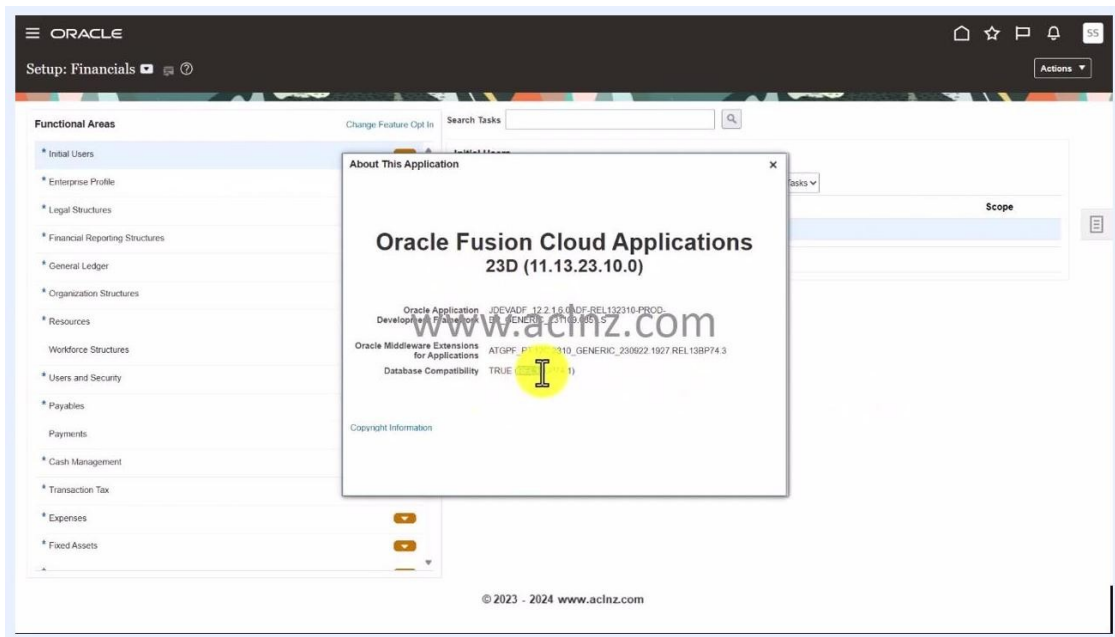


How to Create a Legal Entity in Oracle Fusion SaaS Cloud

Setting up a legal entity is a foundational task in Oracle Fusion SaaS Cloud, as it defines your company's structure within the application. This guide walks you through how to create a legal entity in Oracle Fusion, from accessing the setup area to saving and confirming the new entity.

Prerequisites

- Confirm you are using **Oracle Fusion Cloud Applications Release 13, Version 23D (11.13.23.10.0)**. You can verify this by opening the **About This Application** dialog within the application.
- Have your legal entity details ready, including the company's legal identifier, registration number, and registered address, as provided by your country's company registrar.



