



**Retrieval Name**  
 Transfer of Expenses To or From  
 Disaster Recovery Fund.doc  
**Page 1 of 2**  
**Issue/Rev Date:** September 26, 2005  
**Originator:**  
 Financial Services Division  
**Supercedes:** \_\_\_\_\_

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

**Disaster Recovery Procedures**

<b>AUTHORITY</b>				
Federal	State Statutes	La. Admin Code	LSU	HCSD
<b>CITATION:</b>				
<b>PROCEDURE NAME:</b>		Procedure for the journal of or reversal journal of Hurricane Katrina or Rita designated expenses, moving expenses/revenues from Fund 111 to Fund 116 or, following denial of reimbursement, subsequently moving expenses back from Fund 116 to Fund 111.		
<b>PURPOSE:</b>				

<b>RESPONSIBLE PERSON</b>	<b>ACTION STEPS</b>
Hospital CFO and/or designated finance staff	Upon notification and verification that a previously coded Hurricane expense charged in the restricted fund has been denied, prepare a journal to move expense from Fund 116 to Fund 111 and save it in PeopleSoft. Do not validate, budget check, or post the journal; forward an e-mail to HQ Finance Staff with the General Ledger Business Unit, the Journal ID, and the Journal Date, informing them of the journal number to review.
	For those Payment Vouchers that can be corrected using an AP Journal Voucher (i.e the original voucher was charged to Fund 111), please process those within the normal guidelines of an AP Journal Voucher, insuring that the original documentation is updated with either the Katrina or Rita designation stamp.



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RESPONSIBLE PERSON	ACTION STEPS
	<p>For those Payment Vouchers that can be corrected using an AP Journal Voucher (i.e. the original voucher was charged to Fund 116), please process those similar to the AP Journal Vouchers above within the normal guidelines of an AP Journal Voucher, insuring that the original documentation is updated striking out the Katrina or Rita designation stamp.</p>
<p>HQ Finance Staff</p>	<p>Review, validate, budget check and post the journal if appropriate Determine if a reversal journal voucher from Fund 116 to Fund 111 is appropriate.</p>
	<p>Make PeopleSoft financial entries if appropriate. Notify Hospital finance staff that journal has been processed.</p>
	<p>Update reports as appropriate.</p>