**ACCOUNTS RECEIVABLE FORM**

**Form Definition**
To record revenue that has been earned, but not yet recorded / received.

**Step 1: Select Type of Form**
Accounts Receivable

**Step 2:**
EMAIL TO SUPERVISOR FOR APPROVAL

**Step 3:**
EMAIL TO FINANCE DEPARTMENT accounting@luc.edu

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>AU Description</th>
<th>Account (4-dig)</th>
<th>Acct Description</th>
<th>Accounts Receivable</th>
<th>Revenue Account</th>
<th>Transaction Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100148</td>
<td>EXECUTIVE EDUCATION</td>
<td>1260</td>
<td>OTHER RECEIVABLES</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>6/19 PM Class for XYZ Co.</td>
</tr>
<tr>
<td>100148</td>
<td>EXECUTIVE EDUCATION</td>
<td>3630</td>
<td>SEMINARS/WORKSHOPS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DATE**
06/30/17

**Control Totals**

**Department Approval:**

**Example:** Set up receivable for project management course held on June 19, 2017. Payment has not been received.

**Setting up receivable for Project management course revenue that has been invoiced but not yet received. Course held on June 19th.**

**REMINDERS:**

1) Submit form to accounting inbox in Excel format ONLY
2) Attach documentation that supports your revenue accrual, such as a customer invoice or other documentation
3) When you receive the revenue in the following fiscal year, deposit the revenue to the same revenue account above