



Combination Edits Review Tools Overview

Combination Editing is a feature in Cardinal that helps to maintain data integrity across all modules. Defined combinations of ChartField values are established and used to check journal entry lines in General Ledger and the other Cardinal modules.

The three components of the Combination Edits are:

1. **Combination Definition:** defines the ChartFields that are required or optional in the combination edit. For example, a Combination Definition may require an Account and a FIPS code be defined on each Journal Line.
2. **Combination Rule:** defines the valid values of the ChartFields that are named in the Combination Definition. In other words, the Combination Rule defines the specific values of each ChartField that will or will not pass the editing process for a Combination Definition.
3. **Combination Group:** links the Combination Rules that are to be applied as a group during the edit process. All rules within a group must have the same Combination Definition. ChartField combination editing compares the values entered in Cardinal to the Combination Definitions and Combination Rules that are defined.

Typically, the Combination Edits are set up under the **SetID** of "STATE". However, there could be exceptions. For example, the Combination Edits that are set up for Virginia Department of Transportation (VDOT) are all established under the SetID of "50100". Additionally, users do not typically make changes to ChartField combinations; these instructions are designed to assist when a user obtains a combination error on a journal line.

There are two tools that can be used to review the Combination Rules and help identify the cause of a Combination Edit Error. These tools are the **Review Combination Data** page and the **ChartField Combination Editing Rule** Report.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	2
Receiving a Combination Edit Error	3
Identifying the Combination Rule	8
Overview of the Review Combination Data Page	10
Overview of the ChartField Combination Editing Rule Report	15



General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Revision History

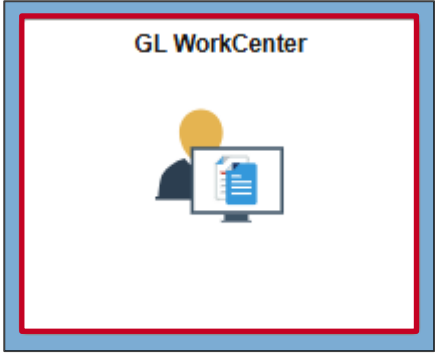
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshot of the Search pages (Section 2 , after Step 1; Section 4 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

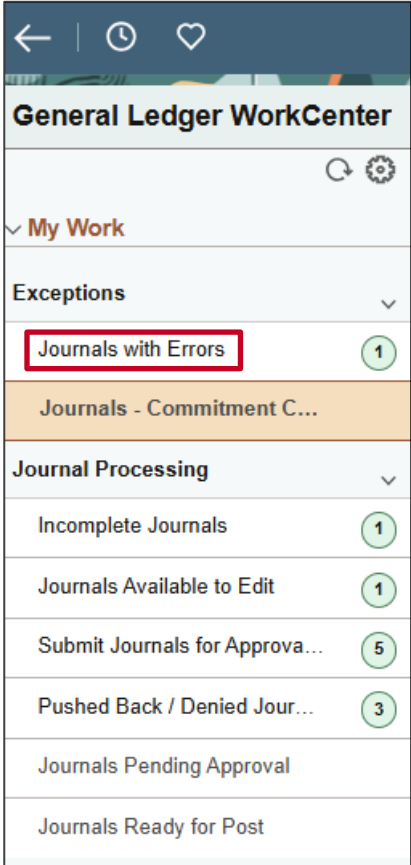
Receiving a Combination Edit Error

When a Combination Edit error occurs, the error message identifies the Combination Group which was violated by a specific ChartField string. The Combination Group can be used to identify the associated Combination Rule.

Combination Edit Error Example

For example, lines numbered 1 and 2 of the journal below have a Combination Edit error relating to the Cost Center/Fund in group CSCFUND. This message gives the specific Combination Group but not the Combination Rule.

Step	Action
1.	Navigate to the Create/Update Journal Entries page by clicking the GL WorkCenter tile. 
	For more information pertaining to WorkCenters, refer to the Job Aid titled Overview of the Cardinal Financials WorkCenters . This Job Aid is located on the Cardinal website in Job Aids under Learning .

Step	Action
2.	From the General Ledger WorkCenter under My Work, click the Journals with Errors link. Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Create/Update Journal Entries page using the following navigation path from the General Ledger WorkCenter: Links > Create Journals > Create/Update Journal Entries



General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step	Action
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The **Journals with Errors** page displays in the **General Ledger WorkCenter**.

3. Click the **Journal ID** link.

The **Lines** page displays for the selected journal.



General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step

Action

4.

Click the **X** link(s) that identifies an error under the **Error** column in the **Lines** section or click the **Errors** tab to display the error details.

