

How to Create an HCM Extract in Oracle Fusion

This guide walks you through how to create an HCM extract in Oracle Fusion, from understanding the System Extract tool to configuring, delivering, submitting, and reviewing the output of your extract. You will build a full employee data extract step by step, using the Oracle HCM **Data Exchange** module.

Understanding System Extract

System Extract is essential for techno-functional consultants because of its customization capabilities. You can write formulas and tailor extracts to specific business needs, making the tool valuable for both reporting and data transmission between Oracle HCM modules or external systems.

In Oracle Fusion, System Extract is built on Fast Formula and processed by the payroll engine. In ERP, System Extract is based on the benefits engine, which marks a key difference in architecture and use case between the two.

Prerequisites

- Access to the Oracle HCM home screen with the **My Client Groups** tab available.
- Permissions to create, edit, and submit extract definitions in **Data Exchange**.
- Familiarity with the business objects (such as Person, Person Name, and E-Mail) you plan to include in your extract.

Step 1: Review the Oracle HCM home screen

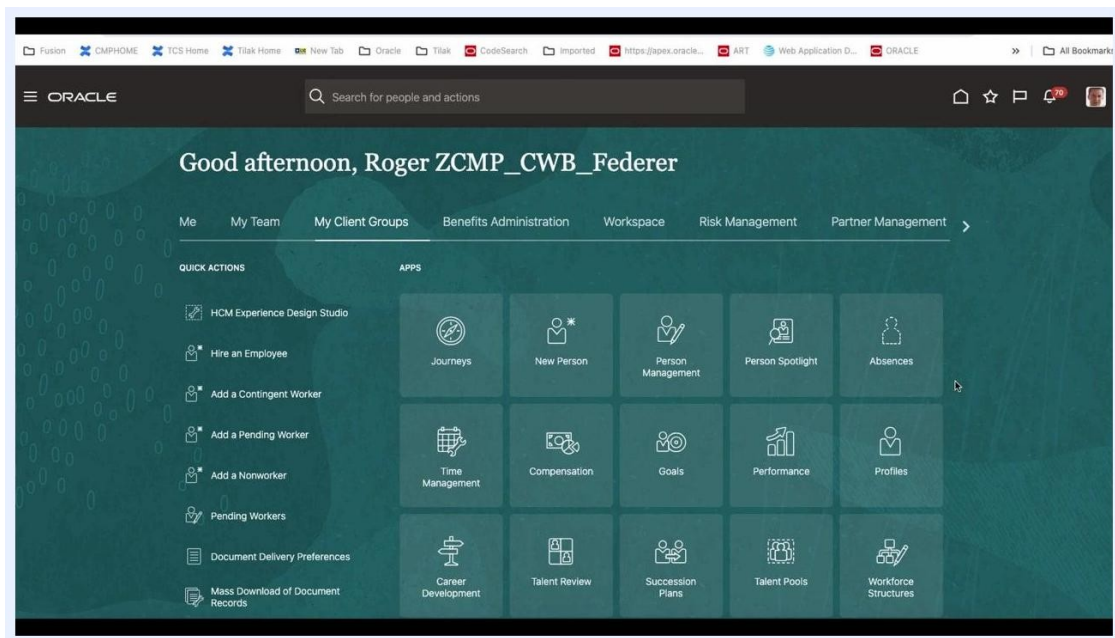
The main dashboard displays a welcome message and user information. Navigation tabs include **Me**, **My Team**, **My Client Groups**, **Benefits Administration**, **Workspace**, **Risk Management**, and **Partner Management**.

Quick Actions are listed on the left, including:

- HCM Experience Design Studio

- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker
- Add a Nonworker
- Pending Workers
- Document Delivery Preferences
- Mass Download of Document Records

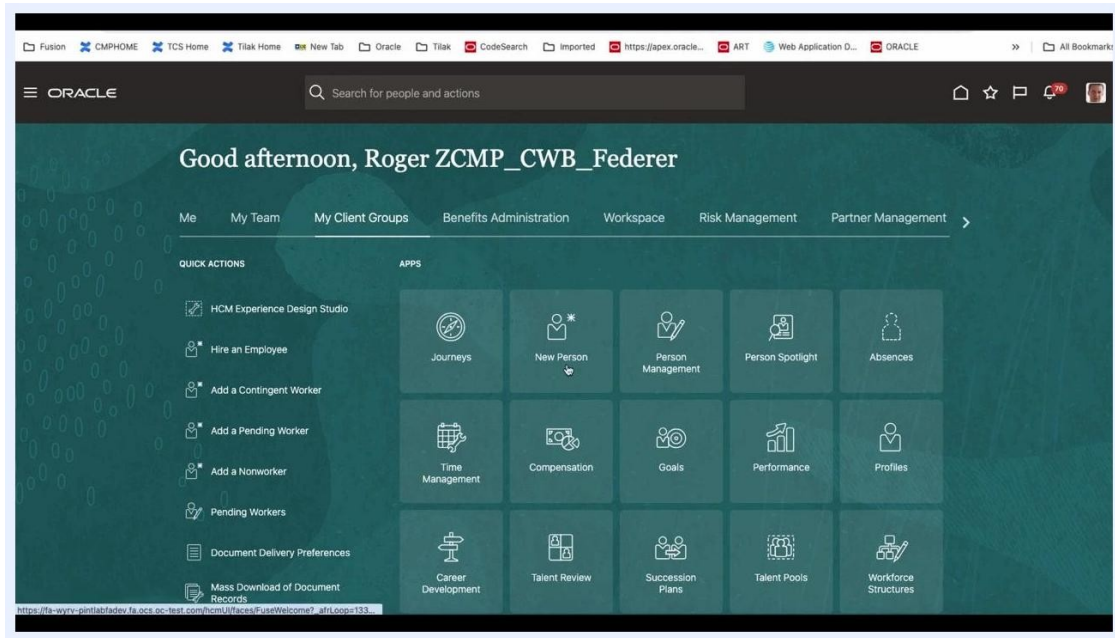
The central area displays application tiles, including Journeys, New Person, Person Management, Person Spotlight, Absences, Time Management, Compensation, Goals, Performance, Profiles, Career Development, Talent Review, Succession Plans, and Workforce Structures.



Oracle HCM home screen with navigation tabs, quick actions, and application tiles, greeting the user "Good afternoon, Roger ZCMP_CWB_Federer."

Step 2: Navigate to My Client Groups

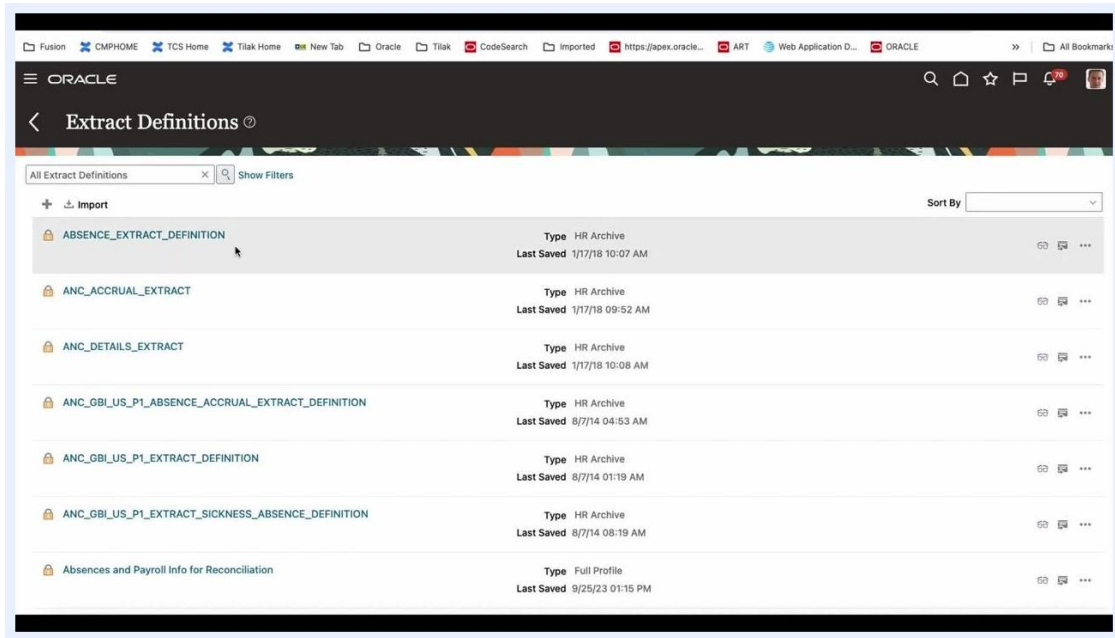
From the main navigation bar at the top, click **My Client Groups**. This tab provides access to various HR-related modules and actions.



Oracle HCM home screen with the **My Client Groups** tab selected, showing quick actions and application tiles.

Step 3: Open Data Exchange

Scroll through the application tiles under **My Client Groups** and click the **Data Exchange** tile, located at the bottom right of the app grid.



