

# PeopleSoft

## Combo Codes Guide

*Version 1.0 | Updated August 16, 2018*

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## Combo Code Schedule

A process consisting of multiple jobs creates combo codes in HCM. You do not manually create combo codes.

CYCLE	FINANCE					IB	HCM			
	A ChartField Cutoff Time	B FS_CEBD (2 hrs)	C SEC_BLD (5 min)	D Combo Code Process START TIME	E M_COMBO_ INTF (5 min)	F	G OFFLINE DISTRICTS ONLY: CUTOFF TIME	H EOP_ PUBLISHF and EOPOFFLN (5 min)	I BUD003 (95 min)	J Combo Code Process END TIME
	Create a new ChartField or modify an existing one by this time.	This process applies only to new ChartFields. Uses the new ChartField to update the combo edit table.	This process applies only to new ChartField objects. Applies ChartField security if the new ChartField is an object.	<b>Post budgets by this time.</b> For new ChartFields, Steps B and C must both be done before you can post a budget journal.	Finds every new ChartString that has been added in the last 10 days and places it on a table that Step H will use.	<b>INTEGRATION BROKER</b> IB moves info into HCM Staging Table	Offline Districts must upload to FTP and run M_COMBO_LOAD by this time.	Takes the data in the table populated by Step E and places it in an HCM table. Offline Districts: EOPOFFLN runs.	Uses the data in the HCM table to create combo codes.	The new combo code is ready for use at or by this time.
1	3:00 am	3:00-5:00 am	5:10-5:15 am	6:00 am	6:00-6:05 am		6:00 am	6:15-6:20 am	6:30-8:05 am	8:05 am
2	6:00 am	6:00-8:00 am	8:10-8:15 am	9:00 am	9:00-9:05 am		9:00 am	9:15-9:20 am	9:30-11:05 am	11:05 am
3	9:00 am	9:00-11:00 am	11:10-11:15 am	12:00 pm	12:00-12:05 pm		12:00 pm	12:15-12:20 pm	12:30-2:05 pm	2:05 pm
4	12:00 pm	12:00-2:00 pm	2:10-2:15 pm	3:00 pm	3:00-3:05 pm		3:00 pm	3:15-3:20 pm	3:30-5:05 pm	5:05 pm

## Definitions

<b>FINANCE</b>	<b>A</b>	<b>ChartField Cutoff Time</b>	Create a new ChartField or modify an existing one by the cutoff time.
	<b>B</b>	<b>FS_CEBD</b> (2 hrs)	<i>For new ChartFields only.</i> <b>FS_CEBD</b> finds and uses the new ChartField to update the combo edit table. This is the table that the system uses to run combination edits to ensure that certain funds are only valid with certain resources, etc. These are set according to the validation tables published by the California Department of Education.
	<b>C</b>	<b>SEC_BLD</b> (5 min)	<i>For new ChartFields only.</i> <b>SEC_BLD</b> is applying ChartField security if the new ChartField is an object. The process determines whether the new object is 9110xxx so it can make that object available for use by users that have the cash role. Other users cannot use object 9110xxx directly in transactions. <b>IMPORTANT!</b> For online districts, if a new ChartField is being used in Finance, both FS_CEBD and SEC_BLD must finish. These two processes only apply to new ChartFields. A budget journal cannot be processed until both processes finish.
	<b>D</b>	<b>Combo Code Process START TIME</b>	<i>Budgets must be posted by the Combo Code Process Start time.</i> FOR NEW OBJECTS ONLY: User has 45 min to enter budget journal. For new combinations of existing chartfields, budget journals can be posted any time but must be approved and posted by the START TIME. Any budget journals posted after the start time will be picked up by the next cycle.
	<b>E</b>	<b>M_COMBO_INTF</b> (5 min)	<b>M_COMBO_INTF</b> finds every new ChartString that has been added in the last N days and places it on a table that <b>EOP_PUBLISH_F</b> will use. EBS has set this value to 10 days.
<b>IB</b>	<b>F</b>	<b>INTEGRATION BROKER</b>	<b>Integration Broker</b> (referred to as "IB") moves info from Finance into an HCM staging table.
<b>HCM</b>	<b>G</b>	<b>OFFLINE DISTRICTS ONLY: CUTOFF TIME</b>	Offline Districts must upload to their FTP site and run <b>M_COMBO_LOAD</b> in HCM (under their own run controls) to place data in an HCM table.
	<b>H</b>	<b>EOP_PUBLISHF and EOPOFFLN</b> (5 min)	Offline Districts must upload to their FTP site and run <b>M_COMBO_LOAD</b> in HCM (under their own run controls) to place data in an HCM table. Designated employees at each offline district have access to load the combo code file and run the <b>M_COMBO_LOAD</b> job in HCM. The <b>M_COMBO_LOAD</b> job must be completed before the start of the next job. For offline districts a job called <b>EOPOFFLN</b> runs in place of the <b>EOP_PUBLISHF</b> job. It starts at the same time as the <b>EOP_PUBLISHF</b> job. NOTE: The process will only pick up the last file that was loaded to the FTP site. If Combo Code file A is loaded and the <b>M_COMBO_LOAD</b> is run, that file will get picked up by the <b>EOPOFFLN</b> process and turned into a combo code. If a second combo code file B is loaded onto the ftp site and the <b>M_COMBO_LOAD</b> process is run <i>before</i> the first file is picked up and turned into combo codes, file B will replace file A. This means that file A will NOT be turned into combo codes. Only file B will because it is the last file loaded before the <b>EOPOFFLN</b> job runs.
	<b>I</b>	<b>BUD003</b> (95 min)	<b>BUD003</b> uses the data in the HCM table to create combo codes.
	<b>J</b>	<b>Combo Code Process END TIME</b>	The new combo code is ready for use. To see the new combo code in HCM, navigate to Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table.

