Department ID Lookup and Tree Viewer
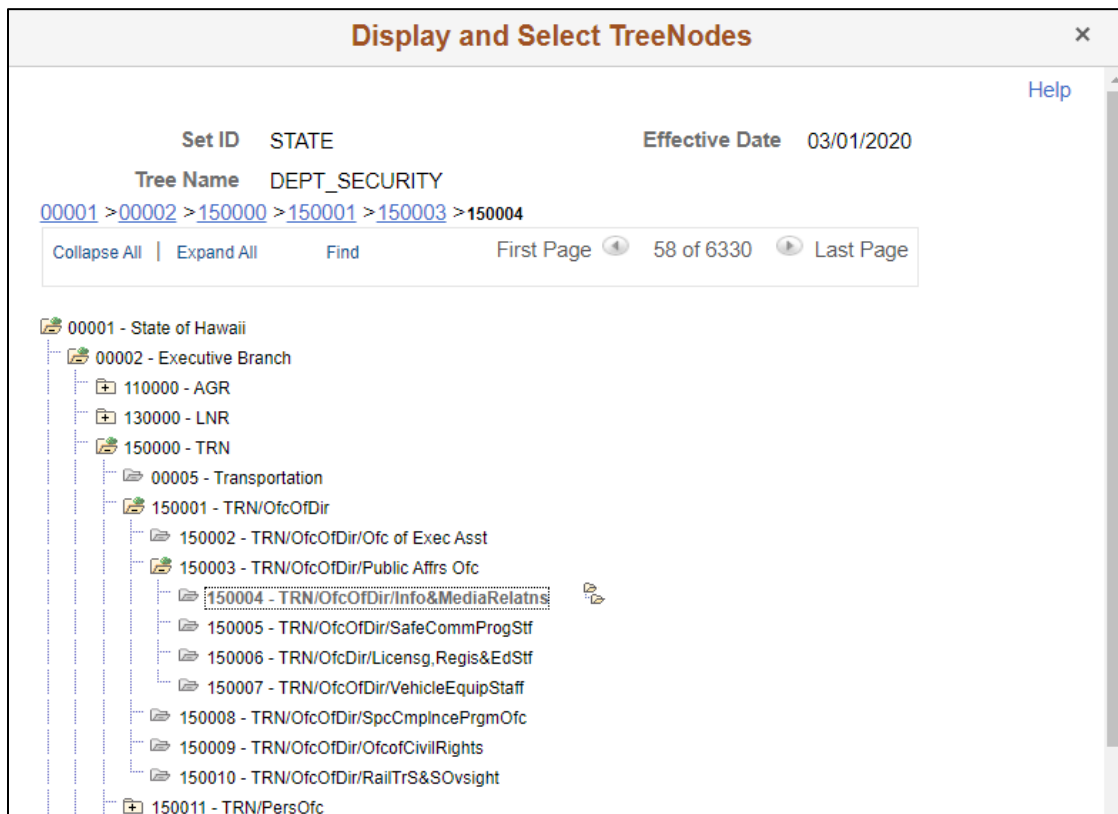
Department Tree Viewer

The Department Tree Viewer displays all Department IDs within their assigned Organizational Level. The tree shows the six (6) digit Department ID and Department description.

Note: The old Department IDs are included in this list as the first entry in each of the new department levels. For example, 00028 is the first entry under the new department ID of 510000. These old Department IDs are here for security permission settings and should not be used for transactions.

PeopleSoft Trees are built using parent and child nodes. Each department ID is a node within the Department Tree. Querying parent nodes will return results for all children nodes.

For example: To return the entire AGS department I would use the department ID node of 510000. If I wanted to query just the ETS division within AGS I would use 510160.

- 0001 - State of Hawaii
  - 0002 - Executive Branch
    - XXxxxx - [Department]
      - XXxxxx - [Division]
        - XXxxxx - [Branch]
          - XXxxxx - [Section]
            - XXxxxx - [Unit]

Building queries with the Department tree

Prior to March 2020, when creating criteria filters in queries, the DEPT ID would be filtered using a constant value for the whole department. Now that the departments have are broken up into their Organizational Levels, the Departmental Security Tree must be used to query more than one, or the Entire Department.

Create or modify an existing DEPT ID Criteria.

