REVENUE DEFERRAL FORM

LOYOLA UNIVERSITY CHICAGO

Form Definition	Prepared by:
Defer revenue recorded/received in current fiscal year that is for the next fiscal year.	Business Manager

Step 1: Select Type of Form	Revenue Deferral

Provide name of preparer

Step 2:	EMAIL TO SUPERVISOR FOR APPROVAL
Step 3	EMAIL TO FINANCE DEPARTMENT accounting@luc.edu

Indicate reason for revenue deferral

Date	06/30/17
Control Totals	$ -

Example: Received payment for conference being held after July 15, 2017 - Moving to FY 18 Revenue.

Deferring revenue received in June for sessions happening in July. Revenue was deposited in June to account 3630.

Department Approval:

Enter an explanation for this Revenue Deferral Transfer
THIS FIELD IS REQUIRED

Accounting Unit (6-dig)	AU Description	Account (4-dig)	Acct Description	Decrease Revenue Current Fiscal Year	Increase Revenue Next Fiscal Year	Transaction Description (30 char. max)
101652	EXEC ED-MINI MBA	2210	DEFERRED REVENUE		$ 11,000.00	July Mini MBA from 3630
101652	EXEC ED-MINI MBA	3630	SEMINARS/WORKSHOPS	$ 11,000.00		July Mini MBA to deferred
101652	EXEC ED-MINI MBA	2210	DEFERRED REVENUE		$ 22,000.00	July Mini MBA from 3630
101652	EXEC ED-MINI MBA	3630	SEMINARS/WORKSHOPS	$ 22,000.00		July Mini MBA to deferred

Provide Accounting Unit

Provide Revenue Account

Provide Revenue Amount

Provide Revenue Amount

Provide a proper description for all lines

(for internal use)

SJ Description		Add complete?	Not Uploaded	Lawson Auto JE No.
Reference #				
Rungroup				
Source Code	JE			
Date				

REMINDERS:

1)Submit form to accounting inbox in Excel format ONLY

2)Attach documentation that supports your revenue deferral such as a Webfocus report showing the deposits in June

3)The transactions above will be reversed in the following Fiscal Year and your revenue will be transferred accordingly