

INSTRUCTIONS FOR CREATING A SUBACCOUNT

To request a new sub-account contact your unit Administrative Manager. Work with them to transfer the funds to the sub account if needed.

INSTRUCTIONS FOR SUBACCOUNT TRANSFERS IN WORKDAY

Donations can only go into a main gift accounts (GF). Unit Managers will need to transfer funds to a program (legacy name subaccount) in Workday if managing a program account for best tracking of the funds. Instructions below:

Log into Workday and type **Create Journal** in search.

If you do not have access to this contact your CAHNRS/Extension supervisor to add this role.

Ledger = **WSU: Actuals**

Journal Source = **Operating Transfer**

Balancing Fund = **FD049 Donated Funds**

Memo – add your notes to describe.

Everything else leave blank or as-is.

(see example screen shot)

Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* <input type="text" value="× Washington State University : Actuals"/>	Memo	<input type="text" value="Transfer to Marti Scholarship"/>
Accounting Date	* <input type="text" value="03/04/2021"/>	External Reference ID	<input type="text"/>
Period	Mar-FY2021 Actuals (Washington State University)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* <input type="text" value="× Operating Transfer"/>	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	<input type="text" value="× FD049 Donated Funds"/>	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags	<input type="text"/>	Create Reversal	<input type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	<input type="text"/>
Book Code	<input type="text"/>	Control Total Amount	<input type="text" value="0.00"/>

Click Continue

Journal Entry lines will show up.

Under Ledger Account find **4090 Operating Transfer**

(see example screen shot)

Journal Entry Lines Attachments

Journal Entry Lines 2 items

	Order	*Company	Ledger Account
(+)			
(+ -)	▼	<input type="text" value="Washington State University"/>	<input type="text" value="4090:Operating Transfer"/>
(+ -)	▲	<input type="text" value="Washington State University"/>	<input type="text" value="4090:Operating Transfer"/>

In the following examples:

1st line will be Debit Amount = amount **taken** from the main gift account and in Memo add TO and note name of account.

2nd line will be Credit Amount = amount **going into** the Program (subaccount) and in Memo add FROM and note name of account.

(example screen shot)

Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date
4,350.00	0.00	TO Marti Schol		03/04/2021
0.00	4,350.00	FROM SES Schol		03/04/2021

1st line = under **Gift** add the main account GF# funds are coming from (do not be confused by 7246# if spendable is connected to an endowment.)

2nd line = under **Program** add the PG# (subaccount) funds are going in to.

Once you enter the Gift and Program other information will automatically populate.

Project	Program	Gift	Grant
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> GF000524 School of Economic Sciences Scholarship Fund 2110-2910	<input type="text"/>
<input type="text"/>	<input type="text"/> Search <input checked="" type="checkbox"/> PG00000099 SES Marti Monte & Carole Scholarship	<input checked="" type="checkbox"/> GF000524 School of Economic Sciences Scholarship Fund 2110-2910	<input type="text"/>

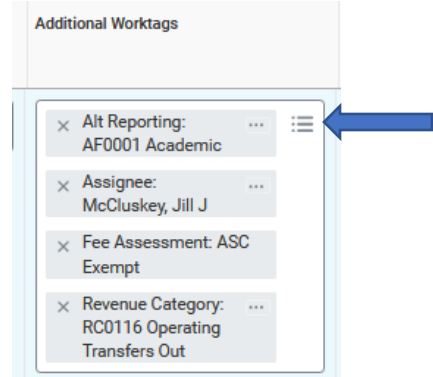
Leave in whatever has automatically populated in the CC, Fund, Function, and Region.

*Cost Center	*Fund	*Function	*Region
<input checked="" type="checkbox"/> CC0323 CAHNRS School of Economic Sciences	<input checked="" type="checkbox"/> FD049 Donated Funds	<input checked="" type="checkbox"/> FN057 Gift/Donated	<input checked="" type="checkbox"/> RG10 Pullman
<input checked="" type="checkbox"/> CC0323 CAHNRS School of Economic Sciences	<input checked="" type="checkbox"/> FD049 Donated Funds	<input checked="" type="checkbox"/> FN057 Gift/Donated	<input checked="" type="checkbox"/> RG10 Pullman

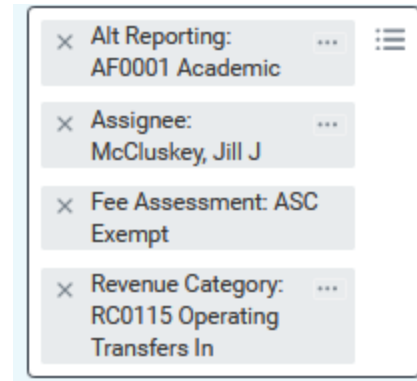
Move over to **Additional Worktags**.

Leave all Additional Worktags that automatically populate, and click on the 3 lines to add an additional Worktag

On the debit line add **RC0116 (Revenue Category RC0116 Operating Transfers Out)**



On the credit line add **RC0115 (Revenue Category RC0115 Operating Transfers In)**



Click **Submit**

You will get a confirmation email and can look back at the details or create another.

(example screen shot)

Business Process Record
Journal: JE0000019127 on 03/04/2021 for \$4,350.00 by Britta M Nitcy [Actions](#)

Up Next

- Program Manager (Program, Constrained)
- Approval by Program Manager (Program, Constrained)

> **Details and Process**

Do Another

[Create Journal](#)