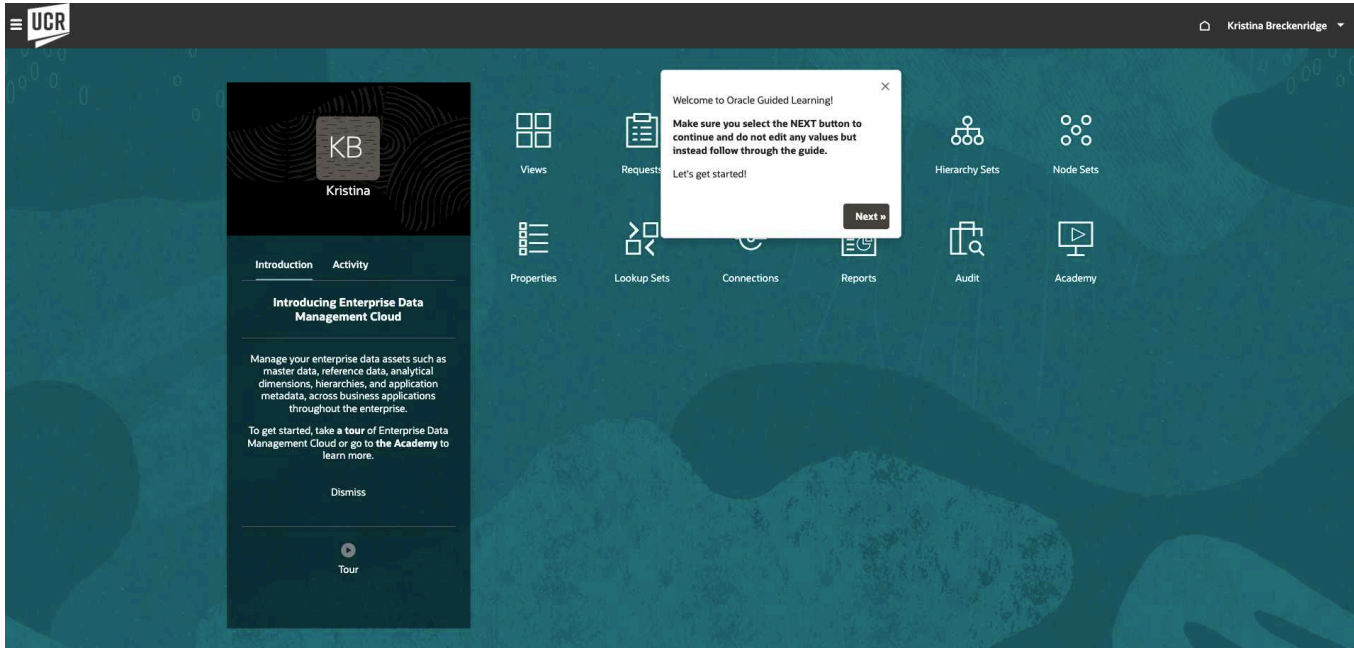


Deactivating a Flex 1 Code

Step 1

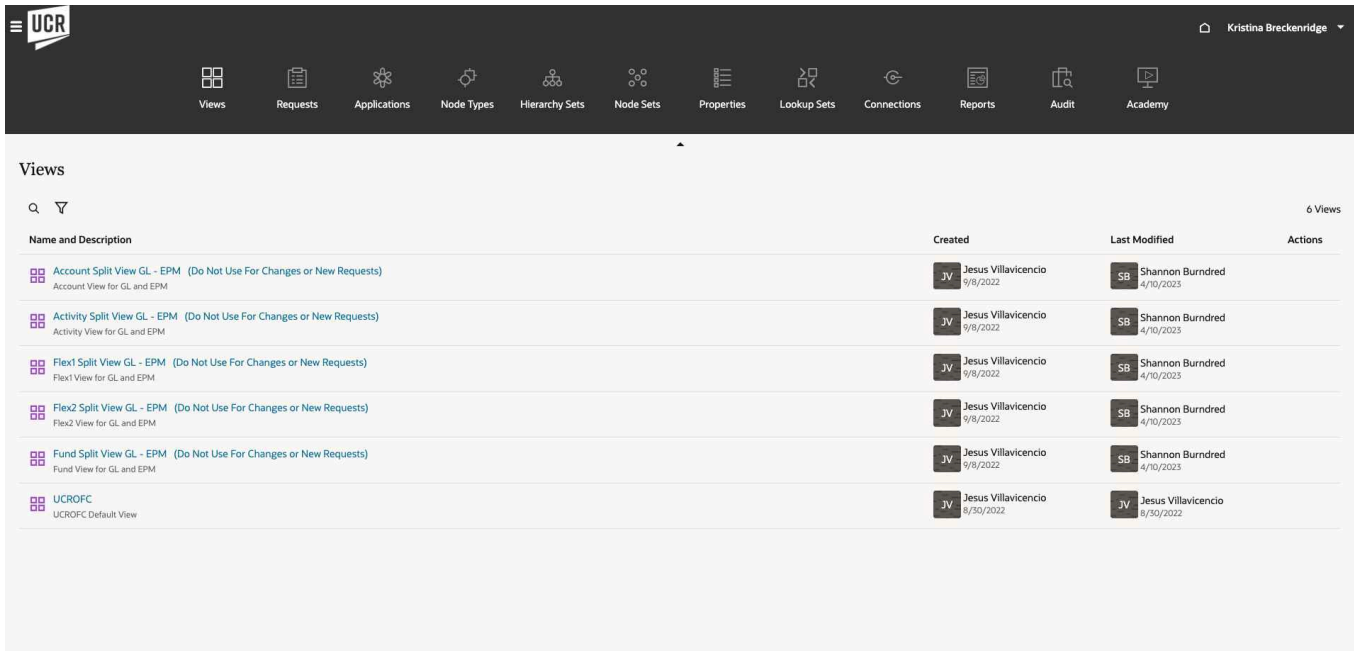


