

*UW System*

**Shared Financial System  
(SFS)**

**PeopleSoft Tree Manager User Manual  
SFS Version 8.9**



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PeopleSoft Trees are used for organizing data logically and or hierarchically. Trees are used in several places in SFS, primarily for reports and Chartfield combination editing.

Using Trees has several advantages. When setting up reports or combination edits and rules, it makes it easier to select values from the tree then selecting and hard coding each detail value. Maintenance is also easier. Instead of updating each report and combo rule when a new department or account is added, when it is added to the tree, your work is done.

## ***Understanding Tree Concepts***

### **Effective Dates**

Trees are effective dated, allowing you to specify new reporting relationships and continue to have history intact. You can use trees with past, present, or future effective dates when reporting on current or historic data, making comparative data simple.

### **SetIDs**

When using a setID as a key value for your tree, you should assign the same setID as the record that your tree is built on.

### **Tree Levels**

Levels provide a way to organize tree nodes. Sometimes you want to be able to identify all of the nodes on the same level as a group, even when they do not share the same parent. For example, you might create a PS/nVision layout that summarizes the data for a division, then define a PS/nVision scope that creates one report instance for each division, regardless of what company it is in. To allow you to refer to all the nodes at a level, PeopleSoft Tree Manager enables you to name each level. You will use the level name when you define the scope for your PS/nVision report (rather than identifying all the nodes individually). Naming your levels gives you another way to “slice” the data in the tree. Level names can appear next to the node description.

Levels also work well for trees used in WISDM, as the trees will be balanced, meaning detail and higher nodes will not be seen at the same level. The level names will be seen in the drill down level on the summary reports.

### **Nodes**

Nodes define the hierarchical relationship within the tree. Each detail value reports to a tree node at the next higher level of the organization. Each tree node represents the group of detail values that “report” to it. Referring to the node is a shorthand way of referring to the group of detail values under it. For example, if a report refers to the Office of the President, it includes data from all the detail values under the Office of the President node—including the detail values under the Human Resources department, because Human Resources reports to the Office of the President.

In turn, each tree node reports to another tree node at a higher level of organization, until we reach the top level of the hierarchy, called the root node.

When talking about trees, we use terminology derived from the idea of a family tree. The nodes that report to the root node are called its *children*. They are also called *child nodes*. The root node is their *parent*. Nodes that have the same parent are called *siblings*. Detail values, or *leaves*, link a roll-up structure to the supporting detail. For example, the nodes in an account tree are not the actual accounts but categories of accounts. Using this example, the account tree has a node called Payroll Expenses, with detail values specifying a range of accounts from 1000 to 1999 rolling up to it.

## Tree Manager and Tree Viewer

There are two main ways to look at trees in SFS, either with Tree Manager or Tree Viewer. Tree Manager allows you to view and update trees, while Tree Viewer is read-only access to the tree.

### Searching for trees

While using either Tree Manager or Tree Viewer, the search criteria for each are the same. If you know the tree name, you can use the basic search, however, you may want to use the advanced search to use multiple search fields. Click on the Advanced Search hyperlink, and the following will appear:


#### Tree Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Tree](#) [Create New Tree](#)

---

**Tree Name:** begins with


**SetID:** begins with  


**Set Control Value:** begins with

**Effective Date:** =  


**Tree Branch:** begins with


**Description:** begins with

**Category:** begins with  


**Tree Structure ID:** begins with  

**Valid Tree:** =

**Node Field:** begins with  

**Detail Field:** begins with  

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Enter your business unit in the CATEGORY field. Some trees that belong to your business unit may have a setid of SHARE, so entering your business unit in the SETID field may cause you not to see some trees.

Trees are effective dated, meaning the information in the trees has to be equal to or less than the effective date of the field added. For example, there are several ACCOUNT trees available, all with different effective dates:

