# **Activity Node Modification Request**



Welcome! This guide will show you how to make a name change to an Activity, Department, Division or ORG.

Let's get started!

							🛆 Kristina Brecker	nridge 🔻
	KB Kristina	Views	Select the <b>Views</b> can Step 1/1	rd. Back D	× 5	Hierarchy Sets	O O O O O O	
	Introduction Activity	Properties	Lookup Sets	- Connections	Reports	Audit	Academy	
	Introducing Enterprise Data Management Cloud							1.17
	Manage your enterprise data assets such as master data, reference data, analytical dimensions, hierarchies, and application metadata, across business applications throughout the enterprise.							
2	To get started, take <b>a tour</b> of Enterprise Data Management Cloud or go to <b>the Academy</b> to learn more.							
auge	Dismiss							

Select the **Views** card.

Step 3	
	🗅 Kristina Breckenridge 🔻
Here I Applications Node Types Hierarchy Sets Node Sets Propertie	금근 ⓒ 💽 Ēc 닫 ies Lookup Sets Connections Reports Audit Academy
Views	
Q 7	6 Views
Name and Description	Created Last Modified Actions
Account Split View GL - EPM (Do Not Use For Changes or New Requests) Account View for GL and EPM	JV Jesus Villavicencio 9/8/2022 SB Shannon Burndred 4/10/2023
Activity Split View GL - EPM (Do Not Use For Changes or New Requests) Activity View for GL and EPM	JV Jesus Villavicencio SB Shannon Burndred 9/8/2022
Flex1 Split View GL - EPM (Do Not Use For Changes or New Requests) Flex1 View for GL and EPM	Jv Jesus Villavicencio 9/8/2022 SB Shannon Burndred 4/10/2023
Click the UCROFC link.	JV Jsv Villavicencio SB Shannon Burndred 9/8/2022
Step 1/1 Back Done > r New Requests)	JV Jesus Villavicencio 9/8/2022 SB Shannon Burndred 4/10/2023
	JV Jesus Villavicencio 8/50/2022 JV Jesus Villavicencio 8/30/2022

Click the UCROFC link.

	R			🗅 Kristina Breckenridge 🔻
三 て で い	UCROFC           Natural Account   V1         :           Q	ACTIVITY   V1 Step 1/1 Back	Flex2   V1       Done »	New Request     Close       Select Viewpoint
8	<ul> <li>Name</li> <li>□ 12ZZZZ</li> <li>□ 2ZZZZZ</li> <li>□ 3ZZZZZ</li> <li>□ 4ZZZZZ</li> <li>□ 5ZZZZZ</li> </ul>	Description US	Properties     Locations     History       Q	0 Properties

Select the  $Activity \ \mbox{I} \ V1$  tab.

Ste	ep 5								
≡U	CR								🗅 Kristina Breckenridge 🔻
1 1	UCR(	${\color{black}\times}$ Select the Search field.	ACTIVITY I V1	: FUND I V1	Flex 1   V1		Flex2   V1	>	New Request Close
	٩	In the future, you can click the arrows below to drill down to find your desired field before the next step.					TOTACT		Activity
00	1 🗸			Description US			Properties Locations	History	
		Step 1/1 Back Done »	:	Total Activity			Q		15 Properties
							Name		TOTACT
							Start Date		
						End Date			
							Summary		Yes
						•	Enabled		Yes
							Allow Posting		No
							Allow Budgeting		No
							Description US		Total Activity
							Level		1
							Parent		
							Description		
	TOTACT						UC_DEPARTMENT_TY	PE	General Campus - Other
							UC NEE CODE		

Select the Search field.

In the future, you can click the arrows below to drill down to find your desired field before the next step.

	R						🛆 Kristina Breckenridge 👻
	UCROFC						New Request Close
کم گ	Natural Account   V1	Enter <b>A01000</b> into the search bar.	X FUND   V1	Flex 1   V1	Flex2   V1 TOTACT	>	Select Viewpoint    Activity
	I 🗸 Name	Step 1/1 Back	Done » ption US		Properties Lo	cations History	
	▶ 🗅 ТОТАСТ		: Total Activity		Q		15 Properties
					Name		TOTACT
					Start Date		
					End Date		
					Summary		Yes
				•	Enabled		Yes
					Allow Postin	g	No
					Allow Budge	ting	No
					Description	US	Total Activity
					Level		1
					Parent		
					Description		
	ТОТАСТ				UC_DEPART	MENT_TYPE	General Campus - Other
					UC NET CO	05	

This is where you will enter your desired value.

