How to look up a Combo Code

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.
Example Search
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.
Example Search
Combo Code U437002245UND0020675G

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

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**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**

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**Search**  **Clear**  **Basic Search**  **Save Search Criteria**

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No matching values were found.

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*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

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

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.