

# Tree Manager Business Process Guide

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## 1.0 INTRODUCTION

Cal Poly uses Trees for three purposes, combination editing, year-end close and NVision. Trees allow us to streamline processes and make maintenance relatively easy. The trees used at Cal Poly need to be created when a business process calls for it, maintained in current fiscal years and audited every month to ensure accuracy of the trees.

## 2.0 General Information

### 2.1 Creating Trees

All trees are created with the “All Detail Values in this Tree” box checked. You will need to choose the Structure ID based upon what type of tree you are creating. In this example we are creating a fund tree so the structure is Fund.


### Tree Definition and Properties

\*Tree Name:

\*Structure ID:

\*Effective Date:  \*Status:

\*Description:

\*Category:   [Define Tree Levels](#)

\*Use of Levels:   [Performance Methods](#)

\*SetID:

Audits	Item Counts
<input checked="" type="checkbox"/> All Detail Values in this Tree	Node Count: 19
<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 51
<input type="button" value="Perform Audits"/>	Level Count: 3
	Branch Count: 0

The performance options should be set as they are below.

## Performance Options

Tree Name: FUND\_LEGAL\_EDITS

### Access Method

- Use Literal Values
- Sub-SELECT Tree Selector
- Join to Tree Selector
- Use Application Defaults

### Tree Selectors

- Static Selector
- Dynamic Selectors

### Selector Options

- Single Values
- Range of Values (>=...<=)
- Range of Values (BETWEEN)

OK

Close

## PeopleTools>Tree Manager

You will need to define the tree levels based upon the structure of your tree. Ex: Department Tree

Tree Name: DEPARTMENT

Level Name	All Values	Description	<a href="#">View Detail</a>	<a href="#">Delete</a>
LEVEL 1	<input checked="" type="checkbox"/>	President	<a href="#">View Detail</a>	<a href="#">Delete</a>
LEVEL 2	<input type="checkbox"/>	Division	<a href="#">View Detail</a>	<a href="#">Delete</a>
LEVEL 3	<input type="checkbox"/>	College	<a href="#">View Detail</a>	<a href="#">Delete</a>
LEVEL 4	<input type="checkbox"/>	Fourth Level Node	<a href="#">View Detail</a>	<a href="#">Delete</a>
LEVEL 5	<input type="checkbox"/>	Fifth Level Node	<a href="#">View Detail</a>	<a href="#">Delete</a>
LEVEL 6	<input type="checkbox"/>	Sixth Level Node	<a href="#">View Detail</a>	<a href="#">Delete</a>

All trees are created with the effective date of 06/30/XX with the year being the end of the current fiscal year. For example, if you are creating a tree for the fiscal year of 2004 the tree date would be 06/30/05. We have chosen this effective dating so that we can maintain integrity within the trees and the chartfields that are represented within them.

## 2.2 Copying Trees

At the end of each year new trees need to be created for the new fiscal year. To do this you will need to copy the existing tree.

**PeopleTools>Tree Manager** Check the tree that you want to duplicate and press copy.

---

**Tree Maintenance** Tree Structure Maintenance

**Tree Definitions** Customize | Find | View All | First 21-40 of 87 Last

Select	Key Type	User Key	Tree Name	Effective Date	Valid Tree
<input checked="" type="checkbox"/>	SetId	SLCMP	DEPARTMENT	06/30/2005	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	01/01/1900	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	06/30/2000	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	06/30/2001	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	10/31/2001	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	11/30/2001	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	12/31/2001	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	01/31/2002	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	02/28/2002	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	03/31/2002	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	04/30/2002	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	05/31/2002	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	06/30/2002	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	07/01/2002	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	06/30/2003	Valid Tree
<input type="checkbox"/>	None		DEPT_DET	07/01/2003	Valid Tree
<input type="checkbox"/>	SetId	SLCMP	DEPT_NVISION	01/01/1900	Draft Tree
<input type="checkbox"/>	SetId	SLCMP	DEPT_NVISION	06/30/2002	Draft Tree
<input type="checkbox"/>	SetId	SLCMP	DEPT_NVISION	06/30/2003	Draft Tree
<input type="checkbox"/>	SetId	SLCMP	DEPT_NVISION	06/30/2004	Valid Tree

Perform Audits Copy Delete View

After copying the tree you will need to update the tree definition. The effective date should reflect the new fiscal year.

