expired, escalated or renewed. These policies apply to the entire tasks and not per approver. For instance, if a deadline of three days has been set and there are four approvers then it would mean that all four approvals need to be secured within three days from the time the task was submitted and not allocate three days to each approver totaling to twelve days.

- Expiration: If an assignee doesn't act in the time specified for expiration, the task will be automatically rejected.
- Escalation: If an assignee doesn't act in the time specified for escalation, the task will be escalated to the manager based on the management chain defined in Oracle Identify Management (LDAP).

  Maximum escalation levels specify the number of times the task can be escalated if the approver to whom the task is escalated doesn't act in the time specified for escalation. If the maximum escalation level is reached without any actions, the task will be automatically rejected.
- Renewal: You can extend the expiration period when the assignee doesn't respond within a specified time. The number of times the task can be renewed upon expiration and the duration of each renewal will determine how long the task will remain unexpired.

Notification Settings

Notification settings includes these aspects:

- Indicates when a user or group is assigned a task or is informed that the status of a task has changed. Notifications can be sent through email, voice message, instant message, or SMS. You can also specify different types of participants to receive notifications for different actions.
- You can set up reminders to be sent before task expiration or after task assignment.
- You should enable the Make notification actionable option if approvers can take approve or reject actions from the email notifications.
- You should enable the Send task attachments with email notifications option if these attachments should be sent as email attachments.

Various Aspects of Approval Rules

For approval rules specific to your business documents, you should use the Procurement Manage Approval Rules tasks through the Functional Setup Manager.

You can create approval routing rules based on your unique requirements using the components (stages, participants, and so on) and attributes delivered by Oracle Fusion Cloud Procurement for document approvals.

Stage

A stage lets you organize your approval routing rules into logical groupings. Each stage is associated with a dimension, however dimensions for an approval task don't necessarily have to map to a stage. A dimension contains a set of attributes at a specific procurement document level, such as header and lines. However, approval rules can be defined within a stage using attributes from a dimension that's lower than the dimension of the stage. For example, in a stage with header dimension, rules can be created using line or distribution level attributes. Each procurement document has a set of stages seeded for your usage. Approval actions within each stage must be completed before entering the next stage if they're in serial.

Participant

There can be more than one participant within a stage. Properties set on the participants determine whether approvals are routed in serial or in parallel. Oracle Procurement approval tasks are seeded with one or more participants within each stage to enable flexibility in approvals routing. Most seeded participants for requisitions, purchase orders, purchase agreements and supplier registration approvals are rule based. You can create many rules within a participant. The following two properties defined on a participant are of interest:

- Participant Type: The supported participant types are: Serial, Parallel and FYI. FYI participants can't directly impact the outcome of a task, but in some cases can provide comments or add attachments.
- Voting Regime: The supported voting regimes are: Serial, Consensus, and First Responder Wins.

  Within a participant, more than one rule can evaluate to true for a given document submitted for approvals.

Note: When accessing the approval tasks using the BPM Administration pages, you will see options to modify the stages and participants, including delete, edit or remove. There are currently known issues with this BPM functionality, and we strongly advise you against performing any such modifications on the seeded participants.

Rule

Approval rules are managed using tasks that belong under Define Approval Management for Procurement in Functional Setup Manager. Select the corresponding approval task for which you want to manage. For example, for requisitions, go to the Manage Requisition Approvals task.

From the Manage Requisition Approvals page, select the participant for which you want to maintain rules.

Approval Rule Characteristics

An approval rule is composed of these: Rule Name, Condition, and Action.

Rule Name

The Rule Name is used to identify the approval rule. In cases where there are large numbers of rules, users can filter search results in the Query by Example fields.

Condition

The Condition indicates when the approval rule will be applied. For example, a rule is created to conditionally apply if the requisition approval amount is less than 10,000 USD. If a user submits a requisition that has an approval amount of 500 USD, this rule will apply.

A rule can contain multiple conditions, and you can select the "and" or "or" operators to indicate if all conditions in the approval rule must be true or if only one condition must be true for the approval rule to apply. For example, if requisition amount is less than 10,000 and requisitioning BU is US Business Unit.

Action

An action defines what needs to be done if the conditions of a rule are met. It identifies if approvals or FYI notifications are required and the type of users needed to approve or receive notification for a document.

The supported action types are:

- Approval required

  Approval actions required from the recipients of the approval tasks.
- Automatic

  Automatically approve or reject the approval task.
- Information only

  FYI notifications sent to recipients.

The following routing types are supported for both approval required and information only action types. Each type has a specific set of parameters or properties that must be defined.

- Approval Group: Specify the Approval Group to use.
- Automatically approve if group returns no approvers: Select this option if the approval task should be automatically approved if the selected approver group returns no approvers. An approval group may return no approvers due to updates to the approver group definition or if dynamic approval groups are used, no approvers are found.
- View, edit existing, or create approval groups from the Approvals Group tab on the BPM Worklist Application Administration page. You can create a static approval group by adding specific participants to the approvals group.
- Job level
- Approval Chain Of: Specify whose approval chain the routing should be based on. It can be based on persons associated to the document for which the rules are maintained, such as requester or preparer on a requisition, an overriding approver, or a specific worker selected within the action.
- Start With: Select if the list generated should start with the person the approval chain is based on, or his manager.
- Minimum Job Level: Specify the minimum job level that's required to perform the approval action if the rule applies. For example, for requisition amounts of 1000 USD or less, a minimum of Job Level 3 is required to approve. If a submitter has job level 2 and submits a requisition with total of 500 USD, it will be routed up his supervisory hierarchy chain to an approver with at least Job Level 3.
- Top Worker in Hierarchy: This field identifies the topmost worker in the supervisory hierarchy, such as the CEO of an organization. Approvals won't be routed beyond this worker.
- Include: Specify if everyone returned in the list of participants will be included, the first and last manager from the list will be included or only the last manager will be included.
- Position Hierarchy: Specify the position hierarchy that the action should be based on.

- Position Chain Of: Specify whose position chain the routing should be based on. It will be based on persons associated to the document for which the rules are maintained, such as requester, preparer or an overriding approver on a requisition.
- Start With: Select if the list generated should start with the person the position chain is based on, or the next position up.
- Minimum Job Level: Specify the minimum job level associated with a position that's required to perform the approval action if the rule applies. For example, for requisition amounts of 1000 USD or less, a minimum of Job Level 3 is required to approve. If a submitter has a position with job level 2 submits a requisition with total of 500 USD, it will be routed up the position hierarchy to an approver with a position that has at least Job Level 3.
- Top Worker in Hierarchy: This field identifies the topmost worker in the supervisory hierarchy, such as the CEO of an organization. Approvals won't be routed beyond this worker.
- Include: Specify if everyone returned in the list of participants will be included, the first and last manager from the list will be included or only the last manager will be included.

- Single Approver
- User Type: Select the type of single user you want to include in the list. It can be a specific worker in your organization, or persons associated with the document for which you're setting up rules, such as the requester, preparer, project manager, assigned buyer or principal investigator on requisitions.

- Supervisory Hierarchy
- Approval Chain Of: Specify whose approval chain the routing should be based on. It can be based on persons associated to the document for which the rules are maintained, such as requester or preparer on a requisition, an overriding approver, or a specific worker selected within the action.
- Start With: Select if the list generated should start with the person the approval chain is based on, or his manager.
- Number of Approval Levels: Specify the number of levels required to perform the approval action if the rule applies. The number of levels includes the start with person identified. For example, if the Start With value is Manager, and the Number of Approval Levels is 1, then only the manager needs to approve. If the Number of Approval Levels is 2, then it will be routed first to the manager, then to the next level after the manager.
- Top Worker in Hierarchy: This field identifies the topmost worker in the supervisory hierarchy, such as the CEO of an organization. Approvals won't be routed beyond this worker.

User-Defined Attributes

Organizations have varied and diverse requirements around document approvals. Some of these requirements may include the need to perform currency conversions for amount based attributes, or derive approvers based on roll-up amounts across lines within a document with common attributes.

Oracle Fusion Cloud Procurement provides the ability to define user-defined attributes that you can use to author document approval rule conditions. These user-defined attributes are managed and used within a specific approval task. There are two types of user-defined attributes that can be created for cloud implementations, namely Currency Based and Summation.

Currency Based User-Defined Attributes

Organizations commonly operate in multiple geographic locations and need to create transactions in different currencies. If your organization has a standard set of approval rules that apply across these locations, you can simplify rule maintenance by setting up rules in a common currency instead of maintain currency specific rules. You can define currency based attributes such that amounts in different currencies are converted to a specific currency for rule evaluation.

For example, Acme Corp. creates an attribute USD Requisition Amount and uses the attribute for rule conditions, such as if USD Requisition Amount is less than 500, approvals from the preparer's manager is required and so forth. If a requisition created in Mexico is submitted, where the functional currency is pesos, the requisition amount will first be converted to USD before rules are evaluated.

To create a currency based user-defined attribute, you will need to provide these information:

- Name of the attribute.
- Type of attribute to perform the currency conversion.

  It can be an amount based attribute that's seeded for an approval task or a summation user-defined attribute.
- The attribute to convert.
- The target currency to convert to.
- The rate type to apply for the conversion.

The conversion rate will always be based on the date on which the transaction was submitted for approvals.

Summation User-Defined Attributes

Customers who need to perform approval routings based on data aggregated across one or more attributes when a document contains more than one line, schedule or distribution can create summation user-defined attributes to achieve this requirement.

Example

For example, Acme Corporation's approval policy requires the number of IT approvers to be based on the total amount of IT requests within a requisition. If the total IT amount is less than 1200 USD, then the IT manager needs to approve. If the IT amount exceeds 1200 USD, then the IT manager, director and VP need to approve the document.

An employee submits this requisition:

Line	Description	Category	Amount
1	Dell computer	IT.Desktop	599.00
2	LCD monitor	IT.Desktop	450.00
3	Samsung Galaxy	Telephony.Cellphones	299.99

Lines 1 and 2 both roll up to the IT category, and therefore for this requisition, the total of these two lines will drive the number of IT approvers needed to be included. Based on the sum of the two lines (1049.00), only the IT manager

needs to approve. If the approval rule is set up to look at the requisition's total amount, this would be routed up to more approvers than required.

Summation attributes can be set up to filter objects based on specific attribute values, such as Item is XYZ001 or based on a hierarchy roll up, such as Category rolls up to IT. Hierarchical based summation will include objects with attribute values that belong to the sub-hierarchy under the specified filter value. For example:

IT includes Software, Hardware, and Peripherals, and Hardware, includes Desktops, Laptops, and Monitors.

If a summation attribute has been created with filters based on the Category hierarchy that rolls up to IT, any lines with Desktops, Laptops or Monitors categories will be included in the summation.

To create a summation user-defined attribute, you will need to provide the following information:

- Name of the attribute.
- Attribute that you want to sum across the objects.
- Up to three filters.
- Match using specific attribute value or based on hierarchical roll-up.
    - If specific attribute, specify the attribute and value to match.
    - If hierarchical based, specify the hierarchy to use and the attribute value in the hierarchy to rollup to.

      Hierarchies supported are:

        - Balancing Segment
        - Category

          This is based on the Procurement Category Hierarchy.
        - Cost Center
        - Management Segment
        - Natural Account

Deploy Approval Rules

Any changes made to the rules or any rules that have been newly added have to be deployed for them to be effective. Deploying approval rules will require users to click on the Deploy button on the Edit Rules and on the Manage Approval Rules page. If users don't intend to deploy the changes that were made to the rules, they can choose to click on the Discard button to revert the rules to the last deployed state.

The ability to configure and save rules without deploying them allows users to iterate the rules until a final version is reached without affecting the existing approval rules.

The operations that a user will see at the header level of the page are as follows:

- Save: Save or Save and Close will save the updated rules to the database without deploying them. Users can edit and save rules across multiple participants before deploying them.
- Deploy: Deploy updates the rules engine and makes all the rule changes across all participants effective. It is displayed on both the Manage Approval Rules page and the Edit Rules page. The Deploy button is disabled by default and is enabled when there are rules that have been updated and saved. In cases where there are 100 or more rules across all participants, Deploy triggers an ESS job that updates the rules engine with all the rules across all the participants.

- Discard: Discard is displayed on both the Manage Approval Rules page and the Edit Rules page. It is disabled by default and is enabled when there are rules that have been updated and saved. Discard removes any rule changes that were saved and the rules will go back to the last deployed state.

View Rules Deployment Job Status

Oracle Fusion Cloud Procurement uses ESS jobs to deploy rules to the rules engine if the number of rules across all the participants is greater than 100. In cases where the number of rules is large in number, the deployment may take some time to complete. The Manage Approval Rules page displays the Approval Rules Deployment Job Status link to provide users visibility. These statuses are displayed based on the state of the job.

- Completed: Rules have been successfully deployed to the rules engine. This status isn't linked.
- Pending: The deployment job is in the queue and is pending deployment.
- Running: The deployment job is in progress but hasn't yet completed.
- Error: The deployment job has failed to deploy the rules to the rules engine.

Users can't make any changes to the rules while the deploy job is either in pending or in the running state.

Edit Rules in BPM

The Manage Approval Rules page supports commonly used configurations for approval rules. Alternatively, the BPM Worklist application could be used for more complex rules. In the event that you authored some rules in the Manage Approval Rules page and later decide to use the BPM Worklist application, you should first use the Edit Rules in BPM option. The Edit Rules in BPM only applies to the task you have opened: requisition approvals, purchase order approvals, external registration, internal registration, spend authorization, and so on. When you use this option, the following will happen to the active task:

- All saved rule changes that aren't deployed will be discarded.
- All user-defined attributes will be deleted. All rules with user-defined attributes will need to be updated in BPM Worklist.
- The approval rules for all participants won't be available in the Manage Approval Rules page.

In case you later decide to use the Manage Approval Rules page, you can upgrade the rules from BPM Worklist by following the upgrade warning message when you open the Manage Approval Rules page.

You must have this privilege in order to use the feature:

- Name: Edit Approval Rules in Oracle BPM Worklist
- Code: POR_EDIT_APPROVAL_RULES_IN_BPM_WORKLIST_PRIV

Assignments and Routing

How Workflow Task Routing Is Mapped Out

To determine how to route and assign a workflow task, the task configuration has at least one stage and participant. In BPM Worklist, the Assignees subtab in the Task Configuration tab has a diagram that maps out stages and participants.

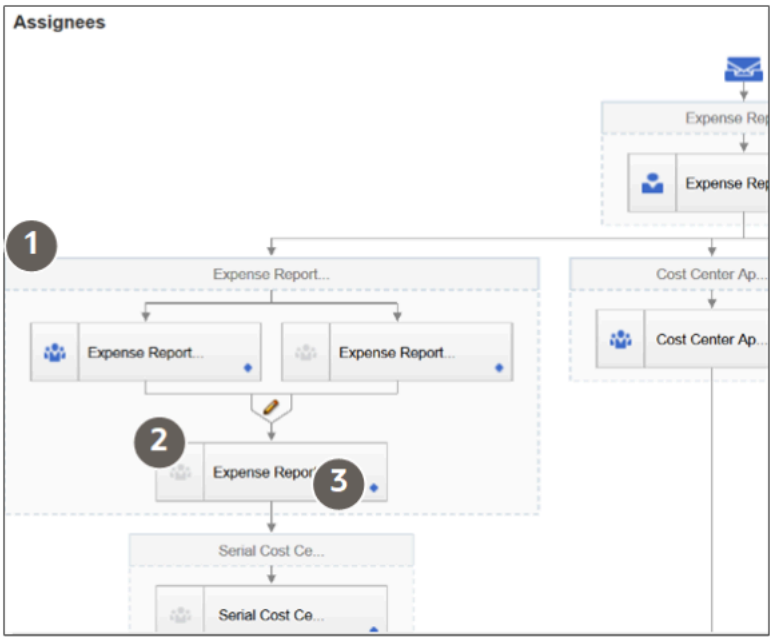
A participant represents a single user or group of users to assign the task to, and a stage is a way to organize those participants to map out the routing flow. You can have one or more stages in sequence or in parallel. And within each stage, you can have one or more participants in sequence or in parallel:

- Parallel: The task gets assigned and notifications are sent to all of the participants in the stage at once.
- Sequential: The task gets assigned and notifications are sent to one participant and then another, in a specific order. All assignees need to approve sequentially to get the task approved.

Each participant has at least one rule set defined, and each rule set has at least one rule. Rules contain the conditions that must be met for the task to be assigned to a participant, and rules also determine whom to assign the task to.

Example

Let's take a look at a diagram mapping out a workflow task. The flow and placement of the boxes show what's in parallel or in sequence.



Callout Number	What It Is	In This Example
1	Stage	The outermost boxes in the diagram are stages. We see four of the stages in this task, and two of them are in parallel at the second step of the sequence for the task.
2	Participant	Each box within a stage is a participant. Three of the stages have one participant, and one stage has three participants, two of which are in parallel at the beginning of the sequence for the stage.
3	**Go to rule** icon	Each participant has an icon that you can click to open the rule sets and rules for that participant.

Types of Participants

There are four types of participants for workflow tasks. In the diagram on the Assignees subtab, each participant has an icon that tells you what type it is. If an icon is grayed out, that means the participant is disabled.

Single

The assignee is a single user or an application role. (Even though LDAP group is also a possibility, it's recommended that they're not used.) For example, the task is assigned to a user's manager, and the manager's approval is all that's needed for the request to go through. With application role, the task is routed to all users with the role, and someone can claim the task to work on it.



Parallel

A set of assignees must work in parallel, usually by voting. For example, the task is assigned to people who must vote to decide whether to hire someone or not.



Serial

A set of assignees must work in sequence, and the set is usually dynamic. For example, the task is routed up a supervisory chain for approval.



FYI

This is like the Single participant type, except that the assignees just get a notification and don't need to act on the task. In some cases, they can add comments or attachments, but they can't affect the outcome of the task.



Disable Stages or Participants

If a stage or participant doesn't apply based on your business requirements, you can disable it.

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.

2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Click the Assignees subtab.
5. If the diagram mapping out the workflow task is big, click the **Switch to Vertical Layout** link.
6. In the diagram, select the stage or participant you want to disable.
    - Stage: Click anywhere in the stage except inside the boxes representing participants.
    - Participant: Click in the box representing the participant.
7. In the pane after the diagram, click the Advanced subtab.
8. Select the **Ignore Stage** or **Ignore Participant** check box, depending on what you selected in the diagram.
9. In the **Tasks to be configured** toolbar, click the **Commit task** icon when you're ready to roll out your changes.

Related Topics

- Search for Workflow Tasks to Configure

Create Approval Groups

An approval group is a set of specific users that can act on workflow tasks. You can set up approval rules so that tasks can get routed to an approval group. An approval group can contain other approval groups.

- When a task is assigned to an approval group in a parallel participant, someone in the group can claim the task and act on it. When the task is claimed, no one else in the group can act on it. But if the person who claimed the task releases it, then someone else from the group can claim it.
- If it's a serial participant instead, the task is routed to each member of the approval group in sequence, so everyone must act on it.
- There are two types of groups in workflow. One is the approval groups we are talking about here that you can use in task configurations to define routing. The other is LDAP groups that are available for users to select when they delegate or reassign tasks, but it's not recommended for them to use LDAP groups.

There aren't any predefined approval groups, so it's up to you if you want to create any. Here's how you go about it:

1. In the Setup and Maintenance work area, go to the **Manage Approval Groups** task in the Application Extensions functional area.
2. In BPM Worklist, on the Approval Groups tab, click the **Create Approval Group** icon in the **Groups** toolbar.
3. On the Details page, enter the group name.
4. In the Members section, click the **Add Member** icon.
5. In the Add to Group dialog box, select **User** or **Approval Group**, depending on what you want to add to your group.
6. Find and select the specific user or group, and click **OK**.
7. Add more members, and edit or delete any if you need to.

    > **Note:** For approval groups that you plan to use in serial participants, add members in the order that you want tasks to get assigned. If you add User 1, User 2, and then User 3, the task is first assigned to User 1, then User 2, and finally User 3.

8. Click **Save**.

> **CAUTION:** Don't delete your approval group if it's used in at least one approval rule. You can still edit the group.

Configure Approval Rule Sets and Rules

Rule sets and rules control how a workflow task is routed, assigned, and completed, based on specific conditions. For example, a rule can say that transactions over a certain amount must have approvals up three levels in the management chain.

A workflow task has one or more rule sets, and a rule set has one or more rules. At run time, if a rule set has multiple rules, all the rules are evaluated at the same time. A rule has two parts, an If section that has the conditions, or tests, and a Then section that has the actions to take when the conditions are met.

Configure Rule Sets

First, create or find the rule set you want to work on:

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.

   > **Note:** You may see a message saying that flexfields have been modified. This means someone used Application Composer to create new fields, which creates flexfields on the back end. Click the Start Synchronization button to get the latest set of flexfields that you can use for the rules in this task.

4. Click the Assignees subtab.
5. If the diagram mapping out the workflow task is big, click the **Switch to Vertical Layout** link.
6. In the diagram, find the participant you want to work on. Click the **Go to rule** icon and select **Go to rule**. Or, select the participant and, in the pane after the diagram, click the link in the **Business rule** field.
7. Go on to work on the rule set that's displayed on the Rules tab. Or, from the drop-down list with rule set names, select another rule set to edit, or select **Add New Rule Set**.
8. Click the **View Properties** link after the rule set name to see the **Effective Date** setting and **Active** check box. The rule set needs to be effective and active to apply when people create workflow tasks. It's a good idea to leave the effective date set to Always.

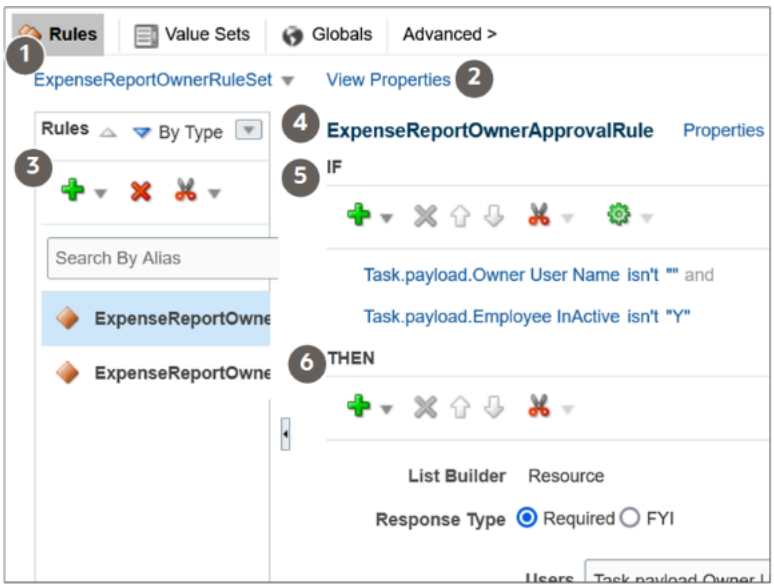
   > **CAUTION:** From here, you can also click the **Delete Rule Set** link. Before you delete any predefined rule sets, make sure you're really not using it and never will. Don't delete the predefined Modification Rules and Substitution Rules rule sets.

9. In the Rules pane, you can add, edit, or delete rules in the rule set. Expand the rule if it's not already. As with the rule set, you can click the **Show Advanced Settings** icon for a rule to make sure that the rule is effective and active.

   - Create: Click the **Advanced Add or Modify Options** icon and select **General Rule**.
   - Edit: Select the rule if it's not already.
   - Delete: Select the rule and click the **Delete** icon in the toolbar in the Rules pane.

   For the rule you're creating or editing, you can click the **Properties** link after the rule name to rename the rule and make sure that the rule is effective and active.

Here's a screenshot to help us understand what we see in the Rules subtab on the Assignees tab:



Callout Number	What It Is
1	The rule set drop-down list, where you can select a rule set to work on or create a new rule set.
2	The link to open properties for the rule set.
3	The Rules pane, which lists the rules within the rules set and has a toolbar for working on those rules, for example to add or delete them.
4	The names of the rule that's selected in the Rules pane, followed by a link to open properties for that rule.
5	The If section of the rule, where the conditions are defined and there's a toolbar for working on those conditions.
6	The Then section of the rule, which defines what happens when the conditions are met. There's also a toolbar specific to this section.

Configure the If Section in Rules

In the If section of the rule, define conditions for the rule. Each line in this section is called a test.

1. For existing conditions, click on the line that you want to edit, making it active and selected. To add a new line, click the **Advanced Add or Modify Options** icon and select a type to add, for example **simple test**.
2. Click the **Left Value** icon to select an attribute in the Condition Browser dialog box.
3. Select an operator.
4. Click the **Right Value** icon to select something from the Condition Browser dialog box, or enter a value in the corresponding field.

5. If you're not working on the last line, you can click the **and** or **or** link at the end of the line to toggle between the two.

> **CAUTION:** If the attribute you're evaluating in the condition is optional, users might not have entered a value for that attribute in the UI. For your rule to work properly, it's highly recommended that you first have a line in the condition that checks if the attribute isn't blank. So that means you select the attribute, select **isn't** as the operator, and enter **null**. Then add another line with the condition that you're evaluating the attribute for, and make sure you have an and between the two lines.

To delete a line, put your cursor in any field in the line, and click the **Delete** icon.

Configure the Then Section in Rules

In the Then section of the rule, define what happens when the conditions in the If section are met.

1. Edit any existing actions. Or, click the **Insert Action** icon, and you usually select **Add Approver** and then a list builder, which controls how to route the task.
2. Fill in the rest of the section. The fields you get depends on the list builder, but here are some that you might use.

Field	What This Is
Response Type	Required: The assignee needs to take action, for example to approve or reject. FYI: The assignee doesn't need to take action.
Number of Levels	Number of levels required for the task to be completely approved, from the starting participant to the top participant.
Starting Participant	The first assignee in the approval chain.
Top Participant	The last assignee in the approval chain if the chain goes up that high. Approvals don't go beyond this participant, for example in the supervisory hierarchy.
Auto Action Enabled	If set to True, there's an automatic action that is taken on the task when the rule conditions are met.
Auto Action	"APPROVE": The task is automatically approved. "REJECT": The task is automatically rejected.
Rule Name	The name of the rule with the Then section that you want to use. o Leave the field with the name of the rule you're working on, to indicate that this rule will use the Then section defined here for this rule. o Or, you can enter the name of an existing rule from any task, enclosed with quotation marks, and leave all the other fields in this Then section blank. The Then section in the

Field	What This Is
	rule you entered would apply to this rule you're working on. So basically, you're reusing the Then section from another rule.

To select the starting or top participant:

a. Click the **Starting Participant** or **Top Participant** icon.
b. In the Add Hierarchy Participant dialog box, select the **Get User** option for a particular user, or **Get Manager** for an attribute, such as the task creator.
c. For the Get Manager option only, select the list builder that's used for the rule.
d. For the Get User option, enter in the **Reference User** field the user ID that the user signs in with, enclosed in quotation marks, for example "KLEE".

   For the Get Manager option, here's what you do for the **Reference User** field:

   i. Click the **Expression Builder** icon.
   i. In the Variables tab of the Expression Builder, select the attribute you want in the hierarchy. For example, expand Task > payload and find your attribute there.
   ii. Click the **Insert Into Expression** button.
   iii. Click **OK**.
e. Leave the **Effective Date** field blank to use the latest hierarchy, for example supervisory hierarchy.
f. Click **OK**.

What shows up in the **Starting Participant** or **Top Participant** field reflects what you have in the Add Hierarchy Participant dialog box. Here are a couple of examples.

- `HierarchyBuilder.getManager("supervisory",Task.payload.Owner User Name,-1,"","")`

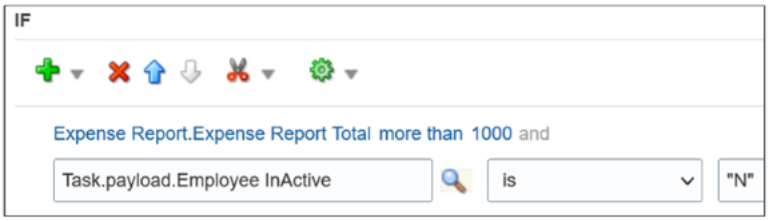
Part of the Participant Value	What This Means
`getManager`	You selected the Get Manager option.
`"supervisory"`	You selected the Supervisory list builder.
`Task.payload.Owner User Name`	For the **Reference User** field, you went to Task > payload > Owner User Name in the Variables tab to select the Owner User Name attribute.
`-1`	This is the default value, which corresponds to the primary employment assignment. That supervisory hierarchy will be used to find assignees for the task.
`"","`	You left the **Hierarchy Type** and **Effective Date** fields blank, so there's nothing between the quotation marks.

- `HierarchyBuilder.getPrincipal("KLEE","","")`

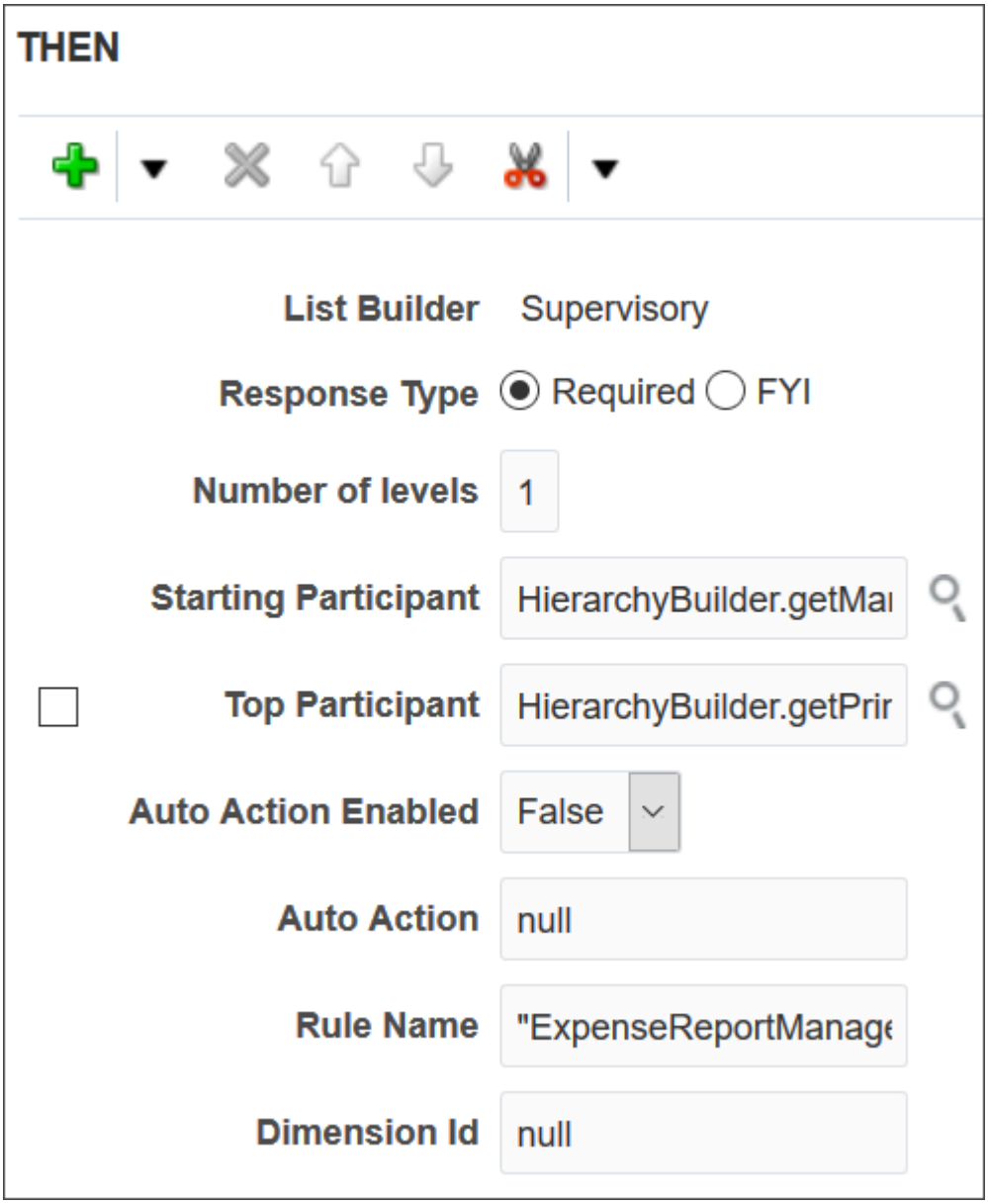
Part of the Participant Value	What This Means
`getPrincipal`	You selected the Get User option.
`"KLEE"`	For the **Reference User** field, you entered "KLEE".
`"",""`	You left the **Hierarchy Type** and **Effective Date** fields blank, so there's nothing between the quotation marks.

Example of a Rule

Let's take a look at an example of a rule. In the If section, we have two tests, the first checking if an attribute is a specific value, the second checking if an attribute is more than a certain amount. The attribute names reflect where the attribute is in the hierarchy you get in the Condition Browser dialog box. The **and** connecting the two tests means that both conditions must be met.



In the Then section, there's the action that applies if the conditions are met, and it's defined based on a Supervisory list builder. Assignees must take action, and only one approval is needed.



Test and Apply Your Rule Set

1. Click the **Validate** button in the Assignees tab to see if there's anything wrong with the rules that needs to be fixed. Results appear in the Business Rule Validation – Log subtab after the Rules subtab.
2. In the **Tasks to be configured** toolbar, click the **Commit task** icon when you're ready to roll out your changes.

Related Topics

- Overview of Flexfields
- Search for Workflow Tasks to Configure
- Assignments

List Builders

A list builder is the method to use for routing a workflow task, for example, by going up the supervisory hierarchy or sending to an approval group.

When the conditions in a rule are met, the task is assigned based on the action in the Then section of the rule. To define an action, you select a list builder and then provide settings for that list builder to determine whom to assign the task to.

Here are the recommended list builders:

- Approval Group
- Job Level
- Position
- Resource
- Supervisory

Approval Group

An approval group is a specific set of users that can act on a task. Depending on the participant type, tasks are routed to an approval group in serial or parallel.

- Parallel: Someone in the approval group can claim the task and act on it. When the task is claimed, no one else in the group can act on it. But if the person who claimed the task releases it, then someone else from the group can claim it.
- Serial: The task is routed to each member of the approval group in sequence, so everyone must act on it.

After you select Approval Group as the list builder, you select the approval group to assign the task to when the rule's conditions are met. If you select True for the **Allow empty groups** list, there won't be any errors if the group you select doesn't have any members when the rule is evaluated. In most cases, the task is then rejected or routed back to the previous assignee, with the same status that the task was in when it was first routed to that assignee.

Job Level

This routing is based on the supervisor hierarchy in Oracle Fusion Cloud HCM. Employees must be set up in HCM with job levels and supervisors. The approval chain goes up the hierarchy and includes assignees based on what you define. For the number of levels, enter a positive number in the **At most** or **At least** fields, or both. And select a value from the **relative to** list.



- At least: Let's call the corresponding job level X1.
    - Users in the hierarchy are included in the list of assignees if their job level is less than X1. As soon as we get to a user whose job level is the same as or more than X1, the list of assignees includes that user but goes no further.

    - The at least condition takes precedence, so after it's met first, then the at most condition is applied from where the at least condition left off.
- At most: Let's call the corresponding job level X2.
    - We start with the last assignee from the at least condition. If their manager's job level is less than or the same as X2, then their manager is added to the assignees list and becomes the last assignee. The manager of this new last assignee is then evaluated the same way, and so on up the hierarchy.
    - When we reach a job level that's more than X2, the list of assignees ends, and that user isn't included.

The job levels that X1 and X2 represent depend on what you select from the **relative to** list. Here are examples of what X1 and X2 would be if you enter **3** in the **At most** and **At least** fields.

Relative To	What That Means	What X1 and X2 Would Be
Absolute	The first job level, job level 1	Job level 3
Creator	The user who did something to create a workflow task	Job level 5, if the user at job level 2 created the task
Starting Point	What you define in the **Starting Participant** field	Job level 6, if the starting participant corresponds to the user at job level 3

Also, there are a couple of optional settings you can use for the job level list builder:

- Utilized Participants: Include the entire assignee list or just a part of it.
    - All approvers: Everyone in the list.
    - Final approver only: Just the very last assignee in the list.
    - Manager and final approver: The first assignee in the list and the very last assignee.
- Include all managers at last level: Include all users with a job level that's the same as the last level needed for approval.

Let's take a look at some examples of what the assignee list would be from this reporting hierarchy:

- Clerk (job level 1)
- Manager (job level 2)
- Director (job level 3)
- Vice president (job level 5)
- Senior vice president (job level 6)
- Chief executive officer (job level 6)

For all the examples, the clerk at job level 1 created the task, and the rule has these settings:

- Relative to: Absolute
- Starting Participant: Manager at job level 2
- Top Participant: Job level 6

- Utilized Participants: All approvers

At Least (X1)	At Most (X2)	Include All Managers at Last Level	Assignees
3	3	No	The assignees are the manager (job level 2) and director (job level 3). • Starting participant: Manager at job level 2 is included no matter what. • At least condition: Director at job level 3, the last and only assignee for this condition because he has the first job level that's the same as or more than X1. • At most condition: No match because the director's manager, the vice president, has a job level (5) that's more than X2.
2	5	No	The assignees are the manager (job level 2), director (job level 3), and vice president (job level 5). • Starting participant: Manager at job level 2 is included no matter what. • At least condition: Director at job level 3, the last and only assignee for this condition because he has the first job level that's the same as or more than X1. • At most condition: Vice president at level 5, because she is the director's manager and has a job level that's the same as X2. But, her own manager isn't included because the senior vice president's job level (6) is more than X2.
4	6	No	The assignees are the manager (job level 2), director (job level 3), vice president (job level 5), and senior vice president (job level 6). • Starting participant: Manager at job level 2 is included no matter what. • At least condition: Director, whose job level (3) is less than X1, and the vice president, who is the last assignee for

At Least (X1)	At Most (X2)	Include All Managers at Last Level	Assignees
			this condition because her job level (5) is the first that's the same as or more than X1. • At most condition: Senior vice president at level 6, because he is the vice president's manager and has a job level that is the same as X2.
4	6	Yes	The assignees are the manager (job level 2), director (job level 3), vice president (job level 5), senior vice president (job level 6), and chief executive officer (job level 6). This example is the same as the previous one, except that the **Include all managers at last level** check box is selected. So in this case, the CEO is also an assignee because she has the same job level as the senior VP, who is the last assignee based on what's defined for the rule.
1	1	No	The only assignee is the manager (job level 2). • Starting participant: Manager at job level 2 is included no matter what. • At least condition: The manager is already the first assignee with a job level that's the same as or more than X1, so the condition is already met. • At most condition: No match because the manager's manager, the director, has a job level (3) that's more than X2.

Position

Create approval rules based on the position hierarchy in Oracle Human Capital Management Cloud. The approval process will ascend the position hierarchy, starting at the position level specified in the approval rule and continuing until a sufficient position is found, based on other conditions in the rule.

For the number of levels, enter a positive number in the **At most** or **At least** fields, or both. And select a value from the **relative to** list.

- Number of levels defines the number of levels the approval request should proceed to. It has two values, x1 (at least) and x2 (at most). It can be relative to Starting Point, Creator, or Absolute.
  - Starting Point: Here the values x1 or x2 are relative to the Starting Participant defined in the Rule. Again, x1 and x2 are relative to the position level of this user.
  - Creator: Here the values x1 or x2 are relative to the creator of the task.
  - Absolute: Here the values x1 or x2 (at least and at most) will be absolute values starting from the first position level.

- Starting Participant is the first participant in a list, usually a manager. This isn't affected by any other condition like at-least, at-most, or Top Participant. Substitution can happen after all the rules are executed.
- Top Participant is the last participant in the approval. If this participant is assigned in the approval flow and not skipped, then the request doesn't go beyond this participant.
- Utilized Participant: From the calculated list of participants, only participants specified in this option are used. Choose Everyone, First and Last manager, or Last manager.
- Auto Action Enabled: The list builder automatically acts on task based on the next option.
- Auto Action: Specifies the outcome to be set. This can be null if auto action is not enabled.

Let's take a look at an example of what the assignee list would be from this position hierarchy:

User with position level PL1 reports to PL2 and so on to level PL6. The task creator has PL1, and the Starting Participant is set as one higher than the creator, or PL2.

At least (relative to)	At most (relative to)	Utilized Participants	Approval Chain
3 (Absolute)	3 (Absolute)	All Approvers • Starting participant: PL2 • At least = PL3 • At most = PL5	PL2 > PL3 > > PL4 > PL5.
3 (Starting Participant)	3 (Starting Participant)	All Approvers • Starting participant: PL2 • At least = PL3 • At most = PL5	PL2 > PL3 > PL4 > PL5
3 (Starting Participant)	3 (Starting Participant)	Final Approver Only • Starting participant: PL2 • At least = PL3 • At most = PL5	PL5
3 (Starting Participant)	3 (Starting Participant)	Manager and Final Approver	PL2 > PL5

At least (relative to)	At most (relative to)	Utilized Participants	Approval Chain
		• Starting participant: PL2 • At least = PL3 • At most = PL5	
1 (Absolute)	1 (Absolute)	All Approvers • Starting participant: PL2 • At least = no match • At most = no match	PL2

Resource

You can assign the task to a specific user or application role. (Even though LDAP group is also a possibility, it's recommended that you don't use them.) Select the assignee in the **Users** or **Application Role** field, and leave the other fields for participants with **null**.

Supervisory

This routing is based on the supervisory hierarchy in Oracle Fusion Cloud HCM. Employees must be set up in HCM with jobs and supervisors. For example, the clerk reports to the manager, who reports to the director, who reports to the vice president. The list of assignees begins with the starting participant in the rule, then goes up the supervisory hierarchy. The list ends when it has gone through the specified number of levels or reached the top participant, whichever comes first.

Here's an example of an action in the Then section of the rule, based on the supervisory list builder.

Field	Example of a Value	What This Means
Number of Levels	3	Three approvals are needed
Starting Participant	`HierarchyBuilder.getPrincipal(Task.W Submitter,-1,"","")`	The user who created the task
Top Participant	`HierarchyBuilder.getPrincipal("KLEE"`	The person with the user ID KLEE, in this case, the vice president

So with the reporting structure from the clerk to the vice president, say the clerk submits a transaction that creates a workflow task. The starting participant is the clerk, so the task would go first to the clerk, the manager, and then the director. Because only three levels of approvals are needed, the task is completely approved without going up to the vice president, who would be the final assignee no matter how many levels are needed.

Define Rules to Automatically Approve or Reject Workflow Tasks

You can configure a rule so that the workflow task is automatically approved or rejected without having to send it to any approver. These are the main things to do for your rule in the Then section:

- Set up the routing so that the task gets assigned to the application (`workflowsystem`) or the submitter (`Task.Workflow Submitter`).
- Select **True** for the **Auto Action Enabled** list.
- Enter **"APPROVE"** or **"REJECT"** in the **Auto Action** field.

Here's an example of the Then section for a rule that's set up to automatically approve.

Field	Value
List Builder	Supervisory
Response Type	Required
Number of Levels	1

Starting Participant	`HierarchyBuilder.getPrincipal("workflowsystem",-1,"","")`
	or
	`HierarchyBuilder.getPrincipal(Task.creator,-1,"","")`

Auto Action Enabled	True
Auto Action	"APPROVE"
Rule Name	Example Approval
Dimension ID	null

For a rule that's set up to automatically reject, the only difference is that the **Auto Action** field has **"REJECT"** instead.

Create Rules in Advanced Mode

Configure rules in advanced mode to optimize how rules perform when they are applied. Usually you use advanced mode when the rule conditions involve business objects that have hierarchical attributes and collections.

A collection is a grouping of transactional data. For example, an expense report is a business object that has child attributes, such as expense items. Because each item can have a different cost center, the expense items are a collection

of data that the rule needs to evaluate across cost centers. So, the advanced rule can have a condition that looks at all expense items but matches only for specific cost centers.

Here's how you generally go about creating a new rule in advanced mode:

1. Click the **Properties** link after the rule name and select the **Advanced Mode** check box.
2. Click the **Insert Pattern** link in the If section to get a pattern with the is a operator. A pattern is a way to organize sets of lines, or tests, in the If section.
    - In the field before the operator, enter any term you want that represents the business object. This term is a variable that's used later in the rule.
    - After the operator, select the attribute for the business object, for example Expense Report.
3. Click the **Advanced Add or Modify Options** icon in the toolbar after the pattern, and select **simple test**.
4. Define a condition that the rule would match on for the business object. Select an attribute under the folder named after the variable you entered earlier.
5. Add more conditions if you need to.
6. In the toolbar for the business object pattern, click the **Add Pattern** icon.
    - In the field before the operator, enter **Lists_collection**.
    - After the operator, select **Lists**.

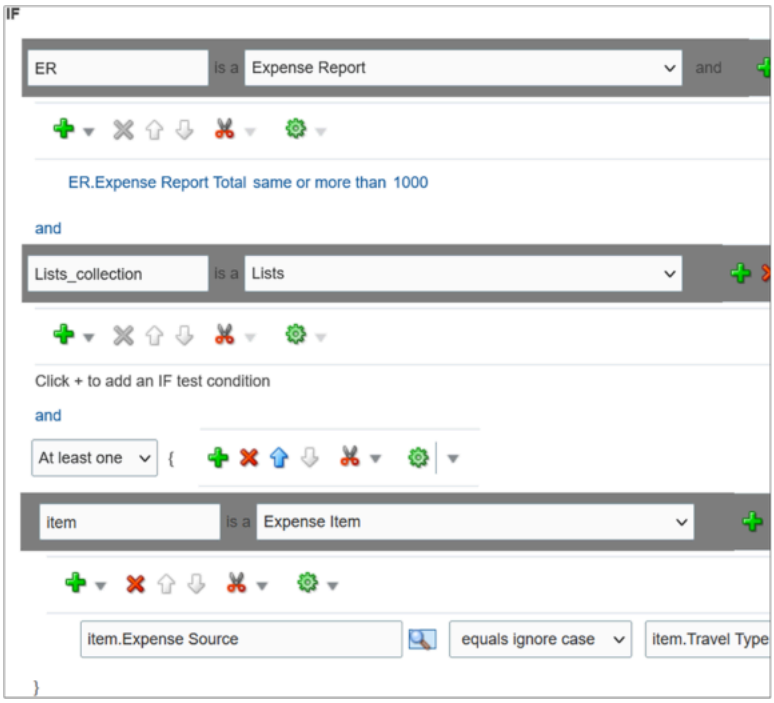
    This pattern is needed because the rule involves collections.
7. In the toolbar for the lists pattern, click the **Add Pattern** icon.
    - In the field before the operator, enter a variable.
    - After the operator, select the attribute that the collection is based on, for example Expense Item.

    This pattern defines what the collection contains.
8. In the toolbar for the collection pattern, click the **Surround selected tests with parenthesis** icon, and select **Surround**.

    The surround option puts the pattern you just added and other conditions you define later within parentheses, to group them all together. Conditions within parentheses are evaluated in their entirety, in this case, against the collection.
9. In the drop-down list before the collection pattern, select how you want the rule to match against the collection.
    - Each: There's a match every time something in the collection meets the conditions. Notifications are sent for each match.
    - At least one: As soon as the first match is found in the collection, a notification is sent and the rest of the collection isn't evaluated.
    - None: The entire collection is evaluated, and a notification is sent when nothing matches.
    - Aggregate: Use this option if you need operations like sum or average on attributes in the collection.
10. In the toolbar after the collection pattern, click the **Advanced Add or Modify Options** icon, and select **simple test**.
11. Define a condition that the rule would match on within the collection, selecting attributes under the folder named after the variable.
12. Add more conditions if you need to.
13. Configure the Then section as you would any rule.

Here's an example of the If section for a rule in advanced mode. The rule is looking for expense reports that total 1000 or more, where at least one of the expense items is categorized under Travel. **ER** and **item** are the two variables

that were entered, and the paths **ER.Expense Report Total** and **item.Expense Source** show that the attributes were selected from folders named after the variables.



Prevent Assigning Approvals to Specific Users

In rare cases, workflow tasks get routed to the person who created the task or someone who should not approve due to conflicts of interest. To prevent this, you can configure tasks to skip certain users in the approval chain.

Note: The skipped users can still get FYI notifications about the tasks, but not notifications they can act on.

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task or another approval setup task in the Application Extensions functional area or another functional area.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Click the Configuration subtab.
5. In the Prohibit User Self-Approval section, select the **Prohibit self-approval by users named in these payload attributes** check box.

6. In the Payload Attributes subsection, add one or more attributes:
    a. Click the **Add** icon.
    b. Click the **Expression Builder** icon.
    c. In the Expression Builder, expand **Variables** > **Task** > **task:task**.
    d. Select an attribute that represents the users to skip, for example **task:creator** for the task creator. Or, open the **task:payload** node and select an attribute from there instead.

        > **Note:** Make sure you select an attribute that gives you user IDs at runtime, the IDs that users enter to sign in to the application.

    e. Click **Insert into Expression** and then **OK**.
7. Select the **Reassign approvals to those users' managers** check box if you want to reroute tasks to the manager of the skipped user. Otherwise, the task goes to the next assignee in the approval chain.
8. In the **Tasks to be configured** toolbar, click the **Commit task** icon when you're ready to roll out your changes.

You can also do this setup for specific participants in the task, if it's not an FYI task. In the Assignees subtab, select the participant, click **Advanced**, and find the same Prohibit User Self-Approval section.

- If you have settings at both the participant and task level, both would apply.
- If there's any conflict, for example with the setting of the **Reassign approvals to those users' managers** check box, the participant level setting takes precedence.

Related Topics

- Search for Workflow Tasks to Configure

When Tasks Are Automatically Released to Approval Groups

When a workflow task is assigned to an approval group, anyone in the group can claim it. But if they don’t act on the task after a certain amount of time, the task is automatically released to the group.

While a task is claimed, no one else in the approval group can act on it. But when the task is released, anyone in the group can claim and act on it. The time that a user has before the task is automatically released can depend on multiple factors. The factors that you can control are the task priority and expiration policy.

No Expiration Is Set

If the task has no expiration, it’s automatically released based only on the task’s priority.

Duration Based on Priority

Task Priority	Duration in Days
1	1
2	2
3	3
4	4
5	5

So, if a task has a priority of 3, the user who claimed the task has 3 days to act before it's automatically released.

Expiration Is Set

If the task is configured to expire, it's automatically released based on the task's priority and the expiration policy. The priority determines the expiration percentage, which is used in this formula to calculate how much time there is before the task is automatically released:

```
(Expiration Date - Calendar Date) * Expiration %
```

Percentage Based on Priority

Task Priority	Expiration Percentage
1	30
2	40
3	50
4	60
5	76

For example, a task has a priority of 3, and its expiration policy is set to 10 days. Whether the policy is set at the task or assignee level, it doesn't affect the calculation. Let's say someone claimed the task on May 5, and today is May 10. The expiration date is May 15 because the expiration is set to 10 days. The calculation based on the formula would then be:

```
(15 – 10) * .50 = 2.5
```

So, the user has two and a half more days from today to act on the task before it's automatically released.

Related Topics

- Define the Due Date and Expiration Policies for Workflow Tasks

Change the Workflow Task Priority

Workflow tasks can have a priority from 1 to 5, and they are most likely predefined with 3. You can change the priority to affect when the task is automatically released after someone claims but doesn't act on it.

Here's how you check what the priority is and change it:

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. On the General subtab, select a new value for the **Priority** list, with 1 as the highest and 5 as the lowest.
5. Click the **Commit task** icon in the **Tasks to be configured** toolbar when you're ready to roll out your changes,

Related Topics

- Search for Workflow Tasks to Configure

Limit Whom to Reassign or Delegate Workflow Tasks To

When users reassign or delegate workflow tasks, by default they can select any user. You can create and set a profile option so that users can select only someone with the same legal employer, or only from specific legal employers.

Note: Here's when the data restriction you set up applies or doesn't apply:

- Applies even when users are defining vacation rules that control what happens to tasks that are assigned to them while they're out of office.
- Applies only to users defined as employees in Oracle Fusion Cloud HCM.
- Doesn't apply to UIs where users request more information about a specific workflow task, or where you select users as part of workflow configuration, for example when creating an approval group.

Before You Start

Make sure your security administrator has already restricted the availability of employee data in general, by defining a security profile and assigning it to a custom job role.

Create the Profile Option

Here's what you do:

1. In the Setup and Maintenance work area, go to the **Manage Applications Core Profile Options** task in the Application Extensions functional area for your offering.
2. On the Manage Applications Core Profile Options page, click the **New** icon.
3. On the Create Profile Option page, enter **BPM_RESTRICT_WORKFLOW_USERS_BY_SECURITY_POLICY** as the profile option code.
4. Enter a display name that you can easily remember to help you find the profile option later.
5. From the **Application** list, select **Common Work Setup**.
6. From the **Module** list, select **Application Common**.
7. Specify a start date.
8. Click **Save and Close**.
9. On the Manage Applications Core Profile Options page, make sure your new profile option is selected in the Search Results: Profile Options subsection.
10. In the <Profile Option>: Profile Option Levels subsection, select the **Enabled** and **Updatable** check boxes for the Site level.
11. Save your work.

Set the Profile Option

In the Setup and Maintenance work area, go to the **Manage Applications Core Administrator Profile Values** task in the Application Extensions functional area. Set your profile option at the Site level with **true** as the profile value. This setting will take effect after about an hour.

Related Topics

- Set Profile Option Values
- Configure Employee List of Values

How You Can Regularly Reassign Pending Approvals for Workers That Become Inactive

A manager assignment can become inactive due to the end of an assignment or work term, termination, or global transfer. If the manager has any pending approval notifications, you must reassign them.

Run this process: Run Reassign Pending Approvals for Terminations and Correct Invalid Supervisor Assignments Process in the Scheduled Processes work area. You can set a schedule to run it at least once a day. You can run it more frequently if you want things updated faster.

Here's what the process does:

- It reassigns the direct reports of a terminated manager to that person's line manager and also assigns any pending notifications to the line manager. Only actionable notifications will be reassigned.
- It reassigns pending approval notifications based on the number of days you specify using the Past Period in Days Considered for Reassigning Pending Approvals parameter.

Related Topics

- Submit Scheduled Processes and Process Sets

Define People to Support Workflow Tasks

Generally, workflow tasks involve the person who creates the task and the approvers who act on the task. But for any given task, you can also define others who might get involved:

- Task Owner: The task owner is an administrator for the business process that the workflow task is related to. Task owners can see the tasks for their business processes and act on behalf of anyone assigned to the task. They can also reassign, withdraw, or escalate tasks.
- Reviewers: Reviewers can add comments and attachments to a task without having the task directly assigned to them. They can do this only if you or someone else set them up as reviewers for the task.
- Error Assignees: Sometimes workflow tasks run into problems when trying to figure out the next assignee, for example when trying to carry out the escalation policy. You can define whom to automatically assign the task to so that the issue gets fixed. You can have different error assignees for different tasks. Error assignees can route or reassign the task to the appropriate people, or indicate that the issue can't be fixed (in which case, the task is set to the Error status).

Set Up Task Owner, Reviewers, or Error Assignees

This screenshot shows where you define supporting people on the Task Configuration tab in BPM Worklist.



1. In the Setup and Maintenance work area, go to the Manage Task Configurations task or another approval setup task in the Application Extensions functional area or another functional area.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Open the Assignees subtab.
5. Click one of the icons after the **Task Owner**, **Reviewers**, or **Error assignees** field.
    - First icon: Use the expression builder to define who gets assigned, and click **OK**.
    - Second icon: Find the person you want, and click **OK**.
6. Click the **Commit task** icon in the **Tasks to be configured** toolbar when you're ready to roll out your setup.

Related Topics

- Define When to Send Workflow Notifications
- Search for Workflow Tasks to Configure

Define the Due Date and Expiration Policies for Workflow Tasks

If you want workflow to finish within a general time frame, you can set a due date, expiration policies, or both.

- Before the due date, the current assignee will be reminded to take action. Even after the due date passes, the task doesn't expire. The assignee, and any approvers after them, can still act on the task.
- But if you set expiration policies, the task can expire based on your settings. Expired tasks are in a final state and no one can make any more updates to them.

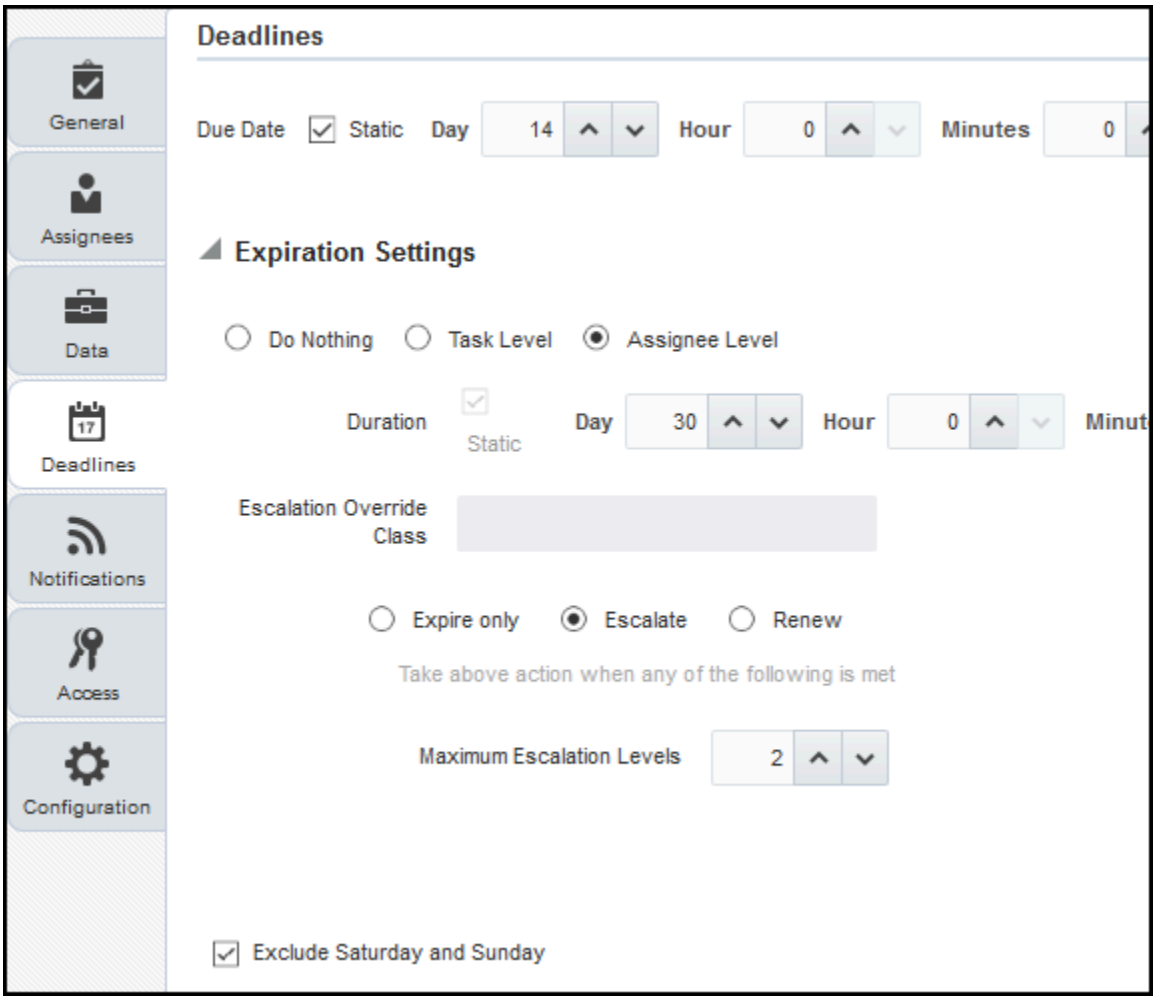
Overall Process

Here's how you set the due date, expiration policies, or both for a specific workflow task:

1. In the Setup and Maintenance work area, go to **Manage Task Configurations** or another approval setup task in Application Extensions or another functional area.

2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Open the Deadlines subtab and make your changes.
5. Click the **Commit task** icon in the **Tasks to be configured** toolbar when you're ready to roll out your changes.

Let's take a look at the Deadlines subtab and what you can set up there.



Specify a Due Date

On the Deadlines subtab, specify how much time you want to give to approvers. For example, if you enter 14 days for the **Due Date** fields, that means the task is due 14 days after it's created. All approvals should be done by then.

Indicate How Tasks Would Expire

If you want to set expiration policies, do this first:

1. On the Deadlines subtab, expand the Expiration Settings section.

2. Indicate how the task would expire:
    - **Task Level:** If all approvals aren't done within a certain time frame
    - **Assignee Level:** If the assignee doesn't act on the task within a certain time frame
3. Now let's move on with the rest of the setup, which depends on the level you selected.

There's no expiration policy if you leave it at Do Nothing. The task is automatically withdrawn if it's still open after the number of days (180) you see in the **Open Tasks Withdrawn After Number of Days** field. That field is on the Application Preferences page, which you can get to by opening the Administration tab in BPM Worklist.

Define Expiration Policies at the Assignee Level

If you selected Assignee Level, here's how you set expiration policies, including any escalations or renewals:

1. In the Expiration Settings section of the Deadlines subtab, enter a duration and optionally select the **Exclude Saturday and Sunday** check box. Let's say you enter 30 days and select the check box:
    - With sequential routing, the task expires if the last assignee doesn't act on the task within 30 weekdays after the task is routed to them. If the first assignee doesn't act within 30 weekdays, the task is passed to the next assignee, who gets another 30 weekdays. This goes on until the last assignee.
    - With parallel routing, the task expires if the current assignees don't act on the task within 30 weekdays after the task is assigned.
2. If you want to escalate or renew tasks after they expire, select the **Escalate** or **Renew** option. If not, leave the **Expire only** option selected.
3. To escalate, indicate how many times to go up the management chain. Suppose you enter **2** in the **Maximum Escalation Levels** field. Here's what happens when the task expires:
    - With sequential routing, the task goes to the manager (User 2) of the last assignee (User 1).
    - With parallel routing, the task goes to the managers (User 2) of all current assignees (User 1).

    When User 2 doesn't act within 30 weekdays, the task is escalated to the manager of User 2, who has another 30 weekdays before the task goes to a final Expired status.
4. To renew, indicate how many times the task can get renewed. For example, you enter **2** in the **Maximum Renewals** field. Here's what happens when the task expires:
    - With sequential routing, the last assignee gets another 30 weekdays.
    - With parallel routing, the current assignees get another 30 weekdays.

    If they still don't act within those 30 weekdays, they get another 30 weekdays before the task goes to a final Expired status.

Define Expiration Policies at the Task Level

If you selected Task Level, here's how you set expiration policies, including any escalations or renewals:

1. In the Expiration Settings section of the Deadlines subtab, enter a duration and optionally select the **Exclude Saturday and Sunday** check box. Let's say you enter 30 days and select the check box:
    - The task expires if all approvals aren't done 30 weekdays after the task is routed to the first assignee.
    - If there are three assignees and the first two take 25 weekdays to act, then the last assignee gets only five weekdays.

2. If you want to escalate or renew tasks after they expire, select the **Escalate** or **Renew** option. If not, leave the **Expire only** option selected.
3. To escalate, indicate how many times to go up the management chain. Suppose you enter **2** in the **Maximum Escalation Levels** field:
    - When the task expires, it's routed to the manager (User 2) of the current assignee (User 1).
    - When User 2 doesn't act within 30 weekdays, the task is escalated to the manager of User 2, who has another 30 weekdays before the task goes to a final Expired status.
4. To renew, indicate how many times the task can get renewed. For example, you enter **2** in the **Maximum Renewals** field:
    - When the task expires, all pending assignees get another collective 30 weekdays to act.
    - If they all don't act within that period, they get another 30 weekdays before the task goes to a final Expired status.

Related Topics

- Search for Workflow Tasks to Configure

Oracle Sourcing Approvals Setup

Oracle Sourcing has provided the stage and participants out-of-the-box to enable customers to easily organize and author approval routing rules for negotiation and award approval tasks.

Sourcing has provided Stage and Participants out of the box to enable customers to easily organize and author approval routing rules for negotiation and award approval tasks. From Oracle Functional Setup Manager, select these tasks:

This table contains negotiation approval header level attributes.

- Manage Supplier Negotiation Approvals

  To create and maintain approval rules for negotiation approval flow.
- Manage Supplier Negotiation Award Approvals

  To create and maintain approval rules for award negotiation approval flow.

Negotiation and Award Approvals can be enabled from Configure Procurement Business Function page.

Approval rules configured in the seeded stages are executed in this sequence:

1. Preapproval Stage
2. Header Stage
3. Postapproval Stage
4. Postapproval FYI Stage

There are four seeded stages for negotiation and award approval flows respectively and within each stage there are seeded participant types. The non-FYI participant types are seeded as rule based, which allows picking the list builder (Supervisory, Position, Job Level, and Approval Groups) that's applicable for any organization.

1. Preapproval Stage
    - This stage is used if approvals are required before routing to other stages and to different approvers.

- Seeded Participants
  - Preapproval (FYI) - The buyer for negotiation will receive a negotiation FYI notification. A single person will be notified using this participant type. The rule to notify the buyer is available out of the box
  - Preapproval (Parallel) Consensus - All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
  - Preapproval (Parallel) First Responder Wins - Approvals are routed in parallel for this participant type. This participant type is more commonly used in conjunction with approval groups. The first responder to provide approve or reject action will represent the outcome of all remaining approvers.
  - Preapproval Serial - Approvals are routed in Serial. Approval process is completed sequentially from approver to approver.

2. Header Stage
   - Seeded Participants
     - Header Approval (FYI) - User can configure rule to send FYI notifications to approvers.
     - Header Approval (Parallel) Consensus - Approvals are routed in parallel for this participant type. This participant type is more commonly used in conjunction with approval groups. This participant type requires approval from all approvers.
     - Header Approval (Parallel) First Responder Wins - All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
     - Header Approval (Serial) - Approvals will be routed in serial. This participant is generally used for supervisory or position hierarchy based routing. The approvers returned based on all rules that apply in a serial participant will be notified sequentially from approver to approver.
     - Header Approval 2 (Serial) - Approvals will be routed in serial. If your organization has a requirement to have a second hierarchy based routing in parallel to the Header Approval (Serial) participant, rules should be maintained in this participant.
     - Header Approval 3 (Serial) - Approval will be routed in serial. Similar to Header Approval 2 (Serial), this participant allows another hierarchy based routing in parallel to Header Approval (Serial) and Header Approval 2 (Serial) participants.
3. Postapproval Stage
   - This is used to route for Postapprovals.
   - Seeded Participants
     - Postapproval (Parallel) Consensus - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. This participant requires approval from all approvers.
     - Postapproval (Parallel) First Responder Wins - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. The first responder to approve or reject sets the outcome for all remaining approvers.
     - Postapproval (Serial) - Approvals are routed in serial for this participant.

4. Postapproval (FYI) Stage
    - This stage isn't available in the BPM Worklist Administration page for modification.
    - Seeded Participant
        - Postapproval (FYI) The Postapproval FYI stage is created to send the negotiation owner, FYI notification for negotiation approvals outcome.

You don't need to use all of the seeded stages and participant. If you don't need to use any of the seeded participants, you will need to disable the participant from Manage Supplier Negotiation Approvals or Manage Supplier Negotiation Award Approvals pages.

This table includes negotiation approval header level attributes.

Attribute	Notes
Approval Amount	Negotiation approval amount for negotiation approval flow.
Clauses Changed from Contract Template	Indicates whether any clause has changed on the negotiation compared to the contract template in the terms library or not.
Contract Template Expired	Indicates whether the contract template on the negotiation has expired or not.
Contract Terms Exist	Indicates whether the negotiation has contract terms and conditions associated with it or not.
Contract Deliverable Modified	Indicates whether any contract deliverable is modified or not.
Contract Terms Template	Name of the contract terms template applied on the negotiation.
Contract Deliverable Exists	Indicates whether a contract deliverable exists on the negotiation. Contract deliverables are commitments that must be fulfilled as part of negotiations and contract agreements.
Header Attribute 1-20	Text typed descriptive flexfield attribute.
Header Attribute Number 1-10	Number typed descriptive flexfields attribute.
Header Attribute Category	Text Category typed descriptive flexfield attribute.
Large negotiation	Indicates the type of negotiation.
Lines in Negotiation	Indicates the numbers of lines present in the large negotiation.
Lines pending award	Indicates the lines that are yet to be awarded.
Negotiation Change Type	Route the negotiation or award documents to the right approver based on whether it's an amendment or a new round. You can also use this attribute if you require amendments to approved RFQs be automatically approved, but when a new round is created, the RFQ should be routed to additional approvers in the organization hierarchy.

Attribute	Notes
	Or, if you require at least 2 rounds to award negotiations (for example, a first RFQ round to shortlist suppliers, and a second auction round to identify the best pricing), you can set up approval rules to automatically reject an award decision unless it's a new round.
Negotiation Currency	The currency code of the functional currency of negotiation.
Negotiation Type	Type of negotiation such as RFQ, Auction or RFI
Negotiation Outcome	Selected outcome for the negotiation.
Negotiation Owner	The name of the user who created the negotiation.
Negotiation Owner Department	The department of the user who created the negotiation.
Negotiation Owner Grade	The grade of the user who created the negotiation.
Negotiation Owner Job Name	The negotiation owner's job name.
Negotiation Owner Job Level	The negotiation owner's job level.
Negotiation Owner Position	The negotiation owner's position.
Negotiation Style	The negotiation style on which the negotiation is based.
Negotiation Display Name	The name of the negotiation.
NonStandard Clause Modified	Indicates whether any nonstandard clause is modified or not.
NonStandard Clause Exist	Indicates whether any nonstandard clause exists or not.
Payment Terms	Terms used to schedule payments and to calculate due dates, discount dates, and discount amounts for invoices matched against the purchase order.
Procurement BU	The business unit that manages and owns the purchasing document.
Response Visibility	Indicates whether the response will be visible to the supplier.
Standard Clause Exist	Indicates whether any standard clause exists or not.
Standard Clause Modified	Indicates whether any standard clause is modified or not.
Two Stage Evaluation	Two Stage Negotiation is set to Yes or No.

This table includes line level attributes.

Attributes	Notes
Backing Requisition Exists	Indicates whether backing requisition exists for the negotiation.
Category Name	The products and services category indicating what the company supplies.
Current Price	Current price of the item.
Description	Description of the item.
Item	Item number
Line Type	A type to indicate whether a purchasing document line is for goods or services, as well as some default attributes associated with the line.
Location	Location to which the request should be delivered
Line Attribute 1 - 20	Text typed descriptive flexfield attribute.
Line Attribute Number 1 - 10	Number typed descriptive flexfields attribute.
Line Attribute Category	Text Category typed descriptive flexfield attribute.
Procurement Category Hierarchy Level 1 -10	Number of procurement category hierarchy level attribute.
Requisitioning BU	BU in which the requisition is created.
Start Price	It refers to the highest price at which responding for a line can begin and all response price must be equal to or below the Start Price
Target Price	Target Price for the negotiation line item.
UOM	A division of quantity defined as a standard of measurement or exchange.

This table includes award approval header level attributes.

Attributes	Notes
Award Amount	Indicates negotiation award amount.
Procurement BU	The business unit that manages and owns the purchasing document.

Attributes	Notes
Negotiation Type	Indicates type of negotiation such as RFQ, Auction or RFI
Contract Terms Exist	Indicates whether negotiation has contract terms and conditions associated with it or not.
Negotiation Currency	The currency code of the functional currency of negotiation.
Payment Terms	Terms used to schedule payments and to calculate due dates, discount dates, and discount amounts for invoices matched against the purchase order.
Clauses Changed from Contract Template	Indicates whether any clause has changed on the negotiation compared to the contract template in the terms library or not.
Contract Template Expired	Indicates whether the contract template on the negotiation has expired or not.
Standard Clause Exists	Indicates whether any standard clause exists or not.
Non-Standard Clause Exist	Indicates whether any nonstandard clause exists or not.
Contract Deliverable Exist.	Indicates whether a contract deliverable exists on the negotiation. Contract deliverables are commitments that must be fulfilled as part of negotiations and contract agreements.
Standard Clause Modified	Indicates whether any standard clause is modified or not.
Non-Standard Clause Modified	Indicates whether any nonstandard clause is modified or not.
Contractual Deliverable Modified	Indicates whether any contract deliverable is modified or not.
Contract Terms Template	The name of the contract terms template applied on the negotiation.
Header Attribute 1 - 20	Text typed descriptive flexfield attribute.
Header Attribute Number 1 - 10	Number typed descriptive flexfields attribute.
Header Attribute Category	Text Category typed descriptive flexfield attribute.

This table includes award approval line level attributes.

Attributes	Notes
Requisitioning BU	Business Unit in which the requisition is created.

Attributes	Notes
Item	Item number
Description	Description of the item.
Line Type	A type to indicate whether a purchasing document line is for goods or services, as well as some default attributes associated with the line.
Category Name	The products and services category indicating what the company supplies.
UOM	A division of quantity defined as a standard of measurement or exchange.
Location	Location to which the request should be delivered
Current Price	Current price of the item.
Start Price	It refers to the highest price at which responding for a line can begin and all response price must be equal to or below the Start Price
Target Price	Target Price for the negotiation line item.
Awarded Quantity	Indicates quantity being awarded.
Recommended Award Amount	Indicates system recommended award amount
Savings Amount	Indicates savings amount for the award line item.
Backing Requisition Exists	Indicates whether backing requisition exists for the negotiation.
Line Attribute 1 - 20	Text typed descriptive flexfield attribute.
Line Attribute Number 1 - 10	Number typed descriptive flexfields attribute.
Line Attribute Category	Text Category typed descriptive flexfield attribute.
Procurement Category Hierarchy Level 1 - 10	Number of procurement category hierarchy level attribute.

This table includes award approval awarded suppliers.

Attributes	Notes
Supplier	Name of the supplier.

Attributes	Notes
Supplier Site	Site from which the supplier will process the request.
Requirement Score	Score for requirement response.

You can define your own attributes and can use them for creating rules by accessing Manage User Defined Attributes page. Sourcing Approvals will support user-defined attributes of type Custom Function (for non-cloud implementations) and Currency Conversion Function. User defined attributes can be created in negotiation and award approval tasks.

About Configurations for Oracle Sourcing Notifications

You can configure Oracle Sourcing notifications to suit your business needs.

- Response submitted confirmation to supplier notification – Suppliers can receive a notification confirming their negotiation response was submitted successfully. An email and in-app notification is sent to the supplier contact who submits the response. An Oracle Analytics Publisher template is available to configure the layout and content of the notification according to your business needs.

  On the Manage Sourcing Notifications page, the notification, Response submitted confirmation to supplier, is available, and is enabled by default for the RFI and RFQ negotiation types. You have the option to enable it for auctions if necessary for your business.

Any attachments added to the online message to suppliers, or team members in the UI, are also included in the email and in-app notification sent to the recipients.

Configure these external notifications that you send to suppliers using Oracle Analytics Publisher:

- Negotiation invitation
- Award decision

Configure these internal notifications using Page composer in Sandboxes, for more information see the *Sandboxes* chapter:

- Award Decision for Negotiation Submitted for Approval
- Award Decision for Negotiation Was Approved

Configure these external human workflow external notifications sent to suppliers using Page Composer:

- Negotiation Closed
- Negotiation Paused
- Negotiation Resumed
- Negotiation Extended
- Online Message for Negotiation Was Received
- Negotiation Amendment
- Negotiation Canceled

Configurations you can do in the notification area are as follows:

- Add, delete, and update text and labels in a notification.
- Change style and font.
- Include hyperlinks.
- Add new fields.
- Remove existing fields.

Notifications that are sent to additional email recipients that aren't workflow notifications can't be configured as suggested.

Requisition and Purchasing Document Approvals

Approval Rules

Approval rules are routing policies or rules that are evaluated to determine the approvers or FYI recipients for a business transaction.

Action Types

There are three types of actions:

- Approval Required: The document or object will be routed for approvals.
- Automatic: The document or object can be approved or rejected automatically.
- Information Only: FYI tasks will be sent to notify the specified persons.

Route Using Attribute

The Route Using attribute identifies the type of users needed to approve or receive notification of a document. The following list is supported for document approval. Each type has a specific set of parameters or properties that must be defined. Route Using attributes include:

- Approval Group
- Job Level
- Position Hierarchy
- Single Approver
- Supervisory Hierarchy
- User-Defined Routing

Job Level Attribute

The Job Level attribute let's you specify:

Approval Chain Of

- Select the approval chain of the persons within a document, for example, preparer and requester in purchase requisitions, or a buyer in purchasing documents.

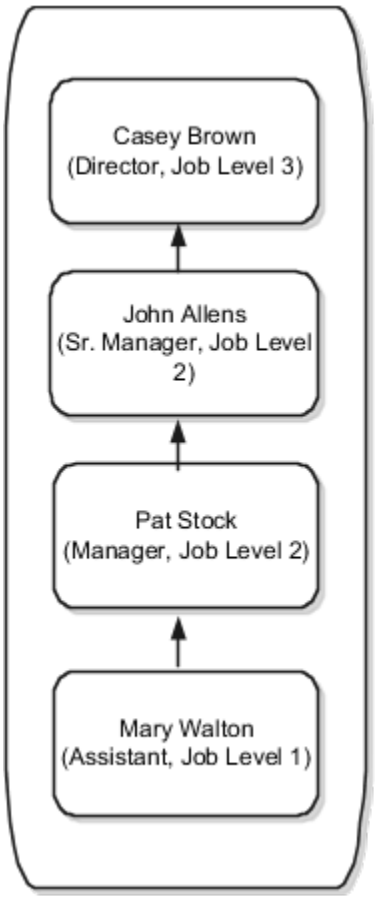
You can also choose to route approvals through a specific worker chain by selecting the name of the worker.

Start With

- Identify the first participant in a list. The Start With attribute can be:
  - Manager (default value).
  - The value selected in the Approval Chain Of choice list.

Minimum Job Level

- Indicate the number of job levels that are required to perform the approval action if the rule applies. For example, using the figure below, if Mary (Job Level 1) submits a document for approval and the Minimum Job Level is set to 3, then only John Allens must also approve.



Top Worker in Hierarchy

- Identify the person at the top of the employee hierarchy, or the top person in the approval chain. In most cases, this is the CEO.

Include

- Indicates if everyone returned in the list of participants from this action will be included, the first and last approver from the list will be included, or only the last approver will be included.

Position Hierarchy Attribute

Defined in Oracle Fusion Human Capital Management, positions are defined along with corresponding job levels, and employees are assigned appropriate positions. For example, the position Buyer is an instance of a position in the Purchasing Department. The job level of that Buyer could be any job level assigned to that position.

Position Hierarchy

- Indicates if everyone returned in the list of participants from this action will be included, the first and last approver from the list will be included, or only the last approver will be included.

Position Chain Of

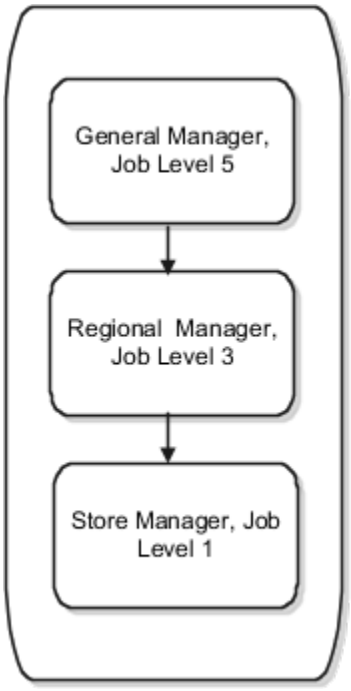
- Select the approval chain of the persons within a document. For example, select preparer and requester in purchase requisitions, or a buyer in purchasing documents.

Start With

- Identify the first participant in a list. The Start With attribute can be:
    - Next Position (default value).
    - The value selected in the Approval Chain Of choice list.

Minimum Job Level

- Indicate the number of job levels that are required to perform the approval action if the rule applies. For example, using the figure below, if Job Level 1 submits a document for approval and the Minimum Job Level is set to 3, then only Job Level 3 must approve.



Top Worker in Hierarchy

- Identifies the person at the top of the employee hierarchy, or the top person in the approval chain. In the most cases, this is the CEO.

Include

- Indicates if everyone returned in the list of participants from this action will be included, the first and last approver from the list will be included, or only the last approver will be included.

Single Approver Attribute

Single let's you route the approval to a specific person on the document, or a specific worker.

Supervisory Hierarchy Attribute

Approval Chain Of

- You can select the approval chain of the persons within a document. For example, preparer and requester in purchase requisitions, or a buyer in purchasing documents.
- You can also choose to route approvals through a specific worker chain by selecting the name of the worker.

Start With

- Start With identifies the first participant in a list. The Start With attribute can be:
  - Manager (default value).
  - The value selected in the Approval Chain Of choice list.

Number of Approval Levels

- The number of approvers in the supervisory hierarchy starting with the person specified in Start With.

Top Worker in Hierarchy

- The Top Worker in Hierarchy identifies the person at the top of the employee hierarchy, or the top person in the approval chain. In the most cases, this is the CEO.

User-Defined Routing

You can configure user-defined attributes to return a single user, or a list of users, to whom human tasks can be routed.

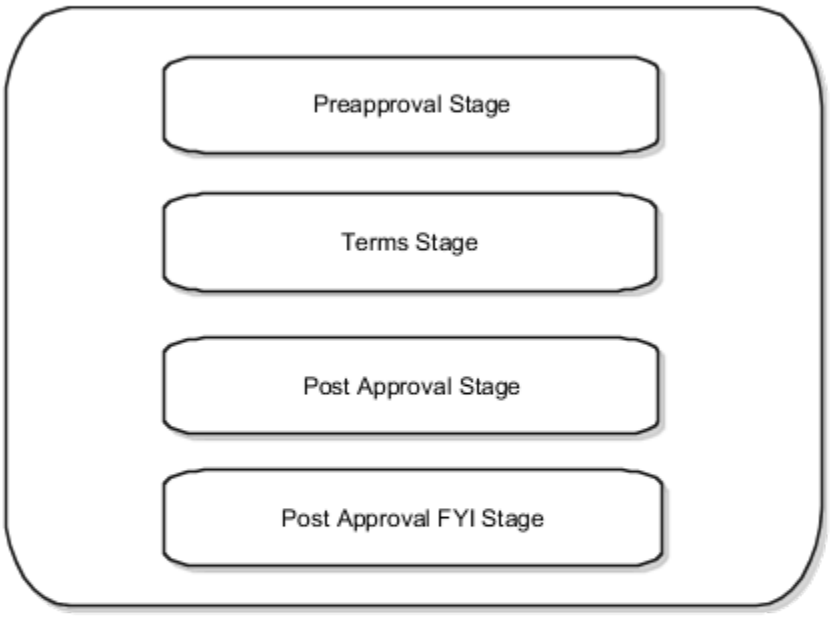
Related Topics

- Considerations for Using Jobs and Positions
- Examples of Jobs
- Examples of Positions
- Position Hierarchy Approval-Rule Attributes

Purchasing Approval Stages

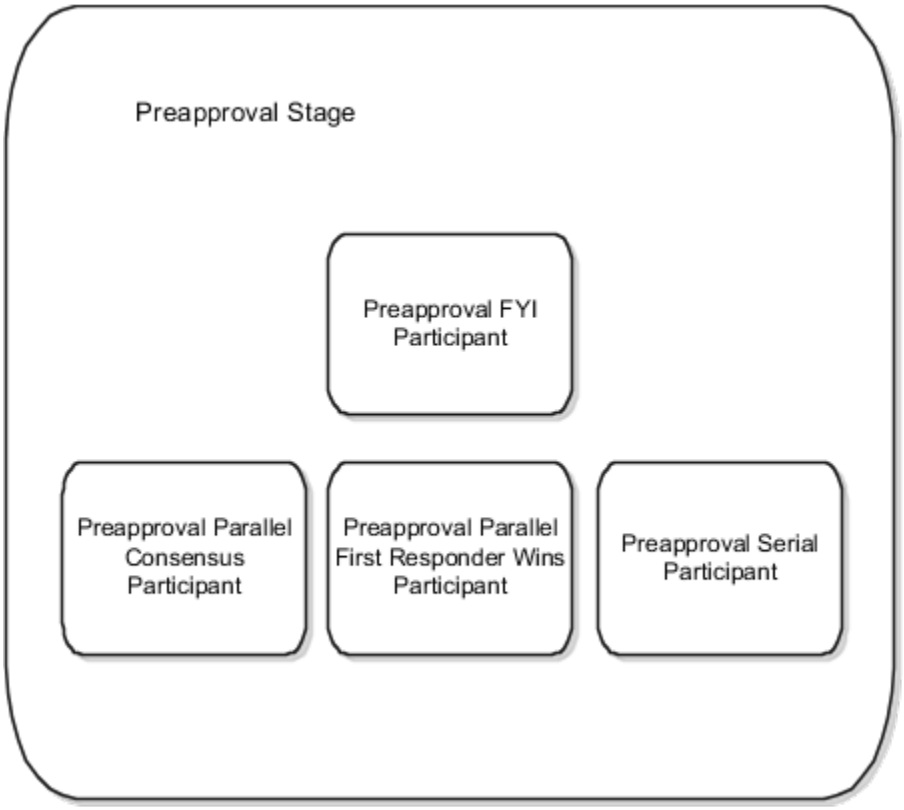
Oracle Purchasing has predefined stages for approvals for purchase orders, purchase agreements and change order approvals.

This figure shows the predefined stages: Preapproval, Terms, Post Approval, and Post Approval FYI.

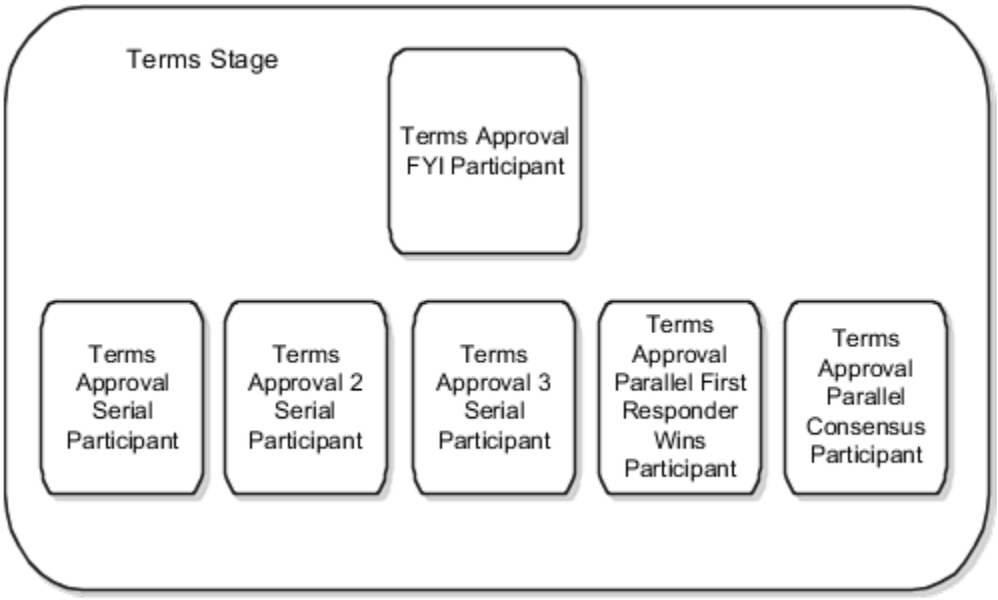


The participants predefined within each stage are illustrated in the figures below. Note that the participant name conveys both the participant type and the voting regime. For example, Preapproval (Parallel) First Responder Wins has a participant type of Parallel and voting regime of First Responder Wins. This implies that all the approvers will be notified in parallel and the first responder decision will be final for that participant.

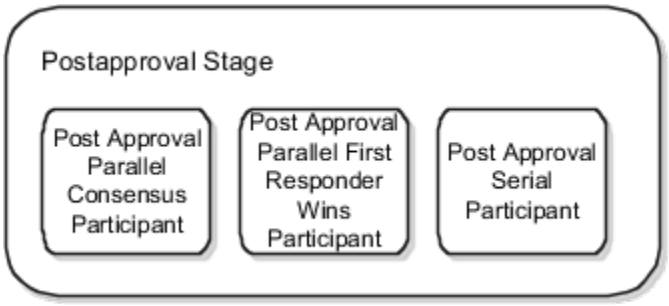
This figure shows the predefined participants for the Preapproval stage: Preapproval FYI ParticipantPreapproval Parallel Consensus ParticipantPreapproval Parallel First Responder Wins ParticipantPreapproval Serial Participant.



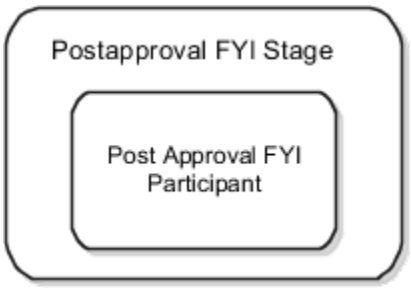
This figure shows the predefined participants for the Terms stage: Terms Approval FYI ParticipantTerms Approval Serial ParticipantTerms Approval 2 Serial ParticipantTerms Approval 3 Serial ParticipantTerms Approval Parallel First Responder Wins ParticipantTerms Approval Parallel Consensus Participant



This figure shows the predefined participants for the Postapproval stage: Postapproval Parallel Consensus ParticipantPostapproval Parallel First Responder Wins ParticipantPostapproval Serial Participant



This figure shows the predefined participants for the Postapproval FYI stage: Post Approval FYI Participant



Related Topics

- Approval Rules
- Approval Task

How You Use Project Information in Approval Rules for Requisitions and Orders

You can set up approval rules and routings for requisitions and purchase orders based on sponsored project information.

Aspects of using project information in approvals that are covered in this topic include:

- Example
- Attributes
- Setup

Example

Use the award contract number attribute in an approval rule condition to evaluate if a purchase order distribution is associated to a sponsored project. Then add the principal investigator in charge of the award as an approver to the approval workflow to ensure they approve expenditures against the award.

Attributes

Some of the project attributes you can use for approval rules and routings include:

- Award Owning Business Unit
- Award Purpose
- Award Type
- Contract Number
- Funding Source
- Principal Investigator

How You Set Up Approvals

Use the Manage Requisition Approvals and Manage Purchasing Document Approvals tasks to set up approvals. They're located in the Setup and Maintenance work area, Approval Management functional area.

How You Manage Funds Override Approval Rules for Requisitions and Purchase Orders

You can use procurement document approval rules to manage insufficient funds override approval flows for your organization's requisitions and purchase orders.

To view the delivered procurement document approval rules for requisitions and purchase orders, respectively, use the following tasks. You can find them in the Setup and Maintenance work area, Approval Management functional area:

- Manage Requisition Approvals
- Manage Purchasing Document Approvals

The delivered funds override approval rule for requisitions has the following attributes:

- Stage: Header Postapproval Stage
- Participant: Funds Override Approval
- Routing: Parallel
- Voting Regime: Consensus
- Enabled: Check box is selected.

You can't edit this rule on the Manage Requisition Approvals page. You can only enable or disable it.

You can define a funds override approval rule different from what's delivered. You can add conditions based on these attributes:

- Funds Override Approver
- Funds Override Approver User Name

For example, you might define a condition where a certain approver can route the document to another approver.

The delivered funds override approval rule for purchase orders has the following attributes:

- Stage: Postapproval Stage

- Participant: Funds Override Approval
- Routing: Parallel
- Voting Regime: Consensus
- Enabled: Check box is selected.

You can't edit this rule on the Manage Purchasing Document Approvals page. You can only enable or disable it.

You can define a funds override approval rule different from what's delivered. For example, you might want to have funds override approval for purchase orders occur at the preapproval stage rather than the postapproval stage. To define the rule set the attribute values as follows:

- Stage: Preapproval Stage.
- Participant, Routing, Voting Regime, Enabled: Same values as for the delivered rule for purchase orders.
- Conditions: Funds override approver isn't blank.
- Action Type: Approval Required.
- Route Using: Single Approver.
- User Type: Funds override approver.

Related Topics

- How You Define Funds Override Rules for a Control Budget

How You Set Up Approval Rules for Purchasing Documents with Outside Processing Items

You can set up approval rules for purchase orders and blanket purchase agreements that have at least one outside processing item.

To do this, use the Manage Purchasing Document Approvals task. You can find it in the Setup and Maintenance work area, Approval Management functional area. When editing a rule on the Edit Approval Rules page, use the Includes Outside Processing Items attribute to define a condition for purchasing documents having outside processing items. The attribute is available to use in a condition at the document line or header level.

How You Define Complex Approval Rules by Nesting Conditions

You can create rule conditions that include AND or OR operators. Additionally, conditions can be nested.

Example of Nested Condition

The following is an example nested approval policy condition. If the destination type is Expense, and the cost center is 111 or 112, then Pat Stock must approve.

```
CONDITION

 Destination Type equals Expense
```

```
 AND
 Cost Center equals 111
 OR
 Cost Center equals 112
ACTIONS
Action Type: Approval required
Route Using: Single approver
User Type: Worker
Worker: Pat Stock
```

Related Topics

- Approval Rules

Create an Approval Rule Based on the Chart of Accounts Segment

To create an approval rule based on the Chart of Accounts segment, follow these steps:

1. In the BPM Worklist task, click the **Administration** tap under the User menu.
2. Click the **Task Configuration** tab.
3. Search for the DocumentApproval task.
4. Click the **DocumentApproval** task.
5. To edit the task, click the Pencil icon.
6. Click the **Assignees** tab, select the stage and participant to which you want to add the approval rule.
7. Click the **Go to Rule** link.
8. To create a new rule, in the Rules section, click the **Plus** icon and click the **General Rule** tab.
9. To create the test condition, in the IF section, click the Plus icon, and click the **Simple Test** tab.
10. To search, click the **Magnifying Glass** icon.
11. In the Condition Browser window, expand one of the Chart of Accounts segments.
12. Select the Chart of Accounts segment you want to base the approval rule on and complete the IF condition.
13. In the THEN section, to add the THEN condition, click the **Plus** icon.
14. To validate your business rule, click **Validate**.
15. Save and commit your approval rule.

How You Route Requisitions for Approval Based on Any Segment of the Charge Account

Route requisitions for approval based on any segment or combination of segments of the charge account. This extends the ability to drive requisitions approval routing based on segment labels.

For example, you can create a rule with this condition. Charge Account Matches (.*)-(.*)-(.*)-(.*)-(.*)-(.*)-(.*)-(.*)-090

Where 090 is the value of the segment and (-) is the delimiter.

> **Note:** When in case you're using (.) (Dot) as delimiter, use \\ to escape it for java match. The (.) (Dot) is a special character in regular expression matching.

Then for the condition, use: Charge account matches (.*)\\.(.*)\\.09\\.(.*)\\.(.*)\\.(.*)\\.(.*)

The preceding condition will trigger when the 3rd segment is 09.

Other examples:

- If the separator is (-) between two segment values

  To Include individual segment account value: Use charge account match operator (.*)-(.*)-1410-(.*)-(.*)

  To Exclude individual segment account value: use charge account match operator (.*)-(.*)-(?!1410).*-(.*)-(.*)
- If the separator is (.) between two segment values

  To Include: use charge account match operator (.*)\\.(.*)\\.1410\\.(.*)\\.(.*)

  To Exclude: use charge account match operator (.*)\\.(.*)\\.(?!1410).*\\.(.*)\\.(.*)

How You Route Purchase Orders for Approval Based on Any Segment of the Charge Account

Route purchase orders for approval based on any segment or combination of segments of the charge account. This extends the ability to drive purchase order approval routing based on segment labels such as the primary balancing segment, cost center, natural account value, management segment, and intercompany segment by allowing you to route approvals based on segments not associated with any of these labels.

For example, suppose your chart of accounts (COA) consists of 5 segments, separated by hyphens. You want to drive purchase order approval routing based on the 4th COA segment, such that all purchase orders containing distributions with the 4th segment of the PO Charge Account ranging between 2000 and 2999 are routed to a specific approver. You can use a condition with the pattern (.*)-(.*)-(.*)-2[0-9][0-9][0-9]-(.*) to check the value of the 4th segment of the Charge Account.

Configure Approval Rules for Purchasing Documents and Requisitions Using Mapping Sets

Use mapping sets to configure the approval authority matrix and route purchasing documents and requisitions for approval against the approval authority by creating a single approval rule. This significantly reduces the maintenance overhead associated with managing many rules.

You can also define the order in which approvers are notified for approval rules that use mapping sets. When multiple valid approvers are returned by the mapping set configuration, approval routing follows the sequence defined in the mapping set and the sequence numbers specified in the corresponding data set.

For example, you can create a rule for conditions listed in this table.

Category	Deliver-to Location	Department	Requisition Amount Range (USD)		Approver
Miscellaneous	Ashburn	Neurology	100	1000	Terry.Smith
Miscellaneous	Bloomington	Neurology	100	1000	Tracy.Davis
Medical Supplies	Ashburn	Neurology	1000	10000	Scott.Campbell
Medical Supplies	Bloomington	Neurology	1000	10000	Anne.Balmer
Medical Supplies	Ashburn	Cardiology	10000	100000	Bob.Boyle
Medical Supplies	Bloomington	Cardiology	10000	100000	Alister.Cook

To model this requirement, you must perform these steps:

1. Create PO_APPROVAL_MAPPING_SET_X and PO_APPROVAL_DATA_SET_X mapping sets for purchasing documents or create REQ_APPROVAL_MAPPING_SET_X and REQ_APPROVAL_DATA_SET_X mapping sets for requisitions.
2. Create an approval rule using the appropriate mapped approval attribute X.

In the mapping sets you created, X is the number of mapping set approval configurations. You can't create more than 5 mapping set approval configurations.

The mapped approval attribute 1-5 are associate with a pair of mapping sets such that the approval configurations from the respective mapping sets are executed when the attribute is used in an approval rule.

Attributes	Executes Approval Configuration from Mapping Sets with a Short Name	
	For Purchasing Documents	For Requisitions
Mapped Approval Attribute 1	PO_APPROVAL_MAPPING_SET_1 and PO_APPROVAL_DATA_SET_1	REQ_APPROVAL_MAPPING_SET_1 and REQ_APPROVAL_DATA_SET_1
Mapped Approval Attribute 2	PO_APPROVAL_MAPPING_SET_2 and PO_APPROVAL_DATA_SET_2	REQ_APPROVAL_MAPPING_SET_2 and REQ_APPROVAL_DATA_SET_2
Mapped Approval Attribute 3	PO_APPROVAL_MAPPING_SET_3 and PO_APPROVAL_DATA_SET_3	REQ_APPROVAL_MAPPING_SET_3 and REQ_APPROVAL_DATA_SET_3
Mapped Approval Attribute 4	PO_APPROVAL_MAPPING_SET_4 and PO_APPROVAL_DATA_SET_4	REQ_APPROVAL_MAPPING_SET_4 and REQ_APPROVAL_DATA_SET_4
Mapped Approval Attribute 5	PO_APPROVAL_MAPPING_SET_5 and PO_APPROVAL_DATA_SET_5	REQ_APPROVAL_MAPPING_SET_5 and REQ_APPROVAL_DATA_SET_5

To configure an approval rule for requisitions using mapping sets, you must perform these steps:

1. Create Mapping Sets
2. Configure the Approval Rule

Create Mapping Sets

REQ_APPROVAL_MAPPING_SET_1

To define this mapping set, select 4 input sources from the list of available input sources.

- PO Header Attribute1: Indicates the sequence in which the attributes specified in this mapping will be mapped with the corresponding data values are specified in the REQ_APPROVAL_DATA_SET_X mapping set.
- PO Header Attribute2: Indicates the attribute's technical alias name in the TableAlias.Column_Name format. You can use attributes only from these tables:

Product	Table	Table Alias	Example Attribute Name	Approval Document
Procurement	POR_REQUISITION_HEADERS_ALL	ReqHeader	ReqHeader.REQUISITION_TOTAL	Requisitions
Procurement	POR_REQUISITION_LINES_ALL	ReqLine	ReqLine.CATEGORY_ID	Requisitions
Procurement	POR_REQ_DISTRIBUTIONS_ALL	ReqDist	ReqDist.REQ_BU_ID	Requisitions
Financials	GL_CODE_COMBINATIONS	ChargeAccount	ChargeAccount.SEGMENT	Requisitions
Project Management	PJF_PROJECT_PARTIES	ProjectParty	ProjectParty.PROJECT_ID	Requisitions
Procurement	PO_HEADERS_ALL	PoHeader	PoHeader.PRC_BU_ID	Purchasing Documents
Procurement	PO_LINES_ALL	PoLine	PoLine.CATEGORY_ID	Purchasing Documents
Procurement	PO_LINE_LOCATIONS_ALL	PoSchedule	PoSchedule.SHIP_TO_LOCATION_ID	Purchasing Documents
Procurement	PO_DISTRIBUTIONS_ALL	PoDistribution	PoDistribution.DELIVER_TO_LOCATION_ID	Purchasing Documents
Financials	GL_CODE_COMBINATIONS	ChargeAccount	ChargeAccount.SEGMENT	Purchasing Documents

- In addition to the attributes available in the data model, you can use these transient attributes in the mapping sets:

Attribute	Attribute's Technical Alias
Requisition Amount	ReqHeader.Requisition_Amount
Approval Amount	ReqHeader.Approval_Amount

- PO Header Attribute3: Indicates if the attribute is an input or an output variable for rule evaluation.

- PO Header Attribute4: Indicates the operator used to validate the rule. Here's the list of supported operators.

Data Type	Operator	Meaning
String, Number	=	Equals
	<>	Not equal
Number, Date	>	Greater than
	>=	Greater than and equal to
	<	Less than
	<=	Less than and equal to
Sequence	ASC	Routes matching approvers in ascending order based on sequence number.
	DESC	Routes matching approvers in descending order based on sequence number.

For this example, these are the created mapping sets.

Input			
PO Header Attribute1	**PO Header Attribute2**	**PO Header Attribute3**	**PO Header Attribute4**
1	ReqLine.CATEGORY_ID	IN	=
2	ReqLine.DELIVER_TO_LOCATION_ID	IN	=
3	ChargeAccount.SEGMENT2	IN	=
4	ReqHeader.REQUISITION_TOTAL	IN	>=
5	ReqHeader.REQUISITION_TOTAL	IN	<=
6	PROJECT_ROLES	OUT	=

REQ_APPROVAL_DATA_SET_1

To define this mapping set, you must select the same number of input sources as the number of approval attributes you configured in the REQ_APPROVAL_MAPPING_SET_1 mapping set. In this case, you must select 6 input sources because the REQ_APPROVAL_MAPPING_SET_1 has 6 approval attributes. You can enter the attribute values in terms of an ID (unique identifier), alternatively, you can configure value sets to enter data using user-friendly values (business keys).

Here are the input sources for the mapping set.

Number	Input Source	Value Set
1	PO Header Attribute1	REQ_CATEGORY
2	PO Header Attribute2	REQ_DELIVER_TO_LOCATION
3	PO Header Attribute3	N/A
4	PO Header Attribute4	N/A
5	PO Header Attribute5	N/A

Here's the mapping set data.

Input					
PO Header Attribute1	**PO Header Attribute2**	**PO Header Attribute3**	**PO Header Attribute4**	**PO Header Attribute5**	**PO Header Attribute6***
Medical Supplies	Ashburn	120	10000	100000	Scott.Campbell
Medical Supplies	Ashburn	720	1000	10000	Anne.Balmer
Medical Supplies	Bloomington	120	10000	100000	Bob.Boyle
Medical Supplies	Bloomington	720	1000	10000	Alister.Cook
Miscellaneous	Ashburn	720	100	1000	Terry.Smith

* Use the user names of the desired approvers.

When using PROJECT_ROLES as the output, you must specify the project role name in the REQ_APPROVAL_DATA_SET_1. The requisition is routed to all users assigned to the project role.

Input					
PO Header Attribute1	**PO Header Attribute2**	**PO Header Attribute3**	**PO Header Attribute4**	**PO Header Attribute5**	**PO Header Attribute6**
Medical Supplies	Ashburn	120	10000	100000	Project Manager
Medical Supplies	Ashburn	720	1000	10000	Team Manager
Medical Supplies	Bloomington	120	10000	100000	Project Participant
Medical Supplies	Bloomington	720	1000	10000	Project Participant
Miscellaneous	Ashburn	720	100	1000	Team Member

Configure Sequential Approval Routing

To route approvers in a defined order for mapping set-based approval rules, add SEQUENCE as an input attribute in the approval mapping set and enter a sequence number for each approver row in the corresponding approval data set.

For purchasing documents, update the PO_APPROVAL_MAPPING_SET_X mapping set. For requisitions, follow the same approach using the REQ_APPROVAL_MAPPING_SET_X mapping set.

In this example, the purchasing document approval mapping set routes approvers in ascending sequence number order.

Input			
PO Header Attribute1	**PO Header Attribute2**	**PO Header Attribute3**	**PO Header Attribute4**
1	PoLine.CATEGORY_ID	IN	=
2	PoDistribution.DELIVER_TO_LOCATION_ID	IN	=
3	ChargeAccount.SEGMENT1	IN	=
4	PoHeader.FUNCTIONAL_TOTAL_AMOUNT	IN	>=
5	PoHeader.FUNCTIONAL_TOTAL_AMOUNT	IN	<=
6	SEQUENCE	IN	ASC
7	APPROVERS	OUT	=

Use ASC to notify approvers in ascending sequence number order or DESC to notify approvers in descending sequence number order.

In the corresponding PO_APPROVAL_DATA_SET_X or REQ_APPROVAL_DATA_SET_X mapping set, add a sequence value for each row that identifies the approver for a specific condition.

This example shows approval data set rows with sequence values.

Input						
PO Header Attribute1	**PO Header Attribute2**	**PO Header Attribute3**	**PO Header Attribute4**	**PO Header Attribute5**	**PO Header Attribute6**	**PO Header Attribute7**
Medical Supplies	Ashburn	120	10000	100000	1	Scott.Campbell
Medical Supplies	Ashburn	120	10000	100000	2	Anne.Balmer
Medical Supplies	Ashburn	120	10000	100000	3	Bob.Boyle

After an approval rule is configured using the corresponding mapped approval attribute, approvals are routed to matching approvers in the defined sequence order.

Configure the Approval Rule

After creating the mapping sets, configure an approval rule using the Mapped Approval Attribute 1 attribute.

Here's the rule setup scenario.

```
CONDITION
Requisitioning BU Equals Vision Operations
AND Mapped Approval Attribute 1 ls not blank
AND Functional Currency Code equals USD


ACTION
Action Type: Approval Required
Route Using: Single Approver
User Type: Mapped Approval Attribute 1
```

If the corresponding mapping set includes SEQUENCE, you don't need to configure a separate sequencing action in the approval rule. The approver order is determined by the mapping set operator and the sequence values defined in the approval data set.

To use the Mapped Approval Attribute X in supervisory hierarchy and job-level routing, configure the approval rules using the Oracle BPM Worklist application. For instance, for a supervisory hierarchy approval for a requisition, use this BPM rule setup scenario:

```
THEN
List Builder: Supervisory
Response Type: Required
Number of levels: 3
Starting Participant:
 HierarchyBuilder.getManager("supervisory",ReqHeaderDimension.mappedApprovalAttribute1,-1,"","")
Top Participant: HierarchyBuilder.getPrincipal("CVRQST06",-1,"","")
Auto Action Enabled: False
Auto Action: null
Rule Name: "MappingSetRuleReferencingApprovers"
```

Configure the Rejection Reason for Autorejected Purchasing Documents and Requisitions

You can configure the rejection reason for an autoreject rule, share the reason with buyers or requesters via an online and email notification, and track the rejection reason in the document history.

To configure a rejection reason for an autoreject rule, you must follow these steps:

1. Navigate to the Setup and Maintenance work area, go to the Manage Standard Lookups task.
2. Search for the ORA_POR_AUTO_REJECT_REASON lookup type.
3. Create a new lookup code for the autoreject reason.
4. You must use the autoreject rule name as the lookup code, but you must remove any spaces that may be there in the rule name when you specify the lookup code for the autoreject rule.

How You Manage User-Defined Attributes in Approvals

User-defined attributes can be of two types: currency based, or summation.

How You Define Currency Based Attributes

You can define currency-based attributes to convert transaction amounts into a common currency, then define approval rules for only that specific currency.

For example, requesters in your organization may be creating requisitions in multiple currencies. But, your organization's approval policy requires requisitions with amounts over 500 USD be approved by the requester manager. You can set up this approval routing rule by defining an attribute, Requisition Amount in USD, and using it in a rule condition.

Define the attribute as follows:

- User-Defined Attribute: Requisition Amount in USD
- Type: Currency based
- Attribute to Convert Type: Approval task attribute
- Attribute to Convert: Requisition Amount
- Convert To: USD
- Conversion Rate Type: Corporate

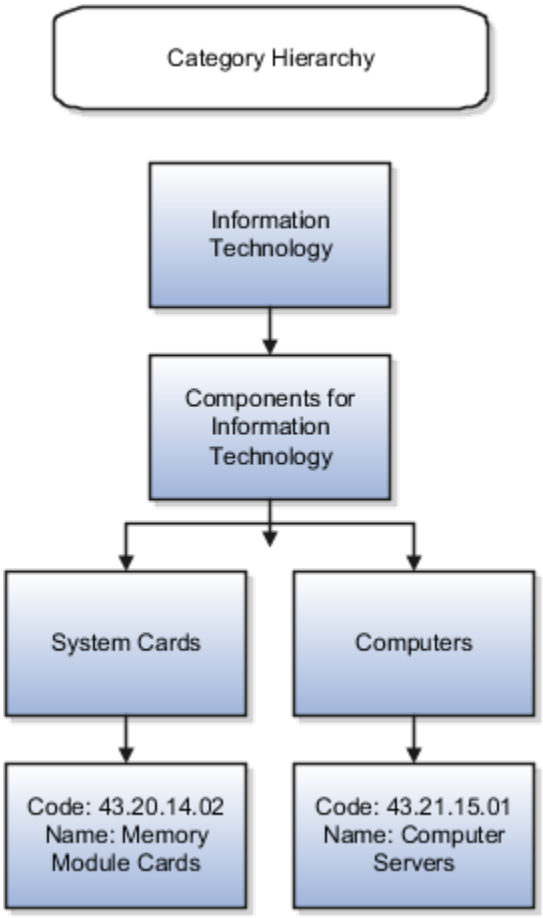
Once you have defined the attribute, then it can be used in the rule condition as follows: Requisition Amount in USD greater than 500

How You Specify a Rule Condition to Use A Summation Data

Summation values are computed based on specific attributes across lines, schedules, and distributions within a document. You can specify a rule condition to use a value based on summation data. For example, you can set up a procurement category hierarchy using the Manage Procurement Category Hierarchy task, where you can define a hierarchy of groupings of purchasing categories.

This figure shows an example of a procurement category hierarchy. The top-level category, Information Technology (IT), includes the next lower-level category Components for Information Technology. The Components for Information Technology category includes two lower-level categories: System Cards, and Computers. Included under each

of those two lowest-level categories are, respectively, specific memory module cards and computer servers.



If the approval policy is: If the requisition contains lines from IT where the lines total is greater than 500, then route the requisition to the IT group for approval.

To achieve this, create a user-defined attribute for IT Spend as follows:

- User-Defined Attribute: IT Spend
- Type: Summation
- Attribute: Distribution Amount
- Match Using: Hierarchy
- Category Name Rolls up To: IT

When defining summation attribute, you can use distribution amount or the distribution approval amount. You can also apply up to three filter criteria on the lines or distributions of the transaction using attribute or hierarchy. For match using hierarchy, the following hierarchies can be used:

- Balancing Segment
- Category Name
- Cost Center
- Management Segment
- Natural Account

The following is a sample approval rule using the IT Spend user-defined attribute:

```
CONDITION

 IT Spend greater than 500

ACTION

 Action Type: Approval Required

 Route Using: Approval Group

 Approval Group: IT Spend Approvers
```

How You Reassign Pending Purchase Order Approvals to a New Approver

The reassigned user must have the View Purchase Order privilege.

To reassign an existing pending approval purchasing order to the new approver user, go to the BPM Worklist and reassign the purchase order in pending approval status to the new approver user.

How You Reassign or Delegate Specific Approval Tasks

Here's the difference between reassign and delegate:

When the approval tasks are reassigned, the entire approval hierarchy is substituted with the assigner hierarchy, for example, in a purchase order, if the existing approval hierarchy is A1, A2, and A3 and when A1 is on leave, there's a vacation rule that reassigns the approval task to B1 and the approval hierarchy for B1 is B1, B2, and B3. If A1 is on leave, and the purchase order is submitted, then the reassign vacation rule is applied and the reassigned approval path of B1, B2, and B3 is followed.

When the approval tasks are delegated, for example, in a purchase order if the existing hierarchy is A1, A2, and A3 and when A1 is on leave, there's a vacation rule that delegates the approval task to B1, then when A1 is on leave, and the purchase order is submitted, the approval path of B1, A2, and A3 is followed.

To reassign or delegate specific approval tasks:

The delegated or reassigned user must have the View Purchase Order privilege.

1. In Oracle Fusion Cloud ERP, login as the user to whom you want to reassign or delegate the approval task.
2. In the BPM Worklist, create a new rule, and in the new rule, select the task type and reassign or delegate the task to the new user.

How You Work with Vacation Rules

You can define a vacation rule to manage notifications when you're away. You can reassign or delegate a task to another user to act on your behalf.

To create a vacation rule:

1. Login with the administrator related privileges to the BPM Worklist and create a rule.

2. In the rule, select the **Use as vacation rule** checkbox.
3. Reassign or delegate the action to a new user.
4. Select the duration for which you want the rule to be active.
5. Save the rule.

Privileges You Require to Edit or View Requisitions and View Purchase Orders for Approval Notifications

You require this privilege to view the Edit Requisition link from the approval notification:

- Edit Requisition as Approver

You require this privilege to view the View Requisition link from the approval notification:

- Manage Requisition
- View Requisition

You require this privilege to view the purchase order approval notification:

- View Purchase Order

You require this privilege to view blanket or contract purchase agreement approval notifications:

- View Purchase Agreement

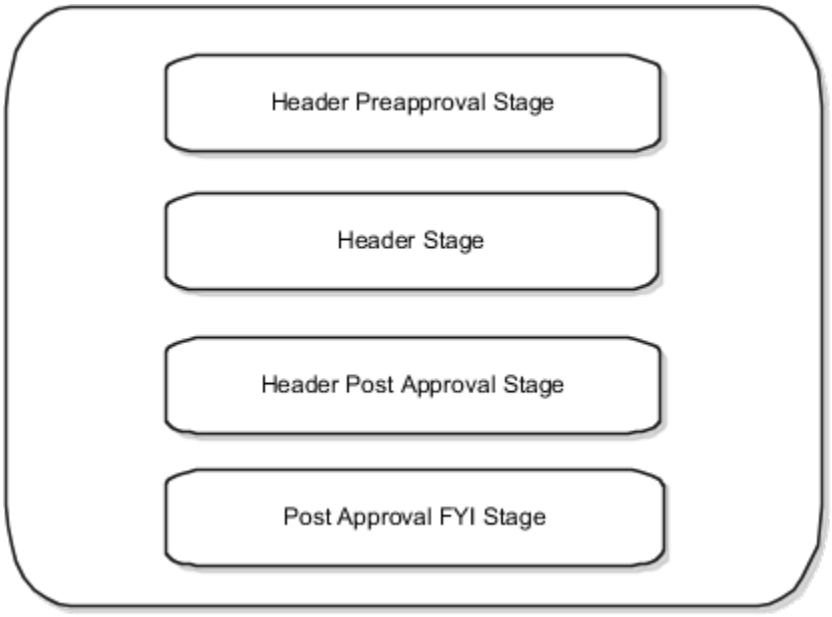
Considerations for Setting Up Requisition Approval Task

To facilitate the approvals setup process, the following preconfigured requisition approval elements are available:

- Requisition Approval task
- Stages
- Participants

In the Setup and Maintenance work area, use the Manage Requisition Approvals task in the Approval Management functional area to configure requisition approval rules.

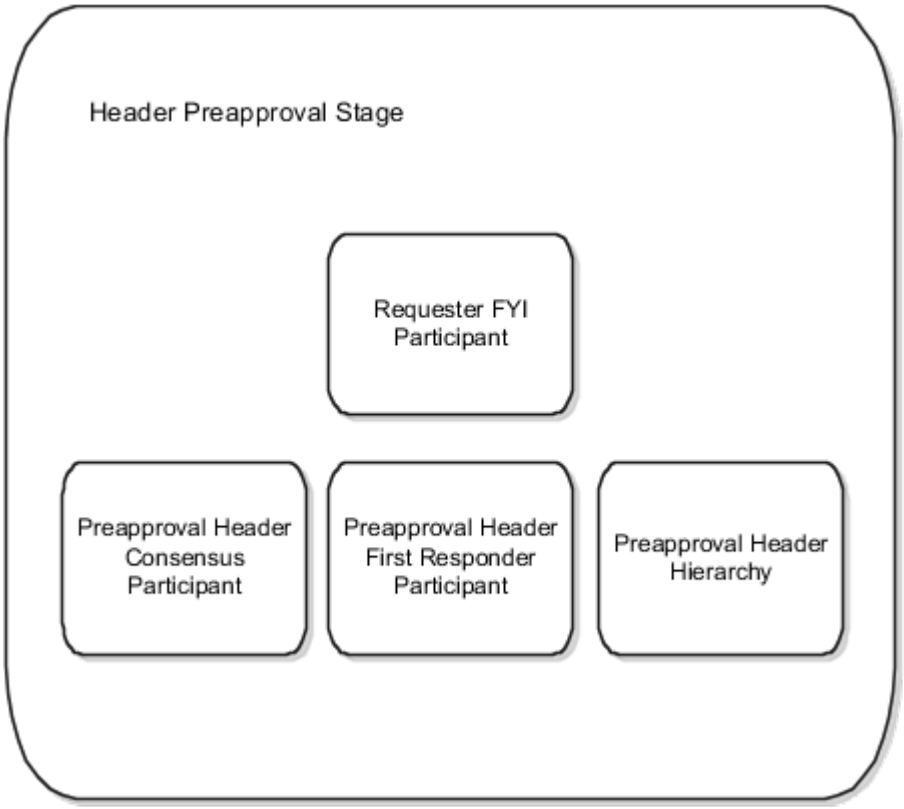
The following figure depicts the stages seeded for requisition approvals and also indicates that the stages are seeded in sequence.



Approvals are routed through the seeded stages in the following sequence:

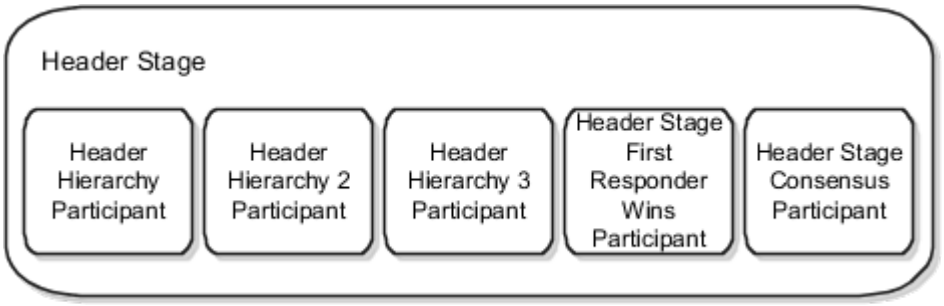
1. Header Preapproval Stage

   The following figure shows seeded participants in the header preapproval stage.



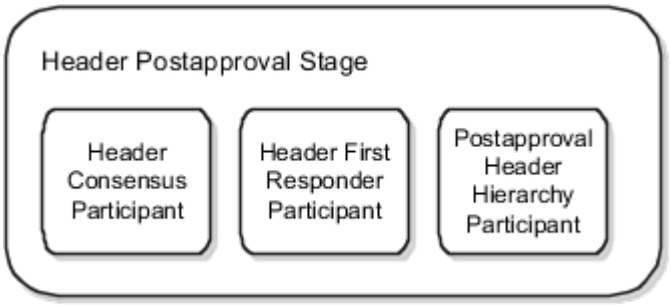
2. Header Stage

   The following figure shows seeded participants in the header stage.



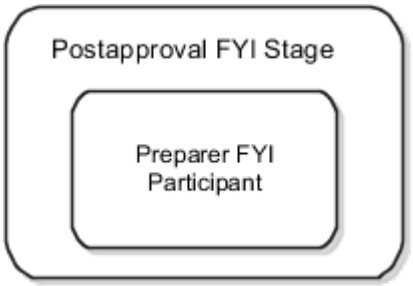
3. Header Postapproval Stage

   The following figure shows seeded participants in the header postapproval stage.



4. Postapproval FYI Stage

   The following figure shows seeded participants in the postapproval FYI stage.



There are four seeded stages for requisition approvals and within each stage, there are seeded participants. The non-FYI participants are seeded as rule based, which lets you pick the list builder (Supervisory, Position, Job Level, Single User, User-Defined Routing, and Approval Groups) that's applicable for your organization.

Line and distribution level rules can be defined within the stages with header dimension.

Header Preapproval Stage

This is used to route requisitions for preapproved requisitions, such as emergency requisitions.

Seeded Participants:

1. Requester FYI

   - The requester on every line for a requisition receives a requisition FYI notification. This allows requesters to be notified when a preparer creates a requisition on their behalf. Each requester on every requisition

line is notified. The rule to notify the requester is available out of the box, hence you don't need to perform additional steps for this.

2. Preapproval Header Consensus
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. This participant requires approval from all approvers.
3. Preapproval Header First Responder Wins
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. The first responder to approve or reject represents the outcome of all remaining approvers.
4. Preapproval Header Hierarchy
    - Approvals are routed in serial for this participant.

Header Stage

The header stage is often used for fiscal approvals, based on the requisition amount.

Seeded Participants:

1. Header Hierarchy
    - Approvals are routed in serial. This participant is generally used for supervisory or position hierarchy-based routing.
    - The approvers returned based on all rules that apply in a serial participant are notified in sequence, even if the rules are evaluated against lines or distributions.
2. Header Hierarchy 2
    - Approvals are routed in serial.
    - If your organization has a requirement to have a second hierarchy-based routing in parallel to the Header Hierarchy participant, rules should be maintained in this participant.
3. Header Hierarchy 3
    - Approvals are routed in serial.
    - Similar to Header Hierarchy 2, this participant allows another hierarchy-based routing in parallel to Header Hierarchy and Header Hierarchy 2 participants.
4. Header Stage Consensus
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. This participant requires approval from all approvers.
5. Header Stage First Responder Wins
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. The first responder to approve or reject represents the outcome of all remaining approvers.

How You Use Overriding Approver Attribute

If there are cases where requesters might need to change the starting approver for supervisory-based routings, approval routing rules can be created using the overriding approver attribute at the requisition header level. You can create approval and FYI rules using this attribute, as part of the rule condition or action.

Note:

If you set up the overriding approver attribute, you may also send an FYI task to the original system generated first approver notifying the original approver that they have been bypassed.

Header Postapproval Stage

This is used to route for post approvals.

Seeded Participants:

1. Header Consensus
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. This participant requires approval from all approvers.
2. Header First Responder Wins
    - Approvals are routed in parallel for this participant. This participant is more commonly used in conjunction with approval groups. The first responder to approve or reject represents the outcome of all remaining approvers.
3. Postapproval Header Hierarchy
    - Approvals are routed in serial for this participant.

Postapproval FYI Stage

The Post Approval FYI stage is created to send the requisition preparer an FYI notification on the outcome of the requisition approvals.

This stage isn't available in the BPM Worklist or Approvals UI pages for configuration.

Note

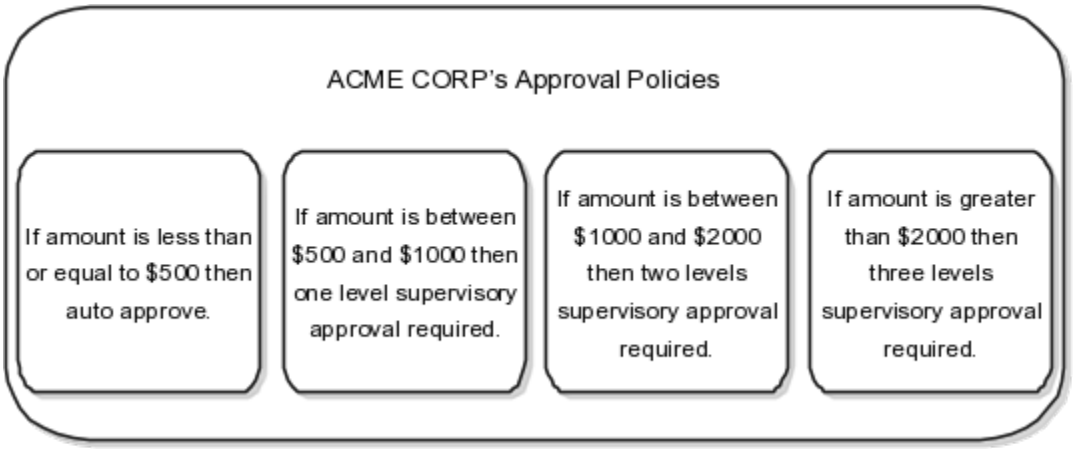
You do not need to use all of the seeded stages and participant. However, if you do not need to use any of the seeded participants, you simply need to select the Enable or Disable action for the respective participant on the Manage Approval Task page.

Example of Requisition Approval Policy

Acme Corp has agreements in place for most facilities and IT services. In addition, they have set up a supervisory hierarchy for approvals based on requisition amount.

Joe Smith is Acme's CEO and therefore has the designation of Top Worker in Hierarchy for the supervisory hierarchy.

This figure illustrates Acme's approval policies. Depending on the purchase amount, the requisition is autoapproved, or must go through one, two, or three levels of supervisory approval.



Rules in Header Hierarchy Participant:

1. No approvals required, such as self approved, for requisitions less than or equal to 500 USD.
    - Rule setup scenario:

```
CONDITION
Approval Amount is less than or equal to 500
AND Functional Currency Code equals USD

ACTION
Action Type: Automatic
Set Outcome To: Approved
```

    Displayed in the Conditions table as:

```
AND

 Approval Amount is less than or equal to 500

 Functional Currency Code equals USD
```

2. One level of Supervisory hierarchy approval required for requisitions more than 500 USD and less than or equal to 1000 USD.
    - Rule setup scenario:

```
CONDITION
Approval Amount is greater than 500
AND Approval Amount is less than or equal to 1000
AND Functional Currency Code equals USD
ACTIONS
Action Type: Approval Required
Route Using: Supervisory Hierarchy
Approval Chain Of: Preparer
Start With: Manager
Number of Approval Levels: 1
```

```
Top Worker in Hierarchy: Joe Smith
```

Displayed in the Conditions table as:

```
AND

 Approval Amount greater than 500

 Approval Amount less than or equal to 1000

 Functional Currency Code equals USD
```

3. Two levels of Supervisory hierarchy approval required for requisitions more than 1000 USD and less than or equal to 2000 USD.
    - Rule setup scenario:

```
CONDITION

Approval Amount is greater than 1000
AND Approval Amount is less than or equal to 2000
AND Functional Currency Code equals USD
ACTIONS
Action Type: Approval Required
Route Using: Supervisory Hierarchy
Approval Chain Of: Preparer
Start With: Manager
Number of Approval Levels: 2
Top Worker in Hierarchy: Joe Smith
```

Displayed in the Conditions table as:

```
AND

 Approval Amount greater than 1000

 Approval Amount less than or equal to 2000

 Functional Currency Code equals USD
```

4. Three levels of supervisory approval required for requisitions more than 2000 USD.
    - Rule setup scenario:

```
CONDITION
Approval Amount is greater than 2000
AND Functional Currency Code equals USD
ACTIONS
Action Type: Approval Required
Route Using: Supervisory Hierarchy
Approval Chain Of: Preparer
Start With: Manager
Number of Approval Levels: 3
Top Worker in Hierarchy: Joe Smith
```

Top Worker in Hierarchy: Joe Smith

```
AND

 Approval Amount is greater than 2000

 Functional Currency Code equals USD
```

Scenario

Rules in Lines Preapproval Header Stage: Preapproval Header Hierarchy Participant:

1. If the requisition is an emergency request, the preparer's manager's approval is required before other approvers are notified.
    - Rule setup scenario:

```
IF
Emergency Requisition equals Yes
THEN
Action Type = Approval Required
Route Using = Supervisory Hierarchy
Approval Chain Of = Requester
Start With = Manager
Number of Approval Levels = 1
Top Worker in Hierarchy = Joe Smith
```

Considerations for Setting Up Self Service Procurement Task Driven Configuration

Task driven configuration is set up in the BPM Worklist Administration application. To manage task configuration, you must be a BPM Worklist administrator.

This table shows the default task configuration options for Oracle Fusion Cloud Self Service Procurement. For each configuration option the corresponding default value is listed, along with a description of the effect of the default value.

Configuration Option	Default Value	Effect of Default Value
Task Aggregation	Once per task	Within the same task, if a participant is returned multiple times based on the approvals rules, then the participant will only receive one worklist task for action or review.
Allow all participants to invite other participants	Yes (checked)	Participants can add other approval or FYI participants in the approval list.
Allow participants to edit future participants	Yes (checked)	Participants can update participants remaining in the approval list who weren't assigned the approval task. Note that participants can't remove approver participants pre-defined in Approval Groups or generated by the application.

Configuration Option	Default Value	Effect of Default Value
Allow initiator to add participants	Yes (checked)	A requisition preparer can insert ad-hoc approval or FYI participants.
Enable automatic claim	Yes (checked)	Enabled when a task is assigned to a position, role or a LDAP group. Since there can be multiple users in a position, role, or group, a user has to first claim the task to prevent multiple users from updating the task. This doesn't include approvals based on approval groups. Enabling auto claim won't require a participant to first claim before performing an action, hence reducing the number of steps.
Complete task when participant chooses	Reject	The entire requisition approval task will be completed when a Reject action is performed by a participant.
Enable early completion of parallel subtasks	Yes (checked)	The entire requisition approval task will be completed when a Reject action is performed by a participant.
Complete parent tasks of early completing subtasks	Yes (checked)	The entire requisition approval task will be completed when a Reject action is performed by a participant.

Approval Rules for Internal Material Transfer Requisitions

You can use approval rules to route and manage requisitions with internal material transfer line items.

Approval rules to route and manage requisitions with internal material transfer line items can be configured just as they can for purchase requisition line items. You can also use the Source Organization as a parameter in approval rules.

You can configure approval rules taking into consideration your internal material transfer requests. The 'Internal Transfer Requisition' approval attribute indicates whether all lines of the requisition are for internal material transfer or not. This lets you decide on the approval routing for your internal transfer requisitions. In addition, you can define rule conditions based on the requisition line attributes source organization and source type.

If your organization doesn't require approvals for internally sourced items, you can configure a rule to bypass approvals when all lines in the requisition are sourced internally.

Requisition Attributes

The table lists all the attributes within the three requisition dimensions that are available for you to create approval routing rules for requisitions. Attributes marked with asterisk (*) when used in approval rules need an explicit mention that it isn't a blank rule.

These are header level attributes.

Attribute	Notes
Change in Approval Amount of Modified Lines	Amount of the difference between Original Approval Amount of Modified Lines and New Approval Amount of Modified Lines (includes nonrecoverable taxes).
Change in Requisition Amount of Modified Lines	Amount of the difference between Original Requisition Amount of Modified Lines and New Requisition Amount of Modified Lines.
Document Fiscal Classification	Tax attribute
Emergency Requisition	Indicates if the requisition is an emergency requisition.
Functional Currency	Currency code of the requisitioning BU
Funds Check Failure or Warning	Identifies that funds check upon requisition submission has warnings.
Funds Override Approver	User who can approve the request for funds override.
Funds Override Approver User Name	Name of the user who can approve the request for funds override.
Header Attribute Category	Attribute category for Requisition Header
* Header Number Attribute 1 - 20	Numeric Descriptive Flexfield attributes
Header Text Attribute 1 20	Text Descriptive Flexfield attributes
Insufficient Funds	Indicates whether the requisition was submitted with funds override request.
Interface Source Code	Used in requisition import to identify import source.
Internal Transfer Requisition	A requisition containing items which are internal to the company.
Ledger	Ledger used for the requisitioning BU.
New Approval Amount of Modified Lines	Sum of the amount for the new lines added during an update from catalog or split operation plus including nonrecoverable taxes.
New Requisition Amount of Modified Lines	Sum of the amount for the new lines added during an update from catalog or split operation.
Original Approval Amount of Modified Lines	Amount for the replaced or split line, including nonrecoverable taxes.

Attribute	Notes
Original Requisition Amount of Modified Lines	Amount for the replaced or split line, excluding taxes.
* Overriding Approver	Approver specified to override the application generated approver.
* Overriding Approver Position ID	Attribute used in position hierarchy routing when the Position Chain Of or the Approval Chain Of is Overriding Approver (only supported from BPM).
Percentage Change in Approval Amount of Modified Lines	Difference as a percentage between Original Approval Amount of Modified Lines and New Approval Amount of Modified Lines (includes nonrecoverable taxes).
Percentage Change in Requisition Amount of Modified Lines	Difference as a percentage between Original Requisition Amount of Modified Lines and New Requisition Amount of Modified Lines.
Preparer	Person who submitted the requisition.
Preparer Department Id	Department ID of the person who submitted the requisition.
Preparer Department Name	Department name of the person who submitted the requisition.
* Preparer Grade Code	Grade code of the person who submitted the requisition.
Preparer Job	Job code of the person who submitted the requisition.
Preparer Job Level	Job level of the person who submitted the requisition.
* Preparer's Position	Position ID of the person who submitted the requisition.
Preparer Username	User name of the person who submitted the requisition.
Requisition Amount	Total amount of the requisition.
Requisition Approval Amount	Requisition amount with nonrecoverable taxes.
Requisition DFF Context	Descriptive flexfield context on the requisition header(only supported from BPM).
Requisitioning BU	BU in which the requisition is created.
Taxation Country	The country in which the transaction is deemed to have taken place for taxation purpose.
Requisition Description	Displays free-form text to enter a value.
Requisition BU Name	Displays free-form text to enter a value.

Attribute	Notes

This table lists the requisitions line level attributes.

Attribute	Notes
* Agreement	Agreement Number on the requisition line.
* Agreement Buyer	Buyer of the agreement on the requisition line.
* Agreement Header Amount Released	Released amount on the header of the agreement on the requisition line.
* Agreement Line	Line number of the agreement on the requisition line.
* Agreement Line Amount	Agreement line amount of the agreement on the requisition line.
Agreement Line Amount Exceeded Indicator	True if requisition line amount exceeds agreement line amount limit.
* Agreement Line Amount Overage	Amount that the requisition line amount exceeds agreement line amount limit.
* Assessable Value	The deemed price at which a product is valued, by a tax authority, for tax calculation purposes.
Assigned Buyer	Buyer assigned to process requisition line.
Assigned Buyer User Name	User name of the assigned buyer.
Category Name	Name of the category on the requisition line.
Deliver-to Location	Location to which the request should be delivered.
Deliver-to Organization	Organization of the location to which the request should be delivered.
Destination Type	Type of the destination, either Expense or Inventory.
Hazard Class	Hazard classification for the requisition line.
* Intended Use	A tax classification based on the purpose for which a product is used.
Item	Item number
Item Revision	Revision number of the item on the requisition line.

Attribute	Notes
Item Source	Identifies the source from which item is added, such as noncatalog request, punchout catalog, local catalog, and so on.
Line Amount	Total amount of the requisition line.
Line Approval Amount	Line amount with nonrecoverable taxes.
Line DFF Context	Descriptive Flexfield context on the requisition line(only supported from BPM).
Line Attribute Category	Attribute category on the requisition line.
* Line Number Attribute 1 - 20	Numeric Descriptive Flexfield attributes
Line Text Attribute 1 - 20	Text Descriptive Flexfield attributes
Line Type	Line type, such as Goods or Amount Based
Manufacturer	Manufacturer of the request.
Manufacturer Part Number	Manufacturer Part number of the request.
Negotiation Required	Indicates if negotiation is required for the requisition line.
New Supplier	Indicates if a new supplier is specified on the requisition line.
* Price	Price of the requisition line in functional currency.
Procurement Card	Indicates if a procurement card is used.
Procurement Category Hierarchy (Level 1 - 10)	Category hierarchy used to classify products that the organization purchases.
Product Category	A tax classification based on category of items entered at transaction time.
^ Product Fiscal Classification	A tax classification used to categorize a product for a tax and which are applicable.
Product Type	A tax classification based on type of products (for example, goods).
* Quantity	Quantity requested
Requester	Person for which the line was requested.

Attribute	Notes
Requester Department Id	Department Id of the person for whom the line was requested.
Requester Department Name	Department name of the person for whom the line was requested
* Requester Grade Code	Grade code of the person for whom the line was requested.
Requester Job	Job code of person for which the line was requested.
Requester Job Level	Job Level of person for which the line was requested.
Requester Level 1 - 10 Supervisor User Name	User name of the top 10 worker in the supervisory hierarchy of the requester. Requester Level 1 Supervisor User Name being the user name of the topmost worker.
Requester Level 1 -10 Supervisor	Supervisor in the supervisory hierarchy chain of the requester. Requester Level 1 Supervisor being the topmost worker on the supervisory chain.
*Requester's Position	Position ID of the person for which the line was requested.
Requester Username	User name of the person for which the line was requested.
* Smart Form	Name of the smart form on the requisition line.
Source Organization	Inventory organization which will supply the item to the destination inventory in internal material transfer.
Source Type	Indicates the type of source of supply for the requisition line, for example, source type is internal for inventory organization and external for suppliers.
* Subinventory	Subinventory to which the request should be delivered, if destination type is Inventory.
* Suggested Buyer	Suggested buyer on the requisition line.
* Supplier	Supplier of the line requested.
Supplier Configuration ID	ID used to identify a configurable item.
Supplier D-U-N-S	Identifier for the supplier.
Supplier Item	Supplier item number of the line requested.
* Supplier Site	Site from which the supplier will process the request.
Tax Classification	Tax classification code entered on the transaction for tax determination purpose.

Attribute	Notes
Transaction Business Category	A tax classification used to classify a transaction line to define the type of transaction (for example, Purchase Transaction).
UN Number	Hazardous substance identifier
UNSPSC	United Nations Standard Products and Services Code used to classify a request
UOM	Unit of measure of the line requested.
Urgent	Indicates if the line is an urgent request.
User Defined Fiscal Classification	User defined tax classification used to classify transactions to drive tax determination and reporting.
Category Name	Displays free-form text to enter a value.
Supplier Organization Type	Displays free-form text to enter a value.
Negotiated by Preparer	Displays free-form text to enter a value.
Available Blanket Amount	Displays free-form text to enter a value.
Deliver-to Location Code	Displays free-form text to enter a value.

This table includes requisition distribution level attributes.

Attributes	Notes
Award Owning Business Unit	The business unit that manages and owns the grant award.
Award Purpose	Description of an activity that the award is funding. For example, research or clinical trials.
Award Type	Classification of an award. For example, federal grant or private grant.
Balancing Segment Value	Balancing segment of the chart of accounts.
Contract	The display name of the award contract.
Charge Account	Account to which the requested item should be charged.
Chart of Accounts	Name of the chart of accounts associated with the business unit.

Attributes	Notes
Cost Center	A unit within an organization to which costs may be charged for accounting purposes.
* Cost Center Manager	The manager of a unit within an organization to whom the costs may be charged for accounting purposes.
Cost Center Manager User Name	The user name of the manager of a unit within an organization to which costs may be charged for accounting purposes.
Distribution Amount	Total amount on the distribution.
Distribution Approval Amount	Distribution amount including nonrecoverable tax.
Distribution Attribute Category	Attribute category for requisition distribution.
Distribution DFF Context	Descriptive flexfield context on the requisition distribution(only supported from BPM).
* Distribution Number Attribute 1 - 20	Numeric Descriptive Flexfield attributes
Distribution Text Attribute 1 - 20	Text Descriptive Flexfield attributes
* Expenditure Organization	An organization that incurs expenditures and holds financial plans for projects.
* Expenditure Type	A classification of cost assigned to each expenditure item, such as calculating raw costs, to plan, budget, forecast, and report on projects.
Funding Source	Display name of the source of the funding that's associated to the award.
Natural Account	Natural Account segment of the chart of accounts.
Principal Investigator	Person responsible for the performance of the award.
Principal Investigator User Name	The User Name of person responsible for the performance of the award.
* Project	Name of the project business manages
Project Billable	Indicates whether the project is billable or not. Available in Release 13 Update C.
Project Capitalizable	Indicates whether the project is capitalizable or not. Available in Release 13 Update C.
Project Funding Source	Party that's funding the project, for example, external customer or internal organization. Available in Release 13 Update C.
Project Manager	Project Manager of the project.

Attributes	Notes
Project Manager Username	User name of the project manager.
Project Owning Business Unit	Display name of the business unit that owns the project.
Project Reserved Attribute 1 - 10	Reserved for future use in the project cost collection flexfield. Available in Release 13 Update C.
Project Type	Primary classification for the projects business manages.
Project User Defined Attribute 1 - 10	User-defined segment of the project cost collection flexfield. Available in Release 13 Update C.
Project Work Type	A classification of the work associated with a project task. Available in Release 13 Update C.
Task	Name of the task associated with a project.
Project Owning BU Name	Displays free-form text to enter a value.
Project Type Name	Displays free-form text to enter a value.

Considerations

Consider these requisition related considerations.

1. For amount-specific approval rules you should do either or these:
    - Either include the requisitioning business unit in the condition along with specifying the approval amount in the functional currency of the requisitioning business unit (optionally include the functional currency) if approval policies differ across business units.

      If Requisition Approval Amount less than or equals 500 and Functional Currency equals USD and Sold-to BU is Vision USA.
    - Or use the currency conversion rate function if approval limits are enforced in a standard currency. Create a user-defined attribute with currency based type to convert the amount currency in documents to the currency of the approval rule.

2. For each participant that's in use (that's, not disabled), at least one rule must apply when a document is submitted for approvals. AMX doesn't auto approve if the document attributes don't meet the conditions of any of the existing rules within a participant.

    - Example 1: You use the Header Hierarchy participant to set up rules based on requisition amounts with the following conditions:

        - Requisitions more than 500 USD and under 1000 USD requires 1 level.
        - Requisitions more than or equal to 1000 USD and under 2000 USD requires 2 levels.
        - Requisitions more than or equal to 2000 USD requires 3 levels.

          This means that requisitions under or equal to 500 USD don't require approvals. In this case, you will need to create a rule to automatically approve the requisition.
        - Example 2: You use the Preapproval Header Consensus participant to set up rules based on categories on the requisition line. You need additional approvals routed for the following two categories:

            - IT Equipment
            - Office Furniture

          You must add a rule to automatically approve the remaining categories in this participant.
        - Example 3: You use the Preapproval Header Consensus participant to set up rules based on smart forms on the requisition line. You need additional approvals routed for the following smart form:

          Work Visa Request

          Condition: If Smart Form Is Not blank and Smart Form Equals Work Visa Request.

            - Make sure to add a condition to check that the attribute isn't empty. This applies to all rules using attributes in a document that may contain no value.

              Since not every requisition line will have a smart form associated, you must add an autoapproval rule for the following:

              If (Smart Form Is Not blank and Doesn't equal Work Visa Request) or Smart Form Is blank.
            - Example 4: You use the Serial Approval participant in First Stage Approvals to set up rules based on Tax Organization Type for supplier registration requests.

              Condition: If Tax Organization Type equals Individual.

              To ensure that approvals are generated successfully, you can:

                1. Create multiple rule conditions using an OR separator where you expect at least one condition to be true.
                2. Add another rule in the same participant to ensure that it covers the supplier registration requests where Tax Organization Type doesn't equal Individual, since not all registrations will have this value.
            - Example 5: You use the Serial Approval participant in First Stage Approvals to set up an approval rule with the following condition in supplier registration:

              Condition: If Bank Account Country equals United States.

For this condition to evaluate to true, the registration request must have bank account details entered and the bank account country is United States. If the registration request doesn't contain any bank account information, this rule won't apply.

To ensure that approvals are generated successfully, the participant must contain another rule with a condition that will apply if bank account information doesn't exist, using If Bank Account Entered Is No.

This applies to approval rules created using attributes from these dimensions: Contacts, Addresses, Business Classifications, Bank Accounts and Products and Services Category. The following attributes should be used to handle cases where no information is provided for registrations for the respective children entities if attributes on these dimensions are used in rule evaluation.

1. For Contacts, use Contact Entered.
2. For Addresses, use Address Entered.
3. For Business Classifications, use Business Classification Entered.
4. For Bank Accounts, use Bank Account Entered.
5. For Product and Services Category, use Product and Services Category Entered.

- All approvers returned within a participant that's routed in serial are ordered and notified in sequence.

For example, the following rules are evaluated to true in the Header Hierarchy participant for a requisition with 2 lines:

Line 1 satisfies rule 1: If requisition line belongs to the IT category and amount is less than 500 USD, then approval is required from the IT Manager and IT Director.

Line 2 satisfies rule 2: If requisition line belongs to the Facilities category and amount is greater than 1500 USD, then approval is required from the Facilities Manager and Facilities Director.

In this case, within the Header Hierarchy participant, approvals will be routed in the following order:

- IT Manager
- IT Director
- Facilities Manager
- Facilities Director

If your organization has a need to route a document for approvals to more than one hierarchical path concurrently, you should use more than one serial based participant. You

can use Header Hierarchy, Header Hierarchy 2 and Header Hierarchy 3 participants in the Header Stage to maintain your rules based on your organization's requirements.

- Only one rule within a participant with first responder wins voting regime should evaluate to true for a given document.

  If more than one rule applies within a first responder wins participant, the approvers returned by each rule will be grouped together where only one response from this group will determine the approval outcome.

  a. For example, within the Header First Responder Wins participant:

     1. These rules are defined:

        - Rule 1 includes approvers from the IT Approval Group if a requisition contains a line from the IT category.
        - Rule 2 includes approvers from the Legal Approval Group if a requisition contains a line from the Legal category.

     2. If both conditions are met and the two rules are triggered, then approvers from both the IT Approval Group and the Legal Approval Group are returned. However, if an approver from the IT Approval Group approves the requisition, this participant is considered approved, and no actions would be required from the Legal Approval Group.

  b. To satisfy the requirement where at least one rule must apply within a participant, you can set up a rule to use an empty approval group rule for the conditions where no approvals are required in a first responder wins participant. This option will ensure that the participant doesn't get auto-approved in the event where the document contains objects that satisfy both rules that require approvals and rules that don't require approvals. Using the supervisory hierarchy based autoapproval option would be treated as an approval response for the participant, hence bypassing the other rules that actually would require approvals.

     Autoapproval rule using an empty approval group

     - Select Rule always applies when creating a rule
     - Action Type = Approval required
     - Route Using = Approval group
     - Approval Group = No Approvals
     - This group has to be created in the Approval Groups tab in BPM Worklist application without any participants specified.
     - Automatically approve if group returns no approvers = Checked

  You can the first responder wins based participants across the different stages if your organization requires different groups of approvers to provide approvals independently.

  Using the same preceding example.

  a. Rule 1 can be added to the Preapproval Header First Responder Wins participant, along with an autoapproval rule to satisfy the requirement where at least one rule must evaluate to true.
  b. Rule 2 can be added to the Header Stage First Responder Wins participant, along with an autoapproval rule to satisfy the requirement where at least one rule must evaluate to true.
  c. A response from Preapproval Header First Responder Wins participant will be required from the IT Approval Group. And a separate response from the Header Stage First Responder Wins participant will be required from the Legal Approval Group.

3. Line level withdrawal from approved requisition is supported.

   Example: An approved requisition (not in PO) has 4 lines. You, as a preparer, select line 2 and withdraw that line. You then modify line 2 and resubmit for approval. Only line 2 will now be routed for reapproval based on the approval rules defined. All other lines will remain in its current state.
4. On the Configure Requisitioning Business Function page, there are three approval related controls a user can define:

   - Reapproval required for changes made during an active approval process: This controls whether a requisition must be sent back for reapproval whenever an approver makes a modification to the requisition. It is unchecked by default.

     Example: When an approver modifies a requisition line and submits the requisition AND if this checkbox is checked, a new approval process is started.
   - Approval required for buyer modified lines: This controls if lines modified by buyer will be submitted for approval. It is unchecked by default.

     Example: When requisition is approved and before PO is created, buyer can modify the lines. If this checkbox is checked, and the sum of the amount from the new lines doesn't equal the amount on the original line, the modified lines will be routed for reapproval based on the requisition approval rules.
   - Enable Approver Override: This controls if the Overriding Approver field is displayed on the requisition creation flow.
5. Cost center manager based approvals can be set up using the following condition if all requisitions in your organization needs to be routed to the cost center manager for approvals:

   If Cost Center Manager Is not Blank, route using Single User with User Type = Cost center manager

   The cost center manager is set up on Manage Department page from the setup manager.
6. For autoapproval rules, transaction is approved using the internal APPID user (Application Development Framework Application) instead of the task creator (preparer).
7. Approval rule priority: Manage Requisitions Approval UI has been enhanced to support approval rule priority. Approvers from the higher priority rule will be notified before the approvers from the lower priority rule. The following values are supported priority: Highest, Higher, High, Medium, Low, Lower, Lowest. Medium is the default priority.

   How rule is priority applied?

   - The Approval Engine will determine the list of approvers based on the rules with conditions that evaluate to true for a transaction.
   - The list of approvers will be arranged by priority, so the approver with the highest priority receives the notification first and so forth.
   - Approvers from the rules having same priority will be notified in a random sequence.
8. To prevent self approval of transactions when the submitter (task creator) is part of an approval list, the following task configuration property should be set in BPM:

   Skip creator for Approval List = Y When this option is set to Y and the requisition preparer/buyer is one of the approvers, the task will be routed to the next approver in the chain skipping the task assignment for the creator. For a single approver scenario, skipping task assignment for creator would mean the task outcome is set to reject unless there is another approver in the chain (or an auto approval rule) that approves the transaction.

Alternatively, you can set the flag Assign to Creator's Manager = Y to replace the creator with his manager set in HCM.

> **Note:** Task assignment for creator won't be skipped when using application role or position hierarchy based routing.

Purchase Order and Purchase Agreement Attributes

The tables list all the attributes within the three purchase order and purchase agreement dimensions that are available for you to create approval routing rules for the purchase order and purchase agreement attributes.

This table contains purchase order and purchase agreement header level attributes.

Attribute	Notes
Agreement Amount	Amount agreed on an agreement line between the buying and selling organization.
Agreement Amount Change	Change in agreement amount on a change order.
Agreement Amount Change Percent	Percentage by which the agreement amount has changed on a change order.
All Lines have Backing Requisition	Indicates whether all purchase order lines have backing requisition or not.
All Lines Negotiated	Indicates that prices on all the lines on the document are negotiated.
Checklist exists	Indicates that a checklist exists for the purchase order.
Checklist status	Indicates the status of the checklist for the purchase order.
Descriptive Flexfield Attribute 1-20	A character attribute available to customers to extend attributes captured on a purchase order.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1-10	A number attribute available to customers to extend attributes captured on a purchase order.
Backing Requisition Exists	Indicates whether a requisition reference exists on any distribution on the purchase order.
Bill-to Location	The location to which the supplier should send the invoice.
Buyer Managed Transportation	Indicates that the buying company is responsible for arranging the transportation.
Buyer Managed Transportation Modified	Indicates that the Buyer Managed Transportation selection has been updated.

Attribute	Notes
Buyer Department	The department of the buyer specified on the purchasing document.
Buyer Grade	The job grade of the buyer specified on the purchasing document.
Buyer Job Level	The job level of the buyer specified on the purchasing document.
Buyer Job Name	The job name of the buyer specified on the purchasing document.
Buyer Position	The position of the buyer specified on the purchasing document.
Buyer	The user name of the buyer specified on the purchase order.
Carrier	A company that transports goods from one point to another by land, sea, or air.
Change in Document Ordered Amount	Change in ordered amount in document currency.
Change in Document Total Amount	Change in the total amount in document currency. The total amount is the sum of ordered amount and total exclusive tax amount.
Change in Functional Ordered Amount	Change in ordered amount in functional currency.
Change in Functional Total Amount	Change in the total amount in functional currency. The total amount is the sum of ordered amount and total exclusive tax amount.
Change Order Creation Method	The method or program by which the change order was created. Such as PDOI or Reassign Purchasing Document and so forth.
Change Order Initiating Party	The party that initiated the change order such as buyer or supplier.
Change Order Initiator User name	The user name of the change order initiator.
Change Order Type	Indicator to show whether the change order is an internal change order or an external change order. External changes are exposed to supplier and internal aren't.
Clauses Changed From Contract Template	Indicates whether any clause has changed on the document compared to the contract template in the terms library or not.
Contract Template Expired	Indicates whether the contract template on the document has expired or not.
Contract Terms Changed	Indicates whether the contract terms are changed as part of the change order.
Contract Terms Exist	Indicates whether the document has contract terms and conditions associated with it or not.

Attribute	Notes
Contract Terms Template	The name of the contract terms template applied on the document.
Contractual Deliverable Exists	Indicates whether a contractual deliverable exists on the document. Contractual deliverables are commitments that must be fulfilled as part of negotiations and contractual agreements.
Contractual Deliverable Modified	Indicates whether any contractual deliverable is modified on the change order or not.
Document Cancellation Request	Indicates whether the change order is a document cancellation request or not.
Document Creation Method	The method or program by which the document was created. Such as PDOI or Online.
Document Currency	The three-letter ISO code associated with the document currency.
Document Fiscal Classification	A classification used by a tax authority to categorize a document associated with a transaction for a tax.
Document Ordered Amount	Ordered amount in document currency.
Document Style	The name of the document style, enabled for the purchasing document type, as displayed to the user.
Document Total Amount	The sum of ordered amount and total exclusive tax amount for the document in document currency.
Document Total Change Percent	Percentage by which the purchase order total amount has changed.
Document Type	The document type associated with a change order template.
End Date Modified	Indicates whether the agreement end date is modified on the change order or not.
FOB	Freight on board. The point or location where the ownership title of goods is transferred from the seller to the buyer.
FOB Modified	Indicates whether the FOB is modified on the change order or not.
Freight Terms	Indicates who pays the charge for transporting the goods by common carrier.
Freight Terms Modified	Indicates whether the freight terms are modified on the change order or not.
Functional Currency	Currency of the primary ledger of the sold-to legal entity.
Functional Ordered Amount	Ordered amount in functional currency.
Functional Total Amount	The sum of ordered amount and total exclusive tax amount for the document in functional currency.

Attribute	Notes
Funds Override Approver	User who can approve the request for funds override.
Includes Outside Processing Items	Indicates whether any lines have outside processing items.
Interface Source Code	Code that indicates the outside source that the data was imported from.
Internal Purchasing Deliverable Modified	Indicates whether any internal deliverable is modified on the change order or not.
Is Change Order	Indicates if approval is being requested for a new document or a change to an existing document.
Line Status	Indicates the current status of the line.
Master Contract Exists	Indicates whether a master contract exists on the document.
Mode of Transport	Mode of Transport distinguishes substantially different ways to perform transport. For example, air, ground.
Negotiation Exists	Indicates whether a negotiation reference exists on the purchasing document line.
Nonstandard Clause Exists	Indicates whether any nonstandard clause exists on the document or not.
Nonstandard Clause Modified	Indicates whether any nonstandard clause is modified on the change order or not.
Payment Terms	Terms used to schedule payments and to calculate due dates, discount dates, and discount amounts for invoices matched against the purchase order.
Payment Terms Modified	Indicates whether the payment terms are modified on the change order or not.
PO Overriding Approver	Approver specified to override the application generated approver.
Primary Ledger of Requisitioning BU	The primary ledger associated with the requisitioning business unit.
Primary Ledger of Sold-to LE	The primary ledger associated with the sold-to legal entity.
Procurement BU	The business unit that manages and owns the purchasing document.
Requisitioning BU	The business unit that's requesting the goods or services being purchased.
Schedule Status	Indicates the current status of the schedule.
Service Level	Priority of transportation that affects how quickly the goods are transported.

Attribute	Notes
Sold-to Legal Entity	The legal entity procuring goods or service in a country. The sold-to legal entity specified in the purchasing document.
Sourced to Blanket Agreement	Indicates whether a blanket purchase agreement reference exists on the purchase order line.
Sourced to Contract Agreement	Indicates whether a contract purchase agreement reference exists on the purchase order line.
Standard Clause Exists	Indicates whether any standard clause exists on the document or not.
Standard Clause Modified	Indicates whether any standard clause is modified on the change order or not.
Start Date Modified	Indicates whether the agreement start date is modified on the change order or not.
Submitter Department	The department of the submitter of the purchasing document.
Submitter Grade	The job grade of the submitter of the purchasing document.
Submitter Job Level	Job level of the submitter of the document.
Submitter Job Name	Job name of the submitter of the document.
Submitter Position	Position of the submitter of the document.
Submitter	The user name of the submitter.
Supplier	Organization or individual that provides goods or services to the buying organization for payment, bound by a contractual obligation.
Supplier Type	Type of the supplier on the purchasing document.
Supplier Site	The entity that models how the buying organization conducts business with the supplier.
Supplier Site Modified	Indicates whether the supplier site is modified on the change order or not.
Taxation Country	The country where the transaction is deemed to have taken place for taxation purposes.

This table contains purchase order and purchase agreement line level attributes.

Attributes	Notes
Agreed Price Change Percent	Percentage by which the price has changed on a purchase order line compared to the price agreed on a blanket purchase agreement.

Attributes	Notes
Descriptive Flexfield Attribute 1 - 20	A character attribute available to customers to extend attributes captured on a purchase order.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield
Descriptive Flexfield Attribute Number 1 - 10	A number attribute available to customers to extend attributes captured on a purchase order.
Backing Requisition Exists	Indicates whether a requisition reference exists on any distribution associated with the purchase order line.
Catalog Name	Name of the punch out catalog.
Category Name	The name of a code used to group items with similar characteristics.
Change in Document Line Ordered Amount	Change in line ordered amount in document currency.
Change in Document Line Total Amount	Change in the line total amount in document currency. The line total amount is the sum of ordered amount and total exclusive tax amount for the line.
Change in Functional Line Ordered Amount	Change in line ordered amount in functional currency.
Change in Functional Line Total Amount	Change in the line total amount in functional currency. The line total amount is the sum of ordered amount and total exclusive tax amount for the line.
Consignment Line	Indicates whether the item on line will be purchased under consignment arrangement from a supplier.
Document Line Ordered Amount	Line ordered amount in document currency.
Document Line Total Amount	The sum of ordered amount and total exclusive tax amount for the line in document currency.
Entity Change Type	Type of change made to the line, schedule or distribution. Whether it was added, changed or canceled.
Functional Line Ordered Amount	Line ordered amount in functional currency.
Functional Line Total Amount	The sum of ordered amount and total exclusive tax amount for the line in functional currency.
Hazard Class	Name to identify and classify hazardous materials, to facilitate safety regulations compliance.
Item	Anything you make purchase or sell including components finished products or supplies.
Item Revision	The revision of the item specified on the purchase order line.

Attributes	Notes
Line Agreement Amount	Amount agreed on an agreement line between the buying and selling organization.
Line Agreement Amount Change	Change in the amount agreed on an agreement line between the buying and selling organization.
Line Agreement Amount Change Percent	Percentage by which line agreement amount has changed.
Line Description Modified	Indicates whether the line description is modified on the change order or not.
Line Total Amount Change Percent	Percentage by which the line total amount has changed.
Line Type	A type to indicate whether a purchasing document line is for goods or services, as well as some default attributes associated with the line.
Negotiated	Indicates that the price on the document line is a value agreed on in advance during discussions between the buyer and the supplier.
Parent Item	The buying organization s identification number or code for the immediate parent item associated with the option or sub model.
Price	Price of the item on the document line.
Price Change Percent	Percentage by which the price has changed on a line on a change order.
Procurement Category Hierarchy Level (1 - 10)	Category hierarchy used to classify products that the organization purchases
Quantity	The ordered quantity on the purchase order line, schedule, or distribution.
Top Model	The buying organization s identification number or code for the top model item associated with the option or sub model. The top model is the item from which the configuration was built
UN Number	The United Nations identification number for the hazardous material.
UOM	A division of quantity defined as a standard of measurement or exchange.

This table includes purchase order schedule and purchase agreement price break level attributes.

Attributes	Notes
Assessable Value	The deemed price at which a product is valued, by a tax authority, for tax calculation. The same product can have more than one assessable value, as given by different tax authorities.

Attributes	Notes
Back to Back Indicator	Indicates that the material to be received is being specifically purchased to fulfill a sales order from a customer
Descriptive Flexfield Attribute 1 - 20	A character attribute available to customers to extend attributes captured on a purchase order.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield
Descriptive Flexfield Attribute Number 1 - 10	A number attribute available to customers to extend attributes captured on a purchase order.
Backing Requisition Exists	Indicates whether a requisition reference exists on any distribution associated with the purchase order schedule.
Carrier	A company that transports goods from one point to another by land, sea, or air.
Change in Document Schedule Ordered Amount	Change in schedule ordered amount in document currency.
Change in Document Schedule Total Amount	Change in schedule total amount in document currency. The schedule total amount is the sum of ordered amount and total exclusive tax amount for the schedule.
Change in Functional Schedule Ordered Amount	Change in schedule ordered amount in functional currency.
Change in Functional Schedule Total Amount	Change in schedule total amount in functional currency. The schedule total amount is the sum of ordered amount and total exclusive tax amount for the schedule.
Country of Origin	The country from which goods are exported.
Destination Type	Indicator to show whether the item should be charged to an inventory or should be expensed.
Document Schedule Ordered Amount	Schedule ordered amount in document currency.
Document Schedule Total Amount	The sum of ordered amount and total exclusive tax amount for the schedule in document currency.
Entity Change Type	Type of change made to the line, schedule or distribution. Whether it was added, changed or canceled.
Functional Schedule Ordered Amount	Schedule ordered amount in functional currency.
Functional Schedule Total Amount	The sum of ordered amount and total exclusive tax amount for the schedule in functional currency.
Import Source	Indicates the source application from which the transaction was imported
Intended Use	A tax classification based on the purpose for which a product is used.

Attributes	Notes
Invoice Match Option	The option that determines whether invoices for the purchase order schedule should match to the purchase order or the receipt.
Match Approval Level	The level determines how purchase order, receipt, inspection, and invoice quantities should match before the corresponding invoice can be paid.
Mode of Transport	Mode of Transport distinguishes substantially different ways to perform transport. For example. Air, Ground.
Price Change	Change in the price on a document line.
Product Category	A type of product fiscal classification used to classify products.
Product Fiscal Classification	A classification used by a tax authority to categorize a product for a tax. There could be more than one by tax. For example, for Brazil two classifications are required.
Product Type	The nature or the product involved in a taxable transaction. For example, goods or services.
Promised Delivery Date Change in Days	Days by which the promised delivery date has changed.
Promised Ship Date Change in Days	Days by which the promised ship date has changed.
Requested Delivery Date Change in Days	Days by which the requested delivery date has changed.
Requested Ship Date Change in Days	Days by which the requested ship date has changed.
Service Level	Priority of transportation that affects how quickly the goods are transported.
Schedule Total Amount Change Percent	Percentage by which the schedule total amount has changed.
Ship-to Location	The name of the location where the supplier should ship the goods.
Ship-to Location Modified	Indicates whether the ship-to location is modified on the change order or not.
Ship-to Organization	The name of the inventory organization where the supplier should ship the goods.
Shipping Method Modified	Indicates if any component of the shipping method (Carrier, Mode of Transport, and Service Level have been modified.)
Tax Classification	A grouping of taxes for reporting and processing purposes.
Transaction Business Category	A business classification used to identify and categorize an external transaction for tax purposes.

Attributes	Notes
User Defined Fiscal Classification	A classification for any tax requirement that you can't define using the existing fiscal classification types.
Accrue at Receipt	Indicates whether or not the purchase order schedule will be accrued at receipt.

This table contains distribution level attributes.

Attributes	Notes
Award Contract	The display name of the award contract.
Award Owning Business Unit	The business unit that manages and owns the grant award.
Award Purpose	Description of an activity that the award is funding. For example, research or clinical trial.
Award Type	Classification of an award, for example, federal grant or private grant.
Descriptive Flexfield Attribute 1-20	A character attribute available to customers to extend attributes captured on a purchase order.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1-10	A number attribute available to customers to extend attributes captured on a purchase order.
Backing Requisition Exists	Indicates whether a requisition reference exists on the distribution.
Change in Document Distribution Ordered Amount	Change in distribution ordered amount in document currency.
Change in Document Distribution Total Amount	Change in distribution total amount in document currency. The distribution total amount is the sum of ordered amount and total exclusive tax amount for the distribution.
Change in Functional Distribution Ordered Amount	Change in distribution ordered amount in functional currency.
Change in Functional Distribution Total Amount	Change in distribution total amount in functional currency. The distribution total amount is the sum of ordered amount and total exclusive tax amount for the distribution.
Cost Center	An organizational element of a chart of accounts typically used for assigning revenues and expenses.
Cost Center Manager	The manager of a unit within an organization to which costs may be charged for accounting purposes.
Cost Center Manager User Name	The user name of the manager of a unit within an organization to which costs may be charged for accounting purposes.

Attributes	Notes
Deliver-to Location	The final location where you deliver goods previously received from a supplier.
Destination Charge Account Modified	Indicates whether the destination charge account is modified on the change order or not.
Distribution Total Amount Change Percent	Percentage by which the distribution total amount has changed.
Document Distribution Ordered Amount	Distribution ordered amount in document currency.
Document Distribution Total Amount	The sum of ordered amount and total exclusive tax amount for the distribution in document currency.
Entity Change Type	Type of change made to the line, schedule or distribution. Whether it was added, changed or canceled.
Expenditure Organization	The organization that incurred the cost on the expenditure item.
Expenditure Type	A classification of cost that you assign to each expenditure item. Expenditure types are grouped into cost groups and revenue groups.
Functional Distribution Ordered Amount	Distribution ordered amount in functional currency.
Functional Distribution Total Amount	The sum of ordered amount and total exclusive tax amount for the distribution in functional currency.
Funding Source	Display name of the source of the funding that's associated to the award.
Funds Status	Status of funds check or funds reservation validation result.
Management Segment	A segment in the chart of accounts that represents an entity with management responsibility, such as the department, cost center, or line of business. Used for management reporting.
Natural Account	The segment that determines whether an account is an asset, liability, owners' equity, revenue, or expense account.
PO Charge Account	Concatenated segments of the PO charge account.
PO Charge Account Modified	Indicates whether the PO charge account is modified on the change order or not.
Primary Balancing Segment Value	An accounting flexfield segment used to automatically balance all journal entries for each value of this segment.
Primary Ledger	The primary ledger associated with the purchasing business unit.
Principal Investigator	Person responsible for the performance of the award.

Attributes	Notes
Project	A finite endeavor, with specific start and finish dates, undertaken to create a product or provide a service.
Project Attributes Modified	Indicates whether project information is modified on the change order or not.
Project Manager	Owner of the project specified on the purchase order distribution.
Project Owning Business Unit	Display name of the business unit that owns the project.
Project Type	An implementation entity that defines basic project options.
Projects Billable	Indicates whether the project is billable or not.
Projects Capitalizable	Indicates whether the project is capitalizable or not.
Projects Reserved Attribute 1-10	Attribute used by Oracle Fusion Projects to extend purchase order distribution.
Projects User Defined Attribute 1-10	Reserved for user-definable project information.
Requester Department	The department of the requester specified on the purchase order distribution.
Requester Grade	The job grade of the requester specified on the purchase order distribution.
Requester Job Level	The job level of the requester specified on the purchase order distribution.
Requester Job Name	The job of the requester specified on the purchase order distribution.
Requester Level 1 -10 Supervisor	Supervisor in the supervisory hierarchy chain of the requester. Requester Level 1 Supervisor being the topmost worker on the supervisory chain.
Requester Level 1 -10 Supervisor User Name	User name of the top 10 worker in the supervisory hierarchy of the requester. Requester Level 1 Supervisor User Name being the user name of the topmost worker.
Requester Modified	Indicates whether the requester is modified on the change order or not.
Requester Position	The position of the requester specified on the purchase order.
Requester user name	The user name of the requester.
Subinventory	Subdivision of an organization, representing either a physical area or a logical grouping of items, such as a storeroom or receiving dock.

Attributes	Notes
Task	The name assigned to a task. A task is subdivision of project work. Each project can have a set of top tasks and a hierarchy of subtasks below each top task.
Work Type	The name of a classification of the work associated with a task

This table contains requisition level attributes.

Attributes	Notes
Amount Exceeded Percent	Percentage by which the amount has changed on a purchase order line compared to the requisition line amount.
Negotiation Required	Indicates whether negotiation is required for the requested item or not.
Order Functional Currency	The three-letter ISO code associated with the functional currency of the document.
PO Deliver-to Person Username	The user name of the requester specified on the purchase order distribution associated with the requisition line.
PO Ordered Amount in Document Currency	The purchase order amount associated with the requisition line in document currency.
PO Ordered Amount in Functional Currency	The purchase order amount associated with the requisition line in functional currency.
PO Tax Exclusive Amount in Document Currency	Ordered amount exclusive of all the transaction taxes involved in document currency.
PO Total Amount in Document Currency	The purchase order total amount associated with the requisition line in document currency. The total amount is the sum of ordered amount and total exclusive tax amount for the document.
PO Total Amount in Functional Currency	The purchase order total amount associated with the requisition line in functional currency. The total amount is the sum of ordered amount and total exclusive tax amount for the document.
Preparer Department	The department of the preparer specified on the requisition line
Preparer Grade	The job grade of the preparer specified on the requisition line
Preparer Job Level	The job level of the preparer specified on the requisition line
Preparer Job Name	The job name of the preparer specified on the requisition line
Preparer Position	Position of the preparer of the requisition associated with the purchase order.

Attributes	Notes
Preparer Username	The user name of the preparer of the requisition line.
Requisition Deliver-to Person Username	The user name of the requester of the requisition line.
Requisition Functional Currency	Functional currency of the requisition line.
Requisition Line Amount in Document Currency	Requisition line amount without tax in document currency of the requisition line.
Requisition Line Amount in Functional Currency	Requisition line amount without tax in functional currency of the requisition line.
Requisition Line Amount with Tax in Document Currency	Requisition line amount with tax in document currency of the requisition line.
Requisition Line Amount with Tax in Functional Currency	Requisition line amount with tax in functional currency of the requisition line.
Requisition Line Amount without Tax in Document Currency	Requisition line amount without tax in document currency of the requisition line.
Requisition Line Amount without Tax in Functional Currency	Requisition line amount without tax in functional currency of the requisition line.
Requisition Overriding Approver	The overriding approver of the requisition.
Smart Form	Name of a special request form.

How You Configure Purchasing Document Notification Titles

You can include additional contextual information such as supplier name, document totals, and document descriptions in your purchasing document approval notification titles.

This table contains attributes that you can include in approval notification titles.

Attributes	Notes
AddAttachmentStatus	Indicates the status of the attachment.
CODescription	Description of the change order.
CONumber	Number that identifies the change order. It is unique per change order per document. This starts with 0 and increments by 1 for each new change order created for the document.
COSequence	Sequence number for each change order. This is internally generated.

Attributes	Notes
DocumentCurrencyApprovalTotal	Value that indicates calculated total amount including tax in document currency and is formatted based on the currency specification provided in the user preferences setup.
DocumentCurrencyApprovalTotalUnformat	Value that indicates the total amount including tax in document currency without formatting.
DocumentCurrencyCode	Abbreviation that identifies the document currency of the purchasing document.
DocumentCurrencyOrdered	The ordered amount in document currency and is formatted based on the currency specification provided in the user preferences setup.
DocumentCurrencyOrderedUnformatted	The ordered amount in document currency without formatting.
DocumentID	Value that uniquely identifies the purchase order or an agreement.
DocumentNumber	Number that identifies the purchase order or an agreement.
DocumentStyle	Name of the purchasing document style. This attribute allows organizations to control the parameters and values displayed on the application to match the usage of the purchasing document.
DocumentType	Indicates if the document is a purchase order, blanket purchase agreement, or contract purchase agreement.
DraftOrChangeOrder	Indicates if the purchasing document is a draft or a change to an existing document.
FunctionalCurrencyApprovalTotal	The total amount including tax in the currency of the primary ledger of the sold-to legal entity and is formatted based on the currency specification provided in the user preferences setup.
FunctionalCurrencyApprovalTotalUnformat	The total amount including tax without formatting in the currency of the primary ledger of the sold-to legal entity.
FunctionalCurrencyCode	Abbreviation that identifies the functional currency of the purchasing document
FunctionalCurrencyOrdered	The ordered amount in the currency of the primary ledger of the sold-to legal entity and is formatted based on the currency specification provided in the user preferences setup.
FunctionalCurrencyOrderedUnformatted	The ordered amount in the currency of the primary ledger of the sold-to legal entity without formatting.
FundsOverrideApprover	User who can approve the request for funds override.
PODescription	Description of the purchase order.
SupplierName	Name of the supplier who provides the item.
TitleKey	Indicates the notification title.
TaskName	The name assigned to a task. A task is subdivision of project work. Each project can have a set of top tasks and a hierarchy of subtasks below each top task.

Related Topics

- Change Workflow Task Titles

Work Confirmation Attributes

The tables list the attributes within the two work confirmation dimensions and the purchase order attributes available for configuring work confirmation approvals.

This table contains work confirmation header level attributes.

Attributes	Notes
Amount in Document Currency	The total work confirmation amount for a period of performance.
Amount in Functional Currency	The total work confirmation amount for a period of performance in the currency of the purchase order's sold-to legal entity.
Document Currency	The three-letter ISO code associated with the document currency.
Import Source	The source application from which the work confirmation is imported.

This table contains work confirmation line level attributes.

Attributes	Notes
Total Progress Percentage	The percentage of work completed against a progress payment schedule.

This table contains purchase order attributes available for configuring work confirmation approvals.

Attributes	Notes
Award Contract	The contract that's associated to the award.
Award Owning Business Unit	The business unit that manages and owns the grant award.
Award Purpose	The description of an activity that the award is funding. For example, Research or Clinical trial.
Award Type	This attribute is for classification of an award. For example, Federal grant or Private grant.
Bill-to Location	The location to which the supplier should send the invoice.
Buyer	The person responsible for placing item resupply orders with suppliers and negotiating supplier contracts.
Category Name	The name of a code used to group items with similar characteristics.
Cost Center	An organizational element of a chart of accounts typically used for assigning revenues and expenses.
Cost Center Manager	The cost center manager attribute for approval rules.
Cost Center Manager User Name	The cost center manager user name for approval rules.
Contractual Deliverable Exists	Indicates whether a contractual deliverable exists on the document. Contractual deliverables are commitments that must be fulfilled as part of negotiations and contractual agreements.
Document Style	The name of the document style, enabled for the purchasing document type, as displayed to the user.

Attributes	Notes
Expenditure Organization	The organization that incurred the cost on the expenditure item.
Expenditure Type	A classification of cost that you assign to each expenditure item. Expenditure types are grouped into cost groups and revenue groups.
Functional Currency	The currency code of the functional currency of the purchase order.
Funding Source	The source of the funding that is allocated to the award.
Line Type	A type to indicate whether a purchasing document line is for goods or services, as well as some default attributes associated with the line.
Natural Account	The segment that determines whether an account is an asset, liability, owners' equity, revenue, or expense account.
PO Change Order Status	Indicates the status of the PO change order.
PO Header Status	The status of the purchase order header.
PO Distribution Descriptive Flexfield Attribute 1-20	A character attribute available to customers to extend attributes captured on a purchase order distribution.
PO Distribution Descriptive Flexfield Attribute Category	Category of the PO distribution descriptive flexfield.
PO Distribution Descriptive Flexfield Attribute Number 1-10	A number attribute available to customers to extend attributes captured on a purchase order distribution.
PO Header Descriptive Flexfield Attribute 1-20	A character attribute available to customers to extend attributes captured on a purchase order.
PO Header Descriptive Flexfield Attribute Category	Category of the PO Header descriptive flexfield.
PO Header Descriptive Flexfield Attribute Number 1-10	A number attribute available to customers to extend attributes captured on a purchase order.
PO Line Descriptive Flexfield Attribute 1-20	A character attribute available to customers to extend attributes captured on a purchase order line.
PO Line Descriptive Flexfield Attribute Category	Category of the PO Line descriptive flexfield.
PO Line Descriptive Flexfield Attribute Number 1-10	A number attribute available to customers to extend attributes captured on a purchase order line.
PO Schedule Descriptive Flexfield Attribute 1-20	A character attribute available to customers to extend attributes captured on a purchase order schedule.
PO Schedule Descriptive Flexfield Attribute Category	Category of the PO schedule descriptive flexfield.
PO Schedule Descriptive Flexfield Attribute Number 1-10	A number attribute available to customers to extend attributes captured on a purchase order schedule.
Primary Balancing Segment Value	An accounting flexfield segment used to automatically balance all journal entries for each value of this segment.
Principal Investigator	The name of the person responsible for the performance of the award.
Projects Billable	Indicates whether the project is billable or not.
Projects Capitalizable	Indicates whether the project is capitalizable or not.

