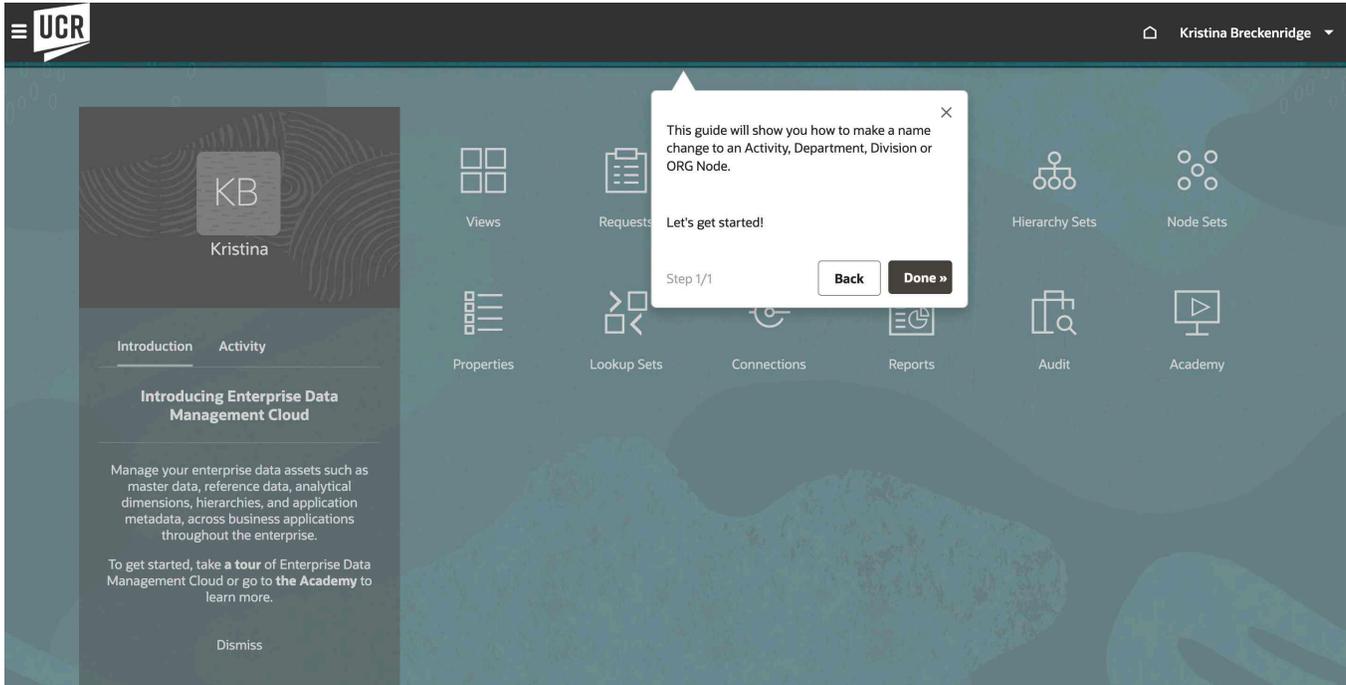


Activity Node Modification Request

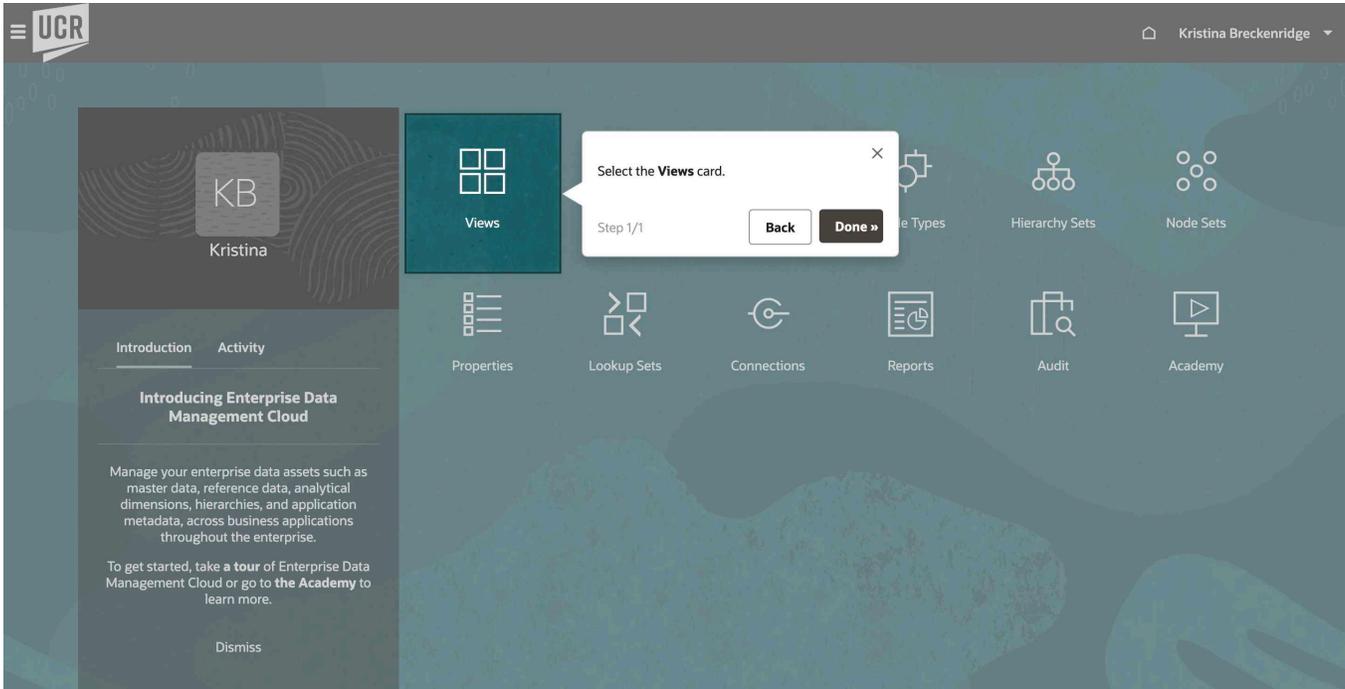