HeaderLinesTotalsErrorsApproval

Unit50100Journal ID0003229697Date04/22/2026

Template ListInter/IntraUnit

Search Criteria

Change Values

Errors Only

View Audit Logs

*ProcessEdit Journal

Process

Line10

Lines

1-4 of 4

Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Ct
☐	1	X	50100	ACTUALS		5023230	07201	216200	11000	
☐	2	X	50100	ACTUALS		5023230	04720	216200	11000	
☐	3		50100	ACTUALS		101010	07201		99999	95
☐	4		50100	ACTUALS		101010	04720		99999	95

The **Errors** page displays Line 1 and Line 2 of the journal, which have a Combination Edit Error related to the **Cost Center/Fund in group CSCFUND**. This message gives the user the specific Combination Group but not the Combination Rule.

HeaderLinesTotalsErrorsApproval

Unit50100Journal ID0003229697Date04/22/2026

Header Errors

1-1 of 1

Unit	Field Name	Field Long Name	Set	Msg	Message Text
50100	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors

1-2 of 2

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	CHARTFIELD1	Cost Center	9600	31	Combo error for fields Cost Center/Fund in group CSCFUND
2	CHARTFIELD1	Cost Center	9600	31	Combo error for fields Cost Center/Fund in group CSCFUND

SaveReturn to SearchPrevious in ListNext in ListNotifyRefreshAddUpdate/Display

Header | Lines | Totals | Errors | Approval

5.

Click the **Lines** tab.

HeaderLinesTotalsErrorsApproval

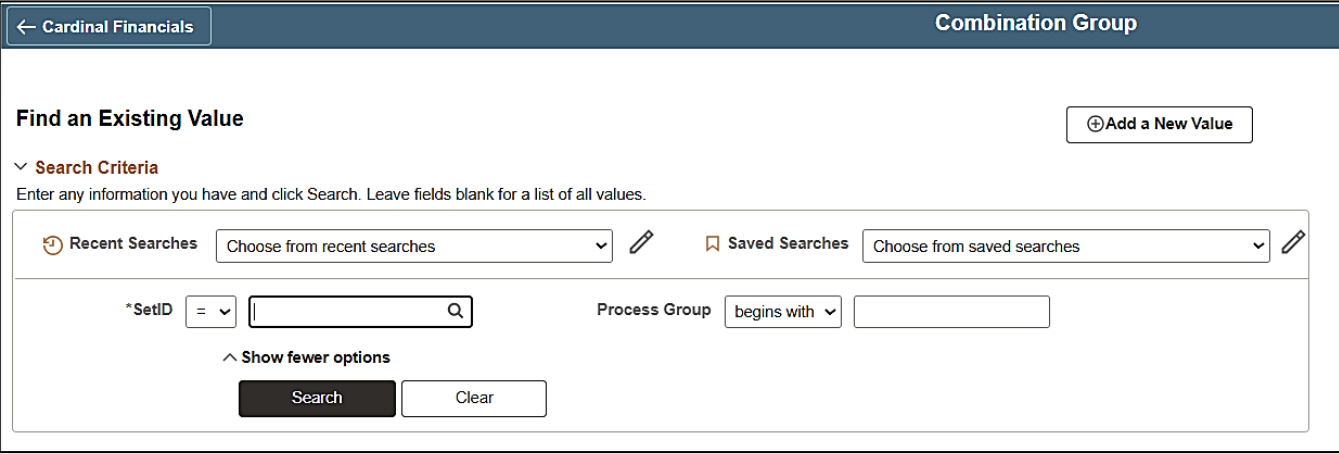
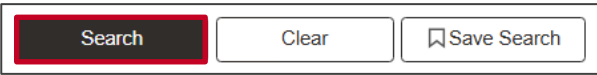


General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step	Action																																																							
	The Lines page displays. The user should record the ChartFields on the line(s) in error. Note: These values can be used to assist with narrowing the number of lines returned on the Review Combination Data page. Header Lines Totals Errors Approval Unit 50100 Journal ID 0003229697 Date 04/22/2026 ☐ Errors Only Template List Search Criteria Change Values View Audit Logs Inter/IntraUnit *Process Edit Journal Process Line 10 Lines 1-4 of 4 <table><thead><tr><th>Select</th><th>Line</th><th>Error</th><th>*Unit</th><th>*Ledger</th><th>SpeedType</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cc</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>X</td><td>50100</td><td>ACTUALS</td><td></td><td>5023230</td><td>07201</td><td>216200</td><td>11000</td><td></td></tr><tr><td>☐</td><td>2</td><td>X</td><td>50100</td><td>ACTUALS</td><td></td><td>5023230</td><td>04720</td><td>216200</td><td>11000</td><td></td></tr><tr><td>☐</td><td>3</td><td></td><td>50100</td><td>ACTUALS</td><td></td><td>101010</td><td>07201</td><td></td><td>99999</td><td>95</td></tr><tr><td>☐</td><td>4</td><td></td><td>50100</td><td>ACTUALS</td><td></td><td>101010</td><td>04720</td><td></td><td>99999</td><td>95</td></tr></tbody></table>	Select	Line	Error	*Unit	*Ledger	SpeedType	Account	Fund	Program	Department	Cc	☐	1	X	50100	ACTUALS		5023230	07201	216200	11000		☐	2	X	50100	ACTUALS		5023230	04720	216200	11000		☐	3		50100	ACTUALS		101010	07201		99999	95	☐	4		50100	ACTUALS		101010	04720		99999	95
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☐	4		50100	ACTUALS		101010	04720		99999	95																																														

