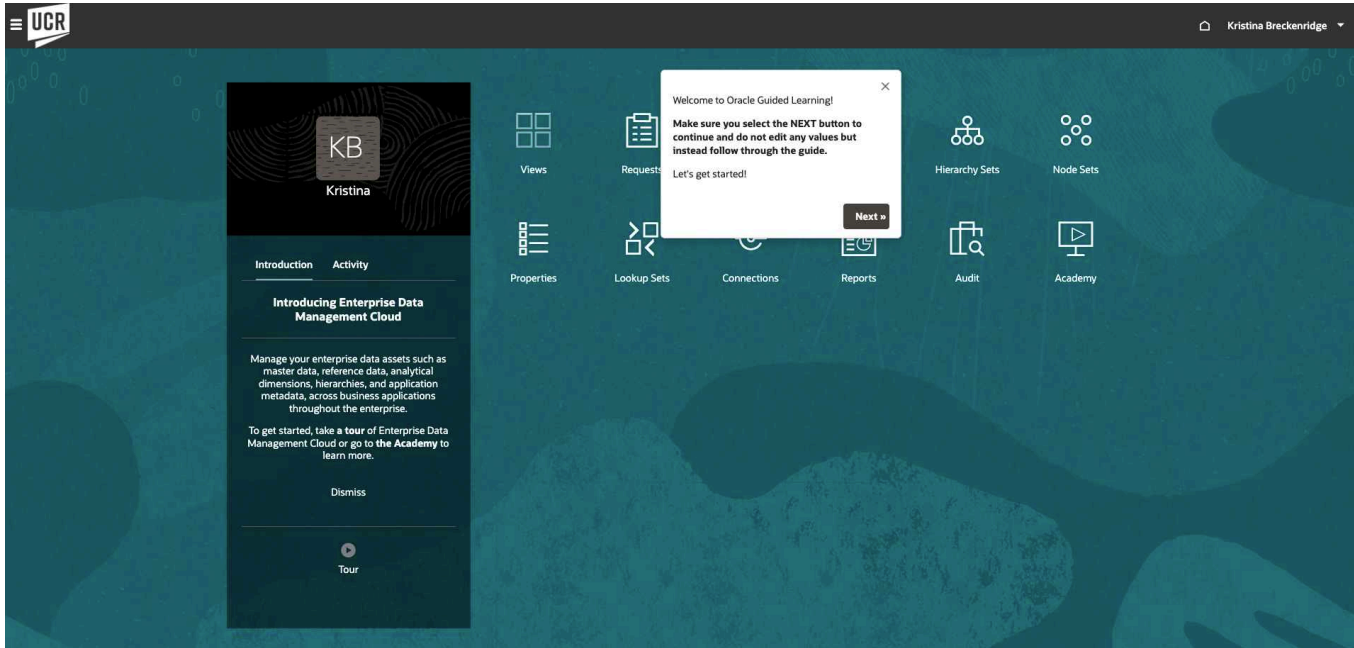


# Creating an Activity Node

## Step 1

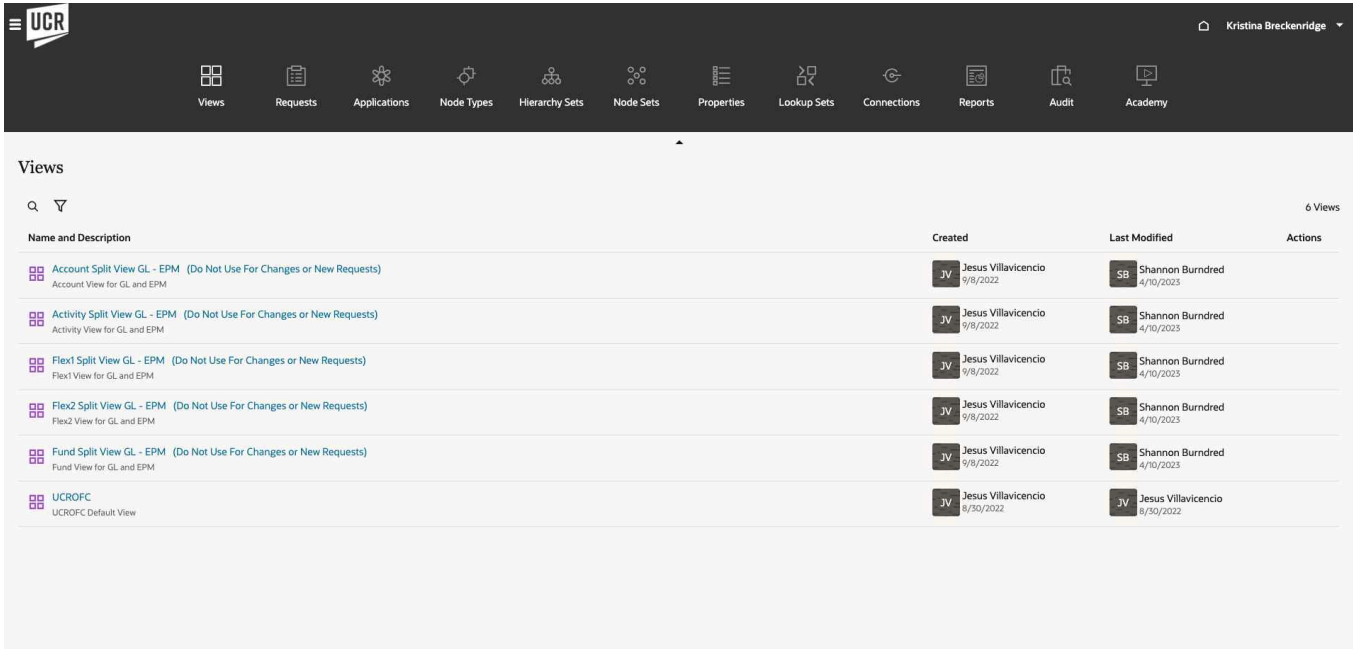