### Copy Tree

\*Tree Name:

\*Structure ID:

\*Effective Date:   \*Status:

\*Description:

\*Category:

\*Use of Levels:  [Performance Methods](#)

\*SetID:

Audits	Item Counts
<input checked="" type="checkbox"/> All Detail Values in this Tree	Node Count: 90
<input type="checkbox"/> Allow Duplicate Detail Values	Leaf Count: 134
<input type="button" value="Perform Audits"/>	Level Count: 5
	Branch Count: 0

### 2.3 Auditing Trees

Every month the current fiscal year trees should be audited to ensure that they are still valid trees. This audit will tell you if there are any chartfields left off the tree. The trees need to be current and valid for them to be able to be used in the daily processing at Cal Poly.

You can run this process for all trees by marking the "All Trees" box or you may run it by tree name

### Audit Tree

Run Control ID: AUDIT [Report Manager](#) [Process Monitor](#)

**Tree Definition**

Tree Name:    All Trees

Effective Date of Tree: 07/14/2004

Tree Key Value:

[View Results](#)

Trees are not functioning unless they are some how associated to a process or are utilized in various ways. At Cal Poly we use trees in three different ways the following sections describe the specific uses of trees at Cal Poly.

### 3.0 Combination Editing

Combination Editing is a tool used to help maintain the accuracy of all financial transactions processed at the University. There are many reporting and legal requirements that need to be met. Combination Editing allows us to stop any inaccurate information from getting into the system based on these rules. Trees are used for efficiency in setting up the Combination Rules. For more information about Combination Editing please refer to the Combination Editing Process Guide.

#### 3.1 Fund Legal Edit Tree

The fund tree identifies funds by fund processing types. The Fund Legal Edit Tree has the Fund Processing Type as a node. This tree will be set up with "all detail values required". Every campus PeopleSoft Fund Code chartfield value should be added to this tree. The effective date of this tree is 06/30/XX. Every fiscal year a new tree should be added.

	The FUND_LEGAL_EDIT tree details People Soft funds by their fund processing types.
--	--

**SetID:** SLCMP      **Tree Name:** FUND\_LEGAL\_EDITS      Fund Edits  
**Effective Date:** 06/30/2005      **Status:** Active      **Last Audit:** Valid Tree

---

[Save As](#)   [Tree Definition](#)   [Display Options](#)   [Print Format](#)   [Close](#)

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[ALL](#) > 1005  
[Collapse All](#) | [Expand All](#)   [Find](#)      First Page ◀ 21 of 70 ▶ Last Page

- ALL - All
  - 1001 - CO\_Governmental
  - 1002 - CO\_Bond
  - 1003 - Enterprise Expense Only
  - 1004 - Enterprise Revenue Only
  - 1005 - GF Expense
    - AD000 - ADZZZ
    - BD000 - BDZZZ
  - 1006 - Revenue Tfr In from 498
  - 1007 - RA Income
  - 1008 - Higher Ed Revenue 498
  - 1009 - Tfr out from 498 to GF
  - 1010A - Trust & Agency Fin Aid
  - 1010B - Trust & Agency Other
  - 1010C - Trust & Agency Work Study
  - 1010D - Trust & Agency Special Project
  - 1011 - Loan
  - 1012 - Enterprise Revenue & Expense
  - 1012A - Enterprise Rev & Exp Fin Aid
  - 1013 - Balance Sheet Only
  - 1014 - TF-Lottery

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The Chart of Accounts Business Process Guide details when this tree need to be updated.

### 3.2 Legal Edit Tree

The Legal Edit tree uses Account Group as a node. An Account Group is defined as a group of object codes (PeopleSoft Accounts) that share the same edit requirements and/or rules. This tree will be set up with “all detail values required”. Every PeopleSoft Account chartfield value should be added to this

tree. The tree should be maintained with a 06/30/XX effective date. A new tree should be added each fiscal year.