# About Combo Codes

## What are Combo Codes?

Combination codes (Combo codes) are created and used in PeopleSoft HCM to identify a specific ChartString. Combo Codes are pointers to the ChartStrings consisting of a valid combination of **Fund, Resource, Goal, Function, Object, Site, Operating Unit, and Project Year** that have been budgeted in Finance. In HCM you do not enter each ChartField (Fund, Resource, etc.), you enter the combo code instead. Combo codes appear on the **DBT (Department Budget Table), Timesheet, Additional Pay, in Absence Management, and on the PAF (Personnel Action Form)**. When payroll processes are run to create payroll journal entries that will be posted in Finance, combination codes are what identify the correct ChartStrings to be used. If you have access, you can search for (and with greater access, also inactivate) combo codes at **Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table**. Several combo code queries are also available.

## How to Read a Combo Code and Description

This is Combo Code **000392105** as seen on the Combination Code Table. Its Description is **010000630860077002400103600**, which is a concatenation of the Fund, Resource, Goal, Function, Object, Site, and Operating Unit.

**Combination Code Table**

**Combo Code = 392105**  
Description = 010000630860077002400103600

Set ID 09900  
Process Group FUND\_OBJ  
**GL Combination Code 000392105**

---

**Combination Code Detail** Find | View All First 1 of 1 Last

\*Effective Date 07/01/2016 \*Status Active

\*Description 010000630860077002400103600  
Short Desc 0100006308 Valid Value

ChartField Detail		
Fund Code :	0100	<b>2 characters of Fund</b>
Resource :	0000630	<b>7 characters of Resource</b>
Goal :	8600	<b>4 characters of Goal</b>
Function :	7700	<b>4 characters of Function</b>
Object :	2400103	<b>7 characters of Object</b>
Site :	600	<b>3 characters of Site</b>
Operating Unit :		<b>3 characters of Oper Unit</b>
Project Year :		<b>TOTAL = 30 possible characters</b>
Affiliate :		
Fund Affiliate :		
Resource Affiliate :		
Project :		
ChartField 2 :		

The Description can contain up to 30 characters. Here is how it is created from the ChartFields:

- 2 characters of Fund
- 7 characters of Resource
- 4 characters of Goal
- 4 characters of Function
- 7 characters of Object
- 3 characters of Site
- 3 characters of Oper Unit

## Suspense Combo Codes

The table below lists the Suspense combo codes for Earnings, Deductions, and Taxes. Note that charter schools use different Suspense combo codes than districts.

Suspense Combo Codes	For Districts	*For Charter Schools
<b>Earnings</b> Description: SUSPENSE ACCT FOR EARNINGS	000019394	000385674
<b>Deductions</b> Description: SUSPENSE ACCT FOR DEDUCTIONS	000019393	000385675
<b>Taxes</b> Description: SUSPENSE ACCT FOR TAXES	000019392	000385676

### \*Notes about Charter School combo codes:

- The combo codes listed for “Districts” are used by the following charters: 030, 073, 077, 179 (These charters use fund 0100)
- The combo codes listed for “Charter Schools” are used by the following charters: 022, 092, 165 (These charters use fund 6200)
- Combo codes 648981, 648982, 648983 are used by the following charter: 012 (This charter uses fund 6209)

# Screens Where Combo Codes Are Used

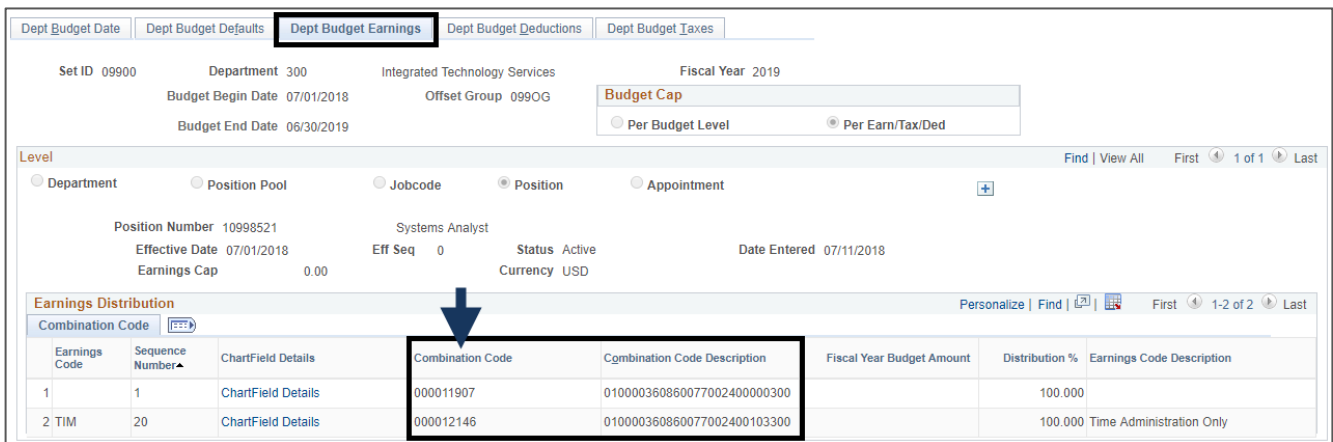
Combo Codes are used on the DBT (Department Budget Table), Timesheet, Absence Event, Additional Pay, and on the PAF (Personnel Action Form).

## DBT (Department Budget Table)

Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

### DBT Earnings Tab

Example of how combo codes appear on the DBT Earnings tab – there are 2 combo codes and their descriptions listed.

