Oracle Financial Services

Data Maintenance Interface User Guide

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1 Get Help

Topics:

- Get Help
- Learn About Accessibility
- Get Support
- Get Training
- Join Our Community
- Share Your Feedback
- Before You Begin

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.

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 UniversityOracle University.

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 also available in this guide.

Get Support

You can get support at My Oracle Support.

For accessibility support, visit Oracle Accessibility Learning and Support.

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, 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 My Oracle Support.

Thanks for helping us improve our user assistance!

Before You Begin

See the following Documents:

- See What's New
- Get started with Profitability and Balance Sheet Management Cloud Service.

2 Data Maintenance Interface

Data Maintenance Interface (DMI) helps to design a Data Form in a user-specified format. Further, it allows to perform maintenance activities using the Designed Form.

Designer View

The Designer allows the user to design a form to maintain the underlying data.

Data View

This allows the user to maintain the data either through the form that has been defined or do a bulk upload using the excel upload mechanism. A strong data governance process is enabled through an approval workflow of the data maintained.

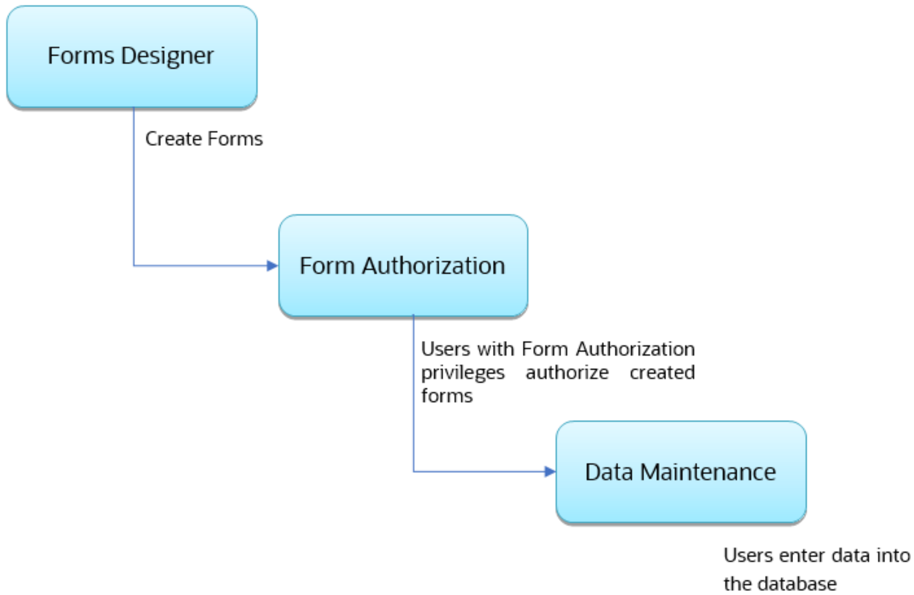
Related Topics

- Process of DMI Windows
- User Role Mapping and Access Rights
- Access the Data Maintenance Interface
- Form Designer Summary Page
- Creating New Forms in Form Designer
- Approving and Rejecting New Form Definitions
- Managing Form Definitions

Process of DMI Windows

The DMI Process starts with a user creating forms in the Form Designer. After the creation of forms, a user with Authorization Privileges authorizes the forms. The Authorized Forms are then used by users to enter data into the database.

Figure 2-1 DMI Process Flowchart



User Role Mapping and Access Rights

User access to the DMI UI and the ability to perform functions in it is dependent on the mapping of the user profile to the roles and the access rights assigned.

To access the DMI features, you must be mapped to the following roles:

Table 2-1 User Role Mapping for Data Maintainence Interface

Role Code	Role Name	Functionality
DMIDSGNREAD	Data Designer Read	Assign this role to the user to access the Configure View menu from Navigation Tree. NOTE: The mapping of this role does not allow view, edit, and add actions.
DMIDSGNAUTH	Data Designer Auth	Assign this role to the user to Authorize, Excel Upload, and Designer Summary.
DMIDSGNREJ	Data Designer Reject	Assign this role to the user to Reject, Excel Upload, and Designer Summary.
DMIDGNFORM	Data Designer Form	Assign this role to the user to Create Designer Form Definition.
DMIDGNTEMPLATE	Data Designer Template	Assign this role to the user to Create Excel upload Definition.

Table 2-1 (Cont.) User Role Mapping for Data Maintainence Interface

Role Code	Role Name	Functionality
DMIDSGNDEL	Data Designer Delete	Assign this role to the user to Delete, Excel upload, and Designer Summary.
DMIDGNVIEW	Data Designer View	Assign this role to the user to Create View Definition.
DMIDSGNWRITE	Data Designer Write	Assign this role to the user to Add, Edit and Copy all kinds of definitions in Designer screen.
DMIDATAREAD	Data Entry Read	Assign this role to the user to access the Data View menu from the Navigation Tree. NOTE: The mapping of this role does not allow view, edit, and add actions.
DMIDATAALL	Data All Summary	Assign this role to view the list of all Component Records in Data Entry Screen.
DMIDATAWRTE	Data Entry Write	Assign this role to the user to Add, Edit Records in Data Entry Screen.
DMIDATADEL	Data Entry Delete	Assign this role to the user to Delete a Record Summary Data Entry Screen
DMIDATAAUTH	Data Entry Auth	Assign this role to Authorize a Record Summary in Data Entry Screen.
DMIDATAREJ	Data Entry Reject	Assign this role to Reject a Record Summary in Data Entry Screen.
DMIDGNAUTO	Enable Auto Approve	The user mapped to this function will have access to create Auto Approved Forms

Note:

All the DMI roles are mapped to a single group, Data Maintenance admin group. If a user is mapped to this group all the DMI roles are automatically assigned to the user.