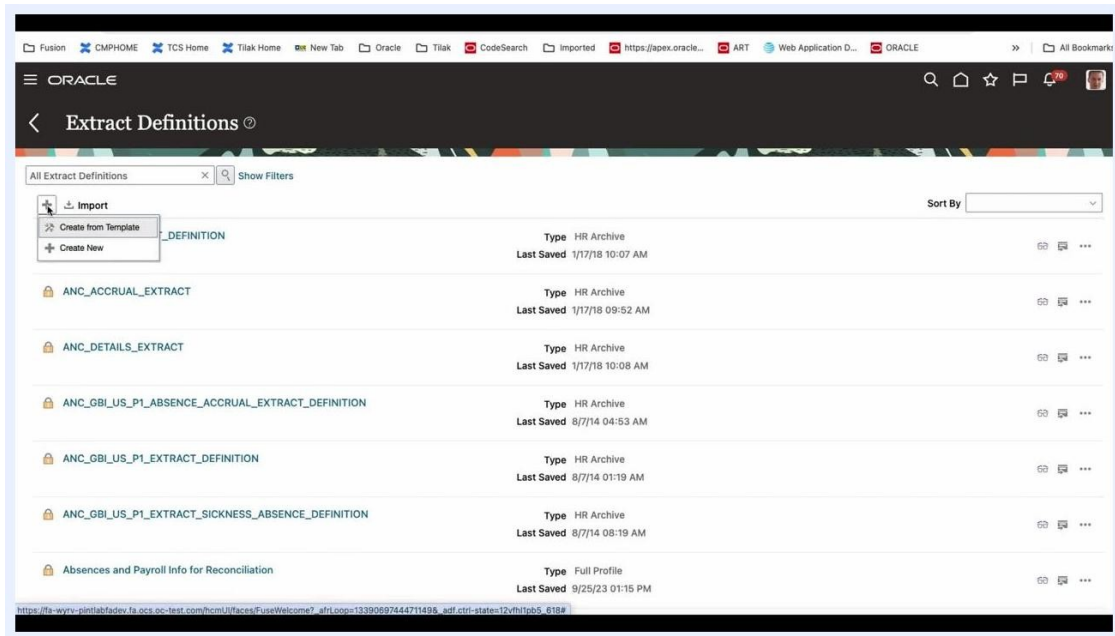
Oracle HCM My Client Groups tab with the Data Exchange tile highlighted among other HR modules.

Step 4: Access Extract Definitions

The system displays the **Extract Definitions** page. Here you can view all previously created extract definitions, including their names, types (for example, HR Archive or Full Profile), and last saved dates.

Step 5: Create a new extract definition from a template

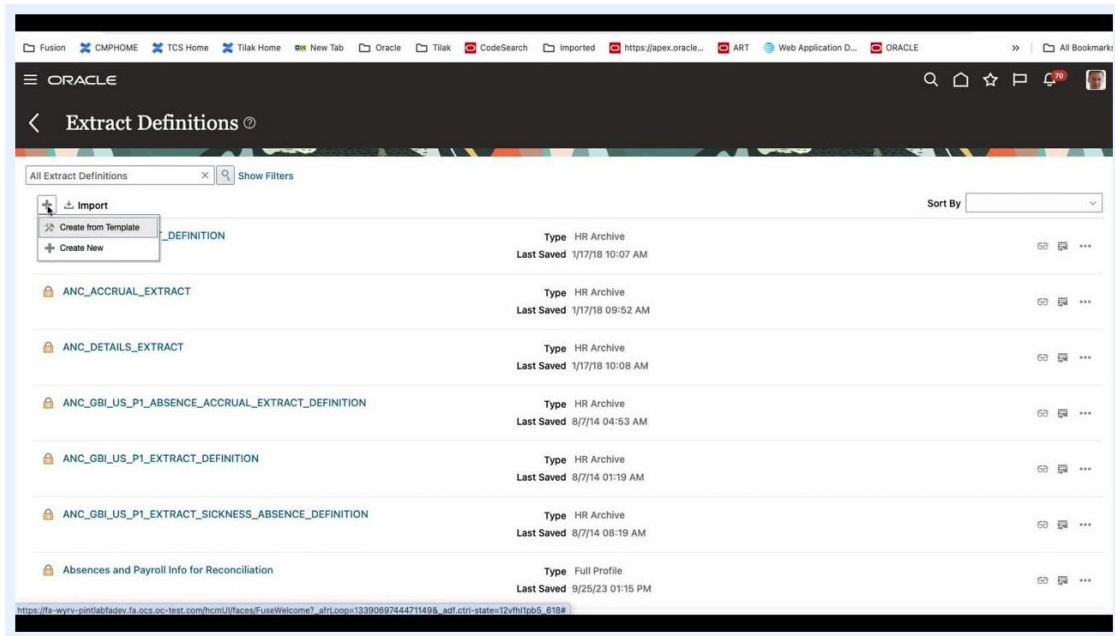
Click the **plus (+) Import** button, then select **Create from Template** in the dropdown. Using a pre-defined template simplifies setup, especially if you are new to building extracts.



Extract Definitions page with the **Create from Template** option selected in the **Import** dropdown.

Step 6: Choose the source template

In the **Create Extract Definition** window, a list of source templates appears on the left. Expand the **HR Archive** section and select **Employees** to use the employee extract template.



Create Extract Definition screen with HR Archive > Employees selected as the source template.

Step 7: Configure the extract definition details

Fill in the required fields for your new extract:

- **Name:** Enter [Demo-Test-001](#).
- **Start Date:** Enter [1/1/00](#).
- **Consumer:** Select [Report](#) from the dropdown.
- **Changes Only:** Select [No](#) (the default, which produces a full extract; [Yes](#) would limit results to changed records only).

You can leave the remaining fields blank for this basic setup.

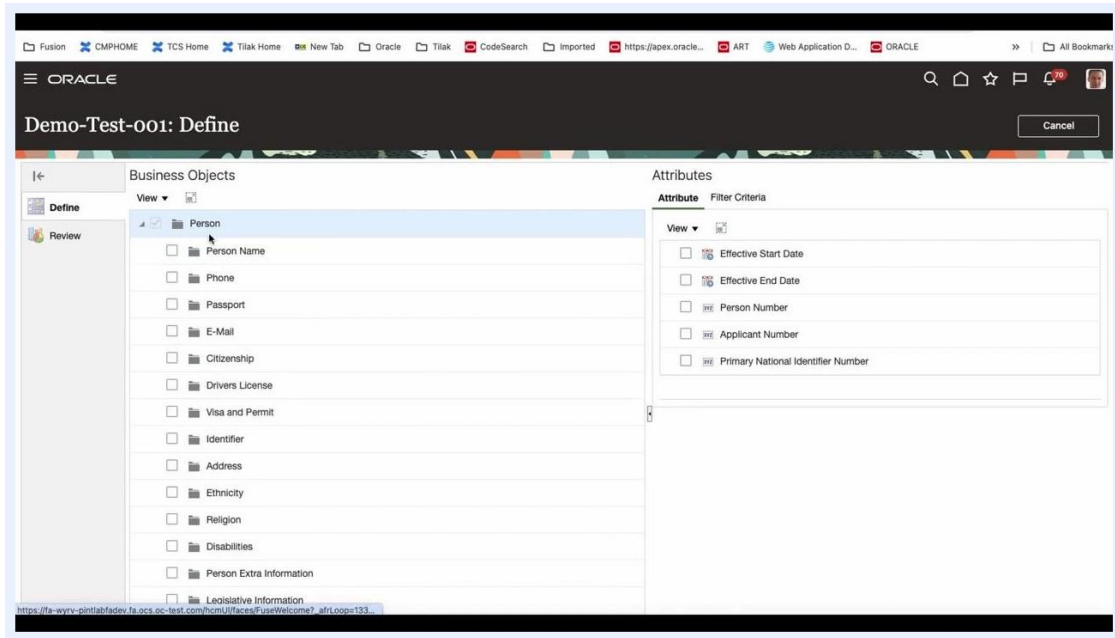
The screenshot shows the Oracle 'Create Extract Definition' form. The 'Source Template' tree on the left has the 'Employees' category selected. The 'Employees Extract' form on the right has the following fields filled in: '*Name' is 'Demo-Test-001', '*Start Date' is '1/1/00', '*Consumer' is 'Report', and '*Changes Only' is 'No'.

Create Extract Definition form filled in with Name Demo-Test-001, Start Date 1/1/00, Consumer Report, and Changes Only set to No.

Using a template is recommended if you are new to this tool, since it pre-populates many settings. **Report** is the default and most common **Consumer** choice, while **Undefined** is rarely used. Selecting **No** for **Changes Only** ensures a full data extract.

Step 8: Expand the Person business object

In the **Define** tab, locate the **Business Objects** panel. Click the arrow next to **Person** to expand its available sub-objects and attributes.



Oracle HCM Define screen with the **Person** business object expanded, showing sub-objects such as **Person Name**, **Phone**, **Passport**, and **E-Mail**.

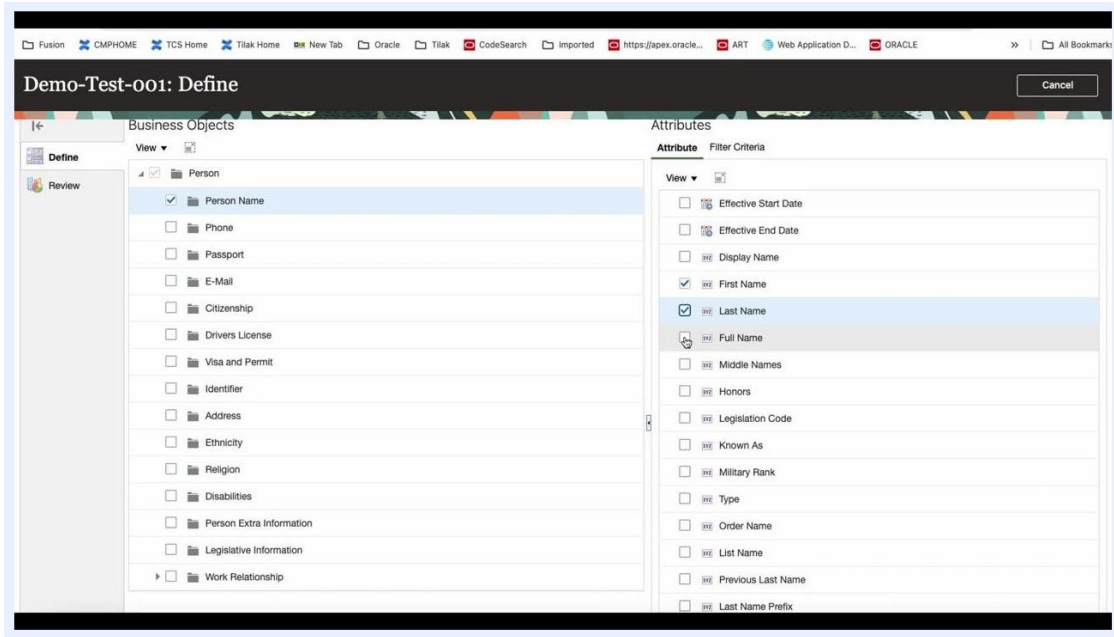
Step 9: Select Person Name and choose required attributes

Click the checkbox next to **Person Name** under the **Person** object. The **Attributes** panel on the right then displays all available attributes for Person Name.

