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)
Click Continue
Journal Entry lines will show up.

Under Ledger Account find **4090 Operating Transfer**

(see example screen shot)

In the following examples:

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

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

(example screen shot)
1\textsuperscript{st} line = under \textbf{Gift} add the main account GF\# funds are coming from (do not be confused by 7246\# if spendable is connected to an endowment.)

2\textsuperscript{nd} line = under \textbf{Program} add the PG\# (subaccount) funds are going in to.

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Program</th>
<th>Gift</th>
<th>Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>GF005324 School of Economic Sciences Scholarship Fund 2110-2910</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search

<table>
<thead>
<tr>
<th>Program</th>
<th>Gift</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG000000099 SES</td>
<td>Marti Monte &amp; Carole Scholarship</td>
</tr>
</tbody>
</table>

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<tr>
<th>Cost Center</th>
<th>Fund</th>
<th>Function</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC0323 CAHNRS</td>
<td>FD049 Donated Funds</td>
<td>FN057 Gift/Donated Funds</td>
<td>RG10 Pulmon</td>
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Leave in whatever has automatically populated in the CC, Fund, Function, and Region.
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)