Welcome to Oracle Guided Learning!

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

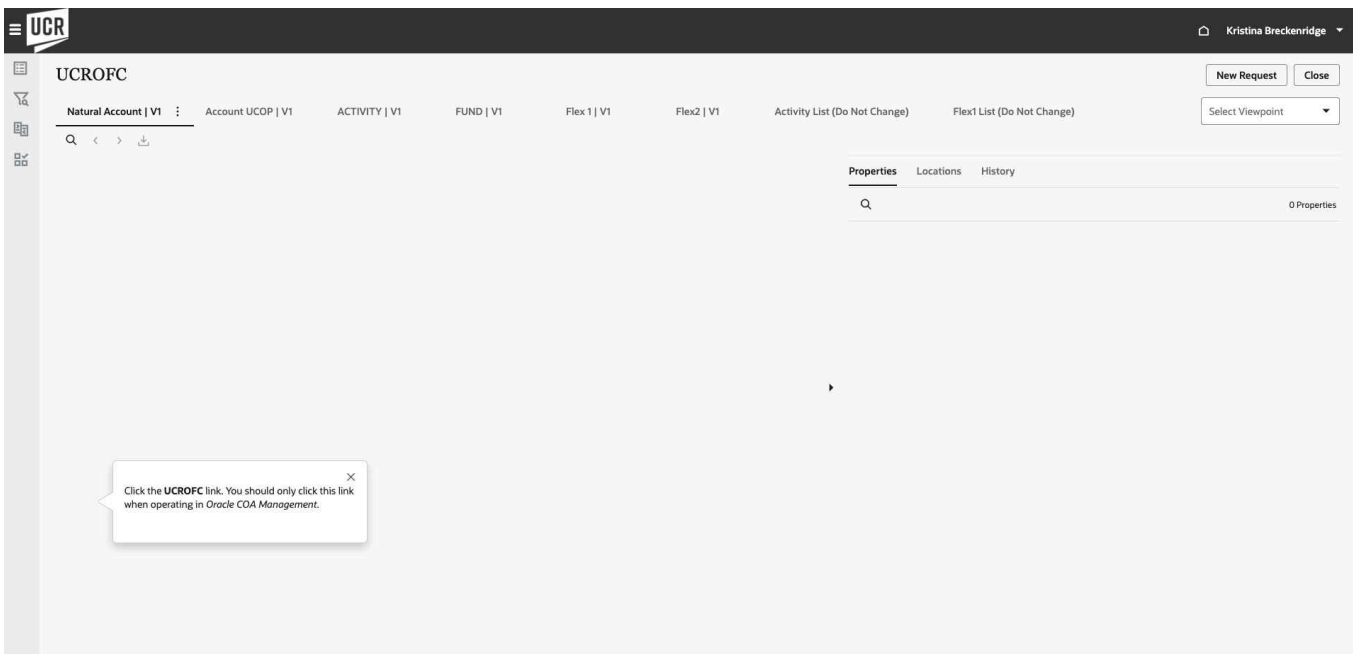
Let's get started!