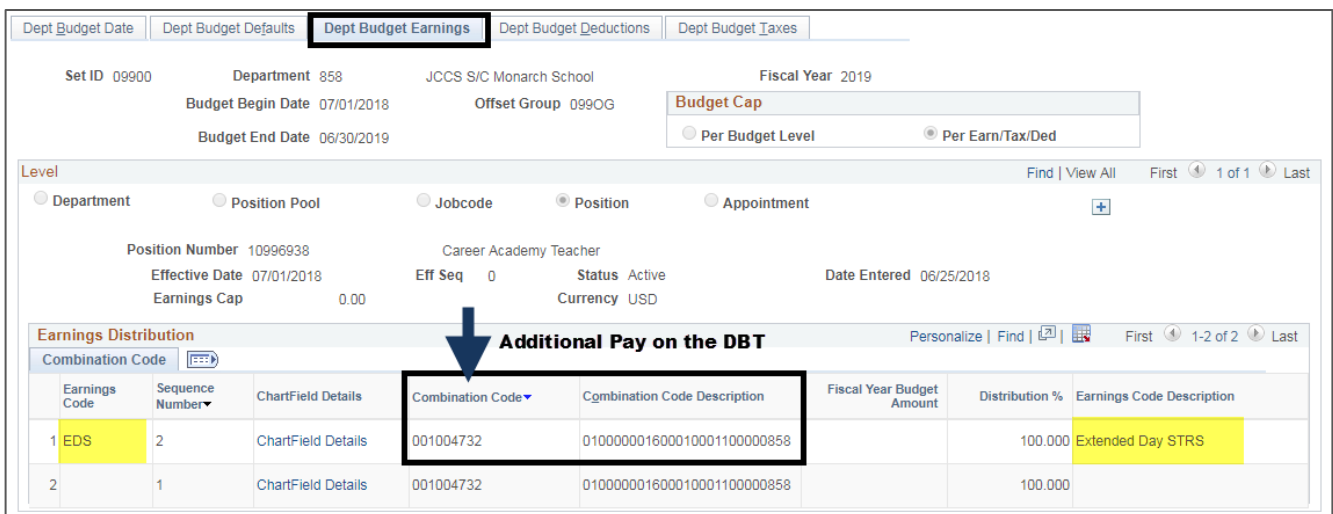


The screenshot shows the 'Dept Budget Earnings' tab for Set ID 09900, Department 300, and Fiscal Year 2019. The position is 'Systems Analyst'. The 'Earnings Distribution' table is as follows:

Earnings Code	Sequence Number	ChartField Details	Combination Code	Combination Code Description	Fiscal Year Budget Amount	Distribution %	Earnings Code Description
1	1	ChartField Details	000011907	010000360860077002400000300		100.000	
2	TIM	ChartField Details	000012146	010000360860077002400103300		100.000	Time Administration Only

### DBT Earnings Tab – Additional Pay

Example of how a combo code for the “EDS Extended Day STRS” additional pay shows on the DBT.



The screenshot shows the 'Dept Budget Earnings' tab for Set ID 09900, Department 858, and Fiscal Year 2019. The position is 'Career Academy Teacher'. The 'Earnings Distribution' table is as follows:

Earnings Code	Sequence Number	ChartField Details	Combination Code	Combination Code Description	Fiscal Year Budget Amount	Distribution %	Earnings Code Description
1	EDS	ChartField Details	001004732	010000001600010001100000858		100.000	Extended Day STRS
2		ChartField Details	001004732	010000001600010001100000858		100.000	

### DBT Search Combination Codes

This is what it looks like when searching Combo Code 11907 on the DBT. Note that you do not need to enter the combo code (above) and ChartFields (below) – you can search by one or the other.

Search Combination Codes

GL Combination Code 000011907  **Search by combo code, if desired**

**Search by ChartFields**

Fund Code 0100  Project Year   
 Resource 0000360  Affiliate   
 Goal 8600  Fund Affiliate   
 Function 7700  Resource Affiliate   
 Object 2400000  Project   
 Site 300  Project   
 Operating Unit

**Combination Code / ChartFields** **Combo code and Chartfields appear in results**

Select	GL Combo Code	Fund Code	Resource	Goal	Function	Object	Site	Operating Unit	Project Year
1 <input type="button" value="Select"/>	000011907	0100	0000360	8600	7700	2400000	300		

### DBT Earnings Tab

Example of how Combo Code 19394 (SUSPENSE ACCT FOR EARNINGS) is used. Remember that Charter Schools use 385674.

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

Set ID 09900 Department 000 No Division Fiscal Year 2019  
 Budget Begin Date 07/01/2018 Offset Group 099OG Budget Cap  
 Budget End Date 06/30/2019  Per Budget Level  Per Earn/Tax/Ded

Level Department  Position Pool  Jobcode  **Position**  Appointment  Find | View All First 1 of 1 Last

Position Number 10990605 Migrant Ed Preschool Teacher  
 \*Effective Date 07/01/2018 Eff Seq 0 \*Status Active Date Entered 06/25/2018  
 Earnings Cap 0.00 \*Currency USD

**Earnings Distribution** Personalize | Find | First 1-2 of 2 Last

Combination Code	Earnings Code	*Sequence Number	ChartField Details	Combination Code	Combination Code Description	Fiscal Year Budget Amount	Distribution %	Earnings Code Description
1	TIM	20	ChartField Details	000402766	013110409485010001100102407		100.000	Time Administration Only
2		1	ChartField	000019394	SUSPENSE ACCT FOR EARNINGS		100.000	



### DBT Deductions Tab

Example of how Combo Code **19393** (SUSPENSE ACCT FOR DEDUCTIONS) is used. Remember that Charter Schools use **385675**.

Dept Budget Date	Dept Budget Defaults	Dept Budget Earnings	<b>Dept Budget Deductions</b>	Dept Budget Taxes
Set ID 09900	Department 300	Integrated Technology Services	Fiscal Year 2019	
Budget Begin Date 07/01/2018	Budget End Date 06/30/2019	Offset Group 099OG		
<b>Level</b> Find   View All First 1 of 1 Last				
<input type="radio"/> Department <input type="radio"/> Position Pool <input type="radio"/> Jobcode <input checked="" type="radio"/> Position <input type="radio"/> Appointment				
Position Number 10998521    Systems Analyst				
Effective Date 07/01/2018    Eff Seq 0    Status Active    Date Entered 07/11/2018				
Deduction Budget Cap 0.00    Currency USD				
<b>Deduction Distribution</b> Personalize   Find   First 1 of 1 Last				
Sequence Number	ChartField Details	Combination Code	Combination Code Description	Distribution %
1 1	ChartField Details	000019393	SUSPENSE ACCT FOR DEDUCTIONS	100.000

