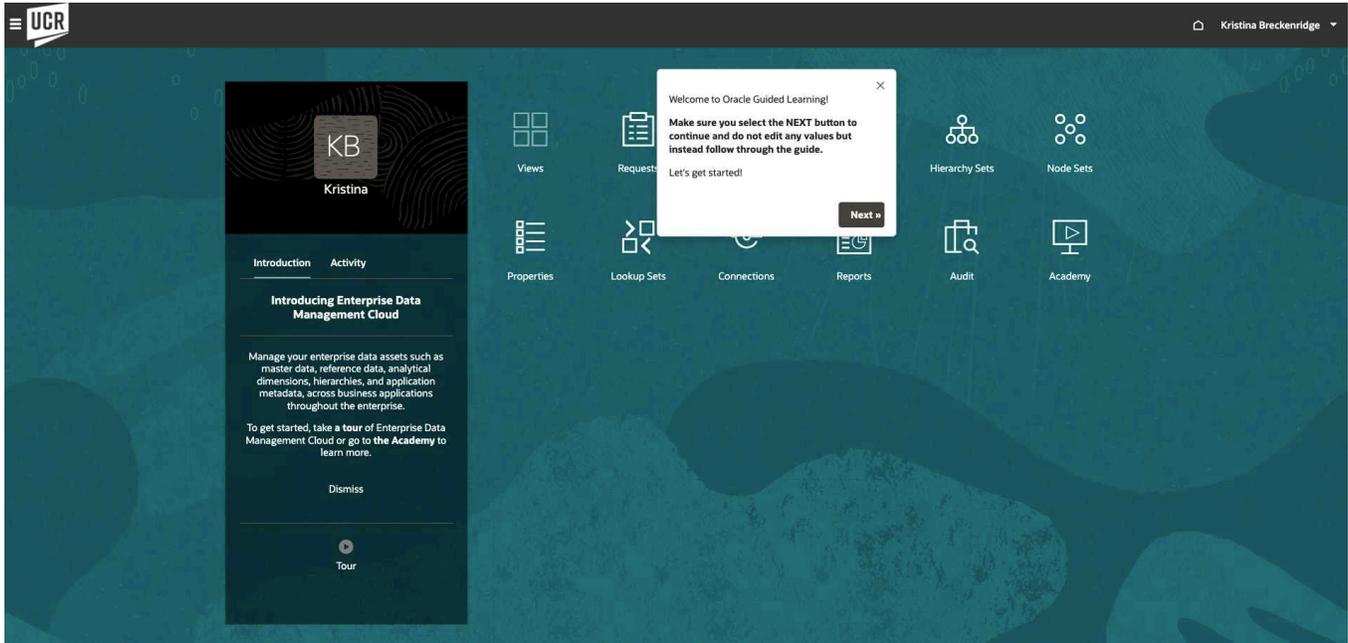


# Creating a Flex 1 Parent Code

## Step 1



Welcome to Oracle Guided Learning!

**Make sure you select the NEXT button to continue and do not edit any values but instead follow through the guide.**

Let's get started!

Step 2

The screenshot shows the 'Views' page in the UCR interface. At the top, there is a navigation bar with the UCR logo and a user profile for Kristina Breckenridge. Below the navigation bar is a row of icons for various features: Views, Requests, Applications, Node Types, Hierarchy Sets, Node Sets, Properties, Lookup Sets, Connections, Reports, Audit, and Academy. The main content area is titled 'Views' and contains a search bar and a table with 6 views. The table has columns for 'Name and Description', 'Created', 'Last Modified', and 'Actions'.

