

# Budget Exclusion/Combo Code Deactivation

## Business process – Nonsponsored Budget Exclusion/Combo Code Deactivation

### Purpose

This process will close an expense budget at the Fund-DeptID-Program-FinEmplID-Chartfield1(CF1)-Chartfield2(CF2) level for the current fiscal year to prevent unauthorized expense transactions. Exclusion of a chartstring expense budget will close the expense budget to all transactions and will deactivate all combo codes for that chartstring.

Exclusion is for a fiscal year. The chartstring may be reopened in a future fiscal year (for expense activity and combo codes) by creating a budget for the future year. A chartstring may have a balance and still be closed for the current fiscal year. However, transactions to process corrections (remove inappropriate charges or balances, including HSAs and transfers out) will not pass budget check after budget exclusion. Entered budgets will still appear in EFS and on reports, but expenditures will not post.

A chartstring closed for expense transactions through this process will *not* be reopened by a budget journal entered during the fiscal year of the exclusion even if the budget journal posts correctly. Contact [finsys@umn.edu](mailto:finsys@umn.edu) for assistance in reopening a budget closed in error.

Nonsponsored budget exclusions should be requested only when expense transactions are being posted inappropriately and normal steps to stop activity (notifying payroll accounting personnel, ISO billers, cluster personnel, etc.) have been unsuccessful. It is not necessary to request budget exclusion if there is no unwanted activity.

*Cost share expense transactions on a chartstring that has been closed through this process will not pass budget check, but cost share combo codes for the chartstring remain active. Combo codes for cost share chartstrings are managed using procedures for sponsored projects. Contact your grant administrator for further information.*

### Process

1. Confirm that no further expense or transfer out transactions should be posted to the chartstring in the current fiscal year. *Confirm that no future distributions in the HR or Student systems reference the chartstring (Fund-DeptID-Program-FinEmplID-CF1-CF2) and there are no active encumbrances.*
2. Complete the Budget Exclusion/Combo Code Deactivation Form available on the EFS web site under Financial Business Processes, Budgeting in EFS: <http://www.finsys.umn.edu/budgets/budgetshome.html>  
\*\*\*All requests must be approved by the RRC Manager\*\*\*
3. Submit the form as an e-mail attachment to EFS Customer Service ([finsys@umn.edu](mailto:finsys@umn.edu)) with the subject line: *Budget Exclusion for [DeptID].*
4. EFS Customer Service will create a Service Now ticket to track the progress of the request.
5. The Deactivations Manager will review the request and add the Fund-DeptID-Program-FinEmplID-CF1-CF2 to the budget exclusions in EFS. (This will also deactivate the related combo codes.)
6. An e-mail generated by closing the Service Now ticket will notify the requester that the budget exclusion and combo code deactivation is complete.
7. *If cost share chartstrings share the same Fund-DeptID-Program, deactivate cost share combo codes using procedures for sponsored projects.*