



**WAKE FOREST**  
UNIVERSITY  
**Deposit Accrual Form**

Revenue should be recorded when a service is performed. If the payment to Wake Forest for a service performed prior to 7/1 will not be received until after 6/30, then an accrual may be necessary.

Please answer all of the following questions:

- 1- When will the service/event be performed?
- 2- When will the payment be received?
- 3- Describe the nature of the transaction:
- 4- Have you done the journal entry to debit account #11099 and credit your revenue account?

**if yes**, then please attach a copy of the journal entry and backup to this form.

**If no**, then please indicate the Fund/Dept/Acct/Activity/Location where the revenue was deposited and the amount.

FAS will determine if it is appropriate to record the revenue.

	<b>Fund (required)</b>	<b>Dept (required)</b>	<b>Acct (required)</b>	<b>Activity (optional)</b>	<b>Location (optional)</b>	<b>Amount (required)</b>	<b>JE Date (if applicable)</b>
Acct to Debit	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
Accrual Account to Credit	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>

5- Please attach all supporting documentation (ex: Invoice, etc.) to this form showing that the service was performed before 7/1.

6- Please send the completed form with all supporting documentation to:

**Student Financial Services  
Reynolda Hall Room 107  
Attn: Karen Brown**

7- If you have questions, please contact **Karen Brown at 758-3086 or email brownkm@wfu.edu**

<b>Your Contact Information:</b>	
Department Name:	<input style="width: 95%; height: 25px;" type="text"/>
Depositor Name:	<input style="width: 95%; height: 25px;" type="text"/>
Campus Phone #:	<input style="width: 150px; height: 25px;" type="text"/>
Submission Date:	<input style="width: 100px; height: 25px;" type="text"/>