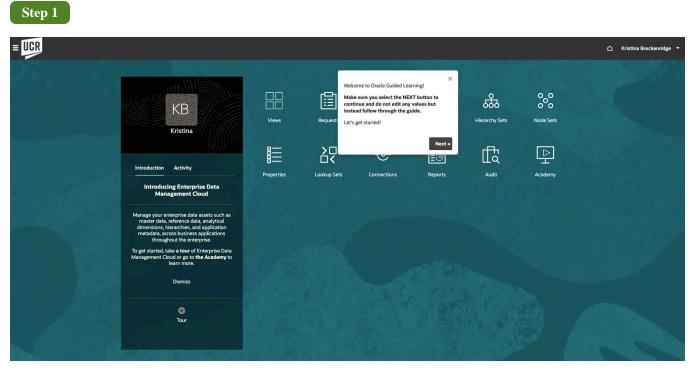
## **Creating an Activity Node**



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!

													🛆 Kristin	a Breckenridg
	Views	Requests	Applications	Orde Types	战 Hierarchy Sets	Node Sets	Properties	}⊒ Lookup Sets	·ତ- Connections	Reports	☐ Audit	Academy		
ws							•							
$\nabla$														6
me and Description									3	Created		Last Modified		Action
Account Split View GL - EP Account View for GL and EPM	M (Do Not Use F	or Changes or New	Requests)						1	JV Jesus Villavic 9/8/2022	encio	SB Shannon B 4/10/2023	Burndred	
Activity Split View GL - EPI Activity View for GL and EPM	M (Do Not Use Fo	or Changes or New I	Requests)							JV Jesus Villavic 9/8/2022	encio	SB Shannon B 4/10/2023	Burndred	
Flex1 Split View GL - EPM Flex1 View for GL and EPM	(Do Not Use For (	Changes or New Ree	quests)						1	JV Jesus Villavic 9/8/2022	encio	SB Shannon E 4/10/2023	Surndred	
Flex2 Split View GL - EPM Flex2 View for GL and EPM	(Do Not Use For	Changes or New Re	quests)						1	JV Jesus Villavio 9/8/2022	encio	SB Shannon E 4/10/2023	Burndred	
Fund Split View GL - EPM Fund View for GL and EPM	(Do Not Use For	Changes or New Re	quests)							JV Jesus Villavio 9/8/2022	encio	SB Shannon B 4/10/2023	Burndred	
UCROFC									1	JV Jesus Villavic	encio	JV Jesus Villa 8/30/2022	vicencio	

Select the **Views** card.

UCROFC							C Kristina Breck
Natural Account   V1         Account UCOP   V1           Q	ACTIVITY   V1	FUND   V1	Flex 1   V1	Flex2   V1	Activity List (Do	o Not Change) Flex1 List (Do Not Change)	Select Viewpoint
						Properties Locations History	
Properties Locations History Q	Q	0					
	×				,		
	is link						

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

UCROFC Natural Account   V1 Account UCOP   V1	ACTIVITY   V1 : Select the Activity   V1 tab.	X /1 Activity List (Do Not Change) Flex1 List (Do Not Change)	New Request     C       Select Viewpoint     •
I 🗸 Name	Description US	Properties Locations History	
► D TOTACT	Total Activity	Q	0 Pro
		,	

Select the Activity | V1 tab.

R					Kristina Breckenrid
Natural Account   V1 Account UCOP   V1	ACTIVITY   V1	FUND   V1 Flex 1   V1 Flex2   V1	Activity List (Do		New Request         Cl           Select Viewpoint
Q <> Ł				TOTACT	Α
1 🗸 Name	×	Description US		Properties Locations History	
Click on the arrow next to TOTACT.	100	Total Activity		Q	15 Prop
• t		School of Education			
▶ □ ORG11		Bourns College of Engineering		Name	TOTACT
<ul> <li>C ORG12</li> </ul>		College of Humanities Arts & Social Sciences		Start Date	
<ul> <li>D ORG13</li> </ul>		School of Business			Yes
<ul> <li>C ORG14</li> </ul>		College of Natural & Agricultural Sciences		Summary	Yes
Ci ORGIS		University Extension		Allow Posting	No
CD ORG16      DORG18		University Library Academic Senate		Allow Posting	No
		Academic Senate Auxiliary Services	•	Description US	Total Activity
		Chancellor		Level	1
Show: Next 10   All 31				Parent	
				Description	
				UC_DEPARTMENT_TYPE	General Campus - Other
				UC_NSF_CODE	
				UC_PRIMARY_ACTIVITY	
				Tree Label	Parent4