Attributes	Notes
Project	A finite endeavor, with specific start and finish dates, undertaken to create a product or provide a service.
Project Manager	The owner of the project specified on the purchase order distribution.
Project Type	An implementation entity that defines basic project options.
Procurement BU	The business unit that manages and owns the purchasing document.
Requester	The person requesting the goods or services.
Requisitioning BU	The business unit that's requesting the goods or services being purchased.
Ship-to Organization	The name of the inventory organization where the supplier should ship the goods.
Ship-to Location	The name of the location where the supplier should ship the goods.
Supplier	Organization or individual that provides goods or services to the buying organization for payment, bound by a contractual obligation.
Supplier Site	The entity that models how the buying organization conducts business with the supplier.
Sold-to Legal Entity	The legal entity that's liable for the purchase order amount.
Task	The name assigned to a task. A task is subdivision of project work. Each project can have a set of top tasks and a hierarchy of subtasks below each top task.
Task Manager User Name	The PO Task Manager User Name for Approval rules.
Task Manager	The PO Task Manager for Approval rules.
Work Type	The name of a classification of the work associated with a task.

Supplier Approvals Setup

Supplier Registration Approvals Setup

Supplier Registration Approval

To support separate approval routing for the external supplier registration and internal supplier registration flows, there are two distinct approval tasks in AMX:

- Manage Supplier Registration Approvals
- Manage Internal Supplier Registration Approvals

Both the tasks are predefined with two stages:

- First Stage Approvals
- Second Stage Approvals

These stages are modeled as serial stages. All first stage approvals must be completed before the second stage approvals routing rules are executed.

Each stage includes three participants:

- Parallel Approval First Responder Wins
- Parallel Approval
- Serial Approval

First Stage Approvals

The parallel approval first responder wins participant is predefined with two approval rule policies:

- Route registration for prospective supplier to supplier administrator.
- Route registration for spend authorized supplier to supplier manager.

Second Stage Approvals

The second stage allows for additional approval rules to be run as a distinct set after the first stage approvals are completed.

Related Topics

- Supplier Registration Process

Set Up Supplier Registration Approvals

These preconfigured components facilitate the supplier registration approvals setup:

- Registration Approvals task
- Stages
- Participants
- Seeded approval policy

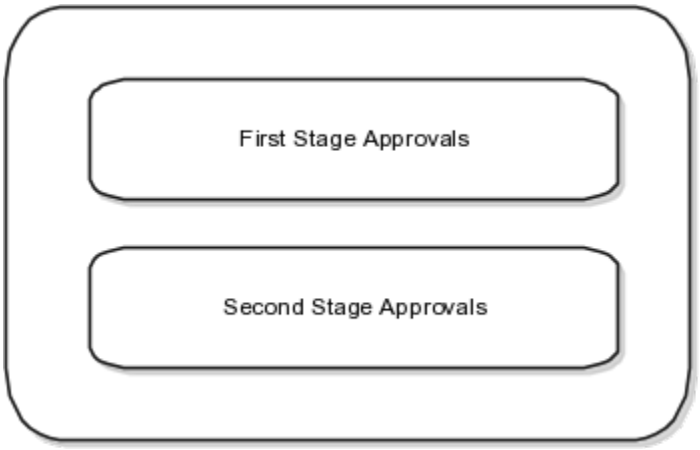
To access the supplier registration approvals tasks, in the **Setup and Maintenance** work area, go to the following:

- Offering: Procurement
- Functional Area: Approval Management

Use the Task: Manage Supplier Registration Approvals to configure approval routing rules for registrations submitted by external users of companies interested in becoming a supplier.

Use the Task: Manage Internal Supplier Registration Approvals to configure approval routing rules for registrations submitted by internal users on the company's behalf.

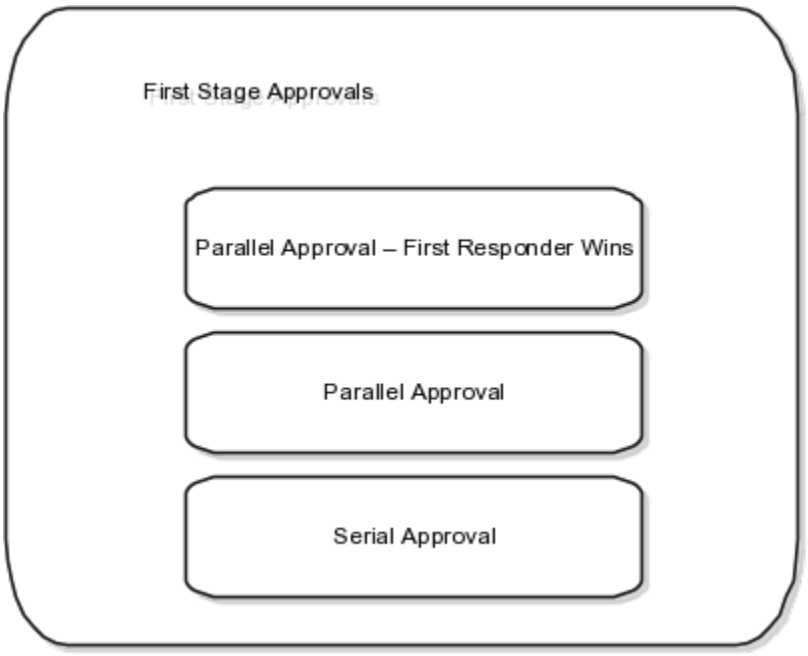
This figure shows the seeded supplier registration approval stages that are executed in Oracle Supplier Portal.



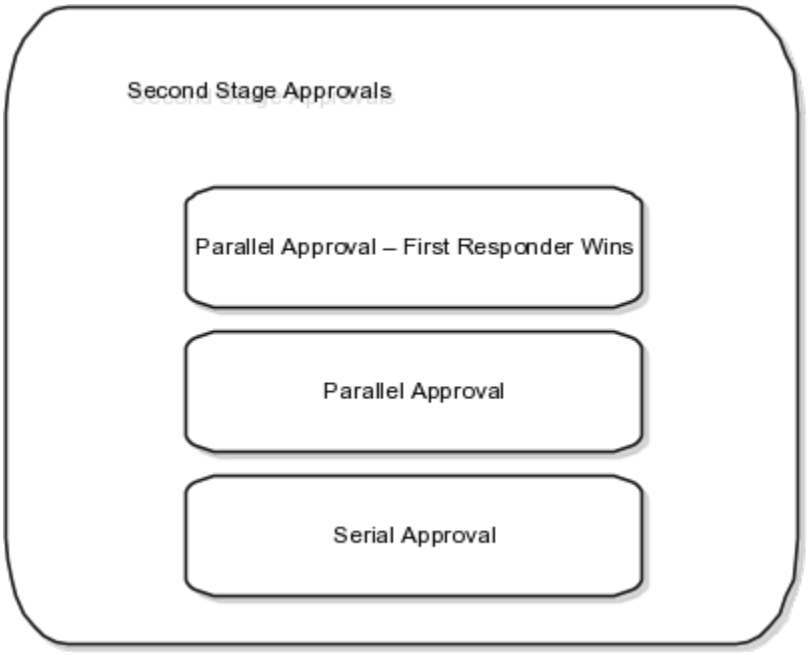
Approval rules configured in the seeded stages are executed in the following sequence:

1. First stage approvals
2. Second stage approvals (Only executed after all first stage approvals are completed.)

This figure shows the first stage approvals.



This figure shows the second stage approvals that are executed after all first stage approvals are completed.



Approval Stages

Approvals to review supplier registration requests happen in a flexible two-stage process.

Within each stage, there are three seeded rule-based participants. You can pick a routing type (Supervisory, Position, Job Level, Single User, and User-Defined Approval Groups) to configure the list of approvers entitled to receive the document for approval.

You do not need to use all of the seeded stages and participants. You can disable unused participants by selecting the unused participant on the Manage Approvals Task page and clicking the **Disable** button.

Disabled Rules or Participants will not be evaluated. For example, if the participant is already disabled, then no rules within that participant will be evaluated. The same applies for disabled rules.

First Stage Approvals

Based on your supplier registration approval requirements, choose which seeded participants should have approval rules configured since each participant has a different approval routing behavior.

The three seeded participants are:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.

- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.

- Serial Approval

  Approvals are routed in serial. The approval is completed sequentially from approver to approver.

Second Stage Approvals

Seeded participants are similar to those in the first stage with similar routing properties:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- Serial Approval

  Approvals are routed in Serial. The approval is completed sequentially from approver to approver.

Seeded Approval Policy

The following approval rules are seeded.

Approval rules are seeded in the first stage participant: Parallel Approval First Responder Wins. You can modify or delete the seeded rules.

- If supplier registration has business relationship of Prospective, then route to supplier administrator.
- If supplier registration has business relationship of Spend Authorized, then route to supplier managers.

Supplier Managers are derived from the users defined in procurement agents. All procurement agents with Manage Suppliers function for the BU that the registration was created will receive the approval notification.

Even if new rules aren't configured, the seeded rule will execute unless it is deleted.

Note: You can, at any point of time, modify or delete the seeded rule.

Options to Configure Supplier Registration

To configure the supplier registration and self service supplier profile change request approval requirements, in the Setup and Maintenance work area, go to Offering: Procurement, Functional Area: Suppliers, and Task: Configure Supplier Registration and Profile Change Request.

Supplier Registration

You can configure the supplier registration process based on the expected supplier business relationship of a supplier.

You can define two separate registration flows based on the intended business relationship.

- Spend Authorized Supplier requests: Companies already identified for a procurement need are directed by the buying organization to the spend authorized registration flow. The flow captures more rigorous profile information needed before agreements, orders, and invoices can be transacted. For example, a spend authorized company registering can be required to provide bank account information.
- Prospective Supplier requests: Unknown companies are presented with the prospective supplier flow. They must only provide minimal profile information to participate in the sourcing and supplier qualification activities.

Possible profile components that you can include during a registration flow include:

- Organization Details: Basic supplier information including the supplier name.
- Contacts: Supplier contact information.
- Contact User Account: User accounts control privileges for Oracle Supplier Portal contacts.
- Addresses: Company addresses including associated contacts.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Qualifications Questionnaire: Additional questions for suppliers.

When you configure the two supplier registration flows you identify which profile attributes the supplier sees. Also you can specify whether the supplier must enter a value for the attribute.

- Enabled: The attribute is displayed to the supplier, but the supplier isn't required to enter information.
- Required: The supplier must supply information for this attribute.

Note: Your supplier registration configuration applies to suppliers from all registration sources.

Default Business Relationship for Registration Sources

A supplier registration can come from one of the following three sources:

- Internal Sourcing Invitation: Internal users can register and add a supplier as part of negotiation creation.
- Internal Supplier Request: Internal Supplier Request can be raised by registering from the Suppliers work area or by requesting a new supplier from the Self Service Procurement work area.
- External request from the supplier when self-registering using your organization's external supplier registration website.

In the **Default Business Relationship for Registration Sources** region, you identify the default business relationship for each registration flow. The default business relationship determines what profile information is included as configured for the registration page.

Require Supplier Identifier

Use this option to configure if requesters must provide at least one of these attribute values: D-U-N-S Number, Taxpayer ID, or Tax Registration Number. You can configure this for all the supplier registration sources including external supplier request, internal supplier request, self-service request, and sourcing invitation.

The setup for registration options includes the Default Business Relationship and Require Supplier Identifier.

Require Attachments

You can configure to enforce suppliers, who register through the self-service registration option, to upload company details or bank account related attachments.

For company details attachments, you can configure this option for prospective supplier registration requests, spend authorized registration requests, or both. Use this option to ensure that suppliers submit the required documents that you want from them, like W9, address proof, quality certificates, and so on.

For bank account attachments, you can configure this option for both the prospective and spend authorized business relationships in the next-generation self-service supplier registration. Use this option to ensure that suppliers submit the required documents to validate their bank accounts like canceled bank account cheque, bank letter, and so on.

Post Approval Options

Once a new supplier's registration is approved, or its status promoted to spend authorized, the application automatically creates site assignments for any new sites defined for that supplier. However, you can retain control over how the supplier's site assignments are created by deselecting the check box Autocreate site assignments for spend authorized suppliers. If you deselect this check box, site assignments for a supplier are no longer created automatically. You must create them manually.

Registration URL Encryption

When a prospective supplier saves the registration for later completion, the application sends an email to the prospective supplier containing the registration URL. The URL contains an identifier which is encrypted using an encryption key. This prevents users from altering the URL to view registrations submitted by other companies.

If you suspected that registrations have been tampered with, you can regenerate the encryption key. The encryption key is regenerated for the registration URLs used for spend authorization, saved for later, and returned for resubmission. However, if you regenerate the encryption key, the registration request URL for spend authorization business relationship available through the setup page Configure Procurement Business Function changes and therefore old and saved URLs won't work. Also, registrations that were saved for later or returned for resubmission will no longer be accessible to potential suppliers.

If the next-generation self-service supplier registration is opted in, the regeneration of encryption key will change both the registration request URLs, for prospective and spend authorization business relationships, available through the setup page Configure Procurement Business Function. With the new URLs, requesters can still complete and submit their pending registration requests by using their emails.

Supplier Registration URLs

You use different supplier registration URLs for each business relationship type (prospective and spend authorized). Your suppliers can then use the appropriate URL to register with your company. Each URL contains a parameter for the business relationship type that navigates your supplier to a registration page.

You can set the registration URL for each business relationship type on the **Configure Procurement Business Function** page. You can set URLs for both prospective supplier registration and spend authorized registration.

Supplier Profile Change Request

Use the **Supplier Profile Change Request** tab to configure the approval requirement settings for changes to supplier profile attributes through a change request and the bank account attachments required option.

The approval requirement settings apply to supplier-initiated profile change requests and to change requests resulting from Oracle Supplier Qualification or Oracle Sourcing questionnaires.

The values you set here apply to supplier profile change requests from the sources:

- Suppliers
- Supplier Qualification
- Supplier Negotiation

Supplier profiles can also be changed by internal users. Updates to bank account, organization details, income tax, and address updates by internal users are submitted to an approval process. See Internal Supplier Profile Change Request Approvals.

The Configure Supplier Registration and Profile Change Requests task doesn't configure supplier profile changes made by internal users.

You can specify approval requirements for prospective and spend authorized suppliers for these entities:

- Organization Details: Basic supplier information including the supplier name and supplier profile level descriptive flexfields.
- Contacts: Supplier contact information including supplier contact descriptive flexfields.
- Contact User Account: User accounts that control account privileges for supplier contacts to use Supplier Portal.
- Addresses: Company addresses including associated contacts including supplier address descriptive flexfields.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Payment Methods The method used to pay the supplier.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Tax Identifiers: Tax organization, tax country, and taxpayer ID to identify the supplier for tax purposes.
- Site Details: Site information such as the address and site purpose (spend authorized suppliers only).

For each profile attribute, you can specify:

- No Approval Required: Change request is approved.
- Approval Required: Change request is routed for approval.

Configuration of the Site Details attribute for prospective suppliers isn't available.

Require Attachments

You can configure to enforce users to upload bank account related attachments for the bank account change requests. This option will enforce an attachment whenever a new bank account is created or when any of these bank account attributes are modified: country, account number, bank, branch, IBAN and currency.

You can configure this option for both the internal and supplier initiated profile change requests.

Use this option to ensure that users submit the required documents like canceled bank account cheque, bank letter, and so on to verify the bank account change request.

Related Topics

- Supplier Products and Services Categories
- Supplier Registration Approval
- How You Configure Internal Changes on Supplier Profile Approvals
- Review Internal Profile Changes
- Supplier Registration Process

Approval Task

In many end-to-end business processes human intervention is required such as for approving documents, managing exceptions, or performing activities required to advance the business process.

The document approval request tasks allow you to send approval requests to approvers enabling them to make decisions and thus advancing the request-to-pay business process.

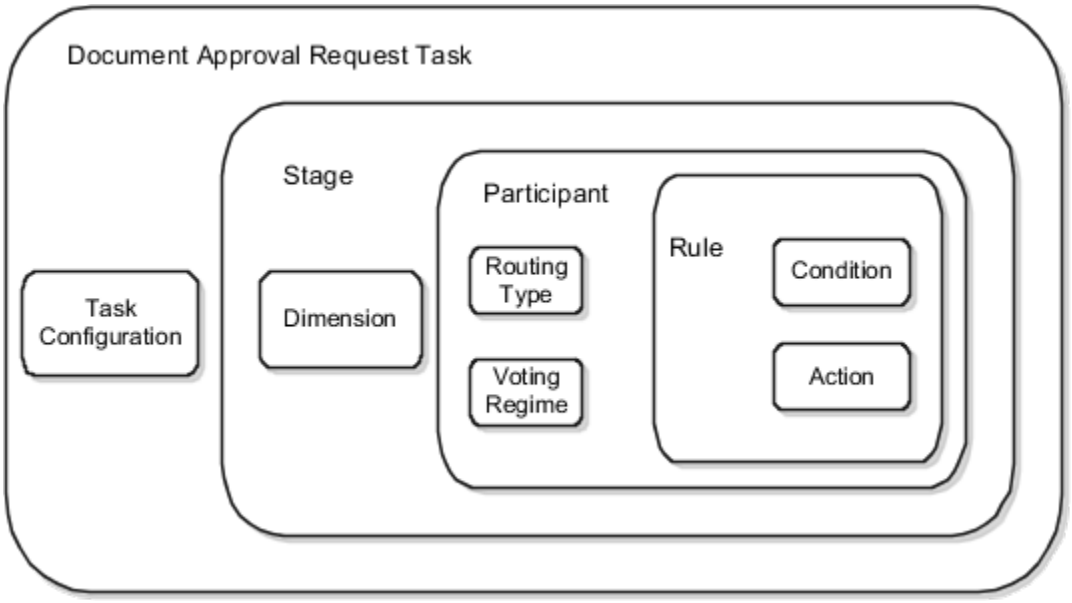
You create different approval task for each approval need, based on the business it serves. For example, you might create approval tasks for purchase requisitions approvals; expense reports approvals, and so on.

In the Setup and Maintenance work area, use the following tasks to set up approvals for procurement document objects:

- Manage Requisition Approvals, found in the Approval Management and Self Service Procurement functional areas
- Managing Purchasing Document Approvals, found in the Approval Management functional area
    - Use the Managing Purchasing Document Approvals task to create approval rules for both agreements and purchase orders.

Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in sequence. Approvals can be sought using single approver, supervisory chain, position, job level hierarchy, or using a list of approvers.

This figure shows the structural hierarchy of the components used in setting up an approval request task: Stage, Participant and Rule.A stage includes a dimension, participant and rule.The participant includes a routing type, voting regime and rule.The rule includes a condition and action.



Stage

Use stages to organize approval routing rules into logical groupings. Each stage is associated with a dimension. A dimension contains a set of attributes at a specific purchasing document level, such as header or lines, which can be used to author routing rules. Approval actions within each stage must be completed before entering the next stage.

Participant

There can be many participants within a stage. Properties set on the participants determine whether approvals would be routed in serial or in parallel.

Oracle Fusion Cloud Procurement is seeded with one or more participants within each stage to enable flexibility in document approvals routing.

The following are two properties defined on a participant:

- Routing Type: The supported routing types are: Serial, Parallel and FYI. FYI participants can't directly impact the outcome of a task, but in some cases can provide comments or add attachments.
- Voting Regime: The supported voting regimes are: Serial, Consensus, and First Responder Wins.

Rule

Approval rules are routing policies or rules that determine the approvers or FYI recipients for a business transaction.

- Condition: The IF clauses in an approval rule and evaluated to either true or false. For the rule to apply to a transaction, all of its conditions must be true. An example of a condition is: If requisition approval amount is less than 500 USD, or if requisition approval amount is between 500 USD and 10000 USD.
- Action: Instruction to include a given set of approvers within an approval rule.

Related Topics

- Approval Management Configuration Options for Oracle Fusion Human Capital Management
- How do I update existing setup data?

Supplier Registration Approval Attributes

These tables include supplier attributes. This table includes supplier registration header level attributes.

Attributes	Notes
Address Entered	Indicates if an address was provided on the supplier registration request. .
Approval Status	Indicates the current status of a supplier registration request.
Bank Account Entered	Indicates if a bank account was provided on the supplier registration request.
Business Classification Entered	Indicates if a business classification was provided on the supplier registration request.
Business Classification Not Applicable	Indicates if suppliers have business classifications applicable for them.
Business Relationship	The relationship intended for business between the supplier and the buying organization.
Company	The organization identified on the supplier registration request interested in becoming a supplier for the buying organization.
Contact Entered	Indicates if a contact was provided on the supplier registration request.
Descriptive Flexfield Attribute 1 - 20	A character attribute available to customers to extend attributes captured for supplier's company details.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.

Attributes	Notes
Descriptive Flexfield Attribute Number 1 - 10	A number attribute available to customers to extend attributes captured for suppliers company details.
D-U-N-S Number	Unique number provided to an organization by Dun and Bradstreet.
Inviting Procurement BU	The business unit responsible for reviewing and approving the supplier registration request. This attribute expects the name of the business unit to be selected from the list of values.
Inviting Procurement BU Name	The business unit responsible for reviewing and approving the supplier registration request. This attribute expects the name of the business unit to be entered.
Products and Services Category Entered	Indicates if products and services category was provided on the supplier registration request.
Requester	The individual who submitted the supplier registration request.
Request Reason	The reason provided by internal user for raising the registration request on behalf of the supplier.
Source	Identifies if the supplier registration request was created by the potential supplier company or by an internal user on behalf of the company through different flows.
Supplier Type	Categorization of registering suppliers.
Taxpayer ID	The company's primary supplier tax identifier issued by federal tax authorities.
Tax Country	Country code associated with the company's tax identifiers; tax registration number or taxpayer ID.
Tax Country Name	Country name associated with the company's tax identifiers; tax registration number or taxpayer ID.
Tax Registration Number	The company's tax identifier for a specific tax registration.
Tax Organization Type	The categorization used for tax reporting purposes, for example; corporation, foreign corporation, individual, or partnership.

This table includes supplier registration contact level attributes.

Attributes	Notes
Contact User Account Request	Indicates if a contact user account is requested.
Descriptive Flexfield Attribute 1 - 30	A character attribute available to customers to extend attributes captured for supplier's contacts.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.

Attributes	Notes
Descriptive Flexfield Attribute Number 1 - 12	A number attribute available to customers to extend attributes captured for supplier's contacts.

This table includes supplier registration address level attributes.

Attributes	Notes
Address Country	The country code for a supplier address.
Address Country Name	The country for a supplier address.
City	The city for a supplier address.
County	The county for a supplier address.
Descriptive Flexfield Attribute 1 - 30	A character attribute available to customers to extend attributes captured for supplier's addresses.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1 - 12	A number attribute available to customers to extend attributes captured for supplier's addresses.
Remit To Address Purpose	Indicates that invoice payments can be processed at the supplier address.
RFQ or Bidding Address Purpose	Indicates that negotiations and bids can be communicated to the supplier address.
Ordering Address Purpose	Indicates that purchasing documents can be communicated to the supplier address.
Postal Code	The postal code for a supplier address.
Province	The province for a supplier address.
State	The state for a supplier address.

This table includes supplier registration business classification level attributes.

Attributes	Notes
Certifying Agency	The agency code that certifies the eligibility of a supplier for a specific business classification.

Attributes	Notes
Certifying Agency Name	The name of the agency that certifies the eligibility of a supplier for a specific business classification.
Classification	The business classification code used to categorize a supplier, for example; minority owned, small business, or veteran owned.
Classification Name	The name of the business classification used to categorize a supplier, for example; minority owned, small business, or veteran owned.
Minority Type	The minority subclassification captured on minority owned business classifications.
Other Certifying Agency	The user provided certifying agency that wasn't available in the list of certifying agencies.

This table includes supplier registration bank account level attributes.

Attributes	Notes
Bank	The code identifying the bank for which the company's bank account is defined.
Bank Account Country	The country code for the bank account.
Bank Account Country Name	The country for the bank account.
Bank Name	The bank for which the company's bank account is defined.
Bank Number	The number of the bank for which the company's bank account is defined.
Branch	The branch code of the bank for which the company's bank account is defined.
Branch Name	The branch of the bank for which the company's bank account is defined.
Branch Number	The branch number of the bank for which the company's bank account is defined.
Currency	The currency code for the bank account.
Currency Name	The currency of the bank account.

This table includes supplier registration product and services category level attributes.

Attributes	Notes
Category	The products and services category code indicating what the company supplies.

Attributes	Notes
Category Name	The products and services category indicating what the company supplies.

Supplier Profile Change Approvals Setup

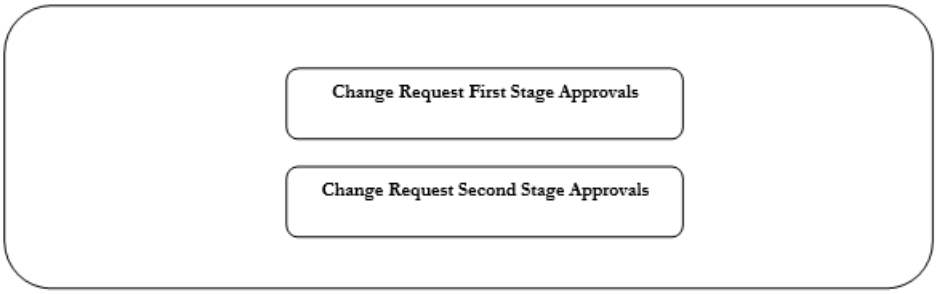
About Supplier Profile Change Approvals Setup

Supplier profile change approvals setup task enables organizations to setup the approval routing policies for supplier profile changes initiated through various sources.

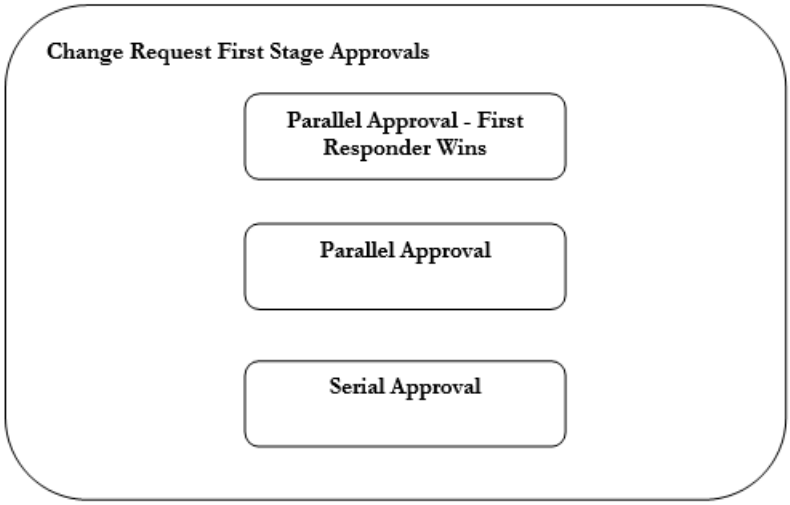
Supplier profile changes can be initiated by a supplier user directly when managing the supplier profile in Supplier Portal or when a Supplier Qualification or Supplier Negotiation questionnaire response including supplier profile attributes is accepted. All these processes will result in initiating a change management process if they reflect changes in supplier profile information. The supplier profile updates are aggregated on a profile change request which is routed for approval. When the change Setting up Document Approvals request is approved, the changes included in the change request are saved to the profile.

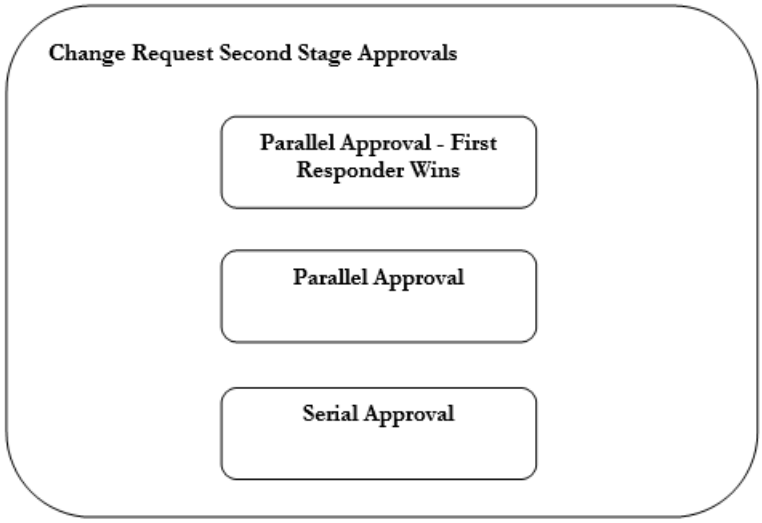
To manage approval rules for these change requests, access the Manage Supplier Profile Change Approvals setup task from the Functional Setup Manager task list Define Approval Management for Procurement.

The setup task has an approval configuration with two stages which are configured to be executed in serial.



Both the stages have three seeded participants. Out of all, only first stage participant Parallel Approval First Responder Wins is enabled out of the box. The other participants are disabled to simplify the approval process and approval history reporting that picks all the enabled participants in its report. You may enable or disable any participant as per use.





Change Request First Stage Approvals

Seeded Participants

1. Parallel Approval First Responder Wins
    - All identified approvers receive a notification for approval in parallel. The first responder who approves or rejects the request defines the outcome of all remaining approvers. This is the only participant that is enabled out of the box.
2. Parallel Approval
    - All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
3. Serial Approval
    - Approvals are routed in serial. The approval is completed sequentially from approver to approver.

Change Request Second Stage Approvals

Seeded Participants

1. Parallel Approval First Responder Wins
    - All identified approvers receive a notification for approval in parallel. The first responder who approves or rejects the request defines the outcome of all remaining approvers.
2. Parallel Approval
    - All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
3. Serial Approval
    - Approvals are routed in serial. The approval is completed sequentially from approver to approver.

An approval rule is seeded in the change request first stage participant: Parallel Approval First Responder Wins. The seeded approval rule routes profile change requests to the Supplier Administrators group, which is a list of users that are set up as procurement agents with supplier administrator related privileges and can manage suppliers. Like supplier registration and spend authorization approval tasks, Supplier Administrators and Supplier Managers routing groups are available for the supplier profile change request approval task. These routing groups can be used in any user defined approval rule. When configuring the approval action details, select Route Using as Single Approver, and User Type as Supplier Administrators or Supplier Managers as needed.

Related Topics

- Supplier Profile Change Request Approval
- Set Up Supplier Profile Change Request Approvals

Change Request Approval Attributes

It is important to understand how the application evaluates change request approval rules that reference supplier profile attribute values.

Generally, when a change request attribute value matches the approval rule attribute value, the rule evaluates to true. There are two additional cases to be considered.

1. If the approval rule attribute is part of either the Organization Details or Tax Identifiers dimension, it will always be evaluated for approval routing. The rule evaluates to true even if the approval rule attribute value is not changed but the existing supplier profile attribute value matches the approval rule attribute value.
2. If the approval rule attribute is part of a dimension other than Organization Details or Tax Identifiers, it will be evaluated for approval routing only when the approval rule attribute is changed or the change request attribute is in the same dimension as the approval rule attribute. If no change is requested for the approval rule attribute, the rule will be evaluated to true only when the change request attribute is from the same dimension as that of the approval rule attribute and the existing supplier profile attribute value matches the approval rule attribute value.

Example 1

Consider the approval attribute ‘Tax Organization Type’ that belongs to the Organization Details dimension. If an approval rule includes a condition that tests the Tax Organization Type attribute for the value ‘Individual’, the condition evaluates to true when:

- The change request specifies that the Tax Organization Type is to be changed to Individual.
- The change request specifies a change to an attribute that belongs to any dimension, and the existing supplier profile Tax Organization Type attribute is currently set to Individual.

Example 2

Consider the approval attributes ‘Business Classification’ and ‘Certifying Agency’ that both belong to the Business Classification dimension.

If an approval rule includes a condition that tests the Business Classification attribute for the value ‘Small Business’, the condition evaluates to true when:

Supplier Profile Change Approval Attributes

These tables include change request attributes. This table includes header level attributes.

Attributes	Notes
Addresses Changed	Indicates if supplier's addresses details are changed.
Bank Accounts Changed	Indicates if supplier's bank accounts details are changed.
Business Classifications Changed	Indicates if supplier's business classifications details are changed.
Business Relationship	The relationship intended for business between the supplier and the buying organization.
Change Request Source	Indicates the flow that initiated the change process - Supplier, Supplier Qualification or Supplier Negotiation.
Contacts Changed	Indicates if supplier contacts details are changed.
Contact User Accounts Changed	Indicates if supplier contact s user account details are changed.
Organization Details Changed	Indicates if supplier's organization details are changed.
Payment Methods Changed	Indicates if supplier's payment methods are changed.
Products and Services Categories Changed	Indicates if supplier's products and services categories are changed.
Requested By	User responsible for initiating the change request.
Site Details Changed	Indicates if supplier's site details are changed.
Spend Authorization Review Status	Indicates the spend authorization review status of the supplier.
Supplier	Name of the organization for which the change request is created.
Supplier Number	Indicates the supplier's functional identifier in the supplier master.

Attributes	Notes
Tax Identifiers Changed	Indicates if supplier's tax identifiers are changed.

This table includes organization detail level attributes.

Attributes	Notes
Currency	Indicates supplier's primary currency code
Current Fiscal Year Potential Revenue	Indicates the supplier's current fiscal year potential revenue
Descriptive Flexfield Attribute 1 - 20	A character attribute available to customers to extend attributes captured for supplier's company details.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1 - 10	A number attribute available to customers to extend attributes captured for supplier's company details.
D-U-N-S Number	Unique number provided to an organization by Dun and Bradstreet.
National Insurance Number	Number provided to supplier s organization for administration of national insurance or social security system.
Supplier Type	Categorization of the supplier for which the change request is created.
Tax Organization Type	The categorization used for tax reporting purposes for example; corporation, foreign, corporation, individual, or partnership.
Year Established	The year of establishment for the supplier's organization.
Year Incorporated	The year of incorporation for the supplier's organization.

This table includes address level attributes

Attributes	Notes
City	The city for a supplier address.
Country	The country for a supplier address.
Descriptive Flexfield Attribute 1 - 30	A character attribute available to customers to extend attributes captured for supplier's addresses.

Attributes	Notes
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1 - 12	A number attribute available to customers to extend attributes captured for supplier's addresses.
Ordering Address Purpose	Indicates that purchasing documents can be communicated to the supplier address.
Postal Code	The postal code for a supplier address.
RFQ or Bidding Address Purpose	Indicates that negotiations and bids can be communicated to the supplier address.
Remit to Address Purpose	Indicates that invoice payments can be processed at the supplier address.
State	The state for a supplier address.

This table includes business classification level attributes.

Attributes	Notes
Business Classification	The business classification used to categorize a supplier, for example; minority owned, small business, or veteran owned.
Certifying Agency	The agency that certifies the eligibility of a supplier for a specific business classification.
Other Certifying Agency	The user provided certifying agency that wasn't available in the list of certifying agencies.
Status	Indicates the status of a business classification record.
Subclassification	The minority classification captured on minority owned business classifications.

This table includes payment method level attributes.

Attributes	Notes
Supplier Payment Method	Mode of payment from customer to supplier at the supplier level.
Supplier Site	The entity that models how the buying organization conducts business with the supplier.
Supplier Site Payment Method	Mode of payment from customer to supplier for a specific supplier site.

This table includes tax identifier attributes.

Attributes	Notes
Country	Indicates the tax country of the supplier.
Name Control	Name control assigned to the supplier by the government.
State Reportable	Indicates if the supplier is reportable to a state taxing authority.
Tax Registration Type	Indicates the tax registration type of the supplier.
Tax Reporting Name	Supplier s legal name associated with its Tax Identification Number.
Taxpayer Country	Country name associated with the taxpayer ID and tax registration number of the supplier.
Use Withholding Tax	Indicates if the supplier is eligible for retention tax.

This table includes supplier site attributes.

Attributes	Notes
Country of Origin	Supplier site's country from where the items are supplied.
FOB	Indicates the Free on Board term defined for the supplier site.
Freight Terms	Indicates the freight terms defined for the supplier site.
Pay Date Basis	Indicates the basis on which invoices are selected for payment that's. either scheduled payment discount date or the scheduled payment due date.
Payment Terms	Indicates the terms under which a supplier site completes a sale.
Shipping Method	Indicates the carriers and services used to ship items from the supplier site.
Supplier Site	The entity that models how the buying organization conducts business with the supplier.
Term Date Basis	Indicates the date used as payment terms start date.

This table includes change request contact level attributes.

Attributes	Notes
Data Access	Indicates the level of data access for the supplier contact.
Descriptive Flexfield Attribute 1 - 30	A character attribute available to customers to extend attributes captured for supplier's contacts.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1 - 12	A number attribute available to customers to extend attributes captured for supplier's contacts.
Request User Account	Indicates if a user account is requested for the supplier contact.
Roles	Indicates the functional job role granted to the supplier contact.
User Account Status	Indicates the status of the request to create user account for the supplier contact.

This table includes change request bank account level attributes.

Attributes	Notes
Bank	The bank for which the supplier s bank account is defined.
Bank Number	The number of the bank for which the supplier s bank account is defined.
Country	The country for the bank account.
Currency	The currency of the bank account.

This table includes change request product and services category level attributes.

Attributes	Notes
Products and Services Category	The products and services category indicating what the company supplies.

Internal Supplier Profile Change Approvals Setup

Internal Supplier Profile Change Approvals

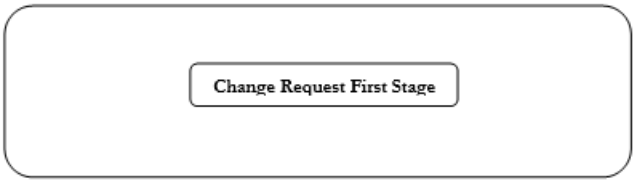
Internal supplier profile change approvals setup task enables organizations to setup the approval routing policies for supplier profile changes initiated by internal users through Suppliers work area.

The internal change management process applies to supplier's addresses, bank accounts, organization details and income tax. When a user makes changes to them, a change request is submitted and routed for approval. Other supplier profile changes are saved immediately.

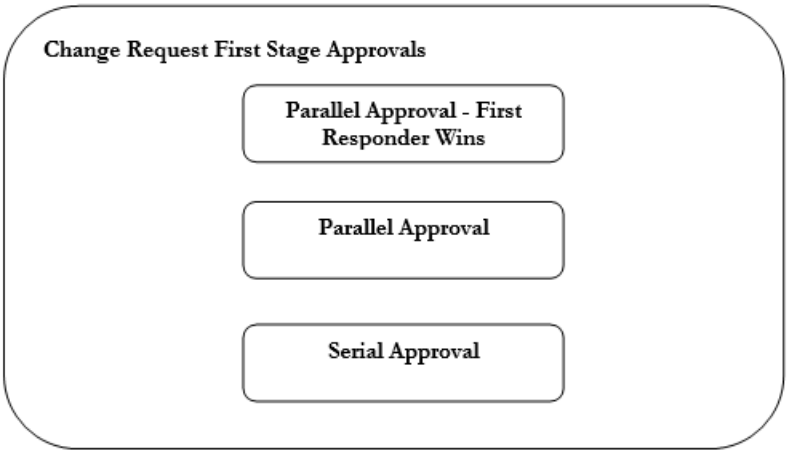
The change management process is governed by the feature opt-in Approve Internal Changes on Supplier Profile with these feature choices: Addresses, Bank accounts, Organization details and income tax. When this feature is opted in with the choices, the change management process will consolidate all the changes made to supplier's addresses, organization details, income tax, and bank accounts in a single change request and route it for approval. When the change request is approved, the changes included in the change request are saved to the profile.

To manage approval rules for these change requests, access the Manage Internal Supplier Profile Change Approvals setup task from the Functional Setup Manager task list Define Approval Management for Procurement.

The setup task has a single stage approval configuration



This stage has three seeded participants as depicted in the following figure. Out of all, only first stage participant Parallel Approval First Responder Wins is enabled out of the box. The other participants are disabled to simplify the approval process and approval history reporting that picks all the enabled participants in its report. You may enable or disable any participant as per use.



Change Request First Stage Approvals

Seeded Participants

- Parallel Approval First Responder Wins
  - All identified approvers receive a notification for approval in parallel. The first responder who approves or rejects the request defines the outcome of all remaining approvers. This is the only participant that is enabled out of the box.
- Parallel Approval
  - All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- Serial Approval
  - Approvals are routed in serial. The approval is completed sequentially from approver to approver.

No approval rules are seeded for Internal Supplier Profile Change Approvals setup. Once the feature Approve Internal Changes on Supplier Profile is opted in, the approval rules must be created to ensure correct routing of the supplier profile changes for approval.

Like supplier registration, spend authorization and supplier profile change request approval tasks, Supplier Administrators and Supplier Managers routing groups are available for the internal supplier profile change request approval task. Apart from the mentioned routing groups, there also are Accounts Payable Managers, Accounts Payable Specialists and Accounts Payable Supervisor routing groups to provide wider selection of approvers for profile changes. These new groups are configured to return all the users who are assigned Accounts Payable Manager, Accounts Payable Specialist, and Accounts Payable Supervisor related privileges respectively.

These routing groups can be used in any user defined approval rule. When configuring the approval action details, select Route Using as ‘Single Approver’, and User Type as any of the routing groups mentioned above.

Choices Available for Internal Supplier Profile Change Request Approvals Task

Enable the Approve Internal Changes on Supplier Profile feature to require changes made to organization details, income tax data, addresses, supplier bank accounts, and sites by internal users to be reviewed and approved.

Configure approval rules for these changes appropriate to your buying organization's polices. These user-defined rules determine the approvers responsible for reviewing and approving changes to bank accounts, organization details, addresses, and income tax data.

Configure Internal Supplier Change Request Approval Rules

In the Setup and Maintenance work area, use the Manage Internal Supplier Profile Change Approvals task in the Approval Management functional area to configure internal supplier profile change request approval rules.

The setup task approval configuration doesn't include any seeded approval rules. You must configure at least one approval rule in one of the available stages in order to use the feature.

Related Topics

- Options to Configure Supplier Registration
- How You Configure Internal Changes on Supplier Profile Approvals

Review Internal Profile Changes

Use the Supplier page to view pending change request details. Click View Change Request to display the Profile Change Request page, which shows the supplier attribute changes that have been submitted.

Changes to profile attributes are shown with values before and after the proposed change. New and changed address or bank account records are listed in respective tables with new or changed indicators. Use the Details icon to view change details in the dialog box.

You can also cancel the request by clicking **Cancel Change Request**.

Internal supplier profile change requests are distributed to approvers as a notification. They also appear on the supplier **Overview** page in the Supplier Profile Change Requests Pending Approval section.

Related Topics

- How You Configure Internal Changes on Supplier Profile Approvals
- Choices Available for Internal Supplier Profile Change Request Approvals Task
- Internal Supplier Profile Bank Account Change

Internal Supplier Profile Change Approvals Attributes

This table includes header level attributes.

Attributes	Notes
Addresses Changed	Indicates if supplier's addresses details are changed.
Bank Accounts Changed	Indicates if supplier's bank accounts details are changed.
Business Relationship	The relationship intended for business between the supplier and the buying organization.
Income Tax Changed	Indicates if supplier's income tax details are changed.
Organization Details Changed	Indicates if supplier's organization details are changed.
Requested By	User responsible for initiating the change request.
Spend Authorization Review Status	Indicates the spend authorization review status of the supplier.
Supplier Status	Indicates the status of the supplier.
Taxpayer Country	Country name associated with the taxpayer ID and tax registration number of the supplier.

This table includes organization detail level attributes

Attributes	Notes
Alias Changed	Indicates if supplier's alias is changed.
Alternate Name Changed	Indicates if supplier's alternate name is changed.

Attributes	Notes
Current Fiscal Year Potential Revenue	Indicates the supplier's current fiscal year potential revenue.
Descriptive Flexfield Attribute 1 - 20	A character attribute available to customers to extend attributes captured for supplier's company details.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1 - 10	A number attribute available to customers to extend attributes captured for supplier' s company details.
DUNS Number Changed	Indicates if supplier's D-U-N-S number is changed.
Inactive Date Changed	Indicates if supplier's inactive date is changed.
Parent Supplier Changed	Indicates if supplier s parent supplier is changed.
Regional Information	Supplier's localization region information.
Regional Information Changed	Indicates if supplier's localization region information is changed.
Supplier Name Changed	Indicates if supplier's name is changed.
Supplier Type	Categorization of the supplier for which the change request is created.
Supplier Type Changed	Indicates if supplier's supplier type is changed.
Tax Organization Type	The categorization used for tax reporting purposes, for example; corporation, foreign corporation, individual, or partnership.
Tax Organization Type Changed	Indicates if supplier's tax organization type is changed.

This table includes tax identifier level attributes.

Attributes	Notes
Federal Income Tax Type	Represents the 1099 Type applicable to the supplier that's federal reportable and used for tax reporting.
Federal reportable	Indicates whether the supplier is reportable under federal taxation laws
State Reportable	Indicates if the supplier is reportable to a state taxing authority.

Attributes	Notes
Taxpayer ID Changed	Indicates if supplier's taxpayer ID is changed.
Use Withholding Tax	Indicates if the supplier is eligible for retention tax.

This table includes address level attributes.

Attributes	Notes
Address Purpose Changed	Indicates if supplier's address purposes are changed.
Descriptive Flexfield Attribute 1 - 30	A character attribute available to customers to extend attributes captured for supplier's addresses.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1 - 12	A number attribute available to customers to extend attributes captured for supplier's addresses.
City	The city for a supplier address.
City Changed	Indicates if supplier's address city is changed.
Country	The country for a supplier address.
Country Changed	Indicates if supplier's address country is changed.
County Changed	Indicates if supplier's address county is changed.
Global Location Number Changed	Indicates if supplier's address global location number is changed.
Inactive Date Changed	Indicates if supplier's address inactive date is changed.
Ordering Address Purpose	Indicates that purchasing documents can be communicated to the supplier address.
Postal Code	The postal code for a supplier address.
Postal Code Changed	Indicates if supplier's address postal code is changed.
Province	The province for a supplier address.
Province Changed	Indicates if supplier's address province is changed.

Attributes	Notes
RFQ or Bidding Address Purpose	Indicates that negotiations and bids can be communicated to the supplier address.
Remit to Address Purpose	Indicates that invoice payments can be processed at the supplier address.
State	The state for a supplier address.
State Changed	Indicates if supplier's address state is changed.

This table includes bank accounts level attributes.

Attributes	
Bank	The bank for which the supplier's bank account is defined.
Bank Account Level	Level at which the bank account is defined.
Country	The country for the bank account.
Currency	The currency of the bank account.
Procurement BU	The name of the business unit of the supplier site at which the bank account is defined.

Use Procurement BU and Bank as Change Request Approval Attributes

Using the procurement BU and bank attributes to author approval routing rules requires additional consideration as explained.

The bank accounts can be defined at any of the three levels: Supplier Header, Supplier Address, and Supplier Site. Use the procurement BU approval routing attribute to author approval rules that can route changes made to supplier site bank accounts based on the procurement BUs associated to the sites.

The procurement BU if used as an approval attribute in an approval routing rule won't be relevant to the bank accounts that are defined and changed at supplier header and supplier address level. In other words, the procurement BU approval attribute value (if used as part of a routing rule) is evaluated as blank or null for changes made to the bank accounts defined at supplier header and address levels. If you decide to author an approval routing rule that includes the procurement BU attribute as part of its condition, you must add additional approval routing rules that are evaluated to true so that appropriate approvals can be triggered if supplier header and supplier address level bank accounts are changed.

This implies that you must add at least one complementary approval rule that includes a condition to check for blank or null value of procurement BU (as illustrated in Option 2) if there's no other rule in the participant type that would evaluate to true and be triggered when bank accounts are changed at supplier header or address levels. This rule will be evaluated to true for bank account changes at these levels and ensure that changes are routed correctly. For instance, if you have rules in a participant type that check if suppliers belongs to specific supplier types, then at least one of these rules that use the supplier type approval attribute will be evaluated to true when bank account changes are

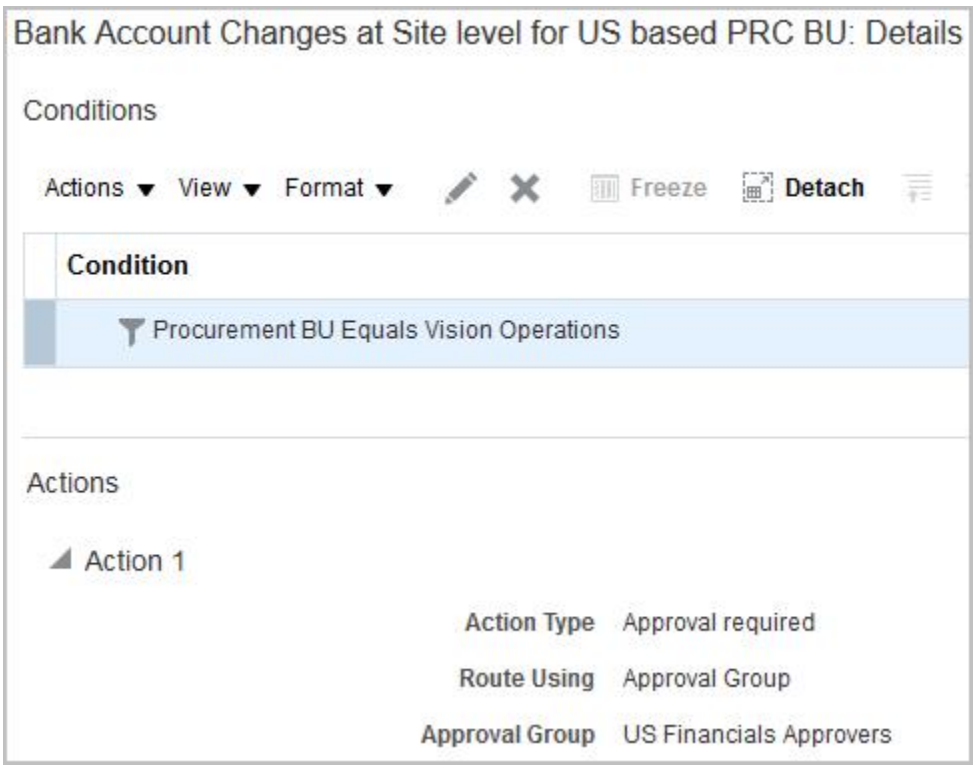
submitted for approval regardless of the level at which the bank account is defined. This eliminates the need to have the complementary rule that would be evaluated to true when bank accounts are changed at supplier header and supplier address levels.

The example helps demonstrate some options you have to configure approval rules that would route changes made to bank accounts defined at supplier header and supplier address level.

Let us assume a buying organization has two procurement BUs: Vision Operations and Vision Services that suppliers can conduct business with. Here are the requirements for approval routing:

- Changes made to bank accounts defined for a site that belongs to procurement BU: Vision Operations should be routed to the approval group: US Financial Approvers.
- Changes made to bank accounts defined for a site that belongs to procurement BU: Vision Services should be routed to the approval group: UK Financial Approvers.
- Changes made to bank accounts defined at supplier header or supplier address should be routed to approval group: Global Approvers.

An approval routing rule that routes changes to bank accounts defined at site levels based on the procurement BUs the sites belong to can be configured as follows:



Sample Approval Rule using Procurement BU for Site Level Bank Account Changes

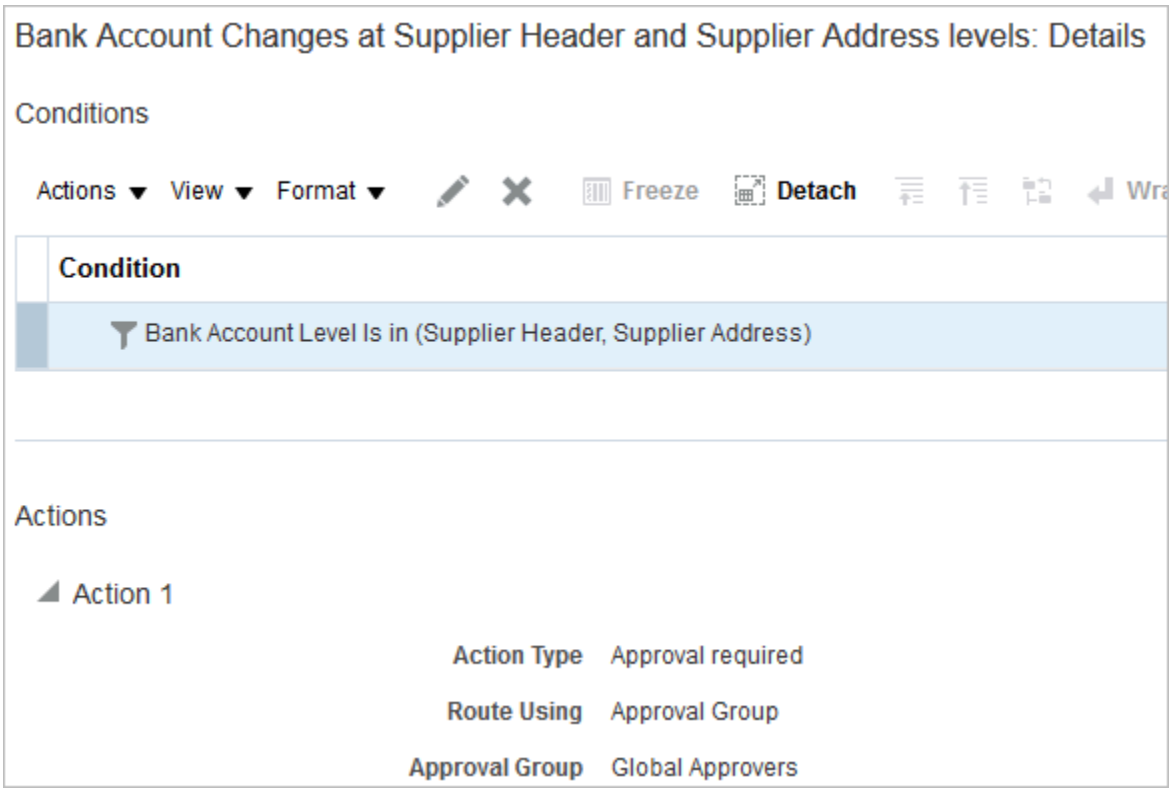
You have these options to configure approval routing rules that would ensure changes made to bank accounts defined at supplier header and supplier address level are routed correctly.

Option 1: Using Bank Account Level in Approval Routing Condition

This option will use bank account level as part of the approval routing condition to ensure that changes made to bank accounts at supplier header and supplier address level are routed correctly.

This approval routing rule is triggered when the bank accounts defined at supplier header or supplier address are changed.

Approval Rule for Supplier Header and Address Level Bank Account Changes This approval routing rule that will be triggered when bank accounts defined at supplier header or supplier address are changed.

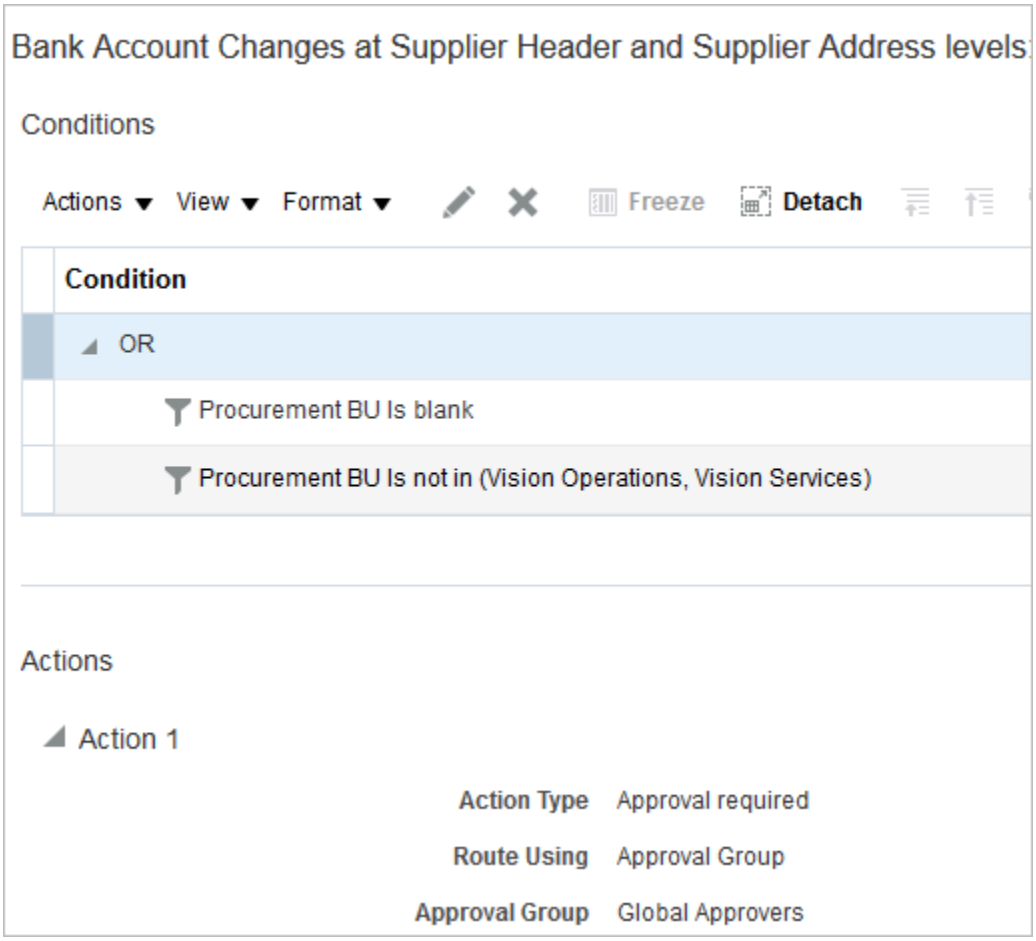


Approval Rule for Supplier Header and Address Level Bank Account Changes

Option 2: Checking for a Null Value of Procurement BU in Approval Routing Condition

This option illustrates an approval routing rule that's triggered when bank accounts defined at supplier header or supplier address levels are changed. The rule condition checks if the procurement BU value is blank or NULL, and will be evaluated to true if changes for bank accounts defined at supplier header or supplier addresses levels or both, are submitted for approval.

If required, an additional check can be included in this condition that would apply when the procurement BU isn't Vision Operations or Vision Services for any bank account change at site level. This additional check is optional and can be added only if your suppliers conduct business with other procurement BUs and you don't have specific routing requirements for those procurement BUs, but have specific routing requirements for Vision Operations and Vision Services.



Approval Rule for Supplier Header and Address Level Bank Account Changes

Note: If you use bank as an approval attribute in an approval routing rule, ensure that you write a complementary rule that will be evaluated to true and get triggered when a bank account without a bank is changed, regardless of the level at which the bank account is defined. This only applies when changes to bank accounts without banks on them are submitted for approval.

Supplier Spend Authorization Approvals Setup

Supplier Spend Authorization Approvals

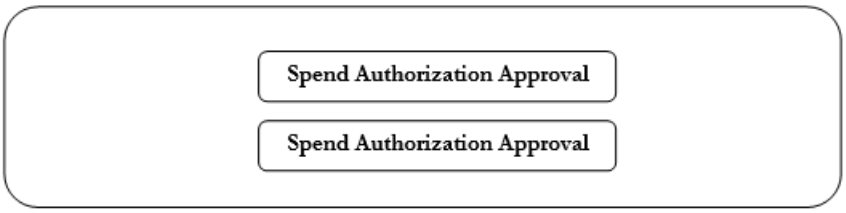
Buying organizations enter into a business relationship with suppliers for various requirements.

- Some suppliers are only required to participate in transactions with no financial impact such as participate in sourcing and qualification processes while others are available for transactions involving financial spend such as purchasing and invoicing. Oracle Supplier Model supports these aspects of a supplier lifecycle. A prospective supplier is one with whom the buying organization enters into a business relationship with no financial impact while spend authorized suppliers as the name suggests are available for transactions with financial spend.

Buying organizations may use the promotion feature to progress a prospective supplier to become spend authorized.

- The promotion process generates an approval request that sends notifications to a set of approvers who can then review the supplier details and determine if the supplier is ready for financial spend commitments. The approval process is configurable where various approval rules, based on specific business cases, are created to determine the set of approvers to receive the approval notification for their action.
- To manage approval rules for supplier spend authorization requests, access “Manage Supplier Spend Authorization Approvals” task from the Functional Setup Manager task lists under Define Approval Management for Procurement.

This figure depicts the seeded stages and routing sequence for supplier spend authorization approvals



Approval rules configured in the seeded stages are executed in the following sequence:

1. Spend Authorization Approval First Stage

2. Spend Authorization Approval Second Stage

Similar to supplier registration requests, approvals for spend authorization requests for suppliers are also completed in a two-stage concept to give you flexibility in sequencing the approvers required to review supplier spend authorization requests.

Within each stage, there is one participant to determine routing behavior of the requests.

1. First Stage Approvals
    - Seeded Participant
        - Parallel Approval First Responder Wins
        - All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
2. Second Stage Approvals
    - Seeded Participant
        - Parallel Approval First Responder Wins
            - All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.

You do not need to use all of the seeded stages and participants. If you do not need to use a seeded participant, you must disable the participant from the Manage Supplier Spend Authorization Approvals page.

An approval rule is seeded in the Spend Authorization First Stage participant: Parallel Approval First Responder Wins. The seeded rule routes all spend authorization requests to the supplier managers of a Procurement BU. The supplier managers of a Procurement BU are procurement agents of a Procurement BU who are granted the access to the Manage Suppliers action through the Manage Procurement Agents setup. You can modify or delete the seeded rule.

The Supplier Managers routing group, which routes approval requests to all the supplier managers for a given Procurement BU, is available out of the box for the supplier spend authorization approvals task. It can be used in any user defined approval rule. When configuring the approval action details select Route Using as ‘Single Approver’, and User Type as 'Supplier Managers’.

Supplier Spend Authorization Approval Attributes

This table includes header level attributes.

Attributes	Notes
Current Business Relationship	The relationship intended for business between the supplier and the buying organization.
Descriptive Flexfield Attribute 1 20	A character attribute available to customers to extend attributes captured for supplier's company details.
Descriptive Flexfield Attribute Category	Category of the descriptive flexfield.
Descriptive Flexfield Attribute Number 1 10	A number attribute available to customers to extend attributes captured for supplier's company details.
D-U-N-S Number	Unique number provided to an organization by Dun and Bradstreet.
Has Sites	Indicates if the spend authorization request includes supplier sites to be created.
Procurement BU	The name of the business unit with which supplier is associated for business.
Requested By	User who initiated the promotion process for the supplier.
Spend Authorization Request Source	Source of origin for the spend authorization requests for a supplier.
Spend Authorization Review Status	Approval review status of the spend authorization requests.
Supplier Name	Name of the organization which is being promoted for spend transactions.
Supplier Type	Type of the supplier which is being promoted for spend transactions.
Taxpayer ID	The company's primary supplier tax identifier issued by federal tax authorities.
Tax Country	Country code associated with the company's tax identifiers; tax registration number or taxpayer ID.
Tax Organization Type	The categorization used for tax reporting purposes, for example; corporation, foreign corporation, individual, or partnership.
Tax Registration Number	The company's tax identifier for a specific tax registration.

Attributes	Notes

This table includes site level attributes.

Attributes	Notes
Address Country	The country for a supplier address.
Pay Site	Indicates site purpose of Pay.
Procurement BU	Procurement Business Unit identifier for supplier site.
Purchasing Site	Indicates site purpose of Purchasing.
Sourcing Only	Indicates site purpose of RFQ only.
Supplier Site Name	The entity that models how the buying organization conducts business with the supplier.

This table includes products and services category level attributes.

Attributes	Notes
Category Name	The products and services category indicating what the company supplies.

Oracle External Purchase Price Approvals Setup

In the Setup and Maintenance work area, you can enable approvals to create and maintain approval rules for Manage Approvals for Oracle External Purchase Price approval workflow.

From the Functional Setup Manager, this workflow provides the stage and participants out-of-the-box and enables you to organize and author approval routing rules for external purchase prices approval tasks.

Define the approval rules by selecting values for the line level attributes. Deploy the rules after you create new rules or update existing rules for the changes to take effect in the approval workflow. This also updates the approval rules created using the Manage Task Configurations setup.

External Purchase Prices Stage

Seeded Participants

- External Purchase Price Routing Participants (FYI) - All identified participants will receive an FYI notification.

- External Purchase Price Parallel Approvers - All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- External Purchase Price Single Approvers - Approvals are routed in parallel for this participant type. This participant type is more commonly used in conjunction with approval groups. The first responder to provide approve or reject action will represent the outcome of all remaining approvers.
- External Purchase Price Serial Approvers - Approvals are routed in serial. Approval process is completed sequentially from approver to approver.

The tables contain external purchase prices approval header and line level attributes.

Attribute	Notes
Requisitioning BU	The business unit that approves the external purchase prices.
External Purchase Price Number	The unique number that identifies the external purchase price.
Source Contract Reference	The contract with which the external price is associated.
Source Contract Type	The type of source contract.
Manufacturer Name	The manufacturer name.
Supplier	The name of the supplier.
Supplier Site	The name of the supplier site.
Currency	The currency of the external purchase price.
Document Type	EXTERNAL_PURCHASE_PRICE - In case of approval for a new external purchase price. CHANGE_ORDER - In case of approval for a change order.
Change Order Type	CHANGE - Change order for change to header or line attributes (includes cancellation of lines in an approved external purchase price.) CANCEL - Change order for cancellation of an approved price external purchase price. This is applicable only for change orders and not for new external purchase prices.
Manufacturer Part Number	The manufacturer part number of the line.
Supplier Part Number	The supplier part number assigned to the line.
Item Number	The item number of the line.
Purchasing Category	Name of the purchasing category.

Attribute	Notes
Final Price	The final price for the line item.
Price Difference Value	The difference between New Price - Old Price. The value should be null in case of new line item. It should be zero when there is no change to the line price in case of change order.
Price Difference Percent	The value is determined as follows: (New Price - Old Price) / Old Price * 100. Example - Old Price $10.00, New Price $8.60, Price Difference Percent = - 14.00 The value should be null for a new line item. It should be zero when there is no change to the line Price in case of change order.

Related Topics

- Approve External Purchase Prices

Configure Business Rules for Item Replacement Notifications

Item Replacement enables you to replace items or suppliers when there are supply disruptions from external supply sources. You can configure rules in the BPM worklist to send notifications to planners, PAR counters, and requesters informing them about the replacement.

For more information about the tasks and processes related to item replacement, see the Item Replacement sections in the Oracle Fusion Cloud Procurement: Using Procurement guide and the Oracle Fusion Cloud SCM: Using Inventory Management guide.

Notify Planners and PAR Counters to Update Replenishment Attributes

Configure notifications to inform stakeholders about the item replacement in effect and the tasks that require their action for replacement of inventory entities. Follow these steps to configure the business rules:

1. In the Setup and Maintenance work area, use the **Manage Task Configurations for Procurement** task:
    - Offering: Procurement
    - Functional Area: Approval Management
    - Task: Manage Task Configurations for Procurement

    You can also setup these notification through the Manage Task Configuration for Supply Chain Management task:
    - Offering: Manufacturing and Supply Chain Materials Management
    - Functional Area: Facilities
2. In Task Configuration, search for the ItemReplacementReplenishAttrUpdateFYITask human task.
3. Configure business rules using these attributes:

- Procurement Business Unit
- Purchasing Category Name
- Inventory Category Name
- Organization Code
- Org Sourcing Type
- Replacement Method
- Replacement Type
- Inventory Planning Method
- Replenishment Count Method
- Replenishment Count Type
- MRP Planning
- Secondary Inventory
- Subinventory Sourcing Type
- Subinventory Location Name
- Subinventory Par Location
- Subinventory Planning Method

Notify Requesters

Once the replacement process is completed, a notification is sent by default to the requesters of the backing requisition on the purchase orders, informing them about the replacement of their originally requested item with the substitute item or supply source.

This notification is sent by default without configuring any rules. However, you can configure rules using the attributes Procurement Business Unit and Purchasing Category Name.

Task Life Cycle Setup

Define When to Automatically Dismiss or Withdraw Workflow Tasks

For a workflow task to be purged and removed from users' worklists, it must have a final status, like Completed or Withdrawn. FYI tasks must be dismissed. You can control when FYI tasks are eligible to be automatically dismissed.

Tasks go from the Assigned status to the Completed status when the final assignee approves or rejects the tasks. For your information (FYI) tasks get a final status when assignees explicitly dismiss the tasks. If assignees don't do anything within a certain period of time that result in a final task status, the tasks are automatically dismissed (FYI tasks) or withdrawn (all other tasks).

When FYI Tasks Are Eligible to Be Automatically Dismissed

The **FYI Notifications Expiration Period** (FND_NOTIFICATION_EXP_PERIOD) profile option controls when FYI tasks are eligible to be automatically dismissed.

1. In the Setup and Maintenance work area, go to the **Manage Applications Core Administrator Profile Values** task in the Application Extensions functional area.
2. On the Manage Applications Core Administrator Profile Values page, leave the profile option with the default value of **7** at the Site level, or replace it with a different number.

The profile value represents the number of days after the FYI task is created. When assignees don't read or dismiss an FYI task within this many days after the task was created, the task is then eligible to get automatically dismissed.

When All Other Tasks Are Eligible to Be Automatically Withdrawn

All other tasks (the ones that aren't FYI) are eligible to be automatically withdrawn if both of these things happen:

- The expiration settings for the particular task is set to **Do Nothing** on the Deadlines subtab, within the Task Configuration tab in BPM Worklist.
- Assignees don't take action to send the task to a final status within 180 days after the task was created. This number is reflected in the **Open Tasks Withdrawn After Number of Days** field on the Application Preferences page, which you can open by clicking the Administration tab in BPM Worklist.

When Eligible Tasks Are Automatically Dismissed or Withdrawn

Now we know when tasks are eligible, but when are they actually dismissed or withdrawn automatically?

- FYI tasks: A process runs every three days, starting the first day of each month. For example, it runs on May 1, 4, 7, and so on, and again on June 1 and every three days after. So, if you leave the FYI Notifications Expiration Period profile value at 7, depending on when the process runs, an FYI task can be automatically dismissed within seven to ten days after it's created. The process changes the task status from Assigned to Completed.
- All other tasks: A process runs every three days, starting the second day of each month. For example, it runs on May 2, 5, 8, and so on, and again on June 2 and every three days after. The process changes the task status to Withdrawn.

Related Topics

- Set Profile Option Values
- Define the Due Date and Expiration Policies for Workflow Tasks
- How do I update existing setup data?

How Workflow Tasks Are Archived and Purged

Workflow tasks with a final status of Completed, Errored, Expired, or Withdrawn can be archived and purged. In progress tasks with statuses like Assigned, Information Requested, or Suspended aren't eligible.

- Archiving keeps a copy of the task data for audit, data retention or analysis, and other purposes. Archived data includes task details, approval history, comments, and attachments. How you view or use the archived data depends on the products you're using. For example, the data might be displayed in a table on a page, or available through a business intelligence subject area that you can select to create an analysis.

These are the database tables that store the archived data:

- FND_BPM_TASK_B
- FND_BPM_TASK_TL
- FND_BPM_TASK_HISTORY_B
- FND_BPM_TASK_HISTORY_TL
- FND_BPM_TASK_ASSIGNEE
- FND_BPM_TASK_COMMENT
- FND_BPM_TASK_ATTACHMENT

- Purging removes the completed tasks from users' worklists and permanently deletes the original data.

Archive

Tasks are automatically archived once a day without you having to set anything up. You can't change or stop this automatic archive, which includes all eligible tasks that aren't archived yet. These scheduled processes run in this order to get the daily archive done:

- Extract Workflow Tasks for Archive
- Process Translations for Workflow Tasks Archive
- Upload Workflow Task Attachments for Archive

All three scheduled processes must complete for tasks to get archived. But, as soon as **Extract Workflow Tasks for Archive** is done, the tasks are available for purge. It usually takes around two hours for each automatic process to finish.

Though unlikely, if you ever need to archive more frequently, you can use the Scheduled Processes work area to manually run these processes. But it's best not to unless it's really necessary. In which case, keep these in mind:

- Run the processes in the same order that they're run for the automatic archive.
- Don't run these processes when any of the three processes are still running, including the automatic runs.
- Run the processes during off hours, but not at midnight when the purge is running.
- Optionally set parameters for the **Extract Workflow Tasks for Archive** process. Let's say you select 50000 for the Number of Tasks in Batch parameter and 120 for the Maximum Runtime in Minutes parameter. That means the process will archive in batches of 50000 workflow tasks. If it's still running after two hours, the process finishes archiving the current batch and then stops. You can check the log file of the process to see how many tasks are included in the archive.

If the automatic archive isn't working, don't manually run the processes to compensate. Instead, contact your help desk to ensure that the automatic archive works again.

Purge

Archived tasks that were last updated over 30 days ago are purged without you doing any setup. The purge runs daily at midnight. You can't change or stop this automatic purge.

After a task is purged, users can no longer find it in BPM Worklist or the Worklist: Notifications and Approvals work area. The task's approval history won't be available either. But, the tasks are still in the archive tables and available in analytics or anything else that reflects the archived data.

Note: If the Approvals work area is enabled, it replaces the Worklist: Notifications and Approvals work area.

Related Topics

- Submit Scheduled Processes and Process Sets
- View Status and Other Details for Scheduled Processes
- Oracle Fusion Cloud Applications Tables and Views for Common Features

Set Up the Worklist Region on My Dashboard

The Worklist: Notifications and Approvals region displays the workflow tasks assigned to the user. You can add this region to My Dashboard for all users, and set the Welcome Dashboard Worklist Timeout Interval (ATK_HOME_PAGE_WORKLIST_TIMEOUT) profile option.

Adding the Region

To add the Worklist: Notifications and Approvals region to My Dashboard:

1. Click **Navigator** > **Others** > **My Dashboard**.
2. If the Page Composer isn't active, click the **Activate a sandbox** link in the warning dialog box to activate a sandbox with that tool.
3. Click your initials in the global header, and select **Edit Pages** in the Administration menu group.
4. Click the **Add Content** button where you want to place the region.
5. Open the Application Content folder in the Add Content dialog box.
6. Click **Add** for the Worklist: Notifications and Approvals item.
7. Click **Close**.
8. Save your work, and then click the **Close** button.

Defining the Timeout Interval

When users open My Dashboard and it contains the Worklist: Notifications and Approvals region, data for the region is retrieved. The Welcome Dashboard Worklist Timeout Interval profile option determines how long to continue retrieving before timing out and displaying no data. In the Setup and Maintenance work area, use the following:

- Functional Area: Application Extensions
- Task: Manage Application Toolkit Administrator Profile Values

Note: If you don't see this task, then make sure that the Application Toolkit Component Maintenance feature is enabled at the offering level in the Offerings work area.

On the Manage Application Toolkit Administrator Profile Values page, set the Welcome Dashboard Worklist Timeout Interval profile option.

- If you don't set a value for this profile option, which is blank by default, then the region doesn't time out.
- Retrieving data for the Worklist region affects the performance of My Dashboard as a whole. So, select a value for this profile option if your users have the Worklist region on My Dashboard and notice performance issues.

After the timeout, users can refresh the region to try retrieving the data again.

Related Topics

- Set Profile Option Values
- Create and Activate Sandboxes
- Configure Offerings
- How do I update existing setup data?

Electronic Signature

How You Configure Electronic Signature for Purchasing Documents

Before your organization can use electronic signature functionality for purchasing documents, you must enable the feature and perform some setup steps. After the setup is complete, authorized users in your organization can use the electronic signature functionality with purchase agreements, purchase orders and change orders.

To set up electronic signature for purchasing documents, you must complete following tasks:

- Obtain a license from and register with the supported third-party electronic signature service provider.
- Enable the feature in the Procurement offering.
- Set up the Manage Electronic Signature page.

How You Register with a Service Provider

Your organization must first obtain a license directly from Docusign, the supported third-party electronic signature service provider. After the license is obtained, you must set up an account for your organization on the Docusign web site. You must add individual users in your organization as members to the account. These are users, such as buyers, who require the ability to send purchasing documents for electronic signature.

> **Note:** The buyer's email address registered on the Docusign website must match the email address provided for the user in the Security Console.

How You Enable the Feature

Enable the electronic signature for purchasing documents feature signed in as a Procurement Application Administrator. In the Offerings area, enable the Enable Electronic Signature for Procurement Documents feature:

- Offering: Procurement
- Functional Area: Procurement Contracts

> **Note:** When you enable the feature, the Require Signature option is available to users on the create order, agreement and change order pages.

Docusign OAuth 2.0 Authentication

Signing purchasing documents with OAuth 2.0 authentication provides better security and reduces the compliance risks associated with liability and privacy law. OAuth 2.0 grants a token of access to service integrations. Service integrations for Docusign connect directly to a Docusign account and don't require authentication for each user, instead they obtain permission to impersonate (act as) a particular user over the long term. To do so, buyers must grant one-time consent for the authentication application to prepare and manage envelopes on their behalf.

For signing documents using OAuth 2.0 authentication, you can use your existing Docusign account after the necessary setup in the Manage Electronic Signature page is performed.

> **Note:** To use the user name and password-based authentication, set the OKC_DOCUSIGN_OAUTH_DISABLED profile option to yes.

How You Set Up the Manage Electronic Signature Page for OAuth 2.0 Authentication

While signed in as Procurement Application Administrator, in the Setup and Maintenance work area, use the Configure Electronic Signature for Procurement Documents task in the Procurement Contracts functional area to set up electronic signature for purchasing documents.

Here's what you have to do:

1. Enter User ID, Endpoint URL, and OAuth URL information for your organization from the setup on the Docusign web site.

   > **Note:** The User ID is the globally unique identifier for the Docusign administrator. Within the Docusign website, in the Apps and Keys section, you can find the User ID, API Account ID, and Account Base URI (Endpoint URL). An OAuth URL is a location where Docusign's OAuth authentication server is deployed.

2. Use the Validate action to provide one-time user consent to use Docusign integration. You will be prompted to log into the Docusign administrator account.
3. Click the **Allow Access** button to grant consent. You'll see a message confirming the link between Oracle Enterprise Contracts and Docusign.
4. Validate again to save the changes.

Related Topics

- Set Up an Offering with Scope
- Configure Offerings

Transaction Console

Give People Access to Manage Self Service Procurement Transactions

You have a couple of options for giving people access to the Transaction Console work area, depending on whether you're assigning them predefined job roles, or your own configured job roles.

- Assign the predefined Procurement Application Administrator (PO_PROCUREMENT_APPLICATION_ADMIN_JOB) job role.

Your own configured job roles must include this duty role:

- Review Procurement Transactions as Administrator (ORA_PO_REVIEW_PRC_APPROVAL_TRANSACTIONS)

  This duty role inherits data security and the function security privilege Review Approval Transactions (PER_REVIEW_APPROVAL_TRANSACTIONS_PRIV).

Limit What They Can See

By default, users who have access to the Transaction Console work area can see all transactions, from all product families. You can set things up so that they see only the transactions from specific product families, based on the roles assigned to them.

1. In the Setup and Maintenance work area, go to the **Manage Enterprise HCM Information** task.
   - Offering: Procurement
   - Functional Area: Enterprise Profile
   - Task: Manage Enterprise HCM Information
2. On the Enterprise page, click the **Edit** button and select **Update**.
3. In the Update Enterprise dialog box, fill in your information and click **OK**.
4. In the Transaction Console Information section, select the **Enable Transaction Security** checkbox.
5. Click **Submit**.

> **Note:** You just need to do this for one offering. The setting now applies to all product families. If you're also using Oracle HCM Cloud, make sure transaction security profiles are set up so that HCM administrators can see and act on HCM transactions.

Give People Access to Manage Purchasing Transactions

You have a couple of options for giving people access to the Transaction Console work area, depending on whether you're assigning them predefined job roles, or your own configured job roles.

- Assign the predefined Procurement Application Administrator (PO_PROCUREMENT_APPLICATION_ADMIN_JOB) job role.

Your own configured job roles must include this duty role:

- Review Procurement Transactions as Administrator (ORA_PO_REVIEW_PRC_APPROVAL_TRANSACTIONS)

  This duty role inherits data security and the function security privilege Review Approval Transactions (PER_REVIEW_APPROVAL_TRANSACTIONS_PRIV).

Limit What They Can See

By default, users who have access to the Transaction Console work area can see all transactions, from all product families. You can set things up so that they see only the transactions from specific product families, based on the roles assigned to them.

1. In the Setup and Maintenance work area, go to the **Manage Enterprise HCM Information** task.
    - Offering: Procurement
    - Functional Area: Enterprise Profile
    - Task: Manage Enterprise HCM Information
2. On the Enterprise page, click the **Edit** button and select **Update**.
3. In the Update Enterprise dialog box, fill in your information and click **OK**.
4. In the Transaction Console Information section, select the **Enable Transaction Security** check box.
5. Click **Submit**.

Note: You just need to do this for one offering. The setting now applies to all product families. If you're also using Oracle HCM Cloud, make sure transaction security profiles are set up so that HCM administrators can see and act on HCM transactions.

Transaction Security Profiles

Transaction Security Profiles can be used to restrict access to transactions in Oracle HCM Cloud. They aren't currently used outside of Oracle HCM Cloud.

Monitor and Troubleshoot

Audit the Changes Made to Task Configurations

To help you troubleshoot or manage workflow setup, you can get audit information about changes to task configurations. For example, which task was updated, who made the change and when. Use the Audit Reports work area to get audit results.

Here's what you search on:

- Product: Oracle SOA Suite (SOA)
- Event Type: SOA DT@RT Change

Setup

Workflow tasks are audited as long as the audit level is set to Low, Medium, or High for Oracle SOA Suite on the Manage Audit Policies page. You get the same audit results for workflow tasks no matter which of these levels is selected. To check the setup, in the Setup and Maintenance work area, use the **Manage Audit Policies** task in the Application

Extensions functional area. If you don't see this setup task, make sure the Maintain Common Reference Objects feature is enabled at the offering level.

Related Topics

- Audit Policies
- Audit Reports
- How do I update existing setup data?
- Configure Offerings

Manage Workflow Transactions

After workflow tasks are created, it's helpful to keep track of them and jump in when needed, especially when something goes wrong. If you have the appropriate access, you can monitor and troubleshoot workflow tasks for others and for yourself.

Use the Transaction Manager: Transactions page in the Transaction Console work area to manage transactions. A transaction is a business process that involves a workflow task. Here are some of the things you can do:

- Track transaction statuses and download spreadsheets with information about transactions.
- Download and review diagnostic logs for transactions. For example, you can see the conditions in the approval rules that might have caused an error.
- Depending on what's going on with the transaction and what access you have, you might be able to, for example, reassign or recover the transaction.

Find Transactions

Follow these steps:

1. Click **Navigator** > **Tools** > **Transaction Console**.
2. If you see tabs, make sure you're on the Transaction Summary tab.
3. On the Transaction Manager: Transactions page, check the **Last Refresh** time stamp after the page title to see when the transaction statuses were last updated. Click the **Refresh** icon if needed. You can refresh any time as long as someone else didn't already start a refresh.
    - You can also click the **Refresh** icon for a specific row in the table to refresh individual transactions.
    - Also, the **Refresh Transaction Administrator Console Transaction Status** scheduled process automatically runs to refresh the statuses.
    - If you open the details for a specific transaction (step 5), its status also refreshes and you see the latest on the details page.
4. View the transactions with a status that matches the default Status filter, for example Failed. You can remove this filter to get results for all statuses. Or, use the search and filters to apply your own criteria, for example, to find transactions that are priority 1 or submitted by a specific person, or to use more performant fields.
    - You can use the search to find results based on keywords in the **Name** or **Process Name** column, or specifically use the Name or Process Name filters. Name is the person or object the workflow task applies to, and the process reflects the type of workflow task.
    - You can personalize filters to add or hide filters, and create saved searches for future use. For example, it's recommended to use the more performant **Assignee Name** field instead of Assigned To, and to select the **Assignee Role** field to search for transactions assigned to a specified role. If the **Submitted By** field

is part of your saved search, you may be prompted to re-create the search to take advantage of a more performant Submitted By field.

5. Select and act on the transactions right there from the results table, or click the transaction in the **Name** column to see details, such as diagnostic information for failed transactions, and go from there.

Act On Transactions Without Opening Details

Here's what you do:

1. Select one or more transactions from the results table.
2. Optionally use the **Priority** menu to set an issue priority, so that you can later filter on the priority to find these transactions.
3. Open the **Actions** menu and select an action. If you selected more than one transaction, you see only the actions that can apply to all of them.

Use Transaction Details

What you can see and do in the transaction details depends on the transaction status and what access you have. For example, for transactions that are in progress or completed, you might see the approval history, which shows who already approved and who the current assignee is, if any.

For failed transactions, you can get information about the issues and, if you're an administrator, usually take some action:

1. Select an issue from the **Issues** list, if the transaction has more than one issue.
2. Review the information in the Instructions and Details sections, including any description and resolution for the issue, as well as the related workflow task and approval rule.
3. Click the **Download** link to get the diagnostic log.
4. Use the **Issue Priority** list to set an issue priority, if you want to later filter on the priority to find this transaction.
5. From the **Assigned To** list, select the person who should fix the issue, for tracking and filtering purposes.

   > **Note:** You can change the Assigned To field in your saved search to the more performant **Assignee Name** field, and add the **Assignee Role** field to search for transactions assigned to a specified role.

6. Add comments, for example to track what you're doing to address the issue, or note down any service request IDs. You and others can see these comments only in the Transaction Console, not with the workflow task in the worklist.
7. If you can, take action to address the issue. Here are some examples of how you might go about it:
   - Open the **Actions** menu and select an action to manage the transaction.
   - Follow up with the person you assigned the issue to or your help desk. Give them the diagnostic log and other information from the transaction details.
   - Reconfigure the approval rule that the transaction is based on, and have the workflow task resubmitted.
8. Select another issue from the **Issues** list, if any, and go through the same process.
9. Click **Save and Close**.

Download a Spreadsheet of Transactions

This is all you need to do:

1. In the results table, select the transactions you want to include in the spreadsheet. To get all transactions, either select all of them or none at all.
2. On the **Actions** menu, click **Download**.

Related Topics

- Statuses for Filtering Transactions
- Automatically Refresh Transaction Statuses
- Actions for Managing Transactions
- Use Filters with Keyword Searches
- Save Keyword Searches with Filters

Statuses for Filtering Transactions

Use the Transaction Manager: Transactions page in the Transaction Console work area to track the status of transactions. For example, you can filter the transactions by status to see just the transactions that are in progress or stuck.

Note: These statuses aren't the actual workflow task statuses that you see in the worklist or in notifications.

Status	Description
Auto Recovery	The transaction ran into some issues, but the application is trying to fix them without any action on your end.
Completed	All approvals are done and the transaction successfully went through all processes.
Draft	The transaction is saved but not submitted yet. This status doesn't apply to all product families.
Failed	The transaction has one or more errors, for example, due to a network or database outage, or an issue in the approval rules setup.
In Progress	At least one approval is still pending for the transaction before it's all done.
Stuck	The transaction was submitted, but ran into issues so the workflow task doesn't exist yet.
Submitted	The transaction was just created and hasn't moved on yet to another status. This status doesn't apply to all product families.

Related Topics

- Manage Workflow Transactions
- Actions and Statuses for Workflow Tasks

Automatically Refresh Transaction Statuses

The **Refresh Transaction Administrator Console Transaction Status** scheduled process automatically runs every hour. It refreshes the statuses on the Transaction Manager: Transactions page in the Transaction Console work area.

Hourly is the recommended frequency, and it should be enough, especially since you can just refresh using the **Refresh** icons on the page. But if you really need to, say due to an extraordinary volume of transactions, you can submit the process to run on a more frequent schedule.

- Be careful if you do this, because you are adding load to the queue of all scheduled processes. Consider if that potential performance impact is really warranted.
- If your manually submitted process has any scheduled runs that overlap with the automatic hourly ones, your process would run instead of the automatic one.
- The automatic process still runs whenever there's no overlap with your process.
- The time it takes for the process to finish depends on the volume of transactions, but it usually ends in minutes. So if it's taking hours or longer, something is most likely wrong.

To run this scheduled process, you need a custom job role that has the Perform HCM Approval Transaction Actions (PER_PERFORM_APPROVAL_TRANSACTION_ACTIONS_PRIV) privilege. If you can access transactions on the Transaction Manager: Transactions page, you already have this privilege.

Related Topics

- Submit Scheduled Processes and Process Sets

Actions for Managing Transactions

Use the Transaction Manager: Transactions page in the Transaction Console work area to manage and troubleshoot transactions. There are many actions you can take. For example, you can withdraw a transaction even if you're not the one who submitted it.

What you can do depends on the transaction status and the custom roles you have. Some actions, such as approve and reassign, are the same as the ones you can take on the workflow tasks from the worklist or from notifications.

Action	Description
Add Comment	Add your notes for the transaction, for example to track what you're doing to address the issue, or to jot down any service request IDs. You and others can see these comments only in the Transaction Console.
Alert Initiator on Error	Notify the submitter if the transaction ends up in error.
Approve	Approve the transaction if the workflow task is currently assigned to you to approve or reject.
Download	Get a spreadsheet with information about the selected transactions.

Action	Description
Reassign	Reassign the workflow task to an approver, the submitter, or someone else. This action isn't available if the workflow task is based on a Position list builder.
Recover	Restart the process after the transaction stopped due to errors. After you address the issue, use this action to pick up where the process had stopped and try what had ended up in error again.
Reject	Reject the transaction if the workflow task is currently assigned to you to approve or reject.
Resend Email Notification	Send an email notification to the current assignee of the workflow task, for example, if they can't find the original email. This action is available only if the transaction is in progress and involves a workflow task that's currently assigned. • In some cases, the in-app notification is sent as well. • If someone from a group of approvers has claimed the task but hasn't acted on it, the notification is still sent to the entire group.
Terminate Process	Completely end the transaction so that no one can see or act on the workflow task again.
Withdraw	Remove the workflow task from the workflow. You can ask the submitter to submit again, for example, after an issue is resolved.

Related Topics

- Manage Workflow Transactions
- Statuses for Filtering Transactions
- Actions and Statuses for Workflow Tasks

Archive and Purge Transactions

To optimize the performance of the Transaction Manager: Transactions page in the Transaction Console work area, archive and purge completed transactions. Run the **Archive Transaction Console Completed Transactions** scheduled process to remove transactions from the page.

A transaction must meet these criteria to be eligible for archive and purge:

- The transaction has the Completed status for at least a certain amount of time. The default is three months.

  If you have access to the Approval Rules tab in the Transaction Console work area, you can change the duration for all transactions of specific business processes. Here are the options you can select:

  - 3 months
  - 6 months
  - 9 months
  - Don't archive
- All workflow tasks in the transaction are already archived and purged.

If you have access to the Approval Rules tab, you can also click the **Archive** icon to run the scheduled process immediately.

Before You Start

You need a custom job role that has the Run Approval Transactions Archive Process (PER_RUN_APPROVAL_TRANSACTIONS_ARCHIVE_PROCESS_PRIV) privilege.

Review this before you submit the process:

- You're strongly advised to schedule the process to run once a day, during off hours.
- Make sure that the process doesn't try to start while another run of the same process is still going. This process is self-incompatible and only one instance of the process can run at any given time.
- The time it takes for the process to finish depends on the volume of transactions, but it usually ends in minutes. If you're running the process for the first time, or it hasn't run in a very long time, the process might take much longer to finish. So it's best to run it daily, as recommended.

Parameters

If you have access to the Approval Rules tab, most likely you don't need to worry about these parameters. You can just define and use the settings on that tab. But if you don't have access, you can use these parameters to override those settings. Another reason you might use these parameters is if you have a need to archive immediately at any given time, for one or more business processes.

- **Days:** Enter the number of days that a transaction must already have the Completed status to be eligible for archive and purge.
  - Enter **0** if you want all transactions with the Completed status to be eligible immediately.
  - This parameter isn't available by default, but requires setup.
  - This parameter applies to transactions in all business processes.
  - If you leave this parameter blank, or the parameter isn't available, the setting for each business process on the Approval Rules tab takes effect. For example, the **3 months** default, or **Don't archive**.
- **Process Name:** Select all or specific business processes.
  - The scheduled process includes transactions for the selected business process names.
  - If you leave this parameter blank, the scheduled process considers all business processes except the business processes set to **Don't archive** on the Approval Rules tab, if any.

Let's say you enter **30** for the Days parameter and leave the Process Name parameter blank. Business processes set to **Don't archive** on the Approval Rules tab are excluded. The 30 days would still apply to all other business processes on the tab.

Purge Archived Transactions

You can set up purge policies to archive transactions in the Transaction Console based on your organization's data retention policies.

Related Topics

- How Workflow Tasks Are Archived and Purged
- Submit Scheduled Processes and Process Sets

Make the Days Parameter Available for Archiving Transactions

Create and set a profile option to make the Days parameter available for the **Archive Transaction Console Completed Transactions** scheduled process. The process includes only transactions that have the Completed status for at least the specified number of days.

For example, if the user enters **30** for the parameter, the scheduled process includes transactions that have the Completed status for 30 days or longer. If the Days parameter isn't available, the process would use the settings on the Account Rules tab of the Transaction Console work area. There, for all transactions of specific business processes, the default duration is three months. If you have access to that tab, you can change the setting for individual business processes to another duration, or to not archive at all. The Days parameters let the user decide if they want to override or use those settings when they submit the scheduled process.

If your users have access to the Approval Rules tab, most likely you don't need to make the Days parameter available. But, say that your company has a need to archive immediately at any given time, for one or more business processes. In that case, you need the Days parameter, because the shortest duration for the setting on the Approval Rules tab is three months.

Create the Profile Option

Here's what you do:

1. In the Setup and Maintenance work area, go to the **Manage Applications Core Profile Options** task in the Application Extensions functional area for your offering.
2. On the Manage Applications Core Profile Options page, click the **New** icon.
3. On the Create Profile Option page, enter **HRC_ARCHIVE_DAYS_SHOW** as the profile option code.
4. Enter a display name that you can easily remember to help you find the profile option later.
5. From the **Application** list, select **Common Work Setup**.
6. From the **Module** list, select **Application Common**.
7. Specify a start date.
8. Click **Save and Close**.
9. On the Manage Applications Core Profile Options page, make sure that your new profile option is selected in the Search Results: Profile Options subsection.
10. In the <Profile Option>: Profile Option Levels subsection, select the **Enabled** and **Updatable** check boxes for the Site level.
11. Save your work.

Set the Profile Option

In the Setup and Maintenance work area, go to the **Manage Applications Core Administrator Profile Values** task in the Application Extensions functional area. Set your profile option at the Site level with **True** as the profile value.

Related Topics

- Set Profile Option Values

Things to Check If There Are Issues with Workflow Tasks

After you configure workflow tasks, it's possible to have some issues when they're actually in use. Let's take a look at some issues that might come up and how you can proceed when they do.

Task Isn't Getting Assigned to Approvers

One main way to tell this is happening is that when users open a workflow task, they see a message saying that the approval history can't be displayed. That usually means something about the related approval rule is not quite right, so approvers can't be found. Here are some things to check to make sure the rules are working correctly:

- Click the **Show Advanced Settings** icon for the rule set and rules to make sure that both are active and effective.
- If the rule is routing to an approval group, make sure that the group actually exists and has members.
- If the list builder is using the supervisory hierarchy, check for these things:
    - Are there enough manager positions to fulfill the number of levels needed for approval?
    - Does the supervisor hierarchy go up that far from the task creator or the person the task is created for, depending on which is the starting participant?
    - Is there a top participant defined in the rule?
    - Is the rule configured to always route to an implementation user instead of managers in the hierarchy?
- Review the rules in general to make sure the conditions have enough information to be true.
- If the rule is defined to automatically approve or reject, ask the task creator to try and submit their transaction again.

Assignees Don't Get a Notification

In the Transaction Console work area, look for the transaction, which would have an error. If available as an option, withdraw the transaction. Otherwise, review the error and logs, if any, and address the issue.

To confirm that something went wrong with the notification, the task creator or the current assignee can also check for tasks with errors, for example in the notifications list in the global header or the Worklist: Approvals and Notifications work area.

Assignees Can't Approve By Email

Here are some things to check:

- Is this an email-only issue? Can the assignee can approve from somewhere else, for example the notifications list in the global header or the Worklist: Approvals and Notifications work area?
- Does the email have links that the assignee can click to take action? If not, open the task configuration and make sure that the Make notification actionable check box is selected in the More section of the Notifications subtab.
- Did the assignee already take action on the task elsewhere, outside email?

Pending Task Prevents Further Update

If there's no movement on a task for a while, future approvers can't act on the task and move things along.

- It could be that there's nothing wrong. The task is just pending action from the current assignee. In which case, remind them to act on the task.
- Find out who created the task and check if there's an error with the task.
    - If you recently had an upgrade and the error wasn't already there before the upgrade, make sure to resolve the issue.
    - If the creator wants to withdraw the task, whether there's an error or not, they can do that themselves or have you withdraw for them from the Transaction Console work area.

Approvals Are Complete But Result Isn't Reflected

Even though a workflow task has a Completed status, it could be that what you expect to happen next due to the approval hasn't happened yet. In which case, check on these things:

- Did all approvers act on the task? Did any approver reject?
- Has the task expired? Check the task configuration to see if expiration policies are set on the Deadlines subtab. Also, the task creator should have received a notification if it expired.
- Did the task creator get any notifications about errors with the task? In the Worklist: Notifications and Approvals work area, they should select Any for the Status filter to make sure they review all notifications.

> **Note:** If the Approvals work area is enabled, it replaces the Worklist: Notifications and Approvals work area.

Document Approvals in Procurement

Once document approvals are set up, users can review approvals generated based on these rules before the document is submitted. Users can also insert additional approvers or FYI participants if necessary. The approvals list is displayed in both tabular and graphical layouts.

Upon submission of the document, approvals are triggered and the document will be routed to approvers or FYI participants for review and action through the BPM Worklist application. Approvers and FYI participants can also be notified through email. Submitters can view the approvals progress and status for submitted document. The application stores every action performed by a user on a document including who performed the action and when it was performed.

Approval Notifications: Worklist Task

Approvers can access Worklist tasks for documents pending their disposition with cloud applications. The actions that the approver can perform on the Worklist tasks are:

- Reassign or Delegate tasks
    - The reassign action transfers the task to another user or group. The task will then be routed based on the specified user s hierarchy.
    - The delegate action allows another user to act on your behalf.

- Request information from the preparer, a previous approver or another user in the enterprise.
- Approve or Reject the task.
- Add attachments to the Worklist task.
- Add comments to the Worklist task.
- Insert additional approvers to the approval task.
- Modify a requisition if the approver has the privilege to edit requisitions pending his approval.

Email notifications

When an approval task is sent out as an email, it contains only key information including attachments to help the approver make his approval decision. If there are more than 25 lines in the requisition then the approver will have to log into the application to view the remaining lines. The approver can approve or reject via email response. To perform other actions, the approver should access the worklist task within cloud applications. Email notifications aren't supported by Oracle BPM for position hierarchy based routings.

Modifications

You can modify notifications to hide displayed fields or to render hidden by default fields, as well as add static text within the notification.

To modify a notification, the administrator must first generate the notification. From the online notification, click the Edit link that's displayed on the top left corner. This will launch the page composer for the notification page.

For requisition approval and purchasing document approval requests, the email notification can be modified separately from the online notifications as viewed in the Worklist application. However, you can modify both layouts when using page composer from the online notification. The section for email notification will come after the online notification section. For all other notifications, modifications would apply to both online and email versions.

Troubleshoot Approval Issues

In Oracle Self Service Procurement, there are several instances when the requisition approval fails due to one or more of these reasons:

- Expected approvers don't appear in the hierarchy
- Requisitions are rejected

To troubleshoot the causes of these issues related to requisition approvals, a new diagnostic report is available for users and Oracle support.

You can generate the report by running the Requisition Approval - Validate diagnostic test. Follow these steps to run the test and generate the report:

1. Log in with a user assigned Business Flow Troubleshooting role. Click the User name to access the menu. Click Run Diagnostic Tests.

   This opens the Diagnostic Dashboard.
2. Search for the diagnostic test, in the Test Name field enter Requisition Approval%. Select the test and click Add to Run.
3. The test is added in the right panel and indicates the required parameters in the Input Status field by the yellow icon. Click the icon to open a dialogue window that accepts the input parameters.
4. Enter the requisition number that you want to troubleshoot.
5. Notice the green tick after the parameter values are entered.

6. The next step is to run the tests. Select the check box in the corresponding row and click Run. Optionally, you can provide a run name in the Run Name text box. If you don't provide a run name, a system generated test run name is used. A confirmation message is displayed with the test run name.
7. Click the refresh button on the table below to monitor the status of the test and to check the report when completed. Click the icon under the report column to view the test report.
8. The report opens in a new dialogue window that displays all the executions for a given run. A link is present against each execution to view the test report.
9. Click the link to view the main report.

When you run the test, it evaluates all the configured rules against the requisition transaction data and presents this information:

- Failed Participants: List of enabled participants where all enabled rules evaluated to Fail.
- Participants without Any Rules: List of participants with no rules defined.
- AutoReject Rules: List of enabled rules with AutoReject action.
- Passed Rules: List of enabled rules that evaluated to Pass.
- Invalid Rules: List of enabled rules with invalid rule conditions.

Based on the report, you can troubleshoot and take corrective action at the rule or the transaction level to achieve the desired approval hierarchy and routing.

How You Bypass Approvals for Automatically Submitted Purchase Orders

As a buyer, you can manage automatically generated purchase orders that have bypassed approval processing.

Your administrator can configure the application to support bypass approvals processing for purchase orders that are generated and submitted automatically. The configuration affects purchase orders generated to fulfill requisitions for previously negotiated goods and services. The administrator configures the feature for a procurement business unit, using the Configure Procurement Business Function task in the Setup and Maintenance work area.

When the feature is enabled, the application eliminates redundant approval processing for approved requisitions from negotiated sources. Requisition lines fulfilled by automatically generated purchase orders must have the **Negotiated** option selected. In this context, negotiated means the price, terms and conditions for the ordered items or services have already been negotiated with the supplier.

To be subject to bypass approval processing, a purchase order must be both created and submitted automatically. When the purchase order bypasses approvals, document history records the action and the person who performs the action. You can view the submit and bypass approval action on the order's Document History page. You can view and manage the open purchase order using the Manage Orders task in the Purchase Orders or Purchase Agreements work areas.

Related Topics

- Configure Bypass Approval Processing for Automatically Generated Purchase Orders

How can I route a purchase order for approval to a project manager's reporting hierarchy?

As a procurement application administrator, you can set up an approval rule for a purchase order based on a project manager or their reporting hierarchy. This way, when procuring goods or services for projects, you can enforce approval policy and effectively manage project orders.

Use the project manager attribute to set up an approval rule action to route the approval notification. You can set up the rule to route using a single approver, job level, or supervisory hierarchy. To do this, use the Manage Purchasing Document Approvals task. Find the task in the Setup and Maintenance work area, Procurement offering, Approval Management functional area.

How can I route a purchasing document for approval based on the requester's supervisory hierarchy?

As a procurement application administrator, you can set up an approval rule condition for a purchasing document based on the requester's supervisory hierarchy. This way, when procuring goods or services, you can enforce different approval policies for different organizations.

You can use the name or user name of the top ten supervisors on the requester's supervisory hierarchy. Use this attribute to set up an approval rule condition, where the top-level supervisor's name identifies the organization. To do this, use the Manage Purchasing Document Approvals task. Find the task in the Setup and Maintenance work area, Procurement offering, Approval Management functional area.

How can I bypass approvals when importing purchasing documents using file-based data import?

You can submit and bypass approvals when importing blanket purchase agreements, contract agreements and purchase orders using file-based data import. On the import templates, apply the Bypass Approval action in the Approval Action column.

You must have the **Import Purchasing Document Bypassing Approval** privilege. The privilege is not included with any predefined roles. Your administrator can grant the privilege as needed, to individual users such as buyers or other procurement agents.

For more information about the import templates, see the Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide on the Oracle Help Center.

How can I bypass approvals when creating purchase orders using the Purchase Order web service?

You can submit and bypass approvals when creating purchase orders using the Purchase Order web service. Use the Approval Action attribute in the service.

You must have the **Import Purchasing Document Bypassing Approval** privilege. The privilege is not included with any predefined roles. Your administrator can grant the privilege to individual users as needed.

For more information about the Purchase Order web service, see the Oracle Fusion Cloud Procurement: SOAP Web Services for Procurement guide on the Oracle Help Center.

Review Employee Vacation and Delegation Rules

Use the Employee Vacation and Delegation Rules Report to get details about the rules that users defined to reassign or delegate the workflow tasks assigned to them. This report is available as a scheduled process.

For example, your employee is on vacation, and you need to know what happens to tasks assigned to them during that time. The report tells you if they have set up a rule to reassign or delegate to someone else to approve. You can also see who the designated person is.

Before You Start

Review this before you run the report:

- You can run the report as a scheduled process from the Scheduled Processes work area if you have a custom role that contains the following:
  - Run BPM Workflow Reports (FUN_RUN_BPM_WORKFLOW_REPORTS_PRIV)
  - Run BPM Workflow Reports (FUN_RUN_BPM_WORKFLOW_REPORTS_PRIV_OBI)
- Run the report on an as needed basis, whenever you need information about users' vacation or other delegation rules. Don't submit this report to run on a recurring schedule.

Report Parameters

The report includes rules that are active, inactive, or both on the day that you run the report. Let’s say you run the report on November 10, and select **October 1** for the From Date parameter and **October 30** for the To Date parameter.

And for example, there are three rules with these active dates:

1. September 25 to October 10
2. October 5 to October 15
3. October 30 to November 30

The report can potentially include any of these rules, which have active dates within the period you set in the From Date and To Date parameters. What you select for the Rule Status parameter determines which of the three rules are actually included in the report:

- Active: Only the third rule is included because only that rule is still active on November 10.
- Inactive: Only the first two rules are included because those are inactive on November 10.
- All: All three rules are included.

Note: If you leave the From Date and To Date parameters blank, the report runs as if you had entered the first and last date of the current month.

Report Output

You don't need to define the output when you submit the report. You will get a spreadsheet with these sections:

- Originator Employee Details: Information about the user who defined the rule.
- Rule Details: Information about the rule, including when the rule is effective and any conditions that a workflow task must meet for the rule to apply. There are two types of rules:
  - Vacation: A rule for when the user is out of office.
  - Delegation: Any other rule that the user defined for tasks assigned to them, for example to delegate or reassign tasks based on certain conditions.
- Destination Employee Details: Information about the person whom tasks are delegated or reassigned to.

If you don't get a spreadsheet, or the spreadsheet is blank, one thing you can do is to contact your security administrator. Confirm if you do in fact have the privileges listed earlier.

Related Topics

- Submit Scheduled Processes and Process Sets
- View Output from Scheduled Processes

Business Cases

In this topic, we will discuss 2 business cases around approval policies.

In the first business case, we see how to set up approvals using a supervisory hierarchy based on the requisition amount. In the second business case, we see how approval policies are driven by spending limits assigned to job levels.

Business Case 1: Acme Corp Approval Policies

Acme Corp has agreements in place for most facilities and IT services. Any noncatalog service request for these must be routed to respective category managers for approval. In addition they have set up approvals using supervisory hierarchy based on requisition amount. The approval policies of Acme Corp are as follows.

- If amount is less than or equal to $500 then auto approve.
- If amount is between $500 and $1000 then one level supervisory approval.
- If amount is between $1000 and $2000 then two levels supervisory.

- If amount is greater than $2000 then three levels supervisory approval.
- For noncatalog IT service requests, category managers' approvals required.
- For noncatalog facilities services requests, category managers' approvals.

Approach to set up requisition approvals for Acme Corp:

1. There are two categories for which additional requisition approvals need to come from the category managers hence create two approval groups:

    - IT Service Category Approval Group
    - Facilities Service Category Approval Group

    Rules in Header Hierarchy Participant:

    - No approvals required (such as self-approved) for requisitions under or equal to 500 USD.
    - Rule setup:

    If Requisition Approval Amount less than or equal to 500 and

    Functional Currency Code equals USD and

    Requisitioning BU equals US Business Unit

    Then

    Action Type = Automatic

    Set Outcome To = Approved
2. Two levels of supervisory approval required for requisitions more than 1000 USD and less than or equal to 2000 USD.

    Rule setup:

    If Requisition Approval Amount greater than 1000 and

    Requisition Approval Amount less than or equal 2000 and

    Functional Currency Code equals USD and

    Requisitioning BU equals US Business Unit

    Then

    Action Type = Approval required

    Route Using = Supervisory hierarchy

    Approval Chain Of = Preparer

    Start With = Manager

    Number of Approval Levels = 2

    Top Worker in Hierarchy = Joe Smith (CEO)

3. Two levels of supervisory approval required for requisitions more than 1000 USD and less than or equal to 2000 USD.

   Rule setup:

   If Requisition Approval Amount greater than 1000 and

   Requisition Approval Amount less than or equal 2000 and

   Functional Currency Code equals USD and

   Requisitioning BU equals US Business Unit

   Then

   Action Type = Approval required

   Route Using = Supervisory hierarchy

   Approval Chain Of = Preparer

   Start With = Manager

   Number of Approval Levels = 2

   Top Worker in Hierarchy = Joe Smith (CEO)
4. Three levels of supervisory approval required for requisitions more than 2000 USD.

   Rule setup:

   If Requisition Approval Amount greater than 2000 and

   Functional Currency Code equals USD and

   Requisitioning BU equals US Business Unit

   Then

   Action Type = Approval required

   Route Using = Supervisory hierarchy

   Approval Chain Of = Preparer

   Start With = Manager

   Number of Approval Levels = 3

   Top Worker in Hierarchy = Joe Smith (CEO)

Rules in Header Postapproval - Stage Header Consensus Participant:

1. If category on requisition line is IT service, then approvals from IT Service Category Approval Group required

   Rule setup:

   If Category Name equals IT Service

   Then

   Action Type = Approval required

   Route Using = Approval group

   Approval Group = IT Service Category Approval Group

   Automatically approve if group returns no approvers = Unchecked
2. If category on requisition line is facilities service, then approvals from Facilities Service Category Approval Group required

   Rule setup:

   If Category Name equals Facilities Service

   Then

   Action Type = Approval required

   Route Using = Approval group

   Approval Group = Facilities Service Category Approval Group

   Automatically approve if group returns no approvers = Unchecked

   Disable all the other participants that aren't in use

Business Case 2 : Beta Corp Approval Policies

The approval policies of Beta Corp are driven by spending limits assigned to job levels. In this example, we will take a look at how spending limits can be modeled using as approval rules. These are the spending limits assigned to job levels:

Job Level	Spending Limit
1	500
2	2500
3	10000
4	Unlimited

Beta Corp also requires all requisitions to be approved by the preparer's manager, even if the preparer has the spending limit authority based on the requisition amount.

Rules in Header Hierarchy Participant:

1. Job Level 1 has spending limit of 500.

   Rule setup:

   If Requisition Approval Amount less than or equal to 500 and

   Functional Currency Code equals USD

   Then

   Action Type = Approval required

   Route Using = Job level

   Approval Chain Of = Preparer

   Start With = Manager

   Minimum Job Level = 1

   Top Worker in Hierarchy = Joe Smith (CEO)

   Include = All approvers
2. Job Level 2 has spending limit of 2500.

   Rule setup:

   If Requisition Approval Amount greater than 500 and

   Requisition Approval Amount less than or equal to 2500

   Functional Currency Code equals USD

   Then

   Action Type = Approval required

   Route Using = Job level

   Approval Chain Of = Preparer

   Start With = Manager

   Minimum Job Level = 2

   Top Worker in Hierarchy = Joe Smith (CEO)

   Include = All approvers

3. Job Level 3 has spending limit of 10000.

   Rule setup:

   If Requisition Approval Amount greater than 2500 and

   Requisition Approval Amount less than or equal to 10000

   Functional Currency Code equals USD

   Then

   Action Type = Approval required

   Route Using = Job level

   Approval Chain Of = Preparer

   Start With = Manager

   Minimum Job Level = 3

   Top Worker in Hierarchy = Joe Smith (CEO)

   Include = All approvers

4. Job Level 4 has unlimited spending limit.

   Rule setup in AMX:

   If Requisition Approval Amount greater than 10000 and

   Functional Currency Code equals USD

   Then

   Action Type = Approval required

   Route Using = Job level

   Approval Chain Of = Preparer

   Start With = Manager

   Minimum Job Level = 4

   Top Worker in Hierarchy = Joe Smith (CEO)

   Include = All approvers

Workflow Notifications

Disable or Enable Workflow Notifications

If you have BPM Workflow System Admin Role (BPMWorkflowAdmin), you can disable or enable email and in-app notifications for all users. For example, disable when testing changes to approval rules, to avoid sending test notifications. When done testing, reenable notifications.

When workflow tasks are assigned to users, they can get email notifications, as well as in-app notifications from a few places:

- The Things to Finish section on the home page.
- The notifications list in the global header.
- The Notifications page, which users can open from either of the first two places to see all their in-app notifications.

Here are things to know about disabling workflow notifications:

- You disable only email notifications that are sent as part of workflow tasks, not all emails in general.
- Users can still find their workflow tasks in the Worklist: Notifications and Approvals work area.

> **Note:** If the Approvals work area is enabled, it replaces the Worklist: Notifications and Approvals work area.

Set the Notification Mode

Here's how you disable or enable workflow notifications:

1. Click the **Notifications** icon in the global header.
2. Click **Show All**.
3. On the Notifications page, click the **Worklist** button.
4. In BPM Worklist, click your user name and select **Administration**.
5. On the Administration tab, open the Application Preferences page and go to the Notification section.
6. Select a value from the **Notification Mode** list:
    - All: This is the default value.
        - Email notifications are enabled.
        - Workflow notifications are included in the global header, home page, and Notifications page.
    - None:
        - Email notifications are disabled.
        - Workflow notifications aren't included in the global header, home page, and Notifications page.
    - Email:
        - Email notifications are enabled.
        - New workflow notifications won't appear in the global header, home page, and Notifications page.
    - In-app:
        - Email notifications are no longer sent.

- Workflow notifications in the global header, home page, and Notifications page are enabled.

7. Click **Save**.

Related Topics

- More Setup for Workflow Email Notifications
- Send Test Workflow Email Notifications to One Address
- View and Act On Notifications

How do I sync in-app notifications for all users in Fusion Applications?

Run the **Synchronize Notifications in Global Header**#scheduled process on a regular basis. The process removes notifications from the global header older than 30 days, as well as all notifications acted on elsewhere, for example, by email or by other approvers.

You need the Manage Scheduled Job Definition (FND_MANAGE_SCHEDULED_JOB_DEFINITION_PRIV) privilege to run this process.

1. In Scheduled Processes, click **Schedule New Process**.
2. Leave the type as#Job.
3. Search for and select **Synchronize Notifications in Global Header**.
4. Use the Advanced option and schedule the process. It's recommended to run every two hours. You can run more often depending on the volume of approvals, but never more often than every 30 minutes.
5. Submit the process.

The process might take hours to finish if it's running for the first time or if it hasn't been executed for an extended period of time.

More Setup for Workflow Email Notifications

The More section on the Notifications subtab has other setup options for email notifications. In general, you would leave the default settings in this section for every workflow task, but here are some setup options you should know about.

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Click the Notifications subtab.

5. Expand the More section.

   Here's what happens if these check boxes in the More section are selected:

   - **Make notification secure (exclude details):** Exclude business transaction details in email notifications.
   - **Hide End User Web URL in notifications:** Remove the default first line in the email body, which is: **Access this task in the Workspace Application or take direct action using the links in this email**. This line includes a link that opens BPM Worklist. It's recommended to select this check box.
   - **Make notification actionable:** Include links in email notifications that users can click to directly take action, for example to approve or reject.
   - **Send task attachments with email notifications:** Include files attached to the task as attachments in the email notifications.

6. If you do make any changes, click the **Commit task** icon in the **Tasks to be configured** toolbar when you're ready to roll out your changes.

Define When to Send Workflow Notifications

When notifications are enabled, each workflow task sends notifications as part of the approval process. For any workflow task, you can change the setup to control when notifications are sent and whom they're sent to.

Note: This setup applies to email or in-app notifications, or both, depending on what's enabled.

Set Up Notification Scenarios

Here's how you define the scenarios for when to send notifications and whom to send to:

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Click the Notifications subtab.
5. Click the **Add Notification** icon if you want more scenarios, or edit what's already there.

   a. In the **Task Status** column, select when to send the notification, for example when the task has expired. Other than the actions or statuses available to end users, you can also select any of these:

      - **Alerted:** Usually, when there's an error that can be fixed. The task is assigned to the error assignee, or someone else if the task doesn't have error assignees.
      - **Update:** Whenever the task is updated without affecting the approval status or routing. For example, when users add a comment or attachment.
      - **Update Outcome:** Whenever the outcome of the task is updated, for example approved or rejected.
      - **All other actions:** Any action that's not already in the list of values.

   b. In the **Recipient** column, select whom to notify.

      - **Assignees:** The users or groups that the task is currently assigned to.
      - **Initiator:** The user who created the task.

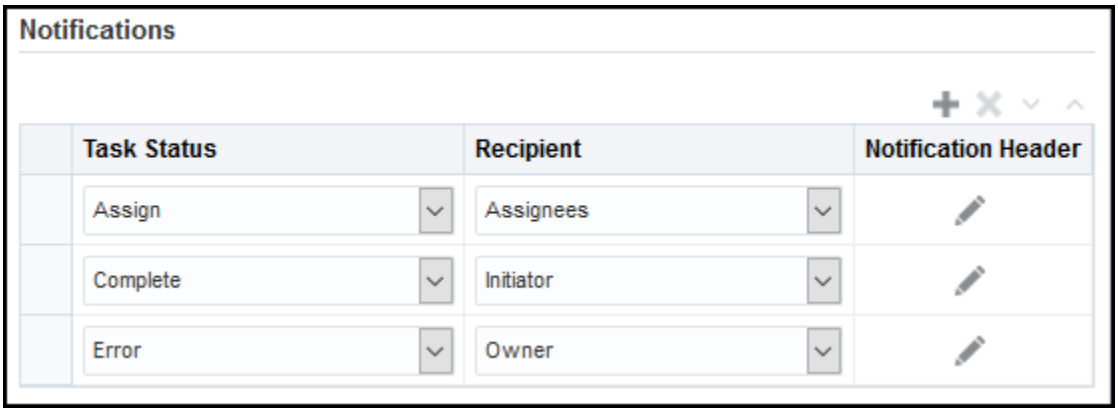
- **Approvers:** The users who already approved the task as part of a sequential approval chain.
- **Owner:** The task owner, who's responsible for the business process that the task is related to.
- **Reviewers:** The user who can only add comments and attachments to a task.
- **Additional Assignees:** Additional users who the task is currently assigned to; this is used when you want to specify an email address instead of selecting an existing assignee. You can specify the user as an XPATH from the task payload using the expression builder, or enter an email address directly.

  For the Additional Assignees option, here's what you do for the **Recipient** field:

  a. Select **Additional Assignees**.
  b. Click the **Additional Assignees** icon.
  a. In the Variables tab of the Expression Builder, select the attribute you want in the hierarchy. For example, expand Task > payload and find the XPATH attribute there.
  b. Click the **Insert Into Expression** button.
  c. Click **OK**.

6. To remove any notification scenario, select a row and click the **Delete Notification** icon.
7. In the **Tasks to be configured** toolbar, click the **Commit task** icon when you're ready to roll out your changes.

This screenshot shows three scenarios on the Notifications subtab. In this example, notifications are sent to assignees whenever the task is assigned to them. The task initiator also gets a notification when the task is complete, and administrators are notified if the task ends up in error.

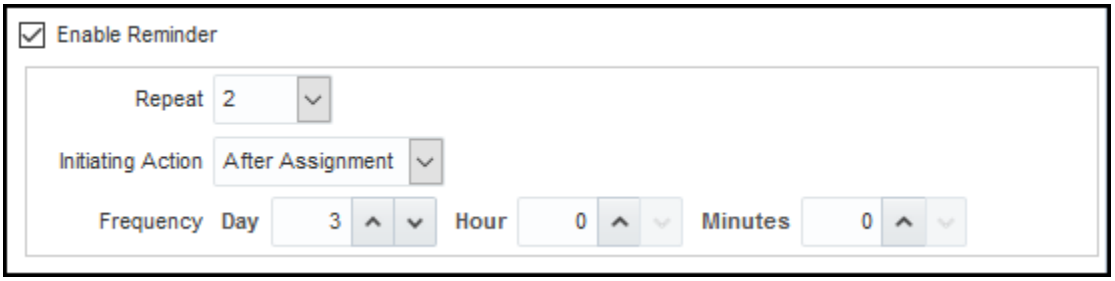


Set Up Reminders

Other than what's sent based on the notification scenarios, you can also set up the task to send reminders.

1. On the Notifications subtab, select the **Enable Reminder** check box.
2. From the **Repeat** list, select the number of reminders to send.
3. From the **Initiating Action** list, select an option for when to send a reminder to the assignee:
   - After Assignment: After the task is assigned to the assignee
   - Before Expiration: Before the task expires on the assignee
4. Define a frequency for when to send the first reminder and the time between reminders.
5. In the **Tasks to be configured** toolbar, click the **Commit task** icon when you're ready to roll out your changes.

Let's take a look at an example. Based on the setup we see in this screenshot, a reminder is sent three days after the user is assigned the task. Just one more reminder is sent three days after that, if the user still hasn't acted on the assigned task.



Note: By default, the word Reminder appears at the beginning of the title for reminder notifications. If you don't want that word there, set the Add Reminder Prefix to Notification Title (BPM_REMINDER_PREFIX) profile option to false. In the Setup and Maintenance work area, use the Manage Applications Core Administrator Profile Values task in the Application Extensions functional area. What you set for this profile option applies to all workflow tasks. This setting will take effect after about an hour.

Related Topics

- Define People to Support Workflow Tasks
- Set Profile Option Values
- Search for Workflow Tasks to Configure
- Actions and Statuses for Workflow Tasks

Aggregate Tasks to Minimize the Number of Notifications to Send

Depending on the approval rules, a task can be assigned to the same user more than once. You can aggregate the task so that a separate notification isn't sent to the assignee every time they're assigned the same task.

For example, the rules in a stage results in assigning a task to your manager. But then, a later stage in the same task also results in assigning the task to them. Here's how you can set things up so they would get only one notification in this scenario:

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Click the Configuration subtab.
5. In the Miscellaneous section, select a value from the **Task Aggregation** list:
    - None: Send separate notifications every time the task is assigned to the same assignee.
    - Once per task: Send a single notification to the assignee no matter how many times they're assigned the same task.
    - Once per stage: Send a single notification to the assignee if they're assigned the same task more than once within a stage. If they're assigned the same task again because of another stage, they would get another notification for that stage.
6. In the **Tasks to be configured** toolbar, click the **Commit task** icon when you're ready to roll out your changes.

Note: When users select the Request Information action for an aggregated task, it doesn't matter what they select as the return option. When the requested information is submitted, the task is always assigned back to the requester.

Related Topics

- Actions and Statuses for Workflow Tasks
- Search for Workflow Tasks to Configure

Remove Prefix from Subject Lines and Titles in Workflow Notifications

By default, email and in-app workflow notifications have a prefix in the subject line or title, such as Action Required. Remove the prefix only if you have a specific requirement, for example to grab readers' attention about special offers.

For example, **Action Required: Early Payment Offer - Accelerate Payments for up to USD 1000** becomes **Early Payment Offer - Accelerate Payments** without the prefix. You can remove the prefix for any scenario in the Notifications subtab for a particular task. For example, you can exclude the prefix when the task status is Assigned and notifications are sent to the assignees. Your setup won't apply to FYI notifications, which will always show the prefix.

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Click the Notifications subtab.
5. For any of the notification scenarios in the subtab, select the **Exclude Notification Prefix** check box.
6. In the **Tasks to be configured** toolbar, click the **Commit task** icon when you're ready to roll out your changes.

Related Topics

- Search for Workflow Tasks to Configure

Show Approve and Reject Options in Notifications

Users can approve or reject workflow tasks from email notifications or in-app notifications, for example the notifications list in the global header. Here's how you make sure that the Approve and Reject options appear in notifications for certain tasks.

1. In the Setup and Maintenance work area, go to the **Manage Task Configurations** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Click the Access subtab.
5. In the Actions section, select **No Signature Required** for the Signature Policy list, if it's not set that way already.

6. Click the Configuration subtab.
7. In the Approval Pre-conditions section, select **Optional** for the Approve and Reject lists.
8. Make sure that the **Perform update outcome only from task form** check box isn't selected.
9. Click the **Commit task** icon in the **Tasks to be configured** toolbar when you're ready to roll out your changes.

Related Topics

- Search for Workflow Tasks to Configure

Add Header Content to Workflow Email Notifications

Each workflow task is configured with scenarios for sending email notifications as part of the approval process. For each scenario in the Notifications subtab, the Notification Header column determines what's in the email header, which appears before the email body.

- By default, all predefined notification scenarios have emails with blank headers.
- Any notification scenarios you add in the Notifications subtab would have the following header value: `concat(string('Task '), /task:task/task:title, string(' requires your attention.'))`. It is recommended to change that value to `null`.

For some workflow tasks, you can enable configurable email notifications based on report layouts to be used instead of the standard email notifications. The Notification Header setting doesn't apply to those configurable email notifications.

Adding Company Name or Logo

If you do want to add, for example, your company name or logo to the email header:

1. In the Setup and Maintenance work area, go to the Manage Task Configurations task or another approval setup task in the Application Extensions functional area or another functional area.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Open the Notifications subtab.
5. For the specific notification scenario on the Notifications subtab, click the icon in the **Notification Header** column.
6. In the Edit Notification Message dialog box, delete any existing content and enter the following in the **Notification Message** field.
    - **For company name:** Enter text in single quotes, for example `'Oracle'`. You can also use HTML formatting, for example `'<h2>Oracle</h2>'`.
    - **For company logo:** Enter the URL to your logo, following this syntax: `'<img src="https://cloud.oracle.com/res/images/header/oracle-cloud-logo.png" width="230" height="69" alt="Oracle Logo">'`. Replace the URL and alternative text with your own.
7. Click the **Save** icon in the **Tasks to be configured** toolbar.

Related Topics

- Define When to Send Workflow Notifications
- Add a Branding Logo and Change Other Shared Components in Workflow Notifications
- Search for Workflow Tasks to Configure

Set Up the From Field in Workflow Email Notifications

By default, the From field in workflow email notifications shows `<your pod>.fa.sender@workflow.mail.<your data center>.cloud.oracle.com`. You can change the email address, add a sender name, or do both.

For example, you indicate that Your Company is the sender name to display, and the from address should be `your.company@oracle.com`. The From field in emails would show: `Your Company <your.company@oracle.com>`. Your setting for the from address also applies to the reply-to address.

> **Note:** Make sure that the sender name and email address make sense together in the From field. For example, if you set up the From field to show the task submitter's email address, you should set up the sender name to be the task submitter's name.

Your users might get other types of email notifications, for example for things not related to workflow. Your setup here doesn't affect those emails, and you might not be able to specify the sender name for those emails.

Send Test Workflow Email Notifications to One Address

While testing workflow setup, you can send all email notifications to a single address so that your users don't receive any test emails. The test emails are still sent based on the notification scenarios defined for the particular workflow task.

Specifying the Email Address

To enter the email address to send test emails to:

1. Click the **Notifications** icon in the global header.
2. Click **Show All**.
3. On the Notifications page, click the **Worklist** button.
4. In BPM Worklist, click your user name and select **Administration**.
5. On the Application Preferences page that's on the Administration tab, click the **Test Notification Email Address** icon.
6. In the dialog box, enter an email address in the **Test Notification Email Address** field.
7. Click **OK** and then **Save**.

After you're done testing, go back and delete the email address that you entered.

Related Topics

- More Setup for Workflow Email Notifications
- Define When to Send Workflow Notifications
- Disable or Enable Workflow Notifications

Approval and FYI Notifications That Are Used in Purchasing with BPM Tasks

Here's the list of Approval and FYI Notifications used in Purchasing with BPM tasks:

Composite	BPM Task Name	Description
PrcApprovalComposite	AcknowledgmentRejectedFyi	FYI Notification which is sent when an acknowledgment request on a purchase order or change order has been rejected.
PrcPoSendFYINotificationComposite	COCanceledSendFyi	FYI Notification which is sent when a change order is canceled because buyer decides to override supplier or requester initiator change order. **Note:** It's sent to the initiator of the change order being canceled.
PrcPoSendFYINotificationComposite	CatAuthCompleteTask	Notification which is sent to the buyer when a supplier transfers a blanket purchase agreement back to the buyer after uploading the catalog on it.
PrcPoSendFYINotificationComposite	CatAuthRequiredTask	Notification which is sent to the supplier when a blanket purchase agreement is transferred to the supplier for catalog authoring.
PrcApprovalComposite	ChangeOrderCanceledFyi	FYI Notification which is sent when a change order has been canceled.
PrcApprovalComposite	DocumentAcknowledgmentRequestForAction	Notification which is sent to a supplier requesting for an acknowledgment on a purchase order or change order.
PrcApprovalComposite	DocumentApproval	Notification which is sent to request approvals on a purchasing document such as PO, BPA, CPA or a change order.
PrcApprovalComposite	DocumentOpenFyi	FYI Notification which is sent when a document is approved and acknowledged and is ready for execution. It is also used when a change order is implemented.

Composite	BPM Task Name	Description
PrcApprovalComposite	DocumentRejectedFyi	FYI Notification which is sent when an approver rejects a purchasing document or a change order. **Note:** This notification is sent to internal users such as buyers or requesters.
PrcApprovalComposite	DocumentRejectedSupplierFyi	FYI Notification which is sent when an approver rejects a supplier initiated change order. **Note:** This notification is sent to the supplier user who initiated the change order.
PrcPoSendFYINotificationComposite	ErrorNotification	Notification which is sent when the application isn't able to communicate a purchase order due to internal errors such as not able to generate PDF.
PrcApprovalComposite	FailedFundsReservationFyi	FYI Notification which is sent when a purchasing document has failed to reserve funds.
PrcApprovalComposite	SubmissionCheckFailedFyi	FYI Notification which is sent when any submission check fails. **Note:** When any submission check fails while importing documents or changes using PO Web Service or PDOI, the application creates a document in the Incomplete status and notifies the buyer on the document to review, fix the issue, and submit if for approval.

Configurable Email Notifications

Configure Procurement Workflow Notifications

As part of certain business flows with workflow tasks, the application automatically sends email or in-application notifications to your users, or to people your users do business with.

For example, when a user submits a requisition, the approvers receive an email with the approval request. For some flows, configurable Oracle Analytics Publisher reports determine the email and in-application notification content and format. For some workflow tasks, you can enable these configurable notifications to be used instead of the standard notifications.

Procurement business flows with configurable notifications include the following workflow tasks:

- Negotiation invitation
- Purchase order approval
- Purchase order change order approval
- Requisition approval
- Requisition reapproval (change to lines by requester, change to lines by buyer)
- Seller negotiation award decision
- Seller negotiation bid disqualification
- Seller negotiation change schedule
- Seller negotiation invitation
- External Supplier Registration Approval Decision

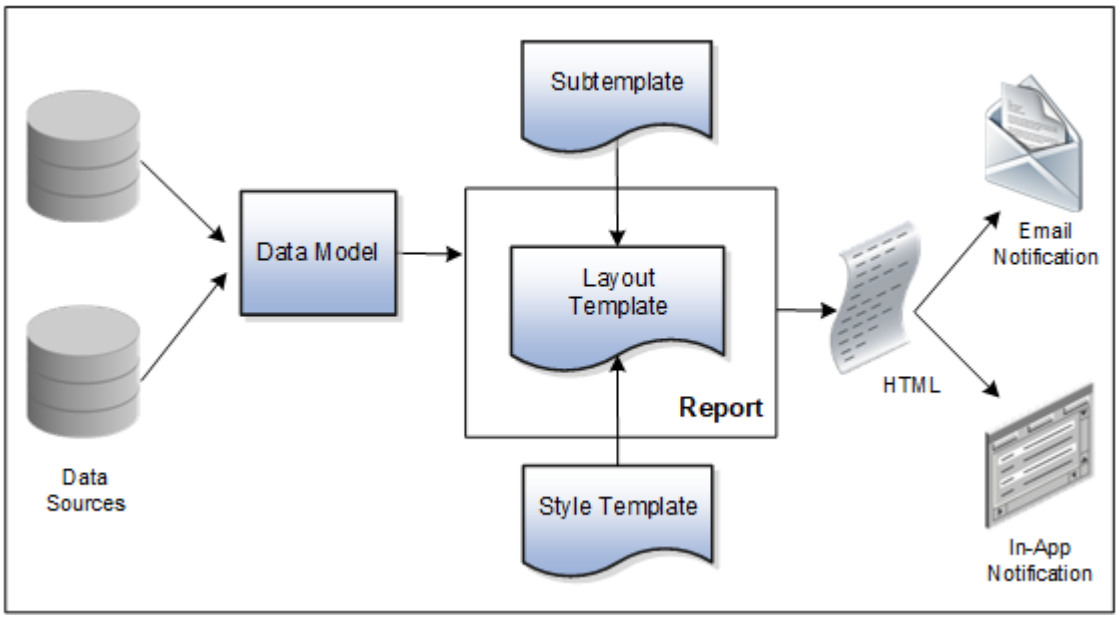
In addition to getting notifications in email, users can also view in-application notifications by:

- Clicking the **Notifications** icon in the global header and opening a notification.
- Going to the Worklist: Notifications and Approvals work area and opening a notification.
- Clicking the **In-App Notification** link at the end of an email notification.

Process Overview

The process to generate configurable email and in-application notifications is the same as generating other types of report output. The process involves various types of objects in the business intelligence catalog, including data models, subtemplates, style templates, and reports.

This figure shows how these objects work together to generate the output used for email and in-application notifications.



- **Data Source**: Stores the attributes and attribute values for business objects and transactions in the application
- **Data Model**: Determines which attributes from data sources are available to be included in the notification and how that data is retrieved
- **Subtemplate**: Provides common components, for example a branding logo and buttons, that can be reused in multiple reports
- **Style Template**: Provides styles, such as the type of lines and fonts to use in tables, or the font type, size, and color to use for headings
- **Report**: Contains a **layout template** that determines:
  - Which attributes appear in the notification, from the data model used for the report
  - What the notification looks like, using components from the subtemplate and styles from the style template used for the report
- **HTML**: Is the output generated from the report
- **Email Notification**: Is sent to users as part of a business flow, with the HTML output embedded in the email body
- **In-Application Notification**: Has the HTML output embedded in the application user interface

Each workflow task with configurable notifications has a corresponding predefined report in the BI catalog. For example, the Requisition Approval Email Report contains the Requisition Approval Email Layout and uses the Requisition Approval Email Data Model. The generated output is included in emails that are sent to users for requisition approval.

Notification Modifications

After you enable configurable workflow notifications, the predefined reports and related objects in the BI catalog work by default. The report-based notifications provide the same information as the standard notifications, but in a format optimized for mobile devices. To modify the notifications, you can edit copies of the predefined reports, data models, and subtemplate (but not the style template). You proceed as you would to edit any report, data model, or subtemplate in the catalog, for example:

1. Find a predefined report for procurement in the BI catalog.

2. Use the **Customize** option to create a copy, or copy the report and paste it within the **Custom** folder.
3. Edit the copied report layout template.

> **Note:** The configurable, report-based notifications are delivered in a format optimized for mobile devices. If your organization has approvers using mobile devices, minimize making modifications that increase the number of columns in tables, and test all such modifications thoroughly on applicable mobile devices before deploying the changes.

For more information about creating and editing reports, see the Oracle Fusion Cloud Procurement Creating and Administering Analytics and Reports for Procurement guide, available on the Oracle Help Center. You should get familiar with Oracle Analytics Publisher in general before modifying configurable notifications. Aspects specific to configurable notifications include:

- You use only the Template Builder for Word add-in to edit the .rtf template in Microsoft Word, not the layout editor or other tools available for creating and editing report layout.
- You usually edit a copy of predefined layout templates, rather than create reports or layout templates.

Security

To modify reports and data models for workflow notifications, you must have the BI Administrator related privileges.

Setup

If required, use the Offerings work area, Procurement offering to enable the configurable notifications feature.

- Configure Negotiation Invitation Notification with Oracle Analytics Publisher, found in the Sourcing functional area

Also. download and install the Template Builder for Word add-in.

For configurable email notifications, make sure that the email domain setup is correct in Oracle Analytics Publisher so that the emails get sent.

> **Note:** Files attached to a notification by approvers during an approval flow aren't attached to the underlying document either for requisitions or purchase orders and therefore these attachments aren't accessible from the requisitions or purchasing documents user interface.

Related Topics

- Set Up for RTF and Excel Report Layout Templates
- Overview of Notifications and Approval Workflows
- More About Oracle Transactional Business Intelligence Components

Reports and Data Models Used for Procurement Notifications Based on Reports

You can configure Oracle Analytics Publisher reports to send email and in-application notifications for some Oracle Fusion Cloud Procurement workflow tasks. Each business process area uses different Oracle Analytics Publisher reports and data models for configuring the email or in-application notifications.

Reports and Associated Data Models

This table shows the Oracle Analytics Publisher reports and associated data models that are available for configuring both email and in-application notifications for procurement business processes. The navigation to the business process folders is: **Oracle Analytics Publisher** > **Catalog** > **Shared Folders** > **Procurement** folder. Under this folder you can find the following business process folders having configurable notification reports and data models.

Business Process	Report	Data Model
Purchasing	Purchase Order Notification Report	Purchase Order Notification Data Model
Self Service Procurement	Requisition Approval Email Report	Requisition Approval Email Data Model
Sourcing	Negotiation Invitation Email Report	Sourcing Notifications Data Model
Sourcing	Seller Negotiation Award Decision Notification Report	Seller Negotiation Award Decision Notification Data Model
Sourcing	Seller Negotiation Bid Disqualification Notification Report	Seller Negotiation Bid Disqualification Data Model
Sourcing	Seller Negotiation Change Schedule Notification Report	Seller Negotiation Change Schedule Data Model
Sourcing	Seller Negotiation Invitation Notification Report	Seller Negotiation Invitation Data Model
Sourcing	Negotiation Award Decision Notification Report	Negotiation Award Decision Notification Data Model
Sourcing	Award Approval Notification Report	Award Approval Notification Data Model
Sourcing	Negotiation Approval Notification Report	Negotiation Approval Notification Data Model
Suppliers	External Supplier Registration Approved FYI Email Report	External Supplier Registration Approved Email Data Model

Business Process	Report	Data Model
Suppliers	External Supplier Registration Rejected FYI Email Report	External Supplier Registration Rejected Email Data Model
Suppliers	External Supplier Registration Request To Resubmit Email Report	External Supplier Registration Email Data Model
Suppliers	External Supplier Registration Save for Later Email Report	External Supplier Registration Email Data Model

For each of these listed business process areas, you can use the associated reports and data models to configure both email and in-application notifications.

Best Practices for Content and Layout in Workflow Notifications

Here are some recommendations, tips, and reminders regarding the content and format of your configurable workflow notifications. Keep these in mind while you work on layout templates.

Follow the General Structure

In general, the workflow notifications contain a set of components that are displayed in a certain order. When you modify notifications, try to keep to this general structure and don't remove essential elements such as the action buttons.

The callouts in this figure identify the email notification components listed in the following table:

The callouts in this figure identify the in-app notification components listed in the following table. In addition to describing each component, the table also indicates if the component appears in the email notification, in-app notification, or both.

Callout	Component	Notification Type
1	Buttons with the primary actions to take on the task, such as **Approve** and **Reject**. These buttons aren't part of the configurable, report-based notification content.	In-app
2	Notification header listing key attributes of the workflow task and the associated transaction.	Both
3	Notification body that usually includes transaction and line level details, displayed in tables or sets of attributes with corresponding values. The data model for the report restricts the total number of rows displayed in some tables. If the limit is exceeded, the table footer provides a link to the transaction details page, where users can view all the rows. To change this limit, you can edit a copy of the data model.	Both
4	Buttons for the primary actions to take on the task, such as **Approve** and **Reject**.	Email

Callout	Component	Notification Type
5	Approval history, including any attachments that users in the history uploaded for the task. You can't edit the approval history component, which usually appears in the body of only email notifications. For in-app notifications, you can usually view the history by clicking the **Actions** button and selecting **History**.	Both
6	A link to the corresponding transaction page, and another link to the in-app notification.	Email

Keep Mobile in Mind

Because users can view the workflow notifications on mobile devices, always consider mobile first and keep the notifications as simple as possible. For example:

- Don't put too much content horizontally, such as too many columns in tables.
- Keep all text, including attributes and column headings, as short as possible.
- Center align lists of attributes and their values, if they appear outside tables.

> **Note:** For workflow tasks with configurable notifications, make sure that the **Hide End User Web URL in notifications** checkbox is selected in BPM Worklist. If not, a default first line will appear in the emails, in addition to what comes from the report layout template. It's best to hide this additional content because it might cause emails to not render well, especially when viewed from mobile devices.

Make sure to test your email notifications on mobile devices. As part of your testing, confirm that the default line about accessing the task in the Workspace Application isn't showing up.

Related Topics

- More Setup for Workflow Email Notifications
- Create RTF Templates Using the Template Builder for Word

Add a Branding Logo and Change Other Shared Components in Workflow Notifications

A predefined subtemplate has common components for all workflow notifications based on predefined report layouts. You can edit these shared components so that the same changes apply to your notifications.

Here are some of the shared components in the subtemplate:

- Branding logo, if you add one to the subtemplate, which would appear as the first component in the email body. The logo appears in email notifications only.
- Action buttons in email notifications.
- Links at the end of the email notification, one to the corresponding transaction page, and another to the in-app notification.

For example, you can add a branding logo in the designated place in the subtemplate, or change the text on the buttons and links.

Note:

- When you make a copy of a predefined layout template to edit, the copy automatically inherits the same predefined subtemplate.
- Other than this central subtemplate for all notifications, you might also find predefined subtemplates specific to a product family. We talk about the central one here, but you would generally follow the same steps for other subtemplates.
- You must edit a copy of the subtemplate in the Custom folder of the BI catalog. Don't directly update the predefined subtemplate, including renaming it.
- When you work on your copy of the subtemplate, add your own content or edit what's already there, but don't remove anything.
- The exact steps can vary depending on your version of Microsoft Word.

Modify Shared Components in the Subtemplate

Here's how you edit a copy of the predefined subtemplate that has the shared components:

1. Click **Navigator** > **Tools** > **Reports and Analytics**.
2. Click the **Browse Catalog** icon.
3. In the catalog (the Folders pane), expand **Shared Folders** > **Common Content** > **Templates**.
4. For **Workflow Notification Subtemplate**, click **More** and select **Customize**.

   If you're not using the Customize option, even though it's recommended:

   a. Click **Copy** in the toolbar with Workflow Notification Subtemplate selected.
   b. In the catalog, expand **Shared Folders** > **Custom** > **Common Content** > **Templates**. Create a Templates folder in this location if it doesn't exist.
   c. Click **Paste** in the toolbar.
5. In the catalog, with the Templates folder open under the Custom folder, click **More** for the subtemplate and select **Rename** to give it a new name.
6. Click the **Edit** link for the renamed subtemplate.
7. In the Templates section, click the link in the Locale column.
8. Save the subtemplate .rtf file to your computer.
9. Open the .rtf file with Microsoft Word.
   - To add a logo, insert your own image in the subtemplate.
   - To change button or link text, edit the text accordingly. Make the same edits wherever that button or link text appears in the subtemplate.

> **CAUTION:** To make sure that your layout templates reflect these changes without more rework, don't edit any other text in the subtemplate .rtf file.

10. Update Word options so that existing links remain intact in the subtemplate.
    a. Click **File** > **Options** > **Advanced**.
    b. In the Word Options dialog box, click **Web Options** in the General section.
    c. In the Web Options dialog box, open the Files tab.
    d. Deselect the **Update links on save** check box.
11. Save your changes in Word.

Upload the Modified Subtemplate

Now you upload your subtemplate to the BI catalog:

1. In the catalog, expand **Shared Folders** > **Custom** > **Common Content** > **Templates**.
2. Click **Edit** for your subtemplate.
3. In the Templates section, click the **Upload** icon.
4. Select your modified .rtf subtemplate and a locale, and click **OK** to replace the original subtemplate.

Point Layout Templates to Your Subtemplate

Update all the report layout templates that you want to apply your subtemplate to:

1. In Microsoft Word, open the .rtf file for the layout template, as you would to make any other changes to the notification.
2. At the beginning of the document, change the subtemplate reference. For example, change `<?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?>` to `<?import:xdoxsl:///Custom/Common Content/Templates/My Workflow Notification Subtemplate.xsb?>`.
3. Save your work.
4. Test things out to make sure you see your subtemplate changes in the notification output.

Related Topics

- What is a subtemplate?
- Customize Pixel-Perfect Reports

Use Quick Parts for Workflow Notifications

Use the Quick Parts feature in Microsoft Word to insert reusable pieces of formatted content. When you edit copies of predefined report layout templates for workflow notifications in Word, you can add predefined Quick Parts content to your .rtf file.

Quick Parts are helpful when you do more advanced work on layout templates. For example, from the Quick Parts gallery, you can select and add a table in a format that's consistent with predefined tables already on your notifications. The predefined Quick Parts content is available in a style template .dotx file on My Oracle Support.

> **Note:** The exact steps can vary depending on your version of Microsoft Word.

Prerequisites

To get the predefined Quick Parts content into your Quick Parts gallery:

1. Open Quick Parts for Configurable Workflow Notifications (2215570.1) on My Oracle Support at https://support.oracle.com.
2. Download the .dotx file and save it to your Microsoft Word template folder, for example **C:\Users\<user name>\AppData\Roaming\Microsoft\Templates**. You need to save the .dotx file where the Normal.dotm Microsoft Word template is stored.

Also, to preview your layout template changes before uploading the .rtf file back to the BI catalog:

- Generate sample report data from the data model for the report that you're editing.
- Download a local copy of the subtemplate that applies to the layout template.

Adding Quick Parts Content to Workflow Notifications

To insert content from the Quick Parts gallery into a layout template:

1. In the BI catalog, find the predefined report with the layout template that you want to modify.
2. For the report, click **More** and select **Customize**.

   If you're not using the Customize option:

   a. Copy the predefined report and paste it in an appropriate subfolder within the Custom folder.
   b. Click the **Edit** link for the copied report.
3. Click **Edit** for the layout template to insert Quick Parts content into, and save the .rtf file to your computer with a new file name.
4. Open the .rtf file with Microsoft Word.
5. Put your cursor where you want to insert new content.
6. From the Insert tab on the ribbon, click **Quick Parts** within the Text group, and select the component to insert.
7. Edit the inserted component as needed and add any other components.
8. Save your changes in Word.

Previewing the Layout Template Changes

To preview your edits before uploading your layout template to the BI catalog:

1. On the ribbon, open the Analytics Publisher tab and click **Sample XML** within the Load Data group to import sample data from the data model. Skip this step if you already loaded sample data.
2. At the beginning of the document, replace the path with the location of the downloaded subtemplate file on your computer. For example, change `<?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?>` to `<?import:file:///C:/Template_Directory/FinFunWorkflowNotificationSub.rtf?>`.
3. From the Analytics Publisher tab on the ribbon, click **HTML** in the Preview group.
4. If the preview reflects your changes as expected, then change the path back to the original location.
5. Save your changes in Word.

Uploading the Modified Layout Template

To upload your layout template to the BI catalog after previewing the changes:

1. Back in the catalog, click **Edit** for the report within the Custom folder, if that page isn't still open.
2. Click the **View a list** link.

3. Click the **Create** icon on the table toolbar.
4. In the Upload or Generate Layout section, click **Upload**.
5. Upload your edited .rtf file with a unique layout name.
6. Back on the page for editing the report, click Delete for the layout template that you downloaded earlier.
7. Click the **Save Report** icon.

Related Topics

- Understand Style Templates
- Test Data Models and Generate Sample Data
- Customize Pixel-Perfect Reports

Preview Changes and Upload Layout Templates for Workflow Notifications

Before uploading .rtf files for report layout templates to the BI catalog, preview the output with your changes in Microsoft Word. You can avoid uploading a broken report that displays an error in the notifications sent to users.

> **Note:** The exact steps can vary depending on your version of Microsoft Word.

Before You Start

- Generate sample report data from the data model used for the report, and save the .xml file to your computer.
- Download a local copy of the subtemplate that applies to your own report layout template:
    a. In the BI catalog, expand **Shared Folders** > **Supply Chain Management** > **Workflow Notifications** > **Product Management**if you're using a predefined subtemplate.

    > **Note:** To configure a template, select a predefined template from the location **Shared Folders** > **Supply Chain Management** > **Workflow Notifications** > **Product Management**, click the **More** button, and select **Customize** from the drop-down list. The template is downloaded to **Shared Folders** > **Custom** > **Supply Chain Management** > **Workflow Notifications** > **Product Management**.

    b. Click **Edit** for Workflow Notification subtemplate.
    c. In the Templates section, click the link in the Locale column.
    d. Save the subtemplate .rtf file to your computer.

Preview Output

To generate sample output from a local layout template:

1. Open your .rtf report layout template in Microsoft Word and make your edits.
2. On the ribbon, open the Analytics Publisher tab and click **Sample XML** within the Load Data group.
3. Select the .xml file you downloaded to import sample data from the data model.
4. At the beginning of your .rtf document, replace the path with the location of the downloaded subtemplate file on your computer. For example, change `<?import:xdoxsl:///Common Content/Templates/Workflow Notification Subtemplate.xsb?>` to `<?import:file:///C:/Template_Directory/FinFunWorkflowNotificationSub.rtf?>`.
5. From the Analytics Publisher tab on the ribbon, click **HTML** in the Preview group.

6. If the preview reflects your changes as expected, then change the path back to the original location.
7. From the Analytics Publisher tab on the ribbon, click **Validate Template** in the Tools group.
8. Also in the Tools group, click **Check Accessibility**.
9. Save your changes in Word.

Upload the Modified Layout Template

Here's how you upload your layout template to the BI catalog after previewing the changes:

1. Back in the catalog, click **Edit** for the report within the Custom folder, if that page isn't still open.
2. Click the **View a list** link.
3. Click the **Create** icon on the table toolbar.
4. In the Upload or Generate Layout section, click **Upload**.
5. Upload your edited .rtf file with a unique layout name.
6. Back on the page for editing the report, go back to the list view.
7. Select the **Default Layout** checkbox for your layout template. If you ever want to go back to the predefined layout, you can select it as default later.
8. Click the **Save Report** icon.

Related Topics

- Best Practices for Content and Layout in Workflow Notifications
- Test Data Models and Generate Sample Data

Set Up Content to Appear in Only Email or In-App Workflow Notifications

The same .rtf report layout template is used for both email and in-app notifications. When you edit a copy of predefined templates, you can make content conditional. For example, add an attribute and have it appear only in email notifications.

The logo, action buttons, and links at the end of email notifications are predefined to appear only in emails, based on the subtemplate. The approval history is usually predefined to also appear in the body of only email notifications. Any conditional setting you apply to these components in the .rtf template won't override the predefined setup.

Prerequisites

Generate sample report data from the data model used for the report, and save the .xml file to your computer.

Defining Conditional Regions

To define a conditional region of content that appears only in email or in-app notifications:

1. Open your .rtf report layout template in Microsoft Word.
2. On the ribbon, open the Analytics Publisher tab and click **Sample XML** within the Load Data group.
3. Select the .xml file you downloaded to import sample data from the data model.
4. In your .rtf document, select the content you want to make conditional.
5. On the ribbon, click **Conditional Region** within the Insert group.
6. In the Conditional Region dialog box, on the Properties tab, select `BINDISONLINENOTIF` from the **Data field** list in the General section. The values in this list come from the sample data you imported from the data model.
7. Select **Date/Text** from the next list.

8. In the Condition 1 section, select **Equal to** from the **Data field** list.
9. In the corresponding text field, enter **true** for content to appear only in in-app notifications, or **false** for content to appear only in emails.
10. Make sure that form fields containing the conditional logic are inserted around your selected content. The beginning form field, `c`, should be immediately before the conditional content, and the closing form field, `ec`, should be immediately after. Move the form fields as needed.

    > **Tip:** To make sure you're looking at the correct form fields, double-click the `c` form field to open the Conditional Region dialog box and see the `BINDISONLINENOTIF` setting.

11. Save your changes in Word.

Entering Conditional Code

If the data model for your report doesn't have the `BINDISONLINENOTIF` attribute, then:

1. In your .rtf report layout template, put your cursor immediately before the content you want to make conditional.
2. Enter the following code, which functions the same as the `c` form field:
   - `<?if:BINDISONLINENOTIF='true'?>` for in-app only
   - `<?if:BINDISONLINENOTIF='false'?>` for email only
3. Put your cursor immediately after your conditional content.
4. Enter `<?end if?>`, which functions the same as the `ec` form field.
5. Save your changes in Word.

Related Topics

- Best Practices for Content and Layout in Workflow Notifications
- Add a Branding Logo and Change Other Shared Components in Workflow Notifications
- Test Data Models and Generate Sample Data

Configure Purchase Order Email Approval Notifications Using Reports

This example shows how to configure workflow email notifications for the purchase order approval business process using an Oracle Analytics Publisher report.

You use Microsoft Word to edit the RTF template used for notifications. You can modify the Oracle Analytics Publisher template only if you have the BI Administrator role.

In this scenario, you want purchase order approvers to see the notes to suppliers.

The following table summarizes key decisions for this scenario.

Decisions to Consider	This Example
Which report, data model and layout template do I update?	For updates to email notifications for purchase order approval: • Purchase Order Notification Report

Decisions to Consider	This Example
	• Purchase Order Notification Data Model • Purchase Order Approval Layout
Do I want to add prompts and headers to the layout template?	No, not for this example.
Do I want to add data model attributes to the layout template?	Yes, the Note to Supplier attribute.
Which language do I use for the RTF template?	English (United States).

Summary of the Tasks

Configure a purchase order email approval notification to add an attribute by:

1. Adding an attribute to the data model.
2. Exporting the data model XML file.
3. Downloading the report layout template.
4. Adding data model attributes to the template.
5. Uploading the modified report layout to the Oracle Analytics Publisher catalog.

Prerequisites

1. Download and install the Oracle BI Publisher Desktop: http://www.oracle.com/technetwork/middleware/bi-publisher/downloads/index.html.
2. Download and install the Template Builder for Word to use Microsoft Word to edit the layout templates. To download, install, and set up Template Builder for Word, see Creating RTF Templates by Using BI Publisher 11g Template Builder for Word: http://www.oracle.com/webfolder/technetwork/tutorials/obe/fmw/bi/bip/tb4word/tbwordbip.htm.
3. To preview the configured templates, download a local copy of the subtemplate that applies to your own report layout template:
    - Sign in to the Oracle Analytics Publisher server with the BI Administrator Role to open the Oracle Business Intelligence Home page.
    - Click **Catalog**.
    - In the BI catalog, go to **Shared Folders** > **Common Content** > **Templates** for the predefined subtemplate.
    - Click More for the Workflow Notification Subtemplate.
    - Click the Download option.
    - Save the subtemplate file to your computer.

Add an Attribute to the Data Model

In this task, you add the Note to Supplier attribute to the data model.

1. Sign in to the Oracle Analytics Publisher server with the BI Administrator Role to open the Oracle Business Intelligence Home page.

2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Procurement** > **Purchasing** and select **Data Models** to display the data models in the right pane.
4. Under Purchase Order Notification Data Model, click **More**, and then click **Copy**.
5. In the Folders section, expand **Shared Folders Custom Procurement Purchasing**.
6. Click the **Paste Resource** icon.
7. Under Purchase Order Notification Data Model click **Edit**.
8. On the **PurchasingNotificationDM** page, in the Data Model section, select **PurchaseOrderDraftLineDataSet**.
9. On the Diagram tab, click the **Edit Selected Data Set** icon.
10. On the Edit Data Set dialog, under SQL Query, after the line for the Category ID, add a line and enter:
    ```
    Line.NOTE_TO_VENDOR AS NoteToSupplier.
    ```
11. Click **OK**.

Export the Data Model XML File

In this task, you export the XML file that includes the data model attributes predefined for the notifications. Perform this task to enable previewing your modified template. This task is also required to add data model attributes to the template.

1. Sign in to the Oracle Analytics Publisher server with the BI Administrator Role to open the Oracle Business Intelligence Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Purchasing** to display the data models in the right pane.
4. Under Purchase Order Notification Data Model, click **Edit** to open the Diagram tab on the **PurchasingNotificationDM** page.

> **Note:** To ensure that all data sets include requested elements with undefined values in the output XML data, do the following:
>
> - In the Data Model section, select Properties.
> - In the Properties section, select Include Empty Tags for Null Elements.
> - In the Data Model section, select Data Sets.

> **Note:** To add data model attributes to the template, perform steps 5 and 6. Otherwise, skip to step 7.

5. Click the Data tab.
6. Enter values for the following key attributes for an existing purchase order. Key attributes enable you to pull in all the purchase order attributes:
    - **Document Number**
    - **Sold-to Legal Entity**
    - Change Order Number
7. Click **View** to see the sample data in the report, and all the available attributes. Verify the **Note to Supplier** attribute is in the list.
8. Click **Export**.
9. In the **Opening PurchasingNotificationDM** dialog box, select **Save File** and click **OK**.
10. Save the **PurchasingNotificationDM_.xml** file to a local drive.

Download the Report Layout Template

In this task, you create a copy of the report layout template in the Custom folder, and download a copy of the template to your local drive to modify it.

1. Sign in to the Oracle Analytics Publisher server with the BI Administrator role to open the Oracle Business Intelligence Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Procurement** > **Purchasing** to display the templates in the right pane.
4. Under **Purchase Order Notification Report**, click **More**, and then select **Customize**. A copy of the Purchase Order Notification Report is created automatically in the Custom folder.
5. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Purchasing**.
6. Under Purchase Order Notification Report, click **Edit**.
7. On the Purchase Order Notification Report page, next to Data Model, click the **Select Data Model icon**.
8. On the Select Data Model dialog, expand **Custom** > **Procurement** > **Purchasing**.
9. Select the **Purchase Order Notification Data Model**, and click **Open**.
10. Under **Purchase Order Approval Notification Layout**, click **Edit**.
11. On the **Opening PurchaseOrderApprovalNotificationLayout.rtf** dialog box, select **Save File** and click **OK** to save the document to your local drive. Save the template with the name UpdatedPurchaseOrderApprovalNotificationLayout.rtf to distinguish it from the original template.

Add Data Model Attributes to the Template

To modify the purchase order approval email notification, you edit a local copy of the RTF report layout template in Microsoft Word. In this task, you add the Note to Supplier data model attribute to the report template.

Note: The exact steps can vary depending on your version of Microsoft Word.

1. On your local drive, open the UpdatedPurchaseOrderNotification.rtf template in Microsoft Word, with the Template Builder installed.
2. Select the BI Publisher tab.
3. In the Load Data section, click **Sample XML**.
4. In the dialog box to select XML data that appears, browse to open the **PurchasingNotificationDM_.xml** file you saved in the Exporting the Data Model XML File task. Then click **Open**.
5. In the **Data loaded successfully** dialog box, click **OK**.
6. Scroll to the **TSRHLines** section of the notification.
7. Place the cursor after the **C UnitPriceEC** line and press the Enter key.
8. On the new line, enter **Note to Supplier:**, and place the cursor at the end of the text you entered.
9. On the BI Publisher tab, in the Insert section, click the **123 Field** button.
10. On the Field dialog box, locate and select the **NoteToSupplier** attribute.
11. Click Insert.
12. Click **Close** to return to the UpdatedPurchaseOrderNotification.rtf template.
13. Save and close the document.
14. Before uploading the RTF files to the business intelligence (BI) catalog, you should preview the output with the changes you made. You can avoid uploading a broken report that displays an error in the emails sent to users.
15. Proceed to the task Uploading the Modified Report Layout to the Oracle BI Publisher Catalog.

Upload the Modified Report Layout to the Oracle BI Publisher Catalog

You must perform this task to use the modified report layout for notifications.

1. Sign in to the Oracle Analytics Publisher server with the BI Administrator Role to open the Oracle Business Intelligence Home page.
2. Click **Catalog**

3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Purchasing**.
4. Under the **Purchase Order Notification Report**, click **Edit**.
5. On the Purchase Order Notification Report page, on the right side of the page, click **Add New Layout** to open the page with the Create Layout and Upload or Generate Layout sections.
6. In the Upload or Generate Layout section, click the **Upload** icon.
7. In the **Upload Template File** dialog box, in the **Layout Name** field, enter **Updated Purchase Order Notification Report**.
8. In the **Template File** field, browse for the modified **UpdatedPurchaseOrderNotificationLayout.rtf template** on your local drive, select the template, and click **Open**.
9. In the **Upload Template File** dialog box, from the **Type** list, select **RTF Template**.
10. From the **Locale** list, select **English (United States)**.
11. Click **Upload** to open the **Processing** dialog box and return to the Purchase Order Notification Report page.
12. On the right side of the page, click **View a list** to open the Layout page.
13. In the row for the **Updated Purchase Order Notification Report**, select the **Default Layout** check box.
14. On the right side of the page, click the **Save Report** icon.

Related Topics

- Best Practices for Content and Layout in Workflow Notifications
- Preview Changes and Upload Layout Templates for Workflow Notifications
- How You Modify Copies of Predefined Reports

Configure Oracle Sourcing Notifications Using Reports

This example shows how to configure workflow email notifications for the Oracle Sourcing business process using Oracle Analytics Publisher reports. You use Microsoft Word to edit the .rtf template used for notifications.

The following table summarizes key decisions for this scenario.

Decisions to Consider	This Example
Which template do I update?	Negotiation Invitation Email Report
Do I want to add prompts and headers to the layout template?	Yes
Do I want to add data model attributes to the layout template?	BUYERCOMPANY
Which language do I use for the RTF template?	English

Summary of the Tasks

Configure the Negotiation Invitation Email Report by:

1. Add an Attribute to the Data Model.

2. Export the data model XML file.
3. Download the report layout template.
4. Edit email body information in the template.
5. Add data model attributes to the template.
6. Upload the modified report layout to the Oracle Analytics Publisher catalog.

Prerequisites

1. Download and install the Oracle Analytics Publisher Desktop: http://www.oracle.com/technetwork/middleware/bi-publisher/downloads/index.html.

   The Template Builder for Microsoft is included in the Oracle Analytics Publisher.
2. To preview the configured templates, download a local copy of the subtemplate that applies to your own report layout template:

   a. In Oracle Analytics Publisher, click **Catalog**.
   b. In the Oracle Analytics Publisher catalog, go to **Shared Folders** > **Common Content** > **Templates** for the predefined subtemplate.
   c. Click **More** for the Workflow Notification Subtemplate and then click **Copy**.
   d. In the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Sourcing**.
   e. Click the Paste Resource icon.
   f. Click **More** for the Workflow Notification Subtemplate and then click **Download**.
   g. Save the subtemplate to the local drive on your computer.

Add an Attribute to the Data Model

In this task, you add attributes to a data model.

1. Sign in to the Oracle Analytics Publisher server to open the Oracle Analytics Publisher Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Procurement** > **Sourcing**.
4. For **Negotiation Invitation Email Report**, click **More**, and then click **Customize**.
5. In the Negotiation Invitation Email Report, click the **Sourcing Notifications Data Model**.
6. On the **Diagram** tab, select the header to which you want to add an attribute and then click the **Edit Selected Data Set** icon.
7. Add the required attribute and click **OK**.

Export the Data Model XML File

In this task, you export the XML file that includes the data model attributes predefined for the notifications. Perform this task to enable previewing your modified template. This task is also required to add data model attributes to the template.

1. Sign in to the Oracle Analytics Publisher server to open the Oracle Analytics Publisher Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Sourcing**.
4. For Negotiation Invitation Email Report, click **Edit**.

5. In the Negotiation Invitation Email Report, click the **Sourcing Notifications Data Model** to open the Diagram tab.

   Note: To ensure that all data sets include requested elements with null values in the output XML data, do the following:
   - In the Data Model section, select Properties.
   - In the Properties section, select Include Empty Tags for Null Elements.
   - In the Data Model section, select Data Sets.

6. Click the Data tab.
7. Click **View** to see the sample data in the report, and all the available attributes.
8. Click **Export** and select **Save File** and then click **OK**.
9. Save the **SourcingNotificationsDM_.xml** file to a local drive.

Download the Report Layout Template

In this task, from the Custom folder you download a copy of the template to your local drive to modify it.

1. Sign in to the Oracle Analytics Publisher server to open the Oracle Analytics Publisher Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Sourcing**.
4. Select **Negotiation Invitation Email Report**, click **Edit**.
5. For Negotiation Invitation Email Body Layout, click **Edit**.
6. In the **NegotiationInvitationEMailBodyReport.rtf** dialog box, select **Save File** and then click **OK** to save the file with the name **UpdatedNegotiationInvitationEMailBodyLayout.rtf** to distinguish it from the original template.

Edit Email Body Information in the Template

To modify email content, you edit a local copy of the .rtf report layout templates in Microsoft Word.

Note: The exact steps can vary depending on your version of Microsoft Word.

1. Open the UpdatedNegotiationInvitationEMailBodyLayout.rtf template in Microsoft Word with the Template Builder installed, if not already open.
2. Scroll to the buyer name.
3. Place your cursor at the end of the BUYER_NAME and press enter.
4. Enter the attribute BUYERCOMPANY.
5. Save the document.

Add Data Model Attributes to the Template

In this task, you add to the report template attributes that exist in the predefined data model.

Note: The exact steps can vary depending on your version of Microsoft Word.

1. Open the UpdatedNegotiationInvitationEMailBodyLayout.rtf template in Microsoft Word with the Template Builder installed, if not already open.
2. Select the Oracle Analytics Publisher Publisher tab.

3. In the Load Data section, click **Sample XML**.
4. In the dialog box to select XML data that appears, browse to open the **SourcingNotificationsDm_.xml** file you saved in the Exporting the Data Model XML File task. Then click **Open**.
5. In the **Data loaded successfully** dialog box, click **OK**.
6. Add the required data model attributes.
7. Save and close the document.
8. Proceed to the task Uploading the Modified Report Layout to the Oracle Analytics Publisher Catalog.

Upload the Modified Report Layout to the Oracle Analytics Publisher Catalog

You must perform this task to use the modified report layout for notifications.

1. Sign in to the Oracle Analytics Publisher server to open the Oracle Analytics Publisher Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Sourcing**.
4. For the **Negotiation Invitation Email Report**, click **Edit**.
5. For Negotiation Invitation Email Body Layout, click **Properties**.
6. For Templates, click the Upload icon.
7. In the **Template File** field, browse for the modified **UpdatedNegotiationInvitationEMailBodyLayout.rtf** template on your local drive, select the template, and click **Open**.
8. In the **Upload Template File** dialog box, from the **Template Type** list, select **RTF Template**.
9. From the **Locale** list, select **English**.
10. Click **OK** to open the **Processing** dialog box and return to the Negotiation Invitation Email Report Data Model page.
11. Click **Save**.
12. On the right side of the page, click **View a list** to open the Layout page.
13. In the row for the **UpdatedNegotiationInvitationEmailReport Template**, select the **Default Layout** check box.
14. On the right side of the page, click the **Save Report** icon.

Related Topics

- Best Practices for Content and Layout in Workflow Notifications
- Preview Changes and Upload Layout Templates for Workflow Notifications
- How You Modify Copies of Predefined Reports

Configure Supplier Registration Approval Decision Notifications Using Reports

In this example, you can configure workflow email notifications for the external suppliers' registration business process using Oracle Analytics Publisher reports and use Microsoft Word to edit the .rtf template used for notifications.

Important decisions required for this scenario.

Decisions to Consider	This Example
Which template do I update?	External Supplier Registration Approved FYI Email Report

Decisions to Consider	This Example
Do I want to add prompts and headers to the layout template?	Yes
Do I want to add data model attributes to the layout template?	CORPORATE WEBSITE
Which language do I use for the RTF template?	English

Tasks Summary

Configure the External Supplier Registration Approved FYI Email Report:

1. Add an attribute to the Data Model.
2. Export the data model XML file.
3. Download the report layout template.
4. Edit email body information in the template.
5. Add data model attributes to the template.
6. Upload the modified report layout to the Oracle Analytics Publisher catalog.

Prerequisites

1. Download and install the Oracle Analytics Publisher Desktop: http://www.oracle.com/technetwork/middleware/bi-publisher/downloads/index.html.

   The Template Builder for Microsoft is included in the Oracle Analytics Publisher.
2. To preview the configured templates, download a local copy of the subtemplate that applies to your own report layout template:
   a. In Oracle Analytics Publisher, click **Catalog**.
   b. In the Oracle Analytics Publisher catalog, go to **Shared Folders** > **Common Content** > **Templates** for the predefined subtemplate.
   c. Click **More** for the Workflow Notification Subtemplate and then click **Copy**.
   d. In the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Suppliers**.
   e. Click the Paste Resource icon.
   f. Click **More** for the Workflow Notification Subtemplate and then click **Download**.
   g. Save the subtemplate to the local drive on your computer.

Add an Attribute to the Data Model

In this task, you add attributes to a data model.

1. Sign in to the Oracle Analytics Publisher server to open the Oracle Analytics Publisher Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Procurement** > **Suppliers**.
4. For **External Supplier Registration Approved FYI Email Report**, click **More**, and then click **Customize**.
5. In the External Supplier Registration Approved FYI Email Report, click the **External Supplier Registration Approved Email Data Model**.

6. On the **Diagram** tab, select the header to which you want to add an attribute and then click the **Edit Selected Data Set** icon.
7. Add the required attribute and click **OK**.

Export the Data Model XML File

In this task, you export the XML file that includes the data model attributes predefined for the notifications. Do this task to enable previewing your modified template. This task is also required to add data model attributes to the template.

1. Sign in to the Oracle Analytics Publisher server to open the Oracle Analytics Publisher Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Suppliers**.
4. For External Supplier Registration Approved FYIReport, click **Edit**.
5. In the External Supplier Registration Approved FYI Report, click the **Supplier Registration Approved Email Data Model** to open the Diagram tab.

> **Note:** To ensure that all data sets include requested elements with null values in the output XML data, do the following:
>
> - In the Data Model section, select Properties.
> - In the Properties section, select Include Empty Tags for Null Elements.
> - In the Data Model section, select Data Sets.

6. Click the Data tab.
7. Click **View** to see the sample data in the report, and all the available attributes.
8. Click **Export** and select **Save File** and then click **OK**.
9. Save the **SupplierExtRegApprovedFYIDM.xml** file to a local drive.

Download the Report Layout Template

In this task, from the Custom folder you download a copy of the template to your local drive to modify it.

1. Sign in to the Oracle Analytics Publisher server to open the Oracle Analytics Publisher Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Suppliers**.
4. Select **Supplier Registration Approved FYI Email Report**, click **Edit**.
5. For Supplier Registration Approved FYI Email Body Layout, click **Edit**.
6. In the **ExtSuppRegNotifApprovalFYIReport.rtf** dialog box, select **Save File** and then click **OK** to save the file with the name **UpdatedExtSuppRegNotifApprovalFYIReport.rtf** to distinguish it from the original template.

Edit Email Body Information in the Template

To modify email content, you edit a local copy of the .rtf report layout templates in Microsoft Word.

> **Note:** The exact steps can vary depending on your version of Microsoft Word.

1. Open the UpdatedExtSuppRegNotifApprovalFYIReport.rtf template in Microsoft Word with the Template Builder installed, if not already open.
2. Scroll to the buyer name.
3. Place your cursor at the end of the CORPORATE_WEBSITE and press enter.
4. Enter the attribute CORPORATE WEBSITE.

5. Save the document.

Add Data Model Attributes to the Template

In this task, you add to the report template attributes that exist in the predefined data model.

Note: The exact steps can vary depending on your version of Microsoft Word.

1. Open the UpdatedExtSuppRegNotifApprovalFYIReport.rtf template in Microsoft Word with the Template Builder installed, if not already open.
2. Select the Oracle Analytics Publisher tab.
3. In the Load Data section, click **Sample XML**.
4. In the dialog box to select XML data that appears, browse to open the **SupplierExtRegApprovedFYIDM.xml** file you saved in the Exporting the Data Model XML File task. Then click **Open**.
5. In the **Data loaded successfully** dialog box, click **OK**.
6. Add the required data model attributes.
7. Save and close the document.
8. Proceed to the task Uploading the Modified Report Layout to the Oracle Analytics Publisher Catalog.

Upload the Modified Report Layout to the Oracle Analytics Publisher Catalog

You must perform this task to use the modified report layout for notifications.

1. Sign in to the Oracle Analytics Publisher server to open the Oracle Analytics Publisher Home page.
2. Click **Catalog**.
3. On the Catalog page, in the Folders section, expand **Shared Folders** > **Custom** > **Procurement** > **Suppliers**.
4. For the **Supplier Registration Approved FYI Email Report**, click **Edit**.
5. For Supplier Registration Approved FYI Email Body Layout, click **Properties**.
6. For Templates, click the Upload icon.
7. In the **Template File** field, browse for the modified **UpdatedExtSuppRegNotifApprovalFYIReport.rtf** template on your local drive, select the template, and click **Open**.
8. In the **Upload Template File** dialog box, from the **Template Type** list, select **RTF Template**.
9. From the **Locale** list, select **English**.
10. Click **OK** to open the **Processing** dialog box and return to the Supplier Registration Approved Email Data Model page.
11. Click **Save**.
12. On the right side of the page, click **View a list** to open the Layout page.
13. In the row for the **UpdatedExtSuppRegNotifApprovalFYIReport Template**, select the **Default Layout** check box.
14. On the right side of the page, click the **Save Report** icon.

How You Configure Respond to Questionnaire and Evaluate Qualification Notifications Using Oracle Analytics Publisher

The respond to questionnaire and evaluate qualification notifications using Oracle Analytics Publisher have better look-and-feel and extensibility.

You can configure the content, layout, and style of the notifications according to your business needs. You may wish to provide your own specific instructions on how to proceed or where to find more information, as well as change the look-and-feel based on your corporate brand. Overall, the notification can now better represent your organization.

How You Configure Buyer Negotiation PDF with Oracle Analytics Publisher

Configure the Negotiation PDF document for Buyer using a new Oracle Analytics Publisher (OAP) template and data model.

The template makes it easy to add or remove fields, change the layout, and other content in the Buyer negotiation PDF to meet your business requirements.

There are two seeded negotiation PDF templates available; one for buyers, and one for suppliers. This allows you to tailor a negotiation PDF document for buyers and collaboration team members to be different than the PDF for suppliers.

A new negotiation pdf template is now available for Buyers, which publishes a significantly improved business document with advanced capabilities for customization.

In Negotiation Controls section in the Edit Negotiation page, Overview step, one new field is added Negotiation Layout for Buyer. You can select any custom Buyer PDF template or use the available default template.

The value for the field Negotiation Layout for Buyer is defaulted from Configuration Procurement Business Function. Select Negotiation Layout for Buyer when creating the negotiation. Buyers can go to View Negotiation and can download the Buyer PDF from **Actions** > **View** > **Buyer PDF**.

Consider these when you configure buyer negotiation pdf with oracle analytics publisher:

- As a best practice, it's good to opt-in for both Buyer and Supplier with 'Configure Buyer Negotiation PDF with Oracle Analytics Publisher' and 'Configure Supplier Negotiation PDF with Oracle Analytics Publisher' so that both the new templates can be configured as per the business needs.
- If you only opt-in to enable the Buyer layout, the supplier PDF will be generated using the old template prior to the upgrade which isn't configurable with a data model.
- To create a custom template, make a copy of the standard template, and use the OAP data model 'NegotiationPdfDataModel' to add or remove fields.
- For More information see:
    - Users can also add custom fonts to the BIP server, refer to *Overview of Analytics Publisher*.