Step 1



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

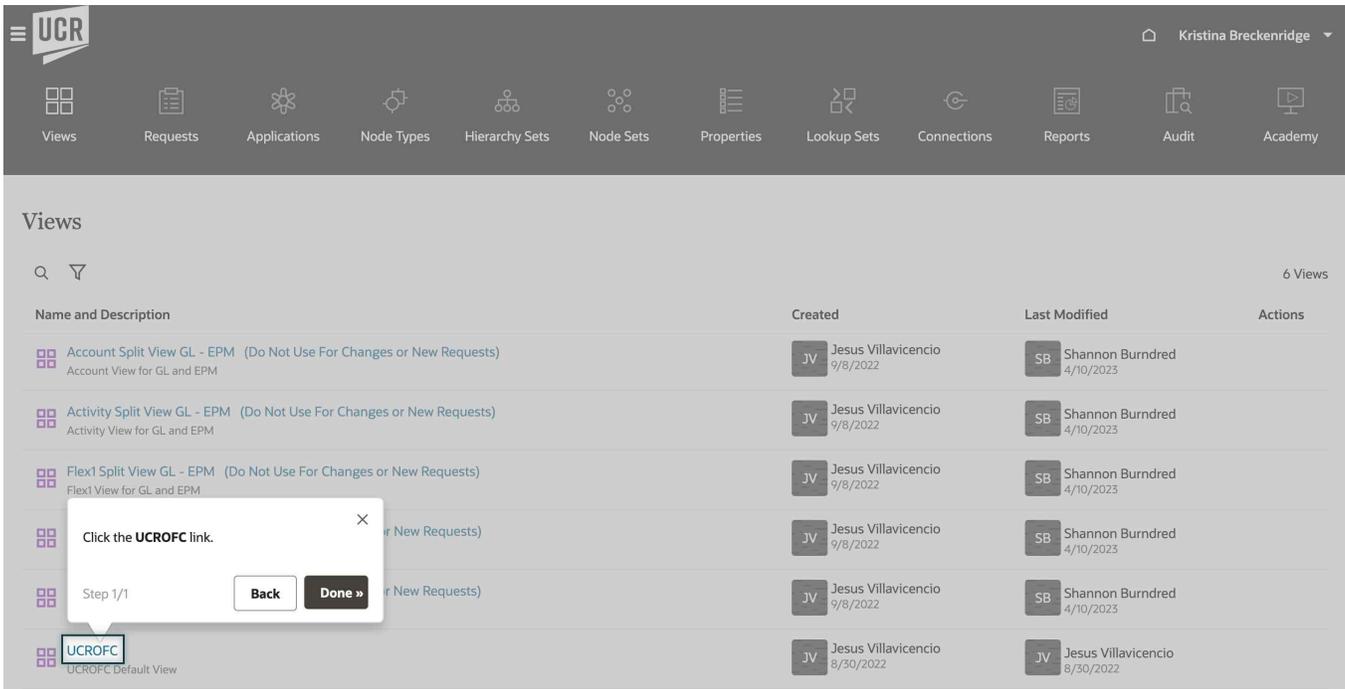
Let's get started!