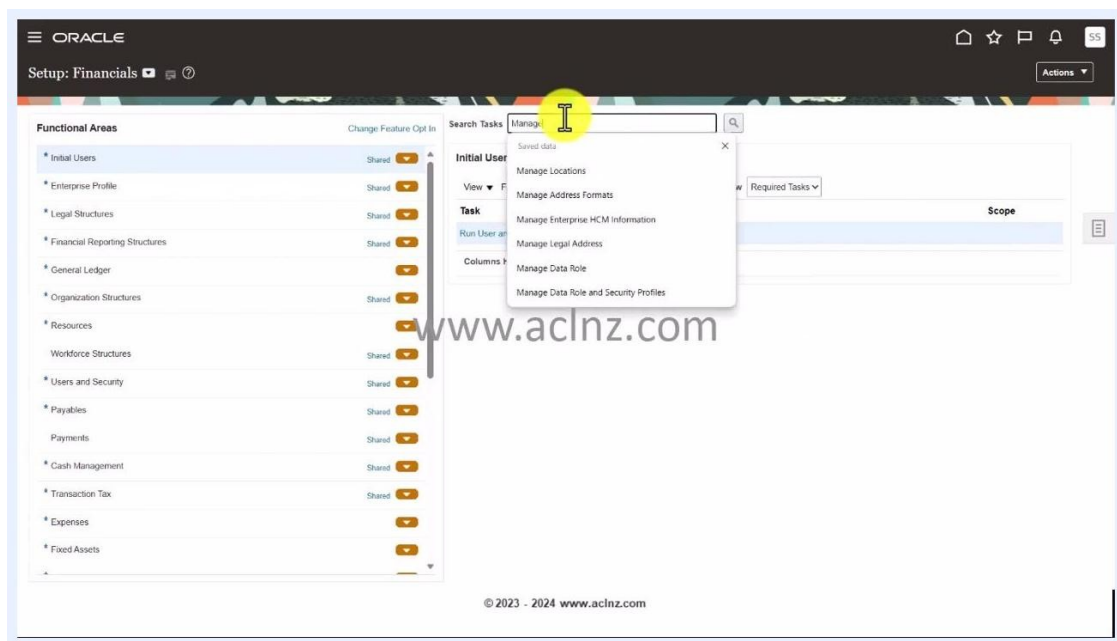
Oracle Fusion Cloud Applications About dialog showing version 23D (11.13.23.10.0)

Step 1: Access the Setup: Financials area

From the main menu, navigate to the **Setup: Financials** section. The left panel displays various functional areas, such as Initial Users, Enterprise Profile, and Legal Structures.

Step 2: Search for the Manage Legal Entity task

In the **Search Tasks** field at the top, type [Manage Legal Entity](#). As you type, a dropdown suggests related tasks, including Manage Locations, Manage Legal Address, and Manage Legal Entity.

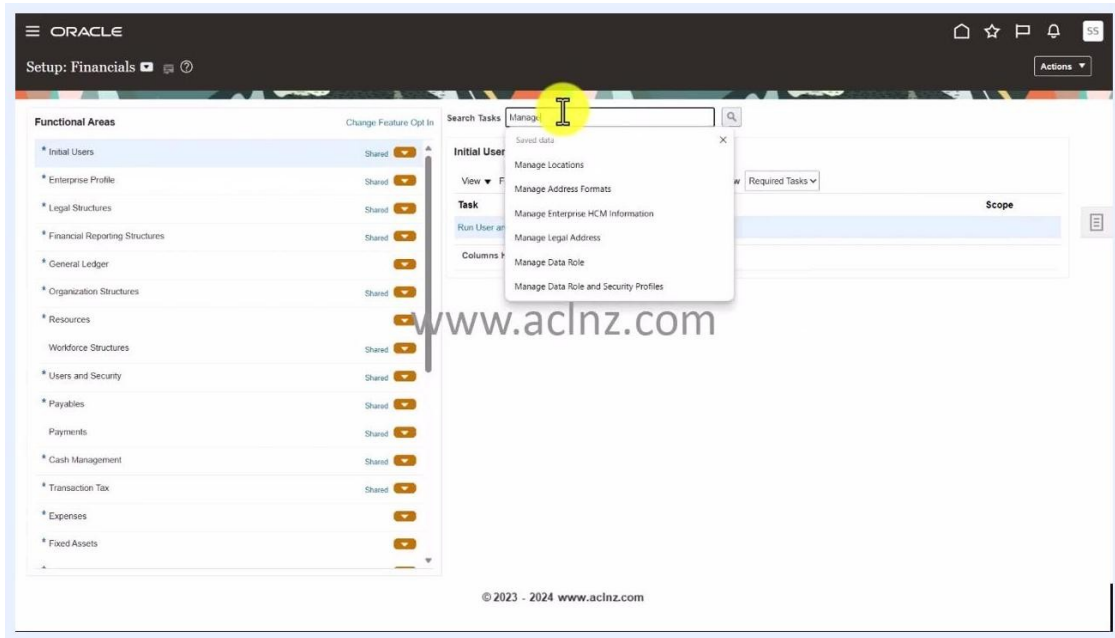


Search Tasks field with "Manage Legal Entity" being typed and a suggestions dropdown visible

Click the **Manage Legal Entity** hyperlink from the dropdown or search results to proceed.

