



## COMMONWEALTH of VIRGINIA

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Office of the Comptroller

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September 1, 2010

**TO:** Agency Fiscal Officers & CAPP Manual Users

**FROM:** Michael E. Rider, MBA, EDP

**SUBJECT:** Commonwealth Accounting Policies and Procedures (CAPP) Manual—  
Update No. 112 / Payroll Accounting (CIPPS)

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**One Topic  
Revised**

**70735—Payroll Audit Tool (PAT)—Revision bars not included**

This is part of the payroll review of the CIPPS topics in the CAPP Manual and the entire topic was reviewed. No revision bars are included.

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**Savings Bonds  
Topic Deleted**

Topic No. 50440, *Savings Bonds*, is deleted from the CAPP Manual effective 9/1/10 as well as references to Savings Bonds in the following CAPP Manual topics:

50105—Introduction  
50320—Terminations  
50530—Void Payments  
50705—Employee and Tax Masterfile Updates  
60201—CIPPS Codes  
70520—Error Messages

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**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](http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf)

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**DOA's CAPP  
Manual  
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