For testing purposes, enter A01000 into the search bar.

Sto	ep 7						
≡U	CR						🗅 Kristina Breckenridge 🔻
	UCROFC						New Request Close
14	Natural Account   V1	Account UCOP   V1 ACTIVITY   V1	:	FUND   V1 Flex 1   V1		Flex2   V1	Select Viewpoint 💌 🛄
214	Q a01000 V ×	. < > <u>↓</u>			A01000	Activity	
82	~ Activity	Colored by desired anti-	×			Properties Locations History	
	A01000 D01000	Select the desired option.		Total Activity		Q	15 Properties
		Step 1/1 Back Do	one »	School of Education		Name	A01000
			_	SOE Deans Office Dept		Start Date	
		¢ A01000	♦ A01000 :			End Date	
		¢ A01494				Summary	No
		¢ A01528		SOE F&A and ICR Funds	•	Enabled	Yes
		¢ A02521		SOE Deans Unallocated		Allow Posting	Yes
		► DIV224		School of Education Academic		Allow Budgeting	Yes
		► 🗅 ORG11		Bourns College of Engineering		Description US	SOE Deans Office
		► 1 ORG12	► □ ORG12			Level	5
		► 🗅 ORG13		School of Business		Parent	D01000
		▶ □ ORG14		College of Natural & Agricultural Scien		Description	
	1 Result(s)	TOTACT > ORG10 > DIV100 > D01000 > A01000				UC_DEPARTMENT_TYPE	General Campus - Other
						W NEE CODE	PAGE 1

Select A01000 under the search bar.

	R								🗅 Kristina Breckenridge 👻
	UCROFC							New Request Close	
	Natural Account   V1	Account UCOP   V1 < > 보	ccount UCOP   V1 ACTIVITY   V1 : < > 산		Flex 1   V1	Flex TOTACT	Select New Request.		× • · · · · · · · · · · · · · · · · · ·
āò	~ Activity	I 🗸 Name		Description US		Propertie	Step 1/1	Back	Done »
	A01000		r	: Total Activity		Q		L	15 Properties
						Na Sta En Su	me urt Date d Date mmary		TOTACT Yes
						All	ow Posting		No
						All	ow Budgeting		No
						De	scription US		Total Activity
						Le	vel		1
						Pa	rent		
							scription		
	1 Result(s)	TOTACT				UC	_DEPARTMENT_TYPE		General Campus - Other
						02	NET CODE		

Select New Request.

S	Step 9														
≡l	JCR			ľ	You can edit the request n	umber here	×								🗅 Kristina Breckenridge 🔻
	Request	5944		K			Submit Actions 🔻						t Actions 🔻 Done		
76	Draft Request for Breckenridg	r UCROFC crea ge.	Inte ted by Kristina	ractiv	Step 1/1	Back	Done »	ACTIVITY   V1	:	FUNE	D   V1	Flex 1	I   V1 →	Sele	ct Viewpoint 👻 🛄
	5	ļ		0	Q A01000	V X	< >					+	TOTACT		Activity
äŏ	0	0	0	0	~ Activity		! ✓ N	ame			Description US		Properties	Locations H	listory
	All Items			:	<b>A01000</b> D01000			▶ 🗅 ТОТАСТ		:	Total Activity		Q		15 Properties
													* Name		TOTACT
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								End D	ate						
													Summ	ary	Yes
												Þ	Enable	d	Yes
													Allow	Posting	No
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													* Descri	ption US	Total Activity
													Level		1
													Parent		
													Descri	ption	
		No items to	display		1 Result(s)		TOTACT						UC_D	PARTMENT_TYPE	General Campus - Oth
		no items to	o arapiay.										100 M		

You can edit the request number here in the future, but do not do so today as this is just an example for the guide.

