Introduction

A hierarchy can be toggled off or on, depending upon how you wish to view your data. This document describes how to turn on a hierarchical display or how to toggle it back off if it has been turned on.

Instructions

1. **Toggle the hierarchy on**

   Right click on **Commitment Item** to display the context menu. Release the mouse button and slide the cursor down to **Hierarchy**. The absence of a check mark next to **Hierarchy Active** indicates the hierarchy is off. Click on **Hierarchy Active** to turn the hierarchy on.

   Once the hierarchy is active, you can then select the appropriate hierarchy by right clicking on the GI/CI Item column header:

   - Right click on the **GL/Commitment Item** column header. Then select **Properties—Characteristic**.
Next, change the Expansion level and Display

The expansion level can also be changed directly within the report
2. **Toggle the hierarchy off**

Right click on **Commitment Item** (on a Mac, hold the **CTRL** key and click) to display the context menu. Release the mouse button and slide the cursor down to **Hierarchy**. A visible check mark indicates the hierarchy is on. Click on **Hierarchy Active** to turn the hierarchy off.

Turning the hierarchy off results in a view like this: