How to create a value set in Oracle Fusion Self-Service Procurement

This guide shows you how to create a value set in Oracle Fusion for Self-Service Procurement. You define a character-based value set with a maximum length of 150, save it, confirm it appears in search, and check where it is used.

In Oracle Fusion ERP Cloud, you can associate a value set with a functional area or application, such as Self-Service Procurement, Procurement, Sourcing, or Auto Management. You can then filter and search value sets by application, which makes them easier to find and manage. Oracle E-Business Suite does not tie value sets to an application, so this is a difference from that product.

Prerequisites

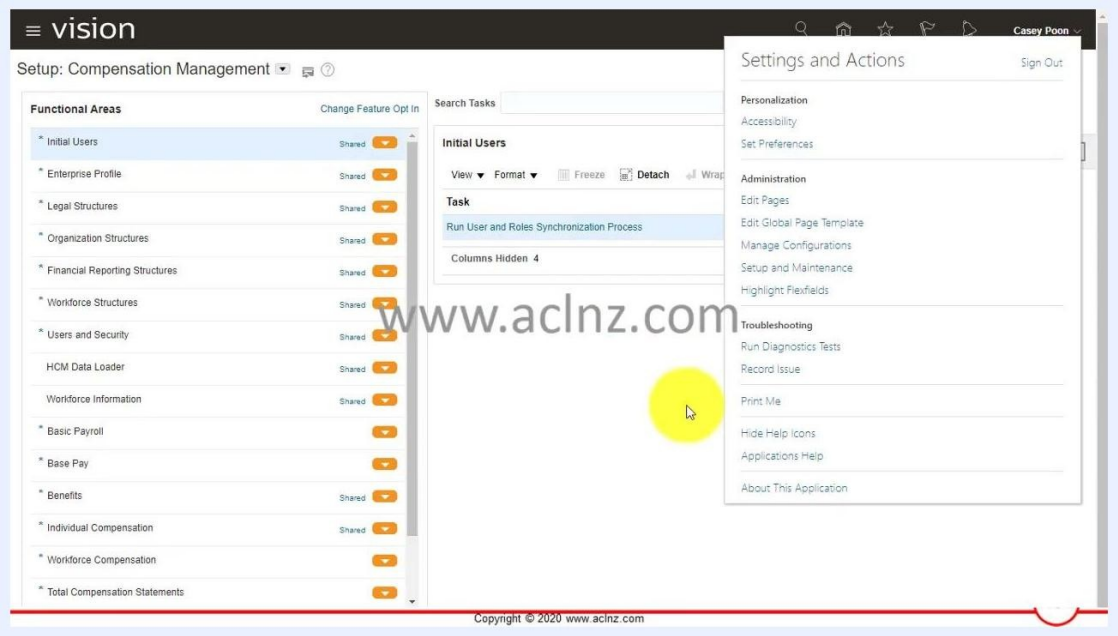
- You can log in to Oracle Fusion as a user with sufficient privileges, such as a super user.
- You know which module the value set belongs to. This guide uses Self Service Procurement Common Components.
- You know the length of the attribute column in your database table, because the value set code should reflect it.

Steps

1. Open Setup and Maintenance

1. From the Oracle Fusion home screen, open the navigation menu.

2. Select **Setup and Maintenance**. This area lets you configure and manage application settings.

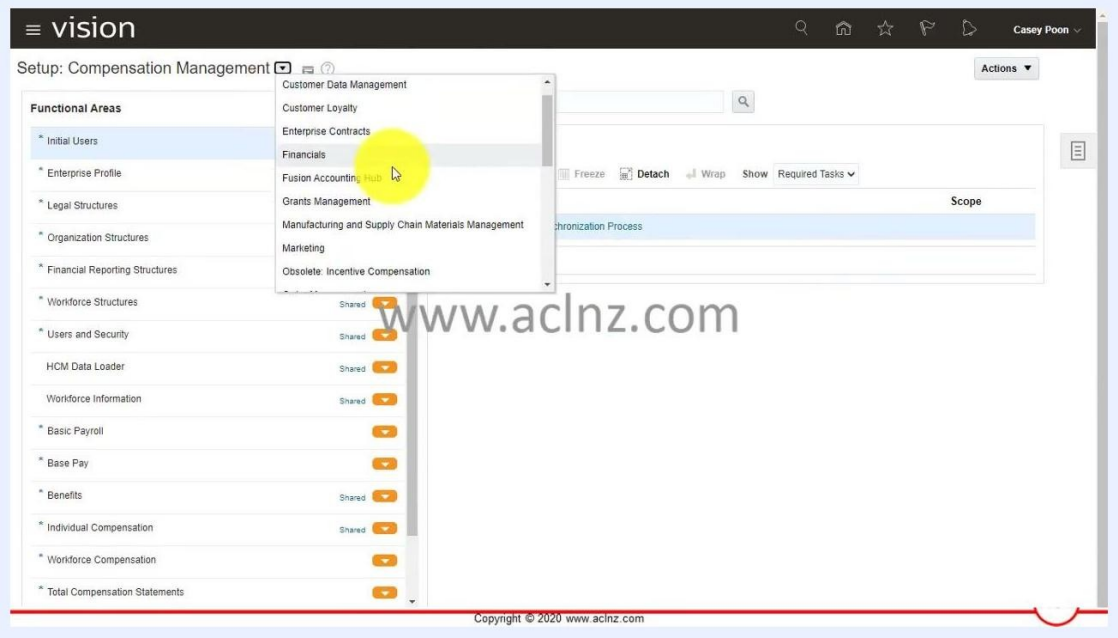


Oracle Fusion Setup and Maintenance screen with navigation options for functional areas and the user menu visible.

