



COMMONWEALTH of VIRGINIA

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COMPTROLLER

Office of the Comptroller

P. O. BOX 1971
RICHMOND, VIRGINIA 23218-1971

February 14, 2005

MEMORANDUM

TO: Agency Fiscal Officer

FROM: Lewis R. McCabe, Director
General Accounting

SUBJECT: Confirmation of Agency Reconciliation to CARS Reports

The Department of Accounts is implementing a web-based reporting system for the Confirmation of Agency Reconciliation to CARS Reports. The certification process will be located on the DOA Home Page (www.doa.virginia.gov) as one of the choices in the left-hand margin labeled 'Confirmation.' The on-line process will replace the paper form that has been required every month. Directions for use of the new on-line Confirmation process are attached.

The Department of Accounts will still require that the final June Year End Confirmation be sent to us by the due date established in the Fiscal Year-end Closing Memorandum to Agencies. The hardcopy confirmation will still be required for the Final Year-End Confirmation due to the needed signatures of both the fiscal officer and the agency head. The fiscal month of June will not be available on the web-based reporting system.

As part of the preparation process, the Department of Accounts will need to set up security access for your agency. Access will be granted for agency fiscal officers. A designee or designees for the fiscal officer may also be selected to complete the Confirmation. It is important to note that the designees will have the same authority to submit the Confirmation as the fiscal officer. Enclosed is a Security Maintenance Form that will need to be completed for each user ID. The user ID will start as "AGY" and the following characters will be your agency number. For the designee user ID it will be "AGY", your agency number and then an "A" (i.e., AGY151, AGY151A). When selecting User Type, Type 1 can enter the Confirmation for submission to DOA, and reset the password violation counter for other established users within the agency. Type 2 can only enter the Confirmation for submission to DOA. Only one person at each agency should have a Type 1 user ID. To set up designee security for the fiscal officer, the

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fiscal officer should complete the top portion of the form (name, signature and date) and then complete the second half of the form with the designees' information.

The Security Maintenance Form must be completed and returned by March 1, 2005. The form may be faxed to (804) 225-4250 or mailed to DOA, General Accounting, POB 1971, Richmond, VA 23218-1971. The web-based reporting system will be available for use as soon as your security has been established. Beginning with April's Confirmation due May 31, 2005 paper copies will no longer be accepted. If you have any questions or concerns, please contact Monica Darden at (804) 225-2289.

Attachment