

## GL.010.019 - AUDITING A TREE DEFINITION

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify the purpose for running a tree audit.</li> <li>To run a tree audit.</li> </ul>
<b>Description</b>	<p>This lesson demonstrates how to run an audit against a tree definition. The purpose of running this audit is to ensure all detail values for a given ChartField are contained within the specified tree. Users should run this process frequently to ensure all new ChartField values are included in the appropriate trees.</p>
<b>Security Role</b>	BOR_FN_TREE_MGR
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## **Procedure**

Below are step by step instructions on how to run a tree audit to determine if all detail accounts were added to this tree.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Tree Manager</b> link.
4.	Click the <b>Tree Auditor</b> link.
5.	Click the <b>Add a New Value</b> tab.
6.	Enter a Run Control ID in the <b>Run Control ID</b> field.
7.	Click the <b>Add</b> button.
8.	In the Tree Definition Tab, click the <b>Look up Tree Name</b> button.
9.	Click an entry in the <b>Tree Name</b> column.
10.	Enter a Set ID in the <b>SetId</b> field.
11.	Click the <b>Save</b> button.
12.	Click the <b>Run</b> button.
13.	Click the <b>Server Name</b> dropdown.
14.	Select <b>PSUNX</b> .
15.	Click the <b>OK</b> button.
16.	Click the <b>Process Monitor</b> link.
17.	Click the <b>Refresh</b> button.
18.	Click the <b>Go back to Audit Tree</b> link.
19.	Click the <b>View Results</b> link.
20.	Click an entry in the <b>Open Report</b> column.
21.	Review the results and add the necessary values to the tree.
22.	To continue, click in the shaded area or press <b>[Enter]</b> .