

# ORACLE COA MANAGEMENT GUIDE

Financial Planning & Analysis

*UC Riverside*

*Last Modified June 21, 2023*

# COA Training

The structure of the Chart of Accounts is based on UCOP's reporting requirements. Certain areas have flexibility that can be managed here in the Oracle COA Management tool.

## *What can you request in Oracle COA Management?*

- Updated description for the activity, department, division, Org, and/or Flex1
- Movement within the activity hierarchy (for example if there is a reorganization)
- A Flex1 or Activity segment be added

## *Are there any approvals related to Oracle COA Management?*

Yes! After the Department SAA establishes Department Requestor and Approver (CFAO-level) roles in EACS, departments can then initiate requests in Oracle COA Management.

The department requestor will initiate the request, then it is approved by the CFAO (or CFAO designee) before it is routed to the Central Budget Office (CBO) for final approval.

## *Guidelines for COA Values and Descriptions*

For all Flex1 requests, segment descriptions should be easy to understand by end users, avoid special characters, and minimize the length to only what is necessary.

Flex1 Requestors and Approvers should ensure nodes and descriptions are unique

New Segments in the Activity Tree requests are considered when no other Golden Tree segment identifies what you want to track (i.e. fund, BC, etc.)

For more information on valid COA combinations and Cross-Validation Rules, sign up for courses in the LMS system.

# Flex1 Field Training

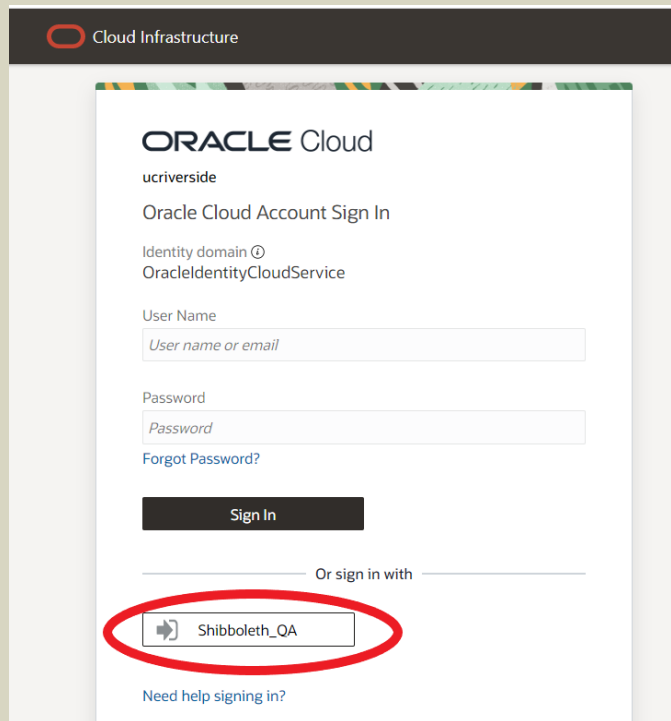
## 1. Log into the system.

This will be in rSpace once we go live. Until then, use the below link.

- a. EMP Oracle Cloud -

<https://edm-test-ucriverside.epm.us-phoenix-1.ocs.oraclecloud.com/epm/>

- b. Click on Shibboleth\_QA.



Cloud Infrastructure

**ORACLE** Cloud

ucriverside

Oracle Cloud Account Sign In

Identity domain ⓘ  
OracleIdentityCloudService

User Name

Password

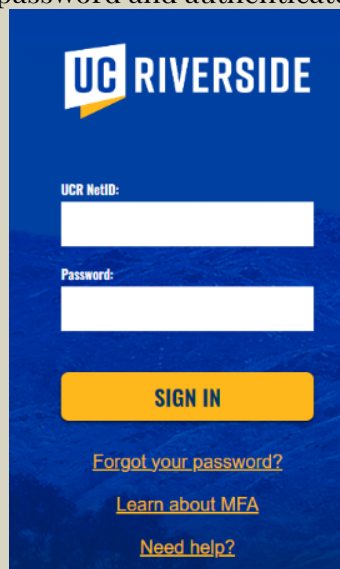
[Forgot Password?](#)

**Sign In**

Or sign in with

[Need help signing in?](#)

- c. Login with NetID and password and authenticate via the UCR system.



**UC RIVERSIDE**

UCR NetID:

Password:

**SIGN IN**

[Forgot your password?](#)

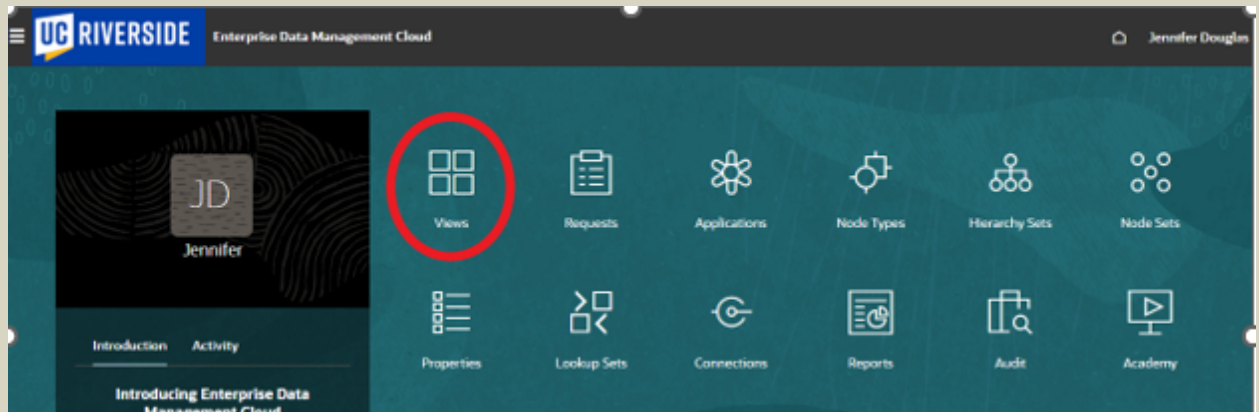
[Learn about MFA](#)

[Need help?](#)

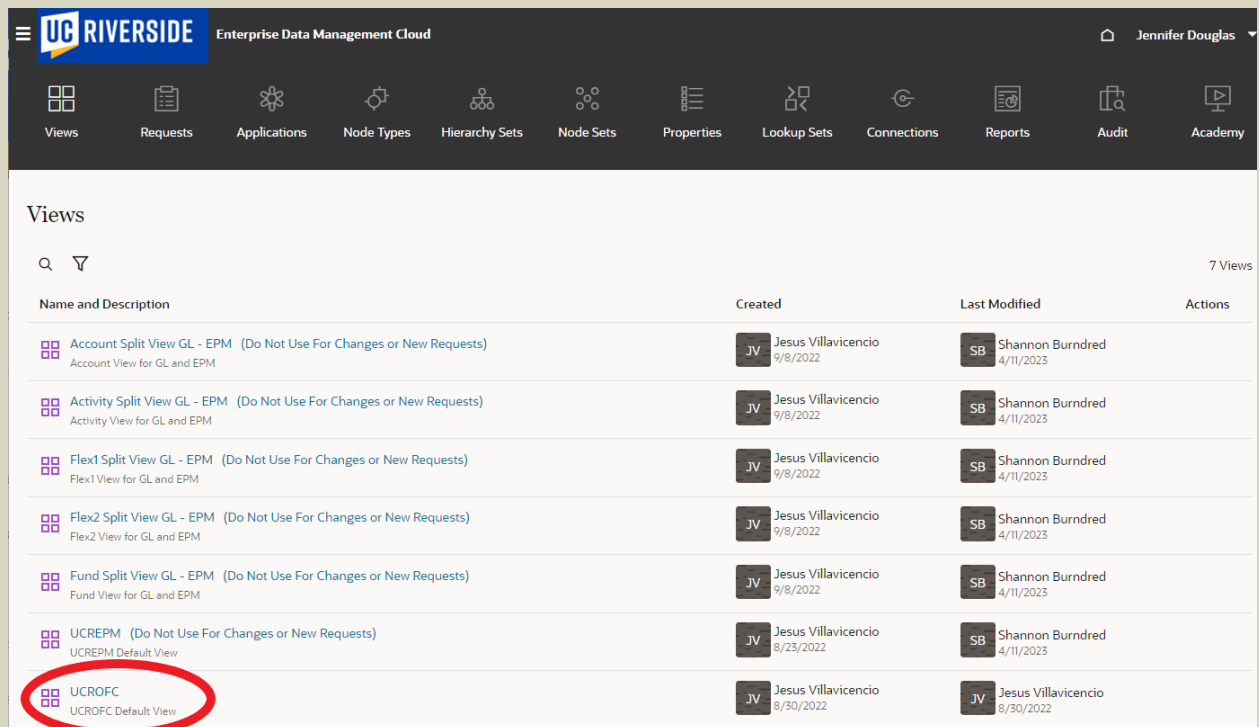
# Flex1 Field Training

## 2. Creating a Flex 1 code.

a. Click on 'Views.'

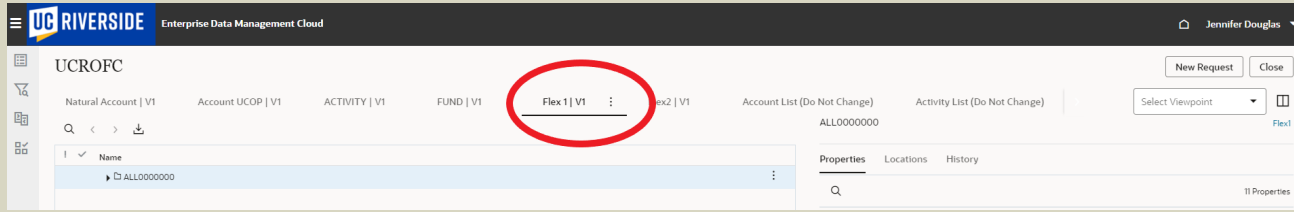


b. Click on 'UCROFC.'

