



SBCTC Memorandum

FIN-200009

June 26, 2020

TO: BAR, Business Officers

FROM: John Ginther, Director
Accounting and Business Services
State Board for Community & Technical Colleges

SUBJECT: ctcLink Subsidiary (Due To/From) Setup

One of the challenges in ctcLink has been the ability to record the Subsidiary value (Due To/From). With the change to the Chart of Accounts year, the system dedicated Chartfield 1 (currently labeled 'Sub Account' but will be modified to 'Subsidiary' or 'Subsid') to use to record the Subsidiary (Due To/From) values.

However, rather than use the values as they were in Legacy, we will be recording the values as they go to AFRS to reduce the workload on the AFRS CEMLI. Examples:

- 1) **Due To/From between a college and a state agency.** e.g. Clark and DES: 179035. 1790 is the DES agency number. 35 are the last 2 digits of Clark's 3 digit agency number.
- 2) **Due To/From between colleges.** e.g. Clark and Pierce in Clark's accounting records: 699037. 6990 is the ctc system number. 37 are the last 2 digits of Pierce's 3 digit agency number.
- 3) **Due To/From between funds.** e.g. Fund 149 Due To Fund 001: 001000
Fund 001 Due From Fund 149: 149000

To limit the potential for errors and miscoding, the Subsidiary values available is unique to each college. For example, only Subsid accounts ending in 35 will be available to Clark for agency Due To/From transactions.