Oracle Financial Services

Data Maintenance Interface User Guide

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Oracle Financial Services Data Maintenance Interface User Guide, Release 25B

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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.

Form Builder

Form Builder allows the user to build a form to maintain the underlying data.

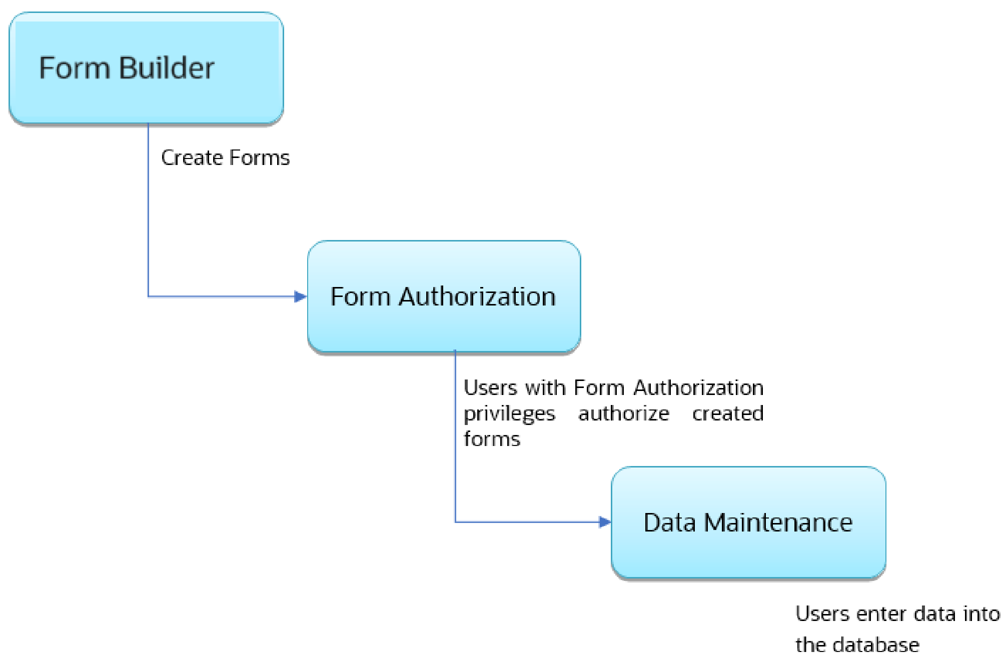
Data Entry

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 Builder. 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.
DATASECURITY	Data Security	Assign this role to the user to view unredacted data in the Personal Information (PI) columns (if the **Redaction** toggle is turned on in the **Data Exporter** UI). If this toggle is turned off, data appears redacted for all users regardless of their role. For information on how full and partial redaction are performed, see Redaction Functions in Data Security Management Guide.

> **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):

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 Maintenance Interface.

3. Click **Data Management Tools** and click **Data Management Interface**, to access DMI menu.
4. Click one of the following menu items to access the respective pages:
   - Form Builder - Access form definition summary and also create various types of form definitions.
   - Data Entry

5. Click **Data Entry**, to access the Forms Definition summary.

Form Definition 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:

1. Click **Data Maintenance Interface**.
2. Click **Form Builder** 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.

       > **Note**
       >
       > Microsoft Office 2016 Standard version as well as Office 365 version are supported.

     – **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. To search for a specific Form Definition, input search terms in the **Form Name** or **Description** field, and click **Search**.

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 Builder

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 :

1. In the **DMI Summary** page, click **Add**, to access the **Designer - Configure page**.
2. Select the form definition type as follows:
    - **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.

    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.

> **Note**
>
> Microsoft Office 2016 Standard version as well as Office 365 version are supported.

You can view/modify data in the personal information (PI) columns based on the assigned roles. For more information about the roles, refer to User Role Mapping and Access Rights.

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.
4. After entering the **File Upload** information, click **Continue** to access the **Mapped Entities** tab.
5. In the **Mapped Entities** tab, select the **Primary Entity** name of the table that needs to be modified.

   > **Note**
   >
   > Only the tables data which can be edited are displayed in the **Entity** drop-down list.

   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.
6. 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.
7. 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.
12. 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.

You can view/modify data in the personal information (PI) columns based on the assigned roles. For more information about the roles, refer to User Role Mapping and Access Rights.

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.

> **Note**
>
> Only the tables data which can be edited are displayed in the **Entity** drop-down list.

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. 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. **Compress File**: Keep this option selected to automatically compress files into a .zip archive when downloading. 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. With the **Compress File** option enabled, the user can download these 5 files compressed into a single .zip file.
5. **Redaction**: Keep this option selected to redact personal information (PI) from users who do not have the DATASECURITY role. For more details, see User Role Mapping and Access Rights.

   For information on how full and partial redaction are performed, see Redaction Functions in Data Security Management Guide.
   - The redacted data is displayed as stored in the database. Example: For the number data type, if the redacted data is appearing as 0, the Data Preview window shows the data as 0. Similarly, for the VARCHAR data type, if the redacted data is appearing empty in the database, the Data Preview window shows the data as empty.
   - If the report contains redacted data, the user must have the DATASECURITY role to download it from the **Forms Definition – Summary** page.
6. Select the table that you want to modify in the **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.
7. 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.