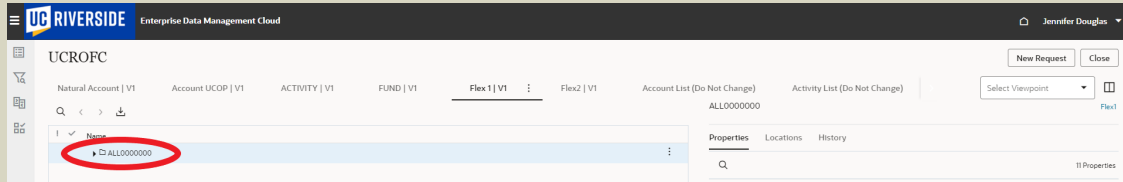


# Flex1 Field Training

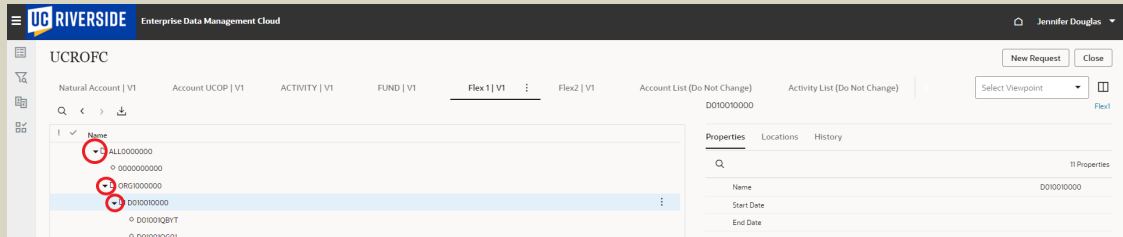
c. Scroll over to 'Flex 1 | V1.'



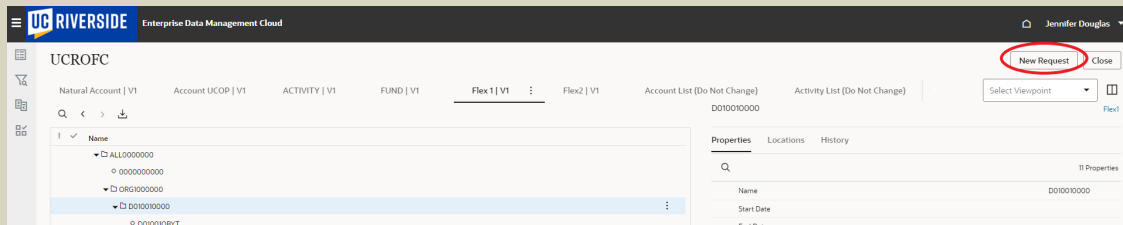
d. Click the '>' to view the tree.



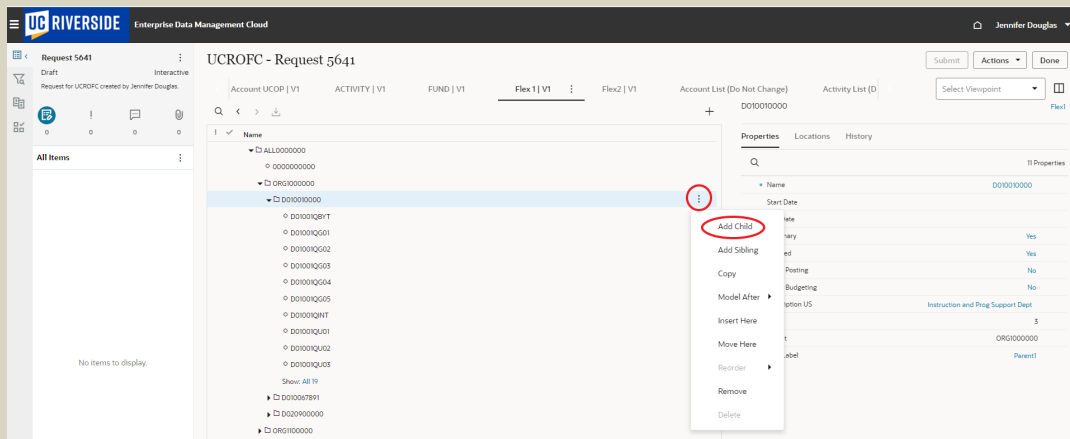
e. Click on the '>' to open up the tree (ORG & Department Code) until the Flex 1 codes are shown.



f. Click on 'New Request.'

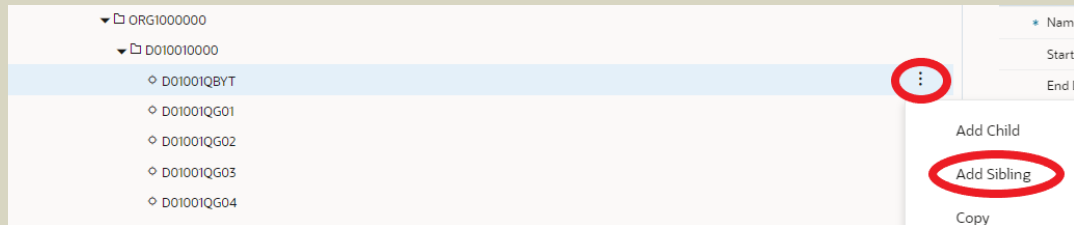


g. Click on the 3 horizontal dots next to the department code and then click 'Add Child.'

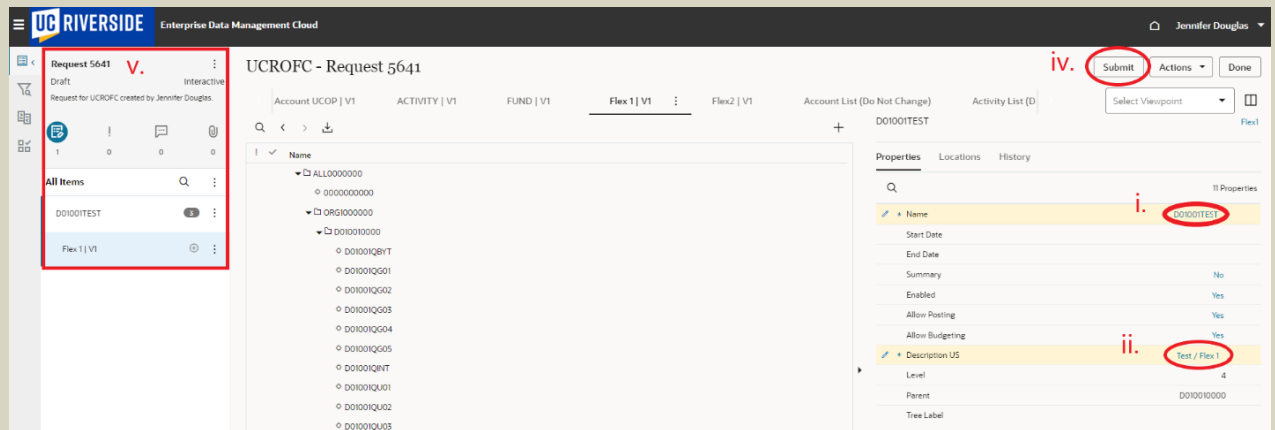


# Flex1 Field Training

OR click on the Flex 1 code 3 horizontal dots and then click ‘Add Sibling.’



- h. Click on ‘Name’ (must be 10 characters long including space) and click on the ‘Description US’ (no more than 30 characters long and has a restriction on special characters entered).
  - i. The name needs to include the 6-digit Department code and 4 other digits.
  - ii. Then add the Description US.
  - iii. No other fields need to be adjusted.



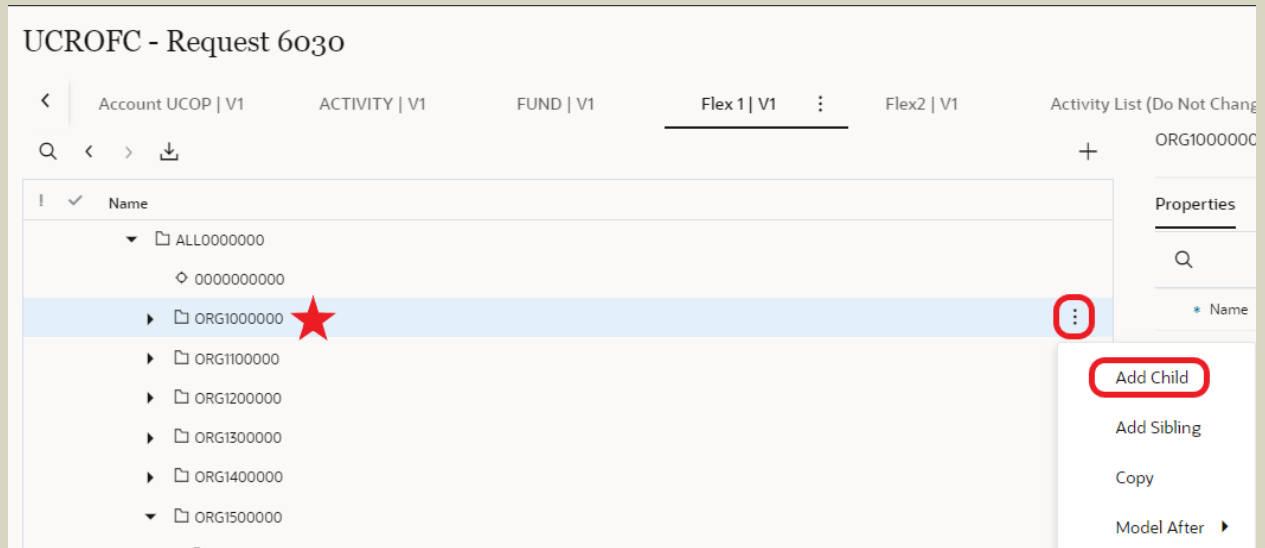
- iv. Click on ‘Submit.’
- v. Draft request number shows at the top with the tree details.
- vi. The request is now in flight and is waiting on further approvals.