Click on the arrow next to **TOTACT.** 

R			🛆 Kristina Brecke
UCROFC			New Request
Natural Account   V1 Account UCOP   V1 Q < > 土	CTIVITY   V1 : FUND   V1 Flex 1   V1 Flex 2   V1	Activity List (Do Not Change) Flex1 List (Do Not Change) ORG10	Select Viewpoint
I 🗸 Name	Description US	Properties Locations History	
← 🗅 тотаст	Total Activity	9	15
	School of Education	Name	ORG
Divido	School of Education General	Start Date	UKG
DI DIV224	School of Education Academic	End Date	
► 🗅 ORG11	Bourns College of Engineering		
▶ □ ORG12	College of Humanities Arts & Social Sciences	Summary	
<ul> <li>D ORG13</li> </ul>	School of Business	Enabled	· · · ·
▶ □ ORG14	College of Natural & Agricultural Sciences	Allow Posting	1
► 🗅 ORG15	University Extension	Allow Budgeting	,
▶ □ ORG16	University Library	Description US	School of Education
► C ORG18	Academic Senate	Level	
<ul> <li>C ORG19</li> </ul>	Auxiliary Services	Parent	τοται
▶ ☐ ORG20	Chancellor	Description	
Show: Next 10   All 31		UC_DEPARTMENT_TYPE	General Campus - Oth
		UC_NSF_CODE	
		UC_PRIMARY_ACTIVITY	
		Tree Label	Pare

Next, select the arrow next to **ORG10.** 

R			🛆 Kristina Breckenric
UCROFC Natural Account   V1 Account UCOP   V1	ACTIVITY   VI : FUND   VI Flex 1   VI Flex2   VI	Activity List (Do Not Change) Flex1 List (Do Not Change) DIV100	New Request         CI           Select Viewpoint         •
1 🗸 Name	Description US	Properties Locations History	
✓ D TOTACT ✓ D ORGIO	Total Activity School of Education	Q	15 Prop
	School of Education General	Name	DIV100
Dotooo	SOE Deans Office Dept	Start Date	
<ul> <li>DIV224</li> </ul>	School of Education Academic	End Date	
▶ □ ORG11	Bourns College of Engineering	Summary	Yes
▶ □ ORG12	College of Humanities Arts & Social Sciences	Enabled	Yes
Ci orgis	School of Business	Allow Posting	No
► □ ORG14	College of Natural & Agricultural Sciences	Allow Budgeting	No
Ci ORG15	University Extension	Description US	School of Education General
▶ □ ORG16	University Library	Level	3
► 🗅 ORG18	Academic Senate	Parent	ORG10
► □ ORG19	Auxiliary Services	Description	
Ci ORG20	Chancellor	UC_DEPARTMENT_TYPE	General Campus - Other
Show; Next 10   All 31		UC_NSF_CODE	
		UC_PRIMARY_ACTIVITY	
		Tree Label	Parent2

Next, click on the arrow next to DIV100.

## Step 8

	VITY   VI : FUND   V1 Flex 1   V1 Flex 2   V1	Activity List (Do Not Change) Flex1 List (Do Not Change) D01000	Select Viewpoint
I 🗸 Name	Description US	Properties Locations History	
🕶 🗅 тотаст	Total Activity	9	
Q. ← → ±	School of Education	ų	15 F
	X	Name	D01000
Dotodo	Now click on D01001.	Start Date	
D DIV224		End Date	
D ORG11	Bourns College of Engineering	Summary	Ye
D ORG12	College of Humanities Arts & Social Sciences	Enabled	Ye
D ORG13	School of Business	Allow Posting	No
▶ □ ORG14	College of Natural & Agricultural Sciences	Allow Budgeting	No
D ORG15	University Extension	Description US	SOE Deans Office Dep
D ORG16	University Library	Level	4
<ul> <li>D ORG18</li> </ul>	Academic Senate	Parent	DIV100
D ORG19	Auxiliary Services	Description	
▶ □ ORG20	Chancellor	UC_DEPARTMENT_TYPE	General Campus - Othe
Show: Next 10   All 31		UC_NSF_CODE	
		UC_PRIMARY_ACTIVITY	A01000 - SOE Deans Office
		Tree Label	Parent

