

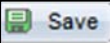


Chapter 15 - Advance Processes

This section includes:

- 15.1 Project Code – Status Changes – Active / Inactive
- 15.2 Managing Locations
 - 15.2.1 Add a Location

15.1 Project Code – Status Changes– Active/Inactive

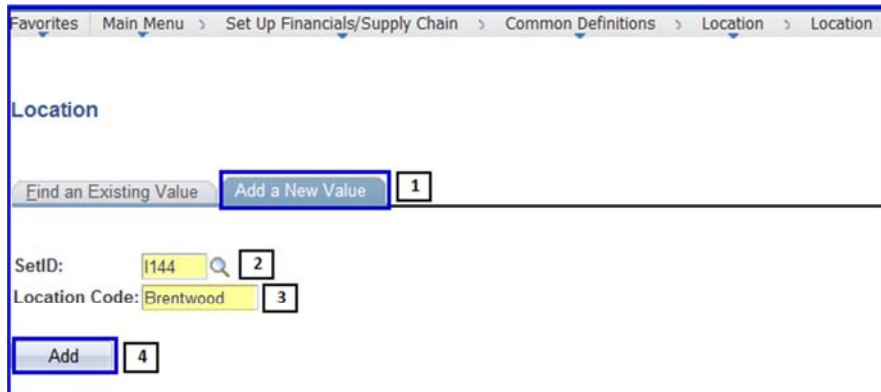
Steps	Navigation	UPK
1. Change status of an existing project code to Active or Inactive.	Main Menu>Set Up Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values> Chartfield Values – Click Add to Favorites located at the upper right corner of the browser to add this link to the Favorites Menu.	
	Click the Project field.	
	Click the Find an Existing Value tab.	
	Enter Council number in SetID field or click the look up icon  to find the council number.	
	Enter the desired project code into the Project field e.g. “456” or leave field blank and click the lookup icon  to view all project codes. Click on the project or description to select the project code.	
	Check <input checked="" type="checkbox"/> the Correct History field.	
	Click the Search button.	
	Click on <i>Active</i> or <i>Inactive</i> in the Status field.	
	Click the Save button. 	
	Click the Return to Search button.	
	End of Procedure.	

15.2 Managing Locations

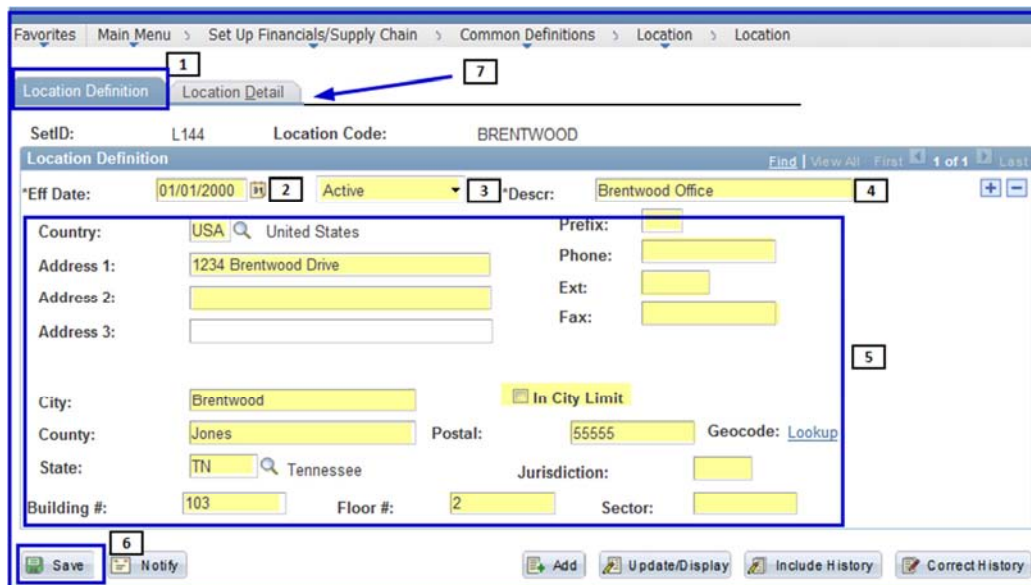
Locations are used in AP for shipping information and also in Asset Management for tagging assets by location.

15.2.1 Add a Location

Navigate to the page to add a location.



1. Click on the “Add a New Value” tab.
2. **SetID:** Enter your Business Unit
3. **Location Code:** Enter your choice (10 characters – no spaces)
4. Click Add.



1. Start on the “Location Definition” tab.
2. Effective date should be prior to any other uses of this location.
3. Set it to active.
4. Description of your choice
5. **OPTION:** Complete needed address and contact information.
6. Save your work.
7. **OPTION:** Location Detail is where you may enter the shipping contact name.