### 3. Adding a Department code if it is not showing in the tree.

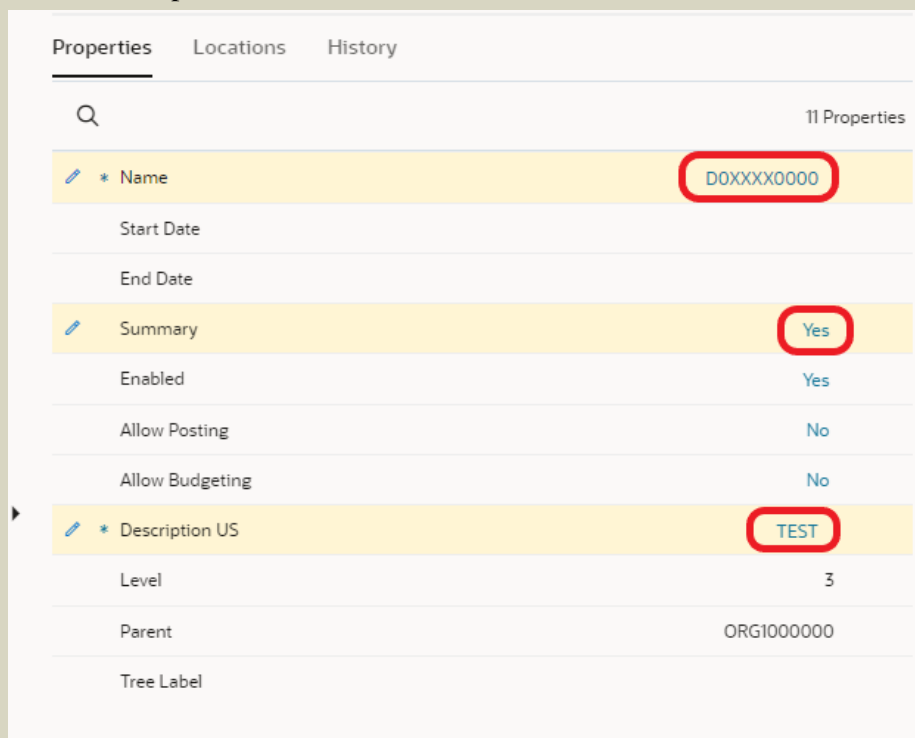
- a. Find the ORG that needs the Department code added
- b. Click new request at the top right
- c. click on the 3 dot located at the end of the ORG name that is highlighted in blue

# Flex1 Field Training

d. click “Add Child”



- e. Enter the Name as the department code followed by four zeros - DoXXXX0000 (10 digits)
- f. Change Summary to “YES”
- g. Enabled is “YES”
- h. Allow Posting is “NO”
- i. Allow Budgeting “NO”
- j. Add a Description



k. All sections you are adjusting are in yellow

# Flex1 Field Training

- l. To continue to add Flex 1 fields to this request follow steps g. through h in section 2.
  - i. If the request is submitted before Flex 1 are added, you will need to wait for the request to be approved before you can add the Flex 1.
  - ii. It is recommended that you create the Flex 1 codes and submit one request will multiple Flex 1 codes under the same department code.

## 4. Changing a Flex 1 field.

Follow steps a. through f. in section 2.

- a. Go to 'View.'
- b. Then 'UCROFC.'
- c. Scroll over to 'Flex 1 | V1.'
- d. Then click the '>' to view the tree.
- e. Continue to click on the '>' to open the tree (ORG & Department Code) until the Flex 1 codes are shown.
- f. Click on 'New Request.'
- g. Click on the flex code you would like to change.
- h. Update the 'Name' and/or 'Description US.'
- i. Click on 'Submit.'
- j. The request is now in flight and is waiting on further approvals.

The screenshot displays the UC Riverside Enterprise Data Management Cloud interface. The main window shows a request for UCROFC with a tree view of Flex 1 codes. The tree view is expanded to show the following codes: ALL00000000, 0000000000, ORG10000000, D010010000, D01001Q8YT, D01001QG01, D01001QG00, D01001QG05, D01001QG04, D01001QG05, D01001Q8NT, D01001QU01, D01001QU02, and D01001QU03. The code D01001QG01 is highlighted with a red star. The properties panel on the right shows the following details for the selected code: Name: D01001QG01, Start Date, End Date, Summary: No, Enabled: Yes, Allow Posting: Yes, Allow Budgeting: Yes, Description US: Grad Student Professional Dev Award, Level: 4, Parent: D010010000, and Tree Label.

## 5. Deactivating a Flex 1 field.

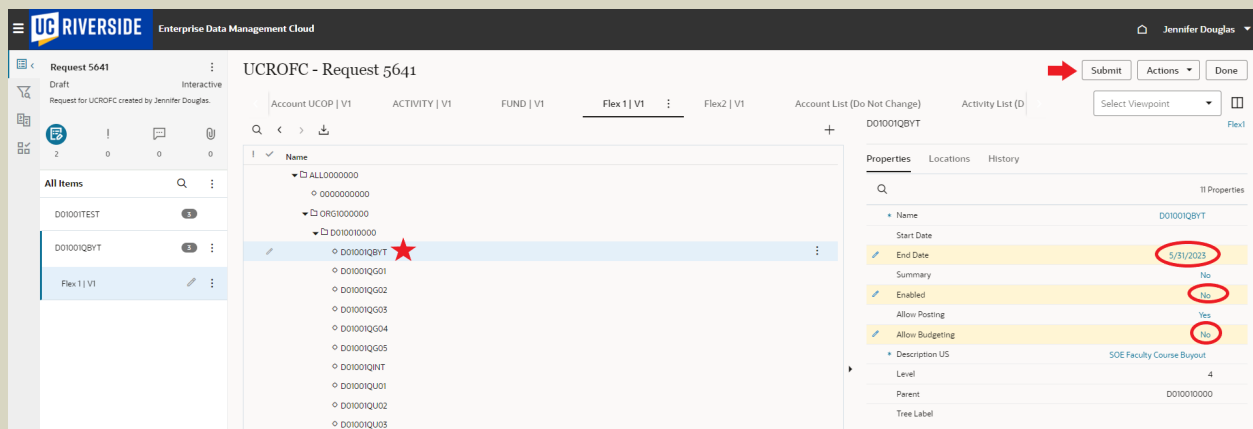
Follow steps a. through f. in section 2.

- a. Go to 'View.'
- b. Then 'UCROFC.'
- c. Scroll over to 'Flex 1 | V1.'
- d. Then the '>' to view the tree.



# Flex1 Field Training

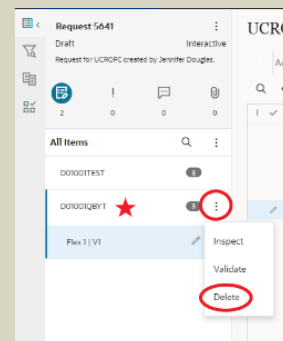
- e. Continue to click on the '>' to open the tree (ORG & Department Code) until the Flex 1 codes are shown.
  - f. Click on 'New Request.'
  - g. Click on the flex code you would like to deactivate.
  - h. Click on 'End Date' – cannot be today's date and needs to be future dated (recommended to be the end of the month).
  - i. Change the 'Description US' to add the word 'INACTIVE' at the beginning of the description.
  - j. Change 'Allow Budgeting' to 'NO.'
  - k. DO NOT change 'Summary' or 'Allow Posting,' they should remain 'No' and 'Yes' respectively.
  - l. Click on 'Submit.'
- m. The request is now in flight and is waiting on further approvals.



## 6. Request Created in Error.

These can be deleted two ways.

- a. 1<sup>st</sup> way
  - i. Click on the flex code.

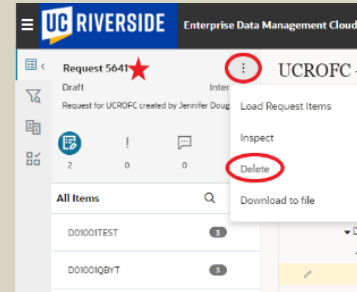


# Flex1 Field Training

- ii. Click on the 3 dots.
- iii. Click on delete.