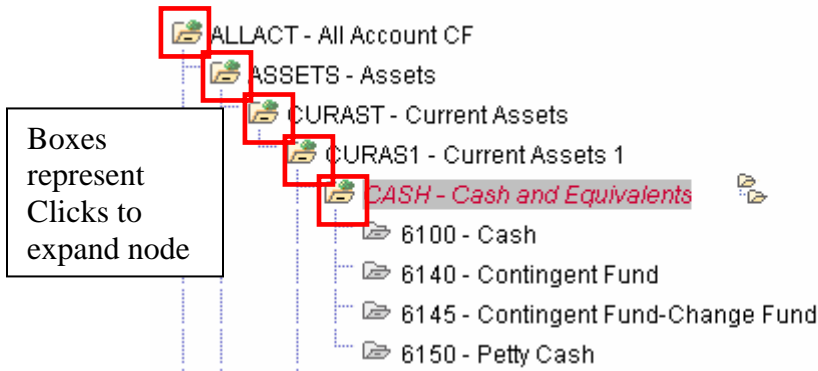
Tree Name	SetID	Set Control Value	Effective Date	Tree Branch Description	Category	Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/02/2006	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	11/01/2005	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/02/2005	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/02/2004	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/02/2003	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/02/2002	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/02/2001	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/01/2001	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	08/01/2000	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/20/2000	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	07/31/1999	(blank)	Account Tree for Reporting	SHARE Valid Tree
<a href="#">ACCOUNT</a>	SHARE	(blank)	01/01/1900	(blank)	Account Tree for Reporting	SHARE Valid Tree

## Using Tree Viewer

Tree Viewer is a read-only version of PeopleSoft Tree Manager. It provides security administrators with an easy way to limit some users to read-only access for all trees. The only actions available in Tree Viewer are Display Options, Print Format, and Close.




To access Tree Viewer navigate to Tree Manager > Tree Viewer

To navigate through the tree, click on the folders to the left of the node name to expand (collapse) the node:



The following actions are used when displaying trees in Tree Viewer:

	<b>Expanded Node:</b> Represents an open node, showing all lower levels of the hierarchy.
	<b>Collapsed Node:</b> Represents a node with its contents out of sight until expanded.
	<b>Terminal Node:</b> Represents a node that has no children.

	<b>Branch Node:</b> Represents a node that has been branched.
	<b>Detail Value or Leaf (detail/summary trees only):</b> Represents an individual field value attached to a node at the end of a branch.
	<b>Expand Node Hierarchy:</b> Expands all child objects.

See Appendix A for information on how to print sections of the tree.

## Using Tree Manager


Tree Manager enables you to view, create, and modify trees. The navigation to Tree Manager is Tree Manager > Tree Manager.



### Tree Manager

**SetID:** SHARE      **Last Audit:** Valid Tree  
**Effective Date:** 07/02/2006      **Status:** Active  
**Tree Name:** ACCOUNT      Account Tree for Reporting

[Save As](#) [Close](#)      [Tree Definition](#) [Display Options](#) [Print Format](#)

[Collapse All](#) | [Expand All](#)      [Find](#)      [First Page](#)

 **ALLACT - All Account CF**  

-  ASSETS - Assets
-  LIAB - Liabilities
-  EQUITY - Fund Equity
-  EXPENS - Expenses
-  REVENU - Total Revenue & Sales Credits


You can perform the following actions on the selected tree by using the links and images on the navigation bar (the horizontal blue bar at the top of the tree).

<b>Collapse All</b>	Click to close all of the visible nodes except for the root node. The root node is always expanded.
<b>Expand All</b>	Click to expand all of the nodes on the tree, so that the entire tree or branch hierarchy is visible. Expands all parent/child relationships, but the tree hierarchy is still presented one page at a time. Use the Next and Previous page arrows to page forward and backward through the tree.
<b>Find</b>	Click to access the Find Value page and search for nodes and detail values
<b>Save</b>	Saves the tree and performs audits on detail values.
<b>Save Draft</b>	Saves the tree, but doesn't perform audits. Trees will be marked as Draft until audits are run against it and tree is valid.
<b>Save As</b>	Allows you to save the tree with a different name or effective date. This is an

	easy way to copy the tree to make changes.
<b>Tree Definition</b>	Displays the Tree Definition and Properties page
<b>Print Format</b>	Formats the completed tree so that it can be printed using the internet browser's printing functionality
<b>Close</b>	Closes the tree

Depending on the level you are at, there will be several different icons available, which include:

Icon	Command	Description
	Insert Sibling Node	Inserts a new node that shares the same parent as the currently highlighted node.
	Insert Child Node	Inserts a new node that reports to the currently selected node.
	Insert Detail	Inserts a new detail value or range of values. This is only available if the detail value information has been entered on the Tree Structure.
	Expand Node Hierarchy	To expand all child objects for a node, first expand the node, then click the image with two folders
	Update node properties	Displays the <u>Node Properties</u> page, which enables you to change the level of a node or rename a node.
	Edit properties	Allows you to change the detail value or detail “range from” and “range to” values.
	Edit data	Displays a page for maintaining or editing the application data for the node or detail values. This includes changing the node description. At the detail level, this option takes you back to the application pages so you can actually add detail values to the table or change existing ones.
	Delete	Deletes the selected node.
	Delete Detail	Deletes the selected details.
	Cut	Marks the highlighted tree component as ‘cut’ and copies it to the clipboard where you can use either Paste as Sibling or Paste as Child commands.
	Paste as Sibling	Allows you to paste a node that you have previously cut into the tree as a sibling of another node.
	Paste as Child	Allows you to paste a node that you have cut into the tree as a child.
	Branch	Subdivides or splits that part of the tree into a separate component that can be maintained and viewed separately from the main tree.

