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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.

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Figure 1. Combination Code Table Search Form

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.

All Grant Funds for 201 & 209 require approval of the Research Administrator.				
Cash Funds 211-212	Engineering	Depts 19XXXXXX	Contact Jon Frum	jfrum@eng.ufl.edu
Cash Funds 211-212	IFAS	Depts 60XXXXXX	Contact Juli Carter	jare@ufl.edu
Cash Funds 211	All Other Departments		Research Service Center	idc@research.ufl.edu
Cash Funds 212&214	All Departments		Contact C&G Research Administrator	
Cash Funds 213	All Departments		Contact Suzanne Winik	swinik@ufl.edu
All DOCE (Fund 143) are approved by Barbara Bennett				bbennet@ufl.edu
Requests with budget reference of CYFWD require the CFO Budget Office approval				budgethelp@ad.ufl.edu
Fund 275 requests require the CFO Budget Office approval				budgethelp@ad.ufl.edu

All Grant Funds for 201 & 209 require approval of the Research Administrator.

Cash Funds 211-212	Engineering	Depts 19XXX XXX	Contact Jon Frum	frum@eng.ufl.edu	* UFID: the
Cash Funds 211-212	IFAS	Depts 60XXX XXX	Contact Juli Carter	jare@ufl.edu	requester).
Cash Funds 211	All Other Departments		Research Service Center	rcio@research.ufl.edu	** Effective
Cash Funds 212&214	All Departments		Contact C&G Research Administrator		
Cash Funds 213	All Departments		Contact Suzanne Winik	swinik@ufl.edu	

All DOCE (Fund 143) are approved by Barbara Bennett/Charles Koenig   bbennett@ufl.edu or ckoenig@dce.ufl.edu
Requests with budget reference of CYFWD require George Kolb's Approval   gkolb@ufl.edu
Fund 275 requests require George Kolb's Approval   gkolb@ufl.edu

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.
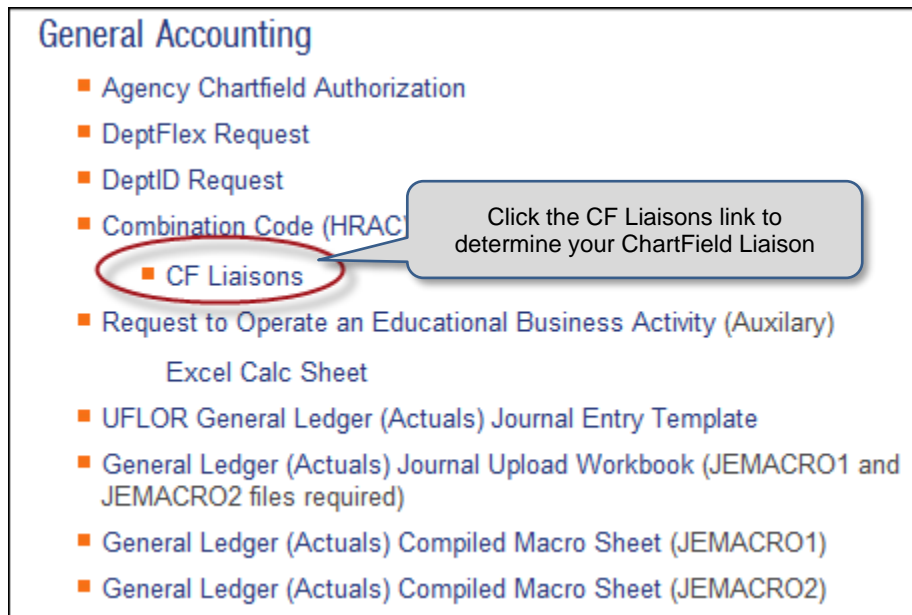3. Click the CF Liaisons link. (See Figure 3.)