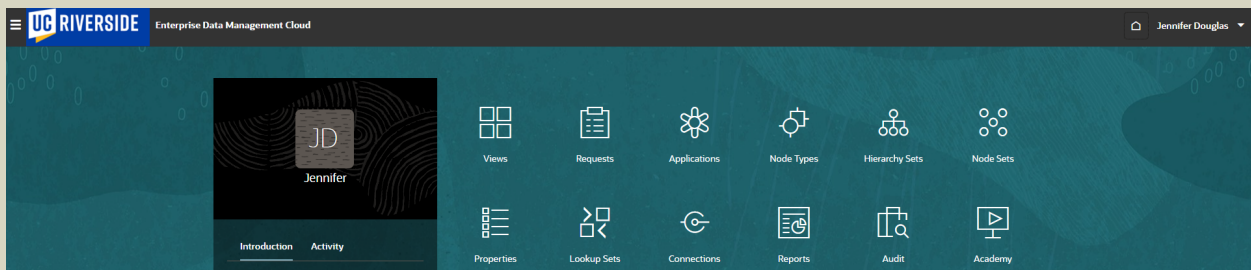
b. 2<sup>nd</sup> way

- i. Click on the Request Number.
- ii. Click on the 3 dots.
- iii. Click on delete.



## 7. Reviewing a Request

- a. Use the home button on the top right of the screen next to your name.
- b. Click on 'Request.'



- c. This will show you all the requests you have created and their respective statuses.

# Flex1 Field Training

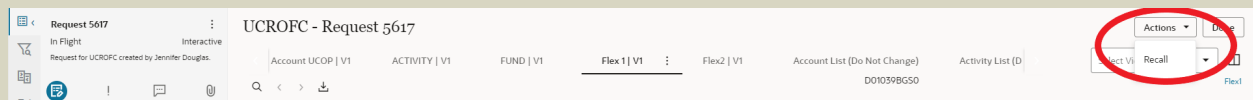
The screenshot shows the 'Request Activity' section of the UC Riverside Enterprise Data Management Cloud. It features a navigation bar with various icons and a table of request activities. The table has columns for Request ID, View, Request Type, Status, Stage, Owner, My Activity, and Time Frame. Below the table, there is a search bar and a list of request items with details such as Title and Description, View, Request Type, Status and Stage, Items, Request Issues, Age (In Days), Owner, Modified, and Actions.

Request ID	View	Request Type	Status	Stage	Owner	My Activity	Time Frame
All	All	All	All	All	All	All	Last 30 Days

Request ID	Title and Description	View	Request Type	Status and Stage	Items	Request Issues	Age (In Days)	Owner	Modified	Actions
5641	Request 5641 Request for UCROFC created by Jennifer Douglas.	UCROFC	Interactive	Draft Submit	3	0	0	Jennifer Douglas Assigned	Jennifer Douglas 5/30/2023	
5628	Request 5628 Request for UCROFC created by Jennifer Douglas.	UCROFC	Interactive	Completed Closed	1	0	0	Jennifer Douglas Submitted	Shannon Burdred 5/26/2023	
5617	Request 5617 Request for UCROFC created by Jennifer Douglas.	UCROFC	Interactive	In Flight Approve	18	0	6	Jennifer Douglas Submitted	Jennifer Douglas 5/24/2023	

- d. Click on the 'Request ID' hyperlink in blue to take you into the request for more details.
- e. Recall an In-Flight request.
  - i. Click on the hyperlink of the Request ID.
  - ii. Click on actions then recall.
  - iii. Make the changes needed and submit it again for approvals.



# Activity Tree Modification Request

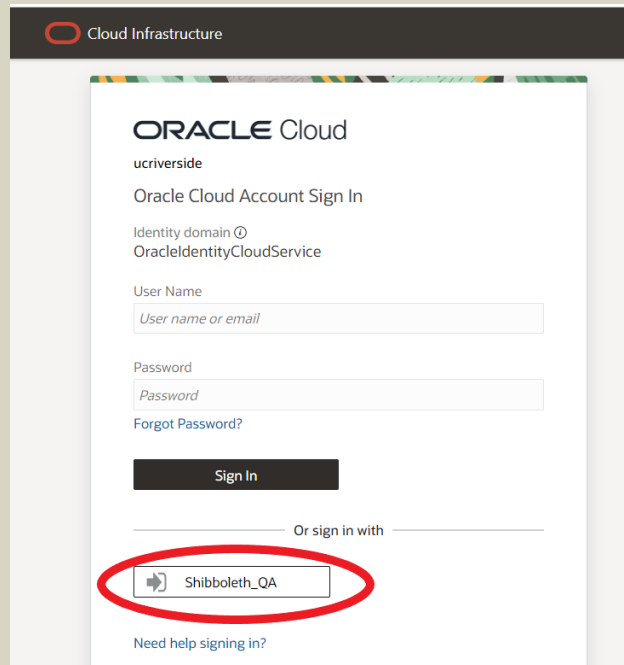
## 1. Log into the system.

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a. EMP Oracle Cloud -

<https://edm-test-ucriverside.epm.us-phoenix-1.ocs.oraclecloud.com/epm/>

b. Click on Shibboleth\_QA.



Cloud Infrastructure

**ORACLE** Cloud

ucriverside

Oracle Cloud Account Sign In

Identity domain @  
OracleIdentityCloudService

User Name

Password

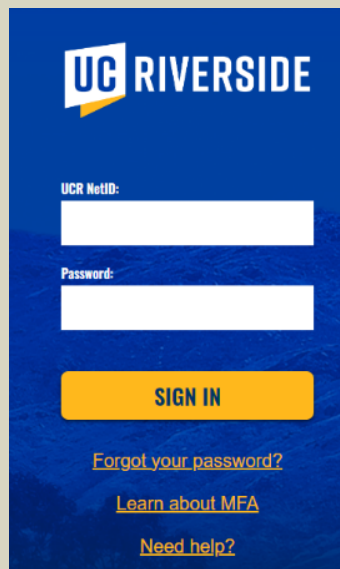
[Forgot Password?](#)

**Sign In**

Or sign in with

[Need help signing in?](#)

c. Login with NetID and password and authenticate via the UCR system.



**UCR RIVERSIDE**

UCR NetID:

Password:

**SIGN IN**

[Forgot your password?](#)

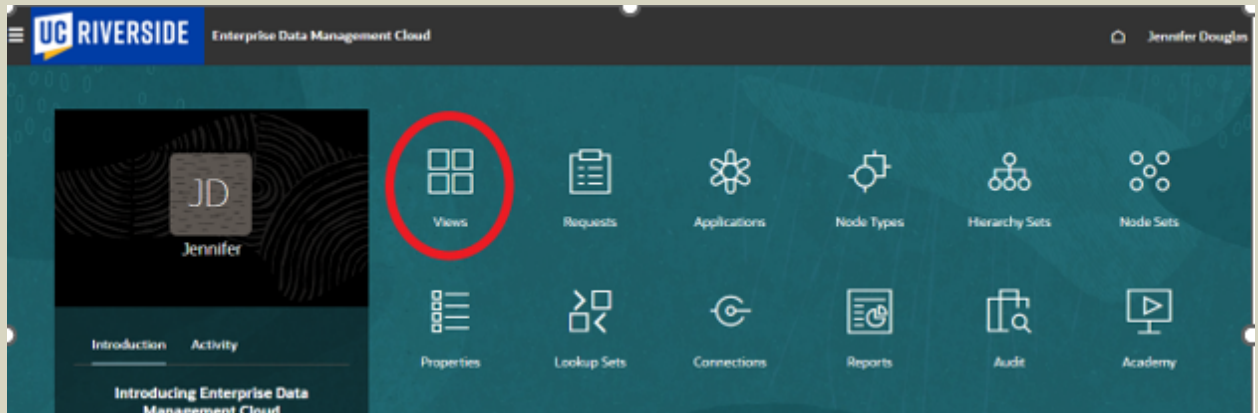
[Learn about MFA](#)

[Need help?](#)

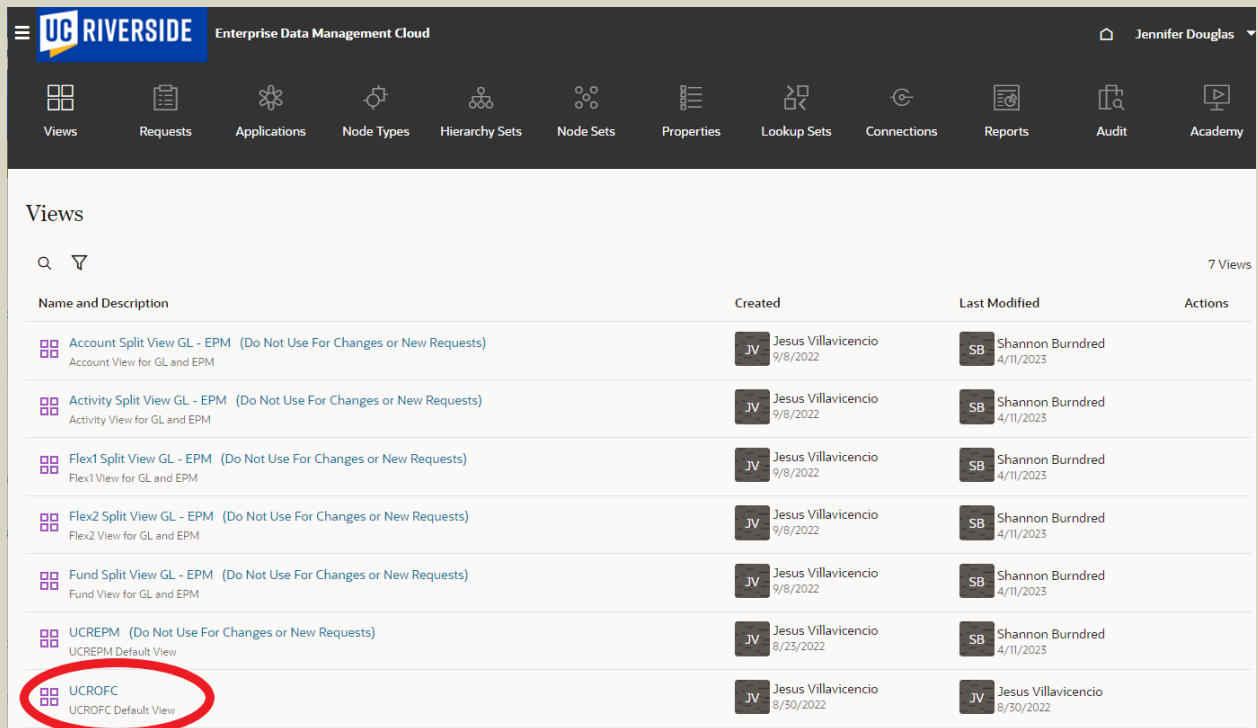
# Activity Tree Modification Request

## 2. Requesting a name change to an Activity/Department/Division/ORG Node:

a. Go to 'Views.'

