PURPOSE

The purpose of this document is to see parent/child relationships for budget checking.

STEPS

1. Navigation: **Tree Manager > Tree Viewer**

2. Type “KK” in the box

3. Click **Search**

4. Select desired tree

5. Display budget checking level
   a. Click Display Option.
b. Check Display Levels

![Configure User Options](image)

- Display Options:
  - Display Node Id
  - Display Node Description
  - Display Detail Values
  - Show Detail Description
  - Display Levels
  - Display Lines Per Page: 30

- Nodes Drag/Drop Default Action:
  - Paste As Sibling Node
  - Paste As Child Node

- Update
- Cancel

c. Click **Update**

d. Results

![Tree Viewer](image)
6. **Click Print Format**

   - **Results**

   ![Tree Print Format](image)

   **Helpful Hints:**

   - **Budget Check Level (Parent)** = Where the funds are budgeted
   - **Budget Child Level (Child)** = Where you will spend from
   - **Note:** Sometimes an account is a Parent and a Child meaning you will budget and spend from the same account.