 **UnBranch:** Removes the selected branch. PeopleSoft Tree Manager replaces the branch image with the node image. Any nodes that report to the selected node are now available in the tree.

To expand or collapse levels, click on the folders to the left of the name. For example, clicking on the EXPENS node will open one level lower.



### Tree Definition

Click on the Tree Definition to view and modify these properties. In this section, you can:

- Enter a new description and category of the tree
- Select the tree to be active or inactive
- Select how you want the tree to handle audits
- Modify levels and how they are used

Selecting Save as will also bring up the tree definition page, with more of the fields available to update (such as effective date).

**Tree Definition and Properties**

'Tree Name:

'Structure ID:

'Effective Date:  'Status:

'Description:

'Category:  [Define Tree Levels](#)

'Use of Levels:  [Performance Options](#)

'SetID:

Audits	Item Counts
<input type="checkbox"/> All Detail Values in this Tree	Node Count: 813
<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 0
<input type="button" value="Perform Audits"/>	Level Count: 8
	Branch Count: 0

**Tree Name** Required if creating a new tree, otherwise, it will not be updatable unless doing as 'Save As' with the tree.

**Structure ID** The Structure ID defined the field or Chartfield upon which the tree is based

<b>Effective Date</b>	The effective date of the tree must be the same or later than the date of the detail values used in the tree, if the detail values are effective dated.
<b>Status</b>	Either Active or Inactive. Only active trees can be used by other applications.
<b>Description</b>	Free form text field to further define the tree's purpose
<b>Category</b>	Additional field to categorize trees. We strongly suggest using your campus designation (i.e. UWGBY) here to show ownership
<b>Use of Levels</b>	Options include Strictly Enforced, Loosely Enforced, or Level Not Used. Levels will make reporting easier. If there is a hierarchy in the detail value used in the tree, PeopleSoft recommends using levels.
<b>Set ID</b>	Select the Set ID to assign to the tree. We recommend you using the same Set ID the detail value uses.
<b>All Details Values in this Tree</b>	When this box is checked, Tree Manager performs an audit to verify that all detail values defined for the field are included in the tree. If detail values are missing, a warning message will appear upon save and the tree will be saved as draft.
<b>Allow Duplicate Detail Values*</b>	Select this check box if multiple values will be included in the tree. Any tree used in WISDM cannot have duplicate values.
<b>Perform Audits button</b>	Will perform tree audits to ensure all details are included in tree (if box checked). The tree audit is also run every time the tree is saved.

\* When creating combination rules, there may be times when you want duplicate values in your tree. For instance, if you are creating a rule based on valid departments by fund, and the levels represent funds, depending on the department structure, there may be instances where departments are valid with multiple funds.

## Editing a Tree

### Tree Manager

**SetID:** UWPLT      **Last Audit:** Valid Tree  
**Effective Date:** 01/01/1900      **Status:** Active  
**Tree Name:** TEST      Test Tree in OPS 8.8

[Save Draft](#) |  [Save](#) | [Save As](#) | [Close](#)      [Tree Definition](#) | [Display Options](#) | [Print Format](#)

ALL FUNDS > PR

[Collapse All](#) | [Expand All](#)      [Find](#)      First Page  4 of 14  Last Page

 ALL\_FUNDS - All Funds    Level :Funds Level  
 PR - PR Funds    Level :Fund Level              
 GPR - GPR funds    Level :Fund Level  
 TRUST - Trust Funds    Level :Fund Level