### DBT Taxes Tab

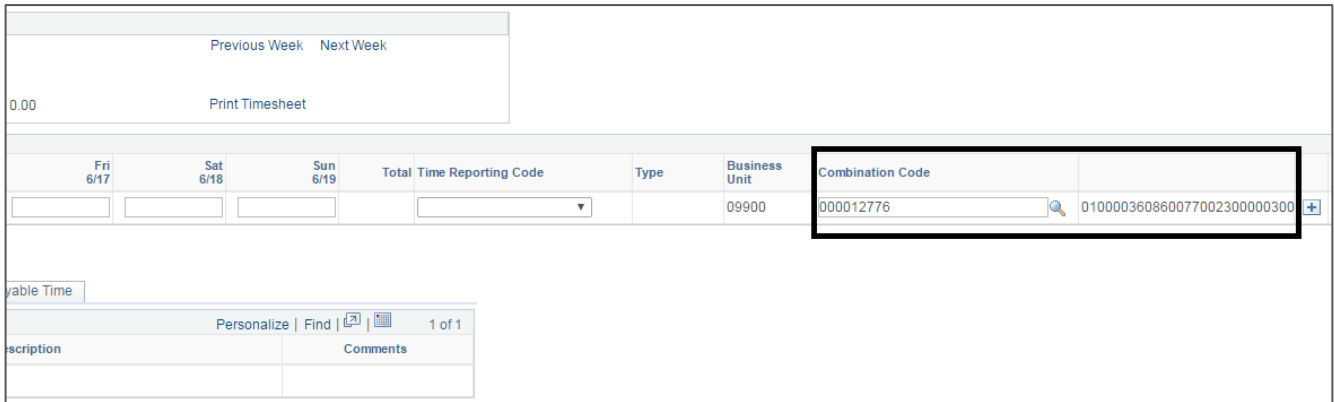
Example of how Combo Code **19392** (SUSPENSE ACCT FOR TAX) is used. Remember that Charter Schools use **385676**.

Dept Budget Date	Dept Budget Defaults	Dept Budget Earnings	Dept Budget Deductions	<b>Dept Budget Taxes</b>
Set ID 09900	Department 300	Integrated Technology Services	Fiscal Year 2019	
Budget Begin Date 07/01/2018	Budget End Date 06/30/2019	Offset Group 099OG		
<b>Level</b> Find   View All First 1 of 1 Last				
<input type="radio"/> Department <input type="radio"/> Position Pool <input type="radio"/> Jobcode <input checked="" type="radio"/> Position <input type="radio"/> Appointment				
Position Number 10998521    Systems Analyst				
Effective Date 07/01/2018    Eff Seq 0    Status Active    Date Entered 07/11/2018				
Tax Budget Cap 0.00    Currency USD				
<b>Tax Distribution</b> Personalize   Find   First 1 of 1 Last				
Sequence Number	ChartField Details	Combination Code	Combination Code Description	Distribution %
1 1	ChartField Details	000019392	SUSPENSE ACCT FOR TAXES	100.000

## Timesheet

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Example of the where the combo code is seen on the Timesheet.



Previous Week Next Week

0.00 Print Timesheet

Fri 6/17	Sat 6/18	Sun 6/19	Total	Time Reporting Code	Type	Business Unit	Combination Code
						09900	000012776

010000360860077002300000300

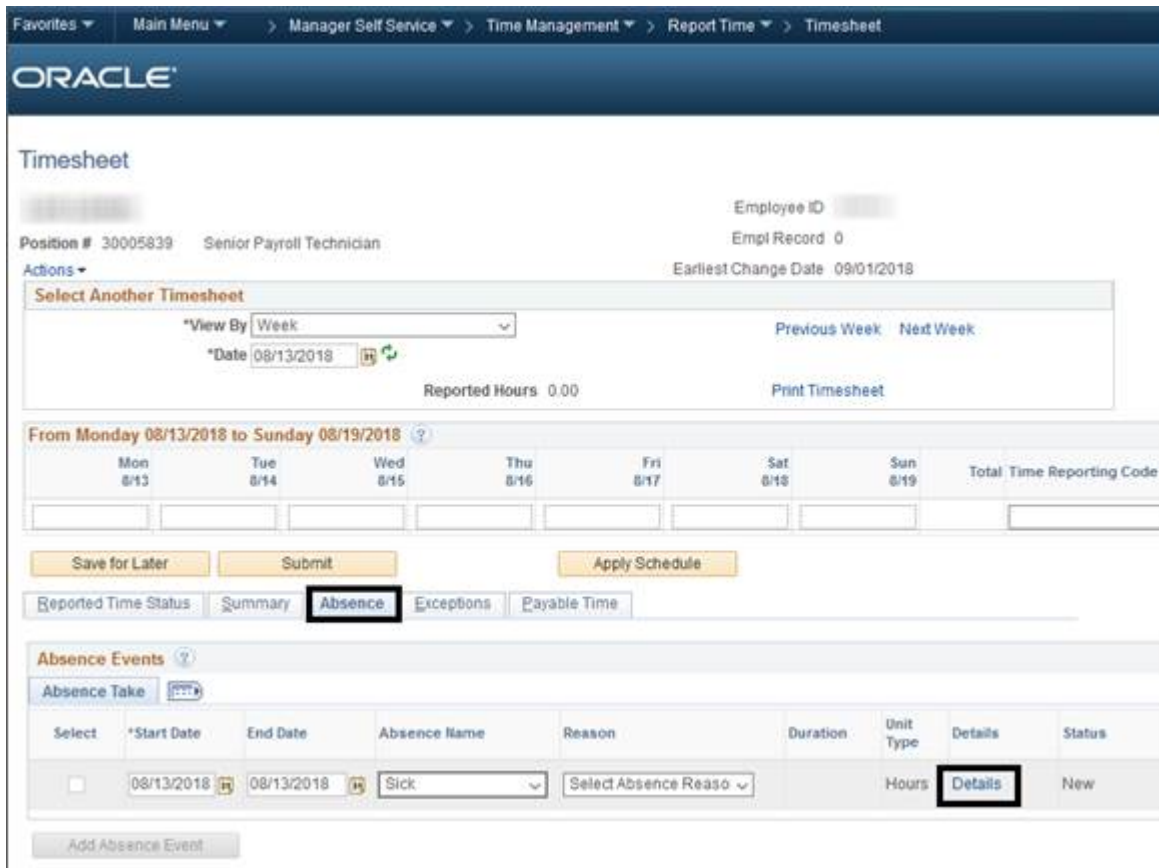
Personalize | Find | 1 of 1

Description Comments

## Timesheet for Absence Entry

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet (Absence Tab)

Example of navigating to the Absence tab on the Timesheet, clicking the Details link...



Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

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Timesheet

Employee ID [redacted]

Position # 30005839 Senior Payroll Technician Empl Record 0

Actions

Earliest Change Date 09/01/2018

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 08/13/2018

Reported Hours 0.00 Print Timesheet

From Monday 08/13/2018 to Sunday 08/19/2018

Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Total Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary **Absence** Exceptions Payable Time

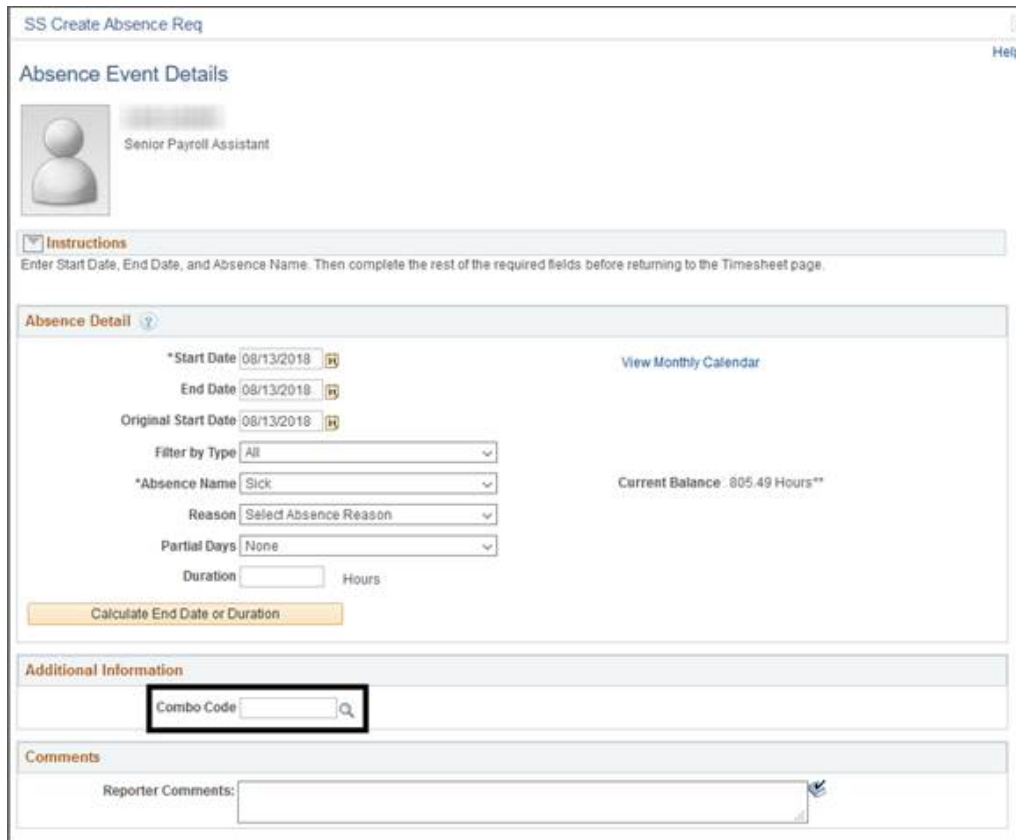
Absence Events

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
<input type="checkbox"/>	08/13/2018	08/13/2018	Sick	Select Absence Reason		Hours	<b>Details</b>	New

Add Absence Event

...and where to find the Combo Code field.



SS Create Absence Req

Absence Event Details

Senior Payroll Assistant

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail**

\*Start Date: 08/13/2018 [📅](#) [View Monthly Calendar](#)  
End Date: 08/13/2018 [📅](#)  
Original Start Date: 08/13/2018 [📅](#)  
Filter by Type: All  
\*Absence Name: Sick [📅](#) [Current Balance: 805.49 Hours\\*\\*](#)  
Reason: Select Absence Reason  
Partial Days: None  
Duration:  Hours  
[Calculate End Date or Duration](#)

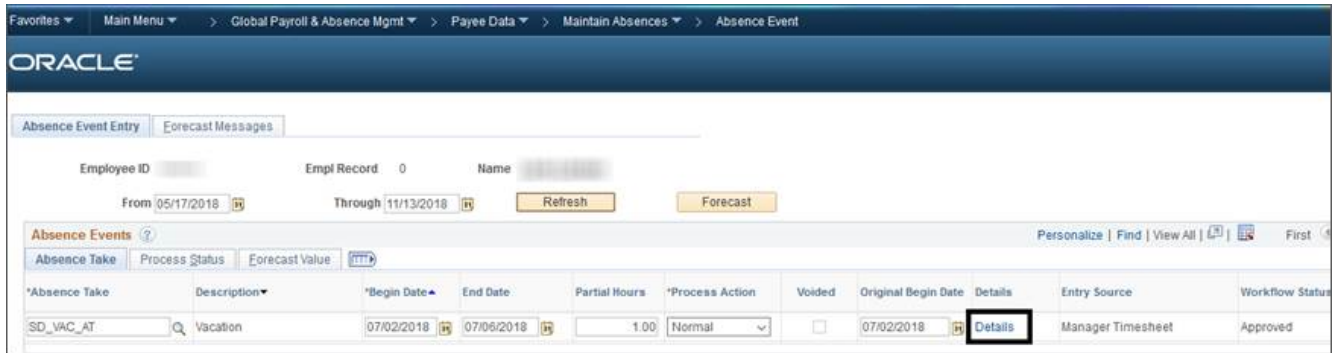
**Additional Information**  
Combo Code:  [🔍](#)