Do not select the top-level checkbox unless you want to include all attributes. Instead, individually select only the required attributes:

- **First Name**
- **Last Name**
- **Full Name**
- **Type**

- **Effective Start Date**



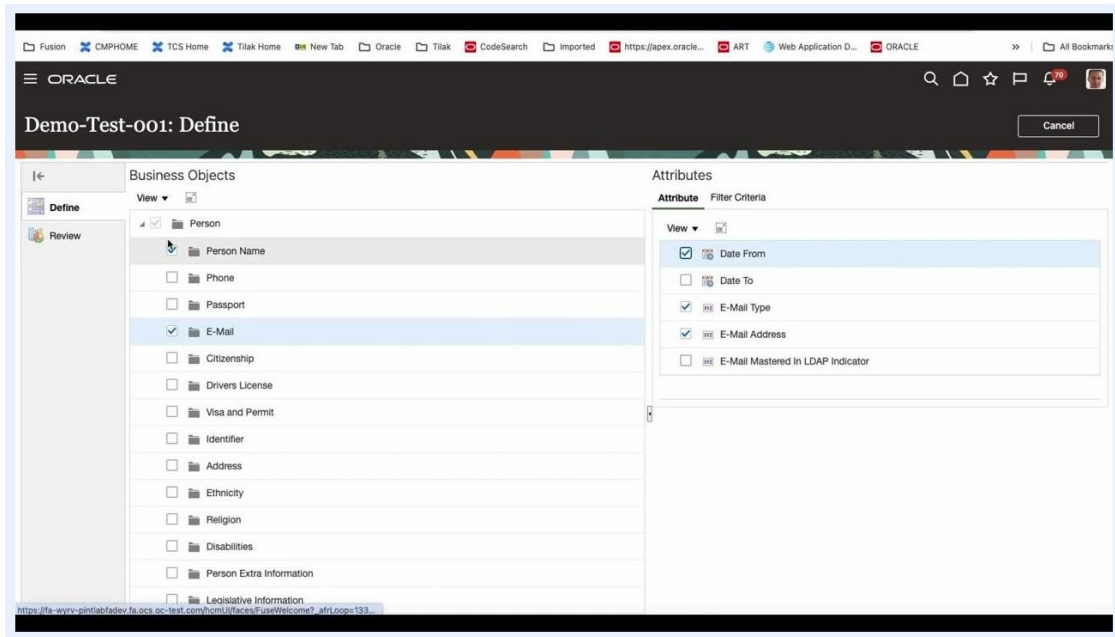
Person Name attributes selected, including First Name, Last Name, Full Name, Type, and Effective Start Date.

Step 10: Select E-Mail and choose required attributes

In the **Business Objects** panel, check the box next to **E-Mail**. In the **Attributes** panel, select the following attributes:

- **Date From**
- **E-Mail Type**

- **E-Mail Address**



E-Mail attributes selected, including Date From, E-Mail Type, and E-Mail Address.

Step 11: Review your attribute selections

Once you have selected all required attributes, click the **Review** tab on the left sidebar. This displays a summary of your selected data groups and attributes. Confirm that the following are listed:

- Under **Person Name**: Effective Start Date, First Name, Last Name, Full Name, Type
- Under **E-Mail**: Date From, E-Mail Type, E-Mail Address

Step 12: Save the extract definition

Click the **Save** button in the top right corner. A confirmation dialog appears, asking: "The changes will be submitted. Do you want to continue?" Click **Yes** to confirm and save your extract definition.

The screenshot shows the Oracle APEX 'Define' page for 'Demo-Test-001: Define'. The page has a top navigation bar with the Oracle logo and a search bar. Below the navigation bar, there are buttons for 'Save', 'Validate', and 'Cancel'. The main content area is divided into two sections: 'Extract Attributes' and 'Parameters'.

Extract Attributes

Tag Name	Type	Status	Valid	Lock Definition	Changes Only
Employees	HR Archive	Active	Valid	☒	No

Parameters

Name	Tag Name	Data Type	Display	Display Format	Lookup	Description
Baseline Only	baseline_only	Text	Yes	Lookup Choi...	YES_NO	Baseline Only
Effective Date	effective_date	Date	Yes			Effective Date

Columns Frozen 1

Confirmation dialog for saving the extract definition, with Yes and No options.

Step 13: Verify the extract definition status

After saving, the system displays the **Review** screen with your selected attributes and a status indicator, such as "In Progress." Ensure all selected fields are correctly listed under their respective data groups.

The screenshot shows the Oracle APEX 'Define' screen for 'Demo-Test-001: Define'. The 'Extract Attributes' panel is active, displaying the following details:

- Tag Name:** Employees
- Type:** HR Archive
- Status:** Active
- Valid:** Valid
- Lock Definition:** ☒ (checked)
- Changes Only:** No (dropdown disabled)
- Consumer:** Report
- Additional Details:**
- Description:**
- Unlock Comments:**

The 'Parameters' section shows a table with the following data:

Name	Tag Name	Data Type	Display	Display Format	Lookup	Description
Baseline Only	baseline_only	Text	Yes	Lookup Choi...	YES_NO	Baseline Only
Effective Date	effective_date	Date	Yes			Effective Date

Columns Frozen 1

Review screen showing selected attributes under Person Name and E-Mail, with status In Progress.

Step 14: Review the Extract Attributes section

In the **Define** tab, locate the **Extract Attributes** panel at the top of the screen. Confirm the following details:

- **Tag Name:** Employees
- **Type:** HR Archive
- **Status:** Active
- **Valid:** Valid
- **Consumer:** Report
- **Lock Definition:** Checked (enabled)
- **Changes Only:** No (dropdown disabled)

Additional fields such as **Additional Details**, **Description**, and **Unlock Comments** are present but not filled in for this example.

The screenshot shows the Oracle HCM Define screen for 'Demo-Test-001: Define'. The 'Extract Attributes' section is expanded, showing the following details:

- Tag Name:** Employees
- Type:** HR Archive
- Status:** Active
- Valid:** Valid
- Lock Definition:** ☒
- Changes Only:** No
- Consumer:** Report
- Additional Details:**
- Description:**
- Unlock Comments:**

The 'Parameters' section is also expanded, showing a table of parameters:

Name	Tag Name	Data Type	Display	Display Format	Lookup	Description
Baseline Only	baseline_only	Text	Yes	Lookup Choi...	YES_NO	Baseline Only
Effective Date	effective_date	Date	Yes			Effective Date

Below the table, it indicates 'Columns Frozen 1'.

Oracle HCM Define screen showing Extract Attributes: Tag Name Employees, Type HR Archive, Status Active, Valid, Consumer Report, Lock Definition checked, and Changes Only set to No.

Step 15: Verify the Parameters section

Scroll down to the **Parameters** panel and ensure the following parameters are listed:

- **Baseline Only** — Tag Name: baseline_only, Data Type: Text, Display: Yes, Display Format: Lookup Choice, Lookup: YES_NO, Description: Baseline Only
- **Effective Date** — Tag Name: effective_date, Data Type: Date, Display: Yes, Description: Effective Date

Confirm that both parameters are visible and set to display.

Step 16: Validate or edit as needed

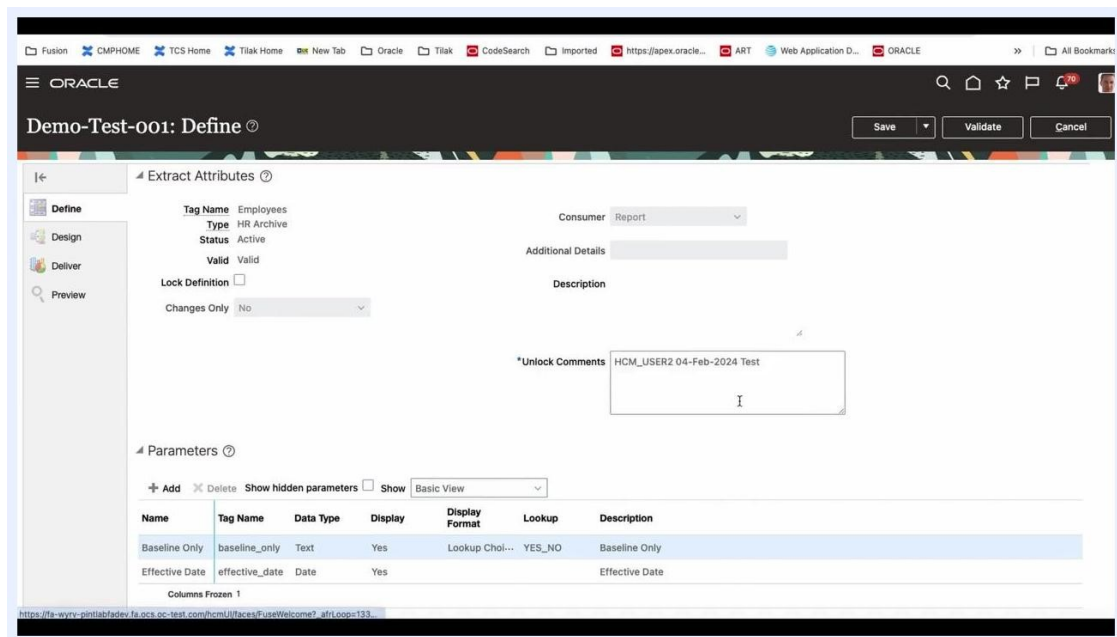
If any details are incorrect, use the **Edit** options to make changes. Use the **Validate** button in the top right to check for errors in your extract definition. Use the **Save** button to save any further changes, or **Cancel** to discard them.

Generated with docsie.io

Double-check all attribute values for accuracy before proceeding, and ensure all required parameters are present and correctly configured. When **Lock Definition** is checked, it prevents further changes unless unlocked. Always validate your extract before moving to delivery or scheduling.

Step 17: Update the Unlock Comments field

Enter a descriptive value in the **Unlock Comments** field, for example [HCM_USER2 04-Feb-2024 Test](#). This field is now populated with the user and date information.



