COMBO CODES USER GUIDE

TABLE OF CONTENTS

Overview

The PeopleSoft Human Resources system (HCM) uses combo codes to represent the chartstring, rather than typing out each individual chartfield value. Each combo code is associated with a distinct chartstring. Combo codes are used only for payroll-related transactions.

Once a combo code has been created, the chartstring can no longer be modified. This is to preserve the data and maintain consistent reporting.

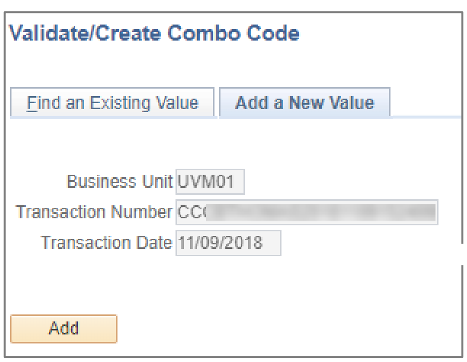
Creating a Combo Code

Combo codes are automatically created for 15 specific accounts when a F5000 budget for sponsored projects is set up. This is done with a system interface that runs twice daily. If combo codes for sponsored projects are needed for accounts other than the 15 created automatically, they can be created as outlined below.

Combo codes for the payment of salary and wages using chartstrings other than sponsored projects are not created automatically when a user does a budget transfer.

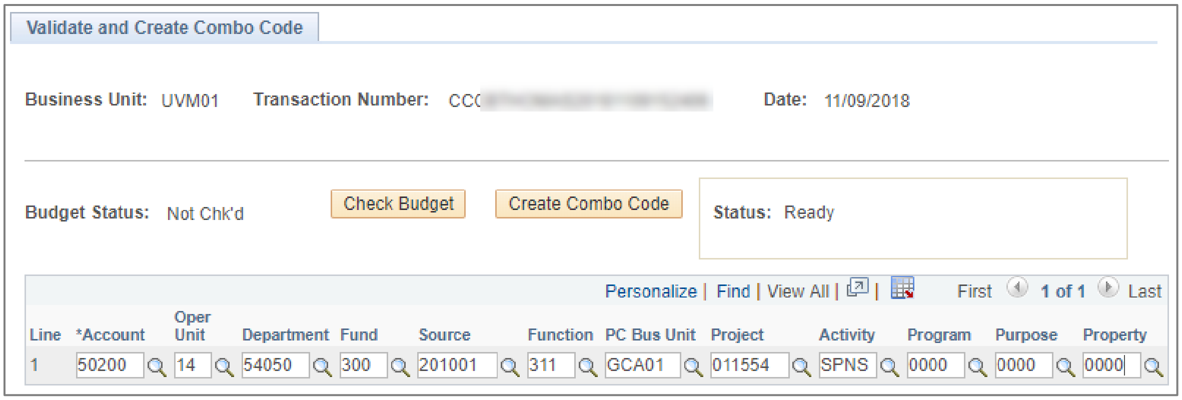
There is no ability to edit an existing combo code. A new combo code needs to be created any time salary or wages are set up using a new chartstring.

1. Log in to [PeopleSoft Financials]
2. Navigate to: **Main Menu > UVM Modifications > FSMOD031 Create Combo.**
3. Click the **ADD** button.