**Comments**  
Reporter Comments:

## Absence Event

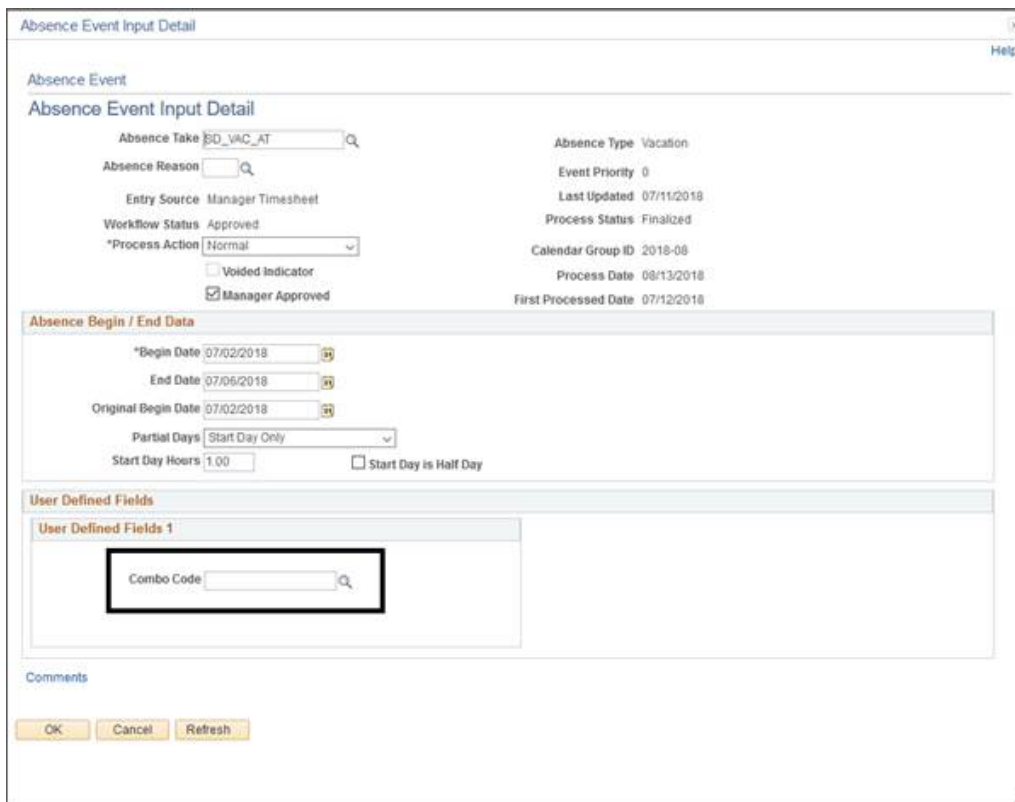
Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

Example of clicking the Details link on the Absence Event screen...



The screenshot shows the Oracle Absence Event screen. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event. Below this is the Oracle logo and tabs for 'Absence Event Entry' and 'Forecast Messages'. The main area contains fields for Employee ID, Empl Record (0), and Name. There are date pickers for 'From' (05/17/2018) and 'Through' (11/13/2018), along with 'Refresh' and 'Forecast' buttons. A table titled 'Absence Events' is displayed with columns: \*Absence Take, Description, \*Begin Date, End Date, Partial Hours, \*Process Action, Voided, Original Begin Date, Details, Entry Source, and Workflow Status. The first row shows 'SD\_VAC\_AT' for 'Vacation' from 07/02/2018 to 07/06/2018, with 1.00 partial hours, a 'Normal' process action, and an 'Approved' workflow status. The 'Details' link in this row is highlighted with a black box.

...and where to find the Combo Code field.



The screenshot shows the 'Absence Event Input Detail' screen. It contains various fields for 'Absence Take' (SD\_VAC\_AT), 'Absence Reason', 'Entry Source' (Manager Timesheet), 'Workflow Status' (Approved), '\*Process Action' (Normal), 'Absence Type' (Vacation), 'Event Priority' (0), 'Last Updated' (07/11/2018), 'Process Status' (Finalized), 'Calendar Group ID' (2018-08), 'Process Date' (08/13/2018), and 'First Processed Date' (07/12/2018). There is also a 'Voided Indicator' and a 'Manager Approved' checkbox. The 'Absence Begin / End Data' section includes fields for '\*Begin Date' (07/02/2018), 'End Date' (07/06/2018), 'Original Begin Date' (07/02/2018), 'Partial Days' (Start Day Only), and 'Start Day Hours' (1.00). The 'User Defined Fields' section contains a 'User Defined Fields 1' box with a 'Combo Code' field highlighted by a black box. At the bottom, there are 'Comments' and 'OK', 'Cancel', and 'Refresh' buttons.

## Create Additional Pay

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Employee Pay Data USA](#) > [Create Additional Pay](#)

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### Create Additional Pay

Employee: [Redacted]    Empl ID: [Redacted]    Empl Record: 0

**Additional Pay**    Find | View All    First 2 of 2 Last

\*Earnings Code: XAR    Xtra Curr Activity-Cert

**Effective Date**    Find | View All    First 1 of 1 Last

\*Effective Date: 08/01/2018

**Payment Details**    Find | View All    First 1 of 1 Last

\*Addl Seq Nbr: 1    End Date: [Redacted]

Rate Code: [Redacted]    Reason: Not Specified

Earnings: \$2,000.00

Hours: [Redacted]    Hourly Rate: [Redacted]

Goal Amount: [Redacted]    Goal Balance: [Redacted]

Sep Check Nbr: [Redacted]

OK to Pay     Percent of Base     Disable Direct Deposit     Prorate Additional Pay

**Applies To Pay Periods**

First     Second     Third     Fourth     Fifth

**Job Information**

Employee Type: Salaried    Standard Hours: 40.00

Compensation Rate: \$4,775.238600    Frequency: Monthly

**Default Job Data**

Position: 30005839

Business Unit: 06100    Poway Unified

Department: 225    Payroll

Job Code: 23571    Senior Payroll Assistant

Combination Code

GL Pay Type

Shift: Not Applicable

**Job Data Override**

Position: [Redacted]

Business Unit: [Redacted]

Department: [Redacted]

Job Code: [Redacted]

Combination Code: [Redacted]    [Edit ChartFields](#)

GL Pay Type: [Redacted]

\*Addl Shift: Use Job Shift

ChartField Common Component

ChartField Details

Employee ID: [Redacted]

Combination Code: [Redacted]

Search Options

Combination Codes   

ChartField Detail

Fund Code	Resource	Goal	Function	Object	Site	Operating Unit	Project Year	Affiliate	Fund Affiliate	Resource Affiliate	Project	Project
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

**PAF (Personnel Action Form)**

Main Menu > SDCOE Custom > Human Resources > PAF Request

Example of entering/selecting a combo code on the PAF for a request for a new position.