Define

Extract Attributes

Tag Name: Employees
 Type: HR Archive
 Status: Active
 Valid: Valid
 Lock Definition: ☐
 Changes Only: No

Consumer: Report

Additional Details:

Description:

*Unlock Comments: HCM_USER2 04-Feb-2024 Test

Parameters

+ Add - Delete Show hidden parameters ☐ Show Basic View

Name	Tag Name	Data Type	Display	Display Format	Lookup	Description
Baseline Only	baseline_only	Text	Yes	Lookup Choi...	YES_NO	Baseline Only
Effective Date	effective_date	Date	Yes			Effective Date

Columns Frozen 1

Unlock Comments field updated with "HCM_USER2 04-Feb-2024 Test" in the Define section.

Step 18: Review the Person object in the Design section

Select **Design** from the left navigation menu. The **Design** section displays a list of objects, such as Person, E-Mail, Person Name, and Person Name Details.

With the **Person** object selected, its properties display as follows:

- Name: Person
- Tag Name: Person
- User Entity: PER_EXT_SEC_PERSON_UE

- Threading Database Item: Extract Person ID
- Threading Action Type: Object actions
- Description: Person Data Group

Define

Extract Attributes

Tag Name: Employees
 Type: HR Archive
 Status: Active
 Valid: Valid
 Lock Definition: ☐
 Changes Only: No

Consumer: Report
 Additional Details:
 Description:
 *Unlock Comments: HCM_USER2 04-Feb-2024 Test

Parameters

Name	Tag Name	Data Type	Display	Display Format	Lookup	Description
Baseline Only	baseline_only	Text	Yes	Lookup Chol...	YES_NO	Baseline Only
Effective Date	effective_date	Date	Yes			Effective Date

Columns Frozen: 1

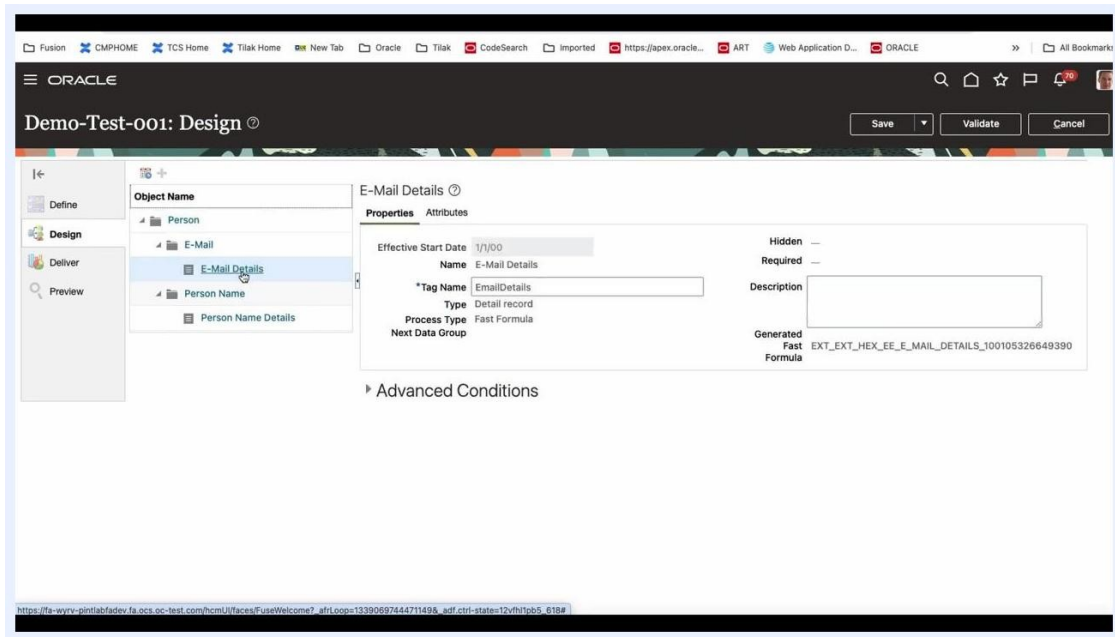
Design section with the Person object selected, showing its properties.

Step 19: Review E-Mail Details properties

Click **E-Mail Details** under the **E-Mail** object in the Design section. The properties display as follows:

- Effective Start Date: 1/1/00
- Name: E-Mail Details
- Tag Name: EmailDetails
- Type: Detail record
- Process Type: Fast Formula
- Next Data Group: (blank)
- Description: (blank)

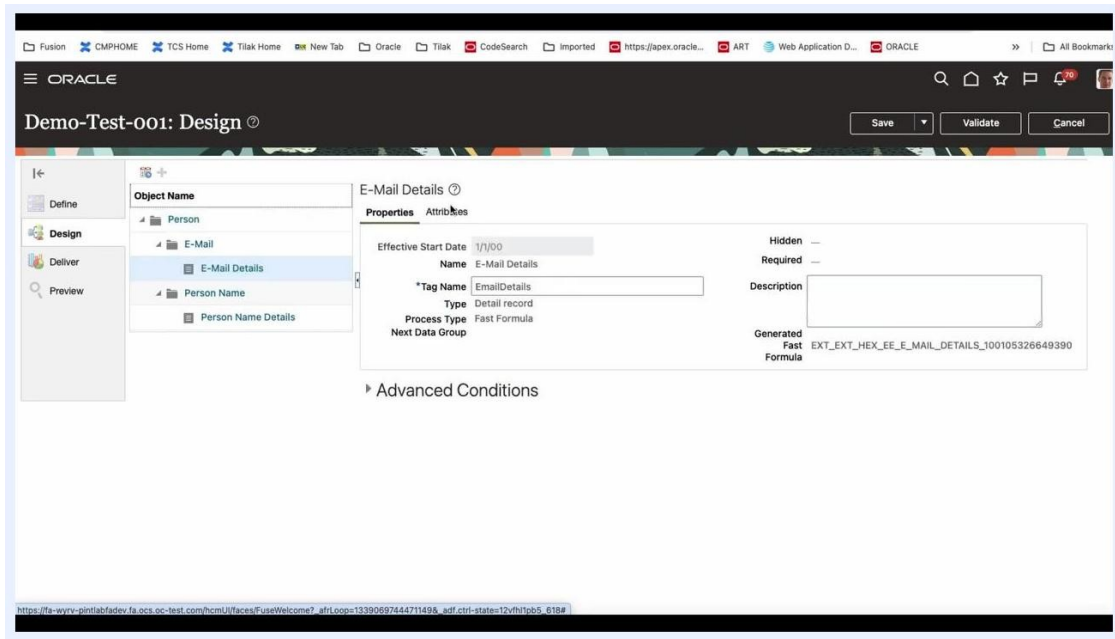
- Generated Fast Formula:
EXT_EXT_HEX_EE_E_MAIL_DETAILS_100105326649390



E-Mail Details object selected, showing its properties in the Design section.

Step 20: Confirm the E-Mail Details properties and attributes

Review the Effective Start Date, Tag Name, and other details to confirm they are correct.



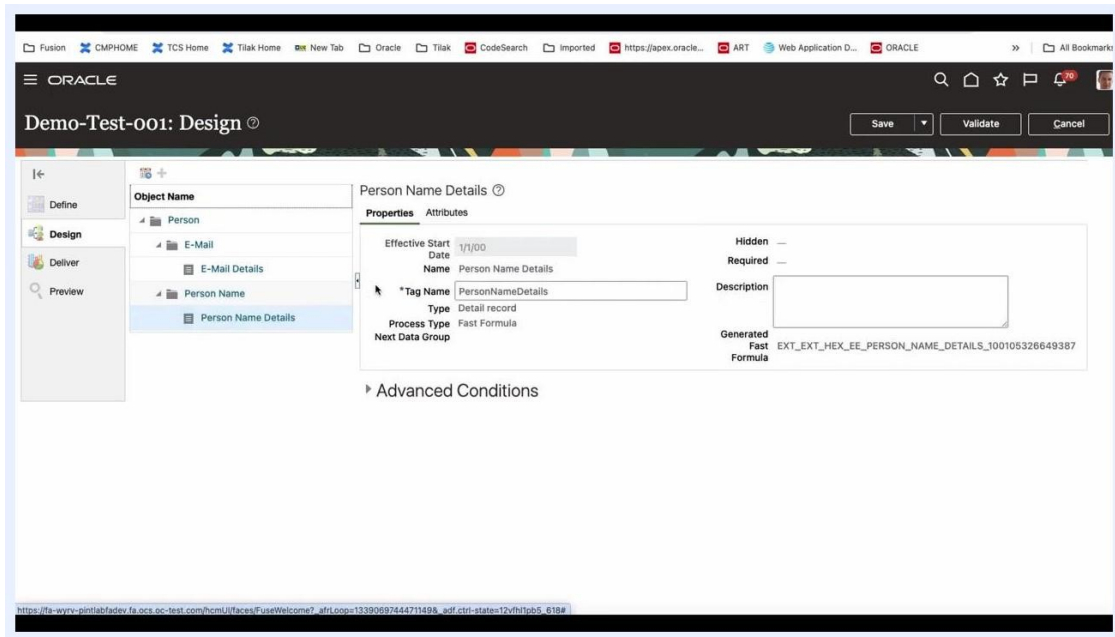
E-Mail Details properties and attributes visible in the Design section.

