Oracle® Financial Services Accounting Foundation Cloud Service

Getting Started Guide



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Oracle Financial Services Accounting Foundation Cloud Service Getting Started Guide, Release 26D

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Revision History

Table 1-1 Document Control

Release and Version Number	Revision Date	Change Log
R26D, V1.0	November 2026	Created document for the 26D release and updated the note on Email ID as Login ID..
R 26C, V 1.0	August 2026	Created document for the 26C release.
R26.5.5, V1.0	July 2026	Updated the Additional Non Production details in the Create Environment section.
R 26B, V 1.0	May 2026	Created document for the 26B release.

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Get Help in the Applications

Use help icons to access help in the application.

Note that not all pages have help icons. You can also access the Oracle Help Center to find guides and videos.

2.1 Additional Resources

- Community: Use Oracle Cloud Customer Connect to get information from experts at Oracle, the partner community, and other users.
- Training: Take courses on Oracle Cloud from Oracle University.

2.2 Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program. Videos included in this guide are provided as a media alternative for text-based topics, and are also available in this guide.

2.3 Get Support

You can get support at My Oracle Support.

For accessible support, visit Oracle Accessibility Learning and Support.

2.4 Get Training

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

2.5 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, and watch events.

2.6 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 My Oracle Support.

Thanks for helping us improve our user assistance!

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2.7 Before You Begin

See the following Documents:

- See What's New
- Oracle Financial Services Accounting Foundation Cloud Service Core Functions

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Welcome to Oracle Cloud

Oracle Cloud is the industry's broadest and most integrated cloud provider, with deployment options ranging from the public cloud to your data center. Oracle Cloud offers best-in-class services across Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS).

3.1 About Oracle Cloud

Oracle Cloud is one of the few cloud providers that can offer a complete set of cloud services to meet all your enterprise computing needs.

Use Oracle Infrastructure as a Service (IaaS) offering to quickly set up the virtual machines, storage, and networking capabilities you need to run just about any kind of workload. Your infrastructure is managed, hosted, and supported by Oracle.

Use Oracle Platform as a Service offering to provision ready-to-use environments for your enterprise IT and development teams, so they can build and deploy applications, based on proven Oracle databases and application servers.

Use Oracle Software as a Service (SaaS) offerings to run your business from the Cloud. Oracle offers cloud-based solutions for Human Capital Management, Enterprise Resource Planning, Supply Chain Management, and many other applications, all managed, hosted, and supported by Oracle.

3.2 Supported Web Browsers

Oracle Financial Services Accounting Foundation Cloud supports the latest version of the following major browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

For more details, see Oracle Software Web Browser Support Policy. When sharing a link to a document or folder, users of Microsoft Edge need to use the **Show Link** button and copy the link shown in the dialog.

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Order Oracle Cloud Applications

You can order Oracle Cloud Applications (Software as a Service) offerings by contacting Oracle Sales. After your order is processed, you can then activate your services.

To order a subscription to Oracle Cloud Applications:

1. Go to the Oracle Financial Services Risk and Finance solutions page.
2. Scroll down and select **Accounting Foundation**.
3. Review the features and capabilities of the service and read the Datasheet.
4. When you are ready to order, scroll up and click **Request a Demo**.
5. You can either write an Email or click **Request Now** to receive a call from Sales.
6. Enter your Business Email, select the confirmation check box, and click **Continue**.
7. Describe of your need and click **Request Now**.

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

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

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5
Getting Started

To get started, you must activate the Accounting Foundation Cloud Service (AFCS). After activating the Cloud Service, you can onboard Application Users to use the subscribed cloud services.

Figure 5-1 Illustration of the Cloud Subscription Workflow

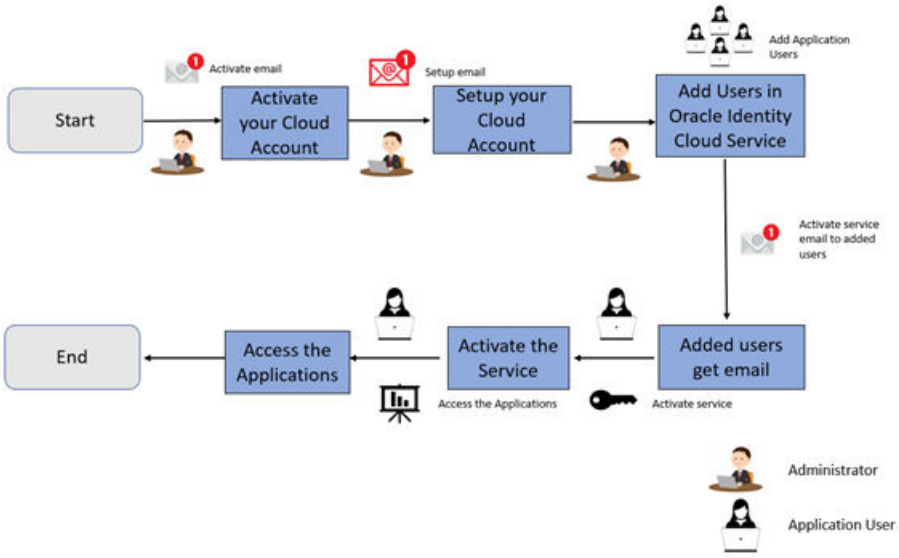


Illustration of the Cloud Subscription Workflow

This document describes the set of actions that can be performed by:

- An Administrator to activate the Cloud Account and onboard Applications Users for the subscribed Cloud Services.
  - Create and Activate New Cloud Account
  - Access the Cloud Account
  - Access the Oracle Identity Cloud Service Console
- The Application Users to activate and use the Cloud Services that are provisioned by the Administrator.
  - Activate your Account as Application Users

After the administrator successfully adds an application user, they can log in and activate their cloud account and use the subscribed cloud services provisioned by the administrator.

Choosing Between a New or Existing Cloud Account

Every administrator in a cloud account (tenancy) has access to all subscriptions within that account. To ensure that new administrators cannot access existing subscriptions, you should activate new subscriptions in a separate tenancy by creating a new Oracle Cloud Account. If

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separate access controls are not needed, you may add new subscriptions to an existing Oracle Cloud Account.

5.1 Create and Activate your Cloud Account

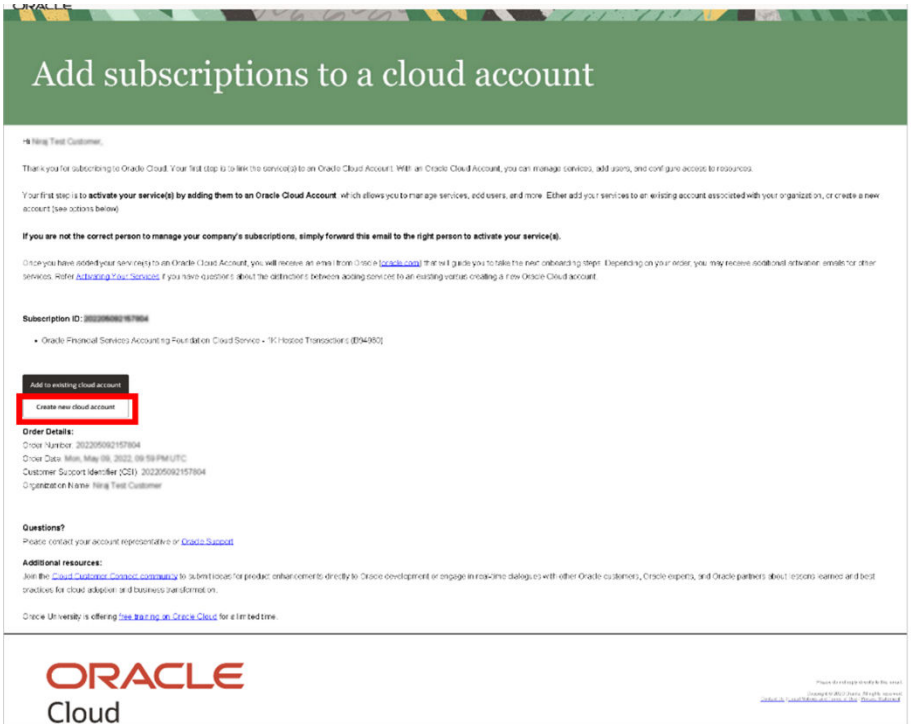
If you are a new Oracle Cloud Applications User, you will receive a Welcome to Oracle Cloud email that asks you to activate your Cloud Account. Follow the instructions in the email to create and activate your new Cloud Account.