Request Type: New Position Request ID: NEW

Section I: Please note - There are two sections to this PAF, please complete as many fields within these sections as applicable.

Date: 07/01/2016 Reason Code: NEW New Position  
 Department: Department \*Business Unit: 04900 Ramona Unified  
 \*Full/Part Time: FT 12 mths Location: Location  
 Reg/Temp: Reg/Temp Reports To: Reports To  
 Standard Hours: Standard Hours FTE: 0.000000

*Budget String / Combo Code	Line Number	Percent of Distribution	Setid	Fund Code	Resource	Goal	Function	Object	Site	Operating Unit	Project Year
000328576		0.000	04900	0100	6520000	5750	1190	5200000	916	916	

Justification:

# How Combo Codes Are Created

## High Level Overview

You do not manually create combo codes. Combo Codes are created by a process consisting of multiple jobs that run in both PeopleSoft Finance and HCM.

Online Districts:

Enter budget in Finance

Offline Districts ("HCM Only"):

Upload a file to FTP site  
and run M\_COMBO\_  
LOAD

A process runs 4x per day  
to create the combo code  
• See the schedule for specific  
times.

Combo code is available in  
HCM

The process is slightly different for offline districts compared to online ones. An "Online District" is a district that uses PeopleSoft Finance. An "Offline District" is one that does not use PeopleSoft Finance, and only uses PeopleSoft HCM.

**Please see the Combo Code Schedule (p.1) for details on when the jobs run and the specific times that new combo codes are created.**

### Additional Information about New Salary ChartStrings

**A note about budget journals:** When creating combo codes for new salary ChartStrings, a budget entry is created in the Finance Commitment Control module. All parts of the salary distribution need to have at least a \$0 budget to ensure that none of the pay will post to suspense. PeopleSoft creates a separate combo code for each salary line and fringe/labor-related cost. Be sure to create a budget for all object codes beginning with a "1," "2," and "3" that you will need. Helpful tip: Consider adding all available 3000 object codes to these entries to avoid the occasional occurrence of a teacher who pays into Social Security, for example.

#### Sample budget lines for a teacher:

0100-1100000-1110-1000-1100000-110-110	0100-1100000-1110-1000-3401000-110-110
0100-1100000-1110-1000-3111000-110-110	0100-1100000-1110-1000-3501000-110-110
0100-1100000-1110-1000-3211000-110-110	0100-1100000-1110-1000-3601000-110-110
0100-1100000-1110-1000-3311000-110-110	0100-1100000-1110-1000-3701000-110-110
0100-1100000-1110-1000-3321000-110-110	0100-1100000-1110-1000-3751000-110-110

### Additional Notes for Offline Districts

**Offline Districts:** New ChartField values must be entered in the Finance module before the HCM processes will consider the field valid for creating a combo code. These fields can be added in **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values**. The process to create the new ChartFields is listed on the Combo Code Schedule on p.1.

# Combination Code Table: Read Only Access To Look Up Combo Codes

The Combo Code Table is in HCM at Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table. Use this screen to search for a combo code using a budget (ChartString) or Chart Fields (Fund, Resource, Object, etc.).

## How to Look Up Combo Codes:

1. Navigate to **Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table.**
2. In the **Set ID** field, enter your district #. This is required.
3. Enter the desired parameters for **Fund Code, Resource, Goal, Function, Object, Site, Operating Unit, or Project Year.** TIP: If you are having a difficult time obtaining results, start with fewer parameters. In the example, we searched for all combo codes for Site 600 that contain 630 in the Resource (entered as %630).

**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 ▼ 09900

Process Group begins with ▼

Hash function begins with ▼

GL Combination Code begins with ▼

Description begins with ▼

Search Additional Chartfields = ▼

Object begins with ▼

Site = ▼ 600

Resource begins with ▼ %630

Product begins with ▼

Fund Code begins with ▼

Function begins with ▼

Goal begins with ▼

Operating Unit begins with ▼

Include History  Case Sensitive

Search Clear Basic Search Save Search Criteria

The descriptions are typically a concatenation of the ChartFields

These are the combo codes

**SEARCH RESULTS:**  
Click any result to see the combo code and its account string components in the right order.

Set ID	Process Group	GL Combination Code	Description	Object	Site	Resource	Product	Fund Code	Function	Goal	Source Type	Category	Subcategory
09900	FUND_OBJ	000387490	010000630860077003712000600	3712000	600	0000630	(blank)	0100	7700	8600	(blank)	(blank)	(blank)
09900	FUND_OBJ	000387907	010000630860077003122000600	3122000	600	0000630	(blank)	0100	7700	8600	(blank)	(blank)	(blank)
09900	FUND_OBJ	000388112	010000630860077003132000600	3132000	600	0000630	(blank)	0100	7700	8600	(blank)	(blank)	(blank)
09900	FUND_OBJ	000388241	010000630860077003222000600	3222000	600	0000630	(blank)	0100	7700	8600	(blank)	(blank)	(blank)
09900	FUND_OBJ	000388531	010000630860077003402000600	3402000	600	0000630	(blank)	0100	7700	8600	(blank)	(blank)	(blank)
09900	FUND_OBJ	000388580	010000630860077005200001600	5200001	600	0000630	(blank)	0100	7700	8600	(blank)	(blank)	(blank)
09900	FUND_OBJ	000389474	010000630860077003602000600	3602000	600	0000630	(blank)	0100	7700	8600	(blank)	(blank)	(blank)

4. Click **Search**. Review the search results. Click any result to open the window that will clearly show the account string components in the right order and the combination code.