Welcome to Oracle Guided Learning!

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

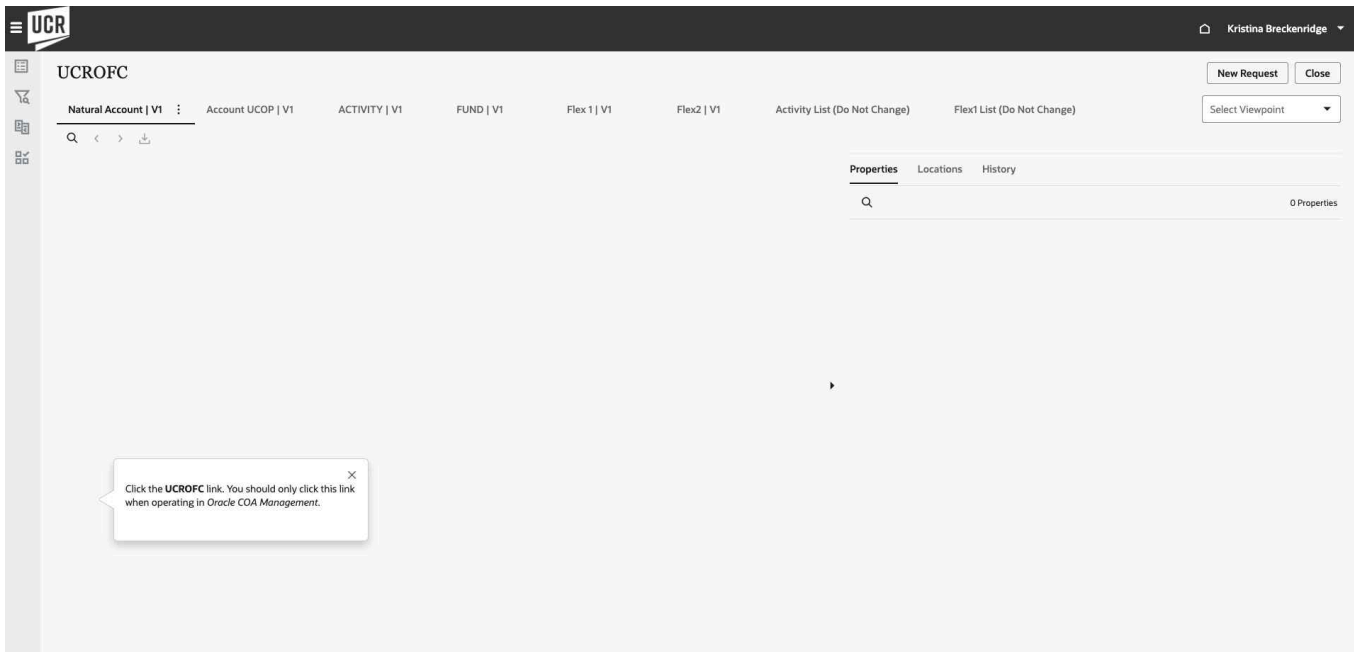
Let's get started!

