

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

<b>Purpose</b>	To define a ChartField value set using tree nodes.
<b>Description</b>	<p>This topic demonstrates how to define ChartField value sets using tree nodes. ChartField value sets enable users to define combinations of ChartField values used for source data during the General Ledger Closing process and the Commitment Control Ledger Closing process. ChartField values can also be used to define source data for consolidations, equitization and various other process.</p> <p>For example, users can create one ChartField value set for the income statement accounts used in interim closing and a different set to be used in year-end closing. When users define closing rules for the interim close or year-end close, select which ChartField value sets to use.</p> <p>The procedure listed below pertains to option two (2), Detail-Selected Parents.</p>
<b>Security Role</b>	BOR_GL_PERIOD_END
<b>Assumptions</b>	None
<b>Dependencies/Constraints</b>	None
<b>Additional Information</b>	None

## **Procedure**

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

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