How to Create a BI Publisher Report in Oracle Fusion

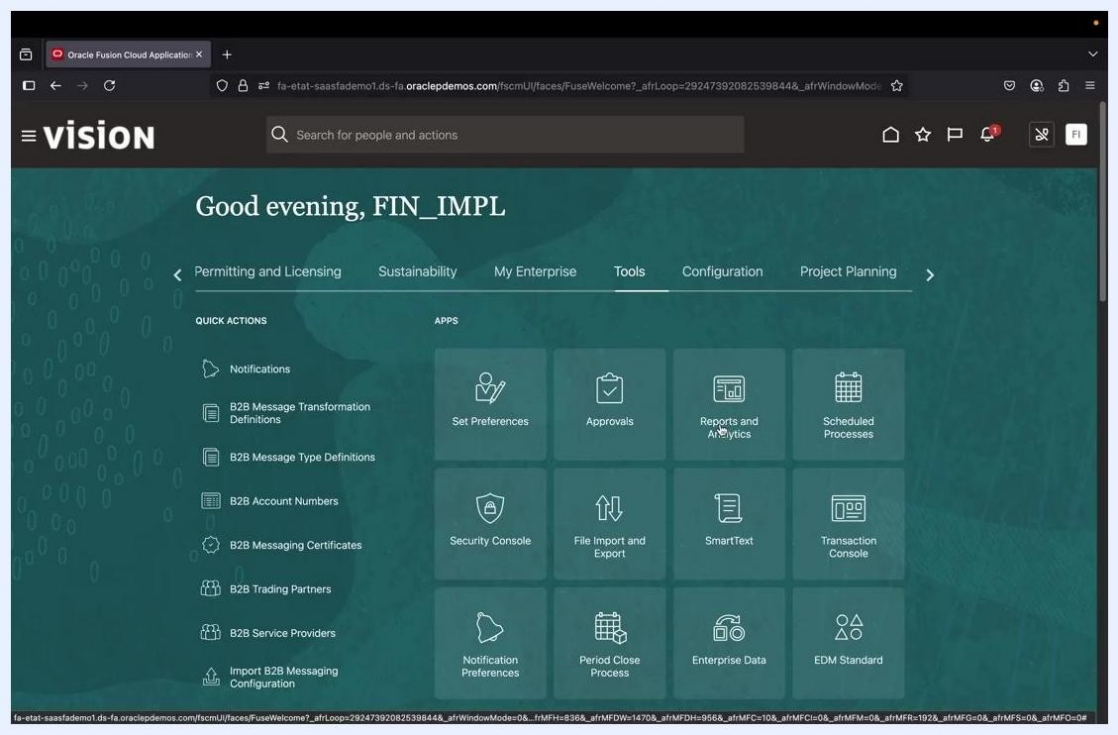
This guide walks you through how to create a BI Publisher report in Oracle Fusion, starting from logging in to the application through building a data model with a SQL query, generating an RTF layout, and locating your finished report in the catalog. By the end of this guide, you will have a working data model and a saved report that you can run and manage from the Oracle Fusion catalog.

Prerequisites

- Access to an Oracle Fusion Applications Cloud instance with a valid User ID and password.
- Permissions to create and save data models and reports in Reports and Analytics.
- A SQL query ready to use as the data source for your report.

Step 1: Log in to Oracle Fusion Applications Cloud

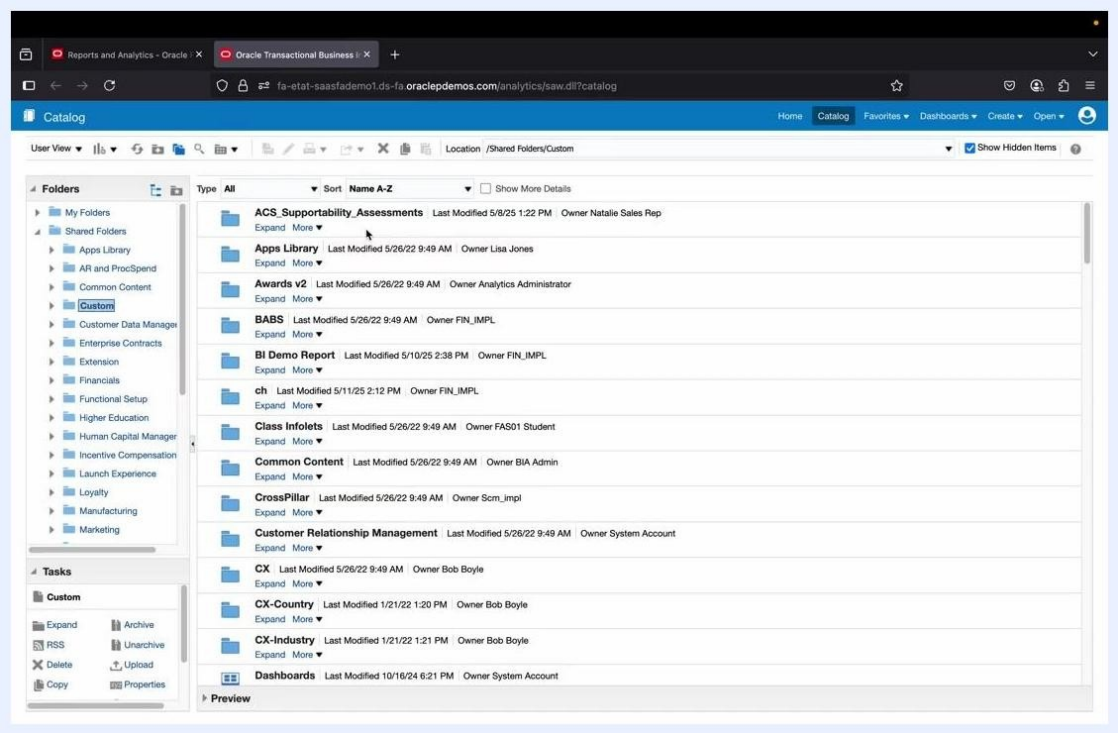
Open your web browser and navigate to your Oracle Fusion instance login page. Enter your User ID in the provided field, then enter your password and click the login button.