Now click on **D01001.** 

R				🛆 Kristina Breckenrid
UCROFC				New Request CI
Natural Account   V1         Account UCOP   V1         ACTIV           Q         <         >         4	TTY   V1 : FUND   V1 Flex 1   V1 Flex 2   V1	Activity List	t (Do Not Change) Flex1 List (Do Not Change) D01000	Select Viewpoint
I 🗸 Name	Description US		Properties Locations History	
<ul> <li>➡ TOTACT</li> <li>➡ ➡ ORGIO</li> </ul>	Total Activity Scl X		Q	15 Prop
<ul> <li>✓ DIV100</li> </ul>	Sci Note that you can select the 3 horizontal dots next to the department code and then select		Name	D01000
E1 D01000	ext to the department code and then select options there in the future.		Start Date	
▶ □ DIV224	Sci		End Date	
D org11	Bo		Summary	Yes
▶ 1 DRG12	College of Humanities Arts & Social Sciences		Enabled	Yes
► D ORG13	School of Business		Allow Posting	No
▶ □ ORG14	College of Natural & Agricultural Sciences		Allow Budgeting	No
▶ □ ORG15	University Extension		Description US	SOE Deans Office Dept
▶ 🖾 ORG16	University Library		Level	4
<ul> <li>D ORG18</li> </ul>	Academic Senate		Parent	DIV100
<ul> <li>D ORG19</li> </ul>	Auxiliary Services		Description	
▶ 1 ORG20	Chancellor		UC_DEPARTMENT_TYPE	General Campus - Other
Show: Next 10   All 31			UC_NSF_CODE	
			UC_PRIMARY_ACTIVITY	A01000 - SOE Deans Office
			Tree Label	Parent1

Note that you can select the 3 horizontal dots next to the department code and then select options there in the future.

3			🛆 Kristina Breckenrie
UCROFC			New Request C
Natural Account   V1 Account UCOP   V1 ACT	IVITY   V1 : FUND   V1 Flex 1   V1 Flex	1 V1 Activity List (Do Not Change) Flex1 List (Do Not Change)	Select Viewpoint 👻
Q < > ₹		D01000	
1 🗸 Name	Description US	Properties Locations History	
▼ 🗅 ТОТАСТ	Total Activity	9	15 Pro
	School of Education		
	School of Education General	Name	D01000
<ul> <li>D D01000</li> </ul>	SOE Deans Office Dept	Start Date	
<ul> <li>DI DIV224</li> </ul>	School of Education Academic	End Date	
Ci orgn	Bourns College of Engineering	Summary	Yes
<ul> <li>D ORG12</li> </ul>	College of Humanities Arts & Social Sciences	Enabled	Yes
<ul> <li>C1 ORG13</li> </ul>	School of Business	Allow Posting	No
<ul> <li>D ORG14</li> </ul>	College of Natural & Agricultural Sciences	Allow Budgeting	No
C1 ORG15	University Extension	Description US	SOE Deans Office Dept
<ul> <li>C1 ORG16</li> </ul>	University Library	Level	4
<ul> <li>C1 ORG18</li> </ul>	Academic Senate	Parent	DIV100
• C ORG19	Auxiliary Services	Description	
Cl ORG20	Chancellor	UC_DEPARTMENT_TYPE	General Campus - Other
Show: Next 10   All 31		UC_NSF_CODE	
		UC_PRIMARY_ACTIVITY	A01000 - SOE Deans Office
		Tree Label	Parent1

## Now you would click on Add Sibling or Add Child.

Note that the following steps are the same for either a sibling or child code.

