



## EFFECTIVE DATING DEPARTMENT TREE REPORTING

### Department Tree Strategy:

Beginning February of the 2016/17 fiscal year, Sonoma State University – Financial Services implemented the ability to effective date the Department Tree found in the Data Warehouse. Reporting trees maintained by Financial Services are used to facilitate data warehouse reporting, and Sonoma has the ability to build trees for each Chartfield as reporting needs dictate. The effective-dating logic enables the University to maintain an accurate history of department structure data in the Data Warehouse. Effective dating the department tree will allow campus end users to pull historical department tree data and see changes over time within the department tree levels of the Data Warehouse.

In order to retain and filter data on historical department structures, Financial Services will copy the existing department tree and create a new Department Tree, `SO_DW_DEPT_ROLLUP`, at the beginning of each fiscal year. Since the most current tree will consistently be titled with the same naming convention, `SO_DW_DEPT_ROLLUP`, campus end users will not be required to update their customized data warehouse reports year after year.

The effective date is always the beginning of the new fiscal year, 7/1/YY. Any structural department changes made throughout the fiscal year, 7/1/YY – 6/30/YY, will be reflected in the fiscal year the change took place. The new copy of the existing tree inherits all the properties of the source tree, and the effective date on the tree defines when that version of the department tree takes place. When an effective-dated change is made to a tree configured for the data warehouse, the data warehouse will append the previous tree version with the month and year of the change.

For example, Sonoma's Department Tree Naming Convention looks as follows in the Data Warehouse:

- `SO_DW_DEPT_ROLLUP` (Current Department Tree)
- `SO_DW_DEPT_ROLLUP_JUL2011` (FY2011/15 Historical Department Tree)

Starting 7/1/17, Sonoma's Department Tree Naming Convention will look as follows in the Data Warehouse:

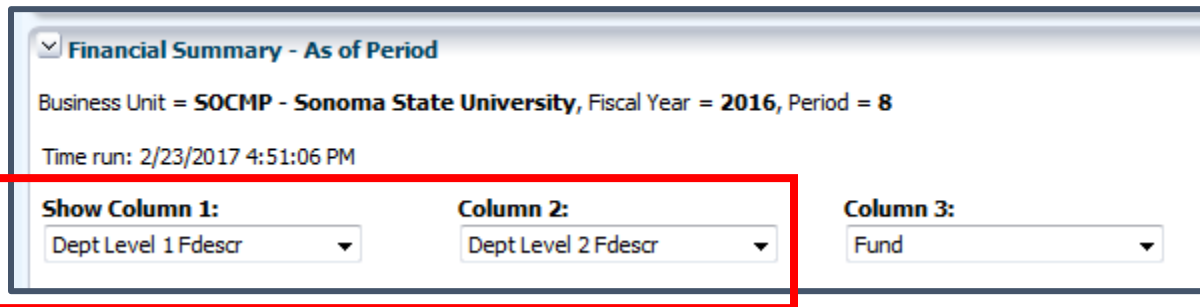
- `SO_DW_DEPT_ROLLUP` (Current Department Tree)
- `SO_DW_DEPT_ROLLUP_JUL2016` (FY2015/16 Historical Department Tree)
- `SO_DW_DEPT_ROLLUP_JUL2011` (FY2011/15 Historical Department Tree)

The trees configured for reporting in the Data Warehouse are available from the associated Chartfield tree filter. Current and historical (effective dated trees) are both available. All trees are validated for accuracy in CFS and the data warehouse does not accept trees with duplicate department values.

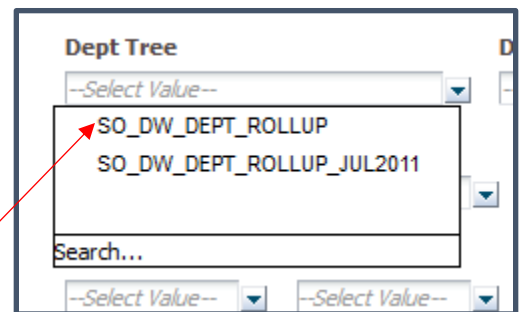
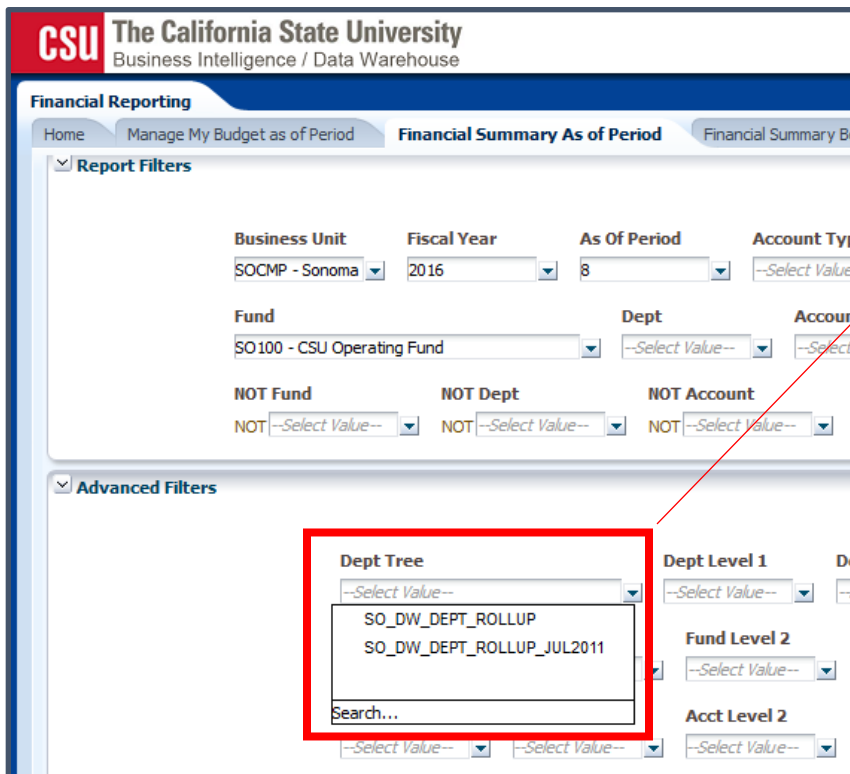
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Using the Department Tree:

When you pick a Department Tree in the Data Warehouse, only values associated with that tree will be available. When you pick a department tree level level, only applicable values will be available at the next lower level. If you want to use tree levels in your column selectors, you must pick a tree name in the Report Filters or Advanced Filters section. In order to have the department hierarchies available for all reports, it is recommended that you always select department tree as one of your filters.



If you want to include tree levels in your column selectors (example, Dept. Level 2, Dept. Level 3, etc.), you must pick a tree name in the Report Filters or Advanced Filters Section.



All Available Trees from Sonoma's Campus will Display in the dropdown. The SO\_DW\_DEPT\_ROLLUP tree being the most current Department Tree.



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