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

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

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

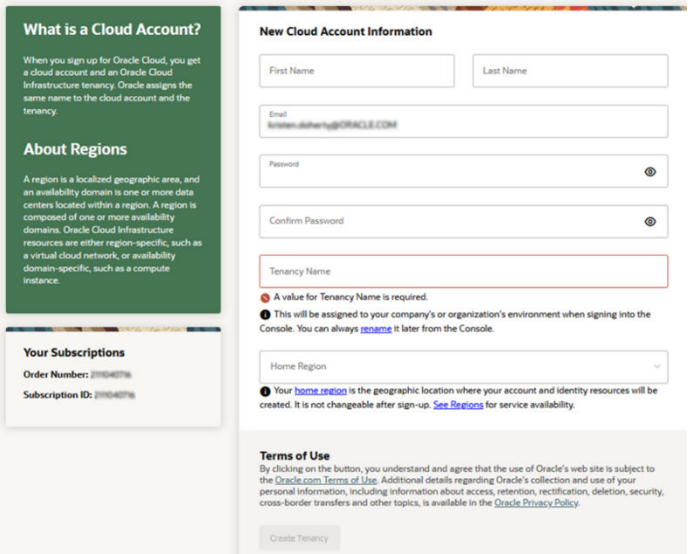
Figure 5-2 Illustration of Welcome to Oracle Cloud - Setup Your Account Email



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

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Figure 5-3 New Cloud Account Information Page

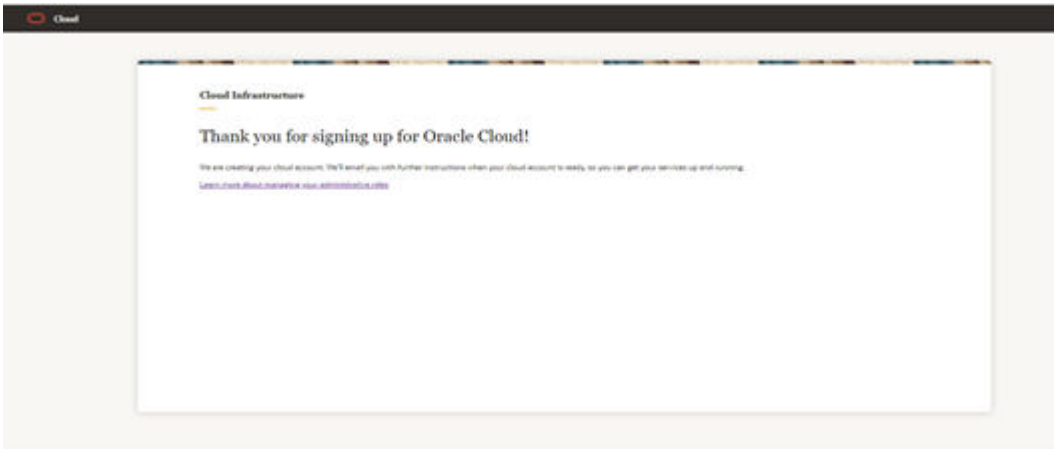


Enter the following details:

- **First Name** and the **Last Name**.
- **Email**: Provide the same email address which you had given to receive the Welcome email.
  Instructions to log into your new Oracle Cloud Account will be sent to this email address.
- **Password** to access the New Cloud Account.
- Re-enter the **Password** for confirmation.
  Make a note of the credentials. The same is required to log in after receiving the Activation email.
- **Tenancy Name**: New Tenancy name to be associated with the Cloud Account.
- **Home Region**: Select your Home Region, where the Identity Resources and Account are located. Check the service availability before selecting the Home Region.
- Click **Create Tenancy**.
  The New Cloud Creation Confirmation Screen is displayed.

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Figure 5-4 Oracle Cloud Creation Confirmation Screen

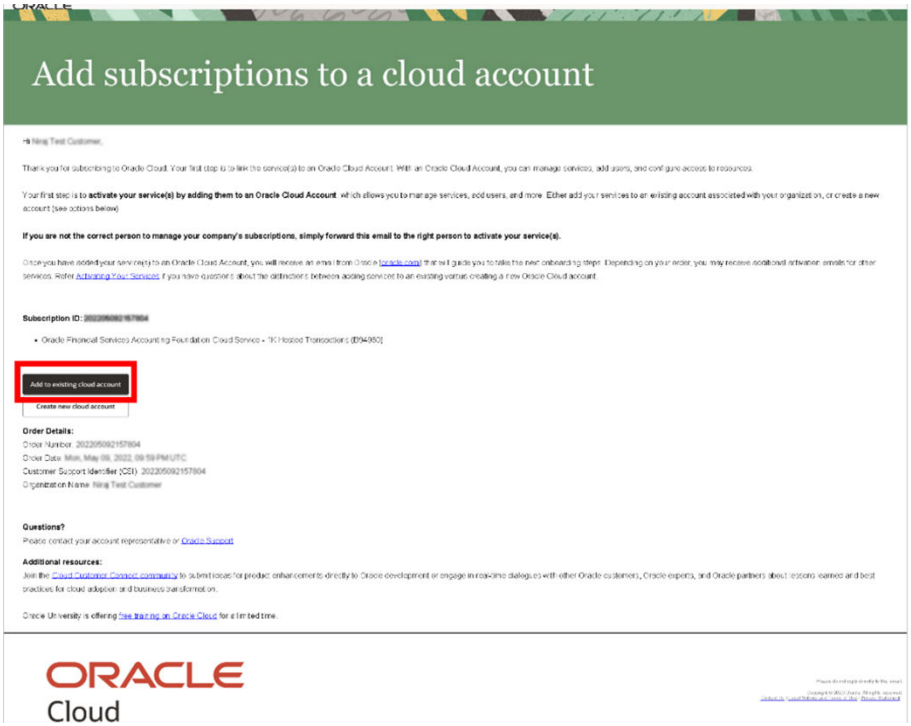


After successful activation, you'll receive a Setup Complete Email.

5.2 Add to Existing Cloud Account

As an Administrator, if you already own a Cloud Account and need to use the Accounting Foundation Cloud Service (AFCS), perform the following steps:

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



2. Perform the steps as mentioned in the Access the Oracle Identity Cloud Service Console section.

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5.3 Access the Cloud Account

As an Administrator, to access the Cloud Account:

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

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

5.4 Creating Co-Administrator Users

After you log in to the IAM console, the first task is to create additional user accounts.

You should assign specific user groups to the user accounts that you are creating. There are seeded user groups available with the respective services, users must be mapped to one or more of the user groups, depending on the role that they perform.

For example, you can create a user for each member of your team. Each member can then sign into the account with their credentials. You can also assign each user to specific user groups and apply specific security policies or roles to each group.
You can create the users and map the users to groups for your service. After creating the users, the users will receive a Welcome email. The users must activate their accounts and enter a new password to access the services.

> **Note**
>
> A co-administrator will have the same privileges as the existing administrator.

To create a co-administrator user in the IAM Console:

1. In the IAM Console, select **Domains** (Identity domain) to view the list existing domains.
2. Click the required **Domain Name**, to access the **Domain Details** page.
3. In the left pane, click **Users** and select **Create user**, to proceed with the user creation.
4. Enter the following details:
   - **First Name**, **Last Name** and a valid **Username** and the **Email ID**.

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> **Note**
>
> - The username should be alphanumeric and you can enter only hyphen (-) and underscore (_) as special characters.
> - Uncheck the **Use the email address as the username** check box, to set the username as the login ID.
> - Select the **Use the email address as the username** check box, to set the email ID as the login ID.

5. Select the **Administrator Group**.

> **Note**
>
> After a user logs in to a specific cloud service, the user to user-group mapping created in the **IAM Console** will onboard into the master and mapping tables. Later, if you deselect (remove) a user from a group in **Assign User to Groups** after provisioning, ensure that you also unmap the user from the corresponding user-group in the **Admin Console**. This is a mandatory step to complete the unmapping process.

6. After entering the required information, click **Create** to create and add the new user to the User summary

You can also batch import several users using a `.CSV` file.

5.5 Subscribing to a Disaster Recovery Infrastructure Region

In Oracle Cloud Infrastructure (OCI), a Disaster Recovery (DR) region is a secondary, geographically separate region that helps ensure service continuity.

To maintain high availability, you must subscribe to a DR region as part of your disaster recovery strategy.

For information on how to subscribe to a DR Infrastructure region, see Subscribing to an Infrastructure Region.

5.6 Access Oracle Identity and Access Management

The Oracle Identity Cloud Service integrates directly with existing directories and Identity Management Systems and makes it easy for users to get access to applications. It provides the Security Platform for Oracle Cloud, which allows users to securely and easily access, develop, and deploy business applications such as Oracle Accounting Foundation Cloud Service (AFCS) and Profitability and Balance Sheet Management Cloud Service (PBSM).

