Combination Code

A Combination Code is a 9 digit number created by General Accounting (GA) used solely in the Human Capital Management (HCM) module and represents the complete unique ChartField (CF) combination (cost center) for the General Ledger (GL) in PeopleSoft Financials (FI) module. Combination Codes are used to distribute all payroll charges such as salary and additional pay.

A Combination Code can represent any valid combination of required ChartFields (see Required ChartField by Fund at http://www.fa.ufl.edu/departments/general-accounting/chartfields/) with spending authority. Departments may also use optional CF’s such as Flex, to track expenses for their own unique needs.

This instruction guide explains:
- How to determine if a Combination Code exists
- The creation of a new Combination Code

How to determine if a Combination Code exists

The following role is required to view Combination Codes:
- UF_KA_BUDGETING_INQUIRY
- or
- UF_KA_DEPT_BUDGETING_ADMIN (if processing distributions)

Navigation

Navigate through Nav Bar > Main Menu > Human Resources > Set Up HCM > Common Definitions > ChartField Configuration > Combination Code Table

Searching

1. Enter as many ChartField values as possible to narrow and expedite the search process.
2. Click the Search button to begin the search.
3. Select desired search result record from bottom of screen. (See Figure 1).
   **Note:** If the search doesn’t retrieve any records, you will receive the statement, “No matching values were found” in the Search Results area.
There may be more than one Combination Code per ChartField combination. Since each Combination Code represents a unique combination of ChartFields, verify the appropriate combination to select the Combination Code.
Viewing Combination Codes

4. **Note:** The GL Combination Code listed immediately above the Combination Code Detail section.

If the status is inactive, please contact General Accounting for possible reactivation at GAhelp@ad.ufl.edu.

Figure 2. Combination Code Table

The full ChartField combination represented by the Combination Code is listed in the ChartField Details section.
Creation of a new Combination Code

Funds 201 and 209

Combination Codes for Funds 201 and 209 do not need to be requested manually. General Accounting will create Combination Codes for Projects within two business days of the Notice of Budget Release for the appropriate budget items. If a Combination Code for Funds 201 or 209 needs to be created with an optional ChartField or if a Combination Code is not available after three days the department should send the request directly to their Research Administrator in Contracts and Grants. Visit http://www.cg.cfo.ufl.edu/ for contact information. Combination Codes for grant projects are effective dated using the project start date.

For the following funds, the department can submit Combination Code requests directly to the contacts indicated on the request form.

<table>
<thead>
<tr>
<th>Cash Funds 211-212</th>
<th>Engineering</th>
<th>Depts 19XXXXXX</th>
<th>Contact Jon Frum</th>
<th><a href="mailto:jfrum@eng.ufl.edu">jfrum@eng.ufl.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Funds 211-212</td>
<td>IFAS</td>
<td>Depts 60XXXXXX</td>
<td>Contact Juli Carter</td>
<td><a href="mailto:jare@ufl.edu">jare@ufl.edu</a></td>
</tr>
<tr>
<td>Cash Funds 211</td>
<td>All Other Departments</td>
<td>Research Service Center</td>
<td><a href="mailto:idc@research.ufl.edu">idc@research.ufl.edu</a></td>
<td></td>
</tr>
<tr>
<td>Cash Funds 212&amp;214</td>
<td>All Departments</td>
<td>Contact C&amp;G Research Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Funds 213</td>
<td>All Departments</td>
<td>Contact Suzanne Winik</td>
<td><a href="mailto:swinik@ufl.edu">swinik@ufl.edu</a></td>
<td></td>
</tr>
<tr>
<td>All DOCE (Fund 143)</td>
<td>All Other Departments</td>
<td>Research Service Center</td>
<td><a href="mailto:idc@research.ufl.edu">idc@research.ufl.edu</a></td>
<td></td>
</tr>
<tr>
<td>Requests with budget reference of CYFWD</td>
<td>Require the CFO Budget Office approval</td>
<td><a href="mailto:budgethelp@ad.ufl.edu">budgethelp@ad.ufl.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund 275 requests</td>
<td>Require the CFO Budget Office approval</td>
<td><a href="mailto:budgethelp@ad.ufl.edu">budgethelp@ad.ufl.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
All other Funds:

Once you have verified that a Combination Code does not exist, please complete the Combination Code Request form and send it to your ChartField Liaison for submission to General Accounting. All ChartFields must have available budget so that once the Combination Code is assigned, the ChartField will not create a payroll exception or a negative balance. Requests for Combination Codes submitted to the ChartField email address are uploaded no later than the next business day, but usually entered the same day. Combination Codes are effective dated as of the beginning of the fiscal year.

To determine your ChartField Liaison

1. Visit the Finance and Accounting forms website (http://www.fa.ufl.edu/forms-and-publications/forms/).
2. Select the General Accounting department link.
3. Click the CF Liaisons link. (See Figure 3.)

4. Click the Open option to open CF-Liaisons.xlsx spreadsheet.
5. Locate your college/unit to determine your assigned ChartField Liaison’s name and email.
Completing the Combination Code Request Form

**Note:** Some departments may require just the departmental ChartField Liaison complete the Combination Code Request Form. Please verify departmental policy and procedure with your ChartField Liaison prior to completing the Combination Code Request Form.

1. Complete steps 1 & 2 above.
2. Click the Combination Code Request link. (See Figure 4.)

![Figure 4. Combination Code Request Form](image)

3. Click the Open option to open the Combination Code (HRAC) Request Form.
4. Verify the Combination Code Request tab (2nd tab) is active at bottom of screen.

![Figure 5. Combination Code Request tab](image)

**Note:** The first tab, Example of Required Fields, shows the ChartFields required per each Ledger/Fund.
5. Complete the form as directed.
6. Save the completed Combination Code (HRAC) Request form to a desired location on your computer.
7. Email the completed form as an attachment to your ChartField Liaison or designated contact with “Combination Code Request” in the subject line.

**Figure 6. Combination Code (HRAC) Request Form**

**Effective Dated Combination Codes**

Combination Codes will be effective dated. This means for Grant Funds, the Combination Codes are effective dated. This means for Grant Funds, the Combination Codes will be effective dated at the beginning of the Grant. For all other Funds the effective date will default to the beginning of the fiscal year (07/01/20##). If a Combination Code on a Cash Based Fund is needed for prior year retros, use the beginning of the prior fiscal year as the effective date.

If you need help contact
--General Accounting 392-1326 or gahelp@ad.ufl.edu.

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