

**Oracle® Fusion Middleware**  
User's Guide for Oracle Financial Reports  
Approval Process Accelerator 11gRelease  
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# Oracle Financial Reports Approval Process Accelerator

*Oracle Fusion Middleware User's Guide for Oracle Financial Reports Approval Process Accelerator* describes how to administer and use this process accelerator.

## **Audience**

This document is intended for:

- Financial risk experts who use Oracle Financial Reports Approval to create financial report schedules and manage them
- Financial analysts, the financial reporting preparation department, and other personnel who use Oracle Financial Reports Approval to manage financial reports investigations and create signoff packs
- Administrators who maintain Oracle Financial Reports Approval drop-down lists, business rules, and reports

## **Related Documents**

For more information, see the following Oracle resources:

Oracle Financial Services Loan Origination Process Accelerator

- *Oracle Fusion Middleware Installation Guide for Oracle Process Accelerator*

Oracle Business Process Management Suite

- *Oracle Fusion Middleware User's Guide for Oracle Business Process Management*
- *Oracle Fusion Middleware Modeling and Implementation Guide for Oracle Business Process Management*
- *Oracle Fusion Middleware Business Process Composer User's Guide for Oracle Business Process Management*
- *Oracle Fusion Middleware Administrator's Guide for Oracle SOA Suite and Oracle Business Process Management Suite*

Oracle Business Rules

- *Oracle Fusion Middleware User's Guide for Oracle Business Rules*

Oracle WebCenter Content

- *Oracle WebCenter Content System Administrator's Guide for Content Server*

Oracle Fusion Middleware

- *Oracle Fusion Middleware Administrator's Guide*

## **Conventions**

The following text conventions are used in this document:

- **boldface** - Boldface type indicates graphical user interface elements or terms defined in text.

- *italic* - Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.

## Overview of Oracle Process Accelerators

### Introduction

Oracle Process Accelerators are process solutions, developed by Oracle, which address common business processes or high-value industry processes. Oracle Process Accelerators have been developed to simplify and improve the management of these processes. Many low-priority business processes, such as managing travel approvals, are managed manually or through email and can negatively impact organizations by contributing to inefficiency and reduced productivity. In addition, there are complex business processes, some common to all organizations, and others specific to a particular industry, which benefit from the process management approach which Oracle Business Process Management (BPM) provides. Automated process management solutions enable organizations to become more efficient, to meet business challenges rapidly and flexibly, and ultimately to improve customer satisfaction by supporting employees in fulfilling requirements in a timely fashion.

### Key Elements

Oracle Process Accelerators, developed with Oracle BPM Suite 11g, make the following capabilities available to organizations implementing automated solutions to improve process management:

- **Role-Based Employee Access** - Processes are performed by people in the organization who do the work. When the employees are assigned to roles in the Oracle Process Accelerator, they have access to only those tasks in a process for which they are responsible. Multiple employees can be assigned to a role. Any one of them can select a task to get the job done.
- **Sequenced Tasks** - The work to be done is defined as a sequence of tasks, each performed by a role. After a task is completed, the solution automatically moves on to the next task. This is referred to as *workflow*. The sequence of tasks can branch into two or more paths depending on the outcome of a previous task. Note that some tasks require employee or user interaction, while some are automated. User tasks can be as common as clicking a button to approve a request, or as specific as entering an order with multiple line items.
- **Automated Task Lists** - When an employee logs in to an Oracle Process Accelerator, he is presented with a task list containing the work assigned to all of the roles he is responsible for. By selecting a task, the employee is guided to the appropriate application form, which prompts for the correct actions to be performed. After the actions are complete, the task disappears from the task list, and a new task is created for the role responsible for the subsequent task.
- **Business Rules** - Oracle BPM provides flexible business rules which can be defined to meet organizational guidelines. These rules are defined to support a specific process, and govern the way the process is carried out. For example, in a specific process, a request for management approval might require two levels of approval if an employee is grade four or lower, but only one level if grade three or higher.
- **Process Dashboards** - A useful component of Oracle Process Accelerators is the process dashboard reporting developed with Oracle Business Activity Monitoring (BAM). These reports provide real time process analytics which can be used to observe key performance indicators, and to monitor the efficiency of the process itself.

### The Business Process Diagram

In the introduction to each Oracle Process Accelerator, a business process diagram shows the process being automated using the Business Process Modeling Notation (BPMN). For those unfamiliar with BPMN, the Sample Business Process Diagram provides an example.

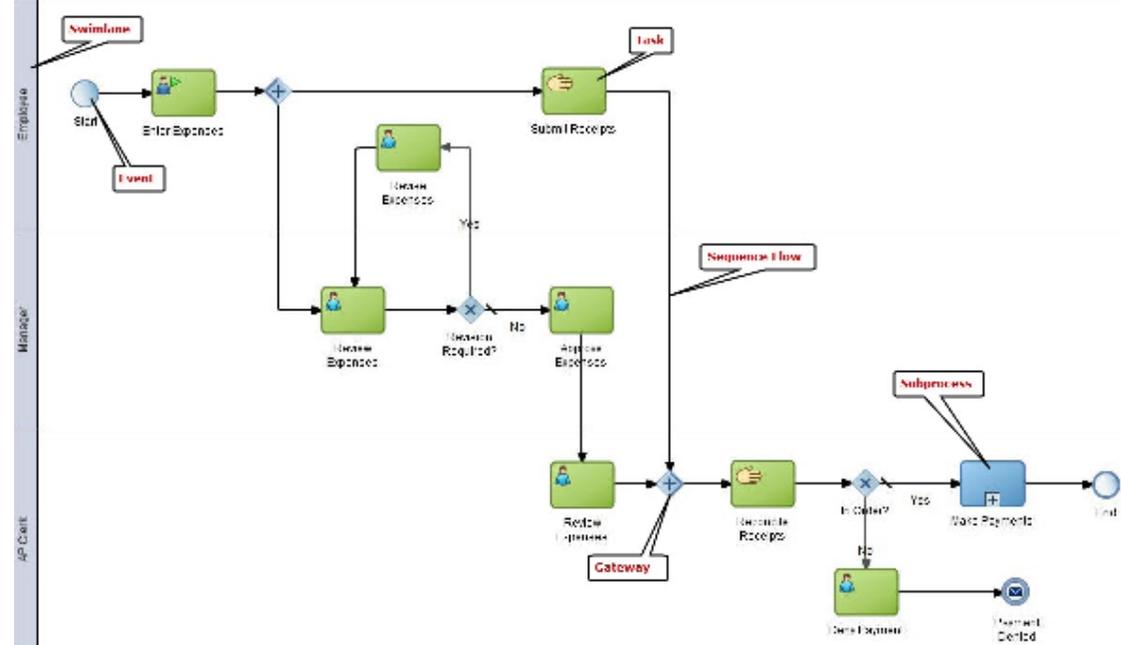
The process diagram contains the following elements. If you are not familiar with this type of diagram, study the elements and then follow the diagram to understand the process.

- **Swimlanes** (Employee, Manager, AP Clerk) - contain roles that indicate who is responsible for the tasks in the lanes.

- **Events** (Start, End) - show where the process begins and ends.
- **Tasks** (Enter Expenses, Deny Payment) - identify the action being taken.
- **Sequence flows or arrows** - show the path to the next task.
- **Gateways** (Revision Required, In Order) - are diamond shapes indicating a branch in the path. In the sample diagram a parallel gateway (a + in the diamond), shows that both branches must be taken, and an exclusive gateway (an X in the diamond), indicates that only one path can be taken.
- **Subprocesses** (Make Payments) - indicate that another set of tasks has been collapsed for clarity.

For more information about BPMN, see "Overview of Business Process Design," in *Oracle Fusion Middleware Modeling and Implementation Guide for Oracle Business Process Management*.

### Sample Business Process Diagram



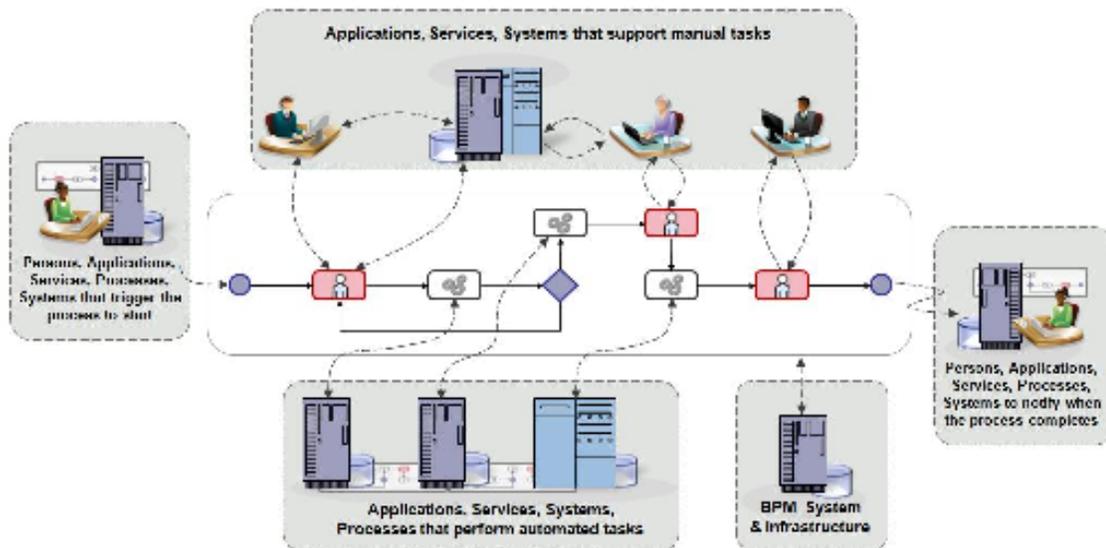
### Why Oracle Process Accelerators

An organization engaged in automating critical high-value processes with Oracle BPM Suite can benefit from the implementation of Oracle Process Accelerators. These pre-built solutions supplement the benefits of Oracle BPM Suite in these ways:

- **Consensus Building** - Using these pre-built processes, the IT organization can illustrate the advantages of process-driven applications, to show the value of process automation to the business community.
- **Best Practice** - A best practice guideline based on the accumulated experience and expertise of Oracle developers and implementers is provided with Oracle Process Accelerators. These best practices mitigate the risk associated with learning and deploying a new technology. The guide includes development methodologies, process modeling approaches, effective tool use techniques, and sample deployment plans. Oracle uses these best practices to build the Oracle Process Accelerators.
- **Rapid Deployment** - The Oracle Process Accelerators can be implemented as is or extended to meet specific requirements. In either scenario, there is a significant reduction of effort.

- Build a Process Centric Organization** - Clearly, an organization will not be using Oracle BPM and Oracle Process Accelerators to computerize a small set of common business processes. It is highly likely that a critical value-add process that provides a market differentiation is being automated to improve customer satisfaction or reduce costs. While the more significant project is underway, the business community can start to learn how to use process driven applications to their benefit. By rolling out Oracle Process Accelerators, the organization gets a head start with the new paradigm. If multiple Oracle Process Accelerators are deployed, the management community begins to learn that process automation reduces the overhead associated with handling mundane tasks. The implementing organization has the opportunity to win a quick victory with the new technology, and the business users learn the value of managing tasks through accurately routed processes. The organization as a whole begins to appreciate the benefits of becoming process-centric. The Sample Functional Architecture for Oracle Process Accelerators diagram depicts how the Oracle Process Accelerators can be used in an organization.

**Sample Functional Architecture for Oracle Process Accelerators**



## Getting Started with Oracle Financial Reports Approval

This section is intended for new Oracle Financial Reports Approval users who want a brief introduction.

Upon completion of this section, you will be able to:

- Describe the basic Oracle Financial Reports Approval process lifecycle.
- Describe Oracle Financial Reports Approval pages and related Oracle Business Process Management Workspace pages.
- Start Oracle Financial Reports Approval.