Step 2



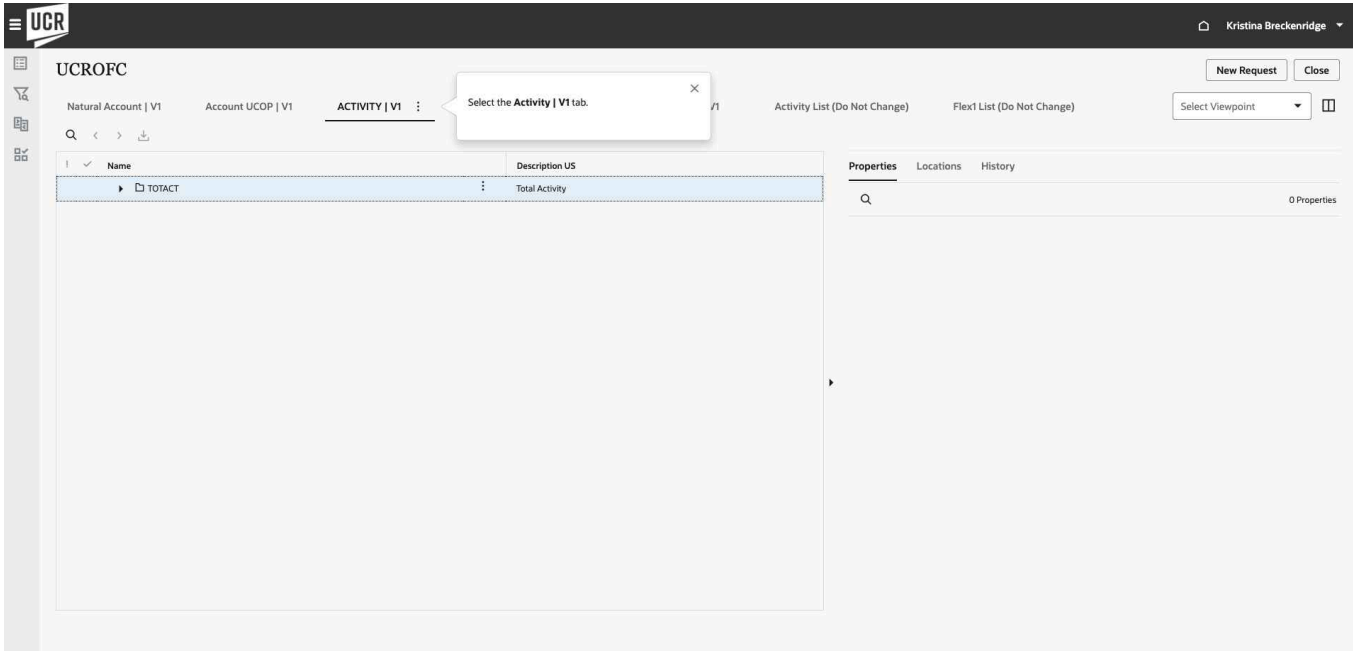
Select the **Views** card.

