June 26, 2019

Accounting Department
325 Business Services Building

SUBJECT: DEFERRED INCOME

Please defer the following unearned amount for Conferences and Workshops in the chartstring identified below. This amount includes deposits related to pre-payments for conferences/workshops not yet held or for conferences/workshops which have been held but not all bills have been paid. A detailed accounting for each workshop is maintained by our office personnel and is retained as backup for the following total amount to be deferred.

TOTAL AMOUNT TO DEFER: $00.00

CHARTSTRING (Fund-Dept-Class-Chartfield1)
*FFFFF-DDDDDDDD-DDDD-DDDD-CCCC-11111111111

Thank you,

Ima Sample
Title

* INSERT YOUR CONFERENCE/WORKSHOP CHARTSTRING NUMBER

Note: Revenue accounts do not require a program code.