### Overview of the Oracle Financial Reports Approval Process Lifecycle

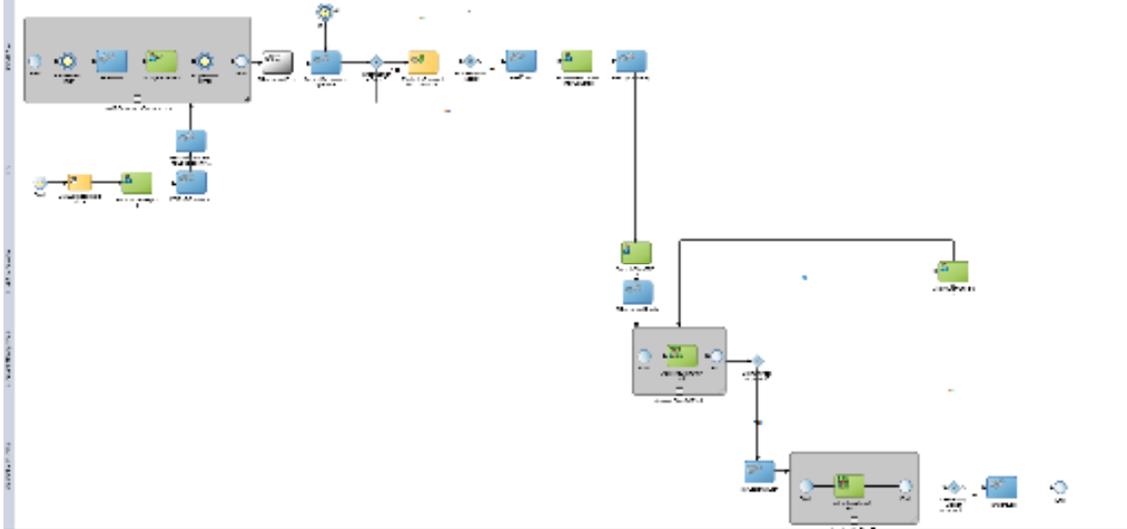
Oracle Financial Reports Approval (FRA) Process Accelerator is a process solution that enables organizations to create financial report schedules, submit financial reports, and create and manage investigations within the reports. The types of financial reports and schedules can be defined by the implementing organization. Oracle FRA provides dashboards to view process analytics and financial reporting summary reports. Administrators can modify the business rules and the drop-down lists.

Oracle FRA is a role-based solution; your role determines the tasks you can perform. Oracle FRA delivers the following roles:

- The financial risk expert (Credit Risk) creates a financial reporting schedule, and creates, approves, and manages investigations.
- The financial analyst (Global Financial Services) submits a draft report, and resolves investigations.
- The Financial Reporting and Preparation (FP&R Preparation) prepares and submits the signoff pack.
- The FRE Management (Credit Risk Management) approves investigation results, the final adjusted financial report, and the signoff pack.
- The Financial Reporting Leadership approves the signoff pack.

Financial Reporting Approval under Start Financial Reporting Cycle is the main business process for Oracle FRA, and the focus of this topic. Because Financial Reports Approval is a top-level process, it consists of inline and callable subprocesses. The Financial Reports Approval process diagram is depicted as follows, with an explanation of the process.

## Financial Reports Approval Process



The Financial Reporting Approval process involves the following basic steps:

1. The financial risk expert creates a financial reporting schedule after deciding on the milestones through each step of the process.
2. The system creates a financial report and initiates a review process when the start date arrives.
3. The financial analyst submits a draft financial report which must be a Microsoft Excel document.
4. The financial risk expert views the document and creates investigations wherever necessary.
5. The financial analyst proposes resolutions for the investigations.
6. The financial risk expert reviews and approves the investigations, if found satisfactory. She then designates the status of the report as Final Adjusted.
7. Financial Reporting Preparation prepares a "signoff pack", for example, a PDF document, based on the information in the Final Adjusted report and from other sources.
8. Credit risk management reviews the final adjusted report and if found satisfactory, approves the signoff pack.
9. Financial reporting leadership approves the signoff pack.

This topic walks through the Oracle Financial Reports Approval Process illustrating how financial reports are submitted, approved, and tracked.

### **Overview of the Oracle Financial Reports Approval Process Lifecycle**

1. The financial risk expert begins by navigating to the **Financial Reporting Schedules** page.
2. The financial risk expert uses the **Financial Reporting Schedules** page to add a financial reporting schedule or manage an existing one.
3. The financial risk expert fills in all details pertinent to the schedule and specifies all the milestone dates through each step of the process.
4. The financial risk expert clicks the **Save** button to save the new financial reporting schedule. The system initiates a financial report review process on the scheduled Start Day.
5. The financial analyst uses the **My Tasks** page to view tasks.

6. The financial analyst double-clicks the **Task** to submit a draft report.
7. The financial analyst uses the **Submit draft report for ID : Report ID** page to submit a draft report.
8. The financial analyst fills in all the required details, uploads a new draft report as a Microsoft Excel file, and sets **Draft for Review** as the document status.
9. The financial analyst clicks the **Submit** button to save and submit the draft report.
10. The financial risk expert uses the **My Tasks** page to review draft reports and navigate to the **Manage Investigations** page. The financial risk expert receives an email notification when the Review Start Day arrives.
11. The financial risk expert uses the **Manage Investigations** page to create and manage investigations in a draft report.
12. The financial risk expert searches for a financial report using the **Search** button.
13. The financial risk expert chooses the appropriate financial report from the **Review** tab. She downloads this document after checking it out to create or manage investigations.
14. The financial risk expert opens the downloaded Microsoft Excel document, and uses the **Oracle PA** tab in the **Financial Investigations** section to create and manage investigations.
15. The financial risk expert enters investigation comments after reviewing the document.
16. The financial risk expert uses the **CheckIn Document** dialog box to check the document back in for further processing.
17. The financial analyst uses the **My Tasks** page to view open investigations.
18. The financial analyst uses the **Resolve Investigation Investigation\_ID for report Report ID** page to resolve all open investigations.
19. The financial analyst checks out the document for review.
20. The financial analyst opens the downloaded Microsoft Excel document, looks for investigation requests from the financial risk expert and addresses them.
21. The financial analyst clicks on the **Resolve** button to resolve investigation requests and saves the document.
22. The financial analyst uses the **CheckIn Document** dialog box to upload the revised document.
23. The financial risk expert uses the **My Tasks** page to view resolved investigations that need approval.
24. The financial risk expert double-clicks the **Task** to open the document.
25. The financial risk expert uses the **Approve Investigation Investigation ID for Report Report ID** to view resolved investigations that need approval.
26. The financial risk expert checks out the financial report and opens the Microsoft Excel document for review. She enters her comments and clicks the **Approve** button to approve resolved investigations.

27. The financial risk expert checks in the document for further processing. The system processes the Microsoft Excel document and moves the investigation in the **APPROVED** state.
28. The financial risk expert uses the **My Tasks** page to view financial reports that need to be promoted to the **Final Adjusted** stage.
29. The financial risk expert double clicks the **Task** to promote the report to Final Adjusted.
30. The financial risk expert uses the **Promote Report to final adjusted for ID: ID** page to promote a financial report to the status of **Final Adjusted**.
31. The financial risk expert uses the **Promote to Final Adjusted** button to select one of the Excel reports and move it to the **Final Adjusted** status.
32. The financial risk expert confirms his selection.
33. The user responsible for financial reporting preparation uses the **My Tasks** page to view tasks where they need to submit signoff packs.
34. Financial reporting preparation uses the **Submit sign off pack for ID: ID** page to submit the signoff pack for a financial report.
35. Financial reporting preparation uploads an Adobe PDF document created from the approved report and sets the document status to **Signoff Pack**.
36. The credit risk management uses the **My Tasks** page to view tasks to approve signoff packs.
37. The credit risk management double clicks the **Task** to approve signoff packs.
38. The credit risk management uses the **Approve sign off pack for ID: ID** page to approve the signoff pack for a financial report.
39. The credit risk management clicks the **Approve** button to submit the approved signoff pack.
40. The financial leadership uses the **My Tasks** page to view and approve a signoff pack.
41. The financial leadership uses the **Approve leadership sign off pack for ID:ID** page to approve the signoff pack for a financial report.
42. The financial leadership clicks the **Approve** button to submit the approved signoff pack.
43. You have completed the **Overview of Oracle Financial Reports Approval Process Lifecycle** topic.

## Understanding Oracle Financial Reports Approval Pages

Oracle Financial Reports Approval (FRA) runs on Oracle Business Process Management Workspace. Your role within Oracle FRA determines the tasks you can perform and the pages you can access. Some of these pages are Oracle Business Process Management Workspace, others are Oracle FRA. Understanding the pages associated to a task or role makes you more effective in your use of Oracle FRA.

This topic addresses the various Oracle Business Process Management Workspace and Oracle FRA pages you use.

## ***Understanding Oracle Financial Reports Approval Pages***

1. Use the **Financial Reporting Schedules** page to add a new financial reporting schedule or manage an existing one. This is an Oracle Financial Reports Approval administration page.
2. The Oracle Business Process Workspace **Tasks** page appears after you log into Oracle Business Process Management Workspace. This is an Oracle Business Process Management Workspace page.

From here you can:

- Take action on a financial report by executing the tasks assigned to you from **Views, My Tasks**
- Access Oracle FRA from the **Applications** link

3. The **Manage Investigations** link is visible if you are granted permissions in Oracle FRA. Use this link to access the **Manage Investigations** page. This is an Oracle Business Process Management Workspace page.
4. Use the **Submit draft report for ID: Report ID** page to submit a draft report. This is an Oracle Financial Reports Approval page.
5. Use the **Manage Investigations** page to create and manage investigations for a report. This is an Oracle Financial Reports Approval page.
6. Use the **Resolve Investigation Investigation\_ID for report Report ID** page to resolve all open investigations. This is an Oracle Financial Reports Approval page.
7. Use the **Approve Investigation Investigation\_ID for Report Report ID** page to approve resolved investigations. This is an Oracle Financial Reports Approval page.
8. Use the **Promote Report to final adjusted for ID: ID** page to promote an approved financial report to the status of **Final Adjusted**. This is an Oracle Financial Reports Approval page.
9. Use the **Submit sign off pack for ID: ID** page to submit the signoff pack for a financial report. This is an Oracle Financial Reports Approval page.
10. Use the **Approve Leadership sign off pack for ID:ID** page to approve the signoff pack for a financial report. This is an Oracle Financial Reports Approval page.
11. Use the **Approve sign off pack for ID:ID** page to approve the signoff pack for a financial report. This is an Oracle Financial Reports Approval page.
12. Use the **Maintain Lookup Type Codes** page to modify the lookup type codes made available when creating or reviewing a financial report schedule. This is an Oracle Financial Reports Approval administration page.
13. Use the **Maintain Global Lookup Type Codes** page to modify the lookup type codes made available when creating or reviewing financial reports. This is an Oracle Financial Reports Approval administration page.
14. For more information on how to work with tasks, such as reassigning a task, routing a task, or setting a vacation period, see "Working on Tasks in Process Workspace," in *Oracle Fusion Middleware User's Guide for Oracle Business Process Management*.
15. For more information on understanding, navigating, and setting your preferences in Oracle Business Process Workspace, see "Getting Started with Process Workspace," in *Oracle Fusion Middleware User's Guide for Oracle Business Process Management*.

16. You have completed the **Understanding Oracle Financial Reports Approval Pages** topic.

### **Starting Oracle Financial Reports Approval**

Oracle Financial Reports Approval (FRA) runs on Microsoft Internet Explorer 8.0 (or later), Chrome 11.x, or Mozilla Firefox 4.x (or later). You need a valid Oracle Business Process Management Workspace URL, user ID, and password to access Oracle FRA. Contact your system administrator for the URL and your login credentials.

In this topic, you will see how to log into Oracle Business Process Management Workspace and access Oracle Financial Reports Approval.

#### ***Procedure: Starting Oracle Financial Reports Approval***

1. To begin, enter **http://server name:port/bpm/workspace** in your web browser.  
  
Replace server name and port with the server name and port number you received from your administrator.  
  
The Oracle Business Process Workspace **Sign In** page opens.
2. Enter your username and password in the respective fields, then click **Login**.
3. You are now logged into Oracle Business Process Management Workspace.
4. Click the **Applications** link to access any Oracle Process Accelerator implemented by your organization and that you have permissions to.
5. Use the **Manage Investigations** link to access Oracle Financial Reports Approval.
6. You have completed the **Starting Oracle Financial Reports Approval** topic.

## Using Oracle Financial Reports Approval

This section is intended for financial risk experts, financial analysts, financial reporting and preparation, financial risk expert management, and financial leadership.

Upon completion of this section, you will be able to:

- Create a financial report schedule.
- Update a financial report schedule.
- Submit a financial report draft.
- Create a financial report investigation.
- Resolve a financial report investigation.
- Approve a financial report investigation.
- Complete the review of the financial report in Excel.
- Submit the signoff pack.
- Approve the signoff pack as credit risk management.
- Approve the signoff pack as financial leadership.

### Creating a Financial Report Schedule

As a financial risk expert, you initiate the Oracle Financial Reports Approval (FRA) process by creating a financial report schedule. You can determine the time period and frequency of financial report schedules and set the milestones for each stage within the process.

In this topic, you will create and delete a financial report schedule.

#### ***Procedure: Creating a Financial Report Schedule***

1. Begin by navigating to the **Manage Schedules** page.  
Click the **Links** link.
2. Use the **Manage Financial Reports** link to access the **Manage Schedules** page.  
Click the **Manage Financial Reports** link.
3. Use the **Financial Reporting Schedules** page to add a financial reporting schedule or manage an existing one.

The screenshot displays the Oracle Financial Reports Approval application. The main window is titled "ORACLE Financial Reports Approval" and shows a user logged in as "jcooper". The interface is divided into two main sections: "Financial Reporting Schedules" and "Milestones".