Step 2



Select the **Views** card.

Step 3



Click the **UCROFC** link.

Step 4

UCROFC

Natural Account | V1 Account UCOP | V1 **ACTIVITY | V1** Flex2 | V1

Select the **Activity | V1** tab.

Step 1/1

Back Done »

Name Description US

- 1ZZZZZ
- 2ZZZZZ
- 3ZZZZZ
- 4ZZZZZ
- 5ZZZZZ

Properties Locations History

0 Properties

Select the **Activity | V1** tab.

Step 5

UCROFC

Natural Account UCOP | V1 **ACTIVITY | V1** FUND | V1 Flex1 | V1 Flex2 | V1

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.

Step 1/1

Back Done »

Name Description US

Total Activity

Properties Locations History

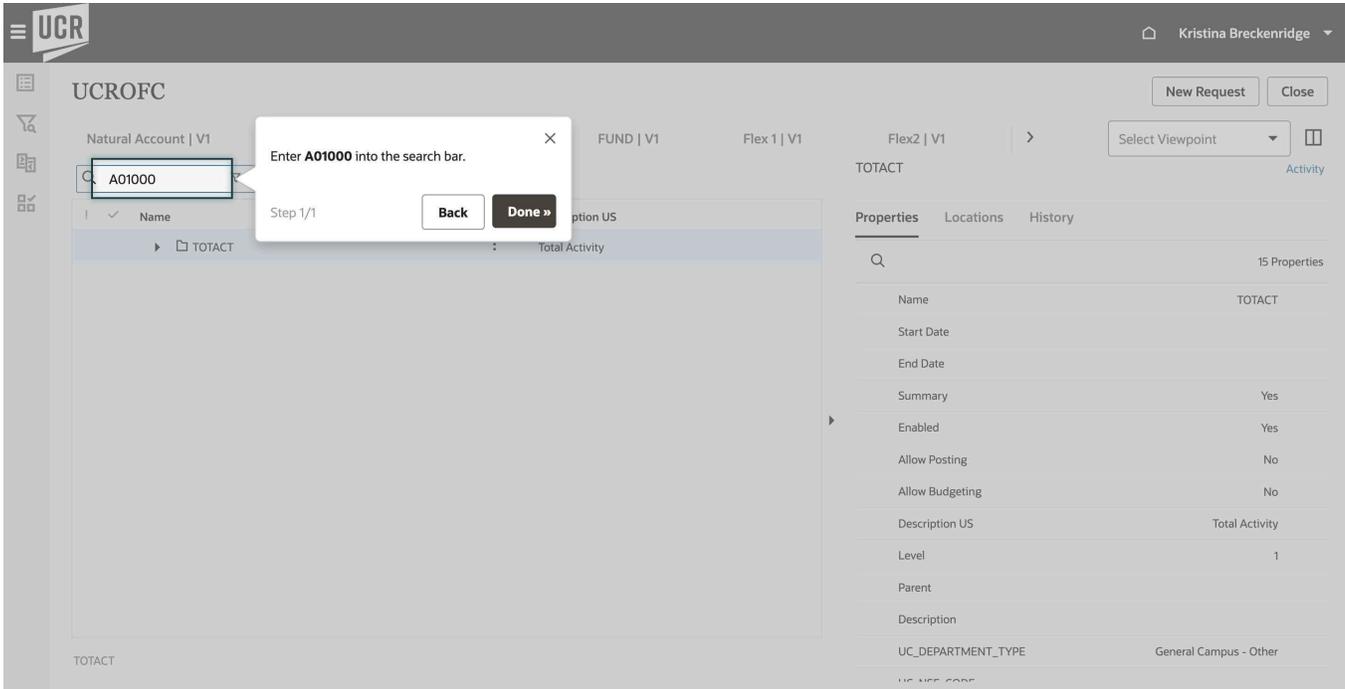
15 Properties

Name	TOTACT
Start Date	
End Date	
Summary	Yes
Enabled	Yes
Allow Posting	No
Allow Budgeting	No
Description US	Total Activity
Level	1
Parent	
Description	
UC_DEPARTMENT_TYPE	General Campus - Other

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.