### ***Read Only Roles***

The following Absence, Time & Labor, DBT, and PAF roles provide read-only access to the Combination Code Table:

- **M\_COMBOCODEONLY\_RDO** – *Assign this role to a user who does not have an Absence, Time & Labor, DBT, or PAF role yet still needs read only access to the Combination Code Table.*
- M\_ABSENCE\_ADMIN
- M\_ABSENCE\_ADMIN\_RDO
- M\_ABSENCE\_APPROVER
- M\_ABSENCE\_APPROVER\_RDO
- M\_ABSENCE\_ENTRY
- M\_ABSENCE\_ENTRY\_RDO
- M\_ABSENCE\_TECH
- M\_ABSENCE\_TECH\_RDO
- M\_HR\_PAF\_ADMIN
- M\_HR\_POSN\_BUDG
- M\_TL\_ADMINISTRATOR
- M\_TL\_ADMINISTRATOR\_RDO
- M\_TL\_APPROVER
- M\_TL\_APPROVER\_RDO
- M\_TL\_ENTRY
- M\_TL\_ENTRY\_RDO
- M\_TL\_MANAGER
- M\_TL\_MANAGER\_RDO
- M\_TL\_REPORTS
- M\_TL\_REPORTS\_RDO
- M\_TL\_TIMEKEEPER
- M\_TL\_TIMEKEEPER\_RDO
- M\_TL\_WORK\_SCHED
- M\_WF\_HR\_PAF
- M\_WF\_HR\_PAF\_ORIGINATOR
- M\_WF\_HR\_PAF\_RDO

# Combination Code Table: Access To Inactivate Combo Codes (M\_HR\_POSN\_BUDG)

Users with the M\_HR\_POSN\_BUDG role can inactivate combo codes on the Combo Code Table at Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table.

## How to Inactivate a Combo Code:

1. **IMPORTANT! FIRST REMOVE THE COMBO CODE FROM ANY DBT.** Find each Position that uses that combo code (use M\_HR\_POSIT\_COMBO\_ACCTS\_LIST query). Then go to the DBT and remove the combo code by adding a row with new effective date and deleting the combo code (or changing it to a different one). If you don't do this part, during payroll distribution it would find the inactive combo code and most likely hit suspense.
2. Navigate to **Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table.**
3. To inactivate a combo code:
  - Find it
  - Click plus sign (+)
  - Enter effective date
  - Change status to *Inactive*
  - Save

**Combination Code Table**

Set ID 04000  
Process Group FUND\_OBJ  
GL Combination Code 000002700

Combination Code Detail		Find   View All	First	1 of 1	Last
*Effective Date	<input type="text" value="07/01/2015"/>	*Status	Active		
*Description	<input type="text" value="010000000000031101200000000"/>				
Short Desc	<input type="text" value="0100000000"/>	<input checked="" type="checkbox"/> Valid Value			

BEFORE

Combination Code Detail		Find   View All	First	1 of 2	Last
*Effective Date	<input type="text" value="05/13/2016"/>	*Status	Inactive		
*Description	<input type="text" value="010000000000031101200000000"/>				
Short Desc	<input type="text" value="0100000000"/>	<input checked="" type="checkbox"/> Valid Value			

AFTER

## Combo Code Queries

These are useful Public queries that contain combo codes.

Query Name	Descr	Folder	Notes
<b>M_HR_COMBO_ACCTS_LIST</b>	Combo Codes and Account String	HR - DBT	This query is helpful for viewing all the available Combination Codes and associated ChartStrings.
<b>M_HR_COMBO_ACCTS_LIST_DESCRIP</b>	Combo Codes, Descr, Acct Strg	HR - DBT	Same as _LIST above but with descriptions.
<b>M_HR_COMBO_ACCTS_LIST_PROMPTS</b>	Combo Code w/Chartfield Prompt	HR - DBT	This query returns the same columns/fields as M_HR_COMBO_ACCTS_LIST_DESCRIP T. The difference is that this query contains filters (prompts) at the top of the page so you can select which ChartFields to include.
<b>M_HR_POSIT_COMBO_ACCTS_LIST</b>	Combo Code List by Position	HR - DBT	Use this to find each position that uses a combo code
<b>M_HR_DBT_EARN_TAB</b>	DBT Earnings Tab w Combo Codes	HR - DBT	Listing of Combo Codes on the Earnings tab of each DBT.
<b>M_HR_POSITION_DATA_AND_DBT</b>	Position Data and DBT Info	HR - DBT	Use this query to identify inactive positions with active DBTs.

**NOTE:** As of August 2018, several queries listed on this table have a duplicate version that begins with M\_KK. These will be phased out in the future. Moving forward, please use the ones that begin with M\_HR.

# FAQs

## 1. Why didn't my combo code get generated on time?

Here are common reasons why combo codes are not generated at the time you might expect.

Human related	System related
<ul style="list-style-type: none"> <li>▪ For “online districts” that use PeopleSoft Finance, the user did not get the budget posted on time</li> <li>▪ For “offline districts”, the user did not add ChartFields in Finance</li> <li>▪ For “offline districts” that upload files, the user did not get the file loaded on time; did not complete their process on time; and/or the user did not complete the file correctly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Integration Broker (also called “IB”) failed – this is the piece that connects Finance to HCM</li> <li>▪ One of the jobs on the schedule failed; or a job did not run</li> <li>▪ One of the jobs on the schedule ran too long and that caused the next one to not be able to start on time</li> </ul>

## 2. Where can I look to see if my combo code was created?

Look on the Combination Code Table. Or run a query that lists combo codes.

## 3. Why is it important to inactivate combo codes that we no longer need?

When payroll journals post into Finance, the journal posts whether an individual ChartString has been budgeted or not (meaning, there is an active combo code). Combo codes in Payroll live forever. They never die. You have to kill them. In Finance, you have to budget ChartStrings every year; they don't live forever. Therefore you can have an orphaned combo code in HCM that doesn't have a matching ChartString in Finance.

If you use a combo code that no longer has a matching ChartString in Finance, the ChartString must be created in Finance before the transaction can be moved to another ChartString.

If the line is not to be used anymore, then the combo codes for all fringe lines related to that salary line (1, 2, and 3000 object codes included) should be inactivated.