The Oracle Cloud Infrastructure Identity and Access Management (IAM) provides identity and access management features such as authentication, single sign-on (SSO), and identity life cycle management for Oracle Cloud as well as Oracle and non-Oracle applications, whether SaaS, cloud-hosted, or on-premises. Employees, business partners, and customers can access applications at any time, from anywhere, and on any device in a secure manner.

IAM integrates with existing identity stores, external identity providers, and applications across cloud and on-premises to facilitate easy access for end users. It provides the security platform for Oracle Cloud, which allows users to securely and easily access, develop, and deploy

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business applications such as Oracle Human Capital Management (HCM) and Oracle Sales Cloud, and platform services such as Oracle Java Cloud Service, Oracle Business Intelligence (BI) Cloud Service, and others.

Administrators and Application Users can use Oracle Identity Cloud Service to help them effectively and securely create, manage, and use a Cloud-based Identity Management Environment without worrying about setting up any infrastructure or platform details.

To add users to your Cloud Services, navigate to the **Oracle Identity and Access Management (IAM)** Console.

To access the IAM Console:

1. Log in to Cloud.Oracle.com, to view all the details pertaining to your cloud order. Access the service link from the console to start using your subscriber cloud service.
2. Enter the **Cloud Account Name** and click **Next** to access the I**AM Console**.
3. Click **Change tenancy** option if you want to use a different tenancy.
4. Ensure that the displayed identity domain matches the expected value.
5. Log in with your **Username** and **Password**.

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

For example, the IAM Administrator has superuser privileges for an Oracle Identity and Access Management Domain. This administrator can create users, groups, group memberships, and so on.

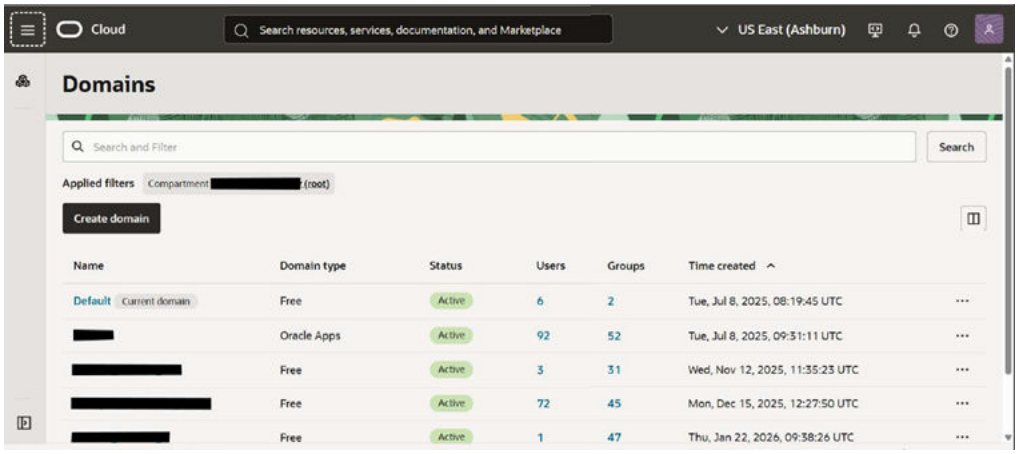
5.6.1 Creating a Custom Domain

This section provides step-by-step instructions for creating and configuring a custom Domain in Oracle Cloud Infrastructure (OCI). Custom domains allow you to manage users, groups, authentication policies, and integrations within your OCI environment.

To create a custom domain, follow these steps:

1. Navigate to **Identity & Security** and select **Domains**. The Domains page displays all existing identity domains.

Figure 5-5 Domains



2. Click **Create Domain**. The Domain Creation window is displayed. It consists of three stages:

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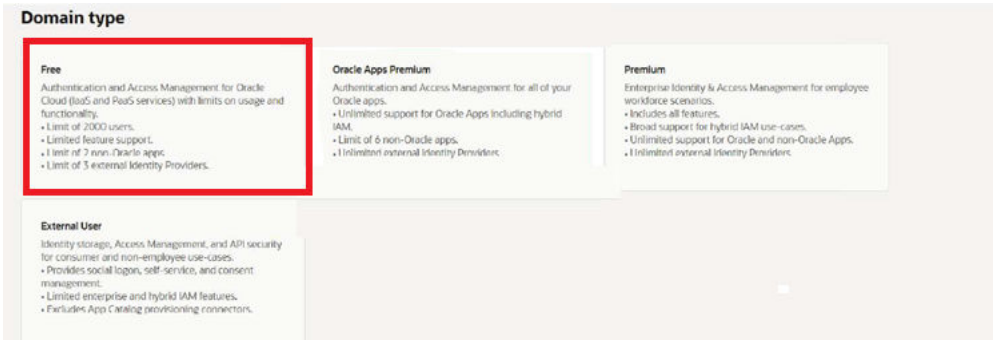
- Create Domain
- Remote Region Disaster Recovery
- Review and Create

Figure 5-6 Create Domain



3. Under the **Create Domain** section, enter the following details.
   - **Display Name**- A unique and descriptive name for the domain.
   - **Description**- Administrative context describing the purpose of the domain. This field is optional.
4. Select the **Domain Type** from the available list.
   - Free Domain
   - Oracle Apps Premium Domain
   - Premium Domain
   - External User Domain

Figure 5-7 Domain Type



> **Note**
>
> For Oracle application environments (AFCS), users must select the domain type as **Free**.

5. Create an Administrative user during the domain provisioning.

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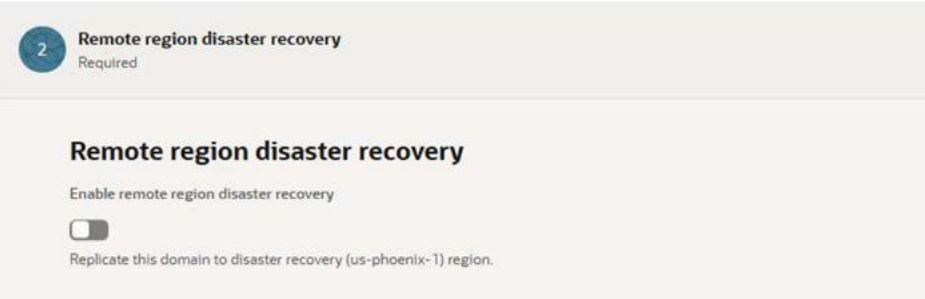
Figure 5-8 Domain Administrator



6. Enable the **Create an administrative user for this domain** toggle to configure the domain administrator.
7. Enter the following details.
   - First Name
   - Last Name
   - Username or Email
   - Use the email address as the username: This account will receive the domain administrative privileges once provisioning is completed.
   - Select the compartment from the drop down list where the domain is created.
8. **Tags** (Optional but Recommended): Tags help to organize and govern the OCI resources.
9. Enter the **Namespace**, **Key** and **Value** details.

   Common tagging use cases are Cost tracking, Ownership identification and Environment classification (Dev/Test/Prod).
10. Under **Remote region disaster recovery** section, enable the **Remote region disaster recovery** toggle to replicate the domain to a secondary region for a higher availability.

Figure 5-9 Remote Region Disaster Recovery



11. Confirm the target recovery region.

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12. Under **Review and create** section, review the configuration.

Figure 5-10 Review and Create Domain



13. Click **Create** to create a custom domain.

    Once the Domain has been created, the domain status is set to **Active**, and users can Add and manage users and groups, Configure authentication policies, Integrate applications and Apply governance and security controls.

5.7 Create an Environment

To create an instance, follow these steps:

1. Log into Oracle Cloud Infrastructure Console (OCI).
2. Under **My Applications**, select the appropriate Cloud Service for which you wish to create an Environment.
3. On the **Overview** page, click **Environments**.
4. Click **Create** to display the Create environment screen.
   This screen displays a list of Cloud Services with the details like Subscription ID for which the customer is subscribed to and the Region from where these services are operated.

> **Note**
>
> By default, the home region of the Cloud Account is displayed and this is the region where the cloud environment is deployed. If you wish to place the Cloud Service environment in a different region, you must subscribe for that specific region. This option is available for the first time you create an environment for the subscription.

5. From the **Compartments** drop-down list, select the compartment in which you wish to create an environment.
6. From the **Domain** drop-down list, select the domain in which you wish to create an environment.
7. Enter the following **Environment Details**:
   - **Name**: The name of the new environment or instance.

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> **Note**
>
> You cannot modify the environment name after the environment is created. Hence, ensure to provide a valid environment name, based on your organization's requirements and naming conventions.