Step 3



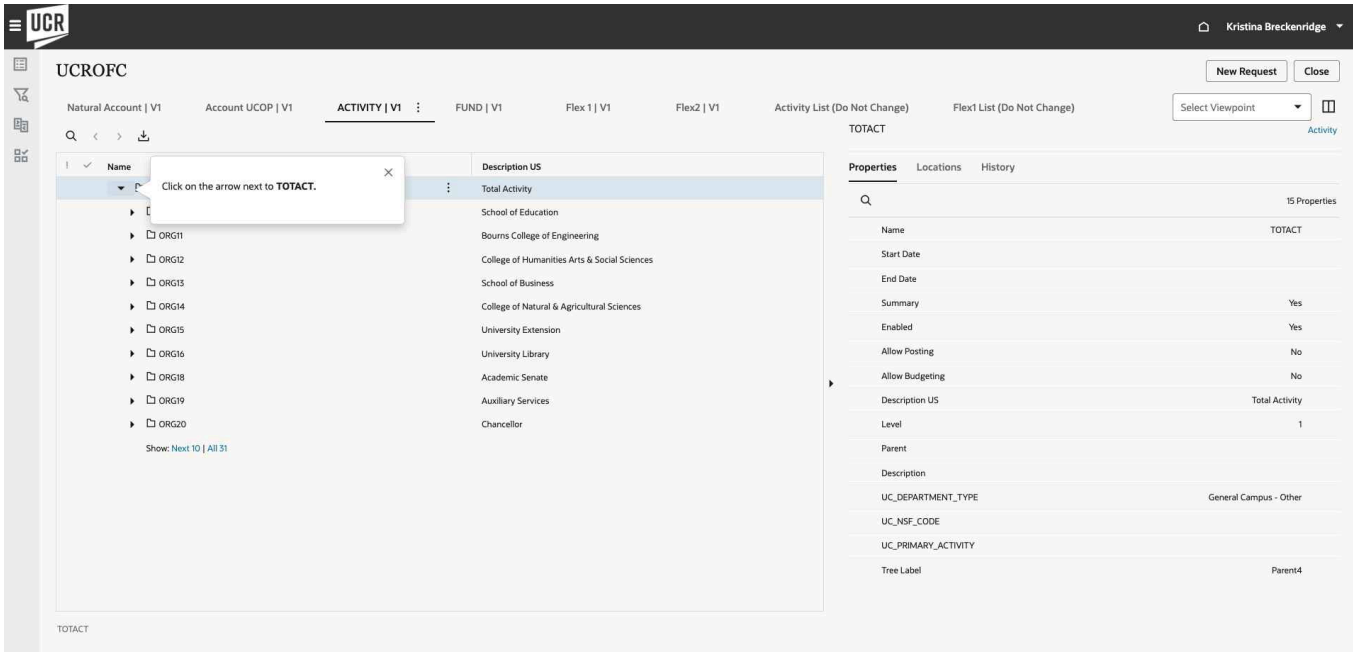
Click the **UCROFC** link. You should only click this link when operating in *Oracle COA Management*.

Step 4



Select the **Activity | V1** tab.

Step 5



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

## Step 6

The screenshot shows the UCR UCROFC interface. The breadcrumb trail is: Natural Account | V1 > Account UCOP | V1 > **ACTIVITY | V1** > FUND | V1 > Flex 1 | V1 > Flex 2 | V1 > Activity List (Do Not Change) > Flex1 List (Do Not Change) > ORG10. The left-hand tree view shows a hierarchy starting with TOTACT (Total Activity), which contains ORG10 (School of Education). Under ORG10, there are several divisions (DIV) and other organizational units (ORG). The ORG10 node is highlighted with a blue bar and a small arrow to its left. The right-hand pane shows the 'Properties' tab for ORG10, listing 15 properties such as Name, Start Date, End Date, Summary, Enabled, Allow Posting, Allow Budgeting, Description US, Level, Parent, Description, UC\_DEPARTMENT\_TYPE, UC\_NSF\_CODE, UC\_PRIMARY\_ACTIVITY, and Tree Label.

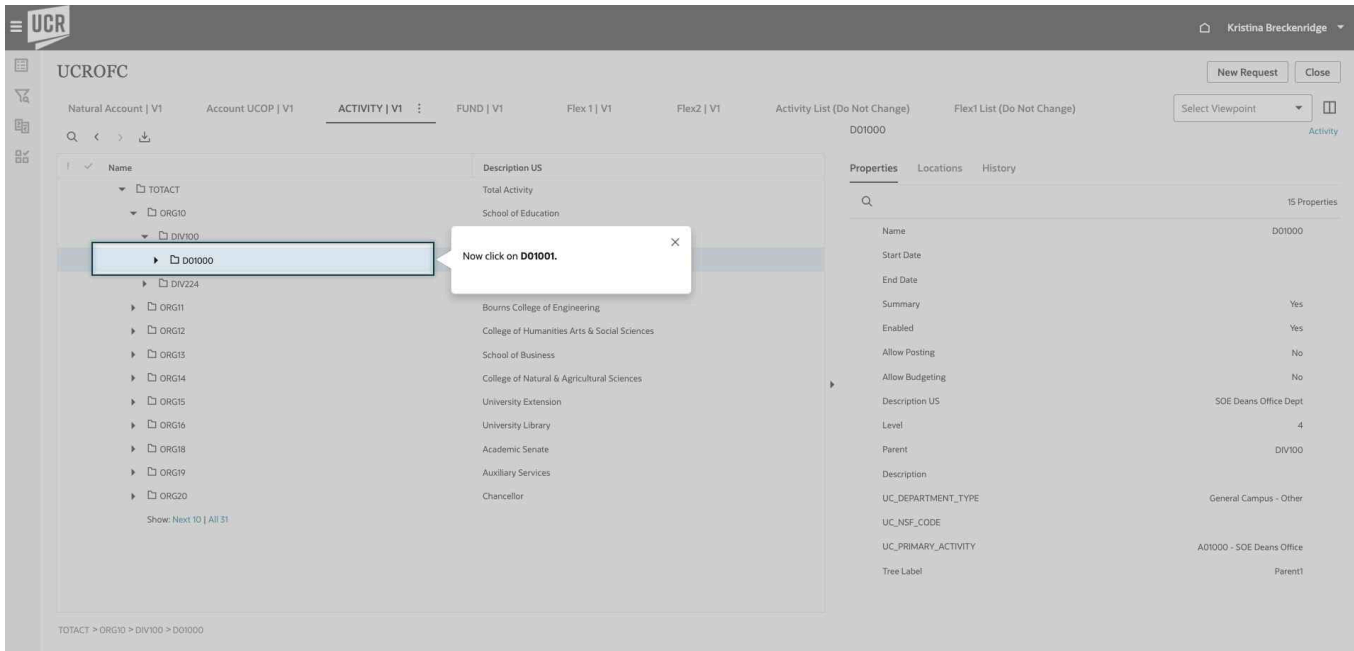
Next, select the arrow next to **ORG10**.

