

August 2, 2010

MEMORANDUM

TO: Fiscal Officers

FROM: Melinda L. Pearson, Assistant Director
General Accounting

SUBJECT: Financial Certification Website

The Department of Accounts has implemented several changes to the Confirmation of Agency Reconciliation Website. The most apparent change is the name. The website will now be called the Financial Certification Website to encompass the site's many functions. The website location will remain the same, located on the DOA Home Page under Links. The Financial Certification Website Administrative Manual provides procedures for the updated website and can be accessed at www.doa.virginia.gov/

Requests for an extension to the normal Certification due date can now be submitted online. Detailed instructions for requesting an extension are located in the administrative manual. The request will be approved or denied online as well. Extensions may be requested up to the Certification's deadline and may only be requested by the agency Fiscal Officer.

The timely submission of the monthly Certification is ultimately the responsibility of the Fiscal Officer. As such we are executing several security changes. All Fiscal Officers will be required to have access to the website and be a User Type 1 (Administrator). An Administrator can view and submit the monthly certification (and any exceptions), reset other users password violations, and request an extension. The User Type 1 will also receive system-generated emails (i.e. reminders, due date changes, late notices, etc.). Only two alternates will be allowed access per agency. They will each be a User Type 2 (General User) with access to view and submit the monthly certification. In the coming weeks, each agency's security will be reviewed to ensure the current access levels are in sync with these changes.

An updated Security Maintenance Form can be found on our website at www.doa.virginia.gov/
If you have any questions or concerns, please contact Valerie Dunmars-Hurdle at (804) 371-8383.