

Nevada Department of Agriculture Administrative Manual

Chapter 4 Fiscal – Other, Review of Accounting Transactions, Expenditures

Effective Date: 1-28-08

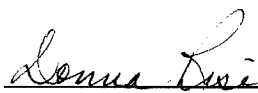
Date of last Revision: _____

Policy Statement: Accounting transactions are the foundation of revenue and expenditure information in the state accounting system. The information must be as correct as possible to ensure the Department is following applicable Nevada Revised Statutes, Nevada Administrative Code and federal statutes. Additionally, accounting transaction information is used by the agency, the Executive Branch and the Legislative Branch for a variety of functions, including program reporting, evaluating and setting fees for services, financial reporting, and statewide budgeting.

Therefore, it is the policy of the Nevada Department of Agriculture that accounting transactions will be reviewed prior to initial approval (level 3) in the state accounting system (also known as Advantage) to ensure the vendor, vendor address, coding string and the amount for each individual transaction is correct. Review includes verifying the vendor, vendor address, fund, agency, org (also referred to as org / sub), appropriation unit (which is the budget and category), object (also referred to as the general ledger), the job number (also referred to as the project code), and the amount.

Additionally, it is also the policy of the Nevada Department of Agriculture that accounting transactions will be reviewed prior to final approval (level 4) in Advantage to ensure the vendor, vendor address, coding string and the amount for each individual transaction is correct. Review includes verifying the vendor, vendor address, fund, agency, org (also referred to as org / sub), appropriation unit (which is the budget and category), object (also referred to as the general ledger), the job number (also referred to as the project code), and the amount.

Accounting transactions that are not initiated by the Department in Advantage (and thus not input by Agriculture staff into Advantage) will follow a review process similar to that for level 4 transactions. Prior to signature, which is final approval for these transactions, the document will be reviewed to ensure the vendor, coding string and the amount for each individual transaction is correct. Review includes verifying the vendor, fund, agency, org (also referred to as org / sub), appropriation unit (which is the budget and category), object (also referred to as the general ledger), the job number (also referred to as the project code), and the amount.



Approved by the Director, Department of Agriculture

1/28/08

Date