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 9/8/2022	SB Shannon Burndred 4/10/2023	
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	
Flex2 Split View GL - EPM (Do Not Use For Changes or New Requests) Flex2 View for GL and EPM	JV Jesus Villavicencio 9/8/2022	SB Shannon Burndred 4/10/2023	
Fund Split View GL - EPM (Do Not Use For Changes or New Requests) Fund View for GL and EPM	JV Jesus Villavicencio 9/8/2022	SB Shannon Burndred 4/10/2023	
UCROFC UCROFC Default View	JV Jesus Villavicencio 8/30/2022	JV Jesus Villavicencio 8/30/2022	

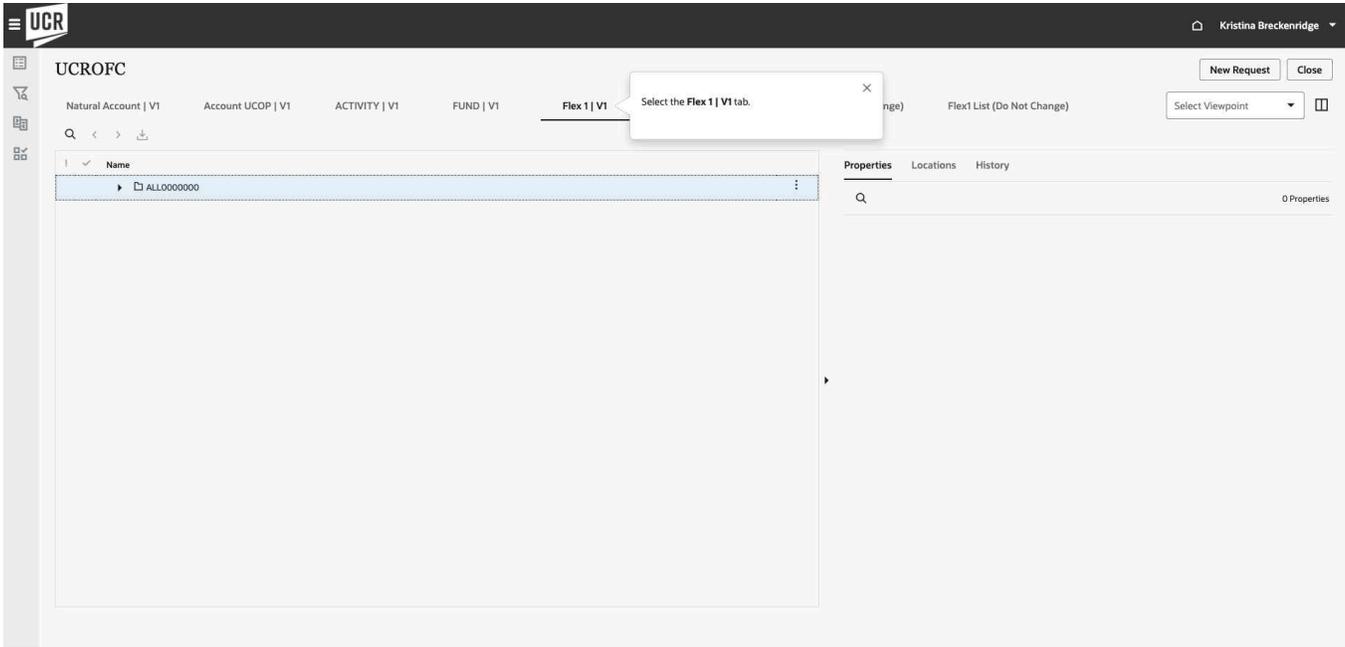
Select the **Views** card.

Step 3

The screenshot shows the 'Academy' page in the UCR interface. On the left, there is a user profile card for Kristina Breckenridge with a 'Tour' button. The main area features a grid of icons for various features: Views, Node Types, Hierarchy Sets, Node Sets, Properties, Lookup Sets, Connections, Reports, Audit, and Academy. A white tooltip box is overlaid on the 'Views' icon, containing the text: 'Click the UCROFC link. You should only click this link when operating in Oracle COA Management.' and a 'Close' button.