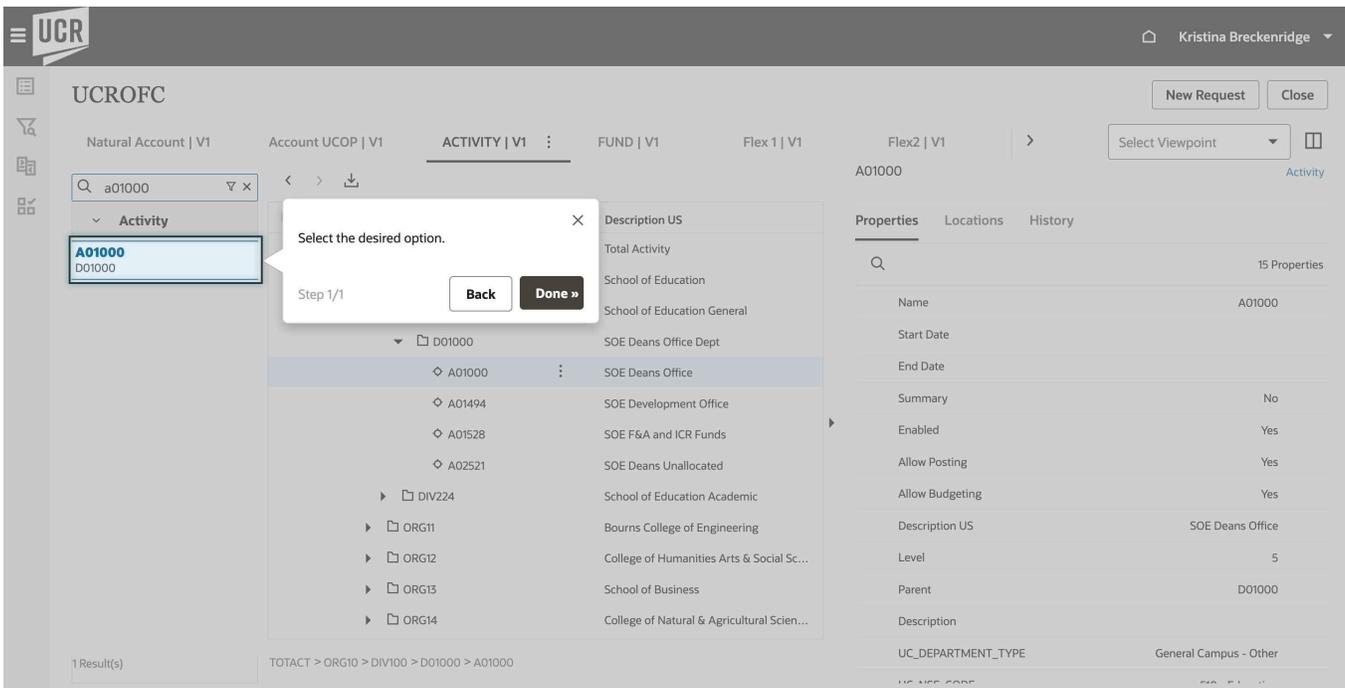
Step 6



This is where you will enter your desired value.

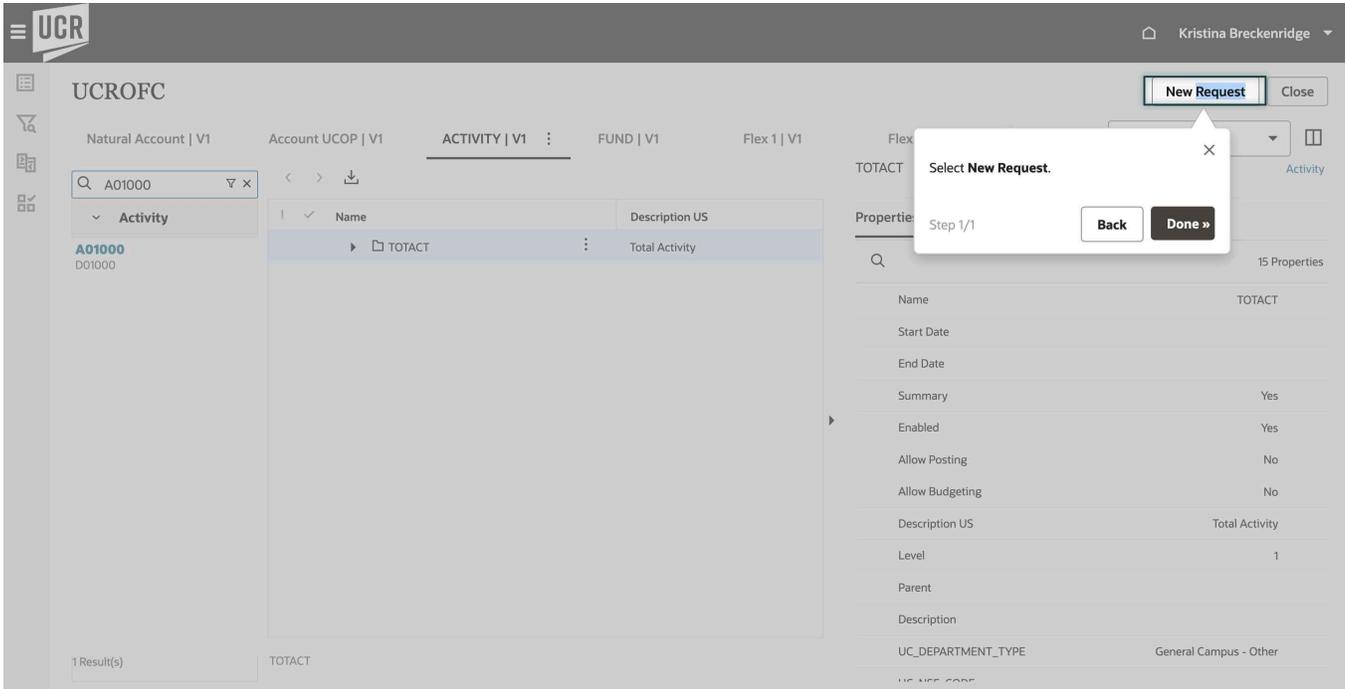
For testing purposes, enter **A01000** into the search bar.