Step 2



Select the **Views** card.

Step 3



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

Step 4

The screenshot shows the UCR system interface. At the top, the user is identified as Kristina Breckenridge. The main navigation bar includes tabs for 'Natural Account | V1', 'Account UCOP | V1', 'ACTIVITY | V1', 'FUND | V1', and 'Flex 1 | V1'. The 'Flex 1 | V1' tab is currently selected. A tooltip is visible over the 'Flex 1 | V1' tab with the text 'Select the Flex 1 | V1 tab.' Below the navigation bar, there is a search bar and a list of items. The item 'ALL0000000' is selected. To the right of the list is a 'Properties' panel with tabs for 'Properties', 'Locations', and 'History'. The 'Properties' tab is active, showing a search bar and a list of properties.

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

Step 5

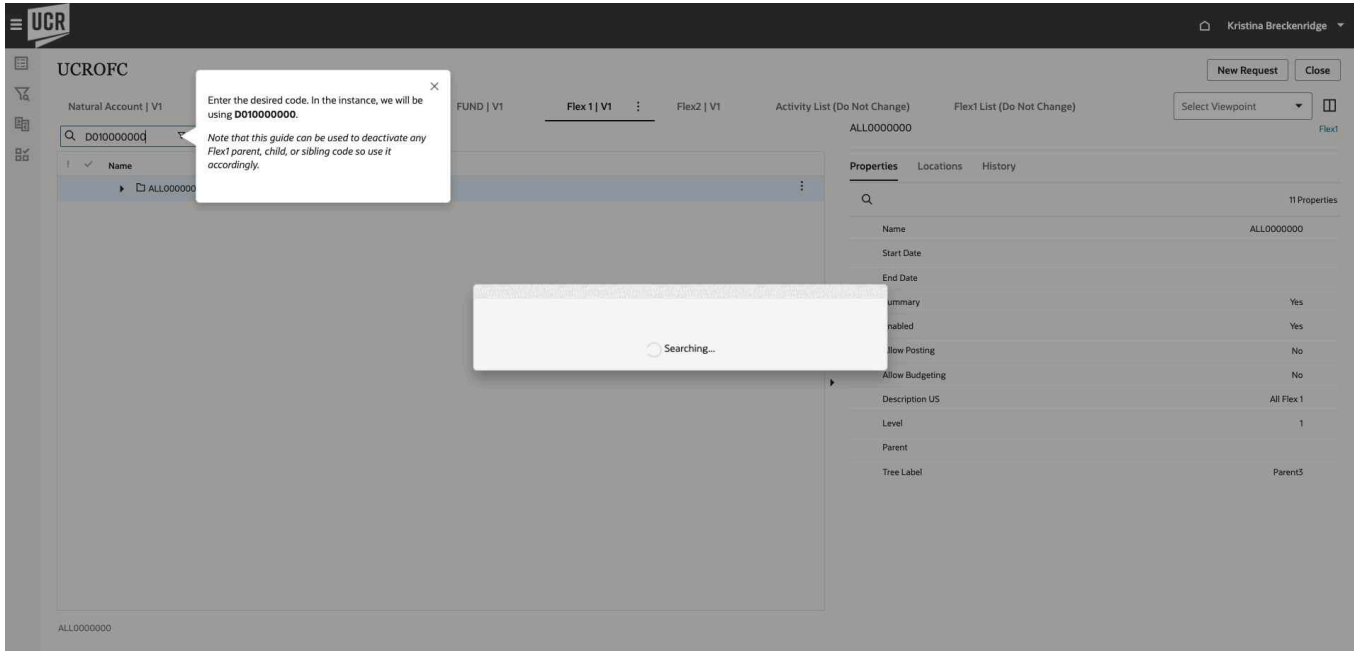
The screenshot shows the UCR system interface. At the top, the user is identified as Kristina Breckenridge. The main navigation bar includes tabs for 'Natural Account | V1', 'Account UCOP | V1', 'ACTIVITY | V1', 'FUND | V1', 'Flex 1 | V1', 'Flex2 | V1', 'Activity List (Do Not Change)', and 'Flex1 List (Do Not Change)'. The 'Flex 1 | V1' tab is currently selected. Below the navigation bar, there is a search bar and a list of items. The item 'ALL0000000' is selected. To the right of the list is a 'Properties' panel with tabs for 'Properties', 'Locations', and 'History'. The 'Properties' tab is active, showing a search bar and a list of properties.

