

CARS and CARS Reports

Agency-Based Accounting Systems



Virginia Department of Accounts

Financial Accountability. Reporting Excellence.

The Commonwealth Accounting and Reporting System (CARS)

CARS is an online, interactive system.

CARS serves as the official accounting record of the Commonwealth of Virginia.

CARS software runs on equipment operated by the Virginia Information Technology Agency (VITA).



CARS Files

- CARS maintains “financial files” for specific reporting needs (posting controlled by Transaction Code):
- Fund Ledger File – all transactions
 - Appropriation File – all appropriation, allotment, and expenditure transactions
 - Cash Control File – all cash transactions
 - Operating File – all transactions that post to an operating GLA and a few additional GLAs (such as deferred revenue)
 - Document File – all deposit certificate and travel advance transactions
 - Vendor Payment File – all check and EDI payments



Online CARS Functions

Table maintenance and inquiry

Financial data entry

Error correction for transactions that do not pass batch processing edits

Batch tracking

Financial inquiry for balances and transactions

Standard report request submission

News broadcast



Table Maintenance and Inquiry

CARS is a table-driven system. The purpose of the table maintenance/inquiry sub-system is to provide timely means of updating or inquiring upon system tables (see CAPP Topic 60112).

Updating of tables occurs on-line, real-time, allowing for immediate use of new codes

You may update organizational structure codes, project codes (except capital outlay), cost codes, and vendor edit table.



Financial Data Entry

You can enter accounting transactions online.

Online transactions go through many of the CARS edits as they are entered.

Online transactions do not post until the nightly CARS edit/update process.

You can change or delete online transactions until the nightly edit/update begins (6:00 PM).



Error Correction

Transactions that do not pass all CARS edits go to the Error Suspense File.

Agencies should check Error Suspense and send error corrections to General Accounting **daily**.

- Email to gacct@doa.virginia.gov

Only DOA can enter error corrections.

Error corrections are applied to transactions during the next edit/update, and then the transactions are re-edited.



Online Batch Tracking

Agencies should check the status of submitted batches **daily**.

“View Batch Headers” (Function 42) shows all batches that have not processed through an edit update.

“Display Batch System Status” (Function 46) shows all batches that have not been purged from the batch status file (\approx 90 days).



Online Financial Inquiry

Inquiry is available for appropriation file, cash control file, document file, and vendor payment file.

These files contain transactions that have posted to history through the last edit/update.



Appropriation File Inquiry

SNA

File Edit View Session Transfer Macro Settings Help

ACTL0610 C A R S - APPROPRIATION FILE INQUIRY S610

ENTER FUNCTION: S (S=START READ, N=NEXT RECORD, C=CLEAR, PF13=MENU)

AGY: 151 FUND: 0100 FFY: 2005 PGM: 749 PROJECT:

CLOSE DATE: OVER EXPEND DATE:

	CURRENT MONTH	PRIOR MONTH	PRIOR YEAR
APPROPRIATIONS:	2,990,842.00	2,990,842.00	2,115,865.00
TRANSFERS:	123,205.00	123,205.00	478,395.00
REVERSIONS:	.00	.00	.00
RESTRICTIONS:	.00	.00	.00
NET APPROPRIATIONS:	3,114,047.00	3,114,047.00	2,594,260.00
ALLOTMENTS	3,114,047.00	3,114,047.00	2,594,260.00
ENCUMBRANCES	.00	.00	.00
EXPENDITURES	2,584,728.49	2,584,314.64	2,593,096.82
AVAIL ALLOT BALANCE:	529,318.51	529,732.36	1,163.18
AVAIL APPN BALANCE:	529,318.51	529,732.36	1,163.18
REVENUES:	.00	.00	.00

Z06 - RECORD SUCCESSFULLY DISPLAYED
PLEASE ENTER FUNCTION

4B A 03/20

Connected to MS-SNA Server ACT75810 OVR NUM



Appropriation File Inquiry

Columns contain YTD amounts

Balances will agree to ACTR1408 report

Net Appropriations = Appropriations (GLA 900)

Allotments = Allotments (GLA 102)

Expenditures = Expenditures (GLA 901) –
Expenditure Refunds (GLA 902)

Watch balances when 2 months are open in CARS
– Current month is the most recently opened
month, prior month is the month that will close
within the next two weeks.