**Financial Reporting Schedules**

Type	Legal Entity	Division	Product Scope	Frequency	Active	Schedule ID
FSA04	OrganizationalUnit	Non Core	Finance	Weekly	<input checked="" type="checkbox"/>	FSA04NONCORE201309161
FSA045	OrganizationalUnit	Insurance	Retail Mortgages	Weekly	<input checked="" type="checkbox"/>	FSA045INSURANC201309162
FSA04	OrganizationalUnit	UK Retail	Retail Mortgages	Weekly	<input checked="" type="checkbox"/>	FSA04UKRET201309173
FSA04	OrganizationalUnit	Insurance	Finance	Weekly	<input checked="" type="checkbox"/>	FSA04INSURANC201309244

**Milestones**

Milestone	Milestone Label	Default Start Day	Default Escalation Day	Changed By
Default Start Day	Start Day	16		
Default Draft Submission Day	Draft Submission Day	16	16	
Default Review Start Day	Review Start Day	16	16	
Default Review Close Day	Review Close Day	16	16	
Default Final Approval Preparation Start Day	Approval Pack Preparation Start	16	16	
Default Final Approval Submission Day	Approval Pack Submission	16	16	
Default Final Approval Start Day	Final Approval Start	16	16	
Default Final Approval End Day	Final Approval End	16	16	
Default Close Day	Close Day	16	16	

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4. First, add a financial reporting schedule.  
Click the **Add** button.
5. Click the **Type** list.
6. Click the **FSA04** list item.
7. Click the **Legal Entity** list.
8. Click the **OrganizationalUnit** list item.
9. Click the **Division** list.
10. Click the **Wealth** list item.
11. Click the **Product Scope** list.
12. Click the **Finance** list item.
13. The **Frequency** of a particular schedule will determine the periodic initiation of the process depending on the specified **Default Start Day**.  
Click the **Frequency** list.
14. Click the **Weekly** list item.
15. Use the **Milestones** panel to edit default start and escalation days through each step of the process. Escalation dates are only supported for the fields **Default Draft Submission Day**, **Default Financial Approval Start**, and **Default Financial Approval End**. In a weekly schedule, Sunday is day 1.  
Click the **Default Start Day** cell.

16. Click in the **Default Start Day** field.
17. Enter the desired information into the **Default Start Day** field. Enter "2".
18. Click the **Default Start Day** cell.
19. Click in the **Default Start Day** field.
20. Enter the desired information into the **Default Start Day** field. Enter "4".
21. Click in the **Default Escalation Day** field.
22. Enter the desired information into the **Default Escalation Day** field. Enter "5".
23. Click the **Default Start Day** cell.
24. Click in the **Default Start Day** field.
25. Enter the desired information into the field. Enter "3".
26. In this example, the rest of the fields have been completed for you.
27. Save the new financial report schedule.  
  
Click the **Save** button.
28. The new financial report schedule is now added.
29. There are two types of delete, a hard delete and soft delete.  
  
A hard delete removes the financial reporting schedule from the database table, provided it is not being used by a report.  
  
First, perform a hard delete on a **Weekly** financial reporting schedule.  
  
Click an entry in the row.
30. Click the **Delete** button.
31. Click the **OK** button.
32. The **Weekly** financial reporting schedule is now deleted.
33. A soft delete inactivates a financial reporting schedule already in use. The system will not automatically launch a new financial reporting process for inactivated schedules on the start day milestone.  
  
Next, perform a soft delete on the **Wealth** reporting schedule.  
  
Click the **Active** option.
34. The **Wealth** financial report schedule is now inactive.
35. Click the **Save** button.
36. You have completed the **Creating a Financial Report Schedule** topic.

## Updating a Financial Report Schedule

As a financial risk expert, you can update an existing financial report schedule. For instance, imagine that a business requirement states that the review start day must proceed the review close day by at least 24 hours. As the financial risk expert, you must modify the financial report schedule to reflect this change.

In this topic, you will modify a financial report schedule.

### Procedure: Updating a Financial Report Schedule

1. Begin by navigating to the **Manage Schedules** page.  
Click the **Links** link.
2. Use the **Manage Financial Reports** link to access the **Manage Schedules** page.  
Click the **Manage Financial Reports** link.
3. Use the **Financial Reporting Schedules** page to add a new financial reporting schedule or manage an existing one.

The screenshot shows the Oracle Financial Reports Approval interface. The main window is titled "Financial Reporting Schedules" and contains two tables. The top table, "Schedules", lists various financial reporting schedules with columns for Type, Legal Entity, Division, Product Scope, Frequency, Active status, and Schedule ID. The bottom table, "Milestones", lists various milestones with columns for Milestone, Milestone Label, Default Start Day, Default Escalation Day, and Changed By. The "Default Start Day" cell in the "Start Day" row of the milestones table is highlighted.

Type	Legal Entity	Division	Product Scope	Frequency	Active	Schedule ID
FSA04	UK Retail	Insurance	Finance	Monthly	<input checked="" type="checkbox"/>	FSA04INSURANC201306091
FSA045	UK Retail	Non Core	Retail Mortgages	Monthly	<input checked="" type="checkbox"/>	FSA045NONCORE20130609
FSA04	UK Retail	Wealth	Finance	Monthly	<input checked="" type="checkbox"/>	FSA04WEALTH201306123
FSA04	UK Retail	Non Core	Finance	Weekly	<input checked="" type="checkbox"/>	FSA04NONCORE201306144

Milestone	Milestone Label	Default Start Day	Default Escalation Day	Changed By
Default Start Day	Start Day	10		James Cooper
Default Draft Submission Day	Draft Submission Day	10		James Cooper
Default Review Start Day	Review Start Day	10		James Cooper
Default Review Close Day	Review Close Day	10		James Cooper
Default Final Approval Preparation Start Day	Approval Pack Preparation Start	10		James Cooper
Default Final Approval Submission Day	Approval Pack Submission	10		James Cooper
Default Final Approval Start Day	Final Approval Start	10		James Cooper
Default Final Approval End Day	Final Approval End	10		James Cooper
Default Close Day	Close Day	10		James Cooper

4. In this example, you will modify the Default Start Day of a financial reporting schedule. Select the financial reporting schedule you want to modify.

Click an entry in the row.

5. Click the **Default Start Day** cell.
6. Click in the **Default Start Day** field.
7. Enter the desired information into the **Default Start Day** field. Enter "6".
8. Click the **Save** button.

9. The **Default Start Day** is now modified.
10. You have completed the **Updating a Financial Report Schedule** topic.

## Submitting a Financial Report Draft

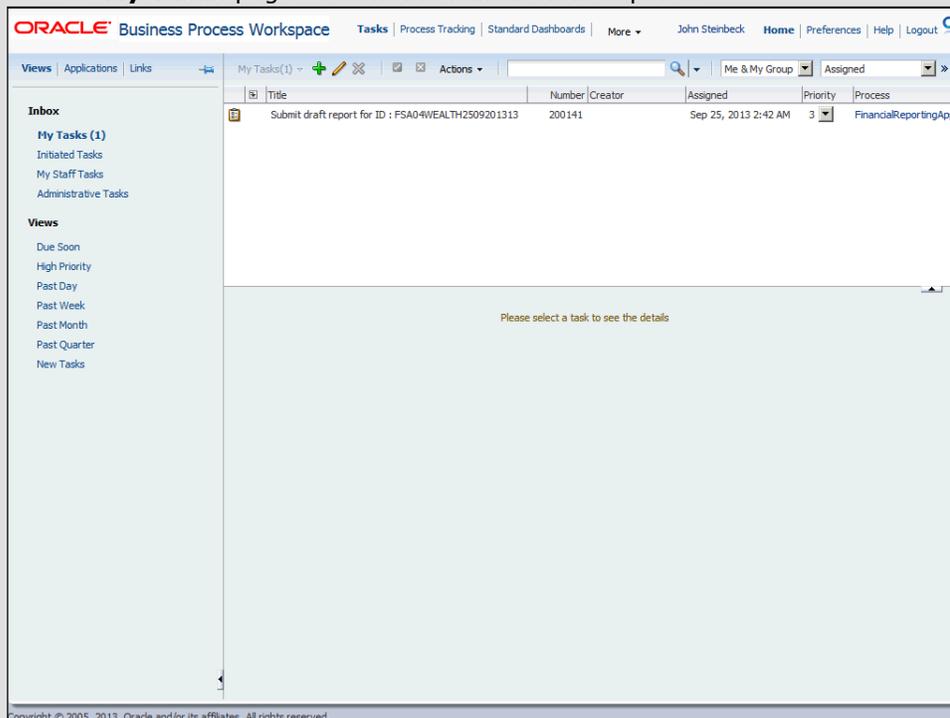
As a financial analyst, you use Financial Reports Approval to submit a financial report draft after a financial report is generated automatically, for a new schedule. Financial analysts can belong to different legal entities, divisions, and products. The draft report is a Microsoft Office Excel document. You upload the file from your computer and initiate the review process for this document, which makes it available for creating and managing investigations.

In this topic, you will upload a draft report and specify its status as Draft for Review.

### Procedure: Submitting a Financial Report Draft

1. The **My Tasks** page automatically opens after you log into Oracle Business Process Management Workspace.

Use the **My Tasks** page to view and submit draft reports.



2. After the creation of a new financial report for a schedule, a draft report must be submitted.

Click the task to open it in the **Task Details** section. Double-click the task to open in a new window. In this example, you will double-click the task.

Double-click the **Task** object.

3. Use the **Submit draft report for ID: Report ID** page to submit the draft report.

Submit draft report for ID : FSA04WEALTH2509201313 ? Actions Submit

**Financial Report**

Schedule Type: FSA04	Period: 92013
Legal Entity: OrganizationalUnit	Report ID: FSA04WEALTH2509201313
Division: Wealth	Owner: James Cooper
Product Scope: Finance	Status: DRAFT

Milestones **Documents**

**Documents** + x

Document Title	Document Status	Requested Date	Due Date	Received Date	Document Link	Entered By
No data to display						

**Comments** 

No data to display

4. First, add the draft report document.  
Click the **Add** button.
5. Click in the **Document Title** field.
6. Enter the desired information into the **Document Title** field. Enter "**FR for this week**".
7. At the outset of each financial report process, the draft report must be subject to review.  
Click the **Document Status** list.
8. Click the **Draft for Review** list item.
9. You must upload a document from either your computer or from a content server. In this example, you will add a document from your computer.  
**Note:** The maximum file size of the document must not exceed 20MB.  
Click the **Settings** button.
10. Click the **Add** list item.
11. Use the **Add Attachment** dialog box to add a draft report. You can upload a file from your computer or from a content server. The option **From local file system** is selected by default.
12. Use the **Browse** button to access and upload a file from your computer. In this example, a file has already been uploaded for you.
13. After the upload is complete, you can optionally name your file.  
Click in the **Name** field.

14. Enter the desired information into the **Name** field. Enter "**FR for this week**".
15. Click the **OK** button.
16. The draft report is now uploaded. You can access this document at any time by downloading it.
17. Use the **Save** command on the **Actions** menu to save this draft report without submitting it.
18. In this example, you will submit the draft report.  
  
Click the **Submit** button.
19. After submitting a draft report, it automatically disappears from your task list.
20. You have completed the **Submitting a Financial Report Draft** topic.

## Creating a Financial Report Investigations

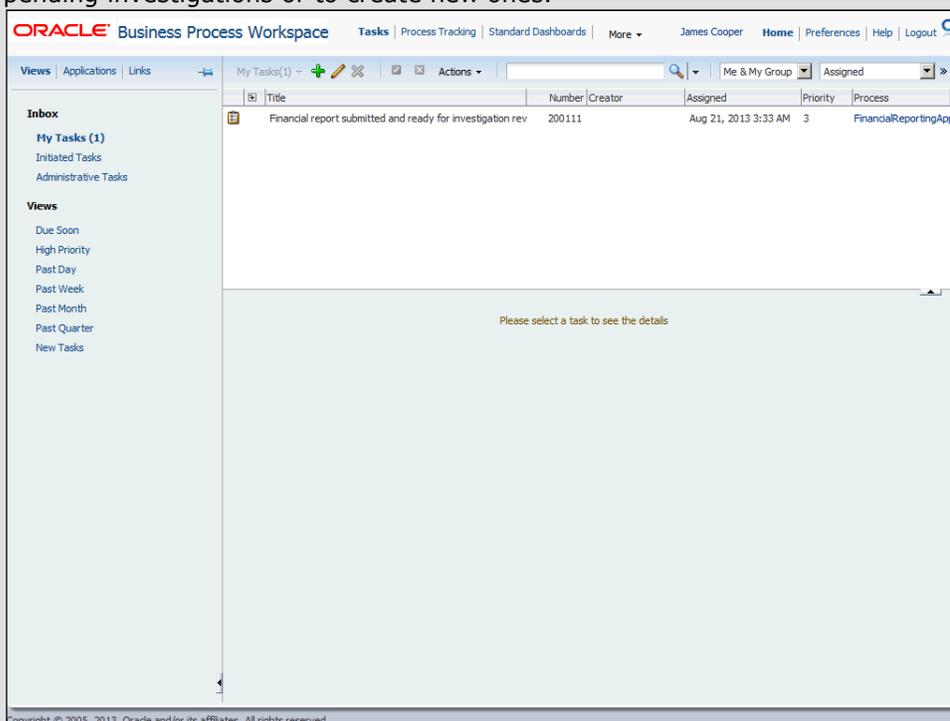
Once the financial analyst has uploaded a financial report draft, the review stage commences. As a financial risk expert, you review the financial report draft and check for any inconsistencies. In doing so, you can create financial report investigations to seek clarifications.