- **Instance type**: Select from the following options:

Table 5-1 Instance Type Selection

Instance Type	Description
Production	A live environment intended for the users.
Non-production	An environment that is used for testing and development purposes. For example, a sandbox environment.
Additional	An additional test environment for testing and development purposes.(For Enterprise Edition only)
Enterprise Edition- Below are the Additional Non-Production instance type applicable for Enterprise edition	
AFCS Enterprise Edition, ANP Environment, Up to 33K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Enterprise Edition, Additional Non-Production Environment, Up to 33K 1K Hosted Transactions
AFCS Enterprise Edition, ANP Environment, 34K - 100K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Enterprise Edition, Additional Non-Production Environment, 34K - 100K 1K Hosted Transactions
AFCS Enterprise Edition, ANP Environment, 101K - 150K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Enterprise Edition, Additional Non-Production Environment, 101K - 150K 1K Hosted Transactions
AFCS Enterprise Edition, ANP Environment, 151K - 300K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Enterprise Edition, Additional Non-Production Environment, 151K - 300K 1K Hosted Transactions
AFCS Enterprise Edition, ANP Environment, 301K - 700K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Enterprise Edition, Additional Non-Production Environment, 301K - 700K 1K Hosted Transactions
AFCS Enterprise Edition, ANP Environment, 701K - 1.25M 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Enterprise Edition, Additional Non-Production Environment, 701K - 1.25M 1K Hosted Transactions
AFCS Enterprise Edition, ANP Environment, 1.26M - 6.25M 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Enterprise Edition, Additional Non-Production Environment, 1.26M - 6.25M 1K Hosted Transactions
Standard Edition- Below are the Additional Non-Production instance type applicable for Standard edition	
AFCS Standard Edition, ANP Environment, Up to 25K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Standard Edition, Additional Non-Production Environment, Up to 25K 1K Hosted Transactions

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Table 5-1 (Cont.) Instance Type Selection

Instance Type	Description
AFCS Standard Edition, ANP Environment, 26K - 100K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Standard Edition, Additional Non-Production Environment, 26K - 100K 1K Hosted Transactions
AFCS Standard Edition, ANP Environment, 101K - 150K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Standard Edition, Additional Non-Production Environment, 101K - 150K 1K Hosted Transactions
AFCS Standard Edition, ANP Environment, 151K - 300K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Standard Edition, Additional Non-Production Environment, 151K - 300K 1K Hosted Transactions
AFCS Standard Edition, ANP Environment, 301K - 700K 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Standard Edition, Additional Non-Production Environment, 301K - 700K 1K Hosted Transactions
AFCS Standard Edition, ANP Environment, 701K - 1.25M 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Standard Edition, Additional Non-Production Environment, 701K - 1.25M 1K Hosted Transactions
AFCS Standard Edition, ANP Environment, 1.26M - 6.25M 1K Hosted Transactions	Oracle Financial Services Accounting Foundation Cloud Service, Standard Edition, Additional Non-Production Environment, 1.26M - 6.25M 1K Hosted Transactions

> **Note**
>
> – Users can select the additional Instance types only based on the base subscription (Enterprise or Standard Edition). Only the chosen subscription will be displayed under the drop down list during provisioning.
>
> – You can have one Production, one Non-Production, and multiple test instances. The number of instances you can create is based on the quantity of Additional Non-Production Environments you have purchased.

- **Admin email**: The email ID with which you have logged into the Cloud Console. You can also enter a different email ID that is part of the Cloud tenancy. For more details, see Managing Users.
- **Admin first name and Admin last name**: The first and last names of the Admin.
- (Optional) Navigate to **Advanced Options** section and select Compartment and Domain from **Compartments and Identity Domains** tab. To use a custom domain, ensure that the custom domain is created before creating the environment. For more information, see the Creating a Custom Domain section.

8. Click **Create**.
   The environment details are added to the Oracle Cloud Infrastructure Console under the Environments tab with Creating state. Once completed, the created environment is Active. If there are any issues, you can raise a service ticket with My Oracle Support (MoS).

After the details are displayed with Active state, you can click on the Name to open the Environment details page, where you can check the details. You can click on the Service URL

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under Environment Information to proceed with User Creation and User Group Creation which are discussed in the subsequent topics.

For more information on the deployment of the application, see the *Domain* section in the AFCS Core Functions Guide AFCS Core Function User Guide.

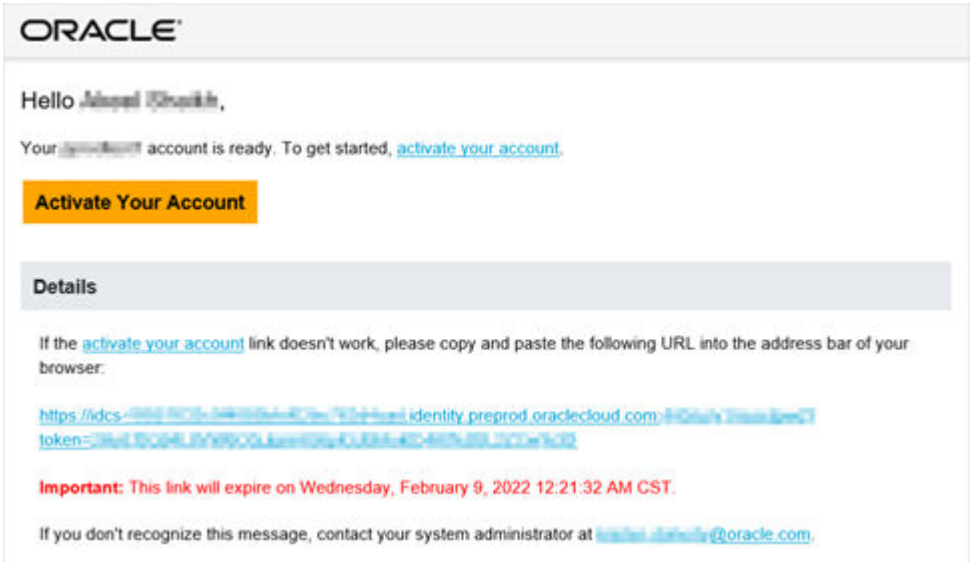
5.8 Activate Application User Account

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

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

1. Open the email you received from Oracle Cloud.

Figure 5-11 Email to Activate Your Account



2. Review the information about your service in the email.
3. Click **Activate Your Account**.

   You will be prompted to change your Password on the initial login.
4. Specify your new credentials in the **Reset Password** window to activate your account.

   After the Password is successfully reset, a congratulatory message is displayed.
5. Access the Application URL that your Application Administrator shared with you.
6. Specify your credentials to sign into your account.

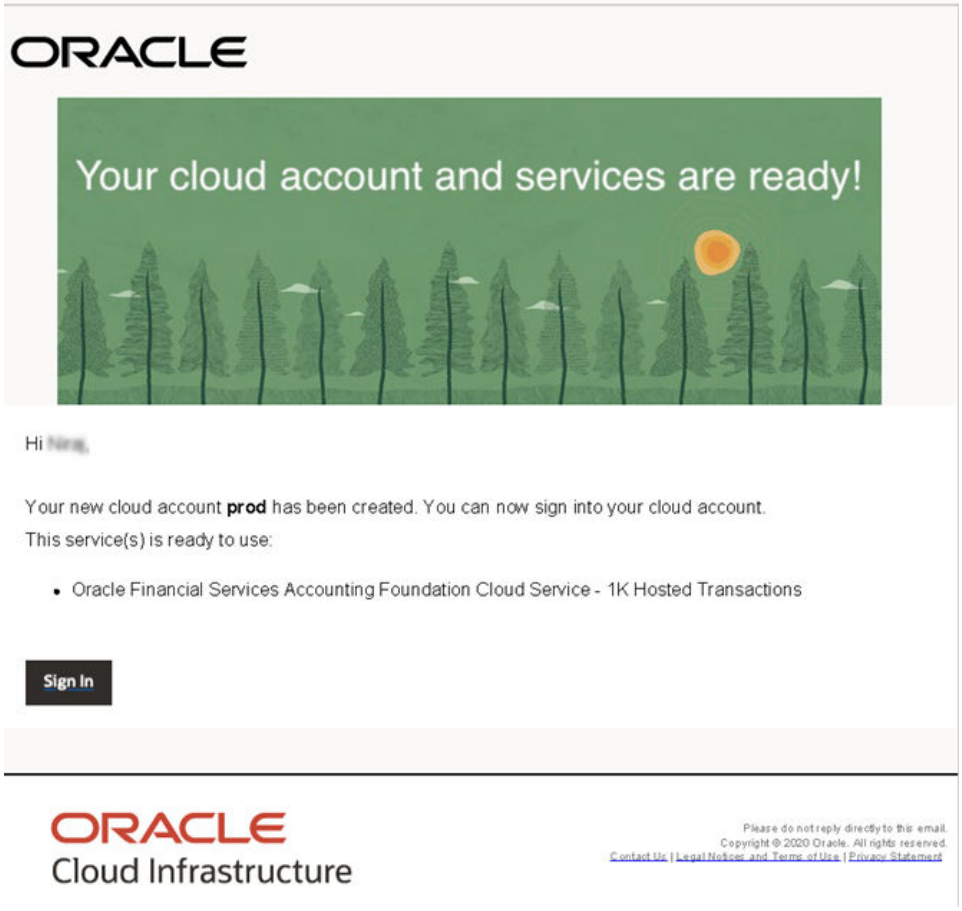
   The **Welcome** page is displayed.

