Budget Exclusion/Combo Code Deactivation

Business process – Nonsponsored Budget Exclusion (with Combo Code Deactivation)

Purpose
Close an expense budget at the Fund-DeptID-Program level for the current fiscal year, including deactivation of combo codes.

Exclusion of a chartstring expense budget at the Fund-DeptID-Program level will close the expense budget to all transactions with that Fund-DeptID-Program with or without optional ChartFields and will deactivate all combo codes for chartstrings that include the Fund-DeptID-Program. Exclusion is for a fiscal year. The chartstring may be reopened for expense activity and combo codes may be reactivated by submitting a budget for a future fiscal year. A chartstring may have a balance and still be closed for the current fiscal year; however, correcting transactions to remove inappropriate charges or balances (including HSAs and transfers out) will not pass budget check after budget exclusion.

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. Contact the Deactivations Manager through 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 entry personnel, ISO billers, cluster personnel, etc.) have been unsuccessful.

Cost share expense transactions on a chartstring that includes a Fund-DeptID-Program closed through this process will not pass budget check, but cost share combo codes for the chartstring will not be made inactive. Combo codes for cost share chartstrings are managed using procedures for sponsored projects. Contact your grant administrator for further information.

Process
1. Determine that budget exclusion and combo code deactivation is necessary for all chartstrings with a Fund-DeptID-Program combination.
2. Confirm that no further transactions should be posted to the chartstring as an expense in the current fiscal year. Confirm that no future distributions in the HR or Student systems reference the Fund-DeptID-Program and there are no active encumbrances.
   ***All requests must be approved by the RRC Manager***
4. Submit the form as an e-mail attachment to EFS Customer Service (finsys@umn.edu) with the subject line: Budget Exclusion for [DeptID].
5. EFS Customer Service will create a Service Now ticket to track the progress of the request.
6. The Deactivations Manager will review the request and add the Fund-DeptID-Program to the budget exclusions in EFS. (This will also deactivate the related combo codes.)
7. An e-mail generated by closing the Service Now ticket will notify the requester that the budget exclusion and combo code deactivation is complete.
8. If cost share chartstrings share the same Fund-DeptID-Program, deactivate cost share combo codes using procedures for sponsored projects.
Business process – Nonsponsored Combo Code Deactivation

**Purpose**
Deactivate a Combo Code for a complete nonsponsored chartstring at the Budget Only Account level for all fiscal years.

Deactivation of a payroll expense budget at the Fund-DeptID-Program-CF1-CF2-FinEmpID-Account level will deactivate the combo codes for all actuals Accounts for that chartstring and budget only Account (e.g., budget only Account 700300 =>actuals Accounts 700301 and 703150). Deactivation is for all fiscal years. Deactivating a combo code will not affect budget checking of expense transactions.

A combo code deactivated through this process will *not* be reopened by a budget journal entered during the fiscal year or by budgeting for the chartstring in a future year. Contact the Deactivations Manager through finsys@umn.edu for assistance in reactivating a combo code deactivated in error.

Nonsponsored combo code deactivation should be requested only when payroll transactions are being posted inappropriately and normal steps to stop activity (notifying payroll entry personnel, etc.) have been unsuccessful.

*Do not use this process to deactivate a combo code for a chartstring that includes a Project value. Combo codes for cost share chartstrings are managed using procedures for sponsored projects. Contact your grant administrator for further information.*

**Process**
1. Determine that combo code deactivation is necessary for a chartstring at the Fund-DeptID-Program-CF1-CF2-FinEmpID-(budget only) Account level.
2. Confirm that no further payroll transactions should *ever* be posted to that chartstring, including all actuals Accounts associated with the budget only Account. *Confirm that no future distributions in the HR system reference a combo code for the chartstring.*
   ***All Deactivation requests must be approved by the RRC Manager***
4. Submit the form as an e-mail attachment to EFS Customer Service (finsys@umn.edu) with the subject line: *Combo Code Deactivation for [DeptID].*
5. EFS Customer Service will create a Service Now ticket to track the progress of the request.
6. The Deactivations Manager will review the request and add the chartstring to the combo code exclusions in EFS.
7. An e-mail generated by closing the Service Now ticket will notify the requester that the deactivation is complete.
8. *Deactivate cost share combo codes using procedures for sponsored projects.*