

A banner with a green and blue abstract background featuring glowing lines and particles. The text "CAPPS Financials" is in white and "End-User Training (EUT)" is in dark red.

CAPPS Financials

End-User Training (EUT)

EUT Course - 210
Tree Manager Functionality

PeopleSoft Version 9.2
Version 1 – September 2015

Table of Contents

Tree Manager Functionality 9.2	1
Section 2 - Working with Tree Viewer	1
Viewing a Tree Using Tree Viewer	1
Section 3 - Working with Tree Manager.....	10
Viewing a Tree Using Tree Manager	11
Creating a Tree Using Tree Manager	31
Modifying a Tree Using Tree Manager.....	59
Section 4 - Working with Tree Structures	74
Viewing a Tree Structure	74
Creating a Tree Structure	82
Section 5 - Working with Tree Utilities.....	94
Copying, Deleting, Auditing and Viewing a Tree.....	94
Exporting and Importing a Tree	100
Repairing a Tree.....	106
Section 6 - Working with Tree Auditor.....	118
Auditing a Tree using TX Tree Auditor.....	118

Tree Manager Functionality 9.2

CAPPS Tree Manager is used to view, modify, delete and audit trees. Trees are used to store hierarchical data such as SetID, Chart of Accounts, report data etc. Trees represent hierarchical data graphically. Other parts of the system can use the trees that you have defined for hierarchical information — for reports, ChartField combination editing, OLAP, summary ledgers, or security. You may update trees with specifically-designed tools, and your changes are then automatically applied throughout the system.

Section 2 - Working with Tree Viewer

Section 2 - Working with Tree Viewer

Tree Viewer is a read-only usage of CAPPS Tree Manager. It provides security administrators with an easy way to limit designated users to read-only access for all trees.

Viewing a Tree Using Tree Viewer

Section 2, Lesson 1 Exercise - Scenario: View an existing tree using Tree Viewer

The actions available in Tree Viewer are Display Options, Print Format, and Close. The Navigation options are the same as in Tree Manager.

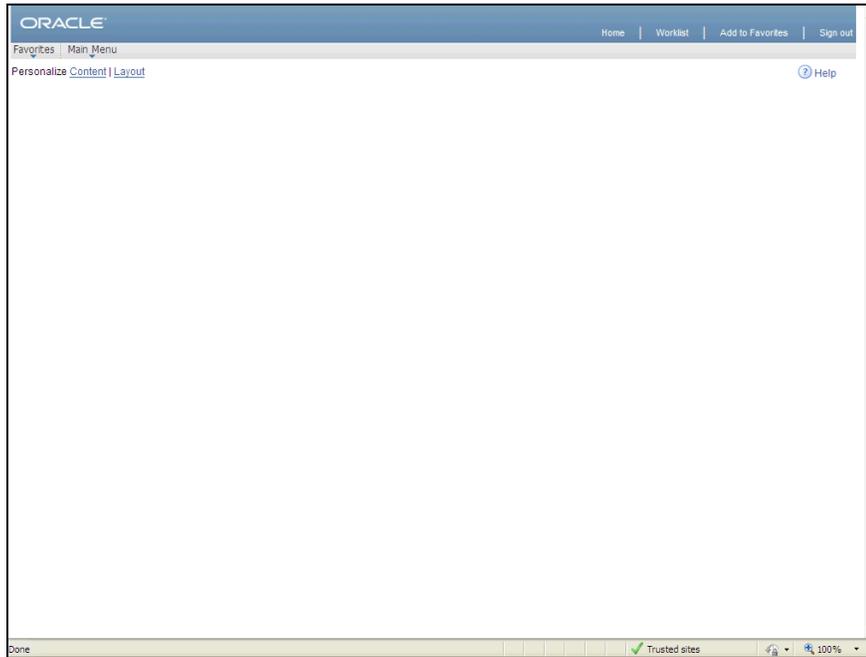
The following icons are available when displaying trees in Tree Viewer:

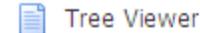
-  - Collapse Node: Click to close a node with its contents not showing.
-  - Expand Node: Click to expand a node with its contents showing all lower levels of the hierarchy.
-  - Terminal Node: Represents a node that has no children.
-  - Branch Node: Represents a node that has been branched.
-  - Detail Value or Leaf (detail/summary trees only): Represents an individual field value attached to a node at the end
-  - Expand Node Hierarchy: Expands all child objects.

Procedure

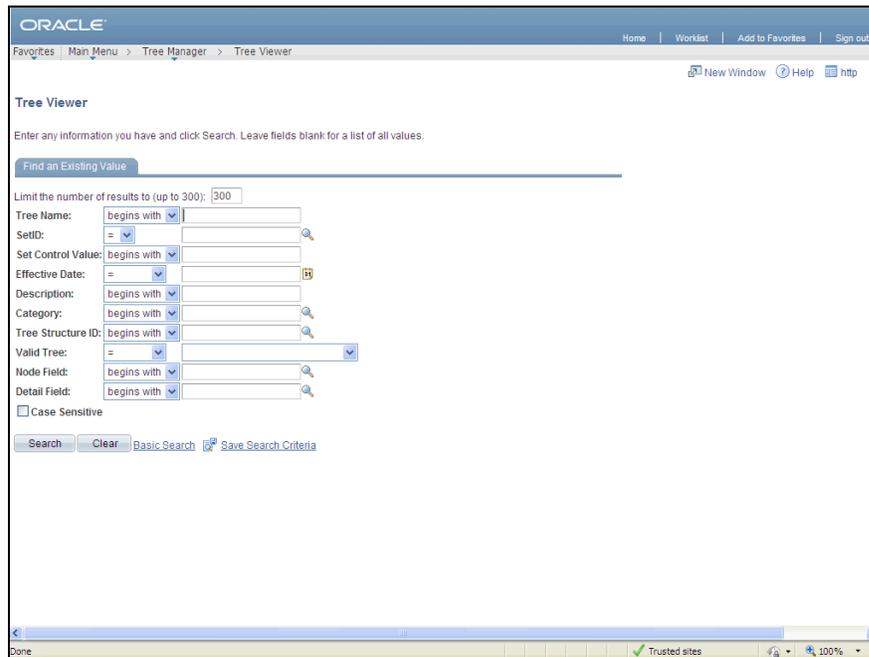
In this lesson you will:

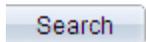
- Search for and view a tree
- Customize your display options
- View how to email tree comments to a designated recipient

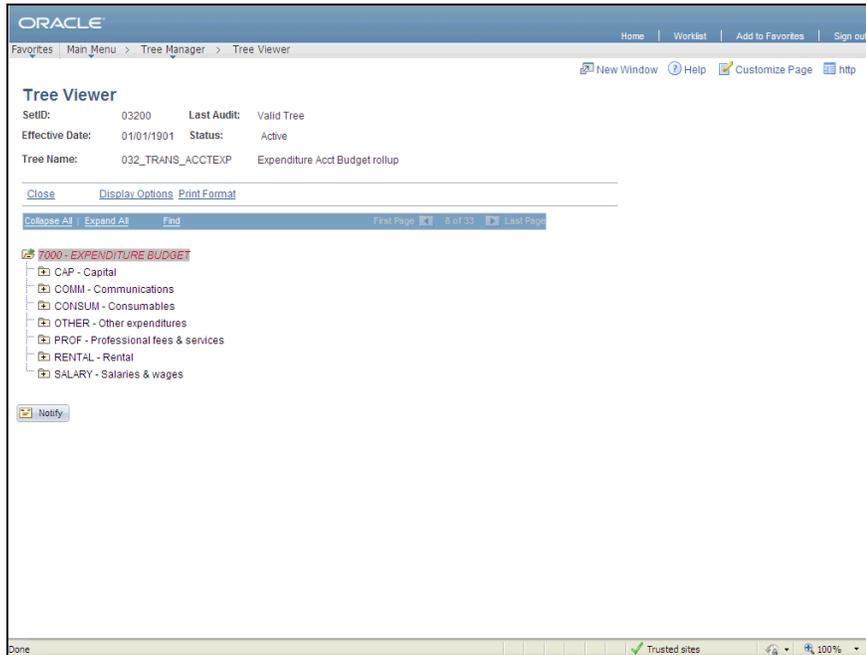


Step	Action
1.	Click the Main Menu button. 
2.	Click the Scroll Down button. 
3.	Click the Tree Manager menu. 
4.	Click the Tree Viewer menu. 

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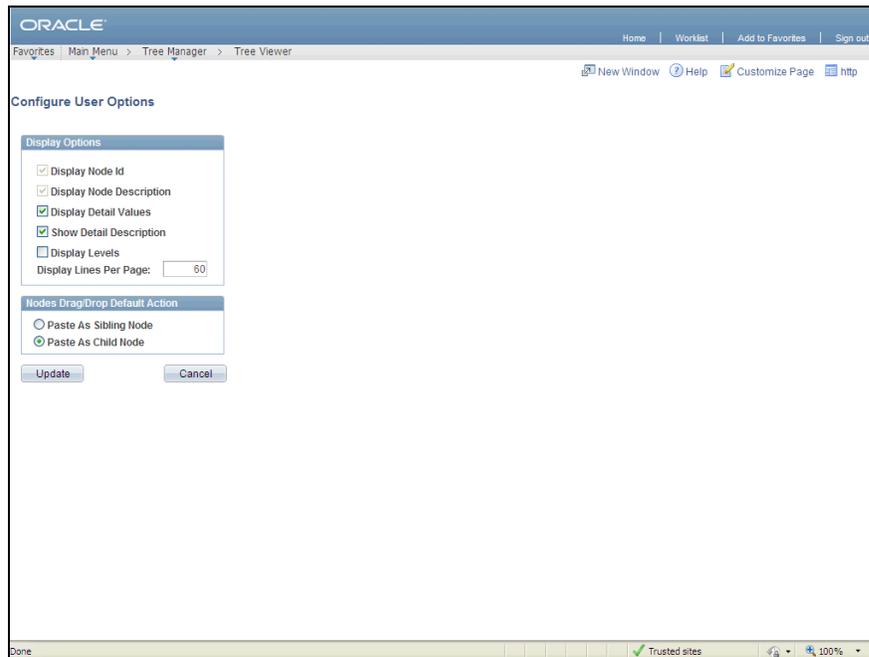


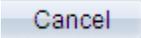
Step	Action
5.	<p>You are required to enter or look up a SetID in CAPPS Tree Viewer to search for an existing tree.</p> <p>Click the Look up SetID (Alt+5) button.</p> 
6.	<p>Click the 03200 link.</p> <p>03200 Texas Baseline Agency 032</p>
7.	<p>Click the Search button.</p> 
8.	<p>Notice the Search Results display all Trees with a SetID of "03200".</p>
9.	<p>Click the 032_TRANS_ACCTEXP link.</p>

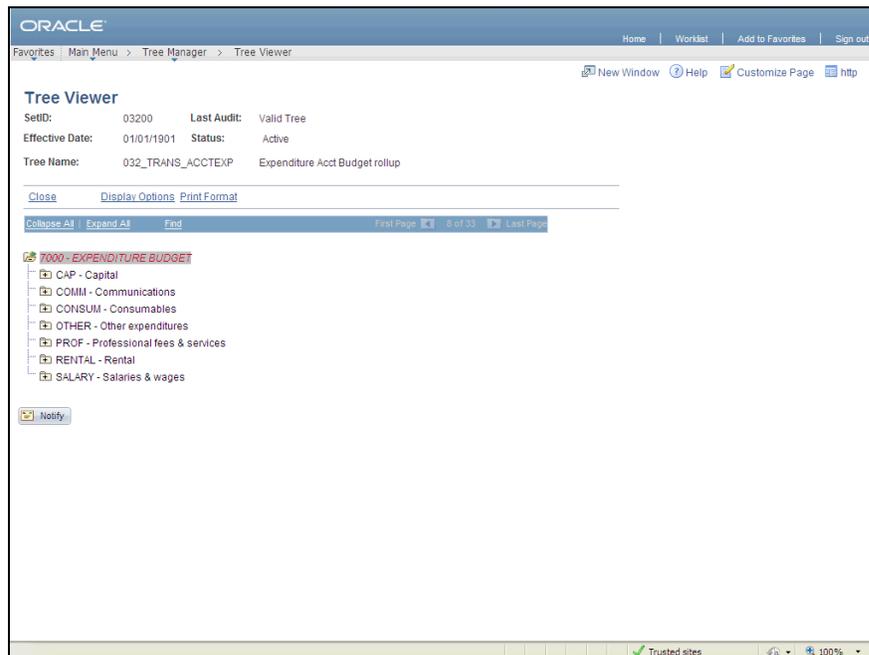


Step	Action
10.	<p>There are three actions available in Tree Viewer:</p> <ul style="list-style-type: none"> - Display Options - Print Format - Close <p>Click the Display Options link.</p> <p>Display Options</p>
11.	<p>The Configure User Options page enables you to select the display options in a tree: Display Node ID, Display Node Description, Display Detail Values and Show Detail Descriptions.</p> <p>The Display Levels option is not available if levels are not used. The default number of lines per page is 60 but can be altered to the user's choice. Do not select more than 300 lines per page since this may impede performance.</p>
12.	<p>The Nodes Drag/Drop Default Action section enables you to set the default action for dragging and dropping nodes.</p> <p>The default selection is Paste As Child Node.</p>

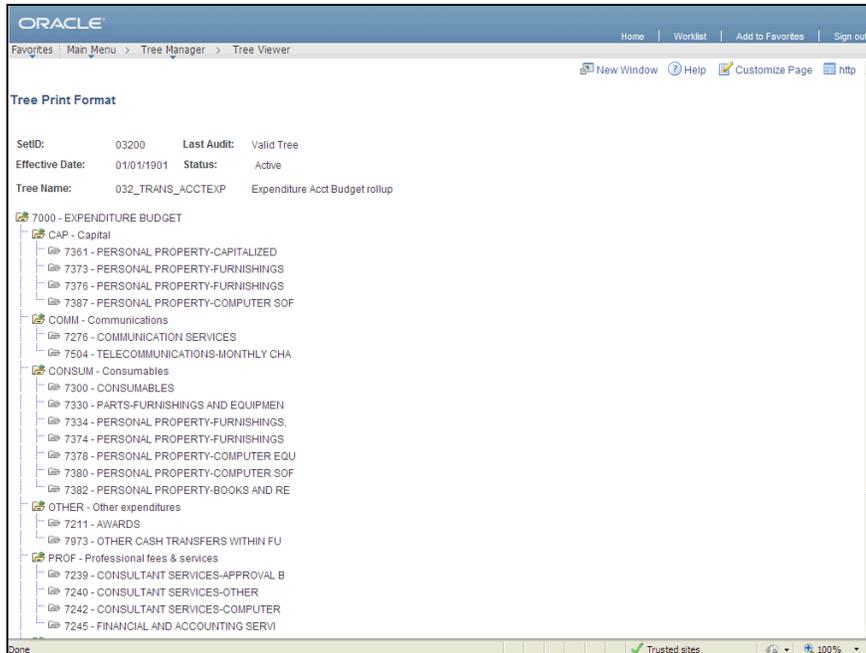
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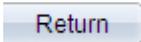


Step	Action
13.	Click the Cancel button to return to the previous screen. 



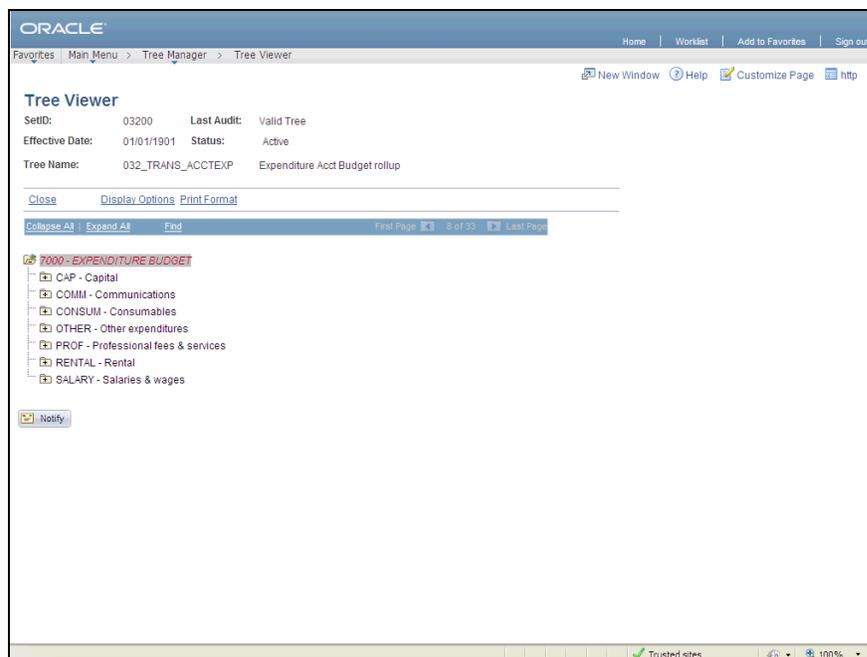
Step	Action
14.	Click the Print Format link. Print Format
15.	After you click the Print Format link, the Tree will display in it's fully expanded format.



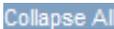
Step	Action
16.	To print the tree on the Tree Print Format page, right-click on the mouse and follow the prompts to print. In this case, click the down arrow on the vertical scrollbar to display the Return button.
17.	To return to the Tree Viewer page, click the Return button. 
18.	You can perform additional actions on the selected tree by using the links and images on the blue horizontal navigation bar.

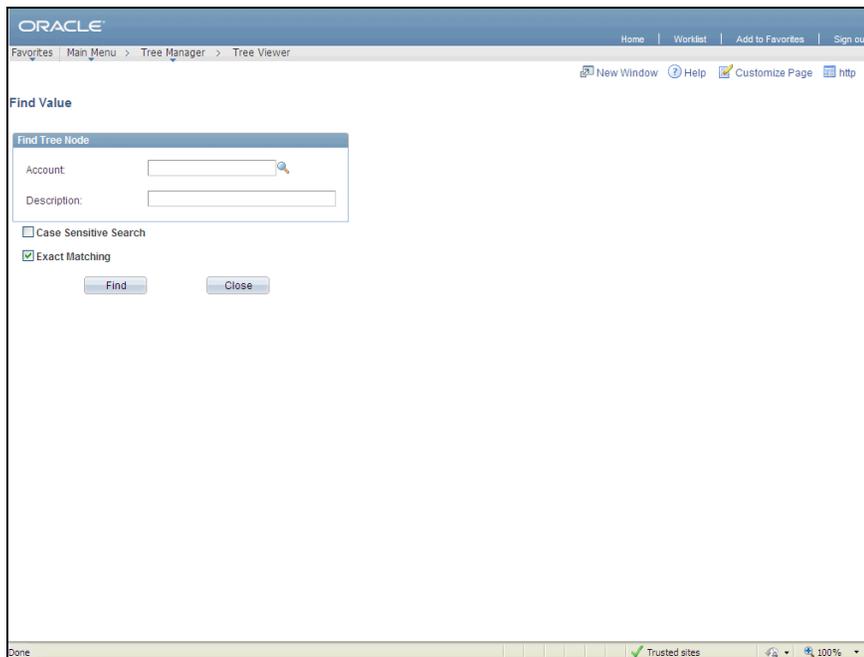
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Step	Action
19.	<p>CAPPS trees present data in a parent/child hierarchical relationship.</p> <p>The highest level of the hierarchy is the root node. The root node in this example is 7000 - EXPENDITURE BUDGET.</p> <p>A node represents a specific value in the Chart of Accounts tables. In this example, 7000 is a value from the GL_ACCOUNT_TBL.</p>
20.	Listed beneath the root node are parents or second level nodes (e.g CAP, COMM etc).



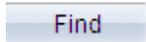
Step	Action
21.	<p>Click the Expand All link to view the second level nodes.</p> <p>Expand All</p>
22.	<p>Notice the entire tree has been expanded.</p> <p>The open yellow folders indicate a node that has been expanded and is showing child nodes or detail values. The gray folders indicate a node that has neither child nodes or detail values.</p>

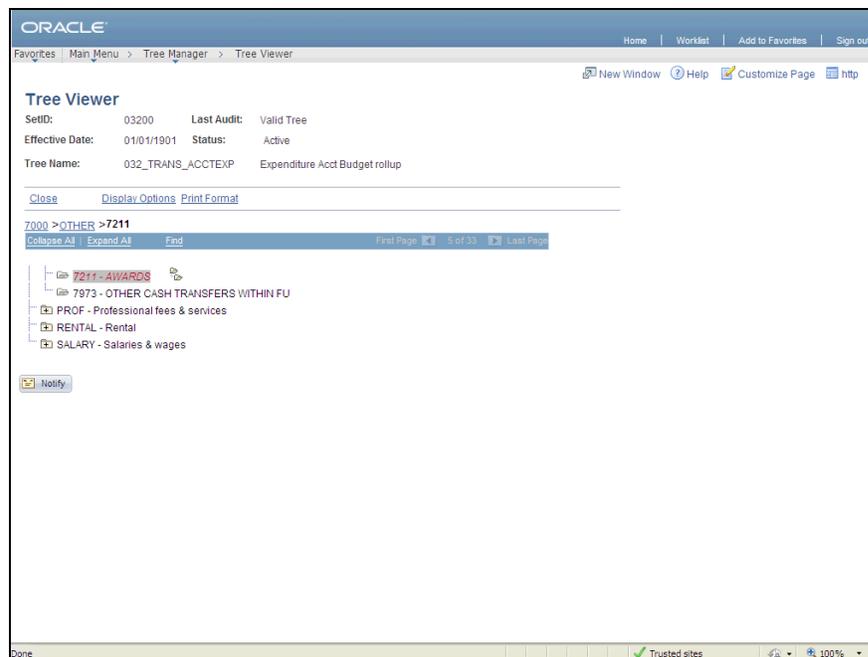
Step	Action
23.	<p>The Chart of Account entries:</p> <p>7361 - PERSONAL PROPERTY-CAPITALIZED 7373 - PERSONAL PROPERTY-FURNISHINGS 7376 - PERSONAL PROPERTY-FURNISHINGS 7387 - PERSONAL PROPERTY-COMPUTER SOF are considered child nodes under the parent or second level node CAP - CAPITAL.</p> <p>Nodes at the same level are considered siblings (e.g. 7361, 7373, 7376, 7387.)</p>
24.	Click the down arrow on the vertical scrollbar to display the rest of the tree.
25.	<p>Click the Collapse All link.</p> 
26.	<p>To search for a specific node, click the Find link.</p> 

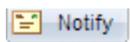


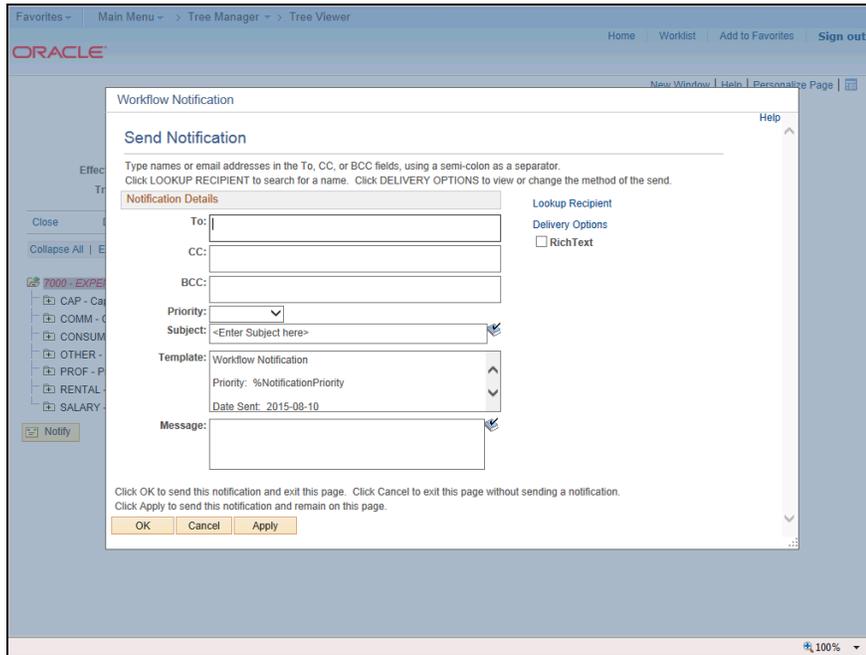
Step	Action
27.	<p>Click the Look up Tree Node (Alt+5) button.</p> 
28.	This Look Up will search the GL_ACCOUNT_TBL for the Account information.

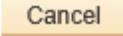
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Step	Action
29.	Click the 7211 link. 
30.	Click the Find button. 
31.	Notice the 7211 - AWARDS node is displayed.
32.	The Notify button is used to email your comments about the tree to your colleagues, as needed.



Step	Action
33.	Click the Notify button. 
34.	A Workflow Notification page display to enable you to send an email notification regarding the tree.



Step	Action
35.	Click the Cancel button. 
36.	Congratulations! You have successfully completed this lesson. End of Procedure.

Section 3 - Working with Tree Manager

Section 3 - Working with Tree Manager

Tree Manager enable you to view, create and modify trees used in CAPPS applications.

The most commonly used tree structures in CAPPS Tree Manager are defined as Detail-Value or Node-Oriented:

- **Detail-Value Trees** - 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. This kind of tree is called a detail tree. In a detail tree, the lowest level in the hierarchy consists of the detail values, which are represented by leaves; (these trees are sometimes called *summer trees*.)
- **Node-Oriented Trees** have no leaves, and are sometimes called *winter trees*. Each node is a valid ChartField value.

Viewing a Tree Using Tree Manager

Section 2, Lesson 1 Exercise - Scenario: Viewing navigation using Tree Manager

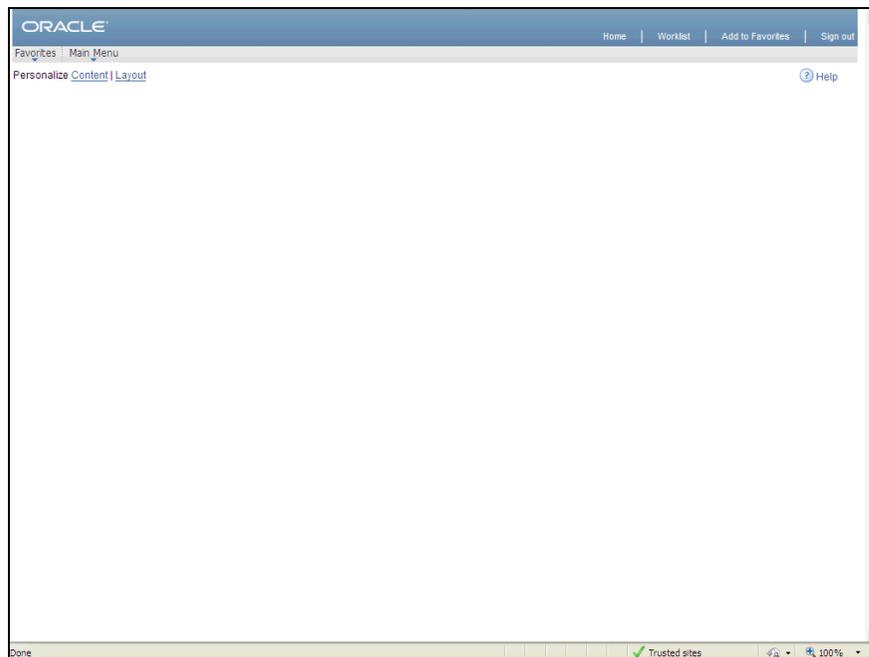
Using Tree Manager to view Trees provides additional options on the navigation bar to:

- **Save As** a different name
- View **Tree Definitions** and
- **Export to PDF**

This lesson will also view the difference between the Summer and Winter detail trees.

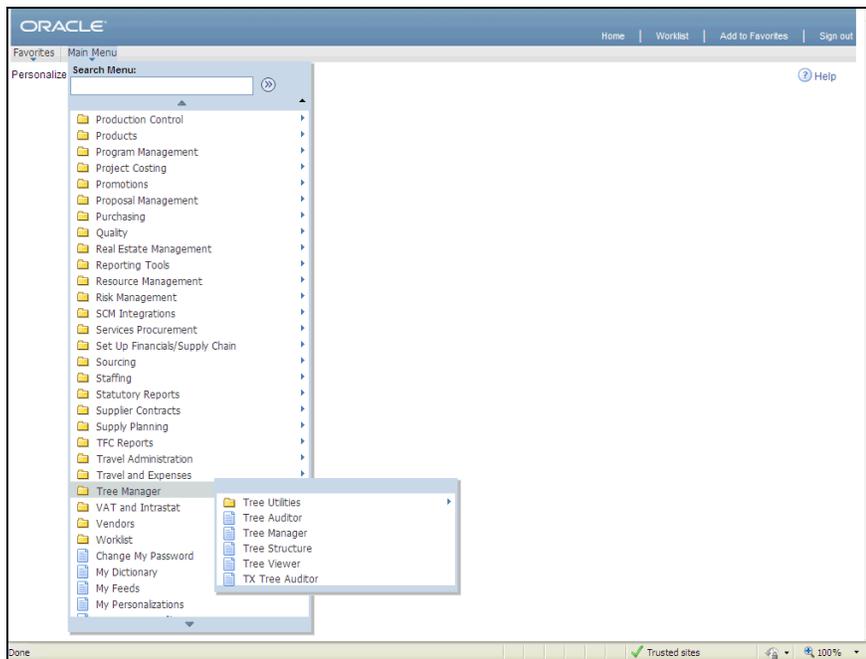
Procedure

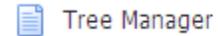
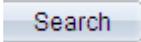
In this lesson, you will view a Node-Oriented (winter) tree and a Detailed-Value (summer) tree using the Tree Manager and learn how to use the navigation bar.



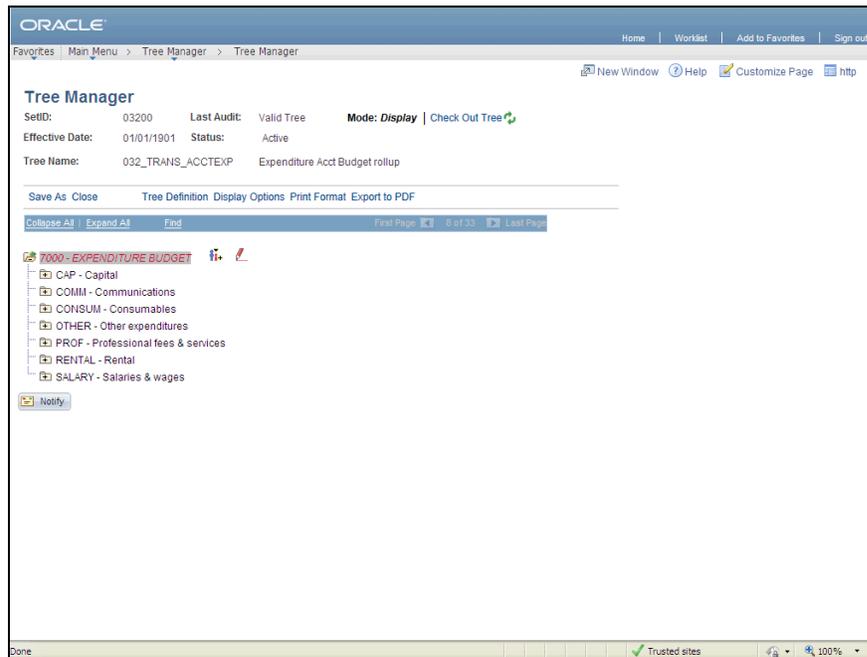
Step	Action
1.	Click the Main Menu button to navigate to the Tree Manager menu. 

Step	Action
2.	Click the Scroll Down button. 
3.	Click the Tree Manager menu. 

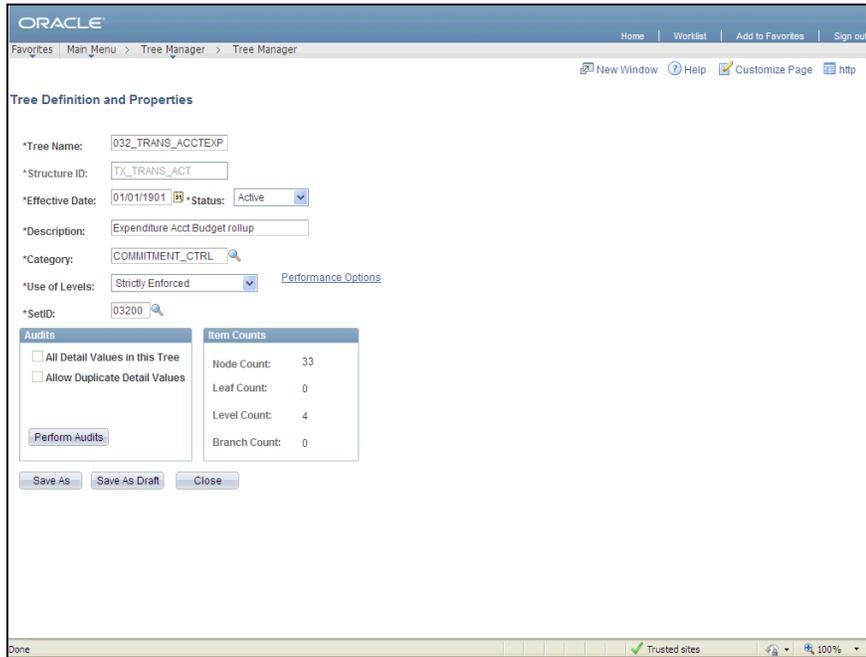


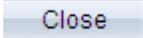
Step	Action
4.	Click the Tree Manager link. 
5.	If you have performed a previous search it will default to the Tree Name and SetID fields. If not, enter the appropriate values.
6.	To display tree 032_TRANS_ACCTEXP, click the Search button. 
7.	Tree 032_TRANS_ACCTEXP is displayed.
8.	Notice that Save As is an option in Tree Manager since you may copy or modify a tree. Save As is not available in Tree Viewer since trees may only be displayed, not copied or modified.

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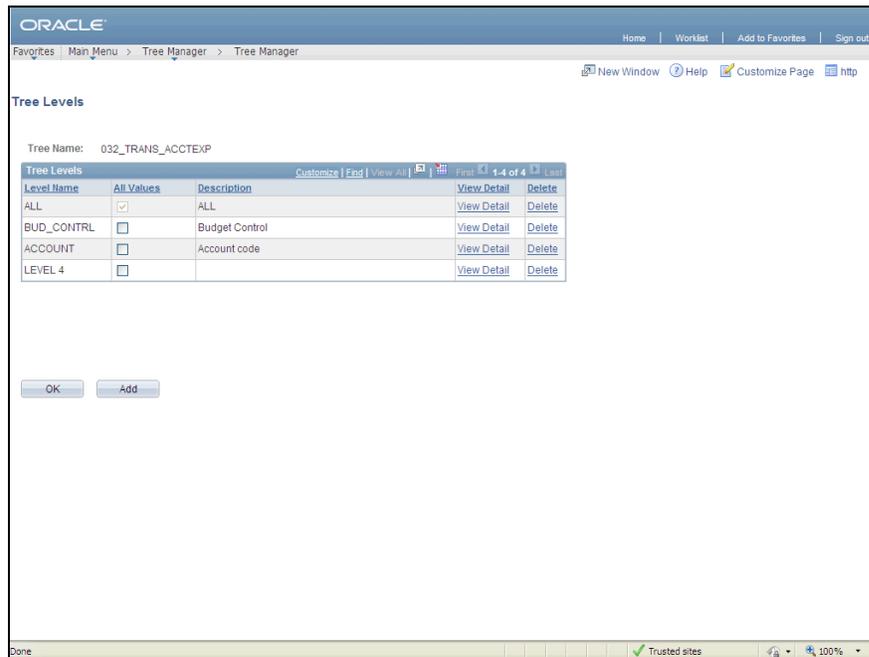


Step	Action
9.	<p>Tree Definition is an option that is only displayed on the Tree Manager page. This option specifies:</p> <ul style="list-style-type: none"> •Tree structure. •The tree name and key values. •How the tree handles detail values. •Whether the tree uses levels. <p>Click the Tree Definition link.</p> <p>Tree Definition</p>
10.	<p>The Tree Definition and Properties are displayed.</p> <p>These are defined when the tree is created. Some properties may be modified.</p>

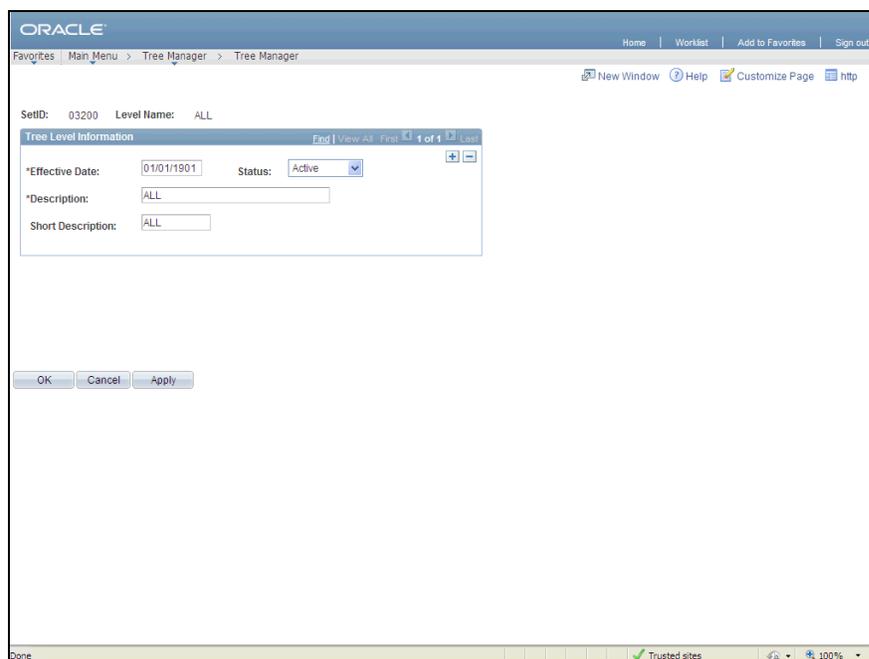


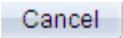
Step	Action
11.	Click the Close button. 
12.	Click the Status list to display a list of valid values. 
13.	Notice that Active and Inactive are the only two valid statuses.
14.	Click the Define Tree Levels link to display the Tree Levels. Define Tree Levels
15.	The Tree Levels page is used to add, delete, and modify tree-level information.