Oracle Applications Cloud login screen with a User ID dropdown and password field

Step 2: Confirm the home screen

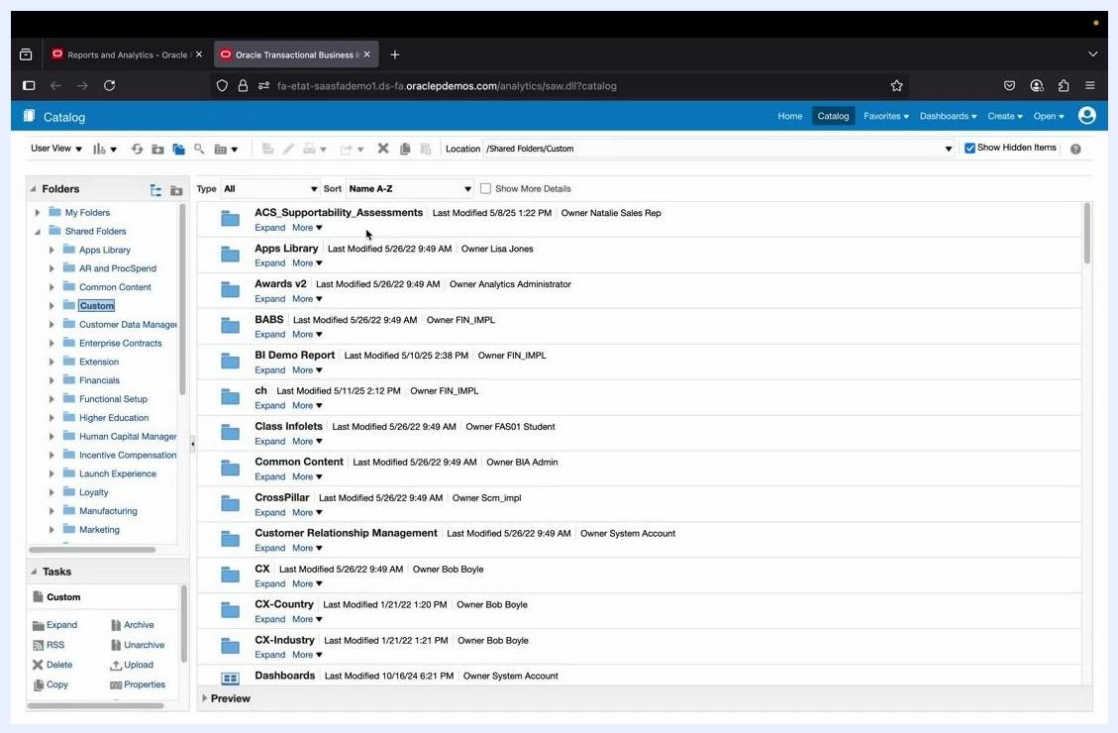
After logging in, you land on the Oracle Fusion home screen. Confirm you are on the correct page by checking for a greeting message such as "Good evening, [Your User ID]."



Oracle Fusion home screen showing a greeting message and main navigation tabs

Step 3: Open Reports and Analytics

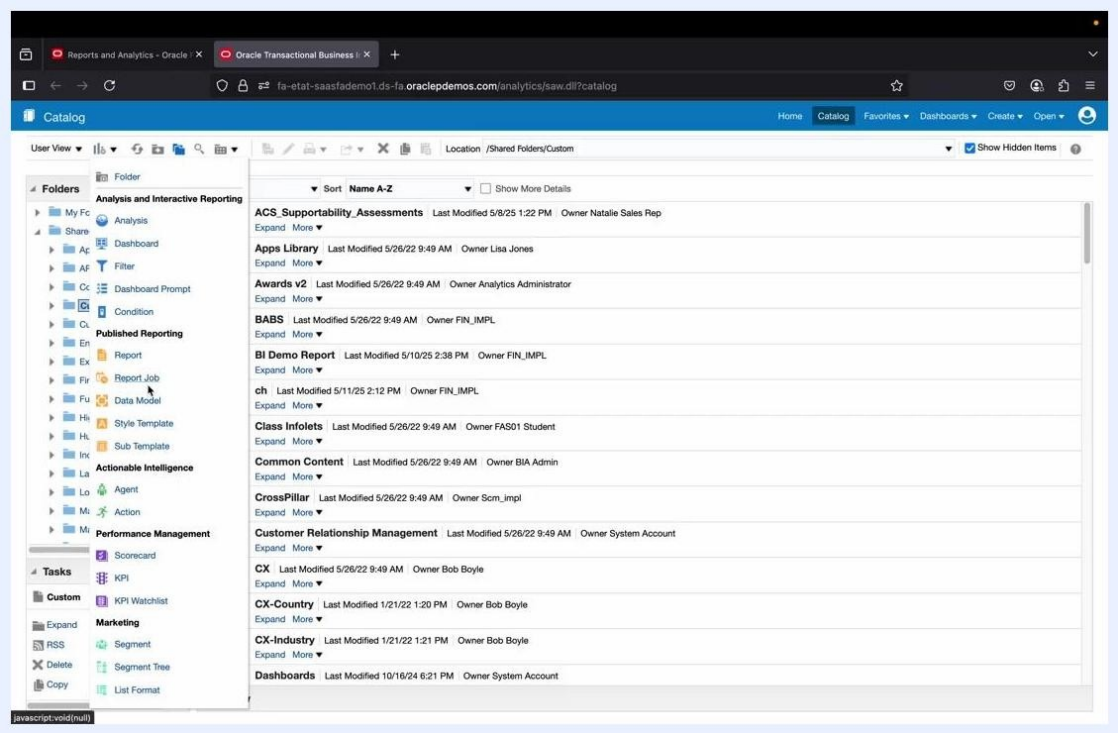
On the home screen, locate the top navigation bar and click the Tools tab to expand the available applications. In the Tools section, find and click the Reports and Analytics tile.