Identifying the Combination Rule

Step	Action
1.	Navigate to the Combination Group page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Group The Combination Group Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Click the SetID Look up icon and select "50100" if not already selected. 
3.	Enter the applicable Combination Group in the Process Group field. 
4.	Click the Search button. 

Step	Action								
	The ChartField Combination Editing Group page displays. ← Cardinal Financials ChartField Combination Editing Group SetID 50100 Process Group CSCFUND *Description Cost Center/Fund Long Description Specific ranges of Cost Centers require specific Fund values *Combination Definition COST_FUND *Combo Editing Option Combo Data Table ☐ User Defined *Anchor Values Not In Rules Mark Valid *Combination Group Defines Valid Combinations Combination Rule COST_FUND Cost Center/Fund 1-1 of 1 View All <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 30%;">*Combination Rule</th> <th>Description</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>COST_FUND</td> <td>Cost Center/Fund</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> Save Return to Search Notify Refresh Add Update/Display	*Combination Rule	Description			COST_FUND	Cost Center/Fund	+	-
*Combination Rule	Description								
COST_FUND	Cost Center/Fund	+	-						
	i All of the associated Combination Rules are listed in the Combination Rule section. If there is more than one rule associated, the user may be able to narrow down the choices based upon the text that is found within the error message. In this example, the error relates to the Cost Center/Fund (i.e., Combination Rule "CSCFUND"). Knowing the Combination Rule will assist in narrowing the data that is pulled when running the Review Combination Data Inquiry and will enable users to use the ChartField Combination Editing Rule Report.								

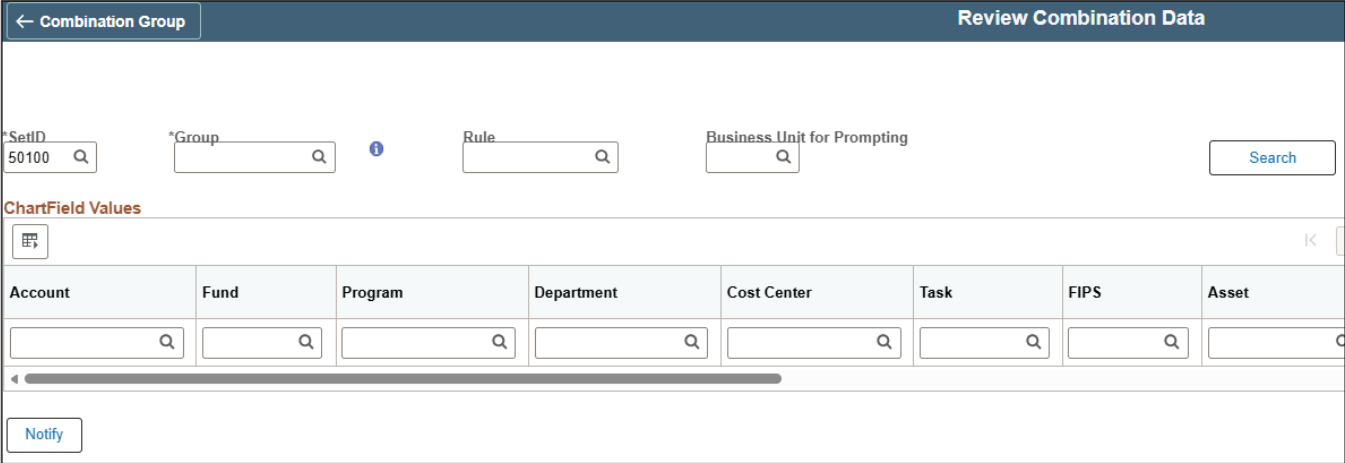
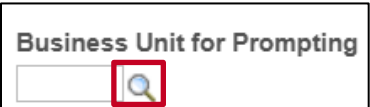


General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Overview of the Review Combination Data Page

This page is used to retrieve data relating to valid ChartField combinations that have been entered and built in the system during Cardinal's overnight batch processing. If a new combination is created, it will not appear in this inquiry until after the build process is run overnight in Cardinal.

