



This guide is intended for iProc Requisitioners who have started the process to raise a requisition in the iProcurement (iProc) part of the Oracle Financials system and want to charge the requisition to an Activity code from the *Checkout: Requisition Information* screen.


Before looking at how to charge to an Activity code it is important to understand what they are and how they are constructed:

- An Activity code is a type of account number. It indicates which department will cover the cost of the requisition.
- Activity codes always begin with **two letters followed by five numbers** eg LA00217.
- The Activity code is also used to group costs and income together so that managers can report on each activity in total.

### The requisition process:



To charge a requisition to an Activity code you will need to:

1. Check the **Charge Account** that has defaulted in. This is the finance code. If the *Charge Account* begins with WH00187 you will need to change it to the correct Activity code as this means you do not have a *Favorite Charge Account* set up (refer to the [My Purchasing Options](#) guide for more information). If the correct Activity code for this requisition is not shown for the *Charge Account* you will need to change it.
2. Click on the **Charge Account** link. All requisition lines will be shown. The *Charge Accounts* for all lines will need changing if the WH00187 code is displayed. The only part of the *Charge Account* that needs changing is the first segment.
3. Click on a **Charge Account**. A new window appears showing the details for the selected line.
4. Select this icon  to edit the *Charge Account*. The *Charge Account* for the selected line is displayed. Please note that:
  - A Charge Account is made up of 6 segments.
  - The last 5 segments will not need changing.
  - The first segment, Activity, refers to the code you wish to charge this requisition to. This is a General Ledger, or GL code.

- The **IE code** (Income and Expenditure) is a 4-digit code to label what the expenditure is on the requisition. This code defaults in based on the *Category* selected on the *Non-catalog Request* screen, or from the product selected in eMarketplace. Check this is correct for the item on the requisition. If it is not correct and this is a *Non-Catalog Request*, the *Category code* should be amended from the *Checkout: Requisition Information* screen via the *Edit Lines* button. **Never amend the IE code manually as this causes serious accounting errors.**
5. Either enter the **Activity** code, or use the **magnifying glass** icon to search. Activity codes begin with 2 letters and then 5 numbers. **This field is case-sensitive.**
  6. Select **Create** to generate the new *Charge Account*. The new *Charge Account* will be displayed with the Activity code you have selected. In the *Activity* field, check the 3 letter school code and the name of the account are correct.
  7. Select this code combination with the radio button and then click the **Select** button to choose this *Charge Account*. You will be returned to the previous screen and the *Charge Account* will be updated for that line.
  8. If you wish to use the **same Activity code on all lines and the IE code is the same for all lines**, you can tick the box at the bottom left of the screen that says **Apply this Cost Allocation information to all applicable requisition lines**. **This will apply the same Charge Account to all requisition lines**, meaning that you do not have to change the Activity code for each line.  
**You MUST check that the IE code is the same for each line before selecting this option**, otherwise the same IE code will be applied on all lines, potentially making the *Charge Accounts* inaccurate.
  9. Click **Apply** to save the changes. You will be returned to the previous screen and the *Charge Account* will have been updated with the correct Activity code for the line, or for all of the requisition lines if you have chosen that option in the previous step.
  10. Different activity codes can be used on the same requisition. The *Charge Account* needs to be changed even if the remaining requisition lines will be charged to the same Activity code. If you need to change the *Charge Accounts* manually on all of the requisition lines you will need to repeat steps 3 – 9, unless you choose to use the option to apply the same *Charge Account* to all lines on the requisition in step 8.
  11. When all Activity codes have been changed on all lines, click **Apply**. You will be taken back to the *Checkout: Requisition Information* screen.
  12. Once the *Charge Account* has been added, click **Next**. Alternatively, you could click **Submit** if you do not wish to add notes or attachments to this requisition and follow the guidance in the [Checkout: Review and Submit](#) guide (follow the guide from step 2).

**Next step:** Follow the guidance in the [Checkout: Approvals and Notes](#) guide.