Change the condition type to be "in tree"
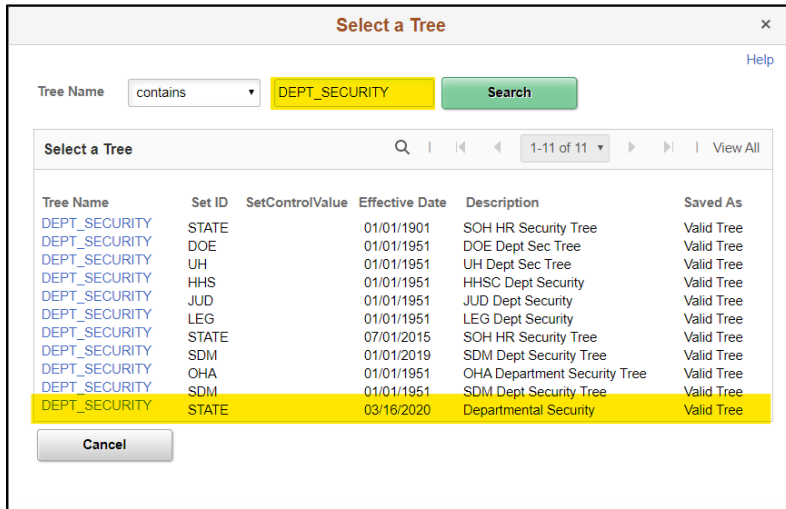
Under Choose Expression 2 type:

- Tree option: hard code the node into the query.
- Tree Prompt Option: prompt the user for the proper tree when they run the query.

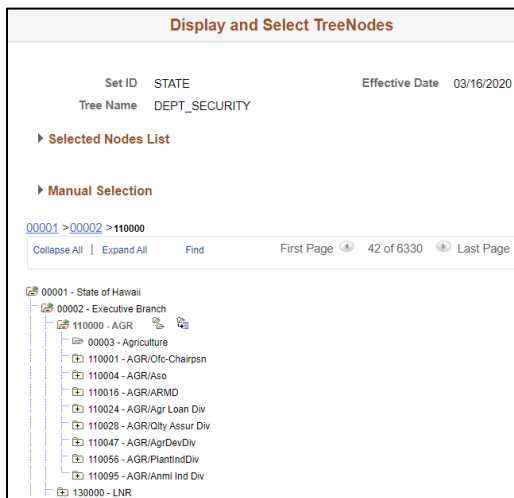Under "Select Tree Node List" select "New Node List".

Selecting the Node

"Select a Tree" window opens when selecting the tree from the Query builder or the Query prompt.

Enter the Tree Name "DEPT_SECURITY" and select the tree with "Departmental Security" as it's description.

The Department Tree will appear asking you to select the proper tree nodes needed to run the query.

- Collapse Tree Node
- Expand Tree Node
- Expand Node Hierarchy – Open all nodes under current selected node
- Add Node to Selected List – Add the current selected node to the Selected node List. All nodes in this area will be used for the Query.

When you find the appropriate Department ID, click on its description to select it, and use the "Add Node to Selected List" button to add it to the Selected Nodes List.

Display and Select TreeNodes

Set ID   STATE   Effective Date   03/16/2020
Tree Name   DEPT_SECURITY

▼ **Selected Nodes List**

🗀 110000 - AGR

▶ **Manual Selection**

00001 >00002 >**110000**

Collapse All | Expand All   Find   First Page ◀   42 of 6330   ▶ Last Page

📂 00001 - State of Hawaii
   📂 00002 - Executive Branch
     📂 110000 - AGR
       🗁 00003 - Agriculture
       ⊞ 110001 - AGR/Ofc-Chairpsn
       ⊞ 110004 - AGR/Aso

Note: if the node has any children, those children will also be included. In the example above, all department IDs under "110000 - AGR" will be included in the query. If "110004 - AGR/Aso" was selected, only that Department ID and its children will be queried.

Scroll Down until you see OK to finish the node Selection.

     🗁 810000 - Office of Hawaiian Affairs
     ⊞ 990000 - County of Hawaii
     🗁 99999 - Null values for import

Collapse All | Expand All   Find

[**OK**] [**Cancel**]

If you are filling in a query prompt, a dialogue box will appear to verify your selection. Press Okay to run.

Tree Prompts: [DEPTID = STATE,,DEPT_SECURITY,2020-03-16,110000]

[**OK**] [**Cancel**]

If you are creating or modifying an existing query, Press OK on the "Edit Criteria Properties" page to apply your changes.

Dept ID selected within Query

| AND ▾ | A.DEPTID - Department | in tree | STATE,,DEPT_SECURITY,2020-03-16,110000 | Edit | − |

Dept ID with Prompt

| AND ▾ | A.DEPTID - Department | in tree | TP | | Edit | − |