Step	Action
1.	Navigate to the Review Combination Data page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Review Combination Data The Review Combination Data page displays. 
2.	Click the Group Look up icon and select the applicable Group. 
3.	Click the Rule Look up icon as needed and select the applicable Rule. If this field is left blank, every Rule under that Group is retrieved. 
4.	Click the Business Unit for Prompting Look up icon and select the Business Unit associated with the Group. 



General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

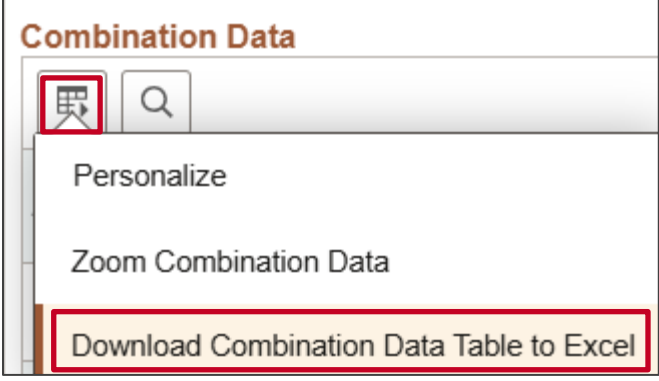
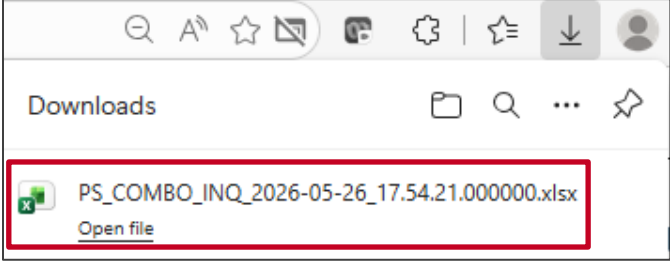
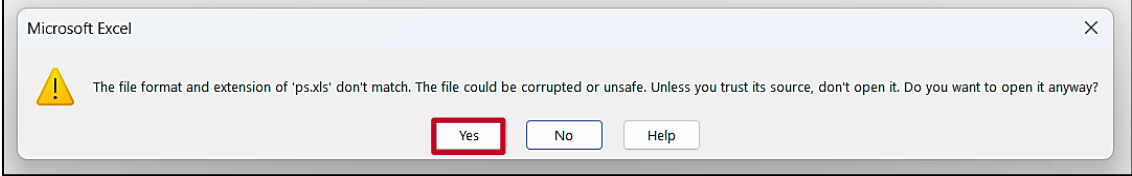
Step	Action																				
5.	In the ChartField Values section, enter or select any ChartFields values that will help narrow down the resulting data. ChartField Values Personalize First 1 of 1 Last <table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th><th>Agency Use 1</th><th>Agency Use 2</th></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2										
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2												
	This section does not need to be filled out if the desired output is to retrieve all combinations associated with a Combination Group/Rule. The wildcard (a percent sign, %) can be used in concert with a series of numbers in any field to limit the number of ChartField values that are returned.																				
6.	Click the Search button. Search																				