5.9 Setup your Cloud Account

After successful activation of your cloud account, you will receive a Setup Complete Email with your login credentials.

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> **Note**
>
> You need to access the Oracle Cloud Console https://ofsaa.<REGION>.ocs.oraclecloud.com/ui/v1/adminconsole and create your user account before you access the application URL.



Click the **Sign In** link provided in the Email. Use the Username and the temporary Password to access the Oracle Cloud Console URL and reset your credentials to navigate to the Oracle Cloud Infrastructure Console Window and access the Oracle Identity

Cloud Service (Identity Console) for onboarding the cloud service users.

For more information about how to access the Identity Cloud, see Access the Oracle Identity Cloud console.

The Application URL provided in the Email is for the production instance. To access the non-production instance, you need to remove the -prd from the URL and replace it with -nprd. For example, the URLs are as follows:

- **Production**
  https://ofsaa.<REGION>.ocs.oraclecloud.com/<TENANT ID>-prd/afc
- **Non-Production**
  https://ofsaa.<REGION>.ocs.oraclecloud.com/<TENANT ID>-nprd/afc

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> **Note**
>
> Ensure you have created the application users and granted privileges to access the application instances. For more details, see Users and Access Privileges. You must share the Application URL details with your application users, which they can use to log in to the application.

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6

Users and Access Privileges

Oracle Financial Services Accounting Foundation Cloud Service (AFCS) Users are assigned roles through which they gain access to functions and data. Users can have any number of roles.

To create Users, login to Identity Console with Admin Privileges.

The access Privilege of a User is set based on the mapped group. There are pre-defined groups provided in the AFCS. You can map the newly created users to any pre-defined group, based on the user's access requirements.

For more information about managing users, refer to Managing Users.

6.1 Role Based Access Control

Role-based security in Oracle Financial Services Accounting Foundation Cloud Service (AFCS) Controls who can do what and to which data.

Table 6-1 Role Based Access Control

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

6.2 User Roles and their Functionalities

The following table provides the User Roles and their functionalities:

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Table 6-2 User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSADMNGRP	Accounting Foundation Admin Group	• Home Page- View access • SLA – Configuration- View access – Ingestion- View access • Data Extraction – Configuration- View access • Reconciliation – Type- View access – Entity- View access – Rules- View access – Summary- View access – Adjustments- View access • Process Orchestration – Modeling- Add, Edit and View access – Dashboard- View access – Monitoring- View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Issues and Actions – Issue- Add, Edit and View access – Action- Add, Edit and View access • Administration – File Operations- Upload and Download access – ERP Settings- Add, Edit and View access – Segment Mapping- Add, Edit and View access – Fiscal Period- Add, Edit and View access – Currency Conversion- Add, Edit and View access – Legal Entity- Add, Edit and View access – Parameters- View access – Hierarchy Management- View access – Publish Change Request- Publish access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
		– Revaluation-ML Segment Value Assignment- View access, Edit access – Configure ML Posting- View access, Edit access
AFCS-BIAdministrator	BIAdministrator group to access Analytics and Data Visualization	• Analytics Home Page- – Dashboards * Reports- Add, Edit, View, Delete and Manage Access Permission for User/ Role
AFCS-BIContentAuthor	BIContentAuthor group to access Analytics and Data Visualization	• Analytics Home Page- – Dashboards * Reports- Add, Edit, View, Delete access
AFCS-BIConsumer	BIConsumer group to access Analytics and Data Visualization	• Analytics Home Page- – Dashboards * Reports- View access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSBUGRP	Accounting Foundation Business Users Group	• Home Page- View access • SLA – Configuration- Add, Edit, View and Publish access – Ingestion- Add, Edit,Delete and View access • Reconciliation – Type- Edit and View access – Entity- Edit and View access – Rules- Edit and View access – Summary- Edit and View access – Adjustments- Edit and View access • Process Orchestration – Modeling- Add, Edit and View access – Dashboard- View access – Monitoring- View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access – Data Management Interface- Add, Edit, View, Copy, Amend, Approve and Reject access • Issues and Actions – Issue- Add, Edit and View access – Action- Add, Edit, Delete, Link, Re-open access • Administration – Currency Conversion- Add, Edit and View access – Parameters- Add, Edit, Delete and View access – Report Configuration- Add, Edit, and View access, Refresh Metadata – Revaluation-ML Segment Value

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
		Assignment-View access, Edit access – Configure ML Posting-View access, Edit access • Data Visualization – Data Ingestion (View Data)- View access • Data Extraction- Add, Edit and View access
AFCSSYSADMN	Accounting Foundation System Admin Group	• Home page- View access • System Preferences- Edit and View access
AFCSAPVRGRP	Accounting Foundation Approvers Group	• Home Page- View access • SLA – Configuration- View and Approve access – Ingestion- View access • Reconciliation – Type- View access – Entity- View access – Rules- View access – Summary- View access – Adjustments- View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Administration – Segment Mapping- View access – Add Domain- View access – Fiscal Period- View access – Currency Conversion-View access – Legal Entity- View access – Parameters- Add, Edit and View access
AFCSDTACCGRP	Accounting Foundation Data Access Group	• Home Page- View access • SLA – Ingestion- View access • Data Visualization – Data Ingestion (View Data)- View access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCS-DVConsumer	DVConsumer group to access Data Visualization	• Data Visualization Home Page- – Canvas/Workbook- View access
AFCS-DVContentAuthor	DVContentAuthor group to access Data Visualization	• Data Visualization Home Page- – Datasets/ Canvas/ Workbook- Add, Edit, Delete, View access
AFCSOPRSGRP	Accounting Foundation Operations User Group	• Home Page- View access • SLA – Ingestion- View access • Data Extraction – Configuration- View access • Process Orchestration – Modeling- Add, Edit, View and Execute access – Dashboard- View access – Monitoring- View access • Administration – File Operations- Upload, Download and Delete access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSVWGRP	AFCS View only group	• Home Page- View access • SLA – Configuration- View access – Ingestion- View access • Data Extraction – Configuration- View access • Reconciliation – Type- View access – Entity- View access – Rules- View access – Summary- View access – Adjustments- View access • Process Orchestration – Modeling- View access – Dashboard- View access – Monitoring- View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Administration – Segment Mapping- View access – Parameters- View access – Report Configuration (Dimension and Attribute mapping_- View access – Revaluation-ML Segment Value Assignment- View access – Configure ML Posting- View access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSOBJEXPGRP	Accounting Foundation Metadata Export User Group	• Home Page- View access • SLA – Configuration- View access – Ingestion- View access • Data Extraction – Configuration- View access • Reconciliation – Type- View access – Entity- View access – Rules- View access – Summary- View access – Adjustments- View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Issues and Actions – Issue- Add, Edit and View access – Action- Register, Edit, Delete, View and Export access • Administration – Segment Mapping- View access – Parameters- View access • Object Migration – Export Metadata- Add, Edit, Delete, View and Export access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSOBJIMPGRP	Accounting Foundation Metadata Import User Group	• Home Page- View access • SLA – Configuration- View access – Ingestion- View access • Data Extraction – Configuration- View access • Reconciliation – Type- View access – Entity- View access – Rules- View access – Summary- View access – Adjustments- View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Issues and Actions – Issue- Add, Edit and View access – Action- Register, Edit, Delete, View access • Administration – Segment Mapping- View access – Parameters- View access • Object Migration – Import Metadata- Add, Edit, Delete, View and Import access
AFCSPIVWGRP	AFCSPIVWGRP group to access Data Visualization	• Dashboards – Reports- View PII Data
• AFCSPIVWGRP • AFCS-BIConsumer • AFCSVWGRP	• AFCSPIVWGRP group to access Data Visualization • BIConsumer group to access Data Visualization • AFCS View only group	Refer to the activities mentioned for the corresponding groups in this table.

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSDMNDEPADMNGRP	AFCS domain deployment Admin	Authorized users assigned to this group can access the "Add Domain" tab and manage domain deployments under the Administration section in the User Interface. **Note**: Only users mapped to this group **AFCSDMNDEPADMNGRP** and existing **AFCSADMNGRP** group will see the 'Add Domain'tab under the Administration section in the User Interface.

