

CAPP MANUAL STATUS SUMMARY
As of December 15, 2011

Topic Number and Title		No. of Pages	Date	Topic Number and Title		No. of Pages	Date
Volume I - Policies & Procedures				20400 INTER- AND INTRA-AGENCY TRANSACTIONS			
10000 OVERVIEW				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	6/11		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	1/29	1/10	
10305 Internal Control	1/11	4/11		20700 INDIRECT COST RECOVERY			
20000 GENERAL ACCOUNTING				20705 Indirect Cost Recovery	1/29	5/10	
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				30000 FIXED ASSET ACCOUNTING			
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	1/21	12/09		30200 ASSET ACQUISITION			
20319 Electronic Federal Tax Payments Processing	1/35	12/08		30205 Acquisition Method	1/8	5/09	
20320 Information Returns Reporting	1/41	12/11		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	1/49	10/01/11		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	1/42	11/93		30325 Software and Other Tangible Assets	1/13	5/11	
20350 Non-State Funds	1/5	3/95		30400 ASSET REVALUATIONS			
20355 Purchasing Charge Card	1/48	2/11		30405 Additions, Renovations, and Repairs	1/8	5/09	
20360 Travel Charge Card	1/46	2/11					

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30505	Physical Inventory	1/14	5/09	40205	Employee Leave Profile Data	1/9	4/11
30510	Asset Maintenance	1/5	5/09	40210	Leave Maintenance	1/12	4/11
30515	Supplies and Materials Inventory	1/16	5/09	40300 LEAVE ACTIVITY REPORTING			
30600 ASSET DEPRECIATION				40305	Leave Activity Reporting	1/9	4/11
30605	Useful Life	1/9	5/09	40400 INQUIRY AND REPORTING			
30610	Depreciation Methods and Calculations	1/7	5/09	40405	Online Inquiry and Reporting	1/16	4/11
30700 SURPLUS PROPERTY				40410	Error Messages	1/11	4/11
30705	Surplus Property Management	1/6	5/09	50000 PAYROLL ACCOUNTING			
30800 ASSET DISPOSAL				50100 OVERVIEW OF CIPPS			
30805	Disposal Management	1/10	5/09	50105	CIPPS Introduction	1/12	4/11
30900 RECONCILIATION & ERROR CORRECTION				50110	CIPPS Navigation	1/25	8/08
30905	Requirements	1/20	5/09	50115	Menu/Link Functions	1/14	4/11
31000 REPORTING				50120	Automated Changes	1/6	4/11
31005	Transactions and Year End	1/13	5/09	50125	Programmatic Data	1/10	4/11
31010	Summary Users	1/6	5/09	50130	Batch Processing and Balancing	1/12	4/11
31100 FEDERAL ASSET ACCOUNTING				50135	Pending File	1/9	4/11
31105	Federal Requirements	1/9	5/09	50200 ESTABLISH/MAINTAIN COMPANY PROFILE INFORMATION			
31200 LEASE ACCOUNTING				50205	Agency Information	1/8	7/11
31205	Introduction	1/12	7/08	50210	CIPPS User Security	1/7	7/11
31210	Economic Analysis	1/8	7/08	50300 ESTABLISH/MAINTAIN EMPLOYEE PROFILE INFORMATION			
31215	LAS Transactions	1/9	7/08	50305	New Employee Adds	1/20	4/11
31220	LAS Reporting	1/10	7/10	50310	Rehires and Employee Data	1/35	4/11
40000 LEAVE ACCOUNTING				50315	Employee Tax Maintenance	1/18	4/11
40100 INTRODUCTION TO THE LEAVE ACCOUNTING SYSTEM				50320	Terminations	1/10	12/11
40105	System Overview	1/18	4/11	50400 DEDUCTIONS			
				50405	Court-Ordered Withholdings	1/25	12/11
				50410	Retirement—VRS and ORP	1/12	07/11
				50415	Retirement—Salary Reduction Plans	1/11	12/10

