1. ACO must manually input all required information into the financial system.

After System Recovery:

3. Prepare monthly reports as required.
2. Verify accounting structure.
1. Review documentation for appropriateness.

ACO Procedures:

Authorized signatures to the ACO.

PROCEDURE: All requests will be reviewed and evaluated by the ACO for appropriate action.

POLICY: Only emergency General Ledger Transctions will be submitted by the ACO.

Riverside County Board of Supervisors and which maintain funds in the County treasury.

SCOPE: Applies to County departments, agencies, and Special Districts that are governed by

PURPOSE: To provide an emergency contingency plan for General Ledger processing during system


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STANDARD PRACTICE MANUAL
OFFICE OF THE AUDITOR-CONTROLLER
County of Riverside