8. Click **Select columns** to view only specific columns.
9. 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.
10. 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.
11. Click **Continue** to access the **Data Preview** tab preview the form data.
12. 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.
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.
     - **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.

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

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.

   > **Note**
   >
   > Data Security information must be configured for each attribute name, separately.
2. Click the **Lock** icon, to access the **Data Security page**.
3. Select the **Reference Table** based on which you want to build your condition from the Reference Table drop-down list.
4. 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.

> **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.

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

To approve a Forms Definition:

1. In the Form Builder, click **Menu** in the Forms Definition that is in **Pending Approval** status, and then click **Approve**, to access the **Configure page**.
2. 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:

1. In the Form Builder, click **Menu** in the Forms Definition that is in **Pending Approval** status, and then click **Reject**, to access the **Configure page**.
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.

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.
Copy	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.

> **Note**
>
> 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**.
2. 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:

1. Highlight the Definition and click **Action**.
2. Click **Re-Upload**, to access the **Form Definition page**.
3. In the **File Upload** 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 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.

2 Data Entry

The Data Entry 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:

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 Maintenance Interface.

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

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

   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 Form Builder 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:

1. 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.

When adding/editing a draft record, the data is displayed as entered in the UI. You can view/modify data in the personal information (PI) columns based on the assigned roles. For more information about the roles, refer to User Role Mapping and Access Rights.

To add or edit a draft record:

1. Select **Draft** from the **Status** drop-down list, to view all the entity records set to **Draft** status.
2. 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.
3. 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**.
   a. Select the column to modify the data.
   b. Enter the new value and click **OK**.

6. 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.

> **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 editing records in Ready Status, the data is displayed as stored in the database. You can view/modify data in the personal information (PI) columns based on the assigned roles. For more information about the roles, refer to User Role Mapping and Access Rights.

When you edit the record, it is moved to Draft Status.

1. 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**.

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.

> **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**.
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 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 Entry summary page, 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.
4. Click **Continue**, to view the **Filters** tab.
5. 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.
8. 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.
2. 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.

If the report contains redacted data, you must have the DATASECURITY role to download it. See User Role Mapping and Access Rights.

To download a report:

1. Click **Data View**.

   The **Data Entry page** is displayed.

2. 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.

3

Audit Trail Report

The Audit Trail option enables you to view the history of changes made to a record.

It captures detailed information about each change—including who made the modification, what was changed, and when the change occurred. Using this feature, you can easily track and reference historical updates to your data.

To generate an audit trail report

1. Click **Data Management Tools** > **Data Management Interface** > **Audit Trail Report**.
2. From the **Form Name** drop-down list, select the form for which you want to see the audit trail. This field shows all the approved forms (both the Designer and Excel upload forms).
3. Select the unique data from the Unique Data drop-down list.
4. Use the **Select Attributes** drop-down list to limit the number of columns displayed in the audit trail. Leave the field blank to include all the columns available in the form. Since primary and other unique key constraints are displayed by default in the report, these are excluded from the **Select Attributes** drop-down list.
5. Click **Apply**. All the versions available for the form are displayed. The source version (base version) is selected by default. In addition to the base version, you can select a maximum of two more versions for comparison. (One of the versions could be 'Awaiting Approval', if available).
6. Select the required version(s) and click **View Data**.

The following details are shown in the **Audit Trail report** on screen:

- Primary or Unique Key Columns Data
- The fields the user has selected to view the data comparison
- Source: Indicates the data is from the base record
- Latest Approved – Data from the latest approved version record
- <ReportName>_LatestVersion or <ReportName>_Awaiting Approval
- Timeline Audit – shows history of actions per record.

Depending on the selected form, unique data and attributes combination, the source and the latest approved values of the columns are displayed. For string type data and dates, if the value was changed, it is denoted with ‘Yes’ under the **Change** column. For numeric data, the changed value is displayed. The latest approved version number of the form is displayed in the **Latest Approved** column.

4

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.
5. 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. For details, see Dynamically export relevant records.
     - **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.

> **Note**
>
> If the export definition was created before 24D release, you must recreate it. This is required because an enhancement in Scheduler Services now captures the base URL as part of the definition.

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.

Dynamically export relevant records

When creating a DMI task, you can use filters to dynamically export only the relevant records.

The following dynamic filters are available:

- Additional Filter
- Placeholder Filter

In addition to static values, these filters accept the following dynamic variables:

- $FICMISDATE$
- $BATCHRUNID$

Set the filters in the following format:

```
DATA_TABLE.<AS_OF_DATE> = $FICMISDATE$ AND DATA_TABLE.<EXECUTION_ID>
= $BATCHRUNID$
```

Example: FSI_ALM_CASHFLOW_OUTPUT_HIST.AS_OF_DATE = $FICMISDATE$ AND FSI_ALM_CASHFLOW_OUTPUT_HIST.EXECUTION_ID = $BATCHRUNID$

Date format supplied by scheduler for $FICMISDATE$ is YYYY-MM-DD.