2. Switch to the Procurement functional area

1. In Setup and Maintenance, find the functional area dropdown at the top left of the screen.

2. Open the dropdown and select **Procurement**.

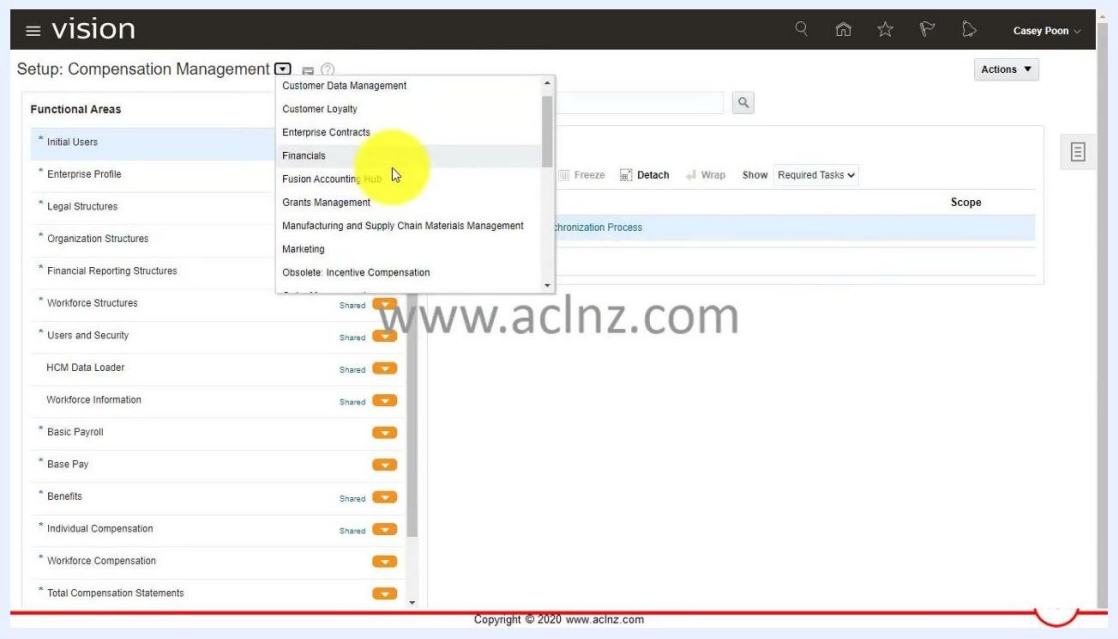


Functional area dropdown open, listing areas such as Customer Data Management, Financials, and Procurement.

3. Search for value set tasks

1. In the **Search Tasks** field, enter Value Set.

2. Review the results. They list value set management tasks grouped by application context, such as Financial Reporting Structures, Suppliers, Purchasing Foundation, and Self Service Procurement.



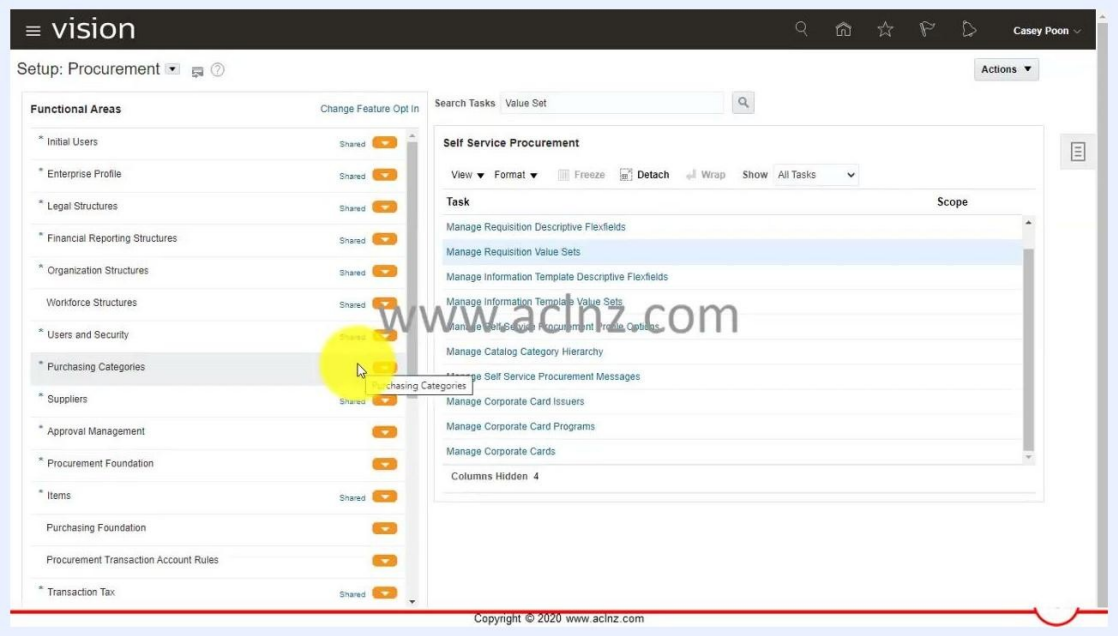
Search Task Results dialog listing value set management tasks and their functional areas.

4. Select the Self-Service Procurement value set task

Self-Service Procurement offers two tasks, and either one can create a value set:

- **Manage Requisition Value Sets**
- **Manage Information Template Value Sets**

This guide uses **Manage Information Template Value Sets**. Select it to open its management screen.



Search Task Results dialog showing Manage Requisition Value Sets and Manage Information Template Value Sets under Self Service Procurement.