Tools section with the Reports and Analytics tile highlighted

Step 4: Browse the catalog and select Data Model

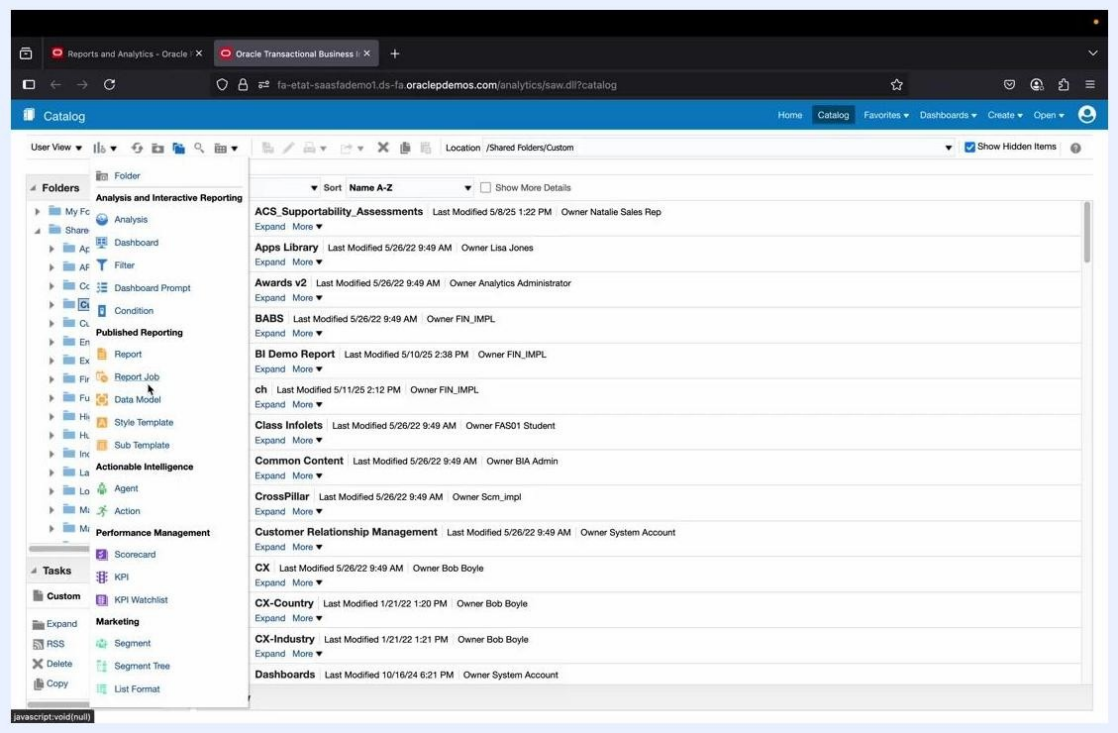
Click Browse Catalog to open the catalog screen, which displays a list of folders and available reports and data models. In the left sidebar, under "Published Reporting," click Data Model to begin creating a new one.



Catalog screen with the Data Model option highlighted in the sidebar

Step 5: Add a new SQL Query data set

In the Data Model editor, click the plus (+) icon to add a new data set, then select SQL Query from the dropdown menu as the data set type.



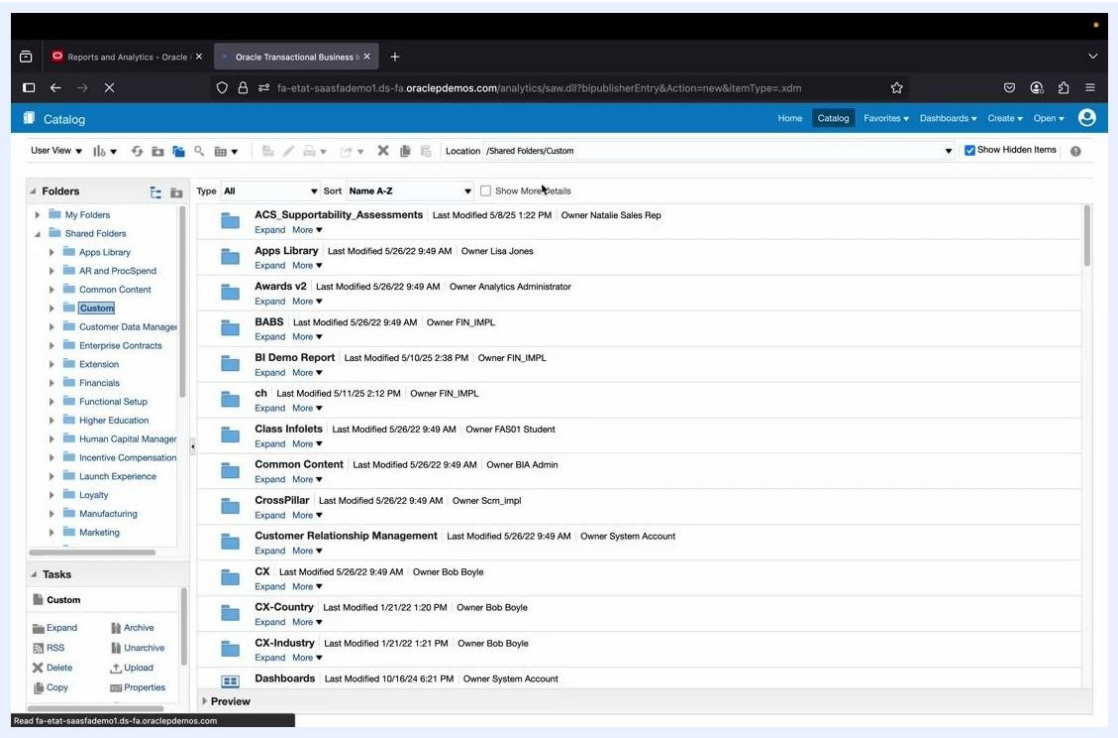
Data Model editor with SQL Query selected from the new data set menu

Step 6: Configure the SQL Query data set

In the "New Data Set - SQL Query" dialog, fill in the following fields:

- Name: a descriptive name for your data set (for example, main)
- Data Source: the source to query (for example, ApplicationDB_FSCM)
- Type of SQL: the SQL type (for example, Standard SQL)

