

March 15, 2006

MEMORANDUM

TO: Agency Fiscal Officers and Agency Payroll Officers

FROM: Lewis R. McCabe, Jr., Director
General Accounting

Lora L. George, Director
Payroll Operations

SUBJECT: Implementation of Service Area Structure for FY 2007

The Department of Planning and Budget has completed the development of the new Service Area Structure for the Commonwealth. Historically, agencies used a structure of programs and subprograms for the budgeting and accounting processes and then employed a structure of activities for the planning process. The new service area structure ties categories of service areas to budgeting, accounting, strategic planning, and performance measurement through common terminology.

The purpose of this memorandum is to provide you with an overview of the changes required for systems maintained by the Department of Accounts related to the implementation of the new Service Area Structure.

CARS

- Service Area will replace Subprogram in the expenditure structure. There will be no change to the CARS interface file layout or on-line CARS screens other than to rename the field. CARS reports that previously included subprogram will include service area in FY 2007.
- The Department of Accounts will be responsible for making all descriptor table changes to the program, service area and element tables. These changes will be in place by May 15 and will be in effect for FY 2007.
- Agencies that use element codes may continue to do so. These agencies must provide a list of all element codes (program-service area-element) and titles to be used in FY 2007 to DOA-General Accounting no later than May 1, 2006.
- All FY 2007 expenditures (including P vouchers) must be coded using the revised expenditure structure (program-service area).

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CARS (continued)

- Agencies that are required to make changes to their internal accounting systems should test their CARS interface file. The CARS test system is available for testing by contacting Kim White.

CIPPS

- Agencies will need to evaluate and plan the necessary changes to CIPPS programmatic coding as the time frame for making these changes is limited.
- The new expenditure structure for your agency must be in place in CIPPS when the first payroll to be charged to FY 2007 is certified which will be for the 6/10-24 payperiod for most agencies. Employee changes cannot occur until after the 5/25-6/09 payroll has been certified.
- Using the NSSA table, programmatic data reflecting the service area must be established before an employee record can be updated. These updates should be done as early as possible. CARS table changes will be complete by May 15.
- Special attention should be given when planning any special payrolls to be processed near the end of the fiscal year to ensure the correct expenditure coding is used for the Fiscal Year to be charged.
- There are 3 methods to update programmatic coding in CIPPS:
 1. Person by person, on-line in CIPPS (see CAPP Topic 50125-Programmatic Data)
 2. Mass transaction update for everyone in an organizational code (see CAPP Topic 50120-Automated Changes)
 3. Batch interface prepared by the agency (see CAPP Topic 70510-CIPPS Magnetic Media Interface Requirements)
- Additional detailed information will be provided in an upcoming Payroll Bulletin.

FAACS

- Service Area will replace Subprogram as FAACS mirrors the expenditure structure in CARS.

Thank you for your attention to this matter. If DOA can provide additional information or you have questions that have not been addressed in this memorandum please contact Kim White (kim.white@doa.virginia.gov) for CARS issues or Cathy McGill (cathy.mcgill@doa.virginia.gov) for CIPPS issues.