General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

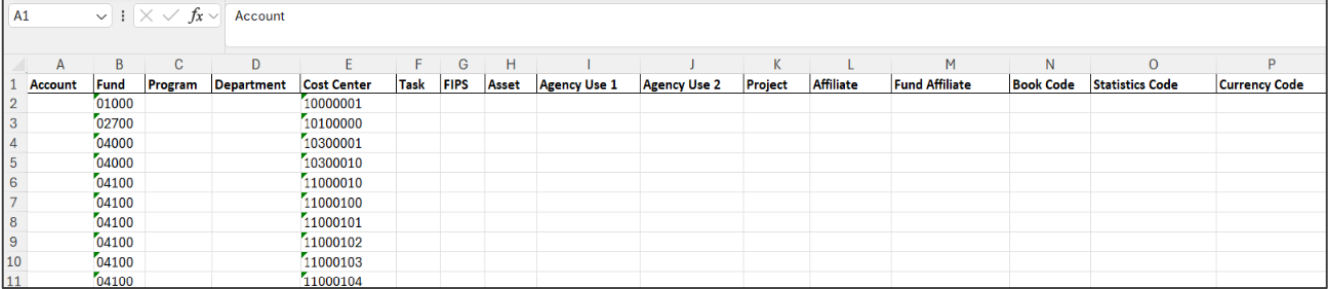
Step	Action																																																																																																																																																																		
	The Review Combination Data page refreshes with the search results. ← Combination Group Review Combination Data *SetID 50100 *Group CSCFUND Rule COST_FUND Business Unit for Prompting 50100 Search ChartField Values 1-1 of 1 <table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th><th>Agency Use</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Combination Groups and Rules 1 of 1 <table><tr><th>Group</th><th>Rule</th><th>Definition</th><th>From Date</th><th>To Date</th><th>Group Defines</th></tr><tr><td>CSCFUND</td><td>COST_FUND</td><td>COST_FUND</td><td>12/01/2011</td><td>01/01/2099</td><td>Valid</td></tr></table> Max Rows Displayed 10 Number of Rows Retrieved 673 Combination Data 1-10 of 10 <table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th><th>Agency Use 1</th><th>Agency Use 2</th><th>Project</th><th>Affiliate</th></tr><tr><td></td><td>01000</td><td></td><td></td><td>10000001</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>02700</td><td></td><td></td><td>10100000</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>04000</td><td></td><td></td><td>10300001</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>04000</td><td></td><td></td><td>10300010</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>04100</td><td></td><td></td><td>11000010</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>04100</td><td></td><td></td><td>11000100</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>04100</td><td></td><td></td><td>11000101</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>04100</td><td></td><td></td><td>11000102</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>04100</td><td></td><td></td><td>11000103</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>04100</td><td></td><td></td><td>11000104</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Notify	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use										Group	Rule	Definition	From Date	To Date	Group Defines	CSCFUND	COST_FUND	COST_FUND	12/01/2011	01/01/2099	Valid	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate		01000			10000001									02700			10100000									04000			10300001									04000			10300010									04100			11000010									04100			11000100									04100			11000101									04100			11000102									04100			11000103									04100			11000104							
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use																																																																																																																																																											
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CSCFUND	COST_FUND	COST_FUND	12/01/2011	01/01/2099	Valid																																																																																																																																																														
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i	The search results are displayed in the Combination Groups and Rules and the Combination Data sections. The “%” sign in the Combination Data section means that a valid, non-blank value must be present for the ChartField(s).																																																																																																																																																																		
7.	Review the Number of Rows Retrieved field. Number of Rows Retrieved 673																																																																																																																																																																		

Step	Action
	If the value in the Number of Rows Retrieved field is greater than the value in the Max Rows Displayed field, click in the Max Rows Displayed field and update the number to equal the value in the Number of Rows Retrieved field. Click the Last link to update the row count. If the value in the Number of Rows Retrieved field is equal to or less than the value in the Max Rows Displayed field, proceed to the next step.
8.	User can extract data from this page into an Excel document. Click the Download icon. 
9.	Open the Excel file once downloaded. 
10.	Click the Yes button if an Excel message displays that reads, "The file format and extension of 'ps.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?". 



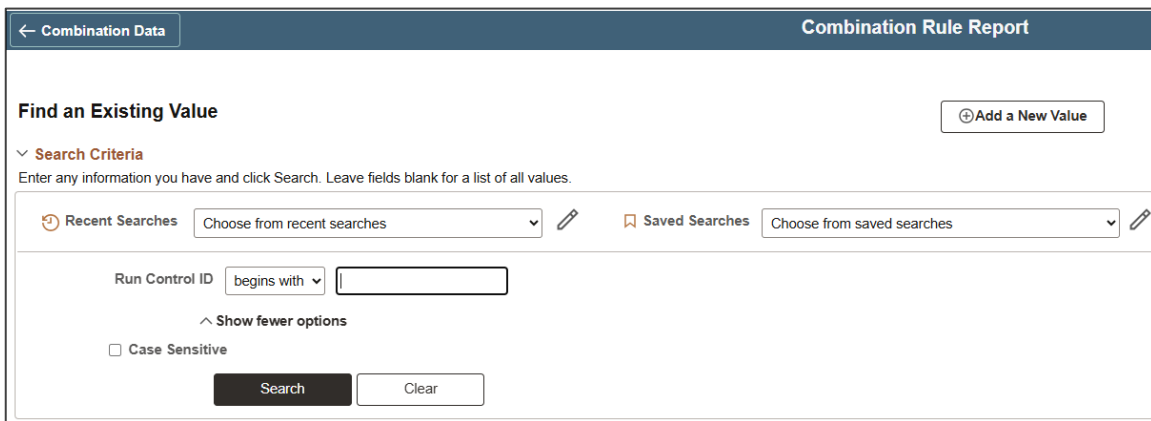
General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step	Action
	The Excel Spreadsheet opens. 
11.	Compare the ChartFields used in the transaction to those on the Spreadsheet in order to identify the cause of the error.