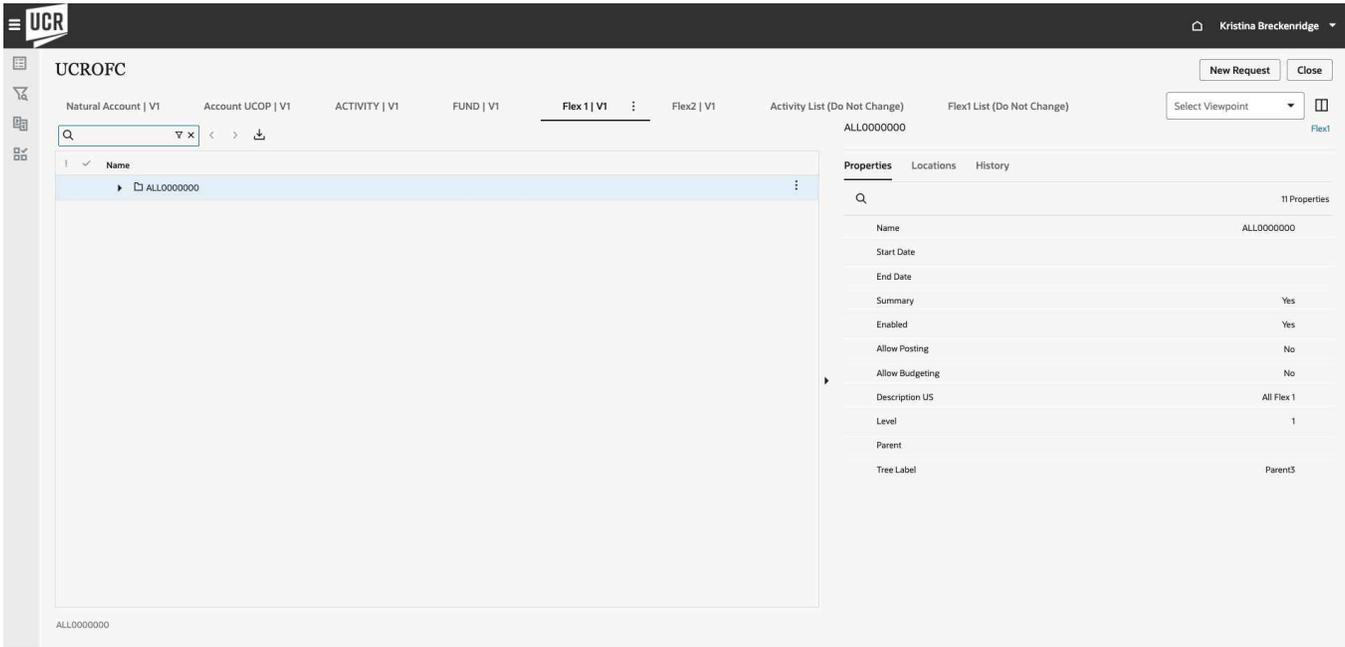
Click the **UCROFC** link. You should only click this link when operating in *Oracle COA Management*.

**Step 4**



Select the **Flex 1 | V1** tab.

