Oracle Financial Services Data Maintenance Interface User Guide





Oracle Financial Services Data Maintenance Interface User Guide, Release 24B

F78507-12

Copyright © 2023, 2024, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

1	Data	Maintenance	Interface
---	------	-------------	-----------

	Process of DMI Windows	1-1
	User Role Mapping and Access Rights	1-2
	Access the Data Maintenance Interface	1-3
	Form Designer Summary Page	1-3
	Creating New Forms in Form Designer	1-5
	Creating Forms Using Excel Upload	1-5
	Creating Forms Using Data Entry Option	1-7
	Creating Forms Using Data Exporter	1-8
	Creating Data Filters for New Form Definitions	1-9
	Enabling Data Security for New Form Definitions	1-10
	Enabling User Security for New Form Definitions	1-11
	Approving and Rejecting New Form Definitions	1-11
	Approving a Forms Definition	1-12
	Rejecting a Forms Definition	1-12
	Managing Form Definitions	1-12
	Viewing Form Definitions	1-13
	Editing/Amending Form Definitions	1-13
	Copying Form Definitions	1-14
	Re-Uploading Form Definitions	1-14
	Deleting Form Definitions	1-14
2	Data View	
	Viewing Data Entry	2-1
	Adding Data to Table – Forms Created Using Data Entry	2-2
	Adding/Editing a Draft Record	2-2
	Deleting Draft Records	2-3
	Editing Approved Records	2-3
	Forms Created Using Excel Upload	2-4
	Approving and Rejecting Records	2-4
	Approving Draft Records	2-4
	Rejecting a Record	2-5
	Editing a Rejected Record	2-5



	Exporting Data Exporter Form Definitions	2-5
	Custom Exporting Data Exporter Forms	2-6
	Exporting Data Exporter Forms	2-6
	Viewing Data Exporter Report Status	2-6
	Downloading Reports	2-6
3	Adding DMI Tasks in Scheduler Service	



1

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.

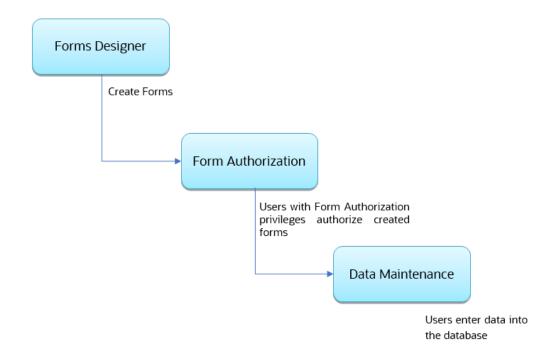
Data View

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.

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 1-1 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 and edit forms, you must be mapped to the following roles:

Table 1-1 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.
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.



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

Role Code	Role Name	Functionality
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
DMIDGNAMND	Enable editing of approved forms	User with this role can edit/ amend approved forms.



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):

- 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)**.



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

- Click Data Management Tools and click Data Management Interface, to access DMI menu.
- Click Case Management Administration and click Process Modelling Framework > Data View, to access the Data View summary.
- 5. Click one of the following menu items to access the respective pages:
 - Designer View Access form definition summary and also create various types of form definitions.
 - Data View
- Click Data View, to access the Data View summary.

Form Designer Summary Page

Access the list of Form definitions already created in the environment.

The Form Definitions Summary lists all the existing Form Definitions in the application.

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

To view the Form Definitions Summary:

- Click Data Maintenance Interface.
- 2. Click Designer View in the DMI navigation list to access the Form Definitions Summary.

The following details are included the Summary page.

- Name The unique name of the Form Definition
- Description The Form Definition description.
- Type The form definition type:
 - Excel Upload creates form based on uploaded Excel Sheet.
 - Data Exporter creates form based on an entity table.
 - Data Entry creates the form based on the entities, attributes and rulesets provided by the user.
- 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.
 - Pending Approval When the approval is pending.
 - Approved When the form definition is approved.
- Created By The Username of the logged in User who created the form.
- Actions View, copy or edit or amend a form definition.
- Info The form definition details including:
 - Created Date
 - Last Modified By
 - Authorizer
 - Authorizer comments

Use **Search** to quickly access the required forms or check the Forms tile to view a list of existing forms. To search for a specific Form Definition, input search terms in the **Form Name** or **Description** field, or use a combination of both, and click **Search**. Click **Cancel** to clear the search criteria and view all form records.

