

CAPPS Tree Manager

Tree Manager

Welcome

Hello,

Welcome back to the CAPPS Financials training.

Before taking this course you should have already completed the CAPPS Financials Fundamentals course.

Duration

This course will take approximately four hours. You can complete it all today or by sections. It's really up to you. You can take the training how it best fits in your schedule.

Preparation

It is recommended that you avoid distractions during training. You should close all other applications including your email while taking the course and silence your cell phone.

Course Outline

This course is organized into seven sections. Learn how to use CAPPS Accounts Payable functionality in each of the following sections:

- **Section 1** - Accounts Payable Overview
- **Section 2** - Adding and Maintaining Suppliers
- **Section 3** - Entering Vouchers
- **Section 4** - Running Batch Processes
- **Section 5** - Managing and Maintaining Vouchers
- **Section 6** - Running Reports
- **Section 7** - Conclusion

CAPPS Tree Manager

Course Objectives

After completing this course you will be able to:

- Describe the functionality of Tree Manager
- View a Tree using Tree Viewer
- Work with Tree Manager
- Create Tree Structures
- Work with Tree Utilities
- Execute TX Tree Auditor

Section 1 - Tree Manager Functionality

Objectives

After completing this section you will be able to:

- Summarize the purpose of Tree Manager
- Describe the Tree Manager business process flow
- Recognize key terms and definitions
- Explain the components of a Tree structure
- Identify the levels of a Tree Hierarchy

Section 1, Lesson 1 - Tree Manager Overview

Tree Manager Overview

- Tree Manager Functionality Overview
- Tree Manager Business Process Flow
- Key Terms and Definitions
- Tree Structure
- Tree Hierarchy Overview

Tree Manager Functionality Overview

Tree Manager Functionality Overview

- CAPPS Tree Manager simplifies chart of accounts design. It enables you to position individual ChartField values on an intuitive tree diagram, so that your summary levels or hierarchies are established exactly as they are displayed on

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the screen. You maintain ChartField values and include them in the appropriate rollup structures at the same time.

- Trees represent hierarchical data graphically. This graphic layer displays the relationships between ChartField values. You see where ChartField values fit in the overall scheme; and you can maintain the ChartFields directly from the Tree Manager.
- Terminology derived from the idea of a family tree is used when talking about trees. The nodes that report to the root nodes are called its children. The root node is referred to the parent of the children. Nodes that have the same parent are called siblings.
- Other parts of the system can use the trees that are defined for hierarchical information such as reports, ChartField combination editing, online analytical processing (OLAP), summary ledgers, or security.
- CAPPS Tree Manager is used to create, view, modify, delete and audit trees.

Tree Business Process Flow

The Tree Business Process Flow has three major components:

- Create Trees
- Maintain Trees
- Audit and Repair Trees

CAPPS has several methods to view or maintain information within Tree Manager:

- The **Tree Viewer** enables read-only access for all trees.
- The **Tree Manager** enables create, modify and view access for trees.
- The **Tree Structure** defines the structure of the type of tree, levels and nodes and detail data structure/source.
- **CAPPS Tree Utilities** are used to copy, delete, import, export trees or tree structures. Repairing a tree may be used for tree auditing, correcting tree issues including level number, correcting parent node numbers, deleting orphan tree objects and removing tree branches.

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Key Terms and Definitions

CAPPS Trees

CAPPS Trees represent data graphically to show a hierarchy. Other modules can use the trees that are defined for hierarchical information – for reports, ChartField combination editing, or security. Trees may be updated and the changes are then automatically applied throughout the system.

Node

A node defines tree levels that represent a specific value in the chart of accounts table. Tree nodes represent roll-up points for detail values.

Root Node

The highest level node on a Tree.

Parent Node

The second level node on a Tree. This node would roll-up to the Root Node.

Child/Sibling Node

The third or lowest detail level node on a Tree. This node would roll-up to the Parent Node.

Tree Relationships

Trees are built on Root Node, Parent, Child and Sibling hierarchy.

Detail-Value Tree

The Detail-Value Tree is known as the Summer or Spring Tree. It is represented by leaves on the tree. The leaf represents the lowest level of the tree hierarchy. A leaf can represent a single value or a range of valid values from the Chart of Accounts.

Node-Oriented Tree

The node oriented tree is known as the Winter tree and has no leaves. The tree nodes represent valid ChartField values.

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Tree Utilities

Tree utilities are used to copy, delete, export and repair trees and tree structures.

