GL.010.019 - AUDITING A TREE DEFINITION

Purpose	• 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
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
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].**