Sort the Form Definition based on **Name**, **Description**, and **Created By** fields. You can also sort the page in ascending/descending order.

To filter and view Form definitions with a specific processing status, click the respective status name at the top of the 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 specificuser access for the forms and authorization.

To add a form:

- In the DMI Summary page, click Add, to access the Create Forms Definition page.
- Click Start and select the form definition type:
 - Excel Upload creates form based on uploaded excel sheet.
 - Data Exporter creates form based on an entity table.
 - Data Emtry creates the form based on the entities, attributes and rulesets provided by the user.

For more information about creating various form definitions:

- Creating Forms Using Excel Upload
- · Creating forms using Data Exporter
- Creating Forms Using Data Entry

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.

While creating forms using Excel Upload, you can also modify the mapping for the attributes. After the new form 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.

To create forms using Excel Upload:

- 1. Select Excel Upload in the Create Form Definition page and add the following details.
 - Code The unique Form code. This value is auto-generated.
 - Name The 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
 - Auto Map Entities Enable this option to to auto map the attributes in the Excel file
 with the attributes in the Entity Table.

At any point of time during the form creation, click **Save** to add the new form to the Form Summary. The form is saved in the **Draft** format. Click **Actions** and select **Edit**, to update the form definition.

- 2. Click Continue to access the File Upload tab.
- 3. In the File Upload tab, enter the following details:
 - Template Name and Description for the excel template.
 - 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 to the **Drag and Drop** area.

The excel file is uploaded and a confirmation box is displayed, and the **Mapped Entities Tab** is displayed.

- After entering the File Upload information, click Continue to access the Mapped Entities tab.
- In the Mapped Entities tab, select the Primary Entity name of the table that needs to be modified.
 - If the table has Child tables, the Child tables are displayed in the **Mapped Entities** tab. You can select the required child tables for which data should be input during data entry.
- 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.
- Enable Auto Approve if you want the Forms Definition to be automatically approved from Forms Definition Summary page and is enabled for data entry.
 - Alternatively, you can also get the form approved manually. For manual approval, disable the auto approve option.
 - 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.
- 8. Click **Continue**, to proceed with the **Mapped Attributes** tab.
- 9. 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 **Mapped Attributes** tab. You can configure the attributes for the master table and its child tables here.
- **10.** Click the required mapping in the **Override Mapping Column** and enter the required attribute name if you want to change the default mapping.
- 11. To activate data security, Select the check box next to the **Attribute Name**, in the **Mapped Attributes** Column.
- Click the Lock icon adjacent to a specific attribute name, to configure a specific data security 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.
- 13. Click Continue to proceed to the User Security tab.
- **14.** 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. Click **Data Preview** to preview the form data.
- **16.** Click **Save** if you want to save the forms definition in draft format. The form is added to the **Form Summary** with **Draft** status.



17. Click Submit if you want to submit the Forms Definition for manual/auto 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**.

Creating Forms Using Data Entry Option

Use the Data Entry option to create a Forms Definition and select the table and attributes that you want to modify.

You can enter the values for the table records in the approved Forms Definition from Data Entry, after the new Forms Definition is approved from the Forms Definition Summary Page.

To create a forms definition:

- 1. Select **Data Entry** in Create New Form Definition page and enter the required details.
- 2. Enter the following details:
 - Code Unique form code. This value is auto-generated.
 - Name The 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.
 - Threshold The maximum number edits allowed per row.
- 3. Click Continue to access the Entities tab.
- 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.



You can select up to four child tables only for each master table.

- Select Enable Bulk Authorization, if you want to enable the bulk authorization of records while performing data entry.
- **6.** Enable **Auto Approve** if you want the Forms Definition to be automatically approved from Forms Definition Summary page and is enabled for data entry.

Alternatively, you can also get the form approved manually. For manual approval, disable the auto approve option.

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.

- 7. Click **Continue**, to proceed with the **Attributes** tab.
- 8. Select the **Filter** from the existing filters in the drop-down list or click **Filter** to apply a new attribute filter to the form definition.
- **9.** Click the drop-down arrow corresponding to the table in the **Entity Name**, to view the attributes in the entity table.
 - If your table has child tables, the Child tables that you select from the Entities tab also gets displayed in the Attributes tab.
- 10. Select the attributes for which you want to modify the data from the Attribute Name.



- 11. Select Participate in Data Security if you want to configure a specific condition.
- 12. Click the **Lock** icon adjacent to a specific attribute name, to configure a specific data security condition.