<b>PeopleTools&gt;Tree Manager</b>	The <b>LEGAL_EDIT_TREE</b> tree details People Soft accounts by their account group.
------------------------------------	--

<b>SetID:</b> SLCMP	<b>Tree Name:</b> LEGAL_EDITS	Legal Edits
<b>Effective Date:</b> 06/30/2005	<b>Status:</b> Active	<b>Last Audit:</b> Valid Tree

---

[Save As](#) [Tree Definition](#) [Display Options](#) [Print Format](#) [Close](#)

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[ALL](#) > [E](#)

[Collapse All](#) | [Expand All](#) [Find](#) First Page ◀ 32 of 174 ▶ Last Page

- ALL - All
  - A - Assets
  - E - Expenditures**
    - 610A - Federal Financial Aid
    - 601A - Executive salaries
    - 601B - Academic salaries
    - 601C - Management salaries
    - 601D - Staff salaries
    - 602A - Work study on
    - 602B - Work study off
    - 603A - Benefits
    - 604A - Communications
    - 605A - Utilities
    - 606A - Travel
    - 607A - Capital outlay
    - 608A - Library acquisitions
    - 609A - Financial aid
    - 616A - IT Expense
    - 619A - Equipment
    - 660A - Miscellaneous operating exp
    - 660B - Bad debt expense
    - 680A - Transfers out
    - 690A - Refunds to reverted
    - 690B - PY exp adjustments
    - 690C - GF expenditure adjustments
    - 800A - Budgetary
    - 999A - Suspense
  - L - Liabilities
  - O - Other
  - F - Fund Balance

### 3.3 Project Tree

The project tree identifies by group the Cal Poly projects that are used in our daily processing of transactions.

	The <b>PROJECT</b> tree details People Soft projects by the definitions outlined by Cal Poly.



The Chart of Accounts Process Guide gives further information on the creation and use of projects on campus.

### 3.3 Program Tree

Programs at Cal Poly are used to further classify transactions.

<b>PeopleTools&gt;Tree Manager</b>	The <b>PROGRAM</b> tree details People Soft projects by the definitions outlined by Cal Poly.
------------------------------------	---

<b>SetID:</b> SLCMP	<b>Tree Name:</b> PROGRAM	Program Edits
<b>Effective Date:</b> 06/30/2005	<b>Status:</b> Active	<b>Last Audit:</b> Valid Tree

---

[Save As](#)   [Tree Definition](#)   [Display Options](#)   [Print Format](#)   [Close](#)

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[Collapse All](#) | [Expand All](#)   [Find](#)   First Page ◀ 12 of 12 ▶

- [ALL - All](#)
  - [AA - College Based Fees](#)
    - [\[AA000\] - Acad Affaris-College Based Fee](#)
    - [\[AA001 - AA999\]](#)
  - [BLANK - Blank](#)
    - [||](#)
  - [RA - Reimbursed Activity](#)
    - [\[R0000 - RZZZZ\]](#)
  - [WS - Work study](#)
    - [\[WS000 - WSZZZ\]](#)
  - [PR - Program Regular](#)
    - [\[P0000 - PZZZZ\]](#)

Notify

### 3.4 Department Tree

Departments are used to classify transactions by who is making the purchase etc. Departments are also used in helping Cal Poly report to the Chancellors Office through FIRMS reporting.

	The <b>DEPARTMENT</b> tree details People Soft projects by the definitions outlined by Cal Poly.
--	--

**SetID:** SLCMP      **Tree Name:** DEPARTMENT      Department Tree

**Effective Date:** 06/30/2005      **Status:** Active      **Last Audit:** Valid Tree

[Save As](#)   [Tree Definition](#)   [Display Options](#)   [Print Format](#)   [Close](#)

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- 📁 [CAPOLY - Cal Poly](#)
  - 📁 [120000 - Academic Affairs](#)
  - 📁 [UNALLOCATED - Unallocated](#)
  - 📁 [125000 - Administration and Finance](#)
  - 📁 [140000 - Student Affairs](#)
  - 📁 [137500 - University Advancement](#)
  - 📁 [170200 - Foundation-Executive Director](#)
  - 📁 [FIRMS - FIRMS](#)
  - 📁 [OFF-CAMPUS WS - Off Campus Work Study](#)

 Notify

## 4.0 Year End Close

There are two trees that are used for the fiscal year end close process. These trees need to be updated and maintained before you run the fiscal year end close.

### 4.1 YE\_END\_CLOSE TREE

Cal Poly has identified six different fund balance accounts to which various funds close their nominal accounts. An additional category is defined –*Reverted*– to which funds are assigned that have reverted at year end. This is done so that we can set our tree so that it edits that ALL funds are on the tree.

