GL.030.007 - UPDATING COA_COMBO1_BOR TABLE

Purpose	• 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
Dependencies/ Constraints	• ChartFields were changed in PeopleSoft and users need to update this table. • 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
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.