5. Start a new value set

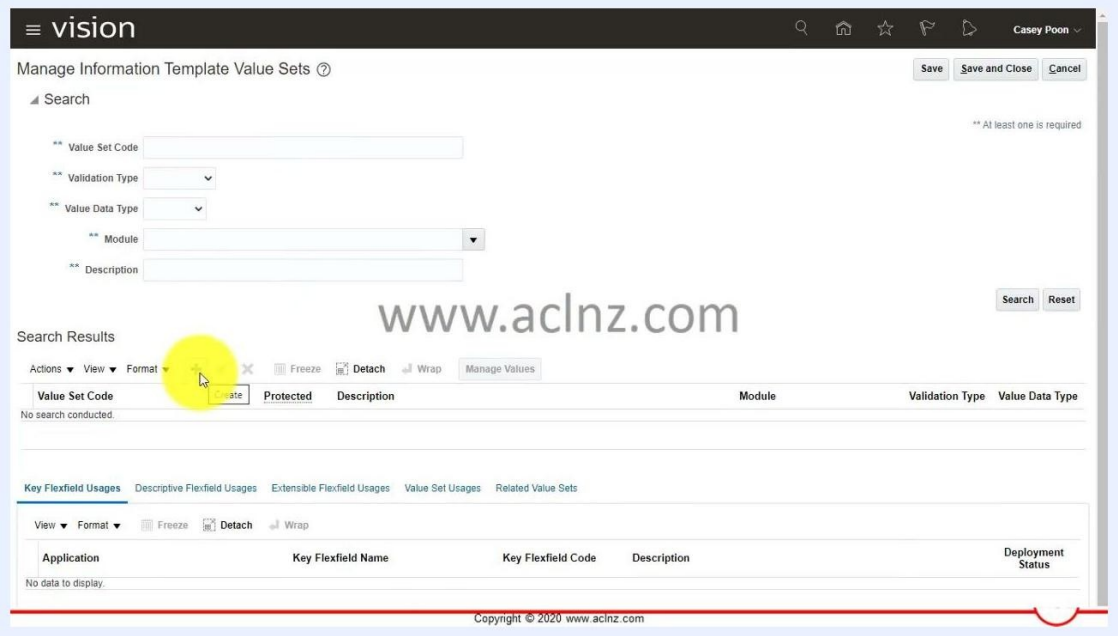
The management screen contains:

- A search panel with the fields Value Set Code, Validation Type, Value Data Type, Module, and Description.
- A results table for existing value sets.
- A toolbar with **Actions**, **View**, **Format**, and a **plus (+) icon**.
- Tabs for Key Flexfield Usages, Descriptive Flexfield Usages, Extensible Flexfield Usages, Value Set Usages, and Related Value Sets.

To create a value set, choose one of these methods. Both open the form for a new value set.

- Click the **plus (+) icon** above the results table.

- Open the **Actions** dropdown and select **Create**.



Manage Information Template Value Sets screen with the plus (+) icon highlighted for creating a new value set.

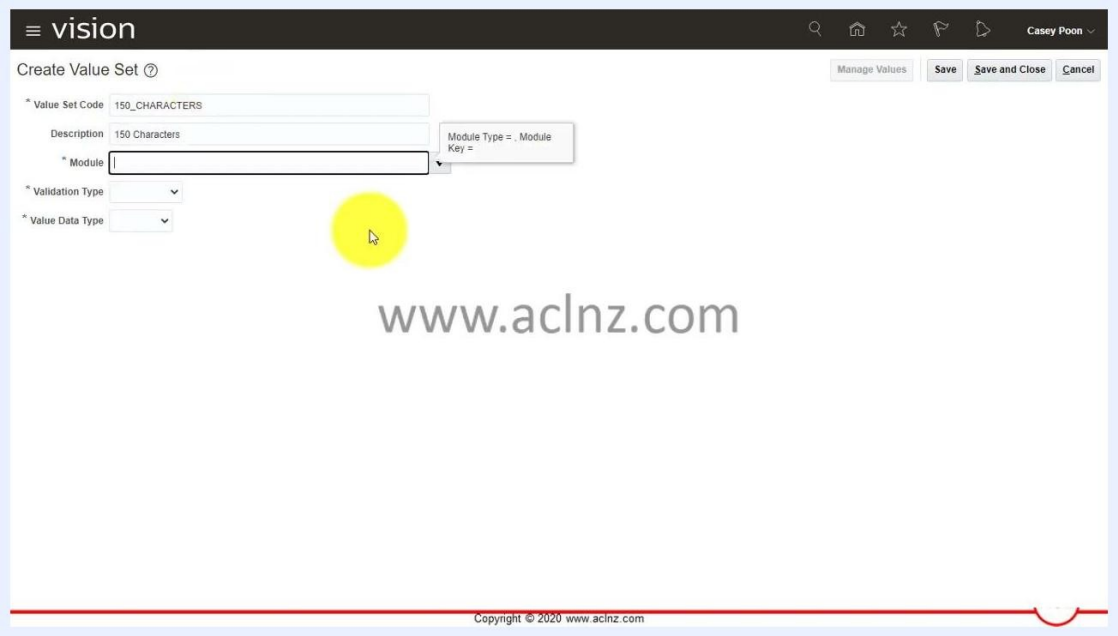
6. Enter the value set code and description

1. In the **Value Set Code** field, enter a code that matches the length of the attribute column in your database table. You can expand the code for clarity. For example, enter 150_CHARACTERS.
2. In the **Description** field, enter a meaningful description, such as 150 Characters.

