

GL.010.010 - MAINTAINING TREES

Purpose	<ul style="list-style-type: none"> To maintain a tree. To define what a tree is in PeopleSoft. To identify what activities can be performed by using the Tree Manager function.
Description	<p>A tree is the graphical hierarchy in PeopleSoft that displays the relationship between all accounting units, for example: departments, projects, reporting groups, account numbers, and determines roll-up hierarchies. In a tree, to roll up is to total sums based on information hierarchy.</p> <p>The activities included in maintaining trees include adding a rollup value; correcting the description of a rollup value; deleting a rollup value; adding a detail value; adding a range of detail values; changing a range of detail values; reviewing the detail values within a range; and deleting a detail value.</p>
Security Role	BOR_FN_TREE_MGR
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to perform the following actions in the Budget Translation-Accounts Tree.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Navigate to Tree Manager .
4.	Click the Tree Manager link.
5.	Enter Tree Name in the begins with field.
6.	Click the Search button.
7.	Select one of the following actions to perform within the tree: <ul style="list-style-type: none"> • Add a Rollup Value Proceed to Steps 8 - 12 • Correct the Description of a Tree Node Proceed to Steps 13 - 18 • Delete a Rollup Value Proceed to Steps 19 - 24 • Add a Detail Value to a Tree Node Proceed to Steps 25 - 31 • Add a Range of Detail Values to a Tree Node Proceed to Steps 32 – 34 • Change a Range of Detail Values Proceed to Steps 40 – 46 • Review Detail Values within a Range Proceed to Steps 47 – 51
8.	To add a rollup value, click the Insert Child Node icon.
9.	Enter an Account name in the Tree Node field.
10.	Click the Add button.
11.	Verify a rollup value was added to the tree node.
12.	Click the Save link.
13.	End of Procedure. Remaining steps apply to other paths.
14.	To correct the description of a tree node, click the desired link and click the Edit Data icon.
15.	Enter a Description in the Description field.
16.	Click the OK button.
17.	Verify the description changed.

Step	Action
18.	Click the Save link.
19.	End of Procedure. Remaining steps apply to other paths.
20.	To delete a rollup value, click the desired link to delete.
21.	Click the Delete icon.
22.	Click the Yes button.
23.	Verify the rollup value is no longer listed.
24.	Click the Save link.
25.	End of Procedure. Remaining steps apply to other paths.
26.	To add detail value to a tree node, click the Expand Node icon beside the desired link.
27.	Click the Insert Detail icon.
28.	Enter a Range in the Range From field.
29.	Click the Add button.
30.	Verify the detail value was added.
31.	Click the Save link.
32.	End of Procedure. Remaining steps apply to other paths.
33.	To add a range of detail values to a tree node, click the desired link.
34.	Click the Insert Detail button.
35.	Enter a Range in the Range From field.
36.	Enter a Range in the Range To field.
37.	Click the Add button.
38.	Verify the range of detail values was added.
39.	Click the Save link.
40.	End of Procedure. Remaining steps apply to other paths.
41.	To change the range of detail values, click the desired link.
42.	Click the Edit Properties icon.
43.	Enter a Range in the Range To field.
44.	Click the Update button.
45.	Verify the change.
46.	Click the Save link.
47.	End of Procedure. Remaining steps apply to other paths.

Step	Action
48.	To review detail values within a range, click the Expand Node icon beside the desired range.
49.	Click a link.
50.	Click the Edit Data button.
51.	Click the Cancel button.