S	step 10					
≡	CR					🗅 Kristina Breckenridge 👻
四 四 回、	Request 5953 : Draft Interactive Request for UCROFC created by Kristina Breckenridge.	Natural Account   V1	Submit Actions  Done Step 1 of 1 When the properties table appears, update the name and description before hitting Submit.			
00	0_0_0	Activity	✓ Name ✓ ⊡ TOTACT ✓ □ ORGIO ✓ □ DV100 ✓ □ D01000	Description US Total Activity School of Education School of Education General SOE Deans Office Dept	Properties Locations Histo Q Name Start Date	Close Back Next *
				SOE Deans Office SOE Development Office SOE F&A and ICR Funds SOE Deans Unallocated School of Education Academic Bourns College of Engineering Callence of Lengineering	End Date Summary Enabled Allow Budgeting • Description US	No Ves Ves SOE Dears Office
			<ul> <li>L D RG12</li> <li>L D RG13</li> <li>L D RG14</li> <li>L D RG14</li> <li>L D RG16</li> <lil <="" d="" rg16<="" td=""><td>College of Humanities Arts &amp; Social Sciences School of Business College of Natural &amp; Agricultural Sciences University Extension University Library Academic Senate Auxiliary Services Chancelor Lufa Technology Scholane</td><td>Level Parent Description UC_DEPARTMENT_TYPE UC_NSF_CODE UC_PRIMARY_ACTIVITY Tree Label</td><td>5 DD000 General Campus - Other 310 - Education</td></lil></ul>	College of Humanities Arts & Social Sciences School of Business College of Natural & Agricultural Sciences University Extension University Library Academic Senate Auxiliary Services Chancelor Lufa Technology Scholane	Level Parent Description UC_DEPARTMENT_TYPE UC_NSF_CODE UC_PRIMARY_ACTIVITY Tree Label	5 DD000 General Campus - Other 310 - Education
	No items to display.	1 Result(s)	TOTACT > ORG10 > DIV100 > D01000 > A01000			

When the properties table appears, you will edit the Name and Description US below.

Do not edit anything right now as this example is just for testing purposes.

S	Step 11					
≡Į	ICR					🛆 Kristina Breckenridge 👻
	Request 5953 : Draft Interactive	UCROFC - Reques	Submit Actions * Done			
10	Request for UCROFC created by Kristina Breckenridge.	Natural Account   V1	Account UCOP   V1 ACTIVITY   V1 : F	UND   V1 Flex 1   V1	Flex2   V1 Activity Lis Step 1 of 1	
L	<b>B</b> ! 🖂 0	Q A01000 V ×	<	+	A01000 Select Subn	nit.
55	0 0 0 0	~ Activity	1 🗸 Name	Description US	Properties Locations	
	All Items	A01000	▼ 🖸 ТОТАСТ	Total Activity	Close	Back Next »
			✓ □ ORG10	School of Education	ų	15 Properties
			ססרייום 🖆 👻	School of Education General	* Name	A01000
				SOE Deans Office Dept	Start Date	
			♦ A01000	SOE Deans Office	End Date	
			© A01494	SOE Development Office	Summary	No
			¢ A01528	SOE F&A and ICR Funds	Enabled	Yes
			¢ A02521	SOE Deans Unallocated	Allow Posting	Yes
			▶ C DIV224	School of Education Academic	Allow Budgeting	Yes
			ED ORG11	Bourns College of Engineering	* Description US	SOE Deans Office
			D orgiz	College of Humanities Arts & Social Sciences	Level	5
			El orgis	School of Business	Parent	D01000
			► 🖾 0RG14	College of Natural & Agricultural Sciences	Description	
			▶ □ ORG15	University Extension	UC_DEPARTMENT_TYPE	General Campus - Other
			> 🗅 ORG16	University Library	UC_NSF_CODE	
			D ORG18	Academic Senate	UC PRIMARY ACTIVITY	
			<ul> <li>D org19</li> </ul>	Auxiliary Services	Tree Label	
			▶ □ ORG20	Chancellor		
			s Proness	Into Taskanalam Cabatana		
	No items to display.	1.Result(s)	TOTACT > ORG10 > DIV100 > D01000 > A01000			

The Submit button becomes available to click on (bold) after you make changes to the properties table or name.

#### This is an example for training, so **DO NOT HIT SUBMIT**.

Thank you for completing this Oracle Guided Learning Tutorial!