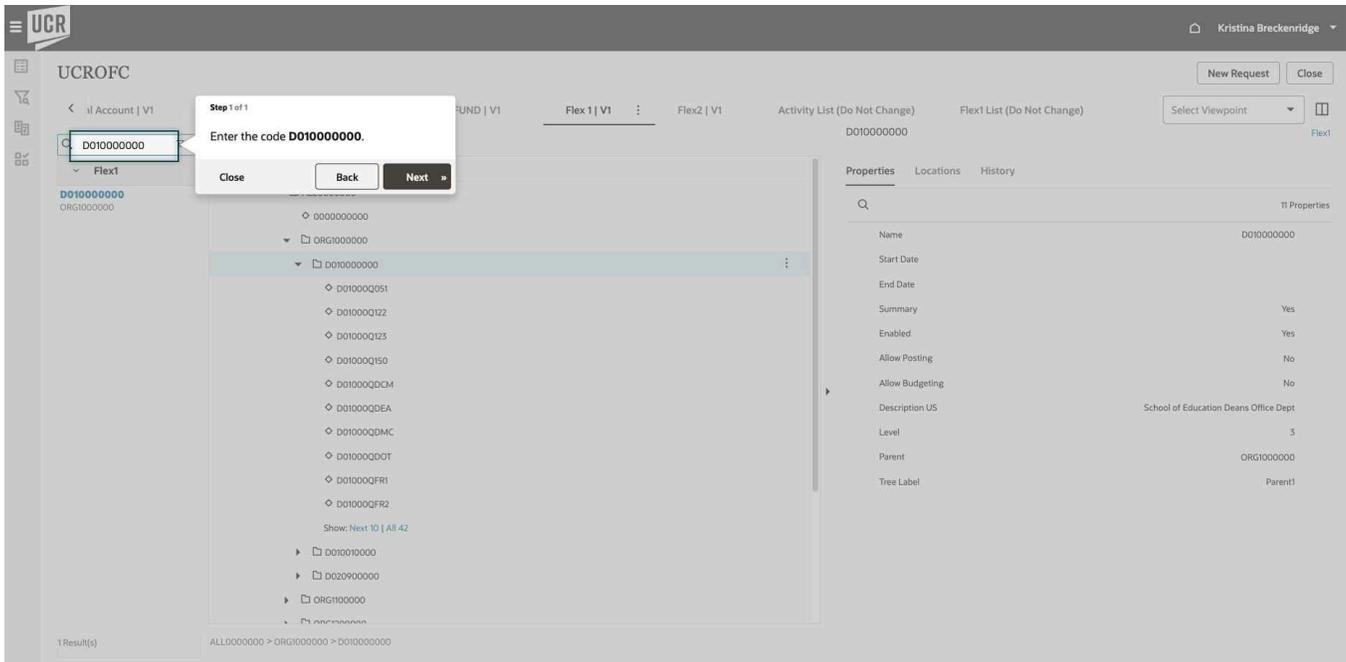
**Step 5**



Select the Search button.

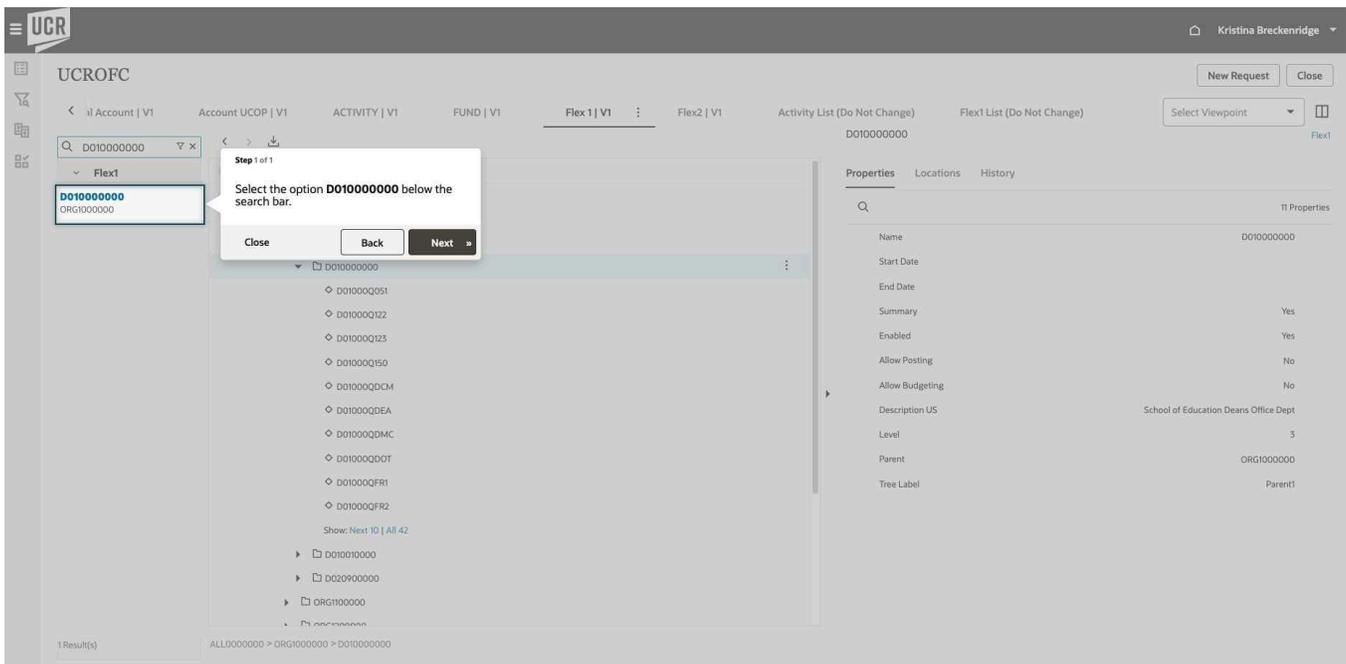
*In the future, you can also use the arrows below the search button to open the tree and discover codes.*

