This job aid explains the tree options available from the Cognos Department prompt for the following reports: GL005, GL008, GL009, GL010, GM045, GL068, GL069, GL070, GL071, GL072, and GL073. It is important to use the right tree in the Cognos Department prompt.

What is the tree?
The NU Department Master ID tree is used by NUFinancials and Cognos to represent the structure of the university for financial reporting purposes. The tree is displayed visually in Cognos on the prompt page as you build the report. Users either select an area from the visual tree or use the Search box to find an area by department ID or department description. After an area is selected and all required prompts are completed, a report is generated.

Why do we have multiple trees to choose from?
Over time, the structure of the university changes: departments or units merge, move to different programs, or are phased out. Sometimes these changes in our reporting structure require a reorganization of some part of the tree. At fiscal year end, changes that require a reorganization of a part of the tree are implemented for the new fiscal year.

Which tree should I choose in Cognos?
The most current (up-to-date) tree is named Tree (As of Today) in Cognos. The tree from the prior fiscal years are named Tree FY 2010, Tree FY2011, etc. Instead of deleting old trees, we keep prior versions (the new tree and prior fiscal year trees). Prior year trees are available in Cognos only for years in which Cognos was the financial reporting application of record.

Keep in Mind
- Only one tree may be used per report. Multi-year reports cannot use multiple trees. All years in the report conform to financial structure of the selected tree.
- Saved and scheduled reports are not impacted by the addition of new trees to Cognos. If you edit a scheduled report, you must select a tree. The default tree is Tree (As of Today).
- Differences between trees are not apparent to departments or units without structural changes. You may run reports off either tree and obtain the same results.