Cash Control Inquiry

SNA

File Edit View Session Transfer Macro Settings Help

ACTL0620 C A R S - CASH CONTROL FILE INQUIRY S620

ENTER FUNCTION: S (S=START READ, N=NEXT RECORD, C=CLEAR, PF13=MENU)

AGY: 151 FUND: 0100 FFY: 2005

OVER EXPEND DATE:

	CURRENT MONTH	PRIOR MONTH	PRIOR YEAR
BEGINNING BALANCE:	3,000.00-	3,000.00-	3,000.00-
TRANSFERS:	7,729,327.08	7,727,920.08	49,759,653.29
REVENUE COLLECTIONS:	310,492.30	310,492.30	226,459.43
OTHER COLLECTIONS:	20,792.50	20,792.47	33,810.42
EXPEND DISBURSEMENTS:	5,913,407.50	5,912,879.88	49,600,425.43
OTHER DISBURSEMENTS:	18,014.00	18,014.00	26,359.59
CASH BALANCE:	2,126,190.38	2,125,310.97	390,138.12
WARRANTS IN PROCESS:	.00	.00	.00
AVAIL CASH BALANCE:	2,126,190.38	2,125,310.97	390,138.12
INVESTMENTS:	.00	.00	.00
PETTY CASH:	.00	.00	.00

Z06 - RECORD SUCCESSFULLY DISPLAYED
PLEASE ENTER FUNCTION

4B A 03/20

Connected to MS-SNA Server ACT75810 OVR NUM



Cash Control Inquiry

Columns contain YTD amounts

Balance will agree to Cash with Treasurer on
ACTR0402 report

Beginning Balance = Balance at July 1

Transfers = ATV/IAT transactions (not Transfer
GLA balances)

Cash Balance = Balance as of last edit update

Posting to different categories is based upon the
transaction code

Document File and Vendor Payment File Inquiry

Document file inquiry (Function 63) allows viewing of deposit certificate amounts and GLA 105 – Travel Advances.

Vendor Payment File inquiry (Functions 65 and 66) allows viewing of payment transactions that are pending (awaiting due date) and payments that have been made in the last 90 days.

Standard Report Request and News Broadcast

DOA uses the Standard Report Request Function to control production of ACTR reports.

The CARS News Broadcast screen is used by DOA to provide important information to the agencies. Someone should be assigned the task of reviewing this screen at least daily.



Logon, logoff, and function keys

Master Menu functions

Reference guide for terminal use

Online error codes and messages

Data element names and definitions

System security

Reports (request hard copy of exhibit from Electronic
Publishing Unit)

Sources for help



CARS Reports – CAPP Topic 70260

Over 150 reports generated

Statewide or selected agency data reported

Weekly, monthly, quarterly, annually, and
“special request”

Report “options” control the level of detail and
reporting period

About 70 reports targeted for agency fiscal
management

Others for Governor, General Assembly, DOA,
DPB



CARS Report Numbers

"ACTR" or "ACTB" and 4-digit number

0100-0899	System and Accounting Control
0900	CARS Table Listings
1000	Fund Ledgers
1300	Document and Disbursement
1400	Expenditure
1500	FIPS and Locality Reporting
1600	Revenues & Cash Deposits (DCs)
2200	Projects
3000	IRS Forms 1099



Report Frequency

Daily (DOA, CDS, VRS)

Weekly

Monthly (Month-End and Form 1099 Reports)

Quarterly

Annual (Year-End and 1099 Year-End Reports)

Special (General Assembly, Nov-Jan only)

DOA's Reports Distribution Management System delivers CARS reports electronically or routes them to the printers you designate.



CARS Report Delivery Options

Your agency may receive CARS reports via one of the following options:

- REPORTLINE – DOA web application for report distribution and viewing
- Remote Print – DOA sends reports to printer at your agency for printing
- Disk – DOA writes reports to disk dataset

DOA has eliminated the printing of reports for agencies.



Standard Reports

All agencies must receive certain weekly and monthly reports.

Weekly reports run at close of business on Friday evening except for the Friday immediately preceding a month end close. In that case weekly reports run the same day as monthly reports. Data may cross fiscal periods.

Monthly reports run on closing date for each fiscal month. Month end close schedule is available on DOA's website. Data usually pertain to the previous fiscal month only.