The configured condition is applicable when a user enters data in table for each approved Forms Definition from the Data Entry Page. For more information, refer Enabling Data Security for New Form Definitions.

- 13. Enter Select Columns to search and select specific columns.
- 14. Click Continue to access the Ruleset tab.

The list of attributes associated with the parent and the Child tables are displayed in the Ruleset tab.

- **15.** Assign permission to add data during data entry for those attributes that are set to Editable/Read-only mode. You cannot modify the key fields set in read-only mode.
- **16.** Click Continue and proceed to the **User Security** tab.
- 17. 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.

18. Click Submit if you want to submit the Forms Definition for manual/auto 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**.

Creating Forms Using Data Exporter

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

While creating forms using Data exporter, you can also include filters and dynamic placeholders to view and export specific set of data.

To create forms using Data Exporter:

- 1. Select **Data Exporter** in Create New Form Definition page.
- 2. Enter the following details:
 - Source Select the input source as table/view.
 - Code Unique Form Code. This is auto-generated.
 - **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.
 - Row Limit Per File The number of maximum table rows allowed per file.
 The minimum number of rows is 100 and the maximum limit is 100000.

For example, if you have 500 rows in a table and the row limit is set to 100, then the table is split into 5 files.

- 3. Click **Continue** to proceed with the **Entity and Attributes Details** tab.
- 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 the **Filter** from the existing filters in the drop-down list or click **Filter** to apply a new attribute filter to the form definition.
- Click Select columns to view only specific columns.
- Enable Auto Approve if you want the Forms Definition to be automatically approved from Forms Definition Summary page and is enabled for data entry.

Alternatively, you can also get the form approved manually. For manual approval, disable the auto approve option.

- 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.
- 8. Click the drop-down arrow corresponding to the table in the **Entity Name**, to view the source attributes from the table and the mapped attributes from the Excel file.
 - 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.
- Click Continue to access the Data Preview tab preview the form data.
- 10. Click Submit if you want to submit the Forms Definition for manual/auto 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**.

Creating Data Filters for New Form Definitions

Filters help to view and export specific set of data from data exporter forms.

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

- 1. Click Filter, to access the Filter Condition pane.
- 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.
 - Comparison '=', '!=', '< >', '>', '<', >=, <=,'IN', 'NOT IN', 'ANY', 'BETWEEN', 'LIKE', 'IS NULL', and 'IS NOT NULL'.
 - 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.





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.



For Language Placeholder the default locale language is displayed and cannot be modified.

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**, to add the new filter to the filter condition.
- 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.
- 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.

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 **Mapped Attributes** Column.



Data Security information must be configured for each attribute name, separately.

- Click the Lock icon, to access the Data Security page.
- Select the Reference Table based on which you want to build your condition from the Reference Table drop-down list.
- Select the required column, condition, and filter value, and build the required expression.



5. Click **Apply**, to enable the data security for the new form definitions.

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.

To enable user security:

 Select the required user group or user to assign permissions from the Map Users / Groups, to complete the user security configuration.

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 1-2 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.



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.

To check about the assigned roles, refer User Role Mapping and Access Rights.

To approve a Forms Definition:

- 1. In the Designer View, click **Menu** in the Forms Definition that is in **Pending Approval** status, and then click **Approve**, to access the **Configure page**.
- Click Approve and then enter the required description for the approval in the Comments field.
- 3. Click **Submit**, to approve the form definition and view it in the **Data Entry page**.

Once the form is approved, you can edit/amend the approved forms if you have **DMIDGNAMND** role assigned.

Rejecting a Forms Definition

You can reject new forms based on the assigned roles.

To check about the assigned roles, refer User Role Mapping and Access Rights.

To reject a Forms Definition:

- In the Designer View, click Menu in the Forms Definition that is in Pending Approval status, and then click Reject, to access the Configure page.
- 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.

To check about the assigned roles, 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 1-3 Action Details

Action	Description
View	View the Member details for a specific Member Definition.
Edit/Amend	Edit/amend the Member details of a form definition.



Table 1-3 (Cont.) Action Details

Action	Description
Сору	Copy the Member Definition Details and create another Member Definition by changing Alphanumeric Code, Numeric Code and Name.
Re-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

You can view the form definition details using the View option, based on the assigned roles.

To check about the assigned roles, refer User Role Mapping and Access Rights.

