Department of Accounts

Administrative
Manual
For
Fiscal Officers

February 14, 2005

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Confirmation of Agency Reconciliation Web Site Overview

Introduction

DOA has developed a web-based system that provides agencies the ability to submit certification to DOA, on a monthly basis, that they have reconciled their internal accounting records to CARS, the official accounting record of the Commonwealth.

Along with the Confirmation, agencies should also provide notification of any processing irregularities (exceptions) that will need to be corrected by DOA through the Exception Register process. Agency fiscal officers may access the **Confirmation of Agency Reconciliation to CARS Reports (Exception Register)** at http://confirmation.doa.virginia.gov.

This web site has been designed to be as user-friendly as possible and require little intervention from outside resources. However, DOA realizes that there may be functions that individuals may need assistance with and has developed this administrative manual to aid Fiscal Officers.

Access Requirements

- Browser must be enabled for Java Script.
- Browser must be enabled for Cookies.
- Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
- If connecting to the site from behind a firewall or proxy server it must allow SSL (port 443) communication.
- ***Internet Explorer*** or ***Netscape*** browsers, version 4.0 or higher.
- Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
- Connection speed of 56k modem (or higher) is highly recommended.

Web Address

http://confirmation.doa.virginia.gov

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Accessing the Confirmation of Agency Reconciliation

Access the Web Site

Perform the following steps to access the web site.

Step	Action
1	Go to the DOA web site – www.doa.virginia.gov.
2	Select the 'Confirmation' button from the choices in the left-hand margin of the Home Page. This is the link to the web-based certification process. Note – Users may also type in the direct link in the address bar on their internet connection.

Log On

The user enters their User ID and password and clicks on the 'Log On' button. This links the user to the *Broadcast Messages* page for important information and other menu selection items.

Step	Action
1	Enter the User Id assigned by DOA.
2	Enter the User Password.
3	Click on the 'Log On' button or press Enter.

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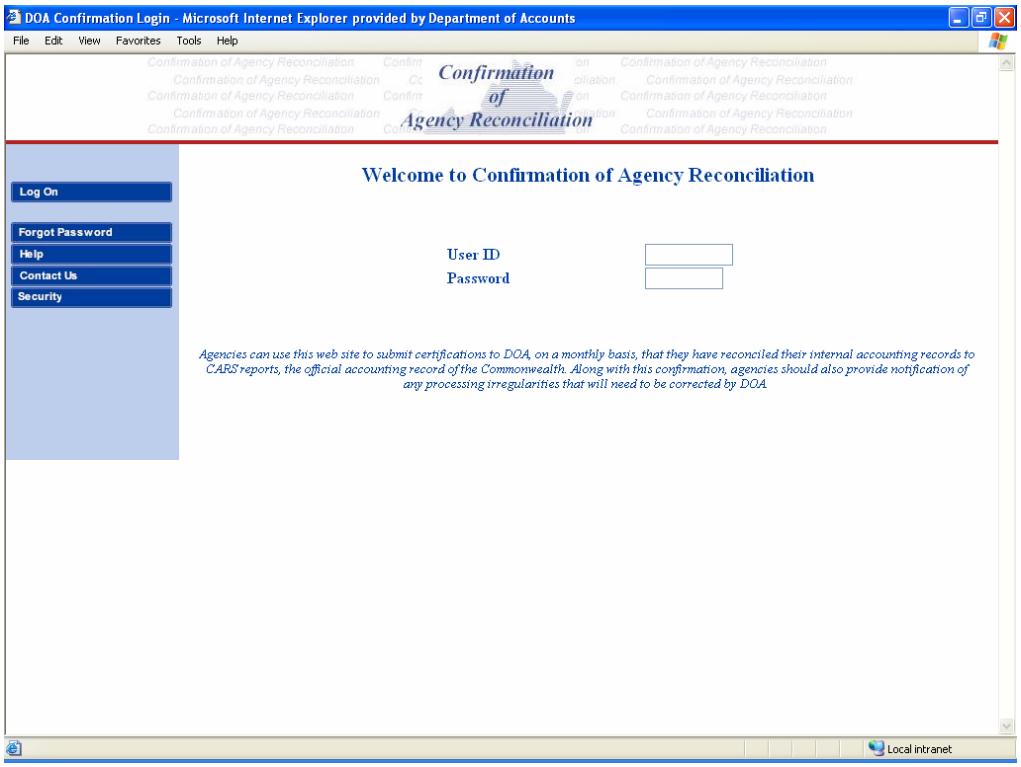
Accessing the Confirmation of Agency Reconciliation,
Continued



Navigation

Navigation buttons located in the left-hand margin of the page will link the user to other pages in the site or perform requested functions as described below.

BUTTON	DESCRIPTION
Log On	Initiates the log on process with the entry of a valid User ID and password.
Forgot Password	Links user to the *Forgot Password* page where the user can receive the 'hint' entered to help the user remember their user password or they can enter their e-mail address and have the password e-mailed to them.
Help	Links the user to detailed information about the current page and the selections available on the page.

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Accessing the Confirmation of Agency Reconciliation,
Continued

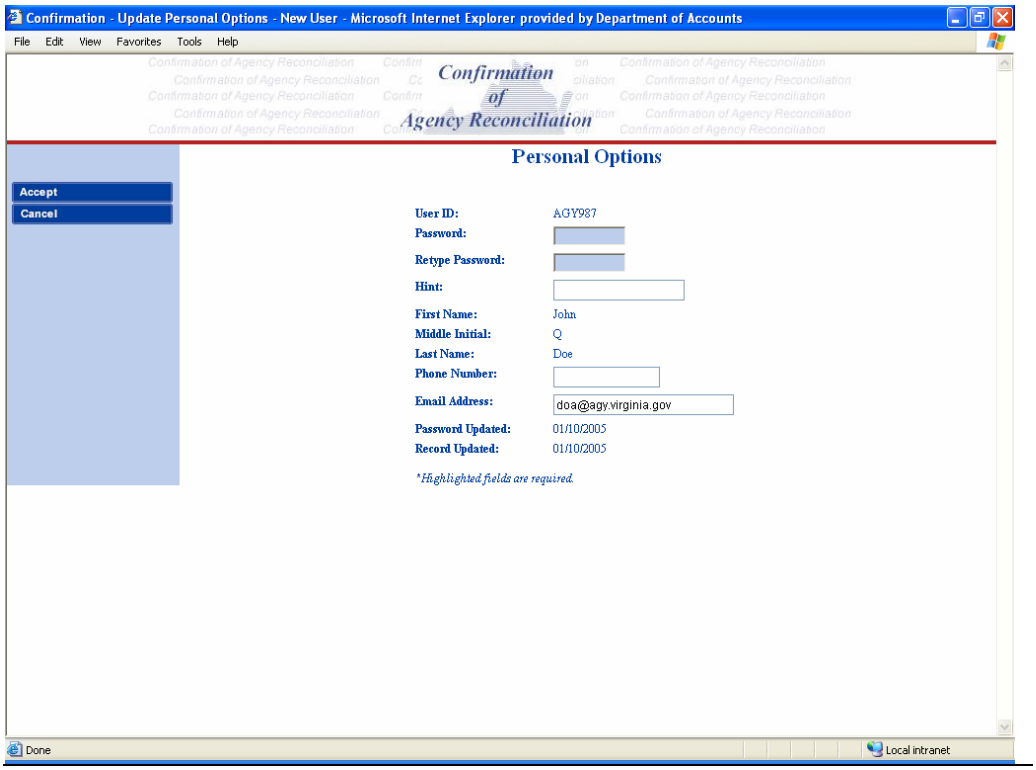
Navigation (continued)

BUTTON	DESCRIPTION
Contact Us	Allows the user to send an e-mail with suggestions and/or questions to DOA.
Security	Links the user to information on application security and access requirements that support the site.

First Access for New Users

A first time user must enter the User ID and password assigned by DOA and click the 'Log On' button.

Upon entering the **Confirmation of Agency Reconciliation** a *Personal Options* page prompts the user to set the password to a personalized 5 to 8 character value (entered twice for verification) and establish a 'hint' for their password. To establish the permanent security record, the user must click on the 'Accept' button, and is then taken to the *Broadcast Messages* page.



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Accessing the Confirmation of Agency Reconciliation,
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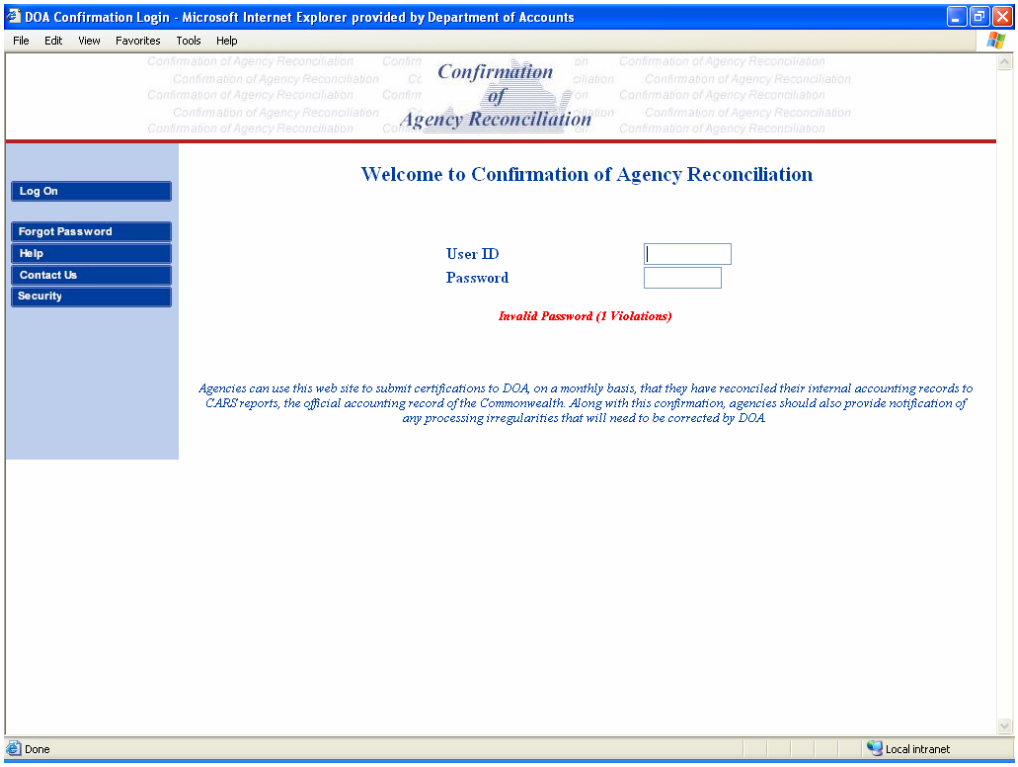
Forgot Password

If a user enters their User ID and an *invalid* password, they will receive the message 'INVALID PASSWORD (#Violations)'.



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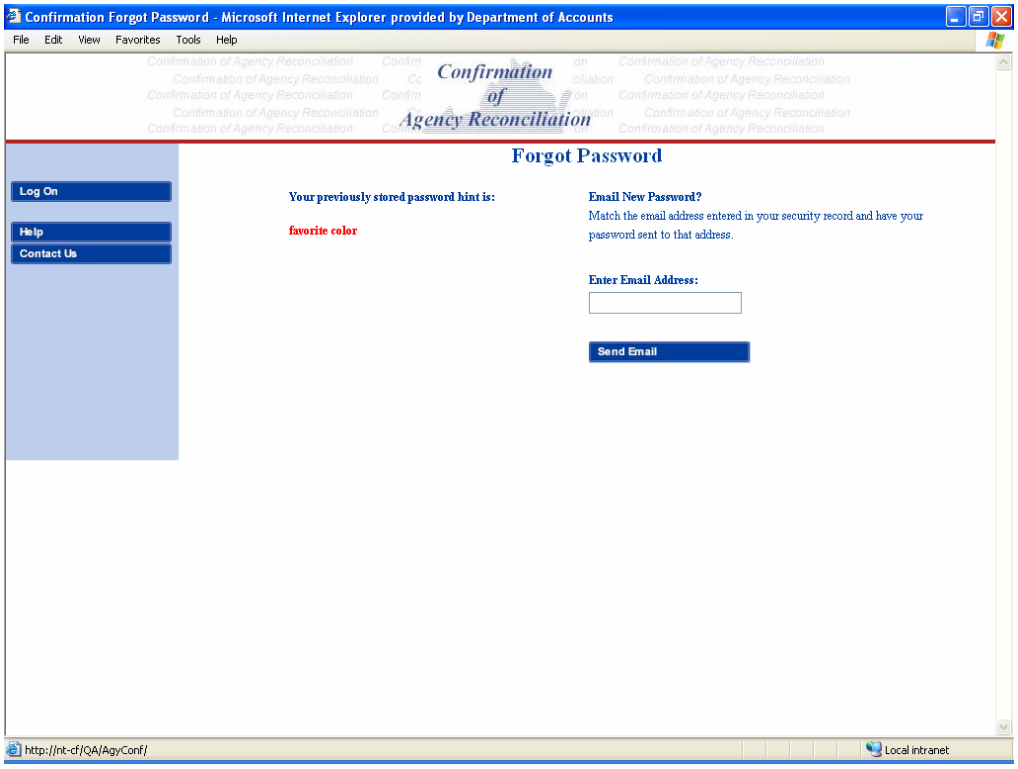
Accessing the Confirmation of Agency Reconciliation,
Continued

Forgot Password (continued)

They may attempt to enter the User ID and password again or click on the 'Forgot Password' button. Clicking 'Forgot Password' links the user to the *Forgot Password* page, here the user is given their previously stored hint and the option to have their password e-mailed to them.