Step 3: Create a new legal entity

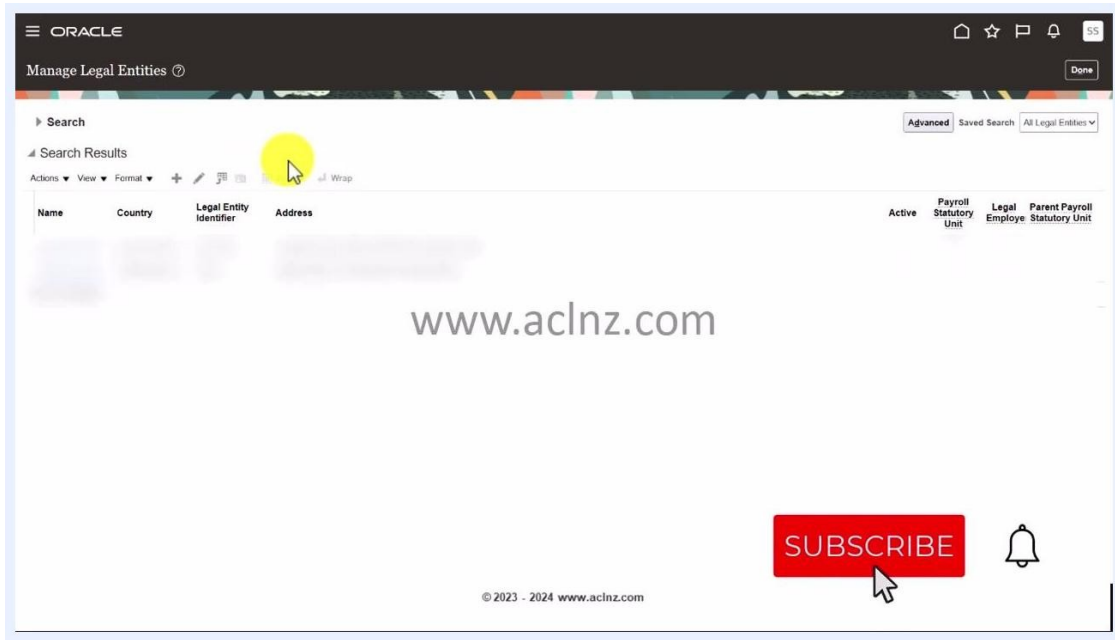
A **Select Scope** dialog appears. Click the dropdown under **Legal Entity** and select **Create New**, then click **Apply and Go to Task** to continue.



Select Scope dialog with "Create New" selected and the "Apply and Go to Task" button highlighted

Step 4: Open the Create Legal Entity form

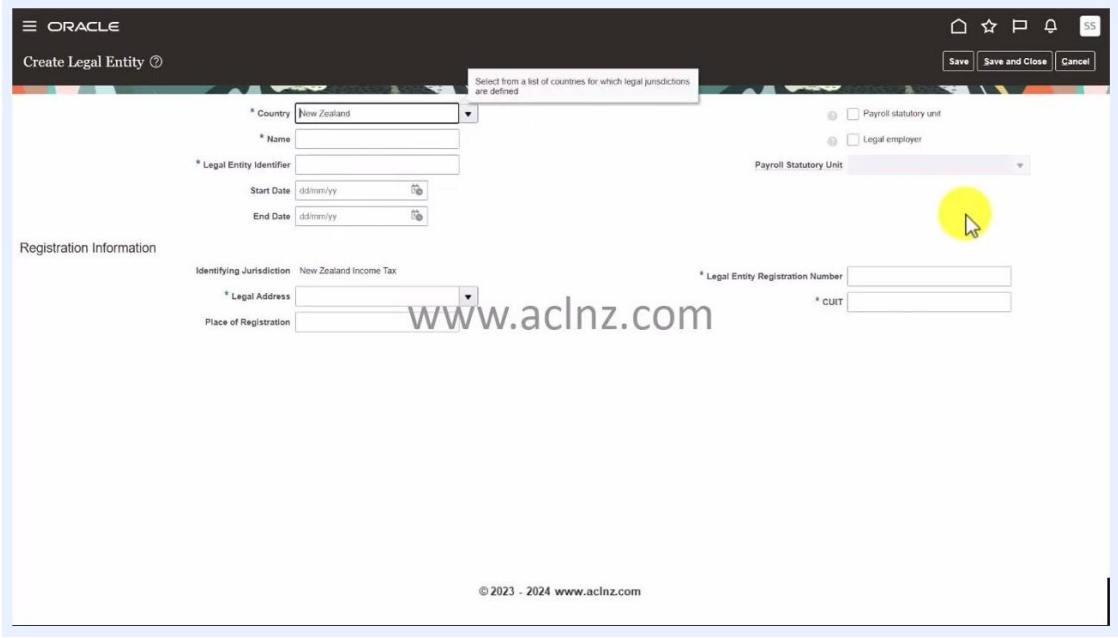
On the **Manage Legal Entities** screen, click the plus (+) icon to start creating a new legal entity. This opens the **Create Legal Entity** form.