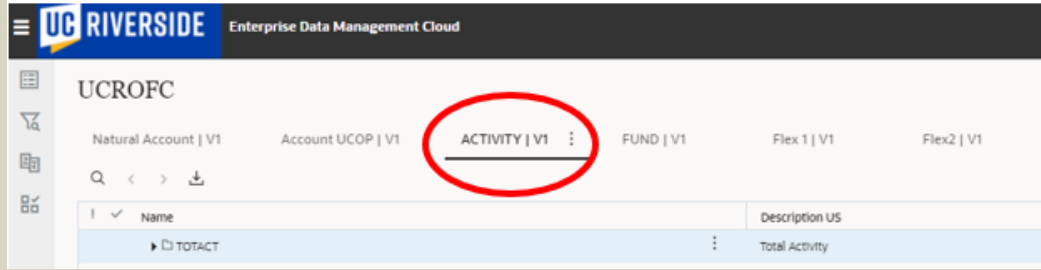


b. Then 'UCROFC.'

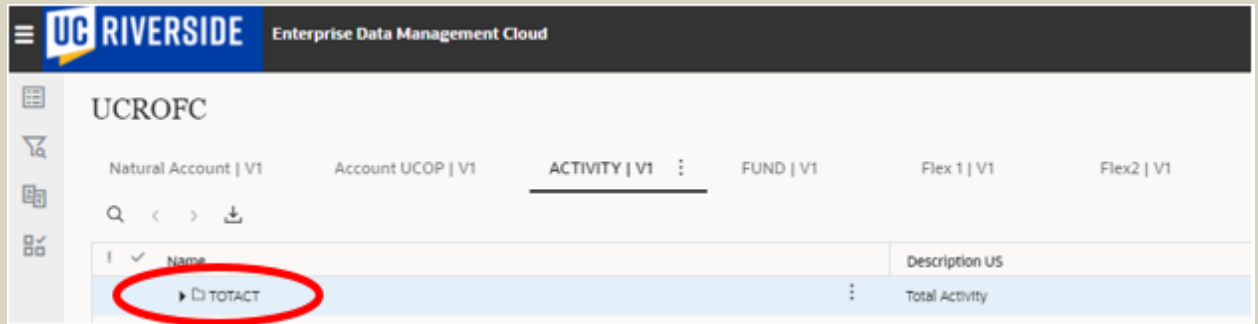


# Activity Tree Modification Request

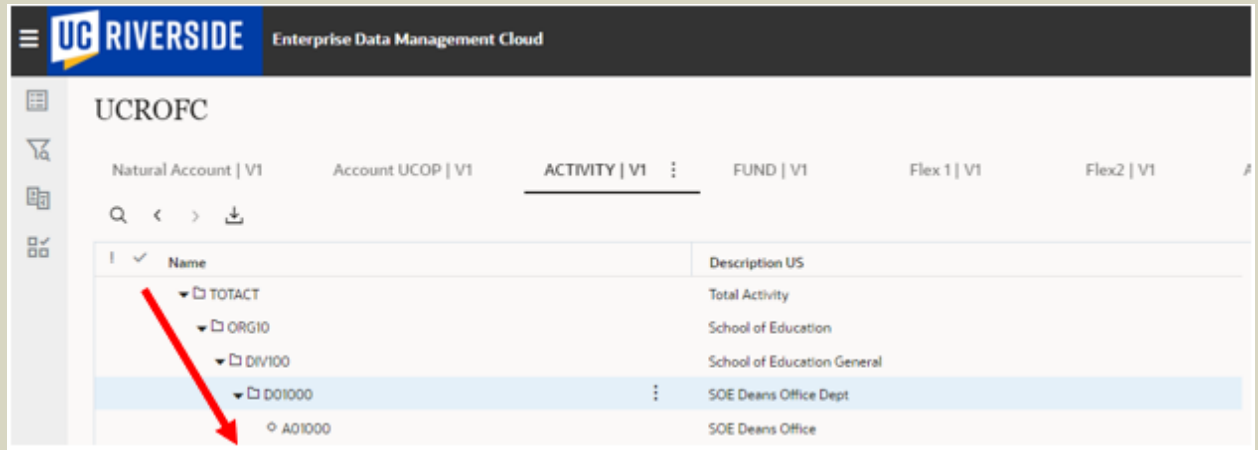
c. Select 'ACTIVITY | V1.'



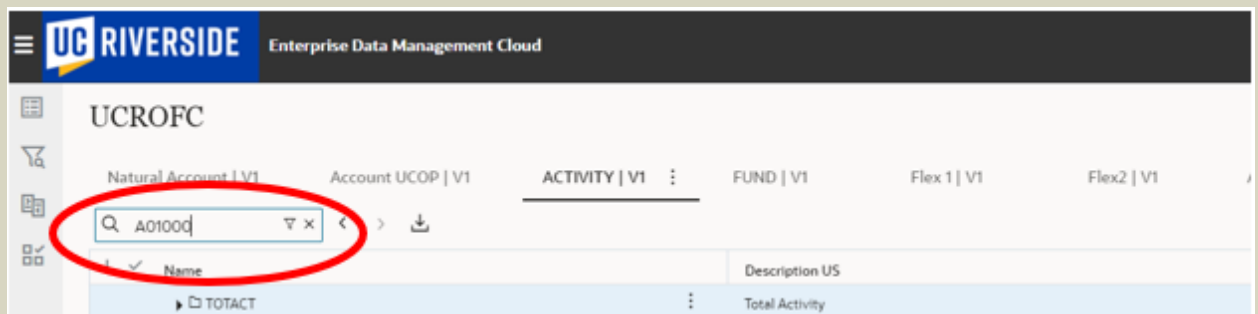
d. Click on 'Total Activity >' to expand the tree.



e. There are two ways to find the node you are looking for; you can continue to expand the tree until you find the activity node you would like to impact.

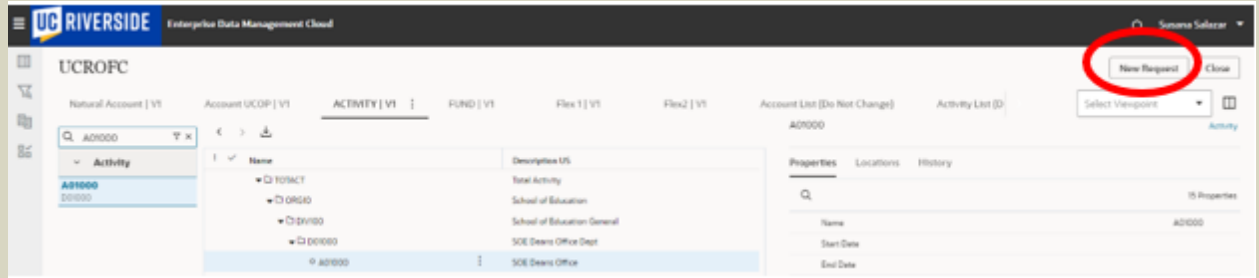


OR you can do a search.

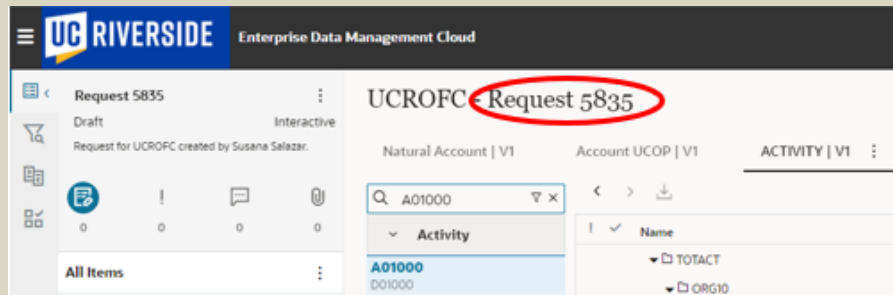


# Activity Tree Modification Request

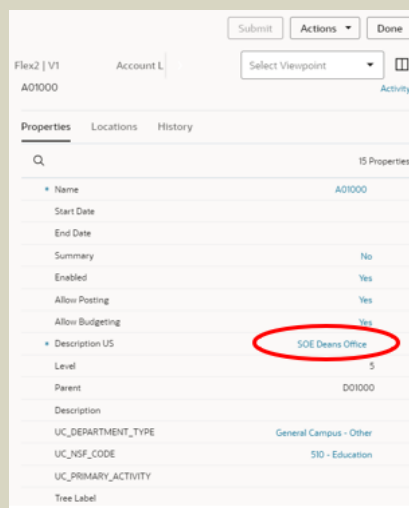
- f. Once you have selected the desired Activity/Dept/Div/ORG, click on ‘New Request.’