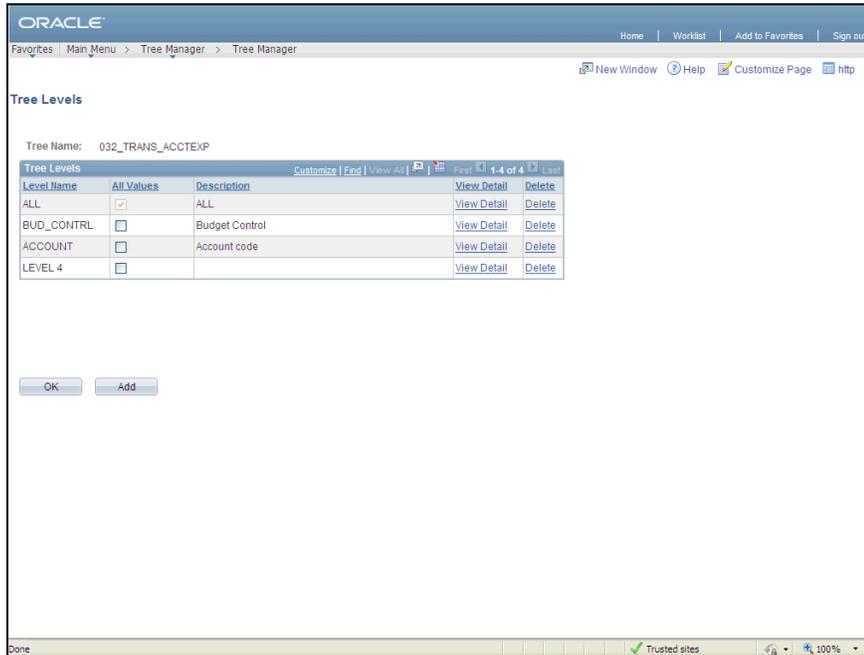
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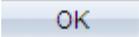


Step	Action
16.	To display more details on the All level, click the View Detail link. View Detail
17.	Details of the ALL Tree level are displayed.

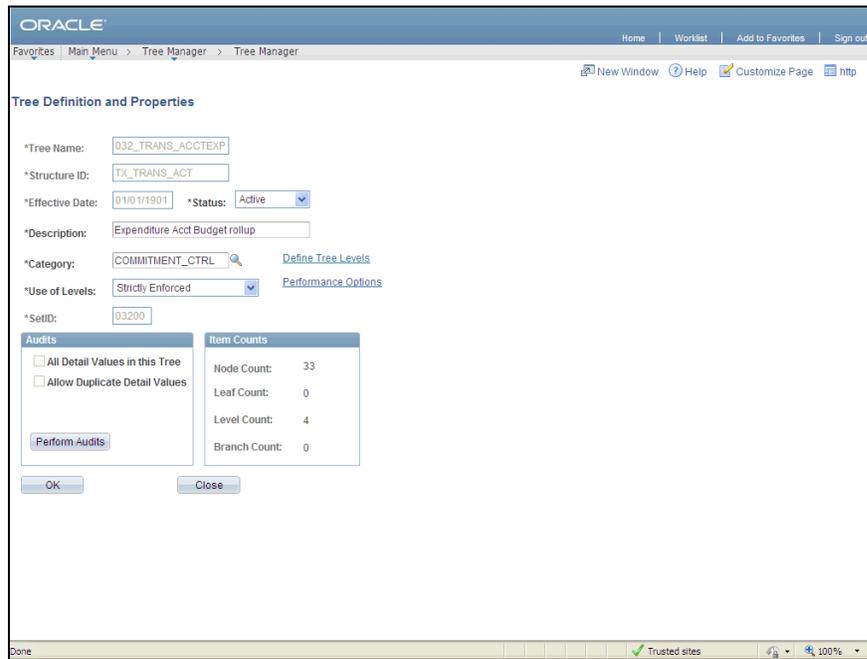


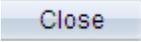
Step	Action
18.	Click the Cancel button. 

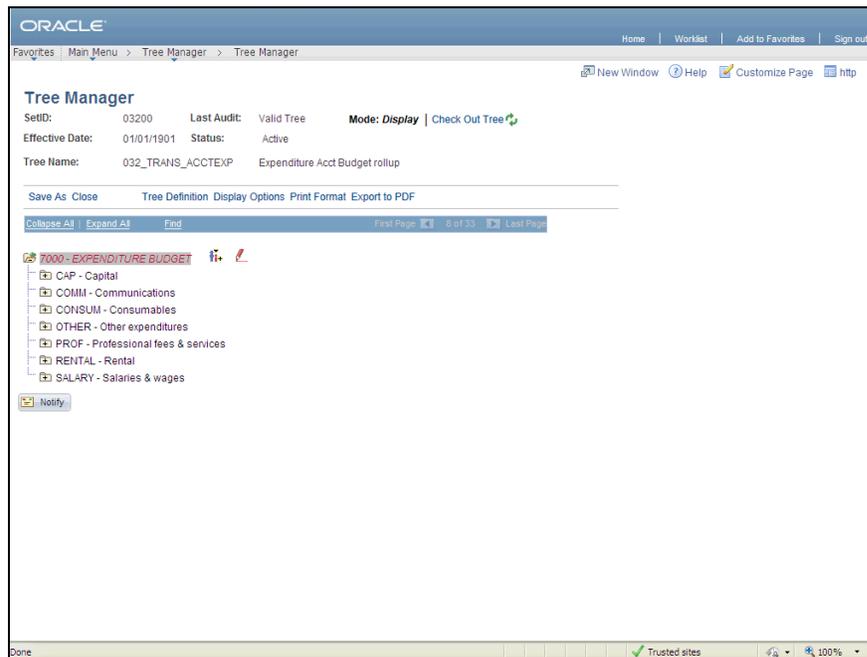


Step	Action
19.	Click the OK button to return to the Tree Definition and Properties page. 

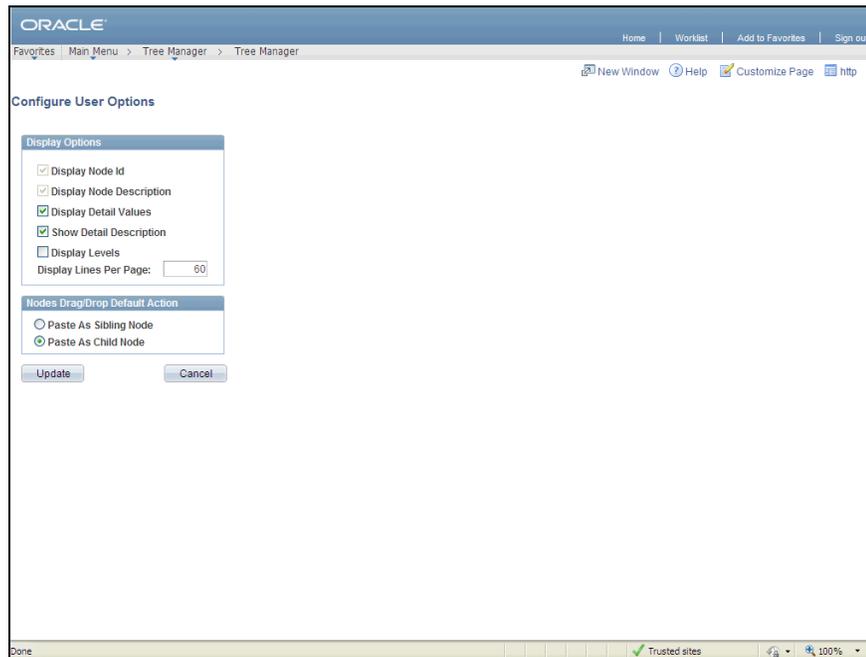
EUT Course

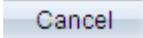


Step	Action
20.	Click the Close button to return to the Tree Manager page. 

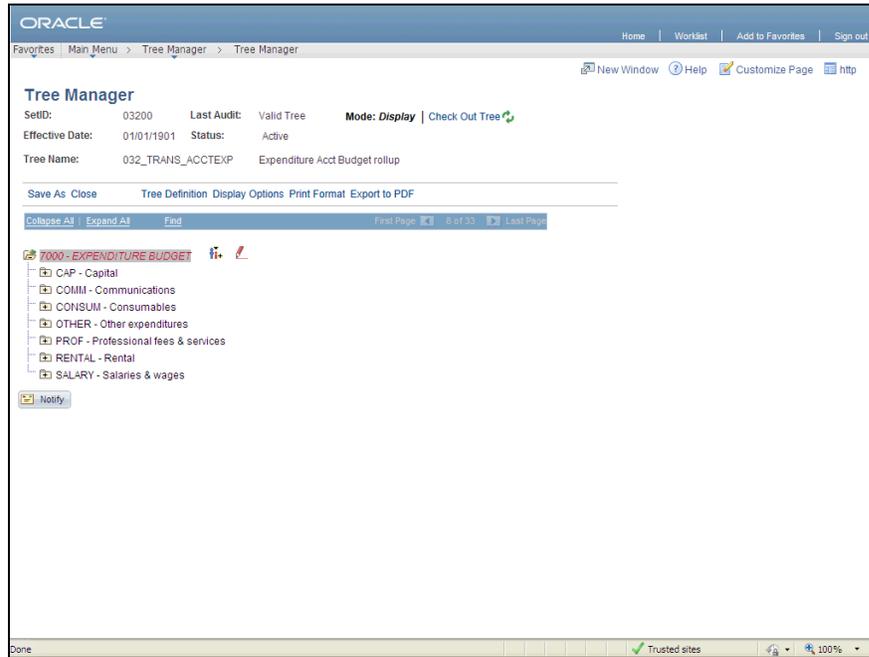


Step	Action
21.	Click the Display Options link to view the Configure User Options page. Display Options
22.	The Configure User Options page specifies what information appears on the Tree Manager page. In the Display Options section, you may turn the Display Detail Values and Show Detail Description on and off by using the check boxes.
23.	The Nodes Drag/Drop Default Action section enables you to set the default action for dragging and dropping nodes. The default selection is Paste As Child Node .

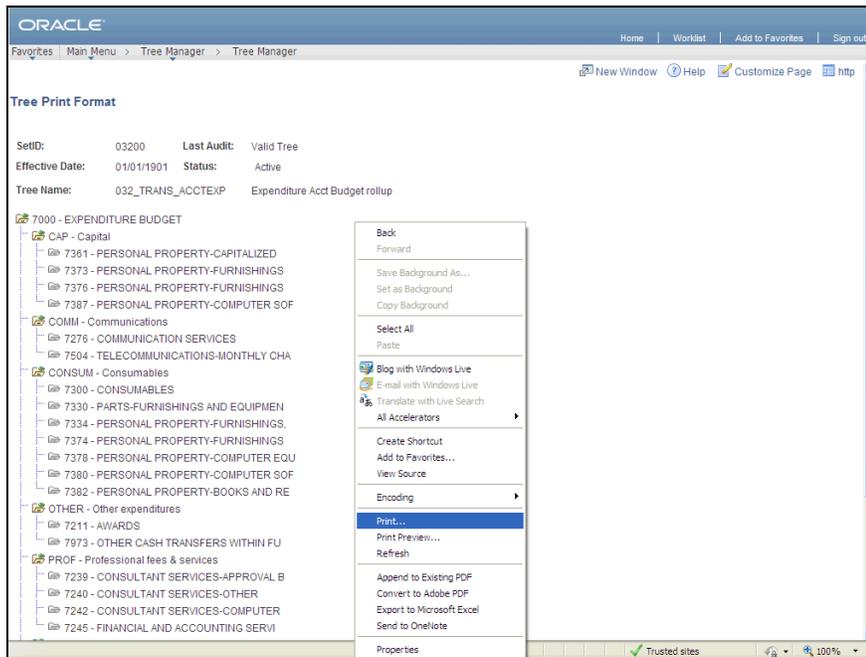


Step	Action
24.	Click the Cancel button to return to the Tree Manager page. 

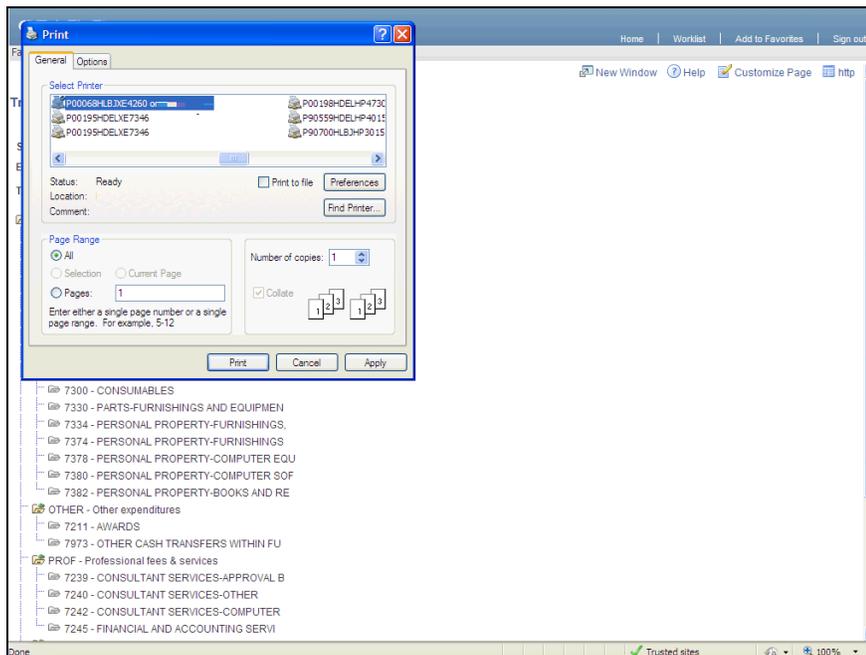
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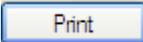
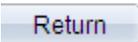
Step	Action
25.	Click the Print Format link. Print Format
26.	After you click the Print Format link, the Tree will display in it's fully expanded format. You must use the right-click on your mouse to display the print option.

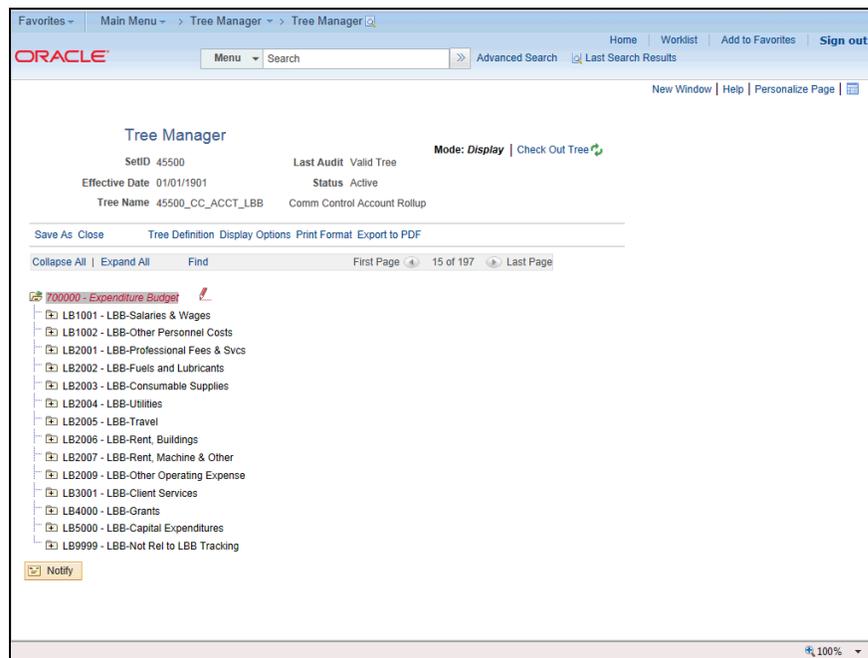


Step	Action
27.	Select the Print... menu. 

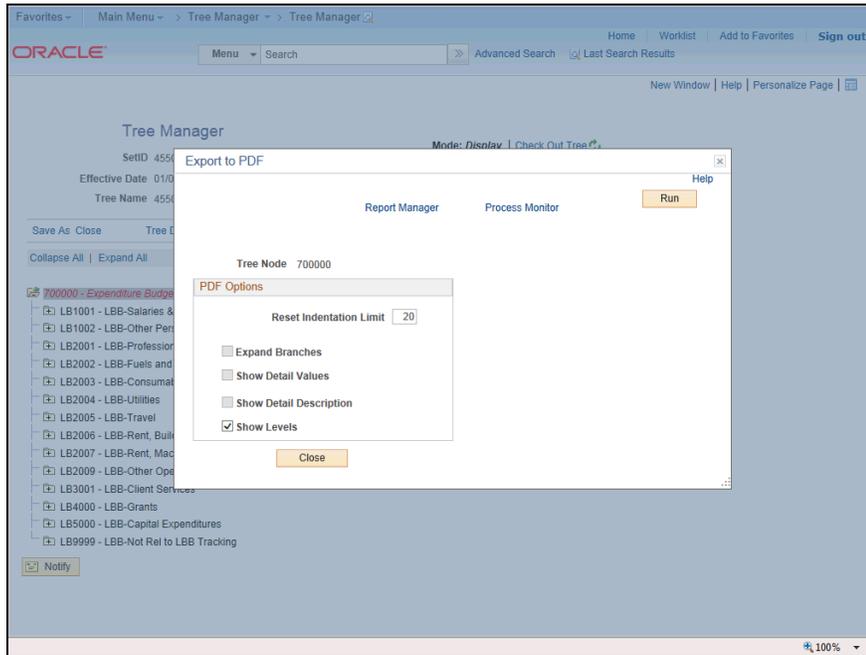


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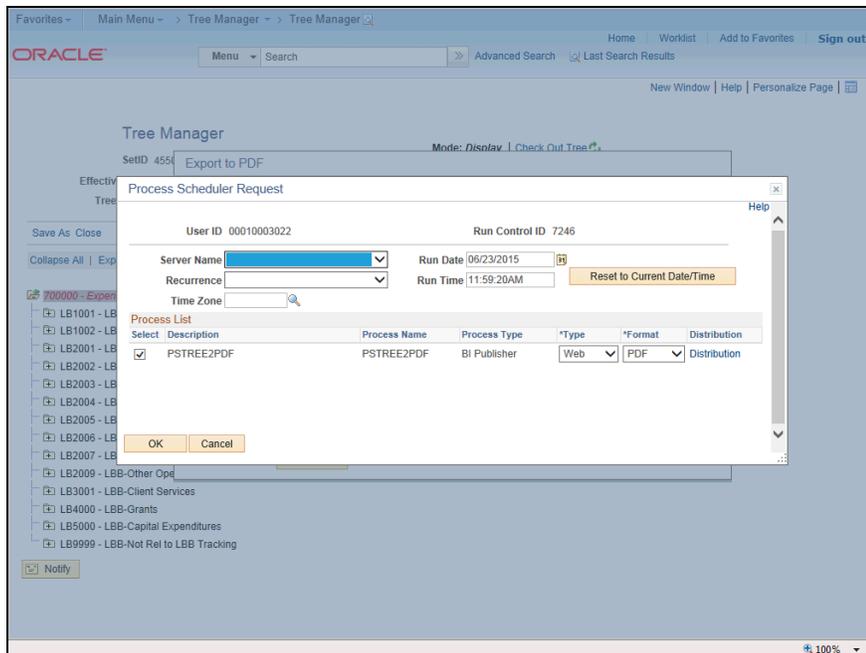
Step	Action
28.	Click the Print button. 
29.	Click the Return button to display the Tree Manager page. 

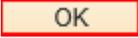


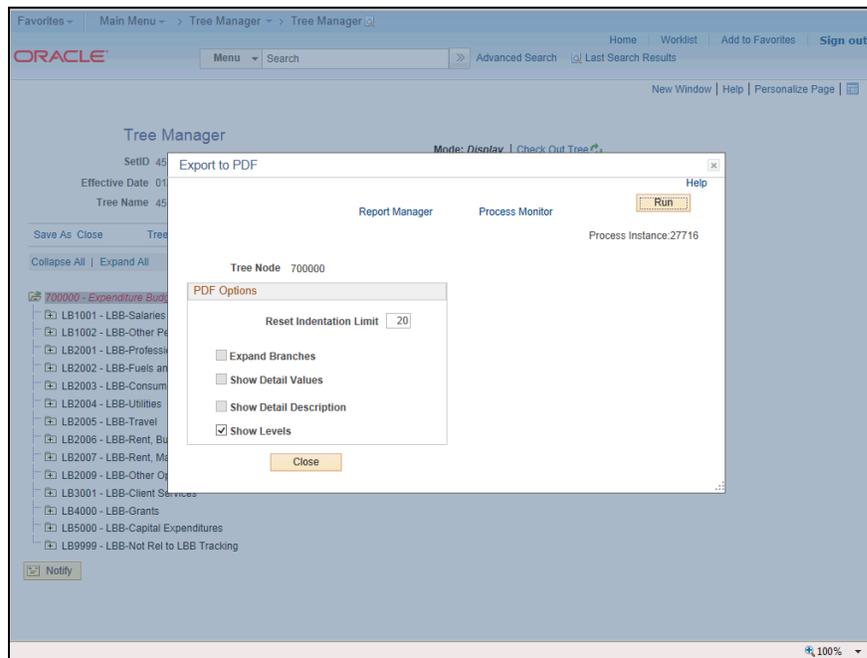
Step	Action
30.	Click the Export to PDF link. 
31.	The Export to PDF page is used to export part of a tree or an entire tree to a PDF file.
32.	When exporting a tree to PDF format, you can export the tree with or without expanded branches, detail values, detail descriptions, and level information



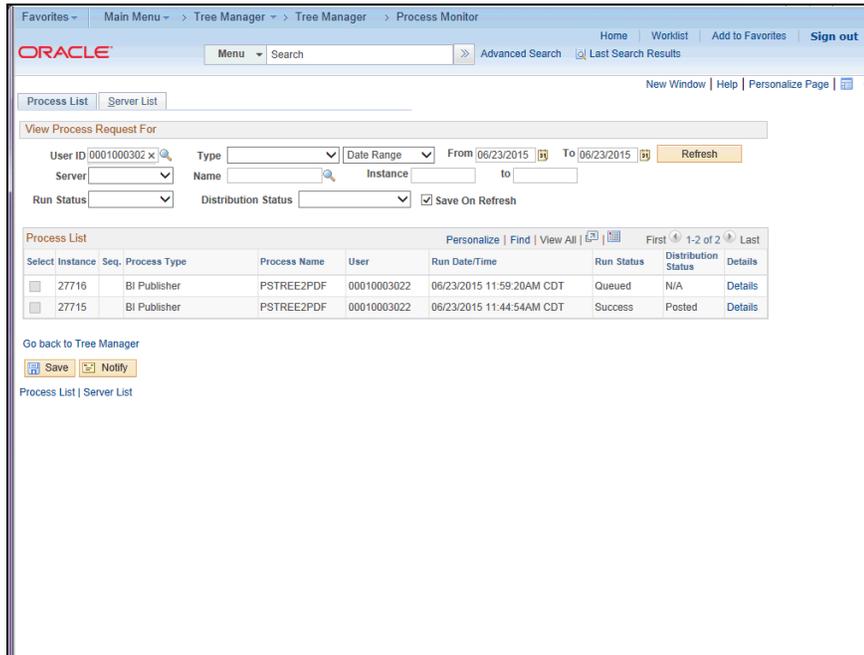
Step	Action
33.	Click the Run button. 
34.	The Process Scheduler Request page appears to display the report description, process name, process type and output format.



Step	Action
35.	Click the OK button. 
36.	Jot down the Process Instance number, in this lesson, 27716. This helps you identify the process to check its status.

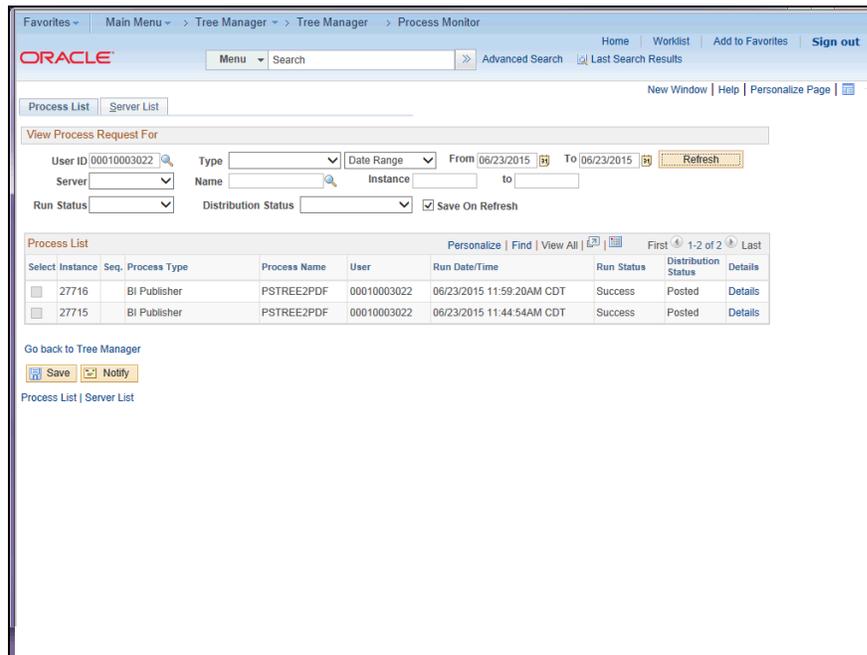


Step	Action
37.	To ensure the process is running, click the Process Monitor link. 
38.	Instance 27716 displays on the first line with a Run Status of "Queued" and a Distribution Status of "N/A".

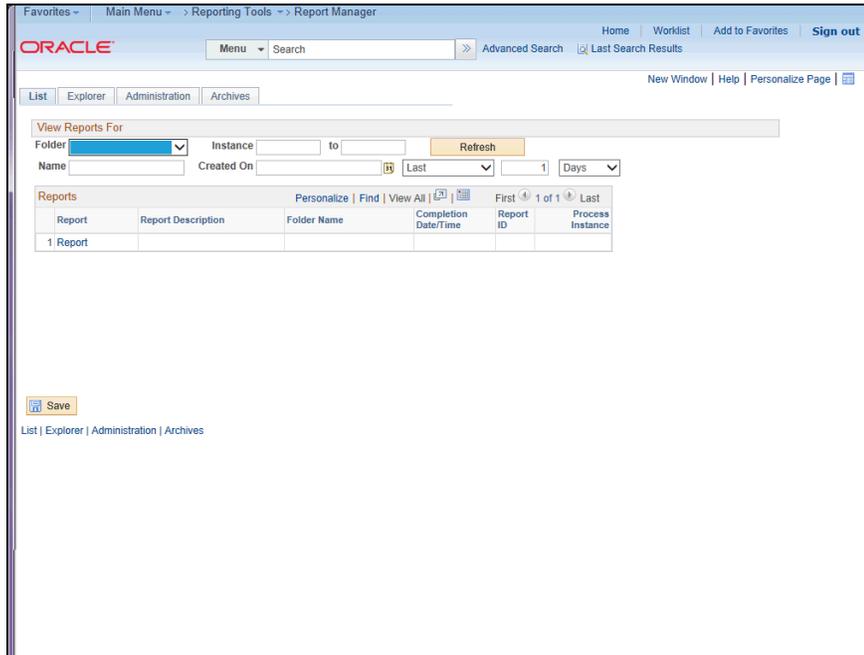


Step	Action
39.	<p>Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted".</p> <p>Click the Refresh button.</p> 
40.	<p>Click the Refresh button.</p> 
41.	<p>The Run Status is now 'Success' and the Distribution Status is 'Posted', the process ran successfully.</p>

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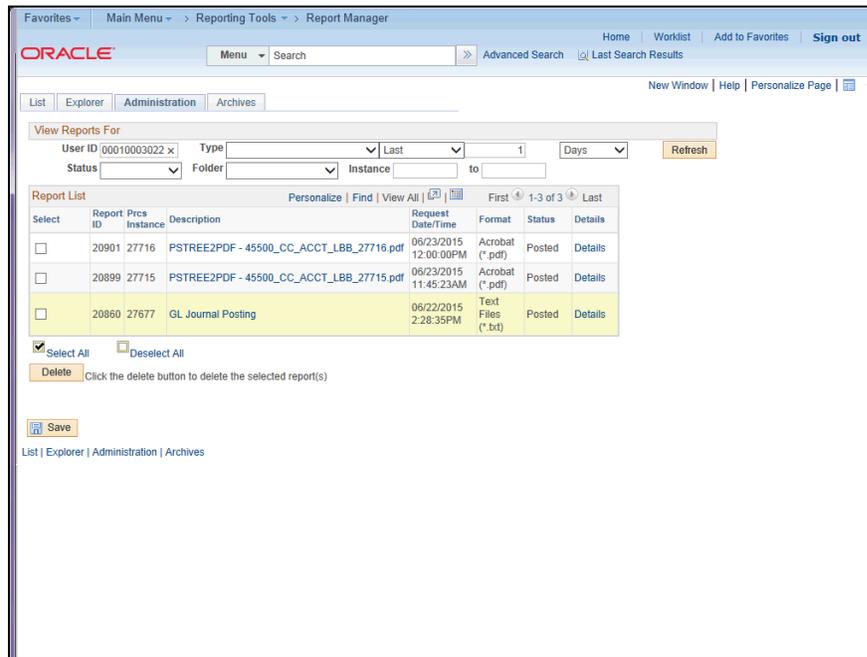


Step	Action
42.	To print the "Posted" report, you must navigate to the Report Manager page. Click the Main Menu button. 
43.	Click the Reporting Tools menu. 
44.	Click the Report Manager menu. 

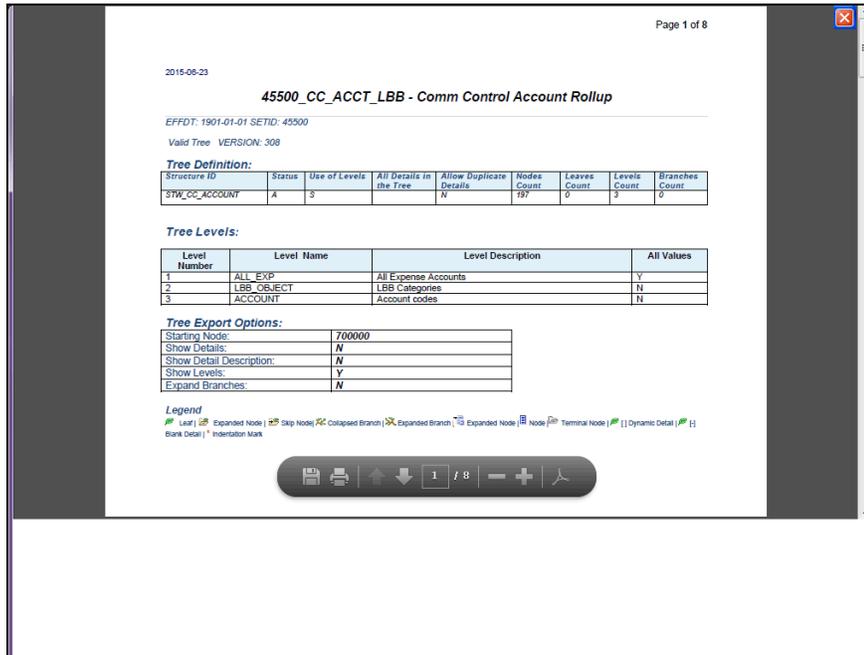


Step	Action
45.	Click the Administration tab. <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Administration</div>
46.	Notice the report will have the same Instance number as it did in Process Scheduler. The PDF description will also contain the same Process Instance number to ensure you are selecting the correct PDF file.

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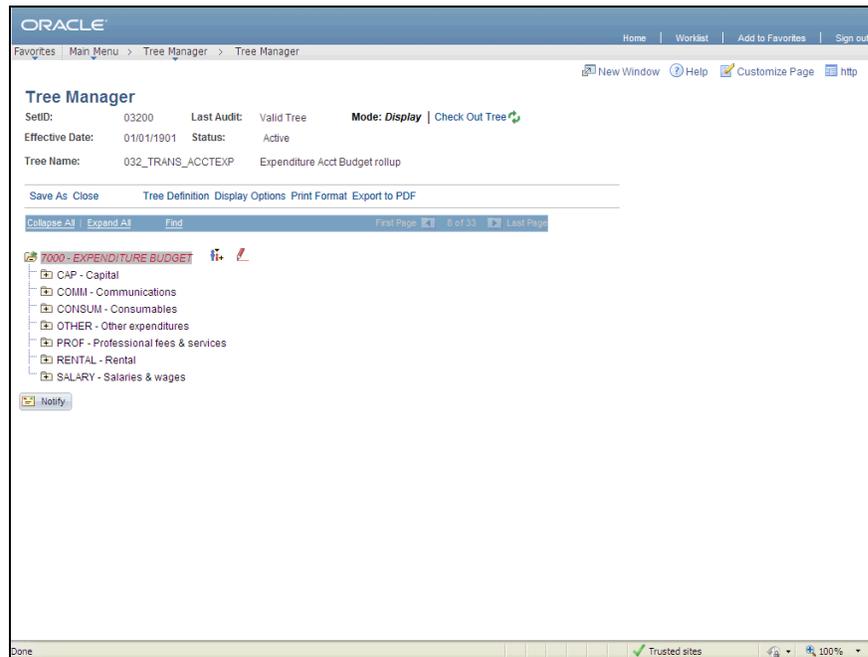


Step	Action
47.	Click the PSTREE2PDF - 45500_CC_ACCT_LBB_27716.pdf link. PSTREE2PDF - 45500_CC_ACCT_LBB_27716.pdf
48.	The Tree structure details: Tree definition, levels and export options and details will appear on the PDF file.



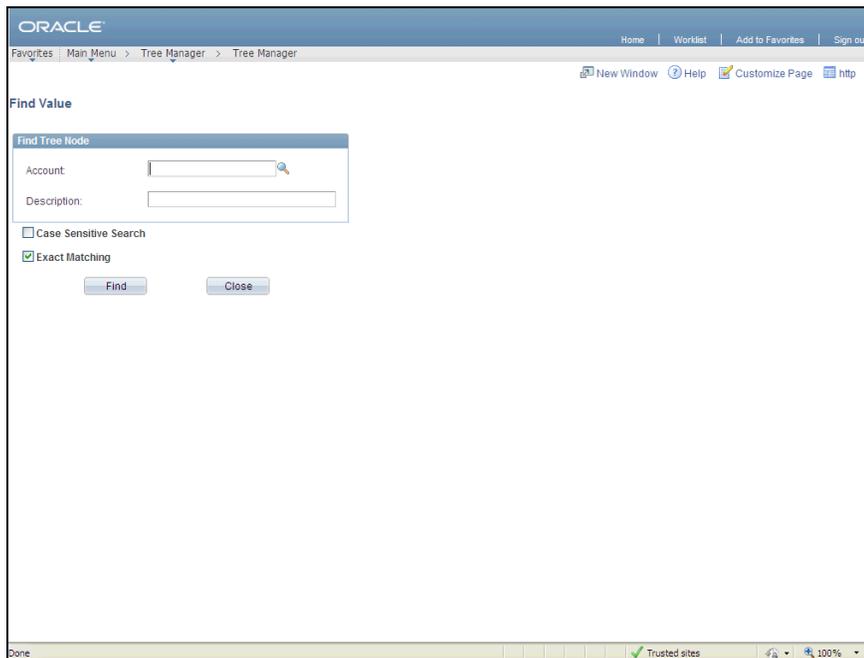
Step	Action
49.	Click the 'X' to close the report. 
50.	You can perform the following actions on the selected tree by using the links and images on the navigation bar – the horizontal blue bar at the top of the tree.
51.	CAPPS Tree Manager displays one page of the tree at a time. You can navigate through large trees using First Page, Next Page, Last Page, and so on.
52.	You can expand or collapse any node at any level to give you a better overview of the entire tree.
53.	Closed yellow folders indicate that you can expand the node to show additional nodes and detail values.

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Step	Action
54.	Click the Expand All link to display all nodes on the 7000 - Expenditure Budget tree. Expand All
55.	Now the entire tree has been expanded, the open yellow folders indicate a node that has been expanded and is showing child nodes or detail values. The gray folders indicate a node that has no children – either child nodes or detail values.
56.	Remember there are two types of detail trees: Node-Oriented (Summer) and Detail-Value (Winter) trees. The 032_TRANS_ACCTEXP is an example of a winter tree. It consists of nodes only.
57.	7000 Expenditure Budget is the root node.
58.	The node names: CAP - Capital, COMM - Communications, CONSUM - Consumables, OTHER - Other expenditures and PROF - Professional fees & services are second-level or Parent nodes.

Step	Action
59.	<p>Each node is a valid value from the Chart of Accounts table.</p> <p>Notice the ChartField values of 7361, 7373, 7376 and 7387 are child nodes under CAP - Capital.</p> <p>These values are also consider siblings nodes because they are placed on the same node level of the tree.</p>
60.	<p>Click the Collapse All link.</p> <p>Collapse All</p>
61.	<p>Click the Find link to search for nodes and detail values.</p> <p>Find</p>



Step	Action
62.	<p>Click the Account (Alt+5) button.</p> <p>This is the same as a valid value from the Chart of Accounts table.</p> <p></p>
63.	<p>Click the 7211 tree node (Account) link.</p> <p>7211</p>

Step	Action
64.	Click the Find button. 
65.	Node 7211 - AWARDS on winter tree 032_TRANS_ACCTEXP is displayed.
66.	The Detail-Value tree or Summer Tree has the same node levels as a Winter Tree with the exception that the lowest level in the hierarchy consists of the detail values, which are represented by leaves.
67.	This FUNDAPPTTEST - APPROPRIATION AND FUND TREE is an example of a Summer tree. In the summer tree, tree nodes are used for grouping details in the lower level. They do not have to represent valid values from the Chart of Accounts table. For example, for reporting purposes you can create a node that does not exist in the Chart of Accounts table in order to summarize detailed values represented by the leaves.
68.	Congratulations! You have successfully completed this lesson. End of Procedure.

Creating a Tree Using Tree Manager

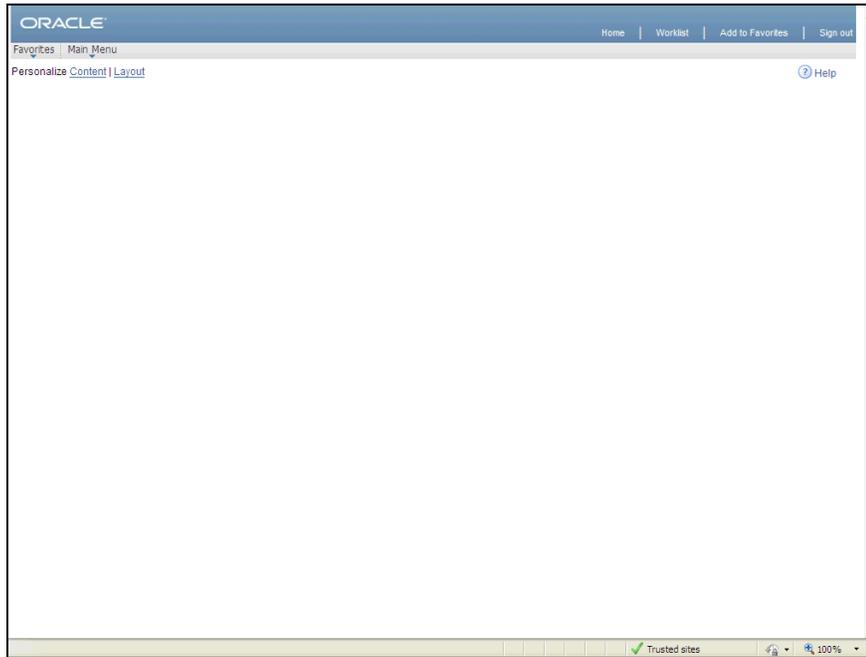
Section 2, Lesson 2 Exercise - Scenario: Create a Tree Using Tree Manager

Trees are built from the highest level of the hierarchy (root node) to the lowest level of the hierarchy. Every tree is based upon a structure. The structure defines the links between your tree and the underlying tables to which it refers.

In this lesson, you will create a tree using Tree Manager.

