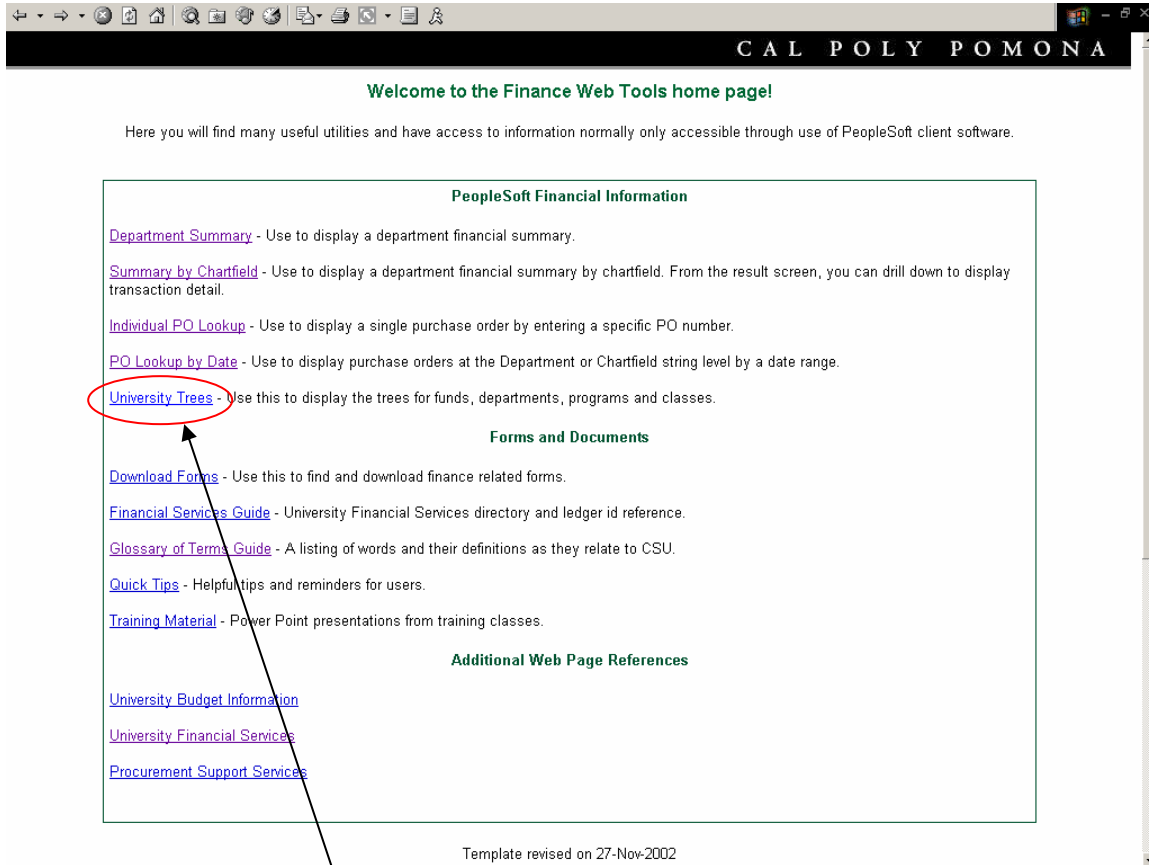


# Guide to University Trees

This utility allows you to look up the chartfield values and their hierarchical reporting structure. Trees are used to define organizational structure, chartfield summarization levels and reporting relationships.

**Step 1: Log on to Cal Poly Pomona Finance Web Tools** <http://www.csupomona.edu/~pssoft/>



**Step 2: Click on University Trees**

CAL POLY POMONA

Welcome to the Finance Web Tools home page!

Here you will find many useful utilities and have access to information normally only accessible through use of PeopleSoft client software.

**PeopleSoft Financial Information**

[Department Summary](#) - Use to display a department financial summary.

[Summary by Chartfield](#) - Use to display a department financial summary by chartfield. From the result screen, you can drill down to display transaction detail.

[Individual PO Lookup](#) - Use to display

[PO Lookup by Date](#) - Use to display p

[University Trees](#) - Use this to display t

[Download Forms](#) - Use this to find and

[Financial Services Guide](#) - University F

[Glossary of Terms Guide](#) - A listing of

[Quick Tips](#) - Helpful tips and reminders for users.

[Training Material](#) - Power Point presentations from training classes.

**Additional Web Page References**

[University Budget Information](#)

[University Financial Services](#)

[Procurement Support Services](#)

Enter Network Password

Please type your user name and password.

Site: www.csupomona.edu

Realm: Cal Poly Pomona Intranet

User Name:

Password:

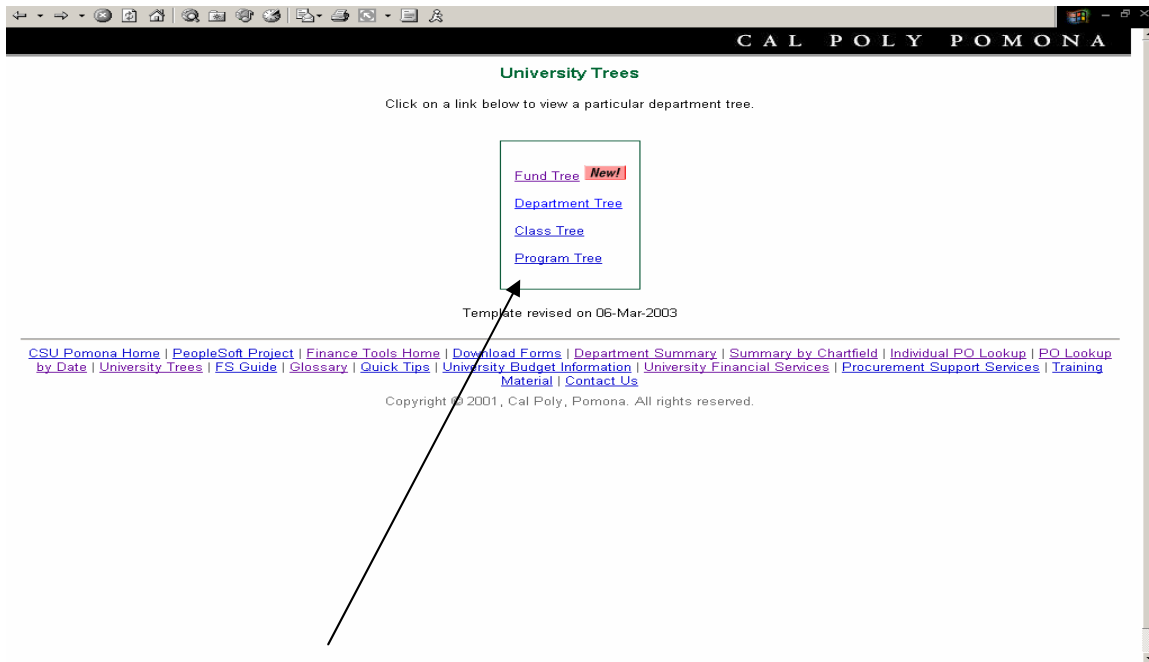
Save this password in your password list

OK Cancel

Microsoft

Template revised on 27-Nov-2002

**Step 3: Enter your User Name and Password**  
**Step 4: Click OK**



## Step 5: Click on type of Tree

### Definitions:

Fund Tree – a list of all the Funds and their description

Department Tree – a listing of all Department ID's and their description

Class Tree – a list of all Classes and their description

Program Tree – a list of all Programs and their description