



COMMONWEALTH of VIRGINIA

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TO: Agency Fiscal Officers & CAPP Manual Users
FROM: Michael E. Rider, EDP
SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 96 / General Accounting (CARS) & CIPPS Leave Accounting

**Eight Topics
Revised**

This Update contains the following revised topics:

Topic No.	Topic Title
20319	Electronic Federal Tax Payments Processing
20320	Information Returns Reporting
40105	CIPPS Leave System Overview
40205	Employee Leave Profile Data
40210	Leave Maintenance
40305	Leave Activity Reporting
40405	Online Inquiry and Reporting
70805	1099 Adjustment and Reporting System (ARS)

The 1099-related topics (Topic Nos. 20319, 20320, and 70805) have been revised with current-year information. Revision bars are included to indicate revised text.

The Leave Accounting topics included above had no policy changes. Transaction codes, where applicable, were updated and Topic No. 40405 had two online screens updated to concur with the current CIPPS Leave system.

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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 96 (CARS & LEAVE)—included here
 - Update 95 (CARS)
 - Update 94 (CIPPS)
 - Update 93 (FAACS / LAS)
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**DOA's CAPP
Manual Contact**

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