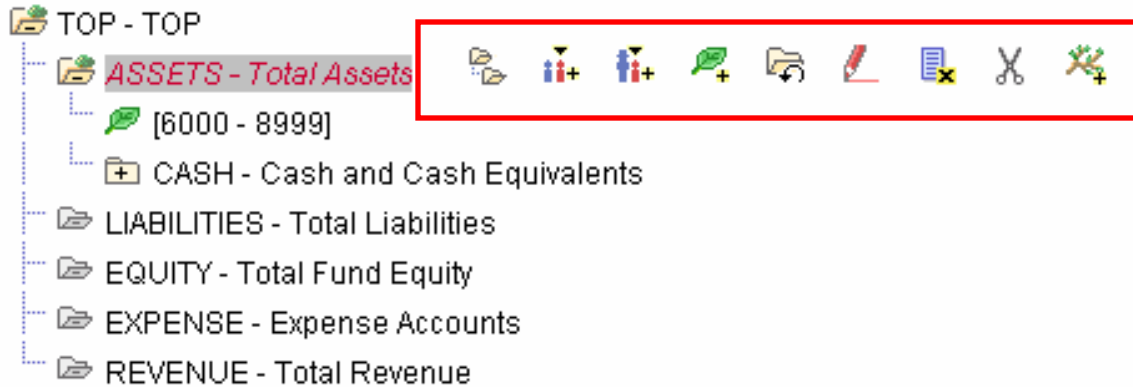
The following menu options are available when editing a tree

<a href="#">Save Draft</a>	Use this when you do not want the audit function to be invoked. Useful when you are not done building a tree and know you are saving it in an “invalid” state. A tree saved as a draft will be saved in an INVALID state.										
<a href="#">Save</a>	Use the save icon when you want the audit checks to be performed. A tree that passes the audits will be saved as VALID.										
<a href="#">Save As</a>	This can be helpful when you need to build a tree that is similar to one that already exists.										
<a href="#">Close</a>	Closes the tree.										
<p> <a href="#">Tree Definition</a>                      This is where you control what type of audits you want for the tree. Also, be sure to change the Category from DEFAULT to your BU.                 </p>	<p> <b>Tree Definition and Properties</b>                      *Tree Name: <input type="text" value="TEST"/>                      *Structure ID: <input type="text" value="FUND_DTL"/>                      *Effective Date: <input type="text" value="01/01/1900"/>    *Status: <input type="button" value="Active"/>                      *Description: <input type="text" value="Test Tree in OPS 8.8"/>                      *Category: <input type="text" value="Should be = to BU"/>    <a href="#">Define Tree Levels</a>                      *Use of Levels: <input type="button" value="Strictly Enforced"/>    <a href="#">Performance Methods</a>                      *SetID: <input type="text" value="UWPLT"/>  <table border="1" data-bbox="511 1528 1015 1732"> <thead> <tr> <th>Audits</th> <th>Item Counts</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> All Detail Values in this Tree</td> <td>Node Count: 4</td> </tr> <tr> <td><input type="checkbox"/> Allow Duplicate Detail Values</td> <td>Leaf Count: 10</td> </tr> <tr> <td></td> <td>Level Count: 3</td> </tr> <tr> <td></td> <td>Branch Count: 0</td> </tr> </tbody> </table> <input type="button" value="Perform Audits"/>  <input type="button" value="OK"/>      <input type="button" value="Close"/> </p>	Audits	Item Counts	<input type="checkbox"/> All Detail Values in this Tree	Node Count: 4	<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 10		Level Count: 3		Branch Count: 0
Audits	Item Counts										
<input type="checkbox"/> All Detail Values in this Tree	Node Count: 4										
<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 10										
	Level Count: 3										
	Branch Count: 0										

<p><a href="#">Display Options</a></p> <p>Use the Configure User Options page to turn off and on tree node descriptions and to set the default action for dragging and dropping nodes</p>	<p><b>Configure User Options</b></p> <div data-bbox="516 260 984 604"> <p><b>Display Options</b></p> <p><input checked="" type="checkbox"/> Display Node Id</p> <p><input checked="" type="checkbox"/> Display Node Description</p> <p><input checked="" type="checkbox"/> Display Detail Values</p> <p><input checked="" type="checkbox"/> Show Detail Description</p> <p><input checked="" type="checkbox"/> Display Levels</p> <p>Display Lines Per Page: <input type="text" value="60"/></p> </div> <div data-bbox="516 630 984 764"> <p><b>Nodes Drag/Drop Default Action</b></p> <p><input type="radio"/> Paste As Sibling Node</p> <p><input checked="" type="radio"/> Paste As Child Node</p> </div> <p><input type="button" value="Update"/> <input type="button" value="Cancel"/></p>
<p><a href="#">Print Format</a></p>	<p>Formats all or part of the tree so that it can be printed by using your browser's print function.</p>
<p><a href="#">Collapse All</a></p>	<p>Click to close all of the visible nodes except for the root node. The root node is always expanded</p>
<p><a href="#">Expand All</a></p>	<p>Click to expand all of the nodes on the tree, so that the entire tree or branch hierarchy is visible.</p> <p>Expands all parent/child relationships, but the tree hierarchy is still presented one page at a time. Use the Next and Previous page arrows to page forward and backward through the tree.</p>
<p><a href="#">Find</a></p> <p>Click to access the Find Value page and search for nodes and detail values</p>	<p><b>Find Value</b></p> <div data-bbox="496 1209 977 1339"> <p><b>Find Tree Node</b></p> <p>Tree Node: <input type="text"/> <input type="button" value="Search"/></p> <p>Description: <input type="text"/></p> </div> <p>OR</p> <div data-bbox="496 1398 977 1528"> <p><b>Find Detail Value</b></p> <p>Fund Code: <input type="text"/></p> <p>Description: <input type="text"/></p> </div> <p><input type="checkbox"/> Case Sensitive Search</p> <p><input checked="" type="checkbox"/> Exact Matching</p> <p><input type="button" value="Find"/> <input type="button" value="Close"/></p> <p>Select "Exact matching" to search for an exact match. Clear the check box to perform partial searches. If you clear this check box, the system automatically adds a wildcard character at the end of the user defined search condition. Example search for description (%cash%). This search will find all descriptions containing cash.</p>