Set Business Unit Default

1. 1. In the Setup and Maintenance work area, use the **Configure Procurement Business Function** task.
    - Offering: Procurement
    - Functional Area: Procurement Foundation
    - Task: Configure Procurement Business Function
2. On the Configure Procurement Business Function page, click the **Document Types** tab. Select a Type- RFQ and select the value for a new attribute **Negotiation Layout for Buyer**and **Negotiation Layout for Supplier**, which gets defaulted when a negotiation is created.
3. You can default the layout for Negotiation Layout for Buyer by adding the template in the Configure Procurement Business Function page.

How You Configure Supplier Negotiation PDF with Oracle Analytics Publisher

Configure the Negotiation PDF document sent to suppliers using a new Oracle Analytics Publisher (OAP) template and data model.

The template makes it easy to add or remove fields, change the layout, and other content in the supplier negotiation PDF to meet your business requirements. There are two seeded negotiation PDF templates available; one for suppliers, and one for internal users. This allows you to tailor a negotiation PDF document for suppliers different than the PDF for buyers and other internal users.

A new negotiation pdf template is now available for Suppliers, which publishes a significantly improved business document with advanced capabilities for customization.

In the Negotiation Controls section in the Edit Negotiation page, Overview step, **Negotiation Layout for Supplier** is added. You can select any custom supplier PDF template or use the available default template.

With fully customizable supplier specific templates you can create and send negotiation PDF documents, that reflect your company's business format and branding, and are recognizable to your suppliers. A well configured document can help with effective communication with your suppliers during the negotiation process.

Consider these when you Configure Supplier Negotiation PDF with Oracle Analytics Publisher:

- When you opt in and select a Supplier PDF template, the PDF sent to suppliers in notification, or downloaded by suppliers from supplier portal will have the new layout.
- Buyers will continue to view the Buyer PDF in the old layout. The Negotiation Layout is used to generate old Buyer.PDF.
- Buyers can review the PDF sent to suppliers, Go to **Actions** > **View** > **Supplier PDF**.
- A new OAP data model **NegotiationPdfDataModel** is created with new attributes, which can be used to add or remove fields in the new Supplier template.
- For More information see:
    - Users can also add custom fonts to the BIP server, refer to *Overview of Analytics Publisher*.

Set Business Unit Default

1. 1. In the Setup and Maintenance work area, use the **Configure Procurement Business Function** task.
    - Offering: Procurement
    - Functional Area: Procurement Foundation
    - Task: Configure Procurement Business Function
2. On the Configure Procurement Business Function page, click the **Document Types** tab. Select a Type- RFQ and select the value for a new attribute **Negotiation Layout for Buyer**and **Negotiation Layout for Supplier**, which gets defaulted when a negotiation is created.
3. You can default the layout for Negotiation Layout for Buyer by adding the template in the Configure Procurement Business Function page.

Define Where and How Users Can Act On Workflow Tasks

For any workflow task, you can prevent users from acting on tasks through email. Or, require them to verify their identity before updating the task outcome. You can also make comments required, optional, or not allowed.

By default, users can act on workflow tasks from email notifications, their worklist, and anywhere else they get to the task. Also, users can add comments while updating the task outcome, for example to explain why they're rejecting something.

Here's more detail about what you can configure for a workflow task:

- Set it up so that users can act on tasks only when they're in the application, not from emails.
- Make it required, optional, or not allowed to enter comments when approving or rejecting tasks. For example, you might require comments for auditing or regulatory purposes.
- Require users to verify their identity before updating the task outcome from the application.

Here's how you go about it:

1. In the Setup and Maintenance work area, go to **Manage Task Configurations** in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area or another approval setup task.
2. In BPM Worklist, on the Task Configuration tab, search for the workflow task in the **Tasks to be configured** pane.
3. Select the task from the search results and click the **Edit task** icon in the toolbar.
4. Open the Configuration subtab.
5. If you want users to update tasks only from the application, not from email, select the **Perform update outcome only from task form** check box in the Approval Pre-conditions section.
6. To make comments required, optional, or not allowed when users approve or reject tasks, select an option for the **Approve** and **Reject** lists. For example, select the **Required** option for both **Approve** and **Reject** lists to make comments required.

   Note:
   - These settings apply only to new tasks that users submit after you finish these steps, not to tasks that are already in progress.
   - For in-app UIs, the validation applies right before the user approves or rejects. For example, let's say comments aren't allowed for approval. The user adds a comment and then does something else immediately to the task, like save, if such actions are available. When they then click **Approve**, they won't get an error. If they add a comment and then immediately click **Approve**, they would get an error.
7. Click the Access tab.
8. Select a value for the **Signature Policy** list to determine what users need to do or not before updating the task outcome.
   - No Signature Required: Users don't need to verify their identity.
   - Password Required: Users need to enter a password or more, depending on the task.
9. Click the **Commit task** icon on the **Tasks to be configured** toolbar when you're ready to roll out your changes.

Related Topics

- Search for Workflow Tasks to Configure

Attributes to Create Reports and Analytics on External Cost Factors Using OTBI

You can create reports for external cost factors in the Oracle Transactional Business Intelligence (OTBI) application. The external cost factors attributes are available within these subject areas:

- Supplier Negotiations Real Time: Navigate to the folder Negotiation Line, then Negotiation Line Detail, and then Negotiation Line Cost Factors.
- Supplier Responses Real Time: Navigate to the folder Response Line, then Response Line Detail, and then Response Line Cost Factors.
- Supplier Awards Real Time: Navigate to the folder Award Details, then Award Line Detail, and then Award Line Cost Factors.

The Response and Award subject areas include:

- Target Value (Negotiation Currency) - Value the category manager expects for a cost factor from the supplier's response. If the pricing basis is fixed amount or per unit, then the value uses the negotiation currency.
- Response Value (Response Currency) - Value for the cost factor provided by the supplier. If the pricing basis is fixed amount or per unit, then the value uses the supplier's response currency.
- Response Value (Negotiation Currency) - Value for the cost factor provided by the supplier. If the pricing basis is fixed amount or per unit, then the value uses the negotiation currency.

The metric available are as follows:

- Target Cost Factor Amount - The amount expected in the supplier's response for the external cost factor. It is calculated based on a cost factor's pricing basis. You can roll up this amount for the line, the negotiation, or aggregate across procurement BUs for each cost factor.

  Target Cost Factor Amount (Line) = Target Value (per unit) X Line Quantity + Target Value (% of line price) X Line Target Price X Line Quantity + Target Value Fixed Amount
- Response Cost Factor Amount - The amount provided by the supplier in their response for the cost factor. It's calculated based on a cost factor's pricing basis. You can roll up this amount for the line, or the response and compare it across supplier responses during award analysis. You can also aggregate the cost factor amount for the awarded supplier responses to determine negotiated external costs.

  Response Cost Factor Amount (Response Line) = Response Value (per unit) X Line Response Quantity + Response Value (% of line price) X Line Response Price X Line Response Quantity + Fixed Amount Response Value

Configure Workflow Notifications

How You Configure Workflow Notifications

You can modify the workflow notifications using the Oracle Analytics Publisher reports.

Any modifications you make apply to both email and in-app notifications.

When notifications are enabled, the predefined reports and related objects in the BI catalog become active. Additionally, mobile devices use an optimized format of report-based notifications.

If you need to modify the notifications, you can edit the predefined reports or data models. You can do this the same way you would edit any report or data model in the catalog.

Configure the Oracle Analytics Publisher Report Data Model

You can configure the data model.

1. Select the data model.
    a. Sign in to the Oracle Analytics Publisher with your credentials that have the privilege to modify the data model.
    b. Navigate to the seeded report and identify the data model to configure. The path is: /Supply Chain Management/Workflow Notifications/<Product>/<Report Name>/Data Models.
2. Copy the data model to the custom folder.
    a. Verify if the data model path exists in the custom folder. If it doesn't exist, then create it. The path should be: Custom/Supply Chain Management/Workflow Notifications/<Product>/<Report Name>/Data Models.
    b. Select the seeded data model, click **More** and then click **Copy**.
    c. Paste the data model to the custom folder path.

Configure the Oracle Analytics Publisher Report RTF Template

These instructions outline the steps to create a custom Oracle Analytics Publisher Report RTF template and upload the configured artefact to the Oracle Analytics Publisher server.

These instructions also include steps for copying and uploading the corresponding language translation XLF file for the custom Oracle Analytics Publisher Report RTF template.

For more information, see: *Fusion Middleware Report Designer's Guide for Oracle Business Intelligence Publisher*

1. Copy the RTF report template to local drive.
    a. Sign in to Oracle Analytics Publisher with your credentials that have the privilege to modify the RTF template.
    b. Navigate to the seeded report and identify the report to configure and click **Edit**. The path is: /Supply Chain Management/Workflow Notifications/<Product>/<Report Name>.
    c. Click **Edit** to save the RTF template to your local drive.
    d. Rename the downloaded file to make it easier to identify the custom RTF template.
2. Copy the report template translation file to the local drive.
    a. Click **View a List**, select the report and click the properties icon of the report.
    b. Based on the language pack, the corresponding XLIFF file will be available in the environment.
    c. Click the desired translation file to copy it to your local drive. For this document, the Korean language is selected.
    d. Rename the saved translation file locally to easily identify the XLF file.
3. Configure the RTF report template.
    - Modify the RTF report template by editing the file locally. For this document, remove the highlighted section.
4. Upload the custom RTF report template to the Oracle Analytics Publisher server.
    a. Navigate to the seeded report and click **More** and proceed with the customize option.
    b. The framework will automatically create a copy of the selected report in the Custom subfolder. The remaining path will remain the same.

       The path is: Custom/Supply Chain Management/Workflow Notifications/<Product>/<Report Name>
    c. Click **Edit**, then **View a List**, and then click the plus icon to upload the custom RTF report template.
    d. To identify the custom object, provide the layout name that identifies it as a custom RTF template.

       > **Note:** If the data model is customized, update the data model link as well.

       Continue by setting the available output formats (HTML, PDF, and data XML), setting the default format to HTML, and selecting the custom RTF report template as the default layout, and click **Save**.
5. Upload the Korean translation XLF file on the newly uploaded custom RTF template to the Oracle Analytics Publisher server.
    a. Select the custom report row and click its properties.
    b. Under the translations region proceed to click the upload icon and upload the translation file.

> **Note:** When a new version of the predefined RTF template is shipped:
>
> - • If you haven't made any modifications to the previous predefined RTF template, the new version will be automatically used at runtime.
> - • If the predefined notification template has been modified, the new version of the predefined template won't be automatically used. In this case, if you need the new version, you will have to configure the new predefined RTF template and reapply the customization that were applied to the old version.

10 Help Configuration

Set Up Help

You don't have to set anything up for help to work. But you can do optional setup, for example to give people access to add help content. First enable help features, then perform tasks in the Application Extensions functional area.

Enable Features

In the Offerings work area, review these features at the offering level.

- Local Installation of Help: Make sure to leave this enabled.
- Access to Internet-Based Help Features: This feature isn't used, so it doesn't matter if you enable it or not.
- Help Content Management: Enable this feature if you want some people to be able to add company-specific help to help windows or the Getting Started work area.
- Security for Added Help: Enable this feature if you want certain help to be available only to a restricted set of user roles.

> **CAUTION:** Enable this feature only if you have this requirement, because the feature can affect performance.

Related Topics

- Hide or Show Help Icons
- Give People Access to Create and Edit Help
- Configure Offerings
- How You Manage Different Types of Help
- Create Groups to Limit Access to Added Help

Hide or Show Help Icons

By default, help icons that open help windows are visible. You can control whether users see the icons every time they sign in, on any page with help icons. You can disable or enable help icons by default, for everyone.

1. In the Setup and Maintenance work area, go to the **Set Help Options** task in the Application Extensions functional area.
2. On the Set Help Options page, deselect or select the **Show help icons by default** check box. You just need to do this for one offering, and the setting applies to everyone.
3. Sign out and sign back in to see your change take effect. The same goes for any user next time they sign in.

To show or hide the icons in a specific user session, people can still click their user image or name in the global header and select **Show Help Icons** or **Hide Help Icons**.

Note: What we are talking about here affects only help windows, not help text that appears when you hover over or click certain UI elements on the page. To edit or delete UI element help text, use Page Composer or other tools.

Related Topics

- How do I update existing setup data?
- Manage Help for Fields and Other UI Elements

Give People Access to Create and Edit Help

If you enabled the Help Content Management feature, check who has the Manage Help Content (ATK_CUSTOMIZE_HELP_TOPICS_PRIV) privilege. Here's what these users can do:

- Add help in any help window, and also edit and manage the help that anyone added.
- Edit existing pages in the Getting Started work area and also add new pages.

Your security administrator can assign custom job roles with this privilege to users. The **Assign Help Text Administration Duty** task is a reminder for you to follow up with your security administrator. Make sure that people who want to create and edit help have the access to do so.

Related Topics

- How You Manage Different Types of Help

Create Groups to Limit Access to Added Help

In this example, you want to add company policies as help in a help window. But only human resources (HR) specialists should be able to see those policies. You can use a help security group to limit access like this.

Let's look at the steps to create a help security group that includes only a custom job role for HR specialists. You can then secure your company policies with this help security group so that only people with that job role can see the help.

Before You Start

In the Offerings work area, make sure that these features are enabled at the offering level:

- Local Installation of Help
- Help Content Management
- Security for Added Help

Ask your security administrator for the name of the custom job role granted to HR specialists in your company.

Create the Help Security Group

1. In the Setup and Maintenance work area, go to the **Manage Help Security Groups** task in the Application Extensions functional area.

2. On the Manage Help Security Groups page, add a new row.
3. Enter these values, but leave the start and end dates blank.

Field	Value
Help Security Group	HR
Display Name	HR Only
Description	Viewing by HR specialists only

4. Click **Save**.
5. With your new help security group selected, go to the Associated Roles section and add a new row.
6. Select the custom job role for HR specialists as the role name.
7. Click **Save and Close**.

Related Topics

- Set Up Help
- Configure Offerings
- How do I update existing setup data?
- Add Your Content to a Help Window
- Create and Edit Added Help

Embedded Help Management

Manage Help for Fields and Other UI Elements

Help text might appear when you hover over or click certain UI elements on the page. For example, you might see help text when you put your cursor in a specific field, or hover over an icon.

How You Go About It

- Use the User Interface Text tool to edit the help text for most types of UI elements, such as buttons, icons, and fields. You can also use this tool to edit the sentence or two of help text before the links in help windows.
    - You usually use this tool to make bulk changes, for example to change a phrase wherever it appears in any UI label, help for UI elements, message, and so on. You search for existing text and enter what you want to replace it with.
    - So if you need to edit the help text for a specific UI element on a specific page, it works best if the help text isn't too generic. For example, when you hover over an icon, say you currently see Create. In the User Interface Text tool, you'd search for Create and get many results. It might be hard to tell which result is for

the specific icon you're working on. But if the help text is something like Create an Object, then you can search for Create an Object and most likely find the instance you want to replace with your own text.

- Use Page Composer to add help text, usually for buttons that don't have existing help text. Open the button's properties and enter your help text in the **Short Desc** field.

Related Topics

- How do I modify text using the User Interface Text tool?
- Modify UI Components Using Page Composer

11 Application Toolkit Configuration

Map Reports to Work Area

Set Up Reports for Scheduling

You can set up reports as scheduled processes so users can submit them from the Scheduled Processes and other work areas.

If you want users to also submit these scheduled processes from the Reports and Analytics work area and panel tab, then you need to configure properties for the corresponding reports.

Enable a Report for Scheduling

1. In the Reports and Analytics work area or panel tab, edit the report in the business intelligence catalog.
2. Click **Properties**.
3. In the General tab in the Properties dialog box, enter the field values as shown in this table and then click **OK**.

Field	Value
Enterprise Scheduler Job Package Name	Enter the path for the job definition, for example: `/oracle/apps/ess/<product family>/<product>/<business area>/Jobs`
Enterprise Scheduler Job Definition Name	Enter the job definition name (not display name), for example: `ABCDEFG`

Related Topics

- Create Job Definitions to Run Reports as Scheduled Processes
- Set Up the Reports and Analytics Panel Tab
- How You Access and Modify Report Components

Set Watchlist Options

Disable or Enable Watchlist Categories and Items

To disable or enable predefined Watchlist categories and items for all users, use the following in the Setup and Maintenance work area.

- Functional Area: Application Extensions
- Task: Set Watchlist Options

Ultimately, what users see in their own Watchlist would be the categories and predefined items that you enable in the Set Watchlist Options page:

- Plus any saved searches that the user is using as Watchlist items
- Minus any categories or items that the user decides to hide using Watchlist preferences
- Minus any items with no results found, if the user decides to hide such items using Watchlist preferences

Any Category or Item

When you disable any category or item, you also disable the processes that calculate the Watchlist item counts. These processes include creating data caches, performing security checks, calling services across domains, running queries, and so on.

Predefined Watchlist Items

An item with the Predefined type represents the actual predefined Watchlist item that appears in the Watchlist. If you disable this type of Watchlist item, then:

- The item isn't available for users to display in their Watchlist.
- The item is removed from any Watchlist where it's currently displayed.

If you disable a Watchlist category, then the category isn't available for users to include in their Watchlist. All Watchlist items within the category are also disabled.

User-Created Saved Search Watchlist Items

A Watchlist item with the User-Created Saved Search type doesn't appear in the Watchlist. It controls the display of the **Manage Watchlist** button on pages with saved searches. If you disable this type of Watchlist item, then:

- The **Manage Watchlist** option isn't available on the corresponding page, so users can't use their own saved searches as Watchlist items.
- Any user-defined saved searches (from that page) already used as Watchlist items are removed from the users' Watchlist. The saved searches are still available for searching, but not for the Watchlist.

Watchlist Category

If you disable a Watchlist category, then:

- The category isn't available for users to include in their Watchlist.
- All Watchlist items within the category are also disabled.

Related Topics

- Refresh Intervals for Watchlist Items
- How can I change predefined Watchlist category and item names?
- Create Watchlist Items
- Set Watchlist Preferences
- Why can't I see icons in the global header?

12 Maintain Common Reference Objects

Why can't I edit setup data?

The configuration of your setup data may be protected. Application developers mark some configurations as protected, indicating that you can't edit them.

Some examples of configurations that may be protected are:

- Descriptive flexfields
- Extensible flexfield contexts
- Extensible flexfield pages
- Value sets
- Tree structures

How can I determine which languages appear in the Translation Editor in Fusion Applications?

1. In Setup and Maintenance, go to the **Manage Applications Core Administrator Profile Values** task and search for the **Translation Editor Languages** (FND_TRANS_EDITOR_LANGS) profile option.
2. For the Site level profile value, enter a comma-separated list with either the complete names of the languages or just the language codes specified on the Manage Languages page. For example, F for French and KO for Korean.

   > **Note:** You can only specify languages available in the supported language pack. If you don't specify any value, all available language packs will appear in the translation editor.

After the users' next sign in, the languages will be available as options for them while they're editing translated text.

How do I define whether the user image, name, or initials display in the global header?

Set the User Image Display Enabled (FND_USER_PHOTO_ENABLED) profile option.

If you select:

- Yes, then the user image is displayed in the global header only if the user uploaded a photo. Otherwise, the user's initials are displayed. By default, this profile option is set to Yes.
- No, then only the user name is displayed in the global header.

Related Topics

- Change Your Photo

Set General Preferences for All Users

Use the Global Admin Preferences page to set general preferences, such as language, currency, and time zone for all users.

Use the **Set User General Preferences** task only if you want to update preferences for all users. Your users can still set preferences for themselves using the settings in the General Preferences section on the Preferences page. Once you set the general preferences for all users, if specific users don't change their preferences, the choices you have set for all users will apply to them. You can also set the default value formats for date, time, and number in regional preferences for all users.

To set general preferences, do these steps:

1. Click **Navigator** > **My Enterprise** > **Setup and Maintenance.**
2. In the Setup and Maintenance work area, go to the **Set User General Preferences** task in the Application Extensions functional area.
3. Set the required general preferences for your users.

   > **Note:** You can also set the value formats for regional preferences, such as date, time, and number for your users using profile options.

4. If you only want to set the preferences for new users whose preferences haven't been set by them yet, select the **Reset preferences for new users only** check box. Selecting this option excludes all users whose preferences were set at some point in time.
5. Click **Save**.

Related Topics

- Set Value Formats for Regional Preferences for All Users
- Set Your General Preferences

Set a Banner Message in the Global Header

Let's say you want to communicate some important information to your users. You can set a banner message to display such information in the global header. But here are a few things to keep in mind.

- The banner message doesn't support translation. It will be only in English.
- Oracle may override your banner message if required.

To set a banner message, do these tasks:

1. In the Setup and Maintenance work area, go to the **Manage Administrator Profile Values** task in the Application Extensions functional area.
2. Search for the **Banner Message** (**FND_BANNER_MESSAGE**) profile option.

3. In the FND_BANNER_MESSAGE: Profile Values section, click the **New** icon.
4. From the **Profile Level** list, select **Site**.
5. In the **Profile Value** field, enter the message that you want to show in the global header.

> **Note:** The length of your message must not exceed 1000 characters. If your message has more than 77 characters, only the first 77 characters are displayed on the global header, and the complete message appears when you hover over the banner.

6. Click **Save and Close**.
7. Sign out and sign back in to see the banner message.

Related Topics

- Set Profile Option Values
- How do I update existing setup data?

Define Application Taxonomy

Overview of Application Taxonomy

Oracle application components and functions are organized in a hierarchy, ranging from product lines to logical business areas. The hierarchy represents a breakdown of products into units based on how applications are installed and supported.

In the Application Extensions functional area within your offering, search for the Manage Taxonomy Hierarchy task and view the hierarchy on the Manage Taxonomy Hierarchy page.

Hierarchy

- The application taxonomy hierarchy contains various levels and types of nodes, or modules.

Usage

- Use application taxonomy to understand relationships among applications and between an application and its files. This information is helpful in managing various phases of the product life cycle.

Modules in Application Taxonomy

The application modules are organized in a hierarchy, the highest level being the product line, followed by the product family, application, and logical business area.

There can be multiple levels of logical business areas, with one or more nested within a parent logical business area. A module is a node at any of these levels. Each level is briefly described here.

- Product Line: A collection of products associated with a single brand name, for example, Oracle Fusion.
- Product Family: A collection of products associated with a functional area that may or may not be licensed together as a single unit, for example Oracle Fusion Financials.

- Application: A single product within a product family, containing closely related features for a specific business solution, for example General Ledger.
- Logical Business Area: A collection of business object definitions organized into a logical grouping. It contains the model objects, services, and UI components for those business objects. Logical business areas have their own hierarchy levels and in some cases can be up to two or three levels deep.

Related Topics

- Guidelines for Managing Modules in Application Taxonomy

Guidelines for Managing Modules in Application Taxonomy

In the application taxonomy hierarchy, when you create a module, it becomes a child of the currently selected node. Once created, you can't delete the module or move it elsewhere in the hierarchy.

From the Manage Taxonomy Hierarchy page, navigate to the Create Child Module or Edit Module page to manage the modules. As you create or edit modules, consider the following points regarding specific fields.

Identifiers

Module ID is the unique primary key for nodes in the taxonomy table. When you create a module, a unique read-only ID is automatically generated. The module contains two other identifiers: Module key and alternative ID. The module key is a string identifier, for example AP for the Oracle Fusion Payables application. The alternative ID is a numeric identifier, for example 1 for the Oracle Fusion product line. These additional identifiers are provided for the product line, product family, and application modules. However, you can optionally add them for logical business areas and new modules.

Note: Don't change the module key or alternative ID for predefined modules.

The product code is relevant only to application and logical business area modules. You can leave the field blank for other module types. The product code for applications is the short name that can be displayed in lists of application values. For example, FND for Oracle Fusion Middleware Extensions for Oracle Application.

Names

Module name is the logical name for the module. The name must be unique among nodes within the hierarchy level with the same parent, but Oracle recommends keeping it unique in the entire hierarchy. The user name and description can appear to users in other parts of Oracle Applications Cloud.

Usage Types

Though you can update the usage type to reflect the current state of the module, just doing so doesn't affect the actual state. For example, setting a module as installed doesn't mean the module is actually installed if the installation itself didn't take place. Installation refers to operations related to laying down all the components required to create an Oracle Applications Cloud environment. Deployment is the process that starts the managed servers and clusters and facilitates the actual use of product offerings. A licensed module is available for installation and deployment, and a deployed module is considered actively used when actually used by users.

Seed Data

If seed data is allowed, then data residing in flexfields and lookups can be extracted for the module using seed data loaders. By default, extract is allowed for all predefined modules of type application and logical business area.

Associations

You can associate a logical domain to modules of the type Product Family, as well as one or more enterprise applications to modules of type Application. This association represents the relationship between the taxonomy modules and the corresponding domain and enterprise applications stored in the Oracle Applications Cloud Functional Core (ASK) tables.

Related Topics

- Modules in Application Taxonomy

Define Reference Data Sharing

Reference Data Sharing

Reference data sharing facilitates sharing of configuration data such as jobs and payment terms, across organizational divisions or business units.

You define reference data sets and determine how common data is shared or partitioned across business entities to avoid duplication and reduce maintenance effort. Depending on the requirement (specific or common), each business unit can maintain its data at a central location, using a set of values either specific to it or shared by other business units.

A common reference data set is available as the default set, which can be assigned to several business units sharing the same reference data. For commonly used data such as currencies, you can use the common reference data set and assign it to multiple business units in various countries that use the same currency. In cases where the default set can't be assigned to an entity, you can create specific sets. The data set visible on the transactional page depends on the sharing method used to share reference data.

For example, XYZ Corporation uses the same grades throughout the entire organization. Instead of different business units setting up and using the same grades, XYZ Corporation decides to create a set called Grades, which contains the grades. All business units in the organization have the Grades set so that the grades can be shared and used.

> **Note:** For specific information about configuring reference data sharing for a particular object or product, refer to the relevant product documentation.

Related Topics

- Reference Data Sets
- Reference Data Sets and Sharing Methods
- Assignment of Reference Data Sets to Reference Objects

Reference Data Sets

Reference data sets are logical groups of reference data that various transactional entities can use depending on the business context. You can get started using either the common reference data set or the enterprise set depending on your implementation requirement.

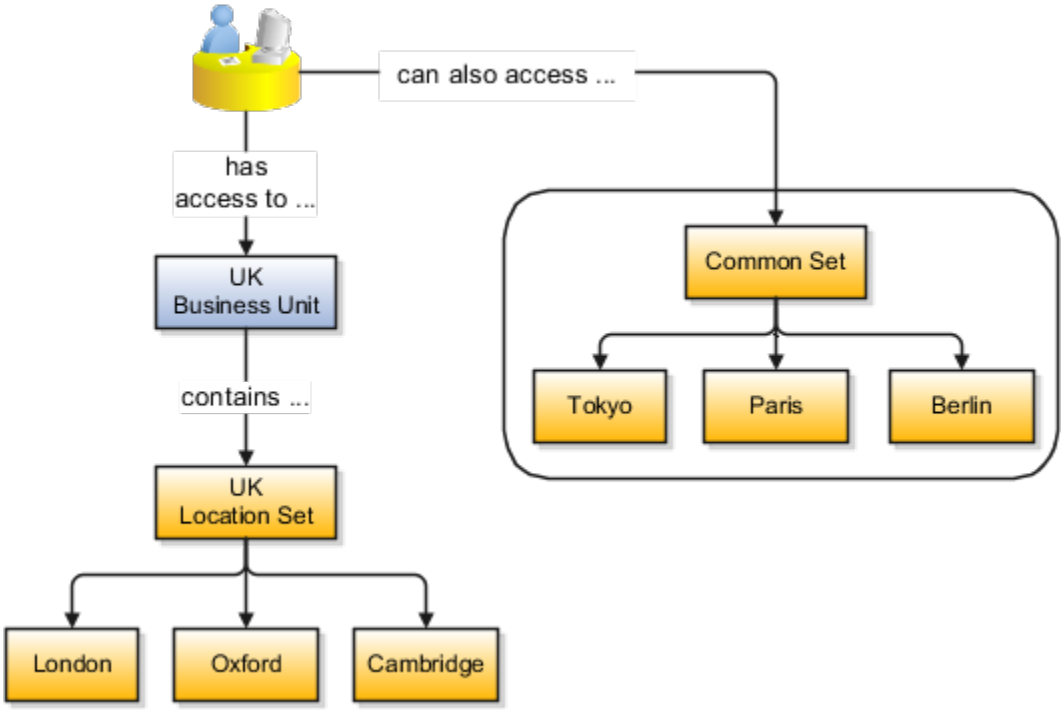
You can also create and maintain additional reference data sets, while continuing to use the common reference data set. Consider the following scenario. Your enterprise can decide that only some aspects of corporate policy should affect all business units. The remaining aspects are at the discretion of the business unit manager to implement. This enables your enterprise to balance autonomy and control for each business unit.

For example, your enterprise holds business unit managers accountable for their profit and loss, but manages working capital requirements at a corporate level. Then, you can let managers define their own sales methods, but define payment terms centrally. As a result, each business unit has its own reference data set for sales methods and one central reference data set for payment terms assigned to all business units.

Partitioning

Partitioning reference data and creating data sets provide you the flexibility to handle the reference data to fulfill your business requirements. You can share modular information and data processing options among business units with ease. You can create separate sets and subsets for each business unit. Alternatively, you can create common sets or subsets to enable sharing reference data between several business units, without duplicating the reference data.

The following figure illustrates the reference data sharing method. The user can access the data assigned to a specific set in a particular business unit, as well as access the data assigned to the common set.



Related Topics

- Reference Data Sets and Sharing Methods
- Assignment of Reference Data Sets to Reference Objects

Assignment of Reference Data Sets to Reference Objects

You can assign the reference data sets to reference objects using the Manage Reference Data Set Assignments page. For multiple assignments, you can classify different types of reference data sets into groups and assign them to the reference entity objects.

The assignment takes into consideration the determinant type, determinant, and reference group, if any.

Determinant Types

The partitioned reference data is shared using a business context setting called the determinant type. A determinant type is the point of reference used in the data assignment process. The following table lists the determinant types used in the reference data assignment.

Determinant Type	Description
Asset Book	Information about the acquisition, depreciation, and retirement of an asset that belongs to a ledger or a business unit.
Business Unit	The departments or organizations within an enterprise.
Cost Organization	The organization used for cost accounting and reporting on various inventory and cost centers within an enterprise.
Project Unit	A logical organization within an enterprise that's responsible for enforcing consistent project management practices.
Reference Data Set	References to other shared reference data sets.

Determinant

The determinant (also called determinant value) is a value that corresponds to the selected determinant type. The determinant is one of the criteria for selecting the appropriate reference data set.

Reference Groups

A transactional entity may have multiple reference entities (generally considered to be setup data). However, all reference entities are treated alike because of similarity in implementing business policies and legal rules. Such reference entities in your application are grouped into logical units called reference groups. For example, all tables and views that define Sales Order Type details might be a part of the same reference group. Reference groups are predefined in the reference groups table.

Define ISO Reference Data

Considerations for Defining Currencies

Consider these points about entering the currency code, date range, or symbol for the currency, when you create or edit currencies.

Currency Codes

You can't change a currency code after you enable the currency, even if you later disable that currency.

Date Ranges

You can enter transactions denominated in the currency only for the dates within the specified range. If you don't enter a start date, then the currency is valid immediately. If you don't enter an end date, then the currency is valid indefinitely.

Symbols

Some applications support displaying currency symbols. You may enter the symbol associated with a currency so that it appears along with the amount.

Related Topics

- What's the difference between precision, extended precision, and minimum accountable unit for a currency?
- What's a statistical unit currency type?
- Euro Currency Derivation

Euro Currency Derivation

Use the Derivation Type, Derivation Factor, and Derivation Effective Date fields to define the relationship between the official currency (Euro) of the European Monetary Union (EMU) and the national currencies of EMU member states.

For each EMU currency, you define its Euro-to-EMU fixed conversion rate and the effective starting date. If you have to use a different currency for Euro, you can disable the predefined currency and create a new one.

Derivation Type

The **Euro currency** derivation type is used only for the Euro, and the **Euro derived** derivation type identifies national currencies of EMU member states. All other currencies don't have derivation types.

Derivation Factor

The derivation factor is the fixed conversion rate by which you multiply one Euro to derive the equivalent EMU currency amount. The Euro currency itself must not have a derivation factor.

Derivation Effective Date

The derivation effective date is the date on which the relationship between the EMU currency and the Euro begins.

Considerations for Natural Languages

Natural languages are all the languages that humans use, written and spoken. If a language is enabled, then users can associate it with entities, for example as languages spoken by sales representatives.

When managing natural languages, consider tasks to perform and best practices for entering particular values.

Tasks

Once you add a language, it can't be deleted, but just disabled. You can optionally associate natural languages with International Organization for Standardization (ISO) languages and territories, just for reference.

Values

When you create a natural language, use the alpha-2 ISO code as the language code, or, if not available, then alpha-3. If the language isn't an ISO language, then use **x-** as a prefix for the code, for example **x-ja** for a Japanese dialect. Use the **sgn** code of ISO-639-2 for sign languages, followed by territory code, for example **sgn-US** for American Sign Language. You can also use Internet Assigned Numbers Authority (IANA) language tags.

The natural language description must be the language name with territory name in parenthesis where needed, for example **English (Australia)** and **English (Canada)**.

FAQs for Define ISO Reference Data

When do I create or edit territories?

The predefined territories are countries from the International Organization for Standardization (ISO) 3166 standard. Edit territory descriptions to determine how they're displayed in lists of country values in an application.

You don't have to edit territory names or codes unless there is a specific requirement. Create territories if new countries emerge and the application isn't yet patched with the latest ISO country values.

> **Note:** The National Language Support (NLS) territory codes are territory identifiers used in the application. Don't edit the codes unless you must change the association between ISO and the application territory.

When do I create or edit industries?

To meet a specific business need, you may edit industry names or descriptions of industries except for those belonging to the North American Industry Classification System (NAICS). Edit the industry descriptions also to determine how they appear in an application.

You may also create industries with specifications not included in the NAICS standards.

When do I associate industries with territories?

To meet specific business needs, you can associate industries with territories. For example, administrators can configure a page in different ways for different sets of users of the same industry, but residing in different countries.

When do I create or enable currencies?

Create or enable any currency for displaying monetary amounts, assigning currency to ledgers, entering transactions, recording balances, or for any reporting purpose. All currencies listed in the International Organization for Standardization (ISO) 4217 standard are supported.

The default currency is set to United States Dollar (USD).

Related Topics

- Considerations for Defining Currencies

What do I do if a currency code I am still using in my existing transactions is desupported?

Temporarily remove the end dates of these currencies and close the transactions or wait for the transaction life cycle to complete. Then add the end dates for the currencies again so that you use new codes for any new transactions.

> **Note:** In General Ledger, you can't change the currency for existing ledgers. So if you're using any desupported currency codes as ledger currencies in primary, secondary, or reporting currency ledgers, then remove the end dates of these currencies to continue using them.

Here's how you update the end date for a currency code:

1. In the Setup and Maintenance work area, go to the **Manage Currencies** task in the Application Extensions functional area.

   > **Note:** If you don't see this task, make sure the Maintain Common Reference Objects feature is enabled at the offering level in the Offerings work area.

2. Search for the obsolete currency code, for example STD.
3. Remove the end date of the currency code.
4. Save your changes.

Related Topics

- How do I update existing setup data?
- Configure Offerings

What's the difference between precision, extended precision, and minimum accountable unit for a currency?

Precision refers to the number of digits placed after the decimal point used in regular currency transactions. For example, USD would have 2 as the precision value for transactional amounts, such as $1.00.

Extended precision is the number of digits placed after the decimal point and must be greater than or equal to the precision value. For calculations requiring greater precision, you can enter an extended precision value such as 3 or 4. That would result in the currency appearing as $1.279 or $1.2793.

Minimum accountable unit is the smallest denomination for the currency. For example, for USD that would be .01 for a cent.

You can set these values for a currency using the **Manage Currencies** task in the Application Extensions functional area in the Setup and Maintenance work area.

> **Note:** When setting up currencies, make sure you use the correct precision. Some currencies, for example, the Chilean peso, don't support precision at all.

What's a statistical unit currency type?

The statistical unit currency type denotes the Statistical (STAT) currency used to record financial statistics in the financial reports, allocation formulas, and other calculations.

When do I create or edit ISO languages?

Edit the names and descriptions of International Organization for Standardization (ISO) languages to determine how they appear in the application. The ISO languages are a part of the ISO 639 standard.

If any change to the ISO standard doesn't reflect in the application, you can update the ISO alpha-2 code or add languages to provide up-to-date information.

Language Packs on Your Application

A language pack contains artifacts that are translated to a specific language. Translated artifacts include UI text, predefined data, messages, BI catalog data, and so on.

> **Note:** Enter only UTF-8 compatible characters for input and avoid external or platform-dependent characters that may not be supported.

Here are the supported languages other than American English:

- Arabic
- Chinese (Simplified)
- Chinese (Traditional)
- Croatian
- Czech
- Danish
- Dutch
- Finnish
- French (Canadian)
- French (European)
- German
- Greek
- Hebrew
- Hungarian
- Italian

- Japanese
- Korean
- Norwegian
- Portuguese (Brazilian)
- Polish
- Romanian
- Russian
- Slovak
- Spanish
- Swedish
- Thai
- Turkish
- Ukrainian
- Vietnamese

How to Install Language Packs

To install language packs on all your environments, contact your help desk. For more information about language packs, see Oracle Applications Cloud Service Definition - Language Packs (2073202.1) on My Oracle Support at https://support.oracle.com. There's no limit to the number of language packs you can ask for in one service request. But you must only install the language packs you need to conduct your day-to-day business because of these reasons:

- Once you request a language pack, the installation will be scheduled for all your environments, including production, staging, and test environments, so that they're all in sync.
- It takes time and resources to install language packs. So you might get extended outages during updates, especially if you have four or more language packs installed in your environments.
- Once you install any language, you can't uninstall it later.

You can view all available languages, whether they're already installed or available for installation and translation. In the Setup and Maintenance work area, use the **Manage Languages** task in the Application Extensions functional area. Each dialect is treated as a separate language. Generally, you don't need to edit any of the fields on the Manage Languages page, unless absolutely necessary.

Related Topics

- How do I update existing setup data?

Can I add or edit time zones?

You usually don't add or edit time zones because all standard time zones are provided. However, you may create time zones if new zones become standard and the application isn't yet updated with the latest values.

You can rename existing time zones and enable them. Only the enabled time zones are available for all users to select while setting their regional general preferences.

To add or edit time zones, use the following in the Setup Maintenance work area:

- Functional Area: Application Extensions
- Task: Manage Time Zones

Search Extension Framework

Overview of Search

Users can search for product-specific business objects, such as documents, records, and purchase orders. They can use highly responsive, index-based, and full-text search capabilities. The search platform has these components.

- The search engine, which provides primary search capabilities, such as indexing and querying, as well as supports search functions such as keyword and attribute search.
- The search extension framework, which serves as an integration layer between search engine and Oracle Applications Cloud.

Search Extension Framework

You can use the search extension framework to define product-specific searchable business objects and provide real time, index-based, and full-text search capabilities using REST and Java APIs.

This metadata-based framework supports search features, such as functional and data security and Natural Language Support. You can manage and configure the indexes after they're created, such as manage bulk uploads or provide production-to-test support.

Here are some of the things you can view in the search results using this framework.

- List of attributes and their associated set of available values. The attribute search results are based on the attributes of the business objects. After selecting a value for each attribute in the search result, you get more filtered results.
- Action links associated with the searchable objects. From the search results, you can either go straight to the related page or open a specific task.
- Recent searches for all the business objects enabled in the search.
- Basic search results based on the keywords used.
- Configured attachments related to transactional objects and record in your application.

Note: The search extension framework is available only for certain product families. Refer to the product-specific documentation to determine if your product uses this framework.

Enable Search Extension Framework

Enable the search extension framework to create indexes, ingest predefined indexes, perform bulk ingest, and manage search capabilities.

- Make sure the **Enable/Disable Search Ext Framework** (**ORA_FND_SEARCH_EXT_ENABLED**) profile option is set to **Yes**. By default, this functionality is enabled and can't be edited.
- Make sure that you've the Manage Scheduled Job Definition (FND_MANAGE_SCHEDULED_JOB_DEFINITION_PRIV) privilege to run scheduled processes.

- Submit the **ESS job to create index definition and perform initial ingest to OSCS** process for creating indexes and ingesting predefined indexes.

  > **Note:** This job should only be run once and not on a regular or scheduled basis.

- Submit the **ESS job to run Bulk ingest to OSCS** process for ingesting bulk data to Oracle Search indexes.

> **Note:** If you don't specify any index names while submitting the process, the process will run for all predefined indexes. We recommend you to create indexes related to your product family only. See the product-specific documentation to find the index names for your product family.

Related Topics

- Set Profile Option Values
- Submit Scheduled Processes and Process Sets

Considerations for Using the Search Extension Framework for Global Search

Here are some of the considerations for using the search extension framework for global search:

- You can manage and configure the indexes after they're created. You can view them as categories in the global search settings. These categories are predefined:
  - Purchase Agreement
  - Purchase Orders
  - Purchase Requisitions
  - Suppliers
- To enable predefined categories in the global search, set the PO_PA_SEARCH_SERVICE profile option to Yes. The predefined categories are available in the global search settings even if the indexes the categories represent aren't created.
- You must submit the process for creating indexes and ingesting predefined indexes for each index before using it. You can also submit the process if the index is already created and you want to ingest it again. Use these index names while submitting the process:
  - Purchase Agreements: fa-prc-pa
  - Purchase Orders: fa-prc-po
  - Purchase Requisitions: fa-prc-por
  - Suppliers: fa-prc-suppliers

- Create a default search configuration for global search.
    a. In the Setup and Maintenance work area, click the **Tasks** tab, and then click **Search**.
    b. Search for the Manage Global Search Configurations task.
    c. Enter values for Short Name, Display Name, and Description. Ensure that Default and Enabled check boxes are selected, the Product Family is Common, and the Module is Oracle Middleware Extensions for Applications.
    d. Enter this value for the Search Factory parameter:
    `oracle.apps.fnd.applcore.globalSearch.ui.searchFramework.SearchFrameworkSearchablefactory`
    e. Click **Save and Close**.

> **Note:** There can be only one default search configuration. Two verticals, such as Procurement and HCM, can't coexist under global search.

Related Topics
- Overview of Search
- Overview of Global Search Setup
- Submit Scheduled Processes and Process Sets

FAQs for Search Extension Framework

What do I do if the process for creating indexes keeps failing?

It might be because of one or more of these reasons.

- You entered incorrect index names while submitting the process. Make sure that your ESS job parameters have the correct index names. If the problem persists, contact your help desk.
- You might not have enabled the search extension framework. Make sure you enable it.
- Your search cloud service isn't reachable. To check its availability, submit the **ESS process to check Search Cloud Service availability** process.

What do I do if I get errors about enabling the search extension framework?

Follow these steps.

1. Make sure the **Enable/Disable Search Ext Framework** (**ORA_FND_SEARCH_EXT_ENABLED**) profile option is set to **Yes**.
2. Create indexes and ingest predefined indexes. To do so, submit the **ESS job to create index definition and perform initial ingest to OSCS** process.

    > **Note:** This job should only be run once and not on a regular or scheduled basis.

Related Topics
- Set Profile Option Values

What do I do if I get errors stating that the Oracle Search Cloud Service or OSCS isn't reachable?

Follow these steps.

1. Check the availability of search cloud service. To do so, submit the **ESS process to check Search Cloud Service availability** process.
2. Create indexes and ingest predefined indexes. To do so, submit the **ESS job to create index definition and perform initial ingest to OSCS** process.

   > **Note:** This job should only be run once and not on a regular or scheduled basis.

Related Topics

- Submit Scheduled Processes and Process Sets

13 Maintain Audit Policies

Audit Policies

Auditing is used to monitor user activity and all configuration, security, and data changes that have been made to an application. Auditing involves recording and retrieving information pertaining to the creation, modification, and removal of business objects.

All actions performed on the business objects and the modified values are also recorded. The audit information is stored without any intervention of the user or any explicit user action.

Use audit policies to select specific business objects and attributes to be audited. The decision to create policies usually depends on the type of information to be audited and to the level of detail required for reporting.

Enabling Audit Functionality

For Oracle Applications Cloud, you must configure the business objects and select the attributes before enabling audit. If you enable audit without configuring the business objects, auditing remains inactive. By default, auditing is disabled for all applications. To enable and manage audit, ensure that you have a role with the assigned privilege Manage Audit Policies (FND_MANAGE_AUDIT_POLICIES_PRIV). For appropriate assignment of roles and privileges, check with your security administrator.

To enable auditing for Oracle Fusion Middleware products, select one of the levels at which auditing is required for that product. The audit levels are predefined and contain the metadata and events to be audited. For more information, see *Audit Events for Oracle Applications Cloud Middleware (Doc ID 2114143.1)* on My Oracle Support.

If you don't want an application to be audited, you can stop the audit process by setting the Audit Level option to **None**. Also, note that there's no specified retention period for the audited data or the logs. Follow your company policy for retaining or removing such data.

> **Note:** You won't be able to enable audit if you're working in a sandbox. If you try to set up audit while you're in a sandbox, you will see the message "Audit setup is disabled in a sandbox". You'll also notice that the buttons associated with the audit functionality are disabled.

Related Topics

- Audit Configuration for Business Object Attributes
- Overview of Audit Configuration

Audit Configuration for Business Object Attributes

Audit enables tracking the change history of particular attributes of a business object. However, those objects and their attributes must be selected for audit and auditing must be enabled for that application.

The configuration settings determine which attributes to audit for a given object, and when the audit starts and ends. Auditing takes into account all the operations performed on an object and its attributes, such as create, update, and

delete. To configure audit business object attributes, use the **Manage Audit Policies** task in the Setup and Maintenance work area.

Selecting an Application

To set up auditing, you must select a web application that contains the required business objects that can be audited. From the list of business objects, select those business objects that you want to audit. Selecting a business object also displays its attributes that are enabled for auditing.

Selecting Attributes

For each selected business object to be audited, select the corresponding attributes to include in the audit. All attributes that belong to that object are by default selected for audit and appear on the user interface. However, you can add or remove attributes from the list. When you remove an attribute from the list, you stop auditing it even when the parent object is selected for audit. So, if you want an attribute to be audited, you must add it to the list. If the object selected in an audit hierarchy is also a part of several other audit hierarchies, the attribute configuration for that object is applicable to all the hierarchies in that application.

For business objects based on flexfields, select the Flexfields (Additional Attributes) check box to view, add, or remove flexfield attributes. The selected objects are audited.

> **Note:** You can't audit LOB (BLOB, CLOB, and NCLOB), rich text, and long text attributes.

Starting and Stopping Audit

The business object is ready for audit after you select its attributes and save the configuration changes. However, to start auditing, the audit level for Oracle Applications Cloud must be set to **Auditing** on the Manage Audit Policies page.

To stop auditing an object, you can deselect the entire object and save the configuration. As a result, all its selected attributes are automatically deselected and aren't audited. To continue to audit the business object with select attributes, deselect those attributes that aren't to be audited. When users view the audit history for an application, they can specify the period for which they want the results. Therefore, make a note of when you start and stop auditing an application.

For example, users intend to view the audit history of an object for the previous week, but auditing for that object was stopped last month. They wouldn't get any audit results for that week, because during the entire month that object wasn't audited. Even if you enable audit for that object today, users can't get the wanted results because audit data until today isn't available.

> **Note:** When users export the report summary to a Microsoft Excel file, there's a limit on the number of rows that are displayed in the file.
>
> - For Oracle Fusion Middleware products, the maximum limit is 25000. By default, the limit is set as 10000. You can change this limit using the FND_AUDIT_FMW_EVENT_LIMIT profile option.
> - For Oracle Fusion Application Business Objects, the maximum limit is 10000 per table. This is set as the default value. Sometimes, the actual rows returned might be more than the limit set, because a single transaction can update multiple tables. To decrease this limit, you can create the FND_AUDIT_EXPORT_ENTITY_LIMIT profile option and set a lesser value for it.
>
> See *Why is it taking so long to get search results when exporting audit summary of Fusion Application Business Objects?*

Overview of Audit Configuration

To set up auditing for Oracle Applications Cloud, select the Manage Audit Policies task from the Setup and Maintenance work area within your offering.

To set up auditing for Oracle Fusion Middleware products, select the level of auditing mapped to a predefined set of metadata and the events that have to be audited. Information about configuring audit for Oracle Fusion Middleware products is provided in Oracle Fusion Middleware guides.

You can also create a configuration file and deploy it to audit a specific Oracle Fusion Middleware product. The configuration details for Oracle Fusion Middleware products are available as audit-specific assets that you can use to create the **config.xml** configuration file. To get a list of audit-specific assets, see *Audit Events for Oracle Applications Cloud Middleware (Doc ID 2114143.1)* on My Oracle Support.

Oracle Fusion Middleware Products

- Configure business objects to enable auditing in Oracle Fusion Middleware products. Refer to Oracle Applications Cloud Common Features Reference.

  See: *Auditing Web Services*

Oracle Fusion Security Products

- Configure business objects to enable auditing in Oracle Fusion security products. Refer to Oracle Applications Cloud Common Features Reference.

  See: *Introduction to Oracle Fusion Middleware Audit Framework*

  See: *Managing Audit*

14 Enterprise Scheduler Job Definitions

Overview of Managing Job Definitions and Job Sets

Users run scheduled processes based on jobs to process data and, in some cases, to provide report output.

Each job has a job definition which, for example, determines the parameters that users can set. Jobs are based on Oracle Enterprise Scheduler Services. Using Enterprise Scheduler Jobs tasks, you can define job definitions, list of values sources, and job sets.

- **Job Definitions**: Contain the metadata about the job and the options available to users. A job definition is defined by a job type, such as Oracle Analytics Publisher or PL/SQL Job type or others.
- **List of Values Sources**: Determine where a list of values for the parameters in a job definition comes from and what the specific values are.
- **Job Sets**: Collections of several jobs in a single process set that the users submit instead of running separate jobs.

The various Enterprise Scheduler Jobs tasks are:

- Manage Enterprise Scheduler Job Definitions and Job Sets for Financial, Supply Chain Management, and Related Applications
- Manage Enterprise Scheduler Job Definitions and Job Sets for Human Capital Management and Related Applications
- Manage Enterprise Scheduler Job Definitions and Job Sets for Customer Relationship Management and Related Applications

In the Setup and Maintenance work area, you can find these tasks in the Application Extensions functional area, or, depending on your offering, another functional area. If you don't see the task, make sure that the Enterprise Scheduler Job Definitions and Job Sets feature is enabled at the offering level in the Offerings work area.

Related Topics

- Job Definitions
- Manage List of Values Sources
- Job Sets
- What are scheduled processes?
- Configure Offerings
- Best Practices for Scheduled Processes in Fusion Applications

Manage List of Values Sources

A list of values source for job definitions determines where a list of values comes from and what the specific values are. Users can select from the list when they set parameters.

For example, the list of values for a Country parameter gives users a list of countries to choose from. You can create list of values sources to use in job definitions that you or someone else created. Parameters in predefined job definitions can have lists of values too, but not from list of values sources that you can manage. But if you duplicate a predefined job definition, list of values sources might be automatically created for your new job definition. You can manage those sources as you would a source that you created yourself.

Here's how you get started to create, edit, or delete list of values sources:

1. In the Setup and Maintenance work area, go to the **Manage Enterprise Scheduler Job Definitions and Job Sets** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area.

   > **Note:** If you don't see the task, make sure that the Enterprise Scheduler Job Definitions and Job Sets feature is enabled at the offering level.

2. Click the Manage List of Values Sources tab. If you don't see anything here, that just means you haven't created any sources or duplicated any predefined job definitions that would result in automatically creating list of values sources.
3. Go on to create or edit list of values sources.

Create List of Values Source

Create a source based on predefined view objects or your own SQL query.

- For predefined view objects, contact your help desk to find out if there are any that meet your needs. And to get the view object's full path, which you enter when creating the list of values source.
- For your own SQL query, you can see the Tables and Views guides for more information, if you want to base the list of values source on a specific table or view.

Your list of values source might behave differently from similar sources used in predefined jobs. There are some limitations to creating custom sources. For example, you can't add new filtering criteria or configure the search.

1. On the Manage List of Values Sources tab, click the **Create** icon.
2. In the Create List of Values Source dialog box, select something from the **Application Name** list that's related to your list of values. If you don't know what to select or can't find anything that applies, just select **Application Toolkit**.
3. In the **User List of Values Source Name** field, enter a name that helps you identify your list of values source.
4. From the **LOVType** list, select **Predefined** to use a view object or **User Defined** to use a SQL query.
5. If you selected Predefined, then in the **List of Values Source Definition Name** field, enter the full path of the view object that your help desk provided.

   If you selected User Defined, enter your own SQL in the **Query** field.

   - Your query can't have any aggregate function like DISTINCT, SUM, MAX, or AVG in the direct select clause. It can't have UNION, UNION ALL, INTERSECT, or MINUS either.
   - If you absolutely need to use any of those functions, you need to wrap the query in another select clause. Here are a couple examples:

Don't Use This	Use This Instead
`SELECT DISTINCT CHANNEL.MEANING MEANING FROM FND_LOOKUP_VALUES_TL`	`SELECT MEANING FROM (SELECT DISTINCT MEANING MEANING FROM FND_LOOKUP_VALUES_TL);`

Don't Use This	Use This Instead
`select lookup_code as LookupCode from fnd_lookup_values_b where lookup_type='EXM_REPORT_STATUS' UNION select 'NULL' as LookupCode from dual`	`SELECT LOOKUPCODE FROM (select lookup_code as LookupCode from fnd_lookup_values_b where lookup_type='EXM_REPORT_STATUS' UNION select 'NULL' as LookupCode from dual)`

6. Make sure everything looks fine and then click **Save and Close**. You can't change most of the things about your source after you create it.

Edit or Delete List of Values Source

Here are some things to know about editing and deleting list of values sources, which you can do on the Manage List of Values Sources tab.

- You can edit only the application name and description.
- When you delete a list of values source, you can't find it and manage it any more, but it's not really gone. Any job definitions using that source can continue using it. So after you delete a source, you can't create another one later with the same name, even though you won't be able to find the deleted one. To avoid confusion, it's recommended that you don't ever delete any list of values source. Just create new ones as needed, with unique names.

Related Topics

- How do I update existing setup data?
- Configure Offerings

Assign Roles for Access to Manage Scheduled Processes

Users can view and manage the scheduled processes that they submit, for example, to cancel the process or see the output. But, if they need to do that for processes other people submitted, they need certain roles.

Here are the roles and what they let users do with scheduled processes that anyone submitted.

Role Name	Role Code	View	Update	Cancel	See Output	Republish Output
ESS Operator Role	ESSOperator	Yes	No	No	No	No
ESS Monitor Role	ESSMonitor	Yes	No	No	No	No

Role Name	Role Code	View	Update	Cancel	See Output	Republish Output
ESS Administrator Role	ESSAdmin	Yes	Yes	Yes	No	No
BI Administrator Role	BIAdministrator	No	No	No	Yes	Yes

You can use the Security Console to create a custom role that has the needed roles, and assign the custom role to the user. Usually it's best to give access just by giving users the needed roles.

- But, sometimes you might need to give more access to specific tasks. For example, someone with ESS Monitor Role can see scheduled processes from others, but they also need to put processes on hold. And you don't want to give them the ESS Administrator Role because that would be too much access.
- Another case is that a user should not have access to all processes, but they still need to do certain tasks for some processes.

In these cases, the custom role you assign to users should have a data security policy, which gives users access to certain tasks. Here are the actions you should choose from for the policy, for the specific tasks you want to give users access to.

Action	Description
ESS_REQUEST_CANCEL	Cancel processes.
ESS_REQUEST_HOLD	Put processes on hold.
ESS_REQUEST_OUTPUT_READ	See the output from processes.
ESS_REQUEST_OUTPUT_UPDATE	Update the output from processes, for example to change what output you want if the process hasn't started running yet.
ESS_REQUEST_READ	Access processes and view details.
ESS_REQUEST_RELEASE	Release processes that were put on hold.

Access for All Scheduled Processes

Here's how you give someone access to manage all processes:

1. On the Roles page in the Security Console, click **Create Role**.
2. On the Create Role: Data Security Policies page, create a data security policy only if you need to give access to specific tasks.
    a. For the **Data Resource** field, select **ESS_REQUEST_HISTORY**.
    b. For the **Data Set** list, select **All Values**.
    c. For the **Actions** list, select any of the tasks that you want to give access to.
3. On the Create Role: Role Hierarchy page, add any of the needed roles.

4. On the Create Role: Users page, enter the users you want to assign this custom role to.

Access to Do Certain Tasks for Specific Processes

Say you don't want to give users access to all scheduled processes. When you create the custom role, instead of selecting a role like ESS Monitor Role, you enter a condition that controls what processes are included. You first create the condition in a data resource:

1. On the Administration page in the Security Console, click **Manage Database Resources** on the General tab.
2. On the Manage Database Resources and Policies page, search with **ESS_REQUEST_HISTORY** in the **Object Name** field.
3. In the Search Results table, select the ESS_REQUEST_HISTORY database resource and click **Edit**.
4. On the Edit Data Security page, click the Condition tab.
5. On the Condition tab, click the **Create** icon.
6. In the Create Database Resource Condition dialog box, select **SQL predicate** for the **Condition Type** option.
7. In the **SQL Predicate** field, enter SQL that identify what processes to give access to, for example:

```
EXISTS
(select 1 from dual)
and DEFINITION in (
'JobDefinition://oracle/apps/ess/hcm/users/SyncRolesJob'
)
```

8. Save your work.

Now you're ready to create your custom role and assign it to users:

1. On the Roles page in the Security Console, click **Create Role**.
2. On the Create Role: Data Security Policies page, create a data security policy.
    a. For the **Data Resource** field, select **ESS_REQUEST_HISTORY**.
    b. For the **Data Set** list, select **Select by instance set**.
    c. For the **Condition Name** list, select the condition you created.
    d. For the **Actions** list, select **ESS_REQUEST_READ** so users can access the process in the first place. Include any other action that you want to give access to. For example, if the user needs to see output, select **ESS_REQUEST_OUTPUT_READ** too.
3. On the Create Role: Users page, enter the users you want to assign this custom role to.

Related Topics

- Create Roles in the Security Console

Allow Updates to Scheduled Process Priority

Every scheduled process has a default priority, from 0 to 9. When many scheduled processes are submitted, those with a lower number, for example 2, would usually run before those with a higher number, for example 7.

1. You can set the **Scheduled process priority change allowed** (ESS_ALLOW_CHANGE_PROCESS_PRIORITY) profile option so that administrators can change the priority for specific submissions.

1. In the Setup and Maintenance work area, use the **Manage Applications Core Administrator Profile Values** task in the Application Extensions functional area. Set the **Scheduled process priority change allowed** profile option to **Yes** at the Site level.

2. In the Security Console, create a custom role that has the ESS Administrator Role (EssAdmin), and assign it to administrators who should have access to change priorities. Or, ask your security administrator to do this.

Related Topics

- Set Profile Option Values
- Assign Roles for Access to Manage Scheduled Processes

Managing Job Definitions

Job Definitions

Scheduled processes are based on jobs that process data and, in some cases, provide output. Each job requires a job definition. A job definition can also include parameters and user properties that the user defines while submitting the scheduled process.

You are encouraged to use predefined scheduled processes as is, so usually you don't need to do anything with job definitions. But if you do need something specific to your needs, you can create Oracle Analytics Publisher reports as the basis for custom jobs, and create job definitions for those custom jobs. You can also duplicate predefined job definitions and edit your copy, mainly to update the parameters. But, usually you wouldn't duplicate predefined job definitions. Some of them can't be duplicated anyway, and there are many limitations to consider with the duplicate.

To view, create, edit, or duplicate job definitions, use the Manage Job Definitions tab on the Manage Enterprise Scheduler Job Definitions and Job Sets page. In the Setup and Maintenance work area, here's where you go to open that page:

- Functional Area: Application Extensions a product-specific functional area
- Task: Manage Enterprise Scheduler Job Definitions and Job Sets

Viewing Job Definitions

Use the table on the Manage Job Definitions tab to view the job definitions created for the application. An asterisk in the name column indicates a predefined job definition. Not all job definitions are shown. You always see only the ones you have access to, and only the first 100 are shown when you open the tab.

> **Tip:** Use Query by Example to find the job definition you're looking for, even those not shown in the table by default.

This table describes the columns in the table on the Manage Job Definitions tab.

Column Name	Description
Name	Name of the job definition.
Display Name	Name of the job definition as available to users while submitting scheduled processes.
Description	Description for the job definition.

Column Name	Description
Path	The full directory path where the job definition is saved.
Execution Type	The type of job request for the given job definition, such as a Java, C, PL/SQL, Perl, or hosted script job.
Job Type	The name of the job type that the job definition is based on. • BIPJobType: Jobs that run as Oracle Analytics Publisher reports • CJobType: Jobs that are implemented in C and run in the container • HostJobType: Jobs that run as host scripts executed from the command line • JavaJobType: Jobs that are implemented in Java and run in the container • PerlJobType: Jobs that are implemented in Perl and run in the container • PlsqlJobType: Jobs that run as PL/SQL procedures stored in a database server • SqlLdrJobType: Jobs that are implemented in SQL*Loader and run in the container • SqlPlusJobType: Jobs that are implemented in SQL*Plus and run in the container **Note:** If you create a brand new job definition (not by duplicating an existing one), the only job type you can use is BIPJobType.

Parameters

A parameter controls which records are included or how they are affected when the job runs. Parameters are available to users when they submit scheduled processes based on your job definitions. For example, a job updates only the records that are effective after the date that users enter in a Start Date parameter. You can create, edit and delete parameters for job definitions that are not predefined.

User Property

A user property is set in the job definition to attain some specific results.

Related Topics

- Create Job Definitions to Run Reports as Scheduled Processes
- Edit Job Definitions
- What are scheduled processes?
- Use Query By Example

Create Job Definitions to Run Reports as Scheduled Processes

Every job definition has a job type that reflects the executable for the job, such as Java or Oracle Analytics Publisher reports. You can only create job definitions that are based on Analytics Publisher reports.

When there's a job definition for an Analytics Publisher report, users can run the report as a scheduled process in the Scheduled Processes work area. Otherwise, they can open reports (which are set up to be run online) elsewhere, for example in the Reports and Analytics work area.

CAUTION: Make sure your user name doesn't contain any spaces. If you create a custom job definition using a user name that contains spaces, other users might get errors when they submit this custom job definition.

Create Job Definitions

Here's how you create a job definition for an Analytics Publisher report:

1. In the Setup and Maintenance work area, go to the **Manage Enterprise Scheduler Job Definitions and Job Sets** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area.

   Note: If you don't see the task, make sure that the Enterprise Scheduler Job Definitions and Job Sets feature is enabled at the offering level.

2. On the Manage Enterprise Scheduler Job Definitions and Job Sets page, click the Manage Job Definitions tab.
3. Click the **Create** icon.
4. Fill in the Job Definition section.

Field or Check Box	What You Do
Display Name	Enter the name that users see and select to submit the scheduled process.
Name	Enter a name with only alphanumeric characters, for example, `AtkEssPrograms1`. It can't have spaces or any special characters.
Job Application Name	Select the application to associate the job definition with. What you select depends on the task you're using. - Manage Enterprise Scheduler Job Definitions and Job Sets for Customer Relationship Management and Related Applications: Select **CrmEss**. - Manage Enterprise Scheduler Job Definitions and Job Sets for Financial, Supply Chain Management, and Related Applications: Select **FscmEss**. - Manage Enterprise Scheduler Job Definitions and Job Sets for Human Capital Management and Related Applications task: Select **EarHcmEss**.
Enable submission from Enterprise Manager	Make sure you don't select this check box.
Job Type	Select **BIPJobType**. Don't select any other type.
Default Output Format	Select the output format users get by default when they submit the scheduled process.
Report ID	Enter the path to the report in the BI catalog, starting with the folder within Shared Folders, for example: `Custom/<Family Name>/<Product Name>/<Report File Name>.xdo`. Make sure to include the `.xdo` file extension for the report definition.

Field or Check Box	What You Do
Enable submission from Scheduled Processes	Leave the check box selected.

5. In the Parameters subtab, you can define parameters that are available to users when they submit the scheduled process based on your job definition.
6. In the User Properties subtab, don't create or edit a user property unless you have the accurate information that's required to create or edit one. The `EXT_PortletContainerWebModule` user property is automatically created.
7. Click **Save and Close**.

When you create a job definition, a privilege with the same name as the job definition is automatically created with a Run prefix. For example, for a job definition named MyProcess1, with display name My Process, the privilege code is RUN_MYPROCESS1, with Run My Process as the name. Make sure to use the Security Console to assign this privilege to roles so that users who need to run the process can do so.

Related Topics

- Define Parameters for Job Definitions
- Manage List of Values Sources
- Edit Job Definitions
- How do I update existing setup data?
- Configure Offerings

Duplicate Job Definitions

A parameter controls which records are included or how they are affected when a job runs. Job definitions can have one or more parameters or none at all.

1. However, usually you wouldn't duplicate predefined job definitions. Some of them can't be duplicated anyway, and there are many limitations to consider with the duplicate. If you're duplicating a predefined job definition, make sure you test the duplicate carefully because it might not work exactly like the original.

1. In the Setup and Maintenance work area, go to the **Manage Enterprise Scheduler Job Definitions and Job Sets** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area.

   > **Note:** If you don't see the task, make sure that the Enterprise Scheduler Job Definitions and Job Sets feature is enabled at the offering level.

2. On the Manage Enterprise Scheduler Job Definitions and Job Sets page, click the Manage Job Definitions tab.
3. On the Manage Job Definitions tab, select a job definition with any job type.
4. Click **Duplicate** to get another row in the table with the duplicate job definition.
5. Select the duplicate job definition and click **Edit**.
6. Enter the name and path.
7. Update the parameters if you need to. Make sure that all mandatory parameters are populated properly.
8. Click **Save and Close**.

Results:

When you create a job definition by duplicating, a privilege with the same name as the duplicate job definition is automatically created with a Run prefix. For example, for a job definition named MyProcess1, with display name My Process, the privilege code is RUN_MYPROCESS1, with Run My Process as the name. Make sure to use the Security Console to assign this privilege to roles so that users who need to run the process can do so.

You also automatically create a view object with the same name in the list of values sources. Validations for the attributes in the parameters view object aren't copied over.

Related Topics

- Define Parameters for Job Definitions
- How do I update existing setup data?
- Configure Offerings

Edit Job Definitions

You can only edit certain fields in predefined job definitions, as some of the fields are read only. However, you can edit all aspects of job definitions that are not predefined.

Editing Job Definitions

Follow these steps:

1. In the Setup and Maintenance work area, go to the **Manage Enterprise Scheduler Job Definitions and Job Sets** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area.

   > **Note:** If you don't see the task, make sure that the Enterprise Scheduler Job Definitions and Job Sets feature is enabled at the offering level.

2. On the Manage Enterprise Scheduler Job Definitions and Job Sets page, open the Manage Job Definitions tab.
3. Select the job definition you want to edit.
4. Click **Edit**.
5. Make the changes that you want, for example:
   - You can edit the display name of the job definition to use terms that are more familiar to your users.
   - You can use the **Prompt** field to edit parameter display names.
6. Click **Save and Close**.

Predefined Job Definitions

You cannot update parameters in predefined job definitions, but this table lists some of the other fields that you can edit.

Field	Description
Retries	The number of times to automatically run this job again if the scheduled process fails.

Field	Description
Job Category	Specific to the application of the job definition, it's used to group definitions according to your requirements.
Timeout Period	The amount of time before stopping a scheduled process that couldn't complete.
Priority	Priority of scheduled processes submitted, with 0 as lowest. If other processes, based on the same or another job, are scheduled to run at the same time, then priority determines the run order.

Related Topics

- Job Definitions
- Create Job Definitions to Run Reports as Scheduled Processes
- How do I update existing setup data?
- Configure Offerings

Define Parameters for Job Definitions

A parameter controls which records are included or how they are affected when a job runs. Job definitions can have one or more parameters or none at all.

You define parameters while creating or editing job definitions using the Manage Enterprise Scheduler Job Definitions and Job Sets page. In the Setup and Maintenance work area, use the following:

- Functional Area: Application Extensions or a product-specific functional area
- Task: Manage Enterprise Scheduler Job Definitions and Job Sets

When users run the scheduled process for job definitions of type BIPJobType, the values they enter for the parameters determine the data to be included in the report. Also, the values are passed to the data model that the report is using.

The parameters that you define must be in the same order as parameters in the data model for the report. For example, the data model has parameters in this order:

- `P_START_DATE`
- `P_END_DATE`
- `P_CURRENCY`

You create parameters as follows:

- Start Date
- End Date
- Currency

Defining Parameters: Job Definitions

To define parameters while creating or editing job definitions:

1. On the Manage Job Definitions page, open the Parameters sub tab.

2. Click **Create**.
3. Enter the parameter prompt that users see when they submit the scheduled process.
4. Select a data type and configure how the parameter and the data entered are displayed, as described in this table.

Data Type	Fields
Boolean	Select this if you want the parameter to be a check box. Select **True** or **False** to determine if the check box is selected or not.
Date or time	Select **Date and time** or **Date only** option. Select a value from the **Default Date Format**. **Note:** Make sure the format you select here is the same as the format used for the job. If the job definition type is BIPJobType, select **yyyy-MM-dd**, and make sure the data model for the corresponding Oracle Analytics Publisher report is using the same date format.
Number	Select a **Number Format**. Select **Left** or **Right** for data alignment.
String	Select a **Page Element**. Select **Text box** if you want the user to provide a text. Select **Choice list** if you want a list with limited options (maximum 10). If there are more than 500 values, users will get an error when they try to set the parameter as part of submitting the scheduled process. Select **List of values** if you want a list with unlimited options with a search facility.

5. Select the **Read Only** check box if you don't want to enable users to set this parameter. When a parameter is set as read only, the user is required to provide a default value to be passed to the job definition.
6. If you select list of values or choice list page element, select a **List of Values Source** and an **Attribute**. Use the list of values sources from the Manage List of Values Sources tab. Don't define lists of values in the data model that the report is using.
7. From the list of available attributes, select the attributes you want to appear in the list and move them to the selected attributes section. These attributes determine the values that the user can see.
8. Define a **Default Value** for the parameter.
9. In the **Tooltip Text** field, provide additional information for the user to follow.
10. Select the **Required** check box if users must set this parameter to submit the scheduled process.
11. Select the **Do not Display** check box if users should not see this parameter while submitting the process.
12. Click **Save and Create Another** or **Save and Close**.

Dependent Parameters

The attributes of some parameters depend on the attributes or values of certain other parameters. The attributes of a parameter would change if the value of its dependent parameter changes.

For example, you have three parameters, namely Country, State and, City. In this case, the value of the Country parameter would determine the values available in the State parameter. The values in the State parameter would determine the values available in the City parameter.

Related Topics

- Create Job Definitions to Run Reports as Scheduled Processes
- Define Dependent Parameters in Job Definitions

Define Dependent Parameters in Job Definitions

This example demonstrates how to define dependent parameters.

This table summarizes key decisions for this scenario.

Decisions to Consider	In this Example
Which parameters do I want to make dependent?	**Region**, **Country** and **City**. **Region** list of values includes the names of the regions like North America, EMEA, JAPAC and so on. The **Country** list of values includes the names of countries like USA, Canada, France, England, India, Japan and so on. Similarly **City** list of values includes the names of different cities like New York, Washington, London, Paris, Mumbai, Tokyo and so on. The **Country** parameter list of values includes only the countries like USA, Canada and so on, if user selects North America. The **City** parameter list of values includes the names of the cities in the country that the user has selected.
What are view criteria?	The view criteria determine the values that appear in the dependent parameter list of values for the users to see. The view criteria are used to filter the list and pass the required bind variables based on the user's selection. To filter countries based on the selected region, you must select **`getCountriesByRegion`** and pass **Region** as a bind variable.

Prerequisites

Create the parameters **Region**, **Country** and **City**. The values available to the users in the Country parameter list of values depends on the value selected for the Region parameter. City parameter list of values depends on the value that the user selects for the Country parameter.

Defining Dependent Parameters

To define parameters with dependent lists of values:

1. On the Manage Job Definitions tab, open the Parameters sub tab.
2. Select the **Region** parameter.
3. Click the **Manage Dependencies** button located next to the **Delete** button.

4. From **Available View Criteria**, select `getCountriesByRegion` and move it to **Selected View Criteria** using the move icons.

   The selected view criteria appears in the Bind Variables section.
5. In the Bind Variables section, for the `getCountriesByRegion` view criteria, select **Country** from the mapped parameters list of values.

   The Country parameter list of values is now dependent on the value selected for the Region parameter.
6. Click **OK**.
7. Repeat the steps with **Country** parameter. Select `getCitiesByCountries` from the available view criteria and pass **City** as a bind variable.

Related Topics

- Define Parameters for Job Definitions
- Create Job Definitions to Run Reports as Scheduled Processes
- Create Job Sets
- Manage List of Values Sources

Job Sets

Job Sets

A job set is a collection of several jobs in a single process set that the users can submit instead of running individual jobs separately.

The job set definition also determines if the jobs run in serial or parallel, or based on some other predetermined logic. In the Setup and Maintenance work area, go to the following:

- Functional Area: Application Extensions or a product-specific functional area
- Task: Manage Enterprise Scheduler Job Definitions and Job Sets

Use the Manage Enterprise Scheduler Job Definitions and Job Sets page to open the Manage Job Sets tab.

- On this tab, you can view and define job sets, and use Query By Example to find a specific job set.
- You can't edit or delete the predefined job sets which are indicated by an asterisk. You can create job sets, and also edit and delete job sets that are not predefined.

Job Set Steps

A job set can contain any number of individual jobs as well as other job sets. There can also be multiple levels of nested job sets within a single job set. For example, a job set can include three jobs and two job sets, one of which contains another job set. Each individual job or job set that's included within a job set is called a job set step. A job set and each of its job set steps can have additional parameters. Users provide the values for these parameters when they submit the process set.

Application Defined Properties

Some Job Sets require the user to enter certain additional properties before submitting a job request. Application Defined Properties are the additional properties that the user has to enter during runtime. For example, when

`enableDuplicateJobWithParamTaskflow` property is set to **True**, it can be used to run a single job multiple times with different parameter values, within a job set.

System Properties

System Properties are the additional settings that determine how a job set runs. For example, you can use a system property to determine the number of retries for a job set that fails to execute. On this tab, you can view and define job sets, and use Query By Example to find a specific job set.

Related Topics

- Create Job Sets
- System Properties for Job Sets
- Overview of Managing Job Definitions and Job Sets

Create Job Sets

Create a job set so that users can run multiple jobs with a single submission.

Before you create the job set, plan the sequence and hierarchy of the job steps within the job set. You can create job sets using the Manage Job sets tab. You can also edit and delete job sets that aren't predefined.

> **Note:** Remember, when you're creating a job set, you should use jobs only from a single module. If you need to use jobs from multiple modules, create separate job sets.

Steps to Create Job Sets

Follow these steps:

1. In the Setup and Maintenance work area, go to the **Manage Enterprise Scheduler Job Definitions and Job Sets** task in the Application Extensions functional area. Or, depending on your offering, you might use a different functional area.

   > **Note:** If you don't see the task, make sure that the Enterprise Scheduler Job Definitions and Job Sets feature is enabled at the offering level.

2. On the Manage Enterprise Scheduler Job Definitions and Job Sets page, open the Manage Job Sets tab.
3. Click **Create**.
4. Complete the fields as shown in this table.

Field	Description
Name	Provide a name with only alphanumeric characters, for example, `ExportMetadataTables1`. **Note:** A job set name can't have space or any special character.

Field	Description
Display Name	Provide a name that the users see while submitting the scheduled process.
Description	Provide more information about what the job set does.
Package	Specify the path where you want to save the job set.

5. In the Job Set Steps section, select **Serial** or **Parallel** to define the sequence of the job set.
6. Click **Add Job Set Step** to open the Add Step dialog box.
7. In the Step tab:
    a. Enter a **Step ID** to easily identify the steps.
    b. Search for and select a job or job set to include in your job set.
    c. Select **Job definition** or **Job set**.
    d. Type a valid name or package, or both of the Job or Job Set you are looking for and click search.
    e. Select the required job definition or job set and click **OK**.
    f. If you selected Parallel in step 4:
        - Select **Insert into main diagram** if you want the step to be executed independently.
        - Select **Add to list of available steps** if you want the step to be one of the outcomes in the available steps.
        - If you choose to add the step to the list of available steps, select an option for the possible job outcomes. For example, you can determine whether the process must stop or another step must be executed if the step fails to run successfully.
8. In the **Application Defined Properties** tab:
    a. Click **Add Application Defined Property** icon and select a data type.
    b. Enter a name and an initial value.
    c. Select the **Read Only** check box if you don't want users to update this property when they submit the process set.
    d. Click **OK**.
9. In the **System Properties** tab:
    a. Click **Add System Property**.
    b. From the name list, select a system property.
    c. Enter a value in the **Initial Value** field.
    d. Select **Read Only** check box if you don't want users to update this property when they submit the process set.
    e. Click **OK**.

> **Note:** You can also add and edit the Application Defined Properties and System Properties in the respective sections on the Create Job Set page.

10. Click **OK** to add the Job Set Step.
11. Add jobs and job sets as required. You can select job steps in the Job Set Steps section and edit, remove, or reorder (for Serial only). You can also switch between **Serial** and **Parallel**.
12. Click **Save and Close**.

Note: When you create a job set, a privilege with the same name as the job set is automatically created with a Run prefix. For example, for a job set named ExportAppsData, with display name Export Application Data, the privilege code is RUN_EXPORTAPPSDATA, with Run Export Application Data as the name. Make sure to use the Security Console to assign this privilege to roles so that users who need to run the process set can do so.

Related Topics

- Job Sets
- System Properties for Job Sets
- Overview of Managing Job Definitions and Job Sets
- How do I update existing setup data?
- Configure Offerings

System Properties for Job Sets

System Properties are the additional settings that determine how a job set runs. For example, you can use a system property to determine the number of retries for a job set that fails to execute.

You can open the Manage Job Sets tab using the Manage Enterprise Scheduler Job Definitions and Job Sets page. In the Setup and Maintenance work area, use the following:

- Functional Area: Application Extensions or a product-specific functional area
- Task: Manage Enterprise Scheduler Job Definitions and Job Sets

System Properties

This table lists some system properties with description.

System Property Name	Description
`SYS_allowMultPending`	Specifies if the same job definition can have multiple pending requests.
`SYS_application`	Specifies the logical name of the Scheduling Services folder application used for request processing. Oracle Enterprise Scheduler automatically sets this property during request submission.
`SYS_effectiveApplication`	Specifies the logical name of the Scheduling Services folder application that is the effective application used to process the request. You can associate a job definition, job type, or a job set step with a different application by defining the **`EFFECTIVE_APPLICATION`** system property. This property can only be specified through metadata and cannot be specified as a submission parameter.
`SYS_priority`	Specifies the request processing priority. The priority interval is 0 to 9, where 0 is the lowest priority and 9 is the highest. If this property is not specified, the default value used is 4.
`SYS_product`	Specifies the product used for submitting the request.
`SYS_request_timeout`	Enables the job request to time out.

System Property Name	Description
`SYS_requestExpiration`	Specifies the expiration time for a request. This represents the time (in minutes) that a request will expire after its scheduled execution time. An expiration value of zero (0) means that the request never expires. If this property is not specified, the default value used is 0. Request expiration only applies to requests that are waiting to run. If a request waits longer than the specified expiration period, it does not run. After a request starts running, the request expiration no longer applies.
`SYS_retries`	Specifies the retry limit for a failed request. If request execution fails, the request is retried up to the number of times specified by this property until the request succeeds. If the retry limit is zero (0), a failed request is not retried. If this property is not specified, the default value used is 0.

Related Topics

- Job Sets
- Create Job Sets

FAQs for Enterprise Scheduler Job Definitions and Job Sets

Why can't I see certain job definitions, and how do I find them?

In the table on the Manage Job Definitions tab, not all job definitions are shown. You always see only the ones you have access to, and only the first 100 are shown when you open the tab.

Use Query by Example to find what you're looking for, even the job definitions that aren't shown in the table by default.

Related Topics

- Use Query By Example

What do I select for job application name when I create a job definition?

What you select from the **Job Application Name** list depends on the setup task you're using.

- Manage Enterprise Scheduler Job Definitions and Job Sets for Customer Relationship Management and Related Applications: Select **CrmEss**.
- Manage Enterprise Scheduler Job Definitions and Job Sets for Financial, Supply Chain Management, and Related Applications: Select **FscmEss**.
- Manage Enterprise Scheduler Job Definitions and Job Sets for Human Capital Management and Related Applications task: Select **EarHcmEss**.

Can I use a table value set as the list of values for a parameter?

No, you should create a list of values source instead to provide the same values for the parameter.

How can I restrict user access so that they can run only custom scheduled processes?

You can try creating a custom role with the Manage Scheduled Processes (FND_MANAGE_SCHEDULED_PROCESSES_PRIV) privilege to give access to the Scheduled Processes work area, along with the privileges that are automatically created when you create a job definition or job set.

> **Note:** You need to test the custom role to make sure it doesn't have any roles or privileges that give access to predefined processes.

15 Applications Core Configuration

Import Flexfields, Lookups, or Profile Values Using Web Services

You can import lookups, profile option values, and extensible flexfields into an application using the import function on the application page. Or, you can use the web service `FndManageImportExportFilesService` for the import task. The web service uses the following methods:

Loader Name	Asynchronous Method	Synchronous Methods	Supported methods for backward compatibility (without UUID)
`Flex data uploader`	`processFlexDataAsync(List<S inputFileIdTypeList, String UUID)`	`processFlexData(LIst<String String UUID)`	`processFlexDataFiles(List<Strig> inputFileIdTypeList)`
`Lookups data uploader`	`processLookupsDataAsync(lon lookupTypesFileID, long lookupCodesFileID, long viewApplicationID, String UUID)`	`processLookupsData (long lookupTypesFileID, long lookupCodesFileID, long viewApplicationID, String UUID)`	`processLookupsUploadFiles (long lookupTypesFileID, long lookupCodesFileID, long viewApplicationID)`
`User profile values uploader`	`processUserProfileValuesAsy userProfilesFileID, String UUID)`	`processUserProfileValues(lo userProfilesFileID, String UUID)`	`processUserProfileValuesFile(long userProfilesFileID)`
`Valueset Values data uploader`	`processValueSetValuesAsync( fileIdAtRepository, String UUID)`	`processValueSetValues(Long fileIdAtRepository, String UUID)`	`valueSetValuesDataLoader(Long fileIdAtRepository)`
`Generic method`	NA	`downloadProcessLogFile(Stri UUID)`	NA

Example

The following example is about importing the profile values using the web service. To import lookups or extensible flexfields, initiate the web service in the same way as shown here, after replacing the methods and other relevant values in the code.

To import profile values:

1. Perform the following substeps to generate keystore for the security policy "oracle/wss11_saml_or_username_token_with_message_protection_service_policy":
    a. Generate keystore using the command `keytool -genkeypair -keyalg RSA -alias mycompkey -keypass password -keystore mycompclient-keystore.jks -storepass password -validity 3600.`
    b. Open the WSDL using the URL `http://<host>:<port>/fndAppCoreServices/FndManageImportExportFilesService?wsdl` through a web browser, and get the public key `<wsdl:service>/<wsdl:port>/<wsa:EndpointReference>/<wsid:Identity>/<dsig:keyInfo>/<dsig:X509Data>/<dsig:X509Certificate>`. Then, enclose it with `---- BEGIN CERTIFICATE ----` and `---- END CERTIFICATE ----` and save it to a file by name **cdrmpk.cer**.
    c. Store the key information in the truststore using the command `keytool -importcert -alias cdrmkey -file cdrmpk.cer -keystore mycompclient-keystore.jks -storepass password.`
2. Open the WSDL page using the browser of your choice.
3. Export and save the associated security certificates **Verisign Class 3 Public Primary Certification Authority - G5** and **Verisign Secure Server CA - G3**.
4. Use the following command to import the saved certificates into the trust store of the client computer.

```
keytool -importcert -keystore <truststore> -storepass <truststorepassword> -file <file location where
 the mentioned certificate is stored> -alias <alias for certificate>
```

5. Run the following command to generate the JAX-WS proxy for the `FndManageImportExportFilesService` web service.

```
C:\Program Files\Java\jdk1.7.0_04\bin>wsimport -s "d:\wsimport\FndManageImportExport" -d "d:\wsimport
\FndManageImportExport" http://<host>:<port>/fndAppCoreServices/FndManageImportExportFilesService?wsdl
```

6. Save the generated code as a JAR file and name it **FndManageImportExportProxy.jar**.
7. Use the following code to create another JAR file to initiate the web service:

```
package com.oracle.xmlns.oracle.apps.fnd.applcore.webservices;

import com.sun.xml.ws.developer.WSBindingProvider;

import java.io.File;
import java.io.IOException;

import java.util.List;

import java.util.Map;

import javax.xml.ws.BindingProvider;
import javax.xml.ws.WebServiceRef;

import javax.xml.ws.handler.Handler;

import oracle.webservices.ClientConstants;

import weblogic.wsee.jws.jaxws.owsm.SecurityPoliciesFeature;
// !THE CHANGES MADE TO THIS FILE WILL BE DESTROYED IF REGENERATED!
// This source file is generated by Oracle tools
// Contents may be subject to change
// For reporting problems, use the following
// Version = Oracle WebServices (11.1.1.0.0, build 130224.1947.04102)

public class FndManageImportExportFilesServiceSoapHttpPortClient
{
 @WebServiceRef
 private static FndManageImportExportFilesService_Service fndManageImportExportFilesService_Service;
```

```
 public static void main(String [] args)
 {
 System.setProperty("javax.net.ssl.trustStore","<location of truststore which is used in II) to import
 the certificates>");
 System.setProperty("javax.net.ssl.trustStorePassword", "<truststore password>");

 fndManageImportExportFilesService_Service = new FndManageImportExportFilesService_Service();
 SecurityPoliciesFeature securityFeatures =
 new SecurityPoliciesFeature(new String[] { "oracle/
wss11_username_token_with_message_protection_client_policy",
 });
 FndManageImportExportFilesService
 fndManageImportExportFilesService =
fndManageImportExportFilesService_Service.getFndManageImportExportFilesServiceSoapHttpPort
 (securityFeatures);
 // Add your code to call the required methods.


 WSBindingProvider wsbp = (WSBindingProvider) fndManageImportExportFilesService;
 Map<String, Object> requestContext = wsbp.getRequestContext();


 requestContext.put(ClientConstants.WSSEC_KEYSTORE_TYPE,"jks");
 // Provide location of 'mycompclient-keystore.jks' which was created during Step I)
 requestContext.put(ClientConstants.WSSEC_KEYSTORE_LOCATION,"/home/user1/mycompclient-keystore.jks");
 requestContext.put(ClientConstants.WSSEC_KEYSTORE_PASSWORD,"password");
 requestContext.put(ClientConstants.WSSEC_RECIPIENT_KEY_ALIAS,"cdrmkey");

 //Provide user who is having permission to initiate the service
 requestContext.put(WSBindingProvider.USERNAME_PROPERTY,"<username>");
 requestContext.put(WSBindingProvider.PASSWORD_PROPERTY, "<password>");


 String id = invokeUploadFiletoUCMMethod(fndManageImportExportFilesService);

 if (id != null) {
 invokeUserProfileValuesDataLoader(fndManageImportExportFilesService, new Long(id));

 }
 }

 static String invokeUploadFiletoUCMMethod(FndManageImportExportFilesService
 fndManageImportExportFilesService) {

 String response = null;
 DocumentDetails document = new DocumentDetails();
 ObjectFactory objfactory = new ObjectFactory();
 document.setFileName(objfactory.createDocumentDetailsFileName("import_data.txt"));
 // Provide UCM repository - if repository is fin/tax/import then suffix each value with $ as mentioned
 here
 document.setDocumentAccount(objfactory.createDocumentDetailsDocumentAccount("fin$/tax$/import$"));
 document.setDocumentTitle(objfactory.createDocumentDetailsDocumentTitle("VS"));
 document.setContentType(objfactory.createDocumentDetailsContentType("plain/text"));

 try {

 // Provide location of bulk import data file in prescribed format
 byte[] content =
 org.apache.commons.io.FileUtils.readFileToByteArray(new File("/home/user1/import_data.txt"));

 //System.out.println("File content:" + new String(content, "UTF-8"));
 document.setContent(objfactory.createDocumentDetailsContent(content));

 } catch (IOException e) {
 System.out.println(e.getMessage());
```

```
}
catch(Exception e) {
System.out.println("Exception: "+e.getMessage());
}

try {
response = fndManageImportExportFilesService.uploadFiletoUCM(document);
System.out.println("Response: " + response);

} catch (ServiceException e) {
System.out.println(e.getMessage());
}

return response;
}

static void invokeUserProfileValuesDataLoader(FndManageImportExportFilesService
fndManageImportExportFilesService,
Long id) {
String response;
try {
response = fndManageImportExportFilesService.processUserProfileValuesFile(id);
System.out.println("Response: " + response);
} catch (ServiceException e) {
System.out.println(e.getMessage());
}
}
}
```

> **Note:** Wherever applicable, replace the values referring to the profile values with those of the lookups or flexfields value sets.

8. Save the generated output as a JAVA file and name it **FndManageImportExportFilesServiceSoapHttpPortClient.java**.
9. Use the JAVA file to build a JAR file, and name it **FndManageImportExportClient.jar**.
10. Use the following command to run the web service:

```
java -cp ./FndManageImportExportProxy.jar:./ws.api_1.1.0.0.jar:./FndManageImportExportClient.jar
 FndManageImportExportFilesServiceSoapHttpPortClient
```

Here's a sample program that's a web service client for the asynchronous method `deployFlexAsync()`. This client program starts callback client and does the asynchronous call. The required callback web service starts at the line no 58.

```
Endpoint e = Endpoint.publish(callbackServiceAddress, new ApplicationsCoreSetupServiceResponseImpl());
```

The callback web service will still be in Running state after the client program execution completes and you need to close it manually. Or, you can also comment the previous line here and run it in a separate client program.

```
package com.ws.client;

import com.sun.xml.ws.api.addressing.AddressingVersion;
import com.sun.xml.ws.api.addressing.WSEndpointReference;
import com.sun.xml.ws.developer.WSBindingProvider;
import com.sun.xml.ws.message.StringHeader;

import com.ws.client.callback.ApplicationsCoreSetupServiceResponseImpl;
import com.ws.client.types.DeployFlexAsyncResponse;

import java.util.Map;
import java.util.UUID;

import javax.xml.ws.Endpoint;
import javax.xml.ws.Response;
```

```
import javax.xml.ws.WebServiceRef;

import oracle.webservices.ClientConstants;

import weblogic.wsee.jws.jaxws.owsm.SecurityPolicyFeature;
// !THE CHANGES MADE TO THIS FILE WILL BE DESTROYED IF REGENERATED!
// This source file is generated by Oracle tools
// Contents may be subject to change
// For reporting problems, use the following
// Version = Oracle WebServices (11.1.1.0.0, build 150302.2135.1.30348)

public class ApplicationsCoreSetupServiceSoapHttpPortClient
{
 @WebServiceRef
 private static ApplicationsCoreSetupService_Service applicationsCoreSetupService_Service;


 private static final AddressingVersion WS_ADDR_VER = AddressingVersion.W3C;

 public static void main(String [] args) throws InterruptedException {
 applicationsCoreSetupService_Service = new ApplicationsCoreSetupService_Service();
 SecurityPolicyFeature[] features = new SecurityPolicyFeature[]
 { new SecurityPolicyFeature("policy:oracle/wss_username_token_client_policy") };

 ApplicationsCoreSetupService applicationsCoreSetupService =
 applicationsCoreSetupService_Service.getApplicationsCoreSetupServiceSoapHttpPort(features);


 // Get the request context to set the outgoing addressing properties

 WSBindingProvider wsbp = (WSBindingProvider)applicationsCoreSetupService;
 Map<String, Object> requestContext = wsbp.getRequestContext();

 requestContext.put(ClientConstants.WSSEC_KEYSTORE_TYPE, "jks");
 requestContext.put(ClientConstants.WSSEC_KEYSTORE_LOCATION,
 "/scratch/vgarikip/view_storage/work/keys/mycompclient-keystore.jks");
 requestContext.put(ClientConstants.WSSEC_KEYSTORE_PASSWORD,
 "mypassword1");
 requestContext.put(ClientConstants.WSSEC_RECIPIENT_KEY_ALIAS,
 "cdrmkey");
 requestContext.put(WSBindingProvider.USERNAME_PROPERTY,
 "app_impl_consultant");
 requestContext.put(WSBindingProvider.PASSWORD_PROPERTY, "mypassword1");

 String callbackServiceAddress = "http://<server>:<port>/TestAsyncMani-Project1-context-root/
ApplicationsCoreSetupServiceResponseImplPort";
 Endpoint e = Endpoint.publish(callbackServiceAddress, new ApplicationsCoreSetupServiceResponseImpl());

 WSEndpointReference replyTo = new WSEndpointReference(callbackServiceAddress, WS_ADDR_VER);
 String uuid = "uuid:" + UUID.randomUUID();

 wsbp.setOutboundHeaders( new StringHeader(WS_ADDR_VER.messageIDTag, uuid),
 replyTo.createHeader(WS_ADDR_VER.replyToTag));

 applicationsCoreSetupService.deployFlexAsync("PER_CITIZENSHIPS_DFF", "DFF",
 false); //.deployPatchedFlexAsync(mode, pCustomizationId, pCustomizationSetLoc);



 System.out.println("####END OF WS CALL");

 Thread.sleep(10000);

 // Add your code to call the desired methods.
 }
```

```
}
```

Example callback web service start utility if you comment line no 58 in the previous program:

```
package com.ws.client;


import com.ws.client.callback.ApplicationsCoreSetupServiceResponseImpl;

import javax.xml.ws.Endpoint;


public class RunCallbackServtest {
 public RunCallbackServtest() {
 super();
 }

 public static void main(String[] args) throws InterruptedException {
 RunCallbackServtest runCallbackServtest = new RunCallbackServtest();
 runCallbackServtest.runServ();

 }

 private void runServ() throws InterruptedException {

 System.out.println("$$$$$ BEFORE Server Start ###################");
 String callbackServiceAddress = "http://<server>:<port>/TestAsyncMani-Project1-context-root/
ApplicationsCoreSetupServiceResponseImplPort";
 Endpoint e = Endpoint.publish(callbackServiceAddress, new ApplicationsCoreSetupServiceResponseImpl());

 System.out.println("$$$$$ AFTER Server Start ###################");

 }
}
```

Define Lookups

Overview of Lookups

Lookups are lists of values in applications. You define a list of values as a lookup type comprising a set of lookup codes, each code's translated meaning, and optionally a tag.

On the UI, users see the list of translated meanings as the values available for selection. Lookups provide a means of validation and lists of values where valid values appear on a list with no duplicate values. For example, an application might store the values Y and N in a column in a table, but when displaying those values in the user interface, Yes or No (or their translated equivalents) should be available for users to select. For example, the two lookup codes Y and N are defined in the REQUIRED_INDICATOR lookup type.

> **Note:** Don't include spaces in lookup codes. Use the underscore character (_) to separate the words if needed. For example, instead of creating the lookup code as DEV PROGRAM, create it as DEV_PROGRAM.

The following table contains an example of a lookup type for marital status (MAR_STATUS) that has lookup codes for users to specify married, single, or available legal partnerships.

Lookup Code	Meaning	Tag
M	Married	Not applicable
S	Single	Not applicable
R	Registered Partner	+NL
DP	Domestic Partner	-FR, AU

In this case, tags are used for localizing the codes. All legislations list Married and Single. Only the Dutch legislation lists Registered Partner. And all legislations except France and Australia also list Domestic Partner.

When managing lookups, you need to understand the following.

- Using lookups in applications
- Configuration levels
- Accessing lookups
- Enabling lookups
- The three kinds of lookups: standard, common, and set-enabled

Using Lookups in Applications

Use lookups to provide validation or a list of values for a user input field in a user interface.

An example of a lookup used for validation is a flexfield segment using a table-validated value set with values from a lookup type. An example of a lookup in a list of values is a profile option's available values from which users select one to set the profile option. Invoice Approval Status gives the option of including payables invoices of different approval statuses in a report. The lookup code values include All, so that users can report by all statuses: Approved, Resubmitted for approval, Pending or rejected, and Rejected.

Configuration Level

The configuration level of a lookup type determines whether the lookups in that lookup type can be edited. This applies data security to lookups.

Some lookup types are locked so no new codes and other changes can be added during implementation or later, as needed. Depending on the configuration level of a lookup type, you may be able to change the codes or their meanings. Some lookups are designated as extensible, so new lookup codes can be created during implementation, but the predefined lookup codes can't be modified. Some predefined lookup codes can be changed during implementation or later, as needed.

The configuration levels are user, extensible, and system. The following table shows the lookup management tasks permitted at each configuration level.

Permitted Task	User	Extensible	System
Deleting a lookup type	Yes	No	No
Inserting new codes	Yes	Yes	No

Permitted Task	User	Extensible	System
Updating start date, end date, and enabling the lookup code	Yes	Yes, only if the code isn't predefined data	No
Deleting codes	Yes	Yes, only if the code isn't predefined data	No
Updating tags	Yes	No	No
Updating module	Yes	No	No

Predefined data means LAST_UPDATED_BY = SEED_DATA_FROM_APPLICATION.

If a product depends on a lookup, the configuration level must be system or extensible to prevent deletion.

Once the configuration level is set for a lookup type, it can't be modified. The configuration level for newly created lookup types is by default set at the User level.

Access to the REST Resources

Users can retrieve information about lookups using the following REST resources:

- standardLookupsLOV
- commonLookupsLOV
- setEnabledLookupsLOV
- genericLookupsLOV

However, you can control whether a lookup is a part of the LOV or not. On the UI, for each lookup you can specify the **REST Access Secured** value that in turn determines whether it's included in the response or not. These values are:

- Anonymous: Lookup is available to a user having anonymous role or authenticated role.
- Authenticated: Lookup is available to a user having only the authenticated role.
- Secure: Lookups aren't available to users as part of generic REST Resources (Standard, Common, or Set-Enabled). To make it available, your security administrator must assign a specific function security policy for each lookup type to a role and assign that role to the selected users.

  > **Note:** The function security policy is provided only for predefined lookup types.

For all lookups, the default value is set to **Secure**. So, if you want to make the lookup available to users through any of those resources, you must change the value to Authenticated or Anonymous, depending on who needs to access that information.

Standard, Common, and Set-Enabled Lookups

The following table shows the available types of lookups.

Lookup Type	Description
Standard	Lists the available codes and translated meanings.
Set-enabled	Associates a reference data set with the lookup codes.
Common	Legacy lookups or lookups that have attributes.

Standard lookups are the simplest form of lookup types consisting only of codes and their translated meaning. They differ from common lookups only in being defined in the standard lookup view. Common lookups exist for reasons of backward compatibility and differ from standard lookups only in being defined in the common lookup view. These can also be lookups having attribute columns. Set-enabled lookup types store lookup codes that are enabled for reference data sharing. At runtime, a set-enabled lookup code is visible because the value of the determinant identifies a reference data set in which the lookup code is present.

Accessing Lookups

Standard, set-enabled, and common lookups are defined in the Standard, Set-enabled, and Common views, respectively. Applications development might define lookups in an application view to restrict the UI pages where they might appear.

In lookups management tasks, lookups might be associated with a module in the application taxonomy to provide criteria for narrowing a search or limiting the number of lookups accessed by a product specific task such as Manage Purchasing Lookups.

Enabling Lookups

A lookup type is reusable for attributes stored in multiple tables.

Enable lookups based on the following.

- Selecting an **Enabled** check box
- Specifying an enabled start date, end date, or both
- Specifying a reference data set determinant

If you make changes to a lookup, users must sign out and back in before the changes take effect. When defining a list of values for display rather than validation, limit the number of enabled lookup codes to a usable length.

To view the predefined lookups and their lookup codes, use the following tasks in the Setup and Maintenance work area:

- Manage Standard Lookups
- Manage Common Lookups
- Manage Set-Enabled Lookups

Translating Lookups

You can translate the lookups that you defined to the preferred language(s) without changing the language session of the application. Use the translation option available on the lookup code table. By default, for each lookup, all the permitted language rows in the translator dialog box appear in the source language (the current session language). When you edit a particular language entry, you can modify the translated meaning and description to the language in

which you want the lookup to appear. Once the updates are made, the end-users can view the lookup in the translated text.

Note: You can add the translation for only as many languages as are permitted by the administrator. The functionality to limit the number of languages displayed on the dialog box is controlled through the Translation Editor Languages profile option. It can be set at the SITE or USER level. If nothing is specified, all active languages are displayed.

Deleting Lookup Types and Lookup Codes

You can delete lookup types and lookup codes from the lookups management tasks in the Setup and Maintenance work area. For example, you can delete lookups that are part of the Purchasing module, from the Manage Purchasing Lookups task in the Setup and Maintenance work area. Select the required lookup type to see the lookup codes associated with it. To delete a lookup code, select the required code and click the **Delete** icon. To delete a lookup type, similarly, select the required lookup type and click the **Delete** icon.

You can also use REST resources to delete lookup types and lookup codes.

- For more information about deleting a lookup type using REST resources, see the Delete a standard lookup section in the *REST API for Common Features in Oracle Fusion Cloud Applications* guide.
- For more information about deleting a lookup type, see the Delete a lookup code section in the *REST API for Common Features in Oracle Fusion Cloud Applications* guide.

Here are a few things to know about deleting lookup types and codes:

- Certain lookup types and codes can't be deleted, for example, predefined lookup types and codes can't be deleted.
- You can't delete lookup codes in bulk. Instead, you can delete an entire lookup type.

Related Topics

- How can I access predefined lookups?
- Example of a Set-Enabled Lookup
- What's the difference between a lookup type and a value set?
- Example of a Standard Lookup
- How can I enter or edit translated text in Fusion Applications?
- Create Roles in the Security Console

Example of a Standard Lookup

Creating a new standard lookup involves creating or selecting a lookup type containing the lookup code. The task also involves determining appropriate values for the lookup codes and their meanings.

You can create or edit lookup codes only if the configuration level for that lookup type supports it.

Creating a Lookup Type Called COLORS

Your enterprise needs a list of values to be used as different statuses on a process. Each status is indicated using a color. Therefore, you create a lookup type called COLORS. The following table lists a mapping between the lookup type parameters and the actual values assigned to those parameters to create the required list of values.

Lookup type parameters	Value
Lookup type name	COLORS
Meaning	Status
Description	Status by color
Module	Oracle Fusion Middleware Extensions for Oracle Application

After you define the lookup type, you need to define the lookup codes and their related details. The following table lists the lookup codes you define for the COLORS lookup type.

Lookup Code	Meaning	Enabled	Display Sequence
BLUE	Urgent	No	4
RED	Stop	Yes	1
GREEN	Proceed	Yes	3
YELLOW	Check	Yes	2

The Resulting Data Entry List of Values

Only the enabled lookup codes appear in the list of values for the COLORS lookup type. You must select one of them to complete the activity.

The following table lists the meanings and the codes that were enabled. They appear in the order of the defined display sequence.

Meaning	Lookup Code
Stop	RED
Check	YELLOW
Proceed	GREEN

The BLUE lookup code wasn't enabled and doesn't appear in the list of values. The display sequence of values in the list of values is alphabetic, unless you enter a number manually to determine the order of appearance. Number 1 indicates the first value that appears in the list. Only lookups that are enabled and active between start and end dates are visible.

The Transaction Table

When users enter one of the values from the list of values for the lookup type COLORS, the transaction table records the lookup code. The following table contains an example, where the lookup code is stored in the Status column of the transaction table.

Transaction number	User name	Status
1	Jane	RED
2	Bob	YELLOW
3	Alice	BLUE

The status for one user is BLUE because at the time they entered a value, BLUE was enabled. Disabling a lookup code doesn't affect transaction records in which that code is stored. Data querying and reporting have access to disabled lookup codes in transaction tables.

Related Topics

- What's a lookup tag used for?
- What's the difference between a lookup type and a value set?
- Why can't I see my lookup types?
- How can I edit lookups?

Example of a Set-Enabled Lookup

Creating a new set-enabled lookup is similar to creating a standard lookup with the addition of specifying a reference data set determinant for the lookup codes.

The reference data set for a set-enabled lookup code is part of its foreign key. This is unlike other set-enabled entities. Use the Manage Set Assignments task to define and manage reference data set assignments. Note that you can create or edit lookup codes only if the configuration level for that lookup type supports it.

Selecting a Reference Group for a Set-Enabled Lookup Type

Specify a reference group for a set-enabled lookup type to indicate which reference data set assignments are available for its lookup codes. For example a COLORS lookup type might be set-enabled for a Countries reference group that includes the US and EU reference data set assignments.

Selecting a Reference Data Set for a Set-Enabled Lookup

The reference data set determines which lookup code is included in the list of values. For example, there are two references data sets - one for the US and the other for EU. If a COLORS lookup type contains RED, YELLOW, ORANGE, and GREEN lookup codes, you can enable one RED lookup code from the US reference data set and another RED lookup from the EU reference data, each lookup code having different meanings.

The following table elaborates the example, how these two reference data sets (US and EU) contain one lookup code that's common, but each differing in its lookup meaning.

Reference Data Set	Lookup Code	Lookup Meaning
US	RED	Red
US	YELLOW	Yellow
US	GREEN	Green
EU	RED	Rouge
EU	ORANGE	Orange

Some lookup codes may be unique to one or another reference data set as the ORANGE lookup is to the EU reference data set in the example.

In another example in the following table, a lookup type called HOLD_REASON provides a list of reasons for putting a contract renewal on hold. Reference data sets determine which codes are included in the Hold Reason list of values.

Reference Data Set	Lookup Code	Lookup Meaning
US	SEC	SEC Compliance Review
US	DIR	Needs Director's Approval
US	VP	Needs Vice President's Approval
CHINA	CSRC	Pending China Securities Regulatory Commission Review
CHINA	PR	Needs President's Approval
COMMON	REQUESTED	Customer Request

Referring to the example in the table, when end-users place a contract on hold in the US business unit, the three reason codes in the US set are available. When placing a contract on hold in the China business unit, the two codes in the China set are available.

Related Topics

- Example of a Standard Lookup

Import Lookups

On each page pertaining to the tasks of managing the Standard, Common, and Set Enabled lookups, use the Import option to import the lookup type and lookup code information.

Prerequisite

The separate files containing the lookup types and lookup codes are already available in the document repository of Oracle WebCenter Content.

Importing Lookups

To import lookups:

1. In the Setup and Maintenance work area, go to the Manage Standard Lookups task. Depending on the lookup you want to import, you may select the other lookup tasks.
2. In Search Results, from the Actions menu, select **Import**.

   The Import Lookups dialog box appears.
3. Select the WebCenter Content account to which the files were uploaded.
4. Enter the names of the separate files containing the lookup type and lookup code information. The names here must match with the names of the files uploaded to the selected account.
5. Click **Upload**. The lookup details are imported.

> **Note:** If the import fails, click the link to the log file on the confirmation dialog box and examine the cause of failure.

Related Topics

- File Format for Importing Lookups

File Format for Importing Lookups

You can import lookups to your application by creating separate text files containing lookup types and lookup codes. You can then upload these files to the Oracle WebCenter Content document repository.

Here are a few things that you need to keep in mind while creating these files:

- Use a vertical bar or pipe (|) as a delimiter between fields for both the header and the value rows.

- According to the Oracle WebCenter Content specification, set the file encoding to UTF-8 without the Byte Order Mark (BOM).
- The first line in the file must be a header line, and the files must look exactly the same as shown in the sample file.

The following sections contain details about the specific lookup types and codes.

Prerequisite

You must have worked with lookups in Oracle Fusion Cloud applications.

Standard and Common Lookups

The lookup types and codes are similar for standard and common lookups. To create a file containing the lookup types, include the following headers:

Header	Description	Required or Optional
`LookupType`	This value displays the lookup type.	Required
`Meaning`	This value displays the name of the lookup type.	Required
`Description`	This value displays the description of the lookup type.	Optional
`ModuleType`	This value displays the module associated with the lookup type.	Required
`ModuleKey`	This value displays the module code.	Required

Here's a sample file with the header values at the beginning of the file, followed by line entries of the two lookup types. For importing several lookup types, add more line entries in a similar format.

```
LookupType|Meaning|Description|ModuleType|ModuleKey
AFLOG_22APR_1|Log1|AFLOG_desc_1|APPLICATION|FND
PROD_22APR_2|Product1|PROD_desc_2|APPLICATION|FND
```

To create a file containing the lookup codes, include the headers specified in this table:

Header	Description	Required or Optional
`LookupType`	This value displays the lookup type.	Required
`LookupCode`	This value displays the lookup code associated with the lookup type.	Required
`DisplaySequence`	This value displays the sequence in which the lookup code appears in the list of values.	Required
`EnabledFlag`	This value lets you enable or disable the display status of the lookup code: • Y: Enable the display status of the lookup code • N: Disable the display status of the lookup code	Required

Header	Description	Required or Optional
Meaning	This value displays the name of the lookup code.	Required
StartDateActive	This value displays the beginning of the date range during which the lookup code is active and visible on the page. The format is dd/MM/yyyy.	Optional
EndDateActive	This value displays the end of the date range during which the lookup code is active and visible on the page. The format is dd/MM/yyyy.	Optional
Description	This value displays the description of the lookup code.	Optional
Tag	This value indicates any tag associated with the lookup code that you can use for a quick reference or retrieval of information.	Optional
Seg	This value displays the API name used for a global segment that you can define for the descriptive flexfield associated with the lookup.	Optional
CONTEXT_ATTRIBUTE	This value displays the context value specified in the CSV file for a particular descriptive flexfield.	Optional
ctxSeg	This value displays the name of the API for a context-sensitive segment defined for a context attribute.	Optional

Here's a sample file that contains two lookup codes:

```
LookupType|LookupCode|DisplaySequence|EnabledFlag|StartDateActive|EndDateActive|Meaning|Description|Tag|Seg|
CONTEXT_ATTRIBUTE|ctxSeg
TASK_22APR_1|Code1_1|1|Y|25/12/2014|25/5/2015|TASK_22apr_1|Task_desc_1|Tag1_1|testSeg1|TEST_CTX1|ctx1Seg1
TASK_22APR_1|Code1_2|2|N|25/1/2014|25/11/2015|TASK_22apr_2|Task_desc_2|Tag1_2|testSeg1TEST_CTX1|ctx1Seg1
TASK_22APR_2|code2_1|3|N|25/12/2012|25/7/2015|TASK_22qpr_2_1|Task_desc_2|tag2_1|testSeg2|TEST_CTX2|ctx2Seg2
TASK_22APR_2|code2_2|3|Y|25/12/2012|25/7/2015|TASK_22qpr_2_2|Task_desc_2_2|tag2_2|testSeg2|TEST_CTX2|
ctx2Seg2
```

Set Enabled Lookups

To create a file containing the set enabled lookup types, include the headers specified in this table:

Header	Description	Required or Optional
LookupType	This value displays the lookup type.	Required
Meaning	This value displays the name of the lookup type.	Required
Description	This value displays the description of the lookup type.	Optional
ModuleType	This value displays the module associated with the lookup type.	Required
ModuleKey	This value displays the module code.	Required
ReferenceGroupName	This value displays the name of the reference group that contains the reference data set.	Required

Here's a sample that contains two set enabled lookup types:

```
LookupType|Meaning|Description|ModuleType|ModuleKey|ReferenceGroupName
CODE_22APR_1|CODE_22apr_1|Code_desc_1|APPLICATION|FND|BU_APAC
CODE_22APR_2|CODE_22qpr_2|Code_desc_2|APPLICATION|FND|BU_APAC
```

To create a file containing the set enabled lookup codes, include the headers specified in this table:

Header	Description	Required or Optional
`LookupType`	This value displays the lookup type.	Required
`LookupCode`	This value displays the lookup code associated with the lookup type.	Required
`DisplaySequence`	This value displays the sequence position at which the lookup code appears in the list of values.	Required
`EnabledFlag`	This value lets you enable or disable the option to view the display: • Y: Enable the option to view the display • N: Disable the option to not view the display	Required
`Meaning`	This value displays the name of the lookup code.	Required
`SetName`	This value displays the name of the reference data set.	Required
`StartDateActive`	This value displays the beginning of the date range during which the lookup code is active and visible on the page. The format is dd/MM/yyyy.	Optional
`EndDateActive`	This value displays the end of the date range during which the lookup code is active and visible on the page. The format is dd/MM/yyyy.	Optional
`Description`	This value displays the description of the lookup code.	Optional
`Tag`	This value indicates any tag associated with the lookup code that you can use for a quick reference or retrieval of information.	Optional

Here's a sample file with the header values at the beginning and lists four set enabled lookup codes. For importing several lookup codes, add more entries in the same format.

```
LookupType|LookupCode|DisplaySequence|EnabledFlag|StartDateActive|EndDateActive|Meaning|Description|Tag|
SetName
DATA_22APR_1|Code1_1|1|Y|25/12/2014|25/5/2015|DATA_22apr_1|Data_desc_1|Tag1_1|TEST SET CODE 2
DATA_22APR_1|Code1_2|2|N|25/1/2014|25/11/2015|DATA_22apr_2|Data_desc_2|Tag1_2|TEST SET CODE 3
DATA_22APR_2|code2_1|3|N|25/12/2012|25/7/2015|DATA_22qpr_2_1|Data_desc_2|tag2_1|TEST SET CODE 2
DATA_22APR_2|code2_2|3|Y|25/12/2012|25/7/2015|DATA_22qpr_2_2|Data_desc_2_2|tag2_2|TEST SET_ERR_CODE_Z
```

Related Topics

- Overview of Files for Import and Export
- Guidelines for File Import and Export
- Overview of Lookups
- Import Lookups

FAQs for Define Lookups

How can I edit lookups?

On any of the Manage Lookups pages, you can edit the existing lookup codes of a lookup type or add new lookup codes. You can edit lookups using the following tasks in the Setup and Maintenance work area:

- Manage Standard Lookups
- Manage Common Lookups
- Manage Set Enabled Lookups

Each task contains a predefined set of lookup types that are classified and stored. Open a task to search and edit the required lookup. However, you may not be able to edit a lookup if its configuration level doesn't support editing.

How can I access predefined lookups?

Search for predefined lookups using any of the manage lookups tasks.

1. In the Setup and Maintenance work area, go to any of the following tasks that contains the lookups you're looking for:
    - Manage Standard Lookups
    - Manage Common Lookups
    - Manage Set-enabled Lookups
2. Enter any of the search parameters and click **Search**. If you don't know the lookup type or the meaning, use the **Module** field to filter search results.
3. Click a lookup type to view its lookup codes.

> **Tip:** Click the Query By Example icon to filter the lookup codes.

Related Topics

- Use Query By Example
- How do I update existing setup data?

Why can't I see my lookup types?

Lookup types are classified using tasks that involve a group of related lookups, such as Manage Geography Lookups. Each task gives you access only to certain lookup types.

However, the generic tasks provide access to all lookups types of a kind, such as common lookups associated with the Manage Common Lookups task. If the lookup types in an application are available in the standard, common, or set-

enabled lookups view, they're central to an application. However, lookup types defined for a specific application are managed using the task for that application.

What's the difference between a lookup type and a value set?

A lookup type consists of lookups that are static values in a list of values. Lookup code validation is a one to one match.

A table-validated value set may consist of values that are validated through a SQL statement, which allows the list of values to be dynamic. The following table brings out the differences between a lookup type and a value set.

> **Tip:** You can define a table-validated value set on any table, including the lookups table. Thus, you can change a lookup type into a table-validated value set that can be used in flexfields.

Area of Difference	Lookup Type	Value Set
List of values	Static	Dynamic if the list is table-validated
Validation of values	One to one match of meaning to code included in a lookup view, or through the determinant of a reference data set	Validation by format or inclusion in a table
Format type of values	char	varchar2, number, and so on
Length of value	Text string up to 30 characters	Any type of variable length from 1 to 4000
Duplication of values	Never. Values are unique.	Duplicate values allowed
Management	Both administrators and end-users manage these, except system lookups or predefined lookups at the system configuration level, which can't be modified.	Usually administrators maintain these, except some product flexfield codes, such as GL for Oracle Fusion General Ledger that the end-users maintain.

Both lookup types and value sets are used to create lists of values from which users select values.

A lookup type can't use a value from a value set. However, value sets can use standard, common, or set-enabled lookups.

What's a lookup tag used for?

A tag is an additional label attached to the lookup. Tags are user-defined and can be grouped depending on the user's requirement to make search convenient and effective.

The same tag may be used across lookup categories. In such cases, tags are used as a refined search criterion to filter information across several groups and get the search results.

> **Note:** Lookup tags are optional descriptions of attribute values. These descriptions aren't validated. In some product-specific implementations, tags are used for specific purposes. For more information, see product-specific documentation.

Related Topics

- Overview of Lookups
- Considerations for Deleting Tags from Lookup Codes

Manage Messages

Messages

Messages provide users with information about business or application errors or warnings.

Typically, messages inform the users about the following:

- Missing or incorrect data
- Status of an application, page, or a business object
- Status of an ongoing process
- Result of a user action

Besides notifying users about the problem, messages provide guidance to users on taking corrective action. Messages also warn users about the consequences of a certain action.

Oracle provides a set of predefined messages that are stored in a message dictionary. You can create additional messages or modify the existing ones using the Manage Messages task in the Setup and Maintenance work area.

Note: Don't delete predefined messages unless you're sure that they aren't used anywhere.

Message Dictionary

The message dictionary stores messages that the application requires at run time. Messages are predefined for specific applications and modules, but a few are common messages that can be used in any application or module.

When you create messages, use the message text and the following components to cover additional details addressing users and help desk personnel:

- User Details: A detailed explanation of the message short text meant for users.
- Administrator Details: Details of the identified problem meant for the help desk personnel. The end users don't see this text.
- Cause: An end-user version of the cause of error.
- User Action: Instructions to users for addressing the identified problem. Where there is no guidance for end users, they must approach the help desk.
- Administrator Action: Corrective action that help desk personnel must take to correct the problem. This information isn't available to the end users.

Related Topics

- Message Types
- Create and Edit Messages

Message Types

All messages must be associated with a message type. You can select the message type based on the message severity.

The available message types are:

- Error
- Warning
- Information
- UI String

Error Messages

Use the Error message to inform users about, for example, entering incorrect data or performing actions that trigger validation. Error messages also inform users how to correct the situation so that they can continue with their task.

For example: You can't specify a task without specifying the project.

Error messages also tell users about any serious problem with the application or process, and when they must seek assistance from the help desk. Some error messages trigger incidents or logs and have a mechanism to notify the help desk automatically.

Warning Messages

Use the Warning message type to inform users about an application condition or a situation that might require their decision before they can continue.

Warning messages:

- Describe the reason for the warning and potential consequence of the selected or intended user action.
- Can be either a question or a statement.

For example: You delete the primary user. Do you want to continue?

The message is usually followed by Yes and No buttons.

Information Messages

The Information message type tells users about changes in the application, a page, or a business object. These messages aren't triggered by users, and they don't have to take any immediate action in response.

For example: No events have been started or processed for this employee.

Use the Information message type to communicate information that's neither an error nor a warning.

UI String Messages

Use the UI string message type to store shorter messages such as UI prompts, titles, or translated text, in the message dictionary.

Related Topics

- Message Groups

Create and Edit Messages

You can create messages or edit the predefined messages stored in the message dictionary.

Creating a Message

To create a message, perform the following steps:

1. In the Setup and Maintenance work area, go to the **Manage Messages** task.
2. On the Manage Messages page, click the **New** icon.
3. On the Create Message page, enter details in each section.
4. In the Message Properties section, do these.
    a. Enter a unique message name that helps you find the messages you create and avoid name conflicts with predefined messages. Use underscore as a separator if the name contains multiple parts.
    b. Select the application and module to associate the message with.
    c. Enter a unique number that can be used as an identifier for the message. Users can quote this number when they contact the help desk for assistance.

    > **Note:** You can use any number between 10,000,000 and 10,999,999. This number range is allocated for the messages you create. At runtime, this number appears along with the application code after the message text, for example FND-2774.

    d. In the Translation Notes field, enter a description of the message indicating its use.
    e. Select the relevant message type, category, and severity.
    f. Select the **Logging Enabled** check box to create incidents or logs when messages appear on the UI.
5. In the Message Text section, do these.
    a. In the Short Text field, provide the actual message text that appears on the page at runtime.

    The short text can include tokens that are placeholders for displaying dynamic values at runtime. However, to support easy translation, keep the message length (including values of tokens) within 160 characters in American English.
    b. In the User Details field, enter information for the users to know why the message appeared. You can also include information for the users to resolve the issue themselves.

    If your Short Text component has tokens that expand the text beyond the 160-character limit, move that portion of text here.
    c. In the Administrator Details field, provide a detailed technical explanation of the message. This field is only visible to the help desk.
    d. In the Cause field, provide a concise explanation of why the message appears. This text is visible to the users.

    This information is optional and is only applicable to messages of type Error and Warning. However, if you mention the cause, you must mention in the User Action field the action that users must take.
    e. In the User Action field, enter the user action to guide the users with steps to respond to the message and complete the task.
    f. In the Administrator Action field, provide information that the help desk can use to resolve the problem.
6. In the Message Tokens section, define tokens that you want to use in this message.

7. Click **Save and Close**.

Editing a Message

You can edit a predefined message or a message that you created.

To edit a message, search for a message on the Manage Messages page and perform the following steps:

1. Select the existing message and click the **Edit** icon.
2. On the Edit Message page, modify the existing details according to the instructions provided in the Creating a Message procedure.

   > **Note:** Don't edit the message number for predefined messages.

3. Click **Save and Close**.

While creating and editing messages, you can translate the message details to the preferred languages without changing the language session of the application. To specify the translations in all the enabled language rows, use the Translation Editor option. Once the updates are made, users can view the translated text for the specific details.

Related Topics

- Message Types
- Use of Tokens in Messages
- How can I make message components visible only to specific users?
- Message Groups
- How can I enter or edit translated text in Fusion Applications?

Use of Tokens in Messages

Certain messages must display variable information at run time to help users clearly relate to the actual data and perform the required action.

Instead of writing a unique message for every possible situation, you can use tokens to display the variable values at run time.

Tokens are programmatic parts of message text that are placed within curly brackets when creating the message. Tokens serve as placeholders for the actual data. At run time, tokens dynamically display the actual text or value in the message, making a message specific to the situation. For example, the message "Enter an effective date that's the same as or later than `{MATURITY_DATE}`" contains the token `{MATURITY_DATE}`. At run time, instead of the token, the represented value (the actual date) appears. Thus, users see the message "Enter an effective date that's the same as or later than 25-APR-2015".

Use the Manage Messages task in the Setup and Maintenance work area to create and manage tokens. You must edit a message to define tokens for it. You can create tokens for a message and also delete them. However, you can't edit or delete the predefined tokens.

Token Definition

To define a token, you must provide the following information:

- A unique name for the token.

- The type of data that the token replaces at run time. Available types are Date, Number, or Text.
- A description about what the token represents at run time.

Guidelines

Follow these general guidelines while defining tokens:

- Use curly brackets and all uppercase letters for the token names.
- Use underscore as a separator for a name containing two words or more.
- Don't use a space between words.

The following table contains specific guidelines for each token data type.

Data Type	Guideline
Text	Use tokens for substituting any variable text element that qualifies as a noun.
Number	Plan carefully while using tokens for numbers especially, where a token could refer to either a singular or a plural number. You can use tokens for numbers representing an order, customer, or any other business object bearing a numeric value.
Date	Clearly define the context of the date, such as the start date, or end date, or a date range.

How can I make message components visible only to specific users?

Use the Manage Administrator Profile Values task to determine the visibility of the message components. For the Message Mode profile option, set the profile value to either User or Administrator.

Based on the set value, the administrator or user actions and details appear for the intended audience.

However, the message components are visible to the audience based on their predefined access rights. Anyone having a user level access can't view the Administrator message components. If you set the profile value to the administrators of a specific product, the message components are visible only to that specific audience.

> **Note:** If you don't set any value to the profile option, the visibility of the message component is determined by the default profile option settings.

Related Topics

- Set Profile Option Values

Common Messages

Message names that begin with FND_CMN are common messages. Each common message can appear in multiple places in any product family across Oracle Applications Cloud.

For example, the FND_CMN_NEW_SRCH message can be used for any search to indicate that no results were found. Common messages of type error or warning are part of the message dictionary.

Creating and Editing Common Messages

You can create common messages for use in multiple places. However, ensure that you follow the predefined naming convention and numbering series associated with the application or module.

> **Note:** Don't use FND_CMN as the prefix for the messages you create because all the predefined common messages begin with it.

Common messages can be used in any application. Therefore, consider the ramifications if you edit any aspect of the message, including incident and logging settings. Changes would be reflected in all instances where the message is used. For example, if you change the message text, ensure that the text is generic and applies to the entire site of Oracle Applications Cloud implementation.

Define Document Sequences

Document Sequences

You can assign a document sequence number to each business document or business event to uniquely identify it. For example, you can assign a document sequence number to an invoice that gets generated in response to a purchase order.

However, you must enable the document sequencing option for that business document or event to start assigning the number. A document sequence number is useful in tracking completed or failed transactions.

You can set up document sequencing in three different modes:

- Automatic
- Manual
- Gapless

> **Note:** Plan your document sequencing carefully before you start applying sequence numbers. Avoid switching to a different mode after you saved your work on the Manage Document Sequences and Manage Document Sequence Categories pages.

Automatic Sequencing

Automatic document sequencing assigns a unique number to each document automatically when the document is generated. That unique number is stored in the database. You can set an initial value for the numbering sequence.

Thereafter, the numbering is sequential by date and time of creation. If you don't provide an initial value, the application sets the default initial value as 1.

However, you might notice gaps in the numbering sequence because automatic sequencing isn't gapless.

Manual Sequencing

Use the manual sequencing mode to assign a unique number to each document before the document is generated. In manual sequencing, the numeric ordering and completeness of a transaction isn't automatically enforced. As a result, users can skip or omit numbers when entering the sequence value. However, each time a user assigns a number, the application validates its uniqueness.

Gapless Sequencing

Gapless sequencing is similar to automatic sequencing. It automatically generates a unique number for each document, but does that only for successfully generated documents. Sequence numbers aren't assigned to incomplete or failed documents. As a result, the sequence is maintained for all the successfully generated documents.

Additionally, you can control the gapless document sequencing by enforcing the Transaction Date Validation option. When enabled, this option checks for the transaction date of a particular document and assigns the sequence number accordingly, to chronologically maintain the documents. The sequence numbers and the transaction dates are chronologically correlated to prevent any mismatch of a new document sequence assigned to an older document or an older document sequence assigned to a new document.

> **Note:** Use this type of sequencing only if necessary because it may affect the performance of the application and slow down transaction processing.

Related Topics

- Modules in Application Taxonomy
- Guidelines for Managing Document Sequences

Document Sequence Categories

A document sequence category is a set of documents that share similar characteristics and that are formed into a logical group. Document sequence categories simplify the task of assigning number sequences to specific documents.

Instead of assigning a number to each document, you assign a document sequence to one or more document sequence categories. The document sequence category automatically takes care of numbering the documents.

A document sequence category identifies the database table that stores documents resulting from transactions that your users enter. When you assign a sequence to a category, the sequence numbers the documents that are stored in a particular table. You must create document sequence categories to be able to manage the task of assigning document sequences.

> **Note:** Once a document sequence category is created, you can't change the application, the category code, or the table name. Therefore, carefully consider these details and plan your document sequencing requirement before you begin working with the application.

Once you create a document sequence category, it's available for use in the **Document Sequences: Assignments** section on the Manage Document Sequences page. The **Category** field contains the name of the document sequence category. After you create a document sequence, you can assign it to a document sequence category.

Guidelines for Managing Document Sequences

Sequencing documents is an important business and legal requirement. Therefore, you must first decide the appropriate document sequence to use for a set of documents. Before you begin, here are a few prerequisites:

- Determine beforehand the mode of document sequencing, because you can't switch to other types once a sequence is in use.
- Note details such as the document sequence and document sequence category, for later reference.
- Identify if there are any restrictions or configuration prerequisites.

> **Note:** Products that implement document sequencing have specifications about its usage. See the corresponding product documentation for specific details and also to identify if there are any restrictions or configuration prerequisites.

Creating and Editing Document Sequences

You can create document sequences that are automatic, manual, or gapless, depending on the business or legal requirement. By default, the current date is considered as the start date. The sequence definition never expires if you don't provide an end date. Among the several options used in creating and editing document sequences, the following options are functionally more important and therefore must be carefully identified:

- **Determinant Type**: Select to limit the document sequencing activity to certain documents that belong to a specific business entity, such as Ledger, Tax Registration, and so on.
- **Initial Value**: Enter a value for the first document in your sequence. This field applies only to sequences with automatic or gapless numbering types. Sequence numbers must not be more than 11 digits. If you leave this field blank, the first document is automatically assigned a value of 1. Once a document sequence is defined, you can't change this initial value.

> **Note:** The **Display Message?** checkbox is deprecated. However, it might be visible on the page, to support legacy values.

Creating and Editing Document Sequence Categories

Document sequence categories are defined to make it easy to assign document sequence definitions to a group of documents instead of to individual documents. Each document sequence category is mapped to a specific table, where the documents belonging to that category are stored. When specifying the table, you must consider the following points:

- When the sequential numbering feature checks for completeness or generates a report, it finds the category's documents in the table.
- Select only those tables that belong to the application associated with the category.
- Once a category is defined, you can't switch to another table.

Assigning Document Sequences

Identify the documents to be numbered before assigning them a document sequence. For each document sequence, there can be only one active assignment to a document sequence category, and a determinant value (if applicable). As part of the assignment, specify whether the document is created automatically (for example, due to a batch process, or manually through a form). If you don't specify an end date, the assignment continues to remain active throughout the process cycle. If a determinant type was specified for the document sequence, then enter a specific determinant value related to the determinant type.

At runtime, when users create documents, the document sequence to be assigned is decided based on the following:

- An active assignment that matches the correct combination of category
- The numbering method
- The date range containing the transaction date

Auditing Document Sequences

You can audit document sequences, if required, to provide an audit trail of the changes made to the document sequence definitions. To do so, an administrator must enable auditing for the application in which document sequences are used, from the **Manage Audit Policies** page. After auditing is enabled for the application, use the **Audit Reports** work area to view the results.

In addition to the application level auditing, you can also enable auditing to provide an audit trail of the document sequences used in a specific product. This audit captures the document sequence numbers as the numbers are assigned. In the **Manage Document Sequences** page, click the required document sequence name, and select the **Audit** checkbox. When the document sequence is updated, an entry is added to the FND_DOC_SEQUENCE_AUDIT table. See *Tables and Views for Common Features*.

Related Topics

- Guidelines for Managing Modules in Application Taxonomy

Define Trees

Overview of Trees

Trees are hierarchical data models that you can use to organize data, apply business rules, control data access, and improve performance while querying.

For example, an application maintains data of an organization called Vision Corporation that has two departments: Marketing and Finance. The Finance department has two functional divisions: Receivables and Payables. You can define a tree for Vision Corporation to establish a hierarchy across its departments, and their respective functional divisions. You can use the hierarchy to manage data at various levels of the organization.

To work with trees, in the Setup and Maintenance work area, use any of the following tasks:

- Manage Tree Structures: To create and update tree structures. You must first define a tree structure to create a tree.
- Manage Trees and Tree Versions: To create and update trees and their versions.

- Manage Tree Labels: To create and update tree labels.

Tree Structures

As the name suggests, tree structures provide you the framework to organize data such that you can establish a hierarchy for use by the tree. So, similar to a template, a tree structure guides the creation of a tree.

Tree

A tree is an instance of the tree structure. The root node is the highest nodal point of a tree. Child nodes branch off from the root node. Child nodes at the same level, branching off from a common parent node, are called siblings. Leaves are details branching off from a node but not extending further down the tree hierarchy. You can create trees for multiple data sources and share them across applications.

Tree Versions

A tree by default has only one version. If required, you can create and maintain more than one editable tree version. At any point, only one tree version must be active. If you edit an existing version, it changes from active to draft. To use it again, you must set it to active. Similar to any other version control system, versions of trees are maintained to track all the changes that a tree undergoes in its life cycle.

Tree Labels

Tree labels are short names given to trees and tree structures. You can label the tree versions for better accessibility and information retrieval. When nodes are created in a tree, the existing tree labels are automatically assigned to the new tree nodes. You can use any table to store the labels and register the label data source with the tree structure.

Related Topics

- Tree Structures
- Tree Labels

Manage Tree Structures

Tree Structures

A tree structure defines the hierarchy for creating trees and prescribes rules based on which trees are created, versioned, and accessed. You can associate multiple data sources with a tree structure.

A tree is an instance of this hierarchy and each tree structure can contain one or more trees. You can create tree structures specific to an application but you can share tree structures across applications. If you apply version control to the tree structure, it's carried over to the trees that are based on the tree structure. Each tree version contains at least one root node. Occasionally, a tree version may have more than one root node.

An administrator controls the access to tree structures through a set of rules that are periodically audited for validity.

Related Topics

- Guidelines for Managing Tree Structures
- Tree Structure Audit Results

Guidelines for Defining the Tree Structure

You may create a tree structure from scratch or use any predefined tree structure. To complete the tree structure definition, specify the required details on the Create Tree Structure: Specify Definition page.

Tree Node Selection

The data in **Tree Node** table maps to the data in nodes of the tree structure. You must select the correct and most appropriate tree node table to define the tree structure, based on which you establish the tree hierarchy. This selection also affects the level of security that's set on a tree node and its child entities.

Tree Sharing Mode

Use the following options to determine the mode of sharing a tree structure across the applications.

- Open: Indicates that the tree is associated with all reference data sets.
- Set ID: Indicates that the tree is associated with a specific reference data set.

Modification

You can modify the predefined tree structures as well as those you create. However, modifying a predefined tree structure is restricted and permitted through additional privileges. Modification is limited to specific tree nodes and lower in the tree hierarchy.

Multiple Tree Versions

Although multiple tree versions can exist together, Oracle recommends that only one version be active at any given time. However, if required, you can have more tree versions to be in the active state for the same date range. You can use this flexibility to select the tree version you want to implement.

Guidelines for Managing Tree Structures

You can create, edit, and delete tree structures. You can also change the status of a tree structure and audit the changes.

Creating and Editing Tree Structures

When you edit an active tree structure, the status of the tree structure and all associated trees and their versions changes to draft. To reuse a tree structure, create a copy of the tree without copying the associated trees and tree versions. After making changes, set the status again to active. If you delete a tree structure, all the associated trees and tree versions are automatically deleted.

For information about working with the offering-specific predefined tree structures, refer to the relevant product documentation.

Status

When you change the status of a tree structure, the status of the trees and tree versions associated with that tree structure also changes.

The following table lists the different statuses of a tree structure.

Status	Meaning
Draft	In a modified state, or not yet in use.

Status	Meaning
Active	In use, indicating that one or more trees or tree versions are created from the tree structure.
Inactive	Not in use.

Related Topics

- Guidelines for Defining the Tree Structure
- How Trees and Data Sources Work Together
- Tree Structure Audit Results

Tree Structure Audit Results

Use the tree structure audit results to verify the tree structure's correctness and data integrity. The audit results include the following details:

- The name of the validator, which is a specific validation check
- The result of the validation, including a detailed message
- Corrective actions to take if there are any validation errors

Running an Audit

Setting the status of a tree structure to active automatically triggers an audit of that tree structure. To manually trigger an audit, select Audit from the Actions menu on the Manage Tree Structures page. The Tree Structure Audit Result table shows a list of validations that ran against the selected tree structure.

Audit Validators

The following table lists the validators used in the audit process and describes what each validator checks for. It also lists possible causes for validation errors and suggests corrective actions.

Validator	Page	Description (what's validated)	Possible Cause for Validation Failure	Suggested Corrective Action
Restrict By Set ID	Manage Tree Structures: Specify Data Sources	If you select the **Reference Data Set** check box for the **Restrict Tree Node List of Values Based on** option, each of its data source view objects must have a reference data set attribute.	Even when the check box is selected, one or more data source view objects doesn't contain a reference data set attribute.	If reference data set restriction is required for this tree structure, include a reference data set attribute on all data sources. Otherwise, deselect the check box.
Available Label Data Sources	Manage Tree Structures: Specify Data Sources	If you select a list item from **Labeling Scheme** to specify a labeling scheme, the label data source view object specified for each data source must be accessible. Also, the primary keys must be valid. This restriction doesn't	• Any of the specified label data source view objects doesn't exist. • Any of the specified label data source view objects doesn't have primary keys. • When a label data source view object is	• Correct the specified label data source view object. • Correct the primary keys of the specified label data source view object. • Do one of the following:

Validator	Page	Description (what's validated)	Possible Cause for Validation Failure	Suggested Corrective Action
		apply if you select **None** from the list.	initially defined, the database registers the primary keys for the view object. If the view object is later modified such that its primary keys no longer match the primary keys that were registered earlier, this validation fails.	○ Correct the primary keys in the label data source view object to match the primary keys that were earlier registered in **FND_TS_DATA_SOURCE**. ○ Correct the primary keys registered in that table to match the new view object definition.
Row Flattened Table Name	Manage Tree Structures: Specify Performance Options	You must specify a valid row flattened table for the tree structure. It can either be the standard row flattened table **FND_TREE_NODE_RF** or another table.	• The specified table doesn't exist in the database. • The specified table doesn't contain the same columns as the **FND_TREE_NODE_RF** table.	Correct the row flattened table definition.
Available Data Sources	Add Data Source	Each data source view object specified for the tree structure must be accessible, and all its primary key attributes must be valid.	• Any of the specified data source view objects doesn't exist. • When you define a data source view object, keep the **Use non-defined primary key columns** check box deselected. The database automatically registers the primary keys for the view object. Select this check box if you want the database to register the primary keys you specify. However, if the registered primary keys contain any duplicates, this validation fails. • The **Use non-defined primary key columns** check box is selected in a data source, but the list of specified primary key columns doesn't match the primary keys defined in the corresponding data source view object. • Any common attribute that exists in both	• Correct the specified data source view object. • Correct the duplicate column in the registered primary keys. • Correct the primary keys of the specified data source view object. • Correct any mismatch in data types.

Validator	Page	Description (what's validated)	Possible Cause for Validation Failure	Suggested Corrective Action
			the data source view object and the tree node view object isn't of the same data type in both view objects.	
Column Flattened Table Name	Manage Tree Structures: Specify Performance Options	You must specify a valid column flattened table for the tree structure. It can either be the standard row flattened table **FND_TREE_NODE_CF** or another table.	• The specified table doesn't exist in the database. • The specified table doesn't contain the same columns as the **FND_TREE_NODE_CF** table.	Correct the column flattened table definition.
Restrict by Date	Manage Tree Structures: Specify Data Sources	If you select the **Date Range** check box for the **Restrict Tree Node List of Values Based on** option for a tree structure, each of its data source view objects must have effective start date and end date attributes. This validation doesn't take place when the check box isn't selected.	Even when the check box is selected, one or more of its data source view objects doesn't contain effective start date and end date attributes.	If the date restriction is required for this tree structure, include the effective start date and effective end date attributes on all data sources. Otherwise, deselect the check box.
Tree Node Table Name	Manage Tree Structures: Specify Definition	You must specify a valid tree node table for the tree structure. It can either be the standard row flattened table **FND_TREE_NODE** or another table.	• No table is specified in the **Tree Node Table** field. • The specified table doesn't exist in the database. • The specified table doesn't contain the same columns as the **FND_TREE_NODE** table.	Correct the tree node table definition.

Guidelines for Specifying Data Sources for Tree Structures

The data sources provide the items for establishing hierarchy in a tree structure. In the tree management infrastructure, these data sources are Oracle ADF business components view objects, which are defined by application development.

Labeling Schemes

Selecting a labeling scheme determines how the tree nodes are labeled. You may select a labeling scheme to assign at the data source level, at the parent node level, or keep it open for customers assignment. You may also choose not to have any labeling scheme. However, if you decide to use any of the labeling schemes, select the following additional options, to restrict the list of values that appear in the selected tree node.

- **Allow Ragged Nodes**: To include nodes that have no child nodes, and are shorter than the remaining nodes in the entire hierarchy.

- **Allow Skip Level Nodes**: To include nodes that are at the same level but have parent nodes at different levels.

Restriction of Tree Node Values

You can decide the depth of the tree structure by selecting an appropriate value from the list. Keeping the depth limit open renders an infinite list of values.

Using the following options, you can restrict the list of values that appear for selection in a specific tree node.

- **Date Range**: Specifies whether a selection of nodes should be restricted to the same date range as the tree version.
- **Allow Multiple Root Nodes**: Allows you to add multiple root nodes when creating a tree version.
- **Reference Data Set**: Specifies whether a selection of nodes should be restricted to the same set as the tree.

Data Source Values and Parameters

Tree data sources have optional data source parameters with defined view criteria and associated bind variables. You can specify view criteria as a data source parameter when creating a tree structure, and edit the parameters when creating a tree. Multiple data sources can be associated with a tree structure and can have well-defined relationships among them.

Note: Parameter values modified at the tree level override the default values specified at the tree-structure level.

The data source parameters are applied to any tree version belonging to that data source, when performing node operations on the tree nodes. Data source parameters also provide an additional level of filtering for different tree structures. The tree structure definition supports three data source parameter types.

- Bound Value: Captures any fixed value, which is used as part of the view criteria condition.
- Variable: Captures and binds a dynamic value that's being used by the data source view object. This value is used by the WHERE condition of the data flow.
- View Criteria: Captures the view criteria name, which is applied to the data source view object.

You can also specify which of the data source parameters are mandatory while creating or editing the tree structure.

View objects from the Oracle ADF business components are used as data sources. To associate the view object with the tree structure, you can pick the code from Oracle ADF business component view objects and provide the fully qualified name of the view object, for example, **oracle.apps.fnd.applcore.trees.model.view.FndLabelVO**.

Guidelines for Improving the Performance of a Tree Structure

Tree structures are heavily loaded with data. As a tree management guideline, use the following settings to improve performance of data rendering and retrieval.

- Row Flattening
- Column Flattening
- Column Flattened Entity Objects
- BI View Objects

CAUTION: Force flattening handles both row and column flattening. This is applicable for all modes of force flattening, such as, **Schedule Force Flattening**, **Online Force Flattening**, and **Offline Force Flattening**. You must not run row flattening and column flattening separately using force flattening. Running two flattening processes in parallel for the same tree will lead to inconsistent results.

Row Flattening

Row flattening optimizes parent-child information for run-time performance by storing additional rows in a table for instantly finding all descendants of a parent without initiating a CONNECT BY query. Row flattening eliminates recursive queries, which allows operations to perform across an entire subtree more efficiently.

To store row flattened data for the specific tree structure, users can either use the central `FND_TREE_NODE_RF` table or they can register their own row flattened table. For example, in a table, if Corporation is the parent of Sales Division (Corporation-Sales Division), and Sales Division is the parent of Region (Sales Division-Region), a row-flattened table contains an additional row with Corporation directly being the parent of Region (Corporation-Region).

Column Flattening

Column flattening optimizes parent-child information for runtime performance by storing an additional column in a table for all parents of a child.

To store column flattened data for the specific tree structure, users can either use the central `FND_TREE_NODE_CF` table or they can register their own column flattened table. For example, in a table, if Corporation is the parent of Sales Division (Corporation-Sales Division), and Sales Division is the parent of Region (Sales Division-Region), a flattened table in addition to these columns, contains three new columns: Region, Sales Division, and Corporation. Although positioned next to each other, the column Region functions at the lower level and Corporation at the higher level, retaining the data hierarchy.

Column Flattened Entity Object

In the absence of a column-flattened table, if you need to generate the business component view objects for your tree structure for the flattened table, use the tree management infrastructure to correctly provide the fully qualified name of the entity object for the column flattened table.

BI View Object

View objects from Business Intelligence can be used as data sources, eliminating the need to create new types of data sources. This field is to store the fully qualified name for the BI view object generated by the tree management for business intelligence reporting and usage The BI view object is a combination of the tree data source and column flattened entity. Using this option prevents data redundancy and promotes greater reuse of existing data, thereby improving the performance of the tree structure.

Search View Object

Specify the full name of the view object for the tree node to ensure that search operations performed on the tree node are efficient.

Manage Tree Labels

Tree Labels

Tree labels are tags that are stored on tree nodes. You can store labels in any table and register the label data source with the tree structure.

When a labeling scheme is used for trees, the selected labels are stored in the tree label entity, and each tree node contains a reference to a tree label in the labeling scheme. The following table lists the three ways in which tree labels are assigned to the tree nodes.

Labeling Scheme	Description
Level	Labels that are automatically assigned based on the data source to which the tree node belongs. A level label points to a specific data source. For example, in a tree that reflects the organizational hierarchy of an enterprise, all division nodes appear on one level and all department nodes on another.
Group	Labels that you can arbitrarily assign to tree nodes.
Depth	Labels that are automatically assigned based on the depth of the tree node within the tree. No manual assignment is performed. **Note:** In an unbalanced hierarchy, a level may not be equal to depth.

Manage Trees and Tree Versions

Guidelines for Managing Trees and Tree Versions

You can create and edit trees and tree versions depending upon the requirement. A tree can have one or more tree versions. When changes are made to an existing tree, a new version is created and published.

Creating and Editing Trees

Trees are created based on the structure defined in the tree structure. You can create trees, modify existing trees, and delete trees. If you want to copy an existing tree, you can duplicate it. You can also select and copy the associated tree versions.

Creating a tree involves specifying the tree definition and specifying the labels that are used on its nodes. You can even select an icon of your choice to represent the tree in the search results. If the selected tree structure has data sources and parameters defined for it, they appear on the page allowing you to edit the parameter values at the tree node level.

Note: Parameter values modified at the tree level will override the default values specified at the tree-structure level.

Creating and Editing Tree Versions

Tree versions are created at the time of creating trees. Each tree must contain a version.

Editing an existing tree provides you with the option of updating the existing version. You can also edit the existing version that lies nested in the tree in the search results.

When you edit a tree version bearing Active status, the status changes to Draft until the modifications are saved or canceled. To edit a tree version while keeping the status active select the **Update tree nodes while keeping the tree version active** check box.

Related Topics

- Tree Nodes
- Tree Version Audit Results

Tree Version Audit Results

Use the tree version audit results to verify the tree version's correctness and data integrity. The audit results include the following details:

- The name of the validator, which is a specific validation check
- The result of the validation, including a detailed message
- Corrective actions to take if there are any validation errors

Running an Audit

An audit automatically runs whenever a tree version is set to active. You can also manually trigger an audit on the Manage Trees and Tree Versions page, using **Actions** > **Audit**. If you run an audit on a tree version, which is in Draft status, and want to change the status to Active after the audit is complete then select the **Set tree version status to active after audit is successfully complete** Check Box.

The Tree Version Audit Result table shows a list of validations that ran against the selected tree version.

Validation Details

The following table lists the validators used in the audit process and describes what each validator checks for. It also lists possible causes for validation errors and suggests corrective actions.

Validator	Description (what's checked)	Possible Cause for Validation Failure	Suggested Corrective Action
Effective Date	The effective start and end dates of the tree version must be valid.	The effective end date is set to a value that isn't greater than the effective start date.	Modify the effective start and end dates such that the effective start date is earlier than the effective end date.
Root Node	On the Manage Tree Structures: Specify Data Sources page, if the **Allow Multiple Root Nodes** check box for the **Restrict Tree Node List of Values Based on** option isn't selected, and if the tree structure isn't empty, the tree version must contain exactly one root node. This validation doesn't take place if the check box is selected.	Even if the check box is deselected, the tree version has multiple root nodes.	Modify the tree version such that there is exactly one root node.
Data Source Maximum Depth	For each data source in the tree structure, on the Data Source dialog box, if the data source is depth-limited, the data in the tree version must adhere to the specified depth limit. This validation doesn't apply to data sources for which the **Maximum Depth** field is set to **Unlimited**.	The tree version has data at a depth greater than the specified depth limit on one or more data sources.	Modify the tree version such that all nodes are at a depth that complies with the data source depth limit.
Duplicate Node	On the Data Source dialog box, if the **Allow Duplicates** check box isn't selected, the tree version must not contain more than one node with the same primary key from	Even when the check box is deselected, the tree version contains duplicate nodes.	Remove any duplicate nodes from the tree version.

Validator	Description (what's checked)	Possible Cause for Validation Failure	Suggested Corrective Action
	the data source. If the check box is selected, duplicate nodes are permitted.		
Available Node	All nodes in the tree version must be valid and available in the underlying data source.	• A node in the tree version doesn't exist in the data source. Deleting data items from the data source without removing the corresponding nodes from the tree version can result in orphaned nodes in the tree version. For example, if you added node A into your tree version, and subsequently deleted node A from the data source without removing it from the tree version, the validation fails. • The tree version contains a tree reference node, which references another tree version that doesn't exist.	Remove any orphaned nodes from the tree version. Update tree reference nodes so that they reference existing tree versions.
Node Relationship	All nodes must adhere to the relationships mandated by the data sources registered in the tree structure.	The tree structure has data sources arranged in a parent-child relationship, but the nodes in the tree don't adhere to the same parent-child relationship. For example, if the tree structure has a Project data source with a Task data source as its child, Task nodes must always be within Project nodes in the tree version. This validation fails if there are instances where a Project node is added as the child of a Task node.	Modify the tree version such that the nodes adhere to the same parent-child relationships as the data sources.
SetID Restricted Node	On the Manage Tree Structures: Specify Data sources page, if the **Set ID** check box is selected to enable the **Restrict Tree Node List of Values Based on** option for each tree node, the underlying node in the data source must belong to the same reference data set as the tree itself. This restriction doesn't apply when the check box isn't selected.	Even when the check box is selected, the tree version has nodes whose data source values belong to a different reference data set than the tree.	Modify the tree version such that all nodes in the tree have data sources with reference data set matching that of the tree.
Label Enabled Node	On the Manage Tree Structures: Specify Data Sources page, if a labeling scheme is specified for the tree structure by selecting a list item from the **Labeling Scheme** list, all nodes must have labels. This restriction doesn't apply when you select **None** from the **Labeling Scheme** list.	The tree structure has a labeling scheme but the tree version has nodes without labels.	Assign a label to any node that doesn't have a label.

Validator	Description (what's checked)	Possible Cause for Validation Failure	Suggested Corrective Action
Date Restricted Node	On the Manage Tree Structures: Specify Data Sources page, if the **Date Range** check box is selected to enable the **Restrict Tree Node List of Values Based on** option for a tree structure, each node in the underlying data source must have an effective date range same as the effective date range of the tree version. This restriction doesn't apply if the check box isn't selected.	Even when the check box is selected, there are data source nodes that have a date range beyond the tree version's effective date range. For example, if the tree version is effective from Jan-01-2012 to Dec-31-2012, all nodes in the tree version must be effective from Jan-01-2012 to Dec-31-2012 at a minimum. It is acceptable for the nodes to be effective for a date range that extends partly beyond the tree version's effective date range (for example, the node data source value is effective from Dec-01-2011 to Mar-31-2013). It isn't acceptable if the nodes are effective for none or only a part of the tree version's effective date range (for example, the node data source value are effective only from Jan-01-2012 to June-30-2012).	Ensure that all nodes in the tree version have effective date range for the effective date range for the tree version.
Multiple Active Tree Version	On the Manage Tree Structures: Specify Definition page, if the **Allow Multiple Active Tree Versions** check box isn't selected for the tree structure, there must not be more than one active tree version for a tree at any time. This restriction doesn't apply if the check box is selected.	Even when the check box isn't selected, there is more than one active tree version in the tree for the same date range.	Set no more than one tree version to Active within the same date range and set the others to inactive or draft status.
Range Based Node	On the Data Source dialog box, if the **Allow Range Children** check box isn't selected, range-based nodes aren't permitted from that data source. This restriction doesn't apply if the check box is selected.	Even when the check box isn't selected, there are range-based nodes from a data source.	Ensure that any range nodes in your tree version are from a data source that allows range children.
Terminal Node	On the Data Source dialog box, if the **Allow Use as Leaves** check box isn't selected, values from that data source can't be added as leaves (terminal nodes) to the tree version. This restriction doesn't apply if the check box is selected.	Even when the check box isn't selected, values from a data source are added as leaf nodes (terminal nodes).	Modify the tree version such that all terminal nodes are from data sources for which this check box is selected.
Usage Limit	On the Data Source dialog box, if the **Use All Values** option is selected to set the **Usage Limit** for the data source, every value in the data source must appear as a node	Even if the **Use All Values** option is selected, there are values in the data source that aren't in the tree version.	For each data source value that isn't yet available, add nodes to the tree version.

Validator	Description (what's checked)	Possible Cause for Validation Failure	Suggested Corrective Action
	in the tree. This restriction doesn't apply if **None** option is selected.		

Copy, Audit, and Flatten Tree Versions Using a Scheduled Process

You can run the **Manage All Trees Operations Centrally** scheduled process to do these tasks.

- Copy tree version – Duplicate from an existing tree version.
- Audit and activate tree version – Audit the tree version, and mark the tree version as active, if audited successfully.
- Flatten tree version – Incrementally flatten both rows and columns, and force flatten the tree version.

Run the **Manage All Trees Operations Centrally** process from the Scheduled Processes work area.

Related Topics

- Submit Scheduled Processes and Process Sets

Why is it taking so long to duplicate my tree version?

For a faster response, duplicate your tree version using the **Manage All Trees Operations Centrally** scheduled process.

Related Topics

- Copy, Audit, and Flatten Tree Versions Using a Scheduled Process
- Submit Scheduled Processes and Process Sets

How Trees and Data Sources Work Together

Data sources are the foundation of tree management. Tree structures, trees, and tree versions establish direct and real-time connectivity with the data sources.

Changes to the data sources immediately reflect on the Manage Trees and Tree Versions page and wherever the trees are in use.

Metadata and Data Storage

Tree structures contain the metadata of the actual data and the core business rules that manifest in trees and tree versions. You can select and enable a subset of trees to fulfill a specific purpose in that application.

Access Control

Source data is mapped to tree nodes at different levels in the database. Therefore, the changes you make to the tree nodes affect the source data. Access control set on trees prevents unwanted data modifications in the database. Access control can be applied to the tree nodes or anywhere in the tree hierarchy.

Related Topics

- Guidelines for Specifying Data Sources for Tree Structures

Tree Nodes

Tree nodes are points of data convergence where a tree branches into levels. Nodes are the building blocks of a tree structure and are attached to tree versions.

Whenever you create or edit a tree version, you need to specify its tree node. To manage tree nodes, in the Setup and Maintenance work area, go to the **Manage Trees and Tree Versions** task.

Managing Tree Nodes

You can create, modify, or delete tree nodes on the **Tree Version: Specify Nodes** page. To add a tree node, ensure that the tree structure with which the tree version is associated is mapped to a valid data source. You can also duplicate a tree node if the multiple root node feature is enabled.

Node Levels

Usually, the nodes at a particular level represent similar information. For example, in a tree that reflects the organizational hierarchy, all nodes representing divisions appear at one level and all the department nodes on another. Similarly, in a tree that organizes a user's product catalog, the nodes representing individual products might appear at one level and the nodes representing product lines on the immediate higher level.

The following node levels are in use:

- Root node: The highest node in the tree structure
- Parent node: The node that branches off into other nodes
- Child node: The node that's connected to a node higher in hierarchy (parent node)
- Sibling node: Nodes that are at the same level and belong to the same parent node
- Leaf node: Entities branching off from a node but not extending further down the tree hierarchy

Node Types

A tree node has the following node types.

- Single: Indicates that the node is a value by itself.
- Range: Indicates that the node represents a range of values and possibly could have many children. For example, a tree node representing account numbers 10000 to 99999.
- Referenced Tree: Indicates that the tree node is actually another version for the tree based on the same tree structure, which isn't physically stored in the same tree. For example, a geographic hierarchy for the United States can be referenced in a World geographic hierarchy.

File Format for Importing Data Loaders of Tree Hierarchies

You can import tree hierarchies to your application by creating separate text files containing values and value set codes. You can then upload these files to the Oracle WebCenter Content document repository.

Here are a few things that you need to keep in mind while creating these files:

- Use a vertical bar or pipe (|) as a delimiter between fields for both the header and the value rows.
- According to the Oracle WebCenter Content specification, set the file encoding to UTF-8 without the Byte Order Mark (BOM).
- The first line in the file must be a header line, and the files must look exactly the same as shown in the sample file.

Note: This requirement is specific for a tree with structure code "GL_ACCT_FLEX".

Flat File

To create a file containing tree data loaders, include the headers specified in this table:

Header	Data Type	Data Size	Description	Required or Optional
`ValueSetCode`	String	30	This value determines the value used as a parameter for the tree.	Required
`TreeCode`	String	30	This value displays the code for the tree.	Required
`TreeVersionName`	String	30	This value displays the name for the tree version.	Required
`TreeVersionStartDate`	Date	-	This value displays the beginning of the date range during which the tree is active and visible on the page. The format is (DD/MM/YYYY).	Required
`TreeVersionEndDate`	Date	-	This value displays the end date for the tree version. The application inserts the default date. The format is (DD/MM/YYYY).	Optional
`Parent 30....Parent1`	String	30	This value displays the value set values of the value set code field and represents the internal nodes.	Optional

Header	Data Type	Data Size	Description	Required or Optional
`Value`	String	30	This value displays the value set values of the value set code field and represents the leaf nodes.	Optional
`IsChild`	String	1	Set this option to enable or disable the option to add the node as a parent: • Y: Enable node as parent or detail value of the hierarchy. • N: Disable as parent or detail value of the hierarchy.	Optional

Here's a sample file with the header values at the beginning of the file, followed by the line entries of the hierarchies (tree) data loader. For importing several data loaders, add more line entries in a similar format.

```
ValueSetCode|TreeCode|TreeVersionName|TreeVersionStartDate|TreeVersionEndDate|Parent30|Parent29|Parent28|
Parent27|Parent26|Parent25|Parent24|Parent23|Parent22|Parent21|Parent20|Parent19|Parent18|Parent17|Parent16|
Parent15|Parent14|Parent13|Parent12|Parent11|Parent10|Parent9|Parent8|Parent7|Parent6|Parent5|Parent4|
Parent3|Parent2|Parent1|Value|IsChild
Operations Company|OC COA_Company|OC COA_Company|01/1/2019|||||||||||||||||||||||||||||PARENT3366941||||N
Operations Company|OC COA_Company|OC COA_Company|01/1/2019|||||||||||||||||||||||||||||PARENT3366941|
PARENT3366942|||N
Operations Company|OC COA_Company|OC COA_Company|01/1/2019|||||||||||||||||||||||||||||PARENT3366941|
PARENT3366943|||N
Operations Company|OC COA_Company|OC COA_Company|01/1/2019|||||||||||||||||||||||||||||PARENT3366941|
PARENT3366942|PARENT3366944||N
Operations Company|OC COA_Company|OC COA_Company|01/1/2019|||||||||||||||||||||||||||||PARENT3366941|
PARENT3366942|PARENT3366944|3366128|Y
Operations Company|OC COA_Company|OC COA_Company|01/1/2019|||||||||||||||||||||||||||||PARENT3366941|
PARENT3366943|PARENT3366945||N
Operations Company|OC COA_Company|OC COA_Company|01/1/2019|||||||||||||||||||||||||||||PARENT3366941|
PARENT3366943|PARENT3366946|3366126|Y
Operations Company|OC COA_Company|OC COA_Company|01/1/2019|||||||||||||||||||||||||||||PARENT3366941|
PARENT3366943|PARENT3366947|PARENT3366948|3366127|Y
```

Related Topics

- Overview of Files for Import and Export
- Overview of Trees
- Tree Structures
- Guidelines for Defining the Tree Structure
- Guidelines for Managing Tree Structures
- Tree Labels
- How Trees and Data Sources Work Together

Define Profile Options

Overview of Profile Options

Profile options are a set of preferences that you use to centrally manage the user interface settings and application behavior.

You can use the profile options to manage, for example:

- User preferences to specify language or currency.
- Configuration choices to change the user interface skin or appearance of fonts.
- Processing options to determine how much of an activity needs to be logged and at which level.

In the Setup and Maintenance work area, go to these tasks:

- Manage Profile Options
- Manage Profile Categories
- Manage Administrator Profile Values

This table explains what each task is used for.

Task	Purpose
Manage Profile Options	Create new profile options or modify existing profile options, except some which are predefined and restricted to prevent any modifications.
Manage Profile Categories	Group the profile options based on their functional similarities.
Manage Administrator Profile Values	Set the profile values for the enabled profile options to control application behavior.

Related Topics

- Create and Edit Profile Options
- Set Profile Option Values
- Profile Categories
- How can I access predefined profile options?

Hierarchy in Profile Levels

The hierarchy in profile levels determines the context for making a profile option effective.

You can enable a profile option at the following levels:

- Site level (lowest): The entire site of deployment
- User level (highest): A specific user

After you create or edit a profile option on the Manage Profile Options page, you must enable it. You can enable it at multiple levels. The setting at the highest enabled level takes precedence over the lower levels. User level is the highest in the hierarchy and always takes precedence over the settings at the site level.

On the Manage Administrative Profile Values page, set the profile value at any of the enabled levels of the profile option.

Example of Profile Option Hierarchy

The following table shows an example of setting the currency profile option at different levels.

Profile Level	Hierarchy	Currency
Site	Lowest	Euro
User	Highest	US Dollar

For this example, there are two users, John and Lisa. For John, the user-level profile value currency is set to US Dollar. If the Currency profile option is enabled only at the site level, both John and Lisa would see Euro as the default currency. If the profile option is enabled at the user level, users having a different currency set as their currency profile value would see only that currency. In this case, John would see US Dollar as the default currency. If the Currency profile option is enabled at the user level and there is no user level currency defined, the site level setting takes effect. When both site and user levels are enabled, the value for the user level takes precedence over the site level value.

Set Profile Option Values

Each profile option contains specific values that determine how it affects the application. You can add or modify the values for each profile option.

Select or enter the value for one or more of the available levels (site, product, and user) so that each setting takes effect at the intended level.

Setting the Profile Value

1. In the Setup and Maintenance work area, go to the profile option task that correlates to the product or functionality of the profile option you want to set. If needed, use the **Manage Administrator Profile Values** task, which provides access to all profile options.
2. Search for and select the profile option.
3. In the Profile Values section, select or enter a value in the **Profile Value** column for any default row with a predefined Site level.

4. If there isn't any row, or if you need more rows, click the **New** icon.
    - Profile Level: Specify the level at which the profile value is to be set. If the profile value applies to the entire site, select **Site**. Otherwise, select **User.**

      Note:
      - Don't select **Site** if a row for the Site level already exists. There can only be one row for the Site level, but you can have multiple rows for the User level.
      - The **Product** level is deprecated and can no longer be used. However, it might be visible in the list to support legacy profile values.

    - User Name: If you select **User** as the profile level, select the user name and specify the associated profile value.
    - Profile Value: Select or enter the value corresponding to the selected profile level. For an existing entry, you can modify only the profile value.
5. Click **Save and Close**. Changes in the profile values affect users the next time they sign in.

Import Profile Values

Use the Import option on the Manage Administrator Profile Values page to import profile values in bulk and associate them with a profile option.

Before you begin, make sure that the file containing the profile values is available in the document repository of Oracle WebCenter Content.

1. In the Setup and Maintenance work area, go to the **Manage Administrator Profile Values** task.
2. In the Search: Profile Options section, search for the profile option for which you want to import the values.
3. In the Search Results: Profile Options section, select the profile option.
4. In the <Profile Option>: Profile Values section, click **Actions** > **Import**.
5. On the Import User Profile Values window, select the WebCenter Content account to which the file was uploaded.
6. Enter the name of the file containing the profile values. The name here must match with the name of the file uploaded to the selected account.
7. Click **Upload**. The profile values are imported.

   Note: If the import fails, click the link to the log file on the confirmation dialog box and examine the cause of failure.

Related Topics

- File Format for Importing Profile Values
- How can I bulk update user preferences?
- Overview of Files for Import and Export

File Format for Importing Profile Values

You can import profile option values to your application by creating separate text files containing values. You can then upload these files to the Oracle WebCenter Content document repository.

Here are a few things that you need to keep in mind while creating these files:

- Use a vertical bar or pipe (|) as a delimiter between fields for both the header and the value rows.
- Set the file encoding to UTF-8 without the Byte Order Mark (BOM). When entering data, use only UTF-8 compatible characters and avoid platform-dependent or unsupported characters.
- The first line in the file must be a header line, and the files must look exactly the same as shown in the sample file.

To create a file containing the profile values, include the headers specified in this table:

Header	Description
`ProfileOptionCode`	This value displays the profile option code.
`LevelName`	This value displays the level name of the profile. It must be one of these level names: • `Site` • `Product` • `User`
`UserName`	This value must correspond to the registered user name in the application. Don't provide any other shortened or coded name of the user.
`ProfileOptionValue`	This value displays the profile value that you can import.

Here's a sample file with the header values at the beginning of the file, followed by line entries of the two profile values. For importing several profile values, add more line entries in a similar format.

```
ProfileOptionCode|LevelName|UserName|ProfileOptionValue
AFLOG_BUFFER_MODE|USER|APP_IMPL_CONSULTANT|TEST
AFLOG_LEVEL|USER|APPLICATION_DEVELOPER|FINEST
```

Related Topics

- Overview of Files for Import and Export
- Guidelines for File Import and Export
- Overview of Profile Options
- Import Profile Values

Create and Edit Profile Options

Use profile options to manage user preferences and control the general function of applications. For example, you can control user preferences involving language, date, time, currency, and other similar general settings.

You can create a profile option and also determine the level at which that profile option takes effect. You can also define the profile values for the profile option. The profile values appear on the Manage Administrator Profile Values page when you select the profile option.

Creating a Profile Option

1. In the Setup and Maintenance work area, go to the **Manage Profile Options** task.
2. On the page, click **Actions** > **New**.
3. On the Create Profile Option page, fill all the fields with relevant details with specific attention to the following:
    - Use the SQL Validation field to provide an SQL statement that displays the permissible profile values to be used. Using an SQL statement, you can select the values from another table and display them as a list of values.

      For example, to display the values **Yes** and **No** from a lookup table, you can use the following SQL statement:

      ```
      select MEANING, LOOKUP_CODE from FND_LOOKUPS where LOOKUP_TYPE='YES_NO'
      ```

      As a result, on the **Manage Administrator Profile Values** page, the profile values Yes and No are available for selection for that profile option.
    - You can specify a date range to keep the profile option active during that period. Beyond the specified duration, the profile option automatically becomes inactive. If you no longer require the profile option, you must manually delete it from the **Manage Profile Options** page.
4. Click **Save and Close**.
5. On the Manage Profile Options page, search for the newly created profile option and from the results, select it.
6. In the Profile Option Levels section, do the following:
    a. In **Enabled**, select the levels at which you want to enable the profile option.

       > **Note:** You can enable a profile option at multiple levels, but a higher-level profile value overrides a lower-level value. Therefore, enable them only at the required levels.

    b. In **Updatable**, select the profile level at which you want implementors to have update privileges. Leave the check box deselected if you don't want the implementors to modify the profile values (they appear in read-only mode).
7. Click **Save and Close**.

To edit a profile option that you created, search for it and edit the necessary details.

> **Note:**
> - While creating and editing profile options and profile categories, you can translate the details to the preferred languages without changing the language session of the application. To specify the translations in all the enabled language rows, use the Translation Editor option. Once the updates are made, users can view the translated text for the specific details.
> - If you want to access the profile option using REST API, you must add it to the Authenticated User Profile Option Values (`ORA_FND_AUTH_REST_ACCESS`) profile category.

Related Topics

- Hierarchy in Profile Levels
- Set Profile Option Values
- Profile Categories
- How can I enter or edit translated text in Fusion Applications?

How can I access predefined profile options?

Search for predefined profile options using the Manage Profile Options task.

1. In the Setup and Maintenance work area, go to the **Manage Profile Options** task.
2. On the page, enter any of the search parameters and click **Search**. Search functionality is case-sensitive.

   > **Tip:** If you don't know the profile option code or the display name, use the **Application** or **Module** fields to filter search results.

3. In the results, click a profile option to view its details.

Profile Categories

You can create profile categories to group profile options based on their functional similarities and their use. In the Setup and Maintenance work area, use the Manage Profile Categories task.

Profile categories help administrators or implementors in retrieving profile options using a search criterion on the Manage Administrator Profile Values page.

Managing Profile Categories

Consider the following options while managing profile categories:

- Create profile categories and add existing profile options to them
- Add newly created profile options to existing user-defined profile categories

> **Note:** While you can add a profile option to more than one category, some profile categories are predefined and restricted from any modifications. So, you can't edit them or add profile options to them.

Setting Display Sequence for the Profile Options

You must set the display sequence for each profile option that you add to a profile category. Display sequence determines the order in which the profile options appear in a search result, based on the profile category. You can set the sequence beginning with zero or one for the first profile option to display, and proceed sequentially to assign the values to the remaining profile options.

The following table demonstrates the effect of the display sequence on the profile options when they're retrieved as search results.

Profile Category	Included Profile Option - Assigned Display Sequence	Display Sequence of Profile Options in the Search Results
Attachments	• Attachment File Directory - 2 • Indicate Attachments - 1	1. Indicate Attachments 2. Attachment File Directory

Related Topics

- Set Profile Option Values

FAQs for Profile Options

How can I access predefined profile options?

Search for predefined profile options using the Manage Profile Options task.

1. In the Setup and Maintenance work area, go to the **Manage Profile Options** task.
2. On the page, enter any of the search parameters and click **Search**. Search functionality is case-sensitive.

   > **Tip:** If you don't know the profile option code or the display name, use the **Application** or **Module** fields to filter search results.

3. In the results, click a profile option to view its details.

How can I bulk update user preferences?

User preferences such as Language, Date Format, Time Zone are stored as profile options. You can use the import option on the Manage Administrator Profile Values task to bulk import these profile options and apply them to the user's profile.

Here are the profile options that affect user preferences, and can be imported using a text file:

- Default Currency (FND_CURRENCY)
- Default Date Format (FND_DATE_FORMAT)
- Default Decimal Separator (FND_DECIMAL_SEPARATOR)
- Display Name Language Preference (FND_DISPLAY_NAME_LANGUAGE)
- Default Language (FND_LANGUAGE)
- Default Number Format (FND_NUMBER_FORMAT)
- Default Time Format (FND_TIME_FORMAT)
- Default User Time Zone (FND_TIMEZONE)
- Default Territory (FND_TERRITORY)

Before you begin, you must prepare the text file in the prescribed format, where the top row is the header and the rest are values for the profile option. For example, if you're importing profile values for territories, create the text file in the format:

```
ProfileOptionCode|LevelName|UserName|ProfileOptionValue
FND_TERRITORY|USER|john.doe@oracle.com|France
```

You must have uploaded the text file to Oracle WebCenter Content so that you can import it. For instructions on uploading the file, see Overview of Files for Import and Export. For instructions on importing the file contents, see Import Profile Values.

Related Topics

- Overview of Files for Import and Export
- Import Profile Values

Define Flexfields

Overview of Flexfields

A flexfield is a set of placeholder fields associated with business objects and placed on the application pages to contain additional data.

You can use flexfields to modify the business objects and meet enterprise data management requirements without changing the data model or performing any database programming. Using flexfields, you can capture different data on the same database table and modify the application features. For example, airline manufacturers may require specific attributes for orders that aren't predefined. Using a flexfield for the order business object, they can create and configure the required attribute.

When you first define your flexfields, you choose how many segments you want to use and what order you want them to appear in. You also choose how you want to validate each of your segments. The decisions you make affect how you define your value sets. When your user enters a value, your value sets validate that value. The value sets can be one of these types:

- List of valid values that aren't stored in any application table.
- Table-validated value sets that use a predefined list of values stored in an application table.
- Format only value sets that use any value as long as it conforms to your specified formatting rules. For example, the value must not exceed the maximum length you define for your value set.

You can assign a value set to a flexfield segment to define the valid values in that segment. While defining valid values in a segment, either reuse an existing value set or define a new value set. You can reuse a value set as often as you want across multiple flexfields or different segments within the same flexfield.

Flexfield Types

Here are the types of flexfields:

- Descriptive flexfields
- Extensible Flexfields
- Key Flexfields

Both extensible and descriptive flexfields provide an expansion space that you can use to configure additional attributes without additional programming. Descriptive flexfields are stored in additional columns on the same table as that of the object, whereas extensible flexfields are stored in a separate extension table.

Key flexfields consist of one or more segments, where each segment can have a meaning. You can use key flexfields to enter multipart values, such as a part number, a job code, or an account code. Users see the flexfields as fields or attributes on UI pages. To manage the flexfields, use any of these tasks in the Setup and Maintenance work area:

- **Manage Descriptive Flexfields**: To configure descriptive flexfield segments if you have enabled descriptive flexfields on a page.
- **Manage Extensible Flexfields**: To configure extensible flexfield segments if you have enabled extensible flexfields on a page.
- **Manage Key Flexfields**: To configure key flexfields, which is a configurable multipart key.
- **Manage Value Sets**: To create reusable value sets to validate values in flexfield segments.

  > **Note:** You can manage value sets within the **Manage Descriptive Flexfields** or **Manage Extensible Flexfields** tasks.

Related Topics

- How can I access predefined flexfields?
- Overview of Descriptive Flexfields
- Overview of Extensible Flexfields
- Overview of Key Flexfields
- Overview of Value Sets

Flexfield Components

A flexfield is made up of several data entities that store and render information pertaining to flexfield configuration.

Flexfields are made up of the following components:

- Segments
- Value Sets
- Contexts
- Structures

Segments

A segment is a field within a flexfield and represents a single table column of your database. When configuring a flexfield, define the appearance and meaning of individual segments. Segments represent attributes of information. Segments can appear globally wherever the flexfield is implemented, or based on a structure or context. Each segment captures a single atomic value and represents an attribute of information.

The characteristics of a segment vary based on the type of flexfield in which it's used.

- In key flexfields, a segment describes a characteristic of the entity. For example, a part number that contains details about the type, color, and size of an item.
- In a descriptive or extensible flexfield, a segment represents an information attribute on the application page. For example, details about a device containing components, some of which are global while the remaining are contextually dependent on the category of the device.

Value Sets

Users enter values into segments while using an application. A value set is a named group of values that validate the content of a flexfield segment. You configure a flexfield segment with a value set to enforce entries of only valid values for that segment.

The configuration involves the following tasks:

- Defining the values in a value set, including characteristics such as the length and format of the values.
- Specifying formatting rules or values from an application table or predefined list.

Multiple segments within a flexfield, or multiple flexfields, can share a single value set.

Contexts

Context-sensitive flexfield segments are available to an application based on a context value. You define contexts as part of configuring a flexfield. Users see global segments as well as any context-sensitive segments that apply to the selected context value.

In descriptive flexfields and extensible flexfields, you can reuse the context-sensitive segments that are based on the database columns, in multiple contexts.

Structures

Key flexfields have structures. Each key flexfield structure is a specific configuration of segments. Adding or removing segments, or rearranging their order, produces a different structure. You can reuse the segments that are based on the database columns, in multiple structures.