**Step 6**



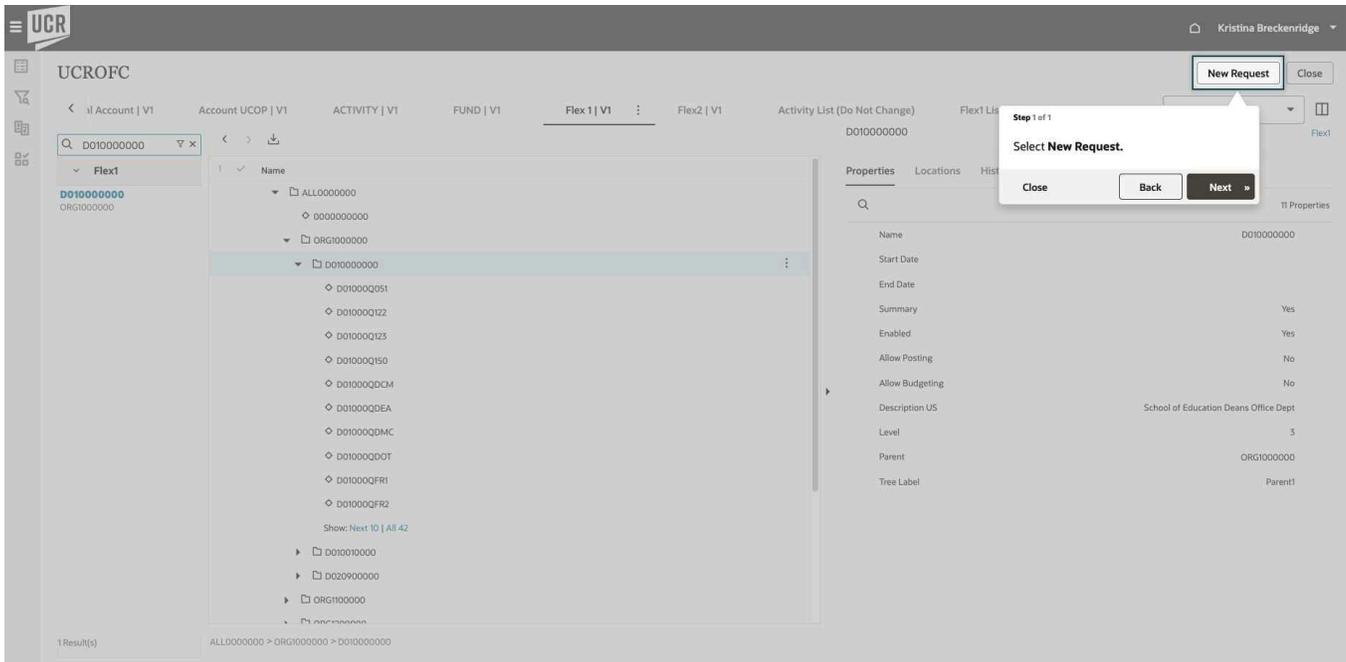
Enter the desired code. In the instance, we will be using **D01000000**.