Manage Legal Entities screen with the plus (+) icon highlighted for creating a new entity

Step 5: Select the country

In the **Create Legal Entity** form, locate the **Country** dropdown at the top. Click it and either scroll or use the search functionality to locate your country. In this example, select **New Zealand**.



The screenshot shows the Oracle 'Create Legal Entity' form. At the top, the 'Country' dropdown menu is open, displaying a list of countries with 'New Zealand' selected. A tooltip above the dropdown reads: 'Select from a list of countries for which legal jurisdictions are defined'. The form includes fields for 'Name', 'Legal Entity Identifier', 'Start Date', 'End Date', 'Identifying Jurisdiction' (set to 'New Zealand Income Tax'), 'Legal Address', 'Place of Registration', 'Legal Entity Registration Number', and 'CUIT'. There are also checkboxes for 'Payroll statutory unit' and 'Legal employer', and a 'Payroll Statutory Unit' dropdown. The Oracle logo is in the top left, and navigation icons are in the top right. A watermark 'www.aclnz.com' is visible across the center of the form.

Create Legal Entity form with the Country dropdown being used to select New Zealand

Step 6: Enter the legal entity name

In the **Name** field, enter the name of your legal entity. For this example, type [Orange New Zealand Limited](#).

ORACLE

Create Legal Entity ⓘ

Save Save and Close Cancel

* Country New Zealand

* Name Orange New Zealand Limited

* Legal Entity Identifier

Start Date dd/mm/yyyy

End Date dd/mm/yyyy

Payroll statutory unit ☐

Legal employer ☐

Payroll Statutory Unit

Registration Information

Identifying Jurisdiction New Zealand Income Tax

* Legal Address

Place of Registration

* Legal Entity Registration Number

* CURT

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Create Legal Entity form with the Name field filled in as "Orange New Zealand Limited"

Step 7: Enter the legal entity identifier

In the **Legal Entity Identifier** field, enter the unique identifier for your company, as provided by your country's company registrar. This example uses [9425013517629](#). This identifier uniquely identifies your company in official records.

ORACLE

Create Legal Entity ⓘ

Save Save and Close Cancel

* Country New Zealand

* Name Orange New Zealand Limited

* Legal Entity Identifier

Start Date dd/mm/yy

End Date dd/mm/yy

Payroll statutory unit

Legal employer

Payroll Statutory Unit

Registration Information

Identifying Jurisdiction New Zealand Income Tax

* Legal Entity Registration Number

* Legal Address

Place of Registration

* CUIT

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Create Legal Entity form with the Legal Entity Identifier field being filled in

Step 8: Enter the start date

In the **Start Date** field, enter the date the legal entity becomes effective. You can choose any appropriate date, such as [01/01/1970](#) or [01/01/1949](#). Click the calendar icon to select the date, or type it directly in dd/mm/yy format.