Access the Data Maintenance Interface

To access the Data Maintenance Interface (DMI), proceed with the following steps:

1. Login to your Oracle Cloud account, with the required credentials to access DMI.
2. Select an application, to access the DMI for that application.

For example, to access DMI for CFECS, select **Cash Flow Engine Cloud Service (CFECS)**.

> **Note:**
>
> The navigation steps vary for different applications. Refer to the respective application documentation for accessing Data Maintainence Interface.

3. Click **Data Management Tools** and click **Data Management Interface**.

   The **Navigation List** is displayed.

4. Click one of the following menu items to access the respective windows:
   - Designer View
   - Data View

Form Designer Summary Page

You can create forms from the Form Designer View. The forms in the application are created with details configured for data maintenance and require authorization for use after creation.

To view the Forms Designer page, follow these steps:

1. Click **Data Maintenance Interface**.
2. Click **Designer View**, in the DMI navigation list.

   The Form Definitions Summary page comprising the list of Form definitions is displayed. The following details are included the Summary page.

Table 2-2 Field Description

Field	Description
Name	The unique name of the Form Definition.
Status	The processing status of the form definition. The various processing statuses are: • **Draft** – when the form is under development and is yet to be submitted for approval. • **Waiting for Approval** – When the approval is pending. • **Approved** – When the form definition is approved.

Table 2-2 (Cont.) Field Description

Field	Description
Type	The form definition type: • **Data Exporter** – creates form based on an entity table. • **Excel Upload** – creates form based on uploaded Excel Sheet. • **View** – Creates form based on Database views. • **Designer** – creates the form based on the entities, attributes and rulesets provided by the user.
Description	The Form Definition description.
Created By	The username of the logged in User who created the form.

It has a Search tile to search for forms and a Forms tile that shows a list of existing forms in the application. You can sort the Form definition based on Name, Description and Created By fields.

To filter and view Form definitions with a specific processing status, click the respective status name in the top of the page.

You can also add, edit, view, and delete forms, from the Forms Definitions Summary page, based on the assigned roles and privileges. For more information, refer User Role Mapping and Access Rights.

Related Topics

- Creating Forms Using Data Exporter
  Forms created using Data Exporter are used to export table data to CSV or JSON format.
- Creating Forms Using Excel Upload
- Creating Forms Using View
- Creating Forms Using Designer

Accessing Information in Summary Page

A Form definition Summary Page contains a list of existing Form definitions. You can search, filter, and customize the view to access the required data.

Searching a Summary Page

Search for forms in the application from this pane. The search pane is common to all the windows in DMI and shows at the top. Enter search terms in the **Form Name** or **Form Code** field, or use a combination of both the fields. Click **Search**. The search result is displayed in the Forms pane. Click **Cancel**, to clear the search criteria and view all the form records.

Select the required records, to view data, and edit or delete records.

Sorting a Summary Page

You can sort the Definitions list using **Name**, **Description** and **Created By** fields. You can also sort the page in ascending/descending order.

Setting Number of Records Per Page

At the bottom of the page, you can enter the number of entries that are available on a single page in the Records box. By default, this value is set to 10.

You can increase or decrease the number of entries that are displayed using the up and down arrows.

To access a particular page, enter the page number in the Page Box located at the bottom of the page.

To navigate between pages, use the following buttons:

- Use the **First Page** ( ) to view the entries in the First page.
- Use the **Previous Page** ( ) to view the entries in the Previous page.
- Use the **Next page** ( ) to view the entries in the Next page.
- Use the **Last page** ( ) to view the entries in the Last page.

Creating New Forms in Form Designer

Form creation involves selecting entities, displaying columns with attributes on the form, and if required, selecting authorization of data. Security settings provide for the creation of specific-user access for the forms and authorization.

To add a form, follow these steps:

1. In the DMI Summary page, click **Add**.

   The **Create Forms Definition page** is displayed.

2. Enter/select the following details.

Table 2-3 Field Description

Field	Description
Type	Select the Definition Type: • **Data Exporter** – creates form based on an entity table. • **Excel Upload –** creates form based on uploaded excel sheet. • **View** – Creates form based on Database views. • **Designer** – creates the form based on the entities, attributes and rulesets provided by the user.

Table 2-3 (Cont.) Field Description

Field	Description
Code	The application generates a unique value for Form Code and does not require any input.
Name	Enter the name of the form in Form Name. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Description	The Form Definition description. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed
Created By	The username of the logged in User who created the form.

3. 3. Click **Apply** to create a new Form definition or **Close** to cancel the Form creation process.

   The **New Form Configuration page** is displayed based on the selected input type.

   For more information about each form creation method, refer to the respective sections:

Related Topics

- Creating Forms Using Data Exporter
  Forms created using Data Exporter are used to export table data to CSV or JSON format.
- Creating Forms Using Excel Upload
- Creating Forms Using View
- Creating Forms Using Designer

Creating Forms Using Data Exporter

Forms created using Data Exporter are used to export table data to CSV or JSON format.