If the hint helps the user to remember their password, they would click on the 'Log On' button and be returned to the *Welcome* page to log on using the correct password.

Note: After 5 (five) failed log on attempts the following message is displayed "ACCOUNT SUSPENDED DUE TO SECURITY VIOLATIONS." The user at the agency with Update capability can reset the violation counters and restore the User ID for users with Inquiry access. A user with Update capability that suspends their ID will need to contact DOA through the 'Contact Us' button.



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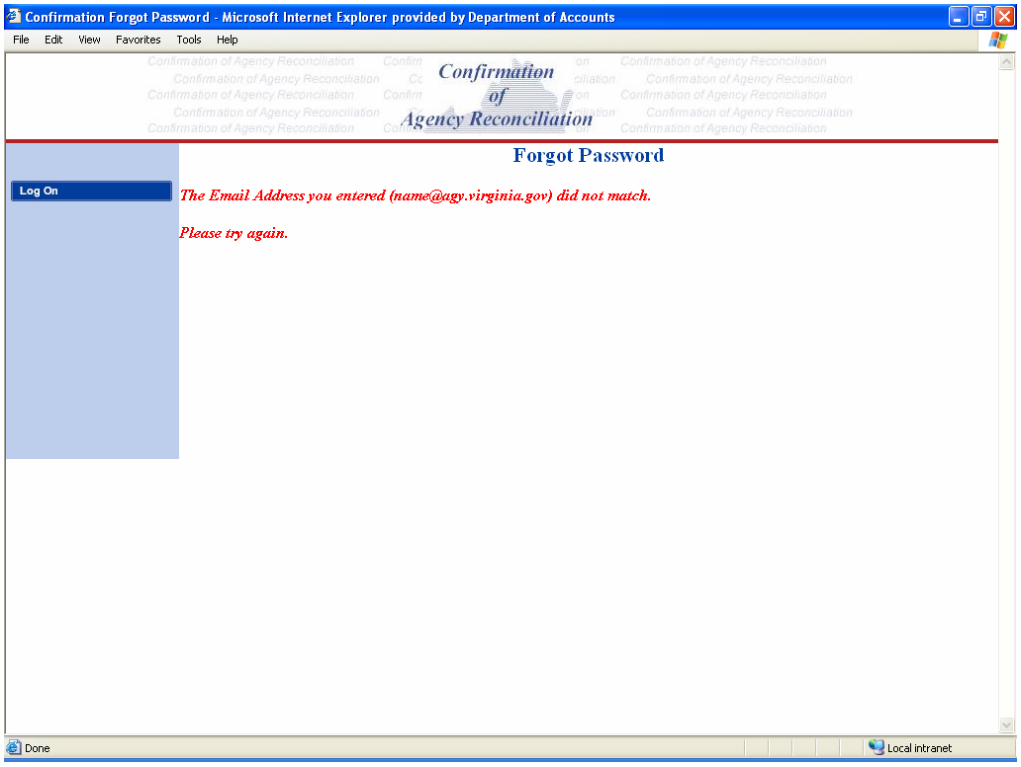
Accessing the Confirmation of Agency Reconciliation,
Continued

Forgot Password (continued)

If a user decides to have their password e-mailed to them, the e-mail address will need to be entered into the box provided and then click on 'Send E-Mail'. In the event the e-mail address does not match the one stored in the security record, the message "The Email address you entered (name@agy.virginia.gov) did not match. Please try again." will be displayed. The user will then click on 'Log On' and return to the *Welcome* page where they can select 'Forgot Password' to take another opportunity to enter the correct e-mail address.



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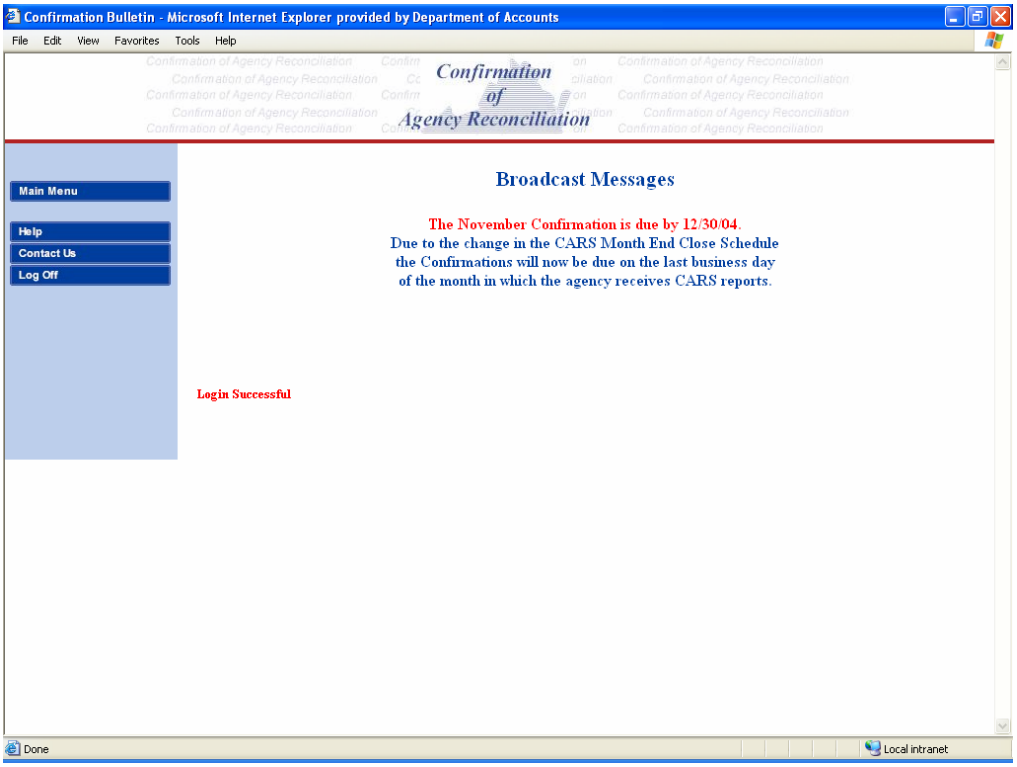
Broadcast Messages

Review Broadcast Messages

The *Broadcast Messages* page provides pertinent information as well as gives various options to navigate through the application. DOA will place messages regarding the **Confirmation** process or other important information on this page. The agency should review the *Broadcast Messages* periodically to be aware of updates or changes to the process. Additionally, in the bottom left hand corner, informational messages may appear which provide feedback to the user regarding actions which have been taken (e.g., Login Successful).



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Broadcast Messages, Continued

Navigation

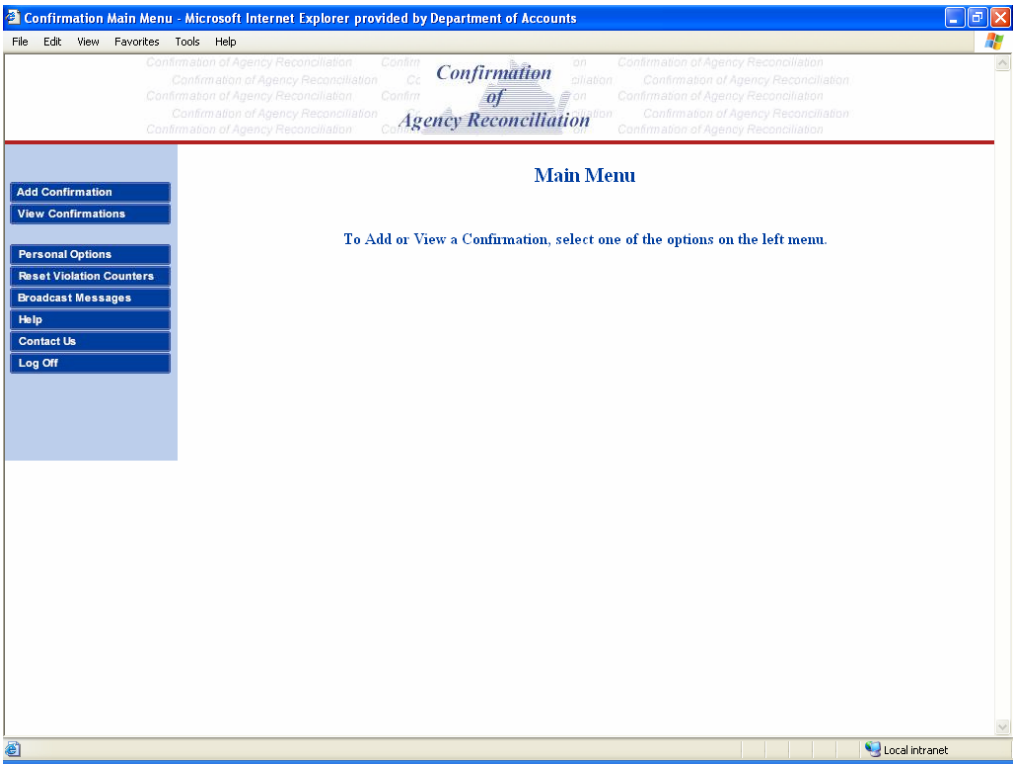
Navigation buttons located in the left-hand margin of the page link the user to other **Confirmation** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Main Menu	Links the user to the *Main Menu* page. This is the central navigation page for **Confirmation of Agency Reconciliation**.
Help	Links the user to detailed information about the current page and the selections available on the page.
Contact Us	Allows the user to send an e-mail with suggestions and/or questions to DOA.
Log Off	Returns the user to the *Log On* page and signs the user out of the **Confirmation of Agency Reconciliation**.

Main Menu

Access Main Menu

The *Main Menu* page is the central navigation page for the **Confirmation** process. To access the Main Menu the user would click on the 'Main Menu' button from the list of choices in the left-hand margin on the *Broadcast Messages* page.



Navigation

Navigation buttons located in the left-hand margin of the page link to other **Confirmation** pages or perform requested functions as described below.

BUTTON	DESCRIPTION
Add Confirmation	Links the user to the pages used to certify that the agency has reconciled as well as to notify DOA of corrections that are needed.

Continued on next page

Main Menu, Continued

Navigation (continued)

BUTTON	DESCRIPTION
View Confirmations	Links the user to pages used to view Confirmation information that has been previously entered and to make changes up to the due date of the current month's Confirmation.
Personal Options	Links the user to a page containing their personal data such as name and e-mail address. Changes to personal information are made on this page.
Reset Violation Counters	Links the user to a page that allows them to reset violation counters for other users at their agency. The user must have security access with update capability to have this selection.
Broadcast Messages	Links the user to the Broadcast Messages page where important messages and updates can be viewed.
Help	Links the user to detailed information about the current page and the selections available on the page.
Contact Us	Allows the user to send an e-mail with suggestions and/or questions to DOA.
Log Off	Returns the user to the *Log On* page and signs the user out of the **Confirmation of Agency Reconciliation**.

Adding a New Confirmation

Add Confirmation

Fiscal Officers are required to certify to DOA that the agency has reconciled their internal records to CARS transactions/balances. This certification is due by the last business day of the month in which the agency received their reports. The following steps detail how to enter a Confirmation using the web site application.