In this topic, you will create a financial report investigation.

### **Procedure: Creating a Financial Report Investigations**

1. The **My Tasks** page automatically opens after you log into Oracle Business Process Management Workspace.

Use the **My Tasks** page to navigate to the **Manage Investigations** page to view pending investigations or to create new ones.



2. Select the financial report task you want to view.

Click the task to open it in the **Task Details** section. Double-click the task to open in a new window. In this example, you will click the task.

Click the **Task** object.

3. The **Task Details** section indicates that the financial report draft can be accessed through the **Applications** link.
4. Begin by navigating to the **Manage Investigations** page.

Click the **Applications** link.

5. Click the **Manage Investigations** link.
6. Use the **Manage Investigations** page to create and manage investigations in a draft report.

7. You can select a report ID by searching for it.

Click the **Search** button.

8. You can search with all fields having a value, narrowing the search, or you can search with all fields blank, widening the search.

Click the **Search** button.

9. The search lists financial reports that match your criteria.

10. Select the financial report you want to act upon.

Click an entry in the row.

11. Click the **Select** button.

12. The draft report you select shows up in the **Review** tab. You can download this document after checking it out, so it is not available to other users while you are using it to create or manage investigations.
13. Click the **Settings** menu.
14. Click the **Check Out** list item.
15. A green check mark indicates that the document is checked out. Other users cannot checkout the document while it is in use.
16. First, save the document to your local directory.  
Click the **FR for this week** link.
17. Once you save the file on your computer, access it, and open the file. The **Oracle PA** tab has preconfigured settings that permit you to manage investigations.  
**Note:** You must ensure that Macros are enabled on Microsoft Excel to see this tab.  
Click the **Oracle PA** tab.
18. Use the **Financial Investigations** section to create and manage investigations.
19. Select a cell where you want to open an investigation.  
Click the cell.
20. To create a new financial investigation, use the **Create** button. You can submit more than one investigation for a financial report.  
Click the **Create** button.
21. Specify your query and ask for any details needed to help resolve the investigation.  
Click in the **Enter Investigation remarks** field.
22. Enter the desired information into the **Enter Investigation remarks :** field. Enter **"Explain the inconsistency here."**
23. Click the **OK** button.
24. When you create an investigation, an ID is automatically assigned to it.  
Click the **OK** button.
25. Cells are color coded to indicate the progression of the investigation through its various stages.
26. At this stage, you must save all your changes and go back to your browser to check in the document.  
Click the **Settings** menu.
27. Click the **Check In** list item.
28. Use the **CheckIn Document** dialog box to upload the revised document.
29. In this example, a file has already been uploaded for you.  
Click the **OK** button.

30. The investigation you created appears in the **Investigations** panel.
31. Click the **OK** button.
32. You have completed the **Creating Financial Report Investigations** topic.

## Resolving a Financial Report Investigation

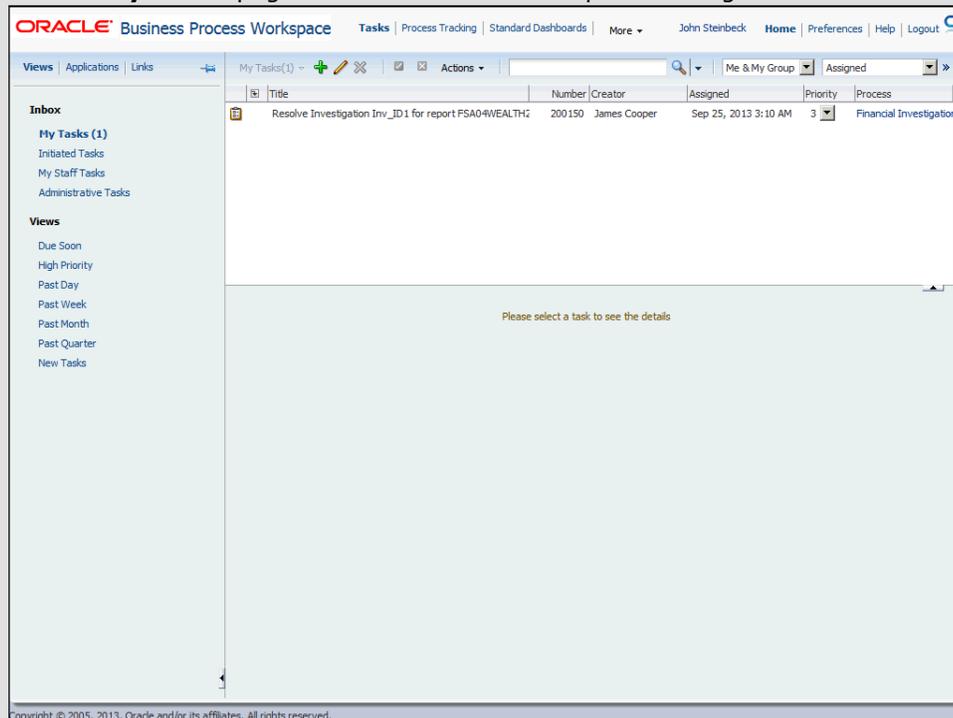
After a financial report is created, a financial expert reviews the investigation comments and processes the investigation. She can resolve the investigation, if the discrepancy is explainable. Once this task is completed, it is routed back to the financial risk expert for approval.

In this topic, you will resolve an investigation.

### Procedure: Resolving a Financial Report Investigation

1. The **My Tasks** page automatically opens after you log into Oracle Business Process Management Workspace.

Use the **My Tasks** page to resolve a financial report investigation.

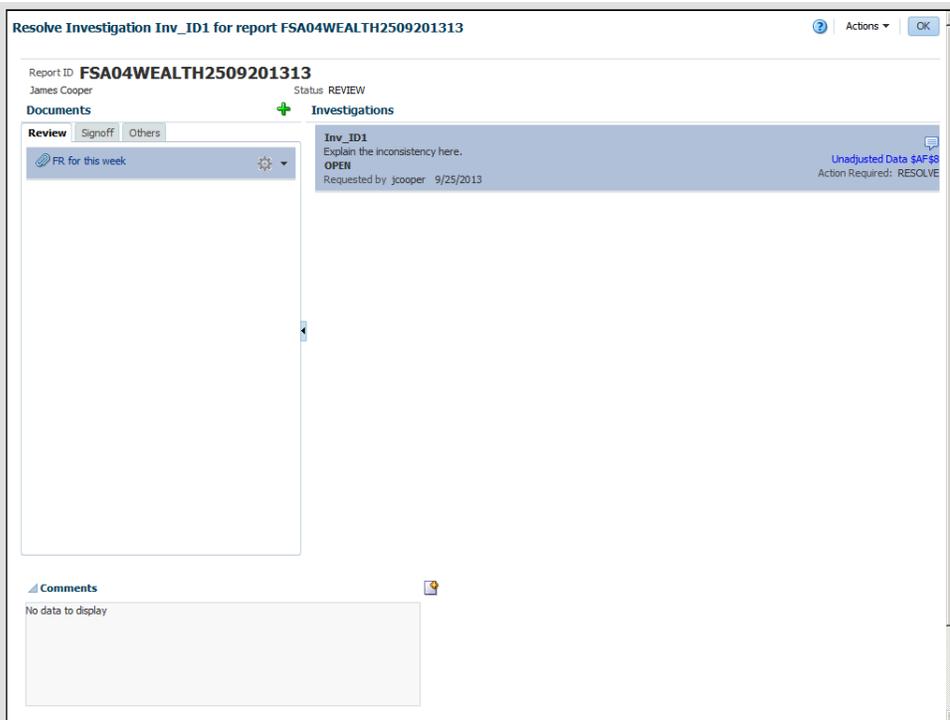


2. Select the investigation task you want to resolve.

Click the task to open it in the **Task Details** section. Double-click the task to open in a new window. In this example, you will double-click the task.

Double-click the **Task** object.

3. Use the **Resolve Investigation Investigation\_ID for report Report ID** page to resolve newly opened, or re-opened investigations.



4. To access the financial report, you must first check out the document, and save it locally on your computer.

Click the **Settings** menu.

5. Click the **Check Out** list item.
6. A green check mark indicates that the document is checked out. Other users cannot check out the document while it is in use.
7. First, save the document to your local directory.

Click the **FR for this week** link.

8. Once you save the file on your computer, access it, and open the file. The **Oracle PA** tab has preconfigured settings that permit you to manage investigations. This is an example financial report draft.

**Note:** You must ensure that Macros are enabled on Microsoft Excel to see this tab.

Click the **Oracle PA** tab.

9. Hovering your mouse over the cell shows you the comment entered by the financial risk expert.

Point to the cell.

10. The investigation comments are shown.
11. You decide that this inconsistency is explainable.

Click the **Resolve** button.

12. Click in the **Enter remarks for Inv\_ID1** field.

13. Enter the desired information into the **Enter remarks for Inv\_ID2** field. Enter "**Stock market fluctuations**".
14. Click the **OK** button.
15. The selected investigation is now resolved.
16. Click the **OK** button.
17. Once approved, the cell is color coded to show the task's progression into the **Resolved** status.
18. At this stage, you must save all your changes and go back to your browser to check in the document.  
  
Click the **Settings** menu.
19. Click the **Check In** list item.
20. Use the **CheckIn Document** dialog box to upload the revised document.
21. In this example, a file has already been uploaded for you.  
Click the **OK** button.
22. The **Investigations** panel marks **INV\_ID1** as **Resolved**.
23. Click the **OK** button.
24. You have completed the **Resolving a Financial Report Investigation** topic.

## Approving a Financial Report Investigation

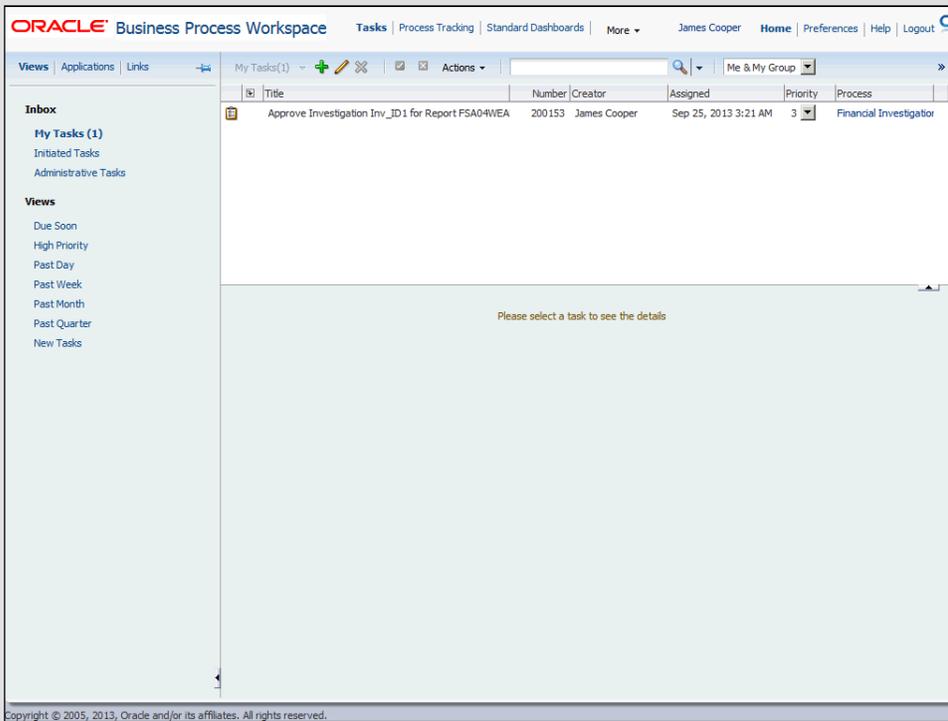
Once the financial analyst resolves an investigation, the financial risk expert evaluates the investigation results and approves them if they are satisfactory.

In this topic, you will approve a financial report investigation.

### ***Procedure: Approving a Financial Report Investigation***

1. The **My Tasks** page automatically opens after you log into Oracle Business Process Management Workspace.

Use the **My Tasks** page to approve a financial report investigation.