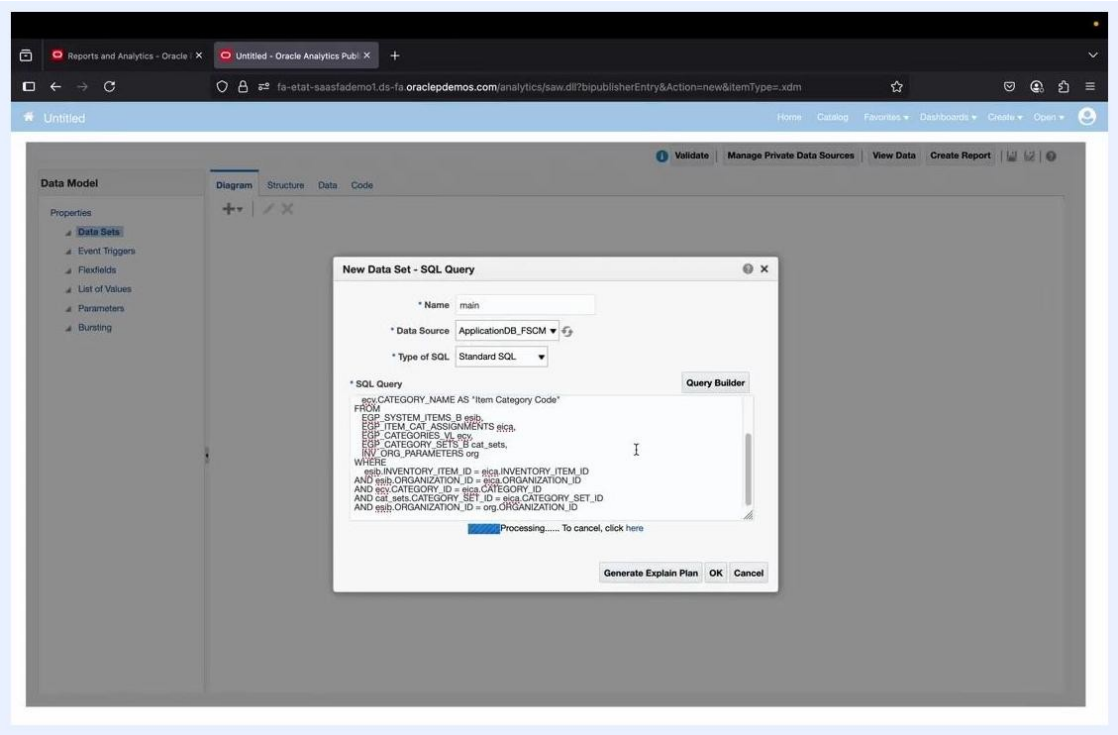
- SQL Query: your SQL code, entered in the text area



New Data Set - SQL Query dialog with fields for Name, Data Source, Type of SQL, and SQL Query

Step 7: Save the data set

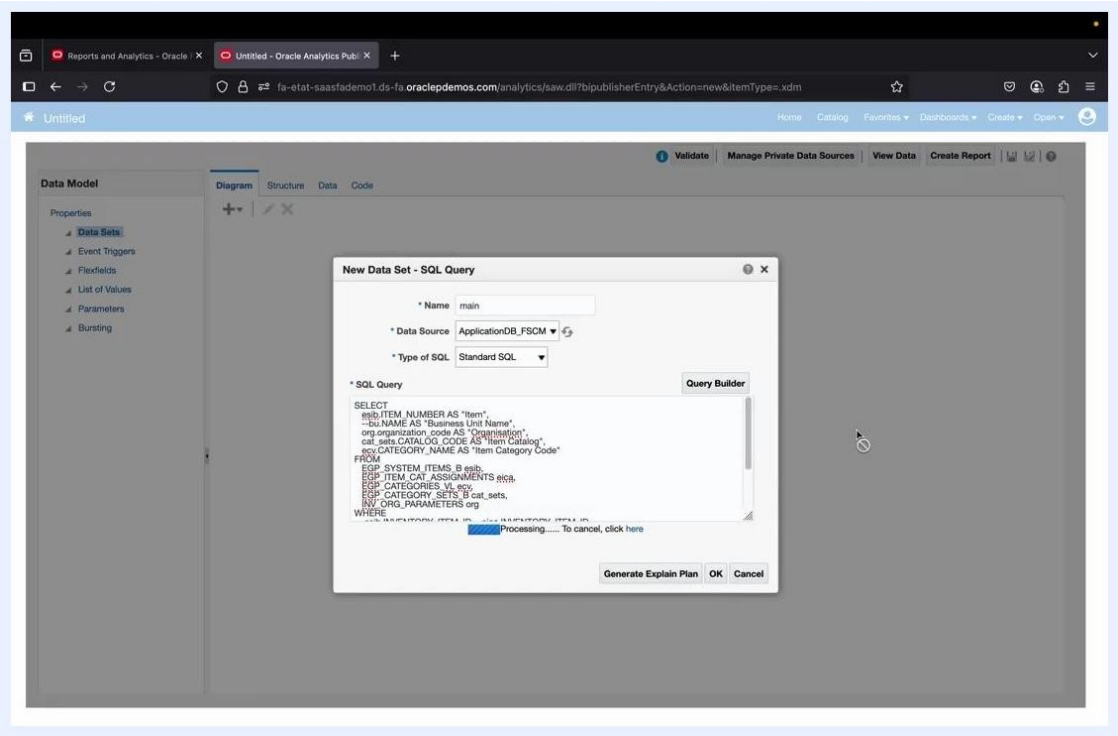
After entering your SQL query, click OK to save the data set. Wait for the system to process your request; a progress bar or message may appear while it does.



SQL Query dialog showing the entered query processing after clicking OK

Step 8: Save the data model

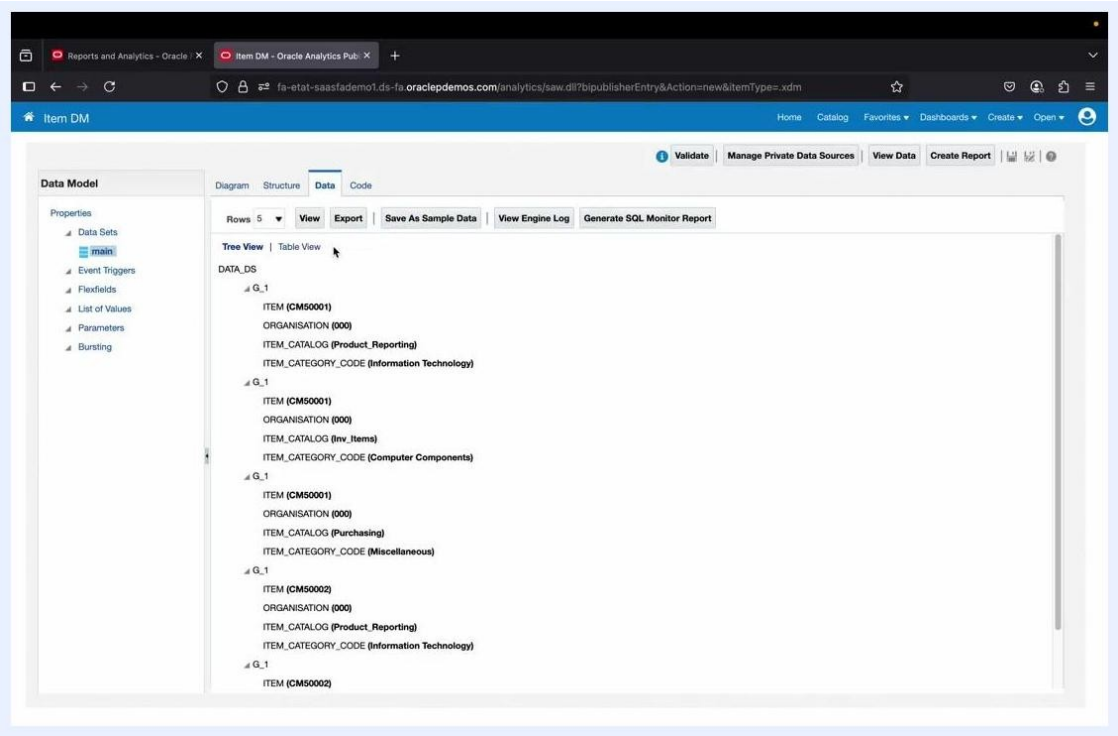
With your data set configured, save the data model. When the "Save As" dialog appears, select My Folders under "Save In" and navigate to your desired subfolder (for example, test). Enter a Name for your data model (for example, Item DM), optionally add a description, and click OK.



