

## CAPP MANUAL STATUS SUMMARY

As of October 19, 2009

Topic Number and Title		No. of Pages	Date	Topic Number and Title		No. of Pages	Date
<b>Volume I - Policies &amp; Procedures</b>				<b>20400 INTER- AND INTRA-AGENCY TRANSACTIONS</b>			
<b>10000 OVERVIEW</b>				20405 Inter-Agency Transactions	1/17	10/04	
10100 FOREWORD				20410 Intra-Agency Transactions	1/8	7/02	
10105 Structure of the Manual	1/9	6/98		20500 ACCOUNTS RECEIVABLE			
10200 FINANCIAL MANAGEMENT				20505 Accounts Receivable	1/37	6/04	
10205 Agency Response to APA Audit	1/5	9/07		20600 FEDERAL GRANTS MANAGEMENT			
10300 INTERNAL CONTROL GUIDANCE				20605 Federal Grants Management	1/27	11/05	
10305 Internal Control	1/13	9/98		20700 INDIRECT COST RECOVERY			
<b>20000 GENERAL ACCOUNTING</b>				<b>20705 Indirect Cost Recovery</b>	<b>1/29</b>	<b>10/09</b>	
20100 APPROPRIATIONS				20800 LOANS			
20105 Appropriations, Allotments, and Transfers	1/19	6/98		20805 Loans	1/18	4/99	
20110 Operating Expenditure Plan	1/8	6/98		20900 RECONCILIATION PROCEDURES			
20200 CASH RECEIPTS ACCOUNTING				20905 CARS Reconciliation Requirements	1/41	6/07	
20205 Deposits	1/23	5/06		20910 Bank Deposit Reconciliation Procedures	1/7	1/02	
20210 Bank and Cash Management Services (DOT)	1/10	6/04		21000 RECORDS RETENTION/DISPOSITION			
20215 Investment of Funds (DOT)	1/3	6/98		21005 Records Retention and Disposition	1/6	9/93	
20300 CASH DISBURSEMENTS ACCOUNTING				<b>30000 FIXED ASSET ACCOUNTING</b>			
20305 Receiving Reports	1/6	6/98		30100 FAACS - OVERVIEW			
20310 Expenditures	1/62	7/03		30105 Introduction	1/10	5/09	
20315 Prompt Payment	1/19	8/06		30200 ASSET ACQUISITION			
20319 Electronic Federal Tax Payments Processing	1/35	12/08		30205 Acquisition Method	1/8	5/09	
20320 Information Returns Reporting	1/40	12/08		30210 Asset Valuation	1/11	5/09	
20325 Revenue Refunds	1/7	9/93		30300 ASSET CLASSIFICATION			
20330 Petty Cash	1/34	12/08		30305 Capitalized or Controlled Assets	1/7	5/09	
20335 State Travel Regulations	1/48	10/01/09		30310 Asset Categorization	1/15	5/09	
20336 Agency Travel Processing	1/9	05/07		30315 Nomenclature Codes	1/9	5/09	
20340 Capital Outlays	1/5	9/93		30320 Energy Performance Contracts	1/6	5/09	
20345 Moving and Relocation	1/24	11/93		30325 Software and Other Tangible Assets	1/16	5/09	
20350 Non-State Funds	1/5	3/95		30400 ASSET REVALUATIONS			
20355 Purchasing Charge Card	1/47	7/09		30405 Additions, Renovations, and Repairs	1/8	5/09	
20360 Travel Charge Card	1/43	7/09					