Tree Structure

The tree structure defines the links between the tree and the underlying tables the tree requires. It defines the type of tree (spring, summer or winter), tree levels, tree nodes and details data source. CAPPS tree structure ID will begin with 'STW_'(Statewide). The Tree Structure is accessed through the Tree Structure Properties page.

Tree Structure page (Tree Structures Properties Page)

Use the Structure page to specify tree type, key fields, and navigation options.

Tree Levels page (Tree Structures Properties Page)

Use the Tree Levels page to specify the record and page to enter and store information about tree levels. CAPPS will default values into these fields that may be changed based on the tree type setup.

Tree Nodes page (Tree Structures Properties Page)

Use the Tree Nodes page to specify the record, page and field to enter and store information about tree nodes. CAPPS will default values, which are similar to the Tree Levels page.

Tree Details page (Tree Structures Properties Page)

Use the Tree Details page to define the record name, field name, page name, component name and menu path used to create and update the detail values for your tree. This tab is only used for structures that are detail-value trees (spring or summer trees). This page is not applicable to node-only trees.

Spring Tree

A Spring tree is based on the Detail-Value tree structure. It is formed by populating the Nodes and Details tab on the Tree Structure Properties page with the valid Chart of Accounts tables (i.e. GL_ACCT_TBL).

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Summer Tree

A Summer tree is based on the Detail-Value tree structure; it is formed by populating both the Noted and Details tab on the Tree Structure Properties page. The Nodes page uses agency defined information from the TREE_NODE_TBL table. The Details tab must be populated with a valid ChartField table and the appropriate menu paths.

Winter Tree

Winter tree is based on a Node-Oriented tree structure. It is formed by populating the Nodes tab on the Tree Structure Properties page with a valid ChartField table and leaving the Details tab blank.

Tree Structure

CAPPS Tree Manager uses two main kinds of detail tree structures:

- Detail-Value (aka Spring or Summer Tree) – The lowest level in the hierarchy consists of detail values, which are represented by leaves.
- Node-Oriented (aka Winter Tree) – Node-oriented trees are based on a detail structure, but the Detail values are not used. It has no leaves.

When you define a tree structure, you specify the pages and record definitions CAPPS Tree Manager uses to store data about the parts of a tree. When you add a new node, level, or detail value to a tree, CAPPS Tree Manager uses this information to determine the component (pages) to capture the relevant data.

Using the Tree Structure Properties page, the trees are identified using the Levels, Nodes and Details pages.

Tree structures are further defined into “seasonal” trees: Spring, Summer and Winter. These definitions are based on the level of tracking or reporting detail required.

The Nodes and Details pages are key to setting up the “seasonal” definitions. These pages will contain valid ChartField tables or node descriptions (non-ChartField values) based on agency reporting requirements.

The Tree Type is Spring when the Node is a ChartField Table and the Details is a ChartField Table.

The Tree Type is Summer when the Node is an Agency Preferred Description (any value or name that is not a valid ChartField) and the Details is ChartField Table.

The Tree Type is Winter when the Node is a ChartField Table and the Details is BLANK.

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Tree Hierarchy Overview

Trees are built from the highest level of the hierarchy (root node) to the lowest level of the hierarchy. Tree nodes represent roll-up points for detail values.

Every tree is based upon a structure. The structure defines the links between the tree and the underlying tables to which it refers.

Example of underlying tables:

- Department
- Fund Code
- Object Code

Root Node

Root nodes are the highest level of the tree hierarchy. A node represents a specific value in the chart of accounts table.

Parent Node

Parent nodes are the second level node in the tree hierarchy and appear under the Root node.

Child and Sibling Nodes

- Child nodes are third level nodes in the tree hierarchy and appear under the Parent node.
- Nodes at the same level are considered Sibling nodes.

Section 2 - Tree Viewer

Working with Tree Viewer

Objectives

After completing this section you will be able to:

- View a Tree using Tree Viewer
- Apply the Tree Viewer display, print and email options

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- Use the Navigation Bar in Tree Viewer

Outline

Working with Tree Viewer

- Viewing a Tree using Tree Viewer

Lesson 1 - Tree Viewer

Tree Viewer is a read-only usage of CAPPS Tree Manager. The following actions are available when displaying trees in Tree Viewer:

The primary actions available in Tree Viewer are:

- **Close** – Closes the tree or branch and displays the Search page.
- **Display Options** – Changes the way trees appear on the page.
- **Print Format** – Formats all or part of the tree so that it can be printed by using your browser's print function. Also prints the open branch of branched trees.