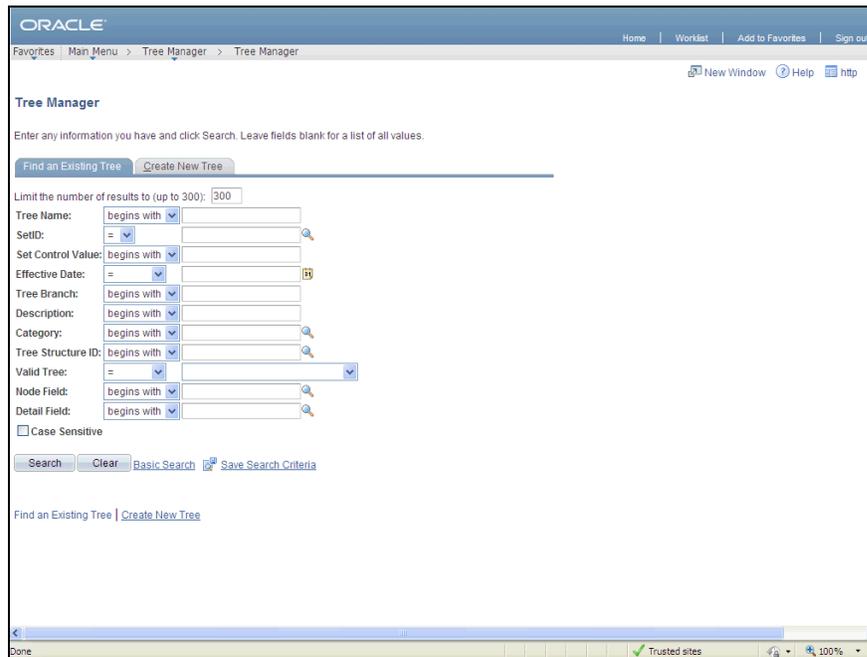
Procedure

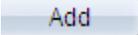
In this lesson, you will create a summer tree based on an existing tree structure.

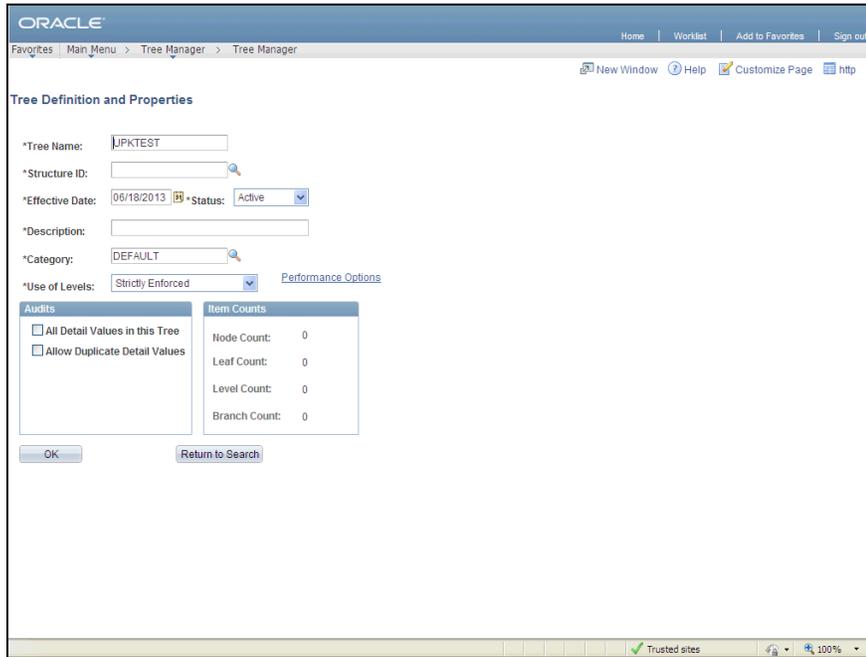


Step	Action
1.	Click the Main Menu button. 
2.	Click the Scroll Down button. 
3.	Click the Tree Manager menu. 
4.	Click the Tree Manager link. 

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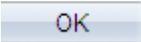


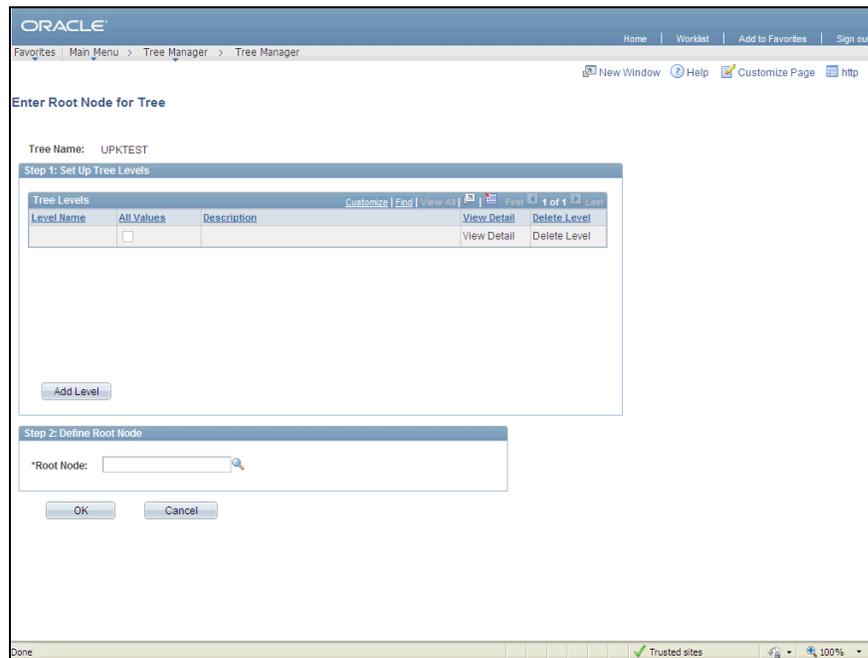
Step	Action
5.	Click the Create New Tree tab. 
6.	Enter " upktest " into the Tree Name field. Note: Name trees to make it easy to reference. For example, start with the Business Unit, include the ChartField (i.e. ###00_CC_ACCOUNT)
7.	Click the Add button. 

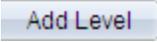


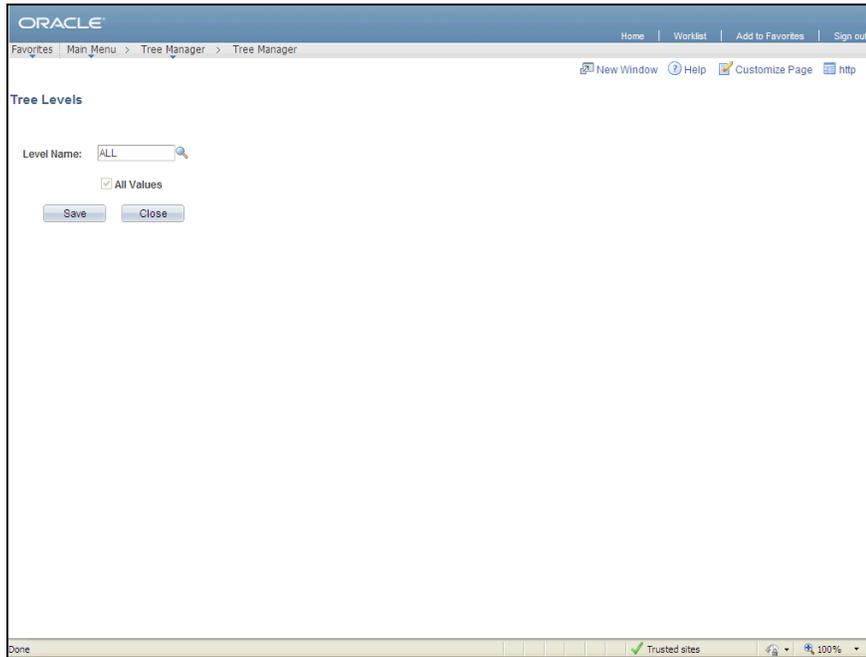
Step	Action
8.	Every new tree will use an existing CAPPS delivered structure ID. To find an existing tree structure, click the Look up Structure ID (Alt+5) button. 
9.	The Look Up Structure ID search page displays. This page is used to enter the Tree Structure ID you want to use or search for a structure.
10.	If you do not know the exact name of a tree structure, however, you know it begins with "tx_". The partial entry may be placed in the field. Enter " tx_ " into the Tree Structure ID field.
11.	Click the Look Up button. 
12.	Notice the Search Results in all Tree Structure IDs that begin with 'TX'.
13.	Click the TX_ACCT_XTRACT link.  
14.	The Tree Definition and Properties page will appear. The *Tree Name and *Structure ID fields will default based on what was entered to create the tree.
15.	Enter " 01011901 " into the Effective Date field. This date ensures the tree is available for all transaction dates.
16.	Enter " upktesttree " into the Description field.

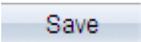
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Step	Action
17.	Strictly enforced levels describe each node's position in the tree. Enter " 03200 " into the SetID field.
18.	The Item Counts displays the number of nodes, leaves, levels, and branches in the currently opened tree or branch. These item counts will be automatically updated when the tree definition is complete.
19.	Click the OK button. 
20.	The Enter Root Node for Tree page is used to define tree levels and the root node.

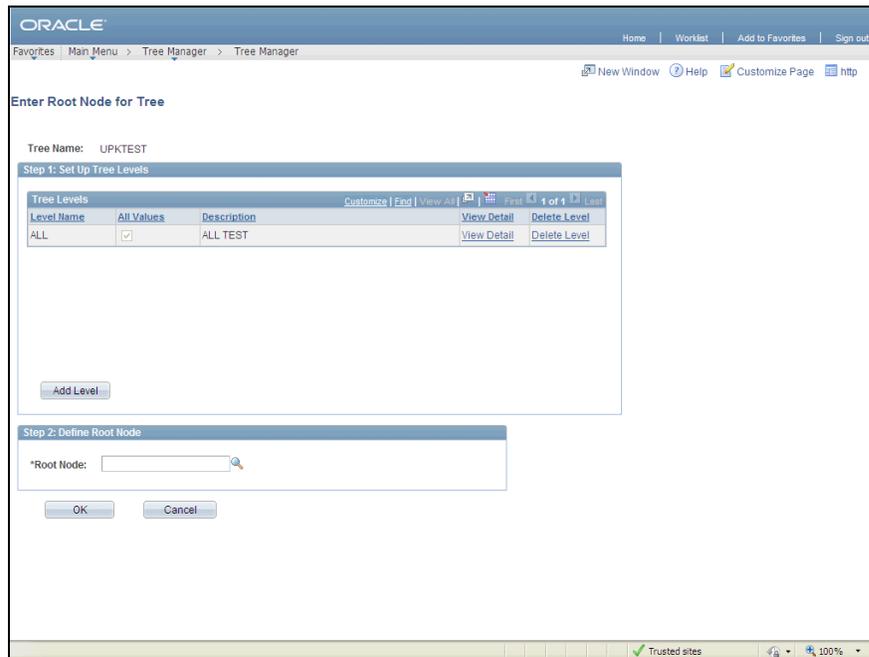


Step	Action
21.	You will now define the different tree levels. The root node will be entered after the levels have been defined. Click the Add Level button. 
22.	The Tree Levels page is used to select a Level Name .



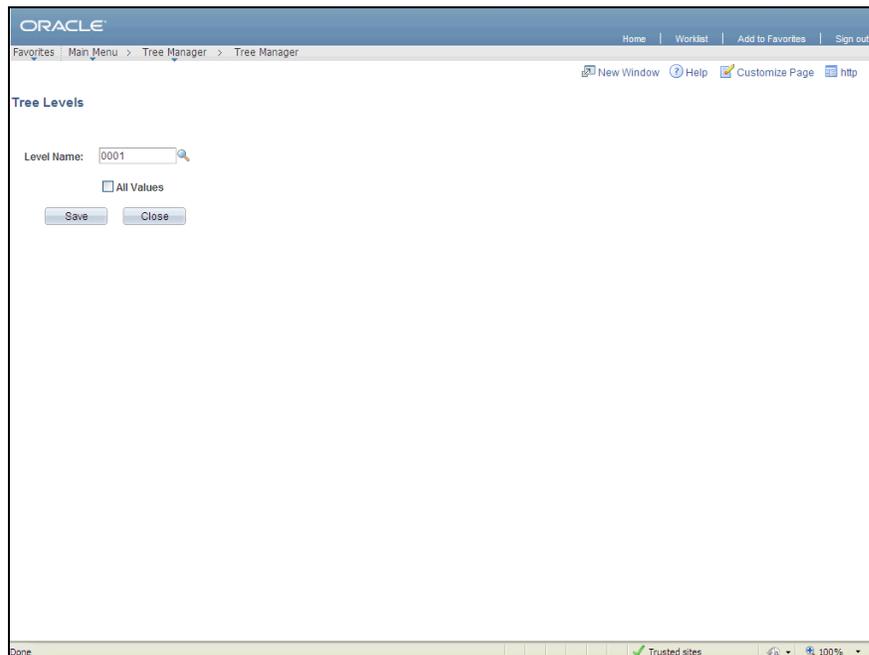
Step	Action
23.	<p>In this case, the Level 1 node "ALL" was entered for you.</p> <p>Click the Save button.</p> 
24.	<p>Notice the Level Name 'ALL' is displayed as the first tree level.</p>

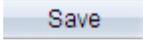
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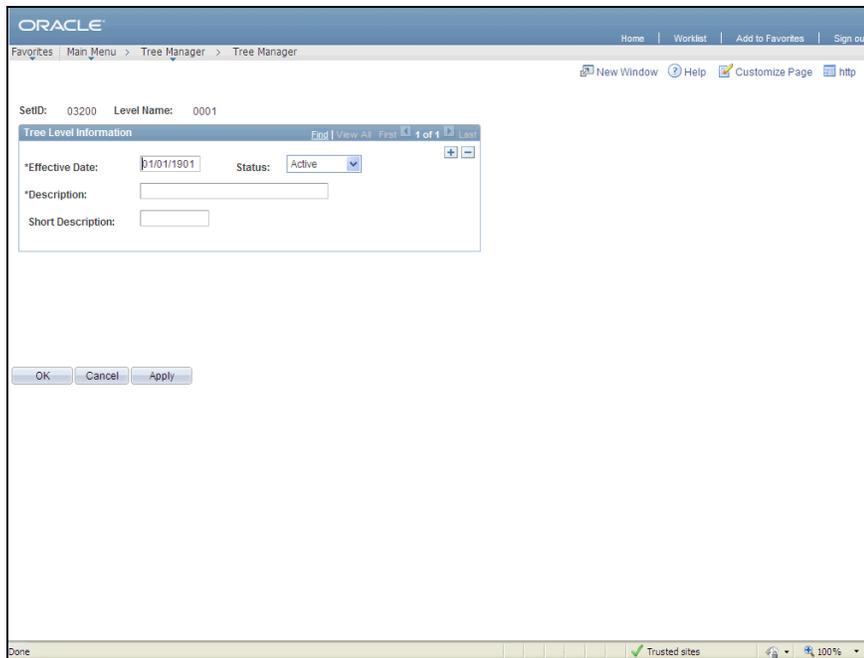


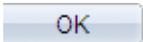
Step	Action
25.	Click the Add Level button.

Add Level

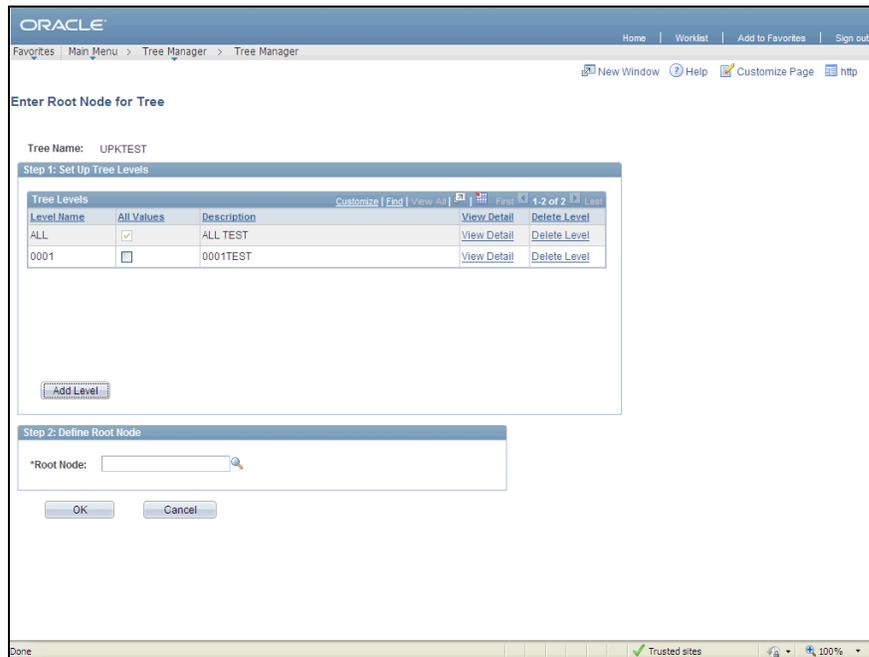


Step	Action
26.	<p>In this case, 0001 was entered as the second level node.</p> <p>Click the Save button.</p> 



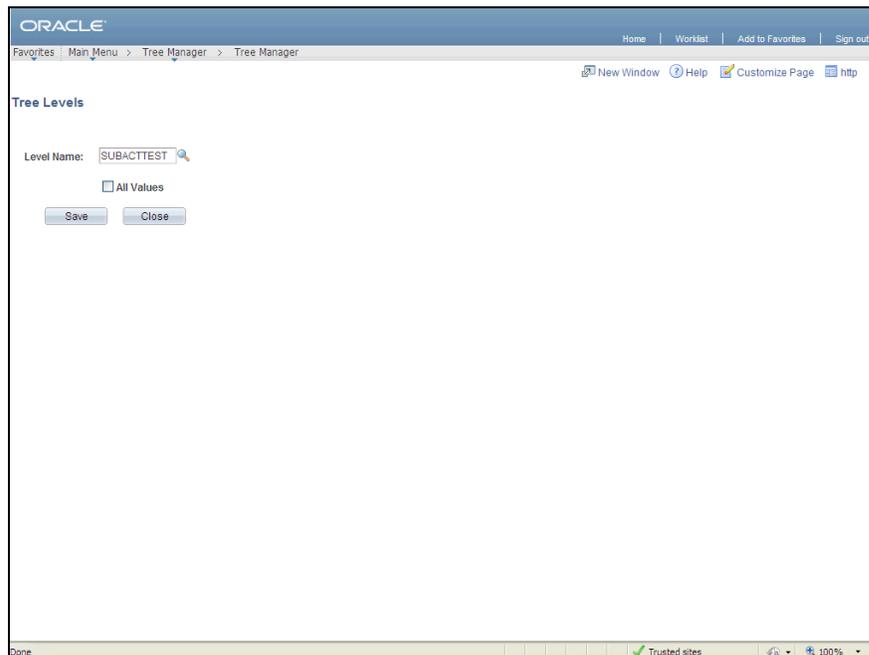
Step	Action
27.	<p>The Effective Date will default to '01/01/1901' to ensure this tree is valid for past transactions.</p> <p>Notice the Status is 'Active'.</p> <p>Enter "0001TEST" into the Description field.</p>
28.	<p>Enter "0001TEST" into the Short Description field.</p>
29.	<p>Click the OK button.</p> 
30.	<p>Notice '0001' is now displayed as the second level node.</p>

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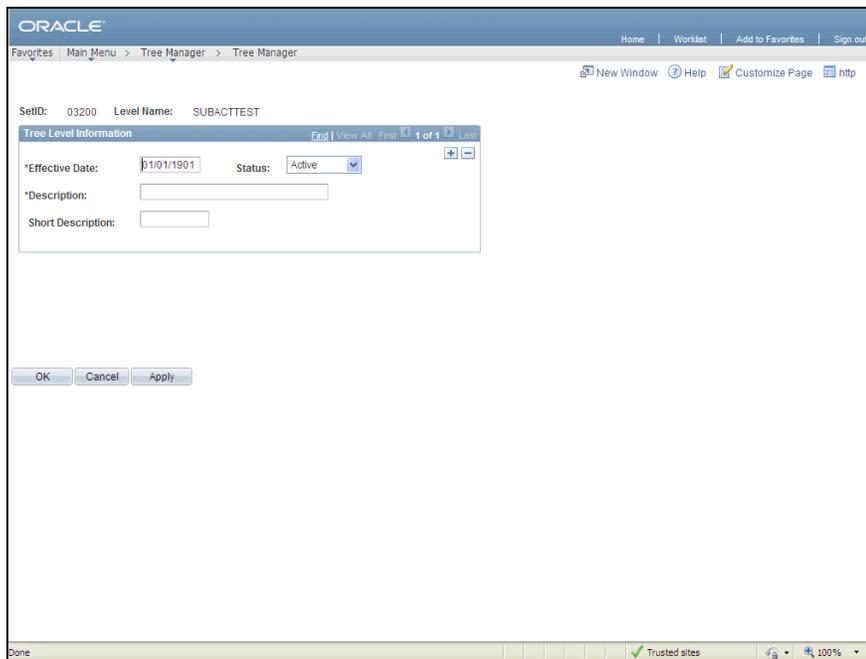


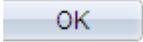
Step	Action
31.	Click the Add Level button.

Add Level

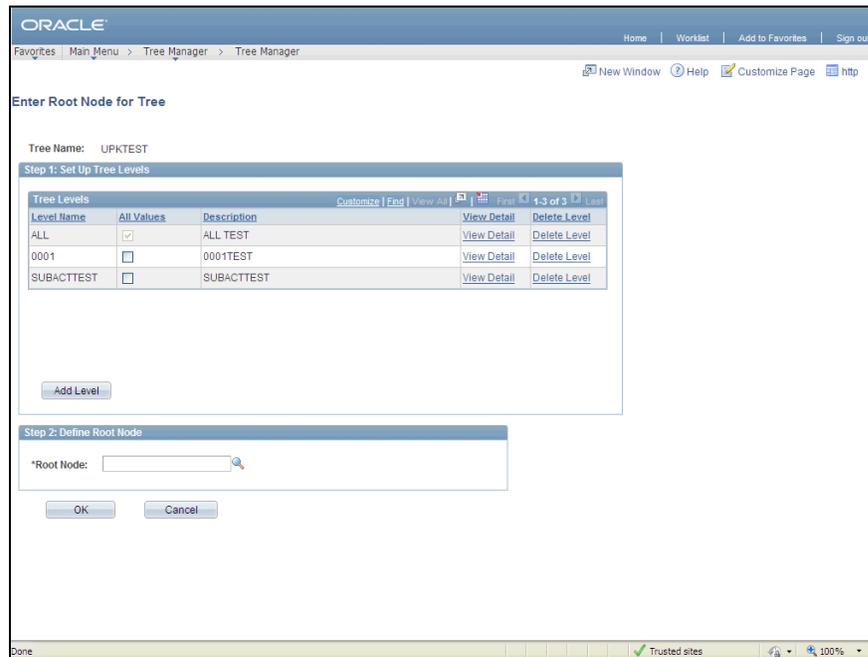


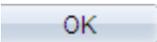
Step	Action
32.	<p>In this case, 'SUBACTTEST' was entered into the Level Name field as the third tree level.</p> <p>Click the Save button.</p> 

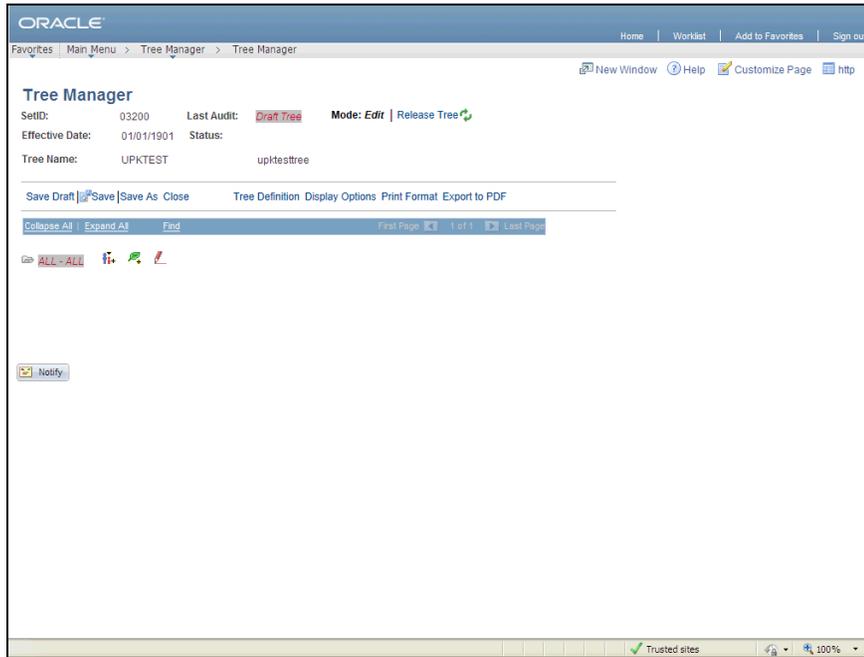


Step	Action
33.	Enter " SUBACTTEST " into the Description field.
34.	Enter " SUBACTTEST " into the Short Description field.
35.	<p>Click the OK button.</p> 
36.	<p>Notice all three tree levels are now displayed.</p> <p>Note: You create a tree from the top down. Start by creating the root node, then add the children of the root node, and continue down to the detail values. If the tree uses levels, then you must first define the level for the root node.</p>

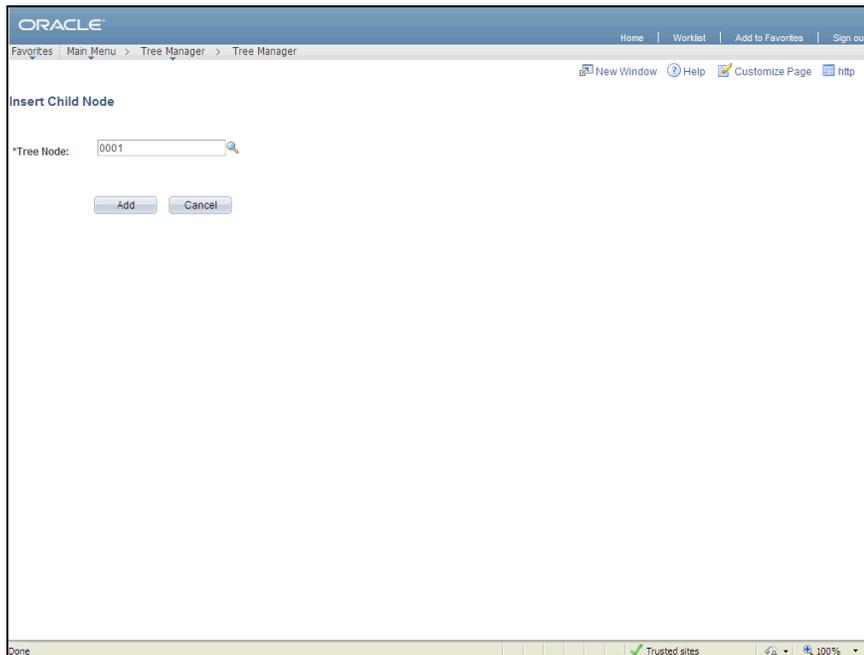
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Step	Action
37.	Enter " ALL " as the root node.
38.	Click the OK button. 
39.	The new tree, UPKTEST, is displayed.
40.	When you highlight a node, only the images representing the available actions appear: <ul style="list-style-type: none"> - The Insert Child Node icon to insert a new node that will be a child of the currently selected node. - The Insert Detail (Green Leaf) icon indicates this is a summer tree based on the structure chosen. - The Edit Data (Red Pencil) icon to display a page for maintaining or editing the application data for the node.

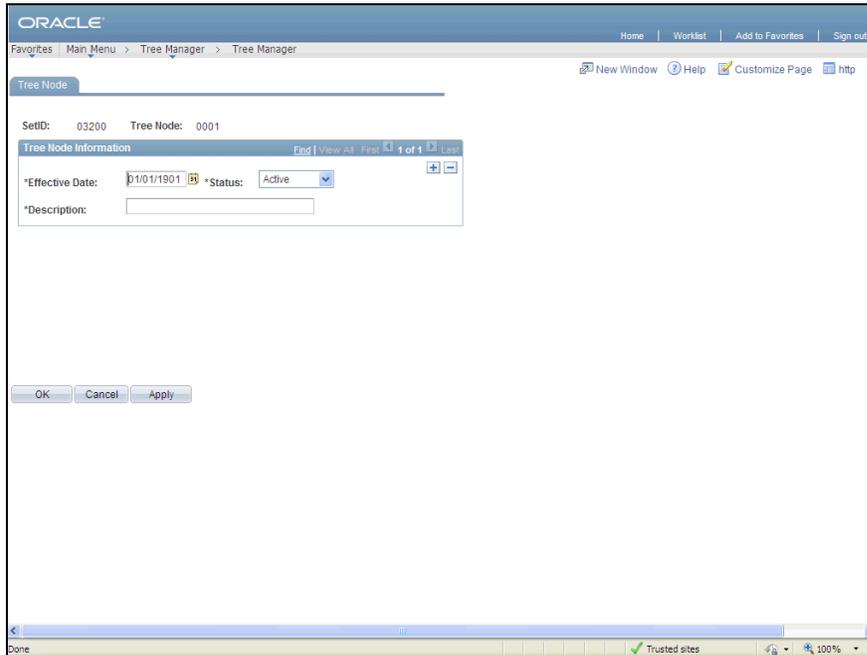


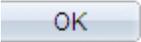
Step	Action
41.	Click the Insert Child Node icon. 

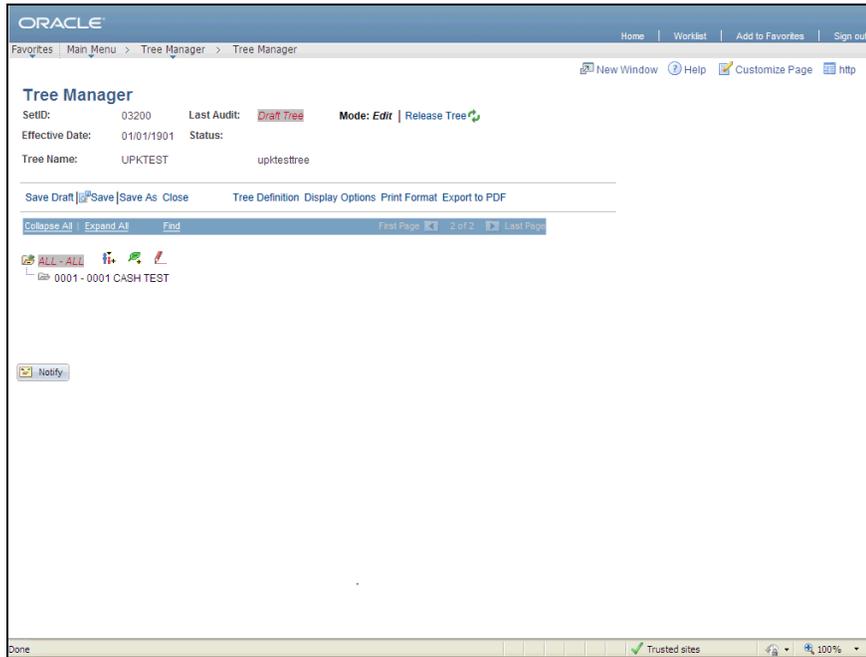


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Step	Action
42.	Click the Add button to insert child node 0001 below the root level ALL. 

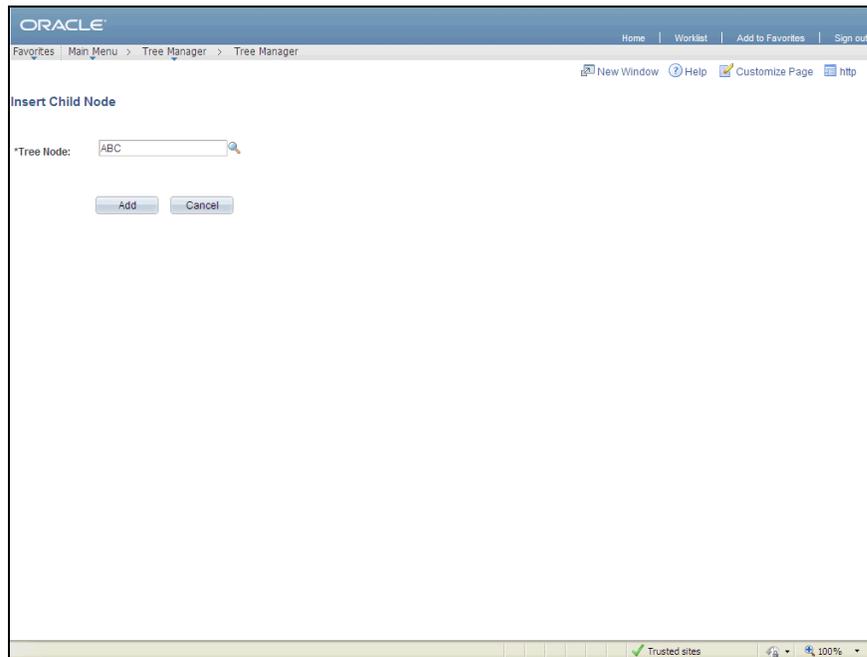


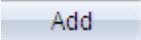
Step	Action
43.	Enter " 0001 CASH TEST " into the Description field.
44.	Click the OK button. 

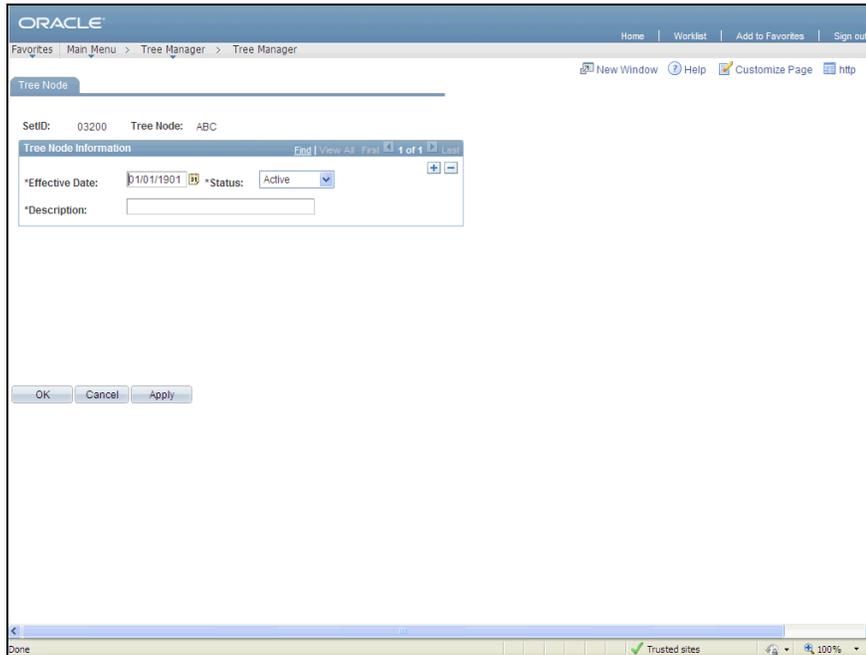


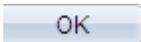
Step	Action
45.	Click the 0001 - 0001 CASH TEST link. 0001 - 0001 CASH TEST
46.	There are nine icons on the 0001 level. Click the Insert Child Node button to add a child node to 0001. 

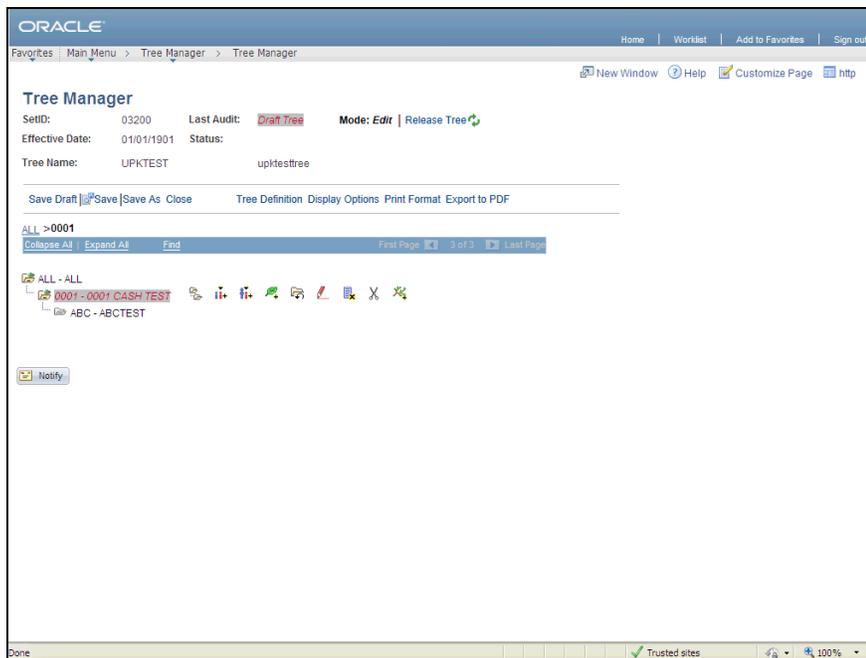
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Step	Action
47.	<p>In a summer tree, node information is stored in the Tree_Node_TBL, not the GL Accounts table or Chartfields table.</p> <p>This allows you to create summary nodes for different ranges of accounts for reporting purposes.</p> <p>For this reason, you may assign any name to a tree node in a summer tree.</p> <p>In this case, click the Add button to name the new child node ABC.</p> 

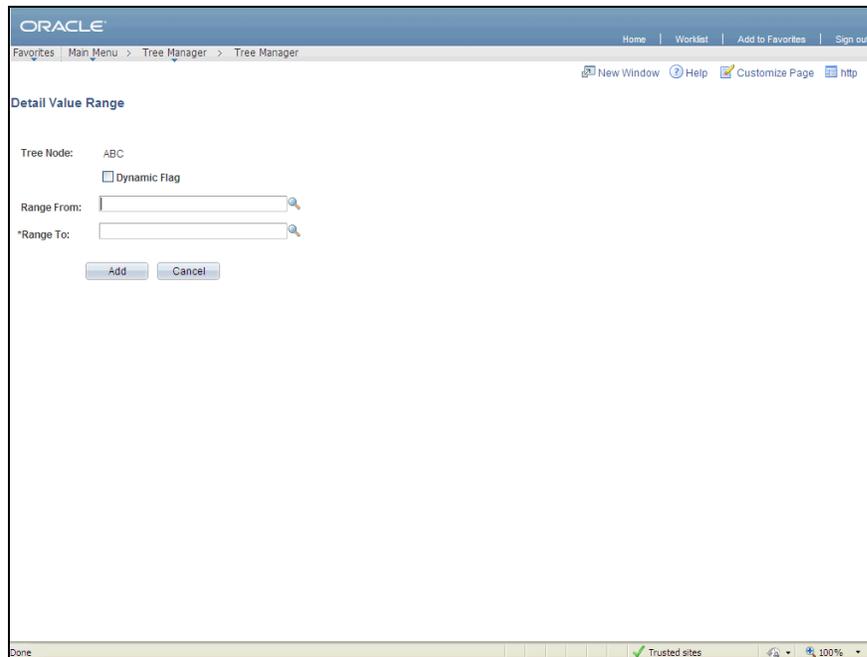


Step	Action
48.	Enter " ABCTEST " into the Description field.
49.	Click the OK button. 