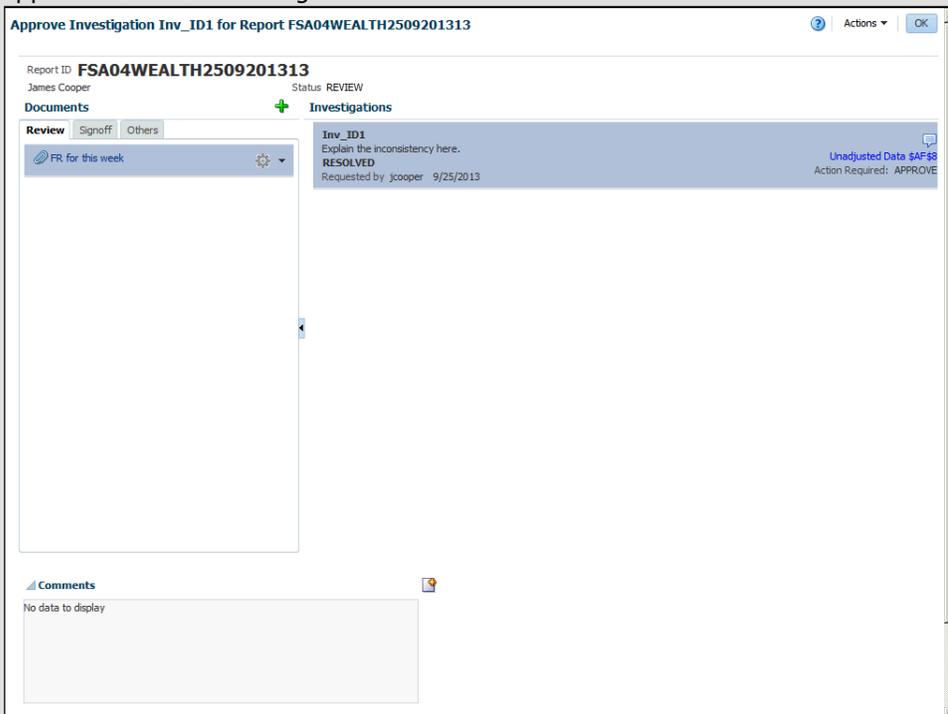


2. Select the investigation task you want to approve.

Click the task to open it in the **Task Details** section. Double-click the task to open in a new window. In this example, you will double-click the task.

Double-click the **Task** object.

3. Use the **Approve Investigation *Investigation\_ID* for Report *Report ID*** page to approve resolved investigations.



- To access the financial report, you must first check out the document, and save it locally on your computer.

Click the **Settings** menu.

- Click the **Check Out** list item.

- Once you save the file on your computer, access it, and open the file. The **Oracle PA** tab has preconfigured settings that permit you to manage investigations.

**Note:** You must ensure that Macros are enabled on Microsoft Excel to see this tab.

Click the cell where an investigation is in the resolved status.

Click the **Oracle PA** tab.

Exposure At Default			Expected Loss			B2 Credit RWA			B1 Credit RW	
MAY-12	APR-12	Mvmt	MAY-12	APR-12	Mvmt	MAY-12	APR-12	Mvmt	MAY-12	A
£	£	£%	£	£	£%	£	£	£%	£	£
6,706,071	6,762,098	(0.8) %	123,373	112,902	9.3 %	5,770,948	5,900,011	(2.2) %		3,279,099
		(1.2) %	904,402,158		0.1 %			0.1 %		
		0.0 %	613,454,018		2.5 %			3.9 %		
12,354,087	29,308,405	(57.8) %	138,175	159,830	(13.5) %	3,758,168	5,892,686	(36.2) %		6,107,875
42,461,405	43,202,317	(1.7) %	805,516	803,602	0.2 %	23,287,448		(2.6) %		24,317,462
66,852,357	67,315,315	(0.7) %	16,086,022		1.3 %	111,274,285		(10.9) %		50,130,064
72	41	75.0 %		0	66.7 %		20	11		14
30,098,291	30,377,783	(0.9) %			0.0 %	43,079,299		1.0 %		29,326,133
0	0	0.0 %			0.0 %		0	0		0
0	0	0.0 %			0.0 %		0	0		0
686,622		100.0 %			0.0 %		686,622	100.0 %		690,660
1,275,564		100.0 %			0.0 %		446,447	100.0 %		1,286,896
33,031,559	33,750,419	(2.1) %	8,813,703	8,802,858	0.1 %	27,971,059		(2.1) %		32,259,102
		(0.3) %	501,222,140		(3.0) %			(2.8) %		
		0.2 %	379,093,251		(11.8) %			(1.7) %		
1,164,247	1,208,257	(3.6) %	490,035	509,250	(3.8) %	150,618	158,114	(4.7) %		1,456,308
16,915,287	12,590,068	34.4 %	1,010,036	161,274	526.3 %	19,219,010		18.3 %		16,087,520
1,384,078	1,400,365	(1.2) %			0.0 %	2,076,117	2,100,547	(1.2) %		1,384,078
289,505,767		(3.1) %			0.0 %	217,129,326		(3.1) %		283,884,752
240,343,036		(1.9) %			0.0 %	84,120,063		(1.9) %		120,171,518
14,041	13,883	1.1 %	3,173	3,200	(0.9) %	25,126	24,617	2.1 %		6,402
		0.1 %	2,425,641,601		(0.0) %			(1.0) %		

- Hovering your mouse over the cell shows you the comment entered by the financial analyst.

- You decide that the investigation resolution is satisfactory.

Click the **Approve** button.

- Enter your final comments.

Click in the **Enter remarks for Inv\_ID2** field.

- Enter the desired information into the field. Enter "**Good to go**".

- Click the **OK** button.

- Click the **OK** button.

- Once approved, the cell is color coded to show the task's progression into the **Approved** status.

14. At this stage, you must save all your changes and go back to your browser to check in the document.

Click the **Settings** menu.

15. Click the **Check In** list item.

16. Use the **CheckIn Document** dialog box to upload the revised document.

17. In this example, a file has already been uploaded for you.

Click the **OK** button.

18. The investigation is now in the **Approved** status.

19. Click the **OK** button.

20. You have completed the **Approving a Financial Report Investigation** topic.

## Completing the Review of a Financial Report in Excel

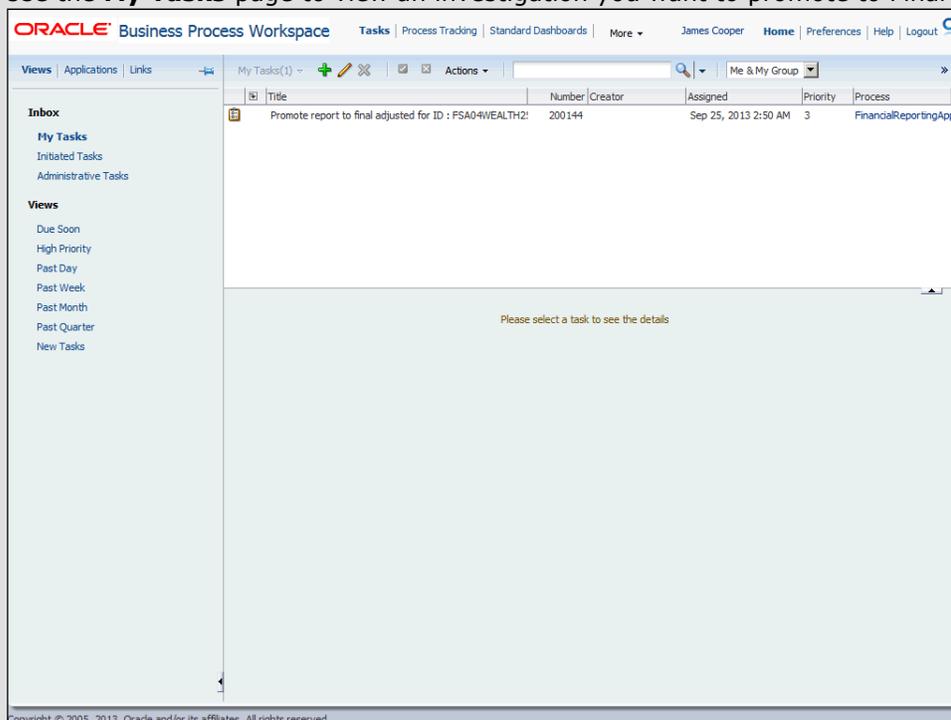
Once an investigation is approved and the review close day arrives, it is routed to the financial risk expert. As a financial risk expert, you can approve investigation resolutions, and choose which Excel report to promote to Final Adjusted. The Final Adjusted Excel report includes all modifications driven by previous investigations, and is used as input for producing the Signoff Pack.

In this topic, you will promote the status of a financial report to Final Adjusted.

### ***Procedure: Completing the Review of a Financial Report in Excel***

1. The **My Tasks** page automatically opens after you log into Oracle Business Process Management Workspace.

Use the **My Tasks** page to view an investigation you want to promote to Final Adjusted.



2. Select the investigation task you want to promote to Final Adjusted.

Click the task to open it in the **Task Details** section. Double-click the task to open in a new window. In this example, you will double-click the task.

Double-click the **Task** object.

3. Use the **Promote Report to final adjusted for ID: ID** page to promote an approved financial report to the status of Final Adjusted.

The screenshot displays a web interface for promoting a report. At the top, the title is "Promote report to final adjusted for ID : FSA04WEALTH2509201313". Below this, the report ID "FSA04WEALTH2509201313" and the name "James Cooper" are shown. The status is "FROZEN". There are two main sections: "Documents" and "Investigations". Under "Documents", there is a "Review" tab with sub-tabs "Signoff" and "Others". A document "Inv\_ID1" is listed under "Investigations" with the text "Explain the inconsistency here." and "APPROVED". Below the document list, there is a "Comments" section with the text "No data to display".

4. Note that the current status is **Frozen**. After review, and before the submission of the signoff pack, a document is in this status so the financial risk expert can promote the appropriate document to Final Adjusted.

5. The credit risk reviews all financial reports, and selects one to promote to the final adjusted status. In this example, only one financial report is available.

Click the **Promote to Final Adjusted** button.

6. Confirm that you want to promote the selected Microsoft Excel document to Final Adjusted.

Click the **OK** button.

7. Click the **Submit** button.

8. You have completed the **Completing the Review of a Financial Report in Excel** topic.

## Submitting the Signoff Pack

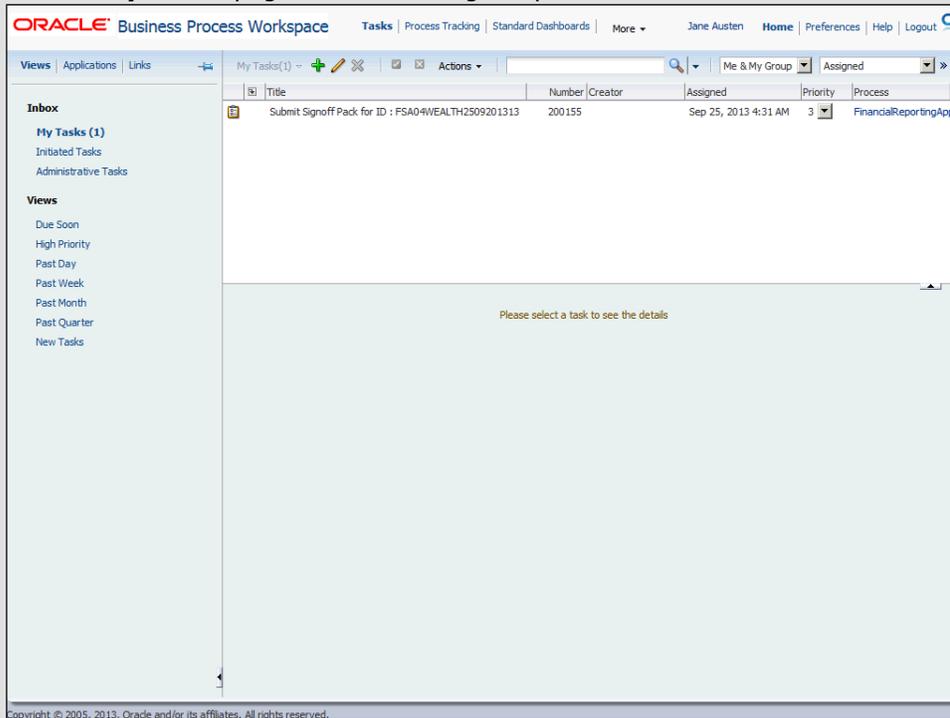
Once a financial report has been promoted to Final Adjusted, an individual in the financial reporting preparation role creates a signoff pack with the results of financial report investigations and all supporting information. The signoff pack is usually a PDF document, but can be any document type.

In this topic, you will upload a signoff pack and change the status of the financial report to Signoff Pack.

**Procedure: Submitting the Signoff Pack**

1. The **My Tasks** page automatically opens after you log into Oracle Business Process Management Workspace.

Use the **My Tasks** page to submit a signoff pack.



2. Select the signoff pack task you want to submit.

Click the task to open it in the **Task Details** section. Double-click the task to open in a new window. In this example, you will double-click the task.

Double-click the **Task** object.