- g. Once you click on a new request, a request number will show up on the top left of the page. Please note that you can include multiple changes within one request. You simply make all the desired changes before finalizing or submitting your request; however, for purposes of this guide we will assume each example is a separate request.

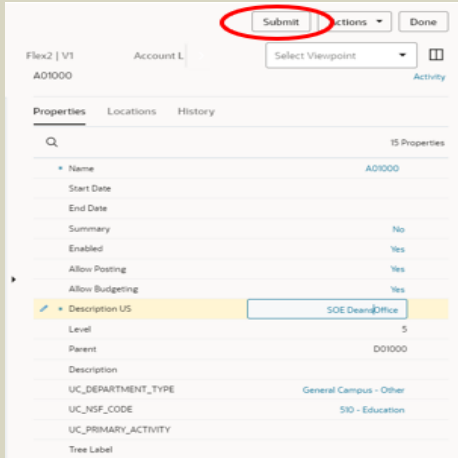


- h. Once a request is open, a ‘Properties Table’ will open to the right of the screen with editable fields that are shown in blue font. Here you can change the name of the node by simply updating the ‘Description US’ field, no other fields should be changed (‘Description US’ should be no more than 30 characters long). Please note, however, that no special characters may be used in the name except for a colon ‘:’ or an ampersand ‘&’. All other characters will cause an error message.



# Activity Tree Modification Request

- i. Once the name change has been entered, you then select the 'Submit' button and the request is complete.

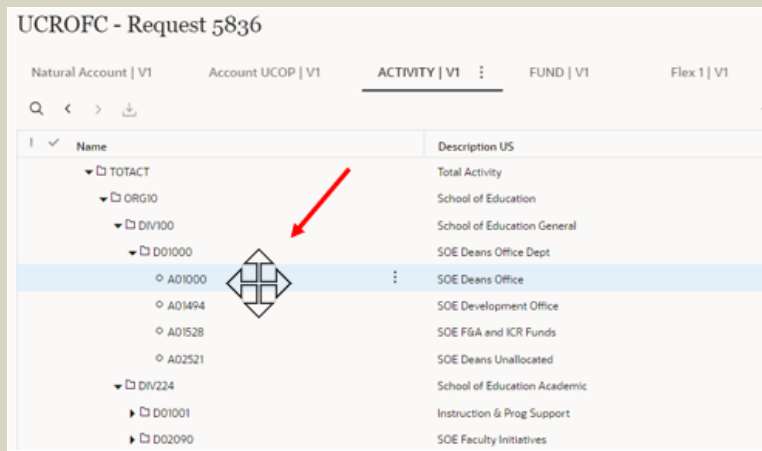


- j. Lastly, the same process as above would be used when inactivating an activity tree node, we request only that you change the name of the node to have a prefix of INACTIVE in all caps at the beginning of the Description US to signal you want to inactivate a node.

## 3. Requesting to move an Activity/Department/Division Node:

Follow the same Steps as 2a through 2g as noted above to open a new request for your selected node.

- k. Hover over the node name you want to move, and an arrow quad will appear over the node code (we are displaying a larger arrow quad and slightly to the right below for illustration purposes only).





# Activity Tree Modification Request

- I. Once you see that arrow quad that means you can click and drag the node wherever you want to move it.
  - i. If you are moving an activity from one department to another, then you must ensure that the department you are moving the node to is visible in the tree and the same goes for all other levels, so that you are able to drag the node to it.
  - ii. You must always drag/move your node to the parent level so that it is displayed in numerical order under that parent. In other words, an activity should be dragged to a department, a department should be dragged to a division and a division should be dragged to an organization.
  - iii. If you move a department or division node all child nodes under that department or division will be moved as well.
  - iv. Add Description. As part of moving a department via a re-organization, we need to provide UCPATH the department default FAU (Activity/Function) and the department location code if they are changing.
    - All default FAUs use fund 69993. All existing departments have a current default FAU, it can be found at:  
[https://0365ucr.sharepoint.com/:f/s/BFS/BSA/EkhOfjX\\_s19EhSv1\\_tvyMNYBJhFHGb3v51ApAUmnKdS9xw?e=9F4GW7](https://0365ucr.sharepoint.com/:f/s/BFS/BSA/EkhOfjX_s19EhSv1_tvyMNYBJhFHGb3v51ApAUmnKdS9xw?e=9F4GW7) . In the near future, after the OCF go-live, a Default Funding Report will be added to iReport for the departments to access, to replace the SharePoint link shown above. We ask units who are moving departments to check this list and confirm if the default FAU is still correct or if it needs to be updated. If no change is required then in the Description node you will add “No Change to DFAU”.
    - A similar process must be done for location code. If a department exists and is being reorganized, we need the unit to review the existing location code and confirm if it is still valid or if it requires a change. Units can use this job aid that shows the FMS steps to find the building and room numbers:  
<https://ucpath.ucr.edu/sites/default/files/2022-03/LocatingWorkstation.pdf> and Units can use the following spreadsheet to help them convert the building and room numbers to the actual location code for UCPATH since the specific format for the codes is not in FMS:  
<https://ucpath.ucr.edu/document/location-data-lookup-spreadsheet>. If no change is required for the location code, in the Description Node you will add “No change to location”.
    - So as part of this step, we are asking the units to enter into the “Description Field, the updated Default FAU (Activity/Function), and location code. Please use the following format as an example

# Activity Tree Modification Request

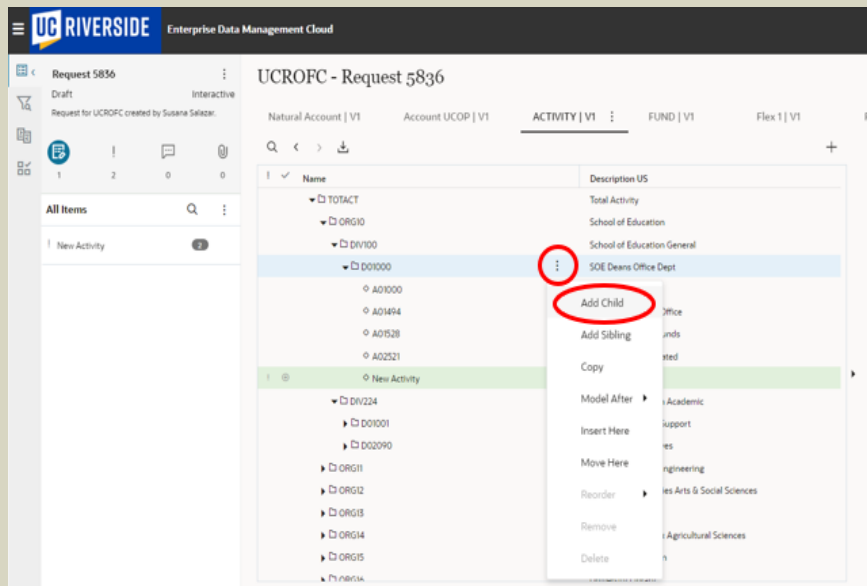
“A01000/40 and 4034018” if a change is required, if no change is required, then use the following format as an example “No change to DFAU or Location”

m. Always click ‘Submit’ to finalize your request.

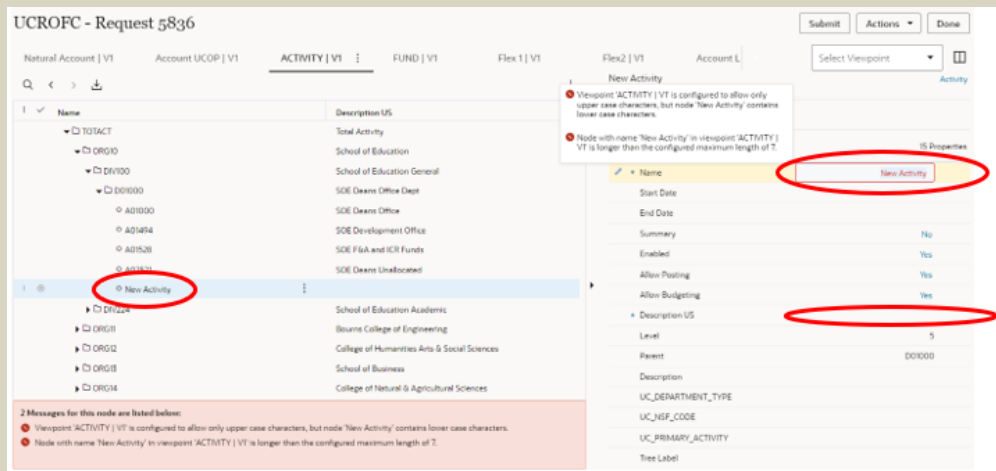
## 4. Requesting to add an Activity/Department/Division Node:

Follow the same Steps as 2a through 2g as noted above to open a new request for your selected org.

n. To add an activity, click on the 3 horizontal dots next to the department code and then click add Child. Or click on the 3 horizontal dots next to the last activity code for that department code and then click add Sibling.