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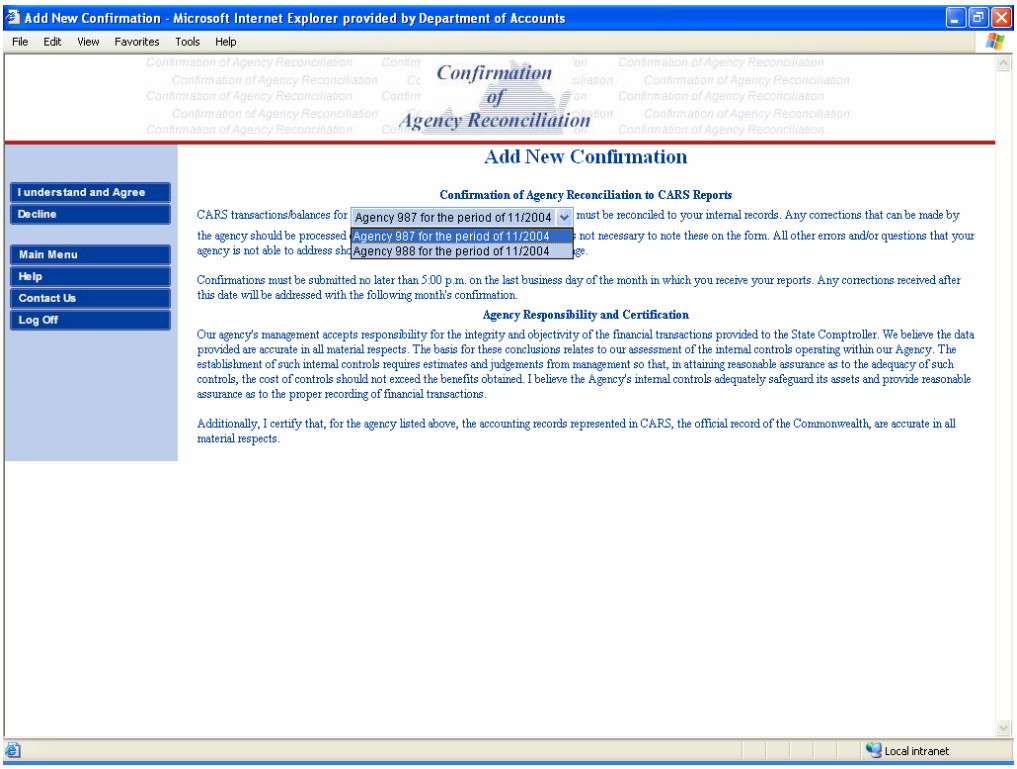
Adding a New Confirmation, Continued

Add Confirmation (continued)

Step	Action
1	Select 'Add Confirmation' from the *Main Menu*. This will link to the *Add New Confirmation* page.
2	On the *Add New Confirmation* page select the agency being certified as reconciled from the drop down menu (only if the user is responsible for more than one agency, otherwise this option is not available and the correct agency will automatically display on the Confirmation).
3	Read the "Agency Responsibility & Certification" statement. Select "I Understand and Agree".



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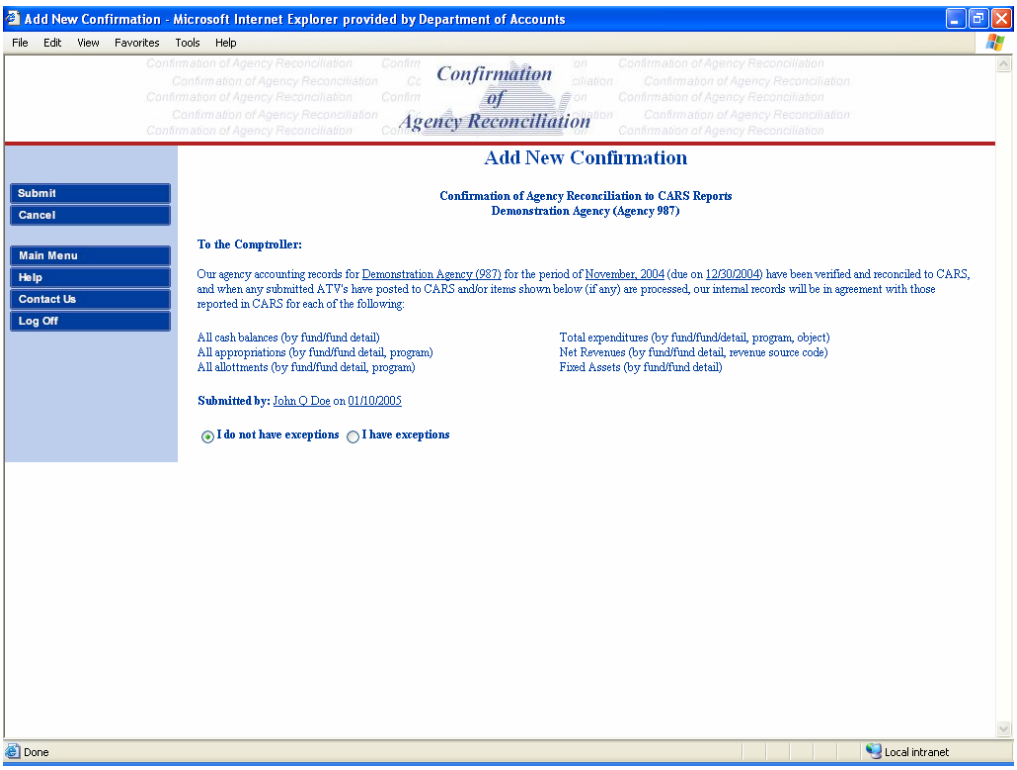
Adding a New Confirmation, Continued

Add Confirmation (continued)

Step	Action
4	Read the "To the Comptroller" statement.
5	Select the radio button 'I do not have exceptions' or 'I have exceptions' corresponding to whether the agency has corrections that require DOA Journal Entries.
6	Select "Submit".



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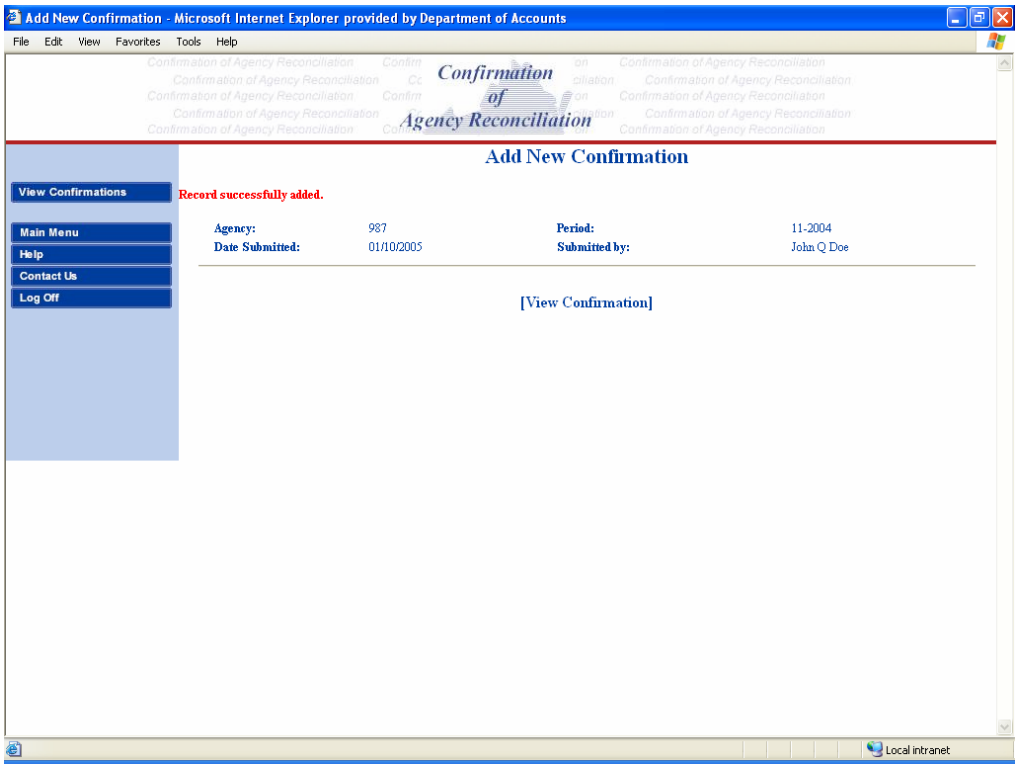
Adding a New Confirmation, Continued

Add Confirmation (continued)

If…	Then
The agency did not have exceptions	The next page will say "Record Successfully Added" and there will be a 'View Confirmation' button. Skip to step 12 (page 17).



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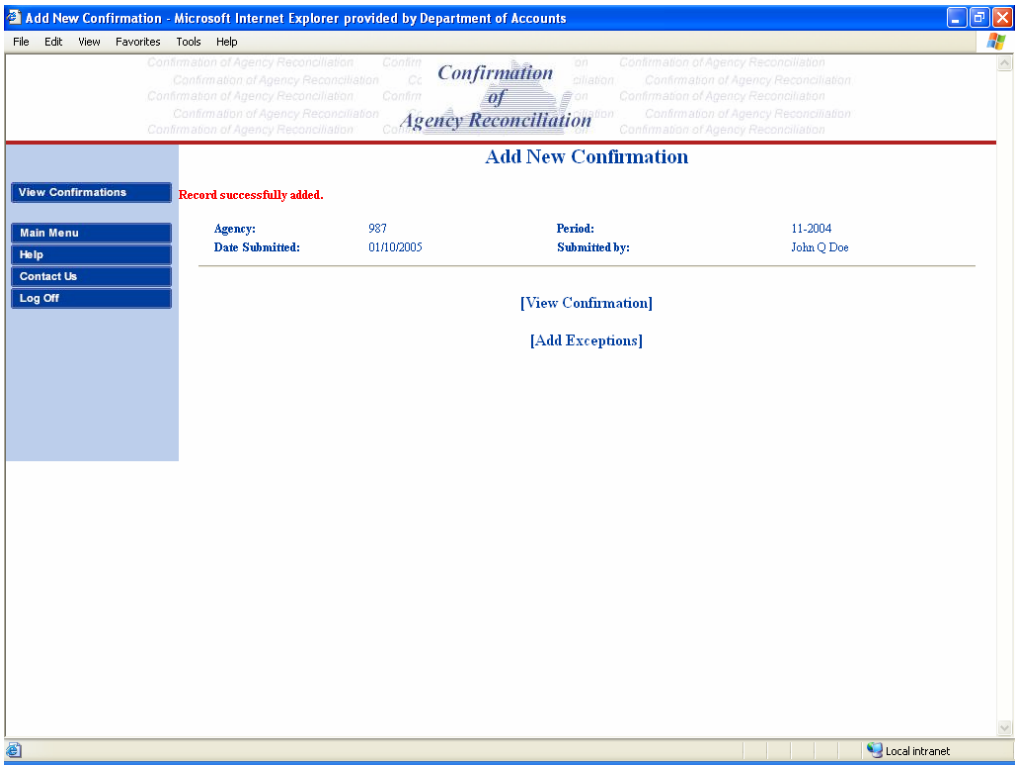
Adding a New Confirmation, Continued

Add Confirmation (continued)

If	Then
The agency did have exceptions	The next page will say "Record Successfully Added" and there will be a 'View Confirmation' and an 'Add Exceptions' button. Continue with step 7 (page 16).