3. Use the **Submit Signoff Pack for ID: ID** page to submit the signoff pack for a financial report.

**Submit Signoff Pack for ID : FSA04WEALTH2509201313** ? Actions Submit

**Financial Report**

Schedule Type: FSA04	Period: 92013
Legal Entity: OrganizationalUnit	Report ID: FSA04WEALTH2509201313
Division: Wealth	Owner: James Cooper
Product Scope: Finance	Status: APPROVALPREP

Milestones **Documents**

Document Title	Document Status	Requested Date	Due Date	Received Date	Document Link	Entered By
FR for this week	Final Adjusted	9/25/2013	9/26/2013	9/25/2013	FR for	John Steinbeck

**Comments**

No data to display

4. Review the financial report before creating a signoff pack. To review, download the financial report using the Settings menu. Once you review the financial report, create a signoff pack in PDF format
5. Upload the PDF document you have prepared as the Signoff Pack.  
Click the **Add** button.
6. Click in the **Document Title** field.
7. Enter the desired information into the **Document Title** field. Enter "**Signoff Pack**".
8. Change the status of the financial report to Signoff Pack.  
Click the **Document Status** list.
9. Click the **Signoff Pack** list item.
10. Upload the signoff pack.  
Click the **Settings** menu.
11. Click the **Add** list item.
12. Use the **Add Attachment** dialog box to add a draft report.
13. In this example, a Signoff Pack has already been uploaded for you.  
Click the **OK** button.
14. Click the **Submit** button.
15. You have completed the **Submitting the Signoff Pack** topic.

## Approving the Signoff Pack as Credit Risk Management

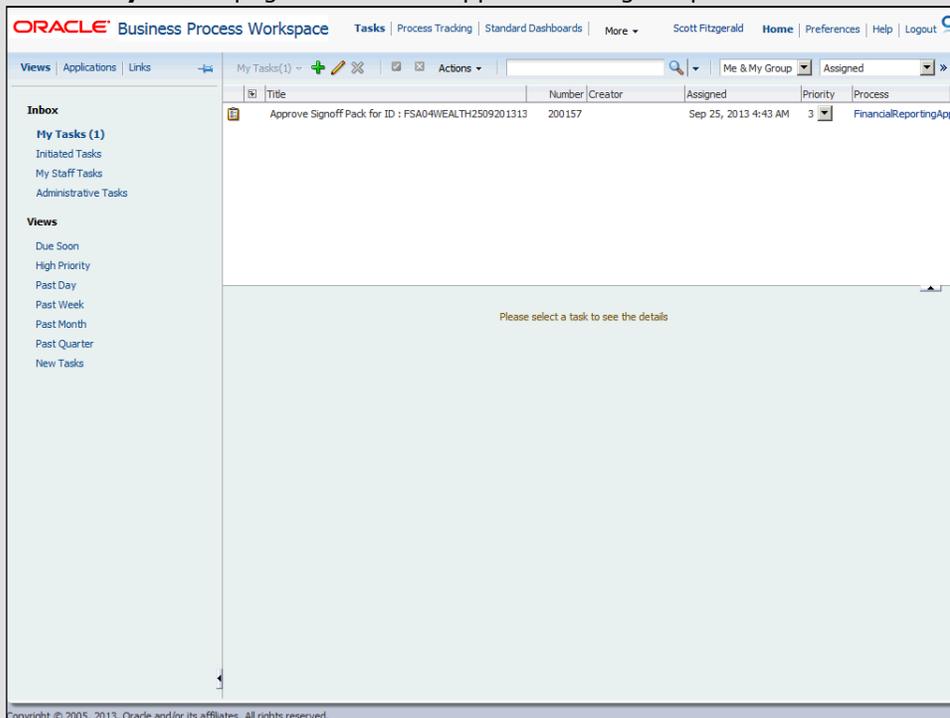
Once the financial reporting and preparation prepares and submits the signoff pack, it is routed to the credit risk management or financial risk expert management for review and approval.

In this topic, you will review and approve a signoff pack.

### Procedure: Approving the Signoff Pack as Credit Risk Management

1. The **My Tasks** page automatically opens after you log into Oracle Business Process Management Workspace.

Use the **My Tasks** page to view and approve the signoff pack.



2. Select the signoff pack task you want to approve.

Click the task to open it in the **Task Details** section. Double-click the task to open in a new window. In this example, you will double-click the task.

Double-click the **Task** object.

3. Use the **Approve Signoff Pack for ID:ID** page to approve the signoff pack for a financial report.

**Approve Signoff Pack for ID : FSA04WEALTH2509201313** ? Actions ▼ Approve Reject

**Financial Report**

Schedule Type: FSA04      Period: 92013  
 Legal Entity: OrganizationalUnit      Report ID: FSA04WEALTH2509201313  
 Division: Wealth      Owner: James Cooper  
 Product Scope: Finance      Status: APPROVALREADY

Milestones + ✖ **Documents**

Document Title	Document Status	Requested Date	Due Date	Received Date	Document Link	Entered By
FR for this week	Final Adjusted <span>▼</span>	9/25/2013	9/26/2013	9/25/2013	<a href="#">FR for</a> <span>⚙️</span> <span>▼</span>	John Steinbeck
Signoff Pack	Signoff Pack	9/25/2013	9/26/2013	9/25/2013	<a href="#">Signoff</a> <span>⚙️</span> <span>▼</span>	Jane Austen

**Comments** 📎

No data to display

4. Notice that the status of the financial report is now **APPROVALREADY**.
5. Review the financial report before approving it. To review, download the financial report using the **Document Link**.
6. Once you have reviewed the signoff pack, and have decided that it is satisfactory, you approve it.  
Click the **Approve** button.
7. You have completed the **Approving the Signoff Pack as Credit Risk Management** topic.

### Approving the Signoff Pack as Financial Leadership

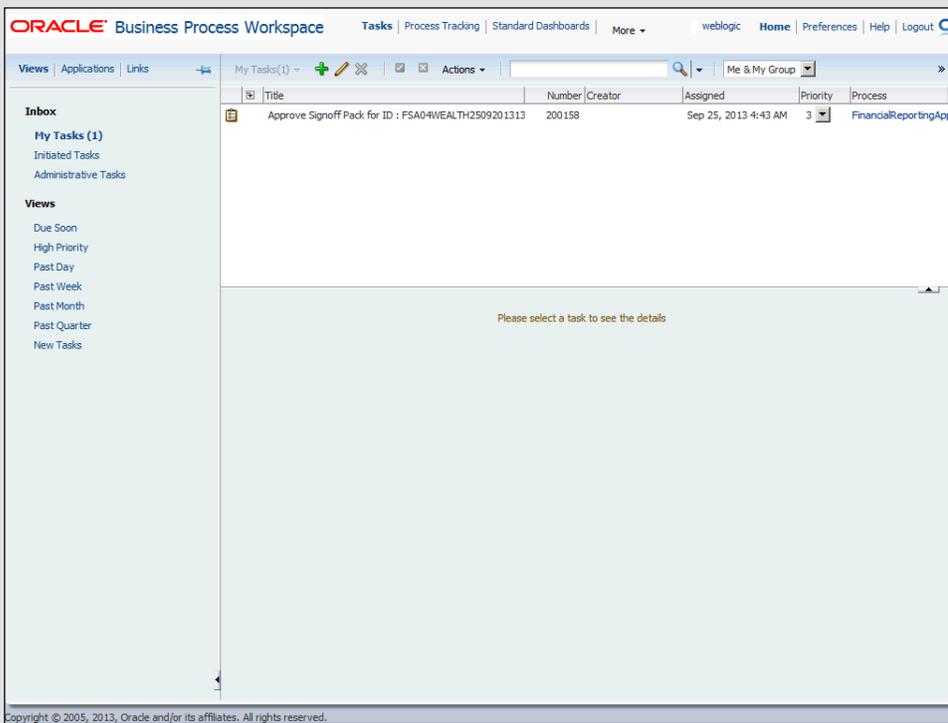
After the signoff pack has been approved by the credit risk management, the financial leadership reviews and approves it. There can be multiple approvers for the signoff pack.

In this topic, you will review and approve a signoff pack, as financial leadership.

#### **Procedure: Approving the Signoff Pack as Financial Leadership**

1. The **My Tasks** page automatically opens after you log into Oracle Business Process Management Workspace.

Use the **My Tasks** page to view and approve the signoff pack.

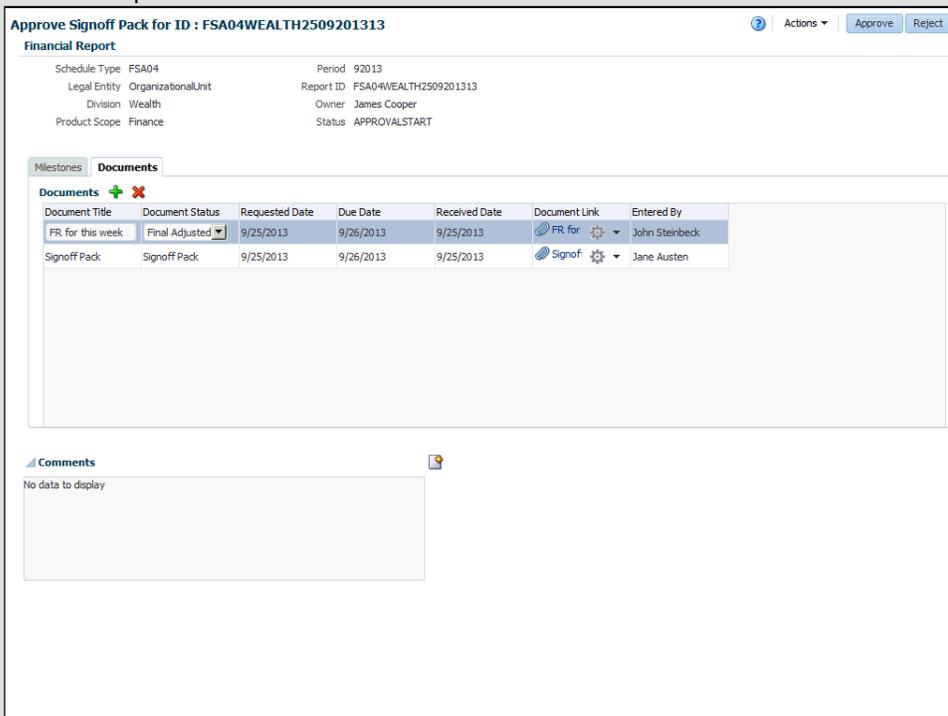


2. Select the signoff pack task you want to approve.

Click the task to open it in the **Task Details** section. Double-click the task to open in a new window. In this example, you will double-click the task.

Double-click the **Task** object.

3. Use the **Approve Signoff Pack for ID:ID** page to approve the signoff pack for a financial report.



4. Notice that the status of the financial report is now **APPROVALSTART**.
5. Review the financial report before approving it. To review, download the financial report using the **Document Link**.
6. Once you have reviewed the signoff pack, and have decided that it is satisfactory, you perform the final approval.  
  
Click the **Approve** button.
7. You have completed the **Approving the Signoff Pack as Financial Leadership** topic.

## Administering Oracle Financial Reports Approval

This section is intended for administrators who maintain Oracle Financial Reports Approval (FRA).

As an administrator, you can install Oracle FRA and begin using the process accelerator as delivered. You can also modify Oracle FRA to fit the needs of your organization. This section covers the data elements you can modify.

Upon completion of this section, you will be able to:

- Maintain lookup type codes.
- Maintain global lookup type codes.
- Describe the Evaluation Completion Ruleset.
- Describe the Oracle Financial Reports Approval reports.

### Maintaining Lookup Type Codes

Lookup type codes specify values used in financial reports. Oracle Financial Reports Approval ships with seeded values for lookup type codes. The seeded values are:

Financial Report Schedule Type

- FSA04
- FSA045

Financial Report State

- New
- Draft
- DraftComplete
- Review
- Frozen
- ApprovalPrep
- ApprovalReady
- ApprovalStart
- ApprovalEnd
- Approved
- Closed

Investigation State

- New
- Open
- Created
- Withdrawn
- Claimed

- Resolved
- Approved
- MoreInfo

#### Document Type

- DraftReview
- AdjustedReview
- FinalAdjusted
- SupportingDoc
- SignoffPack

#### Document Status

- Received
- Requested
- Not Submitted

#### Division

- UK Retail
- Insurance
- Wealth
- Non Core

#### Product Scope

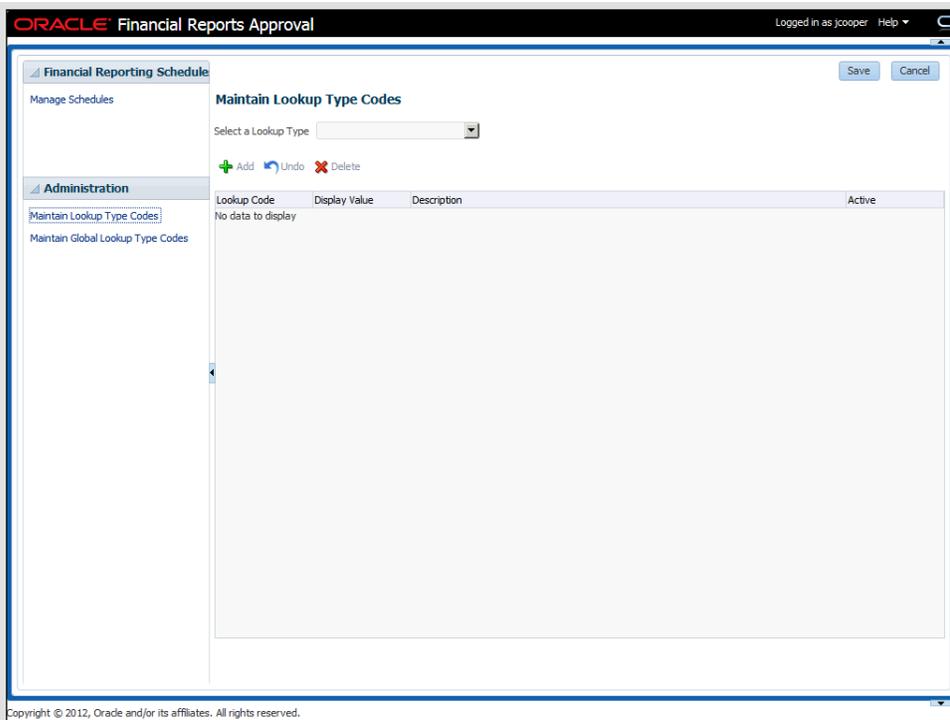
- Retail Mortgages
- Finance

You can add additional lookup type codes to meet your organization's needs.