## Adding/Deleting Tree Nodes and Detail Values

To add or delete an entire tree node, use the icons to the right of the node name:



	Insert Sibling Node	Inserts a new node that shares the same parent as the currently highlighted node. In this example, it would be at the same level as ASSETS
	Insert Child Node	Inserts a new node that reports to the currently selected node. In this example, it would be a child of ASSETS
	Insert Detail	Inserts a new detail value or range of values. This is only available if the detail value information has been entered on the Tree Structure. In this example, the 6000-8999 range was added
	Delete	Deletes the selected node. In this example, it would delete ASSETS, and all its children.
	Delete Detail	Deletes the selected details (only available if on a detail value)

## Renaming a Tree Node

You can rename a tree node. To rename a node, click on the node you want to RENAME, in this example PR. Click the Update node properties icon.

ALL FUNDS > PR

[Collapse All](#) | [Expand All](#)    [Find](#)    First



New Name:

Next type in the New Name of the node, then click the **Rename** button.

#### Node Properties

**Node Properties**

Tree Node: PR

New Name:  [Rename](#)

#### Node Level Settings

Current Level: FUND    Fund Level

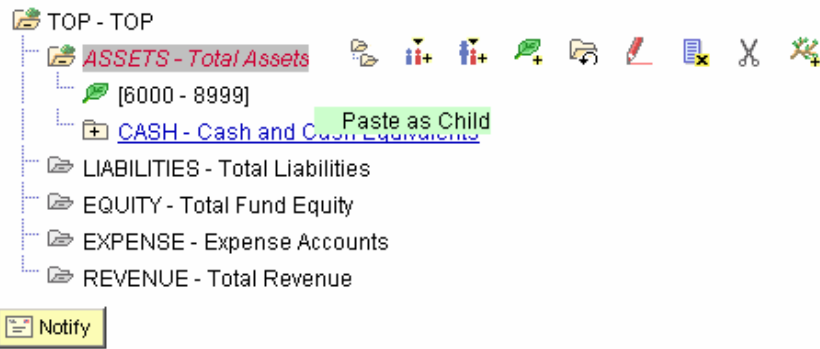
Tree Levels <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>			
Level Name	All Values	Description	View Detail
→ FUND	<input type="checkbox"/>	Fund Level	<a href="#">View Detail</a>
DETAIL	<input type="checkbox"/>	Detail	<a href="#">View Detail</a>

Use rename cautiously. You would only want to use this RENAME function when you are sure nothing else is linked to it. Keep in mind any nVision reports, nvision scopes, combination edits, allocations, closing rules, etc., that may have used the OLD NAME will also have to be updated.




## Moving Tree Nodes

There are two ways to move tree nodes, either by dragging and dropping, or by cutting and pasting.

Remember above in the display options, you could specify the drag and drop default action (either to paste as a child or a sibling.) When dragging and dropping, click and hold the mouse button while you drag the item to the correct place.



Your pointer will change, and it will say 'Paste as Child' or 'Paste as Sibling'. Release the mouse button over the node where you want to move the item.

Conversely, you can use the  icon to cut the item, then one of the paste icons  . The first icon is to paste as a sibling, the second is to paste as a child. Hover over the icons to see what all the icons do.

Once you click on the scissors icon, the node will turn yellow, as seen here.



## Building a new Tree

When creating a new tree, the following checklist will ensure the tree is set up properly:

1. Navigate to Tree Manager and click on Add New Value
2. Complete the Tree Definition and Properties page
3. Insert Levels, if needed
4. Insert root node
5. Insert first child node of root node
6. Insert siblings of first child
7. Insert remaining nodes
8. Insert detail values
9. Save early and often

### Navigate to Tree Manager and click on Add New Value

Navigation is Tree Manager > Tree Manager.