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSFINHEAD	AFCS Finance Head	• Home Page - View access • SLA – Configuration- View access – Ingestion- View access • Data Extraction – Configuration - View access • Reconciliation – Type- View access – Entity- View access – Rules- View access – Summary- View access – Adjustments- View access • Process Orchestration – Modeling- View access – Dashboard- View access – Monitoring- View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Administration – Segment Mapping- View access – Parameters- View access – Report Configuration (Dimension and Attribute mapping) - View access • Analytics Home Page – Dashboards * Reports- Add, Edit, View, Delete access • Data Visualization Home Page – Datasets/ Canvas/ Workbook- Add, Edit, Delete, View access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSFINANALYST	AFCS Finance Analyst	• Home Page- View access • SLA – Configuration- View access – Ingestion- View access • Data Extraction – Configuration - View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Administration – Segment Mapping- View access – Parameters- View access • Analytics Home Page – Dashboards * Reports- View access • Data Visualization Home Page – Canvas/Workbook- View access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSFINACCOUNTANT	AFCS Finance Reconciliation Accountant	• Home Page - View access • SLA – Configuration- View access • Reconciliation – Type- Edit and View access – Entity- Edit and View access – Rules- Edit and View access – Summary- Edit and View access – Adjustments- Edit and View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Administration – Segment Mapping- View access • Analytics Home Page – Dashboards * Reports- View access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSEXECVIEWER	AFCS Executive Viewer	• Home Page - View access • SLA – Configuration- View access – Ingestion- View access • Data Extraction – Configuration - View access • Reconciliation – Type- View access – Entity- View access – Rules- View access – Summary- View access – Adjustments- View access • Process Orchestration – Modeling- View access – Dashboard- View access – Monitoring- View access • Data Catalog – Home Page Viewer (Entities Relationships, Attributes, Sourcing,Process Info,Governance)- View access • Administration – Segment Mapping- View access – Parameters- View access – Report Configuration (Dimension and Attribute mapping)- View access
AFCSOPSEMAILGRP	Operations Email Group	Users mapped to this group, post the login into AFCS application, group is synchronized and users will receive email notification during upgrade.
IDNTY_AUTH	Identity Authorizer Group	Users mapped to this group can approve or reject user role mapping.
IDNTY_ADMN	Identity Administrator Group	Users mapped to this group along with AFCSADMNGRP can access the Admin Console User Interface in the AFCS application.

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSDMIADMIN	Data Maintenance Admin Group	Data Management Interface • Actions for DMI Data Entry / Excel upload- View data access, Approve and Reject access • DMI forms- View access, Create access, Approve and Delete access • DMI Form Definition- Edit access and Copy access
AFCSDMIVIEW	Data Maintenance Viewer Group	Data Management Interface • Summary of created DMI forms- View access • Actions for DMI Data Entry / Excel upload- View data access • DMI forms- View access
AFCSDMIDSGN	Data Maintenance Designer Group	Data Management Interface • DMI forms- Create access,View access and Copy access • Summary of created DMI forms- View access • Actions for DMI Data Entry / Excel upload- View data access • DMI form definition- Edit access
AFCSDMIDSGNAUTH	Data Maintenance Design Approver Group	Data Management Interface • DMI forms- View access • DMI forms- Approve and Reject access • Summary of created DMI forms- View access • Actions for DMI Data Entry / Excel upload- View data access
AFCSDMIDATAUSR	Data Maintenance End-user Group	Data Management Interface • Issue / Action to add records using DMI for both Data entry and Excel upload- Create access • DMI forms- View access
AFCSDMIDATAAUTH	Data Maintenance End-user Approver Group	Data Management Interface • Issue and Action for Data Entry using DMI forms- Approve and Reject access • DMI forms- View access • DMI related Actions- Approve and Reject access

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Table 6-2 (Cont.) User Group and User Role Mapping

User Group Code	User Group Name	Activities
AFCSISSACTBCP	Issues and Action BCP Supervisor	Issues and Actions • ISSACTALLVIEW: View all Issues and Actions of all users across all issues • ISSACTREASSIGN: Enable issue and action reassignment (applicable for issues in Open status and related actions as well)
AFCSAUDITREAD	AFCS Read access to the Audit Trail Reporting	Audit Trail Report • View and Download access

6.3 Create Application Users

After you sign into your Identity Console, your first task is to create additional user accounts. You should assign specific User Groups to the User Accounts that you are creating. There are seeded User Groups available with the respective services, the users must be mapped to one or more of the User Groups, depending on the role that they perform.

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

You can create the users and map the users to groups for your service. After creating the users, they will receive a Welcome email. The users must activate their accounts and enter a new Password to access the services.

6.3.1 Using Identity Console (IDCS)

To create users in Identity Console, perform the following steps:

1. In the Identity Cloud Service Console, click  from the **Users** tile, to add the Application Users.
2. In the **Add User** page, enter the following information:
   - The First Name and Last Name of the user.
   - The user's Email Address and the User Name.
     Add User Details

> **Note**
>
> a. Do not enter your email address as the Username and do not select the **Use the email address as the username** check box.
>
> b. Enter a maximum of 20 characters.
>
> c. Enter Alphanumeric Characters.
>
> d. Enter only Hyphen (-) and Underscore (_) Special Characters.

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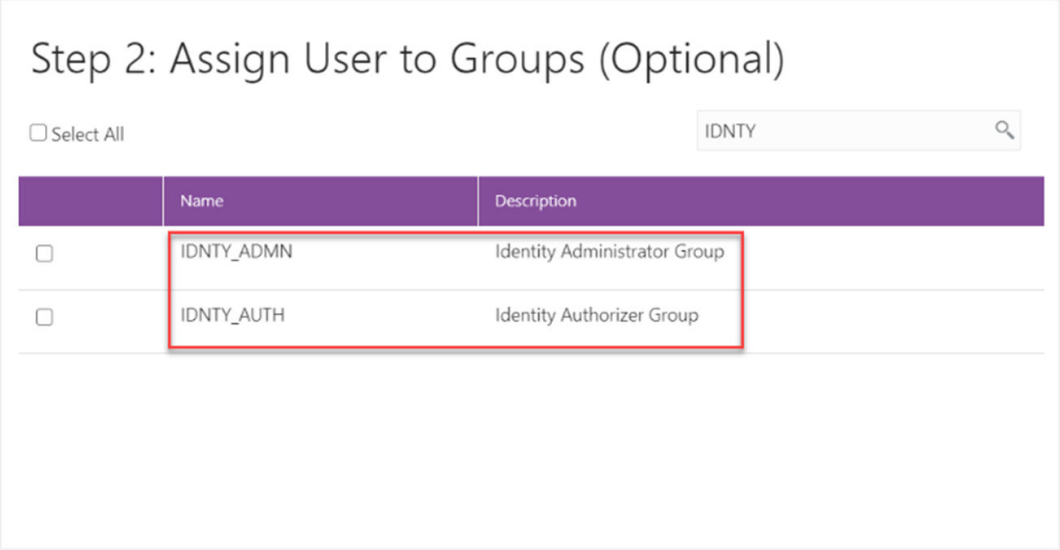
3. Click **Next**.
4. In the **Assign User to Groups (Optional)** window, select the User Groups according to your user-specific groups or access.

> **Note**
>
> After a User signs in to AFCS, the User to User-Group Mapping created in the IDCS Console will onboard into the Master and Mapping Tables. Later, if you deselect (remove) a User from a Group in the Assign User to Groups Window after provisioning, ensure that you also unmap the User from the corresponding User- Group in the Admin Console. This is a mandatory step to complete the unmapping process.

5. To create an Identity Administrator or Authorizer User, assign the users to the following:
   - **IDNTY_ADMIN**: You can use this option to create an Administrator User.
   - **IDNTY_AUTH**: You can use this option to create an Authorizer User.