## Step 7

The screenshot shows the UCR UCROFC interface. The breadcrumb trail is: Natural Account | V1 > Account UCOP | V1 > **ACTIVITY | V1** > FUND | V1 > Flex 1 | V1 > Flex 2 | V1 > Activity List (Do Not Change) > Flex1 List (Do Not Change) > DIV100. The left-hand tree view shows the hierarchy where TOTACT contains ORG10, which contains DIV100 (School of Education General). The DIV100 node is highlighted with a blue bar and a small arrow to its left. The right-hand pane shows the 'Properties' tab for DIV100, listing 15 properties such as Name, Start Date, End Date, Summary, Enabled, Allow Posting, Allow Budgeting, Description US, Level, Parent, Description, UC\_DEPARTMENT\_TYPE, UC\_NSF\_CODE, UC\_PRIMARY\_ACTIVITY, and Tree Label.

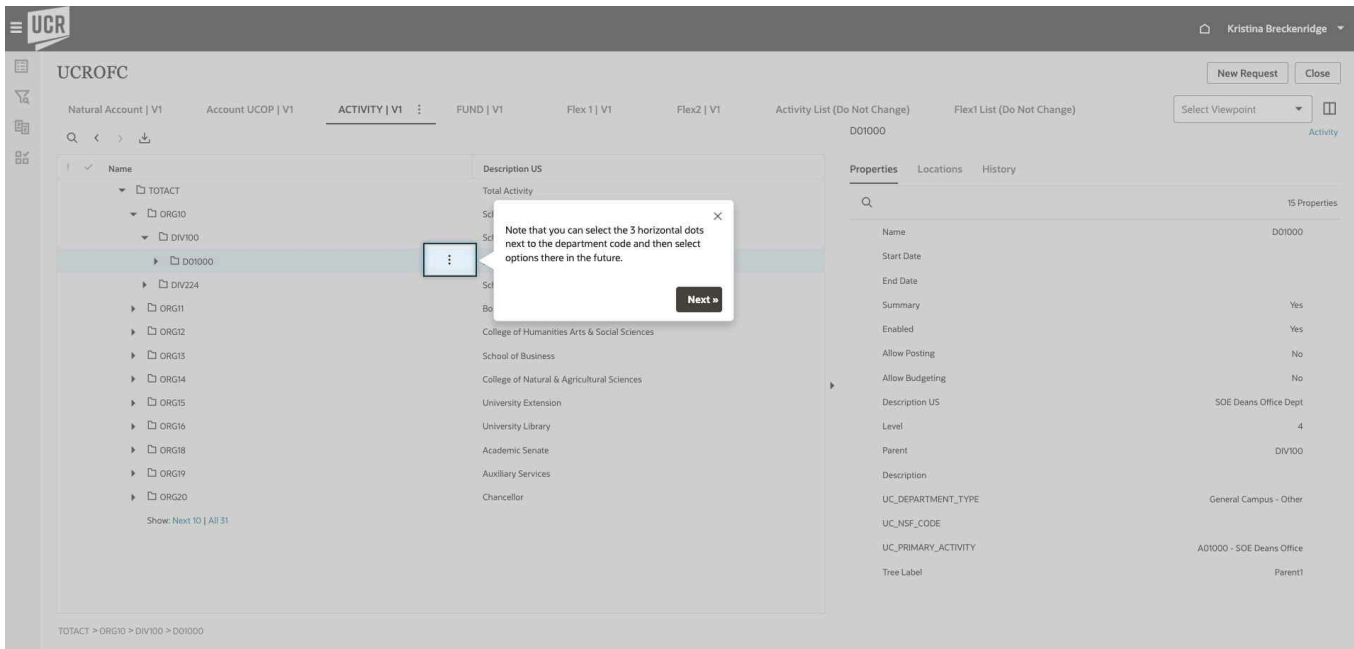
Next, click on the arrow next to **DIV100**.