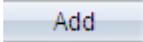


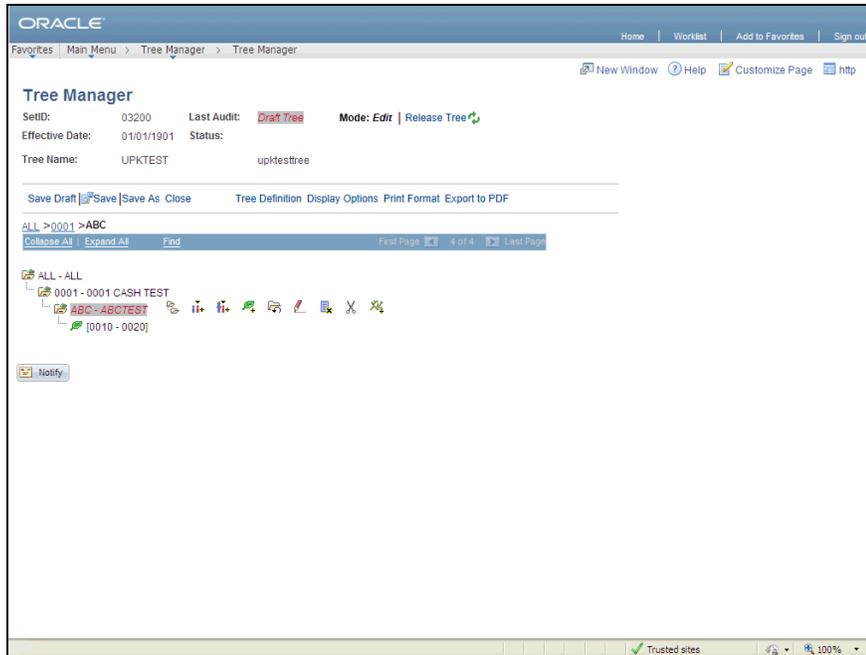
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Step	Action
50.	Child node ABC is displayed below node 0001. Click the ABC - ABCTEST link. ABC - ABCTEST
51.	To assign detail accounts to this node from the GL Accounts table, Click the Insert Detail (Green Leaf) icon. 



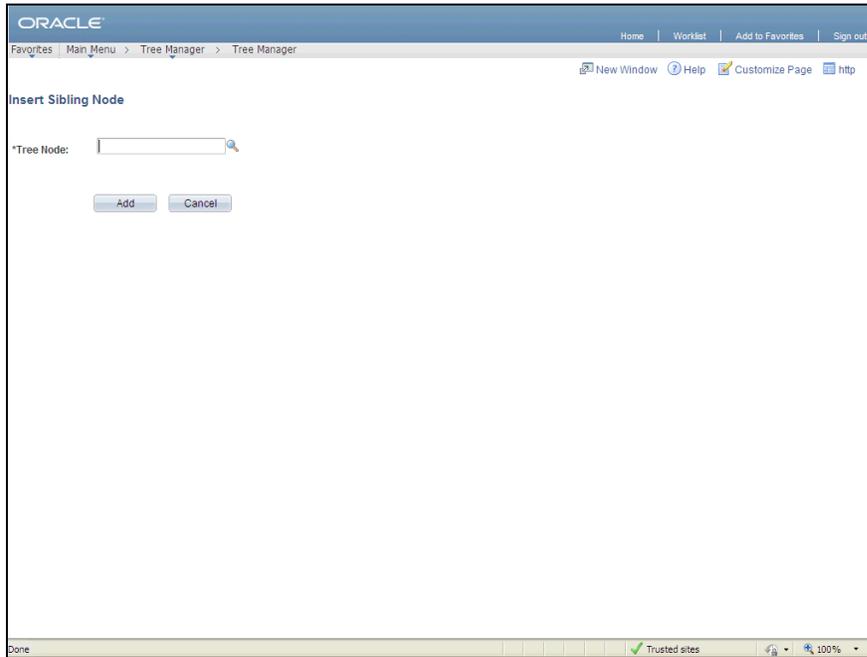
Step	Action
52.	Click the Look up Range From (Alt+5) button to display a list of GL accounts. 
53.	Click the 0010 Cash on Hand link. 0010 CASH ON HAND A N (blank) (blank)
54.	Click the Look up Range To (Alt+5) button. 
55.	Click the 0020 Petty Cash on Hand link. 0020 PETTY CASH ON HAND A N (blank) (blank)

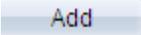
Step	Action
56.	Click the Add button. 
57.	Notice Child node ' ABC - ABCTEST ' provides values for GL accounts 0010 through 0020 .

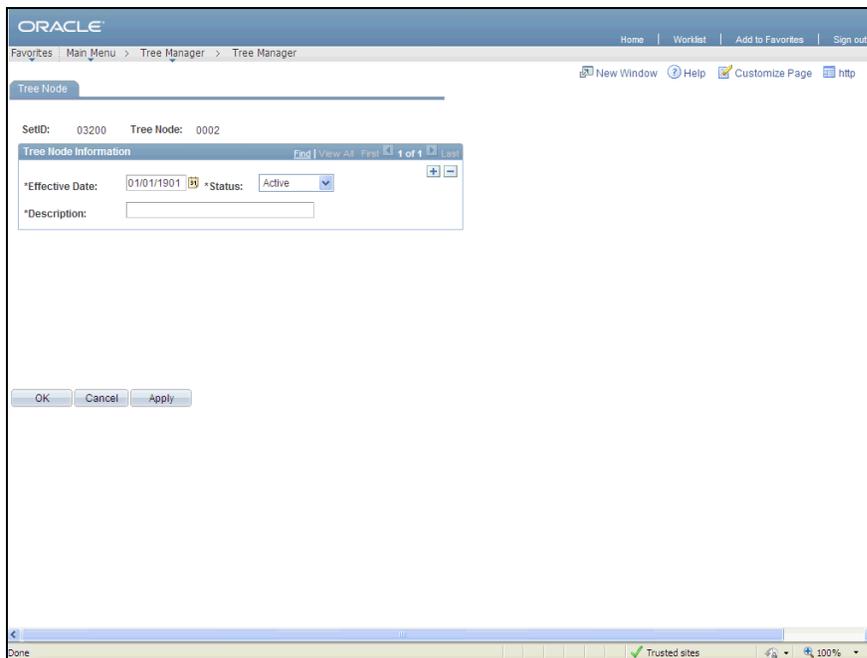


Step	Action
58.	Click the 0001 - 0001 CASH TEST link to add a sibling node at this level. 0001 - 0001 CASH TEST
59.	Click the Insert Sibling Node button at the 0001 node level. 

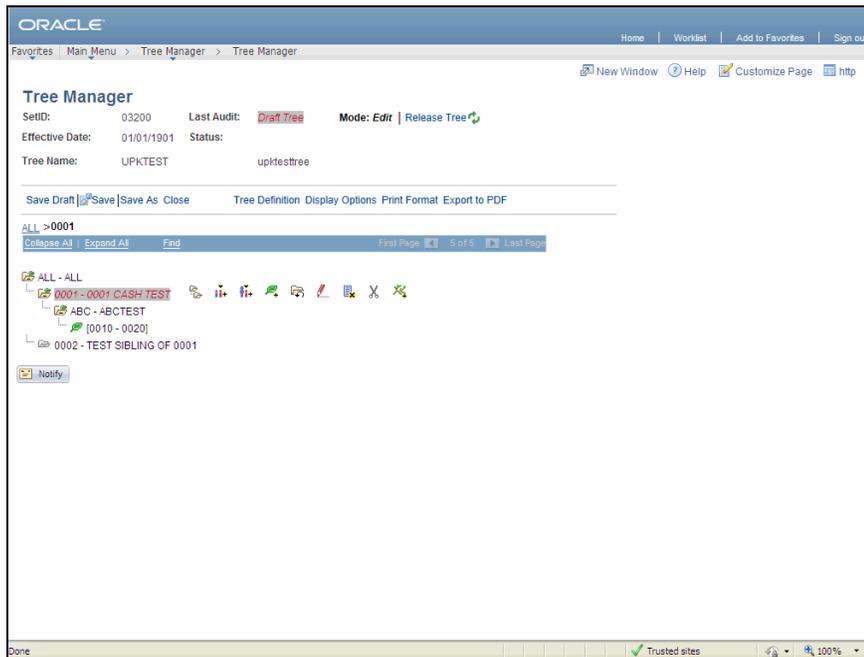
EUT Course

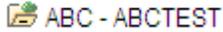


Step	Action
60.	Enter " 0002 " as the name of the sibling node into the Tree Node field.
61.	Click the Add button. 

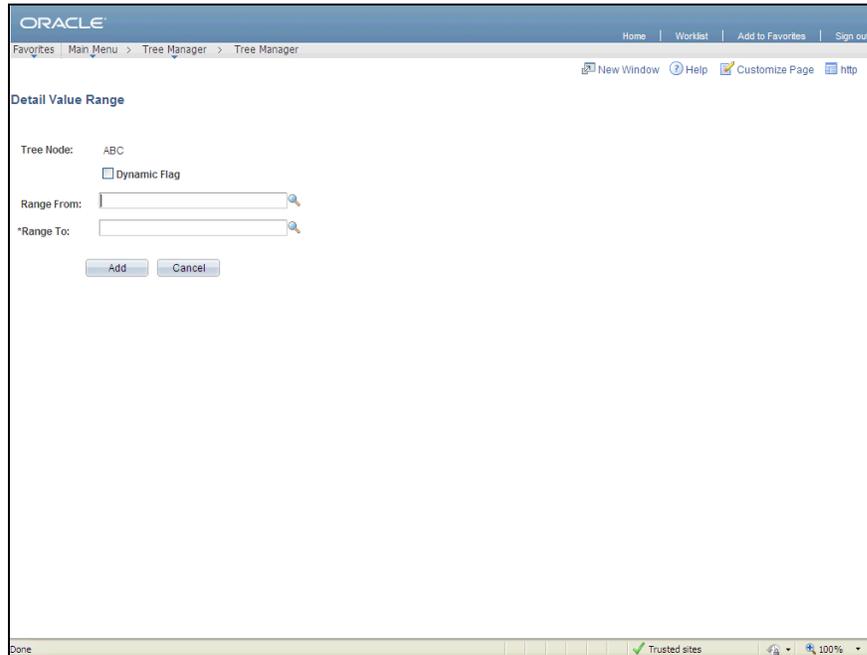


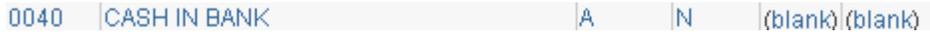
Step	Action
62.	Enter " TEST SIBLING OF 0001 " into the *Description field.
63.	Click the OK button. 
64.	Node ' 0002 - TEST SIBLING OF 0001 ' is displayed as the sibling of node ' 0001 - CASH TEST ' on the UPKTEST summer tree.

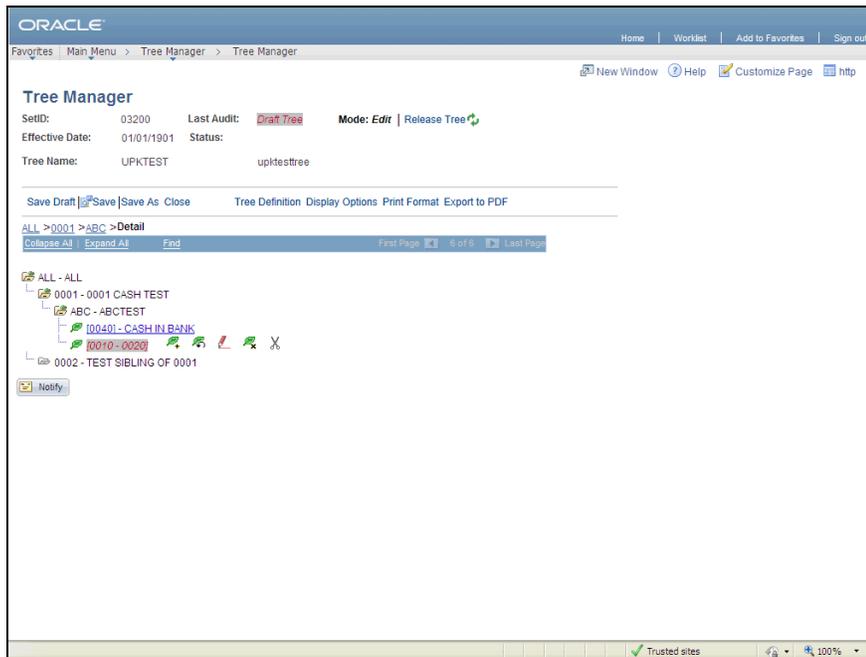


Step	Action
65.	Now add the Cash in Bank account to node ABC - ABCTEST . Click the ABC - ABCTEST node. 
66.	Click the Insert Detail (Green Leaf) icon next to ABC - ABCTEST . 

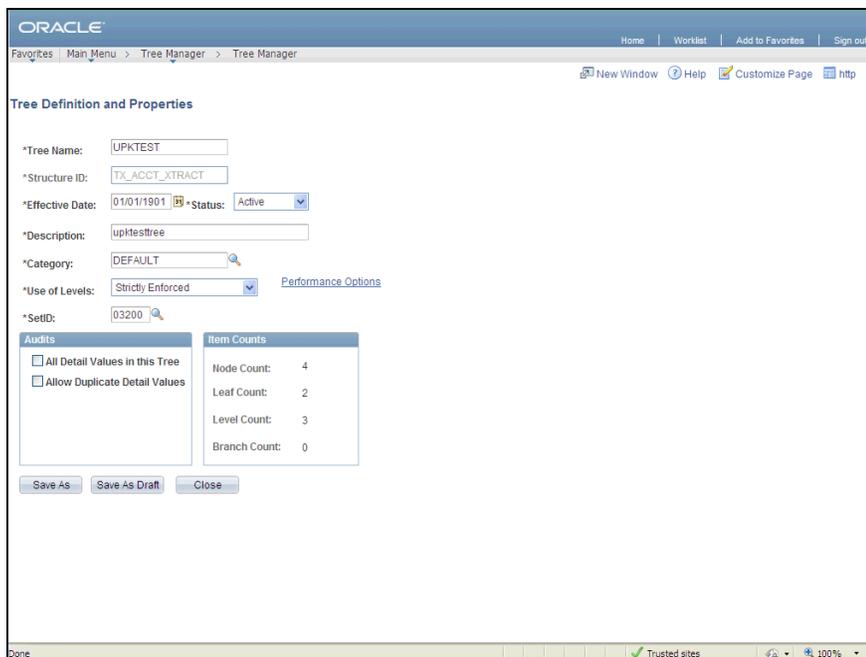
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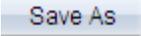
Step	Action
67.	Click the Look up Range From (Alt+5) button. 
68.	Click the 0040 CASH IN BANK link. 
69.	You are not adding a range, just account 0040. Enter " 0040 " into the Range To field.
70.	Click the Add button. 
71.	0040 - Cash in Bank now displays under child node ABC - ABCTEST .

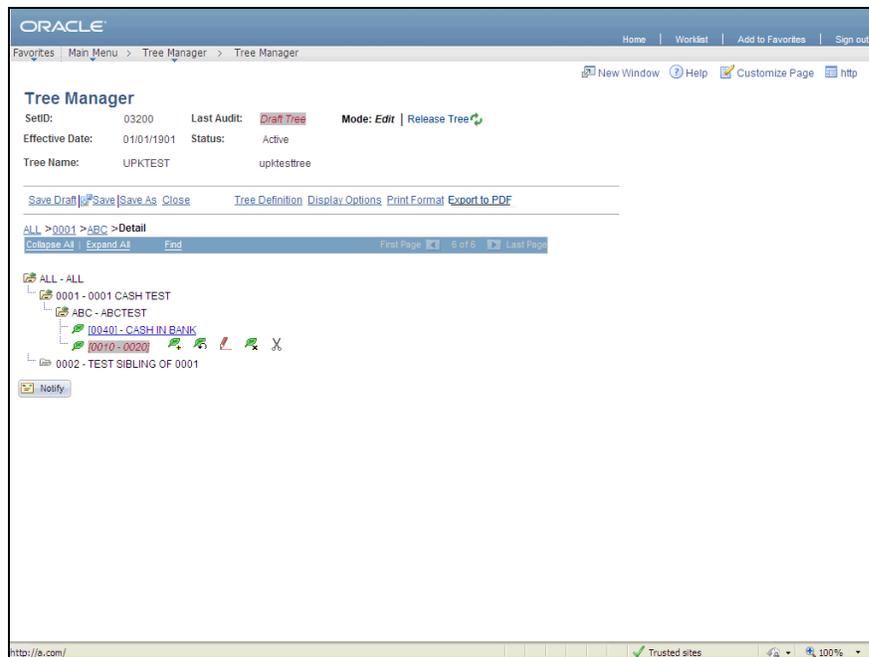


Step	Action
72.	Click the Save As link to save this as a different tree name. Save As
73.	Notice the Item Counts section has changed to display the number of nodes, leaves and levels you added.



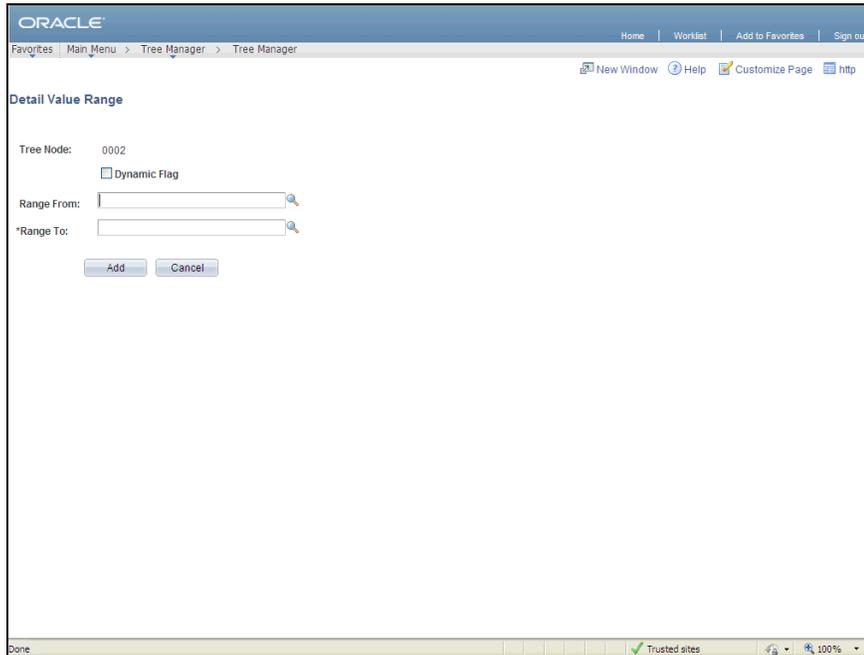
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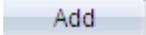
Step	Action
74.	Click the Save As button to create a tree with a different name than UPKTEST. 
75.	The message indicates that you must save the original tree before you try to save it as a different tree. Click the OK button. 



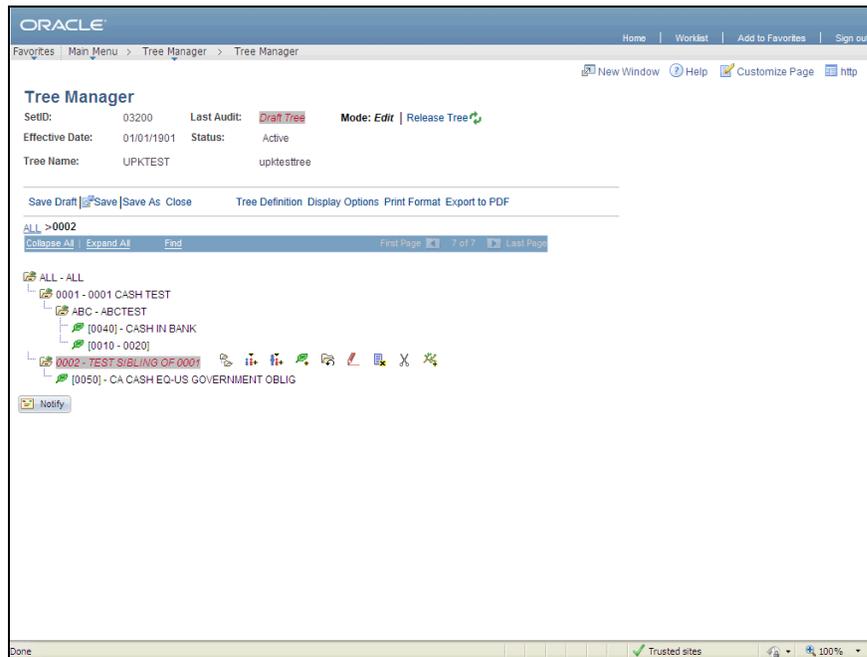
Step	Action
76.	Click the Save link to save all these changes to the UPKTEST tree. Save
77.	The message indicates that you did not specify a GL account or range of accounts for sibling 0002. Click the OK button to go back and fix this. 
78.	Click the 0002 - TEST SIBLING OF 0001 link. 0002 - TEST SIBLING OF 0001

Step	Action
79.	Click the Insert Detail button. 

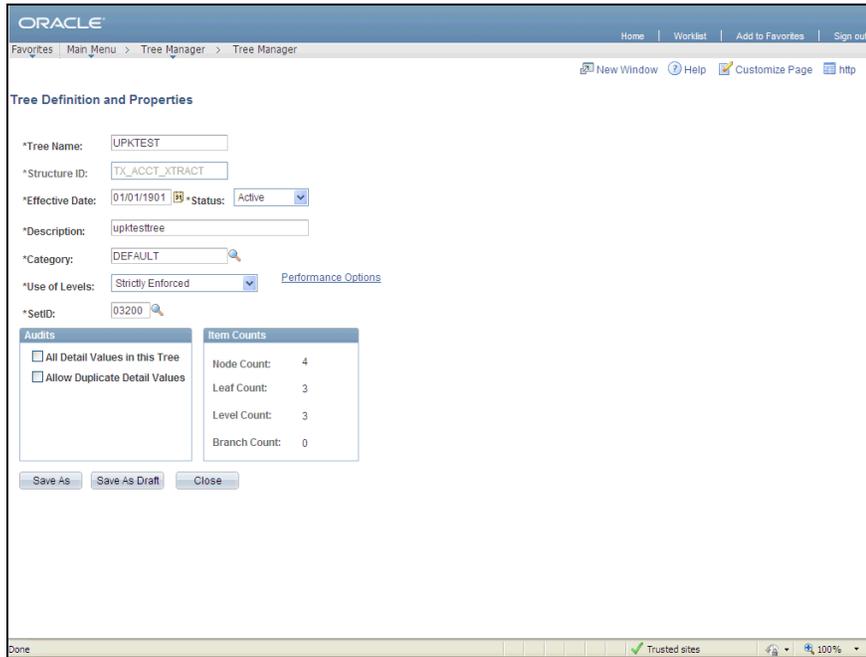


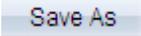
Step	Action
80.	Click the Look up Range From (Alt+5) button. 
81.	Click the 0050 link. 
82.	You are not adding a range, just account 0050. Enter " 0050 " into the Range To field.
83.	Click the Add button. 
84.	Account 0050 is now displayed as a value under sibling node 0002.

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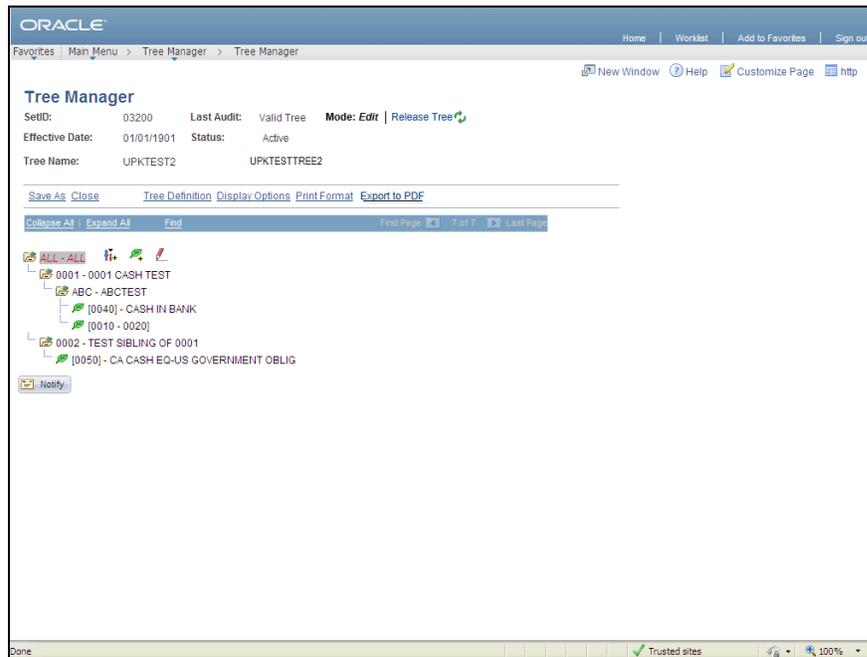


Step	Action
85.	Click the Save link to save the UPKTEST Tree. 
86.	You want to save the UPKTEST tree as a template for a new tree called UPKTEST2. Click the Save As link. 

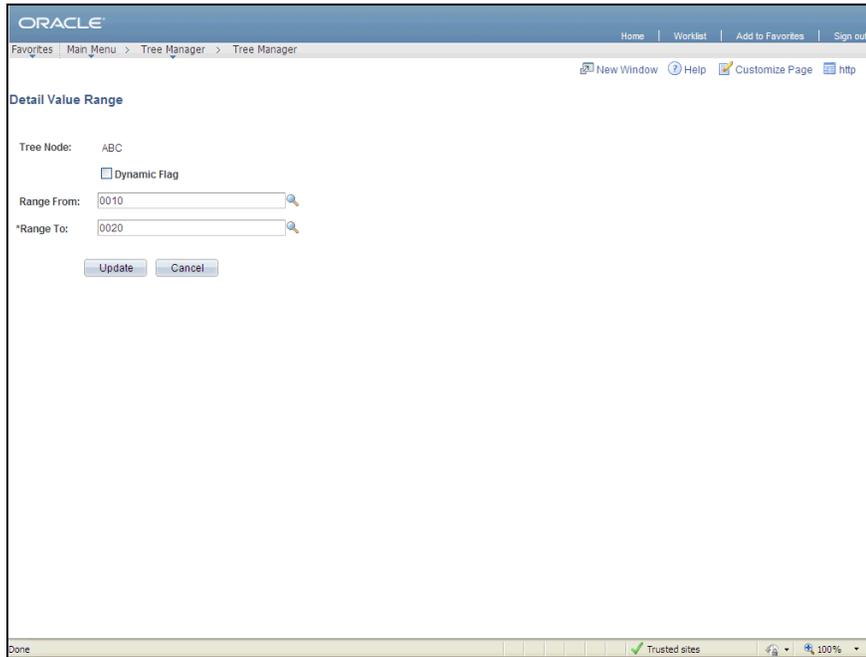


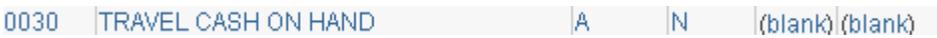
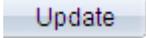
Step	Action
87.	Enter " UPKTEST2 " into the Tree Name field.
88.	Enter " UPKTESTTREE2 " into the Description field.
89.	Click the Save As button to save the new tree UPKTEST2. 
90.	The new tree UPKTEST2 is displayed.

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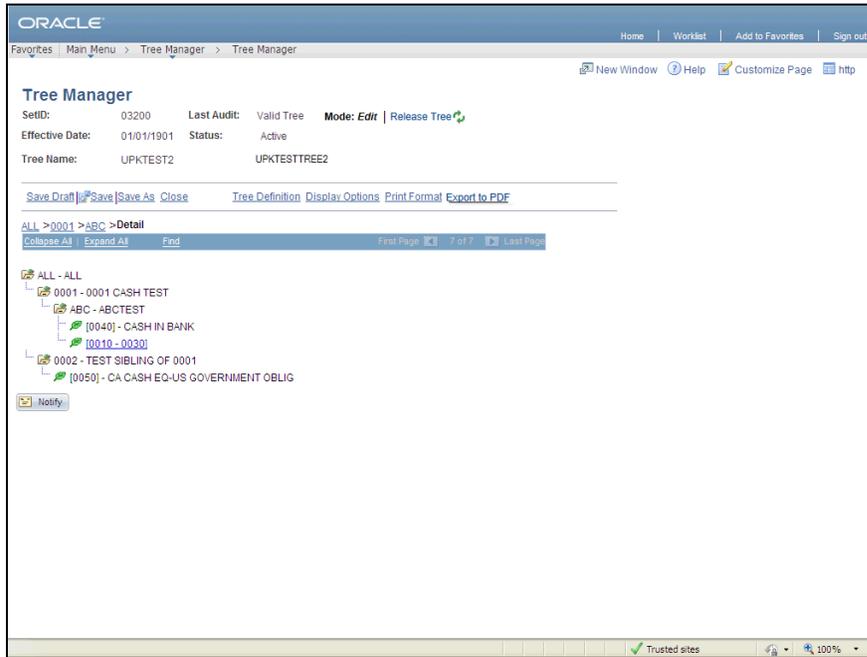


Step	Action
91.	<p>You want to change the range of accounts for node ABC - ABCTEST to include '0030'.</p> <p>Click the [0010 - 0020] link.</p> <p>[0010 - 0020]</p>
92.	<p>Click the Edit Properties icon next to range 0010 - 0020.</p> 



Step	Action
93.	0010 is correct as the beginning account for the range. Click the Look up Range To (Alt+5) button to find account 0030. 
94.	Click the 0030 link. 
95.	Click the Update button. 
96.	Tree UPKTEST2 now differs from tree UPKTEST in that it's range of values for node ABC is 0010 - 0030 instead of 0010 - 0020.

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Step	Action
97.	Click the Save link to save the UPKTEST2 tree. Save
98.	Click the Release Tree link. To enable other user to update this tree as needed. Release Tree
99.	The " Check Out Tree " status indicates that the tree is now available for update by another user.
100.	Congratulations! You have successfully completed this lesson. End of Procedure.

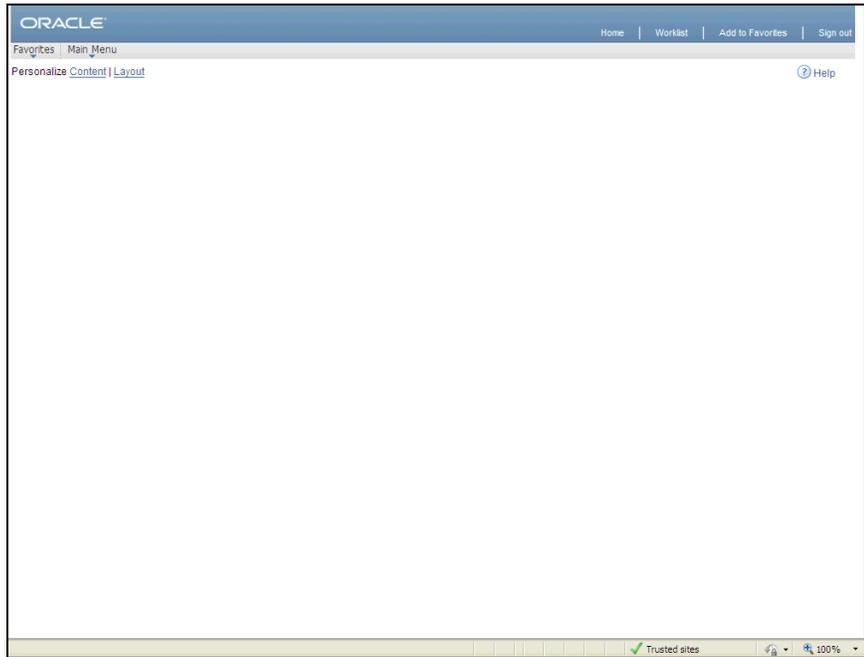
Modifying a Tree Using Tree Manager

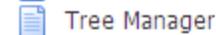
Section 2, Lesson 3 Exercise - Scenario: Modify a Tree Using Tree Manager

In this lesson, you will modify a tree using Tree Manager.

Procedure

In this lesson, you will learn how to add, delete and modify a tree.



Step	Action
1.	Click the Main Menu button to navigate to the Tree Manager menu. 
2.	Click the Scroll Down button. 
3.	Click the Tree Manager menu. 
4.	Click the Tree Manager link. 

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ORACLE 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

Limit the number of results to (up to 300): 300

Tree Name: begins with

SetID: = 03200

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

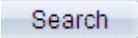
Detail Field: begins with

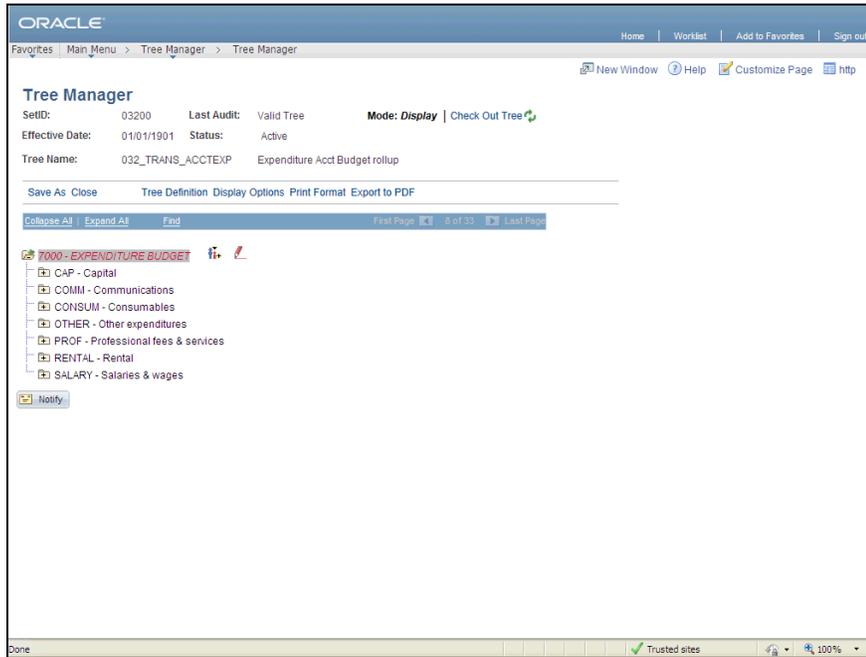
Case Sensitive

Search Clear Basic Search Save Search Criteria

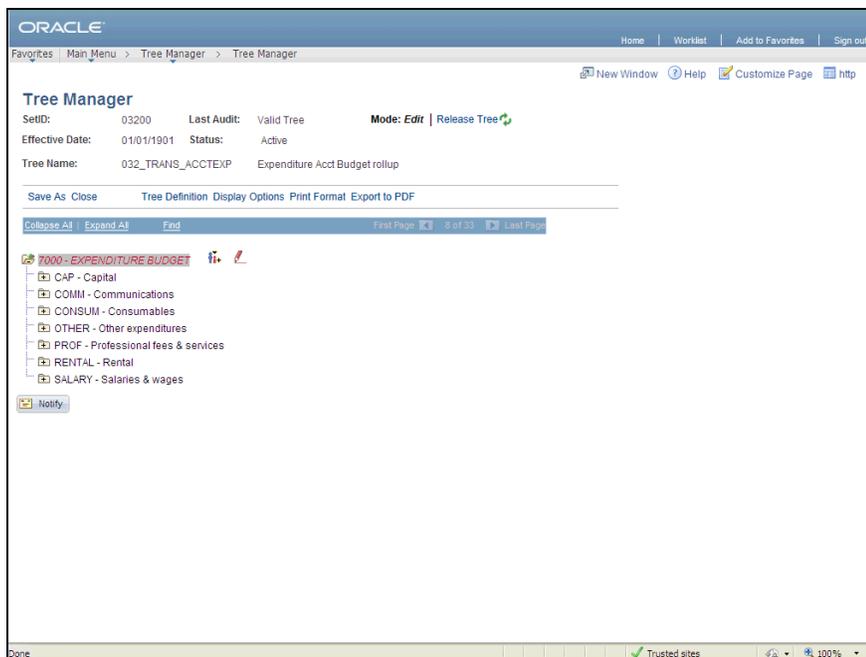
No matching values were found.

Find an Existing Tree | Create New Tree

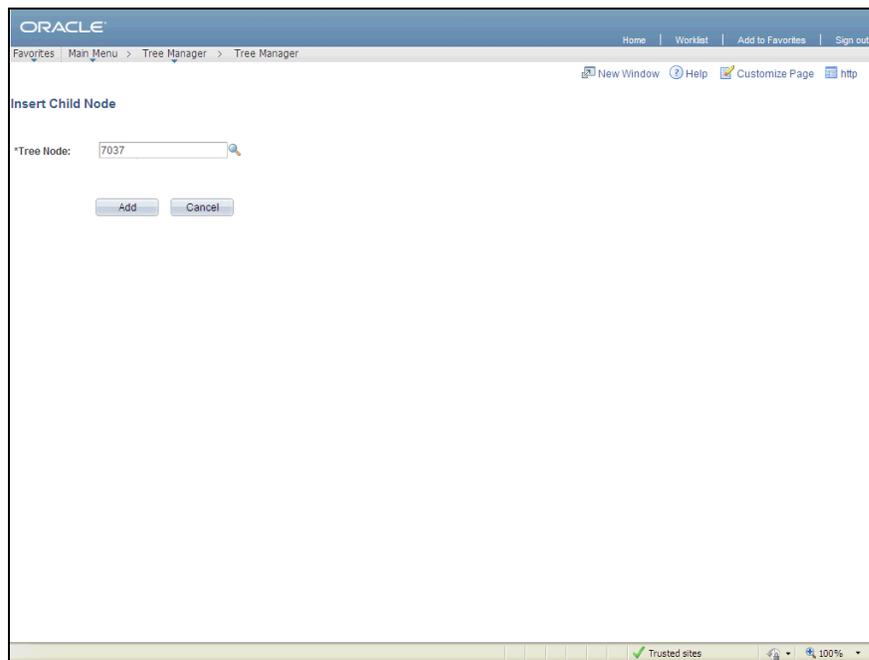
Step	Action
5.	Click the Search button to display all trees in SetID 03200. 
6.	Click the 032_TRANS_ACCTEXP tree.
7.	Before a tree may be modified it must first be "Checked Out". This limits tree update access to one user at a time.