**Step 7**



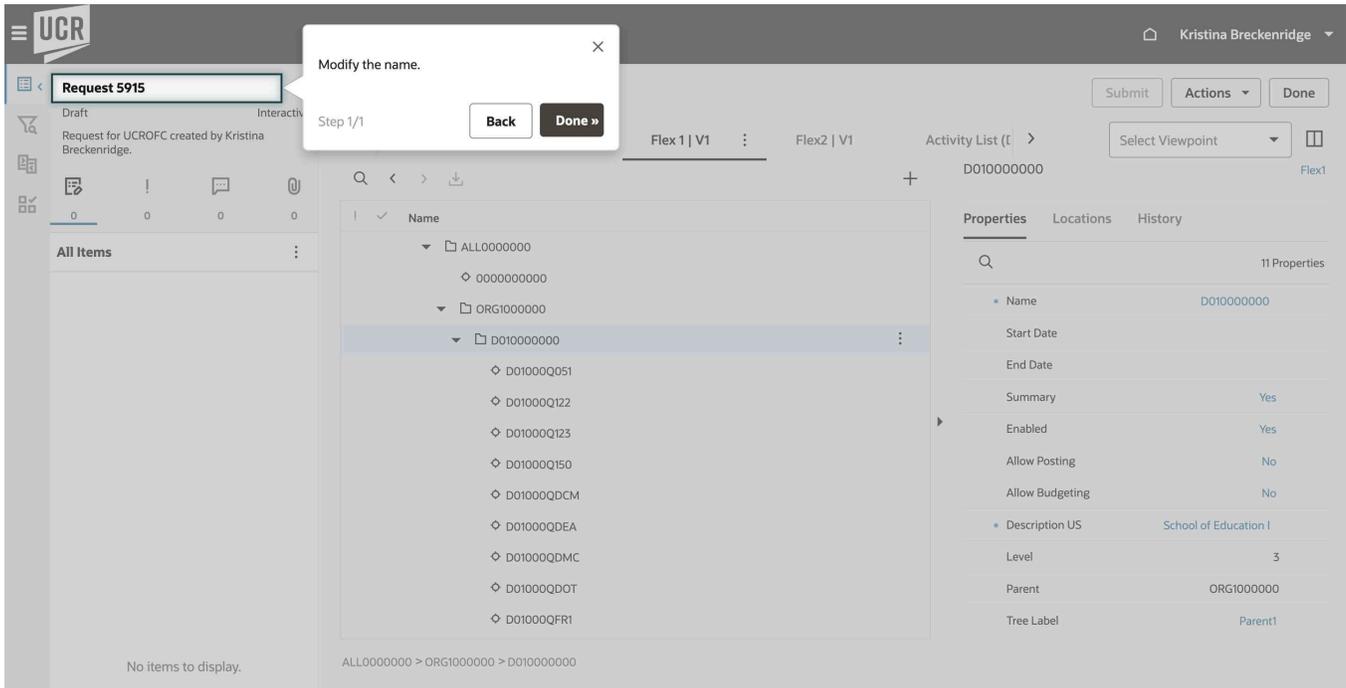
Select the option **D01000000** below the search bar.