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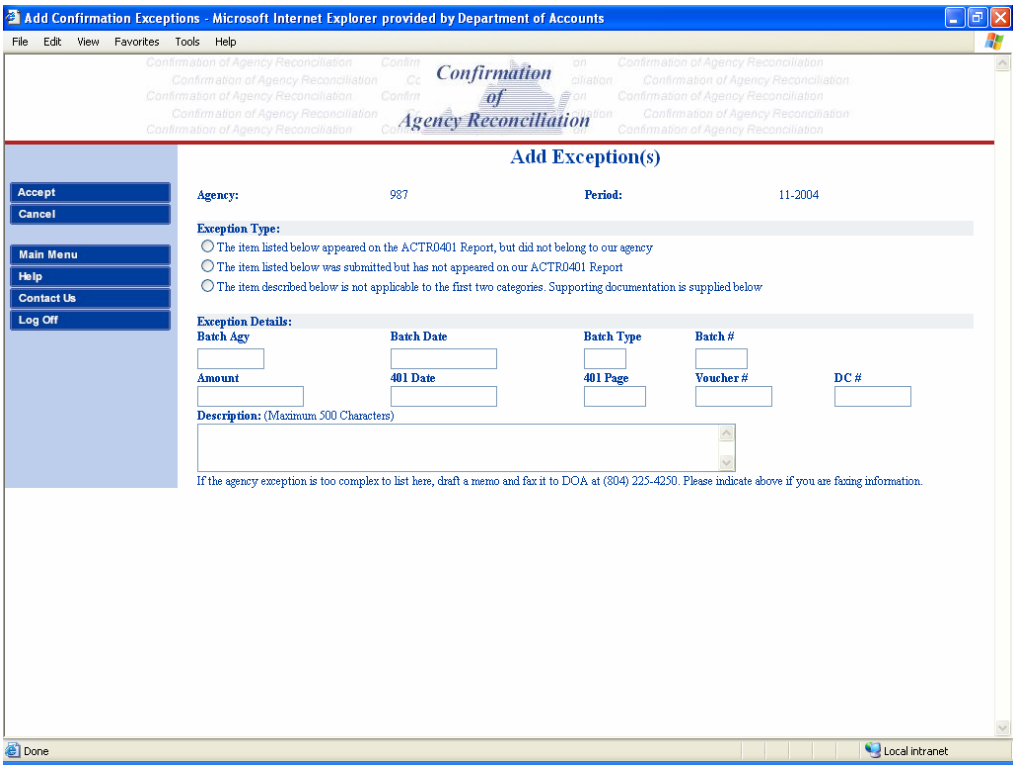
Adding a New Confirmation, Continued

Add Confirmation (continued)

Step	Action
7	Select "Add Exceptions".
8	Select the Exception Type that applies to the agency's situation by clicking on the associated radio button.
9	Click 'OK' on the message that comes up to let the user know which fields are required.
10	Enter Exception Details as required. Highlighted fields indicate which information is required.
11	Select 'Accept'.



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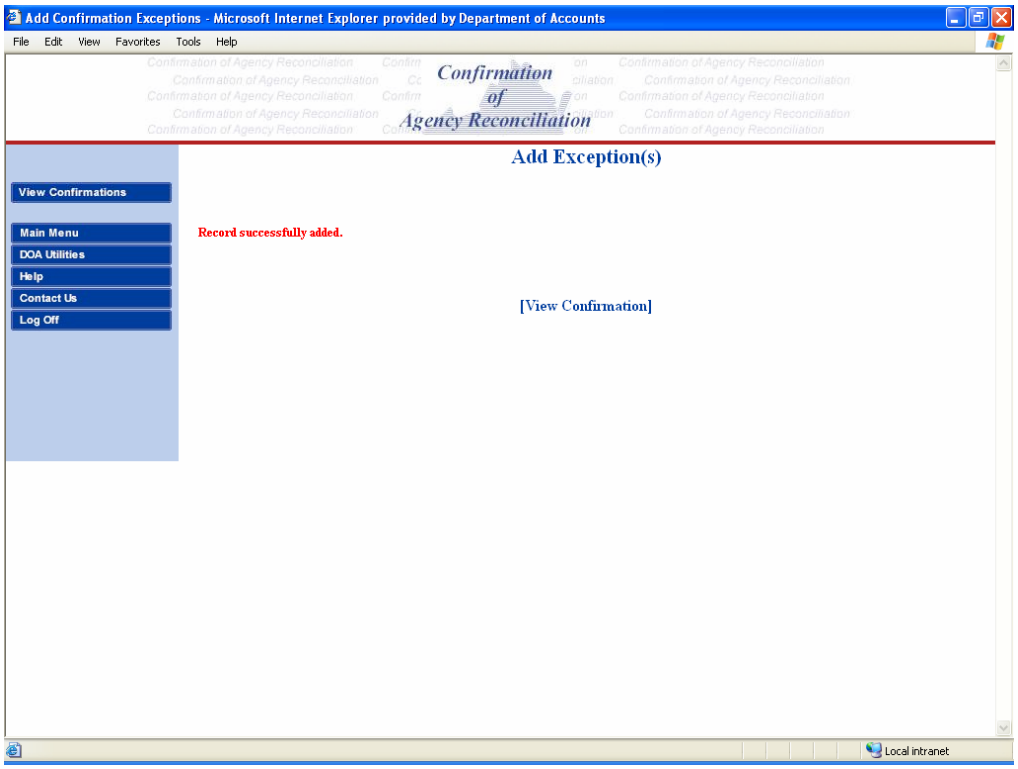
Adding a New Confirmation, Continued

Add Confirmation (continued)

Step	Action
12	The next page will state "Record Successfully Added", click on 'View Confirmation'. **Note:** If the agency has more than one Exception for the month, there is an option on the View Confirmations page that allows the user to add additional Exceptions.



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Adding a New Confirmation, Continued

Add Confirmation (continued)

Step	Action
13	At this point, the user has four navigational options as follows:

Option	Description
Print Summary	Provides a summary of the Confirmation that can be printed by the agency for their records.
Add Exception	Links to the *Add Exception(s)* page and allows the user to add exceptions to previously entered data up to the due date.
Delete Confirmation	Allows the user to Delete the entire Confirmation and any related exceptions previously entered into the system up to the due date.
View Confirmations	Displays a listing of Confirmations previously entered into the system.
Edit/Delete Exceptions	To the left of the exceptions listed on this page (if any). The user can update an existing exception or delete it up to the due date.

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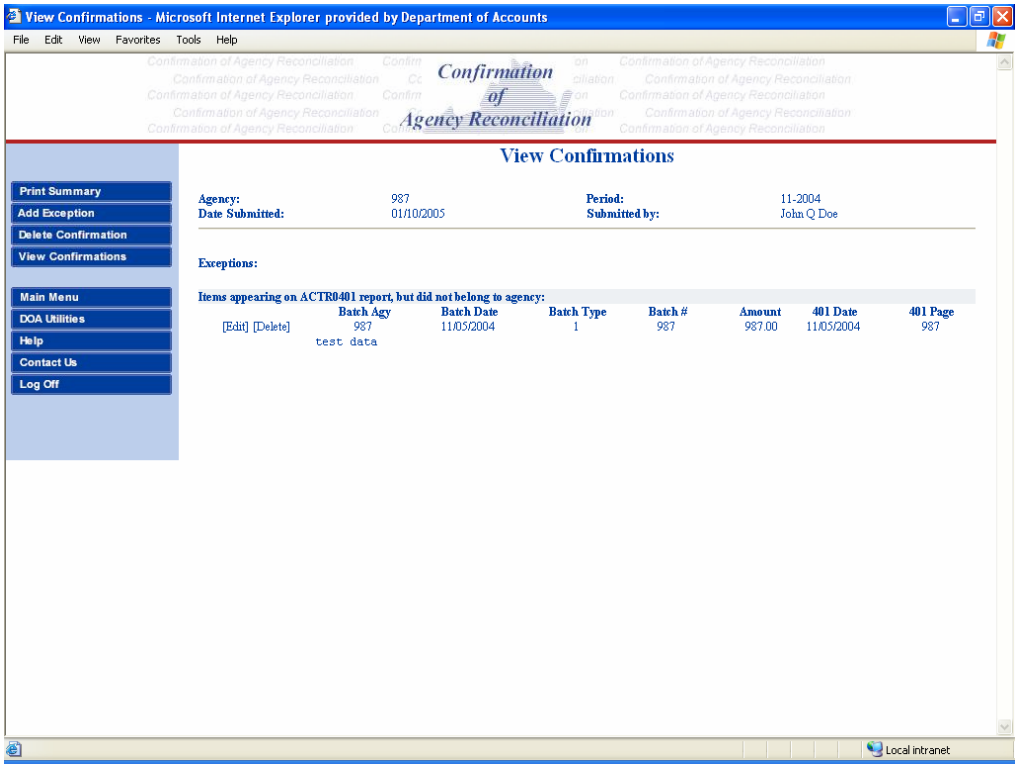
Adding a New Confirmation, Continued



Add Confirmation (continued)

Step	Action
14	Once completed, agencies are required to print a copy of the Confirmation for their records. The user would first select 'Print Summary', which links to the *Print Summary* page and then would click on 'Print' at the top left of the *Print Summary* page.

Continued on next page

Adding a New Confirmation, Continued

DOA Confirmation - Agency Confirmation Summary - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Print Close

Commonwealth of Virginia
Confirmation of Agency Reconciliation to CARS Reports

CARS transactions/balances for Agency **987** for the period of **November, 2004** must be reconciled to your internal records. Any corrections that can be made by the agency should be processed on an Agency Transaction Voucher (ATV). It is not necessary to note these on the form. All other errors and/or questions that your agency is not able to address should be submitted on the "Add Exception(s)" page.

Confirmations must be submitted no later than 5:00 p.m. on the last business day of the month in which you receive your reports. Any corrections received after this date will be addressed with the following month's confirmation.

Agency Responsibility and Certification

Our agency's management accepts responsibility for the integrity and objectivity of the financial transactions provided to the State Comptroller. We believe the data provided are accurate in all material respects. The basis for these conclusions relates to our assessment of the internal controls operating within our Agency. The establishment of such internal controls requires estimates and judgements from management so that, in attaining reasonable assurance as to the adequacy of such controls, the cost of controls should not exceed the benefits obtained. I believe the Agency's internal controls adequately safeguard its assets and provide reasonable assurance as to the proper recording of financial transactions.

Additionally, I certify that, for the agency listed above, the accounting records represented in CARS, the official record of the Commonwealth, are accurate in all material respects.

To the Comptroller:

Our agency accounting records for Demonstration Agency (987) for the period of November, 2004 (due on 12/30/2004) have been verified and reconciled to CARS, and when any submitted ATV's have posted to CARS and/or items shown below (if any) are processed, our internal records will be in agreement with those reported in CARS for each of the following:

All cash balances (by fund/fund detail)
All appropriations (by fund/fund detail, program)
All allottments (by fund/fund detail, program)
Total expenditures (by fund/fund/detail, program, object)
Net Revenues (by fund/fund detail, revenue source code)
Fixed Assets (by fund/fund detail)

Submitted by: John Q Doe on 01/10/2005

Exceptions:

Items appearing on ACTR0401 report, but did not belong to agency:

Batch Agy	Batch Date	Batch Type	Batch #	Amount	401 Date	401 Page
987	11/05/2004	1	987	987.00	11/05/2004	987

test data

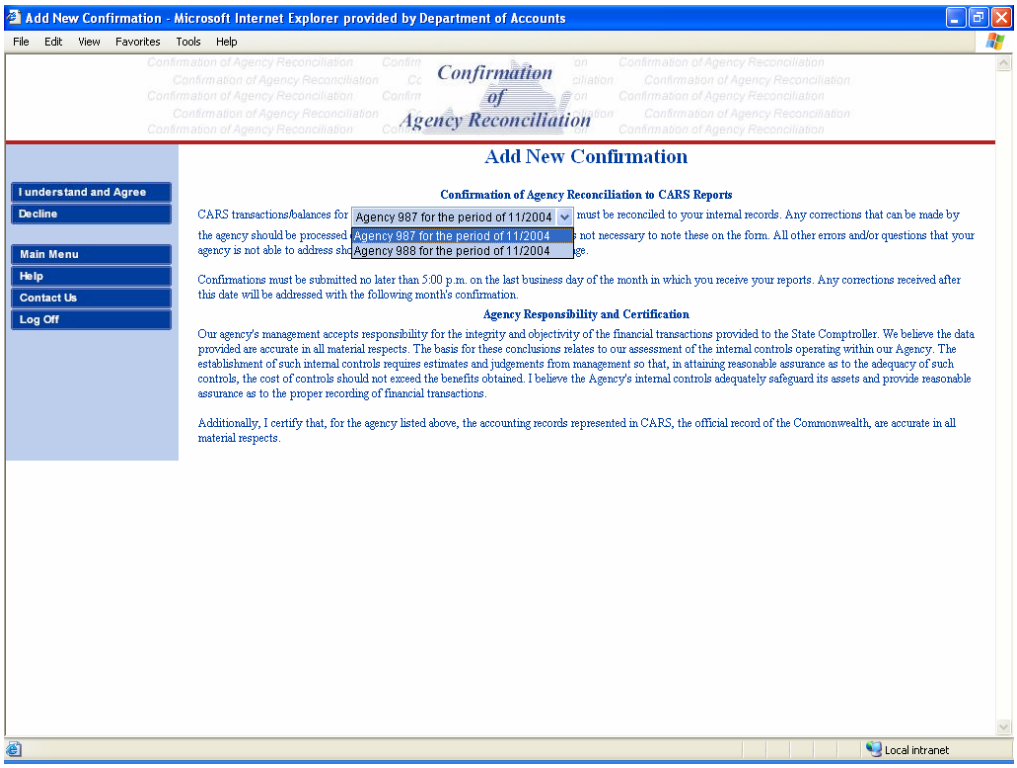
Confirmation was submitted after the due date

Continued on next page

Adding a New Confirmation, Continued

Add Confirmation (continued)

Step	Action	
15	If at some point it is determined that the Confirmation should not be added and the user is in the process of adding the Confirmation, there are selections through out the process that allow the user to bring it to a close. They are as follows:	
	Decline	Choose this selection from the first page for *Add New Confirmation*. This will take the user to the *View Confirmations* page.