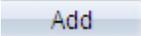


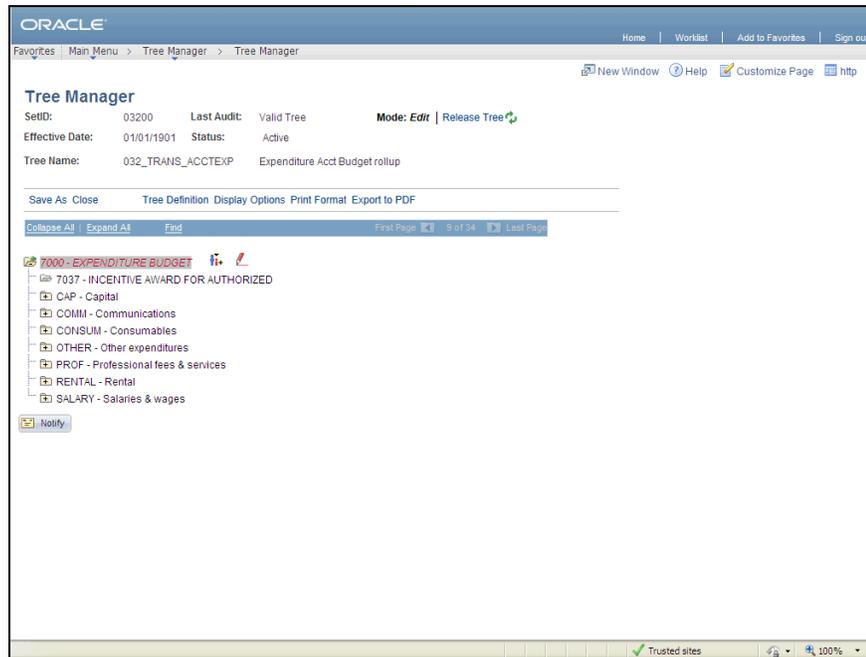
Step	Action
8.	Click the Check Out Tree link. Mode: Display Check Out Tree
9.	The "Check Out Tree" mode has been changed to "Release Tree". The tree can now be edited.



Step	Action
10.	<p>The 032_TRANS_ACCTEXP tree is displayed. It is a winter tree since there is no green leaf icon on the root node 7000.</p> <p>The tree root node is 7000 - EXPENDITURE BUDGET.</p> <p>This root node has seven child nodes - CAP through SALARY.</p> <p>Since root node 7000 - EXPENDITURE BUDGET is already selected, click the Insert Child Node button to add another child node to this root node.</p> 

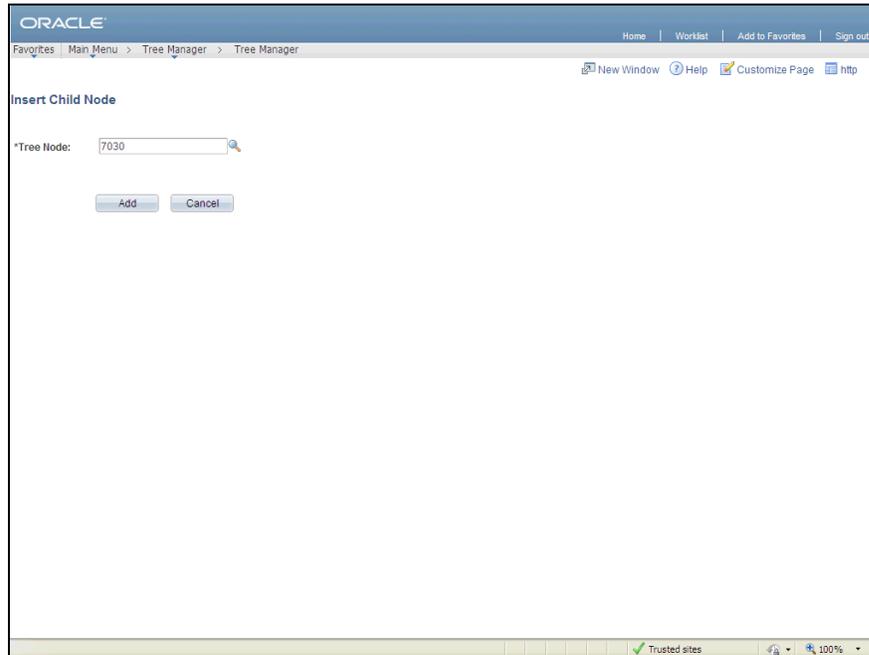


Step	Action
11.	<p>7037 is a valid account already defined in the GL Account table.</p> <p>You may only add valid GL accounts (or Chartfield values) as nodes to winter trees.</p> <p>For summer trees, you may use Chartfield values for the node name or you may use any meaningful name. Nodes on summer trees are used to roll up a range of nodes or detailed values for reporting purposes.</p> <p>Click the Add button to add child node 7037 to the root node.</p> 

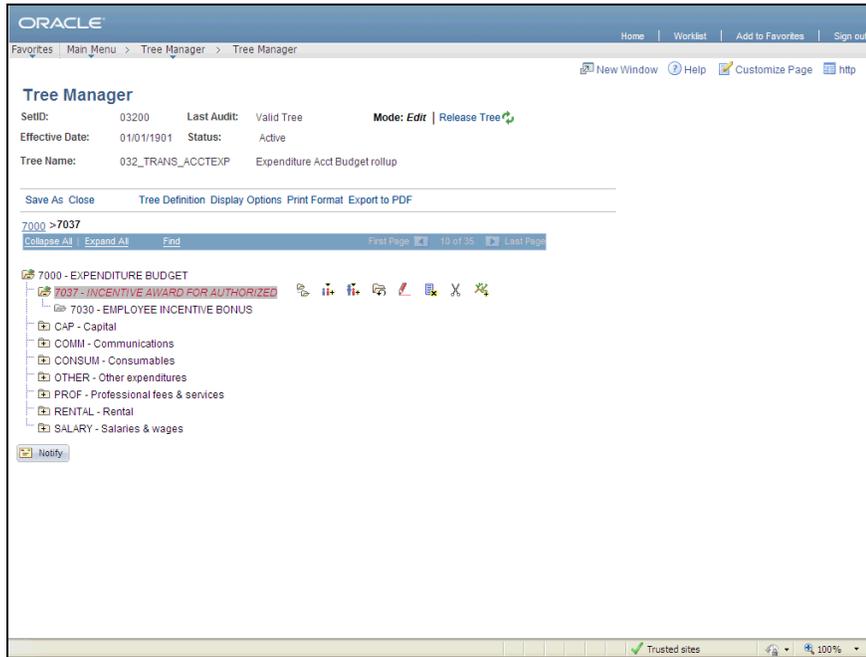


Step	Action
12.	<p>You successfully added valid GL account 7037 - INCENTIVE AWARD FOR AUTHORIZED as a child node to root node 7000 - EXPENDITURE BUDGET.</p> <p>Notice there is no plus sign next to 7037 since it has no child nodes yet.</p> <p>Click on 7037 - INCENTIVE AWARD FOR AUTHORIZED</p> <p>7037 - INCENTIVE AWARD FOR AUTHORIZED</p>
13.	<p>Selecting node 7037 displays a list of icons to the right.</p> <p>The first icon will expand the node hierarchy when child nodes are added. This is the same as clicking the plus sign.</p>
14.	<p>Click the Insert Child Node button to add a child node to 7037.</p> 

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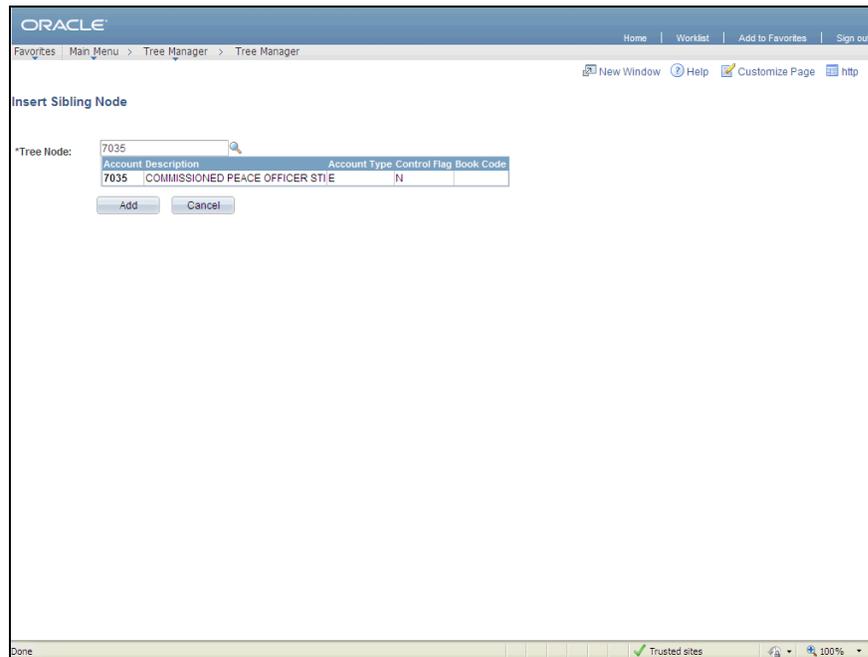


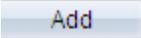
Step	Action
15.	<p>7030 is a valid account on the GL Account table so you may add it as a child node to this winter tree.</p> <p>Click the Add button.</p> <div data-bbox="440 1142 581 1184" style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #e0e0e0;">Add</div>

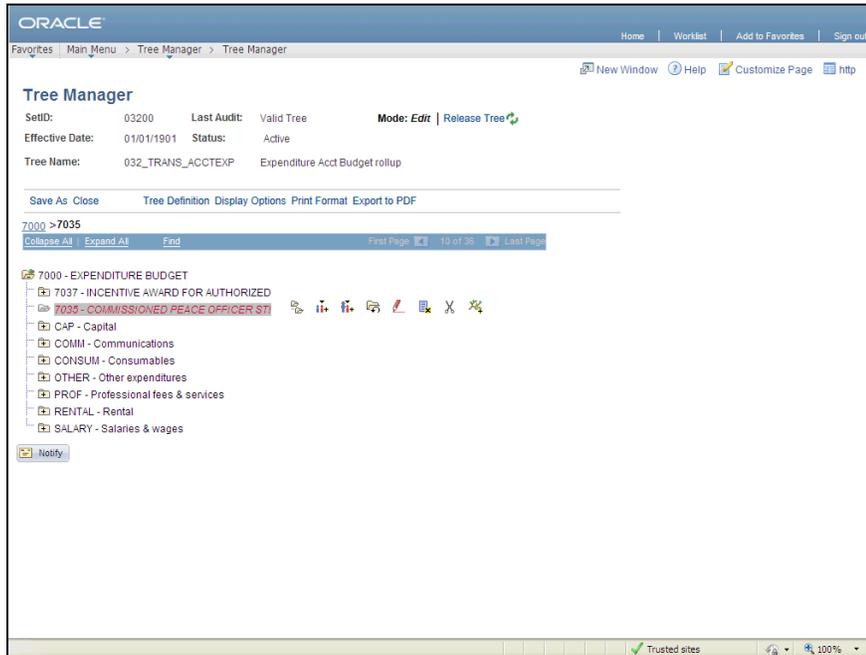


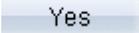
Step	Action
16.	<p>7030 - EMPLOYEE INCENTIVE BONUS now displays as a child node of 7037.</p> <p>Click the Collapse Node button next to node 7037 - INCENTIVE AWARD FOR AUTHORIZED.</p> 
17.	<p>Child node 7030 no longer displays since node 7037 was collapsed.</p> <p>Now let's create a sibling node for 7037 by clicking the Insert Sibling Node button.</p> 

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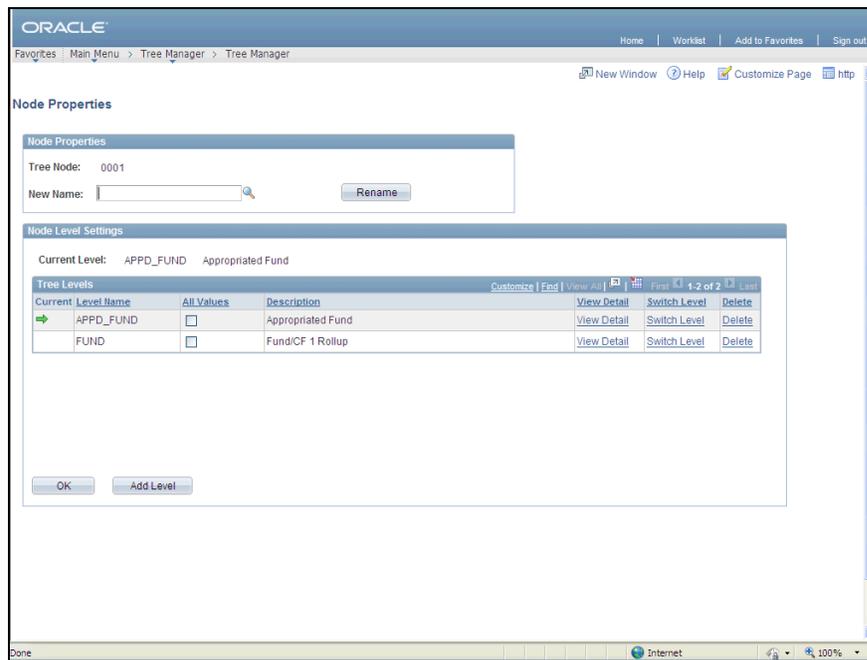
Step	Action
18.	<p>7035 is a valid node on the GL Accounts table and may therefore be added to this winter tree.</p> <p>Click the Add button.</p> 
19.	<p>7035 - COMMISSIONED PEACE OFFICER STI is displayed as a sibling node of 7037, and as a child of root node 7000.</p>
20.	<p>The Update Node Properties icon allows you to change the node name.</p> <p>However, this is strongly discouraged without appropriate approval on a winter tree since it will change the name of the account on the GL Accounts (or Chartfields) table.</p> <p>You will change the node name on a summer tree later in this topic since summer tree node names are not linked to the GL Accounts (or Chartfields) table.</p>
21.	<p>The Node Properties page displays the different node level settings.</p>



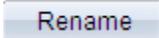
Step	Action
22.	<p>You decided to remove node 7035 - COMMISSIONED PEACE OFFICER STI from the tree.</p> <p>Click the Delete button on the 7035 line.</p> 
23.	<p>After reading the warning message, you still want to delete node 7035.</p> <p>This action only removes the node from the tree. It does not delete it from the GL Accounts table.</p> <p>If you accidentally delete a node, you cannot undo the delete. You can always insert the node back into the tree.</p> <p>Click the Yes button.</p> 
24.	<p>Node 7035 was removed from the tree.</p> <p>Click the 7037 - INCENTIVE AWARD FOR AUTHORIZED link.</p> <p>7037 - INCENTIVE AWARD FOR AUTHORIZED</p>

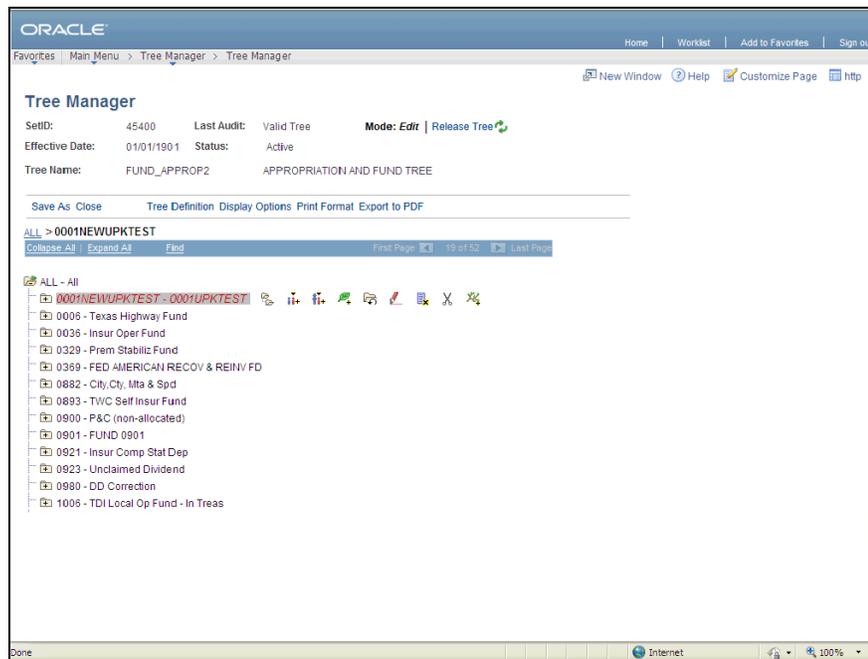
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Step	Action
25.	<p>Nodes can be moved to other parts of the tree or to other nodes. To move node 7037 you would click the Cut button and then paste the node at the appropriate location.</p> <p>You may paste a sibling or a child.</p> <p>Remember, you cannot insert a child node into a branch node, a sibling node into a root node or a parent node into its child.</p>
26.	<p>Now let's change the name of node 0001UPKTEST on summer tree FUND_APPROP2.</p> <p>The green leaf indicates this is a summer tree.</p> <p>Remember you can rename a node or the node description on a summer tree since it is not linked to the Chartfields table. For example, a node on a summer tree rolls up a range of values for reporting purposes.</p> <p>Click the Update Node Properties icon.</p> 



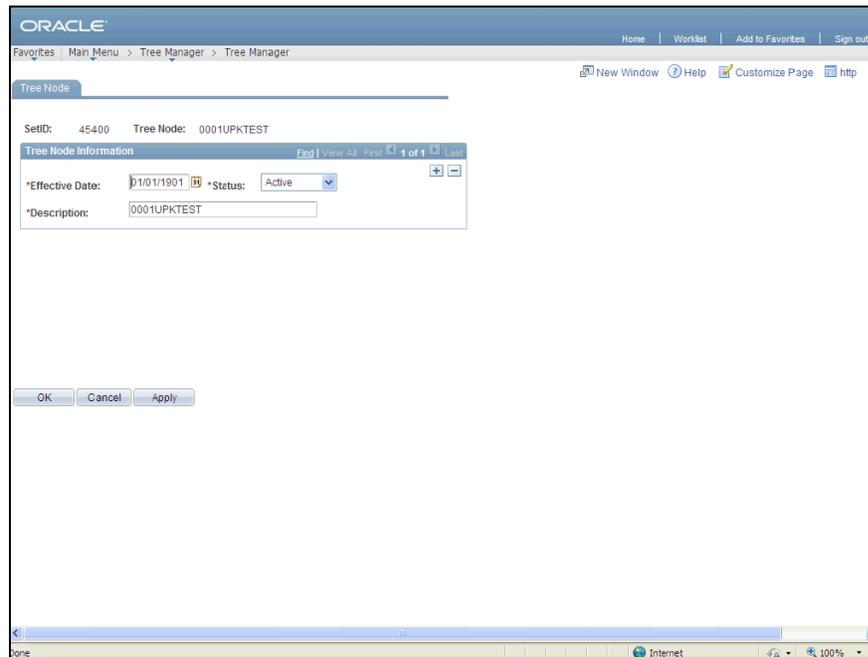
Step	Action
27.	Enter " 0001NEWUPKTEST " into the New Name field.

Step	Action
28.	<p>The message, "No matching values were found" indicates that a node does not already exist with the same name.</p> <p>Click the Rename button.</p> 

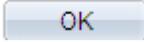


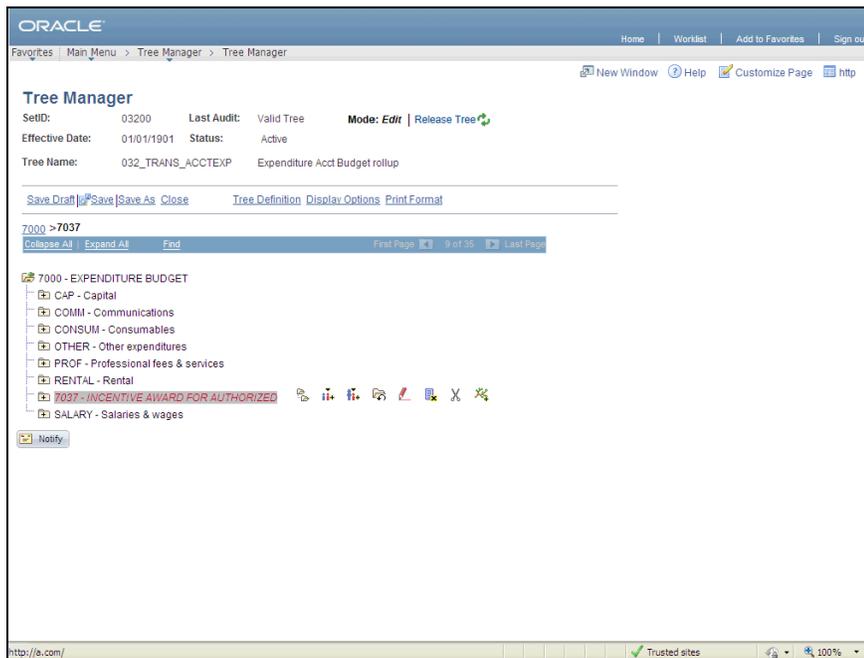
Step	Action
29.	<p>Notice the node name changed but the description 0001UPKTEST remains the same.</p> <p>Now let's change the description for this node.</p> <p>Remember you can rename a node or the node description on a summer tree since it is not linked to the GL Accounts (or Chartfields) table. For example, a node on a summer tree may roll up a range of values for reporting purposes.</p> <p>To change the description for node 0001, click the Edit Data button.</p> 

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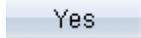
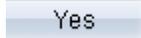


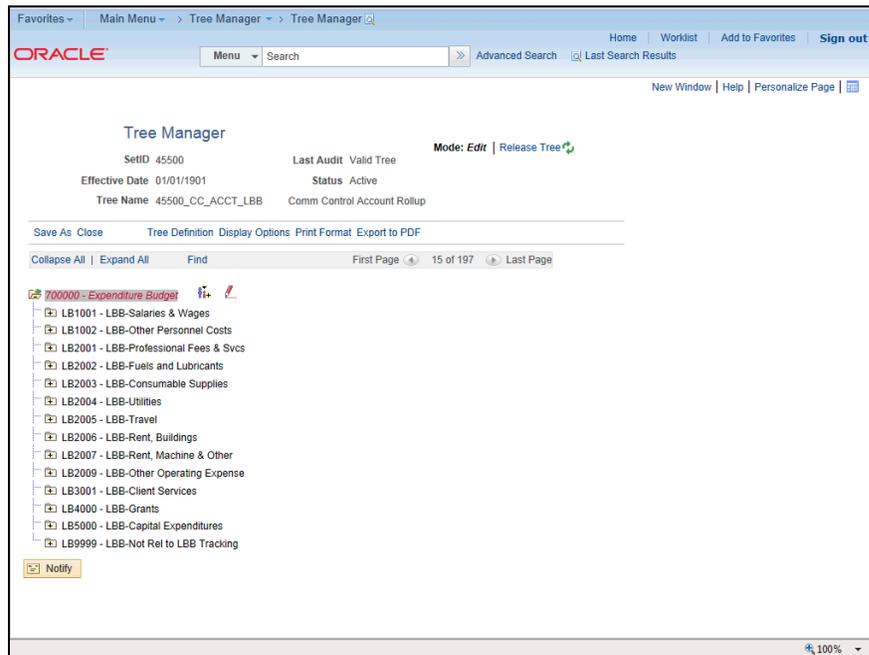
Step	Action
30.	<p>The effective date indicates when the description changed.</p> <p>This is important for auditing track.</p> <p>Notice that right now there is only one effective dated record (1 of 1).</p> <p>To add a new effective dated record indicating a change in the description, click the Add a new row at row 1 (Alt+7) button.</p> <p></p>
31.	<p>Notice there are now two effective dated records (1 of 2).</p> <p>Note: CAPPS will always use the most current effective dated row.</p> <p>Click the View All link to display both records.</p> <p>View All</p>
32.	<p>The original description effective as of 01/01/1901 is displayed at the bottom.</p> <p>The new description will be effective as of 06/17/2013.</p> <p>You may change this date if necessary.</p> <p>Enter the new description "0001NEWUPKTEST" into the Description field.</p>

Step	Action
33.	<p>You need to inactivate the original description.</p> <p>Click the Status list to display a list of valid values.</p> 
34.	<p>Click the Inactive list item.</p> 
35.	<p>Click the OK button.</p> 
36.	<p>Notice the node and the description names were changed.</p>



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Step	Action
37.	<p>Tree branches divide the parts of a tree that report to a single node into a separate component that can be maintained and viewed separately from the main tree.</p> <p>Trees can be branched and unbranched.</p> <p>Branching a tree can improve CAPPS Tree Manager performance by reducing the amount of data it needs to load when you open a large tree.</p> <p>Branching a tree allows different security settings for the branches and allows multiple users to maintain separate tree sections while working simultaneously.</p> <p>Click the Branch button.</p> 
38.	<p>Click the Yes button.</p> 
39.	<p>Click the UnBranch button.</p> 
40.	<p>Click the Yes button.</p> 



The screenshot shows the Oracle Tree Manager interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Tree Manager'. The main content area displays the 'Tree Manager' title and various settings: SetID 45500, Last Audit Valid Tree, Effective Date 01/01/1901, Status Active, and Tree Name 45500_CC_ACCT_LBB. Below this, there are action buttons like 'Save As', 'Close', 'Tree Definition', 'Display Options', 'Print Format', and 'Export to PDF'. A list of budget items is shown, including '700000 - Expenditure Budget' and various LBB categories like 'LBB-Salaries & Wages', 'LBB-Other Personnel Costs', etc. A 'Notify' button is visible at the bottom left of the list area.

Step	Action
41.	Click the Release Tree link. Release Tree
42.	Notice the tree is now in the " Check Out Tree " mode. This enables other users to update the tree, as needed.
43.	Congratulations! You have successfully completed this lesson. End of Procedure.

Section 4 - Working with Tree Structures

Section 4 - Working with Tree Structures

Every tree is based upon a structure. The tree structure defines the type of tree (spring, summer or winter), tree levels, tree nodes and detail data structure/source. The tree structure defines the links between your tree and the underlying tables to which it refers.

There are two main types of detail tree structures:

- 1) Detail-value tree (spring or summer)
- 2) Node-oriented tree (winter)

Viewing a Tree Structure

Section 4, Lesson 1 Exercise - Scenario: View the components of the summer and winter trees.

Tree structure defines the links between the tree and the underlying tables to which it refers.

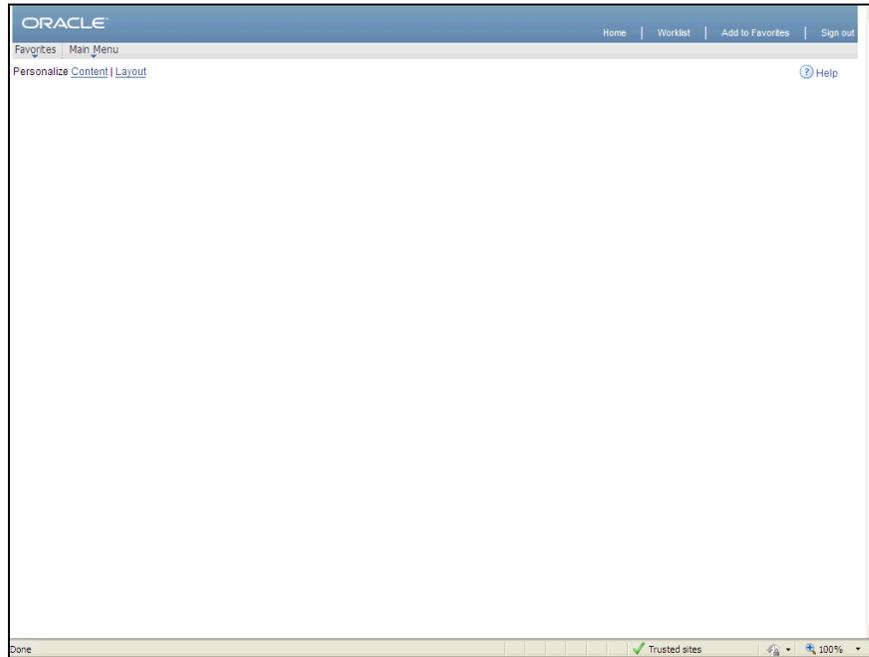
CAPPS Tree Manager uses two kinds of detail trees:

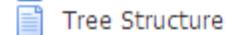
1. Detail-Value also known as a Spring or Summer tree. The detail level is represented with leaves.
2. Node-Oriented also known as a Winter. This is a node only tree so no leaves are presented on this type of tree.

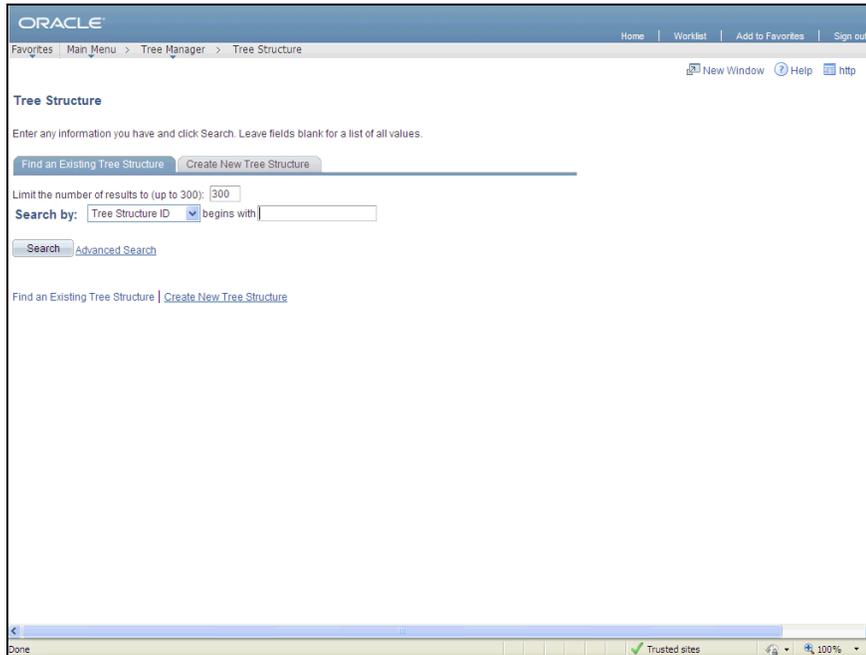
Procedure

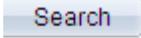
In this lesson, you will view the structure of a winter and a summer tree.

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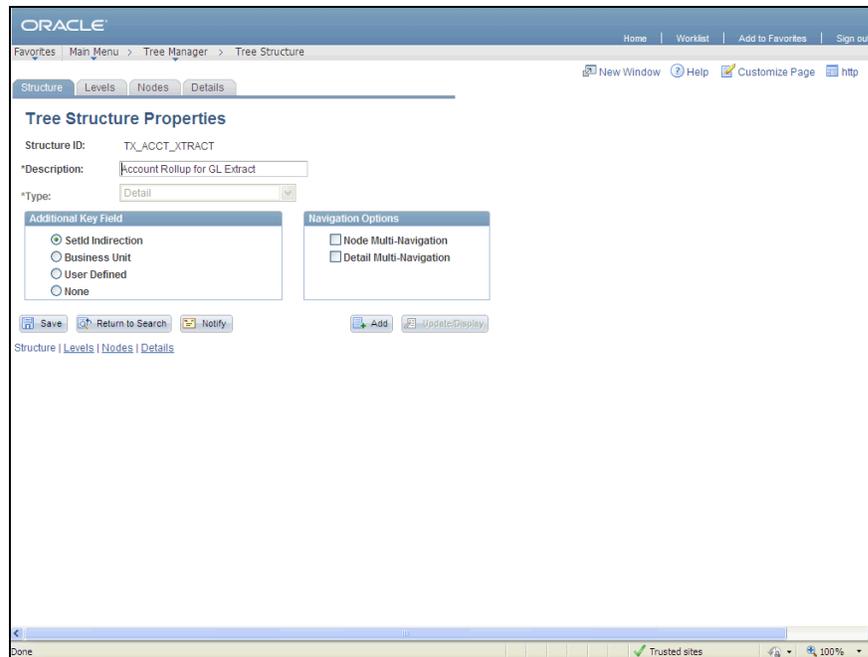


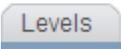
Step	Action
1.	Click the Main Menu button to navigate to the Tree Structure menu. 
2.	Click the Scroll Down button. 
3.	Click the Tree Manager menu. 
4.	Click the Tree Structure link. 
5.	In this lesson, you will view a winter tree structure, first.

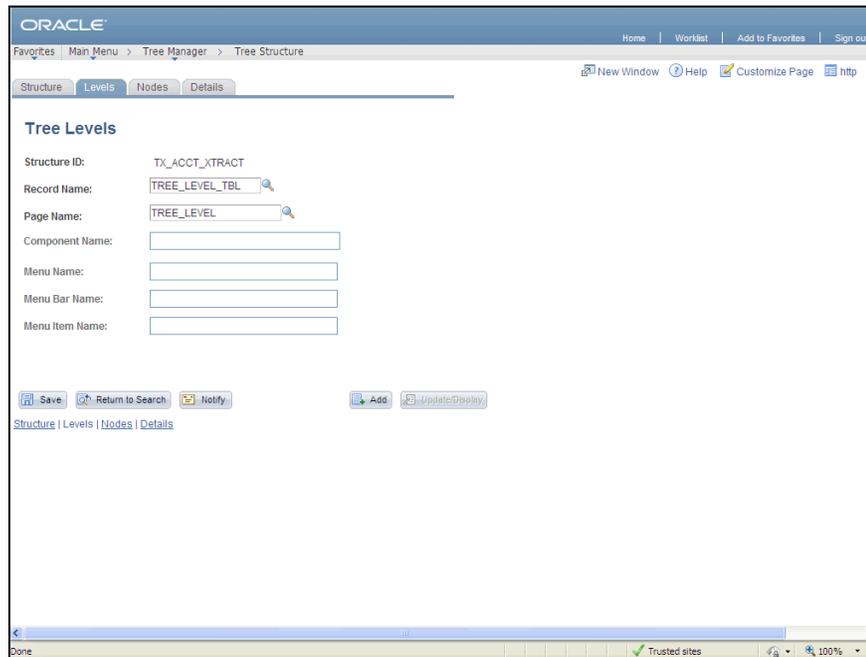


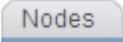
Step	Action
6.	<p>Click the Search button to display a list of all tree structures.</p> <p>If you have a lot of tree structures, you may want to limit the search by Tree Structure ID.</p> 
7.	<p>A long list is displayed.</p> <p>You are not sure of the tree structure name, but know it begins with TX_.</p> <p>Enter "TX_" into the begins with field next to the Tree Structure ID.</p>
8.	<p>Click the Search button.</p> 
9.	<p>A list of tree structure IDs beginning with "TX_" is displayed.</p> <p>Click the TX_ACCT_XTRACT link.</p> <p>TX_ACCT_XTRACT Account Rollup for GL Extract Detail</p>

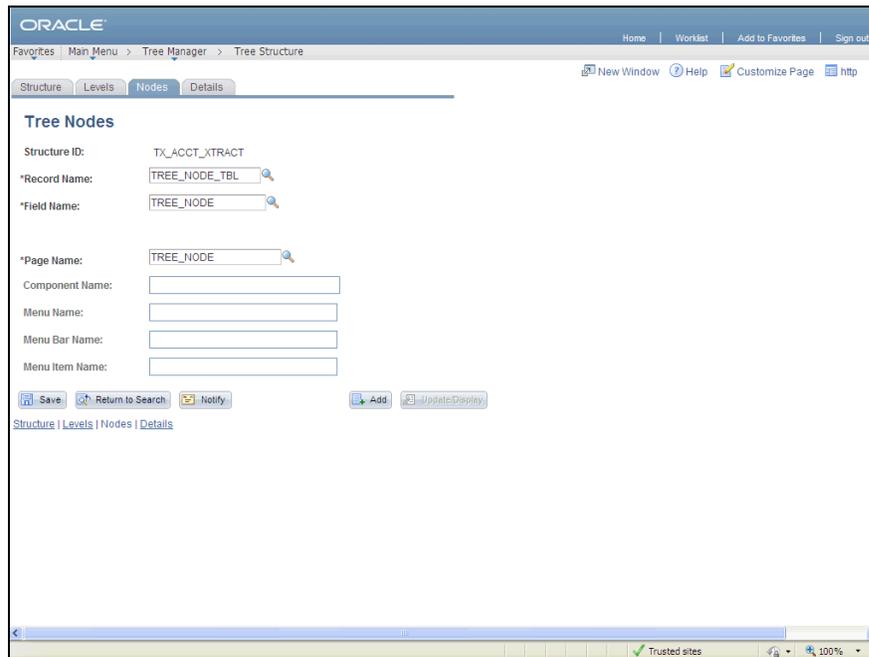
Step	Action
10.	<p>The tree structure defines the links between the tree and the underlying tables the tree requires.</p> <p>CAPPS provides structures (normally begins with STW_) to support delivered ChartFields such as Business Unit, Account, Operating Unit, Department, Product, Project, Fund, etc.</p> <p>A structure must be defined before you can build a tree. A structure can be used for multiple trees, as long as the trees use the same ChartField (i.e. Account, Dept ID, Fund Code, PCA, etc.).</p>

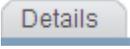


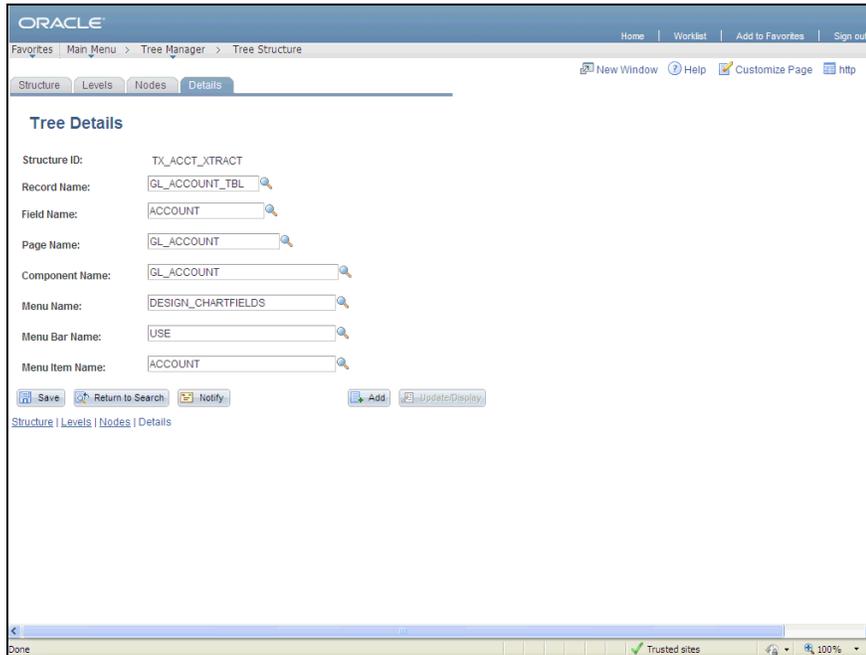
Step	Action
11.	<p>Click the Levels tab.</p> 
12.	<p>The Tree Levels page defines the Record Name and Page Name for a given tree structure.</p> <p>Values for this tree structure are stored in the TREE_LEVEL_TBL.</p>