**Step 8**



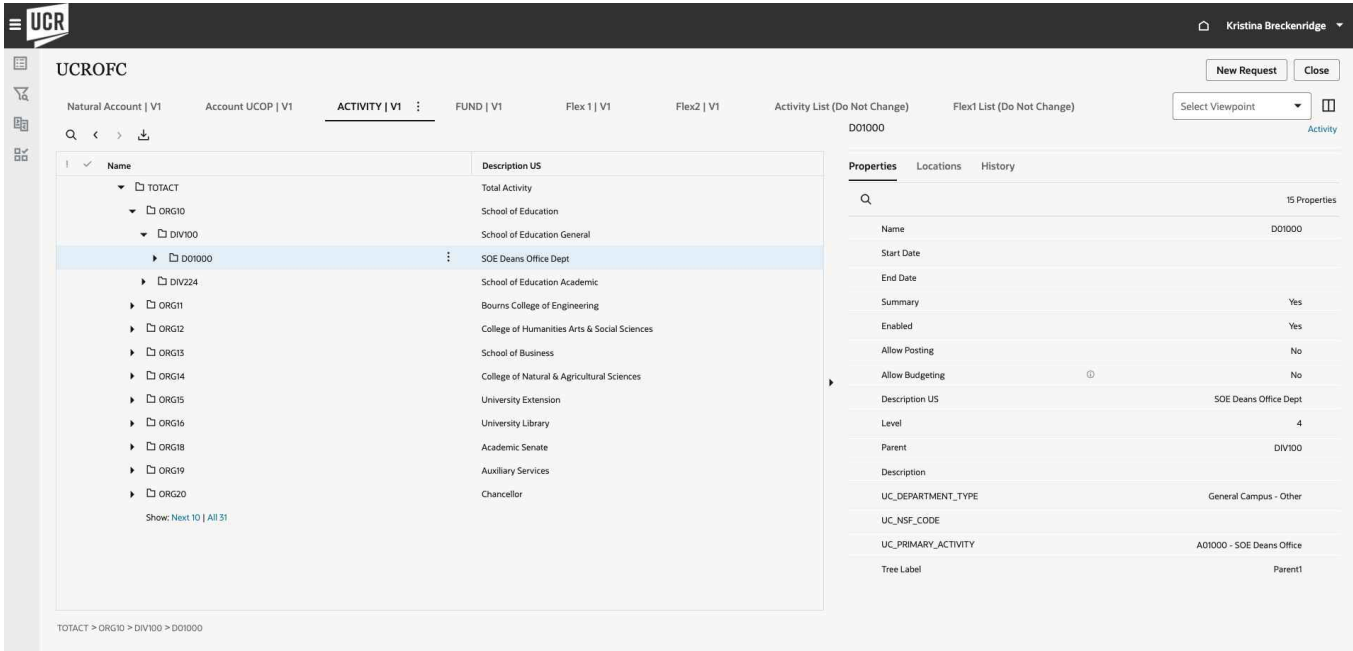
Now click on **D01001**.