You can also include filters and Dynamic placeholders to view and export specific set of data.

1. Select **Data Exporter** in Create New Form Definition page.
2. Enter the following details:
   - **Source** - Select one of the following input sources for the new form definition.
     – Table
     – View
   - **Code** - The application generates a unique value for Form Code and does not require any input.
   - **Name** - The name of the form in Form Name. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
   - **Description** - The Form Definition description. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
   - **Created By** - The username of the logged in User who created the form.
3. Click **Apply** to proceed with the Form creation.

   Click **Close** to return to the Form Designer Summary Page.

The **Table selection** tab is displayed.

4. Select the Table from the drop-down list and click **Apply**.

   The **Attributes tab** is displayed.

5. Click the drop-down arrow corresponding to the table in the **Entity Name** field.

   The source attributes from the table and the mapped attributes from the Excel file are displayed.

   If the selected table has Child tables, the Child tables that you select from the Mapped Entities tab are also displayed in the **Attributes** tab. You can configure the attributes for the master table and its child tables.

6. Click **Filter** to apply filters to the form data. For more information, refer Creating Data Filters for New Form Definitions.

7. Select **Participate in Data Security** if you want to configure a specific condition. The condition that you configure is applicable when a user performs the data entry for the table records for each approved Forms Definition from the Data Entry Page. For more information, refer Enabling Data Security for New Form Definitions.

8. Click **Select columns** to view only specific columns.

9. Click **Data Preview** to preview the form data.

10. Select **Auto Approve** if you do not want to the Forms Definition through the PMF workflow. When you select this option, the Forms Definition is automatically approved from Forms **Definition Summary Page** and is available for Data Entry. A user with the required role can then perform the data entry without the need for an approval process. For more information, see Enabling Data Security for New Form Definitions.

11. Click **Save as Draft** if you want to save the Forms Definition in draft format.

12. Click **Submit** if you want to submit the Forms Definition for approval.

Creating Forms Using Excel Upload

Excel Upload Definition Type creates new forms based on the uploaded Excel file that has column names as per the table in the application data source. You can also modify the mapping for the attributes while you create the Forms Definition. When the Forms Definition that you create using the Excel option is approved from the Forms Definition Summary Page, users with the necessary role and permission can perform Data Entry for the records updated by the Excel file.

1. Select **Excel Upload** in Create New Form Definition pane.

2. Select **Auto Map Entities**, to auto map the attributes in the Excel file with the attributes in the Entity Table.

3. Enter the following details:

Table 2-4 Field Description

Field	Description
Code	The application generates a unique value for Form Code and does not require any input.

Table 2-4 (Cont.) Field Description

Field	Description
Name	The name of the form in Form Name. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Description	The Form Definition description. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Created By	The username of the logged in User who created the form.

4. Click **Apply**.

   The **File Upload tab** is displayed.

5. Enter the following details. a name and description for the excel template in the Template Name, and Description Fields.

   Table 2-5 Field Description

Field	Description
Name	nter the name of the form in Form Name. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Description	The Form Definition description. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Created By	The username of the logged in User who created the form.

6. Click **Drag and Drop** and select the excel file to update the required table.

   > **Note:**
   >
   > You can also drag and drop the required excel file in the Drag and Drop Field.

   The excel file is uploaded and a confirmation box is displayed.

   The **Mapped Entities Tab** is displayed.

7. Enter the name of the table that you want to modify in the Primary Entity Field.

   If the table has Child tables, the Child tables also get displayed in the **Mapped Entities** tab. You can select the required child tables for which data should be input during data entry.

8. Select **Enable Bulk Authorization** if you want to enable the bulk authorization of all the records when you edit an approved Form from Data Entry.

9. Click **Apply**. To update the data in the mapped attribute tab, you have click **Apply** every time you update the Mapped entities.

   The **Mapped Attributes Tab** is displayed.

10. Click the drop-down arrow corresponding to the table in the Entity Name.

    The source attributes from the table and the mapped attributes from the Excel file are displayed.

    If the selected table has Child tables, the Child tables that you select from the Mapped Entities tab are also displayed in the Attributes tab. You can configure the attributes for the master table and its child tables here.

11. Click the required mapping in the **Override Mapping Column** and enter the required attribute name if you want to change the default mapping.
12. Click **Select Columns** to select the columns for bulk update, during Data entry.
13. Select **Participate in Data Security** if you want to configure a specific condition. The condition that you configure is applicable when a user performs the data entry for the table records for each approved Forms Definition from the Data Entry Page. For more information, refer Enabling Data Security for New Form Definitions.
14. Click **Filter** to apply filters to the form definition.

    This filters the data based on specified filter conditions. For more information, refer Creating Data Filters for New Form Definitions.

15. Click **User Security** to select the user or user groups who can perform data entry to maintain the data in the table. For more information about adding user security, refer to Enabling User Security for New Form Definitions.
16. Click **Data Preview** to preview the form data.
17. Select **Auto Approve** if you do not want to the Forms Definition through the PMF workflow. When you select this option, the Forms Definition is automatically approved from Forms Definition Summary page and is available for Data Entry. A user with the required role can then perform the data entry without the need for an approval process. For more information, see User Role Mapping and Access Rights.
18. Click **Save as Draft** if you want to save the Forms Definition in draft format. The form is added to the summary page with Draft status.
19. Click **Submit** if you want to submit the Forms Definition for approval. For more information refer to Approving and Rejecting New Form Definitions. After approval/ auto approval, the form is added to the Form Definition Summary page.