   Assign User to Groups Window

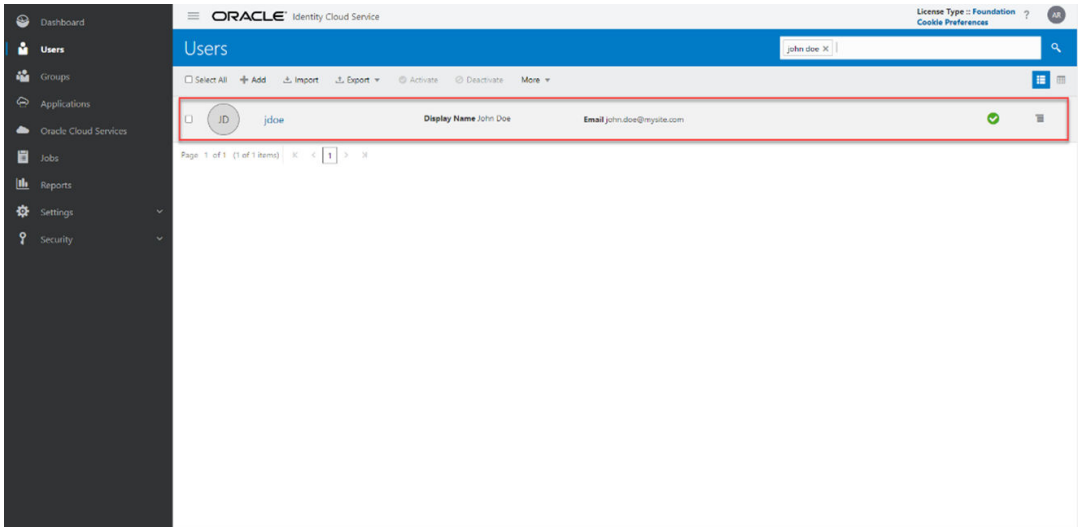
Figure 6-1 Assign User to Groups Window



6. Click **Finish**.
   After the successful creation of the user, the added users receive an email to activate their account. The user must activate the account to use the service.
7. From the **Users** window, you can access the newly created user and edit the user details.

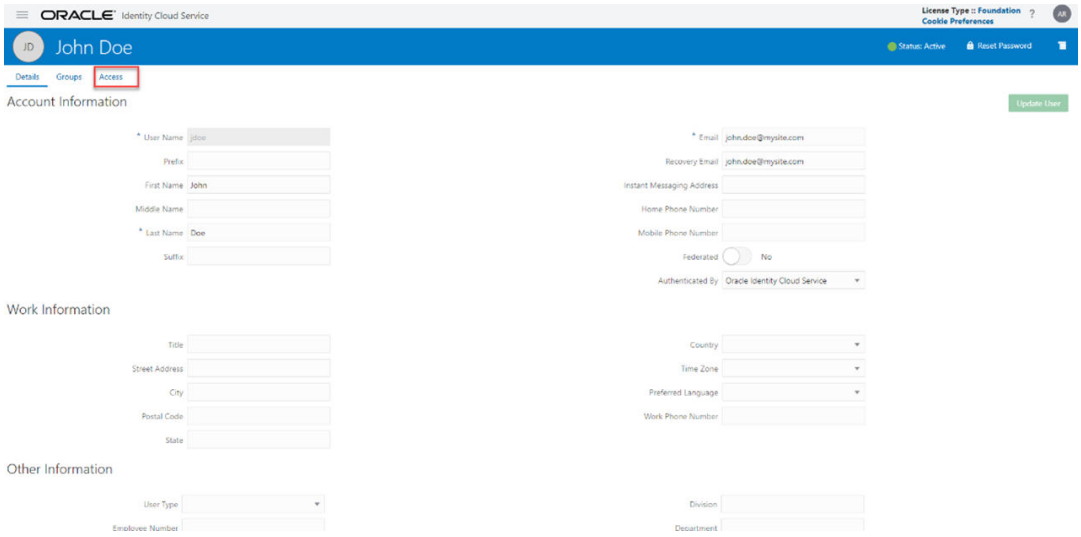
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Figure 6-2 Users Window



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

Figure 6-3 User Details Window



9. Click **Assign**.
10. In the **Assign Application** Window, select the appropriate Application Instance to grant access to your user as mentioned below.
For example:
    - AFCS xxxxx-prd (For Production)
    - AFCS xxxxx-nprd (For Non-Production)

> **Note**
>
> Based on this mapping the users will be able to access the appropriate instance.

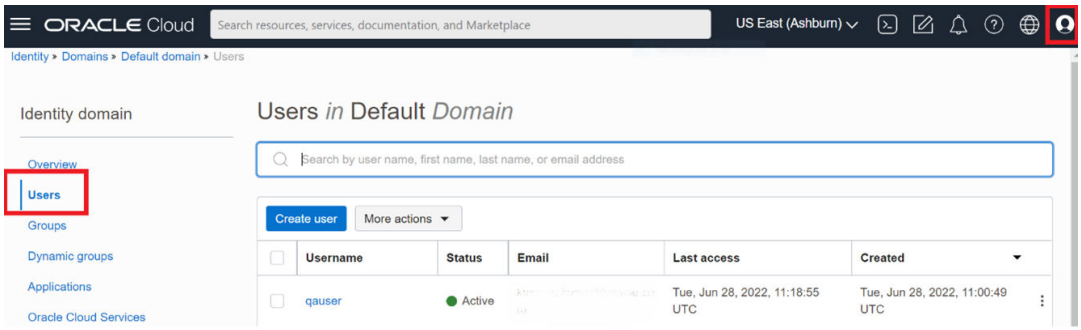
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11. Click **OK**.
    For more information, see Create User Accounts.

6.3.2 Using Identity Domain

To create users in Identity Domain, perform the following steps:

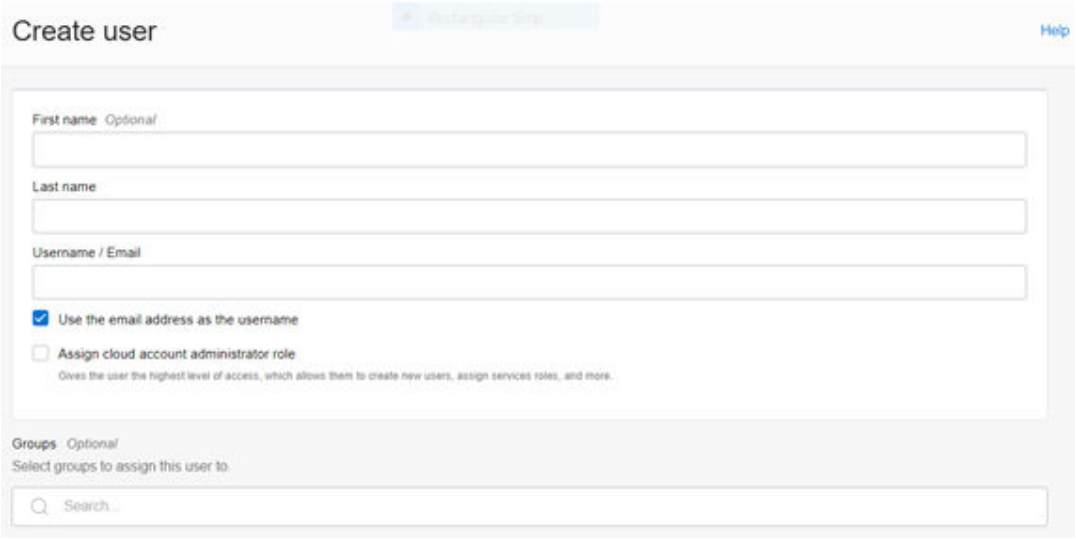
1. Click the **Profile** Icon and select the appropriate instance.
2. From the LHS menu, select the **Users** option and click **Create user** to add the Application Users.



3. In the **Create User** page, enter the following information:
   - The First Name and Last Name of the user.
   - The user's Email Address or the User Name.

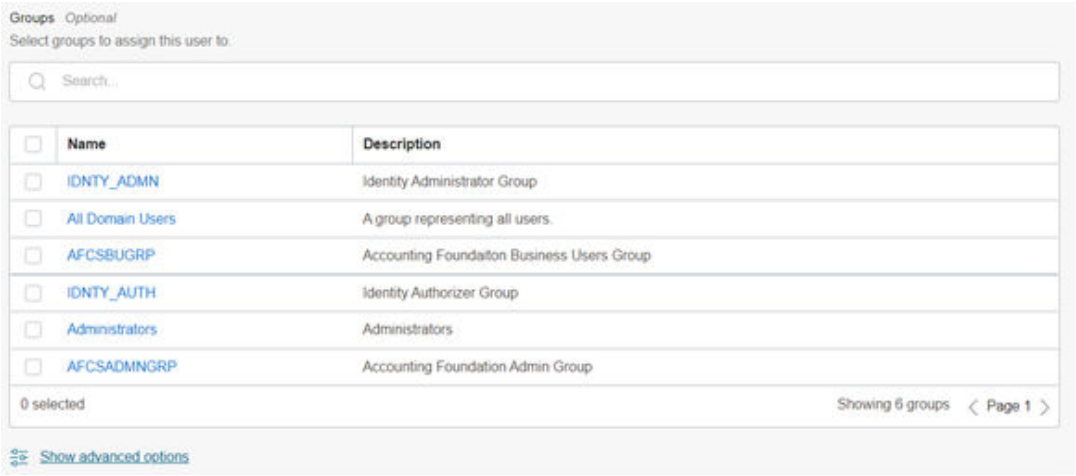
> **Note**
>
> – Do not enter your email address as the Username and do not select the Use the email address as the username check box.
>
> – Enter a maximum of 20 characters.
>
> – Enter Alphanumeric Characters.
>
> – Enter only Hyphen (-) and Underscore (_) Special Characters

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4. In the **Groups (Optional)** section, select the User Groups according to your user-specific groups or access.
5. To create an Identity Administrator or Authorizer User, assign the users to the following:
   a. **IDNTY_ADMIN**: You can use this option to create an Administrator User.
   b. **IDNTY_AUTH**: You can use this option to create an Authorizer User.