Step 21: Review Person Name Details properties

Select **Person Name Details** under the **Person Name** object in the Design section. The properties display as follows:

- Effective Start Date: 1/1/00
- Name: Person Name Details
- Tag Name: PersonNameDetails
- Type: Detail record
- Process Type: Fast Formula
- Next Data Group: (blank)
- Description: (blank)

- Generated Fast Formula:
EXT_EXT_HEX_EE_PERSON_NAME_DETAILS_100105326649387



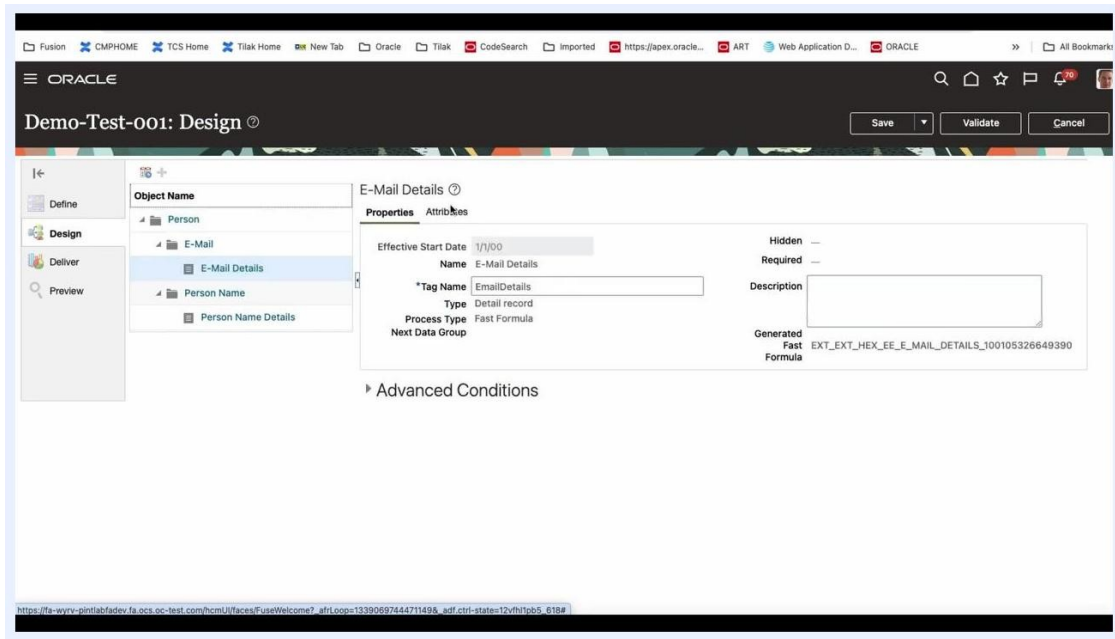
Person Name Details object selected, showing its properties in the Design section.

Step 22: View Person Name Details attributes

Click the **Attributes** tab for **Person Name Details** to view its attributes:

- Effective Start Date (Type: Database item group)
- Person Name Id (Type: Database item group, Key Attribute)
- First Name (Type: Database item group)
- Last Name (Type: Database item group)
- Full Name (Type: Database item group)

- Type (Type: Database item group)



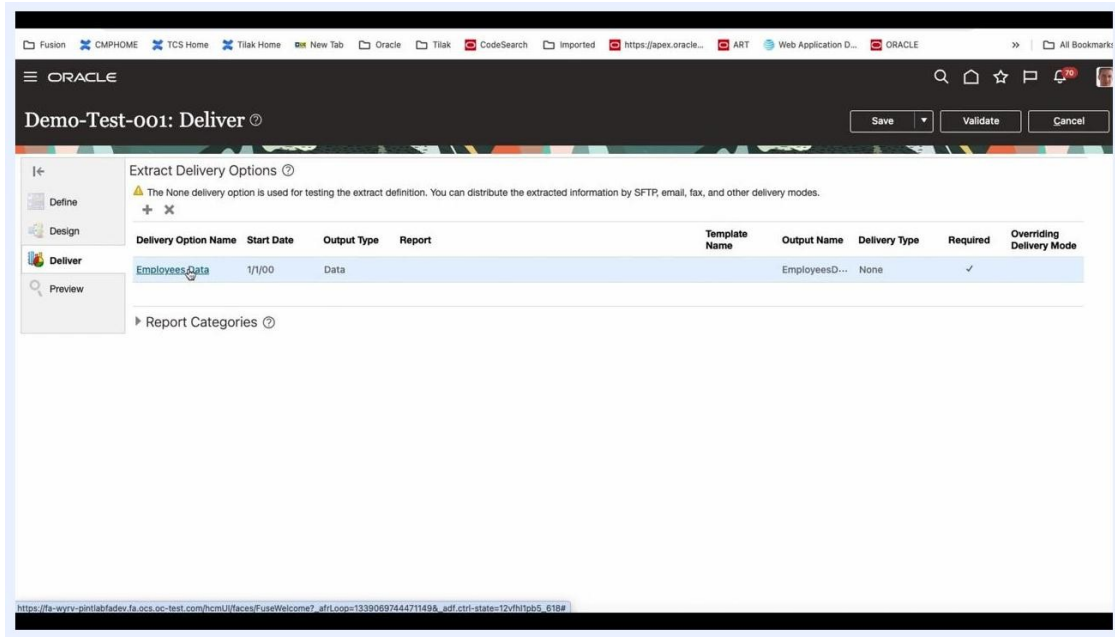
Attributes tab for Person Name Details showing all attribute fields.

Step 23: Navigate to the Deliver section

Select **Deliver** from the left navigation menu. The **Extract Delivery Options** screen displays the delivery option **Employees Data** with the following details:

- Start Date: 1/1/00
- Output Type: Data
- Report: (blank)
- Template Name: (blank)
- Output Name: EmployeesData
- Delivery Type: None
- Required: Checked

- Overriding Delivery Mode: (blank)



Deliver section with the Employees Data delivery option listed.

Step 24: Review the Employees Data delivery option details

Click **Employees Data** to view or edit its details:

- Output Type: Data
- Report: (blank)
- Template Name: (blank)
- Output Name: EmployeesData
- Delivery Type: NONE
- Overriding Delivery Mode: (blank)
- Required: Checked

- Advanced options: Bursting, Locale, Key, and Select Attribute fields are available.

The screenshot shows the Oracle APEX 'Demo-Test-001: Deliver' page. The left sidebar has tabs for 'Define', 'Design', 'Deliver', and 'Preview', with 'Deliver' selected. The main area is titled 'Employees Data' and contains the following fields:

- Basic Information:**
 - Delivery Option Name: Employees Data
 - Output Type: Data (dropdown)
 - Report: (text field)
 - Template Name: (text field)
 - Delivery Type: NONE (dropdown)
 - Overriding Delivery Mode: (dropdown)
 - Required: ☒ (checkbox)
- Output File Name:**
 - Extract Attributes: (dropdown)
 - Date Format: (dropdown)
 - Output Name: EmployeesData (text field)
- Advanced:**
 - Option Value:
 - Bursting: (text field)
 - Locale: (text field)
 - Key: (text field)
 - Select Attribute:
 - ☐
 - ☐
 - ☐

Buttons for 'Save', 'Validate', 'Cancel', 'OK', and 'Cancel' are visible at the top right.

Employees Data delivery option details with Output Type, Output Name, and Required checked.

Step 25: Update the delivery option details

In the **Deliver** section, confirm and update the following fields:

- **Output Type:** Data
- **Delivery Type:** NONE
- **Overriding Delivery Mode:** leave blank or select as needed
- **Required:** Checked
- **Output Name:** EmployeesData_001

Optionally, configure advanced options such as Bursting, Locale, and Key if required.

The screenshot shows the Oracle APEX 'Deliver' section for a component named 'Employees Data'. The interface includes a sidebar with 'Define', 'Design', 'Deliver', and 'Preview' tabs. The 'Deliver' tab is active, showing configuration options for the component. The 'Basic Information' section includes fields for 'Delivery Option Name' (Employees Data), 'Output Type' (Data), 'Report' (empty), 'Template Name' (empty), 'Delivery Type' (NONE), 'Overriding Delivery Mode' (empty), and 'Required' (checked). The 'Output File Name' section includes 'Extract Attributes' (empty), 'Date Format' (empty), and 'Output Name' (EmployeesData_001). The 'Advanced' section includes 'Option Value' and 'Select Attribute' columns. The 'Option Value' column has fields for 'Bursting', 'Locale', and 'Key'. The 'Select Attribute' column has checkboxes for 'Bursting', 'Locale', and 'Key'. The 'Deliver' button is visible in the top right corner.

Deliver section with Output Name set to EmployeesData_001 and advanced options visible.

Step 26: Access the Preview functionality

Click **Preview** in the left navigation menu to access the preview functionality. This allows you to run the extract for a single person in debug or regular mode.

The screenshot shows the Oracle APEX interface for 'Demo-Test-001: Deliver'. The left navigation menu has 'Preview' selected. The main content area is titled 'Employees Data' and contains the following sections:

- Basic Information**
 - Delivery Option Name: Employees Data
 - *Output Type: Data
 - Report: [Text Field]
 - Template Name: [Text Field]
 - Delivery Type: NONE
 - Overriding Delivery Mode: [Text Field]
 - Required: ☒
- Output File Name**
 - Extract Attributes: [Text Field]
 - Date Format: [Text Field]
 - *Output Name: EmployeesData_001
- Advanced**

Option Value	Select Attribute
Bursting	☐
Locale	☐
Key	☐

Preview option selected in the navigation menu, with the Deliver section still visible.

Step 27: Confirm the unsaved changes warning

If prompted with a warning dialog stating "Your changes aren't saved. If you leave this page, then your changes will be lost. Do you want to continue?", choose **Yes** to proceed to the Preview screen.

The screenshot displays the Oracle APEX configuration interface for a delivery option named "Employees Data". The interface includes a top navigation bar with the Oracle logo and a search bar. The main content area is divided into sections: "Basic Information", "Output File Name", and "Advanced".

- Basic Information:** Contains fields for "Delivery Option Name" (Employees Data), "Output Type" (Data), "Delivery Type" (NONE), "Overriding Delivery Mode" (dropdown), and "Required" (checked).
- Output File Name:** Contains fields for "Extract Attributes" (dropdown), "Date Format" (dropdown), and "Output Name" (EmployeesData_001).
- Advanced:** Contains a table with columns "Option Value" and "Select Attribute". The table has three rows: "Bursting", "Locale", and "Key".

The "Preview" button is located in the top right corner of the configuration area.

Preview screen with a warning dialog about unsaved changes.

Step 28: Review the Preview parameters

On the Preview screen, enter the **Effective Date** in the format m/d/yy. Optionally, enter a value for **Threading Object ID** if required for your extract, and select **Yes** or **No** for **Diagnostics** as needed.