The screenshot shows the 'Create Legal Entity' form in Oracle. The form is titled 'Create Legal Entity' and has a header bar with the Oracle logo and navigation icons. The form contains several fields: 'Country' (New Zealand), 'Name' (Orange New Zealand Limited), 'Legal Entity Identifier' (9425013517829), 'Start Date' (dd/mm/yy), 'End Date' (dd/mm/yy), 'Identifying Jurisdiction' (New Zealand Income Tax), 'Legal Address' (dropdown), 'Place of Registration' (dropdown), 'Legal Entity Registration Number' (text), and 'CUIT' (text). There are also checkboxes for 'Payroll statutory unit' and 'Legal employer'. A yellow circle highlights the 'Start Date' field, and a mouse cursor is clicking on the calendar icon next to it. A watermark 'www.aclnz.com' is visible across the form.

Create Legal Entity form with the Legal Entity Identifier and Start Date fields being filled in

Step 9: Enter an end date (optional)

If applicable, enter an **End Date** for the legal entity. Leave this field blank if the entity is ongoing.

Step 10: Specify payroll and legal employer status

Decide whether the company will be a **payroll statutory unit**, meaning it is responsible for payroll processing and statutory reporting. Also decide whether it will be a **legal employer**, meaning it will employ people and maintain payroll details.

Check the boxes for **Payroll statutory unit** and **Legal employer** if both apply to your business scenario.

ORACLE

Create Legal Entity

Save Save and Close Cancel

* Country

New Zealand

* Name

Orange New Zealand Limited

* Legal Entity Identifier

9425013517629

Start Date

01/01/19

End Date

dd/mm/yy

Payroll statutory unit

Legal employer

Payroll Statutory Unit

Registration Information

Identifying Jurisdiction

New Zealand Income Tax

* Legal Address

801 Customs Street Auckland Central 2nd

Place of Registration

* Legal Entity Registration Number

* CUIT

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Create Legal Entity form with both the Payroll statutory unit and Legal employer checkboxes selected

Step 11: Select the legal address

In the **Legal Address** field, select the address you previously created for the legal entity. This example uses [101 Customs Street, Auckland Central, Auckland](#).

The screenshot shows the 'Create Legal Entity' form in the Oracle system. The form is titled 'Create Legal Entity' and includes a 'Save' button. The form is divided into several sections:

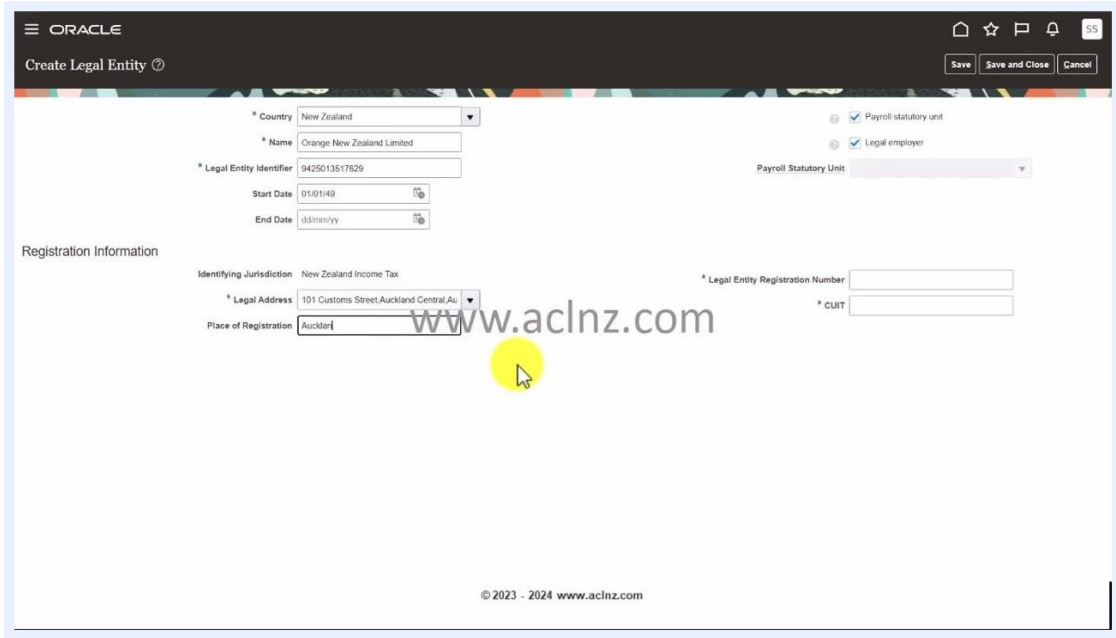
- Country:** New Zealand (selected from a dropdown)
- Name:** Orange New Zealand Limited
- Legal Entity Identifier:** 9425013517829
- Start Date:** 01/01/49
- End Date:** dd/mm/yy
- Payroll statutory unit:** ☒ Payroll statutory unit
- Legal employer:** ☒ Legal employer
- Payroll Statutory Unit:** (dropdown menu)
- Registration Information:**
 - Identifying Jurisdiction:** New Zealand Income Tax
 - Legal Address:** 101 Customs Street, Auckland Central, Auckland (selected from a dropdown menu, highlighted with a yellow circle and a cursor icon)
 - Place of Registration:** (empty field)
 - Legal Entity Registration Number:** (empty field)
 - CUIT:** (empty field)