Overview of the ChartField Combination Editing Rule Report

Unlike the **Review Combination Data** page, this report includes all data relating to valid ChartField combinations that have been entered in Cardinal, whether they have been built during the nightly batch process or not. If a new combination is created, it will appear in this report even if the build process has not been run in Cardinal.

Step	Action
1.	Navigate to the Combination Rule Report page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Combination Editing > Combination Rule Report
The Combination Rule Report Find an Existing Value Search page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	If this is the first time running this Report, click the Add a New Value button and create a Run Control ID. Otherwise, enter or search for the existing Run Control ID using the Run Control ID field on the Find an Existing Value page. The remaining steps in this section are based on the use of an existing Run Control ID. 
3.	Click the Search button. 



General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step	Action
	The ChartField Combination Editing Rule Report page displays. ← Combination Group ChartField Combination Editing Rule Report Run Control ID COMBRUL Report Manager Process Monitor Run Language English Report Request Parameters SetID Combination Rule As of Date 05/26/2026 Save Notify Add Update/Display



General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step	Action
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The **Process Scheduler Request** page displays in a pop-up window.

Process Scheduler Request

Help

User ID Run Control ID COMBRUL

Server Name Run Date 05/26/2026

Recurrence Run Time 6:47:27PM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	Combination Rule Report	GLS4002	SQR Report	Web	PDF	Distribution

9. Check to ensure that the **Combination Rule Report** checkbox option is selected and that the **Format** field is defined with "PDF".

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	Combination Rule Report	GLS4002	SQR Report	Web	PDF	Distribution

10. Select the **OK** button.

The **ChartField Combination Editing Rule Report** page redispays.

Run Control ID COMBRUL

Report Manager Process Monitor

Language English

Process Instance:25548125

Report Request Parameters

SetID 50100

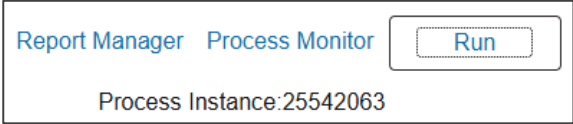
Combination Rule COST_FUND

As of Date 05/26/2026

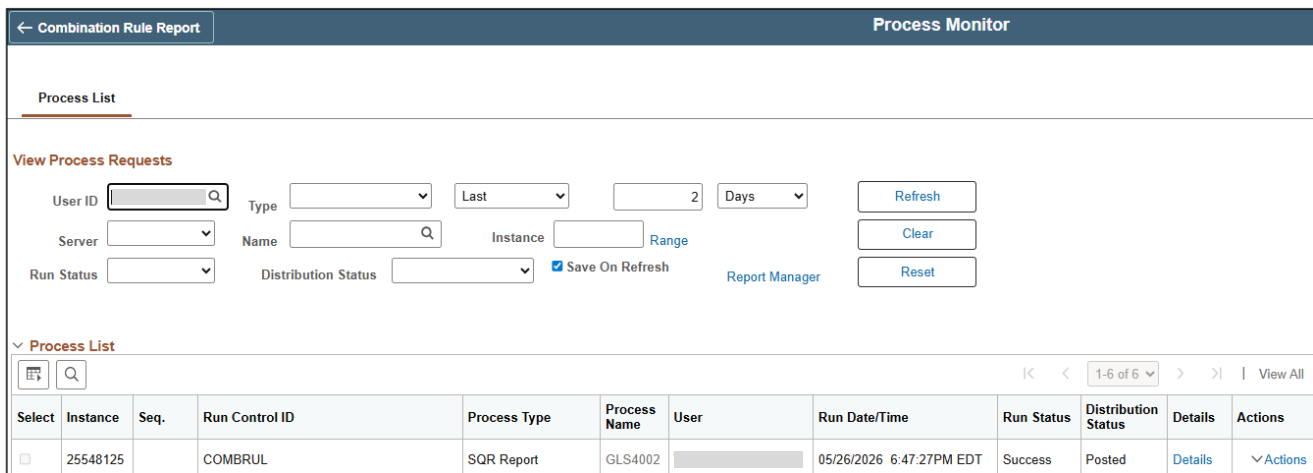


General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step	Action
11.	Review and note the Process Instance Number that now displays below the Process Monitor link. 
12.	Click the Process Monitor link. 

The **Process List** page displays.



