



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

August 6, 2008

TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Michael E. Rider, EDP

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No.94/ Payroll (CIPPS)

Introduction

The CAPP Manual's payroll portion (CIPPS) is undergoing a complete review of all related topics by DOA's payroll staff. This update starts the release of reviewed topics to date and no revision bars are included since it is a complete review.

Generally, the last complete review for payroll-related topics was October 2004. Expect to receive future updates in the coming weeks to provide you with all payroll-related topics with current dates.

Eight Topics Revised

This Update contains eight **Payroll Accounting** topics. Please direct your content questions to the reference(s) shown in each topic's *Contact* section or by E-mailing payroll@doa.virginia.gov

Topic No.	Topic
50105	CIPPS Introduction
50110	CIPPS Navigation
50115	Menu/Link Functions
50120	Automated Changes
50125	Programatic Data
50130	Batch Processing and Balancing
50135	Pending File
50510	Unpaid Leaves of Absences and Overpayments

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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

Recent Updates

- Update 94 (CIPPS)—included here
 - Update 93 (FAACS / LAS)
 - Update 92 (CARS)
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**DOA's CAPP
Manual Contact**

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

(capp memo 94.doc)