You can view the details of an individual Form Definition:

- 1. Highlight the Form Definition and click **Action**.
- 2. Click View, to access the Form Definition page with the selected Form definition details.

Editing/Amending Form Definitions

You can modify both approved and rejected form definitions, based on the assigned roles.

To check about the assigned roles, refer User Role Mapping and Access Rights. Forms that are already approved cannot be edited. You can amend the approved forms if you have **DMIDGNAMND** role assigned.



You cannot amend an approved form, if the form has any pending data entry activity.

To edit individual form details:

- 1. Highlight the form definition and click the **Action**.
- Click Edit, to access the Form Definition page with the details.

To modify an approved form, click **Amend**.

3. Update the required information and click **Submit**.

You can also auto-approve the form during submission.

The modified form definition is updated in the form design summary.

Copying Form Definitions

You can copy individual Definition Details, to recreate another new Definition, if you have assigned roles.

To check about the assigned roles, refer User Role Mapping and Access Rights.

To copy an existing form definition:

- 1. Highlight the Definition and click Action.
- 2. Click Copy, to view the Form Definition Page.
- 3. Edit the unique information and modify details like entity table, attribute filters, user and data security details and click **Save**, to create a new form definition.

Re-Uploading Form Definitions

You can attach a new Excel Sheet to an Excel upload form definition and re-upload the form definition, based on the assigned roles.

To check about the assigned roles, refer to User Role Mapping and Access Rights...

To re-upload an Excel upload form definition:

- Highlight the Definition and click Action.
- Click Re-Upload, to access the Form Definition page.
- 3. In the File Upload tab, click Remove, to delete the existing Excel sheet.
- Click Drag and Drop and select the new Excel sheet to be uploaded.

Deleting Form Definitions

You can delete the form definitions that are in Draft status, based on the assigned roles.

To check about the assigned roles, refer User Role Mapping and Access Rights.

To delete a form definition:

- 1. Highlight the form definition and click the **Action**
- 2. click Delete.

The selected form definition is deleted after confirmation.



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 to User Role Mapping and Access Rights.

Complete the following steps to view Data entry:

- 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).



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. 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.

Adding Data to Table – Forms Created Using Data Entry

If the Forms Definition is created using the designer option, the user with the necessary role can add or delete records and also update the values for the table records as per the configuration in the Forms Definition.

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.

To update/delete data in the table records:

- Highlight the record and click the Action.
- 2. Click Edit, to update the records.

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 submitted 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
 - You can add a record to the table or edit a record set in the Draft status. The added record is set to Draft status.
- Deleting Draft Records

Adding/Editing a Draft Record

You can add a record to the table or edit a record set in the Draft status. The added record is set to Draft status.

To add or edit a draft record:

- Select Draft from the Status drop-down list, to view all the entity records set to Draft status.
- To add a new record, click Add.

A new entry set to **Draft** status is added to Entity details page. This entry is empty. Edit the record to add the attribute details.

- To edit a record, click Edit next to the record.
- 4. In the **Edit** page, 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. To modify all the entries in a specific column, click **Bulk Update**.
 - Select the column to modify the data.
 - **b.** Enter the new value and click **OK**.
- 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** status. Refer **Editing Approved Records**, to edit the records in **Ready** status.



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.

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.

- Select Ready from the Status drop-down list, to view the entity records with Ready status are displayed.
- 2. To edit a record, click **Edit** next to the record.
- 3. Update the values for 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.

- 4. To modify all the entries in a specific column, click **Bulk Update**.
 - a. Select the column to modify the data.
 - **b.** Enter the new value and click **OK**.
- 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.

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.

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.

The records are set to **Awaiting** status for the approved forms definition in data entry page. 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 Draft 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 related to user roles, refer to User Role Mapping and Access Rights.

Approving Draft Records

You can approve the records set to Draft status.

To approve records:

- 1. In the Data Entry 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

You can reject an record set to Awaiting status.

To reject a record:

- 1. Click **Menu** in the required Forms Definition from the 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:

- 1. Select **Draft** from the **Status** drop-down list.
- 2. Click **Edit** in the record that you want to edit.
- 3. Modify the required attributes, and click **OK**.
- 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.



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 Data Exporter Form Definitions

After creating data exporter form definitions, you can export or download the reports to CSV or JSON format.

To export or download a report:

 In the Data View summary, click **Action** next to the data exporter form to be exported and select one of the following options

- Custom Export export the report only for selected attributes. You can also create and apply filter conditions to specific columns to generate customized reports.
- Export export the report for all the attributes. A complete report including all the records and attributes is generated.