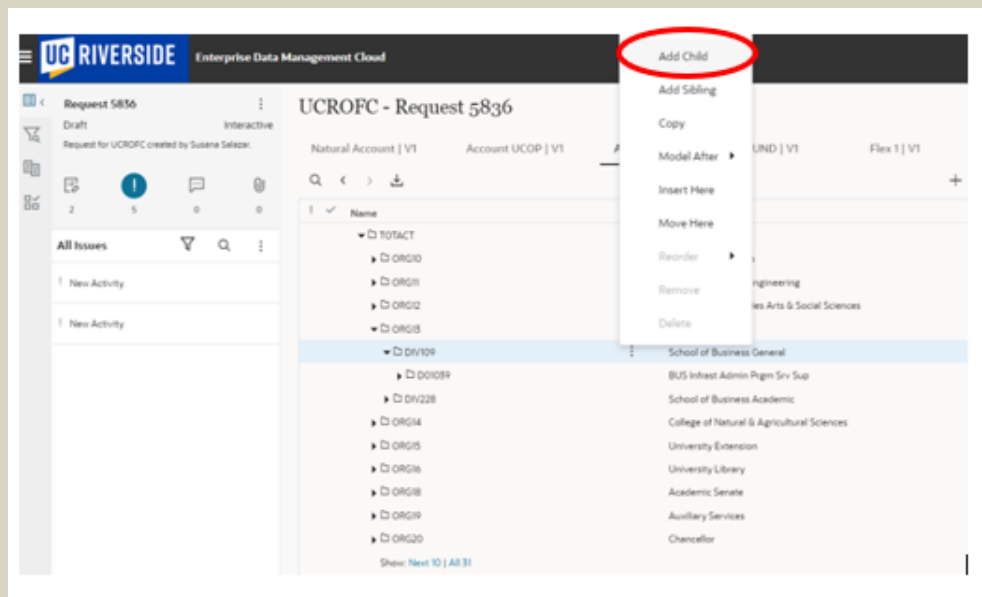


o. The screen will then show a node that is defaulted to New Activity, and the properties window will become editable.



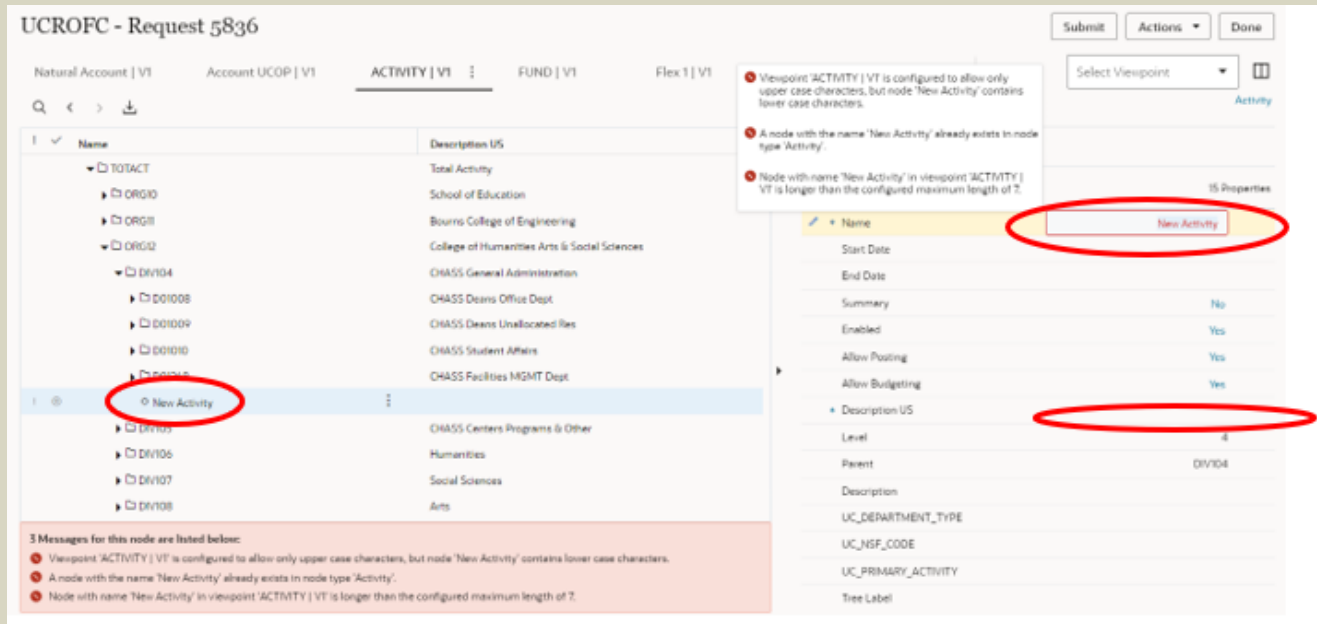
# Activity Tree Modification Request

- p. You will notice an error message will appear stating that the node name can only include upper case characters and the character limit is 7. This is because you must edit in the properties sections the node Name.
- i. Delete 'New Activity' and enter any 6-character name with uppercase letters and/or numbers combination.
    - The budget office will determine what the final new node name or activity number should be, but the system requires that you enter a unique one for now (be creative as it will be overwritten anyway).
    - If the node you entered already exists, the system will provide a new error message. The only two things that must be done on this screen are:
      - a. Add new node name (6 uppercase or numerical characters)
      - b. Add Description US (no more than 30 characters long)
    - Other flags and fields in the property table will be automatically defaulted and left as is.
    - Leave the Summary flag as a 'No,'
    - Leave the Enabled Flag, Allow Posting Flag, and Allow Budget Flag as 'Yes.'
    - The level for an Activity should always be a number 5 and the department parent will default based on where you created it. Nothing else is required.
- q. To add a department, the same rule applies, you click on the 3 horizontal dots next to the Division code and then click 'Add Child.' Or click on the 3 horizontal dots next to the last Department code for that Division code and then click 'Add Sibling.'



# Activity Tree Modification Request

- r. The screen will then show a node that is defaulted to 'New Activity,' and the properties window will become editable.



- f. You will notice an error message stating that the node name can only include upper case characters and the character limit is 7. This is because you must edit in the properties sections the node Name.

- i. Delete 'New Activity' and enter any 6-character name with uppercase letters and/or numbers combination.

1. The budget office will determine what the final new node name or activity number should be, but the system requires that you enter a unique one for now (be creative as it will be overwritten anyway).
2. If the node you entered already exists, the system will provide a new error message. The only things that must be done on this screen are:
  - a. Add new node name (6 uppercase or numerical characters)
  - b. Add Description US (no more than 30 characters long)
  - c. For the description, as part of creating a new department, we need to provide UCPATH the department default FAU (Activity/Function) and the department location code. All default FAUs use fund 69993. We ask units creating a new department to provide the activity and function they would like to set up as the default FAU.

All existing departments have a current default FAU, it can be

# Activity Tree Modification Request

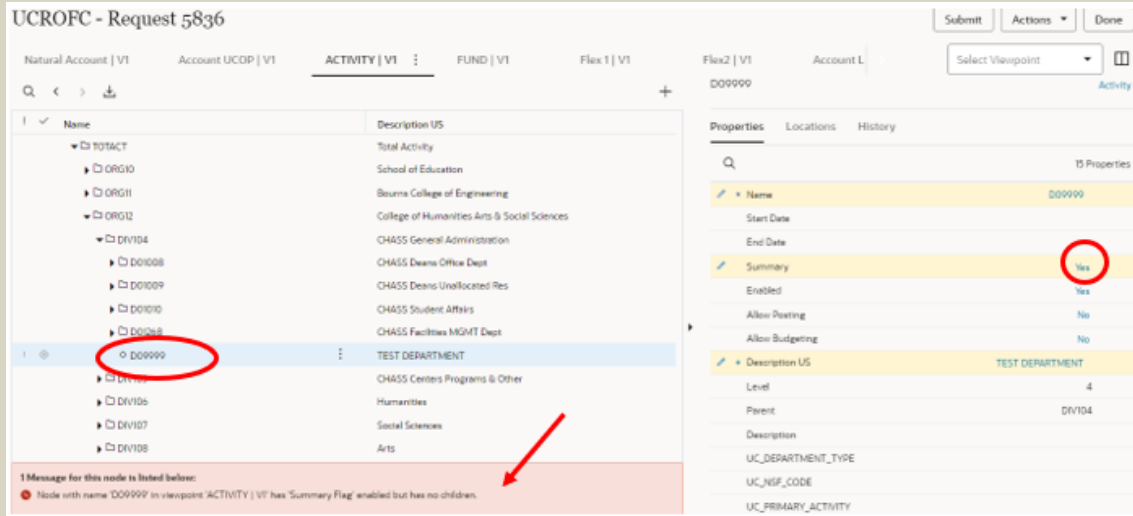
found at:

[https://0365ucr.sharepoint.com/:f:/s/BFS/BSA/EkhOfIX\\_s19EhSy1tyyMNYBjhFHGb3v51ApAUMnKdS9xw?e=9F4GW7](https://0365ucr.sharepoint.com/:f:/s/BFS/BSA/EkhOfIX_s19EhSy1tyyMNYBjhFHGb3v51ApAUMnKdS9xw?e=9F4GW7) . In the near future, after the OCF go-live, a Default Funding Report will be added to iReport for the departments to access, to replace the SharePoint link shown above.