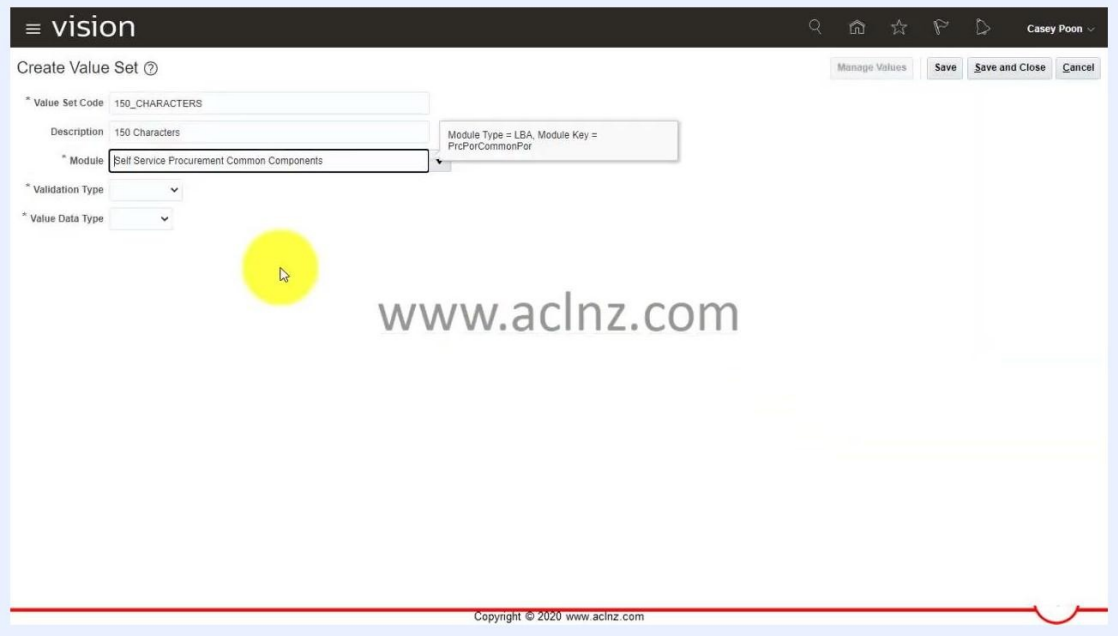
7. Associate a module with the value set

1. Optionally, click the dropdown next to the **Module** field.
2. In the module selection dialog, search for the module. For example, use the **User Module Name** search box.

3. Select the module, such as Self Service Procurement Common Components, and click **OK**.



Create Value Set screen with 150_CHARACTERS as the code, 150 Characters as the description, and the module dropdown open.

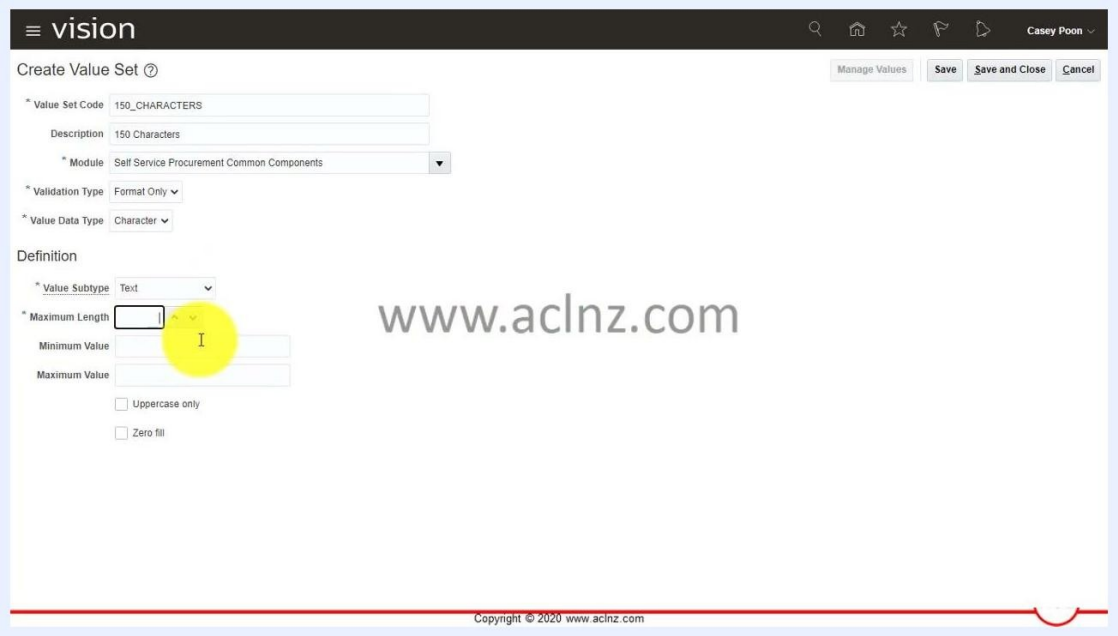


Module selection dialog open and ready for a module search.

8. Set the validation type, data type, subtype, and maximum length

Configure the format of the value set:

- Set **Validation Type** to Format Only if you do not want to store any values in this value set.
- Set **Value Data Type** to Character.
- Set **Value Subtype** to Text.
- In **Maximum Length**, enter 150.

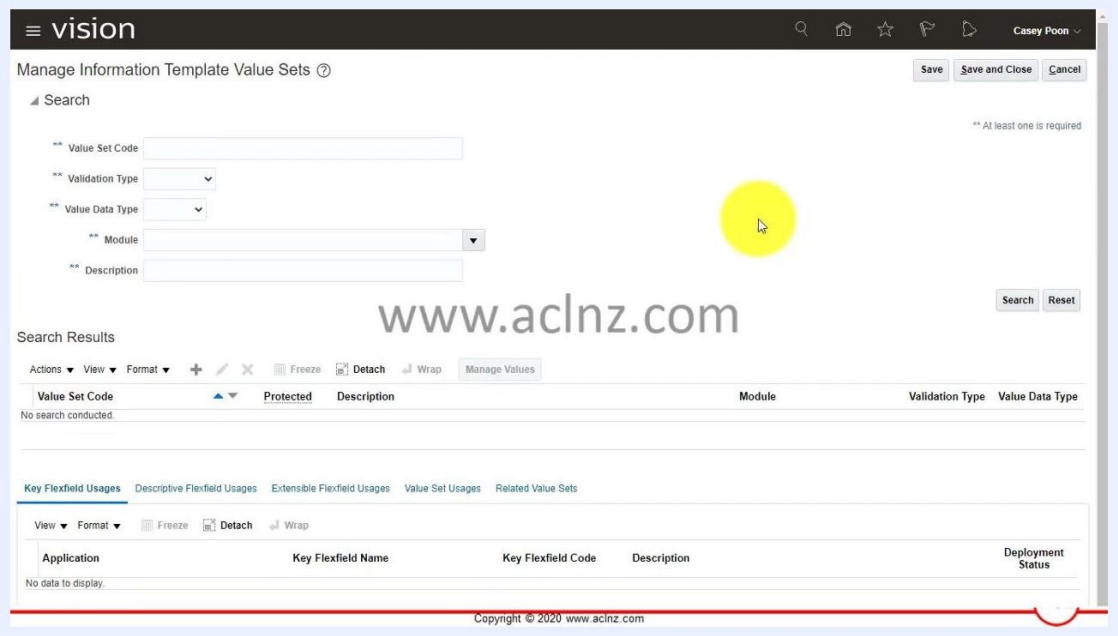


Create Value Set screen with Format Only validation, Character data type, Text subtype, and a maximum length of 150.