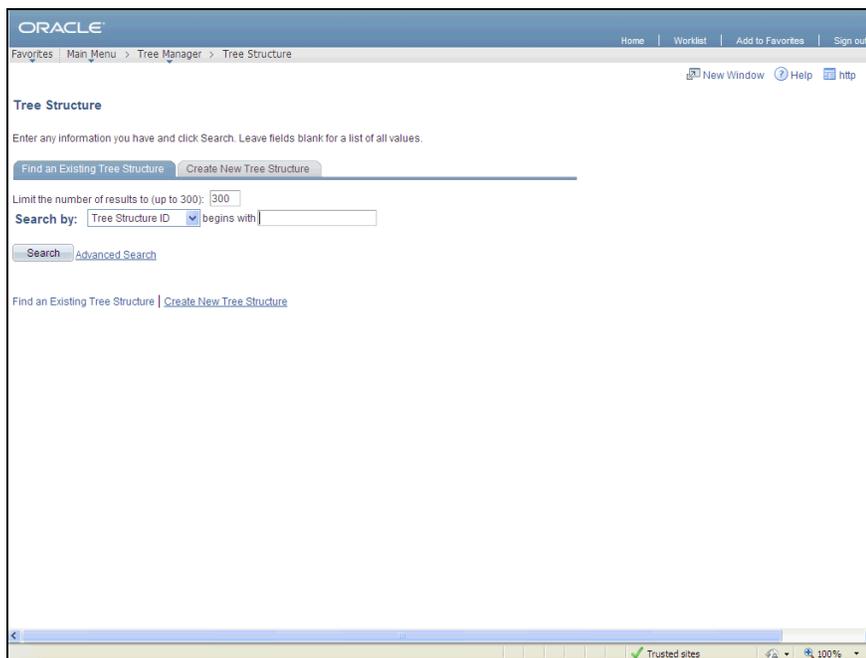
Step	Action
13.	Click the Nodes tab. 
14.	<p>The Tree Nodes page defines the source of a given tree structure.</p> <p>A Spring tree (with leaves) has ChartField names in the *Record Name, *Field Name and *Page Name fields (e.g. GL_ACCOUNT_TBL, Account, GL_ACCOUNT_TBL). The reason is each node on the spring tree represents a valid ChartField value.</p> <p>A Summer tree (with leaves) has TREE_NODE_TBL, TREE_NODE, TREE_NODE in the *Record Name, *Field Name and *Page Name fields. Tree node information is defined by agency reporting requirements and it is stored in the TREE_NODE_TABLE.</p> <p>A Winter tree (without leaves and with nodes only) has ChartField names in the *Record Name, *Field Name and *Page Name fields (e.g. GL_ACCOUNT_TBL, Account, GL_ACCOUNT_TBL).</p>



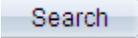
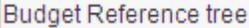
Step	Action
15.	Click the Details tab. 
16.	<p>The Details page defines the source information for the tree detail value.</p> <p>A Spring tree or a Summer tree (with leaves) has ChartField table name in the *Record Name, *Field Name, *Page Name, Component Name and Menu Path fields. The reason is each node on the spring and summer tree represents a detailed ChartField value (e.g. fund, department or account).</p> <p>A Winter tree (without leaves and with nodes only) has no Details values because it has nodes only.</p> <p>In this example, detailed account values for this structure point to the GL_ACCOUNT_TBL. Which will make this tree structure summer tree.</p>

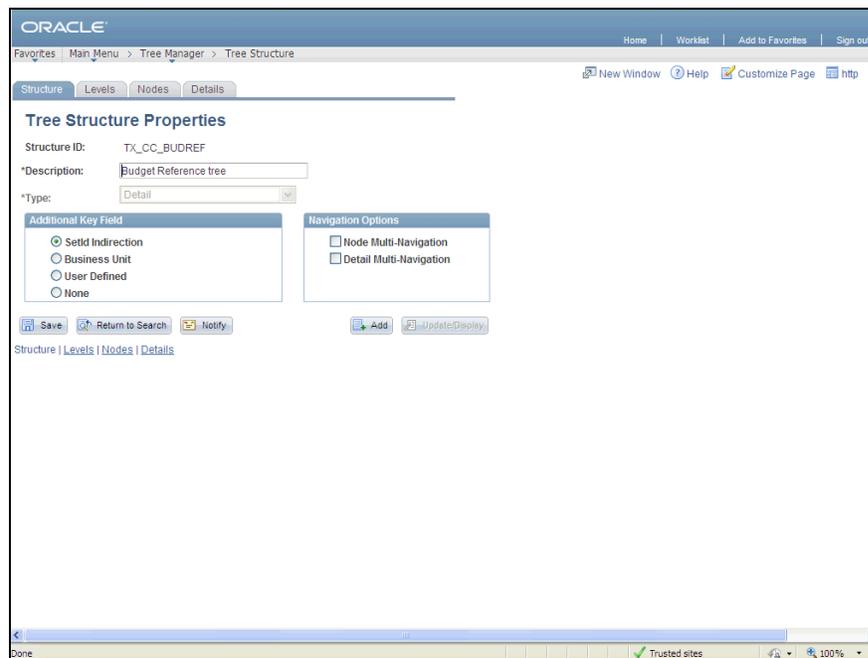


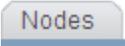
Step	Action
17.	<p>Click the Tree Structure link on the breadcrumbs. This saves time navigating back to the Main Menu.</p> <p>Tree Structure</p>



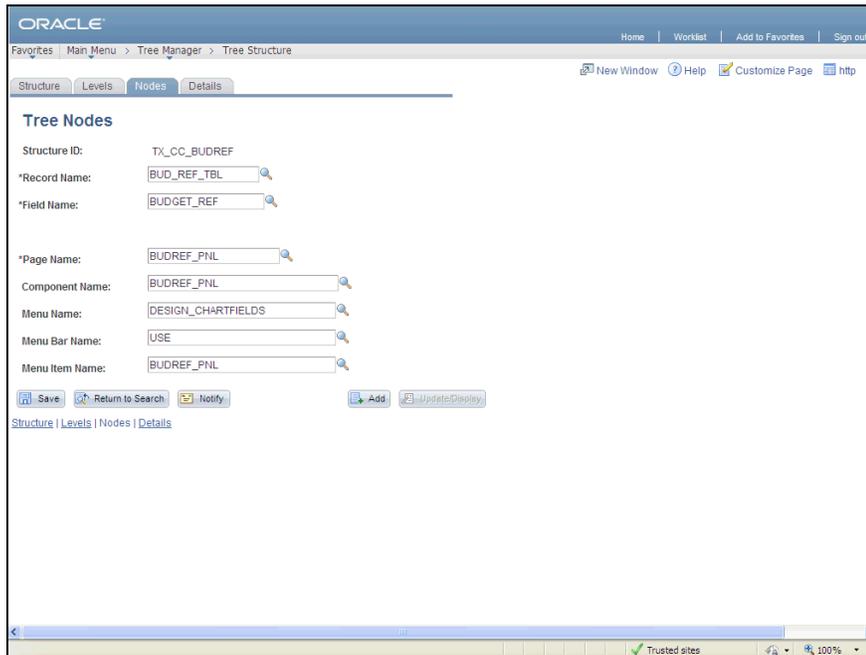
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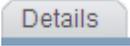
Step	Action
18.	<p>Now let's take a look at the Budget Reference structure.</p> <p>You are not sure of its name, but know it begins with TX_.</p> <p>Enter "TX_" into the begins with field.</p>
19.	<p>Click the Search button.</p> 
20.	<p>Click the TX_CC_BUDREF link.</p>   



Step	Action
21.	<p>Spring, Summer and Winter and summer trees have identical properties on the Structure and Level tabs.</p> <p>Click the Nodes tab.</p> 

Step	Action
22.	<p>Unlike the tree structure for a summer tree, a winter tree structure has a ChartField table on the Record Name, Field Name and Page Name fields.</p> <p>This is because a winter tree only has nodes. Each node represents a valid ChartField name.</p> <p>Node values for this structure are stored in the BUD_REF_TBL.</p>



Step	Action
23.	<p>Click the Details tab.</p> 
24.	The Details page fields on a winter tree structure are blank.
25.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Creating a Tree Structure

Section 4, Lesson 2 Exercise - Scenario: Create a Detail-Value (summer tree) and Node-Oriented (winter tree) tree hierarchies.

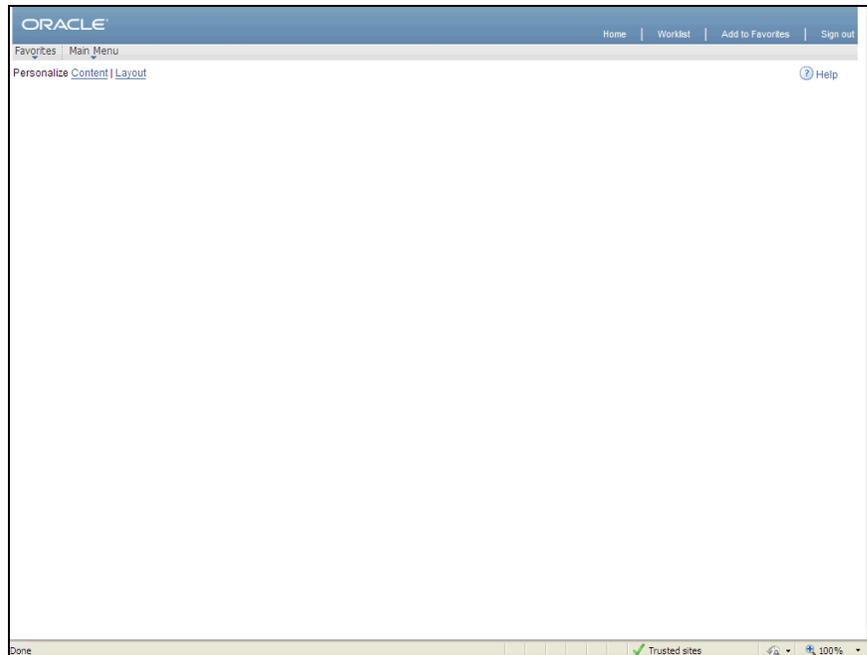
When you define a tree structure, you specify the pages and record definitions that CAPPS Tree Manager uses to store data about the parts of a tree. When you add a new node, level, or detail value to a tree, CAPPS Tree Manager uses this information to

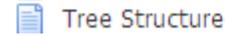
EUT Course

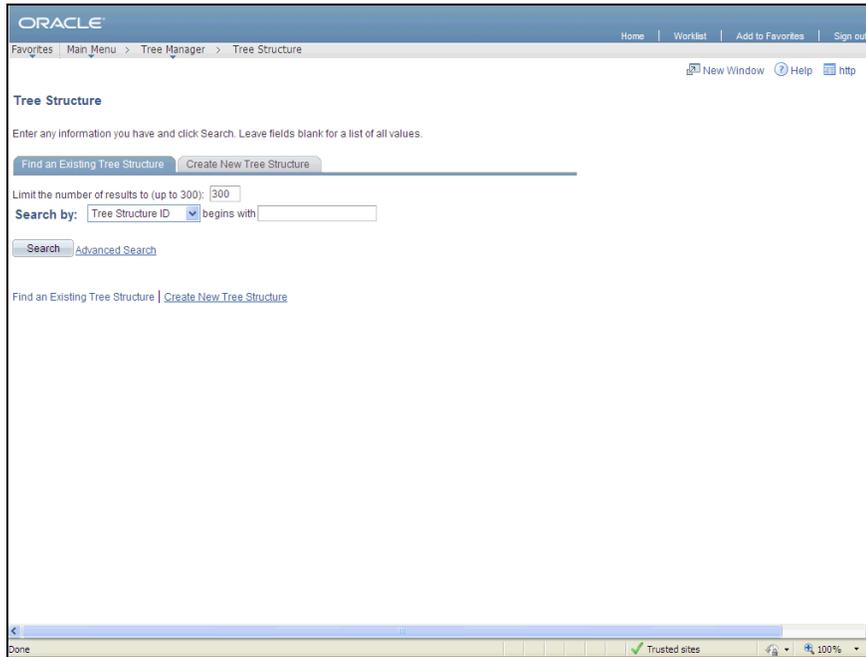
determine the component (pages) to capture the relevant application data. When the specified component is displayed, all of the standard business logic that is part of that component is invoked.

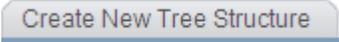
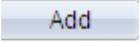
Procedure

In this lesson, you will create a Detail tree structure for a detail-value (Summer) tree and node-oriented (Winter) tree.

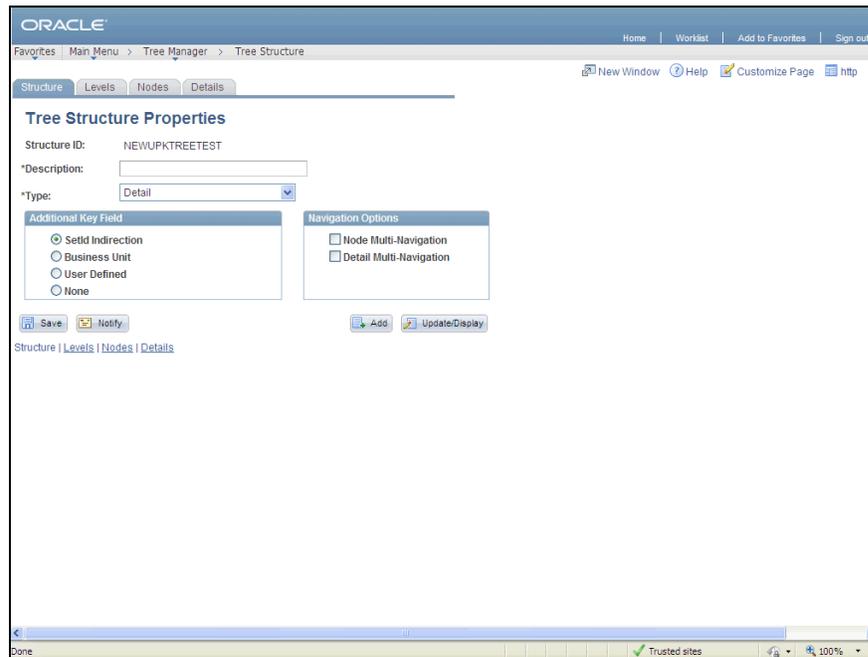


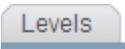
Step	Action
1.	Click the Main Menu button to navigate to the Tree Structure menu. 
2.	Click the Scroll Down button. 
3.	Click the Tree Manager menu. 
4.	Click the Tree Structure link. 

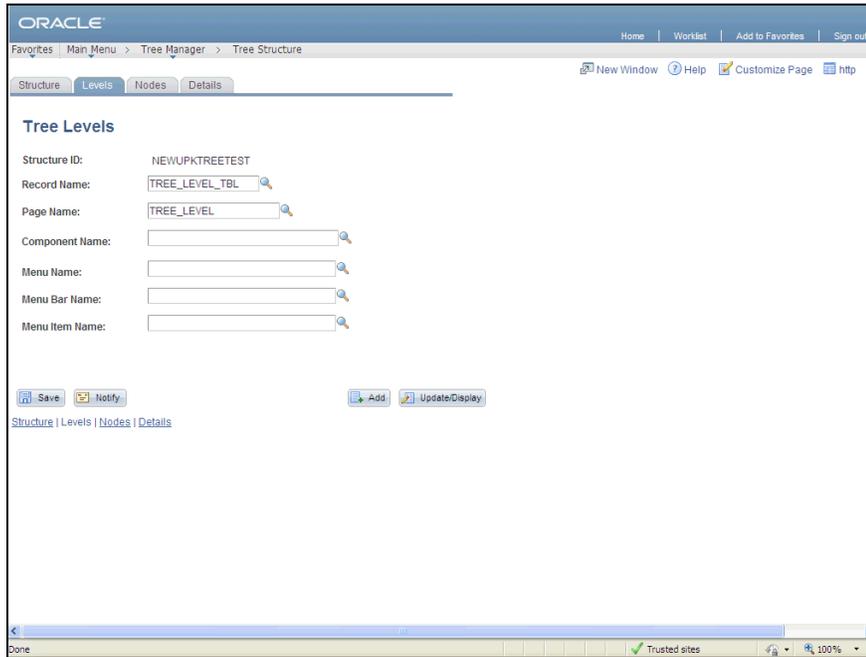


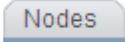
Step	Action
5.	To add a new tree structure, click the Create New Tree Structure tab. 
6.	Let's start by creating a summer tree structure. Enter " NEWUPKTREETEST " in the Tree Structure ID field.
7.	Click the Add button. 

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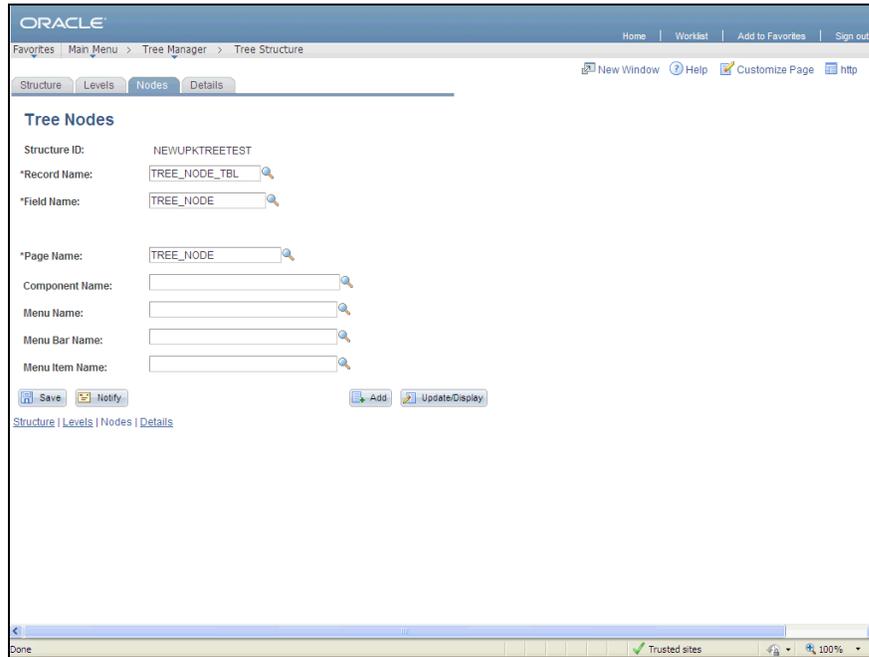


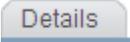
Step	Action
8.	Enter " NEWUPKTREETEST " in the Description field.
9.	Click the Levels tab. 
10.	The Tree Level tab Tree Structure defines the table name to store the tree level information that is entered via Define Tree Levels link in Tree Manager - Tree Definition and Properties page. CAPPS defaults the value on the Tree Level tab for all types of tree structure. Keep the default values.

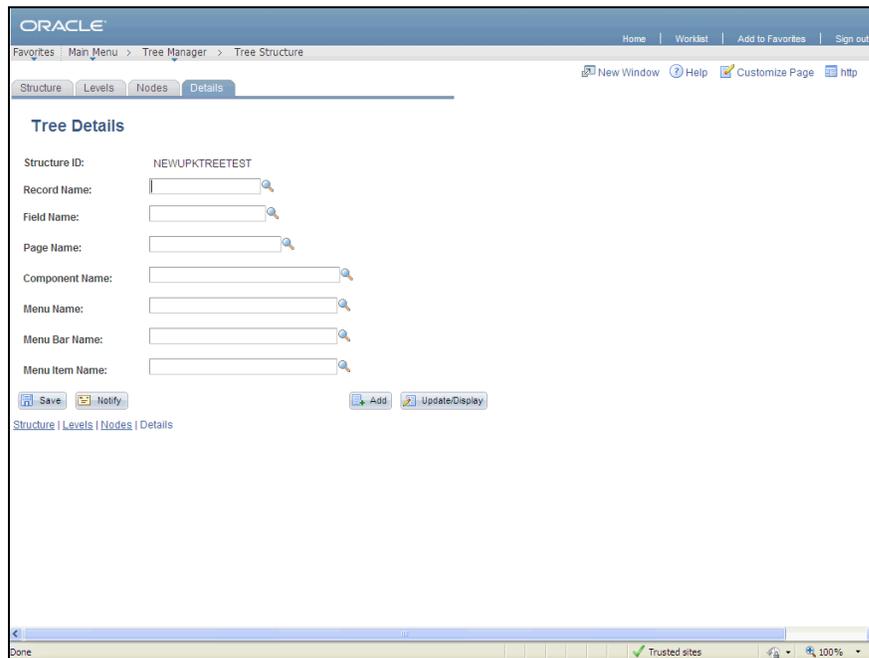


Step	Action
11.	Click the Nodes tab. 
12.	Since we are creating a Summer Tree structure, keep the default values on this page. The TREE_NODE_TBL stores the nodes information in a Summer Tree.

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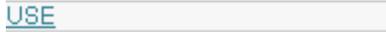
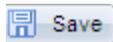


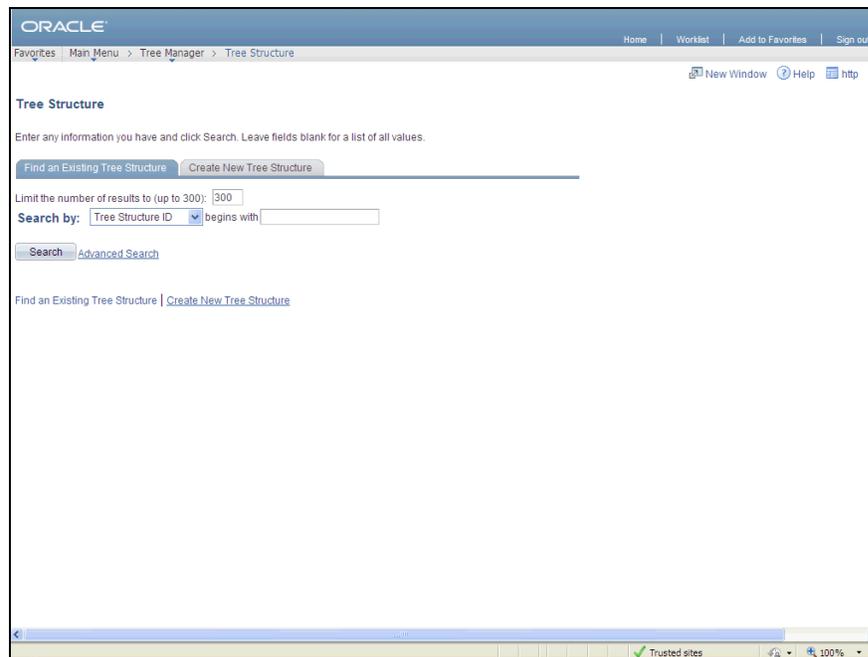
Step	Action
13.	Click the Details tab. <div style="text-align: center; margin-top: 10px;">  </div>

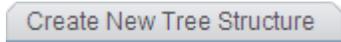


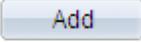
Step	Action
14.	<p>The Details tab is blank by default. It stays blank if the tree structure is for a Winter Tree (node-oriented).</p> <p>However, if the tree structure is made for a Summer tree, this tab is populated with a ChartField table and relevant information (Page, Component, Menu). The ChartField table indicates the source for the detail values (leaves) specified in the Summer Tree.</p> <p>In this example, you are creating a tree structure for a FUND detail tree (Summer Tree).</p> <p>Enter "FUND" in the Record Name field.</p>
15.	<p>A list of records beginning with "FUND" are displayed.</p> <p>Click the FUND_TBL link.</p> <p></p>
16.	<p>Click the Look up Field Name (Alt+5) button.</p> <p></p>
17.	<p>Click the FUND_CODE link.</p> <p></p>
18.	<p>Click the Look up Page Name (Alt+5) button.</p> <p></p>
19.	<p>Enter "FUND" in the begins with field.</p>
20.	<p>Click the Look Up button.</p> <p></p>
21.	<p>A list of page names beginning with "FUND" is displayed.</p> <p>Click the FUND_DEFINITION link.</p> <p></p>
22.	<p>Click the Look up Component Name (Alt+5) button.</p> <p></p>
23.	<p>Click the FUND_DEFINITION link.</p> <p></p>
24.	<p>Click the Look up Menu Name (Alt+5) button.</p> <p></p>
25.	<p>Click the DESIGN_CHARTFIELDS link.</p> <p></p>

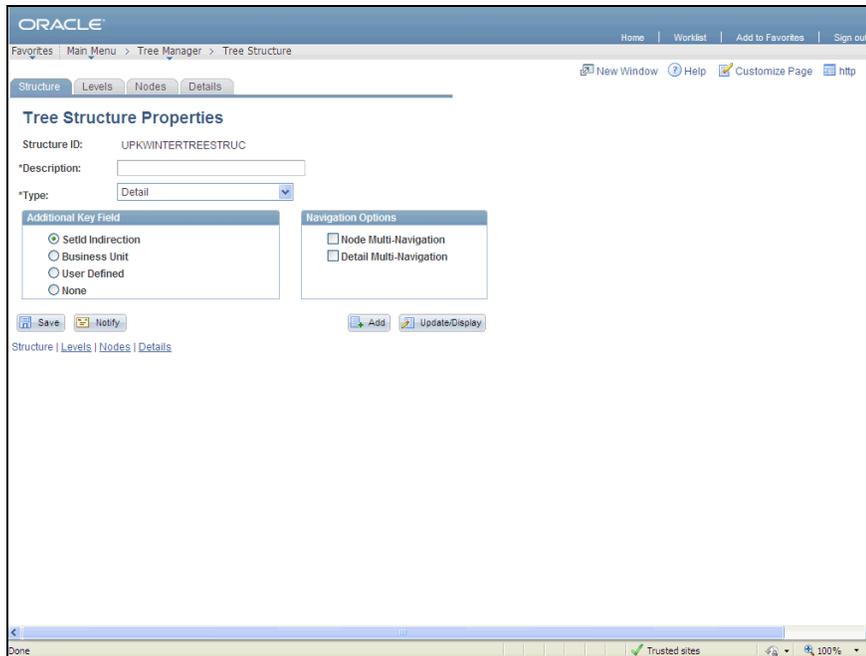
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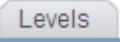
Step	Action
26.	Click the Look up Menu Bar Name (Alt+5) button. 
27.	Click the USE link. 
28.	Click the Look up Menu Item Name (Alt+5) button. 
29.	Click the FUND_DEFINITION link. 
30.	Click the Save button. 
31.	Congratulations, you created a summer tree structure. Click the Tree Structure link to add a winter tree structure. 



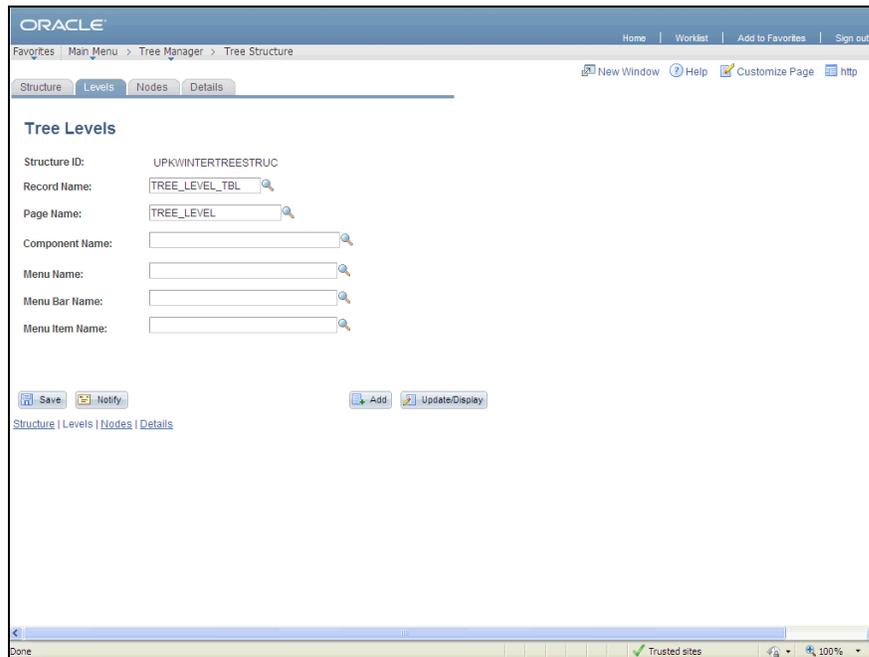
Step	Action
32.	Click the Create New Tree Structure tab. 

Step	Action
33.	Enter " UPKWINTERTREESTRUC " in the Tree Structure ID field.
34.	Click the Add button. 



Step	Action
35.	Enter " UPKWINTERTREESTRUC " in the Description field.
36.	Click the Levels tab. 

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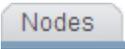
ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Tree Manager > Tree Structure
 Structure | Levels | Nodes | Details
 New Window | Help | Customize Page | http

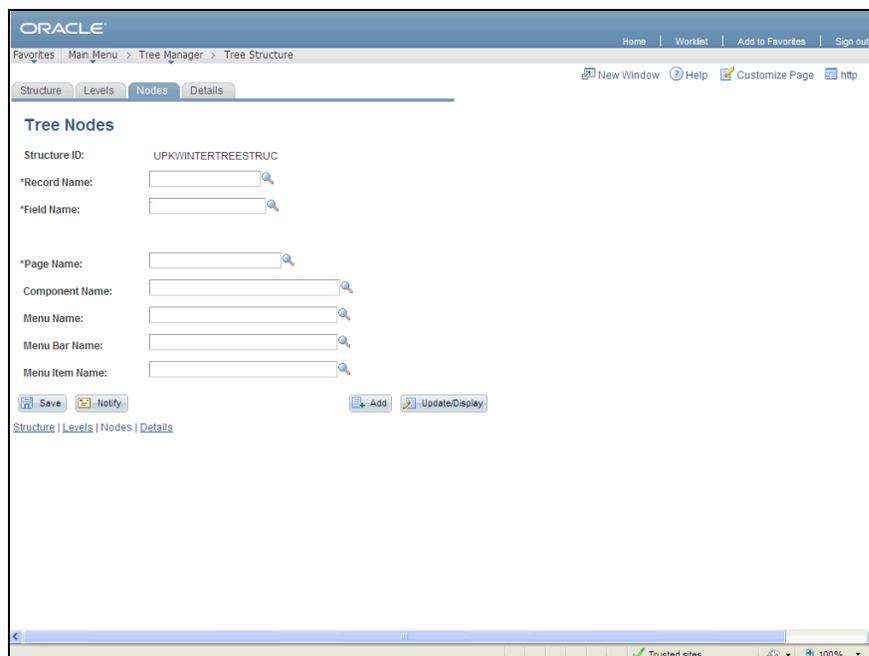
Tree Levels

Structure ID: UPKWINTERTREESTRUC
 Record Name: TREE_LEVEL_TBL
 Page Name: TREE_LEVEL
 Component Name:
 Menu Name:
 Menu Bar Name:
 Menu Item Name:

Save | Notify | Add | Update/Display

Structure | Levels | Nodes | Details

Step	Action
37.	Keep the default values. Click the Nodes tab. 



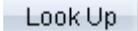
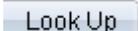
ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Tree Manager > Tree Structure
 Structure | Levels | Nodes | Details
 New Window | Help | Customize Page | http

Tree Nodes

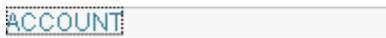
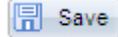
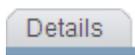
Structure ID: UPKWINTERTREESTRUC
 *Record Name:
 *Field Name:
 *Page Name:
 Component Name:
 Menu Name:
 Menu Bar Name:
 Menu Item Name:

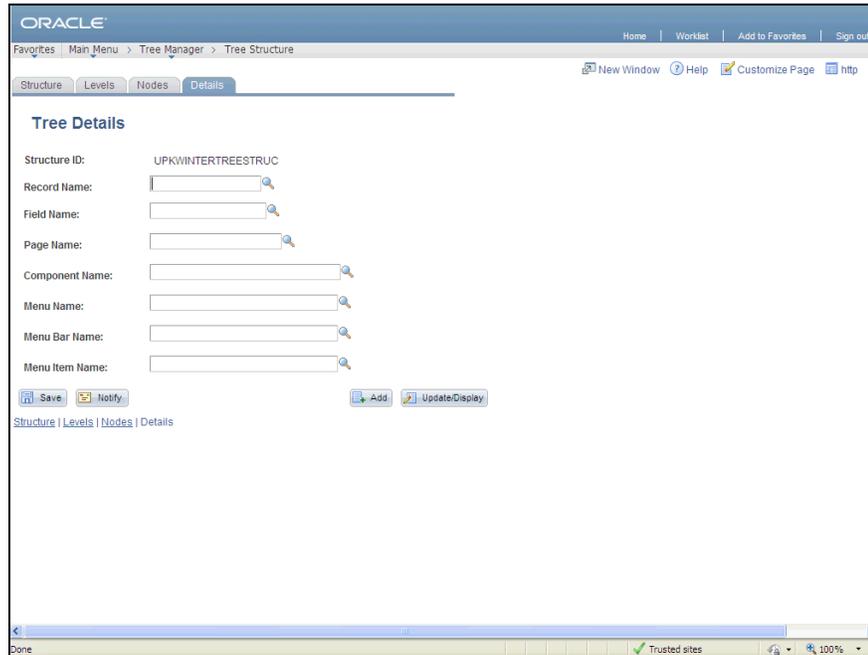
Save | Notify | Add | Update/Display

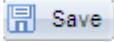
Structure | Levels | Nodes | Details

Step	Action
38.	<p>A winter tree only has nodes. Each node represents an individual value defined in ChartField tables. You must therefore enter the ChartField table name, and relevant information that defines the location of the ChartField table (page, component, menu).</p> <p>In this example, you are creating a Node-Oriented (Winter) tree structure for ACCOUNT rollup and will choose the GL_ACCOUNT_TBL.</p> <p>Click the Record Name Look up (Alt+5) button.</p> 
39.	<p>Click the GL_ACCOUNT_TBL link.</p> <p>A winter tree pulls its values from the Chart of Accounts table.</p> 
40.	<p>Click the Look up Field Name (Alt+5) button.</p> 
41.	<p>Click the ACCOUNT link.</p> 
42.	<p>Click the Look up Page Name (Alt+5) button.</p> 
43.	<p>Enter "ACCOUNT" in the begins with field.</p>
44.	<p>Click the Look Up button.</p> 
45.	<p>No matching values were found.</p> <p>Enter "GL" in the begins with field.</p>
46.	<p>Click the Look Up button.</p> 
47.	<p>A list of page names beginning with "GL" are displayed.</p> <p>Click the GL_ACCOUNT link.</p> 
48.	<p>Click the Look up Component Name (Alt+5) button.</p> 

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Step	Action
49.	Click the GL_ACCOUNT link. 
50.	Click the Look up Menu Name (Alt+5) button. 
51.	Click the DESIGN_CHARTFIELDS link. 
52.	Click the Look up Menu Bar Name (Alt+5) button. 
53.	Click the USE link. 
54.	Click the Look up Menu Item Name (Alt+5) button. 
55.	Click the ACCOUNT link. 
56.	Click the Save button. 
57.	Click the Details tab. 



Step	Action
58.	<p>The Details tab is blank by default and stays blank if the tree structure is for a Winter Tree (node oriented).</p> <p>Click the Save button.</p> 
59.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Section 5 - Working with Tree Utilities

Section 5 - Working with Tree Utilities

CAPPS Tree Utilities are used to copy/delete trees or tree structures (e.g. to export/import a tree definition from one CAPPS environment to another).

Repairing a tree may be used for tree auditing, correcting tree issues including level numbers, correcting parent node numbers, deleting orphan tree objects and removing tree branches.

Copying, Deleting, Auditing and Viewing a Tree

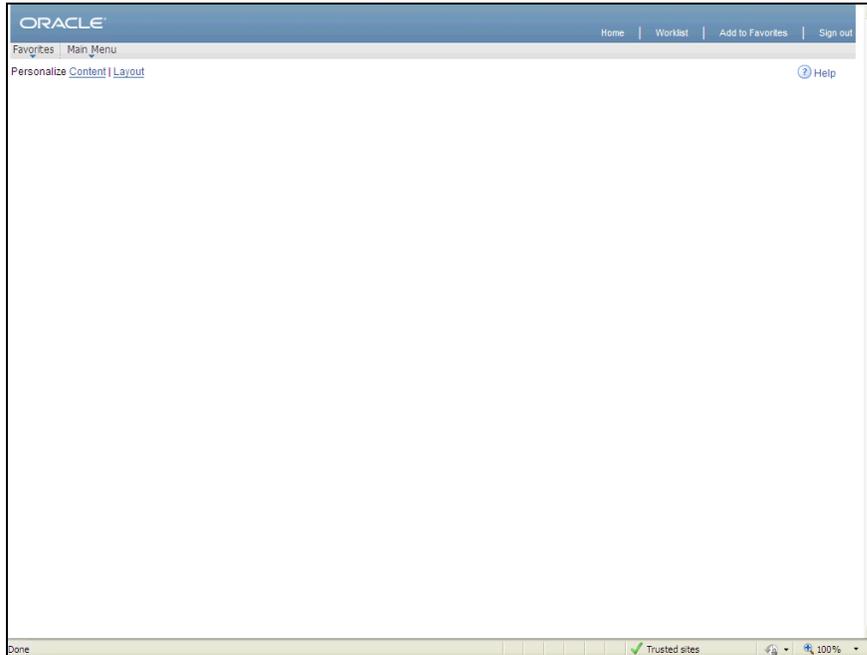
Section 5, Lesson 1 Exercise - Scenario: Use the Copy, Delete and Audit Tree utilities

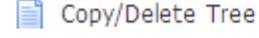
Tree utilities provides the process to copy, delete or audit trees.

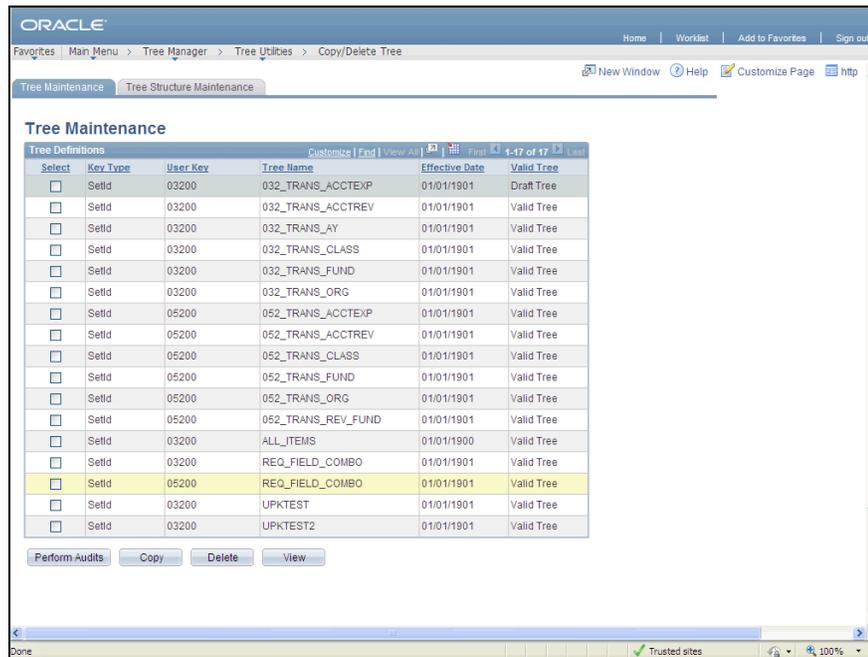
EUT Course

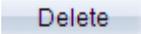
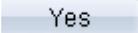
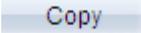
Procedure

In this lesson, you will use **Tree Utilities** to delete, copy, audit and view a tree structure.