Property	Value
Name	ALL0000000
Start Date	
End Date	
Summary	Yes
Enabled	Yes
Allow Posting	No
Allow Budgeting	No
Description US	All Flex 1
Level	1
Parent	
Tree Label	Parent5

Select the Search button.

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

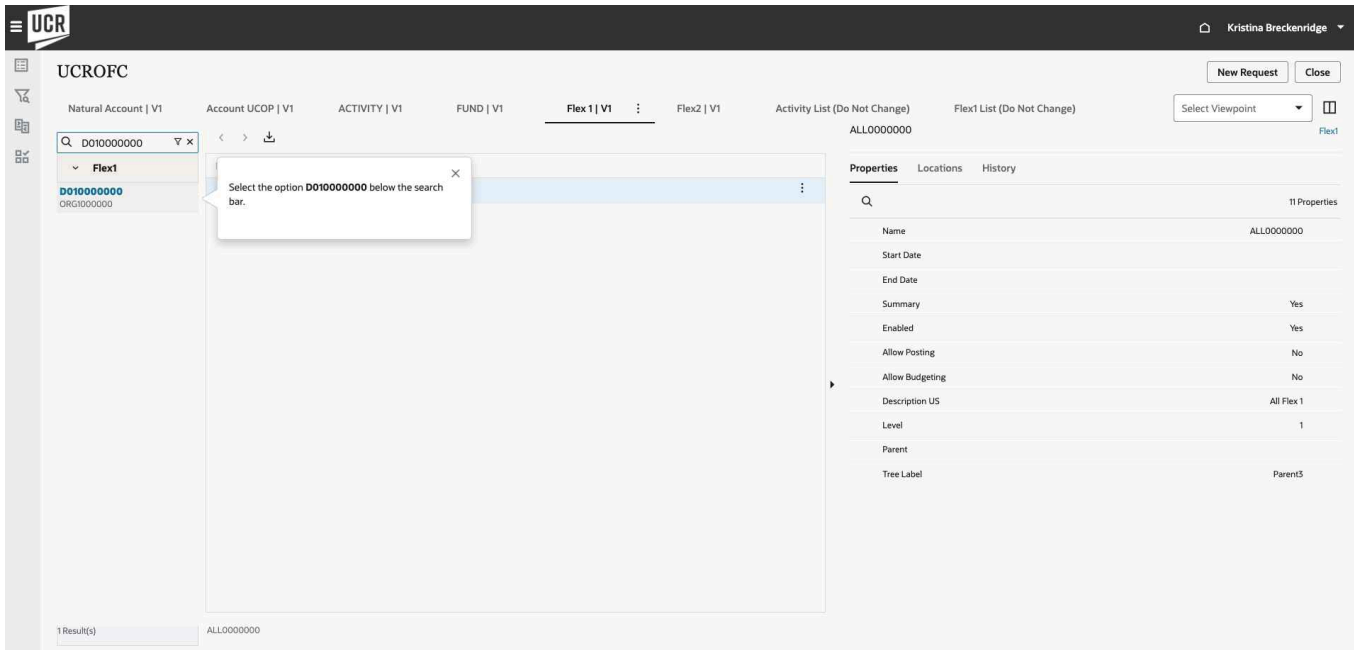
Step 6



