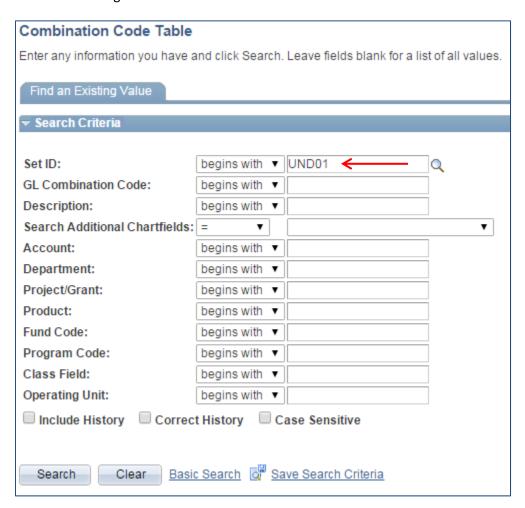
Is it Active or does it need to be set up?

First, sign into HRMS

**Navigation**: Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Combination Code Table



The **Set ID** is always UND01

Enter the **Department** and **Fund Code** (and **Project/Grant** if applicable) in the corresponding fields or enter the beginning of the combo code into the **GL Combination Code** field.

### Click Search

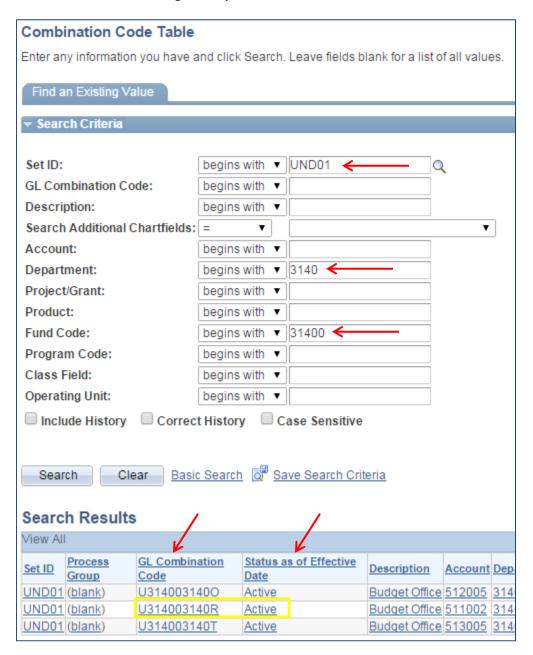
A list will appear with the Search Results

If your combo code appears in the Search Results and the **Status as of Effective Date** is *Active*, then the combo code is set up and ready to use.

If the combo code is not listed in the Search Results or the **Status as of Effective Date** is *Inactive*, then the combo code will need to be set up with either Accounting Services or Grants & Contracts.

Combo Code U314003140R

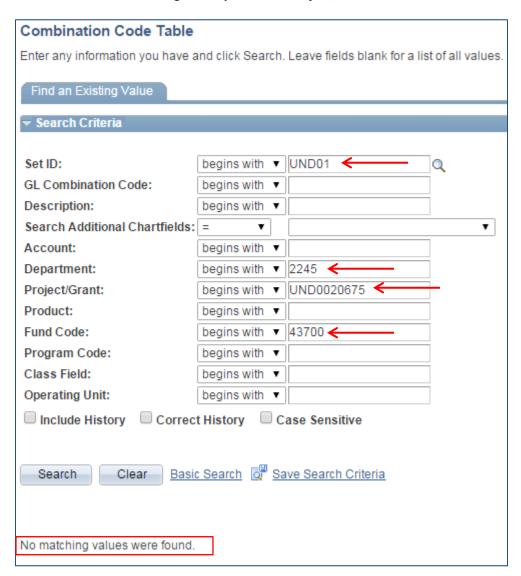
Enter the combo code using the **Department** and **Fund Code** fields



The Combo Code is listed and the Status is Active, therefore it is set up and ready to use.

Combo Code U437002245UND0020675G

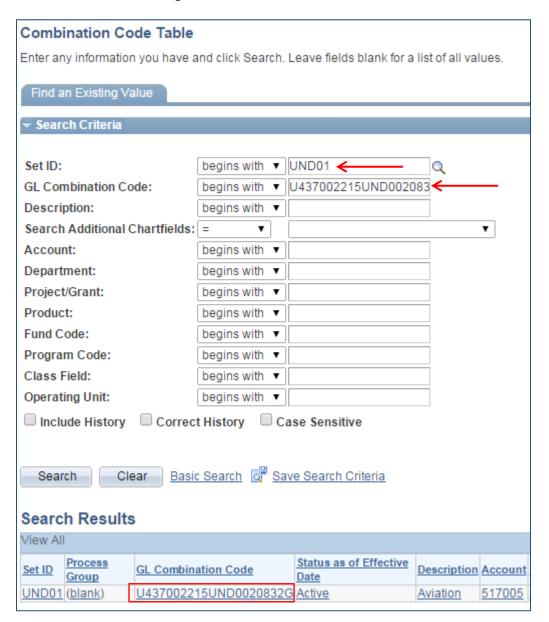
Enter the combo code using the **Department**, **Project/Grant** and **Fund Code** fields



No matching values were found for this combo code. It will need to be set up with Grants & Contracts or Accounting Services if no grant number.

Combo Code U437002215UND00208320

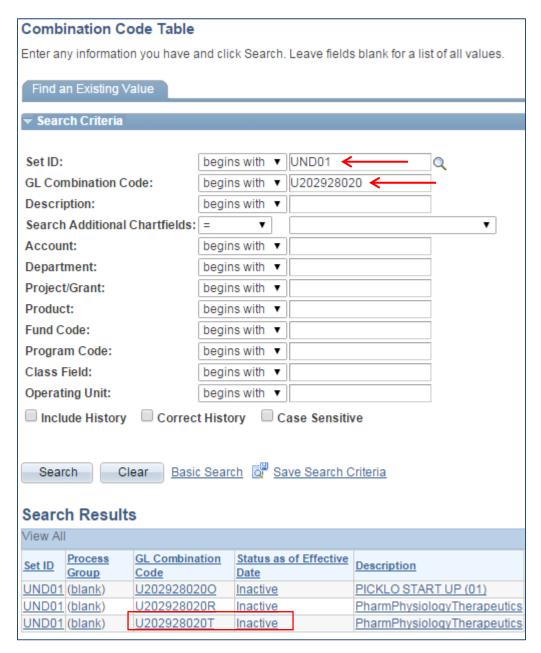
Enter the combo code using the GL Combination Code field



A combo code is set up for this grant, but not with the correct account code (letter). This combo code has a G and an O is required. It will need to be set up with Grants & Contracts or Accounting Services if no grant number.

Combo Code U202928020T

Enter the combo code using the GL Combination Code field



The Combo Code is listed, but the Status is *Inactive*. It will need to be set up with Accounting Services or Grants & Contracts if it had a grant number.