



**Retrieval Name**  
 Direct Deposit of ISIS  
 Checks  
**Page 1 of 1**  
**Issue/Rev Date:**  
 11/16/04  
**Originator:**  
 Comptroller's Office  
**Supersedes:** \_\_\_\_\_

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

| AUTHORITY |                |                |         |      |
|-----------|----------------|----------------|---------|------|
| Federal   | State Statutes | La. Admin Code | LSU-HSC | HCSA |
|           |                |                |         |      |

**CITATION:**

**PROCEDURE NAME:** Direct Deposit of ISIS Checks

**PURPOSE:**

To establish the procedure for processing receipt of funds as a result of a Direct Deposit of ISIS Checks

| RESPONSIBLE PERSON               | ACTION STEPS                                                                                                                                                                                                                                            |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HCSA Cash Management             | 1. Checks Regions Bank Online Service daily for Direct Deposit of checks from State of Louisiana.<br><br>Determines Business Unit to whom direct deposit belongs.<br><br>Sends notification of direct deposit and amount by e-mail to First Assistants. |
| First Assistant at Business Unit | 2. Goes online, via the Internet, to determine vendor who sent payment. See attached Snag-lts and example.                                                                                                                                              |
| First Assistant at Business Unit | 3. Records Journal in PeopleSoft to classify receipt of funds within two business days of e-mail notification from Cash Management.                                                                                                                     |