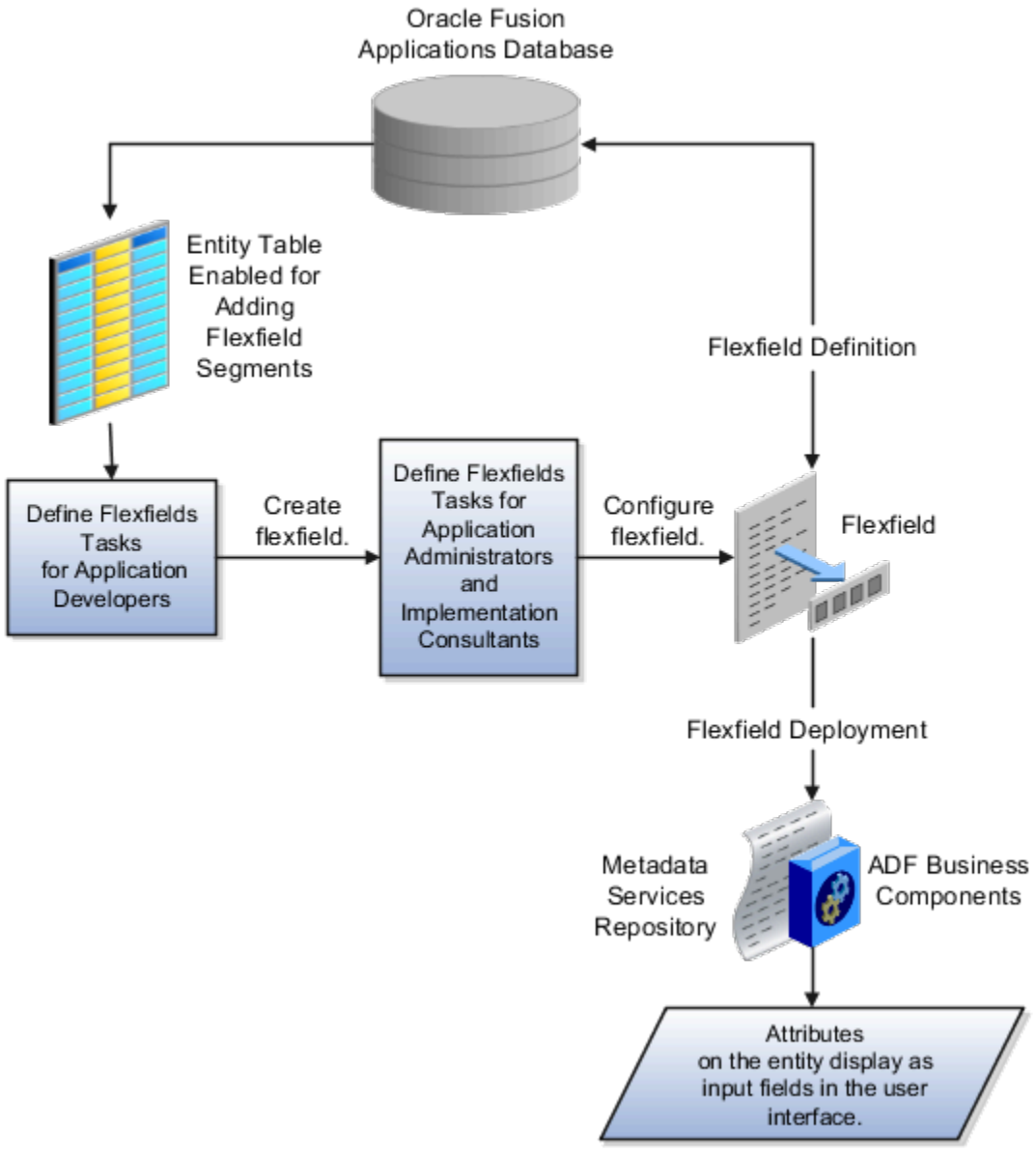
> **Note:** You can translate all these flexfield components to the preferred languages without changing the language session of the application. To specify the translations in all the enabled language rows, use the Translation Editor option on the respective edit pages. Once the updates are made, users can view the translated text for the specific flexfield components.

Related Topics

- How Flexfields Work with Oracle Application Cloud Architecture
- Overview of Value Sets
- How can I enter or edit translated text in Fusion Applications?

How Flexfields Work with Oracle Application Cloud Architecture

To capture additional data, administrators or implementors configure flexfield segments that represent attributes of business objects. Business objects are enabled for both descriptive flexfields and extensible flexfields.



Application developers create a flexfield and register it so that it's available for configuration. Administrators and implementation consultants configure segments and other properties of the available flexfields. This information is stored as additional flexfield metadata in the database. Deploying the flexfield generates ADF business components based on the flexfield metadata in the database.

The following aspects are important in understanding how flexfields and Oracle Fusion Cloud Applications architecture work together:

- Integration
- Deployment
- Import and export
- Runtime
- Patching

Integration

The attributes that you add by configuring flexfields are available throughout the Oracle Middleware technology stack. You can use the flexfield segment's Application Programming Interface (API) to identify segments and integrate the flexfields in the following:

- User interface pages
- Service-oriented Architecture (SOA) infrastructure
- Oracle Transactional Business Intelligence
- Extended Spread Sheet Database (ESSbase)

Flexfield configurations are preserved across application updates.

Deployment

The metadata for the flexfield is stored in the application database as soon as you save your configuration changes. Deploying the flexfield generates the ADF business components so that the user interface reflects the latest flexfield definition in the metadata.

Importing and Exporting

Using the Setup and Maintenance work area, you can import and export flexfields across the implementation site. The deployment status must be either Deployed or Deployed to sandbox. Therefore, before you attempt migration, verify and ensure that a flexfield is successfully deployed.

Runtime

The latest definitions of a flexfield reflect on the user interface only if the flexfield is deployed. When the user interface accesses a business object, the deployed flexfield definition identifies the attributes associated with the captured values. On a page, if you add display configurations for a flexfield using the Application Composer tool, the same flexfield segments can appear differently on different pages.

Patching

Flexfield configurations are preserved during patching and upgrading.

Related Topics

- How Flexfield Deployment Status is Calculated

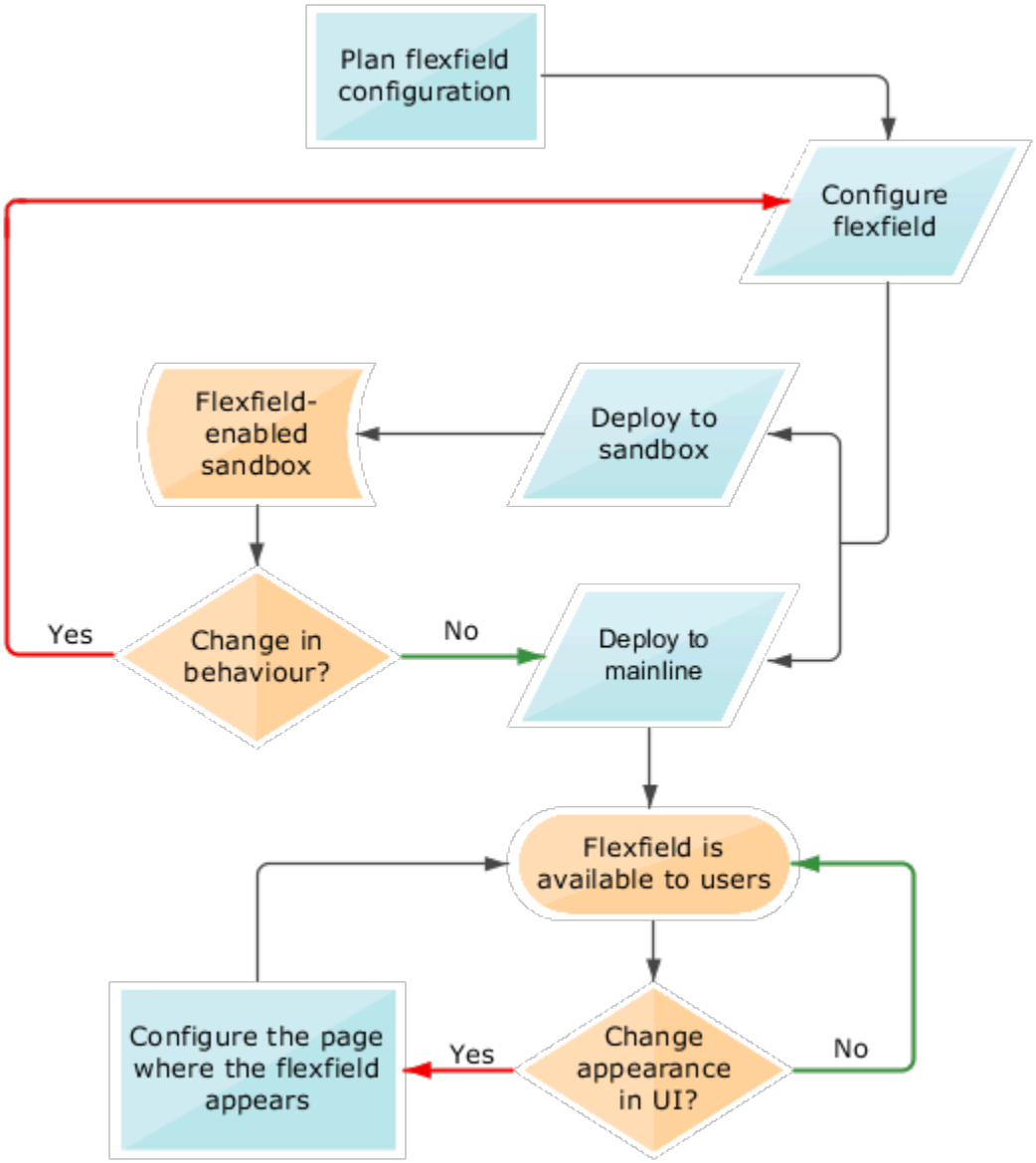
Flexfield Management

Considerations for Managing Flexfields

Managing flexfields involves planning and configuring flexfields.

You plan and configure the registered flexfields provided in your applications by applications developers. How you configure flexfield segments determines how the flexfield segments appear to users. Optionally, you can modify the UI page to change how the flexfield segments appear to users on that page.

The following figure shows the processes involved in making flexfields available to users. The tasks in the Define Flexfields activity let administrators configure and deploy flexfields. After you configure and deploy a flexfield to a sandbox, deploy it again to the mainline metadata so that it's available to the users.



Consider the following aspects of managing flexfields:

- Planning flexfields
- Configuring flexfields
- Enabling a flexfields segment for business intelligence
- Deploying flexfields
- Optionally changing a flexfield segment's appearance in a user interface page
- Identifying flexfields on a page and troubleshooting

Planning Flexfields

Before you begin planning flexfields, determine what type is appropriate to your needs, and which business objects are available for modifying flexfields. All flexfields consist of segments which represent attributes of an entity. The value a user enters for an attribute is stored in a column of the entity table. Carefully plan flexfields before configuring them. Before configuring new segments for your flexfields, be sure to plan their implementation carefully.

If you have determined that a business object supports flexfields, and those flexfields have been registered, you can begin planning their configuration. Note the code name of the flexfield you intend to configure so that you can find it easily in the Define Flexfield activity. In some cases you can determine and configure how the flexfield appears on the page. See Oracle Fusion Cloud Applications Help for specific products to determine any restrictions on using product-specific flexfields.

Configuring Flexfields

Administrators or implementors configure flexfields so they meet the needs of the enterprise. Some flexfields require configuration to make an application operate correctly. You can configure flexfields using the following methods:

- Use the manage flexfield tasks in the Setup and Maintenance work area.
- Use the Highlight Flexfields command in the Administration menu while viewing a page.
    - Use the **Configure Flexfield** icon button to manage all aspects of a flexfield, such as change a segment's sequence number or configure a flexfield segment's business intelligence label.
    - Use the **Add Segment** and **Edit Segment** icon buttons to add and edit descriptive or extensible flexfield segments with simple configurations.
    - Use the **Add Context** icon button to add descriptive or extensible flexfield context values.

Configuring a flexfield includes the following:

- Defining value sets against which the values entered by users are validated
- Defining the structure or context of the segments in the flexfield
- Specifying the identifying information for each segment
- Specifying the display properties such as prompt, length and data type of each flexfield segment
- Specifying valid values for each segment, and the meaning of each value within the application

> **Tip:** You can create value sets while creating descriptive and extensible flexfield segments. However, define value sets before configuring key flexfield segments that use them, because you assign existing value sets while configuring key flexfield segments.

When creating table-validated, independent, dependent, or subset value sets while creating descriptive and extensible flexfield segments, you can optionally specify to display the description of the selected value next to the segment. You can assign sequence order numbers to global segments and to context-sensitive segments in each context. Segment display is always in a fixed order based on the segments' sequence numbers. You can't enter a number for one segment that is already in use for a different segment. Therefore, you may consider numbering the segments in multiples, such as 4, 5, or 10, to make it easy to insert new attributes.

A flexfield column is assigned to a new segment automatically, but you can change the assignment before saving the segment. If you must set a specific column assignment for a segment, create that segment first to ensure that the intended column isn't automatically assigned to a different segment.

Enabling a Flexfield Segment for Business Intelligence

You can enable flexfield segments for business intelligence if the flexfield is registered in the database as an Oracle Transactional Business Intelligence-enabled flexfield. For more information about enabling segments for business intelligence, see points to consider when enabling descriptive, extensible, and key flexfield segments for business intelligence. For extensible flexfield segments, you can't assign labels to equalize segments across contexts that are semantically equivalent.

Deploying Flexfields

Once you have configured a flexfield, you must deploy it to make the latest definition available to users. In the Define Flexfields tasks, you can deploy a flexfield using either of the following commands:

- The Deploy Flexfield command deploys a flexfield to the mainline metadata. This command is for general use in a test or production environment.
- The Deploy to Sandbox command deploys a flexfield to sandbox. This command is for confirming that the flexfield is correctly configured before deploying it to the mainline metadata.

> **Note:** You can't deploy your changes in value sets, key flexfields, and extensible flexfields to your sandbox. You must deploy them directly to the mainline environment. However, if you're making changes to any descriptive flexfields, you must deploy your flexfield to the sandbox and test your changes before publishing your sandbox.

In Highlight Flexfields mode, when using the:

- **Add Context**, **Add Segment**, and **Edit Segment** tools for extensible flexfields, use the Save command to save your changes. Then use the Deploy command to deploy the flexfield to the mainline metadata
- **Add Segment** and **Edit Segment** tools for descriptive flexfields, use the Save and Deploy command to save your changes. Then deploy the flexfield to the mainline metadata

Once deployed, the deployment status indicates the state of the currently configured flexfield relative to the last deployed definition.

Optionally Changing a Flexfield Segment Appearance

The flexfield attributes that you define integrate with the user interface pages where users access the attributes' business object. Application development determines the UI pages where business objects appear and the display patterns used by default to render flexfield segments.

After a flexfield has been deployed to the mainline MDS repository so that it appears on application pages, you can modify it on a per-page basis using Page Composer. For example, you can hide a segment, change its prompt or other properties, or reorder the user-defined global attributes so that they're interspersed with the core attributes in the same parent layout. You can modify the appearance of descriptive and extensible flexfield segments in the UI page using Page Composer, once the flexfield is deployed to the mainline metadata.

If the applications are running in different locales, you can provide different translations for translatable text, such as prompts and descriptions. Enter translations using the locale that requires the translated text. Click your user image or name in the global header to open the **Settings and Actions** menu, and select **Set Preferences**. Then change the text to the translated text for that locale.

Identifying Flexfields on a Page

The **Highlight Flexfields** command in the Administration menu of the Setup and Maintenance work area identifies the location of flexfields on the page by displaying an **Information** icon button for accessing details about each flexfield.

Even if a descriptive or extensible flexfield isn't yet deployed and no segments appear on the page in normal view, the flexfield appears in the Highlight Flexfield view for that page. For descriptive flexfields, the segments as of the last deployment appear. For extensible flexfields, any segments and contexts that have been saved but not yet deployed also appear as disabled.

Highlight Flexfields accesses the current flexfield metadata definition. Use the highlighted flexfield's **Configure Flexfield** icon button to manage flexfields directly. Alternatively, note a highlighted flexfield's name to search for it in the tasks for managing flexfields.

Related Topics

- Overview of Value Sets
- Considerations for Managing Descriptive Flexfields
- Considerations for Managing Extensible Flexfields
- Considerations for Managing Key Flexfields
- Modify Flexfields Using Page Composer

Flexfield Segment Properties

Independent of the value set assigned to a segment, segments may have properties that affect how they're displayed and how they function.

The following aspects are important in understanding

- Display properties
- Properties related to segment values
- Properties related to search
- Range validation segments
- Rule validation of segment values
- Naming conventions

Display Properties

The following table summarizes display properties.

Property	Description
Enabled	Whether the segment can be used.
Sequence	The order the segment appears in relation to the other configured segments.
Prompt	The string to be used for the segment's label in the user interface.
Display type	The type of field in which to display the segment.
Selected and deselected values	If the display type is check box, the actual values to save. For example, Y and N or 0 and 1.
Display size	The character width of the field.

Property	Description
Display height	The height of the field as measured in visible number of lines when the display type is a text area.
Read only	Whether the field should display as read-only, not editable text.
Description help text	The field-level description help text to display for the field. Use description help text to display a field-level description that expands on or clarifies the prompt provided for the field. If description help text is specified, a Help icon button is displayed next to the field in the application. The description help text is displayed when the user hovers over the Help icon button.
Instruction help text	The field-level instruction help text to display for the field. Use instruction help text to provide directions on using the field. If instruction help text is specified, it's appears in an in-field help note window when users move the cursor over the field.

Properties Related to Search

Extensible flexfield segments can be marked as selectively required in search using the indexed property. The indexed property requires users to enter a value before conducting a search on the attribute represented by the indexed segment. A database administrator must create an index on the segment column representing the indexed attribute.

Range Validation of Segments

Range validation enables you to enforce an arithmetic inequality between two segments of a flexfield. For example, a product must be ordered before it can be shipped. Therefore, the order date must be on or before the ship date. Also, the order date segment value must be less than or equal to the ship date segment value. You can use range validation to ensure this relationship.

The conditions for range validation are as follows:

- Segments must be configured for range validation in pairs, one with the low value and one with the high value.
- Both segments must be of the same data type.
- Both segments must be parts of the same structure in a key flexfield or parts of the same context in a descriptive flexfield or extensible flexfield.
- The low value segment must have a sequence number that's lesser than that of the high value segment.
- Non-range validated segments can exist between a range validated pair, but range validated pairs can't overlap or be nested.

You can configure as many range validated pairs as you want within the same flexfield. Your application automatically detects and applies range validation to the segment pairs that you define, in sequence order. It must detect a low value segment first, and the next range validated segment that it detects must be a high value segment. These two segments are assumed to be a matching pair. The low value and the high value can be equal.

Rule Validation of Segment Values

Validation rules on descriptive and extensible flexfield segments determine how an attribute is validated. The value entered for an attribute on a business object must match a specified format or be restricted to a list of values. You can use a value set or a Groovy validator to specify the validation rules.

Value set validation is required for global segments and context-sensitive segments, and optional for context segments. In the case of context segments, the application may validate a value instead of the value set validating the value against the context segment. However the application entered values must match exactly the valid context segment values. If the context segment values are a superset or subset of the input values, you must assign a table-validated value set or independent value set to validate context values.

You can also use Groovy validation to set additional restrictions or requirements for what values are allowed for certain attributes of business objects. This is useful when you need to use the same value set to validate multiple segments, but the exact validation requirement changes with each case. These validators can be defined at the global segment level, or at the context level, based on your business needs. They have a validator code, validation expression, error message, and description. After adding a new validator, click the **Groovy Expression Builder** icon to open the expression builder window where you define your validation expression. Groovy validation is done when a user tries to save their values to an attribute that has a Groovy validator. If the value for this attribute fails validation against the Groovy expression, the text defined in the **Error Message** column is displayed as an error message.

When you configure a descriptive flexfield segment, you can specify a constant to use for setting the initial value. The initial value can be an available parameter. For every planned segment, list the constant value or parameter, if any, to use for the initial value.

Naming Conventions

Enter a unique code, name, and description for the segment. These properties are for internal use and not displayed to end users. You can't change the code after the segment is created.

The Application Programming Interface (API) name is a name for the segment that isn't exposed to users. The API name is used to identify the segment in various integration points including web services, rules, and business intelligence. Use alphanumeric characters only with a leading character. For example, enter a code consisting of the characters A-Z, a-z, 0-9 with a non-numeric leading character. The use of spaces, underscores, multi-byte characters, and leading numeric characters isn't permitted. You can't change the API name after the segment has been created.

Related Topics

- Considerations for Managing Extensible Flexfields

Naming Conventions for Flexfield APIs

Application Programming Interface (API) name is a name for your flexfield component, which isn't exposed to users. These names are used to identify flexfield components in various integration points, including web services, rules, and business intelligence.

How to Frame API Names

You must use only alphanumeric characters for API names. For example, enter a name with the characters A-Z, a-z, or 0-9, with a non-numeric leading character. Don't use spaces, underscores, multi-byte characters, or leading numeric characters in your API names.

CAUTION: Do not change API names after they're created. Doing so could break integration points.

Words You Can't Use for API Names

You can't use certain words for API names when configuring flexfields because they're reserved words in ADF, SQL, PL/SQL, Java, Groovy, and so on.

This table lists some of the reserved words that can't be used as API names. This list isn't exhaustive.

Letter	Reserved Words
A	ABORT, ABSTRACT, ACCEPT, ACCESS, ACTIONENABLED, ADD, ALL, ALLROWSINRANGE, ALTER, AND, ANY, ARRAY, ARRAYLEN, AS, ASC, ASSERT, ASSIGN, AT, ATTRIBUTEDEF, ATTRIBUTEDEFS, ATTRIBUTEVALUE, ATTRIBUTEVALUES, AUDIT, AUTHORIZATION, AVG
B	BEGIN, BETWEEN, BINDINGS, BODY, BOOLEAN, BREAK, BY, BYTE, BYVALUE
C	CASCADE, CASE, CAST, CATCH, CATEGORY, CHAR, CHECK, CHILDREN, CLASS, CLONE, CLOSE, CLUSTER, CLUSTERS, COALESCE, COLAUTH, COLUMN, COLUMNS, COMMENT, COMMIT, COMPRESS, CONNECT, CONST, CONSTANT, CONSTRIANT, CONTAINS, CONTINUE, COUNT, CRASH, CREATE, CURRENT, CURRENTROW, CURRVAL, CURSOR
D	DATABASE, DATACONTROL, DATE, DBA, DEBUGOFF, DEBUGON, DECIMAL, DECLARE, DEFAULT, DEFINITION, DELAY, DELETE, DELTA, DESC, DESCRIPTION, DIGITS, DISPLAY, DISPLAYDATA, DISPLAYHINT, DISPLAYHINTS, DISPOSE, DISTINCT, DIV, DO, DOUBLE, DROP
E	ELSE, ELSIF, EMPTY, ENABLED, ENABLEDSTRING, END, ENTRY, EQ, EQUALS, ERROR, ESTIMATEDROWCOUNT, EXCEPTION, EXCLUSIVE, EXISTS, EXIT, EXTENDS
F	FALSE, FETCH, FILE, FINAL, FINALIZE, FINALLY, FINDMODE, FLOAT, FOR, FORM, FROM, FULLNAME, FUNCTION, FUTURE
G	GE, GENERIC, GETCLASS, GOTO, GRANT, GROUP, GROUPBY, GT
H	HASHCODE, HAVING, HINTS
I	IDENTIFIED, IF, IMMEDIATE, IMPLEMENTS, IMPORT, IN, INCREMENT, INDEX, INDEXES, INDICATOR, INITIAL, INNER, INPUTVALUE, INSERT, INSTANCEOF, INT, INTEGER, INTERFACE, INTERSECT, INTO, IS, ITERATORBINDING
J	JAVA
K	KEY
L	LABEL, LABELS, LABELSET, LE, LEVEL, LIKE, LIMITED, LOCK, LONG, LOOP, LT
M	MANDATORY, MAX, MAXEXTENTS, MIN, MINUS, MLSLABEL, MOD, MODE, MODIFY
N	NAME, NATIVE, NATURAL, NE, NEW, NEXTVAL, NOAUDIT, NOCOMPRESS, NOT, NOTFOUND, NOTIFY, NOTIFYALL, NOWAIT, NULL, NULLIF, NUMBER
O	OF, OFFLINE, ON, ONLINE, OPEN, OPERATIONENABLED, OPERATOR, OPTION, OR, ORDER, ORDERBY, OTHERS, OUT, OUTER, OVERLAPS
P	PACKAGE, PARTITION, PCTFREE, POSITIVE, PRAGMA, PRIMARY, PRIOR, PRIVATE, PRIVILEGES, PROCEDURE, PROTECTED, PUBLIC

Letter	Reserved Words
R	RAISE, RANGE, RANGESET, RANGESIZE, RANGESTART, RAW, REAL, RECORD, REFERENCES, RELEASE, REMR, RENAME, RESOURCE, REST, RESULT, RETURN, REVERSE, REVOKE, ROLLBACK, ROOTNODEBINDING, ROW, ROWID, ROWLABEL, ROWNUM, ROWS, ROWTYPE, RUN
S	SAVEPOINT, SCHEMA, SELECT, SELECTEDVALUE, SEPARATE, SESSION, SET, SHARE, SHORT, SIZE, SMALLINT, SPACE, SQL, SQLBUF, SQLCODE, SQLERRM, START, STATEMENT, STATIC, STDDEV, SUBTYPE, SUCCESSFUL, SUM, SUPER, SWITCH, SYNCHRONIZED, SYNONYM, SYSDATE
T	TABAUTH, TABLE, TABLES, TASK, TERMINATE, THEN, THIS, THROW, THROWS, TO, TOOLTIP, TOSTRING, TRANSIENT, TRIGGER, TRUE, TRY, TYPE
U	UID, UNION, UNIQUE, UPDATE, UPDATEABLE, USE, USER
V	VALIDATE, VALUES, VAR, VARCHAR, VARCHAR2, VARIANCE, VIEW, VIEWS, VOID, VOLATILE
W	WAIT, WHEN, WHENEVER, WHERE, WHILE, WITH, WORK
X	XOR

Related Topics

- Flexfield Segment Properties
- Considerations for Managing Flexfields

How Flexfields and Value Sets Work Together

Value sets are specific to your enterprise. When gathering information using flexfields, your enterprise's value sets validate the values that your users enter based on how you defined the value set.

You can assign a value set to any number of flexfield segments in the same or different flexfields. Value set usage information indicates which flexfields use the value set.

The following aspects are important in understanding how flexfields and value sets work together:

- Defining value sets
- Shared value sets
- Deployment

Defining Value Sets

As a key flexfield guideline, define value sets before configuring the flexfield, because you assign value sets to each segment as you configure a flexfield. With descriptive and extensible flexfields, you can define value sets when adding or editing a segment.

Note: Ensure that changes to a shared value set are compatible with all flexfield segments that use the value set.

Shared Value Sets

When you change a value in a shared value set, the change affects the value set for all flexfields that use that value set. The advantage of a shared value set is that a single change propagates to all usages. The drawback is that the change shared across usages may not be appropriate in every case.

Value Set Values

To configure user-defined attributes to be captured on the value set values in the *Manage Value Sets* task, configure the Value Set Values descriptive flexfield. The object's code is FND_VS_VALUES_B.This flexfield expects the context code to correspond to the value set code. For each value set, you can define a context whose code is the value set code, and whose context-sensitive segments are shown for the values of that value set. By default, the context segment is hidden since it maps to the value set code and is not expected to be changed.

You can also define global segments that are shown for all value sets. However, this would be quite unusual since it would mean that you want to capture that attribute for all values for all value sets.

Deployment

When you deploy a flexfield, the value sets assigned to the segments of the flexfield provide users with the valid values for the attributes represented by the segments.

Related Topics

- Overview of Flexfield Deployment
- How Flexfields Work with Oracle Application Cloud Architecture
- Validation Type Options for Value Sets

Default Segment Values

To populate a flexfield segment with a default value when a row is created, specify a default type of constant, parameter, or Groovy, and a default value or expression.

> **Note:** Default values for global, context, and context-sensitive segments are shown only when a descriptive flexfield row is created. Also, when a context segment value is changed on a UI that renders new context-sensitive segments, these segments display default values for both new and existing rows.

To synchronize a segment's value with another field's value whenever it changes, specify the derivation value to be the flexfield parameter from which to derive the attribute's value. Whenever the parameter value changes, the attribute's value is changed to match. If you derive an attribute from a parameter, consider making the attribute read-only, as values entered by users are lost whenever the parameter value changes. When setting a default value or deriving a default value from a parameter, only those attributes designated by development as parameters are available for selection. Different combinations of making the segments read only or editable in combination with the default or derivation value or both, have different effects.

If your segment's default type is Groovy, you can set the Groovy expression you need using the expression builder. To open the expression builder, select **Groovy Expression** as your **Default Type** and click the **Groovy Expression Builder** icon. But you should know that Groovy defaulting doesn't support derivation when a dependent parameter changes. The expression is evaluated only at segment creation.

Note: New usages of Groovy default values and validators in flexfields are deprecated because they won't be automatically upgraded in future releases. However, flexfields already using Groovy will continue to work. If you want to add Groovy expression to new flexfields, you must set the **Flexfield Groovy Usage Support Restricted** (ORA_FND_FLEX_GROOVY_RESTRICTED) profile option to **N**.

The following table maps these different combinations. Initial action corresponds to the row for the attribute value being created in the entity table. If the default value is read only, it can't subsequently be changed through the user interface. If the default value isn't read only, users can modify it. However, if the segment value is a derived value, a user-modified segment value is overwritten when the derivation value changes.

Default Type	Default value specified?	Derivation value specified?	Initial action	Action after parameter changes
None	No	Yes	No initial segment value	The changed parameter derivation value updates segment value
Constant	Yes	No	Default segment value	N/A
Constant	Yes	Yes	Default segment value	The changed parameter derivation value updates segment value
Parameter	Yes	No	The default segment value is the parameter's default value	N/A
Parameter	Yes	Yes, and same as default value	The default segment value is the parameter's default and derivation value	The changed parameter derivation value updates segment value
Parameter	Yes	Yes, and different from default value	The default segment value is the parameter's default value	The changed parameter default value doesn't update segment value. Only the changed derivation value updates the segment value.
Groovy Expression	Yes	N/A	The default value of the segment is determined by evaluating the groovy expression.	Groovy expressions are evaluated only at segment creation. They're not evaluated when a dependent parameter is modified.
SQL	Yes	No	The default segment value is the value returned by executing SQL statement	N/A
SQL	Yes	Yes	The default segment value is the value returned by executing SQL statement	The changed parameter derivation value updates segment value

Default Type	Default value specified?	Derivation value specified?	Initial action	Action after parameter changes

Note: For Descriptive Flexfield, only the `PARAMETER` bind variable is supported as the default type in a SQL statement in the specified format: `#{PARAMETER.<PARAMETER_NAME>}` Other bind variables, such as `SEGMENT`, `CONTEXT`, and `VALUESET` aren't supported in a SQL statement. Also, the default type in a SQL statement is evaluated only when you create a segment. They aren't evaluated when a dependent parameter is modified.

Related Topics

- How can I set a default value for a flexfield segment?
- Groovy Scripting Reference

Flexfield Usages

The flexfield usage specifies the table with which the flexfield and its segments are associated. A flexfield can have multiple usages. However, the first table registered for a flexfield indicates the primary usage. Segments are based on the primary usage.

Other usages of the same table for the same flexfield use the same segment setup, though the column names may have a differentiating prefix.

On the Manage Descriptive Flexfields and Manage Extensible Flexfields pages, click the **Show Entity Usages** icon for a specific flexfield to view its entity usage. On the Manage Value Sets page, you can view the flexfield usages for a selected value set.

Extensible Flexfields

For extensible flexfield contexts, you can configure a different usage. The use of an extensible flexfield context determines the scenarios or user interfaces in which the segments of a context appear to users. For example, the Supplier page displays an extensible flexfield's supplier usage and the Buyer page for the same flexfield displays the buyer usage. Then, a context that's associated only with the supplier usage appears only on the Supplier page and not on the Buyer page.

Value Sets

The use of value sets specifies the flexfields having segments where the identified value set is assigned.

Flexfield Deployment

Overview of Flexfield Deployment

Deployment generates or refreshes the Application Development Framework (ADF) business component objects that render flexfields on the UI. Deployment adds user-defined attributes to the Web Services Description Language (WSDL) schemas exposed by Oracle Fusion Cloud ADF services and used by SOA composites.

Flexfields are deployed for the first time when the application is provisioned. After you configure a flexfield, you must deploy it to make the changes available to users.

If a descriptive flexfield is enabled for business intelligence, the deployment process redeploys the flexfield's business intelligence artifacts.

You can deploy a flexfield to a sandbox for testing or to the mainline metadata for use in a test or production environment. You can deploy extensible flexfields as a background process.

After deployment, the user-defined attributes are available for incorporating into the SOA infrastructure, such as business process and business rule integration. For example, you can now write business rules that depend on the user-defined attributes. You must sign out and sign back in to Oracle Fusion Cloud Applications to see the changes you deployed in the production environment.

The following aspects are important in understanding flexfield deployment:

- Deployment Status
- Initial Deployment Status
- Metadata Validations
- Metadata Synchronization
- Deployment as a Background Process
- Export of Artifacts from Flexfield MDS

Deployment Status

Every flexfield has a deployment status. Check the deployment status of your flexfield after patching. The following table lists the different deployment statuses a flexfield can have.

Deployment Status	Meaning
Edited	The flexfield metadata definition hasn't been deployed yet. Updates of the metadata definition aren't applied in the production environment yet.
Patched	The flexfield metadata definition has been modified through a patch or a data migration action, but the flexfield hasn't yet been deployed. So, the updated definition isn't reflected in the production environment.
Deployed to Sandbox	The current metadata for the flexfield is deployed in ADF artifacts and available as a flexfield-enabled sandbox.
Deployed	The current metadata for the flexfield is deployed in ADF artifacts and available to users. No changes have been made to the flexfield after being deployed to the mainline metadata.
Error	The deployment attempt in the mainline metadata failed.

Note: Whenever a value set definition changes, the deployment status of a flexfield that uses that value set changes to edited. If the change results from a patch, the deployment status of the flexfield changes to patched.

Initial Deployment Status of Flexfields

The Oracle Fusion Cloud Applications implementation loads flexfield metadata into the database. This initial load sets the flexfield status to Edited. During installation, the application provisioning process deploys the flexfields of the provisioned applications, setting their status to Deployed if no errors occur.

In a provisioned application, deployed flexfields are ready to use. In some cases, flexfield availability at production environment requires setup, such as defining key flexfields.

Metadata Validation

Use the Validate Metadata command to view possible metadata errors before attempting to deploy the flexfield. Metadata validation is the initial phase of all flexfield deployment commands. By successfully validating metadata before running the deployment commands, you can avoid failures in the metadata validation phase of a deployment attempt. The deployment process ends if an error occurs during the metadata validation phase. Metadata validation results don't affect the deployment status of a flexfield.

Metadata Synchronization

When an extensible or descriptive flexfield is deployed, the deployment process regenerates the XML schema definition (XSD). As a result, the user-defined attributes are available to web services and the SOA infrastructure.

After deploying a flexfield configuration, you must synchronize the updated XML schema definition (XSD) files in the MDS repositories for each SOA application.

> **Note:** To synchronize the updated XSD files in the MDS repositories in Oracle Cloud implementations, log a service request using My Oracle Support at *https://support.oracle.com*.

Deployment as a Background Process

You can deploy extensible flexfields offline as a background process and continue working in the session without having to wait for the deployment to complete. You can queue up several extensible flexfields and deploy as a background process. The flexfields are deployed, one at a time, in the order that you deploy them to the queue. You must deploy extensible flexfields with more than 30 categories as a background process.

You can remove an extensible flexfield from the deployment queue with the Cancel Background Deployment command. When an extensible flexfield is deployed in a background process, its offline status indicates that the flexfield is in a background deployment process. A flexfield's offline status is cleared and its deployment status updated when the background deployment process has completed.

Export of Artifacts from Flexfield MDS

You can export business components from MDS for descriptive, extensible, or key flexfields, mainly for use in troubleshooting issues with flexfields. Use **Download Flexfield Archive** on the Manage Flexfields page to export MDS artifacts of the selected flexfield, and import them to an archive on your local computer. You can use these archived business components of flexfields for troubleshooting purposes.

Alternatively, export the deployed artifacts using `exportMetadata WLST`.

Related Topics

- How Flexfield Deployment Status is Calculated
- How Flexfields Work with Oracle Application Cloud Architecture
- Considerations for Deploying a Descriptive Flexfield to a Sandbox
- Why did my flexfield changes not appear in the UI?

How Flexfield Deployment Status is Calculated

Flexfield deployment status indicates how the flexfield metadata definition in the Oracle Fusion Cloud Applications database relates to the Application Development Framework (ADF) business components residing in an Oracle Metadata Services (MDS) Repository.

The following aspects are important in understanding how flexfield deployment status is calculated:

- Settings that affect flexfield deployment status
- How deployment status is calculated

Settings That Affect Flexfield Deployment Status

If you have made a change to a flexfield and expect a changed deployment status, ensure that you have saved your changes. No settings affect flexfield deployment status.

How Deployment Status Is Calculated

If the flexfield definition has been edited through the Define Flexfields activity task flows, the status is Edited. The latest flexfield metadata definition diverges from the latest deployed flexfield definition. Any change, including if a value set used in a flexfield changes, changes the deployment status to Edited. If a flexfield has never been deployed, its status is Edited.

> **Note:** When an application is provisioned, the provisioning framework attempts to deploy all flexfields in that application.

If you deploy the flexfield to a sandbox successfully, the status is Deployed to Sandbox. The latest flexfield metadata definition in the application matches with the metadata definition that generated ADF business components in a sandbox MDS Repository. Whether the sandbox is active or not doesn't affect the deployment status. If the flexfield was deployed to a sandbox and hasn't been edited or redeployed to the mainline metadata since then, the status remains Deployed to Sandbox independent of whether the sandbox is active, or who's viewing the status.

If you deploy the flexfield successfully to the mainline metadata, the status is Deployed. The latest flexfield metadata definition in the application matches the metadata definition that generated ADF business components in a mainline MDS Repository. Change notifications are sent when a flexfield is deployed successfully to the mainline metadata.
If either type of deployment fails and that the current flexfield definition isn't deployed, the status is Error. The deployment error message gives details about the error. The latest flexfield metadata definition in the application likely diverges from the latest successfully deployed flexfield definition.

If the flexfield definition has been modified by a patch, the status is Patched. The latest flexfield metadata definition in the application diverges from the latest deployed flexfield definition. If the flexfield definition was Deployed before the patch and then a patch was applied, the status changes to Patched. If the flexfield definition was Edited before the patch and then a patch was applied, the status remains at Edited to reflect that there are still changes (outside of the patch) that aren't yet in effect.

When a deployment attempt fails, you can access the Deployment Error Message for details.

Related Topics

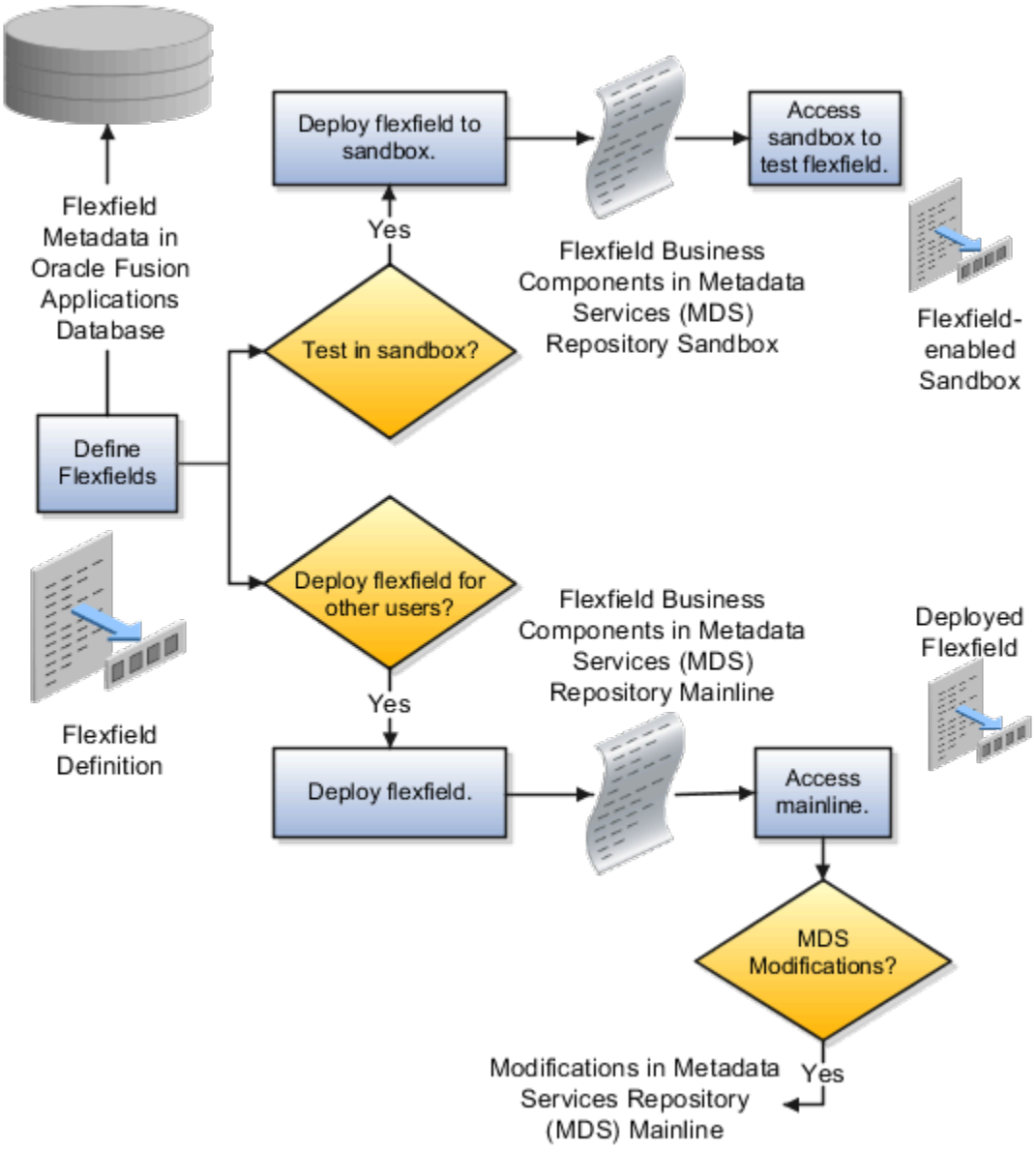
- How Flexfields Work with Oracle Application Cloud Architecture
- Considerations for Managing Extensible Flexfields

How Deploying a Flexfield-Enabled Sandbox Works with Mainline Metadata

When you deploy a flexfield to a sandbox, the flexfield definition corresponds to the flexfield metadata definition in the Oracle Fusion Cloud Applications database. When the flexfield is ready for use, it must be deployed to the mainline metadata.

A flexfield-enabled sandbox uses the following components.

- Flexfield metadata in the Fusion Applications database
- Flexfield business components in a sandbox Oracle Metadata Services (MDS) repository
- User interface modifications for the flexfield in the mainline MDS repository



Sandbox Metadata Services Repository Data

Deploying the flexfield to a sandbox generates the Application Development Framework (ADF) business components of a flexfield in a sandbox MDS Repository for testing in isolation.

> **CAUTION:** Don't modify flexfield segment display properties using Page Composer in a flexfield sandbox as these changes are lost when you deploy your flexfield to the mainline metadata.

Mainline Metadata Services Repository Data

The Oracle Fusion Cloud Applications database stores the single source of truth about a flexfield. When the flexfield is deployed, the ADF business component objects that implement the flexfield in the run time user interface are generated in the mainline MDS Repository from this source.

Related Topics

- How Flexfield Deployment Status is Calculated

Considerations for Deploying a Descriptive Flexfield to a Sandbox

You can deploy and test the behavior of a descriptive flexfield in the flexfield-enabled sandbox. Use the **Manage Descriptive Flexfields** task to change the flexfield definition, if required.

When you deploy a descriptive flexfield to a sandbox, the process reads the metadata about the segments from the database. It generates ADF Business Components artifacts for flexfields based on the definition, and stores the generated artifacts in the sandbox.

You can't deploy your changes in value sets, key flexfields, and extensible flexfields to your sandbox. You must deploy them directly to the mainline environment. However, if you're making changes to any descriptive flexfield, you must deploy your flexfield to the sandbox and test your changes before publishing your sandbox. After you deploy a descriptive flexfield to a sandbox, you must sign out and sign back in to the application to see your changes.

Note: You can deploy a descriptive flexfield to a sandbox using the **Manage Descriptive Flexfields** task only.

Value Sets

Overview of Value Sets

A value set is a group of valid values that you assign to a flexfield segment to control the values that are stored for business object attributes.

A user enters a value for an attribute of a business object while using the application. The flexfield validates the value against the set of valid values that you configured as a value set and assigned to the segment.

For example, you can define a required format, such as a five-digit number, or a list of valid values, such as green, red, and blue.

Flexfield segments are usually validated, and typically each segment in a given flexfield uses a different value set. You can assign a single value set to more than one segment, and you can share value sets among different flexfields.

Note: Ensure that changes to a shared value set are compatible with all flexfields segments using the value set.

The following aspects are important in understanding value sets:

- Managing value sets
- Validation
- Security
- Precision and scale
- Usage and deployment
- Protected value set data

Managing Value Sets

To open the Manage Value Sets page, use the Manage Value Sets task. You can also use the Manage Descriptive Flexfields and Manage Extensible Flexfields tasks for configuring a segment, including its value set. To open the Manage Values page, select the value set from the Manage Value Sets page, and click **Manage Values**. Alternatively, click **Manage Values** from the Edit Value Set page.

Validation

The following types of validation are available for value sets:

- Format only, where users enter data instead of selecting values from a list
- Independent, a list of values consisting of valid values you specify
- Dependent, a list of values where a valid value derives from the independent value of another segment
- Subset, where the list of values is a subset of the values in an existing independent value set
- Table, where the values derive from a column in an application table and the list of values is limited by a WHERE clause

A segment that uses a format only value set doesn't present a list of valid values to users. If required, you may add table validated value sets to the list of available value sets available for configuration.

For a dependent value set, you must assign an existing independent value set to it. You can’t assign a value set whose validation type is Dependent.

> **Note:** For the Accounting Key Flexfield value sets, you must use independent validation only. If you use other validations, you can't use the full chart of accounts functionality, such as data security, reporting, and account hierarchy integration.

Security

Value set security only works in conjunction with usage within flexfield segments. You can specify that data security be applied to the values in flexfield segments that use a value set. Based on the roles provisioned to users, data security policies determine which values of the flexfield segment users can view or modify.

The application of value set security has the following conditions:

- At the value set level: The value set is the resource secured by data security policies. If a value set is secured, every usage of it in any flexfield is secured. Disabling security for individual usages of the same value set isn't possible.
- Applies to independent, dependent, or table-validated value sets.
- Applies mainly when data is being created or updated, and to key flexfield combinations tables for query purposes. Value set security doesn't determine which descriptive flexfield data is shown upon querying.
- Security conditions defined on value sets always use table aliases. When filters are used, table aliases are always used by default. When predicates are defined for data security conditions, make sure that the predicates also use table aliases.

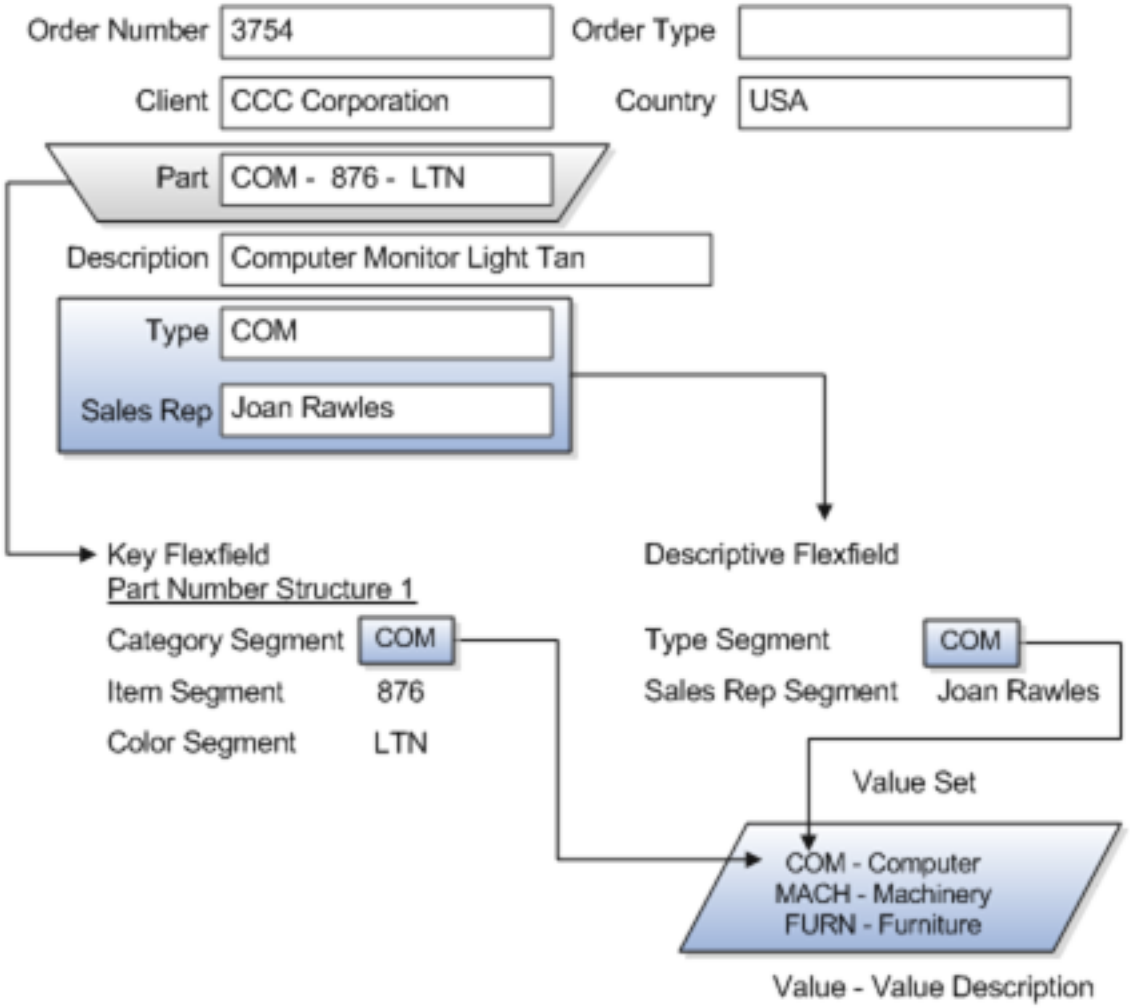
For key flexfields, the attributes in the view object corresponding to the account combination ID, structure instance number (SIN), and data set number (DSN) can't be transient. They must exist in the database table. For key flexfields, the SIN segment is the discriminator attribute, and the account combination segment is the common attribute.

Precision and Scale

If the data type of a value set is Number, you can specify the precision (maximum number of digits user can enter) or scale (maximum number of digits following the decimal point).

Usage and Deployment

The usage of a value set is the flexfields where that value set is used. The deployment status of flexfields in which the value set is used indicates the deployment status of the value set instance.



For most value sets, when you enter values into a flexfield segment, you can enter only values that already exist in the value set assigned to that segment.

Global and context-sensitive segment require a value set. You can assign a value set to a descriptive flexfield context segment. If you specify only context values, not value sets for contexts, the set of valid values is equal to the set of context values.

Protected Value Set Data

Application developers may mark some value sets as protected, indicating that you can't edit them.

You can edit only value sets that are not marked as protected. You can't edit or delete protected value sets. If the value set type supports values (such as independent, dependent or subset value sets), then you can't add, edit, or delete values.

> **Note:** References to protected value sets aren't restricted. Value sets, protected or not, may be assigned to any flexfield segment. Likewise, other value sets may reference protected value sets; for example, an unprotected dependent value set may reference a protected independent value set.

Related Topics

- How Flexfields and Value Sets Work Together
- Chart of Accounts Components
- What's the difference between a lookup type and a value set?
- Default Segment Values
- Why can't I edit my flexfield or value set configuration?

Validation Type Options for Value Sets

Validation and usage of value sets determine where and how users access valid values for attributes represented by flexfield segments.

> **Tip:** As a flexfield guideline, define value sets before configuring the flexfield, because you can assign value sets to each segment as you configure a flexfield. With descriptive and extensible flexfield segments, you can create value sets when adding or editing a segment on the UI where the flexfield appears.

The following aspects are important in defining value sets:

- Value sets for context segments
- Format-only validation
- Interdependent value sets
- Table validation
- Range
- Security
- Testing and maintenance

Value Sets for Context Segments

When assigning a value set to a context segment, you can only use table-validated or independent value sets.

You can use only table and independent value sets to validate context values. The data type must be character and the maximum length of the values being stored must not be larger than the context's column length. If you use a table value set, the value set can't reference flexfield segments in the value set's WHERE clause, other than the flexfield segment to which the value set is assigned.

Format Only Validation

You can use the format only validation type to enter any value as long as it meets your specified formatting rules. The value must not exceed the maximum length specified for that value set, and it must meet any format requirements for

that value set. For example, if the value set permits only numbers, you can enter the value 456 for a value set with a maximum length of three or more, but not the value ABC.

You can also define a range of valid values for your value set by using the Minimum Value and Maximum Value fields. After you've defined a range of values, you can't define a new valid value that falls outside this range. For example, you might create a value set with a number type format where the user can enter only the values between 0 and 100.

> **Note:** For value sets with the value data type of Character, you can enforce minimum and maximum values only if the value set code ends with `_VALIDATE_CHAR_MINMAX`.

Interdependent Value Sets

Use an independent value set to validate data against a list that isn't stored in an application table, and not dependent on a subset of another independent value set. You can't specify a dependent value set for a given segment without having first defined an independent value set that you apply to another segment in the same flexfield. Use a dependent value set to limit the list of values for a given segment based on the value that the user has defined for a related independent segment. The available values in a dependent list and the meaning of a given value depend on which value was selected for the independently validated segment.

For example, you could define an independent value set of the states in the USA with values such as CA, NY, and so on. Then you define a dependent value set of cities in the USA with values such as San Francisco and Los Angeles that are valid for the independent value CA. Similarly, New York City and Albany are valid for the independent value NY. In the UI, only the valid cities can be selected for a given state.

Because you define a subset value set from an existing independent value set, you must define the independent value set first. Users don't have to select a value for another segment first to have access to the subset value set.

Independent, dependent, and subset value sets require a user-defined list of valid values. Use the Manage Values page to create and manage a value set's valid values and the order in which they appear.

> **Tip:** You can configure the Manage Value Sets page to capture additional attributes for each valid value by adding context-sensitive segments in a new context for FND_VS_VALUES_B descriptive field.

Table Validation

Typically, you use a table-validated set when the values you want to use are already maintained in an application table, such as a table of supplier names. Specify the table column that contains the valid value. You can optionally specify the description and ID columns, a WHERE clause to limit the values to use for your set, and an ORDER BY clause.

If you specify an ID column, then the flexfield saves the ID value, instead of the value from the value column, in the associated flexfield segment. If the underlying table supports translations, you can enable the display of translated text by basing the value set's value column on a translated attribute of the underlying table. You should also define an ID column that's based on an attribute that isn't language-dependent so that the value's invariant ID (an ID that doesn't change) is saved in the transaction table. The run time displays the corresponding translated text from the value column for the run time session's locale.

Table validation lets you enable a segment to depend on multiple prior segments in the same context structure. You can't reference other flexfield segments in the table-validated value set's WHERE clause. Which means, the WHERE clause can't reference SEGMENT.segment_code or VALUESET.value_set_code.

Table-validated value sets have unique values across the table, irrespective of bind variables. The WHERE clause fragment of the value set is considered if it doesn't have bind variables. If it has bind variables, the assumption is that

the values are unique in the value set. If you use table validated value sets for key flexfields, then you can't use all integration options supported for key flexfields, such as:

- Data security
- Oracle Transactional Business Intelligence (OTBI)
- Extended Spread Sheet Database (ESSbase)
- Tree or hierarchy integration

To use these integration options for key flexfields, you must use independent value sets only.

Range

In the case of format, independent, or dependent value sets, you can specify a range to limit which values are valid. You can specify a range of values that are valid within a value set. You can also specify a range validated pair of segments where one segment represents the low end of the range and another segment represents the high end of the range.

For example, you might specify a range for a format-only value set with format type Number where the user can enter only values between 0 and 100.

Security

In the case of independent and dependent values, you can specify that data security be applied to the values in segments that use a value set. Based on the roles provisioned to users, data security policies determine which values of the flexfield segment users can view or modify.

To enable security on a value set, specify a database resource, typically the code value for the value set. Using the Manage Database Security Policies task, specify conditions, such as filters or SQL predicates, and policies that associate roles with conditions. You can use a filter for simple conditions. For more complex conditions, use a SQL predicate.

Value set data security policies and conditions differ from data security conditions and policies for business objects in the following ways:

- You can grant only read access to users. You can't specify any other action.
- When defining a condition that's based on a SQL predicate, use VALUE, VALUE_NUMBER, VALUE_DATE, VALUE_TIMESTAMP, or VALUE_ID to reference the value from a dependent, independent, or subset value set. For table value sets, use a table alias to define the table, such as &TABLE_ALIAS category=70.

When you enable security on table-validated value sets, the security rule that's defined is absolute and not contingent upon the bind variables (if any) that may be used by the WHERE clause of the value set. For example, suppose a table-validated value set has a bind variable to further filter the value list to x, y and z from a list of x, y, z, xx, yy, zz. The data security rule or filter written against the value set must not assume anything about the bind variables. Instead the whole list of values must be available and you write the rule, for example, to permit x, or to permit y and z. By default in data security, all values are denied and show only rows to which access has been provided.

Testing and Maintenance

You don't have to define or maintain values for a table-validated value set, as the values are managed as part of the referenced table or independent value set, respectively.

You can't manage value sets in a sandbox.

When you change an existing value set, the deployment status for all affected flexfields changes to Edited. You must redeploy all flexfields that use that value set to make the flexfields reflect the changes. In the UI pages for managing value sets, the value set's usages show which flexfields are affected by the value set changes.

If your application has more than one language installed, or there is any possibility that you might install one or more additional languages for your application in the future, select **Translatable**. This doesn't require you to provide translated values now, but you can't change this option if you decide to provide them later.

Related Topics

- What happens if a value set is security enabled?
- Considerations for Bind Variables in Table-Validated Value Sets
- Add Attributes to the Manage Value Sets Page

Import Value Set Values Using Web Services

As an alternative to using the import option on the Manage Value Sets page, you can use the FndManageImportExportFilesService web service to import value set values into an application. The web service uses the valueSetValuesDataLoader method.

Prerequisite

Ensure that the web service `FndManageImportExportFilesService` is added to the Manage Application Flexfield Value Set entitlement. Use the Security Console to perform this configuration on Oracle Entitlements Server. While configuring the web service, provide the following details:

- Resource type: WebserviceResourceType
- Display name: ImportExport
- Name: http://xmlns.oracle.com/oracle/apps/fnd/applcore/webservices/FndManageImportExportFilesService#*
- Entitlement (In Default Policy Domain): Manage Application Flexfield Value Set
- Security policy: oracle/wss11_saml_or_username_token_with_message_protection_service_policy

Importing Value Set Values

To import value set values:

1. Perform the following substeps to generate keystore for the security policy "oracle/wss11_saml_or_username_token_with_message_protection_service_policy":
    a. Generate keystore using the command `keytool -genkeypair -keyalg RSA -alias mycompkey -keypass <password> -keystore mycompclient-keystore.jks -storepass <password> -validity 3600.`
    b. Access the WSDL using the URL `http://<host>:<port>/fndAppCoreServices/FndManageImportExportFilesService?wsdl` through a web browser, and get the public key `<wsdl:service>/<wsdl:port>/<wsa:EndpointReference>/<wsid:Identity>/<dsig:keyInfo>/<dsig:X509Data>/<dsig:X509Certificate>`. Then, enclose it with `---- BEGIN CERTIFICATE ----` and `---- END CERTIFICATE ----` and save it to a file by name **cdrmpk.cer**.
    c. Store the key information in the truststore using the command `keytool -importcert -alias cdrmkey -file cdrmpk.cer -keystore mycompclient-keystore.jks -storepass <password>.`
2. Access the WSDL page using the browser of your choice.
3. Export and save the associated security certificates **Verisign Class 3 Public Primary Certification Authority - G5** and **Verisign Secure Server CA - G3**.

4. Use the following command to import the saved certificates into the trust store of the client computer.

```
keytool -importcert -keystore <truststore> -storepass <truststorepassword> -file <file location where
 the mentioned certificate is stored> -alias <alias for certificate>
```

5. Run the following command to generate the JAX-WS proxy for the `FndManageImportExportFilesService` web service.

```
C:\Program Files\Java\jdk1.7.0_04\bin>wsimport
 -s "d:\wsimport\FndManageImportExport"
 -d "d:\wsimport\FndManageImportExport" http://<host>:<port>/fndAppCoreServices/
FndManageImportExportFilesService?wsdl

 parsing WSDL...

 Generating code...

 Compiling code...
```

6. Save the generated code as a JAR file and name it **FndManageImportExportProxy.jar**.
7. Use the following code to create another JAR file to initiate the web service:

```
package com.oracle.xmlns.oracle.apps.fnd.applcore.webservices;

import com.sun.xml.ws.developer.WSBindingProvider;

import java.io.File;
import java.io.IOException;

import java.util.List;

import java.util.Map;

import javax.xml.ws.BindingProvider;
import javax.xml.ws.WebServiceRef;

import javax.xml.ws.handler.Handler;

import oracle.webservices.ClientConstants;

import weblogic.wsee.jws.jaxws.owsm.SecurityPoliciesFeature;
// !THE CHANGES MADE TO THIS FILE WILL BE DESTROYED IF REGENERATED!
// This source file is generated by Oracle tools
// Contents may be subject to change
// For reporting problems, use the following
// Version = Oracle WebServices (11.1.1.0.0, build 130224.1947.04102)

public class FndManageImportExportFilesServiceSoapHttpPortClient
{
 @WebServiceRef
 private static FndManageImportExportFilesService_Service fndManageImportExportFilesService_Service;

 public static void main(String [] args)
 {
 System.setProperty("javax.net.ssl.trustStore","<location of truststore which is used in II) to import
 the certificates>");
 System.setProperty("javax.net.ssl.trustStorePassword", "<truststore password>");

 fndManageImportExportFilesService_Service = new FndManageImportExportFilesService_Service();
 SecurityPoliciesFeature securityFeatures =
 new SecurityPoliciesFeature(new String[] { "oracle/
wss11_username_token_with_message_protection_client_policy",
 });
 FndManageImportExportFilesService
```

```
 fndManageImportExportFilesService =
fndManageImportExportFilesService_Service.getFndManageImportExportFilesServiceSoapHttpPort
 (securityFeatures);
 // Add your code to call the desired methods.


 WSBindingProvider wsbp = (WSBindingProvider) fndManageImportExportFilesService;
 Map<String, Object> requestContext = wsbp.getRequestContext();


 requestContext.put(ClientConstants.WSSEC_KEYSTORE_TYPE,"jks");
 // Provide location of 'mycompclient-keystore.jks' which was created during Step I)
 requestContext.put(ClientConstants.WSSEC_KEYSTORE_LOCATION,"/home/user1/mycompclient-keystore.jks");
 requestContext.put(ClientConstants.WSSEC_KEYSTORE_PASSWORD,"<password>");
 requestContext.put(ClientConstants.WSSEC_RECIPIENT_KEY_ALIAS,"cdrmkey");

 //Provide user who is having permission to initiate the service
 requestContext.put(WSBindingProvider.USERNAME_PROPERTY,"<username>");
 requestContext.put(WSBindingProvider.PASSWORD_PROPERTY, "<password>");


 String id = invokeUploadFiletoUCMMethod(fndManageImportExportFilesService);

 if (id != null) {
 invokevalueSetValuesDataLoader(fndManageImportExportFilesService, new Long(id));

 }
 }

 static String invokeUploadFiletoUCMMethod(FndManageImportExportFilesService
 fndManageImportExportFilesService) {

 String response = null;
 DocumentDetails document = new DocumentDetails();
 ObjectFactory objfactory = new ObjectFactory();
 document.setFileName(objfactory.createDocumentDetailsFileName("import_data.txt"));
 // Provide UCM repository - if repository is fin/tax/import then suffix each value with $ as mentioned
 here
 document.setDocumentAccount(objfactory.createDocumentDetailsDocumentAccount("fin$/tax$/import$"));
 document.setDocumentTitle(objfactory.createDocumentDetailsDocumentTitle("VS"));
 document.setContentType(objfactory.createDocumentDetailsContentType("plain/text"));

 try {

 // Provide location of 'VS.txt' which contains ValueSet values data in prescribed format
 byte[] content =
 org.apache.commons.io.FileUtils.readFileToByteArray(new File("/home/user1/VS.txt"));

 //System.out.println("File content:" + new String(content, "UTF-8"));
 document.setContent(objfactory.createDocumentDetailsContent(content));

 } catch (IOException e) {
 System.out.println(e.getMessage());
 }
 catch(Exception e) {
 System.out.println("Exception: "+e.getMessage());
 }

 try {
 response = fndManageImportExportFilesService.uploadFiletoUCM(document);
 System.out.println("Response: " + response);

 } catch (ServiceException e) {
 System.out.println(e.getMessage());
 }
```

```
return response;
}

static void invokevalueSetValuesDataLoader(FndManageImportExportFilesService
fndManageImportExportFilesService,
Long id) {
String response;
try {
response = fndManageImportExportFilesService.valueSetValuesDataLoader(id);
System.out.println("Response: " + response);
} catch (ServiceException e) {
System.out.println(e.getMessage());
}
}
}
```

8. Save the generated output as a JAVA file and name it as **FndManageImportExportFilesServiceSoapHttpPortClient.java**.
9. Use the JAVA file to build a JAR file, and name it as **FndManageImportExportClient.jar**.
10. Use the following command to run the web service:

```
java -cp ./FndManageImportExportProxy.jar:./ws.api_1.1.0.0.jar:./FndManageImportExportClient.jar
 FndManageImportExportFilesServiceSoapHttpPortClient
```

Related Topics

- Import Value Set Values

Manage Values

Independent, dependent, and subset value sets require a user-defined list of valid values. Use the Manage Values page to create and manage values for a value set. You can also manage the order in which the value appears.

Create Values for a Value Set

1. In the Setup and Maintenance work area, go to the **Manage Value Sets** task.
2. Use the Search text field to search for a value set.
3. Select a value set and click **Manage Values**.
4. On the Manage Values page, click the **Create** icon and enter new values for the value set.
5. Click **Save and Close**.

Delete Values from a Value Set

1. In the Setup and Maintenance work area, go to the **Manage Value Sets** task.
2. Use the Search text field to search for a value set.
3. Select a value set and click **Manage Values**.
4. On the Manage Values page, click the **Delete** icon to delete a value from the value set.
5. Click **Save and Close**.

Upload Value Set Values Process

This process uploads a flat file containing value set values for flexfields. You can use the scheduled process to upload a file containing values you want to edit or add to an existing independent or dependent value set.

This process is useful for adding or updating large volumes of value set value data in an automated or recurring fashion. For example, you can upload a hundred values on a recurring basis when scheduled as a recurring process. This method

could be more efficient than using the Import action in the Manage Value Sets tasks in the Setup and Maintenance work area. However, for a task of uploading a hundred values, it may be quicker to use the Import action in the relevant tasks.

Run this process from the Scheduled Processes Overview page. You can run it on a recurring basis whenever the flat file in the content repository account is updated.

You must create the flat file containing the values data, and upload the flat file to the content repository using the File Import and Export page.

Note: Here are some alternate ways of doing this task:

- Using the File Import and Export page. For more information, see *Export and Import of CSV File Packages*.
- Using the SOAP web services or REST APIs. For more information, see the Value Sets REST Endpoints section in the *REST API for Common Features in Oracle Fusion Cloud Applications* guide.

Parameters

Flat File Name

Enter the name of the flat file you uploaded using the File Import and Export page.

Account

Select the user account containing the flat file in the content repository to upload.

Related Topics

- Export and Import of CSV File Packages
- REST API for Common Features in Oracle Fusion Cloud Applications
- Import Value Set Values
- What are scheduled processes?

Descriptive Flexfields

Overview of Descriptive Flexfields

Use descriptive flexfields to add attributes to business object entities, and define validation for them. All the business object entities that you can use in the application are enabled for descriptive flexfields. However, configuring descriptive flexfields is an optional task. See the Overview of Descriptive Flexfields topic in *Configuring and Extending Applications* for more information.

Considerations for Managing Descriptive Flexfields

Configuring descriptive flexfields involves managing the available flexfields registered with your Oracle Fusion Cloud Applications database and configuring their flexfield-level properties, defining and managing descriptive flexfield contexts, and configuring global and context-sensitive segments.

Every descriptive flexfield is registered to include a context segment, which you may choose to use or not.

In general, configuring descriptive flexfields involves:

1. Creating segment labels for business intelligence enabled flexfields.
2. Configuring global segments by providing identity information, the initial default value, and the display properties.
3. Configuring the context segment by specifying the prompt, whether the context segment should be displayed, and whether a value is required.
4. Configuring contexts by specifying a context code, description, and name for each context value, and adding its context-sensitive segments, each of which is configured to include identifying information, the column assignment, the initial default value, and the display properties.

The following aspects are important in understanding descriptive flexfield management:

- Segments
- Adding segments to highlighted descriptive flexfields
- Usages
- Parameters
- Delimiters
- Initial Values
- Business Intelligence

Segments

You can assign sequence order numbers to global segments and to context-sensitive segments in each context. Segment display is always in a fixed order. You can't enter a number for a segment if that number is already in use for a different segment.

Value sets are optional for context segments and follow specific guidelines:

- The value set that you specify for a context segment consists of a set of context codes.
- Each context code corresponds to a context that's appropriate for the descriptive flexfield.
- The value set must be independent or table-validated.
- If table-validated, the WHERE clause must not use the VALUESET.value_set_code or SEGMENT.segment_code bind variables.
- The value set must be of data type Character with the maximum length of values being stored no larger than the context's column length.
- If you don't specify a value set for a context segment, the valid values for that context segment are derived from the context codes. The definition of each context segment specifies the set of context-sensitive segments that can be presented when that context code is selected by the end user.
- For reasons of data integrity, you can't delete an existing context. Instead, you can disable the associated context value in its own value set by setting its end date to a date in the past.
- You can configure the individual global segments and context-sensitive segments in a descriptive flexfield. These segment types are differentiated by their usage, but they're configured on application pages that use most of the same properties.

Adding Segments to Highlighted Descriptive Flexfields

When you highlight flexfields on a run time page and use an **Add Segment** icon button to create a segment, the segment code, name, description, table column, and sequence number are set automatically. If you use an **Add Segment** icon button to configure descriptive flexfield segments, you can't use an existing value set. Value sets are

created automatically when you add the segments. You can enter the valid values, their descriptions, and the default value or specify the formatting constraints for the value set, such as minimum and maximum values.

Depending on display type, the value set you create using the **Add Segment** icon button is either an independent value set or a format-only value set. The following table shows which type of value set is created depending on the segment display component you select.

Display Component	Value Set Created Using Add Segment
Check Box	Independent
Drop-down List	Independent
List of Values	Independent
Radio Button Group	Independent
Text Field With Search	Independent
Text box	Format Only
Text area	Format Only
Date/Time	Format Only

Tip: After you add a context value, refresh the page to see the new value.

Usages

Descriptive flexfield usages allow for the same definition to be applied to multiple entities or application tables, such as a USER table and a USER_HISTORY table. Descriptive flexfield tables define the placeholder entity where the flexfield segment values are stored once you have configured the descriptive flexfield. When you configure a flexfield, the configuration applies to all its usages.

Parameters

Some descriptive flexfields provide parameters, which are attributes of the same or related entity objects. Parameters are public arguments to a descriptive flexfield. Parameters provide outside values in descriptive flexfield validation. You use parameters to set the initial value or derivation value of an attribute from external reference data, such as a column value or a session variable, rather than from user input. Parameters can be referenced by the logic that derives the default segment value, and by table-validated value set WHERE clauses.

Delimiters

A segment delimiter or separator visually separates segment values when the flexfield is displayed as a string of concatenated segments.

Initial Values

The SQL statement defining an initial value must be a valid statement that returns only one row and a value of the correct type.

You can use two types of SQL statements:

- SQL statement with no binding. For example, select MIN(SALARY) from EMPLOYEES.
- SQL statement with bind variables. You can use the `PARAMETER` bind variable in the WHERE clause of the SQL statement.
  - `:{PARAMETER.<parameter_code>}`: Identifies a parameter.

Business Intelligence

Selecting a global, context, or context-sensitive segment's BI Enabled check box specifies that the segment is available for use in Oracle Business Intelligence.

When the flexfield is imported into Oracle Business Intelligence, the label you selected from the BI Label drop-down list equalizes the segment with segments in other contexts, and maps the segment to the logical object represented by the label.

Related Topics

- Validation Type Options for Value Sets
- Default Segment Values
- Considerations for Enabling Descriptive Flexfield Segments for Business Intelligence
- Flexfield Segment Properties
- Why can't I edit my flexfield or value set configuration?

Considerations for Enabling Descriptive Flexfield Segments for Business Intelligence

A descriptive flexfield that's registered in the database as enabled for Oracle Transactional Business Intelligence (OTBI) includes a BI-enabled setting for each of its segments. When a global, context, or context-sensitive segment is BI-enabled, it's available for use in Oracle BI.

The following aspects are important in understanding BI-enabled flexfield segments:

- Flattening business components to use BI-enabled segments in Oracle BI
- Equalizing segments to prevent duplication and complexity in the flattened component
- Mapping attributes of flattened business components to logical objects in Oracle BI
- Managing the labels that map segments to logical objects in Oracle BI

After you deploy a business intelligence-enabled flexfield, use the Import Oracle Data Extensions for Oracle Transactional Business Intelligence process to import the flexfield changes into the Oracle Transactional Business Intelligence repository. Users can make use of the newly-generated attributes in business intelligence applications. For example, a user can generate a report that includes attributes added by the descriptive flexfield. For information about logical objects and import, see the Creating and Administering Analytics and Reports guide for your products.

Flattening

When you deploy a BI-enabled descriptive flexfield, the deployment process generates an additional set of flattened Application Development Framework (ADF) business components. The ADF business component is generated in

addition to the usual ADF business components and the ADF faces artifacts. The flattened business components include attributes for BI-enabled segments only. Flattening means each user-defined column in each context shows up as an attribute in the Oracle Business Intelligence folder.

Flattened components include one attribute for the BI-enabled context-segment, and one attribute for each business intelligence-enabled global segment. For BI-enabled context-sensitive segments, what's included as part of the flattened components depend on whether you assign a label to the segment or not:

- If you assigned a label to the segment, the flattened components include an additional single attribute representing segments with that label.
- If you didn't assign a label, the flattened components include a discrete attribute for each BI-enabled context-sensitive segment in each context.

Mapping to Logical Objects in Business Intelligence

You can simplify reporting by representing similar segments as a single logical object in Business Intelligence.

If you assign a label to any set of context-sensitive segments that serve the same purpose in different contexts, you can consolidate or equalize the segments into a single attribute. This prevents duplication and the extra workload and complexity that result from the flattening process. For example, a United States context might have a Passport segment and a Canada context might have Visa segment. If you assign the NationalID segment label to both the Passport and Visa segments, they're equalized into the same NationalID attribute in the flattened business component.

Non-labeled context-sensitive segments aren't equalized across context values, so the flattened components include a separate attribute for each context-sensitive segment for each context value. It may not be possible to equalize similarly labeled segments if they have incompatible data types or value set types.

Assign a label to a global segment, context segment, or context-sensitive segment to map the corresponding attribute in the flattened components to a logical object in Oracle Business Intelligence. Using labels to map segments to BI logical objects minimizes the steps for importing the flexfield into Oracle Business Intelligence.

> **Note:** Assigning a label to a context-sensitive segment serves to equalize the attribute across contexts, as well as map the equalized attribute to business intelligence.

Managing Labels

You may assign a predefined label (if available) to segments or create new labels for assignment, as needed. Specify a code, name, and description to identify each label. In the BI Object Name field, enter the name of the logical object in Oracle Business Intelligence to which the segment label should map during import. Specifying the BI logical object minimizes the steps for importing the flexfield into Oracle Business Intelligence and helps to equalize context-sensitive segments across contexts.

If no labels are assigned to a BI-enabled segment, or the BI Object Name on the assigned label doesn't exist in business intelligence, you must manually map the segment to the desired logical object when importing into Oracle Business Intelligence.

In addition, context-sensitive segments without labels can't be equalized across context values. The flattened components include a separate attribute for each non-labeled context-sensitive segment in each context.

Importing to Oracle Business Intelligence Repository

After you deploy a business intelligence-enabled flexfield, import the flexfield changes into the Oracle Business Intelligence repository to make use of the newly flattened business components in business intelligence and then

propagate the flexfield object changes. When you import the metadata into the Oracle Business Intelligence repository, you must do so as the FUSION_APPS_BI_APPID user.

To import flexfield changes into the Oracle Transactional Business Intelligence repository in Oracle Cloud implementations, run the Import Oracle Data Extensions for Oracle Transactional Business Intelligence process. For information about logical objects and import, see the Creating and Administering Analytics and Reports guide for your products.

> **Note:** When you import a flexfield into the Oracle Transactional Business Intelligence repository, you see both `<name>_` and `<name>_c` attributes for each segment, along with some other optional attributes. The `<name>` attribute contains the value. The `<name>_c` attribute contains the code of the value set that the value comes from, and is used for linking to the value dimension. You must import both attributes.

Related Topics

- Considerations for Enabling Key Flexfield Segments for Business Intelligence
- Overview of Transactional Business Intelligence Configuration of Descriptive Flexfields
- Overview of Flexfield Change Import

Manage Descriptive Flexfields

Edit Descriptive Flexfields

You can edit your descriptive flexfield by changing its values.

Here are the steps:

1. In the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task in the Application Extensions functional area.
2. On the Manage Descriptive Flexfields page, use the text fields in the Search section to search for a descriptive flexfield.
3. Select a descriptive flexfield and click the **Edit** icon.
4. Edit the descriptive flexfield values and click **Save and Close**.

Related Topics

- How do I update existing setup data?

Validate Descriptive Flexfields

Before deploying your descriptive flexfields, you can validate their values to identify and fix errors in advance.

Here are the steps:

1. In the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task in the Application Extensions functional area.
2. On the Manage Descriptive Flexfields page, use the text fields in the Search section to search for a descriptive flexfield.
3. Select the descriptive flexfield and click **Actions Validate Flexfield**.
4. In the confirmation dialog box, click **OK**.

Related Topics

- How do I update existing setup data?

Deploy Descriptive Flexfields

After editing the descriptive flexfield, you can deploy your changes. After you deploy the flexfield, you can view your changes in the UI.

To deploy the descriptive flexfield, do these steps:

1. In the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task in the Application Extensions functional area.
2. On the Manage Descriptive Flexfields page, use the text fields in the Search section to search for a descriptive flexfield.
3. Select the descriptive flexfield and click **Actions Deploy Flexfield**.
4. In the confirmation dialog box, click **OK**.

Related Topics

- How do I update existing setup data?

Manage Global Segments

Global segments are those segments in a descriptive flexfield that are available throughout the enterprise. These segments always appear regardless of the context. You can create, edit, and delete global segments for a descriptive flexfield.

Note: Once you delete a segment, you can never recover it. So, you should delete only unwanted segments.

Create Global Segments

1. In the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task in the Application Extensions functional area.
2. On the Manage Descriptive Flexfields page, use the text fields in the Search section to search for a descriptive flexfield.
3. Select the descriptive flexfield and click the **Edit** icon.
4. On the Edit Descriptive Flexfield page, click the **Create** icon in the Global Segments section.
5. On the Create Segment page, enter the values for the segment.
6. Click **Save and Close**.

Edit Global Segments

1. In the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task in the Application Extensions functional area.
2. On the Manage Descriptive Flexfields page, use the text fields in the Search section to search for a descriptive flexfield.
3. Select the descriptive flexfield and click the **Edit** icon.
4. On the Edit Descriptive Flexfield page, select a segment and click the **Edit** icon in the Global Segments section.
5. On the Edit Segment page, edit the segment values.
6. Click **Save and Close**.

Delete Global Segments

1. In the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task in the Application Extensions functional area.
2. On the Manage Descriptive Flexfields page, use the Search text field to search for a descriptive flexfield.
3. Select the descriptive flexfield and click the **Edit** icon.
4. On the Edit Descriptive Flexfield page, select a segment and click the **Delete** icon in the Global segments section.
5. In the confirmation dialog box, click **Yes**.

Related Topics

- How do I update existing setup data?

Manage Context-Sensitive Segments

A context-sensitive segment is available based on the context value. Once you define the context value, you can create a context-sensitive segment for the defined context value. You can also edit and delete a context-sensitive segment.

Create Context-Sensitive Segment

1. In the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task in the Application Extensions functional area.
2. On the Manage Descriptive Flexfields page, use the text fields in the Search section to search for a descriptive flexfield.
3. Select the descriptive flexfield and click the **Edit** icon.
4. In the Context Sensitive Segments section, select the context from the **Context** list.
5. Click the **Create** icon.
6. On the Create Segment page, enter the values for the segment.
7. Click **Save and Close**.

Edit Context-Sensitive Segment

1. In the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task in the Application Extensions functional area.
2. On the Manage Descriptive Flexfields page, use the text fields in the Search section to search for a descriptive flexfield.
3. Select a descriptive flexfield and click the **Edit** icon.
4. On the Edit Descriptive Flexfield page, select a segment and click the **Edit** icon under the Context-Sensitive Segments section.
5. On the Edit Segment page, edit the segment values.
6. Click **Save and Close**.

Related Topics

- How do I update existing setup data?

Extensible Flexfields

Overview of Extensible Flexfields

Extensible flexfields are like descriptive flexfields, with some additional features.

- You can add as many context-sensitive segments to the flexfield as you need. You aren't restricted by the number of columns predefined and registered for the flexfield.
- You can configure a one-to-many relationship between the entity and its extended attribute rows.
    - A row of data can have multiple contexts associated with it.
    - A row of data can have multiple occurrences of the same context.
- You can configure attributes in groups to form a context so that the attributes in the context always appear together in the user interface.
- You can use existing hierarchical categories so that entities inherit the contexts that are configured for their parents. Contexts are reusable throughout categories.
- Application development has registered some extensible flexfields to support view and edit privileges. For such flexfields, you can specify view and edit privileges at the context level to control who sees the attributes and who can change the attributes' values.

When you configure a context for multiple rows per entity, the segments are displayed as a table.

Unlike descriptive flexfields, the extension columns corresponding to extensible flexfields segments are part of extension tables, separate from the base application table. Unlike descriptive flexfield contexts, the set of attributes in an extensible flexfield context remains constant and doesn't differ by context value. An extensible flexfield describes an application entity, with the run time ability to expand the database that implementation consultants can use to define the data structure that appears in the application. Extensible flexfields support one-to-many relationships between the entity and the extended attribute rows. To get a list of predefined extensible flexfields, use the Manage Extensible Flexfields task in the Setup and Maintenance work area.

The following aspects are important in understanding extensible flexfields:

- Usages
- Categories
- Pages
- Security
- Protected Extensible Flexfield Data

Usages

Similar to the descriptive flexfields, you can define multiple usages for an extensible flexfield, which enables several application tables to share the same flexfield.

For example, a flexfield for shipping options can be used by both a Supplier table and a Buyer table. In addition, you can associate a context with one, some, or all of the flexfield's usages. Thus, with the shipping information example, you can associate a warehouse context with the Supplier usage, a delivery location context with the Buyer usage, and a ship-via context with all usages.

Usages include security information for applying no security to user access or enforcing view and edit privileges. Some product-specific extensible flexfields have specialized usage fields beyond those for security.

Categories

You can configure multiple extensible flexfield contexts and group the contexts into categories. All extensible flexfields have at least one category. For some extensible flexfields, you can configure a hierarchy of categories. A child category in the hierarchy can inherit contexts from its parent category.

You can define categories for extensible flexfields, and you can associate any combination of contexts with a given category.

For example, the Electronics and Computers category hierarchy might include a Home Entertainment category, which in turn might include an Audio category and a TV category, and so on. The Home Entertainment product might have contexts that specify voltage, dimensions, inputs and outputs. Contexts are reusable within a given extensible flexfield. For example, the dimensions context could be assigned to any category that needs to include dimensional information.

Pages

Extensible flexfields let you combine contexts into groups known as pages, which serve to connect the contexts so they will always be presented together in the application user interface.

Each application page corresponds to one extensible flexfield category, with a separate region of the page for each associated context.

Security

When you configure a flexfield, you set the privileges for a context at the usage level by selecting actions for the view and edit privileges of a context usage.

When an end user performs a search, the user interface displays only the attribute values of the contexts for which the user has view privileges. The user can perform a search using all attributes for all contexts, regardless of view privileges.

If end users access a context through a web service, an exception is thrown if they perform an action for which they don't have privileges.

All extensible flexfields have a base data security resource. Some data security resources for extensible flexfields are preconfigured with actions that you can use to specify access privileges. If no action is preconfigured, a security administrator can create actions and policies to support access control on the extensible flexfield attributes.

Some extensible flexfields have a translatable option; these flexfields also have a translation data security resource.

Protected Extensible Flexfield Data

Application developers may mark some data configurations in an extensible flexfield as protected, indicating that you can't edit them.

If an extensible flexfield is partially protected, then you can't edit the protected portions of the flexfield's configuration. For example:

- If an extensible flexfield context is protected, you can't edit its:
  - Context details
  - Context segments
  - Context usages
- If an extensible flexfield page is protected, you can't:
  - Edit the page details or delete the page
  - Edit the contexts associated with the page

Note:

- There's no restriction on page references to protected contexts. The pages you create may contain any context, whether protected or not.
- There's a restriction on category references to protected contexts. If a context is protected, you can't add it to or delete it from any category.

Related Topics

- Overview of Flexfield Deployment
- Considerations for Managing Flexfields
- Considerations for Managing Extensible Flexfields
- How can I access predefined flexfields?
- How do I update existing setup data?

Considerations for Managing Extensible Flexfields

Configuring extensible flexfields involves managing the available flexfields registered with your application database.

The following sequence describes how to configure extensible flexfields:

1. Configuring contexts by creating each context segment and the context-sensitive segments for each context segment, and providing the following for each segments:
   a. Identifying information
   b. Column assignment
   c. Initial default value
   d. Display properties
2. Configuring context usages and usage security by selecting actions to which users should have access:
   - View
   - Edit
   - None, if no special privileges should be enforced.
3. Configuring categories and category details.
4. Associating contexts with a category.

5. Creating logical pages for a category.

The following aspects are important in understanding extensible flexfield management:

- Contexts and pages
- Categories
- Initial values
- Adding segments to highlighted extensible flexfields
- Indexed segments
- Security
- Deployment

Contexts and Pages

Each context is displayed to end users as a region containing its context-sensitive segments. You can specify instruction help text to display instructions that explain how to use the region and its attributes to end users. Instruction help text is displayed at the beginning of the context region. A context can be defined as single row or multi-row. Single row contexts are the same as descriptive flexfields contexts. A single row context has only one set of context-sensitive segments. A multi-row context enables you to associate multiple sets of values with the same object instance.

For example, for a BOOK table, you could create a multi-row context named chapters that contains a segment for chapter and a segment for number of pages. Multiple chapters can then be associated with each book in the BOOK table.

For contexts that store multiple rows, you can uniquely identify each row by having the values in each row form a unique key.

If flexfield has a category hierarchy, then you can leverage the hierarchy to reuse contexts for similar entities, such as similar items in a product catalog.

Set the context to translatable so that free-form text entered by end users is stored in the language of the user's locale, and different translations of that text can be stored in other languages. Segments in the translated contexts should use format-only value sets for storing free-form, user-entered text.

Set the context security to give an end user view or edit access to a context. The context's task flow and region appear in the user interface only for users with view access. With edit access, an end user can edit the context's attribute values. With no action specified for a usage, no special privileges are enforced through the context's configuration.

Define logical pages to group contexts together in the user interface. For a given category, you may create one or more logical pages. You may add one or more of the category's associated contexts to each of the category's logical pages.

You can specify:

- The sequence of the contexts within each page.
- The sequence in which the logical pages appear.
- Instruction help text to display instructions that explain how to use the page to end users. Instruction help text is displayed at the beginning of the logical page, preceding all of its context regions.

Categories

A category is a grouping of related data items that can be considered to belong together. You can associate any combination of contexts with a given category. Extensible flexfields with more than 30 categories must be deployed as a background process.

A category hierarchy logically organizes a set of categories. For example, the Electronics and Computers category hierarchy might include a Computer category and a Home Entertainment category, which in turn might include an Audio category and a TV category, and so on.

A category can be a child or sibling of an existing category. The hierarchy can be as simple or as complex as desired, with any combination of zero or more sibling categories and zero or more child categories. If no category is defined, the data items are grouped in a single predefined default category.

Each category has associated contexts that store relevant information about a data item in that category. For example, a Home Entertainment product has contexts that specify Voltage, Dimensions, Inputs and Outputs. Contexts are reusable within a given extensible flexfield. Then, the Dimensions context could be assigned to any category that needs to include dimensional information.

If a hierarchy includes child categories, each child category inherits the contexts from its parent category; for example, the Home Entertainment category inherits Voltage and Dimensions from the Electronics and Computers category.

Each extensible flexfield is associated with a particular category hierarchy. Consider category hierarchies to be defining framework for extensible flexfields and their contexts. A category hierarchy specifies which contexts are valid for each category.

An extensible flexfield can include multiple contexts which you define to support a given category. These contexts can be suitable for various purposes, but within a particular category, some contexts might be considered to be related to, or dependent on, each other. You can combine these contexts into groups known as logical pages, and determine the sequence in which the pages appear. This serves to connect the contexts so they will always be presented together and in a particular order in the application user interface.

For example, the Home Entertainment category might have an Electrical Specifications page that contains the Voltage, Inputs and Outputs contexts, and a Physical Specifications page that contains the Dimensions and Form Factor contexts.

Initial Values

The SQL statement defining an initial value must be a valid statement that returns only one row and a value of the correct type.

You can use two types of SQL statements:

- SQL statement with no binding. For example, select MIN(SALARY) from EMPLOYEES.
- SQL statement with bind variables. You can use these bind variables in the WHERE clause of the SQL statement.
    - `:{SEGMENT.<segment_code>}`: Identifies a segment in the same context.
    - `:{PARAMETER.<parameter_code>}`: Identifies a parameter.
    - `:{CONTEXT.<context_code>;SEGMENT.<segment_code>}`: Identifies a segment in a different context. The context must be in the same category or in an ancestor category, and it can't be a multiple-row context.
    - `:{VALUESET.<value_set_code>}`: Identifies the closest prior segment in the same context that's assigned to the specified value set.
    - `:{FLEXFIELD.<internal_code>}`: Identifies a flexfield.

Adding Segments to Highlighted Extensible Flexfields

When you highlight flexfields on a run time page and use an **Add Segment** icon button to create a segment, the segment code, name, description, table column, and sequence number are set automatically. If you use an **Add Segment** icon button to configure extensible flexfield segments, you can't use an existing value set. Value sets are

created automatically when you add segments. You can enter the valid values, their descriptions, and the default value or specify the formatting constraints for the value set, such as minimum and maximum values.

Depending on display type, the value set you create with the **Add Segment** icon button is either an independent value set or a format-only value set. The following table shows which type of value set is created depending on the segment display component you select.

Display Component	Value Set Created Using Add Segment
Check Box	Independent
Drop-down List	Independent
List of Values	Independent
Radio Button Group	Independent
Text Field With Search	Independent
Text box	Format Only
Text area	Format Only
Rich Text Editor	Format Only
Date/Time	Format Only

Tip: After you add a context value, refresh the page to see the new value.

Indexed Segments

You can designate an extensible flexfield segment as indexed so that it's one of the selectively required attributes a user can use in an attribute search. If you indicate in the Manage Extensible Flexfield UI page that a segment should be indexed, the column representing the segment must be added to the database index. Commonly, a database administrator (DBA) adds columns to the database index.

When an extensible flexfield with indexed segments is deployed, search task flows are generated along with the other flexfield artifacts and specify the indexed attributes as selectively required. In the deployed extensible flexfield's search task flow, an end user must specify at least one of the indexed attributes in the search criteria. This prevents non-selective searches, which could cause performance issues.

For example, if you index the memory and processor attributes and ensure that the corresponding columns in the database are indexed, a user can search an item catalog for computers by entering processor or memory or both as a search criteria. No search is performed if an end user enters an attribute that isn't indexed as a search criterion.

Security

An extensible flexfield's base data security resource typically has a name with an _B suffix. The translation data security resource is a view of a translation table that typically has a name with an _VL suffix.

If a flexfield supports the translatable option and has a translation data security resource, make sure that you create the action for the appropriate data security resource.

- If you create a context-specific action for a nontranslatable context, add it to the base data security resource.
- If you create a context-specific action for a translatable context, add it to the translation data security resource.

Deployment

You can only deploy extensible flexfields using the Manage Extensible Flexfields task. You can deploy extensible flexfields offline as a background process and continue working in the session without having to wait for the deployment to complete. You can queue up several extensible flexfields and deploy as a background process. The flexfields are deployed, one at a time, in the order that you deploy them to the queue. You must deploy extensible flexfields with more than 30 categories as a background process.

You can remove an extensible flexfield from the deployment queue with the Cancel Background Deployment command. When an extensible flexfield is deployed in a background process, its offline status indicates that the flexfield is in a background deployment process. A flexfield's offline status is cleared and it's deployment status updated when the background deployment process has completed.

Note: The **Offline Status** column refreshes when you perform a new search in the Manage Extensible Flexfields task.

Related Topics

- Why did my flexfield changes not appear in the UI?
- Flexfield Usages
- Why can't I edit my flexfield or value set configuration?

Import Extensible Flexfields

Use the Import option on the Manage Extensible Flexfield page to bulk import the flexfield data that includes value set, context, and context segment details.

Prerequisite

The files containing the flexfield details are available in the document repository of Oracle WebCenter Content.

Importing Flexfields

To import flexfields:

1. Sign in to the application as an implementation consultant or an administrator.
2. In the Setup and Maintenance work area, open the **Manage Extensible Flexfield** task or a similar task for importing flexfields.
3. In Search Results, from the Actions menu, select **Import**.
4. On the Upload Flexfield Data dialog box, select the WebCenter Content account to which the files were uploaded.
5. Enter the names of the separate files containing the value set, context, and context segment information. The names here must match with the names of the files uploaded to the selected account.

6. Click **Upload**. The flexfield details are imported.

> **Note:** If the import fails, click the link to the log file on the confirmation dialog box and examine the cause of failure.

Related Topics

- File Format for Importing Extensible Flexfields

Key Flexfields

Overview of Key Flexfields

Key flexfields provide a means to capture a key such as a part number, a job code, or an account code. A key flexfield consists of one or more segments, where each segment can have a meaning.

For example, a part number 10-PEN-BLA-450 might correspond to a black pen from supplier #450 sold by division #10 (office supplies). Behind the scenes, the application uses a unique number, 13452, for this part, but the user always sees the 10-PEN-BLA-450 part number.

The following aspects are important to understanding key flexfields:

- Architecture
- Segments and segment labels
- How to Identify Segments
- How the Override, Visible, and Rendered Properties Work
- Structures and segment instances
- Combinations
- Dynamic combination creation
- Security

Key flexfields aren't optional. You must configure key flexfields to ensure that your applications operate correctly. You configure and maintain key flexfield definitions with the Manage Key Flexfields task. To get a list of predefined key flexfields, use the Manage Key Flexfields task in the Setup and Maintenance work area. For information about specific key flexfields, see the help for the product where the associated business component is implemented.

Architecture

Flexfield metadata is stored in the flexfield metadata tables. When you configure a key flexfield, you define metadata about the key flexfield covering aspects such as:

- Segments are in a structure
- Structures in the flexfield
- Value sets in each segment

Based on the flexfield metadata, actual part numbers are captured as a combination of segment values and stored in a combinations table. A combinations table contains all the segment columns for a flexfield, a unique ID column, and a

structure instance number column. The structure instance number column differentiates multiple arrangements of the segment columns. For example, a part number containing multiple segments can be represented by a key flexfield. A part number key flexfield has a corresponding combinations table. In that table, the flexfield stores a list of the complete codes, with each segment of the code in a column, with the corresponding unique ID and structure instance number for the code. When users define a new part number or maintain existing part numbers in the parts catalog, they directly maintain rows in the combinations table.

The foreign key table contains a different business entity than the combinations table. For example, the business entity in the foreign key table is order lines or invoice lines that contain foreign key references to parts for ordering. Any number of foreign key tables can reference a particular entity represented by a key flexfield.

Segments and Segment Labels

A key flexfield contains segments. Each segment contains these details:

- A prompt
- A short prompt
- Display width
- The sequential position of the segment within the key flexfield structure
- The range type
- Column name of the attribute being stored by the segment
- A default value set
- A label for the segment

How to Identify Segments

You can identify and control a segment within a key flexfield using a segment label. Segment labels act as tags for the segments, and these labels are defined by application developers. For example, say in the accounting flexfield, you want to identify which segment contains balancing information and which one contains natural account information. A segment label identifies the segment that contains natural account information. When you define your accounting flexfield, you must specify the segment labels for each segment. Some segment labels must be unique, and can't be applied to more than one segment in each structure. Other labels are required and must be applied to at least one segment in each structure.

You can also use a segment label to search for segments, such as the Cost Center label for all segments across key flexfields that store a value for the cost center. To identify and control a segment in key flexfield, you can set several segment properties in the flexfield XML with a literal value or an EL expression. These properties are attributes of the `<flexfieldLabeledSegmentHint>` element of the flexfield. These property settings apply to all segments that have the specified segment label assigned to them.

Property	Description
SegmentLabel	Indicates the segment label for the segment being configured.
Rendered	Indicates whether the segment is available on the page. You can set the value to **True**, **False**, or **EL expression**
Required	Indicates whether users must enter some data for the component before they save. You can set the value to **True**, **False**, or **EL expression**.

Property	Description
Read-only	Indicates whether the users can modify the segment. You can set the value to **True**, **False**, or **EL expression**.
Visible	Indicates whether the segment is visible on the page. You can set the value to **True**, **False**, or **EL expression**.
Label	Indicates the display text for the segment.
ShortDesc	Indicates the text that appears when users hover over the component.
Columns	Indicates the width of the text control in terms of the number of characters shown. The number of columns is calculated based on the default font size of the browser. You can set this property with a literal value or **EL expression**.
Override	Indicates whether a certain child component inside a parent component is visible. You can set the value to **True**, **False**, or **EL expression**. When you use this property along with the visible property, it overrides the visible property of the parent component.

How the Override, Visible, and Rendered Properties Work

Let's look at a few scenarios:

- Here's a snippet of code without the override property:

```
<fnd:keyFlexfieldPartial value="#{bindings.Kff1PaInstanceIterator}" id="kfp1" visible="false">
 <fnd:flexfieldLabeledSegmentHint
 segmentLabel="SEGMENT_LABEL_R1" visible="true"/>
</fnd:keyFlexfieldPartial>
```

  In this case, the `visible` property of the child component is set to **true** and the `visible` property of the parent component is set to **false**. So, segments with `SEGMENT_LABEL_R1` aren't visible because the `visible` property of the child component is used in conjunction with the `visible` property of the parent component.

- Here's a snippet of code with the override property:

```
<fnd:keyFlexfieldPartial value="#{bindings.Kff1PaInstanceIterator}" id="kfp1" visible="false">
 <fnd:flexfieldLabeledSegmentHint
 segmentLabel="SEGMENT_LABEL_R1" visible="true" override="true"/>
</fnd:keyFlexfieldPartial>
```

  Here also, the `visible` property of the child component is set to **true** and the `visible` property of the parent component is set to **false**. But you're also setting the `override` property of the child component to **true**. So, segments with `SEGMENT_LABEL_R1` are visible because the `visible` property of the child component overrides the `visible` property of the parent component.

Remember, you must not use the `rendered` property along with the `override` property, because when you set the `rendered` property to **false** at the flexfield level, the Oracle ADF module ignores the rendered property at the segment level. For example, consider this snippet of code:

```
<fnd:keyFlexfieldPartial value="#{bindings.Kff1PaInstanceIterator}" id="kfp1" rendered="false">
 <fnd:flexfieldLabeledSegmentHint
```

```
 segmentLabel="SEGMENT_LABEL_R1" rendered="true" override="true"/>
</fnd:keyFlexfieldPartial>
```

Though you set the `rendered` property to **true** at the segment level, this property is ignored. That's because the `rendered` property is set to **false** at the flexfield level. So, make sure that you use the `visible` property instead of the `rendered` property along with the `override` property.

Structures and Segment Instances

A key flexfield structure definition includes the number of segments and their order.

In some applications, different users like to see different segment structures for the same flexfield. A key flexfield can have multiple structures if registered to support more than one structure.

The flexfield can display different fields for different users based on a data condition in your application data, such as the value of another field entered by the user or the user's role. For example, the correctly formatted local postal address for customer service inquiries differs based on locale. A postal address key flexfield could display different segments and prompts for different users based on a location condition in your application data, such as the user's role or a value entered by the user.

Each structure can have one or more segments. Thus a segment is a child of a structure. To store a particular segment, such as Cost Center, in two different structures, you must define the segment separately in each structure. Each structure may have one or more structure instances. Each instance of a structure shares the same number and order of segments, but differs in the values or value sets used in validating the segments.

You can define multiple configurations of a key flexfield structure. These structure instances have the same segment structure, in the same sequence order. They differ primarily in how each segment is validated. You define a structure instance for each key flexfield and each key flexfield structure instance.

The segments in a key flexfield structure instance are segment instances. A segment instance is a segment with a specific value set assigned to it. If a key flexfield is registered with a tree structure, you can specify a tree code for a segment instance.

Combinations

A combination is a complete code, or combination of segment values that makes up the code, that uniquely identifies an object.

For example, each part number is a single combination, such as PAD-YEL-11x14 or 01-COM-876-7BG-LTN. In these combinations, the hyphen is the segment separator. If you have ten parts, define ten combinations. A valid combination is an existing or new combination that can be used because it's currently active and doesn't violate cross-validation or security rules. A combination has different segments depending on the flexfield structure being used for that combination. Any combination is associated with only one particular flexfield structure.

Many applications refer to a key flexfield combination by using the name of the entity or the key flexfield itself. For example, Assets uses the asset key flexfield and refers to one of its combinations as an asset key or asset key flexfield. In another example, Oracle General Ledger refers to combinations of the accounting flexfield as account or GL account.

Each key flexfield has one corresponding table, known as the combinations table, where the flexfield stores a list of the complete codes, with one column for each segment of the code, together with the corresponding unique ID number (an account combination ID) for that code. Then, other tables in the application have a column that stores just the unique ID for the code. For example, you may have a part number code, such as PAD-YEL-11x14. The Parts combinations table stores that code along with its ID, 57494. If your application lets you take orders for parts, you might then have an Orders table that stores orders for parts. That Orders table would contain a single column that contains the part ID, 57494, instead of several columns for the complete code PAD-YEL-11x14. Typically, one combinations page maintains

the key flexfield, where the key flexfield is the representation of an entity in your application. Maintain individual combinations, such as part numbers in the combinations page.

Dynamic Combination Creation

Dynamic combination creation is the insertion of a new valid combination into a combinations table from a page other than the combinations page. The following table lists the levels at which dynamic combination creation may be enabled.

Level Of Dynamic Combination Creation	Controlled By
Flexfield	Application development
Each usage or reference to the key flexfield	Application development
Structure instance	Administrators and implementation consultants
Other	Administrators and implementation consultants

If your key flexfield or certain usages or references of the key flexfield don't permit dynamic combination creation, you may control whether dynamic combination creation is enabled for each structure instance. If enabled, a user can enter a new combination of segment values using the flexfield window from a foreign key page. For example, when entering a transaction, a GL user can enter a new expense account combination for an account that doesn't yet exist. Your application creates the new account by inserting the new combination into the combinations table behind the scenes. Assuming that the new combination satisfies any existing cross-validation rules, the flexfield inserts the new combination into the combinations table, even though the combinations table isn't the underlying table for the foreign key page.

Related Topics

- Overview of Flexfield Deployment
- Considerations for Managing Flexfields
- Key Flexfield Structures
- How can I access predefined flexfields?
- How do I update existing setup data?

Considerations for Managing Key Flexfields

Consider the plans for a key flexfield, security, and resulting run time pages when configuring key flexfields.

Planning

Plan structures carefully and enable them for future needs. Don't change the number, order, and maximum length of segments once you have acquired flexfield data.

Structure Delimiters

A delimiter separates the segments when they appear to users. The delimiter value of a structure specifies the character used to visually separate segment values when the key flexfield is displayed as a string of concatenated segments in the UI.

Identify the delimiter value of your key flexfield carefully so that it doesn't conflict with the flexfield data. For example, if your data frequently contains periods, such as in monetary or numeric values, don't use a period as your segment separator. Any character you expect to appear frequently in your segment values or descriptions isn't a good choice for the delimiter. If you change the configuration of a key flexfield, such as the delimiter, the change affects the previously stored key flexfields with that structure.

Security

Oracle data security enforces value set security.

Within key flexfields, value set security applies to the selection of the individual segment values in the segment list of values. When selecting a key flexfield segment value from the combinations table, data security permits display of only the combinations whose segment values you have access to. Applications development controls whether or not value set security rules propagate to the foreign key table. By default they do.

Run Time Pages

Application development determines the user interface (UI) pages used to render flexfields. The types of key flexfield UI pages are as follows:

- Combinations pages where the underlying entity objects use the combinations table itself
- Foreign key pages where the underlying entity objects contain a foreign key reference to the combinations table
- Partial usage pages where some or all of the key flexfield's segment columns are in a product table

The same key flexfield can be used in different ways on different pages.

A page with a foreign key reference has a base table or view that contains a foreign key reference to a combinations table with the actual flexfield segment columns. This lets you manipulate rows containing account combination IDs (account combination).

A page with partial usage of a key flexfield presents segments that are defined on a product's transactional table in addition to being defined on a combinations table. In the case of a partial usage page, only a part of the configuration is likely to be visible. This enables the key flexfield to act more like a descriptive flexfield.

An account combination maintenance page or combinations page presents the combinations table. This enables directly creating and maintaining account combinations. The combinations table contains all key flexfield segment columns and a unique ID column.

A typical application has only one combinations page. An application might not have a combinations page if it doesn't support maintenance by administrators.

A page containing a search region enables users to select which attributes of the key flexfield view object to use as criteria to search for flexfield metadata.

For example, you can configure seven segments for the Account key flexfield. In a foreign key reference page, users see the typical key flexfield picker with all seven segments where they can search for combinations. In a partial usage page using the same key flexfield, users potentially could see only a single segment such as the Cost Center labeled segment, or they might see multiple segments but displayed as individual segments rather than options for selecting combinations.

Related Topics

- Key Flexfield Structures
- Example of a Key Flexfields
- Key Flexfield Structure Instances and Segment Instances
- Considerations for Enabling Key Flexfield Segments for Business Intelligence
- Flexfield Usages

Key Flexfield Structures

A key flexfield structure arranges the segments of a key so that you can reuse a single key flexfield in multiple combinations of the same segments or a subset of those segments.

Multiple instances of a single structure can accommodate differences in the value sets assigned to the structure's segments.

The structure determines the following aspects of a key flexfield:

- The segments to include
- The order of the segments
- Segment labels on the included segments
- Properties for each segment applied to the instances of the segments in an instance of the structure

Managing Key Flexfield Structures

All the segments defined for a key flexfield are available to be included in a key flexfield structure.

You can define as many segments as there are defined segment columns in your key flexfield combinations table. Ensure that you add segments in the order that your key requires. Once deployed, the order can't be changed.

Enable segments to indicate that they are in use. A flexfield doesn't display disabled segments in run time. To protect the integrity of your data, disable a segment if you have already used it to enter data.

Related Topics

- Key Flexfield Structure Instances and Segment Instances

Key Flexfield Structure Instances and Segment Instances

A key flexfield structure can have one or more alternate structure instances. The instances of a key flexfield structure share the following aspects of the structure.

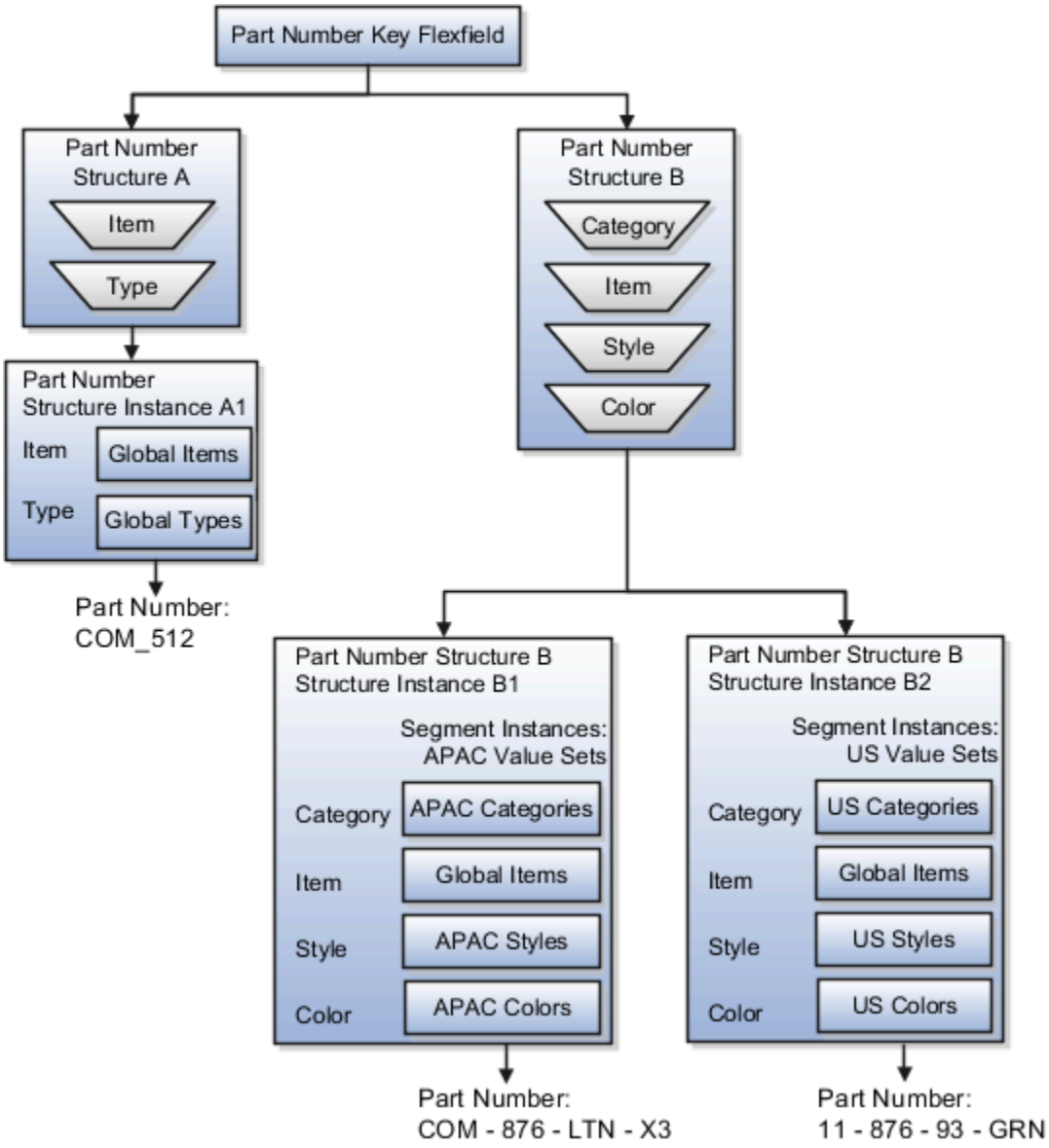
- The same set of segments
- The same arrangement of segments
- The same properties at the segment and structure levels

The differences among structure instances include whether dynamic combination creation is permitted. Likewise, at the structure instance level, differences among segment instances are based on the following:

- Value set
- Default type and default value
- Tree code

- Whether the segment is any of the following:
  - Required
  - Displayed
  - Enabled for business intelligence
  - Optional or required as a query criterion

For example, you can use one group of value sets for the US and another for France.



The structures differ in the number of segments and the segment separators used. The structure instances share all the properties defined for that structure. However, the structure instances may vary if the properties are defined at the structure instance or segment instance level. For example, the value set assigned to the segment instances.

Query Required Segment Instances

You can designate a key flexfield segment instance as a query for making it a selectively required attribute. A user can use it as a key flexfield combination search. On the Manage Key Flexfields UI page, if you indicate that a segment instance requires indexing, add the column representing the segment to the database index. Commonly, a database administrator (DBA) adds columns to the database index.

Following deployment, the combination picker of the key flexfield displays the query required attributes as selectively required. A user must specify at least one of the query required attributes in the search criteria. This prevents unnecessary searches that could cause performance issues.

For example, you mark the cost center and account attributes as query required and ensure that the corresponding columns in the database are indexed. A user can search for combinations by entering cost center or account or both as search criteria. No search is performed if a user doesn't enter at least one query required attribute as search criteria.

Tip: Index the Structure Instance Number column on your combinations table to improve run time performance.

Dynamic Combinations

If a key flexfield supports dynamic combination creation, you can select to enable this feature by selecting **Dynamic Combination Creation Allowed**. As a result, users enter values at run time that produce new account combinations for the flexfield. If **Dynamic Combination Creation Allowed** isn't enabled, new valid combinations can only be entered using the combinations table for the flexfield.

Trees

You may define a tree code for the value set assigned to the segment instance. When you assign the tree code to the segment instance, tree hierarchy search operations are available on the segment values.

For a segment instance to be based on a tree, the following must be true.

- Application development registered the key flexfield with a tree structure. The tree structure may be fixed across all segments in the flexfield, or may vary across segments.
- A tree code for that tree structure exists.
- The tree code includes tree versions containing the values of the value set assigned to the segment instance.
- You assign the required tree code directly to the segment instance.

If these conditions are satisfied, you can assign the same or different tree codes to the different segment instances that use the same value set.

Related Topics

- Flexfield Segment Properties

Considerations for Enabling Key Flexfield Segments for Business Intelligence

A key flexfield registered in the database as enabled for Oracle Transactional Business Intelligence (OTBI) includes a BI Enabled setting for each of its segment instances. When a segment instance is BI-enabled, it's available for use in Oracle Transactional Business Intelligence.

The following aspects are important in understanding BI-enabled key flexfield segments.

- Flattening business components to use BI-enabled segments in Oracle BI

- Equalizing segments to prevent duplication and complexity in the flattened component
- Mapping attributes of flattened business components to logical objects in Oracle BI
- Managing the labels that map segments to logical objects in Oracle BI

After you deploy a business intelligence-enabled flexfield, use the Import Oracle Data Extensions for Transactional Business Intelligence process to import the flexfield changes into the Oracle Business Intelligence repository. Users can make use of the newly-generated attributes in business intelligence applications. For information about logical objects and import, see the Creating and Administering Analytics and Reports guide for your products.

Flattening

When you deploy a business intelligence-enabled key flexfield, the deployment process generates an additional set of flattened business components for use in business intelligence. The flattened business components include attributes for business intelligence-enabled segment instances only.

If you assigned a label to a segment, the flattened components include a single attribute representing all segment instances with that label. If you didn't assign a label, the flattened components include a discrete attribute for each BI-enabled segment instance in each structure.

Mapping to Logical Objects in Business Intelligence

You can simplify reporting by representing similar segments as a single logical object in Business Intelligence. If you assign a label to segments that serve the same purpose in different structures, you can consolidate the segments into a single attribute. This prevents duplication and the extra workload and complexity that result from the flattening process. For example, an organization may have more than one definition of its key accounting flexfield to support different requirements for accounting reporting. A US Accounting Flexfield structure may have a segment called Subaccount to track project expenditures. The same type of information may be tracked in a UK accounting flexfield structure with a segment called Project. Equalize these two segments to create a single list of values for reporting.

Non-labeled segments aren't equalized across context values, so the flattened components include a separate attribute for each segment for each structure. It may not be possible to equalize similarly labeled segments if they have incompatible data types or value set types.

Assign a label to a segment to map the corresponding attribute in the flattened components to a logical object in Oracle Business Intelligence. Using labels to map segments to BI logical objects minimizes the steps for importing the flexfield into Oracle Business Intelligence. Assigning a label to a segment serves to equalize the attribute across structures, as well as map the equalized attribute to business intelligence.

Managing Labels

You may assign a predefined label (if available) to segments or create labels for assignment, as needed. Specify a code, name, and description to identify each label. In the BI Object Name field, enter the name of the logical object in Oracle Business Intelligence to which the segment label should map during import. Specifying the BI logical object minimizes the steps for importing the flexfield into Oracle Business Intelligence and helps to equalize context-sensitive segments across structures.

If no labels are assigned to a BI-enabled segment, or the BI Object Name on the assigned label doesn't exist in business intelligence, you must manually map the segment to the required logical object when importing into Oracle Business Intelligence. In addition, segments without labels can't be equalized across structures. The flattened components include a separate attribute for each non-labeled segment in each structure.

Importing to Oracle Business Intelligence Repository

After you deploy a business intelligence-enabled flexfield, import the flexfield changes into the Oracle Business Intelligence repository to make use of the newly flattened business components in business intelligence. Then

propagate the flexfield object changes. When you import the metadata into the Oracle Business Intelligence repository, you must do so as the FUSION_APPS_BI_APPID user.

To import flexfield changes into the Oracle Transactional Business Intelligence repository in Oracle Cloud implementations, run the Import Oracle Data Extensions for Transactional Business Intelligence process. For information about logical objects and import, see the Creating and Administering Analytics and Reports guide for your products.

> **Note:** When you import a flexfield into the Oracle Business Intelligence repository, you see both `<name>_` and `<name>_c` attributes for each segment, along with some other optional attributes. The `<name>_` attribute contains the value. The `<name>_c` attribute contains the code of the value set that the value comes from, and is used for linking to the value dimension. You must import both attributes.

Related Topics

- Considerations for Enabling Descriptive Flexfield Segments for Business Intelligence
- Overview of Key Flexfields
- Enable Key Flexfields for Business Intelligence Reporting
- Overview of Flexfield Change Import

Example of a Key Flexfields

A key flexfield can capture expense account information.

Scenario

When entering details for each expense, the user specifies an account to which the expense is charged.

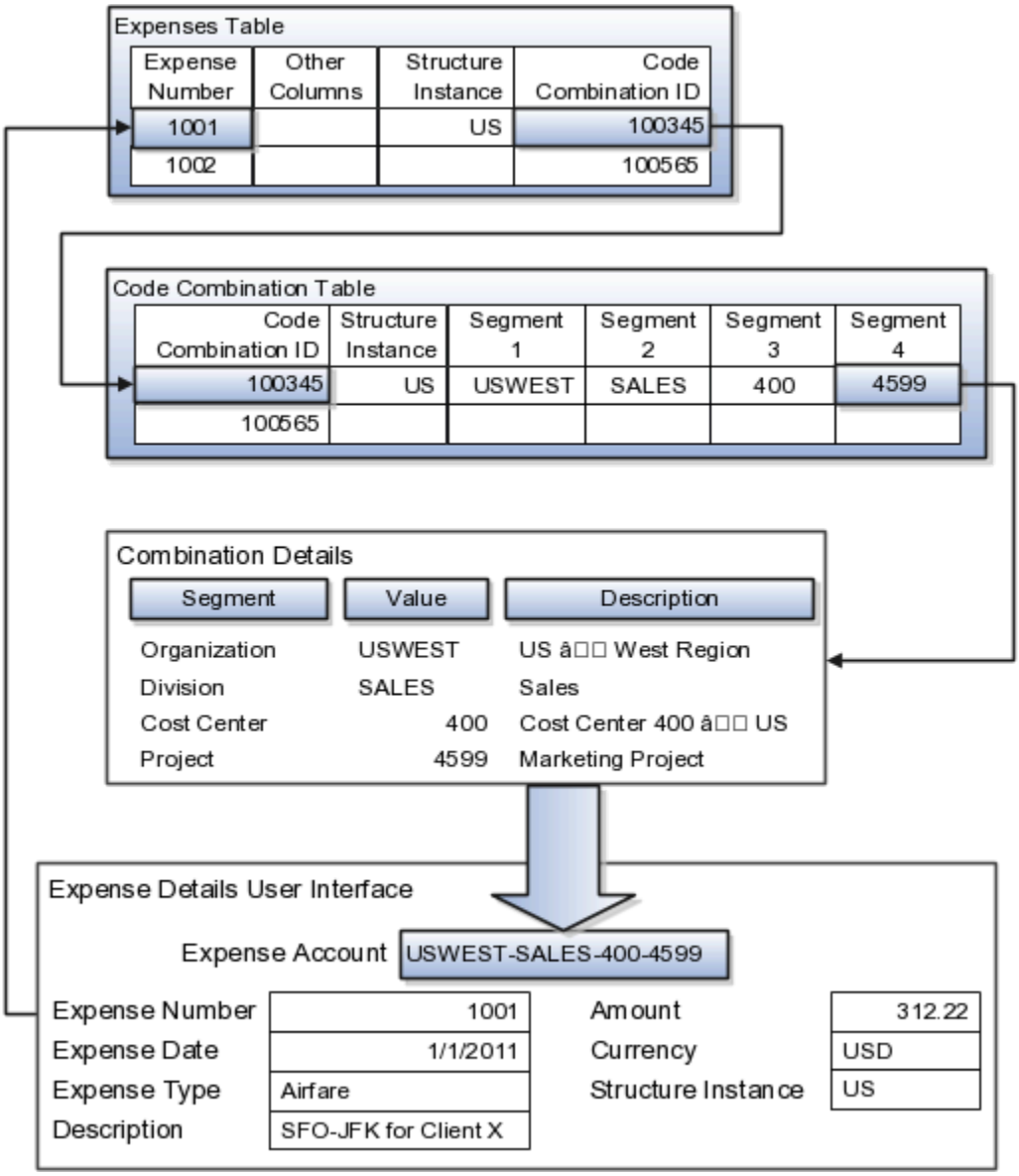
Entering Expense Accounts

A user interface for entering expenses helps the user select an expense account that identifies the cost center and other details needed for processing the expense.

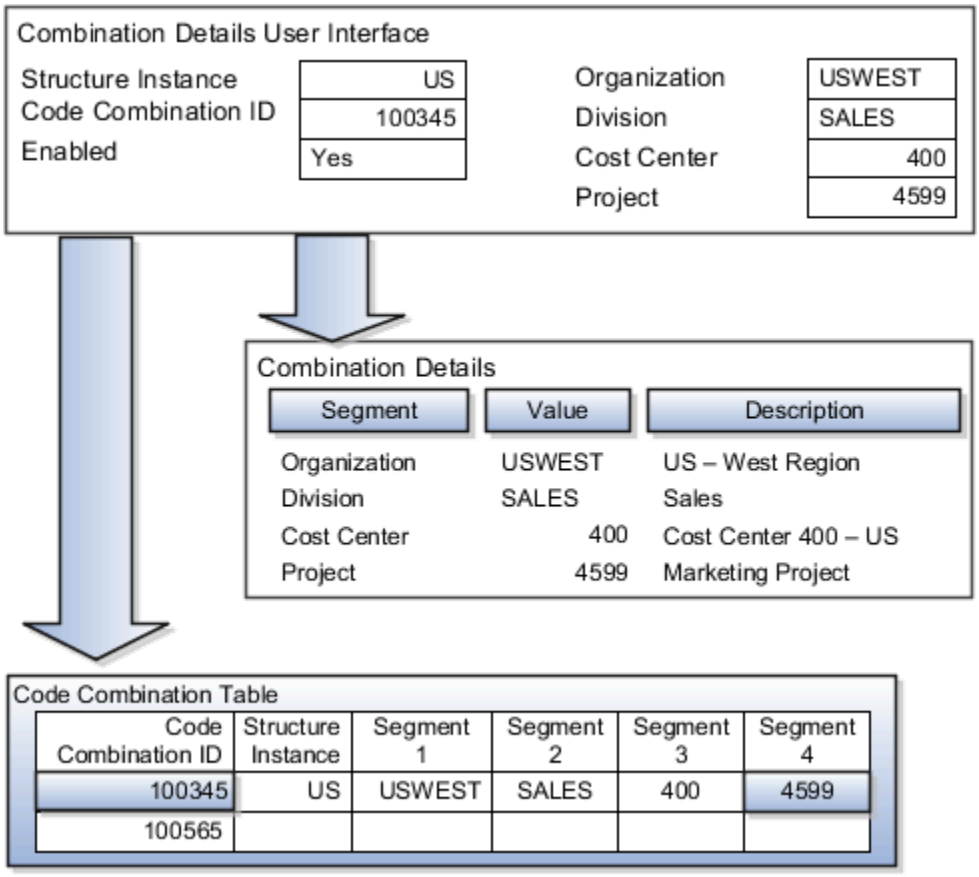
The expense account field is a foreign key reference to a account combination (EXPENSE_LINES.EXPENSE_ACCOUNT = ACCOUNT.COMBINATION).

Account combinations Table for Entering Accounts and Employees

The account combinations table supports entering account information, such as for expense accounts.



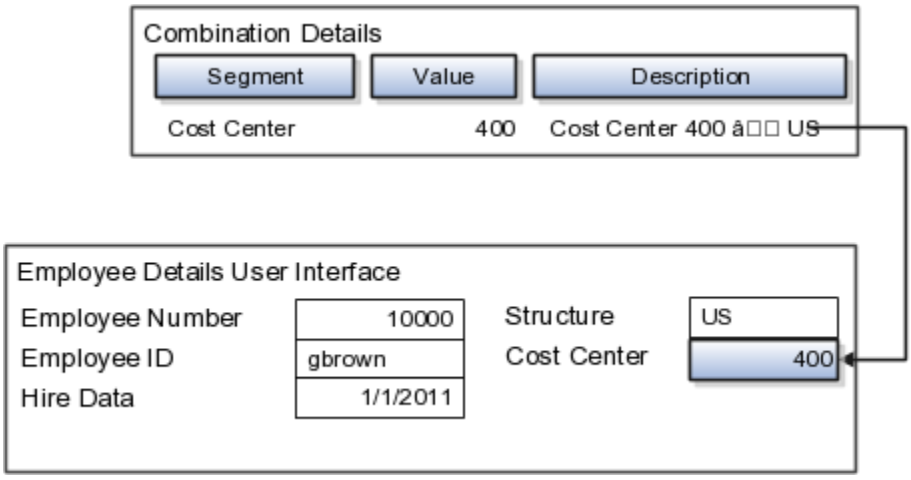
The combinations page, which is the maintenance page for the key flexfield, is for managing rows in the combinations table. In this example, managing the combinations means adding or editing account numbers that adhere to the key flexfield metadata rules.



If dynamic combination creation isn't enabled, then when entering an expense line, the user can only select an account that already exists in the ACCOUNTS (combinations) table. If they require an account that doesn't exist, they must consult with the appropriate application administrator who can add the account to the combinations table.

If dynamic combination creation is enabled, then when entering an expense line, the user can either select a preexisting account, or type in a new account that's created dynamically on the fly in the ACCOUNTS (combinations) table. Once the new combination is created, the same user can refer to it on the expense line.

When managing employee information, the user specifies the cost center that the employee belongs to. The cost center field corresponds to a single, labeled segment of the Account Key Flexfield and has metadata defined such as the allowable value set for that segment.



Related Topics

- Example of One Chart of Accounts Structure with Many Instances

FAQs for Define Flexfields

How can I access predefined flexfields?

Search for predefined flexfields using the manage flexfields tasks.

1. In the Setup and Maintenance work area, go to any of the following tasks:
    - Manage Descriptive Flexfields
    - Manage Extensible Flexfields
    - Manage Key Flexfields
2. On the page for the type of flexfield you're looking for, enter any of the search parameters and click **Search**.

    Tip: If you don't know the flexfield name or the code, use the **Module** field to filter search results.

3. Click a flexfield to view its details.

For configuration that's not available through the manage flexfields tasks and the UI, ask your help desk to log a service request.

Related Topics

- How do I update existing setup data?

Why did my flexfield changes not appear in the UI?

The ADF business components or artifacts of a flexfield, which are generated into an Oracle Metadata Services (MDS) Repository when the flexfield is deployed, are cached within a user session.

You must sign out and sign back in to view flexfield definition changes reflected in the application user interface page.

Related Topics

- How Flexfield Deployment Status is Calculated

What happens if a value set is security enabled?

Value set security is a feature that enables you to secure access to value set values based on the role of the user in the application.

As an example, suppose you have a value set of US state names. When this value set is used to validate a flexfield segment, and users can select a value for the segment, you can use value set security to restrict them to selecting only a certain state or subset of states based on their assigned roles in the application.

For example, Western-region employees may choose only California, Nevada, Oregon, and so on as valid values. They can't select non-Western-region states. Eastern-region employees may choose only New York, New Jersey, Virginia, and so on as valid values, but can't select non-Eastern-region states. Value set security is implemented using Oracle Fusion Cloud Applications data security.

Why did my page not display any flexfield?

For a flexfield to be available on the page, it must be registered by developers and also deployed. The segments appear on the page only after you have successfully deployed the flexfield.

A flexfield's deployment status indicates whether the flexfield segments are available to users. The flexfield segments that users see correspond to the flexfield definition last deployed successfully.

Note: Oracle Fusion Cloud Sales Automation and Oracle Fusion Cloud Fusion Service don't support flexfields.

To add attributes to these applications, you may use Application Composer. For more information, see the product-specific documentation.

Related Topics

- How Flexfield Deployment Status is Calculated

How can I set a default value for a flexfield segment?

When you define or edit a flexfield segment, you pick a value from the assigned value set and set it as default.

You can set the default value for a descriptive flexfield segment to be a parameter. The mapped entity object attribute provides the initial default value for the segment.

You can set the default value to be a constant, if appropriate to the data type of the value set assigned to the segment.

In addition to an initial default value, you can set a derivation value for updating the attribute's value every time the parameter value changes. The parameter you select identifies the entity object source attribute. Any changes in the value of the source attribute during run time are reflected in the value of the segment.

If the display type of the segment is a check box, you can set whether the default value of the segment is checked or unchecked.

Related Topics

- Default Segment Values

Define Attachments

Attachments

You can use attachments to provide supplementary information to specific business objects. Attachments can be URLs, desktop files, text, or repository folders.

For a business object you can view, create, delete, or edit attachments, depending on your role and granted privileges.

Repository

Attachments are stored in a content management repository provided by Oracle WebCenter Content Server. Users managing attachments can't interact with the repository unless the repository mode is enabled. When enabled, users can share attachments among objects, update attachments, and perform other tasks. Access to the attachment files is controlled by a digital signing mechanism.

All attachments are scanned for viruses before they're stored on the content management repository. If a virus is detected at the time of upload, the attachment request fails and the user is notified about it.

Security

Data security applicable to a specific business object also applies to its attachments For example, if a user has no access to a specific expense report, then that user can't access its attachments. You can also use attachment categories to control access and actions on attachments, based on roles associated with that category.

Related Topics

- Attachment Entities
- What's an attachment category?

Attachment Entities

An attachment entity is usually a database entity, for example a table or view, that represents a business object with which attachments are associated. Each attachment UI must be defined with a corresponding attachment entity.

Attachment entities are used only in the context of attachments and exist separately from the database entities that they're based on.

In the Setup and Maintenance work area, use the **Manage Attachment Entities** task to edit and create attachment entities. You can either use the predefined attachment entities with attachment UIs or create entities, for example when developing your own UIs.

The entity name should match the name of the table or view that represents the business object used for attachment. The name is also used in the repository folder that's automatically created to store attachments for the entity.

The data security policies associated with the database resource defined for the attachment entity apply to attachments for that entity. However, the security setting must be enabled for that entity. The database resource value must match the value in the OBJ_NAME column in the FND_OBJECTS table for the business object that the entity represents.

Related Topics

- How Attachment Entities and Attachment Categories Work Together
- Modules in Application Taxonomy
- How Data Resources and Data Security Policies Work Together

How Attachment Entities and Attachment Categories Work Together

The association between attachment entities and categories determines the use of categories for an entity. For example, categories associated with the expense report attachment entity are available in the attachment UIs for expense reports.

You can configure the associations when managing either entities or categories. Between the Manage Attachment Entities and Manage Attachment Categories pages, any change in association on one page automatically reflects on the other page.

Managing Entities

In the Setup and Maintenance work area, go to the **Manage Attachment Entities** task. Determine the attachment categories that are relevant to a particular entity and assign it to those categories. Each entity must have at least one category. For a particular expense report page with attachments functionality, you can specify which category to use for the attachment. Accordingly, the data security defined for each category is applied to the attachments on that page if security is enabled.

Managing Categories

In the Setup and Maintenance work area, go to the **Manage Attachment Categories** task. If a category must be associated with multiple attachment entities, you can complete that association using this task. The association you define here reflects on the Manage Attachment Entities page for the respective entities.

Related Topics

- What's an attachment category?
- Attachment Entities

Attachments Troubleshooting

Attachments UIs are very user-friendly and easy to work with. You may encounter issues in certain cases such as you modify the attachments, for example create additional attachment categories, or implement data security on them.

Issue: Can't View, Add, Update, or Delete Attachments

You may encounter the following issues when trying to view attachments or perform actions such as adding attachments.

- You can no longer see specific attachments that were earlier visible.
- You can no longer update or delete attachments.
- You get an error stating that you don't have permission to add attachments.

Resolution

Use the Manage Attachment Entities page to ensure that attachment categories are associated to the relevant attachment entity. You might need to check with your system administrator or help desk to determine the exact entity used on the page with the expenses attachments or what categories to assign.

If data security is implemented on the categories for the attachment entity, verify that the Enable Security check box is selected in the Manage Attachment Entities page for that entity. Also, make sure that users have a role that has the necessary privileges. The following table lists the privileges required to view, add, update, or delete attachments with a specific attachment category.

Action	Privilege
View	Read Application Attachment (FND_READ_APPLICATION_ATTACHMENT_DATA)
Add or Update	Update Application Attachment (FND_UPDATE_APPLICATION_ATTACHMENT_DATA)
Delete	Delete Application Attachment (FND_DELETE_APPLICATION_ATTACHMENT_DATA)

For example, if users have the Read Application Attachment privilege for all categories associated with the expense report attachment entity, except the Receipts attachment category, then they can view all expense report attachments except those created with the Receipts category. Likewise, if users don't have the Update Application Attachment privilege for any attachment categories tied to the expense report attachment entity, then they can't create any attachments for the expense reports.

Certain attachments UI have predefined restrictions for users on categories. Your developers can also introduce additional filters to determine which document categories are available for a specific page. Check with your developers or help desk.

Issue: Missing Attachment Category

You can view existing attachments but the attachments no longer have an attachment category associated with them.

Resolution

When the attachment was added, at least one category existed for the corresponding attachment entity. Since then, the entity was edited so that it no longer has any assigned categories, so the user can't see the category associated with that attachment.

Use the Manage Attachment Entities page to reassign attachment categories to the relevant attachment entity. For example, if users can no longer see the Receipts attachment category for an attachment to an expense report, then search for the expense report attachment entity and assign to it the Receipts category. You may need to check with your

system administrator or help desk to determine the exact entity used on the page with the expenses attachments or any additional categories to assign.

Certain attachments UI have predefined restrictions for users on categories. Your developers can also introduce additional filters to determine which document categories are available for a specific page. Check with your developers or help desk.

Related Topics

- Attachment Entities
- How Attachment Entities and Attachment Categories Work Together
- What's an attachment category?

FAQs for Define Attachments

What's an attachment category?

You must use an attachment category to classify and secure an attachment. While adding attachments, you can view the available attachment categories and add the attachment to one of them.

For example, attachments for an expense report can be categorized as receipts, scanned invoice images, and so on.

In the Setup and Maintenance work area, use the **Manage Attachment Categories** task. You can associate roles with categories to restrict user access and actions for an attachment entity. You can also create and manage categories for your own purpose, involving specific attachments with specific security requirements.

Related Topics

- How Attachment Entities and Attachment Categories Work Together
- Modules in Application Taxonomy

16 Collaboration Messaging

Overview of Collaboration Messaging in Procurement

You use Oracle Fusion Cloud Collaboration Messaging to allow your Oracle Fusion Cloud applications to establish business-to-business (B2B) message exchanging capabilities with your customers or suppliers.

This chapter contains Collaboration Messaging information specific to Oracle Fusion Cloud Procurement. For more information about Collaboration Messaging, for example setup tasks, see the *Oracle Fusion Cloud SCM: Configuring and Managing B2B Messaging* guide available in Oracle Help Center.

Supplier B2B Communication and Collaboration Messaging

As a procurement administrator, you can configure Oracle Procurement Cloud to use Oracle Fusion Collaboration Messaging for electronic business to business (B2B) communication with your suppliers. With Collaboration Messaging you can set up B2B communication to work within the procure-to-pay business flow.

You can perform the configuration using the Collaboration Messaging work area.

Collaboration Messaging provides ready-to-use integration with Oracle Business Network and other predefined service providers. You can enable messages for inbound and outbound communication. You can also communicate attachments and the purchase order PDF with your outbound purchase order and change order messages.

Related Topics

- Extend the Outbound Purchase Order Message for Electronic Communication
- Configure Purchase Order PDF Delivery in Purchase Order Collaboration Messages

Set Up Suppliers for Procure-to-Pay

How You Set Up Suppliers for Procure-to-Pay

To set up suppliers for the procure-to-pay business process, you need to complete these high-level tasks:

1. Enable the procure-to-pay business process.
2. Associate your suppliers with one or more trading partners, and enable the documents that you want to exchange with them.

Enable the Procure-to-Pay Business Process

Here's how you enable the procure-to-pay business process:

1. In the Setup and Maintenance work area, use the Manage Collaboration Messaging Configuration task:
    - Offering: Procurement
    - Functional Area: Suppliers
    - Task: Manage Collaboration Messaging Configuration
2. On the Manage Collaboration Messaging Configuration page, click the **Business Process Setup** tab.
3. In the Collaboration Business Process section, select the **Enabled** check box for the procure-to-pay business process.

Associate Suppliers with Trading Partners for Procure-to-Pay

You can define the association between suppliers and trading partners for the procure-to-pay business process using two areas:

- Manage Supplier B2B Configuration task in the Collaboration Messaging work area.
- Procurement **Procurement** > **Suppliers** work area.

Follow these steps to associate suppliers and trading partners for the procure-to-pay process when Simplify Supplier Site B2B Setup is enabled:

1. In the Suppliers work area, click **Manage Suppliers** from the Tasks panel.
2. On the Manage Suppliers page, search for a supplier.
3. From the Search Results section, select your supplier and click **Actions** > **Edit**. The Edit Supplier page is displayed.
4. Click the Sites tab and select the site.
5. On the Edit Site page, scroll down and click the General tab if it's not already selected.
6. In the **Enable B2B Messaging** field, select **Yes**.
7. Click **Select B2B Documents** in the Documents section.
    - In the Search and Select B2B Documents window, search for a trading partner.
    - Select a trading partner and choose the documents to associate with the supplier. If you search for an Oracle Business Network (OBN) supplier, the Documents section is populated based on the messages that the supplier supports on OBN and what's set up in Collaboration Messaging for the OBN service provider. When a trading partner is selected from OBN, that trading partner will be added to Collaboration Messaging if it doesn't already exist and a connection request will be made for that trading partner if they are not already connected on OBN.
    - If you are associating more than one trading partner and service provider with the supplier, you can unhide these additional columns in the Documents section.
    - Click **OK**.
    - By default, the name, status, and status date of the document is displayed in the Documents section. You can change the message status by selecting a new status from the Status field drop-down list.
8. Click **Save**.

Note: Use Collaboration Messaging to add additional recipients for a document or to edit information of associated trading partners.

The Service Provider, Trading Partner, and Partner ID fields are populated after selecting the trading partner and documents. You can specify the trading partner qualifier used for domain-value map lookup in the Domain Value Map field and the application partner code in the Application Partner Code field if this field is used by your organization. If more than one trading partner and service provider are used, the information displayed in this section is for the trading partner and service provider associated with the document in the first row.

Follow these steps for associating suppliers and trading partners for the procure-to-pay process when Simplify Supplier Site B2B Setup isn't enabled:

1. In the Suppliers work area, click **Manage Suppliers** from the Tasks panel.
2. On the Manage Suppliers page, search for a supplier.
3. From the Search Results section, select your supplier and click **Actions** > **Edit**. The Edit Supplier page is displayed.
4. Click the Sites tab. Then click the site.
5. On the Edit Site page, scroll down and click the General tab if it's not already selected.
6. In the Enable B2B Messaging field, select **Yes**.

   The Associated Collaboration Documents section is displayed. In this section, you see all the associated service providers or trading partners and the documents set up for each of them. You also see the association status, and whether it's active or not.
7. Click the **Edit** button in the Associated Collaboration Documents section.

   The Edit Supplier Collaboration Configuration page shows the supplier information displayed at the top of the page and two tabs, Trading Partner Assignment and Document Setup. First, use the Trading Partner Assignment tab to associate the supplier with a trading partner and then use the Document Setup tab to define the documents exchanged with each trading partner.
8. On the Trading Partner Assignment tab, select **Actions** to add a row. Use the drop-down list on the site field to search for and select a Site and Procurement Business Unit.
9. Use the search option available from the Trading Partner ID field to search for and select a trading partner. On the search dialog the following fields are populated:
   - The Service Provider will default to the Default Service Provider defined in **Manage Collaboration Messaging Configuration** task.
   - The Trading Partner ID and ID Type fields will be populated based on the selected Supplier.
   - The Trading Partner OBN ID and Trading Partner Name fields will be displayed for searching when the selected service provider is OBN.
10. Click **Save**. Define the list of documents you want to exchange with your trading partners in the Document Setup tab.

    Here's more information on the fields in the Trading Partner Assignment tab:

Field	Description
Site	The supplier site to which the trading partner is being associated with. The site and Procurement BU are selected together from the search option on the **Site** field.
Procurement BU	The Procurement Business Unit to which the trading partner is being associated with. The site and Procurement BU are selected together from the search option on the **Site** field.

Field	Description
Trading Partner ID	The trading partner identifier.
Partner ID Type	The type of ID for the trading partner; for example, Name, Tax ID, D-U-N-S.
Service Provider	The service provider that's used by the trading partner. This is populated after the user selects a trading partner.
Trading Partner OBN ID	The OBN ID of the trading partner. This is the identifier of the trading partner.
Sender Party ID	Sender ID identifies the trading partner sending the outbound message. This field allows the user to specify a sender party ID that will override the global ID defined during setup in the Setup and Maintenance work area.
Sender ID Type	The type of ID for the sender; for example, Name, Tax ID, D-U-N-S.
Application Partner Code	A code to identify the supplier site used in inbound message processing. If no value is provided and Retrieve Supplier Site from PO is enabled during configuration, the supplier site is retrieved from the associated purchase order.
Domain Value Map	The trading partner qualifier used when setting up the domain values for the selected trading partner. It's used to identify the domain values for the trading partners. See Manage Domain Values Map for more information.
Association Status	The date and time that the row was added.

11. Use the Document Setup tab to define the documents you want to exchange with your trading partners for the selected Site and Procurement BU.
    - The document setup tab has two sections. In the upper table, you define the documents that you want to exchange with your trading partners. Any trading partners listed in this table are the primary recipient of the selected document. The list of trading partners displayed in the upper table are those trading partners that have been defined on the Trading Partner Assignment tab and also are configured to exchange the selected document.
    - If there's more than one recipient for a document, select the row for that document in the upper table and then in lower table, add a row and select the trading partner that's the additional recipient of the document.
12. Click **Save**.

Here's more information on fields on this tab:

Field	Description
Override Configured	A check in this field indicates that the trading partner for the selected document is using a different message definition than the one the associated service provider is using for that document, for example, the trading partner has overridden the service provider's message definition.
Additional Recipients	A check in this field indicates that there are additional recipients for the document. If there is a check in this field for any of the documents, you can select that row and view the additional recipients in the Additional Recipients section.

Extend the Outbound Purchase Order Message for Electronic Communication

You can extend the information contained in purchase order outbound messages used in collaboration messaging. For example, you may require additional information to be sent in the messages to suppliers.

To extend the information in the purchase order outbound message perform these main tasks:

1. Enable the **Extensible Data Model Used for Electronic Messaging** profile option.
2. Extend the **Purchase Order Data Model** by adding new attributes.
3. Update the predefined XSL file associated with the message definition that you're modifying to update the message transformation with the new attributes.
4. Create a new message definition using the updated XSL file. If you're using a predefined message definition you can duplicate it.
5. Update your trading partner or service provider setup to use the new message definition.

Enable the Profile Option

If the profile option is already enabled, proceed to the section of this topic titled Extend the Data Model. If it is not enabled, you must be assigned the Procurement Application Administrator related privileges or a similarly configured privileges to perform these steps. Here's what you need to do:

1. In the Setup and Maintenance work area, access the Manage Administrator Profile Values task in the Procurement Foundation functional area.
2. On the **Manage Administrator Profile Values** page, search for the **Extensible Data Model Used for Electronic Messaging** (PO_ELECTRONIC_COMM_DATA_MODEL) profile option.
3. Set the profile option value to **Yes**.

Extend the Data Model

Use Oracle Analytics Publisher to extend the Purchase Order Data Model by adding more attributes to the model.

1. Sign in to Oracle Analytics Publisher as a user with the BI Administrator Role.
2. From the **Catalog**, navigate to the delivered **Purchase Order Data Model**.
    a. In the **Folders** pane, expand **Shared Folders** > **Procurement** > **Purchasing** > **Data Models**.
3. Make a copy of the delivered data model and place it in the **Custom** folder.
4. Modify the copy of the data model to include the new attributes.

5. When you complete the changes to the modified copy of the data model, ensure the Purchase Order PDF Report points to the modified copy for the changes to take effect.

For more information about working with data models and editing data sets, refer to these guides available on the Oracle Help Center:

- Oracle Fusion Cloud Procurement: Creating and Administering Analytics and Reports for Procurement
- Oracle Fusion Middleware Data Modeling Guide for Oracle Analytics Publisher

Update the XSL File

Use the Collaboration Messaging work area in Oracle Applications Cloud to modify the XSL file associated with the message definition of the message that you're updating. The XSL file is used for message transformation and the new attributes need to be included.

Refer to the Export The Message Transformation Package section in the Oracle Fusion Cloud SCM: Configuring and Managing B2B Messaging guide for information on how to download the XSL file associated with the message definition for the message that you're modifying.

New Message Definition

Use the Collaboration Messaging work area in Oracle Applications Cloud to duplicate the predefined message to create a new one. Associate the updated XSL file with the new message definition.

Refer to the Collaboration Messages Definition chapter in the Oracle Fusion Cloud SCM: Configuring and Managing B2B Messaging guide for information on how to create or duplicate a message definition.

Update the Service Provider or Trading Partner Setup

In the Collaboration Messaging work area, associate the new message definition with any service providers or trading partners. You can change the status of the existing message that you no longer want to use to Inactive.

Refer to the sections Collaboration Messaging Service Providers and Collaboration Messaging for B2B Trading Partners in the Oracle Fusion Cloud SCM: Configuring and Managing B2B Messaging guide for more information on message setup.

Related Topics

- Configure Purchase Order PDF Delivery in Purchase Order Collaboration Messages

Retrieve Supplier Site Details from a PO for a Procure to Pay Inbound Message

You can retrieve supplier site details from a purchase order (PO) for a procure to pay inbound message.

1. In the Setup and Maintenance work area, go to the following:
    - Offering: Manufacturing and Supply Chain Materials Management
    - Task: Manage Collaboration Messaging Configuration

2. On the Manage Collaboration Messaging Configuration page, click the **Business Process Setup** tab.
3. In the Configure Collaboration Documents area, select PROCESS_INVOICE_IN or PROCESS_SHIPMENT_IN and then click **Configuration Additional Details**.
4. In the Process Inbound Configuration window that appears, enable the Retrieving Supplier Site from PO check box and then click **OK**.
5. Click **Save and Close**.

Configure Purchase Order PDF Delivery in Purchase Order Collaboration Messages

You can configure your purchase order PDF to be delivered as an email attachment. When you do that, only the purchase order is included.

If you use the predefined OAGIS 10.1 message definitions, your purchase order attachments are embedded in the process, change, and cancel PO messages delivered to your suppliers. You can modify the XSL file to have the purchase order itself included as an embedded attachment.

In both the cases, you need to enable the Include Attachments in Electronic Communication profile option.

Enable the Profile Option

Here's what you need to do:

1. Sign in to Oracle Applications Cloud as a user with the Procurement Application Administrator related privileges.
2. In the Setup and Maintenance work area, access the Manage Administrator Profile Values task in the Procurement Foundation functional area.
3. On the **Manage Administrator Profile Values** page, search for the **Include Attachments In Electronic Communication** profile option (PO_ELECTRONIC_COMM_ATTACHMENTS).
4. Set the profile option value to **Yes**.

- Yes: The purchase order PDF and other attachments are sent with the purchase order outbound message.
- No: The purchase order PDF and other attachments aren't sent with the purchase order outbound message.

Send the Purchase PDF As an Email Attachment

Here's what you need to do:

1. Enable the **Include Attachments in Electronic Communication** profile option as described in the Enable the Profile Option section.
2. To send your purchase order as an email attachment, use these predefined message definitions for process, change, and cancel purchases orders:
    - CMK_1.0_PDF_PROCESS_PO
    - CMK_1.0_PDF_CHANGE_PO
    - CMK_1.0_PDF_CANCEL_PO

3. Set up a delivery method type of email for the trading partner that you're exchanging the purchase order PDF with and then set up the outbound messages using these message definitions and email delivery for that trading partner.

For more information on collaboration message definitions, delivery methods, and outbound messages, see the Configuring and Managing B2B Messaging for Oracle Applications Cloud guide.

Send the Purchase Order As an Embedded Attachment

Here's what you need to do:

1. Enable the **Include Attachments in Electronic Communication** profile option as described in the Enable the Profile Option section.

   The predefined OAGIS 10.1 message definitions for purchase orders embed the attachments into the XML messages that you send to your suppliers.

   The predefined message definitions available for use with the `CollaborationMessagingService` web service are:

   - OAGIS_10.1_PROCESS_PO_OUT
   - OAGIS_10.1_CHANGE_PO_OUT
   - OAGIS_10.1_CANCEL_PO_OUT

   The predefined purchase order message definitions available for use with the `CollaborationMessageV2Service` web service are:

   - OAGIS_10.1_PROCESS_PO_COLLAB_MSG_OUT
   - OAGIS_10.1_CHANGE_PO_COLLAB_MSG_OUT
   - OAGIS_10.1_CANCEL_PO_COLLAB_MSG_OUT

   If you want to include the purchase order itself as an embedded attachment in the purchase order XML message and you're using a predefined message definition, you need to modify the XSL file associated with the message definition that you're using. Change the line `<xsl:variable name="includePOPdf" select="false()"/>` to `<xsl:variable name="includePOPdf" select="true()"/>`.

   See the Export The Message Transformation Package section in the Configuring and Managing B2B Messaging for Oracle Applications Cloud guide for information on how to download the XSL file associated with the message definition for the message that you're modifying.

   After you modify the XSL file, you can duplicate the original message definition and use the modified XSL file to create a new message definition.
2. Associate the new message definition with the service providers or trading partners that you're exchanging messages with.

   You can change the status of the existing message that you no longer want to use to Inactive.

For more information on message definitions and setup tasks, see these chapters in Oracle Fusion Cloud SCM: Configuring and Managing B2B Messaging guide:

- Collaboration Message Definitions
- Collaboration Messaging Service Providers
- Collaboration Messaging for B2B Trading Partners

17 Other Common Setup and Maintenance Tasks

Home Page Setup

Configure Infolet Display

Use the Home Configuration page in the Structure work area (**Navigator** > **Configuration** > **Structure**) to configure the display settings of infolet pages, which appear in the Analytics section of the home page.

Define Settings

You can rename infolet pages, change their visibility settings, and reorder them. But before you start, activate a sandbox that has the Structure tool in it.

On the Home Configuration page, you can do these tasks:

- Click the infolet page name to rename it.
- Click the **Visible** field for an infolet page to change its visibility setting. You can show or hide specific infolet pages on the home page. To do so, select any of these options:
    - Yes: The infolet page appears on the home page.
    - No: The infolet page doesn't appear on the home page.
    - EL expression: The evaluation of the EL expression decides the visibility of the infolet page on the home page for specific user roles.
    - If you've selected EL Expression from the Visible list, click the Edit icon next to the list. Then enter a value or expression, and validate it to make sure that the EL expression results to **True** or **False**. Don't include line breaks or double quotes in the EL expression.
- Use the **Move Up** and **Move Down** icons to adjust the relative positions of the infolet pages on the home page.

Related Topics

- Set Profile Option Values
- Define Home Page Appearance
- What are the supported and unsupported EL expressions?
- Overview of Sandboxes
- Create and Activate Sandboxes

Define Home Page Appearance

Use the Home Page Display tab of the Appearance work area to define the display settings of your home page.

1. Activate a sandbox that has the Appearance tool in it. Don't include spaces or special characters in the sandbox name.
2. Click **Navigator** > **Configuration** > **Appearance**.
3. Click the Home Page Display tab.
4. In the **Name** column of the table, click any section name to rename it.
5. Click the **Visible** field for a section to change its visibility setting. You can show or hide the section on the home page.
    - Yes: The section appears on the home page.
    - No: The section doesn't appear on the home page.
    - EL expression: The evaluation of the EL expression decides whether the section appears on the home page for specific user roles.

      If you've selected EL Expression from the **Visible** list, click the Edit icon next to the list. Then enter a value or expression, and validate it to make sure that the EL expression results to **True** or **False**. Don't include line breaks or double quotes in the EL expression.
6. In the **Order** column, use the **Move Up** and **Move Down** icons to adjust the relative positions of the sections on the home page.
7. Click **Apply**.

Related Topics

- What themes can I use in Fusion Applications?
- How can I configure how infolets are displayed in Fusion Applications?
- How do I configure classic themes for Fusion Applications?
- Overview of Sandboxes

Create and Enable Announcements

Use the Announcements page to create, edit, or delete company announcements. After you create announcements, you can enable them to display on the home page, and also specify which user roles can see specific announcements on the home page.

You can also use the Announcements REST resource to create, edit, view, or delete announcements. Your application users can also create or edit announcements on their own, but they must have the Manage Help Content (ATK_CUSTOMIZE_HELP_TOPICS_PRIV) privilege.

Create Announcements

1. Click **Navigator** > **Tools** > **Announcements**.
2. Click **Create**.
3. Specify the details, such as subject, start date, and end date.
4. Select a category. If you select **User-Defined**, a text box appears, where you can provide more details.

5. Select any of these options to upload an image. Make sure your image width is 950 to 975 px and height is 650 to 765 px to avoid image distortion.
    - **Predefined**: Select an image from the list.
    - **File**: Browse and select a file from your local computer.
    - **URL**: Enter a full URL for the image.

    Note: You can't delete announcement images or resize them.
6. From the **Visible** list, select any of these options:
    - **Yes**: The announcement appears on the home page.
    - **No**: The announcement doesn't appear on the home page.
    - **EL Expression**: The evaluation of the EL expression decides whether the announcement will appear on the home page for a specific user role.

      If you've selected **EL Expression** from the **Visibility** list, click the **Edit** icon next to the list. Then enter a value or expression, and validate it to make sure that the EL expression results to **True** or **False**. For example, you can enter the EL expression in the #{securityContext.userInRole['<role-name>']} format.
7. Add the content in the text box. You can format your text using the formatting options.
8. Click **Save and Close**.

Your changes on the Announcements page apply immediately to all users, even if you saved your changes while a sandbox is active and not yet published.

Edit or Delete Announcements

1. Click **Navigator** > **Tools** > **Announcements**.
2. Select the announcement that you want to edit or delete.
3. Edit the announcement details or click **Delete**.

Enable News and Announcements Section on the Home Page

You can use the Appearance work area to determine whether to display the News and Announcements section on the home page. The News and Announcements section on the home page displays the announcement along with the subject and image.

1. Click **Navigator** > **Configuration** > **Appearance**.
2. Click the Home Page Display tab.
3. Select **Yes** for News and Announcements, and click **Apply**.

Related Topics

- Why can't I see announcements on my home page?
- Announcements REST Endpoints

Set Up the Mapping Service for Contextual Addresses

A contextual address is marked with an orange triangle, the More icon. When users hover over the triangle, an icon appears, which they can click to display the address on a map.

Set Up Mapping Service

You can specify the mapping service to be used to display the map.

1. In the Setup and Maintenance work area, go to the **Manage Application Toolkit Administrator Profile Values** task in the Application Extensions functional area.
2. Search for the Mapping Service for Contextual Addresses (ATK_CONTEXT_ADDRESS_MAP_OPTION) profile option.
3. In the Profile Values section, enter a full URL of a mapping service in the **Profile Value** field.

   > **CAUTION:** By default, the **Profile Value** field is blank. Until you enter a valid value for this profile option, users continue to get an error when they try to open a map for any contextual address.

   Here are a few examples of mapping service URLs:

   - `http://maps.google.com/maps?output=embed&q=`
   - `http://maps.live.com/default.aspx?where1=`
   - `http://bing.com/maps/?v=2&encType=1&where1=`

   > **Tip:** You can include parameters in the URL. For example, to avoid a locator box in Google Maps, you can add `&iwloc=&` to the URL. So, the mapping service URL you would enter in the **Profile Value** field is: `http://maps.google.com/maps?iwloc=&&output=embed&q=`

Related Topics

- Set Profile Option Values
- Why can't I see the map for contextual addresses?

Set Privacy Statement URL

A privacy statement is legal content that tells you how a company collects and manages user data. You can add a link to your company's statement in the About This Application dialog box.

1. In the Setup and Maintenance work area, go to the **Manage Applications Core Administrator Profile Values** task in the Application Extensions functional area.
2. Search for the Privacy Statement URL (PRIVACY_PAGE) profile option.
3. In the Profile Values section, update the **Profile Value** field with the full URL of the web page that has the privacy content. By default, this profile value is **N**.

   > **CAUTION:** Don't enter any other value, such as **Y**, because that causes a broken link.

4. Click **Save and Close**.

And that's it! Your users can now view the **Privacy Statement** link by clicking their user image or name in the global header and selecting **About This Application**.

Guidelines for Setting Up General Troubleshooting

To share application-related issues with the help desk, users can record the on-screen activity while they reproduce the issues. The help desk can then view those recordings for troubleshooting the issues.

Some advanced users might also need detailed information present on the About This Page dialog box. Therefore, to set up your application for troubleshooting, make sure that your users have the required access to record and view issues. It's also important to determine how many users can record at the same time.

Access

Check with your security administrator that the appropriate users are assigned roles that inherit the following privileges:

- **Record and View Issue (FND_RECORD_AND_VIEW_ISSUE_PRIV):** To create a basic recording
- **Set Issue Recording Advanced Options (FND_SET_ISSUE_RECORDING_ADVANCED_OPTIONS_PRIV):** To set advanced options before starting the recording
- **View Version Information (FND_VIEW_VERSION_INFORMATION_PRIV):** To see the versions that technical components of the application are on

Number of Users

Recordings are stored on servers, and by default, up to five users can record at the same time on each server. For performance reasons, you can set the Maximum Number of Users Allowed to Record Issues (ORA_FND_RECORD_ISSUE_MAX_USERS) profile option to a number lower than five.

Related Topics

- Set Profile Option Values
- Record Issues to Troubleshoot
- How can I view the version information of an application?

FAQs for Home Page Setup

How can I rename an icon for an infolet page in the page control on the home page?

You can rename an icon for an infolet page using the Home Configuration page of the Structure work area. To open this page, select **Configuration** > **Structure** from the Navigator menu, and then click the **Home Configuration** tab.

Related Topics

- How can I configure how infolets are displayed in Fusion Applications?

18 Common Procurement Configuration

Define Basic Catalogs

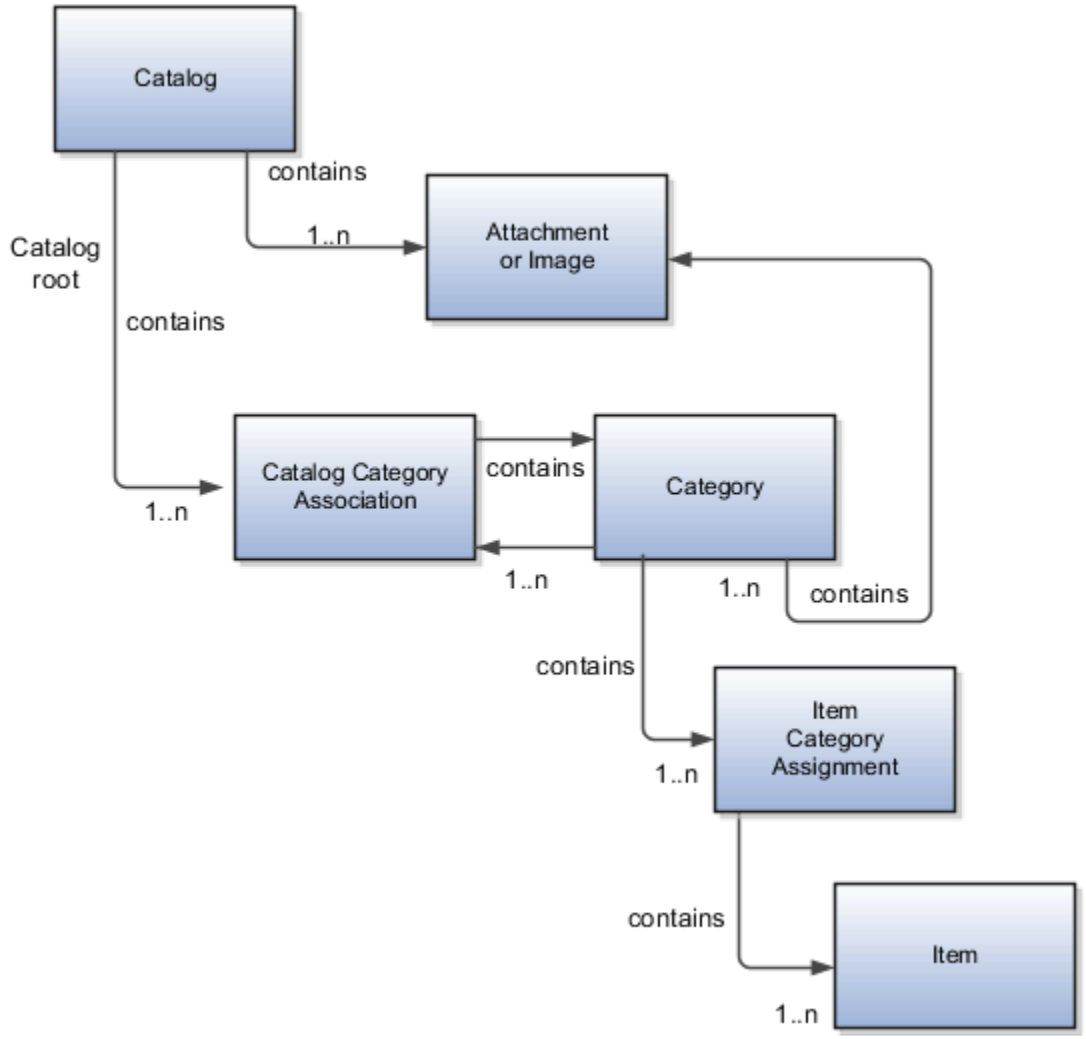
Create Catalogs

How Catalogs Work Together

A catalog is a collection of categories that you use to classify items.

You can organize the categories into a hierarchy that represents a taxonomy. You create new categories only in the context of a catalog. You can add existing categories to one or more catalogs, either from another catalog or as shared categories from a source catalog. You can control the assignment of items and categories in the catalog by controlling the catalog content. For example, you can set the value of the **Catalog Content** field on the Edit Catalog page to **Items at all levels**, which allows items to be assigned to any level within the category hierarchy, not only to the leaf levels.

This figure shows the relationships of the catalog components to each other.



Catalog

A catalog is a collection of categories that are organized to define a classification of items. The top most level of a catalog is the catalog root. All categories for the first level in the category hierarchy are associated with the catalog root through the catalog category association component.

Category

A category is a component of a catalog that represents a set of items. You can associate a category to a catalog through the catalog category association. Both the shared category and the native category are associated thorough the catalog category association.

Catalog Category Association

Catalog category association represents the relationship between a catalog and a category, or a parent category and a child category. Each catalog category association represents one relationship between the catalog and a category or one relationship between a parent category and a child category.

Item Category Assignment

Item category assignment represents the assignment of the item to a category in a catalog. Each item category assignment represents the relationship between a category and an item.

Item

An item represents objects such as a product, service or template. An item is assigned through the item category assignment component.

Attachment or Image

Information is associated to the catalog or category through the attachment framework. Multiple attachments are supported but you can only associate a single attachment or attachment type image with a catalog or category for viewing in the UI.

Catalog Formatting

The format of a catalog is defined at the time the catalog is created and controls the behavior of the catalog at runtime.

When you format a catalog, the layout controls three main areas and includes the following tasks:

- Catalog configuration
- Date enablement
- Category sharing

Some fields are required, and others are optional.

Catalog Configuration

You can configure the catalog, and this affects how the content behaves. The catalog configuration contains a set of attributes that define the catalog configuration. These attributes interact to define the runtime behavior of the catalog.

The configuration functions are:

- Catalog code: A unique identifier that's used.
- : Controls how items are assigned to categories and has two values. The first value is master level, which enables the automatic assignment of items to all child organizations associated with the master organization, if the current context is a master organization. The second value is organization level, which assigns the item only to the organization in the current context.
- Default category: A newly created item is automatically assigned to the default category if specific operational attribute values are entered for the new item. The automatic assignment is controlled by the functional area. Each functional area has specific rules about which operational attribute values are used to trigger the automatic assignment process. For example, an item will be assigned to the catalog assigned to the functional area called Purchasing if the Purchased specification is turned on or if the Internal Ordered Item specification is enabled.
- : Allows items to be added only to the bottom level categories in the hierarchy.
- Catalog content: Controls what content can be added to the catalog and where the content can be added.
- : When this option is selected, you can assign an item to one or more categories in the catalog. The default is deselected, which means that each item can be assigned to only one category in the catalog.
- Public Catalog: Select to mark this catalog as public. All users with access to view catalogs will have access to this catalog.

-
- Enable duplicate category names
- Enable deletion of item category assignments
- Enable hierarchy for catalog
- Enable date level control for item category assignments

Note: The catalog behavior for functional area catalogs is defined through the combination of fields within the pages and the seeded functional area rules.

Catalog Date Enablement

The date enablement function controls when the catalog is in an active state or inactive state by using the start date and end date attributes.

Category Sharing

The category sharing function enables sharing categories from a designated source catalog.

The sharing function has these attributes:

- Share by Reference: Catalog elements that are shared by reference are read-only in the target catalog. Multiple source catalogs can be used in this type of sharing.
- Copy: Content from other catalogs can be added to the current catalog by creating a copy of the content. The copied content can be edited within the current catalog.
    - Include child categories: Indicate whether to copy child categories when copying categories.
    - Copy item category assignments: Indicate whether to copy items assigned to the category into the catalog.

Related Topics

- Date Enablement for Catalogs and Categories
- Automatic Assignment Catalogs
- Default Catalog Assignment

Catalog Details

You can view and edit a catalog on the Edit Catalog page when you have the appropriate permissions.

The following parts of the Edit Catalog page provide important capabilities for managing and editing catalogs:

- Catalog header region
- Catalog details tab
- Category hierarchy tab

Catalog Header Region

The header region for the Edit Catalog page contains the catalog name and description, the selection of the default category and the start and end date for the catalog.

You can change the default category for a catalog so that the category is used for the item creation process, based on the values of attributes for the item. The choice of default category also enables other Oracle Fusion Cloud Applications to assign items to a category.

You can modify the start and end dates for a category as you update a catalog in order to control when the category is used.

You can revise or reclassify the category to reflect shifting relationships within the category hierarchy.

Catalog Details Tab

The Details tab contains:

- The configuration attributes for the catalog, which control the runtime behavior for the catalog.
- The sharing attributes for the catalog, which control the source catalog that will be used for sharing from and what content can be shared.
- The additional information for the catalog, which contains the descriptive flexfields that support the catalog metadata.

Category Hierarchy Tab

The Category Hierarchy tab contains the category hierarchy region, in which the category hierarchy can be created and maintained. In addition, items can be assigned, the usage of the category in other catalogs can be viewed, and the attributes for the category and catalog category association can be edited.

Related Topics

- Catalog Formatting
- How Various Catalog Hierarchies Fit Together
- Create Categories
- Category Sharing
- Category Descriptive Flexfields

Automatic Assignment Catalogs

The automatic assignment catalog feature is a simple way to create a non-hierarchical catalog because you do not have to add categories manually to the catalog.

This feature adds the categories at the root level, so it works with both flat and hierarchical catalogs.

All categories that have the same category structure value as the catalog are automatically assigned and associated to the catalog when you create a catalog category association for each category.

Automatic Assignments

The automatic assignment feature is enabled during catalog creation when you select the **Enable automatic assignment of category** check box. The categories displayed for auto assignment catalogs are refreshed only at start up and after you save.

Note that if you create a category in another catalog with the same structure value as the automatic assignment catalog, the category is also added to your catalog. The categories displayed for auto assignment catalogs are refreshed only at start up and after you save.

When you open a new catalog, any categories that have the same category structure value as the catalog structure value for the catalog are automatically assigned to the catalog.

For example, Purchasing may maintain a master catalog containing all categories that represent commodities. Each commodity team can create categories for their commodity in their own catalog.

The master catalog for purchasing is named Purchasing and is configured during creation to support the automatic assignment of categories. Because you enabled automatic assignments for the Purchasing catalog, any categories created by the commodity teams are added to the catalog automatically. The purchasing managers can view the collection of all commodities represented as categories in the Purchasing catalog.

Catalogs

What Can You Edit on the Edit Catalog Page

The Edit Catalog page is a shared page that has two modes-view and update. The view mode displays the selected catalog in a read-only file. The update mode displays the selected catalog in an editable file.

You must have edit catalog privileges to access the catalog in the update mode. You can edit only an active or future-dated catalog.

You can edit the following fields in the catalog:

- Catalog Name
- Description
- Start Date
- End Date
- Default Category
- Allow multiple item category assignment
- Addition Information
- Category Hierarchy
- Category Details
- Items assigned to category

Default Category

You can edit this field to select another category as the default category for item creation. You cannot remove the default category if the catalog is assigned to a functional area that requires a default category to be specified.

Allow Multiple Item Category Assignment

This check box is editable only until you assign an item to a category in the catalog.

Addition Information

You can edit the values of the descriptive flexfields attributes.

After you make changes, clicking the **Save** button saves the changes to the database but will does not close the Edit Catalog page. Clicking the **Save and Close** button saves the changes to the database and closes the Edit Catalog page.

Relationship Between Categories and Catalogs

Catalogs are used to organize and classify collections of items by associating categories to the catalog.

The categories are organized to form a taxonomy and items are assigned to the categories. When a category is associated with the catalog a catalog category association is created which specifies the relationship of the association. The catalog category association may also represent the relationship between two categories, for example a relationship between a parent category and a child category.

Catalog Category Association

The date enabled attribute value is important regarding catalog category association. The catalog category association is date enabled providing the control of when the catalog category association is active in the catalog and when the catalog category association is inactive. The catalog category association has two attributes to support enabling dates; the start date and the end date. The start date is value is the first day that the catalog category association is available or active for use and the end date is the last day the catalog category association can be used, after this date the catalog category association is inactive. The date enabled attribute values are also used to control the visibility of content and the behavior of the category in the catalog. If a category association is inactive or end dated, having the value of the end date attribute past the current date, then the items can't be assigned to the category.

A catalog category association will be set to inactive state when the category referenced by the catalog category association is set to an inactive state automatically, but the display won't be refreshed automatically.

Date Enablement for Catalogs and Categories

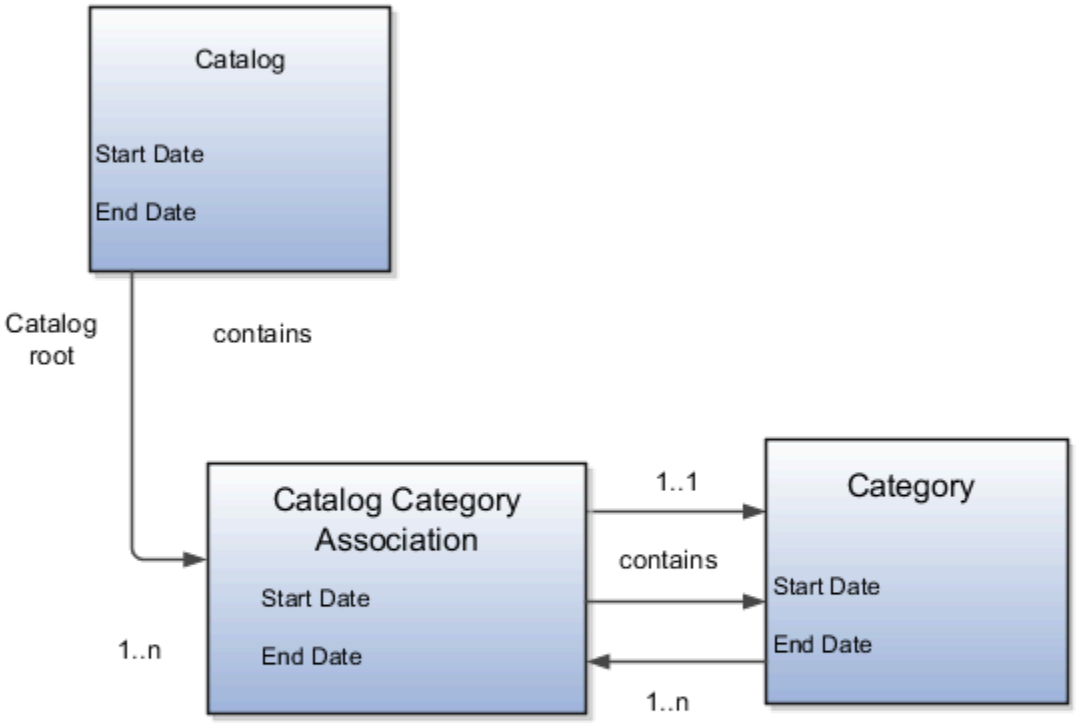
The catalog, categories, and catalog category association use date enablement to determine if the object specified is active or inactive based on the start date and end date. The following are date enablement definitions:

- **Active**: An object is active when the current date is later than or equal to the value of the start date, but earlier than or equal to value of the end date.
- **Inactive**: An object is inactive when the current date is later than the value of the end date.
- **Future dated**: An object is future dated when the current date is earlier than the value of the start date.

You set the date enablement attributes are used to determine when a catalog, category, or catalog category association is used or visible.

- On the Manage Catalog page, a table filter determines which catalogs appear. The default value for the choice list is **Active**, indicating that only active catalogs will be displayed. You can select the value **All** to view both active and inactive catalogs.
- On the Edit Catalog page, on the category hierarchy tab, two table filters determine what categories and catalog category associations appear. The default values for the two choice lists are **Active**, indicating that only active categories and active catalog category associations will be displayed. You can select the value **All** to view both active and inactive categories and catalog categories associations.
- Other applications also use the date enablement attributes to filter information retrieved through application programming interfaces or services for catalogs.

The following figure provides the date enablement attributes for these objects. The catalog, category, or the catalog category association has an internal state that is active or inactive.



The following aspects are important regarding date enablement for catalogs and categories:

- Start date
- End date
- Catalog and category objects
- Catalog category association
- Catalog and category rules

Start Date

The start date is defined as the first date that the object can be active. The start date can be future dated by setting the value to a date later than the current date. The start date value defaults to the system date if no date is entered during catalog or category creation.

End Date

The end date is defined as the last date that the object can be active. The object is end dated one second after the date specified by the value of **End Date**, that is the next day at 12:00:01 a.m. You cannot set the end date in the past. Also, you can change the end date from a condition when the object is ended to a new end date greater than or equal to the system date, causing the object to go from inactive to active. The end date value is optional during catalog or category creation.

Catalog and Category Objects

The start and end dates have been added for the catalog and catalog category association. The inactive date for categories has been renamed as the end date and the start date has been added.

Catalog Category Association

The catalog category association is used to specify the parent and child relationships between catalogs and categories and for category to category relationships. The catalog category association date enablement is independent of the category data enablement, except for the case where the category is end dated; the association is ended automatically as well. The catalog category association dates represents the state of the category for the catalog in which the category is associated.

Catalog and Category Rules

When a catalog is inactive the following rules apply:

- All operations for the catalog are disabled; the catalog can be edited.
- The catalog cannot be used in other processes.
- The catalog can be viewed only if you set filters on the Manage Catalog page to a value of **All**, enabling you to view active and inactive catalogs.

When a category is inactive the following rules apply:

- All operations for the category are disabled; the category is not able to be edited.
- The category cannot be added to other catalogs.
- The category can be viewed only if you set the filters on the Edit Catalog page to a value of **All**, enabling you to view active and inactive catalogs.
- The application sets the catalog category association for the inactive category to inactive.