**Step 9**



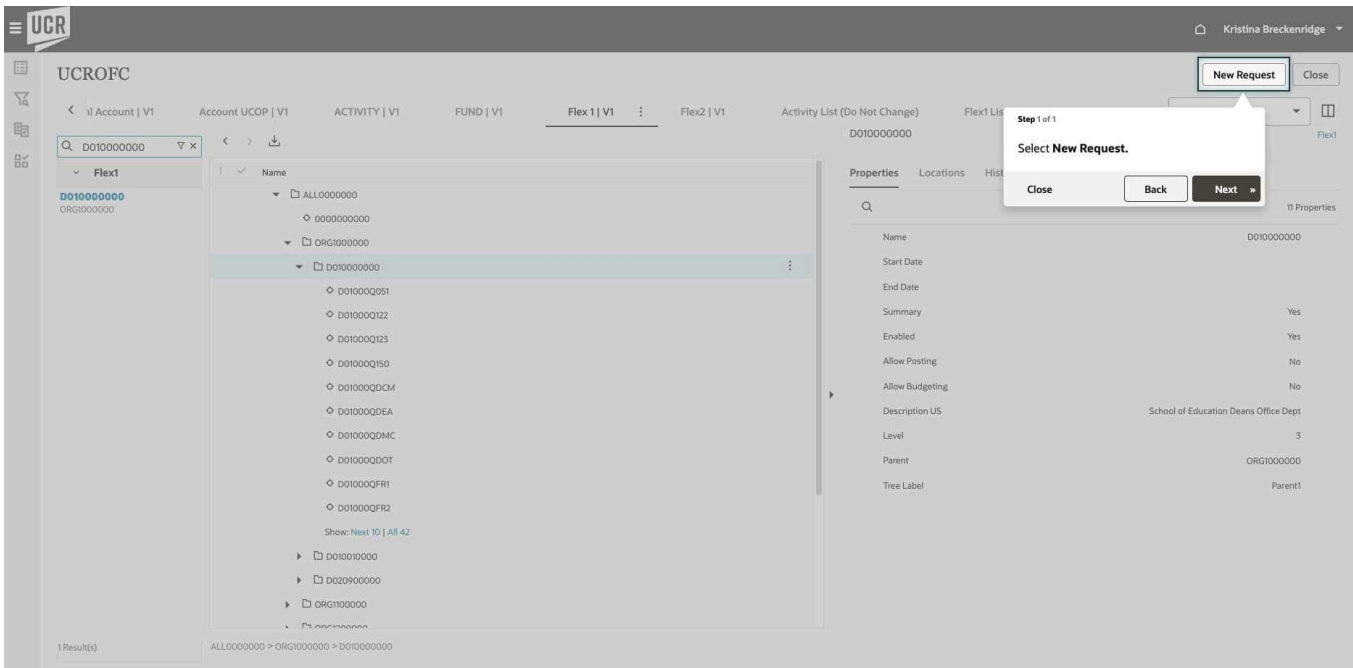
Note that you can select the 3 horizontal dots next to the department code and then select options there in the future.

**Step 10**



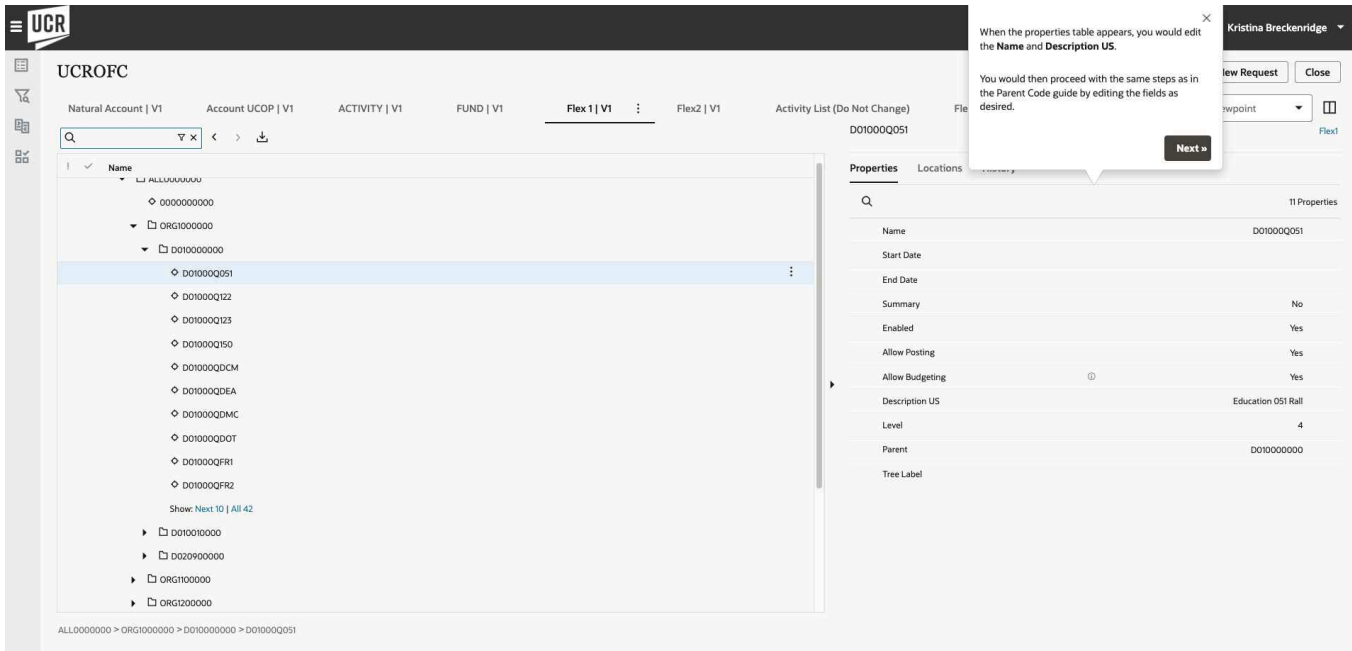
Now you would click on **Add Sibling or Add Child**.  
*Note that the following steps are the same for either a sibling or child code.*