The form is watermarked with 'www.aclnz.com' and '© 2023 - 2024 www.aclnz.com'.

Legal Address field populated with "101 Customs Street, Auckland Central, Auckland"

Step 12: Enter the place of registration

In the **Place of Registration** field, enter the city or location where the entity is registered. This example uses [Auckland](#).



The screenshot shows the Oracle 'Create Legal Entity' form. The 'Place of Registration' field is highlighted with a yellow circle and a mouse cursor. The form includes fields for Country (New Zealand), Name (Orange New Zealand Limited), Legal Entity Identifier (9425013517629), Start Date (01/01/49), End Date (dd/mm/yy), Payroll statutory unit (checked), Legal employer (checked), Payroll Statutory Unit, Identifying Jurisdiction (New Zealand Income Tax), Legal Address (101 Customs Street, Auckland Central, Au), Legal Entity Registration Number, and CURT. The footer shows the copyright notice: © 2023 - 2024 www.aclnz.com.

Place of Registration field filled in with "Auckland"

Step 13: Enter the legal entity registration number

In the **Legal Entity Registration Number** field, enter the unique registration number provided by the company board or registrar. This example uses 1911130.

Oracle
Create Legal Entity

Country: New Zealand
Name: Orange New Zealand Limited
Legal Entity Identifier: 9425013517829
Start Date: 01/01/49
End Date: dd/mm/yy

Registration Information
Identifying Jurisdiction: New Zealand Income Tax
Legal Address: 101 Customs Street, Auckland Central, Au.
Place of Registration: Auckland
Legal Entity Registration Number: 1911130
CUIT: 1911130

Payroll statutory unit: ☒
Legal employer: ☒
Payroll Statutory Unit: [dropdown]

Save Save and Close Cancel

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Legal Entity Registration Number and CUIT fields being filled in with "1911130"

Step 14: Enter the CUIT

In the **CUIT** field, enter the same registration number if applicable, or the specific CUIT number as required. This example also uses 1911130.

Step 15: Review the entered information

Before saving, double-check all fields: Country, Name, Legal Entity Identifier, Start Date, Legal Address, Place of Registration, Legal Entity Registration Number, and CUIT. Confirm that **Payroll statutory unit** and **Legal employer** are both checked if the entity will employ people and process payroll.

Step 16: Save the legal entity

Click **Save** at the top right of the form to save your new legal entity. The system may perform background validations; if there are any issues, such as invalid registration numbers, error messages appear for correction.

ORACLE

Create Legal Entity

Country: New Zealand

Name: Orange New Zealand Limited

Legal Entity Identifier: 9425013517629

Start Date: 01/01/49

End Date: dd/mm/yy

Identifying Jurisdiction: New Zealand Income Tax

Legal Address: 101 Customs Street, Auckland Central, Auckland

Place of Registration: Auckland

Legal Entity Registration Number: 1911130

CUIT: 1911130

Payroll statutory unit: ☒ Payroll statutory unit

Legal employer: ☒ Legal employer

Payroll Statutory Unit:

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Save button clicked, with an hourglass icon appearing to indicate processing and validation

Step 17: Wait for background validation to complete

After clicking **Save**, watch for an indication that the system is processing your request. A yellow hourglass icon appears in the center of the **Create Legal Entity** form while Oracle Fusion SaaS Cloud performs background validations.

