

## GL.020.035 - DEFINING CHARTFIELD VALUE SETS (TREE NODE)

<b>Purpose</b>	To define a ChartField value set using tree nodes.
<b>Description</b>	This topic demonstrates how to define ChartField value sets using tree nodes. ChartField value sets enable users to define combinations of chartfield values used for source data during the General Ledger Closing process and the Commitment Control Ledger Closing process. ChartField values can also be used to define source data for consolidations, equitization and various other process.
<b>Security Role</b>	<b>BOR_GL_PERIOD_END</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions are how to define ChartField value sets using tree nodes.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Set Up Financials/Supply Chain</b> link.
4.	Click the <b>Common Definitions</b> link.
5.	Click the <b>Design ChartFields</b> link.
6.	Click the <b>ChartField Value Sets</b> link.
7.	Click the <b>Setup ChartField Value Sets</b> link.
8.	Click the <b>Add a New Value</b> tab.
9.	Enter a ChartField Value Set in the <b>ChartField Value Set</b> field.
10.	Click the <b>Add</b> button.
11.	Enter a Date in the <b>Effective Date</b> field.
12.	Enter a Description in the <b>Description</b> field.
13.	Select the ChartField to include in this value set from the <b>Field Name</b> dropdown menu.
14.	<p>Choose how the values will be specified in the <b>How Specified</b> dropdown menu.</p> <ul style="list-style-type: none"> <li>• <b>Selected Detail Values</b> - if users want to select individual ChartField values to include in the set.</li> <li>• <b>Detail-Selected Parents</b> - if users want to select values based on tree nodes. This option activates a Tree edit box to specify a tree from which to select nodes.</li> <li>• <b>Range of Values</b> - to enter a value From and a value To</li> </ul> <p>Select the <b>Detail - Selected Parents</b> option for this example.</p>
15.	Enter a Tree Name in the <b>Tree Name</b> field.
16.	Click the <b>Tree View</b> icon in the Tree Node Selector section.
17.	Click the <b>Expand Folder</b> icon.
18.	Click the <b>ASSETS</b> link.
19.	Click the <b>LIABILITIES</b> link.
20.	Click the <b>NET ASSETS</b> link.
21.	Click the <b>Save</b> button.