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<b>30500 ASSET CONTROL &amp; MANAGEMENT</b>				<b>40200 ESTABLISHING/MAINTAINING LEAVE RECORDS</b>			
30505	Physical Inventory	1/14	5/09	40205	Employee Leave Profile Data	1/9	12/08
30510	Asset Maintenance	1/5	5/09	40210	Leave Maintenance	1/13	12/08
30515	Supplies and Materials Inventory	1/16	5/09	<b>40300 LEAVE ACTIVITY REPORTING</b>			
<b>30600 ASSET DEPRECIATION</b>				40305	Leave Activity Reporting	1/9	12/08
30605	Useful Life	1/9	5/09	<b>40400 INQUIRY AND REPORTING</b>			
30610	Depreciation Methods and Calculations	1/7	5/09	40405	Online Inquiry and Reporting	1/15	12/08
<b>30700 SURPLUS PROPERTY</b>				40410	Error Messages	1/11	07/06
30705	Surplus Property Management	1/6	5/09	<b>50000 PAYROLL ACCOUNTING</b>			
<b>30800 ASSET DISPOSAL</b>				<b>50100 OVERVIEW OF CIPPS</b>			
30805	Disposal Management	1/10	5/09	50105	CIPPS Introduction	1/10	8/08
<b>30900 RECONCILIATION &amp; ERROR CORRECTION</b>				50110	CIPPS Navigation	1/25	8/08
30905	Requirements	1/20	5/09	50115	Menu/Link Functions	1/14	8/08
<b>31000 REPORTING</b>				50120	Automated Changes	1/6	8/08
31005	Transactions and Year End	1/13	5/09	50125	Programatic Data	1/10	8/08
31010	Summary Users	1/6	5/09	50130	Batch Processing and Balancing	1/12	8/08
<b>31100 FEDERAL ASSET ACCOUNTING</b>				50135	Pending File	1/9	8/08
31105	Federal Requirements	1/9	5/09	<b>50200 ESTABLISH/MAINTAIN COMPANY PROFILE INFORMATION</b>			
<b>31200 LEASE ACCOUNTING</b>				50205	Agency-Level Information	1/8	7/09
31205	Introduction	1/12	7/08	50210	CIPPS User Security	1/7	7/09
31210	Economic Analysis	1/8	7/08	<b>50300 ESTABLISH/MAINTAIN EMPLOYEE PROFILE INFORMATION</b>			
31215	LAS Transactions	1/9	7/08	50305	New Employee Adds	1/20	8/09
31220	LAS Reporting	1/10	7/08	50310	Rehires and Employee Data	1/37	8/09
<b>40000 LEAVE ACCOUNTING</b>				50315	Employee Tax Maintenance	1/18	7/09
<b>40100 INTRODUCTION TO THE LEAVE ACCOUNTING SYSTEM</b>				50320	Terminations	1/11	8/09
40105	System Overview	1/16	12/08	<b>50400 DEDUCTIONS</b>			
				50405	Court-Ordered Withholdings	1/25	10/09
				50410	Retirement—VRS and ORP	1/10	10/04
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50425	Group and Optional Life Insurance	1/15	7/09	<b>60000 CLASSIFICATION &amp; CODING STRUCTURE</b>			
50430	Health Insurance	1/20	10/04	60100 CARS			
50435	Flexible Reimbursement	1/11	10/04	60101	Chart of Accounts	1/6	7/09
50440	Savings Bonds	1/9	7/09	60102	General Ledger Account Codes	1/11	7/09
50445	Direct Deposit	1/23	8/09	60103	Transaction Codes	1/72	1/08
50450	Parking and Transportation	1/7	8/09	60104	Agency and FIPS Codes	1/29	7/09
50455	Miscellaneous Employee Deductions	1/9	8/09	60105	Cost Codes	1/18	1/08
50500	PAYING THE EMPLOYEE			60106	Fund Codes	1/10	1/08
50505	Time and Attendance	1/11	7/09	60107	Program Codes	1/67	7/09
50510	Unpaid Leaves of Absences and Overpayments	1/7	7/09	60108	Expenditure Codes	1/47	7/09
50515	Special Payments	1/19	8/09	60109	Revenue Source Codes	1/52	7/09
50520	Workers' Compensation Non VSDP	1/12	10/04	60110	Project Codes	1/12	8/97
50525	Virginia Sickness and Disability Program	1/15	10/04	60111	Vendor Edit Table (Includes 1 Blank Form)	1/11	7/09
50530	Void Payments	1/8	7/09	60112	Table Maintenance	1/75	7/94
50600	TAX AND DEDUCTION ADJUSTMENTS			60113	CARS Forms Index	1/8	9/93
50605	Tax & Deduction Overrides	1/6	7/09	60200	CIPPS		
50700	MASTERFILE UPDATES			60201	CIPPS Codes	1/25	10/04
50705	Employee & Tax Masterfile Updates	1/37	10/04	60300	FAACS Online		
50800	PAYROLL CERTIFICATION			60301	Data Element Codes	1/8	6/07
50805	Certification Overview	1/8	10/04	60302	Nomenclature Codes	1/5	5/09
50810	Pre-Certification Activities	1/16	10/04	60303	Error Messages	1/22	5/09
50815	Payroll Certification	1/8	10/04	60304	Funding Source Codes	1/3	5/09
50820	Post-Certification Activities	1/6	10/04	60305	Federal Cost Category Codes	1/3	5/09
50900	RECONCILIATION			*****End of Volume 2*****			
50905	Monthly Reconciliation	1/9	10/04				
50910	Quarterly Reconciliation and Certification	1/8	10/04				
50915	Calendar Year-End Reconciliation and Certification	1/5	10/04				

