



COMMONWEALTH of VIRGINIA

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July 28, 2006

TO: Agency Fiscal Officers & CAPP Manual Users
FROM: Michael E. Rider, EDP
SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 79 / CARS & LEAVE

**One CARS
Topic Updated** **Topic No. 20336, Agency Travel Processing**

- Changes Travel Card vendor data throughout this topic.
 - Page 15: Inclusion of *Sponsored Program Funds*.
-

**Six LEAVE
Topics Updated**

Topic Numbers:
40105, CIPPS Leave System Overview
40205, Employee Leave Profile Data
40210, Leave Maintenance
40305, Leave Activity Reporting
40405, Online Inquiry and Reporting
40410, Error Messages

All topics were revised to include the Military Leave Bank codes—

Military Leave Bank (Earned) **ME**
Military Leave Bank (Used) **MB**

**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
-

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MEMORANDUM

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Recent Updates

- Update 79 (CARS & LEAVE)—*included here*
- Update 78 (CARS)
- Update 77 (Financial Management and FAACS)

**DOA's CAPP
Manual Contact**

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