**Step 8**



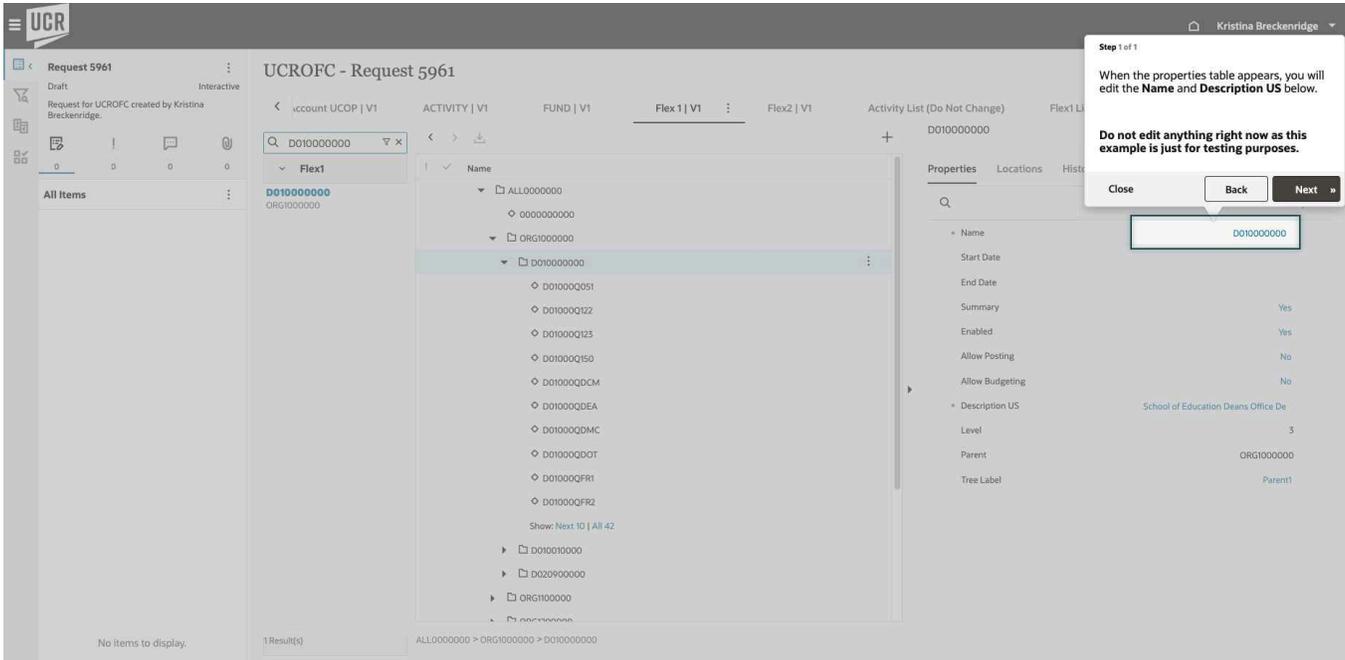
Select **New Request**.