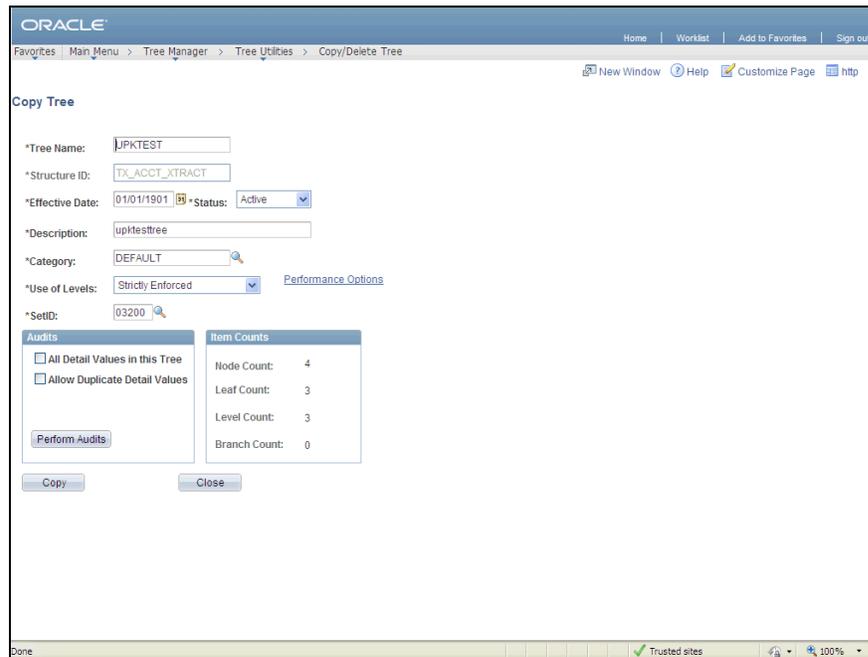


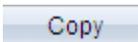
Step	Action
1.	Click the Main Menu button to navigate to the Tree Utilities menu. 
2.	Click the Scroll Down button. 
3.	Click the Tree Manager menu. 
4.	Click the Tree Utilities menu. 
5.	Click the Copy/Delete Tree link. 
6.	The tree maintenance page is used to view, copy, delete and audit trees.

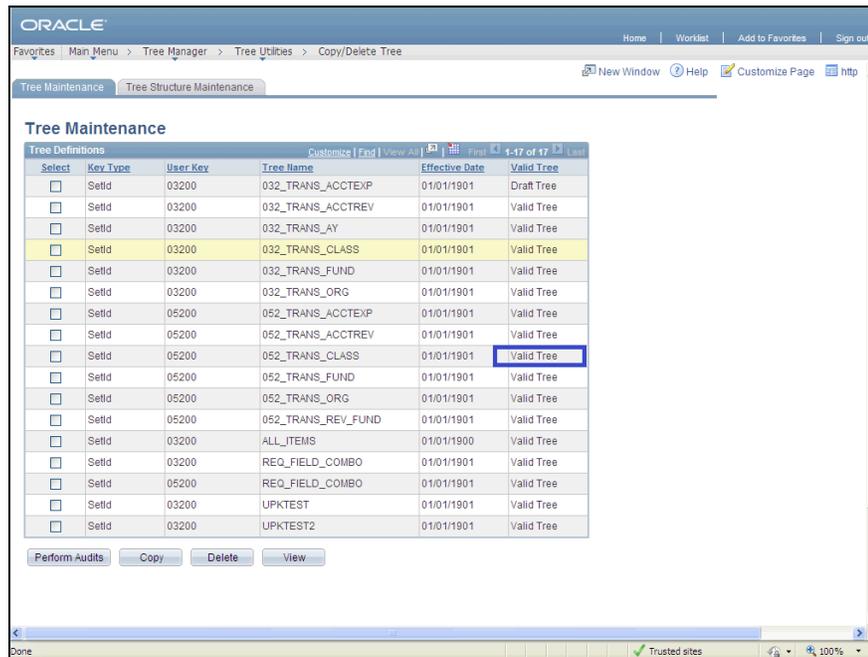


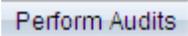
Step	Action
7.	To delete a tree, click the Select check box for the tree 'UPKTEST2'. <input type="checkbox"/>
8.	Click the Delete button. 
9.	The system will provide a prompt to confirm that the tree should be deleted. Note: A deleted tree cannot be restored. Click the Yes button. 
10.	Notice Tree Name "UPKTEST2" no longer appears on the list of trees.
11.	To copy a tree, click the Select check box for "UPKTEST." <input type="checkbox"/>
12.	Click the Copy button. 

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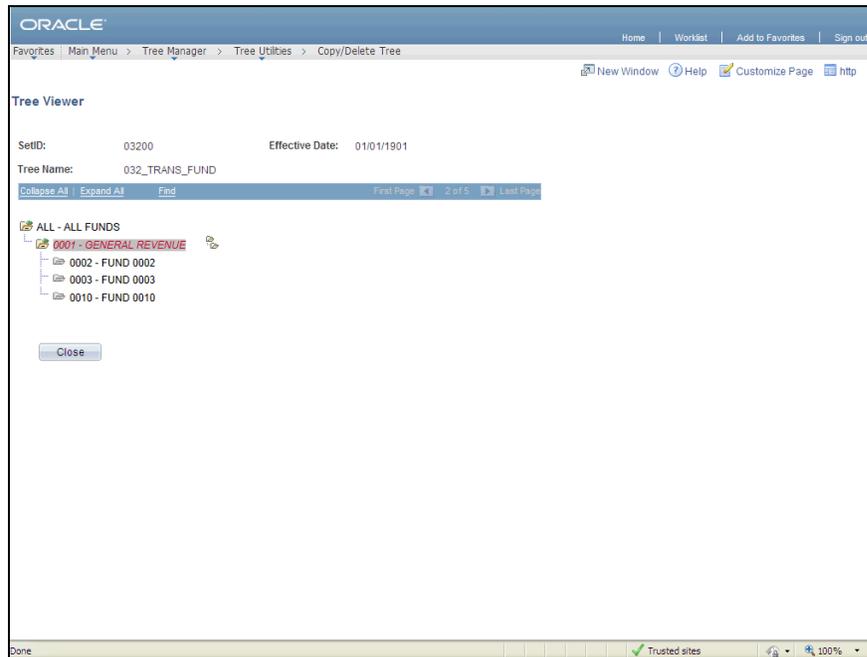


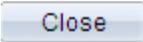
Step	Action
13.	Enter " UPKTEST2 " in the Tree Name field. UPKTEST2 is the name of the tree that will be copied from UPKTEST.
14.	Enter " UPKTEST2 " in the Description field.
15.	In the Item Counts section, notice the number of nodes, leaves, levels and branches to be copied.
16.	Click the Copy button. 
17.	The newly copied tree named "UPKTEST2" is located at the bottom of the list.
18.	If changes are made to a tree, it is a good idea to check that there are no errors. This is accomplished using the Perform Audits option.

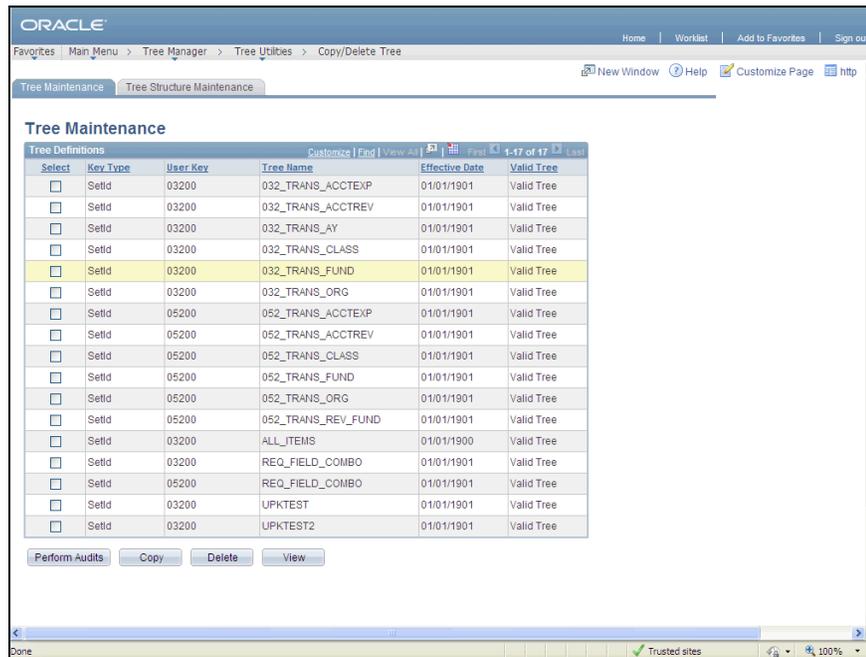


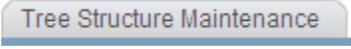
Step	Action
19.	<p>The "52_TRANS_CLASS" tree is defined as a "Valid Tree" but updates have been made to it. It should be audited.</p> <p>Click the Select check box.</p> <input type="checkbox"/>
20.	<p>"032_TRANS_ACCTEXP" is a "Draft Tree".</p> <p>Click the Select check box to choose this as the another tree to audit.</p> <input type="checkbox"/>
21.	<p>Click the Perform Audits button.</p> 
22.	<p>The Valid Tree field for the tree changes to "Valid Tree" if the tree passes the audit. If the tree fails the audit, the Valid Tree field will change to <i>Draft Tree</i>.</p> <p>As a result of the audit, both trees are valid trees, indicating they have no errors.</p>
23.	<p>Next you decide to view tree "032_TRANS_FUND" tree.</p> <p>Click the Select check box.</p> <input type="checkbox"/>
24.	<p>Click the View button.</p> 

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Step	Action
25.	<p>Tree 032_TRANS_FUND is displayed.</p> <p>Click the Close button to return to the Tree Maintenance page.</p> 



Step	Action
26.	Click the Tree Structure Maintenance tab to view or update the Tree Structure. 
27.	The Copy, Delete and View options are also available in the Tree Structure Maintenance tab.
28.	Congratulations! You have successfully completed this lesson. End of Procedure.

Exporting and Importing a Tree

Section 5, Lesson 2 Exercise - Scenario: Setup a Tree for Export and Import

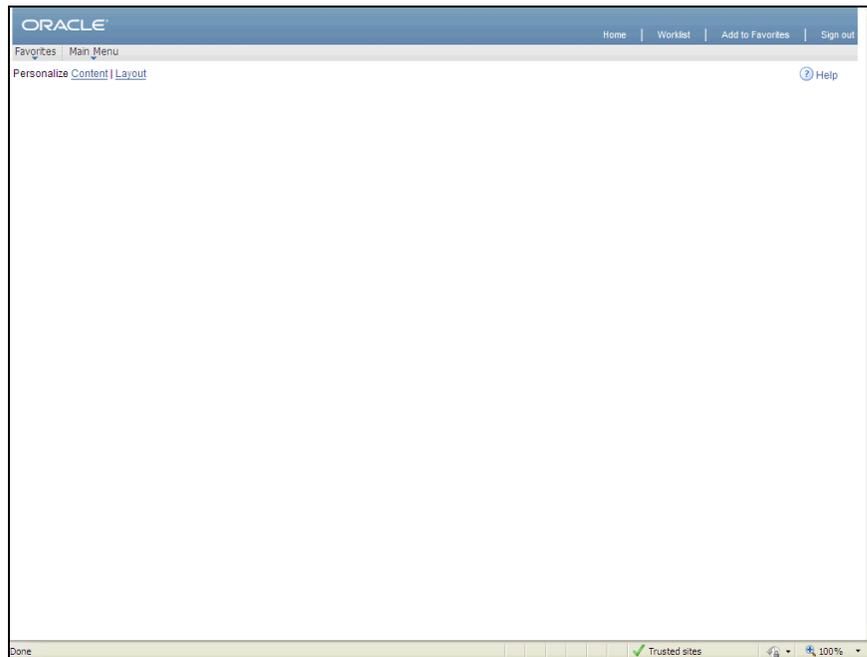
Exporting and importing trees may be used for testing tree setup.

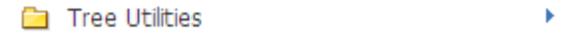
This process will be handled by CAPPS Support. Agencies will need to submit a Service Request.

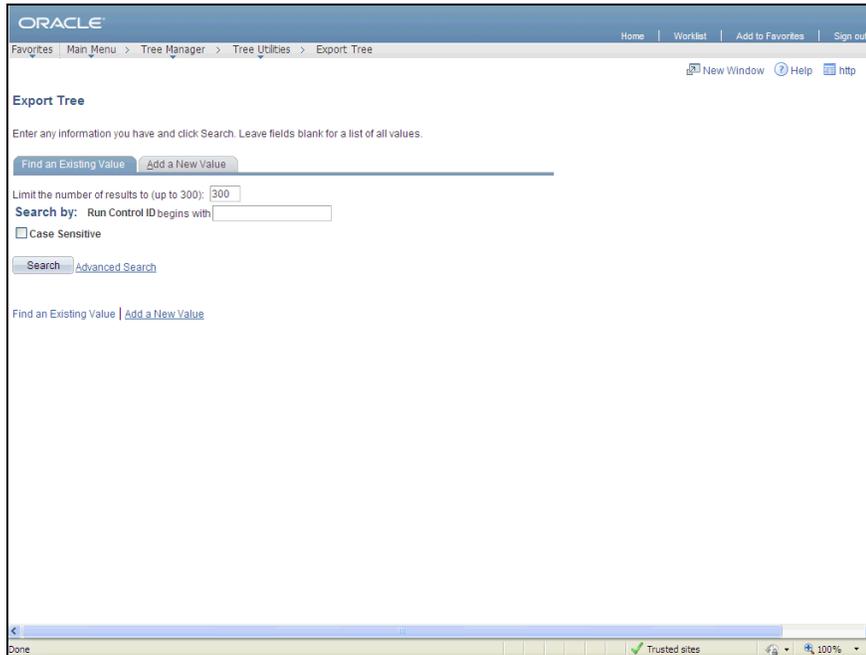
Procedure

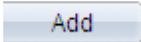
In this lesson, you will learn how to export and import a tree.

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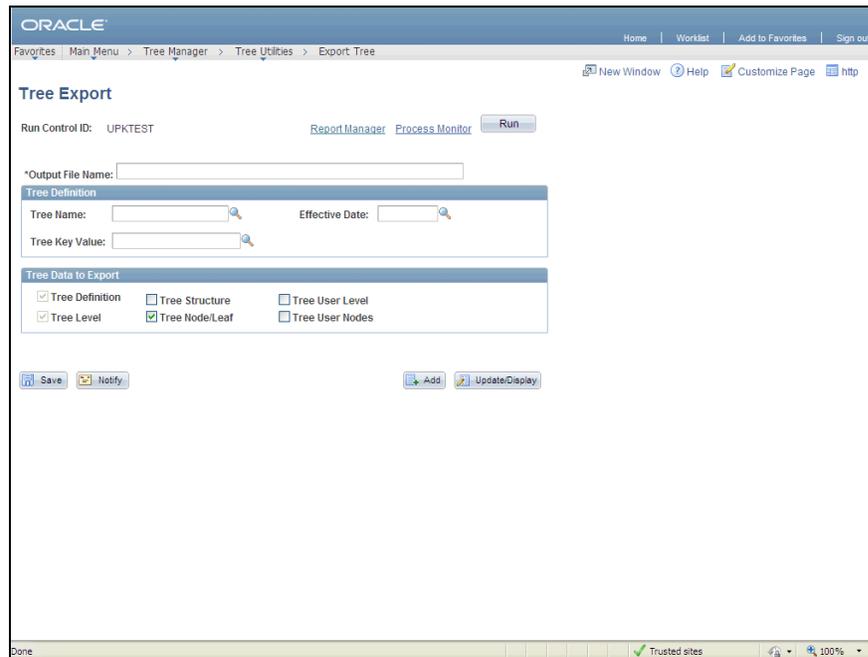


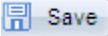
Step	Action
1.	<p>You may want to create a tree in the Test environment and then, after testing is complete, export it to UAT or Production. Or vice versa.</p> <p>Click the Main Menu button to navigate to the Tree Utilities menu.</p> 
2.	<p>Click the Scroll Down button.</p> 
3.	<p>Click the Tree Manager menu.</p> 
4.	<p>Click the Tree Utilities menu.</p> 
5.	<p>Click the Export Tree link.</p> 



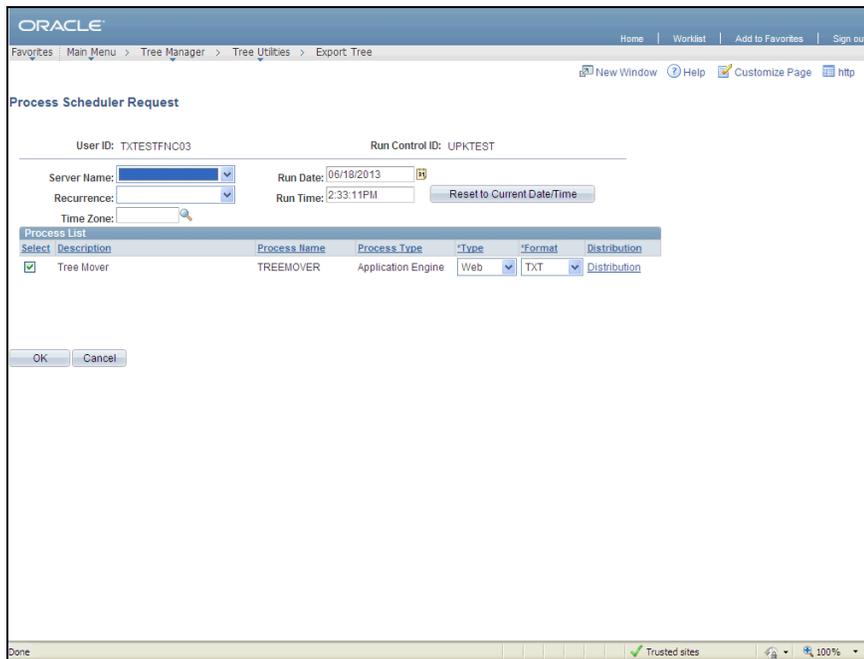
Step	Action
6.	<p>If you had previously ran this process to export a tree, you could search for it on the Find an Existing Value tab.</p> <p>To add a new Run Control ID, click the Add a New Value link.</p> <p>Add a New Value</p>
7.	<p>A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running.</p> <p>The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p> <p>Enter "UPKTEST" in the Run Control ID field.</p>
8.	<p>Click the Add button.</p> 

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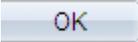
Step	Action
9.	The exported file name will be UPKTEST and its Tree Definition file will be saved in the C:\Temp directory on the Windows NT server. Enter " C:\TEMP\UPKTEST " in the Output File Name field.
10.	Enter " UPKTEST " in the Tree Name field.
11.	Enter " 01011901 " in the Effective Date field.
12.	This message indicates that you need to enter the SetID to which the tree belongs. Click the OK button. 
13.	Enter " 03200 " in the SetID field.
14.	Click the Save button. 

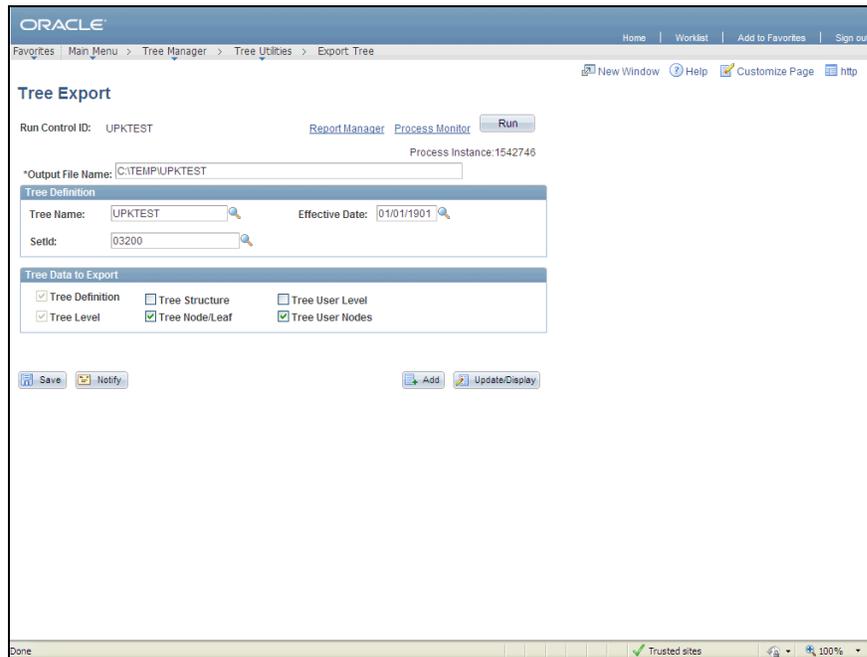
Step	Action
15.	<p>The Tree Data to Export section indicates what will be exported with the tree.</p> <p>If the new tree is built on an existing tree structure, then there is no need to click the Tree Structure box.</p> <p>If the new tree is built on a brand new tree structure then click the Tree Structure box to export the tree structure.</p> <p>Click the Tree User Nodes option to also export this feature.</p> <input type="checkbox"/>
16.	<p>Click the Run button to initiate the export process.</p> 



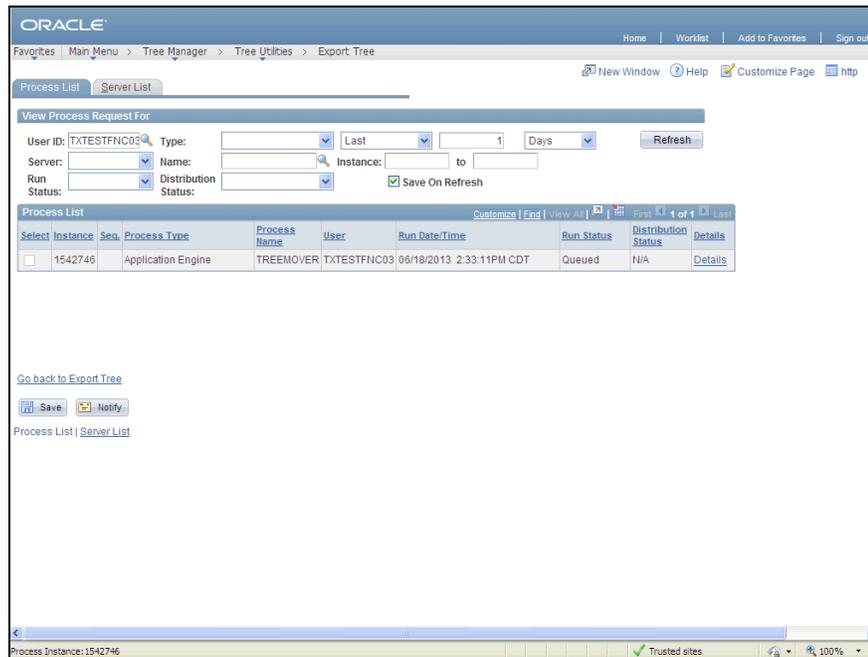
Step	Action
17.	<p>Click the Server Name dropdown list to select the server where the process will run.</p> 
18.	<p>Click the PSNT server.</p> <p>PSNT</p>

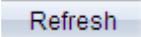
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Step	Action
19.	Click the OK button. 



Step	Action
20.	Jot down the Process Instance number. This identifies the process so you may check its status. To ensure the process is running, click the Process Monitor link. Process Monitor



Step	Action
21.	<p>The Process Instance number you wrote down now displays. Its Run Status is Queued and its Distribution Status is N/A.</p> <p>Click the Refresh button until the Run Status is Success and the Distribution Status is Posted.</p> <p></p>
22.	<p>Notice that the Run Status is now "Success" and the Distribution Status is "Posted."</p> <p>At this point, the exported tree data is in C:\TEMP\UPKTEST on the Windows NT Server.</p>
23.	<p>You successfully exported a tree.</p> <p>Notify the IT Technical Team will run the Import Tree process.</p> <p>This page shows you the parameters for importing trees.</p>
24.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>

Repairing a Tree

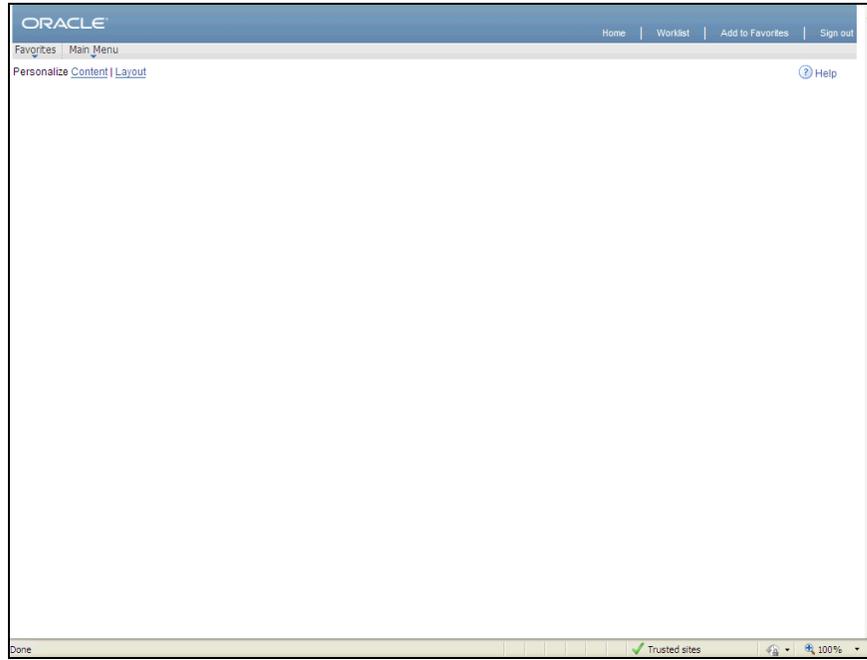
Section 5, Lesson 3 Exercise - Scenario: Repair an audited tree.

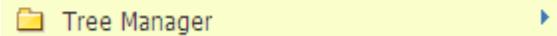
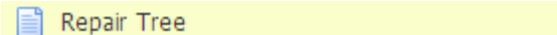
Tree repairs should be performed on trees that have had significant changes or experiencing problems.

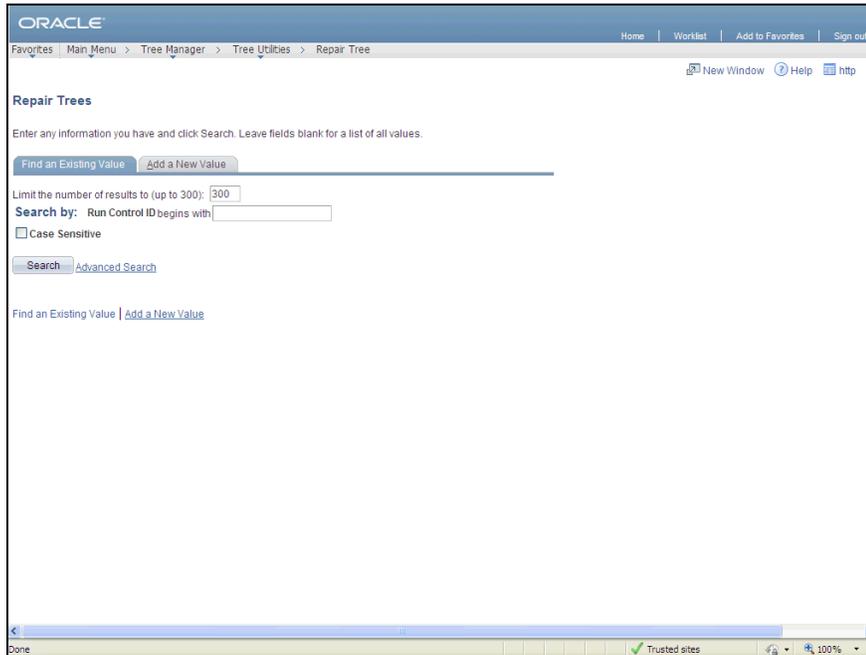
EUT Course

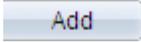
Procedure

In this lesson, you will audit a tree to determine if repairs are needed.

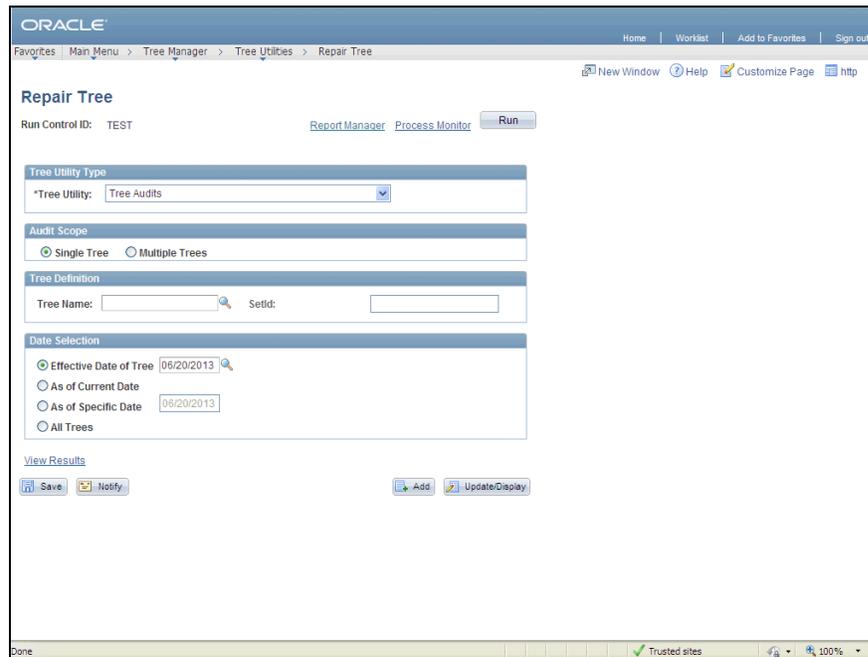


Step	Action
1.	Click the Main Menu button to navigate to the Repair Tree menu. 
2.	Click the Scroll Down button. 
3.	Click the Tree Manager menu. 
4.	Click the Tree Utilities menu. 
5.	Click the Repair Tree link. 
6.	To run an existing an Repair Tree process with existing parameters, you would click the Find an Existing Value tab.



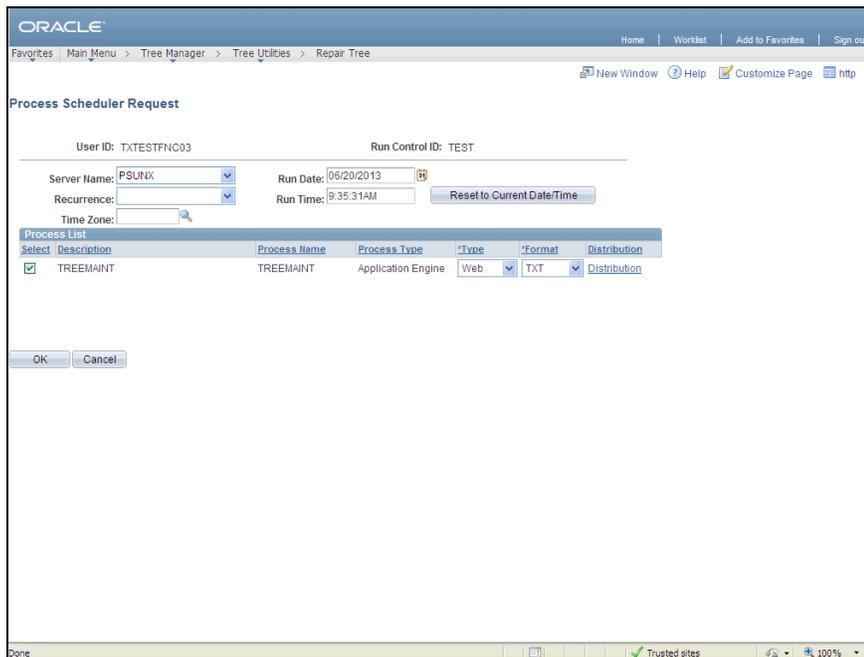
Step	Action
7.	<p>However, for this exercise you will create a new process with unique parameters.</p> <p>Click the Add a New Value link.</p> 
8.	<p>A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process you are running.</p> <p>The Run Control ID defines parameters that are used when a process runs. This ensures that when a process runs in the background, the system does not prompt you for additional values.</p> <p>Enter "TEST" into the Run Control ID field.</p>
9.	<p>Click the Add button.</p> 

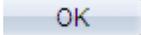
EUT Course



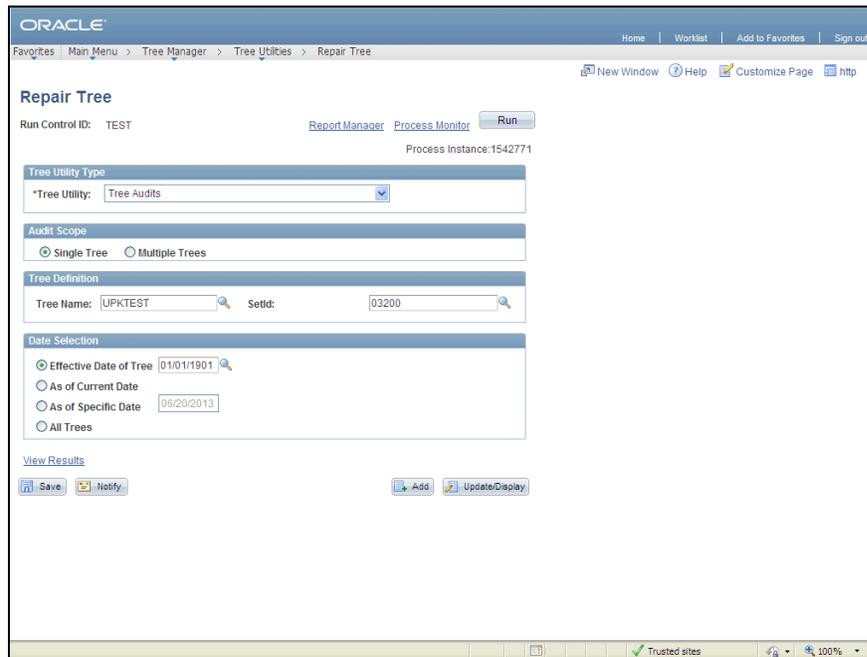
Step	Action
10.	<p>The first step in repairing a tree is to audit it to check if there are any issues.</p> <p>Tree Audits defaults into the Tree Utility field.</p> <p>Click the Tree Utility dropdown list to view the valid options.</p> 
11.	<p>A list of valid utilities are displayed.</p> <p>Click the Tree Audits option.</p> <p>Note: You may also access the batch audit function by selecting Tree Manager, Tree Auditor.</p> 
12.	<p>The Audit Scope section is used to select a repair for a single tree or multiple trees. In this lesson, you will audit a single tree.</p>
13.	<p>In the Tree Definition section, enter "UPKTEST" into the Tree Name field.</p>
14.	<p>Click the UPKTEST tree name.</p> 
15.	<p>Enter "03200" into the SetID field.</p>
16.	<p>You may run the audit as of a certain date. In this lesson, accept the default.</p>

Step	Action
17.	Click the Run button. 
18.	The page will display with the default values. It is not necessary to make any changes.
19.	Notice the Process List section displays the report description, process name, process type and output format.

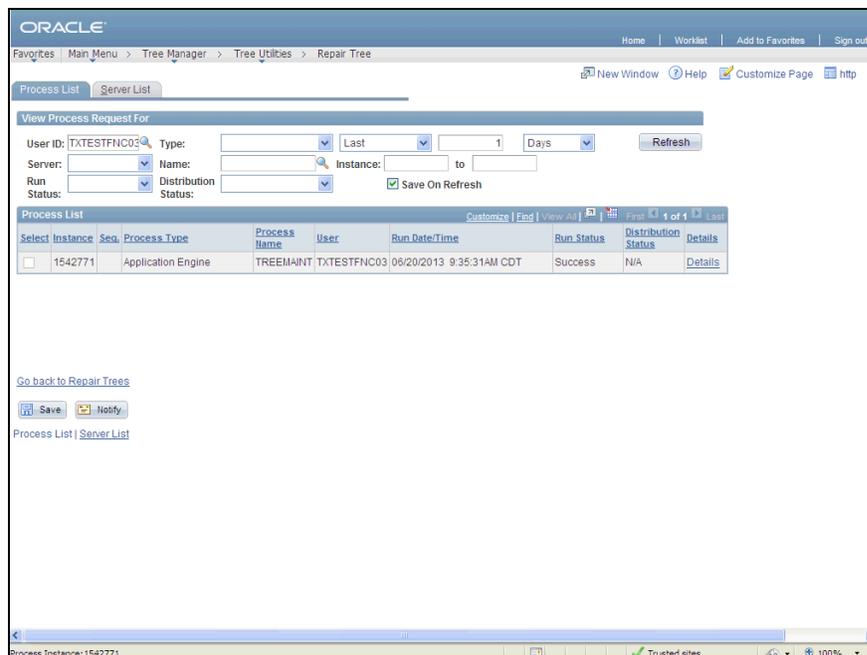


Step	Action
20.	Click the OK button. 
21.	Jot down the Process Instance number, in this lesson, 1542771. This helps you identify the process to check its status.

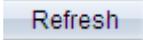
EUT Course

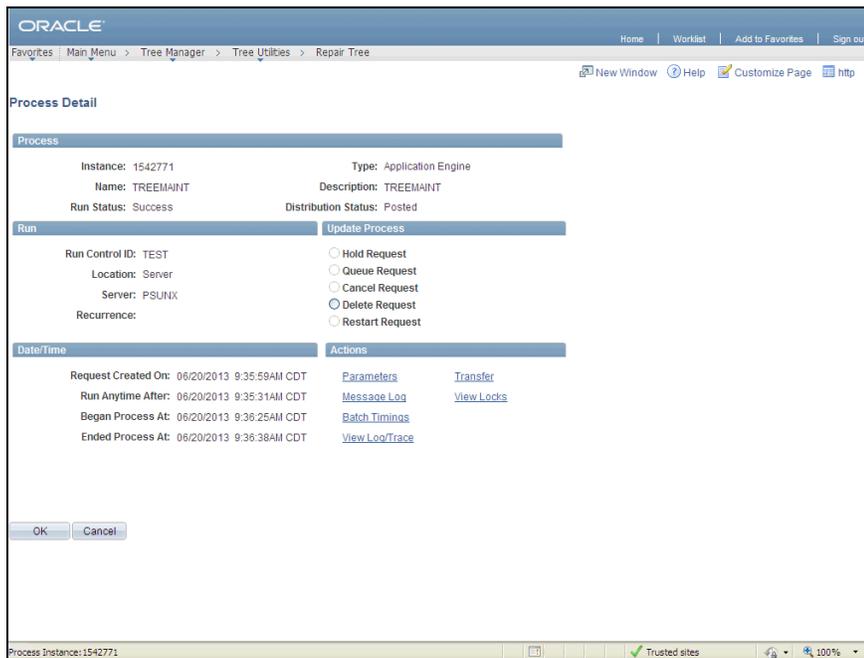


Step	Action
22.	To ensure the process is running, click the Process Monitor link. Process Monitor
23.	Instance 1542771 displays on the first line with a Run Status of "Success" and a Distribution Status of "N/A".