Creating Forms Using View

View Definition Type creates new forms based on Database views. You can also download the Database data in CSV format.

1. Select **View** Option in Create New Form Definition pane.
2. Enter the following details:

Table 2-6 Field Description

Field	Description
Code	The application generates a unique value for Form Code and does not require any input.

Table 2-6 (Cont.) Field Description

Field	Description
Name	Enter the name of the form in Form Name. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Description	The Form Definition description. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Created By	The username of the logged in User who created the form.

3. Click **Apply**.

   The **View Selection tab** is displayed.

4. Click **Apply**.

   The **Attribute Selection Tab** is displayed.

5. Click the drop-down arrow in the **View Name** field.

   The source attributes from the table and the mapped attributes from the Excel file are displayed. If the selected table has Child tables, the Child tables that you select from the Mapped Entities tab are also displayed in the Attributes tab.

6. Click the check-box next to an Attribute Name , to include the Attribute in the Form definition.

   To remove the attribute from the form definition, uncheck the selection.

7. Click **Filter** to apply filters to the form definition.

   For more information, refer Creating Attribute Filters for New Form Definitions.

8. Click **Apply**.

   The **Data Preview Tab** is displayed. You can view the sample form based on the selected view, attributes and filter conditions.

9. Click **Download CSV** to download the preview data.
10. Click **Save as Draft** if you want to save the Forms Definition in draft format.
11. Click **Submit** if you want to submit the Forms Definition for approval.

Creating Forms Using Designer

You can use the Designer option to create a Forms Definition and select the table and attributes that you want to modify. When the Forms Definition that you create using the Designer option is approved from the Forms Definition Summary Page, you can enter the values for the table records in the approved Forms Definition from Data Entry.

To create a Forms Definition by using the Designer option, perform the following steps:

1. Select **Designer** in Create New Form Definition page.
2. Enter the following details:

Table 2-7 Field Description

Field	Description
Code	The application generates a unique value for Form Code and does not require any input.
Name	The name of the form in Form Name. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Description	The Form Definition description. You can enter between 3 to 100 characters. Only alphabets, numbers, spaces, and underscores are allowed.
Created By	The username of the logged in User who created the form.

3. Click **Apply**.

   The **Entities tab** is displayed.

4. Select the table that you want to modify in the **Primary Entity** Field.

   If the selected table have child tables, the child tables is also displayed. You can select the required Child tables for which you wish to input the data during data entry.

   > **Note:**
   >
   > You can select up to four Child tables only for each Master table.

5. Select **Enable Bulk Authorization**, if you want to enable the bulk authorization of records while performing data entry.
6. Click **Apply**.

   The **Attributes tab** is displayed.

7. Click the drop-down arrow corresponding to the table in the Entity Name field.

   The attributes in the entity table are displayed.

   If your table has Child tables, the Child tables that you select from the Entities tab also gets displayed in the Attributes tab.

8. Select the attributes for which you want to modify the data from the Attribute Name field.
9. Select **Participate in Data Security if** you want to configure a specific condition. The condition that you configure is applicable when a user performs the data entry for the table records for each approved Forms Definition from the Data Entry Page. For more information, refer Enabling Data Security for New Form Definitions.
10. Click **Filter** to apply filters to the form definition.

    For more information, refer Creating Attribute Filters for New Form Definitions.

11. Click **Select Columns** to search and select specific columns.
12. Click **Apply**.

The **Ruleset Tab** is displayed. This tab enables you to give permission to add data during data entry for those attributes that are set to Editable mode. The key fields that cannot be modified are set to Read-only mode.

Attributes that you select from the Child tables are also displayed in the Ruleset tab.

13. Select the checkbox corresponding to **Allow Add column** for the attributes that you want to modify.
14. Click **User Security** to select the user or user groups who can perform data entry to maintain the data in the table. For more information about adding user security, refer to Enabling User Security for New Form Definitions.
15. Select **Auto Approve i**f you do not want to the Forms Definition through the PMF workflow. When you select this option, the Forms Definition is automatically approved from Forms Definition Summary Page and is available for Data Entry.

    A user with the required role can then perform the data entry without the need for an approval process. For more information, see Enabling Data Security for New Form Definitions.
16. 16. Click **Save as Draft** if you want to save the Forms Definition in draft format.

    Click **Submit** if you want to submit the Forms Definition for approval.

Creating Data Filters for New Form Definitions

Complete the following steps if you want to add filters to the Forms Definition:

1. Click **Launch Filter** Condition.

   The Filter Condition pane is displayed.
2. Enter/ select the following details.
   - **Column** - Select the column from the applying the filter.
   - **Condition** - Select one of the following filter conditions, to filter the column data.
     - **=** - Equal to
     - **IN** - <Verify>Validates the filter condition and return True or False.
     - **<>** - Not equal to
     - **<** - Lesser than
     - **<=** - Lesser than or equal to
     - **>** - Greater than
     - **>=** - Greater than or equal to
     - **IS** - <TBD>
   - **Type** - Select one of the following filter types.
     - **Static** - Select Static, to enter a value and execute the filter using only one value. You cannot change the value at a later point.
     - **Dynamic** - Select Dynamic, to change the filter value when needed. After setting the filter type to Dynamic, select the **Placeholder** and set one of the default seeded values, to process the filter.

