A MESSAGE FROM SPONSORED PROJECTS ACCOUNTING

Effective November 1, 2020, each new subaward issued under a new or existing award, will be set up under a unique satellite account in KFS.

This change is to streamline the conversion of financial data from KFS to Workday Finance. See the notice from the IMAGINE Finance Transformation Team.

Below are scenarios and a diagram that illustrates when new satellites are needed:

Case A: If you have an existing subaward under an existing award, follow the current business practice.

Case B: Otherwise, request a new satellite account for each new subaward.

<table>
<thead>
<tr>
<th></th>
<th>Existing Award</th>
<th>New Award</th>
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<tbody>
<tr>
<td>Existing Subaward</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>New Subaward</td>
<td>B</td>
<td>B</td>
</tr>
</tbody>
</table>

To request a satellite, complete the Sponsored Projects Accounting Internal Satellite Establishment Form linked below:


If you have any questions or concerns, please contact your assigned SPA Accountant. See the link below for instruction to lookup your SPA Accountant:

https://fbs.usc.edu/departments/sponsored-projects-accounting/spa-360/

Thank you for your cooperation.