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

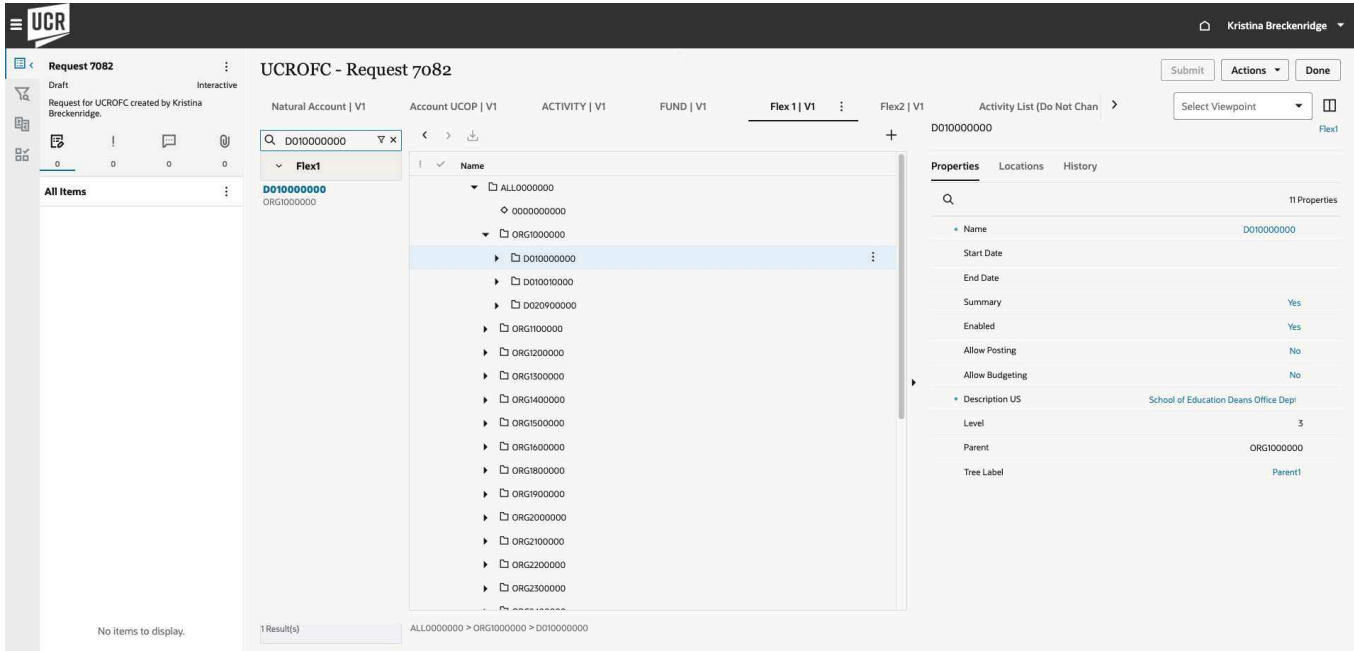
Note that this guide can be used to deactivate any Flex1 parent, child, or sibling code so use it accordingly.

Step 7



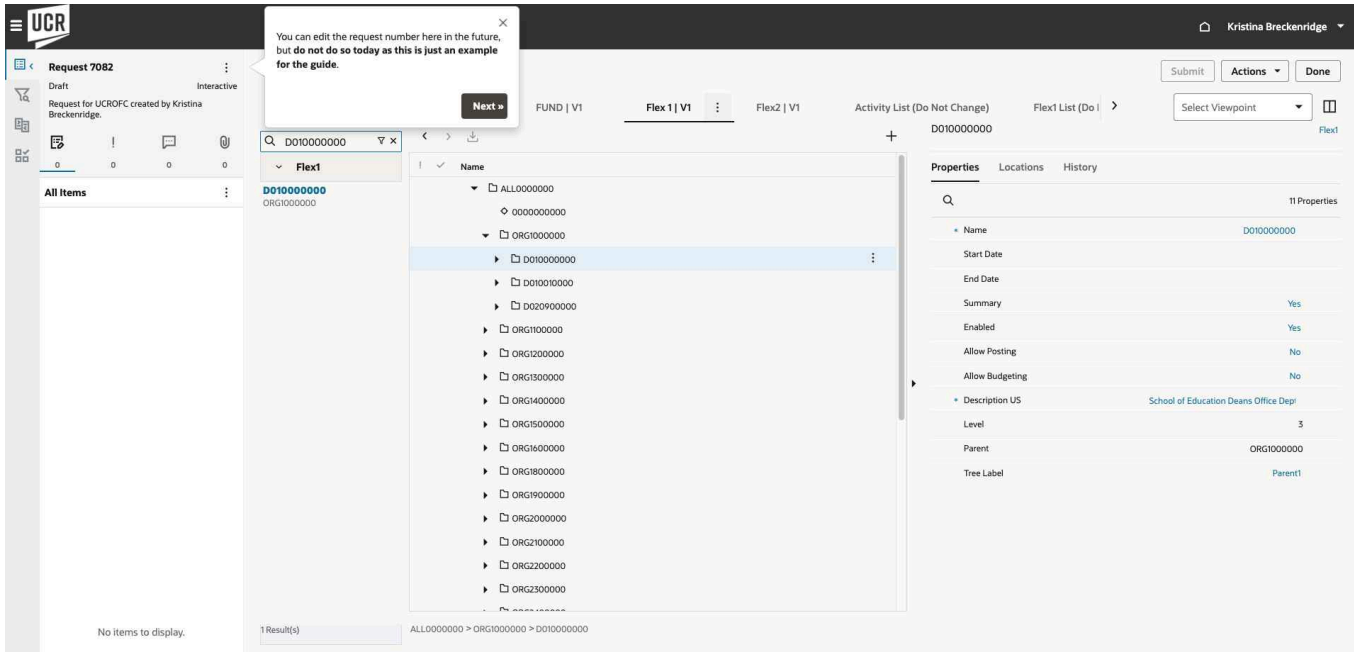
Select the option **D01000000** below the search bar.