Figure 6-4 Assign User to Groups Window

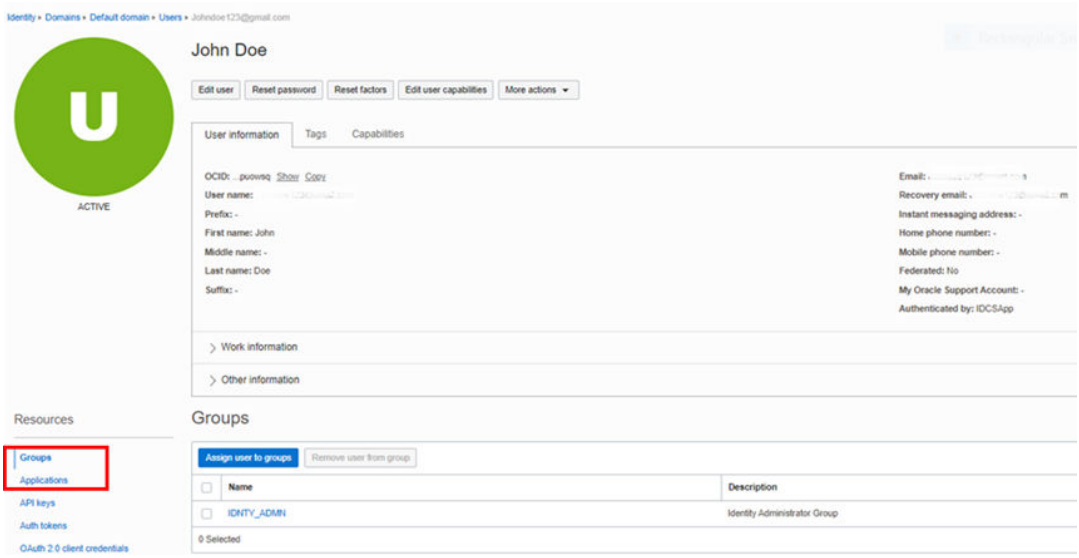


6. Click **Create**.

   After the user is successfully created, they will receive an email to activate their account. The user must activate the account to use the service.
7. From the **Users** window, you can access the newly created user and edit the user details.

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Figure 6-5 User Details Window



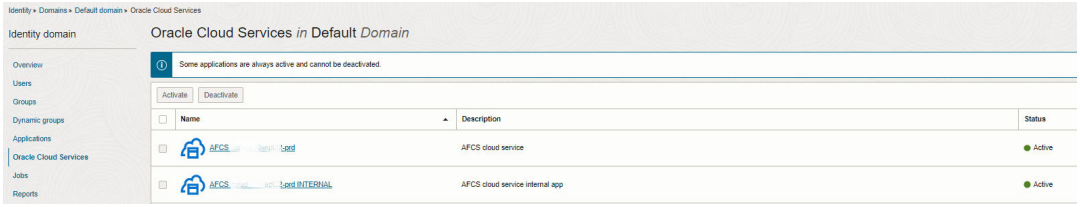
8. From the LHS menu, in the Groups section, select the required group and click **Assign user to groups**.
9. From the LHS menu, click **Oracle Cloud Services** and then select the appropriate application instance to grant access to your user as mentioned here.

   For example:

   a. AFCS xxxxx-prd (For Production)

   b. AFCS xxxxx-nprd (For Non-Production)

Figure 6-6 Oracle Cloud Services

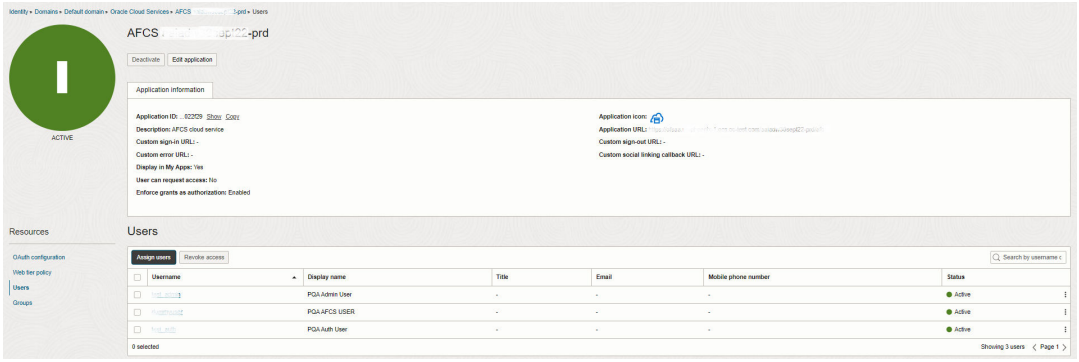


Clicking on the application instance displays the application information.

10. In the left pane, under **Resources** group, click **Users** and select the users who needs to access the instance and click **Assign users**.

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Figure 6-7 Assign Users



> **Note**
>
> Based on this mapping, the users will be able to access the appropriate instance.

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7

Configuring Session Timeout

After you complete your tasks, you can sign out of your application. However, sometimes you might get automatically signed out due to session timeouts.

Let's understand how session timeouts work. When you sign in using your credentials, you're authenticated to use the application, and a session is established. During this session, you don't need to re-authenticate. But, for security purposes, your session is configured to be active for a predefined duration, which is called the session timeout period. Your sessions can expire due to various reasons such as leaving your application idle for a period longer than the timeout period. In such cases, you're automatically signed out of the application. Your timeout periods may vary on certain pages. For example, you may observe a longer timeout period on pages that automatically refresh or UIs that open up in separate windows or tabs.

Table 7-1 Configuring Session Timeout

Timeout Type	Description	Configurable	Timeout Duration
Session Lifetime Timeout	Once you are authenticated in the application, if you are actively working on it, your session remains active for a predefined duration, referred to as the session lifetime timeout period. Your session ends after this period, even if you're using the application.	Yes	8 Hours (Default value)
Browser Inactivity Timeout	This type of timeout considers the duration you leave your browser idle. After this duration, your session is terminated by the System, which automatically	Yes	Min 5 Minutes - Max 480 Minutes

7.1 How to Configure Session Lifetime Timeout

You can configure the Session Lifetime Timeout using your Identity Domain Settings in OCI Console. You need to have the Security Administrator Role mapped to you, to access and modify the settings.

1. Login with your Security Administrator account.
2. Navigate to the Domain page. Click **Settings** and select **Session Settings**.
3. Specify the **Session Duration** under **Session Limits**. Enter the required value. By default, this is set to 480 Minutes.

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7.2 How to Configure Browser Inactivity Timeout

You can configure the Browser Inactivity Timeout using AFCS application. You need to have the System Administrator Role mapped to you, to access and modify the settings.

1. Login into the AFCS application.
2. On the **AFCS Home** page, navigate to the **My Profile** and select **System Preferences**.

   The System Preferences page is displayed.
3. Enter the **Browser Inactivity Timeout** value, ranging between 5 minutes and 480 minutes.
4. Click **Save**.

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8 FAQs

This section lists the Frequently Asked Questions (FAQs).

1. What are the Cloud Offerings from Oracle?
   Oracle Cloud offers best-in-class services across Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS).
2. What are the Cloud Services available?
   You can see the Website to see the Cloud Services available.
3. What are the Supported Browsers for the AFCS?
   The following are the Supported Browsers for the AFCS:
   - Google Chrome
   - Microsoft Edge
   - Mozilla Firefox
4. How and where can I place my Order for Oracle Financial Services Accounting Foundation Cloud Service?
   You can place your order on the Oracle Cloud website. Review the Order Oracle Cloud Applications topic to know more.
5. How can I activate my cloud account after I purchased the Oracle Financial Services Accounting Foundation Cloud Service?
   If you are a new Oracle Cloud Applications user, you'll likely receive a Welcome email after your order is processed. You'll receive a *Welcome to Oracle Cloud email* that asks you to activate your cloud account. Review the Activate your Cloud Account Topic to know more.

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