

GL.010.019 - AUDITING A TREE DEFINITION

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

Procedure

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

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