



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

SUBJECT: ACCOUNTS RECEIVABLE
 DOWNTIME PROCESSING

SECTION:	7	CATEGORY: ACCOUNTS RECEIVABLE
SUB-SECTION:	706	
REVISED/ LAST REVIEWED:	3/22/02	APPROVED BY: <i>Robert Byrd</i>

PURPOSE: To provide an emergency contingency plan for accounts receivable processing during system outages.

SCOPE: Applies to County departments, agencies, special districts, and authorities, that are governed by Riverside County Board of Supervisors, and/or which maintain funds in the County Treasury.

POLICY: Emergency Accounts Receivables transactions for the Auditor Controller’s Office (ACO) will follow the steps outlined below.

- PROCEDURE:** For the receiving of monies during downtime processing, each department will;
1. Create a manual Official County Receipts (OCR).
 2. Balance out at the end of the day ensuring that checks and cash equal the receipts issued.
 3. Once the system is back up, manual OCR’s, Treasury Cash Receipts (TCR’s), and Department Bank Receipts (DBR’s) must be entered into the deposit entry system.

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