



Combo Codes

Requesting a Combo Code

This document provides a quick look at some important considerations when requesting the creation or inactivation of a combo in the UGA Financial Management system.

General Information

- Combo codes represent a financial chart string and are used in OneUSG Connect for payroll purposes. While there are 11 chart field values in UGA Finance only 9 of those chartfield values are used in a combo code.

Chartfield	UGA Finance Chartfields	Combo Code Chartfields
Fund	X	X
Program	X	X
Class	X	X
Department ID	X	X
PC Business Unit	X	X
Project ID	X	X
Activity ID	X	X
Operating Unit	X	X
Chartfield 1	X	X
Account Code	X	
Budget Reference	X	

- In OneUSG Connect, the account code chartfield is assigned based on the combination of earnings code and paygroup. The budget reference chartfield is assigned based on the payroll accounting date.
- A combo code is 14 digits for UGA.



The first 2 digits of a combo code are '18' from UGA's Business Unit.

The next 8 digits of a combo code are the Department ID.

The last 4 digits are a sequential number.

- Only one combo code can exist per chartstring, and once created, the individual chartfield values cannot be changed.
- Once combo codes are created in UGA Finance, a sync process runs overnight to send new combo code values over to OneUSG Connect. A similar combo code sync process runs overnight in OneUSG Connect to pull in the new values. Departments are not able to use a combo code in OneUSG Connect until both sync processes have completed.
- For project related combo codes, PC Business Unit must be entered first to populate valid Project ID values. Both PC BU and Project ID must be entered before valid Activity IDs are available.

Effective Dates

- Combo codes are created with an effective date and are either active or inactive as of that effective date.



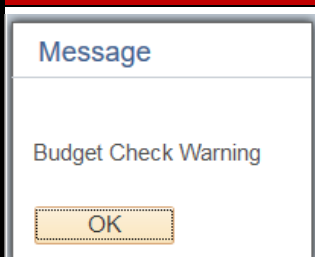
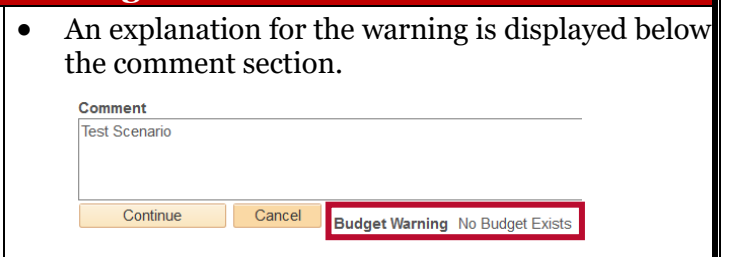
Combo Codes

- Combo codes do not have an end date.
- For combo codes that are **not** associated with a project/grant, it is best practice to use the beginning of the current fiscal year (07/01) as the effective date. This allows the combo code to be used for position funding and express direct retro purposes, in OneUSG Connect, for any pay period in the current fiscal year. Otherwise, the combo code cannot be used for a pay period **prior** to the effective date of the combo code. For example, if a combo code has an effective date of 02/01/2021 it cannot be used in OneUSG Connect for the pay period ending 01/31/2021.
- For combo codes that **are** associated with a project/grant, it is best practice to use the project begin date.
- A future effective date can be used. However, the combo code cannot be used in OneUSG Connect until that future effective date. OneUSG Connect uses the **current date** to display combo codes which are available for use. If the current date is prior to the effective date of the combo code it cannot be used to fund a position even if that funding is for an effective date in the future. For example, if today's date is 08/01/2021 and a combo code has a future effective date of 11/01/2021. The combo code cannot be used in OneUSG Connect until 11/01/2021 even if the funding effective date is for the pay period beginning 11/14/2021.

Validation Errors

- **Chartfield combination already exists** – a combo code already exists for the chartfields entered in the request. (UGA Finance query UGA_CA_ACTIVE_COMBOCODES will provide a list of active combo codes.)
- **Chartfield combination pending approval** – a combo code request has already been submitted for the chartfields in the request and is currently in workflow awaiting approval/denial.
- **Department is a tree node** – the department in the request is **not** a transactional department in the UGA Financial Management System.
- **Error CLASS_FLD/FUND_CODE** – the fund and class code combination are invalid. (Refer to [The Chart of Accounts Code Structure](#) document for valid chartfield combinations.)
- **Error FUND_CODE/PROJECT_ID** – a Project ID is required for the fund.
- **Error FUND_CODE/ACCOUNT/PROGRAM_CODE** – the fund and program combination is invalid.
- **Effective date past project end date** – the effective date of the combo code request is past the project end date. If a project end date needs to be extended, a request should be submitted to the OneSource service desk (onesource@uga.edu). These requests will be routed to the SPA Post Award team.

Budget Check Warning

	<ul style="list-style-type: none">• The Budget Check Warning message is for awareness.• You can continue with the request after acknowledging the warning.	<ul style="list-style-type: none">• An explanation for the warning is displayed below the comment section. 
--	--	---

Additional Information

- For more information, consult the [OneSource Training Library](#).
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).