Figure 3. ChartField Liaisons spreadsheet link

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.
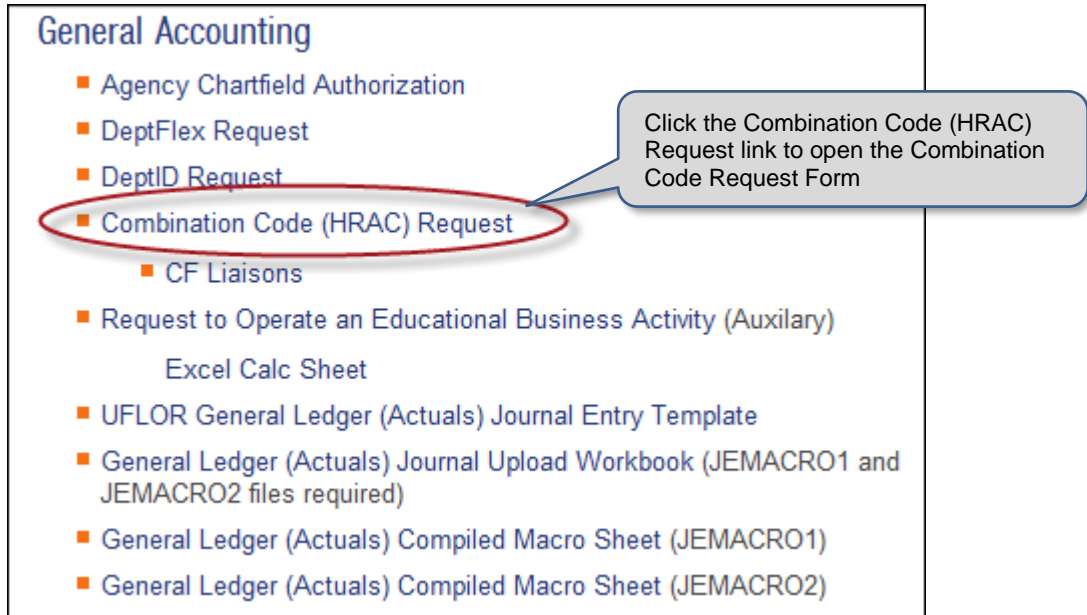2. Click the Combination Code Request link. (See Figure 4.)

Figure 4. Combination Code Request Form

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.
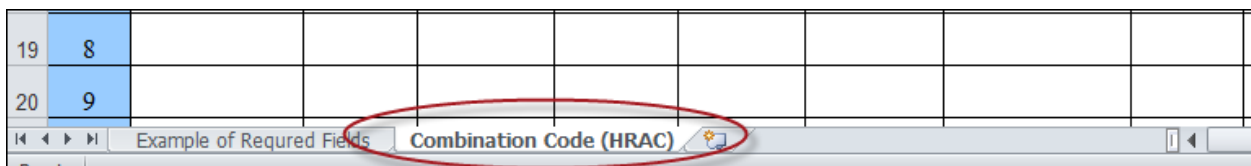

Figure 5. Combination Code Request tab

Note: The first tab, Example of Required Fields, shows the ChartFields required per each Ledger/Fund.

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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.

Date of request:						
Chartfield Liaison:				All Combination Code (HRAC) requests received by 3:30pm will be created the next business day.		
Dept Contact:						
Dept Contact Email:						
College or Unit:						

DO NOT delete, add or move columns (you may add/delete rows)
General Accounting Website: http://www.fa.ufl.edu/departments/general-accounting/
Instruction Guide: http://hr.ufl.edu/training/myUFL/instructionguides/Human%20Resource%20Account%20Codes.pdf

Note: All Grant Funds for 201 & 209 require approval of the Research Administrator.
Cash Funds 211-212 Engineering Depts 19XXXXXX Contact Jon Frum jfrum@eng.ufl.edu
IFAS Depts 60XXXXXX Contact Juli Carter jare@ufl.edu
All Other Departments Contact Suzanne Wink mailto:<swinik@UFL.EDU>
Cash Funds 213-214 All Departments Contact Suzanne Wink mailto:<swinik@UFL.EDU>
All DOCE (Fund 143) are approved by Charles Koenig mailto:<ckoenig@dce.ufl.edu>
Requests with budget reference of CYFWD require Sheri Austin's Approval mailto:<sheri@ufl.edu>

Combination Code (HRAC) Request   ChartField examples by Fund can be found on the other tab.

Line	DeptID	Fund	Program	(Blank)	SOF	Budget Ref	Deptflex	UFID	CRIS	PC Business Unit	Project	Activity	Will this be used in a Prior Year?	Grant Beginning Date.
1														

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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