

FY10 Budget Prep – Budgeting for Combo Codes:

Non-sponsored activity:

Combo codes that were established based on FY09 budget lines will continue to be active in FY10 only if dollars are budgeted for that ChartField string for FY10. A combo code that exists in FY09 but does not have dollars budgeted for FY10 for the full ChartField string (including optional ChartFields) will be inactivated after the beginning of the fiscal year. All processes that rely on combo codes require a budget line for the ChartField string, whether the Accounts values are for salary, fringe benefits, student fee revenue, scholarship payments, etc.

Cost share and sponsored activity:

The change of fiscal year will not make a difference for the status of combo codes on sponsored projects, since those combo codes are based on multi-year budgets in the Projects module. Combo codes for cost share ChartField strings are established from the budget in the Projects module, so these also are not affected even though they use non-sponsored funds. Departments are encouraged to use the full cost share ChartField string (including the CS and Project ChartFields) when entering non-sponsored budgets for cost share activity, but they must at a minimum enter non-sponsored budgets at the Fund-DeptID-Program level to ensure that the transactions pass Commitment Control budget checks. If an academic department desires to make a change to a cost share budget and wants to cost share for FY10 from a different program than what was used in FY09, a revised cost share budget must be submitted to SPA. SPA will set up the new cost share budget in Projects, which will create a new combo code. The form can be found at http://www.ospa.umn.edu/efs_sp/index.htm.

Entry of budget lines:

ChartField strings with budgeted dollars or actual transactions in FY09 will appear on the UM Detailed Budget page for that DeptID, so there will be a row on the page for any non-sponsored ChartField string that already has a combo code. The only action necessary to keep established combo codes active is to enter dollars (minimum \$1) in the FY10 budget. Excluding a row or not entering a dollar amount on the budget page will inactivate the combo codes associated with that ChartField string and Final Budget Only Account for FY10. If you inactivate a combo code by not entering dollars in a budget line, you can reactivate it in FY10 using the process for creating new combo codes.

Creating new combo codes:

It may be necessary to create a new combo code for FY10 activity prior to the point when a combo code will be created based on the FY10 non-sponsored budgets. For example, a unit may need to enter a future dated payroll distribution or a fall scholarship commitment before the FY10 budget is finalized. The process for creating a new combo code for a non-sponsored ChartField string is the same whether the code is needed for FY09 or FY10 financial activity: enter a budget journal for FY09 for \$0.01 (with auto reversal). New combo codes that will be used in FY10 will also need to have an FY10 budget for the combo code to remain active.