



# Create & Delete Activity Codes

## quick reference guide

### Instructions

#### Purpose:

To demonstrate how to create or delete an activity code in Vantage Financial

1. Log into Vantage Payroll.
2. From the **Global Navigation** search bar, type ACTV for Activity Table.

The screenshot shows the Vantage Financial Global Navigation search bar with 'ACTV' entered. A dropdown menu is open, showing 'ACTV Activity' and three 'Create New' buttons. A red circle with the number '2' highlights the search bar. Below the search bar, there are various application tiles for different financial functions, such as 'Elective Charge ID (ELCID)', 'Accounting Template (ACTPL)', 'General Accounting Expense (GAX)', 'General Master Agreement Expense...', 'Commodity Payment Request (PRC)', 'Accounting Journal/Ledger Query...', 'Accounting Journal (JACTG)', 'Internal Department Transaction (IDT)', 'Internal Costing Transaction (ICT)', 'Internal Exchange Transaction (IET)', 'Internal Transaction Initiator (ITI)', 'Internal Transaction Agreement (ITA)', and 'Reallocation#2: fr Agcy Dtl Bgt to Agcy Psthru B...'. There are also sections for 'Recent 10 Transactions' and 'Browsing History'.

3. Click the **Create** button in the top right corner to create an activity code.

The screenshot shows the 'Activity' form in Vantage Financial. The form has a search bar at the top with a dropdown arrow and a star icon. Below the search bar, there are three input fields: 'Fiscal Year', 'Department', and 'Activity'. There is also a 'Name' input field. At the bottom right, there are 'Search' and 'Reset' buttons. A red circle with the number '3' highlights the 'Create' button in the top right corner of the form.

4. Enter all the required fields.
5. Click **Save & Close**. The activity code is now ready for use.

The screenshot shows the 'Save & Close' button in the Vantage Financial interface, highlighted with a red box. There are also 'Save' and 'Cancel' buttons visible.

## Create Activity

Save Save & Close Cancel

\* Required fields

4

General Information

Fiscal Year: 2026

Department: 150

Activity: TEST

Name: TEST ACTIVITY FOR QRG

Short Name: TEST ACTV QRG

Show More

General Options

Reimbursement Eligible:

Construction Program Eligible:

Rollups/ACFR

Activity Class: [Field]

Activity Category: [Field]

Activity Type: [Field]

Activity Group: [Field]

Major ACFR Activity Type: [Field]

Minor ACFR Activity Type: [Field]

ACFR Activity Unit: [Field]

## Deleting an activity code:

1. From the **Global Navigation** search bar, type ACTV for Activity Table.

1

Vantage

ACTV

ACTV Activity

ACTVER1 Account Verification

ACTVER5 Account Verification

Forms Search (FORMS)

COGNOS

FINET Application Help

Elective Charge ID (ELCID)

Accounting Template (ACTPL)

General Accounting Expense (GAX)

General Master Agreement Expense...

Commodity Payment Request (PRC)

Accounting Journal/Ledger Query...

Accounting Journal (JACTG)

Internal Department Transaction (IDT)

Internal Costing Transaction (ICT)

Internal Exchange Transaction (IET)

Internal Transaction Initiator (ITI)

Internal Transaction Agreement (ITA)

Reallocation#2- fr Agcy Dtl Bgt to Agcy Pstrhu B...

Recent 10 Transactions

Transaction Code	Transaction ID	Created On	Phase	Status
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Browsing History

Time Visited	Page
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View All

2. Use the search parameters to locate the activity code you would like to delete and click **Search**.

Activity ☆

Back Create

Search

Fiscal Year: [Field]

Department: 150

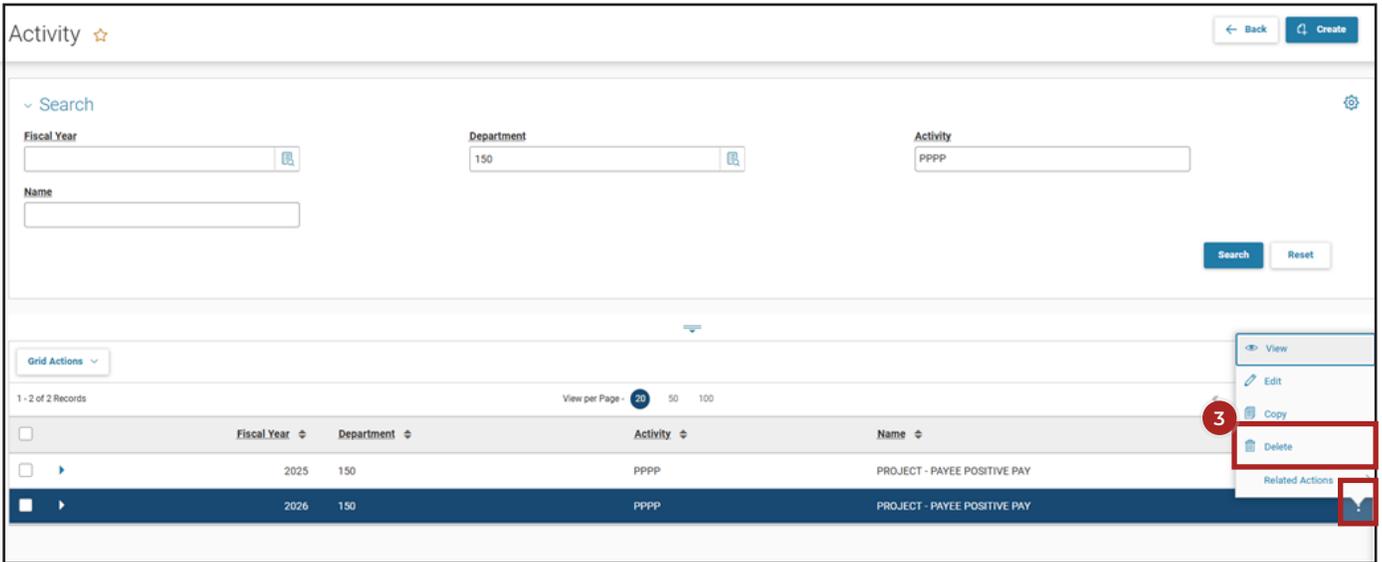
Activity: PPPP

Name: [Field]

2

Search Reset

3. Locate the line with the activity code you want to delete. Click the **3-dot menu**  and click **Delete**.



The screenshot shows the 'Activity' management interface. At the top, there are search filters for 'Fiscal Year', 'Department' (set to 150), and 'Activity' (set to PPPP). Below the filters is a table with two records. The second record is highlighted in blue. A context menu is open over the second record, showing options: View, Edit, Copy, Delete, and Related Actions. The 'Delete' option is highlighted with a red box. A red circle with the number '3' points to the 3-dot menu icon in the top right corner of the table.

	Fiscal Year	Department	Activity	Name
<input type="checkbox"/>	2025	150	PPPP	PROJECT - PAYEE POSITIVE PAY
<input checked="" type="checkbox"/>	2026	150	PPPP	PROJECT - PAYEE POSITIVE PAY

You have now removed the invalid activity code.