Preview screen with Effective Date and Threading Object ID fields.

Step 29: Return to the Extract Definitions overview

Locate your extract (for example, Demo-Test-001) in the Extract Definitions list. Click the three-dot menu on the right to access additional actions, including:

- Hierarchy (view the extract hierarchy)
- Export Extract
- Delete

- Copy or Rename

Extract Definitions screen with the actions menu open for Demo-Test-001.

Step 30: View the extract hierarchy

Select **Hierarchy** from the actions menu to display the structure and relationships within the extract definition.

Extract Definitions screen with the Hierarchy option highlighted in the actions menu.
Generated with docsie.io

Step 31: Manage, export, or duplicate the extract

Use the corresponding options in the actions menu to move, delete, copy, or rename the extract:

- Select **Export Extract** to export the definition.
- Select **Delete** to remove the extract (after moving the product, if needed).
- Select **Copy or Rename** to duplicate or rename the extract.

The screenshot shows the 'Submit Extract Instance' screen in the Oracle interface. The page has a dark header with the Oracle logo and navigation icons. The main content area is divided into three sections: 'General Information', 'Criteria', and 'Schedule'. In the 'General Information' section, 'Extract Name' and 'Flow Name' are both set to 'Demo-Test-001'. The 'Extract Instance Name' field is empty. In the 'Criteria' section, 'Effective Date' is set to 'm/d/yy', 'Process Configuration Group' is set to 'Select', and 'Baseline Only' is empty. In the 'Schedule' section, 'Timetable' is set to 'As soon as possible'. At the top right of the form, there are 'Submit' and 'Cancel' buttons.

Extract Definitions screen with Export, Delete, and Copy or Rename options visible.

Step 32: Submit the extract instance

To run the extract, proceed to the **Submit Extract Instance** screen. Enter the following under **General Information**:

- **Extract Name:** Demo-Test-001
- **Flow Name:** Demo-Test-001
- **Extract Instance Name:** enter a unique name, for example Demo-Test-001-02040416, using the date and time for uniqueness

Under **Criteria**, enter the **Effective Date** (m/d/yy), select the **Process Configuration Group** as needed, and set **Baseline Only** as required.

Under **Schedule**, select a **Timetable** such as **As soon as possible**, or another schedule as needed.

Oracle
Submit Extract Instance

Submit Cancel

General Information

Extract Name
Demo-Test-001

Flow Name
Demo-Test-001

*Extract Instance Name
Demo-Test-001-

Criteria

Effective Date
m/d/yy

Process Configuration Group
Select

Baseline Only

Schedule

Timetable
As soon as possible

Submit Extract Instance screen with fields for Extract Instance Name, Effective Date, and schedule options.

Step 33: Enter the extract instance name and open the date picker

In the **Extract Instance Name** field, enter [Demo-Test-001-0204:16](#). Under **Criteria**, click the calendar icon in the **Effective Date** field to open the date picker.

The screenshot shows the 'Submit Extract Instance' screen in the Oracle APEX application. The browser's address bar shows the URL 'https://apex.oracle...'. The page title is 'Submit Extract Instance'. The 'General Information' section contains the following fields:

- Extract Name:** Demo-Test-001
- *Extract Instance Name:** Demo-Test-001-0204:16
- Flow Name:** Demo-Test-001

The 'Criteria' section contains the following fields:

- Effective Date:** m/d/yy (with a calendar icon)
- Process Configuration Group:** Select (dropdown menu)

The 'Schedule' section contains the following field:

- Timetable:** As soon as possible

A calendar picker is open, showing the month of February 2024. The date February 4, 2024, is selected.

Submit Extract Instance screen with the calendar picker open for Effective Date, with February 4, 2024 selected.

Step 34: Select the effective date and baseline only option

In the date picker, choose [February 4, 2024](#) (2/4/24) as the effective date; the selected date populates the **Effective Date** field. Leave **Process Configuration Group** as "Select" unless a specific group is required.

For **Baseline Only**, click the dropdown and select either **Yes** or **No** as needed for your extract.

The screenshot shows the 'Submit Extract Instance' screen in the Oracle APEX application. The browser's address bar shows the URL 'https://apex.oracle...'. The page title is 'Submit Extract Instance'. The form is organized into three main sections: 'General Information', 'Criteria', and 'Schedule'. In the 'General Information' section, the 'Extract Name' is 'Demo-Test-001', the 'Flow Name' is 'Demo-Test-001', and the '*Extract Instance Name' is 'Demo-Test-001-0204:16'. In the 'Criteria' section, the 'Effective Date' is '2/4/24', the 'Process Configuration Group' is set to 'Select', and the 'Baseline Only' dropdown menu is open, displaying 'No' and 'Yes' as options. In the 'Schedule' section, the 'Timetable' is set to 'As soon as possible'. The 'Submit' and 'Cancel' buttons are located in the top right corner of the form.

Submit Extract Instance screen with the Baseline Only dropdown open, showing Yes and No options.

Step 35: Review all entered information

Before submitting, confirm the following values:

- **Extract Name:** Demo-Test-001
- **Flow Name:** Demo-Test-001
- **Extract Instance Name:** Demo-Test-001-0204:16
- **Effective Date:** 2/4/24
- **Process Configuration Group:** leave as needed
- **Baseline Only:** select Yes or No as required
- **Timetable:** As soon as possible

Step 36: Submit and view the extract results

Click the **Submit** button in the upper right to submit the extract instance for processing. You are then redirected to the **View Extract Results** screen, where the new extract instance appears in the **Extract Instances** list with the following details:

- Instance Name: Demo-Test-001-0204:16
- Extract Name: Demo-Test-001
- Flow Name: Demo-Test-001
- Submitted On: timestamp appears after processing

The status of the instance updates as it processes.

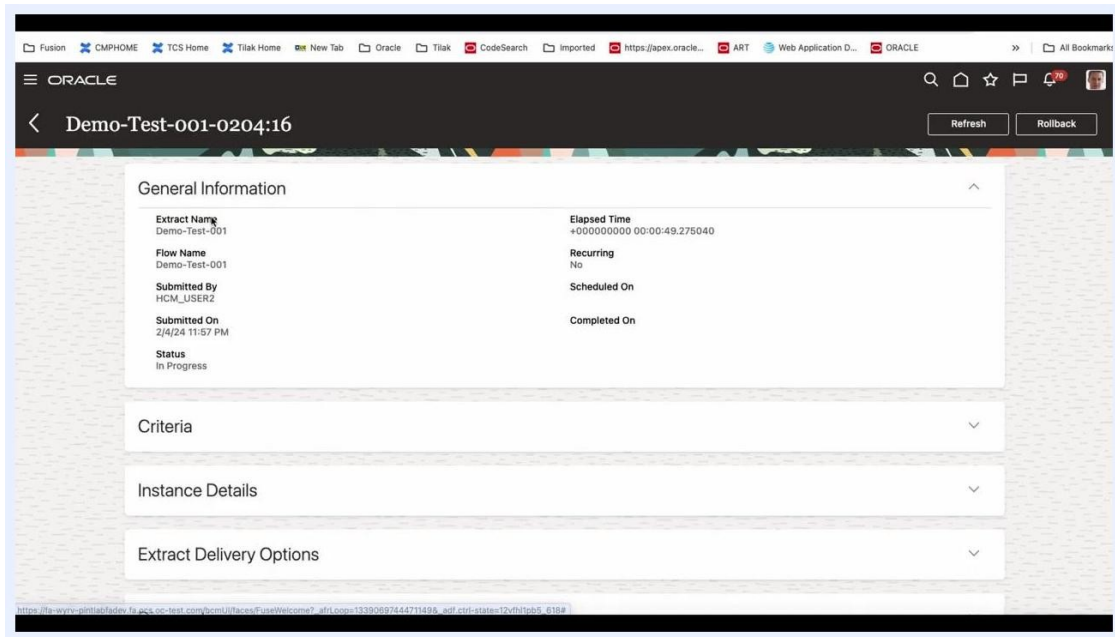
View Extract Results screen showing the submitted extract instance Demo-Test-001-0204:16.

Step 37: Monitor the extract instance status

Click the instance name (Demo-Test-001-0204:16) in the Extract Instances list to open the instance details page, which displays:

- **General Information:** Extract Name, Flow Name, Submitted By, Submitted On, Status (for example, In Progress), Elapsed Time, Recurring, Scheduled On, Completed On

- Expandable sections for **Criteria**, **Instance Details**, and **Extract Delivery Options**



Extract instance details page showing status, elapsed time, and expandable sections.

Step 38: Review the extract run summary

On the Demo-Test-001-0204:16 summary page, locate the **General Information** section and confirm the following details:

- **Extract Name:** Demo-Test-001
- **Flow Name:** Demo-Test-001
- **Submitted By:** HCM_USER2
- **Submitted On:** 2/4/24 11:57 PM
- **Status:** Completed
- **Elapsed Time:** 00:00:49.361000
- **Recurring:** No
- **Completed On:** 2/4/24 11:58 PM

Review the **Instance Details** section for process status:

- **Extract Run:** Process ID 78003, Status: Running

- **ElevatedFlowEssJobDefn:** Process ID 78004, Status: Succeeded

General Information

Extract Name Demo-Test-001	Elapsed Time +000000000 00:00:49.361000
Flow Name Demo-Test-001	Recurring No
Submitted By HCM_USER2	Scheduled On
Submitted On 2/4/24 11:57 PM	Completed On 2/4/24 11:58 PM
Status Completed	

Criteria

Report Category Demo-Test-001	Start Date
Effective Date 2/4/24	Baseline Only
Process Configuration Group	

Instance Details

Extract Run	
Process ID 78004	Status Running

General Information and Instance Details for Demo-Test-001-0204:16, showing extract and flow names, submission details, status, elapsed time, and process IDs with statuses.