Step 7



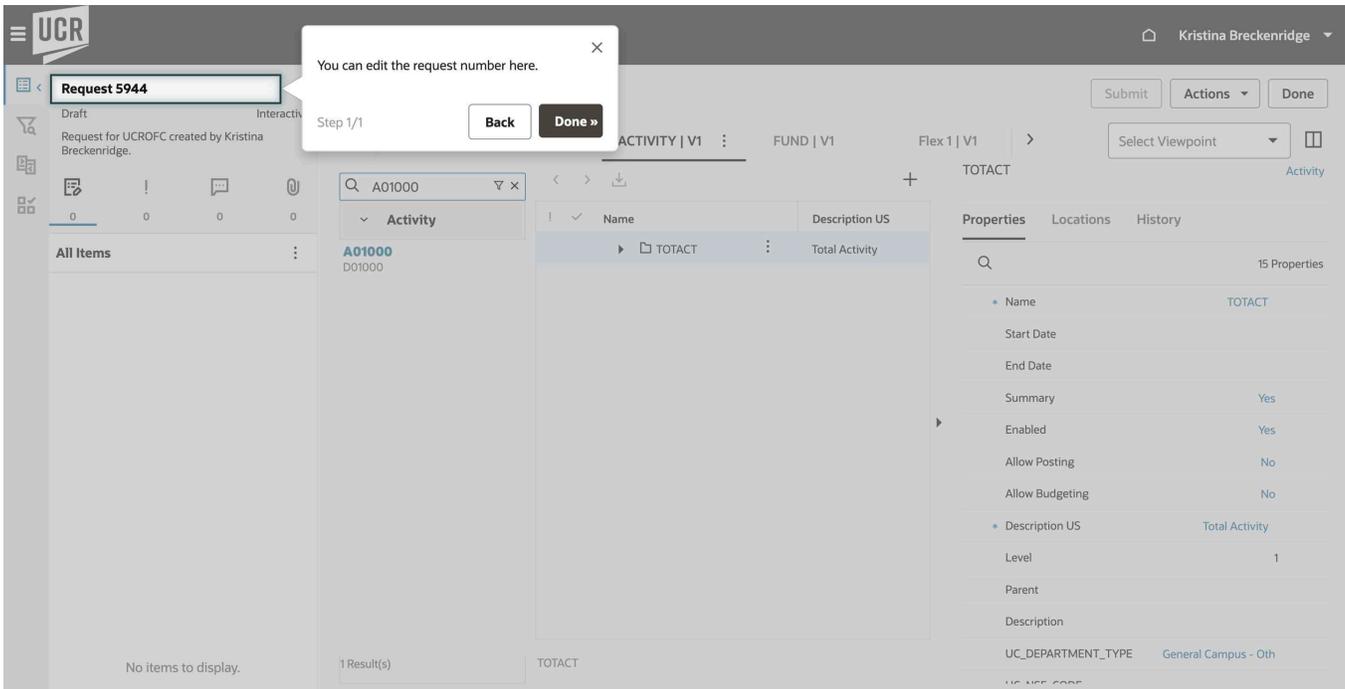
Select **A01000** under the search bar.

Step 8



Select New Request.

Step 9



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.**

Step 10

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.

Step 11

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.

Step 12

Thank you for completing this Oracle Guided Learning Tutorial!
