



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

July 2, 2009

TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Michael E. Rider, EDP

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 101 / General Accounting (CARS) & Payroll (CIPPS)

**10 CIPPS
Topics Revised
& 1 New Topic**

This Update contains the following payroll-related topics. No revision change bars are included since each revised topic was reviewed in its entirety and one new topic for PAYLINE was written.

Topic No.	Topic Title
50205	Agency-Level Information
50210	CIPPS User Security
50315	Employee Tax Maintenance
50420	Retirement—Cash Match Plans
50425	Group and Optional Life Insurance
50440	Savings Bonds
50505	Time and Attendance
50510	Unpaid Leaves of Absences and Overpayments
50530	Void Payments
50605	Tax & Deduction Overrides
70515	PAYLINE NEW TOPIC

**7 CARS Topics
Revised**

The following **CARS Classification and Coding Structure** topics have been revised. Revision change bars are included to denote updated material.

Topic No.	Topic Title
60101	Chart of Accounts
60102	General Ledger Account Codes
60104	Agency and FIPS Codes
60107	Program Codes
60108	Expenditure Codes
60109	Revenue Source Codes
60111	Vendor Edit Table

MEMORANDUM

July 2, 2009

Page 2

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf

**Recent
Updates**

- Update 101 (CARS & CIPPS)—included here
 - Update 100 (General Accounting; Capital Asset Accounting)
 - Update 99 (CARS)
-

**DOA's CAPP
Manual
Contact**

Michael Rider, EDP
Electronic Publishing Manager
 michael.rider@doa.virginia.gov
 (804) 225-3051

(capp memo 101.doc)