

## How to look up a Combo Code

Updated as of 11/10/15

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

### Combination Code Table


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Set ID:	begins with ▼	UND01 ←	🔍
GL Combination Code:	begins with ▼		
Description:	begins with ▼		
Search Additional Chartfields:	= ▼		▼
Account:	begins with ▼		
Department:	begins with ▼		
Project/Grant:	begins with ▼		
Product:	begins with ▼		
Fund Code:	begins with ▼		
Program Code:	begins with ▼		
Class Field:	begins with ▼		
Operating Unit:	begins with ▼		

Include History    Correct History    Case Sensitive

Search   Clear   [Basic Search](#)    [Save Search Criteria](#)

The **Set ID** is always UNDO1

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.

## Example Search

Combo Code U314003140R


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

### Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID: begins with  

GL Combination Code: begins with

Description: begins with

Search Additional Chartfields: =

Account: begins with

Department: begins with

Project/Grant: begins with

Product: begins with


Fund Code: begins with

Program Code: begins with

Class Field: begins with

Operating Unit: begins with

Include History  Correct History  Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

### Search Results

View All

Set ID	Process Group	GL Combination Code	Status as of Effective Date	Description	Account	Dep.
UND01	(blank)	U314003140O	Active	Budget Office	512005	314
UND01	(blank)	U314003140R	Active	Budget Office	511002	314
UND01	(blank)	U314003140T	Active	Budget Office	513005	314

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

### Example Search

Combo Code U437002245UND0020675G

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

#### Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID:	begins with	UND01
GL Combination Code:	begins with	
Description:	begins with	
Search Additional Chartfields:	=	
Account:	begins with	
Department:	begins with	2245
Project/Grant:	begins with	UND0020675
Product:	begins with	
Fund Code:	begins with	43700
Program Code:	begins with	
Class Field:	begins with	
Operating Unit:	begins with	

Include History    Correct History    Case Sensitive

Search   Clear   [Basic Search](#)   [Save Search Criteria](#)

No matching values were found.

*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.

### Example Search

Combo Code U437002215UND0020832O

Enter the combo code using the **GL Combination Code** field

#### Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID: begins with ▼ UND01

GL Combination Code: begins with ▼ U437002215UND002083

Description: begins with ▼

Search Additional Chartfields: = ▼

Account: begins with ▼

Department: begins with ▼

Project/Grant: begins with ▼

Product: begins with ▼

Fund Code: begins with ▼

Program Code: begins with ▼

Class Field: begins with ▼

Operating Unit: begins with ▼

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

#### Search Results

View All

Set ID	Process Group	GL Combination Code	Status as of Effective Date	Description	Account
UND01	(blank)	U437002215UND0020832G	Active	Aviation	517005

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.

## Example Search

Combo Code U202928020T

Enter the combo code using the **GL Combination Code** field

### Combination Code Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID: begins with

GL Combination Code: begins with

Description: begins with

Search Additional Chartfields: =

Account: begins with

Department: begins with

Project/Grant: begins with

Product: begins with

Fund Code: begins with

Program Code: begins with

Class Field: begins with

Operating Unit: begins with

Include History  Correct History  Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

### Search Results

View All

Set ID	Process Group	GL Combination Code	Status as of Effective Date	Description
<a href="#">UND01</a>	(blank)	<a href="#">U202928020O</a>	Inactive	<a href="#">PICKLO START UP (01)</a>
<a href="#">UND01</a>	(blank)	<a href="#">U202928020R</a>	Inactive	<a href="#">PharmPhysiologyTherapeutics</a>
<a href="#">UND01</a>	(blank)	<a href="#">U202928020T</a>	Inactive	<a href="#">PharmPhysiologyTherapeutics</a>

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.