Lesson 1 - Exercise

View a Tree

- Scenario 1: Search for an existing tree to view using Tree Viewer

[View the Exercise.](#) After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 3 - Tree Manager

Working with Tree Manager

Objectives

After completing this section you will be able to:

- View a Tree using Tree Manager
- Create a Tree using Tree Manager

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- Modify a Tree using Tree Manager

Outline

1. Viewing a Tree Using Tree Manager
2. Creating a Tree Using Tree Manager
3. Modifying a Tree Using Tree Manager

Lesson 1 - View a Tree Using Tree Manager

- CAPPS Tree Manager enables you to search and view a tree.
- View the Tree definitions.
- View the options to save a modified tree.

Lesson 1 - Exercise

View a Tree Using Tree Manager

- **Scenario 1:** Search for an existing tree to view using Tree Manager

[View the Exercise.](#) After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Lesson 2 – Creating a tree involves several components

- Tree structure
- Tree Name and key values
- Identify levels and nodes

Lesson 2 - Exercise

Creating a Tree

- **Scenario 1:** Create a new tree using Tree Manager

[View the Exercise.](#) After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Lesson 3 - Modifying a Tree using Tree Manager

- Understand the Tree 'check-out' and 'release' process.
- Add children and siblings nodes to a winter and summer tree.
- Delete a tree node.

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- Rename a summer tree node.
- Remove a tree node.

Lesson 3 - Exercise

Modifying a Tree Using Tree Manager

- **Scenario 1:** Modify a tree to add, delete and update nodes

[View the Exercise.](#) After completing the exercise, close the browser tab and return to the course.

Section 4 - Tree Structures

Working with Tree Structures

Objectives

After completing this section you will be able to:

- Describe a Detail-Value Tree structure
- Identify a Node-Oriented Tree Structure
- Differentiate between a Summer and Winter Tree structure

Outline

1. Viewing a Tree Structure
2. Creating a Tree Structure

Lesson 1 - Viewing a Tree Structure

- Understand the navigation to view a tree structure
- Viewing the components of a tree structure

Lesson 1- Exercise

Viewing a Tree Structure

- **Scenario 1:** View the components of a Tree Structure

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[View the Exercise](#). After completing the exercise, close the browser tab and return to the course.

Lesson 2 - Creating Tree Structure

- Understand steps to create a tree
- Specify the pages and record definitions that CAPPS Tree Manager uses to store data about the parts of a tree.

Lesson 2 - Exercise

Creating a Tree Structure

- **Scenario 1:** Creating a Tree Structure for a Fund Detail Tree

[View the Exercise](#). After completing the exercise, close the browser tab and return to the course.

Section 5 - Tree Utilities

Working with Tree Utilities

Objectives

- Copy and delete an existing Tree or tree structure.
- Audit an existing Tree for validation.
- Viewing an existing Tree from the Tree Utilities page.
- Apply the steps to export a tree and tree structures.
- Repair a Tree through the Tree Audit utility.

Outline

1. Copying, Deleting, Auditing and Viewing a Tree
2. Exporting and Importing a Tree
3. Repairing a Tree

Lesson 1 - Copying, Deleting, Auditing and Viewing a Tree

Understanding these utilities to maintain trees:

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- Copy
- Deleting
- Auditing

Lesson 1 - Exercise

Copy, Delete, Audit and View a Tree

- **Scenario 1:** Use the Copy, Delete, Audit Tree Utilities

[View the Exercise](#). After completing the exercise, close the browser tab and return to the course.

Lesson 2 - Export/Import a Tree

Exporting and importing trees may be used for tree setup. A tree may be created in UAT, and then exported to Production; or vice versa.

Lesson 2 - Exercise

Export and Import a Tree

- **Scenario 1:** Setup a Tree for Export and Import

[View the Exercise](#). After completing the exercise, close the browser tab and return to the course.

Lesson 3 - Repairing a Tree

Tree repairs should be performed on trees that are having problems or have had major changes made to them.

Lesson 3 - Exercise

Repair a Tree

- **Scenario 1:** Repair a Tree

[View the Exercise](#). After completing the exercise, close the browser tab and return to the course.

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Section 6 - TX Tree Auditor

Working with TX Tree Auditor

Objectives

After completing this section you will be able to:

- Recognize audit types performed by TX Tree Auditor.
- Perform an audit process for tree creation and maintenance.

Lesson 1 - TX Tree Auditor

Audit Types

There are three types of audits performed by the TX Tree Auditor include:

- Detail Values
- Node Audit
- Structure Audit

The detail of these types is noted below by Audit Type, Checks For and Purpose.