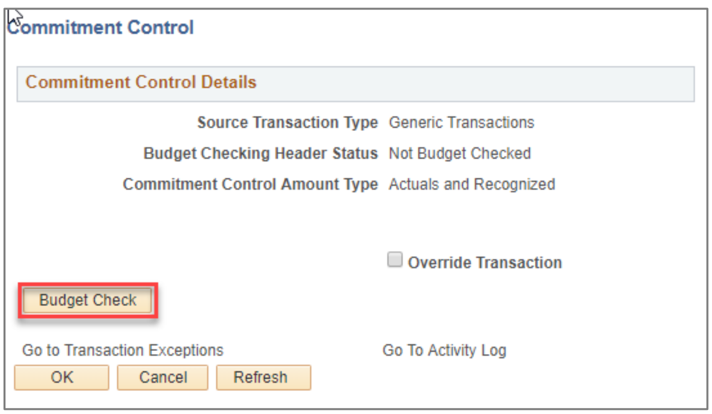


4. Type in the chartstring for which to create a combo code.

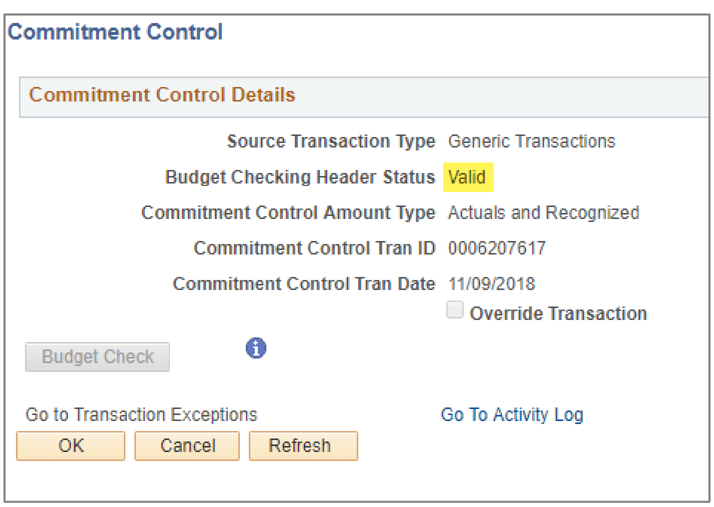
   NOTE: Since combo codes are used only for payroll-related transactions, the account must start with 5; you will get an error message if it doesn't. A combo code is not needed for fringe/benefits accounts (59910, 59912, 59914, 59915, 59916, 59918). There must be a corresponding E-level budget if the fund is an operating fund that requires one. You will get an error message if no E-level budget exists on the chartstring for the account selected.



5. Click **Check Budget**. This will ensure that a budget exists for the chartstring. Users cannot create a combo code until a budget exists for the chartstring.
6. Upon clicking **Check Budget**, the following page will appear.

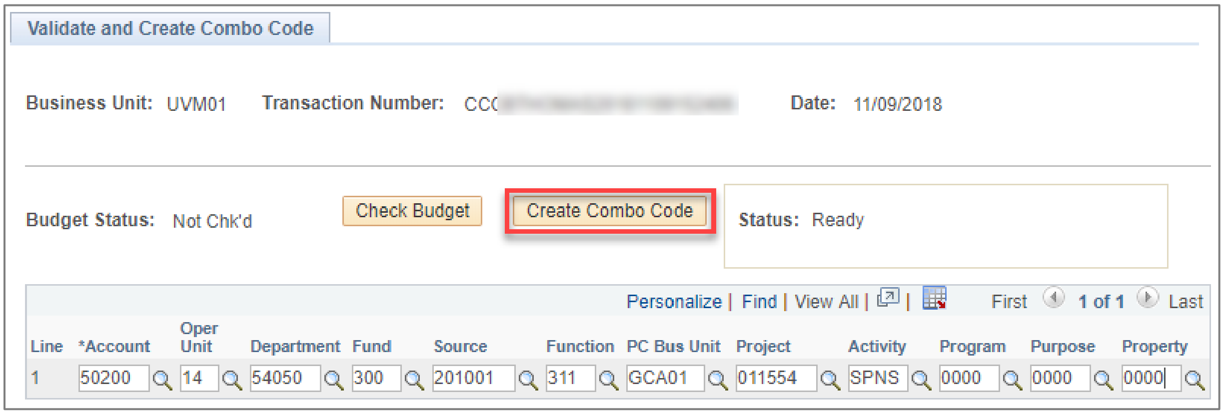


7. Click the **Budget Check** button. The budget checking process will run. When the process is done running, the following screen will either indicate that the budget check returned a **Valid** status, or that there was an **Error**. **NOTE**: If a **Budget Warning** message appears, that is okay - treat it as a "valid" status.

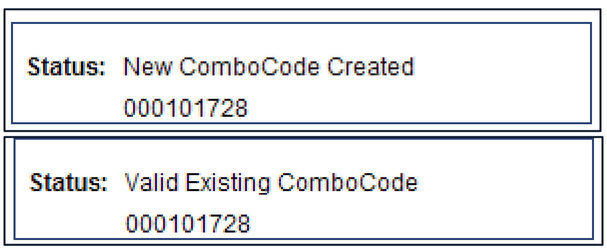


8. If the status is valid, click **OK** to return to the original page. If the status is error, see the **“Budget Checking Errors when Creating Combo Codes”** section below.

9. Click the **Create Combo Code** button. It will process for a bit and then the combo code will appear. If one already exists, it will return the existing combo code.