Custom Exporting Data Exporter Forms

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

To custom export data exporter forms:

- 1. Click **Action** next to the form to be exported and click **Custom Export**, to view the **Data Exporter Configure** page.
- 2. Click Start, to access the Entity and Attributes tab.
- 3. Select the attributes to be added to the custom report.
- Click Continue, to view the Filters tab.
- Set the filter conditions for specific columns and click Continue to view the Data Preview tab.
- 6. Select the report file format (.CSV or JSON) and also the number of records per page.
- 7. View the list of records to validate the data.
- Click Export to export the report in CSV format.
 - The Data export request will be submitted.
- 9. Proceed to the Data entry page to view the status of the form and download the report.

Exporting Data Exporter Forms

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

Export Data Exporter forms:

- 1. Click **Action** next to the form to be exported and click **Export**.
 - The Data export request is submitted.
- Proceed to the Data entry page to view the status of the form and download the report.

Viewing Data Exporter Report Status

View the status of all the reports generated based on a Data Exporter form.

To view report status:

 Click Action next to the form to be exported and click Status/Download, to view the status of all the reports generated for a specific data exporter form.

Downloading Reports

You can download the reports exported as .CSV file.

To download a report:

Click Data View.

The **Data Entry page** is displayed.



- Click Action next to the form to be exported and click Status/Download, to access the Data exporter Report Status page.
- 3. Click the **Download** icon adjacent to a report to download the report to the local directory in .csv format.

You can also copy the link to download the report. Enter the link in a Web browser, to access the report.



Adding DMI Tasks in Scheduler Service

The Data maintenance Interface is now integrated with the Scheduler services and you can use Scheduler services, to process form definitions created using Data Exporter.

By using Scheduler Services for DMI automation, you can automate and streamline the data processing for form definitions created using the Data Exporter options.

Ensure that you have the assigned roles to perform automated data exporter form download.

To schedule a DMI task for form definitions created using Data Exporter:

- 1. Log in to your Cloud services and access Scheduler Services.
- 2. Select **Define Batch**, to view the list of existing batches.
- 3. In the Define Batch page, click **Create**, to access the **Create Batch** page.
- 4. Enter the generic Batch information (Code, Batch Name, Batch Description, and Batch Parameters), and click Save to create a new Batch and proceed with creating a new Task.
- In the Left Navigation list, select Define Tasks, to access the list of existing tasks.
- 6. In the Define Task page, select the **DMI Batch** to associate the new task
- 7. Click Add, to Create a new task.
- 8. Enter the generic Task details (**Task Code, Task Name and Task Description**), and the following DMI specific details:
 - Component Select Data Maintenance Interface, to assign this as a DMI specific task.
 - Report Template Select Pre-defined template, to access the following DMI specific template parameters.
 - App ID The unique application ID of the application utilizing the Scheduler services for task automation.
 - Module Name Select the module required for the DMI tasks, from the list of Seeded modules.
 - Report Code Select the Report code to be added to the generated report.
 - Report Type Set the report type to CSV/JSON.
 - Available Place holders (Optional). Select the placeholder required for the report.
 - Placeholder Values (Optional). Enter the placeholder values to be included in the generated report.
 - Additional Filters (Optional). Enter the filters to be applied to the data, to generate reports with specific information.
 - Report Name Prefix (Optional). Enter the unique prefix to be added to the report name for easy identification of the report.
 - Report Name (Optional). Provide a name for the report to be generated.
- 9. Click **Save** to create a new DMI specific task, and proceed with scheduling the batch.
- 10. In the Left Navigation list, select Schedule Batch, to access the list of batches.

- 11. Select the DMI batch for execution and click **Execute**.
- 12. During batch execution, click Monitor Batch, to check the progress.
- **13.** Select the **Batch** and the **Run ID** to access the required task, and click **Start Monitor** to view the task execution progress in the **Visualizations** tab.
- **14.** Click **List View** to view the task execution details of all the executed tasks.

 After the task execution is complete, the generated report is saved to the object store.
- **15.** Click **View Execution Logs** corresponding to the DMI task, to view the execution log information.
- 16. Scroll to the required Batch Run Id and copy the log details to clipboard.
- 17. Paste the copied log information to a notepad, to get the PAR URL for downloading the report.
- 18. Paste the PAR URL in a Web browser, to download the report to the local directory.