9. Set optional minimum, maximum, and zero fill options

1. If needed, specify minimum and maximum values. This guide leaves them blank.

2. To pad entered values with zeros up to the maximum length, select the **Zero fill** checkbox. This guide leaves it unchecked.



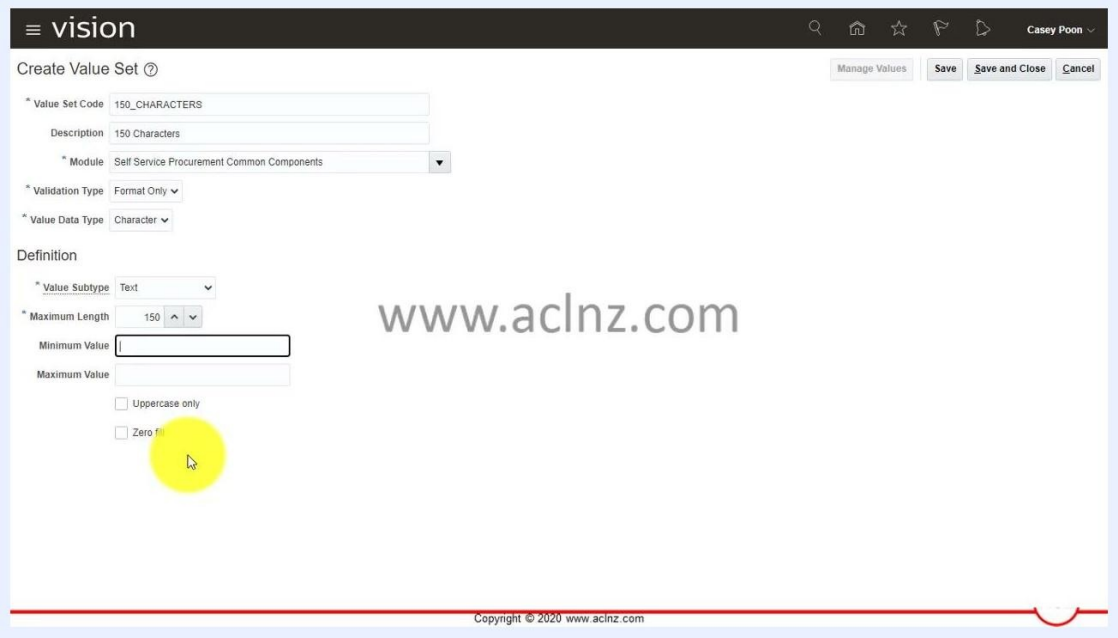
Create Value Set screen with the cursor on the Zero fill checkbox.

10. Review the value set configuration

Confirm that the **Create Value Set** screen shows these values:

- **Value Set Code:** 150_CHARACTERS
- **Description:** 150 Characters
- **Module:** Self Service Procurement Common Components
- **Validation Type:** Format Only
- **Value Data Type:** Character
- **Value Subtype:** Text
- **Maximum Length:** 150
- **Minimum Value:** blank
- **Maximum Value:** blank
- **Uppercase only:** unchecked

- **Zero fill:** unchecked



Create Value Set screen with all fields filled in and ready for review.

11. Save the value set

Choose one of these options:

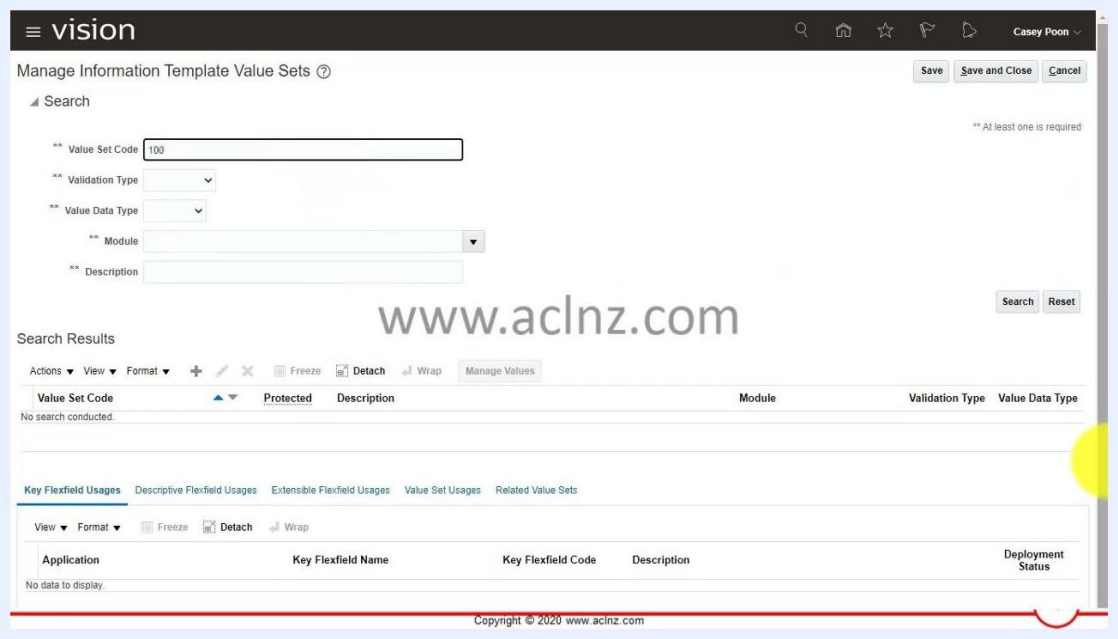
- Click **Save** to save your work and stay on the form.
- Click **Save and Close** to save the value set and exit the form.
- Click **Cancel** to discard your changes.