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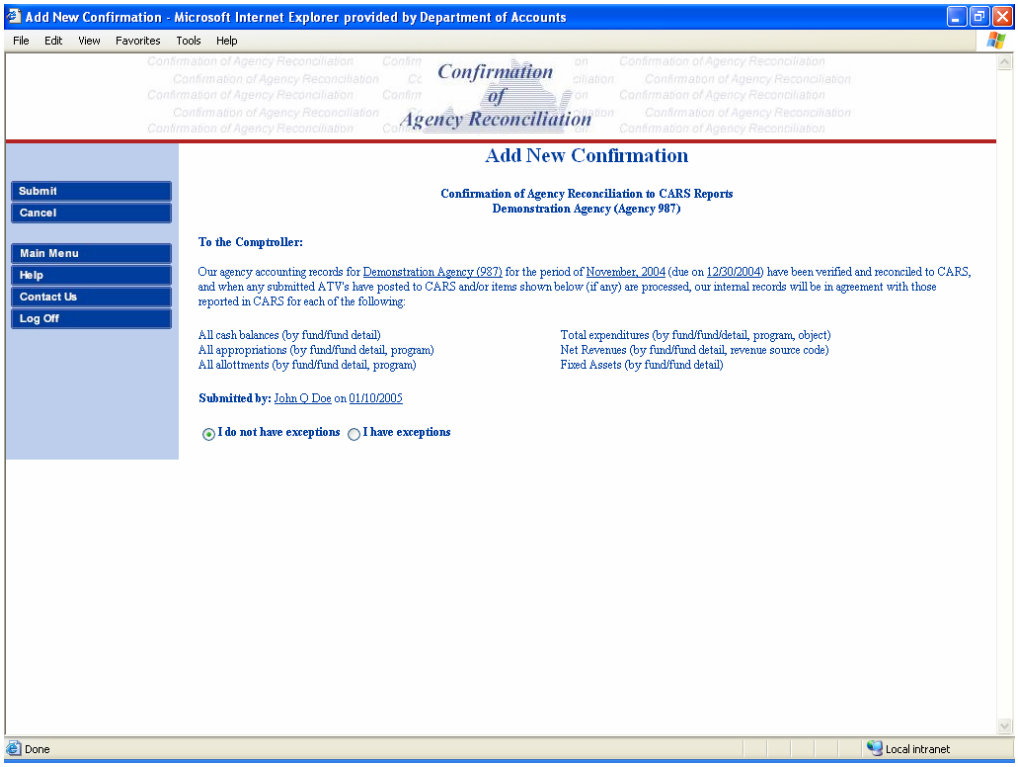
Adding a New Confirmation, Continued

Add Confirmation (continued)

Cancel	This selection is available on the page with the statement "To the Comptroller". It will take the user to the *View Confirmations* page.



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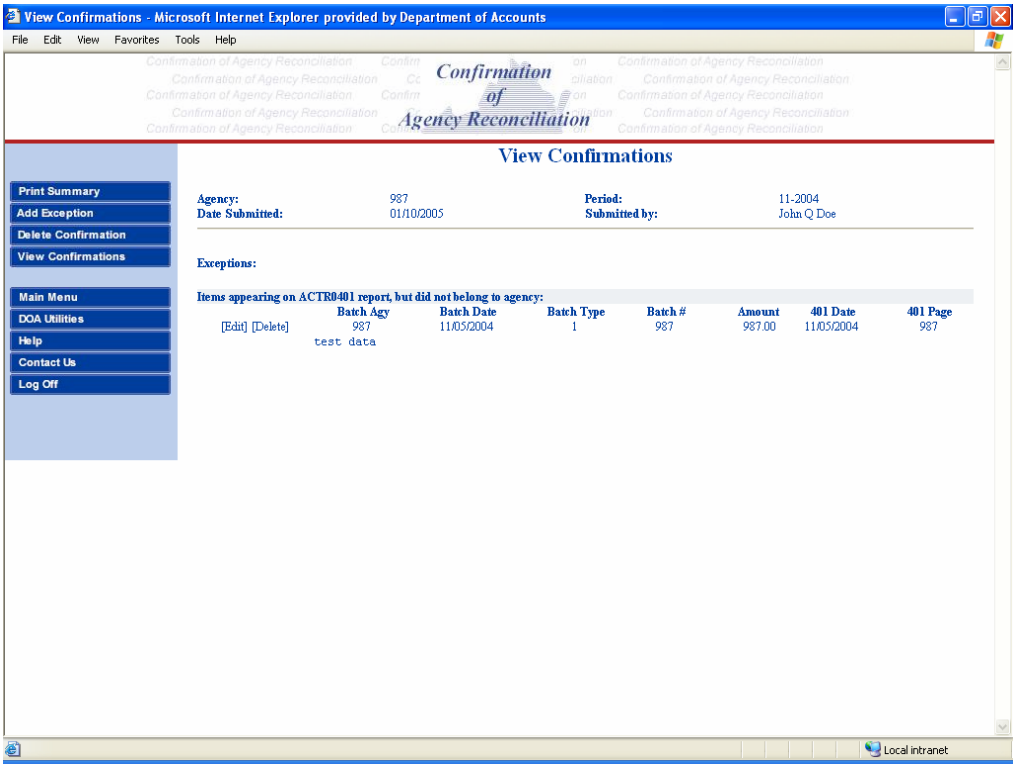
Adding a New Confirmation, Continued

Add Confirmation (continued)

Delete Confirmation	Available when the user has completed adding a Confirmation and is on the *View Confirmations* page. Note: Only available if adding a Confirmation before the due date.

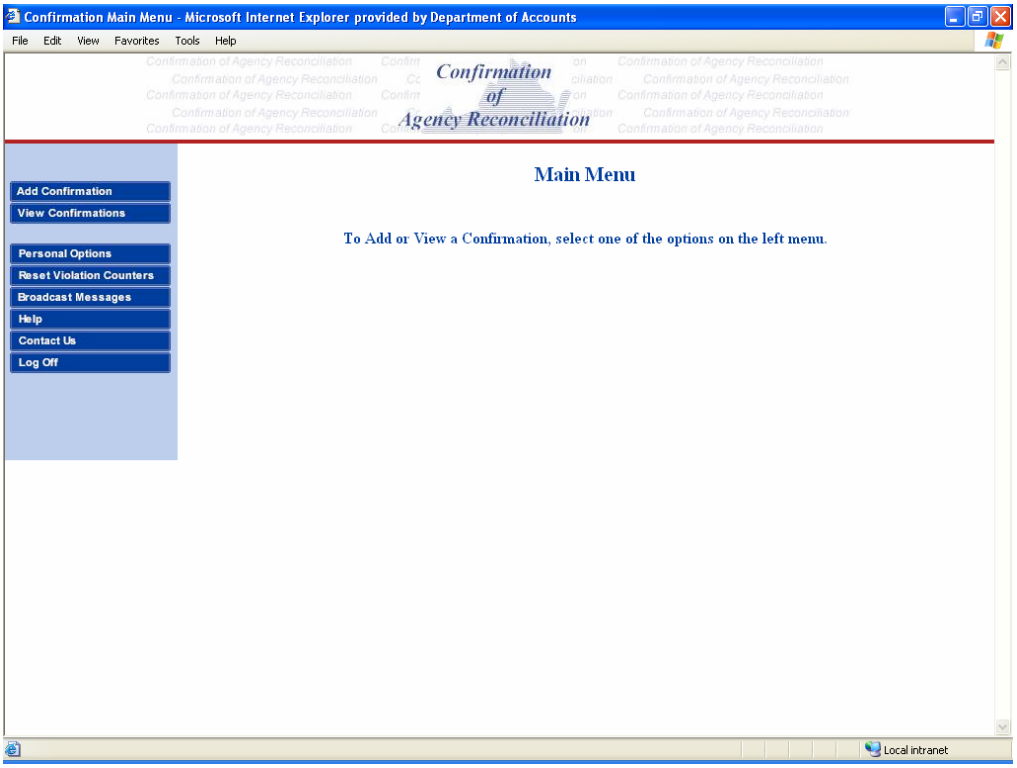


View Confirmations

View Confirmations

The *View Confirmations* page allows the user to view current and previous month's Confirmations. Current month Confirmations can be updated, using this selection, during the time period between which the Confirmation was added and the due date. The following steps explain how to view a Confirmation and the update options available.

Step	Action
1	Select the 'View Confirmations' button from the *Main Menu*.



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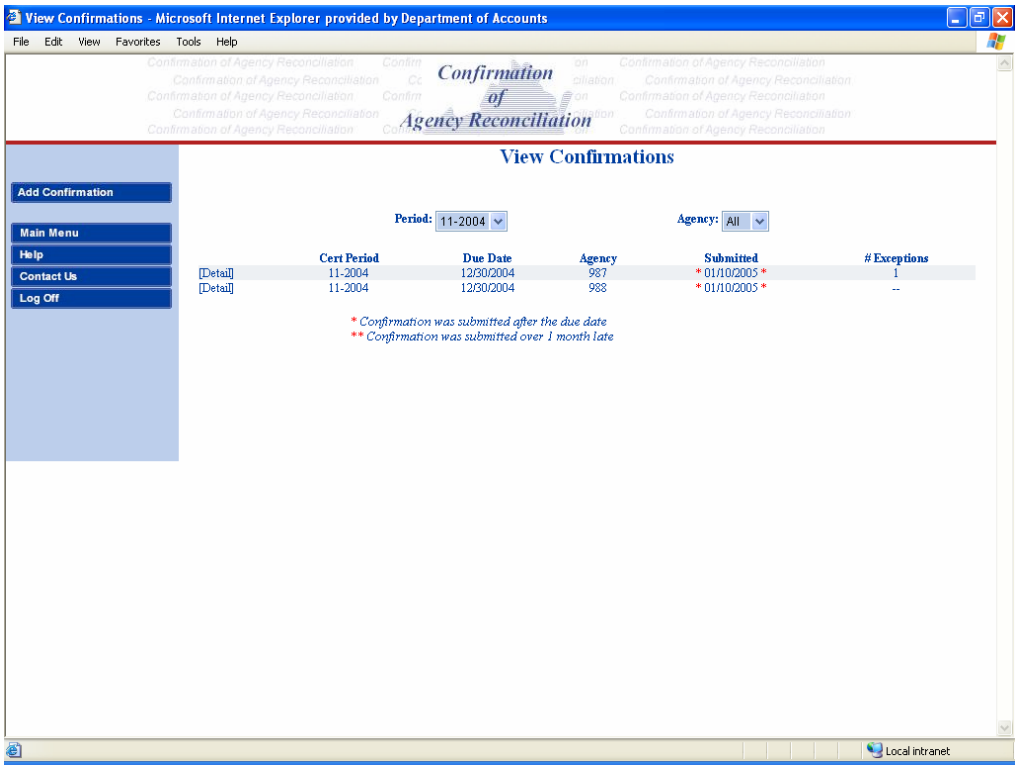
View Confirmations, Continued

View Confirmations (continued)

Step	Action
2	Select the period and agency of the Confirmation to be viewed from the drop down menus or choose directly from the list that comes up automatically with the page based on the user access.
3	Click on the 'Detail' button beside the selected Confirmation.