Save As dialog with My Folders selected, "Item DM" entered as the name, and the OK button highlighted

Step 9: Verify the data model structure

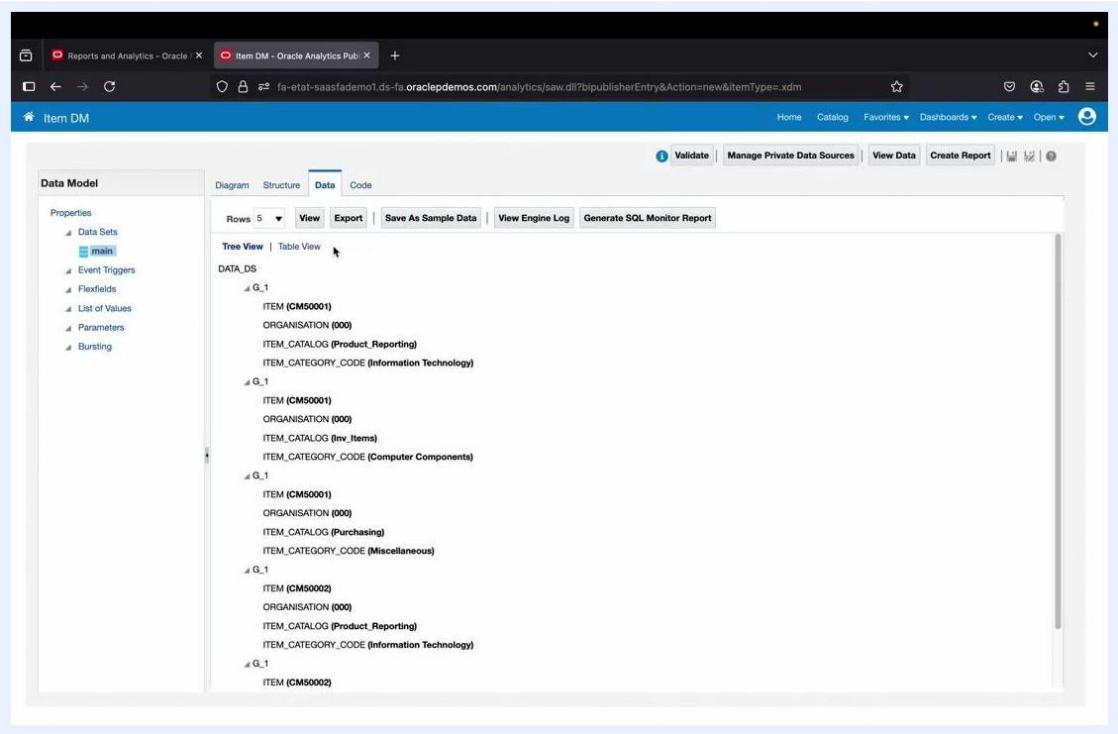
After saving, confirm that your data set (for example, main) appears under "Data Sets" in the Data Model panel. The diagram view should display your data set structure, including fields such as Item, Organisation, Item_Catalog, and Item_Category_Code.



Data Model diagram view showing the data set structure with fields Item, Organisation, Item_Catalog, and Item_Category_Code

Step 10: Preview the data in Tree View

Click the Data tab to view the output of your SQL query, then click View to preview the data in Tree View. Review the sample data to confirm it matches your expectations, then click Save As Sample Data so it is available for report layout design.



Data tab showing sample data output in Tree View, with options to Export, Save As Sample Data, and View Engine Log

Step 11: Verify the data in Table View

In the Data tab, select Table View to see the data in tabular format. Confirm that the columns (Item, Organisation, Item_Catalog, Item_Category_Code) and their values are correct.