> **Note:**
>
> Only values that are already seeded in the Database table, are displayed in the Placeholder drop-down list.

- **Filter Value** - Select/enter the filter value.

> **Note:**
>
> For Language Placeholder the default locale language is displayed and cannot be modified.

3. Click **Add**. to add a new Filter expression. You can add multiple Filter expressions to the same filter.

   The filter is added to the list of filters.

   Mouse-over the place holder filter, to view more details about the filter.
4. Click **Validate** to verify the filter condition is valid.

   A confirmation is message is displayed, if the filter is valid.
5. Click **Apply**.

   The filter is displayed in the Filter Condition Field.
6. Click **Reset**, to clear all the filter expressions and create a new expression.
7. Click **Delete** to delete an existing filter expression.
8. Click **Edit** to modify a filter expression. After editing the expression, click **Validate**, to verify if the condition is valid.
9. Click **Apply** to add the filter expression to the form definition.

Enabling Data Security for New Form Definitions

Data security conditions allows you to apply certain filters when a user performs the data entry for the table records for each approved Forms Definition from the Data Entry page.

For example, consider that you configure the condition `COUNTRY_NAME = 'INDIA'` for the reference table **DIM_COUNTRY**. When a user performs the data entry for this Forms Definition from the Forms Definition - Summary Page and enters a country name other than 'INDIA', the record gets rejected by the application when another user approves this record.

Complete the following steps to configure Data Security for the Forms Definition:

1. Select the check box next to the **Attribute Name**, in the **Participate in Data Security** Column.

> **Note:**
>
> Data Security information must be configured for each attribute name, separately.

2. Click **Data Security**.

   The **Data Security page** is displayed.

3. Select the table based on which you want to build your condition from the Reference Table drop-down list.
4. Build your expression by selecting the required column, condition, and filter value.
5. Click **Apply**.

Enabling User Security for New Form Definitions

The User Security option helps you to select the users/user groups who can add, edit, delete and/or authorize data entry.

1. Click **User Security** to select the user or user groups who can perform data entry to maintain the data in the table.

   The **User Security** page is displayed.

2. Enter the required user group or user to assign permissions from the Map Users /Groups Field.

   When you select the user group or user, the permissions for each approved Forms Definition are displayed. These permissions are the actions that the selected user group or user can perform while performing Data Entry.

Table 2-8 Permissions in the Map Users / Groups Pane

Option	Description
Add /Edit	Add or modify records in an approved Forms Definition
Delete	Delete records in an approved Forms Definition
Authorize	Authorize the records in an approved Forms Definition
Duration From	Optional. Select the start date for which the permissions are available to the user or user group.
Duration To	Optional. Select the end date for which the permissions are available to the user or user group.

The User Security Configuration is complete.

> **Note:**
>
> If you select a user group for User Security, you can view the users mapped to that group by clicking the **Users** icon.

Approving and Rejecting New Form Definitions

You can validate and approve the new Forms Definition if you have the required role assigned to you.

If the configuration in the Forms Definition is incorrect, you can reject the Forms Definition. The rejected Forms Definition changes into Draft status. You can then request the required user to edit the Forms Definition and submit it for approval again.

You can also view, copy, and edit each Forms Definition from the Forms Definition – Summary page by clicking Menu. These actions are available based on the roles assigned to you. For more information, refer User Role Mapping and Access Rights.

Approving a Forms Definition

You can approve new forms based on the assigned roles. For more information about the roles, refer. User Role Mapping and Access Rights.

To approve a Forms Definition, perform the following steps:

1. In the Designer View, click **Menu** in the Forms Definition that is in Awaiting status, and then click **Approve**.

   The **Configure page** is displayed.

2. Click **Approve** and then enter the required description for the approval in the Comments field.
3. Click **Submit**.

   The Forms Definition is approved and is displayed in the **Data Entry page**as a new entry.

Rejecting a Forms Definition

You can reject new forms based on the assigned roles. For more information about the roles, refer. User Role Mapping and Access Rights.

To reject a Forms Definition, perform the following steps:

1. In the Designer View, click **Menu** in the Forms Definition that is in Awaiting status, and then click Reject.

   The **Configure page** is displayed.

2. Click **Reject** and then enter the required description for the approval in the Comments field.
3. Click **Submit**.

   The Forms Definition is rejected, moved to draft status. The form definition is displayed in Forms Definition Summary page. You can then edit the Forms Definition in draft status and submit it for approval again.

   For more information on editing a Forms Definition, see Editing Form Definitions.

Managing Form Definitions

You can view, edit, copy, and delete the existing Form Definitions from the Form Definition Summary Page, based on the assigned roles. For more information, refer to User Role Mapping and Access Rights.

In the Summary Page, highlight a specific Definition and click **Action**. The following options are displayed:

Table 2-9 Action Details

Action	Description
View	View the **Member details** for a specific Member Definition.
Edit	Edit the **Member details** of a form definition.
Copy	Copy the Member Definition Details and create another Member Definition by changing Alphanumeric Code, Numeric Code and Name.
Upload	Upload a new Excel sheet for an Excel upload form definition. You need to delete the attached excel sheet before uploading the new data.
Delete	
Approve	If you have the required role, you can approve a new Form that is in Awaiting Approval status. For more information, refer to Approving a Forms Definition.
Reject	If you have the required role, you can approve a new Form that is in Awaiting Approval status. For more information, refer to Rejecting a Forms Definition.