In this topic, you will modify lookup type code options.

#### ***Procedure: Maintaining Lookup Type Codes***

1. Begin by navigating to the **Maintain Lookup Type Codes** page.  
Click the **Links** link.
2. Click the **Manage Financial Reports** link.
3. Click the **Maintain Lookup Type Codes** link.
4. Use the **Maintain Lookup Type Codes** page to modify the lookup type codes made available when creating or reviewing a financial report schedule.



5. Click the **Select a Lookup Type** list.
6. These are the lookup types shipped with Oracle FRA. You modify all lookup types using the same steps. In this topic, you will modify **Product Scope**.  
Click the **Product Scope** list item.
7. First, add a new Lookup Type Code.  
Click the **Add** button.
8. **Lookup Codes** are unique keys in the data tables and built into the logic of Oracle FRA.  
Click in the **Lookup Code** field.
9. A **Lookup Code** can be upper or lower case.  
Enter the desired information into the **Lookup Code** field. Enter "**NONPROFIT**".
10. Click in the **Display Value** field.
11. Enter the desired information into the **Display Value** field. Enter "**Non-profit organizations**".
12. Use the **Description** field to add an optional description.  
Click in the **Description** field.
13. Enter the desired information into the **Description** field. Enter "**Also non-governmental organizations**".
14. You can reverse any modifications to a single selected row using the **Undo** button. To save the modification, you would click **Save** instead.

Click the **Save** button.

15. There are two types of delete, a hard delete and soft delete.

A hard delete removes the lookup type code from the database table, provided it is not used in a financial report.

First, perform a hard delete on the code **NONPROFIT**.

Click the **Delete** button.

16. Confirm that you want to delete the **NONPROFIT** lookup type code.

Click the **Yes** button.

17. The **NONPROFIT** lookup code is now deleted.

18. A soft delete inactivates a lookup type code already used in financial reporting schedules. Inactivated codes are not displayed as options for creating or updating financial reporting schedules.

Next, perform a soft delete on the **RETMORTGAGES** code.

Click the **Active** option.

19. Click the **Save** button.

20. The **FINANCE** code is now inactive.

21. You have completed the **Maintaining Lookup Type Codes** topic.

## Maintaining Global Lookup Type Codes

Global lookup type codes specify global values used in financial reports. Oracle Financial Reports Approval ships with seeded values for global lookup type codes. The seeded values are:

Yes/No Values

- Yes
- No

Person Title

- Mr
- Mrs
- Miss

Priority

- High
- Medium
- Low

### Gender

- Male
- Female
- Unknown

### Race

- Caucasian
- Hispanic
- African American

### Marital Status

- Married
- Unmarried
- Divorced
- Other

### Nationality

- Indian
- American

### Frequency

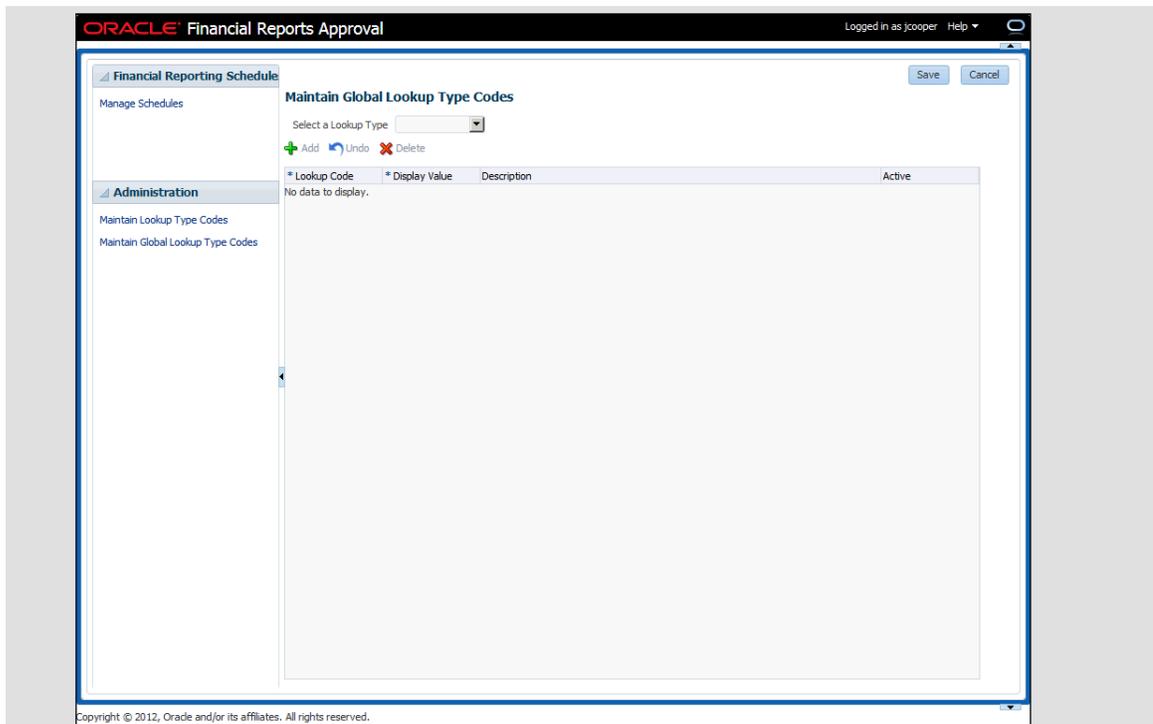
- Monthly
- Quarterly
- Yearly
- Weekly

You can add additional global lookup type codes to meet your organization's needs.

In this topic, you will modify global lookup type code options.

### ***Procedure: Maintaining Global Lookup Type Codes***

1. Begin by navigating to the **Maintain Global Lookup Type Codes** page.  
Click the **Links** link.
2. Click the **Manage Financial Reports** link.
3. Click the **Maintain Global Lookup Type Codes** link.
4. Use the **Maintain Global Lookup Type Codes** page to modify the lookup type codes made available when creating or reviewing financial reporting schedules.



5. Click the **Select a Lookup Type** list.
6. These are the lookup types shipped with Oracle FRA. You modify all lookup types using the same steps. In this topic, you will modify **Nationality**.  
Click the **Nationality** list item.
7. First, add a Lookup Type Code.  
Click the **Add** button.
8. **Lookup Codes** are unique keys in the data tables and built into the logic of Oracle FRA.  
Click in the **Lookup Code** field.
9. A **Lookup Code** can be upper or lower case.  
Enter the desired information into the **Lookup Code** field. Enter "**SG**".
10. Click in the **Display Value** field.
11. Enter the desired information into the **Display Value** field. Enter "**Singaporean**".
12. Use the **Description** field to add an optional description.  
Click in the **Description** field.
13. Enter the desired information into the **Description** field. Enter "**The country and state of Singapore**".
14. You can reverse any modifications to a single selected row using the **Undo** button. To save the modification, you would click **Save** instead.  
Click the **Save** button.

15. The **Singapore** lookup code is now added.

16. There are two types of delete, a hard delete and soft delete.

A hard delete removes the lookup type code from the database table, provided it is not used in a financial report.

First, perform a hard delete on the code **SG**.

Click the **Delete** button.

17. Confirm that you want to delete the **SG** lookup type code.

Click the **Yes** button.

18. The **SG** lookup code is now deleted.

19. A soft delete inactivates a lookup code already used in financial reporting schedules. Inactivated codes are not displayed as options for creating or updating financial reporting schedules.

Next, perform a soft delete on the **IND** code.

Click the **Active** option.

20. Click the **Save** button.

21. The **IND** code is now inactive.

22. You have completed the **Maintaining Global Lookup Type Codes** topic.

## Understanding the Evaluate Completion Ruleset

You must have a solid working knowledge of Oracle SOA Suite, Oracle BPM Suite, and Oracle Business Rules before modifying any business rules. For information on these products, see:

- *Oracle Fusion Middleware User's Guide for Oracle Business Rules*
- *Oracle Fusion Middleware Administrator's Guide for Oracle SOA Suite and Oracle Business Process Management Suite*

Oracle Financial Reports Approval uses the Evaluate Completion Decision Table, in the Evaluation Completion Ruleset, to determine whether to change the status of a financial report to the FROZEN state. This decision table includes conditions and actions as its rows and rules as its columns. The rules test the values of the conditions and set corresponding values for the actions. The rules must account for all possible combinations of values of all conditions in the table.

Upon submission of a financial report, the rules engine tests each condition. If a combination of condition values matches a rule, the corresponding actions are taken. The Evaluate Completion Decision Table explains each condition, its rules, and the actions to execute. Following the table is an example scenario explaining how a financial report is processed based on the given condition and action.

**Evaluate Completion Decision Table**

		R1	R2
Conditions	CurrentDate.date <= EvaluateCompletionRuleInputBOType.approvalPackPrepDate.toGregorianCalendar()	True	False
Actions	ruleOutput:String	Delay	Complete

If there are open investigations at the end of a review and the approval preparation time period hasn't begun, the Evaluate Completion Ruleset determines if a financial report moves into the FROZEN state. If the current date is the same as the approval pack preparation date, or if it precedes it, a delay of one day is set for reviews. This continues until the date of approval preparation and then the financial report is moved to the FROZEN state, regardless of whether there are open investigations.

You can modify the existing ruleset, condition, or actions. Take caution before modifying a condition or action because it can require source code changes. To modify the ruleset, conditions, or actions, see "Editing Rules in an Oracle Business Rules Dictionary at Run Time," in *Oracle Fusion Middleware User's Guide for Oracle Business Rules*.

**Understanding Oracle Financial Reports Approval Reports**

This section is intended for administrators tracking financial reporting analytics and financial report investigations.

You must have a solid working knowledge of Oracle Business Activity Monitoring (BAM) before creating or editing the Oracle Financial Reports Approval (FRA) reports and dashboards. For information on creating and editing Oracle BAM reports, see "Creating and Managing Reports," in *Oracle Fusion Middleware User's Guide for Oracle Business Activity Monitoring*.

This section covers the Oracle BAM dashboards and reports delivered with Oracle FRA. Oracle Financial Reports Approval includes one dashboard, the FRA Dashboard, with three reports. These reports use information from financial reports submitted in Oracle FRA, and the investigations opened against them.

**FRA Dashboard**

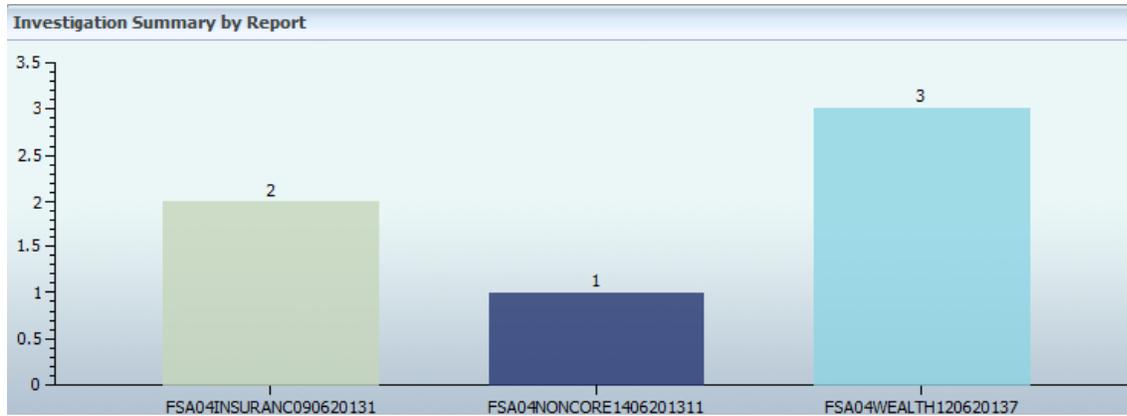
The FRA Dashboard consists of three reports, the FR Analytics report, the Investigation Activity Monitoring report, and the Alerts report. The FR Analytics report and Investigation Activity Monitoring report consist of views that provide statistical insight into financial reports and investigations through count views, tables, and charts. The Alerts report is a standalone report that tracks outstanding tasks beyond their default start days. The following provides an explanation and a sample image of the reports and views.

