

GL.030.007 - UPDATING COA_COMBO1_BOR TABLE

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| Purpose | <ul style="list-style-type: none">• To identify when the COA_COMBO1_BOR table needs to be updated.• To update the COA_COMBO1_BOR table. |
| Description | The COA_COMBO1_BOR Table needs to be updated to reflect changes in the addition or deletion of ChartField combinations that impact Banner system transactions. |
| Security Role | BOR_GL_CHARTFIELDS |
| Assumptions | ChartFields were changed in PeopleSoft and users need to update this table. |
| Dependencies/ Constraints | Each ChartField segment exists in the Chart of Accounts and is active. |
| Additional Information | None |

Procedure

Below are step by step instructions on how to update the COA_COMBO1_BOR table.

| Step | Action |
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| 1. | Click the NavBar icon. |
| 2. | Click the Navigator icon. |
| 3. | Click the BOR Menus link. |
| 4. | Click the BOR General Ledger link. |
| 5. | Click the BOR GL Processing link. |
| 6. | Click the Valid Chartfield Combinations link. |
| 7. | Enter a SetID in the SetID field. |
| 8. | Enter a Fund Code in the Fund Code field. |
| 9. | Enter a Program Code in the Program Code field. |
| 10. | Enter Class Field in the Class Field field. |
| 11. | Click the Correct History checkbox. |
| 12. | Click the Search button. |
| 13. | Click an entry in the Department column. |
| 14. | Click the Status drop down menu. |
| 15. | Click the Inactive list item. |
| 16. | Click the Save button. |