

**Health Care Services Division
 Finance Policies and Procedures**

CASH MANAGEMENT

AUTHORITY

Federal	Rev. Statutes	Admin Code	LSU-HSC	HCSD
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CITATION:

PROCEDURE NAME: Issuing Manual Accounts Payable Checks

PURPOSE: To document the procedures for issuing Manual Accounts Payable checks for all Business Units during a time of diminished Cash flow

RESPONSIBLE PERSON

ACTION STEPS

Cash Management
 Manager or Supervisor
 (Headquarters)

1. Receives email from Chief Financial Officer and/or First Assistant at appropriate hospital Business Unit. Reviews request for final approval to issue/release manual accounts payable check.

Cash Management
 Manager or Supervisor
 (Headquarters)

2. Obtains screen print (Snag-It) of Accounts Payable Voucher for payment. Ensures that Voucher has been budget checked and matched (if applicable).

Cash Management
 Manager or Supervisor
 (Headquarters)

3. Prepares manual Accounts Payable check based on information in PeopleSoft.

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4. Verifies that the check number to be issued is in sequence with the Manual Check Log. The Manual Check Log contains the following information:

- Check Number
- Check Issue Date
- Check Amount
- Payee
- Business Unit
- Accounts Payable Voucher Number(s)
- PeopleSoft Manual Payment Number
- Date Manual Payment entered in PeopleSoft
- Signatures on Check

The Manual Check Log will be updated each time a manual check is issued and will be saved on the following shared drive:

[\\Hq-home\peoplesoft\\$\cashmgmt\Manual Check Log](\\Hq-home\peoplesoft$\cashmgmt\Manual Check Log)

Cash Management
Manager or Supervisor
(Headquarters)

5. Obtain appropriate signatures (requires 2) on check. At the present time the following people are approved to sign manual Accounts Payable Checks:

- Don Elbourne
- Lanette Buie
- Arthur D. Landry
- Judy Albin
- Nona Westmoreland
- Mark Robichaux

Cash Management
Manager or Supervisor
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6. Records manual payment in PeopleSoft. This process is vital so that the voucher does not get paid twice once the Pay Cycle in PeopleSoft is run.

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7. Makes 2 copies of manual check. One copy will be filed (with appropriate supporting documentation) in the Manual Accounts Payable Check file and the other copy will be sent (or faxed) to the Business Unit to the attention of the First Assistant for distribution to appropriate hospital personnel.

Cash Management
Manager or Supervisor
(Headquarters)

8. Send email to Chief Financial Officer and First Assistant that manual check has been issued and mailed.