**Step 11**



You would then select **New Request**.

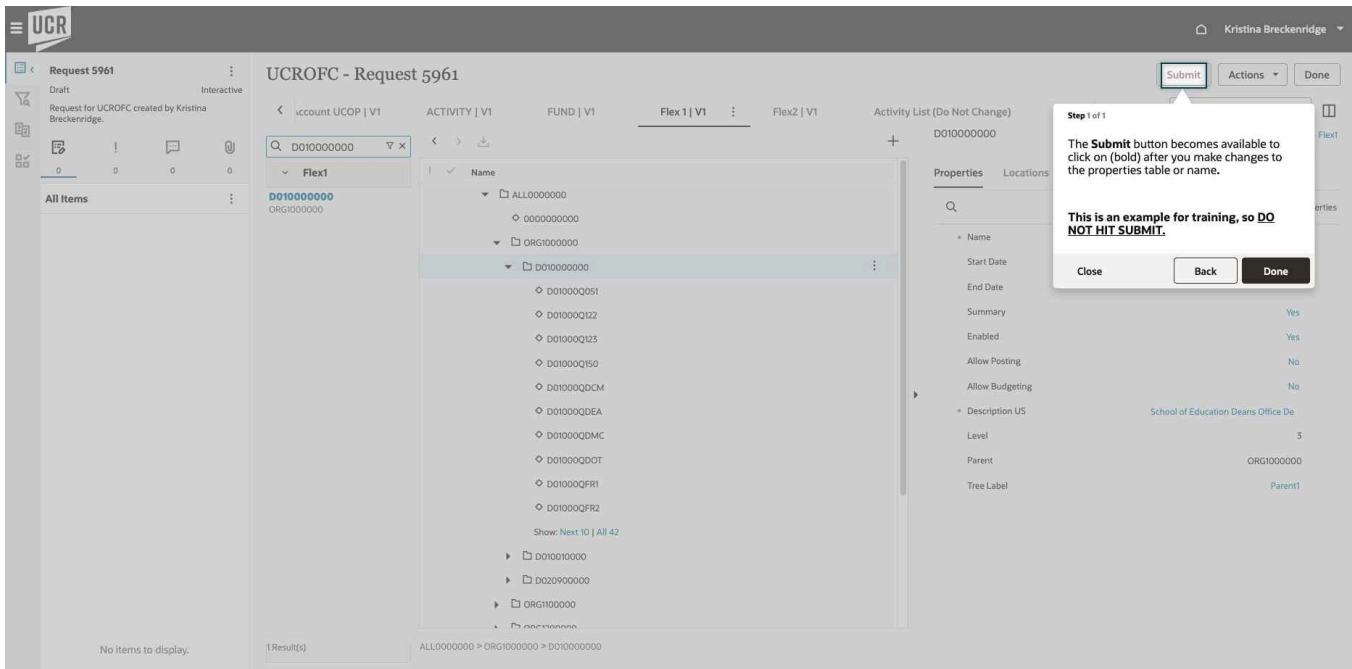
Step 12



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.

Step 13



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!

