

CAPP MANUAL STATUS SUMMARY
As of January 12, 2010

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10200 FINANCIAL MANAGEMENT					20505 Accounts Receivable						
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10300 INTERNAL CONTROL GUIDANCE					20605 Federal Grants Management						
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20105 Appropriations, Allotments, and Transfers					1/19	6/98	20805 Loans				
20110 Operating Expenditure Plan					1/8	6/98	20900 RECONCILIATION PROCEDURES				
20200 CASH RECEIPTS ACCOUNTING					20905 CARS Reconciliation Requirements						
20205 Deposits					1/23	5/06	20910 Bank Deposit Reconciliation Procedures				
20210 Bank and Cash Management Services (DOT)					1/10	6/04	21000 RECORDS RETENTION/DISPOSITION				
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20305 Receiving Reports					1/6	6/98	30100 FAACS - OVERVIEW				
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20319 Electronic Federal Tax Payments Processing					1/35	12/08	30205 Acquisition Method				
20320 Information Returns Reporting					1/39	12/09	30210 Asset Valuation				
20325 Revenue Refunds					1/7	9/93	30300 ASSET CLASSIFICATION				
20330 Petty Cash					1/34	12/08	30305 Capitalized or Controlled Assets				
20335 State Travel Regulations					1/48	10/01/09	30310 Asset Categorization				
20336 Agency Travel Processing					1/9	05/07	30315 Nomenclature Codes				
20340 Capital Outlays					1/5	9/93	30320 Energy Performance Contracts				
20345 Moving and Relocation					1/24	11/93	30325 Software and Other Tangible Assets				
20350 Non-State Funds					1/5	3/95	30400 ASSET REVALUATIONS				
20355 Purchasing Charge Card					1/48	1/10	30405 Additions, Renovations, and Repairs				
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30510	Asset Maintenance		1/5	5/09	40210	Leave Maintenance	1/12	11/09	
30515	Supplies and Materials Inventory		1/16	5/09	40300 LEAVE ACTIVITY REPORTING				
30600 ASSET DEPRECIATION					40305	Leave Activity Reporting	1/9	11/09	
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	11/09	
30700 SURPLUS PROPERTY					40410	Error Messages	1/11	07/06	
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	1/10	8/08	
30900 RECONCILIATION & ERROR CORRECTION					50110	CIPPS Navigation	1/25	8/08	
30905	Requirements		1/20	5/09	50115	Menu/Link Functions	1/14	8/08	
31000 REPORTING					50120	Automated Changes	1/6	8/08	
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31010	Summary Users		1/6	5/09	50130	Batch Processing and Balancing	1/12	8/08	
31100 FEDERAL ASSET ACCOUNTING					50135	Pending File	1/9	8/08	
31105	Federal Requirements		1/9	5/09	50200 ESTABLISH/MAINTAIN COMPANY PROFILE INFORMATION				
31200 LEASE ACCOUNTING					50205	Agency-Level Information	1/8	7/09	
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31210	Economic Analysis		1/8	7/08	50300 ESTABLISH/MAINTAIN EMPLOYEE PROFILE INFORMATION				
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31220	LAS Reporting		1/10	7/08	50310	Rehires and Employee Data	1/37	8/09	
40000 LEAVE ACCOUNTING					50315	Employee Tax Maintenance	1/18	7/09	
40100 INTRODUCTION TO THE LEAVE ACCOUNTING SYSTEM					50320	Terminations	1/11	8/09	
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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	1/10	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
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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
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50905	Monthly Reconciliation	1/9	10/04				
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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		
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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 (REPORTS ARE OFF-LINE)	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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