

Business Process	Navigation
1. This process creates Event Codes 2. This process creates Combination Codes	1. Main Menu > Set Up HRMS > Common Definitions > ChartField Configuration > ChartField Values > ChartField3 2. Main Menu > Set Up HRMS > Common Definitions > ChartField Configuration > Combination Code Table

Process: Create New Event Codes (ChartField 3)

ChartField 3 will be used to represent Event Codes. If a new Event Code is needed for a Combo Code, this is the first step that needs to be completed.

1. From the Menu page, select Set Up HRMS > Common Definitions > ChartField Configuration > ChartField Values > ChartField3
2. Click on ChartField3
3. Click the Add New Value tab.
4. Enter the SetID of COMMN
5. Enter the name of the Event Code in the field ChartField 3
6. Click Add.
7. Enter the desired Effective Date
8. Set the Status to Active
9. Enter the Description
10. Enter the Short Description
11. Click Save

Process: Create New Combo Codes

1. Click the **Add New Value** tab.
2. Enter the SetID of COMMN
3. Enter the Process Group of COMB_DEF
4. Enter the **name** of the ComboCode in the field **GL Combination Code**
5. Click Add.

6. Enter the desired **Effective Date**
7. Set the **Status** to **Active**
8. Enter the **Description**
9. Enter the **Short Description**
10. Enter the values for the involved **ChartFields** including the **Event Code** in **ChartField 3** if needed.
11. If the new Combo Code is needed for **Time and Effort**:
 - a. In the Combo Code JR section, **Log for Time and Effort** to “Y”
 - b. Enter the **Accountant ID**
12. Click Save

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Favorites | Main Menu > Set Up HRMS > Common Definitions > ChartField Configuration > Combination Code Table

Combination Code Table

Set ID: COMMN
Process Group: COMB_DEF
GL Combination Code: TEST

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

*Effective Date: 08/22/2013 x *Status: Active v

*Description:

Short Desc: ☒ Valid Value

ChartField Detail

Fund Code :	
Department :	
Program Code :	
Product :	
Account :	
Class Field :	
Funding Source :	
Business Unit PC :	
Project/Grant :	
Activity ID :	
Chartfield 3 :	

SPSS Valid Combo Table JR Personalize | Find | View All First 1 of 1 Last

Event Code	*Log for time and effort?	Accountant ID
1	N	

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Save Notify Add Update/Display Include History Correct History