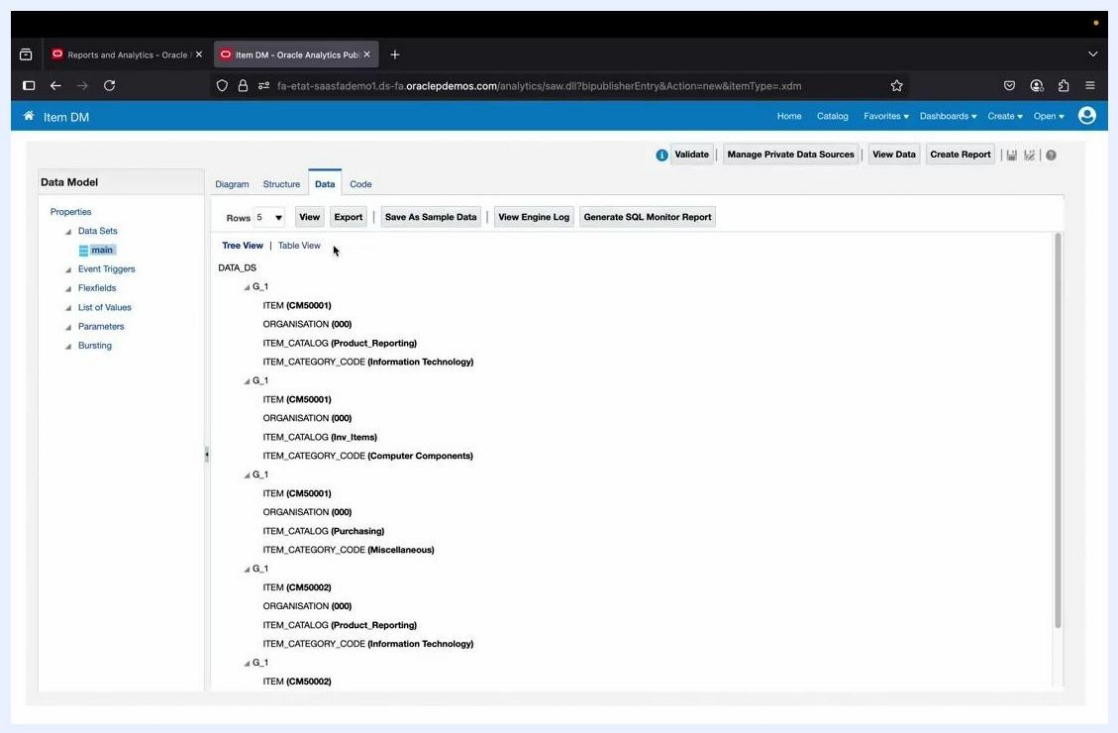
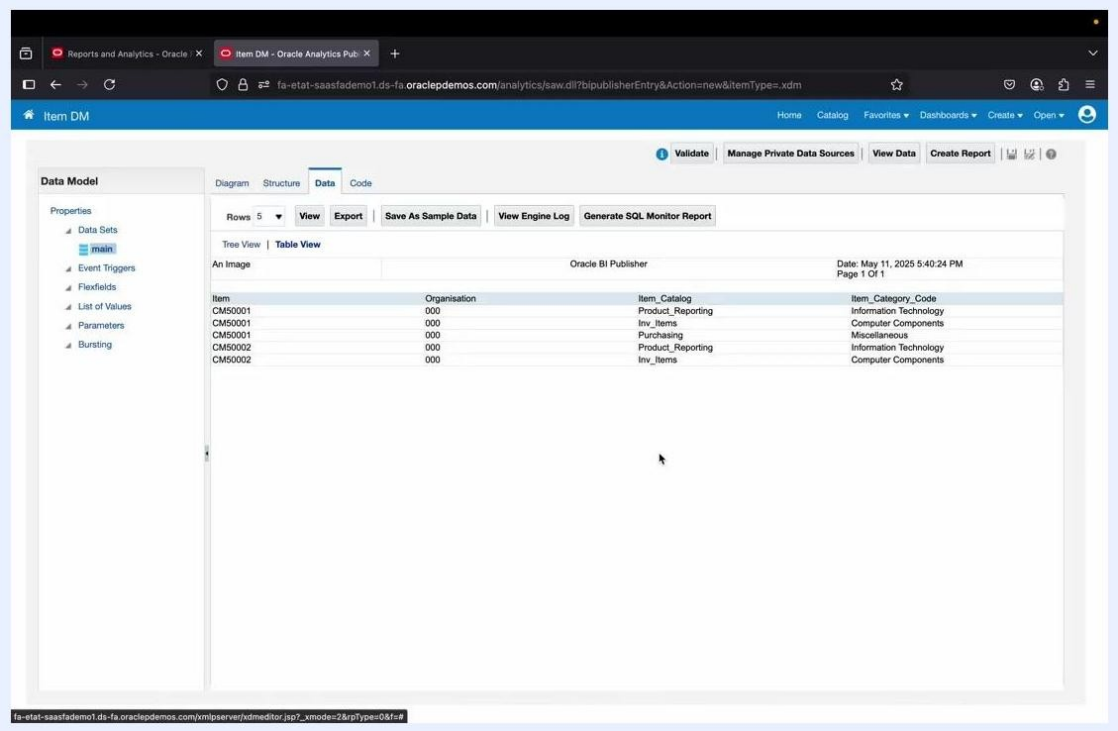


Table View in the Data tab showing the columns Item, Organisation, Item_Catalog, and Item_Category_Code with sample data

Step 12: Start creating a report from the data model

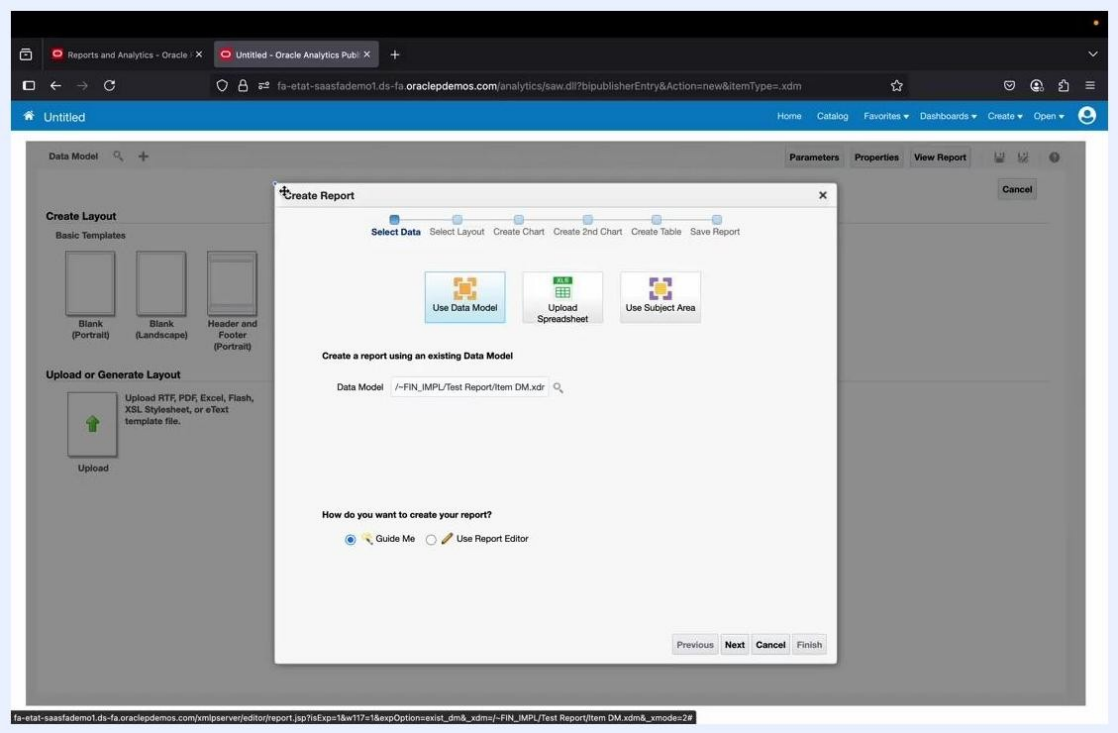
Click Create Report at the top right of the Data Model editor to open the "Create Report" wizard. Ensure Use Data Model is selected and verify the correct data model path (for example, /~FIN_IMPL/Test Report/Item DM.xdm). Choose Guide Me for step-by-step report creation, or Use Report Editor for manual editing, then click Next.