When a catalog category association is inactive the following rules apply:

- The category may be inactive or active; if the category is active it can be edited.
- The catalog category associations and related category can be viewed only if you set the association filter on the Edit Catalog page to a value of **All**, enabling you to view active and inactive catalogs.

When a catalog is future dated the following rules apply:

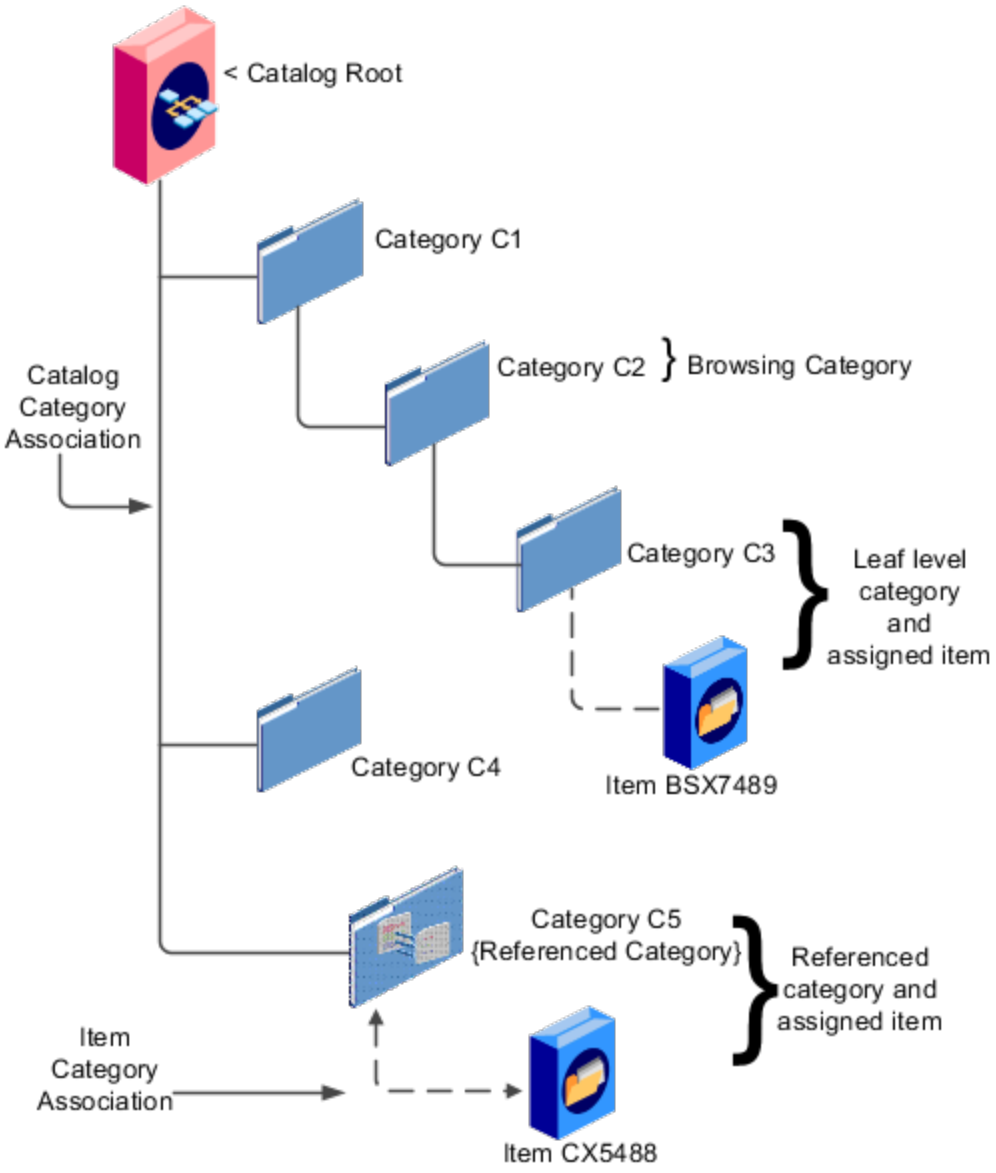
- All the operations of the catalog are enabled and the catalog is can be edited.
- The catalog can be used in other processes, if allowed.
- The catalog can be viewed only if the you set the filters on the Manage Catalog page to a value of **All**.

How Various Catalog Hierarchies Fit Together

You use catalogs to organize and classify collections of items by associating categories with the catalog.

You organize the categories to form a taxonomy and assign items to the categories. When you associate a category with the catalog, a catalog category association is created which specifies the relationship of the association. The catalog category association may also represent the relationship between two categories, for example, a relationship between a parent category and a child category.

The following figure shows the relationships of the category hierarchy components.



Components

The components of a category hierarchy are:

- Catalog root: The topmost node in category hierarchy that represents the object called catalog.

- Category: The catalog component that is used to represent the classification structure.
- Catalog category association: The line in the diagram represents the relationship between a catalog and category or between a parent category and child category.
- Item category assignment: The dotted line in the dialog represents the relationship between a category and an item.
- Reference category: The category, C5 in this diagram, is shared as a reference category from a source catalog.
- Leaf level category: The lowest or bottom-level category in a category hierarchy. You can assign items to all levels in a category hierarchy if you configure the catalog to support this.
- Browsing category: The category, C2 in this diagram, is a browsing category. Browsing categories are categories that you add to the category hierarchy for the purpose of classification and do not have items assigned to them.

The category hierarchy does not have a limit on how many levels can be represented. The category hierarchy can have multiple hierarchies within a single category hierarchy.

Category Edits

Categories can be edited only from within the Edit Catalog page, on the Category Hierarchy tab.

To edit a category, expand, or search in, the tree of categories associated with the catalog, then select the row for the category in the category hierarchy table and edit the category's attributes in the category's Details panel. A category can only be edited if the category is active and its associated catalog is active or future dated. If a category is directly shared, the same category can be edited in multiple catalogs, except for the item assignments that are local to the catalog you are editing.

Category information can be edited in both the Details and Items subtabs.

Details and Items Tabs

The following fields are editable in the category:

- **Category name**
- **Description**
- **Attachments**
- **Category start date**
- **Category end date**
- **Items assigned to category**

After changes are made, the **Save** button saves your changes without closing the Edit Catalog page. The **Save and Close** button saves your changes and closes the Edit Catalog page.

Catalog Category Association

The catalog category association assigns the category to the catalog or parent category. This association lets you manage when a category is assigned to a catalog, by setting the start and end dates for the association.

The catalog category association can be edited only within the Edit Catalog page, in the category hierarchy tab. The catalog category association start date and end date attributes can be edited in the details region. The association can't be deleted, only end dated.

Category Catalog Associations

You select the category in the category hierarchy table for the catalog category association that you're editing, the category details are displayed in the side panel. The association start date and association end date are the only editable fields.

After you make changes, clicking the **Save** button saves the changes to the database but doesn't close the Edit Catalog page. Clicking the **Save and Close** button saves the changes to the database and closes the Edit Catalog page.

Category Details

You can see category details when you select the row with the category in the category hierarchy table of the Edit Catalog page. The category details are displayed in the side pane.

You can edit the details of native categories. The category detail region contains information about the category that's associated to the catalog. It also contains the association start and end dates.

You can view and edit a catalog on the category details tab when you have rights to manage catalogs.

The following parts of the Category Hierarchy tab provide are important capabilities for managing and editing category details:

- Details subtab
- Items subtab
- Attachments subtab

Details Subtab

The details tab contains information about the category that has been associated to the catalog. This information appears in all catalogs, since a category can be associated to one or more catalogs. The details tab contains the category configuration, category date enablement, association date enablement, and the additional attributes for the category.

The details tab contains attributes that define a category. Unstructured information is added through attachments. Images are added to a category and are displayed in the category details tab.

Items Subtab

The Items subtab contains item assignments are local to the catalog that the category is associated with. You can add and delete item assignments.

Attachments Subtab

The Attachments tab contains the list of attachments that the category is associated with.

Create Categories

You can create categories in the context of a catalog, on the Category hierarchy tab on the Edit Catalog page . When you select the Create icon in the category hierarchy table, the Create Category dialog appears.

Create Category Dialog

After you enter a name and tab out of the field, the category code will be automatically populated. You can update this value if required. Enter a meaningful description of the category. Optionally, you can add an image and an attachment to this category.

Date enablement determines if an object is active or inactive based on the start date and end date. When categories are created, the default start date value is the current date. You can move the category start date beyond the current date to a future date within the category. The end date value is optional.

Select the **Restrict category to item assignment only** check box to add only items to the category.

After you complete the required fields for the catalog, clicking **OK** creates the category in the database, adds the category to the point of selection in the category hierarchy, and closes the dialog.

Category Moves

You use the move category function in the category tree table region of the Edit Catalog page. This is a table row action. The dialog is launched when you select an active or future dated category within the catalog and select this action.

Identifying the New Parent

The dialog provides the current category parent and lets you pick a new category parent. Only the legal category parents are displayed in the choice list.

The category list within the **New Parent** choice list is filtered by based on a set of rules:

- The new parent category must be an active or future dated category; the end date value of the category must be later than the current system date.
- The value of the category content for the new parent category must allow the selected category to be added; the legal values are items and categories and categories only.
- A selected category associated with the catalog at a level below the categories at the root categories can be moved to the root of the catalog.
- The new parent category catalog category association must be active; the end date value of the catalog category association must be later than the current system date.

Category Hierarchy Reports

You can use reports produced by transactional business intelligence to monitor your category hierarchy changes.

If you make changes to the catalog category hierarchy, you can use the **Product Management - Item Catalog Category Hierarchy Real Time** subject area to create reports that include multiple levels of category hierarchy data. See the Subject Areas for Transactional Business Intelligence in SCM guide for details. When you make hierarchy changes, you must run the **Refresh Product Hub Snapshots** scheduled process before creating or viewing subject area reports.

If you make changes to the catalog category hierarchy through the import process, then the **Refresh Product Hub Snapshots** scheduled process runs automatically when the import is complete. If you make changes to the hierarchy through the Item Categories REST resource or through the Manage Catalogs task in the Product Information Management work area, then the scheduled process is automatically submitted in the next scheduled time window on that day. You can also run the scheduled process yourself, to refresh the business intelligence reports immediately.

Related Topics

Catalog and Category Attachments

Catalogs and categories support attachments and use a common component for managing attachment content. You can add attachments on both the Create Catalog and Edit Catalog pages.

The attachment component displays a plus sign icon indicating that no attachments are available for the object. The Attachment dialog appears when you click the plus sign icon. You define the attachment by selecting the attachment type, file name or Uniform Resource Locator (URL), title, description, and by indicating whether the attachment can be shared with other objects. Once you define the attachments and click the **OK** button, that attachment title appears in the attachment component region of the page along with an X icon that you can click to delete the attachment.

The attachment file types are:

- File
- Repository File or Folder
- Text
- URL

File

You must provide a title for the file and create a description for the attachment. You select a file to upload from your desktop.

Ensure that you don't inadvertently add the same attachment more than once. It's possible to add attachments with the same title, description, file, or attachment category to the same catalog or category.

Repository File or Folder

You click the **Browse** button to attach a repository file or folder from the document repository to a catalog. The attachment repository contains existing attachments and is organized as a set of folders. The **Browse** button launches the Attachment Repository dialog to enable you to select an attachment. You must provide a title for the repository file or folder and create a description for the attachment.

Text

Enter the text string in the field that you want to appear as an attachment. You must provide a title for the text and create a description for the text attachment.

URL

Enter the URL address to a web page that you want to attach to the catalog. You must provide a title for the URL attachment and create a description for it.

The **Share** check box alerts users that you added an attachment and the date that you performed the task.

Items to Categories Assignment

You can assign items to categories on the Edit Catalog page, category hierarchy tab, on the category detail item tab.

You can assign items only to active categories. In addition, you can configure catalogs to control item assignment to categories within the catalog by selecting the **Allow multiple item category assignment** check box on the Create Catalog page, which allows items to be added to all levels of the category hierarchy.

To begin, select the item class and enter search information in either the Item ID, Item description or Keyword fields and click the **Search** button. You select items from a choice list and add them to the category.

Controlling Item Assignment

You also control item assignment by selecting the value of the **Controlled at** check box on the Edit Catalog page. If you select the **Master Level** value and the organization context is a master organization, then the assigned items are automatically assigned to all child organizations that are associated with the master organization. The added items will

also be assigned to any child organizations that might be created under the master organization, even after the items were assigned to the master-controlled catalog.

Select Category From a Hierarchy and Assign to an Item

You can select a category from a hierarchy and assign the category to an item. When creating or editing an item, on the **Categories** tab, add a row. In the search box, when you type the name of the catalog or category, it automatically matches the name with the available catalog and category names and displays them as suggestions. Category suggestion also displays the catalog name to help you know the catalog for the category. The format is (category name (catalog name)).

If you select a category from the displayed suggestions, the catalog and category names are populated in the respective fields in the user interface.

If you select a catalog from the displayed suggestions, the Search and Select: Category window shows a list of categories and their paths within the hierarchy for the selected catalog. The hierarchy path allows you to identify the correct category based on the position of the category within the hierarchy. After you select a category from this list, the catalog and category names are populated in the respective fields in the user interface.

If the suggestions don't show the required category, you can use the Search icon to select or search a catalog and display the categories for the selected catalog.

When searching for categories within a catalog with a single level of hierarchy, the suggestions provide an easy way to find the category by typing all or part of the category name.

Duplicate category names will be displayed in the suggestions along with the catalog name. Duplicate category names in catalogs with a multilevel hierarchy will be displayed with their hierarchy path.

You can click the icon in the **Hierarchy** column to view the position of the category in the hierarchy.

> **Note:** The **Hierarchy** icon is only active after you've selected a catalog and category.

FAQs for Manage Catalogs

How can I define category hierarchies?

Categories can be organized to represent classification taxonomies. The hierarchy organizations for categories have parent and child relationships that form a tree structure.

The category hierarchy is created and maintained within the Edit Catalog page, category hierarchy tab. The category hierarchy is shown in true relationship to the way it is defined.

The category hierarchy can be created using two methods: the first is manually creating the hierarchy by adding referenced categories, duplicating categories or creating category for the catalog.

The second method for creating the hierarchy is by importing the category hierarchy through the spreadsheet interface. The category hierarchy can be exported from another catalog or other sources, edited and imported into a new catalog. The hierarchy can also be added manually to the spreadsheet.

On the toolbar of the Category Hierarchy tab, you can create new categories, using the **Create Category** button. You can add categories, including shared categories, using the **Add Category** button. If a catalog is has a category hierarchy, you can edit it using the **Move Category** button, which opens a dialog box.. You can also modify the hierarchy using drag and drop. The catalog category association cannot be deleted, but can be end dated to make the catalog category

association inactive. The category hierarchy table provides a choice list filter that controls what catalog category associations and categories area displayed based on the date enablement.

How can I duplicate categories?

You can select and duplicate a category as a quick way to create a similar category configuration.

Select the **Duplicate** icon action to launch the Create Category dialog that has attribute fields populated based on the selected category attribute values. The category name is prefixed with **Copy_** followed by the name of the selected category. Fill in the required field information in the key flexfield segment values. Once the category attributes are updated and the key flexfield segments values are entered, click the **OK** button to add the newly created category into the category hierarchy of the selected category you have configured.

How can I add categories?

Categories are catalog components that are associated to a catalog for purpose of classification of items.

You can add existing categories to the point of selection, which can be a category in the hierarchy or the root of the catalog. If no category is selected, the default is the root of the catalog.

You can add categories by selecting **Add Category** and selecting **Add Category**. You can then search for existing categories based on the value of the catalog structure for the catalog. You can narrow the search for existing categories by using the **Advance Search** region in the dialog. You can add each selected category by selecting the **Apply** button and the add category region remains open. The **OK** button adds a category, if a category is selected, and then closes the dialog.

How can I add shared categories?

Adding a shared category is similar to adding an existing category except the category is selected from the catalog that has been designated as a source catalog.

The sharing content attribute value determines what content is shared from the source catalog. A category within a source catalog that has been added to a native catalog is also known as a referenced category. You use the list of values from the Add Categories menu. The Shared Category option will be disabled if the catalog has not been configured for category sharing.

How can I add images to a catalog or category?

You can attach an image from your desktop or from a configured repository to a catalog or a category, or both. The image is displayed in the catalog detail and the category detail sections of the catalog page.

Only one image can be associated with a catalog or category. To attach an image, select the **Attachments** control and launch the Manage Attachment dialog. The title you provide for the image attachment will appear after the image that is displayed in the catalog. The description you provide is not displayed. Clicking the **Browse** button will allow you to select the file to be used as the image for the catalog or category. After the information is entered in to the dialog, click the **OK** button to load the image. The image will not initially be displayed until the catalog is saved. The image can be replaced with another image by selecting the X to delete the existing image and adding a new image.

What is catalog mapping?

You can map categories of different catalogs to the reporting categories in other catalogs by using the Manage Catalog Mapping task in the Setup and Maintenance work area. You can map one or more categories within a catalog to category in a second catalog.

For example, suppose that you want to roll up the costs associated with all items assigned to a set of categories in catalog. Catalog mapping lets you select a category in a catalog and map all the categories in the set to that category.

Related Topics

- Default Catalog Assignment

Define Supplier Configuration

Overview of Preparing Suppliers

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

You complete the application maintenance tasks in this chapter to begin using Oracle Cloud Service for Procurement.

Tasks

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

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

* Required task

Create a Supplier and Supplier Site

Creating suppliers and supplier sites is an essential part of the procurement process. A supplier is modeled as a global entity. It's not created within a business unit or any other organizational context.

A procurement business unit establishes a relationship with a supplier through the creation of a site, which maintains internal controls for how to procure to pay transactions are carried out with the supplier.

1. Within the application, navigate to the **Suppliers** > **Create Supplier** task.
2. On the Create Supplier dialog box, enter:
    - Name

      If Streamline B2B Document Sharing With Intelligent Oracle Business Network Connectivity is enabled, you can use the type-ahead autosuggestion to search and select the company, you must register as a supplier, from a global directory. Selecting from the global directory helps identify if the supplier has an OBN trading partner account.
    - Tax Country
    - Tax Registration Number

3. Click **Create.**

   The complete list of supplier attributes that can have values are Alternate Name, Corporate Web Site, SIC, Current Fiscal Year's Potential Revenue, Year Established, Industry Category, and Industry Subcategory. If required, you can review the defaulted values and update them.
4. On the Edit Supplier page, Profile tab, enter:

   - Supplier Type
   - When there are mergers or acquisitions, the supplier contact of the parent company might have increased responsibility to respond to the negotiations of their subsidiaries. If you're a subsidiary supplier of a parent company, in the **Parent Supplier** field, search and select you parent company.
   - In Profile Details, on the Organization tab, select the **One-time Supplier** option if the supplier is created with a purpose of single transaction and isn't expected to be in continuous business after being paid once.
5. On the Edit Supplier page, Addresses tab, click the **Create** icon.
6. On the Create Address page, enter:

   - Address Name
   - Country

     > **Note:** The Country field automatically defaults to the country set in your Work Location, as seen in the Personal Information page, Employment Details tab.

   - Address Line 1
   - City
   - County
   - State
   - Postal Code
   - Language
   - Address Purpose

     Select all applicable boxes. At a minimum select Purchasing.
7. If smart address search is enabled, then for a supplier, you can search a specific address and include that address information here.
8. Click **Save and Close.**

   Repeat address creation for all addresses you do business with for this supplier.
9. With your supplier selected, open the Sites tab and click the **Create** icon.
10. On the Create Site page, enter:

    - Address Name

      Select the address for this supplier site.

      You can create supplier sites with a name of up to 240 characters, this will assist to better identify them; providing flexibility to satisfy the requirements of any naming convention.

      - If the supplier is an OBN trading partner, you can enable B2B messaging to improve your transaction efficiency. On the **General** tab, in the B2B Communication, click the contextual action for **OBN Enabled** to view the supplier's supported documents configured in OBN.

- To improve transaction efficiency, in **Enable B2B messaging**, select **Yes**.

11. Click **Save.**
12. Click the Receiving subtab and enter:
    - Receipt Routing
13. Click the Site Assignments subtab and click **Autocreate Assignments.** This may only be appropriate for your first site. Other sites may require manual creation.
14. Click **Save and Close.**
15. With your supplier selected, open the Contacts tab and click the **Create** icon.
16. On the Create Contact page, enter:
    - First Name
    - Last Name
    - Email
    - Select Administrative contact check box
    - To facilitate mergers or acquisitions, the parent supplier contact may respond to the negotiations of its subsidiaries. To provide access to the parent supplier contact, select **Create user account**, and on the Data Access tab, confirm that the parent supplier information is included.

      The parent contact can respond to its subsidiaries' negotiations in the Oracle Supplier Portal.
17. Click the Create icon.
18. In the Contact Addresses region, click the **Select and Add** icon:
    - Select the contact address.
    - Click **Apply.**
    - Click **OK.**
19. In the User Account region, click the Create user account check box. Accept all the applicable privileges for this contact.
20. Click **Save and Close.**
21. Click **Save and Close.**

Related Topics

- B2B Document Sharing with Intelligent Oracle Business Network Connectivity

Supplier Numbering

The Procurement Application Administrator configures supplier numbering. Suppliers created through the Create Supplier task flow, through the supplier registration process, or through supplier import, are automatically numbered. The starting supplier number is defined in the Specify Supplier Numbering Setup page.

The predefined default number is 1, The supplier number increments with each additional supplier created.

The next supplier number can be updated at any time, not just during initial setup. This can be used, for example, to skip a range of supplier numbers. The application validates that the next supplier number specified is not already used.

Related Topics

- Create Suppliers with the Import Suppliers Process

Supplier Outbound Synchronization Service

When using Oracle Supplier Model as the master supplier data repository it's often necessary to send the supplier record updates to another application that depends on this supplier data.

The Supplier Outbound Synchronization Service lets you perform real-time synchronization of updates in the supplier master to other applications. This is achieved by generating a snapshot of the supplier profile record whenever it is created or updated. The snapshot output is an XML file that models the supplier data structure. The XML file is then delivered securely over HTTPS to a target destination for use by a downstream application.

For more information refer to the Supplier Outbound Synchronization Service white paper on My Oracle Support.

Options to Configure Supplier Registration

To configure the supplier registration and self service supplier profile change request approval requirements, in the Setup and Maintenance work area, go to Offering: Procurement, Functional Area: Suppliers, and Task: Configure Supplier Registration and Profile Change Request.

Supplier Registration

You can configure the supplier registration process based on the expected supplier business relationship of a supplier.

You can define two separate registration flows based on the intended business relationship.

- Spend Authorized Supplier requests: Companies already identified for a procurement need are directed by the buying organization to the spend authorized registration flow. The flow captures more rigorous profile information needed before agreements, orders, and invoices can be transacted. For example, a spend authorized company registering can be required to provide bank account information.
- Prospective Supplier requests: Unknown companies are presented with the prospective supplier flow. They must only provide minimal profile information to participate in the sourcing and supplier qualification activities.

Possible profile components that you can include during a registration flow include:

- Organization Details: Basic supplier information including the supplier name.
- Contacts: Supplier contact information.
- Contact User Account: User accounts control privileges for Oracle Supplier Portal contacts.
- Addresses: Company addresses including associated contacts.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Qualifications Questionnaire: Additional questions for suppliers.

When you configure the two supplier registration flows you identify which profile attributes the supplier sees. Also you can specify whether the supplier must enter a value for the attribute.

- Enabled: The attribute is displayed to the supplier, but the supplier isn't required to enter information.
- Required: The supplier must supply information for this attribute.

Note: Your supplier registration configuration applies to suppliers from all registration sources.

Default Business Relationship for Registration Sources

A supplier registration can come from one of the following three sources:

- Internal Sourcing Invitation: Internal users can register and add a supplier as part of negotiation creation.
- Internal Supplier Request: Internal Supplier Request can be raised by registering from the Suppliers work area or by requesting a new supplier from the Self Service Procurement work area.
- External request from the supplier when self-registering using your organization's external supplier registration website.

In the **Default Business Relationship for Registration Sources** region, you identify the default business relationship for each registration flow. The default business relationship determines what profile information is included as configured for the registration page.

Require Supplier Identifier

Use this option to configure if requesters must provide at least one of these attribute values: D-U-N-S Number, Taxpayer ID, or Tax Registration Number. You can configure this for all the supplier registration sources including external supplier request, internal supplier request, self-service request, and sourcing invitation.

The setup for registration options includes the Default Business Relationship and Require Supplier Identifier.

Require Attachments

You can configure to enforce suppliers, who register through the self-service registration option, to upload company details or bank account related attachments.

For company details attachments, you can configure this option for prospective supplier registration requests, spend authorized registration requests, or both. Use this option to ensure that suppliers submit the required documents that you want from them, like W9, address proof, quality certificates, and so on.

For bank account attachments, you can configure this option for both the prospective and spend authorized business relationships in the next-generation self-service supplier registration. Use this option to ensure that suppliers submit the required documents to validate their bank accounts like canceled bank account cheque, bank letter, and so on.

Post Approval Options

Once a new supplier's registration is approved, or its status promoted to spend authorized, the application automatically creates site assignments for any new sites defined for that supplier. However, you can retain control over how the supplier's site assignments are created by deselecting the check box Autocreate site assignments for spend authorized suppliers. If you deselect this check box, site assignments for a supplier are no longer created automatically. You must create them manually.

Registration URL Encryption

When a prospective supplier saves the registration for later completion, the application sends an email to the prospective supplier containing the registration URL. The URL contains an identifier which is encrypted using an encryption key. This prevents users from altering the URL to view registrations submitted by other companies.

If you suspected that registrations have been tampered with, you can regenerate the encryption key. The encryption key is regenerated for the registration URLs used for spend authorization, saved for later, and returned for resubmission. However, if you regenerate the encryption key, the registration request URL for spend authorization business relationship available through the setup page Configure Procurement Business Function changes and therefore old and saved URLs won't work. Also, registrations that were saved for later or returned for resubmission will no longer be accessible to potential suppliers.

If the next-generation self-service supplier registration is opted in, the regeneration of encryption key will change both the registration request URLs, for prospective and spend authorization business relationships, available through the setup page Configure Procurement Business Function. With the new URLs, requesters can still complete and submit their pending registration requests by using their emails.

Supplier Registration URLs

You use different supplier registration URLs for each business relationship type (prospective and spend authorized). Your suppliers can then use the appropriate URL to register with your company. Each URL contains a parameter for the business relationship type that navigates your supplier to a registration page.

You can set the registration URL for each business relationship type on the **Configure Procurement Business Function** page. You can set URLs for both prospective supplier registration and spend authorized registration.

Supplier Profile Change Request

Use the **Supplier Profile Change Request** tab to configure the approval requirement settings for changes to supplier profile attributes through a change request and the bank account attachments required option.

The approval requirement settings apply to supplier-initiated profile change requests and to change requests resulting from Oracle Supplier Qualification or Oracle Sourcing questionnaires.

The values you set here apply to supplier profile change requests from the sources:

- Suppliers
- Supplier Qualification
- Supplier Negotiation

Supplier profiles can also be changed by internal users. Updates to bank account, organization details, income tax, and address updates by internal users are submitted to an approval process. See Internal Supplier Profile Change Request Approvals.

The Configure Supplier Registration and Profile Change Requests task doesn't configure supplier profile changes made by internal users.

You can specify approval requirements for prospective and spend authorized suppliers for these entities:

- Organization Details: Basic supplier information including the supplier name and supplier profile level descriptive flexfields.
- Contacts: Supplier contact information including supplier contact descriptive flexfields.
- Contact User Account: User accounts that control account privileges for supplier contacts to use Supplier Portal.

- Addresses: Company addresses including associated contacts including supplier address descriptive flexfields.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Payment Methods The method used to pay the supplier.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Tax Identifiers: Tax organization, tax country, and taxpayer ID to identify the supplier for tax purposes.
- Site Details: Site information such as the address and site purpose (spend authorized suppliers only).

For each profile attribute, you can specify:

- No Approval Required: Change request is approved.
- Approval Required: Change request is routed for approval.

Configuration of the Site Details attribute for prospective suppliers isn't available.

Require Attachments

You can configure to enforce users to upload bank account related attachments for the bank account change requests. This option will enforce an attachment whenever a new bank account is created or when any of these bank account attributes are modified: country, account number, bank, branch, IBAN and currency.

You can configure this option for both the internal and supplier initiated profile change requests.

Use this option to ensure that users submit the required documents like canceled bank account cheque, bank letter, and so on to verify the bank account change request.

Related Topics

- Supplier Products and Services Categories
- Supplier Registration Approval
- How You Configure Internal Changes on Supplier Profile Approvals
- Review Internal Profile Changes
- Supplier Registration Process

How You Configure Internal Changes on Supplier Profile Approvals

When this feature is enabled and feature choice bank accounts is selected, approval is required for any changes made to bank accounts for a supplier, its addresses, and its sites.

Changes include creating and modifying bank accounts, adding bank accounts, and designating an account as the primary bank account.

When this feature is opted in and feature choice organization details and income tax is selected, you can apply internal change control on supplier organization details, supplier header DFFs, supplier header attachments, regional information, and income tax.

When this feature is opted in and feature choice addresses is selected, you can apply internal change control on addresses.

The changes you did are reviewed and upon approval applied to the profile. Changes to other parts of the supplier profile other than what's opted into doesn't require approval, and are applied to the supplier profile immediately.

Supplier creation and update done through import and REST services won't raise change requests.

Enable and Configure Approve Internal Changes on Supplier Profile

To use this feature you must do this:

1. Enable the Approve Internal Changes on Supplier Profile feature. To apply internal change control for organization details, income tax data, addresses, and supplier bank accounts, you should select the respective feature options, Bank accounts and Organization details and income tax, and Addresses.
2. Set up approval rules to specify the approvers responsible for reviewing and approving supplier bank account changes, changes made to organizational details, and income tax data, changes made to addresses using the Manage Internal Supplier Profile Change Approvals setup task. Find it from the Setup page, Procurement offering, Approval Management functional area.

   Because no approval rules for this feature are provided by default, you must set up at least one approval rule. See the My Oracle Support document Setting up Document Approvals for details.

Bank Account Changes Pending Approval When Only Bank Accounts Are Opted In

While internal bank account changes are pending approval, internal users can continue to update other attributes in the supplier profile. However, additional bank account changes can be made only after pending changes are approved or rejected.

Supplier users can’t create any profile change requests while internal bank account changes are pending approval. However, bank account import will still work when internal bank account changes are pending approval.

Any bank account changes pending approval can be canceled before the final approval is obtained.

Changes Pending Approval When Combination of Changes Are Opted In

When you have opted into enabling approval for bank accounts, organization details and income tax, and addresses or a combination of these, you can click the **Edit** button to withdraw the pending approval change request, then you can make further changes to change controlled areas, such as organization details, income tax data, and bank account details. Updates to parts of profile that aren't change controlled will be saved right away. You can resubmit the change request when the edit is done.

Related Topics

- Options to Configure Supplier Registration
- Review Internal Profile Changes
- Choices Available for Internal Supplier Profile Change Request Approvals Task
- Internal Supplier Profile Bank Account Change
- Configure Offerings

Enable Supplier Matching

To enable supplier matching to perform duplicate supplier checks during supplier creation and registration approval, use the following tasks.

1. Configure Party Relationships for Supplier Match
2. Manage Data Quality Server Configurations
3. Manage Enterprise Data Quality Matching Configurations

The supplier match feature leverages Oracle Enterprise Data Quality, which provides data quality services for Oracle Cloud applications.

Be aware that making changes to the Enterprise Data Quality setup tasks (tasks 2 and 3 in this topic) can impact other product flows using Enterprise Data Quality, for example, customer data management.

Select Types of Parties to Match

In the Setup and Maintenance work area, use the Configure Party Relationships for Supplier Match task in the Suppliers functional area to enable supplier matching by selecting the types of parties to match. If the setup table is empty, the feature is disabled. This setup task also configures the scope for matching, as Enterprise Data Quality can perform matching on parties other than suppliers. The same party can be shared by a supplier, customer and partner record. If you only want to enforce duplicate prevention within supplier parties, then only the party relationship type of Supplier should be added.

Manage Data Quality Server Configuration

In the Setup and Maintenance work area, in the Customer Data Management offering, use the Manage Server Configurations task in the Data Quality Foundation functional area. Use this Enterprise Data Quality setup task to enable the Enterprise Data Quality matching engine by checking the Batch Basic Match option. Server parameters can be ignored as these are configured by Oracle Cloud Operations.

Enterprise Data Quality is used for supplier matching in other Oracle products, so it is advised not to disable it. To disable supplier matching, use only the Configure Party Relationships for Supplier Match.

Task 3: Manage Enterprise Data Quality Matching Configurations

In the Setup and Maintenance work area, use the Manage Enterprise Data Quality Matching Configurations task in the Suppliers functional area to control the sensitivity level of the matching results impacting the number of possible party matches that are returned during supplier creation. Oracle recommends to use more conservative settings initially, and increase the score threshold if you find too many potential matches are returning due to your data volume.

The following settings are recommended:

1. Find the configuration named Account Duplicate Identification.
2. The following predefined settings are in the Real-Time subtab:
    - Cluster Key Level: Typical: When using the Supplier Matching feature, this value is set internally to Exhaustive, which is the desired setting level to produce optimal matching results.
    - Score Threshold: 50.0 This threshold indicates the minimum match score above which results are returned.
    - Match Results Display Threshold: 20.0 This threshold indicates the number of matched records that display during the matching process.

3. To edit the settings, you must duplicate the predefined configuration. Generally, this is not necessary as the predefined settings described above should return the desired results in the supplier matching process.
4. Select the configuration and click Duplicate.
5. Edit the configuration that you duplicated.

> **Note:** Remember to change the Cluster Key Level to Exhaustive.

6. Click Rebuild Keys to rebuild all indexes for the new configuration matching to take effect. This process can take a number of hours.

> **Note:** Note: The Rebuild Keys action must be performed even if you have not edited the predefined configuration. This step is essential in cases where the supplier matching feature is enabled on an existing instance, for example, where parties already exist in the customer instance in order for existing parties to be included in the search for duplicate matches.

To perform a quick test of the configuration and exercise the Enterprise Data Quality matching engine, go to Review Configuration Results and enter the settings described previously:

- Cluster Key Level - 3 (Exhaustive)
- Score Threshold - 50

Enter a Party Name that is similar to an existing supplier and click Find to retrieve the match results.

> **Note:** The supplier match feature is available on Oracle Procurement Cloud only. It is not supported on Oracle Fusion Procurement (on-premise).

Related Topics

- How do I update existing setup data?

Define Address Configuration for Supplier Addresses

In the Setup and Maintenance work area, use the following setup tasks from the Suppliers functional area to configure country-specific address definitions for managing supplier address data:

1. Manage Geographies
2. Manage Address Formats

These setup tasks are used to optionally modify the default country address format. (Supplier addresses can be entered using the default format). Country-specific address formats can be defined, along with the loading of country geographic location data for performing address validation. If you have a high concentration of suppliers in specific countries, you may want to leverage these setups tasks to streamline supplier address entry and maintenance, by tailoring formats to the specific postal requirements of these countries.

> **Note:** These setup tasks are supported by the Oracle Trading Community Architecture, which manages external party data used by supplier and customer master data. Changes to these setup tasks impact other products using Trading Community Architecture location data.

Task 1: Manage Geographies

Use this task to configure the following geography data setup functions:

- Load geography data.
- Define the geography structure per country, which can be organized in a hierarchy. For example, State, Country, City, Postal Code.
- Map geography data to address fields.
- Set validations and controls on the address fields.

Task 2: Manage Address Formats

Use this task to configure the following setup functions for address formats:

- Select and modify the default address style format.
- Define country-specific address style formats, which include the settings:
  - Address field sequence
  - Address labels
  - Address data standards and validations
  - Required fields

Note: Address cleansing is not available in Oracle Procurement Cloud. The settings selected on the Address Cleansing Level dialog box have no effect on how Data Quality Management functions.

Related Topics

- How do I update existing setup data?

Register Using the Next Generation Supplier Self-Service Registration

The self-service registration is extremely easy and intuitive for suppliers.

The next generation supplier self-service registration is a completely redesigned user experience.

Highlights of the system are as follows:

- Guided process optimized for easy capture of profile details and other requirements
- Improved extensibility, such as customer-defined validations and default logic
- Geographically responsive data entry

As the requester, you can begin by entering your email to receive a one-time access code, which is used to start the supplier registration. This security feature prevents bots from submitting registration requests and ensures a valid email is associated with each registration. You can return later to finish the registration by providing the email again to get a new access code, which will retrieve the saved registration.

The supplier registration URL is always the same for all users, even for users returning to finish their registration, which simplifies supplier support. The registration process is as follows:

1. Enter your email to start the supplier registration.

   You can personalize the start page to communicate information about your supplier registration and onboarding process. You can also add information or corporate branding to tailor the email notification that sends the one-time access code.

2. Enter the access code.

   After email verification, you are guided to provide the company information, contacts, addresses, business classifications, bank accounts, products and services categories, and questionnaire responses. These registration pages are simplified for quick data entry and you get more flexibility with the setup to configure some of the pages as hidden, optional or required.

3. In **Company Details**, provide the company details like name, country, tax identifiers, organization, and supplier types and so on.

   On company details, the country is required to drive defaulting on subsequent pages, which also enables you to configure UI rule conditions based on country. Here are some examples:

   - Hide fields, such as tax registration number when the country is USA.
   - Display country-specific attachment instructions to provide guidance on the types of documents you require. Besides country, there are several other attributes that support configurable conditions to enable similar dynamic UI behavior.
   - If your business requirement is to not have country as required, you can personalize the page to remove the required property for country.

   Another usability improvement involves tax information, when returning to complete a registration, you need not reenter taxpayer ID and tax registration number.

4. In **Contacts**, provide the details of all the contacts who will engage with the buyer for various business activities.

   On Contacts, the verified email is defaulted for the first contact, also the mobile, phone and fax country codes are defaulted based on the country selected on company details. You can also personalize this page to default a selection for requesting a user account.

5. In **Addresses**, provide details of all the supplier addresses from where their business activities are going to take place.

   On Addresses, the country is used to default the address country as well as the phone and fax country codes. You can also personalize this page to have the address purposes selected by default.

   The Loqate Smart Address service is another integrated service in registration and is a highly recommended feature to opt in to. The service manages detailed address locations for over 240 countries and provides a superior user experience with an automatically suggested address search that eliminates the data entry and input errors.

6. In **Bank Accounts**, provide details of all the supplier bank accounts where to receive payments against their supplies.

   Capturing a supplier bank account is greatly simplified with country-driven logic to help you to quickly provide bank account details unique to the country. The default country layout presented is based on the supplier's country. A seeded configuration is delivered for most countries out of the box.

   For example, the routing number is presented for a United States bank account, whereas sort code is used in the United Kingdom layout. You can modify or add country-specific rules to show or hide attributes, make them required or relabel them. Using the country-specific layouts, you need to provide information only for the necessary fields.

   Another usability improvement involves bank account attachments, use this to have requesters upload supporting documents for the bank accounts provided in their registration requests. The documents will help verify supplier bank accounts thereby reducing the potential for risks such as late payments or worse, fraudulent payments.

   To implement a stringent policy with respect to bank account verification, an option is provided to configure bank account attachments as required.

7. Provide the business classification as required.

   The Business Classifications page is streamlined to assist you to quickly determine if any of the diversity classifications are applicable to their company. If yes, the detailed form is presented to capture classification and certificate details.

8. Provide the products and services details as required.

   The Products and Services page presents summarized categories for selection indicating the types of goods and services that you can provide.

   After providing all information, the you can submit the request on the final page. On submission, guidance is provided if any corrections or missing information requires attention, if no, a success confirmation is presented with a registration request number for reference in any follow-up communications. You can personalize this page to include information such as contact details the requester can use for further communication.

How to Enable Descriptive Flexfields in the Next Generation Supplier Self-Service Registration

If you've configured the descriptive flexfields of type list of values and you need to use them in the next generation self-service supplier registration, you need to make additional setup changes.

These changes are required to allow anonymous users access to their value sets:

1. In the Setup and Maintenance work area, use the Manage Profile Options setup task to create this profile option under the Oracle Supplier Model. application: ORACLE.APPS.FND.APPLCORE.FLEX.DEPLOY.ANONYMOUSRESTSUPPORT. This profile option must be enabled and updatable at site level.
2. In the Setup and Maintenance work area, use the Manage Administrator Profile Values setup task to create a profile value Y for the preceding mentioned profile option at site profile level.
3. In the Setup and Maintenance work area, use the Manage Supplier Registration Descriptive Flexfields setup task to edit the Supplier Profile descriptive flexfields.

4. Edit the descriptive flexfield of type list of value and click the **View Value Set** button to edit the value set.
    a. On the Edit Value Set: {Value_Set}, click the **Security enabled** option, save and then click the **Edit Data Security** option.
    b. On the Edit Data Security page, open the Policy tab and click to add a policy.
    c. Provide general information, name and start date, and then search and add these roles under fscm application:
        i. ORA_FND_ANONYMOUS_USER_ABSTRACT
        ii. ORA_POZ_SUPPLIER_PROFILE_MANAGEMENT_DUTY
    d. On the Rule tab, for both the roles, select All Values for Row Set.
    e. Click **Save and Close**.
5. Deploy the Descriptive Flexfields after completing all the changes.
6. If you use contacts or addresses descriptive flexfields that are list of values, repeat steps 3-5 using the Manage Trading Community Person Descriptive Flexfields and Manage Trading Community Organization Site Descriptive Flexfields setup tasks.
7. If you use context sensitive descriptive flexfields with list of values type, follow these steps to allow anonymous users to access the value set:
    a. In the Setup and Maintenance work area, use the Manage Value Sets setup task and repeat steps 4.1-4.5 for these value sets:
        - ORA_POZ_SUPPLIERS_CONTEXT_DFF_VS
        - ORA_POZ_CONTACTS_CONTEXT_DFF_VS
        - ORA_POZ_ADDRESSES_CONTEXT_DFF_VS
    b. In the Setup and Maintenance work area, use the Manage Supplier Registration Descriptive Flexfields, Manage Trading Community Person Descriptive Flexfields, and Manage Trading Community Organization Site Descriptive Flexfields setup tasks for company details, contacts or addresses descriptive flexfields respectively to add the preceding mentioned value sets on the context you have defined.

Define Transaction Accounting for Procurement

Transaction Account Builder

Use the Transaction Account Builder to derive default accounts for Oracle Fusion Common Module: Intercompany and Oracle Fusion Purchasing transactions before they're accounted.

Define Transaction Account Rules

Transaction account definitions are assigned at the ledger and subledger levels. Transaction attributes are used in account rules, which are used in transaction account definitions.

Transaction account types are predefined by the Subledger Accounting application, and categorize different accounts generated for transactions. Sources are assigned to transaction account types.

Transaction account types allow subledger applications to categorize different accounts that are generated for transactions. Accounts that require a consistent derivation throughout the application should share the same transaction account type. This also provides the ability to view or manually override an account on the transaction.

Transaction account types are assigned to transaction account definitions. Assign account combination or segment rules to each transaction account type assignment in a transaction account definition. Assigned sources in each transaction account type are available for use in account rules to derive accounts for a transaction account type.

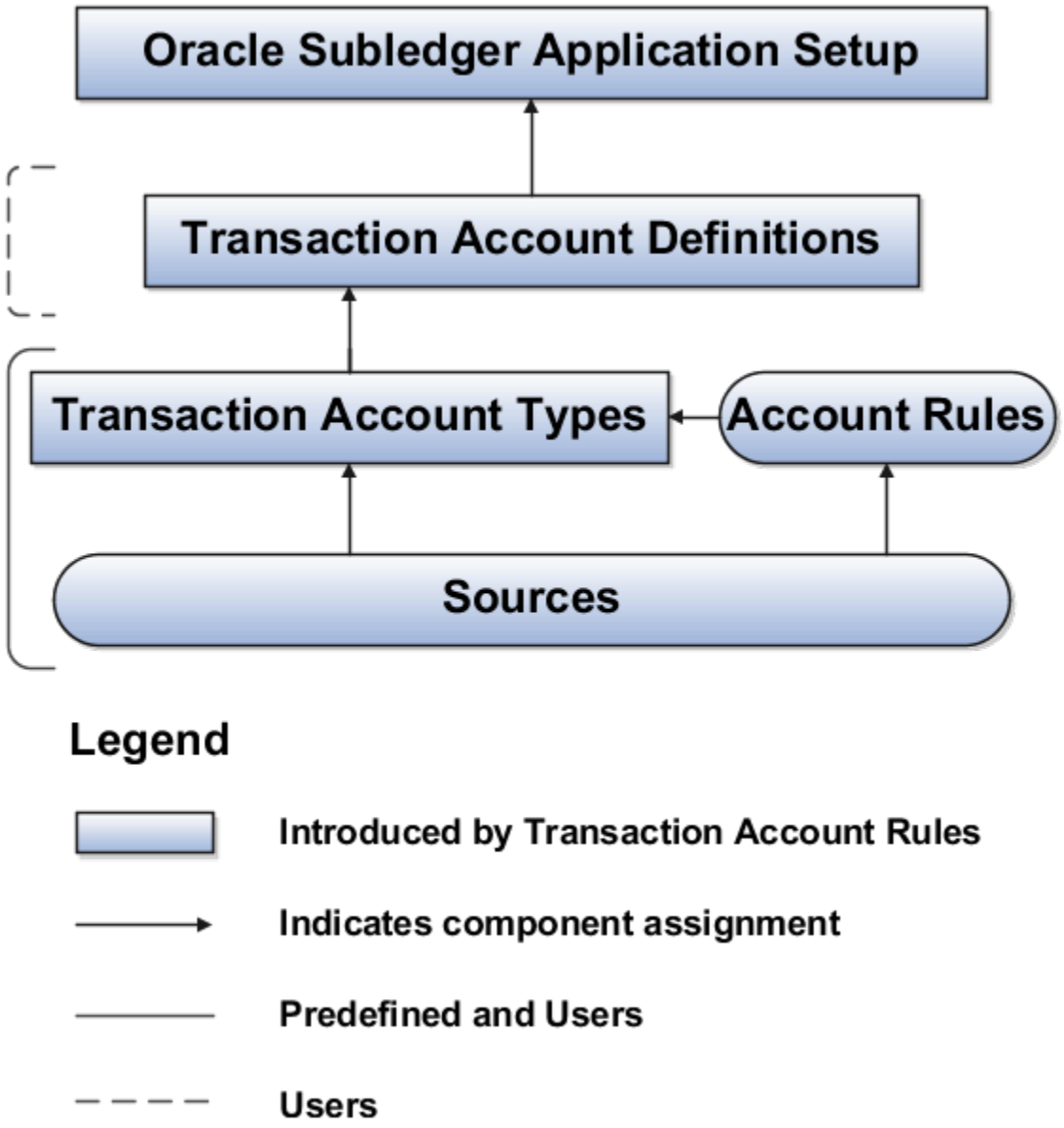
This setup is accomplished using the **Define Transaction Account Rules** task list in the **Setup and Maintenance** work area.

Transaction account rules are used by:

- Oracle Fusion Common Module: Intercompany
- Oracle Fusion Purchasing

Transaction Account Builder Components

This figure illustrates the transaction account builder components.



- **Transaction Account Type**: Predefined.
- **Account Rules**: Users and Predefined.
- **Sources**: Predefined.

Transaction Account Types

Transaction account types are elements that represent each transaction account on procurement transactions. There are five transaction account types for five different accounts exposed on procurement transactions. Here are five different accounts types:

- Charge Account: An account against which the money spent is finally withdrawn or charged.
- Variance Account: An account against which an entry is created to record a variance for a certain kind of spending.
- Accrual Account: An intermediary account which records money spent for goods or services that have been consumed or taken ownership of, but are yet to be invoiced.
- Destination Charge Account: The charge account belonging to the destination organization.
- Destination Variance Account: The variance account belonging to the destination organization.

You can automate the derivation of these accounts on transactions based upon your organizational policies. Derivations are required to build these accounts or transactions such as requisitions or purchase orders.

Sources

A source is any transaction attribute that's registered with a subledger and available for Transaction Account Builder to build accounts from. For example, item category name is a source and you can use it as an input parameter to a mapping set.

Sources can be used for these Transaction Account Builder configurations:

- Account rule values for value type of source.
- Conditions for account rules setup.
- Input sources in Mapping Sets setup.

Related Topics

- Accounting Sources

Account Rules

Account rules are used to determine the accounts for subledger journal entry lines. In addition, you can specify the conditions under which these rules apply. Using these capabilities, you can develop complex rules for defining accounts under different circumstances to meet your specific requirements.

You can define account rules for an account, segment, or value set.

Account Rules by Account

Define account rules by account to determine the entire account combination. For example, an account rule defined by account can be used to determine the complete supplier liability account in Oracle Fusion Payables.

Account Rules by Segment

Define segment rules to derive a specific segment of the general ledger account. For example, a particular segment like the company segment can be determined from the distribution account.

Another segment can be determined with the use of a constant value. Creating the account one segment at a time offers greater flexibility, but also requires more setup.

Use both segment based and account based rules to derive a single account. Segment-specific rules are used, where they're defined, and take the remaining values from an account-based rule. For example, you can use an account rule which is for all segments and also separately use a rule which is for one particular segment. Segment-specific rules take precedence over the all segments account based rule.

Combine account rules with segment rules. In this case, the segment value is derived from the segment rule to override the corresponding segment of the account. If the segment rule has conditions associated with the priorities and none are met, no override occurs and the segment value is derived from the account rule.

Note:

- If the returned account is end dated with a date that's the same or before the subledger journal entry accounting date, and an alternate account is defined in the general ledger, the alternate account is used. The original account is stored on the journal line for audit purposes
- If the alternate account is invalid, the Create Accounting process creates the journal in the invalid status. An error message is displayed to indicate the GL account is invalid.
- If the derived account or the alternate account is invalid and the Create Accounting process is submitted with the process event parameter set to Invalid Account, the invalid account is replaced with the suspense account defined in the ledger option for the ledger.

Account Rules by Value Sets

In the absence of a chart of accounts, you may define account rules based upon value sets. This enables you to share the same rule between more than one chart of accounts if the segments in these charts of accounts share the same value set.

Note: Account derivation rules support a maximum of two levels of account rule references. For example, if one account rule references another account rule, and that account rule references a third account rule, this configuration isn't supported. If more than two levels of account rule references are defined, errors may occur during rule compilation or activation.

Sharing Account Rules across Applications

You may share account rules across applications in the following ways.

- Assign an account rule from the same or a different application to a journal line rule in the subledger journal entry rule set. For example, to derive an expense account for journal line rule Expense, assign the Projects Cost Account rule owned to the Payables journal line rule Expense.
- Create an account rule based on an account rule from another application and assign it to a journal line rule. For example, you may create an account rule Invoice Expense Account referencing Project Cost Account assigned in the Priorities region. You may attach the Invoice Expense Account rule to the journal line rule Expense in the journal entry rule set.
- You can assign an account rule only if it doesn't reference another account rule that itself references a different account rule. In other words, account rule references can't exceed two levels. For example, you can define an

account rule that references another account rule only if the referenced account rule doesn't further reference another account rule.

Note:

- To share an account rule across applications, all sources used by the account rule must be available for the event class.
- If the sources are available, an account rule is assigned to a journal line rule in the journal entry rule set. Verification occurs to confirm that all sources used by the account rule are available for the journal line rule accounting event class. Journal line rules are only available if the sources are shared; such as reference objects.

Account Rules and Mapping Sets

Mapping sets can be used to associate a specific output value for an account or segment. You can use mapping sets in account rules to build the account.

Account Rules Conditions

In the account rules you may specify conditions for each rule detail line. Priorities determine the order in which account rule conditions are examined. When the condition is met, the rule associated with that priority is used. Depending on which of the defined conditions is met, a different account rule detail is employed to create the account.

The Create Accounting process evaluates conditions based on the priority of the rule detail. When the condition is met, the rule detail is applied.

Note: Constant values that are used in any Conditions region must not contain the following characters:

- "
- ,
- &
- |
- (
-)
- '

For example, in the condition "Project Type" = ABC (123), the constant value following the equal sign, ABC (123), contains restricted characters ( ) that enclose 123 and is invalid.

Related Topics

- How You Define Account Rules
- Examples of Creating Condition

How You Define Account Rules

You can define an account rule using the following rule types:

- Account combination
- Segment
- Value Set

Account Combination Rules

Set up account combination rules based upon the following value types:

1. Source Value Type: Derive the account combination by specifying a source.

   Sources that have been set up as accounts can be assigned to an account combination rule. Subledger Accounting then obtains the account combination identifier from the source.
2. Constant Value Type: Establish the account as a constant value.

   For example, the constant could be a completed account combination from the chart of accounts specified. An example is the account combination, 01.000.2210.0000.000. This is the simplest way to derive an account.
3. Mapping Set Value Type: Derive the account combination by referencing a mapping set.

   Set up a mapping set to determine the complete account combination from the chart of accounts specified.
4. Account Rule Value Type: Derive the account by referencing another account rule.

   The chart of accounts is optional when defining this type of rule. If the account rule has a chart of accounts assigned, then all the related account rules must use the same or no chart of accounts.

Note: A chart of accounts must be specified for account combination rules using constants.

Segment Rules

Set up segment rules as follows:

- When a chart of accounts is specified, create a rule to derive the value for a specific segment from the chart of accounts.
- If the chart of accounts isn't specified, create a rule to derive the value for an account segment with a specific qualifier.

Set up segment rules using the same methods discussed in the preceding Account Combination Rules section. By specifying different value types, users can select the way in which the segment value is derived.

Note: A chart of accounts must be specified for segment rules using constants.

Value Set Rules

Value set based rules can be created when a chart of accounts isn't specified, enabling you to share the same rule between more than one chart of accounts. But, only if the segments in these charts of accounts share the same value set.

Set up value set based rules using the same methods discussed in the preceding Account Combination Rules section.

Related Topics

- Account Rules

Mapping Sets

Mapping sets provide an efficient way to define a segment or account combination value for one or more transaction or reference attribute values. Using such input and output mappings is simpler than using complex conditions on account rules.

Based on the value of the source input, a single segment or a full account is derived.

Examples of source input value types:

- Transaction attributes
- Reference attributes

With mapping sets you can:

- Use up to 10 transaction or reference attributes as inputs into a mapping.
- Define default output value to use when actual input values don't match the mappings.
- Use wildcards for multiple input mapping sets to indicate that the value of a particular input should be ignored for certain mappings.
- Enter the mappings directly on the user interface or use the spreadsheet available in the Export option, and then import.
  Export allows:
  - Exporting a template to create mappings.
  - Exporting all mappings created for the mapping set to add or edit the current mappings.

Example

Assume a business operates in several regions, including:

- East
- South
- West

The business has a Region segment in their chart of accounts.

The region name can be the input for the mappings to derive the value of the region segment. You can create a mapping set that maps region names to the corresponding region code.

This table contains region names and segment values used in this example.

Input Value (Region Name)	Segment Value
East	01
South	02
West	03

Additional transaction information, such as transaction type and salesperson name, could also be used as inputs to help derive a different segment value for each combination of the input values.

Note: Constant values that are used in any Conditions region must not contain the following characters:

- "
- ,
- &
- |
- (
-)
- '

For example, in the condition "Project Type" = ABC (123), the constant value following the equal sign, ABC (123), contains restricted characters ( ) that enclose 123 and is invalid.

Related Topics

- How You Define Mapping Sets
- Accounting Sources

How You Define Mapping Sets

Define a mapping set when you have a matrix of input values that produce distinct output values. For each input value, specify a corresponding account combination or segment output value.

One or more related pairs of these input values with the segment or account combination output values form a mapping set.

To define a mapping set, select the input sources, output type, and mappings. The mappings section displays how input values are mapped to output values. You can define multiple mapping sets for different combinations of input sources.

To define mapping sets:

- Specify the output type:
  - The output type for a mapping set can be an account combination, segment, or value set.
  - Use value set:
    - If the value set is used by more than one chart of accounts,
    - And the mapping set can be reused across multiple charts of accounts.
  - Expected input or output combinations are constant across the charts of accounts.
  - Based on the selection, the mapping set provides the value for an account, segment, or value set.
- Select the input source:
  - Specify the input source for mapping.
    - The input source is provided for predefined mapping sets. You can select input sources through a lookup or value set.
    - You can add up to 10 input sources in a mapping set.
- Select either the chart of accounts, segment, or value set for which mappings are to be defined depending on the output type entered.
- Define the mappings:
  - For a given set of input values, enter the corresponding output value.
  - The account rule uses this value to populate either the account or the segment.
    - If the output type is a value set, the output value is an individual value from the value set entered.
    - If the output type is a segment, the output value is an individual segment value.
    - If the output type is an account combination, the output value is an entire account.
  - If the input source is a GL account, enter a Transaction Chart of Accounts and a GL account in the context of the transaction chart of accounts. The transaction chart of accounts refers to the chart of accounts with which the transaction is associated, and this is usually the primary ledger's chart of accounts.

Mapping set with account combination output type can be assigned to account rule if:

- The account rule type is account combination, and it's not associated with any chart of accounts, or
- The account rule type is account combination, and it has been assigned the same chart of account as the mapping set.

Mapping set with segment output type can be assigned to account rule if:

- The account rule type is a segment, and it's not associated with any chart of accounts, and the segment label matches with the segment in the mapping set, or
- The account rule type is a segment, and it has the same chart of accounts and segment of the mapping set.

Mapping set with value set output type can be assigned to account rule if:

- The account rule type is value set, and the value set on the account rule and mapping set is the same, or
- The account rule type is a segment, and the value set on the mapping set is assigned to the chart of account and segment of the account rule.

Assign a default value to the mapping set

- In certain situations, one of the rows can be assigned as a default value in the mapping set. This can be used in cases where it's not possible to define all the values. When defining a row as default, enter the output value and select the Set Default button. it's not required to enter any input values.

Identifying the Sources for New Mapping Sets

- When creating a new mapping set, the input sources have to be selected based upon the Event Class, where the mapping set will eventually be used.
- Sources may or may not have a value set or lookup type assigned. You can assign a value set or lookup type if the input source doesn't have one assigned yet. However, the mapping set works only if the value defined in the value set or the lookup code matches with the input source value.

Example to Create Mapping Set with Single Source

In the following example, the chart of accounts is set up with four segments. A mapping set is defined with a value set for Supplier Type as described in the following table.

This table contains examples of input values and output values.

Input Value	Output Value
Services	01-100-6120-000
Consulting	01-400-6110-000

Assume that two invoices are entered, one for a supplier with a type of Services and one for a supplier with a type of Manufacturing.

When using the mapping set, the source value Supplier Type is compared with the mapping set input values to determine the account.

In this example, there's a match for the first case; the invoice with a supplier type of Services maps to an input value. However, the invoice with a supplier type of Manufacturing doesn't map to an input value.

This table contains the derived accounts based on the example.

Invoice	Supplier Type	Output Value
1	Services	01-100-6120-000
2	Manufacturing	No account generated

To ensure that invoice 2 is accounted, you may want to define a default output in the existing mapping set, or modify the account rule to which the mapping set is assigned so that a different account rule priority is applied when supplier type is Manufacturing.

Note: When a match isn't found in the mapping set, and there's no default value, and:.

- If an account combination rule is assigned to the journal line, then the segment value from the account combination account rule will be used on the accounting entry.
- If an account combination rule isn't assigned to the journal line, then an exception will be raised for the accounting entry.

Example to Create Mapping Set with Multiple Sources

In the following example, multiple input sources are set up with an account combination. This table contains examples of input values and output values.

Inventory Organization Code	Sub inventory Code	Costing Category Identifier	Item Number	Output Value
M1	*	*	*	99-100-1110-00
M2	LAA019	*	*	99-100-1120-00
M2	*	*	*	99-100-1110-00
P1	UXA843	L100	*	99-120-1110-00
P1	UXA843	L200	A92348425	99-220-1110-00
P1	*	*	*	99-130-1110-00
*	*	*	*	99-000-1290-00

In some cases, all the input values might not be relevant. For example,

- If inventory organization is M1, then always map to 99-199-1110-00 regardless of the sub inventory, cost category, and item number, then use * (any value) for the last three sources.
- If inventory organization is M2 and sub inventory is LAA019, then map M2 to 99-100-1120-00, and other sub inventory codes to 99-100-1110-00.
- If inventory organization is P1
    - And if sub inventory is UXA843, and cost category L100, then for any item number map to 99-120-1110-00
    - And if sub inventory is UXA843, and cost category L200, and item number A92348425, then map to 99-220-1110-00
    - For other sub inventory, cost category, and item number, map to 99-130-1110-00
- For any other input value combination, map to 99-000-1290-00. The last row can be entered with output value and then select the Set Default button.

Use any value (*) for multiple input mapping sets to indicate that the value of a particular input should be ignored for certain mappings. Don't leave them blank. When * is used in one of the input sources, subsequent input value must also be *. For example, the following mappings are invalid and can't be entered.

Inventory Organization Code	Sub inventory Code	Costing Category Identifier	Item Number	Output Value
*	XXX123	*	*	99-100-1110-00
M	*	A1234	*	99-100-1110-00
*	*	*	99999999	99-100-1110-00
*		A1234	*	99-100-1110-00

Note: If the account rule is already assigned to the journal entry rule set, and if the accounting method is active, then run Create Accounting to verify if the mapping set is working as expected. there's no need to activate the accounting method again after modifying or adding any mapping.

Related Topics

- Mapping Sets
- Manage Transaction Objects

Assign Custom Transaction Account Definition to Subledger Accounting

To create a custom Transaction Account Definition, follow these steps:

1. In the Setup and Maintenance work area, in the Tasks tab, click **Search**.
2. On the Search page, search for Define Transaction Account Rules and click the task.
3. Set the scope to Purchasing and click **Manage Transaction Account Types** link.
4. Click Manage Transaction Account Definition.
5. To create a custom Transaction Account Definition, click **Create**.
6. On the Create Transaction Account Definition page, assign amount combination rules and segment rules to all the transaction account types and click **Save**.
7. To activate the Transaction Account Definition, click **Activate**.

Now, to assign the custom Transaction Account Definition to an SLA, follow these steps:

1. In the Setup and Maintenance work area, to associate custom Transaction Account Definition with a leger, search for Define Transaction Account Rules and click the task.
2. Set the scope to Purchasing and click **Manage Subledger Accounting Options** link.
3. Search for the Ledger.
4. Select Purchasing as the component type and edit the Accounting Options. By default, for the Purchasing subledger application, every ledger in the application is associated with the Purchasing Transaction Account Builder default accounting.

5. Change it to a new Transaction Account Definition that you have created and click **Save**.

Project Information in Account Derivation for Procurement Transactions

You can use project information to set up rules to derive accounts, for sponsored project procurement transactions in requisitions and purchase orders.

Use project-related attributes to derive transaction accounts by applying them as:

- Input sources for creating mapping sets.
- Values for account rule priorities.
- Account rule conditions.

Aspects of using project information for account derivation that are covered in this topic are:

- Example
- Attributes
- Setup

Example

For example, you can set up an account rule to select the account to which a project expenditure should be charged. Base the rule on the contract number, or the funding source of an award, or the contract owning organization.

Attributes

The following are some of the project attributes you can use in account rules.

- Award Owning Business Unit
- Award Purpose
- Award Type
- Contract Number
- Funding Source
- Principal Investigator

How You Set Up Accounting Rules

Set up account rules using the Setup and Maintenance work area, in the Procurement offering, Procurement Transaction Account Rules functional area.

For more information refer to the following white paper available on My Oracle Support (MOS): Transaction Account Builder in Oracle Fusion Procurement (document ID 1507175.1).

How You Set Up an Account Rules for Outside Processing Purchases

You can define account rules to derive charge accounts specifically for purchases of outside processing items.

To do this use, the following tasks in the Setup and Maintenance work area, Procurement offering, Procurement Transaction Account Rules functional area:

- Manage Account Rules task
- Manage Mapping Sets task

Use the Manage Account rules task to review the delivered Purchasing Charge Account Rule. The rule includes the Outside Processing Account rule value. The rule value includes a condition defined for outside processing purchases, where the Outside Processing Indicator value is set to Yes. When the condition is true the charge account is derived from a mapping set.

Use the Manage Mapping Set task to configure the delivered Outside Processing mapping set associated with the Purchasing Charge Account rule. To derive the charge account required for automatic creation of outside processing purchase orders, you must define rules for the delivered mapping set. Outside processing-related Input values include:

- Inventory Organization Code
- Work Order Sub Type
- Purchasing Category Code
- Item

For each input value select an output charge account to map it to.

You can also use the Manage Account rules task to define a rule with a condition where the Destination Type Code is set to Work Order.

Identify Transaction Account Builder Procurement Sources Using Manage Transaction Account Types

You can use default seeded sources to create account rule setups. However, you can't add or modify these sources. There are a set of sources that are available to all five transaction types.

Here's how you can check the valid sources:

1. In the Setup and Maintenance work area, in the Tasks tab, click **Search**.
2. On the Search page, search for Define Transaction Account Rules and click the task.
3. Set the scope to Purchasing and click **Manage Transaction Account Types** link.
4. Click the **account type** link.

How Centralized Procurement Works for Transaction Account Builder

Purchase Orders have several accounts stored on them. The three required accounts are Charge Account, Variance Account, and Accrual Account.

In addition to three required accounts, these are two other accounts for more advanced procurement scenarios, where there's an intercompany transaction involving a procuring organization and a destination organization:

- Destination Charge Account: The charge account belonging to the destination organization.
- Destination Variance Account: The variance account belonging to the destination organization.

You can derive Destination Charge Account and Destination Variance Account based on these Transaction Account Builder seeded account rules:

- Purchasing Destination Charge Account Rule
- Purchasing Destination Variance Account Rule

Define Transaction Taxes

Overview of Define Tax Configuration

Oracle Fusion Tax provides a single-point solution for managing your transaction and withholding tax requirements. The Define Tax Configuration activity lets you manage the entire configuration and maintenance of tax content.

Oracle Fusion Tax:

- Uniformly delivers tax services to all Oracle Fusion application business flows through one application interface
- Provides a single integration point for third-party tax products and services
- Lets you configure and add country-specific tax content
- Ensures control over manual intervention and update

With Oracle Fusion Tax, you can model your taxes according to the needs of the following local and international tax requirements:

- Simple and complex country-specific tax legislation
- Cross-border transactions, including exports and Intra-European Community transactions
- Intercompany transactions
- Local compliance requirements for recording and reporting
- Continual changes to tax legislation, such as:
    - New taxes
    - Local law changes
    - Special tax rates

- Special exceptions for products and customers

Task Lists

The Define Tax Configuration activity contains the following task lists

- Define Tax Configuration: Use these tasks to create a basic tax configuration for each of your tax regimes.
- Define Advanced Tax Configuration: Use these tasks to configure optional tax setup that addresses more complex tax requirements, such as exceptions to standard tax calculations.

Related Topics

- Foundation Tax Configuration
- Tax Rule Configuration

Considerations for Defining Tax Configuration for Transaction Taxes

To determine how to set up your tax configuration, you must first analyze your requirements.

Analyzing Your Transaction Tax Requirements

When you analyze your transaction tax requirements and use Oracle Fusion Tax and other Oracle Fusion applications to implement a solution, you must consider the following questions:

Question	Consideration	Impact to Tax Configuration
Who am I?	You must first answer questions about yourself and your relationship to the legal and regulatory agencies that enable you to operate in one or more counties.	
Where do I have operations and businesses?	Identify the countries: • Which you operate in • Where you are legally registered • Where you have subsidiary companies that are legally registered or have a legal presence	Use Oracle Fusion Legal Entity Configurator to capture information about your legal entities and legal registration.
What taxes am I subject to?	Analyze your tax environment for each of the countries in which you operate.	Set up your tax regimes, taxes, and tax jurisdictions according to the tax requirements for each country.
What are the operations and businesses that I have?	Consider the types of operations and businesses in which you are engaged and the countries where you have legal entities or reporting units.	Use the classifications feature to categorize or classify your first parties under various classification schemes.

Question	Consideration	Impact to Tax Configuration
	The following may impact your taxability: • The type of industries for which you work. For example, mining, telecommunications, and pharmaceuticals. • The kind of operations in which you engage. For example, trading, manufacturing, and services. • The scale of your operations. For example, your turnover, company size, and growth.	In analyzing your operations, you can associate the three main classifications of a transaction to: • What you do: Use transaction fiscal classifications. • What products you buy or sell: Use product fiscal classifications. • Who your customers and suppliers are: Use party fiscal classifications.
What do I do?	Identify and classify the transactions that you perform. For example, do you primarily sell physical goods? If you do, do you manufacture them, or do you buy and sell them without additional manufacturing? Do you sell these goods in another state or province? Do you export these goods? Do you provide or use services?	Create fiscal classifications to classify and categorize your transactions in a common manner across your organization. Use these fiscal classifications in tax rules to obtain the appropriate tax result.
What products do I buy or sell?	Determine the products that you buy and sell. The taxes that you are subject to depend on them. For example, you must register for, and therefore collect and remit service taxes only if you provide taxable services. If you manufacture goods for export, you may not be subject to taxes on the purchases that are part of the manufacture of such goods.	Where Oracle Fusion Inventory is installed use the Inventory Catalog feature with Oracle Fusion Tax product fiscal classifications and intended use functionality to classify the taxable nature and intended use of the items. You can then define tax rules using these classifications to obtain the appropriate tax result. To address classification needs of transactions that do not use inventory items, define product category and noninventory based intended use fiscal classifications.
Who are my customers and suppliers?	Determine the types of customers and suppliers. They can affect the taxes to which you are subject, the tax status, or tax rate that applies. For example, you are a UK based company that supplies physical goods to another country, which is also a member of the European Union. The transaction rate for UK VAT is dependent on whether the customer is registered for VAT in the country to which the supply is made.	Use the party classifications feature to categorize your customers and suppliers. You can use the classifications while defining tax rules to derive the appropriate tax result. You can create a party fiscal classification by assigning a Trading Community Model class category to a predefined party fiscal classification type code. The Trading Community Model class codes defined under the class category become fiscal classification codes belonging to the party fiscal classification type. You can create a hierarchy of party fiscal classification types to reflect the levels of codes and subcodes within the Trading Community Model classification.

Scope Values for Define Tax Configuration Task List

The scope defines the parameters of your implementation project by setting the context of a task list during the initial configuration.

When you export setup data based on setup migration services, the scope values serve as parameters to control the data selected for export to the respective configuration package.

The foundation tax setup is an incremental setup where each step of the foundation configuration builds on the previous step. The task list is sequentially organized. You can define scope values at incremental steps in the implementation project to move to subsequent tasks and to ensure continuity and ease of setup.

> **Note:** Scope is a valuable tool during implementation, but tax scope values are not mandatory. You can elect to not define them.

Defining Scope

When implementing transaction or withholding tax, you can define scope values for taxes, tax jurisdictions, tax statuses, tax rates, tax recovery rates, and tax rules. To set scope, you can:

- Select and add multiple values
- Create a new value

The scope value you select defines the context of that setup. For example, if you select a tax regime to use as a scope value for a tax, that value is automatically populated in the search attributes on the Manage Tax page. That tax regime's attributes are also populated on the Create Tax page. The same logic applies to the next step in the tax setup.

Scope Values

The following table identifies where you define the scope value in the Define Tax Configuration and Define Advanced Tax Setup task lists:

Where Scope is Defined	Scope Values
Manage Taxes	Tax regime
Manage Tax Rates and Tax Recovery Rates	• Tax regime • Tax • Tax status
Manage Tax Rules	• Tax regime • Tax
Manage Tax Jurisdictions	• Tax regime • Tax
Manage Tax Statuses	• Tax regime

Where Scope is Defined	Scope Values
	• Tax

Foundation Tax Configuration

Use Oracle Fusion Tax to set up and maintain your transaction and withholding tax requirements in all geographic locations where you do business. Foundation tax configuration refers to a set of tax setup components that you use to satisfy your tax requirements.

At transaction time, the tax configuration determines the following taxes and tax amounts:

- Taxes that apply to each transaction
- Transaction tax amount
- Withholding tax amount

Foundation tax configuration components consist of:

- Tax regimes
- Taxes
- Tax jurisdictions
- Tax statuses
- Tax rates

Foundation Tax Configuration

Complete the setup tasks to create a basic tax configuration for each of your tax regimes. A foundation tax configuration contains the data applicable to the taxes belonging to a tax regime. The following table describes the levels of specifying setup options for foundation tax components with Canada Goods and Services Tax (GST) and Harmonized Sales Tax (HST) as an example.

Component	Tasks you can perform:	Tasks you cannot perform:	Canada GST and HST Example
Tax Regime	• Share tax content among legal entities and business units. • Enable partner integration. • Associate fiscal classifications. • Define tax reporting types and codes. • Define features to influence setup task list.	• Define configuration owner tax options. • Define application tax options. • Define party tax profiles.	CA GST and HST
Tax	• Enable controls to influence tax behavior.	• Share tax content. • Define integration with partners.	• CA GST • CA HST

Component	Tasks you can perform:	Tasks you cannot perform:	Canada GST and HST Example
	• Specify defaults that are commonly applicable. • Define applicability tax rules. • Define customer exemptions. • Specify party registrations.		
Tax Jurisdictions	• Define location-based tax rates. • Define customer exemptions and rate exceptions.	Specify tax rule defaults.	• CA Alberta GST • CA BC HST
Tax Status	• Define common rules for tax rates. • Drive reporting needs. • Allow manual override to tax rates.	• Specify tax rule defaults. • Define customer exemptions. • Specify party registrations.	• GST Standard • HST Standard • HST Reduced
Tax Rates	• Define tax rates by effective periods. • Specify tax account variations. • Define tax rate exceptions. • Define tax recovery rates.	• Define customer exemptions. • Define applicability tax rules. • Define taxable calculation formulas. • Share tax content.	• CA GST Standard • CA GST Reduced • CA GST Exempt • CA HST Standard

Tax Rule Configuration

Create a simple tax model using tax rule defaults predefined in the foundation tax configuration. You can also create tax rules for complex tax requirements that consider each tax requirement related to a transaction before making the final tax calculation.

When running the tax determination process, the tax rules defined against the foundation tax configuration setup and the details on the transactions are evaluated in the order of priority. If the first rule is:

- Successfully evaluated, the result associated with the rule is used.
- Not successfully evaluated, the next rule is evaluated until either a successful evaluation or a default value is found.

Tax Rule Configuration

The complexity of tax rule setup is categorized on the following basis:

- No tax rules required
- Simple tax rule regimes
- Complex tax regimes

The following table presents the scenarios and actions associated with each of these categories:

Category	Scenario	Action
No tax rules required	The tax authority levies tax on all sales and purchase transactions at the same rate. Tax applicability, tax rates and recovery rates do not vary based on: • Parties to the transaction • Products or services in the transaction • Business processes involved in the transaction	For the tax, define tax rule defaults for the tax status, tax rate, and tax recovery rate. The tax determination process uses the tax rule defaults to determine the tax.
Simple tax rule regimes	The tax authority levies tax on your transactions at the same rate, with a simple set of identifiable exceptions. The exceptions apply to either: • One part of the transaction only, such as to certain parties. • A combination of parties, products, and transaction processes that you can summarize in a simple way.	Create a simple set of rules. For example, to identify the place of supply and tax registration, and use the tax rule default values for the other processes. The tax determination process uses tax rules and tax rule defaults to determine the tax.
Complex tax regimes	Tax regimes in certain countries require a complex logic to determine the applicable taxes and rates on a transaction. Both tax applicability and tax rates may vary based on: • The place of origin • The place of destination • The party registration • The tax status • Service • A combination of factors In some cases, the taxable amount of one tax may depend upon the amount of another tax on the same transaction. And in rare cases, the tax amount itself may depend on the tax amount of another tax.	Set up tax rule to define the logic necessary to identify each step of the tax determination process. The tax determination process uses the tax rules to determine the tax.

Related Topics

- Example of Defining an Exception to the Tax Registration Tax Rule Default

Define Tax Geographies

Place Information

All tax regimes need information about place or geography. Use place information for determining factors within tax rules in the tax determination process. Also, use place information while defining tax regimes, tax geography, and tax jurisdictions.

Information about place or geography is required to determine:

- Where the tax is applicable
- What tax rules to apply to a transaction when goods are:
    - Delivered to another country
    - Delivered inside or outside an economic region such as, the European Community (EC)
- What the specific regions are, such as:
    - City, county, and state for US Sales and Use Tax
    - Provinces in Canada

To support these requirements, define and use geography regions and tax zones. Geography regions and tax zones provide a conceptual model to use place information on transactions and information related to the transaction.

The following types of places are supported for tax purposes:

- Country information
- Geography elements
- Tax zones

Country Information

Country is a required field in all of the tax-related address locations. The country fields are supported by a predefined ISO 3166 country name and two-character country code. For more information on country names and codes, see http://www.iso.org/iso/english_country_names_and_code_elements.

You don't set up a country as a specific geography level in Trading Community Model geography because country is an inherent part of all tax-related address locations.

Tip: Use the highest level of geography, typically country, wherever possible.

Geography Elements

Define geography elements as part of Trading Community Model geography. They control the use of geography and addresses. Oracle Fusion Tax commonly uses the following features:

- Geography or tax zones
- Geography levels
- Address controls

- Geography name referencing

Use geography levels to define the levels of geography that are used within a country. It's only relevant elements of the address that are referenced for tax purposes. For example, state, county, and city are used for US Sales and Use Tax. County in the UK isn't relevant from a tax perspective and therefore, you don't need to set it up.

> **Tip:** When address elements are needed for tax purposes, such as county and city for US Sales and Use Tax, set these address levels as mandatory within Trading Community Model geography. This ensures that these elements are always present on all applicable addresses. Setting address levels as mandatory also ensures that amended or newly applicable addresses are validated and that the level is either derived or entered. When you're setting up migrated addresses ensure that they're compliant with the mandatory levels being present. This should be validated and any address levels added as part of the migration process.

The geography name referencing process within Trading Community Model geography links specific addresses to the levels defined in the geography setup. This process is typically automatic. However, when you encounter issues, you may need to trigger this process to ensure that all addresses are correctly linked to their applicable levels.

Tax Zones

Use the tax zone functionality when you need to identify a group of geography elements while calculating tax. Tax zones are defined as part of Trading Community Model geography.

For example, in the EC it's important to know whether goods and services are being delivered within the EC. Use the tax zone functionality to create a tax zone, which defines the membership to the EC as well as, the dates on which a country became the member.

> **Tip:** Create a generic tax zone so that you create a tax zone type that can be used in multiple situations. For example, for a tax zone type needed to identify EC, create a generic tax zone type for all economic communities, which can later be used in other situations where economic communities or trade agreements affect tax determination. You can also use the tax zone functionality to group postal codes to provide useful groupings that can identify some higher-level tax regions such as, cities or counties.

Related Topics

- How Country Information Works in Tax Rules and on Transactions
- How Geography Elements Work in Tax Rules
- How Tax Zones Work in Tax Rules
- Regime to Rate Setup

How Country Information Works in Tax Rules and on Transactions

Use geography determination factors to specify country information in tax rules. A combination of determination factor class, class qualifier, and determining factor represent these determination factors.

Specify the taxation country at transaction time which is used, along with the tax rules, during the tax determination process.

Country Information in Tax Rules

To set up tax rules based on country information, use:

- Geography as the determining factor class

- Location type on the transaction as the class qualifier
- Country as the tax determining factor.

You can also use country as a tax rule qualifier.

The tax determining factors for locations are given generic names such as ship-to and bill-from, depending on the transaction types.

The transaction types are

- **Order-to-cash**: For Oracle Fusion Order Management and Oracle Fusion Receivables transactions.
- **Procure-to-pay**: For Oracle Fusion Purchasing and Oracle Fusion Payables transactions.

These generic locations are mapped into specific locations based on the transaction as shown in the following table:

Generic Party	Order-to-Cash Party	Procure-to-Pay Party
Bill-from party	Location assigned to the business unit for the transactions	Supplier
Bill-to party	Customer	Location assigned to the business unit for the transactions
Ship-to party	Customer (ship-to) party site	Ship-to location on the line
Ship-from party	Warehouse on the line. If there is no warehouse on the line, such as with services, the location from the item validation organization in the Receivables system parameters is used.	Supplier (ship-from) party site
Point of acceptance party	Customer point of acceptance party	Not applicable
Point of origin party	Customer point of origin party	Not applicable

Country Information at Transaction Time

Specify the taxation country on the transaction to identify the country in which the transaction is deemed to have taken place for taxation purposes. The default value is the country of the legal entity.

Use the country name to search for country defaults, which control the:

- Fiscal classification defaults
- Party tax profile defaults
- Tax regime defaults
- Tax defaults

Use the country name to select the following fiscal classifications associated with that specific country:

- User-defined fiscal classifications

- Product categories
- Intended use fiscal classifications
- Transaction business categories

Related Topics

- Example of Using Country Information in Tax Rules
- Overview of Transaction-Based Fiscal Classifications
- Tax Rules

Example of Using Country Information in Tax Rules

For many regimes, it is important to know if the supply of goods is exported. The easiest way of doing this is to ensure that the ship-from location is from the country in question and the ship-to location is a different country.

The following scenario illustrates setting up tax rule components to identify if the goods are exported from the United States.

Creating Tax Rule Components

Create a tax determining factor set as follows:

Determining Factor Class	Class Qualifier	Determining Factor Name
Geography	Ship from	Country
Geography	Ship to	Country

Create a condition set that refers to this geography determining factor as follows:

Determining Factor Class	Class Qualifier	Determining Factor Name	Operator	Value
Geography	Ship from	Country	Equal to	United States
Geography	Ship to	Country	Not equal to	United States

Use this combination of determining factors in any situation where you need to identify exports from the United States.

How Geography Elements Work in Tax Rules

Geography determination factors allow you to use geography elements in tax rules. A combination of determination factor class, class qualifier, and determining factor represent these determination factors.

Geography Elements in Tax Rules

To set up tax rules based on geography elements, use:

- Geography as the determining factor class
- Location type on the transaction as the class qualifier
- Geography level, such as county, province, or city, as the tax determining factor

You can also use the geography level as a tax rule qualifier.

The tax determining factors for locations are given generic names such as ship to and bill from, depending on the transaction types. The transaction types are:

- **Order-to-cash**: For Oracle Fusion Order Management and Oracle Fusion Receivables transactions.
- **Procure-to-pay**: For Oracle Fusion Purchasing and Oracle Fusion Payables transactions.

These generic locations are mapped to the specific location, based on the transaction as shown in the following table:

Generic Party	Order-to-Cash Party	Procure-to-Pay Party
Bill-from party	First-party legal entity	Supplier
Bill-to party	Customer	First-party legal entity
Ship-to party	Customer (ship to) party site	First-party legal entity
Ship-from party	First-party legal reporting unit	Supplier (ship from) party site
Point of acceptance party	Customer point of acceptance party	Not applicable
Point of origin party	Customer point of origin party	Not applicable

Related Topics

- Example of Using Geography Levels in Tax Rules
- Overview of Transaction-Based Fiscal Classifications
- Tax Rules

Example of Using Geography Levels in Tax Rules

Use the geography element in tax rules to identify a specific geography region when taxes in a country need to identify geography elements for the country level.

For example, in US Sales and Use Tax, you may need to create tax rules for a specific state.

The following scenario describes how you can set up tax rule components to identify when goods are being delivered to a specific state, such as Ohio.

Creating Tax Rule Components

Create a tax determining factor set with the following geography elements:

Determining Factor Class	Tax Class Qualifier	Determining Factor Name
Geography	Ship to	State

Create a condition set that refers to a specific state value as follows:

Determining Factor Class	Class Qualifier	Determining Factor Name	Operator	Value
Geography	Ship to	State	Equal to	Ohio

You can use this combination of determining factors in any situation where you need to identify specific deliveries to a specific state.

How Tax Zones Work in Tax Rules

Geography determination factors allow you to use geography elements in the tax rules. The determination factors include a combination of determination factor class, class qualifier, and determining factor.

Tax Zones in Tax Rules

Use geography as the determining factor class, location type on the transaction as the class qualifier, and tax zone type such as county, as the determining factor.

The tax determining factors for locations are given generic names such as ship-to and bill-from, depending on the transaction types.

These generic locations are mapped to the specific location based on the transaction as shown in the following table:

Generic Party	Order-to-Cash Party	Procure-to-Pay Party
Bill-from party	First-party legal entity	Supplier
Bill-to party	Customer	First-party legal entity
Ship-to party	Customer (ship to) party site	First-party legal entity
Ship-from party	First-party legal reporting unit	Supplier (ship from) party site
Point of acceptance party	Customer point of acceptance party	Not applicable
Point of origin party	Customer point of origin party	Not applicable

You can also use tax zones as tax rule qualifiers.

Related Topics

- Example of Using Tax Zones in Tax Rules
- Overview of Transaction-Based Fiscal Classifications
- Tax Rules

Example of Using Tax Zones in Tax Rules

For the European Community (EC) or the European Union (EU), it's important to know whether goods and services are being delivered within the EC.

Use the tax zone functionality to create a tax zone that defines the membership of the EC and the dates on which a country became a member.

The following scenario describes the use of a partial condition set that you can use within tax rules to define when a delivery is being made to an EC from the United Kingdom.

Scenario

Use geography as the determining factor class, ship-to as the class qualifier, and all economic communities and country as the determining factors of the tax zone type as shown in the following table:

Determining Factor Class	Class Qualifier	Determining Factor Name
User-defined geography	Ship-to	Economic Regions
Geography	Ship-to	Country
Geography	Ship-from	Country

Create the condition set as follows:

Determining Factor Class	Class Qualifier	Determining Factor Name	Operator	Value
User-defined geography	Ship-to	Economic Regions	Equal to	European Economic Community
Geography	Ship-to	Country	Not equal to	United Kingdom
Geography	Ship-from	Country	Equal to	United Kingdom

You can use this combination of determining factors in any situation where you need to identify the deliveries that are made from the UK to other EU countries.

Define Tax Regimes

Regime to Rate Setup

Regime to rate setup contains the details of a tax regime, including all taxes, tax jurisdictions, tax statuses, and tax rates. You can update existing records or create new records at any point in the tax regime hierarchy.

Regime to rate setup tasks include:

- Tax regimes
- Taxes
- Tax jurisdictions
- Tax statuses
- Tax rates

Tax Regimes

Set up tax regimes in each country and geographical region where you do business and where a separate tax applies. A tax regime associates a common set of default information, regulations, fiscal classifications, and optionally, registrations, to one or more taxes. For example, in the US, create a Sales and Use Tax tax regime to group taxes levied at the state, county, and district levels. For the UK, create a tax regime for GB VAT.

Taxes

Set up details for the taxes of a tax regime. Each separate tax in a tax regime includes records for the tax statuses, tax rates, and tax rules that are used to calculate and report on the tax.

For example, for US Sales and Use Tax define a tax for each state, county, and city. For the UK, set up a tax for GB VAT.

Tax Jurisdictions

Set up tax jurisdictions for geographic regions or tax zones where a specific tax authority levies a tax. A tax jurisdiction specifies the association between a tax and a geographic location.

You also use tax jurisdictions to define jurisdiction-based tax rates. A tax jurisdiction tax rate is a rate that's distinct to a specific geographic region or tax zone for a specific tax.

For example, for US Sales and Use Tax create a county jurisdiction for every county in the parent geography type of State and in the parent geography name of California. For the UK, create a tax jurisdiction for the country of United Kingdom.

Tax Statuses

Set up the tax statuses that you need for each tax that you create for a combination of tax regime, tax, and configuration owner. A tax status is the taxable nature of a product in the context of a transaction and specific tax on the transaction.

For example, for US Sales and Use Tax create a tax status for standard and exempt. For the UK set up separate tax statuses for standard, zero, exempt, and reduced rates.

Tax Rates

Set up tax rates for your tax statuses and tax jurisdictions. For tax statuses, set up a tax rate record for each applicable tax rate that a tax status identifies. For tax jurisdictions, set up tax rate records to identify the tax rate variations for a specific tax within different tax jurisdictions.

For example, for US Sales and Use Tax create a tax rate for each tax jurisdiction (jurisdiction-based rates). For the UK, set up separate tax rates for standard, zero, exempt, and reduced (tax status-based rates).

Tax Recovery Rates

Set up tax recovery rate codes for the recovery types identified on the taxes within a tax regime. A tax recovery rate code identifies the percentage of recovery designated by the tax authority for a specific transaction.

For example, organizations that produce VAT-applicable goods and services are allowed to recover 100% of the VAT they pay on typical purchases. They would use a default 100% recovery rate.

Organizations, such as financial institutions, which create services that are exempt from VAT, are not able to recover VAT on their normal purchases. They would use a default 0% recovery rate.

Related Topics

- Foundation Tax Configuration
- Tax Regimes
- Taxes
- Tax Jurisdictions
- Tax Rate Setup

Minimum Tax Configuration

The minimum tax configuration to meet the basic tax requirements of your transaction and withholding taxes comprise of defining a tax regime and associated taxes.

The two steps in defining the minimum tax configuration are:

1. Define tax regime: This step includes the tax regime definition as well as the subscription by the appropriate legal entity or business unit.
2. Define transaction and withholding taxes: This step includes the basic tax definition, controls and defaults, direct and indirect tax rule defaults, and tax accounts.

The following prerequisite setups must be completed for minimum tax configuration:

- First parties, such as legal entities and business units
- Tax geographies and zones
- Ledger and accounts

A legal entity tax profile is automatically created when a legal entity is defined in the implementation. Similarly, a business unit tax profile is automatically created when a business unit is defined. For the business unit, indicate whether it uses the subscription of the legal entity instead of creating its own.

Define Tax Regime

The first step includes the tax regime definition and subscription by an appropriate legal entity or business unit. While creating your tax regime, you can minimize configuration and maintenance costs by creating content that can be shared by more than one entity. For example, legal entities can subscribe to the shared reference data instead of creating

separate and repetitive data. If the subscribing legal entities have some variations in their setup, you can create override data to meet the specific exceptions that are applicable to these organizations.

Define Transaction and Withholding Taxes

The second step includes basic tax definition, such as:

- Geographic information
- Controls and defaults
- Direct and indirect tax rule defaults
- Tax accounts

The basic tax definition includes controls that you can set to provide the override capability at transaction time. For example, allow users to make manual updates on transaction tax lines, select the **Allow override for calculated tax lines** and the **Allow entry of manual tax lines** options. However, to enforce automatic tax calculation on transaction tax lines, don't enable these options.

Use the direct and indirect tax rule defaults to specify the values that apply to the majority of your transactions. Create tax rules to address the exceptions or variations to the defaults. For example, for the Goods and Services Tax (GST) that applies to the supply of most goods and services in Canada, set the Tax Applicability default to **Applicable**. A luxury tax, on the other hand, is a tax on luxury goods or products not considered essential. As it doesn't apply to most goods and services, set the Tax Applicability direct tax rule default to **Not Applicable**. Then create a tax rule to make the tax applicable when the product in the transaction satisfies the luxury requirement.

Assign your default tax accounts for the taxes in a tax regime to post the tax amounts derived from your transactions. The tax accounts you define at the tax level, populate either the tax rate accounts or tax jurisdiction accounts for the same ledger, and optionally, the same business unit. You can update these default tax accounts in the tax rate or tax jurisdiction setup.

> **Note:** When you create your tax, the tax recoverable account and tax liability account may be prepopulated from default account values defined in the Rapid Implementation for General Ledger spreadsheet upload. You can override these values.

Related Topics

- Tax Configuration Options
- Minimum Tax Configuration Setup
- Regime to Rate Setup
- Example of Setting Up Minimum Tax Configuration

Minimum Tax Configuration Setup

Define the minimum tax configuration setup to handle the majority of your tax requirements. As part of defining transaction and withholding taxes, decide the direct and indirect tax rule defaults for the tax and set up the associated tax accounts.

For complex tax requirements, create tax rules that consider each tax requirement related to a transaction before making the final tax calculation.

Setting Up Direct Tax Rule Defaults

The direct tax rule defaults are the default values for the direct tax rule types, which include:

- Place of supply
- Tax applicability
- Tax registration
- Tax calculation formula
- Taxable basis formula

The following table describes the direct tax rule defaults and examples:

Direct Tax Rule Default	Usage	Example
Place of Supply	Indicates the specific tax jurisdiction where the supply of goods or services is deemed to have taken place.	In Canada, the place of supply for Goods and Services Tax (GST) is typically the ship-to location. To handle the majority of GST transactions, select **Ship to** as your default place of supply. **Note:** The corresponding place of supply differs based on the type of transaction. For example, a place of supply of **Ship to** corresponds to the location of your first-party legal entity for Payables transactions. For Receivables transactions, **Ship to** corresponds to the location of your customer site.
Tax Applicability	Indicates whether the tax is typically applicable or not applicable on transactions.	The GST in Canada is a tax that applies to the supply of most property and services in Canada. When you create the GST tax, select **Applicable** as your default tax applicability.
Tax Registration	Determines the party whose tax registration status is considered for an applicable tax on the transaction.	With a direct default of bill-to party, the tax registration of the bill-to party is considered. The application stamps their tax registration number onto the transaction, along with the tax registration number of the first-party legal reporting unit.
Tax Calculation Formula	Represents the typical calculation of tax for a transaction line.	A common formula, **STANDARD_TC**, is predefined, where the tax amount is equal to the tax rate multiplied by the taxable basis.
Taxable Basis Formula	Represents the amount on which the tax rate is applied.	The following common formulas are predefined: - **STANDARD_TB**: The taxable basis is equal to the line amount of the transaction line.

Direct Tax Rule Default	Usage	Example
		• **STANDARD_QUANTITY**: The taxable basis is equal to the quantity of the transaction line. • **STANDARD_TB_DISCOUNT**: The taxable basis is the line amount of the transaction line less the cash discount.

Note: Use the Manage Tax Rules task to define exceptions to the direct tax rule defaults you define for the tax.

Setting Up Indirect Tax Rule Defaults

The indirect tax rule defaults for a tax include:

- Tax jurisdiction
- Tax status
- Tax recovery rate
- Tax rate

The following table describes the indirect tax rule defaults and examples:

Indirect Tax Rule Default	Usage	Example
Tax Jurisdiction	Indicates the most common geographic area where a tax is levied by a specific tax authority.	Value-added tax (VAT) is applicable to the supply of most goods and services in Portugal. For the tax PT VAT, create the default tax jurisdiction as the country of Portugal. To address specific tax regions such as Azores and Madeira, which have lower VAT rates than Portugal, define jurisdiction rates with different VAT rates.
Tax Status	Indicates the taxable nature of the majority of your transactions.	If your operations primarily include zero-rated transactions, select the default tax status as **Zero** instead of **Standard**. This setting facilitates tax determination when multiple zero rates are defined to handle different reporting requirements for zero rate usage, such as intra-EU, zero-rated products, or zero-rated exports.
Tax Recovery	Indicates the recovery rate to apply to each recovery type for each applicable tax on a purchase transaction.	In Canada, both federal and provincial components of Harmonized Sales Tax (HST) are 100% recoverable on goods bought for resale. In this case, with two recovery types, you can set up two recovery rate defaults for the HST tax.
Tax Rate	Specifies the default tax rate that is applicable to the majority of your transactions associated with this tax. You can create additional tax setup, such as jurisdiction rates, or create tax rules to set alternate values as required.	HST in Canada is applied at a 13% rate in most provinces that have adopted HST. The exceptions are British Columbia where the rate is 12% and Nova Scotia where the rate is 15%. To satisfy this requirement:

Indirect Tax Rule Default	Usage	Example
		• Define a single rate of 13% with no jurisdiction. • Define a 12% rate and associate it with the British Columbia jurisdiction. • Assign a 15% rate to Nova Scotia. This minimizes the setup required by creating an exception-based setup.

Note: Use the Manage Tax Rules task to define exceptions to the indirect tax rule defaults you define for the tax.

Setting Up Tax Accounts

Set up tax accounts at the tax level. The application automatically copies the tax account combination to the tax rate accounts or tax jurisdiction accounts that you create for the tax for the same ledger and optionally, the same business unit. Any subsequent changes you make to existing tax accounts at the tax level aren't copied to the tax rate or tax jurisdiction level.

Define tax accounts at any of the following levels. The defaulting option is only available at the tax level.

- Tax
- Tax jurisdiction
- Tax rate
- Tax recovery rate

Note: When you create your tax, the tax recoverable account and tax liability account may be prepopulated from default account values defined in the Rapid Implementation for General Ledger spreadsheet upload. You can override these values.

Set up tax accounts for the following:

Account	Description
Ledger and **Business Unit**	The ledger and business unit for which you are creating the tax accounts.
Interim Tax	An account that records tax recovery or liability until the event prescribed by the statute is complete. Generally, the payment of the invoice is the event that triggers the generation of the tax recovery or liability. You must set up an interim tax account for taxes and tax rates that have a deferred recovery settlement. Once you set up an interim tax account for this tax rate, you can't change the recovery settlement to **Immediate**.
Tax Recoverable Account	An account that records tax recovery amounts. If you set up recovery rates for a tax that you also self assess, then define a tax recovery account for the associated recovery rates.
Tax Liability Account	An account that relieves tax liability amounts. If you set up recovery rates for a tax that you also self assess, then define a tax liability account for the associated tax rates.

Account	Description
Finance Charge Tax Liability	An account that records the tax liability associated with finance charges that is used as a deduction against overall tax liability.
Nonrecoverable Tax Accounts	Accounts that record tax amounts on earned and unearned discounts and adjustments that you can't claim as a deduction against tax liability.
Expense and Revenue Accounts	Accounts that record net changes generated by adjustments, earned and unearned discounts, and finance charges. Receivables activities such as discounts and adjustments reduce the receivable amount, and are therefore considered an expense.

Related Topics

- Minimum Tax Configuration
- Example of Setting Up Minimum Tax Configuration
- Tax Rules

Example of Setting Up Minimum Tax Configuration

This example shows how to complete the minimum tax configuration to meet the basic requirements for the Goods and Services Tax (GST) in Canada.

Set up a tax regime for both GST and Harmonized Sales Tax (HST) for ABC Corporation. Create a recovery type for the fully recoverable status of the transaction.

In Canada, GST applies to the supply of most property and services in Canada. However, some provinces have combined their provincial sales tax with the GST to create the HST. This system applies to British Columbia, Ontario, New Brunswick, Nova Scotia, and Newfoundland and Labrador. In this context, these provinces are known as the participating provinces. Generally, HST applies to the same base of property and services as GST. Every province in Canada except Alberta has implemented either provincial sales tax or the HST. In countries like Canada, some or all taxes on business transactions for registered companies are recoverable taxes.

This table shows a summary of key decisions for this scenario:

Decision to Consider	In This Example
What province does ABC Corporation do business in?	Alberta
What taxes are applicable?	GST
Do you want to set up tax accounts at the tax level?	Yes

The tax implications in this scenario are:

- Five percent (5%) GST is applicable on the sale of goods in Alberta
- Neither the HST nor provincial sales tax applies in Alberta

- Place of supply for GST is generally based on the place of delivery or ship-to location.

To determine the GST in Alberta, perform these steps:

1. Define the tax regime
2. Define the transaction taxes
3. Create the default rules for direct tax
4. Create the default rules indirect tax
5. Enable the tax

Defining the Tax Regime

1. In the Setup and Maintenance work area, click **Financials > Transaction Tax > Manage Tax Regimes**.
2. On the Manage tax regimes page, click **Create**.
3. On the Create Tax Regime page, enter the tax regime name and code.
4. Enter these values in the fields on the page:

Field	Value
Regime Level	Country
Country	Canada
Start Date	1/1/01 **Note:** Consider your tax planning carefully before you enter the start date. This date must accommodate the oldest transaction that you want to process within this tax regime. After you create the tax regime, you can only update this date with an earlier date. If you enter an end date, you can't update this date after you save the record.
Tax Currency	CAD - Canadian Dollar
Allow cross regime compounding	Select

5. On the Configuration Options tab, select a party name. The party name is either the legal entity or the business unit (or both) for which you set up the configuration.
6. Select a subscription from the **Configuration of Taxes and Rules** list. This subscription defines the configuration owner setup for transactions of the legal entity and business unit for this tax regime.
7. Enter the effective start date for this configuration option. This date must be within the date range of both the party tax profile and the tax regime.
8. Click **Save and Close**.

Defining the Transaction Taxes

1. In the Setup and Maintenance work area, click **Financials > Transaction Tax > Manage Taxes**.
2. On the Manage Taxes page, click **Create**.
3. On the Create Tax page, enter these fields:

Field	Value
Tax Regime Code	CA GST and HST
Configuration Owner	Global configuration owner
Tax	CA GST
Geography Type	Province
Parent Geography Type	Country
Compounding Precedence	10
Allow override of calculated tax lines	Select
Allow multiple jurisdictions	Select
Allow creation of multiple of jurisdictions	Select
Allow tax recovery	Select
Allow tax recovery rate override	Select
Primary Recovery Rate	Standard

Assigning the Tax Accounts

1. Navigate to the Tax Accounts tab and click **Create**.
2. Enter these values:

Field	Value
Primary Ledger	CA Ledger
Business Unit	CA Operations

Field	Value
Tax Recoverable Account	0001-1500-1100-1000
Tax Liability Account	0001-1500-1100-1000

Creating the Default Direct Tax Rules

1. Navigate to the Tax Rule Defaults tab and click **Create**.
2. Enter these values:

Field	Value
Place of Supply	Ship to
Tax Applicability	Applicable
Tax Registration	Ship-from party
Tax Calculation Formula	STANDARD_TC
Taxable Basis Formula	STANDARD_TB

Creating the Default Indirect Tax Rules

1. On the Tax Rules Defaults tab, select **Tax Jurisdiction** as your rule type and click **Create Default**.
2. On the Create Tax Jurisdiction page, enter these values:

Field	Value
Tax Jurisdiction Code	CA Alberta
Geography Type	Province
Geography Name	AB
Set as default jurisdiction	Select
Default Start Date	1/1/01

Field	Value

3. Click **Save and Close**.
4. Select **Tax Status** as your rule type and click **Create Default**.
5. On the Create Tax Status page, enter these values:

Field	Value
Tax Status Code	CA GST STD
Set as default tax status	Select
Default Start Date	1/1/01

6. Click **Save and Close**.
7. Select **Tax Recovery Rate** as your rule type and click **Create Default**.
8. On the Create Tax Recovery Rate page, enter these values:

Field	Value
Tax Recovery Rate Code	CA GST STD REC RATE
Recovery Type	STANDARD
Rate Percentage	100
Effective Start Date	1/1/01
Set as Default Rate	Select
Default Start Date	1/1/01

9. Click **Save and Close**.
10. Select **Tax Rate** as your rule type and click **Create Default**.
11. On the Create Tax Rate page, enter these values:

Field	Value
Tax Status Code	CA GST STD

Field	Value
Tax Rate Code	CA GST STD RATE
Tax Rate Type	Percentage
Rate Percentage	5
Set as Default Rate	Select
Default Start Date	1/1/01

12. Click **Save and Close**.

Enabling the Tax

1. On the Create Tax page, select **Enable tax for simulation**. This lets you verify the tax configuration using the Tax Simulator.
2. Once you have verified your tax configuration with simulated transactions, select **Enable tax for transactions**. This lets you use this tax in transaction processing.
3. Click **Save and Close**.

   For ABC's transactions in the province of Alberta, these conditions are default:

   - GST is applicable and is calculated at a rate of 5%.
   - 100% of the GST can be recovered.

Related Topics

- How do I update existing setup data?

Associated Taxes Setup for a Tax Regime

When you create a tax regime, you specify the options and defaults available to the taxes associated with the tax regime. You also enable the features that apply to the tax regime and its taxes.

The options appearing in the Associated Taxes Setup Information region on the Edit Tax Regime page result from the features enabled and the options selected at the tax level. These options include:

- **Allow multiple jurisdictions**
- **Allow tax recovery**
- **Allow tax exceptions**
- **Allow tax exemptions**

The preceding options always appear as read-only check boxes in the Associated Taxes Setup Information region. The option appears as selected if you selected the option in one of the taxes within this tax regime. If you didn't select the option in one of the taxes, the option appears as not selected.

For example, suppose you have a California county sales tax that applies to all counties, so you need a tax with multiple jurisdictions. In this case, enable the **Multiple Jurisdictions** feature at the tax regime level and select the **Allow multiple jurisdictions** option at the tax level. When you open the Edit Tax Regime page, Associated Taxes Setup Information region for this tax regime, the **Allow multiple jurisdictions** option appears as selected.

Related Topics

- How You Set Up Tax Regime

Controls and Defaults

How You Set Up Tax Regime

A tax regime associates a common set of default information, regulations, fiscal classifications, and optionally, registrations, to one or more taxes. Set up tax regimes in each country and geographical region where you do business and where a separate tax applies.

The tax regime setup details include:

- Designating the geography to which taxes within a tax regime apply
- Defining the controls and defaults that apply to taxes and associated lower level information
- Specifying configuration options and service subscriptions

Designating the Geography

The common tax regime setup is one tax regime per country per tax type. However, you can also have tax regimes based on parts of a country or more than one country. Select the regime level as:

- **Country**: The tax regime is applicable to a specific country.
- **Tax zone**: The tax regime is applicable to parts of a country or multiple countries. Enter the tax geography type and tax geography name associated with the group of countries or the tax zone that you want. The tax geography type and tax geography name correspond to the tax zone type and tax zone respectively.

If applicable, designate the tax regime as a parent regime or indicate the parent regime name if the tax regime belongs to a parent regime. Use a tax regime defined as a parent tax regime to group other nonparent tax regimes for reporting purposes.

Defining Controls and Defaults

Set tax-level controls to enable the options that you want to make available to the taxes in this tax regime. If necessary, you can disable the options that you enable here for individual taxes within the tax regime. Enter default values for the taxes in this tax regime. You can update the default values at the tax level. If you disable a controlled option at the tax regime level it is not available as an option at the tax level.

The following table describes the defaults and controls available at the tax regime level.

Defaults Region

Field	Description	Default Derived from	Default Appears on	Controls
Tax Currency	The default currency of the taxes within this tax regime	None	Tax	None

Field	Description	Default Derived from	Default Appears on	Controls
Minimal Accountable Unit	The minimal unit of currency that is reported to the tax authority, for example, 0.05 GBP indicates that 5 pence is the minimal unit	None	Tax	None
Tax Precision	A one digit whole number to indicate the decimal place for tax rounding	None	Tax	None
Tax Inclusion Method	A method that describes whether the line amount includes tax or excludes tax	None	Tax	None
Conversion Rate Type	The specific conversion rate table that is used to convert one currency into another. For example, the Association of British Travel Agents conversion rate used in the travel industry	None	Tax	None
Rounding Rule	The rule that defines how rounding is performed on a value. For example, up to the next highest value, down to the next lower value, or to the nearest value	None	Tax	None
Allow tax rounding override	Allow the override of the rounding defined on the tax registration records	None	Tax	None
Reporting Tax Authority	The default tax authority to whom the tax reports are sent	None	• Tax • Tax registration	None
Collecting Tax Authority	The default tax authority to whom the tax is remitted	None	• Tax • Tax registration	None
Rounding Conversion Option	The default rounding conversion option to use for taxes in the tax regime. Select one of the following default options: • Blank • Functional Currency • Transaction Tax	None	None	Controls if unrounded amounts in the entered currency is used for tax conversion calculation to the ledger currency or if internal transaction amount field (TAX_AMT_TAX_CURR) stores the tax amount in the ledger currency.

Field	Description	Default Derived from	Default Appears on	Controls
	• Both			
Use legal registration number	Option that controls whether the tax registration number is the same as the legal registration number of the party	None	Tax	None

General Controls Region

Field	Description	Default Derived from	Default Appears on	Controls
Allow override and entry of inclusive tax lines	Option that controls whether you can override and enter inclusive or exclusive line amounts	None	Tax	None
Use tax reporting configuration	Option that controls whether the tax reporting details are available on the first-party tax registration record for this tax regime	None	None	Controls whether you can enter tax reporting configuration details on the tax registration for this tax regime for your first parties

Compounding Level Controls Region

Field	Description	Default Derived from	Default Appears on	Controls
Allow cross regime compounding	Option that controls whether cross regime compounding is needed for this tax regime	None	None	Controls whether this tax regime is compounded based on the tax calculated from another tax regime
Compounding Precedence	Defines the order in which taxes within the compound tax regimes need to be calculated. A tax within a tax regime with a lower value is calculated first.	None	None	Controls the order in which taxes within tax regimes are calculated

Note: Oracle Fusion Tax provides features at the tax regime level to streamline your implementation by selecting the features that are applicable to the tax regime in scope. You must enable the features to use that functionality for the tax regime and related taxes.

Specifying Configuration Options and Service Subscriptions

Set up configuration options to associate tax regimes with the parties in your company that have a tax requirement under these tax regimes. You can set up tax configuration options when you create a tax regime or when you create a party tax profile for a first-party legal entity or business unit. Both tax regime and party tax profile setup flows appear

and maintain the same party and tax regime association. Configuration options only apply to tax regimes directly linked to taxes and not to tax regimes that are used to group other tax regimes.

A service subscription is used to reference a specific transaction tax offering or offerings provided by an external tax partner. The transaction tax offering provided by an external tax partner can be related to content, calculation services, or both. Oracle Fusion Tax supports the use of transaction tax offerings provided by external tax partners for transaction tax calculation processing. Depending on the specific depth and scope of an individual tax partner's offerings, you can use either Oracle Fusion Tax or a Partner Tax application to perform the transaction tax calculation.

Related Topics

- Tax Content Subscription Options
- Considerations for Specifying First-Party Tax Profile Options
- Tax Controls and Defaults

Inclusive Taxes

Calculating tax on a transaction as inclusive of the line amount is generally a business decision. This decision is based on the relationship between the transacting parties and the items or taxes involved.

Taxes applicable on a transaction are made inclusive of the item line amount either:

- Manually
- Automatically

Manual Approach

In the manual approach, you access the calculated tax lines on a transaction and select the **Inclusive** option. This action includes the calculated tax amount with the item value.

However, this option is controlled through two factors:

- Privileges are assigned to the users for accessing and editing the calculated tax lines.
- Setup restrictions are applied to edit the **Inclusive** option on the calculated tax lines.

Automatic Approach

In the automatic approach, you can configure the tax setup and calculate the tax on a transaction as inclusive of the item line amount. Since the tax legislation and the business relationship between the transacting parties primarily drive this requirement, the option for configuring the inclusiveness is made available on the tax and tax rate definition and the third party and legal reporting unit tax profiles on the tax registration and general data tabs. The tax determination process uses a hierarchy approach to evaluate the defined setup and applies the inclusiveness option on the transaction.

In tax setup, the options to choose for applying the inclusiveness on a transaction are:

- **Standard noninclusive handling**: This option calculates the taxes as exclusive of the given transaction line amount.
- **Standard inclusive handling**: This option calculates the taxes as inclusive of the given transaction line amount.
- **Special inclusive handling**: This option calculates the taxes as inclusive of the given transaction line amount, but the calculation methodology differs from the standard inclusive process.

The following table illustrates the calculation methodology used with each of these options when a transaction line amount is 1000 USD and the applicable tax rate is 10% of the taxable basis amount. For example, line amount:

Method	Calculation	Taxable Basis Amount	Tax Amount	Transaction Line Amount
Standard Noninclusive	1000 USD * 10/100	1000 USD	100 USD	1100 USD
Standard Inclusive	1000 USD * 10/110	909.09 USD	90.91 USD	1000 USD
Special Inclusive	1000 USD * 10/100	900 USD	100 USD	1000 USD

Related Topics

- What happens if I make the transaction line inclusive of tax?
- Considerations for Configuring Inclusive Taxes
- How Tax Inclusiveness Hierarchy Is Determined

Configuration Options and Service Subscriptions

Tax Configuration Options

Set up configuration options to associate tax regimes with the parties in your company that have a tax requirement for these tax regimes.

There are two fundamentally different approaches to tax configuration options, namely:

- Using tax configuration setup defined directly in Oracle Fusion Tax.
- Using external tax partner content uploaded for use with Oracle Fusion Tax.

Using Tax Configuration Setup Defined Within Oracle Fusion Tax

Use the tax configuration setup in Oracle Fusion Tax to calculate, record, and account for transaction taxes on transaction taxable transactions.

The following concepts control how this setup is managed, used, and shared:

- Tax configuration owner
- Tax content subscription
- Existing tax option

Tax Configuration Owner

The tax configuration owner is a business unit, legal entity, or the global configuration owner that owns the data. The global configuration owner is an abstract owner. It is used to define the owner of content that can be shared by any business units and first-party legal entities.

Identify a specific first-party legal entity as a parent first-party organization. This allows the configuration to be owned by a specific first party and shared by other parties. You can then share this setup with another first-party legal entity or

business unit for their transactions. Use a parent first-party organization tax configuration to share among a group of first-party organizations. However, you still have the tax setup managed by a single first-party organization.

As the global configuration owner, if you have the Create Tax Regime privilege (ZX_CREATE_TAX_REGIME_PRIV), you can update all tax configuration data.

Tax Content Subscription

Use tax content subscriptions to define which configuration owner's setup is used for transactions for a specific first-party legal entity or business unit for a specific tax regime. Also, use tax content subscriptions to specify whether any shared content can be overridden by the subscribing party to allow unique, separate setup for certain tax content.

Party override is permitted for the following setup:

- Tax
- Tax status
- Tax rate
- Tax recovery rate
- Tax rules

  Do this indirectly by adding higher priority rules specific to the subscribing first-party legal entity or business unit.

The content subscription options are:

Tax Content Subscription	Description
Common configuration	For tax processing, the tax determination process uses the shared tax content defined and maintained by the global configuration owner.
Party-specific configuration	The specified first-party organization defines and maintains its own tax content. For tax processing, the tax determination process uses only the tax content owned by the specific first-party legal entity or business unit.
Common configuration with party overrides	This option is similar to the common configuration because it lets you use the tax content owned by the global configuration owner. However, you can also maintain party-specific content which is used in preference to the common configuration content. In the absence of tax content owned by the specific first-party organization, the tax determination process uses the tax content owned by the global configuration owner.
Parent first-party organization with party overrides	This option is similar to the common configuration with party override subscription with one difference. The tax content here is owned by a specific first-party legal entity instead of the global configuration owner.. You can override the specific first-party setup.

A similar concept is used to define where you use tax exceptions for a specific tax configuration. The tax subscription option available for product exceptions is dictated to some extent by the main tax content subscription as follows:

Options Defined for Tax Content Subscription	Content Subscription Options Available for Product Exceptions	Description
Common configuration	Common configuration	For tax processing, the tax determination process uses tax exceptions defined and maintained by the global configuration owner.
Party-specific configuration	Party-specific configuration	The specified first-party organization defines and maintains its own tax exceptions. For tax processing, the tax determination process uses only the tax exceptions owned by the specific first-party organization.
Common configuration with party overrides	Common configuration	For tax processing, the tax determination process uses tax exceptions defined and maintained by the global configuration owner.
Common configuration with party overrides	Party-specific configuration	The specified first-party organization defines and maintains its own tax exceptions. For tax processing, the tax determination process uses only the tax exceptions owned by the specific first-party organization.
Parent first-party organization with party overrides	Party-specific configuration	The specified first-party organization defines and maintains its own tax exceptions. For tax processing, the tax determination process uses only the tax exceptions owned by the specific first-party organization.

Set up tax configuration options when you create a tax regime or when you create a party tax profile for a first-party legal entity or business unit. Both setup flows display and maintain the same party or regime definitions. Specify effective start and end dates to identify which configuration should be used based on the transaction date. You can enable the business unit so that Oracle Fusion Tax automatically uses the configuration of the legal entity. Once you set this option the application records the date it occurred as the start date. This date is used and compared to the transaction dates to identify if the application uses the legal entity subscription in preference to the subscription of the business unit. The specific first-party legal entity that is used is defined by the legal entity associated with the transaction.

Existing Tax Option

Copy a tax from an existing tax in the Manage Taxes page to share tax registrations and tax jurisdictions. This will create two versions of the same tax, owned by two different tax configuration owners each with their own tax statuses, tax rates, and tax rules. For example, this is useful when you set up US sales and use tax that requires a significant number of tax registrations and tax jurisdictions.

Using External Tax Partner Offerings

Oracle ERP Cloud integration is currently available with comprehensive transaction tax management solutions provided by tax partners for tax content, tax calculation, and tax reporting. You can leverage these partner transaction tax solutions independently or together based on different transaction tax requirements across market segments and industries.

Individual tax partners can offer transaction tax solutions in the following areas:

Tax Partner Content

- Offerings may include geographies, tax jurisdictions, tax rates, and taxability rules for products and services.
- Updates are available on a periodic basis for statute changes.

Tax Partner Calculation

- Cloud-to-Cloud integration of the Oracle ERP Cloud and a Partner Tax Application Cloud for performing transaction tax calculation.
- Neither tax software nor tax integration components are required on the Oracle ERP Cloud.
- Streamlined data flow between Oracle ERP

Tax Partner Reporting

- Signature ready returns for automatic transaction tax filings in specific countries.
- Tax partner can manage the entire tax compliance function from tax returns generation to payment remittances.

The following table lists cases of customer implementations using tax partner offerings:

Tax Implementation Variation	Customer Tax Solution Uptake
Case 1: Partner Tax Content + Oracle Fusion Tax Calculation	Case 1 uptake: • Partner Rapid Implementation Content (Geographies, Tax Rates, Taxability Rules, or a combination of these content areas) • Oracle Fusion Tax
Case 2: Partner Tax Content + Partner Tax Reporting + Oracle Fusion Tax Calculation	Case 2 uptake: • Partner Rapid Implementation Content (Geographies, Tax Rates, Taxability Rules, or a combination of these content areas) • Partner Automatic Tax Returns Generation using BI Publisher Extracts • Oracle Fusion Tax
Case 3: Partner Tax Content + Partner Tax Reporting + Partner Tax Calculation	Case 3 uptake: • Partner Rapid Implementation Content (Geographies and Tax Rates) • Partner Automation Returns Generation using Partner Tax Repository • Partner Tax Calculation Application

However, each individual tax partner is different with regard to specific transaction tax solutions they can offer and tax implementation cases that they can fulfill in practice.

You must follow up with an individual tax partner to understand the level of coverage and capabilities of their respective transaction tax offerings, including any prerequisite configuration.

Related Topics

- Tax Content Subscription Options
- How Tax Configuration Options Are Used for Tax Determination
- Example of Setting Up Tax Configuration Options

Tax Content Subscription Options

You can select which of the following tax content subscription options to use to optimize your tax setup:

- Subscribe to the content provided by a tax partner or use the content created directly in Oracle Fusion Tax.
- The type of tax configuration options to use.
- When to manage and apply tax configuration using business units versus legal entities.
- When to use create from an existing tax option.

Using a Tax Partner Content Subscription Versus Oracle Fusion Tax Content

Use the tax content of an external tax partner for the following instances:

- When you need the tax content for a significant number of tax jurisdictions.
- When you want a tax partner to automatically update the content for statutory changes on a recurring basis.
- When you need to automate the upload of content to minimize user intervention.

You can use the content provided by a tax partner in the following scenarios:

Content Scenario 1: Partner Tax Content + Oracle Fusion Tax Calculation

Content Scenario 2: Partner Tax Content + Partner Tax Calculation

> **Note:** Not all tax partners support both scenarios. Even if an individual tax partner supports a specific scenario, the level of depth and geographic scope of partner tax content provided varies between individual tax partners. You must follow up with an individual tax partner to understand the level of coverage and capabilities of all transaction tax offerings provided, including the tax content.

Using Tax Configuration Options

Create and maintain your tax content in Oracle Fusion Tax in the following cases:

- If you decide not to use an external tax partner to provide the content.
- If you can create the required content for the geographic operations of your business.

In both cases, when you subscribe or assign a business unit or legal entity to a tax regime, you must select the level of tax configuration options that apply in this context. Sharing the tax content prevents the need for duplicate maintenance with its inefficiencies and potential inconsistencies.

The following table lists scenarios and options:

Scenario	Option
You have a single central corporate tax center responsible for maintenance of tax	Use the common configuration with party override option. This allows a single tax setup to be created and maintained by the corporate tax center.

Scenario	Option
setup for all legal entities and business units.	
You need strict control over who can maintain the tax content.	Use the common configuration option. By not allowing party override, you restrict the access to the global configuration owner to an authorized user who can maintain all of the tax content.
You have regional centers responsible for tax content.	Use the parent first party configuration with party override option. This permits a regional setup with an actual or logical parent legal entity to be created and maintained by each regional center.

Even if there is no obvious need to share tax configuration, for example, there is only a single first party legal entity operating in each tax regime, significant business events such as takeovers or mergers may mean that there could be a future need to share content. In this case, the original first party legal entity can act as the configuration owner and then any subsequent first party can subscribe to the first party's content using the parent first party configuration with party override. Alternatively, set up the original tax content using global configuration owner to prepare for any future business event that requires tax content to be shared.

Changing from Business Unit to Using Tax Configuration at the First Party Legal Entity

If you standardize your tax setup across all business units for a given legal entity, consider configuring and using tax setup at the legal entity level. Set the **Use subscription of the legal entity** option on the business unit party tax profile. Oracle Fusion Tax records the date this occurs and compares it to the transaction date to identify if the legal entity subscription should be used in preference to the subscription to the business unit subscription.

> **Note:** If the Use subscription of the legal entity option is used on the business unit party tax profile, it is an irrevocable election. Ensure that this type of configuration approach meets your business needs on a permanent basis. If you are not sure, you can subscribe or assign the business unit to a tax regime and select not to set the Use subscription of the legal entity option on the business unit party tax profile. The business unit subscription approach is more common, but you must evaluate your requirements.

Using Create from an Existing Tax Option

Create a tax from an existing tax when you need to share tax jurisdictions and tax registrations. Maintain the tax jurisdictions and tax registrations once for taxes with the same name within the same tax regime owned by different configuration owners.

Related Topics

- How Tax Configuration Options Are Used for Tax Determination
- Example of Setting Up Tax Configuration Options

How Tax Configuration Options Are Used for Tax Determination

At transaction time, the owner of the transaction derives the configuration options that are used.

When you enter a transaction for a given first-party organization, the tax data applied to that transaction is determined by the:

- Configurations defined for the combination of that first-party organization (business unit or first-party legal entity)

- Tax regime derived from the addresses or from the tax classification codes used on the transaction

Settings That Affect the Application of Tax Data on Transactions

Use tax content subscriptions to define which configuration owner's setup is used for transactions for a specific first-party legal entity or business unit for a specific tax regime. Also, use tax content subscriptions to specify whether any shared content can be overridden by the subscribing party to allow unique, separate setup for certain tax content.

Tax content subscription options are:

- Common configuration
- Party-specific configuration
- Common configuration with party overrides
- Parent first-party organization with party overrides

How Tax Data Is Determined

Based on the defaults and tax rules you have defined, tax data is applied to transactions as follows:

Configuration for Taxes and Rules Option	Tax Content Available
Common configuration	• The tax determination process uses only the tax content owned by the global configuration owner. • If you manually override tax information on the transaction, only the tax content owned by the global configuration owner is displayed in the list of valid values available.
Party-specific configuration	• The tax determination process uses only the tax content owned by the first-party organization, business unit or fist party legal entity, for whom the transaction is being entered. • If you manually override tax information on the transaction, only the tax content owned by the first-party organization is displayed in the list of valid values available. **Note:** For the first-party organization it can be the business unit owning the tax content or the first-party legal entity-owned setup depending on the specific subscription being used.
Common configuration with party overrides	• The tax determination process uses any tax content owned by the first party for whom the transaction is being entered. In the absence of tax content owned by that first-party organization, the tax determination process uses tax content owned by the global configuration owner. • If you manually override tax information on the transaction, both the override tax content owned by the specific first party and the tax content owned by the global configuration owner that you haven't overridden are displayed in the list of valid values available.
Parent first-party organization with party overrides	• The tax determination process uses any tax content owned by the first party for whom the transaction is being entered. In the absence of tax content owned by the first-party organization, the tax determination process uses tax content owned by the parent first-party organization. • If you manually override tax information on the transaction, both the override tax content owned by the specific first party and the tax content owned by the designated parent first-party organization that you haven't overridden are displayed in the list of valid values available.

If you are using product exceptions, those exceptions are applied to the transactions as shown in the following table:

Configuration for Product Exceptions	Tax Exceptions Available
Common configuration	The tax determination process uses only the tax exceptions defined and maintained by the global configuration owner.
Party-specific configuration	The tax determination process uses only the tax exceptions owned by the specific first-party organization

Related Topics

- Tax Configuration Options

Example of Setting Up Tax Configuration Options

This example demonstrates how you set up the appropriate tax configuration options for your company that has three regional centers.

These centers are responsible for tax setup and maintenance among other corporate activities. Each of these regional corporate centers is associated with a first-party legal entity and business unit.

Your company has its regional centers in these locations:

- North America (NAM), based in Redwood City, California, US
- Asian and Pacific (APAC), based in Melbourne, Australia
- Europe, Middle East, and Africa (EMEA), based in London, UK

Each country has a single first-party legal entity with a single business unit. These are the only exceptions to this rule:

- Countries with the regional corporate centers have a first-party legal entity and business unit for each corporate center.
- Sales, marketing, and manufacturing organization have a first-party legal entity and business unit.

Create tax regimes for each country and the appropriate tax configuration options.

Prerequisites

You must set up some values to create the appropriate tax configurations. These are the values you require:

1. Set up the legal entities for these countries:

First-Party Legal Entity	Country
EMEA LE	UK
GB LE	UK
FR LE	FR
DE LE	DE

First-Party Legal Entity	Country
APAC LE	AU
AU LE	AU
SI LE	SI
NZ LE	NZ
NAM LE	US
US LE	US
CA LE	CA

2. The sales, marketing, and manufacturing organization's business unit uses the tax configuration of the legal entity.
3. Set up the relevant tax regimes for each country's tax as shown here:

Region	Country	Tax Regime	Tax
EMEA	United Kingdom	GB VAT	GB VAT
EMEA	France	FR VAT	FR VAT
EMEA	Germany	DE VAT	DE VAT
APAC	Australia	AU GST	AU GST
APAC	Singapore	SI VAT	SI VAT
APAC	New Zealand	NZ VAT	NZ VAT
NAM	United States	US SALES TAX	○ US STATE SALES TAX ○ US COUNTY SALES TAX ○ US CITY SALES TAX
NAM	Canada	CA HST and GST	○ CA HST

Region	Country	Tax Regime	Tax
			○ CA GST

Setting Up Tax Configuration Options

1. On the **Create Legal Entity Tax Profile** page, select EMEA LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	GB VAT
Configuration for Taxes and Rules	Party-specific configuration
Configuration for Product Exceptions	Party-specific configuration
Parent First-Party Organization	Blank
Effective Start Date	01-Jan-01

   Click **Save and Create Another**.
2. Select GB LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	GB VAT
Configuration for Taxes and Rules	Parent first-party with party overrides
Configuration for Product Exceptions	Parent first-party organization
Parent First-Party Organization	EMEA LE
Effective Start Date	01-Jan-01

   Click **Save and Create Another**.

3. Select FR LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	FR VAT
Configuration for Taxes and Rules	Parent first-party with party overrides
Configuration for Product Exceptions	Parent first-party organization
Parent First-Party Organization	EMEA LE
Effective Start Date	01-Jan-01

Click **Save and Create Another**.

4. Select DE LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	DE VAT
Configuration for Taxes and Rules	Parent first party with party overrides
Configuration for Product Exceptions	Parent first-party organization
Parent First-Party Organization	EMEA LE
Effective Start Date	01-Jan-01

Click **Save and Create Another**.

5. Select APAC LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	AU GST
Configuration for Taxes and Rules	Party-specific configuration

Field	Value
Configuration for Product Exceptions	Party-specific configuration
Parent First-Party Organization	Blank
Effective Start Date	01-Jan-01

Click **Save and Create Another**.

6. Select AU LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	AU GST
Configuration for Taxes and Rules	Parent first party with party overrides
Configuration for Product Exceptions	Parent first-party organization
Parent First-Party Organization	APAC LE
Effective Start Date	01-Jan-01

Click **Save and Create Another**.

7. Select SI LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	SI VAT
Configuration for Taxes and Rules	Parent first party with party overrides
Configuration for Product Exceptions	Parent first-party organization
Parent First-Party Organization	APAC LE
Effective Start Date	01-Jan-01

Field	Value

Click **Save and Create Another**.

8. Select NZ LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	NZ VAT
Configuration for Taxes and Rules	Parent first party with party overrides
Configuration for Product Exceptions	Parent first-party organization
Parent First-Party Organization	APAC LE
Effective Start Date	01-Jan-01

Click **Save and Create Another**.

9. Select NAM LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	US SALES TAX
Configuration for Taxes and Rules	Party-specific configuration
Configuration for Product Exceptions	Party-specific configuration
Parent First-Party Organization	Blank
Effective Start Date	01-Jan-01

Click **Save and Create Another**.

10. Select US LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	US SALES TAX
Configuration for Taxes and Rules	Parent first party with party overrides
Configuration for Product Exceptions	Parent first-party organization
Parent First-Party Organization	NAM LE
Effective Start Date	01-Jan-01

Click **Save and Create Another**.

11. Select CA LE in the **Legal Entity** field. In the **Configuration Options** tab enter:

Field	Value
Tax Regime Code	CA GST and PST
Configuration for Taxes and Rules	Parent first party with party overrides
Configuration for Product Exceptions	Parent first-party organization
Parent First-Party Organization	NAM LE
Effective Start Date	01-Jan-01

Click **Save and Close**.

External Tax Partner Integration in Procurement

How You Set Up External Tax Partner Integration for Procurement

You can set up a third-party, external tax partner to compute taxes on purchase requisitions and purchase orders.

To set up integration with an external tax partner you must configure tasks in the Setup and Maintenance work area, under the Financials offering's Transactional Tax functional area. For detailed information about configuring the external tax partner setup, refer to the External Tax Partner Integrations chapter of the Oracle Financials Cloud Implementing Tax guide, available on the Oracle Help Center.

When the external tax partner integration is set up, the external tax partner integration service is called to provide tax calculations for the following procurement flows where the Oracle Fusion tax engine is usually called.

- Purchase Request web service
- Requisition import
- Online requisition flows
- Purchase Order web service
- Purchase Order import
- Online purchase order flows
- Retroactive pricing

Related Topics

- Overview of External Tax Partner Integrations
- Oracle Fusion Tax Configuration for External Tax Partner Calculation
- Example of Creating Tax Setup Using Tax Partner Content in the Tax Configuration Workbook

Inclusive and Exclusive Taxes in Procurement

How You Configure Inclusive Tax Calculation for Purchasing

As an administrator you can enable and set up inclusive tax calculation for purchase orders.

Normally the price entered on a purchase order line is considered as the item price and excludes all taxes. Applicable taxes are calculated on top of the line or schedule amount.

In some countries, tax authority guidelines require transaction taxes to be calculated and tracked as part of the pricing in your transactions. You can enable and set up the **Inclusive Tax Handling in Procure to Pay Flows** feature to implement inclusive tax calculation and tracking on purchase orders processed in Oracle Enterprise Resource Planning Cloud.

How You Enable Inclusive Tax Handling in Procure to Pay Flows

In the Offerings work area, enable the Inclusive Tax Handling in Procure to Pay Flow feature in the Financials functional area.

Perform Additional Set Up for Inclusive Tax

Typically, transaction taxes, inclusive and exclusive taxes, tax rates and tax rules are set up by the Tax Administrator in the **Financials** offering's **Transaction Tax** functional area. For details, refer to the Oracle Financials Cloud Implementing Tax guide, available on the Oracle Help Center.

A procurement-specific tax setup worth noting is to enable the inclusive tax option for a business unit's or legal entity's purchase orders. To enable the option, in the Setup and Maintenance work area, use Manage Configuration Owner Tax Options in the Transaction Tax functional area.

1. On the Manage Configuration Owner Tax options page, search using these criteria:
    - **Configuration Owner**: Enter the business unit or legal entity.
    - **Application Name**: Select **Purchasing**.
    - **Event Class**: Select **Purchase Order and Agreement for Enterprise Tax**.
2. In the results, select the record and click **View Tax Options**.
3. On the Configuration Owner Tax Options page, select the check box for **Inclusive Treatment for Calculated Tax**.

Related Topics

- How You View Inclusive and Exclusive Tax Information in Purchase Orders
- Configure Offerings
- How do I update existing setup data?

FAQs for Define Tax Regimes

What's a service subscription?

Service subscriptions let you use transaction tax offerings from an external tax partner. These offerings are related to either content or calculation services, often both.

Oracle Tax supports the use of services provided by external tax partners for transaction tax calculation processing. You can use either Oracle Tax or a partner tax application to calculate transaction taxes. All you have to know is the specific depth and scope of the external tax partner's offerings.

Why are controls and defaults important?

Oracle Tax setup is designed so that you have to do as little as possible. One way to do this is the extensive use of default values.

That means you can enter your data once and use it in all subordinate or child records. Use defaults wherever applicable. For example, many values you enter for a tax regime show as defaults for each tax associated with it. In most cases, you can override an incorrect default value.

Using data-driven controls decides how tax functionality works. These controls ensure maximum flexibility. They also maintain the accuracy and integrity of your data and transactions. For example, you must set up tax recovery for value-added tax (VAT) processing. All you have to do is enable the **Allow tax recovery** option for the tax record. Doing so lets you set up tax recovery rates for this type of tax.

Tax FAQs for Procurement

How to have a different tax on specific item categories?

You must create a new tax rule to have a different tax for specific item categories. Here's how you can do that:

Product Inventory Management (PIM) Side Setup:

1. Create a Catalog and create categories under the catalog.
2. Associate the items to the categories.

Tax Side Setup:

1. Navigate to the Manage Product-Based Fiscal Classifications page. Create a new Product Fiscal Classification Type and associate all tax regimes applicable to this product fiscal classification. Make sure to select the Catalog as Inventory Category Set.
2. Navigate to Manage Tax Determining Factor Sets. Create a new Tax Determining Factor Set and provide the tax determining factor set details as:
    a. Determining Factor Class – Product inventory linked
    b. Determining Factor Name - Select the product fiscal classification created in step 1 above.
3. Navigate to the Manage Tax Condition Sets page. Create a new Tax Condition Set for each item category that needs a different tax calculation and enter the tax condition set details.
4. Navigate to Manage Tax Rules >Tax Rule Type> Direct Tax Rate Rules. Create a new expert rule using your tax determining factors and tax conditions and enable the rule.
5. To default, the item category with the selected item when creating the transactions, navigate to the Manage Country Default Controls task and associate the catalog to the primary inventory category set for that country.

How to stop a tax from applying in Procurement but still run in other modules?

Here's how you can stop applying any tax on Procurement Module:

1. Navigate to Manage Configuration Owner Tax Options and create a tax option for the required configuration owner (business unit/ legal entity) for the event class Purchase Order and Agreement for Enterprise Tax.
2. In the Default Tax Options section, deselect the option Allow tax applicability under the Offset Tax Basis field.

Here's what you can do to stop a particular tax from applying in Procurement Module:

1. Create the tax applicability rule for the event class Purchase Order and Agreement for Enterprise Tax.
2. Create a tax determining factor set and condition set as per the requirement.
3. In the Tax Condition Set section, associate your tax condition, select the Result as Not Applicable, and enable the rule.

How is the tax coming on Purchase Order based on the Purchasing Category?

Here's how the tax is calculated on purchase orders based on the purchasing category:

1. Navigate to Manage Tax Rule> Choose Tax Rules type: Tax Rate Rules.
2. Enter the tax rate rule details.
3. Provide the Tax Determining Factor Set details as:
    - Determining Factor Class – Transaction input factor
    - Determining Factor Name – Purchasing Category
4. Create the Condition Set:
    a. Operator - <as per requirement>
    b. Value - <as per the requirement>
5. Associate the purchasing category for that you want the tax selected in the Result field to be calculated.

6. Enable this tax rule.

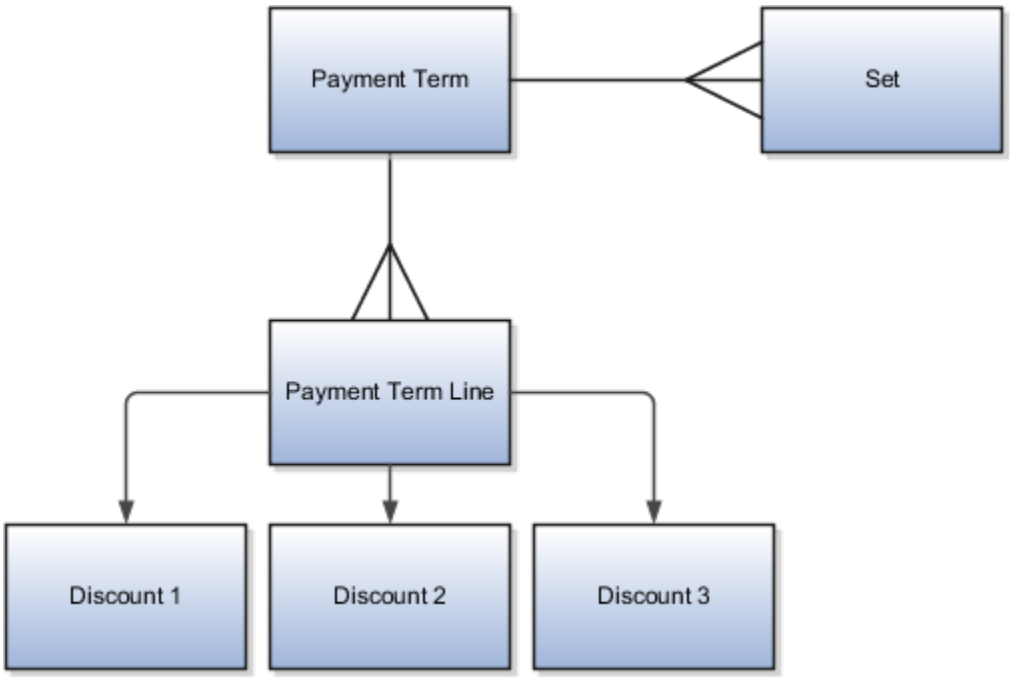
Payment Terms

Payment Terms

Payment terms are used to automatically create invoice installments. You can define payment terms to create multiple installments and multiple levels of discounts.

Payment terms consist of one or more lines, each of which creates one invoice installment. When you define a payment term, you can specify either percentages or fixed amounts. A payment term line can have up to three discounts. Each line and corresponding installment have a due date and up to three discount dates. Each line and corresponding installment also have due or discount amounts. You can assign a payment term to one or more sets to share that payment term across business units.

This figure shows the components of a payment term.



Tip: If you change the payment terms on an invoice, the installments are automatically recalculated and you must reenter any manual adjustments made previously.

Payment Terms Due Dates and Discount Dates

Payment terms due dates and discount dates are based on one of the following methods:

- **Fixed Date**: A specific day, month, and year that an installment is due for payment.
- **Days**: A number of days added to the invoice terms date.

- **Calendar**: A Payables calendar that's divided into periods. You can assign a due date to the period that includes the invoice terms date. You can assign due dates to avoid weekends, holidays, and so on. You can't assign calendar-based terms to an invoice if a period isn't defined for the terms date.
- **Day of Month**: A type of payment term with the following attributes:
    - **Day of Month**: A specific day of the month when an installment is due for payment. For example, enter 15 to schedule payment on the fifteenth day of the month. Enter 31 to schedule payment for the last day of the month, including months with less than 31 days.
    - **Cutoff Day**: The day of the month after which the installment due and discount dates advance to a future month. If you don't specify a cutoff day, the current accounting month is used to determine due and discount dates.
    - **Months Ahead**: The number that's used to determine the month the installment is due. If you enter 0 and the terms date is the same as, or later than, the cutoff day, the installment is due the following month.

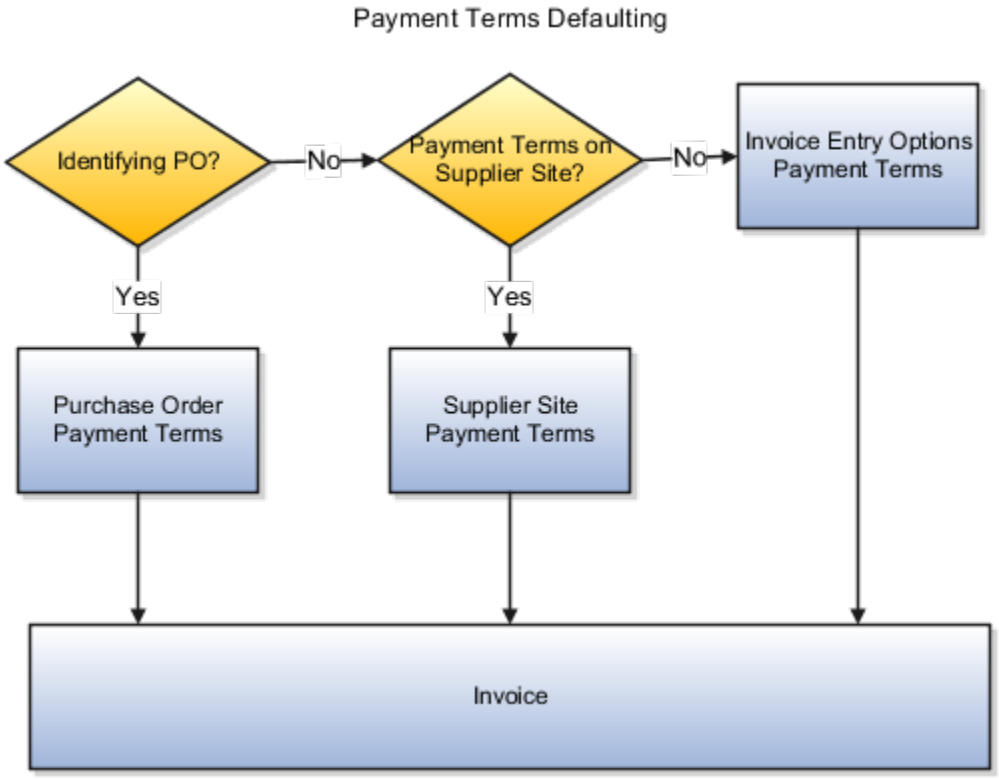
      For example, a payment term has a **Cutoff Day** of 11, the **Day of Month** is 15, and **Months Ahead** is 0. If you enter an invoice with a terms date of January 12, the installment is due February 15. If you enter an invoice with a terms date of January 10, the installment is due January 15. If the terms date is January 12 and **Months Ahead** is set to 1, the installment is due March 15.

Note: Only due dates, not discount dates, can be based on a calendar.

Default Payment Terms

If you enter an **Identifying PO** on an invoice, the purchase order provides the default payment terms for the invoice. If you don't enter an **Identifying PO**, the supplier site provides the default payment terms. If the supplier site doesn't have payment terms, the payment terms from the Manage Invoice Options page are used. You can override the default payment terms on any invoice.

This figure shows how payment terms flow to the invoice.



Related Topics

- Reference Data Sets and Sharing Methods
- How Invoice Installments Are Recalculated
- What's a Payables calendar?
- Payment Terms and Reference Data Sharing

Manage Payment Terms

You can define payment terms for use by your organization in purchasing transactions.

Create a Payment Term

To create a payment term and create discounts for the term, follow these steps:

1. In the Setup and Maintenance work area, access the **Manage Payment Terms** task in the **Procurement Foundation** functional area.
2. On the Manage Payment Terms page, click the **Create** icon.
3. On the Create Payment Terms page, enter a **Name**. For example, **ABC Net 90**.
4. Enter a **Description**. For example, **Net in 90 days. Discounts for net in 30 or 60 days.**.
5. Enter a **From Date** and **To Date**.
6. Click the **Add** icon for Installments.
7. In the Installments table enter your payment due terms: For example, for **Due** enter **100**, and for **Days** enter **90**.

8. In the Discount region under the First Discount table header enter your term discount: For example, for **Discount** enter **10**, and for **Days** enter **30**.
9. In the Discount region under the Second Discount table header enter your term discount: For example, for **Discount** enter **5**, and for **Days** enter **60**.
10. In the Set Assignments table click the **Add** icon to create a new row.
11. Enter your **Set Code**. For example, **COMMON**.
12. Click **Save and Close**.

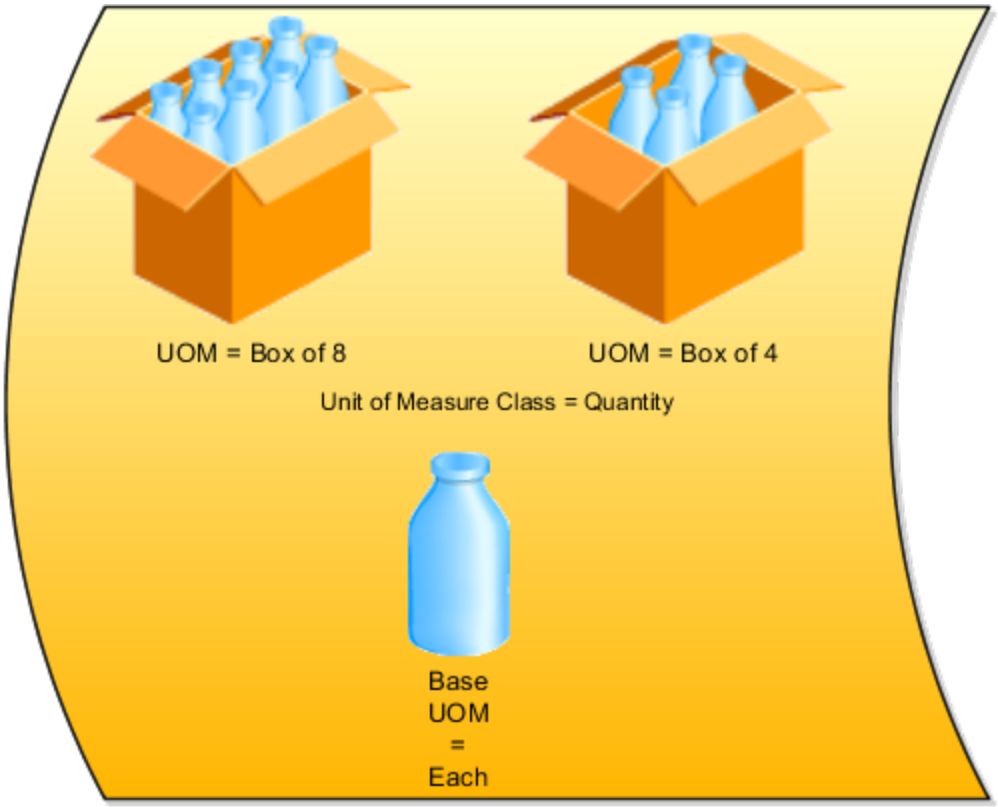
Related Topics

- How do I update existing setup data?

Units of Measure

How Units of Measure, Unit of Measure Classes, and Base Units of Measure Relate to Each Other

Units of measure, unit of measure classes, and base units of measure are used for tracking, moving, storing, and counting items.



Units of Measure Classes

Units of measure classes represent groups of units of measure with similar characteristics such as area, weight, or volume. For example, Ounces, Grams, and Milligrams could all be units of measure for a class called Weight.

Units of Measure

Units of measure are used by a variety of functions and transactions to express the quantity of items. Each unit of measure you define must belong to a unit of measure class.

Base Units of Measure

Each unit of measure class has a base unit of measure. The base unit of measure is used to perform conversions between units of measure in the class. The base unit of measure should be representative of the other units of measure in the class, and must be the smallest unit. For example, you could use cubic inches as the base unit of measure for a unit of measure class called volume.

Primary Units of Measure

Primary units of measure represent the UOM that is most often used for an item. The primary UOM of the item may or may not be the base unit of measure. It also may not be the smallest UOM of the item class. For example, your business sells boxes of surgical gloves. While each glove may be the smallest unit, your company is concerned with the number of boxes ordered.

Related Topics

- How to Assign Base Units of Measure to Unit of Measure Classes

How to Assign Base Units of Measure to Unit of Measure Classes

A unit of measure class is a grouping of different UOMs with certain similarities.

For example, the unit of measure class Quantity might have several associated units of measure such as, dozen, box, or each. Each unit of measure class must have a base unit of measure.

Scenario

This table lists examples of unit of measure classes, the units of measure in each unit of measure class, and base unit of measure. Note that the base unit of measure is the smallest unit of measure in its unit of measure class.

Unit of Measure Class	Units of Measure	Base Unit of Measure
Quantity	Dozen Box Each	Each
Weight	Pound Kilogram	Gram

Unit of Measure Class	Units of Measure	Base Unit of Measure
	Gram	
Time	Hour Minute Second	Second
Volume	Cubic feet Cubic centimeters Cubic inches	Cubic inches

Standard Conversions for Units of Measure

A unit of measure standard conversion specifies the conversion factor by which the unit of measure is equivalent to the base unit of measure.

Defining a unit of measure standard conversion lets you perform transactions in units other than the primary unit of measure of the item being transacted. A standard conversion is needed on any unit of measure that you want to use as a primary UOM for any item. The standard unit of measure conversion is used for an item if an item-specific unit of measure conversion hasn't been defined.

Scenario

This table lists examples of unit of measure classes, one unit of measure included in each class, the base unit of measure for the unit of measure class, and the conversion factor defined for the unit of measure.

Unit of Measure Class	Unit of Measure	Base Unit of Measure	Conversion Factor
Quantity	Dozen	Each	12 (One dozen = 12 each)
Weight	Pound	Gram	454 (One pound = 454 grams)
Time	Minute	Second	60 (One minute = 60 seconds)

In the first example, you're converting a unit of measure called dozen into a base unit of measure called each. The conversion factor tells the application that for each dozen, there are 12 of the base unit each. For example, if you had 4 dozen eggs, with a conversion factor of 12, you would get 48 each eggs.

FAQs for Units of Measure

What's a unit of measure standard conversion?

A unit of measure standard conversion defines the factor by which the unit of measure is equivalent to the base unit of measure, that you defined for the unit of measure class.

Defining a unit of measure standard conversion lets you perform transactions in units other than the primary unit of measure of the item being transacted. The standard unit of measure conversion is used for an item if an item-specific unit of measure conversion hasn't been defined.

Related Topics

- Standard Conversions for Units of Measure

What's a UOM interclass conversion?

A UOM interclass conversion defines the conversion between the source base UOM in one UOM class, and the destination base UOM, in a different UOM class.

For example, suppose the item is gasoline. The **From Base UOM** (of the **From Class** called volume) is liters. The **To Base UOM** (of the **To Class** called quantity) is Barrels. The conversion is 158.76 liters (volume) to 1 barrel of oil (quantity).

You cannot create the interclass and intraclass conversions when building the standard conversions. The UOM must be defined prior to creating Items. Items must be defined prior to creating interclass or intraclass conversions.

What's a UOM intraclass conversion?

A UOM intraclass conversion specifies the conversion between a unit of measure, the From UOM, and the base unit of measure of the same class.

For example, suppose you're considering converting cases of water into a base unit of each bottle of water. The unit of measure class is Quantity. The **From UOM** is case (CS). The base unit of measure is each (EA). The conversion is 24, to specify that 1 CS = 24 EA.

Define Corporate Procurement Cards

Options for Creating Corporate Cards

You can create corporate cards in two ways. You can choose either of the following actions at different points in time or you can do both at the same time:

- Automatic corporate card creation
- Manual corporate card creation

Automatic Corporate Card Creation

Automatic corporate card creation applies only to corporate cards that are issued to employees and used primarily for travel expenses. New employees are typically given new corporate cards, but the information on the cards isn't manually entered into the application at that time.

You can create corporate cards automatically by selecting an employee matching rule for new cards on the Upload Rules tab of the Create Corporate Card Program page. Then, when the corporate card transaction file containing transactions for the new card is uploaded to Expenses for the first time, the corporate card transaction upload and validation process uses the matching rule to match the new corporate card to the new employee.

Using the specified employee matching rule, the application automatically enters the transaction data for the new corporate card and associates it with the applicable employee. If the employee matching rule fails to identify a match, the application leaves the corporate card unassigned.

> **Tip:** To reduce or eliminate manual effort, automatic corporate card creation is recommended.

Employee Matching Rules

There are two employee matching rules that can be used for a corporate card program:

- Employee number: This is the most commonly used matching rule. In this matching rule, the application matches employee number associated to the new corporate card with employee records to identify the applicable employee.
- Name and employee number: The application matches employee's first name, middle name, last name, and employee number associated to the new corporate card with employee records to identify the applicable employee.

Employee Matching Scenarios

Any of these employee matching scenarios can occur for any corporate card brand when the first transaction for a new card comes in:

- Company account information on the transaction matches the company account information in the application.

  The application searches and identifies an employee in the business unit of your company account.
- Company account information on the transaction matches the company account information in the application.

  The application searches and doesn't identify an employee in the business unit of your company account.

  If the **Perform employee matching across all business units** check box is selected, the application searches all other business units and identifies an employee match.
- The company account in the application has no information, such as company account number, billing control account, or card issuer number.

  If no setup data exists, the application matches across business units, identifies the employee and the employee's business unit, and associates the corporate card to a company account in the same business unit.

Manual Corporate Card Creation

You can manually create corporate cards for employees in the **Create Corporate Card** dialog box where you enter the following data:

- Corporate card program
- Company account name
- Token or masked card number
- Employee name and number
- Expiration date
- Maximum amount per transaction: Applicable for procurement cards only
- Maximum amount per billing period: Applicable for procurement cards only

> **Note:** Manual creation of corporate cards is the exception, rather than the rule. Corporate cards are company account-specific. For example, if an employee transfers to another organization within your company and the organization belongs to another company account, you must create the corporate card again with the applicable company account name.

Related Topics

- Simplified Configuration for MasterCard CDF3 and Visa VCF4 Files
- How can I configure corporate card issuers?
- What's a corporate card program?

Why Are Procurement Cards Not Applied to Requisition Lines

These situations prevent any procurement card from being applied to a requisition line:

- When the destination type of the requisition line is inventory. In other words, inventory replenishment can’t be charged to a procurement card.
- When at least one of the distributions of the line is assigned to a project.
- When the supplier site isn't enabled to accept procurement cards.
- When the requisition line is for an internal transfer (that is, source type is Inventory).
- When the requisition line has work order as its destination type.

Define Common Payables and Procurement Options

Guidelines for Common Options for Payables and Procurement

You can set options common to the procure-to-pay business flow on the Manage Common Options for Payables and Procurement page. These options are available for invoice business units and requisitioning business units.

Here are the categories of the common options:

- Default distributions
- Automatic offsets
- Currency conversion
- Expense accruals
- Self-billed invoices
- Legal entity information

Default Distributions

Use default distributions to define accounts for payables transaction accounting.

Note: You can also specify some default distributions for a supplier on the Edit Site page.

Offset Segments

If you enter invoices for expenses or asset purchases with more than one primary balancing segment value, consider using automatic offsets. Automatic offsets balance accounting entries for Oracle Fusion Payables transactions. If you don't use automatic offsets, an invoice transaction has a single liability accounting entry, and a payment transaction has a single cash accounting entry.

Currency Conversion

This table describes the options that you can set for currency conversion.

Option	Description
Require conversion rate entry	On enabling this option, you must provide a conversion rate while entering an invoice or a payment in a currency other than the ledger currency. If you maintain daily rates, the date and rate type you enter help in automatically deriving the conversion rate. If daily rates don't exist for that date and rate type, you can't enter or save the transaction. If the conversion rate type is **User**, then you must enter a conversion rate. You can't create accounting entries for, or pay foreign currency invoices without conversion rates. If you don't enable this option, you can enter conversion rates manually on invoices and payments, or submit the Apply Missing Conversion Rates process. When you create a bills payable document, you must still provide a maturity rate, rate type, and date.
Conversion rate type	This setting provides the default conversion rate type when you enter invoices or create payments. You can change the conversion rate type at invoice entry or payment creation time.
Realized Gain or Loss Distributions	These distributions represent the default realized gain and loss accounts for payments from each of your bank accounts. If the conversion rate changes between invoice entry and payment time, it results in automatic calculation of the realized gain or loss. The realized gain and loss accounts automatically record these values.

Expense Accruals

Determine when to accrue for expense items.

Self-Billed Invoices

This table lists the options for self-billed invoices.

Option	Description
Gapless invoice numbering	You can enable gapless, that's, no breaks in numbering, invoice number generation for your buying organization during pay on receipt processing. You can enable gapless numbering for the entire business unit with this setting or limit it to a supplier site.
Buying Company Identifier	A unique identifier included in the invoice number created by the pay on receipt process.

Legal Entity Information

This table describes the options for legal entity information.

Option	Description
VAT Registration Member State	If your company operates in a member state of the European Union, select the country.
VAT Registration Number	If your company operates in a member state of the European Union, enter the value-added tax (VAT) registration number for your organization.
Bill-to Location	Enter the bill-to location to provide default values. The application uses the bill-to location to derive legal entity information.

Note: You can use the Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheet task to automate common options setup.

Related Topics

- Create Chart of Accounts, Ledger, Legal Entities, and Business Units in Spreadsheets
- How Charts of Accounts, Ledgers, Legal Entities, and Business Units Are Created Using Spreadsheets
- Default Distributions
- Automatic Offsets
- Considerations for Accruing Expense Items

Procurement Document Numbering

How You Define Procurement Document Numbering

Organizations need the ability to define procurement document numbers based on document type. The sequence may differ by legal entity or business unit. Here are some considerations when defining a document numbering sequence.

If a document number sequence isn't defined in advance, the application creates it when the first transaction is created for that document type and legal entity or business unit combination. The application starts the document number with 1.

In the Setup and Maintenance work area, in the Procurement offering, use the Manage Procurement Document Numbering task in the Procurement Foundation functional are to define procurement document numbering.

Determinant Type

Document numbers are typically based on the sold-to legal entity, the procurement business unit, or the requisition business unit. On the Manage Procurement Document Numbering page this is the Determinant Type.

The determinant type is fixed for a given document type. This table lists procurement document types and their respective determinant types.

Document Type	Determinant Type
Purchase Order	Sold-to Legal Entity
Purchase Agreement	Procurement BU
Requisition	Requisitioning BU
Negotiation	Procurement BU
Assessment	Procurement BU
Initiative	Procurement BU
Qualification	Procurement BU

Determinant Value

You can define a unique document number sequence for a combination of document type, determinant type and the determinant value, where determinant value represents a specific legal entity or business unit.

Related Topics

- How do I update existing setup data?

Procurement Category Hierarchy

Create a Procurement Category Hierarchy

As a procurement application administrator you can set up a procurement category hierarchy. A procurement category hierarchy is a grouping of purchasing categories which maps how your organization categorizes spend.

By setting up a procurement category hierarchy, you gain the ability to use the nonitem categories from the hierarchy to set up:

- Transaction approval rules
- Account generation rules
- Business intelligence reports on the Requisitions, Purchasing and Sourcing subject areas

Note: A procurement category hierarchy isn't the same entity as a catalog category hierarchy. The structure of the two can be the same, but don't have to be the same. Each hierarchy can be configured differently to meet the needs of your organization. Also, a procurement category hierarchy isn't the same entity as a supplier products and services hierarchy.

In the Setup and Maintenance work area, use the Manage Procurement Category Hierarchy task in the Procurement Foundation functional area to create a procurement category hierarchy.

1. On the Manage Procurement Category Hierarchy page, you can perform these actions to build a hierarchy:
    - Create browsing categories
    - Insert item categories
    - Edit, move or delete categories
2. To create a browsing category:
    a. Highlight an existing category in the hierarchy.
    b. Click the **Create** button or select **Create** from the Actions menu.
    c. On the Create Browsing Category dialog, enter a name and description and click **Save**.
3. To insert an item category:
    a. Highlight an existing category in the hierarchy.
    b. Click the **Insert Item Category** button or select **Insert Item Category** from the Actions menu.
    c. On the Select and Add: Item Categories dialog, search for and select the item category from the existing list.

Note: To create additional item categories for insertion into the procurement category hierarchy, use the Manage Functional Area Catalogs task. You can find the task in the Setup and Maintenance work area, in the Purchasing Categories functional area. You can also find the task in the Catalogs functional area.

Related Topics

- How do I update existing setup data?

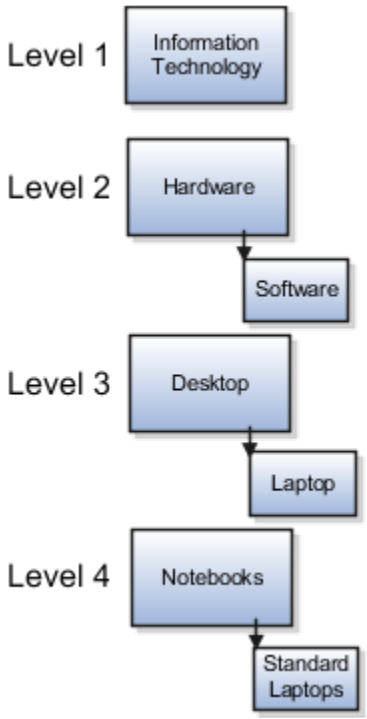
How You Use the Procurement Category Hierarchy in Approval Rules, Account Generation, and Reporting

You can use a procurement category hierarchy to set up transaction approval rules, account generation, and reporting.

How You Use the Procurement Category Hierarchy in Approval Rules

You can set up approval rule conditions using up to the top 10 levels of categories in a procurement category hierarchy.

For example, this graphic shows four levels of categories for IT level spend.



If you have approval policies that apply to all hardware categories, you need only one rule condition applied to the highest hardware category level in the hierarchy. For example, you might set up an approval rule where if the procurement category hierarchy equals level 2 hardware, then route a requisition to the information technology approval group for approvals. This way, you don't need separate approval policies for the lower levels (notebooks and standard laptops). In this example, any changes you make to the categories below hardware wouldn't affect the approval policy rule because everything rolls up to hardware.

You can use procurement category hierarchies for approvals of requisitions, purchasing documents, and negotiation approval tasks.

How You Use the Procurement Category Hierarchy in Account Generation

You can also use a procurement category hierarchy for deriving accounts. You can use the top 10 levels of categories for account mapping sets. Using the same example hierarchy, you might set the input source to be based on hierarchy level 2 hardware, and set the mapping to hardware to derive an account. In that case, any categories or items that roll up to level 2 hardware can then use the mapped account.

You can use a predefined, delivered mapping set to derive natural account segments based on the requisitioning business unit and procurement category hierarchy level 1.

How You Use the Procurement Category Hierarchy in Reporting

You can also use the category dimension to create business intelligence reports, based on the top 10 levels of a procurement category hierarchy. The category dimension is available in the reporting subject areas for requisitions, purchasing documents, and negotiations.

Related Topics

- Use Procurement Category Hierarchies in Approval Rules

Use Procurement Category Hierarchies in Approval Rules

This example shows how to use a procurement category hierarchy to set up an approval rule for purchase orders for hardware and software.

Use a procurement category hierarchy having the level 2 category, Information Technology, to set up an approval rule. Set up the approval rule to route hardware and software purchases to the information technology (IT) approval group. This table summarizes key decisions to consider, and the decisions made for this scenario.

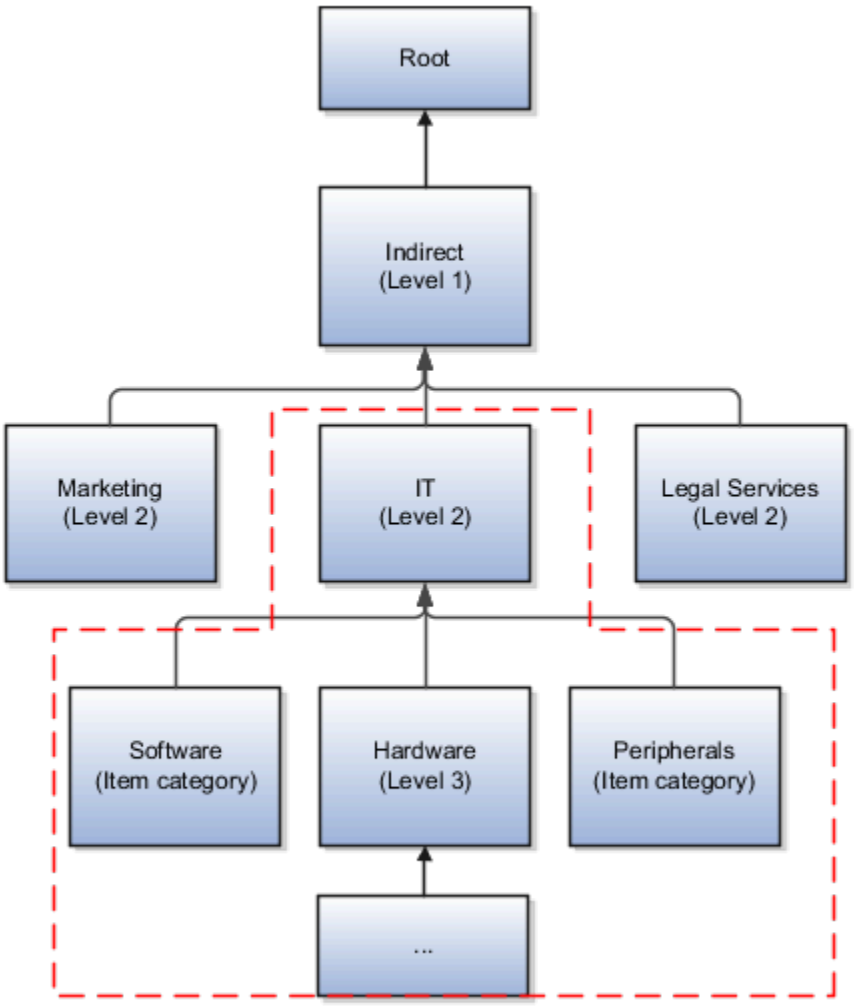
Decisions to Consider	In This Example
Do you want to set up an approval rule for requisitions, purchase orders or negotiations?	Set up an approval rule for purchase orders.
Do you have an existing approval group for your IT organization?	Assume an approval group named IT Approvals exists.
Do you have an existing procurement category hierarchy to use?	Assume the example procurement category hierarchy is set up and available for use..
What procurement category hierarchy level do you want to use for the rule?	In this example, use the level 2 category Information Technology.

Example Procurement Category Hierarchy

The example procurement category hierarchy has the following levels:

- No level number: Root
- Level 1, under Root: Indirect spending.
- Level 2, under Indirect: Marketing, IT, and Legal Services
- Level 3 item categories, under IT: Software, Hardware, and Peripherals

This figure illustrates the structure of the example procurement category hierarchy for information technology



purchases.

Note: You can create more than 10 levels under the root category of a procurement category hierarchy. You can only set up approvals based on the top 10 levels.

Before You Start

This example assumes the following prerequisites setups are completed.

1. A procurement category hierarchy has been created in the Setup and Maintenance work area using the Manage Procurement Category Hierarchy task in the Procurement Foundation functional area.
2. An IT approval group has been created in the Setup and Maintenance work area using the Manage Approval Groups task in the Approval Management functional area.

Create the Approval Rule

1. In the Setup and Maintenance work area, access the Manage Purchasing Document Approvals task in the Approval Management functional area.
2. On the Manage Purchasing Document Approvals page, select an approval stage for your rule. For example, select the stage Post Approval First Responder Wins. This table lists the attributes for the stage.

Field	Value
Routing	Parallel
Voting Regime	First Responder Wins

3. Click the **Edit Rules** button to open the Edit Approval Rules page.
4. In the Rules section, **Actions** list, select **Create**. Give the rule a name such as IT Approvals.
5. In the IT Approvals Details section add a condition stating "Procurement Category Hierarchy Level 2 Equals Information Technology." Complete the fields as shown in this table.

Field	Value
Attribute	Procurement Category Hierarchy Level 2
Operator	Equals
Value	Information Technology

6. In the Actions section, click the **Add Action** button. Complete the fields as shown in this table.

Field	Value
Action Type	Approval Required

Field	Value
Route Using	IT Approval Group

7. Click **Save**.

Use a Procurement Category Hierarchy to Set Up an Account Mapping

This example shows how to use a procurement category hierarchy to set up an account mapping. The mapping derives an account for purchases of hardware and software.

Use a procurement category hierarchy having the level 2 category, Information Technology, to set up an account mapping set for purchases of computer hardware. This table summarizes key decisions to consider, and the decisions made for this scenario.

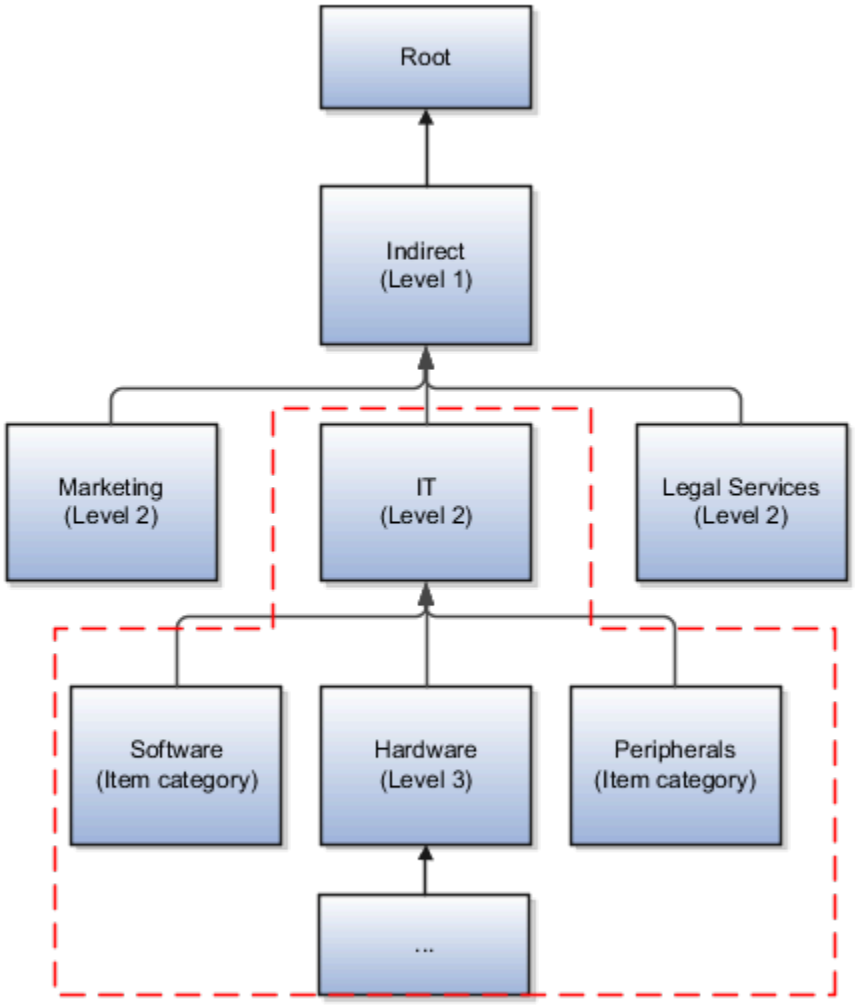
Decisions to Consider	In This Example
Do you have an existing procurement category hierarchy to use?	Assume the example hierarchy exists.
What procurement category hierarchy level do you want to use for the mapping?	In this example use the level 2 category Information Technology.
Do you have an account set up that you can use in the mapping?	In this example assume the account Purchasing Computer Hardware exists.
Does your organization have an account combination in the Chart of Accounts that you can use in the mapping?	In this example assume that it does.

Example Procurement Category Hierarchy

The example procurement category hierarchy has the following levels:

- No level number: Root
- Level 1, under Root: Indirect spending.
- Level 2, under Indirect: Marketing, IT, and Legal Services
- Level 3 item categories, under IT: Software, Hardware, and Peripherals

This figure illustrates the structure of the example procurement category hierarchy.



Note: You can create more than 10 levels of categories under the root category. You can only set up account mapping sets based on the top 10 levels.

Before You Start

This example assumes the following prerequisites setups are completed.

1. A procurement category hierarchy has been created, in the Setup and Maintenance work area using the Manage Procurement Category Hierarchy setup task in the Procurement Foundation functional area.
2. Accounts have been created in the Chart of Accounts, using the Define Chart of Accounts task.
3. Account rules have been created, using the Manage Account Rules setup task.

Create the Account Mapping

1. In the Setup and Maintenance work area, access the Manage Mapping Sets task in the Procurement Transaction Account Rules functional area.
2. On the Manage Mapping Sets: Purchasing page, click the Create icon.
3. On the Create Mapping Set page, complete the fields as shown in this table.

Field	Value
Name	Hierarchy Mapping Set
Short Name	HIERARCHY_MAPPING
Output Type	Account Combination

4. In the Input Sources section, click the Add icon.
5. On the Search and Select Input Sources dialog, complete the fields as shown in this table.

Field	Value
Subledger Application	Purchasing
Source	Procurement Category Hierarchy Level 2

6. On the **Create Mapping Set** page, in the Input Sources section, the **Number** field value is populated with 1. The Source value is Procurement Category Hierarchy Level 2.
7. In the **Chart of Accounts** section, click the Add icon.
8. In the **Chart of Accounts** field, select an account from the list of values. For example, Purchasing Computer Hardware.
9. In the **Mapping** section, click the Add icon. Complete the fields as shown in this table.

Field	Value
Input Value	Enter the exact category name. For example, Information Technology.
Output Value	Click the **Output** icon. In the dialog enter the chart of accounts values for your account combination: Company, Department, Account, Sub-Account, and Product.

10. Click OK, and then click Save.

How can I use the procurement category hierarchy to create reports?

Use the Reports and Analysis work area to create a business intelligence report. You can use the Category dimension to set up reports based on the levels of the procurement category hierarchy.

The dimension is available in the reporting subject areas for requisitions, purchasing documents, and negotiations.

Note: You can set up reports based on the top 10 levels of a procurement category hierarchy.

What's the difference between the catalog, procurement, and products and services category hierarchies?

A procurement category hierarchy maps how spend is categorized in your organization. Use it when setting up approval rules, deriving spend accounts, and in reports.

A catalog category hierarchy defines the structure for browsing the shopping catalog. Requesters use it when creating purchase requisitions.

A supplier products and services category hierarchy identifies the categories of products of services that suppliers and prospective suppliers can provide. Use it when setting up a supplier profile, in supplier registration, and to identify suppliers to invite to sourcing negotiations.

Compliance Checklists

Set up Compliance Checklist Templates and Questions

You can create checklists from the user-defined templates.

This drives the consistency needed for compliance standards. With checklist templates, you can define a set of requirements needed for a specific procurement business purpose, hence you can create different templates for a specific purpose. For example, you can have different templates for your direct and indirect purchases to capture different requirements and documents.

Questions are the building blocks for your checklist. As you create a repository of individual questions, they're stored in the Question Library. You can later use questions in the Question Library to create the checklists you use for checking the compliance to create the checklists to comply with the procurement requirements.

A checklist may contain prerequisite questions, but a checklist must have a section or many sections, and these sections contain relevant questions to gather compliance related information.

1. To create prerequisite questions: (optional)
    a. In the Setup and Maintenance work area, use the **Manage Compliance Checklist Templates** task.
        - Offering: Procurement
        - Functional Area: Compliance Checklists
    b. Set Question Usage as Prerequisite.
    c. Specify whether the question response is text entry, multiple choice with single selection, or multiple choice with multiple selections.
2. Create Checklist Questions:
    a. In the Setup and Maintenance work area, use the **Manage Compliance Checklist Questions** task.
        - Offering: Procurement
        - Functional Area: Compliance Checklists
    b. Set the Question Usage option as Checklist.
    c. Optionally, you can map to a prerequisite question.
    d. If not mapped to a prerequisite question, specify whether the question response is text entry, multiple choice with single selection, or multiple choice with multiple selections.
    e. Indicate whether attachments are required, optional, or not allowed for each possible response. Optionally, set follow-up questions to the response using question branching.
3. Create prerequisite and checklist sections: About checklist sections: Sections are containers for your questions. You can group checklist questions for a particular area in a section. For example, a Solicitation section could have requirements related to the solicitation process. To create prerequisite and checklist sections:
    a. In the Setup and Maintenance work area, use the **Manage Compliance Checklist Sections** task.
        - Offering: Procurement
        - Functional Area: Compliance Checklists
    b. Add the prerequisite questions into a checklist section with the Prerequisite section usage, if applicable.
    c. Add the checklist questions related to an area into a checklist section with the Checklist section usage.
4. Create Compliance Checklist Templates: To create checklist templates:
    a. In the Setup and Maintenance work area, use the **Manage Compliance Checklist Templates** task.
        - Offering: Procurement
        - Functional Area: Compliance Checklists
    b. Set the prerequisite section, if applicable.
    c. Add the checklist sections.

19 Personalize Supplier Registration

Personalize Supplier Registration

Supplier registration can have unique requirements based on factors like geographic region and industry.