Step 8



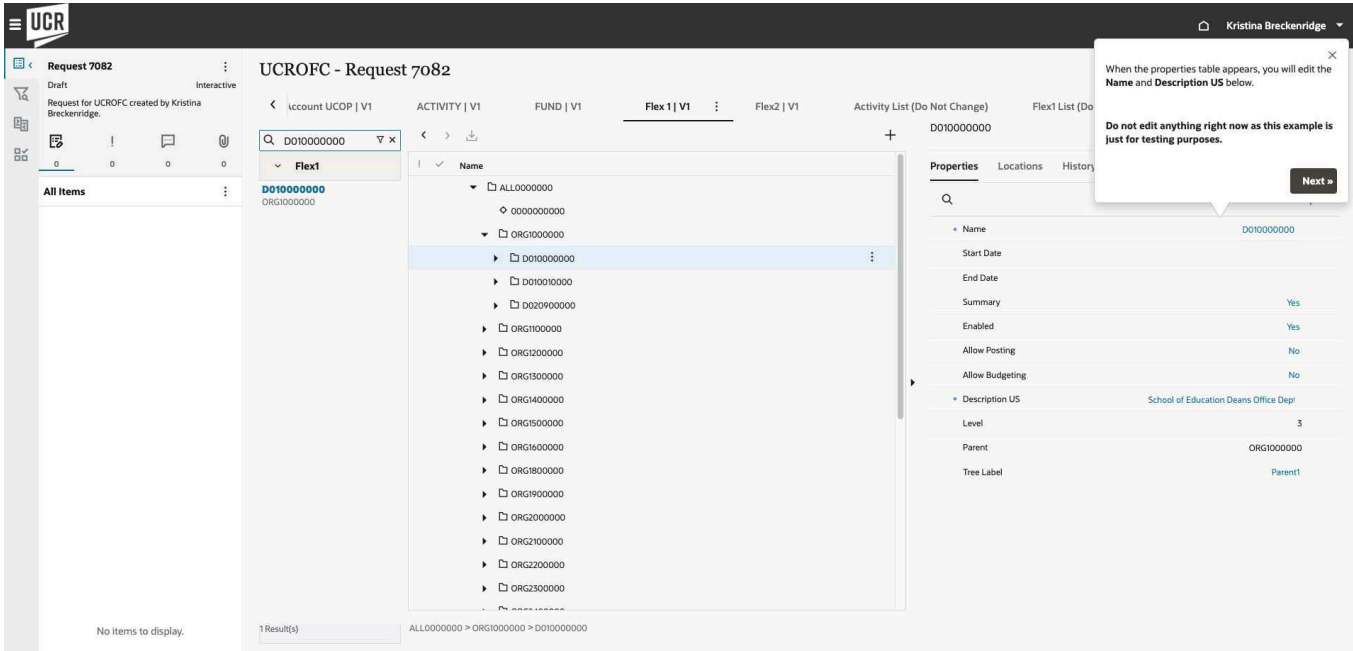
Select **New Request**.

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**.

