informs

Miami-Dade County

Add or Modify Chartfield Combination
Codes - Job Aid

DESCRIPTION

This job aid is for DPRs.

The purpose of this job aid is to help DPRs add or modify Combination Codes. Combination Codes are used to uniquely identify a string of valid ChartField values. INFORMS uses the Combination Code to determine funding for payroll expenses.

- Add a new Combination Code when a string of valid ChartField values do not exist in INFORMS.
- Modify a Combination Code if the string of ChartField values is no longer valid or the description should be updated.

ADD OR MODIFY CHARTFIELD COMBINATION CODES

Step	Action
Add a New Combination Code	
1.	Navigate to **Menu > Navigator > Human Capital Management (HCM) > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table** • Select **Add a New Value** to enter a new **Combination Code** • Enter **Set ID** according to your Business Unit as follows: o Aviation: AVIAT o WASD: WASD1 o Public Housing & Community Dev: PH o CareerSource South Florida: SF o All other Business Units: MDC • Enter **Process Group** (AP_AF) • Enter GL Combination Code. This combination code should begin with the 2-character business unit identifier. For example: FR_COMBOCODE. • Select the **Add** button **Combination Code Table** Find an Existing Value Add a New Value Set ID Process Group GL Combination Code NEW Add

2.	Enter the **Combination Code Detail**
	
	• **Effective Date** – Must be on or before the Pay Period Begin Date the Combination Code will be used.
	• **Description** - Description will appear anywhere the Combination Code is entered.
	• **Short Desc** - If no Short Description, the first 10 characters of the Long Description will automatically be used.
	
	• Select the magnifying glass icon to search for each ChartField that should be included in the valid string of ChartField values.
	
	Note: At a minimum, **Fund Code**, **Department**, **Account**, and **Grant** are required. If a value other than NO-GRANT is added, a PC Business Unit, Project and Activity are required.
	
	• Enter **ChartField Details**.
	   o For **Account** enter as follows:
	      ▪ Aviation: 700110
	      ▪ WASD: 700110
	      ▪ All Other Business Units: 5001100000
	   o For **Grant** enter:
	      ▪ NO-GRANT is this combination code is NOT related to Grant Funding, otherwise use your Grant Chartfield Value
	      ▪ If you used a Grant Value other than NO-GRANT, enter the PC Business Unit, Project and Activity.
	• Select the **Save** button

	Combination Code Table Set ID MDC Process Group AP_AF GL Combination Code NEW **Combination Code Detail** 🔍 ◄◄ ◄ 1 of 1 ▼ ► ►► View All *Effective Date 04/08/2022 📅 *Status Active ▼ *Description Short Desc ☐ Valid Value **ChartField Detail** Fund Code : 🔍 Department : 🔍 Account : 🔍 Grant : 🔍 PC Business Unit : 🔍 Project : 🔍 Activity : 🔍 Source Type : 🔍
	Note: A GL Combination Code is assigned at this time.
Modify an Existing Combination Code	

1.	Navigate to **Menu > Navigator > Human Capital Management (HCM) > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table**
	
	• Enter **Set ID** according to your Business Unit as follows:
	   o Aviation: AVIAT
	   o WASD: WASD1
	   o Public Housing & Community Dev: PH
	   o CareerSource South Florida: SF
	   o All other Business Units: MDC
	• Enter the applicable search criteria for the **Combination Code** to modify
	• Select the **Search** button

2.	• Select the **Plus Sign** within the **Combination Code Detail**
	• Confirm the **Effective Date**
	• Update the applicable **Combination Code Detail**
	    o **Status**
	    o **Description**
	    o **Short Desc**
	
	Note: No other fields on the Combination Code Table can be modified. Any changes in chartfield values will result in a new Combination Code.
	
	Combination Code Table
	
	    Set ID MDC
	    Process Group AP_AF
	    GL Combination Code 000007560
	
	Combination Code Detail 🔍 | ⏮ ◀ 1 of 1 ▼ ▶ ⏭ | View All
	
	*Effective Date 10/01/2021 📅 *Status Active ▼ +
	*Description C&R BOND ES. W.FARGO DEP 4547
	Short Desc 037 ☑ Valid Value
	
	ChartField Detail
	Fund Code : G1001
	Department : AU01010000
	Account : 1037000000
	Grant : NO-GRANT