If the information requested in the registration flow isn't tailored to the supplier based on these types of factors, it can be confusing and result in higher support costs with lower registration success rates. Create a seamless experience for your suppliers in the supplier registration by using Oracle's Visual Builder (VB) Studio.

Express Mode

In the express mode, you get access to business rules. The business rules offer a user-friendly interface that allows you to configure attributes as required, hidden or read-only and to set a default value for the attributes.

These properties can also be applied conditionally based on specific criteria using these attributes:

Country, Organization Type, Supplier Type, Business Relationship, Procurement Business Unit and Registration Source.

Business rules is supported for the Company Details, Contacts and Addresses pages. To access business rules for the supplier registration attributes, in express mode, navigate to Supplier Management under Supply Chain Management and then open the Registration – Start page.

Default Business Rules

There are three default business rules, one for the external requests and other two for the two internal registration requests submitted from the suppliers and the responsive self service procurement work areas.

These rules are seeded to deliver the registration attributes specific to the flow. These default rules can’t be modified.

Since the default rules can't be modified, you can create new rule set that you'll use to configure the attribute properties. Click to add a form rule and then create a regular form rule that will create a duplicate of the Supplier Registration Default rule. On the new duplicated rule set, toggle the options available under the required, hidden, and read-only columns to change the display properties of the individual attributes. You can edit the conditions section to include condition that applies on your defined rules set. Unchanged attributes will keep the default properties.

For example, you can enable the descriptive flexfields and have taxpayer ID as required for United States. Or, have descriptive flexfields enabled only for external registration and not for internal registration.

Procurement Business Unit, Business Relationship, Request Reason, and Justification attributes are only applicable for internal requests whereas the Note to Approver for external requests. All these attributes are available in Business Rules (VB Studio) and it's recommended to not enable an attribute in the registration source where it isn't applicable.

You can provide default values for these attributes on Company Details: Country, Organization Type, Supplier Type, and Note to Approver. For the following LOV attributes, use code as the default value. To find the code values, access the setup tasks in the Setup and Maintenance work area:

- Country: task Manage Territories. Example: US

- Organization Type: task Manage Tax Organization Type Lookup. Example: CORPORATION
- Supplier Type: task Manage Supplier Type Lookup. Example: SUPPLIER

These contacts and address based attributes can be set with default values:

Contacts page attributes:

- Administrative contact: default value – false
- Request user account: default value – true
- Is this an administrative contact: default value – No
- Does this contact need a user account: default value - Yes

Address page attributes:

- Bid on RFQs: default value – true
- Receive Payments: default value – none
- Receive Purchase Orders: default value - none

Guided Journey

For internal supplier registration, you can configure guided journeys to provide your requesters with information specific to your process that can assist them in submitting a request.

Guided journeys are available at page and section levels. Each page can have their own guided journeys and sections like additional information and attachments on different pages can have their own.

For example, you can publish a guide on your registration process at the page level and provide a list of documents you want requesters to upload at the attachments section level.

Preview Personalization

After completing personalization, the changes need to be published. Before publishing, it is recommended to review the changes.

For external supplier registration:

After making your changes, navigate to the register-supplier (supply chain management > register supplier > supplier-registration) and then access the menu options. Click the share menu option to open the Share Application Extension popup. On this popup, click the Share button and wait for process to complete. After the process is complete, copy the URL from the Application URL text box. Now, change the copied URL by appending with “&” followed by the ID of your registration request URL (refer to the following example).

Example URL copied from VB Studio: .../fscmUI/redwood?vbdt%3ApreferExtensionVersion=
%24vb_sb_none_f85b01769589 e1ad6128duchad823ndc

Registration URL (from Configure Procurement Business Function setup): .../fscmUI/redwood/supplier-registration/register-supplier/register-supplierverification?id=V19A293clO%Adj348AD9238s%2BSkVLYa84Xer4aljROGsA%3D%3D

Constructed URL: Use this URL to test your extension .../fscmUI/redwood?vbdt%3ApreferExtensionVersion=%24vb_sb_none_f85b01769589 e1ad6128duchad823ndc&id=V19A293clO%Adj348AD9238s%2BSkVLYa84Xer4aljROG sA%3D%3D

For internal supplier registration:

Click to share the personalization and then append the URL with &RegistrationSource=INTERNAL_REQUEST or &RegistrationSource=SSP_REQUEST to review changes in the internal supplier registration for suppliers or responsive self-service procurement work areas respectively.

For internal supplier registration, these preview URLs will open requests in independent browser tabs and therefore some of the actions like cancel and submit will not give same result as that of requests accessed from work area.

After verifying the changes through the preview link, you can publish your changes.

Consider these when you're extending the capabilities of the next generation supplier self-service registration:

- Any personalization done will be applicable to all the supplier registration flows unless a condition is included based on the registration source.
- At any point in time, only one business rules set will be applicable for an attribute. The sets are evaluated from top to bottom and the first applicable set is considered. You must therefore position the always applied extension business rules set towards the bottom. If none of the extension rules apply, default (built-in) rules will be considered when rendering the page.
- Adding conditions on extension business rules isn't mandatory.
- To rename attributes, you need to use the user interface text tool editor.

20 Purchasing Configuration

Define Common Purchasing Configuration

Examples of Purchase Order Line Types

These examples demonstrate why the line type feature is an important part of the purchase order. It enables you to clearly differentiate orders for goods from those for services.

When to Use Quantity-Based Line Types

Use quantity-based line types when you want to specify the quantity, unit of measure, and unit price for the items you're ordering. Oracle Purchasing provides Goods as an initial quantity-based line type. You can modify this line type or create new quantity-based line types to satisfy your business needs.

This table provides an example of a line with the line type Goods.

Type	Item	Quantity	UOM	Price
Goods	AS54888	8	Each	$1,107

When to Use Fixed Price-Based Line Types

You can use fixed price-based line types when you want to order general business services by a fixed amount. Purchasing provides Fixed Price Services as an initial fixed price-based line type. You create an order for fixed price service by selecting a fixed price services line type, category, item description, and total amount of the service. You can receive and match fixed price services by amount.

This table provides an example of a fixed price-based line with the line type of Fixed Price Services.

Type	Description	Category	Price
Fixed Price Services	Office Cleaning	Office Miscellaneous	$1,350

When to Use Rate-Based Line Types

You can use rate-based line types when you want to order services billed by quantity. Purchasing provides Rate Based Services as an initial rate-based line type. You create an order for rate-based service by selecting a line type, category, description, quantity, UOM, and unit price for the services you're ordering.

This table provides an example of a line with the line type of Rate Based Services.

Type	Description	Category	Quantity	UOM	Price
Rate Based Services	Underground Cable Installation	Installation and Maintenance	100	Square foot	$10

Document Style Options

You can use purchasing document styles to control the look and feel of a purchasing documents in the application to match their business usage. Through reusable document styles, you can turn on or off various procurement features, thereby simplifying the user interface.

In addition, document styles provide the ability to define purchasing document names that align more closely with the naming conventions of your organization's business.

When you create a purchasing document using a document style, disabled features are hidden. For example, if price breaks aren't allowed on an agreement document style then agreements using this style won't display the price break region.

Document Style for Commodities

You can create a document style for a specific commodity such as services. This document style optimizes field labels and presentation for that commodity, thereby simplifying purchase order entry.

Document Style for Blanket Purchase Agreement

You can enable a document style for use with blanket purchase agreements. This document style could be used to limit the use of price breaks, for example. You can also give a document style a distinctive name. For example, a construction company might name their agreement styles Equipment Agreement and Supply Agreement to easily separate the two types of agreements.

Document Style for Contract Purchase Agreement

You can enable a document style for use with contract purchase agreements utilizing the naming convention of your organization.

How You Review the Delivered Document Style for Outside Processing

You can review the delivered document style for use with purchasing documents having outside processing items.

In the Setup and Maintenance work area, use the Manage Document Styles task in the Procurement Foundation functional area to access the Outside Processing Style document style. Review the delivered settings:

- Status is Active.
- Purchase Basis is Goods.
- Line Types is All. (For Goods only.)
- The Outside Processing value is enabled.

    - The Configurations and Consignment Terms values aren't enabled. These three values are mutually exclusive, only one can be enabled in a document style at a time.
- Display names are enabled for Outside Processing Purchase Order, Outside Processing Blanket Agreement, and Outside Processing Contract Agreement.
    - For Outside Processing Blanket Agreement the Price Breaks Allowed value is set to Yes.

You can't change the delivered Outside Processing Style. If needed, you can create a new document style with a different set of values for outside processing.

Related Topics

- Document Style Options
- Define a Document Style for Outside Processing
- How do I update existing setup data?

Define a Document Style for Outside Processing

You can create a new document style for purchasing transactions for outside processing items.

You can't change the delivered document style for purchasing transactions for outside processing items. To define new document styles, use the Manage Document Styles task in the Setup and Maintenance work area, in the Procurement Foundation functional area.

To define a new document style for outside processing:

1. Enter a name and description for the document style, and set the status to Active.
2. Select the Purchase Bases: Goods, Services or Both.
3. Set the Outside Processing Enabled option to Yes.

   The Outside Processing Enabled, Consignment Terms Enabled, and Configuration Ordering Enabled options are mutually exclusive. You can't enable more than one of them in a document style.
4. Set the Line Types: All or Specified.
5. In the Purchase Order section enter the Display Name.
6. In the Blanket Purchase Agreement and Contract Purchase Agreement sections, you can optionally enable the document style for those purchasing document types. Also enter display names for them. For blanket agreements you can also define whether or not price breaks are allowed.

For document styles having outside processing enabled, you can't disable the Outside Processing Enabled option if any purchasing document is using the style.

Related Topics

- Document Style Options
- How You Review the Delivered Document Style for Outside Processing

Modify View and Edit Purchasing Document Pages to Display Negotiation Details Using Page Composer

As an Administrator with the correct security privileges, you can modify View and Edit Purchasing Document pages to display negotiation details using Page Composer.

Buyers and suppliers can view the negotiation number for purchase orders and agreements created as negotiation award outcomes. They can use the negotiation number link to view negotiation details.

To use Page Composer to display the Negotiation field in the View and Edit Purchasing Document pages, follow these steps:

1. On the Home page, click your user image or name in the global header, and from the **More Tasks** menu, click **Edit Pages**.
2. Click **Activate a sandbox**.
3. In the sandbox, click **Create Sandbox**.
4. Enter a name for the sandbox and confirm Publishable is set to Yes.
5. Select **Page Composer**, then click **Create and Enter**.
6. Navigate to the page on which you want to display the negotiation field and query a purchasing document that was created as a negotiation award outcome.
7. From the Tools menu, click **Page Composer**.
8. In the Selection pane, click the **Structure** tab.
9. On the Structure tree, click **Negotiation** and select **Edit**.
10. On the Component Properties page, select the **Show Component** check box and select **OK**.
11. Verify your changes in the sandbox, and then publish the sandbox to put the changes into effect.

How You Enable Creation of Purchase Order Lines with Negative Amounts

To create purchase order lines with negative amounts, use a line type that has the Credit setting enabled and then enable credit line types on a new document style.

- Use the provided Credit line type or create a new line type that has Credit setting enabled. Order lines created with credit line types can have a zero or negative amount.
- Create a new document style and enable the Credit Line Types Enabled setting. When you create purchase orders with this document style, you can create lines with credit line types.

Configure Retainage

As a procurement application administrator or as a user who has the Manage Purchasing Document Style privilege, you can enable retainage for existing or newly created user-defined document styles.

These are the steps you need to follow to enable the retainage:

1. In the Setup and Maintenance work area, in the Tasks tab, click **Search**.

2. On the Search page, search for the Manage Document Styles task and click the task.
3. Create a new document style or update an existing user-defined document style.
4. Set Retainage Enabled to Yes.

Considerations for Configuring Retainage

Here are some of the considerations for configuring retainage for purchase orders:

- Use the Manage Document Styles task under the Procurement Offering to enable retainage for existing or newly created user-defined document styles.
- You can't enable retainage terms for seeded document styles: Standard style, Consignment style, Configure-to-Order style, and Outside Processing style.

Enable Progress Payment Schedules

If you aren't using the predefined Complex Work Style document style to create complex purchase orders, here's how you can create a new document style to enable progress payments:

1. In the Setup and Maintenance work area, select:
    - **Procurement** offering
    - **Procurement Foundation** functional area
    - **Manage Document Styles** task
2. Create a new document style.
3. Set Progress Payments Enabled to **Yes**.

Enable Work Confirmation

You can enable work confirmation on the predefined Complex Work Style if there are no receipts for the purchase orders of that style. Otherwise, create a new document style and enable work confirmation.

Before You Start

To manage search capabilities for work confirmations and purchase orders, submit scheduled jobs to create index definition and perform initial ingest to Oracle Search Cloud Services. Use these index names when submitting the process:

- Purchase Orders: fa-prc-po
- Work Confirmations: fa-prc-wc

To enable work confirmation on a new document style, follow these steps:

1. In the Setup and Maintenance work area, select:
    - **Procurement** offering
    - **Procurement Foundation** functional area
    - **Manage Document Styles** task
2. Create a new document style.

3. Set Progress Payments Enabled to **Yes**.

Change Order Template

A change order template is a set of guidelines that enables an organization to specify what constitutes an internal change and what constitutes an external change to a procurement document during the course of its lifecycle.

Some of the document change terminology:

1. External Change Order
2. Internal Change Order

External Change Order

This is a type of change order that modifies an attribute or attributes that may be relevant to the supplier as defined in the change order template. Examples include changes to price, amount, or contract terms. This is also referred to as a supplier facing change order. In commercial organizations these types of changes are referred to as an amendment and in a Federal organization they're called MODs or modifications.

Internal Change Order

This is a type of change order that modifies an attribute or attributes that may not be relevant to the supplier as defined in the change order template. Examples includes changes to a descriptive flexfield or a certain category of attachments. These are also referred to as administrative changes.

Typically this will be a buyer or requester requested change order. That is a change order requested by a user whose role is either buyer or requester.

What's a purchasing document report template?

The purchasing document report layout is set by a purchasing document report template. The report template determines what information is displayed in the purchasing document report. the template also provides the headers, footers, text, style, and pagination of the printed document.

Your options for report templates include:

- Use one of the delivered report templates.
- Create a report template in RTF format and upload it to Oracle Analytics Publisher.
- Copy and configure one of the delivered report templates using Oracle Analytics Publisher.

You can use the Configure Procurement Business Function task to select a document layout for each purchasing document type. You can find the task In the Setup and Maintenance work area, Procurement Foundation functional area.

Related Topics

- How You Configure Purchasing Document Reports
- Purchasing Document Report
- How do I update existing setup data?

How You Configure Purchasing Document Reports

You can copy and configure new versions of the delivered purchasing document report templates. Use the report creation capabilities of Oracle Analytics Publisher, and Oracle Analytics Publisher Desktop.

Aspects of copying and configuring delivered purchasing document report templates that are explained in this topic include:

- Report templates.
- How You obtain Procurement data source.
- Data models.
- General steps to copy and configure a report.

Report Templates

Two predefined purchasing document report templates are delivered: Purchase Order PDF Report and Purchase Agreement PDF Report.

The reports have two main elements:

- Procurement data source.
- Report layout template.

Obtain the delivered report templates in Oracle Analytics Publisher, using the following path: **Catalog/Shared Folders/Procurement**.

You can configure new versions of the delivered reports by adding fields to the report layout, to include reporting attributes not shown in the delivered versions, such as:

- Attributes from the delivered data model.
- Additional attributes from tables not available in the delivered data model.

How You Obtain Procurement Data Source

You can obtain the procurement data source (represented as an XML file) directly from Oracle Analytics Publisher.

There are two ways to extract the data source from Oracle Analytics Publisher:

- You can find the data models in the this path: Catalog > Shared Folders > Procurement > Purchasing > Data Models. There's a data model for purchase orders and a separate one for purchase agreements. You can export the data source from these data models by navigating to Edit > Data. Specify values for the parameters and then select View to see the XML. Use the Export button to save the XML.
- Alternatively, you can extract the data source from the provided reports. First, you must enable XML as an output parameter for the layout:
    a. Navigate to Catalog > Shared Folders > Procurement > Purchasing, create a custom copy of the report you want to work with and then click **Edit** from the custom version you just created (placed in the Custom > Procurement > Purchasing folder by default).
    b. Select View a list.
    c. In the Output Formats dropdown, select Data (XML).

d. Open the report using either the Report Viewer (View Report button) or navigate to Open > Shared Folders > Custom > Procurement > Purchasing.

> **Note:** To enable the View Report button, you must set the properties of the report to Run Report Online.

e. Enter values for the parameters. When the results are displayed, navigate to Actions > Export > Data. You will be prompted to save the data source as an XML file.

Whether you use option 1 or option 2 to obtain the data source, you must provide values for these parameters to generate the corresponding XML file for purchase orders:

- Sold-to LE
- Document Number
- Change Order Number
- Is Document in Draft Status? (Y/N)

To extract sample data from the purchase agreement data model, you must provide values for these parameters:

- Procurement BU
- Document Number
- Change Order Number
- Is Document in Draft Status? (Y/N)

Data Models

Two data models are delivered, one for each purchasing document report: Purchase Order Data Model, and Purchase Agreement Data Model. Obtain them from Oracle Analytics Publisher, using the following path: **Catalog/Shared Folders/Procurement**.

Use the data models to:

- See all of the fields that can be included in a report.
- Retrieve fields from other tables that aren't included in the delivered data models.
- Make changes to the data models for the two purchasing document types independent of each other.

How You Copy and Configure a Purchasing Document Report

To copy and configure a purchasing document report follow these general steps.

1. Use Oracle Analytics Publisher to:
    a. Obtain the delivered data model and report template appropriate to the purchasing document type.
    b. Make a copy of them to configure into a new version, preserving the delivered versions unchanged.
    c. Edit the data model and export the XML.
    d. Download the report template.
2. Use Oracle Analytics Publisher Desktop, in Microsoft Word, to:
    a. Import the data model to the copy of the report template.
    b. Modify the report template to add fields to the report that aren't a part of the delivered report.
3. Use Oracle Analytics Publisher to:

a. Upload the modified report template to the catalog, making it available to other users.

The modified report template displays in the Configure Procurement Business Function task. You can find the task in the Setup and Maintenance work area, Procurement Foundation functional area. For each affected business unit, you can associate the modified report template with the appropriate purchasing document type.

Related Topics

- Overview of Analytics Publisher
- Create and Edit Report Layouts
- Modify Data Models
- Purchasing Document Report

How You Assign Buyers using Buyer Assignment Rules

Your organization's procurement buyers have different sets of expertise. Identifying the best buyer for a purchasing transaction can play a significant role in cost sensitive business procurement. You can use buyer assignment rules to help with this process.

The application assigns a buyer to a requisition line only if a suggested buyer isn't provided by the requester. The application assigns a buyer using the following steps, in order of precedence:

1. Evaluate the buyer assignment rules, as set up in the Manage Buyer Assignment Rules task. Find the task in the Setup and Maintenance work area, in the Purchasing Foundation functional area.
2. Use the default buyer from the item definition in the deliver-to organization of the requisition line. Find the requisition line on the Process Requisitions page, in the Purchase Orders or Purchase Agreements work area.
3. Use the default buyer from the Configure Procurement Business Function task. Find the task in the Setup and Maintenance work area, Procurement Foundation functional area.

If the **Use Same Buyer for all Lines in a Requisition** profile option is enabled in the application, the buyer assigned to the first line will also be assigned to all other lines.

> **Note:** When you opt in to the Assign Requisition Lines to the Buyer on the Source Agreement feature, buyer assignment rules aren't evaluated for requisitions lines that are sourced to an agreement. The buyer on the source agreement is assigned as the requisition line buyer.

Related Topics

- Buyer Assignment Rules

Buyer Assignment Rules

You can define buyer assignment rules that direct automatic routing of requisition lines to the most appropriate buyer for processing. The application uses the rules to assign buyers to requisition lines, when requisitions you create online or import are submitted for approval.

Define buyer assignment rules using the Manage Buyer Assignment Rules task, in the Setup and Maintenance work area, Purchasing Foundation functional area.

These are the choices to consider when creating a buyer assignment rule:

- Rule Sequence
- Requisitioning BU
- Commodity
- Deliver-to Organization
- Project
- Cost Center
- Supplier
- Noncatalog Request
- Exceeds Line Amount
- Procurement BU
- Buyer

Note: A value for rule sequence, procurement business unit, and buyer are required to create a rule. In addition, either a requisitioning business unit, or a commodity, or both are required.

Rule Sequence

Specify a number to control the sequence of evaluation of the rules.

- Rules are evaluated in ascending order of the sequence number.
- The sequence numbers have to be rational numbers (supporting decimals).
- No two rules can have the same sequence number.

Commodity

Enter a Commodity that can be either a category or a group of categories. Define commodity-based rules at higher levels to avoid creating rules for each category.

Deliver-to Organization

Identify the deliver-to organization of the requisition line. This determines the item definition used to derive the default buyer.

Project

Specify the project identification, which the application matches to the requisition distribution. A requisition line is considered a match only if all the distributions have the same project.

Cost Center

Specify the requisitioning BU and then the cost center. When a requisition has more than one distribution, the application will try to assign a buyer based on the cost center from the first distribution.

Supplier

Enter the supplier, which the application matches to the requisition line.

Noncatalog Request

Indicate whether or not the requisition line is for a noncatalog request.

Related Topics

- How You Assign Buyers using Buyer Assignment Rules
- What's a buyer assignment rule set?
- How do I update existing setup data?

How You Upload Buyer Assignment Rules

You can use spreadsheet processing to manage buyer assignment rules. Use this method when there is a large amount of data to manipulate.

Work with buyer assignment rules spreadsheets using the Manage Buyer Assignment Rules task in the Setup and Maintenance work area, in the Purchasing Foundation functional area.

Use Spreadsheet Processing

To use the spreadsheet, follow these steps.

1. On the Manage Buyer Assignment Rules page, use the Manage in Spreadsheet button to save the spreadsheet file to your local computer. You can also use the Manage in Spreadsheet option from the Actions drop-down list.
2. Once you save the file locally, open and complete the spreadsheet. The spreadsheet includes a worksheet containing instructions and a worksheet for creating and maintaining rules.
3. After completing your entries in the spreadsheet, click Upload to move your changes to the application.
4. The application validates your entries.
    a. View the overall outcome for your upload in the Status column of the spreadsheet.
    b. View highlighted spreadsheet cells for any errors.
5. If there are errors, correct the errors in the spreadsheet and upload again.

Related Topics

- Guidelines for Using Desktop Integrated Excel Workbooks
- How do I update existing setup data?

Configure Approved Supplier Status Validation for Blanket Purchase Agreement Items

As an administrator, you can configure the profile option that prevents submission of a blanket purchase agreement unless the agreement supplier has approved status for the agreement line items that are marked to use only approved suppliers.

To configure the profile option, follow these steps:

1. In the Setup and Maintenance work area, access the **Manage Purchasing Profile Options** task in the Procurement Foundation functional area.
2. On the Manage Purchasing Profile Options page, in the list of names click the profile option code **PO_ASL_VALIDATION_FOR_BPA**.
3. In the Search Results: Profile Options section, note the profile option display name is **Approved Supplier Validation for Blanket Purchase Agreements**.
4. In the PO_ASL_VALIDATION_FOR_BPA: Profile Values section, select a **Profile Value**: **Yes** or **No**. The default value is Yes.
    - Yes: Blanket purchase agreements are validated to prevent submission unless the agreement supplier has approved status for the agreement line items that are marked to use only approved suppliers.
    - No: Blanket purchase agreements aren't validated on submission to ensure the agreement supplier has approved status for the agreement line items that are marked to use only approved suppliers.
5. Click **Save**.

Related Topics

- Set Profile Option Values

Configure Purchase Order Requested Delivery Date Validation Against Agreement Effective Dates

As an administrator, you can configure a profile option to enable or disable the validation on purchase order submission that the Requested Delivery Date is within the source agreement start and end dates.

To configure the profile option, follow these steps:

1. In the Setup and Maintenance work area, access the **Manage Purchasing Profile Options** task in the Procurement Foundation functional area.
2. On the Manage Purchasing Profile Options page, in the list of names click the profile option code **PO_REQUESTED_DELIVERY_DATE_VALIDATION**.
3. In the Search Results: Profile Options section, note the profile option display name is **Requested Delivery Date Validation Against Agreement Effective Dates**.

4. In the PO_REQUESTED_DELIVERY_DATE_VALIDATION: Profile Values section, select a **Profile Value**: **Yes** or **No**. The default value is Yes.
    - Yes: If a **Requested Delivery Date** is provided on an order that's sourced against a purchase agreement, there is validation on purchase order submission that the date is within the agreement start and end dates.
    - No: If a **Requested Delivery Date** is provided on an order that's sourced against a purchase agreement, there is no validation on purchase order submission that the date is within the agreement start and end dates.
5. Click **Save**.

Related Topics

- Set Profile Option Values

How You Display Text Attachments in the Purchase Order PDFs

You may want to attach large text attachments to purchase orders. Attach text content with over 4000 characters, configure the data model, and document in the .rtf format to retrieve the text attachments directly from Oracle WebCenter Content.

Do these tasks to modify the data model to retrieve text attachments from WebCenter Content and to display them in the Purchase Order PDF.

1. Create two data sets at each entity level.
    - The first data set is created to retrieve the document ID for the corresponding entity.
    - The second data set is created to retrieve the text attachment from the corresponding document ID.
2. Create data links based on the corresponding entity ID and document ID.
3. Modify the .rtf document to concatenate text attachments, when multiple text attachments exist at a particular entity level.
4. Create data sets at the header level and then create data sets for the rest of the entities. Here's the data model sample for reference.

Create Data Sets at Header level

Create data sets at the header level and then create data sets for the rest of the entities. Here's the data model sample for reference.

1. Create a SQL data set DraftHeaderAttachmentDataset with the corresponding query.
   Where data source is ApplicationDB_FSCM (Default)
   Type of SQL is Standard SQL
   SQL Query is as follows:
   SELECT FndDocumentsEO.DM_VERSION_NUMBER as"DOCUMENT_ID",header.PO_HEADER_ID AS"PoHeaderId"
   FROM FND_ATTACHED_DOCUMENTS FndAttachedDocumentEO, PO_HEADERS_DRAFTS_ALL headers, PO_VERSIONS versions, FND_DOCUMENTS_VL FndDocumentsEO

WHERE

((FndAttachedDocumentEO.PK1_VALUE = headers.vendor_site_id and FndAttachedDocumentEO.ENTITY_NAME = 'POZ_SUPPLIER_SITES_ALL_M') OR (FndAttachedDocumentEO.PK1_VALUE = headers.po_header_id and FndAttachedDocumentEO.PK2_VALUE = versions.version_id and FndAttachedDocumentEO.ENTITY_NAME = 'PO_HEADERS')) AND FndAttachedDocumentEO.CATEGORY_NAME = 'TO_SUPPLIER' and (FndAttachedDocumentEO.ENTITY_NAME = 'PO_HEADERS') and headers.PO_HEADER_ID = versions.po_header_id and versions.co_sequence = nyl(:param_co_num,0) AND (FndAttachedDocumentEO.DOCUMENT_ID = FndDocumentsEO.DOCUMENT_ID)

2. Create a data link from header data set - PdfDraftPurchaseOrderHeaderVORow to this data set based on PoHeaderId.
3. Create another data set based on content server and select the previous data set as the parent group and map the Document ID from the previous data set. In the Edit Data Set - DraftHeaderUCMDataset dialog box, the name is Draft DraftHeaderUCMDataset, data source is FA_UCM_PROVISIONED, parent group is DraftHeaderAttachmentDataset, document ID is DraftHeaderAttachmentDataset. DOCUMENT_ID
4. Generate the XML for the purchase order, which has text attachments at each level and verify that the attachment content is visible in the XML under DOCUMENT.
5. Modify the .rtf document as follows:

   Replace the existing condition for TextAttachmentsContent at the corresponding entity level with the DOCUMENT attribute using repeating group for node (for example, G_2 in case of header entity as shown in the preceding text.)

   Note: Replicate the same for all the other entities using the queries provided in the Reference.

Reference

Data set Queries :

1. Draft Header Attachment Data set

   SELECT FndDocumentsEO.dm_version_number AS "DOCUMENT_ID", headers.po_header_id AS "PoHeaderId" FROM fnd_attached_documents FndAttachedDocumentsEO, po_headers_draft_all headers, po_versions versions, fnd_documents_vl FndDocumentsEO WHERE ((FndAttachedDocumentsEO.pk1_value = headers.vendor_site_id AND FndAttachedDocumentsEO.entity_name = 'POZ_SUPPLIER_SITES_ALL_M') OR (FndAttachedDocumentsEO.pk1_value = headers.po_header_id AND FndAttachedDocumentsEO.pk2_value = versions.version_id AND FndAttachedDocumentsEO.entity_name = 'PO_HEADERS')) AND FndAttachedDocumentsEO.category_name = 'TO_SUPPLIER' AND (FndAttachedDocumentsEO.entity_name = 'PO_HEADERS') AND headers.po_header_id = versions.po_header_id AND versions.co_sequence = Nvl(:param_co_num, 0) AND (FndAttachedDocumentsEO.document_id = FndDocumentsEO.document_id)
2. Draft Line Attachment Data set

   SELECT FndDocumentsEO.dm_version_number AS "DOCUMENT_ID", Lines.po_line_id AS "PoLineId", Nvl(Item.organization_id, PurchasingSystemParameterPEO.inventory_organization_id) AS "OrgId" FROM fnd_attached_documents FndAttachedDocumentsEO, fnd_documents_vl FndDocumentsEO, po_lines_draft_all Lines, po_versions Versions, egp_system_items_vl Item, po_headers_all SrcDocHeader, po_system_parameters_all PurchasingSystemParameterPEO WHERE ((FndAttachedDocumentsEO.pk1_value = Lines.po_line_id AND FndAttachedDocumentsEO.pk2_value = Versions.version_id AND FndAttachedDocumentsEO.entity_name = 'PO_LINES') OR (FndAttachedDocumentsEO.pk2_value = Lines.item_id AND FndAttachedDocumentsEO.pk1_value = Item.organization_id AND FndAttachedDocumentsEO.entity_name = 'ITEM_ENTITY') OR (FndAttachedDocumentsEO.pk1_value = Nvl(Lines.from_header_id, Lines.contract_id) AND FndAttachedDocumentsEO.pk2_value =

SrcDocHeader.current_version_id AND FndAttachedDocumentsEO.entity_name = 'PO_PA_HEADERS') OR (FndAttachedDocumentsEO.pk1_value = Lines.from_line_id AND FndAttachedDocumentsEO.pk2_value = SrcDocHeader.current_version_id AND FndAttachedDocumentsEO.entity_name = 'PO_PA_LINES')) AND FndAttachedDocumentsEO.category_name = 'TO_SUPPLIER' AND (FndAttachedDocumentsEO.document_id = FndDocumentsEO.document_id) AND Lines.po_header_id = Versions.po_header_id AND Versions.co_sequence = Nvl(:param_co_num, 0) AND Lines.item_id = Item.inventory_item_id(+) AND SrcDocHeader.po_header_id = Nvl(Lines.from_header_id, Lines.contract_id) AND Lines.prc_bu_id = PurchasingSystemParameterPEO.prc_bu_id

3. Draft Schedule Attachment Data set

   SELECT FndDocumentsEO.dm_version_number AS "DOCUMENT_ID", Schedules.line_location_id AS "LineLocationId" FROM fnd_attached_documents FndAttachedDocumentsEO, fnd_documents_vl FndDocumentsEO, po_line_locations_draft_all Schedules, po_versions versions WHERE FndAttachedDocumentsEO.pk1_value = Schedules.line_location_id AND FndAttachedDocumentsEO.pk2_value = versions.version_id AND FndAttachedDocumentsEO.entity_name = 'PO_LINE_LOCATIONS' AND FndAttachedDocumentsEO.category_name = 'TO_SUPPLIER' AND (FndAttachedDocumentsEO.document_id = FndDocumentsEO.document_id) AND Schedules.po_header_id = versions.po_header_id
4. SELECT FndDocumentsEO.dm_version_number AS "DOCUMENT_ID", headers.po_header_id AS "PoHeaderId" FROM fnd_attached_documents FndAttachedDocumentsEO, po_headers_draft_all headers, po_versions versions, fnd_documents_vl FndDocumentsEO WHERE ((FndAttachedDocumentsEO.pk1_value = headers.vendor_site_id AND FndAttachedDocumentsEO.entity_name = 'POZ_SUPPLIER_SITES_ALL_M') OR (FndAttachedDocumentsEO.pk1_value = headers.po_header_id AND FndAttachedDocumentsEO.pk2_value = versions.version_id AND FndAttachedDocumentsEO.entity_name = 'PO_HEADERS')) AND FndAttachedDocumentsEO.category_name = 'TO_SUPPLIER' AND (FndAttachedDocumentsEO.entity_name = 'PO_HEADERS') AND headers.po_header_id = versions.po_header_id AND versions.co_sequence = Nvl(:param_co_num, 0) AND (FndAttachedDocumentsEO.document_id = FndDocumentsEO.document_id) AND (headers.from_co_seq <= versions.co_sequence AND headers.to_co_seq > versions.co_sequence)
5. Archive Line Attachment Data set

   SELECT FndDocumentsEO.dm_version_number AS "DOCUMENT_ID", Lines.po_line_id AS "PoLineId", Nvl(Item.organization_id, PurchasingSystemParameterPEO.inventory_organization_id) AS "OrgId" FROM fnd_attached_documents FndAttachedDocumentsEO, fnd_documents_vl FndDocumentsEO, po_lines_draft_all Lines, po_versions Versions, egp_system_items_vl Item, po_headers_all SrcDocHeader, po_system_parameters_all PurchasingSystemParameterPEO WHERE ((FndAttachedDocumentsEO.pk1_value = Lines.po_line_id AND FndAttachedDocumentsEO.pk2_value = Versions.version_id AND FndAttachedDocumentsEO.entity_name = 'PO_LINES') OR (FndAttachedDocumentsEO.pk2_value = Lines.item_id AND FndAttachedDocumentsEO.pk1_value = Item.organization_id AND FndAttachedDocumentsEO.entity_name = 'ITEM_ENTITY') OR (FndAttachedDocumentsEO.pk1_value = Nvl(Lines.from_header_id, Lines.contract_id) AND FndAttachedDocumentsEO.pk2_value = SrcDocHeader.current_version_id AND FndAttachedDocumentsEO.entity_name = 'PO_PA_HEADERS') OR (FndAttachedDocumentsEO.pk1_value = Lines.from_line_id AND FndAttachedDocumentsEO.pk2_value = SrcDocHeader.current_version_id AND FndAttachedDocumentsEO.entity_name = 'PO_PA_LINES')) AND FndAttachedDocumentsEO.category_name = 'TO_SUPPLIER' AND (FndAttachedDocumentsEO.document_id = FndDocumentsEO.document_id) AND Lines.po_header_id = Versions.po_header_id AND Versions.co_sequence = Nvl(:param_co_num, 0) AND Lines.item_id = Item.inventory_item_id(+) AND SrcDocHeader.po_header_id = Nvl(Lines.from_header_id, Lines.contract_id) AND Lines.prc_bu_id = PurchasingSystemParameterPEO.prc_bu_id AND (Lines.from_co_seq <= Versions.co_sequence AND Lines.to_co_seq > Versions.co_sequence)
6. Archive Schedule Attachment Data set

   SELECT FndDocumentsEO.dm_version_number AS "DOCUMENT_ID", Schedules.line_location_id AS "LineLocationId" FROM fnd_attached_documents FndAttachedDocumentsEO, fnd_documents_vl FndDocumentsEO, po_line_locations_draft_all Schedules, po_versions versions WHERE

FndAttachedDocumentsEO.pk1_value = Schedules.line_location_id AND FndAttachedDocumentsEO.pk2_value = versions.version_id AND FndAttachedDocumentsEO.entity_name = 'PO_LINE_LOCATIONS' AND FndAttachedDocumentsEO.category_name = 'TO_SUPPLIER' AND (FndAttachedDocumentsEO.document_id = FndDocumentsEO.document_id) AND Schedules.po_header_id = versions.po_header_id AND (Schedules.from_co_seq <= versions.co_sequence AND Schedules.to_co_seq > versions.co_sequence)

Data Links

- Draft Header Attachment Data set (G_1)
  PdfDraftPurchaseOrderHeaderVORow.PoHeaderId -> G_1.PoHeaderId
- Draft Line Attachment Data set (G_3)
  PdfDraftPurchaseOrderLineVORow.PoLineId -> G_3.PoLineId
  PdfDraftPurchaseOrderLineVORow.OrgId -> G_3.PoLineId
- Draft Schedule Attachment Data set (G_5)
  PdfDraftPurchaseOrderLineLocationVORow.LineLocationId -> G_5. LineLocationId
- Archive Header Attachment (G_7)
  PdfArchivePurchaseOrderHeaderVORow.PoHeaderId -> G_7.PoHeaderId
- Archive Line Attachment Data set (G_9)
  PdfArchivePurchaseOrderLineVORow.PoLineId -> G_9.PoLineId
  PdfArchivePurchaseOrderLineVORow.OrgId -> G_9.PoLineId
- Archive Schedule Attachment Data set (G_11)
  PdfArchivePurchaseOrderLineLocationVORow.LineLocationId -> G_11. LineLocationId

Manage Special Handling Types

Use the Manage Special Handling Types task to define new special handling types or change existing types. The Bill Only type is seeded and can be changed.

You must specify these settings to define new special handling types.

Setting	Details
Special Handling Type	The name of the special handling type.
Description	Description of the special handling type.
Code	Code to be used internally by the application or integrating services.
Header Context	The associated context to be used at the document header from the Special Handling Attributes for Headers flexfield. The context segments from this context will display on the document header.
Line Context	The associated context to be used at the document line from the Special Handling Attributes for Lines flexfield. The context segments from this context will display on the document line.

Setting	Details
Requires Buyer Review	When enabled, the application will no longer submit purchase orders that are created automatically from requisitions. The order will remain in Incomplete status. This setting overrides other settings that control automatic submission of orders.
Negotiated	When enabled, the application will set the Negotiated field when creating special handling requisitions and orders.
Automatically Create Receipt	When enabled, the application will automatically create a receipt for any new schedules when the order or change order is implemented. The changes to existing schedules won't correct an existing receipt, and you will have to correct the receipt manually.
Enabled	When enabled, requesters and buyers can create documents using the special handling type. When disabled, the special handling type will no longer visible as a choice when creating the document.

You must use the Manage Descriptive Flexfields task to configure the context and context segments for the header and line flexfields. You can configure the context and context segments for the document header on the Special Handling Attributes for Headers flexfield and for the document line on the Special Handling Attributes for Lines flexfield. You can change or add your context and context segments. There are 20 text, 10 date, 10 timestamp, and 10 number fields available.

FAQs for Define Common Purchasing Configuration

What's a document style?

Purchase order document styles allow organizations to control the look and feel of the application to match the usage of the purchasing document.

Through reusable document styles, organizations can turn on or off various document attributes, thereby simplifying the user interface to fit their business needs.

Related Topics

- Document Style Options

What's a buyer assignment rule set?

You can use rule sets to manage large numbers of assignment rules. Rules that share a common use can be grouped under a name that you can later use to filter search results.

To manage assignment rules, in the Setup and Maintenance work area, use the Manage Buyer Assignment Rule Sets Lookup task in the Purchasing Foundation functional area.

How can I automatically calculate blanket purchase order requested delivery dates?

Opt in to the Automatically Determine Requested Delivery Date Using Agreed Lead Time feature to enable requested delivery date calculation. In the blanket agreement, set the **Lead Time Days** line attribute.

When requisitions are converted to orders, the requested delivery date on the requisition line is compared to the current date plus the Lead Time Days on the agreement line. The later date is used for the requested delivery date on the order.

Define Procurement Configuration Options

Price Break Types

Select the default price break type for blanket purchase agreements using the Configure Procurement Business Function task in the Setup and Maintenance work area, in the Procurement Foundation functional offering.

Cumulative Pricing

Select Cumulative Pricing if you want to choose the price break by adding the current release shipment quantity to the total quantity already released against the purchase agreement line.

> **Note:** Cumulative Pricing can't be used with global agreements.

Non-Cumulative Pricing

Select Non-Cumulative Pricing if you want to choose the price break by using the individual release shipment quantity of the agreement line.

How You Choose an Inventory Organization

You can create purchasing documents to replenish goods stocked in an organization's inventory. You can associate each of your procurement business units with one inventory item master organization.

Use the Configure Procurement Business Function task in the Setup and Maintenance work area, in the Procurement Foundation functional offering to do this.

What Happens When You Choose an Inventory Organization

When you associate your procurement business unit (BU) with an inventory organization, items you define in this BU become available throughout procurement. Do not change a procurement BU's **Inventory Organization** after you have assigned it.

Related Topics

- How do I update existing setup data?

Receipt Close Point

Used to select the close point, which is when the shipment is closed for receiving: You can override this option for specific items and orders.

Selecting the close point gives you more precise control over when the shipment is accounted for.

Note: The receipt close tolerance percentage must be set in combination with this setting.

Accepted

Ordered goods have passed inspection and are ready for use.

Delivered

Ordered goods have been delivered and are ready for use.

Received

Ordered goods have been received and are ready for use.

Related Topics

- What's a receipt close tolerance percent?

Match Approval Level Options

A transaction status match combination after which the document may be considered approved for payment.

Note: The invoice match option in the purchase order schedule and the match approval level described here are independent options. The invoice match option determines whether Payables performs invoice matching to the purchase order or the receipt.

Two-Way

Purchase order and invoice quantities must match within tolerance before the corresponding invoice can be paid.

Three-Way

Purchase order, receipt, and invoice quantities must match within tolerance before the corresponding invoice can be paid.

Four-Way

Purchase order, receipt, accepted quantities from inspection, and invoice quantities must match within tolerance before the corresponding invoice can be paid.

Group Requisitions Options

During automatic creation of purchase orders from requisitions, use the following options to control how requisition lines are combined on order lines in the new document.

What Happens When You Select Group Requisitions Check Box

This option allows consolidation of requisition lines from across multiple requisitions into a single purchase order.

Select this check box to group requisitions into a single purchase order. The application will try to group all the requisitions that share the same:

- Requisitioning BU and Sold-to LE
- Document style
- Supplier and site
- Currency and conversion rates
- Buyer
- Ship-to Location (used optionally if the Use ship-to location check box is selected. The check box is visible if the Generate Separate Purchase by Ship-To Location feature is enabled.)
- Sales Order (used optionally if the Use customer sales order check box is selected.)
- Ship-to Customer (used optionally if the destination type is Drop ship)
- Import Source
- Buyer managed transportation setting
- Shipping method
- Tax attributes

What Happens When You Select Group Requisition Lines Check Box

This option determines whether each requisition line being fulfilled in the order will have its own order line or can be combined with other requisition lines. Select this check box to group requisition lines into the same purchase order line. The application will try to group requisition lines that share the same:

- Line type
- Item, item revision, item description, supplier item number, and supplier configuration ID
- Category
- UOM
- Source agreement and source agreement line
- Requested delivery date (used optionally if the Use requested delivery date check box is selected)
- Ship-to Organization and Location (used optionally if the Use ship-to organization and location is selected)
- Negotiated setting
- Work order product

For all requisition lines grouped into the same purchase order line, the application will further group these lines into schedules if they share the same:

- Requested delivery date, Ship-to Location, and Ship-to Organization
- Destination type

Note: Externally managed requisition lines will have their own purchase order schedule and they can't be grouped into one purchase order schedule.

Standard Purchasing Terms and Conditions

Standard terms and conditions outline any legal or functional constraints under which the purchase order or purchase agreement will be conducted. These terms and conditions apply to any orders executed by the procurement business unit and can be made available in all installed languages.

Define standard terms and conditions for purchasing documents with the Configure Procurement Business Function task in the Setup and Maintenance work area, in the Procurement Foundation functional offering.

Standard terms and conditions are included with each purchasing document sent to the supplier.

Terms

Purchasing terms commonly indicate the buying organization's rules and expectations as related to pricing and payment.

Conditions

Purchasing conditions typically describe the buying organization's rules related to but not limited to delivery, acceptance of delivery, cancellations, additions to the approved order, and general behavior of the supplier during the course of the transaction.

Languages

Indicate that this set of terms or conditions are not to be made available in all installed languages by selecting the check box: Disable terms and conditions for all languages.

FAQs for Configure Procurement Business Function

What's a receipt close tolerance percent?

This setting is used in combination with the closing point to close a schedule for receiving. It is the allowable difference (expressed as a percentage) between the quantity stated on the order schedule and the actual quantity received.

Quantities can vary up to this difference without preventing an automatic closed for receipt status. You can override this option for specific items and orders.

Note: You must also set the receiving close point.

For example, with a receipt close tolerance percent of 99 with a quantity ordered of 100 and a closing point of receipt the schedule would automatically be closed for receiving when 1 of the 100 are received.

Related Topics

- Receipt Close Point

What's a contract terms layout?

For purchasing documents, you can select a contract terms layout for the document type. These templates determine what information is displayed along with providing the headers, footers, text style, and pagination of the printed document.

You can configure your own layout in RTF format and upload it to Oracle Analytics Publisher, or select one already provided.

Related Topics

- What's a layout template?

Configure Requisitioning Business Function

How You Configure Business Units with Requisitioning Business Functions

As a Procurement Application Administrator, use the Configure Requisitioning Business Function task to configure business units that have associated requisitioning business functions. Use the attributes configured here to specify default application values and behaviors for user requisition and purchase order creation for the requisitioning BU.

Requisitioning Section

Default Deliver-to Organization

The default organization is used as the deliver-to organization for a requisition line if it's a global location. This organization is used to derive the list of item master items that are accessible to the user when creating a requisition for the requisitioning BU.

Line Type

Line Type specifies the default line type to be used for requisition lines created for the requisitioning BU. Line Type can be modified.

One-Time Location

The One-Time Location is the location code to be defaulted as the deliver-to location for the requisition line when the requester specifies an unstructured one-time delivery address on a requisition. Note that this value isn't used if the structured one-time delivery address feature is enabled.

The location specified must be a global location that's enabled for the requisitioning BU.

Group Requisition Import By

The Import Requisition process can be used to import requisitions from other Oracle or non-Oracle applications. On import, requisition lines are grouped first by requisition header number, then by the provided Group Code, then by the value set in the Group-by input parameter (None, Buyer, Category, Item, Location, or Supplier). The specified attribute is used as the default value for Group-by. All remaining requisition lines that haven't yet been assigned a requisition number will be grouped together under the same requisition.

Allow one-time addresses

Select Allow one-time addresses to allow requesters to specify a unique delivery address not attached to any configured location. One-time addresses are entered into a free-form field unless the structured one-time delivery addresses feature is enabled for Procurement and is enabled for the requisitioning BU. In that case, the one-time address is captured and validated in a set of fields determined by country.

Administrators can enable the feature on the Edit Features: Self Service Procurement page by selecting Capture One-Time Address in Structured Format. See Configuring Offerings: Procedure for more information.

Reapproval required for changes made during an active approval process

Reapproval required for changes made during an active approval process is applicable when allowing approvers to modify a requisition when it's routed for approval. It controls whether the requisition must be sent back for reapproval when the approver submits the modified requisition.

Create orders immediately after requisition import

When selected, the Generate Orders program runs immediately after the requisition import process is complete.

Approval required for buyer modified lines

Trigger the approval process when a buyer modifies a requisition line.

Enable approval override

Enable the ability to override approvals.

Enable Supply Availability Details for Internal Transfers

When creating a requisition that includes internal transfer items, the source of supply can be modified.

When this is selected, availability information from each supply source for the transfer item is provided in the **Select Supply Source** dialog, accessed when **Select Source** is clicked for a transfer requisition line.

Context Values for Requisition Descriptive Flex-fields

You can define additional attributes of a requisition at the header, line, and distribution level using descriptive flex-fields. Specifying the context value pulls in the associated descriptive flex-fields when the user enters the requisition.

Purchasing Section

Default Procurement BU

A requisitioning BU can be served by multiple procurement business units. If a procurement BU can't be determined based on information on the requisition line, the Default Procurement BU is used to process all requisition lines.

Price Change Tolerance

The Price Change Tolerance is applicable when there is a price change on the purchase order line associated with a requisition line. If the value is null, no checks will be performed. If the value is a valid numeric value, then any changes made to the price on the purchase order line must be within the tolerance percentage value, or the purchase order can't

be submitted. The tolerance can be specified using the tolerance percentage or tolerance amount. The more restricting of the two tolerances will take precedence if both are specified.

Ship-to Location

When the purchase order can't derive a ship-to location, the specified Ship-To on the Requisitioning BU is defaulted.

Cancel Unfulfilled Demand

Cancel Unfulfilled Demand controls whether a backing requisition should be canceled when there is purchase order cancellation.

Options are:

- Always: When canceling the purchase order, Oracle Purchasing doesn't reinstate the demand associated with the requisition.
- Never: When canceling the purchase order, Purchasing reinstates the demand associated with the requisition, therefore it's available for inclusion on another purchase order.
- Optional: When canceling the purchase order, the buyer is given the option to cancel the demand associated with the requisition.

Multiple Legal Entities on Order

Control if a purchase order can contain ship-to organizations belonging to different legal entities.

Allow Requisition-To-Agreement UOM Conversion

If a requisition doesn't have an agreement specified, Allow requester-to-agreement UOM conversion is used to specify whether Requisition UOMs can be converted to Agreement UOMs during agreement sourcing. Checking this box indicates that agreements that meet the sourcing criteria, but have Agreement Line UOMs different from Requisition Line UOMs, can be considered during agreement sourcing. If the box is left unchecked, such agreements won't be considered.

Related Topics

- Overview of Descriptive Flexfields

Define Procurement Agents

How You Manage Procurement Agent Security

Use the Manage Procurement Agents task to create and maintain a procurement agent's access to procurement functionality for a business unit. Find the task in the Procurement Foundation and Payables functional areas.

You can implement document security for individual document types such as purchase orders, purchase agreements, and requisitions. You can also control a procurement agent's access to manage activities for suppliers, negotiations, catalog content, and business intelligence spend data.

Key aspects for managing procurement agents are:

- Understanding what a procurement agent is.
- Implementing document security.

- Navigating to the Manage Procurement Agents task.

Understand What A Procurement Agent Is

Procurement agents are typically users such as:

- Buyer
- Catalog Administrator
- Category Manager
- Procurement Contract Administrator
- Procurement Manager
- Supplier Administrator
- Supplier Manager
- Supplier Qualification

They have procurement job responsibilities in the buying organization, such as creating purchase agreements, purchase orders, work confirmations, and related procurement functions. You must set up these users as procurement agents for them to manage procurement documents and perform other procurement actions.

Key Elements for Setting Up Procurement Agent Document Security

The key elements for setting up procurement agent document security are:

- Assigning the agent to a procurement business unit.
- Enabling the agent's access to procurement actions.
- Defining the agent's access levels to other agents' documents.

Related Topics

- Procurement Agents

Procurement Agents

Use the Manage Procurement Agents task to manage procurement agents, including defining an agent's access to procurement functionality within a procurement business unit.

Find the task in the Procurement Foundation and Payables functional areas.

Note: To register as a Procurement agent, a user must first be registered as an employee.

Procurement BU

Assign the agent to one or more procurement business units (BU).

Action

Enable the agent with access to one or more procurement actions for each procurement business unit.

- Manage Requisitions: Enable access to purchase requisitions.
- Manage Purchase Orders: Enable access to purchase orders and work confirmations.
- Manage Purchase Agreements: Enable access to blanket purchase agreements and contract agreements.
- Manage Negotiations: Enable access to Sourcing negotiations, if implemented by your organization.
- Manage Sourcing Programs: Enable access to track and manage sourcing programs.
- Manage Catalog Content: Enable access to catalog content. This includes local catalogs, punchout catalogs, content zones, smart forms, information templates, and collaborative authoring.
- Manage Suppliers: Enable access to create and update supplier information.
- Manage Supplier Qualifications: Enable access to initiatives, qualifications, and assessments, if Supplier Qualification is implemented by your organization.
- Manage Approved Supplier List Entries: Enable access to create and update approved supplier lists.
- Analyze Spend: Used by the business intelligence functionality to enable access to view invoice spend information.

Access to Other Agents' Documents

Assign an access level to documents owned by other procurement agents for each procurement business unit.

Note: An agent can perform all actions on their own documents as long as they have procurement BU access.

- None: The agent has no access to documents owned by other agents.
- View: Permits the agent to search and view other agents' documents.
- Modify: Permits the agent to view, modify, delete, and withdraw other agents' documents.
- Full: Permits the agent full control of other agents' documents. This includes the view, modify, delete, withdraw, freeze, hold, close, cancel, and finally close actions.

Related Topics

- How You Manage Procurement Agent Security

Buyer Managed Transportation Setup

How You Set Up Buyer Managed Transportation

Buyer managed transportation can be used to process procurement transactions. You can configure business units and supplier sites to support default actions, and transit times to support calculation of anticipated arrival dates.

How You Enable the Feature

Enable the Buyer Managed Transportation feature in the Offerings work area, in the Procurement offering, Procurement functional area.

How You Configure Business Units

Optionally, you can configure the buyer managed transportation setting for a business unit (BU). Selecting the setting for a BU does the following:

- Indicates your buying organization's intent to manage transportation for purchasing transactions for the business unit.
- Enables default action for the selection of the setting in procurement transactions for the business unit.

To enable the buyer managed transportation setting for a business unit, use the Configure Procurement Business function task.

1. In the Setup and Maintenance work area, in the Procurement Foundation functional area, access the Configure Procurement Business Function task.
2. On the Specify Procurement BU dialog, select the Procurement BU, and click OK.
3. On the Configure Procurement Business Function page's Main tab, General section, select the **Buyer managed transportation** check box.
4. In the Purchasing section, you have the option to select the **Default promised date from requested date** check box. When selected, the buyer's requested date is used to populate the promised date field, in purchasing transactions for the business unit.
5. Click Save.

Configure Supplier Sites

Optionally, you can configure the buyer managed transportation setting for a supplier site. Selecting the setting for a site does the following:

- Indicates your buying organization's intent to manage transportation for purchasing transactions for the site.
- Enables default action for the selection of the setting in procurement transactions for the site.

To enable the buyer managed transportation setting for a supplier site, in the Setup and Maintenance work area, Suppliers functional area, use the Manage suppliers task. On the Edit Site page, Purchasing tab, Buyer Managed Transportation drop-down list, select Yes and then save your change.

Configure Transit Times

Optionally, you can configure the transit time between two locations to enable the calculation of anticipated delivery dates. To configure transit times:

1. In the Setup and Maintenance work area, in the Suppliers functional area, access the Manage Transit Times task.
2. On the Manage Transit Times page, set up transit information for the origin and destination locations.
    - Origin type, location and description.
    - Destination type, location and description.
    - Shipping method.

- Transit time in days.

3. Click Save.

The transit information you set up is used to calculate anticipated delivery dates on purchasing transactions, when the transportation is buyer managed. The anticipated delivery date is calculated as the requested or promised ship date plus the transit time in days.

Related Topics

- Buyer Managed Transportation in Procurement
- Configure Offerings
- How do I update existing setup data?

21 Self Service Procurement Configuration

Elastic Search

Set Up Elastic Search for Catalog Shopping

To set up elastic search for catalog shopping, ensure you have the **Manage Procurement Catalog Content** privilege and follow these steps:

1. In Manage Administrator Profile Values task, set the values for these profile options:
    a. Enable/Disable Search Ext Framework profile (Code: ORA_FND_SEARCH_EXT_ENABLED) to Yes.
    b. Set Row fetch count for initial ingest process (Code: ORA_FND_SEARCH_FETCH_COUNT) to 100.
    c. Set Time in minutes to reset the ResultSet (Code: ORA_FND_RESULT_SET_RESET_MINS) to 60.
2. Navigate to **Tools**>**Scheduled Processes** and then click **Schedule New Process**.
    a. Search and select process name: Transform Data Post Upgrade.
    b. Parameter Value for Feature Name: POPULATE_ELASTIC_INTERMEDIATE_TABLE.

    > **Note:** If you don't have the Manage Procurement Catalog Content privilege, you won't have the option to input the Parameter Value for Feature Name at this step and if you submit the process without providing the parameter value, the process will fail.

3. Monitor the process Transform Data Post Upgrade and after it's complete, wait for at least 2 hours to ensure that the updated database statistics are available for the next process to run efficiently.
4. Navigate to **Tools**>**Scheduled Processes** and then click **Schedule New Process**.
    a. Search and select process name: ESS job to create index definition and perform Initial Ingest to OSCS.
    b. Parameter Value for Index Name to Reingest: fa-prc-shoppingcatalog.

> **Note:** You must run the ESS job to create index definition and perform Initial Ingest to OSCS and Transform Data Post Upgrade scheduled processes only once when setting up the elastic search.

Set Up Elastic Search for Requisitions

To search and manage requisitions, you must set up elastic search for requisitions.

Perform these steps:

1. In Manage Administrator Profile Values task, set the values for these profile options:
    a. Enable/Disable Search Ext Framework profile (Code: ORA_FND_SEARCH_EXT_ENABLED) to Yes.
    b. Set Row fetch count for initial ingest process (Code: ORA_FND_SEARCH_FETCH_COUNT) to 100.
    c. Set Time in minutes to reset the ResultSet (Code: ORA_FND_RESULT_SET_RESET_MINS) to 60.
2. Navigate to **Tools**>**Scheduled Processes** and then click **Schedule New Process**.
    a. Search and select process name: ESS job to create index definition and perform Initial Ingest to OSCS.
    b. Parameter Value for Index Name to Reingest: fa-prc-por.
3. To ensure that all the requisition lines display the accurate status owing to downstream events post-approval, you must schedule this process to run periodically:

a. Process name: ESS job to run Bulk ingest to OSCS.
b. Parameter Value for Program Name to run Bulk Ingest: prc_por_downstream.

Note: You need to run this job only once when setting up the application.

Set Up Elastic Search for Agreement LOV

To use the Agreement LOV, you must set up elastic search.

Perform these steps:

1. Navigate to **Tools**>**Scheduled Processes**.
2. Click **Schedule New Process**.
3. Submit this scheduled process:
    - Process Name: ESS job to create index definition and perform initial ingest to OSCS
    - Parameter Value for Index Name to Reingest: fa-prc-pa

Note: You need to run this job only once when setting up the application.

Why can't I see any requisitions on the My Requisitions page?

You must run this schedule process to see requisitions on the My Requisitions page:

- Process Name: ESS job to create index definition and perform Initial Ingest to OSCS.
- Parameter Value for Index Name: fa-prc-por.

Note: You need to run this job only once when setting up the application.

Why don't the requisition line status and action required status reflect the latest details on the My Requisitions page?

The application syncs the status and details of the approved downstream events into the requisition index at certain events or when you run the ESS job to run Bulk ingest to OSCS process.

To ensure that all the requisition lines display their accurate status and details of the approved downstream events, you must schedule this process to run periodically:

- Process Name: ESS job to run Bulk ingest to OSCS.
- Parameter Value for Program Name to run Bulk Ingest: prc_por_downstream.

Note: You must run the process at least once daily. To further reduce the delays in syncing, consider running the process at shorter intervals.

List of Profile Options

Here's the list of profile options used in the Self Service Procurement application.

Profile Option Code	Profile Option Display Name	Description	Possible Values	Default Values
POR_REQUESTED_DATE_OFFSET	POR: Requested Delivery Date Offset	Determine the number of days until the requester needs the order. This value is used to compute the requested delivery date on a requisition.	Any positive numeric value	7
ORA_RCS_PACKAGING_STRING_ORDER	SCM Common: Display Order of Packaging String Units	Specifies whether the base unit in the packaging string starts on the left side ascending or the right side descending when ordering.	Ascending Order and Descending Order	None
POR_ASSIGN_REQ_SAME_BUYER	Use Same Buyer for All Lines in a Requisition	Enable assigning all lines within a requisition to the same buyer.	Yes and No	No
ORA_POR_BPA_PRICE_OVERRIDE	Agreement Price Override on Requisition Lines Allowed	Enable agreement price override on requisition lines.	Yes and No	Yes
ORA_POR_PIM_ES_DATA_SYNC	Data Sync Between Master Items and Elasticsearch Index Enabled	Enable data sync between master items and shopping catalog Elasticsearch Index.	Yes and No	None
ORA_FND_RECENT_SEARCH_RETENTION_INTERVAL	Recent Search Items Retention Interval	Number of days recent searches are retained.	Any positive numeric value	90
ORA_POR_SHOW_DFF_BY_DEFAULT_IN_PWA	Descriptive Flexfields Displayed by Default in the Redwood Self Service Procurement Application	Enable the display of descriptive flexfields by default in the Self Service Procurement Application.	Yes and No	Yes
ORA_POR_ALLOW_CANCEL_ON_BCEA_FAILURE	Cancellation of Budgetary-Controlled Encumbrance Accounting Requisitions Allowed on Failure to Release Funds	Enable cancellation of budgetary-controlled enabled requisitions or requisition lines using REST	Yes and No	No

Profile Option Code	Profile Option Display Name	Description	Possible Values	Default Values
		services, even in case of failure to release funds.		
ORA_POR_WITHDRAW_CANCEL_WAIT_TIME	Cancellation or Withdrawal of a Requisition after a Specified Wait Time	Allow users to cancel or withdraw a requisition after the specified wait time once the requisition is submitted.	Any value in milliseconds	300000
ORA_POR_ENABLE_ROUNDING_FACTOR_FOR_IMT	Rounding Factor Enforced for Internal Material Transfers	Enable rounding factor on quantity for an internal material transfers that results from conversions between the requisition line unit of measure and the item unit of issue.	Yes and No	No
ORA_POR_RESP_SHOW_ADDN_ITEM_ATTRS	Additional Attributes Displayed During Shopping in the Redwood Self Service Procurement Application	Enable the display of item attributes such as supplier part number, manufacturer part number, and item number on catalog search results and shopping lists in the Self Service Procurement application.	Yes and No	No
ORA_POR_RESP_DISABLE_CONTACT_AUTOSOURCING	Disallow Contact Redefaulting in the Redwood Self Service Procurement Application	Disable the redefaulting of supplier contact from automatically sourced agreement in the Self Service Procurement application.	Yes and No	No
ORA_POR_USE_SUPP_SITE_INVOICE_CURR	Supplier Site Invoice Currency Defaulting Allowed on Requisition Lines	Enable the supplier site invoice currency defaulting on requisition lines created using Noncatalog Request, Smart Form Request, and Enter Requisition line flows.	Yes and No	No
ORA_POR_VIEW_PO_REDWOOD_ENABLED	Redwood Page for Purchase Orders Enabled for Redwood Self Service Procurement Application	Enable the Redwood page for Purchase Orders for the Self Service Procurement application.	Yes and No	Yes
ORA_POR_RCO_REDWOOD_ENABLED	Redwood Page for Create or Edit Requester Change Orders Enabled	Enable the Redwood page for create or edit requester change orders.	Yes and No	Yes. Site level only.
ORA_POR_BPA_DESCRIPTION_OVERRIDE	Override of Agreement Line Description on Requisition Lines Allowed	Enable override of agreement line description on requisition lines.	Yes and No	No

Privileges Required for a Predefined Role for a Requisition Self Service User

If you use a predefined role instead of the Requisition Self Service User role, then you must provide these functional privileges to requesters to use the Self Service Procurement application:

- Manage Requisition
- Get Enterprise Structures Using REST Service
- View Trading Community Location
- View Geography Information
- Manage Item Catalog
- View Units of Measure List of Values by Web Service
- View Daily Conversion Rate
- Use REST Service - Locations List of Values
- Get Project Setups

Note: The Use REST Service - Locations List of Values is an aggregated privilege. You can include aggregate privileges in the role hierarchy of a predefined role.

If you use a predefined role instead of the Requisition Self Service User role, you must assign this data security policy in addition to the functional privileges:

Policy Name	Policy Description	Database Resource	Data Set	Condition Name	Action
Grant on Business Unit	Requisition Self Service user can manage requisition in primary BU by REST resources for themselves for the financial business unit associated with their primary assignment.	Business Unit	Select by instance set	Access the business unit for the FUN_ALL_BUSINESS_UNITS_V table for themselves for the financial business unit associated with their primary assignment.	Manage Requisition in Primary BU by REST resources.

Similarly, if you use a predefined role instead of the Procurement Requester role, you must assign this data security policy to the role:

Policy Name	Policy Description	Database Resource	Data Set	Condition Name	Action
Grant on Business Unit	Procurement requester can manage requisition in other BUs by REST resources for the business units	Business Unit	Select by instance set	Select the business units for which the user is explicitly authorized.	Manage Requisition in other BUs by REST resources.

Policy Name	Policy Description	Database Resource	Data Set	Condition Name	Action
	for which they are authorized.				

Note: Ensure that the business units data access to the user in the Manage Data Access for Users setup task is configured for the predefined role.

Application Extensions

For Redwood applications, you can personalize various page components using Visual Builder Studio. The personalization that you can do are called application extensions.

For application extensions, you must first configure Visual Builder Studio in your application instance. After Visual Builder Studio is set up, you can create a project to extend the application. To learn about how to configure Visual Builder Studio and extend your cloud application, you can refer to the Using Visual Builder Studio guide, which is available on Oracle Help Center.

Here's the list of personalization that are supported in the Self Service Procurement application.

Page	Personalize Using Business Rules	Personalize Using Page Properties
Home	• Criteria supported for applying extension rules conditionally include: o Business Unit o User Roles o Destination Organization Code • Can hide these sections on the page: o Requisitions pending approval edit o My recent requisitions o Purchasing news o Featured categories • Can hide these actions available on the page: o Create Noncatalog Request o Shopping Lists o Update Preparer and Requester • Configure attribute visibility on the My recent requisitions cards. You can show or hide these attributes: o Approved Date o Creation Date	Add guided journeys to • Home page and these sections: o Requisitions pending approver edit o My recent requisitions o Purchasing news o Featured categories o Create Noncatalog Request • Preferences drawer • Special handling drawer Reorder Sections This is the default order of display: 1. requisitionsPendingApproverEditSection 2. myRecentRequisitionsSection 3. purchasingNewsSection 4. featuredCategoriesSection 5. nonCatalogRequestSection **Note:** Add these section values in the desired order of display to personalize.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	○ Description ○ Entered By ○ Funds Status ○ Last Update Date ○ Image (Item) ○ Orders Count ○ Name (Rejected By) ○ Requisition Number ○ Requisitioning BU ○ Special Handling Type ○ Status ○ Submission Date ○ Active Lines Count ○ Buyer Name ○ Purchase Order Number ○ Transfer Order Number	
Note: • All changes made to the Home page after upgrading to a newer version, as newly added sections may not appear. • The Create Noncatalog Request button shows up only for users with the Create Requisition with Noncatalog Requests privilege. • Attributes like Entered By, Funds Status, Requisitioning BU, and Special Handling Type are only visible if there is an image associated with the requisition. For cases where there is no image, you must enable a default image using the Enable the default image option on the card.		
Catalog Search	• Criteria supported for applying extension rules conditionally include: ○ Business Unit ○ User Roles ○ Destination Organization Code	Add guided journeys to: • Catalog Search Results page • Information templates drawer on Catalog Search Results pages

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Can hide these specific information or action from the search result card: o Add to list o Badge (Internally Orderable) o Image (Item) o Manufacturer o Packaging String o Price or UOM o Sold By	
My Requisitions	Can add another column to display up to 3 attributes from this list: • Buyer Name • Deliver-to One-time Address • Deliver-to Location • Requisitioning BU • Item Number • Item Category • Line Number • Manufacturer • Manufacturer Part Number • Requester • Supplier • Supplier Part Number On the View line details drawer, you can either hide entire sections or hide or show some of these attributes: • Currency Conversion Section o Conversion Date o Conversion Rate o Conversion Rate Type • Product Details Section o Item Number o Item Revision o Manufacturer o Manufacturer Part Number o Supplier Item o Supplier Item Configuration ID o UNSPSC	Add guided journeys to: • My Requisitions page • View Line Details drawer Reorder Sections on the View Line Details drawer This is the default order of display: 1. lineSection 2. currencySection 3. productDetailsSection 4. sourceSection 5. originalLineDetailsSection 6. infoTemplatesSection 7. specialHandlingSection 8. deliverySection 9. additionalInformationSection 10. taxSection 11. billingSection **Note:** Add these section values in the desired order of display to personalize.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Source Section o Additional Contact Email o Agreement Number o Agreement Line o Agreement Type o Buyer o Extended Contract o Extended Contract Line o Negotiated o Negotiation o Negotiation Required o Purchase Order o Source Organization o Source Subinventory o Source Type o Supplier o Supplier Contact o Supplier Site o Transfer Order • Original Line Details Section o Original Line Description o Original Line Amount o Original Quantity o Split From • Delivery Section o Deliver-to Address o Deliver-to Location o Deliver-to Location Type o Destination Type o Requested Delivery Date o Requester o Subinventory o Urgent	

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Notes Section ○ Note to Buyer ○ Note to Receiver ○ Note to Supplier • Attachments Section • Line Section ○ Cancellation Reason ○ Category ○ Line Number ○ Line Type ○ Line Amount ○ Order Cancellation Reason ○ Price ○ Quantity ○ Return Reason ○ Status • Information Templates Section • Special Handling Section • Tax Section ○ Assessable Value ○ First-Party Tax Registration Number ○ Intended Use ○ Location of Final Discharge ○ Product Category ○ Product Fiscal Classification ○ Product Type ○ Tax Classification Code ○ Third-Party Tax Registration Number ○ Transaction Business Category ○ User-Defined Fiscal Classification • Additional Information Section	

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Billing Section o Distribution Summary Attributes - Charge Account - Project Number - Task Number - Expenditure Type - Expenditure Organization - Expenditure Item Date - Contract Number - Work Type - Budget Date o Distribution Details Section - Amount - Percentage - Quantity o Project Information Section o Distribution Additional Details - Budget Date - Charge Account o Distributions Descriptive Flexfields Section	
Delivery and Billing Details	• Criteria supported for applying extension rules conditionally include: o Business Unit o Mode (Create and Edit) o Item Source o Product Type Code o Item Type o Taxation Country o Source Type o User Roles Can hide entire sections or configure individual fields available on the page. You can make the fields as required, read-only, or hidden. The different fields are: • Line Details o Line Description o Quantity o Amount	• Add guided journeys to the page and sections • Hide the aggregated Total information row from the Billing section

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Delivery Section o Deliver-to Address o Deliver-to Location o Deliver-to Location Type o Destination Type o Requested Delivery Date o Requester o Subinventory o Urgent • Tax Section o Assessable Value o Intended Use o Product Category o Product Fiscal Classification o Product Type o Tax Classification o Third-Party Tax Registration Number o Transaction Business Category	

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Billing Section o Distribution Drawer – Budget Date – Amount – Percentage – Quantity – Enter charge account number option – Select favorite charge account option o Distribution Rows – Amount – Percentage – Quantity – Actions (Delete, Edit, Split) o Distribution Summary Row – Charge Account – Project Number – Task Number – Expenditure Type – Expenditure Organization – Expenditure Item Date – Contact Number – Work Type – Budget Date – Summary	
• Line Details • New Requisition Line	• Criteria supported for applying extension rules conditionally include: o Business Unit o Mode (Create and Edit) o Item Source o Product Type Code o Item Type o Taxation Country o Source Type o User Roles Can hide entire sections or configure individual fields available on the page. You can make the fields as required, read-only, or hidden. The different fields are:	• Reorder Sections: This is the default order of display: a. sourceSection b. manufacturerSection c. pricingSection d. dFFSection e. infoTemplatesSection f. specialHandlingSection g. notesSection h. attachmentSection **Note:** Add these section values in the desired order of display to personalize. • Add guided journeys to the page and sections.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Item Section o Item Category o Do you want to select an item? o Item o Item Revision o Line Type o Requested Delivery Date o Destination Type o Subinventory • Manufacturer Section o Manufacturer o Manufacturer Part Number • Source Section o Agreement Type o Agreement o Agreement Line o Supplier o Supplier Site o Supplier Contact o Additional Contact Email o Supplier Item o Suggested Buyer o New Supplier Checkbox o New Supplier o New Supplier Address o New Supplier Contact o New Supplier Fax o New Supplier Phone o New Supplier Email	• Show alternate site names in supplier site search results. • Enable the single column layout for additional details (Info Templates) for longer prompts.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Pricing Section o Quantity o UOM o Price o Price (in Functional Currency) o Amount o Amount (in Functional Currency) o Currency Amount o Currency Code o Negotiated Checkbox o Negotiation Required Checkbox o Conversion Date o Conversion Rate o Conversion Rate Type • Notes Section o Notes to Buyer o Notes to Receiver o Notes to Supplier • Attachments Section o Attachments o Category • Additional Information Section • Information Templates Section • Special Handling Section Can set the default attachment category for header-level attachments. You can use these values in VB Studio to set the default category: • For the Internal to Requisition category, use REQ_INTERNAL • For the Miscellaneous category, use MISC • For the To Approver category, use TO_APPROVER • For the To Buyer category, use TO_BUYER • For the To Supplier category, use TO_SUPPLIER • For the To Receiver category, use TO_RECEIVER	

Page	Personalize Using Business Rules	Personalize Using Page Properties
Note: Guided journeys for information templates are displayed by default under the first one. If there are multiple information templates and you want to display guided journeys on all of them, use the Repeat Guided Journeys for All Info Templates option under page properties.		
• Noncatalog Request • Smart Form Request	• Criteria supported for applying extension rules conditionally include: o Business Unit o Mode (Create and Edit) o Item Source o Product Type Code o Item Type o Taxation Country o Source Type o User Roles Can hide entire sections or configure individual fields available on the page. You can make the fields as required, read-only, or hidden. The different fields are: • Item Section o Item Description o Item Type o Category • Manufacturer Section o Manufacturer o Manufacturer Part Number	• Reorder Sections: This is the default order of display: a. sourceSection b. manufacturerSection c. pricingSection d. dFFSection e. infoTemplatesSection f. specialHandlingSection g. notesSection h. attachmentSection **Note:** Add these section values in the desired order of display to personalize. • Add guided journeys to the page and sections. • Show alternate site names in supplier site search results. • Enable the single column layout for additional details (Info Templates) for longer prompts.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Source Section o Agreement Type o Agreement o Agreement Line o Supplier o Supplier Site o Supplier Contact o Additional Contact Email o Supplier Item o Suggested Buyer o New Supplier Checkbox o New Supplier o New Supplier Address o New Supplier Contact o New Supplier Fax o New Supplier Phone o New Supplier Email • Pricing Section o Quantity o UOM o Price o Price (in Functional Currency) o Amount o Amount (in Functional Currency) o Currency Amount o Currency Code o Negotiated Checkbox o Negotiation Required Checkbox o Conversion Date o Conversion Rate o Conversion Rate Type • Notes Section o Notes to Buyer o Notes to Receiver o Notes to Supplier	

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Attachments Section o Attachments o Category • Additional Information Section • Information Templates Section • Special Handling Section Can set the default attachment category for header-level attachments. You can use these values in VB Studio to set the default category: • For the Internal to Requisition category, use REQ_INTERNAL • For the Miscellaneous category, use MISC • For the To Approver category, use TO_APPROVER • For the To Buyer category, use TO_BUYER • For the To Supplier category, use TO_SUPPLIER • For the To Receiver category, use TO_RECEIVER	
Note: • When attachments are made mandatory, the requesters must add at least one attachment to the request. For Smart Forms, attachments added by Catalog administrators are sufficient and requesters aren't required to add more, you can use the Count admin provided attachments on Smart Forms when mandatory option under page properties. • Guided journeys for information templates are displayed by default under the first one. If there are multiple information templates and you want to display guided journeys on all of them, use the Repeat Guided Journeys for All Info Templates option under page properties.		
Product Details	On the Product Details page, you can hide these attributes: • Agreement Number • Availability • Category Name • Comments • Extended Contract Number • Extensible Flexfields • GTIN • Item Number • Lead Time • Manufacturer Section • Supplier Item Auxiliary ID • Supplier Section • UNSPSC	Add guided journeys to these pages: • Product Details • Information Templates • Source Selection

Page	Personalize Using Business Rules	Personalize Using Page Properties
	On the View Sources drawer, for items sourced through agreements, you can: • Show fields like Manufacturer and Manufacturer Part Number for each agreement source. • Hide fields like Supplier Item and Agreement number.	
Requisition Details	• Criteria supported for applying extension rules conditionally include: o Requisition Business Unit o Justification o Item Source o Requisition Status o Special Handling Type o Approval Amount o Description o View Mode o User Roles On the View Line Details drawer, you can hide or show these attributes: • Currency Conversion Section o Conversion Date o Conversion Rate o Conversion Rate Type • Product Details Section o Item Number o Item Revision o Manufacturer o Manufacturer Part Number o Supplier Item o Supplier Item Configuration ID o UNSPSC	• Add guided journeys to the page and sections. • Reorder Sections: This is the default order of display: a. lineSection b. currencySection c. productDetailsSection d. sourceSection e. originalLineDetailsSection f. infoTemplatesSection g. specialHandlingSection h. deliverySection i. additionalInformationSection j. taxSection k. billingSection **Note:** Add these section values in the desired order of display to personalize.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Source Section o Additional Contact Email o Agreement Number o Agreement Line o Agreement Type o Buyer o Extended Contract o Extended Contract Line o Negotiated o Negotiation o Negotiation Required o Purchase Order o Source Organization o Source Subinventory o Source Type o Supplier o Supplier Contact o Supplier Site o Transfer Order • Original Line Details Section o Original Line Description o Original Line Amount o Original Quantity o Split From • Delivery Section o Deliver-to Address o Deliver-to Location o Deliver-to Location Type o Destination Type o Requested Delivery Date o Requester o Subinventory o Urgent	

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Notes Section ○ Notes to Buyer ○ Notes to Receiver ○ Notes to Supplier • Attachments Section • Line Section ○ Cancellation Reason ○ Category ○ Line Number ○ Line Type ○ Line Amount ○ Order Cancellation Reason ○ Price ○ Quantity ○ Return Reason ○ Status • Information Templates Section • Special Handling Section • Tax Section ○ Assessable Value ○ First-Party Tax Registration Number ○ Intended Use ○ Location of Final Discharge ○ Product Category ○ Product Fiscal Classification ○ Product Type ○ Tax Classification Code ○ Third-Party Tax Registration Number ○ Transaction Business Category ○ User-Defined Fiscal Classification • Additional Information Section	

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Billing Section o Distribution Summary Attributes – Charge Account – Project Number – Task Number – Expenditure Type – Expenditure Organization – Expenditure Item Date – Contract Number – Work Type – Budget Date o Distribution Details Section – Amount – Percentage – Quantity o Project Information Section o Distribution Additional Details – Budget Date – Charge Account o Distributions Descriptive Flexfields Section	
View Approvers	You can hide the option to submit the requisition from the View Approvers page during shopping checkout.	Add guided journeys to the page .
Requisition Edit	• Criteria supported for applying extension rules conditionally include: o Business Unit o User Roles o Same Destination Organization o Destination Organization Code o Taxation Country Can hide entire sections or configure individual fields available on the page. You can make the fields as required, read-only, or hidden. The different fields are: • Basic Header Details o Description o Justification o Overriding Approver	• Reorder Sections: This is the default order of display: a. basicHeaderDetailsSection b. specialHandlingHeaderSection c. supplierSection d. deliverySection e. taxHeaderSection f. projectDFFSection g. chargeAccountSection h. bceaSection i. headerDFFSection j. notesSection k. attachmentSection **Note:** Add these section values in the desired order of display to personalize.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• Delivery Section o Deliver-to Location o Deliver-to Location Type o Destination Subinventory o Destination Type o One-Time Address o Requested Delivery Date o Requester o Suggested Buyer o Urgent • Tax Header Section o Document Fiscal Classification Code o Taxation Country Code • Supplier Section o Additional Contact Email o Supplier • Notes Section o Notes to Buyer o Notes to Receiver o Notes to Supplier • Attachments Section o Attachments o Category • Budgetary Control o Budget Date • Charge Account o Charge Account Nickname o Charge Account Selection o Charge To • Special Handling Section • Additional Information Section • Project Costing Can set the default attachment category for header-level attachments. You can use these values in VB Studio to set the default category: • For the Internal to Requisition category, use REQ_INTERNAL • For the Miscellaneous category, use MISC	• Add guided journeys to the page and sections.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• For the To Approver category, use TO_APPROVER • For the To Buyer category, use TO_BUYER • For the To Supplier category, use TO_SUPPLIER • For the To Receiver category, use TO_RECEIVER	
Shopping Lists Search	• Criteria supported for applying extension rules conditionally include: o Business Unit o User Roles o Destination Organization Code o Shopping List Type • You can hide or show these attributes: o Shopping List Image o Shopping List Type o Shopping List Description	Add guided journeys to the page .
Shopping List Details	• Criteria supported for applying extension rules conditionally include: o Business Unit o User Roles o Destination Organization Code o Shopping List Type • You can hide or show these attributes: o Internally Orderable Badge o Item Image o Manufacturer o Packaging String o Price o Shopping List Description o Shopping List Type o Sold By	Add guided journeys to the page and Information Templates drawer.

Page	Personalize Using Business Rules	Personalize Using Page Properties
Shopping Lists - Edit	• Criteria supported for applying extension rules conditionally include: o Business Unit o User Roles o Destination Organization Code • You can hide or show these attributes: o Item Image o Manufacturer o Price o Sold By	Add guided journeys to the page.
Extended Contract Lines Search	You can show or hide these fields on the Extended Contract Lines Search Results: • Adjusted Price • Category • Extended Contract Badge • Extended Contract Price • Manufacturer • Manufacturer Part Number • Supplier • Supplier Site • Supplier Part Number • Item Description • Vendor Part Number	Add guided journeys to the page and Information Templates drawer.
Oracle Healthcare Marketplace	You can show or hide these fields on the Oracle Healthcare Marketplace Search Results: • Category • Manufacturer • Manufacturer Part Number • Packaging String • UOM	Add guided journeys to the Oracle Healthcare Marketplace Search Results page.

Page	Personalize Using Business Rules	Personalize Using Page Properties
Cart	• Criteria supported for applying extension rules conditionally include: o Business Unit o Item Source o Source Type o Line Type o Destination Type o User Roles • You can hide these sections on the page: o Summary Section 1 o Summary Section 2 • You can hide these actions on the page: o Check Funds o Save for Later o Submit o View Approvers • You can hide these attributes in the Summary Section 1: o Approval Amount o Requisition Edit Action o Estimated Tax o Subtotal	Add guided journeys to the page and Information Templates drawer.

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• You can hide these attributes in the Summary Section 2: o Approval Amount o Requisition Edit Action o Estimated Tax o Subtotal o Attachments o Budget Date o Charge Account o Deliver-to Location o Description o Destination Subinventory o Destination Type o Fund Status o Header Descriptive Flexfields o Justification o Overriding Approver o Project o Requester o Requisitioning BU o Special Handling Request Type o Task	

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• You can show these primary line attributes: o Amount (in Functional Currency) o Category o Currency Amount o Deliver-to Location o Extended Contract Badge o Item o Line Additional Details Action o Line Delete Action o Line Description o Line Edit Action o Line Image o Manufacturer o Manufacturer Part Number o One-Time Address o Oracle Healthcare Marketplace Badge o Price o Price (in Functional Currency) o Quantity o Requester o Source Organization o Supplier o UOM o Urgent	

Page	Personalize Using Business Rules	Personalize Using Page Properties
	• You can show these additional line attributes: o Agreement Number o Category o Conversion Date o Conversion Rate o Conversion Rate Type o Cost Center o Destination Type o Item o Line Descriptive Flexfields o Charge Account o Manufacturer o Manufacturer Part Number o Project Number o Requested Delivery Date o Source Subinventory o Source Type o Subinventory o Supplier Item o Task Number	
Life Cycle	• Criteria supported for applying extension rules conditionally include: o Business Unit o Processing Status Code o Negotiations Count o Receipts Count o Shipments Count o Invoices Count o User Roles • You can hide these tabs under the Related Documents Section: o Invoices o Negotiations o Receipts o Shipments • You can hide the Bar Chart Section.	Add guided journeys to the page and these sections: • Line Details • Related Documents

Page	Personalize Using Business Rules	Personalize Using Page Properties
Document History	You can hide these fields: • Activity Performed • Additional Information • User Comments • Timestamp • User Names	Add guided journeys to the page.
Shopping Error	N/A	Add guided journeys to these error flows: • Approver Edit • Preferences

Here are some of the considerations for personalizing the application:

- The base application for your Oracle Cloud instance is Procurement. You must select it for creating a project for extending the Self Service Procurement application.
- You can extend the Self Service Procurement application in Express mode only.
- There is no default project for extending the Self Service Procurement application. You must create a new project for extending the application.
- You must create a single project and add all the team members, that are working on the application extension, to it.
- To modify default field labels, you must use the User Interface Text tool.

Configure a Connection to Symmetric

Before you can execute a search against Oracle Healthcare Marketplace, you must first configure a connection to Symmetric. Your organization needs to have an agreement with Symmetric and they will provide an instance URL, user name, and password.

Here are the steps to configure a connection to Symmetric:

1. Navigate to the Setup and Maintenance work area and search for the Manage Backends for Visual Builder Studio task.

   > **Note:** You must have the Create and Edit Backends for Visual Builder Studio (ORA_FND_TRAP_PRIV) privilege.

2. To create a new back end connection, Click **Create**.
3. Provide these values for these attributes:
   - Extension ID: oracle_prc_procurementUI
   - Back End Name: healthcareMarketplace
   - Authentication: Basic
4. Enter the user name and password provided by Symmetric.

5. Enter the instance URL provided by Symmetric.

   Note: The instance URL must include the index name.

6. Click **Update**.

Procurement Catalog

Manage Procurement Content

Overview of Catalogs

As a catalog administrator you can perform catalog content management. Use the Manage Catalogs task in the Catalogs work area to create and manage catalogs.

You can use any or all of the following approaches to create catalog content:

Local Catalog

Set up a local catalog consisting of items (item master items and agreement lines) and item attributes (categories, descriptions, UOM, and so on). You can:

- define partitions of a local catalog using inclusion and exclusion rules for agreements and categories.
- create catalogs in multiple languages and currencies to support requester communities worldwide.
- organize local catalog content in a hierarchical view for users to navigate to the products they want to buy.
- upload local catalog content either online or in batch.

While batch upload is optimized for large data upload, the online authoring is optimized for making small and quick updates to catalog content. The catalog batch upload supports catalogs formatted in XML, standard text, catalog. interchange format (CIF), or cXML. Through batch upload or online authoring, you can create catalogs, update existing catalogs, and delete catalog content.

Punchout Catalog

Set up punchout to a supplier web store to access their catalog. A punchout catalog provides requesters a direct link to a single supplier site or store. From the punchout site the requester searches, shops, and returns items to a requisition in the Purchase Requisitions work area. You can also set up punchout to Oracle Business Network, where requesters can gain access to multiple supplier sites.

Note: For punchout, you don't need to include supplier sites in your safe-sender list to access the sites. Safe-sender list is a list of approved entities that have been granted authorized access to the application.

Informational Catalog

Define informational catalogs, which contain instructions or links for ordering items or services at your organization. Informational catalogs help make the Purchase Requisitions work area your organization's portal for all your employees' purchase requests.

Related Topics

- How You Create Content Zones

Create a Local Catalog

Watch video

This topic describes how to create a local catalog.

In this scenario, you want to create a local catalog and configure its agreements and categories. To create a local catalog:

1. From the Navigator, under Procurement, click **Catalogs**.
2. On the Catalogs work area's Overview page, click the **Tasks tab**.
3. The Tasks panel shows all the catalog management tasks that you can perform. Click the **Manage Catalogs** task.
4. On the Manage Catalogs page, in the Search Results section, click **Create Local Catalog**.
5. On the Create Local Catalog page, the procurement business unit (BU) is provided for you in the **Procurement BU** field.
6. Enter the catalog name in the **Catalog** field, and a description of the catalog in the **Description** field.
7. For this scenario, in the Agreements section, select the **Include items from all agreements** option.
8. Also select the **Include all master items** check box. Master items not included in any blanket purchase agreement will be included in your catalog.
9. You want to specify which categories to include in your catalog, so in the Categories section select the **Include items from specific categories** option.
10. From the **Actions** menu, click **Select and Add**.
11. On the Select and Add: Categories dialog box, you can search for categories to be added, or add them directly from the list.

    Select a category such as Computers, and click **Apply** to add it to the catalog. Repeat this to add other categories, such as Peripherals and Printers, to add them as well.

    Browsing categories include all descendant item categories.
12. When all categories have been added, click **Done**.

    The catalog definition now includes all items in the selected categories.
13. Click **Save and Close** to create the catalog.
14. Click **OK** on the Confirmation dialog box.
15. On the Manage Catalogs page, your new local catalog is added to the catalog list.

Related Topics

- Overview of Catalogs
- Local Catalogs and Inclusion and Exclusion Rules

Public Shopping Lists

Public Shopping lists are created in procurement business units and are available to requisitioning business units serviced by that procurement business unit.

The catalog administrator can add item master items and agreement lines to a public shopping list.

The availability of a public shopping list and its items to a preparer is determined by the following conditions:

1. The public shopping list is available to the user based on the content zone assignments.
2. The item master item or agreement lines are available to the user based on the content zone assignments.
3. The master item is available in the deliver-to organization of the user and agreement lines are available to the requisitioning business unit of the user.
4. The public shopping list is valid based on its start and end dates.

The catalog administrator can indicate a suggested quantity on a public shopping list item which will be defaulted when the preparer views the public shopping list or adds the line to a requisition.

The sequence value for the public shopping list items determines the order of display for the public shopping list lines when viewed by the user.

How You Set Images for Public Shopping Lists

You can set an image to a public shopping list so that users can view the image along with the name while shopping and can relate to it.

As a Procurement catalog administrator, you can add an image URL to represent the shopping list using the Public Shopping Lists REST resource. If you want to add or change images for a large number of shopping lists, then use the Visual Builder Add-in for Excel.

Informational Catalogs

Informational catalogs can be used to provide instructions to employees on how to order products. Administrators use the informational catalog page to provide a URL to the page that contains company instructions, policies, guidelines, or other links.

Like punchout catalogs, informational catalogs can optionally be associated to categories, so that they're available when browsing through catalog content.

Once an informational catalog is created, administrators must associate it to content zones to make the catalog available to users with the privilege to search catalog items.

Create an Informational Catalog

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

Create an informational catalog.

1. Navigate to the Manage Catalogs page from the Catalogs work area.
2. Click the **Create Local Catalog** down arrow and select **Create Informational Catalog**.
3. Select the appropriate procurement business unit.
4. On the Create Informational Catalog page, enter the appropriate information, such as catalog name, description, target URL, keywords, and image URL.
5. Click **Select and Add** in the Category Assignments for Catalog Browsing region to associate your informational catalog with a browsing category.
6. Search for a category by entering the name of the category in the Category Name field.
7. Click **Search.**
8. Click the appropriate browsing category row to select it.
9. Click **Done**.
10. Click **Save and Close**.
11. Click **OK** on the confirmation window.
12. Click **Done** to close the Manage Catalogs page.

Punchout Catalogs

As a catalog administrator, you can set up punchout catalogs using the Manage Catalogs task from the Catalogs work area.

To get started, first take some time to consider the following:

- Why use punchout
- When to use punchout
- Considerations for Choosing a punchout model.
- Considerations for Integrating a Punchout Catalog with a Market Place
- Punchout workflow from Oracle Self Service Procurement to a Supplier Hosted Catalog.

Why Use Punchout

Punchout catalogs enable requesters using the Requisitions and Search pages of the Purchase Requisitions work area to click a link that opens a supplier catalog. They can use the punchout catalog to search for items on the supplier site, and to return those items directly to a requisition. They can then edit and submit the requisition.

Using a punchout catalog allows suppliers to maintain and host their own catalog information. This ensures that the latest content and pricing is available to requesters. The supplier can closely manage the content, and can control access by allowing only certain buyers or requesters to use the site.

If a contract agreement exists with a punchout supplier, the shopping cart returned from the supplier punchout site can include the contract agreement number. This contract agreement number, if valid, is stored on the requisition line and allows for the automatic creation of a purchase order when the requisition is approved.

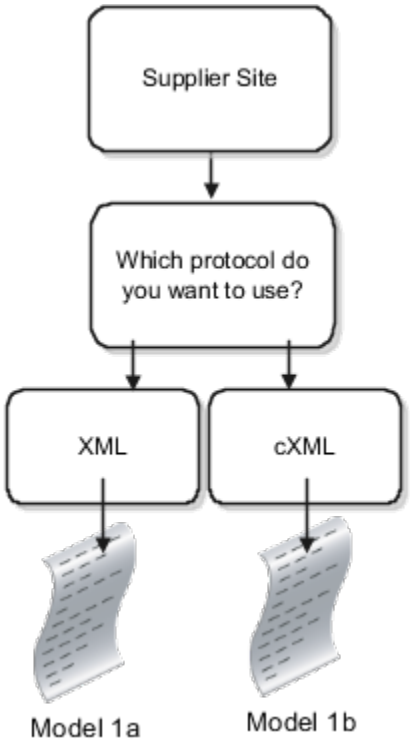
When to Use Punchout

Punchout is particularly useful for products that are configurable, or include highly variable dynamic items and pricing. These products are difficult and costly to maintain in a buyer-hosted catalog.

Considerations for Choosing a Punchout Model

The figure below shows the process to decide which punchout model to use. Choose the punchout model that best works for your organization.

For a particular supplier punchout site, determine which XML protocol to use. Punchout supports both cXML and Oracle native XML standards, depending on the model used.In model 1a, use the XML (Extensible Markup Language) protocol. XML is a standard for passing data between applications, and provides a common language for sites to communicate across the internet. In model 1b, use the cXML (Commerce Extensible Markup Language) protocol. cXML is an extension of XML, with standards published by cXML.org.Suppliers who already maintain cXML catalogs can continue to do so without having to support XML as well.



Considerations for Integrating a Punchout Catalog with a Market Place

You can integrate punchout catalogs with a marketplace solution that hosts local catalog items. Therefore, procurement requesters can add master items and agreement lines from a market place to the user's requisition in Oracle Fusion Cloud Procurement.

When you configure a punchout catalog with a marketplace solution, the deliver-to organization is derived from the deliver-to location specified in the requisition preferences and send to a user's punchout request. The external market place can use this content filtering information and display only the goods and services that are purchasable in that organization.

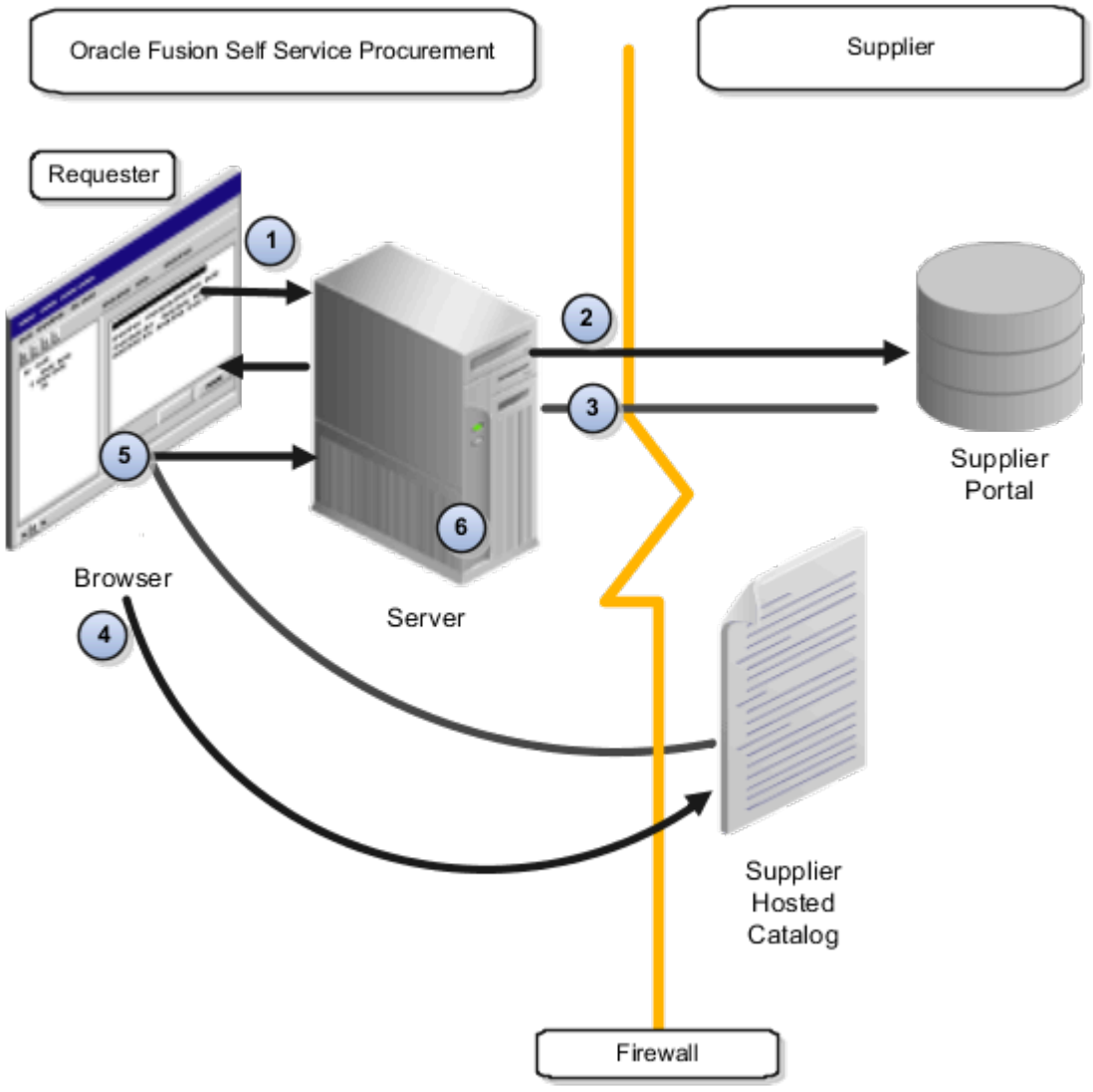
The shopping cart returned from the marketplace can include a master item number. The master item number, if valid, is captured on the requisition line. When items are available internally, the application determines the best way to source it. Items can be fulfilled using an internal material transfer or can be purchased from a supplier. In the case of supplier purchases, items can be automatically sourced from a blanket purchase agreement in addition to a contract purchase agreement. When finding a source agreement, the application uses the supplier information returned in the shopping cart. If no supplier information is available in the cart, the application selects the best candidate agreement among all suppliers. The price of the item defaults on the requisition from the blanket purchase agreement. Configure the punchout catalog to disable automatic document sourcing when you want to retain the supplier's price on items.

The shopping cart can also include the blanket or contract purchase agreement number if an agreement exists. In case of a blanket purchase agreement, the agreement line number should be returned in the cart. The agreement number, if valid, is captured on the requisition line. The item and pricing information defaults on the requisition from the blanket purchase agreement.

Punchout Workflow from Self Service Procurement to Supplier Hosted Catalog

In both models 1a and 1b, the supplier hosts the catalog on their own site or web store. As the catalog administrator, you set up a punchout catalog to use the supplier site as a punchout site.

The figure shows the flow of information between Self Service Procurement and a punchout supplier site for models 1a and 1b.When a requester clicks a punchout link to the supplier site, the supplier authenticates the requester and returns a response. If the authentication is successful, the requester is directed to the supplier punchout catalog to search for and add items. When the requester completes adding items to the supplier shopping cart, the supplier site returns the shopping cart items to the Purchase Requisitions work area. In cXML (1b) catalogs, user-defined purchasing line types along with goods and fixed price services can be returned for items in the cart.When the requester returns from punchout with items, they're returned to the Edit Requisition page. The requester can view the items added as requisition lines, and can then submit the requisition. For lines leveraging user-defined line types in 1b, the downstream business processes such as approvals and invoice matching will be as per the options defined on line



types.

Related Topics

- Create a Punchout Catalog with a Direct cXML Supplier Punchout Source
- Create a Punchout Catalog with a Direct Oracle Native XML Supplier Punchout Source

Set Up a Direct Punchout to a Supplier Catalog

Create a Punchout Catalog with a Direct cXML Supplier Punchout Source

As a catalog administrator you can use the Manage Catalogs task in the Catalogs work area to create a direct punchout catalog to a single supplier's website using cXML supplier punchout source.

1. In the Catalogs work area, click the **Tasks** tab, and then click the **Manage Catalogs** task.
2. On the Manage Catalogs page, click **Actions** > **Create** > **Create Punchout Catalog**.
3. On the Create Punchout Catalog page, in the Procurement BU field, select the business unit the punchout catalog is for.
4. In the Catalog field, enter the catalog name.
5. (Optional) In the Description field, enter a brief description of the catalog.
6. In the Keywords field, enter one or more search keywords separated by a space to associate the punchout catalog with.

   The keywords are required to facilitate search on the Search Results page. When a requester uses these search terms, the application returns the punchout catalog link in the results.
7. (Optional) You can enter an image URL for the supplier's punchout catalog.

   When you provide the image, it's displayed for the punchout catalog on the Search Results page in the Purchase Requisitions work area.
8. In the Source field, select **Direct cXML supplier punchout**.
9. In the Punchout Definition section, provide details for these fields:

   You must obtain values for many of these attributes from the supplier for their punchout catalog definition.

Attribute	Description
Supplier	Enter the internal supplier's name who will fulfill the ordered goods and services.
Supplier Site	Select the name of the supplier location from where goods or services will be purchased.
Supplier Name	Enter the name of the supplier sent in the credential identity tag of the cXML document.
Supplier ID	Supplier ID to identify the supplier of goods and services.
Default Category Name	Select an item category to be used on requisition lines when a category returned from the supplier site can't be mapped to an internal item category. This allows requesters to continue the requisitioning process and it's helpful when dealing with suppliers that have dynamic changes to their category definitions or switching between similar items with short notice to buying organizations on such changes.

Attribute	Description
	The precedence used in determining the category to use on a requisition line is in this descending order: a. Supplier Content Map Set specified on the catalog. b. Supplier Content Map Set of the procurement BU associated with the punchout catalog. c. External category is used as is if it's available as an internal category. d. The default item category name specified on the punchout catalog.
Punchout URL	Address of supplier's website. This is the website that the requesters will use when accessing the catalog in requisitions flow.
Password	The value that the application passes to the supplier's web catalog in the punchout setup request document when a requester accesses the catalog.
All prices are negotiated	Select this check box if the prices are already negotiated with the supplier to allow touchless buying.
Process master items and agreement lines using punchout	Select this check box to return master items and agreement lines from a marketplace and add those items directly to a requisition.
Allow price override on purchase order lines	Select this check box to allow buyers to update the price on purchase orders for items requested from punchout sites.
Disable automatic document sourcing	Select this check box to prevent automatic sourcing of requisition lines to an agreement. This selection helps to retain the supplier's price and the unit of measure (UOM) on the requisition line.
Send deliver-to location to punchout site	Select this check box to send the internal location code and name saved in the user's requisition preferences in the ShipTo of the Punchout Setup Request document.

10. In the Buyer Company Identification section, enter Domain and Identity. The application passes these values to the supplier's web catalog in the punchout setup request document when a requester accesses the catalog.

11. Select the **Apply mapping** check box if you plan to use a mapping set to define attributes such as category and unit of measure (UOM) between the supplier's site and the application. Then select an existing map set.

    No predefined mapping sets are delivered. You define mapping sets based on the needs of your organization.

    You can use a supplier content map set to convert values received from a supplier to values used by the application for punchout. In the case where a map set is intended for association with a catalog that punches out to a supplier site that sells only the supplier's own products, only the Category and UOM maps are relevant.

    - If the Category attribute isn't the same between the supplier and the application, no mapping set is available, and no default category name is specified, then errors occur when you try to submit a requisition for items from the punchout site.
    - If the UOM attribute isn't the same between the supplier and the application, and no mapping set is available, then errors occur when you try to submit a requisition for items from the punchout site.

12. In the Category Assignments for Catalog Browsing section, you can assign one or more categories to facilitate punchout when requesters browse categories on the Search Results pages.

    When a requester selects one of the assigned browsing categories, the application returns a link to the punchout catalog in the results.

    a. To assign a category to support catalog browsing for the supplier punchout, click the **Select and Add** icon.
    b. On the Select and Add Categories dialog box, search for and select a category, then click **Apply**.
    c. Click **Done** when you're finished adding categories.

13. To test the catalog configuration and the connection to the supplier's punchout site, click the **Test Connection** button.

    - Field validation errors, if any, are displayed in the Error dialog. You must fix these validation errors before the punchout connection test can be completed successfully.
    - If a punchout connection error occurs when you test the connection, a punchout log is created and the Error dialog is displayed. Click **View Log** to display diagnostic information in the Punchout Log Details page. Use this information to identify and correct the problem, or share it with your administrator for their assistance. You must be assigned the View Requisition Diagnostics privilege to access the View Log button on the Error dialog.

14. Click **Save and Close**.
15. Click **OK**. You are returned to the Manage Catalogs page.

    After you have created a punchout catalog, you can also add the punchout catalog to a content zone.

    To set up a punchout to multiple suppliers, select the Oracle Business Network option, where you can gain access to multiple supplier sites.

Create a Punchout Catalog with a Direct Oracle Native XML Supplier Punchout Source

As a catalog administrator you can use the Manage Catalogs task in the Catalogs work area to create a direct punchout catalog to a single supplier's website using Oracle's native XML supplier punchout source.

1. In the Catalogs work area, click the **Tasks** tab, and then click the **Manage Catalogs** task.
2. On the Manage Catalogs page, click **Actions** > **Create** > **Create Punchout Catalog**.
3. On the Create Punchout Catalog page, in the Procurement BU field, select the business unit the punchout catalog is for.
4. In the Catalog field, enter the catalog name.
5. (Optional) In the Description field, enter a brief description of the catalog.

6. In the Keywords field, enter one or more search keywords separated by a space to associate the punchout catalog with.

   The keywords are required to facilitate search on the Search Results page. When a requester uses these search terms, the application returns the punchout catalog link in the results.

7. (Optional) You can enter an image URL for the supplier's punchout catalog.

   When you provide the image, it's displayed for the punchout catalog on the Search Results page in the Purchase Requisitions work area.

8. In the Source field, select **Direct Oracle native XML supplier punchout**.

9. In the Punchout Definition section, provide details for these fields:

   You must obtain values for many of these attributes from the supplier for their punchout catalog definition.

Attribute	Description
Supplier	Enter the internal supplier's name.
Supplier Site	Select the name of the supplier location.
Default Category Name	Select an item category to be used on requisition lines when a category returned from the supplier site can't be mapped to an internal item category. This allows requesters to continue the requisitioning process and it's helpful when dealing with suppliers that have dynamic changes to their category definitions or switching between similar items with short notice to buying organizations on such changes. The precedence used in determining the category to use on a requisition line is in this descending order: a. Supplier Content Map Set specified on the catalog. b. Supplier Content Map Set of the procurement BU associated with the punchout catalog. c. External category is used as is if it's available as an internal category. d. The default item category name specified on the punchout catalog.
Punchout URL	Address of supplier's website. This is the website that the requesters will use when accessing the catalog in requisitions flow.
Password	The value that the application passes to the supplier's web catalog in the punchout setup request document when a requester accesses the catalog.
Encoding Method	Encoding Method is used to encode the message exchanged between the supplier and the buying organization.

Attribute	Description
	The encoding method defaults to UTF-8. Confirm the required encoding method with your supplier.
Send optional user and company information to punchout site	Select this check box to send the optional extended user data in the punchout setup request document. The optional data includes: o Full Name o Work Phone o Location Name o Manager Name o Manager Email o Functional Currency o Language o Date Format
All prices are negotiated	Select this check box if the prices are already negotiated with the supplier to allow touchless buying.
Allow price override on purchase order lines	Select this check box to allow buyers to update the price on purchase orders for items requested from punchout sites.

10. In the Buyer Company Identification section, enter Company Name and Company ID. The application passes these values to the supplier's web catalog in the punchout setup request document when a requester accesses the catalog.
11. Select the **Apply mapping** check box if you plan to use a mapping set to define attributes such as category and unit of measure (UOM) between the supplier's site and the application. Then select an existing map set.

    No predefined mapping sets are delivered. You define mapping sets based on the needs of your organization.

    You can use a supplier content map set to convert values received from a supplier to values used by the application for punchout. In the case where a map set is intended for association with a catalog that punches out to a supplier site that sells only the supplier's own products, only the Category and UOM maps are relevant.

    - If the Category attribute isn't the same between the supplier and the application, no mapping set is available, and no default category name is specified, then errors occur when you try to submit a requisition for items from the punchout site.
    - If the UOM attribute isn't the same between the supplier and the application, and no mapping set is available, then errors occur when you try to submit a requisition for items from the punchout site.

12. In the Category Assignments for Catalog Browsing section, you can assign one or more categories to facilitate punchout when requesters browse categories on the Search Results pages.

    When a requester selects one of the assigned browsing categories, the application returns a link to the punchout catalog in the results.

    a. To assign a category to support catalog browsing for the supplier punchout, click the **Select and Add** icon.
    b. On the Select and Add Categories dialog box, search for and select a category, then click **Apply**.
    c. Click **Done** when you're finished adding categories.

13. To test the catalog configuration and the connection to the supplier's punchout site, click the **Test Connection** button.

    - Field validation errors, if any, are displayed in the Error dialog. You must fix these validation errors before the punchout connection test can be completed successfully.
    - If a punchout connection error occurs when you test the connection, a punchout log is created and the Error dialog is displayed. Click **View Log** to display diagnostic information in the Punchout Log Details page. Use this information to identify and correct the problem, or share it with your administrator for their assistance. You must be assigned the View Requisition Diagnostics privilege to access the View Log button on the Error dialog.

14. Click **Save and Close**.
15. Click **OK**. You are returned to the Manage Catalogs page.

    After you have created a punchout catalog, you can also add the punchout catalog to a content zone.

Attributes Supported in Oracle cXML Punchout

The cXML PunchOutOrderMessage document contains the shopping cart items the requester checked out from the supplier site. When users checkout items from the supplier site, they are redirected to the Oracle Self Service Procurement with this document.

Here's an example PunchoutOrderMessage document that is sent to Self Service Procurement from the supplier site.

```
<?xml version="1.0" encoding="UTF-8" ?><!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.1.010/
cXML.dtd">
<cXML version="1.1" payloadID="2022-10-18T23:56:52.12349832.13284838@dell.com"
 timestamp="2022-10-18T23:56:52">
 <Header>
 <From>
 <Credential domain="DUNS">
 <Identity>128293714</Identity>
 </Credential>
 </From>
 <To>
 <Credential domain="DUNS">
 <Identity>144709199</Identity>
 </Credential>
 </To>
 <Sender>
 <Credential domain="DUNS">
 <Identity>128293714</Identity>
 <SharedSecret>*</SharedSecret>
 </Credential>
 <UserAgent>Spruce cXML V1.1</UserAgent>
 </Sender>
 </Header>
 <Message>
 <PunchOutOrderMessage>
 <BuyerCookie>166615537712410001002686411 9</BuyerCookie>
 <PunchOutOrderMessageHeader operationAllowed="edit">
 <Total>
 <Money currency="USD">2549.99</Money>
 </Total>
```

```
</PunchOutOrderMessageHeader>
<ItemIn quantity="1">
<ItemID>
<SupplierPartID>SD3579</SupplierPartID>
<SupplierPartAuxiliaryID>10257463211871</SupplierPartAuxiliaryID>
<BuyerPartID>CART25D43W6</BuyerPartID>
<IdReference identifier="agreementNumber" domain="supplierReference">1002665</IdReference>
<IdReference identifier="agreementLineNumber" domain="supplierReference">1</IdReference>
</ItemID>
<ItemDetail>
<UnitPrice>
<Money currency="USD">2549.99</Money>
</UnitPrice>
<Description xml:lang="en">CART MEDICAL A-SMART ALUMINUM BLUE GREY D25.4 X W25.3 X H43.4 IN W15 IN 6 DRAWER
NARROW AUTO LOCK</Description>
<UnitOfMeasure>EA</UnitOfMeasure>
<Classification domain="UNSPSC">42000000</Classification>
<Extrinsic name="LineTypeCode">2WAYO</Extrinsic>
<ManufacturerPartID>SR6BG</ManufacturerPartID>
<ManufacturerName>Spruce Inc</ManufacturerName>
</ItemDetail>
<SupplierID domain="XXXX">SupplierID</SupplierID>
<Extrinsic name="ATTRIBUTE1">Yes</Extrinsic>
<Extrinsic name="ATTRIBUTE3">200</Extrinsic>
</ItemIn>
</PunchOutOrderMessage>
</Message>
</cXML>
```

Each ItemIn element in PunchOutOrderMessage represents a single item in the user's shopping cart.

This table lists the mapping of fields in the ItemIn of PunchOutOrderMessage to Self Service Procurement fields:

Field in PunchOutOrderMessage	Field in Self Service Procurement	Details
<ItemIn quantity="1">	Quantity	The quantity field of element ItemIn maps to the Quantity attribute on the requisition line. Quantity is a required field except when it's a amount-based service line.
<ItemIn itemClassification>	Line Type	The itemClassification field of element ItemIn maps to Line Type. The valid values are materials and service. Materials maps to Goods and Service maps to Fixed-Price Services. If a value isn't provided or any other value is provided, line type will default to Goods.
<SuppliePartID>	Supplier Item	Supplier part number for the item. This should be a unique identifier for the product.
<SupplierPartAuxiliaryID>	Supplier Configuration ID	Reference number provided by the supplier for this item or order, contained in the <SupplierPartID> field. If supplier specifies a SupplierPartAuxiliaryID, then that value is stored as the Supplier Configuration ID on the requisition line.

Field in PunchOutOrderMessage	Field in Self Service Procurement	Details
<BuyerPartID>	Item	BuyerPartID maps to internal master item number. The BuyerPartID tag must be a child tag of the ItemID tag of the payload. When the supplier returns a valid master item from the punchout site, it will be added to the user's requisition in Self Service Procurement. This is applicable when the catalog is enabled to process master items and agreement lines using punchout.
<IdReference identifier="agreementNumber>	Agreement	This field maps to either the blanket purchase agreement or contact purchase agreement. The agreementNumber tag must be a child tag of the ItemID tag of the payload. By mapping the agreementNumber value to an agreement, the source document number is derived. If this agreement number matches an open, effective blanket or contract purchase agreement number in Oracle Purchasing, then the requisition line gets created with that agreement. This is applicable when the catalog is enabled to process master items and agreement lines using punchout.
<IdReference identifier="agreementNumber">	Agreement Line	Blanket purchase agreement line number. The agreementLineNumber tag must be a child tag of the ItemID tag of the payload. This is required when a supplier provides a blanket purchase agreement for agreementNumber. This is applicable when the catalog is enabled to process master items and agreement lines using punchout.
<Money currency="USD">99.99</Money>	Price and Currency	Indicates the price per unit of the item in the specified by the supplier. The Money tag with price and currency must be a child tag of the UnitPrice tag of the payload. Price and Currency are required fields.
<Description>	Description	Supplier's description of the item. This description populates the Item Description in the requisition line. This is a required field.
<UnitofMeasure>	UOM	Supplier's unit of measure code. This is a required field. You can use supplier content map sets to map external UOM to the internal UOM.
<Classification>	Category	The tag <Classification> maps to Category. This is a required field.

Field in PunchOutOrderMessage	Field in Self Service Procurement	Details
		For example: <Classification domain="UNSPSC">42000000</Classification> You can use supplier content map sets to map external categories to the internal item categories. The default category name specified in the punchout catalog will be used if the application couldn't determine an internal category for the classification provided.
<Extrinsic name="LineTypeCode">	Line Type Code	The extrinsic attribute LineTypeCode maps to the Line Type Code. User-Defined purchasing line types are supported in cXML Punchouts. The Extrinsic tag must be a child tag of the ItemDetail tag of the payload. <ItemDetail> ... <Extrinsic name="LineTypeCode">PurchasingLineTypeCode</Extrinsic> </ItemDetail> Here's the order of precedence for deriving the line type of the requisition line: 1. If a valid blanket purchase agreement line is provided, uses the line type of the blanket purchase agreement line, and ignore itemClassification or LineTypeCode values. 2. If a valid LineTypeCode is provided, ignores itemClassification value. 3. itemClassification value, if valid. 4. If none of the above, uses Goods as the default value.
<ManufacturerPartID>	Manufacturer Part Number	ManufacturerPartID maps to manufacturer part number of the item.
<ManufacturerName>	Manufacturer	Name of the manufacturer for this item. This name populates the Manufacturer Name on the requisition line.
<SupplierID>	Supplier	This field is used to default a supplier on the requisition line. Internal Supplier Name or B2B Site code can be sent for SupplierID in the payload. B2B Site Code is configured for a supplier site in manage suppliers work area. If a B2B Site Code

Field in PunchOutOrderMessage	Field in Self Service Procurement	Details
		is specified for this field, internal Supplier and Supplier Site uniquely associated with that B2B Site Code will be defaulted on the requisition line.
<Extrinsic name="Attribute1"> to <Extrinsic name="Attribute15">	ATTRIBUTE1 to ATTRIBUTE15	These 15 extrinsic attributes are mapped to requisition line level descriptive flexfield text attributes 1 to 15. You can use these extrinsic attributes in the punchout order message to capture additional information needed for reporting and downstream order processing. Here's an example of how you can capture the additional information using extrinsic attributes to capture whether the items procured from a supplier are hazardous: • Create a requisition line level descriptive flexfield to capture this information. For example: ATTRIBUTE1 stores this information for a requisition line. • Supplier must send this information for each item in the punchout order message so that this can be captured in the ATTRIBUTE1 for the requisition line. For example: <Extrinsic name="Attribute1">Value from the Supplier Punchout</Extrinsic>. The Extrinsic tag must be a child tag of the ItemIn tag of the payload as shown here: <ItemIn> ... <Extrinsic name="Attribute5">10BPAD</Extrinsic> </ItemIn>

Attributes Supported in Oracle XML Punchout

TheXML OrderLinesDataElements document contains the shopping cart items the requester checked out from the supplier site. When users checkout items from a supplier site, they are redirected to the Oracle Self Service Procurement the XML OrderLinesDataElements document.

Here's an example OrderLinesDataElements document that's sent to Self Service Procurement from a supplier site.

```
<?xml version="1.0" encoding = 'UTF-8'?>
<response>
 <header version="1.0">
 <return returnCode="S"/>
 </header>
 <body>
 <OrderLinesDataElements>
```

```
<orderLine>
<contract>
<buyerContract>
<contractNumber>12345</contractNumber>
<buyerContractLineNumber>3</buyerContractLineNumber>
</buyerContract>
</contract>
<item lineType="GOODS" quantity="1">
<itemNumber>
<supplierItemNumber>
<itemID>SD3579</itemID>
<supplierReferenceNumber>SD3579</supplierReferenceNumber>
</supplierItemNumber>
<manufacturerItemNumber>
<itemID>SR6BG</itemID>
<manufacturerName>Spruce Inc</manufacturerName>
</manufacturerItemNumber>
</itemNumber>
<itemDescription>CART MEDICAL A-SMART ALUMINUM BLUE GREY D25.4 X W25.3 X H43.4 IN W15 IN 6 DRAWER NARROW
AUTO LOCK</itemDescription>
<unitOfMeasure>
<supplierUnitOfMeasure>
<supplierUOMType>EA</supplierUOMType>
<supplierUOMQuantity></supplierUOMQuantity>
</supplierUnitOfMeasure>
</unitOfMeasure>
<hazardClass>1</hazardClass>
</item>
<category>
<categoryCode categoryCodeIdentifier="UNSPSC">42000000</categoryCode>
</category>
<price>
<currency>USD</currency>
<unitPrice>2250</unitPrice>
</price>
<supplier>
<supplierDUNS>3456</supplierDUNS>
<supplierTradingPartnerCode>123</supplierTradingPartnerCode>
<supplierName>Vision Corporation</supplierName>
<supplierSite>New York</supplierSite>
<contactName>Lewis, Chad</contactName>
<contactPhone>12345</contactPhone>
</supplier>
<additionalAttributes>
<attribute1>Yes</attribute1>
<attribute3>200</attribute3>
</additionalAttributes>
</orderLine>

</OrderLinesDataElements>
</body>
</response>
```

Each orderLine element in OrderLinesDataElements represents a single line in the user's shopping cart.

This table lists the mapping of fields in the orderLine of the OrderLinesDataElements document to Self Service Procurement fields.

XML Field in OrderLinesDataElements	Field in Self Service Procurement	Details
<contractNumber>	Agreement	The contractNumber field maps to Agreement. The contractNumber tag must be a child tag of the buyerContract tag of the payload.

XML Field in OrderLinesDataElements	Field in Self Service Procurement	Details
		By mapping the buyer contract number value to an agreement, source document number is derived. If this contract number matches an open, effective blanket or contract purchase agreement number in Oracle Purchasing, then the requisition line gets created with that agreement.
<buyerContractLineNumber>	Agreement Line	The buyerContractLineNumber field maps to Blanket Purchase Agreement Line. The buyerContractLineNumber tag must be a child tag of the buyerContract tag of the payload. If both buyerContractLineNumber and supplierItemNumber are populated, the buyer contract line number will be used for the source document line number. Otherwise, if only the supplier item number is specified, then supplier item number is used to look up the source document line number.
<item line type	Line Type	The lineType of element item field maps to Line Type. The valid values are GOODS, or SERVICES_AMOUNT. GOODS maps to Goods and SERVICES_AMOUNT maps to Fixed-Price Services. If a value isn't provided or any other value is provided, line type will default to Goods. GOODS is the default line type when nothing is specified or any value other than valid values is specified. For example: <item lineType="SERVICES_ AMOUNT">
<item quantity>	Quantity	The quantity of element item field maps to attribute Quantity on requisition line. Quantity is a required field except when it's a amount-based service line. For example: <item lineType="GOODS" quantity = "1">
<itemDescription>	Description	Supplier's description of the item. This description populates the Item Description in the requisition line. This is a required field.
<SupplierUOMType	UOM	Supplier's unit of measure code. This is a required field. You can use supplier content map sets to map external UOM to the internal UOM.

XML Field in OrderLinesDataElements	Field in Self Service Procurement	Details
<SupplierUOMQuantity>	Supplier UOM Quantity	Supplier's quantity in the specified unit of measure. For example, a Box of 12 would indicate Box for the <supplierUOMType> and 12 for the <supplierUOMQuantity>. The <supplierUOMQuantity> is used by the UOM mapping set up in Oracle applications.
<hazardClass>	Hazard Class	Hazard class name for the item. If the external value doesn't map to a valid hazard class in Oracle applications, then the Hazard Class is left blank.
<categoryCode>	Category	The <categoryCode> field maps to Category. This is a required field. You can use supplier content map sets to map external categories to the internal item categories. The default category name specified in the punchout catalog will be used if the application couldn't determine an internal category for the classification provided.
<categoryCode categoryCodeIdentifier>	UNSPSCCode	If categoryCodeIdentifier attribute value in the categoryCode tag is either SPSC or UNSPSC then the categoryCode is also stored as a UNSPSC code on the requisition line. For example: <categoryCode categoryCodeIdentifier="SPSC">42000000</categoryCode>
<currency>	Currency	Currency in which the price is specified by the supplier. This is a required field.
<unitPrice>	Price	The price per unit of the item. This is a required field.
<supplierDUNS>	Supplier D-U-N-S	Supplier's D-U-N-S number, used to retrieve the supplier name and supplier site information in Oracle applications.
<supplierTradingPartnerCode>	Supplier Trading Partner Code	The supplierTradingPartnerCode is used if the supplier doesn't have a D-U-N-S number, and this field should be populated with a unique alphanumeric code that the buyer uses to identify the internal supplier code in Oracle Applications, for mapping.

XML Field in OrderLinesDataElements	Field in Self Service Procurement	Details
<supplierName>	Supplier	Supplier's name. This supplier name is also mapped to the Vendor Name value in Oracle applications.
<supplierSite>	Supplier Site	Supplier site name. This supplier site is mapped to the Vendor Site value in Oracle applications.
<contactName>	Contact	contactName maps to the suggested supplier's contact name.
<contactPhone>	Contact Phone	contactPhone maps to the suggested supplier's contact phone.
<itemID	Supplier Item	The itemID of the supplierItemNumber tag maps to the supplier part number of the item.
<supplierReferenceNumber>	Supplier Configuration ID	Reference number provided by the supplier for this item or order, contained in the <supplierItemNumber> field. If the supplier specifies a supplierReferenceNumber, then that value is used as the Supplier Configuration ID (Supplier Item Auxiliary ID) for the item.
<itemID	Manufacturer Part Number	The itemID of the manufacturerItemNumber tag maps to the manufacturer part number of the item.
<manufacturerName>	Manufacturer	Name of the manufacturer for this item. This name populates the Manufacturer Name on the requisition line.
attribute1 to attribute15	ATTRIBUTE1 to ATTRIBUTE15	These 15 additional attributes are mapped to requisition line level descriptive flexfield text attributes 1 to 15. You can use these attributes in the order line to capture additional information needed for reporting and downstream order processing. Here's an example of how you can capture the additional information using these attributes to capture whether the items procured from a supplier are hazardous: • Create a requisition line level descriptive flexfield to capture this information. For example: ATTRIBUTE1 stores this information for a requisition line. • Supplier must send this information for each item in the order line so that this can

XML Field in OrderLinesDataElements	Field in Self Service Procurement	Details
		be captured in the ATTRIBUTE1 for the requisition line. For example: <attribute1>Value from the Supplier Punchout</attribute1>. These attributes must be provided as a child tags of the orderLine tag of the payload as shown here: <additionalAttributes> <attribute1>Yes</attribute1> </additionalAttributes>

Overview of Punchout Search Items

A punchout search item is an item a user can search on a punchout catalog.

By default, items on a punchout catalog can't be searched as they're hosted on a 3rd party website, which means a user must first navigate to the 3rd party website to look for an item that might not be there.

To save time, a supplier can provide you a list of items they have, and you, as a catalog administrator, can create an index of these items. This index is called the Punchout Item Search Index. The availability of the index lets users search these items locally without first having to go to the punchout site.

The punchout index file can either be provided by the supplier in the upload format, or you can prepare the upload file based on the information provided by the supplier.

> **Note:** You can upload any number of punchout search items, there's no restriction to what number of items you can upload.

As a Catalog Administrator, you can continue to provide punchout catalog level keywords that return the punchout catalog in the search results when there is a match. You can use high level keywords such as office supplies or laptops for those users who aren't looking for specific punchout items.

You can maintain a punchout search index file when defining or editing a punchout catalog. The search index can also be maintained to reflect any updates, such as price changes and item replacements.

.

Related Topics

- How You Upload Punchout Item Search Index

How You Upload Punchout Item Search Index

You can create and maintain a punchout search index file when defining or editing a punchout catalog.

You can upload the punchout item template by clicking the Upload Punchout Search Items button on the Edit Punchout Catalog page or the Manage Catalogs page when Punchout Catalog is selected. Use tab-delimited (.txt) files for uploading punchout search items.

Items uploaded without error are available to users immediately if the catalog content security is set up correctly.

Upload Template

Using the attributes in the index, you can locate punchout items based on punchout item level information such as Manufacturer, Part Number, or Supplier Part Number.

This table shows punchout item upload template attributes and their search and display behaviors.

Punchout Item Upload Attribute	Searchable in Shopping	Displayed in Search Results	Displayed in Item Details	Displayed in Item Compare
Item Description (Required)	Yes	Yes	Yes	Yes
Line Type	No	No	No	Not by default. Can be added using shuttle.
Long Description	No	Yes	Yes	Yes
Category Name	Yes	Yes	Yes	Yes
Supplier	Yes	Yes	Yes	Yes
Supplier Item	Yes	Yes	Yes	Yes
Supplier Item Auxiliary Identifier	Yes	No	Yes	Not by default. Can be added using shuttle.
Manufacturer	Yes	Yes	Yes	Yes
Manufacturer Part Number	Yes	Yes	Yes	Yes
Agreement	Yes	Yes	Yes	Not by default. Can be added using shuttle.
Price or Amount	No	Yes	Yes	Yes
UOM	No	Yes	Yes	Yes
Currency (Required if price is populated.)	No	Yes	Yes	Yes
Image URL	No	As image	As image	As image

Upload Error

You can view upload errors in the Line Errors region on the Punchout Search Items Upload Status page.

You can access the Upload Status page from the Actions menu on the Manage Catalogs page, from the link in the Punchout Upload Status column on the search results, and from the Upload Status field on the Edit Punchout Catalog page.

Related Topics

- Overview of Punchout Search Items

How You Update Punchout Item Search Index

You can create new items or price lists when contracts are established, renegotiated, or renewed. Typically the items or price list provided by the suppliers is a complete list of items that the customer can purchase or order.

You can remove punchout items from a catalog by uploading a blank item template for that catalog, and then uploading the template again, with the items removed. If you make changes to specific items, the new upload file must contain all the items that you want to be associated with that punchout catalog, not just the changed items.

Updates can include the following changes:

- Changes in prices
- Replacing items
- Removing items that are no longer available
- Adding new items
- Fixing any data errors

Related Topics

- Overview of Punchout Search Items

How can I remove a punchout search item from a punchout catalog?

To remove items from a punchout catalog, upload a new file that doesn't contain the items.

Note: If you make changes to specific items, the new upload file must contain all the items you want to associate with the punchout catalog, not just the changed items.

How can I view punchout upload errors?

You can view upload errors in the Line Errors region on the Punchout Search Items Upload Status page. Depending on the error threshold specified, the table display all errors, or errors for the number of lines below the specified threshold.

You can access the Upload Status page from the Actions menu on the Manage Catalogs page, from the link in the Punchout Upload Status column on the search results, and from the Upload Status field on the Edit Punchout Catalog page.

Punchout Log Details Window

When a punchout error occurs, an error log is created. View details about the error in the Punchout Log Details window to help you or your administrator troubleshoot the problem.

Click View Punchout Log on the Error dialog to open the Punchout Log Details window.

The Punchout Log Details window displays information about the punchout site interaction that caused the error including:

- Punchout Attribute - the name of the piece of information, for example, error code, punchout URL, and login response
- Value - the attribute's content details

How You Export the Punchout Log Details to Excel

Click the Export to Excel button to export the punchout log to an Excel spreadsheet. Only the columns selected to be viewed in the Punchout Log Details window are exported.

Shopping Lists

Shopping List is the collective term for Public and Personal Shopping Lists.

Public Shopping List

Public Shopping Lists are created by the procurement catalog administrator, and are collections of items available to a preparer or a requester for requisitioning. A Public Shopping List is also used to support kit requisitions, for example, office supplies, or a new hire kit. The availability of a Public Shopping List is based on the procurement BU in which the list is created, and whether the preparer is granted access to the list. The availability of public shopping lists is controlled by the content zones the lists are included in.

Public Shopping Lists are created in procurement BUs, and can be shared across the requisitioning BUs served by the procurement BU services. If the procurement BU is the same as the requisitioning BU, only one requisitioning BU will have access to the Public Shopping List. If a procurement BU services multiple requisitioning BUs, the public shopping lists can be shared across the requisitioning business units that it services.

The procurement catalog administrator can add the following to a Public Shopping List through the supplier item catalog:

- Agreement Lines (both description-only and master item lines)
- Master Items

The availability of a public shopping list and its items to a preparer is determined by these conditions:

- The public shopping list is available to the user based on the content zone assignments.
- The master item or agreement lines are available to the user based on the content zone assignments.
- The master item is available in the deliver-to organization of the user and agreement lines are available to the requisitioning business unit of the user.
- The public shopping list is valid based on its start and end dates.

The catalog administrator can indicate a suggested quantity on a public shopping list item which will be defaulted when the preparer views the public shopping list.

The sequence value for the public shopping list items determines the order of display for the public shopping list lines when viewed by the user.

Personal Shopping List

You access personal shopping lists that you create and maintain in Shopping Lists. Personal shopping lists are separate from public shopping lists.

A shopping list is a collection of items created by a preparer or a requester. It allows you to quickly requisition items that you order frequently.

To create a personal shopping list, click Create Shopping List on the Shopping Lists page, provide a name for your list and click Create. Alternatively, you can create a new list when you add items to it from the search results or noncatalog request pages.

To add items to a personal shopping list, when viewing an item either in the search results or in product details after searching, click Add to List. In the Add to List page, select the destination list and click Add to Selected List. You can also create a new list by clicking Add to New List. Similarly, you can add noncatalog or smart form requests to a personal shopping list.

What's relevance sorting?

Relevance sorting is a default sort mechanism for catalog items that match your search keywords. Sorting by relevance is done based on the description. It uses the shopping search index algorithm for how items brought back in search results should be sorted.

Manage Content Zone

Content Zones

Managing a large number of items and services requires a mechanism for controlling what content should be available to users. The Content Security model provides the ability to control access to catalog content across users.

The local catalog provides flexible controls against attributes such as agreements, and categories to determine whether certain items should be included or excluded in the catalog. The content zone determines which segments of content (local, punchout, informational, and smart forms) should be accessible to what users.

A content zone is a logical grouping of content (local, punchout, informational, public shopping lists, smart forms) used to control the content that users or groups of users can access. For example, a content zone could be defined that enables all employees in the Central BU to access all items in the category pens, pencils, and paper in agreement 123 with Office Depot, as well as Public Shopping Lists (office supplies) and Smart Forms (business cards).

The following capabilities are supported through the content security model using content zones:

- Defining catalogs for local content, punchout, and informational content. Administrators first define the catalogs and then secure the catalogs using content zones. This gives administrators the ability to apply the same catalog definitions to multiple users without having to create multiple content zones.
- Securing catalogs, smart forms and public shopping lists through content zones.
- Searching and browsing for all catalog content. Users are able to search for all content (local content, punchout, smart forms, informational content) regardless of how the content is grouped. In addition, administrators are able to group punchout, informational catalogs, and smart forms by category. Browsing content also retrieves punchout, informational catalogs, and smart forms together with local content.
- Securing content zones by business units or users.
- Support for restrictions by purchasing category and agreements for local content.
- Support for inclusion and exclusion rules within a dimension for local content.

Related Topics

- How You Access Control Catalog, Smart Form, and Public Shopping List with Content Zones

How You Create Content Zones

Administrators first create smart forms, shopping lists, and catalog definitions for a procurement BU. To make any content available to users, catalog administrators must associate the catalogs, smart forms, and shopping lists to content zones.

Considerations for Content Security

The catalog administrator is responsible for setting up the content security. The administrator determines what subset of the content will be accessible to which users in the procurement application.

A requester and a preparer access the procurement catalog when shopping. The Catalog Administrator accesses the procurement catalog when creating public shopping lists. Buyers access the procurement catalog when creating or updating purchase order, agreement, and requisitions. The content security model restricts what each user can access from the catalog in each flow.

Considerations for Content Browsing

Catalog users are able to search for items within the content made available to them through content security. In addition, there is a unified model for browsing and for searching all content (local, punchout, informational, and smart forms) that can be optionally grouped by commodity. Administrators can define as many levels as they want for their category hierarchy. Local content is associated to the purchasing categories. Punchout catalogs, informational catalogs, and smart forms can be associated to any level of the hierarchy structure (browsing or purchasing category).

Considerations for Creating Content Zones

Each content zone is created for a procurement BU and is designated whether the content zone is to be used for procurement, or for requisitioning. This determines the flow to which the content zone applies, and provides administrators with control over who can see what content.

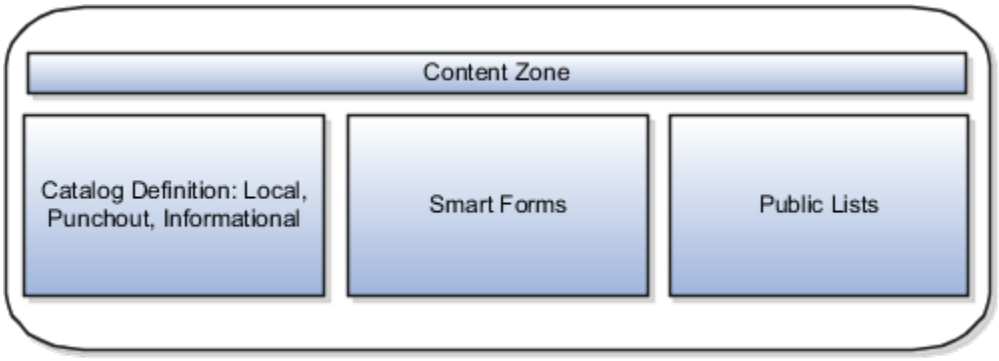
Content Zone for Procurement

A content zone for procurement can be accessible to all users working in the procurement business unit or to specific workers. The content zone applies to users searching the catalog when creating purchase order, agreement or public shopping list.

Content Zone for Requisitioning

A content zone for requisitioning can be accessible to all users working in specific requisitioning business units or to specific users. The content zone applies to buyers updating requisition lines in process requisition, or to self service requesters in Oracle Self Service Procurement.

This graphic shows catalogs, smart forms, and public lists associated with a content zone.

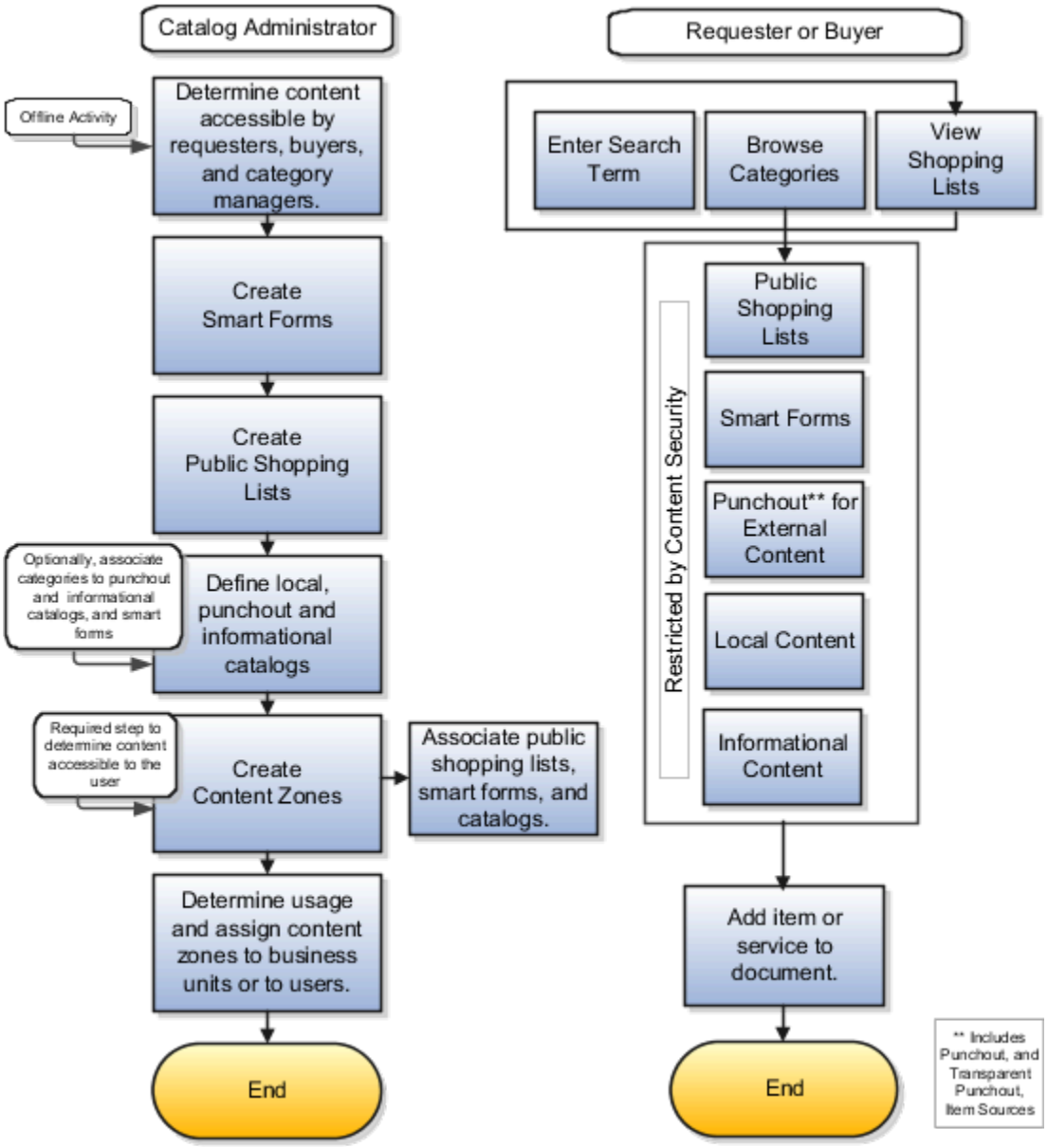


How You Define Content Availability

Determine the content availability by defining which items are included or excluded from the catalog search results, and then apply security to the content definition based on who will have access to the content.

Define which items should be included or excluded from the local catalog based on blanket agreement and category inclusion and exclusion rules.

The following figure illustrates the process flow for a catalog administrator to plan, create content, and create content zones, and for a requester or buyer to search content for items and add them to a document.



Create a Content Zone

Enterprises that manage a large set of goods and services in their procurement system need control of what content buyers, self service requesters and advanced procurement requesters can access.

The content security model determines what subset of the content will be accessible to which users in the procurement system. You first define the catalog content and then make the content available to a user or groups of users by including the content in content zones.

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

Note: Users won't have access to content that's not associated to a content zone.

Create a content zone.

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

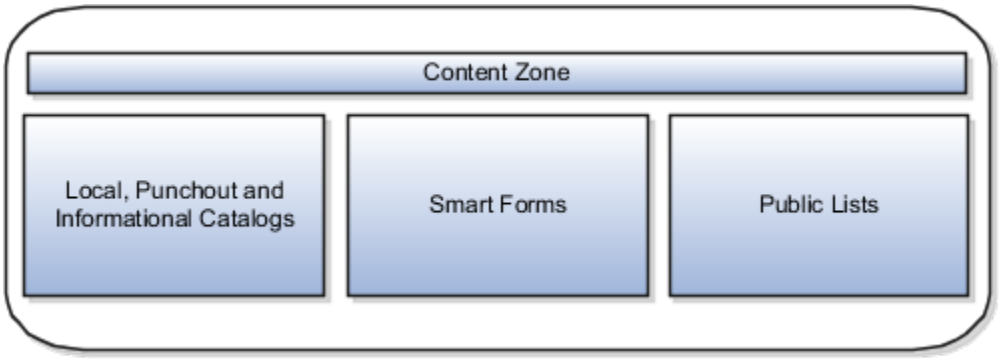
Note: For additional details on content zones see the Manage Procurement Catalog chapter of the Oracle Fusion Cloud Procurement: Using Procurement guide.

How You Access Control Catalog, Smart Form, and Public Shopping List with Content Zones

Content zones provide a mechanism to control what catalog content is available to users or groups of users. Administrators define catalogs, public shopping lists, and smart forms and then secure access to them using content zones.

Content zones enable administrators to apply the same catalog, smart forms, and public shopping lists definitions to multiple users or business units.

This figure illustrates how catalogs, smart forms, and public lists are grouped in one content zone.



Catalogs

Administrators can maintain local, punchout, and informational catalogs in the procurement business units where they have access. Catalogs are associated to content zones to enable one place to secure content.

Smart Forms

Smart forms are configurable templates that enable users to order goods or services that aren't available in the catalog. Smart forms are created in a procurement business unit and can be secured using content zones. A smart form is available to a user in Oracle Self Service Procurement if the user has access to the content zone containing the smart form.

Public Shopping Lists

Associating public shopping lists to content zones enables administrators to control what public shopping lists users can see. Note that even though a user may have access to a public shopping list, the user might not see certain items on the list due to content security restrictions by agreement and category.

Related Topics

- Content Zones

What's the difference between a catalog and a content zone?

Catalog is a general term that refers to a descriptive list of items and services that are available for procurement.

A content zone is a space that defines the subset of content that's available to workers, for example, local catalogs, punchout catalogs, public shopping lists, and smart forms.

Content Zone Security Options

When content zones are created for procurement business units, administrators indicate whether the content zones are to be used for procurement or for requisitioning. Designating the use of the content zone determines to which flow the content zone is applied.

A content zone for requisitioning can be accessible to all users working in specific requisitioning business units or to specific users. The content zone applies to buyers updating requisition lines in process requisitions, or to self service requesters in Oracle Self Service Procurement.

The following security options are available depending on the content zone usage:

- Secured by requisitioning BU: This option is available when the content zone is used for requisitioning, which means that it applies to buyers updating requisitions in process requisitions, and to requester or preparer creating requisitions in Self Service Procurement. It is accessible to those requesters who have access to any of the requisitioning BUs assigned to the content zone.
- Secured by worker: This option is always available for procurement or for requisitioning. The content zone is accessible only to those workers assigned to the content zone.
- Available to all procurement users: This option is available when the content zone is used for procurement, which means that it applies to users maintaining purchase orders, agreements, and public shopping lists. It is accessible to all users who have access to the procurement business unit of the content zone.

- Secured by deliver-to location: This option is available when the content zone is used for requisitioning, which means that it applies to buyers updating requisitions in process requisitions, and to requester or preparer creating requisitions.

  While securing the content zone by locations, you can select the locations from:
  - Location SETs of the requisitioning BUs to which the content zone's procurement BU is a service provider.
  - Common location SET.

  To access content during shopping, the Deliver-to Location set in your Preferences must be assigned to a content zone. In addition, the requisitioning BU must be a client of the Procurement BU of the content zone.

What Happens When A Content Zone Is Used for Requisitioning

When a content zone is used for requisitioning, the catalog administrator must specify the requisitioning business units to which the content zone is applicable. When the content zone is assigned to a requisitioning business unit, all users who have access to that requisitioning business unit can access the content zone. To further restrict access to the content zone, the catalog administrator can assign the content zone to individual users (employees or contingent workers).

What Happens When A Content Zone Is Used for Procurement

When the content zone is used for procurement, by default, all users who have access to the owning procurement business unit can access the content secured by that content zone. Optionally, the catalog administrator can restrict access to the content secured by the content zone to individual users, for example, employees or contingent workers.

Considerations for Including a Public Shopping List in a Content Zone

Control which public shopping lists a user can see by associating them to content zones.

Individual items on a public shopping list can have content security restrictions by agreement and category specified that prevent visibility to a user even though the user has access to it.

Considerations for Including a Public Shopping List in a Content Zone

On the Shopping List page in Oracle Self Service Procurement, public shopping lists will be available to user if the following are true:

- There are public shopping lists associated with the content zones accessible to the user.
- The procurement business unit on the public shopping list is a procurement business function provider for the requisitioning business unit selected for shopping in the user's preference.
- The public shopping list is effective. A public shopping list is effective if the start date is equal to or earlier than today's date, and the end date is equal to or later than today's date.

Then each item is checked to see if the items are available in the requisitioning business unit that the preparer is currently shopping in.

For agreement items, the requisitioning business unit assignment on the agreement will determine if an agreement item will be displayed, that's, an item will be displayed in a requisitioning BU if the agreement has been assigned to the requisitioning BU. The agreement and the agreement lines must be open.

Master Items are checked to see if the item is enabled for the deliver-to organization derived from the deliver-to location specified in the requisition preferences.

Content zones will also be applied on the public shopping list items. A preparer can only see items from the aggregated content zones they have access to.

If the public shopping list header is available in a requisitioning BU, but no items are applicable, then the public shopping list will be displayed without any items.

Overview of Smart Forms

Use Smart Forms to define noncatalog request forms. Catalog administrators can define forms for goods-based and for fixed price services-based request types.

A smart form can contain default information. Information templates can be added to a smart form to collect additional information not included in the smart form.

Related Topics

- Smart Forms
- How You Access Control Catalog, Smart Form, and Public Shopping List with Content Zones
- How Information Templates and Smart Forms Work Together
- What's a smart form?

Smart Forms

Catalog administrators create smart forms for goods-based, or fixed price services-based request types. A smart form can contain default information. Information templates can be added to a smart form to collect additional information not included in the smart form.

Catalog Administrators can define a smart form description or instruction text providing detailed information about the smart form.

Smart forms:

- can be associated with contract purchase agreements.
- can be associated with information templates.
- are created in procurement business units and assigned to requisitioning business units through content zones.
- can contain attachments.

Contract Purchase Agreements

By associating a contract purchase agreement with a smart form, all approved requisition lines created with the smart form will automatically be processed onto purchase orders without buyer intervention.

Information Templates

Information templates are used to collect additional information from the preparer before the requisition is submitted. During the definition of the smart form, the procurement catalog administrator can add an information template to the smart form, displayed when a preparer navigates to the smart form request page. Administrators can define an information template section with description or instruction text. This text provides the preparer with specific instructions on how to fill out the form.

Procurement Business Units

Smart forms are created in a procurement business unit, and can be secured using content zones. Smart forms created in procurement business units can be shared across the requisitioning business units that the procurement BU services.

Attachments

Attachments can be added to individual smart forms. Attachments can provide a preparer with more information such as detailed steps to complete the request.

Supplier attachments can be added during the creation of a smart form to provide additional information to the supplier. The attachments will be carried forth in the downstream process.

Note: A preparer can't modify or delete smart form attachments that are added by a catalog administrator.

How You Manage Smart Form Values and Defaults

Smart form values are dependent on the Procurement BU in which a smart form is created.

Smart Form Values That Are Dependent on the Procurement BU

Dependent values include the following:

- Agreement
- Currency
- Supplier Item
- Manufacturer
- Manufacturer Part Number
- Information Templates
- Supplier Site

These values are reset if the catalog administrator updates the procurement BU before saving the smart form. Once a smart form is saved, the procurement BU field can't be edited.

The catalog administrator can specify whether or not users can override the defaulted values using the **User Editable** check boxes next to each field.

Set the Currency value to User Editable to allow requesters to override the currency specified in the smart form or its associated purchase agreement when creating or editing a requisition.

How You Restrict Browsing Categories in Smart Forms

By specifying a browsing category in the Restricted to Browsing Category field, you can restrict the list of item categories that the preparer can use when completing the smart form request in Oracle Self Service Procurement.

The list of categories will be restricted to the item categories belonging to the specified browsing category. If no value is specified in the Restricted Browsing Category field, the preparer can pick any item category.

How can I choose a different currency on a smart form?

When you associate a contract purchase agreement with a smart form, the currency used in the contract purchase agreement applies to the smart form by default. You can override this by selecting a different currency than the one specified in the contract purchase agreement.

Information Templates

Information templates are used in the creation of a Smart Form and allow additional information to be gathered from a preparer before a requisition is submitted.

Information templates are also used to collect additional information for specific items or items from a specific category during requisition creation.

Related Topics

- How You Use Information Templates
- How Information Templates and Smart Forms Work Together
- How Information Templates, Items, and Categories Work Together
- What's a smart form?

How You Use Information Templates

An information template is used to gather additional information from a user. It can be assigned to an item, a category, or a request form.

Information templates are used in the creation of a Request Form to provide the flexibility to add additional attributes in a request form in order to gather required information from a user. Information templates are also applicable to item master items and purchasing categories.

The data entered for an information template, which is associated with a request form, item or category, is available as attachments in downstream products (such as Purchasing) after the requisition is approved. When creating an information template, the catalog administrator selects the attachment category that determines if the attachment will be available to the supplier or buyer.

How You Use Information Templates

Information Templates are created in a Procurement Business Unit and are available to Requisitioning Business Units serviced by that Procurement BU. In the event where a Requisitioning BU is serviced by multiple Procurement BUs, and more than one service provider had assigned an information template to an item or category, applicable information templates from all service provider Procurement BUs will be returned.

Information templates are available to the user if the items or request forms that the information templates are associated with are available to the preparer.

Procurement catalog administrators can define a unique information template name so they're easily identifiable in a request form. Information template header information provides users the ability to specify a non-unique Display Name, while creating information templates with unique information template names. For example, more than one procurement BU can maintain information templates to collect business card information. The same Display Name, Business card information, can be used on these information templates to indicate the purpose of these templates when displayed in Oracle Self Service Procurement. Procurement Catalog Administrators can also define an information template section description or instruction text providing users with specific instructions on how to fill out the form.

Information templates can only be deleted if they're not referenced. An information template is considered referenced if it's applied on any requisition lines, whether in completed or incomplete state. This is to prevent deletion of an information template that's currently in use.

Once an information template is deleted, it's no longer returned on the Manage Information Templates page.

How You Add Attributes

Information template attributes are maintained as Descriptive Flexfields.

Attributes first need to be set up in the Descriptive Flexfields application, and the catalog administrator specifies the descriptive flexfield context on the Create and Edit Information Template page to apply the list of attributes.

For example, the catalog administrator set up a context Business Cards Marketing, with the following context sensitive fields:

- Job Title
- Organization
- Office Location

When creating an information template, the catalog administrator can then specify in the Attribute List field the context Business Cards Marketing, which will associate the attributes to the information template.

Note: The maximum number of attributes that can be created for an information template is fifty.

Existing information attributes are maintained as attachments downstream, such as in Purchasing.

Attributes That Are Supported By Descriptive Flexfields

The following attribute types are supported by descriptive flexfields:

- Text: Text attributes can be setup using descriptive flexfield to be added to an information template. For example, the procurement catalog administrator can create an information template called Business Card Information USA to be used for collecting related information when ordering business cards. Examples of text typed fields are Name, Title, Address and so on.
- Number: Procurement catalog administrators can create number types attributes using descriptive flexfields, to be used in an information template. For example, region code, telephone, and area code.
- Standard Date, Standard DateTime and Time: Procurement catalog administrators are able to define date format attributes in descriptive flexfields, to be used in an information template. This allows for automatic date formatting according to globalization requirements, since 09/01/2007 may mean September 1, 2007 in the US, but January 9, 2007 in others.
- List of Values: Value sets can be added to Information Templates through descriptive flexfields as List of Values. Implementing attributes as List of Values allows enforcement of values that can be populated in these fields. For example, as part of an address, the Country field can be implemented as list of values containing only countries that are applicable.
- Choice Lists: Choice lists make use of value sets as well, similar to List of Values.

End Dates

Procurement Catalog Administrators can specify an End Date on an information template. An information template is inactive if the system date is more than or equal to the End Date.

When an information template is inactive, it will no longer be applied when items (to which this information template is assigned) are added to the requisition. Requisitions created with lines that are associated to this information template will continue to display the information template information.

For incomplete requisitions, the inactive information templates are no longer available at the time the requisition is retrieved.

For copied and withdrawn requisitions, information templates are also no longer available if the information template is inactive at the time the requisition is copied or resubmitted.

Related Topics

- How Information Templates and Smart Forms Work Together
- How Information Templates, Items, and Categories Work Together

Create an Information Template

Watch video

You can create an information template for a catalog item, and use the template to collect information from requesters when they create requisitions for the catalog item.

In this scenario, you want to create an information template for the catalog item **Corporate Business Cards**. To create the information template:

1. From the Navigator, under Procurement click **Catalogs**.
2. On the Overview page, click the **Tasks** tab.

   The Tasks pane shows all the catalog management tasks that you can perform.
3. Click **Manage Information Templates**.
4. On the Manage Information Templates page, in the Search Results section, click **Create**.
5. On the Create Information Template page, select a business unit in the **Procurement BU** field. For example, select **Vision Operations**.
6. Enter the **Information Template** name. For example, enter **Business Cards Information**.
7. Also enter the **Display Name**. For example, also enter **Business Cards Information**.

   The display name appears in Oracle Self Service Procurement as a header above the attributes for the information template.
8. Enter **Instruction Text** for the requesters. For example, enter the following instructional text: **Enter the information to be printed on the business cards**.

   When requesters edit a requisition for submission, the instruction text is displayed to prompt them to provide the requested information.
9. Select a value from the **Attribute List** drop-down list. For example, select the attribute list **Business Cards**.

   The values in the attribute list can be modified by your administrator in the Setup and Maintenance work area.
10. Select a value from the **Attachment Category** drop-down list. For example, select **To Supplier**.

    The attachment category determines who can see the attachments created for the information template. In this scenario, the template information captured in the requisition is sent to the supplier as an attachment.
11. You can associate the information template to a category. In the Category Associations section, click the **Select and Add** icon.
12. On the Select and Add: Categories dialog box, search for and select a relevant category, such as **Office Supplies**.
13. Click **Apply** and then click **Done**.
14. On the Create Information Template page, you can also associate the information template to an item. In the Item Association section, click the **Select and Add** icon.
15. On the Select and Add: Items dialog box, search for and select an item, such as **Corporate Business Card**.
16. Click **Apply**, then click **Done**.

17. On the Create Information Template page, click **Save and Close**.
18. Click **OK** on the Confirmation dialog box that indicates that your changes have been saved.
19. On the Manage Information Templates page, you can see the information template added to the list in the Search Results section.

Related Topics

- How You Use Information Templates
- Information Templates
- What's an information template?

How Information Templates and Smart Forms Work Together

Information templates can be assigned to items, categories and smart forms.

How You Add Information Templates to a Smart Form

As a procurement catalog administrator, you can add information templates to smart forms. When the preparer requests the item specified in the smart form, the information template is available for additional information to be provided.

Related Topics

- How You Use Information Templates

How Information Templates, Items, and Categories Work Together

An information template can be assigned to an item, a category and a smart form.

Items and Categories

The catalog administrator can specify item and category associations when creating an information template. If the preparer adds an item to the requisition, information templates associated with the item or the category of the item will be available for the preparer to provide additional information before the requisition is submitted.

Define Procurement Content

How You Configure Business Units with Requisitioning Business Functions

As a Procurement Application Administrator, use the Configure Requisitioning Business Function task to configure business units that have associated requisitioning business functions. Use the attributes configured here to specify default application values and behaviors for user requisition and purchase order creation for the requisitioning BU.

Requisitioning Section

Default Deliver-to Organization

The default organization is used as the deliver-to organization for a requisition line if it's a global location. This organization is used to derive the list of item master items that are accessible to the user when creating a requisition for the requisitioning BU.

Line Type

Line Type specifies the default line type to be used for requisition lines created for the requisitioning BU. Line Type can be modified.

One-Time Location

The One-Time Location is the location code to be defaulted as the deliver-to location for the requisition line when the requester specifies an unstructured one-time delivery address on a requisition. Note that this value isn't used if the structured one-time delivery address feature is enabled.

The location specified must be a global location that's enabled for the requisitioning BU.

Group Requisition Import By

The Import Requisition process can be used to import requisitions from other Oracle or non-Oracle applications. On import, requisition lines are grouped first by requisition header number, then by the provided Group Code, then by the value set in the Group-by input parameter (None, Buyer, Category, Item, Location, or Supplier). The specified attribute is used as the default value for Group-by. All remaining requisition lines that haven't yet been assigned a requisition number will be grouped together under the same requisition.

Allow one-time addresses

Select Allow one-time addresses to allow requesters to specify a unique delivery address not attached to any configured location. One-time addresses are entered into a free-form field unless the structured one-time delivery addresses feature is enabled for Procurement and is enabled for the requisitioning BU. In that case, the one-time address is captured and validated in a set of fields determined by country.

Administrators can enable the feature on the Edit Features: Self Service Procurement page by selecting Capture One-Time Address in Structured Format. See Configuring Offerings: Procedure for more information.

Reapproval required for changes made during an active approval process

Reapproval required for changes made during an active approval process is applicable when allowing approvers to modify a requisition when it's routed for approval. It controls whether the requisition must be sent back for reapproval when the approver submits the modified requisition.

Create orders immediately after requisition import

When selected, the Generate Orders program runs immediately after the requisition import process is complete.

Approval required for buyer modified lines

Trigger the approval process when a buyer modifies a requisition line.

Enable approval override

Enable the ability to override approvals.

Enable Supply Availability Details for Internal Transfers

When creating a requisition that includes internal transfer items, the source of supply can be modified.

When this is selected, availability information from each supply source for the transfer item is provided in the **Select Supply Source** dialog, accessed when **Select Source** is clicked for a transfer requisition line.

Context Values for Requisition Descriptive Flex-fields

You can define additional attributes of a requisition at the header, line, and distribution level using descriptive flex-fields. Specifying the context value pulls in the associated descriptive flex-fields when the user enters the requisition.

Purchasing Section

Default Procurement BU

A requisitioning BU can be served by multiple procurement business units. If a procurement BU can't be determined based on information on the requisition line, the Default Procurement BU is used to process all requisition lines.

Price Change Tolerance

The Price Change Tolerance is applicable when there is a price change on the purchase order line associated with a requisition line. If the value is null, no checks will be performed. If the value is a valid numeric value, then any changes made to the price on the purchase order line must be within the tolerance percentage value, or the purchase order can't be submitted. The tolerance can be specified using the tolerance percentage or tolerance amount. The more restricting of the two tolerances will take precedence if both are specified.

Ship-to Location

When the purchase order can't derive a ship-to location, the specified Ship-To on the Requisitioning BU is defaulted.

Cancel Unfulfilled Demand

Cancel Unfulfilled Demand controls whether a backing requisition should be canceled when there is purchase order cancellation.

Options are:

- Always: When canceling the purchase order, Oracle Purchasing doesn't reinstate the demand associated with the requisition.
- Never: When canceling the purchase order, Purchasing reinstates the demand associated with the requisition, therefore it's available for inclusion on another purchase order.
- Optional: When canceling the purchase order, the buyer is given the option to cancel the demand associated with the requisition.

Multiple Legal Entities on Order

Control if a purchase order can contain ship-to organizations belonging to different legal entities.

Allow Requisition-To-Agreement UOM Conversion

If a requisition doesn't have an agreement specified, Allow requester-to-agreement UOM conversion is used to specify whether Requisition UOMs can be converted to Agreement UOMs during agreement sourcing. Checking this box indicates that agreements that meet the sourcing criteria, but have Agreement Line UOMs different from Requisition Line UOMs, can be considered during agreement sourcing. If the box is left unchecked, such agreements won't be considered.

Related Topics

- Overview of Descriptive Flexfields

How You Upload Price Breaks to an Agreement

A price break is a discount that's applied when more than a certain number of items are purchased. Price breaks can be added to a BPA line through the upload process using either the TXT or XML file format.

Multiple price breaks can also be added to a BPA line through Loader.

How You Load Multiple Price Breaks with an XML File

Under each line (ITEM tag) that requires multiple price breaks, create multiple PRICE BREAK tags with the relevant details.

For example:

```
<ITEM lineNum="10" lineType="Goods" action="SYNC"
 <CATEGORY_NAME>Computers</CATEGORY_NAME>
 <DESCRIPTION>Fantastic Laptop</DESCRIPTION>
 <PRICE negotiated="Y">
 <UNIT_PRICE>2500</UNIT_PRICE>
 <UOM>Each</UOM>
 <AMOUNT />
 <PRICE_BREAK>
 <QUANTITY>10</QUANTITY>
 <BREAKPRICE>2490</BREAKPRICE>
 </PRICE_BREAK>
 <PRICE_BREAK>
 <QUANTITY>40</QUANTITY>
 <BREAKPRICE>2480</BREAKPRICE>
 </PRICE_BREAK>
 </PRICE>
</ITEM>
```

In this example, the line is meant to have two price breaks, so the PRICE BREAK tag occurs twice within the PRICE tag for the item Fantastic Laptop.

How You Load Multiple Price Breaks with a TXT File

To upload multiple price breaks for a line using a TXT file, first include a line which has both the item details and the price break. Then include another line immediately after, and remove all other attributes except for the price break.

The following table provides example values that could be used to attach multiple price breaks to a line through a loader.

Line Number	Description	Category Name	Internal Item Number	Manufacturer	Price	Quantity	Price Break
10	Fantastic Laptop	Computers		Fantastic	2500	10	2490
						40	2480
20	Dell	Computers		Dell	2400		

In this example, the item Fantastic Laptop has two price breaks. The first line in the table contains the item details and the first price break. The second line in the table is another price break for the first line that's the Fantastic Laptop. Note that on the second line the item details fields are all blank. Only the price break fields (Quantity and Break Price) contain data.

Tips

The following are tips for working with price breaks through Loader:

1. When modifying a line with an existing price break, prevent multiple occurrences of the price break by:
   - Removing the price break component from the upload file before running the upload.
   - Expiring the line before reloading the line with the updated attributes. Note that if this approach is used on a BPA with Open status, this effectively creates a new line in the BPA. If the old BPA line exists on an incomplete requisition, the line is sourced again when the requisition is submitted for approvals. If the requisition was already approved, or is pending approval, nothing happens to the line.
2. To update the value for a price break attribute:
   - Delete the price break using the user interface (UI), then reload the line with the updated values of the price break elements.
   - Expire the line, update the price break attribute in the upload file, and then reload the line. Note that if this approach is used on a BPA with an Open status, this effectively creates a new line in the BPA. If the old BPA line exists on an incomplete requisition, the line is sourced again when the requisition is submitted for approvals. If the requisition was already approved or is pending approval, nothing happens to the line.

Note: To expire a line, set the expiration date for the line to: (system date minus 1).

Related Topics

- Agreement Upload File Format

Agreement Upload File Format

Agreement line attributes can be updated either using the Edit Agreement page or through a background process using the agreement loader. The loader supports four file formats (TXT, XML, CIF, and cXML). Within a file, columns or tags correspond to different line attributes.

The table below lists the supported agreement line attributes and the corresponding column name or tag for the different upload file formats.

Agreement Line Catalog Attributes

Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
Line Type	LINE_TYPE	Specified as an attribute of the ITEM tag. For example: <ITEM lineType="Goods">	Line Type	Extrinsic. For example: <Extrinsic name="LINE_TYPE">Goods </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {LINE_TYPE = Goods;}
Category Name	CATEGORY	CATEGORY_NAME	Category Name	Classification	Classification Codes, SPSC Code
Item	ITEM	INTERNAL_ITEM_NUM	Internal Item Number	Extrinsic. For example: <Extrinsic	Internal Item Number

Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
				name="ITEM"> CM96715</Extrensic>	
Revision	ITEM REVISION	Specified as an attribute of the INTERNAL_ITEM_ NUM tag. For example: <INTERNAL_ITEM_ NUM revision="1">	Revision	Extrinsic for example: <Extrinsic name="ITEM_ REVISION"> 1</ Extrinsic>	Item Revision
Supplier Item	VENDOR_PRODUCT_ NUM	SUPPLIER_ITEM	Supplier Item	SupplierPartID	Supplier Part ID
Description	DESCRIPTION	DESCRIPTION	Description	ShortName	Short Name
Supplier Item Auxiliary Identifier	SUPPLIER_PART_ AUXID	SUPPLIER_ITEM_ AUXILIARY_ IDENTIFIER	Supplier Item Auxiliary Identifier	SupplierPartAuxiliaryID	Supplier Part Auxiliary ID
Manufacturer Part Number	MANUFACTURER_ PART_NUM	NAMEVALUE For example: <NAMEVALUE name="MANUFACTURE ORACLE-101 </ NAMEVALUE>	Manufacturer Part Number	ManufacturerPartID	Manufacturer Part ID
Supplier URL	SUPPLIER_URL	NAMEVALUE For example: <NAMEVALUE name="SUPPLIER_ URL"> http:// www.oracle.com </ NAMEVALUE>	Supplier URL	URL	Supplier URL
Manufacturer URL	MANUFACTURER_URL	NAMEVALUE For example: <NAMEVALUE name="MANUFACTURE URL"> http:// www.oracle.com </ NAMEVALUE>	Manufacturer URL	Extrinsic. For example: <Extrinsic name="MANUFACTURE URL"> http:// www.oracle.com </ Extrinsic>	Manufacturer URL
Attachment URL	ATTACHMENT_URL	NAMEVALUE For example: <NAMEVALUE name="ATTACHMENT_ URL"> http:// www.attachmentURL.co </NAMEVALUE>	Attachment URL	Extrinsic. For example: <Extrinsic name="ATTACHMENT_ URL"> http:// www.attachmentURL.co </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {ATTACHMENT_ URL= http:// www.attachmentURL.com;}
Thumbnail Image	THUMBNAIL_IMAGE	NAMEVALUE For example: <NAMEVALUE	Thumbnail Image	Extrinsic. For example: <Extrinsic name="THUMBNAIL_	Parametric Data ({Name:Value pair}) for example:

Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
		name="THUMBNAIL_ IMAGE"> http:// www.oracle.com/ thumbimage.jpg </ NAMEVALUE>		IMAGE"> http:// www.oracle.com/ thumbimage.jpg </ Extrinsic>	{THUMBNAIL_ IMAGE= http:// www.oracle.com/ thumbimage.jpg;}
Manufacturer	MANUFACTURER	NAMEVALUE For example: <NAMEVALUE name="MANUFACTURE Oracle </ NAMEVALUE>	Manufacturer	ManufacturerName	Manufacturer Name
Image URL	PICTURE	NAMEVALUE For example: <NAMEVALUE name="PICTURE"> http:// www.oracle.com/ image.jpg </ NAMEVALUE>	Image	Extrinsic. For example: <Extrinsic name="PICTURE"> http:// www.oracle.com/ image.jpg </Extrinsic>	Image
Availability	AVAILABILITY	NAMEVALUE For example: <NAMEVALUE name="AVAILABILITY"> In Stock </ NAMEVALUE>	Availability	Extrinsic. For example: <Extrinsic name="AVAILABLITY"> In Stock </Extrinsic>	Availability
Lead Time	LEAD_TIME	NAMEVALUE For example: <NAMEVALUE name="LEAD_TIME"> 6 </NAMEVALUE>	Lead Time	LeadTime	Lead Time
Long Description	LONG_DESCRIPTION	NAMEVALUE For example: <NAMEVALUE name="LONG_ DESCRIPTION"> Sun Blade Servers </ NAMEVALUE>	Long Description	Description	Item Description
UOM	UOM_CODE	UOM	UOM	UnitOfMeasure	Unit of Measure
Price	UNIT_PRICE	UNIT_PRICE	Price	Money	Unit Price
Alias	ALIAS	NAMEVALUE For example: <NAMEVALUE name="ALIAS"> Blades </ NAMEVALUE>	Alias	Extrinsic. For example: <Extrinsic name="ALIAS"> Blades </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {ALIAS= Blades;}

Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
Comments	COMMENTS	NAMEVALUE For example: <NAMEVALUE name="COMMENTS"> Cooling Required </ NAMEVALUE>	Comments	Extrinsic. For example: <Extrinsic name="COMMENTS"> Cooling Required </ Extrinsic>	Parametric Data ({Name:Value pair}) for example: {COMMENTS = Cooling Required;}
UNSPSC	UNSPSC	NAMEVALUE For example: <NAMEVALUE name="UNSPSC"> 14111506 </ NAMEVALUE>	UNSPSC	Extrinsic. For example: <Extrinsic name="UNSPSC"> 14111506 </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {UNSPSC = 14111506;}
Expiration	EXPIRATION_DATE	EXPIRATION_DATE	Expiration Date	ExpirationDate	Expiration Date
Negotiated by Preparer Indicator	NEGOTIATED_BY_ PREPARER_FLAG	Specified as an attribute of the PRICE tag. For example: <PRICE negotiated="Y">	Negotiated		
Amount	AMOUNT	AMOUNT	Amount		
Quantity	QUANTITY	QUANTITY	Quantity		
Start Date	START_DATE	START_DATE	Start Date		
End Date	END_DATE	END_DATE	End Date		
Ship to Organization Code	SHIP_TO_ ORGANIZATION_ CODE	SHIP_TO_ORG	Ship-To Organization		
Deliver To	SHIP_TO_LOCATION_ ID	SHIP_TO_LOCATION	Ship-To Location		
Break Price	PRICE_OVERRIDE	BREAKPRICE	Break Price		
Discount Percent	PRICE_DISCOUNT	DISCOUNT	Discount		
Packaging String	PACKAGING_STRING	NAMEVALUE For example: <NAMEVALUE name="PACKAGING_ STRING"> 1/PR 50/BX 200/CA</ NAMEVALUE>	Packaging String	Extrinsic For example: <Extrinsic name="PACKAGING_ STRING"> 1/PR 50/BX 200/CA</ NAMEVALUE>	• Packaging String • Parametric Data ({Name:Value pair}) For example: {PACKAGING_

Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
					STRING=1/PR 50/BX 200/CA;}
Allow Price Override	ALLOW_PRICE_ OVERRIDE	ALLOW_PRICE_ OVERRIDE	Allow Price Override	Extrinsic For example: <Extrinsic name="Allow Price Override">Y</ Extrinsic>	Allow Price Override
Price Limit	PRICE_LIMIT	PRICE_LIMIT	Price Limit	Extrinsic For example: <Extrinsic name="Price Limit">100</ Extrinsic>	Price Limit

The upload files also contains columns or tags which are used by the loader process for internal processing. These attributes and the corresponding column name or tag in the different file formats are listed in the following table:

Attribute	XML Tag	TXT Column	cXML Tag	CIF Column
Action	Specified as an attribute of the ITEM tag. For example: <ITEM action="ADD">	Action	<IndexITemAdd> <IndexItemDelete>	DELETE
Catalog Name	name	Title	File Name	File Name
Line Number	lineNum	Line Number		
Language	Specified as an attribute of the CATALOG tag. For example: <CATALOG xml:lang="en-US">	Language Section	Specified as an attribute of the DESCRIPTION tag. For example: <DESCRIPTION xml:lang="en-US">	LANGUAGE

The Agreement loader also supports:

- Global Descriptive Flexfields created for line attributes (at the line level). TXT, XML, CIF, and cXML file formats support this
- Context Sensitive Descriptive Flexfields created as item attributes or as line attributes (created at the Item level or the Line level). Only TXT file format supports this.

The attributes and the corresponding column name or tag in the different file formats to be used for uploading descriptive flexfields are listed in this table:

Attribute	XML Tag	TXT Column	cXML Tag	CIF Column
Item Level Descriptive Flexfield Context	N/A	Item Descriptive Flexfield Context	N/A	N/A
Item Level Descriptive Flexfield Context Segment	N/A	Item Descriptive Flexfield Context Segment	N/A	N/A
Line Level Descriptive Flexfield Context	N/A	Line Descriptive Flexfield Context	N/A	N/A
Line Level Descriptive Flexfield Context Segment	N/A	Line Descriptive Flexfield Context Segment	N/A	N/A
Global Descriptive Flexfield (Item or Line Level)	<NAMEVALUE name=""/> The name attribute can either be the Descriptive Flexfield name or Descriptive Flexfield code. For example: <NAMEVALUE name="COLOR"> BROWN </NAMEVALUE>	{Descriptive Flexfield name or Descriptive Flexfield code	<Extrinsic name=""/> The name attribute can either be the Descriptive Flexfield name or Descriptive Flexfield code. For example: <Extrinsic name="COLOR"> BROWN </Extrinsic>	Parametric Data ({Name:Value pair}) The name attribute can either be the Descriptive Flexfield name or Descriptive Flexfield code. For example: {COLOR=Brown;}

Upload Item or Line Level Context Sensitive Descriptive Flexfields Using the TXT File Format

To upload item or line level context sensitive descriptive flexfields using the TXT file format, you must specify a value for the Context and specify values for the segment using Name value pairs. Here are some of the examples:

Example 1:

You want to upload item level context sensitive descriptive flexfields that has two contexts with two segments each as shown in this table:

Context	Segment 1	Segment 2
Dimension	Width	Height
Electrical	Voltage	Pin

The TXT upload file of the data mentioned in the above table would look like this:

Line Number	Item	Item Descriptive Flexfield Context	Item Descriptive Flexfield Context Segment
1	Computer Stand	Dimension	{Width=20;Height=20}
2	Laptop	Electrical	{Voltage=220;Pin=3}

Line Number	Item	Item Descriptive Flexfield Context	Item Descriptive Flexfield Context Segment

Example 2:

If you want to load both a global descriptive flexfield (for example, Color) and the two context sensitive descriptive flexfields mentioned in the example 1 to the item, then a line in the TXT file would look like this:

Line Number	Item	Item Descriptive Flexfield Context	Item Descriptive Flexfield Context Segment	Color
1	Laptop	Electrical	{Voltage=220;Pin=3}	Black

Example 3:

You want to upload line level context sensitive descriptive flexfields that has two contexts with two segments each as shown in this table:

Context	Segment 1	Segment 2
Shipping	FOB Origin	FOB Destination
Weight	KG	Lbs

The TXT upload file of the data mentioned in the above table would look like this::

Line Number	Item	Line Descriptive Flexfield Context	Line Descriptive Flexfield Context Segment
1	6 Piece Dining Table	Shipping	{FOB Origin=Maryland;FOB Destination=Cambridge}
2	Stained-glass Table Top	Weight	{KG=45;Lbs=99}

Example 4:

If you want to load both a global descriptive flexfield (for example, Material) and the two context sensitive descriptive flexfields mentioned in the example 3 to the line, then a line in the TXT file would look like this:

Line Number	Item	Item Descriptive Flexfield Context	Item Descriptive Flexfield Context Segment	Color
1	6 Piece Dining Table	Shipping	{FOB Origin=Maryland;FOB Destination=Cambridge}	Leather

Example 5:

If both line and item have a global descriptive flexfield with the name Color, the value of Color (Brown) would go to the item descriptive flexfield.