Process Monitor

Process List

View Process Requests

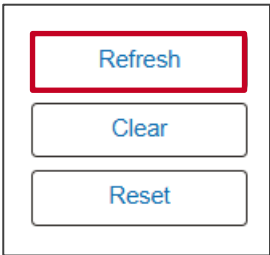
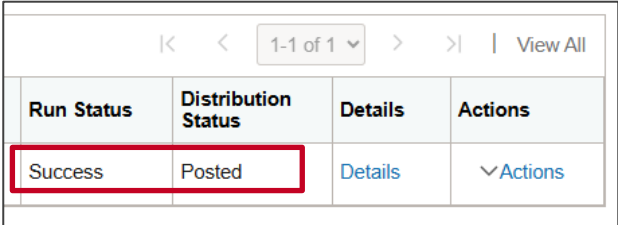
User ID Type Last 2 Days Refresh

Server Name Instance Range Clear

Run Status Distribution Status ☒ Save On Refresh Report Manager Reset

Process List

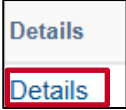
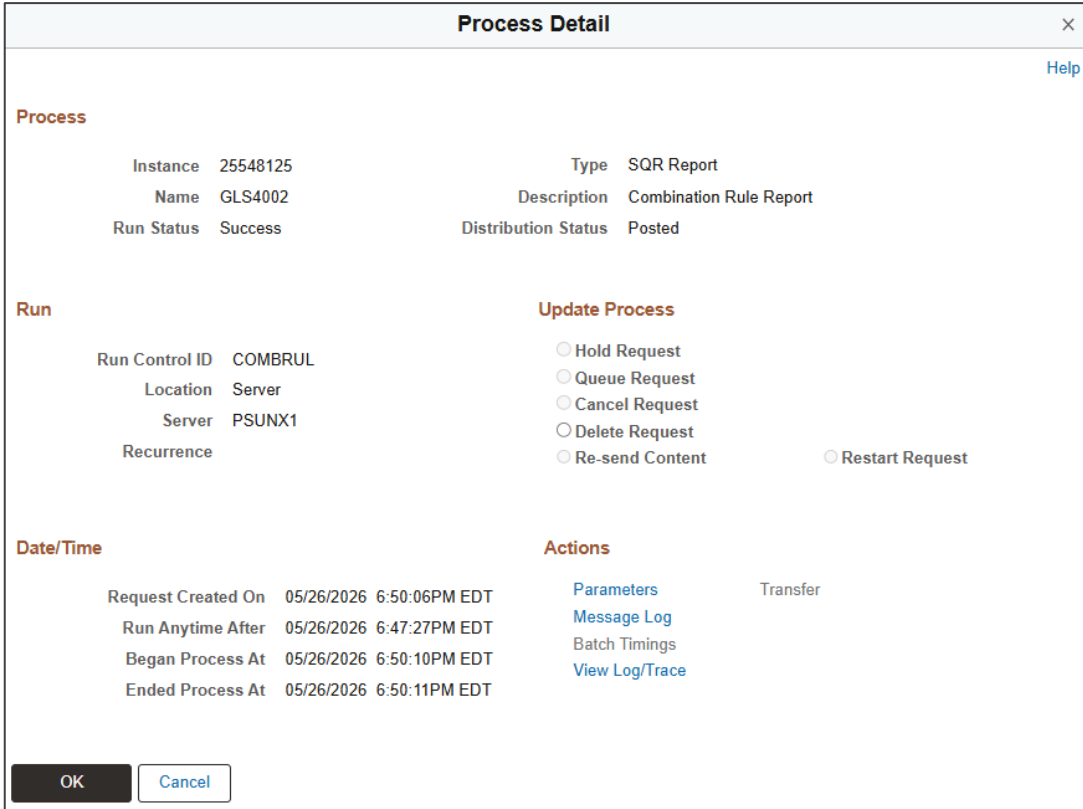
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25548125		COMBRUL	SQR Report	GLS4002		05/26/2026 6:47:27PM EDT	Success	Posted	Details	Actions

13.	Click the Refresh button until the Run Status field displays “Success” and the Distribution Status field displays “Posted”.  
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General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step	Action
14.	Click the Details link. 
The Process Detail page displays in a pop-up window. 	
15.	Click the View Log/Trace link. 

