



## ACCOUNTS RECEIVABLE FORM

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

**Prepared by:**

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

Step 2:      EMAIL TO SUPERVISOR FOR APPROVAL

Step 3      EMAIL TO FINANCE DEPARTMENT accounting@luc.edu

Date      06/30/17

Control Totals \$      -

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

**Enter an explanation for this Accounts Receivable Transfer**  
**\*THIS FIELD IS REQUIRED\***

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

Accounting Unit (6-dig)	AU Description	Account (4-dig)	Acct Description	Accounts Receivable	Revenue Account	Transaction Description (30 char. max)
100148	EXECUTIVE EDUCATION	1260	OTHER RECEIVABLES	\$ 10,000.00		6/19 PM Class for XYZ Co.
100148	EXECUTIVE EDUCATION	3630	SEMINARS/WORKSHOPS		\$ 10,000.00	6/19 PM Class for XYZ Co.

Provide Accounting Unit

Provide Revenue Account

Provide Receivable Amount

Provide Revenue Amount

Provide a proper description for all lines

Indicate reason for account receivable set up

Provide name of preparer

Business Manager

Department Approval:

<i>(for internal use)</i>		Add complete?	Not Uploaded	Lawson Auto JE No.
SJ Description				
Reference #				
Rungroup				
Source Code	JE			
Date				

- 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