						🛆 Kristina Breck
UCROFC						New Request
< il Account   V1	Account   V1         Account UCOP   V1         ACTIVITY   V1         FUND   V1         Flex1   V1         E         Flex2   V           10000000         ▼ X         < > ±            Flex1   V1         E         Flex2   V           Flex1   V1         E         Flex2   V           Flex2   V           Flex2   V          Flex2   V          Flex2   V           Flex2   V         Flex2   V         Flex2   V	Flex 1   V1 : Flex 2   V1	Activity	List (Do M DO	Step1of1	
Q. D010000000         ∀ x         < > ▲         D0           ✓ Flext         I ✓ Name         Pr           ● D01000000         ● 000000000         ● 00000000           ● D00000000         ● D00000000         ●           ● D00000000         ●         ●           ● D000000000         ●         ●           ● D0000000000         ●         ●           ● D00000000000         ●         ●           ● D000000000000000	operties Locations Hist	Select New Request.				
D01000000	▼ Ďi ALLO000000			-	Q Cocations Hist	Close Back Next »
					Name	D0100000
			1		Start Date	
	© D01000Q051				End Date	
	© D01000Q122				Summary	
	♦ D01000Q123				Enabled	
	♦ D01000Q150				Allow Posting	
	© D01000QDCM				Allow Budgeting	
	♦ D01000QDEA				Description US	School of Education Deans Office D
	♦ D01000QDMC				Level	
	♦ D01000DOT			Parent	Parent	ORG10000
	D01000QFR1				Tree Label	Pare
	© D01000QFR2					
	Show: Next 10   All 42					
	<ul> <li>Ca potociodo Ca</li> </ul>					
	<ul> <li>El D020900000</li> </ul>					

You would then select New Request.

R				When the properties table appears, you would edit the Name and Description US.	× Kristina Breckenr
UCROFC Natural Account   V1 Account UCOP   V1 AC Q VX < > ±	TIVITY   VI FUND   VI	Flex 1   V1 : Flex 2   V1	Activity List (Do Not Change) D01000Q051	You would then proceed with the same steps as in the Parent Code guide by editing the fields as File desired.	ewpoint 💌
Name     ALLOUDUDU			Properties Loca	tions	
O000000000000000000000000000000000000			Q		11 Pr
✓ □ ORG1000000			Name		D01000Q051
✓ □ D010000000			Start Date		
♦ D01000Q051			End Date		
D01000Q122			Summary		No
D01000Q123			Enabled		Yes
♦ D01000Q150			Allow Posting		Yes
♦ D01000QDCM			Allow Budgetin	<b>16</b> ①	Yes
D01000QDEA			Description US		Education 051 Rall
♦ D01000QDMC			Level		4
OD1000QDOT			Parent		D010000000
OD1000QFR1			Tree Label		
D01000QFR2					
Show: Next 10   All 42					
<ul> <li>Dotootoooo</li> </ul>					
► D020900000					
<ul> <li>CI ORG1100000</li> </ul>					

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

You would then proceed with the same steps as in the Parent Code guide by editing the fields as desired.

Si	tep 13									
	ER								🛆 Kristina Brecke	nrid
	Request 5961 Draft Inter	: active	UCROFC - Reques	5961				ĺ	Submit Actions •	Do
	Request for UCROFC created by Kristina Breckenridge.		<ul> <li>vccount UCOP   V1</li> </ul>	ACTIVITY   V1 FUND   V1 Flex 1   V	/1 : Flex2   V1	Activity L	ist (Do Not Change)	Step 1 of 1		
		0	Q D010000000 V ×	4		+	D010000000 The <b>Submit</b> button become click on (bold) after you ma		er you make changes to	
	0 0 0	0	~ Flex1	I 🗸 Name			Properties Locations			
ŀ	All Items	:	D01000000 ORG1000000	✓ □ ALL0000000			Q			
				♦ 000000000				This is an examp NOT HIT SUBMIT	le for training, so <u>DO</u>	
							* Name			
				→ C1 D010000000		:	Start Date	Close	Back Done	
				© D01000Q051			End Date			
				D01000Q122			Summary		Ye	5
				© D01000Q123			Enabled		Ye	5
				♦ D01000Q150			Allow Posting		N	b
				© D01000QDCM			Allow Budgeting		N	0
				O D01000QDEA			<ul> <li>Description US</li> </ul>	Sc	hool of Education Deans Office De	
				© D01000QDMC			Level			3
				O D01000QDOT			Parent		ORG100000	00
				© D01000QFR1			Tree Label		Parent	in .
				O D01000QFR2						
				Show: Next 10   All 42						
				D010010000						
				► C1 D020900000						
				► C ORG100000						
				s Processoon						
	No items to display.		1Result(s)	ALL0000000 > ORG1000000 > D010000000						

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

## Step 14

Thank you for completing this Oracle Guided Learning Tutorial!