10. This is the message that appears for a new combo code, or if the combo code already exists:

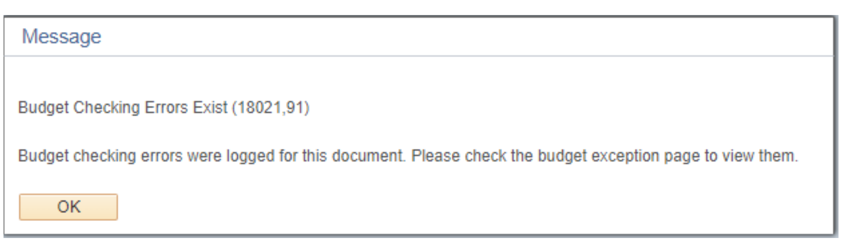


Budget Checking Errors when Creating Combo Codes

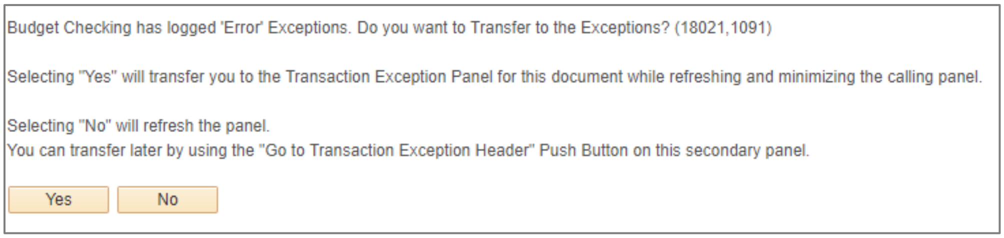
If there is a budget checking error, the combo code cannot be created. This could be for one of several reasons:

- No budget is set up for the chartstring.
- The chartstring is for a grant on which spending is controlled, and it is over budget.
- The chartstring is for a grant and the current date is outside of the date range specified for the grant.
- The chartstring is closed.

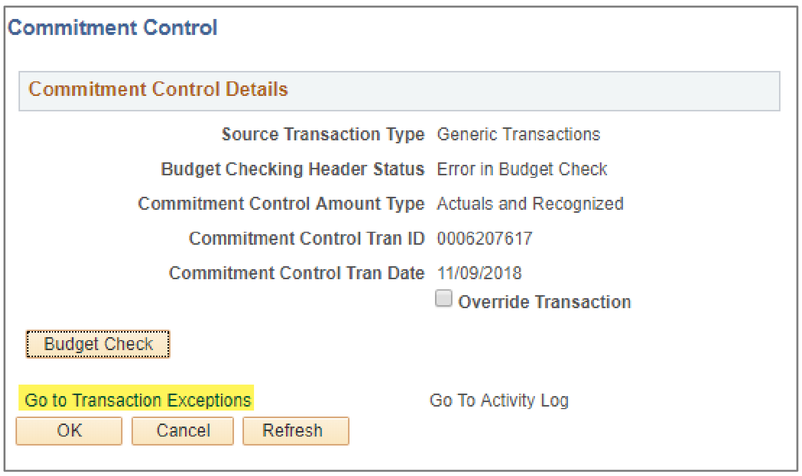
1. If there is a budget checking error, the error message below will appear. Click **OK**.



2. The following message will be returned:



3. Click **No**. The Commitment Control Details for the combo code will appear again.



4. Click the **Go to Transaction Exceptions** link to view an explanation of the error. In so doing, users will leave the combo code create page. To go back to the combo code create page after following the transaction exceptions link, click the back button in the browser - which is not typically a good idea- but it is the best option for this situation.

   NOTE: If clicking the back button generates a page that says “page has expired,” click the back button a second time.

5. Upon return to the page pictured above, click **OK** or **Cancel** to return to the combo code set-up page. Users can then change the chartstring if it needs to be adjusted, or leave this page and start over later, after the budget issue is resolved.

Frequently Asked Questions

What are combo codes?

Combo codes are used in the PeopleSoft Human Resources module (HCM) as shortcuts to chartstrings. Each chartstring is associated with a unique combo code that is created by the system.

Why do I need to create a combo code?

The HR system uses combo codes to represent the chartstring, rather than typing out all of the individual chartfield values. Combo codes are only used in the HR system.

Do I need a combo code for the benefit expense accounts?

No, users do not need combo codes for the benefit expense accounts (59910, 59912, 59914, 59915, 59916, 59918). The benefit expenses are calculated based on the account used for the payroll expense. For example, if the expenses are for staff payroll, account 52000 is associated with account 59910, which is for the full benefit rate.

How can I look up a combo code?

In the PeopleSoft HR, navigate to: **Set Up HRMS > Common Definitions > ChartField Configuration > Combination Code Table**. Search by various parts of the chartstring or by the combo code number.

Resources/Help

Help

If you have questions about information in this user guide, please email Financial Reporting and Accounting Services.

Resources

- Chart of Account Spreadsheets
- University Policies and Operating Procedures

Training

- UFS Roadshow Topics (PDF)
- Professional Development & Training Classes

Relevant UVM Departments

- Financial Accounting and Reporting Services

Suggestions? Updates?

Send an email to ooe@uvm.edu.