You cannot manage values for the value set until you save it.

Verify that you created the value set in Oracle Fusion

12. Return to Manage Information Template Value Sets

After saving, go to the **Manage Information Template Value Sets** screen. Use its search panel to confirm that your new value set exists. The results area is empty until you run a search.

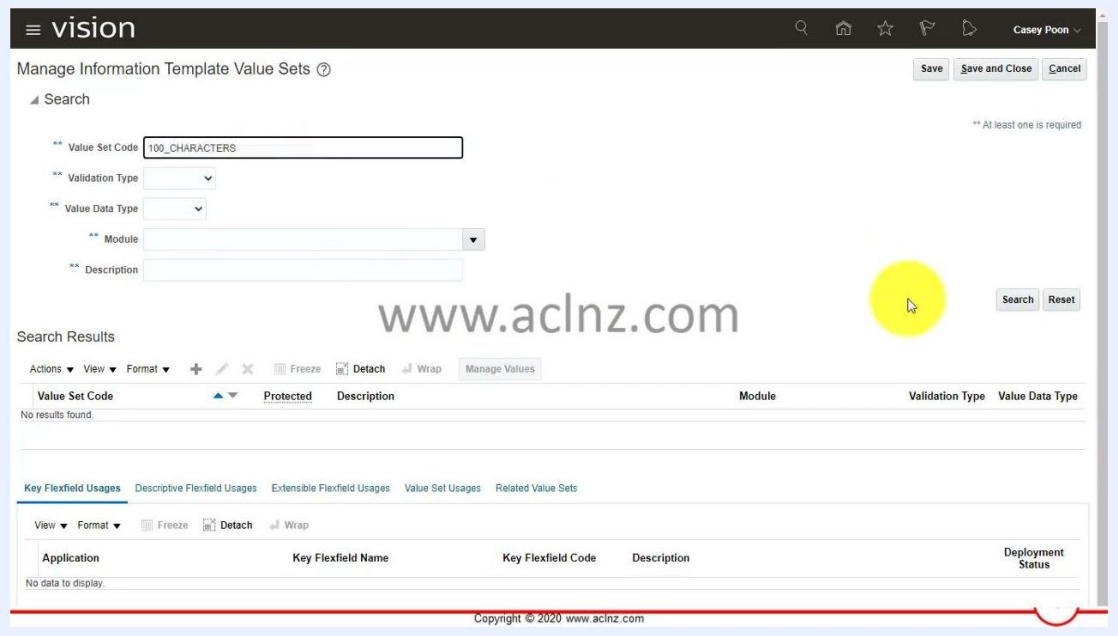


Manage Information Template Value Sets screen showing the search panel and an empty results area.

13. Search by value set code

1. In the **Value Set Code** field, enter the code you want to find, such as 100 or 100_CHARACTERS.
2. Click **Search**.

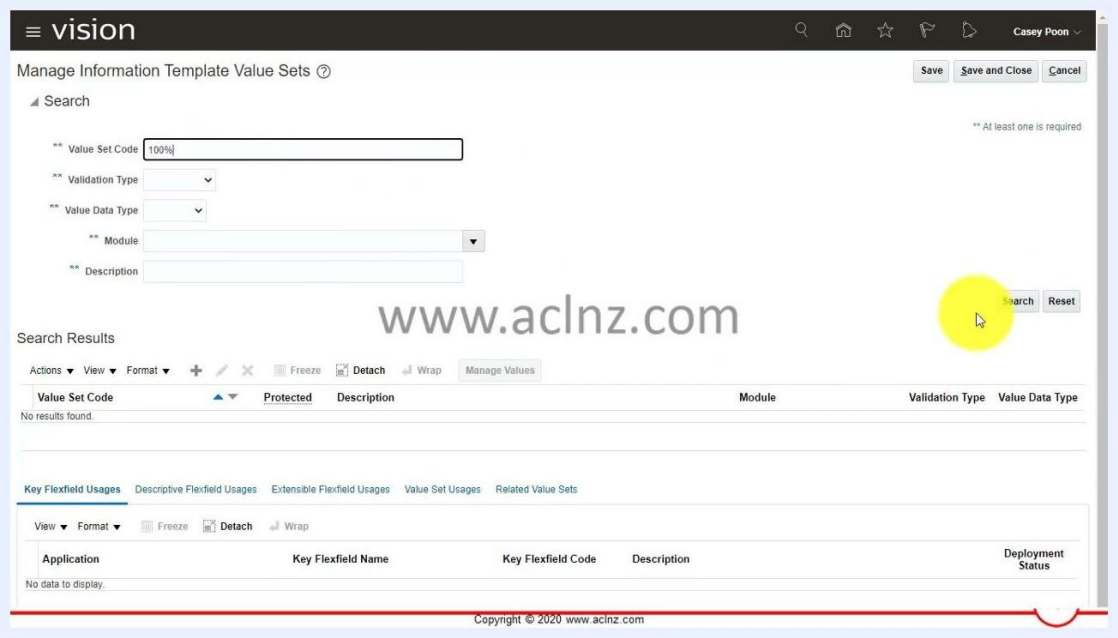
3. If no results appear, adjust your search criteria.



Manage Information Template Value Sets screen searching for 100_CHARACTERS with no results.

