



Accounts Payable Reconciliation Procedure (A/P-P010)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Accounts Payable Department verifies and manages Accounts Payable Reconciliation for the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

Signature

Date

4.0 DEFINITIONS:

- 4.1 BusinessPlus – Accounting software
- 4.2 AP Supv – Accounts Payable Supervisor
- 4.3 A/P – Accounts payable
- 4.4 GL – General ledger
- 4.5 SA – Senior Accountant

5.0 PROCEDURE:

- 5.1 AP Supv runs AP Reconciliation reports using BusinessPlus
 - 5.1.1 Reports are run following every A/P check run.
- 5.2 SA reviews reports and corrects discrepancies.
- 5.3 SA files reports in SA office.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 BusinessPlus Reports
- 6.2 Accounts Payable Check Processing (A/P-W009)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
BusinessPlus Reports	SA Office	1 Month	Discard as desired	Locked Office

WASHOE COUNTY SCHOOL DISTRICT

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/31/06	A	Initial Release
01/01/11	B	Update accounting software

***** End of procedure *****