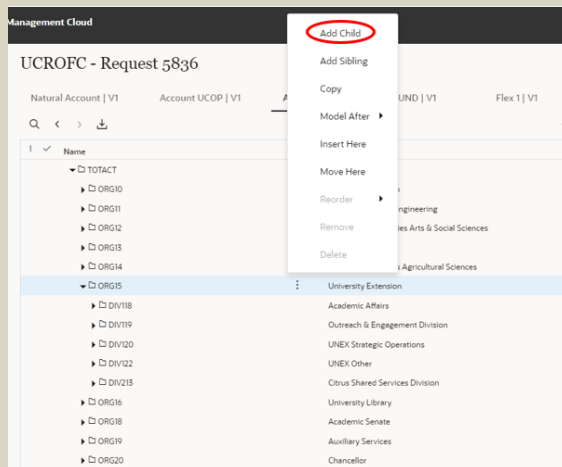
- A similar process must be done for location code. Units will need to provide the location code for all newly created departments. Units can use this job aid that shows the FMS steps to find the building and room numbers: <https://ucpath.ucr.edu/sites/default/files/2022-03/LocationWorkstation.pdf> and Units can use the following spreadsheet to help them convert the building and room numbers to the actual location code for UCPath since the specific format for the codes is not in FMS: <https://ucpath.ucr.edu/document/location-data-lookup-spreadsheet>.
  - So as part of this step, we are asking the units to enter into the “Description” Field, the new Default FAU (Activity/Function), and location code. Please use the following format as an example “A01000/40 DFAU and 4034018 Loc”
- d. Change Summary Flag to Yes
  - e. Change Allow Posting Flag to No
  - f. Change Allow Budgeting Flag to No
  - g. Tree Label – Select Parent 1 from Drop Down menu
- ii. Other flags and fields in the property table will be automatically defaulted.
1. The ‘Summary Flag’ will default to ‘No’ but it must be changed to YES for anything other than activities
  2. The ‘Enabled Flag’ must stay as a Yes
  3. The ‘Allow Posting Flag’ and Allow Budget Flag must be switched to No
  4. The level for a ‘Department’ should always be a number 4
  5. The ‘Division’ parent will default based on where you created it
- i. You’ll notice that by changing the ‘Summary Flag’ to YES, the system will generate a new error. It will tell you that a Summary Flag has been enabled but the node has no children.

# Activity Tree Modification Request

- Every department/division/org requires a node with a posting level activity (summary flag No)
- When creating new parent nodes you will either have to create a new child under that node or move one from another node
- For new departments, you will either create a new activity under this new department or move an existing activity into this new department to resolve this error and be able to submit your request



- s. To add a division, the same rule applies. Click on the 3 horizontal dots next to the ‘Org’ code and then click ‘Add Child’ or click on the 3 horizontal dots next to the last Division code for that Org and then click ‘Add Sibling.’



- t. The screen will then show a node that is defaulted to ‘New Activity,’ and the properties window will become editable.

# Activity Tree Modification Request

UCROFC - Request 5836

Natural Account | V1    Account UCOP | V1    **ACTIVITY | V1**    FUND | V1    Flex 1 | V1

Submit    Actions    Done

Select Viewpoint    Activity

Name	Description US
TOTACT	Total Activity
ORG10	School of Education
ORG11	Bourns College of Engineering
ORG12	College of Humanities Arts & Social Sciences
ORG13	School of Business
ORG14	College of Natural & Agricultural Sciences
ORG15	University Extension
DIV118	Academic Affairs
DIV119	Outreach & Engagement Division
DIV120	UNEX Strategic Operations
DIV122	UNEX Other
DIV215	Citrus Shared Services Division
New Activity	
ORG16	University Library

15 Properties

Name	New Activity
Start Date	
End Date	
Summary	No
Enabled	Yes
Allow Posting	Yes
Allow Budgeting	Yes
Description US	
Level	3
Parent	ORG15
Description	
UC_DEPARTMENT_TYPE	
UC_NSF_CODE	
UC_PRIMARY_ACTIVITY	
Tree Label	

3 Messages for this node are listed below:

- A node with the name 'New Activity' already exists in node type 'Activity'.
- Node with name 'New Activity' in viewpoint 'ACTIVITY | V1' is longer than the configured maximum length of 7.
- Viewpoint 'ACTIVITY | V1' is configured to allow only upper case characters, but node 'New Activity' contains lower case characters.

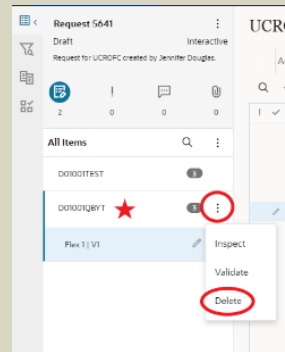
- i. You will notice an error message stating that the node name can only include upper case characters and the character limit is 7. This is because you must edit the node Name in the properties sections. Delete 'New Activity' and enter any 6-character name with uppercase letters and/or numbers combination. The budget office will determine what the final new node name or Division number should be but the system requires that you enter a unique one for now (be creative as it will be overwritten anyway). If the node you entered already exists, the system will provide a new error message. The only things that must be done on this screen are:
  1. Add a new node name (6 uppercase or numerical characters)
  2. Add Description US (no more than 30 characters long)
  3. Change Summary Flag to Yes
  4. Change Allow Posting Flag to No
  5. Change Allow Budgeting Flag to No
  6. Tree Label – Select Parent 2 from Drop Down menu
- i. Other flags and fields in the property table will be automatically defaulted.
  - a) The 'Summary Flag' will default to No but it must be changed to YES for anything other than activities
  - b) The 'Enabled Flag' must stay as a Yes
  - c) The 'Allow Posting Flag' and 'Allow Budget Flag' must be switched to No
  - d) The level for a Division should always be a number 3
  - e) The Org parent will default based on where you created it
- u. Like Division, you'll notice that by changing the summary flag to YES, the system will generate a new error. It will tell you that a Summary Flag has been enabled but

# Activity Tree Modification Request

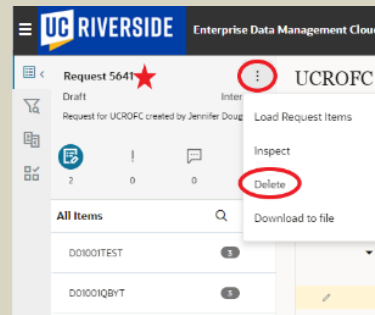
the node has no children. Every department/division/org requires a node with a posting level activity (summary flag No). When creating new parent nodes, you will either create a new child under that node or move one from another node. For new Divisions, you will either create a new Department and new Activity under this new Division or move an existing Department into this new Division to resolve this error and be able to submit your request.

## 5. Request Created in Error

- v. 1<sup>st</sup> way
  - i. Click on the activity/dept/div code.
  - ii. Click on the 3 dots.
  - iii. Click on delete.



- w. 2<sup>nd</sup> way
  - i. Click on the Request Number.
  - ii. Click on the 3 dots.
  - iii. Click on delete.

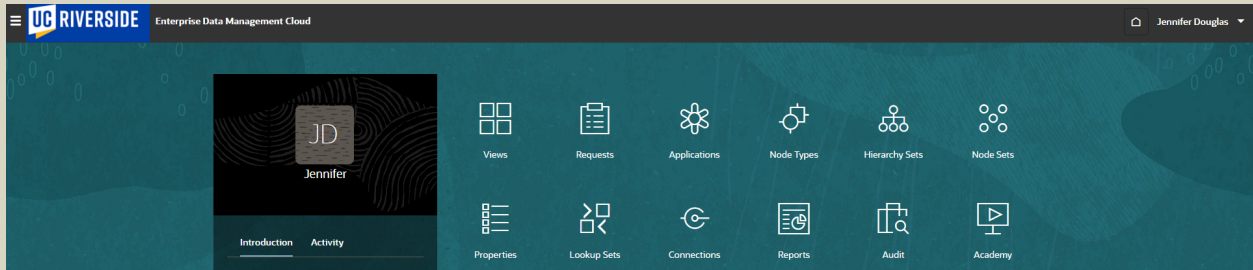


## 6. Reviewing a request

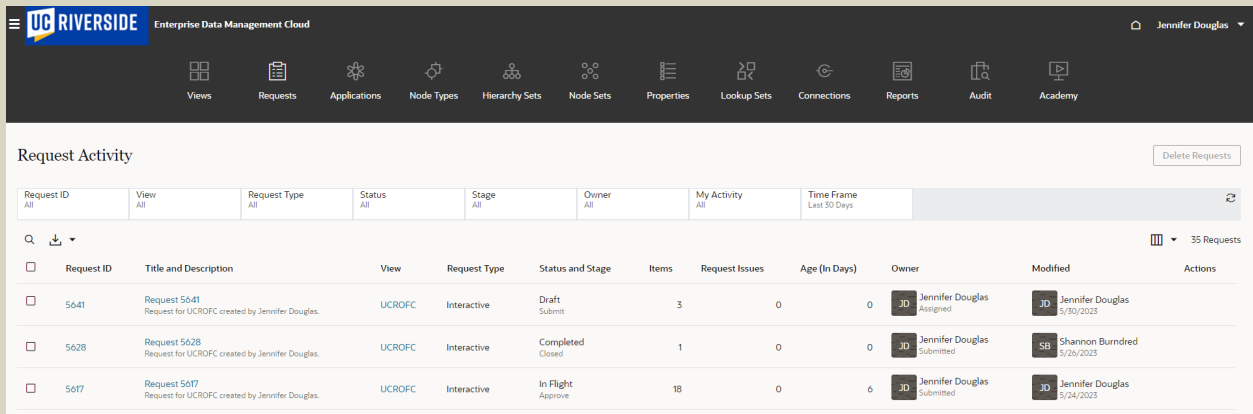
- x. Use the home button on the top right of the screen next to your name.
- y. Click on request.



# Activity Tree Modification Request



z. This will show you all the requests you have created and the status.



aa. Click on the Request ID hyperlink in blue to take you to the request for more details.

bb. Recall an In-Flight request.

- i. Click on the hyperlink of the Request ID.
- ii. Click on actions then recall.
- iii. Make the changes needed and submit it again for approval.