14. Use wildcards or a partial code

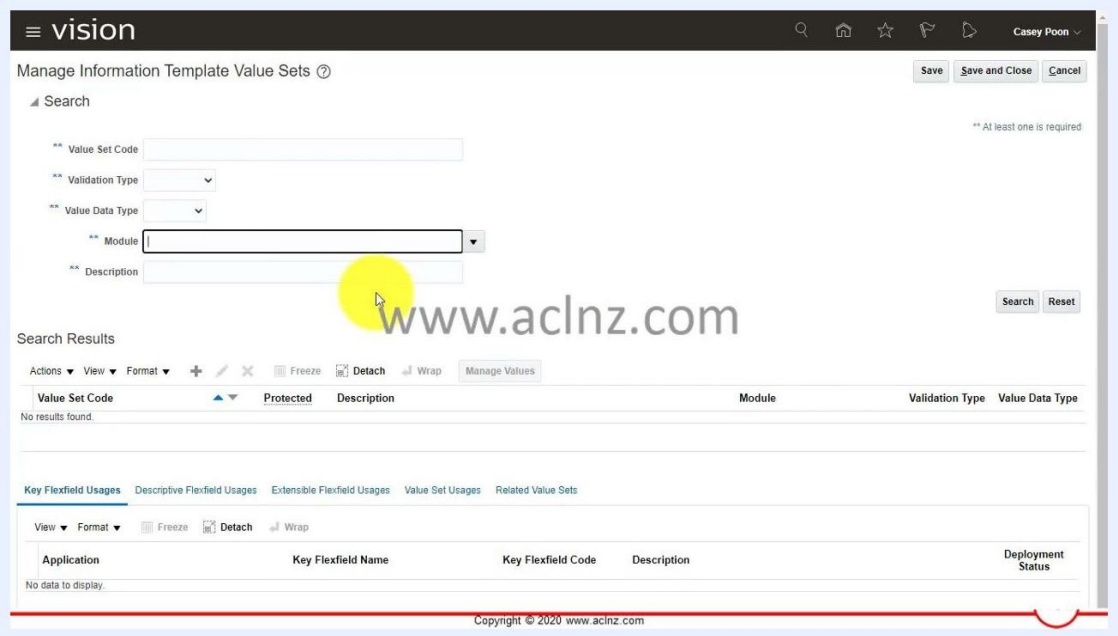
If an exact code returns nothing, try a wildcard such as `100%` or a partial code. Click **Search** again to refresh the results.



Manage Information Template Value Sets screen searching with 100% as the code and no results.

15. Search by module

If you still do not see the value set, use the **Module** dropdown to select or enter Self Service Procurement Common Components. This narrows the search to value sets associated with that module.



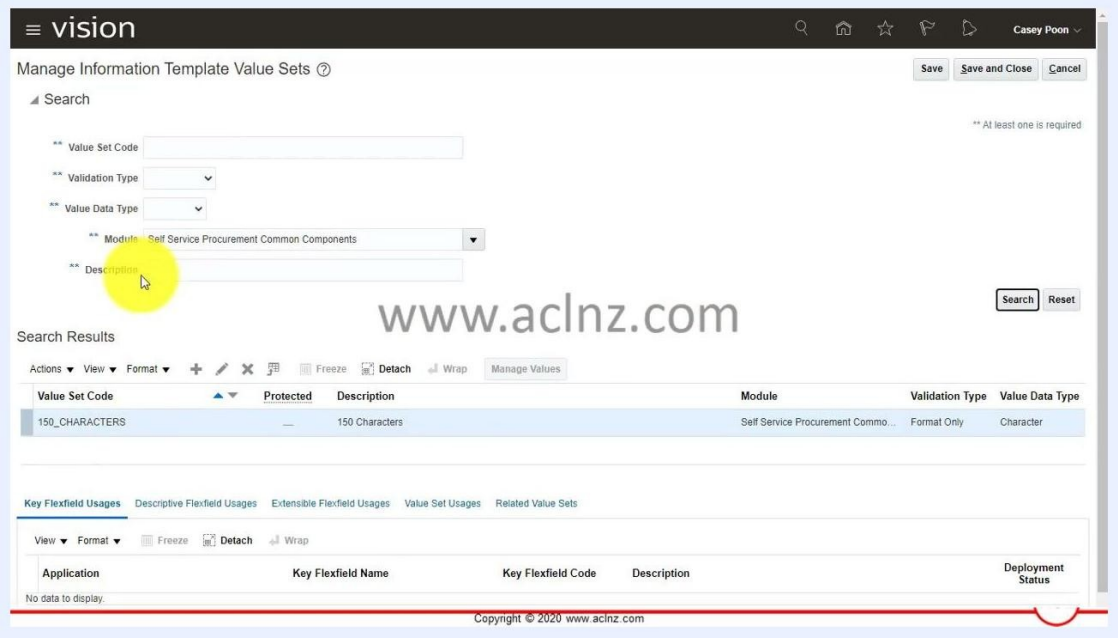
Manage Information Template Value Sets screen with the Module field being filled in before searching.

16. Confirm the value set in the results

Check that your value set appears with these details:

- **Value Set Code:** 150_CHARACTERS
- **Description:** 150 Characters
- **Module:** Self Service Procurement Common Components
- **Validation Type:** Format Only
- **Value Data Type:** Character

This confirms that the value set was created and is available in the system.