### Complete the Tree Definition and Properties page

#### Tree Definition and Properties

*Tree Name:	<input type="text" value="ACCOUNT_EXAMPLE"/>
*Structure ID:	<input type="text" value="ACCOUNT"/>
*Effective Date:	<input type="text" value="07/02/2006"/> *Status: <input type="text" value="Active"/>
*Description:	<input type="text" value="Account tree Example"/>
*Category:	<input type="text" value="UWSYS"/>
*Use of Levels:	<input type="text" value="Strictly Enforced"/> <a href="#">Performance Options</a>
*SetID:	<input type="text" value="SHARE"/>

Audits	Item Counts
<input type="checkbox"/> All Detail Values in this Tree	Node Count: 0
<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 0
	Level Count: 0
	Branch Count: 0

Use the following Structure ID's when creating these trees:

TYPE OF TREE	APPLICABLE STRUCTURE ID
Account tree	ACCOUNT
Account tree that does not contain nodes but rather all accounts	ACCOUNT_DETAIL
Department or Org tree	ORGANIZATION
Fund tree	FUND
Project tree	PROJECT_GL

## Enter Root Node for Tree

Tree Name: ACCOUNT\_TEST

Step 1: Set Up Tree Levels

Level Name	All Values	Description	View Detail	Delete Level
	<input type="checkbox"/>		View Detail	Delete Level

Add Level

Step 2: Define Root Node

Root Node:

OK Cancel

### Insert Levels, if needed

If your tree will use levels (be a balanced tree), enter the levels on this page in Step 1. It is recommended to use levels especially on ORGANIZATION trees. This way when you build an nVision scope you can grab items on the tree by the level vs. specifying each tree node. In addition if you add a new tree node your scope is automatically updated because it is referencing the level.

On ACCOUNT trees WISDM users use the level to identify which level they want to view their report at.

### Insert Root Node

The root node is needed for every tree, this is the top of the tree. Typically, this will be known as TOP.

### Insert the first child node of the root

To insert a node, highlight a node (in this case, it will be top). Click the Insert Child Node. You will be prompted for the node name. You can either enter a new one, or select one that already exists. Click the prompt button to find the node name to insert. Click Add.

If you entered values that have already been defined, PeopleSoft Tree Manager adds the values to the tree when you click the Add button.

If you enter new values, PeopleSoft Tree Manager informs you that you have entered an undefined value. Depending on your security access, PeopleSoft Tree Manager may enable you to add the new value.

### Insert siblings of first child

Follow same steps from above

### Insert remaining nodes

Continuing adding nodes to the tree until the tree structure is completed.

### **Insert detail values**

Highlight the node you want the detail values to report to. Or you can highlight one of the node's other detail values. To complete a detail-value tree, you need to define detail values for each *terminal* node in the tree, which means each node that has no child nodes. Click the Insert Detail image. If you are creating a dynamic detail tree, select the Dynamic Flag check box. The Detail Value Range page appears. It shows the tree node that the new values report to. If you click the Dynamic Flag check box other fields on a page become locked. When you click the Add button, PeopleSoft Tree Manager displays brackets [ ] in place of the detail value for the selected node. When you use the tree, the system automatically selects the appropriate detail values for the node. To enter a single value, enter the same value in the From and To fields. Click Add.

If you enter new values, PeopleSoft Tree Manager informs you that you have entered an undefined value. Depending on your security access, PeopleSoft Tree Manager may enable you to add the new value, which is the same as adding a new Chartfield. Be careful when typing this information.

### **Save**

We recommend saving your tree often, in case there is an issue and the system kicks you out of the system. Your tree is only as good as the last time you saved it.

## ***Auditing Trees***

In version 8.9 there is a batch audit report process. You can get a list of all missing values from a tree (if 'All Detail Values included in Tree' is checked in the tree definition. The audit process will list each problem the tree may have in one report.

The navigation is Tree Manager > Tree Auditor

## Tree Auditor

Run Control ID: 88TREEAUDIT

[Report Manager](#) [Process Monitor](#)

[Run](#)

**Audit Scope**

Single Tree  Multiple Trees

---

**Tree Definition**

Tree Name:   SetId:

---

**Date Selection**

Effective Date of Tree

As of Current Date

As of Specific Date

All Trees

[View Results](#)

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

Add a new run control or open an existing one.  
We recommend only running this process for one tree at a time.