Step 39: Review the criteria used for the extract

Expand the **Criteria** section to view the report parameters:

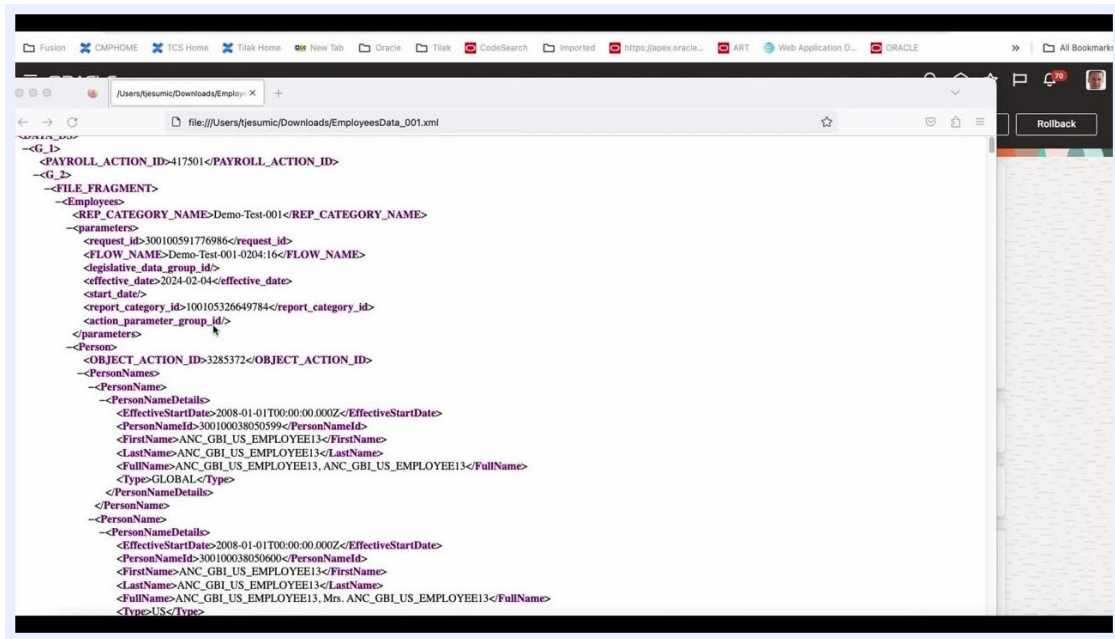
- **Report Category:** Demo-Test-001
- **Effective Date:** 2/4/24
- **Process Configuration Group:** value not shown
- **Start Date:** Baseline Only

Step 40: Check diagnostics and extract run analysis

Expand the **Diagnostics** and **Extract Run Analysis** sections if troubleshooting is required. If there are no errors or issues, these sections may be empty or display a zero error count.

Step 41: Access and open the output file

Download the XML output file (for example, **ESS_ARCHIVE_300100591776995_OP**) from the **Output Files - Others** section, then open it using a compatible application such as a web browser or text editor.



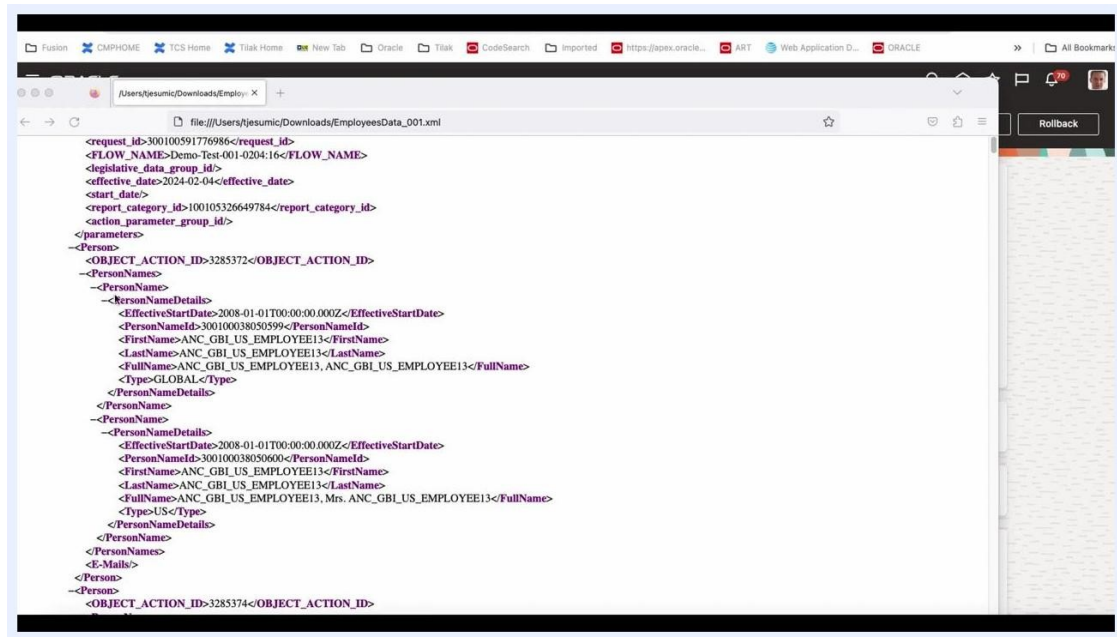
Browser window displaying the XML output file EmployeesData_001.xml with structured data.

Step 42: Review the XML output structure

Examine the XML file for the following key elements:

- **<REF_CATEGORY_NAME>**: Demo-Test-001
- **<FLOW_NAME>**: Demo-Test-001-0204:16
- **<effective_date>**: 2024-02-04
- **<report_category_id>**: 100105326649784
- **<OBJECT_ACTION_ID>**: 3285372 (and others)
- **<PersonNameDetails>**: contains details such as EffectiveStartDate, PersonNameId, FirstName, LastName, FullName, and Type

Each `<Person>` entry contains nested `<PersonNames>` and `<PersonNameDetails>` elements with employee data.



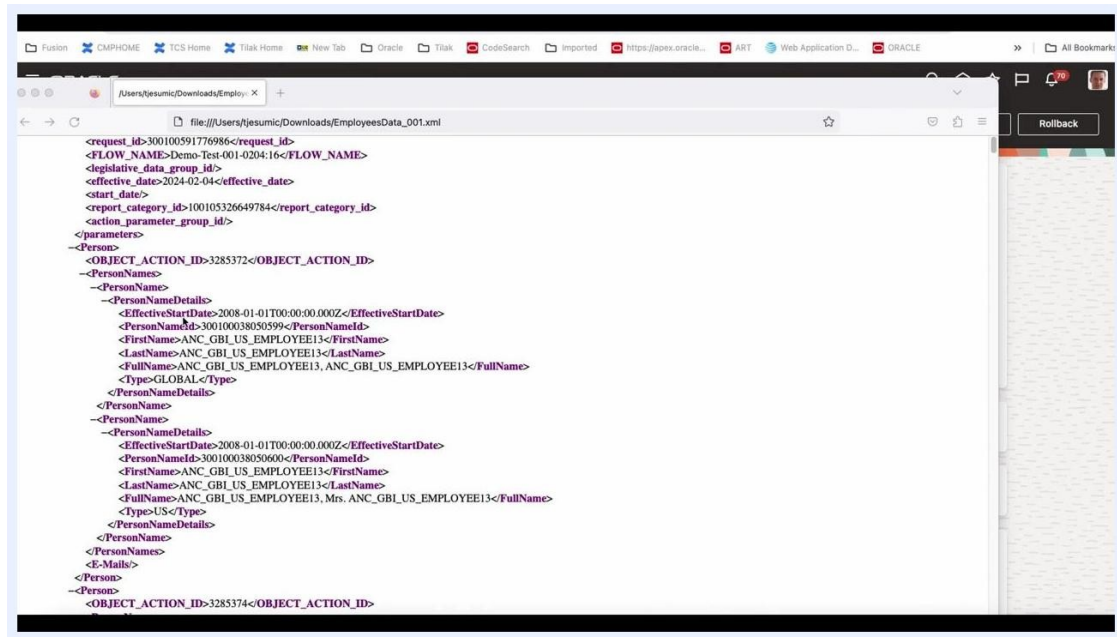
XML file open in the browser, showing employee data with tags for category, flow, effective date, object action ID, and person name details.

Step 43: Interpret the XML data

For each `<Person>`, review the `<PersonNameDetails>`:

- **EffectiveStartDate:** 2008-01-01T00:00:00.000Z
- **PersonNameId:** 300100038050599 (example)
- **FirstName/LastName/FullName:** ANC_GBI_US_EMPLOYEE13
- **Type:** GLOBAL or US

Multiple `<Person>` entries may be present, each representing a different employee or record.

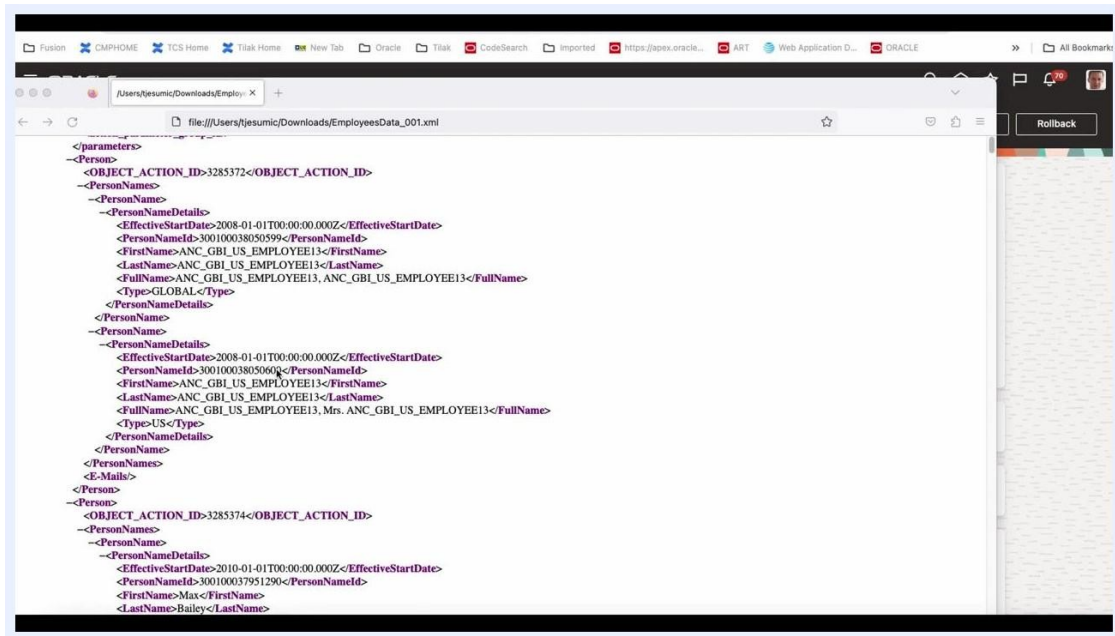


XML file open in the browser, showing multiple `PersonNameDetails` entries for different employees.