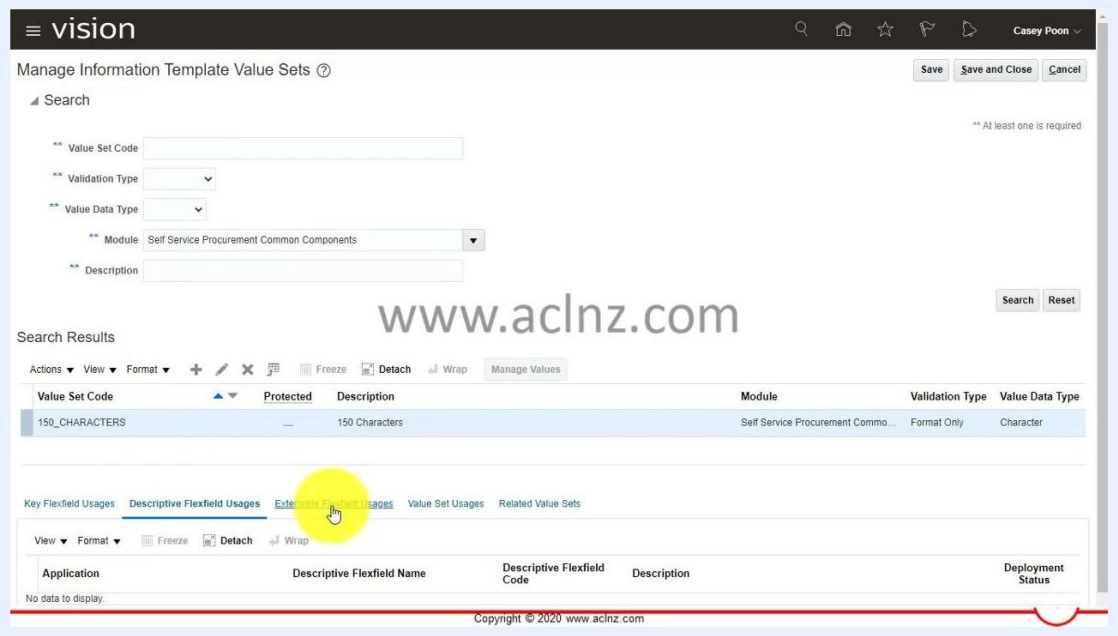


Manage Information Template Value Sets screen with search results showing the 150_CHARACTERS value set.

17. Review value set usages

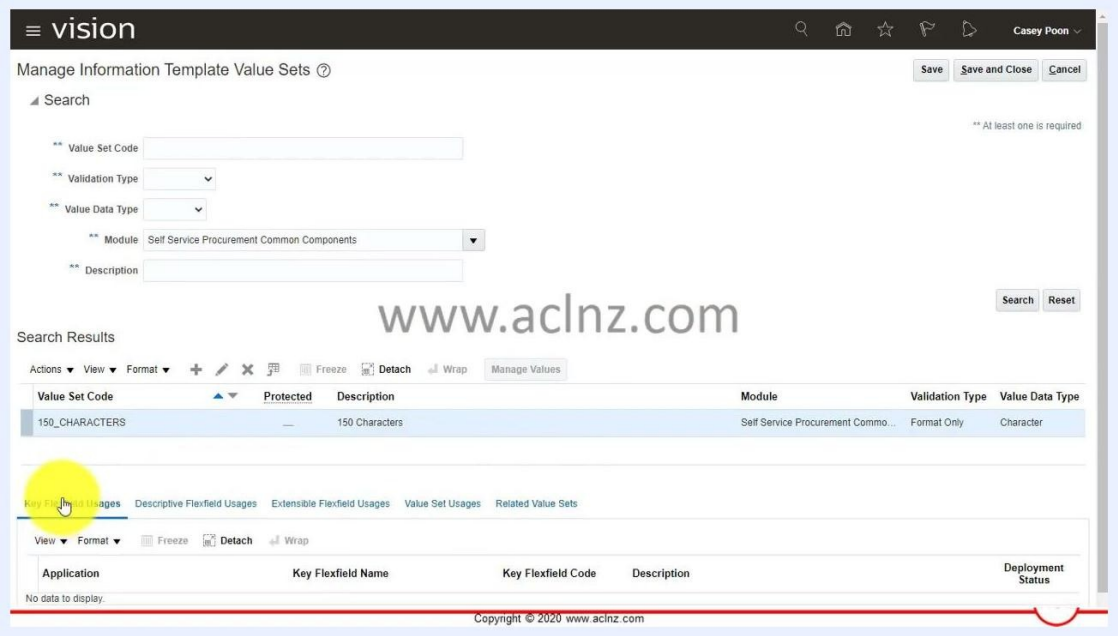
1. Select 150_CHARACTERS in the search results.
2. Review the tabs in the lower section: **Key Flexfield Usages**, **Descriptive Flexfield Usages**, **Extensible Flexfield Usages**, **Value Set Usages**, and **Related Value Sets**.
3. The **Key Flexfield Usages** tab is active by default. It shows columns for Application, Key Flexfield Name, Key Flexfield Code, Description, and Deployment Status.

Every usage tab shows "No data to display". This means the value set is not yet used in any flexfield or related value set.



Manage Information Template Value Sets screen with 150_CHARACTERS selected and the usage tabs showing no data to display.

If the value set is used later, its usages appear in the matching tab, such as Key Flexfield Usages or Descriptive Flexfield Usages.



Manage Information Template Value Sets screen with the usage tabs still empty and the cursor near them.

Check usage before you disable or delete a value set

Before you disable or delete a value set, check where it is used in Oracle Fusion. If a Key Flexfield, Descriptive Flexfield, or any other field uses the value set, you cannot disable or delete it until you remove those associations. Disabling a value set that is still in use can cause errors in the fields or flexfields that reference it.

To disable a value set safely:

1. Identify all usages with the **Key Flexfield Usages**, **Descriptive Flexfield Usages**, and other usage tabs at the bottom of the management screen.
2. Remove the value set from all associated fields or flexfields.
3. Disable or delete the value set.

Tips

- Always provide a meaningful description so others can identify the value set's purpose.

- Double-check your **Module**, **Validation Type**, and **Value Data Type** selections against your business requirements.

What's next

You can now configure specific validation rules, or use the value set in flexfields and other application components as needed.

Summary

You created a character-based value set named 150_CHARACTERS for Self-Service Procurement. You set it to Format Only validation with a Text subtype and a maximum length of 150, and saved it. You then found it by searching on the Manage Information Template Value Sets screen and confirmed it has no usages yet. Before you disable or delete a value set later, check its usages and remove any associations first.