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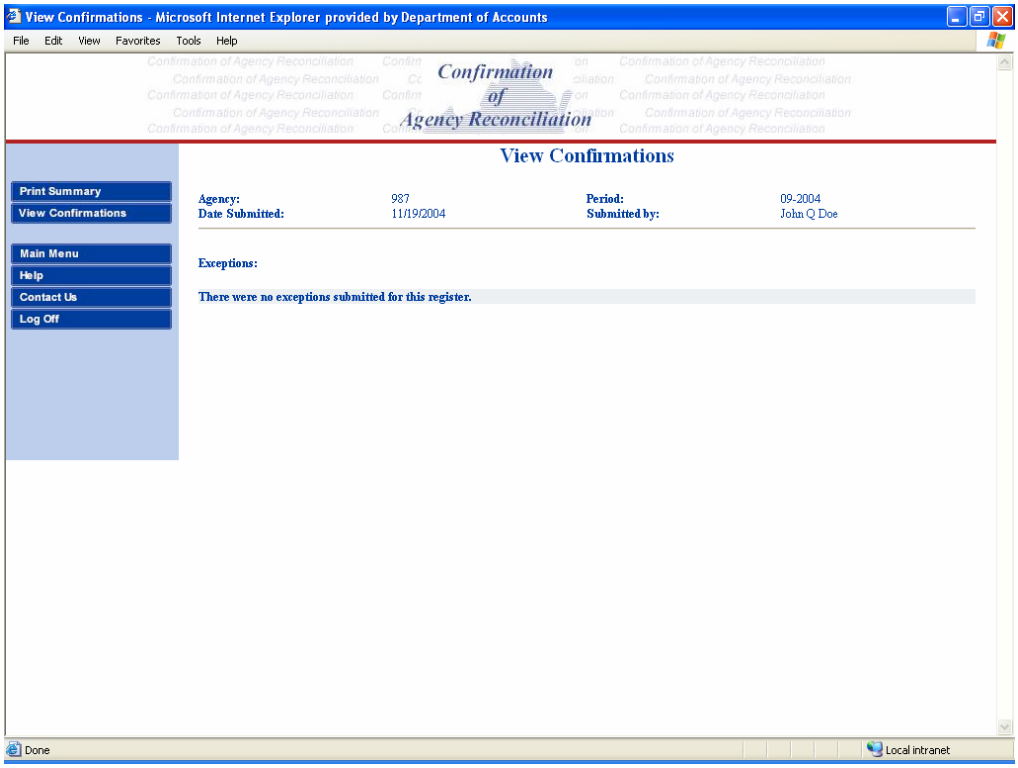
View Confirmations, Continued

View Confirmations (continued)

If	Then
The Confirmation is from a prior month and the due date has passed	The user can view the Date Submitted, the Submitted By information and Exceptions, if any. Also the user can select 'Print Summary' to print a copy of the Confirmation.



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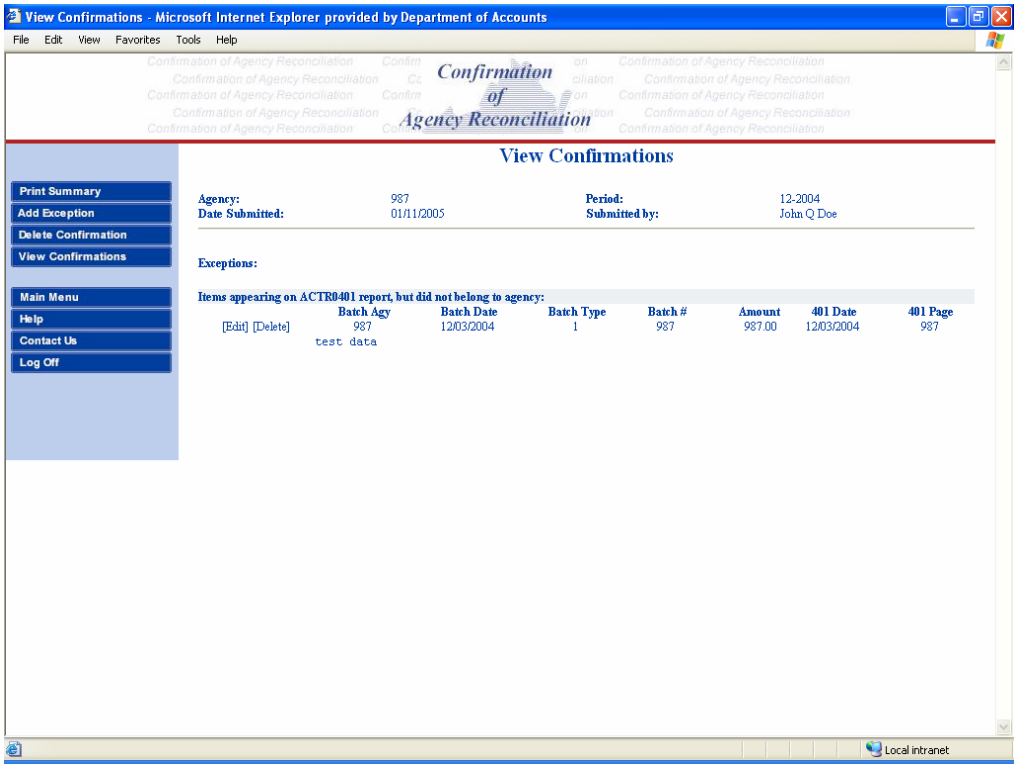
View Confirmations, Continued

View Confirmations (continued)

If	Then
The Confirmation is for the month currently due and the due date has not passed	The user can select from 'Print Summary', 'Add Exceptions', 'Delete Confirmation' and 'View Confirmations'. The 'Edit/Delete' option is also available to the user. 'Add Exceptions', 'Delete Confirmation' and the 'Edit/Delete' options are not available after the due date has passed.



Step	Action
4	Select 'View Confirmations' to return and select a different Confirmation to view.

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View Confirmations, Continued

Navigation

Navigation buttons located in the left margin of the page link to other pages or perform requested functions as described in the section below.

Button	Description
Print Summary	Provides a summary of the Confirmation that can be printed by the agency for their records.
Add Exception	Links to the *Add Exception(s)* page and allows the user to add exceptions to previously entered data up to the due date.
Delete Confirmation	Allows the user to Delete the entire Confirmation and any related exceptions previously entered into the system up to the due date.
View Confirmation	Displays a listing of Confirmations previously entered into the system.
Edit/Delete	To the left of the exceptions listed on the page. The user can update an existing exception or delete it up to the due date.
Main Menu	Links the user to the *Main Menu* page. This is the central navigation page for **Confirmation of Agency Reconciliation**.
Help	Links the user to detailed information about the current page and the selections available on the page.
Contact Us	Allows the user to send an e-mail with suggestions and/or questions to DOA.
Log Off	Returns the user to the *Log On* page and signs the user out of the **Confirmation of Agency Reconciliation**.

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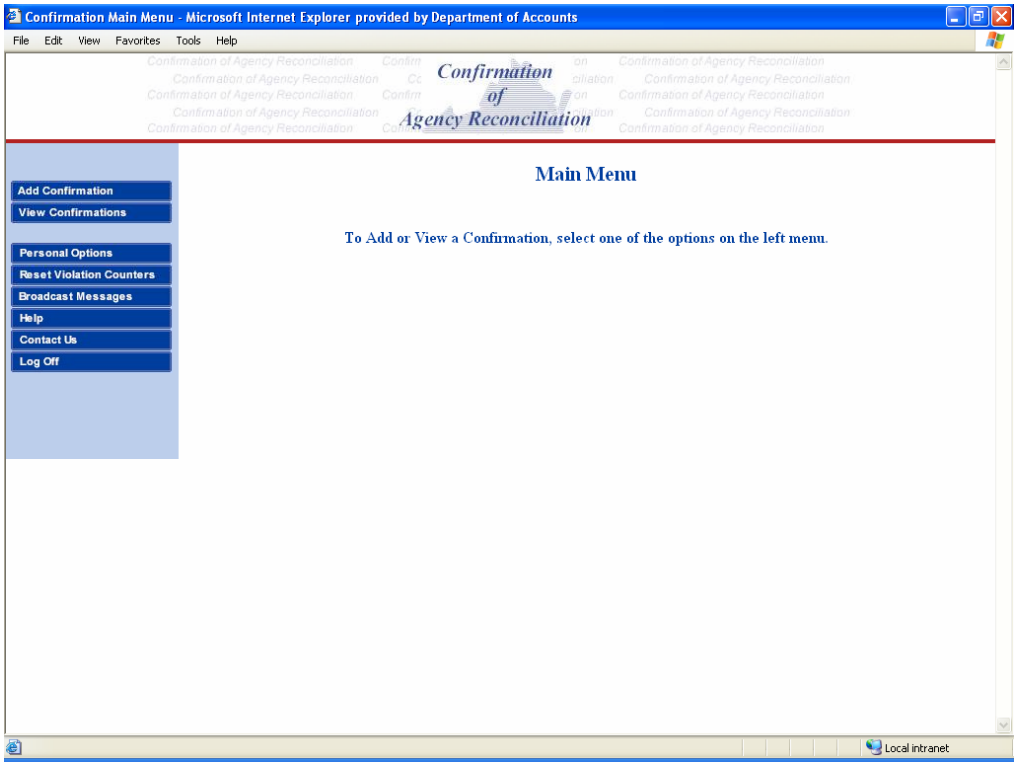
Personal Options

View Personal Options

The *Personal Options* page allows users to view and update account information. Users can change their password or update their phone number or e-mail address in *Personal Options*. There is also an option to enter a "Hint" that would be available if a user forgets their password. To access *Personal Options*, select the 'Personal Options' button from the *Main Menu*.



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Personal Options, Continued

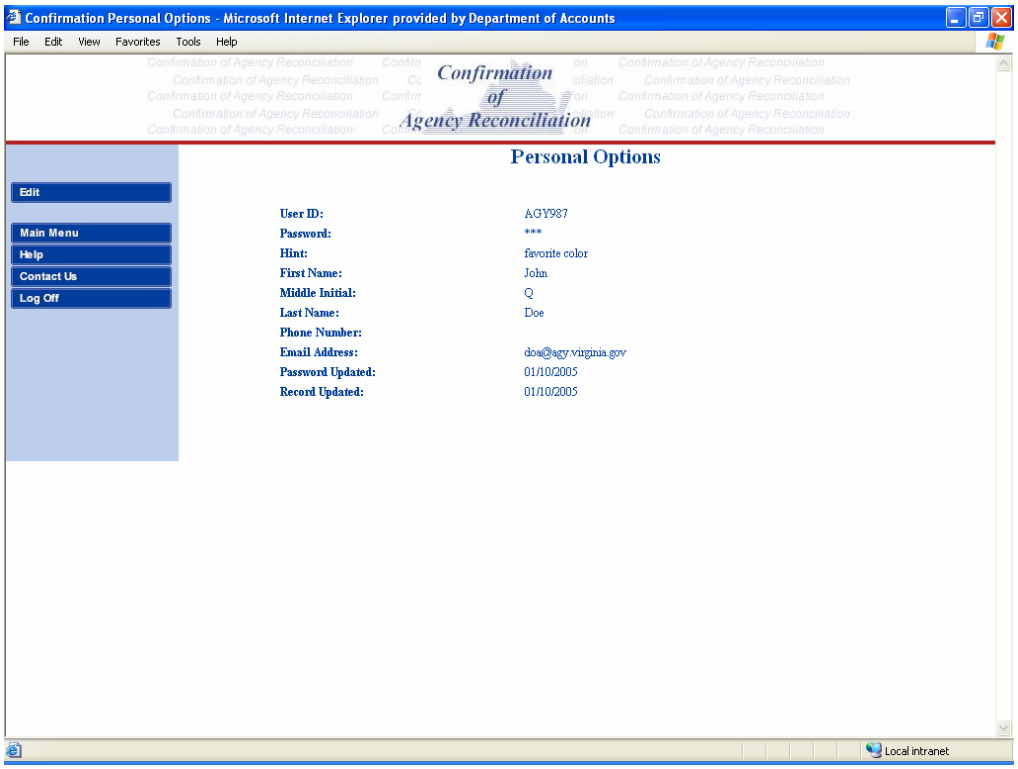
Edit Personal Options

The *Personal Options* page allows the user the ability to change any one or all of the following:

- Password (the actual password is not displayed, it is represented by three *).
- Hint (to help in remembering current password).
- Phone Number
- E-mail address

The following steps explain how to change personal options.

Step	Action
1	To make changes, select the 'Edit' button on the *Personal Options* page.