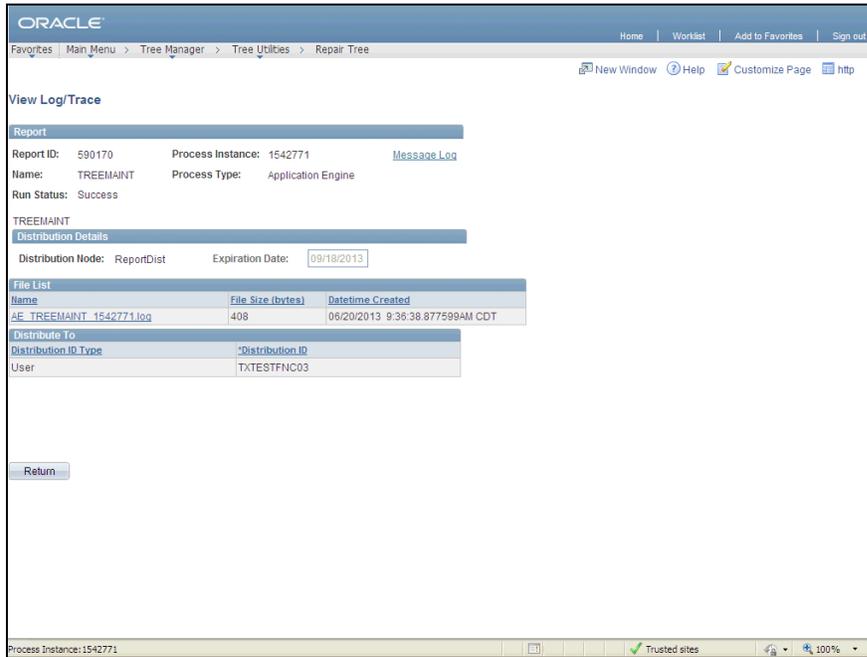
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1542771		Application Engine	TREEMAJNT	TXTESTFNC03	06/20/2013 9:35:31AM CDT	Success	N/A	Details

Step	Action
24.	<p>Click the Refresh button until the Run Status is "Success" and the Distribution Status is "Posted".</p> <p>Click the Refresh button</p> 
25.	The Run Status is now 'Success' and the Distribution Status is 'Posted', the process ran successfully.
26.	To view information about the completed process, click the Details link.



Step	Action
27.	<p>Click the View Log/Trace link to display any error messages.</p> <p>View Log/Trace</p>
28.	<p>The File List section of the View Log/Trace page will display a PDF file if there are any repair errors.</p> <p>In this lesson, the selected tree has no errors.</p>

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ORACLE Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Tree Manager > Tree Utilities > Repair Tree

New Window | Help | Customize Page | http

View Log/Trace

Report

Report ID: 590170 Process Instance: 1542771 [Message Log](#)

Name: TREEMAIMT Process Type: Application Engine

Run Status: Success

TREEMAIMT

Distribution Details

Distribution Node: ReportDist Expiration Date: 09/18/2013

File List

Name	File Size (bytes)	Datetime Created
AE_TREEMAIMT_1542771.log	408	06/20/2013 9:36:38.877599AM CDT

Distribute To

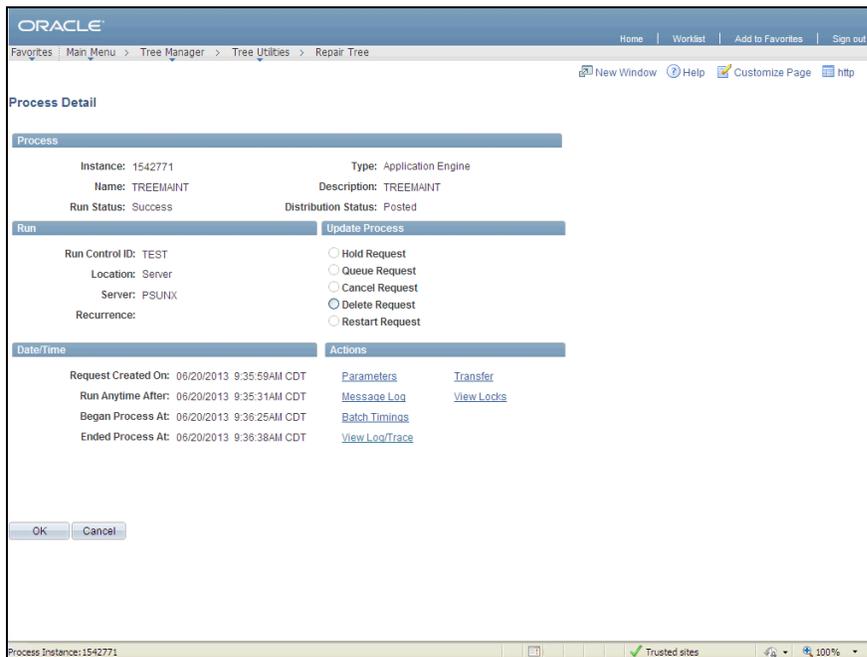
Distribution ID Type	Distribution ID
User	TXTESTFNC03

[Return](#)

Process Instance: 1542771

Step	Action
29.	Click the Return button.





ORACLE Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Tree Manager > Tree Utilities > Repair Tree

New Window | Help | Customize Page | http

Process Detail

Process

Instance: 1542771 Type: Application Engine

Name: TREEMAIMT Description: TREEMAIMT

Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: TEST Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: Delete Request

Restart Request

Date/Time **Actions**

Request Created On: 06/20/2013 9:35:59AM CDT [Parameters](#) [Transfer](#)

Run Anytime After: 06/20/2013 9:35:31AM CDT [Message Log](#) [View Locks](#)

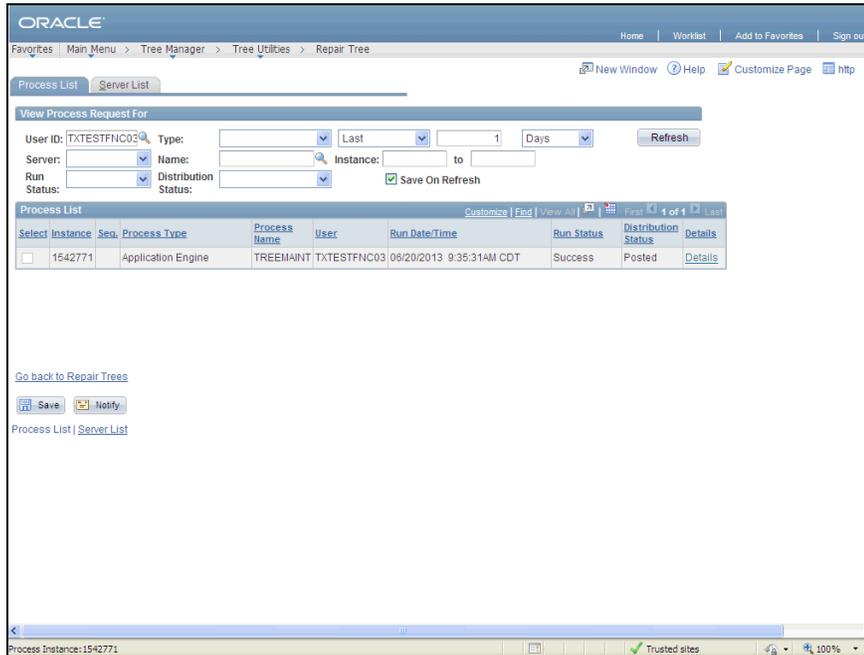
Began Process At: 06/20/2013 9:36:25AM CDT [Batch Timings](#)

Ended Process At: 06/20/2013 9:36:38AM CDT [View Log/Trace](#)

[OK](#) [Cancel](#)

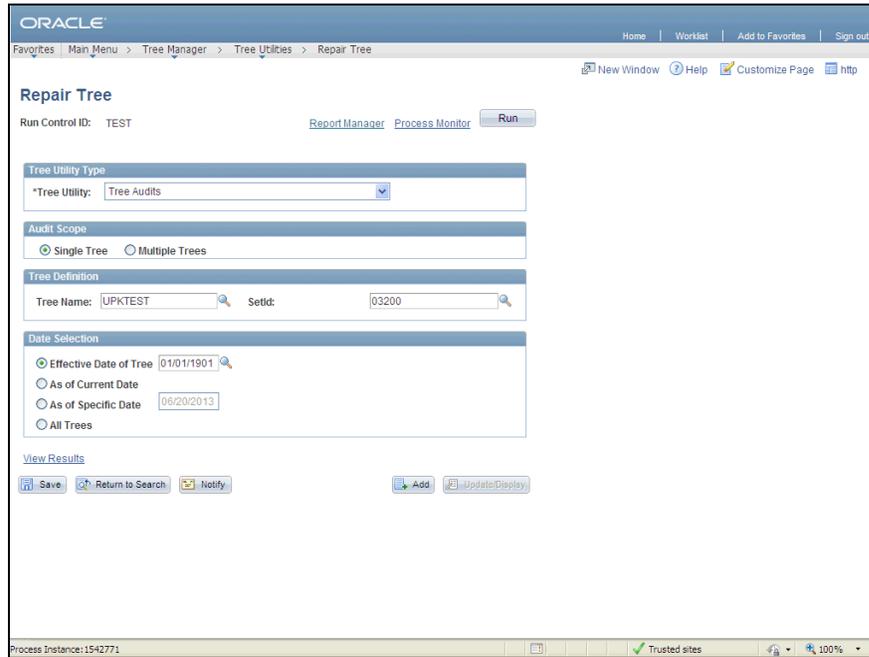
Process Instance: 1542771

Step	Action
30.	Click the OK button. 

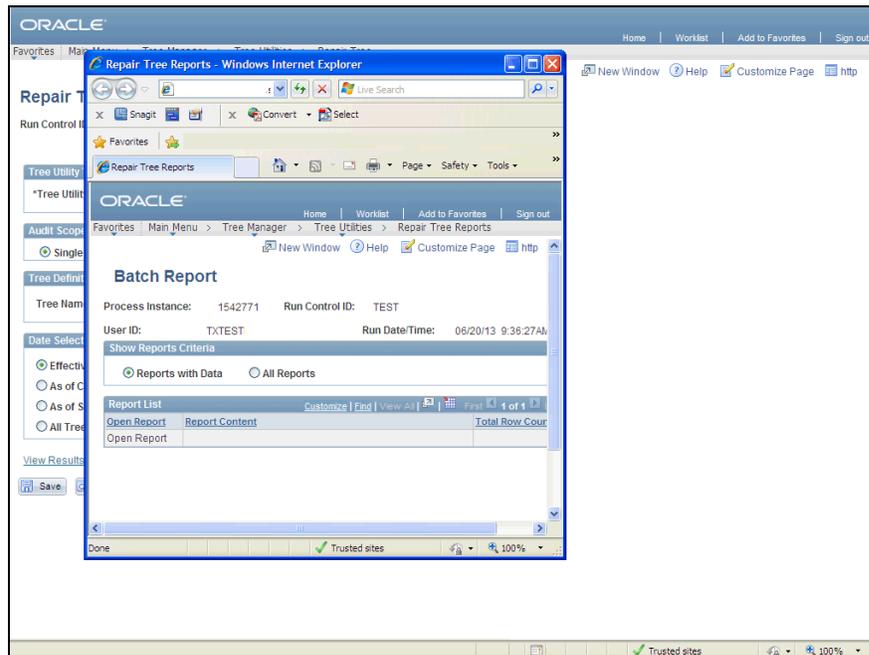


Step	Action
31.	You successfully ran the audit process to determine if repairs are needed to the tree. Click the Go back to Repair Trees link. Go back to Repair Trees

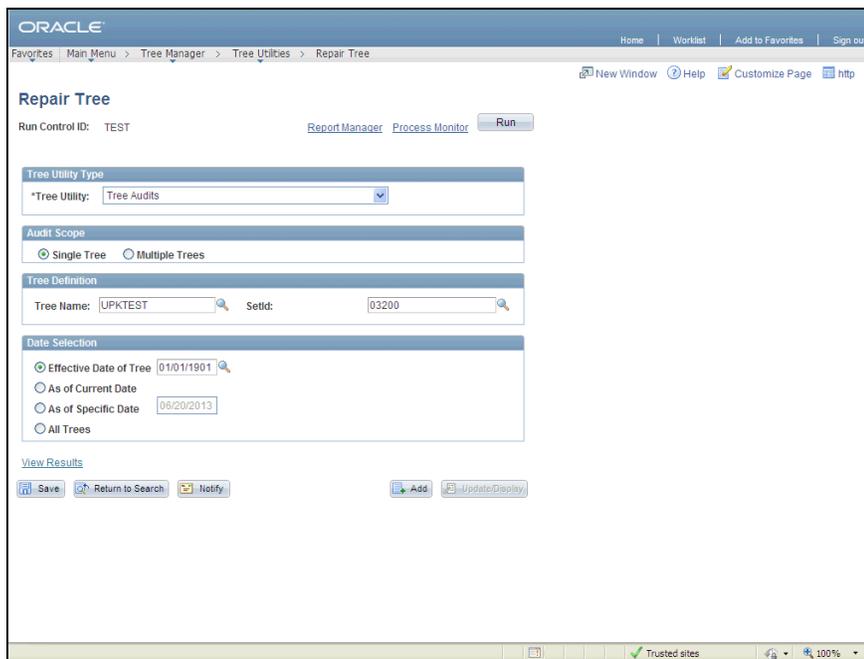
EUT Course



Step	Action
32.	Click the View Results link. View Results



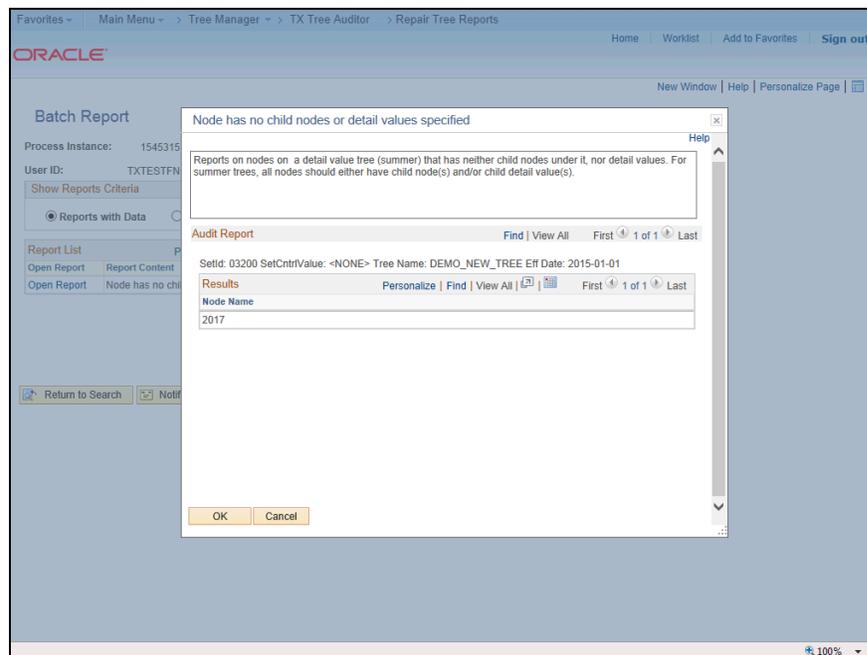
Step	Action
33.	Click the Maximize/Restore button. 
34.	The batch tree audit report page indicates that no repairs are needed for the tree. If repairs were needed, they would be displayed under Report Content . Click the Close button, as the Tree Audit Report indicates that no repairs are needed for the tree. 



Step	Action
35.	If the tree audit report indicates that repairs are needed, you first need to remove reservations on the tree, if you checked out the tree before you started auditing it. Note: Trees that have been checked out, may also be released by clicking the Release Tree link on the Tree Manager page. Click the *Tree Utility list. 

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Step	Action
36.	On the Tree Utility dropdown list, click Remove Tree Reservations . 
37.	Remove Tree Reservations , cancels the current checkout of the tree. This utility is helpful because if you try to audit or repair any trees that are currently reserved, the audit or repair utility will skip the reserved trees.
38.	The Tree Name "UPKTEST" and SetID "03200" has already been entered for you.
39.	At this point, you would click the Run button to run the process to remove reservations from the tree. However in this lesson, proceed to the next step of how to select the appropriate corrective action or utility.
40.	This type of Audit Report is generated after the repair process (Tree Audit) has been run. It is important to review it to determine the appropriate corrective action.
41.	The Report Content displays more detail regarding the error.
42.	The report identifies that Node 2017 on the tree requires updating. Take the appropriate actions as noted in the explanation box above.



Step	Action
43.	Click the OK button. 
44.	Depending on the repairs needed as indicated in the Tree Audit report, you would select the appropriate option from this Tree Utility dropdown list or make the adjustments directly to the tree. Select a tree utility from the following options: <ul style="list-style-type: none"> • Tree Audits - Audits a selected tree or subset of trees. • Correct Level Numbers - Ensures level numbers are correct. • Correct Parent Node Numbers - Ensures parent node numbers are correct in the tree node table. • Delete Orphan Tree Objects - Ensures there are no orphan nodes or levels. • Remove Tree Branches - Removes all branches from the selected tree. • Remove Tree Reservations - Cancels all current checkouts. • Reset Tree Node Gaps - Re-gaps a tree, so that intervals between tree nodes and their node numbers are evenly distributed. • Update Tree Table Statistics - This program can be run whenever large changes have been made to trees or a large tree is imported or deleted from the database. • Report Only - Select to run a report to view results prior to updating the tree. Not available for all utilities.
45.	Congratulations! You have successfully completed this lesson. End of Procedure.

Section 6 - Working with Tree Auditor

Section 6 - Working with Tree Auditor

Once you have completed creating a tree and you have saved your tree as a draft, you can have the TX Tree Auditor to verify that it meets the restrictions you set for it. For example, the Summer Tree requires detail values for the nodes. The TX Tree Auditor will verify that all detail values have been included. It will display the appropriate warning messages if the tree setup information is invalid.

Auditing a Tree using TX Tree Auditor

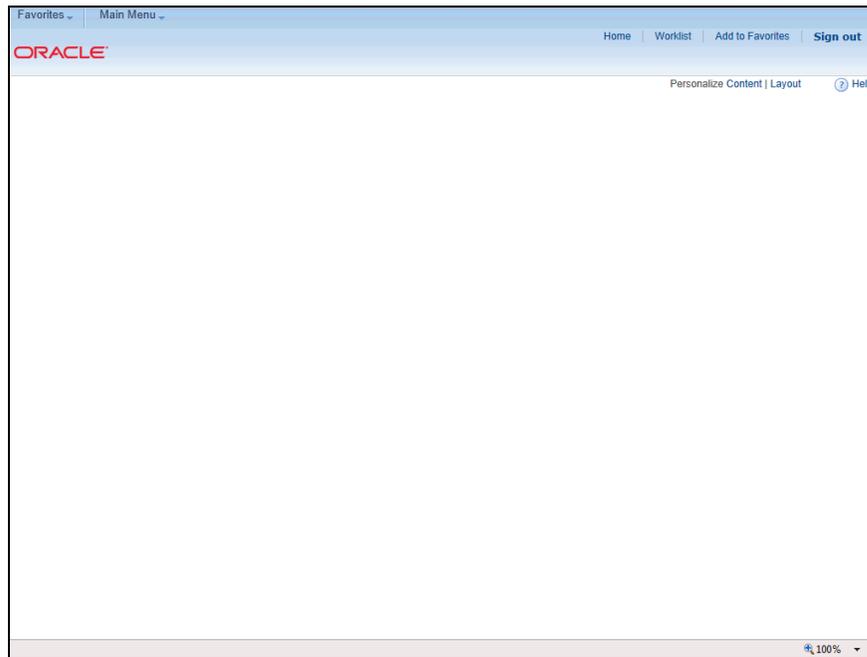
Section 6, Lesson 1 Exercise - Scenario: Run a tree audit using TX Tree Auditor

The TX Tree Auditor audits tree based on specific to CAPPS business requirements.

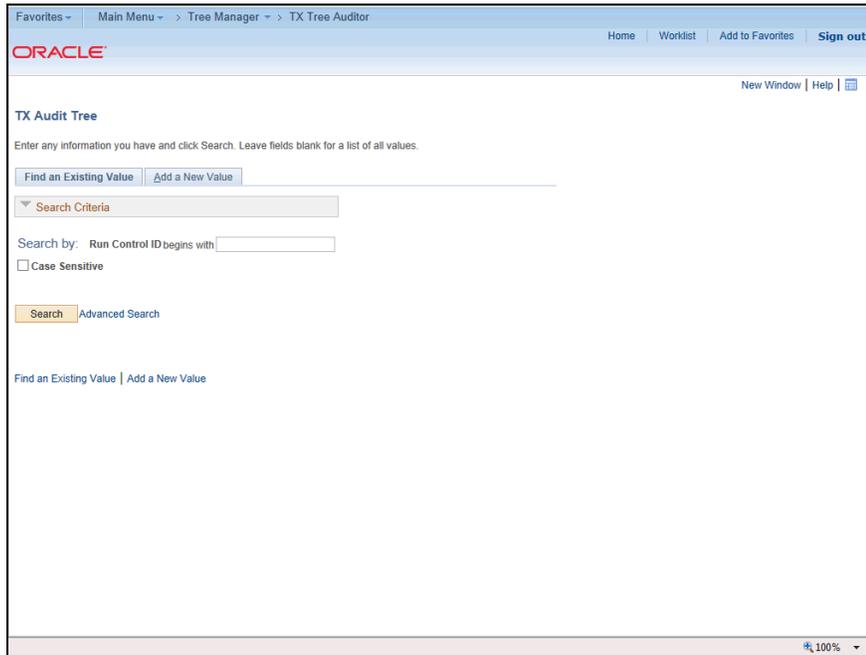
Procedure

In this lesson, you will run a Tree Audit based on CAPPS business requirements.

EUT Course



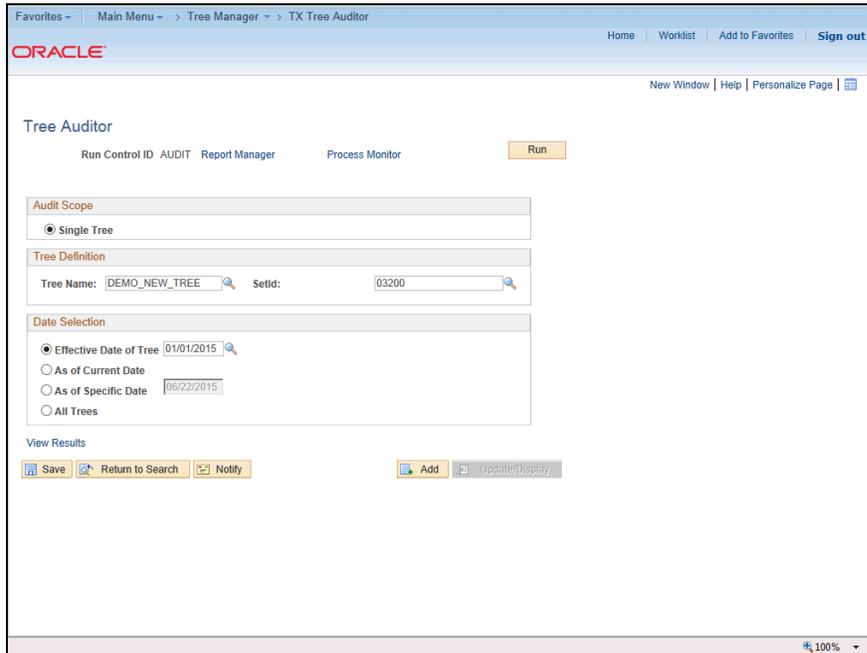
Step	Action
1.	Click the Main Menu button. 
2.	Click the Arrow to scroll down.
3.	Click the Tree Manager menu. 
4.	Click the TX Tree Auditor menu. 
5.	The TX Audit Tree page is used to run an audit process for new or updated trees.
6.	To run an existing an audit process with existing parameters, you would click the Find an Existing Value tab.



Step	Action
7.	<p>However, to create a new process with unique parameters. This will start with creating a new Run Control ID.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>
8.	<p>Run Control IDs are used to run system processes.</p> <p>A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process that is running.</p> <p>The Run Control ID defines parameters that are used when a process runs. Enter the desired information into the Run Control ID field. Enter "AUDIT".</p> <p>Run Control ID: <input type="text"/></p>
9.	<p>Click the Add button.</p> <p>Add</p>
10.	<p>Tree Auditor page displays the Audit Scope, Tree Definition and Date Selection parameter options.</p>
11.	<p>The Audit Scope section will default to the Single Tree option.</p>

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Step	Action
12.	<p>The Tree Definition section available options are:</p> <ul style="list-style-type: none"> • Tree Name - Select a tree to audit or repair. • SetId - Select the setID for the specified tree. The SetID field is a required field.
13.	<p>The Date Selection section available options are:</p> <ul style="list-style-type: none"> • Effective Date of Tree - You can select an effective date to run the audit on a single tree. • As of Current Date - Select to audit trees which have the most recent effective date. • As of Specific Date - Select to enter a specific date. Only the instance of the tree whose effective date matches the specified date will be audited. • All Trees - Select to audit all trees. When you specify a specific tree, all instances of the tree will be audited, regardless of effective dates.



Favorites ▾ | Main Menu ▾ | Tree Manager ▾ | TX Tree Auditor Home | Worklist | Add to Favorites | Sign out

ORACLE New Window | Help | Personalize Page |

Tree Auditor Run

Run Control ID | AUDIT | Report Manager | Process Monitor

Audit Scope
 Single Tree

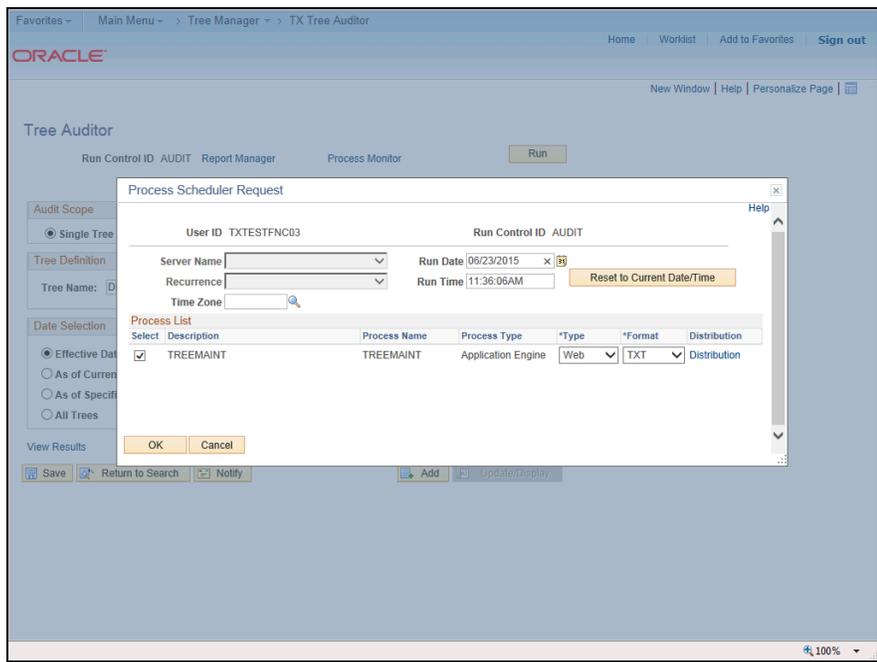
Tree Definition
 Tree Name: DEMO_NEW_TREE | Setid: 03200

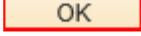
Date Selection
 Effective Date of Tree 01/01/2015
 As of Current Date
 As of Specific Date 06/22/2015
 All Trees

View Results
 Save | Return to Search | Notify | Add | Update/Display

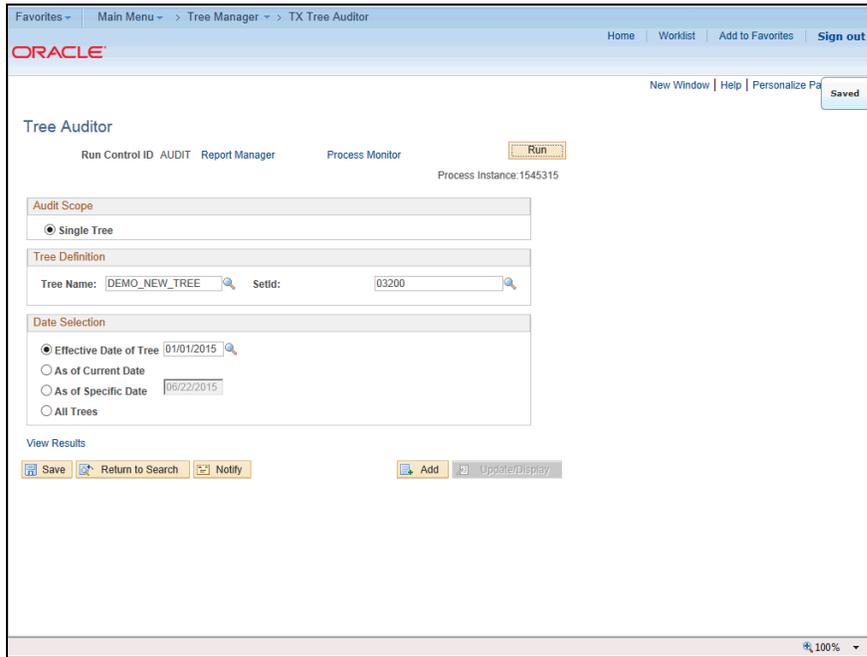
100%

Step	Action
14.	Click the Run button after all of the parameters have been set. Click the Run button. 
15.	The Process Scheduler Request page displays the process you are currently running.
16.	Notice the Process List section displays the report description, process name, process type and output format.

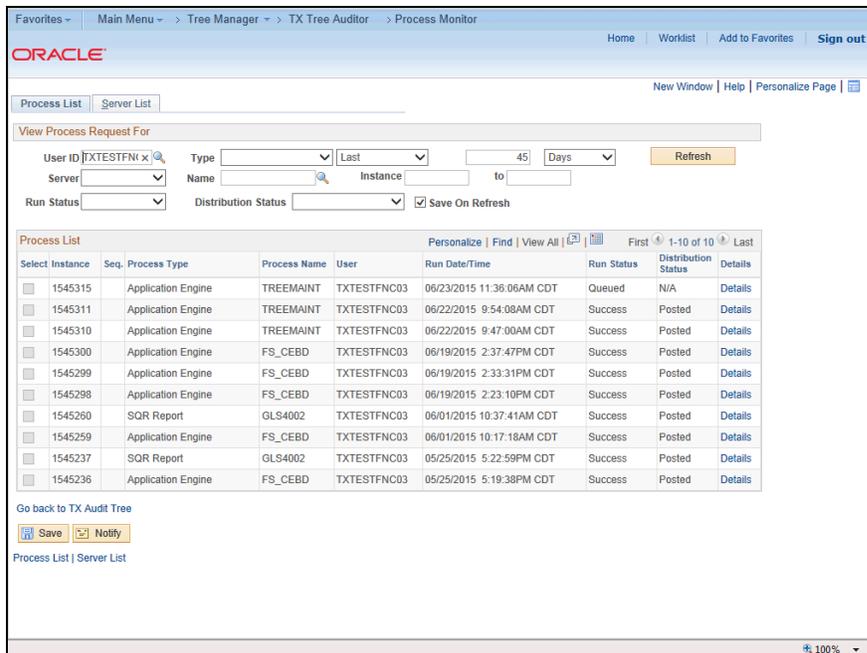


Step	Action
17.	Click the OK button. 
18.	Jot down the Process Instance number, in this case, 1545315. This helps you identify the process to check its status.

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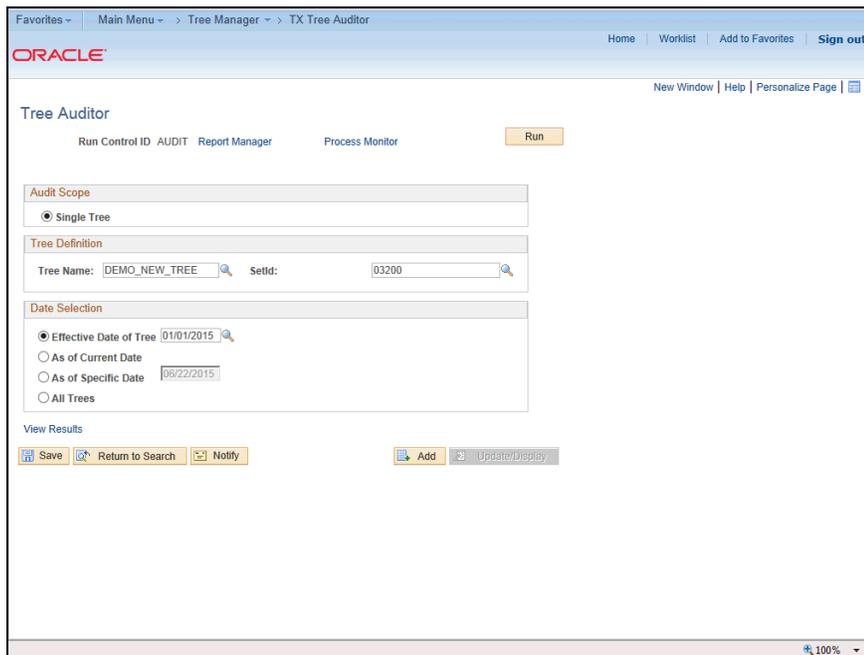


Step	Action
19.	To verify the process has been initiated, click the Process Monitor link. Process Monitor
20.	Instance 1545315 displays on the first line with a Run Status of "Queued" and a Distribution Status of "N/A".



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1545315		Application Engine	TREEMAIN	TXTESTFN03	06/23/2015 11:36:06AM CDT	Queued	N/A	Details
<input type="checkbox"/>	1545311		Application Engine	TREEMAIN	TXTESTFN03	06/22/2015 9:54:08AM CDT	Success	Posted	Details
<input type="checkbox"/>	1545310		Application Engine	TREEMAIN	TXTESTFN03	06/22/2015 9:47:00AM CDT	Success	Posted	Details
<input type="checkbox"/>	1545300		Application Engine	FS_CEBD	TXTESTFN03	06/19/2015 2:37:47PM CDT	Success	Posted	Details
<input type="checkbox"/>	1545299		Application Engine	FS_CEBD	TXTESTFN03	06/19/2015 2:33:31PM CDT	Success	Posted	Details
<input type="checkbox"/>	1545298		Application Engine	FS_CEBD	TXTESTFN03	06/19/2015 2:23:10PM CDT	Success	Posted	Details
<input type="checkbox"/>	1545260		SGR Report	GLS4002	TXTESTFN03	06/01/2015 10:37:41AM CDT	Success	Posted	Details
<input type="checkbox"/>	1545259		Application Engine	FS_CEBD	TXTESTFN03	06/01/2015 10:17:18AM CDT	Success	Posted	Details
<input type="checkbox"/>	1545237		SGR Report	GLS4002	TXTESTFN03	05/25/2015 5:22:59PM CDT	Success	Posted	Details
<input type="checkbox"/>	1545236		Application Engine	FS_CEBD	TXTESTFN03	05/25/2015 5:19:38PM CDT	Success	Posted	Details

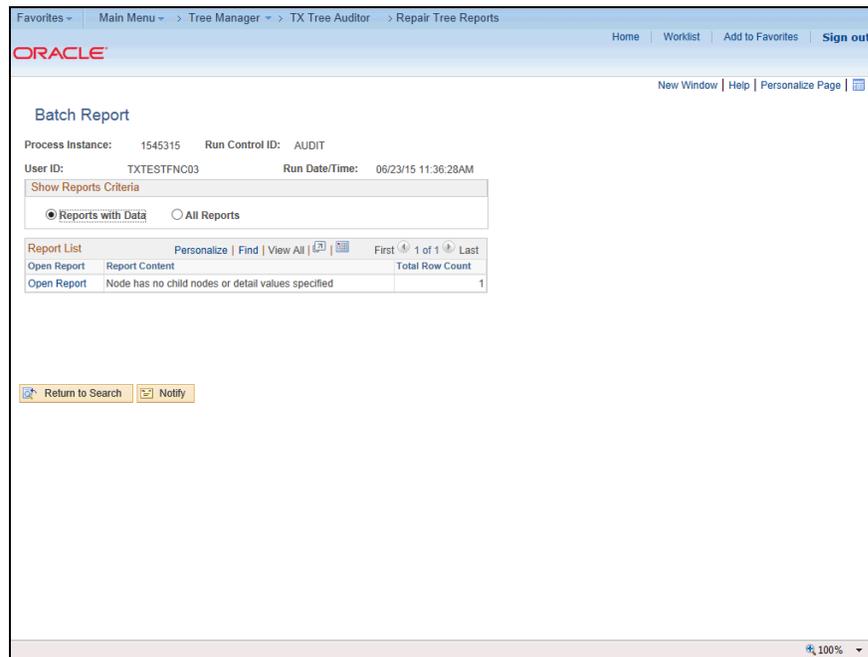
Step	Action
21.	<p>Click the Refresh button until the Run Status is 'Success' and the Distribution Status is 'Posted'.</p> <p>Click the Refresh button.</p> 
22.	<p>Notice the Run Status has changed to "Success" and Distribution Status is "Posting".</p>
23.	<p>Click the Refresh button.</p> 
24.	<p>The Run Status is now 'Success' and the Distribution Status is 'Posted', the process ran successfully.</p>
25.	<p>Click the Go back to TX Audit Tree link.</p> 



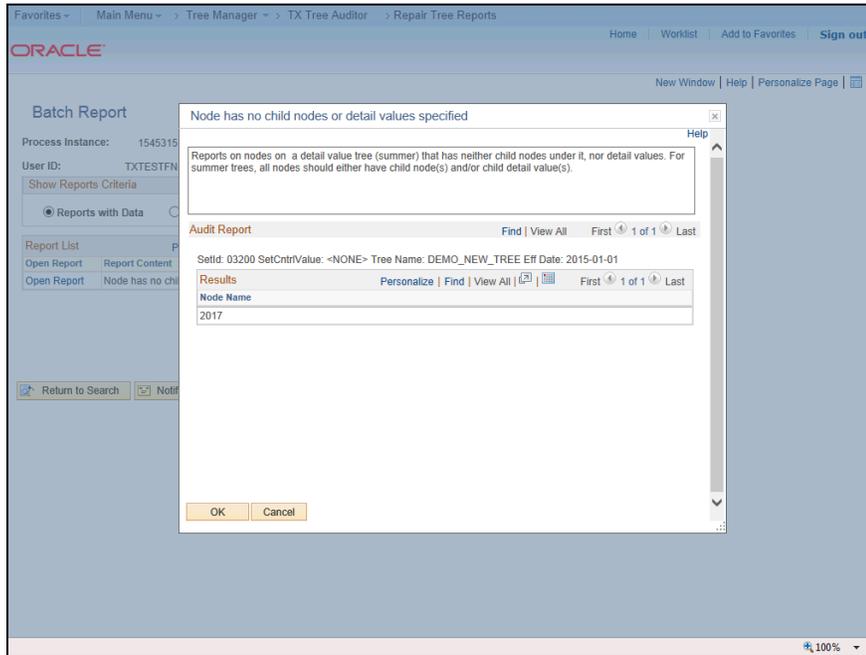
Step	Action
26.	<p>Click the View Results link.</p> 

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Step	Action
27.	<p>The Batch Report page displays the results of the audit.</p> <p>The Report List section of the page lists the errors found during the audit process.</p>



Step	Action
28.	<p>Click the Open Report link.</p> <p>Open Report</p>
29.	<p>The Report Content displays more detail regarding the error.</p>
30.	<p>The report identifies that Node 2017 on the tree requires updating. Take the appropriate actions as noted in the explanation box above.</p>



Step	Action
31.	Click the OK button. 
32.	Congratulations! You have successfully completed this lesson. End of Procedure.