Line Number	Item	Color
1	BMW 5 Series	Brown

Related Topics

- How You Upload Price Breaks to an Agreement

Upload Lines Parameters

The following are parameters for Upload Lines.

Parameters:

1. Document style of the agreement (in this case, Blanket Purchase Agreement): This read only field is populated by the application. It shows the document style of the agreement to which data is being uploaded.
2. File Type: Upload file format. Possible values are CIF (the default), cXML, Tab-delimited text (TXT) and XML.
3. File: Upload file name. It must be of the type selected for File Type.
4. Primary Classification Domain: Product classification system such as SPSC or UNSPSC used to group similar items or services into categories. This field is shown only if the file type is CIF or cXML.

    a. For CIF files, if the primary classification domain field is left blank on the upload lines page, then the upload file should contain a maximum of one classification domain (under the classification code column) per line. If no classification domain is specified for a line, specify an SPSC code for the line.

    If you specify multiple classification codes for a line in the upload file, then the primary classification domain field cannot be left blank, and its value must match at least one of the multiple classification domains specified for a line or the file level classification code format.

    b. For cXML files, if the primary classification domain field is left blank on the upload lines page, then the upload file should only contain a maximum of one classification domain per line. If you specify multiple classification domains for a line in the upload file, then the primary classification domain field can't be left blank and its value must match at least one of the multiple classification domains specified.
5. Apply Mapping: Use a map set for converting external values from the supplier, which don't exist in the application, to internal values used in the application.
6. Supplier Content Map Set: This field is hidden by default and appears only if the Apply Mapping check box is checked. This field contains the map to use for external to internal values conversion.

7. Continue editing after successful upload: This field has two possible values, Yes or No. It functions differently depending on who's carrying out the upload and whether the agreement is being created or changed.

   Agreement Authoring: If the buyer is performing the upload, then setting the value of this field to No automatically submits the BPA for approval once loading is successfully completed.

   If the catalog administrator or the supplier is performing the upload, setting the value to No automatically transfers the BPA back to the buyer for review once loading is successfully completed. The buyer then initiates the approval process.

   For all three roles, setting the value to Yes means the user retains control of the document at the end of a successful upload process.

   Agreement Change Order: For all three roles, setting the value to No automatically submits the document for approval. Note that there is no transfer to the buyer for review even if the role is a catalog administrator or supplier.

   For all th three roles, setting the value to Yes means the user retains control of the document at the end of a successful upload process.
8. Error Threshold: An integer specifying the maximum number of errors allowed before the loader abandons processing of the remaining lines in the upload file. For example, if the error threshold is two, the loader abandons processing when its error count reaches three, which is above the threshold value of two. If some lines are processed successfully, the loader passes them to PDOI which will attempt to update the agreement with them .

Considerations for Translating Agreement Lines Through Agreement Loader

Items on a Blanket Purchase Agreement can be broadly classified into two types:

- Master items: Items that are defined in item master
- Description-based items: Items that aren't defined in item master but rather are created as part of a Blanket Purchase Agreement line creation. They don't have an item number but have a description.

Note: Translation of Blanket Purchase Agreement lines is discussed from the point of view of the aforementioned types.

Use the loader to load translations for some of the attributes of the item on an agreement line. The translatable item attributes for all items are:

- Item Description
- Long Description
- Manufacturer
- Alias
- Comments

Note: No other catalog attributes are untranslatable.

During the upload process, if the loader encounters a line in the upload file that already exists in the agreement, and whose language is different from the language of the already-existing line, it interprets this line to be a translation.

In an upload file, language can be specified at the line level (CIF and cXML file formats), or at the file level (XML and TXT file formats). A language at the line level applies only to that line, whereas a language at the file level applies to all the lines in the file.

Language is specified as a two-letter language code defined in the ISO 639 standard, followed by a dash, then a two letter country code defined in the ISO 3166 standard, for example, en-US, ko-KR.

Before loading translations for items, the line must first exist in the created language of the Blanket Purchase Agreement. If this condition doesn't hold true, an error is returned.

When a master item is first created in item master, a record of the item is automatically created for each installed language in the Application (record replication). These automatically created records are populated with data from the original record (the one created by the user).

Example:

- Installed Languages: English (EN), French (FR), Korean (KR), Arabic (AR)
- User creates a new master item in English with the following data:

Item	Description	Comments	Manufacturer	Alias	Language
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	EN

Item	Description	Comments	Manufacturer	Alias	Language
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	EN
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	FR
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	KR
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	AR

A user can then manually sign in to the application in a different language and update the translatable attributes to use the correct language-specific term. For example, a user can sign in to the application in Arabic and enter the Arabic term for Laptop Case for the item description. This is known as a translated record.

When a master item is added to a Blanket Purchase Agreement, the item details for the Blanket Purchase Agreement language are copied over from the item master record to the Blanket Purchase Agreement. For example, if the Blanket Purchase Agreement is created in English, then when a master item is added to the Blanket Purchase Agreement, the English record of the item is copied over to the Blanket Purchase Agreement. Whether the records for the other languages are copied over to the Blanket Purchase Agreement is dependent on the Profile: Load items in all languages (PO_LOAD_ITEMS_IN_ALL_LANGUAGES). There are four possible values for this profile. Before discussing the values and action of the profile options, let's discuss Agreement Loader and translation.

Agreement Loader and Translation

When a user runs an agreement loader job to create lines on a Blanket Purchase Agreement, the agreement loader does one of the following depending on the value of the Profile: Load items in all languages.

- Example A: Profile Value is Set to None
  - Description-based items: When a description-based item is first uploaded to a Blanket Purchase Agreement in the Blanket Purchase Agreement creation language, the translatable attributes aren't loaded in all the installed languages in the application. The line exists only in the language in which the Blanket Purchase Agreement was created.
  - Master Items: When a master item is first uploaded to a Blanket Purchase Agreement in the Blanket Purchase Agreement creation language, translated records of the master item are copied over from the item master. Untranslated item master records are ignored.
- Example B: Profile Value is Set to Description-Based Items Only
  - Description-based items: When a description-based item is first uploaded to a Blanket Purchase Agreement in the Blanket Purchase Agreement creation language, the translatable attributes are loaded (replicated) in all the installed languages in the application.
  - Master Items: When a master item is first uploaded to a Blanket Purchase Agreement in the Blanket Purchase Agreement creation language, translated records of the master item are copied over from the item master. Untranslated item master records are ignored.
- Example C: Profile Value is Set to Master Items Only
  - Description-based items: When a description-based item is first uploaded to a Blanket Purchase Agreement in the Blanket Purchase Agreement creation language, the translatable attributes won't be loaded in all the installed languages in the application. The line will only exist in the language in which the Blanket Purchase Agreement was created.
  - Master Items: When a master item is first uploaded to a Blanket Purchase Agreement in the Blanket Purchase Agreement creation language, both the translated and untranslated records are copied over to the Blanket Purchase Agreement.
- Example D: Profile value is Set to Description-Based and Master Items
  - Description-based items: When a description-based item is first uploaded to a Blanket Purchase Agreement in the Blanket Purchase Agreement creation language, the translatable attributes are loaded in all the installed languages in the application.
  - Master Items: When a master item is first uploaded to a Blanket Purchase Agreement in the Blanket Purchase Agreement creation language, both the translated and untranslated records are copied over to the Blanket Purchase Agreement.

Note: When a Blanket Purchase Agreement is viewed online, only the lines in the same language as the Blanket Purchase Agreement creation language are visible on screen. Translated and untranslated records aren't visible online, but they do exist in the Database.

Example of Translating Agreement Lines Through Agreement Loader

Scenario:

- Installed Languages: English, French, Korean, Arabic

- Master item is created in English.
- User specifically creates a French translation for the master item.
- Blanket Purchase Agreement Language is English.
- Upload file contains two lines: One master item, and a description-based item.

1. Profile is set to None:
    - Description-based item: There's only one record of this item in English.
    - Master Item: There are two records of this item. One in English, and the other in French.
2. Profile is set to Description-Based Only:
    - Description-based item: There are four records of this item. The French, Korean, and Arabic versions carry the values loaded for the English line.
    - Master Item: There are two records of this item. One in English, and the other in French.
3. Profile is set to Master Items Only:
    - Description-based item: There's only one record of this item in English
    - Master Item: There are four records of this item. The Korean and Arabic versions carry the values loaded for the English line. The French version has the French translation (created in Item master).
4. Profile is set to Description-Based and Master Items:
    - Description-based item: There are four records of this item. The French, Korean, and Arabic versions carry the values loaded for the English line.
    - Master Item: There are four records of this item. The Korean and Arabic versions carry the values loaded for the English line. The French version has the French translation (created in Item master).
5. User first loads the lines in French.
    - The upload is successful for the Master Item because a French translation for the line exists.
    - The upload fails for the Description-based item because there is no existing version of the line in the creation language of the Blanket Purchase Agreement (English).
6. User first loads the lines in Korean.
    - The upload is successful for the Master Item because an English translation for the line exists (because the item was created in English).
    - The upload fails for the Description-based item because there is no existing version of the line in the creation language of the Blanket Purchase Agreement (English).
7. Master Item is created in French; a Korean translation is also created.
    - User first loads the lines in French.
    - The upload fails for the Master Item because the Blanket Purchase Agreement creation language is English and there is no English translation for the item. (The Item was created in French and a Korean translation of it was created).
    - The upload fails for the Description-based item because there is no existing version of the line in the creation language of the Blanket Purchase Agreement (English).

If a user attempts to load item master items to a Blanket Purchase Agreement whose created language isn't one of the languages in which the item has been translated (or created) in item master, an error is returned to the user.

Considerations for Translating Agreement Lines Through Agreement Loader

Some points to consider and tips are listed below:

- Since CIF and cXML files support line-level languages, you can upload Description-based items in the agreement creation language and other languages in the same upload job. For example, using a CIF/cXML file, you can create a line whose line language is the same as the Blanket Purchase Agreement creation language and a second line with a different line language containing the translated value for the previous line.
- While loading translations, if you change the values for a non-translatable attribute (in the upload file), this new value overwrites the existing value in the application. For example, if a Manufacturer URL already exists for a line in English and while loading a French translation the user specifies a different Manufacturer URL, this new URL overwrites the existing Manufacturer URL for the English version of the line.
- Line uniqueness criteria are used to determine which line is being translated. As such, you should not change the values for any attributes used in line uniqueness identification during a translation upload. For example, in the absence of an Item ID, the supplier Item Number is used for line uniqueness identification. If a line with supplier ID, ABC-01 already exists in English and, while loading a French translation for the same line the user changes the supplier ID to ABC-02, the loader won't be able to match this line to the existing line with supplier ID ABC-01.

How Agreement Lines Are Processed

Use the Agreement Loader to upload agreement lines in bulk from an upload file. The catalog administrator, the buyer, or the supplier of the agreement can use the loader.

The loader parses the file and performs basic validation on the data, raising errors for failed validations. If no errors are found, the uploaded content is processed and the agreement is updated.

Examples of Upload Errors

The loader processes lines until the end of the upload file is reached, or the number of errors encountered exceeds the error threshold. Regardless, lines processed successfully are submitted for update against the agreement.

Upload error examples :

- Language is invalid.
- Line Number isn't a valid number.
- Either short description or long description isn't provided for a line.

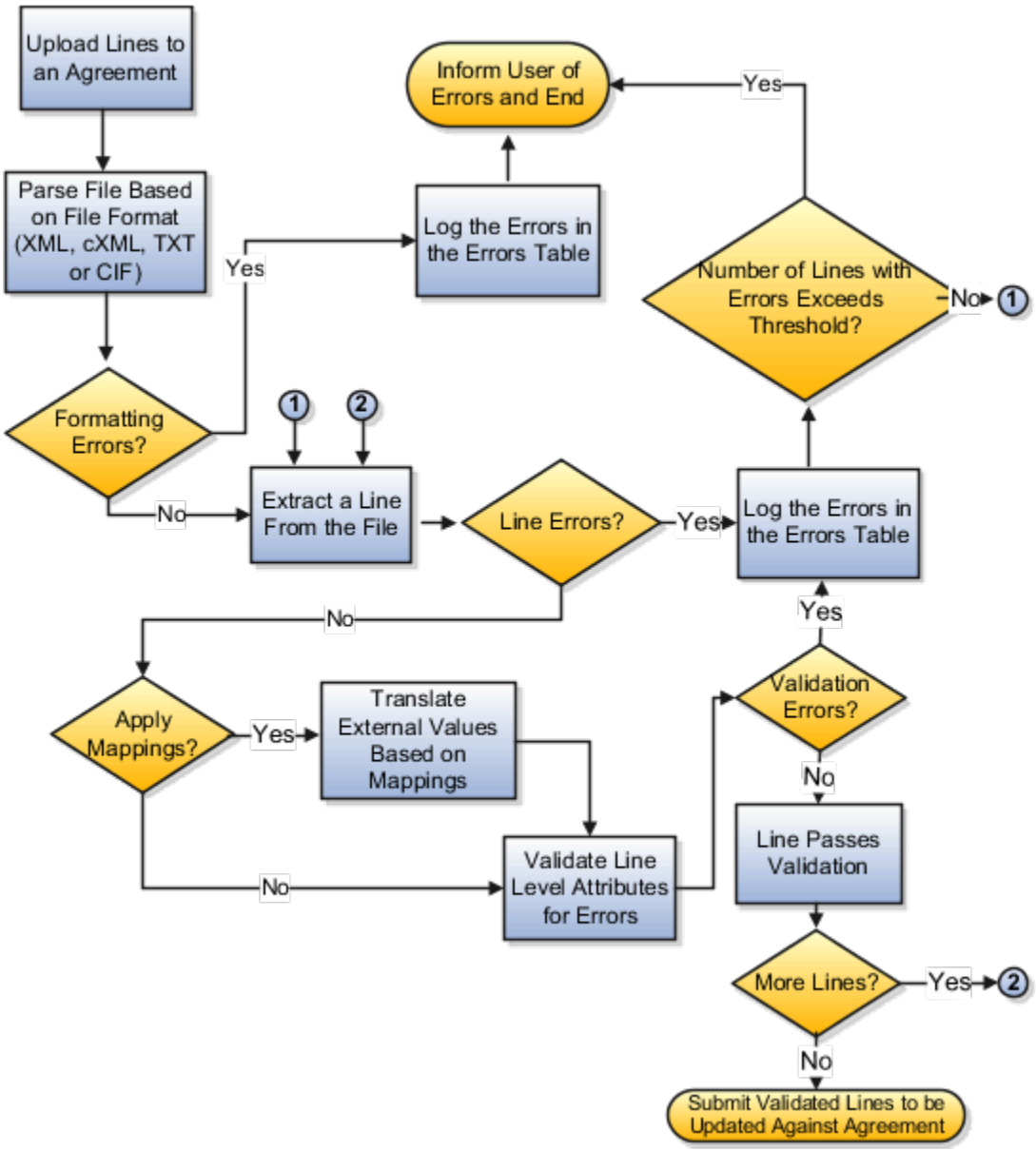
How The Agreement Loader Processes Lines

The Agreement Loader supports CIF, cXML, TXT and XML format files. The agreement loader parses the input file and transfers the validated information to be updated against the agreement.

If there are any parsing errors or other formatting issues, the agreement loader issues error messages. The loader performs some preliminary validations, such as checking the validity of catalog attribute names, external mapping translations, data checks and so on. If there are any errors in these validations, an error is raised.

If a line passes all the syntax and business validations, then it's submitted for update against the agreement.

The figure below illustrates the agreement loader line processing flow, including parsing the file, checking for and logging errors, evaluating the number of errors against the error threshold, applying mappings, and submitting validated lines.



During any stage, if the number of lines with errors exceeds the threshold set by the user, the loading process is ended. Any lines which were successfully processed are submitted for updating against the agreement.

Related Topics

- How You Use a Supplier Content Map Set With Agreement Loader

FAQs for the Upload Process

What happens if the agreement line upload has errors?

The Upload Errors page displays the errors for a given agreement or change order when the latest upload job completed with errors. Access the Upload Errors page by clicking the Error link in the upload status column.

The Upload Errors page displays file level errors, parsing errors from the XML parser, and agreement line level data validation errors. You can export the list of errors as a spreadsheet. The errors displayed on this page are purged

based on the value specified in the Error Retention Period (Days) field. This value is controlled through the profile PO_AGRMT_LOADER_PURGE_DAYS.

What's CIF or cXML?

A Catalog Interchange Format (CIF) file is a comma-separated text file. A commerce eXtensible Markup Language (cXML) .xml file is based on the XML language. The loader can process CIF or cXML files to load catalog items.

Typically, the supplier prepares and provides a CIF or cXML file. Index CIF files contain item definitions and their corresponding pricing. Contract CIF files contain pricing only and are not supported by the loader.

CIF files also support two loading modes, full and incremental. The full loading mode replaces one catalog file with another, that is, all existing lines in the BPA are marked as having expired and then replaced with the lines from the upload. The delete column in the upload file is ignored. If the delete indicator has been set for a line in the upload file, the line will be loaded (after all existing lines in the BPA have been marked expired) and the line will not be marked for deletion.

The incremental loading mode uploads only the lines which are affected. If an uploaded line already exists on the BPA, the line is updated (or marked for deletion if the delete indicator for the line was set in the upload file).

If a loading mode is not specified, the loader assumes an incremental loading mode. Valid loading mode values for CIF are Full, Incremental, F, I. These values are case insensitive. Valid loading mode values for cXML are FULL and INCREMENTAL. The values F, and I are not supported.

What's XML?

An eXtensible Markup Language (XML) file is a general purpose markup language file with a set of rules for encoding documents in machine-readable form. XML is a subset of Standard Generalized Markup Language (SGML).

The primary purpose of XML is to facilitate the sharing of data across different systems. The upload process parses and process XML files to load agreement lines and their associated attributes, provided that the XML files conform to the XML DTD.

Local Catalogs and Inclusion and Exclusion Rules

Catalog Administrators can control local catalog content visibility by agreements or category. For example, Administrators can restrict certain requesters to be able to request only items from a small set of approved agreements.

Administrators can define items that should be included or excluded from the local catalog based on blanket agreement and category inclusion and exclusion rules.

Local Catalogs

A Local Catalog consists of items (item master items and agreement lines) and item attributes defined in Oracle Inventory and Oracle Purchasing such as categories, descriptions, UOM, and so on.

When defining a local catalog, content must be first separated into logical and manageable partitions. These partitions can be created based on purchasing categories, browsing categories, and blanket agreements. Each of the different options that can be used to define a local catalog is referred to as a dimension.

Once a local catalog is defined, it can be associated to content zones which are made accessible to the users assigned to see that catalog content.

How Intersection Is Used for Restrictions Across Agreements and Categories

In a local catalog, items can be included or excluded based on the agreement and category inclusion or exclusion rules.

In order to determine the available local content, the application will resolve the inclusion or exclusion rules within a local catalog as illustrated in the table below:

- Inclusion rules will always result in the intersection across dimensions, as in example D below.
- If there is an exclusion rule in one dimension, it will be treated as the inclusion of the inverse set, and then there will be intersection across dimensions as in examples A and C below.
- If both agreements and categories are specified by exclusion, then the rules are first intersected with all content. The union of the resulting intersections is excluded as in example B below.

Example	Local Catalog Setup (Inclusion versus Exclusion)	Available Content
A	Exclude Agreements {123, 456}, Include Category {Pens, Pencils}	Anything that's in the Pens category or in the Pencils category as long as they're not in Agreements 123 or 456.
B	Exclude Agreement {123}, Exclude Category {Pens}	All content as long as it's not in Pens or Agreement 123. For example, no content from Pens, and no content from Agreement 123.
C	Include Agreement {123}, Exclude Category {Pens, Pencils}	All items from Agreement 123, except those items that belong to Pens category or Pencils category
D	Include Agreement {123}, Include Category {Pens}	Only Pens from Agreement 123

How Union Is Used for Restrictions in Separate Catalogs

Restrictions can also be separated. For example, a restriction can exclude agreement 123, but include all office supplies content even if the items are in agreement 123. In this case, separate catalogs are needed to define restrictions as union. The following table provides examples of local catalog setups, and the content that would be made available.

Example	Local Catalog Setup (Intersection versus Union)	Available Content
A	Catalog 1: Agreement {123} and Category {Pens}	Only Pens from Agreement 123.
B	Catalog 1: Agreement {123} Catalog 2: Category {Pens}	Anything that's in agreement 123 or in the Pens category.
C	Catalog 1: Agreement {123, 456} and Category {Pens}	Pens from agreements 123 or 456. Items must be pens in either Agreement 123 or 456.
D	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456}	Pens from Agreement 123 or anything from Agreement 456.

Example	Local Catalog Setup (Intersection versus Union)	Available Content
E	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456} and Category {Chairs}	Pens from agreement 123 or Chairs from Agreement 456.
F	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456} Catalog 3: Category {Chairs}	Pens from Agreement 123 or anything from Agreement 456 or anything in the Chairs category.
G	Catalog 1: Exclude Agreement {123} Catalog 2: Category {Pens}	Anything in the Pens category or anything else not in Agreement 123.

Related Topics

- How Agreement Lines Are Processed

Overview of Map Sets

Manage Supplier Content Map Sets allows the catalog administrator to create, duplicate, edit, and manage mappings between external and internal values for categories, UOMs, supplier names, and supplier sites.

The mappings are used for conversions in business flows such as shopping through a punchout site or uploading lines through the Agreement Loader.

Related Topics

- How You Use Supplier Content Map Set With Punchout
- How You Use a Supplier Content Map Set With Agreement Loader

What's a supplier content map set?

A Supplier Content Map Set is a set of up to four maps that are associated with a punchout catalog, or used for uploading lines to an agreement.

A map set belongs to a single procurement BU and may consist of any or all of the four possible maps: Category, UOM, Supplier, or Supplier Site. A map set can be applied only to punchout catalogs or the uploading of agreement lines in the same Procurement BU. The ADFDi client must be installed to use map sets.

Note: The ADFDi client requires the Internet Explorer web browser.

Define a Supplier Content Map Set

Supplier Content Map Sets convert data received from suppliers for values used by the application for punchout and agreement upload. They map external values of supplier, supplier site, unit of measure, and category to the corresponding internal values in the applications.

Create a map set before creating the category map.

1. Within the application, navigate to the Manage Supplier Content Map Sets page from the Catalogs work area.
2. Click **Create** in the Search Results region.

3. Select the appropriate business unit from the Procurement BU list.
4. Enter a name for the map set in the Map Set field.
5. Enter a description in the Description field.
6. Click **Save and Close**.
7. Click **OK** on the confirmation dialog box.
8. Click the **Manage Maps** icon in the Manage Maps column.
9. Click the **Create** icon in the Create column in the Category row.
10. Select the **Open with Microsoft Office Excel** option.
11. Click **OK.**

Next, enter the External Category and Internal Category Names.

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

External Categories	Internal Categories
Notepads	Office Supplies
Fountain Pens	Office Supplies
Regular Pens	Office Supplies

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

Related Topics

- Overview of Map Sets

Create a Category Map

Watch video

This topic describes how to create a supplier content map set and its category maps.

In this scenario, you map categories in supplier catalogs to the corresponding catalog categories in the application, by creating a map set containing category maps.

> **Note:** Use the Oracle ADF Desktop Integration Add-In for Excel to create category maps. You can install the add-in from **Navigator** > **Tools** > **Download Desktop Integration Installer**.

To create a map set:

1. From the Navigator, under Procurement, click **Catalogs**.
2. On the Overview page, click the **Tasks** tab.
3. The Tasks panel shows all the catalog management tasks you can perform.

   Click the **Manage Supplier Content Map Sets** task.
4. On the Manage Supplier Content Map Sets page, in the Search Results section, click **Create**.
5. On the Create Map Set dialog box, the **Procurement BU** is already selected for you.
6. Enter a **Map Set** name and **Description**.
7. Click **Save and Close**.
8. Click **OK** on the Confirmation dialog.
9. On the Manage Supplier Content Map Sets page, in the Search Results section, click the **Manage Maps** icon in the row for the newly created map set
10. On the Manage Maps dialog, select the **Category** map row and click **Create**.
11. To open the mapping spreadsheet, sign in using the same credentials you used to sign in to the application.
12. Use the **Edit Category Map** spreadsheet to enter category maps.

    On the Manage Map tab, Categories subtab, in the **External Category** column, enter the category name from the supplier.
13. In the **Internal Category Name** column, enter the corresponding value used in the application. The internal category must be an existing category in the application.

    a. Click in the **Internal Category** column to select an existing category.
    b. In the Select Internal Category dialog, search for and select an internal category, then click **OK**.
14. The value in the **Key** column is automatically populated.
15. To add more category maps, select the next row, right-click and select **Insert**.
16. When you're done entering maps, click **Upload** to upload the mappings.
17. Notice the **Status** column is updated to show status of the upload for each row.

To delete an entry from the map set:

1. On the Manage Map tab, Categories subtab, click **Download**. Once the download is complete, the **Status** column is blank.
2. Select the row you want to delete.
3. On the selected row, click in the cell for the **Mark for Deletion** column. Notice a bullet displays in the column to indicate the row is marked for deletion.
4. Click the **Upload** button.
5. Notice the row is deleted.
6. Close the spreadsheet.

To edit a map set:

1. On the Manage Supplier Content Map Sets page, in the Search Results section, locate the row for the map set you want to edit. Then click the **Manage Maps** icon for the row.
2. On the Manage Maps dialog, in the **Category Map** row, click **Edit**.
3. Open the mapping spreadsheet and sign in.
4. On the Edit Category map spreadsheet, you can edit, insert and delete rows. You can't enter duplicate rows.
5. When you're done making edits, click **Upload**.
6. When the edited mappings are uploaded, notice the **Status** column is updated to show the status of the upload for each affected row.
7. Close the spreadsheet.
8. On the Manage Supplier Content Map Sets page, click **Done**.

Related Topics

- Overview of Catalogs

How You Use a Supplier Content Map Set With Agreement Loader

A map set can be used when uploading agreement lines. The applicable attributes that can be mapped are category and unit of measure. The values in the upload file are considered to be external values in this mapping process.

When uploading agreement lines, you can indicate if external values should be mapped to a corresponding internal value for the attribute.

If you choose to apply mapping, a map set must be specified.

1. If a default map set is configured for the procurement BU, it's chosen by default. You can override this value.
2. If no default map set is configured for the procurement BU, you must select a map set.

The following steps are used to determine a mapped internal value for the attribute:

1. If a map set is specified, the map set is searched during the mapping process to identify a matching external value for the attribute being mapped. If a match is found, the mapped internal value is used for further processing.
2. If the external value isn't found in the specified map set, the default map set for the Procurement BU of the agreement line is searched for a matching external value. If a match is found, the mapped internal value is used for further processing.
3. If the external value isn't found in the default map set, then the external value isn't mapped, and is used as is for further processing.

How You Use Supplier Content Map Set With Punchout

As a catalog administrator, when setting up a punchout catalog you can associate a supplier content map set with it. Use the Create Punchout Catalog page, from the Manage Catalogs task in the Catalogs work area.

A supplier content map set maps external and internal values for categories, units of measure (UOM), supplier names, and supplier sites. The values returned from the supplier punchout site are considered external values in this mapping process. These mappings are used for conversions in business flows such as shopping through a punchout site. When a requester returns to the Purchase Requisitions work area from a supplier punchout site with a shopping cart containing items, the supplier content map set is applied to the relevant attributes.

- For single supplier punchout sites, the mapping of the category and UOM attributes are applicable.
- For punchout to Oracle Business Network for multiple supplier sites, mapping of the category, UOM, supplier, and supplier site attributes are applicable.

When defining a punchout catalog on the Create Punchout Catalog page, you determine whether a supplier content mapping set should be applied to map external values to corresponding internal values. If mapping for the punchout catalog should be applied, you must specify a map set.

1. If a default map set is configured for the procurement business unit (BU), it's chosen by default. You can override this value.
2. If no default map set is set up for the procurement BU, you must select a map set.

When processing a supplier content map for a punchout, the application follows these steps to determine the internal value to use for an external attribute:

1. If a map set other than the default map set is specified, the map set is searched during the mapping process to identify an internal value for the attribute being mapped. If a match is found, the mapped internal value is used for further processing.

2. If the external value isn't found in the specified map set, the default map set for the procurement BU of the punchout catalog is searched for matching an external value. If a match is found, the mapped internal value is used for further processing.
3. If the external value is still not found in the default map set, then the external value is used as is for further processing.
4. For a category, if a default category name is specified, it will be used for the requisition lines when an external category returned from the supplier site can’t be mapped to an internal item category either using the supplier content map set or directly.

Related Topics

- Punchout Catalogs
- Create a Punchout Catalog with a Direct cXML Supplier Punchout Source
- Create a Punchout Catalog with a Direct Oracle Native XML Supplier Punchout Source

Manage Catalog Category Hierarchy

Overview of Catalog Category Hierarchy

A catalog category hierarchy presents a hierarchical view of the catalog to users.

Catalog category hierarchies allow administrators to create a parent category that includes child categories. When users navigate through the parent category, the child categories appear, helping them to navigate quickly to the catalog category containing the products they need.

Related Topics

- How You Define A Category Hierarchy for A Catalog
- What's a category?
- How You Browse Catalogs by Category
- How You Associate Catalog Category Hierarchy with Catalog
- What's the difference between an item category and a browsing category?

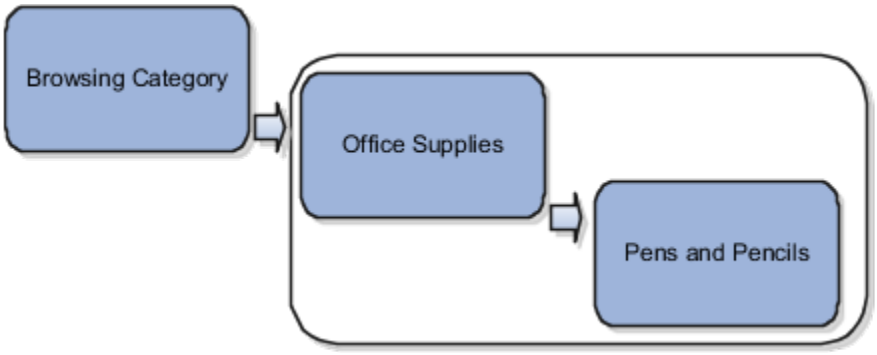
How You Browse Catalogs by Category

When creating a requisition, there are multiple ways you can search for items in the catalog. One way is to browse for items by category.

How You Browse by Category

When you enter simple search criteria from the Requisitions page, the search results appear in a list from which you can sort, compare, add to your shopping list, or add to your requisition. For example if you search for pens your search will yield a list of pens that are available in the catalog.

Alternatively, you can search for pens using a category search. For example, in the Shop by Category region on the Requisitions page, you can click on the link for the category Office Supplies. The search results will yield a list of all office supplies in the catalog. You can then drill down the category hierarchy from the top level category Office Supplies selected on the Requisitions page. For example, the figure below shows a scenario in which, if you were shopping for pens, you would click on the Office Supplies category and then drill down using the Pens and Pencils category.



How You Associate Catalog Category Hierarchy with Catalog

Administrators can group punchout, informational catalogs, and request forms by category.

Users can browse to retrieve punchout, informational catalogs, and request forms together with local content. Users can also search for all content (local content, punchout, request forms, informational content) regardless of how the content is grouped.

Local content (item master items and agreement lines) is associated with purchasing categories. Request forms, punchout, and informational catalogs can optionally be associated with any level of the category hierarchy (browsing or purchasing category).

What Happens When You Associate Catalog Category Hierarchy With Catalog

When an administrator associates punchout, informational, local, or request form content to a category, the application associates the content with all the browsing and purchasing categories of the same branch. Item master items, and agreement items are indexed with their corresponding purchasing categories.

For example, in the figure below, the Dell USA punchout is associated with the browsing category Computers. When you navigate down the branch from the Information Technology browsing category to the Computer Servers purchasing category, the search results always include the punchout catalog. The categories of the same branch as Computers are:

- Information Technology
- Components for Information Technology
- Computers
- Computer Servers

The informational catalog How to Request Computer Services is associated with the browsing category Information Technology. As you navigate the Information Technology branch, the Informational Catalog is seen at the following levels:

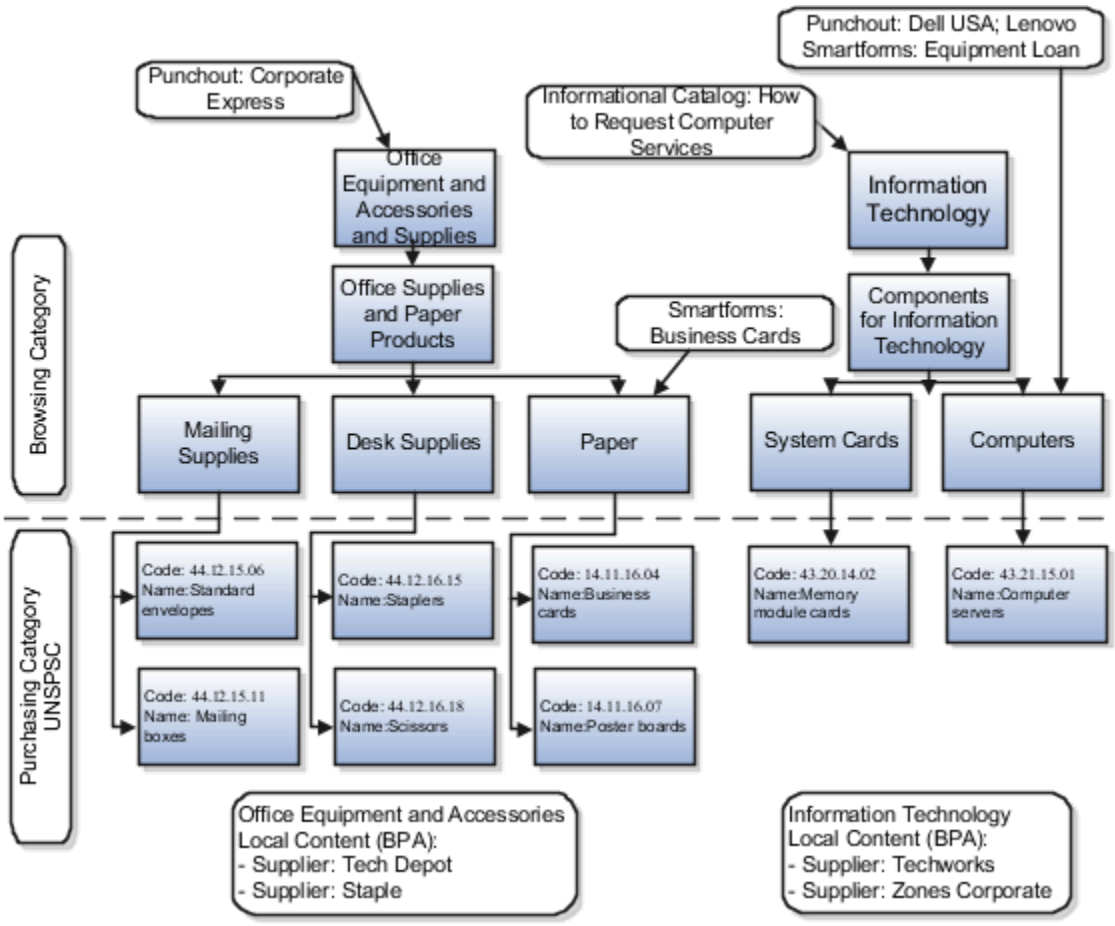
- Information Technology
- Components for Information Technology
- System Cards
- Computers
- Memory Module Cards
- Computer Servers

Local catalog items are also included in browsing results. Using the example in the figure below, items in blanket purchase agreements with supplier Zones Corporate are associated with the Information Technology content zone.

Such items show up as you navigate down the Information Technology branch, based on the content available to you from the content zone.

The procurement catalog is automatically updated after an administrator saves any changes made to the catalog category hierarchy.

This figure shows the example catalog category hierarchy structure discussed in this topic.



How You Define A Category Hierarchy for A Catalog

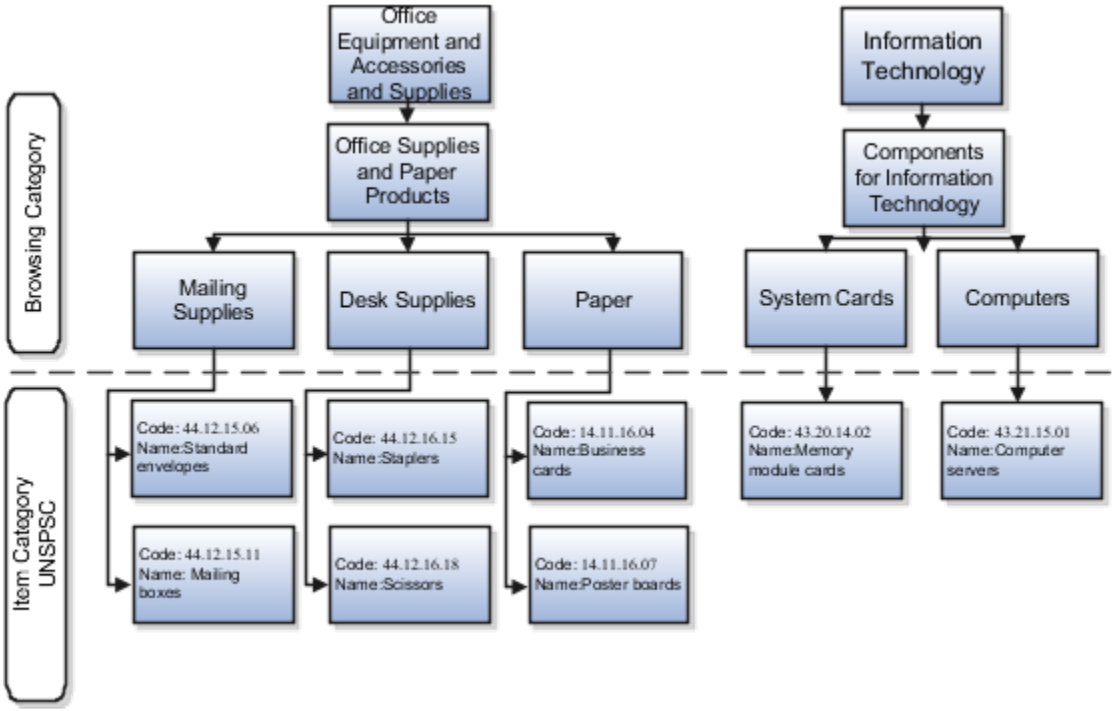
If you manage a large number of products and services, you can organize them in the catalog to help users navigate to the items they want to buy. The catalog category hierarchy presents a hierarchical view of the catalog to users.

Categories are used to classify items. With catalog category hierarchies you can create a parent category that includes child categories. When users navigate through a parent category, the child categories appear, helping them to quickly find the products they need.

You can develop your own method of categorizing products. You can also use standard coding systems such as the United Nations Standard Products and Services Code (UNSPSC). Some of the benefits of adopting a standard coding system are:

- Helps improve visibility of spend analysis throughout the corporation
- Aids the organizing and optimizing of cost control initiatives
- Provides a structure for exploring all the e-commerce capabilities for purchasing products and services

The figure below shows the category hierarchy for a catalog. You can define a catalog category hierarchy using two types of categories: browsing categories and item categories. You aren't required to have the same number of levels in all branches of the hierarchy.



Browsing Categories

Browsing categories are also known as navigation categories. Use them to define the catalog category hierarchy for category browsing. The category hierarchy helps users browse for catalog items. Browsing categories can be either a parent or child to another category, but can't contain any items. Browsing categories are optional and you can decide what categories should be enabled for browsing.

You can associate catalogs (such as local, punchout or informational) and request forms to the browsing categories. When a user navigates to a category, the associated content type is displayed. An alternative to setting up browsing categories is to tag punchout, informational, and request forms with keywords, so that users can find them when performing a basic search.

Item Categories

Item categories are also known as purchasing categories. Use them to group items for various reports and programs. An item category is a logical classification of items that have similar characteristics. For a catalog, every item must belong to an item category. You can:

- Place item categories under browsing categories.
- Search the catalog and sort by item category name. The item category name is displayed in the search pages.
- Bulk load by item category code.

What's the difference between the catalog, procurement, and products and services category hierarchies?

A procurement category hierarchy maps how spend is categorized in your organization. Use it when setting up approval rules, deriving spend accounts, and in reports.

A catalog category hierarchy defines the structure for browsing the shopping catalog. Requesters use it when creating purchase requisitions.

A supplier products and services category hierarchy identifies the categories of products of services that suppliers and prospective suppliers can provide. Use it when setting up a supplier profile, in supplier registration, and to identify suppliers to invite to sourcing negotiations.

Define Catalog Hierarchy

The category hierarchy presents a hierarchical view of the catalog. Category hierarchies allow administrators to create a parent category that includes other categories, known as child categories.

When you navigate through the parent category, the child categories appear, helping you to navigate quickly to the category containing the products you need.

Creating a Category

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

Note: For additional details on catalog hierarchies, see the Manage Procurement Catalog chapter of the Oracle Fusion Cloud Procurement: Using Procurement guide.

Purchasing News

Display Purchasing News

As a procurement catalog administrator, you can add content to the Purchasing News page.

Here's how you can add content to the page:

1. In the Procurement work area, click **Catalogs**.
2. Click the **Tasks** tab, and then click **Manage Purchasing News**.
3. Select a business unit.
4. Type the content in the Purchasing News Display Content section.
5. Click **Save and Close**.

Other Configuration Processes

How You Use Information Templates

An information template is used to gather additional information from a user. It can be assigned to an item, a category, or a request form.

Information templates are used in the creation of a Request Form to provide the flexibility to add additional attributes in a request form in order to gather required information from a user. Information templates are also applicable to item master items and purchasing categories.

The data entered for an information template, which is associated with a request form, item or category, is available as attachments in downstream products (such as Purchasing) after the requisition is approved. When creating an information template, the catalog administrator selects the attachment category that determines if the attachment will be available to the supplier or buyer.

How You Use Information Templates

Information Templates are created in a Procurement Business Unit and are available to Requisitioning Business Units serviced by that Procurement BU. In the event where a Requisitioning BU is serviced by multiple Procurement BUs, and more than one service provider had assigned an information template to an item or category, applicable information templates from all service provider Procurement BUs will be returned.

Information templates are available to the user if the items or request forms that the information templates are associated with are available to the preparer.

Procurement catalog administrators can define a unique information template name so they're easily identifiable in a request form. Information template header information provides users the ability to specify a non-unique Display Name, while creating information templates with unique information template names. For example, more than one procurement BU can maintain information templates to collect business card information. The same Display Name, Business card information, can be used on these information templates to indicate the purpose of these templates when displayed in Oracle Self Service Procurement. Procurement Catalog Administrators can also define an information template section description or instruction text providing users with specific instructions on how to fill out the form.

Information templates can only be deleted if they're not referenced. An information template is considered referenced if it's applied on any requisition lines, whether in completed or incomplete state. This is to prevent deletion of an information template that's currently in use.

Once an information template is deleted, it's no longer returned on the Manage Information Templates page.

How You Add Attributes

Information template attributes are maintained as Descriptive Flexfields.

Attributes first need to be set up in the Descriptive Flexfields application, and the catalog administrator specifies the descriptive flexfield context on the Create and Edit Information Template page to apply the list of attributes.

For example, the catalog administrator set up a context Business Cards Marketing, with the following context sensitive fields:

- Job Title

- Organization
- Office Location

When creating an information template, the catalog administrator can then specify in the Attribute List field the context Business Cards Marketing, which will associate the attributes to the information template.

Note: The maximum number of attributes that can be created for an information template is fifty.

Existing information attributes are maintained as attachments downstream, such as in Purchasing.

Attributes That Are Supported By Descriptive Flexfields

The following attribute types are supported by descriptive flexfields:

- Text: Text attributes can be setup using descriptive flexfield to be added to an information template. For example, the procurement catalog administrator can create an information template called Business Card Information USA to be used for collecting related information when ordering business cards. Examples of text typed fields are Name, Title, Address and so on.
- Number: Procurement catalog administrators can create number types attributes using descriptive flexfields, to be used in an information template. For example, region code, telephone, and area code.
- Standard Date, Standard DateTime and Time: Procurement catalog administrators are able to define date format attributes in descriptive flexfields, to be used in an information template. This allows for automatic date formatting according to globalization requirements, since 09/01/2007 may mean September 1, 2007 in the US, but January 9, 2007 in others.
- List of Values: Value sets can be added to Information Templates through descriptive flexfields as List of Values. Implementing attributes as List of Values allows enforcement of values that can be populated in these fields. For example, as part of an address, the Country field can be implemented as list of values containing only countries that are applicable.
- Choice Lists: Choice lists make use of value sets as well, similar to List of Values.

End Dates

Procurement Catalog Administrators can specify an End Date on an information template. An information template is inactive if the system date is more than or equal to the End Date.

When an information template is inactive, it will no longer be applied when items (to which this information template is assigned) are added to the requisition. Requisitions created with lines that are associated to this information template will continue to display the information template information.

For incomplete requisitions, the inactive information templates are no longer available at the time the requisition is retrieved.

For copied and withdrawn requisitions, information templates are also no longer available if the information template is inactive at the time the requisition is copied or resubmitted.

Related Topics

- How Information Templates and Smart Forms Work Together
- How Information Templates, Items, and Categories Work Together

How You Use Descriptive Segments With Requisition Parameters

You can use descriptive flexfields to extend the requisition header, line, and distribution to meet your business needs.

Flexfields help you create and configure attributes to save additional data with your requisition. A segment is a field within a descriptive flexfield that represents an information attribute that can be displayed on Oracle Self Service Procurement pages. You can allow users to enter values into segments while using the application. In addition, you can configure segments with a value set that ensures your users only see and select valid values for a descriptive flexfield segment within the context of a requisition.

The requisition line descriptive flexfield supports parameters that provide run-time requisition line values for descriptive flexfield validation. As a Procurement administrator, you can define value sets with logic to derive values based on requisition parameters.

This table shows requisition line attributes enabled as flexfield parameters, and the syntax to be used in the value set logic.

Parameter	Syntax
Requisitioning BU ID	`:{PARAMETER.RequisitioningBUId}`
Source Agreement ID	`:{PARAMETER.SourceAgreementId}`
Requester ID	`:{PARAMETER.RequesterId}`
Category ID	`:{PARAMETER.CategoryId}`
Supplier ID	`:{PARAMETER.SupplierId}`
Urgent	`:{PARAMETER.Urgent}`
Line Type ID	`:{PARAMETER.LineTypeId}`

Catalog Category Hierarchy

Overview of Catalog Category Hierarchy

A catalog category hierarchy presents a hierarchical view of the catalog to users.

Catalog category hierarchies allow administrators to create a parent category that includes child categories. When users navigate through the parent category, the child categories appear, helping them to navigate quickly to the catalog category containing the products they need.

Related Topics

- How You Define A Category Hierarchy for A Catalog
- What's a category?
- How You Browse Catalogs by Category
- How You Associate Catalog Category Hierarchy with Catalog
- What's the difference between an item category and a browsing category?

What's a category?

Categories are used to classify items. You can develop your own method of categorizing products or use a standard coding system such as UNSPSC.

Adopting a standard coding system allows better visibility of spend analysis throughout the corporation, cost control optimization, and ability to explore all the e-commerce capabilities.

What's the difference between an item category and a browsing category?

Item categories are also known as purchasing categories and are used to group items for various reports and programs. Every item must belong to an item category.

Browsing Categories, also known as navigation categories, define the category hierarchy for category browsing or for category grouping. They can be either parent or child to another category, but they cannot contain any items. They are used as navigation categories to help users browse for items.

How You Define A Category Hierarchy for A Catalog

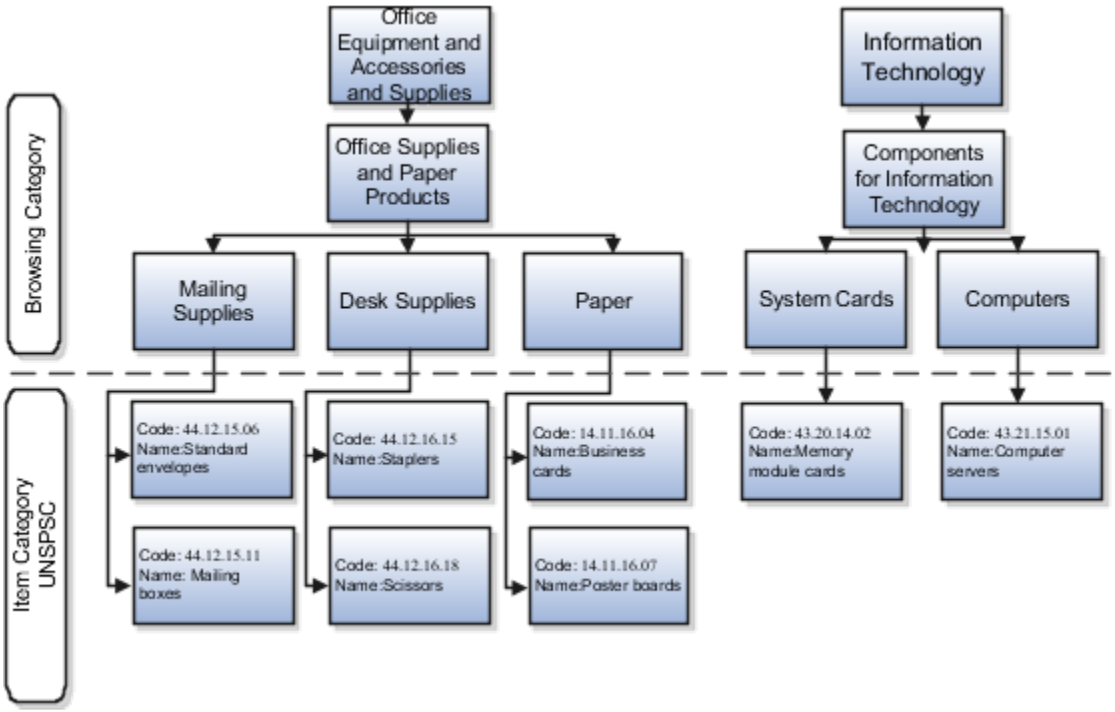
If you manage a large number of products and services, you can organize them in the catalog to help users navigate to the items they want to buy. The catalog category hierarchy presents a hierarchical view of the catalog to users.

Categories are used to classify items. With catalog category hierarchies you can create a parent category that includes child categories. When users navigate through a parent category, the child categories appear, helping them to quickly find the products they need.

You can develop your own method of categorizing products. You can also use standard coding systems such as the United Nations Standard Products and Services Code (UNSPSC). Some of the benefits of adopting a standard coding system are:

- Helps improve visibility of spend analysis throughout the corporation
- Aids the organizing and optimizing of cost control initiatives
- Provides a structure for exploring all the e-commerce capabilities for purchasing products and services

The figure below shows the category hierarchy for a catalog. You can define a catalog category hierarchy using two types of categories: browsing categories and item categories. You aren't required to have the same number of levels in all branches of the hierarchy.



Browsing Categories

Browsing categories are also known as navigation categories. Use them to define the catalog category hierarchy for category browsing. The category hierarchy helps users browse for catalog items. Browsing categories can be either a parent or child to another category, but can't contain any items. Browsing categories are optional and you can decide what categories should be enabled for browsing.

You can associate catalogs (such as local, punchout or informational) and request forms to the browsing categories. When a user navigates to a category, the associated content type is displayed. An alternative to setting up browsing categories is to tag punchout, informational, and request forms with keywords, so that users can find them when performing a basic search.

Item Categories

Item categories are also known as purchasing categories. Use them to group items for various reports and programs. An item category is a logical classification of items that have similar characteristics. For a catalog, every item must belong to an item category. You can:

- Place item categories under browsing categories.
- Search the catalog and sort by item category name. The item category name is displayed in the search pages.
- Bulk load by item category code.

How You Associate Catalog Category Hierarchy with Catalog

Administrators can group punchout, informational catalogs, and request forms by category.

Users can browse to retrieve punchout, informational catalogs, and request forms together with local content. Users can also search for all content (local content, punchout, request forms, informational content) regardless of how the content is grouped.

Local content (item master items and agreement lines) is associated with purchasing categories. Request forms, punchout, and informational catalogs can optionally be associated with any level of the category hierarchy (browsing or purchasing category).

What Happens When You Associate Catalog Category Hierarchy With Catalog

When an administrator associates punchout, informational, local, or request form content to a category, the application associates the content with all the browsing and purchasing categories of the same branch. Item master items, and agreement items are indexed with their corresponding purchasing categories.

For example, in the figure below, the Dell USA punchout is associated with the browsing category Computers. When you navigate down the branch from the Information Technology browsing category to the Computer Servers purchasing category, the search results always include the punchout catalog. The categories of the same branch as Computers are:

- Information Technology
- Components for Information Technology
- Computers
- Computer Servers

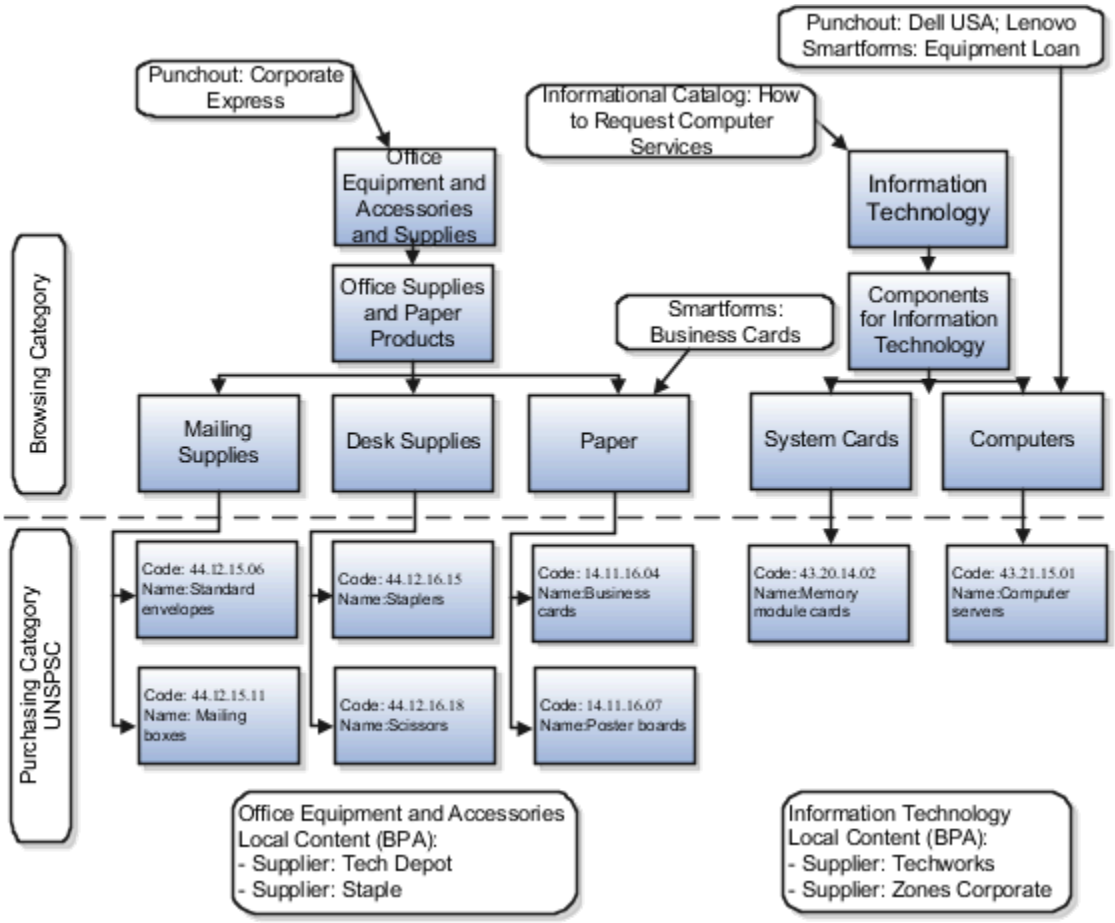
The informational catalog How to Request Computer Services is associated with the browsing category Information Technology. As you navigate the Information Technology branch, the Informational Catalog is seen at the following levels:

- Information Technology
- Components for Information Technology
- System Cards
- Computers
- Memory Module Cards
- Computer Servers

Local catalog items are also included in browsing results. Using the example in the figure below, items in blanket purchase agreements with supplier Zones Corporate are associated with the Information Technology content zone. Such items show up as you navigate down the Information Technology branch, based on the content available to you from the content zone.

The procurement catalog is automatically updated after an administrator saves any changes made to the catalog category hierarchy.

This figure shows the example catalog category hierarchy structure discussed in this topic.



How can I configure what appears in top categories?

In the Setup and Maintenance work area, use the Manage Catalog Category Hierarchy task in the Self Service Procurement functional area to configure which categories are included in the Requisitions page. Select a categories **Featured Category** check box to include the category in the Top Categories panel.

Related Topics

- How do I update existing setup data?

How You Configure Expense Requisition Fulfillment for Agreement-Based Catalog Items from Internal Sources

As an administrator, you can configure Oracle Fusion Cloud Self Service Procurement to fulfill expense requisitions for agreement-based catalog items from internal sources.

Normally, when a user requests a catalog item that's sourced against a blanket purchase agreement, the application purchases the item from the agreement supplier, even if the item is also available through internal material transfer. In certain industries, such as healthcare, the requester's expectation is when they order supplies or equipment the items are sourced first from an internal warehouse. To meet the needs of this type of organization, you can enable the **Fulfill**

Expense Requisitions for Agreement-Based Catalog Items from Internal Sources feature. Then the application fulfills expense requisitions for such items from internal sources, when the items are both available internally and purchasable against a blanket purchase agreement.

In the Offerings work area, enable the **Fulfill Expense Requisitions for Agreement-Based Catalog Items from Internal Sources** feature in the Procurement offering, Purchasing functional area.

The Internal Material Transfers feature must also be enabled.

After the feature is enabled, when a requester shops for an agreement-based expense item from the catalog:

- Their requisition for the item is fulfilled through an internal source, even if the item is also purchasable against a blanket purchase agreement.
- They see the blanket purchase agreement price for the item when searching and shopping. When they add the item to the **Cart**, the price may change if the internally ordered price for the item is different.

Related Topics

- Configure Offerings

Requisition PDF Attributes

The requisition PDF doesn't have a data model, but these XML attributes are available for you to modify a PDF; however, new attributes aren't supported.

<RequisitionHeaderVO>

<RequisitionHeaderVORow>

<RequisitionHeaderId>

<RequisitionNumber>

<ReqBuId>

<Description>

<DocumentStatusCode>

<Justification>

<CreationDate>

<EmergencyPoNumber>

<InterfaceSourceCode>

<PreparerId>

<EnteredBy>

<PersonNameId>

<PCardNumber>

<Instrid>

<PCardDescription>

<CardId>

<EffectiveEndDate>

<EffectiveStartDate>

<ImportSource>

<Status>

<LookupType>

<LookupCode>

<IsPlacedonPO>

<ApprovalAmount>

<ApprovalAmountCurrencyCode>

<TrsRequisitionHeaderId>

<AttachmentEntityName>

<EmergencyReqFlag>

<FunctionalCurrencyCode>

<DBTimeStamp>

<DBTimeZone>

<FormattedDBTimeStamp>

<FormattedCreationDate>

<TranslatableYes>

<TranslatableNo>

<DefaultTaxationCountry>

<DocumentSubType>

<DocumentSubTypeName>

<DocumentSubTypeCode>

<ClassificationId>

<TerritoryShortName>

<TerritoryCode>

<FundsStatus>

<LookupCode1>

<LookupType1>

<FundsStatusDisplay>

<BudgetControlEnabledFlag>

<ExternallyManagedFlag>

<OverridingApproverId>

<OverridingApproverName>

<PersonNameId1>

<EffectiveStartDate1>

<EffectiveEndDate1>

<RequisitioningBU>

<ShortCode>

<BusinessUnitId>

<EffectiveStartDate2>

<EffectiveEndDate2>

<RequisitionLineVO>

<RequisitionLineVORow>

<LineNumber>

<RequisitionLineId>

<RequisitionHeaderId>

<LineType>

<ItemRevision>

<ItemDescription>

<UnspscCode>

<Quantity>

<UnitOfMeasure>

<SecondaryQuantity>

<SecondaryUnitOfMeasure>

<CurrencyUnitPrice>

<CurrencyCode>

<UnitPrice>

<OrderStatus>

<CurrencyAmount>

<FunctionalAmount>

<RateDate>

<RateType>

<DocumentId>

<DocumentNumber>

<DocumentType>

<ProcurementBu>

<LineStatus>

<LineStatusDisplay>

<LookupType>

<LookupCode>

<ParentReqLineId>

<ParentReqLineStatus>

<ParentReqLineNumber>

<HasReinstatedChildLines>

<HasCanceledLines>

<HasIncompleteLines>

<HasPendingApprLines>

<HasRejectedLines>

<HasReturnedLines>

<HasWithdrawnLines>

<BuyerProcessingFlag>

<NoteToBuyer>

<NoteToReceiver>

<NoteToSupplier>

<NegotiationNumber>

<UrgentFlag>

<AuctionHeaderId>

<ItemId>

<ItemSource>

<CategoryId>

<SmartFormId>

<FundsStatus>

<LookupType1>

<LookupCode1>

<FundsStatusDisplay>

<AttachmentEntityName>

<AttachmentReferenceEntityName>

<LineGroup>

<DestinationOrganizationId>

<DestinationSubinventory>

<DestinationTypeCode>

<SourceOrganizationId>

<SourceOrganizationName>

<SourceSubinventory>

<SourceTypeCode>

<ToHeaderId>

<ToLineId>

<StatusLookup>

<ChangeStatusLookup>

<PoLineId>

<PoLineStatus>

<ToLineStatus>

<PoHeaderId>

<CancelReason>

<CurrencyAmountCurrencyCode>

<CurrencyUnitPriceCurrencyCode>

<HasAttachments>

<HasPrimaryAttachments>

<HasInfoTemplates>

<FormattedConversionDate>

<FormattedCurrencyUnitPrice>

<FormattedUnitPrice>

<UserConversionType>

<ConversionType>

<CreatedBy>

<CreationDate>

<LastUpdatedBy>

<LastUpdateDate>

<ItemNumber>

<CategoryName>

<Category>

<Rate>

<RequisitionLineDetailVO>

<RequisitionLineDetailVORow>

<RequisitionLineId>

<RequisitionHeaderId>

<UrgentFlag>

<NegotiationRequiredFlag>

<Requester>

<NeedByDate>

<DestinationTypeCode>

<DestinationType>

<DeliverToLocationId>

<DeliverToLocation>

<DestinationOrganizationId>

<DestinationSubinventory>

<SuggestedBuyerId>

<AssignedBuyer>

<UnNumberId>

<HazardClass>

<ManufacturerName>

<ManufacturerPartNumber>

<NewSupplierFlag>

<VendorId>

<Supplier>

<SuggestedSupplierItemNumber>

<SupplierRefNumber>

<PoHeaderId>

<AgreementNumber>

<SourceDocLineNumber>

<AgreementProcBU>

<PersonNameId>

<EffectiveStartDate>

<EffectiveEndDate>

<LocationId>

<EffectiveStartDate1>

<EffectiveEndDate1>

<PersonNameId1>

<EffectiveStartDate2>

<EffectiveEndDate2>

<HazardClassId1>

<BusinessUnitId>

<EffectiveStartDate6>

<EffectiveEndDate6>

<InactiveDate>

<LookupType>

<LookupCode>

<OneTimeLocationFlag>

<SourceDocLineId>

<PoLineId>

<SuggestedVendorContact>

<SuggestedVendorContactEmail>

<SuggestedVendorContactFax>

<SuggestedVendorContactPhone>

<SuggestedVendorName>

<SuggestedVendorSite>

<VendorSiteId>

<VendorContactId>

<RequesterId>

<Attribute1>

<Attribute2>

<Attribute3>

<Attribute4>

<Attribute5>

<Attribute6>

<Attribute7>

<Attribute8>

<Attribute9>

<Attribute10>

<Attribute11>

<Attribute12>

<Attribute13>

<Attribute14>

<Attribute15>

<OneTimeLocationId>

<UnNumber>

<UnNumberId1>

<SysEffectiveDate>

<FormattedMultiLineAddress>

<FormattedSingleLineAddress>

<AddressId>

<EffectiveStartDate3>

<EffectiveEndDate3>

<FormattedNeedByDate>

<DeliverToLocationType>

<LookupCode1>

<LookupType1>

<SourceDocHeaderId>

<NegotiatedByPreparerFlag>

<AssignedBuyerId>

<DeliverToOrg>

<BusinessUnitId1>

<OrganizationId>

<OrganizationId2>

<EffectiveStartDate4>

<EffectiveEndDate4>

<SourceSubinventory>

<SourceTypeCode>

<SourceOrganizationName>

<OrganizationId1>

<EffectiveStartDate5>

<EffectiveEndDate5>

<DeliverToCustLocationId>

<WorkOrderId>

<WorkOrderNumber>

<OperationSeqNumber>

<WorkOrderId1>

<WoOperationId>

<SupplierSite>

<SupplierSiteRow>

<VendorSiteSpkId>

<VendorSiteId>

<EffectiveEndDate>

<EffectiveStartDate>

<EffectiveSequence>

<ObjectVersionNumber>

<VendorId>

<PrcBuId>

<LocationId>

<PartySiteId>

<VendorSiteCode>

<PurchasingSiteFlag>

<RfqOnlySiteFlag>

<PaySiteFlag>

<TpHeaderId>

<ServicesToleranceId>

<ToleranceId>

<TermsId>

<ExcludeFreightFromDiscount>

<PayOnCode>

<DefaultPaySiteId>

<PayOnReceiptSummaryCode>

<EceTpLocationCode>

<PcardSiteFlag>

<MatchOption>

<CountryOfOriginCode>

<CreateDebitMemoFlag>

<SupplierNotifMethod>

<EmailAddress>

<PrimaryPaySiteFlag>

<ShippingControl>

<SellingCompanyIdentifier>

<GaplessInvNumFlag>

<RetainageRate>

<AutoCalculateInterestFlag>

<HoldBy>

<HoldDate>

<HoldFlag>

<PurchasingHoldReason>

<VendorSiteCodeAlt>

<AttentionArFlag>

<AreaCode>

<Phone>

<CustomerNum>

<ShipViaLookupCode>

<FreightTermsLookupCode>

<FobLookupCode>

<Fax>

<FaxAreaCode>

<Telex>

<TermsDateBasis>

<PayGroupLookupCode>

<PaymentPriority>

<InvoiceAmountLimit>

<PayDateBasisLookupCode>

<AlwaysTakeDiscFlag>

<InvoiceCurrencyCode>

<PaymentCurrencyCode>

<HoldAllPaymentsFlag>

<HoldFuturePaymentsFlag>

<HoldReason>

<HoldUnmatchedInvoicesFlag>

<TaxReportingSiteFlag>

<LastUpdateDate>

<LastUpdatedBy>

<LastUpdateLogin>

<CreationDate>

<CreatedBy>

<RequestId>

<ProgramApplicationId>

<ProgramId>

<ProgramUpdateDate>

<AttributeCategory>

<Attribute1>

<Attribute2>

<Attribute3>

<Attribute4>

<Attribute5>

<Attribute6>

<Attribute7>

<Attribute8>

<Attribute9>

<Attribute10>

<Attribute11>

<Attribute12>

<Attribute13>

<Attribute14>

<Attribute15>

<GlobalAttribute1>

<GlobalAttribute2>

<GlobalAttribute3>

<GlobalAttribute4>

<GlobalAttribute5>

<GlobalAttribute6>

<GlobalAttribute7>

<GlobalAttribute8>

<GlobalAttribute9>

<GlobalAttribute10>

<GlobalAttribute11>

<GlobalAttribute12>

<GlobalAttribute13>

<GlobalAttribute14>

<GlobalAttribute15>

<GlobalAttribute16>

<GlobalAttribute17>

<GlobalAttribute18>

<GlobalAttribute19>

<GlobalAttribute20>

<GlobalAttributeCategory>

<ApTaxRoundingRule>

<AutoTaxCalcFlag>

<AutoTaxCalcOverride>

<AmountIncludesTaxFlag>

<OffsetTaxFlag>

<OffsetVatCode>

<VatCode>

<InactiveDate>

<CarrierId>

<AllowSubstituteReceiptsFlag>

<AllowUnorderedReceiptsFlag>

<EnforceShipToLocationCode>

<ReceiptDaysExceptionCode>

<PhoneCountryCode>

<PhoneExtension>

<FaxCountryCode>

<ShippingNetworkLocation>

<QtyRcvExceptionCode>

<DaysEarlyReceiptAllowed>

<DaysLateReceiptAllowed>

<InspectionRequiredFlag>

<QtyRcvTolerance>

<ReceiptRequiredFlag>

<ReceivingRoutingId>

<TaxCountryCode>

<BusinessUnitId>

<Name>

<LocationId1>

<PartySiteId1>

<FormattedAddress>

<LocationId2>

<PartyId>

<VendorId1>

<PartyId1>

<PartyName>

<Language>

<Segment1>

<ExcludeTaxFromDiscount>

<PaymentHoldDate>

<Attribute16>

<Attribute17>

<Attribute18>

<Attribute19>

<Attribute20>

<AttributeDate1>

<AttributeDate10>

<AttributeDate2>

<AttributeDate3>

<AttributeDate4>

<AttributeDate5>

<AttributeDate6>

<AttributeDate7>

<AttributeDate8>

<AttributeDate9>

<AttributeNumber1>

<AttributeNumber10>

<AttributeNumber2>

<AttributeNumber3>

<AttributeNumber4>

<AttributeNumber5>

<AttributeNumber6>

<AttributeNumber7>

<AttributeNumber8>

<AttributeNumber9>

<AttributeTimestamp1>

<AttributeTimestamp10>

<AttributeTimestamp2>

<AttributeTimestamp3>

<AttributeTimestamp4>

<AttributeTimestamp5>

<AttributeTimestamp6>

<AttributeTimestamp7>

<AttributeTimestamp8>

<AttributeTimestamp9>

<B2bSiteCode>

<GlobalAttributeDate1>

<GlobalAttributeDate10>

<GlobalAttributeDate2>

<GlobalAttributeDate3>

<GlobalAttributeDate4>

<GlobalAttributeDate5>

<GlobalAttributeDate6>

<GlobalAttributeDate7>

<GlobalAttributeDate8>

<GlobalAttributeDate9>

<GlobalAttributeNumber1>

<GlobalAttributeNumber10>

<GlobalAttributeNumber2>

<GlobalAttributeNumber3>

<GlobalAttributeNumber4>

<GlobalAttributeNumber5>

<GlobalAttributeNumber6>

<GlobalAttributeNumber7>

<GlobalAttributeNumber8>

<GlobalAttributeNumber9>

<GlobalAttributeTimestamp1>

<GlobalAttributeTimestamp10>

<GlobalAttributeTimestamp2>

<GlobalAttributeTimestamp3>

<GlobalAttributeTimestamp4>

<GlobalAttributeTimestamp5>

<GlobalAttributeTimestamp6>

<GlobalAttributeTimestamp7>

<GlobalAttributeTimestamp8>

<GlobalAttributeTimestamp9>

<VatRegistrationNum>

<VendorSiteId1>

<AgingOnsetPoint>

<AgingPeriodDays>

<ConsumptionAdviceFrequency>

<ConsumptionAdviceSummary>

<PayOnUseFlag>

<BuyerManagedTransportFlag>

<ModeOfTransport>

<ServiceLevel>

<BankChargeDeductionType>

<B2bCommMethodCode>

<PoAckReqdCode>

<PoAckReqdDays>

<InvoiceChannel>

</SupplierSiteRow>

</SupplierSite>

<SupplierSiteContact>

<SupplierSiteContactRow>

<VendorContactId>

<VendorSiteId>

<LastUpdateDate>

<LastUpdatedBy>

<LastUpdateLogin>

<CreationDate>

<CreatedBy>

<FirstName>

<MiddleName>

<LastName>

<FullName>

<Prefix>

<Title>

<MailStop>

<AreaCode>

<Phone>

<RequestId>

<ProgramApplicationId>

<ProgramId>

<ProgramUpdateDate>

<ContactNameAlt>

<FirstNameAlt>

<LastNameAlt>

<Department>

<EmailAddress>

<Url>

<AltAreaCode>

<AltPhone>

<FaxAreaCode>

<Fax>

<InactiveDate>

<PerPartyId>

<RelationshipId>

<PartySiteId>

<OrgContactId>

<OrgPartySiteId>

<AttributeCategory>

<Attribute1>

<Attribute2>

<Attribute3>

<Attribute4>

<Attribute5>

<Attribute6>

<Attribute7>

<Attribute8>

<Attribute9>

<Attribute10>

<Attribute11>

<Attribute12>

<Attribute13>

<Attribute14>

<Attribute15>

<PartyName>

<PartyId>

<UserGuid>

<VendorId>

<PhoneCountryCode>

<FaxCountryCode>

<JobTitle>

<PersonNameSuffix>

<AdministrativeContact>

<PhoneExtension>

<Status>

<Salutation>

<FaxExtension>

<MobileAreaCode>

<MobileCountryCode>

<PhoneDisplay>

<FaxDisplay>

<MobileDisplay>

<MobileNumber>

</SupplierSiteContactRow>

</SupplierSiteContact>

<PersonP>

<PersonPRow>

<PersonId>

<UserGuid>

<PersonNumber>

<PersonDetailPersonId>

<PersonDetailEffectiveStartDate>

<PersonDetailEffectiveEndDate>

<ListName>

<Department>

<Job>

<EmailAddress>

<EmailAddressId>

<PhoneNumber>

<PhoneId>

<PersonNameId>

<PersonNameEffectiveStartDate>

<PersonNameEffectiveEndDate>

<DisplayName>

<WorkerPersonType>

<PersonTypeId>

<HireDate>

<PeriodOfServiceId>

<WorkerNumber>

<AssignmentName>

<AssignmentId>

<AssignmentEffectiveStartDate>

<AssignmentEffectiveEndDate>

<AssignmentEffectiveSequence>

<AssignmentEffectiveLatestChange>

<AssignmentNumber>

<LocationId>

<PrimaryFlag>

<BusinessUnitId>

<VendorId>

<UserAssignmentStatus>

<AssignmentStatusTypeId>

<PrimaryAssignmentFlag>

<LookupType>

<LookupCode>

<JobId>

<JobEffectiveStartDate>

<JobEffectiveEndDate>

<OrganizationId>

<DepartmentEffectiveStartDate>

<DepartmentEffectiveEndDate>

<Position>

<PositionId>

<PositionEffectiveStartDate>

<PositionEffectiveEndDate>

<Grade>

<GradeId>

<GradeEffectiveStartDate>

<GradeEffectiveEndDate>

<Manager>

<SupervisorNamePersonNameId>

<SupervisorNameEffectiveStartDate>

<SupervisorNameEffectiveEndDate>

<Location>

<LocationLocationId>

<LocationEffectiveStartDate>

<LocationEffectiveEndDate>

<LegalEmployer>

<LegalEmployerOrganizationId>

<LegalEmployerEffectiveStartDate>

<LegalEmployerEffectiveEndDate>

<ObjectVersionNumber>

<ObjectVersionNumber1>

<ObjectVersionNumber2>

<ObjectVersionNumber4>

<ObjectVersionNumber5>

<ObjectVersionNumber6>

<ObjectVersionNumber7>

<ObjectVersionNumber8>

<ObjectVersionNumber9>

<ObjectVersionNumber10>

<ObjectVersionNumber11>

<ObjectVersionNumber12>

<ObjectVersionNumber13>

<Vendor>

<PartyId>

<DepartmentBusinessGroupId>

<DepartmentSetId>

<LegalEmployerBusinessGroupId>

<InternalLocationCode>

<LegalEmployerSetId>

<JobCode>

<JobSetId>

<SystemPersonType>

<AssignmentType>

<AssignmentStatusType>

<Code>

<Meaning>

</PersonPRow>

</PersonP>

<LocationP>

<LocationPRow>

<LocationId>

<Country>

<Address1>

<Address2>

<Address3>

<Address4>

<City>

<PostalCode>

<State>

<Province>

<County>

<OrigSystemReference>

<AddressStyle>

<ValidatedFlag>

<AddressLinesPhonetic>

<PostalPlus4Code>

<Position>

<LocationDirections>

<AddressEffectiveDate>

<AddressExpirationDate>

<CliCode>

<Language>

<ShortDescription>

<Description>

<SalesTaxGeocode>

<SalesTaxInsideCityLimits>

<FaLocationId>

<GeometryStatusCode>

<ValidationStatusCode>

<DateValidated>

<DoNotValidateFlag>

<Comments>

<HouseType>

<FormattedAddress>

<FormattedMultilineAddress>

<InternalFlag>

<TimezoneCode>

<Longitude>

<Latitude>

</LocationPRow>

</LocationP>

</RequisitionLineDetailVORow>

</RequisitionLineDetailVO>

<RequisitionDistribution>

<RequisitionDistributionRow>

<DistributionId>

<RequisitionLineId>

<DistributionNumber>

<DistributionQuantity>

<DistributionAmount>

<DistributionCurrencyAmount>

<Percent>

<UnitPrice>

<RequisitionLineId1>

<Amount>

<CodeCombinationId>

<PrimaryLedgerId>

<BusinessUnitId>

<ChartOfAccountsId>

<LedgerId>

<ObjectVersionNumber>

<BudgetDate>

<FundsStatus>

<LookupCode>

<LookupType>

<FundsStatusDisplay>

<CurrencyCode>

<CurrencyCode1>

</RequisitionDistributionRow>

</RequisitionDistribution>

<RequisitionLineTax>

<RequisitionLineTaxRow>

<RequisitionLineId>

<DefaultTaxationCountryCode>

<DocumentSubTypeCode>

<TrxBusinessCategoryCode>

<ProductTypeCode>

<ProductFiscClassificationCode>

<ProductCategoryCode>

<LineIntendedUseCode>

<UserDefinedFiscClassCode>

<TaxClassificationCode>

<DocumentSubType>

<TrxBusinessCategory>

<ProductType>

<ConcatLeafName>

<ProductCategory>

<LineIntendedUse>

<UserDefinedFiscClassification>

<TaxClassification>

<AssessableValue>

<ClassificationCode>

<ClassificationId>

<ClassificationCode1>

<TaxEvntClsCode>

<EntityCode>

<ClassificationId1>

<ClassificationCode2>

<ClassificationCode3>

<ClassificationId2>

<ClassificationCode4>

<CountryCode>

<SetId>

<AssessableValueCurrencyCode>

<ClassificationName>

<CategoryId>

<StructureId>

<CategorySetId>

<ClassificationCode5>

<ClassificationId3>

<ApplicationId>

<EventClassCode>

<ProductFCCountryCode>

<FirstPtyRegNumber>

<ThirdPtyRegNumber>

<FinalDischargeLocCode>

<TaxationCountry>

<LookupCode>

<TaxationCountriesPVO>

<TaxationCountriesPVORow>

<TerritoryShortName>

<TerritoryCode>

<Description>

</TaxationCountriesPVORow>

</TaxationCountriesPVO>

</RequisitionLineTaxRow>

</RequisitionLineTax>

<RequisitionInfoTemplate>

<RequisitionInfoTemplateRow>

<AttributeCategory>

<InfoTemplateValuesId>

<CreatedBy>

<CreationDate>

<InfoTemplateId>

<LastUpdateDate>

<LastUpdateLogin>

<LastUpdatedBy>

<ObjectVersionNumber>

<RequisitionLineId>

<Description>

<InfoTemplateName>

<InfoTemplateId1>

</RequisitionInfoTemplateRow>

</RequisitionInfoTemplate>

<ReqDistProjectCount>

<ReqDistProjectCountRow>

<ProjectCount>

<RequisitionLineId>

</ReqDistProjectCountRow>

</ReqDistProjectCount>

</RequisitionLineVORow>

</RequisitionLineVO>

<RequisitionTotalAmount>

<RequisitionTotalAmountRow>

<RequisitionHeaderId>

<ReqTotal>

</RequisitionTotalAmountRow>

</RequisitionTotalAmount>

<RequisitionTaxAmount>

<RequisitionTaxAmountRow>

<RequisitionHeaderId>

<NonRecoverableTax>

<RecoverableTax>

<NonRecoverableTaxCurrencyCode>

<RecoverableTaxCurrencyCode>

</RequisitionTaxAmountRow>

</RequisitionTaxAmount>

</RequisitionHeaderVORow>

</RequisitionHeaderVO>

Configure the Purchase Requisition PDF Using the Extensible Oracle Analytics Publisher Data Model

Use the Oracle Analytics Publisher template to configure your purchase requisition PDF's content, layout, and style to fulfill your specific business needs. You can display additional attributes, including descriptive flexfields, from the Oracle Analytics Publisher data model.

Follow these steps to configure the purchase requisitions PDF report:

1. In the Navigator, click **Reports and Analytics**.
2. In the Business Intelligence Catalog >Shared Folders >Procurement > Self Service Procurement, locate the Requisition PDF Report With Data Model and click **Customize**. This creates a copy of the report in your Custom folder.
3. Navigate to Share Folders > Custom>Procurement > Self Service Procurement folder.
4. Edit the Requisition PDF Report With Data Model template. Hide or show additional attributes by adding from the Requisition PDF Data Model.
5. Upload the template (select the appropriate locale for your instance).
6. Select the newly uploaded template as the default template.

22 Supplier Portal Configuration

Supplier User Roles

How Supplier User Provisioning Works

Supplier user provisioning refers to the process of establishing supplier users with access to the Supplier Portal work area. Your buying organization can create and maintain user accounts, job related privileges, and data access controls for supplier contacts.

The content supplier users can access, and tasks they can perform, are controlled by your buying organization. You can allow trusted supplier users to request and manage user accounts for their fellow employees that require access to the Supplier Portal work area.

User Provisioning Job Related Privileges

You provision supplier users with job related privileges, giving them the ability to perform business tasks and functions using the Supplier Portal work area. The predefined job related privileges that can perform supplier user provisioning are:

- Supplier Administrator: This is a buying organization job related privilege. Users with this privilege are responsible for maintaining supplier profile information as well as administering user accounts for supplier contacts.
- Supplier Manager: This is a buying organization job related privilege. Users with this privilege are responsible for authorizing new suppliers for spending. They control the addition of new spend authorized suppliers into the supply base. In smaller organizations, you can assign this job related privilege and the Supplier Administrator related privilege to the same individual.
- Supplier Self Service Administrator: This is a supplier organization job related privilege. Supplier users with this privilege can maintain company profiles and request user accounts for their fellow employees. All profile changes and user account requests made by the supplier self service administrator require approval by the buying organization.
- Supplier Self Service Clerk: This is a supplier organization job related privilege. Supplier users with this privilege can maintain company profiles and request user accounts for their fellow employees. All profile changes and user account requests made by the supplier self service clerk require approval by the buying organization.

You can perform user provisioning from these procurement flows:

- Supplier registration review and approval.
- Supplier profile change request review and approval.
- Suppliers work area, Manage Suppliers task, Edit Supplier flow where supplier profiles are maintained.
- Suppliers work area, Import Suppliers task.
- Supplier Portal work area where suppliers can perform user provisioning on behalf of their company using the Manage Profile task.

In each of these flows a user with one of the appropriate job related privileges can:

- Create or request a user account.
- Assign job related privileges.
- Set data security access for supplier contacts.

Manage Supplier User Related Privileges Setup Page

The IT security manager can go to the **Setup and Maintenance** work area and use the **Manage Supplier User Roles** task in the **Procurement** offering and **Supplier Portal** functional area.

The Procurement Application Administrator can go to the **Setup and Maintenance** work area and use the **Manage Supplier User Roles Usages** task in the **Procurement** offering and **Supplier Portal** functional area.

Your buying organization uses the Manage Supplier User Roles page to perform the setup actions. These actions are performed by two different job related privileges: IT Security Manager and Procurement Application Administrator.

- IT Security Manager: Define the list of related privileges that can be granted to supplier users in Supplier Portal provisioning flows. Only user with the IT Security Manager related privileges can add and remove related privileges. This helps your organization avoid the risk of adding an internal application job related privileges inadvertently. It prevents suppliers from gaining unauthorized access to internal data. The supplier related privileges are added from the central Oracle LDAP related privileges repository which stores all Oracle Fusion application job related privileges. Once they add a related privileges to the table, the related privilege is immediately available for provisioning to supplier contacts by the Supplier Administrator.
- Procurement Application Administrator: Define the supplier related privileges usages. The Procurement Application Administrator is responsible for this setup task. They manage settings for how the supplier job related privileges are exposed in provisioning flows.

The IT Security Manager can also set supplier related privileges usages, as they can access all functions on the setup page. However, this task is typically performed by the Procurement Application Administrator. The Procurement Application Administrator can't add or remove related privileges from the table.

Your buying organization can establish default related privileges which expedite supplier user account requests. To do this, identify the minimum set of job related privileges that a supplier contact can be granted. Use default related privileges so that approvers don't have to explicitly review and assign job related privileges for each user account request.

When the related privileges default setup is done correctly, the Supplier Administrator (or approver) can review supplier contact user account requests. This allows them to:

- Review requests with job related privileges selected based on the source of the request.
- Approve user account requests with appropriate related privileges assignments.

The two related privileges usages relevant to supplier user provisioning are:

- Default for Oracle Supplier Portal: If selected, the related privileges is automatically added to supplier user requests in the core user provisioning flows, such as supplier profile maintenance.
- Default for Oracle Sourcing: If selected, the related privilege is automatically added to supplier user requests generated in sourcing flows such as Create Negotiation.

A related privileges in the table can be marked for one or more of the two usages.

Related Topics

- Set Up Supplier Related Privileges
- Supplier User Account Request

Set Up Supplier Related Privileges

These examples illustrate selecting and managing privileges for supplier user provisioning.

Select Privileges for Supplier User Provisioning:

Vision Corporation decides to expand their Supplier Portal work area deployment and allow supplier customer service representatives to access orders and agreements.

The IT security manager navigates to the **Setup and Maintenance** work area and uses the **Manage Supplier User Roles** task in the **Procurement** offering and **Supplier Portal** functional area. They search and include the supplier related privilege Supplier Customer Service Representative related privilege.

The Procurement Application Administrator then navigates to the **Setup and Maintenance** work area and uses the Manage Supplier User Role Usages task in the **Procurement** offering and **Supplier Portal** functional area. For the Supplier Customer Service Representative related privilege, they select the option: Default for Supplier Portal.

Manage Default Roles for Supplier Users and Supplier Bidders:

Vision Corporation decides the Supplier Sales Representative role should not be marked as a default role for the Supplier Portal work area. The Procurement Application Administrator navigates to the Manage Supplier User Role Usages task. They ensure the Default for Supplier Portal option isn't selected for that role.

Vision Corporation also recently implemented Oracle Sourcing. They must provision the Supplier Bidder related privilege to suppliers invited to sourcing events. The IT Security Manager navigates to the Manage Supplier User Roles page. They add the Supplier Bidder role to the table. For the newly added role, they select the Default for Sourcing option.

Related Topics

- How Supplier User Provisioning Works
- Supplier User Account Request

Supplier User Account Administration

The buying organization's supplier administrator provisions user accounts to provide supplier contacts access to the Supplier Portal work area. The administrator performs user account maintenance for a specific supplier contact in the Suppliers work area, on the Edit Supplier page, Contacts tab.

The administrator assigns a user account with roles that determine what functions the supplier contact can perform in the Supplier Portal work area.

These are Oracle Fusion Cloud Procurement flows where a supplier administrator can request and manage a user account for a supplier contact:

- Create Supplier Contact: When creating a supplier contact, the administrator can also request to create a user account for the contact, request roles and grant data access. A supplier user can also request for a supplier contact and user account to be created.
- Edit Supplier Contact: The supplier administrator can make changes to supplier contact information as well as create or maintain the user account for the contact. A supplier user can also request a user account to be created for an existing contact.
- Import Supplier Contact: When importing supplier contacts, the administrator can also use the User Account Action column to create or update a user account for specified contacts.
- Approve supplier registration request: When approving a supplier registration, an approver can create and edit supplier contacts. A user account is part of a supplier contact. The approver has the ability to create a user account and assign roles within this flow.

Note: Creating a user account for a supplier contact can't be reversed. Once a user account is created it can't be deleted, but it can be inactivated.

The Supplier Administrator is responsible for:

- Creating and inactivating supplier user accounts.
- Assigning job roles.
- Assigning data access.

Create and Inactivate Supplier User Accounts

Select the Create User Account option for a contact to send a request to the identity management system to provision the account. Status is displayed to communicate provisioning status during this process. When the process is complete, the identity management system sends notification to the supplier contact with the user name and temporary password for the Supplier Portal work area. If the process fails, a notification is sent to the Supplier Administrator that a user account wasn't successfully provisioned.

Assign Job Roles

Use the Roles subtab to control function security. This determines the business objects and task flows the supplier user can access. Supplier job roles should be assigned based on the job that the contact performs within the supplier organization. For example, Customer Service Representative or Accounts Receivable Specialist.

Assign Data Access

Use the Data Access tab to control data security. This determines which transactions the user can access for the specific business objects their job role is associated with. The two levels of data security are: Supplier and Supplier Site. By default, all supplier user accounts start with Supplier level, meaning they can access all transactions belonging to their supplier company only. For more restrictive access, the Supplier Site level limits user access to transactions for specific supplier sites only.

Related Topics

- How Supplier User Provisioning Works

Specify User Category for New Supplier Users

By defining a unique user category (SUPPLIER_USER), supplier users can now have a user name policy and a new user account notification that are different from employees.

This user category is automatically assigned to supplier users when their user accounts are created. This user category gives supplier users the type of user name preferred for external users, and user account notifications with specific information for more effective communication and the next steps the supplier user can do.

Here are some things you need to know:

- This task is done in the Security Console, so you require proper functional access.
- This manual task doesn't support migration service. But the content in the Security Console, including user categories can be migrated using the migrator service supported on the task: Manage Applications Security Preferences. This task is associated to the Initial Users functional area in the Procurement offering.

To create the user category SUPPLIER_USER:

1. In Navigator, click **Security Console**.
2. Click **User Categories**, and in User Categories click **Create**, and then click **Edit**.
3. Enter the user category name exactly as SUPPLIER_USER.
4. Select a value for the user name generation rule such as **Email**.
5. Click **Save and Close**.

To make changes to the SUPPLIER_USER category based on business need, for example, to create a new account notification template tailored to supplier users:

1. Click **Notifications** and then click **Edit**.
2. Click **Add Template**.
3. Enter the required information. Select the **Enabled** check box and from the **Event** drop-down list, select **New user created**.
4. Click **Save and Close**.
5. Click **Save** and then **Done**.
6. Deselect the **Enabled** check box.

To disable the seeded new account template:

1. In the SUPPLIER_USER User Category: Notifications page, click **Edit** and then click the template link.
2. Click **Save and Close**.
3. Click **Save** and then **Done**.

Configure Supplier Registration

Options to Configure Supplier Registration

To configure the supplier registration and self service supplier profile change request approval requirements, in the Setup and Maintenance work area, go to Offering: Procurement, Functional Area: Suppliers, and Task: Configure Supplier Registration and Profile Change Request.

Supplier Registration

You can configure the supplier registration process based on the expected supplier business relationship of a supplier.

You can define two separate registration flows based on the intended business relationship.

- Spend Authorized Supplier requests: Companies already identified for a procurement need are directed by the buying organization to the spend authorized registration flow. The flow captures more rigorous profile information needed before agreements, orders, and invoices can be transacted. For example, a spend authorized company registering can be required to provide bank account information.
- Prospective Supplier requests: Unknown companies are presented with the prospective supplier flow. They must only provide minimal profile information to participate in the sourcing and supplier qualification activities.

Possible profile components that you can include during a registration flow include:

- Organization Details: Basic supplier information including the supplier name.
- Contacts: Supplier contact information.
- Contact User Account: User accounts control privileges for Oracle Supplier Portal contacts.
- Addresses: Company addresses including associated contacts.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Qualifications Questionnaire: Additional questions for suppliers.

When you configure the two supplier registration flows you identify which profile attributes the supplier sees. Also you can specify whether the supplier must enter a value for the attribute.

- Enabled: The attribute is displayed to the supplier, but the supplier isn't required to enter information.
- Required: The supplier must supply information for this attribute.

Note: Your supplier registration configuration applies to suppliers from all registration sources.

Default Business Relationship for Registration Sources

A supplier registration can come from one of the following three sources:

- Internal Sourcing Invitation: Internal users can register and add a supplier as part of negotiation creation.
- Internal Supplier Request: Internal Supplier Request can be raised by registering from the Suppliers work area or by requesting a new supplier from the Self Service Procurement work area.
- External request from the supplier when self-registering using your organization's external supplier registration website.

In the **Default Business Relationship for Registration Sources** region, you identify the default business relationship for each registration flow. The default business relationship determines what profile information is included as configured for the registration page.

Require Supplier Identifier

Use this option to configure if requesters must provide at least one of these attribute values: D-U-N-S Number, Taxpayer ID, or Tax Registration Number. You can configure this for all the supplier registration sources including external supplier request, internal supplier request, self-service request, and sourcing invitation.

The setup for registration options includes the Default Business Relationship and Require Supplier Identifier.

Require Attachments

You can configure to enforce suppliers, who register through the self-service registration option, to upload company details or bank account related attachments.

For company details attachments, you can configure this option for prospective supplier registration requests, spend authorized registration requests, or both. Use this option to ensure that suppliers submit the required documents that you want from them, like W9, address proof, quality certificates, and so on.

For bank account attachments, you can configure this option for both the prospective and spend authorized business relationships in the next-generation self-service supplier registration. Use this option to ensure that suppliers submit the required documents to validate their bank accounts like canceled bank account cheque, bank letter, and so on.

Post Approval Options

Once a new supplier's registration is approved, or its status promoted to spend authorized, the application automatically creates site assignments for any new sites defined for that supplier. However, you can retain control over how the supplier's site assignments are created by deselecting the check box Autocreate site assignments for spend authorized suppliers. If you deselect this check box, site assignments for a supplier are no longer created automatically. You must create them manually.

Registration URL Encryption

When a prospective supplier saves the registration for later completion, the application sends an email to the prospective supplier containing the registration URL. The URL contains an identifier which is encrypted using an encryption key. This prevents users from altering the URL to view registrations submitted by other companies.

If you suspected that registrations have been tampered with, you can regenerate the encryption key. The encryption key is regenerated for the registration URLs used for spend authorization, saved for later, and returned for resubmission. However, if you regenerate the encryption key, the registration request URL for spend authorization business relationship available through the setup page Configure Procurement Business Function changes and therefore old and saved URLs won't work. Also, registrations that were saved for later or returned for resubmission will no longer be accessible to potential suppliers.

If the next-generation self-service supplier registration is opted in, the regeneration of encryption key will change both the registration request URLs, for prospective and spend authorization business relationships, available through the setup page Configure Procurement Business Function. With the new URLs, requesters can still complete and submit their pending registration requests by using their emails.

Supplier Registration URLs

You use different supplier registration URLs for each business relationship type (prospective and spend authorized). Your suppliers can then use the appropriate URL to register with your company. Each URL contains a parameter for the business relationship type that navigates your supplier to a registration page.

You can set the registration URL for each business relationship type on the **Configure Procurement Business Function** page. You can set URLs for both prospective supplier registration and spend authorized registration.

Supplier Profile Change Request

Use the **Supplier Profile Change Request** tab to configure the approval requirement settings for changes to supplier profile attributes through a change request and the bank account attachments required option.

The approval requirement settings apply to supplier-initiated profile change requests and to change requests resulting from Oracle Supplier Qualification or Oracle Sourcing questionnaires.

The values you set here apply to supplier profile change requests from the sources:

- Suppliers
- Supplier Qualification
- Supplier Negotiation

Supplier profiles can also be changed by internal users. Updates to bank account, organization details, income tax, and address updates by internal users are submitted to an approval process. See Internal Supplier Profile Change Request Approvals.

The Configure Supplier Registration and Profile Change Requests task doesn't configure supplier profile changes made by internal users.

You can specify approval requirements for prospective and spend authorized suppliers for these entities:

- Organization Details: Basic supplier information including the supplier name and supplier profile level descriptive flexfields.
- Contacts: Supplier contact information including supplier contact descriptive flexfields.
- Contact User Account: User accounts that control account privileges for supplier contacts to use Supplier Portal.
- Addresses: Company addresses including associated contacts including supplier address descriptive flexfields.
- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.
- Bank Accounts: Supplier banking information.
- Payment Methods The method used to pay the supplier.
- Products and Services: Identifies what categories of products and services are provided by the supplier.
- Tax Identifiers: Tax organization, tax country, and taxpayer ID to identify the supplier for tax purposes.
- Site Details: Site information such as the address and site purpose (spend authorized suppliers only).

For each profile attribute, you can specify:

- No Approval Required: Change request is approved.
- Approval Required: Change request is routed for approval.

Configuration of the Site Details attribute for prospective suppliers isn't available.

Require Attachments

You can configure to enforce users to upload bank account related attachments for the bank account change requests. This option will enforce an attachment whenever a new bank account is created or when any of these bank account attributes are modified: country, account number, bank, branch, IBAN and currency.

You can configure this option for both the internal and supplier initiated profile change requests.

Use this option to ensure that users submit the required documents like canceled bank account cheque, bank letter, and so on to verify the bank account change request.

Related Topics

- Supplier Products and Services Categories
- Supplier Registration Approval
- How You Configure Internal Changes on Supplier Profile Approvals
- Review Internal Profile Changes
- Supplier Registration Process

Set Up Supplier Registration Approvals

These preconfigured components facilitate the supplier registration approvals setup:

- Registration Approvals task
- Stages
- Participants
- Seeded approval policy

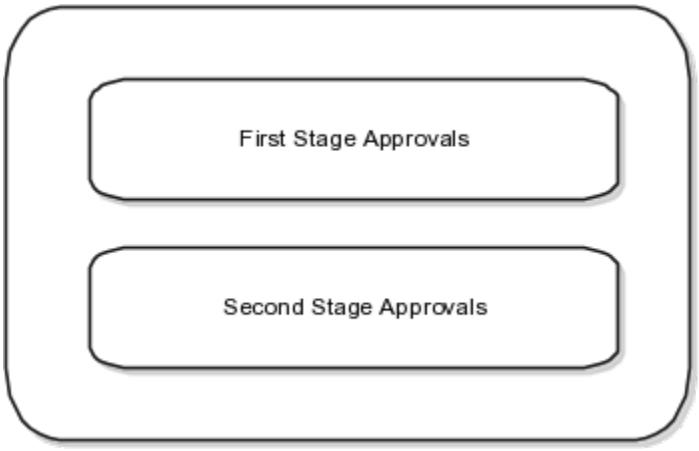
To access the supplier registration approvals tasks, in the **Setup and Maintenance** work area, go to the following:

- Offering: Procurement
- Functional Area: Approval Management

Use the Task: Manage Supplier Registration Approvals to configure approval routing rules for registrations submitted by external users of companies interested in becoming a supplier.

Use the Task: Manage Internal Supplier Registration Approvals to configure approval routing rules for registrations submitted by internal users on the company's behalf.

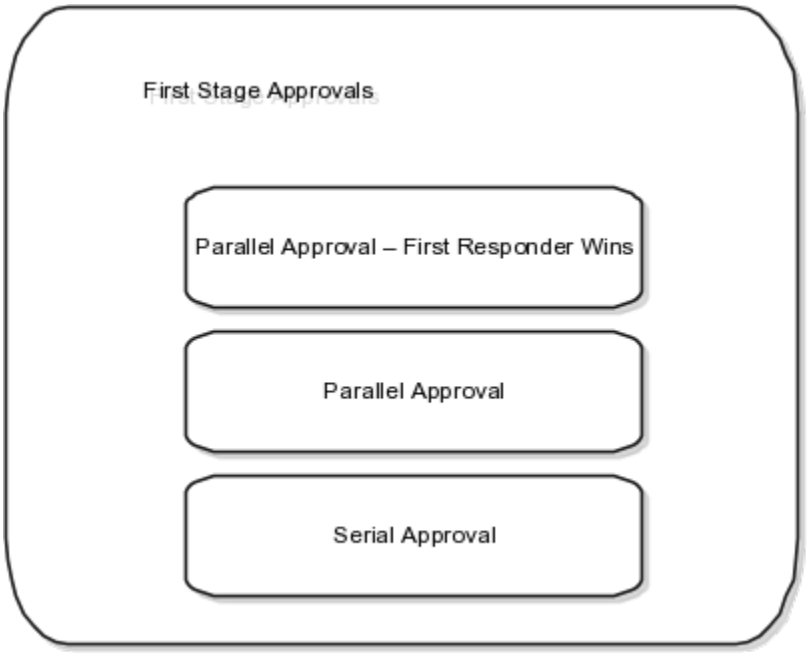
This figure shows the seeded supplier registration approval stages that are executed in Oracle Supplier Portal.



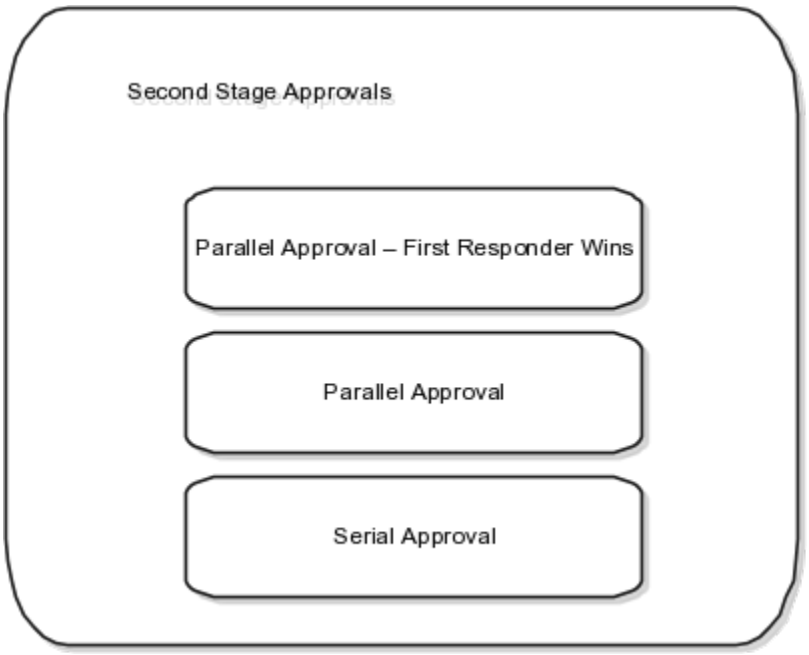
Approval rules configured in the seeded stages are executed in the following sequence:

1. First stage approvals
2. Second stage approvals (Only executed after all first stage approvals are completed.)

This figure shows the first stage approvals.



This figure shows the second stage approvals that are executed after all first stage approvals are completed.



Approval Stages

Approvals to review supplier registration requests happen in a flexible two-stage process.

Within each stage, there are three seeded rule-based participants. You can pick a routing type (Supervisory, Position, Job Level, Single User, and User-Defined Approval Groups) to configure the list of approvers entitled to receive the document for approval.

You do not need to use all of the seeded stages and participants. You can disable unused participants by selecting the unused participant on the Manage Approvals Task page and clicking the **Disable** button.

Disabled Rules or Participants will not be evaluated. For example, if the participant is already disabled, then no rules within that participant will be evaluated. The same applies for disabled rules.

First Stage Approvals

Based on your supplier registration approval requirements, choose which seeded participants should have approval rules configured since each participant has a different approval routing behavior.

The three seeded participants are:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- Serial Approval

  Approvals are routed in serial. The approval is completed sequentially from approver to approver.

Second Stage Approvals

Seeded participants are similar to those in the first stage with similar routing properties:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.
- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.
- Serial Approval

  Approvals are routed in Serial. The approval is completed sequentially from approver to approver.

Seeded Approval Policy

The following approval rules are seeded.

Approval rules are seeded in the first stage participant: Parallel Approval First Responder Wins. You can modify or delete the seeded rules.

- If supplier registration has business relationship of Prospective, then route to supplier administrator.
- If supplier registration has business relationship of Spend Authorized, then route to supplier managers.

Supplier Managers are derived from the users defined in procurement agents. All procurement agents with Manage Suppliers function for the BU that the registration was created will receive the approval notification.

Even if new rules aren't configured, the seeded rule will execute unless it is deleted.

Note: You can, at any point of time, modify or delete the seeded rule.

Supplier Registration Descriptive Flexfields

Supplier registration descriptive flexfields allow you to capture additional attributes at the time of supplier registration.

Descriptive flexfield values that are provided during registration are saved in the supplier profile when the registration request is approved.

The Oracle Fusion Cloud Procurement Administrator can configure additional fields to be visible (in both the external and internal registration flows) in the following pages:

1. Supplier registration pages:
    - Company Details
    - Contacts
    - Addresses
    - Review (External Registration only)
2. Registration approval request notification
3. Edit Supplier Registration

After defining and enabling descriptive flexfields, an Additional Information region is displayed on the page containing the new fields. You can move the new fields out of the Additional Information region and place them with other fields on the page using standard page configuration tools.

Details of the descriptive flexfield attributes and their corresponding types:

The following table shows the supplier registration entity where descriptive flexfields are available for setup, the name of the flexfield to configure, and the page or region name in which the flexfield would be placed.

Registration Entity	Descriptive Flexfield Name to Configure	Page or Region Name
Registration Header	POZ_SUPPLIERS	Company Details
Contact	HZ_PERSON_PROFILES	Create Contact window and Edit Contact window
Address	HZ_PARTY_SITE	Create Address window and Edit Address window

Related Topics

- Options to Configure Supplier Registration
- Overview of Descriptive Flexfields
- Considerations for Managing Descriptive Flexfields
- Supplier Registration Process

Configure Descriptive Flexfields to Use the Next Generation User Experience for Supplier Self-Service Registration

If you've configured the descriptive flexfields of type list of values and you need to use them in the next generation self-service supplier registration, you need to make additional setup changes.

These changes are required to allow anonymous users access to their value sets:

1. In the Setup and Maintenance work area, use the Manage Profile Options setup task to create this profile option under the Oracle Supplier Model. application: ORACLE.APPS.FND.APPLCORE.FLEX.DEPLOY.ANONYMOUSRESTSUPPORT. This profile option must be enabled and updatable at site level.
2. In the Setup and Maintenance work area, use the Manage Administrator Profile Values setup task to create a profile value Y for the preceding mentioned profile option at site profile level.
3. In the Setup and Maintenance work area, use the Manage Supplier Registration Descriptive Flexfields setup task to edit the Supplier Profile descriptive flexfields.
4. Edit the descriptive flexfield of type list of value and click the **View Value Set** button to edit the value set.
    a. On the Edit Value Set: {Value_Set}, click the **Security enabled** option, save and then click the **Edit Data Security** option.
    b. On the Edit Data Security page, open the Policy tab and click to add a policy.
    c. Provide general information, name and start date, and then search and add these roles under fscm application:
        i. ORA_FND_ANONYMOUS_USER_ABSTRACT
        ii. ORA_POZ_SUPPLIER_PROFILE_MANAGEMENT_DUTY
    d. On the Rule tab, for both the roles, select All Values for Row Set.
    e. Click **Save and Close**.
5. Deploy the Descriptive Flexfields after completing all the changes.
6. If you use contacts or addresses descriptive flexfields that are list of values, repeat steps 3-5 using the Manage Trading Community Person Descriptive Flexfields and Manage Trading Community Organization Site Descriptive Flexfields setup tasks.
7. If you use context sensitive descriptive flexfields with list of values type, follow these steps to allow anonymous users to access the value set:
    a. In the Setup and Maintenance work area, use the Manage Value Sets setup task and repeat steps 4.1-4.5 for these value sets:
        - ORA_POZ_SUPPLIERS_CONTEXT_DFF_VS
        - ORA_POZ_CONTACTS_CONTEXT_DFF_VS
        - ORA_POZ_ADDRESSES_CONTEXT_DFF_VS
    b. In the Setup and Maintenance work area, use the Manage Supplier Registration Descriptive Flexfields, Manage Trading Community Person Descriptive Flexfields, and Manage Trading Community Organization Site Descriptive Flexfields setup tasks for company details, contacts or addresses descriptive flexfields respectively to add the preceding mentioned value sets on the context you have defined.

How You Register New Suppliers

Supplier user registration requests are created in different ways. For example, suppliers can submit user registration requests directly from your external registration websites. You can create supplier user requests by creating contacts during the process of creating a new supplier.

You can submit requests to create new suppliers and contacts from Oracle Sourcing.

Roles Available for Provisioning by Registration Request Source

On the **Manage Supplier User Role Usages** page, you can see all the roles available for provisioning to supplier users. Each role has a column named **Default for Sourcing**. If you select a role in this column, the role will be available for provisioning to requests for supplier users that originate from Sourcing. Job roles you select in the **Default for Supplier Portal** column are available for provisioning to requests that originate from any other source, such as internally when creating a new supplier definition, or externally when a supplier completes a registration form using one of your company's external registration web sites.

Note that you're specifying the set of roles that appears by default when you later create a user account for a supplier. This simplifies the process for creating user accounts, because you can easily see the roles typically used to create user accounts and choose the roles appropriate to the user account you're creating. However, you're not restricted to only the roles identified here. You can still grant a role to a new user even if the role isn't available from the **Manage Supplier User Role Usages** page.

Supplier Products and Services Categories

Products and services categories can be captured as part of supplier profile which can be used to identify suppliers to invite to sourcing negotiations. The categories are presented in a tree-based products and services category hierarchy.

The hierarchy is available for use in flows where supplier profile information is captured, including; supplier registration, internal supplier registration, supplier registration approval, and the supplier master where profiles are maintained by internal supplier administrators.

You can define and maintain the hierarchy in the Setup and maintenance work area, use the **Manage Supplier Products and Services Category Hierarchy** task in the **Procurement** offering and **Suppliers** functional area. The buying organization may, at times, decide to reorganize categories exposed to suppliers for selection due to internal reorganization or changes in the business.

Products and Services Categories

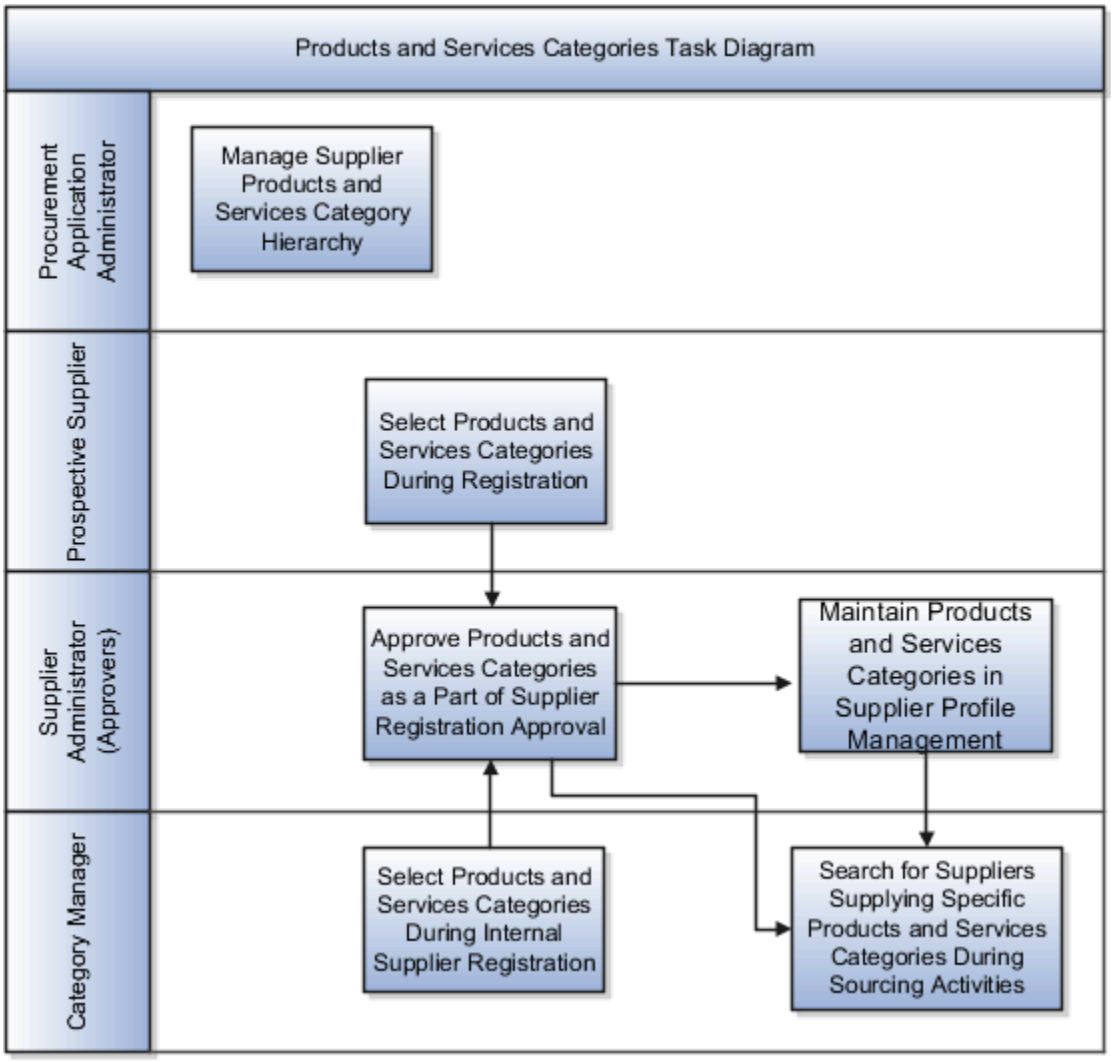
The buying organization can collect information about the products and services categories supplied by the company on the registration flow by enabling Products and Services using the Configure Supplier Registration flow. Prospective suppliers can select the categories they are capable of supplying during the registration flow. If the category manager is registering a company while creating or editing a negotiation, they can also select the applicable categories on the registration.

Once the registration is submitted, it goes through an approval process in the buying organization. If the registration is approved, the Products and Services Categories is maintained by the Supplier Administrators as a part of their supplier profile maintenance task. Supplier users are able to review their Products and Services Categories in Oracle Supplier Portal as part of their supplier profile information.

The following roles perform Products and Services Categories tasks:

- Procurement Application Administrator: Manage Supplier Products and Services Category hierarchy
- Prospective Supplier: Select Products and Services Categories during registration
- Supplier Administrator (Approvers): Approve Products and Services Categories as part of supplier registration approval, maintain Products and Services Categories in supplier profile management
- Category Manager: Select Products and Services Categories during internal supplier registration.

The figure illustrates the tasks that use the Supplier Products and Services Categories and the roles that perform the tasks.



Searching on Products and Services

You can search for suppliers by the products and services they provide. You can identify the products and services provided when defining supplier profiles. This information enables you to obtain a list of suppliers that provide a particular product or service.

To search by products and services:

1. On the **Manage Suppliers** page, click **Advanced**.
2. When the page displays again, in the **Advanced** section, click the search icon for the **Products and Services** search field.
3. On the **Search and Select: Products and Services** page, enter a full or partial initial value in the **Category Name** or **Description** search fields.
4. Click **Search**.
5. From the search results, highlight the category you want to search by and click **OK**.
6. When you return to the **Manage Suppliers** page, the category name appears in the **Products and Services** search field.
7. Click **Search**
8. The search results page shows all suppliers that provide the product or service.

Related Topics

- Supplier Registration Process

How You Manage Certifying Agencies

Managing certifying agencies setup enables the buying organization to manage the authorized organizations that issue business classification certifications. Certifying agencies are maintained and associated with the applicable classifications that can be selected when creating a classification for a supplier.

End dates can be set when the agency is no longer valid, to prevent it from being used on new classification records. The procurement application administrator can access this setup through the Manage Certifying Agencies in Oracle Fusion Setup Manager setup task.

Configure the New Supplier Notification

When suppliers are registered as or promoted to spend authorized status, the application sends an email notification to all the supplier contacts with a valid email address. Use the Setup and Maintenance work area to enable this functionality.

You can define the content of this email to include important information for the supplier. Also, you can include country-specific attachments as well as general attachments to the email notification.

An automated email notification is sent to suppliers at the moment they're approved as spend authorized. This notification is triggered when a prospective supplier is promoted or when a spend authorization request for the supplier is approved. You can define the email notification content.

After you've configured and enabled the notification builder, it reduces any manual intervention required to communicate various business related policies to the supplier when they're approved for spend.

How You Define Notification Content

You can enter text for the subject and the body content of the email notification. After you enable the notification, the subject and body content fields become required fields. Rich text support for the email body content lets you to flexibly format and display the content, for example, by highlighting important information, such as links to important websites.

How You Add Attachments

You can also upload documents which are added as attachments to the notification. Such attachments could include, for example, a welcome letter or policy explanations. In the Notification Documents table, there's a predefined entry labeled Global. You can use this category to contain documents that are sent to suppliers that don't have either a Taxpayer Country value or a Tax Registration Country value defined in the supplier definition. When determining the destination for the notification, the application checks first if the supplier has a Taxpayer Country defined, and if so, the notification is sent to that location. If there's no Taxpayer Country defined, the application uses the value for Tax Registration Country as the location. If the supplier definition has no value for either Taxpayer Country or Tax Registration Country, it attaches any documents defined as global in the Notification Documents table.

Configure the Notification Generator

Use Setup and Maintenance to configure the notification generator. You must have the Oracle Fusion Cloud Procurement Application Administrator related privileges to configure the generator.

1. In the **Setup and Maintenance** work area, go to the Configure New Supplier Notification task:
    - Offering: Procurement
    - Functional Area: Suppliers
    - Task: Configure New Supplier Notification
2. Click the link for the **Configure New Supplier Notification** task.
3. On the **Configure New Supplier Notification** page, in the **Notification Content** section, you can enter the text for the
    - Subject line text
    - Body text
4. In the **Notification Documents** section, you can add attachments. Attachments can be global or country-specific. Global attachments are added to all notifications. Country-specific attachments are added depending on the Supplier location.
5. When you're finished entering text and uploading attachment documents, select the **Enable notification** option.
6. Click **Save and Close**.

Oracle Supplier Qualification Rule Sets

Oracle Fusion Cloud Procurement provides a functionality that you can use to solicit information from your suppliers at various points in the supplier's life cycle. You control the content and timing of the questionnaire by defining rule sets.

A rule set consists of one or more qualification areas. The questions defined to these qualification areas are used to generate a questionnaire and send it to a supplier. After the supplier receives and answers the questionnaire, you can use the supplier's response information to update the supplier profile information. You can:

- Use existing qualification areas.
- Create qualification areas in Oracle Supplier Qualification and then use them in your rule set.

  If you have to create a qualification area, note that:
    - The questions must be at the supplier level.

- The questions are active.

You can specify a sourcing qualification model for a particular procurement BU to assess a supplier's eligibility to participate in sourcing negotiations.

When one of the triggering events occurs for which you have defined a rule set, the application creates a questionnaire consisting of the qualification areas that you identified in your rule set. The supplier responds to the supplier questionnaire In external registrations and you respond to the internal questionnaire in the internal registrations. When you receive the response, you use the supplier's basic registration information and questionnaire responses to evaluate the supplier information with regards to the triggering event.

When a supplier is approved as a prospective or spend authorized supplier, the responses are stored in the Supplier Qualification Response Repository. Once the supplier's responses are in the Response Repository, you can use those responses to create qualifications for the supplier.

Consider these when you use questionnaires in internal supplier registration:

- Rule Set:
  - Qualification areas or sourcing model intended for the user initiating the internal registration flow should be listed on the rule set's registration rules.
  - Qualification areas or sourcing model intended for the internal responder specified on the rule set should be listed on the rule set's registration approval rules.
  - Qualification areas or sourcing model intended for the supplier contact can be listed either on the rule set's registration rules or the registration approval rules.
- Internal questionnaire from the registration rules will be displayed as part of the internal registration flow, to be responded by the user initiating the registration flow.
- When there are any required supplier questions from the registration rules, a supplier questionnaire will sent out to collect the response after the supplier is registered.
- When there are any required internal questions from the registration rules, with no response during the registration, an internal questionnaire will sent out to the internal responder specified on the rule set to collect the response, after the supplier is registered.
- When a qualification area is identified in both the registration and registration approval rules, and additionally in supplier promotion rules (in the case of spend authorized registration)
  - When a qualification area is in either the registration, registration approval rules, or supplier promotion rules, or combination thereof, AND also is part of the sourcing model. The qualification area will be part of the assessment.

Consider these when you use questionnaires in both internal supplier registration and external supplier registration:

- The latest active qualification areas or sourcing model will be used every time the rule set is being evaluated, at registration, registration approval, and supplier promotion times.
- When there are supplier questions and internal questions from the registration approval rules, a supplier questionnaire will be sent out to the supplier contact and an internal questionnaire will sent out to the internal responder on the rule set to collect the response, after the supplier is registered.

When a qualification area is identified in multiple rules, only 1 set of questionnaires will be sent out (supplier questionnaires and internal questionnaires, or both), if needed, and only 1 qualification will be created.

Spend Authorization Requests

Suppliers that participate in sourcing negotiations and qualifications but are not yet allowed to participate in procurement transactions involving financial spend, are known as prospective suppliers.

When a prospective supplier is identified for a procurement need, a request is raised to promote the supplier to spend authorized.

A spend authorized request for a supplier can be created in one of the following ways:

- User requests the supplier to be promoted to spend authorized manually on the supplier record by using the promote to spend authorized button from the Edit Supplier page.
- Initial creation of supplier with the business relationship of spend authorized. The supplier must first be approved through the supplier registration process before the request for spend authorization is sent for approval.
- Negotiation is awarded to a prospective supplier, a spend authorization request is automatically created.

Approvers can approve, reject, or reassign the spend authorization requests. Rejected requests can be resubmitted for approval.

Resubmit Pending Request for Approval

You can resubmit a request for approval using the Resubmit Request action from the View Spend Authorization Request page, which can be accessed either through the Supplier Spend Authorization Requests table on the Overview page or from the spend authorization review status link on supplier profile. After you resubmit, the current request is rejected and another request is immediately sent for approval from start. You must have the privilege to resubmit spend authorization requests. This action is secured through the privilege Resubmit Supplier Spend Authorization Request and you can only resubmit requests that are in pending approval status.

When you resubmit a pending request, you can include a reason, which will be available as additional information in the approval history. Even though the current request is being rejected, this activity will not affect the Negotiation Award flow (if the request has come from negotiation award) as a new request is immediately created and submitted for approval.

Related Topics

- Oracle Supplier Model

How can I submit a supplier for spend authorization that was previously rejected?

From the Edit Suppliers page, you can resubmit the request by clicking the Submit for Spend Authorization Review button.

How can I restart approval process for a registration request that is pending approval?

If for any reason a request must be resubmitted for approval, you can use the Resubmit Request action, which will resubmit the current request for approval from the start.

You can restart the approval process on the View Supplier Registration Request page, which can be accessed from the Manage Supplier Registration Requests page.

You must have the privilege to resubmit registration requests. This action is secured through the privilege Resubmit Supplier Registration Request and you can only resubmit requests that are in pending approval status.

When you resubmit a pending request, you can include a reason, which will be available as additional information in the approval history.

Update Suppliers

How You Update Supplier Profile Entities

You can make mass updates to suppliers through a file-based upload, using the supplier import template.

Mass Updating Supplier Profile Entities

The Action column in the supplier import template can be used to create, update, or delete records.

You can use the update action to:

- Create and update supplier attributes.
- Deactivate or reactivate suppliers.
- Update existing records with a new column for each functional key by appending _NEW to the column name. The existing CSV loader file is updated with the new column.

Updates can be viewed on a report, with the new column indicating the import action of the record.

Related Topics

- Create Suppliers with the Import Suppliers Process

Purge Supplier Interface Records

From the suppliers work area, you can purge records from the supplier interface tables.

Purge Supplier Interface Records Action

Access Purge Supplier Interface Records from **Procurement** > **Suppliers work area** > **Import Suppliers** > **Actions menu**. You can purge all supplier records or purge records in a particular status, for example, Processed, New, or Rejected. The default value for this process is All

Purging supplier records is a permanent action. Exercise caution when running the purge program.

After a purge, a report is generated lists the count of records successfully purged. If the purge process fails, all records previously purged during the job will be restored. In this case, you must rerun the process for all records.

Interface tables supported for supplier purge are:

- POZ_SUPPLIERS_INT
- POZ_SUP_ADDRESSES_INT
- POZ_SUPPLIER_SITES_INT
- POZ_SITE_ASSIGNMENTS_INT
- POZ_SUP_CONTACTS_INT
- POZ_SUP_CONTACT_ADDRESSES_INT
- POZ_SUP_BUS_CLASS_INT
- POZ_SUP_PROD_SERV_INT

Configure Taxpayer ID Sharing Across Suppliers

Suppliers in the same parent child hierarchy can share taxpayer IDs.

Enable Taxpayer ID Sharing

To enable taxpayer ID sharing across suppliers:

1. In the Navigator, go to the **Setup and Maintenance** work area.
2. From the Actions menu, select **Go to Offerings**.
3. Select the Procurement offering.
4. Click **New Features**.
5. Click the **Opt In** button for Allow Taxpayer ID Sharing Across Suppliers.
6. Select the **Enable** check box for Allow Taxpayer ID Sharing Across Suppliers.

Related Topics

- Configure Offerings
- Supplier Taxpayer ID Sharing

Supplier Import

Create Suppliers with the Import Suppliers Process

Supplier Import processes are programs that you can use to import new supplier records from external systems and to update and delete existing supplier records.

These programs are used to import supplier information:

- Import Suppliers
- Import Supplier Addresses
- Import Supplier Sites (includes third-party payment relationships)
- Import Supplier Site Assignments
- Import Supplier Contacts (includes user accounts and contact addresses import)
- Import Supplier Business Classifications
- Import Supplier Products and Services Categories
- Import Supplier Attachments
- Purge Supplier Interface Records

How the Import Process Works

The Supplier Import process is run by either the Supplier Administrator or the Supplier Manager.

You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process. Both are part of the External Data Integration Services for the Oracle Cloud feature.

Obtain FBDI templates from the File-Based Data Import for Oracle Fusion Cloud Procurement guide from the links found in the File-Based Data Imports section.

The process for supplier import is as follows:

1. Data must first be inserted into the existing Open Interface Tables:
    - POZ_SUPPLIERS_INT
    - POZ_SUP_ADDRESSES_INT
    - POZ_SUPPLIER_SITES_INT
    - POZ_SITE_ASSIGNMENTS_INT
    - POZ_SUP_CONTACTS_INT

- POZ_SUP_CONTACT_ADDRESSES_INT
- POZ_SUP_BUS_CLASS_INT
- POZ_SUP_PROD_SERV_INT
- POZ_SUP_ATTACHMENTS_INT
- POZ_SUP_THIRDPARTY_INT

Note: For more information about tables, see the Tables and Views for Oracle Fusion Cloud Procurement guide. To obtain the templates to use, see File-Based Data Import for Oracle Fusion Cloud Procurement. Use the instructions contained in the template to complete the template. The fields used vary from one type of template to another, but all templates begin with these fields:

- Batch ID - Enter a value in the Batch ID field to group certain entries together. When you perform the upload, you can choose to process only the entries with a certain batch ID value. This lets you maintain a single upload file and selectively choose subgroups of entries to be processed from it, without having to process the entire file.

  For example, for a supplier address upload file, you might use a batch ID value for the state. When you process the upload file, you can choose to process only the records for the state of California.
- Import Action - Use Create to add a new entity, such as a new site assignment or a new address. Use Update to modify an existing entity.

2. Once the data is inserted, the following concurrent processes must be run to import the supplier profile data in Oracle Suppliers:

   - Import Suppliers
   - Import Supplier Addresses
   - Import Supplier Sites
   - Import Supplier Site Assignments
   - Import Supplier Contacts
   - Import Supplier Business Classifications
   - Import Supplier Products and Services Categories
   - Import Supplier Attachments

   These import processes are executed by the Enterprise Scheduler Service (ESS), which manages all concurrent processes. You can monitor the status of each process and provides access to output reports.

   Supplier import processes contain the following parameters:

   - Import Options: Options include All, New, and Rejected. Import Options are used to determine if the import process should attempt to import new, rejected, or all rows from the respective open interface tables.
   - Report Exceptions Only: Values are Yes or No. Used to determine if the Import Process Reports prints success and rejected information, or just the rejected information.

3. When the processes are complete, a .pdf report is generated detailing the status of the records that were imported. If a record couldn't be imported, then the status is set to Rejected. The reason for the rejection is provided.

   Upload line level errors are applicable only to a line and don't affect the loader's capability to read and process the remainder of the lines in the upload file. Upload line errors can be caused by an invalid UOM for a line, or an incorrect data type specified for a line attribute. Line level errors are displayed in the line errors region or parsing errors region on the upload errors page. Line level errors can be exported to a spreadsheet for review.

   Upload file-level errors are detected at the start of processing. The loader is halted and no file lines are processed. Upload file-level errors can be caused by invalid XML or cXML files, required sections missing from a TXT file, or sections out of order in a TXT file. The upload errors page displays the file level error. The line or parsing errors region isn't displayed.

   The error threshold parameter sets the maximum number of errors allowed on upload lines before termination of upload file processing. You can export the items table to perform an error analysis.

   Note:
   - The supplier import processes are used to create new entities, and to update or delete existing supplier profile data. Creation can be done only with attachments. Deletion can be done only with contact addresses, business classifications, and products and service categories.
   - Supplier import supports supplier numbering of characters that aren't numeric to allow supplier records from legacy systems to retain their unique identifier.
   - Update supports updating the functional key attributes. The columns ending with _NEW are specifically earmarked for updates. Use this only if the underlying functional key attributes must be updated. To update functional keys, the new value should be provided in the _NEW column.

Consider the following when using supplier import:

Import Suppliers

Both prospective or spend authorized suppliers can be imported. Sites and site assignments can't be imported for prospective suppliers.

Business relationship of the supplier can't be updated through import.

Import Supplier Sites and Third-Party Payment Relationships

Supplier Sites are imported for a specific procurement BU, which is specified on the site import record. Additionally, an existing supplier address reference must be defined as part of the site import record.

After a site is created and associated with an address, the association can't be changed. For this reason, including a value for Address Name when updating an existing supplier site triggers an error. The Address Name field maps to PARTY_SITE_NAME, which is the field named in the error.

Use the Supplier Sites Import process to load third-party payment relationships from an external system. Before you import supplier site third-party payment relationship data, review the recommendations in the supplier site import template, Instructions and CSV Generation worksheet.

There are two separate worksheets available for importing supplier sites and third-party payment relationships on the supplier site import template.

Import Site Assignments

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

Import Supplier Contacts, Contact Addresses, and User Accounts

You can provide addresses associated with a contact for all sites using that address.

> **Note:** Two separate worksheets are available for contacts and contact addresses on the import upload template for supplier contacts.

The import process checks for duplicate contacts. Provide distinguishing email addresses for imported supplier contacts with the same last name as existing supplier contacts.

Use the User Account Action column to specify the action to create or update a user account. Create a user account by using the default roles for the Supplier Portal work area, the Sourcing work area, or specifying individual roles. Update a user account by adding or removing specific roles, or inactivating the user account. Use the Role 1 to Role 10 columns to specify specific roles based on the user account action.

Here are things you can do after you run the supplier contact import process:

If you need to find out the user accounts that are created or updated successfully, you can create a report for that. Go to the Reports and Analytics work area, use attributes in Supplier - Supplier Real Time subject area to report on user account details.

When a user account action is specified for any imported supplier contact, the Send Pending LDAP Requests process is launched automatically to complete the user account action. If the user accounts aren't created or updated successfully, you can manually run the process using these steps:

1. From the **Tools** work area, click **Scheduled Processes**.
2. Click **Schedule New Processes** and search for **Send Pending LDAP Requests**.
3. For **Parameters**, choose **User Type** as **Party** and **Batch Size** as **A**, and then click **Submit**.

Import Business Classifications

New certifying agencies can be created and associated with relevant classifications through import. However, the Certifying Agency attribute option 'Other' isn't supported. Consider using the Create New Certifying Agency attribute as an alternative.

> **Note:**

Legacy data including both inactive and active data can be loaded for all the supplier entities

Import Supplier Attachments

You can import attachments for supplier profiles, supplier sites and supplier business classifications for existing suppliers. Different types and categories of attachments can be imported.

For File type attachments, you must add the file to a .zip file and upload the .zip to the Procurement Suppliers Oracle WebCenter Content account: /prc/supplier/import. Multiple files can be added to the same .zip file and can be organized within folders as needed. The template is designed to accept the path along with the file name. This tells the application in which folder of the .zip file the file is located. The Recommendations for Loading Supplier Attachments Data section in the Instructions and CSV Generation tab contains more information on importing attachments. Don't delete worksheets corresponding to levels of attachments that you don't intend to import. Delete only the sample data from these unused worksheets.

For including file attachments, consider these points:

- Limit the number of attachments in each .zip file to less than 300.
- Reduce the number of attachments in the .zip file even further if the .zip file size is more than 1.5GB. Use one or more zip files for each batch and use batch name as part of the zip file name for ease of data entry in the spread sheet.
- Do the import in multiple smaller batches instead of using a single big batch to expedite the import process.
- Make sure the zip filename matches the zip file uploaded in the WebCenter Content server.
- Make sure the File/Text/URL* column value in the spreadsheet has the full folder hierarchy of the attachment file inside the zip folder including subfolders if any.
- Consider this example, there's a zip file named: Policies.zip.
    - Subfolder: SupplierPolicies is a subfolder in the zip file
    - File Name: Terms.doc is the file inside the subfolder
    - Input for column File/Text/URL*: SupplierPolicies/Terms.doc
    - Input for column File Attachments .ZIP: Policies.zip
    - Some of the special characters are currently not supported for a filename:
    - < > * ? | ; " : / \\ % $ ( )

Other Things You Need to Know

When you populate FBDI templates

- Use **#NULL** wherever applicable to update an attribute value to blank. for example, use #NULL to remove Acme Corp. as the alternate name.

  Refer to comments added for every import column header in the FBDI import templates to find useful details such as attribute description, interface table column name, actions supported, and user interface navigation to identify acceptable values. Refer to the Instructions and CSV Generation worksheet for details on how CSV files should be generated and used to import records.
- Use the Batch ID attribute (displayed as a column name in the FBDI templates) and the corresponding parameter while submitting an import process, especially if you're importing a large number of import records. You can process import records in a single import file using multiple processes. When no value is provided for the Batch ID parameter, only import records that don't have a Batch ID specified will be processed.

- Import contact addresses for an existing contact without importing the contact, that is, it's perfectly acceptable to leave the POZ_SUP_CONTACTS worksheet empty and only populate the POZ_SUPP_CONTACT_ADDRESSES_INT worksheet in the Supplier Contacts Import template.

  OTBI subject area: Supplier Import - Supplier Real Time and related seeded reports can be leveraged to populate supplier import templates starting Release 11. The reports are in a format that resemble the templates and could be used to generate import data that's suitable to be copied over to the templates. For more details, see *Release 11 training: Supplier Reporting Enhancements.*
- When you import large number of suppliers, have a maximum of 25,000 records in a batch. If you have more than 25000 records, create multiple batches.

When you schedule the import processes

1. While scheduling an import process to import new records, select New as the import option. This ensures that the current import process doesn't attempt to validate existing interface table records that have already been processed and rejected previously.
2. Ensure that your parent entity exists in the supply base before importing the child entities. For example, ensure the supplier site exists before importing its site assignments.

After you import the records successfully

Empty the interface table of the supplier entity you have successfully imported by running the Purge Supplier Interface Records process immediately after the import. This ensures that interface tables are empty for your subsequent import and the new import process doesn't attempt to process older records which are no longer relevant. This process is available along with the other import processes.

Related Topics

- Overview of External Data Integration Services for Importing Data
- How You Update Supplier Profile Entities
- Purge Supplier Interface Records
- How You Use Supplier Import to Create a New Supplier from an Existing Party

Import Regional Information

You can import region specific information for suppliers and supplier sites.

1. To import supplier or supplier site regional information, in the GLOBAL_ATTRIBUTE_CATEGORY column provide the value for Regional Information lookup. In subsequent columns, for the GLOBAL_ATTRIBUTE1 - 20, GLOBAL_ATTRIBUTE_DATE1-10, GLOBAL_ATTRIBUTE_TIMESTAMP1-10, and GLOBAL_ATTRIBUTE_NUMBER1-10, provide the values of attributes dependent on the regional information attribute.

   To successfully import the record, for lookup type attributes, you must provide the necessary codes and not the display values.

   If you're using the FBDI template to import suppliers and in the SupplierImport FBDI template, the null values you've provided for the GLOBAL_ATTRIBUTE_CATEGORY and GLOBAL_ATTRIBUTE1 columns aren't applied, but the values provided in the Financials offering are applied. To resolve, in the Financials offering, deselect the Enable Checkbox for the U.S Federal Financials opt in. For more information, see *Enable U.S. Federal Financials*.

2. To get the necessary codes, in the Setup and Maintenance work area, go to the **Manage Descriptive Flexfields** task and search for the flexfield code JE_POZ_SUPPLIERS. Select to edit the DFF entity to get all the relevant details.

   For the regional information lookup, access the page Manage Contexts from the edit descriptive flexfield page for the descriptive flexfield entity JE_POZ_SUPPLIERS. For the dependent attribute codes, access the context sensitive segment for the respective context and find the value set that's used. From the value set, you can get the codes for these attribute lookup values.
3. Do the import.

Related Topics

- Import Regional Information

How You Use Supplier Import to Create a New Supplier from an Existing Party

You may want to use an existing supplier definition to create a new supplier relationship that is tied to an existing party entity.

This may be needed as a result of growing multiple relationships within the same business entity, for example, as a bank operating as a customer or a customer that also deals with a buying organization as a supplier. Such relationships are sometimes required by government policies when conducting international transactions.

You can create a business as a party entity, and then create multiple business relationships with that party. For example, when a business entity starts transacting with your organization as a customer, you create it as a new party in the application. Thereafter, if this same customer is added as a supplier, you can establish an additional supplier relationship with an existing non-supplier party. This way you can avoid duplicating the party information when a new relationship with the party is created. This helps reduce the data maintenance by avoiding record duplication. It also helps in consolidating tax reports by specifying a single tax identifier for all relationships. Once you establish a new supplier relationship for an existing party, it shows up as a supplier and is available for all supplier transactions.

You create this structure by using the supplier import process to create an additional relationship with an existing party.

How You Create a New Supplier from an Existing Party

A party is identified uniquely by its registry ID. Using a registry ID as a unique identifier for a party provides a simple way to associate any new business relationships to a single party.

The table below shows the column attributes and suggested values for the import template.

Column	Value
Action	Create
Supplier Name	The name for the supplier you want to create
Tax Organization Type	Tax organization type for the new supplier

Column	Value
Registry ID	The registry ID of the party you are creating as a supplier
Business Relationship	The type of relationship between your company and the new supplier. The relationship type controls which transactions you and the supplier can conduct. There are two choices: • Prospective supplier • Spend authorized

To create the new supplier, you use the supplier import template. When you submit an import process to create a new supplier relationship with an active party, the process checks that:

- The registry ID that you entered is valid and belongs to an active party.
- That party does not already have a supplier relationship.
- The supplier name that you entered in the template is an exact match with the party name for the registry ID you entered in the import process.

When the supplier import process completes successfully, the existing party is associated with the supplier relationship and is therefore available for transactions as a supplier. When you view the party as a supplier, you see the registry ID as part of the profile information. Also, shared attributes like D-U-N-S Number, contacts, and addresses are available from the existing party and displayed for the supplier.

Related Topics

- Create Suppliers with the Import Suppliers Process

How can I configure to validate tax registration number for supplier registration requests?

In the Setup and Maintenance work area, use the Manage Country Default Controls task:

Offering: Procurement

Functional Area: Transaction Tax

For the tax registration number, set the country specific format requirements like country and the registration number controls and default values, validation type and validation level.

How You Monitor Expiring or Expired Supplier Business Classification Certificates

Keeping supplier business classification information accurate and current is very important for the buying organization in terms of maintaining high quality supply base data.

There are a couple of ways that supplier administrators can monitor supplier business classification certificates that are expired or expiring soon.

- From Suppliers Overview page, there is a region called Supplier Business Classifications. There are two tabs in this region: Expiring and Expired. Under the Expiring tab, user can find business classification certificates that are expiring soon. User can filter the results using switcher Expiring and select values among Next 30/60/90 days. Under the Expired tab, user can find business classification certificates that are already expired. For either tab, user can click on supplier name to drill down to the profile details. User can find out the contact information for the supplier and follow up to update the certificate information.
- The buying organization can also schedule process to periodically review supplier business classification status and send out notification to supplier user about expiring or expired certificates. User can follow these steps:

1. From Setup and Maintenance work area, navigate to the Configure Supplier Notifications task.
2. Within **Expiring Business Classifications**, provide values for attributes: **Notify Prior to Expiration in Days** and **Reminder Frequency in Days**. For example, user enters 6 for Notify Prior to Expiration in Days and 2 for Reminder Frequency in Days. The application will notify suppliers with business classifications expiring 6 days prior to the certificate Expiration Date. Then it will also send out reminder notifications every 2 days until the certificate is expired. In this example, the reminder notifications will be sent on 4 days, 2 days before the expiration date.
3. From Navigator, go to **Tools** > **Scheduled Processes**, schedule the Supplier Business Classifications Notification process. You can schedule to run it periodically or immediately based on business needs. Its recommended to run this process daily.
4. After the successful completion of the process, notifications are sent out to supplier users. For expiring business classifications, system will use the settings defined on the Configure Supplier Notifications task to send out notifications and the supplier user who is the Administrative Contact will receive the notification. For expired business classification, both administrative contact user as well as the supplier contact entered as Provided By for the expired certificate will receive the notification.

Consider these:

- Business classification expiring notifications are sent for certificates that are in the current status. Business classification expired notifications are sent for certificates that are in Expired status. In both cases, the notification will not be sent if another certificate in Future Dated status exists with the same classification, sub-classification and agency combination.
- When a business classification certificate is expired, the business classification expired notification will be sent when the scheduled process is run. Afterwards, no further notification is sent for this expired certificate.

Related Topics

- Business Classifications
- Trigger Supplier Business Classifications Notification

Redwood Oracle Supplier Portal Home Page

On the home page, suppliers can directly navigate to the main page of each business object through the navigation cards.

They can also access other related tasks in the Additional Links section. The Suppliers News section allows you to broadcast important announcements to all suppliers, while the Notifications section provides a glimpse of unread messages with a count and one-click navigation to review all notifications.

Suppliers can access the following business objects using the navigation cards based on their function security from assigned job roles. Other business objects are planned for future updates. For the ones that are marked as Redwood, suppliers will navigate to the corresponding Redwood flows and not the classic flows (those with asterisk (*) requires feature or profile option enablement first).

- Supply Collaboration (Redwood)
- Vendor-Managed Inventory (Redwood)
- Consigned Inventory (Redwood)
- Kanban (Redwood)
- Negotiations (Redwood)
- Orders (Redwood*)
- Agreements Redwood*)
- Advance Shipment Notices (Redwood)
- Receipts and Returns (Redwood)
- Work Confirmations (Redwood)
- Invoices
- Payments
- Contracts (Redwood)
- Contract Deliverables
- Questionnaires and Qualifications (Redwood*)
- Company Profile (Redwood*)

Note this point to better manage the supplier portal Redwood experience:

- The Redwood Supplier Portal URL will be: **https://<host>/fscmUI/redwood/supplier-portal/home?fscmui_app_context=redwood_supplier_portal**. Communicate the new URL with your existing Supplier Portal users.

Related Topics

- Supplier User Account Administration
- Supplier Profile Change Requests

23 Sourcing Configuration

Negotiation Styles

Example of Negotiation Styles

Negotiation styles control the definition of your negotiation documents. Negotiation styles can specify the terminology used within the document and control which processing capabilities can be performed using the style.

For example, you can define a simple negotiation style and then use it to create very straightforward, streamlined negotiations. Alternately, you can create a negotiation style that takes advantage of many processing features. You can then use this style to create a complex negotiation. Using negotiation styles, you can also define default textual content for certain sections of a negotiation document.

In this example, Jan Martin is going to create a new negotiation style for use with RFQs. She allows alternate lines, multiple responses and response revision. She allows responses using a spreadsheet.

Create a Negotiation Style

1. In the **Setup and Maintenance** work area, Jan goes to the task: Manage Negotiation Styles:
    - Offering: Procurement
    - Functional Area: Sourcing
    - Task: Manage Negotiation Styles
2. From the Manage Negotiation Styles page, Jan clicks the add icon to create a new style.
3. Jan creates her new style using the Create Negotiation Style page. She calls the style Alternate Lines and Responses, and gives it a description of **Use this style with RFQs that need to allow suppliers to enter alternate response lines**.
4. She deselects the auction and RFI document types. This new style can only be used for an RFQ.
5. She leaves the default terminology values as they are since she doesn't need to change them.
6. In the Controls region, she selects which negotiation features are available using this style.
7. She allows suppliers to select the lines they reply to and to offer partial line quantities.
8. She allows suppliers to respond with alternative lines and to revise existing responses.
9. She allows suppliers to respond by spreadsheets using the **Requirements and Lines** and the **Lines only** spreadsheet options.

    The **Requirements and Lines** spreadsheet is a hierarchical spreadsheet with the two options rich style spreadsheet format and light weight spreadsheet format. The **Lines only** spreadsheet is a non-hierarchical linear lines format.
10. She enables the collaboration team and requirements features.
11. Now she is finished so she saves her new negotiation style.

Negotiation Styles

You can create multiple negotiation styles that control the creation of your negotiation documents. Negotiation styles can specify the terminology used within the document and control which processing capabilities can be performed using the style.

You can also create default content for certain sections of a negotiation document.

For example, you might create a slimmed down style that doesn't include Instructions

- Instructions
- Autoextend settings
- Staggered closing
- Cost factors
- Contract terms

For some Sourcing capabilities, you must create a negotiation style that supports the capability. For example, to use the following capabilities:

- Two stage RFQ
- Project tasks
- Alternate responses

Document Terminology

For each negotiation there is a pair of documents: negotiation document created by the category manager and a response document created by the supplier contact. Each of these documents has a label. Within the application, there are three types of negotiations: auction, RFI, or RFQ. Each type has its own document labels; however, you can change the labels used in the negotiation style.

The following table shows the predefined values for negotiation document and response document.

Negotiation Document	Supplier-side Response Document
Auction	Bid
RFI	Response
RFQ	Quote

When creating a negotiation style, you can create alternate labels for the category manager-side or supplier-side documents. Then any negotiation document created using that style replaces the default labels with the labels you created in the style. These replacements appear both in the online application and any printed versions of the document.

For example, you could use Tender or Offer for the supplier-side document, and you could use Solicitation for the buyer-side document.

Processing Capabilities and Defaults

In addition to specifying alternate document labels, you can select which processing capabilities are available using a negotiation style. By default, all capabilities are available. To create a style without that capability, simply deselect the capability when creating the style. The controls used with a negotiation style are the same controls used when creating a normal negotiation.

Note the following controls:

- If you want to create two stage RFQs using this style, you must click the Two state RFQ check box.
- If you want to use this style to associate a negotiation to Oracle Projects project plan information, click the Project tasks check box.
- If you want to allow the supplier to respond with different line information, click the Alternate response lines check box.

Related Topics

- Oracle Supplier Negotiations

Negotiation Style Contents

Negotiation styles control the definition of your negotiation documents. Negotiation styles can specify the terminology used within the document and control which processing capabilities can be performed using the style.

For example, you can define a simple negotiation style and then use it to create very straightforward, streamlined negotiations.Alternately, you can create a negotiation style that takes advantage of many processing features. You can then use this style to create a complex negotiation.

Using negotiation styles, you can define default textual content for use in a negotiation document. Also, you can identify which negotiation capabilities are available when using this negotiation style.

Header Information

You enter header information to describe your negotiation style.

The following table shows the header level fields used in negotiation styles.

Field	Meaning
Negotiation Style	Name of the negotiation style you're creating
Description	Optional text description of the style and its usage
Code	A unique alphanumeric code to identify the style.
Status	Availability of the style for use

Document Types

You can specify which document types category managers can create using this style. You can also change the terminology used to refer to different document types and related terms. For example, you might want to change the term **quote** to **offer** .

The following table shows the fields you can define for different document types.

Field	Meaning
Enable	If enable is checked, you can use this style when creating negotiations of that type.
Document Type	Type of negotiation
Negotiation Display Name	Current display name used for this type of negotiation
Response Document Type	Name of the response for this negotiation type
Response Display Name	The current display name for responses to this negotiation type
Edit Content	Icon that you can use to modify the negotiation display name and the response display name

How You Set Negotiation Controls

You can use a negotiation style to identify the negotiation features that are available using the style. You can enable or disable some controls, such as proxy bidding. Other controls are required, such as the negotiation close date. The negotiation controls that you can enable or disable are grouped according to the page they appear on. To enable a particular product feature for this negotiation style, select its check box.

Features include:

- Two-stage RFQ
- Integration with Oracle Fusion Project Management project plans.
- Abstracts.
- Team Scoring.
- Single document (Negotiation Document Format): Negotiation details attachment is available in a single PDF document.
- Lines in a separate spreadsheet (Negotiation Document Format): Negotiation details attachment will be a compressed file containing a PDF and negotiation lines CSV spreadsheet.
- Composite Scoring

You can use the seeded negotiation styles to understand how to conduct simple, standard, or two stage negotiations. These seeded negotiation styles can't be edited, but are available to create negotiations in the Negotiations work area. However, you can create a copy and then tailor the negotiation style to select the features needed for your business and turn off the rest. You can also inactivate the seeded styles. Once they're inactive, these seeded styles aren't available for category managers when creating negotiations.

Related Topics

- Oracle Supplier Negotiations
- Examples of Negotiation Controls
- Associate a Negotiation with an Oracle Fusion Project Management Project Plan
- How You Use a Two-Stage RFQ

Setup Tasks to Use Generative AI for Negotiation Cover Page

In the Setup and Maintenance work area, go to the Manage Negotiation Styles task.

- Offering: Procurement
- Functional area: Sourcing
- Task: Manage Negotiation Styles

On the Manage Negotiation Styles page, select and edit one of your existing negotiation styles, or create a new negotiation style. (You can't edit a predefined negotiation style.)

In the Controls section, under the Cover Page, select the **AI Assist** check box.

Related Topics

- Create Negotiation Requirements

Attribute Lists

Line Attribute Properties and Their Acceptable Values

Line attributes identify additional information about an item or service requested by the category manager. Use the following properties to describe your line attribute when defining it.

You use a line attribute's properties to control its behavior and how the supplier should respond.

Response

You can control the supplier's interaction with the attribute by specifying the response type. Optional responses don't require a supplier to offer a response. Suppliers must however provide a value for a required response. Suppliers can view attributes which are display only, but they can't respond to them.

Value Type

Value type specifies the data type for the attribute value. There are four value types available. A text value accepts characters and numbers. A number value accepts only numbers and the decimal point. Date values accept dates that you select using the calendar picker. A URL value type accepts a URL in the format http://url.name.here. URLs also accept https:

Target

For each attribute, you can define a target value. This is the value which is most desirable for this attribute. You can also display the value to the supplier or keep it hidden.

Acceptable Values

For text values, you can specify a list of values from which the supplier can select. Any value not defined to the list isn't accepted. For number and date values, you can define value ranges in terms of From Value and To Value. If you omit a From Value, that range includes everything up to the To value. Likewise, if you omit a To value, the range includes all values starting at the From value and above. Ranges can't overlap. You can specify a single number by defining it as both the From and To values. Dates are defined similar to numbers.

Line Attributes and Multi-Attribute Scoring Negotiations

In a multi-attribute scored negotiation, you can have the application include the response values from the supplier along with the price offered when calculating the rank of that supplier's response. To perform this calculation, you give each possible response value a numeric score and then weight the attribute among the other attributes for the line. Note that while each value's score can be between 0 and 100, the weights for all the attributes defined for a line must add up to 100.

If a negotiation has ranking method set as price only, which is the default value, then the buyer can't define acceptable values for the negotiation line attributes and the supplier won’t see acceptable values for the negotiation line attributes.

If the buyer intends to add acceptable values for the negotiation line attributes, then buyer can select the **Ranking Method** as **Multi-attribute** Scoring.

Also, the ranking method - multiattribute scoring is applicable if the document type is an auction or RFQ. For the document type RFI, the value must be price only.

Create Attribute Lists

Attribute lists are collections of line attributes that are commonly used together. Procurement application administrators can create public attribute lists for use when creating negotiations.

When a negotiation author associates an attribute list with a negotiation line, all the attributes on the list are associated with the line. Any attributes on the list that aren't needed can be deleted, and additional line attributes can be created if necessary. Attribute lists are an efficient way to streamline the negotiation creation process. They can also be used to encourage standardization and best practices.

In this example, the procurement application administrator is going to create an attribute list.

Create an Attribute List

1. From the Tasks panel, she clicks the Manage Attribute Lists link.
2. On the **Manage Attribute Lists** page, she clicks the Add icon.
3. On the **Create Attribute List** page, she enters name in the Attribute List field, optionally a description, and sets the Status to Active.
4. She clicks **Add Attribute Group** to define a new group, or she can click **Add Predefined Group** to add an existing group to the list.
5. Once the group has been added, she clicks **Add Attribute** and uses the **Add Attribute** page to define an attribute to the list.

6. She repeats the last step until she has added all the necessary attributes to the list.

Create Line Attributes

Line attributes make your negotiation line more descriptive and can also be used to ensure that all responses submitted for the line include specific details not included elsewhere in the line information.

In this example, the category manager for a national used car seller is defining a negotiation to deal with suppliers of used cars. She defines the negotiation as a multiattribute scored auction and defines line attributes to describe vehicles.

Define Line Attributes

1. After defining the negotiation line for the vehicle to buy, the category manager clicks the Edit icon at the end of the negotiation line for vehicle.
2. On the Lines: Edit Line page, she scrolls until the Attributes region appears. She clicks **Add Group**. On the new row, she clicks in the **Attribute** column and enters **Vehicle Specifications** for the group name. The other columns on the line are write-protected since they don't apply to the Group element.
3. From the **Actions** menu, she selects **Add Attribute**.
4. On the Add Attribute page, she enters **Color** as the Attribute. She accepts the defaults of **Required** for Response and **Text** for Value Type. She enters a weight of 20 for this attribute. She chooses to have no target value for this line attribute.
5. In the Acceptable Values region, she clicks the plus icon to add a row to the table. She proceeds to enter possible color values in the Response Value column and their numeric scores in the Score column. When finished, she clicks **Save and Close** to return to the Lines: Edit Line page.
6. She highlights the row for the Vehicle Specifications group and selects **Add Attribute** from the **Actions** menu to add another attribute to the negotiation line.
7. She names this attribute **Mileage** and this time selects **Number** as the **Value Type**. It has a weight of 80. She specifies a **Target** value of 5000 and displays this target to suppliers.

What's an attribute list?

A line attribute list is a collection of line attributes that you can apply to a negotiation line. When you apply an attribute list, all the line attributes on the list are associated with that line.

Once applied to the line, you can modify the line attributes if necessary. You can also delete any attributes that aren't appropriate to the line.

Cost Factors

Cost Factors and Cost Factor Lists

Cost factors allow you to identify and negotiate on additional costs related to a line.

There are two types of cost factors:

- External
- Internal

External Cost Factors

External cost factors are influences from outside the organization that have additional monetary implications and add to the final cost for the buying organization. You can use external cost factors to obtain a more realistic idea of the total cost of an item or service by factoring in any additional costs beyond just price. Such costs could include additional costs such as consulting or training. Cost factors can be added to a negotiation line, to lines in negotiation templates, or to collections of cost factors (called cost factor lists). A negotiation line can have more than one cost factor (of any type) defined to it. You can create these types of cost factors.

Fixed Amount Cost Factors

A fixed amount cost factor is a set value for the line, regardless of the quantity of units being asked for by the line.

Per Unit Cost Factors

These cost factors are specified as a set value that's multiplied by the quantity of units being asked for by the line.

Percentage of Line Price Cost Factors

Percentage of line price cost factors are specified as a percentage. The percentage of line price is calculated by multiplying the unit price by the percentage of line price cost factor value.

Internal Cost Factors

Supplier may be qualified for the business but may still have some hidden costs or operational drawbacks. These operational drawbacks may be deficiencies such as past performance issues, logistics cost due to supplier location, additional project management needs, and so on, which can be quantified and added to the supplier's responses as internal costs. As buyers, you can see the transformed amount calculated by adding these costs, and have the option to show it to suppliers. Responses with the lower transformed amount is ranked higher. Visibility into the transformed amount drives competitive bidding so that the supplier with top overall rank is the real winner in terms of the total cost.

Internal cost factors are determined by the buying organization and applied to the supplier's response amount or line price.

You can apply internal cost factors of these types to supplier response amount. You can then see the transformed response amount and the overall rank at the response header level.

- Percentage of response amount
- Fixed amount

You can apply internal cost factors of these types to negotiation lines, lots, lot lines, and group lines. You can then see the transformed line price and transformed line rank at the line level, and overall rank at the response level thereby aiding the award negotiation process.

- Fixed amount
- Percentage of line price
- Per unit

For more details, see Apply Internal Cost Factors.

Along with applying internal cost to the negotiation lines for suppliers you can set the default internal cost factors for negotiation lines, where in instead of adding internal cost factors line by line, you can set the default internal cost factors for negotiation lines, which are automatically added when negotiation lines are added. For more information, see Define and Use Default Internal Cost Factors in Negotiations.

You can create these types of cost factors.

Fixed Amount Cost Factors

A fixed amount cost factor is a set value added to the response amount or line amount. For lines or lots, it's added to line regardless of the quantity of units being asked for by the line.

Per Unit Cost Factors

These cost factors are specified as a set value that's multiplied by the quantity of units being asked for by the line.

Percentage of Line Price Cost Factors

Percentage of line price cost factors are specified as a percentage. The percentage of line price is calculated by multiplying the unit price by the percentage of line price cost factor value.

Percentage of Response Amount Cost Factor

Percentage of response amount cost factors are specified as a percentage. The percentage of response amount is calculated by multiplying the total response amount at the response level.

Overall Rank

The overall rank is based on the transformed amount. Lower the transformed amount, higher the overall rank. If a supplier doesn't have an internal cost factors assigned, then the response amount is considered for the calculation of the overall rank.

Here are things you can do or you need to know when you're working with internal cost factors.

- As a procurement administrator or category manager, you can create a new negotiation style or update an existing negotiation style to enable the internal cost factors at the response level, line level, or both in a single auction.
- If same set of internal cost factors are often applied to multiple negotiations, then you have the option to create a negotiation template and add internal cost factors to it, set their values, and then use this template to create negotiations.
- The value of the internal cost factors can be negative or positive. The negative internal cost factors will reduce the transformed amount.
- You can add the internal cost factors and set their values at the time of negotiation creation. Additionally, you can adjust the value of internal cost factors applied to the response amount after viewing supplier responses. You can only update line level internal cost factors in negotiations that are in draft status.
- If you don't want to show transformed amounts and ranks to suppliers, and want to use it for your internal analysis only, you must deselect the response rules Display transformed amount to suppliers, Display transformed line rank to suppliers, and Display overall rank to suppliers.
- When the transformed amount for more than one response is same, the earlier response gets the higher overall rank.
- Overall rank isn't calculated for partial responses. To ensure overall rank is calculated for all supplier responses, you must set response rules to not allow suppliers to respond with partial lines or quantities. Also, if a supplier's access is restricted to one or more negotiation lines, then overall rank isn't calculated for responses from that supplier.

Cost Factor Lists

After you create external or internal cost factors, you can create lists of cost factors. Buyers can then apply external cost factor lists to negotiation lines to quickly identify the commonly occurring secondary costs that also must be negotiated. Buyers can create their own personal cost factor lists using external cost factors that have been defined in the application. Buyers can apply internal cost factor lists to transformed amounts at the response header level, negotiation lines, lots, lot lines, and group lines.

Related Topics

- How Cost Factors Are Calculated
- How You Calculate Cost Factors in Awards
- Create Cost Factor Lists
- Create Cost Factors
- Apply Internal Cost Factors

Create Cost Factors

Cost factors identify charges associated with a negotiation line in addition to price. For example, these could include charges for shipping and handling, retooling, or import duties.

Cost factors are calculated in one of three ways: fixed amount per line, fixed amount per unit of line, and percentage of line price. You can use these pricing bases to reflect the nature of the extra cost. The table shows a possible example cost factor for each type.

Cost Factor	Pricing Basis
Shipping	Fixed amount per line
Hazardous materials charge	Flat amount per unit
Import tax	Percentage of line price

Vision Corporation is expanding into a new branch of its items and services. Negotiations dealing with this new area will need to negotiate new transportation-related costs with suppliers, specifically with the new Chicago office. The procurement application administrator is going to define several new cost factors. Once the cost factors are defined and enabled, they become available for buyers to use individually or as members of a cost factor list.

Cost Factors

1. In **Navigator**, go to the **Setup and Maintenance** work area.

2. In the Setup and Maintenance work area, use the Manage Cost Factors task:

   Offering: Procurement

   Functional Area: Sourcing

   Task: Manage Cost Factors
3. On the **Manage Cost Factors** page, the category manager reviews the existing cost factors to ensure there isn't already a cost factor that would be appropriate for the list. Not seeing one, she clicks the icon to add a new cost factor.
4. When the new line appears, she enters **Shipping** as the name, **General shipping charge** as the description, and enters **CHI_SHIP**as the unique code. She selects Fixed-amount for the pricing basis lets the status default to active.
5. She clicks the plus icon to add additional rows and enter the information for **Hazard materials charge** and **Import tax** cost factors.
6. When finished, she clicks **Save** to save the new definitions.

Cost Factor Lists

What is a cost factor list?

A cost factor list is a collection of cost factors that you can apply to a negotiation line. When you apply a cost factor list, all the cost factors on the list are associated with that line.

You can delete any cost factors you don't need. Cost factor lists allow you to quickly associate a group of related or commonly used cost factors with a negotiation line. This speeds up the creation process.

Negotiation Templates

Create a Negotiation Template

If the majority of the negotiations you create contain the same features, for example, line attributes, terms and conditions, response controls; or negotiation data such as the value for the Location field, you may want to create a negotiation template.

The category managers can use this negotiation template each time they want to create a new negotiation.

Using a template saves time by streamlining the creation process. A negotiation template contains the features that are similar among the negotiations you commonly create. When you create new negotiations using templates, you can use the template as a shell for the negotiation, add to and edit details of the negotiation as necessary, and publish the negotiation.

In this example, Sue Parado, a category manage, will define a negotiation template to be used when negotiating for a list of incumbent supplies from Vision's inventory category 200.13 which contains printers.

Create a Negotiation Template

1. On the Negotiations work area, from the Task Panel, Sue clicks Manage Negotiation Templates.
2. From the **Manage Templates** page, she clicks the **Create** icon.
3. When the pop-up window appears, she selects the procurement business unit, negotiation type, a negotiation style if appropriate, negotiation outcome, and negotiation currency. Procurement business unit, negotiation outcome and negotiation currency are required fields. She then clicks **Create**.
4. She uses the train stops displayed across the pages to create the negotiation template. This process is similar to the general negotiation creation process, but some fields and attributes are not available for use. For example, you cannot define a close date. The category manager will enter that date when she uses the template to create a negotiation.
5. She enters **Printer Auctions** as the template name, and on the Lines page, enters 200.13 for Category. On the Suppliers page, she enters the names of the suppliers with whom the company has purchased printers in the past.
6. When the procurement application administrator has completed the appropriate fields, she activates and saves the new template.

What's the difference between a negotiation style and a negotiation template?

You can use both negotiation styles and negotiation templates when creating negotiation documents. The purpose for each is different, but they both help shorten the creation process. A negotiation style uses only the creation features necessary to create the target type of negotiation.

Any features not required aren't accessible using that negotiation style. For example, if line attributes aren't appropriate to a particular type of negotiation, the procurement application administrator can create a negotiation style that omits line attributes. When that negotiation style is used to create a negotiation document, the application pages used to create line attributes don't appear. By focusing only on the features required by the type of negotiation, the creation process is shortened.

A negotiation template is a skeleton you apply to a new negotiation you're creating. Negotiation templates can provide default data for many of the negotiation document attributes, for example addresses or invited suppliers. You can modify some of these attributes when creating your new negotiation document.

Negotiation templates also let companies standardize practices on negotiation creation. For example, different templates can be used with different item categories. You must have access to the Procurement Business Unit under which the template was created to access and use it.

You can have a default negotiation template when you create a negotiation. You can enforce the usage of the negotiation template by requiring that category managers must select the template.

Abstracts

Implement Abstracts

Abstracts are negotiation summaries that you post on your external website so they can be displayed to suppliers.

Then your suppliers can read information about your upcoming negotiations and decide if they are interested in participating without having to log in to the sourcing application to view information. Abstracts are used mainly in public sector entities such as state and local governments, EMEA and US federal negotiations.

To implement abstracts, you must do these tasks.

- Create a negotiation style that supports abstracts. See the topic on creating negotiation style in this chapter.
- Update the Configure Abstract Listing page.

Update the Configure Abstract Listing Page

You use Setup and Maintenance to update the Configure Abstract Listing page:

1. In the **Setup and Maintenance** work area, go to the **Configure Procurement Business Function** task:
    - Offering: **Procurement**
    - Functional Area: **Procurement Foundation**
2. Select the Procurement business unit for which you want to configure the abstract listing page.
3. On the **Configure Procurement Business Function** page, go to the **Sourcing** section.
4. Click **Configure Abstract Listing**.
5. On the **Configure Abstract Listing** page, set the controls and formats as appropriate for abstracts for this Procurement business unit. Note that you can also create text to be included as header or footers.
6. When you are finished, click **Save and Close**.

Negotiation Terms and Conditions

Set Up Negotiation Terms and Conditions

To set up negotiation terms and conditions, do these steps:

1. In the **Setup and Maintenance** work area, go to the **Configure Procurement Business Function** task:
    - Offering: Procurement
    - Functional Area: Procurement Foundation
    - Task: Configure Procurement Business Function
2. Specify the Procurement BU for which you want to define negotiation terms and conditions.
3. Under **Sourcing**, click **Define Terms and Conditions**.
4. Based on what you want to do, select any of these **Display to Participants** options:
    - Select **Before viewing negotiation** to restrict supplier users to accept the terms and conditions before viewing the negotiation.
    - Select **Before creating response** to restrict supplier users to send a response to a negotiation only after accepting the terms and conditions.
    - Select **Never** if you don't want to have any restrictions.
5. Define terms and optionally add attachments.
6. Click **Save and Close**.

To enable terms acceptance acknowledgment notification to buyers, do these steps:

1. In the **Setup and Maintenance** work area, go to the **Manage Sourcing Notifications** task:

- Offering: Procurement
- Functional Area: Sourcing
- Task: Manage Sourcing Notifications

2. Enable the **Negotiation terms or participation acknowledged** subscription.
3. Click **Save and Close**.

To enable view only terms notification to invited supplier additional contacts, do these steps:

1. In the **Setup and Maintenance** work area, go to the **Manage Sourcing Notifications** task:
   - Offering: Procurement
   - Functional Area: Sourcing
   - Task: Manage Sourcing Notifications
2. Enable the **Negotiation terms or invitation view only** subscription.
3. Click **Save and Close**.

Related Topics

- Negotiation Terms and Conditions

How You Derive Agreement Quantities

Here is how the blanket purchase agreement amounts are derived.

Award quantity for a goods line is calculated like this:

if (agreed_quantity > 0)

then {

award_quantity =agreed_quantity;

} else if (estimated_quantity > 0)

award_quantity = estimated_quantity;

} else {

award_quantity = 1;

}

For FPS lines award_quantity = 1;

Default agreement amount of a blanket purchase agreement = sum_of_all_lines (award_quantity * award_price)

Also, there is an action Edit award amount in the award negotiation page and analyze negotiation page to override the preceding default value and specify a manual value, which will then be carried forward to the agreements created in Oracle Purchasing cloud.

Negotiation Awards

Debug Issues While Calling Award External Web Service

When you're using legacy purchasing application other than Oracle Purchasing to create purchasing documents, use the Negotiation Award Web Service to generate the OAGIS award XML file and pass this file to the external purchasing service.

The external service processes the XML file and creates the purchasing documents in the legacy purchasing application.

Using an External Purchasing Application

On the Purchasing Documents page, clicking Export Purchasing Documents calls the Award Web Service and the application passes the purchase information to generate the .xml file. The Award Web Service passes the xml file to the external purchasing application for processing. Once the purchasing documents are created in external legacy purchasing application, you can run another web service, Update Purchasing Document Numbers which imports the external purchasing document numbers and the links you can follow to view the full details of the externally created purchasing documents in the legacy application.

Configure Award Outbound Web Service

To configure award outbound web service:

1. In the Setup and Maintenance work area, go to the Configure Procurement Business Function task:
    - Offering: Procurement
    - Functional Area: Procurement Foundation
    - Task: Configure Procurement Business Function
2. For your procurement BU, enable the Award outbound web service, in **Sourcing**, for **Purchasing Documents**, select **Export using web service**, and then click **Save and Close**.
3. In the Setup and Maintenance work area, go to the Configure Negotiation Award Outbound Service task:
    - Offering: Procurement
    - Functional Area: Sourcing
    - Task: Configure Negotiation Award Outbound Service
4. Provide the URL of service end point, provide the credentials, and then click **Save and Close**.

> **Note:** The URL must be https (secured) and must not be http. Also, it must not include ?wsdl at the end. Basically, only the service URL must be given. This is a sample URL: `https://<host_name>:<port_number)/<context_path>` where a sample `<context_path> = ic/ws/integration/v1/flows/soap/ICAAWARDOUTBOUNDAYNC/1.0`.

5. All the certificates of the external web service (including the root certificate and intermediate certificate) must be imported in to the cloud application. You need to log a service request with cloud operations for getting this done. This can be done using the keytool command. Post the import and then bounce the domain.

   For example:

   a. `[oracle@lpfar52114104 efln-test:BI tmp]$ /u01/APPLTOP/fusionapps/jdk/bin/keytool -importcert -alias GoDaddyRootCertificateAuthority-G2 -keystore /u01/APPLTOP/instance/keystores/fusion_trust.jks -file GoDaddyRootCertificateAuthority-G2.crt`

      Enter keystore password: Certificate was added to keystore

   b. `[oracle@lpfar52114104 efln-test:BI tmp]$ /u01/APPLTOP/fusionapps/jdk/bin/keytool -importcert -alias GoDaddySecureCertificateAuthority-G2 -keystore /u01/APPLTOP/instance/keystores/fusion_trust.jks -file GoDaddySecureCertificateAuthority-G2.crt`

      Enter keystore password: Certificate was added to keystore

   c. `[oracle@lpfar52114104 efln-test:BI tmp]$ /u01/APPLTOP/fusionapps/jdk/bin/keytool -importcert -alias frisiacoopbr -keystore /u01/APPLTOP/instance/keystores/fusion_trust.jks -file -frisiacoopbr.crt`

      Enter keystore password: Certificate was added to keystore

6. Consider these requirements for the external web service:

   It must be a SOAP service and not a REST service. It must be secured (https). Attach the policy oracle/wss_username_token_over_ssl_service_policy. The web service operation must have this structure in the wsdl, Operation's name must be printXMLAsync.

```
<wsdl:operation name="printXMLAsync">

<wsdl:input message="tns:AppModuleService_printXMLAsync" xmlns:ns1="http://www.w3.org/2006/05/addressing/wsdl" ns1:Action="http://xmlns.oracle.com/oracle/apps/model/printXMLAsync"/>

</wsdl:operation>
```

   Where message tns:AppModuleService_printXMLAsync is of this type

```
<element name="printXMLAsync">

<complexType>

<sequence>

<element name="awardData" type="string"/>

</sequence>

</complexType>

</element>
```

> **Note:** If you 're creating this web service using JDeveloper, the service method that you create must have this signature. Then, wsdl will have the structure as mentioned in the preceding paragraph. public void printXMLAsync(String awardData) Cloud application calls the preceding service by passing OAGIS standard format enclosed in string format as input payload.

7. If the preceding changes were done, but the web service is not getting invoked, then verify these details.
    a. Is it related to network connectivity?

       This check can be done by logging in to the application server where web-logic or procurement software is installed or deployed, you can ping the host name of the web service.
    b. Does proxy changes enabled to the URL of the web service to be invoked from procurement screens?

       Verify proxy settings.

How You Enable Profile Options

In the Setup and Maintenance work area go to the Manage Administrator Profile Values task, you must enable these profile options to copy the DFF values:

Profile Option Code: ORA_PON_COPY_NEG_HDR_DFF_TO_PO_HDR

Name: Copy Negotiation Header Descriptive Flexfields to Purchase Order Header

Description: Enable descriptive flexfields to be copied from an awarded negotiation header to the outcome purchase order header.

Values:

- No
- Copy internal Supplier Negotiation Headers DFF
- Copy external Supplier Negotiation Headers for Suppliers DFF

Profile Option Code: ORA_PON_COPY_NEG_LINE_DFF_TO_PO_LINE

Name: Copy Negotiation Line Descriptive Flexfields to Purchase Order Line

Description: Enable descriptive flexfields to be copied from an awarded negotiation line to the corresponding purchase order line.

- Yes
- No

Profile Option Code: ORA_PON_COPY_NEG_HDR_DFF_TO_BPA_HDR

Name: Copy Negotiation Header Descriptive Flexfields to Blanket Purchase Agreement

Header

Description: Enable descriptive flexfields to be copied from an awarded negotiation header to the outcome blanket purchase agreement header.

Values:

- No
- Copy internal Supplier Negotiation Headers DFF
- Copy external Supplier Negotiation Headers for Suppliers DFF

Profile Option Code: ORA_PON_COPY_NEG_LINE_DFF_TO_BPA_LINE

Name: Copy Negotiation Line Descriptive Flexfields to Blanket Purchase Agreement Line

Description: Enable descriptive flexfields to be copied from an awarded negotiation line to the corresponding blanket purchase agreement line.

Values:

- Yes
- No

Profile Option Code: ORA_PON_COPY_NEG_HDR_DFF_TO_CPA_HDR

Name: Copy Negotiation Header Descriptive Flexfields to Contract Purchase Agreement Header

Description: Enable descriptive flexfields to be copied from an awarded negotiation header to the outcome contract purchase agreement header.

Values:

- No
- Copy internal Supplier Negotiation Headers DFF
- Copy external Supplier Negotiation Headers for Suppliers DFF

Related Topics

- How You Award Negotiations
- How You Use Descriptive Flexfields for Negotiations

24 Supplier Qualification Management

Define Questions, Qualification Areas, and Qualification Models

How Questions Are Used

Questions are the building blocks of your supplier qualifications tools. As you create a repository of individual questions, they're stored in the Question Library. You can use questions in the Question Library later to create the initiatives you use for qualifying your suppliers.

The questions in your repository are reusable and available to other supplier qualification managers. Additionally, category managers can open and use questions in the Question Library as requirements in Oracle Sourcing negotiations. By using predefined questions, you can quickly build your initiatives without having to redefine commonly used questions.

How You Create Questions

When you create your question, you must specify the question text, how the question is used, and the type of response that's expected.

The table shows the attributes for a question and explains each one.

