

SUB-ACCOUNTING POLICY

January 2025

The primary purpose for sub-accounting is to obtain granularity of expenditures by fiscal year. If additional measurement is desired, the financial representative in the VP area is able to distribute, monitor and maintain budgets per sub-account.

I. Creating New Sub-Accounts

1. New sub-accounts can be created at any time of the year. However, it is strongly encouraged to set them up only as needed. Contact the Accounting Manager in the central Accounting Office if you have questions on whether to set one up or not.
2. Sub-accounts can only be created under two circumstances defined hereunder. If these circumstances are not met, creating a new master account with sub-accounts is an alternative
 - a) If the existing master account is already sub-accounted, or
 - b) If the master account has just been created and has not yet incurred any transaction activity, including revenue, labor, purchase requisitions, or expenditures.
3. Due to their unique nature, accounts outside of the BU cost center 28-102022-XR-XX (i.e., university-wide program accounts) cannot be eob-accoun..5()TJ1.6393 -1.329 TD.0027Tc0 T4(3.)Tj/TT8 1 Tf.341 0 TD0 Tc()Tj