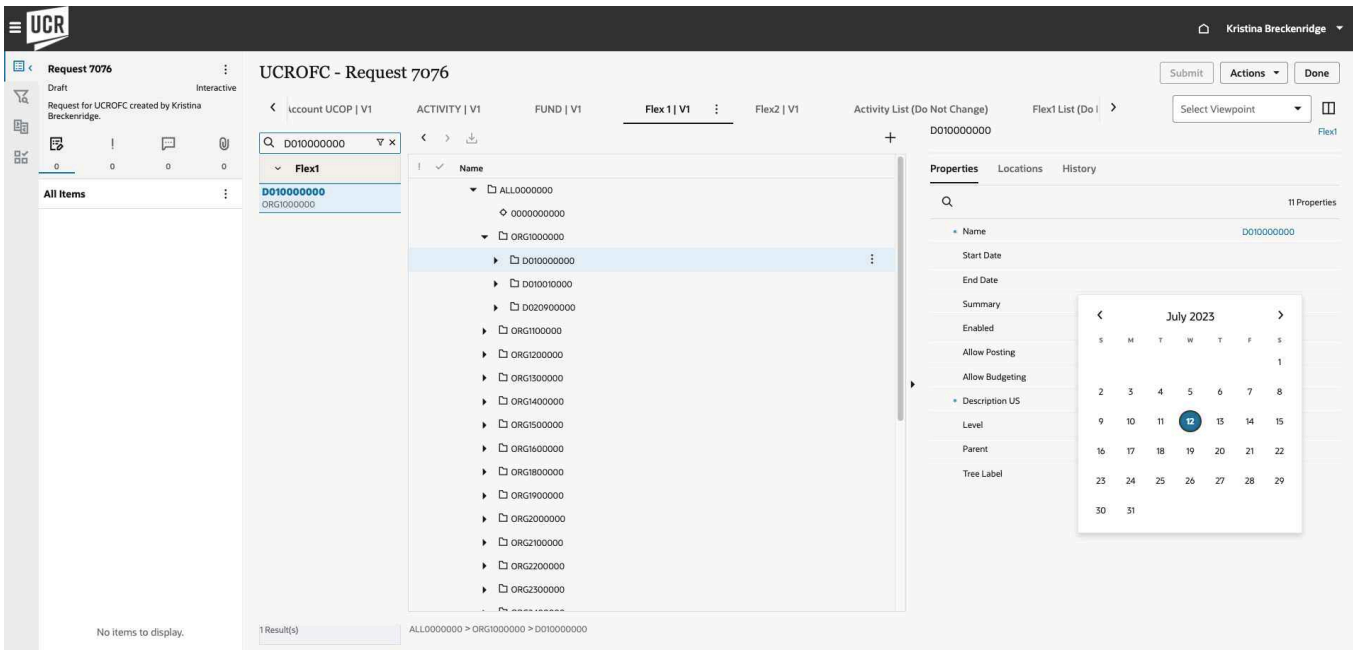
Step 10



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.