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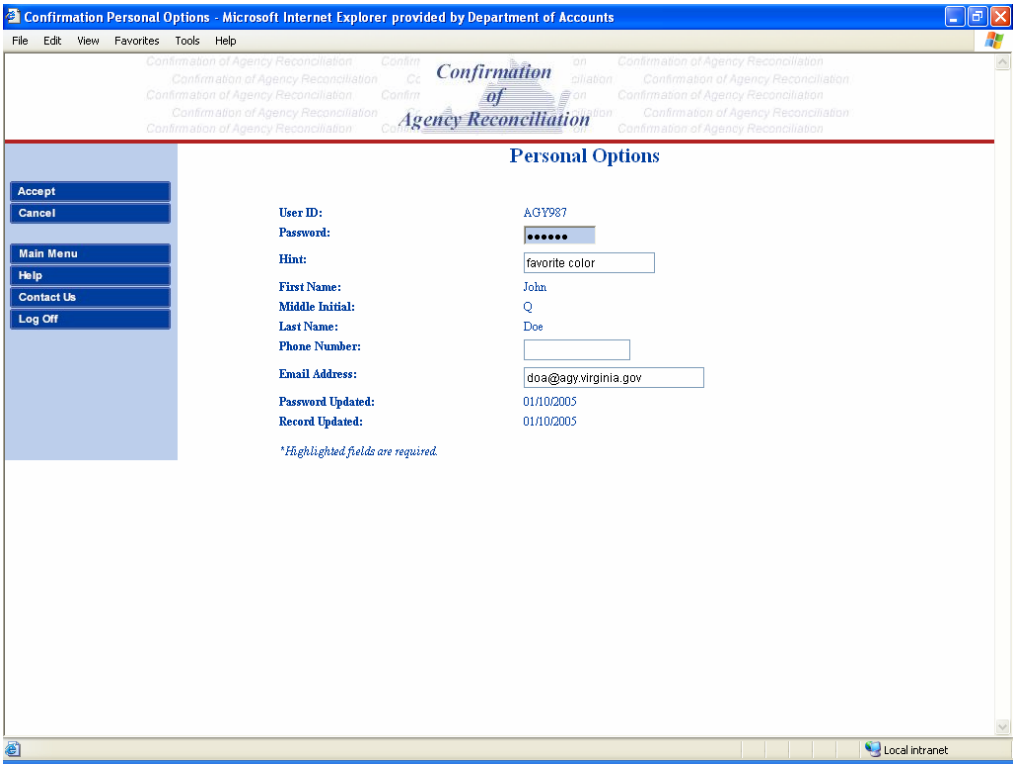
Personal Options, Continued

Edit Personal Options (continued)

Step	Action
2	Enter desired changes to Required or Optional fields. Required fields are shaded.
3	Select 'Accept' to submit changes. Select 'Cancel' to exit and not save changes.



Name Change

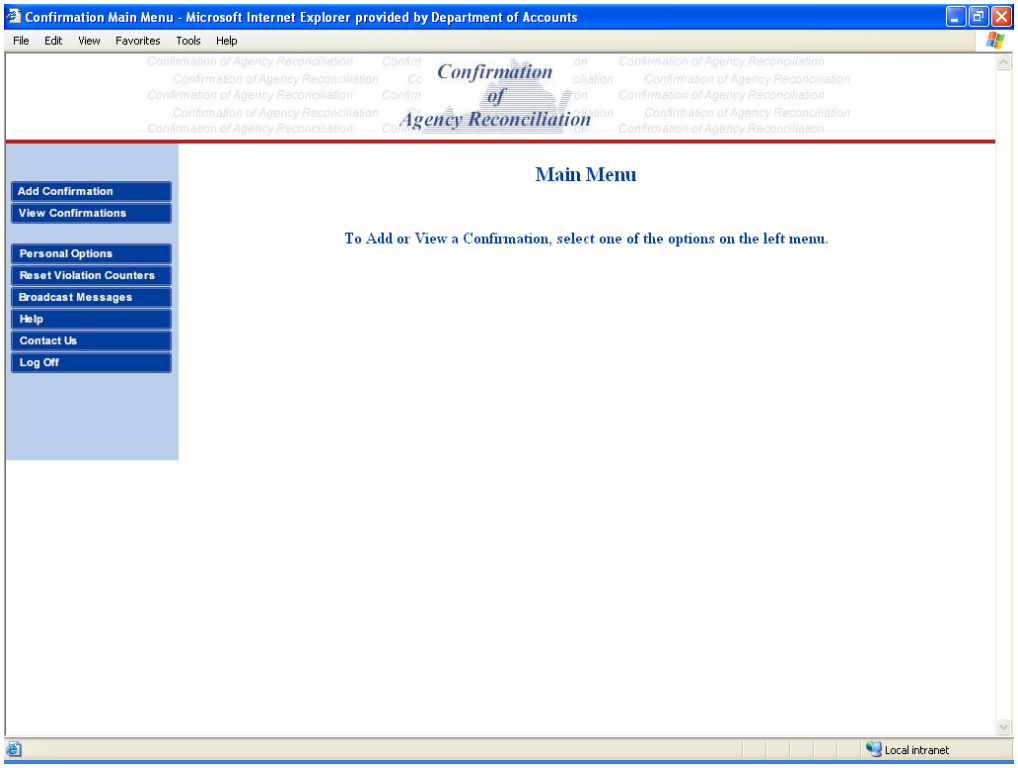
Should the agency need to change the name of the employee assigned to a User Id, they will be required to submit a Security Maintenance Form for the Confirmation of Agency Reconciliation to CARS Reports to DOA indicating a change for the User Id and provide the new name to be assigned to the User ID.

Reset Violation Counters

Reset Violation Counters

There will be one user at each agency with Update capability that will allow them to reset the log on of another user when they have suspended their account. The following steps detail the procedures for resetting violation counters.

Step	Action
1	Select 'Reset Violation Counters' from the *Main Menu*.



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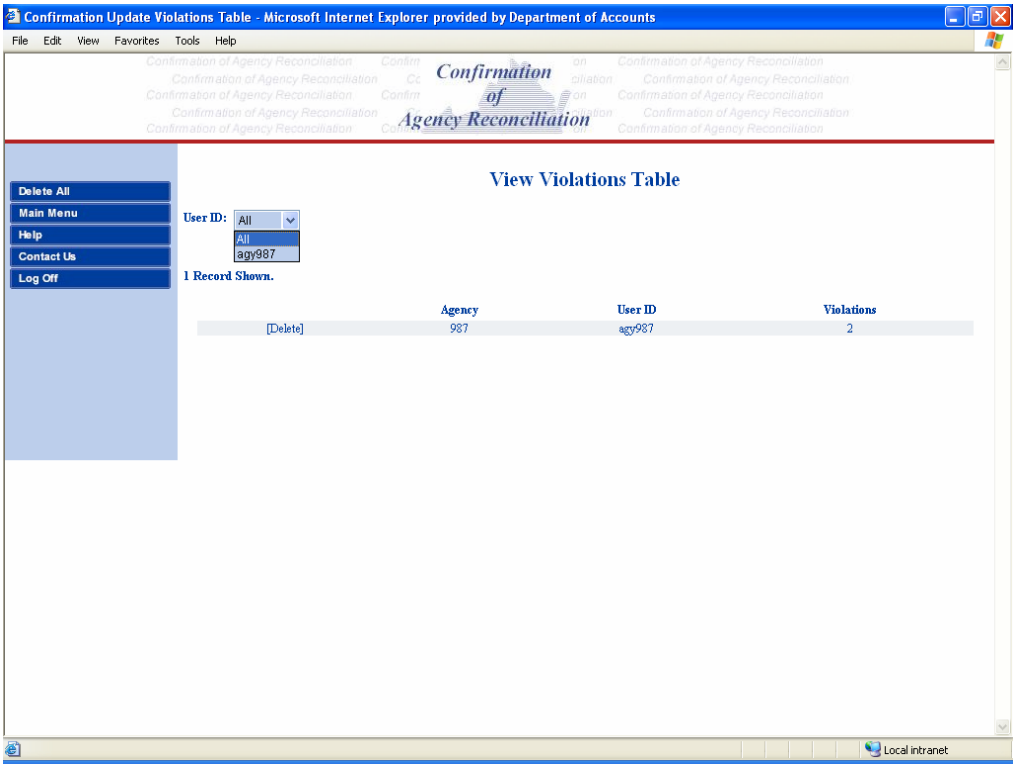
Reset Violation Counters, Continued

Reset Violation Counters (continued)

Step	Action
2	Select the User Id to be reset from the drop down menu.
3	Select 'Delete' beside the violation.



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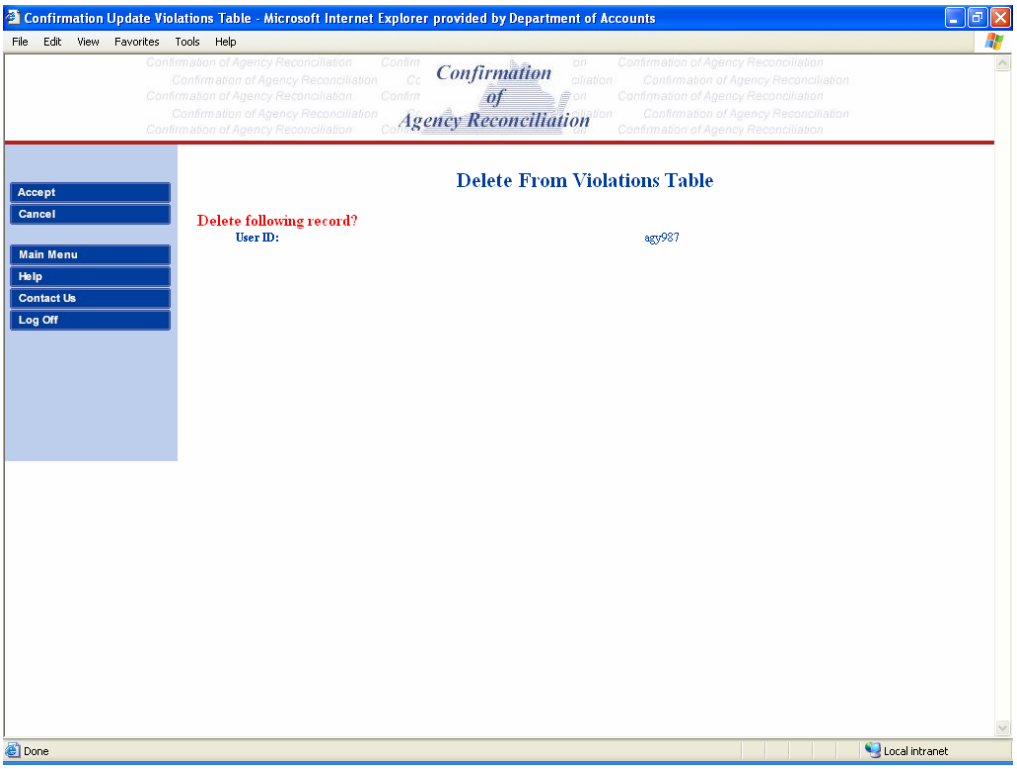
Reset Violation Counters, Continued

Reset Violation Counters (continued)

Step	Action
4	When prompted "Delete the following record?" select 'Accept'.
5	The user may select 'Cancel' if they choose to discontinue the process of deleting a violation record.



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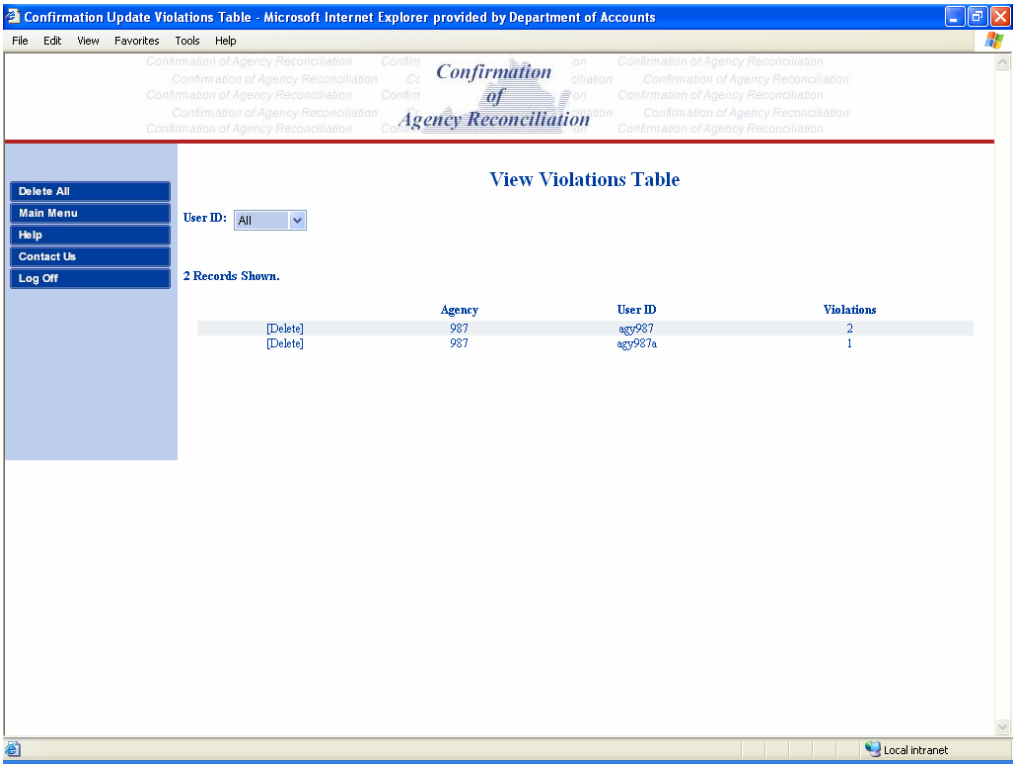
Reset Violation Counters, Continued

Reset Violation Counters (continued)

Step	Action
6	If more than one user id has violations, the user has the option to select 'Delete All' from the options in the left-hand margin of the page. This will delete all violations for all users.