Do not close the window or navigate away while the hourglass icon is visible, as this may interrupt the validation and saving process. The form remains populated with your entered data, including:

- **Country:** New Zealand
- **Name:** Orange New Zealand Limited
- **Legal Entity Identifier:** 9425013517629
- **Start Date:** 01/01/49
- **Legal Address:** 101 Customs Street, Auckland Central, Auckland
- **Place of Registration:** Auckland

- **Legal Entity Registration Number:** 1911130
- **CUIT:** 1911130
- Both **Payroll statutory unit** and **Legal employer** checkboxes selected

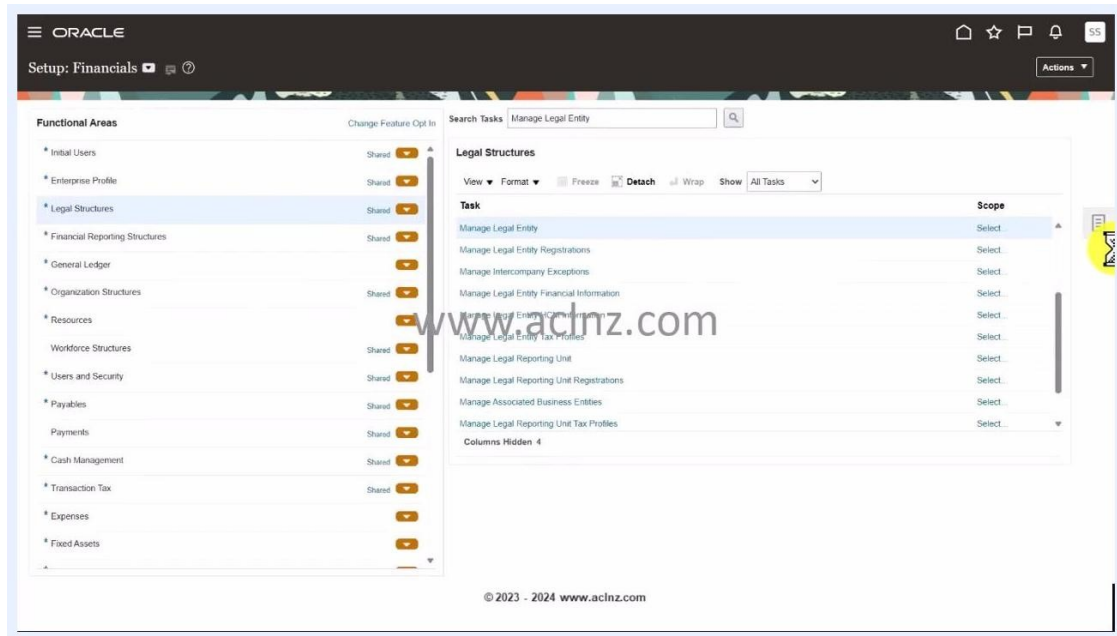
The **Save**, **Save and Close**, and **Cancel** buttons remain visible at the top right but are typically disabled during processing. Wait until the hourglass icon disappears and the system confirms the save or displays any validation errors.

Create Legal Entity form with all fields filled in, both checkboxes selected, and a yellow hourglass icon in the center indicating background validation in progress

If any errors appear, review the error messages and correct the indicated fields before attempting to save again.

Step 18: Confirm the save

Once the save process completes, a pop-up labeled **Confirmation** appears with the message "Your changes were saved." Click **OK** to acknowledge and close the dialog.



Oracle Create Legal Entity screen with a Confirmation dialog stating "Your changes were saved" and an OK button

Summary

After clicking **OK**, you return to the **Setup: Financials** dashboard. The screen displays the **Functional Areas** menu on the left and the **Legal Structures** task list on the right, with the **Manage Legal Entity** task highlighted. This confirms that you have successfully created a legal entity in Oracle Fusion and returned to the main setup area.