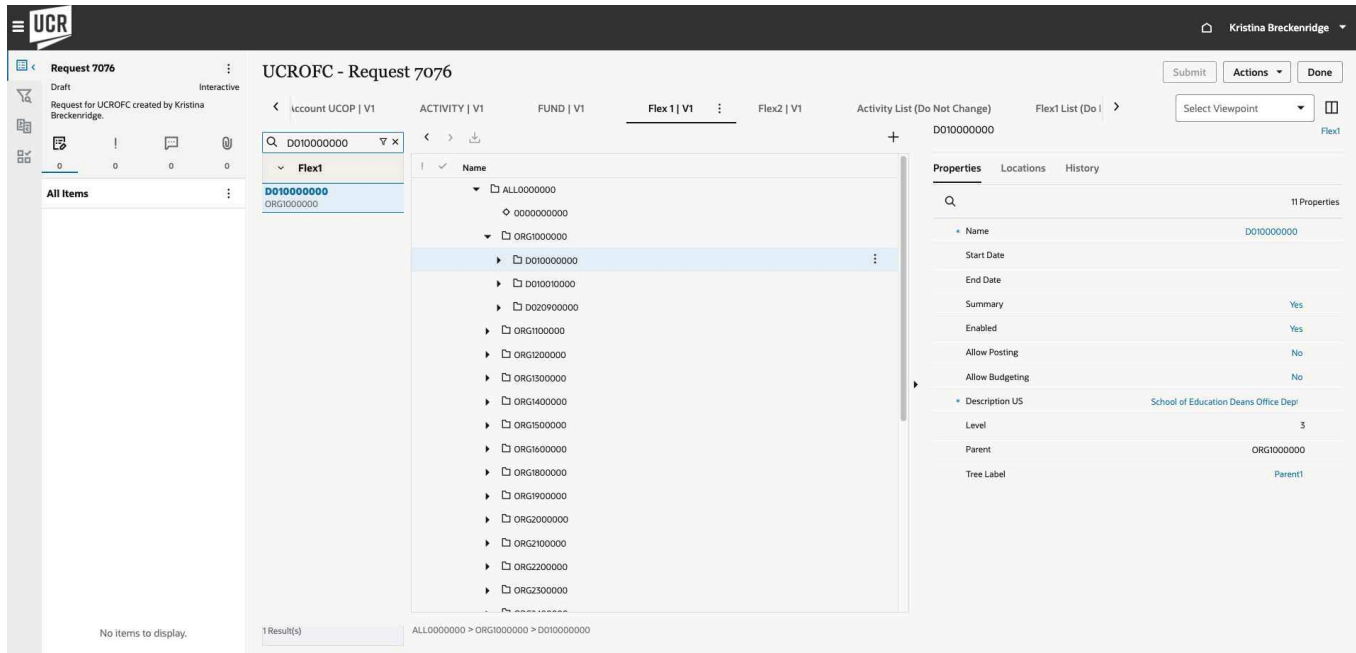
Step 11



Click on the **End Date** field.

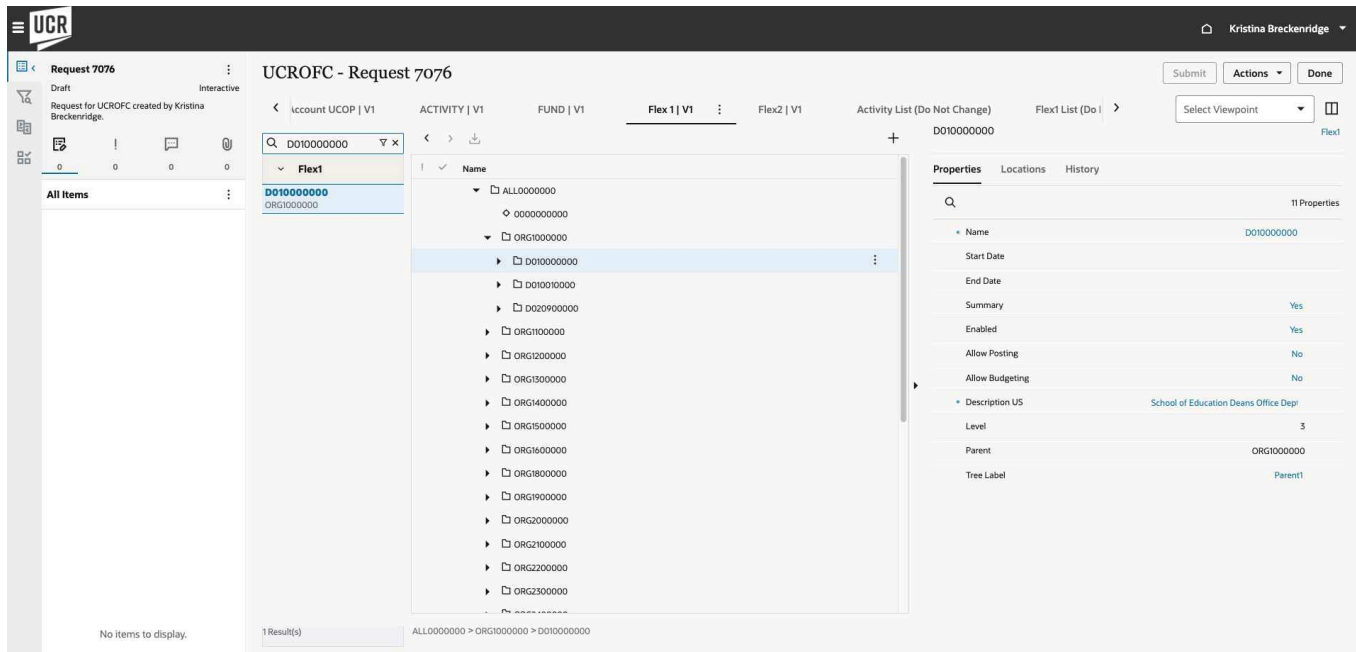
Note that this cannot be today's date and must be future-dated (we recommend setting this to the last day of the month).

Step 12



Click on the **Description US** field to the right to add the word **INACTIVE** at the beginning of the description.

Step 13



Change **Allow Budgeting** to **No**.

Step 14

The screenshot shows the Oracle UCR system interface for 'UCROFC - Request 5961'. The interface includes a search bar, a list of Flex 1 codes, and a 'Properties' table. A 'Submit' button is highlighted in the top right corner. A tooltip box is overlaid on the 'Submit' button, containing the text: 'Step 1 of 1. 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.' The tooltip also has 'Close', 'Back', and 'Done' buttons.

Do not change any other fields in the properties table.

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 15

Thank you for completing this Oracle Guided Learning Tutorial!