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70100 AGENCY-BASED ACCOUNTING SYSTEMS			70345 Table Inquiry	1/13	6/07
70105 Agency-Based Automated Accounting Systems	1/8	8/01	70350 Resetting Passwords	1/10	6/07
70200 CARS			70355 FAACS Download	1/22	5/09
70205 Introduction to CARS	1/3	9/93	70360 Interface Requirements	1/10	5/09
70210 CARS Magnetic Media Interface Requirements	1/42	9/99	70365 Reports	1/104	5/09
70215 Online Terminal Guide	1/26	9/99	70400 LEAVE ACCOUNTING		
70220 Security	1/21	11/93	70405 Batch Deletions	1/3	9/93
70225 Descriptor Tables	1/12	9/99	70410 Display Screens	1/3	9/93
70230 Data Entry	1/40	9/99	70415 Error Messages	1/7	9/93
70235 Input Batching	1/17	9/99	70500 PAYROLL ACCOUNTING		
70240 Batch Tracking	1/9	9/99	70505 CIPPS Error Messages	1/29	10/04
70245 Financial Inquiry	1/20	9/99	70510 CIPPS Magnetic Media Interface	1/12	10/04
70250 Error Messages	1/48	9/93	70515 PAYLINE Requirements	1/6	7/09
70255 Data Elements	1/28	9/99	70600 LEASE ACCOUNTING SYSTEM (LAS)		
70260 Reports <b>(REPORTS ARE OFF-LINE)</b>	1/128	3/03	70605 LAS Input Documents	1/24	7/08
70265 Error Correction (2 Blank Forms Included)	1/9	9/99	70610 LAS Reports	1/26	7/08
70300 FAACS ONLINE			70700 FINANCIAL INFORMATION DOWNLOADING SYSTEM (FINDS)		
70305 Overview	1/4	5/09	70705 FINDS: CARS & 1099 Downloading	1/101	2/95
70310 Security	1/11	6/07	70710 FINDS: CIPPS System Overview	1/11	10/04
70315 Logging On and Off	1/10	6/07	70715 FINDS: Accessing CIPPS—FINDS	1/6	10/04
70320 System Flow	1/7	5/09	70720 FINDS: CIPPS Report Data	1/11	10/04
70325 Data Entry/Inquiry	1/34	5/09	70725 FINDS: CIPPS Masterfile Data	1/26	10/04
70330 Error Correction	1/5	6/07	70730 FINDS: Executing CIPPS Requests and ...	1/9	10/04
70340 Data Element Change	1/10	5/09	70735 FINDS: Payroll Audit Tool	1/59	03/05
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			70805 1099 Reporting Program	1/41	12/08

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