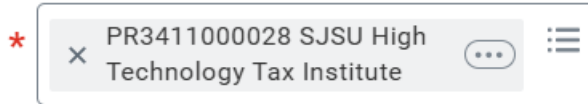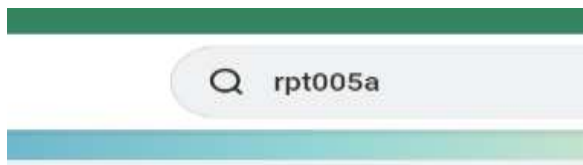## How to access Program Accounts in Workday

Program Accts (previously referred to as Self-Support Accounts in Central Square)

1. In Workday, accounts (PR3x and PR5x) will be referred to as Program Accounts.
   i. Example, "PR3411000028" or "PR5311050004"

2. The Workday report for Program Account reports can be accessed through the main dashboard by typing in "RPT005a" (or by typing in RPT and look for RPT005a) and typing in your program account

3. In the screenshot above, hit OK to display the information. Reports can be run for the current month (period) as noted above, or by Fiscal Year. Other options are available, as well. Please note that any * in Workday is a mandatory field that must be filled in.

4. Displayed information looks like the following screenshot--

Company for Financial Report Prompt Set	San José State University Research Foundation	Ledger	Actuals
Program	PR3411000028 SJSU High Technology Tax Institute	Account Translation Rule Set	Standard
Period	FY 2025 - P11 May	Translation Currency	USD
Time Period	Current Year		

20 items

Ledger Account	Prior Rev/Exp	FY 2025 - P04 Oct	FY 2025 - P05 Nov	FY 2025 - P06 Dec	FY 2025 - P09 Mar	FY 2025 - P11 May	FY 2025 - P12 Jun	Cumulative Rev/Exp
Revenues	0.00	6,600.28	0.00	0.00	0.00	0.00	0.00	6,600.28
4000:Program Fees	0.00	6,600.28	0.00	0.00	0.00	0.00	0.00	6,600.28
Total Revenue	0.00	6,600.28	0.00	0.00	0.00	0.00	0.00	6,600.28
Expenses	0.00	0.00	(150.00)	(696.93)	(1,077.99)	(13,856.00)	(1,077.99)	(16,858.91)
5000:Salary & Wages	0.00	0.00	0.00	(573.16)	0.00	0.00	0.00	(573.16)
5010:Fringe Benefits	0.00	0.00	0.00	(49.29)	0.00	0.00	0.00	(49.29)
6060:Professional Services	0.00	0.00	0.00	0.00	(577.50)	0.00	(577.50)	(1,155.00)
6065:Other Services	0.00	0.00	0.00	0.00	0.00	(13,856.00)	0.00	(13,856.00)

5. You can drill down on illuminated fields where revenues & expenses are broken down by categories as follows—

| Ledger Account	Prior Rev/Exp	FY 2025 - P04 Oct	FY 2025 - P05 Nov	FY 2025 - P06 Dec
Revenues	0.00	6,600.28	0.00	0.00
4000:Program Fees	0.00	6,600.28	0.00	0.00
Program Fees	0.00	6,600.28	0.00	0.00
Total Revenue	0.00	6,600.28	0.00	0.00
Expenses	0.00	0.00	(150.00)	(696.93)
5000:Salary & Wages	0.00	0.00	0.00	(573.16)
Professional Staff	0.00	0.00	0.00	(573.16)

a. You can then see transaction details by clicking on the amounts associated with each category—

Ledger Account	Prior Rev/Exp	FY 2025 - P04 Oct
⌄ Revenues	0.00	6,600.28

b. After clicking on the amount shaded in yellow above, you can further drill down by clicking on the magnifying glass below to get more details (such as, copies of processed invoices).

Journal	Journal Source	Accounting Date	Ledger Account	Grant	Worktags	Fiscal Period Start Date	Fiscal Period End Date	Debit	Credit
🔍	Ad Hoc Bank Transaction	10/01/2024	4000:Program Fees		Bank Account: Wells Fargo I-House Cost Center: CC1100 Business, Dean's Office Function: FN02 Research Fund: FD34 Campus Programs Self-supported Program: PR3411000026 SJSU High Technology Tax Institute	10/01/2024	10/31/2024	0.00	800.00

6. In regards to revenue, 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.

7. 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 month = $500.00; administration fee = 7%; $35.00 will be posted under Administration Fees)

8. To printout your document, please see the excel or pdf icons in the top right-hand corner of your Workday page—
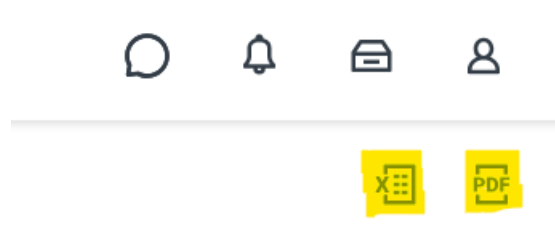
Any questions can be directed to Ricky Yoneda at ricky.yoneda@sjsu.edu, or Patrick Murray at patrick.murray@sjsu.edu