**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.**

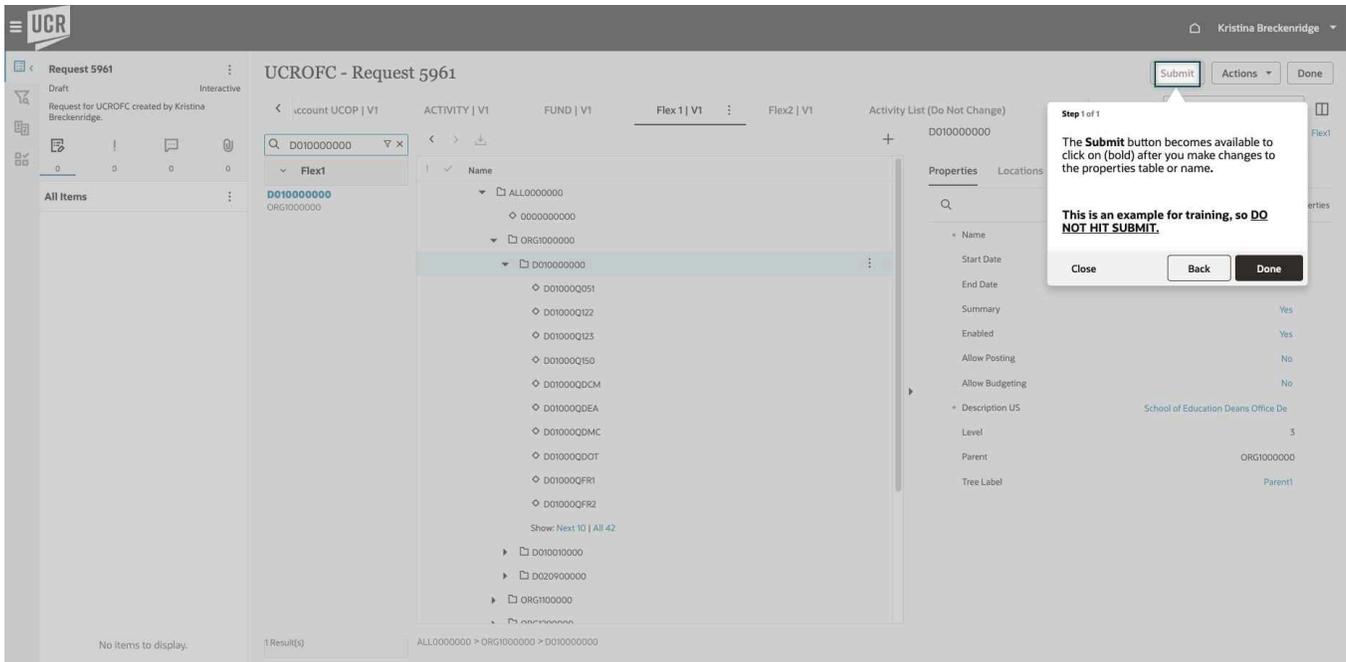
**Step 10**



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.**

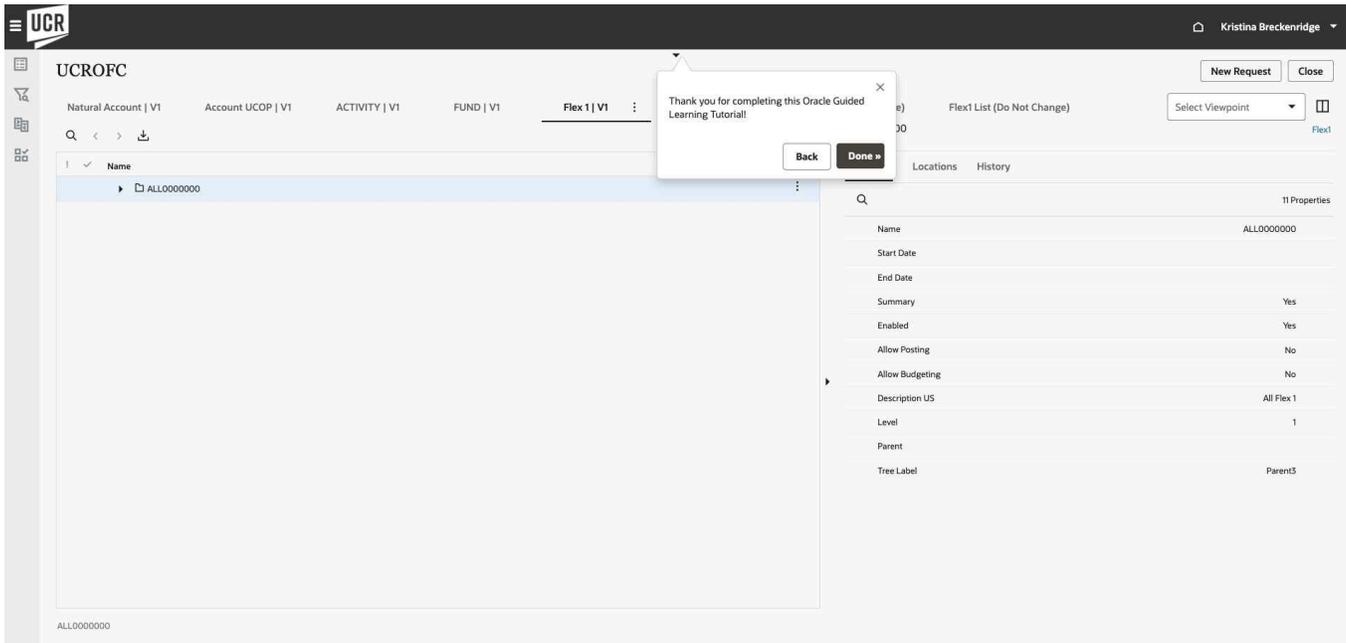
**Step 11**



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!