Create Report wizard with Use Data Model selected and the Guide Me option enabled

Step 13: Cancel the wizard to generate an RTF layout

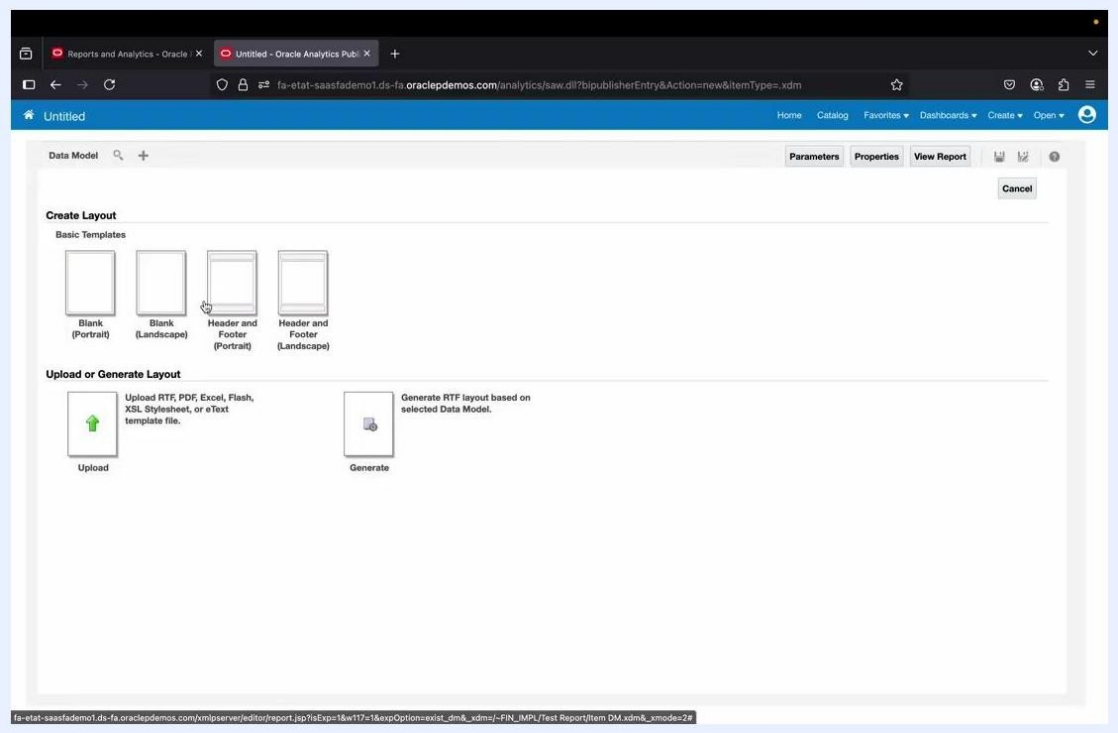
If you want to create a custom RTF template instead, cancel the report creation wizard. On the layout selection screen, locate the "Generate RTF layout based on selected Data Model" option and click Generate to start creating your RTF layout.



Layout selection screen with the Generate RTF layout option highlighted

Step 14: Generate the RTF layout template

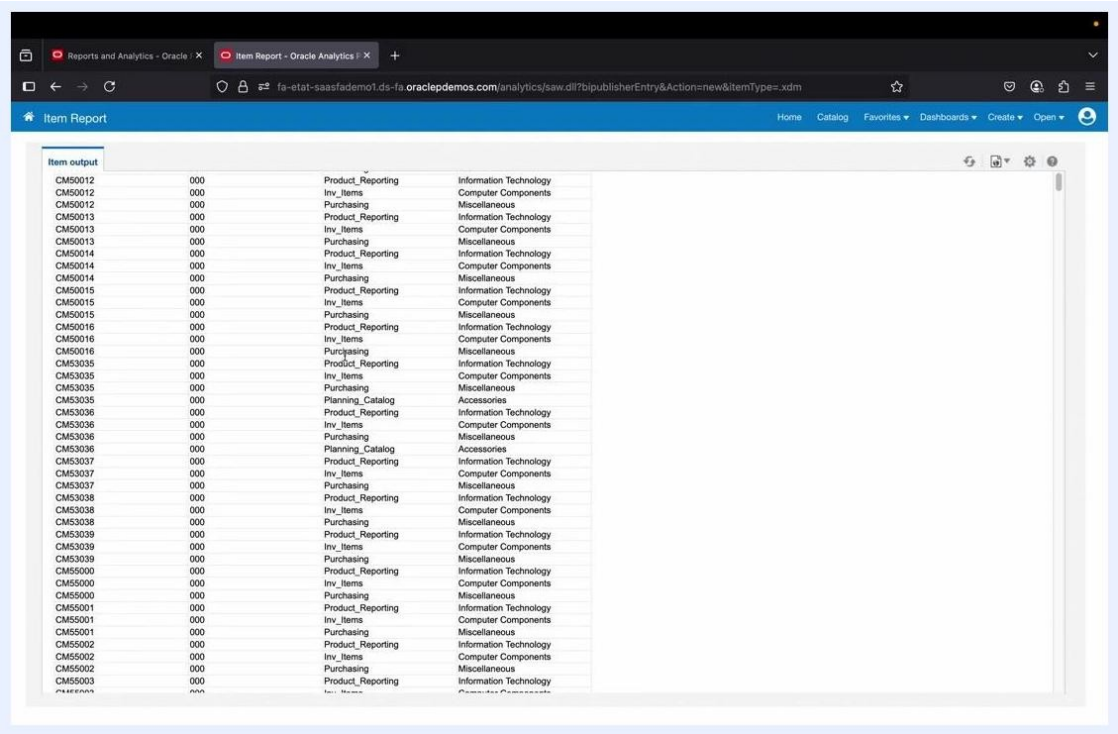
Confirm you have the correct data model selected (for example, Item DM). On the "Create Layout" screen, under "Upload or Generate Layout," click Generate next to "Generate RTF layout based on selected Data Model." In the "Auto Generate Layout" dialog, enter a template name (for example, Item output), then click Generate.