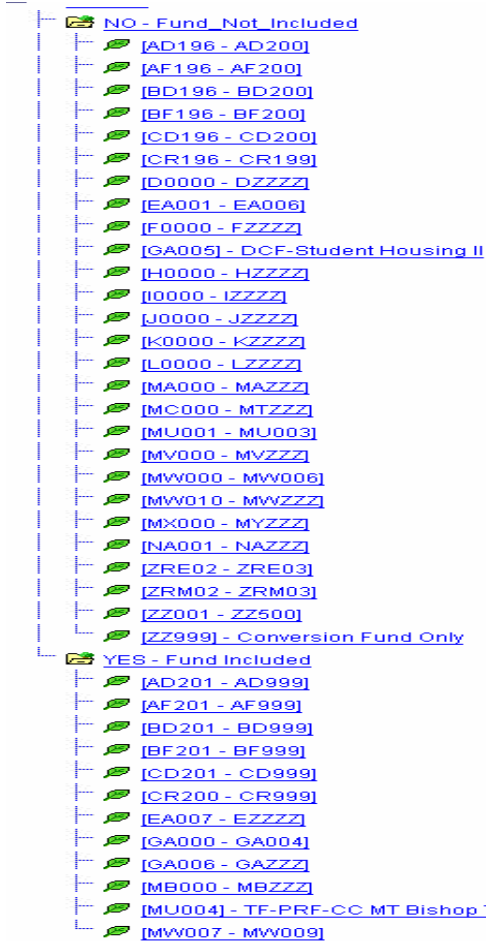
Note: 1). As appropriated funds revert, they will need to be moved to the Reverted category.

2). Fund ZZ013 - GFAAG – does not “close” at year end. However, with the tree definition set to include all detail values, this fund needs to be included. It is excluded from the rules as detailed in the next section of this document.

PeopleTools>Tree Manager	The YE_END_CLOSE tree details which funds will close their balances to which fund equity account.
<pre> ALL - All ├── REVERTED - Reverted │   ├── [AD196 - AD199] │   ├── [AF196 - AF199] │   ├── [BD196 - BD199] │   ├── [BF196 - BF199] │   ├── [CD196 - CD199] │   ├── [CR196 - CR199] │   ├── [EA001 - EA004] │   └── [ZZ999] - Conversion Fund Only ├── 305002 - FB_Cont_Approp │   ├── [K0000 - KZZZZ] │   ├── [M0000 - MZZZZ] │   └── [NA001 - NAZZZ] ├── 305022 - FB_Clearing │   ├── [AD200 - AD999] │   ├── [AF200 - AF999] │   ├── [BD200 - BD999] │   ├── [BF200 - BF999] │   ├── [CD200 - CD999] │   ├── [CR200 - CR999] │   ├── [EA005 - EZZZZ] │   ├── [ZRE02 - ZRE99] │   ├── [ZRM02 - ZRM99] │   ├── [ZZ001 - ZZ011] │   └── [ZZ014 - ZZ500] ├── 305021 - Retained Earnings │   ├── [D0000 - DZZZZ] │   ├── [E0000 - FZZZZ] │   ├── [H0000 - HZZZZ] │   ├── [I0000 - IZZZZ] │   └── [J0000 - JZZZZ] ├── 305020 - FB_Unapprop │   ├── [G0000 - GZZZZ] │   └── [L0000 - LZZZZ] ├── 303090 - Other reserves │   └── [ZZ012] - HE Fees_Inc-Rev Coll in Adv └── 302XXX - GFAAG     └── [ZZ013] - General Fixed Assets         </pre>	

## 4.2 YE\_END\_CLOSE\_ROLLFORWD TREE

As mentioned earlier, certain funds are required to carry forward their nominal Revenue and Expenditure account balances to the New Year. In other words, after closing revenue and expenditure balances to the appropriate fund balance account (as detailed in the above tree), these same accounts will roll forward their balances to period 0 of the next fiscal year. The balances in period 0 will be cumulative over the years as a fund remains active. This is done so that all cumulative reporting of an appropriated fund can be done from the current PeopleSoft Fiscal Year.