Question Attribute	Explanation
Question	The name you use when searching for this question to add to an initiative.
Status	Statuses include • Draft - the question is still being developed. • Active - the question is available for use. • Inactive - the question can't be used. • Archived - there's a newer version of the question.
Revision	The current version of this question. The question version is maintained automatically by the application.
Owner	The person responsible or point of contact for the question.
Question Level	The level at which the question applies: supplier or supplier site
Critical question	Checked if this is a critical question

Question Attribute	Explanation
Responder type	Whether the expected responder is a supplier or an internal employee, supplier questions are used to build the questionnaire sent to the supplier. Internal questions are used to build the questionnaire sent to the internal responder. If supplier is selected and mapped to supplier attribute, then the question is mapped to an attribute in the supplier's profile. If you select Automatic, responses to the mapped questions are automatically retrieved from the supplier profile and the questions are excluded from the questionnaire. You can map questions with Automatic responder type to descriptive flexfields.
Internal Survey	The question is used in a survey to aggregate feedback on suppliers from multiple internal responders.
Response Required	Selected if a response to the question is required.
Mapped to supplier attribute	When suppliers register with the application, they provide information that's stored in a profile for that supplier. You can map your question to an attribute of the supplier profile. This lets the information the supplier provides in the response to be added to the supplier profile. If the question level is supplier site, then you link to site level attributes. Also, depending on which attribute you map to, the default values for the Question Type field and Response Type field can't be changed.
Supplier Profile Attribute	If a question is mapped to a supplier attribute, then the supplier profile attribute is used to specify which supplier attribute the question is mapped to. It can be a regular supplier attribute (Supplier Type, Year Incorporated, Business Classification, and so on.) or descriptive flexfield.
Question Type	The type of response for this question: • A simple text string • A single selection from a defined list of allowable values • Multiple selections from a defined list of allowable values
Response Type (for Question Type = text)	The format for the response: • Single line of text • Multiple lines of text • Number • Date • Date and Time • URL
Accepts comments from the responder	Select to allow the responder to enter comments with their response to this question.

Question Attribute	Explanation
Response Attachments (for Question Type = text)	Whether the responder can include attachments in the response.
Preferred Response (for Question Type = text)	Your preferred response to the question and whether it should be visible to the supplier.
Scoring	After the supplier has completed responding to an initiative, and you accept the response, you can view the supplier's responses to the initiative questions and assign the response a numeric value based on how desirable that response value is. This is called scoring the response. There are three types of scoring methods you can choose: • None - the question responses can't be scored. • Manual - when evaluating the question response, you must score the responses manually. • Automatic - you can define scoring criteria and have the application perform the scoring automatically. You can have both scored and non-scored questions in a qualification area, but if you've scoring enabled for a qualification area, you must have at least one scored question in that qualification area. You can add scores with two decimals of precision for each question response.
Attachments	Click to add attachments to the question. If you use Setup Migrator to migrate Supplier Qualification objects to a new environment, attachments aren't carried over.
Question Text	The text of the question. The text the supplier sees on the questionnaire. You can use rich text formatting as needed.
Edit	Options available are: • Edit Current Revision - Update question text and response text, along with their corresponding translations. Modify Attributes that includes attributes such as critical question, allow response comments, question attachments, hint, or preferred response. Recommend training on when and how to update the question text and acceptable response text. All the in-progress questionnaires will be affected and responders will immediately see the latest changes. • Create New Revision - If the changes you're making to the question text are significant, like updating the year in the question text, you may want to create a new revision. Except for question text and acceptable response text, all other attributes that previously required a new revision for modifications must still be modified in a new revision. These attributes include question type, scoring, response required, adding or deleting an acceptable response, response attachments, or editing branching questions.

Acceptable Response Values

You can create a question that restricts the supplier to values from a list of acceptable values. When you create the question, you also specify the values you accept for the question. You can specify a preferred value and optionally display the preferred value to the responder. Once you mark a question as critical, you've the option to mark a response as critical in the acceptable responses table.

When the supplier answers the question, she must choose a value from the list you provide. You can let the supplier choose only a single value or multiple values from the list. You use a supplier profile attribute that has a set of possible values defined in the supplier profile. Then, those values become the allowable response values for your question. You

can't change these values. For each response, you can also indicate whether the supplier can include attachments in the response.

Supplier Profile Attributes in Questions

The Supplier Profile is a standardized collection of attributes that's used by the application to define a supplier. Some examples include information such as corporate or tax information about the supplier. You can reference these attributes as question fields. When a supplier provides information for the field, and the qualification manager accepts the response, the value is used to update the supplier's profile.

Categories of business classifications are also used to describe the supplier, and a hierarchy of products and services that identify a supplier's products or services. Depending on which attribute you map to, values for Question Type and Response Type default can't be changed. If there are multiple possible values defined for the attribute in the supplier profile, those values include the acceptable values for the question. You can't add or delete values to this list.

For example, one of the supplier profile attributes is Payment Terms, and there may be several different types of payment terms available. If you use Payment Terms in a question, your responder must select an answer from the list of values.

How You Map Questions to Supplier Descriptive Flexfields

You can map questions to descriptive flexfields from a supplier profile; Descriptive flexfield attributes are used to store additional information about the supplier, which is useful for business. You can use this additional information during the supplier qualification process.

You can use supplier descriptive flexfield values in the supplier qualification process by mapping a qualification question to a descriptive flexfield attribute on the supplier profile. You can populate supplier descriptive flexfield's multiple choice single selection attribute for question mapping where both text type and multiple choice with single selection descriptive flexfields are supported.

When questionnaires are sent to suppliers and internal responders, questions configured with responder type as automatic are excluded from these questionnaires. You can use this extended supplier information in the qualification activity that may not originate directly from a supplier or internal responder.

For supplier responder type, information is gathered from suppliers using a questionnaire and for automatic responder type, responses are gathered from supplier profile automatically. Qualification managers can view all the question responses (this includes responses for automatic responder type questions too), during qualification evaluation process and award a qualification outcome for the respective supplier.

For the supplier responder type where the question is mapped to an attribute from the supplier profile, if the supplier responds with an updated value then after approval, this new value is updated in the supplier profile attribute and in the response repository. You can score supplier descriptive flexfield's multiple choice single selection attribute values.

For the supplier registration process, if the supplier registration form and questionnaire share similar descriptive flexfields (that's, the descriptive flexfields are mapped to the questions), then the values in these descriptive flexfields are synchronized with the questionnaire responses.

Question Branching

In addition to providing the supplier with a choice of allowable values for a single question, you can also use the supplier's response to an initial question to determine if more questions should be asked. This is called question branching. In essence, if you select a particular value for a question, you might be prompted to answer another question. You can do question branching for acceptable responses of supplier descriptive flexfield's multiple choice single selection based questions.

How You Modify Questions

Modifying certain fields such as question text, acceptable responses, question type creates a revision of that question. Other fields, such as attachments that doesn't create a new revision of the question). If you modify an existing question, the application assigns a new version number. Any existing responses continue to be associated with the previous version. To synchronize your qualifications and assessments with the new initiative version, you must create a new initiative and include the new revision of the question using a revised qualification area.

Questions in Sourcing Negotiations

Category Managers use the Negotiations work area to conduct negotiations with suppliers to determine the best provider for goods and services. Such negotiations include information about the negotiated items, but may also solicit company, licensing, performance history and other information from the suppliers participating in the negotiation. Category Managers identify such information by adding questions (called requirements) to the negotiations they then conduct with suppliers. Because this can be the same information you can obtain by using Supplier Qualification questions, Category Managers can use questions from the question library as requirements.

How You Include Multiple Languages on Questionnaires

If you work with regional or global suppliers who operate in different languages, you might wish to present qualification questionnaires in the supplier's preferred language. Using question translations with the language you've vetted avoids ambiguity and ensures that the supplier understands your intent. With this enhancement, you can now store translations for the question text and acceptable responses as part of a question's definition.

When you generate the questionnaire, appropriate text from the questions is displayed according to the supplier's preferred language. You can also use language translations for internal responders if you send internal questionnaires to those who use different languages. Because the translations are tied to the same underlying question, you can easily aggregate qualification data across languages for reports and analysis.

With this enhancement, you can translate these in the questionnaire:

- Question details in question setup
- Section names in qualification area setup
- Questionnaire title, introduction, section name, and instructions in the initiative
- Introduction text in rule set for automatically created initiatives

Consider these when you include multiple languages on questionnaires:

- When users access pages with translated attributes, the text is displayed in their preferred language. If users update text for the language that's the same as the source language, the changes will get propagated to other languages if they have the same source language. If no other languages have the same source language, the changes are only made to that language.
- When changing any of the attributes that support multiple languages, it's essential to open the Edit Translations dialog box to ensure content consistency across all installed language packs.
- Closing the Edit Translations dialog box by clicking on the **OK** button doesn't automatically save the changes. It's recommended to explicitly save your changes by clicking the **Save** button on the object for which you're defining translations.
- It's highly recommended to use the Edit Current Revision option to enter translations in questions instead of Create New Revision because translations don't change the meaning of the question.
- There's no change on text responses from questionnaire responders. Responders don't enter translations and evaluators will see the exact text as entered by the responders.

- If you maintain a separate set of questions for different languages today and would like to migrate, you can use Supplier Qualification Questions REST or Visual Builder Add-in for Excel to enter translations for questions. Each REST request is for one language that's based on the authenticated user's preferred language.
- When you search for a question on the Manage Questions page, if you enter a search criterion in Question Text, you're searching the content in your preferred language.

Related Topics

- Examples of Question Branching
- How to Use Question Branching

How to Use Question Branching

Question branching is a tool you can use to expand your qualification possibilities when soliciting information from responders. Branching lets you selectively pose additional questions depending on a supplier's answer to a prior question.

For example, your initial question could ask a supplier to identify any industry trade organizations to which the supplier belongs. Then depending on which organization the supplier chooses, you might follow up with additional questions.

When creating a branching question, you create the lower-level questions first. Once your lower-level questions are created, you can then create your initial question. As you're creating your initial question and its allowable answers, you can use the follow-up question you defined previously.

For example, using the preceding scenario, you'd define questions in the following order

1. First you'd create your follow-up questions. You could define these in any order.
    a. "Have you received any awards from this organization? If so attach documentation."
    b. "How long have you been a member of this organization?"
    c. "Has a representative of your company been on the governing board of this organization within the last five years?"
2. Once you've defined your follow-up questions, you can define your primary question, for example: "To which of the following organizations does your company belong?"
3. As you specify the list of allowable answers to your primary question (in this case, the names of organizations), for the appropriate organizations, you'd link the follow-up questions to that answer.

Note that:

- A single answer might branch to one or more questions.
- Questions exist independently of the initiatives in which they're used. A question can be a primary question in one initiative but a follow-up question in a different initiative.

Examples of Question Branching

These two scenarios show how to use question branching in simple questions. In each example, the supplier qualification manager creates a primary question and one or more follow-up questions. These questions are displayed depending on the answer to the primary question.

Scenario

Tim Jones is creating a question for use in later qualification initiatives. This question asks the supplier to identify whether the company is public or private. It accepts a single answer. If the answer to the question is "public," the supplier must answer an additional question. This question asks the supplier to specify the date the company went public. If the answer to the question is "private," the supplier does not supply any additional information.

Scenario

Carmen SantAngelo is creating a question to use when soliciting certification information for suppliers. The primary question includes a list of several possible certifications for the type of supplier. The supplier chooses all the certifications from the list that apply to the supplier company. Depending on which certification the supplier chooses, an additional question is displayed which prompts the supplier for the latest certification date.

Related Topics

- How to Use Question Branching

Create a Question

You create and save questions to use later in initiatives. By creating the questions separately, you can build a repository of frequently used questions for reuse. Therefore, you don't have to recreate the questions every time you want to create a new initiative.

In this scenario, Clare Furey, the supplier qualification manager, is creating questions for later use in an initiative.

Creating a Simple Text Question

1. Clare begins by navigating to the Manage Questions page.
2. She clicks the **Add** icon.
3. She enters her question on the Create Question page, as displayed in the following table. (If no information is specified, she accepts the defaults.)

Attribute	Value
Question name	Annual Revenue
Owner	She checks the default Clare Furey
Question Level	Supplier
Responder Type	Supplier
Question Type	Text entry box

Attribute	Value
Question Text	Enter your expected revenue for the current fiscal year.

4. After Clare enters all the information in the preceding table, she is finished defining the question. She clicks **Activate** and then **Save and Close**. She returns to the Manage Questions page.

Creating a Question with a List of Acceptable Responses

1. She clicks the **Add** icon.
2. She enters her question on the Create Question page, as displayed in the table. (If no information is specified, she accepts the defaults.)

Attribute	Value
Question name	Corporate Functional Currency
Owner	She checks the default is Clare Furey
Question Level	Supplier site
Responder Type	Supplier
Mapped to supplier attribute	Clare checks the check box.
The Supplier Profile Attribute field displays.	Clare clicks the search icon.
The Search and Select: Supplier Profile Attribute dialog box displays.	She chooses Corporate Profile from the Category menu and clicks Search.
The attributes for the Corporate Profile category appear.	She highlights the Preferred Functional Currency attribute and clicks OK.
Question Text	Select your preferred currency.

3. She enters all the information in the preceding table and finishes defining the question. She clicks **Activate** and then **Save and Close**. She returns to the Manage Questions page.

Creating a Question with Question Branching.

1. She clicks the **Add** icon.
2. She enters her question on the Create Question page. (If no information is specified, she accepts the defaults.)

Attribute	Value
Question name	Company Age
Question Level	Supplier
Responder Type	Supplier
Question Type	Multiple choice with single selection
Question Text	Enter your company's age.

3. This question's final answer varies depending on whether the company is less than one year old. If the company is older than one year, the resulting question prompts for an age value. If the company is not yet a year old, the resulting question prompts for a list of key investors. To define this question branching, Clare must define the test question first, so she clicks the **Add** icon for Acceptable Values. She must add an entry for each of the possible values.
4. For the first allowable value, she enters - Less than one year. She then clicks the icon to edit the question branching.
5. On the Edit Question Branching dialog box, she clicks the **Search and Add** icon.
6. Searches for a question called Identify Investors. This question has been previously defined and is regularly used in many initiatives. When she sees the question in the search results, she highlights the question in the table and clicks **Apply**. Then she clicks **OK** to close the Search and Add dialog box. She clicks **OK** again to close the Edit Question Branching dialog box.
7. Now that the first test condition has been taken care of, Clare defines the remaining condition.
8. She adds another allowable value called - More than a year old. She edits the question branching for this value and identifies an existing question called More Than One Year. This question is a simple text box that prompts the supplier to enter a number.
9. Now that she has finished defining the parent question, she clicks **Activate** and then **Save and Close**.
10. She has completed defining her questions at this point, so she leaves the Manage Question page.

Creating a Scored Question

1. She clicks the Add icon.
2. She enters her information on the Create Question page. (If no information is specified, she accepts the defaults.)

Attribute	Value
Question	Number of employees?
Owner	She checks the default, Clare Furey
Question Level	Supplier

Attribute	Value
Responder Type	Supplier
Question Type	Multiple choice with single selection
Question Text	How many employees do you have?
Scoring	Automatic

3. In the Acceptable Responses, Clair must specify the acceptable responses, so she clicks the plus sign. She enters the values:

Number of Employees	Score
1 to 100	20
101 to 500	30
More than 500	50

4. After specifying the response values and their scores, she is done defining the question, so she clicks Save and then Activate.

Translate Question Details

You have the option to define translations for the question, hint, and preferred response text. When you edit a question, click on the globe icon in the top right corner to access the Edit Translations dialog. Source language indicates the language that's used to create the record. When a question is created and no translations are defined, the source language will be the same for all installed language packs. Any updates that are made in the same language as the source language will automatically propagate to other language packs with the same source language.

To define translations for the question text, simply click on the icon located in the **Question Text** column. This action will open the second dialog for the translation settings.

After the translation is entered, the source language is updated to the translated language, indicating it's been translated. It's important to note that if you make further question updates after translations are defined, these changes won't automatically update the translated rows. Translations need to be kept manually updated to be kept in sync.

Additionally, for multiple-choice questions, you have the option to define translations for the acceptable responses. Simply select an acceptable response and click on the globe icon on the table toolbar. Then you can define translations in the Edit Translations dialog one by one for each acceptable response.

Qualification Areas

Qualification areas are containers for your questions. You use a qualification area and its questions to evaluate a particular aspect of a supplier.

You add one or more qualification areas to an initiative and use the questions in the qualification areas to create a questionnaire. You then send the questionnaire to the supplier and any internal responders for a response. Once all the responders have submitted replies, you and any other evaluators review the answers. If all evaluators approve the responses, a qualification for the supplier is created for that qualification area.

If you try to use a qualification area whose questions have been updated, the questions are displayed with an alert icon. You can revise the qualification area definition by using the **Uptake Latest Revision**. If you don't update the qualification area definition, it uses the previous version of the question.

The table shows the attributes for a qualification area and explanations for each.

Name	Explanation
Qualification Area	The name of the qualification area you're creating. This name is used as the name of the qualification.
Revision	The number of the current version of this qualification area definition. As changes are made to the qualification area definition, the Revision number is incremented.
Description	Optional description
Owner	The owner of the qualification area definition.
Internal survey	Survey qualification area to aggregate feedback on suppliers from multiple internal responders.
Information only	Select this check box if you don't want this qualification area to affect any outcomes.
Expiration Period	Sets a future point in time before the qualification expires. The value you set here's the default that's used for any qualification created using this qualification area. The owner of the qualification can override the value.
Attachments	You can browse to existing files and add as attachments on the qualification area. You can browse to and attach files, enter free form text, or enter a URL in the format https://some.name.com
Status	Qualification area definitions can be in one of four statuses: • Draft - the initial definition hasn't been activated for use. • Active - the definition is available for use in initiatives and qualification models. • Inactive - the definition is disabled and can't be used. It can be reactivated for use when necessary. • Archived - this definition has been superseded by a more recent revision.

Name	Explanation
Qualification Area Level	Whether qualifications generated using this model apply only at the supplier site level or at both the supplier and the supplier site level.
Owning Procurement BU	The procurement business unit that owns this definition.
Default Qualification Owner	Select a user to set as the default qualification owner for all the accessing procurement BUs when this qualification area is included in a qualification initiative. When a default qualification owner is assigned, then all the procurement BUs that have access to this area will have this user as the default qualification owner unless specified otherwise in the Business Unit Access or Business Unit Defaults table.
Global BU access	These values control who can use this qualification area. The default is the procurement business unit of the creator. If you check Global, the qualification area can be used by all procurement business units in the application. Otherwise, you choose the procurement business unit which can use this qualification area. You can insert multiple rows as access procurement BUs.
Business Unit Access	You can assign a default qualification owner for various business units. When the area isn't global BU access, you can also add the procurement business units which can use this qualification area.
Business Unit Defaults	When you chose **Global BU access**, you provide access to this qualification area for various business units and assign a default qualification owner to manage the evaluation.
Share Qualification with Supplier	You can expose qualification evaluation decisions to suppliers by selecting the Summary option for the Share Qualification with Supplier attribute. By selecting this option, you can control the level of information that's shared with the supplier. • Summary - the qualification outcome, the start date and end date. • Supplier response - the supplier response to the area questions. • Internal response - the internal responder's response to the area questions. • Note - you can communicate any additional information to the supplier.
Qualification Duration (only if automatically evaluating qualifications)	If you choose to have qualifications automatically evaluated, this is value is used to derive the qualification end date. The application uses the date the evaluation is performed for the qualification start date. The qualification duration is added to the qualification start date to derive the qualification end date.
Automatically populate responses	If there are existing responses from a supplier's previous response to questions in this qualification area, you can choose to have the application use the existing responses when it generates a new questionnaire. This sets the default for any initiatives that use this qualification area, although a qualification manager can override the setting when defining the initiative. Automatically populating the questionnaire with previous responses relieves the supplier of always answering all the questions. Or, you might want to force the supplier to answer all the questions every time (for example, you're using the questionnaire as a poll, so you want updated responses every time).
Automatically populate questionnaire responses from the same responder	For survey qualification areas, if there are existing responses from the internal responder's previous response to questions in this qualification area, you can choose to have the application use the existing responses when it generates a new questionnaire. This sets the default for any initiatives that use

Name	Explanation
	this qualification area, although a qualification manager can override the setting when defining the initiative. Automatically populating the questionnaire with previous responses relieves the internal responder of always answering all the questions. Or, you might want to force the internal responder to answer all the questions every time (for example, you're using the questionnaire as a poll, so you want updated responses every time).
Automatically accept responses	If you choose, you can automatically accept responses to questionnaires. This allows the responses to enter the application without needing an evaluator to manually view and accept them first. If you enable automatic response acceptance here, this sets the default for any initiatives that use this qualification area, although a qualification manager can override the setting when defining the initiative.
Enable scoring	If you enable scoring for this qualification area, it must contain at least one question with scoring defined. You must also set a weight for the question. The weight reflects the importance of that question among the other scored questions in this area. Weights are required for scored questions and the weight values must add up to 100. You can also set a knockout score, which all response scores must meet or surpass if they're to be used in further processing. Setting knockout scores is optional. Also, you define the area outcomes in terms of total scores. An area's total score is the sum of the scores of all the questions in the area. Typically, for each outcome, you specify a beginning and ending score range.
Automatic initiative with single qualification	Select to automatically create an initiative with a single qualification where subject matter experts as initiative owners can review and accept responses independently for complex qualifications with quicker turn around for responses. Qualification owner can then evaluate each qualification quickly, without waiting for other qualification responses when multiple qualifications are present in the initiative.
Automatically evaluate qualification (only if scoring is enabled)	You can also choose to have qualifications automatically evaluated.
Automatic Requalification on qualification expiration	Select to automatically requalify a supplier for certain qualification areas when the current qualification has expired or is within the expiration reminder period so that the supplier always has an active qualification. If you enable automatic requalification on qualification expiration here, all the qualifications created based on this qualification area will have automatic requalification on expiration enabled by default.
Automatic Requalification on new response	Select to automatically requalify a supplier for certain qualification areas when a new response is available so that the active qualification is always based on the latest information.
Information only	An information-only area doesn't have any outcome.
Add icon (Question section)	Using the add icon opens up a dialog window where you can choose questions and add them to your qualification area.

Name	Explanation
Questions and Outcomes icon	Use the Questions and Outcomes icon to display the **Create Qualification Area: Questions and Outcomes** page where you can choose the qualification questions and add them to your qualification area. You also specify the possible question outcomes.
Question/Question text (Search and Add dialog box)	Enter the name of a question or the beginning text of a question you want to find. You choose the appropriate questions from the search results. When you're returned to the Create Qualification Area, the questions you chose are displayed.
AI Assist	Click to use generative AI to create questions.
Weight	You can set different weights for the questions in this qualification area. The weight for a question indicates the importance of that question relative to the other questions in the area. The higher the weight, the more important the question. The sum of the weights for all scored questions in this area must equal 100.
Knockout score	You can set a minimum score that all supplier responses must meet or surpass in order to be considered an acceptable response to this question. If any of the required question responses fail to pass the knockout score, the application assigns the qualification an unacceptable outcome.
Add icon (Qualification Outcomes section)	Use the icon to define a possible evaluation outcome for this area.
Set as Knockout (only if scoring is enabled)	When defining an area outcome, clicking this button identifies this outcome and the one to use for any responses that don't meet or surpass the knockout score.
Outcome	The name of a possible qualification outcome. For example, you might define three possible outcomes, Best, Acceptable, and Unacceptable. You assign one of these outcomes later when you're evaluating a supplier's response, or if you're using automatic evaluation, the application assigns the outcome based on the sum of scores for all the questions. If you've scored questions in this area, then you define the possible outcomes in terms of total score values (the sum of all the scores of all the questions) using the From Score and To Score fields. You must define one outcome to use when at least one of the required question responses doesn't pass the knock out score.
From Score/To Score (only if scoring is enabled)	If scoring is enabled this qualification area, for each possible outcome, you must identify a From Score and a To Score. When the responses to scored questions are evaluated, their scores are added together to give a total score. This total score value you use here. Effectively, this assigns responses with different total scores to different area outcomes.
Notify (Only if automatic evaluation is enabled)	For each outcome you define, you can optionally choose to send a notification to the owner of the qualification area a notification whenever a response was automatically evaluated and assigned to this outcome.

The process for creating a qualification area includes these steps.

1. Define the qualification area header values, such as name, business unit access, and expiration notification values. If you intend to use this qualification area with scored questions, decide whether you want to process this area automatically (automatic acceptance and automatic evaluation), and set the attributes appropriately.

   If you intend to share qualification decisions with your suppliers, set the sharing attributes as needed.
2. Click the Questions and Outcomes icon to display the **Create Qualification Area: Questions and Outcomes** page.

3. Search for and add all the questions that are appropriate for the aspect of the supplier that you want to qualify. You can add active and draft questions. You can create and add new questions in draft status or select and add draft questions from your library. You can activate all the draft questions at the same time as you activate the qualification area to streamline the setup process.
   If a draft and active revision of the same question exists, then only one of them is added to the qualification area.
   If you add a question that uses scoring, enter a weight for that question (the sum of all the question weights must equal 100).
4. Define all the possible outcomes to use later when you're evaluating a supplier's response. If you add a question that uses scoring, enter a weight for that question (the sum of all the question weights must equal 100).
5. Define any additional classification values as appropriate.
6. Once you've completed defining the qualification area, use Activate to make the qualification area available for use.

If any changes are made to the questions contained in a qualification area, you can synchronize the latest question version with the qualification area by choosing Uptake Latest Revision. Existing qualification areas remain linked to the version of the question used when the area was created.

If you're planning changes to a qualification area, and you want to see which qualification models use the area, you can view the area definition and then choose the View Qualification Area Usage.

Using Qualification Areas in Oracle Sourcing

Category Managers use Oracle Sourcing to conduct negotiations with suppliers to determine the best provider for goods and services. Negotiations include details on the negotiated items, but might also solicit a company, licensing, performance history and other information from the suppliers participating in the negotiation. Category Managers identify such information by adding questions (called requirements) to the negotiations they then conduct with suppliers. Because this can be the same information you can obtain by using qualification areas in initiatives, Oracle Supplier Qualification lets category managers copy existing qualification areas as requirement sections in their negotiations. Any qualification areas used in the negotiations must also be defined for the same procurement BU or defined as global.

Translate Section Name in Qualification Area

After you've established translations for the questions, you can proceed to define translations for the section name within the qualification area. Section name is a new attribute introduced with this feature. This value set in the qualification area will be defaulted as the section name in the questionnaire, including its corresponding translations.

Create Qualification Questions with Generative AI

Launching or expanding qualification programs to cover new areas often involves significant effort, from researching to determining questionnaire requirements. Generative AI can dramatically shorten the time needed to initiate new supplier qualifications, streamlining the creation process. For example, you can use Generative AI to suggest questions on topics such as sustainability, governance, financial viability, and various supplier risks.

Enter a name and description for a qualification area and click on the AI Assist button on the Questions and Outcomes tab to view the AI suggested questions for the qualification area.

The AI engine will return up to ten suggested questions for the qualification area.

First, you want to review the question text and see if it suits your needs and then delete the ones that aren't needed. After that, review the details of each question and make any necessary edits before adding to the qualification area. Optionally, you can change the description and click on the AI Assist button to regenerate questions.

In addition to generating the question text, the AI engine also suggests and populates other attributes, such as the question name, responder type, question type, and a scoring model. It further provides recommended acceptable responses and, when applicable, assigns a recommended score for each acceptable response.

The selected questions are added to the qualification area, where you can make further changes before activating the qualification area for use in supplier qualification initiatives. The questions are added in the draft status. Data created through generative AI using OTBI is viewable.

This feature has these limitations:

- AI-generated questions are always created in English (additional language support planned for future release).
- This feature is currently available only for qualification areas in draft status and doesn't support survey type qualification areas.
- The questions generated by AI may contain inaccuracies and should be reviewed prior to activation.

Related Topics

- Create Default information Rule Sets
- Create a Qualification Area
- How You Automatically Requalify Qualifications
- How Qualifications Are Evaluated

Create a Qualification Area

You use qualification areas to contain and organize your qualification questions.

Once you have your questions added to your qualification area, you can then use your qualification areas in qualification models for use with assessment initiatives, or you can add one or more qualification areas directly to qualification initiatives.

Newton Consulting is branching into a new area of services. Clare Furey, the supplier qualification manager, is creating a new qualification area to use with future initiatives to qualify prospective suppliers.

Create a Qualification Area

1. Clare navigates to the **Create Qualification Area: Overview** page.
2. She enters Financial Viability as the qualification area name.
3. She accepts the default, Vision Operations, as the Procurement BU which owns this qualification area, and notes that she is assigned as the qualification manager who owns the area.
4. She enters a description of area containing questions relating to various financial details.
5. If she wants to assign herself as the default qualification owner for this qualification area, then she selects the **Default qualification owner** check box.

   When this qualification area is included in a qualification initiative, she will be defaulted as the qualification owner.
6. Since she later selects which Procurement BUs can use this area, she leaves the **Global** box unchecked.
7. Since Clare did not check the **Global** check box, she must specify which procurement BUs can use this qualification area, so she clicks select and add icon in the Business Access table. When the **Procurement BU** dialog box displays, she searches and selects the names of the BUs that can use this area for qualifying suppliers. When she is finished listing the BUs, she clicks **OK**.

8. She can assign a default qualification owner to manage the evaluation.
9. Since Clare wants to reuse this qualification area every year to keep her supplier information current, she chooses to not reuse responses. This way suppliers will need to complete the initiative questionnaire every year with new, updated response values.
10. The questions in this qualification area solicit general information about the suppliers' financial organization and history. None of the questions are required, and many are open-ended, so there is no need for her to view the responses and possibly reject any of them. Since she does not need to view the responses, she enables the Automatically accept responses attribute.
11. In this qualification area, Clare uses several questions that allow scoring. If a question is scored, evaluators can assign a numeric value to the supplier response value. These response scores help you and other evaluators to compare and grade responses between different suppliers. To use the questions that can be scored in this qualification area, Clare selects the check box named Enable scoring.
12. If she wants to automatically create an initiative with a single qualification, then she selects the **Automatic initiative with single qualification** check box.
13. She sets the default expiration reminder value to 30 days. Therefore, for any qualification created using this area, (unless the qualification owner changes the value), expiration reminders start going out 30 days before the qualification expires.
14. If she wants to automatically requalify qualifications on expiration, then she can select the **Automatic Requalification on expiration** check box.
15. If she wants to automatically requalify qualifications whenever there is a new response, then she can select the **Automatic Requalification on new response** check box.
16. Now Clare must add her questions, so she clicks the **Add** icon in the Questions region. When the Search and Add dialog box appears, she finds and adds a question called Annual Revenue. This question has been defined earlier and is typically used by all her basic supplier qualification initiatives.
17. When she has selected the question, she clicks **Apply** to add it to the area, and then clicks **OK** to close the dialog box. The attributes for the question such as revision number, responder type, and whether a response is required appear in the question table, once the question is added.
18. Clare continues adding questions. She could create a new question at this point by clicking **Create and Add** , but all the questions she needs for this area have already been defined.
19. She defines three possible outcomes that can result from qualifications performed using the area: Good, Satisfactory, and Unsatisfactory.
20. Once Clare is finished creating her new qualification area, she clicks **Save** and then **Activate**.

How You Use Qualification Models

Qualification models are containers for qualification areas. You use a qualification model and its qualification areas to perform a comprehensive evaluation of a supplier known as an assessment.

When creating an assessment initiative, you specify a single qualification model containing one or more qualification areas. The questions contained in the model's qualification areas are used to create the questionnaire that's sent to your suppliers and any internal responders. The application creates draft qualifications and assessments when you launch the initiative.

If you try to use a qualification model whose qualification areas have been updated, an alert icon displays. You're prompted to revise the qualification model definition, by using **Uptake Latest Revision**. If you don't update the qualification model definition, it uses the previous version of the qualification area definition.

Once all the responders have submitted replies, you review each of the responses and either accept it or return it back to responders. The responders can update their responses and resubmit. Once you view and accept a supplier's responses as well as any internal responses associated with the supplier, all qualifications for that supplier are in Ready for Evaluation. During the evaluation step, the designated reviewers view the supplier responses and assign an outcome

value. (You define the possible outcome values that are available when you define the qualification model.)When all qualifications are evaluated and finalized, corresponding assessment becomes active.

The table displays qualification model attributes and explains the attribute values.

Name	Explanation
Question Model	The name of the qualification model you're creating. This name is used as the name of the assessment.
Revision	The number of the current version of this qualification model definition. As changes are made to the qualification model definition, the Revision number is incremented.
Owner	The owner of the qualification model definition.
Owning Procurement BU	The procurement business that owns this definition
Default Assessment Owner	Select a user to set as the default assessment owner for all the accessing procurement BUs when this qualification model is included in an assessment. When a default assessment owner is assigned, then all the procurement BUs that have access to this model will have this user as the default assessment owner unless specified otherwise in the Business Unit Access or Business Unit Defaults table.
Business Unit Access	You can assign a default assessment owner for various business units. When the area isn't global BU access, you can also add the procurement business units which can use this qualification model.
Status	Qualification model definitions can be in one of four statuses: • Draft - the initial definition hasn't yet been activated for use. • Active - the definition is available for use in initiatives. • Inactive - the definition is disabled and can't be used. It can be reactivated for use when necessary. • Archived - this definition has been superseded by a more recent revision.
Global BU access	These values control who can use this qualification model. The default is for the model to be available to the procurement business unit of the creator. If you check **Global**, the qualification model can be used by all procurement business units in the application. Otherwise, you choose the procurement business unit which can use this qualification model. You can insert multiple rows as access procurement BUs.
Business Unit Defaults	When you chose **Global BU access**, you provide access to this qualification model for various business units and assign a default assessment owner to manage the evaluation.
Share Assessment with Supplier	You can expose assessment evaluation decisions to suppliers if you select the Summary option for the Share Assessment with Supplier attribute. If you select this option, any assessment created using the areas in this model can be communicated to a supplier when you finalize the assessments. You can choose to share: • Summary (outcome, start date, and end date) • Qualifications (qualification information included in the assessment)

Name	Explanation
	• Note to supplier - You can also add a note that the supplier can see when viewing the assessment.
Qualification Model Level	Whether assessments generated using this model apply only at the supplier site level or at both the supplier and the supplier site level.
Enable scoring	If you enable scoring for this qualification model, it must contain at least one qualification area with scoring defined, and the qualification area must contain at least one question with scoring defined. Also, you define the model outcomes in terms of total scores. A model's total score is the sum of the scores of all the areas in the model. Typically, for each outcome, you specify a beginning and ending score range.
Automatically evaluate assessment (only available if scoring is enabled)	You can also choose to have assessments automatically evaluated. The application uses the scoring information defined for the model's outcomes to evaluate the assessment.
Automatic reassessment on new qualification	You can choose to use the requalification results to automatically reassess the supplier. You can keep your assessment outcome as current without manual intervention.
Supplier Eligibility	You can use this qualification model for evaluating and assessing supplier eligibility. Includes options Sourcing and Share eligibility.
Sourcing	You can choose to use this model to assess or evaluate supplier's eligibility for negotiations in the Sourcing work area at a particular procurement BU.
Share eligibility	You can choose to share the supplier eligibility resulting from the assessment outcome with other Procurement BUs by also updating the supplier's default sourcing eligibility.
Expiration Reminder	Sets a future point in time before the qualification expires when the application starts sending alerts to the qualification manager. The value you set is the default that's used for any assessment created using this qualification model. The owner of the assessment can override the value.
Owner	The owner of the qualification model definition
Areas and Outcomes icon	Use the Areas and Outcomes icon, to display the **Create Qualification Model: Areas and Outcomes** page where you can choose the qualification areas and add them to your qualification model.
Add icon (Qualification Area section)	Use the add icon to open a window where you can choose the qualification areas and add them to your qualification model.
Procurement BU/Qualification Area (Search and Add dialog box)	Enter the name of a qualification model for which you want to search. You choose the appropriate questions from the search results. When you're returned to the Create Qualification Model, the qualification areas you chose are displayed. Note that you can update the question branching for questions in this area if necessary.
Display Sequence and Outcome	You can define possible outcomes for your qualification model. Then when evaluators are viewing a supplier's response, they can assign the response a particular outcome.
From Score/To Score (only available if Enable scoring is selected)	For each outcome, you specify the range of values that include that outcome. Also, you identify one outcome to be used as the knockout outcome.

Name	Explanation
Knockout Outcome	Indicates which outcome is the knockout outcome.
Notify (only available if Automatically Evaluate Assessment is selected)	If you choose to have assessment automatically evaluated, for each outcome, you can choose to have the application send a notification to the assessment owner whenever an assessment that evaluates to that outcome is received.

The process for creating a qualification model includes these steps.

- Use the **Create Qualification Model** page to define the qualification model header values, such as name, business unit access, and expiration reminder values
- Click the Areas and Outcomes icon to display the **Create Qualification Model: Areas and Outcomes** page.
- Search for and add the qualification areas that are appropriate for the supplier that you want to qualify.
- Specify any additional classification values appropriate for this qualification model.
- Once you've completed defining the qualification model, use Activate to make the qualification model available for use.

Related Topics
- Create a Qualification Model

Create a Qualification Model

Qualification models contain and organize qualification areas. You use qualification models when performing a supplier assessment. An assessment initiative contains a single qualification model which itself contains one or more qualification areas.

After you accept the response and review and approve the supplier's response, an assessment is created for that supplier as well as a qualification for each qualification area.

Newton Consulting is branching into a new area of services. Clare Furey, the supplier qualification manager, is creating a qualification model for future assessment initiatives she uses to assess suppliers for the new service area.

Creating a Qualification Model

1. Clare navigates to the Create Qualification Model page.
2. She enters Corporate Assessment as the qualification model name. The model name also the name of the resulting assessment.
3. She accepts the default, Vision Operations, as the Procurement BU which owns this qualification model. She notes that she is assigned as the qualification manager who owns the model.
4. She enters a description of Model containing qualification areas relating to various details of the corporation.
5. If she wants to assign herself as the default assessment owner for this qualification model, then she selects the **Default assessment owner** check box.

   When this qualification model is included in an assessment initiative, she will be defaulted as the assessment owner.

6. If she wants to assess the suppliers' eligibility for negotiations in the Sourcing work area, then she selects the **Supplier Eligibility Sourcing** checkbox.
7. Since she chooses which Procurement BUs can use this area, when she creates the initiative, she leaves the **Global** box unchecked. Also, she notes that the Qualification Model Level value indicates the model is available for both supplier and supplier site level areas.
8. Since Clare didn't check the Global check box, she must specify which procurement BUs can use this qualification model. She clicks select and add icon in the Business Access table. When the Procurement BU dialog box displays, she searches and selects the names of the BUs that can use this model for qualifying suppliers. When she is finished listing the BUs, she clicks **OK**.
9. She can assign a default qualification owner to manage the evaluation.
10. She sets the default expiration reminder value to 30 days. Therefore, for any assessment created using this model, expiration reminders start going out 30 days before the assessment expires. The assessment owner can change this value.
11. Now Clare must add her qualification areas to her model, so she clicks the **Add** icon in the Areas region. When the **Search and Add** dialog box appears, she finds and adds an area called Financial Viability. This area has been defined earlier and is typically used by all supplier qualification initiatives.
12. When she has chosen the area, she clicks **Apply** to add it to the model, and then clicks **OK** to close the dialog box.
13. Clare continues adding areas. She could create and add a new area at this point, but all the areas she needs for this model have already been defined so she doesn't create any new ones.
14. If she wants to set the assessment to use the requalification results to automatically reassess the supplier, she selects the **Automatic Reassessment on new qualification** check box.
15. Once Clare is finished creating her new qualification model, she clicks **Save** and then **Activate**.

Rule Sets

Oracle Supplier Qualification Rule Sets

Oracle Fusion Cloud Procurement provides a functionality that you can use to solicit information from your suppliers at various points in the supplier's life cycle. You control the content and timing of the questionnaire by defining rule sets.

A rule set consists of one or more qualification areas. The questions defined to these qualification areas are used to generate a questionnaire and send it to a supplier. After the supplier receives and answers the questionnaire, you can use the supplier's response information to update the supplier profile information. You can:

- Use existing qualification areas.
- Create qualification areas in Oracle Supplier Qualification and then use them in your rule set.

  If you have to create a qualification area, note that:
  - The questions must be at the supplier level.
  - The questions are active.

You can specify a sourcing qualification model for a particular procurement BU to assess a supplier's eligibility to participate in sourcing negotiations.

When one of the triggering events occurs for which you have defined a rule set, the application creates a questionnaire consisting of the qualification areas that you identified in your rule set. The supplier responds to the supplier questionnaire In external registrations and you respond to the internal questionnaire in the internal registrations. When

you receive the response, you use the supplier's basic registration information and questionnaire responses to evaluate the supplier information with regards to the triggering event.

When a supplier is approved as a prospective or spend authorized supplier, the responses are stored in the Supplier Qualification Response Repository. Once the supplier's responses are in the Response Repository, you can use those responses to create qualifications for the supplier.

Consider these when you use questionnaires in internal supplier registration:

- Rule Set:
  - Qualification areas or sourcing model intended for the user initiating the internal registration flow should be listed on the rule set's registration rules.
  - Qualification areas or sourcing model intended for the internal responder specified on the rule set should be listed on the rule set's registration approval rules.
  - Qualification areas or sourcing model intended for the supplier contact can be listed either on the rule set's registration rules or the registration approval rules.
- Internal questionnaire from the registration rules will be displayed as part of the internal registration flow, to be responded by the user initiating the registration flow.
- When there are any required supplier questions from the registration rules, a supplier questionnaire will sent out to collect the response after the supplier is registered.
- When there are any required internal questions from the registration rules, with no response during the registration, an internal questionnaire will sent out to the internal responder specified on the rule set to collect the response, after the supplier is registered.
- When a qualification area is identified in both the registration and registration approval rules, and additionally in supplier promotion rules (in the case of spend authorized registration)
  - When a qualification area is in either the registration, registration approval rules, or supplier promotion rules, or combination thereof, AND also is part of the sourcing model. The qualification area will be part of the assessment.

Consider these when you use questionnaires in both internal supplier registration and external supplier registration:

- The latest active qualification areas or sourcing model will be used every time the rule set is being evaluated, at registration, registration approval, and supplier promotion times.
- When there are supplier questions and internal questions from the registration approval rules, a supplier questionnaire will be sent out to the supplier contact and an internal questionnaire will sent out to the internal responder on the rule set to collect the response, after the supplier is registered.

When a qualification area is identified in multiple rules, only 1 set of questionnaires will be sent out (supplier questionnaires and internal questionnaires, or both), if needed, and only 1 qualification will be created.

Create Registration Rule Sets

When a supplier registers, the application creates a questionnaire consisting of questions from the qualification areas that you identified in your rule set and then presents that questionnaire to the supplier.

The questionnaire responses by the supplier are used to automatically create qualifications for the supplier if the rule set is configured to do that.

Use the following procedure to create a registration rule set.

1. In the **Setup and Maintenance** work area, go to the **Manage Supplier Qualification Rule Sets** task and then go to the Create Rule Set page:

- Offering: Procurement
- Functional Area: Supplier Qualification

The application initially selects registration rule set. If you're creating a different type of rule set, click the link for the rule set type. On the Create Rule Set page, enter rule set header information:

- Rule Set to specify the set name and optionally enter a description for the set.
- Select a Procurement BU.
- Whether to allow branching.
- Whether to automatically create qualifications.

  If you select this option, qualifications are automatically created on the areas that were a part of the registration questionnaire and the responses provided by the supplier are mapped to the qualification to make it ready for evaluation.

2. Click Add Condition. On the Add Condition dialog window enter
   - Condition Type - you have two options:
     - Always displayed - the questions are always used in the questionnaire.
     - Response dependent - the questions are added to the questionnaire only if the supplier response matches the condition. If you select response dependent, you use the Create Condition dialog window to define the condition that the response must match.
       - Supplier Profile Attribute - you select this from the list of profile attributes. You can use this field and the following two fields to create a condition based on a supplier profile attribute. When a response entered by the supplier matches the condition, the qualification area for this condition are used to generate the questionnaire.
       - Operator - a relationship operator (=, <, >)
       - Value - a value appropriate to the supplier profile attribute
3. When you're finished defining the condition, click OK.
4. When you return to the Create Rule Set page, highlight a condition and click Add Qualification Areas. Here you specify which qualification areas are used when the condition you specified is met:
   - Procurement BU or a qualification area name - A search on Procurement BU returns a list of qualification areas owned by the BU. A search by qualification area name returns any qualification area (multiple areas if you use a partial search value). Either way, from the search results, highlight the qualification area and click Apply.
   - Business Relationship - Prospective or Spend Authorized. You can restrict the use of this condition to the appropriate business relationship value.
   - When you're finished adding qualification areas to the condition, click OK.
5. When you're have entered all the information for your rule set, click Save and Activate.

Use Rule Sets for Approved Registration Requests

You can create a rule set to use when registration requests are approved.

1. In the **Setup and Maintenance** work area, use the **Manage Supplier Qualification Rule Sets** task:

    - Offering: Procurement
    - Functional Area: Supplier Qualification
    - Task: Manage Supplier Qualification Rule Sets

    In the Manage Rule Sets page, go to Create Rule Set page. The application defaults to a registration rule set, so click the link for the registration approval rule set type. On the Create Rule Set page, enter rule set header information: Rule Set to specify the set name and optionally enter a description for the set. Select a Procurement BU.
2. Click Add Condition. On the Add Condition dialog menu appears, enter Condition Type. You have two options:

    - Always displayed - if you choose this option the questions are always included in the questionnaire created by the application.
    - Response dependent. - If you choose a response dependent condition, you continue to Create Condition and enter:

        - Supplier Profile Attribute - you select this from the list of attributes. You can use this field and the following two fields to create a condition based on a supplier profile attribute.
        - Operator - a logical operator)=, <, >)
        - Value - a value appropriate to the supplier attribute. You choose a value from the list of values. The values you can choose from depend on which attribute you selected.
        - Registration Source - you can choose to have the condition apply selectively based on the source of the registration request:

            - External - an external registration originates when a supplier self-registers using your registration web page.
            - Internal - an internal registration request originates when

                - A category manager submits a supplier registration request while defining a sourcing negotiation.
                - A requester submits a supplier registration request from Oracle Self Service Procurement.
                - A buyer submits a supplier registration request.
3. When you're finished defining the condition, click OK.
4. Once you've defined the condition, highlight it and click Add Qualification Areas. Here you specify which qualification areas are used when the condition you specified is met.

    You can search by Procurement BU or a qualification area name. A search on Procurement BU returns a list of qualification areas owned by the BU. A search by qualification area name returns any qualification area (multiple areas if you use a partial search value).
5. When the search results display, select the row for the qualification area you want to use and click Apply. Note that you can select multiple qualification areas if needed.

    If an icon appears in the Question Branching column for a particular qualification area, it indicates that there's at least one question in the area that has branching. If you click the icon and follow the navigation, on the Question Branching page, you can expand the question to see the branching information.
6. When you've finished selecting your qualification areas, click OK.
7. When you've entered the qualification area information for your registration approval rule set you're creating, click Save and Activate.

Supplier Promotion Rule Sets

Use this procedure to create a rule set to use when a supplier is promoted from prospective business to spend authorized business relationship.

1. In the **Setup and Maintenance** work area, use the **Manage Supplier Qualification Rule Sets** task:
    - Offering: Procurement
    - Functional Area: Supplier Qualification
    - Task: Manage Supplier Qualification Rule Sets

    In the Manage Rule Sets page go to Create Rule Set page. The application defaults to a registration rule set, so click the link for the registration approval rule set type. On the Create Rule Set page, enter rule set header information: Rule Set to specify the set name and optionally, a description for the set.
2. Select a Procurement BU.
3. Click Add Condition. On the Add Condition dialog menu, enter
    - Condition Type. You have two options:
        - Always displayed - if you choose this option the questions are always included in the questionnaire created by the application.
        - Response dependent - If you choose a response dependent condition, you continue to Create Condition and enter:
            - Supplier Profile Attribute - you select this from the list of attributes. You can use this field and these two fields to create a condition based on a supplier profile attribute. When responses entered by the supplier match the condition, the qualification areas under this condition are added to the questionnaire.
            - Operator - a logical operator (=, <, >)
            - Value - choose a value appropriate to the supplier attribute from the list of values. The values you can choose from depend on which attribute you selected.
4. When you're finished defining the condition, click OK.
5. When you return to the Create Rule Set page, highlight your condition and click Add Qualification Areas. Here you specify which qualification areas are used when the condition you specified is met.
6. You can search by Procurement BU or qualification area name. A search on Procurement BU returns a list of qualification areas owned by the BU. A search by qualification area name returns any qualification area, or multiple areas if you use a partial search value.
7. When the search results display, select the row for the qualification area you want to use and click Apply. Note that you can select multiple qualification areas if needed.
8. When you've finished selecting your qualification areas, click OK. You return to the Create Rule Set page.

    Question Branching - If an icon appears in the Question Branching column for a particular area, there's at least one question in the area that has branching. If you click the icon and follow the navigation, on the Question Branching page, you can expand the question to see the branching information.
9. After you've entered the qualification area information, click Save and Activate.

Create Default information Rule Sets

You can define information to be used by default by the application when generating a questionnaire, specifically instruction text on how to use the questionnaire. You can define a different set of instructions for each event:

- Registration request submission.
- Registration request approval
- Business relationship upgrade

Use the following procedure to create a default information rule set.

1. In the **Setup and Maintenance** work area use the **Manage Supplier Qualification Rule Sets** task:
    - Offering: Procurement
    - Functional Area: Supplier Qualification
    - Task: Manage Supplier Qualification Rule Sets

    In the Manage Rule Sets page go to Create Rule Set page.
2. Give your new rule set a name. You can optionally give your rule set a description.
3. Associate your rule set with a Procurement BU. Note that you can associate your rule set with more than one BU.
4. In Assignment Rules, click the add icon (the plus sign). You use assignment rules to specify the default owner (required) and internal responder (optional) for every BU and event combination.
5. Select the event to which this rule set applies. You can associate a rule set with an event: registration request submission, registration approval, business relationship upgrade, or requalification.
6. You can optionally identify an owner for the for the qualifications and initiatives generated by this rule set when the specified event occurs for the BU. Your name appears by default in the select list, but you can search and assign the rule set to a different owner.
7. You can identify a responder to respond to internal questionnaires that will be sent by the automatic initiative creation process.
8. You can define all the questionnaire introduction text for the different questionnaires.
9. You can share attachments at the questionnaire level regarding introductory information pertaining to registrations, suppliers, or internal responders, and then click **Save**.

How You Configure the Default Supplier Eligibility Status

In the Setup and Maintenance work area, go to the Configure Supplier Qualification Controls task and set the default supplier eligibility status.

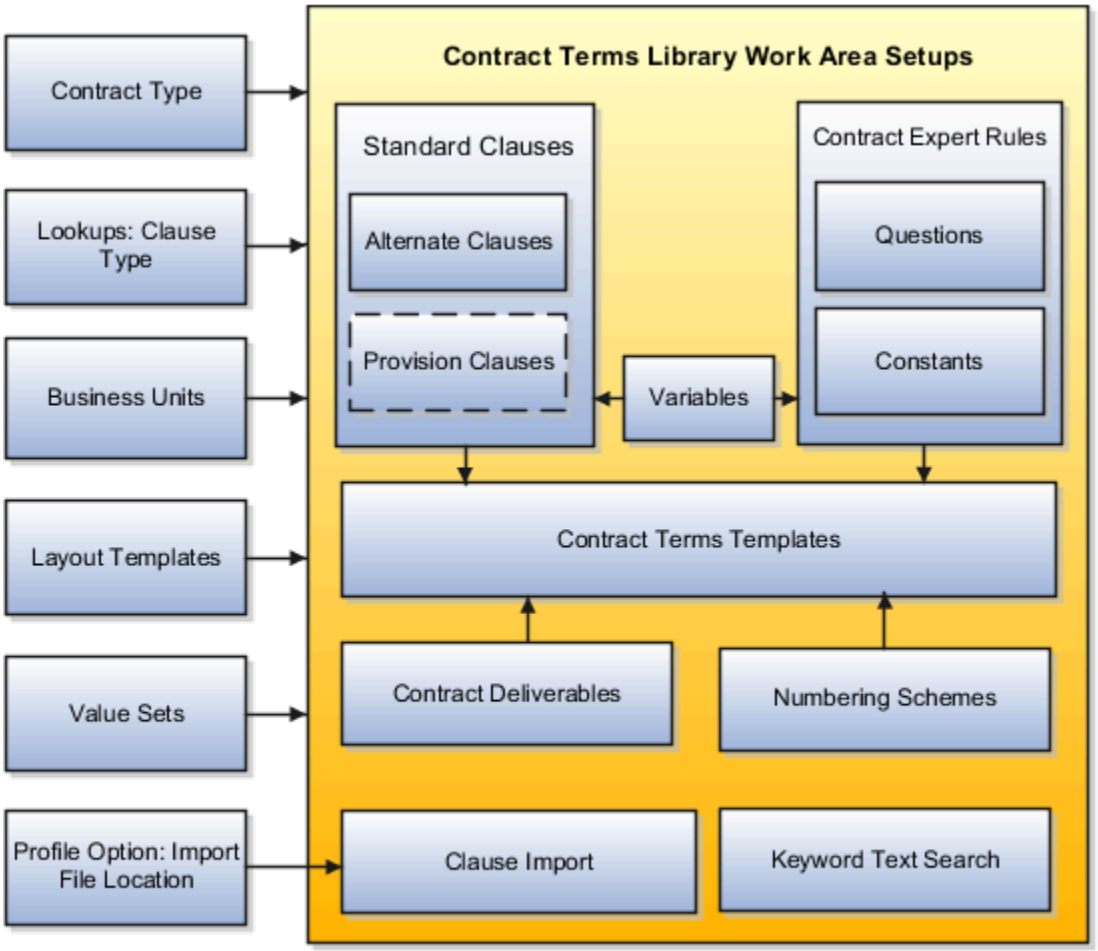
25 Procurement Contracts Configuration

Define Contract Terms Library Configuration

How Contract Terms Library Setups Work Together

This topic provides a brief overview of setups for the Contract Terms Library.

The following figure outlines the main setups for the Contract Terms Library which are described in the sections of this topic. The setups on the left are accomplished using tasks from the Setup and Maintenance work area. To set up most of the Contract Terms Library features, including clauses and contract terms templates, you must navigate to the Terms Library work area. Dashed boxes highlight features that are available only in Oracle Procurement Contracts.



Setups in Oracle Fusion Functional Setup Manager

Different Oracle Fusion Functional Setup Manager tasks enable or affect Contract Terms Library features. These setups include:

- Setting Up Contract Types to Work with the Contract Terms Library

  Contract types specify properties of different contracts including the type of permitted contract lines, party roles, contract validation checks, and the contract acceptance and signature requirements. For the Contract Terms Library, you can use the **Manage Contract Types** task to:

  - Enable contract terms authoring

    You must enable contract terms authoring for a contract type to use any of the library features for contracts of that type.
  - Specify the Oracle Analytics Publisher layout template that will be used to format the printed contract terms for contracts of this type.
- Defining Clause Types

  If you want to categorize the clauses in the library, select the **Manage Contract Clause Types** task to set up clause types.
- Configuring Business Units for Contracts

  The use of most of the Contract Terms Library content is restricted to the business unit where you create it. This includes clauses, contract terms templates, and Contract Expert business rules. Using either the **Specify Customer Contract Management Business Function Properties** or the **Specify Supplier Contract Management Business Function Properties** tasks, you can:

  - Enable content adoption between business units and automatic approvals for content
  - Specify the Contract Terms Library administrator, the employee who will receive approvals and other notifications regarding library content.
  - Enable the Contract Expert feature for the business unit.
- Creating Contract Layout Templates

  Using Oracle Analytics Publisher, you can set up layout templates that determine the formatting of clauses, contract terms template previews, the contract deviations report, and the contract itself.

  Download the sample layout templates provided with your application from the Oracle Analytics Publisher library. You can copy and edit the sample layout templates and upload them.

  > **Note:** For an example on how to use XML to build your own layouts, see the topic Setting Up Enterprise Contracts - Part 2.
- Creating Contract Terms Value Sets

  Select the **Manage Contract Terms Value Sets** task to set up value sets for use in contract terms variables and Contract Expert questions.

- Specifying the Location of the File Used for Clause Import

  You can import legacy clauses into the Contract Terms Library, either from a file or from an interface table using Oracle Fusion Enterprise Scheduler processes.

  If you are importing clauses from a file, then you must specify the location of the file by setting the profile option **Specify Contract Clause Import XML File Location** by selecting the **Manage Clause and Template Management Profiles** task.

Contract Terms Library Work Area Setups

The Contract Terms Library is built using the tasks within the Terms Library work area:

- Creating Clauses

  Create standard clauses for use during contract terms authoring, including alternate clauses, clauses included by reference, and provision clauses. By specifying different clause properties, you can modify clause behavior. For example, you can make clauses mandatory in contracts or protect them from editing by contract authors.

- Creating Variables

  You can use variables in the Contract Terms Library to represent information within individual clauses and for use within Contract Expert rule conditions. Your application comes with predefined variables, called system variables. You can create additional variables, called user variables, with or without programming.

- Creating Numbering Schemes

  You can set up additional clause and section numbering for contract terms. You can select which numbering scheme you want to use with each contract terms template.

- Creating Contract Terms Templates

  Create contract terms templates to insert boilerplate terms and conditions into contracts during contract authoring. Contract authors can apply the templates manually, or the application can apply the templates automatically using default rules you set up.

- Creating Contract Expert Business Rules

  Set up business rules that ensure compliance of contracts with corporate standards.

  Contract Expert helps you to set up business rules that can:

  - Apply the appropriate contract terms template to a contract

    For example, apply the contract terms template Software License and Service Agreement if the contract is authored in the North America Operations business unit and the contract amount exceeds one million dollars.
  - Insert additional clauses into specific predetermined locations in the contract

    For example, add an audit clause if an audit is required.
  - Report contract deviations from corporate policies

    For example, report a contract worth one million dollars or more that includes payment terms greater than 90 days.

  You can base Contract Expert rule conditions on the values of variables in the contract, the presence of other clauses, or you can set up questions that contract authors must answer during authoring.

For example, you can ask authors a series of questions about the nature of the materials being shipped to customers and insert additional liability clauses based on their answers.

If you are setting up business rules with numeric conditions (for instance, insert a special payment terms clause if the contract amount exceeds $1 million) then you must set up constants to hold the numeric values. You cannot enter the numeric values directly.

- Contract Deliverables

  Contract deliverables track both contractual and non-contractual commitments that must be completed as part of negotiations, purchasing, and enterprise contracts between businesses and suppliers or customers based on contract intent. These deliverables can be used in purchasing and sourcing documents that include contract terms and in enterprise contracts.

- Importing Clauses

  You can import clauses from legacy applications by running Oracle Fusion Enterprise Scheduler (ESS) processes from the Terms Library work area by selecting the **Import Clauses** task or from the Setup Manager by selecting the **Manage Processes** task.

- Setting Up and Maintaining the Index for Clause Text Searches Using the Keyword Field

  By selecting the **Manage Processes** task in the Terms Library work area, you can also run the ESS processes required to set up and maintain the text index required for searches of clauses and contract terms templates using the Keyword field.

Related Topics

- Contract Terms Library Clauses
- How Contract Terms Templates Work
- How Business Unit Affects Clauses and Other Objects in the Library
- Variables

Contract Terms Library Clauses

You can create different types of clauses for different uses and use clause properties to specify if a clause is protected from edits by contract authors, mandatory, and related to or incompatible with other clauses.

A clause you create in the Contract Terms Library is available for use within the business unit where you create it after it is approved.

The types of clauses you can create include:

- Standard clauses
- Clauses included by reference
- Provision clauses for contracts with a buy intent

Using different clause properties you can:

- Make a clause mandatory in a contract.
- Protect it from edits by contract authors.

- Specify that a clause can be selected by contract authors as an alternate of another clause.
- Specify that the clause cannot be in the same document as another clause.
- Make a clause created in a global business unit available for use in other business units.

Creating Standard Clauses

Any clause you create in the library becomes a standard clause that can be used in the business unit where you create it after it is approved. Unless you specify that the clause is protected, contract authors can edit the clause in a specific contract. Any edits they make are highlighted in a clause deviations report when the contract is approved. Similarly, contract authors can delete the clause from a contract, unless you specify the clause is mandatory.

Including Clauses by Reference

For clauses, such as Federal Acquisition Regulation (FAR), you can print the clause reference in the contract instead of the clause text itself. During contract creation, you enter the reference on the Instructions tab of the clause edit page and select the **Include by Reference** option.

Creating Provision Clauses for Contracts with a Buy Intent

For contracts with a buy intent, you can create provision clauses, clauses that are included in contract negotiations but are removed after the contract is signed. Provision clauses are used primarily in Federal Government contracting.

Altering Clause Behavior with Clause Properties

Using different clause properties, you can alter the behavior of a clause. You can:

- Make a clause mandatory.

  A mandatory clause is highlighted by a special icon during contract terms authoring and cannot be deleted by contract authors without a special privilege. You can make a clause mandatory for a particular contract terms template by selecting the *Make Mandatory* action after you have added the clause to the template. A clause is also become mandatory if it is added by a Contract Expert rule and you have selected the *Expert Clauses Mandatory* option in the template.
- Protect it from edits by contract authors.

  A protected clause is highlighted by a special icon during contract terms authoring and cannot be edited by contract authors without a special privilege. You can protect any clause by selecting the protected option during clause creation or editing.
- Specify that a clause can be selected by contract authors as an alternate of another clause.

  You can specify clauses to be alternates of each other on the Relationships tab of the create and edit clause pages. When editing contract terms, contract authors are alerted by an icon that a particular clause includes alternates and can select an alternate to replace the original clause.
- Specify that the clause cannot be in the same document as another clause

  You can use the Relationship tab to specify a clause you are creating is incompatible with another clause in the library. The application highlights incompatible clauses added by contract authors in the contract deviations report and during contract validation.

- Make a clause available for use in other business units.

  Clauses you create in the library are normally available only within the same business unit where you create them. If you create the clause in the business unit that is specified as global during business unit setup, then you can make the clause available for adoption in other business units by selecting the **Global** option during clause creation or edit. This option appears only in the one business unit specified as global.

How Contract Terms Templates Work

You can create contract terms templates in the Contract Terms Library to insert appropriate terms and conditions into contracts during contract authoring. You can apply the templates manually while authoring contracts or the application can apply the templates automatically using defaulting rules you set up.

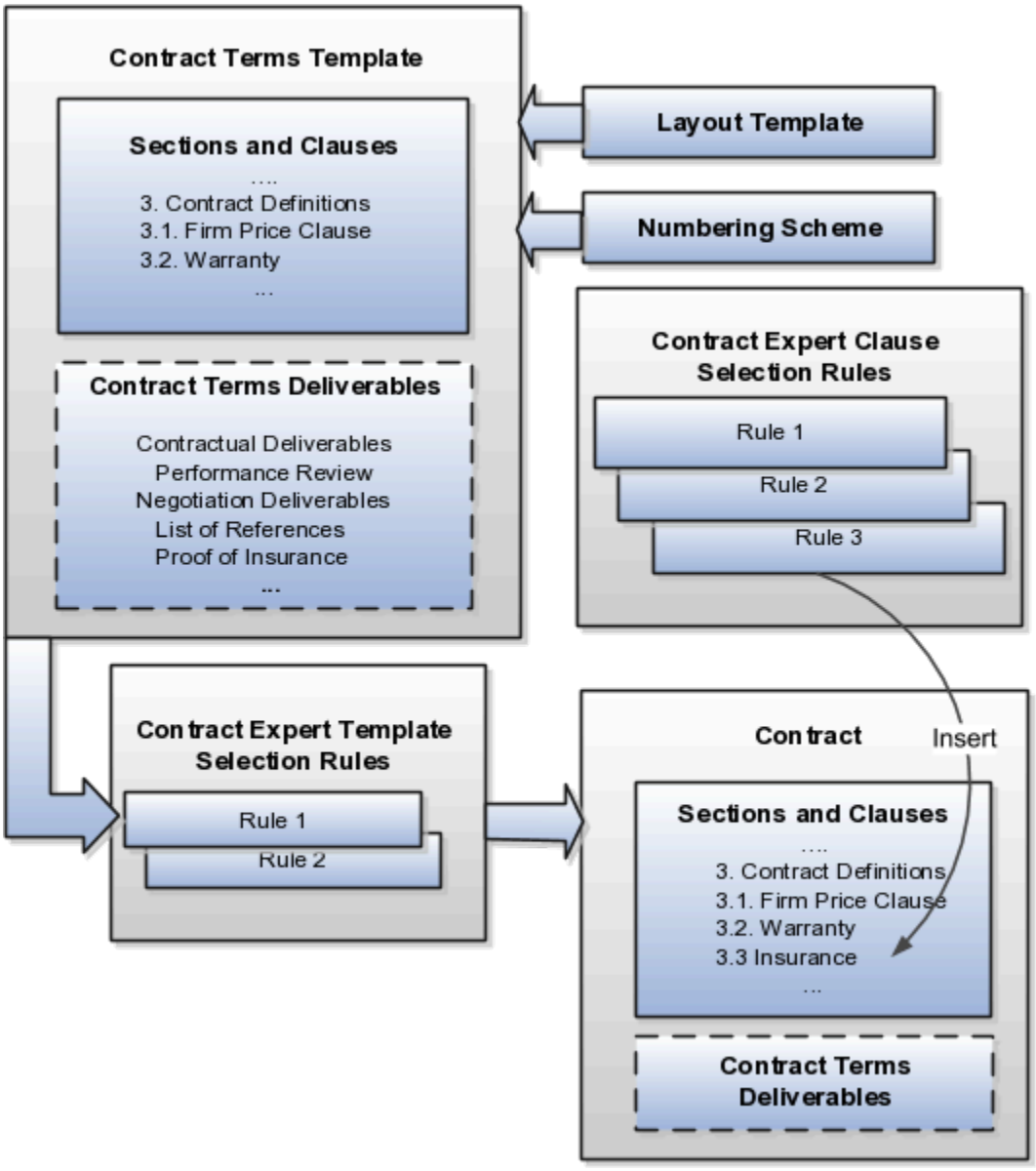
Contract terms templates:

- Contain sections and clauses from the Contract Terms Library.
- Are created in the Contract Terms Library separately. You cannot create them directly from an existing contract.
- Are specific to one business unit.
- Apply to enterprise contracts of the contract types you specify in the template.
- Are specific to either sell-intent or buy-intent contracts.
- Can default contract terms directly on purchase orders and sourcing documents, and on enterprise contracts. For these documents, contact terms templates can also include contract deliverables which can be used to track the completion of contractual tasks in the contract.

In addition, for a contract terms template you can:

- Set up Contract Expert rules to recommend additional clauses for contracts that use the template and insert these clauses in specified locations in the contract if marked as conditional.
- Associate a layout template for previewing the template.
- Specify a contract terms numbering scheme for the template.
- Set up template selection rules to default the template into a contract automatically.

The following figure illustrates the different aspects of contract terms templates, such as section and clauses, contract terms deliverables, layout template, numbering scheme and so on.



Adding Sections

You can add sections that you have created in the library or create sections that are specific to the template itself.

Adding Clauses

You can add clauses in one of two ways:

- Add a clause from the Contract Terms Library directly into a section in the template.

  You can create the clause in the library from the template if the library does not have what you need.
- Create Contract Expert rules to add clauses to the contract terms in a contract depending on the specifics of the contract.

For example, you may want to add a boilerplate jurisdiction clause directly into the template, but use a Contract Expert rule to insert the appropriate liability clause. This way a contract that calls for the shipment of hazardous materials will get a liability clause that's different from a contract that does not include any, for example.

The properties that you set up in the clause apply automatically. If you set up a clause as mandatory, you will not be able to delete the clause after it is inserted by the template unless you have the special Override Contract Terms and Conditions Controls privilege. If you set up a clause with alternates, then you can substitute any of the alternate clauses in the contract.

> **Note:** You are not required to add any sections or clauses to a template directly. You can use Contract Expert rules exclusively, if appropriate.

Enabling Contract Expert on the Template

To use Contract Expert in a contract where the template is applied, select the **Enable** option in the Contract Expert region of the Create Terms Template or Edit Terms Template pages. When Contract Expert rules enabled for the template suggest additional clauses, these additional clauses are presented for your review before they are inserted in the default section specified in each clause. Depending on privileges, you can choose which clauses to insert and which to omit. If you make Contract Expert suggestions mandatory for the template, then you can reject the recommendations only if you have the special Override Contract Terms and Conditions Controls privilege.

You can also place recommended clauses for insertion n their predetermined locations, if the clauses are marked as conditional clauses and their locations are defined in the terms template associated with the contract.

Adding Contract Deliverables to Purchase Orders, Sourcing Documents, and Enterprise Contracts

For Oracle Purchasing purchase orders, Oracle Sourcing documents, and enterprise contracts, you can track compliance of tasks that the contract parties have agreed to execute as part of the agreement by adding contract deliverables.

You can use deliverables to record the status of the tasks, keep everyone notified of past and future deadlines, and as a repository of the deliverable documents themselves. For example, vendors agreeing to supply a monthly report can log in to their sourcing portal and attach the report or ask for an extension. If they fail to respond by the specified deadline, the deliverable can trigger an automatic notification that the deliverable is overdue.

Assigning a Layout Template for Previewing the Contract Terms Template

You must assign a layout template for the contract terms template so you can preview the template content, when you need to make a template selection, for example. The layout template, which you select on the General tab while editing the contract terms template, specifies what is displayed in the preview, including the fields displayed, graphics such as a company logo, page numbering, headers and footers, and boilerplate text. This layout template is not used for printing the contract.

If you marked Contract Expert recommended clauses as conditional on the terms template, then these are displayed in gray font in the print preview to distinguish them from regular clauses.

The layout template is an RTF file stored in the Enterprise Contracts folder in the Business Intelligence Presentation Catalog. A sample layout template is provided with your application. You can copy the sample template and edit it to create your own as described in a related topic.

Specifying a Numbering Scheme

You can associate a numbering scheme to the template that will automatically number sections and clauses in the contract. Several predefined numbering schemes are available with your application, and you can create additional numbering schemes of your own.

Making the Template the Contract Default

You can have a contract terms template apply automatically in all contracts based on:

- Contract type
- Contract Expert rules that select the template based on the specific information in the contract itself

If you enabled the feature Enable Contract Terms in Oracle Fusion Procurement for Procurement Contracts during implementation, then you can also apply templates to procurement documents based on document type.

The following document types become available:

- Auction
- Bid
- Blanket Purchase Agreement
- Contract Purchase Agreement
- Standard Purchase Order
- RFI
- RFI Response
- RFQ
- Sourcing Quote

While editing the contract terms template, you specify a template to be the default for a contract type or document type in the Document Types region. You can set up only one template as the default for each contract type or document type. You set up the Contract Expert template selection rules separately as described in a related topic. You can have multiple rules recommend the same template.

Here is how the default values you enter in the Document Types region and the Contract Expert template selection rules interact to select and apply a template during contract authoring:

- Contract Expert template selection rules always take priority. If the rules specify a single template for a contract, then it is applied regardless of the default you entered in the Document Type region.
- If the Contract Expert rules recommend different templates, then the application uses the default from the Document Type region as a tiebreaker.
- If no Contract Expert selection rule applies and you specified a default, then the application uses the default.
- If you did not set up any rule or default for a contact type or document type, then you must select the template from a list while authoring.

Related Topics

- How You Activate and Revise Contract Terms Templates
- How Contract Expert Works
- Contract Printing and Layout Templates

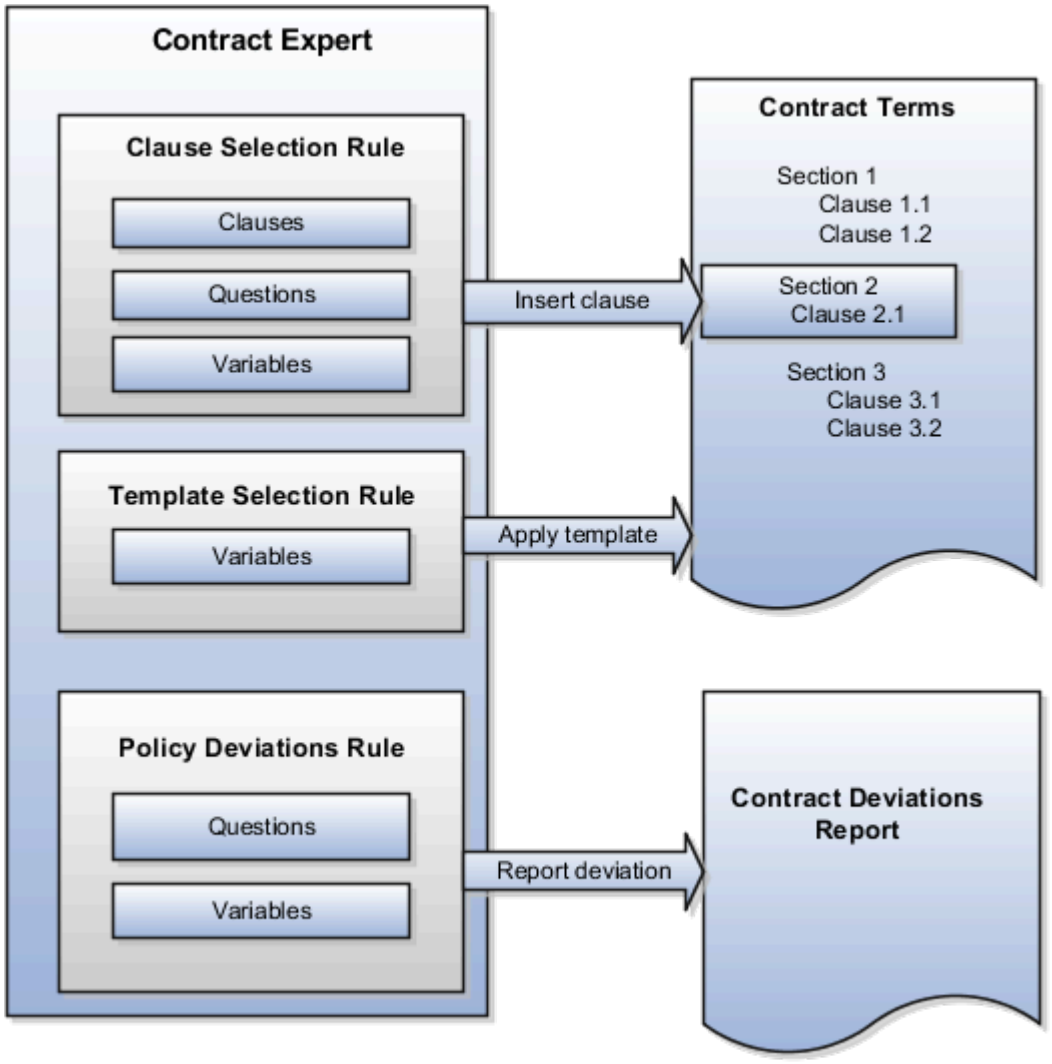
How Contract Expert Rules Work

You can set up Contract Expert rules to apply contract terms templates automatically to contracts, to suggest additional clauses for insertion during contract terms authoring, and to identify any contract deviations from company policy.

Each rule include conditions that must be met and the rule results. You can base rule conditions on:

- The presence of another clause already in the contract
- The value of a system variable or a user variable
- Questions that the contract author must answer

Different Contract Expert rule types support different condition types, as illustrated in the following figure. Clause selection rules, which can default individual clauses and sections into a contract, can be based on clauses, questions, and variables. Template selection rules, which identify the default contract terms template for the contract, can be based on variables only. Policy deviation rules, which identify contract deviations from company policies, use questions and variables only. The following figure illustrates the Clause Selection, Template Selection, and Policy Deviation Contract



Expert rules.

Key rule properties include:

- All rules can use multiple conditions linked together with either the AND or OR logical operators.
- All rules: clause selection, policy deviation, or template selection can't start with a numeric prefix.
- The values of non-numeric conditions are supplied by value sets.
- The values for numeric conditions are supplied by constants.
- Rule types that allow the inclusion of questions can trigger follow-up questions, letting you chain rules together.
- Rules are restricted to the specific business unit and the contract intent where you create them.
- Rules don't get copied when you copy a global contract terms template to another business unit.
- Conditions support both logical and numeric operators:
  - IS
  - IS NOT
  - IN (allows the selection of multiple values)
  - NOT IN (allows the selection of multiple values)
  - >=: (greater than or equal to)
  - <=: (less than or equal to)
  - =: (equal to)
  - > (greater than)
  - < (less than)

Clause Selection Rules

Clause selection rules permit you to insert one or more clauses and sections into a contract.

The following table describes the rule properties.

Rule Property	Details
Rule outcomes	The rule can: • Recommend one or more clauses for insertion into the contract Contract authors can review the Contract Expert recommendations before the clauses get inserted into the contract. By setting the **Expert Clauses Mandatory** option when creating a contract terms template, you can specify if you want the clause insertion to be mandatory or if the authors can ignore the recommendations. If you make the insertion mandatory, then only contract authors with the Override Contract Terms and Conditions Controls privilege, a special privilege that allows deleting mandatory clauses from the contract, can reject the recommendations. Similarly, if the recommended clauses are standard clauses, then the authors must have the Author Additional Standard Contract Terms and Conditions privilege to reject the recommendations. This privilege allows the deletion of standard clauses from the contract. If you marked recommended clauses as conditional and specified the location of these clauses in the terms template, then Contract Expert inserts the clause in the contract in the location that you specified. If the location of an Expert suggested clause isn't specified in the terms template, Contract Expert inserts each clause in the section specified as the default for the clause in the

Rule Property	Details
	Contract Terms Library. If no default section is specified in the clause, then Contract Expert inserts the clause into the default section specified in the contract terms template. Contract Expert automatically inserts the default section if it doesn't already exist in the contract. • Ask follow-up questions You can ask follow-up questions by adding them in the Additional Questions region of the Results tab. Any additional question that you add must be part of another rule. Adding the follow-up question chains the rules together.
When the rule is evaluated	The rule is evaluated every time that a user runs Contract Expert. Users receive a warning message during contract validation if they fail to run Contract Expert.
Conditions	Conditions can be based on: • clauses • questions • variables You can use both predefined system variables and user variables. Both types of user variables are supported: those that require entry by contract authors and those where the values are supplied by a Java procedure.
Where it applies	The rule applies only within the business unit and for the intent that you specify. You can have the rule apply to one of the following: • Specific contract terms templates • All contract terms templates for the business unit

Contract Terms Template Selection Rules

Contract terms template selection rules let you to automatically apply a contract terms template to a contract.

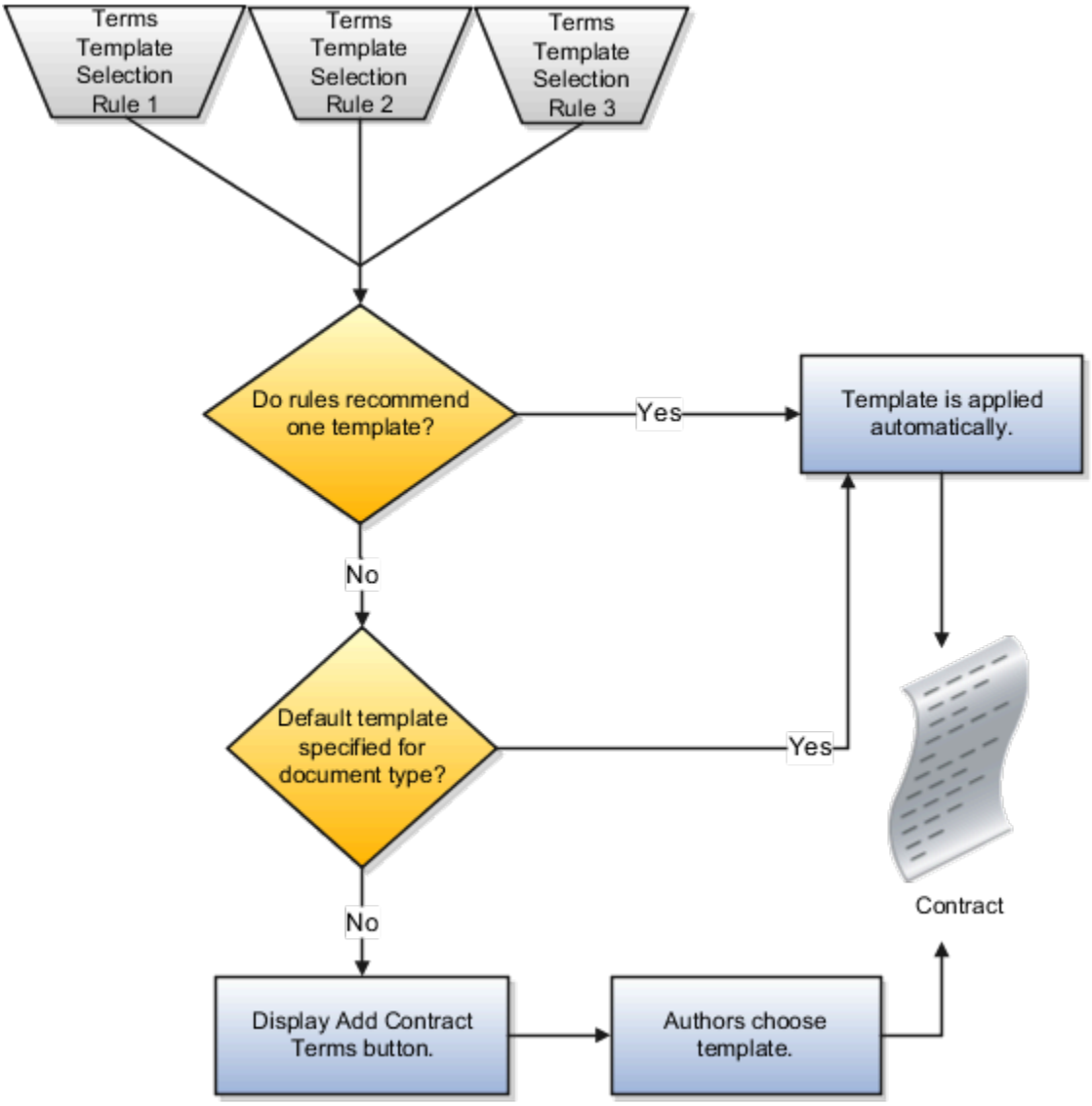
The following table describes the rule properties.

Rule Property	Details
Rule outcomes	The application automatically applies a contract terms template to a contract. Or, if the author removed the contract terms using the Actions menu, the template displays the template name as the default when applying a new template.
When the rule is evaluated	The application evaluates the rule whenever the author navigates to the Contract Terms tab as long as no contract terms template is applied. If a contract terms template is applied to the contract, the template selection rules aren't executed again, even if changes to the contract would result in a different rule outcome. The rule is also evaluated to determine if the contract contains the recommended template whenever the contract author: • Runs the clause deviations report • Validates the contract terms or the contract

Rule Property	Details
	In both cases, the rule generates a warning if the author applied a different template from that recommended by the rule.
Conditions	Variables only You can use predefined system variables and those user-defined variables where the values are supplied by a Java procedure.
Where it applies	The rule applies only within the business unit and for the intent specified in the rule.

Contract Expert doesn't apply a contract terms template if the contract terms template default rules you set up recommend multiple terms templates for a single contract. Instead, Contract Expert applies the contract terms template specified as the default for the business document type during contract terms template setup. If no document type default is specified, then the application displays the Add Contract Terms button and permits authors to select a template of their own choice. The choices are restricted to the templates specified for the

contract type.The following figure describes choosing a contract terms template for application to a contract.



Policy Deviation Rules

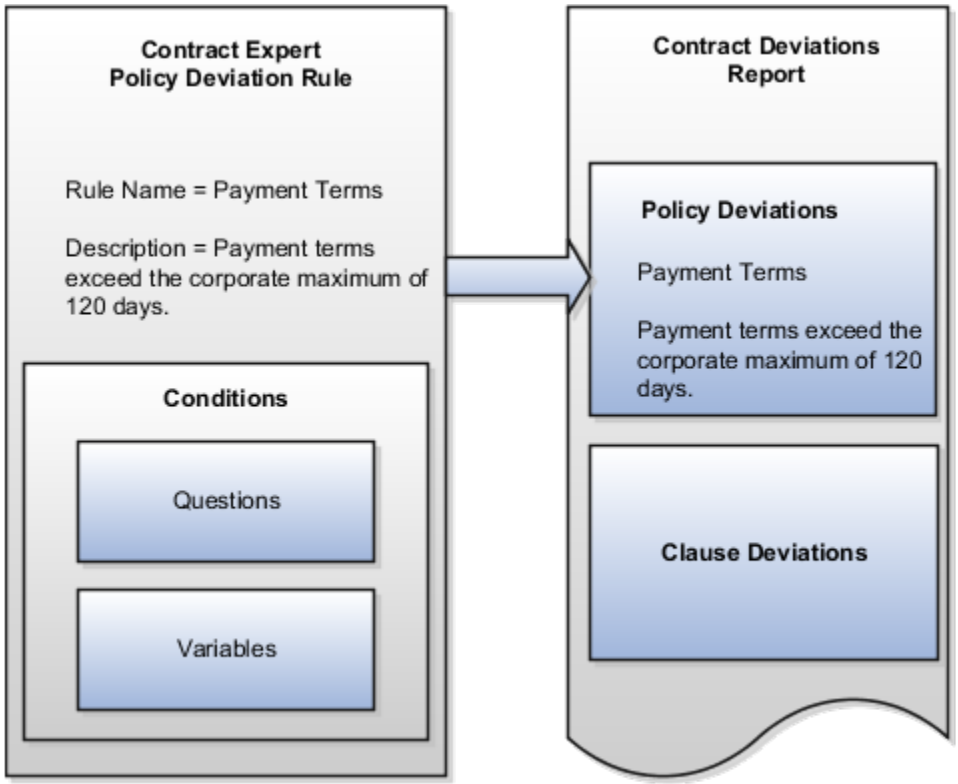
Policy deviation rules identify deviations from company policies on the contract deviations report. This report is run by the contract author before submitting a contract for approval.

The following table lists the rule properties.

Rule Property	Details
Rule results	The rule displays a deviation in the contract deviations report. The rule name becomes the deviation.
When the rule is evaluated	The rule is evaluated whenever the user:

Rule Property	Details
	• Runs the contract deviations report • Validates the contract terms or the contract
Conditions	Conditions can be based on: • Questions • Variables Both predefined system variables and those user-defined variables where the values are supplied by a Java procedure.
Where it applies	The rule applies only for the contract terms templates within the business unit and for the intent that you specify.

You can build rule conditions out of both questions and variables. In the contract deviation report, your entry in the Rule Name field becomes the deviation name and your entry in the rule Description field becomes the deviation description. The following figure illustrates the policy deviation rule setup.



Policy deviation rules list policy deviations in the contract deviations report, along with any clause deviations that are identified automatically by the application. Contract authors can run the report before submitting the contract for approval and enter comments to explain the deviation to the approver. The report is rerun automatically when the author submits the contract for approval and a copy of the report is attached to the approval notification.

Activating and Validating Rules

After you set up a rule, you must activate it using the Activate Rule action. Rules don't require approval before activation, but the contract terms templates that they apply to do.

> **Note:** To activate a rule, you must assign it to at least one contract terms template. The template doesn't have to be approved at the time that you make the assignment, but it must be approved before the rule can be used.

Activating a rule triggers an automatic validation process. You must correct all errors before the rule gets activated.

Related Topics

- Examples of Contract Expert Clause Selection Rules and Follow-up Questions
- Contract Expert Rule Statuses and Available Actions
- How Contract Expert Works
- How can I predefine locations of Contract Expert clauses in the contract?
- How does Contract Expert identify where to insert clauses into contracts?

26 External Integration

Web Services

Overview of Web Services

Use web services to integrate web-based applications into your Oracle Applications Cloud. Web services expose business objects and processes to other applications using open standards-based technologies.

Web services support development environments and clients that comply with these open standards:

- Extensible Markup Language (XML)
- Simple Object Access Protocol (SOAP)
- Business Process Execution Language (BPEL)
- Web Services Description Language (WSDL)
- XML Schema Definitions (XSD)

Oracle Applications Cloud has these two types of web services:

- Application Development Framework (ADF) services
- Composite services

Let's look at the web service types in detail.

Web Service Type	Description
ADF services	ADF services usually represent business objects, such as employees or purchase orders. You can use these services to expose standard operations, such as create, update, and delete. However, for locally-persisted objects, ADF services aren't limited to these operations. Here are a few examples of ADF services and what they're used for: • **`Worker.changeHireDate`** - Use to update the hire date of the worker business object. • **`ProjectTask.createTask`** - Use to adds a task to the project task business object.
Composite services	Composite services usually represent end-to-end business process flows that act on business events produced by the ADF services. You can use these services to manage multiple object-based services, rules services, and human workflows. Here are a few examples of composite services and what they're used for: • **`ProjectStatusChangeApproval.process`** - Use to accept the change in project status. • ScheduleOrchestrationOrderFulfillmentLineService.scheduleOrders - Use to schedule resources used to fulfill an order.

For more information about web services, see the SOAP Web Services guide for your cloud services.

Developer Connect

Overview of Developer Connect

The Developer Connect portal provides information about the web services deployed to your Oracle Applications Cloud instance. You can use this information to integrate with or extend Oracle Applications Cloud and develop solutions to suit your business requirements.

To use the Developer Connect portal, your job role must have the `FND_INTEGRATION_SPECIALIST_JOB`, `FND_APPLICATION_DEVELOPER_JOB`, or `ZCA_CUSTOMER_RELATIONSHIP_MANAGEMENT_APPLICATION_ADMINISTRATOR_JOB` privilege. Alternately, you can grant the `ATK_WEB_SERVICE_INFO_ACCESS_PRIV` entitlement to your custom role, and then grant the custom role to users who require access. For more information, see the security guide for the appropriate cloud service at Oracle Help Center (https://docs.oracle.com).

To open the Developer Connect portal, from the **Navigator** menu, select **Tools** > **Developer Connect**. This portal displays dynamic information of the web services, and the modifications done to web services to integrate with Oracle Applications Cloud. You can synchronize the Developer Connect portal with your cloud instance to retrieve the latest web service information such as service attributes, operations, business objects, security policies, and WSDL files.

Use the Developer Connect portal to:

- View the summary of the web service information such as the business object that the service defines, life cycle status, and security policy.
- Discover the operations available for the selected web service, and the request and response payloads for each operation.
- View the hierarchy of the service data objects and know information such as the data type and whether it's a required field for user-defined attributes.
- Review the sample payload XMLs for the operations of the web service. You can add or edit sample payloads, and also delete user-defined sample payloads.

Related Topics

- Manage Web Service Sample Payloads
- Import Value Set Values to Oracle Applications Cloud

Web Service Life Cycle

A web service goes through three phases in a life cycle:

- Active: A service is active when it's delivered the first time, until it's deprecated.
- Deprecated: A service is deprecated when it's superseded by a newer version, or if there is a planned obsolescence in a future release. A service in this state is still supported and becomes obsolete in a later release.

  > **Note:** You must use the active version of the service. If you were previously using a service that has been deprecated, then migrate to the new, active version.

- Obsolete: A service is obsolete when it's no longer shipped or supported.

Related Topics

- Overview of Web Services
- Message Patterns

Manage Web Service Sample Payloads

This example demonstrates how to add and edit a sample payload XML for a web service operation. It also describes how to delete a user-defined sample payload XML.

Adding a Sample Payload XML

Follow these steps to add a sample payload XML for the `getEntityList` operation of `Help Topic Abstract` Service:

1. From the **Navigator** menu, select **Tools** > **Developer Connect**.
2. On the **Web Service** overview page, search for `Help Topic Abstract` Service, and click the service display name.
3. On the **Summary** page, click the **Sample Payloads** tab, and then click **Add Sample Payload**.
4. Select `getEntityList` operation from the list, and enter a brief description.
5. Enter the payload XML, and click **OK**.

Editing a Sample Payload XML

The Developer Connect portal displays predefined and user-defined payloads of the web services. You can edit only the user-defined payloads. Follow these steps to edit a user-defined sample payload of the `getEntityList` operation of `Help Topic Abstract` Service:

1. On the **Web Service** overview page, select `Help Topic Abstract` Service.
2. On the **Summary** page of the web service, click the **Sample Payloads** tab and select `getEntityList` operation.
3. In the **Edit Sample Payload** dialog box, edit the payload XML and click **OK**.

Deleting a Sample Payload XML

You can delete only user-defined payloads, and not predefined payloads. Follow these steps to delete a user-defined sample payload of the `getEntityList` operation of `Help Topic Abstract` Service:

1. On the **Web Service** overview page, select `Help Topic Abstract` Service.
2. On the **Summary** page of the web service, click the **Sample Payloads** tab and select `getEntityList` operation.
3. Click the delete icon for the selected operation and click **OK**.

Related Topics

- Overview of Developer Connect
- Import Value Set Values to Oracle Applications Cloud

Import Value Set Values to Oracle Applications Cloud

This example demonstrates how to use the information in the Developer Connect portal to import value set values to Oracle Applications Cloud.

Suppose a fictional partner application wants to extend it with certain functionality available in another application. Instead of creating the required business objects and attributes in this application, you can import them using a web service. Before you proceed with the import process, enable the access permissions for the web service and review the information in the Developer Connect portal:

- Synchronize the web services information

- Review the web service details
- Update the request payload

Synchronizing Web Services Information

You must synchronize the Developer Connect portal with your Oracle Applications Cloud instance to get the latest web service information. Follow these steps:

1. From the Navigator menu, select **Tools** > **Developer Connect**.
2. Click **Synchronize**.

   Note: The **Last Refreshed** date indicates when the Developer Connect portal was last synchronized with your cloud instance.

Searching And Reviewing Web Service Information

On the Web Services overview page, you can enter Manage File Import and Export in the Find field. You can also use Advanced Search option to find web service names that contain import, and select the relevant service from the search results.

To review the information:

1. On the Web Services overview page, select Manage File Import and Export Service. The Summary panel shows information such as the display name, business object that the service defines, life cycle status, QName, security policy used, and a brief overview of the service.
2. Click the Operations tab to view the operations supported by the web service.
3. Click the `uploadFiletoUCM` operation and review the result parameter in the response payload. This parameter holds the file ID in the WebCenter Content repository from which the value set values are imported.
4. Click the `valueSetValuesDataLoader` operation and review the `fileIdAtRepository` parameter in the request payload. This parameter holds the file ID in the WebCenter Content repository.
5. Click **WSDL File** link of the service to download the web service information.

Updating Request Payload

To add a sample payload to import the value set values:

1. Click the Sample Payloads tab and then click **Add Sample Payload**.
2. Select `uploadFiletoUCM` from the operation name list.
3. Enter a brief description of the payload in the description text box.
4. Add the payload to get the file ID from the WebCenter Content repository:

```
<soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
 <soap:Body>
 <ns1:uploadFiletoUCM
xmlns:ns1="http://xmlns.oracle.com/oracle/apps/fnd/applcore/webservices/types/"
 ns2="http://xmlns.oracle.com/oracle/apps/fnd/applcore/webservices/"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

 <ns1:document xsi:type="ns2:DocumentDetails">
 <ns2:fileName>VS123.txt</ns2:fileName>
 <ns2:contentType>plain/text</ns2:contentType> <ns2:content>
VmFsdWVTZXRDb2RlfEluZGVwZW5kZW50VmFsdWV8SW5kZXBlbmRlbnRWYWx1ZU51bWJlcnxJbmRlcGVuZGVudFZhbHVl
RGF0ZXxJbmRlcGVuZGVudFZhbHVlVGltZXN0YW1wfFZhbHVlfFZhbHVlTnVtYmVyfFZhbHVlRGF0ZXxWYWx1ZVRpbWVz
dGFtcHxUcmFuc2xhdGVkVmFsdWV8RGVzY3JpcHRpb258W5hYmxlZEZsYWd8U3RhcnREYXRlQWN0aXZlfEVuZERhdGVB
Y3RpdmV8U29ydE9yZGVyfFN1bW1hcnlGbGFnfEZsZXhWYWx1ZUF0dHJpYnV0ZTF8RmxleFZhbHVlQXR0cmlidXRlMnxG
bGV4VmFsdWVBdHRyaWJ1dGUzfEZsZXhWYWx1ZUF0dHJpYnV0ZTR8RmxleFZhbHVlQXR0cmlidXRlNXxGbGV4VmFsdWVB
dHRyaWJ1dGU2fEZsZXhWYWx1ZUF0dHJpYnV0ZTd8RmxleFZhbHVlQXR0cmlidXRlOHxGbGV4VmFsdWVBdHRyaWJ1dGU5
```

```
fEZsZXhWYWx1ZUF0dHJpYnV0ZTEwfEZsZXhWYWx1ZUF0dHJpYnV0ZTExfEZsZXhWYWx1ZUF0dHJpYnV0ZTEyfEZsZXhW
YWx1ZUF0dHJpYnV0ZTEzfEZsZXhWYWx1ZUF0dHJpYnV0ZTE0fEZsZXhWYWx1ZUF0dHJpYnV0ZTE1fEZsZXhWYWx1ZUF0
dHJpYnV0ZTE2fEZsZXhWYWx1ZUF0dHJpYnV0ZTE3fEZsZXhWYWx1ZUF0dHJpYnV0ZTE4fEZsZXhWYWx1ZUF0dHJpYnV0
ZTE5fEZsZXhWYWx1ZUF0dHJpYnV0ZTIwfEN1c3RvbVZhbHVlQXR0cmlidXRlMXxDdXN0b21WYWx1ZUF0dHJpYnV0ZTJ8
Q3VzdG9tVmFsdWVBdHRyaWJ1dGUzfEN1c3RvbVZhbHVl QX R0cmlidXRlNH xDdXN0b21WYWx1ZUF0dHJpYnV0ZTV8Q
3VzdG9tVmFsdWVBdHRyaWJ1dGU2fEN1c3RvbVZhbHVlQXR0cmlidXRlN3xDdXN0b21WYWx1ZUF0dHJpYnV0ZTh8Q3Vzd
G9tVmFsdWVBdHRyaWJ1dGU5fEN1c3RvbVZhbHVlQXR0cmlidXRlMTAKUkVMN19CNl9WU19DSEFSX0lORF9URVhUX01MM
jB8fHx8fFRyZWVzV1N8fHx8fFRlc3RpbmcgZm9yIEJ1ZyAxNzM3NTY4NHxOfDIwMDAtMTAtMDF8MjAwMC0xMC0zMHwxf
Hx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8fHx8
```

Related Topics

- Overview of Developer Connect
- Manage Web Service Sample Payloads

Message Patterns

All operations exposed on a business object service have both synchronous and asynchronous message patterns defined. For conciseness, the service documentation includes the definition for the synchronous message pattern only.

Both synchronous and asynchronous operations have the same functional behavior, and request and response payloads. Custom object services don't have corresponding asynchronous operations.

Naming Conventions and Examples

The naming convention for the asynchronous operation is:

- Operation name: Synchronous operation name appended with `Async`
- Callback name: Synchronous operation name appended with `AsyncResponse`

Using `Help Topic Abstract` Service as an example, if the name of the synchronous operation is `getEntityList`, the asynchronous operation name and callback name would be `getEntityListAsync` and `getEntityListAsyncResponse`.

Related Topics

- Web Service Life Cycle
- Overview of Developer Connect

CORS

Cross-Origin Resource Sharing (CORS) is a mechanism that allows cross-domain communication and lets a browser securely access resources from a different domain.

By default, browser-based programming languages, such as JavaScript, can access resources only from the same domain. But with CORS, you can overcome this limitation and manage resources across domains.

Here are the CORS headers you can configure to make that possible.

CORS Header	Purpose
Access-Control-Allow-Origin	Contains a comma-separated list of trusted origins, or domains, that a client application can get resources from.
Access-Control-Max-Age	Specifies how long to store the results of a request in the preflight result cache.
Access-Control-Allow-Methods	Contains a comma-separated list of HTTP methods allowed in a request.
Access-Control-Allow-Headers	Contains a comma-separated list of HTTP headers allowed in a request.

CORS Header	Purpose
Access-Control-Allow-Credentials	Specifies whether a client application can send user credentials with a request.

Example

A client application retrieves resource X from server A, which is what the application runs on. The client application then makes an HTTP request to get resource Y from server B. For this cross-server request to work, you must configure the `Access-Control-Allow-Origin` header in server B. Otherwise, the request fails and we end up with an error message.

Related Topics

- Configure CORS Headers
- Set Profile Option Values

Configure CORS Headers

To enable CORS in Oracle Applications Cloud, configure CORS headers so that client applications in one domain can use HTTP requests to get resources from another domain. Set values for profile options that correspond to the CORS headers.

To view the profile option, go to the Setup and Maintenance work area and use the Manage Applications Core Administrator Profile Values task in the Application Extensions functional area.

CORS Profile Options

This table lists the profile options you can set for CORS headers.

CORS Header	Profile Option Name (Profile Option Code)	Profile Option Values
Access-Control-Allow-Origin	Allowed Origins for Cross-Origin Resource Sharing (ORA_CORS_ORIGINS)	These are the values you can enter to indicate which origins are allowed: • URL of the specific origin. For example, **http://www.exampledomain.com**. • Space-separated list of origins. For example, **http://www.exampledomain.com http://us.example.com http://software.example.com** **CAUTION:** Asterisk (*) is no longer supported as a valid value to allow access to resources from all origins. If you have already set asterisk (*) as the value for the allowed origins, make sure to replace it with the allowed origins.

CORS Header	Profile Option Name (Profile Option Code)	Profile Option Values
		Note: These are some key points to remember while using the profile values: • You must set a value for this header to enable CORS. • Never enclose URL and asterisk in quotation marks. • Domain names must contain only valid URL characters. • The profile value is applicable at the Site level.
Access-Control-Max-Age	CORS: Access-Control-Max-Age (CORS_ACCESS_CONTROL_MAX_AGE)	Default value for caching preflight request is 3600 seconds.
Access-Control-Allow-Methods	CORS: Access-Control-Allow-Methods (CORS_ACCESS_CONTROL_ALLOW_METHODS)	Default values for allowed methods are **OPTIONS**, **HEAD**, **GET**, **POST**, **PUT**, **PATCH**, and **DELETE**.
Access-Control-Allow-Headers	CORS: Access-Control-Allow-Headers (CORS_ACCESS_CONTROL_ALLOW_HEADERS)	Default values: **Accept**, **Accept-Encoding**, **Authorization**, **Cache-Control**, **Content-Encoding**, **Content-MD5**, **Content-Type**, **Effective-Of**, **If-Match**, **If-None-Match**, **Metadata-Context**, **Origin**, **Prefer**, **REST-Framework-Version**, **REST-Pretty-Print**, **Upsert-Mode**, **User-Agent**, **X-HTTP-Method-Override**, and **X-Requested-By**.
Access-Control-Allow-Credentials	CORS: Access-Control-Allow-Credentials (CORS_ACCESS_CONTROL_ALLOW_CREDENTIA	Select **True** or **False** to allow or prevent sending user credentials with the request. The default is False. **CAUTION:** Don't set the value to True without assessing the risk. The value shouldn't be set to True if the value for ORA_CORS_ORIGINS is set to asterisk (*). The Access-Control-Allow-Credentials header won't be set if ORA_CORS_ORIGINS value is *. Setting the value to True affects all the Fusion Applications REST endpoints.

Related Topics

- Set Profile Option Values
- CORS

View Details About Predefined Scheduled Processes

To use web services to run predefined scheduled processes, you require details about the processes. View job definitions that the processes are based on, for example to get information about parameters.

You might also need to find security requirements for running the scheduled process.

Job Definitions

A job definition contains the metadata that determines how a scheduled process works and what options are available during submission.

To view job definitions:

1. Go to the Setup and Maintenance work area.
2. From the Application Extensions functional area, open any of these tasks as appropriate:
    - Manage Enterprise Scheduler Job Definitions and Job Sets for Financial, Supply Chain Management, and Related Applications
    - Manage Enterprise Scheduler Job Definitions and Job Sets for Human Capital Management and Related Applications
    - Manage Enterprise Scheduler Job Definitions and Job Sets for Customer Relationship Management and Related Applications
3. In the Manage Job Definitions tab, select your job definition and click **Edit**.

    > **Note:** Predefined job definitions are marked with an asterisk.

4. Cancel after you get the information you need.

Security

Privileges provide the access required to run specific scheduled processes. Privileges are granted to duty roles, which are granted to job roles. To see which job roles inherit the required privileges, use the Security Console or the security reference manuals for the appropriate product family.

27 File-Based Data Import (FBDI) and File Import and Export

Files for Import and Export

Overview of Files for Import and Export

You can import data into or export data out of the applications. A repository stores the content and the import and export processes handle the data movement into and out of the repository.

Integration specialists stage data for import and export. Application administrators run processes to import data in repositories of content to application transaction tables, or retrieve data exported from applications.

Aspects of managing files for import and export involve the following:

- Using the File Import and Export page
- Interacting with content management
- Uploading to facilitate import
- Downloading to facilitate export
- Determining the file size

The File Import and Export Page

Use the File Import and Export page to upload content to or download content from the document repository of Oracle WebCenter Content. Search criteria on the page are limited to the minimum metadata of content management records needed for file import and export. To open the page, from the **Navigator** in the global header, select **Tools** > **File Import and Export**.

Contact the WebCenter Content Administrator for the following additional requirements:

- Information or assistance regarding general access to content management (including all metadata)
- Creating and managing accounts
- Programmatically uploading and downloading content

Interacting with Content Management

Each user with access to the File Import and Export page is assigned to one or more accounts in Oracle WebCenter Content. Accounts organize and secure access to the content items.

Uploading to Facilitate Import

Uploading a file creates a record in Oracle WebCenter Content. When you upload a file, you must also specify an account to which you upload the file. The account you specify determines which import process picks up that file to import it. You can upload any compatible file format, such as MIME, which the content repository can parse. However, the

uploaded format must conform to the requirements of the import process. For example, the comma-separated values (CSV) file for the Load Interface File for Import process.

1. Click **Navigator** > **Tools** > **File Import and Export**.
2. In the Search Results section, click **Actions** > **Upload**.
3. On the Upload File window, click **Browse** and select the file to be uploaded.
4. From the Account list, select the account with which you want to associate the file.
5. Click **Save and Close**.

The details of the uploaded file appear in the Search Results section. Each uploaded file is assigned a unique Content ID.

Downloading to Facilitate Export

Records in the search results table of the File Import and Export page provide download links to the files.

File Size

Upload and download don't apply the following by default:

- Data compression
- File splitting

The `UPLOAD_MAX_DISK_SPACE` parameter in the `web.xml` file defines the maximum allowable file size in content management. By default, this limit is set to 2147483648 bytes (2GB), which means you can't upload files larger than 2GB. Also, several factors can impact file uploads, such as network request timeouts, virus scanning, and network bandwidth and server performance. To optimize your upload experience, here are a few recommendations:

- Consider breaking large files into smaller parts.
- Avoid uploading large files from mobile devices.
- Complete large uploads in an office or high-speed network environment.

Related Topics

- Overview of External Data Integration Services for Importing Data
- Guidelines for File Import and Export
- Import Data into Application Tables

Guidelines for File Import and Export

Interaction between the File Import and Export page and Oracle WebCenter Content requires securing content in an account. You can use the predefined accounts that are available in Oracle WebCenter Content.

Areas of file import and export involve the following:

- Defining security
- Searching records
- Accessing content in a new account
- Naming the account
- Deleting files

Defining Security

You require the File Import and Export Management duty role for accessing the File Import and Export page. This duty role is included in the predefined role hierarchy for integration specialist roles and product family administrator roles. Files in Oracle WebCenter Content are associated with an account so that only users having access to that account can work with those files. Account names are unique and each account is treated as discrete by access control. You can only upload and download files to and from content repositories that are linked to the accounts you can access. The underlying integrated content management handles security tasks such as virus scanning.

Searching Records

A record in Oracle WebCenter Content contains the metadata used for accessing the file. When a scheduled process is run on a file, the record for the file is assigned a process ID.

Accessing Content in a New Account

After you create a new account in Oracle WebCenter Content, restart the content server. Otherwise, when you use the File Import and Export page to access content in the new account, you may experience a delay. The policy store is being updated with the new account information, which causes the delay.

Naming the Account

If you create accounts for importing or exporting data, use the following conventions for naming the account:

- Don't include a slash (/) at the beginning or end.
- End the name with a dollar sign ($) to avoid partial string matching.
- Use dollar sign and slash ($/) as a separator in the hierarchical structure.

For example: `fin$/journal$/import$` The File Import and Export page transforms account names by removing the dollar sign ($) separators. For example `fin$/journal$/import$` appears as `fin/journal/import`. The Remote Intradoc Client (RIDC) HTTP command-line interface (CLI) transforms the account name you specify without the dollar sign ($) to one that includes the sign. For example, fin/journal/import becomes `fin$/journal$/import$` in WebCenter Content.

Deleting Files

You can delete one file at a time when you use the File Import and Export page. To delete multiple files simultaneously from the content repository, use the standard service page in Oracle WebCenter Content.

Related Topics

- Import Data into Application Tables
- Overview of Files for Import and Export
- Document Transfer Utility

External Data Integration Services for Oracle Cloud

Overview of External Data Integration Services for Importing Data

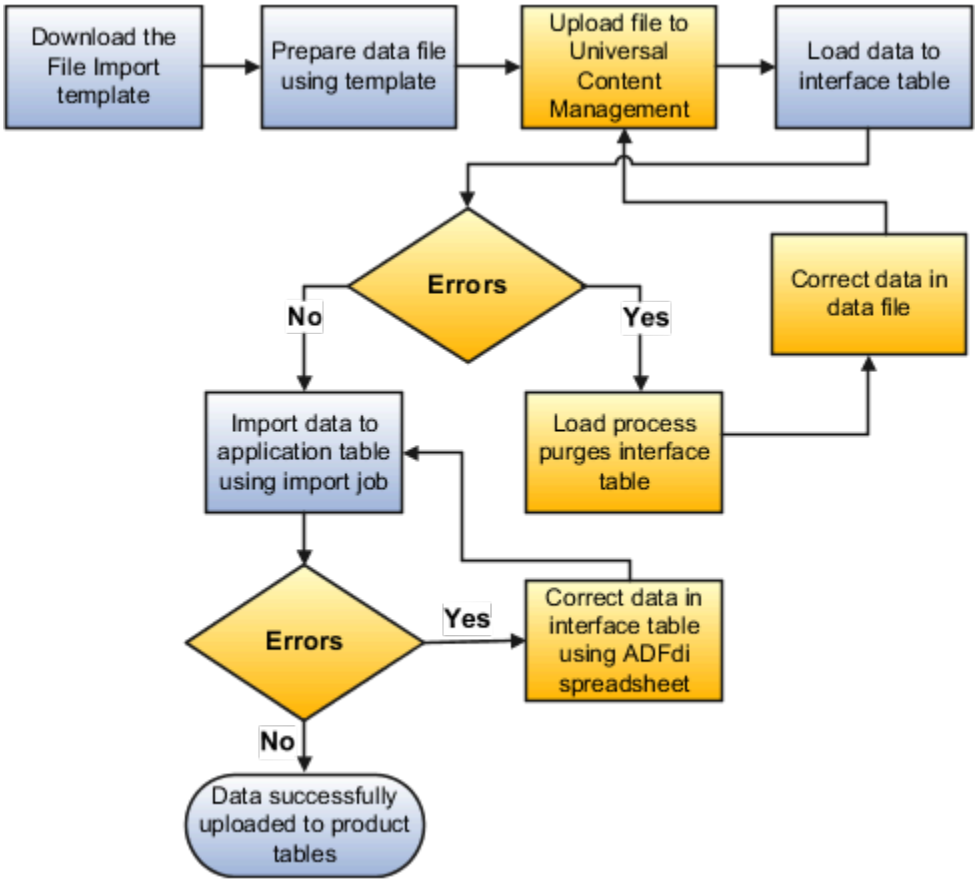
Use External Data Integration Services for Oracle Cloud to load data into the interface tables of Oracle Fusion Applications from external sources, such as legacy systems and third-party applications.

External Data Integration Services uses file-based data import (FBDI) templates and processes to import data.

The External Data Integration Services components consist of:

- 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

File Import Templates

The File Based Data Import guides in the Oracle Help Center (http://docs.oracle.com) include integration templates to help you prepare external data for loading and importing.

Each template includes table-specific instructions, guidelines, formatted spreadsheets, and best practices for preparing the data file for upload. Use the templates to ensure that your data conforms to the structure and format of the target application tables.

Preparing external data using templates involve the following tasks:

- Downloading templates
- Preparing data using the XLS template

Downloading Templates

To download the templates:

1. Open the File Based Data Import guide for your cloud service.
2. Locate the import process.
3. View the list of files.
    - Control files describe the logical flow of the data load process.
    - XLSM templates include the worksheets and macros for structuring, formatting, and generating your data file.
4. Click the template link in the File Links table to download the file. For example, click **JournalImportTemplate.xlsm** in the Journal Import topic.

Preparing Data Using the XLS Template

To prepare your data in a spreadsheet format:

1. Open the XLS template. The first worksheet in each file provides instructions for using the template.
   Note: If you don't follow the instructions, you get data load errors and data import failures.
2. Save the file.
3. Click the **Generate CSV File** button.
   The macro generates a comma-separated values (CSV) file and compresses the file into a ZIP file. You must transfer the ZIP file to the content management server.

Related Topics

- Use Excel Integration Templates to Generate Data Files
- Document Transfer Utility

Use Excel Integration Templates to Generate Data Files

The File Based Data Import guides in the Oracle Help Center (http://docs.oracle.com) include integration templates to help you prepare external data for loading and importing.

Each template includes table-specific instructions, guidelines, formatted spreadsheets, and best practices for preparing the data file for upload. Use the templates to ensure that your data conforms to the structure and format of the target application tables.

Template Structure

The integration templates include the following characteristics:

- Each interface table is represented by a separate worksheet.
- Each interface table field is represented by a worksheet column with a header in the first row.
- Each column header contains bubble text or comments that include details about the column, such as the expected data type, length, and, in some cases, other instructional text.
- Columns are formatted, where applicable, to match the target field data type to eliminate data entry errors.

  The worksheet columns appear in the order that the control file processes the data file.

For more information on the template structure, see the Instructions and CSV Generation worksheet in the template.

Template Requirements

To minimize the risks of an unsuccessful data load, ensure the following:

- Unused columns can be hidden, but not reordered or deleted.

  > **CAUTION:** Deleting or reordering columns causes the load process to fail and results in an unsuccessful data load.

- External data must conform to the data type accepted by the control file and process for the associated database column.
- Date column values must appear in the YYYY/MM/DD format.
- Amount column values can't have separators other than a period (.) as the decimal separator.
- Negative values must be preceded by the minus (-) sign.
- Column values that require whole numbers include data validation to allow whole numbers only.
- For columns that require internal ID values, refer to the bubble text for additional guidance about finding these values.

After you finish preparing the data in the sheet, click the **Generate CSV File** button to generate a ZIP file containing one or more CSV files.

Related Topics

- File Import Templates
- Import Data into Application Tables

Transfer Data Files to UCM Using Manual Flow

After you generate the ZIP file that contains the CSV data import file, transfer the ZIP file to the content repository.

Use any of the following methods to transfer file:

- File Import and Export page in Oracle Fusion Applications: Manual flow
- Oracle Fusion ERP Integration web service: Automated flow

Aspects of transferring data files to content management involve the following:

- Target accounts
- Accessing transferred content

Predefined Target UCM Accounts

You can transfer data files to predefined accounts in the Universal Content Management server that correspond to the interface table or assets.

To find the UCM account:

1. Open the File Based Data Import guide for your cloud service.
2. Locate your respective import process. For example, **Journal Import**.
3. View the UCM account in the Details section.

For more information, see the following guides in the Oracle Help Center (**https://docs.oracle.com**):

- SOAP Web Services guide for your cloud services
- File Based Data Import guide for your cloud services

Related Topics

- Document Transfer Utility

Transfer Data Files to UCM Using Manual Flow

After you generate the ZIP file that contains the CSV data import file, transfer the ZIP file to the content repository.

Use any of the following methods to transfer file:

- File Import and Export page in Oracle Fusion Applications: Manual flow
- Oracle Fusion ERP Integration web service: Automated flow

Aspects of transferring data files to content management involve the following:

- Target accounts
- Accessing transferred content

Predefined Target UCM Accounts

You can transfer data files to predefined accounts in the Universal Content Management server that correspond to the interface table or assets.

To find the UCM account:

1. Open the File Based Data Import guide for your cloud service.
2. Locate your respective import process. For example, **Journal Import**.
3. View the UCM account in the Details section.

For more information, see the following guides in the Oracle Help Center (**https://docs.oracle.com**):

- SOAP Web Services guide for your cloud services
- File Based Data Import guide for your cloud services

Related Topics

- Document Transfer Utility

Load Interface File for Import Process

Use the Load Interface File for Import scheduled process when you need to import external setup or transaction data from your CSV files into the interface tables. The process prepares the data for import into application tables.

Run this process from the Scheduled Processes page. You can run it on a recurring basis.

When to Use

Use this scheduled process when you load data from the CSV files into the interface table that corresponds to the template that you use to prepare the data.

Before running this process, you must complete these steps:

1. Prepare your data file. For details, see *File Import Templates*.
2. Create the import file. For details, see *Use Excel Integration Templates to Generate Data Files*.
3. Transfer the data file to the content repository. For details, see *Transfer Data Files to UCM Using Manual Flow*.

Privileges Required

Privileges are granted to duty roles, which are granted to job roles. To see which job roles inherit the required privileges, use the Security Console or see *Security Reference for Financials* and *Security Reference for Common Features*.

Specifications

Use these specifications when you run the scheduled process.

Specification	Description
Job Type	We recommend that you use Scheduled, but you can also run it on demand, when needed.

Specification	Description
Frequency	There are no constraints.
Time of Day	Run it when your system isn't processing a lot of transactions.
Duration	Not applicable.
Compatibility	None.

Parameters

The Import Process parameter and the Data File parameter are required. Set the parameters, as necessary.

Parameter	Description
Import Process	Select the target import process.
Data File	Do these steps. 1. Click the **down arrow** in the Data File attribute. 2. Scroll down, then click **Upload a New File**. 3. In the Upload File dialog, click **Select File**. 4. In your Windows Explorer window, locate and select the .zip file that you created when you used the Price List Import Template, then click **Open**. 5. In the Upload file dialog, click **OK**. 6. In the Process Details dialog, make sure the Data File attribute displays the name of the .zip before you continue.

Troubleshooting Information

See:

- *Correct Import Load Process Errors*

Related Topics

- File Import Templates
- Use Excel Integration Templates to Generate Data Files
- Transfer Data Files to UCM Using Manual Flow
- Correct Import Load Process Errors
- Import Data into Application Tables
- Document Transfer Utility

Import Data into Application Tables

The final destination for your external data is the application data tables of your Oracle Fusion application.

Importing data into application tables involves the following:

- Loading data into interface tables
- Finding and submitting the import process

Loading Data into Interface Tables

Interface tables are intermediary tables that store your data temporarily while the application validates format and structure. Run the Load Interface File for Import scheduled process to load data from the data file into the interface table that corresponds to the template that you use to prepare the data.

To load your data into interface tables, submit the Load Interface File for Import scheduled process using the following steps:

1. From the Navigator, click **Tools**.
2. Click **Scheduled Processes**.
3. Click the **Schedule New Process** button.
4. Search and select the Load Interface File for Import job.
5. On the Process Details page:
    a. Select the target import process.
    b. Enter the data file name.
6. Submit the process.

If the process is successful, the status is SUCCEEDED and the process populates the interface tables. If the process isn't successful, the status is ERROR.

Note: The data file remains in the content repository after the process ends.

Finding and Submitting the Import Process

Run the appropriate import process to import the data into the interface tables of your Oracle Fusion application.

To import your data into the application tables:

1. From the Navigator, click **Tools**.
2. Click **Scheduled Processes**.
3. Click the **Schedule New Process** button.
4. Search and select the import process for the target application tables.
5. On the Process Details page, select the process that corresponds to the data that you're importing. For example, **Journal Import**.

    If you prepared your data using the spreadsheet template, select the process shown in the Overview section of the spreadsheet.
6. Submit the process.

If the process is successful, the status is SUCCEEDED. The data in the interface tables is validated and the successful records are imported into the Oracle Fusion application tables. If the process isn't successful, the status is ERROR.

> **Note:** For more information on the process used for data prepared using the spreadsheet template, see the *Instructions and CSV Generation* tab of the spreadsheet template.

Related Topics

- Use Excel Integration Templates to Generate Data Files
- Correct Import Load Process Errors
- Document Transfer Utility

Correct Import Load Process Errors

The Load Interface File for Import process ends in error if the load of the data file fails on any row. The Load File to Interface child process ends as an error or warning.

All rows that were loaded by the process are deleted and the entire batch of records is rejected.

Correcting Data Upload Errors

To correct errors:

1. Review the error logs.
2. Change any structural or formatting anomalies in the data.
3. Generate the ZIP file containing the CSV files using the template.
4. Upload the file to the UCM server and resubmit the Load Interface File for Import process.
5. Repeat these steps until the process successfully loads all the data.

Correcting Import Process Errors

If the import process fails with errors:

1. Review the errors in the import log.
2. Correct the error records using the ADFdi correction spreadsheets.

Related Topics

- Import Data into Application Tables
- Load Interface File for Import Process

How You Import Purchasing Documents

As a buyer, you can import purchasing documents from external applications into Oracle Purchasing.

How You Import Purchasing Documents

Run the purchasing document import tasks from the Purchase Agreements or Purchase Orders work areas to import purchasing documents. Use the following purchasing tasks to import purchasing documents:

- Import Orders
- Import Blanket Agreements
- Import Contract Agreements

Run the import process to import purchase orders, blanket agreements, or contract agreements into the application for further processing.

You can query, modify and validate successfully imported documents. During import, records that have insufficient or invalid data are rejected. You can use an automatically produced report to review the documents that couldn't be imported. You can resubmit the import task after making corrections to rejected documents.

How You Import Extended Item Attributes and Translations into Blanket Agreements

You can import rich catalog content data such as thumbnail images, image URLs, item availability and lead time information, and other extended item attributes into blanket agreements using file-based data import. You can also import extended item attribute translations such as item description, item manufacturer, comments and so on.

Use the PO_ATTR_VALUES_INTERFACE and PO_ATTR_VALUES_TLP_INTERFACE sheets to specify these attributes in your import file. You can get complete details on the data supported by the import templates in the Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide on the Oracle Help Center.

Before You Start

Only a buyer can run the import process. Before you can run the import process, you must first have loaded the relevant information into the appropriate interface tables.

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

For more information refer to the Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide on the Oracle Help Center.

Limitations

File-based data import doesn't support the creation or update of purchasing documents with more than 10,000 distributions. Exceeding 10,000 distributions can cause performance issues and could lead to failures.

Here are some of the examples of 10,000 distributions:

- 1 Purchase order, 1 line, 1 schedule each, 10,000 distributions each
- 1 Purchase order, 1 line, 10,000 schedules each, 1 distribution each
- 1 Purchase order, 10,000 lines, 1 schedule each, 1 distribution each

These fields aren't available on the FBDI template:

- Requires Signature

- Use Ship-to Location
- Schedule Group
- Reprice open orders only
- Initiate process upon agreement approval
- Punchout requests only
- Notification Controls

Purchase Agreement Attributes You Can Update Using FBDI

You can update header attributes for both blanket purchase agreements and contract purchase agreements. In addition, you can update line attributes, price break attributes, item attributes, and item attribute translations for blanket purchase agreements.

Updates to purchase orders via FBDI aren't supported. We recommend that you use the Purchase Order web service (SOAP) for updates to purchase orders.

BPA/CPA Header Attributes	Business Unit Access Attributes	BPA Line Attributes	BPA Price Break Attributes	BPA Item Attributes	BPA Item Attribute Translations
Buyer	Purchasing Site	Item Description*	Price	Thumbnail Image	Description
Description	Order Locally	Item Revision	Discount	Image URL	Manufacturer
Payment Terms	Ship-to Location	Agreement Amount	Start Date	Manufacturer Part Number	Comments
Agreement Amount	Bill-to BU	Allow Price Override	End Date	Rounding Factor	Alias
Amount Limit	Bill-to Location	Not to Exceed Price		Availability	Long Description
Start Date	Enabled	Supplier Item**		Lead Time	
End Date		Negotiated		UNSPSC	
Note to Supplier		Minimum Release Amount		Attachment URL	
Automatically Generate Orders		Expiration Date		Supplier URL	
Automatically Submit for Approval		Supplier Part Auxiliary ID**		Manufacturer URL	
All Descriptive Flexfields		Price		Item Descriptive Flexfields	

BPA/CPA Header Attributes	Business Unit Access Attributes	BPA Line Attributes	BPA Price Break Attributes	BPA Item Attributes	BPA Item Attribute Translations
Master Contract Number		Amount			
Master Contract Type		Price Break Type***			
Use ship-to location					
Use customer sales order					
Use need-by date					
Use ship-to organization and location					
Allow ordering from unassigned sites					
Apply price updates to existing orders					
Communicate price updates					
Initiate retroactive price upon agreement approval					
Reprice open orders only					

* You can only update this attribute if Allow Description Update is set to `Y`.

** You can only update this attribute if a line number is provided. If you don't provide a line number, a new line is created instead of updating an existing line.

*** This attribute applies to the **Edit Change Order** and **Edit Line** details page. Set this attribute to **Noncumulative** and read only if the **Start Date** or **End Date** is populated for any of the price breaks. Also, this field is read only if any order references a blank purchase agreement line.

Run Import Process

To run the process to import purchase orders, blanket agreements, or contract agreements into the application, follow these steps:

1. From the Purchase Agreements or Purchase Orders work area, open the appropriate task you want to use:
    - Import Orders
    - Import Blanket Agreements
    - Import Contract Agreements
2. Depending on the purchase document import task you're using, you can set one or more selection parameters before running the process. The following table lists some of the possible selection parameters and their descriptions.

Parameter	Description
Procurement BU	Specify the name of the Procurement business unit that these documents should be imported into.
Default Buyer	Specify the name of the buyer to be used when one isn't included in the import data.
Create or Update Item	Select "Yes" to create an item that doesn't exist or update an existing item.
Approval Action	Select one of the following actions: o Do Not Approve: Imports the document in Incomplete status requiring manual interaction. o Submit for Approval: Imports the document and submits it to the approval process after the document is imported. o Bypass Approval: Imports the document in Open (approved) status without going through the approval process.
Batch ID	Enter the value for your import data from the file-based data import template, to select the interface table data to be processed in the current run. For example: Batch ID = 123. Use it in conjunction with Import Source to identify the documents to be loaded to the application tables.
Import Source	Enter the value for your import data from the file-based data import template, to select the interface table data to be processed in the current run. For example: Import Source = External Contracts. Use it in conjunction with Batch ID to identify the documents to be loaded to the application tables.
Default Requisitioning BU	Specify the name of the Requisitioning business unit to be used when one isn't included in the import data.
Communicate Orders, or Communicate Agreements	Select Yes to have imported purchasing documents communicated to the supplier. Select No to not have imported purchasing documents communicated to the supplier.

3. When the processes are complete, view the output report in PDF format. The report details the status of the records that were imported. If a record couldn't be imported, then the Status is set to Rejected with a reason for the rejection.
4. Fix the problems that are identified in the report and then resubmit the import task.

How You View the Import Process Results

The results for each import process are compiled in a PDF output report which you can view online or print. The validation error details are accessible from the Purchasing Document Import Errors report. To see the report click the Output icon in the Scheduled Processes region of the import page.

Related Topics

- Examples of Purchase Order Line Types

Project Information in Imported Procurement Transactions

You can include sponsored project information when importing requisition and purchase order transactions, using these methodologies:

- The document is created in an external application, and sent to the requisition or purchasing application through a web service.
- You import the document using a cloud import template.
- You import the document using open interface.

Attributes you can use in the imports include:

- Project Number
- Task Number
- Expenditure Item Date
- Expenditure Type
- Expenditure Organization
- Contract Number
- Funding Source

How You Import Large Negotiation Lines

As a Category Manager, you can import negotiation lines from external systems into a negotiation created in Oracle Sourcing.

Use the FBDI process to import negotiation lines into a draft negotiation. To import negotiation lines:

1. Before you start the FBDI process to import the large negotiation lines, create a draft negotiation.
2. Go to docs.oracle.com and in the Sourcing chapter, in the Import Negotiation Lines topic given in the Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide, download the PONNegotiationLinesImportTemplate.xslm import template file.
3. In the worksheets that are available in the import template, you can add new lines, update or delete existing lines to existing draft large negotiations. You can add, update, and delete line level external cost factors, quantity-based price tiers, and price breaks.
    - In the worksheets that are provided, based on the outcome you have planned, if you're planning a standard purchase order as outcome, delete the LinesAgreementOutcome worksheet and retain the LinesOrderOutcome worksheet. If you're planning a blanket Purchase agreement or contracts purchase agreement as outcome, delete the LinesOrderOutcome worksheet and retain the LinesAgreementOutcome worksheet. Also, you can have either the worksheet for quantity-based price tiers or price breaks, you can't have both.
4. Validate the data in the import template spreadsheet file.
    - After you enter all the negotiation lines in the import template spreadsheet file and before starting the FBDI import process, validate the information that's entered using the Validate File macro. After

the Validate File macro is run, the Validations worksheet is created in the import template file and the Validations worksheet contains more information on the validations that are done in each of the worksheet and errors that have occurred.

5. After validation of the import template spreadsheet, click the Generate CSV File macro to get the .zip file.
6. Use the Import Negotiation Lines schedule processes to load the information present in the CSV files into the negotiation.
    - For more information on the scheduled process available for Sourcing, see the Sourcing Scheduled Processes chapter in the Oracle Fusion Cloud Procurement: Scheduled Processes for Procurement guide.
    - These validations are done:
        - Validate Data in Import File
        - Load Interface File for Import Validations
        - Security and Status validations
        - Functional Validations

    The load interface tables activity will also validate the information that is provided and show if there are errors. The security and status validations are done first before the detailed row level validations. If at least one of these validations fail, the import process is stopped immediately. The functional validations are also done.

    As an administrator user, you can use the ORA_PON_LARGE_ERROR_THRESHOLD profile option to select the upper limit for the number of errors that can occur in an import. If the number of errors are above the error threshold value you set, then the import process isn't done and a report is generated.

    If the number of errors are below the error threshold, then the import process is performed for the error free lines and for the bad rows, a spreadsheet file with the bad rows is generated.

    Fix the errors in the bad rows and import the corrected rows into the draft negotiation. The spreadsheet file with bad rows also provides information on the errors that have occurred, you can use this information to fix these errors.

    As an administrator user, you can use the ORA_PON_IMPORT_NEGOTIATION_LINES_PARALLEL_REQUESTS profile option to control the number of parallel requests that can run at a time for negotiation lines process.

How to Export Supplier Data for FBDI

You can export all the supplier data in the FBDI format.

To export supplier data that you can use for FBDI:

1. In Oracle Fusion Cloud, click **Navigator** > **Tools** > **Reports and Analytics** .
2. Click Browse Catalog, and In the Catalog page click **Shared Folders** > **Procurement** > **Embedded Content** > **Export supplier data for import template**.
3. Search for the required supplier and export the data for FBDI.

Related Topics

- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement

28 Importing and Exporting Setup Data

Moving Common Reference Objects

Overview of Moving Common Reference Objects

The common reference objects are used by several setup tasks in the Setup and Maintenance work area. The common reference objects become a part of the configuration package that's created for an implementation project.

While moving the application content, for example, moving from test to the production phase of an implementation, attend to the nuances of these common reference objects.

Parameters

The common reference objects are represented as business objects. A single object can be referenced in multiple setup tasks with different parameters. In the configuration package created for the implementation project, parameters passed to a setup task are also passed to the business objects being moved. As a result, the scope of the setup tasks is maintained intact during the movement.

Dependencies

Common reference objects may have internal references or dependencies among other common reference objects. Therefore, you must note all the dependencies before moving the objects so that there are no broken references among them.

Related Topics

- Guidelines for Moving Related Common Reference Objects
- Business Objects for Moving Common Reference Objects
- Overview of Setup Data Export and Import
- Setup Data Export and Import Using an Offering or a Functional Area

Business Objects for Moving Common Reference Objects

Common reference objects in Oracle Fusion Functional Setup Manager are used to move application setup content from one environment to another. For example, from a test environment to a production environment.

Choice of Parameters

The following table lists the business objects, the movement details, and the effect of the setup task parameter on the scope of the movement.

Note:

- You can move only the translations in the current user language.

Business Object Name	Moved Functional Item	Effect on the Scope of Movement
Application Message	Messages and associated tokens	No parameters: All messages are moved. Parameter **moduleType/moduleKey**: Only messages belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **messageName/applicationId**: Only the specified message is moved.
Application Taxonomy	Application taxonomy modules and components	No parameters: All taxonomy modules and components are moved.
Application Attachment Entity	Attachment entities	No parameters: All attachment entities are moved. Parameter **moduleType/moduleKey**: Only attachment entities belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved.
Application Attachment Category	Attachment categories and category-to-entity mappings	No parameters: All attachment categories and category-to-entity mappings are moved. Parameter **moduleType/moduleKey**: Only attachment categories belonging to the specified module and its descendant modules in the taxonomy hierarchy along with the respective category-to-entity mappings are moved.
Application Document Sequence Category	Document sequence categories	No parameters: All categories are moved. Parameter **moduleType/moduleKey**: Only categories belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **code/applicationId**: Only the specified document sequence category code is moved.
Application Document Sequence	Document sequences and their assignments	No parameters: All sequences are moved. Parameter **moduleType/moduleKey**: Only document sequences belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved Parameter **name**: Only the specified document sequence is moved.
Application Descriptive Flexfield	Descriptive flexfield registration data and setup data	No parameters: All descriptive flexfields are moved. Parameter **moduleType/moduleKey**: Only descriptive flexfields belonging to the specified

Business Object Name	Moved Functional Item	Effect on the Scope of Movement
		module and its descendant modules in the taxonomy hierarchy are moved. Parameter **descriptiveFlexfieldCode/applicationId**: Only the specified descriptive flexfield is moved. Importing the metadata of a flexfield can change its deployment status. Therefore, you must redeploy if there are any affected flexfields. The import process automatically submits affected flexfields for redeployment. Also, only flexfields with a deployment status of Deployed or Deployed to Sandbox are eligible to be moved. **Note:** Sometimes, the flexfield setup data exported to an XML file may contain noneditable auto-generated content that might not exist when exported to a CSV file. You may ignore and exclude such data during the export-import process.
Application Extensible Flexfield	Extensible flexfield registration data and setup data, including categories	No parameters: All extensible flexfields are moved Parameter **moduleType/moduleKey**: Only extensible flexfields belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **extensibleFlexfieldCode/applicationId**: Only the specified extensible flexfield is moved. Importing the metadata of a flexfield can change its deployment status and therefore, the affected flexfields must be redeployed. The import process automatically submits affected flexfields for redeployment. Also, only flexfields with a deployment status of Deployed or Deployed to Sandbox are eligible to be moved. **Note:** Sometimes, the flexfield setup data exported to an XML file may contain noneditable auto-generated content that might not exist when exported to a CSV file. You may ignore and exclude such data during the export-import process.
Application Key Flexfield	Key flexfield registration data and setup data	No parameters: All key flexfields are moved. Parameter **moduleType/moduleKey**: Only key flexfields belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **keyFlexfieldCode/applicationId**: Only the specified key flexfield is moved.

Business Object Name	Moved Functional Item	Effect on the Scope of Movement
		Importing the metadata of a flexfield can change its deployment status and therefore, the affected flexfields must be redeployed. The import process automatically submits affected flexfields for redeployment. Only flexfields with a deployment status of Deployed or Deployed to Sandbox are eligible to be moved. **Note:** Sometimes, the flexfield setup data exported to an XML file may contain noneditable auto-generated content that might not exist when exported to a CSV file. You may ignore and exclude such data during the export-import process.
Application Flexfield Value Set	Value set setup data	No parameters: All value sets are moved. Parameter **`moduleType/moduleKey`**: Only value sets belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **`valueSetCode`**: Only the specified value set is moved. Importing the metadata of a value set can change the deployment status of flexfields that use the value set. Therefore, you must redeploy if there are any affected flexfields. The import process automatically submits affected flexfields for redeployment.
Application Reference Currency	Currency data	No parameters: All currencies are moved.
Application Reference ISO Language	ISO language data	No parameters: All ISO languages are moved.
Application Reference Industry	Industry data including industries in territories data	No parameters: All industries are moved.
Application Reference Language	Language data	No parameters: All languages are moved.
Application Reference Natural Language	Natural language data	No parameters: All natural languages are moved.
Application Reference Territory	Territory data	No parameters: All territories are moved.
Application Reference Time zone	Time zone data	No parameters: All time zones are moved.
Application Standard Lookup	Standard lookup types and their lookup codes	No parameters: All standard lookups are moved. Parameter **`moduleType/moduleKey`**: Only standard lookups belonging to the specified

Business Object Name	Moved Functional Item	Effect on the Scope of Movement
		module and its descendant modules in the taxonomy hierarchy are moved. Parameter **lookupType**: Only the specified common lookup is moved.
Application Common Lookup	Common lookup types and their lookup codes	No parameters: All common lookups are moved. Parameter **moduleType/moduleKey**: Only common lookups belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **lookupType**: Only the specified common lookup is moved.
Application Set-Enabled Lookup	Set-enabled lookup types and their lookup codes	No parameters: All set-enabled lookups are moved. Parameter **moduleType/moduleKey**: Only set-enabled lookups belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **lookupType**: Only the specified set-enabled lookup is moved.
Application Profile Category	Profile categories	No parameters: All profile categories are moved. Parameter **moduleType/moduleKey**: Only categories belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. **name/applicationId**: Only the specified category is moved.
Application Profile Option	Profile options and their values	No parameters: All profile options and their values are moved. Parameter **moduleType/moduleKey**: Only profile options and their values belonging to the specified module are moved. Parameter **profileOptionName**: Only the specified profile option and its values are moved.
Application Profile Value	Profile options and their values	No parameters: All profiles and their values are moved. Parameter **moduleType/moduleKey**: Only profiles and their values belonging to the specified module are moved.

Business Object Name	Moved Functional Item	Effect on the Scope of Movement
		Parameter **categoryName/categoryApplicationId**: Only profiles and their values belonging to the specified category are moved. Parameter **profileOptionName**: Only the specified profile and its values are moved.
Application Reference Data Set	Reference data sets	No parameters: All sets are moved.
Application Reference Data Set Assignment	Reference data set assignments	Parameter **determinantType**: Only assignments for the specified determinant type are moved. Parameter **determinantType/referenceGroupName**: Only assignments for the specified determinant type and reference group are moved.
Application Tree Structure	Tree structures and any labels assigned to the tree structure	No parameters: All tree structures (and their labels) are moved. Parameter **moduleType/moduleKey**: Only tree structures (and their labels) belonging to the specified module are moved. Parameter **treeStructureCode**: Only the specified tree structure (with its labels) is moved.
Application Tree	Tree codes and versions	No parameters: All trees are moved. Parameter **moduleType/moduleKey**: Only trees belonging to the specified module are moved. Parameter **treeStructureCode**: Only trees belonging to the specified tree structure are moved. Parameter **TreeStructureCode/TreeCode**: Only trees belonging to the specified tree structure and tree code are moved.
Application Tree Label	Tree structures and any labels assigned to the tree structure	No parameters: All tree structures (and their labels) are moved. Parameter **moduleType/moduleKey**: Only tree structures (and their labels) belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **treeStructureCode**: Only the specified tree structure (with its labels) is moved.

Business Object Name	Moved Functional Item	Effect on the Scope of Movement
Application Data Security Policy	Database resources, actions, conditions, and data security policies	No parameters: All database resources/actions/conditions/policies are moved. Parameter **moduleType/moduleKey**: Only database resources/actions/conditions/policies belonging to the specified module and its descendant modules in the taxonomy hierarchy are moved. Parameter **objName**: Only the specified database resource along with its actions/conditions/policies is moved. If the policies being moved contain reference to newly created roles, move the roles before moving the policies. If the source and target systems use different LDAPs, manually perform the GUID reconciliation after moving the data security policies.

Related Topics

- Guidelines for Moving Related Common Reference Objects

Guidelines for Moving Related Common Reference Objects

Certain common reference objects may use other common reference objects creating dependencies among the objects. During the movement of common reference objects, ensure that these dependencies or references aren't broken or lost.

Dependencies

The dependencies among the common reference objects may be caused by any of the following conditions.

- Flexfield segments use value sets
- Value sets may make use of standard, common, or set-enabled lookups
- Key flexfields may have an associated tree structure and key flexfield segments may have an associated tree code
- Tree codes and versions may be defined over values of a value set
- Data security policies may be defined for value sets that have been enabled for data security

You may decide to move one, some, or all of the business objects by including the ones you want to move in your configuration package. For example, you may decide to move only value sets, or move both value sets and their lookups as part of the same package. Whatever be the combination, Oracle recommends that during the movement of objects, you follow an order that maintains the dependencies among the objects.

While moving the business objects, adhere to the following order:

1. Move created taxonomy modules before moving any objects that reference them, such as flexfields, lookups, profiles, messages, and so on.
2. Move created currencies before moving any objects that reference them, such as territories.

3. Move created territories before moving any objects that reference them, such as languages and natural languages.
4. Move created ISO languages before moving any objects that reference them, such as languages, natural languages, and industries.
5. Move created tree structures before moving any objects that reference them, such as trees or tree labels.
6. Move created profile options before moving any objects that reference them, such as profile categories or profile values.
7. Move created attachment entities before moving any objects that reference them, such as attachment categories that reference them.

Note: In scenarios where there may be dependencies on other objects, you must move the dependencies before moving the referencing object. For example, if data security policies have dependencies on newly created security roles, you must move the security roles before moving the security policies.

Related Topics

- Business Objects for Moving Common Reference Objects

Guidelines for Moving Common Reference Objects Using the Seed Data Framework

To move the common reference objects, you can use the Seed Data Framework. You can also use the command line interface of the Seed Data Framework to move the object setup data.

Movement Dependencies

The seed data interface moves only the setup metadata. For example, if you use Seed Data Framework to import flexfield metadata, the flexfield setup metadata is imported into your database. However, you must initiate the flexfield deployment process separately after seed data import to regenerate the runtime flexfield artifacts in the target environment. Similarly, if you use Seed Data Framework to import data security metadata, you must first move any new referenced roles and then manually run the GUID reconciliation where required.

To ensure that the reference data isn't lost during the movement, certain guidelines are prescribed. It's recommended that you perform the movement of object data exactly in the following order:

Note: Only the translation in the current user language is moved.

1. Move created taxonomy modules before moving any objects that reference them, such as flexfields, lookups, profiles, attachments, reference data sets, document sequences, messages, and data security.
2. Move created currencies before moving any objects that reference them, such as territories.
3. Move created territories before moving any objects that reference them, such as languages and natural languages.
4. Move created ISO languages before moving any objects that reference them, such as languages, natural languages, and industries.
5. Move created tree structures before moving any objects that reference them, such as trees or tree labels.
6. Move created profile options before moving any objects that reference them, such as profile categories or profile values.
7. Move created attachment entities before moving any objects that reference them, such as attachment categories that reference them.

8. Move created reference data sets before moving any objects that reference them, such as reference data set assignments and set-enabled lookups.
9. Move created document sequence categories before moving any objects that reference them, such as document sequences.
10. Move created tree labels before moving any objects that reference them, such as trees.
11. Move created data security objects and policies before moving any objects that reference them, such as value sets.
12. Move created value sets before moving any objects that reference them, such as flexfields.
13. Move created trees before moving any objects that reference them, such as key flexfields.

29 Supply Chain Management Integration

How You Set Up Manufacturing

Before you can process procurement transactions for contract manufacturing service items, you must perform setup tasks for suppliers and agreements.

Perform the following procurement-related setup to support transactions for contract manufacturing items:

- Define the contract manufacturer as a supplier and supplier site.
- Set up a blanket purchase agreement for the contract manufacturer and item.

How You Define Supplier and Site

Set up suppliers and sites using the Manage Suppliers task in the Suppliers work area.

- Define the contract manufacturer as a supplier.
- Set the supplier type to Supplier.
- Define each of their manufacturing locations as a supplier site.
- Assign requisitioning business units to each site.

How You Set up Blanket Purchase Agreement

Set up blanket purchase agreements for contract manufacturing service items using the Manage Agreements task. You can find the task in Setup and Maintenance work area, in the Purchase Agreements and Purchase Orders functional areas.

- In the Order Creation Controls section, optionally select the check boxes to automatically create purchase orders from requisitions.
    - Automatically generate orders
    - Automatically submit for approval
- Attach the work definition document to the agreement line for the item, using the To Supplier category.

For more information about contract manufacturing, see the Oracle SCM Cloud Implementing Manufacturing and Supply Chain Materials Management guide.

Related Topics

- Contract Manufacturing Integration in Procurement
- Set Up a Supplier for Contract Manufacturing
- How do I update existing setup data?

How You Set Up Back-to-Back Order Fulfillment

Before you can process procurement transactions for back-to-back items, you must perform setup tasks for the procurement offering, suppliers and agreements.

Perform the following procurement-specific setup to support transactions for back-to-back items:

- Enable the Customer Sales Order Fulfillment feature.
- Set up suppliers and supplier sites for your back-to-back items.
- Set up blanket purchase agreements for your back-to-back items.

How You Enable Customer Sales Order Fulfillment

In the Offerings work area, enable the Customer Sales Order Fulfillment feature in the Procurement offering, in the Procurement functional area.

How You Set up Supplier and Supplier Site

You must set up suppliers and supplier sites for your back-to-back items. Do this in the Suppliers work area, Manage Suppliers task.

- Use the Sites tab to create each supplier site within the context of the procurement business unit which provides procurement services for the site.
- Each site must have the Purchasing check box selected, to specify the site fulfills the purchasing function for the client (requisitioning) business units.
- For each site, use the Site Assignment tab to assign each client (requisitioning) business unit for which the site fulfills the purchasing function.

How You Set up Blanket Purchase Agreement

You must set up blanket purchase agreements for your back-to-back sales order items. Do this using the Create Agreements task, in the Purchase Agreements and Purchase Orders work areas.

- In the agreement line, Item field, enter the back-to-back item.
- Optionally, you can select the following check boxes to support the automatic creation of purchase orders (POs) from requisitions. Do this on the Controls tab, in the Order Creation Options region.
    - Automatically generate orders
    - Automatically submit for approval
- Also in the Order Creation Options region, select the following check boxes. This enables the grouping of requisition lines with the same sales order number, to be placed on a single PO.
    - Group requisitions
    - Use customer sales order

For more information about setting up back-to-back order fulfillment, see the SCM Cloud Implementing Manufacturing and Supply Chain Materials Management guide.

Related Topics

- Back-to-Back Order Fulfillment Integration in Procurement
- Enable Procurement to Support Back-to-Back Fulfillment
- How You Automate Purchase Order Creation for Back-to-Back Items
- Configure Offerings

How You Set up Drop Shipment Order Fulfillment

Before you can process procurement transactions for drop shipment (drop ship) items, you must perform setup tasks for the procurement offering, suppliers and agreements.

Perform the following procurement-specific setup to support transactions for drop ship items:

- Enable the Customer Sales Order Fulfillment feature.
- Set up suppliers and supplier sites for your drop ship items.
- Set up blanket purchase agreements for your drop ship items.

How You Enable Customer Sales Order Fulfillment

In the Offerings work area, enable the Customer Sales Order Fulfillment feature in the Procurement offering, in the Procurement functional area.

How You Set up Supplier and Supplier Site

You must set up suppliers and supplier sites for your drop ship items. Do this in the Suppliers work area, Manage Suppliers task.

- Use the Sites tab to create each supplier site within the context of the procurement business unit which provides procurement services for the site.
- Each site must have the Purchasing check box selected, to specify the site fulfills the purchasing function for the client (requisitioning) business units.
- For each site, use the Site Assignment tab to assign each client (requisitioning) business unit for which the site fulfills the purchasing function.

How You Set up Blanket Purchase Agreement

You must set up blanket purchase agreements for your drop ship items. Do this using the Create Agreements task, in the Purchase Agreements or Purchase Orders work areas.

- In the agreement line, Item field, enter the drop ship item.

- Optionally, you can select the following check boxes to support the automatic creation of purchase orders (PO's) from requisitions. Do this on the Controls tab, in the Order Creation Options region.
  - Automatically generate orders
  - Automatically submit for approval
- Also in the Order Creation Controls region, select the following check boxes. This enables the grouping of requisition lines with the same sales order number, to be placed on a single PO.
  - Group requisitions
  - Use customer sales order

For more information about setting up drop ship order fulfillment, see the Oracle Supply Chain. You can define buyer assignment rules that direct automatic routing of requisition lines to the most appropriate buyer for processing. The application uses the rules to assign buyers to requisition lines, when requisitions you create online or import are submitted for approval.

Define buyer assignment rules using the Manage Buyer Assignment Rules task, in the Setup and Maintenance work area, in Purchasing Foundation functional area.

Management Cloud Implementing Order Management guide.

Related Topics

- Drop Shipment Order Fulfillment Integration in Procurement
- Set Up Drop Ship in Order Management
- Configure Offerings

How You Set Up Configured Item Order Fulfillment

Before you can process procurement transactions for configured item orders, you must perform setup tasks for document style and blanket purchase agreements.

Perform the following procurement-specific setup to support transactions for configured item orders:

- Set up a document style for procured configurations.
- Set up a blanket purchase agreement for a procured configuration.

How You Set up a Document Style

You must use a document style for procured configurations. A default document style is delivered for use with procured configurations. This document style is automatically applied when you import a blanket purchase agreement for procuring configurations, and when requisitions are automatically converted to purchase orders (POs). Two key points about the document style are:

- The Goods check box is selected.
- The Configuration Ordering Enabled option is set to Yes.

Optionally, you can define your own document style for use with procured configurations using the Manage Document styles task in the Setup and Maintenance work area, in the Procurement Foundation functional area. If you define

your own document style for procured configurations, ensure the Goods check box is selected, and the Configuration Ordering Enabled option is set to Yes.

How You Set up a Blanket Purchase Agreement

You can set up a blanket purchase agreement to automatically price the base model and options for a configured item. Do this using the Create Agreements task, in the Purchase Agreements or Purchase Order work areas. Key points about creating the blanket purchase agreement are:

- Select a document style enabled for configuration ordering. You can use the delivered Configure to Order Blanket Purchase Agreement style, or one you have created.
- Set the line type for each item to Goods. The configured item and the items that make up the configuration must be goods-based.
- Include an image associated with the base model so it can be seen on the PO.
- Create agreement lines to list the prices for the base model and options used in the procured configuration.
- Enter these line-level fields for the base model and options:
    - Item and Description.
    - Parent Item.
    - Top Model.
    - Price.
- Pricing for options can be negative, to reflect discounts.
- Pricing for options can also be dependent upon the parent item or top model.
- Retroactive pricing isn't supported on blanket purchase agreements for configurations.
- Set the Order Creation Options to enable automatic PO creation and approval.
- Do not enable the Order Creation Options for grouping requisition lines.

Be sure to complete other applicable, procurement-related setups for back-to-back or drop shipment orders.

Related Topics

- Configured Item Order Fulfillment Integration in Procurement

Externally and Internally Managed Requisitions

Purchase requisitions you work with in Oracle Fusion Cloud Procurement are either externally or internally managed.

Externally managed requisitions are third-party requisitions created through the purchase request web service, or requisition import. Integrating applications can request changes to these requisitions through the web service. Important points to consider about externally managed requisitions are:

- They are created with an approval status of approved.
- They aren't accessible in the Purchase Requisitions work area.

- For those requiring manual processing into a purchase order, you can manage them using the Process Requisitions and View Requisitions Lines tasks. You can find the tasks in the Purchase Agreements or Purchase Agreements work areas.

Important points to consider about internally managed requisitions are:

- They can be created using the Purchase Requisitions work area, by the purchase request web service, or by requisition import.
- They can be created with an approval status of approved, or incomplete.
- They are accessible in the Purchase Requisitions work area.
- For those requiring manual processing into a purchase order, you can manage them using the Process Requisitions and View Requisitions tasks. You can find the tasks in the Purchase Agreements or Purchase Orders work areas.

Internally and externally managed requisitions can also be created using File Based Data Import. However, not all externally managed requisitions can be created using file import. Only the contract manufacturing and shipping method are available in file import.

Related Topics

- Purchase Request Web Service in Procurement

Purchase Request Web Service in Procurement

The Purchase Request Service (web service) is used to manage Oracle Fusion Cloud Supply Chain Management integrations with Oracle Fusion Cloud Procurement.

The web service performs these functions:

- Eliminates the need for these applications to determine which procurement object, requisition or purchase order, is to be processed.
- Determines if action is needed on a requisition or purchase order.
- Supports updates to the requisition and purchase order documents using a requisition reference.

Supported Functional Flows

The web service supports these functional flows:

- Drop shipment
- Back to back
- Inventory replenishment
- Planned order
- Contract manufacturing
- Configure to order

Supported Operations

The web service supports third party to Oracle Fusion applications integration, and Oracle Fusion to Oracle Fusion applications integration. It provides the ability for external applications to send requests to Oracle Fusion Cloud Procurement in the form of create, change, control and get operations. Procurement publishes the following web service operations and actions:

- Create Purchase Request (Create, Populate, and Submit actions)
- Change Purchase Request (Change, Cancel, and Split actions)
- Control Purchase Request (Hold and Freeze, Release Hold and Unfreeze, and Firm actions)
- Get Purchase Request

Additional Information

For more information about the Purchase Request Service, see the Oracle Fusion Cloud Procurement: SOAP Web Services for Procurement guide in the Oracle Help Center.

Related Topics

- Externally and Internally Managed Requisitions

How You Set Up Internal Material Transfer

Before you can use internal material transfers, you must perform setup tasks for the Procurement offering.

Perform the following setup steps to support internal material transfers:

- Configure Other Offerings
- Configure Oracle Self Service Procurement

How You Configure Other Offerings

Additional setup tasks outside of Oracle Self Service Procurement are required to enable internal material transfers. For example, there are both required and optional setup tasks in Oracle Supply Chain Financial Orchestration, Supply Chain Managerial Accounting, and Manufacturing Supply Chain Materials Management. See the Implementing Internal Material Transfers chapter in the Oracle Fusion Cloud SCM: Implementing Manufacturing and Supply Chain Materials Management guide.

How You Configure Self Service Procurement

Enable internal material transfers to allow Self Service Procurement users to order internally sourced items. In the Offerings work area, enable the Internal Material Transfers feature in the Procurement offering, in the Self Service procurement functional area.

> **Note:** You must select the Include all master items check box when defining local catalogs in Self Service Procurement to let users create transfer orders for items that are solely internally orderable items. This enables users to access master items that aren't in any blanket agreement while shopping for catalog items.

Related Topics

- Configure Offerings

Project-Driven Supply Chain

Project-Driven Supply Chain is an end-to-end, integrated solution across supply chain and project management cloud applications. This solution supports the business process to purchase project-specific material to satisfy project demand.

Project-specific purchase orders ensure that the cost of the purchase is charged to the project and the material is received into project inventory. With this feature, you can automate the purchase of project-specific materials and carry forward project attributes through the entire procure-to-pay cycle.

Related Topics

- Overview of Project-Driven Supply Chain Management
- How the Project-Driven Supply Chain Solution Works
- How You Set Up Project-Driven Supply Chain

30 Deep Links

Deep Links

You can use deep links to open pages without using menus or navigating through pages. Deep links come in handy if you want users to go directly from various locations to Oracle Applications Cloud.

You can add deep links to a business intelligence report, an email notification, or a company website hosted on Oracle Cloud. For example, you can enable direct navigation to the My Team page. If users click your deep link URL from the company website, but aren't yet signed in to Oracle Applications Cloud, they're automatically redirected to the Sign In page. To see a complete list of the available deep links, use the Deep Links work area (**Navigator** > **Tools** > **Deep Links**). For access to this work area, you need to have the View Administration Link (FND_VIEW_ADMIN_LINK_PRIV) privilege.

How It Works

You can copy a URL from the Deep Links page and use it to create a link, for example on your company website. You can use deep links as is, to take users to a high level page, for example an overview or search page. Or, you can edit the URL so that it opens a page where the user can take action, for example to create something. For more information, refer to your product-specific documents.

URL Pattern of Deep Links

Here's a typical URL pattern of a deep link.

```
https://<pod-name>/fndSetup/faces/deeplink?
objType=<objID>&objKey=<name1=value1;name2=value2>&action=<action>&returnApp=<returnappURL>&returnAppParams=<returnAppPa
```

To direct users to a product-specific action page, you need to add specific parameters to the deep link URL. This table describes the parameters and gives you some examples of parameter values.

Parameter	Description	Example of Parameter Values
`pod-name`	The host name.	`pod.oraclecloud.com`
`objType`	The object type, such as work areas.	`SUPPLIER`
`objKey`	The object identifier.	`SupplierNumber`

`action`	The action that users can do on the page that the URL opens up, for example to edit something.
	
	Here are a few things to know:
	
	• If you don't add any value for the action parameter, this value is considered as `NONE` by default. So users will be taken to a
		`NONE`
		
		`VIEW`
		
		`CREATE`
		
		`EDIT`

Parameter	Description	Example of Parameter Values
	high-level page, such as an overview page or a search page. • If the value you added for the action parameter doesn't match with any action on the UI, or the user doesn't have the privileges to access that action, they will be taken to a high-level page.	
`returnAppURL`	The application URL where users will be automatically redirected to when they try to return to the previous page, or after they complete their task. If you're using a third party URL, make sure the application name is registered using the Manage Integration of Additional Applications page in the Setup and Maintenance work area.	MyOracle
`returnAppParams`	Parameters for the return application URL.	type=photo

Where to Find Information About Product-Specific Deep Links

Here's some information about specific deep links depending on the products you're using. This isn't a comprehensive list of all available deep links.

- Oracle Fusion Cloud Supply Chain & Manufacturing
  See: *Deep Links for SCM*
- Oracle Fusion Cloud Procurement
  See: *Deep Links for Procurement*
- Oracle Fusion Cloud Succession Planning
  See: *Overview of Succession Plan Deep Links*
- Oracle Fusion Cloud Financial Reporting Compliance
  See: *Deep-Link URLs*

Related Topics

- Manage Integration of Additional Applications

Deep Links for Procurement

You can use deep links to open pages without navigating through the menu structure.

When you add deep links to a business intelligence report or a company website, users can simply click those links to go directly to the application pages they need to use, without any additional clicks or navigation. You can find all of the available deep links in the Deep Links work area. Some deep links, such as those assigned the NONE action, are ready

to use as is. Other deep links, such as those assigned the VIEW action, require you to edit the link details before you can use them.

This table lists Procurement deep links that are available in the Deep Links work area.

Product	Deep Link (Object Type, Action)	Short Description of Purpose	ObjKey Needed? (Y/N)	Name and Description of ObjKey Parameter	ObjKey Parameter Values
Oracle Purchasing	View Order (PURCHASE_ORDER, VIEW) View Order PURCHASE_ORDER, NONE	Opens a specific purchase order for viewing on the View Order page.	Y	PO_HEADER_ID: Unique identifier of a purchasing document.	PO_HEADER_ID column in the PO_HEADERS_ALL table.
Oracle Purchasing	View Order (PURCHASE_ORDER_LOBUSER,NONE)	Opens a specific purchase order for viewing on the View Order page.	Y	PO_HEADER_ID: Unique identifier of a purchasing document.	PO_HEADER_ID column in the PO_HEADERS_ALL table.
Oracle Purchasing	View Order (PURCHASE_ORDER_APUSER,NONE)	Opens a specific purchase order for viewing on the View Order page in the Invoice work area.	Y	PO_HEADER_ID: Unique identifier of a purchasing document.	PO_HEADER_ID column in the PO_HEADERS_ALL table.
Oracle Purchasing	View Agreement (PURCHASE_AGREEMENT,VIEW) View Agreement (PURCHASE_AGREEMENT,NONE)	Opens a specific purchase agreement for viewing on the View Agreement page.	Y	PO_HEADER_ID: Unique identifier of a purchasing document.	PO_HEADER_ID column in the PO_HEADERS_ALL table.
Oracle Purchasing	View Order (PURCHASE_ORDER_REQUESTER,NONE)	Opens a specific purchase order for viewing on the View Order page.	Y	PO_HEADER_ID: Unique identifier of a purchasing document.	PO_HEADER_ID column in the PO_HEADERS_ALL table.
Oracle Purchasing	View Change Order (PURCHASE_ORDER_CHANGE,VIEW) View Change Order (PURCHASE_ORDER_CHANGE,NONE)	Opens a specific purchase order change order for viewing on the View Order page.	Y	PO_HEADER_ID: Unique identifier of a purchasing document.	PO_HEADER_ID column in the PO_HEADERS_ALL table.

Product	Deep Link (Object Type, Action)	Short Description of Purpose	ObjKey Needed? (Y/N)	Name and Description of ObjKey Parameter	ObjKey Parameter Values
Oracle Purchasing	View Change Orde as Requester (PURCHASE_ORDER_CHANGE_REQ,VIEW) View Change Order as Requester (PURCHASE_ORDER_CHANGE_REQ,NONE)	Opens a specific purchase order change order for viewing on the View Order page in the Purchase Requisitions work area.	Y	PO_HEADER_ID: Unique identifier of a purchasing document.	PO_HEADER_ID column in the PO_HEADERS_ALL table.
Oracle Purchasing	View Agreement Change Order (PURCHASE_AGREEMENT_CHANGE,VIEW) View Agreement Change Order (PURCHASE_AGREEMENT_CHANGE,NONE)	Opens a specific purchase agreement change order for viewing on the View Order page.	Y	PO_HEADER_ID: Unique identifier of a purchasing document.	PO_HEADER_ID column in the PO_HEADERS_ALL table.
Oracle Purchasing	View Compliance Checklist (CHECKLIST,VIEW)	Opens a specific compliance checklist for viewing on the View Checklist page.	Y	ChecklistInitiativeId: Unique identifier of a compliance checklist.	INITIATIVE_ID column in the POQ_INITIATIVES table.
Oracle Sourcing	View Negotiation (NEGOTIATION,VIEW)	Opens a specific negotiation on the View Negotiation page.	Y	AUCTION_HEADER_ID: Unique identifier of a negotiation.	AUCTION_HEADER_ID column in the PON_AUCTION_HEADERS_ALL table.
Oracle Sourcing	Manage Negotiations (NEGOTIATION,NONE)	Opens the Manage Negotiations page in the Procurement work area.	N	N/A	N/A
Oracle Sourcing	View Negotiation (NEGOTIATION_ SUPPLIERUSER,VIEW)	Opens a specific negotiation on the View Negotiation page in the Supplier portal.	Y	AUCTION_HEADER_ID: Unique identifier of a negotiation.	AUCTION_HEADER_ID column in the PON_AUCTION_HEADERS_ALL table.
Oracle Sourcing	Active Negotiations (NEGOTIATION_ SUPPLIERUSER,NONE)	Opens the Active Negotiations page in the Supplier portal.	N	N/A	N/A

Product	Deep Link (Object Type, Action)	Short Description of Purpose	ObjKey Needed? (Y/N)	Name and Description of ObjKey Parameter	ObjKey Parameter Values
Oracle Supplier Model	View Supplier (SUPPLIER,VIEW) View Supplier (SUPPLIER,NONE)	Opens a specific supplier on the View Supplier page.	Y	SupplierNumber: Number that uniquely identifies the supplier. SupplierName: Name of the supplier.	SupplierNumber SEGMENT1 column in the POZ_SUPPLIERS table. SupplierName PARTY_NAME column in the HZ_PARTIES table.
Oracle Supplier Model	View Supplier (SUPPLIER_POUSER, VIEW) View Supplier (SUPPLIER_POUSER, NONE)	Opens a specific supplier on the View Supplier page in the Purchasing work area.	Y	SupplierNumber: Number that uniquely identifies the supplier. SupplierName: Name of the supplier.	SupplierNumber SEGMENT1 column in the POZ_SUPPLIERS table. SupplierName PARTY_NAME column in the HZ_PARTIES table.
Oracle Supplier Qualification	View Qualification (QUALIFICATION, VIEW)	Opens a specific qualification on the View Qualification page.	Y	QUALIFICATIONS_ID: Unique identifier of the qualification.	QUALIFICATIONS_ID column in the POQ_QUALIFICATIONS table.
Oracle Supplier Qualification	Manage Qualifications (QUALIFICATION, NONE)	Opens the Manage Qualifications page in the Supplier Qualification work area.	N	N/A	N/A
Oracle Supplier Qualification	View Assessment (ASSESSMENT,VIEW)	Opens a specific assessment on the View Assessment page.	Y	ASSESSMENT_ID: Unique identifier of the assessment.	ASSESSMENT_ID column in the POQ_ASSESSMENTS table.
Oracle Supplier Qualification	Manage Assessments (ASSESSMENT,NONE)	Opens the Manage Assessment page in the Supplier Qualification work area.	N	N/A	N/A
Oracle Supplier Qualification	View Initiative (INITIATIVE,VIEW)	Opens a specific initiative on the View Initiative page.	Y	InitiativeId: Unique identifier of the initiative.	INITIATIVE_ID column in the POQ_INITIATIVES table.
Oracle Supplier Qualification	Manage Initiatives (INITIATIVE,NONE)	Opens the Manage Initiative page in the Supplier Qualification work area.	N	N/A	N/A

Product	Deep Link (Object Type, Action)	Short Description of Purpose	ObjKey Needed? (Y/N)	Name and Description of ObjKey Parameter	ObjKey Parameter Values

Note: In Purchasing and Supplier Model, deep links that have NONE or VIEW action, open a specific page and need an ObjKey.

This table lists the target audience and security requirements for different Procurement deep links.

Deep Link (Object Type, Action)	Target Audience	Security Requirements	Examples
View Order (PURCHASE_ORDER,VIEW) View Order (PURCHASE_ORDER,NONE)	Buyer	Function Security: • View Purchase Order • View Purchase Order Work Area Data Security: • Procurement Agent Access	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_ORDER&objKey=poHeaderId=111111&acti` `https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_ORDER&objKey=poHeaderId=111111`
View Order (PURCHASE_ORDER_ LOBUSER,NONE)	Purchase Analyst	Function Security: • View Purchase Order • View Purchase Order Work Area Data Security: • Requisitioning business units for which they're authorized • For the financial business unit associated with their primary assignment	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_ORDER_LOBUSER&objKey=poHeaderId=111111`
View Order (PURCHASE_ORDER_APUSER, NONE)	AP Specialist	Function Security: • View Purchase Order • View Invoice Work Area Data Security: • Bill-to business units for which they're authorized	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_ORDER_APUSER&objKey=poHeaderId=111111`
View Agreement (PURCHASE_AGREEMENT,VIEW) View Agreement (PURCHASE_AGREEMENT,NONE)	Buyer	Function Security: • View Purchase Agreement • View Purchase Agreement Work Area Data Security:	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_AGREEMENT&objKey=poHeaderId=111111` `https://pod.oraclecloud.com/`

Deep Link (Object Type, Action)	Target Audience	Security Requirements	Examples
		• Procurement Agent Access	`fndSetup/faces/deeplink?objType=PURCHASE_AGREEMENT&objKey=poHeaderId=111111`
View Order (PURCHASE_ORDER_REQUESTER, NONE)	Requester	Function Security: • Manage Requisitions • View PO as Requester OR View PO • View Requisition All Data Security: • Requisitioning business units for which they're authorized • If the user has the View Requisition All privilege, then they have access to all POs for the authorized BUs else they need to be a requester or preparer	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_ORDER_REQUESTER&objKey=poHeaderId=111111`
View Change Order (PURCHASE_ORDER_CHANGE, VIEW) View Change Order (PURCHASE_ORDER_CHANGE, NONE)	Buyer	Function Security: • View Purchase Order • View Purchase Order Work Area Data Security: • Procurement Agent Access	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_ORDER_CHANGE&objKey=poHeaderId=111111`
View Change Order as Requester (PURCHASE_ORDER_CHANGE_REQ,VIEW) View Change Order as Requester (PURCHASE_ORDER_CHANGE_REQ,NONE)	Requester	Function Security: • Manage Requisitions • View PO as Requester OR View PO Data Security: • Requisitioning business units for which they're authorized • If the user has the View Requisition All privilege, then they have access to all POs for the authorized BUs else they need to be a requester or preparer • User must be originator of the change order	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_ORDER_CHANGE_REQ&objKey=poHeaderId=111111`
View Agreement Change Order (PURCHASE_AGREEMENT_CHANGE,VIEW) View Agreement Change Order	Buyer	Function Security: • View Purchase Agreement • View Purchase Agreement Work Area	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=PURCHASE_AGREEMENT_CHANGE&objKey=poHeaderId=111111`

Deep Link (Object Type, Action)	Target Audience	Security Requirements	Examples
(PURCHASE_AGREEMENT_CHANGE,NONE)		Data Security: • Procurement Agent Access	
View Compliance Checklist (CHECKLIST,VIEW)	Buyer	Function Security: • View Compliance Checklist Data Security: • Checklist Owner, or • An active agent for the procurement business unit with access to Manage Compliance Checklists and is allowed to have VIEW or FULL access to other agents documents	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=CHECKLIST&objKey=Checklist`
View Negotiation (NEGOTIATION,VIEW)	Category Manager/ Sourcing Project Collaborator	Function Security: • View Supplier Negotiation Work Area • View Supplier Negotiation Data Security: • Negotiation owner (Category manager), or • A member of the Collaboration team, or • An active agent for the procurement business unit with access to manage negotiations and is allowed to have VIEW or FULL access to other agents documents	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=NEGOTIATION&action=VIEW&obj`
Manage Negotiations (NEGOTIATION,NONE)	Category Manager/ Sourcing Project Collaborator	Function Security: • View Supplier Negotiation Work Area Data Security: • Negotiation owner (Category manager), or • A member of the Collaboration team, or • An active agent for the procurement business unit with access to manage negotiations and is allowed to have VIEW or FULL access to other agents documents	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=NEGOTIATION&action=NONE`
View Negotiation	Supplier Bidder	Function Security:	`https://pod.oraclecloud.com/`

Deep Link (Object Type, Action)	Target Audience	Security Requirements	Examples
(NEGOTIATION_SUPPLIERUSER, VIEW)		• View Supplier Negotiation • Access Suppliers Work Area Overview Data Security: • Supplier Data Access • Negotiation Response Rule to Restrict to Invited Suppliers	`fndSetup/faces/deeplink?objType=NEGOTIATION_SUPPLIERUSER&action=VIEW&objKey=Au`
Active Negotiations (NEGOTIATION_SUPPLIERUSER, NONE)	Supplier Bidder	Function Security: • View Supplier Negotiation • Access Suppliers Work Area Overview	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=NEGOTIATION_SUPPLIERUSER&action=NONE`
View Supplier (SUPPLIER,VIEW) View Supplier (SUPPLIER,NONE)	Supplier Administrator/ Manager	Function Security: • Suppliers Work Area • View or Maintain Supplier	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=SUPPLIER&objKey=supplierNu` `https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=SUPPLIER&objKey=supplierNa Corporation`
View Supplier (SUPPLIER_POUSER,VIEW) View Supplier (SUPPLIER_POUSER,NONE)	Buyer	Function Security: • View or Maintain Supplier • View Purchase Order Work Area	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=SUPPLIER_POUSER&objKey=supplierNumber=11111` `https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=SUPPLIER_POUSER&objKey=supplierName=Vision_ Corporation`
View Qualification (QUALIFICATION,VIEW)	Supplier Qualification Manager	Function Security: • View Supplier Qualification • View Supplier Qualification Work Area Data Security: • Qualification owner, or • A member of the Evaluation team or, • An active agent for the procurement business unit with access to manage supplier qualifications and is allowed to have VIEW or	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=QUALIFICATION&objKey=quali`

Deep Link (Object Type, Action)	Target Audience	Security Requirements	Examples
		FULL access to other agents documents	
Manage Qualifications (QUALIFICATION,NONE)	Supplier Qualification Manager	Function Security: • Search Supplier Qualification • View Supplier Qualification Work Area Data Security: • An active agent for the procurement business unit	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=QUALIFICATION&action=NONE`
View Assessment (ASSESSMENT,VIEW)	Supplier Qualification Manager	Function Security: • View Supplier Assessment • View Supplier Qualification Work Area Data Security: • Assessment owner, or • A member of the Evaluation team or, • An active agent for the procurement business unit with access to Manage Supplier Qualifications and is allowed to have VIEW or FULL access to other agents documents	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=ASSESSMENT&objKey=assessmer`
Manage Assessments (ASSESSMENT,NONE)	Supplier Qualification Manager	Function Security: • Search Supplier Assessment • View Supplier Qualification Work Area Data Security: • An active agent for the procurement business unit	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=ASSESSMENT&action=NONE`
View Initiative (INITIATIVE,VIEW)	Supplier Qualification Manager	Function Security: • View Supplier Qualification Initiative • View Supplier Qualification Work Area Data Security: • Initiative owner, or • A member of the Evaluation team or,	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=INITIATIVE&objKey=initiativ`

Deep Link (Object Type, Action)	Target Audience	Security Requirements	Examples
		• An active agent for the procurement business unit with access to Manage Supplier Qualifications and is allowed to have VIEW or FULL access to other agents' documents.	
Manage Initiatives (INITIATIVE,NONE)	Supplier Qualification Manager	Function Security: • Search Supplier Qualification Initiative • View Supplier Qualification Work Area Data Security: • An active agent for the procurement business unit.	`https://pod.oraclecloud.com/fndSetup/faces/deeplink?objType=INITIATIVE&action=NONE`

To know how to construct deep links to purchasing transactions from analyses and reports, refer to the Navigating to Purchasing Transactions from Reports white paper that's available on My Oracle Support (Document ID 2444555.1).

To know how to construct deep links to supplier profiles from analyses and reports, refer to the Navigating to Supplier Profile from Reports white paper that's available on My Oracle Support (Document ID 2556026.1).

Deep Links for Self Service Procurement

You can use a deep link to drill down to a specific requisition details page from Oracle Transactional Business Intelligence (OTBI) report.

Here's a typical URL pattern of a deep link.

```
Host/fscmUI/redwood/procurement/publicrequisitions/requisition-details?
intent=<INTENT>&requisitionHeaderId=<RequisitionHeaderId>
```

This table lists the target audience and security requirements for different Self Service Procurement deep links.

Target Audience	Security	URL Example
Procurement Agent Running OTBI Reports	Function Security: • View Requisition Details as Buyer Data Security: • Procurement Agent Access	*`https://pod.oraclecloud.com/fscmUI/redwood/procurement/publicrequisitions/requisition-details?intent=PRCAGENT&requisitionHeaderId=111111`*
Line of Business User (LOBUser) Running OTBI Reports	Function Security: • Manage Requisitions	*`https://pod.oraclecloud.com/fscmUI/redwood/procurement/publicrequisitions/requisition-details?intent=LOBUser&requisitionHeaderId=111111`*

Target Audience	Security	URL Example
	• View Requisitions Data Security: • Purchase Analysis, Primary BU Assignment in HCM, and BU Access through Manage User Data Access	

31 Troubleshoot Errors

Assign a User to a Business Unit That Supports Requisitioning

Requesters sometimes see this error in the Requisitions work area.

```
You aren't assigned to a business unit that supports requisitioning. Please contact your help desk.
(POR-2010674)

When you contact your help desk, share this info: In the Setup and Maintenance work area, go to the Manage
Business Unit Data Access for Users task. Use this task to give the user access to an active business unit that
supports requisitioning.
```

To fix this error, you must be assigned a role to manage data access for users. You need to identify an active business unit that supports requisitioning, and then assign the user to it.

Here's how to check that a business unit is configured for requisitioning:

1. In the Setup and Maintenance work area, select:
    - **Procurement** offering
    - **Organization Structures** functional area
    - **Manage Business Unit** task
2. On the Manage Business Units page, search for the business unit. Check that the Active setting is selected.
3. Select the row that contains the business unit. From the Actions menu, select **Assign Business Functions**. Check that the Requisitioning function is selected, and then click **Cancel**.

To assign someone to a business unit that supports requisitioning:

1. In the Setup and Maintenance work area, select:
    - **Procurement** offering
    - **Users and Security** functional area
    - **Manage Business Unit Data Access for Users** task
2. On the Manage Data Access for Users page, search for the user who received the error. You must search by the user name that the user signs in with.
3. Click the **Create** icon (+).
4. On the Create Data Access for User dialog:
    a. Enter the user name that the user signs in with.
    b. Select the user's role that you want to add data access to, such as Procurement Requester.
    c. Select the **Business unit** security context.
    d. Select the requisitioning business unit you want to assign the user to in the Security Context Value field.
5. Click **Save and Close**.

6. Click **Done**.

32 New Features in Your Quarterly Update

Readiness for Oracle Fusion Cloud Procurement Updates

Get up to speed on the latest cloud release and make sure your update is a success with Oracle Cloud Readiness assets.

- New Feature Summary: Get brief descriptions of each new feature in the update.
- What's New: Plan your update by reviewing detailed information about new features, including capability overviews, benefits, setup considerations, and tips for using features.
- Release Training: Learn more from in-depth information and demos on key features.
- Spotlights: View videos that provide top-level messages and product themes.

To find out what's new in each update, see *Oracle Cloud Procurement Readiness*.