Viewing Form Definitions

To view a form definition, you will require specific roles. For more information about Roles, refer User Role Mapping and Access Rights.

You can view the details of an individual Form Definition, using the following procedure:

1. Highlight the Form Definition and click **Action**.
2. Click **View**.

   The **Form Definition page** is displayed.

Editing Form Definitions

Editing form details requires specific assigned roles. For more information about the roles, refer User Role Mapping and Access Rights. Forms that are already approved cannot be edited.

You can edit individual Definition Details, using the following procedure:

1. Highlight the Definition and click the Action button
2. Click **Edit**.

   The **Form Definition page** is displayed with the details.
3. Edit the required information and click **Save**.

Copying Form Definitions

You can copy form details, based on the assigned roles. For more information about the roles, refer. User Role Mapping and Access Rights.

You can copy individual Definition Details, to recreate another new Definition, using the following procedure:

1. Highlight the Definition and click **Action**.
2. Click **Copy**.

   The **Form Definition Page** is displayed with the Details.
3. Edit the unique information and modify details like entity table, attribute filters, user and data security details and click **Save**.

Re-Uploading Form Definitions

You can upload a new Excel Sheet based on the assigned roles.

For more information about the roles, refer. User Role Mapping and Access Rights.. You can change the Excel Sheet attached to an Excel Upload form Definition, using the following procedure:

1. Highlight the Definition and click **Action**.
2. Click **Upload**.

   The **Definition page** is displayed with the details.
3. In the Entities tab, click **Remove**, to delete the existing Excel sheet.
4. Click **Drag and Drop** and select the new Excel sheet to be uploaded.

Deleting Form Definitions

You can only delete the form definitions that are in Draft status, you can delete a form based on the assigned roles. For more information about the roles, refer. User Role Mapping and Access Rights.

Highlight the draft form definition and click **Delete**.

3 Data View

The Data View feature of Data Maintenance Interface (DMI) enables you to maintain or modify the table data by using the Forms Definition that is created and approved from Forms Definition Summary page. For more information on Forms Definitions, see Creating Forms Definition.

If the approved Forms Definition is created by using the designer option, a user with the necessary role can add or modify the records in the table as per the configuration in the Forms Definition. These records are then sent to another user with the necessary permission for final approval.

If the approved Forms Definition is created by using an Excel file, a user with the necessary permission can verify and approve the records that are modified with the values from the Excel file. If the records modified by the Excel file are incorrect, the user can reject the records. The rejected record can be modified by a different user with the necessary role and can be sent for the final approval again. The Forms Definitions that are created by using an Excel file are labeled with an Excel icon in Data Entry.

Viewing Data Entry

You can view records based on the assigned roles. For more information about the roles, refer. User Role Mapping and Access Rights.

Complete the following steps to view Data entry:

1. Login to your Oracle Cloud account, with the required credentials to access DMI.
2. Select an application, to access the DMI for that application.

   For example, to access DMI for CFECS, select **Cash Flow Engine Cloud Service (CFECS)**.

   > **Note:**
   >
   > The navigation steps vary for different applications. Refer to the respective application documentation for accessing Data Maintainence Interface.

3. Click **Data Management Tools** and click **Data Management Interface**.

   The **Navigation List** is displayed.
4. Click **Data View**.

   The **Data Entry page** is displayed. All the approved forms are displayed in the Data Entry page. Forms in Draft and Awaiting Approval status can be accessed from the Designer View page.

Data Entry – Forms Created Using Designer

If the Forms Definition is created by using the designer option, the user with the necessary role can enter the values for the table records as per the configuration in the Forms Definition. This user can also add or delete records. These records are then submitted for approval to another user with the necessary role. For more information, refer to User Role Mapping and Access Rights.

Complete the following procedure, to update/delete data in the table records:

1. Click **Menu** button in the required Forms Definition from the Data Entry Page.
2. Click **Edit**.

   The **Entity Details Page is** displayed.

   The records are classified based on the following Status:

   - **Draft** – Records that are created but not submitted. In Draft state, you can add, new rows or delete/edit an existing row submit for Auto-approval.
   - **Ready** – Records that are approved. You can only edit the records.

   For adding/deleting records and editing existing draft or Ready records, refer to the following sections:

Related Topics

- Adding/Editing a Draft Record
- Deleting Draft Records

Adding/Editing a Draft Record

To Add or Edit a draft record, follow these steps:

1. Select **Draft** from the Status drop-down list.

   The entity records with Draft status are displayed.
2. To add a new record, click **Add**.

   A new entry with Draft Status is added to Entity details page. This entry is empty. Edit the record to add the attribute details.
3. To edit a record, click **Edit** next to the record.

   The **Edit page** is displayed.
4. Enter the values in the attributes that you want to modify and click **OK**.

   You can repeat the steps for all the records for which the data needs to be entered.
5. Click the modified record in draft status, and then click **Submit for Approval** or **Submit with Auto Approval**.

   If the record is submitted with Auto approval, it is approved instantaneously.

   If the record is submitted for approval, is sent for approval, and is changed to **Awaiting status**. A user with the necessary role can approve these records. For more information, see Approving and Rejecting Records after Data Entry.