Enter the Set ID first, then select the Tree Name. For the Date Selection, if you are auditing the current tree, use the As of Current Date selection, otherwise, you can enter a specific effective date.

Run the process on the PSUNX server.

Click on the [View Results](#) link to see audit findings.

Here is an example of the audit report run for a fund tree where the ALL DETAIL VALUES audit check was selected.

### Detail Value Not Found in Tree

Tree does not contain all detail values found in the application table. Following are a list of keys of detail values that are in the application table, but are not defined in the tree

Note : The report lists out only the first 300 values that are not found in the tree

**Audit Report** [Find](#) | [View All](#) [First](#)  [Last](#)

SetId: UWPLT SetCntrlValue: <NONE> Tree Name: TEST Eff Date: 1900-01-01

Results	
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a> <input type="button" value="1-20 of 87"/> <a href="#">Last</a>	
Detail Value Key Field	
100	
106	
107	
108	
109	
110	
111	



## Troubleshooting

My tree is dated 07/02/06, why am I getting an error message when trying to insert a department value that I know is ACTIVE?

The department value may have an effective date of 09/30/06 which is greater than 07/02/06. The tree can only see values that are equal to or less than the tree effective date.

I built this incredible new tree, why can't I see it in my nVision report, allocation rule, combo edit rule, year-end closing rule?

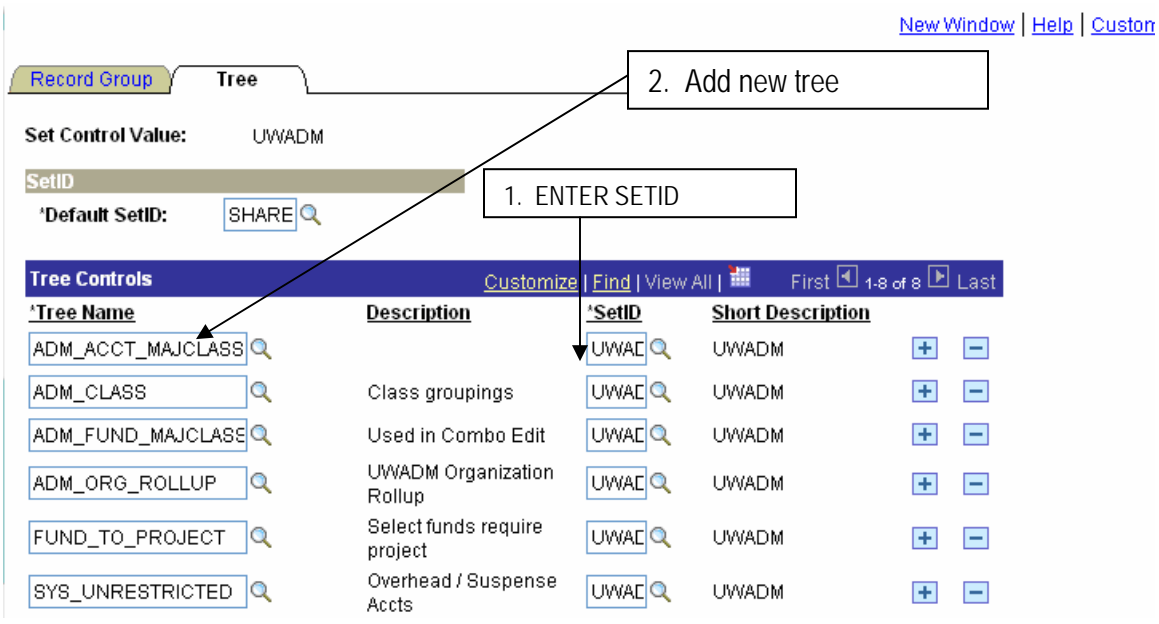
Only trees with the SHARE setid are automatically accessible. To view your tree in the above mentioned pages you must perform the following step:

### ONE-TIME STEP FOR NEW TREES:

Each time you create a new tree you must link it to your SET-UP so you can access it when creating reports, combo edit rules, allocations and other processes. If you've created a new tree and cannot access it, most likely you have not performed the following step:

Navigate to  PeopleTools / Utilities / Administration / TableSet Control

Enter your SETID. The following panel will appear: - Go to the Tree tab shown below. Add a new row, then enter the setid, and then enter the tree.



.....THE ABOVE PAGE WORKS BACKWARDS. YOU MUST WORK FROM RIGHT TO LEFT. FIRST ENTER SETID, THEN THE TREE NAME.

## Appendix A- Printing tree nodes

There may be times when you want a hard copy of part of a tree. Follow the instructions below to properly print out a part of the tree.