Auto Generate Layout dialog with "Item output" entered as the template name and the Generate button highlighted

Step 15: Save the generated RTF template

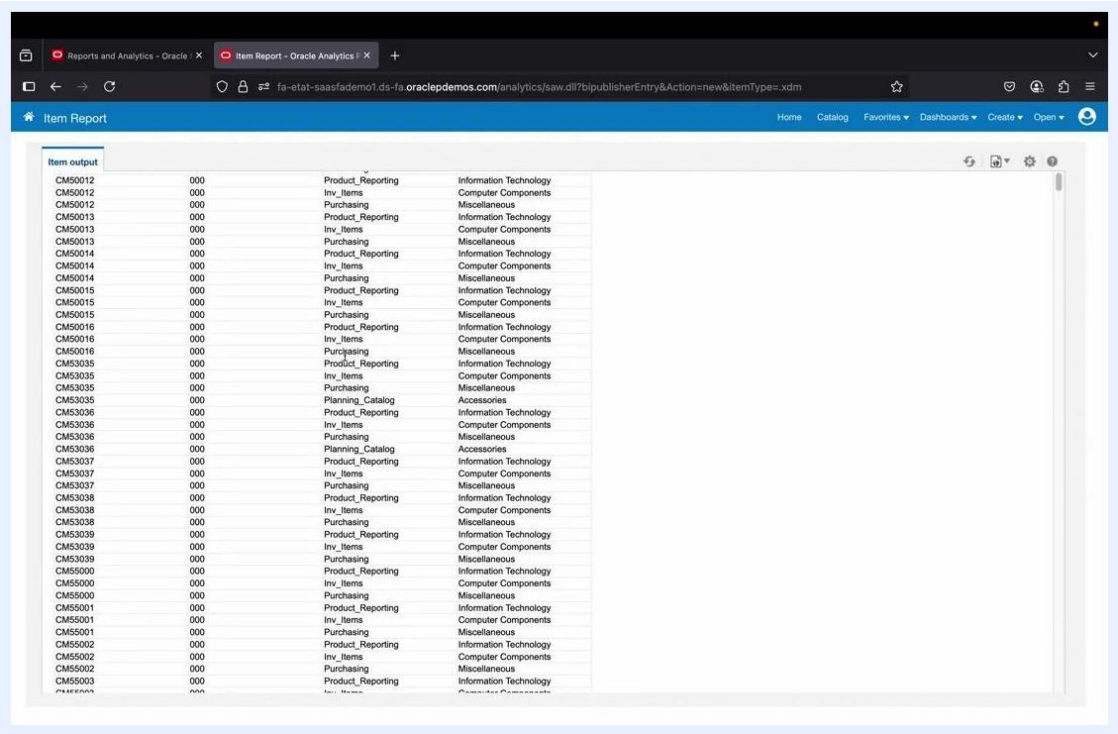
Once the RTF template is generated, the "Save As" dialog appears. In the "Folders" panel, navigate to My Folders > Test Report to save the template alongside your data model. Enter a Name (for example, Item Report), optionally add a description, and click OK.



Save As dialog with the Test Report folder selected and "Item Report" entered as the name

Step 16: Run and review the report output

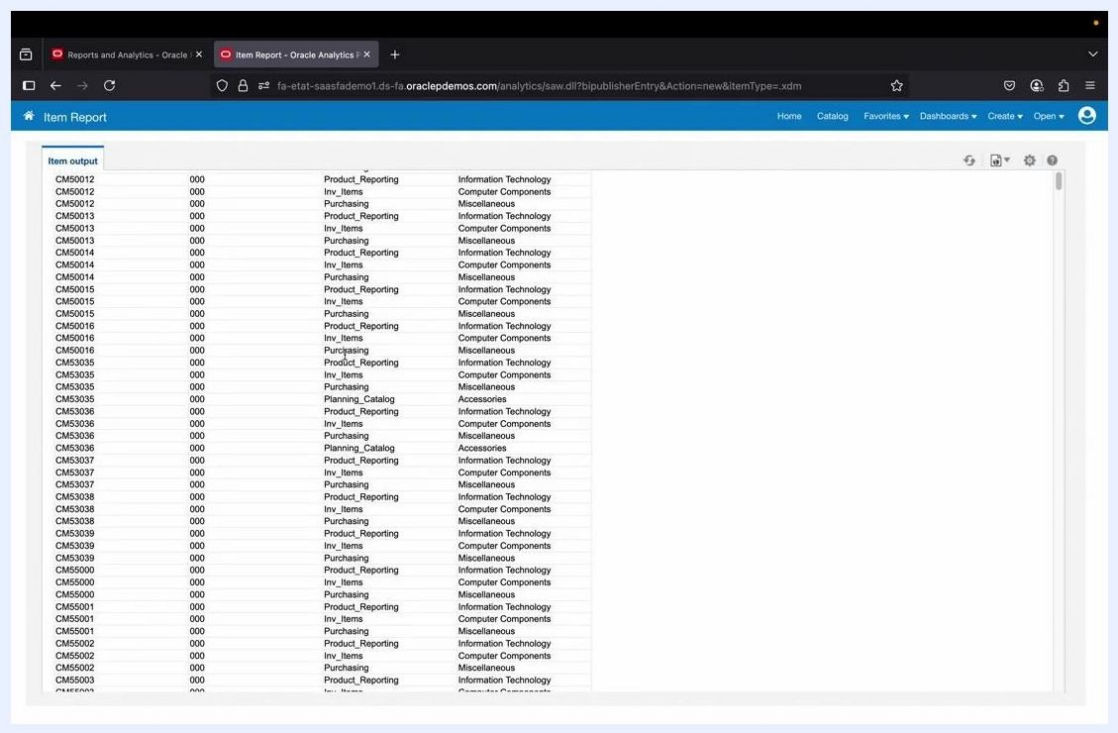
After saving the template, click New Report or use the available options to run the report. The output displays in tabular format, showing data fields and values from your data model, such as item numbers, categories, organizations, and descriptions. Review the output to confirm it matches your expectations.



Report output screen showing tabular data with columns such as Item output, Product_Reporting, Inv_Items, and Purchasing

Step 17: Locate your report in the catalog

To access your report later, navigate to the Catalog from the top menu and browse to My Folders > Test Report. There you can find your saved report and data model, and open, edit, or run the report directly from the catalog interface.



Catalog view showing the folder structure with Test Report and various saved reports and data models

Summary

You have now learned how to create a BI Publisher report in Oracle Fusion from start to finish: logging in, building a data model with a SQL query data set, saving and verifying that data model, generating a custom RTF layout, and running the finished report. Your data model and report template are saved together in the catalog, ready for future access, editing, or execution.

What's next

With your report saved in My Folders > Test Report, you can return to the catalog at any time to run the report, edit the RTF layout, or adjust the underlying SQL query to refine the data returned.