Detail Value

Audit Type: Detail Value

Checks For: Orphan Tree leaves

Purpose: Lists detail values that refer to an invalid tree node number

Audit Type: Detail Value

Checks For: Detail values not found in the tree

Purpose: Lists any detail values that are found in application table but are not defined in the tree. This audit is only performed if the All Detail Values option on the tree's Definition and Properties page is selected.

Audit Type: Detail Value

Checks For: Duplicate detail values

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Purpose: Lists any detail values that are defined more than once in the tree. This audit is only performed if the Allow Duplicate Detail Values option on the Definition and Properties page of tree is cleared.

Audit Type: Detail Value

Checks For: Detail values with overlapping ranges

Purpose: Lists detail values that are defined as a range of values that overlap another detail value's range of values. This audit is only performed if the Allow Duplicate Detail Values option on the tree's Definition and Properties page is cleared.

Audit Type: Detail Value

Checks For: Nodes with no child nodes or detail values specified

Purpose: Lists any nodes that do not have any detail values or child nodes defined. This audit is performed for detail vales trees only.

Audit Type: Detail Value

Checks For: Nodes with no child nodes or detail values specified

Purpose: Lists any nodes that do not have any detail values or child nodes defined. This audit is performed for detail vales trees only.

Node Audit

Audit Type: Node Audit

Checks For: Nodes without a parent

Purpose: Lists tree nodes that refer to an invalid tree node number

Audit Type: Node Audit

Checks For: Tree node numbers that are greater than end numbers

Purpose: Lists tree nodes with end number greater than the node number

Audit Type: Node Audit

Checks For: Tree nodes end numbers that are greater than the end number of parent

Purpose: Lists tree nodes with end numbers greater than the parent node's end number

Audit Type: Node Audit

Checks For: Tree nodes with overlapping ranges

Purpose: Lists tree nodes whose node number and ending node number overlaps with another range of node numbers. Note: When this occurs the tree is corrupted.

Audit Type: Node Audit

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Checks For: Node level numbers that are less than the parent node's level number.
Purpose: Lists any tree node with level numbers less than the level number of parent.

Structure Audit

Audit Type: Structure Audit

Checks For: A level record name in the Tree Structure table that does not exist in Record Definition table.

Purpose: Lists tree structures that reference an invalid record name for the tree level application data.

Audit Type: Structure Audit

Checks For: A node record name in the Tree Structure table that does not exist in Record Definition table.

Purpose: Lists tree structures that reference an invalid record name for the tree node application data.

Audit Type: Structure Audit

Checks For: A detail record name in the Tree Structure table that does not exist in Record Definition table.

Purpose: Lists tree structures that reference an invalid record name for the tree detail values application data.

Audit Type: Structure Audit

Checks For: A missing tree structure record

Purpose: Lists any trees that refer to a tree structure that is not found in the Tree Structure table.

Lesson 1 - Exercise

Auditing a Tree using TX Tree Auditor

- **Scenario 1:** Run a tree audit using TX Tree Auditor

[View the Exercise](#). After completing the exercise, close the browser tab and return to the course.

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Section 7 - Review

Important Takeaways

- In the most basic type of tree, the lowest level – that is, the level farthest to the right in the tree – holds detail values. The next level is made up of tree nodes that group together the detail values, and each subsequent level defines a higher-level grouping of the tree nodes.
- The node-oriented tree contains valid ChartField values only.
- The spring tree has nodes and details defined in ChartField tables.
- The summer tree has Details defined in the ChartField tables but the Nodes can be name based on the business or reporting requirements.
- The winter tree is a node-oriented tree that does not use detail values (leaves).
- Tree nodes represent roll-up points for detail values.

Section 7 - Course Summary

Congratulations, you have completed this course. You learned the following regarding CAPPS Tree Manager:

- How to describe the functionality of Tree Manager
- How to view a Tree using Tree Viewer
- How to work with Tree Manager
- How to create Tree Structures
- How to work with Tree Utilities
- How to execute TX Tree Auditor

You are now ready to move on to your next course, see you there!

Section 7 - Congratulations

I hope you enjoyed your training!

This course is almost complete.

It's now time to review what you've learned in this course.

Section 7 - Knowledge Check

Next you will be presented with a series of questions covering important things to remember from this Commitment Control course.

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[Knowledge Check](#)

To begin select the Knowledge Check link. After completing the knowledge check, close the browser tab and return to the course.

This completes the course. See you next time!