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50425	Group and Optional Life Insurance	1/15	7/09	60000 CLASSIFICATION & CODING STRUCTURE			
50430	Health Insurance	1/19	12/11	60100 CARS			
50435	Flexible Reimbursement	1/12	12/10	60101	Chart of Accounts	1/6	7/09
50445	Direct Deposit	1/23	1/10	60102	General Ledger Account Codes	1/11	7/09
50450	Parking and Transportation	1/7	12/11	60103	Transaction Codes	1/72	1/08
50455	Miscellaneous Employee Deductions	1/9	12/10	60104	Agency and FIPS Codes	1/29	7/09
50500	PAYING THE EMPLOYEE			60105	Cost Codes	1/18	1/08
50505	Time and Attendance	1/11	7/09	60106	Fund Codes	1/10	1/08
50510	Unpaid Leaves of Absences and Overpayments	1/7	7/09	60107	Program Codes	1/67	7/09
50515	Special Payments	1/19	8/09	60108	Expenditure Codes	1/47	7/09
50520	Workers' Compensation Non VSDP	1/12	10/04	60109	Revenue Source Codes	1/52	7/09
50525	Virginia Sickness and Disability Program	1/15	10/04	60110	Project Codes	1/12	8/97
50530	Void Payments	1/8	7/09	60111	Vendor Edit Table (Includes 1 Blank Form)	1/11	7/09
50600	TAX AND DEDUCTION ADJUSTMENTS			60112	Table Maintenance	1/75	7/94
50605	Tax & Deduction Overrides	1/6	7/09	60113	CARS Forms Index	1/8	9/93
50700	MASTERFILE UPDATES			60200	CIPPS		
50705	Employee & Tax Masterfile Updates	1/37	10/04	60201	CIPPS Codes	1/14	5/11
50800	PAYROLL CERTIFICATION			60300	FAACS Online		
50805	Certification Overview	1/8	10/04	60301	Data Element Codes	1/8	6/07
50810	Pre-Certification Activities	1/16	10/04	60302	Nomenclature Codes	1/5	5/09
50815	Payroll Certification	1/8	10/04	60303	Error Messages	1/22	5/09
50820	Post-Certification Activities	1/6	10/04	60304	Funding Source Codes	1/3	5/09
50900	RECONCILIATION			60305	Federal Cost Category Codes	1/3	5/09
50905	Monthly Reconciliation	1/9	10/04	*****End of Volume 2*****			
50910	Quarterly Reconciliation and Certification	1/8	10/04				
50915	Calendar Year-End Reconciliation and Certification	1/5	10/04				

*****End of Volume 1*****

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70100	AGENCY-BASED ACCOUNTING SYSTEMS			70355	FAACS Download	1/22	5/09
70105	Agency-Based Automated Accounting Systems	1/8	8/01	70360	Interface Requirements	1/10	5/09
70200	CARS			70365	Reports	1/104	5/09
70205	Introduction to CARS	1/3	9/93	70400	LEAVE ACCOUNTING		
70210	CARS Magnetic Media Interface Requirements	1/42	9/99	70405	Batch Deletions	1/3	9/93
70215	Online Terminal Guide	1/26	9/99	70410	Display Screens	1/3	9/93
70220	Security	1/21	11/93	70415	Error Messages	1/7	9/93
70225	Descriptor Tables	1/12	9/99	70500	PAYROLL ACCOUNTING		
70230	Data Entry	1/40	9/99	70505	CIPPS Error Messages	1/29	10/04
70235	Input Batching	1/17	9/99	70510	CIPPS Magnetic Media Interface	1/12	10/04
70240	Batch Tracking	1/9	9/99	70515	PAYLINE Requirements	1/6	7/09
70245	Financial Inquiry	1/20	9/99	70600	LEASE ACCOUNTING SYSTEM (LAS)		
70250	Error Messages	1/48	9/93	70605	LAS Input Documents	1/24	7/08
70255	Data Elements	1/28	9/99	70610	LAS Reports	1/26	7/08
70260	Reports (REPORTS ARE OFFLINE)	1/128	3/03	70615	LAS Security	1/19	5/11
70265	Error Correction (2 Blank Forms Included)	1/9	9/99	70620	LAS Logging On and Off	1/11	5/11
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	1/13	5/11	70710	FINDS: CIPPS System Overview	1/11	10/04
70315	Logging On and Off	1/16	7/10	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	1/69	5/11
				70800	1099 ADJUSTMENT & REPORTING PROGRAM		
				70805	1099 Reporting Program	1/43	12/11