

Program Accounts in Workday

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A few key updates in Workday

- Program Accounts display revenue when an invoice is issued. Thus, revenues will reflect invoices issued (if applicable) + cash payments received. Once an invoice payment is received, it will be converted to cash received (this is primarily applicable on the PR34 accounts and occasionally on PR5X accounts). Funds recorded as revenue via interfund transfers done via journal entries from another SJSURF account will remain the same. It will be recorded as the journal is posted.



A few key updates in Workday (continued)

- Admin fees (only applicable to 3X accounts) are now going to be calculated at month end close against all expenses to applicable accounts. Calculations will be done after all expenses, journals, etc. are posted. (Example: total expenses for a month = \$500.00; administration fee = 7%; \$35.00 will be posted under Administration Fees just prior to month end close)



Thank you!

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