After Approval, the status is changed from Draft to Ready. Refer Editing Approved Records, to edit the records in Ready Status.

> **Note:**
>
> If the user has configured the Participate In Data Security option while creating a Forms Definition, you must enter the value as per the configured condition. If you enter a value that does not meet the condition, then the record is rejected by the application and the approval gets failed. You can view the details of the rejection by using the Audit trail option for each record. For information on the Participate In Data Security option, see Enabling Data Security for New Form Definitions.

Deleting Draft Records

You can delete the records in Draft status. If the record is approved and moved to Ready status, it cannot be deleted.

1. Select **Draft** from the Status drop-down list.

   The entity records with Draft status are displayed for entering data are displayed.

2. Select a record and click **Delete**.

   To delete multiple records, select all the required records and click **Delete**.

   To bulk delete all the records, select the Check box on the Header. All the records are selected. Then, click **Delete**.

Editing Approved Records

The Approved records are set to Ready Status. When you edit the record, it is moved to Draft Status.

1. Select **Ready** from the Status drop-down list.

   The entity records with Ready status are displayed for entering data are displayed.

2. To edit a record, click **Edit** next to the record.

   An edit pane is displayed.

3. Update the values for the attributes that you want to modify and click **OK**.
4. Enter a valid reason for modification.

   You can repeat the steps for all the records for which the data needs to be entered.

5. Click the modified record in draft status, and then click **Submit for Approval** or **Submit with Auto Approval**.

   To submit multiple records, select all the required records and click **Submit**.

   To bulk submit all the records, select the Check box on the Header. All the records are selected. Then, click **Submit**.

   If the record is submitted with Auto approval, it is approved instantaneously. The record is sent for approval and is changed to Awaiting status. A user with the necessary role can approve these records. For more information, see Approving and Rejecting Records after Data Entry.

Forms Created Using Excel Upload

When a Forms Definition created using an Excel file is approved from Forms Definition Summary Page, the table records in the selected table are updated using the data in the Excel file. These records are in Awaiting status for the approved Forms Definition in Data Entry. You can verify the records modified by the Excel file records and approve them if you are assigned to the necessary role. If the records modified by the Excel file are incorrect, you can reject the records. The status of the rejected records is changed to Draft. A user with the necessary role can edit the records in draft status and submit them for approval again.

- To approve records, see Approving a Record.
- To reject records, see Rejecting a Record.
- To edit a record in draft status, see Editing a Rejected Record.

Approving and Rejecting Records

A user with the necessary role can approve or reject the edited records. For more information, refer to User Role Mapping and Access Rights.

Approving Draft Records

To approve records that are in the Draft status, perform the following steps:

1. In the **Entity Details page**, select **Draft** from the Status drop-down list.

   The entity records with Draft status are displayed.
2. Select the required record.

   You can select multiple records, to perform bulk Approval. Bulk Approval is enabled only if Bulk Authorization is activated during Form Creation.
3. Enter the required comment in the Comments Field, and then click **Approve**.

   The record is approved successfully with the values from the Excel file.

Rejecting a Record

To reject a record in Awaiting status, perform the following steps:

1. Click **Menu button** in the required Forms Definition from the Data Reporting - Data Entry page.
2. Click **Edit**.

   The Entity Details page is displayed. The records that are waiting for the final approval are displayed here.

   Select the required record, and then click **Reject**.

   You can select multiple records to perform bulk rejection. Bulk rejection is enabled only if Bulk Authorization is activated during Form Creation.
3. Enter the required comment in the Comments field, and then click **Reject**.

The record is rejected, and the status is changed to **Draft**. A user with the necessary role can now edit the record.

Editing a Rejected Record

You can edit the records that are in draft status and send them approval to the user with the necessary role.

To edit a record, perform the following steps:

1. Select **Draft** from the Status drop-down list.
2. Click **Edit** in the record that you want to edit.

   The Edit pane is displayed.
3. Modify the required attributes, and click **OK**.
4. Select the record and then click **Send for Approval**.

   The modified record is now moved to **Awaiting** status. A user with the necessary role can approve the record.

   > **Note:**
   >
   > If the user has configured the Participate In Data Security option while creating a Forms Definition, you must enter the value as per the configured condition. If an incorrect value is entered, the record gets rejected by the application and the approval is failed. You can view the details of the rejection by using the Audit Trail option for each record. For information on the Participate In Data Security option, see Enabling Data Security for New Form Definitions.

Exporting Forms Creating Using Data Exporter - View Option

After creating Forms using View as the source, you can export or download the reports to CSV or JSON format.

Complete the following steps to export or download a report.

1. Login to your Oracle Cloud account, with the required credentials to access Data Management Interface (DMI)s.
2. Select an application, to access the DMI for that application.

   For example, to access DMI for CFECS, select **Cash Flow Engine Cloud Service (CFECS)**.

   > **Note:**
   >
   > The navigation steps vary for different applications. Refer to the respective application documentation for accessing Data Maintenance Interface.
3. Click **Data Management Tools** and click **Data Management Interface**.

   The **Navigation List** is displayed.
4. Click **Data View**.

The **Data Entry page** is displayed.