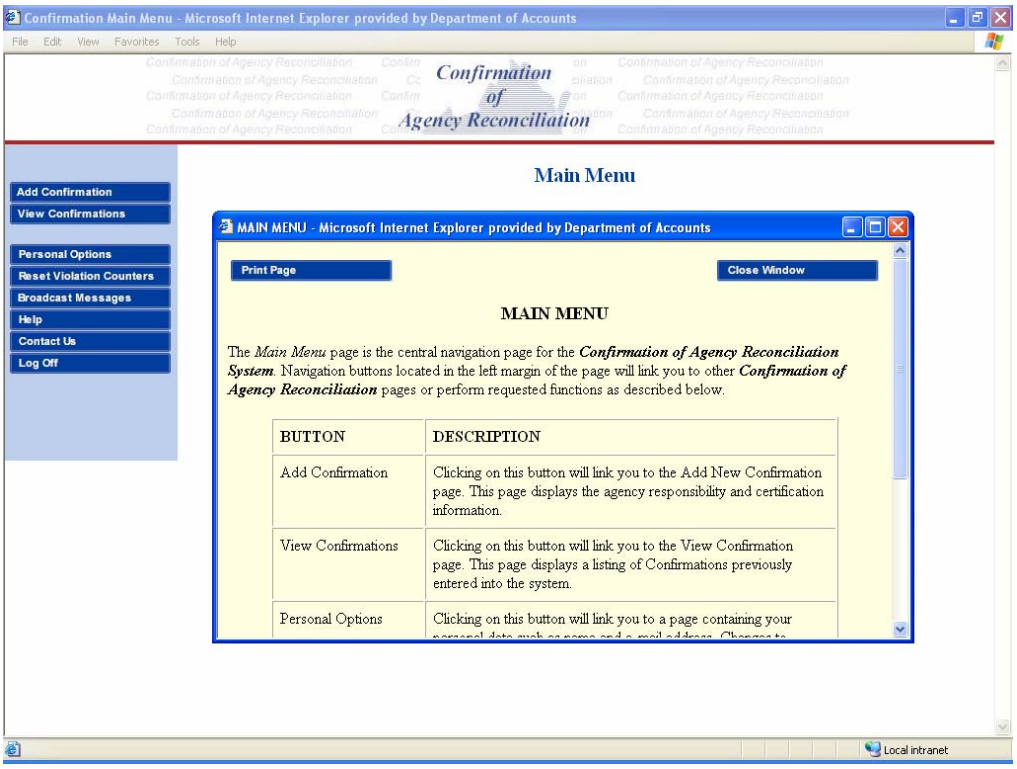


Note: A user with Update capability that suspends their ID will need to contact DOA through the 'Contact Us' button.

Help Screens

Help Screens

Provide detailed information about the current page and the selections available on that page. Help Screens are accessible on every page of the web application. To access the Help Screens, select the 'Help' button located in the left-hand margin of the page.



Contact Us

Contact Us

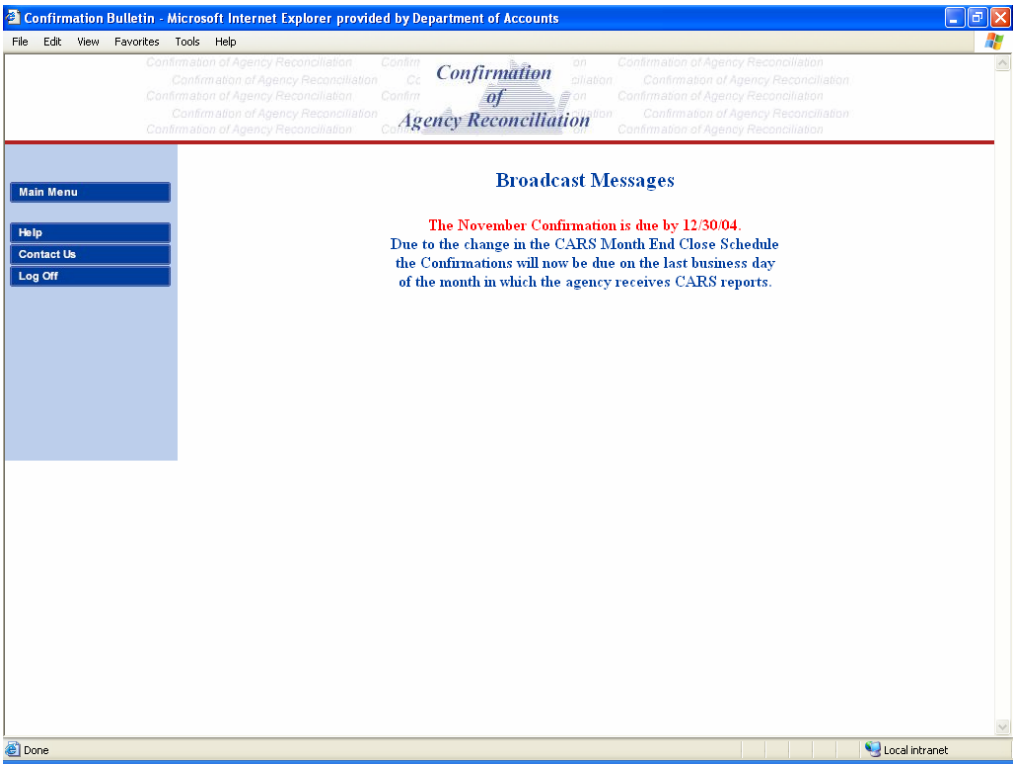
Provides the user with the ability to contact DOA for assistance with the web application and/or to send comments regarding the site.

Continued on next page

Contact Us, Continued

Contact Us (continued)

Step	Action
1	Select 'Contact Us' from the list of selections in the left-hand margin of the page. Note: This selection is available on all pages of the web application.



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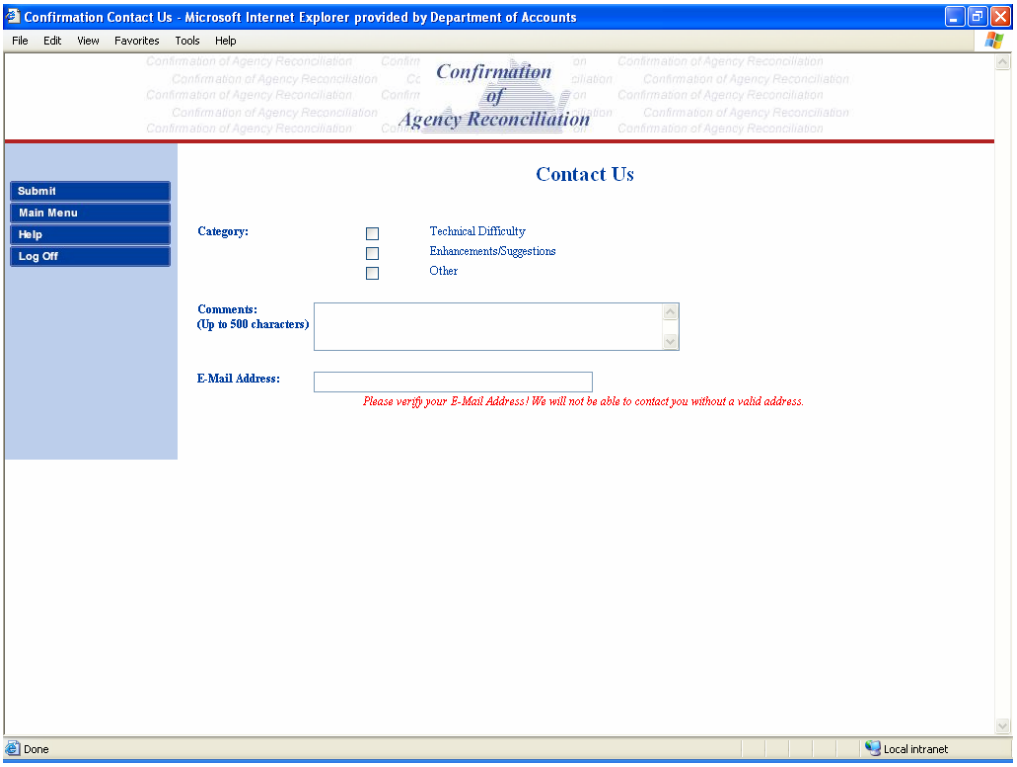
Contact Us, Continued

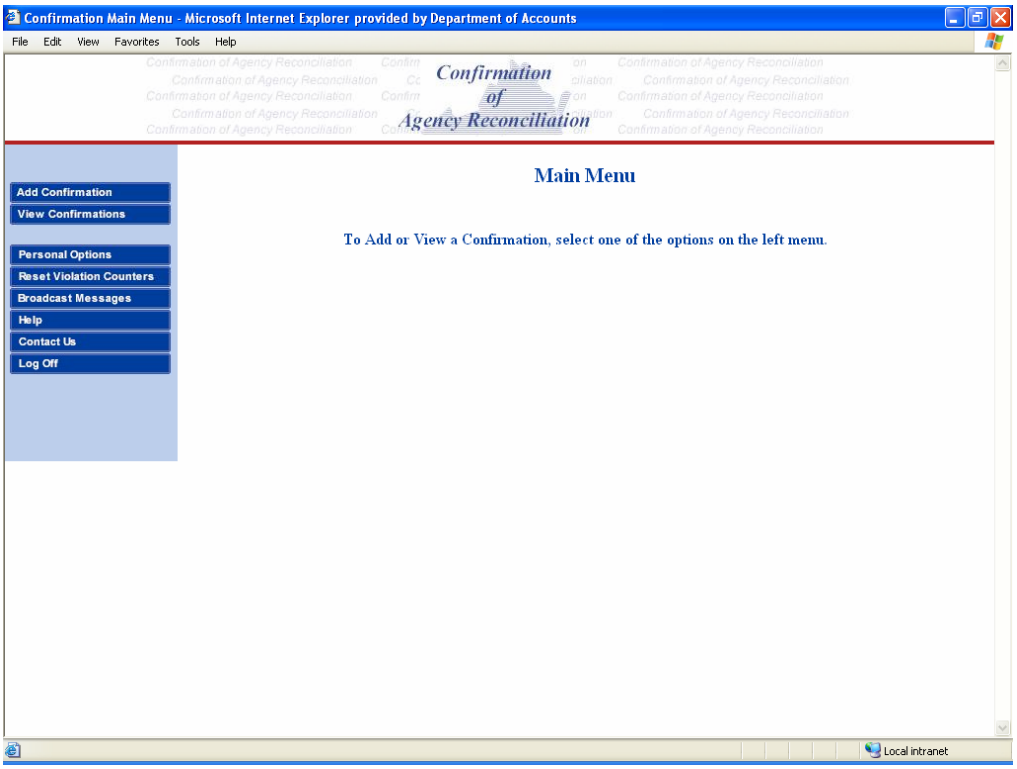
Contact Us (continued)

Step	Action
2	Select the reason for contacting DOA under "Category".
3	Insert any comments or help needed in the comment box.
4	Enter user e-mail address. **Note: DOA must have an e-mail address to be able to respond.**
5	Select 'Submit'.



Log Off

Exit the Web Site – Log Off

Once all transactions have been completed on the web application, select 'Log Off' from the list of selections located in the left-hand margin of the page. When 'Log Off' has been selected the user is returned to the *Welcome* page.

Note: This selection is available on all pages of the web application.