IFR Accruals
* DO's & DON'Ts *

		DO's		DON'Ts
1.	ENDING CASH BALANCE	NA - Prepopulated		NA - Prepopulated
2.	REVENUE SUMMARY FOR LAST 15 DAYS	NA - Prepopulated		NA - Prepopulated
3.	ACCOUNTS RECEIVABLE	Billings and/or invoicing prior to the period ended	for services, activities, or billings prior to: 7/1/XX for 6/30/XX accruals or 1/1/XX for 12/31/XX accruals that are not already included in the Ending Cash Balance in #1 above	Forecasted Revenue is NOT Accounts Receivable
		All outstanding payments and deposits		Future revenue from future semesters and/or time periods
		Cash		The last 15 days of revenue that posts to your account in the following month as it is included in #2 above
		Journal transfers		
		Salary offset deposits		
		Research Foundation revenue transfers		
		Input in appropriate line to indicate source of funding; Salary Offset is, in most cases, Research Foundation.		
		Provide back-up and upload to your accrual(s)		
4.	INVENTORIES	Value at cost		Value at resale value
		Perform physical inventory count every June		
		Provide back-up and upload to your accrual(s)		
5.	UNRECOVERED EQUIPMENT PURCHASES	Value at undepreciated cost		Value at resale value
		Provide back-up and upload to your accrual(s)		
6.	Subtotal (1+2+3+4+5)	NA - Prepopulated		NA - Prepopulated
7.	DUE TO OTHERS (LIABILITIES)	Bills and/or invoices that you owe to others as of the period ended	for amounts due at: 6/30/XX for 6/30/XX accruals or 12/31/XX for 12/31/XX accruals that are not already included in the Ending Cash Balance in #1 above	Forecasted liabilites
				Future liabilities from future semesters and/or time periods
8.	NET BALANCE (6-7)	NA - Prepopulated		NA - Prepopulated
9.	UNCOLLECTIBLE ACCOUNTS RECEIVABLE	Accounts receivable included in line 3 that a Department cannot collect and would be written off in the near future		
		Provide back-up and upload to your accrual(s)		