5. Click **Action** next to the form to be exported and click **Export**.
6. Use one of the following options to export or download the report.
   - Exporting Forms Created using Data Exporter - View Option - Without Placeholder
   - Exporting Forms Created using Data Exporter - View Option - With Placeholder

Exporting Forms Creating Using Data Exporter - View Option - Without Placeholder

When you create forms using Data Exporter option, you can export the report to .CSV format.

Complete the following steps to export forms created using Data Exporter (View) option and Static Filter type. Forms created with static filter type do not have placeholders.

1. Click **Action** next to the form to be exported and click **Export**.

   The **Data View** page with the **View** details associated with the form, is displayed.
2. Click **Attribute Selection** tab, to review the values and the filters and modify if required. You can also use the default values for export.

   You can also change the filter type to **Dynamic** and assign a placehoder.
3. Click **Data Preview**, to view the form based on the selected table, columns and the set filter attributes.
4. Click **Export CSV** to export the report in CSV format.
5. After the confirmation, click **Download Report**, to save the exported report to your local directory.

Exporting Forms Creating Using Data Exporter - View Option - With Placeholder

Forms created using Data Export option can be exported as a .CSV file or a JSON file.

Complete the following steps to export Data Export forms:

1. Click **Action** next to the form to be exported and click **Export**.

   The **Data View** page with the **View** details associated with the form, is displayed.
2. Click **Attribute Selection** tab, to review the values and the filters and modify if required. You can also use the default values for export.

   You can also change the filter type to **Static**. Then, the existing placehoder filter condition will be deleted.
3. Click **Data Preview**, to view the form based on the selected table, columns and the set filter attributes.
4. Click **Export CSV** to export the report in CSV format.

5. After the confirmation, click **Download Report**, to save the exported report to your local directory.

Exporting Forms Creating Using Data Exporter - Table Option

Forms created using Data Export option can be exported as a .CSV file or a JSON file.

Complete the following steps to export or download a report.

1. Login to your Oracle Cloud account, with the required credentials to access Data Management Interface (DMI)s.
2. Select an application, to access the DMI for that application.

   For example, to access DMI for CFECS, select **Cash Flow Engine Cloud Service (CFECS)**.

   > **Note:**
   >
   > The navigation steps vary for different applications. Refer to the respective application documentation for accessing Data Maintenance Interface.

3. Click **Data Management Tools** and click **Data Management Interface**.

   The **Navigation List** is displayed.
4. Click **Data View**.

   The **Data Entry page** is displayed.
5. Click **Action** next to the form to be exported and click **Export**.
6. Use one of the following options to export or download the report.
   - Exporting Forms Created using Data Exporter - Table Option - Without Placeholder
   - Exporting Forms Created using Data Exporter - Table Option - With Placeholder

Exporting Forms Creating Using Data Exporter - Table Option - Without Placeholder

When you create forms using Data Exporter option, you can export the report to .CSV or .JSON format.

Complete the following steps to export forms created using Data Exporter (Table) option and Static Filter type. Forms created with static filter type do not have placeholders.

1. Click **Action** next to the form to be exported and click **Export**.

   The **Data View** page with the **Table** details associated with the form, is displayed.
2. Click **Attribute Selection** tab, to review the values and the filters and modify if required. You can also use the default values for export.

   You can also change the filter type to **Dynamic** and assign a placehoder.
3. Click **Data Preview**, to view the form based on the selected table, columns and the set filter attributes.
4. To export the report, complete one of the following steps:

- Click **Export CSV** to export the report in CSV format.
- Select the **File Format** as **CSV** or **JSON** and click **Export**.

A confirmation message is displayed after the export is completed, and the **Data Entry Summary** is displayed.

5. To download an exported report, click **Action** and click **Status**.

   The **Data Exporter Status** page with the list of all the reports that are exported is displayed.

   - Click **Download**, to save the report to the local directory.
   - Click **Download Link**, to copy the link. You can paste the link in a Web browser and download the CSV report to the local directory.
   - Click **Delete** to delete the exported report.

Exporting Forms Creating Using Data Exporter

Forms created using Data Export option can be exported as a .CSV file or a JSON file.

Complete the following steps to export Data Export forms:

1. Click **Action** next to the form to be exported and click **Export**.

   The Export Page with the default values is displayed.

2. Click **Apply** to proceed with the export.
3. In the **Generate Report Confirmation** pop-up,
   - Click **Yes** to use the default values for the report.
   - Click **No** to change the default values.
     The **Data View** page with the **View** details associated with the form, is displayed.
4. Click **Attribute Selection** tab, to review the values and the filters and modify if required. You can also use the default values for export.

   You can also change the filter type to **Static**. Then, the existing placehoder filter condition will be deleted.

5. Click **Data Preview**, to view the form based on the selected table, columns and the set filter attributes.
6. To export the report, complete one of the following steps:
   - Click **Export CSV** to export the report in CSV format.
   - Select the **File Format** as **CSV** or **JSON** and click **Export**.

   A confirmation message is displayed after the export is completed, and the **Data Entry Summary** is displayed.

7. To download an exported report, click **Action** and click **Status**.

   The **Data Exporter Status** page with the list of all the reports that are exported is displayed.

   - Click **Download**, to save the report to the local directory.
   - Click **Download Link**, to copy the link. You can paste the link in a Web browser and download the CSV report to the local directory.

- Click **Delete** to delete the exported report.

Audit Trail

The Audit Trail option for each record enables you to view the history of changes made to that record.

Glossary

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