IE Users

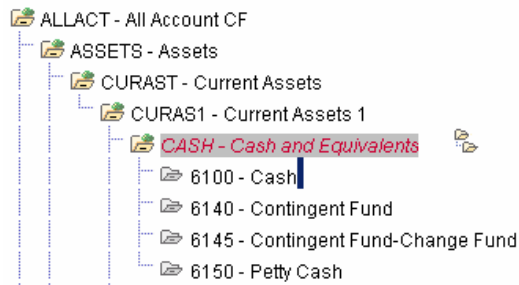
To print a node of a tree, go to Tree Viewer, select the tree, and find the node you want to print. Click on the Print Format hyperlink.

### Tree Viewer

**SetID:** SHARE      **Last Audit:** Valid Tree  
**Effective Date:** 07/02/2006      **Status:** Active  
**Tree Name:** ACCOUNT      Account Tree for Reporting

[Close](#)      [Display Options](#)      [Print Format](#)

[ALLACT](#) > [ASSETS](#) > [CURAST](#) > [CURAS1](#) > [CASH](#)  
[Collapse All](#) | [Expand All](#)      [Find](#)      [First Page](#)



The tree node will open in the window, and only the node selected will appear:

### Tree Print Format

**SetID:** SHARE      **Last Audit:** Valid Tree  
**Effective Date:** 07/02/2006      **Status:** Active  
**Tree Name:** ACCOUNT      Account Tree for Reporting



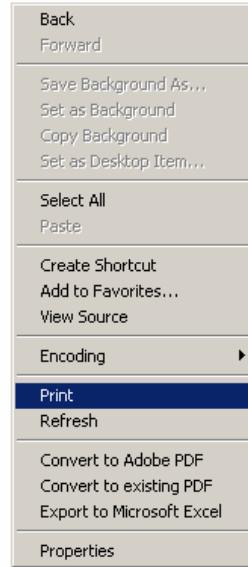
Right click in the target area, and select Print from the menu. Select your printer, and press print.

### Tree Print Format

**SetID:** SHARE      **Last Audit:** Valid Tree  
**Effective Date:** 07/02/2006      **Status:** Active  
**Tree Name:** ACCOUNT      Account Tree for Reporting

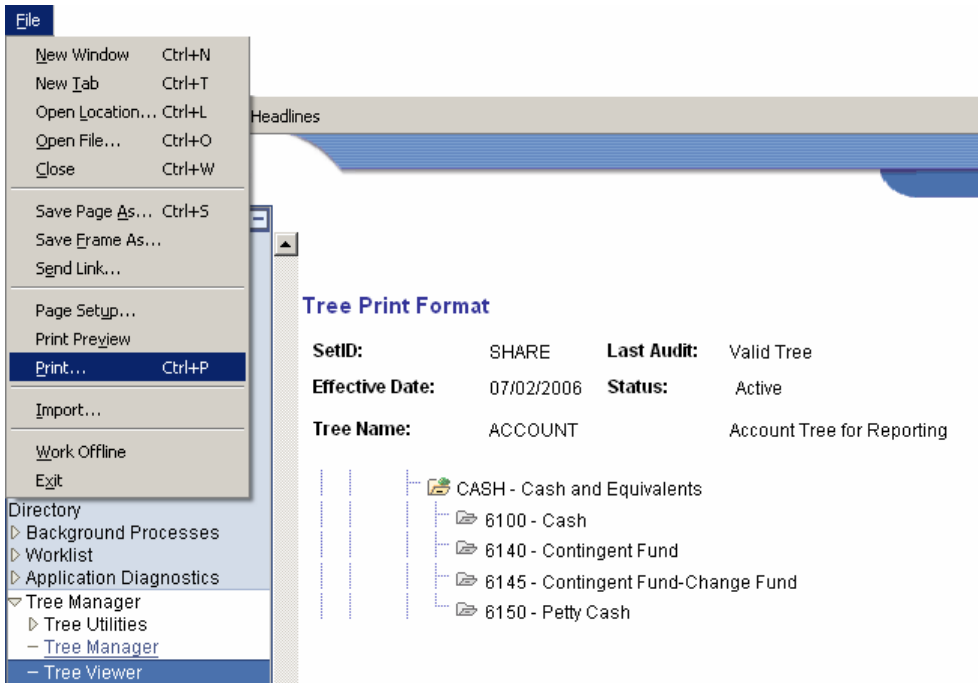


Return



### Firefox users

Follow the same items above to find the tree node and click on the Print Format link. When the node loads, make sure you have clicked on the target area, then select File > Print



Make sure the Print Frames selection has 'The selected frame' selected, then press OK.