Page 20 of 21



General Ledger Job Aid

GL332 Combination Edits Review Tools (VDOT Only)

Step	Action																																																																																																						
The ChartField Combination Rules report displays.																																																																																																							
Report ID: GLS4002 Set ID: 50100--VA Dept of Transportation As Of Date: 05/26/2026 Combination Rule: COST_FUND PeopleSoft Financials CHARTFIELD COMBINATION RULES Page No. 1 Run Date 05/26/2026 Run Time 18:50:10 Description: Cost Center/Fund Effective Date From: 12/01/2011 To: 01/01/2099 Combo CF Definition: COST_FUND Require Valid ChartField Value <table><tr><th>ChartField</th><th>How Specified</th><th>SetID</th><th>Tree Name</th><th>Tree Level</th><th>Selected Value</th></tr><tr><td>CHARTFIELD1</td><td>Selected Tree Nodes</td><td>50100</td><td>COST_CENTER_EDITS</td><td></td><td>FUND 01000 ASSOC CSC</td></tr><tr><td>FUND_CODE</td><td>Selected Detail Values</td><td></td><td></td><td></td><td>01000</td></tr><tr><td>CHARTFIELD1</td><td>Selected Tree Nodes</td><td>50100</td><td>COST_CENTER_EDITS</td><td></td><td>FUND 02700 ASSOC CSC</td></tr><tr><td>FUND_CODE</td><td>Selected Detail Values</td><td></td><td></td><td></td><td>02700</td></tr><tr><td>CHARTFIELD1</td><td>Selected Tree Nodes</td><td>50100</td><td>COST_CENTER_EDITS</td><td></td><td>FUND 04000 ASSOC CSC</td></tr><tr><td>FUND_CODE</td><td>Selected Detail Values</td><td></td><td></td><td></td><td>04000</td></tr><tr><td>CHARTFIELD1</td><td>Selected Tree Nodes</td><td>50100</td><td>COST_CENTER_EDITS</td><td></td><td>FUND 04010 ASSOC CSC</td></tr><tr><td>FUND_CODE</td><td>Selected Detail Values</td><td></td><td></td><td></td><td>04010</td></tr><tr><td>CHARTFIELD1</td><td>Selected Tree Nodes</td><td>50100</td><td>COST_CENTER_EDITS</td><td></td><td>FUND 04014 ASSOC CSC</td></tr><tr><td>FUND_CODE</td><td>Selected Detail Values</td><td></td><td></td><td></td><td>04014</td></tr><tr><td>CHARTFIELD1</td><td>Selected Tree Nodes</td><td>50100</td><td>COST_CENTER_EDITS</td><td></td><td>FUND 04100 ADDNL CSC</td></tr><tr><td>FUND_CODE</td><td>Selected Detail Values</td><td></td><td></td><td></td><td>04100</td></tr><tr><td>CHARTFIELD1</td><td>Selected Tree Nodes</td><td>50100</td><td>COST_CENTER_EDITS</td><td></td><td>FUND 04100 ASSOC CSC</td></tr><tr><td>FUND_CODE</td><td>Selected Detail Values</td><td></td><td></td><td></td><td>04100</td></tr><tr><td>CHARTFIELD1</td><td>Selected Tree Nodes</td><td>50100</td><td>COST_CENTER_EDITS</td><td></td><td>FUND 04220 ASSOC CSC</td></tr><tr><td>FUND_CODE</td><td>Selected Detail Values</td><td></td><td></td><td></td><td></td></tr></table>		ChartField	How Specified	SetID	Tree Name	Tree Level	Selected Value	CHARTFIELD1	Selected Tree Nodes	50100	COST_CENTER_EDITS		FUND 01000 ASSOC CSC	FUND_CODE	Selected Detail Values				01000	CHARTFIELD1	Selected Tree Nodes	50100	COST_CENTER_EDITS		FUND 02700 ASSOC CSC	FUND_CODE	Selected Detail Values				02700	CHARTFIELD1	Selected Tree Nodes	50100	COST_CENTER_EDITS		FUND 04000 ASSOC CSC	FUND_CODE	Selected Detail Values				04000	CHARTFIELD1	Selected Tree Nodes	50100	COST_CENTER_EDITS		FUND 04010 ASSOC CSC	FUND_CODE	Selected Detail Values				04010	CHARTFIELD1	Selected Tree Nodes	50100	COST_CENTER_EDITS		FUND 04014 ASSOC CSC	FUND_CODE	Selected Detail Values				04014	CHARTFIELD1	Selected Tree Nodes	50100	COST_CENTER_EDITS		FUND 04100 ADDNL CSC	FUND_CODE	Selected Detail Values				04100	CHARTFIELD1	Selected Tree Nodes	50100	COST_CENTER_EDITS		FUND 04100 ASSOC CSC	FUND_CODE	Selected Detail Values				04100	CHARTFIELD1	Selected Tree Nodes	50100	COST_CENTER_EDITS		FUND 04220 ASSOC CSC	FUND_CODE	Selected Detail Values				
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17.	This report provides information on valid combination edit rules for a designated Business Unit (SetID). Review the report to make sure the correct combination edits are being used.																																																																																																						