REVENUE EXAMPLES

1: Account 2205000 receives an order to test a soil sample on April 30th. The test results are completed and the customer invoiced on May 31st for $200 and the customer pays on July 3rd. What document(s) would be used, and when would this revenue be recognized?

The revenue is booked when the work is complete. Since the work is complete on May 31st, an Adjustment Voucher document will be completed.
Once the revenue is received you will fill out the Cash Receipt document, and book it to the 1437 object code, to reverse out the receivable balance.
2. Account 2609860 received and booked a $500 conference deposit to 4380 on May 31st for a conference from September 1-3. What document(s) would you use to book this, and what fiscal year does it go in?

Since the revenue is already booked, you will do an Accrual Voucher document with a reversal date of September 3rd, when the revenue is earned.
EXPENSE EXAMPLES

1. **Account 1262000 ordered office supplies on April 30th in the amount of $500 and the supplies were received on May 31st. The vendor was paid on July 2nd. What document will be filled out and what fiscal year will this be in?**

When the supplies are received an Adjustment Voucher Document will be filled out to book the expense. Once it is paid through a Disbursement Voucher document, the expense will be booked to the Yearend Payables object code (2103) that was used in the Adjustment Voucher Document.
2. Account 1356570 entered into a 12 month service agreement in the amount of $12,000 from April 1st – March 31st, and was booked in full to object code 6601. What document(s) will be used and what fiscal year will this be recognized in?

   Since the full amount was booked to 6601, we need to do an Accrual Voucher document to move the FY18 portion to FY19 for $9,000 (9 months in FY19).

   **Accounting Lines**

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<th>Sub-object</th>
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   **Total** 9,000.00 9,000.00