	The YE_END_CLOSE_ROLLFORWD tree details which funds will be rolling their balances forward to the new year.
 <pre> NO - Fund Not Included ├── [AD196 - AD200] ├── [AF196 - AF200] ├── [BD196 - BD200] ├── [BF196 - BF200] ├── [CD196 - CD200] ├── [CR196 - CR199] ├── [D0000 - DZZZZ] ├── [EA001 - EA006] ├── [F0000 - FZZZZ] ├── [GA005] - DCF-Student Housing II ├── [H0000 - HZZZZ] ├── [I0000 - IZZZZ] ├── [J0000 - JZZZZ] ├── [K0000 - KZZZZ] ├── [L0000 - LZZZZ] ├── [MA000 - MAZZZ] ├── [MC000 - MTZZZ] ├── [MU001 - MU003] ├── [MV000 - MVZZZ] ├── [Mv000 - Mv006] ├── [Mv010 - MvZZZ] ├── [MX000 - MYZZZ] ├── [NA001 - NAZZZ] ├── [ZRE02 - ZRE03] ├── [ZRM02 - ZRM03] ├── [ZZ001 - ZZ500] └── [ZZ999] - Conversion Fund Only  YES - Fund Included ├── [AD201 - AD999] ├── [AF201 - AF999] ├── [BD201 - BD999] ├── [BF201 - BF999] ├── [CD201 - CD999] ├── [CR200 - CR999] ├── [EA007 - EZZZZ] ├── [GA000 - GA004] ├── [GA006 - GAZZZ] ├── [MB000 - MBZZZ] ├── [MU004] - TF-PRF-CC MT Bishop Temp Pkg └── [Mv007 - Mv009] </pre>	

Note that the type of funds which roll forward are the appropriated funds (GF and Minor Capital Outlay) and Perkins loan fund (for federal reporting purposes, this fund is required to report life-to-date activity in various accounts and that is accomplished by using the roll forward functionality). In addition, any enterprise or trust funds that are established for a particular project that has a life greater than one year can be rolled forward so that project to date reporting can be done.

All funds that are reverting should be brought up to the NO section at year end. You should ask the owner of any non-appropriated funds that are being rolled-forward if that fund still needs to be active in the following year along with whether there are any funds that should have Revenue and Expense rolled forward for project reporting.

## 5.0 NVision Trees

The DeptNVision Tree is used to know which funds to include or exclude from reporting.

<b>PeopleTools&gt;Tree Manager</b>	The <b>DEPT_NVISION</b> tree details which funds will be rolling their balances forward to the new year.
















**SetID:** SLCMP      **Tree Name:** DEPT\_NVISION      Fund Select for Dept  
**Effective Date:** 06/30/2005      **Status:** Active      **Last Audit:** Valid Tree

[Save As](#)   [Tree Definition](#)   [Display Options](#)   [Print Format](#)   [Close](#)








**Collapse All** | **Expand All**      **Find**      First Page ◀ 25 of 25

 **ALL - All**

 **NO - Fund\_Not\_Included**

-  [\[AD196 - AD203\]](#)
-  [\[AD205\] - GF-Budget Use Only](#)
-  [\[AF196 - AF204\]](#)
-  [\[BD196 - BD203\]](#)
-  [\[BD205\] - GF-For Budget Use Only](#)
-  [\[BF196 - BF204\]](#)
-  [\[CD196 - CD204\]](#)
-  [\[CR196 - CR204\]](#)
-  [\[CR205\] - Fund 498-For Budget Use Only](#)
-  [\[MA000 - MZZZ\]](#)
-  [\[MQ000 - MQZZZ\]](#)
-  [\[NA000 - NZZZ\]](#)
-  [\[ZR000 - ZRZZZ\]](#)
-  [\[ZZ001 - ZZ500\]](#)
-  [\[ZZ999\] - Conversion Fund Only](#)

 **YES - Fund Included**

-  [\[AD204\] - 2004-2005 General Fund Expense](#)
-  [\[BD204\] - 2004-2005 Reimb Activity Exp](#)
-  [\[DA000 - DZZZ\]](#)
-  [\[E0000 - EZZZZ\]](#)
-  [\[FA000 - LZZZ\]](#)
-  [\[MJ000 - MPZZZ\]](#)
-  [\[MR000 - MYZZZ\]](#)

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Funds included in the Yes node are funds that the departments are responsible for overseeing. This includes Current Year general fund and any trust funds that are the departments' responsibility for overseeing. This tree needs to be created at the beginning of every fiscal year with the effective date of 06/30/XX. At this time there needs to be analysis of which funds should be added to the yes tree and which ones should be moved to the no tree. We have to have yes and no nodes because as stated earlier all trees require all values.