

# LSUHSC School of Medicine

## Revenue Transfer Policy

As per LSUHSC Accounting's policy, revenue that is classified as discretionary may be transferred among like accounts. For the purposes of this policy, "account" is defined as the chart-string that LSUHSC establishes for sponsored agreements. "Discretionary Revenue" is defined as revenue received by LSUHSC that is not for specific sponsored activity. The primary examples of discretionary revenue within the school are Health Care Network revenue, Indirect Cost Recoveries, Departmental Indirect Cost Recoveries (sometimes referred to as Improvement, 8223, 8220) accounts, and unrestricted donations. It is the responsibility of any individual requesting a revenue transfer to verify that revenue is indeed discretionary before any request to move revenue is submitted. Revenue from sponsored activity can never be transferred from one account to another. Federal projects must be closed out following all federal and LSUHSC Sponsored Projects' guidelines. Non-Federal grants and contracts should be closed out in accordance with LSUHSC's policy which can be found at the following location:

<http://www.lsuhs.edu/no/administration/accounting/cost/policyandprocedure/policyproceduredefault.aspx>

Revenue must be transferred via journal entries (JE) using the standard LSUHSC JE template. Revenue must be transferred using the same PS Acct Code (Legacy Object Code) that the account was originally credited with and can only be transferred to a like account, e.g. from one Indirect Cost account to another Indirect Cost Account. JE's should be submitted to SOM Fiscal Affairs office for review and once approved, will be forwarded to accounting for processing.