Weekly Standard Reports

Transactions Posted in CARS

Transactions Not Posted in CARS

Trial Balance by Agency/Fund Detail/GLA

Trial Balance by Agency/Fund Detail/Project/GLA

Potential Fixed Assets

Checks Written

Appropriations, Allotments, and Expenditures –
Operating

Appropriations, Allotments, and Expenditures –
Non-Operating (Capital Projects)



Monthly Standard Reports

Fund Ledger Account Analysis by Agency/Fund
Detail (your "General Ledger")

Online Batch Listing

Trial Balance by Agency/Fund Detail/GLA

Trial Balance Agency/Fund Detail/Project/GLA

Checks To Be Written (pending due date)

Document File Report by Agency/GLA

Appropriations, Allotments, and Expenditures –
Operating and Non-Operating

Monthly Standard Reports (cont'd.)

Expenditure Details by Program/Fund

Reportable Employee Meals

Agency Operating Plans and Expenditures
by Program

Agency Operating Plans and Expenditures
by Project

Revenue Transaction Detail by Source

Deposit Verification Report

Revenue Detail Report



DOA Contacts

Form 1099 Reports

CMIA and Form 1099 Coordinator
Financial Reporting
804-371-7808
1099@doa.virginia.gov

Other CARS Reports

Assistant Director, Accounting Operations
General Accounting
804-225-2376
gacct@doa.virginia.gov

Reports Distribution

VITA Customer Care
1-866-637-8482
vccc@vita.virginia.gov

ReportLine

Michael Rider
804-225-3051
reportline@doa.virginia.gov

Remote Printing and Magnetic Media Interface

Director, Systems and Programming
804-225-2371
systems@doa.virginia.gov



Automated CARS Input/Output

CARS accounting transactions may originate in an agency-based, automated accounting system.

CARS reads disk datasets at VITA nightly to record accounting transactions created by agency-based accounting systems.

You can obtain accounting and check data from CARS extract programs on disk dataset at VITA.

You can extract CARS data through the Financial Information Downloading System (FINDS) to your PC.



State Accounting Systems

CARS is the Commonwealth's official accounting system.

The Commonwealth Integrated Payroll/Personnel System (CIPPS) and Fixed Asset Accounting and Control System (FAACS) produce official state accounting records for agencies that use them as they are centrally operated and maintained by DOA.



State Accounting Systems

State law requires all agency-based accounting systems to be:

- Approved by the Comptroller.
- Capable of reconciling to CARS.
- Designed to interface electronically or through magnetic media with CARS, if directed by the Comptroller.



Agency-Based Systems Design

Agencies authorized by the Comptroller to use alternate systems for fixed asset accounting (that is, "summary user" systems) must ensure these systems are designed so that they can be reconciled to and (if directed by the Comptroller) interface electronically or through magnetic media with DOA systems.



Agency-Based Systems Policy

Agencies must ensure that:

Their automated accounting systems are fully reconciled to DOA records on a timely basis.

Timely corrections and adjustments are made to agency or DOA records as a result of these reconciliations.



Related Factors

Agency-based accounting systems that interface electronically with central automated accounting systems must comply with VITA requirements.

Agencies must consider relative costs and benefits of agency-based accounting systems and ensure that investments are prudent and economical.



Code of Virginia § 2.2-803 (D)

Empowers DOA to prohibit an agency-based accounting system that fails to support statutory requirements for:

- Statewide, unified financial accounting and control.
- Maintenance of modern, effective, and uniform system of accounting for the Commonwealth.



Reconciliation Requirements

- CAPP 20905 – CARS Reconciliation Requirements
- CAPP 50905 – CIPPS Monthly Reconciliation
- CAPP 50910 – CIPPS Quarterly Reconciliation and Certification
- CAPP 50915 – CIPPS Calendar YE Reconciliation and Certification

Where called for in the Appropriation Act, or other statute or regulation, some agencies with agency-based automated accounting systems must prepare additional reconciliations at the subprogram and project levels.



Agency Systems Planning

Keep DOA informed of plans for agency-based automated accounting systems.

Consult with DOA general accounting, fixed assets, payroll, and technical specialists.

Provide copies of post-implementation reviews and evaluation reports on agency-based accounting systems.

References

CAPP Manual Section

- [70200](#), CARS – All Topics
- [20905](#), CARS Reconciliation Requirements
- [50905](#), Monthly Reconciliation
- [50910](#), Quarterly Reconciliation and Certification
- [50915](#), Calendar Year-End Reconciliation and Certification
- [60112](#), Table Maintenance



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