Step 44: Analyze name types and record duplication

Review the XML output for employee records with multiple `<PersonNameDetails>` entries. Observe that the employee with `FirstName = ANC_GBI_US_EMPLOYEE13` and `LastName = ANC_GBI_US_EMPLOYEE13` appears twice: one entry has `<Type>GLOBAL</Type>` and another has `<Type>US</Type>`.

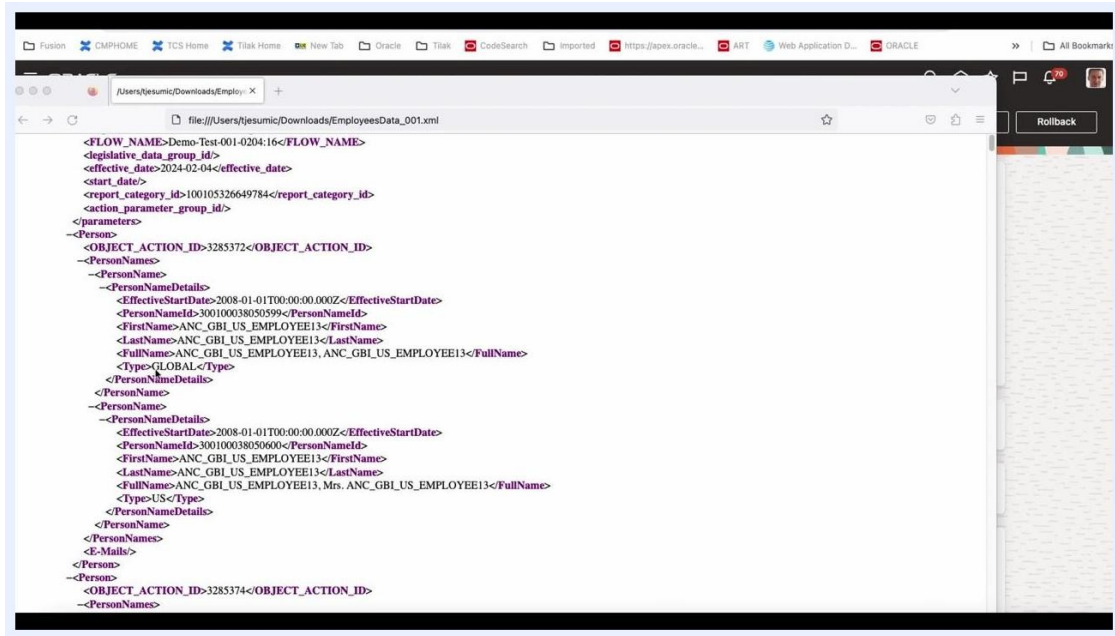
Both entries share the same `EffectiveStartDate = 2008-01-01T00:00:00.000Z` but have different `PersonNameId` values. This duplication occurs because the same person has multiple name types (for example, GLOBAL and US), which results in multiple records for that employee.



Browser window displaying XML with two `PersonNameDetails` entries for `ANC_GBI_US_EMPLOYEE13`, one with `Type GLOBAL` and one with `Type US`.

Step 45: Apply filtering options for name types

You can filter records later based on the `<Type>` field (for example, GLOBAL or US) to avoid duplication or to focus on a specific name type. Keep this in mind for your analysis or reporting.



XML file showing PersonNameDetails with Type GLOBAL and Type US for the same employee, illustrating the need for filtering.

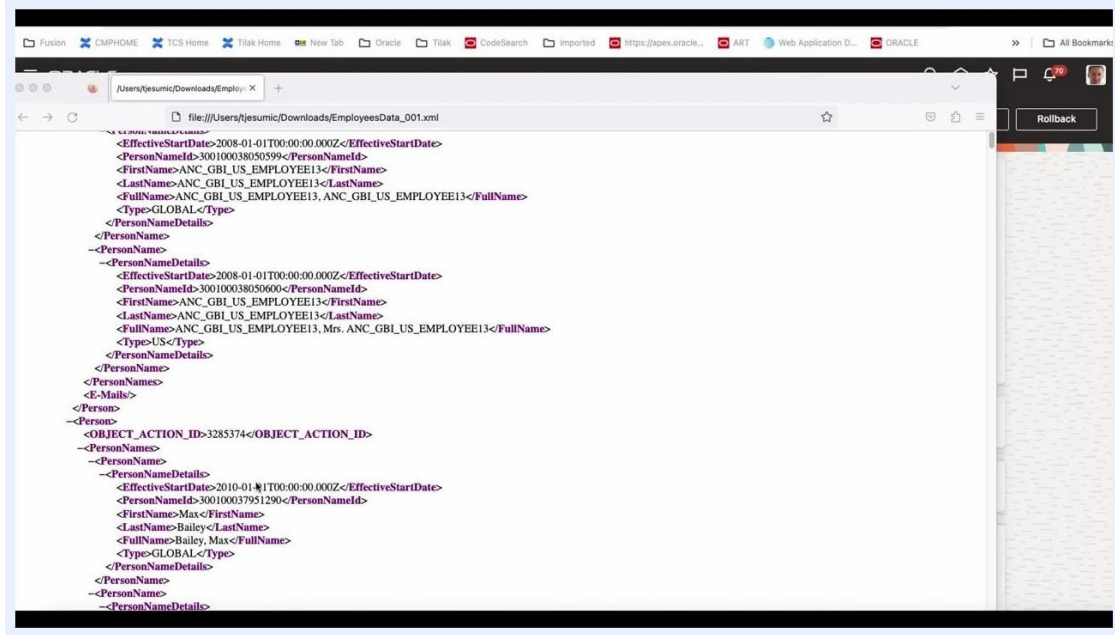
Step 46: Locate and review email information

Scroll to the `<E-Mails>` section within each `<Person>` entry to identify which employees have associated email addresses. For example, the employee with `FirstName = Max` and `LastName = Bailey` has an `<Email>` entry.

Review the `<EmailDetails>`:

- **DateFrom:** 2010-01-01T00:00:00.000Z
- **EmailType:** W1 (likely indicating a work email)
- **EmailAddressID:** 300100037951320
- **EmailAddress:** sendmail-test-discard@oracle.com

Note that not all employees may have an email address listed.



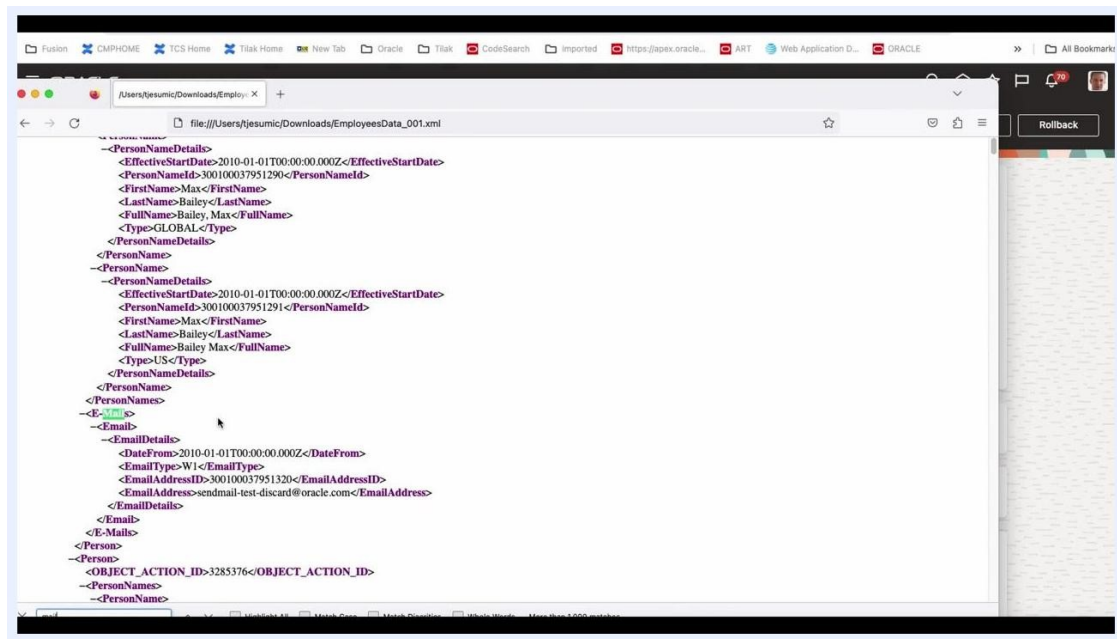
XML file showing EmailDetails for Max Bailey, including EmailType W1 and the email address sendmail-test-discard@oracle.com.

Step 47: Consider output formatting and conversion options

The XML output can be processed further:

- Apply a BIP (BI Publisher) template to format the data as needed.
- Convert the XML data into RTF (Rich Text Format) or Excel for easier analysis or reporting.

Choose the output format that best suits your reporting requirements.



XML file with employee and email details, suitable for conversion to other formats such as RTF or Excel.

Summary

You have now learned how to create an HCM extract in Oracle Fusion from start to finish: building the extract definition from a template, selecting business objects and attributes, reviewing the Design and Deliver sections, previewing the extract, submitting an extract instance, and reviewing the resulting XML output. You have also reviewed the extract run summary, criteria, and output delivery options, and examined the structure and content of the XML file to identify key employee data fields such as name types and email addresses.

What's Next

Continue to apply the filtering options discussed for name types, and consider converting your XML output using a BIP template into RTF or Excel format for further analysis or reporting.