FR Analytics

The FR Analytics report consists of three views. They provide real-time statistical charts that track the resolution process of financial report investigations. You can refine your results using the Legal Entity, Organizational Scope, and FR Schedule filters located above the views. The following provides an explanation and a sample image of the views.

Investigation Summary by Report

The Investigation Summary by Report view is a bar chart that displays the last 13 financial report processes on the X-axis and the number of investigations on the Y-axis. On top of each bar is a label with the count of the number of investigations displayed.



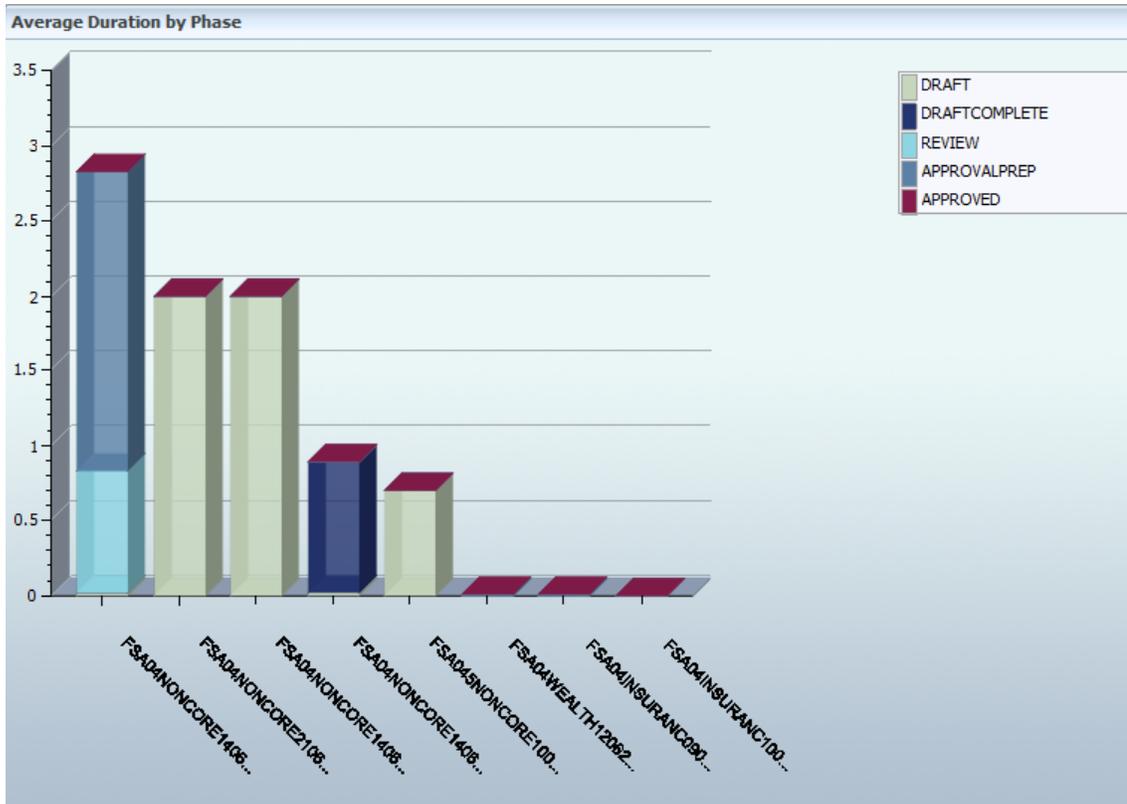
Average Investigation Resolution Time

The Average Investigation Resolution Time view is a bar chart that displays the last 13 financial report processes on the X-axis and the average resolution time in days on the Y-axis.



Average Duration by Phase

The Average Duration by Phase view is a stacked 3D bar chart that displays the average duration of each phase for each financial report process. The X-axis maps the last 13 financial report processes and the Y-axis maps the duration in days for each phase, including the escalation time. Each bar is color coded to show the progression of the financial report through its state.



**Investigation Activity Monitoring**

The Investigation Activity Monitoring report consists of four views. They provide real-time statistical charts, tables, and alerts that track investigations for a specific financial report. You can refine your results using the Legal Entity, Organizational Scope, FR Schedule, FR ID, and Investigation State filters located above the views. The following provides an explanation and a sample image of the views.

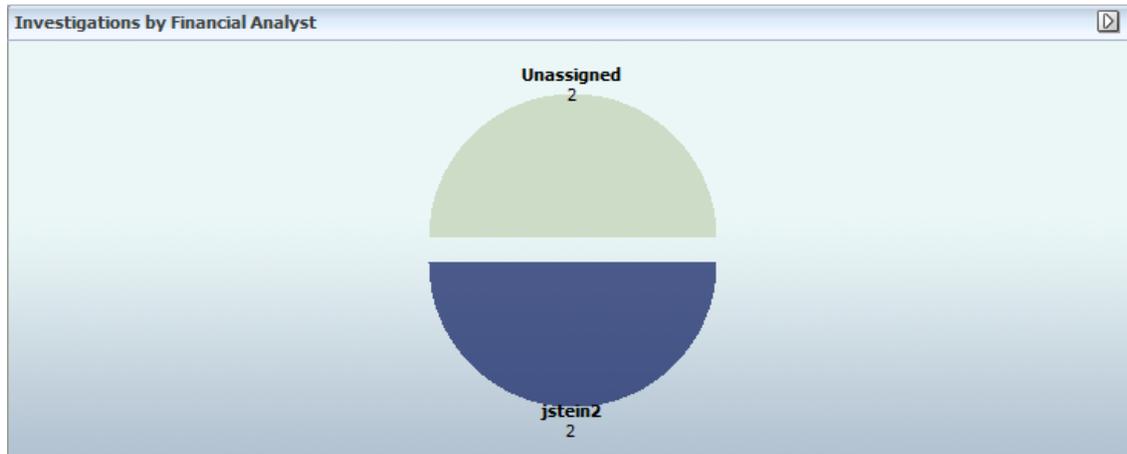
Investigation Activity

The Investigation Activity view is a streaming list that lists all financial report investigations sorted with the most recent update on top. There are five columns that track the progression of the investigation. From left to right, they are, Report ID, Investigation ID, Title, State, and Date Created.

Investigation Activity				
REPORT ID	INVESTIGATION ID	TITLE	STATE	DATE CREATED
FSA04UKRET2709201316	Inv_ID1		OPEN	9/27/2013 2:21:18 AM
FSA04UKRET2709201316	Inv_ID2		OPEN	9/27/2013 2:21:18 AM

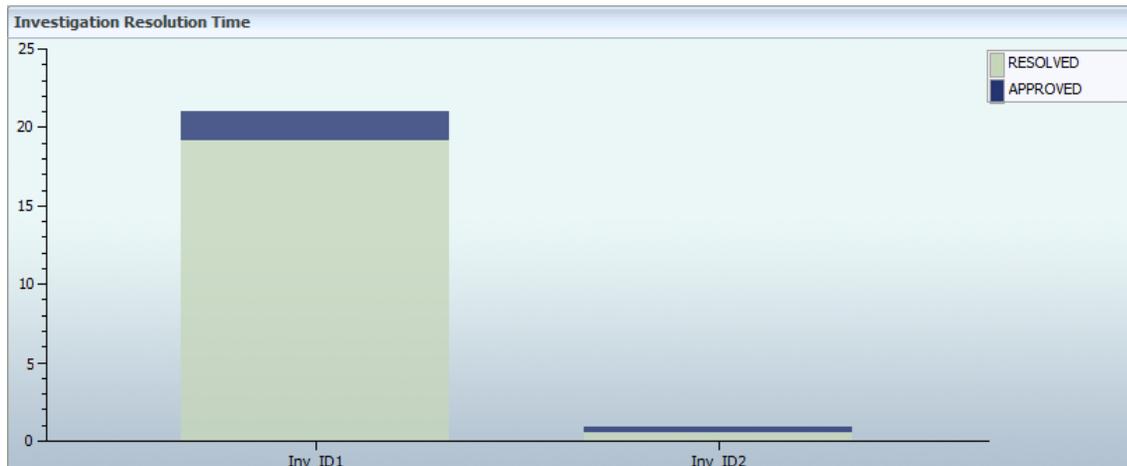
Investigations by Financial Analyst

The Investigations by Financial Analyst view is a pie chart that show the number of investigations each financial analyst is assigned to. Each slice is labeled with the count of investigations. Unassigned investigations are shown as a separate slice.



**Investigation Resolution Time**

The Investigation Resolution Time view is a stacked bar chart that tracks the duration of each investigation until it is resolved and approved. The X-axis maps investigations ordered by the creation date. The Y-axis maps the elapsed time. The bars are color coded to show their progression through the stages of investigation.



**Alerts**

The Alerts report is a table that tracks escalations, unclaimed incidents two days after their creation dates, and incidents open at the Frozen status after two days. It consists of two columns, the Message Text column on the left and the Received Date column on the right.

Alerts	
MessageText	ReceivedDate
Unassigned Investigations for FRID : FSA04WEALTH120620137 , Investiga	6/14/2013 2:34:15 AM
Unassigned Investigations for FRID : FSA04INSURANC090620131 , Investig	6/11/2013 12:00:07 AM
Unassigned Investigations for FRID : FSA04WEALTH120620137 , Investiga	6/14/2013 12:00:04 AM

## Delivered Documentation

This section provides a complete list of the delivered documentation for Oracle Financial Reports Approval (FRA).

The delivered documents are:

**Oracle Fusion Middleware Installation Guide for Oracle Process Accelerators** - This content provides instructions for installing any Oracle Process Accelerator.

**Oracle Fusion Middleware Extensibility Guide for Oracle Process Accelerators** - This content provides information about customizing and extending Oracle Process Accelerators.

**Oracle Process Accelerators Known Issues** - This content provides information about the known issues with any Oracle Process Accelerator.

**Oracle Fusion Middleware User's Guide for Oracle Financial Reports Approval Process Accelerator** - This content provides information on how to use and modify Oracle Financial Reports Approval Process Accelerator. The content of this manual is also available in the following formats:

- Process Accelerator Help system
- User Productivity Kit (UPK) demo
- UPK source content

**Process Accelerator Help System** - The Help system is available when you launch the  or the **User Productivity Kit** link from the process accelerator Help menu.

**UPK Demo** - You can use the User Productivity Kit demo for training or presentation purposes while installing the process accelerator. To utilize the UPK demo, unzip the **PAacronymUPKDemo.zip** file and distribute the PlayerPackage directory and its contents to those who need training; or place the PlayerPackage directory and its contents on a web server and provide the URL to its location. The **play.exe** file launches the UPK Player.

**UPK Source Content** - If you have a licensed version of Oracle User Productivity Kit you can modify the UPK content using the **UPKSource.zip** file. Use the following steps to deploy your modified UPK content as the Help for the Process Accelerator.

1. Unzip **UPKSource.zip**.
2. In UPK Developer, import the **PAacronymUPKSourceContent.odarc** file you want to modify.
3. Modify and publish your updated content to the Player.
4. Rename the **PlayerPackage** directory to **PAacronymUPK**.
5. Convert the **PAacronymUPK** directory and its contents into a web application archive (war) file called **PAacronymUPK.war**.
6. On your Oracle WebLogic Server, navigate to **\$PA\_HOME/pa/src/PAacronym/UPKObjects**, rename **PAacronymUPK.war** to **PAacronymUPK.warORIG**.
7. Copy your new **PAacronymUPK.war** to **\$PA\_HOME/pa/src/PAacronym/UPKObjects**.
8. Navigate to **\$MW\_HOME/user\_projects/domains/soainfra/servers/AdminServer/upload/PAacronymUPK/app**, rename **PAacronymUPK.war** to **PAacronymUPK.warORIG**.
9. Copy your new **PAacronymUPK.war** to **\$MW\_HOME/user\_projects/domains/soainfra/servers/AdminServer/upload/PAacronymUPK/app**.

10. In Oracle WebLogic Server Administration Console, navigate to the **Domain Structure** navigation tree, click **Deployments**.
11. On the **Summary of Deployments** page, select the **PAacronymUPK** check box, and click **Update**.
12. On the **Update Application Assistant** page, change the **Source Path** to the location you extracted the **PAacronymUPK.war** file to.
13. Click **Next, Next**, then **Finish**.
14. Launch the Process Accelerator Help to view the updated documentation.